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Board of Trustees

4-11-1997

April 11, 1997 Meeting Minutes

Shawnee State University

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**MINUTES
SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES
April 11, 1997**

The meeting was called to order at 1:15 pm by Chairman Reynolds.

Members Present: Mr. Bear, Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Kaplan,
Dr. Payne, Mr. Reynolds, Mrs. Richards, Mr. Shkurti, Ms. Smith

Members Absent: Mr. Waller

The record should show that notice of this meeting has been given in accordance with Section 121.22(F) of the Ohio Revised Code.

Chairman Reynolds recognized Trustee Emeriti Dick Hyland and Orville Ferguson, Sr. and thanked them for their continued support of SSU.

Approval of the April 11, 1997 Agenda

Mr. Kaplan moved and Mr. Clayton seconded the approval of the April 11, 1997 agenda.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Kaplan,
Dr. Payne, Mr. Reynolds, Mrs. Richards, Mr. Shkurti

Nays: None

Approval of the February 14, 1997 Minutes

Mrs. Richards moved and Mr. Clayton seconded a motion to approve the February 14, 1997 minutes.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Kaplan,
Dr. Payne, Mr. Reynolds, Mrs. Richards, Mr. Shkurti

Nays: None

President's Report

President Veri stated that it was his pleasure to report that Dr. Hagop Pambookian, Professor, College of Arts and Sciences, had been selected to receive the OEA "Paul Swaddling Award" in recognition of his outstanding contributions to and promotion of peace and international understanding. Dr. Veri stated that only one award is given by OEA each year and this award is a significant recognition of one our professor's talents.

President Veri commented on the information distributed to the Board with regard to the state budget. This information was presented to the state college and university presidents describing

the status of funding of the higher education bill as it goes through the Senate. SSU's special supplement was originally slated to be a \$250,000 deduction but was changed to the full \$400,000. The presidents continue to stand steadfast supporting OBR's recommended budget. Also each President had agreed to support the recommendation of the Higher Education Funding Commission and OBR and not lobby for individual institutions. It was noted that it was important to maintain dollars for access institutions such as SSU.

Committee Reports

Academic Affairs - Mr. Jeff Kaplan, Chairperson

Mr. Kaplan reported that the Academic Affairs Committee meeting consisted entirely of information items only. His committee heard an enlightening report from Dean Jerry Holt and Dean Jim Kadel on new programming in their respective colleges. Provost Nevious also presented a report on academic assessment under the direction of Dr. David Todt who is doing an excellent job in moving assessment forward.

Mr. Kaplan commented that each Board member also received information on catalog changes needed to increase academic standards. He stated that he personally strongly endorsed these changes, even though the topic was not discussed in his committee meeting.

President Veri addressed Mr. Kaplan's comment and stated that these proposed catalog changes would increase the quality of SSU programs and are currently being considered by the Academic Affairs Committee of the University Senate. Hopefully a recommendation will be ready for consideration at June's Board meeting, but the issue would not be pressed until the committee felt it had ample time to review the changes.

Quality of University Life - Mr. George Clayton, Chairperson

Mr. Kaplan moved and Ms. Argeros seconded a motion to approve Resolution 10-97, Honoring the SSU Women's Basketball Team. This resolution recognizes the accomplishments of the team and their fourth appearance in the National NAIA Division II Basketball Tournament. Mr. Clayton asked President Veri to read the resolution.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Kaplan,
Dr. Payne, Mr. Reynolds, Mrs. Richards, Mr. Shkurti

Nays: None

Upon acceptance of the resolution, Dr. Veri presented Coach Robin Hagen-Smith a mounted plaque of the resolution. Team members will also be presented the same plaque at a recognition dinner. A round of applause was given by the Board and audience.

Mr. Davis moved and Ms. Argeros seconded a motion to approve Resolution 11-97, Revision of University Policy 5.10, Solicitation Policy. Mr. Clayton advised the Board of one correction to the policy (paragraph 1.1.5) made in Committee. This resolution addresses reasonable regulations concerning time, place, and manner of solicitation on the University campus and are

intended to reduce litter on campus and to keep harassment of students, faculty, and employees to a minimum.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Kaplan,
Dr. Payne, Mr. Reynolds, Mrs. Richards, Mr. Shkurti

Nays: None

Mr. Davis moved and Ms. Argeros seconded a motion to approve Resolution 12-97, Approval of Changes to the Student Code of Conduct. Mr. Clayton advised the Board of the changes made to the proposal by the Committee; specifically additions to section V.D.4. This resolution approves necessary changes to update the disciplinary process and to assure due process in the resolution of violations of University rules and regulations.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Kaplan,
Dr. Payne, Mr. Reynolds, Mrs. Richards, Mr. Shkurti

Nays: None

Mr. Clayton reported that his committee also heard reports from Student Senate President, Ray Bear; Student Programming Board President, Raedean Riddle; and Vice President for Student Affairs, Larry Mangus.

**Finance and Facilities Committee - Mr. William Shkurti for Mr. Waller,
Chairperson**

Mr. Shkurti moved and Mr. Reynolds seconded a motion to approve Resolution 13-97, Approval of Recommended Instructional and General Fee Increases. This resolution approves a base increase of 3% for the total amount of the in-state instructional and general fees which is adequate for sustaining current operating levels at the University.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Kaplan,
Dr. Payne, Mr. Reynolds, Mrs. Richards, Mr. Shkurti

Nays: None

Mr. Shkurti moved and Mr. Kaplan seconded a motion to approve Resolution 22-97, Special Recognition. This resolution recognizes the outstanding contributions of employees Robert Bray, Dean Wireman, Carl Wooten, Billy Graham and Robert McGraw due to their quick response on January 13, 1997, when a fire broke out in Massie Hall.

