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Board of Trustees

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6-13-1997

### June 13, 1997 Meeting Minutes

Shawnee State University

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MINUTES  
SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
June 13, 1997

The meeting was called to order at 2:35 p.m. 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, Mr. Waller

Members Absent: None

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 President Emeritus Frank Taylor and Trustee Emeriti Dick Hyland and Orville Ferguson, Sr. along with past Board members Ray Carson, Jim Strafford, David Vetter and Gerald Jenkins. The audience responded with a round of applause.

Approval of the June 13, 1997 Agenda

Mr. Kaplan moved and Mr. Clayton seconded the approval of the June 13, 1997 Agenda.

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

Nays: None

Approval of the April 11, 1997 Minutes

Mr. Clayton moved and Mrs. Richards seconded a motion to approve the April 11, 1997 minutes.

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

Nays: None

President's Report

President Veri reported that the University Faculty Assembly voted to not continue the University Senate form of governance. The Executive Committee of the UFA is currently working on a committee structure to be implemented in October 1997 when the US is phased out. The President expressed his hope that this committee structure will include staff and student representation as did the US membership.

President Veri also reported that the University Senate approved two very important resolutions at its June 12 meeting: "Increasing Academic Standards" (which will be presented

in August for BOT approval) and approval of a recommendation to enable the President to make a recommendation to the Board of Trustees regarding the decision to change the academic year from quarters to semesters.

President Veri stated that a new Bill in the Senate, SB-6 (referred to as the "Central State University Bill") contains a section that speaks to "Trustee Education" In response the Ohio Board of Regents will conduct regional trustee educational sessions, starting this Fall.

President Veri addressed the issue of the "wall" on the West end of campus and the barrier it seemed to create between the University and the City. He expressed his hope that the wall was the only bad decision made in constructing a \$90 million campus, but that, under the guidance of the Board's Executive Committee the wall would come down in the very near future and replaced with something more appropriate, which will enable a better view of the campus from the downtown area.

President Veri recognized Trustee Emeritus Ferguson for his recognition at the state level and also presented Trustee Emeritus Dick Hyland with a plaque on behalf of the Board.

Committee Reports

**Academic Affairs - Mr. Jeff Kaplan, Chairperson**

Mr. Kaplan thanked everyone for his wonderful experience as a Board member.

Mr. Kaplan gave an overview of Resolution 27-97, Reorganization of Academic and Student Affairs. Mr. Kaplan moved and Mr. Clayton seconded a motion to approve Resolution 27-97. This resolution eliminates functions which are not financially viable, realigns developmental education with corresponding academic departments, moves the Registrar's Office under the supervision of the Provost, and consolidates student retention and auxiliary academic assistance in one center.

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

Nays: None

Mr. Kaplan gave a brief overview of Resolution 28-97, Approval of New Degree Program. Mr. Kaplan moved and Mrs. Richards seconded a motion to approve Resolution 28-97. This resolution approves the submission of a new degree program, Associate of Health Information Management, to the Ohio Board of Regents

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

Nays: None

Mr. Kaplan moved and Mrs. Richards seconded a motion to approve Resolution 29-97, Approval of Graduates.

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

Nays: None

Mr. Kaplan moved and Dr. Payne seconded a motion to approve Resolution 30-97, Center for International Programs and Activities. This (CIPA) will provide students and faculty with the opportunity to appreciate different values and cultures and to increase the understanding between people and contribute to the well-being of our world community.

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

Nays: None

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

Mr. Clayton stated that the Quality of University Life Committee supported Resolution 27-97, Reorganization of Academic Affairs and Student Affairs as presented earlier by the Academic Affairs Committee. He reported that his committee heard reports from Student Senate President, Eddie Friend; Raedean Riddle, Student Programming Board; enrollment update by Dr. Stephen Midkiff; financial aid report, food service bid report and an update on grant approvals for the TRIO programs by Dr. Larry Mangus. Mr. Clayton also reported on the resignation of Jacquie Maillet, Housing and Residence Life Coordinator and the promotion of Tim Culver from Coordinator of the STARS Program to the Associate Director of Retention.

**Finance and Facilities Committee - Mr. Frank Waller, Chairperson**

Mr. Waller gave a brief overview of Resolution 31-97, Approval of FY 1998 General Fund Budget. Mr. Waller moved Mr. Shkurti seconded a motion to approve Resolution 31-97. This resolution approves the FY 1998 budget based on the proposed Executive Office budget, fees adopted by the BOT and enrollment projections for the next fiscal year.

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

Nays: None

Mr. Waller gave a brief overview of 32-97, Approval of FY 1998 Auxiliary and Agency Continuing Budgets. This resolution approves the FY 1998 auxiliary and agency budgets based on the fee increase approved by the BOT and anticipated activity for fiscal year 1998. Mr. Waller moved and Mr. Shkurti seconded a motion to approve Resolution 32-97.

**Board of Trustees Minutes**

**June 13, 1997**

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

**Nays:** None

Mr. Waller stated that Resolution 33-97 was referred back to the President for additional work by the Finance and Facilities Committee and will be considered at a later date.

Mr. Waller gave a brief overview of Resolution 34-97, Personnel. This resolution approves the appointment of Leigh Ann Gerlach, User Support Manager. Mr. Waller moved and Mr. Davis seconded a motion to approve Resolution 34-97.

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

**Nays:** None

Mr. Waller gave a brief overview of Resolution 35-97, Governor's Summer Institute, School-To-Work and BEARS proposals. Mr. Waller moved Mr. Shkurti seconded a motion to approve submission of the grants listed in Resolution 35-97.

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

**Nays:** None

Mr. Waller gave a brief overview of Resolution 36-97, 1997 Technology Plan. This resolution approves the adoption of a plan that addresses the needs of the University with Vice President Murphy appointed by the President to serve as the interface between the committee and the governance structure of SSU. The resolution also requests that a formal progress report be made to the Board in one year. Mr. Waller moved Mr. Clayton seconded a motion to approve Resolution 36-97.

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

**Nays:** None

Mr. Waller gave a brief overview of Resolution 37-97, Revisions to University Policy 5.01-Non-Discrimination Policy. This resolution revises Policy 5.01 which places the University in compliance with state and federal laws. Mr. Waller moved and Mr. Davis seconded a motion to approve Resolution 37-97.

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

**Nays:** None

Mr. Waller gave a brief overview of Resolution 38-97, Development Foundation Policy. This resolution accepts the Financial Accounting Standards Board's new rulings for foundations. Mr. Waller moved and Mr. Kaplan seconded a motion to approve Resolution 38-97.

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

Nays: None

Mr. Waller concluded his report with a "thank you" to Mr. Kaplan for all that he learned from him while serving on the Board.

**Executive Committee, Mr. Reynolds, Chairperson**

Mr. Reynolds reported that the Executive Committee met on May 5 and approved the room fee for Cedar House Apartments; Tech Prep Continuation Grant and reviewed the issue of the 2nd Street "Wall." Mr. Reynolds also reported that the Board calendar was amended at the April meeting and he failed to change the Executive Committee meetings to Portsmouth. Mr. Reynolds moved and Mr. Kaplan seconded a motion to approve the revision to the Board calendar.

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

Nays: None

New Business

Mr. Reynolds stated that June of each year was a sad time because we have to say goodbye to Board members whose terms have expired. Mr. Reynolds recognized Mr. Kaplan for his nine-year term and the expertise that he displayed as a Board member. Mr. Reynolds presented Mr. Kaplan a Shawnee State signature chair and he was given a round of applause by both the Board and audience.

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

Comments from Constituent Groups and the Public

Professor Hilgarth stated that Ms. Hamilton was out of town and presented the following statement to the Board on behalf of the UFA:

Mr. Reynolds and members of the Board of Trustees:

While I am speaking to you, the Board of Trustees, my brief remarks are for the university community of which you are an integral part.

(The past.)

We are all aware of the outcome of the recent University Faculty Assembly vote regarding the establishment of the "new Senate." As a result, our governance structure has again become dispersed. It is now in the hands of the University Faculty Assembly, the University Administrative Assembly, the Student Senate, and such committees and boards that may be established.

(The present.)

The process to achieve excellence in governance as a university community must be conducted in our own way, true to our own and distinctive characteristics, giving full attention to quintessential governance issues in an academic environment, and so deal as best we can with the flaws in that process. As a community, we are all aware that the occasion of a change in governance is piled high with difficulty, and as a community we must rise with the occasion.

(Renewal.)

Still, the question recurs, "can we do better?" The issue of governance is not new, but we must think anew and act anew. In doing this, we must take time and think well upon this matter. Nothing valuable can be lost by taking time. History can show us the paradigms of the past may be quite inadequate for the future. But, paradoxically, the organizations that are most likely able to change with the times are those that have the most internal stability (Edmund Burke).

Further, governance that is compartmentalized cannot, itself, stand. The Senate has brought us together. The cause of governance at Shawnee State University must now be entrusted to, and conducted by its own undoubted friends-whose hands are free, whose hearts are in the work-who do care for the result. It is to these individuals, these leaders, who are skilled in relating their own constituencies to others and skilled in the art of conflict resolution to which the task of continuity in governance falls. In doing this, we are compelled to take an impartial and unprejudiced view of things.

(The future.)

The University Faculty Assembly Executive Board is meeting on Monday, June 16, 1997 to begin the process to transition the governance structure. We invite the other constituencies of the university community to join and work with us in making this transition as transparent as possible, and to maintain the continuity of governance at this institution. And, given the discussions of the issues of effective governance at SSU, the experience of the last four years has contributed positively to that process. As a university community our charge is to make this next step another positive contribution.

A brief discussion followed Professor Hilgarth's statement and he thanked the Board for their support the past two years while he was UFA President.

Executive Session

Mr. Waller moved and Mr. Kaplan seconded a motion to go into Executive Session at 3:35 p.m. to review collective bargaining negotiations with SEA, ORC 121.22(G)(4).

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

Nays: None

The Board moved out of Executive Session and the meeting was resumed at 4:03 p.m.

Adjournment

The meeting was adjourned by acclamation at 4:04 p.m.

  
Chairman, Board of Trustees

  
Secretary, Board of Trustees



AGENDA  
SHAWNEE STATE UNIVERSITY BOARD OF TRUSTEES  
JUNE 13, 1997  
2:30 P.M.  
HOMER SELBY BOARD ROOM

- A. Call to Order
- B. Roll Call
- C. Approval of June 13, 1997 Agenda
- D. Approval of April 11, 1997 Minutes
- E. President's Report
- F. Committee Reports

Academic Affairs Committee - Mr. Jeff Kaplan, Chairperson

- 27-97 Reorganization of Academic Affairs and Student Affairs
- 28-97 Approval of New Degree Program
- 29-97 Approval of Graduates
- 30-97 Approval of Center for International Studies

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

Finance and Facilities Committee - Mr. Frank Waller, Chairperson

- 31-97 Approval of FY 98 General Fund Budget
- 32-97 Approval of Auxiliary and Agency Budgets
- 33-97 Approval of Revision of Policy 4.49
- 34-97 Approval of Personnel
- 35-97 Approval of Grant Proposals
- 36-97 Approval of Technology Plan
- 37-97 Approval of Revision of Non-Discrimination Policy #5.01
- 38-97 Approval of Development Foundation Policy

Executive Committee - Mr. Tom Reynolds, Chairperson

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

**RESOLUTION 27-97**

**REORGANIZATION OF ACADEMIC AND STUDENT AFFAIRS**

WHEREAS, the Provost and the Vice President for Student Affairs have undertaken a review of their respective divisions; and


WHEREAS, pursuant to that review, a plan of reorganization was recommended to the President; and

WHEREAS, the plan of reorganization eliminates functions which are not financially viable, realigns developmental education with corresponding academic departments, moves the Registrar's Office under the supervision of the Provost, and consolidates student retention and auxiliary academic assistance in one center; and

WHEREAS, the President recommends this plan of reorganization;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the adoption of the attached plan of reorganization and approves all actions necessary to place the plan into effect.

(June 13, 1997)

Certified as True and Correct	
	8/11/97
Secretary, SSU Board of Trustees	Date

**Plan of Reorganization  
for the  
Divisions of Academic Affairs and Student Affairs**

The Provost and Vice President for Student Affairs have reviewed the operation of their respective divisions over the 1996-97 academic year and mutually agree that reorganization within and between their respective divisions will reduce costs, increase efficiency and advance the student-specific mission of the University.

**Developmental Education/Learning Center**

Aligning the developmental education faculty with their respective academic departments provides for improved cross-communication within and across the disciplines. Developmental education faculty should be more competitive for promotion and continuing contract with an academic department alignment. Two full-service faculty members--Dr. Mary Dillard [English] and Mr. Orville Ferguson [Mathematics]-- would be moved to the Departments of Arts and Humanities and Mathematics respectively. No faculty positions would be created or rescinded with this reorganization. An administrative position, Director of Developmental Education/Learning Center would be eliminated. The remaining positions (Assessment Technician, Learning Center Assistant, and Coordinator of BASICS) would be assigned to the new Student Success Center in the Division of Student Affairs. Proposed effective date is July 1, 1997.

**Student Success Center**

The current functions of the Learning Center, STARS, and DENS would be combined under the new Student Success Center. This reorganization places all auxiliary student services for academic success under one director, establishing a one stop student center to improve retention, graduation rates, and reduce student loan default rates. Three positions (assessment, learning center, BASICS) would be moved from the former Learning Center to this Center under the supervision of an Associate Director of Retention. No positions would be added or eliminated with this realignment, although some incumbents may have their positions re-graded to reflect changes in responsibilities. Proposed effective date is July 1, 1997.

**Office of Continuing Education**

The Office of Continuing Education experienced financial difficulties in recent years. Continuing Education's 1996 program review was granted "conditional approval" by the Board of Trustees Resolution 26-96, requiring ongoing performance reviews by the Provost. The financial condition of this Office will not significantly improve in the immediate future. The Director's position will be eliminated, the two full-time hourly positions will be addressed following specific guidelines as stated in the CWA contract, the Assistant Director for Special Programs, grant funded, will continue under the terms of the grants and assigned to the Provost's Office. The proposed effective date for elimination of the Office of Continuing Education is June 30, 1997.

**Realignment of Registrar's Office**

The Registrar's Office would be realigned under the Provost's Office without any changes in current authorized positions. The scheduling of classes, reporting grades and maintaining academic records is more closely aligned with the responsibilities and mission of the Division of Academic Affairs than with the Division of Student Affairs. The University needs to address long-term scheduling to reduce costs and improve service to students. Placing the Registrar's Office in the Division of Academic Affairs will facilitate improved, long-term academic scheduling and reduce the cost of academic operations. Proposed effective date is July 1, 1997.

