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2-8-2002

### February 8, 2002 Meeting Minutes

Shawnee State University

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**SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**Meeting Minutes  
February 8, 2002**

Chairman Dr. Burton Payne called the meeting to order at 1:20 p.m. noting the meeting was in compliance with RC §121.22(F).

Dr. Payne welcomed everyone to the meeting and said he wanted to take a moment to thank George Clayton for his guidance as Chair of the Board the last two years and to say he really appreciated his efforts. A round of applause followed.

**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 February 8, 2002 Agenda**

Mr. Davis moved and Ms. Reynolds seconded a motion to approve the agenda. Without discussion, the Board unanimously approved the February 8, 2002 agenda.

**Approval of the December 11, 2001 Board Meeting Minutes**

Mr. Clayton moved and Ms. Argeros seconded a motion to approve the December 11, 2001 Board meeting minutes. Without discussion, the Board unanimously approved the minutes of the December 11, 2001 Board meeting.

**President's Report**

Dr. Field said while there are many great things happening at Shawnee State University, there are also serious budget problems, and the University is taking the necessary steps to offset the shortfall in state funding. Dr. Field said he has been meeting with many individuals and organizations throughout the local and regional communities including:

- SSU Campus Representatives (heads of SEA, UFS, UAA, USA, CWA, and SGA) keeping them up-to-date on budgetary issues;
- Inter-University Council (IUC) Presidents' Committee;
- The SSU Women's Forum;
- The SSU Development Foundation (annual meeting);
- Jack Connell of the Ohio Board of Regents (regarding tuition reciprocity); and
- Brian Hicks (the Governor's Chief of Staff) and state leaders via conference call to discuss the state's role in higher education.

Dr. Field also brought the Board up-to-date on several important issues and events.

### **1. Budget**

Dr. Field said he sent a letter to all university community members at the beginning of winter quarter outlining answers to some of the frequently asked questions that have been posed concerning the budget problem.

He said the University is taking some major steps toward addressing the budget shortfall created by the Governor's Executive Order to reduce all state-related budgets. The reductions were unexpected and substantial, and present many challenges for institutions and agencies throughout the state of Ohio. The challenges are serious, but manageable. The University must be prudent and make appropriate decisions now to head off future crises.

Dr. Field noted that at last month's Board meeting, several trustees expressed their concern about raising tuition mid-year and not taking measures to address the expense side of the ledger. A recommended step in this direction is a change to the administrative staff at SSU. Dr. Field said the University is presenting to the Board a resolution to reorganize by eliminating one division at SSU. The University must, due to financial considerations, eliminate the office of the Executive Director for University Advancement. The elimination of that position and the support staff position that goes with it will save the University \$135,000 per year, including benefits.

Dr. Field said the functions that were consolidated under this office when it was created two years ago will be returned, at least for now, to their original divisions. The Office of Admissions will be under the vice president for Student Affairs, the offices of Development and Communications will report directly to me, and Printing and Graphic Services will be placed under the vice president for Business Affairs. The duties of the Office of University Advancement will be redistributed. While the University will continue to develop and implement sound marketing strategies, it cannot afford to maintain the office of Executive Director in today's fiscal climate.

Dr. Field informed the Board that a preliminary report on retrenching the baccalaureate program in Medical Laboratory Science was being considered. Due to consistently low enrollments, a negative trend in cost/income benefits, and the fact that many Medical Laboratory Science programs across the state are closing because employment opportunities in this field have diminished considerably, the Provost has recommended retrenchment of this baccalaureate program. The faculty union contract provides a procedure the University will follow in responding to the Provost's recommendation.

Dr. Field said he participated last week in a rather lengthy conference call with Governor Taft who is concerned about universities raising their tuition rates. The Governor encouraged the university presidents who participated in the call to exercise caution when it comes to tuition, ensuring that as many students go to college as possible. The presidents alerted the Governor that any time the State enacts substantial budget reductions for state universities tuition increases are an almost inevitable result. Dr. Field said he expected that discussion of this issue will continue for some time.

## **2. Enrollment**

Dr. Field said the Academic Affairs Committee of the Board discussed today the increase in winter quarter enrollment SSU experienced. This increase, despite the mid-year tuition increase, was nearly a 3 ½ percent increase in FTE over winter quarter 2001. Headcount was up over last winter as well.

## **3. SSU Basketball**

Dr. Field said SSU's basketball programs are enjoying much success this season. The Women's Basketball Team is 18-4 (14-2 in the AMC) and tied for first place in the conference. SSU's Men's Basketball Team is 20-7 (11-3 in the AMC) and also tied for first place. Dr. Field said SSU's Jay Hall broke the SSU points record previously held by Randall Pennington, who scored 1,326 points in his career with the Bears. Thus Jay became the men's career scoring leader at Shawnee State University. The University is very proud of both teams. Dr. Field said it is exciting to see them in action and read about them in the papers and offered congratulations to Coach Smith, Coach Ford, and all of the SSU Bears.

## **4. Workforce Development Board**

Dr. Field said he has been appointed to the Workforce Development Board in Scioto County. This organization administers funds that are available from the Workforce Investment Act, and 71 SSU students receive financial support from this source.

## **5. AAHE Conference**

Dr. Field said he was privileged to take part in a presentation at a major national conference with professors John Lorentz and Carl Hilgarth, and Dean Jerry Holt. The presentation, titled "Recapturing Regional History," was given to an enthusiastic audience at the 10<sup>th</sup> Annual Conference on Faculty Roles and Rewards, sponsored by the American Association for Higher Education (AAHE). The presentation dealt with the ongoing development of River Studies at SSU and the participation of the Portsmouth community in recognizing the importance of our regional culture and history.

## **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. Steve Midkiff gave a comprehensive presentation to the Committee on the winter quarter enrollment figures.

Mr. Harcha said Dr. Jerry Holt reported on a new addition to the Bachelor of Fine Arts degree program with a concentration in Photography/Imaging.

Mr. Harcha said Mr. Carl Hilgarth gave the Committee a presentation on the Advanced Technology Center. Mr. Harcha noted that SSU's Plastics Engineering Technology program is the only 4-year program offered in the state of Ohio. Mr. Hilgarth also reported on several grants in excess of \$80,000 with Miami University-Hamilton that will provide students at both campuses with distance learning courses to help them obtain their degrees.

Mr. Harcha said Dr. Cheryl Boyd informed the Committee of the preliminary report regarding the retrenchment of the baccalaureate program in Medical Laboratory Science.

### **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 on the activities of the SGA. Mr. McKinley said he was most impressed by Mr. Musser, Mr. Jacob Hickman, President of the Student Programming Board and Ms. Suzanne Brumfield, Student Trustee on the SSU Board of Trustees. Mr. McKinley said the Quality of University Life Committee is here to make the quality of life better for our students. He said the SGA and SPB are trying to raise visibility of their activities and have seen an increase in student participation at their activities on campus.

Mr. McKinley said that Mr. Jacob Hickman, President of the Student Programming Board, reported on the activities of the SPB. Mr. McKinley noted that Shawnee State University is receiving a lot of good press from its athletic teams. There were more than 1,200 fans at the Rio Grande game. Clearly the enthusiasm is increasing. The best sales people SSU has is its students.

Mr. McKinley said Mr. Bob Owen, Executive Director of University Advancement, reported on activities currently being undertaken by University Advancement. Mr. McKinley said University Advancement is planning an open house and the number of responses had tripled from previous open houses.

Mr. McKinley said Dr. Mangus reported that Student Affairs had conducted a survey of students living in student housing and the survey was very positive.

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

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

Mr. Davis said the Finance and Facilities Committee recommended approval of Resolution F1-02, Policy 4.54. He said this policy deals with reimbursement to Administrators for upper-level study. Mr. Davis moved and Ms. Reynolds seconded a motion for the adoption of Resolution F1-02, Policy 4.54.

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 F2-02, Policy 4.51. Mr. Davis said Policy 4.51 deals with layoffs. He said it is not SSU's intention to lay anyone off but the law has been repealed and the Policy was corrected to reflect the language of the rescinded statute. Mr. Davis moved and Ms. Reynolds seconded a motion for the approval of Resolution F2-02, Policy 4.51.

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 F3-02, Department Reorganization. Mr. Davis said the committee recommended approval of this Resolution with reluctance but in today's budget situation, the committee felt it was a necessary action. Mr. Davis moved and Ms. Reynolds seconded a motion for the approval of Resolution F3-02, Department Reorganization. .

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 Finance and Facilities Committee recommended approval of Resolution F4-02, Presidential Search Advisory Committee. He said Mr. Frank Waller, former Board member, had agreed to serve as an advisor to this committee. Mr. Davis moved and Ms. Reynolds seconded a motion for the adoption of Resolution F4-02, Presidential Search Advisory Committee.

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 F5-02, Presidential Employment Contract. He noted that this new employment contract with Dr. Field permits early termination if a new President is hired. Mr. Davis moved and Ms. Reynolds seconded a motion for the adoption of Resolution F5-02, Presidential Employment Contract.

