

Shawnee State University

Digital Commons @ Shawnee State University

Minutes of the Board of Trustees Meetings

Board of Trustees

12-11-2001

December 11, 2001 Meeting Minutes

Shawnee State University

Follow this and additional works at: <https://digitalcommons.shawnee.edu/botmeetings>

Recommended Citation

Shawnee State University, "December 11, 2001 Meeting Minutes" (2001). *Minutes of the Board of Trustees Meetings*. 469.

<https://digitalcommons.shawnee.edu/botmeetings/469>

This Board of Trustee Minutes is brought to you for free and open access by the Board of Trustees at Digital Commons @ Shawnee State University. It has been accepted for inclusion in Minutes of the Board of Trustees Meetings by an authorized administrator of Digital Commons @ Shawnee State University. For more information, please contact svarney@shawnee.edu.

**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
December 11, 2001**

Chairman George Clayton called the meeting to order at 4:00 p.m. noting the meeting was in compliance with RC §121.22(F).

Mr. Clayton informed the Board members and audience of the death of Mr. William Richards, beloved husband of former Board member, Patricia Richards. Mr. Clayton asked that they be remembered in everyone's thoughts and prayers.

Roll Call

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

Members Absent: None

Approval of the December 11, 2001 Agenda

Mr. Teichman moved and Mr. Harcha seconded a motion to approve the agenda. Without discussion, the Board unanimously approved the December 11, 2001 agenda.

Approval of the October 12, 2001 Board Meeting Minutes

Mr. Harcha moved and Mr. Teichman seconded a motion to approve the October 12, 2001 Board meeting minutes. Without discussion, the Board unanimously approved the minutes of the October 12, 2001 Board meeting.

Approval of the November 13, 2001 Special Board Meeting Minutes

Dr. Payne moved and Ms. Reynolds seconded a motion to approve the November 13, 2001 special Board meeting minutes. Without discussion, the Board unanimously approved the minutes of the November 13, 2001 special Board meeting.

President's Report

Dr. Field said it is hard to believe we are moving into the winter quarter at Shawnee State University. The first quarter passed by quickly. The faculty, administrators, and staff members continue to work very hard to make this the best higher education institution it can be. Dr. Field said he has had a very busy fall quarter meeting with many individuals and organizations throughout the local and regional communities including:

- Governor Bob Taft, Senator Doug White, and Speaker of the House Rep. Larry Householder;
- SSU Campus Representatives (heads of SEA, UFS, UAA, USA, CWA, and SGA) keeping them up-to-date on budgetary issues;
- Student Government Association (SGA town meeting and Student Senate);
- Chairs of the University Technology Advisory Committee;
- The Women's Forum;
- SSU Faculty (in two informational sessions);
- Inter-University Council (IUC) Presidents' Committee;
- SSU Development Foundation (quarterly meeting at my home);
- Area guidance counselors;
- Southern Ohio Growth Partnership—discussing business development and individuals who wish to invest money in the Portsmouth area;
- Dr. Dan Evans, dean of Ohio University Southern Campus in Ironton, at the OUSC horse park, to further discuss collaboration issues between our institutions; and
- Portsmouth City Schools/SSU Articulation Committee.

Dr. Field said he held the fall convocation on October 18. He said the vice presidents, deans, and he discussed important SSU news with the entire campus community—including the state's budget problem.

Dr. Field said he wanted to take this opportunity to bring the Board up-to-date on several important issues and events.

1. Budget

The budget problems that the University faces are very serious but they are also manageable, if we act now in a creative and decisive manner. The vice presidents are working very hard on complex models that project our budget for several years into the future. In addition, Dr. Field said he had been meeting with the campus representatives (UFS, UAA, USA, SGA, SEA, and CWA) to keep them informed, and the Budget, Finance, and Strategic Planning Committee has begun to meet to consider various ways to reallocate our resources in the long-term to ensure a healthy financial future for SSU. He said he looked forward to cooperating with all faculty, staff, and the appropriate governance mechanisms at the University to make sure that SSU continues to be a university of which we can all be proud.

2. Faculty Governance

The Academic Affairs Committee considered today a change to the University Faculty Senate's Constitution, which Dr. Field said he is recommending for approval. Most of the changes are technical amendments to conform the UFS with organizational changes in the University. However, one change that he thought was important to our governance system is the commitment of the faculty to use the Faculty Senate as their governance body without a sunset or reversion clause back to the University Faculty Assembly. This faculty constitution represents a major milestone for faculty governance at SSU, and is part of the process of maturation for the

University. The UFS will become the official permanent governance voice for faculty at Shawnee State University.

3. SSU Basketball

Dr. Field reported that the SSU Women's Basketball Team is 7-1 and was ranked #1 in the NAIA Division II. He said the SSU Men's Basketball Team is 8-4 and ranked #25 in the NAIA Division II. Dr. Field said the University is very proud of both teams. He said it is exciting to see them in action and read about them in the papers and said he wanted to offer his congratulations to Coach Smith, Coach Ford, and all of the SSU Bears!

4. University-wide Committees

Dr. Field reported that the official list of University-wide committees (SSU's governance structure) has been sent to all governance constituents (UFS, UAA, USA, and SGA) as well as each University-wide committee chair. The committees, including the Budget, Finance, and Strategic Planning Committee, have been meeting and will make recommendations to him based on their charges.

5. Finals Breakfast/Athletics Events

Dr. Field said that he and Diane had a great time cooking breakfast for students who were studying hard for their finals on November 28 during the quarterly Finals Breakfast. This is an interesting tradition at SSU which would be continued -- it is also a lot of fun. He said they also have thoroughly enjoyed the women's soccer, men's basketball, and women's basketball games they have attended, in addition to the men's and women's cross country meets. He said we have great students at SSU, and he and Diane consider it a privilege when they get the opportunity to interact with them.

6. Holiday Luncheon

Dr. Field reported that over 185 faculty, administrators, staff members, and Board of Trustees members attended the SSU Holiday Luncheon held on December 4. This was a much better turnout than the holiday dinners the University has held in recent years. The food was delicious and SSU personnel enjoyed a good time of fellowship with their co-workers. Dr. Ray Carson, former member of the SSU Board of Trustees, entertained all present with his bag of magic tricks.

7. Teaching/Learning Conference

Dr. Field noted that Shawnee State University was a co-sponsor of the Annual Teaching/Learning Conference held November 9-10 at the Ashland Plaza Hotel in Ashland, Kentucky. Thirteen SSU faculty members (Barbara Kunkle, Philip Blau, Barbara Bullock, Leeann Denning, David Finlow, Shannon Lawson, Kenneth Leighfield, Kathryn Locke, Deborah Meehan, Elyse Saperstein, Debra Scurlock, Patricia Spradlin, and Barbara Trube) proposed and presented a session titled *Growing Faculty Learning Communities*, and he was pleased and proud

to be in the audience. They described their experiences this year as part of the Ohio Teaching Enhancement Program (OTEP), for which they have a small grant.

8. Herbert Martin, Ph.D.

Dr. Field said Dr. Herbert Martin was awarded the prestigious Governor's Award for individual artist, given by the Ohio Arts Council, which honors and recognizes contributions made to the arts in Ohio. Competition for the award is great with over 140 individuals being nominated for only 11 awards in seven categories. Only two are picked for the individual artist awards. Dr. Martin's artistic contributions will be honored at the Ohio Arts Council awards ceremony in March 2001. Dr. Martin, professor of English at the University of Dayton, has spent the last academic quarter teaching two courses at Shawnee State University as a distinguished professor. In addition, Dr. Field said that Southern Ohio Medical Center won for Business Support of the Arts.

9. Traffic Light

Dr. Field said he was delighted to report that the city of Portsmouth and SSU have finally come to an agreement that will allow the University to install a traffic light at the intersection of Third and Sinton. Initially, through a mutual misunderstanding, we thought this would be done by the city in December. This will be installed by SSU and should be completed by March. It will provide a safe pedestrian crossing to the campus from the Campus View Apartments.

10. Accreditation Visits

Dr. Field said SSU's departments of Teacher Education and Nursing reached major goals for their programs during the recent visits from the National Council of Accreditation for Teacher Education (NCATE) and the National League for Nursing Accrediting Commission (NLNAC). The Department of Teacher Education met all six domains for national accreditation and the NLNAC site reviewers recommended that SSU's nursing programs receive their full initial accreditation for the maximum period of five years. He said he wanted to congratulate both departments. The University certainly appreciates all of the hard work that was done in both areas.

11. Rotary Induction

Dr. Field said he was inducted into the Portsmouth Rotary Club on November 26.

Committee Reports

Academic Affairs Committee - Mr. Howard Harcha

Mr. Harcha reported that the Academic Affairs Committee had one action item. He said the constitution of the UFS was being amended and while rather technical in nature, the one major change establishes the UFS as the exclusive governing body for the faculty without reversion to the UFA. He moved adoption of Resolution A6-01. Mr. Teichman seconded the motion.

