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October 12, 2001 Meeting Minutes

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**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
October 12, 2001**

Chairman George Clayton called the meeting to order at 1:23 p.m. noting the meeting was in compliance with RC §121.22(F).

Mr. Clayton announced that the Governor had appointed Ms. Suzanne Brumfield as the new SSU student member of the Board of Trustees. Mr. Clayton administered the oath of office to Ms. Brumfield and presented her with a Shawnee State University lapel pin. Mr. Clayton welcomed Ms. Brumfield to the SSU Board and a round of applause followed. Ms. Brumfield said she was looking forward to serving her term for the betterment of Shawnee State University.

Mr. Clayton said that in light of the recent tragedies that occurred in New York City and Washington, D.C. on September 11, he asked the members of the Board and members of the audience to stand and bow their heads in a moment of silence to remember those who lost their lives and their loved ones.

Roll Call

Members Present: Ms. Argeros, Ms. Brumfield, Mr. Clayton, Mr. Davis, Mr. Harcha,
Mr. McKinley, Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Members Absent: Ms. Knoche

Approval of the October 12, 2001 Agenda

Dr. Payne moved and Mr. Davis seconded a motion to approve the agenda. Without discussion, the Board unanimously approved the October 12, 2001 agenda.

Approval of the August 10, 2001 Board Meeting Minutes

Mr. Teichman moved and Ms. Argeros seconded a motion to approve the August 10, 2001 Board Meeting minutes. Without discussion, the Board unanimously approved the minutes of the August 10, 2001 Board meeting.

President's Report

Dr. Field said that the fall at Shawnee State University brings an increase in activity on the SSU campus. Students, faculty, staff, and members of the community are all over campus going to class, attending events at the Vern Riffe Center for the Arts, enjoying athletic events, and working hard to make this the best higher education institution it can be. Dr. Field said he has had a very productive late summer/early fall that includes important meetings with many individuals and organizations throughout the local and regional communities including:

- SSU Campus Representatives (heads of SEA, UFS, UAA, USA, CWA, and SGA);
- New faculty members (to get acquainted with them);
- Past chairs and past presidents of the SSU Board of Trustees and Development Foundation (respectively)—the President's Forum;
- Bob Huff of the Southern Ohio Growth Partnership—discussing business development and individuals who wish to invest money in the Portsmouth area;
- Dr. Dan Connell and Dr. Michael Seelig from Morehead State University to discuss ways our institutions can partner;
- Portsmouth Mayor Greg Bauer, concerning the need for a traffic light on Third Street;
- NCATE Board of Examiners chair Philip Bennet regarding the upcoming NCATE visit in the Department of Teacher Education;
- Dr. Dan Evans, dean of Ohio University Southern Campus in Ironton, to discuss collaboration issues between our institutions;
- Portsmouth Rotary Club;
- Portsmouth Kiwanis Club;
- Scioto County Joint Vocational School regarding Tech Prep and Engineering Technologies;
- SSU Development Foundation; and
- Portsmouth City Schools/SSU Articulation Committee.

Dr. Field said he also took part in the public signing of the OACHE/SSU agreement that makes OACHE's presence on the SSU campus permanent. Dr. Larry Dukes, president of Southern State Community College and chair of the OACHE board of directors, joined him for the signing ceremony on August 13.

Dr. Field said he would like to take this opportunity to bring the Board up-to-date on several important issues and events. He also said he wanted to congratulate SSU's new student Trustee, Ms. Suzanne Brumfield. He said the University is pleased to have her working with them on behalf of SSU.

Dr. Field said he wanted the Board to be aware of the following issues/events:

The University Faculty Senate (UFS) Constitution states that "The President of the University will address each newly elected UFS at its first meeting in the fall. At such time the University President will give a "State of the University Address," as well as instruct UFS members with regard to their responsibilities. Attendance is open to the University Community." He said he gave this address yesterday afternoon at the UFS meeting. Dr. Field discussed with the faculty senate group SSU's many institutional strengths as well as some extremely serious budget challenges. Dr. Field said in the strengths category, he mentioned the successful NCA visit last academic year, the upcoming accreditation visits from NCATE and the National League for Nursing Accreditation, how enrollment is up and student housing is full, the successful Title III efforts (especially on advising to increase retention), and how the Honors Program enrollment is over our expectations.

He said as far as challenges are concerned, he explained that, because of serious fiscal problems now faced by the state of Ohio, SSU would soon be instructed by the Governor to reduce our current budget allocation from the state by 6 percent. He said it is possible, in fact likely, that a further cut may be announced by winter. While a detailed analysis of the impact on our budget cannot be provided until the precise language of the Governor's order is available, the impact for the current year's budget will probably be in the neighborhood of \$900,000. He said the Board and the entire SSU community will be challenged to an extent we have not recently experienced. He said he was confident that we will face those challenges using our intelligence and common sense, and avoid falling into a pattern of rancor or mean spiritedness.

