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6-7-1996

June 7, 1996 Meeting Minutes

Shawnee State University

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**MINUTES
SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES
JUNE 7, 1996**

The meeting was called to order at 4:05 p.m. by Chairman Reynolds.

Mr. Reynolds recognized the following guests attending the meeting:

Frank Taylor, President Emeritus
Dick Hyland, Trustee Emeritus
Orville Ferguson, Trustee Emeritus
James Strafford, Past Board member
William Horr, Past Board member
Gerald Jenkins, Past Board member
Raymond Carson, Past Board member
William Reinhardt, Past Board member
David Vetter, Past Board member

Roll Call

Members Present: Mr. Bear, Mr. Davis, Mr. Reynolds, Mr. Saul,
Mr. Shkurti, Mr. Waller, Mr. Winters

Members Absent: Ms. Argeros (excused, attended Academic Affairs Committee), Mr.
Clayton (excused), Mr. Kaplan (excused), Mrs. Richards (excused)

The record should show that notice of this meeting had been given in accordance with Section 121.22 (F) of the Ohio Revised Code and of the State Administrative Procedures Act.

Approval of the June 7, 1996 Agenda

Mr. Waller moved and Mr. Winters seconded a motion to approve the June 7, 1996 agenda.

Ayes: Mr. Davis, Mr. Reynolds, Mr. Shkurti, Mr. Waller, Mr. Winters

Nays: None

Approval of the April 12, 1996 Minutes

Mr. Winters moved and Mr. Shkurti seconded a motion to approve the April 12, 1996 minutes. Mr. Shkurti asked to amend the April 12, 1996 minutes on page 4 under discussion of Resolution 16-96, Approval of Lab and Course Fee to include in his statement that he was extremely concerned about the impact on the students.

Ayes: Mr. Davis, Mr. Reynolds, Mr. Shkurti, Mr. Waller, Mr. Winters

Nays: None

President's Report

President Veri stated that he was very pleased to report that the Reach for the Stars campaign had raised \$5,340,338.69 to date. President Veri also acknowledged and thanked Dr. Jim Bruning, Interim Provost, for doing a fine job for SSU. President Veri deeply valued Dr. Bruning's judgement with regard to issues on higher education and wished him the very best as he departs SSU.

President Veri introduced Dr. William Nevous as SSU's new Provost and welcomed him and his wife Kristen, and son, Matthew, to Shawnee State. President Veri thanked Joanne Charles for leading the Fiscal Affairs staff during the absence of a VP for Business Affairs and especially for her hard work on the budget. He also thanked Susan Warsaw for overseeing the administration of the CFA, Steve Donohue for overseeing the administration of UIS, Purchasing and Personnel and Larry Mangus for overseeing the administration of the bookstore in the absence of a VP for Business Affairs. President Veri oversaw the administration of Institutional Research and Facilities.

President Veri commented on Tom Winters and Brian Saul leaving the BOT as their terms had expired. He stated that he would personally miss Tom and that Brian brought "a touch of class" to the Board.

Committee Reports

Academic Affairs Committee: Mr. Tom Winters for Mr. Jeff Kaplan

Mr. Winters moved and Mr. Shkurti seconded a motion to approve Resolution 23-96, Approval of Full-Service Faculty Promotions. This resolution approves the following full-service faculty promotions effective at the start of the 1996-97 academic year: stipend for the rank of Professor - Robbie Burke; Stipend for rank of Associate Professor - Elizabeth Chrisman, Julia Coll; to the rank of Professor - Jeff Bauer, James Day; and to the rank of Associate Professor - Xiaodan Huang, Gayle Massie.

Ayes: Mr. Davis, Mr. Reynolds, Mr. Shkurti, Mr. Waller, Mr. Winters

Nays: None

Mr. Winters moved and Mr. Waller seconded a motion to approve Resolution 24-96, Approval of Full-Service Faculty Continuing Contracts. This resolution approves continuing contract status effective at the start of the 1996-97 academic year for the following full-service faculty: Kaddour Boukaabar, Mary Ann Canter, James Day, Robert Deal, Roger Diamond, Carl Hilgarth and James Miller.

Ayes: Mr. Davis, Mr. Reynolds, Mr. Shkurti, Mr. Waller, Mr. Winters

Nays: None

Mr. Winters moved and Mr. Shkurti seconded a motion to approve Resolution 25-96, Approval of Graduates.

Ayes: Mr. Davis, Mr. Reynolds, Mr. Shkurti, Mr. Waller, Mr. Winters

Nays: None

Mr. Winters moved and Mr. Shkurti seconded a motion to approve Resolution 26-96, Approval of Program Review - Department of Continuing Education. This resolution grants conditional approval for this program with the conditions of the approval listed in the resolution.

Ayes: Mr. Davis, Mr. Reynolds, Mr. Shkurti, Mr. Waller, Mr. Winters

Nays: None

Mr. Winters moved and Mr. Waller seconded a motion to approve Resolution 27-96, Approval of New Degree Program. This resolution approves submission to the Ohio Board of Regents of a new degree, Bachelor of Individualized Studies. Mr. Winters provided an overview of the proposal.

Ayes: Mr. Davis, Mr. Reynolds, Mr. Shkurti, Mr. Waller, Mr. Winters

Nays: None

Quality of University Life - Mr. Tom Reynolds (Executive Committee on behalf of QUL)

Mr. Reynolds gave a brief overview of Resolution 36-96, Honoring the SSU Women's Softball Team and Individual Student Athlete Accomplishments. He congratulated the team for their outstanding performance and record for the 1995-96 season and stated that they had represented SSU in an exemplary fashion. Mr. Reynolds moved and Mr. Davis seconded a motion to approve Resolution 36-96.