**RESOLUTION 28-97**

**APPROVAL OF NEW DEGREE PROGRAM**

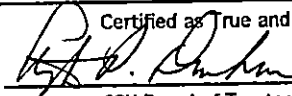
WHEREAS, the University Senate approves the following new degree program:  
Associate of Health Information Management; and

WHEREAS, the 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 13, 1997)

Certified as True and Correct	
	8/11/97
Secretary, SSU Board of Trustees	Date

## SUMMARY

### FINAL PROPOSAL FOR THE ASSOCIATE DEGREE IN HEALTH INFORMATION MANAGEMENT

#### Description of the Program:

An associate degree program in Health Information Management (formerly titled Medical Records Technology) will prepare students for employment as health information managers in hospitals, medical service agencies, insurance companies, and private medical practices. Graduates of accredited programs will be eligible for national licensure as Associate Record Technicians (ART). Graduates will also be prepared to continue study toward the next level of certification which is Registered Record Administrators (RRA). The SSU Health Information Management Program is designed to offer admission with advanced standing to the graduates of the Health Information Management Program at Scioto County Joint Vocational School.

#### Curricular Content:

Ten new technical courses in Health Information Management will be required to prepare students for the associate degree and licensure. Fifty credit hours of this associate degree program will include existing courses in general education and related disciplines. The sophomore students will participate in a required 10-week internship of supervised work and study in a health-care agency.

#### Human and Physical Resources:

One full-time coordinator/faculty member will be required for this program. Adjunct faculty will be employed to teach the courses which exceed the coordinator's workload limits. A computer laboratory, classroom space, and a faculty office will be required, which are all currently available. The computer software for this program and continual upgrades of that software will be a significant expense.

#### Summary:

The surveys indicate that employment opportunities for Health Information Management graduates (ART) will continue to increase in the tri-state area. SSU's proposed program is designed to meet the accreditation standards of the Commission on Accreditation of Allied Health Education Programs (CAAHEP). An accredited program at SSU will support our mission of "preparing students for the changing needs of business, industry, education and society."

**RESOLUTION 29-97**

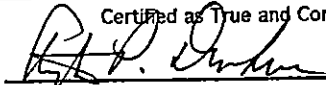
**APPROVAL OF GRADUATES**

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 requirements 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 13, 1997, 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 13, 1997)

Certified as True and Correct	
	8/14/97
Secretary, SSU Board of Trustees	Date

## Graduates 961q thru 964q (as of 7-23-97)

COMMENT LINE 2	STREET ADDRESS	CITY	ST ZIP CODE	TELEPHONE
COMMENT LINE 3	COMMENT LINE 4			
ams Jeremy D /1997	ASSOCIATE OF APPLIED SCIENCE	Otway	OH 45657	
		INSTRUMENTATION AND CONTROL ENGINEER		
ams Maria D 2/1996	BACHELOR OF ARTS	Flatwoods	KY 41139	
		SOCIAL SCIENCE	MAGNA CUM LAUDE	
kins Nathan H /1996	BACHELOR OF SCIENCE	West Union	OH 45693	
		NATURAL SCIENCE	MAGNA CUM LAUDE	
kins Wendy R - /1997	ASSOCIATE OF APPLIED SCIENCE	Ewington	OH 45686	
		DENTAL HYGIENE		
exander Keva L /1996	ASSOCIATE OF APPLIED SCIENCE	South Portsmouth	KY 41174	
		RADIOLOGIC TECHNOLOGY		
aire Trícia M 5/1997	BACHELOR OF ARTS	South Point	OH 45680	
		SOCIAL SCIENCE		
lard April D 12/1996	ASSOCIATE OF APPLIED BUSINESS	Sciotoville	OH 45662	
		LEGAL ASSISTING	CUM LAUDE	
llen Mary C 3/1996	ASSOCIATE OF APPLIED SCIENCE	Oak Hill	OH 45656	
		RADIOLOGIC TECHNOLOGY	CUM LAUDE	
ltman Terri B 3/1996	ASSOCIATE OF APPLIED BUSINESS	Lucasville	OH 45648	
		COMPUTER INFORMATION SYSTEMS FOR BU	MAGNA CUM LAUDE	
nato Joshua T 8/1996	BACHELOR OF SCIENCE	Elm Grove	OH 45661	
		ELECTRICAL AND COMPUTER ENGINEERING	MAGNA CUM LAUDE	
rbaugh Beth A 6/1997	BACHELOR OF SCIENCE	Lucasville	OH 45648	
		OCCUPATIONAL THERAPY		
rnett Michael J 6/1997	BACHELOR OF SCIENCE	South Webster	OH 45682	
		BUSINESS ADMINISTRATION		
hley Christopher M 6/1997	BACHELOR OF SCIENCE	Wheelersburg	OH 45694	
		PLASTICS ENGINEERING TECHNOLOGY		
skew Delores G 12/1996	BACHELOR OF ARTS	New Boston	OH 45662	
		SOCIAL SCIENCE	CUM LAUDE	
uer Brian M 6/1997	ASSOCIATE OF APPLIED SCIENCE	Minford	OH 45662	
		COMPUTER AIDED DRAFTING AND DESIGN		
alzer Traci J 6/1997	ASSOCIATE OF APPLIED SCIENCE	Beaver	OH 45613	
		MEDICAL LABORATORY TECHNOLOGY		
arker Daren 8/1996	ASSOCIATE OF APPLIED SCIENCE	Waverly	OH 45690	
		RADIOLOGIC TECHNOLOGY	CUM LAUDE	



## Graduates 961q thru 964q (as of 7-23-97)

NAME	STREET ADDRESS	CITY	ST	ZIP CODE	TELEPHONE
LINE 1	COMMENT LINE 2	COMMENT LINE 3	COMMENT LINE 4		
Arnes Deanna L 3/1996	ASSOCIATE OF APPLIED SCIENCE	Little Hocking RADIOLOGIC TECHNOLOGY	OH	45742	MAGNA CUM LAUDE
Arrett Charlotte R 5/1997	ASSOCIATE OF APPLIED BUSINESS	West Union LEGAL ASSISTING	OH	45693	
Arringer Kathryn L 5/1997	BACHELOR OF SCIENCE	Portsmouth OCCUPATIONAL THERAPY	OH	45662	
Bachtel Cathy G 12/1996	BACHELOR OF SCIENCE	Elkhart NATURAL SCIENCE	IN	46514	SUMMA CUM LAUDE
Bedel Christopher P 12/1996	ASSOCIATE OF SCIENCE	Lynx NATURAL SCIENCE	OH	45650	SUMMA CUM LAUDE
Bentley Brandon L 6/1997	ASSOCIATE OF APPLIED SCIENCE	Vanceburg INSTRUMENTATION AND CONTROL ENGINEER	KY	41179	
Bentley Robert B 6/1997	ASSOCIATE OF APPLIED SCIENCE	Vanceburg INSTRUMENTATION AND CONTROL ENGINEER	KY	41179	
Besco Ramey S 3/1997	BACHELOR OF SCIENCE	Ironton PLASTICS ENGINEERING TECHNOLOGY	OH	45638	
Bivens Glynnis E 12/1996	BACHELOR OF ARTS	Quincy ENGLISH/HUMANITIES	KY	41166	CUM LAUDE
Blakeman Fawn L 3/1997	BACHELOR OF ARTS	Mason SOCIAL SCIENCE	OH	45040	
Bode Stephanie L 6/1997	ASSOCIATE OF APPLIED SCIENCE	Lucasville NURSING	OH	45648	
Boggs Shelli L 6/1997	ASSOCIATE OF APPLIED SCIENCE	South Shore RESPIRATORY THERAPY TECHNOLOGY	KY	41175	
Bond Genie L 8/1996	ASSOCIATE OF APPLIED SCIENCE	Haverhill LEGAL ASSISTING	OH	45636	
Bonkowski Bryan J 6/1997	BACHELOR OF SCIENCE	Thornville BUSINESS ADMINISTRATION	OH	43076	
Book Michael L 6/1997	ASSOCIATE OF APPLIED SCIENCE	Stout INSTRUMENTATION AND CONTROL ENGINEER	OH	45684	
Bowling Angela D 6/1997	ASSOCIATE OF APPLIED SCIENCE	South Shore PHYSICAL THERAPIST ASSISTANT	KY	41175	
Brown Mark C 6/1997	ASSOCIATE OF APPLIED SCIENCE	Huntington PHYSICAL THERAPIST ASSISTANT	WV	25701	

## Graduates 961q thru 964q (as of 7-23-97)

AME NE 1	COMMENT LINE 2	STREET ADDRESS	CITY	ST ZIP CODE	TELEPHONE
			COMMENT LINE 3	COMMENT LINE 4	
rowning Paulette L 6/1997	ASSOCIATE OF APPLIED BUSINESS		Ironton OFFICE ADMINISTRATION	OH 45638	
ryan Harold R 6/1997	BACHELOR OF SCIENCE		Wheelersburg NATURAL SCIENCE	OH 45694	
uckler Scott M 12/1996	ASSOCIATE OF APPLIED SCIENCE		Lucasville COMPUTER AIDED DRAFTING AND DESIGN	OH 45648	
uckley Tiffany N 6/1997	ASSOCIATE OF APPLIED SCIENCE		Ashland NURSING	KY 41102	
urns Belinda G 6/1997	ASSOCIATE OF APPLIED SCIENCE		Wurtland MEDICAL LABORATORY TECHNOLOGY	KY 41144	
alvert Marsha G 12/1996	BACHELOR OF ARTS		Portsmouth ENGLISH/HUMANITIES	OH 45662	
ampton Heather R 3/1997	CERTIFICATE		Peebles COMPUTER AIDED DRAFTING AND DESIGN	OH 45660	
ampton Heather R 6/1997	ASSOCIATE OF APPLIED SCIENCE		Peebles COMPUTER AIDED DRAFTING AND DESIGN	OH 45660	
Caplinger William K 8/1996	BACHELOR OF SCIENCE		Sardinia SOCIAL SCIENCE	OH 45171	
Carney Rita M 6/1997	BACHELOR OF SCIENCE		Springfield OCCUPATIONAL THERAPY	OH 45503	
Carpenter Lorene 6/1997	ASSOCIATE OF APPLIED BUSINESS		Wheelersburg OFFICE ADMINISTRATION	OH 45694	
Cass Jared S 6/1997	BACHELOR OF SCIENCE		West Portsmouth OCCUPATIONAL THERAPY	OH 45663	
Cassidy William A 6/1997	BACHELOR OF ARTS		Portsmouth HISTORY	OH 45662	
Chaffins Bobbie L 6/1997	ASSOCIATE OF APPLIED SCIENCE		South Point MEDICAL LABORATORY TECHNOLOGY	OH 45680	
Channel Lisa L 8/1996	ASSOCIATE OF APPLIED BUSINESS		Minford ACCOUNTING TECHNOLOGY	OH 45653 MAGNA CUM LAUDE	
Childers Wesley R 3/1997	BACHELOR OF SCIENCE		Ironton PLASTICS ENGINEERING TECHNOLOGY	OH 45638 CUM LAUDE	
Clark Michael L 8/1996	BACHELOR OF SCIENCE		New Boston PLASTICS ENGINEERING TECHNOLOGY	OH 45662	

## Graduates 961q thru 964q (as of 7-23-97)

ME E 1	COMMENT LINE 2	STREET ADDRESS	CITY	ST ZIP CODE	TELEPHONE
			COMMENT LINE 3	COMMENT LINE 4	
ark Richard E 2/1996	CERTIFICATE		Waverly COMPUTER AIDED DRAFTING AND DESIGN	OH 45690	
ark Richard E /1997	ASSOCIATE OF APPLIED SCIENCE		Waverly COMPUTER AIDED DRAFTING AND DESIGN	OH 45690	
arke Beth M /1997	ASSOCIATE OF APPLIED SCIENCE		Rush PHYSICAL THERAPIST ASSISTANT	KY 41168	
burn Leah A /1997	ASSOCIATE OF APPLIED SCIENCE		Catlettsburg MEDICAL LABORATORY TECHNOLOGY	KY 41129	
le Samuel B /1997	CERTIFICATE		Stout COMPUTER AIDED DRAFTING AND DESIGN	OH 45684	
legrove Larry W 3/1997	ASSOCIATE OF APPLIED SCIENCE		Wurtland INSTRUMENTAL AND CONTROL ENGINEERIN	KY 41144	
leman Nicole R 5/1997	ASSOCIATE OF APPLIED BUSINESS		West Portsmouth BUSINESS MANAGEMENT	OH 45663	
lley Julie L 8/1996	BACHELOR OF ARTS		McDermott SOCIAL SCIENCE	OH 45652	
onley Kathryn J 6/1997	BACHELOR OF SCIENCE		Greenup OCCUPATIONAL THERAPY	KY 41144	
ooper James B 12/1996	BACHELOR OF ARTS		Waverly HISTORY	OH 45690	
ooper Mary Jean A 6/1997	BACHELOR OF SCIENCE		Portsmouth ELECTRICAL AND COMPUTER ENGINEERING	OH 45662	
opp Ryan D 6/1997	ASSOCIATE OF APPLIED SCIENCE		Lucasville PLASTICS ENGINEERING TECHNOLOGY	OH 45648	
ordle Kristin 6/1997	ASSOCIATE OF APPLIED SCIENCE		Lucasville NURSING	OH 45648	
oriell Denise F 3/1997	ASSOCIATE OF INDIVIDUALIZED STUDIES		Wheelersburg GENERAL STUDIES	OH 45694	
oriell Denise F 6/1997	BACHELOR OF ARTS		Wheelersburg SOCIAL SCIENCE	OH 45694	
oriell Michelle C 3/1997	ASSOCIATE OF APPLIED BUSINESS		Sciotoville OFFICE ADMINISTRATION	OH 45662 MAGNA CUM LAUDE	
ounts Roger T 6/1997	BACHELOR OF SCIENCE		West Portsmouth OCCUPATIONAL THERAPY	OH 45663	

## Graduates 961q thru 964q (as of 7-23-97)

COMMENT LINE 2	STREET ADDRESS	CITY	ST ZIP CODE	TELEPHONE
COMMENT LINE 2		COMMENT LINE 3	COMMENT LINE 4	
x Lori L 2/1996	BACHELOR OF SCIENCE	Chillicothe BUSINESS ADMINISTRATION	OH 45601	MAGNA CUM LAUDE
x Melania M /1997	ASSOCIATE OF APPLIED BUSINESS	Manchester ACCOUNTING TECHNOLOGY	OH 45144	
abtree Angela L 2/1996	BACHELOR OF ARTS	Bainbridge HISTORY	OH 45612	CUM LAUDE
abtree Angela L 2/1996	BACHELOR OF ARTS	Bainbridge SOCIAL SCIENCE	OH 45612	CUM LAUDE
isp Mary E /1997	BACHELOR OF ARTS	Portsmouth SOCIAL SCIENCE	OH 45662	
niels Stephen /1996	BACHELOR OF ARTS	Minford SOCIAL SCIENCE	OH 45653	
nnemiller Christine L /1997	ASSOCIATE OF APPLIED SCIENCE	Wheelersburg NURSING	OH 45694	
ulton Laura J /1997	ASSOCIATE OF APPLIED BUSINESS	Waverly ACCOUNTING TECHNOLOGY	OH 45690	
avis Eric M 5/1997	ASSOCIATE OF APPLIED SCIENCE	Wheelersburg PLASTICS ENGINEERING TECHNOLOGY	OH 45694	
avis Karen Morton S 5/1997	BACHELOR OF ARTS	Portsmouth ENGLISH/HUMANITIES	OH 45662	
avis Timothy S 5/1997	BACHELOR OF ARTS	Seaman SOCIAL SCIENCE	OH 45679	
e Young Eric M 5/1997	BACHELOR OF SCIENCE	Prospect OCCUPATIONAL THERAPY	KY 40059	
etty Teri L 5/1997	ASSOCIATE OF APPLIED SCIENCE	Chillicothe PHYSICAL THERAPY ASSISTANT	OH 45601	
illow Sharon 8/1996	BACHELOR OF SCIENCE	South Portsmouth BUSINESS ADMINISTRATION	KY 41174	
ouglas Suzanne M 6/1997	BACHELOR OF ARTS	Beaver ENGLISH/HUMANITIES	OH 45613	
owney Mark D 6/1997	BACHELOR OF SCIENCE	Portsmouth PLASTICS ENGINEERING TECHNOLOGY	OH 45662	
ryden Tamela 6/1997	BACHELOR OF FINE ARTS	Manchester STUDIO ARTS	OH 45144	

