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Board of Trustees

8-11-2000

August 11, 2000 Meeting Minutes

Shawnee State University

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**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
August 11, 2000**

Chairman George Clayton called the meeting to order at 1:15 p.m. noting the meeting was in compliance with RC §121.22(F).

Roll Call

Members Present: Mr. Clayton, Mr. Davis, Mr. Harcha, Mr. McKinley, Dr. Payne, Ms. Reynolds, Mr. Waller, and Ms. Liles

Members Absent: Ms. Argeros and Mr. Teichman

Approval of the August 11, 2000 Agenda

Without discussion, the Board unanimously approved the August 11, 2000 agenda.

Approval of the June 9, 2000 Regular Board Meeting and June 27, 2000 Special Board Meeting Minutes

Without discussion, the Board unanimously approved the minutes of the June 9, 2000 Regular Board Meeting and the minutes of the June 27, 2000 Special Board Meeting.

President's Report

Dr. Chapman said that SSU had received confirmation from NCA for the Focus Visit on April 9-10, 2001. The members of the NCA team are Dr. Donald G. Sargeant, chancellor, University of Minnesota-Crookston (chair) and Dr. Jerry L. Beasley, president, Concord College, Athens, WV. The three areas which we will focus on are the strategic plan, assessment and governance.

Dr. Chapman said the performance recognition awards were given to the following members of the SSU Administrative/ATSS staff: Pat Carson, Sherry Howard, Kim Mitchell, Cathy Mullins and Debbie Weber.

Dr. Chapman said SSU has received notification that it has been awarded the NEH River Studies consultation grant in the amount of \$10,000. Dean Holt is to be commended for his pursuit of this River Studies theme. Dr. Chapman said he hopes this will lead to further grants on the study of the river here at SSU.

Dr. Chapman mentioned several of our faculty members and noted what they are doing to further broaden the student awareness here at SSU, including Dr. Julia Coll, Dr. Frank Byrne, Dr. John Valentine, Elyse Saperstein, Lain Raiser, Dr. Eugene Burns and Dr. Jeff Bauer.

Committee Reports

Academic Affairs Committee - Dr. Burton Payne

Dr. Payne reported that his committee had no action items.

Dr. Payne said that Dr. Margaret Christensen updated the Committee on the Graduate Center's recent activities which are attached to the committee report.

Dr. Payne mentioned that the River Studies Grant in the amount of \$10,000 was received by SSU which was previously noted in Dr. Chapman's report.

Dr. Payne reported that the Visualist program started with eight students approximately 18 months ago and as of the spring 2000 quarter, there are 55 majors. He said the program has expanded from one small computer lab to a state-of-the-art double lab.

Quality of University Life - Mr. William McKinley

Mr. McKinley, in the absence of Ms. Argeros, reported that the Quality of University Life Committee had no action items.

Mr. McKinley said the Academic Excellence Scholarship students continue to demonstrate outstanding academic excellence with 168 of 189 recipients receiving a 3.0 or better GPA for the 1999-2000 academic year. Nearly half of them achieved a 3.5 or better average, with only seven below 2.5 and seven who received a 4.0.

Mr. McKinley stated that Dr. Mangus explained the procedure that SSU will follow regarding the amended Family Educational and Privacy Rights Act of 1974. This amendment allows colleges and universities to inform parents/guardians of drug and alcohol violations committed by their students under the age of 21.

Mr. McKinley reported on the NCAA update. He said the NCAA has placed a hold on all applications for Division II or III membership. As soon as the hold is removed, SSU will apply for Division II membership. Mr. McKinley said that if we got into the NCAA, they would pay for cost of tournaments and that the West Virginia conference may take us. He also said that the American Mid-East Conference has admitted five new members and is a large division. Most of the new members are located quite a distance from SSU and this will increase our athletic travel costs noting that these costs for the 1999-2000 post-season competition of our very successful athletic teams was over \$69,000. Mr. McKinley noted that the NAIA is losing members (about 13 nationwide).

Mr. McKinley said Mr. Owen reported on SSU's marketing, public relations activities and admission. Areas which were discussed at length were alumni development, the Development Office and its tile campaign for the Children's Learning Center, admissions' viewbook and marketing ideas and plans.