Mr. Shkurti commented that it was a rare treat to acknowledge such meritorious service. President Veri presented lapel pins and a round of applause was given by the Board and audience.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Kaplan,
Dr. Payne, Mr. Reynolds, Mrs. Richards, Mr. Shkurti

Nays: None

Mr. Shkurti moved and Mr. Kaplan seconded a motion to approve Resolution 14-97, Approval of a Scholarship Fee. This resolution approves a 1% fee increase to be dedicated for scholarships, an area of the budget which is expected to grow significantly through the success of the Academic Excellence of Ohio Scholarship and other programs.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Kaplan,
Dr. Payne, Mr. Reynolds, Mrs. Richards, Mr. Shkurti

Nays: None

Mr. Shkurti moved and Mrs. Richards seconded a motion to approve Resolution 15-97, Approval of Room and Board Fee. This resolution approves student housing increases of 3% of room and 4% of board to accommodate the continuous improvements needed in the student housing system and to meet the costs of inflation.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Kaplan,
Dr. Payne, Mr. Reynolds, Mrs. Richards, Mr. Shkurti

Nays: None

Mr. Shkurti moved and Mr. Clayton seconded a motion to approve Resolution 16-97, Personnel. This resolution approves the appointment of Laura L. Risler, Project CARE Coordinator, OACHE; George Tanner, Assistant Professor, Business Administration; and approves a new position of Financial Aid Systems Manager. The resolution also approves the reassignment of Tom Charles from Director of Transfer Placement to Director of Career Planning and Placement; Michael Hughes, title change to Director of Counseling and Psychological Services; the retirements of Jackie Evans, Purchasing Manager; Eustace P. Matthews, Director of Department of Educational Needs; Mary Dillon, Assistant Professor, Associate Degree Nursing; and the resignation of William Christen, Chairperson/Associate Professor, Teacher Education.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Kaplan,
Dr. Payne, Mr. Reynolds, Mrs. Richards, Mr. Shkurti

Nays: None

Mr. Shkurti moved and Mr. Reynolds seconded a motion to approve Resolution 17-97, Evaluation and Compensation of the President. The resolution approves the extension of 12 months on the president's contract; approves the carryover of 15 vacation days unused in 1996; and approves an extremely meritorious bonus in the amount of \$5,423.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Kaplan,
Dr. Payne, Mr. Reynolds, Mrs. Richards, Mr. Shkurti

Nays: None

Mr. Shkurti moved and Mr. Reynolds seconded a motion to approve Resolution 18-97, Revisions to University Policy 5.16, Personnel Appointments. This resolution approves changes to the current policy to remove delays in the appointment process and improve the efficiency of the current system.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Kaplan,
Dr. Payne, Mr. Reynolds, Mrs. Richards, Mr. Shkurti

Nays: Mr. Davis

Mr. Shkurti moved and Mr. Clayton seconded a motion to approve Resolution 19-97, Planetarium Funding. This resolution approves the construction of the Planetarium and the Planetarium funding plan with the Vice President for Business Affairs to submit to the Board of Trustees a pro-forma operating budget for the Planetarium at the June Board meeting that maximizes the use of non-general fund dollars.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Kaplan,
Dr. Payne, Mr. Reynolds, Mrs. Richards, Mr. Shkurti

Nays: None

Mr. Shkurti moved and Mr. Reynolds seconded a motion to approve Resolution 20-97, Strategic Housing Plan. This resolution approves a housing plan to meet the long-range mission of the University and to set objectives for SSU to make housing available to its students.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Kaplan,
Dr. Payne, Mr. Reynolds, Mrs. Richards, Mr. Shkurti

Nays: None

Mr. Shkurti moved and Mr. Kaplan seconded a motion to approve Resolution 21-97, Use of University Property Policy. This resolution approves a policy that will assist in documenting the location of University equipment off campus as well as acceptable use of this equipment.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Kaplan,
Dr. Payne, Mr. Reynolds, Mrs. Richards, Mr. Shkurti

Nays: None

Mr. Shkurti moved and Mr. Clayton seconded a motion to approve Resolution 23-97, Approval of Interactive Videoconferencing System (ITV) Grant. This resolution approves the submission of a grant proposal in the amount of \$98,000, includes an equal match to be funded from the Technology Fee and will assist in creating an interactive videoconferencing system that will link all public institutions within the service area to the state system and beyond.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Kaplan,
Dr. Payne, Mr. Reynolds, Mrs. Richards, Mr. Shkurti

Nays: None

Mr. Shkurti reported that the Finance and Facilities Committee heard a report by Mr. Raymond Dechert, Vice President of Willis Corroon Corporation of Ohio, on the University's liability insurance coverages; discussed the University Merit Pay/Bonus Policy for administration/ATSS; reviewed a recommendation of a lab fee plan and discussed the March 31, 1997 budget report.

Executive Committee - Mr. Tom Reynolds, Chairperson

Mr. Reynolds reported that the Executive Committee met on March 10, 1997. Action items included Personnel Appointments, Approval of SSUDF Resolutions, Evaluation of the President and Presidential Contract Recommendation. The Executive Committee also discussed a change to the BOT schedule to be acted upon by the full Board today.

Mr. Reynolds moved and Mrs. Richards seconded a motion to approve Resolution 24-97, Revised 1997 Schedule of Meetings for Board and its Committees. This resolution approves changes to the original Board calendar so that a revised meeting schedule can be released well in advance of changes.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Kaplan,
Dr. Payne, Mr. Reynolds, Mrs. Richards, Mr. Shkurti

Nays: None

Reports from Board Liaison

Mrs. Richards announced the April 19 "President's Baseball" event sponsored by the SSU Development Foundation. President Veri gave an overview of Dr. Holt's play, "Rickey," which will be part of the April 19 function, and further stated that the play received high praise in a recent showing in New York.

