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February 14, 2003 Meeting Minutes

Shawnee State University

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**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
February 14, 2003**

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

Roll Call

Members Present: Mr. Davis, Mr. Harcha, Mr. McCoy, Mr. McKinley, Dr. Payne, Ms. Reynolds, Mr. Teichman

Members Absent: Ms. Brumfield, Mr. Clayton

Ms. Leo entered the meeting at 1:16 p.m. Mr. Warren entered the meeting at 1:35 p.m.

Approval of the February 14, 2003 Agenda

Mr. Harcha moved and Mr. Teichman seconded the motion to approve the agenda. Without discussion, the Board unanimously approved the February 14, 2003 agenda.

Approval of the December 13, 2002 Board Meeting Minutes

Dr. Payne moved and Ms. Reynolds seconded a motion to approve the December 13, 2002 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

President's Report

The President summarized his written report that he submitted to the Board.

Dr. Field said despite the budget problems facing the state of Ohio, things at Shawnee State University are going very well. Dr. Field said his own agenda has included meetings with many individuals and organizations throughout the local and regional communities including:

- SSU Campus Representatives (heads of SEA, UFS, UAA, USA, CWA, and SGA);
- Guidance Counselors from throughout the region;
- Inter-University Council (IUC) Presidents' Committee;
- SSU Development Foundation (quarterly meeting);
- Southern Ohio Growth Partnership; and
- Dr. John Garland, president of Central State University.

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

Enrollment

Dr. Field said after experiencing record enrollment during fall quarter, Shawnee State University's enrollment for winter quarter is at its highest level in the history of the institution. He said headcount enrollment for winter quarter 2002-2003 is at its all-time highest for a winter quarter—3,405—up 9.3 percent over winter quarter 2001-2002. Dr. Field said the percentage of growth is greater this winter quarter than the percent of increase in enrollment for this past fall quarter. He said 200 new students are attending SSU, including 85 new transfer students. Dr. Field said the University always has some fall-off in enrollment from fall to winter but this year the reduction was less than predicted.

Dr. Field said the university's retention rate is up, and the University has seen an increase in the number of new students enrolled at the university. Dr. Field noted that the University has had good recruitment, and the academic reputation of our degree programs continues to increase. He said parents and students are seeing better value here and more students are enrolled at the university in the fall right out of high school than ever before. He also said the University also has more full-time students than in previous years and that all of this adds up. Dr. Field said SSU had by far the fastest rate of enrollment growth of all public universities in Ohio in the fall; what this quarter tells the University is that the trend continues.

State Funding

Dr. Field said he had a lengthy telephone conversation with Senate President Doug White this past Wednesday about a number of issues including SSU's special supplement. He said the University continues to deal with uncertainties in state funding—both this year and next. Dr. Field said SSU is now in reasonably good shape financially, but he was hesitant to say anything optimistic about the budget at a time when there is so much uncertainty about state funding. He noted, however, that with the enrollment growth, the University recognized the need to add additional faculty and staff members to ensure that SSU continues to provide a high quality education.

Financial Information Documents

Dr. Field said he recently distributed the final two issues of SSU "Financial Info." to faculty and staff, completing the entire set of seven information sheets. He said the set is included in the board materials. Dr. Field noted that over the last five months, he had made this information available to faculty and staff; the last two issues focus on changes in staffing at the university and state funding of higher education. Dr. Field said financial data are complex at times and that hopefully this information has made a complicated topic much easier for everyone to understand.

SEA/SSU Contract

Dr. Field said Shawnee State University is in the final year of a three-year contract with the Shawnee Education Association. He said the university is looking forward to productive and positive negotiations beginning this spring.

SSU Athletics and Homecoming

Dr. Field said the SSU women's basketball team is 21-5, second place in the AMC South (14-2), and ranked 10th in the NAIA Division II top 25. He said the SSU men's basketball team is 17-11, and second place in the AMC South (9-5).

Dr. Field said that he and Diane have thoroughly enjoyed watching the SSU Bears play. He encouraged the Board to attend one of the ballgames and said both teams play Saturday at home against Malone.

Dr. Field said SSU's annual Homecoming celebration was held during the week of January 26, with many events taking place that week. He said on Saturday, February 1, between the men's and women's basketball games, he was honored to crown the Homecoming Queen, student board member Tracy Leo. Dr. Field said this year's King is John Hurst. He also said it is quite an honor to become Homecoming King and Queen. Dr. Field said students are chosen based on grade point average, campus involvement, community service, and student vote. Dr. Field said he would like to once again congratulate Ms. Leo for this accomplishment.