Ayes: Mr. Davis, Mr. Reynolds, Mr. Shkurti, Mr. Waller, Mr. Winters

Nays: None

Finance and Facilities - Mr. Frank Waller, Chairperson

Mr. Waller moved and Mr. Shkurti seconded a motion to approve Resolution 28-96, Approval of FY 1997 General Fund Continuing Budget. This resolution approves a continuing budget for Fiscal Year 1997 at the Fiscal Year 1996 levels with the addition of contractual and inflationary increases with a recommended final budget for Fiscal Year 1997 to be approved by the Board not later than November 30, 1996.

A brief discussion followed.

Ayes: Mr. Davis, Mr. Reynolds, Mr. Shkurti, Mr. Waller, Mr. Winters

Nays: None

Mr. Waller moved and Mr. Shkurti seconded a motion to approve Resolution 29-96, Approval of FY 1997 Auxiliary and Agency Continuing Budgets. This resolution approves a continuing budget for Fiscal year 1997 at the Fiscal Year 1996 levels with the addition of contractual and inflationary increases with a recommended final budget for Fiscal Year 1997 to be approved by the Board not later than November 30, 1996.

Ayes: Mr. Davis, Mr. Reynolds, Mr. Shkurti, Mr. Waller, Mr. Winters

Nays: None

Mr. Waller moved and Mr. Winters seconded a motion to approve Resolution 30-96, Salary and Wage Increase for Administrative Personnel and Administrative Technical Support Staff. This resolution provides for a 4% basic salary adjustment and a 1% distinguished performance salary adjustment for all administrative and Administrative Technical Support Staff. The resolution also directs the President to recommend policy revisions to change performance pay from a salary increase to a one-time bonus.

Ayes: Mr. Davis, Mr. Reynolds, Mr. Shkurti, Mr. Waller, Mr. Winters

Nays: None

Mr. Reynolds recognized Congressman Frank Cremeans who arrived at the meeting at 4:30 p.m. Congressman Cremeans stated that he applauded the Board of Trustees and SSU administration for their efforts in building such a fine university.

Mr. Waller moved and Mr. Shkurti seconded a motion to approve Resolution 31-96, Personnel. This resolution approves the appointment of Ronald J. Harris, Student Affairs; Jennifer Logan, Student Affairs; Tim Culver, STARS Coordinator; Darrel Perry, Senior Instructor-Department of Teacher Education; Scott Come, Associate Professor-Psychology; A.L. Addington, Professor-Social Sciences; Roy Payne, Chairperson/Associate Professor-Department of Business Administration; Robert Mays, Associate Professor-Business Information Systems; Janice Johnson, Instructor-Business Information Systems; Douglas Darbro, Assistant Professor-Mathematics; and approves the adjustments/additions in title for William Nevios, title of Professor; Audrey Clay, change in title from Assistant to the Vice President of Student Affairs for Financial Programs to Director of Financial Aid; Michael Pinson, reassignment from Engineering Technician to User Support Manager in UIS; Greg Dandio, reassignment from Associate Director, UIS to Acting Director of UIS; and Rick Merb, temporary assignment to Assistant Director, Admissions, not to exceed six months. The resolution also approved a paid sabbatical leave for Winter and Spring Quarter, 1997 for Professor Phillip Gearheart, College of Arts and Sciences and accepted the resignations of Margaret McClintock, Director, UIS; Sara Daehler, Assistant Director, Development and Alumni Relations; Gene Wilson, Director,

Financial Aid; Joanne Abel, Department Chair, Associate Degree Nursing; and Christine Raber, Senior Instruction and Fieldwork Coordinator, Department of Teacher Education.

Mr. Winters made a motion to amend Resolution 31-96, recommending the title of Professor for President Veri. Mr. Winters stated that the search committee that hired President Veri had promised him 7 years ago that he would be recommended for title of Professor and that the Academic Affairs Committee had also reviewed the recommendation with the same result. Mr. Shkurti seconded the amendment. A lengthy discussion followed. Mr. Waller suggested that Mr. Donohue work through the process before making a recommendation on a title for President Veri for Board approval.

Vote on the amendment to the motion:

Ayes: Mr. Reynolds, Mr. Winters

Nays: Mr. Davis, Mr. Shkurti, Mr. Waller

Mr. Winters stated that he felt very strong about this issue and would vote "no" on Resolution 31-96. President Veri stated that he fully understood Mr. Winter's feelings, but would personally encourage him to vote "yes." Further discussion followed.

Mr. Waller moved and Mr. Winters seconded a motion to table Resolution 31-96 until 5:00 p.m. today for Mr. Winters to have time to reconsider the matter before a vote was taken.

Vote to table Resolution 31-96:

Ayes: Mr. Davis, Mr. Reynolds, Mr. Shkurti, Mr. Waller, Mr. Winters

Nays: None

Mr. Waller moved and Mr. Shkurti seconded a motion to approve Resolution 32-96, Designation of Treasurer. This resolution approves Roger T. Murphy, Vice President for Business Affairs, as SSU's designated Treasurer.

Ayes: Mr. Davis, Mr. Reynolds, Mr. Shkurti, Mr. Waller, Mr. Winters

Nays: None

Mr. Waller moved and Mr. Shkurti seconded a motion to approve Resolution 33-96, Business Enterprise Development Policy. This policy encourages development of new business enterprises in the South-central Ohio region.

Ayes: Mr. Davis, Mr. Reynolds, Mr. Shkurti, Mr. Waller, Mr. Winters

Nays: None

Mr. Waller moved and Mr. Shkurti seconded a motion to approve Resolution 34-96, Revisions to University Policy 4.02, Inventory of Equipment. This policy revision revises the dollar amount at which equipment is capitalized to bring Shawnee State University Policy 4.02 in line with current federal guidelines as recommended by the University's auditors.