Mr. McKinley reported on university housing stating that all housing spaces are full for fall quarter. Arrangements have been made with the Ramada Inn to house additional students. At present, we are seven students over capacity.

Finance and Facilities - Mr. George Davis III, Chairperson

Mr. Davis said the Finance and Facilities Committee had five action items.

Mr. Davis reported that the Finance and Facilities Committee recommended approval of the changes in the In-State and Out-of-State Travel Policy to address payment of non-refundable airline tickets that may not be used. Mr. Davis moved and Mr. Waller seconded a motion for the approval of Resolution F18-00, Policy 4.10, Travel.

Ayes: Mr. Clayton, Mr. Davis, Mr. Harcha, Mr. McKinley, Dr. Payne,
Ms. Reynolds, Mr. Waller

Nays: None

Mr. Davis reported that the Finance and Facilities Committee recommended approval of the changes in the Concern Resolution Policy noting that the proposed policy changes would extend the concern resolution policy to all employees on issues not involving contractual matters. He said the issue arose during negotiations and the change made good sense. Mr. Davis moved and Mr. Waller seconded a motion for approval of Resolution F19-00, Policy 4.69 Concern Resolution.

Ayes: Mr. Clayton, Mr. Davis, Mr. Harcha, Mr. McKinley, Dr. Payne,
Ms. Reynolds, Mr. Waller

Nays: None

Mr. Davis stated the Finance and Facilities Committee recommended approval of the attached personnel action items per Policy 5.16. Mr. Davis moved and Mr. Waller seconded a motion for approval of Resolution F20-00, Personnel.

Ayes: Mr. Clayton, Mr. Davis, Mr. Harcha, Mr. McKinley, Dr. Payne,
Ms. Reynolds, Mr. Waller

Nays: None

Mr. Davis stated that the Finance and Facilities Committee recommended approval for renewal submission of the ABLE Yearly Grant in the amount of \$144,589. Mr. Davis moved and Mr. Waller seconded a motion for approval of Resolution F21-00, ABLE Yearly Grant.

Ayes: Mr. Clayton, Mr. Davis, Mr. Harcha, Mr. McKinley, Dr. Payne,
Ms. Reynolds, Mr. Waller

Nays: None

Mr. Davis stated that the Finance and Facilities Committee recommended approval of the creation of a new position of Enrollment Coordinator/Head Baseball Coach. He said the Committee spent time discussing this position and found that the head baseball coach spends a lot of time recruiting and this was a good match to combine the two. Mr. Davis noted that the only problem with this new position was that it was not approved before the budget and we would be dipping into reserves. Mr. Harcha asked how much money was involved. Mr. Davis said approximately \$22,000 would be taken from reserves. Dr. Chapman said contingency funds would be used to cover this amount. Ms. Reynolds said she had a problem with dipping into contingency funds so quickly after approving the budget. After further discussion, Mr. Davis moved and Mr. Waller seconded a motion for approval of Resolution F22-00, New Position.

Ayes: Mr. Clayton, Mr. Davis, Mr. Harcha, Mr. McKinley, Dr. Payne, Mr. Waller

Nays: Ms. Reynolds

Mr. Davis said the personnel items were self-explanatory and attached to the Finance and Facilities Committee report.

Executive Committee Report

Mr. Clayton reported on the upcoming Board Retreat to be held August 25-26 at Shawnee State Resort. He noted that Mr. George Janik of the AGB would be facilitating.

Reports, if any, from Board Liaisons with other Organizations

None.

New Business

None.

Comments from Constituent Groups (if any) and the Public

None.

Other Business

Mr. Waller asked if anything had been decided on a new student trustee. Dr. Chapman reported that applications for student trustee had been submitted to the Governor's office for consideration.

Dr. Payne moved for executive session under RC §121.22G(1) to consider collective bargaining issues. Mr. Davis seconded the motion.

Ayes: Mr. Clayton, Mr. Davis, Mr. Harcha, Mr. McKinley, Dr. Payne,
Ms. Reynolds, Mr. Waller

Nays: None

Mr. Clayton asked Dr. Kadel, Dr. Field and Mr. Murphy to remain in executive session.