New Business

None

Comments from Constituent Groups

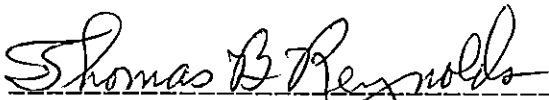
None

Other Business

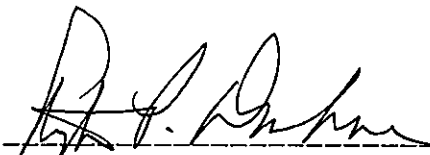
None

Adjournment

The meeting was adjourned at 2:10 by acclamation.



Chairman, Board of Trustees



Secretary, Board of Trustees

AGENDA
SHAWNEE STATE UNIVERSITY BOARD OF TRUSTEES
APRIL 11, 1997
1:15 P.M.
HOMER SELBY BOARD ROOM

- A. Call to Order
- B. Roll Call
- C. Approval of April 11, 1997, Agenda
- D. Approval of February 14, 1997, Minutes
- E. President's Report
- F. Committee Reports

Academic Affairs Committee - Mr. Jeff Kaplan, Chairperson

Quality of University Life Committee - Mr. George Clayton, Chairperson

- Resolution 10-97 Honoring the SSU Women's Basketball Team
- Resolution 11-97 Revisions to University Policy 5.10 "Solicitation Policy"
- Resolution 12-97 Changes to the Student Code of Conduct

Finance and Facilities Committee - Mr. Frank Waller, Chairperson

- Resolution 13-97 Instruction and General Fees
- Resolution 14-97 Scholarship Fee
- Resolution 15-97 Student Housing Fees
- Resolution 16-97 Personnel
- Resolution 17-97 Presidential Evaluation and Compensation
- Resolution 18-97 Revisions to University Policy 5.16 "Personnel Appointments"

- Resolution 19-97 Planetarium Funding
- Resolution 20-97 Strategic Housing Plan
- Resolution 21-97 New University Policy "Use of University Property"
- Resolution 22-97 Recognition of University Staff Members
- Resolution 23-97 Interactive Videoconferencing System Grant

Executive Committee - Mr. Tom Reynolds, Chairperson

- Resolution 24-97 Revised Calendar of Board Meetings

- G. Reports, if any, from Board liaisons with other organizations
- H. New Business
- I. Comments from constituent groups (if any) and the public
- J. Other Business
- K. Executive Session (if needed)
- L. Adjournment

RESOLUTION 10-97

HONORING THE SSU WOMEN'S BASKETBALL TEAM

WHEREAS, Shawnee State University has continued supporting extracurricular sports opportunities for all its students, including competition in the Mid-Ohio Conference (MOC) and National Association of Intercollegiate Athletics (NAIA); and

WHEREAS, the University, with the superb caliber of its players and coaches has created excellent teams in all sports and an outstanding Women's Basketball Team; and

WHEREAS, members of the Women's Basketball Team represented SSU for the fourth consecutive year at the National NAIA Division II Championship; and

WHEREAS, two student athletes have been named NAIA All-American Athletes, five student athletes have been named All-MOC Conference, and Coach Robin Hagen-Smith has been named Mid-Ohio Conference Coach of the Year;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University grants special recognition to these athletes, and their coaches, for their outstanding accomplishments and commend the individuals as listed below:

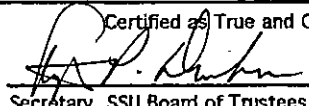
Vernita Provitt, NAIA All-American 1st Team
All Mid-Ohio Conference 1st Team
Erica Hayes, NAIA All-American Honorable Mention
All Mid-Ohio Conference 1st Team
Carrie Brisker, All Mid-Ohio Conference 2nd Team
Brandi Munn, All Mid-Ohio Conference 2nd Team
Brandi Baker, All Mid-Ohio Conference Freshman Team
Robin Hagen-Smith, Mid-Ohio Conference Coach of the Year

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University recognizes the achievement of the team's continued successful intercollegiate history of Shawnee State University Women's Basketball, and commends the team and coaches listed below for their outstanding team individual performances:

Kristie Adkins	Steffani Slone	Brandi Rose	Missy Richard
Mamie Brisker	Carrie Brisker	Brandi Munn	Brandi Baker
Erica Hayes	Alexis Guilkey	Vernita Provitt	Melissa Brown
Kelli Smith			

Head Coach: Robin Hagen-Smith
Assistant Coaches: Gregg Smith, Andy Roberts
Student Trainer: Ray Bear

(April 11, 1997)

Certified as True and Correct	
	6/10/97
Secretary, SSU Board of Trustees	Date

RESOLUTION 11 - 97

REVISIONS TO UNIVERSITY POLICY 5.10
"SOLICITATION POLICY"

WHEREAS, University Policy 5.10 sets forth reasonable regulations as to time, place and manner of speech on the University to allow the free exchange of ideas without disrupting the educational and administrative functions of the University; and

WHEREAS, the Vice President for Student Affairs has proposed changes and recommends the policy in its revised form; and

WHEREAS, the University Senate approved this change to the policy; and

WHEREAS, the President concurs with these recommended changes;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees approves the recommended revisions to Policy 5.10.

