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October 8, 1999 Meeting Minutes

Shawnee State University

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**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
October 8, 1999**

Chairman Frank Waller called the meeting to order at 1:21 p.m. noting the meeting was in compliance with RC §121.22(F).

Roll Call

Members Present: Ms. Argeros, Mr. Davis, Mr. McKinley, Mr. Meier, Dr. Payne, Ms. Reynolds, Mr. Teichman, and Mr. Waller

Members Absent: Mr. Clayton and Mr. Harcha

Mr. Waller welcomed everyone to the meeting and noted that Mrs. Leona Payne was attending today's meeting and welcomed her. He also noted that Mr. Harcha attended his committee meeting today but had another commitment and could not attend the Board meeting. Mr. Waller stated that Mr. Clayton was out of town and could not attend the meeting.

Approval of the October 8, 1999 Agenda

Mr. Waller moved and Ms. Argeros seconded the approval of the October 8, 1999 Agenda.

Ayes: Ms. Argeros, Mr. Davis, Mr. McKinley, Dr. Payne, Ms. Reynolds,
Mr. Teichman, Mr. Waller

Nays: None

Approval of the September 14, 1999 Minutes

Ms. Reynolds moved and Mr. Davis seconded approval of the minutes from the September 14, 1999, meeting. Without discussion, the Board unanimously approved the minutes.

Ayes: Ms. Argeros, Mr. Davis, Mr. McKinley, Dr. Payne, Ms. Reynolds,
Mr. Teichman, Mr. Waller

Nays: None

President's Report

Dr. Chapman noted that there were several items he wanted to bring to the Board's attention. He reminded Board members that Founders' Day festivities were being held on October 13 and

invited everyone to attend. He noted that Mr. Bob Evans, restaurateur and conservationist and member of the Ohio Board of Regents from 1977-1990, would be the convocation speaker. Dr. Chapman then stated that if any Board member had any recommendations for next year's Founders' Day event speaker to let him know.

On the subject of governance, Dr. Chapman noted that the UFA is in the process of refining its document to streamline its organization and procedures but that SSU does have a governance structure in place. Dr. Chapman said SSU does have standing committees to address university-wide issues. SSU creates *ad hoc* committees such as the Strategic Planning Committee to address specific issues.

Mr. Waller said the Board is very interested in the governance structure of the University because NCA advised us that SSU needs to work on governance. Dr. Chapman said he feels SSU meets the governance criteria of NCA.

Dr. Chapman reported on the President's Home and said the house is being used for one of its intended purposes, that being entertaining. Nearly 200 donors, faculty, staff, students and others have attended receptions and dinners at the President's Home and Dr. Chapman will soon begin a series of small dinner parties in conjunction with the performances at the Vern Riffe Center for the Arts.

Dr. Chapman stated that enrollment was up this year but said he wished it were more. The River Studies course added 153 students to the unofficial headcount of 3,460 (an increase of 22 students over the 1998-99 preliminary headcount of 3,438) bringing the total 1999-00 enrollment to 3,613. He said there appears to be strong growth in the fine arts and teacher education programs. In addition, the international student population experienced an increase with four students from Japan, three from Germany, two from Spain (with two additional students attending later this year), and one each from Mexico, Zambia, Malaysia, Zimbabwe, Korea and Albania.

Dr. Chapman noted that a nine-member committee was formed last spring and is working to develop and present a strategic plan to the university and community by January.

Dr. Chapman has appointed a task force on continuous improvement for the University to try and improve the quality of service throughout the campus.

Dr. Chapman stated that the names of four students have been forwarded to Governor Bob Taft for the student trustee position on the SSU Board.

Dr. Chapman said that he and Dr. Margaret Christensen, SSU's director of the graduate center, visited Ohio State University and met with representatives from the college to discuss possible graduate programs to be held on the SSU campus. Dr. Chapman said that SSU's graduate center will serve as a host for other institutions to offer programs here at SSU.

Dr. Chapman then discussed interest-based bargaining. On October 14, in order to learn more about this method of contract negotiation, Mr. Waller, Mr. Clayton, Dean Kadel and Dr.

Chapman will join with members of the SEA to hear a presentation on this subject. A joint decision will be made whether to pursue this type of bargaining.