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 F6-02, Revised General Fund Budget. He said the University needs to protect the fund balance but today it appears that the University needs to use some of this fund. The University must get the increasing costs of fringe benefits under control. Mr. Davis moved and Mr. Clayton seconded a motion to approve Resolution F6-02, Revised General Fund Budget.

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 F7-02, Personnel. Mr. Davis moved and Mr. Clayton seconded a motion to approve Resolution F7-02, 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 that the Finance and Facilities Committee recommended approval of Resolution F8-02, New Positions JOBS Program. These new positions are grant funded and will not be a burden on SSU's budget. Mr. Davis moved and Ms. Reynolds seconded a motion to approve Resolution F8-02, New Positions JOBS Program.

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 F9-02, Grant Proposal. Mr. Davis moved and Mr. Clayton seconded a motion to approve Resolution F9-02, Grant Proposal.

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 that Mr. Roger Murphy reported on the Pace Report. He said Mr. Murphy had a difficult time preparing budgets because it was a moving target. Mr. Davis said the University will need to keep close watch on this report.

Mr. Davis said the financial information for the Center for the Arts is not good. He said the gate was way off, but expenditures were down as were gifts.

Mr. Davis said that personnel items were self-explanatory.

Mr. Davis reported that the Capital Status Report reflected that Kricker Hall renovations were on target and should be ready for fall quarter.

**Executive Committee Report**

None.

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

None.

**New Business**

None.

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

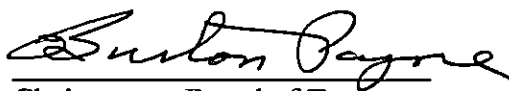
None.

**Other Business**

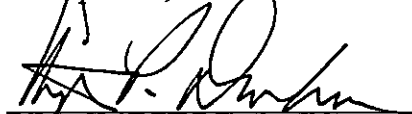
Dr. Payne said he was appointing an Ad Hoc Committee to review the By-laws of Board officers. He appointed Ms. Reynolds as Chairperson and Mr. Harcha and Mr. Warren as members of the committee.

**Adjournment**

Mr. Clayton moved and Ms. Argeros seconded a motion to adjourn the meeting. The meeting was adjourned by acclamation at 1:50 p.m.



Chairperson, Board of Trustees



Secretary, Board of Trustees

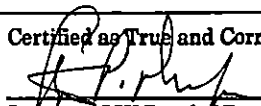


## Fall Quarter 2001 - Weekly Programs

Program	Location	Facilitators	Date	Attendance
Herps Alive	Mick. Lounge	SPB	Mon., Sept. 17, 2001	300+
Craig Karges	Flohr Lecture	SPB	Tues., Sept. 18, 2001	50
Karaoke	Mick. Lounge	SPB	Thurs., Sept. 20, 2001	25
Club Dating	Mick. Banquet	RA	Tues., Sept. 25, 2001	50
Dr. Lorentz Lecture	Mick. Lounge	SPB	Thurs., Oct. 4, 2001	60
Co-ed Sleepover	Baxter	RA	Mon., Oct. 8, 2001	25
Hannibal	Mick. Banquet	SPB	Mon., Oct. 22, 2001	50
Pumpkin Carving	Mick. Lounge	SPB	Thurs., Oct. 25, 2001	7
Boobs, Face Fears	Mick. Banquet	SPB	Mon., Oct. 29, 2001	12
Comedian A. McHale	Mick. Lounge	SPB	Tues., Oct. 30, 2001	100+
Wax Hands	Mick. Lounge	SPB	Tues., Nov. 6, 2001	100+
College Feud	Mick. Lounge	RA	Wed., Nov. 7, 2001	40
Irish Dancing	Mick. Lounge	SPB	Tues., Nov. 13, 2001	45
Talent Show	Mick. Lounge	SPB	Mon., Nov. 19, 2001	100+
Final Relaxation	Mick. Banquet	RA	Mon., Nov. 26, 2001	41
The Naked Truth	Mick. Lounge	RA	Wed., Nov. 28, 2001	45
Finals Breakfast	Cafeteria	Stud. Act.	Wed., Nov. 28, 2001	214

## Fall Quarter 2001 - Weekend Programs

Program	Location	Facilitators	Date	Attendance
The Patriot (Movie)	Outdoors	SPB	Fri., Sept. 21, 2001	75
Sports Challenge	Outdoors	SPB	Sat., Sept. 22, 2001	10
Blue Grass Conc.	Outdoors	SPB	Sat., Sept. 29, 2001	72
Shadow Box	Trip	RA	Sat., Oct. 6, 2001	21
Bowling Night	Rainbow Lanes	SPB	Fri., Oct. 12, 2001	100+
Singled Out	Mick. Lounge	RA	Fri., Oct. 19, 2001	40
Halloween Dance	Legion	SPB	Sat., Oct. 27, 2001	50
Cinc. Cyclones Game	Trip	RA	Sat., Nov. 3, 2001	13
Game Room Night	Game Room	RA, SPB	Fri., Nov. 9, 2001	50
Sweet Nov. Fall Ball	UC	RA	Sat., Nov. 17, 2001	76
Cinema Night	Wheelersburg	SPB	Fri., Nov. 30, 2001	263

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 Secretary, SSU Board of Trustees      2/5/02      Date

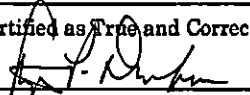
## Housing Occupancy

	Residents on Campus	Total Possible Occupancy	Occupancy Percentage	Men Living on Campus	Women Living on Campus
Winter 2002	271	283	96%	114	157
Fall 2001	304*	283	107.40%	129	175
Spring 2001	237	283	83.70%	106	131
Winter 2001	253	283	89.30%	116	137
Fall 2000	279*	283	98.60%	129	150
Spring 2000	175	190	92.10%	70	105
Winter 2000	181*	190	95.30%	75	106
Fall 1999	218*	190	114.80%	94	124
Spring 1999	169	190	88.90%	63	106
Winter 1999	180	190	94.70%	68	112
Fall 1998	185	190	97.40%	76	109
Spring 1998	167	190	87.80%	67	100
Winter 1998	176	190	92.60%	69	107
Fall 1997	188	190	98.90%	77	111
Spring 1997	125	17	85.00%	57	68
Winter 1997	133	147	90.50%	62	71
Fall 1996	145	147	98.60%	68	77
Spring 1996	96	116	82.80%	Not Available	Not Available
Winter 1996	106	116	91.40%	54	52
Fall 1995	120	116	103.40%	63	57

\* Includes residents housed at the Ramada Inn

Number of Students in Campus View Apartments	91
Occupancy percentage for Campus View Apartments	94%
Number of students in Ramada Inn	0

Prepared by: Office of Student Activities and Auxiliaries  
31-Jan-02

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	2/15/02
Secretary, SSU Board of Trustees	Date

**A PRELIMINARY REPORT ON RETRENCHING THE DEPARTMENT OF MEDICAL LABORATORY SCIENCE/MEDICAL LABORATORY TECHNOLOGY**

**1. Conditions for Retrenchment:**

The current collective bargaining agreement between Shawnee State University and the Shawnee Education Association provides (in Article XV) that retrenchment includes both a reduction in faculty complement and/or a discontinuance of an academic unit of instruction. Retrenchment is warranted under one or more of the following conditions:


- A. Specific change(s) in the University's mission and goals.
- B. Financially unsound programs resulting from consistently low student enrollments and/or programs showing a trend of negative cost/income benefits.
- C. Lack of quality as identified in internal academic program reviews or external accreditation reviews.

**2. Rationale for Retrenching the Department of Medical Laboratory Science/Medical Laboratory Technology:**

The University has not changed its mission or goals, nor are the Med Lab programs lacking in quality, but the baccalaureate program has generated disappointing enrollments while requiring an additional faculty member. Meanwhile the associate degree program has experienced declining enrollments. Invoking criterion B, financial unsoundness, the University proposes to terminate the Bachelors of Medical Laboratory Sciences program and monitor closely the Associate Degree in Medical Laboratory Technology. The University's Office of Institutional Research (OIR) has prepared two studies, "Revised Economic Performance Reports on Academic Programs for Academic Year 1999-2000," September 2000 and "Revised: Economic Performance Report on Academic Programs for Academic Year 2000-2001," December 17, 2001, (hereafter referred to as the Lata Reports) which document the trend of negative cost/income benefits.

Listed below by academic year are the Department's revenues, direct instructional costs, and its contribution to offset its share of indirect instructional costs—Library, Provosts Office, Registrar's office etc—and the University's common fixed costs. The latter two items (contribution to indirect instructional costs and common University overhead) are combined in the Lata Report and reported below both as an absolute dollar figure and as a contribution per FTE student.