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

Nays: None

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

Mr. Harcha said Mr. Paul Madden, director of Teacher Education's pre-professional services, reported on the successful visit from the National Council for the Accreditation of Teacher Education which occurred in October 2001 for the Department of Teacher Education. Mr. Madden reported that NCATE will make a final determination on Shawnee State University's accreditation at its spring meeting. The accreditation will be for a period of five years.

Mr. Harcha said Dr. Cheryl Boyd, chairperson of the Department of Nursing, reported on the successful visit from the National League for Nursing which occurred in October-November 2001 for the Department of Nursing. Dr. Boyd said upon completion of the on-site visit, the visitors recommended that SSU's nursing programs receive full initial accreditation for the maximum period of five years. She said the final decision will be made in early March 2002.

Mr. Harcha said that Ms. Ginnie Moore, director of University Outreach Services, provided an update on several projects in her area. Mr. Harcha reported that Dr. John Kelley, Interim Provost, was very complimentary of the work done by the University Outreach Services.

Quality of University Life - Mr. McKinley

Mr. McKinley said the QUL Committee had one action item. He said Resolution Q7-01 honors the fall sports teams and individual athletes and moved for its adoption. Mr. Harcha seconded the motion.

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

Nays: None

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 on the activities of the SGA. Mr. McKinley said the SGA is trying to raise visibility of their activities to give the University a regional exposure.

Mr. McKinley said that Mr. Jacob Hickman, President of the Student Programming Board, reported on the activities of the SPB.

Mr. McKinley said Mr. Bob Owen, Executive Director of University Advancement, reported on activities currently being undertaken by University Advancement. Mr. McKinley said Portsmouth had been selected as a "torch city" for the torch relay in connection with the 2002

Olympics. Mr. McKinley said the University has been receiving great coverage in the media, especially related to SSU sports.

Finance and Facilities - Mr. George Davis III, Chairperson

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

Mr. Davis said the Finance and Facilities Committee recommended approval of Resolution F32-01, Student Fees to help address the \$900,000 cut in state funding. He said he recommended this action, reluctantly. Mr. Davis said he had a real concern with raising tuition but had been convinced that the University was doing its share in cost cutting and did not feel the burden of the budget situation was being solely borne by the students. Mr. Davis moved and Dr. Payne seconded a motion for the adoption of Resolution F32-01, Student Fees.

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 F33-01, Housing Fees. Mr. Davis explained that this housing fee was not a matter of raising revenue for the University but was merely a way to ensure those students who apply for housing to either keep the reservation or let SSU know they are not coming. Mr. Davis moved and Dr. Payne seconded a motion for the approval of Resolution F33-01, Housing 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 F34-01, Grant Proposals. Mr. Davis moved and Dr. Payne seconded a motion for the approval of Resolution F34-01, 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 reported that Resolution F35-01, Selection of Presidential Search Consultant, was brought to the Finance and Facilities Committee meeting. He said Resolution F35-01 authorizes the approval to hire Academic Search Consultation as a presidential search consultant. Mr. Davis moved and Dr. Payne seconded a motion for the adoption of Resolution F35.01, Selection of Presidential Search Consultant.

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

Nays: Ms. Reynolds

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

Mr. Davis reported that Mr. Roger Murphy, Ms. Joanne Charles and members of the Business Office are to be commended for the outstanding work done on the recently completed audit. Mr. Davis reported that Mr. Balestra, SSU's outside auditor, said there were no problems with the audit for the second year running. He noted this was a glowing report. Dr. Field said Ms. Pat Moore also made a large contribution in the area of financial aid.

Mr. Davis said that Mr. Murphy reported to the Committee on the reserve balances. The reserve goal was three times the special supplement. That goal was achieved, mainly because the supplement had been cut.

Mr. Davis said that Mr. Murphy prepared general fund revenues and expenditures pace report for fiscal year to date through October 2000 and 2001. Mr. Davis said it is not good news and the University is going to have to do something to control costs, especially health care expenses.

Mr. Davis reported that the Committee was given a spreadsheet summarizing the fiscal year to date financial information through October 2000 and 2001 for the Vern Riffe Center for the Arts.

Mr. Davis said Dr. Kelley reported that he has completed the assessment of the Vern Riffe Center for the Arts performance series funding and has developed a plan to address the fund balance deficit.

Mr. Davis said Mr. Murphy prepared and presented a report that tries to predict with assumptions where the University will be or should be in the next few years.

Mr. Davis said the Committee was presented with a Summary of Actions Affecting University Health Care Program report and he urged everyone to look at this report. He said the University is going to have to contain health care costs.

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

Executive Committee Report

None.

Reports, if any, from Board Liaisons with other Organizations

None.

New Business

Mr. Davis moved and Ms. Argeros seconded a motion to adopt the 2002 Board Calendar. Without discussion, the Board unanimously approved the 2002 Board Calendar.

Dr. Payne reported for the Presidential Search Advisory Committee. He said the Committee, after meeting with all the University constituent groups, consulting with experts on presidential succession and reviewing the last search conducted in 1998, recommended hiring the firm of Academic Search Consultation Service who submitted the best proposal. Dr. Payne reported that four members from the Board would serve on the Presidential Search Committee. Dr. Payne said the Committee discussed the possibility of extending the interim presidency for one year while the search was being conducted.

Mr. Teichman reported on behalf of the Committee charged with selecting a new slate of Board officers. Mr. Teichman said the Committee, consisting of Ms. Reynolds, Mr. Harcha and himself, recommended Dr. Payne to serve as Chairman of the Board and Mr. Davis to serve in the capacity of Vice Chair for 2002. Mr. Teichman moved and Mr. McKinley seconded a motion to elect Dr. Payne and Mr. Davis as Chair and Vice Chair, respectively. Without discussion, the Board unanimously approved the election of Board officers.

Comments from Constituent Groups (if any) and the Public

None.

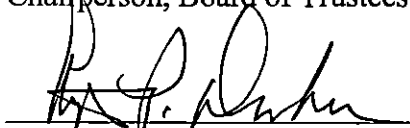
Other Business

Mr. Clayton said that since this was the last Board meeting with him serving as Chair, he wanted to take a moment to reflect on the past two years. He said he would like to thank a number of people who helped him in various roles during the past two years, especially Mr. Donohue, Dr. Field, Dr. Kelley, Ms. Liz Chrisman, Dr. John Valentine, Ms. Elinda Boyles, Dr. Mangus, Mr. Murphy, Ms. Sonya Smith and Ms. Cindy Keaton. He also extended his thanks to his family for their support and to his fellow Board members. A round of applause followed.

Adjournment

Mr. Harcha moved and Ms. Reynolds seconded a motion to adjourn the meeting. The meeting was adjourned by acclamation at 4:58 p.m.


Chairperson, Board of Trustees


Secretary, Board of Trustees

RESOLUTION Q7-01

HONORING THE FALL SPORTS TEAMS AND INDIVIDUAL ATHLETES

WHEREAS, the Women's Volleyball team qualified for the second consecutive season to play in the NAIA Regional Tournament; and

WHEREAS, the Men's Cross Country team recorded a record 72 wins, won three meet championships, and established the 15 fastest individual recorded times in the history of Shawnee State Men's Cross Country; and

WHEREAS, the Women's Cross Country team recorded a record 69 wins and won two meet championships, and established 14 new individual fastest times in the history of Shawnee State Women's Cross Country; and

WHEREAS, one athlete was named 1st Team All-Conference and nine athletes were named Honorable Mention All-American Mid-East Conference;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees grants special recognition to these teams and their coaches for their outstanding accomplishments and commend the individuals as listed below:

Volleyball

1st Team All-American Mid-East Conference
Honorable Mention All-American Mid-East Conference

Mandy Goin
Jennifer Cornelius

Women's Soccer

Honorable Mention All-American Mid-East Conference

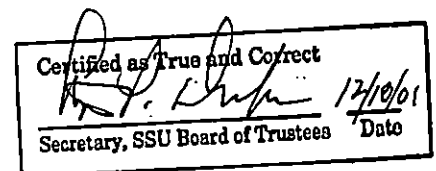
Candace Burton
Lisa Jacquemin
Marseille Markham
Laura Schultz
Jessica Votaw

Men's Soccer

Honorable Mention All-American Mid-East Conference

Brian Fields
Jeremy Reed
Rudy Roediger

December, 2001



RESOLUTION A6-01

APPROVAL OF AN AMENDED CONSTITUTION AND BYLAWS OF THE UNIVERSITY FACULTY SENATE

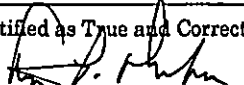
WHEREAS, the University Faculty Senate (UFS) serves as the constituent representative for faculty members in the governance structure of Shawnee State University; and

WHEREAS, amendments to the UFS constitution provide representation for the new Department of Fine, Digital and Performing Arts; streamline the committee structure, provide a faculty oversight clause, and eliminate ambiguities and inconsistencies in the language of the original constitution; and

WHEREAS, the amendments to the UFS Constitution have been approved by a two-thirds vote of all full-service faculty members and the Interim President;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University accepts and approves the amended Constitution and Bylaws of the University Faculty Senate attached hereto.