Graduates 961q thru 964q (as of 7-23-97)

ME E 1	STREET ADDRESS COMMENT LINE 2	CITY COMMENT LINE 3	ST ZIP CODE COMMENT LINE 4	TELEPHONE
nn Helen E /1997	ASSOCIATE OF APPLIED SCIENCE	Vinton RESPIRATORY THERAPY TECHNOLOGY	OH 45686	
nn Peter /1997	BACHELOR OF ARTS	Peebles SOCIAL SCIENCE	OH 45660	MAGNA CUM LAUDE
stham Angela D /1997	ASSOCIATE OF APPLIED SCIENCE	Greenup NURSING	KY 41144	
stham Dalena D /1997	ASSOCIATE OF APPLIED SCIENCE	Ironton NURSING	OH 45638	
liott Christina R /1997	BACHELOR OF ARTS	West Portsmouth SOCIAL SCIENCE	OH 45663	
win Tracie /1997	BACHELOR OF SCIENCE	Portsmouth OCCUPATIONAL THERAPY	OH 45662	
shem Angela R /1997	BACHELOR OF ARTS	Portsmouth SOCIAL SCIENCE	OH 45662	
vans Christine L /1997	ASSOCIATE OF APPLIED BUSINESS	Portsmouth OFFICE ADMINISTRATION	OH 45616	
vansky Ruda /1997	ASSOCIATE OF APPLIED SCIENCE	Portsmouth NURSING	OH 45662	
versole Michael J /1997	BACHELOR OF SCIENCE	Piketon NATURAL SCIENCE	OH 45661	
wing Patricia N 12/1996	ASSOCIATE OF APPLIED BUSINESS	McDermott ACCOUNTING TECHNOLOGY	OH 45652	CUM LAUDE
alty Tammy R 3/1997	ASSOCIATE OF APPLIED BUSINESS	Portsmouth ACCOUNTING TECHNOLOGY	OH 45662	CUM LAUDE
enimore Kathryn S 6/1997	ASSOCIATE OF APPLIED SCIENCE	Wheelersburg NURSING	OH 45694	
enton Tina R 3/1997	BACHELOR OF ARTS	Manchester SOCIAL SCIENCE	OH 45144	CUM LAUDE
erguson Krista R 6/1997	ASSOCIATE OF APPLIED BUSINESS	Portsmouth OFFICE ADMINISTRATION	OH 45663	
erguson Stephanie S 6/1997	ASSOCIATE OF APPLIED SCIENCE	Wurtland NURSING	KY 41144	
errell Lisa M 6/1997	ASSOCIATE OF APPLIED SCIENCE	Worthington RESPIRATORY THERAPY TECHNOLOGY	KY 41183	

## Graduates 961q thru 964q (as of 7-23-97)

4E 2 1	STREET ADDRESS COMMENT LINE 2	CITY COMMENT LINE 3	ST ZIP CODE COMMENT LINE 4	TELEPHONE
anery Stephanie M /1997	ASSOCIATE OF APPLIED SCIENCE	Firebrick	KY 41137	
inders Chad J /1997	ASSOCIATE OF APPLIED SCIENCE	Portsmouth	OH 45662	
ust Kathy D /1997	BACHELOR OF SCIENCE	Mansfield	OH 44903	
x.Velvet G /1997	ASSOCIATE OF APPLIED BUSINESS	Beaver	OH 45613	
ederick Monica R /1996	ASSOCIATE OF APPLIED SCIENCE	Portsmouth	OH 45662	CUM LAUDE
itz Tammie S 2/1996	ASSOCIATE OF APPLIED BUSINESS	Lucasville	OH 45648	
ye Rita A /1997	BACHELOR OF ARTS	Otway	OH 45657	SUMMA CUM LAUDE
mmon Deann L 2/1996	ASSOCIATE OF APPLIED BUSINESS	Sciotoville	OH 45662	MAGNA CUM LAUDE
mmon Jason K /1996	BACHELOR OF SCIENCE	South Shore	KY 41175	
mp Timothy E /1997	BACHELOR OF FINE ARTS	Portsmouth	OH 45662	CUM LAUDE
arrison Wilbur W Jr 5/1997	BACHELOR OF ARTS	Portsmouth	OH 45662	
eno Amy C 5/1997	ASSOCIATE OF APPLIED SCIENCE	Stout	OH 45684	
entry Amelia 5/1997	BACHELOR OF ARTS	Portsmouth	OH 45662	
ilkison Samantha J 5/1997	ASSOCIATE OF APPLIED BUSINESS	Manchester	OH 45144	
illey Paula F 6/1997	ASSOCIATE OF APPLIED SCIENCE	Otway	OH 45657	
ilmore Kathryn C 6/1997	ASSOCIATE OF APPLIED SCIENCE	Ashland	KY 41102	
lascock Joseph M 8/1996	BACHELOR OF ARTS	Portsmouth	OH 45662	

## Graduates 961q thru 964q (as of 7-23-97)

NAME LINE 1	COMMENT LINE 2	STREET ADDRESS	CITY COMMENT LINE 3	ST ZIP CODE COMMENT LINE 4	TELEPHONE
Lasgow Stacy 3/1996	BACHELOR OF ARTS		Manchester ENGLISH/HUMANITIES	OH 45144	SUMMA CUM LAUDE
Ochenour-Cox Monica D 3/1996	BACHELOR OF SCIENCE		Trenton MATHEMATICS	OH 45067	
Podson Stephanie K 12/1996	BACHELOR OF ARTS		Portsmouth SOCIAL SCIENCE	OH 45662	
Regory Troy W 8/1996	ASSOCIATE OF APPLIED SCIENCE		Marion PLASTICS ENGINEERING TECHNOLOGY	OH 43302	
Riffith Cheryl J 12/1996	BACHELOR OF SCIENCE		Wurtland NATURAL SCIENCE	KY 41144	CUM LAUDE
Riffith Jennifer L 12/1996	BACHELOR OF ARTS		Flatwoods SOCIAL SCIENCE	KY 41139	
Riswold Dwayne C 6/1997	BACHELOR OF SCIENCE		Ashland OCCUPATIONAL THERAPY	KY 41101	
Rooms Carolyn 6/1997	BACHELOR OF SCIENCE		Portsmouth OCCUPATIONAL THERAPY	OH 45662	
Sackworth Sadie F 12/1996	ASSOCIATE OF APPLIED BUSINESS	wy	Portsmouth ACCOUNTING TECHNOLOGY	OH 45663	
Sackworth Sadie F 12/1996	ASSOCIATE OF APPLIED BUSINESS	wy	Portsmouth BUSINESS MANAGEMENT	OH 45663	
Sall Anna L 6/1997	BACHELOR OF SCIENCE		Greenup OCCUPATIONAL THERAPY	KY 41144	
Sall Valerie L 8/1996	ASSOCIATE OF APPLIED SCIENCE		Ashland RADIOLOGIC TECHNOLOGY	KY 41101	CUM LAUDE
Samilton Lisa K 8/1996	ASSOCIATE OF APPLIED SCIENCE		Greenup RADIOLOGIC TECHNOLOGY	KY 41144	MAGNA CUM LAUDE
Sardin Rhonda K 6/1997	ASSOCIATE OF APPLIED SCIENCE		South Shore RESPIRATORY THERAPY	KY 41175	
Sharper Amy G 6/1997	ASSOCIATE OF APPLIED SCIENCE		Portsmouth DENTAL HYGIENE	OH 45662	
Sharr Darren T 3/1997	BACHELOR OF ARTS		Portsmouth SOCIAL SCIENCE	OH 45662	
Sharrison Tina 12/1996	ASSOCIATE OF APPLIED BUSINESS		Jackson ACCOUNTING TECHNOLOGY	OH 45640	

## Graduates 961q thru 964q (as of 7-23-97)

IE	STREET ADDRESS	CITY	ST ZIP CODE	TELEPHONE
1	COMMENT LINE 2	COMMENT LINE 3	COMMENT LINE 4	
rs Laura			OH 45640	
/1997	ASSOCIATE OF APPLIED SCIENCE	PHYSICAL THERAPIST ASSISTANT		
wood Hattie A		Portsmouth	OH 45662	
/1997	ASSOCIATE OF APPLIED SCIENCE	NURSING		
ry Jason W		Wheelersburg	OH 45694	
/1997	CERTIFICATE	COMPUTER AIDED DRAFTING AND DESIGN		
ry Jennifer L		Piketon	OH 45661	
/1996	BACHELOR OF ARTS	SOCIAL SCIENCE		
ry Jennifer L		Piketon	OH 45661	
/1996	BACHELOR OF ARTS	SOCIAL SCIENCE		
ry Sandra G		Coal Grove	OH 45638	
/1997	ASSOCIATE OF APPLIED SCIENCE	RESPIRATORY THERAPY TECHNOLOGY		
ss Phyllis J		Orway	OH 45657	
2/1996	BACHELOR OF ARTS	SOCIAL SCIENCE	CUM LAUDE	
ttel Mindi L		Mt. Orab	OH 45154	
/1997	ASSOCIATE OF APPLIED SCIENCE	DENTAL HYGIENE		
ckman Gregory R		Portsmouth	Oh 45662	
/1996	BACHELOR OF ARTS	SOCIAL SCIENCE		
ll Ellen		Somerset	OH 43783	
/1997	BACHELOR OF ARTS	SOCIAL SCIENCE		
ll Linda J		Portsmouth	OH 45662	
2/1996	BACHELOR OF ARTS	ENGLISH/HUMANITIES	SUMMA CUM LAUDE	
ffer Jennifer M		McDermott	OH 45652	
/1997	ASSOCIATE OF APPLIED SCIENCE	NURSING		
lbrook Diannah		Beaver	Oh 45613	
/1997	ASSOCIATE OF APPLIED BUSINESS	ACCOUNTING TECHNOLOGY		
lbrook Patricia R		Wheelersburg	OH 45694	
/1997	ASSOCIATE OF APPLIED SCIENCE	COMPUTER AIDED DRAFTING AND DESIGN		
over Mary B		Wheelersburg	OH 45694	
/1996	ASSOCIATE OF APPLIED BUSINESS	LEGAL ASSISTING		
pper Angela C		Ironton	OH 45638	
/1997	ASSOCIATE OF APPLIED SCIENCE	NURSING		
ward Lesley D		Lucasville	OH 45648	
/1997	BACHELOR OF SCIENCE	NATURAL SCIENCE		



## Graduates 961q thru 964q (as of 7-23 -97)

COMMENT LINE 2	STREET ADDRESS	CITY	ST ZIP CODE	TELEPHONE
COMMENT LINE 2		COMMENT LINE 3	COMMENT LINE 4	
ward Rhonda P 5/1997	BACHELOR OF ARTS	Piketon ENGLISH/HUMANITIES	OH 45661	
ward Tina 6/1997	ASSOCIATE OF APPLIED BUSINESS	OFFICE ADMINISTRATION	OH 45648	
owerton Shannon R 12/1996	ASSOCIATE OF APPLIED BUSINESS	South Portsmouth LEGAL ASSISTING	KY 41174	
uffman Beth A 3/1997	ASSOCIATE OF SCIENCE	Wheelersburg MATHEMATICS/SCIENCES	OH 45694	
ughes Joshua A 12/1996	CERTIFICATE	Oak Hill COMPUTER AIDED DRAFTING AND DESIGN	OH 45656	
ughes Mary A 6/1997	BACHELOR OF ARTS	Portsmouth SOCIAL SCIENCE	OH 45662	
undley Dearl 6/1997	BACHELOR OF ARTS	Stout SOCIAL SCIENCE	OH 45684	
utchinson Melinda 3/1997	ASSOCIATE OF APPLIED BUSINESS	Portsmouth ACCOUNTING TECHNOLOGY	OH 45662	SUMMA CUM LAUDE
son Kristie L 6/1997	ASSOCIATE OF APPLIED SCIENCE	Sandy Hook PHYSICAL THERAPIST ASSISTANT	KY 41171	
ames Jennie K 6/1997	CERTIFICATE	New Boston COMPUTER AIDED DRAFTING AND DESIGN	OH 45662	
enkins Melanie 8/1996	BACHELOR OF SCIENCE	Lucasville NATURAL SCIENCE	OH 45648	
Johnson Alice E 8/1996	ASSOCIATE OF APPLIED SCIENCE	South Point RADIOLOGIC TECHNOLOGY	OH 45680	CUM LAUDE
Johnson Lloyd D 6/1997	BACHELOR OF SCIENCE	Peebles BUSINESS ADMINISTRATION	OH 45660	
Johnson Lorretta L 6/1997	ASSOCIATE OF APPLIED SCIENCE	W. Portsmouth NURSING	OH 45663	
Kayser Kathryn L 6/1997	ASSOCIATE OF APPLIED SCIENCE	South Shore PHYSICAL THERAPIST ASSISTANT	KY 41175	
Kemp Dana N 6/1997	BACHELOR OF SCIENCE	Winchester BUSINESS ADMINISTRATION	OH 45697	BUSINESS MANAGEMENT
Ki nery Fred E 6/1997	BACHELOR OF SCIENCE	Willow Wood OCCUPATIONAL THERAPY	OH 45696	