New Trustee Institute

Dr. Field noted that earlier this week, he attended an institute for new trustees arranged by the Ohio Board of Regents. Dr. Field said that also in attendance were trustees Jack McCoy and Kay Reynolds, as well as Dr. Rita Rice Morris. Dr. Field said he was able to introduce Dr. Morris to most of the other public university presidents and to some key legislative leaders.

Emergency Response Plan

Dr. Field said with the increased concerns about security in this day and age, Terry Hapney, director of communications and assistant to the president, helped develop several months ago a highly-detailed Emergency Response Plan. Dr. Field said copies were produced for the members of SSU's Emergency Response Resource Group (charged with carrying out the plan in the event of an emergency), senior administration, and the secretaries in their offices and departments. They were also given copies to keep at home. He noted this is a very important piece of work, and he appreciated the time and effort Terry put into this project.

AASCU Conference

Dr. Field said he recently attended an American Association of State Colleges and Universities (AASCU) conference also attended by incoming president Dr. Rita Rice Morris. He said they were able to discuss the many strengths of SSU, and help prepare for an efficient and productive transition when Dr. Morris arrives on campus at the end of May.

Committee Reports

Academic Affairs Committee - Ms. Kay Reynolds

Ms. Reynolds reported that the Academic Affairs Committee had one action item.

Ms. Reynolds said the Academic Affairs Committee recommended approval of Resolution A1-03, Revision of Board Policy 3.03. Ms. Reynolds said the Bursar's Office has changed its policy on refunds to provide 100% for withdrawals in the first seven days of an academic quarter, and therefore the Registrar's withdrawal policies need to be in harmony with this change. Ms. Reynolds said the UFS, the Interim President and the Interim Provost approved this change. Ms. Reynolds moved and Mr. Teichman seconded a motion to approval Resolution A1-03, Revision of Board Policy 3.03.

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

Nays: None

Ms. Reynolds reported on the Academic Affairs Committee informational items.

Ms. Reynolds said the enrollment for winter quarter was up, both in headcount and FTE. Ms. Reynolds said Dr. Stephen Midkiff, Registrar, provided an in-depth report at the Committee meeting. She said our students come from 66 of Ohio's 88 counties, 12 states, and seven foreign countries. She also noted that SSU has 35 students in the National Guard who may be affected by the war.

Ms. Reynolds reported that the SSU Outreach Services was recently awarded \$1,892,945 over five years from the Ohio Department of Education's 21st Century Community Learning Centers grant. She said these funds will provide after-school programming for "After School Malls" at three area elementary schools, Clay, New Boston and Washington Nile. She said the goals of the Malls include better student performances on Ohio Proficiency Tests and in the classroom, better school attendance, and increased parental and volunteer involvement. Ms. Reynolds said the program's director and coordinator are housed at SSU and assist the schools in hiring teachers, site coordinators and other personnel. She said SSU students are often hired as tutors and teaching assistants, gaining valuable class-related experience.

Ms. Reynolds said Ms. Tess Midkiff, director of the Clark Memorial Library, updated the Committee on technology applications available to serve student and faculty needs. Ms. Reynolds said the library has 17,000 electronic books and 8,000 electronic journals available for students and faculty.

Ms. Reynolds reported on the personnel items. She said with the increase in enrollment, the University needs new faculty positions in areas of physics/planetarium director, music, computer engineering, math, early childhood education, and English composition.

Quality of University Life - Mr. Harcha

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

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

Mr. Harcha said that Mr. Ray Musser, President of the Student Government Association, reported that SGA hosted the Ohio College Student Government conference and will be attending their next meeting on February 15. Mr. Harcha said the SGA is working on getting the gym hours posted on the web page, lighting the sidewalks from Campus View housing, installing telephones for local calls on campus, and visiting area high schools for the leadership shadowing program. He also said the SGA successfully obtained recycling bins for SSU housing from the City of Portsmouth and completed a Student Health Clinic survey.

Mr. Harcha said Ms. Jessica Waldbillig, SPB Social Chairperson, reported on the homecoming dance. Ms. Waldbillig said the dance was very successful with more than 250 students attending.