Mr. Lee Johnson, the Director of the Ohio Department of Development, visited SSU several weeks ago to investigate economic development in the Portsmouth area. SSU will host a dinner with the Director on October 13, 1999.

Dr. Chapman briefed the Board on the fire at the Carriage House Apartments on October 1, 1999. The fire started outside the building by a cigarette thrown into the dry mulch bed. No students were injured and damage to the building was less than \$5,000. Corrective action includes removing fire hazards, additional safety training for students and staff, and installation of a second means of egress for second floor occupants.

Committee Reports

Academic Affairs Committee - Dr. Burton Payne, Chairperson

Dr. Payne reported that his committee had one action item.

Dr. Payne stated that as required by Board policy 2.08, a program review was completed for the Department of Industrial and Engineering Technologies. Mr. Carl Hilgarth, Chair, reported on the findings of the review. The Academic Affairs Committee felt it was a frank and honest review by outside experts. The Committee concurs with the findings of the program review for the Department of Industrial and Engineering Technologies and recommends approval of Resolution A6-99 by the Board. Dr. Payne moved and Mr. Teichman seconded the approval of Resolution A6-99, Approval of Program Review for the Department of Industrial and Engineering Technologies.

Ayes: Ms. Argeros, Mr. Davis, Mr. McKinley, Dr. Payne, Ms. Reynolds,
Mr. Teichman, Mr. Waller

Nays: None

The committee provided information regarding the proposed new minor in Journalism which is intended for students who may wish to pursue careers in the worlds of print and electronic media and they also reported that the Ohio Board of Regents at its September board meeting, approved SSU's proposal for a Bachelor of Arts in Sociology, which already has 50 students signed up.

Quality of University Life - Ms. Katherine Argeros, Chairperson

Ms. Argeros reported that her committee had one action item, Resolution Q2-99, Recognition of Women's Basketball Academic Excellence. Mr. Waller noted that he tried to watch the sports at SSU, not only their wins/losses but also academic achievement and said it is a great accomplishment. Ms. Argeros then introduced several members of the Women's Basketball team that were in attendance as well as Mr. Jared Shoemaker who was representing Ms. Robin

Hagen-Smith who is on maternity leave. Ms Argeros moved and Mr. Davis seconded approval of Resolution Q2-99, Recognition of Women's Basketball Academic Excellence.

Ayes: Ms. Argeros, Mr. Davis, Mr. McKinley, Dr. Payne, Ms. Reynolds,
Mr. Teichman, Mr. Waller

Nays: None

Ms. Argeros said the committee received a report from Mr. Matthew Murphy, President of the Student Government Association, on the activities of the SGA. Mr. Murphy said the SGA had a cookout for all students, faculty and staff to welcome them to SSU at the beginning of fall quarter. The SGA is also investigating the possibility of putting a stop light on Third Street at the entrance of the Vern Riffe Center for the Arts.

Mr. Travis Self, President of the Student Programming Board, reported to the committee on the activities of the Student Programming Board during Welcome Week.

Dr. Mangus distributed the 1999 Student Handbook (Bear Basics) and the 1999 Campus Residence Hall Guide.

Dr. Mangus gave a briefing to the committee on the "Training Partners for Access" grant which was selected for funding by the Thomas L. Conlon Education Foundation. The project is designed to enhance access to higher education and will be implemented during the 1999/2000 academic year. Total funds awarded are \$4,998.

Dr. Mangus then reported to the committee that the Ohio Board of Regents has awarded the Job Prep Program a supplemental grant of \$60,000. The grant will provide workforce development initiatives and will implement student retention programming for students outside of Scioto County.

Dr. Mangus also reported that the fall quarter housing occupancy was 114.8% of capacity with 28 students remaining in housing at the Ramada Inn.

Dr. Mangus reported on the Athletic Strategic Planning Committee's charge to define the "Mission of Athletics" at SSU.

Dr. Mangus reported on the October 1 Carriage House fire and the fire prevention program.

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

Mr. Davis said the committee recommended the approval of Policy 4.49REV. The policy changes are being made as a result of the Board of Trustees *ad hoc* committee recommendations to address the awarding of performance pay and annual salary increases. He said it was well thought out and a fair resolution. Ms. Reynolds asked how the committee decided on \$1,000 as the bonus amount. Mr. Davis said it was a consensus decision of the committee although Mr. Clayton wanted a higher amount. Dr. Payne asked if there was a date for review of the policy.

