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Board of Trustees

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6-11-1999

### June 11, 1999 Meeting Minutes

Shawnee State University

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**Board Meeting Minutes  
June 11, 1999**

Chairman Frank Waller called the meeting to order at 2:36 p.m.

**Roll Call**

Members Present: Ms. Bramlette, Mr. Clayton, Mr. Davis, Mr. McKinley, Mr. Meier,  
Dr. Payne, Mrs. Richards, Mr. Teichman, and Mr. Waller

Members Absent: Ms. Argeros

Mr. Waller recognized the attendance of several former trustees: Mr. Dick Hyland, Trustee Emeritus; David Vetter; Gerald Jenkins; and Ray Carson.

**Certification of compliance with RC 121.22(F)**

The Secretary confirmed compliance with RC 121.22(F).

**Approval of the June 11, 1999 Agenda**

Mr. Davis moved and Mr. Clayton seconded the approval of the June 11, 1999 Agenda, as amended.

Ayes: Mr. Clayton, Mr. Davis, Mr. McKinley, Dr. Payne, Mrs. Richards,  
Mr. Teichman, Mr. Waller

Nays: None

**Approval of the April 9, 1999 Minutes**

Mr. Clayton moved and Mrs. Richards seconded approval of the minutes from the April 9, 1999 meeting. Without discussion the Board unanimously approved the minutes.

Ayes: Mr. Clayton, Mr. Davis, Mr. McKinley, Dr. Payne, Mrs. Richards,  
Mr. Teichman, Mr. Waller

Nays: None

**President's Report**

Dr. Chapman stated that Dr. William C. Parker will deliver the commencement address. He also reported that the UFA is in the process of voting on amendments and corrections to the initial proposal for a University Faculty Senate before it is submitted to the Board of Trustees.

Two SSU trustees and two Ohio State University trustees will meet with President Chapman and OSU's Bill Napier to explore ways in which SSU and OSU could collaborate on research and other programs.

Dr. Chapman reported that Dr. Jim Kadel has agreed to serve as interim provost/vice president for academic affairs and he noted that he is recommending that Dr. Margaret Christensen be appointed as the coordinator of the development of the graduate center.

Dr. Chapman also reported that construction of 150 new student housing units may begin during the next academic year and that SSU is joining the IUC by entering into an agreement to participate in Microsoft's campus computer software program. This agreement will allow all universities represented by IUC to receive MS Office 2000 for around \$11 per FTE. The software will be loaded on all campus computers and will be made available for faculty, staff, and students to load on their home computers. Software upgrades will be provided at no charge as long as IUC continues its involvement in the agreement with Microsoft.

### **Committee Reports**

#### **Academic Affairs Committee - Mrs. Patricia Richards, Chairperson**

Mrs. Richards moved and Dr. Payne seconded the approval of Resolution A4-99, New Degree Proposal - B.A. in Sociology.

Ayes: Mr. Clayton, Mr. Davis, Mr. McKinley, Dr. Payne, Mrs. Richards,  
Mr. Teichman, Mr. Waller

Nays: None

Mrs. Richards moved and Mr. Teichman seconded approval of Resolution A5-99, Approval of Graduates. Mrs. Richards noted that this was the largest graduating class ever in SSU's history with 502 receiving degrees.

Ayes: Mr. Clayton, Mr. Davis, Mr. McKinley, Dr. Payne, Mrs. Richards,  
Mr. Teichman, Mr. Waller

Nays: None

Mrs. Richards said the Provost advised her committee on the President's selection for faculty promotions and continuing contract. Mrs. Richards asked the Chair to recognize Dr. Patric Leedom, who was selected for continuing contract, for a statement. Dr. Leedom said he worked very hard for SSU, and he was proud of his selection for continuing contract, and would continue to work hard for SSU.

Mrs. Richards advised the Board that Dr. Chris O'Connor would become interim Chairman of the Math Department upon Dr. Carnevale's departure on June 26, 1999. She also said the faculty

had approved a new minor in Philosophy which does not require further approval because no new faculty positions were required to offer the minor.

**Quality of University Life - Mr. William McKinley, Member**

Mr. McKinley reported that his committee had no action items. The committee received information from the Student Senate and the Student Programming Board. The committee reviewed the housing occupancy report for Spring quarter 1999; received information on Upward Bound grants, athletic teams success, Phi Eta Sigma inductions, and the Spring Road Race. Dr. Mangus reported that Sodexo Marriott will become the University's new food service provider on June 18, 1999.

Mr. Brian Meier reported to the Committee that Mr. Matthew Murphy would be the SGA President for 1999-2000.

Mr. McKinley also reported that the Women's Basketball team has secured funding for new uniforms.

**Finance and Facilities - Mr. George Davis III, Vice Chairperson**

Mr. Davis moved and Mr. Clayton seconded approval of Resolution F6-99, Instructional and General Fees. Mr. Davis reported that legislation was still pending regarding tuition constraints, but this resolution would give the President authority to decrease the fees if needed.

Ayes: Mr. Clayton, Mr. Davis, Mr. McKinley, Dr. Payne, Mrs. Richards,  
Mr. Teichman, Mr. Waller

Nays: None

Mr. Davis moved and Mr. Clayton seconded the approval of Resolution F7-99 Student Housing Fees. Mr. Davis noted that the need for the increase included planned improvements to housing and an 8 percent increase in food services which was required by the new contract with Sodexo Marriott. Mr. Davis noted that even without the new contract, an 8 percent increase for food would have been required with the prior contractor.