Mr. Harcha said Dr. Mangus reported that the housing occupancy rate for Winter Quarter is 105% of capacity.

Mr. Harcha said Dr. Mangus also presented a letter on the audit by the Ohio Board of Regents of FY 2002, Financial Aid records, commending the Office of Financial Aid for their outstanding performance.

Finance and Facilities - Dr. Burton Payne, Chairperson

Dr. Payne reported on the Finance and Facilities Committee items.

Dr. Payne said SSU's auditors, Balestra and Company, were present at the Committee meeting. He said Mr. Balestra found SSU's books to be in good order and was complimentary of a very good audit.

Dr. Payne said the Finance and Facilities Committee recommended approval of the budget submitted under Resolution F1-03 for refurbishing the President's Home. Dr. Payne said these expenses were necessary to get the house ready for our new president. Dr. Payne moved and Mr. Teichman seconded a motion for the adoption of Resolution F1-03, Refurbishing Budget, President's Home.

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

Nays: None

Dr. Payne said the Finance and Facilities Committee recommended approval of Resolution F2-03, Personnel. Dr. Payne moved and Mr. McCoy seconded a motion for the approval of Resolution F2-03, Personnel.

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

Nays: None

Dr. Payne reported that the Finance and Facilities Committee recommended approval of Resolution F3-03, Grants Accountant. Dr. Payne said this was a new position and funding would not come from general funds but from grant funds. Dr. Payne said the amount of grants has risen from 74 to 87 in the last five years and is still growing. Dr. Payne moved and Ms. Reynolds seconded a motion for the approval of Resolution F3-03, Grants Accountant Position.

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

Nays: None

Dr. Payne reported that the Finance and Facilities Committee recommended approval of Resolution F4-03, Amendment to Health Care Cost Sharing – Contributions for Married Couples When Both are SSU Employees. Dr. Payne said this action was to correct an oversight so that married SSU employees will not both be required to pay for family health insurance. Dr. Payne moved and Mr. McCoy seconded a motion for the adoption of Resolution F4-03, Amendment to Health Care Cost Sharing – Contributions for Married Couples When Both are SSU Employees.

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

Nays: None

Dr. Payne reported that the Finance and Facilities Committee recommended approval of Resolution F5-03, 21st Century Community Learning Center Grant, a five-year, \$1.842M grant. Dr. Payne said this is the same grant that Ms. Reynolds reported on earlier in the meeting. Dr. Payne moved and Ms. Reynolds seconded a motion for the adoption of Resolution F5-03, 21st Century Community Learning Center Grant.

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

Nays: None

Dr. Payne reported on the Finance and Facilities Committee information items.

Dr. Payne said the Personnel Appointments were self-explanatory.

Dr. Payne said Mr. Murphy reviewed the general fund revenues and expenditures pace report. Dr. Payne said it was a very good report.

Dr. Payne said Mr. Carl Daehler gave an updated financial report to the Committee.

Dr. Payne reported that the General Assembly had authorized the sale of the former presidential residence on Franklin Avenue by Am. Sub. Senate Bill 219, effective June 7, 2002, and the University had sold the house on December 18, 2002 for \$180,000.

Dr. Payne reported that Mr. Murphy discussed information dealing with the reduction in most of our subsidy lines and possible reduction in the state share of instructional subsidy. Dr. Payne said the best-case scenario is SSU would lose \$100,000 and \$350,000 in a worst-case scenario.

Dr. Payne said Mr. Murphy updated the Committee regarding University property and liability insurance issues.

Dr. Payne reported that the capital status report reflected current information on each capital project. Dr. Payne said the construction of the new health clinic in the Rhodes Athletic Center would begin soon.

Executive Committee Report

Mr. Davis reported that the Executive Committee did not meet in regular session so there was no report.

Reports, if any, from Board Liaisons with other Organizations

None.

New Business

None.

Comments from Constituent Groups (if any) and the Public

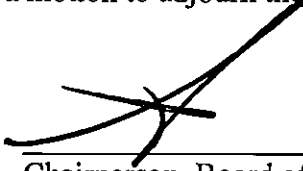
Dr. John Valentine, president of the UFS, addressed the Board. He said that, according to Faye Logan in the Financial Aid office, up to 10% of our students are veterans or in the National Guard and we should keep them in mind during this time of war with Iraq. He said on behalf of the SEA and the UFS, they wanted to thank the members of the Board of Trustees, especially Mr. George Clayton and Dr. Burton Payne, for their conduct of a highly professional search for our new president. Dr. Valentine said both constituent groups look forward to working with Dr. Morris when she joins the University in May.