	1999-2000	2000-2001
Income	\$154,256	\$161,447 (Access Funds included.)
Expenses	\$283,386	\$307,057
Contribution	-\$129,130	-\$145,609
Contribution/FTE	-\$6,379	-\$7456 (Access Funds included.)

Certified as True and Correct  Secretary, SSU Board of Trustees	2/15/02 Date
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The addition of the baccalaureate program in Medical Laboratory Science in 1997 required the employment of an additional full service faculty but failed to generate commensurate income. The entire instructional support, state subsidy plus tuition, generated by the baccalaureate level Med Lab courses in AY 2000-01 was \$28,929; the associate degree level courses produced far more at \$124,900.00. Access Challenge Funds provided an additional \$7618 to the Department, for a combined total of \$161,447. Costs were at \$307,057.

3. Rationale for closing the baccalaureate major in Medical Laboratory Sciences while continuing provisionally the associate degree in Medical Laboratory Technology:

The associate program is of long standing at SSU and has been very successful at preparing its graduates both for board exams and employment opportunities. With the exception of 1994 and 1995, the two year program has had a one hundred percent pass rate on the National Certification Examination since 1987. The SSU cohort routinely averages far above the national mean. (See attached document.) The program's fall quarter enrollments in 1998, 1999, 2000 and 2001 were 45, 33, 29 and 30 respectively. In 1999, 2000, and 2001 it graduated 5, 11 and 8 students respectively

The baccalaureate program's enrollments have been disappointing, some 8, 11, 12, and 7 during the same fall quarters. Only a few finish the program. In 1999, 2000, and 2001 it graduated 3, 1 and 2 students respectively. Why these disappointing figures? Even though the program is nationally accredited and has an excellent faculty, its limited appeal is typical of such four year programs today. A November 27<sup>th</sup> conversation with Dr. Fred Law, Executive Vice President at Lakeland Community College and the former dean of their health care programs offered reasons for this national "depression" in med laboratory sciences (baccalaureate) enrollments:

- mergers of hospitals in the 1990s have resulted in the closing or consolidation of medical laboratories.
- reduced reimbursement rates from insurance companies has forced institutions to reduce lab staff.
- science requirements are so substantial for baccalaureate programs that many prospective students opt instead for a pre-med program.

According to Dr. Law there once were perhaps fifteen baccalaureate programs in the Cleveland area. Almost all have shut down. A review of the National Accrediting Agency for Clinical Laboratory Sciences' web site shows that the Agency currently accredits no baccalaureate Medical Laboratory program in the Cleveland area. The closest is in Akron.

Even two year programs are struggling because the salaries paid medical laboratory technicians are not high, automation has reduced the growth in demand for technicians, and some of the same cost-pressures depressing demand for baccalaureate graduates are doing likewise for associate degree graduates. Case in point Lakeland Community College suspended its associate program two years ago. Although it has been allowed to accept students this year, its director has been told that if enrollments don't turn around, the program may be closed next year.

Enrollments remain reasonably strong in the two year program at SSU but they have been in decline: down from 45 in Fall 1998 to 30 in Fall 2001. One partial explanation for this decline has been the exceptional rigor recently introduced into the program with the anticipation that many of the two year graduates would proceed on to the new baccalaureate program, something which has not happened. Presently the Med

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*[Signature]* 2/15/02  
Secretary, SSU Board of Trustees Dato

Laboratory Director and faculty are revamping the two year program to reflect its more traditional role.

4. Impact on faculty complement of retrenching the Department of Medical Laboratory Science/Medical Laboratory Technology:

Presently the Department employs two full time faculty, and one administrative program director who also has teaching responsibilities. Discontinuing the Bachelors of Medical Laboratory Science would result in the reduction by one of the faculty complement. As provided for in Article XV of the current collective bargaining agreement, the University shall "make every effort to relocate displaced faculty into other faculty positions, administrative, or staff positions needing personnel as the faculty member's qualifications permit."

5. Rationale for retrenching Medical Laboratory Sciences while retaining other programs that show a trend of negative cost/income benefits:

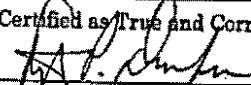
The above referenced Lata Reports indicate that several other academic programs at SSU do not presently pay their direct instructional costs. (See attached document for details.) Of course, no one measure of a program's financial status can automatically determine whether it should be discontinued and, as the OIR acknowledges, there are limitations to the precision of the annual Economic Performance Report. Furthermore, the University can't expect every single program to be self-supporting. For the moment, what distinguishes the Medical Laboratory department is that its programs serve relatively few students, generate large absolute deficits and together produce negative contributions per FTE larger than any other program.

Absent the high cost four year program, the free-standing two year Med Lab program will have lower deficits and it may prove sustainable. Certainly it serves an important local mission. Below are listed the remarkable percentages of all med lab technicians in regional hospitals who graduated from the SSU two year program:

Adena Regional Medical Center	50%+
Pike County Hospital	80%+
Adams County Hospital	60%+
Southern Ohio Medical Center	70%+
Our Lady of Bellefontaine Hospital	30%+

These are impressive figures and we wish to give the Med Laboratory Department the opportunity to demonstrate its long term viability.

This decision to close the baccalaureate program is not driven by concerns about program quality, which is excellent, but rather by financial considerations. Even with the retrenching of the baccalaureate Med Lab program, baccalaureate-oriented students will have a career path in medical laboratory science available to them. Specifically, those who complete the two year program, have several years of clinical experience and take a baccalaureate degree in the natural sciences, such as biology, may stand for the national Medical Laboratory Sciences exam.


Certified as True and Correct  
  
Secretary, SSU Board of Trustees      2/15/02  
Date

**Shawnee State University**  
**Medical Laboratory Program**  
**Program Performance of National Certification Examinations**

1988-2001

**ASCP - American Society of Clinical Pathologists - Board of Registry Exam**

<u>Year</u>	<u>%Passing Exam</u>	<u>Program Mean</u>	<u>National Mean</u>
2001	(100%)	597	463
2000	(100%)	611	477
1999	(100%)	534	482
1998	(100%)	520	492
1997	(100%)	590	502
1996	(100%)	654	502
1995	(88%)	545	506
1994	(83%)	503	506
1993	(100%)	534	488
	(100%)	577	488
	(100%)	690	479
1992	(100%)	510	495
1991	(100%)	506	468
1990	(100%)	540	477
1989	(100%)	508	464
1988	(100%)	404	464
	(100%)	621	480

Certified as True and Correct  
  
 Secretary, SSU Board of Trustees      2/15/02  
 Date

## Programs With Costs Exceeding Revenues for FY 2000-01

Below are listed the programs in the 2000-2001 Report whose direct instructional cost exceeded their revenues. Listed next to each program are its All Term FTEs, negative contributions per FTE and loss.

PROGRAM	All Term FTE	Contribution/FTE*	Program Loss**
Medical Laboratory	19.53	-\$7456/FTE	-\$145,609
Respiratory Therapy	22.57	-\$2851/FTE	-\$64,344
Dental Hygiene	32.33	-\$2645/FTE	-\$85,519
Radiology	16.96	-\$2100/FTE	-\$35,617
Environmental Eng. Tech	14.71	-\$1123/FTE	-\$16,523
Nursing	68.46	-\$934/FTE	-\$63,955
Office Administration	39.69	-\$389/FTE	-\$15,430
Electromechanical Eng. Tech	26.36	-\$297/FTE	-\$7,823
Plastics Eng. Tech	19.44	-\$68/FTE	-\$1,321

\*These contributions/FTE include Access Challenge Funds and were calculated by the Office of Institutional Research in several January 2002 supplementary reports.

\*\*Defined here as revenues generated minus direct instructional costs.

None of the above programs as of the last fiscal year generated enough revenue through tuition, state instructional support funds and access challenge funds to pay their direct instructional costs. Their aggregate deficit in direct instructional costs for FY 2000-01 was \$436,141. Because of their deficit status they were unable to contribute any money towards the indirect instructional costs that all academic program share (e.g., the Office of the Registrar, Provost's Office, Library etc.). For last year that indirect cost was \$2,307,420.

It is important to note that this \$436,141 aggregate deficit in direct instructional costs existed *prior* to the Ohio Legislature's decision to cut funding levels for the higher education FY 02-03 biennium budget. If everything else remains the same, the deficits for most of the above programs may increase for at least the next several years.

If costly programs do not achieve greater efficiencies by scaling back curriculums, limiting the use of overloads, and achieving other cost savings, then it may be necessary in the next year to consider additional retrenchments.

Certified as True and Correct	
	2/15/02
Secretary, SSU Board of Trustees	Date

**RESOLUTION F1-02**

**POLICY 4.54REV  
ADMINISTRATIVE STAFF DEVELOPMENT**

WHEREAS, the Board of Trustees desires Administrative Staff Development Policy 4.54 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; and

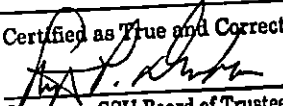
WHEREAS, continued funding of this policy was contingent upon the President consulting with the University Administrative Assembly and recommending a new tuition reimbursement policy consistent with Resolution F28-01, not later than the February 2002 Board meeting; and

WHEREAS, University Administrative Assembly has endorsed Policy 4.54REV which limits funding of off-campus tuition reimbursement as the Board of Trustees directed; and

WHEREAS, the Interim President of the University recommends this policy revision;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves Policy 4.54REV, attached hereto.