Dr. Field reported that the Office of the Registrar found an error in our subsidy calculation program that resulted in undercounting subsidy eligible enrollments. He said, as a result, the University has approximately 13 more subsidy eligible FTEs than originally thought. The University actually experienced an increase of 96 (3.9 percent) subsidy eligible FTEs over last year. Total subsidy eligible FTE is approximately 2,555. The previous calculation used inaccurate subsidy codes. Dr. Field cautioned that this is still preliminary data and as such is subject to change.

Dr. Field said that the heads of SSU governance groups--UFS, UAA, USA, and SGA--received a roster of all University-wide committees this week. He said he asked that the head of each group review the list and send him their recommendations for vacancies. Once he receives the recommendations, the list will become official, and each University-wide committee chair will receive a copy of the list and the charge for his/her particular committee. Dr. Field said he would like for each committee to meet as soon as possible.

Dr. Field reported that the University hosted a major technology conference held by Rep. Ted Strickland on August 30. Individuals from throughout Ohio, Kentucky, and West Virginia came to the SSU campus to learn about what our government is doing to ensure that this region is not left out when it comes to technological advances.

Dr. Field said SSU also hosted a major articulation meeting that brought area guidance counselors to campus on September 12.

Dr. Field stated that members of the campus, local, and regional communities visited the SSU campus on September 19 as the University celebrated its 15th "Birthday."

Dr. Field reported that on September 25, the Portsmouth Area Chamber of Commerce held its breakfast at SSU, in the Selby Lobby of the Vern Riffe Center for the Arts. He said this was a great opportunity for SSU to showcase two of our most cutting-edge degree programs—digital arts and imaging (visualist program) and computer engineering technology. Dr. Field said Professors Tom Stead and Paul Yost did an outstanding job sharing information about their programs and discussed a prospective joint degree program with the group.

Committee Reports

Academic Affairs Committee - Mr. Howard Harcha

Mr. Harcha reported that the Academic Affairs Committee had no action items.

Mr. Harcha reported on the Academic Affairs Committee informational items.

Mr. Harcha said Dr. Stephen Midkiff, Registrar, provided the Academic Affairs Committee with a comprehensive report for fall quarter 2001 that showed headcount at 3,364 is up 2.5 percent from last year. Mr. Harcha said that overall FTE at 2,879 is up 3.7 percent from last year.

Mr. Harcha said Dr. Dave Todt, Chair of Department of Teacher Education, reported on the upcoming National Council for the Accreditation of Teacher Education (NCATE) accreditation visit in October. Dr. Todt reported that the Department of Teacher Education is well-prepared to meet the challenges of the accreditation visit.

Mr. Harcha said that Dr. John Kelley, Interim Provost, reported on the upcoming site visit from the National League for Nursing Accrediting Commission (NLNAC). NLNAC will be reviewing the Associate Degree in Nursing program and the Bachelor Degree in Nursing for initial national accreditation.

Mr. Harcha said Mr. Pete Duncan reported on the Technology Conference held on August 30 and hosted by Congressman Ted Strickland and SSU.

Mr. Harcha reported that the 2001 graduates in the Associate Degree Medical Laboratory Technology program, the Dental Hygiene program and the Associate Degree Nursing program all had a 100 percent pass rate for their national examinations. He said this reflects that these students are receiving a quality education that prepares them to take these national examinations.

Quality of University Life - Mr. McKinley

Mr. McKinley said the QUL Committee had no action items.

Mr. McKinley reported on the Quality of University Life informational items.

Mr. McKinley reported that Mr. Ray Musser, President of the Student Government Association, reported that SGA attended a leadership conference in Massachusetts this summer. The SGA has been busy updating their office computers to Microsoft 2000, setting up an email account for students to send concerns and questions directly to SGA, having pamphlets made about SGA, setting up a "town hall" style meeting once a month for students to speak out, and addressing the new dining procedures.

Mr. McKinley said that Mr. Jacob Hickman, President of the Student Programming Board, reported that events for Welcome Week included Herps Alive, Karaoke, a movie, a sports challenge, a Bluegrass concert, and Craig Karges an illusionist. Planned events include a bonfire, a storyteller, pumpkin carving, a murder mystery, a Halloween dance, bowling and other

activities. Mr. McKinley said the SPB is also sponsoring educational events such as providing safe sex survival kits, and recognizing October as Breast Cancer Awareness Month. Mr. McKinley said that both the SGA and SPB are trying to create a campus atmosphere that will attract new students as well as keep current students involved.