Other Business

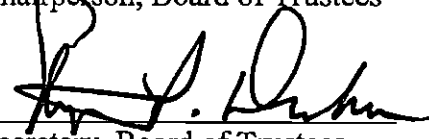
None.

Adjournment

Ms. Reynolds moved and Mr. Teichman 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

RESOLUTION A1-03

**REVISION OF BOT POLICY 3.03
REGISTRATION AND PAYMENT OF FEES**

WHEREAS withdrawal from a course early in a quarter often involves a refund;
and,

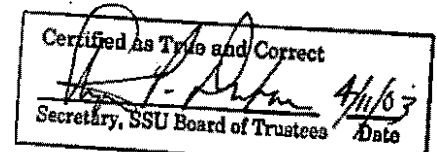
WHEREAS the Bursar's Office has changed its policy on such refunds to provide
100% for withdrawals in the first 7 days; and,

WHEREAS the Office of the Registrar's withdrawal policies should harmonize
with the Bursar's Office; and,

WHEREAS the University Faculty Senate, Interim Provost and Interim President
have approved the withdrawal revisions;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State
University approves the attached revisions of sections 2.3 and 2.4 of the Registration and
Payment of Fees policy.

(February 14, 2003)



Proposed Revision in Policy 3.03—Registration and Payment of Fees

Section 3.03.2.3 Students may withdraw from a class through the 7th calendar day of the quarter by completing the appropriate form (or its electronic counterpart) in the Office of the Registrar. During the first 7 calendar days, if a class withdrawal affects fees, a refund is possible. Any withdrawal after the 7th calendar day shall result in a WD being placed on a student's academic record.

Section 3.03.2.4 Students may withdraw from a class the 8th through the 49th calendar days of the quarter by obtaining the signature of the instructor on a form obtained from the Office of the Registrar.

Certified as True and Correct
[Signature] 4/11/13
Secretary, SSU Board of Trustees / Date

RESOLUTION F1-03

REFURBISHING BUDGET, THE PRESIDENT'S HOME

WHEREAS, the President's home is vital to Shawnee State University in building friends for the University, in fund raising and enhancing the campus community spirit; and

WHEREAS, although the home is very suitable for its intended purposes, the first floor public area is in need of painting, carpet replacement, window treatment and additional furniture; and

WHEREAS, Dr. Morris has toured the home and supports the budget attached;

THEREFORE BE IT RESOLVED, the Board of Trustees approves the expenditure of \$41,000 for this purpose.

(February 14, 2003)

Certified as True and Correct	
<i>[Signature]</i>	4/14/03
Secretary, SSU Board of Trustees	Date

Budget, Refurbishing, Furniture and Window treatment, the President's Home:

Purchase one love seat, four accent chairs, 13 tables, 13 lamps, re-upholster dining room chairs and acquire two area rugs \$18,800.

Draperies/window treatment \$5,150.

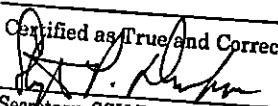
Paint the exterior front of the home \$960.

Remove wall paper, prepare walls for painting and paint the walls, first floor \$7,590.

Install new pad and carpet first floor \$4,500.

Contingency \$4,000.

Total: \$41,000.

Certified as True and Correct

Secretary, SSU Board of Trustees Date 4/11/03

RESOLUTION F2-03

PERSONNEL

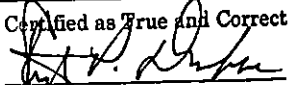
WHEREAS, the University-wide Board policy 5.16 "Approval of Personnel Appointments" establishes the procedure for the approval of those personnel changes requiring action by the Board of Trustees and for the reporting of other personnel actions to the Board; and

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 14, 2003)

Certified as True and Correct	
	4/11/03
Secretary, SSU Board of Trustees	Date

PERSONNEL ACTION ITEMS

All appointments are subject to any contingency included in the written offers of employment.