## Graduates 961q thru 964q (as of 7-23-97)

NAME	STREET ADDRESS	CITY	ST ZIP CODE	TELEPHONE
LINE 1	COMMENT LINE 2	COMMENT LINE 3	COMMENT LINE 4	
irtz Kevin B 3/1997	BACHELOR OF SCIENCE	Ironton PLASTICS ENGINEERING TECHNOLOGY	OH 45638 CUM LAUDE	
itts Kimberly D 5/1997	ASSOCIATE OF APPLIED SCIENCE	Rock Camp DENTAL HYGIENE	OH 45675	
itts Nathan S 8/1996	ASSOCIATE OF APPLIED SCIENCE	Ironton RESPIRATORY THERAPY TECHNOLOGY	OH 45638	
itts Shayne J 6/1997	BACHELOR OF SCIENCE	Portsmouth PLASTICS ENGINEERING TECHNOLOGY	OH 45662	
nechtly Tanya J 6/1997	BACHELOR OF SCIENCE	Beaver OCCUPATIONAL THERAPY	OH 45613	
nipp Jan F 6/1997	ASSOCIATE OF APPLIED SCIENCE	Pedro NURSING	OH 45659	
nore Delores 6/1997	ASSOCIATE OF APPLIED SCIENCE	Wheelersburg MEDICAL LABORATORY TECHNOLOGY	OH 45694	
acey Timothy S 6/1997	ASSOCIATE OF APPLIED SCIENCE	SOUTH PORTSMOUTH NURSING	KY 41174	
acy Brett 6/1997	BACHELOR OF SCIENCE	McDermott BIOLOGY	OH 45652	
amerson Eldon D Jr 6/1997	ASSOCIATE OF APPLIED SCIENCE	Beaver INSTRUMENTATION AND CONTROL ENGINEE	OH 45613	
eininger Deborah A 6/1997	ASSOCIATE OF APPLIED SCIENCE	Portsmouth PHYSICAL THERAPIST ASSISTANT	OH 45662	
emaster Richard T 12/1996	BACHELOR OF SCIENCE	Newark BUSINESS ADMINISTRATION	OH 43055	
ewallen Kendra K 6/1997	ASSOCIATE OF APPLIED SCIENCE	Catlettsburg DENTAL HYGIENE	KY 41129	
ewis Edward R 6/1997	CERTIFICATE	Portsmouth ROBOTICS	OH 45662	
ewis Myra L 8/1996	BACHELOR OF SCIENCE	Portsmouth BUSINESS ADMINISTRATION	OH 45662 CUM LAUDE	
lockhart John S 8/1996	ASSOCIATE OF APPLIED SCIENCE	South Webster PLASTICS ENGINEERING TECHNOLOGY	OH 45682	
lockhart Patrick D 6/1997	ASSOCIATE OF APPLIED SCIENCE	New Boston COMPUTER AIDED DRAFTING AND DESIGN	OH 45662	

## Graduates 961q thru 964q (as of 7-23-97)

ME E 1	STREET ADDRESS COMMENT LINE 2	CITY COMMENT LINE 3	ST ZIP CODE COMMENT LINE 4	TELEPHONE
oney Valerie L /1997	ASSOCIATE OF APPLIED SCIENCE	So. Shore NURSING	KY 41175	
tt Lori A /1997	ASSOCIATE OF APPLIED SCIENCE	Chillicothe DENTAL HYGIENE	OH 45601	
we Randall A /1997	ASSOCIATE OF APPLIED SCIENCE	New Plymouth PHYSICAL THERAPIST ASSISTANT	OH 45654	
tten Melissa L /1997	ASSOCIATE OF APPLIED SCIENCE	Portsmouth NURSING	OH 45662	
agnet Stacy J /1997	BACHELOR OF SCIENCE	Minford BUSINESS ADMINISTRATION	OH 45653	
pes Amy L /1997	ASSOCIATE OF APPLIED SCIENCE	Jackson DENTAL HYGIENE	OH 45640	
ircum Barton D /1996	BACHELOR OF ARTS	Lucasville SOCIAL SCIENCE	OH 45648	
urquez Jose F /1996	BACHELOR OF ARTS	Waverly SOCIAL SCIENCE	OH 45690 MAGNA CUM LAUDE	
artin Jill A /1997	ASSOCIATE OF APPLIED SCIENCE	Morgantown PHYSICAL THERAPIST ASSISTANT	WV 26505	
artin Lori /1996	ASSOCIATE OF APPLIED SCIENCE	Lucasville RADIOLOGIC TECHNOLOGY	OH 45648 MAGNA CUM LAUDE	
artin Michelle R /1997	ASSOCIATE OF APPLIED SCIENCE	Sciotoville NURSING	OH 45662	
artin Sherry S /1997	ASSOCIATE OF APPLIED BUSINESS	Wheelersburg LEGAL ASSISTING	OH 45694	
ynard Daniel K /1996	CERTIFICATE	West Portsmouth COMPUTER AIDED DRAFTING AND DESIGN	OH 45663	
ynard Daniel K /1997	ASSOCIATE OF APPLIED SCIENCE	West Portsmouth COMPUTER AIDED DRAFTING AND DESIGN	OH 45663	
ynard Erin L /1996	BACHELOR OF ARTS	Beaver SOCIAL SCIENCE	OH 45613	
cAdams Lois A /1997	ASSOCIATE OF APPLIED SCIENCE	South Shore NURSING	KY 41175	
cCall Joyce A /1997	ASSOCIATE OF APPLIED BUSINESS	West Portsmouth LEGAL ASSISTING	OH 45663	

## Graduates 961q thru 964q (as of 7-23-97)

AME NE 1	COMMENT LINE 2	STREET ADDRESS	CITY COMMENT LINE 3	ST ZIP CODE COMMENT LINE 4	TELEPHONE
McCormick Michael S 6/1997	BACHELOR OF SCIENCE		South Point PLASTICS ENGINEERING TECHNOLOGY	OH 45680	
McDaniel Tony C 3/1997	ASSOCIATE OF APPLIED SCIENCE		Manchester INSTRUMENTATION AND CONTROL ENGINEE	OH 45144	
McHugh Lottie J 3/1997	BACHELOR OF ARTS		Portsmouth SOCIAL SCIENCE	OH 45662	
McKenzie DeAnn K 6/1997	BACHELOR OF SCIENCE		South Portsmouth BUSINESS ADMINISTRATION	KY 41174	
McManus Heather J 8/1996	ASSOCIATE OF ARTS		Portsmouth SOCIAL SCIENCES	OH 45662	
McKelvin Sandra 3/1997	ASSOCIATE OF APPLIED SCIENCE		Lucasville PLASTICS ENGINEERING TECHNOLOGY	OH 45648	
McMeredith Eric D 8/1996	BACHELOR OF ARTS		Waverly SOCIAL SCIENCE	OH 45690	
McMeredith Eric D 8/1996	BACHELOR OF ARTS		Waverly SOCIAL SCIENCE	OH 45690	
McMesser Daren 8/1996	BACHELOR OF ARTS		Portsmouth SOCIAL SCIENCE	OH 45662	
McMezzapelle Peter A 6/1997	ASSOCIATE OF APPLIED SCIENCE		Portsmouth PHYSICAL THERAPIST ASSISTANT	OH 45662	
McMilan Melissa J 6/1997	BACHELOR OF ARTS		South Webster ENGLISH/HUMANITIES	OH 45682	
McMiller Marcie A 6/1997	ASSOCIATE OF APPLIED BUSINESS		Waverly BUSINESS MANAGEMENT	OH 45690	
McMiller Shana L 12/1996	ASSOCIATE OF APPLIED BUSINESS		Reynoldsburg BUSINESS MANAGEMENT	OH 43068	
McMiller Shana L 12/1996	ASSOCIATE OF APPLIED BUSINESS		Reynoldsburg ACCOUNTING TECHNOLOGY	OH 43068	
McMines Michael J 6/1997	ASSOCIATE OF APPLIED SCIENCE		Piketon OCCUPATIONAL THERAPY ASSISTANT	OH 45661	
McMonroe Joseph E 6/1997	BACHELOR OF SCIENCE		Peebles ELECTRICAL AND COMPUTER ENGINEERING	OH 45660	
McMonroe Kristin M 6/1997	BACHELOR OF ARTS		Portsmouth SOCIAL SCIENCE	OH 45662	

## Graduates 961q thru 964q (as of 7-23-97)

NAME 1	COMMENT LINE 2	STREET ADDRESS	CITY	ST ZIP CODE	TELEPHONE
NAME 1	COMMENT LINE 2		COMMENT LINE 3	COMMENT LINE 4	
Core Jeffery W 3/1997	ASSOCIATE OF APPLIED SCIENCE		Franklin Furnace INSTRUMENTATION AND CONTROL ENGINEER	OH 45629	
Core Richard A 3/1997	CERTIFICATE		Portsmouth PLASTICS ENGINEERING TECHNOLOGY	OH 45662	
organ Donna S 6/1997	ASSOCIATE OF APPLIED SCIENCE		West Union PHYSICAL THERAPIST ASSISTANT	OH 45693	
orris Eric S 6/1997	ASSOCIATE OF APPLIED SCIENCE		Waverly INSTRUMENTATION AND CONTROL ENGINEER	OH 45690	
orris Kevin W 12/1996	BACHELOR OF SCIENCE		Chillicothe NATURAL SCIENCE	OH 45601	
orris Stephanie A 6/1997	BACHELOR OF SCIENCE		Chillicothe BUSINESS ADMINISTRATION	OH 45601	
ounts Lisa 6/1997	BACHELOR OF ARTS		Beaver SOCIAL SCIENCE	OH 45613	
owery Rachelle L 6/1997	ASSOCIATE OF APPLIED SCIENCE		Wheelersburg NURSING	OH 45694	
ullins Keith D 6/1997	BACHELOR OF SCIENCE		Jackson ELECTRICAL AND COMPUTER ENGINEERING	OH 45640	
ullins Kimberly W 6/1997	BACHELOR OF ARTS		Portsmouth SOCIAL SCIENCE	OH 45662	
elson Amy L 6/1997	BACHELOR OF SCIENCE		Wheelersburg ELECTRICAL AND COMPUTER ENGINEERING	OH 45694	
elson Kathleen A 6/1997	BACHELOR OF SCIENCE		Portsmouth BUSINESS ADMINISTRATION	OH 45662	
nichols Gary B 6/1997	ASSOCIATE OF APPLIED BUSINESS		Lucasville BUSINESS MANAGEMENT	OH 45648	
ickel Sandra L 6/1997	ASSOCIATE OF APPLIED BUSINESS		Portsmouth OFFICE ADMINISTRATION	OH 45662	
olen Tiffany A 6/1997	ASSOCIATE OF APPLIED SCIENCE		Wheelersburg NURSING	OH 45694	
osburn Angela B 6/1997	BACHELOR OF SCIENCE		Huntington OCCUPATIONAL THERAPY	WV 25701	
oyres Joanna K 5/1997	BACHELOR OF ARTS		Waverly ENGLISH/HUMANITIES	OH 45690	

## Graduates 961q thru 964q (as of 7-23-97)

ME E 1	STREET ADDRESS	CITY	ST ZIP CODE	TELEPHONE
COMMENT LINE 2	COMMENT LINE 3	COMMENT LINE 4		
ck Kelly L 2/1996	BACHELOR OF ARTS	Piketon ENGLISH/HUMANITIES	OH 45661	MAGNA CUM LAUDE
ckard Joyce A /1997	ASSOCIATE OF APPLIED BUSINESS	Portsmouth LEGAL ASSISTING	OH 45662	
trick Karen /1997	ASSOCIATE OF SCIENCE	South Webster PHYSICAL THERAPIST ASSISTANT	OH 45682	
trick Vickie A /1997	ASSOCIATE OF APPLIED SCIENCE	Franklin Furnace DENTAL HYGIENE	OH 45629	
ayne Robert E 2/1996	ASSOCIATE OF APPLIED SCIENCE	Portsmouth PLASTICS ENGINEERING TECHNOLOGY	OH 45662	
ennington William R /1997	BACHELOR OF ARTS	Wheelersburg SOCIAL SCIENCE	OH 45694	
erkins Todd R /1997	ASSOCIATE OF APPLIED SCIENCE	Wheelersburg INSTRUMENTATION AND CONTROL ENGINEER	OH 45694	
ipps Ronald B /1996	BACHELOR OF SCIENCE	Waverly BUSINESS ADMINISTRATION	OH 45690	MAGNA CUM LAUDE
erce Erin B /1997	BACHELOR OF ARTS	Portsmouth SOCIAL SCIENCE	OH 45662	SUMMA CUM LAUDE
istole Carol J /1997	ASSOCIATE OF APPLIED BUSINESS	Wheelersburg COMPUTER INFORMATION SYSTEMS FOR BU	OH 45694	
lumner Tammy /1997	BACHELOR OF ARTS	West Portsmouth SOCIAL SCIENCE	OH 45663	
ollard Adena 5/1997	ASSOCIATE OF APPLIED SCIENCE	West Union DENTAL HYGIENE	OH 45693	
omeroy Theresa M 5/1997	ASSOCIATE OF APPLIED SCIENCE	McDermott NURSING	OH 45652	
omeroy Theresa M 6/1997	ASSOCIATE OF APPLIED SCIENCE	McDermott NURSING	OH 45652	
orter Tonya L 8/1996	BACHELOR OF ARTS	Wheelerburg SOCIAL SCIENCE	OH 45694	CUM LAUDE
oston Sharon K 6/1997	ASSOCIATE OF APPLIED SCIENCE	Willard DENTAL HYGIENE	OH 44890	
owell Michael L 6/1997	BACHELOR OF ARTS	Lucasville ENGLISH/HUMANITIES	OH 45648	

## Graduates 961q thru 964q (as of 7-23-97)

ME IE 1 :	STREET ADDRESS COMMENT LINE 2	CITY COMMENT LINE 3	ST ZIP CODE COMMENT LINE 4	TELEPHONE
att Mary E 6/1997	ASSOCIATE OF APPLIED SCIENCE	Portsmouth PHYSICAL THERAPIST ASSISTANT	OH 45662	
leen Walter I 6/1997	ASSOCIATE OF APPLIED SCIENCE	Wheelersburg PLASTICS ENGINEERING TECHNOLOGY	OH 45694	
illen Cynthia M 6/1996	ASSOCIATE OF APPLIED BUSINESS	Wheelersburg BUSINESS MANAGEMENT	OH 45694	
amey Christy L 6/1997	ASSOCIATE OF APPLIED SCIENCE	South Shore MEDICAL LABORATORY TECHNOLOGY	KY 41175	
edecker Thomas R 12/1996	BACHELOR OF SCIENCE	Wheelersburg BUSINESS ADMINISTRATION	OH 45694	SUMMA CUM LAUDE
eed Amy E 5/1997	ASSOCIATE OF APPLIED SCIENCE	Wellston DENTAL HYGIENE	OH 45692	
eedy Kellie J 3/1996	BACHELOR OF FINE ARTS	West Portsmouth STUDIO ARTS	OH 45663	MAGNA CUM LAUDE
einhardt Amy 5/1997	BACHELOR OF SCIENCE	Minford OCCUPATIONAL THERAPY	OH 45653	
enchen April D 3/1997	BACHELOR OF ARTS	Manchester SOCIAL SCIENCE	OH 45144	
icer Lyle T 6/1997	BACHELOR OF SCIENCE	Lucasville BUSINESS ADMINISTRATION	OH 45648	
ichendollar Bill G 6/1997	ASSOCIATE OF APPLIED SCIENCE	Ironton MEDICAL LABORATORY TECHNOLOGY	OH 45638	
iffe Leatha M 6/1997	ASSOCIATE OF APPLIED SCIENCE	Franklin Furnace MEDICAL LABORATORY TECHNOLOGY	OH 45629	
isner Mark E 6/1997	BACHELOR OF SCIENCE	Minford NATURAL SCIENCE	OH 45653	
ister Donald E 6/1997	BACHELOR OF SCIENCE	Wheelersburg ELECTRICAL AND COMPUTER ENGINEERING	OH 45694	
itchie Jill E 6/1997	ASSOCIATE OF APPLIED SCIENCE	Piketon PHYSICAL THERAPY ASSISTANT	OH 45661	
obinson William T 3/1997	BACHELOR OF SCIENCE	Waverly BUSINESS ADMINISTRATION	OH 45690	SUMMA CUM LAUDE
ogers Joseph W 6/1997	BACHELOR OF SCIENCE	West Union BUSINESS ADMINISTRATION	OH 45693	