Mr. Davis said there was no programmed review but any policy can be reviewed at any time. Mr. Waller concurred that the policy was subject to review by the Board at any time. Mr. Davis moved and Mr. Teichman seconded a motion for the approval of Resolution F16-99, Administrative/ATSS Annual Salary Increases.

Ayes: Ms. Argeros, Mr. Davis, Mr. McKinley, Dr. Payne, Ms. Reynolds,
Mr. Teichman, Mr. Waller

Nays: None

Mr. Davis reported that the committee recommended approval for the new position of Associate Director, Outreach Services. This position is needed to manage the newly funded 21st Century Program grant, coordinating educational, cultural and enrichment services for 10 school-based sites throughout rural Scioto County. Mr. Davis moved and Mr. Teichman seconded a motion for approval of Resolution F28-99, Approval of New Position Associate Director, Outreach Services.

Ayes: Ms. Argeros, Mr. Davis, Mr. McKinley, Dr. Payne, Ms. Reynolds,
Mr. Teichman, Mr. Waller

Nays: None

Mr. Davis stated the committee recommended approval for submission of the grant proposal for the Pixley grant applications from the Scioto County Area Foundation, in the amount of \$29,100. Mr. Davis moved and Ms. Reynolds seconded a motion for approval of Resolution F29-99, Pixley Grants.

Ayes: Ms. Argeros, Mr. Davis, Mr. McKinley, Dr. Payne, Ms. Reynolds,
Mr. Teichman, Mr. Waller

Nays: None

Mr. Davis said the committee recommended approval of changes to the moving expense policy 4.64REV. Mr. Davis said this policy brings SSU up-to-date with moving expenses and allows for a built-in adjustment based on the CPI. Mr. Davis moved and Mr. Teichman seconded a motion for approval of Resolution F30-99, Revised Moving Expense Payment Policy.

Ayes: Ms. Argeros, Mr. Davis, Mr. McKinley, Dr. Payne, Ms. Reynolds,
Mr. Teichman, Mr. Waller

Nays: None

Dr. Chapman and Mr. Roger Murphy reported to the committee on the Presidential Home budget and the renovations are well along and reasonably within budget.

Mr. Murphy reviewed the Vern Riffe Center for the Arts financial information with the committee and said the Center is in the black with a small surplus.

A status report provided updated information on how the various areas of the University are preparing for Year 2000. Mr. Davis reported that SSU is well prepared and only concerned about service providers (utilities) outside the University.

The capital status report reflects current information on each capital project, is self-explanatory and attached to the committee report.

Reports, if any, from Board Liaisons with other Organizations

Mr. McKinley reported the Presidential House Committee was still searching for an architect for the job.

New Business

Mr. Waller appointed a nominating committee for the Board and asked them to meet between now and November. Mr. Teichman will serve as Chair with Ms. Argeros and Mr. McKinley serving as members. Mr. Waller requested the nominating committee recommend a slate of officers for the Board for 2000 at the December meeting.

Mr. Waller moved and Mr. Davis seconded a motion to approve Resolution E11-99, 2000 Schedule of Meetings for the Board and its Committees.

Ayes: Ms. Argeros, Mr. Davis, Mr. McKinley, Dr. Payne, Ms. Reynolds,
Mr. Teichman, Mr. Waller

Nays: None

Comments from Constituent Groups (if any) and the Public

Mr. Carl Hilgarth, Chair of the Department of Industrial and Engineering Technologies, thanked the Academic Affairs Committee for their consideration of the department's recent program review. He encouraged the Trustees to come visit the classes.

Other Business

Earlier in the day, the Board members took a walking tour of campus. Mr. Waller asked a spokesperson from each group to comment on their findings.

Mr. McKinley said his group visited the Technology Center and noted some minor physical problems such as deteriorating concrete and roof problems. He stated the buildings are in fairly good shape considering all the usage. They also visited the greenhouse and Mr. McKinley said it was very nice. With the hiring of a half-time employee, Ms. Ewing, it was nice to see new life in the greenhouse. Aesthetically, they thought another fountain would be nice, maybe at the end of

Chillicothe Street or the other side of the VRCFA. Mr. McKinley said the welding room is not really meant for teaching but is used very much. He noted that the Clark Planetarium is great -- one of the best features at SSU.