FEBRUARY 2003 BOT MEETING

Actions submitted for approval, December 1, 2002 to February 1, 2003

(developed from information received in HR Department through February 4, 2003 only)

ACADEMIC AFFAIRS DIVISION

Appointment – Faculty

Kathryn Kerr, full-service temporary Instructor of Ceramics for the Department of Fine, Digital and Performing Arts for Winter and Spring quarters of AY03 at a prorated salary of \$18,940. Ms. Kerr possesses a Master of Arts degree in International Affairs from Ohio University, and a Masters of Education degree in Reading and a Bachelor of Art degree in Fine Arts from the University of Delaware.

BUSINESS AFFAIRS DIVISION

Nothing to report.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

Appointment – Administration

Ralph Huck, 10-month part-time (.42 FTE) Outreach Coordinator for the Educational Opportunity Center located at Southern State Community College beginning February 5, 2003, at the grant year salary of \$11,521. Mr. Huck possesses a Master's degree in English Education from Florida State University and a Bachelor's degree in History and English from Morehead State University. He has 30 hours in addition to his Master's degree from Miami University and continues to hold High School Guidance Counselor certification.

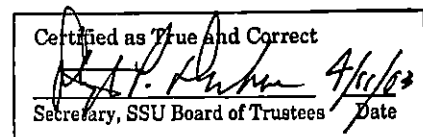
PRESIDENT'S OFFICE

Nothing to report.

STUDENT AFFAIRS DIVISION

Appointment – Administration

Dennis Congos, 12-month full-time Director of the Student Success Center/Title III Coordinator for the Student Success Center beginning March 3, 2003, at a fiscal year salary of \$53,500. Mr. Congos possesses a Master of Science degree in Education from Indiana University (dual masters' degree in college student personnel administration and counseling and guidance) and a Bachelor of Arts degree in Social Science from Cleveland State University. He is ABD for his Doctor of Education degree in Higher Education Administration with concentrations in college student personnel administration and counseling and guidance and organizational behavior from Indiana University.



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 2/4/03

RESOLUTION F3-03

GRANTS ACCOUNTANT POSITION

WHEREAS, there has been an increase in the number of active grants from 74 to 87 over the past five fiscal years, requiring an increase in individual budget, financial reporting and audit efforts; and

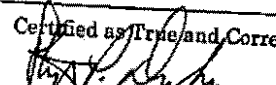

WHEREAS, grant fund expenditures have increased 26% from FY98 to FY02, as compared to a 17% increase in general fund expenditures over the same time period; and

WHEREAS, funds within the Jobs Challenge grant budget will support 75% of the position efforts and the Director for University Outreach Services, who oversees this grant, supports the use of funds for this purpose; and

WHEREAS, the remaining 25% will be funded from indirect cost income received from administering grants;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves a full time grants accountant position for the Business Office, funded as indicated above.

(February 14, 2003)

Certified as True and Correct

Secretary, SSU Board of Trustees  Date

RESOLUTION F4-03

AMENDMENT TO HEALTH CARE COST SHARING – CONTRIBUTIONS FOR MARRIED COUPLES WHEN BOTH ARE SSU EMPLOYEES

WHEREAS, the Board approved health care cost sharing for administrative and ATSS employees by Resolution F18-02, effective November 1, 2002; and

WHEREAS, the hourly staff were included in the health care cost sharing through the SSU/CWA collective bargaining agreement effective November 1, 2002; and

WHEREAS, the sharing of costs is a prudent step toward containing the effect of high inflationary rates being realized for medical costs yet enables the University to continue to provide excellent health care for its employees; and

WHEREAS, in the case of married couples who both work for Shawnee State University, the previously adopted contribution amounts, when assessed against both employees, results in an inequitable share of costs being incurred by the family unit for administrators/ATSS and hourly support staff; and

WHEREAS, it is the intent of the Board of Trustees that a family unit be assessed an equitable share of contributions; and

WHEREAS, representatives of the University Administrative Assembly and the Communications Workers of America have been consulted and unanimously support this modification;

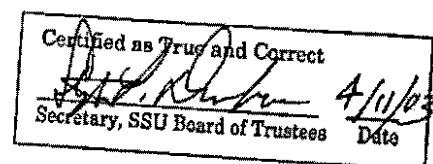
THEREFORE, BE IT RESOLVED, that the health care cost sharing model previously adopted by the Board is amended as follows:

Married couple with dependent(s) - The requirement for health care contribution share is fulfilled for married SSU employees covered under a family policy by the assessment of the contribution share against the employee with the earlier hire date. If the married SSU employee whose hire date establishes him/her as the primary policyholder is not subject to the contribution requirement, the dependent spouse will not be assessed a contribution.