Ayes: Mr. Clayton, Mr. Davis, Mr. McKinley, Dr. Payne, Mrs. Richards,  
Mr. Teichman, Mr. Waller

Nays: None

Mr. Davis moved and Mr. Clayton seconded a motion to approve Resolution F8-99, FY 2000 General Fund Budget. Mr. Davis stated that it was a good, conservative budget.

Ayes: Mr. Clayton, Mr. Davis, Mr. McKinley, Dr. Payne, Mrs. Richards,  
Mr. Teichman, Mr. Waller

Nays: None

Mr. Davis moved and Mr. Clayton seconded a motion to approve Resolution F9-99, Auxiliary and Agency Budgets.

Ayes: Mr. Clayton, Mr. Davis, Mr. McKinley, Dr. Payne, Mrs. Richards, Mr. Teichman, Mr. Waller

Nays: None

Mr. Davis moved and Mr. Clayton seconded a motion to approve Resolution F10-99, Administrator/ATSS Salary Policy and Pay Actions. Mr. Waller stated that bonus/merit pay is a sensitive issue that has been discussed a lot and the Board would receive further information at the August meeting regarding Policy 4.49. Mrs. Richards asked for clarification on the percentage being used for salary adjustments. Ms. Elinda Boyles responded that the .75 percent is an increase of .25 percent from previous discussions.

Ayes: Mr. Clayton, Mr. Davis, Mr. McKinley, Dr. Payne, Mrs. Richards, Mr. Teichman, Mr. Waller

Nays: None

Mr. Davis moved and Mr. Clayton seconded a motion to approve Resolution F11-99, Compensation of the President. Mr. Davis stated that this resolution provides an extension for moving expenses and allows for carryover of unused vacation time.

Ayes: Mr. Clayton, Mr. Davis, Mr. McKinley, Dr. Payne, Mrs. Richards, Mr. Teichman, Mr. Waller

Nays: None

Mr. Davis moved and Mr. Clayton seconded a motion to approve Resolution F12-99, Grant Proposal: Ohio Works First.

Ayes: Mr. Clayton, Mr. Davis, Mr. McKinley, Dr. Payne, Mrs. Richards, Mr. Teichman, Mr. Waller

Nays: None

Mr. Davis moved and Mr. Clayton seconded a motion to approve Resolution F13-99, Renovation and Refurbishing the President's Home.

Ayes: Mr. Clayton, Mr. Davis, Mr. McKinley, Dr. Payne, Mrs. Richards, Mr. Teichman, Mr. Waller

Nays: None

Mr. Davis moved and Mr. Clayton seconded a motion to approve Resolution F14-99, New Position: Director of Graduate Programs. Mrs. Richards noted that this was discussed at the December Board Retreat.

Ayes: Mr. Clayton, Mr. Davis, Mr. McKinley, Dr. Payne, Mrs. Richards,  
Mr. Teichman, Mr. Waller

Nays: None

Mr. Davis moved and Mr. Clayton seconded a motion to approve Resolution F15-99, New Positions for Children's Learning Center: Director, Head Teacher, Preschool Classroom Teacher and Secretary/Receptionist. Mr. Waller noted that the facility would be used primarily by SSU students but University employees and community members would also use the facility to take care of their child care needs.

Ayes: Mr. Clayton, Mr. Davis, Mr. McKinley, Dr. Payne, Mrs. Richards,  
Mr. Teichman, Mr. Waller

Nays: None

Mr. Davis reported that the Finance Committee reviewed information on the Children's Learning Center budget; selection of an auditor; Year 2000 report; PACE report showing SSU was on budget; Capital status report; and banking bids for the next two years.

Dan Young reported on possible locations for a president's home, the President formed a Presidential Housing Committee to provide input on renovating the president's interim home and building a new president's home on or near campus. Mr. Waller stated that George Clayton is being assigned to the Finance and Facilities Committee and would chair the Presidential Housing Committee. Mr. Davis said the committee should be looking at the location west of the Children's Learning Center and east of the parking lot as an excellent location. He recommended the University move quickly on building the home.

#### **Executive Committee - Mr. Waller, Chairperson**

Mr. Waller briefed the Board on the Executive Committee actions at their May 10 meeting. The committee approved the purchase of an interim presidential home on Franklin Avenue for \$230,000. The Committee discussed the awarding of an honorary degree but took no action. The committee also discussed VRCFA activities and the Administrative/ATSS bonus/merit pay issue.

#### **Reports, if any, from Board Liaisons with other Organizations**

None

**New Business**

None

**Comments from Constituent Groups (if any) and the Public**

Sherri Powell spoke on behalf of UAS. She thanked the Board for their cooperation and introduced the new UAS Co-Chairs for the upcoming academic year, Tess Midkiff and Greg Dandio.

Roger McClay, adjunct faculty member, spoke as a "self-appointed" representative for adjunct faculty. He mentioned the unfairness in the low adjunct faculty pay and that other groups on campus receive pay increases and that the adjunct faculty pay needs to be increased. He said he taught a four-hour math class and made 22 trips to the University for a total of \$1,000 or about \$40 per trip. At the current wage scale of adjunct faculty, if he taught a full 38 hour load, he would only be paid \$9,500 and without benefits. He also stated that adjunct faculty cost the University only 15 percent of a full-time faculty member's total compensation. He recommended doubling the pay to make the compensation more compatible with other universities in the area. Dr. Chapman stated that they would continue to work on the situation and will come back to the Board at a later date with more information and/or a proposal.