(December 11, 2001)

| | |
|---|----------|
| Certified as True and Correct | |
|  | 12/18/01 |
| Secretary, SSU Board of Trustees | Date |

University Faculty Senate Constitution

Shawnee State University Approved by the Membership University Faculty Assembly
January 20, 2000. Forwarded to President James P. Chapman, Ph.D. January 21, 2000.
Sharon Musser Scott, MSN, M.Ed., RN University Faculty Assembly President, 1999-2000
Associate Professor Shawnee State University Department of Nursing

CONSTITUTION OF THE UNIVERSITY FACULTY SENATE ARTICLE I: NAME, DEFINITION, PURPOSE, AND AUTHORITY

SECTION 1.1 NAME-The name of this organization shall be the University Faculty Senate (UFS) of Shawnee State University.

SECTION 1.2 DEFINITION-The University Faculty Senate is a vital part of Shawnee State University's governance structure. The UFS is a faculty-driven-governance structure which assists in carrying out the mission of the University in an effective, efficient, and orderly manner. It encourages the participation of all members of the academic community. The UFS assures provides a forum for full consideration of policy recommendations for Shawnee State University.

SECTION 1.3 PURPOSE-The purpose of the UFS shall be to provide a means to assure that the collective knowledge, experience, and judgment possessed by its members is instrumental in developing and recommending in a timely manner academic-related policies.

SECTION 1.4 AUTHORITY-The function of the UFS shall extend to initiating, formulating, and recommending to the University President policies affecting matters of concern to the University. The intent is that the UFS shall consider and make policy recommendation(s) to the Board of Trustees, through the University President.

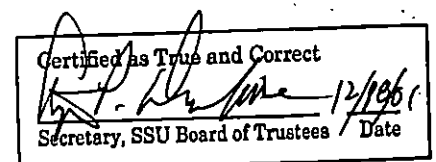
1.4.1-All recommendations of the UFS shall be addressed to the University President for consideration. The University President shall act upon the recommendations within 30 working days (See Section 5.11). Action shall be defined as approving, returning for reconsideration, or disapproving said recommendation(s).

1.4.2-If the University President approves the recommendation(s), he or she shall choose one of the following actions:

- (1) forward to the Board of Trustees with recommendation for approval, or
- (2) forward to the appropriate University agency for implementation.

1.4.3-If the University President returns the recommendation(s) to the UFS for reconsideration, ~~he or she shall provide specific suggestions for revision within 30 working days of receiving said recommendation(s).~~ **the recommendation shall be accompanied by**

DRAFT 10/22/01



specific suggestions for revision. The UFS may then reconsider and resubmit the recommendation(s) with or without revision, at which time the University President shall approve or disapprove the recommendation(s).

1.4.4-If the University President disapproves of the recommendation(s), his or her disapproval shall be directed to the UFS President accompanied by a written rationale so that UFS may reconsider the issue prior to any action.

The UFS's reconsidered recommendation(s) shall be forwarded to the University President within 30 working days. In the event that the University President still disapproves and chooses to forward his or her own recommendation to the Board of Trustees, the UFS shall have the option of presenting its separate recommendation(s) and rationale through the UFS President/Vice President concurrently with the University President's recommendation(s) ~~to the Board of Trustees at the a Board meeting or at a special session.~~ **at a meeting of the Board of Trustees.**

1.4.5-The Board of Trustees shall communicate its approval or disapproval of UFS recommendation(s) to the University President, who shall then advise the UFS President. If the Board disapproves the UFS recommendation(s), its action shall be accompanied by an explanation for the disapproval to the University President, who shall provide such explanation to the University Faculty Senate President.

1.4.6-All University personnel are expected to cooperate with the UFS Committees on all matters of official business.

1.4.7-The UFS President shall be notified **five days in advance of a Board of Trustees meeting** of all matters, concerns, and issues to be considered by the Board of Trustees. If the UFS President determines that said concerns are **academically** related, they shall be presented to the UFS.

ARTICLE II: MEMBERSHIP

SECTION 2.1 MEMBERSHIP-Membership in the UFS shall consist of the following:

Officers of the UFS (4)

President

Vice President

Secretary

Treasurer

Representatives from the College of Professional Studies (6)

Business (2)

Engineering Technologies (2)

Health Sciences (2);

Representatives from the College of Arts and Sciences (§ 6)

~~Arts~~ **English** and Humanities (1),

Fine, Digital & Performing Arts (1)

Mathematics (1)

Science (1)

Social Science (1)

Teacher Education (1)

Faculty-at-Large-Members (6 5)

College of Arts and Sciences (3 2)

College of Professional Studies (2)

University-at-Large (1).

Ex officio members (non-voting) are:

President of the University,

Vice President of Academic Affairs (Provost),

the Dean of Arts and Science, and the Dean of Professional Studies.

SECTION 2.2 VOTING MEMBERSHIP-The voting membership of the UFS shall consist of the UFS officers (4),

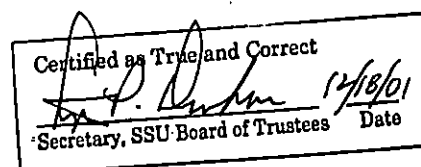
elected faculty representatives from the College of Arts and Sciences (§ 6),

elected faculty representatives from the College of Professional Studies (6),

faculty-at-large members (6 5).

Ex officio members of the Senate may make motions at the Senate meetings, and bring forth

DRAFT 10/22/01



issues and concerns, but may not vote.

ARTICLE III: EXECUTIVE BOARD

SECTION 3.1 MEMBERSHIP-The Executive Board shall consist of the UFS officers and the University-at-large representative.

SECTION 3.2 OFFICERS-The UFS President shall serve as the Executive Board Chair; the UFS Vice President shall serve as the Vice Chair.

SECTION 3.3 FUNCTIONS-The UFS President shall call meetings of the Executive Board at least once per month **from October through May**. The Executive Board shall be the only body empowered to refer UFS business to the appropriate committees. This Board shall also set the agenda for UFS meetings, monitor and report on the status and implementation of actions taken or recommended by the UFS its and the various committees, conduct membership **standing status** reviews as necessary, and compile the annual report. The Executive Board's primary function is to coordinate the business of the Senate, but and not to rule on committee recommendations.

ARTICLE IV: DUTIES OF UNIVERSITY SENATE OFFICERS SECTION

4.1 THE UFS PRESIDENT-The University Faculty Senate President shall

- (1) conduct UFS and Executive Board meetings,
- (2) sign official documents and forward the UFS policy recommendations to the President,
- (3) serve as principal spokesperson for the UFS, but may appoint the Vice President as spokesperson as needed,
- (4) monitor the performance of the UFS and make recommendations to the UFS or its committees for the better ordering of the body,
- (5) report to the UFS any matters that ~~the UFS President or membership~~ **he or she or other senators deems deem** of importance to that body, including the status of the UFS recommendations to the President of the University,
- (6) promote University-wide knowledge of the UFS workings, and
- (7) chair the Committee-on-Committees. The President of the University Faculty Senate shall have a Continuing Contract.

SECTION 4.2 VICE PRESIDENT-The UFS Vice President shall

- (1) preside over/or chair meetings of the UFS and/or Executive Board in the absence of the UFS President,
- (2) give Executive Board reports at UFS meetings,
- (3) attend standing committee meetings when needed,
- (4) chair the EPCC, and
- (5) carry out duties as delegated by the UFS President.

The Vice President of the UFS shall have a Continuing Contract.

SECTION 4.3 SECRETARY-The secretary shall perform the customary duties of the office including

- (1) taking roll and coordinating general membership meeting minutes,
- (2) providing an agenda packet to each UFS Senator and to all full-service faculty no less than five (5) working days prior to each meeting,
- (3) providing electronic copies of meeting minutes to all faculty, Senators, and the university community within five (5) working days following each meeting,
- (4) distributing hard copies of officially approved meeting minutes to each academic department office, University President's office and ~~to at least one central office per building, and~~
- (5) providing a schedule of deadlines to Executive Board members. Hard copies of official minutes shall be distributed to Senate members with the agenda packets for the following month's meeting. Officially approved copies of meeting minutes shall be made available via electronic mail to all ~~subscribers~~ **faculty and administrators** within one week of being approved. The secretary shall keep and maintain an archive of University Faculty Senate meeting minutes in the University Library.

SECTION 4.4 TREASURER-The UFS Treasurer shall administer the funds/budget of the UFS, keep current records of receipts and disbursements, and submit monthly reports and an annual financial report to the UFS.

SECTION 4.5 DUTIES OF SENATE MEMBERS-The members of the UFS are obligated to represent their constituency in good faith by attending sessions and reporting on issues, concerns, and problems. ~~Three (3) days prior to each meeting senate members are obligated to brief their membership on senate business via e-mail.~~

SECTION 4.6 RECALL OF OFFICERS AND SENATORS-Officers and Senators of the UFS may be recalled for misfeasance, malfeasance, or nonfeasance in office. **Missing three senate meetings in a year shall result in the dismissal of the officer/senator.** Recall proceedings can be initiated by a petition signed by 20% of the full-service faculty and presented to the ~~UFA~~ UFS Executive Committee, which shall conduct a ~~vote of confidence~~ **recall vote**. A 50% plus one vote of all full-service faculty **members of against the an officers'/senators' constituency against an officer / senator shall result in a recall.** Elections shall be held to replace said officer/senator by the UFS (See bylaws).