The Board moved into executive session at 1:59 p.m.

The Board exited executive session at 3.37 p.m.

Adjournment

The Board meeting was adjourned by acclamation at 3.39 p.m.



Chairperson, Board of Trustees



Secretary, Board of Trustees

RESOLUTION 18-00

**CHANGE IN POLICY 4.10, IN-STATE AND OUT-OF-STATE
TRAVEL**

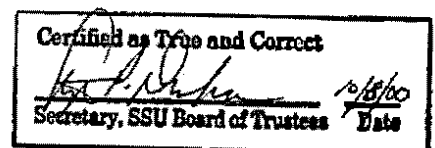
WHEREAS non refundable airline tickets are generally significantly less expensive than refundable tickets; and

WHEREAS, on occasion, non refundable tickets may not be used for the intended purpose; and

WHEREAS, the potential savings of acquiring non refundable tickets is far in excess of the potential loss to the University;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby adopt the attached policy 4.10 Rev.

(August 11, 2000)



Shawnee State University

AREA: BUSINESS AFFAIRS	POLICY NO.: 4.10 (Rev.)
	PAGE NO.: 1 OF 5
	EFFECTIVE DATE: 8/11/00
	RECOMMENDED BY: Roger Murphy
SUBJECT: IN-STATE/OUT-OF-STATE TRAVEL	APPROVED BY:

1.0 Authority for Travel

All travel, in-state or out-of-state, must be authorized and approved by the appropriate administrative supervisor responsible for the expenditure. A supervisor's signature on the Travel Expense Report indicates approval and the propriety of all expenses and allowances listed as necessary to the performance of travel on official University business.

2.0 Headquarters

For reimbursement purposes, headquarters is Shawnee State University, 940 Second Street, Portsmouth, OH.

3.0 Transportation Expenses

3.1 Travel by privately-owned vehicle.

Travel by privately-owned vehicle is authorized only if the owner thereof is insured under a policy of liability insurance complying with the requirements of section 4509.51 of the Revised Code. Reimbursement is authorized at the Internal Revenue Service personal use automobile rate per mile effective the end of the previous calendar year less \$0.02. For safety and liability reasons, motorcycles are not authorized to be used and will not be reimbursed. Travel vouchers shall indicate all intermediate destinations between the commencement and termination of travel and vicinity mileage after arrival at destination. Reimbursement shall be made to only one of two or more employees traveling in the same privately-owned vehicle. The names of all personnel traveling in the same vehicle shall be listed on the travel expense report.

3.2 Allowable Mileage

Allowable mileage will be actual miles driven from either the employee's headquarters or home, whichever is less. Attached to this policy is a listing of frequently traveled cities and/or places with mileage to be used as a guideline (Exhibit A). Additional miles claimed should be explained on the travel expense report (i.e. Columbus-North, Columbus-airport, etc.)

3.3 Travel by Common Carrier

Travel by common carrier is authorized. Reimbursement is authorized at the lowest available rate. When transportation is charged, it should be so indicated on the travel report for information purposes only. The used plane ticket must accompany the employee's travel expense form whether reimbursement is requested or the ticket is charged to the institution. A travel form, Authorization for Official Travel, must be completed, approved by the administrative supervisor and submitted to the Business Office prior to ticket reservation. Payment for tickets will be paid directly by the University when the traveler orders tickets through the University's preferred travel agent. Any traveler who purchases tickets personally

will be reimbursed after the date(s) the trip was to have been taken or was taken. Tickets which are unused, but for which the traveler has been reimbursed, may only be later used for travel on official University business. It is expected the traveler will reschedule unused tickets for approved University travel within the time allowed by the carrier.

3.4 Rental of Automobile

Personnel will be reimbursed for automobile rental when traveling on official business provided such mode of transportation is advantageous to the University over other means of transportation. Rental must have prior approval of the appropriate administrative supervisor.

3.5 Miscellaneous Travel Expenses

Reimbursement is authorized for parking charges, highway tolls, and other reasonably incurred travel expenses directly related to authorized travel. Miscellaneous travel expenses shall be listed separately on the travel voucher. Any other out-of-pocket expenses, such as road services and towing, will not be reimbursed.