Mr. McKinley reported that Dr. Mangus distributed the 2001 Student Handbook called Bear Basics, the 2001 Campus Residence Hall Guide, the Student Activities Events Schedule and the Campus Security Report. Mr. McKinley informed the Board members that they each had a packet containing this information. Mr. McKinley said the Campus Security Report especially caught his attention and said the University should capitalize on this kind of literature to promote security on campus as a selling point to recruit new students.

Mr. McKinley said that Dr. Mangus reported that the Fall Quarter housing occupancy is 107 percent and the overflow students are being housed at the Ramada Inn. He said the University is making progress in the area of housing and this issue is critical to the University.

Mr. McKinley said that Ms. Pat Moore reported that SSU's Federal Loan Default Rate of 7.5 percent was the lowest default rate ever for SSU.

Mr. McKinley said Ms. Moore also reported that federal college work study money was increased by \$83,234.

Mr. McKinley said Mr. Bob Owen, Executive Director of University Advancement, reported on the University's Speaker's Bureau, recent community relations activities, such as the campus birthday party, and the Chamber of Commerce breakfast hosted on campus, progress of the web site committee, and the University's crisis management plan. Mr. McKinley said media efforts have expanded and the Cincinnati Enquirer and Associated Press are regularly contacting SSU's office of communications. He said we have to broaden our base and this is a good start.

Finance and Facilities - Mr. George Davis III, Chairperson

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

Mr. Davis reported that the Board materials were mailed before the Presidential Search Exploratory Committee met on October 11 and as a result of that meeting, Resolution F26-01 was being amended. Mr. Davis said the final paragraph now reads as follows:

BE IT FURTHER RESOLVED, that the Board of Trustees requests two nominees each from the SGA, CWA, USA, SEA, UFS, and UAA, for the purpose of forming a Presidential Search Advisory Committee as provided in Board policy 1.02.

Mr. Davis said the Finance and Facilities Committee recommended approval of Resolution F26-01, as amended. Mr. Davis moved and Dr. Payne seconded a motion for the approval of Resolution F26-01, as amended, Presidential Search Firm RFP.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Harcha, Mr. McKinley,
Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

Mr. Davis reported that the Finance and Facilities Committee recommended approval of Resolution F27-01, Senior Citizen Fees. Mr. Davis said the University will waive the lab fees for senior citizens at a cost of \$1,000 per year. He said this is an important group of people to the University. Mr. Davis moved and Dr. Payne seconded a motion for the approval of Resolution F27-01, Senior Citizen Fees.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Harcha, Mr. McKinley,
Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

Mr. Davis reported that the Finance and Facilities Committee recommended approval of Resolution F28-01, Policy 4.54, Graduate Education Benefit. Mr. Davis said an administrative review of Policy 4.54 regarding graduate education benefit needs to be made. He said this benefit needs to be brought in line with what faculty are receiving. He said the University does not have the reserves to cover this benefit and in light of the directive from the State to cut 6 percent, there needs to be program limits. He noted that OSU had announced 800 job cuts because of the state's budget crisis. Mr. Davis moved and Dr. Payne seconded a motion to approve Resolution F28-01, Policy 4.54, Graduate Education Benefit.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Harcha, Mr. McKinley,
Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

Mr. Davis said the Finance and Facilities Committee recommended approval of Resolution F29-01, Grant Proposals. Mr. Davis said two grant renewals, one for Ohio Appalachian Education Opportunity Center and one for Educational Talent Search, are recommended for approval. He said the TERC grant proposal is a subcontractor of NASA and will allow our students to get their education through the internet. Mr. Davis moved and Dr. Payne seconded a motion to approve Resolution F29-01, Grant Proposals.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Harcha, Mr. McKinley,
Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

Mr. Davis said the Finance and Facilities Committee recommended approval of Resolution F30-01, New Position Teacher Education. Mr. Davis said this position relates back to the TERC Grant and if the grant ends, so would the position. Mr. Davis moved and Dr. Payne seconded a motion to approve Resolution F30-01, New Position Teacher Education.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Harcha, Mr. McKinley,
Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

Mr. Davis said the Finance and Facilities Committee recommended approval of Resolution F31-01, Personnel. Mr. Davis moved and Dr. Payne seconded a motion to approve Resolution F31-01, Personnel.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Harcha, Mr. McKinley,
Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

Mr. Davis reported on the Finance and Facilities Committee information items.

Mr. Davis said Item 2.1, Personnel, was attached to the Board materials and was self-explanatory. He noted that Mr. Dave Edwards was leaving the University and that Mr. Randy Warman would be taking over Mr. Edwards' job as well as continuing to do his own.