Mr. Teichman reported on his group's tour. He said the main boiler has been taken out and that the building may be able to be used for another purpose. The Receiving Department/Security building is very small and will probably need expanding or moving to a new, larger area soon. He said Kricker Hall will be getting some updates, including carpeting; paint is not the best. He noted that the lighting was dim and the restrooms were not ADA compliant. The Allied Health building is in good shape.

Ms. Reynolds reported on her group's tour. She said they visited the student housing and saw the site of the fire. The group was very impressed with the new Children's Learning Center. The CLC had computers for 3 year olds and was up to 35 children already. Ms. Reynolds also noted that she was impressed with the knowledge of the University staff. She noted that the soccer field is going to be a great addition to the campus, but wondered what would protect the windows in the University townhouses from soccer ball damage.

Mr. Davis moved and Mr. Teichman seconded a motion to enter into executive session to receive legal advice on a recent court decision in accordance with RC §121.22(G)(3) at 2:26 p.m.

Ayes: Ms. Argeros, Mr. Davis, Mr. McKinley, Dr. Payne, Ms. Reynolds,
Mr. Teichman, Mr. Waller

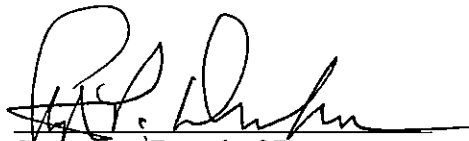
Nays: None

The Board exited executive session at 3:14 p.m.

Adjournment

The Board meeting was adjourned by acclamation at 3:15 p.m.


Chairperson, Board of Trustees


Secretary, Board of Trustees

RESOLUTION A6-99

APPROVAL OF PROGRAM REVIEW FOR THE DEPARTMENT OF INDUSTRIAL AND ENGINEERING TECHNOLOGIES

WHEREAS, the Department of Industrial and Engineering Technologies has undergone academic program review according to Board policy 2.08; and

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

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

THEREFORE BE IT RESOLVED that, as a result of the program review for the Department of Industrial and Engineering Technologies, the Shawnee State University Board of Trustees approves the following:

Bachelor of Science:

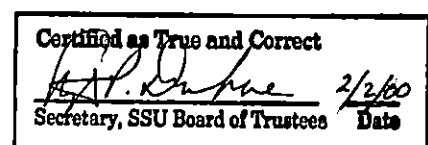
- with a major in Computer Engineering Technology – APPROVAL
- with a major in Environmental Engineering Technology – APPROVAL
- with a major in Plastics Engineering Technology – APPROVAL

Associate of Applied Science:

- Computer Aided Drafting & Design - APPROVAL
- Electromechanical Engineering Technology – APPROVAL
- Plastics Engineering Technology - APPROVAL
- Instrumentation and Control Systems Engineering Technology and the Biomedical Concentration – FURTHER STUDY*

*Do not accept new majors. Significant questions about this program exist and a decision on the program is deferred pending further study. This program received "Approval" during its AY1993-1994 review contingent on "a Dean (College of Professional Studies)/Provost evaluation of enrollment trends. . ." Reference Board Resolution 60-94

(October 8, 1999)



Summary of Department of Industrial and Engineering Technologies Academic Program Review

Prepared by Carl O. Hilgarth, Chairperson, September 21, 1999
Department of Industrial and Engineering Technologies

am 9/21/99

The Department of Industrial and Engineering Technologies (IET) has undergone academic program review during the academic year 1998-1999 according to Board policy 2.08.

Summary:

The program and department reviews were conducted by outside faculty reviewers holding Technology Accreditation Commission (TAC) of the Accreditation Board for Engineering and Technology (ABET) and National Association of Industrial Technology (NAIT) program reviewer credentials or who are affiliated with TAC of ABET or NAIT accredited programs. The Instrumentation and Control Systems Engineering Technology program did not prepare a program review document nor did it select a program reviewer. All other IET programs actively participated in the academic program review. The department and program reviews are found in this volume. Program review documents will be shared with industrial advisory committees and used to assess, plan, and implement program and curriculum improvements.

Institutional strengths and concerns are summarized from the report by the department reviewer Mark Pagano, Ph.D., Assistant Dean, Professor, School of Technology, Purdue University.