**Other Business**

Mr. Waller presented a chair to Sarah Bramlette, whose term ends June 30, and thanked her for her service on the Board. Ms. Bramlette thanked the Board and stated that she has enjoyed the experience.

Mr. Waller remarked that Mrs. Richards would be retiring from the Board at the end of June. He stated that Mrs. Richards has been a wonderful Board member. He stated that she has helped the University not only at Board meetings but also with donations. Mr. Waller presented Mrs. Richards with a clock on behalf of the Board in recognition of her "tireless devotion to the University the last nine years."

Mrs. Richards thanked the Board for the gift, stating that she has worked toward the best for Shawnee State and everyone involved and that she is proud to be a part of SSU. Mrs. Richards noted that she missed Tom Reynolds, his intelligence and "his niceness". She said Tom Reynolds loved SSU and it is our loss.

Mr. Waller took a moment to recognize the arrival of Mrs. Kay Reynolds and felt it was appropriate to recognize Mr. Reynolds with a gift to Mrs. Reynolds since Mr. Reynolds lacked just one year of completing his term. Mr. Waller said Mr. Reynolds' chair on the graduation dais will remain empty in honor and recognition of his contribution to Shawnee State University. He reminded everyone that it was Tom Reynolds who chaired the presidential search committee that hired Dr. Chapman as president last year.

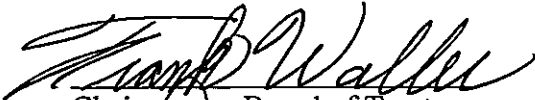
Mr. Reynolds  
Died on  
5/28/99

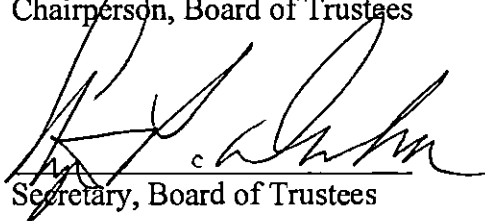
Mr. Waller asked if any Board members would like to say a few words about Mr. Reynolds. Dr. Payne stated that Mr. Reynolds spent a lot of time helping him adjust to being on the Board and that he appreciated it. Mr. Clayton noted that Mr. Reynolds was always there for support and advice and he would never forget him. Dr. Ray Carson, former trustee, remarked that he became acquainted with Mr. Reynolds in the Jaycees. Dr. Carson stated that he never knew a more fair or enthusiastic leader. Dr. Chapman stated that he appreciated Mr. Reynolds' wisdom and kindness and that he was a great human being.

Mr. Waller asked for a moment of silence to honor Mr. Reynolds.

### Adjournment

The Board meeting was adjourned by acclamation at 3:45 p.m.

  
Chairperson, Board of Trustees

  
Secretary, Board of Trustees



**RESOLUTION A4-99**

**APPROVAL OF NEW DEGREE PROGRAM**

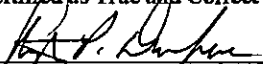
WHEREAS, the University Faculty Assembly approves the following new degree program: Bachelor of Arts in Sociology; and

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

WHEREAS, the Academic Affairs 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 11, 1999)

Certified as True and Correct	
	6/24/99
SSU BOT Secretary	Date

## SHAWNEE STATE UNIVERSITY

	Current Fee <u>1998-99</u>	Proposed Fee <u>1999-2000</u>	Amount Change	Percent Change
<b>Tuition (Quarterly)</b>				
<b>Full-Time (12-18 hours)</b>				
Instructional	\$888.00	\$915.00	\$27.00	3.0%
General	\$148.00	\$148.00	\$0.00	0%
Out-of-State, District	\$295.00	\$303.00	\$8.00	2.7%
Out of State	\$781.00	\$801.00	\$20.00	2.6%
Technology Fee	\$35.00	\$35.00	\$0.00	0%
<b>Total in state, full-time, per quarter</b>	<b>\$1,071.00</b>	<b>\$1,098.00</b>	<b>\$27.00</b>	<b>2.5%</b>
<b>Part-Time (per credit hour up to 11 and above 18)</b>				
Instructional	\$74.00	\$76.00	\$2.00	2.7%
General	\$13.00	\$13.00	\$0.00	0.0%
Out-of-State, District	\$25.00	\$26.00	\$1.00	4.0%
Out of State	\$65.00	\$67.00	\$2.00	3.1%
Technology Fee	\$3.00	\$3.00	\$0.00	0.0%
<b>Total in state, per credit, per quarter</b>	<b>\$90.00</b>	<b>\$92.00</b>	<b>\$2.00</b>	<b>2.2%</b>
<b>MISCELLANEOUS STUDENT FEES</b>				
Application	\$30.00	\$31.00	\$1.00	3.3%
Health Sciences Supplemental Application Fee	\$15.00	\$15.00	\$0.00	0.0%
Late Payment (maximum \$82.00/quarter)	\$38.00	\$38.00	\$0.00	0.0%
Late Installment Fee	\$22.00	\$22.00	\$0.00	0.0%
Transcript	\$3.00	\$3.00	\$0.00	0.0%
Transcript, Immediate Action	\$11.00	\$11.00	\$0.00	0.0%
Graduation	\$40.00	\$41.00	\$1.00	2.5%
Graduation Re-Application Fee	\$5.00	\$5.00	\$0.00	0.0%
Credit by Exam	\$43.00	\$44.00	\$1.00	2.3%
Credit by Arrangement (per hr.)	\$90.00	\$92.00	\$2.00	2.2%
Budget Payment Plan Fee	\$16.00	\$16.00	\$0.00	0.0%
Bad Check Fee	\$28.00	\$30.00	\$2.00	7.0%
International Student Orientation	\$214.00	\$0.00	-\$214.00	-100.0%
Education Field Fee	\$134.00	\$137.00	\$3.00	2.2%
Credentials Evaluation	\$54.00	\$55.00	\$1.00	1.8%
ID Card Replacement Fee	\$5.00	\$5.00	\$0.00	0.0%
Parking Tag Replacement Fee	\$15.00	\$15.00	\$0.00	0.0%