Mr. Davis said a new statewide drug prescription plan was being reviewed but was still in the talking stage. He said this would result in significant cost savings to the University.

Mr. Davis reported on the financial report for the Vern Riffe Center for the Arts. Mr. Davis said it is not a good report and showed a deficit of \$70,000 for last fiscal year. The Committee asked Mr. Carl Daehler, Executive Director of the VRCFA, for a report on how he plans to address this issue at the next Board meeting.

Mr. Davis said student housing occupancy rates for Fall 2001 were discussed.

Mr. Davis reported that the current status of student housing development was discussed. Mr. Davis said that during their meetings with the Presidential Search Exploratory Committee on October 11, the constituency groups mentioned the need for more student housing. He said that a survey of the students indicated the students prefer the housing provided by Mr. Hatcher and that avenue is being explored further.

Mr. Davis said the capital status report is self-explanatory.

Mr. Davis said negotiations with the CWA began on October 3 and are continuing. He said the Board recognizes the budget situation and what is reflected in the *Columbus Dispatch* article regarding the layoff of 800 employees from Ohio State University.

Executive Committee Report

Mr. Clayton said he was formulating a Nominating Committee for the appointment of a Board Chair and Vice Chair for the 2002 calendar year. He appointed Mr. Teichman to serve as Chair

of the Nominating Committee and Ms. Reynolds and Mr. Harcha to serve as members of the Committee.

Mr. Clayton said it was great to have Mr. Warren in attendance given the fact that he had heart surgery only two weeks ago.

Mr. Clayton asked Dr. Payne for a report from the Presidential Search Exploratory Committee. Dr. Payne said the Committee reviewed past procedures and asked the six constituency groups to visit with the Committee. He said the constituency groups gave the Committee a lot of insight into what they wanted to see happen in this search.

Reports, if any, from Board Liaisons with other Organizations

None.

New Business

None.

Comments from Constituent Groups (if any) and the Public

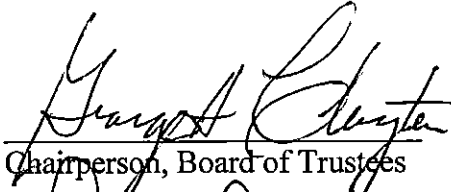
None.

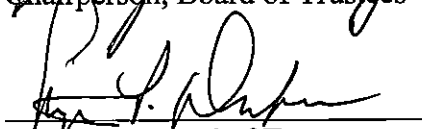
Other Business

None.

Adjournment

Dr. Payne moved and Mr. Davis seconded a motion to adjourn the meeting. The meeting was adjourned by acclamation at 2:12 p.m.


Chairperson, Board of Trustees


Secretary, Board of Trustees

**RESOLUTION F26-01
[Amended]**

PRESIDENTIAL SEARCH FIRM RFP

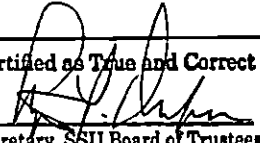
WHEREAS, it is the responsibility of the Board of Trustees, pursuant to section 3362.03 of the Ohio Revised Code, to select the President of the University; and

WHEREAS, the Board of Trustees desires to consider using the advice and assistance of a profession executive search company or consultant to help it fulfill its statutory responsibility;

THEREFORE BE IT RESOLVED, that the Board of Trustees directs the University to solicit requests for proposals from professional executive search companies or consultants in accordance with existing policies and to report to the Board a list of qualified bidders and their fees; and

BE IT FURTHER RESOLVED, that the Board of Trustees requests two nominees each from the SGA, CWA, USA, SEA, UFS, and UAA, for the purpose of forming a Presidential Search Advisory Committee as provided in Board policy 1.02.

(October 12, 2001)

Certified as True and Correct	
	10/12/01
Secretary, SSU Board of Trustees	Date

RESOLUTION F27-01

**WAIVER OF LAB FEES
FOR SENIOR CITIZENS**

WHEREAS, the Ohio General Assembly enacted Ohio Revised Code Section 3345.27 to allow senior citizens sixty years of age and older to attend classes tuition-free when non-credit; and

WHEREAS, seniors often have difficulty accepting the distinction between tuition waived, and fees not waived, resulting in public relations problems; and

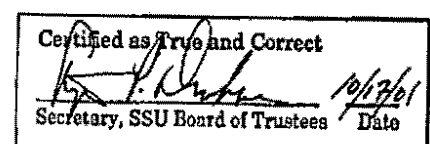
WHEREAS, the senior citizens of this area have been a source of support for the University's programs and the inclusion of seniors in the classroom provides an added dimension to the educational experience of all students; and

WHEREAS, the University desires and the President concurs to waive the lab fees for senior citizens taking non-credit courses; and

WHEREAS, the lost income from this resolution is not large, estimated at \$1,000 per year;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the waiver of lab fees for non-credit classes for senior citizens, effective Winter Quarter 2002.