## Graduates 961q thru 964q (as of 7-23-97)

ME E 1	COMMENT LINE 2	STREET ADDRESS	CITY	ST ZIP CODE	TELEPHONE
			COMMENT LINE 3	COMMENT LINE 4	
llins Nancy A /1996	BACHELOR OF SCIENCE		Sciotoville BUSINESS ADMINISTRATION	OH 45662	
se Helen M /1997	BACHELOR OF ARTS		Lucasville SOCIAL SCIENCE	OH 45648	
ss Shona R /1996	BACHELOR OF SCIENCE		Peebles NATURAL SCIENCE	OH 45660	
ush Ronnie 'R' /1997	BACHELOR OF ARTS		Manchester SOCIAL SCIENCE	OH 45144	
dd Kathy J /1997	ASSOCIATE OF APPLIED BUSINESS		Lucasville OFFICE ADMINISTRATION	OH 45648	
ehl Jennifer 2/1996	ASSOCIATE OF APPLIED BUSINESS		Batavia COMPUTER INFORMATION SYSTEMS FOR BU	OH 45103	
ggles Virginia 7/1997	ASSOCIATE OF APPLIED SCIENCE		Portsmouth COMPUTER AIDED DRAFTING AND DESIGN	OH 45662	
inions Jonathan T 1/1996	BACHELOR OF SCIENCE		West Portsmouth BIOLOGY	OH 45663	
nyon Dennis R 5/1997	ASSOCIATE OF APPLIED SCIENCE		Logan PHYSICAL THERAPY ASSISTANT	WV 25601	
ammons Steven D 5/1997	BACHELOR OF SCIENCE		West Portsmouth BUSINESS ADMINISTRATION	OH 45663	
argent Lari T 3/1997	BACHELOR OF ARTS		South Webster SOCIAL SCIENCE	OH 45682 CUM LAUDE	
atterfield Loran E 12/1996	BACHELOR OF SCIENCE		West Union PLASTICS ENGINEERING TECHNOLOGY	OH 45693 CUM LAUDE	
auders Greta L 5/1997	ASSOCIATE OF APPLIED SCIENCE		Gallipolis PHYSICAL THERAPY ASSISTANT	OH 45631	
ayne Jennifer 8/1996	BACHELOR OF ARTS		Portsmouth SOCIAL SCIENCE	OH 45662	
chaefer Stephanie G 6/1997	BACHELOR OF SCIENCE		Portsmouth OCCUPATIONAL THERAPY	OH 45662	
chuyler Michelle 8/1996	ASSOCIATE OF APPLIED SCIENCE		Portsmouth RADIOLOGIC TECHNOLOGY	OH 45662 CUM LAUDE	
cott Bridget L 8/1996	BACHELOR OF SCIENCE		Portsmouth NATURAL SCIENCE	OH 45662-275 SUMMA CUM LAUDE	



Graduates 961q thru 964q (as of 7-23-97)

IE	STREET ADDRESS	CITY	ST ZIP CODE	TELEPHONE
1	COMMENT LINE 2	COMMENT LINE 3	COMMENT LINE 4	
ott Jay /1997	ASSOCIATE OF APPLIED SCIENCE	Wheelersburg INSTRUMENTATION AND CONTROL	OH 45694	ENGINEER
thes Tara J /1997	ASSOCIATE OF APPLIED SCIENCE	Ironton NURSING	OH 45638	
a Donna S /1997	ASSOCIATE OF APPLIED SCIENCE	Wheelersburg NURSING	OH 45694	
h Linda S /1997	ASSOCIATE OF APPLIED BUSINESS	Sciotoville OFFICE ADMINISTRATION	OH 45662	
xton Virginia S /1997	ASSOCIATE OF APPLIED SCIENCE	Ceredo DENTAL HYGIENE	WV 25507	
annon Kerri L /1997	ASSOCIATE OF APPLIED SCIENCE	Huntington PHYSICAL THERAPY ASSISTANT	WV 25704	
aw Leslie R /1997	ASSOCIATE OF APPLIED SCIENCE	Portsmouth NURSING	OH 45663	
ea Adam L /1996	BACHELOR OF SCIENCE	Waverly BUSINESS ADMINISTRATION	OH 45690	
elpman Teresa G /1997	ASSOCIATE OF APPLIED BUSINESS	Portsmouth OFFICE ADMINISTRATION	OH 45662	
elton Melanie /1996	ASSOCIATE OF APPLIED SCIENCE	Manchester RADIOLOGIC TECHNOLOGY	OH 45144	CUM LAUDE
epherd Kimberly G /1997	ASSOCIATE OF APPLIED SCIENCE	South Shore NURSING	KY 41175	
oemaker Dorothy E /1996	ASSOCIATE OF APPLIED BUSINESS	Peebles BUSINESS MANAGEMENT	OH 456609251	
oemaker Dorothy E .2/1996	BACHELOR OF SCIENCE	Peebles BUSINESS ADMINISTRATION	OH 456609251	
upert Anna M /1997	BACHELOR OF SCIENCE	Seaman NATURAL SCIENCE	OH 45679	MAGNA CUM LAUDE
inner Scott E 5/1997	ASSOCIATE OF APPLIED SCIENCE	Sciotoville COMPUTER AIDED DRAFTING AND DESIGN	OH 45662	
laughter Shana 5/1997	ASSOCIATE OF APPLIED SCIENCE	York RESPIRATORY THERAPY TECHNOLOGY	KY 41175	
nith Gina N 3/1996	BACHELOR OF ARTS	Wheelersburg ENGLISH/HUMANITIES	OH 45694	SUMMA CUM LAUDE

## Graduates 961q thru 964q (as of 7-23-97)

1	COMMENT LINE 2	STREET ADDRESS	CITY	ST	ZIP CODE	TELEPHONE
					COMMENT LINE 4	
th Karen S /1996	BACHELOR OF ARTS		Lucasville ENGLISH/HUMANITIES	OH	45648 CUM LAUDE	
th Penny S 1997	ASSOCIATE OF APPLIED BUSINESS		Portsmouth COMPUTER INFORMATION SYSTEMS FOR BU	OH	45662	
der Stephanie D /1996	BACHELOR OF SCIENCE		Felicity NATURAL SCIENCE	OH	45120 CUM LAUDE	
der David E 1997	ASSOCIATE OF ARTS		Huntington SOCIAL SCIENCE	WV	25704	
arks Craig A /1996	CERTIFICATE		Ashland COMPUTER AIDED DRAFTING AND DESIGN	KY	41102	
arks Stephen C /1997	ASSOCIATE OF APPLIED SCIENCE		West Portsmouth INSTRUMENTATION AND CONTROL ENGINEE	OH	45663	
arks Steven R /1996	ASSOCIATE OF APPLIED SCIENCE		Sciotoville RADIOLOGIC TECHNOLOGY	OH	45662 MAGNA CUM LAUDE	
argin Randall S /1997	ASSOCIATE OF ARTS		Haverhill SOCIAL SCIENCES	OH	45636 CUM LAUDE	
amper John /1996	BACHELOR OF SCIENCE		Wheelersburg BUSINESS ADMINISTRATION	OH	45694	
amper John /1996	BACHELOR OF SCIENCE		Wheelersburg BUSINESS ADMINISTRATION	OH	45694	
aten Michelle A /1996	ASSOCIATE OF APPLIED SCIENCE		Wellston RADIOLOGIC TECHNOLOGY	OH	45692 SUMMA CUM LAUDE	
eadman Linda S /1997	BACHELOR OF SCIENCE		Hillsboro BUSINESS ADMINISTRATION	OH	45133	
ewart Jeffrey L /1997	ASSOCIATE OF APPLIED SCIENCE		Catlettsburg RESPIRATORY THERAPY TECHNOLOGY	KY	41129	
rawser Brandi L /1997	ASSOCIATE OF APPLIED SCIENCE		Chillicothe PHYSICAL THERAPY ASSISTANT	OH	45601	
roth Lisa G /1997	ASSOCIATE OF APPLIED SCIENCE		Mt. Sterling PHYSICAL THERAPY ASSISTANT	OH	43143	
ump Twila C /1997	ASSOCIATE OF INDIVIDUALIZED STUDIES	GENERAL KNOWLEDGE	Lucasville	OH	45648	
utts Doris A /1997	ASSOCIATE OF APPLIED SCIENCE		Sciotoville OCCUPATIONAL THERAPY ASSISTANT	OH	45662	

## Graduates 961q thru 964q (as of 7-23-97)

COMMENT LINE 2	STREET ADDRESS	CITY	ST ZIP CODE	TELEPHONE
COMMENT LINE 2		COMMENT LINE 3	COMMENT LINE 4	
ayne Elizabeth /1997	BACHELOR OF SCIENCE 1233 Buckley St.	Sciotoville OCCUPATIONAL THERAPY	OH 45662	
dnor Rebecca 2/1996	BACHELOR OF ARTS 1111 29th St.	Portsmouth ENGLISH/HUMANITIES	OH 45662	
ylor, Jr. Robert E /1997	BACHELOR OF ARTS 268 Wakefield Mound Rd.	Piketon SOCIAL SCIENCE	OH 45661	
ompson Eric N /1997	ASSOCIATE OF SCIENCE 18 Nauvoo Pond Creek	McDermott MATHEMATICS/SCIENCES	OH 45652	CUM LAUDE
ompson Henderson L 2/1996	BACHELOR OF SCIENCE 311 1st Ave.	Waverly NATURAL SCIENCE	OH 45690	
ompson Stacy D /1997	BACHELOR OF SCIENCE 2513 Angus Drive	Henderson OCCUPATIONAL THERAPY	KY 42420	
ompson Tonya A /1997	ASSOCIATE OF APPLIED BUSINESS 809 Gold Dust Road	Piketon LEGAL ASSISTING	OH 45661	
ompson James P /1997	BACHELOR OF ARTS 2122 Royce Street	Portsmouth SOCIAL SCIENCE	OH 45662	
ornberry Jason T /1997	ASSOCIATE OF APPLIED BUSINESS 60 Thornberry Rd.	Blue Creek BUSINESS MANAGEMENT	OH 45616	
ornsberry Lisa K 5/1997	ASSOCIATE OF APPLIED SCIENCE	Franklin Furnace DENTAL HYGIENE	OH 45629	
ibbs Michelle L 5/1997	ASSOCIATE OF APPLIED SCIENCE	Franklin Furnace RESPIRATORY THERAPY TECHNOLOGY	OH 45629	
immons Constance 5/1997	BACHELOR OF SCIENCE	Piketon BUSINESS ADMINISTRATION	OH 45661	HEALTH MANAGEMENT
rapp Kim M 3/1997	BACHELOR OF ARTS	Portsmouth SOCIAL SCIENCE	OH 45662	
rindle Cynthia D 6/1997	ASSOCIATE OF APPLIED SCIENCE	Rush PHYSICAL THERAPY ASSISTANT	KY 41168	
urner Richard C 8/1996	BACHELOR OF ARTS	Portsmouth SOCIAL SCIENCE	OH 45662	
nderwood Sandra 3/1997	BACHELOR OF ARTS	Garrison SOCIAL SCIENCE	KY 41141	
nger Deanna 8/1996	ASSOCIATE OF ARTS	Otway ARTS/HUMANITIES	OH 45657	

## Graduates 961q thru 964q (as of 7-23-97)

NAME LINE 1	STREET ADDRESS COMMENT LINE 2	CITY COMMENT LINE 3	ST ZIP CODE COMMENT LINE 4	TELEPHONE
Unger Deanna 12/1996	BACHELOR OF SCIENCE	Otway NATURAL SCIENCE	OH 45657	
Utley David W 3/1997	BACHELOR OF SCIENCE	Portsmouth NATURAL SCIENCE	OH 45662	
Vamos Paula J 8/1996	BACHELOR OF SCIENCE	Coal Grove PLASTICS ENGINEERING TECHNOLOGY	OH 45662	
Vance Gary L 8/1996	ASSOCIATE OF APPLIED SCIENCE	Piketon WELDING TECHNOLOGY	Oh 45661	
Veach Annette C 6/1997	BACHELOR OF SCIENCE	Waverly PLASTICS ENGINEERING TECHNOLOGY	OH 45690	
Vulgamore Tina L 8/1996	ASSOCIATE OF APPLIED SCIENCE	Beaver RADIOLOGIC TECHNOLOGY	OH 45613	
Walls Renee 6/1997	BACHELOR OF SCIENCE	Peebles NATURAL SCIENCE	OH 45660	
Walters Aaron H 6/1997	ASSOCIATE OF APPLIED SCIENCE	Hamden NURSING	OH 45634	
Walters Stacey E 6/1997	ASSOCIATE OF APPLIED SCIENCE	Ironton MEDICAL LABORATORY TECHNOLOGY	OH 45638	
Webb-Justice Bethany R 6/1997	BACHELOR OF SCIENCE	Belfry NATURAL SCIENCE	KY 41514	
Weghorst Carolyn R 3/1997	BACHELOR OF SCIENCE	Lucasville BUSINESS ADMINISTRATION	OH 45648	
Welch Chad S 6/1997	ASSOCIATE OF APPLIED SCIENCE	Wheelersburg ELECTROMECHANICAL ENGINEERING TECHN	OH 45694	
Wellman Christopher J 6/1997	ASSOCIATE OF APPLIED SCIENCE	Cherry Fork MEDICAL LABORATORY TECHNOLOGY	OH 45618	
Wentz Charles E 3/1997	BACHELOR OF SCIENCE	Portsmouth BUSINESS ADMINISTRATION	OH 45662	
*Wickersham Brenda S 12/1996	BACHELOR OF ARTS	Otway SOCIAL SCIENCE	OH 45657	
*Wilburn Denise S 12/1996	ASSOCIATE OF APPLIED SCIENCE	St. Albans OCCUPATIONAL THERAPY ASSISTANT	WV 25177	
*Williams Jamie J 6/1997	ASSOCIATE OF APPLIED BUSINESS	West Portsmouth OFFICE ADMINISTRATION	OH 45663	