3.6 Required Receipts for Transportation Expenses

Claims for reimbursement for common carrier expenses, and miscellaneous travel expenses exceeding five dollars must be accompanied by receipts. Credit card receipts are not acceptable.

4.0 Meals and Lodging Expenses Requiring Overnight Lodging

4.1 Overnight Travel

4.1.1 All overnight travel must be approved by the traveler's administrative supervisor who has budget control authority prior to the commitment of University funds.

4.1.2 A travel form, Authorization for Official Travel, must be completed prior to any overnight travel commitment. These forms are available in the University Business Office with instructions for proper completion.

4.2 Lodging

Lodging will be reimbursed for reasonable rates. If the rates exceed \$120 per night, justification for the employee staying at this location must be provided and approved by the supervisor. Employees must ask for the "governmental rate" when reserving lodging.

The \$120 nightly ceiling figure is subject to adjustment each fiscal year by the Vice President for Business Affairs. CPI change will serve as a basis for this adjustment.

Non-commercial lodging will be reimbursed at the rate of \$12 per night.

4.3 Claims

Expenses claimed for lodging, meals, and incidentals must be itemized on the Travel Expense Report. Claims for reimbursement for lodging must be accompanied by original receipts. Credit card receipts are not acceptable.

5.0 Meal allowance for travel will be paid as follows:

5.1 Breakfast, \$4.00, if the employee is in travel status from 6 a.m. through 9 a.m.

5.2 Lunch, \$6.00, if the employee is in travel status from 11 a.m. through 2 p.m.

5.3 Dinner, \$15.00, if the employee is in travel status from 4 p.m. through 8 p.m.

The above allowances include gratuities. Expenses claimed for meals must be itemized on the Travel Expense Report.

At the discretion of the Vice President for Business Affairs or delegate, an additional \$1.00 for breakfast and lunch and \$3.00 for dinner can be added to the above rates if the area traveled to is deemed "high cost" by objective measure.

The above rates are subject to adjustments effective the beginning of each fiscal year at the discretion of the Vice President for Business Affairs or delegate. CPI change will serve as a basis for derivation of rate adjustments.

6.0 Miscellaneous Expenses

Expenses incurred for stenographic fees, storage of baggage, telephone calls on official University business and rental of equipment or temporary meeting or office facilities necessary for the conducting of official University business may be reimbursed. However, rental of equipment, meeting, or office facilities must be approved by the administrative supervisor prior to agreements being consummated for such rentals.

Expenses incurred for alcoholic beverages are not reimbursable.

Miscellaneous expenses must be itemized on the Travel Expense Report. Original receipts shall be submitted for all individual miscellaneous expenditures in excess of five dollars (\$5.00). Credit card receipts are not acceptable.

7.0 Limitations on Reimbursement of Allowable Living Expenses

No allowances for lodging, meals, or miscellaneous expenses may be claimed (a) within the individual's headquarters county, (b) within the county of residence from which the individual commutes to his/her headquarters, or (c) within fifty miles of the individual's residence.

8.0 Conference Fee plus Associated Meals and Lodging

Registration fees exceeding fifty dollars (\$50.00) per individual may be paid directly by the University if verification of the fee is provided by the employee. Please use the Request For Pay form and include a copy of the registration form for fee verification. Otherwise, registration fees must be paid by the employee and reimbursement requested. Reimbursement is authorized for reasonable meals and lodging expenses if they are an

integral part of the conference. Reimbursement of any expenses under section 8.0 of this policy must be verified by receipt, conference brochure identifying applicable cost and/or other documentation with similar validity.

9.0 Expenses Associated with Interviewing

Travel expenses associated with interviewing applicants for approved University position openings will be reimbursed:

9.1 For reasonable meal and lodging costs

9.2 For transportation costs per Section 3.0

9.3 Costs associated with a spouse to accompany the applicant will not be reimbursed.

9.4 Costs incurred by Shawnee employees will be reimbursed per policy 4.13 "Entertainment Policy."

10.0 Travel Expense Report Form

Requests for reimbursement of travel expenses shall be made on the Travel Expense Form. Travel expense report forms may be obtained from the Business Office. Each travel report must be completed correctly and in full, including travel points, times, meals, lodging, transportation expenses, and miscellaneous expenses. The form must be properly signed with purpose of travel explained in full. Travel reports that are completed incorrectly will be returned to the traveler.