Institutional Strengths:

- The University and the department possess excellent facilities and physical plant.
- The IET faculty are dedicated to their students and have a strong commitment to and appreciation of the disciplines they represent.
- Students are confident that they received a high degree of value for their time and financial investment.
- Administration is supportive of the department's efforts toward professional accreditation and is eager to work with department faculty to achieve this goal.
- Service organizations on campus are friendly and student centered taking much worry out of the day-to-day concerns of academic life.

Institutional Concerns:

- New faculty must meet basic ABET and NAIT credentials.
- For accreditation the university must show the current IET department organization meets the requirement for having a qualified person directly responsible for program coordination and curriculum development.
- There should be good communication between faculty and administration and a mutual concern for the good of the whole.
- Industrial advisory committees must meet regularly and be engaged in meaningful tasks.
- Housekeeping must be instituted to provide professional looking environments for all laboratories.
- Resources for professional development are limited.
- Employer satisfaction with graduates must be documented.
- There is a lack of a bachelor of science degree program that is a good fit for AAS graduates (articulated program for students seeking advanced degrees).
- The department lacks a laboratory support technician. This position is necessary to achieve program accreditation.
- Each program must have written goals that are consistent with the institutional goals. Each program must plan for continuous improvement. All programs must conduct assessment. These are necessary to achieve program accreditation.
- The use of the library should be encouraged.

B.S. Computer Engineering Technology Summary

- There needs to be a process in-place to assure the technical currency of the program that includes an adequately funded budget that encourages faculty development. There is a suggestion that two tracks be developed: one more hardware focused, the other more software focused. There is an inventory of ABET criteria details that need to be addressed.
- Program reviewer: Shelton Houston, Ph.D. Associate Professor and Assistant Director, School of Engineering Technology, University of Southern Mississippi.

B.S. Environmental Engineering Technology Summary

- The laboratory facilities for this program are seriously inadequate in that the hands-on instruction needed for this program cannot be adequately provided. There needs to be a process in-place to assure the technical currency of the program that includes an adequately funded budget that encourages faculty development.
- Program reviewer: David A. Long, Ph.D., P.E., DEE, and Professor Emeritus of Civil Engineering, Penn State University.

B.S./A.A.S. Plastics Engineering Technology Summary

- This program underwent a detailed review to ABET program accreditation criteria that includes recommended actions necessary to prepare for an ABET program accreditation visit. During the 1997-1998 and 1998-1999 academic years, the faculty had an excessive course-load as a result of faculty terminations and our inability to attract new faculty into the university and program. Academic advising in the program needs to be strengthened.
- Program reviewer: Michael R. Kozak, Ed.D., Associate Professor, Division Director and Graduate Program Coordinator, Department of Engineering Technology, University of North Texas-Denton.

A.A.S. Computer Aided Design (CADD) Summary

- The program is staffed by qualified and dedicated faculty, has active advisory committee, a balanced program and an excellent CADD laboratory. Program goals, evidence that mathematics and science principles and written and verbal communications competencies are included in the technical course work, and the lack of student internships and/or cooperative education positions are areas that need to be addressed.
- Program reviewer: Jerry D. Parish, Ph.D., CSIT, Professor and Head, Department of Industrial and Engineering Technology, Texas A&M University-Commerce.

A.A.S. Electro-mechanical Engineering Technology Summary

- The program reviewer did not submit a formal report, giving us an exit briefing instead. The program is staffed by qualified and dedicated faculty, has active advisory committee, a balanced program and an excellent laboratory facilities. Program goals and the lack of student internships and/or cooperative education positions are areas that need to be addressed.
- Program reviewer: Carroll Hyder, Ph.D., Chairman, Department of Technology, College of Applied Science and Technology, East Tennessee State University.

Program Accreditation:

- Recommend continuing plans and activities to have the programs offered by IET accredited as appropriate by ABET per Board resolution 57-93 and in the case of CADD accredited by NAIT per Board resolution 04-95.
- Recommend that ABET program accreditation be to the TAC of ABET 2001 Criteria per recommendations from our external program and department reviewers.
- That if progress warrants, the program accreditation visits occur in the fall 2003 in lieu of university Policy 2.08 department review.