Graduates 961q thru 964q (as of 7-23-97)

COMMENT LINE 2	STREET ADDRESS	CITY	ST ZIP CODE	TELEPHONE
		COMMENT LINE 3	COMMENT LINE 4	
Williams Portia J /1996 BACHELOR OF ARTS		Portsmouth ENGLISH/HUMANITIES	OH 45662	
Williams Timothy M /1996 ASSOCIATE OF APPLIED SCIENCE		Ironton ELECTROMECHANICAL ENGINEERING TECHN	OH 45638	
Williams Timothy S /1996 ASSOCIATE OF APPLIED SCIENCE		Beaver COMPUTER AIDED DRAFTING AND DESIGN	OH 45613	
Wison Christopher S 2/1996 BACHELOR OF SCIENCE		Lucasville BUSINESS ADMINISTRATION	OH 45648	
Wison Jenny 2/1996 ASSOCIATE OF APPLIED BUSINESS		Portsmouth LEGAL ASSISTING	OH 45662	SUMMA CUM LAUDE
Windsor John E /1997 ASSOCIATE OF APPLIED SCIENCE		Portsmouth ELECTROMECHANICAL ENGINEERING TECHN	OH 45662	
Windsor Samuel R /1997 ASSOCIATE OF APPLIED SCIENCE		Portsmouth NURSING	OH 45663	
Winner Jennifer L /1997 BACHELOR OF SCIENCE		Maria Stein OCCUPATIONAL THERAPY	OH 45860	
Wolfe-Gray Beverly L /1997 ASSOCIATE OF APPLIED SCIENCE		Greenup RESPIRATORY THERAPY TECHNOLOGY	KY 41144	
Woley Johnna L /1997 ASSOCIATE OF APPLIED SCIENCE		Orient DENTAL HYGIENE	OH 43146	
Wright Amanda B /1997 BACHELOR OF ARTS		Sciotoville SOCIAL SCIENCE	Oh 45662	
Winger Rhonda L 5/1997 ASSOCIATE OF APPLIED BUSINESS		Lucasville LEGAL ASSSITING	OH 45648	
Wung James E /1996 BACHELOR OF ARTS		West Union BUSINESS ADMINISTRATION	OH 45693	
Wung Thom-Austin 3/1996 BACHELOR OF SCIENCE		Portsmouth MATHEMATICS	OH 45662	MAGNA CUM LAUDE

**RESOLUTION 30-97**

**CENTER FOR INTERNATIONAL PROGRAMS AND ACTIVITIES**

WHEREAS, Shawnee State University Policy 2.09 requires approval by the President and Board of Trustees for the establishment of all centers; and

WHEREAS, Shawnee State University desires to establish a Center for International Programs and Activities (CIPA); and

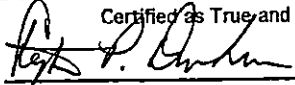
WHEREAS, the mission of the CIPA is to meet the changing needs of SSU students, to provide the students and the community with opportunities to appreciate different values and cultures around the world, to better prepare students for the increasingly global nature of society, and to increase the understanding between people and contribute to the well-being of our world community; and

WHEREAS, the University Senate, the Provost and the President have approved a proposal for the Center for International Programs and Activities; and

WHEREAS, the Academic Affairs Committee recommends approval of the Center for International Programs and Activities.

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the establishment of a Center for International Programs and Activities.

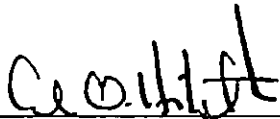
(June 13, 1997)

Certified as True and Correct	
	8/11/97
Secretary, SSU Board of Trustees	Date

**Shawnee State University**

Portsmouth, Ohio 45662  
(614) 354-3205

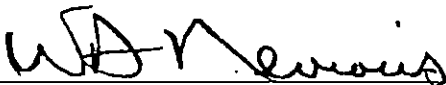
Shawnee State's University Senate, the Provost and the President have approved the attached proposal for a Center for International Programs and Activities.



\_\_\_\_\_  
Carl Hilgarth, Vice Chair  
University Senate



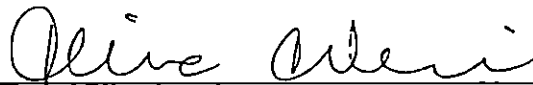
\_\_\_\_\_  
Date



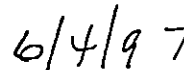
\_\_\_\_\_  
William A. Nevius  
Provost and Vice President for Academic Affairs



\_\_\_\_\_  
Date



\_\_\_\_\_  
Clive C. Veri  
President



\_\_\_\_\_  
Date

*"Shawnee State University—the regional state university of Southern Ohio—prepares students for the changing needs of business, industry, education, and society through its diversified degree programs."*

— SSU Mission statement

*"Recognizing its responsibility to meet the educational needs of the citizens of the region, Shawnee State University will provide a comprehensive higher educational experience for its students."*

— SSU Vision Statements



## **Center for International Programs and Activities**

(Proposal)

by

(In alphabetical order)

Francis Byrne, Ph.D

Julia Coll, Ph.D

Stylianos Hadjiyannis, Ph.D

John H. Lorentz, Ph.D

Zhanbo Yang, Ph.D

### **The mission statement**

The mission of the Center for International Programs and Activities (CIPA) is to meet the changing needs of Shawnee State University students, to provide the students and community with opportunities to appreciate different values and cultures around the world, to better prepare our students for the increasingly global nature of society, and to increase the understanding between people and contribute to the well-being of our world community. On behalf of Shawnee State University, the CIPA will foster and promote international understanding and a global perspective to the SSU community and the region served by the University.

### **Programs and Activities**

The CIPA will be composed of personnel from across the university community and will serve the entire university community. It will function as the primary agent for the University to act on and channel resources committed to internationally related activities. The CIPA's activities may include the following areas:



### **Academic curriculum**

- maintain close cooperation with and provide support as needed and as necessary to ensure the success of the Bachelor of Arts degree program in international relations;
- promote, encourage and facilitate development of other internationally related curricula;
- encourage the incorporation of an international component (such as foreign languages) and/or awareness within existing and future Shawnee State University curricula;
- function as a center for assistance in internationally related matters and the clearing house for international information and resources.

### **International Exchange Activities**

- coordinate and provide assistance for international exchange programs with universities and other entities abroad and promote the establishment of more such programs. These exchange programs include sending faculty, students and other pertinent personnel abroad to study and/or conduct research, and inviting national and international visitors and speakers to the SSU campus to promote international exchange and friendship.
- provide support for those interested in Fulbright fellowships and scholarship and other relevant programs.

Those programs in which SSU has previously entered official agreements with an entity abroad will be considered CIPA/University sponsored programs. Those individuals or units that are pursuing the installment of potential programs where there has been no official agreement in which SSU is a party may petition in writing for recognition as a CIPA/University sponsored program by describing the program and its current status.

### **International Scholars and Student Services**

- assist the Office of Admissions in formulating and implementing strategies to recruit international students;
- provide the Office of Admissions with any relevant information pertaining to the processing of a prospective international student's application;
- coordinate with the Department of Education Needs Services (DENS) to serve as a "home away from home" or the "host" for international scholars and students on the SSU campus. The center will provide assistance in arranging transportation to and from airports and orientation sessions; providing help in logistics, developing a "host family" program, and arranging social and other events to promote interaction between visitors and the SSU/Portsmouth community; and other assistance to international scholars that does not fall within the purview of other departments and offices.

### **International Awareness and Understanding on the SSU Campus and the Community at Large**

Possible actions include:

- collecting, processing and disseminating information on conferences, workshops, or seminars of an international and multicultural nature which pertain to the various academic disciplines and encouraging SSU faculty and students to attend any such activities;
  - creating a WWW home page to publicize the existence of the CIPA and the various programs it supports, as well as distributing relevant information;
  - sponsoring on-campus forums, symposia, and colloquia on international and multicultural issues;
  - coordinating the quarterly international film festival.
  - supporting the annual International Awareness Week.
-

- staging the annual fundraising international dinners in cooperation with the Southern Ohio Museum and Culture Center (SOMACC).
- working with SOMACC to create or attract international and multicultural exhibits at the museum.
- working with the Vern Riffe Center for the Arts to bring to the area cultural and artistic groups and exhibits from other nations to the area.
- promoting and undertaking joint activities with area high school foreign language teachers; sharing resources and expertise with area high schools; helping in staging events of an international and multicultural nature.
- continue to support activities in conjunction with Sister Cities International.
- conducting other activities that will promote international /multicultural awareness across the University and the surrounding community.

## Operation and Organization of the Center

In order to achieve its mission and goals, the Center would need certain resources, both financial and in expertise. In addition to the internal financial resources provided by budgetary processes and the expertise available within the University community, the Center shall actively seek external funding sources for its operation and various programs, and external expertise for improving the operation of the Center.

The CIPA views the task of "providing an international dimension" to the SSU community as a group effort that needs action by all constituencies of the university community. In addition to the programs and activities directly managed by the Center, the CIPA will also encourage all units or individuals across the university community to initiate programs that advance the mission of the CIPA. Among other assistance offered, depending on the resources available to it, the CIPA may make available a number of "mini-grants" as matching funds to help with expenses incurred when participating in CIPA sponsored programs and activities or conducting programs as primary sponsors.

Because CIPA administers/coordinates programs that service the entire University, it will be organizationally located under the Office of the Provost. The Center will be administered by a director who will be advised by an advisory committee. The Director will receive agendas for the deans'/directors' meetings as well as the agendas for the chairs meetings of both colleges. (CAS and CPS). When issues related to international matters arise, or when the Director sees opportunities to advance the Center's mission, he or she may request to participate in those meetings and relevant discussions.

The membership of the advisory committee will be as follows: one member from the faculty of the College of Arts and Sciences, one from the faculty of the College of Professional Studies, one from the administrative staff and one from the external community. Each of these members will have one vote in the committee. Other members of the advisory committee shall be "Center Associates." Center Associates are those individuals from academic units who are coordinating sister institution and/or international exchange programs where the University has entered official agreements. Coordinators of programs to be developed in the future will be invited to join the Center as Center Associates once their programs are accepted as CIPA/University sponsored programs. Each program shall have one vote and generally have one coordinator serving on the advisory committee of CIPA. The initial advisory committee of CIPA will be formed at the same time as the establishment of CIPA by the provost. Future appointments will be made by the director of the CIPA.

To ensure the quality and integrity of the programs and activities sponsored by the Center, and to effectively and efficiently advance the Center's mission, the Center will outline the programs and

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activities of the coming year and plan expenditure priorities for each forthcoming year. With the consensus of the CIPA advisory committee, the director will make a final recommendation to the Provost regarding the programs to be sponsored and the budget to be implemented for the coming year.

## Assessment of the CIPA

As with any other academic programs on campus, an assessment plan is necessary to evaluate the performance of the Center and to improve its operation. In the first six months of its operation, the Center under the direction of its director, in cooperation with the university assessment committee, will develop an initial assessment plan. This plan will go through its revision and approval process within the first year of the Center's operation and be ready for implementation in the Center's second year.

## CIPA Director and Other Personnel and Logistic Matters

The provost will appoint the CIPA director from those who have faculty status. The director will serve one two-year term, with multiple terms possible. Those who are interested in the directorship will submit an application before a deadline specified by the Provost. In the application, the applicant will state his/her interest in such a position and how he/she would envision the operation of the Center and advance the mission of the Center. If an incumbent director is seeking consecutive terms, the Provost shall seek a letter from the Center Advisory Committee as a part of the process to evaluate the performance of the director.

We recommend that the Director of CIPA receives one-course release during the fall, winter and spring quarters of each academic year. During summer quarter, the director may be available to attend the official business of the CIPA and receive equivalent pay at the summer rate.

The members of the advisory committee, other than Center Associates, will serve staggered two-year terms with multiple terms possible. To facilitate the start up of the center, the initial terms will be one, two and three years, respectively.

The term of each Center Associate shall be the duration of the program he or she coordinates, although the coordinator for a particular program may be different individuals from time to time.

Secretarial support is recommended for the CIPA operation. The responsibilities of the secretary will include keeping files related to the Center operations; logging the Center's activities; preparing, sending, and receiving documents and communications on behalf of the Center; and facilitating and coordinating the logistical needs of the Center. We recommend that one student worker (a presidential scholar, if possible) be allocated to the CIPA.

The director will recommend an operating budget that includes expenses such as postage, telephone, traveling, copying and paper costs and funding for secretary support. This budget will be subject to normal budgetary processes and the Provost's approval.

A part of the Jane M.G. Foster International House may be refitted as a location where various small-scale gatherings, receptions and seminars can take place. There may also be display cases available for gifts, mementos and other artifacts from around the world.



RESOLUTION 31-97

APPROVAL OF FY 1998 GENERAL FUND BUDGET

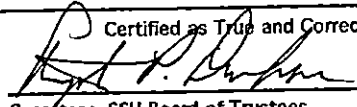
WHEREAS, revenue estimates have been developed based on the proposed Executive budget, fees adopted by the Board of Trustees and enrollment projections for the next fiscal year; and

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

WHEREAS, the University Senate's Fiscal Affairs Committee, based on the projected revenues, evaluated all expansion requests and recommended an expansion budget of \$225,939 and up to an additional \$207,667 should revenues exceed current estimates; and

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University adopts the proposed general fund budget for fiscal year 1998 as recommended by the President and summarized in the accompanying exhibit.

(June 13, 1997)

Certified as True and Correct	
	8/11/97
Secretary, SSU Board of Trustees	Date

**PROPOSED GENERAL FUND BUDGET**

**Fiscal Year 1998  
Projected Revenues**

<b>REVENUE SOURCE</b>	<b>FY '97</b>	<b>FY '98</b>	<b>CHANGE</b>
General State Appropriation	\$9,141,803	\$9,338,000	\$196,197
Special State Appropriation	\$3,780,000	\$3,500,000	(\$280,000)
New Faculty in New Program Funds	\$220,000	\$100,000	(\$120,000)
Scholarship Fee	\$0	\$76,000	\$76,000
Technology Fee	\$250,000	\$310,000	\$60,000
Student Instructional Fee	\$7,270,000	\$7,514,000	\$244,000
Student General Fee	\$1,220,000	\$1,250,000	\$30,000
Student Application Fees	\$50,000	\$20,000	(\$30,000)
Student Non-Resident Fees	\$215,000	\$230,000	\$15,000
Payment Plan Application Fee	\$20,000	\$22,000	\$2,000
Student Late Payment Fees	\$50,000	\$62,000	\$12,000
Student Transcript Fees	\$7,200	\$7,500	\$300
Student Credit by Exam	\$1,000	\$600	(\$400)
Student Credit by Arrangement	\$35,000	\$38,000	\$3,000
Student Change Orders	\$15,000	\$0	(\$15,000)
Student NR/District Fees	\$140,000	\$136,000	(\$4,000)
Interest Income	\$400,000	\$400,000	\$0
Miscellaneous Income	\$25,000	\$35,500	\$10,500
Indirect Cost Recovered	<u>\$90,000</u>	<u>\$93,000</u>	<u>\$3,000</u>
<b>Total Revenue</b>	<b><u>\$22,930,003</u></b>	<b><u>\$23,132,600</u></b>	<b><u>\$202,597</u></b>

Notes to projected revenue:

- Special subsidy was reduced \$280,000 + \$120,000 or \$400,000 total.
- Governor's recommendation for general state appropriation.
- Tuition revenue is based on a 1% enrollment increase estimated plus the Board of Trustees approved rates.
- Other fees are adjustments based on current activity except the change order fee was eliminated.