SECTION 4.7 PARLIAMENTARIAN-The UFS President may annually appoint a Parliamentarian. Except where this Constitution and its Bylaws differ, Robert's Rules of Order shall be deemed authoritative on procedure.

ARTICLE V: UNIVERSITY SENATE PROCEDURES

SECTION 5.1 MEETINGS-All meetings of the UFS shall be open to all interested parties.

DRAFT 10/22/01

| | |
|----------------------------------|----------|
| Certified as True and Correct | |
| <i>[Signature]</i> | 12/12/01 |
| Secretary, SSU Board of Trustees | Date |

5

SECTION 5.2 REGULAR MEETINGS-The UFS shall meet each month of the academic year, normally at 4:00 p.m. on the second Thursday. ~~The UFS shall meet no less than twice during the summer months.~~ Dates and times for meetings shall be established in the annual agenda.

SECTION 5.3 SPECIAL MEETINGS-The UFS President may call a special meeting of the UFS either upon his or her own initiative or upon petition of at least four (4) Senators, provided that an announcement of such a meeting and its agenda is made at least seven (7) working days prior to the meeting. Announcement shall be made via an e-mail distribution list.

SECTION 5.4 CANCELLATION OF MEETINGS-Regularly scheduled meetings of the UFS may be canceled by the UFS President with the consent of **the majority of the UFS executive board committee** ~~any other UFS officer~~. In the event of such a cancellation, the UFS President shall convey a reason for cancellation along with the notice to the University Community.

SECTION 5.5 JURISDICTION OVER COMMITTEE WORK-Committee Chairs shall make regular reports on committee progress to the UFS. By an affirmative vote of a simple majority of the voting members present, the UFS may discharge a matter from a committee and bring the matter to the floor for action, including reassignment.

SECTION 5.6 QUORUM-Three-fifths of the total voting membership of the Senate, (13) members shall constitute a quorum.

SECTION 5.7 VOTING-Voting on all matters other than elections, constitutional amendments, and membership shall be by a show of hands, except when at least five (5) UFS voting members request a secret ballot. Passage of a resolution shall require an affirmative vote by a simple majority of voting members present.

SECTION 5.8 TIE VOTES-In the event of a tie vote, the UFS President's vote shall be considered the tiebreaker. If in a tie vote the UFS President does not vote or abstains, the motion is defeated.

SECTION 5.9 BYLAWS-The Senate shall adopt such bylaws as are necessary to carry out the provisions of this Constitution. (See Article IX).

SECTION 5.10 ATTENDANCE-Regular attendance at UFS meetings of elected Senators, is expected. Prior to each annual UFS election, the secretary shall electronically distribute to the academic departments the attendance record of all UFS voting members for the past year. Any member of the UFS who misses (3) regularly-scheduled meetings during the course of the calendar year shall immediately be dropped from the UFS. Within 30 calendar days, an election shall be held to fill the position. The UFS secretary shall inform the Executive Committee of the member's inactivity, and the Executive Board shall take appropriate action. The UFS President may make a temporary appointment to fill the

vacancy until the election is held.

5.11 "Working days" refers to Mondays through Fridays when regular classes are scheduled at SSU. Holidays and breaks between academic quarters are not "working days" for such purposes.

ARTICLE VI: FINANCES

SECTION 6.1 UNIVERSITY FUNDING-The University shall finance the activities of the UFS subject to the regular budgeting process.

SECTION 6.2 MONETARY CONTRIBUTIONS-The UFS may accept monetary contributions and authorize disbursement as deemed appropriate.

SECTION 6.3 SECRETARIAL SUPPORT-The University shall fund the operation of a University Faculty Senate office where historical records and documents can be maintained, and UFS business conducted. The University shall supply the UFS office with a mail drop, telephone, computer and printer. The UFS President shall be given a one-course per quarter reduction throughout the academic year for the purpose of conducting UFS business.

ARTICLE VII: COMMITTEES SECTION

7.1 ESTABLISHMENT AND TERMINATION-The UFS shall establish committees to carry out its business. Alternatively, the UFS may terminate committees.

SECTION 7.2 STANDING COMMITTEES-The following standing committees shall conduct business as appropriately referred to them by the Executive Board:

1. Committee-on-Committees
2. Educational Policies and Curriculum Committee
3. ~~Faculty Affairs Committee~~ **Faculty Affairs and Development Committee**
4. Fiscal Affairs Committee
5. Student Affairs Committee
6. ~~6. Faculty Development, Research and Creative Activities Committee~~
7. 6. Facilities Planning Committee
8. 7. Athletic and Intramural Committee

Standing committees may be created or eliminated by constitutional amendment. Membership, term, and charge of such newly created committees shall be defined.

SECTION 7.3 AD HOC COMMITTEES-The UFS shall establish ad hoc committees by a simple majority of the voting members present. An ad hoc committee shall have a specified charge and a date by which its charge is to be carried out. An ad hoc committee shall be dissolved unless its expiration date is extended by a simple majority vote of the voting membership.

ARTICLE VIII: REPRESENTATION/ELECTIONS

SECTION 8.1 ELECTIONS-Elections of UFS officers **and senators** shall be conducted annually during the first week of the month of May.

SECTION 8.2 NOTIFICATION OF SENATE ELECTIONS /COMMITTEE ASSIGNMENTS-No later than June 15 annually, the UFA President shall submit to the University Faculty Senate's Secretary and to the University President official rosters of new Senators and committee assignments.

SECTION 8.3 TERM OF MEMBERSHIP-A term of a Senator shall be for two years. Officers currently elected for the 1999-2000 initial academic year shall serve staggered terms of two years. Beginning in 1999-02, the terms of newly-elected officers shall be staggered. Official terms for new officers begins June 15. The committee-on-committees of the UFA shall establish staggered terms for current officers and elected senators.

SECTION 8.4 MID-TERM VACANCIES-In the event of a resignation or vacancy, an election shall be held to fill said vacancy within (30) thirty working days.

SECTION 8.5 ELECTION DISTRICTS-For purposes of this organization, election districts for faculty shall be defined as the following instructional units:

Business Administration,

~~Arts~~ English and Humanities,

Fine, Digital & Performing Arts,

Health Sciences,

Industrial and Engineering Technology,

Mathematical Sciences,

Natural Sciences,

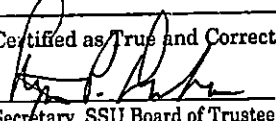
Social Sciences, and

Teacher Education.

SECTION 8.6 FACULTY REPRESENTATION-Faculty representation to the Senate shall apportion Senator(s) from each of the following areas **districts**. Each district shall be responsible for electing its representative.

District Seats:

DRAFT 10/22/01

Certified as True and Correct

Secretary, SSU Board of Trustees / Date 12/19/01

Business Administration (2),

Arts English and Humanities (1),

Fine, Digital & Performing Arts (1),

Health Sciences (2),

Industrial and Engineering Technology (2),

Mathematical Sciences (1),

Natural Sciences (1),

Social Sciences (1)

Teacher Education (1), Total 14 12.

SECTION 8.7-~~Six (6)~~ Five (5) at-large UFS Senators shall be elected from the faculty community; two (2) from the College of Professional Studies; ~~three (3)~~ two (2) from the College of Arts and Sciences; and one (1) University Senator at large. Each shall serve two (2) years.

ARTICLE IX: CONSTITUTION AND BYLAW AMENDMENTS

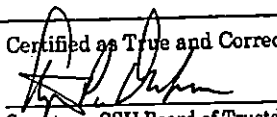
~~SECTION 9.1 PROPOSING CONSTITUTIONAL & BYLAWS AMENDMENTS-~~
Amendments to this Constitution may be proposed to the UFA UFS by a petition signed by ~~twelve (12)~~ Senators of the UFS and presented to the UFS President.

~~SECTION 9.2 NOTIFICATION OF MEMBERS~~ The proposed amendment and notice of the UFA UFS meeting, at which the matter is to be discussed, shall be distributed by the UFA UFS secretary to all full-service faculty and ex-officio members at least (7) seven working days prior to the meeting. Any full-service faculty member may attend the meeting at which the proposed amendment is to be discussed and may address the issue.

~~SECTION 9.3 CONSTITUTIONAL AMENDMENT RATIFICATION~~ Ratification of amendments to this Constitution shall require approval by secret ballot of two-thirds majority of the UFA membership. The Committee on Committees of the UFA shall conduct the vote within two weeks of the UFA meeting.