Recommendation:

Recommend the following Board action as a result of the department and program review for IET:

- Bachelor of Science with a major in Computer Engineering Technology - APPROVAL
- Bachelor of Science with a major in Environmental Engineering Technology - APPROVAL.
- Bachelor of Science with a major in Plastics Engineering Technology - APPROVAL.
- Associate of Applied Science with a major in Computer Aided Drafting and Design - APPROVAL.
- Associate of Applied Science with a major in Electromechanical Engineering Technology - APPROVAL.
- Associate of Applied Science with a major in Plastics Engineering Technology - APPROVAL.
- Associate of Applied Science with a major in Instrumentation and Control Systems Engineering Technology and the Biomedical Concentration - FURTHER STUDY. Do not accept new majors. Significant questions about this program exist and a decision on the program is deferred pending further study. This program received approval during its AY1993-1994 review contingent on "a Dean [College of Professional Studies]/Provost evaluation of enrollment trends..." Reference Board resolution 60-94.

RESOLUTION F16-99

ADMINISTRATIVE/ATSS PERFORMANCE RECOGNITION AWARD AND ANNUAL SALARY INCREASES

WHEREAS, the Board of Trustees desires that an increase system be adopted that will provide annual administrative and ATSS staff salary adjustments; and

WHEREAS, the Board of Trustees also desires to establish a means to recognize those employees who have performed in an exemplary and outstanding fashion;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves policy 4.49REV, accompanying this resolution, effective October 8, 1999.

(October 8, 1999)



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 F28-99

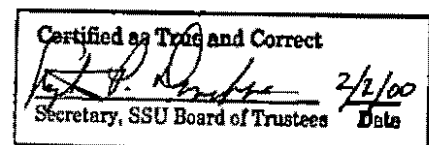
APPROVAL OF NEW POSITION Associate Director, Outreach Services

WHEREAS an Associate Director, Outreach Services position is necessary to manage the newly funded 21st Century Program grant; and

WHEREAS, the President concurs with the recommendation and funding will be made through the granting agency; and

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the creation of the Associate Director, Outreach Services position.

(October 8, 1999)



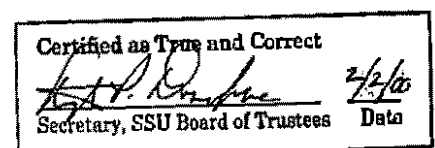
RESOLUTION F29-99

PIXLEY GRANTS

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 submission of the PIXLEY Grant proposals.

(October 8, 1999)



GRANT PROPOSAL SUMMARY

TITLE: Marie and Bess Pixley Fund of the Scioto County Area Foundation
2000 Grant Applications

GRANTING AGENCY: Scioto County Area Foundation

PRINCIPAL INVESTIGATOR: Susan Warsaw, representing Carl Daehler, Lois Rase, Royna Lattimore, Mary Ann Malone, Barb Bradbury, Stephen Gregory, and James Chapman.

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT: Varies, but in all cases, these projects are one facet of the work performed by the individuals so time devoted is relatively minimal.

PURPOSE: To further specific University projects.

CLIENTELE TO BE SERVED: Students, prospective students, and the community-at-large.

RELATIONSHIP TO SSU MISSION: Each project furthers the educational mission as adopted by Shawnee State University. They are enhancements to departments and activities.

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT: A variety

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED:

As in the past years, each project will be conducted by individual departments with the approval of the appropriate vice president. Following is a brief summary of each project:

Support Student Lecture/Demonstrations by Guest Artists: Educational activities for school-age students presented by various internationally renowned dance companies that will be performing at the Vern Riffe Center for the Arts. (Carl Daehler)

Bear Cubs: A program for eighth graders from fourteen different school districts to provide exposure to the arts. During their campus visit, an acting coach will present an acting seminar, which will include improvisations. (Lois Rase)

Diversity Initiative: A program of events designed to educate students on the importance of diversity as well as to promote an atmosphere of tolerance on campus. (Royna Lattimore)

Student Support Services Awards: Scholarships for economically disadvantaged students of the Student Support Services Program who have shown academic excellence and reside in Scioto County. (Mary Ann Malone)

Upward Bound Scholarships: Scholarships that provide assistance for the first generation/low income participants in Upward Bound to attend Shawnee State University. (Barb Bradbury)