(October 12, 2001)



RESOLUTION F28-01

**REVIEW OF ADMINISTRATIVE DEVELOPMENT
TUITION REIMBURSEMENT - POLICY 4.54**

WHEREAS, Shawnee State University completed FY 00-01 with a general fund deficit in excess of \$700,000; and

WHEREAS, the University has a projected general fund deficit in excess of \$1 Million for the current fiscal year; and

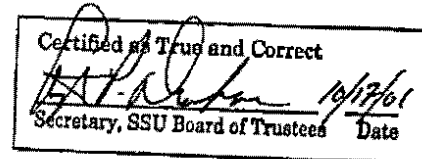
WHEREAS, the Board of Trustees has directed the administration to review all programs and policies to ensure they contribute to the core mission of the university and are efficiently managed; and

WHEREAS, the current Administrative Development Policy, 4.54, provides for unlimited funding of off-campus tuition reimbursement for university administrators; and

WHEREAS, the Board of Trustees desires the policy to be revised to limit the program to courses the university determines are necessary for the incumbent's current position and to establish finite limits of funding;

THEREFORE, BE IT RESOLVED that continued funding of this policy is contingent upon the President consulting with the University Administrative Assembly and recommending a new tuition reimbursement policy consistent with this resolution, the University's core mission, and the practices of peer institutions not later than the Board meeting in February 2002.

(October 12, 2001)




RESOLUTION F29-01

**EARLY ENGLISH COMPOSITION ASSESSMENT PROGRAM,
SUPPLEMENTAL FUNDING - STUDENT SUPPORT SERVICES,
TERC (NASA Student Involvement Program)
OHIO APPALACHIAN EDUCATIONAL OPPORTUNITY CENTER,
AND EDUCATIONAL TALENT SEARCH GRANTS**

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

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the Early English Composition Assessment Program, Supplemental Funding Student Support Services, and TERC Grant proposal submissions and the Ohio Appalachian Education Opportunity Center (EOC) and Educational Talent Search (ETS) Grant renewals.

(October 12, 2001)

Certified as True and Correct	
	10/12/01
Secretary, SSU Board of Trustees	Date

GRANT SUMMARY REQUEST

TITLE: Early English Composition Assessment Program

GRANT AGENCY: Ohio Board of Regents

PRINCIPAL INVESTIGATOR: Patricia Conley Spradlin, Senior Instructor, Department of English and Humanities

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT: Work on this project will not take any time from regular teaching duties or office hours required.

PURPOSE: To cultivate a working relationship between Shawnee State University English Department faculty and area 7-12 English Language Arts teachers so that students from this area might make a smooth transition into college writing courses.

CLIENTELE TO BE SERVED: Both the SSU English and Humanities faculty and teachers from Scioto and Lawrence Counties, (within a 60-mile radius of Portsmouth) who will subsequently serve area high school students planning to attend college.

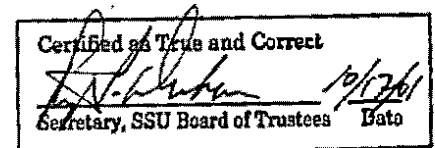
RELATIONSHIP TO SSU MISSION: SSU's Mission Statement states that the University will "prepare students for the changing needs of business, industry, education, and society" and is committed to an undergraduate education that fosters competence in oral and written communication". In addition, as the SSU Mission Statement says, "SSU serves as the community and technical college for residents of Scioto, Lawrence, and Pike Counties".

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT: Portsmouth City Schools, and Gear Up (of Ironton, Ohio)

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED:

The purpose of this program is to develop and implement a means to reach students with deficiencies in writing skills and remediate those deficiencies before they enter postsecondary education. An additional goal of the program is to develop an ambitious and effective year-long teacher inservice program that focuses on writing pedagogy and practice as a means of improving the teaching of writing, therefore, improving the writing skills of students in the city of Portsmouth and across Scioto and neighboring counties. Finally, since Shawnee State University serves this area and most of the students who attend the university are first-generation college students who need to strengthen communication skills, a partnership between the university's English and Humanities faculty and district teachers would serve as a powerful tool toward serving "at-risk" students who need to improve writing skills in order to successfully transition from the high school experience to the university composition experience.