Ayes: Mr. Davis, Mr. Reynolds, Mr. Shkurti, Mr. Waller, Mr. Winters

Nays: None

Mr. Waller moved and Mr. Shkurti seconded a motion to approve Resolution 35-96, Approval of Grants - Governor's Summer Institute Grant and Eisenhower Grants. This resolution approves the submission of these grant proposals.

Ayes: Mr. Davis, Mr. Reynolds, Mr. Shkurti, Mr. Waller, Mr. Winters

Nays: None

Executive Committee - Tom Reynolds, Chairperson

Mr. Reynolds reported that the Executive Committee approved Resolution 21-96, Personnel and Resolution 22-96, Betty Hodgden - Professor Emeritus.

Reports from Board Liaisons with Other Organizations

Mr. Winters reported that IUC spent a great deal of time with the Governor on state funding and voiced their concern that higher education was not treated fairly. A Higher Education Funding Commission was appointed to review funding issues. Mr. Winters also reported that Jim McCollum had been appointed as new IUC Executive Director.

New Business

Mr. Winters summarized his tenure on Shawnee State's Board of Trustees. Mr. Reynolds recognized Mr. Winters for his nine-year term and the expertise that he displayed as a Board member. Mr. Reynolds presented Mr. Winters a Shawnee State Insignia rocking chair and he was given a round of applause by both the Board and audience.

Mr. Reynolds stated his appreciation for Brain Saul's dedication, excellent service and "going beyond the call of duty" as a Student Trustee. Mr. presented Mr. Saul with an SSU director's chair and was given a round of applause by both the Board and audience.

Remove Resolution 31-96 from the Table

The Chairman removed Resolution 31-96 from the table at 5:00 p.m. in accordance with the terms of the previous Tabled Motion.

Board of Trustees Minutes

June 7, 1996

Ayes: Mr. Davis, Mr. Reynolds, Mr. Shkurti, Mr. Waller, Mr. Winters

Nays: None

Comments from Constituent Groups and the Public

University Faculty Assembly, Professor Carl Hilgarth, President

Professor Hilgarth thanked the Board on behalf of faculty for approving Emeritus status for Professor Betty Hodgden.

University Senate

Professor Hilgarth reported that the UFA had established an ad-hoc committee to review and make recommendations on a University governance system, with a report due back to the Senate by January 30, 1997.


Student Senate, Brian Saul

Mr. Saul reported that his term as Student Senate President was now over with Ray Bear being his successor. Mr. Saul thanked the Board for "putting students first."

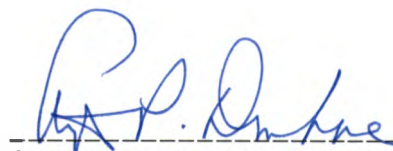
Mr. Reynolds, on behalf of the Board, thanked Dr. Bruning for his service and sharing his knowledge with SSU and welcomed Dr. William Nevius, new Vice President for Academic Affairs and Provost. Mr. Reynolds also thanked Joanne Charles for doing an excellent job in a tough situation and Dave Todt for serving as Interim Dean of College of the Arts and Sciences.

Adjournment

The meeting was adjourned at 5:15 by acclamation.



Thomas B. Reynolds, SSU Board of Trustees



Stephen P. Donohue, Secretary, SSU Board of Trustees

AGENDA
SHAWNEE STATE UNIVERSITY BOARD OF TRUSTEES
June 7, 1996
4:00 p.m.
Homer Selby Board Room

- A. Call to Order
- B. Roll Call
- C. Approval of June 7, 1996 Agenda
- D. Approval of April 12, 1996 Board Minutes
- E. President's Report
- F. Committee Reports

Academic Affairs Committee - Mr. Tom Winters, Vice Chairperson

- Resolution 23-96 Approval of Faculty Promotions
- Resolution 24-96 Approval of Faculty Continuing Contract
- Resolution 25-96 Approval of 1996 Graduates
- Resolution 26-96 Approval of Continuing Education - Program Review
- Resolution 27-96 Approval of Proposal for New Degree

Quality of University Life - Tom Reynolds (Executive Committee on behalf of QUL)

- Resolution 36-96 Honoring the Championship Women's Softball Team

Finance and Facilities - Mr. Waller, Chairperson

- Resolution 28-96 Approval of FY 97 Preliminary General Fund Budget
- Resolution 29-96 Approval of Preliminary Auxiliary & Agency Budgets
- Resolution 30-96 Approval of Administrative/ATSS Salary Increases
- Resolution 31-96 Approval of Personnel
- Resolution 32-96 Approval of Treasurer
- Resolution 33-96 Approval of Business Enterprise Development Policy #5.26

Resolution 34-96 Approval of Equipment Capitalization

Resolution 35-96 Approval of Grants: Governor's Summer Institute
Eisenhower Grants

Executive Committee - Mr. Tom Reynolds, Chairperson

Actions taken on behalf of the Board:

Resolution 21-96, Personnel Appointments (Resignations of 1 faculty, 2 adms.)

Resolution 22-96, Posthumous Appointment of Professor Emeritus to Betty Hodgden

- G Reports, if any, from Board liaisons with other organizations
- H. New Business
- I. Comments from constituent groups (if any) and the public

University Senate - Professor Hilgarth

University Faculty Senate - Professor Hilgarth

University Administrative Senate - Mr. Culver

Shawnee Education Association - Professor Gemmer

Communication Workers of America (SSU) - Ms. Stacy

Student Senate - Mr. Saul

- J. Other Business
- K. Executive Session (if needed)
- L. Adjournment

RESOLUTION 23-96

FULL-SERVICE FACULTY PROMOTIONS

WHEREAS, the following faculty have been certified by the President to have met the minimum qualifications for promotion or a stipend award; and

WHEREAS, the President recommends the faculty members listed below for promotion or a stipend, according to the guidelines of Article XIII of the University's Agreement with Shawnee Education Association; and