~~SECTION 9.4 BYLAWS AND AMENDMENTS TO BYLAWS~~ Amendments to the bylaws of this Constitution may be recommended by (12) twelve Senators. The UFA secretary shall distribute the proposed bylaw changes to all full-service faculty and ex-officio members at least (7) seven working days prior to the UFA meeting. Any full-service faculty member may attend the meeting at which the amendment is to be discussed and may address the issue. All full-service faculty members are eligible to vote. The Bylaws to this

DRAFT 10/22/01

| | |
|--|----------|
| Certified as True and Correct | |
|  | 12/18/01 |
| Secretary, SSU Board of Trustees | Date |

~~constitution may be established and amended by a majority vote of those members voting. The UFA Committee on Committees shall conduct the vote within two weeks of the UFA meeting.~~

SECTION 9.1 PROPOSING CONSTITUTIONAL AMENDMENTS- Amendments to this Constitution may be proposed to the full-service faculty by a petition signed by twelve (12) Senators of the UFS and presented to the UFS President.

SECTION 9.2 NOTIFICATION OF MEMBERS- The proposed amendment and notice of the full-service faculty meeting, at which the matter is to be discussed, shall be distributed by the UFS secretary to all full-service faculty and ex-officio members at least seven (7) working days prior to the meeting. Any full-service faculty member may attend the meeting at which the proposed amendment is to be discussed and may address the issue.

SECTION 9.3 CONSTITUTIONAL AMENDMENT RATIFICATION-Ratification of amendments to this Constitution shall require approval by secret ballot of two-thirds majority of the full-service faculty. The UFS Committee-on-Committees shall conduct the vote within two weeks of the full-service faculty meeting.

SECTION 9.4 BYLAWS AND AMENDMENTS TO BYLAWS-Amendments to the bylaws of this Constitution may be recommended by twelve (12) Senators. The UFS secretary shall distribute the proposed bylaw changes to all full-service faculty and ex-officio members at least seven (7) working days prior to the full-service faculty meeting. Any full-service faculty member may attend the meeting at which the amendment is to be discussed and may address the issue. All full-service faculty are eligible to vote. The Bylaws to this Constitution may be established and amended by a majority vote of those members voting. The UFS Committee-on-Committees shall conduct the vote within two weeks of the full-service faculty meeting.

ARTICLE X: IMPLEMENTATION

~~SECTION 10.1 IMPLEMENTATION This revised Constitution and accompanying bylaws shall take effect as an amendment to the University Faculty Assembly (UFA) Constitution. In fostering a spirit of unity and cooperation within the University community, upon two-thirds affirmative UFA approval of this amendment, the President of the University shall seek the endorsement of the Board of Trustees. The amendment shall take effect immediately upon Board approval and the University Faculty Senate shall assume the current functions of the University Faculty Assembly until its review in October 2001.~~

~~SECTION 10.2 REVIEW In October of 2001, the UFA shall conduct a vote of all full-service faculty to determine whether the UFS should continue. If the decision is to discontinue the UFS, the UFA shall resume operation. If the decision is to continue the UFS, the University Faculty Assembly shall be dissolved. A two-thirds affirmative vote of all full-service faculty is required.~~

~~SECTION 10.2.1 If the UFA is formally dissolved, then SECTIONS 9.1 through 9.4 shall~~

be amended to read:

~~SECTION 10.3 RESPONSIBILITIES OF UNIVERSITY FACULTY ASSEMBLY~~ The University Faculty Assembly shall continue to loosely function as an oversight body of the University Faculty Senate. If 30 % of the faculty members of UFA disapprove of an action taken by the UFS, they may appeal the action to the UFS. A signed petition including the signatures of at least 30% of eligible faculty members must be presented to the University Faculty Senate Executive Board within fifteen days (15) of the UFS action requesting a general membership meeting of the UFA to discuss the action. The President of the University Faculty Senate shall call the general membership meeting and preside at the meeting. If 50% + 1 of all full-service members of the University Faculty Assembly vote to send the action back to the UFS for reconsideration with recommendation of change, the UFS must take the UFA advice on the matter.

~~SECTION 10.4 MEETINGS~~ The number of required meetings of the University Faculty Assembly shall be reduced to a minimum of one (1) meeting per academic year at which the UFS President shall preside. Additional meetings may be called by the UFS Executive Board or at the request of at least 10% of eligible faculty members in the form of a signed petition presented to the UFS President. Such meetings may be informational for the faculty or may be held to seek advice of the faculty at large on an issue under consideration by UFS. If a meeting is to recall a University Faculty Senate action, the requisite 30 % of faculty signatures must appear on the petition requesting the meeting.

ARTICLE X: FACULTY OVERSIGHT RIGHTS

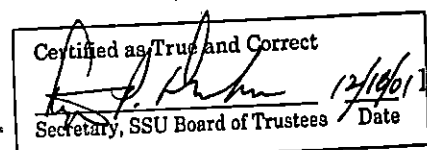
If 30 % of the full-time full-service faculty members disapprove of an action taken by the UFS, they may appeal the action to the UFS. A signed petition including the signatures of at least 30% of eligible faculty members must be presented to the University Faculty Senate Executive Board within fifteen working days (15) subsequent to the publication of the UFS minutes of the UFS action requesting a general membership meeting of the faculty to discuss the action. The President of the University Faculty Senate shall call the general membership meeting and preside at the meeting. If 50% + 1 of all full-time full-service faculty members vote to send the action back to the UFS for reconsideration with recommendation for change, the UFS must reconsider the action.

BYLAWS TO ARTICLE V: UNIVERSITY FACULTY SENATE PROCEDURES

~~SECTION 5.2.1~~ 5.1 ORDER OF BUSINESS-At regular meetings, the order of business shall be: Call to Order

1. Roll Taking
2. Approval of Minutes
3. Approval of Agenda
4. Announcements and Remarks from the Senate Chair President
5. Treasurer's Report

DRAFT 10/22/01



6. **President's Report / Provost's Report (as appropriate)**
7. **Announcements from the Senate Floor**
8. **Committee Reports**
9. **Unfinished Business**
10. **New Business**
11. **Adjournment**

SECTION 5.2.1-SENATE MATTERS-Matters for consideration by the UFS may be referred to the UFS by "any member" of the University community. Such requests must be in writing and may be made to the UFS Executive Board. The Executive Board shall direct requests to the appropriate committee, and inform the UFS of ~~impending items of business~~ **the request**. Any member of the University community desiring to address the UFS or any of its standing committees must submit a request to be placed on the agenda at least ~~(15)~~ **fifteen ten (10)** working days prior to the scheduled meeting. The President or Chair of the standing committee may deny a request, but he or she must submit to the requestor in writing the rationale for denial. The requestor may seek an override by obtaining a simple majority vote of members of the Executive Committee. Any member of the University community may inquire in writing as to the status of any matter referred to the UFS. A member of the Executive Board shall respond to the inquirer in writing.

SECTION 5.3 STATE OF THE UNIVERSITY REPORT-The President of the UFS shall issue a State of the ~~University Senate~~ Report prior to October 15 each year to all faculty and UFS members. This report shall contain at least the following elements: significant accomplishments and events of the previous year, goals for the coming year, and a list of suggested matters to be addressed by the UFS during the upcoming year. The written report shall be distributed to each UFS Senator and shall be distributed via electronic mail to all subscribers. The President of the University shall address each newly elected UFS at its first meeting in the fall. At such time the University President shall 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.

BYLAWS TO ARTICLE VII: COMMITTEES SECTION

8.2.1 GENERAL RESPONSIBILITIES OF COMMITTEES-The responsibilities of each standing committee shall include but not be limited to:

1. initiating study of new issues and/or initiating review of existing policies as deemed necessary on matters related to its charge;
2. recommending to the UFS as a whole the appointment of sub-committees as defined below for the purpose of dealing with specific matters relating to the charge of the committee;
3. receiving and considering matters referred to it by the Executive Board;
4. receiving matters referred to it by members of the University community and forwarding them to the Executive Board;
5. preparing a Committee Annual Agenda;
6. updating the Committee Annual Agenda as appropriate;

7. preparing an Annual Report;
8. acting ethically and professionally.

Committee Recommendations shall be forwarded to the Executive Board for consideration by the UFS as a whole. The Committee Annual Agenda shall include a list of suggested matters to be addressed during the year. The written Committee Annual Agenda shall be distributed to the Executive Board and to each UFS Senator by November 1 of each year and shall be distributed via electronic mail to all subscribers. The committees' Annual Reports shall summarize significant accomplishments and events of the year and shall be forwarded to the Executive Board by July 1. The Executive Board shall use each committee's report to compile a University Faculty Senate Annual Report. The written University Faculty Senate Annual Report shall be distributed to each UFS Senator, and to the University President and shall be distributed via electronic mail to all subscribers. Committees shall call meetings a minimum of once per month.