**PROPOSED GENERAL FUND BUDGET**

**Fiscal Year 1998  
Projected Expenses**

	FY '97	FY '98	CHANGE
<b>I. Salaries</b>			
Faculty	\$6,567,638	\$6,718,223	\$150,585
Administrative	\$2,703,020	\$2,822,152	\$119,132
Hourly	\$1,915,406	\$2,040,588	\$125,182
Other	<u>\$750,416</u>	<u>\$796,636</u>	<u>\$46,220</u>
Total Salaries	<u>\$11,936,480</u>	<u>\$12,377,599</u>	<u>\$441,119</u>
<b>II. Benefits</b>	<u>\$3,733,648</u>	<u>\$3,594,317</u>	<u>(\$139,331)</u>
<b>III. Other</b>			
Supplies	\$257,911	\$162,607	(\$95,304)
Travel	\$217,867	\$211,507	(\$6,360)
Utilities	\$954,180	\$906,472	(\$47,708)
Technology Funds	\$250,000	\$310,000	\$60,000
Scholarships	\$852,840	\$928,954	\$76,114
Books & Periodicals	\$255,997	\$243,197	(\$12,800)
Miscellaneous	<u>\$2,986,080</u>	<u>\$2,910,447</u>	<u>(\$75,633)</u>
Total Other	<u>\$5,774,875</u>	<u>\$5,673,184</u>	<u>(\$101,691)</u>
<b>IV. Transfers</b>	<u>\$1,485,000</u>	<u>\$1,487,500</u> *	<u>\$2,500</u>
<b>Total Expenses &amp; Transfers</b>	<u>\$22,930,003</u>	<u>\$23,132,600</u>	<u>\$202,597</u>

Notes to projected expenses:

- New faculty fte's were added; 1 Education, 1 Medical Lab, and 1 Environmental Engineering.
- Benefits were reduced through medical cost savings.
- A general reduction of 5% was implemented in the 2300-2999's, the "other" area. 3% of this reduction was restored.
- Scholarship budget was increased to match commitments.

\* Transfers include:

\$926,930	Athletics/Sports Center/University Center/Student Programming
<u>\$323,070</u>	Debt Service - University Center
\$1,250,000	Sub Total, matches student general fee revenue
\$40,000	Planetarium
\$150,000	Fine Arts
<u>\$47,500</u>	Other
<u>\$1,487,500</u>	

RESOLUTION 32-97

APPROVAL OF FY 1998 AUXILIARY AND AGENCY CONTINUING BUDGETS

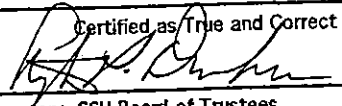
WHEREAS, revenue estimates have been developed for all auxiliary and agency accounts that reflect fee increases approved by the Board of Trustees and anticipated activity for fiscal year 1998; and

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

WHEREAS, the Student Senate, Auxiliary Fund Directors and the Vice Presidents for Business Affairs and Student Affairs have jointly developed and recommend the proposed budget;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University adopts the Auxiliary and Agency budgets for fiscal year 1998 as summarized in the accompanying exhibit.

(June 13, 1997)

Certified as True and Correct	
	8/11/97
Secretary, SSU Board of Trustees	Date

**PROPOSED AUXILIARY AND AGENCY BUDGET**

**Fiscal Year 1998**

	FY '97	FY '98	CHANGE
<b>Projected Revenues</b>			
General Fee	\$910,000	\$926,930	\$16,930
Bookstore Revenue	\$1,020,000	\$1,204,000	\$184,000
Sports Center	\$55,000	\$55,000	\$0
University Housing	\$261,000	\$727,558	\$466,558
Center for the Arts	\$359,986	\$360,000	\$14
Vending & Food Service	\$32,000	\$32,000	\$0
Senior Citizen Fees	\$30,000	\$30,000	\$0
Welcome Center	<u>\$0</u>	<u>\$12,000</u>	<u>\$12,000</u>
 Total Revenue Budget	 <u>\$2,667,986</u>	 <u>\$3,347,488</u>	 <u>\$679,502</u>
<b>Projected Expenses</b>			
Bookstore	\$938,660	\$1,140,580	\$201,920
University Center	\$202,677	\$220,237	\$17,560
University Housing	\$266,715	\$727,558	\$460,843
Center for the Arts	\$365,620	\$360,000	(\$5,620)
Sports Center	\$160,973	\$165,000	\$4,027
Student Senate	\$20,000	\$22,800	\$2,800
Programming Board	\$36,627	\$38,885	\$2,258
Special Events	\$0	\$316	\$316
Campus Communications	\$12,823	\$9,223	(\$3,600)
Silhouette	\$2,400	\$5,000	\$2,600
Athletics:			
Athletic Director	\$329,882	\$227,119	(\$102,763)
Athletic Trainer	\$0	\$52,994	\$52,994
Men's Basketball	\$76,117	\$27,300	(\$48,817)
Tennis	\$11,575	\$13,731	\$2,156
Volleyball	\$31,827	\$20,689	(\$11,138)
Women's Basketball	\$87,508	\$37,000	(\$50,508)
Softball	\$31,827	\$26,600	(\$5,227)
Golf	\$12,646	\$13,700	\$1,054
Soccer	\$31,827	\$25,493	(\$6,334)
Baseball	\$31,827	\$24,538	(\$7,289)
Cheerleaders	\$7,254	\$7,300	\$46
Intramurals	\$9,201	\$6,200	(\$3,001)
JV Men's Basketball	\$0	\$5,331	\$5,331
JV Soccer	\$0	\$5,331	\$5,331
JV Volleyball	\$0	\$5,331	\$5,331
JV Baseball	\$0	\$5,331	\$5,331
Men's & Women's Cross Country	\$0	\$10,497	\$10,497
Scholarships	<u>\$0</u>	<u>\$143,404</u>	<u>\$143,404</u>
Athletic Sub-Total	<u>\$661,491</u>	<u>\$657,889</u>	<u>(\$3,602)</u>
 Total Expense Budget	 <u>\$2,667,986</u>	 <u>\$3,347,488</u>	 <u>\$679,502</u>

**Notes:**

- Housing revenue and expense budgets are increased significantly for two primary reasons: Cedar House is being added as a housing unit. Revenue and expense from the food operation is included in this FY '98 budget.
- Four JV sports as well as Men and Women's Cross Country as a Club Sport have been added to the FY '98 budget.



RESOLUTION 34-97

PERSONNEL

WHEREAS, the revised 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

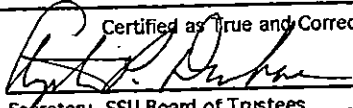
THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University authorizes the following position appointment reported herein:

APPOINTMENT:

Administrative

Leigh Ann Gerlach  
User Support Manager  
Grade: 23  
Salary: \$24,910  
Effective: May 5, 1997

(June 13, 1997)

Certified as True and Correct	
	8/11/97
Secretary, SSU Board of Trustees	Date

Resume Summary

NAME, TITLE, ADDRESS:

Leigh Ann Gerlach  
User Support Manager  
526 Simon-Miller Road  
Wheelersburg, OH 45694

EDUCATION:

<u>Degree</u>	<u>Academic Major</u>	<u>University</u>	<u>Date Awarded</u>
AAB	Business Information Systems	Shawnee State University	1996

EXPERIENCE:

<u>Institution/Agency</u>	<u>Title</u>	<u>Inclusive Dates</u>
Shawnee State University	Technical Support Assistant	1996-Present
The Big Red Machines	Assistant Manager	1989-1992
Special Occasions	Sales Associate	1989

HONORS AND AWARDS:

President's List and Dean's List

ADDITIONAL INFORMATION RELEVANT TO POSITION:

Filled a one year temporary position as support to UIS

RESOLUTION 35-97

GOVERNOR'S SUMMER INSTITUTE GRANT

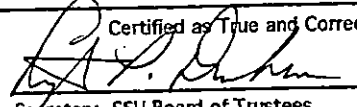
SCHOOL-TO-WORK GRANT

BEARS

WHEREAS, the grants listed below and summarized on the attached grant proposals have been reviewed by the appropriate University committees and/or individuals, and are recommended for submission;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the submission of the Governor's Summer Institute, School-To-Work Grant, and BEARS (Beginning Early Academically Results in Success) proposals.

(June 13, 1997)

Certified as True and Correct	
	8/11/97
Secretary, SSU Board of Trustees	Date

## Grant Proposal Summary

**TITLE:** Governor's Summer Institute

**GRANTING AGENCY:** Ohio Department of Education, Division of Special Education

**PRINCIPAL INVESTIGATOR:** Cathy Mullins, Assistant Director, Special Programs

**PERCENTAGE OF P.I. TIME DEVOTED TO GRANT:** 50%

**PURPOSE:** To provide an enrichment experience for Ohio's gifted and talented high school students by exposing those students to intensive college level classes specifically designed for them. Students are encouraged to explore programs which may assist them in determining their future educational and career goals.

**CLIENTELE TO BE SERVED:** Up to 200 Ohio high school students rising into the tenth and eleventh grades who have been identified by his or her school as being gifted or talented.

**RELATIONSHIP TO SSU MISSION:** The Governor's Summer Institute at Shawnee State University offers students the opportunity to enrich themselves both intellectually and culturally while giving them the opportunity to increase their abilities to think critically and communicate effectively.

**OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN THE PROJECT:**  
None

### **BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED:**

The Governor's Summer Institute is offered in three separate week-long sessions, July 13 - 18, July 20-25, and July 27 - July 31, 1997. Students who are accepted into the Institute choose one of several possible course offerings. Those offerings include: Aviation, Biomedical Sciences I and II, Pre-Law, Photo Design, Engineering Technologies, and A Musical View of Broadway. Classes are taught by Shawnee State faculty and experts from the community. Students attend class each day from 9:00 a.m. until 4:00 p.m., then take part in closely supervised activities during the evening hours. Those not from the immediate area are housed in University Housing under the supervision of one Residence Advisor per dormitory unit.

### **BUDGET:**

<u>Fund Source</u>	<u>Year One (FY '98)</u>	
Grant		\$50,000.00
Other (Residential fees)		19,000.00
University-In Kind		5,867.00
Classroom Space(\$25 day,per room)	\$975	
Laboratory Space(\$45 day, per lab)	450	
Recreational Space	1500	
Secretarial Support	1040	
Work/Study Services	702	
Miscellaneous	1200	
<b>TOTAL</b>		<b>\$74,867.00</b>

# DRAFT

## Grant Proposal Summary

**TITLE:** School-to-Work Urban/Rural Opportunities Grant

**GRANTING AGENCY:** U.S. Department of Education

**PRINCIPAL INVESTIGATOR:** Cathy Mullins, Assistant Director, Special Programs

**PERCENTAGE OF P.I. TIME DEVOTED TO GRANT:** 30%

**PURPOSE:** To provide School-to-Work opportunities to students in high poverty areas of Scioto County. The initiative is designed to increase their opportunities for further education and training, to prepare them for first jobs in high-skill, high-wage careers, and to address the special needs of youth residing in these high poverty areas.

**CLIENTELE TO BE SERVED:**

Students enrolled at Northwest, Washington Local, Scioto County Joint Vocational School, and Shawnee State University.

**RELATIONSHIP TO SSU MISSION:** The School-to-Work program is yet another important part of Shawnee's mission to prepare students for "the changing needs of business, industry, education, and society," by establishing important linkages between education and career.

**OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN THE PROJECT:**

Ohio South Tech Prep Consortium, Scioto County Joint Vocational School, Washington Local School District, Northwest Local School District

**BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED:**

School-to-Work is a national initiative designed to make an easier transition from education to career for students of all ages. This proposal strives to help students see the connection between education and the world of work. Activities planned include career exploration, assessment, training in employability skills, job shadowing, mentoring, and paid work experiences for students to "learn while they earn." The system will require a coordinator who will report to the Tech Prep Executive Board and the Office of the Provost.

**BUDGET:**

Fund Source	Year One (FY '98)
Grant	\$498,000.00

**NOTE:** This grant proposal is in the draft stage of preparation.

- GRANT SUMMARY PROPOSAL

TITLE: BEARS (Beginning Early Academically Results in Success)

GRANT AGENCY: Ohio Appalachian Center for Higher Education

PRINCIPAL INVESTIGATOR: Lois Rase

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT: 100% of coordinator's time is spent on this grant.

PURPOSE: To increase the participation rate of students served in higher education.

CLIENTELE TO BE SERVED: Students in 4th, 6th, 8th, and 10th grades in Scioto County. Expansion to Pike County to be planned during the 1997-1998 academic year.

RELATIONSHIP TO SSU MISSION: Shawnee State's mission is in part to serve Appalachian students and to expand the early intervention efforts of the University. This grant assists the University in meeting this mission.

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT: The Scioto County and Pike County school districts and the Ohio Appalachian Center for Higher Education are additional participants.

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED:

The BEARS Program establishes activities and presents information that will raise the consciousness of parents and students regarding appropriate planning, career exploration, college finances, college majors, and types of post secondary options, and gives them an opportunity to become familiar with a college campus. Activities are planned for both parents and students and involve presentations in classrooms, at arranged meetings, and on the Shawnee State campus. All efforts are made to present information and activities which indicate a connection between post secondary education and student success.

BUDGET:

<u>Fund Source</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Grant	35,000	35,000	
Other (grants)	7,000	7,000	
<u>University</u>			
In-kind	14,395	14,395	
Cash*			
TOTAL	<u>56,395</u>	<u>56,395</u>	<u>          </u>

\*Describe source of funds for SSU's cash commitment:

Shawnee State's commitment to the grant is for in-kind services for secretarial support, supervisor of personnel, and office space. There is no cash outlay.

RESOLUTION 37-97

REVISIONS TO UNIVERSITY POLICY 5.01  
NON-DISCRIMINATION POLICY

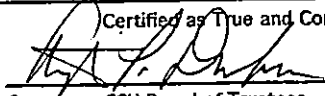
WHEREAS, University Policy 5.01 sets forth the University policy on non-discrimination in compliance with state and federal law; and

WHEREAS, the University is required to develop an affirmative action plan to meet state regulatory requirements and federal contract regulations; and

WHEREAS, the Affirmative Action Committee of the University Senate recommended approval of the revisions to Policy 5.01, the University Senate approved the revision, and the President recommends adoption of the revised policy;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the recommended revisions to Policy 5.01.