**RESOLUTION A5-99**

**APPROVAL OF GRADUATES**

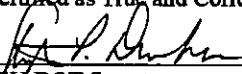
WHEREAS, it is Shawnee State University policy that the Board of Trustees award degrees and certificates; and

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 11, 1999, 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 11, 1999)

Certified as True and Correct

  
SSU-BOT Secretary

6/24/99  
Date

**RESOLUTION F6-99**

**APPROVAL OF RECOMMENDED INSTRUCTIONAL AND  
GENERAL FEES INCREASES**

WHEREAS, Shawnee State University requires resources in excess of proposed subsidies and existing instructional and general fees to meet the University's operating needs for fiscal year 2000; and

WHEREAS, pending legislation may constrain tuition rate increases for Shawnee State University for fiscal years 2000 and 2001; and

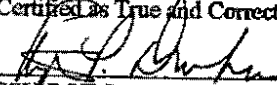
WHEREAS, the proposed fee charges for instructional and general fees as listed on the accompanying schedule are recommended to the Board of Trustees by the Finance and Facilities Committee;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the fee schedule accompanying this resolution, effective Fall Quarter 1999; and

BE IT FURTHER RESOLVED that if future laws governing tuition restraint require a lower tuition rate, the President is authorized to reduce these fees in order to comply with the law; and

BE IT FINALLY RESOLVED that any reductions to these approved fees will be reported to the Board of Trustees at the next meeting immediately following the reduction.

(June 11, 1999)

Certified as True and Correct	
	6/24/99
SSU-BOT Secretary	Date

**RESOLUTION F7 -99**


**APPROVAL OF ROOM AND BOARD FEE SCHEDULE**

WHEREAS, Shawnee State University must generate sufficient revenues to cover the inflationary cost of operating the housing units, and planned improvements; and

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

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the recommended room and board fee schedule accompanying this resolution, effective Fall Quarter 1999.

(June 11, 1999)

Certified as True and Correct	
	6/24/99
SSU-BOT Secretary	Date

**Room and Meal Fees recommended beginning Fall Quarter, 1999:**

**Townhouses & Carriage House**

Double Room	Annual	\$ 2,869
	Quarterly (1,005.00)	3,015
	Budget (9 payments \$345)	3,105
Private Room	Annual	\$ 3,443
	Quarterly (1,225.00)	3,675
	Budget (9 payments \$434)	3,906

**Cedar House:**

Double	Annual	\$ 3,169
	Quarterly (1,105.00)	3,315
	Budget (9 payments \$378)	3,402
Private Room	Annual	\$ 3,743
	Quarterly (1,325)	3,975
	Budget (9 payments \$468)	4,212

**Meal Plan Choices per quarter:**

Plan A	13 meals	\$130 flex dollars	\$ 472
Plan B	10 meals	\$100 flex dollars	\$ 432
Plan C	7 meals	\$ 70 flex dollars	\$ 401

**RESOLUTION F8-99**

**APPROVAL OF FY 2000 GENERAL FUND BUDGET**

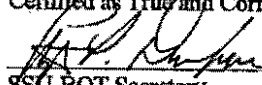
WHEREAS, revenue estimates have been developed based on estimated state subsidy, fees adopted by the Board of Trustees and enrollment projections for the next fiscal year; and

WHEREAS, the current year base budget is adjusted for known inflationary factors; and

WHEREAS, the University President's Advisory Council endorses the budget;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University adopts the proposed general fund budget for fiscal year 2000 as recommended by the President and summarized in the accompanying exhibit.

(June 11, 1999)