(April 11, 1997)

SI
File in 1055
MATH 105

Certified as True and Correct
[Signature]
Secretary, SSU Board of Trustees
6/10/97
Date

Shawnee State University

AREA:	UNIVERSITY-WIDE POLICY	POLICY NO.:	5.10 REV
		PAGE NO.:	1 OF 4
		EFFECTIVE DATE:	4/11/97
		RECOMMENDED BY:	L. Mangus
SUBJECT:	SOLICITATION POLICY	APPROVED BY:	<i>Weri</i>

The purpose of this policy is to establish reasonable regulations as to time, place and manner of speech on the University to allow the free exchange of ideas without disrupting the educational and administrative functions of the University. These regulations are not intended to regulate the content of any publication, but are intended to reduce litter and visual pollution on the campus, and to keep harassment of students, faculty, and employees to a minimum.

1.0 Solicitation and distribution activities by non-employees or outside organizations:

- 1.1 An organization or non-employee intending to solicit or distribute literature on campus must, each visit:
 - 1.1.1 Give advance notice of forty-eight hours of such intention by contacting the Director of Physical Facilities.
 - 1.1.2 At the time the advance notice is given, provide a list of the name of the persons or alternates who wish access to the University.
 - 1.1.3 In the event two or more requests for access to a facility for the same or overlapping times has been made, the Director of Physical Facilities should attempt to provide alternate designated areas. In the event that no alternate designated area is available, the Director of Physical Facilities will grant access to the available designated area on a rotating basis with equal time for its use.
 - 1.1.4 If the designated areas are unavailable due to a prior reservation, then the Director of Physical Facilities shall notify the requesting party of such conflict.
 - 1.1.5 Literature may be deposited in designated containers or locations in public areas for pick-up by University personnel. The University may dispose of literature after 10 days.

- 1.2 An organization or non-employee may solicit or distribute literature only in non working areas. Only employees on non-working time may be solicited. Designated areas are determined by the Director of Physical Facilities and a list of such areas will be made available upon request.
- 1.3 An organization or non-employee may neither distribute literature nor solicit employees in any work area, regardless of the fact that the employees may be on non-working time.
- 1.4 An organization or non-employee shall be permitted to submit notices for posting to the Director of Physical Facilities. Such notices must be a reasonable size so as not to obstruct any other notices. All organizations or non-employees will have equal rights to any designated posting area. A list of the designated posting locations will be made available upon request.
- 1.5 Any disagreements regarding these rules should be directed to the Director of Physical Facilities for final resolution.

2.0 Solicitation and distribution activities by employees:

- 2.1 An employee may solicit or distribute literature to other employees in non-working areas only to employees who are on non-working time, and it is not disruptive to employees who are on working time.

3.0 Disruptive conduct

- 3.1 The Director of Physical Facilities reserves the right to regulate any solicitation or distribution activities by anyone or any organization which disrupts or interferes with the normal work flow at the University.

4.0 Solicitation and distribution activities by students

- 4.1 Solicitation, sales, and distributions on-campus sponsored and conducted by registered student organizations, students, or student groups must be registered in advance with the Director of Student Activities and carried out only in designated areas. Solicitations are prohibited in employee work areas.

In order to ensure availability of the desired facility, arrangements should be made as far in advance of the event as possible. Use of all University Center facilities must be scheduled with the University Center scheduling office. Use of athletic-related facilities must be scheduled with the Athletic Director and the Director of Physical Facilities. All other campus facilities must be scheduled in the Director of Physical Facilities Office.

- 4.2 Students or registered student organizations may not solicit funds from any on-campus group and or agency unless granted permission by the Vice President of Student Affairs or designee.
- 4.3 No student or group/organization shall engage in, or invite any firm or corporation to engage in, the business of selling or advertising any services or products or take orders or make contracts for the delivery of services or products on University premises without the prior approval of the Vice President of Student Affairs or designee.
- 4.4 No student or group/organization shall solicit for funds under the University name off-campus unless the project has been approved in advance by the Director of Development and the Vice President for Student Affairs.
- 5.0 Nothing in this policy prohibits the distribution of publications to individuals who have subscribed to them.
- 6.0 Definitions
 - 6.1 Designated area - means any facility location to be determined by the Director of Physical Facilities.
 - 6.2 Designated parking lot - means an area to be determined by the Director of Physical Facilities where employees and/or visitors park motor vehicles.
 - 6.3 Organization - means a body of persons established for a specific purpose.
 - 6.4 Facility - means any work or non-work area comprising one worksite which is governed by and under the control of the Shawnee State University Board of Trustees.
 - 6.5 Director of Physical Facilities - means person designated by the President to be contacted regarding solicitation or distribution activities conducted at any facility under the jurisdiction of the appointing authority.

- 6.6 Non-employee - means any person not employed at SSU, or any person not in an active work status.
- 6.7 Non-work area - means an area to be determined by the Director of Physical Facilities, and generally includes lobbies, cafeterias, public areas or designated parking lots.
- 6.8 Non-working time - means approved leaves, lunch periods, and before and after scheduled working hours.
- 6.9 Solicitation - means any activity conducted for the purpose of advertising, promoting, fund raising, buying or selling any product or service, encouraging membership in any group, association or organization, or distributing handbills, newspapers, or other printed material.
- 6.10 Work area - means an area to be determined by the Director of Physical Facilities, and generally includes offices, work stations, conference rooms and corridors leading directly thereto which are used as an integral part of performing work and any area where the employee performs his/her official duties.
- 6.11 Working time - means that time when an employee's duties require that he or she be engaged in work tasks, but does not include an employee's own time, such as meal periods, vacations, and time before or after a shift.
- 6.12 Registered student organization - means an organization of enrolled students that is recognized by the Student Senate.
- 6.13 Student - an individual registered and currently enrolled in Shawnee State University.
- 6.14 Student Group - a group of enrolled students that is not recognized by Student Senate, but have some identifying characteristics which imply separateness from other students.