Adopted 12/8/89; Revised 6/10/94

EXHIBIT A

MILEAGE GUIDELINE CHART

<u>To</u>	<u>Mileage</u>
Athens, OH	172 round trip
Charleston, WV	190 round trip
Chesapeake, OH	90 round trip
Chillicothe, OH	88 round trip
Cincinnati, OH	230 round trip
Columbus, OH	182 round trip
Columbus Airport	220 round trip
Huntington, WV	88 round trip
Ironton, OH	56 round trip
Piketon, OH	48 round trip
South Point, OH	82 round trip
Waverly, OH	58 round trip

RESOLUTION F19-00


CHANGE IN POLICY 4.69, CONCERN RESOLUTION

WHEREAS the University has in place a policy for concern resolution for administrative staff; and

WHEREAS, it is desired that the procedures apply to all employees on matters excluding contracted issues;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby adopt the attached policy 4.69 Rev.

(August 11, 2000)

Certified as True and Correct	
	10/8/00
Secretary, SSU Board of Trustees	Date

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.69 (Rev)
		PAGE NO.:	1 OF 2
		EFFECTIVE DATE:	8/11/00
		RECOMMENDED BY:	Roger Murphy
SUBJECT:	CONCERN RESOLUTION FOR EMPLOYEES NOT INVOLVING CONTRACTUAL MATTERS	APPROVED BY:	

1.0 PROCEDURE

- 1.1 By means of the procedures that follow, Shawnee State University guarantees an opportunity for all employees to express a concern. The resolution of certain concerns (such as sexual harassment, discrimination, etc.) may be addressed through other policies, which can be identified by the Personnel Department.
- 1.2 Friendly discussion of the problem with the supervisor is encouraged. Such problems should be resolved at the earliest stage of discussion. The supervisor should notify the next level of management that a concern has been filed.

2.0 PROCESS

- 2.1 **Informal open meeting with immediate supervisor.** This should be a friendly discussion of the situation at hand. After this meeting, should the employee wish to start the formal concern resolution procedure, he/she will need to get the proper paperwork from the Personnel Department. If the staff member does not take the concern to the next step within two weeks, the matter shall be considered resolved. If a supervisor does not respond in a timely manner (typically within two weeks), the concern can be taken to the next step of the formal procedure. The supervisor at each level will send the original copy of their decision to Personnel with a copy to the next level supervisor.
- 2.2 **Formal meeting with immediate supervisor.** This meeting should typically take place within seven (7) working days from the date of filing the formal paperwork. The supervisor and the employee shall make every effort to resolve the problem. The supervisor will typically respond within seven (7) working days to inform the staff member, the Personnel Department, and the next level supervisor of the decision in writing.
- 2.3 **Meet with next level supervisor.** If the concern is not resolved in 2.2, the employee will submit in writing, after receiving the written decision from their immediate supervisor and within the time frame established in 2.2, a request for a meeting with the next level supervisor. This meeting will include the employee, the employee's immediate supervisor, and the next level supervisor. The next level supervisor will typically have seven (7) working days to inform the employee, the employee's immediate supervisor, and the Personnel Department of the decision in writing. If the supervisor at this level is the Divisional V.P., the matter automatically skips this step and proceeds to 2.4.
- 2.4 **Meet with Divisional V.P.** If the concern is not settled to the employee's satisfaction after the meeting in 2.3, the employee may submit in writing a request to meet with the Divisional V.P. The V.P. shall meet with the employee typically within seven (7) working days after receiving written notice from the employee. The employee or the V.P. may

request an open meeting with all parties involved. The V.P. will submit in writing his/her findings to all involved parties.