Certified as True and Correct	
	6/24/99
SSU-BOT Secretary	Date

## Proposed General Fund Budget FY2000

### Revenue and Fund Balance

	1998-99 Approved Budget	1999-00 Recommended Budget	Difference	Percent
<b>State Subsidy</b>				
Instructional Subsidy	\$9,653,850	\$10,500,000	\$846,150	8.8%
Access	\$290,000	\$594,436	\$304,436	105.0%
Success	\$46,000	\$206,167	\$160,167	348.2%
Research	\$19,000	\$0	-\$19,000	-100.0%
Special	\$3,200,000	\$2,969,965	-\$230,035	-7.2%
Sub total subsidy	\$13,208,850	\$14,270,568	\$1,061,718	8.0%
<b>Tuition and Fees</b>				
Instruction	\$7,773,859	\$8,240,000	\$466,141	6.0%
Non resident	\$208,000	\$105,000	-\$103,000	-49.5%
Non resident-district	\$150,800	\$235,916	\$85,116	56.4%
General fee	\$1,300,005	\$0	-\$1,300,005	-100.0%
Course fee	\$385,000	\$390,000	\$5,000	1.3%
Technology fee	\$307,000	\$320,000	\$13,000	4.2%
Sub total tuition and fees	\$10,124,664	\$9,290,916	-\$833,748	-8.2%
<b>Other income</b>				
Student fee application	\$17,025	\$19,500	\$2,475	14.5%
Payment Plan application fee	\$20,000	\$21,000	\$1,000	5.0%
Student fees, late pay	\$19,600	\$25,000	\$5,400	27.6%
Student fees, transcripts	\$6,300	\$6,500	\$200	3.2%
Student fees, credit by exam	\$700	\$300	-\$400	-57.1%
Student fees, credit by arrange	\$33,000	\$44,000	\$11,000	33.3%
Student fees, cont. ed	\$72,000	\$90,000	\$18,000	25.0%
Sales, central stores.	\$21,500	\$30,000	\$8,500	39.5%
Planetarium ticket revenue	\$35,000	\$25,000	-\$10,000	-28.6%
Interest income	\$430,000	\$470,000	\$40,000	9.3%
Parking fines	\$2,000	\$0	-\$2,000	
Copying income	\$52,500	\$52,500	\$0	0.0%
Misc. Income	\$32,000	\$70,000	\$38,000	118.8%
Indirect cost recovery	\$93,000	\$100,000	\$7,000	7.5%
Sub total other income	\$834,825	\$953,800	\$119,175	14.3%
<b>Total Revenue</b>	<b><u>\$24,168,139</u></b>	<b><u>\$24,515,284</u></b>	<b><u>\$347,145</u></b>	<b><u>1.4%</u></b>
Use of fund balance	\$935,000	\$903,103	-\$31,897	-3.4%
<b>Total revenue and fund balance</b>	<b><u>\$25,103,139</u></b>	<b><u>\$25,418,387</u></b>	<b><u>\$315,248</u></b>	<b><u>1.3%</u></b>



*Expenditures and Transfers*

	1998-99 Approved Budget	1999-00 Recommended Budget	Difference	Percent
<b>Compensation</b>				
Salary	\$12,982,340	\$13,601,491	\$619,151	4.8%
Benefits	\$3,959,940	\$4,132,981	\$173,041	4.4%
Sub total compensation	\$16,942,280	\$17,734,472	\$792,192	4.7%
<b>Non compensation</b>				
Utilities	\$953,448	\$982,051	\$28,603	3.0%
Scholarships	\$911,800	\$864,994	-\$46,806	-5.1%
Technology funds	\$307,000	\$320,000	\$13,000	4.2%
Other	\$4,493,481	\$5,315,896	\$822,415	18.3%
Sub total non compensation	\$6,665,729	\$7,482,941	\$817,212	12.3%
<b>Total expenditures</b>	<b>\$23,608,009</b>	<b>\$25,217,413</b>	<b>\$1,609,404</b>	<b>6.8%</b>
<b>Transfers</b>				
Auxiliary and student govt. supp.	\$980,000	\$0	-\$980,000	-100.0%
Debt service, UC Center	\$320,005	\$0	-\$320,005	-100.0%
Fine Arts	\$150,000	\$154,500	\$4,500	3.0%
Other	\$45,125	\$46,474	\$1,349	3.0%
Sub total transfers	\$1,495,130	\$200,974	-\$1,294,156	-86.6%
<b>Total expenditures and transfers</b>	<b>\$25,103,139</b>	<b>\$25,418,387</b>	<b>\$315,248</b>	<b>1.3%</b>

**Assumptions:**

**Revenue**

State subsidy will approximate the Governor's recommendation.  
 SSU will be constrained to in state tuition rate equal to fy99.  
 Enrollment will equal FY99.  
 Course fees remain at FY99 rates.  
 General fee recognized in the auxiliary fund.

**Use of fund balance**

This budget plans for the use of \$903,103 in fund balance.

**Expenditures and transfers**

We assume the contractual increases and recommended increase for administration.  
 A 3% across-the-board increase was allowed for most non compensation areas.  
 The attached recommendations from the University budget committee  
 are included in this budget.  
 \$260,000 in land acquisition, demolition and planning a permanent president's  
 home costs are included.  
 The transfers for auxiliary, student government and mandatory debt service for  
 the University Center are removed from this budget.

**RESOLUTION F9-99**

**APPROVAL OF FY 2000 AUXILIARY AND AGENCY BUDGETS**

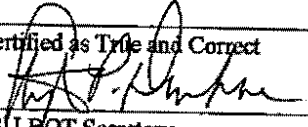
WHEREAS, revenue estimates have been developed for all auxiliary and agency accounts that reflect fee increases approved by the Board of Trustees and anticipated activity for fiscal year 2000; and

WHEREAS, the current year base budget is 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 developed and recommend the proposed budget;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University adopts the proposed Auxiliary and Agency budgets for fiscal year 2000 as summarized in the accompanying exhibit.