Approved 7/30/90; Revised 8/28/92; Revised 4/11/97

RESOLUTION 12 - 97

APPROVAL OF CHANGES TO THE
STUDENT CODE OF CONDUCT

WHEREAS, the Vice President for Student Affairs proposes a revision to the Student Code of Conduct; and

WHEREAS, the University Senate concurs with the revision; and

WHEREAS, the President recommends the approval of the revision; and

WHEREAS, the Quality of University Life concurs with the revision and recommends approval to the Board of Trustees;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the revision in the Student Code of Conduct.

(April 11, 1997)

Certified as True and Correct	
<i>R. P. Dubu</i>	6/10/97
Secretary, SSU Board of Trustees	Date

RESOLUTION 13-97

APPROVAL OF RECOMMENDED INSTRUCTIONAL AND GENERAL FEE INCREASES

WHEREAS, Shawnee State University requires resources in excess of proposed subsidies and existing instructional and general fees to meet the University's operating needs for fiscal year 1998; and

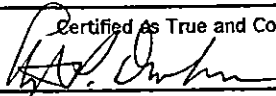
WHEREAS, pending legislation enables the Board of Trustees of Shawnee State University to supplement state subsidies by income from students with any increase in instructional and general fee charges limited to no more than four percent above the amounts charged in the prior academic year and no more than three percent in a single vote; and

WHEREAS, the same legislation and section 3345.01 of the Ohio Revised Code require that the University also charge a tuition surcharge to all students who are not residents of Ohio; and

WHEREAS, the proposed fee charges for instructional and general fees as listed on the accompanying schedule conform to the restrictions described above and are recommended to the Board of Trustees by the Finance and Facilities Committee;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the fee schedule accompanying this resolution, effective Fall Quarter 1997, subject to any subsequent legislative restrictions which may be enacted.

(April 11, 1997)

Certified as True and Correct	
	
Secretary, SSU Board of Trustees	Date

SHAWNEE STATE UNIVERSITY

	Current Fees <u>1996-97</u>	Proposed Fees <u>1997-98</u>	Amount Change	Percent Change
TUITION (QUARTERLY)				
Full-Time (12-18 hours)				
Instructional	\$815.00	\$844.00	\$29.00	3.6%
General	142.00	142.00	-0-	-0-
Out-of-State, District	273.00	283.00	10.00	3.7%
Out-of-State	725.00	751.00	26.00	3.6%
Technology Fee	35.00	35.00	-0-	-0-
Part-Time (per credit hour up to 11 and above 18)				
Instructional	69.00	71.00	2.00	2.9%
General	12.00	12.00	-0-	-0-
Out-of-State, District	22.00	23.00	1.00	4.6%
Out-of-State	60.00	63.00	3.00	5.0%
Technology Fee	3.00	3.00	-0-	-0-
MISCELLANEOUS STUDENT FEES				
Application	30.00	30.00	-0-	-0-
Late Payment (Maximum \$75.00 per quarter)	35.00	36.00	1.00	2.9%
Late Installment Fee	20.00	21.00	1.00	5.0%
Transcript	3.00	3.00	-0-	-0-
Transcript, Immediate Action	10.00	10.00	-0-	-0-
Graduation	50.00	40.00	10.00	-20.0%
Graduation Re-Application Fee	5.00	5.00	-0-	-0-
Credit by Exam	40.00	41.00	1.00	2.5%
Credit by Arrangement (per hr.)	84.00	87.00	3.00	3.6%
Change Orders (Max. \$16.00)	4.00	0.00	-4.00	-100.0%
Budget Payment Plan Fee	15.00	16.00	1.00	6.7%
Bad Check Fee	25.00	26.00	1.00	4.0%
International Stu. Orient.	200.00	206.00	6.00	3.0%
Health Science Fee (\$7.00/credit hour with max. of \$77.00)	77.00	77.00	-0-	-0-
Education Field Fee	125.00	129.00	4.00	3.2%
Credentials Evaluation	50.00	52.00	2.00	4.0%

(Revised 4/11/97)

#11951

RESOLUTION 14-97

APPROVAL OF A SCHOLARSHIP FEE

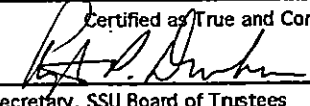
WHEREAS, the Board of Trustees of Shawnee State University earlier in this session approved a three percent increase to the instructional and general fees effective Summer Quarter 1997; and

WHEREAS, proposed legislation provides for up to a 4% increase in the instructional and general fees with any increase in excess of three percent to be authorized by a separate vote of the Board of Trustees; and

WHEREAS, a scholarship fee totalling a one percent increase in the prior academic year instructional, general and technology fee is being proposed;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the scholarship fee schedule accompanying this resolution effective Fall Quarter 1997.

(April 11, 1997)

Certified as True and Correct	
	6/10/97
Secretary, SSU Board of Trustees	Date

SHAWNEE STATE UNIVERSITY

Scholarship Fee

<u>Quarterly</u>	<u>Proposed Fees 1997-98</u>
Full-Time (12-18 hours)	\$9.00
Part-Time per credit hour	\$1.00

* \$1.00 per credit hour up to 9 and above 18

(Revised 4/11/97)

RESOLUTION 15-97

APPROVAL OF ROOM AND BOARD FEE SCHEDULE


WHEREAS, Shawnee State University first operated student housing on its campus effective Fall Quarter 1994; and

WHEREAS, additional revenues must be generated to cover the inflationary cost of operating the current units, to fund principal and interest payments related to the acquisition and renovation of the facilities, and operating costs for the newly acquired units; and

WHEREAS, a meal plan also is required of all housing students at the cost established for the University by its vendor;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the recommended room and board fee schedule accompanying this resolution effective Fall Quarter 1997.