- 2.5 **Meet with the President.** If the decision is still not satisfactory to the employee, he/she may request in writing a meeting with the President. The President will review, request any additional information needed, and then meet with the employee and Divisional V.P. within the typical time frame. The President shall reply to all parties involved, in writing. The President's decision will be final.
- 2.6 **Filing of forms.** The original copies of all forms must be filed with the Personnel Department. If needed, copies may be requested by contacting the Personnel Department. These forms will not be placed in the employee's personnel file.

RESOLUTION F20-00

PERSONNEL

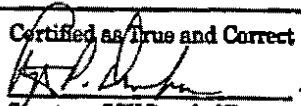
WHEREAS, the University-wide Board policy 5.16 "Approval of Personnel Appointments" establishes the procedure for the approval of those personnel changes requiring action by the Board of Trustees and for the reporting of other personnel actions to the Board; and

WHEREAS, this policy establishes a procedure for the consolidation of personnel resolutions; and

WHEREAS, all actions in this resolution are in compliance with this policy;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University authorizes the following personnel actions attached to this resolution effective on the dates indicated.

(August 11, 2000)

Certified as True and Correct	
	6/8/00
Secretary, SSU Board of Trustees	Date

PERSONNEL ACTION ITEMS - AMENDED

July 1, 2000 to August 11, 2000

(developed from information received in Personnel Department through August 1, 2000 only)

Subject to Amendment for new hires to August 11, 2000

ACADEMIC AFFAIRS DIVISION

Appointments

Faculty

Matt Cram, full-service temporary Instructor, in the Department of Arts & Humanities, at an academic year salary of \$20,400. His re-hire date is scheduled for September 5, 2000;

Mark Crummie, full-service temporary Senior Instructor, in the Department of Social Sciences, at an academic year salary of \$28,745. His re-hire date is scheduled for September 5, 2000;

Jerry McCoy, full-service temporary Senior Instructor of Health Management, in the Department of Business Administration, at an academic year salary of \$32,100. His re-hire date is scheduled for September 5, 2000;

Barbara Bullock, Senior Instructor, in the Department of Nursing, at an academic year salary of \$29,400. Her hire date is scheduled for September 5, 2000;

Patricia Spradlin, Senior Instructor of English, in the Department of Arts & Humanities, at an academic year salary of \$30,300. Her hire date is scheduled for September 5, 2000;

Kathy Williams, Senior Instructor of Developmental English, in the Department of Arts & Humanities, at an academic year salary of \$24,900. Her hire date is scheduled for September 5, 2000.

Resignations

Faculty

Nancy Bryson, Assistant Professor for the Department of Natural Sciences, resignation effective August 1, 2000.

BUSINESS AFFAIRS DIVISION

Nothing to report.

PRESIDENT'S OFFICE

Nothing to report.

Per Policy 5.16 Board of Trustees has prior approval for appointment or removal of the position of vice president and creation of all new faculty and administrative positions.

Board of Trustees has subsequent approval for appointment to and removal of all faculty and administrators, establish the compensation for same, and award or deny continuing contracts and promotions for faculty.

[Signature]
Secretary, SSU Board of Trustees
10/6/00
Date

STUDENT AFFAIRS DIVISION

Appointments

Administrative

Cheryl Mershon, Head Coach for Women's Tennis, in the Department of Athletics, at a fiscal year salary of \$3,000. Her hire date is July 1, 2000.

UNIVERSITY ADVANCEMENT

Nothing to report.

Certified as True and Correct
[Signature] 10/6/00
Secretary, SSU Board of Trustees / Date

PERSONNEL ACTION ITEMS - AMENDED

July 1, 2000 to August 11, 2000

(developed from information received in Personnel Department through August 1, 2000 only)
Subject to Amendment for new hires to August 11, 2000

ACADEMIC AFFAIRS DIVISION

Faculty Appointments

Matt Cram, full-service temporary Instructor of Graphics Design, in the Department of Arts and Humanities, at an academic year salary of \$20,400. His re-hire date is scheduled for September 5, 2000. This is Matt's 2nd year as a full-service temporary faculty member for the University. He is returning while the search continues for a permanent faculty member. Matt has taught for the University as an Adjunct Faculty since Fall quarter of 1998. He received his Bachelor of Arts degree, with concentration in Graphic Design, from Morehead State University, and is currently working on his Master's degree.