Married couple without dependent(s) – The requirement for health care contribution share is fulfilled for married SSU employees with no other dependents by assessing the employee with the earlier hire date; or, if both employees elect individual coverage, each will be assessed the “employee only” rate set by the applicable schedule(s).

BE IT FINALLY RESOLVED that the effective date of this resolution is retroactive to begin November 1, 2002.

(February 14, 2003)



RESOLUTION F5-03

21st CENTURY COMMUNITY LEARNING CENTER GRANT

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

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the acceptance of the 21st Century Community Learning Center Grant.

(February 14, 2003)

Certified as True and Correct	
<i>[Signature]</i>	<i>4/11/03</i>
Secretary, SSU Board of Trustees	Date

Grant Proposal Summary

TITLE: 21st Century Community Learning Centers

GRANTING AGENCY: Ohio Department of Education

PRINCIPAL INVESTIGATOR: Cathy Mullins/Jerry Blanchard

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT: Mullins – 15%, Blanchard – 25%

PURPOSE: 21st Century Community Learning Centers provide after-school programming at three area elementary schools. The Centers, or “After School Malls,” provide tutoring and supplemental instruction, expanded library and computer laboratory hours, family reading programs, drug and violence education and counseling, enrichment classes, field trips and recreational time. The goals of the “Malls” include better student performances on Ohio Proficiency Tests and in the classroom, better school attendance, increased parental and volunteer involvement in the schools, increased participation in anti-drug/violence activities, and stronger linkages and collaborations among the partner schools.

CLIENTELE TO BE SERVED: Students, their parents and surrounding community members in the Clay, New Boston, and Washington Nile school districts, especially those in Kindergarten through sixth grade.

RELATIONSHIP TO SSU MISSION: “To enrich the lives of the community, the University provides opportunities for continuing personal and professional development, intellectual discovery, and appreciation for the creative and performing arts.” Further, the grant addresses the University’s strategic opportunity to “develop partnerships that involve the University in collaborative activities with other groups and institutions.

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN THE PROJECT: Ohio South Tech Prep Consortium, Washington Nile Local Schools, New Boston Local Schools, Clay Local Schools, Scioto County Joint Vocational School, the South Central Ohio Educational Service Center.

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED: The “Malls” will be conducted four evenings per week, offering services immediately after school until approximately 5:30 pm. Before school programming may also be offered if desired by the individual schools. Students will participate in homework help, tutoring and recreational activities. The grant program’s administration, as well as all teachers, site coordinators and other personnel will be Shawnee State University employees. SSU students are often hired as tutors and teaching assistants, gaining valuable class-related experience. This grant is a continuation of two federally funded projects that have provided after school programming to 36 schools in Scioto, Pike and Lawrence Counties. The federal project has been recognized for its innovative partnering that has brought secondary, vocational and postsecondary education providers together in an effort to provide better opportunities for our communities and students.

FUNDING PERIOD:

BUDGET:

Fund Source	Year One	Total, 5 years
Grant	\$240,575	\$1,842,945
Direct Costs	221,329	1,695,509
Indirect Costs	19,246	147,436
Other		0
University-In Kind (estimated)	10,000	50,000
University Match		0
TOTAL	\$491,150	\$1,892,945

Certified as True and Correct Secretary, SSU Board of Trustees Date

PERSONNEL INFORMATION ITEMS
FEBRUARY 2003 BOT MEETING
Changes processed from December 1, 2002 to February 1, 2003
(developed from information received in the HR Department through February 4, 2003 only)

ACADEMIC AFFAIRS DIVISION

None.

BUSINESS AFFAIRS DIVISION

None.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

Contract Appointment Change – Administration

Mary Ellen Conley, Coordinator for the GEAR-Up Program, change of contract appointment from fulltime 12-month to fulltime 10-month effective January 4, 2003.

Resignation – Administration

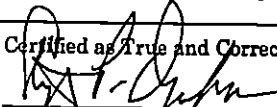
Lynn Palmer, Coordinator for the GEAR-Up Program, resignation effective December 31, 2002.

PRESIDENT'S OFFICE

None.

STUDENT AFFAIRS DIVISION

None.

Certified as True and Correct	
	4/14/03
Secretary, SSU Board of Trustees	Date