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4-17-2003

April 17, 2003 Meeting Minutes

Shawnee State University

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**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
April 17, 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).

Mr. Davis said he was saddened to report the death of Mr. Frank D. ("Dick") Hyland, Trustee Emeritus of SSU. Mr. Davis said Mr. Hyland was a long-time supporter of Shawnee State University and will be missed. Mr. Davis said Mr. Hyland was a member of the Shawnee State Board of Trustees from 1970 to 1994 and was named Trustee Emeritus at Shawnee State University in 1994. Mr. Davis asked for a moment of silence in remembrance of Mr. Hyland.

Roll Call

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

Members Absent: None

Approval of the April 17, 2003 Agenda

Mr. Harcha moved and Ms. Reynolds seconded the motion to approve the agenda. Without discussion, the Board unanimously approved the April 17, 2003 agenda.

Approval of the February 14, 2003 Board Meeting Minutes

Dr. Payne moved and Mr. Teichman seconded a motion to approve the February 14, 2003 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 since the last Board meeting, he met with:

- SSU Campus Representatives (heads of SEA, UFS, UAA, USA, CWA, and SGA);
- Prospective students during SSU's recent open house;
- Inter-University Council (IUC) Presidents' Committee;
- Workforce Development Board;
- Southern Ohio Growth Partnership; and
- The Ohio Appalachian Center for Higher Education (OACHE) Board.

Dr. Field also attended:

- The annual conference of the Higher Learning Commission of the North Central Association (NCA) in Chicago;
- The Association of Governing Boards (AGB) Conference in Seattle, Washington, with several members of the Board; and
- The American Council on Education (ACE) Conference in Washington, D.C.

Dr. Field reported on several important issues.

1. Enrollment

Dr. Field reported that SSU has experienced record headcount enrollment for spring quarter—3141—with students coming from 67 counties in Ohio, and 13 states and the District of Columbia. He said this was the highest spring quarter headcount in SSU's history. He also said this was the third consecutive quarter with record enrollment and provided the following breakdown of enrollment figures:

	Spring 2002	Spring 2003	Diff#	Diff%
Headcount	2941	3141	+200	+6.8
Total FTE	2446	2625	+179	+7.3
<i>Subsidy Eligible FTE</i>	2186	2573	+387	+17.7

Dr. Field pointed out that the subsidiary-eligible growth was due, in part, to the KY/OH reciprocity agreement.

2. KY/OH Reciprocity Meeting

Dr. Field reported that on March 3, he attended a meeting at Maysville Community College with representatives from the institutions that are involved in the KY/OH reciprocity agreement. He said a new two-year reciprocity agreement would be approved effective July 1, 2003. It extends the region covered by the agreement, and adds several counties in Kentucky. Dr. Field said this continues to be a very positive development for SSU.

3. Faculty Promotions

Dr. Field said the Academic Affairs Committee, upon his recommendation and those of the interim provost and faculty promotion committees, considered today a resolution concerning the promotion of eight faculty members. Dr. Field said their recommendation now goes to the full Board. He said it is an honor for these faculty members to attain this milestone in their academic careers. He said they are to be commended for their hard work and service to the campus community.

4. Second Annual Women's Forum Distinguished Service Award Luncheon

Dr. Field said this year's recipient of the Shawnee State University (SSU) Women's Forum Distinguished Service Award is Liz Chrisman, professor of dental hygiene at SSU, the second person to receive this annual award given by the SSU Women's Forum. He said the Women's Forum is an organization formed in the fall of 2000 to promote, advocate, educate, and support the women of SSU and the community at-large. Dr. Field said Professor Chrisman, who holds a master's degree in higher education from Ohio University, has worked at SSU for over 20 years.

5. HELP-Ohio

Dr. Field reported that the Inter-University Council of Ohio (IUC), of which SSU is a part, has established the HELP-Ohio program (Higher Education Leaders for Prosperity in Ohio). He said HELP-Ohio is comprised of community leaders who will bolster our visibility and influence among elected officials.