(June 11, 1999)

Certified as True and Correct	
	7/20/99
SSU-BOT Secretary	Date

## PROPOSED AUXILIARY AND AGENCY BUDGET

FISCAL YEAR 2000

	FY1999 APPROVED BUDGET	FY2000 PROPOSED BUDGET	CHANGE
<b>REVENUE AND FUND BALANCE</b>			
General Fee	\$980,000	\$1,338,105	\$358,105
Bookstore	\$80,000	\$96,000	\$16,000
Sports Center	\$40,000	\$30,000	-\$10,000
Housing	\$757,429	\$800,950	\$43,521
Center for the Arts	\$407,362	\$547,768	\$140,406
Vending and food service	\$97,000	\$95,000	-\$2,000
Senior Citizen Grant	\$40,000	\$40,000	\$0
Welcome Center	\$11,000	\$9,000	-\$2,000
Children's Learning Ctr.	\$0	\$213,000	\$213,000
Pepsi Contract	\$0	\$20,000	\$20,000
Student Activity Income	\$0	\$28,490	\$28,490
 Sub total revenue	 <u>\$2,412,791</u>	 <u>\$3,218,313</u>	 <u>\$805,522</u>
 Use of fund balance	 \$0	 \$153,578	 \$153,578
 Total revenue and fund balance	 <u>\$2,412,791</u>	 <u>\$3,371,891</u>	 <u>\$959,100</u>
 <b>EXPENDITURES AND TRANSFERS</b>			
Bookstore	\$0	\$10,000	\$10,000
Sports Center	\$169,409	\$159,409	-\$10,000
Housing	\$757,429	\$904,325	\$146,896
Center for the Arts	\$407,362	\$547,768	\$140,406
University Center	\$276,352	\$332,055	\$55,703
Student Senate	\$22,800	\$25,107	\$2,307
Programming Board	\$37,975	\$67,365	\$29,390
Special Events	\$20,833	\$20,591	-\$242
Campus Com.	\$9,223	\$18,823	\$9,600
Silhouette	\$5,000	\$5,000	\$0
Cheerleaders	\$7,300	\$7,300	\$0
Children's Learning Ctr.	\$0	\$213,000	\$213,000
 Sub total non athletic and agency budgets	 \$1,713,683	 \$2,310,743	 \$597,060
 Athletics			
Athletic Director	\$234,150	\$232,993	-\$1,157
Athletic Trainer	\$54,550	\$51,823	-\$2,727
Athletic Reserve	\$0	\$36,600	\$36,600
Men's Basketball	\$31,100	\$29,545	-\$1,555
Tennis	\$13,800	\$11,110	-\$2,690

Volleyball	\$24,600	\$23,370	-\$1,230
Women's Basketball	\$38,880	\$36,936	-\$1,944
Softball	\$28,500	\$27,075	-\$1,425
Golf	\$14,800	\$14,060	-\$740
Men's Soccer	\$27,600	\$26,220	-\$1,380
Women's Soccer	\$0	\$11,400	\$11,400
Baseball	\$29,500	\$28,025	-\$1,475
Intramurals	\$6,200	\$5,890	-\$310
JV Men's Basketball	\$6,370	\$0	-\$6,370
JV Women's Basketball	\$6,370	\$0	-\$6,370
JV Soccer	\$6,370	\$0	-\$6,370
JV Volleyball	\$6,370	\$0	-\$6,370
JV Baseball	\$6,370	\$0	-\$6,370
Men's Cross Country	\$10,670	\$10,137	-\$533
Women's Cross Country	\$10,670	\$10,137	-\$533
Scholarships	\$142,238	\$176,722	\$34,484
Sub total athletics	\$699,108	\$732,043	\$32,935
Total expenditures	<u>\$2,412,791</u>	<u>\$3,042,786</u>	<u>\$629,995</u>
Transfer UC Debt Serv.	\$0	\$329,105	\$329,105
Total expenditures and transfers	<u>\$2,412,791</u>	<u>\$3,371,891</u>	<u>\$959,100</u>

Dominant reasons for the \$960K increase in activity:

Housing is expanding its capacity using the Ramada Inn for an additional 40 beds.

Housing is expending approximately \$100,000 from reserve to wire the dorms for voice and data communication.

Center for the Arts is increasing its performance series from 12 to a planned 15 events.

Children's Learning Center operations is included in the budget.

Approximately \$50,000 from reserve is planned to be expended to upgrade food service equipment.

RESOLUTION F10-99

ADMINISTRATOR AND ATSS SALARY POLICY AND PAY ACTIONS

WHEREAS, studies have been conducted measuring market and internal comparisons of Shawnee State University administrative and Administrative Technical Support Staff (ATSS) positions; and,

WHEREAS, the studies demonstrated that overall the University's pay range midpoints and average salaries for those positions matched compare adequately to market averages; and,

WHEREAS, special salary adjustments are needed to address serious market problems in selected accounting and University Information Systems positions and for those employees who have not adequately progressed through the salary ranges; and,

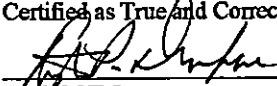
WHEREAS, a need for improvement in administrator and ATSS salary policies and practices have been identified;

NOW, THEREFORE BE IT RESOLVED, that the base salary adjustments proposed for selected accounting and UIS employees identified in the attachment as having serious market problems are approved effective the end of FY99; and,

BE IT FURTHER RESOLVED, that for FY2000, an across-the-board adjustment of 3.25% is approved for administrators and ATSS; a pool of .75% of administrator and ATSS salaries, shall be established and adjustments made to the base salaries in a fixed dollar amount paid to those administrators and ATSS with 5 years or more service in grade/position and less than 50% range penetration, and those at 0% range penetration; and,

BE IT FINALLY RESOLVED, that policy #4.49 REV, Administrative/ATSS Performance Based Salary, shall be suspended for the awarding of FY1999 bonus in FY2000.