Educational Talent Search Early Initiative: This program provides an opportunity for local middle school students who participate in Educational Talent Search an opportunity to visit Miami University and enjoy a cultural enrichment activity. (Stephen Gregory)

Pixley Professorships: A program used to support professorships in hard-to-hire academic areas such as visual graphics and plastics technology. (James Chapman)

**BUDGET
99-2000**

	<u>Pixley Grant</u>	<u>Other</u>	<u>University</u>	<u>Total</u>
Support Student Lecture/ Demonstrations by Guest Artists	2,900	14,530		17,430
Bear Cubs	1,400	52,500		53,900
Diversity Initiative	3,800	2,700		6,500
Student Support Services Awards	3,000			3,000
Upward Bound Scholarships	2,000			2,000
Educational Talent Search Early Initiative	1,000			1,000
Pixley Professorships	15,000			15,000

Fund Source

Pixley Grant	29,100
Other	69,730
University	<u>0</u>
	98,830

RESOLUTION F30-99

REVISED MOVING EXPENSE PAYMENT POLICY

WHEREAS, the current moving expense payment policy was effective September 17, 1990 and is therefore out of date in providing only up to a maximum of \$2,000 in moving expense reimbursement; and

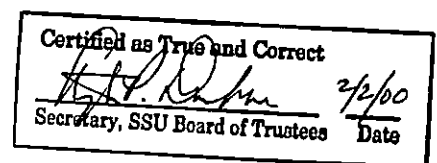
WHEREAS, the current moving expense policy provides no means to adjust the maximum moving expense reimbursement over time to account for inflation; and

WHEREAS, the current moving expense policy is confusing in the sense that the term "guidelines" appears; and

WHEREAS, reasonable reimbursement of moving expenses is necessary to recruit talented faculty and staff to this campus;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the policy 4.64 Revised attached hereto.

(October 8, 1999)



Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.64 Rev.
		PAGE NO.:	1 OF 1
		EFFECTIVE DATE:	10/8/99
		RECOMMENDED BY:	Roger Murphy
SUBJECT:	MOVING EXPENSE PAYMENTS	APPROVED BY:	

The purpose of this policy is to provide, when circumstances of employment dictate, reasonable reimbursement of moving expenses. Shawnee State University will reimburse moving expenses for newly hired faculty and staff members under the following criteria:

1.0 ELIGIBILITY

Newly hired faculty and staff members.

2.0 REIMBURSABLE EXPENSES

Moving expenses of household items and other personal property related to the individual's profession. Such expenses may include packing, insurance, disconnecting and connecting appliances.

3.0 INELIGIBLE EXPENSES

Personal travel expense in connection with relocation; storage charges, including in-transit storage and handling charges, expedited moving charges; transportation of animals and pets are ineligible for reimbursement. Transportation of automobiles, boats or trailers, moving building materials, moving property pertaining to a commercial enterprise, moving property which is not the property of the individual's immediate family, and real estate commissions are also ineligible expenses.

4.0 LIMITATIONS AND CONTROLS

Eligible expenses will be reimbursed up to, but not to exceed, the maximum dollar amount in effect for the year of hire or the amount approved by the hiring authority at the time of hire, whichever is less. The maximum amount to be reimbursed must be expressed in writing in the offer of employment. Prior to reimbursement, original receipts must support expenditures. The maximum dollar amount is \$4,000. The Vice President for Business Affairs or designee is authorized to adjust the maximum dollar amount in subsequent fiscal years by a Consumer Price Index inflation series.

5.0 RETROACTIVITY

This policy is retroactive to July 1, 1999 only for those newly hired faculty or staff members where the hiring authority has approved a payment up to this maximum dollar amount.

Approved 9/17/90; Revised 10/8/99

MOVING EXPENSES

[illegible]

PERSONNEL ACTIVITY
Notifications received
September 1 – September 30, 1999

ACADEMIC AFFAIRS DIVISION

Appointments

Faculty

Amy Lou Wilson, hired as Assistant Professor for the Dept. of Health Sciences-Nursing, effective September 9, 1999;

Matthew S. Cram, hired for a full-service temporary one-year appointment as Instructor for the Dept. of Arts & Humanities, effective September 9, 1999.