SECTION 7.2.2 SUB-COMMITTEES-The University Faculty Senate may appoint a sub-committee of an existing Committee or of the Executive Board to deal with appropriate matters. Establishment of a sub-committee shall require a simple majority of the voting members present at a UFS meeting. The UFS shall specify a written charge or mission and reporting requirements when it establishes a sub-committee. At the beginning of each year the Executive Board shall review the charge of each sub-committee and take one of the following actions: (1) reaffirm the charge of the sub-committee in writing to the parent committee, (2) recommend to the UFS as a whole a modification of the charge of the sub-committee, or (3) recommend to the UFS as a whole the dissolution of the sub-committee. Modification or dissolution shall require a simple majority vote of the UFS. Sub-committees may include members of the University community who are not Senators. The Executive Board shall approve appointments to sub-committees. The Chair of the subcommittee shall report and make recommendations to its parent committee ~~who~~ **which in turn shall report to the Executive Committee** and make recommendations to the UFS as a whole.

SECTION 7.2.3 STANDING COMMITTEES

The University Faculty Senate shall have the following standing committees:

1. Committee-on-Committees
2. Educational Policy and Curriculum Committee
3. **Faculty Affairs and Development Committee**
4. Fiscal Affairs Committee
5. Student Affairs Committee

6. Faculty Development, Research and Creative Activities Committee

6. Facilities Planning Committee

7. Athletic and Intramural Committee

All standing and ad hoc committees are required to have 50% + 1 of attending members vote to finalize action on an issue(s).

SECTION 7.2.4 COMMITTEE-ON-COMMITTEES

Membership (Voting):

President and Vice President of the UFS

Faculty at-large members (3).

The UFS President shall act as Chair.

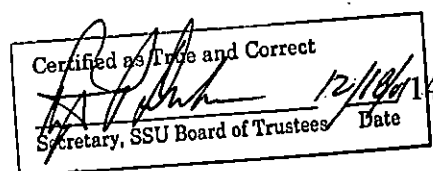
Faculty-at-large members shall be appointed by a simple majority vote of approval of the Executive Board. However, there must be (1) at-large Senator from the College of Arts and Sciences, and (1) at-large Senator from the College of Professional Studies. Charges-The committee's activities shall include but not be limited to conducting all nominations and elections called for in the constitution and filling all appointed positions. ~~except temporary Presidential appointees.~~ The committee shall meet with any other committee(s) and University personnel on matters of common interest.

SECTION 7.2.5 EDUCATIONAL POLICIES AND CURRICULUM COMMITTEE (EPCC)

Membership – (Voting) The vice president of the UFS who shall chair the EPCC. One representative from each of the following areas: English and Humanities (1); Business (1); Health Sciences (1); Industrial and Engineering Technology (1); Mathematics (1) Natural Sciences (1); Social Sciences (1); Teacher Education (1); Fine Digital and Performing Arts (1); and (3) Members-at-large elected by the College of Professional Studies. Ex-officio Membership – (Non-voting) The Provost, Dean of the College of Arts and Sciences, Dean of the College of Professional Studies, GEP Director, University Registrar, Director of Assessment or designee, and Director of the Library or designee.

Charges-The committee's activities shall include but not be limited to: 1. recommending the establishment of educational goals and policies; 2. initiating study of new issues and/or initiating review of existing policies as deemed necessary on matters relating to the academic programs of the University; 3. reviewing new degree programs proposed by various instructional units of the University; 4. considering for recommendation curricular changes proposed by the various instructional units of the University; 5. receiving and considering policies pertaining to curriculum; 6. receiving and considering matters

DRAFT 10/22/01



regarding academic freedom and misconduct; 7. receiving and considering policies regarding academic eligibility and academic scholarships; 8. reviewing as appropriate the implementation of approved academic policy recommendations for the purposes of: (a) determining that the intent of UFS policy recommendations has been achieved, and (b) proposing, as necessary, additional academic policy recommendations. In carrying out items 1-5 8 above, the committee shall take cognizance of the financial implications of academic policies and proposals.

SECTION 7.2.6 ~~FACULTY AFFAIRS~~ FACULTY AFFAIRS AND DEVELOPMENT COMMITTEE Membership (Voting) - (1) faculty Senate member appointed by the Committee-on-Committees who shall chair the committee; (2) elected representatives from the College of Professional Studies; and (2) elected representatives from the College of Arts and Sciences. Ex Officio Membership (Non-Voting)- the Provost, the Dean of the College of Professional Studies, and the Dean of the College of Arts and Sciences.

Charges-The committee's activities shall include, but not be limited to: 1. developing recommendations on matters relating to faculty status such as criteria and procedures for faculty appointment, reappointment, tenure, and promotions when such matters are not specified in a collective bargaining agreement, and review and determine the need for non-replacement and non-new-program full-time faculty. 2. awarding the faculty scholarship; 3. receiving and considering matters regarding academic freedom; 4. receiving and considering matters regarding academic misconduct; **5. recommending and reviewing policy on the following: a. faculty development; b. applications for leaves with pay and/or support; c. applications for leaves without pay; d. research and creative activities support; e. activities designed to sensitize faculty to equal opportunity and affirmative action issues; f. continuing education activities designed to enhance faculty skills and/or knowledge.** The committee shall meet with any other committees on matters of common interest.

SECTION 7.2.7 FISCAL AFFAIRS COMMITTEE Membership (Voting Members)-Voting members shall consist of (2) UFS faculty Senators appointed by the Committee-on-Committees; (1) faculty representative elected by the College of Arts and Sciences; and one (1) faculty representative elected by the College of Professional Studies. A faculty Senator shall be elected chair of the committee. Ex Officio Membership (Non-Voting)-the Vice President for Business Affairs, the Director of University Information Services, and the Provost ; (1) administrative representative elected by the administration; (1) staff representative elected by the hourly employees; and (1) student representative elected by the students.

Charges-The Committee's activities shall include: 1. examining, evaluating, and participating in the University budgeting process; 2. examining the University budget and recommending priorities for expenditures in support of instructional programs; 3. encouraging the use of faculty expertise in budget matters; 4. recommending policy related to the use of technology by the University; 5. recommending to the President of the University the UFS's approval or disapproval of the University budget.

SECTION 7.2.8 STUDENT AFFAIRS COMMITTEE

Membership: (Voting)-(5) faculty representatives:

- Senator appointed by the Committee-on-Committees (1);
- faculty elected by the College of Arts and Sciences (2); and
- faculty elected by the College of Professional Studies (2).

A faculty Senator shall be elected chair of the committee. Ex officio Membership (non-voting)-the Vice President of Student Affairs; (1) academic department secretary representative elected by hourly employees; (1) administrative representative elected by the administration; (2) student representatives elected by the students. Charges-The committee's activities shall include but not be limited to: 1. initiating study of new issues and/or initiating review of existing policies as deemed necessary on aspects of University life that relate to and affect students and their academic performance; 2. reviewing and making recommendations of policies submitted to the committee on aspects of University life that relate to and affect students and their academic performance; 3. reviewing and recommending policy with respect to admissions, counseling, non-academic scholarships, financial aid, student employment, discipline, and the like.

~~SECTION 7.2.9 FACULTY DEVELOPMENT, RESEARCH AND CREATIVE ACTIVITIES COMMITTEE Membership (voting)-(5) faculty representatives: (1) faculty Senate member appointed by the Committee on Committees, who shall chair the committee; (2) faculty members elected from the College of Arts & Sciences; and (2) faculty members elected from the College of Professional Studies. Ex Officio Membership (non-voting) the Provost, the Dean of the College of Arts and Sciences, and the Dean of the College of Professional Studies. Charges The committee's activities shall include initiating, reviewing, planning, and recommending policy on: 1. faculty development; 2. application for leaves with pay/and or support; 3. application for leaves without pay; 4. research and creative activities support; 5. faculty enrichment rewards (recommendations are to be directed to the Provost); 6. activities designed to sensitize faculty to equal opportunity and affirmative action issues; 7. continuing education activities designed to enhance faculty skills and/or knowledge. The committee shall meet with any other committee(s) on matters of common interest.~~

SECTION 7.2.9 FACILITIES PLANNING COMMITTEE Membership (Voting)-(4) faculty representatives: (2) faculty-at-large Senators appointed by the Committee-on-Committees; (1) faculty elected from the College of Arts and Sciences; and (1) faculty elected from the College of Professional Studies. They shall annually elect a faculty Senator chair. Ex Officio Membership (Non-Voting)-the Vice President of Business Affairs, and the Director of UIS and the Director of Facilities; (1) administrative representative elected by the administration; (1) student representative elected by the students; and (1) elected hourly

employee.

Charges-The committee's activities shall include but not be limited to: 1. initiating study of new issues and/or initiating review of existing policies as deemed necessary on matters relating to the University's physical facilities; 2. reviewing the University's Master Plan and making recommendations for revision and updating as appropriate; 3. reviewing facility related budgets and expenditures; 4. prioritizing facility needs; 5. recommending modifications and reallocations of current facilities to better serve University needs.