(June 11, 1999)

Certified as True and Correct	
	7/20/99
SSU BOT Secretary	Date

# Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.49 Rev.
		PAGE NO.:	1 of 3
		EFFECTIVE DATE:	10/8/99
SUBJECT:	PERFORMANCE RECOGNITION AWARD AND ANNUAL SALARY INCREASES	RECOMMENDED BY:	Board of Trustees
		APPROVED BY:	

## 1.0 OBJECTIVE

Shawnee State University shall provide, through formal resolution of the Board of Trustees, annual Administrative and ATSS staff salary adjustments when adequate resources are determined to be available. The Performance Recognition Award is established as a means of recognizing administrative/ATSS employees who have performed in an exemplary and outstanding fashion.

## 2.0 ANNUAL SALARY INCREASE

- 2.1 The Board of Trustees shall determine the salary increases to be awarded to administrators and to ATSS upon recommendation of the President after consultation with the administrative governance body and the Vice President for Business Affairs. Such increase shall consist of an across-the-board component to help offset increases in the overall cost of living.
- 2.2 Across-the-board increases are to be provided to each administrative and ATSS employee evaluated on the administrative performance evaluation as meeting or exceeding basic expectations. Employees not meeting basic performance expectations or who have worked under a performance improvement plan at any time during the appraisal period (April 1 – March 31) are not eligible for a salary adjustment for the fiscal year.
- 2.3 Across-the-board increases are typically awarded in July for the previous fiscal-year period of July 1 – June 30 in the following manner:
  - Employees hired the previous July 1 through December 31 and awarded the status of continuous or continuous temporary contract, are eligible for 100 percent of the across-the-board increase.
  - Employees hired January 1 through March 31 and receive acceptable mid-probationary performance evaluations, are eligible for 50 percent.
  - Employees hired the previous April 1 through June 30 are not eligible for the across-the-board increase.
- 2.4 Employees on temporary appointments of less than 6 months duration are not eligible for fiscal-year salary increases. Employees on temporary appointments of 6 months or longer duration are eligible for across-the-board increases.

## 3.0 PERFORMANCE RECOGNITION COMMITTEE (PRC)

The President and vice presidents will select the performance recognition award recipients.

#### 4.0 PERFORMANCE RECOGNITION AWARD (PRA)

4.1 The number of PRA recipients in any given year will not exceed five.

4.2 The PRA for a single recipient is \$1,000.

#### 5.0 NOMINATIONS

Nominations to be considered for the performance recognition award will be accepted from any SSU employee.

#### 6.0 CRITERIA

The criteria to be eligible for the performance recognition award are:

- Completion of a full year of service with SSU.
- If administrator, on continuous contract or continuous temporary contract status.
- Performance that exceeds basic expectations for the entire appraisal period.
- Exhibition of outstanding service beyond that which is normally expected and which has or will result in significant positive impact upon the University. Such service may be in the form of one or a combination of the following:
  - Results of a long term and/or a significant project that was successfully concluded.
  - Identification and implementation of a process or policy resulting in better service, improved environment, or increased enrollment or retention of students.
  - Results of efforts that have positively affected the service and/or environment of employees improving morale, reducing turnover or increasing efficiencies that can be quantified.
  - Significant evidence of ongoing support and assistance in aiding others in achieving tasks, completing special projects or improving department or unit operations.
  - Creation of new efficiencies that improve revenue or reduce expenditures at a significant level.
  - Community projects/service to the community.
  - Continuing education of a significant nature (completion of Master's/Ph.D., etc.).
  - Other activities that have such a significant impact that the culture, operation and mission of the University is positively affected.

#### 7.0 NOMINATION PROCESS

7.1 To be considered for a performance recognition award, a nomination must be submitted to the division vice president no later than July 1. The nomination will be accompanied with a copy of the current performance appraisal form.

7.2 The Director of Personnel will verify the completeness of the materials, distribute copies of all documents to the PRC members and arrange the time and location for the initial committee meeting. All subsequent PRC meetings will be arranged through the President's Office.

- 7.3 The selection of awardees will occur no later than July 31.
- 7.4 Awardees will receive written notification of their selection from the PRC Chair with copies to the appropriate vice president, direct supervisor, and Director of Personnel.
- 7.5 Payment will be remitted the next full pay period following written notification in the form of a one-time lump sum. This payment will not be included in the employee's base salary. This award amount is subject to normal income tax withholdings but is not eligible for pension contribution.

*Approved 4/21/95; Revised 8/8/97; Revised 10/8/99*



**RESOLUTION F11-99**

**COMPENSATION OF THE PRESIDENT**

WHEREAS, the contract between the Board of Trustees and the President is a three year contract permitting the Board to adjust the annual salary on or before June 30 each year; and

WHEREAS, the President's contract requires the Board of Trustees to provide a residence for the president, which could not be procured prior to June 1, 1999; and

WHEREAS, the President's contract permits reimbursement of moving expenses incurred within the first fourteen months of the contract, and the Board desires to extend this period in the absence of an available permanent residence until July 1, 1999;

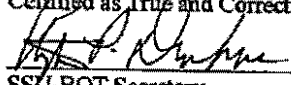
THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University amends the President's contract as follows:

Paragraph 4. COMPENSATION OF PRESIDENT; SALARY, annual compensation is adjusted 3.25% to \$132,676 effective July 1, 1999

Paragraph 6. RELOCATION AND MOVING EXPENSES, the term "first fourteen (14) months" is changed to "first sixteen (16) months"

BE IT FURTHER RESOLVED that the President's contract for FY1999 shall allow the balance of unused FY1999 vacation time to be used not later than June 30, 2000.