Administrative/ATSS

None

Hourly Support Staff

Victoria Felts, successful bid transfer to Secretary IV in Dept. of Health Sciences-Nursing, from Admissions, effective September 13, 1999;

Tracy Conn, successful bid transfer to University Outreach Services Representative in University Outreach Services from Admissions, effective September 27, 1999.

Changes in Status

None

Resignations/Terminations

None

BUSINESS AFFAIRS DIVISION

Appointments

Hourly Support Staff

Beth Weghorst, hired as Secretary III for Facilities, Planning & Construction Department, effective September 7, 1999.

Changes in Status

None

Resignations/Terminations

None

EXECUTIVE AFFAIRS DIVISION

Appointments

None

Changes in Status

None

Resignations/Terminations

None

STUDENT AFFAIRS DIVISION

Appointments

Hourly Support Staff

Kim Robbins, hired back as Student Success Center Representative in Student Success Center from Children's Learning Center, effective August 16, 1999.

Changes in Status

Administrative/ATSS

Amy Reed, position upgrade to Assistant Director of Upward Bound, effective September 1, 1999;

Lori Perry, position upgrade to Trio Center representative in the Trio Center, effective September 9, 1999.

Resignations/Terminations

None

RESOLUTION Q2-99

RECOGNITION OF WOMEN'S BASKETBALL ACADEMIC EXCELLENCE

WHEREAS, the Shawnee State University Women's Basketball team earned the distinctive title of the 1999 National NAIA Division II National Champions; and

WHEREAS, this excellent group of women have demonstrated an outstanding record of academic achievement with five members of the team, (Erica Hayes, Carrie Brisker, Brandi Baker, Steffani Slone, and Mamie Brisker), recognized as academic All-Americans; and

WHEREAS, the Women's Basketball Coaches Association announced that the Shawnee State University Women's Basketball Team ranked 21st nationally in the 1999 Academic Top 25 Team Honor Roll with an overall team grade-point average of 3.274;

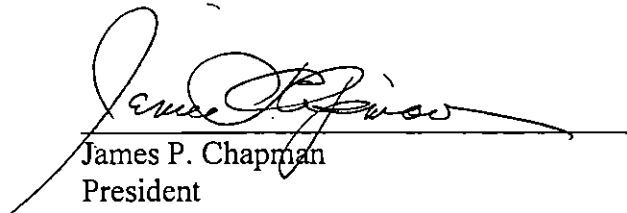
THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University commend the excellent academic achievement of the Shawnee State University Women's Basketball Team members listed below for their outstanding performance in the academic arena as well as the sports arena:

Erica Hayes
Becky Holden
Brandy Humphrey

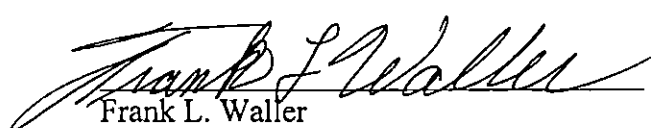
Carrie Brisker
Brandi Munn
Sara Ward

Brandi Baker
Kelli Smith
Susan Kline

Steffani Slone
Mamie Brisker
Cheryl Griffith



James P. Chapman
President



Frank L. Waller
Chairperson, Board of Trustees

(October 8, 1999)



Housing Occupancy Fall 1995 to present

	Residents on Campus	Total Possible Occupancy	Occupancy Percentage	Men Living on Campus	Women Living on Campus
Fall 1999	218*	190	114.8%	94	124
Spring 1999	169	190	88.9%	63	106
Winter 1999	180	190	94.7%	68	112
Fall 1998	185	190	97.4%	76	109
Spring 1998	167	190	87.8%	67	100
Winter 1998	176	190	92.6%	69	107
Fall 1997	188	190	98.9%	77	111
Spring 1997	125	147	85.0%	57	68
Winter 1997	133	147	90.5%	62	71
Fall 1996	145	147	98.6%	68	77
Spring 1996	96	116	82.8%	Not available	Not available
Winter 1996	106	116	91.4%	54	52
Fall 1995	120	116	103.4%	63	57

*Includes residents housed at the Ramada Inn

Opening number: 240
 "No Shows": 22
 Withdrawals: 4
 Move-ins after opening: 4

Opening Occupancy: 126.3%

Ramada Inn

Opening number: 53
 Current occupancy: 28

Females: 7
 Males: 21