WHEREAS, both the applicable academic supervisor, the elected Promotion Committee and the Interim Provost have reviewed eligible faculty and made recommendations about their qualifications for promotion or a stipend award; and

WHEREAS, the President has reviewed the files of all those eligible for promotion or the stipend award, and with due deliberation the President recommends the individual promotions or stipend awards listed below; and

WHEREAS, the Academic Affairs Committee has reviewed the deliberations of the Promotion Committee and concurs with the promotion and stipend award recommendations of the President and recommends these individuals to the Board for promotion or a stipend according to the specifications of the SSU-SEA Agreement;

THEREFORE BE IT RESOLVED that the Shawnee State Board of Trustees appoints the following faculty members to the academic rank or a stipend listed with each effective at the start of the 1996-97 academic year:

Stipend for rank of Professor:

Robbie Burke

Stipend for rank of Associate Professor:

Elizabeth Chrisman

Julia Coll

To the rank of Professor:

Jeff Bauer

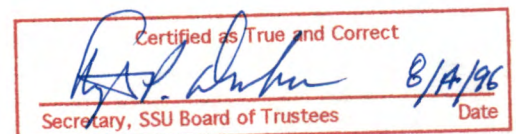
James Day

To the rank of Associate Professor:

Xiaodan Huang

Gayle Massie

(June 7, 1996)



RESOLUTION 24- 96

FULL-SERVICE FACULTY CONTINUING CONTRACTS


WHEREAS, the President, having reviewed the recommendations of the Continuing Contract Committee and the Interim Provost, recommends that the following faculty members be offered continuing contract status at the start of the 1996-97 academic year:

Kaddour Boukaabar
Mary Ann Canter
James Day
Robert Deal
Roger Diamond
Carl Hilgarth
James Miller

WHEREAS, those recommendations have been accepted and forwarded by the Academic Affairs Committee;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the award of continuing contracts for the above-named faculty members.

(June 7, 1996)

Certified as True and Correct

Secretary, SSU Board of Trustees
8/14/96
Date

RESOLUTION 25-96

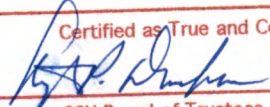
APPROVAL OF GRADUATES

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

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

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University empowers the President to award certificates or degrees at Commencement on June 7, 1996, to all candidates whose final completion and graduation from the University is confirmed by the Office of the Registrar and whose names are later attached to this resolution as graduates.

(June 7, 1996)

Certified as True and Correct

Secretary, SSU Board of Trustees
Date 8/16/96

RESOLUTION 26-96

PROGRAM REVIEW - DEPARTMENT OF CONTINUING EDUCATION

WHEREAS, the Department of Continuing Education has undergone academic program review according to Board policy 2.08; and

WHEREAS, the Academic Affairs Committee of the Board has reviewed the compliance of the program review with the standards established in Board policy 2.08; and

WHEREAS, Board policy 2.08 requires the Board of Trustees to place each degree program into one of the following categories: Approval, Conditional Approval, Further Study or Termination;

THEREFORE BE IT RESOLVED that, as a result of the program review for the Department of Continuing Education, the Shawnee State University Board of Trustees grants conditional approval for this program under the following conditions:

First, the Provost and Director of the Department of Continuing Education are charged to develop a set of goals and directions for the Department which are appropriate to and consistent with the goals and directions of Shawnee State University.

Second, it is expected that these goals and directions be developed within the next two months.

Third, it is expected that after these goals and directions have been approved, regular performance reviews be undertaken in relation to them.

Finally, it is expected that a report be made to the Board of Trustees of Shawnee State University approximately one year from the date of approval regarding progress being made toward the achievement of these goals and directions.

(June 7, 1996)

Certified as True and Correct
[Signature] 8/14/96
Secretary, SSU Board of Trustees Date

RESOLUTION 27-96

APPROVAL OF NEW DEGREE PROGRAM

WHEREAS, the University Senate approves the following New Degree Program:


Bachelor of Individualized Studies

WHEREAS, the Interim Provost and the President recommend the proposed program to the Academic Affairs Committee of the Board of Trustees; and

WHEREAS, the Committee concurs with the recommendations, and therefore recommends that the proposed degree program be submitted to the Ohio Board of Regents;

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

(June 7, 1996)

Certified as True and Correct

Secretary, SSU Board of Trustees 8/14/96 Date

RESOLUTION 28-96

APPROVAL OF FY 1997 GENERAL FUND CONTINUING BUDGET

WHEREAS, revenue estimates have been developed based on the proposed Executive budget, fees adopted by the Board of Trustees and enrollment projections for the next fiscal year; and

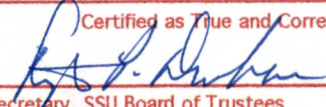
WHEREAS, the prior year base budget was adjusted for contractual commitments and all known inflationary factors; and

WHEREAS, the new Vice President for Business Affairs will assume office on June 17, 1996 and additional time is required for his review and analysis of projected revenues and expenses;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves a continuing budget resolution for Fiscal Year 1997 at the Fiscal Year 1996 levels with the addition of contractual and inflationary increases; and

THEREFORE BE IT FURTHER RESOLVED that the President recommend the final budget for Fiscal Year 1997 to the Board of Trustees not later than November 30, 1996.