SECTION 7.2.10 ATHLETIC AND INTRAMURAL COMMITTEE Membership (Voting)-the faculty athletic representative, who shall be appointed by the University President; (3) faculty representatives; (1) faculty elected by the College of Arts and Sciences; and (1) faculty elected by the College of Professional Studies; and (1) faculty Senator appointed by the Committee-on-Committees who shall chair the committee. Ex Officio Membership (Non-Voting)-The Vice President of Student Affairs and the Athletic Director; (1) administrative representative elected by the administration; and (2) student athletic representatives selected by students; (1) male, and (1) female (intramural or intercollegiate) appointed by the Student Senate. Term-Refer to Article VIII of the Constitution.

Charge-The committee's activities shall include but not be limited to: 1. initiating study of new issues and/or initiating review of existing policies as deemed necessary concerning the University's intercollegiate athletic and intramural programs; 2. reviewing the University's intercollegiate athletic and intramural programs to ensure that each is well balanced; 3. reviewing athletic and intramural budgets; 4. reviewing and recommending institutional statements of aims and objectives of the intercollegiate athletic and intramural athletic programs; 5. reviewing game and athletic travel schedules.

SECTION 7.2.11 ASSIGNMENT OF SUBCOMMITTEES Fiscal Affairs Committee UTAC (University Technology Advisory Council) Educational Policies and Curriculum Committee GEAC (General Education Advisory Council) The Distinguished Lecturer Committee The University Assessment Committee

SECTION 7.3 OHIO FACULTY COUNCIL: The President of the University Faculty Senate shall serve as one of two representatives of Shawnee State University to the Ohio Faculty Council (OFC). One additional representative to the OFC shall be selected from among the remaining elected UFS members. The Committee-on-Committees of the UFS shall be responsible for selecting the second representative to the Ohio Faculty Council. NOTE: Nothing in this Constitution should be construed to be in conflict with any collective bargaining agreements in effect at Shawnee State University. The terms of any existing collective bargaining agreement shall prevail over any conflicting policies or actions permitted by this Constitution. This Constitution does not permit adoption of any policies or procedures which require collective bargaining under Chapter 4117 of the Ohio Revised Code.

Department of Teacher Education
National Council for the Accreditation of Teacher Education Progress Report

The Department of Teacher Education was visited by an NCATE Board of Examiner Team on October 20-24, 2001. The Team was composed of five individuals from around the country and two Ohio observers. The visit was the culmination of four years of work redesigning the teacher preparation program at Shawnee State University. The NCATE review also serves as the external program review for the Department of Teacher Education.

The reviewers studied the program with six standards in mind that focused on performance in the categories of candidate knowledge, skills and disposition; assessment system and unit evaluation; field experiences and clinical practice; diversity; faculty qualifications, performance and development; and unit governance and resources. All the preparation was aimed at showing NCATE that the graduates of the program know how to teach. During the visit, the board of examiners reviewed evidence compiled by the Department and then verified what the Department claimed about its programs through interviews with hundreds of individuals including SSU administrators, SSU faculty, area school administrators, principals, teachers, and most importantly SSU students.

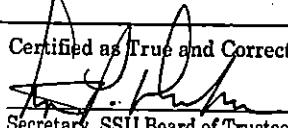
The hard work that was needed to succeed in becoming accredited from NCATE was rewarded when the board cited that SSU's Department of Teacher Education met all six domains satisfactorily. In fact, during the reporting session, that is supposed to be a five-minute meeting to list the findings of the visit and not necessarily give praise, the team was compelled to mention that they were particularly impressed by the reviews SSU's program received from area school administrators and principals. They mentioned that the area schools have seen a great improvement in the quality of SSU pre-service teachers who visit the schools during field experiences and student teaching. In addition, they are anxious to host more SSU students and hire graduates from the program, which is one of the bonuses of the NCATE process.

The final Team report was received on November 20, 2001. While all six NCATE standards were met, three weaknesses were cited in the report. These included

- Lack of diversity in the school-based experiences,
- Lack of diversity in the pre-service candidates, and
- Inadequate resources to offer the early childhood program.

The Department saw an enormous outpouring of cooperation and support from the campus community. Because the NCATE review required so much coordination, the help from SSU's University Information Services, the Clark Memorial Library, the Student Success Center and the College of Arts and Sciences was needed and given freely.

The NCATE Unit Board of Accreditation will make the final determination on Shawnee's accreditation at their spring meeting. The decision will be based upon the BOE Team Report, Shawnee's rejoinder to the report, and other evidence submitted by Shawnee State to NCATE. We are confident of a positive accreditation decision in April.

Certified as True and Correct

Secretary, SSU Board of Trustees / Date 12/10/01

RESOLUTION F32-01

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

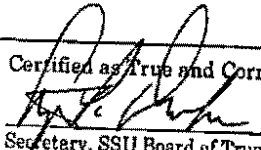
WHEREAS, Shawnee State University requires resources in excess of proposed subsidies and existing instructional and general fees to meet the University's operating needs for fiscal year 2002; and

WHEREAS, the Governor has enacted a 6% reduction in subsidy including supplemental funding retroactive to July 1, 2001; and

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

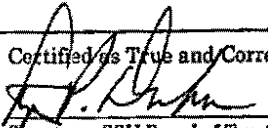
THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the fee schedule accompanying this resolution, effective beginning Winter Quarter 2002.

(December 11, 2001)

Certified as True and Correct

Secretary, SSU Board of Trustees 12/18/01
Date

SHAWNEE STATE UNIVERSITY

| TUITION (QUARTERLY) | Approved Fee Beginning Fall term, 2001 | Proposed Fee Beginning Winter term, 2002 | Amount of Change | Percent Change |
|---|--|--|------------------------|-------------------|
| Full-time (12-18 hours) | | | | |
| Instructional | \$936.00 | \$1,032.00 | \$96.00 | 10.3% |
| General | \$162.00 | \$162.00 | \$0.00 | 0.0% |
| Out-of-State, District | \$330.00 | \$360.00 | \$30.00 | 9.1% |
| Out-of State | \$864.00 | \$936.00 | \$72.00 | 8.3% |
| Technology fee | \$36.00 | \$36.00 | \$0.00 | 0.0% |
| Total in-state, full-time, per quarter | \$1,134.00 | \$1,230.00 | \$96.00 | 8.5% |
| Part-time (per credit hour up to 11 and above 18) | | | | |
| Instructional | \$78.00 | \$86.00 | \$8.00 | 10.3% |
| General | \$13.50 | \$13.50 | \$0.00 | 0.0% |
| Out-of-State, District | \$27.50 | \$30.00 | \$2.50 | 9.1% |
| Out-of-State | \$72.00 | \$78.00 | \$6.00 | 8.3% |
| Technology fee | \$3.00 | \$3.00 | \$0.00 | 0.0% |
| Total in-state, per credit | \$94.50 | \$102.50 | \$8.00 | 8.5% |


 Certified as True and Correct
 Secretary, SSU Board of Trustees Date 12/19/01

RESOLUTION F33-01

HOUSING APPLICATION FEE

WHEREAS, we are experiencing an unacceptably high percentage of new prospective students reserving space in University housing who do not attend the University; and

WHEREAS, these prospective students prevent other students with intention of attending Shawnee State University from obtaining housing and adversely impacting housing occupancy; and

WHEREAS, the current \$35/\$50 fee fails to motivate students to notify the University in a timely manner of their decision not to occupy University housing; and

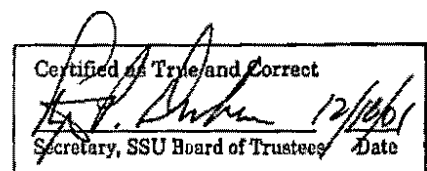
WHEREAS, timely notice of cancellation can appropriately result in refund of the deposit and provide available space to other students desiring housing accommodations;

THEREFORE BE IT RESOLVED, effective for applications received after the date of this resolution, the Board of Trustees of Shawnee State University approves a \$150 housing application fee to be assessed to first-time housing applicants planning to attend the University beginning Fall Quarter, 2002, and each fall thereafter;

BE IT FURTHER RESOLVED that individuals paying the \$150 application fee will receive a full refund if they provide the University with a written notice of housing cancellation by May 1st for the upcoming fall quarter; and

BE IT FINALLY RESOLVED that this \$150 application fee replaces the previous non-refundable \$35/\$50 fee. This application fee will be applied to housing fees for those students who do attend Shawnee State University during fall quarter and reside in University housing.

(December 11, 2001)



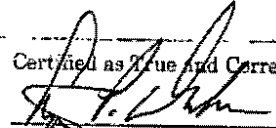
RESOLUTION F34-01

**OHIO TECH PREP EXPANDED ENROLLMENT AND
SUMMER HONORS INSTITUTE FOR GIFTED STUDENTS
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 Ohio Tech Prep Expanded Enrollment Grant Initiative proposal submission and the Summer Honors Institute for Gifted Students Grant renewal.

(December 11, 2001)

Certified as True and Correct

Secretary, SSU Board of Trustees Date 12/18/01

Grant Proposal Summary

TITLE: Ohio Tech Prep Expanded Enrollment Grant Initiative

GRANTING AGENCY: Ohio Department of Education, Ohio Board of Regents

PRINCIPAL INVESTIGATOR: Judy Meeker

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT: 15%

PURPOSE: This grant is designed to increase enrollment in the Ohio south Consortium's Tech Prep Information Technology career area at both the secondary and postsecondary level.