(February 8, 2002)

Certified as True and Correct  
  
Secretary, SSU Board of Trustees      2/15/02  
Date



# Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.54 Rev.
		ADMIN. CODE:	3362-4-26
		PAGE NO.:	1 OF 2
		EFFECTIVE DATE:	2/8/02
SUBJECT:	ADMINISTRATIVE STAFF DEVELOPMENT TUITION REIMBURSEMENT- OFF-CAMPUS	RECOMMENDED BY:	VP Business Affairs
		APPROVED BY:	Board of Trustees (F1-02)

## 1.0 Introduction

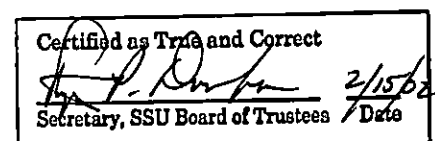
Shawnee State University supports a professional development program for full-time Administrators and ATSS employees taking graduate courses at other institutions of higher education that enhance the skills necessary in their present positions.

## 2.0 Program Qualifications for Courses Beginning in FY03 and After

- 2.1 The Administrator/ATSS is eligible to apply for tuition and fee reimbursement after one year of continuous full-time service at Shawnee State University;
- 2.2 The degree program, Masters or Doctorate, must be provided by a regionally accredited institution of higher education;
- 2.3 The degree program must enhance the skills necessary for the Administrator's/ATSS' current position;
- 2.4 The approval of a degree program for an administrator/ATSS is for a five-year period. The program period may be extended for up to an additional five years, at the sole discretion of the approving vice president, for good cause presented by the administrator;
- 2.5 Any graduate program also offered by Shawnee State University is not eligible for tuition reimbursement provided a reduced tuition benefit is provided for the Shawnee State offered program.

## 3.0 Tuition Reimbursement


- 3.1 Subject to program qualifications, course and other restrictions specified elsewhere in this policy, the University will reimburse 50% of the first \$3,000 of the Administrator's/ATSS' out-of-pocket expenses for tuition and fees incurred in the fiscal year. This \$3,000 figure is subject to adjustment each fiscal year as determined by the Vice President for Business Affairs based upon the change in the Consumer Price Index;



- 3.2 Reimbursement may be provided for coursework completed with a grade of B or higher. Should the institution not offer grades, the individual must provide evidence of "satisfactory progress." Official documentation of the grade must be attached to the reimbursement request;
- 3.3 An employee may request reimbursement for a maximum of 4 semester/6 quarter hours per semester/quarter;
- 3.4 Only courses necessary for the approved program will be reimbursed.

#### 4.0 Transition

An administrator who is attending or has already completed a previously approved course, as of the date this policy revision is approved, will be reimbursed consistent with the prior policy.

Certified as True and Correct	
	2/15/02
Secretary, SSU Board of Trustees	Date

**RESOLUTION F2-02**

**POLICY 4.51REV, ADMINISTRATIVE APPOINTMENTS**

WHEREAS, paragraph 6.1.1 of the policy listed below references a section of the Ohio Revised Code that has been repealed; and

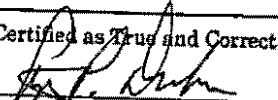
WHEREAS, the recommended language captures the intent of the repealed Ohio Revised Code section referenced above, and

WHEREAS, UAA has endorsed this change "with reservation" due to uncertainty of reserve fund utilization; and

WHEREAS, the Interim President of the University recommends this policy revision;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves policy 4.51REV, attached hereto, effective February 8, 2002.

(February 8, 2002)

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	2/15/02
Secretary, SSU Board of Trustees	Date

Recommended change to SSU Policy 4.51 (Rev 8/13/93):

Paragraph 6.0 provides, in part:

**6.0 LAYOFF/TERMINATION OF CONTINUOUS CONTRACT STATUS**

**6.1 Layoff due to lack of funds, lack of work**

6.1.1 Layoff due to a lack of funds shall be supported by formal resolution of the Board of Trustees and shall conform to the definition of a lack of funds under Ohio Revised Code Section 3345.03.1.

Recommend changing Paragraph 6.0 to read:

**6.0 LAYOFF/TERMINATION OF CONTINUOUS CONTRACT STATUS**

**6.1 Layoff due to lack of funds, lack of work - (CC status)**

6.1.1 Layoff due to a lack of funds shall be supported by formal resolution of the Board of Trustees authorizing staff reductions if it appears that the unrestricted current funds projected expenses will exceed projected revenues in any fiscal year. Unrestricted current funds are defined as the educational and general fund and the auxiliary enterprises fund combined.

**Rationale:**

When the original paragraph was approved, RC § 3345.03.1 (sic) [3345.031] was in force which authorized the Board of Regents to require Boards of Trustees to reduce expenses if projected expenses exceeded projected revenues. This section of the code was repealed in 1997 with the passage of Senate Bill 6 establishing an entirely different system of fiscal monitoring of state universities. To preserve the original intent of the policy, the substantive language of the repealed statute (RC § 3345.031) was added to the replacement language in paragraph 6.1.1.

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	2/15/02
Secretary, SSU Board of Trustees	Date

# Shawnee State University

AREA: BUSINESS AFFAIRS	POLICY NO.: 4.51 Rev.
	ADMIN. CODE: 3362-4-24
	PAGE NO.: 1 OF 4
	EFFECTIVE DATE: 2/8/02
	RECOMMENDED BY: VP Business Affairs
SUBJECT: ADMINISTRATIVE APPOINTMENTS	APPROVED BY: Board of Trustees

## 1.0 INTRODUCTION

This policy describes the appointment of administrators whose positions are placed in grades 20 to 55 of the administrative classification system. It establishes the conditions of employment, which along with other relevant Board policies related to administrators, guides the conditions under which administrators are employed by Shawnee State University.

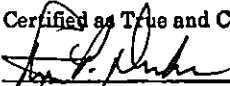
## 2.0 CONTINUOUS CONTRACT STATUS (CC)

An administrator is awarded a Continuous Contract status:

- 2.1 who has been employed by resolution of the Board of Trustees as recommended by the immediate supervisor, vice president, President and appropriate Board committee; and
- 2.2 who has successfully completed a probationary period of six (6) months from date of hire; and
- 2.3 whose probationary status has not been extended by recommendation of the immediate supervisor, and approval of the vice president and President.
- 2.4 An administrator, upon hire, will receive a contract signed by the appropriate vice president, Vice President of Business Affairs and President, which must be signed by the administrator and filed with the personnel office before the employment becomes official. This contract will specify the conditions of employment, including successful completion of a probationary period.
- 2.5 Employees on Continuous Contract status will, on a fiscal-year basis, receive a letter notifying them of their salary status as soon as practicable after the approval of the budget of the University by the Board of Trustees.

## 3.0 CONTINUOUS TEMPORARY CONTRACT STATUS (CTC)

An administrator is awarded Continuous Temporary Contract status for a set term specified in an initial contract under the conditions set forth in 2.1 through 2.5 above, but is temporary because the source of funds supporting the position is temporary.

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Secretary, SSU Board of Trustees	Date

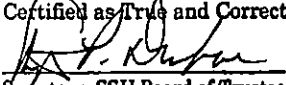
#### 4.0 REAPPOINTMENT TO AN AVAILABLE POSITION

- 4.1 If an employee on a Continuous Contract or a Continuous Temporary Contract status is appointment will be solely in the University's judgment.
- 4.2 Any administrator who has been terminated or placed on layoff in accordance with this policy for reasons other than performance or cause shall be vested with recall rights to the vacated position for a period of two (2) years from the date of the termination or layoff. These same administrators shall be accorded the same status as an internal applicant for any administrative opening at the University for a period of (1) year from the date of the layoff or termination. Should the same administrator be recalled to his/her previous position or hired for a new position, the administrator would not be considered to be a new hire for the purpose of this policy or any other policy or benefits, other than group medical/dental insurance, which fall under the authority of the University.

#### 5.0 PROBATIONARY STATUS FOR NEW EMPLOYEES

A newly employed administrator (new hire) must successfully complete a probationary period as stated below before being awarded Continuous Contract or Continuous Temporary Contract status.

- 5.1 During probationary status, an administrator may be separated from the University with the following notice:
- 5.1.1 Immediately for cause.
  - 5.1.2 Ninety (90) days due to lack of funds, lack of work, or position abolishment.
  - 5.1.3 Fourteen (14) days -for unsatisfactory performance after completion of the first half (three 3 months) of the initial probationary period.
- 5.2 After completion of the third month of employment, administrators shall receive an initial performance evaluation by their immediate supervisor.
- 5.3 During the sixth (6th) month of employment, administrators shall receive an overall performance evaluation for the period of the probation by their immediate supervisor.
- 5.4 Upon successful completion of the probationary period, the administrator will be considered to be on a continuous contract status and given written notification to that effect.