(June 7, 1996)

Certified as True and Correct

Secretary, SSU Board of Trustees
8/1/96
Date

PRELIMINARY GENERAL FUND BUDGET*

Fiscal Year 1997

Projected Revenues

REVENUE SOURCE	FY '97	FY '96	CHANGE	
General State Appropriation	\$9,028,000	\$8,750,000	\$278,000	(A)
Special State Appropriation	\$3,780,000	\$3,780,000	\$0	
Faculty Supplement	\$220,000	\$620,000	(\$400,000)	(B)
Technology Fee	\$250,000	\$125,000	\$125,000	(C)
Student Instructional Fee	\$7,270,000	\$6,850,000	\$420,000	(D1)
Student General Fee	\$1,220,000	\$1,150,000	\$70,000	(D2)
Student Application Fees	\$50,000	\$50,000	\$0	
Student Non-Resident Fees	\$215,000	\$125,000	\$90,000	(D3)
Payment Plan App. Fee	\$20,000	\$20,000	\$0	
Student Late Payment Fees	\$50,000	\$10,000	\$40,000	(E1)
Student Transcript Fees	\$7,200	\$7,200	\$0	
Student Credit By Exam	\$1,000	\$1,000	\$0	
Student Credit By Arrangement	\$35,000	\$35,000	\$0	
Student Change Orders	\$15,000	\$10,000	\$5,000	(E2)
Student NR/District Fees	\$140,000	\$135,000	\$5,000	(D4)
Rental Income	\$0	\$0	\$0	
Interest Income	\$300,000	\$133,762	\$166,238	(F)
Miscellaneous Income	\$25,000	\$25,000	\$0	
Indirect Cost Recovered	\$30,000	\$30,000	\$0	
	<u>\$22,656,200</u>	<u>\$21,856,962</u>	<u>\$799,238</u>	

NOTE: A = Subsidy increase at the 3% guarantee level
 B = Anticipated \$400,000 decrease in supplement
 C = Board of Trustees approved 2% tuition increase to be designated for technology
 D1 thru D4 = Fee increases as approved by the Board of Trustees. A two percent enrollment increase has been used as a conservative estimate in the income fund.
 E1, E2 = Projections based on current activity and anticipated enrollment increases.
 F = Increase based on current activity and anticipated investment rates.

*A finalized FY '97 budget will be submitted to the Board of Trustees by the November 1996 meeting.

NOTES TO PROJECTED EXPENSES:

A = Removal of allocation for distance learning until a project is designated.

B = Increase in utility rates as follows:

Gas	5%
Water/sewer	4%
Electricity	5%
Trash	8%

C = \$68,300 increase in service contract costs; \$25,000 decrease to Facilities for one-time FY '96 allocation.

D = Allocation for proposed administrative/ATSS salary/merit increase. Also faculty promotions.

E = Increase in funding for technology endeavors.

F = \$536,000 POM reduced by salaries and benefits attributable to custodial and maintenance staff working at the Center for the Arts.

G = \$220,000 new faculty reserve for FY '97 reduced by salary/benefits to be covered by this fund during FY '97.

H = Shawnee State University scholarships increased to reflect new fee structure.

I = Transfer of increase in general fees to Auxiliaries.

J = Standard inflationary increase for library books and periodicals.

K = Reduction for FY '96 one-time equipment allocations.

RESOLUTION 29-96

APPROVAL OF FY 1997 AUXILIARY AND AGENCY CONTINUING BUDGETS

WHEREAS, revenue estimates have been developed for all auxiliary and agency accounts that reflect fee increases approved by the Board of Trustees and anticipated activity for fiscal year 1997; and

WHEREAS, the prior year base budget was adjusted for contractual commitments and all known inflationary factors; and

WHEREAS, the new Vice President for Business Affairs will assume office on June 17, 1996 and additional time is required for his review and analysis of projected revenues and expenses;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves a continuing budget resolution for Fiscal Year 1997 at the Fiscal Year 1996 levels with the addition of contractual and inflationary increases;

THEREFORE BE IT FURTHER RESOLVED that the President recommend the final budget for Fiscal Year 1997 to the Board of Trustees not later than November 30, 1996.

(June 7, 1996)

Certified as True and Correct	
	8/14/96
Secretary, SSU Board of Trustees	Date

PRELIMINARY AUXILIARY AND AGENCY BUDGETS*

Fiscal Year 1997

	FY '97	FY '96	CHANGE
	<u>Income</u>	<u>Income</u>	
General Fee	\$910,000	\$840,000	\$70,000
Bookstore Revenue	\$1,020,000	\$1,020,000	\$0
Sports Center	\$55,000	\$55,000	\$0
University Housing	\$261,000	\$261,000	\$0
Center For The Arts	\$324,986	\$324,986	\$0
Vending & Food Service	\$32,000	\$32,000	\$0
Senior Citizen Fees	\$30,000	\$30,000	\$0
	<u>\$2,632,986</u>	<u>\$2,562,986</u>	<u>\$70,000</u>
Total Revenue Budget			
	<u>Expenses</u>	<u>Expenses</u>	
Bookstore	\$938,660	\$930,000	\$8,660
University Center	\$202,677	\$199,177	\$3,500
University Housing**	\$266,715	\$261,000	\$5,715
Center For The Arts**	\$330,620	\$324,986	\$5,634
Sports Center	\$160,973	\$160,973	\$0
Student Senate	\$20,000	\$20,000	\$0
Programming Board	\$36,627	\$36,627	\$0
Pep Band	\$2,400	\$2,400	\$0
Campus Communications	\$12,823	\$12,823	\$0
Silhouette	\$0	\$0	\$0
Athletics:			
Athletic Director	\$329,882	\$283,391	\$46,491
Men's Basketball	\$76,117	\$76,117	\$0
Tennis	\$11,575	\$11,575	\$0
Volleyball	\$31,827	\$31,827	\$0
Women's Basketball	\$87,508	\$87,508	\$0
Softball	\$31,827	\$31,827	\$0
Golf	\$12,646	\$12,646	\$0
Soccer	\$31,827	\$31,827	\$0
Baseball	\$31,827	\$31,827	\$0
Cheerleaders	\$7,254	\$7,254	\$0
Intramurals	\$9,201	\$9,201	\$0
Subtotal Athletics	<u>\$661,491</u>	<u>\$615,000</u>	<u>\$46,491</u>
Total Expense Budget	<u>\$2,632,986</u>	<u>\$2,562,986</u>	<u>\$70,000</u>

NOTE: *The above amounts represent a continuation of the FY '96 budgets for these areas with the exception of the \$70,000 transfer from general fees and the inclusion of some contractual and inflationary factors. Finalized FY '97 budgets will be submitted to the Board of Trustees no later than the November 1996 meeting.