During the 2001-2002 academic year, faculty from Portsmouth City Schools, Scioto County's various school districts, and Shawnee State University will collaborate in the development of an Early English Composition Assessment Program (EECAP). Dr. Jim Flavin, Dr. Leslie Williams, Senior Instructor Patricia Spradlin, Professor Shannon Kiser, and Professor Kathleen Simon have all conducted previous workshops through small EECAP grants in previous years. With the beginning of this ambitious program, our focus will be on creating the groundwork for a more comprehensive and sustained working relationship with area teachers. In order to achieve this goal, various faculty from SSU and participating teachers will gather throughout the academic year for three mini-workshops and will evaluate the progress of the program during regular composition departmental meetings, to which EECAP participants will be invited to attend. The third workshop will be an assessment session, during which student writings will be evaluated. Responses concerning the writings' strengths and weaknesses will be composed for students in order to give them a *clear measure of their current writing ability as judged against the standard expected in collegiate freshman English (as stated in the Request for Proposals)*. In addition, the Shawnee State University EECAP Summer Institute of 2002 will use the Summer Institute of June 2001 at Ohio University, Ironton, (conducted by University of Cincinnati's Barbara Wenner and Pat Spradlin) as a model, and meet for a week to study current research and pedagogy for developmental composition instruction.



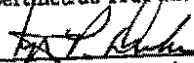
The Program will have two main areas of emphasis; assessment of and response to 10th and 11th graders' writing, and inservice for teachers of writing.

A newsletter via email will disseminate the program's activities to the area schools, the academic community at the university, and student participants who indicate they want to be included in the mailing. Evaluation of the project will be based upon the Project Evaluation Survey and Faculty Reflection/Responses that will also provide direction for future staff development experiences.

Budget Information

(All resources will come from EECAP)

Total	\$61,000.00
Minus In-Kind	<u>-3,500.00</u>
Grand Total	\$57,500.00

Certified as True and Correct

Secretary, SSU Board of Trustees 1/15/61 Date

GRANT SUMMARY PROPOSAL

TITLE: Supplemental Funds to Provide Grant Aid to Participants in the Student Support Services Program

GRANT AGENCY: U. S. Department of Education

PRINCIPAL INVESTIGATOR: Mary Ann Malone, Director of SSS

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT: 100% to SSS

PURPOSE: The purpose of this grant is to help address the retention and graduation rates of low income, first generation college students and students with disabilities. Data show that these students are significantly at higher risk to leave college without a degree than are students from high-income families.

CLIENTELE TO BE SERVED: Students targeted will include sophomores and freshmen who have completed two quarters and are registered for fall quarter 2001.

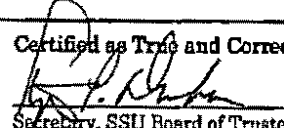
RELATIONSHIP TO SSU MISSION: SSS supports the Shawnee State University mission statement by providing the services which foster the accomplishment of these goals.

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT: Not applicable

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED: The SSS director met with financial aid officers and in conjunction with the SSS staff determined those freshmen and sophomores who were eligible for the supplemental funds. A formula was created to calculate the percentage of money each student would receive in addition to his/her anticipated funding. The distribution of these funds will be coordinated with the appropriate offices on campus.

BUDGET: Depending on the number of projects that request supplements, the awards will fall between 9 and 25 percent of the SSS base grant.

Fund Source	September 1, 2001 – August 31, 2002	
Grant SSS applied for	\$53,130	This represents 25% of the base grant. Indirect Costs Set aside for student supplemental awards
	<u>3,936</u>	
	\$49,194	
Other University In-kind		
TOTALS	\$53,130	

Certified as True and Correct	
	10/17/01
Secretary, SSU Board of Trustees	Date

GRANT SUMMARY PROPOSAL

TITLE: Proposal for Special Assistant for Science Education to be employed by Shawnee State University

GRANT AGENCY: TERC (a subcontractor that runs the NASA Student Involvement Program)

PRINCIPAL INVESTIGATOR: David Todt

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT: less than 5%

PURPOSE: Ms. Anne Holbrook has served as an Einstein Fellow at the National Aeronautics and Space Administration Headquarters in Washington, D. C. for the past two years. SSU will employ Anne at NASA. Anne will pilot several sets of SIP materials with Shawnee State Teacher Education students, arrange workshops and visits for SSU methods students, and provide on-line mentoring for SSU methods courses and student teachers. Several of these activities will involve for-credit courses or workshops. Anne Holbrook will be a 1/2 time SSU employee.

CLIENTELE TO BE SERVED: Shawnee State Teacher Education students

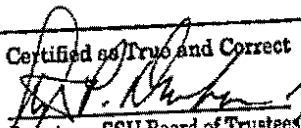
RELATIONSHIP TO SSU MISSION: This grant will provide Shawnee State Teacher Education students with a number of enriching experiences, make professional and personal development opportunities available to faculty, and promote the goal of scientific and quantitative reasoning.