(April 11, 1997)

Certified as True and Correct	
	6/6/97
Secretary, SSU Board of Trustees	Date

SHAWNEE STATE UNIVERSITY

HOUSING FEE SCHEDULE

	<u>Current Fees 1996-97</u>	<u>Proposed Fees 1997-98</u>	<u>Amount Change</u>	<u>Percent Change</u>
TOWNHOUSES AND CARRIAGE HOUSE				
Double Room				
Annual Payment	2,625.00	2,704.00	79.00	3.0%
Quarterly Plan (\$947.00 per)	2,757.00	2,841.00	84.00	3.0%
Budget Plan (9 payments @ \$325.00)	2,835.00	2,925.00	90.00	3.2%
Private Room (if available)				
Annual Payment	3,150.00	3,245.00	95.00	3.0%
Quarterly Plan (1,154.00 per)	3,360.00	3,462.00	102.00	3.0%
Budget Plan (9 payments @ \$409.00)	3,570.00	3,681.00	111.00	3.1%
BOARD				
10 meals/week plan (\$354.00 per quarter)	1,020.00	1,062.00	42.00	4.1%
meals/week plan (\$377.00 per quarter)	1,086.00	1,131.00	45.00	4.1%
17 meals/week plan (\$412.00 per quarter)	1,188.00	1,236.00	48.00	4.0%

(Revised 4/11/97)

RESOLUTION 16-97

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 positions, appointments, position changes, retirements, resignations, and acknowledgment items reported herein:

POSITIONS AND APPOINTMENTS:

Administrative

Financial Aid Systems Manager
Financial Aid Office, Student Affairs Division
Grade: To be determined
Salary: To be determined
Effective: immediately

Laura L. Risler, Project Care Coordinator, OACHE
Full-Service Temporary position (one year, with limited benefits)
Salary: \$32,000
Effective: April 14, 1997

Faculty

George Tanner, Assistant Professor, Business Administration
Salary: \$36,231*
Effective: September 11, 1997
*Salary to be revised to \$45,964 if Mr. Tanner obtains Ph.D.
before date of hire

ADJUSTMENTS:

Administrative

Eliminate position of Director of Transfer Placement
Effective: June 30, 1997

Tom Charles, Reassignment from Director of Transfer Placement
to Director of Career Planning and Placement
Effective: July 1, 1997
Salary: (no change)

Michael Hughes, Title change to Director of Counseling and
Psychological Services
Effective: July 1, 1997
Salary: \$36,867

RESIGNATIONS, RETIREMENTS, AND OTHER ACKNOWLEDGMENTS;

Administrative

Jackie Evans, Purchasing manager
Retirement Effective: July 1, 1997


Eustace P. Matthews, Director of Department of Educational
Needs (DENS)
Retirement Effective: August 31, 1997

Faculty

Mary Dillon, Assistant Professor, Associate Degree Nursing
Retirement Effective: June 13, 1997

William Christen, Chairperson/Associate Professor, Teacher
Education
Resignation Effective: June 16, 1997

(April 11, 1997)

Certified as True and Correct	
	6/10/97
Secretary, SSU Board of Trustees	Date

RESOLUTION 17-97

EVALUATION AND COMPENSATION OF THE PRESIDENT

WHEREAS, members of the Board of Trustees evaluated the President under terms of Board policies 1.00 and 1.04; and

WHEREAS, the evaluation was a positive indication that the President met or exceeded the Board's performance expectations for calendar year 1996 as measured against the criteria in the Bylaws of the Board of Trustees (Policy 1.00); and

WHEREAS, the contract between the Board of Trustees and the President is a 30-month continuing rolling contract, renewing itself automatically at the end of each calendar year (i.e. December 31st) by the extension of said contract for 12 additional months in the absence of notice given to the President by the Board prior to the end of the calendar year; and

WHEREAS, the Board extends all of the conditions of previous contractual agreements with the President in 1996 with the exception that 15 of the vacation days unused in calendar year 1996 due to extenuating circumstances, be credited to the President's vacation account; and

WHEREAS, the Board concurs with the recommendation of the Executive Committee in Resolution 09-97 that the President's performance in calendar year 1996 was extremely meritorious warranting a \$5,423 merit bonus increase in the President's contractual salary for 1997;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University establishes and reports the President's total compensation as follows:

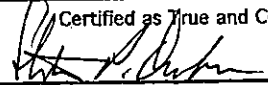
1997 at \$136,938 (including merit bonus increase)

1998 at \$135,460

1999 at \$138,170

BE IT FURTHER RESOLVED, that the Board's Finance and Facilities Committee shall recommend to the Executive Committee at its October 1997 meeting the compensation of the President for calendar year 2000.

(April 11, 1997)

Certified as True and Correct	
	6/10/97
Secretary, SSU Board of Trustees	Date

RESOLUTION 18-97

REVISIONS TO UNIVERSITY POLICY 5.16 "PERSONNEL APPOINTMENTS"


WHEREAS, the Shawnee State University Board of Trustees has placed the authority for the administration and discipline of the University in the President, and

WHEREAS, the Shawnee State University Board of Trustees further desires to change the University Personnel Appointment policy to remove delays in the appointment process and improve the efficiency of the current system;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees recommend that Board Policy No. 5.16 be revised to reflect these changes.

BE IT FURTHER RESOLVED that the old personnel actions commenced under the old policy will be processed to conclusion under the old policy.