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	2/15/02
Secretary, SSU Board of Trustees	Date

- 5.5 The immediate supervisor, with approval of the vice president and President, may extend the initial probationary status up to an additional three (3) months. A satisfactory performance evaluation and written recommendation for continuous contract status must be completed by the supervisor prior to the end of the extension for the administrator to be considered on a continuous contract.

## 6.0 LAYOFF/TERMINATION OF CONTINUOUS CONTRACT STATUS

### 6.1 Layoff due to lack of funds, lack of work

- 6.1.1 Layoff due to a lack of funds shall be supported by formal resolution of the Board of Trustees authorizing staff reductions if it appears that the unrestricted current funds projected expenses will exceed projected revenues in any fiscal year. Unrestricted current funds are defined as the educational and general fund and the auxiliary enterprises fund combined.
- 6.1.2 Layoff due to a lack of work shall be supported by a formal resolution of the Board of Trustees.
- 6.1.3 At least ninety (90) days notice, following action by the Board of Trustees, will then be given in writing to the affected employee prior to the layoff. If temporary, the notice will reflect the date of the layoff and the projected date of recall.

### 6.2 Termination due to reorganization

After the completion of a written plan for university-wide or departmental reorganization and its approval by the Board of Trustees, an employee's Continuous Contract status may be terminated with notification as follows:

- 6.2.1 Employees who have been under contract for a period of one (1) through (2) years shall receive a three (3) month notice of termination with reasons for termination specified in writing.
- 6.2.2 Employees who have been under contract for a period of three (3) through six (6) years shall receive six (6) months' notice of termination with reason for termination specified in writing.
- 6.2.3 Employees who have been under contract for a period of seven (7) or more years shall receive one (1) year's notice of termination with reason for termination specified in writing.

### 6.3 Immediate termination due to cause

- 6.3.1 The administrator has violated an official regulation or has failed to obey reasonable directions given by the supervisor when such violation or failure to obey amounts to insubordination or serious breach of discipline.
- 6.3.2 The administrator has been convicted of a felony or of an offense involving moral turpitude.

Certified as True and Correct	
<i>[Signature]</i>	<i>2/15/02</i>
Secretary, SSU Board of Trustees	Date

6.3.3 The administrator has demonstrated abusive behavior in the treatment of students, fellow employees, or other persons.

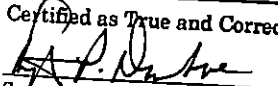
6.4 Termination due to unsatisfactory performance

When an administrator, following the procedures outlined in the Administrative Evaluation System (#4.61), is not recommended for continuation for reasons of performance, the employee will be given the following notice:

6.4.1 Employees who have been under contract for a period of one (1) through three (3) years shall receive a three (3) month notice of contract termination.

6.4.2 Employees who have been under contract for a period of three (3) or more years shall receive six (6) months notice of contract termination.

*(Replacement for policies 4.51, 4.52 and 4.60)*

Certified as True and Correct  
  
Secretary, SSU Board of Trustees      2/15/02  
Date



## RESOLUTION F3-02

### UNIVERSITY ADVANCEMENT REORGANIZATION

WHEREAS, the President has undertaken a review of the University's organizational structure; and

WHEREAS, the President has submitted a plan for reorganizing the department of University Advancement; and

WHEREAS, the plan for reorganization calls for the elimination of the department, and assigning the programs within that department to the remaining divisions; and

WHEREAS, the reorganization will eliminate the executive director and the representative (clerical support) position; and

WHEREAS, this reorganization will save the University approximately \$135,000 annually;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University, approves the plan for reorganization of the department of University Advancement as submitted by the President and attached to this resolution.

(February 8, 2002)



Shawnee State University  
Plan for Structural Re-organization - 2002

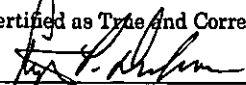
February 1, 2002

I. Current Environment

- a. General fund - the University is undergoing a significant reduction in annual appropriations because the state has experienced a recession, tax revenues are depressed, and the DeRolph litigation on K-12 funding may further constrict state revenues. By executive order, the Governor cut SSU and other universities 6% of their subsidy and other appropriations for FY 02, reducing SSU's appropriation for FY 2002 by \$844,000. State funding for FY 03, may be cut even further.
- b. Challenges - the total challenge funding (Access, Success, and Research) were also reduced by the legislature and the governor.
- c. SSU Supplement - the SSU supplement was further cut by the legislature an additional \$552,000 over the planned reduction for FY 2002.
- d. Budget - for this fiscal year and the immediate future, the university must draw on its reserve (fund balance) to balance its budget. This fiscal year, the university is projecting a deficit of \$2 Million which must be covered by the fund balance.

II. Reorganization Plan - Reduce university divisions from four to three as one of several strategic actions to address the long range projected deficits of the University

- a. Redistribute duties of the Office of University Advancement.
  - i. Move Admissions back to Student Affairs under the Vice President for Student Affairs.
  - ii. Move Printing and Graphic Service to Business Affairs under the Vice President for Business Affairs.
  - iii. The Director of Development will report directly to the President.
  - iv. Assign key marketing duties to Director of Communication/Asst to President.
- b. Executive Director and Representative (clerical support) positions eliminated.
- c. Net annual savings from reorganization - about \$135,000 in salary and benefits.

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	2/15/02
Secretary, SSU Board of Trustees	Date

## RESOLUTION F4-02

### PRESIDENTIAL SEARCH ADVISORY COMMITTEE

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 establish a Presidential Search Advisory Committee pursuant to SSU Policy 1.02;

THEREFORE BE IT RESOLVED, that the Presidential Search Advisory Committee shall be comprised of the following persons:

#### 4 Trustees

George H. Clayton - Chair  
Burton Payne, M.D.  
George L. Davis, III  
Kay Reynolds

#### 2 Faculty Members

Janna Gallaher, Associate Professor (SEA)  
Jeff Bauer, Professor (UFS)

#### 1 Hourly Staff Member

Steve O'Rourke

#### 1 Student Member

Raymond Musser

#### 1 Administrator

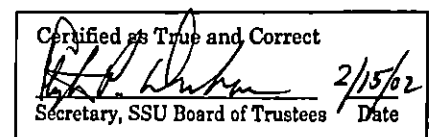
Patricia Moore

#### 1 Shawnee State University Graduate Representative

Stephanie Neff

#### 1 Public Member

Sandy White



BE IT FURTHER RESOLVED, that Frank Waller shall serve as advisor to the Committee; and

BE IT FURTHER RESOLVED, that the Committee and each member is charged with representing the best interests of the University in planning and directing all aspects of a comprehensive search for a new President including, but not limited to, developing a profile of characteristics, skills and qualities desired in the next president; developing a list of candidates and verifying their qualifications, availability and interest in the position; and making a recommendation of no less than three candidates for the position of president to the Board on or before January 13, 2003; and

BE IT FURTHER RESOLVED, that the Committee is empowered to use the professional search consulting firm, Academic Search, to advise the Committee throughout the search process; and

BE IT FURTHER RESOLVED, that the Chair of the Committee shall provide periodic updates to the Board of Trustees at its regularly scheduled meetings until the search is concluded; and

BE IT FURTHER RESOLVED, that the Committee shall serve until discharged by the Board of Trustees or upon the appointment of a new President; and

BE IT FINALLY RESOLVED, that the Committee's budget is set at \$75,000, including the anticipated expenses of the presidential search consultant.

(February 8, 2002)

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	2/15/02
Secretary, SSU Board of Trustees	Date

## RESOLUTION F5-02

### PRESIDENTIAL EMPLOYMENT CONTRACT

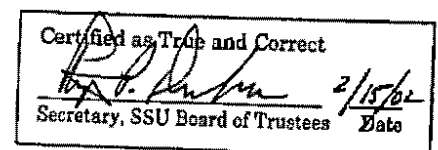
WHEREAS, the Board of Trustees are charged with employing the president of the University pursuant to Ohio RC § 3362.03; and

WHEREAS, the Shawnee State University Board of Trustees has considered the outstanding experience and credentials of Dr. Michael Field against the demands of the position of president of the University; and

WHEREAS, the Chairman of the Board has executed a one year contract with Dr. Field to serve as president subject to the Board's approval, a copy of which is appended hereto and incorporated by reference;

THEREFORE BE IT RESOLVED that the Board of Trustees approves the appointment of Dr. Michael J. Field as interim president of Shawnee State University and ratifies the employment contract appended hereto.