**The final FY '97 Center for the Arts budget will represent the first full-year budget for this facility. The final FY '97 budget for University Housing will reflect the addition of a recently acquired apartment complex which will provide increased housing units for Shawnee State University students.

RESOLUTION 30-96

**SALARY AND WAGE INCREASE FOR ADMINISTRATIVE PERSONNEL
AND ADMINISTRATIVE TECHNICAL SUPPORT STAFF**

WHEREAS, the operating budget approved by the Board of Trustees includes adequate funds for providing a four percent (4%) basic salary adjustment and a one percent (1%) distinguished performance salary adjustment for all administrative and Administrative Technical Support Staff; and

WHEREAS, such increases are to be awarded in accordance with University policy number 4.49 "Administrative/ATSS Performance Based Salary Increases";

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University authorizes a 5% pay adjustment for all full service Administrative personnel and the Administrative Technical Support Staff to be awarded as a four percent (4%) basic salary adjustment and a one percent (1%) distinguished performance salary adjustment in accordance with University policy number 4.49 effective July 1, 1996.

BE IT FURTHER RESOLVED that the Board of Trustees of Shawnee State University adopts the revised salary and wage schedules which accompany this resolution effective July 1, 1996.

BE IT FURTHER RESOLVED that the Board of Trustees directs the President to recommend policy revisions to change performance pay from a salary increase to a one-time bonus.

(June 7, 1996)

Certified as True and Correct
[Signature] 8/19/96
Secretary, SSU Board of Trustees Date

ADMINISTRATIVE PAY STRUCTURE - FY97
Effective July 1, 1996

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
20	\$ 18,299	\$ 22,600	\$ 26,902
21	19,499	24,194	28,889
22	20,761	25,868	30,976
23	22,124	27,695	33,266
24	23,575	29,646	35,718
25	25,102	31,712	38,322
26	26,748	33,933	41,119
27	28,483	36,298	44,113
28	30,355	38,859	47,362
29	32,350	41,582	50,814
30	34,448	44,478	54,509
31	36,713	47,615	58,517
32	39,128	50,973	62,819
33	41,669	54,502	67,335
34	44,587	58,318	72,050

EXECUTIVE PAY STRUCTURE - FY97
Effective July 1, 1996

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
50/a	\$ 41,438	\$ 55,526	\$ 69,615
50/b	40,319	54,029	67,739
50/c	39,094	52,385	65,676
50/d	38,536	51,639	64,742
51/a	45,504	60,975	76,447
51/b	44,337	59,412	74,487
52	47,455	63,590	79,725
53	51,068	68,433	85,797
54	54,959	73,644	92,329
55	59,720	80,025	100,329

ATSS PAY STRUCTURE - FY97
Effective July 1, 1996

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
2	\$ 6.86	\$ 7.93	\$ 9.00
3	7.21	8.35	9.49
4	7.60	8.80	9.99
5	7.98	9.26	10.54
6	8.40	9.76	11.11
7	8.85	10.28	11.71
8	9.33	10.85	12.36
9	9.83	11.43	13.04
10	10.35	12.06	13.77
11	10.92	12.72	14.52

RESOLUTION 31-96

PERSONNEL

WHEREAS, the University-wide Board policy 5.16 "Approval of Personnel Appointments" establishes the procedure for the approval of those personnel changes requiring action by the Board of Trustees and for the reporting of other personnel actions to the Board; and

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

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

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University authorizes the following appointments, position changes, retirements, resignations, and acknowledgment items reported herein:

APPOINTMENTS:

Administrative

Ronald J. Harris, Admissions Officer, Student Affairs
Grade: 22
Salary: \$24,000
Effective: June 3, 1996

Jennifer Logan, Admissions Officer, Student Affairs
Grade: 22
Salary: \$24,000
Effective: June 3, 1996

Tim Culver, STARS Coordinator
Grade: 25
Salary: \$31,032 plus any adjustments, if required, for merit pay based on FY 96 grade 24 salary, and any across the board pay increase for FY 97.
Effective: July 1, 1996

Faculty

Darrell Perry, Senior Instructor, Department of Teacher Education

Second year of temporary full-service faculty status

Scott Come, Associate Professor, Psychology

Second year of temporary full-service faculty status

Arnold (A.L.) Addington, Professor, Social Sciences

Second year of temporary full-service faculty status

Roy Payne, Chairperson/Associate Professor, Department of Business Administration

Second year of temporary full-service faculty status

Robert Mays, Associate Professor, Business Information Systems

Second year of temporary full-service faculty status

Janice Johnson, Instructor, Business Information Systems

Second year of temporary full-service faculty status

Douglas Darbro, Assistant Professor, Mathematics

Third year of temporary full-service faculty status

ADJUSTMENTS:**Administrative**

William Nevious, title of Professor

Audrey Clay, change in title from Assistant to the Vice President of Student Affairs for Financial Programs to Director of Financial Aid

Effective: July 1, 1996

Michael Pinson, reassignment from Engineering Technician to User Support Manager, UIS

Effective: May 22, 1996

Salary: \$29,035

Greg Dandio, Reassignment from Associate Director, UIS to Acting Director of UIS

Effective: July 1, 1996

Salary: \$51,131

Rick Merb, Temporary assignment to Assistant Director,
Admissions, not to exceed six months (pending evaluation of
grade and position)
Grade: 25
Salary: \$24,975
Effective June 3, 1996