(April 11, 1997)

Certified as True and Correct	
	6/16/97
Secretary, SSU Board of Trustees	Date

Shawnee State University

AREA: UNIVERSITY-WIDE POLICY	POLICY NO.: 5.16 Rev.
	PAGE NO.: 1 OF 2
	EFFECTIVE DATE: 4/11/97
	RECOMMENDED BY: Roger Murphy
SUBJECT: PERSONNEL APPOINTMENTS	APPROVED BY: <i>Wei</i>

1.0 Purpose

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

2.0 General Policy

- 2.1 The President of the University shall appoint and remove all university personnel and establish compensation for same within the guidelines set forth by the Board of Trustees and by the laws of the State of Ohio. This authority shall include, but not be limited to, the authority to award or deny continuing contracts for faculty and decide upon promotions of faculty. The Board must give prior approval for the appointment to, or removal of from, the position of vice president or dean.
- 2.2 The President may delegate the authority to make administrative, faculty, and staff appointments to appropriate vice presidents.
- 2.3 The President or his/her designee is the appointing authority for classified employees.
- 2.4 The President or his/her designee is authorized to employ hourly staff, part-time personnel, short-term consultants, volunteers, and individuals on personal services contracts.

3.0 Position Authorization

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

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

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

4.0 Reporting Personnel Appointments, Removals and Status Changes

4.1 Appointments, separations, removals and changes in status for administrative and faculty positions will be reported to the Board.

(Approved 6/14/91; Revised 10/14/94; Revised 4/11/97)

RESOLUTION 19-97

PLANETARIUM FUNDING

WHEREAS, the "Reach for the Stars" campaign has been successfully concluded; and

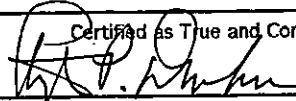
WHEREAS, a Planetarium will aid in the education and service roles of the University; and

WHEREAS, the University wishes to construct this Planetarium;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the construction of the Planetarium and the Planetarium funding plan, consistent with the attached budget.

BE IT FURTHER RESOLVED that the Board of Trustees directs the Vice President for Business Affairs to submit to the Board of Trustees a pro-forma operating budget for the Planetarium at the June meeting that maximizes the use of non-general fund dollars.

(April 11, 1997)

Certified as True and Correct	
	6/24/97
Secretary, SSU Board of Trustees	Date

RESOLUTION 20-97

STRATEGIC HOUSING PLAN

WHEREAS, the Vice President for Student Affairs proposes a new Strategic Housing Plan; and

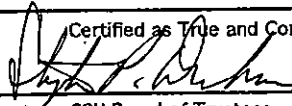
WHEREAS, the University Senate concurs with the Plan; and

WHEREAS, the Shawnee State University Housing Commission recommends approval of the Plan as meeting the long-range mission of the University; and

WHEREAS, the Finance and Facilities Committee concurs with the plan and recommends approval to the Board of Trustees;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the new Strategic Housing Plan.

(April 11, 1997)

Certified as True and Correct	
	6/10/97
Secretary, SSU Board of Trustees	Date

RESOLUTION 21-97

USE OF UNIVERSITY PROPERTY POLICY

The policy listed below has been reviewed by University
counsel, and

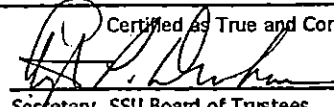
WHEREAS, President Veri recommends this policy and shared that
recommendation with the Executive Committee of the University
Senate; and

WHEREAS, the Finance and Facilities 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:

Use of University Property

(April 11, 1997)

Certified as True and Correct	
	6/19/97
Secretary, SSU Board of Trustees	Date

Shawnee State University

AREA:	BUSINESS AFFAIRS POLICY	POLICY NO.:	4.75
		PAGE NO.:	1 OF 1
		EFFECTIVE DATE:	4/11/97
		RECOMMENDED BY:	Roger Murphy
SUBJECT:	USE OF UNIVERSITY PROPERTY (MOVEABLE EQUIPMENT) BY EMPLOYEES	APPROVED BY:	<i>Wen</i>

1.0 PURPOSE

University property (defined here as moveable equipment) is acquired and maintained to support the mission and operation of Shawnee State University. Such property shall be devoted, therefore, to support University-related activities. To the extent that University property is available for uses at locations other than the campus, without impairing or interfering with University needs and without exposing the University to unreasonable liability, Shawnee State University may permit employees to use such property under specified conditions.

2.0 GENERAL STATEMENT OF POLICY

The President or designee may authorize full-time employees of Shawnee State University to use University property in compliance with this policy and procedures and conditions placed on such use by the President's designee. At the minimum, the policy includes the following:

- 2.1 Use of University property is for work-related purposes;
- 2.2 Non-interference with the normal activities and operations of the University;
- 2.3 Prohibition on use for personal gain or profit-making purposes;
- 2.4 Reimbursement to the University for losses and/or damage, or to cover normal "wear and tear," operating expenses, or additional costs except as these may be specifically waived by the University.
- 2.5 Protection of Shawnee State University from claims by employees for damages arising from any use of University property and equipment; and
- 2.6 Compliance with the terms of negotiated agreements with authorized employee bargaining representatives;
- 2.7 Completion of a most-recent Property Authorization Form as provided by Shawnee State University.

The use of University property by employees is an accommodation to employees. It must be clearly understood by all parties to such relationships that the use of SSU property is a privilege that can be withdrawn immediately by the President and/or designee at their discretion except where such use is specifically protected by a negotiated agreement.