(February 8, 2002)



**SHAWNEE STATE UNIVERSITY**  
**PRESIDENTIAL EMPLOYMENT CONTRACT**

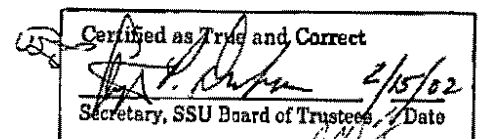
WHEREAS, SHAWNEE STATE UNIVERSITY (hereinafter the University) is a state institution of higher education created under the laws of the State of Ohio with its government vested in the Board of Trustees, appointed by the Governor, and confirmed by the Senate of the State of Ohio; and

WHEREAS, said Board of Trustees is empowered under the law to employ, fix the compensation of, and remove the president and other employees of the University as it may deem necessary and to do all other things necessary for the proper maintenance and successful and continuous operation of the University;

NOW, THEREFORE, in consideration of the premises, and the mutual covenants and conditions herein contained, this Contract, made by and between the BOARD OF TRUSTEES OF SHAWNEE STATE UNIVERSITY, (hereinafter the Board) and Dr. Michael J. Field (hereinafter the President):

WITNESSETH:

1. EMPLOYMENT. The Board hereby employs, engages and hires Dr. Michael J. Field as President of Shawnee State University and the President hereby accepts and agrees to such hiring, engagement and employment, subject to the general supervision and pursuant to the orders, advice and direction of its Board of Trustees and Executive Committee. The President will hold the title of Professor. The President shall perform the duties as are customarily performed by a college president, including, but not limited to, fund-raising, development, public relations, educational leadership, budgeting, long-range planning, student services, recruitment of




personnel and recommending the appointment, promotion and dismissal of all staff members, control and supervision of all buildings, grounds, and equipment.

The President is engaged as President of the University and shall perform all duties as President as may be required by law and the provisions of this Contract and duties incident to the office of President. The President shall be the Chief Executive Officer of the University and shall have charge of the administration of the University under policies of the Board. The President shall direct and assign all employees, organize and administer the affairs of the University as best serves the University, consistent with Board policies, and from time to time, suggest regulations, rules and procedures deemed necessary for the well-ordering of the University. In general, the President shall perform all duties incident to the office of President of the University and such other duties as may be prescribed by the Board.

2. BEST EFFORTS OF EMPLOYEE. The President agrees that he will, at all times, faithfully, industriously and with maximum use of experience, ability and talent, perform all of the duties that may be required, pursuant to the express and implicit terms hereof. Such duties shall be rendered at the campus of the University in Portsmouth, Ohio, and at such other place or places as the Board or the President shall deem appropriate for the interest, needs, business or opportunity of the Board. The term of this Contract shall be for a period of one (1) year, commencing July 1, 2002, and terminating June 30, 2003, subject, however, to prior termination as provided in this Contract.

3. COMPENSATION OF PRESIDENT; SALARY. For all services rendered by the President under the provisions of the Contract, the Board shall pay the President total annual compensation of One Hundred Thirty Thousand Dollars (\$130,000.00) plus any across-the-board increase granted to administrators by the Board for FY 2003, payable in equal bi-monthly

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	2/15/02
Secretary, SSU Board of Trustees	Date

installments or in the same manner other full-time administrators are paid, as determined by the University. All such compensation shall be subject to the customary withholding tax and other employment taxes as may be required by the City of Portsmouth, State of Ohio or the United States of America.

For the total compensation for services rendered under this Contract, the President shall be entitled as an employee of the University to participate in the State Teachers Retirement System Pension Plan or such other retirement plans authorized by state law and Board policy.

In recognition of the President using his private residence for University entertaining and other official functions, The University shall pay for or reimburse the President reasonable and necessary house cleaning and maintenance expenses, including, but not limited to weekly cleaning, carpet shampooing, lawn service, pool cleaning, and landscaping which is not a permanent improvement to the house, such as annual flowers and mulching. Expenses for house maintenance and cleaning may not exceed \$7500 in any one fiscal year.

4. INSURANCE; WORKMAN'S COMPENSATION; RETIREMENT BENEFITS.

The Board shall provide the President and spouse with comprehensive health insurance coverage plus major medical insurance, including dental, vision, and prescription coverage, the same as provided to other University employees.

The Board will procure and continue to maintain a term life insurance policy on the President while he is occupying the position of President, the amount to be determined by the Board, but not less than Two Hundred Thousand Dollars (\$200,000.00), with the President having the right to designate the beneficiary.

The President shall be an employee of the University for the purpose of being covered by the University's Workers' Compensation Policy.

Certified as True and Correct	
<i>[Signature]</i>	2/15/02
Secretary, SSU Board of Trustees	Date

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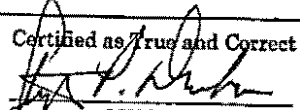



The University shall procure and provide a long-term disability insurance policy and plan for the President for fiscal year 2002-2003.

5. DISABILITY AND SICK LEAVE. The President shall be allowed fifteen (15) days of sick leave per year, which may be accumulated. In the event the President becomes disabled due to accident, mental or physical illness or for any reason other than death becomes incapable of performing the requirements of this Contract, the Board, at its option, shall have the right to terminate this Contract.

6. AUTOMOBILE. As a condition of employment, in the performance of duties under provisions of this Contract, the President shall use an automobile which the University shall furnish. Said automobile shall be maintained by the University including all expenses of operation and repairs. Said vehicle shall be insured at the cost of the University with such limits of insurance per individual and per accident as the University may determine from time to time and the President and his spouse shall be named insured thereunder. The President may use the automobile for personal and official purposes. All personal uses of the automobile will be logged by mileage and reported to the University for proper income tax reporting in accordance with IRC Section 61 and Treasury Regulation 1.61.

7. PROFESSIONAL DUES AND MEETINGS. The President may attend educational conferences, conventions, courses, seminars and other similar professional growth activities, and reasonable expenses in connection therewith, including membership in professional organizations, shall be paid by the University, provided the same do not interfere with his University responsibilities.

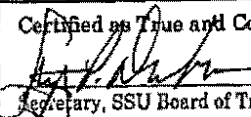
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Secretary, SSU Board of Trustees      2/15/02      Date  


The University will pay the President's and spouse's reasonable travel expenses, hotel bills, and other necessary and proper expenses when the President is traveling or in attendance at places other than the University when on the University's business.

8. OTHER EMPLOYMENT. The President shall devote substantially all time, attention and energies to the duties of the office of President of Shawnee State University. The expenditure of reasonable amounts of time for charitable activities shall not be deemed a breach of this Contract, provided that such activities do not interfere with the services required to be rendered to the University under the provisions of this Contract. The President shall not render services of any professional nature to or for any person or firm as a gift or for compensation other than to the University without approval of the Chairman of the Board, and only as permitted under Ohio law. The President may not engage in any activity which may be competitive with and adverse to the best interest of the University. The making of passive and personal investments and the conduct of private business affairs shall not be prohibited hereunder.

9. VACATIONS AND PERSONAL LEAVE. The President shall be entitled to twenty (20) days annual paid vacation, during which time his compensation shall be paid in full. The President may carry forward any vacation days previously earned at Shawnee State University up to any limits established by University policies. The attendance by said President at business and professional meetings and conferences shall not be construed as vacation time. The President shall not observe such holidays or take vacations which interfere with properly discharging the duties under the terms of this Contract.

10. WORKING FACILITIES. The President will be furnished with a private office, secretarial assistants, and such other facilities and services suitable to the position and adequate for the performance of the duties.

Certified as True and Correct	
	2/15/02
Secretary, SSU Board of Trustees	Date

*MJ*

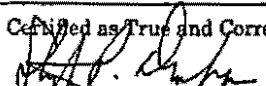
11. AGREEMENTS OUTSIDE OF CONTRACT. This contract contains the complete agreement concerning the employment arrangements between the parties and shall, as of the effective date hereof, supersede all other agreements between the parties. The parties stipulate that neither of them has made any representation with respect to the subject matter of this Contract or any representation including the execution and delivery hereof except such representations as are specifically set forth herein and each of the parties acknowledges that it is relying on its own judgment in entering into this Contract.

12. MODIFICATION TO CONTRACT. No modification or waiver of this Contract or of any covenant, condition or limitation herein shall be valid unless in writing and duly executed by the party to be charged therewith, and the said parties further agree that provisions of this section may not be waived except as herein provided.

13. WAIVER OF BREACH. No waiver of either party of any rights under this Contract will be valid unless set forth in writing signed by that party. The failure of either party to insist upon strict performance of this Contract shall not be construed as a waiver.