CLIENTELE TO BE SERVED: current and future Tech Prep students enrolled at participating high schools, joint vocational schools, Shawnee State University, and Ohio University Southern Campus, faculty and staff of participating secondary and postsecondary institutions.

RELATIONSHIP TO SSU MISSION: Information Technology career areas are one of the fastest growing. By increasing enrollment in this educational strand, the grant helps SSU "preparing students for the changing needs of business, industry, education and society..." Additionally, the collaboration of member partners of the Ohio South Tech Prep Consortium assists the University in meeting its mission of enriching the lives of the community.

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN THE PROJECT:

Scioto County Joint Vocational School, South Point High School, Dawson Bryant High School, Ohio Valley School District, Ironton High School, Ohio University Southern Campus.

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED:

Grant funding will be used to purchase necessary equipment for laboratories at each facility, provide professional development opportunities for faculty and staff, design a recruitment/marketing plan for secondary enrollment, develop a college student-to-high school student mentorship program, and initiate a Tech Prep college club to provide support, information, and opportunities for Tech Prep students enrolled at Shawnee State University.

FUNDING PERIOD: Two fiscal years, January 15, 2002 – June 30, 2002, July 1, 2002 – June 30, 2003

BUDGET:

| <u>Fund Source</u> | <u>Year One</u> | <u>Total, all years</u> |
|--------------------|-----------------|-------------------------|
| Grant | \$77,000 | \$158,600 |
| Direct Costs | | \$151,048 |
| Indirect Costs | | 7,552 |
| Other | | 0 |
| University-In Kind | | 0 |
| University Match | | 0 |
| TOTAL | | \$158,600 |

Certified as True and Correct

[Signature]
Secretary, SSU Board of Trustees

12/8/01
Date

GRANT PROPOSAL SUMMARY

TITLE: Summer Honors Institute for Gifted Students

GRANTING AGENCY: Ohio Department of Education, Office for Exceptional Children

PRINCIPAL INVESTIGATOR: Megan Horne, Program Manager, University Outreach Services

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT: 30%

PURPOSE: To provide an enrichment experience for Ohio's gifted and talented high school students by exposing those students to intensive college level classes specifically designed for them. Students are encouraged to explore programs, which may assist them in determining their future educational and career goals.

CLIENTELE TO BE SERVED: Up to 250 Ohio high school students rising into the tenth and eleventh grades who have been identified by their school as being gifted or talented.

RELATIONSHIP TO SSU MISSION: The Shawnee State University Summer Institute offers students the opportunity to enrich themselves both intellectually and culturally while giving them the opportunity to increase their abilities to think critically and communicate effectively.

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN THE PROJECT: None

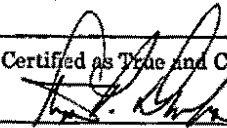
BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED: The Summer Institute is offered in three separate week-long sessions, July 14-19, July 21-26, and July 28-August 2, 2002. Students who are accepted into the Institute choose one of several possible course offerings. Those offerings include: Environmental Sustainability, HTML and Web Page Design I and II, Photo Design, Advanced Math Exploration, Creative Writing Workshop, Child's Play...It's Not Just for Kids, Forensics, Microbes and Diseases, Introduction to Plastics Processing, Fabric Collage and Mixed Media, It's the Law, Emergency Medical Technology, Engineering Graphics with Computer Aided Drafting & Design (CADD), and Mysteries of the Ancient World.

Shawnee State full-time and adjunct faculty members develop and teach classes. Students attend class each day from 9:00 a.m. until 4:00 p.m., and then take part in closely supervised activities during the evening hours. Those not from the immediate area are housed in University Housing under the supervision of one Residence Advisor per dormitory unit.

NOTE: This year's Summer Institute awards are made on a competitive basis, with a total of 16 grants to be funded.

BUDGET:

| Fund Source | Year One (FY 01) |
|---|--------------------|
| Grant | \$62,500.00 |
| Other (Residential fees) | 20,000.00 |
| University-In Kind | 9,700.00 |
| Classroom/Lab Space (\$60 day, per room) | \$ 4500 |
| Recreational Space | 1500 |
| Secretarial Support | 1500 |
| Work/Study Services | 1000 |
| Miscellaneous (library, phone, cable, TV) | 1200 |
| TOTAL | \$92,200.00 |

Certified as True and Correct

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

RESOLUTION F35-01

SELECTION OF PRESIDENTIAL SEARCH CONSULTANT

WHEREAS, the Board Exploratory Committee met with constituent groups, consulted with experts on presidential succession, and reviewed the last search conducted in 1998; and

WHEREAS, the Board Exploratory Committee recommends a complete and thorough national search to develop the best qualified pool of candidates for president; and

WHEREAS, the Committee reviewed the proposals from the firms responding to the University's request for proposals; and

WHEREAS, the Committee recommends the proposal of Academic Search Consultation Service as the best proposal, based on costs and the particular expertise of the consultant, a former chancellor of the Ohio Board of Regents;

THEREFORE, BE IT RESOLVED that Board of Trustees authorizes the administration to enter into a contract with Academic Search Consultation Service for the purpose of assisting the University in searching for the next president.

(December 11, 2001)

Certified as True and Correct
[Signature] 12/19/01
Secretary, SSU Board of Trustees Date

Board Exploratory Committee

Report

The Exploratory Committee established as their goal to review the literature, seek advice of experts, and consult with constituent groups, to help them make procedural and policy recommendations to the Board of Trustees that would result in obtaining the best qualified pool of candidates for president of Shawnee State University. To that end, the Committee undertook the following actions:

1. The Committee convened and reviewed the previous Presidential Search conducted in AY 97-98.
 - a. Budget for last search was \$54,000; \$40,000 was spent on the search consultant
 - b. The first ad for the vacancy was placed in January 1998, and the position was filled by July 1.
2. The Committee posted to the AGB list-serve request for advice from other Universities with recent Presidential Search experience, and received about ten responses.
3. Letters were sent to all constituent groups on campus with a request for consultation with the Committee.
4. Meetings were held with the leadership of each constituent group on October 11th.
5. All constituent groups recommended to the committee that a national search be conducted to select the next president.
6. The traits recommended for the next president by the constituent groups included:
 - a. Honesty and Integrity
 - b. Good Communication Skills
 - c. Union background
 - d. Ability to articulate and carry out a "shared vision" for SSU
 - e. A good peace maker
 - f. Good fund raiser
 - g. "Socializer", with the ability to generate good working relations with the community
 - h. Working knowledge of 2-year degree programs
 - i. Financially astute with ability to read spreadsheets, and financial statements
 - j. Politically astute
 - k. Be willing to look at Academic programs and reallocate resources accordingly

Certified as True and Correct
[Signature]
Secretary, SSU Board of Trustees
Date: 12/18/01

1. An independent thinker; fresh approach that may be even a little scary
7. Committee sought expert advise from Association of Governing Boards
 - a. Conference call held with AGB consultant, Mr. Bill Weary, on 11/20
 - b. Consultant recommended:
 - i. Review of all governance documents regarding a presidential search
 - ii. Can do a search without a search firm; would recommend the AGB publication "Essentials of Presidential Searches."
 - iii. Need to be aware of impact of Open Meeting and Open Record laws
 - iv. Recommended consulting with Joan Brown who chaired the search committee recently for the University of Toledo
 - v. Must develop a thorough leadership document
 - vi. Not uncommon to appoint the Interim President for more than one year, especially if University is dealing with a difficult budget problem, it may result in a better pool of applicants
 - vii. Hiring window for presidents is late Spring to November
 - viii. Searches take about 6-9 months
 - ix. Recommended exploring the contract options with the Interim President to extend his contract to allow search to start in Spring
8. Search Firms
 - a. Received three responses to Invitation for Bid (IFB)
 - b. Academic Search recommended prior Chancellor of Ohio Board of Regents, Elaine Hairston, but her schedule limited her start date to some time in March
 - c. Bids ranged from about \$47,000 - \$55,000 plus expenses
9. Search Committee Appointments
 - a. In response to the Board's request for nominees from the constituent groups, with the UFS nominees on 11/29, the only remaining group without nominees to the committee is SGA
 - b. The Board must also select four members of the committee
10. Recommendations
 - a. Explore with Dr. Field an extension of his one year contract as Interim President to allow adequate time for a full search
 - b. Commit to a national search
 - c. Select Academic Search and Ms. Hairston as consultants for the search
 - d. Appoint a Search Advisory Committee from the nominees provided in accordance with Policy 1.02
 - e. Try to complete search less than 9 months after starting it
 - f. Budget \$65,000 for the search
 - g. Charge the search committee to nominate at least four unranked candidates for the position, with evaluations of their strengths and weaknesses

| | |
|----------------------------------|----------|
| Certified as True and Correct | |
| <i>[Signature]</i> | 12/18/01 |
| Secretary, SSU Board of Trustees | Date |