Faculty

Phillip Gearheart, Professor, College of Arts and Sciences,
paid sabbatical leave, Winter and Spring Quarters, 1997, for
the purpose of being a presenter and participating in a
teaching symposium in Germany, according to the provisions of
Article XIX, Section B(3) of the SEA Agreement

RESIGNATION, RETIREMENT, AND OTHER ACKNOWLEDGMENTS:

Administrative

Margaret McClintock, Director, UIS
Resignation accepted as tendered
Effective: May 31, 1997
Assigned: Director of Special Projects
Effective: June 1, 1996 - May 31, 1997
Salary: \$45,041

Sara C. Daehler, Assistant Director, Development and Alumni
Relations
Resignation Effective: July 1, 1996

Gene Wilson, Director, Financial Aid/Veterans Affairs
Disability retirement Effective: July 1, 1996

Faculty

Joanne Abel, Department Chair, Associate Degree Nursing
Retirement Effective: September 16, 1996

Christine Raber, Senior Instructor and Fieldwork Coordinator
Resignation Effective: September 1, 1996

(June 7, 1996)

Certified as True and Correct

Secretary, SSU Board of Trustees
8/14/96
Date

RESUME SUMMARY

NAME, TITLE, ADDRESS: Ronald Joseph Harris
106 Clark Street
Lucasville, Ohio 45648

EDUCATION:

<u>Degree</u>	<u>Academic Major</u>	<u>University</u>	<u>Date Awarded</u>
BA	Business Administration	Shawnee State	1994

CERTIFICATIONS (if any):

EXPERIENCE:

<u>Institution/Agency</u>	<u>Title</u>	<u>Inclusive Dates</u>
Bank One	Credit Analyst	Aug. 1995 - present
WPAY Radio	Account Executive	Sept. 1994 - Aug. 1995
Shawnee State University	Administration Office Student Employee	March, 1992 - Sept. 1994

HONORS AND AWARDS:

President of Student Senate

ADDITIONAL INFORMATION RELEVANT TO POSITION:

RESUME SUMMARY

NAME, TITLE, ADDRESS: Jennifer Leigh Logan
4592 Bayshire Road
Groveport, Ohio 43125

EDUCATION:

<u>Degree</u>	<u>Academic Major</u>	<u>University</u>	<u>Date Awarded</u>
BA	English/Humanities	Shawnee State	1994

CERTIFICATIONS (if any):

EXPERIENCE:

<u>Institution/Agency</u>	<u>Title</u>	<u>Inclusive Dates</u>
Legislative Service Commission	Code Revision Specialist	1994-present
Shawnee State University	Assistant to Faculty	1992-1994
Shawnee State University	Receptionist	1989-1992

HONORS AND AWARDS:

SSU College of Arts & Sciences Outstanding Student of the Year 1994

SSU Presidential Scholar 1992-93, 1993-94

SSU President's List

ADDITIONAL INFORMATION RELEVANT TO POSITION:

RESUME SUMMARY

NAME, TITLE, ADDRESS: Tim Culver
2544 Russell Rd.
Portsmouth, Ohio 45662

EDUCATION:

<u>Degree</u>	<u>Academic Major</u>	<u>University</u>	<u>Date Awarded</u>
MSEd.	Counseling	University of Dayton	July, 1996
MBA	Business Adm.	Marshall University	December, 1991
BA	Business Adm.	Ohio University	1983
AAB	Accounting	Shawnee State University	1981

CERTIFICATIONS (if any):

Registered Candidate, CCDCIII, Ohio Credentialing Board
LPC Eligible, Exam Fall 1996, Ohio Counselor and Social Work Board

EXPERIENCE:

<u>Institution/Agency</u>	<u>Title</u>	<u>Inclusive Dates</u>
Shawnee State University	STARS Coordinator	Sept. 1994 - present
Shawnee State University	JOBS Group Coordinator	Oct. 1993 - present
Shawnee State University	GED Coordinator	Mar. 1990 - 1993

HONORS AND AWARDS:

Honorary member of Phi Eta Sigma

ADDITIONAL INFORMATION RELEVANT TO POSITION:

Tim has served in this position since September, 1994.

RESOLUTION 32-96


DESIGNATION OF TREASURER

WHEREAS, Roger T. Murphy, Vice President for Business Affairs, has been approved to assume the required duties of the Vice President for Business Affairs, and

WHEREAS, current University insurance coverage includes extra coverage for the named University Treasurer related to performance and security of assets;

THEREFORE, BE IT RESOLVED that the Shawnee State University Board of Trustees designates Roger T. Murphy as University Treasurer, effective June 17, 1996.

(June 7, 1996)

Certified as True and Correct

Secretary, SSU Board of Trustees 8/14/96 Date

RESOLUTION 33-96

BUSINESS ENTERPRISE DEVELOPMENT POLICY

The policy listed below has been reviewed and approved by the University Senate, and


WHEREAS, President Veri recommends this policy to the Finance and Facilities Committee; and

WHEREAS, the committee concurs with the recommendation, they therefore recommend the adoption of this policy to the Board of Trustees;

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

S.S.U. Policy No. 5.26
Business Enterprise Development

(June 7, 1996)

Certified as True, and Correct

Secretary, SSU Board of Trustees 8/14/96 Date

RESOLUTION 34-96

REVISIONS TO UNIVERSITY POLICY 4.02 "INVENTORY OF EQUIPMENT"


WHEREAS, University Policy 4.02 sets forth guidelines for the handling of movable equipment; and

WHEREAS, the existing policy requires record-keeping in excess of federal guidelines; and

WHEREAS, the Finance and Facilities Committee has reviewed and discussed the proposed changes and recommends the policy in its revised form;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees approves the recommended revisions to Policy 4.02 effective July 1, 1996.