14. TERMINATION. This employment contract may be terminated by:

- a) Termination at the end of the twelve (12) month term;
- b) mutual agreement of the parties;
- c) retirement;
- d) resignation, provided, however, the President gives the Board at least six (6) months written notice of the proposed resignation;
- e) at the option of the Board in the event the President becomes disabled due to accident, mental or physical illness, or for any other reason other than death, such that he is incapable of performing the requirements of this Contract as certified by a physician provided that the President shall be entitled to receive all of the sick leave benefits as set forth in this Contract and by the laws of the State of Ohio;

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	2/15/02
Secretary, SSU Board of Trustees	Date

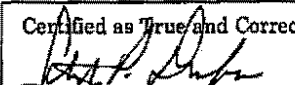
*[Handwritten initials]*

- f) willful violation of State or Federal laws or Board policies in the performance of the President's duties under this Employment Contract;
- g) conviction of a felony;
- h) loss of legal qualifications;
- i) death; and
- j) discharge for just cause (upon majority of the total Board voting to dismiss for cause, the President shall be entitled to appear before the Board to discuss the notice of dismissal and such meeting shall be conducted in executive session). Grounds for a discharge for just cause shall include but not be limited to acts of moral turpitude, neglect of duties, or violation of Board policies and regulations.
- k) The Board may terminate this Contract by written notice at any time after the President has been absent from employment for fifteen (15) days in excess of excused absences. All obligations of the Board shall cease upon such termination.
- l) The employment of a new president. Termination will be effective the first day of employment of the new president. The Board will provide 30 days written notice of the commencement date of employment of the new president, but said notice may not be submitted prior to February 15, 2003, for termination under this subparagraph not earlier than March 18, 2003.

If the Board deems the President disabled, the Board reserves the right to require the President to submit to a medical examination, either physical or mental. Such examination shall be performed by a physician licensed to practice medicine in all its branches, selected by the Board and at Board expense.

This Contract may be terminated by either party on written notice to the other, provided the President will not have the right to terminate during the six (6) month period before the expiration of this Contract.

Prior to the termination of this Employment Contract for any of the reasons set forth in sub-paragraphs (f) and (j) of this Paragraph, the President shall be entitled to receive a written notice specifying the reason for the proposed termination and the President shall be entitled to an

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	2/15/02
Secretary, SSU Board of Trustees	Date

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opportunity to appear with counsel before the Board to discuss the notice of dismissal; such meeting shall be conducted in compliance with existing Open Meeting laws of the State of Ohio. In the event this Employment Contract is terminated under sub-paragraph (f) and (j) of this paragraph by the Board, the obligation of the University to pay salary shall cease, effective on the date of such termination, unless otherwise agreed to by the Board in writing or unless otherwise specifically set forth in this Employment Contract.

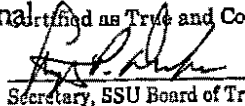
In the event that the President disputes a decision of the Board which terminates this Employment Contract pursuant to the provisions of Paragraphs 14 (f) or 14 (j), the parties agree that the dispute may be submitted to the American Arbitration Association (AAA) for non-binding arbitration in accordance with the rules of the AAA then obtaining provided both parties mutually agree. The arbitrator(s) shall be governed by the duly promulgated rules and regulations of the AAA and the provisions of the laws of the State of Ohio relating to arbitration.

If the President so terminates this Contract, then the President agrees to continue to work for the subsequent six (6) month period at the same salary and with the same normal benefits, provided, however, that the Board will not be liable to the President for any vacation time.

15. RETURN TO THE PROVOST'S POSITION: Should this contract be terminated under Paragraphs 14 a., b., d., or l., hereof, the President will return to his previously held position as Provost, at a salary of one hundred and seventeen thousand dollars (\$117,000.00), subject to all the Board policies concerning future adjustments to administrator salaries.

16. DEATH OR INCAPACITY OF PRESIDENT. This employment contract shall terminate prior to the expiration of the term herein described upon the death of the President or if the President becomes totally incapacitated or incapable of carrying out the duties as President.

In either event, the Board shall be liable to the President or the President's personal

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	2/15/02
Secretary, BSU Board of Trustees	Date

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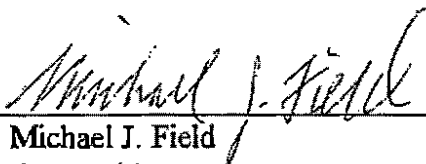
representative, as the case may be, for any accrued but unpaid compensation, together with a proportionate part of any other benefits which would be payable to the President, or his personal representative, as the case may be, by reason of death or incapacity during employment by the Board.

17. AGREEMENT WHERE MADE. This Contract shall be considered as made at the City of Portsmouth, Ohio, and is to be construed as a contract in accordance with the laws of the State of Ohio. This is a Contract for personal and professional services and the benefits of the Contract shall not be pledgable in any way by the President.

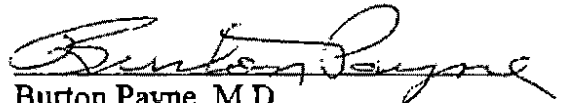
18. APPLICABILITY. This Contract and the rights and responsibilities of each party hereto shall inure to the benefit of the Parties hereto and respective heirs, executors, administrators, personal representatives, successors and assigns.

19. TAX LIABILITY. The President shall be responsible for any income tax liability incurred as a result of this Contract


IN WITNESS WHEREOF, this Employment Contract has been executed in duplicate this 23 day of January, 2002, by Dr. Michael J. Field and by the Chairperson of the Board of Trustees of the University and attested to by its secretary. This Contract is subject to approval by the Board of Trustees before being considered binding upon the University.


  
\_\_\_\_\_  
Dr. Michael J. Field  
Interim President

SHAWNEE STATE UNIVERSITY

  
\_\_\_\_\_  
Burton Payne, M.D.  
Chairperson, Board of Trustees

ATTEST:

  
\_\_\_\_\_  
Stephen P. Donohue  
Secretary, Board of Trustees

Certified as True and Correct  
  
\_\_\_\_\_  
Secretary, SSU Board of Trustees      Date 2/15/02

**RESOLUTION F6-02**

**REVISION OF FY 2002 GENERAL FUND BUDGET**

WHEREAS, revenue estimates need to be made to reflect the 6% decrease in state subsidy caused by the State of Ohio's economic problems, the tuition increase effective winter term 2002, an increase in enrollment over original projections, the anticipated decline in interest income, and other adjustments, and;

WHEREAS, expenditure adjustments need to be made to reflect dominantly the anticipated pace of fringe benefit inflation as well as to make other adjustments;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University adopts the attached revision to the FY2002 General Fund budget

(February 8, 2002)

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	2/15/02
Secretary, SSU Board of Trustees	Date

SHAWNEE STATE UNIVERSITY  
GENERAL FUND BUDGET  
FISCAL YEAR 2001-2002

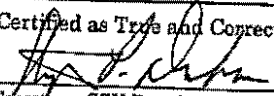
	FY 2002 BUDGET	FY 2002 RECOMMENDED REVISED BUDGET	AMOUNT OF CHANGE	PERCENT CHANGE
<b>REVENUE AND FUND BALANCE</b>				
<b>STATE FUNDING</b>				
State Share of Instruction	\$10,971,683	\$10,282,340	-\$689,343	-6.3%
Access Challenge	\$1,151,409	\$1,082,324	-\$69,085	-6.0%
Special Supplement	\$2,272,000	\$2,135,680	-\$136,320	-6.0%
Research Challenge	\$26,258	\$24,683	-\$1,575	-6.0%
Success Challenge	\$403,173	\$443,877	\$40,704	10.1%
Capital Component	\$67,864	\$79,292	\$11,428	16.8%
Sub-Total State Funding	\$14,892,387	\$14,048,196	-\$844,191	-5.7%
<b>TUITION AND FEES</b>				
Instruction	\$8,002,527	\$8,973,607	\$971,080	12.1%
Non Resident	\$126,850	\$163,046	\$36,196	28.5%
Non Resident-District	\$232,200	\$237,961	\$5,761	2.5%
Course Fee	\$351,000	\$370,000	\$19,000	5.4%
Technology Fee	\$311,401	\$330,373	\$18,972	6.1%
Sub-Total Tuition and Fees	\$9,023,978	\$10,074,987	\$1,051,009	11.6%
<b>OTHER INCOME</b>				
Payment Plan Application Fee	\$14,000	\$9,000	-\$5,000	-35.7%
Student Fee, Late Pay	\$81,000	\$90,000	\$9,000	11.1%
Transcripts	\$9,000	\$10,000	\$1,000	11.1%
Student Fee, Credit by Exam	\$500	\$1,000	\$500	100.0%
Student Fee, Credit by Arrange.	\$74,000	\$65,000	-\$9,000	-12.2%
Continuing Education Fees	\$81,000	\$67,000	-\$14,000	-17.3%
Sales, Central Stores	\$30,000	\$1,000	-\$29,000	-96.7%
Planetarium Ticket Revenue	\$14,000	\$4,500	-\$9,500	-67.9%
Interest Income	\$725,000	\$450,000	-\$275,000	-37.9%
Copying Income	\$210,000	\$325,000	\$115,000	54.8%
Misc. Income	\$149,000	\$170,000	\$21,000	14.1%
Indirect Cost Recovery	\$150,000	\$215,000	\$65,000	43.3%
Sub-Total Other Income	\$1,537,500	\$1,407,500	-\$130,000	-8.5%
<b>TOTAL REVENUE</b>	<b>\$25,453,865</b>	<b>\$25,530,683</b>	<b>\$76,818</b>	<b>0.3%</b>
<b>USE OF FUND BALANCE</b>	<b>\$1,287,037</b>	<b>\$1,986,829</b>	<b>\$699,792</b>	<b>54.4%</b>
<b>Total Revenue and Use of Fund Balance</b>	<b>\$26,740,902</b>	<b>\$27,517,512</b>	<b>\$776,610</b>	<b>2.9%</b>