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED

Ms. Ann Holbrook will organize and offer several courses and workshops for credit. She will also provide e-mail mentoring for SSU students enrolled in their methods courses and student teaching. This will include running on-line discussion groups through Blackboard sites and one-to-one email with students who are participating in the field testing of SIP materials. Pre-service teachers will be using and piloting NASA Educational materials. They will also be inserviced on the materials.

BUDGET:

Fund Source	TERC	Year 2001/2002
Grant	\$44,604.00	
TOTAL	\$44,604.00	

Certified as True and Correct

Secretary, SSU Board of Trustees Date 10/2/01

Shawnee State University
Portsmouth, Ohio

GRANT SUMMARY RENEWAL

TITLE: Ohio Appalachian Educational Opportunity Center (EOC)

GRANT AGENCY: U.S. Department of Education

PRINCIPAL INVESTIGATOR: Ken Cornwell, EOC Assistant Director

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT: Project is part of contracted work load

PURPOSE: To provide higher education information and services to increase education attainment levels.

CLIENTELE TO BE SERVED: Eligible adults in the 29-county region of Ohio Appalachia.

RELATIONSHIP TO SSU MISSION: SSU's Mission Statement states "Shawnee State University ... prepares students for the changing needs of business, industry, education, and society ..." The OACHE's EOC program strives to do the same by increasing the level of educational attainment of the region's residents.

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT: In addition to the sponsoring agency, the Ohio Appalachian Center for Higher Education (OACHE), participating institutions include Shawnee State University, Belmont Technical College, Hocking College, Jefferson Community College, Kent State University-East Liverpool, Muskingum Area Technical College, Ohio University, Rio Grande Community College, Southern State Community College, Washington State Community College, and various service agencies located in the Ohio Appalachian region (e.g., Community Action, Job & Family Services, etc.).

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED: Outreach Coordinators will provide information about scholarships and financial aid, assistance with admission and financial aid applications, referrals to service agencies and/or on-campus student support groups, college visits, etc., to increase the level of educational attainment in the 29-county region of Ohio Appalachia.

BUDGET:	Total Operating Income	\$421,880
	Total Operating Expenses	\$421,880

Fund Source	Year 1 (and Years 2-5)
Grant Request	\$331,880
Other Institutions In-kind	\$ 75,000+
Shawnee State University In-kind*	\$ 15,000
TOTALS	\$421,880

*Describe source of funds for SSU's commitment: \$ 15,000 (SSU scholarship, office space, custodial services, etc.)

Certified as True and Correct
[Signature] 10/17/06
Secretary, SSU Board of Trustees Date

Grant Summary Proposal

Title: FY 02-07 Educational Talent Search (ETS) (Renewal Grant)

Grant Agency: U.S. Department of Education/Office of Federal TRIO Programs

Principal Investigator: Ryan McCall, Director of Educational Talent Search (ETS) and
Upward Bound Math Science, Shawnee State University

Percentage of P.I. Time Devoted to Grant: 50%

Grant Amount: \$291,721.00

Purpose:

ETS program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to the postsecondary school of their choice. The goal of ETS is to increase the number of youth from disadvantaged backgrounds who complete high school and enroll in a postsecondary institution.

Clientele to be Served:

The Shawnee State University ETS serves high schools in Lawrence and Pike counties and middle and high schools in Scioto County.

Relationship to SSU Mission:

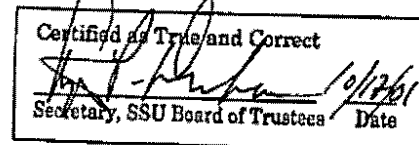
ETS is designed to help youth from disadvantaged backgrounds overcome barriers and prepare them for a postsecondary education. The ETS program promotes the value of undergraduate higher education to the three-county target area. Services provided by the ETS program increase students skills and knowledge in a variety of areas including test taking, communication, technology, and personal development.

Other Agencies/Organizations Participating in Project:

The ETS program is proposing to expand services to all high schools, middle schools, and vocational schools in Pike, Lawrence, and Scioto Counties. In addition to these institutions, Shawnee State University and various postsecondary institutions participate in the project by offering campus visits and informational presentations.

Brief Description of Project:

This project is a renewal for continuation of the original grant awarded in 1994 and renewed in 1998. This renewal will be a multiyear plan, which will provide the opportunity to continue and widen the services now offered.