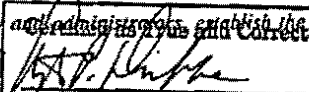
Mark Crummie, full-service temporary Senior Instructor of Sociology, in the Department of Social Sciences, at an academic year salary of \$28,745. His re-hire date is scheduled for September 5, 2000. This is Mark's 5th year as a full-service temporary faculty member for the University. He has been replacing Eleanor Marsh who is on a STRS disability retirement. Mark has also taught for the University as an Adjunct Faculty since Spring quarter of 1990.

Jerry McCoy, full-service temporary Senior Instructor of Health Management, in the Department of Business Administration, at an academic year salary of \$32,100. His re-hire date is scheduled for September 5, 2000; this is Jerry's 2nd year as a full-service temporary faculty member for the University; he is replacing Margaret Christensen. Margaret is temporarily assigned as the Director of the Graduate Center. Jerry received his Master's degree in Health Services Administration in 1993, a Bachelor's degree in Education, and an Associates degree in Applied Science (Respiratory Therapy), all from Ohio University. He is currently working toward his Ph.D. in Health Services Administration. Jerry has also taught for the University as an Adjunct Faculty since Spring quarter of 1997.

Barbara Bullock, Senior Instructor of Nursing, in the Department of Nursing, at an academic year salary of \$29,400. Her hire date is scheduled for September 5, 2000. Barbara will receive her Master of Science degree in Nursing on September 3, 2000, from the University of Phoenix. She received her Bachelor of Science degree in Nursing in 1976 from Indiana University. She has been teaching for the University in a full-service temporary capacity since 1998 and as an Adjunct Faculty since Fall quarter of 1993. She has work experience in Nursing since 1976.

Per Policy 5.16 Board of Trustees has prior approval for appointment or removal of the position of vice president and creation of all new faculty and administrative positions.

Board of Trustees has subsequent approval for appointment to and removal of all faculty and administrative positions, establish the compensation for same, and award or deny continuing contracts and promotions for faculty.


Secretary, SSU Board of Trustees
Date 10/2/00

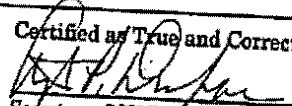
Patricia Spradlin, Senior Instructor of English, in the Department of Arts & Humanities, at an academic year salary of \$30,300. Her hire date is scheduled for September 5, 2000. Patricia received her Master of Arts degree in English in 1988, and Bachelor of Arts degrees in English and Visual Arts in 1984, all from Marshall University. She has taught for various Universities and Schools since 1984.

Kathy Williams, Senior Instructor of Developmental English, in the Department of Arts & Humanities, at an academic year salary of \$24,900. Her hire date is scheduled for September 5, 2000. Kathy is currently a Ph.D. candidate at the University of Kentucky. She received her Master of Arts degree in American Literature and Rhetorical Studies in 1997 from Eastern Kentucky University, and a Bachelor of Arts degree in Spanish and History in 1989 from Berea College. She has teaching experience dating back to 1995.

STUDENT AFFAIRS DIVISION

Administrative Appointments

Cheryl Mershon, Head Coach for Women's Tennis, in the Department of Athletics, at a fiscal year salary of \$3,000. Her hire date was July 1, 2000. Cheryl has worked in various positions for the University since 1985. She is currently one of our Sports Center Leaders, she teaches as an Adjunct Faculty for the Department of Teacher Education, and has previously served as the Tennis Coach off and on during her tenure with the University. Cheryl will receive her Bachelor's degree from Shawnee State University this year.

Certified as True and Correct

Secretary, SSU Board of Trustees 10/16/00 Date

RESOLUTION F21-00

ABLE 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 submission of the ABLE Grant renewal proposal.

(August 11, 2000)

Certified as True and Correct
[Signature] 11/6/00
Secretary, SSU Board of Trustees / Date

GRANT SUMMARY PROPOSAL

June 6, 2000

TITLE: ABLE Yearly Grant (second year of three-year grant)

AMOUNT OF GRANT: \$144,589

GRANT AGENCY: Ohio Department of Education

PRINCIPAL INVESTIGATOR: Carolyn Gross, Coor. SSU BASICS

PERCENTAGE OF P. I. TIME DEVOTED TO GRANT: 75%

PURPOSE: Provide "literacy through GED" education to Scioto County adults over 18.