(June 7, 1996)

Certified as True and Correct

Secretary, SSU Board of Trustees
8/14/96
Date

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.02 Rev.
		PAGE NO.:	1 OF 3
		EFFECTIVE DATE:	7/1/96
		RECOMMENDED BY:	
SUBJECT:	INVENTORY OF EQUIPMENT	APPROVED BY:	

Each department is ultimately responsible for custody and control of movable equipment it has acquired through purchase or assignment. This responsibility includes loss prevention and periodic verification of the physical location and condition of all movable equipment with an initial cost of over **\$5,000.00** ~~\$500.00~~ per unit and ~~a useful life expectancy of five (5) years or more.~~

All such items are to be tagged with a Shawnee State University inventory number assigned by the **Accounts Payable ~~Inventory~~ Clerk in the Business Office.**

The **Business Office ~~Purchasing Department~~** is responsible for maintaining the University's master inventory file, and will assist departments with information from that file upon departmental request.

1.0 Purchased Items

Newly purchased movable equipment meeting the initial cost and longevity criteria will be delivered to Central Receiving for inventory processing ~~and number assignment.~~ Purchasing policy prohibits circumventing this inventory procedure by means such as direct mail delivery or hand-carried inside-deliveries.

2.0 New Facility Furnishings and Equipment

When movable equipment is purchased from construction project funds and installed or delivered directly to the new facility under contract with vendor(s), the **Accounts Payable ~~Inventory~~ Clerk** will process inventory and assign numbers upon completion of the installation. Such equipment is not to be moved prior to completion of such inventory.

3.0 Equipment Action Authorization Request

3.1 Moving Items within the University - Any time an item with an inventory control tag is permanently moved from one room to another, an **Equipment Action Authorization Request Form** must be completed and signed by the appropriate budget authorities.

- 3.2 Trade-In on New Purchase or Acquisition - Whenever an inventoried item is to be traded on a new purchase or other acquisition, the department must notify the **Business Office's Accounts Payable Purchasing Department's Inventory Clerk** via the Equipment Authorization Request Form. Upon the **Business Office's Purchasing Department's** authorization, the ~~Inventory Clerk~~ Item will be inspected ~~the item, remove~~ the property tag will be removed, and ~~record~~ the transaction will be recorded. The item is not to be removed from the University before inventory records are adjusted.
- 3.3 Release of Item(s) to Surplus or Salvage - When an item is no longer of value to a department, it may be transferred to the University's equipment pool for use by another department or for disposition when approved by the appropriate University officer. A completed **Equipment Action Authorization Form** is to be completed by the relinquishing department and presented to the **Business Office's Accounts Payable Purchasing Department's Inventory Clerk** for editing of the Master Inventory File. Upon completion of the inventory adjustment by the clerk, the University's maintenance personnel will remove the item(s) to appropriate storage pending approved disposition. The relinquishing department will no longer be responsible for the item(s) when so released.
- 3.4 Items Lost, Found or Stolen - For lost or stolen items, complete the **Lost, Found or Stolen Report Form** available in the Office of the Physical Plant Department.

4.0 Attachment "Equipment Authorization Action Form."

Approved 3/4/91; Revised 7/1/96

Example of a processing procedure which may change after experience: NOT A PART OF POLICY.

POLICY NO.: 4.02

PAGE NO.:

**SHAWNEE STATE UNIVERSITY
EQUIPMENT ACTION AUTHORIZATION**

THIS FORM IS TO BE USED FOR AUTHORIZATION OF MOVABLE EQUIPMENT RELOCATION, TRANSFER BETWEEN DEPARTMENTS OR TO RELEASE OBSOLETE EQUIPMENT TO SALVAGE.*

ORIGINATING DEPARTMENT NAME _____ DATE _____

ITEM(S)/DESCRIPTION(S): (INCLUDE SERIAL NUMBERS, TYPE OF EQUIPMENT, ETC.)

ITEM NO.	ACTION CODE	PROPERTY TAG NO.	DESCRIPTION	MOVE FROM (BLDG/RM)	MOVE TO (BLDG/RM)
1.	[]	_____	_____	_____	_____
2.	[]	_____	_____	_____	_____
3.	[]	_____	_____	_____	_____
4.	[]	_____	_____	_____	_____
5.	[]	_____	_____	_____	_____
6.	[]	_____	_____	_____	_____
7.	[]	_____	_____	_____	_____
8.	[]	_____	_____	_____	_____

PLACE THE APPROPRIATE CODE IN THE ACTION COLUMN AS FOLLOWS:

- A = MOVE WITHIN THE SAME DEPARTMENT
- B = ITEM(S) NO LONGER NEEDED BY THIS DEPARTMENT (MOVE TO SURPLUS/STORAGE)
- C = ITEM(S) NO LONGER USEFUL BECAUSE OF WEAR OR DAMAGE (SALVAGE/SELL)

APPROVAL: _____
DEPARTMENT HEAD DATE

- D = TO BE TRADED-IN ON NEWLY PURCHASED ITEMS (STORE FOR VENDOR PICK-UP) (ITEMS MUST BE IDENTIFIED WITH PURCHASE ORDER NUMBER)

APPROVAL: _____
DIRECTOR OF PURCHASING

- E = TO BE STORED FOR THIS DEPARTMENT (MUST INDICATE HOW LONG TO STORE AND ITEMS MUST BE CLEARLY MARKED WITH DEPARTMENT NAME)

- F = TRANSFER TO ANOTHER DEPARTMENT (BOTH DEPARTMENT HEADS MUST SIGN)

RELINQUISHING DEPARTMENT _____ ACCT # _____
ACCEPTING DEPARTMENT _____ ACCT # _____

*FOR ITEMS LOST OR STOLEN, USE "LOST, FOUND OR STOLEN REPORT" FORM.