Shawnee State University
Property Authorization Form

Borrower Name: _____ Department: _____

Office Address: _____
Room Building Phone Extension

Home Address: _____
No. and Street Town and Zip Code

Location of Property Use: Home Other _____

Property Description	SSU Identification No.
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Proposed Dates of Use: From _____ To _____

Reason for use at off-campus location: _____

Authorization

The General Statement of Policy in University Policy number 4.75 enables University employees to use SSU property at locations other than the campus under specified conditions. Employees using such property acknowledge that they are aware of, understand, and shall comply with those conditions.

_____	_____	_____	_____
Property Borrower	Date	Department Head	Date
_____		_____	
President or Designee		Date	

Additional conditions placed on the use of University property	

* * * *

Completed copies of this form are to be filed by the President's designee with the borrower, department head, and purchasing director.

RESOLUTION 22-97

WHEREAS, on January 13, 1997, Robert McGraw, a part-time employee in the Library, saw flames shooting out of the roof of Massie Hall and immediately called Security; and

WHEREAS, Robert Bray, a maintenance mechanic, received the distress call, and immediately responded; and

WHEREAS, Dean Wireman, Carl Wooten, and Billy Graham responded to Robert Bray's call for assistance and immediately carried additional fire extinguishers to the roof of Massie Hall; and

WHEREAS, Robert Bray utilized the extinguishers to bring the fire under control and, with the assistance of the Portsmouth Fire Department, limited a potential disaster to only minor property damage;

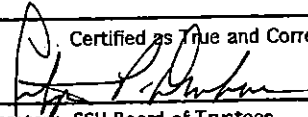
THEREFORE BE IT RESOLVED, that Shawnee State University recognizes the outstanding contributions of Robert McGraw for immediately alerting the appropriate officials of the fire; and

BE IT FURTHER RESOLVED that Shawnee State University recognizes and commends Robert Bray for his immediate response to the alarm, alerting fellow employees, and his bravery in containing the fire under adverse weather conditions until the Portsmouth Fire Department responded; and

BE IT FURTHER RESOLVED that Shawnee State University commends Dean Wireman, Carl Wooten and Billy Graham for providing essential assistance in containing the fire under adverse weather conditions; and

BE IT FINALLY RESOLVED that Shawnee State University expresses great appreciation to the City of Portsmouth and its Fire Department for responding immediately to the call for assistance, containing the fire, and limiting damage to the structure thereby saving thousands of taxpayer dollars.

(April 11, 1997)

Certified as True and Correct	
	6/10/97
Secretary, SSU Board of Trustees	Date

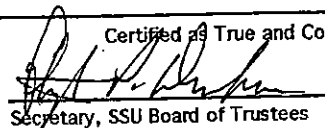
RESOLUTION 23-96

INTERACTIVE VIDEOCONFERENCING SYSTEM (ITV) GRANT

WHEREAS, the grant listed below and summarized on the attached grant proposal has been reviewed by the appropriate University committees and/or individuals, and is recommended for submission;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the submission of the Interactive Videoconferencing (ITV) Grant proposal.

(April 11, 1997)

Certified as True and Correct	
	6/10/97
Secretary, SSU Board of Trustees	Date

RESOLUTION 24-97

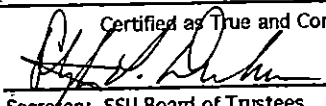
REVISED 1997 SCHEDULE OF MEETINGS FOR BOARD AND ITS COMMITTEES

WHEREAS, the Shawnee State University meets as a public body under Ohio law, with meetings publicized and open to those who wish to attend; and

WHEREAS, a 1997 revised meeting schedule has been drafted and discussed by the Executive Committee and reviewed with the Board members, so that a revised 1997 meeting schedule can be released well in advance, and that revised schedule of meetings is now recommended by the Executive Committee;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University adopts the attached revised 1997 schedule of meetings for the Board and its committees.

April 11, 1997

Certified as True and Correct	
	6/10/97
Secretary, SSU Board of Trustees	Date

**REVISED 1997 CALENDAR
SHAWNEE STATE UNIVERSITY BOARD OF TRUSTEES
AND ITS COMMITTEES**

		Quality of University Life	Finance & Facilities	Academic Affairs	Executive Committee
					January 13 4:00 p.m. Chillicothe
February 14, 1997 Selby Board Room 1:15 p.m.	(Friday)	February 14 9:45 a.m. Howard Room	February 14 9:15 a.m. Ketter Room	February 14 10:00 p.m. Founders Room	
					March 10 4:00 p.m. Chillicothe
April 11, 1997 Selby Board Room 1:15 p.m.	(Friday)	April 11 9:45 a.m. Howard Room	April 11 9:15 a.m. Ketter Room	April 11 10:00 a.m. Founders Room	
					May 5 4:00 p.m. Founders Rm SSU Univ Ctr
June 13, 1997 Selby Board Room 2:30 p.m. COMMENCEMENT 6:00 p.m.	(Friday)	June 13 12:45 p.m. Howard Room	June 13 12:15 p.m. Ketter Room	June 13 1:00 p.m. Founders Room	
					July 14 4:00 p.m. Chillicothe
August 8, 1997 Selby Board Room 1:15 p.m.	(Friday)	August 8 9:45 a.m. Howard Room	August 8 9:15 a.m. Ketter Room	August 8 10:00 a.m. Founders Room	
					September 8 4:00 p.m. Chillicothe
October 10, 1997 Selby Board Room 1:15 p.m.	(Friday)	October 10 9:45 a.m. Howard Room	October 10 9:15 a.m. Ketter Room	October 10 10:00 a.m. Founders Room	
					November 10 4:00 p.m. Chillicothe
December 11, 1997 Selby Board Room 4:00 p.m.	(Thursday)	December 11 1:15 p.m. Howard Room	December 11 12:45 p.m. Ketter Room	December 11 1:30 p.m. Founders Room	