CLIENTELE: The 22,000 adults in Scioto County adults with low literacy levels or without diplomas or GED's. Also for those adults who wish to "brush up" for University enrollment.

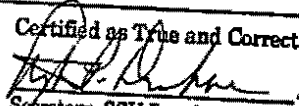
RELATIONSHIP TO SSU MISSION: To assist in the University's service to the community and to feed students into SSU

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT:

N/A

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED:

The \$144,589 will be spent during the period of July 1, 2000 and June 30, 2001 for classes in the ATC Building from 8:00 am to 8:00pm on weekdays. 85% of the grant will be spent on salaries of the BASICS' staff.

Certified as True and Correct

Secretary, SSU Board of Trustees
Date 6/6/00

RESOLUTION F22-00

**APPROVAL OF ENROLLMENT COORDINATOR/HEAD
BASEBALL COACH**

WHEREAS, Shawnee State University must compete with other universities in the region for student athletes; and

WHEREAS, a strong athletic program coupled with targeted recruitment efforts is essential to the continued growth of the University; and

WHEREAS, the consolidation of several related functions performed on a part time basis will result in a more cohesive approach and effort to the recruitment and retention of student athletes and moves the University toward building a more stable athletic program; and

WHEREAS, this position's duties and responsibilities will consist of approximately 60% admissions and recruitment activities, 22% Head Baseball Coach, and 18% classroom teaching of credit courses in sports related areas; and

WHEREAS, the funding for this position will reflect the above distribution with existing resources from the current part time coaching position account and existing adjunct funds, requiring for FY01 reserve funds only for the admissions/recruitment portion of the salary (see attached spreadsheet);

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the creation of the full time administrative position of Enrollment Coordinator/Head Baseball Coach.

(August 11, 2000)

Certified as True and Correct	
<i>[Signature]</i>	10/6/00
Secretary, SSU Board of Trustees	Date

Proposal Enrollment Coordinator/Head Baseball Coach
 Incumbent at Rigsby
 Change of status

Pat Rigsby	Title	Grade	Salary	Status	Sal. Min.	Sal. Max.	Insurance Option	Health Ins	Life Ins	Required Benefits	Pension	Total Benefits	Total COMP
Proposed	Enroll/Coach	25	\$28,000	F-T	26,938	41,134	single	\$3,852	\$106	\$910	\$3,727	\$8,595	\$36,595
Current	coach	n/a	\$7,000	seas	n/a	n/a	n/a	\$0	\$0	\$228	\$932	\$1,160	\$8,160
Current*	adjunct	n/a	\$5,850	qtrly	n/a	n/a	n/a	\$0	\$0	\$191	\$819	\$1,010	\$6,860
<i>*Current adjunct based upon \$325/cr hour for an average of 6 credit hours per quarter.</i>													
<i>** Admissions funding to come from reserves in FY2001</i>													
SHARE OF COSTS													
								ACAD	%/total	ATH	%/total	ADM**	%/total
								\$6,860	18.7%	\$8,160	22.3%	\$21,575	59.0%

Certified as True and Correct
 Secretary, SSU Board of Trustees
 Date: 10/11/01

PERSONNEL INFORMATION ITEMS

July 12, 2000 to August 11, 2000

(developed from information received in Personnel Department through August 1, 2000 only)

ACADEMIC AFFAIRS DIVISION

Thomas Swiergosz, failed to accept offer of employment within the time allowed.
Offer of employment rescinded June 13, 2000.

BUSINESS AFFAIRS DIVISION

None.

PRESIDENT'S OFFICE

None.

STUDENT AFFAIRS DIVISION

Steve Gregory, change of status to Director, Talent Search/Student Support Services, grade 29, from Director, Talent Search, grade 28, effective July 1, 2000.

UNIVERSITY ADVANCEMENT

None.

Certified as True and Correct
[Signature] 10/6/00
Secretary, SSU Board of Trustees /Date