Certified as True and Correct	
<i>[Signature]</i>	2/15/02
Secretary, SSU Board of Trustees	Date



SHAWNEE STATE UNIVERSITY  
GENERAL FUND BUDGET  
FISCAL YEAR 2001-2002

	FY 2002 BUDGET	FY 2002 RECOMMENDED REVISED BUDGET	AMOUNT OF CHANGE	PERCENT CHANGE
<b>EXPENDITURES AND TRANSFERS</b>				
<b>COMPENSATION</b>				
Salary	\$14,742,804	\$15,070,000	\$327,196	2.2%
Benefits	\$4,951,151	\$6,000,000	\$1,048,849	21.2%
Sub-Total Compensation	\$19,693,955	\$21,070,000	\$1,376,045	7.0%
<b>NON-COMPENSATION</b>				
Utilities	\$1,256,038	\$1,256,038	\$0	0.0%
Scholarships	\$869,994	\$700,000	-\$169,994	-19.5%
Technology	\$311,401	\$200,000	-\$111,401	-35.8%
Other	\$4,353,040	\$4,035,000	-\$318,040	-7.3%
Sub-Total Non-Compensation	\$6,790,473	\$6,191,038	-\$599,435	-8.8%
<b>TOTAL EXPENDITURES</b>	<b>\$26,484,428</b>	<b>\$27,261,038</b>	<b>\$776,610</b>	<b>2.9%</b>
<b>TRANSFERS</b>				
Fine Arts	\$140,000	\$140,000	\$0	0.0%
Other (Restricted)	\$46,474	\$46,474	\$0	0.0%
Children's Learning Center	\$70,000	\$70,000	\$0	0.0%
Sub-Total Transfers	\$256,474	\$256,474	\$0	0.0%
<b>TOTAL EXPENDITURES AND TRANSFERS</b>	<b>\$26,740,902</b>	<b>\$27,517,512</b>	<b>\$776,610</b>	<b>2.9%</b>

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	2/15/02
Secretary, SSU Board of Trustees	Date

## RESOLUTION F7-02

### 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.

(February 8, 2002)

Certified as True and Correct	
	2/15/02
Secretary, SSU Board of Trustees	Date

## PERSONNEL ACTION ITEMS

November 6, 2001 to January 31, 2002

(developed from information received in HR Department through January 31, 2002 only)

### ACADEMIC AFFAIRS DIVISION

#### Appointment

##### Faculty

*Jame McCumbee*, full-time temporary Instructor of Mathematics for the Department of Mathematics at an academic year salary of \$29,900, effective January 3, 2002. Ms. McCumbee has a Master of Arts in Mathematics, a Master of Science in Biomedical Sciences from Marshall University, a Bachelor of Science in Dentistry from the University of North Carolina, and an Associate of Applied Science in Electronic Data Processing from Fayetteville Technical Institute,

### BUSINESS AFFAIRS DIVISION

*Nothing to report.*

### OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

*Nothing to report.*

### PRESIDENT'S OFFICE

*Nothing to report.*

### STUDENT AFFAIRS DIVISION

*Nothing to report.*

### UNIVERSITY ADVANCEMENT

*Nothing to report.*

Certified as True and Correct	
	2/15/02
Secretary, SSU Board of Trustees	Date

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 1/30/02  
Revised/Reprinted 1/31/2002

## RESOLUTION F8-02

### APPROVAL OF JOBS CHALLENGE SUBSIDY FUNDED POSITIONS

WHEREAS, Shawnee State University, as a member of the Ohio Board of Regents' Enterprise Ohio Network, has been awarded Jobs Challenge funds for the purpose of providing training and education for area business and industry; and

WHEREAS, creation of three positions are needed; and

WHEREAS, the funding for these positions would come from the Jobs Challenge subsidy received by Shawnee State University in December, 2001, which requires that these funds be spent for such initiatives; and

WHEREAS, the positions would continue at the end of said subsidy payment contingent upon revenue generated by the positions;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the creation of the following positions:

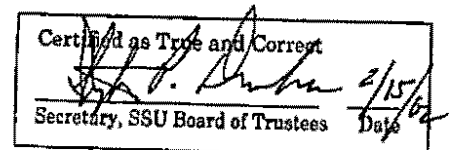
- Manager, Education for Industry, Credit Programs
- Manager, Education for Industry, Non-Credit Training Programs
- University Outreach Services Representative

The Manager, Education for Industry; Credit Programs will report to the Registrar, and will be employed on a 9-12 month continuous temporary contract at the administrative grade 27.

The Manager, Education for Industry, Non-Credit Training Programs will report to the Director, University Outreach Services and will be employed on a 9-12 month continuous temporary contract at the administrative grade 27.

The University Outreach Services Representative will report to the Director of University Outreach Services and will provide support staff services to both managers. This clerical position is estimated at a level comparable to the current University Outreach Services Representatives. The current level is grade 11.

(February 8, 2002)



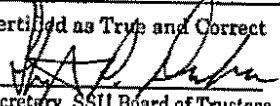
**RESOLUTION F9-02**

**PIXLEY GRANT**

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

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves submission of the PIXLEY Grant proposal.

(February 8, 2002)

Certified as True and Correct	
	2/15/02
Secretary, SSU Board of Trustees	Date

## Grant Proposal Summary

**TITLE:** 2002/2003 Pixley Projects

**GRANTING AGENCY:** Scioto County Area Foundation

**PRINCIPAL INVESTIGATOR:** Cathy Mullins

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

**PURPOSE:** To provide a variety of academically enriching experiences for the campus and surrounding community.

**CLIENTELE TO BE SERVED:** Shawnee State University students, faculty and staff, and the surrounding community.

**RELATIONSHIP TO SSU MISSION:** "Recognizing the importance of knowledge, values and cultural enrichment," the Pixley Grant provides both students and community members opportunities to expand their knowledge base, increase their ability to think critically and analytically, and "...provides opportunities for...intellectual discovery..."


**OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN THE PROJECT:** None

**BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED:** There are four main activity areas proposed: the Pixley Lectures, Conferences and Symposia, Pixley Internships and a Film Festival. The lectures will feature distinguished speakers who will share their expertise with the campus and community. The conferences and symposia will include a conference on Math and Science Education, cosponsored by the Departments of Mathematics, Natural Sciences and Teacher Education. Other symposia will showcase new programs on campus. The Honors program will play an active part in the planning and coordination of the lecture series and symposia. Other Pixley activities include partial sponsorship of student internships in Washington D.C., and a film festival that features films with a "river" theme. Guest speakers will also be invited as part of the film festival.

**FUNDING PERIOD:** July 1, 2002 – June 30, 2003

**BUDGET:**

<u>Fund Source</u>	<u>Year One</u>	<u>Total, all years</u>
Grant	\$45,000	\$45,000
Direct Costs	NA	NA
Indirect Costs	NA	NA
Other	0	0
University-In Kind	5,900	5,900
University Match	0	0
<b>TOTAL</b>	<b>\$50,900</b>	<b>\$50,900</b>

Certified as True and Correct  
  
Secretary, SSU Board of Trustees      2/15/02  
Date

## PERSONNEL INFORMATION ITEMS

November 6, 2001 to January 31, 2002

(developed from information received in the HR Department through January 31, 2002 only)

### ACADEMIC AFFAIRS DIVISION

#### Resignation

##### Faculty

*Crystal Hughes*, full-service one-year temporary Instructor for the Physical Therapy Assistant program, resignation effective December 19, 2001.

### BUSINESS AFFAIRS DIVISION

#### Change in Status

##### Administration

*DeAnn McKenzie*, change in status to regular full-time Accountant for the Division of Business Affairs as a result of division reorganization, effective February 18, 2002.

#### Resignation

##### Administration

*Kathie Martin*, Accountant for the Division of Business Affairs, resignation effective January 4, 2002.

### OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

*None.*

### PRESIDENT'S OFFICE

*None.*

### STUDENT AFFAIRS DIVISION

#### Reclassification

##### Administration

*Jared Shoemaker*, position reclassified from Assistant Director, Athletics/Sports Information, grade 24, to grade 27 (no change in title), retroactively effective September 1, 2001.

#### Resignation

##### Administration

*Amy Reed*, Associate Director of Upward Bound for the Division of Student Affairs, resignation effective February 8, 2002.

### UNIVERSITY ADVANCEMENT

*None.*