RESOLUTION F30-01

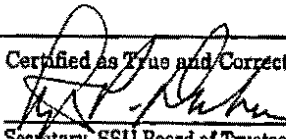
**APPROVAL OF NEW POSITION
SPECIAL ASSISTANT FOR SCIENCE EDUCATION**

WHEREAS, TERC grant funding will be available to hire a part-time 11-month Special Assistant for Science Education; and

WHEREAS, this position has been recommended for approval by the Chair of the Department of Teacher Education and the President concurs;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the creation of a temporary one-half time Special Assistant for Science Education. The 11 month appointment will be filled by Ms. Anne Holbrook, in accordance with the Memorandum of Understanding with TERC.

(October 12, 2001)

Certified as True and Correct	
	10/12/01
Secretary, SSU Board of Trustees	Date

RESOLUTION F31-01

PERSONNEL

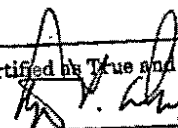
WHEREAS, the University-wide Board policy 5.16 "Approval of Personnel Appointments" establishes the procedure for the approval of those personnel changes requiring action by the Board of Trustees and for the reporting of other personnel actions to the Board; and

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.

(October 12, 2001)

Certified to be True and Correct	
	10/12/01
Secretary, SSU Board of Trustees	Date

PERSONNEL ACTION ITEMS

August 31, 2001 to October 1, 2001

(developed from information received in HR Department through October 1, 2001 only)

ACADEMIC AFFAIRS DIVISION

Nothing to report.

BUSINESS AFFAIRS DIVISION

Appointment

Administration

DeAnn McKenzie, Acting Director of Purchasing for the Division of Business Affairs at a fiscal year salary of \$36,121, effective November 8, 2001 through July 12, 2002 (continuous temporary contract status). Ms. McKenzie has a Bachelor of Science degree in Business Administration. She has been working for the University as a temporary Accountant in the Controller's Office since February 14, 2000.

Termination

Classified Staff

Vickie Stacy, Secretary for the Facilities, Planning and Construction Department, effective September 21, 2001.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

Appointment

Administration

Chad Vinci, Coordinator of the ROAD:MAP 2005/GEAR-UP Program located in the Buckeye Local School District for the Ohio Appalachian Center for Higher Education at a fiscal year salary of \$28,561, effective September 17, 2001. Mr. Vinci received a Master of Business Administration degree in General Management from Miami University and a Bachelor of Arts in Political Science from the University of Dayton.

PRESIDENT'S OFFICE

Nothing to report.

STUDENT AFFAIRS DIVISION

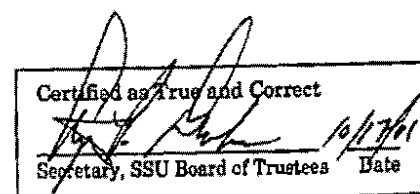
Appointment

Administration

J. Scott Douthat, Coordinator of Disability Services for the Student Success Center at a fiscal year salary of \$34,200, effective November 5, 2001. Mr. Douthat received a Master of Social Work degree, a Master of Science degree in Criminal Justice, a Bachelor of Arts degree in Psychology, and a Bachelor of Science degree in Criminal Justice from the University of Cincinnati.

UNIVERSITY ADVANCEMENT

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.

Prepared 10/1/2001
Revised/Reprinted 10/3/2001

PERSONNEL INFORMATION ITEMS

August 31, 2001 to October 1, 2001

(developed from information received in the HR Department through October 1, 2001 only)

ACADEMIC AFFAIRS DIVISION

None.

BUSINESS AFFAIRS DIVISION

Resignations

Administration

Barbara Walker, Director of Purchasing for the Division of Business Affairs, resignation effective November 7, 2001.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

None.

PRESIDENT'S OFFICE

None.

STUDENT AFFAIRS DIVISION

Resignation

Administration

Dave Edwards, Director of Student Activities and Auxiliaries in the Student Activities and Auxiliaries Department, for the Division of Student Affairs, resignation effective October 12, 2001.

Retirement

Administration

Carolyn Gross, Associate Director of BASICS in the Pre-College Programs Department, for the Division of Student Affairs, retirement effective November 1, 2001.

Appointment Changes

Administration

Randy Warman, Acting Director of Student Activities and Auxiliaries in the Student Activities and Auxiliaries Department at a fiscal year salary of \$38,486, effective October 13, 2001;

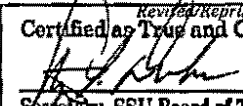
Tim Amburgey, Program Assistant in the Upward Bound Math Science Center for the Pre-College Programs Department, change of start date to October 1, 2001 (from October 15, 2001).

UNIVERSITY ADVANCEMENT

Resignation

Administration

Portia Williams, Admission Counselor in the Office of Admission for University Advancement, resignation effective September 28, 2001.

Revised/Reprinted 10/5/2001	
Certified as True and Correct	
	10/1/01
Secretary, SSU Board of Trustees	Date