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September 1, 1998 Executive Committee Meeting

Shawnee State University

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EXECUTIVE COMMITTEE REPORT
September 1, 1998
4:00 p.m., Founders Room, University Center

Members present:

Mr. Frank Waller	Chairman
Mr. George Clayton	Member
Mrs. Pat Richards	Member
Mr. Tom Reynolds	Member
Dr. James Chapman	Ex-Officio (non-voting)
Mr. Steve Donohue	Secretary (non-voting)

Others present:

Mr. Roger Murphy Vice President for Business Affairs

Meeting was called to order by the Chairman at 4:09 p.m.

1.0 Minutes and Certification of compliance with RC 121.22(F)

The Secretary confirmed compliance with RC 121.22(F). Mrs. Richards moved and Mr. Reynolds seconded approval of the minutes from the 7/13/98 meeting of the Committee. Without discussion the Committee unanimously approved the minutes.

2.0 Grant Approval

Action

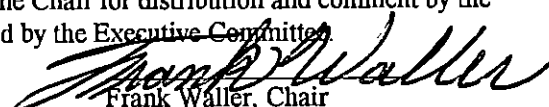
The President briefed the committee on the grant from the Ohio Arts Council. This is a nonrecurring grant and must be applied for each year. Mr. Reynolds commented that the Ohio Arts Council is a great program in Ohio and provides more money to art programs as they improve. Mr. Waller asked the President if there was one person at the University in charge of grant application. Dr. Chapman advised the Committee that he would provide them information on how grant applications are managed at the University at their next meeting. Mr. Clayton moved **Resolution 35-98** and Ms. Richards seconded. The committee unanimously approved the resolution.

3.0 Department Chairs Salary Adjustment

Action

The President briefed the Committee that two department chairs' salaries were recommended for approval above the existing salary ranges for grades C50a, C50b, and C50c. The Vice President of Business Affairs advised that in the process of moving the incumbent chairs out of the bargaining unit and into the administrative line, Dr. Lubno, Chairperson of Nursing was not advised that her pay raise would be capped at the maximum in accordance with Board policy 4.53. Mr. Thomas, Chairperson of Respiratory Therapy, received an advanced degree last year

First draft of Executive Committee minutes read and approved by the Chair for distribution and comment by the Board of Trustees only. This is not an official record until approved by the Executive Committee.


Frank Waller, Chair

but chair salary ranges would not permit full salary realization of the advanced degree because of the salary cap. Mr. Reynolds commented that he did not like to have University mistakes redound to the detriment of any employee. The President noted that both chairs would be advised that no salary increases would be approved after this year, unless the increase did not exceed the maximum salary for the grade. Mr. Reynolds moved and Mrs. Richards seconded **Resolution 36-98**. The Committee unanimously approved the resolution.

5.0 Board of Trustees Communications

Discussion

The President distributed the attached Board Communications outline to open discussion with the Committee as to the frequency and manner of communicating with the Board. The President thought the Board should consider renumbering resolutions to indicate which committee of the Board considered them, for example a resolution coming from the finance and facilities committee would be designated FC99-1. This numbering system would help alleviate last minute scrambles to renumber resolutions on the day of board meetings if they are changed or tabled. Any change in the numbering would take place in January 1999. Dr. Chapman noted that his contract allows for a Board evaluation of his performance in the first six months. Mr. Waller did not think the Board wanted to undertake an evaluation until after the first year of employment. Mrs. Richards commented that she did not particularly care for the evaluations forms which the Board had used in the past. Dr. Chapman was considering reconvening the Presidential Search Advisory Committee and ask them for feedback on his performance so far. The Secretary noted that the Board may want to reconsider some of their own policies, such as the designated time for evaluating the President (October) and the period of evaluation (calendar year) as well as the policy which establishes the Presidential Search Advisory Committee. Mr. Waller suggested that the Secretary review the Board's policies (Chapter 1) and bring suggested changes to the October Board meeting, for review by the trustees. After the Board considers current policies and changes, any changes can be adopted at the December meeting.

6.0 Housing for President

Information

The Chairman started the discussion by noting that whatever the Board decided to do about Presidential housing, Dr. Chapman wanted to remain neutral. The Committee members reviewed campus and city maps, as well as the campus master plan for expansion. Mr. Reynolds reminded the committee of the potential income tax consequences to the incumbent president under IRC § 119(a) if the house was not appropriately sited close or on campus. The Committee members discussed the recent architect's evaluation of the house at 1409 Second Street and the cost of restoring that house to its original condition. The Chairman and Mr. Reynolds requested the Secretary to go forward and obtain an MAI appraisal of the property offered by Dr. and Mrs. Veri.