(June 13, 1997)

Certified as True and Correct	
	8/11/97
Secretary, SSU Board of Trustees	Date



**Shawnee State University**

Portsmouth, Ohio 45662  
(614) 354-3205

MEMORANDUM

June 5, 1997

**TO:** Ms. Ginny Hamilton  
Vice Chair, University Senate

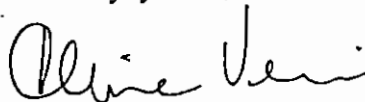
**SUBJECT:** Approval of the "1997 Technology Plan"

I have approved the University Senate-approved Technology Plan and have forwarded it to the Board of Trustees for review and approval at its June 13 meeting.

At the same time, I charge the University Technology Advisory Committee to revise the plan during the 1997-98 academic year and to include in it more fully developed guidelines related to instructional technology at SSU. Further, I have assigned Vice President Roger Murphy to serve at the interface between the UTAC and the administration with the charge of seeking input from the vice presidents and me when UTAC's recommendations apply to our respective areas of interest.

Upon approval of the Technology Plan by the Board of Trustees, the CAC (Computer Advisory Committee) will be disbanded with great thanks to its current and former members for serving the University's computer interests so well.

Sincerely yours,



Clive C. Veri  
President

rgw

pc: BOT (with "1997 Technology Plan")  
Greg Dandio, UIS  
VPAA-P Nevious  
VPBA Murphy  
VPSA Mangus

# Shawnee State University

AREA: UNIVERSITY-WIDE POLICY	POLICY NO.: 5.01 REV.
	PAGE NO.: 1 OF 2
	EFFECTIVE DATE: 6/13/97
	RECOMMENDED BY: Univ. Senate AAC
SUBJECT: NON-DISCRIMINATION POLICY	APPROVED BY: <i>[Signature]</i>

## 1.0 PURPOSE

Shawnee State University is committed to complying with non-discriminatory legislation and implementing affirmative action employment guidelines. In an effort to accomplish these goals, the University intends to act in accordance with applicable federal and state statutes, regulations, and/or guidelines as they exist and may be amended from time to time.

## 2.0 REQUIREMENT FOR EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION STATEMENT

By law, the Rehabilitation Act of 1973 (Section 504) and Title IX of the Education Amendments of 1972, the University is required to include statements of non-discrimination in its publications that are designed for recruitment and admissions purposes.

In accordance with the Rehabilitation Act of 1973 (Section 504), the University is required to state in all publications either directly or indirectly related to recruitment and admissions that it does not discriminate on the basis of handicap. With this statement, the University is required to publish the name, address, and phone number of the employee designated by the institution to coordinate activities pursuant to this legislation.

Title IX of the Education Amendments of 1972 requires that the content of University publications does not imply discrimination on the basis of sex and includes a statement to that effect. In addition, the University must publish the name, address, and telephone number of the employee designated by the University to be responsible for the coordination of activities pursuant to this legislation.

## 3.0 INSTITUTIONAL STATEMENT OF NON-DISCRIMINATION

**The following statement is to be included in all University publications as deemed appropriate:**

Shawnee State University does not discriminate in its education or employment programs, policies, or practices on the basis of race, creed, sex, color, national or ethnic origin, religion, marital status, age, sexual orientation, Vietnam-era or qualified disabled veteran status, or qualified handicap. Accordingly, Shawnee State University complies with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act in Employment of 1967, the Age

Discrimination Act of 1975, the Equal Pay Act of 1963, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Americans with Disabilities Act, Ohio Fair Employment Practices, Ohio Equal Pay Act, and other applicable federal and state statutes, regulations, and/or guidelines as they exist and may be amended from time to time.

For information relative to complaint procedures established at the University to address possible violations of laws and/or policies against discrimination, inquiries should be made to the Affirmative Action Coordinator located in the Personnel Office, Commons Building, extension 2398, or the Assistant to the President, located in the Office of the President, Commons Building, extension 2283, or Director, Ohio Civil Rights Commission, 220 Parsons Ave., Columbus, OH 43266, or Director, Office for Civil Rights, U.S. Department of Education, Region V, 401 S. State St., Chicago, IL 60605, or Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, DC 20202, or Equal Employment Opportunity Commission (EEOC), Tower City Skylight Office Tower, Suite 859, 1660 West Second St., Cleveland, OH 44113-1454.

#### 4.0 AFFIRMATIVE ACTION IN EMPLOYMENT

Shawnee State University is a voluntary affirmative action employer (29 CFR Part 1608). A voluntary affirmative action employment plan will be implemented in accordance with Ohio Administrative Code 123:1-49-04 and periodically reviewed. The affirmative action plan will be terminated when the minority composition of the University work force is substantially equal to the minority composition of the pool of potential employees for three consecutive years.

*Adopted 4/29/91; Revised 12/7/92; Revised 6/13/97*

RESOLUTION 37-97

REVISIONS TO UNIVERSITY POLICY 5.01  
NON-DISCRIMINATION POLICY

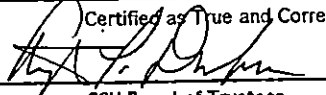
WHEREAS, University Policy 5.01 sets forth the University policy on non-discrimination in compliance with state and federal law; and

WHEREAS, the University is required to develop an affirmative action plan to meet state regulatory requirements and federal contract regulations; and

WHEREAS, the Affirmative Action Committee of the University Senate recommended approval of the revisions to Policy 5.01, the University Senate approved the revision, and the President recommends adoption of the revised policy;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the recommended revisions to Policy 5.01.

(June 13, 1997)

Certified as True and Correct	
	8/11/97
Secretary, SSU Board of Trustees	Date

RESOLUTION 38-97

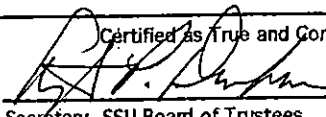
DEVELOPMENT FOUNDATION POLICY

WHEREAS, The Shawnee State University Board of Trustees is the sole member of the Shawnee State University Development Foundation; and

WHEREAS, the Financial Accounting Standards Board has created new rulings by which foundations should abide;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the attached Shawnee State University Development Foundation Resolution 1997.3, accepting new language for policies 7.0, 19.0, and 20.0 as well as for the endowment agreements that are derived from policy 19.0.

(June 13, 1997)

Certified as True and Correct	
	8/11/97
Secretary, SSU Board of Trustees	Date

Resolution 1997.3

Whereas, the Shawnee State University Development Foundation is governed by its Policies and Procedures, and

Whereas, the Financial Accounting Standards Board has created new rulings by which foundations should abide, and

Whereas, these new rulings need to be made part of the Policy Manual adopted by the Shawnee State University Development Foundation, therefore,

Be It Resolved, that the Shawnee State University Development Foundation accepts new language for policies 7.0, 19.0 and 20.0 as well as for the endowment agreements that are derived from policy 19.0, and

Further Be It Resolved, that the Foundation accepts all changes in wording of policies to better reflect FASB rulings and the mission and goals of the Shawnee State University Development Foundation.

RESOLUTION 33-97

UNIVERSITY POLICY 4.49  
ANNUAL ADMINISTRATIVE/ATSS SALARY ADJUSTMENT PROCESS

WHEREAS, University Policy 4.49, approved April 21, 1995, established "Performance-Based" salary adjustments for administrative and ATSS staff; and

WHEREAS, the former policy added performance adjustments to the salary of University employees; and

WHEREAS, the Board of Trustees through Resolution 30-96, directed the President to recommend a new performance based award which provided one-time bonuses; and

WHEREAS, the University Administrative Senate recommended a new policy, 4.49, which provides one-time bonuses for performance for administrative staff; and

WHEREAS, the President concurs with the new policy with an amendment which includes one-time service awards for ATSS personnel who achieve a high level of performance;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the new SSU Policy 4.49 to replace the current policy.

(June 13, 1997)

*Sablos*

I N T E R O F F I C E   M E M O R A N D U M

Date: 09-Jun-1997 02:41pm EDT  
From: Clive Veri  
CVERI  
Dept: President  
Tel No: 355-2202

TO: Roger Murphy ( RMURPHY )  
TO: Suzanne Shelpman ( SSHELPMAN )  
TO: Peggy Dillow ( PDILLOW )  
CC: Stephen Donohue ( SDONOHUE )

Subject: LANGUAGE FOR F&F COMMITTEE AGENDA 6/13/97

2.6 Revision of BOT Policy 4.49  
"Administrative/ATSS Salary  
Adjustment Process"

Approval

At the June 7, 1996 meeting of the Board of Trustees, Resolution 30-96 (Salary and Wage Increase for Administrative Personnel and Administrative Technical Support Staff) directed the President to recommend policy revisions to Policy 4.49 that changed performance pay from a salary increase to a one-time bonus (approved resolution attached).

The University Administrative Senate (UAS) was engaged during FY-97 in the process of recommending changes in 4.49 following its internal processes. The attached "Replacement of Policy 4.49" has been endorsed by the UAS membership with the exception of the language related to annual one-time service awards to Administrative Technical Support Staff (ATSS) in lieu of bonuses. Through an oversight in the process, members of the ATSS did not participate in the work of UAS's Compensation Committee and, while the language may have been endorsed if it had come from deliberations from the Compensation Committee, the UAS choose to not vote for language that its Committee did not recommend. Representatives of the ATSS do recommend the language as proposed.

The President endorses the language of the revised policy and so recommends it for approval by the Finance and Facilities Committee. Members of the UAS and ATSS will be present at the discussion.



Replacement of Policy 4.49  
Annual Administrative/ATSS Salary Adjustment Process

Shawnee State University shall provide annual salary increases and bonus awards which shall be consistent with the Board of Trustees approved budget.

1.0 PURPOSE

The purpose of the salary adjustment for Administrators shall, to the extent that funds are available, provide:

- (1) salary increases that preserve, to some extent, employees' purchasing power;
- (2) rewards to those administrators whose performances over the preceding year were of a distinguished nature.

The purpose of the salary adjustment for Administrative Technical Support Staff (ATSS) employees shall, to the extent that funds are available, provide:

- (1) the across-the-board salary increase. ATSS employees will not be eligible for the one-time bonus award component.
- (2) rewards to those eligible ATSS employees who have provided above average and exceptional service to the University.

2.0 GENERAL

The salary adjustment pool will be based on a percentage of the total annual salaries of administrators and ATSS employees who are eligible to receive salary increases in a given year.

2.1 Salary adjustment awards have three components:

- 2.1.1 Across-the-board increase added to the base salary.
- 2.1.2 A one-time administrative bonus award, not added to the base salary.
- 2.1.3 A one-time ATSS service award, not added to the base salary.

- 2.2 The across-the-board adjustment will not be less than 3% unless the Board of Trustees approves less for the annual percentage increase in which case no bonus will be awarded. If funds are available to award more than 3%, the ratio of across-the-board to bonus will be 4 to 1. (For example, if the salary adjustment pool is 6% for a given year, 4.8% will be applied across-the-board and 1.2% bonus will be applied as bonus).

### 3.0

#### CRITERIA FOR AWARDING SALARY ADJUSTMENTS

- 3.1 Across-the-board salary adjustments are provided to eligible administrative staff who meet the following criteria:
  - 3.1.1 The person must have been employed since the preceding July 1.
  - 3.1.2 Employees who began their employment with SSU between the preceding July 1 - Dec. 31, are eligible for 50% of the across-the-board salary adjustment but not the bonus award.
  - 3.1.3 The person was not on an "Administrative Performance Improvement Plan" since the preceding July 1 and the person received a minimum rating of "meets basic expectations" overall performance rating for that fiscal year.
- 3.2 Across-the-board salary adjustments and service awards are provided to eligible ATSS staff who meet the following criteria:
  - 3.2.1 The person must have been employed since the preceding July 1.
  - 3.2.2 Employees who began their employment with SSU between the preceding July 1 - Dec. 31, are eligible for 50% of the across-the-board salary adjustment but not the service award.
  - 3.2.3 Each eligible employee will receive an equal, one-time dollar amount service award. To receive the service award, an ATSS employee must have a cumulative rating of 60 or above on the annual Employee Evaluation Form. (See 4.2 for appeal process.)

3.2.4 The service award will be calculated by applying 50% of the administrative bonus award dollar amount for the given year, as calculated in 5.1.

The remainder of this policy (except 4.2) pertains to Administrators only.

3.3 Bonus awards are provided to identified administrators (per section 4.0) who meet the following criteria:

3.3.1 The person must have been employed since the preceding July 1.

3.3.2 The person is on continuing contract or continuing temporary contract status and not on an "Administrative Performance Improvement Plan" or temporary appointment.

3.3.3 Customarily, the latest overall performance evaluation is rated as "exceeds basic expectations". However, the latest overall performance evaluation may be rated as "meets basic expectations" if the employee performed in an outstanding manner as exemplified by quantitative and qualitative output above expected levels, by accomplishing special work-related project(s), or by overcoming unusual obstacles as determined by the supervisor and accepted by the vice president.

#### 4.0

#### IDENTIFICATION OF BONUS RECIPIENTS

4.1 The vice presidents, with a recommendation from appropriate supervisors, will develop a bonus awards recipient list for employees in their division. The president will do likewise for employees in the Executive Affairs Division. The number of bonus recipients shall not exceed 20% of each division's employees. Employees will be notified of their selection.

4.2 Employees may appeal their lack of selection to the appropriate vice president (with copy to the president), or for Executive Affairs staff, to the president, within five (5) working days after receipt of notification by submitting written documentation supporting their appeal. The

president and vice president will review the appeal and make a determination. To the extent practicable, the determination will occur and notification will be sent within ten (10) working days after the submission deadline and will be final.

## 5.0

### DETERMINATION OF BONUS AWARDS

- 5.1 Each administrator awarded a bonus will receive an equal, one-time, dollar amount. That amount will be calculated by dividing the total bonus pool by the number of employees receiving a bonus that year.
- 5.2 During those years when no bonus pool is available, employees identified as deserving of bonus awards will be given consideration when such funds subsequently become available within that fiscal year and approval is given by the Board of Trustees as recommended by the president.
- 5.3 Every effort will be made to implement salary adjustments by July 1 each year.

**PERSONNEL ACTIVITY**  
(Information Only)

**Appointments**

**Administrative**

Carolyn F. Stubbs, Coordinator of Special Services, Student Success Center, Division of Student Affairs, annual salary \$31,500, 50% grant funded, position funded from Matt Matthews retirement. Ms. Stubbs received her BA in English from Lee College in 1990, a Teacher's Certificate in 1993 from Lee College, and a Master of Social Work in 1994 from Southern Baptist Theological Seminary. Her former position was Systems Liaison for Shawnee Mental Health Center, South Point, Ohio, working with students with disabilities. Effective date of hire - 9/2/97.

**Adjustments**

**Faculty**

Marti Sherman, Department of Teacher Education, resignation effective 8/1/97.

Eleanor Marsh, Department of Social Sciences, medical leave, fall quarter 1997.

Kaddour Boukaabar, Department of Mathematics, resignation effective 8/25/97.