(June 11, 1999)

Certified as True and Correct	
	7/20/99
SSU-BOT Secretary	Date

**RESOLUTION F12-99**

**OHIO WORKS FIRST GRANT**

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

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the submission of the Ohio Works First grant renewal proposal.

(June 11, 1999)

Certified as True and Correct	
<i>[Signature]</i>	<i>7/20/99</i>
SSU BOT Secretary	Date

## GRANT SUMMARY PROPOSAL

**TITLE:** Workforce Development/Student Assistance Program

**GRANT AGENCY:** Ohio Board of Regents

**PRINCIPAL INVESTIGATOR:** Suzanne Shelpman, Director Admission and Retention

**PERCENTAGE OF P.I. TIME DEVOTED TO GRANT:** 10%

**PURPOSE:** This is a renewal grant proposal for FY2000. As the Job Prep Program funding became decentralized on July 1, 1998, the Ohio Board of Regents recognized that supplemental funding was needed to continue some of projects and would be needed to continue to serve some of the populations not included due to the decentralization stipulations.

**CLIENTELE TO BE SERVED:** Ohio Works First participants who are currently enrolled at Shawnee State University.

**RELATIONSHIP TO SSU MISSION:** To motivate and encourage Appalachian students to attend college; To partner with community organizations; To provide services which promote student retention.

**OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT:** Ohio Board of Regents, Workforce Development Division; Ohio Department of Human Services

**BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED:** Since this is a supplemental grant for programming, all monies will be used for direct student service. Services to be provided are purchase of texts, health science uniforms, calculators, art supplies, and other educational and/or instructional needs. Since the primary Job Prep Program grant, both fiscally and operationally, was decentralized, eligible students must be residents of Scioto County. This supplemental grant will allow services to be extended regardless of residence.

**BUDGET:**

Fund Source	Year 1	Year 2	Year 3
Grant	\$60,000	0	0
Other	0	0	0
University			
In-kind	0	0	0
Cash	0	0	0

**TOTAL: \$60,000**

\*Describe source of funds for SSU's cash commitment: None

**RESOLUTION F13-99**

**APPROVAL OF RENOVATION AND REFURBISHING THE  
PRESIDENT'S HOME**

WHEREAS, Shawnee State University has acquired a home as the Shawnee State University President's residence; and

WHEREAS, certain renovations and refurbishing are necessary to this residence;  
and

WHEREAS, the attached budget describes the renovations and refurbishing anticipated expenditures;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the expenditure of up to \$35,000 of University resources for renovation and refurbishing the President's home.

(June 11, 1999)

Certified as True and Correct	
<i>[Signature]</i>	<i>7/20/99</i>
SSU BOT Secretary	Date

**Budget to renovate and refurbish the President's home**

**EXPENDITURES**

Repair basement leaks	\$ 3,000.00
Tuck point brick	\$ 800.00
Repair roof	\$ 5,000.00
Landscape	\$ 1,500.00
Add a bath tub	\$ 2,500.00
Contingency	\$ 4,700.00
Rugs and Carpet	\$ 10,000.00
Window treatment	\$ 7,500.00
Total	<u>\$ 35,000.00</u>

Furniture including appliance(s) for the public area of the home will be acquired through available Shawnee State University Development Foundation funds under the President's discretion.

**RESOLUTION F14-99**

**APPROVAL OF THE POSITION OF  
DIRECTOR OF GRADUATE PROGRAMS PROJECT**

WHEREAS, Shawnee State University wishes to have offered graduate programs from other universities on this campus; and

WHEREAS, a project director position is necessary to determine the need for various graduate programs, research options for delivering these programs and to work with other Universities in delivery of these programs; and

WHEREAS, contingency funds within the FY2000 general fund budget will be used to finance this position; and

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the position of Director of Graduate Programs effective July 1, 1999.

(June 11, 1999)

Certified as True and Correct	
<i>[Signature]</i>	<i>7/20/99</i>
SSU BOT Secretary	Date

**RESOLUTION F15-99**

**APPROVAL OF  
CHILDREN'S LEARNING CENTER POSITIONS**

WHEREAS, the Appalachian Regional Commission provided funding for a Children's Learning Center facility at Shawnee State University; and

WHEREAS, the Ohio Board of Regents provided seed money for the construction of a Children's Learning Center at Shawnee State University; and

WHEREAS, Shawnee State University has moved forward with the construction of the SSU Children's Learning Center: and

WHEREAS, the Department of Teacher Education and the University have decided to operate the Children's Learning Center as a preschool and laboratory school for the Early Childhood Licensure programs:

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the following four full-time positions be added to staff the Children's Learning Center consistent with the preliminary budget: Director, Head Teacher, Preschool Classroom Teacher and Secretary Receptionist.

(June 11, 1999)