The meeting adjourned at 6:26 p.m.

RESOLUTION 35-98

OHIO ARTS COUNCIL GRANT

WHEREAS, the grant listed below and summarized on the attached grant proposal has been reviewed by the Vice President for Business Affairs and the President, and is recommended for acceptance;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the Ohio Arts Council proposal.

(September 1, 1998)



This is a two-page document (front and back). Please sign all three copies, and return two copies to the Council.

Number: **FY99-2156**
Account: **16**

This agreement, with the objective of promoting and preserving the Arts in Ohio, entered into on **August 4, 1998** by and between the Ohio Arts Council (an agency of the State of Ohio), and hereafter referred to as the "Council" with offices at 727 East Main Street, Columbus, Ohio 43205-1796, and the "Participant" who is listed immediately below:

Shawnee State University

Vern Riffe Ctr for Arts

Portsmouth, OH 45662-4344

Carl Daehler
Executive Director

Whereas, the Participant has requested financial assistance for an arts project titled, **Operating and Fee Support** and has furnished a true and acceptable budget for said project to the Council, and

Whereas, the Participant's application of approved revisions, if any, are on file at the Council offices, and

Whereas, the Participant pledges **\$31,537.00** as matching funds to qualify for Council assistance, and

Whereas, between **07/01/1998 and 06/30/1999** the Participant shall complete the following services:

present Fee Support artists **BalletMet Columbus and Jazz Arts Group of Columbus**. In addition, the organization will present "West Side Story," National Acrobats of China, "The Nutcracker," "Christmas Carol," "Meet Me in St. Louis," a Duke Ellington tribute, Doc Severinsen, Legends of the Blues and a gospel concert. Council funds will be outside fees and services (artistic), marketing, production and remaining operating expenses.

Therefore, the Council shall pay to the Participant an amount not to exceed the sum of **\$31,537.00**

subject to the following conditions and covenants:

RESOLUTION 36-98

DEPARTMENT CHAIR SALARY ADJUSTMENT

WHEREAS, the transition of incumbent department chairs from the bargaining unit to the administrative salary structure was intended to hold incumbents harmless; and

WHEREAS, the FY99 three per-cent (3%) across the board salary raise for administrators will be reduced for some incumbent chairs because Board Policy 4.53 restricts pay increases to the maximum for the grade; and

WHEREAS, incumbent chairs were not advised of the Board Policy prior to making the election to transition out of the bargaining unit; and

WHEREAS, Dr. Mary Ann Lubno, Chairperson, Department of Nursing, would not receive the full across the board increase in salary because of Board Policy 4.53 which limits salary increases to the maximum for the grade; and

WHEREAS, Donald L. Thomas, M.S., was appointed to serve as Chairperson, Department of Respiratory Therapy; and

WHEREAS, Mr. Thomas will experience a reduction in pay from his current salary as Acting Chairperson if he is placed in pay grade C50c;

THEREFORE BE IT RESOLVED that the Board of Trustees authorizes a full three percent (3%) FY 99 salary raise for Dr. Lubno and the initial placement of Mr. Thomas above the C50c pay grade with a salary prorated from his FY98 full-service faculty salary base; and

BE IT FURTHER RESOLVED that future pay increases for department chairpersons will be governed by Board policies.

(September 1, 1998)

Board Communications

1. Deadline
 - a. Units submit material by Monday before Board Week
 - b. Board materials sent to Board members by Friday before Board Week
2. A standard format will be used, and all materials submitted through the President's office.
3. All personnel actions will be consolidated on one document but separated by major sector
4. Board action requests will be given a Committee resolution number and not a Board resolution number. It is recommended that this begin January 1, 1999.
5. The President will prepare a monthly summary of University activities and accomplishments and present to the Board the highlights at the full Board meeting or mail the summary with an accompanying letter in alternate months.
6. Pictures will be taken of new Board members as they are sworn in and a framed copy will be presented to them
7. Appropriate rooms will be used for lunches to ensure privacy
8. At committee meetings, only committee members will sit at the table. Grant recipients will be in attendance only if the VP needs assistance in supporting the request for approval.