Dr. Field said SSU has seven HELP-Ohio members—Kay Reynolds, William McKinley, Jo Ann Thatcher, Frank Waller, George White, Gerald Jenkins, and Bill Ogg.

He also said the team members' orientation was held on March 25 in Columbus. Harry Meshel, former senate president; Jo Ann Davidson, former Ohio House Speaker; Bill Blair, Ohio State University Alumni Advocacy Steering Committee chair; and Victor Goodman, former Ohio University trustee and former regent each shared their experiences in dealing with constituents. The keynote speaker was Jim Tressel, head football coach of the Ohio State University Buckeyes, 2002 National Champions.

Dr. Field said this program should prove to be very effective in letting our legislators know the needs and concerns of public universities in Ohio.

6. Service Pin Awards Luncheon

Dr. Field said that on April 1, SSU honored five, 10, 15, 20, 25, and 30-year employees during the Service Pin Awards Luncheon and one employee received a second five-year pin because he had completed 35 years of service. He said there was a great turnout, and employees seemed to really enjoy the lunch and shared in honoring their colleagues who have reached these milestones in their careers.

7. Budget Issues

Dr. Field reported that financial uncertainties continue to characterize the level of funding SSU can expect from the legislature. He said SSU would need to be prudent and cautious as our legislative leaders consider various approaches to funding higher education.

Committee Reports

Academic Affairs Committee - Ms. Kay Reynolds

Ms. Reynolds reported that the Academic Affairs Committee had three action items.

Ms. Reynolds said the Academic Affairs Committee recommended approval of Resolution A2-03, Full-Service Faculty Promotions. Ms. Reynolds said there is a 5-step process a faculty member must go through before becoming eligible for promotion. She said the faculty members recommended for promotion include:

To the rank of Professor:

Orville Ferguson
Cathy Chaffin
Steven Doster

To the rank of Associate Professor:

Kathryn Locke
Clifford Poirot
Krista Taylor

To the rank of Assistant Professor:

Gregory Lyons
Patricia Spradlin

She also introduced Dr. Kelley, Interim Provost, who reported at the Academic Affairs Committee meeting on each faculty member being recommended for promotion and the Committee was impressed with the faculty portfolios. Ms. Reynolds moved and Mr. McKinley seconded a motion to approval Resolution A2-03, Full-Service Faculty Promotions.

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

Nays: None

Ms. Reynolds said the Academic Affairs Committee reviewed the proposed 2003-2004 SSU Academic Calendar that was developed and reviewed by the Calendar Advisory Committee and the proposed calendar has been approved by the Interim Provost and Interim President. Ms. Reynolds moved and Mr. McCoy seconded a motion to approve Resolution A3-03, Proposed 2003-2004 Academic Calendar.

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

Nays: None

Ms. Reynolds said the Academic Affairs Committee reviewed Resolution A4-03, Policy on Misconduct in Scientific and Scholarly Research and recommended its approval. Ms. Reynolds said that many federal grants require a university recipient to have in place a policy on misconduct in scientific research. She said the proposed policy has been approved by the University Faculty Senate, and reviewed by the University Administrative Assembly, the University Staff Assembly and the Student Government Association. She said the proposed policy had been approved by the Interim Provost, the Interim President and the University Counsel. Ms. Reynolds moved and Mr. McKinley seconded a motion to approve Resolution A4-03, Policy on Misconduct in Scientific and Scholarly Research.

Ayes: Mr. Davis, Mr. Clayton, 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 Dr. Stephen Midkiff, Registrar, reported on spring quarter enrollment. Ms. Reynolds said there are students from 67 counties in Ohio, 13 states and the District of Columbia currently attending SSU. She said the gender make-up of the students include 37.8% males and 62.2% females. The youngest student attending SSU is 14 years of age and the oldest is 72 years old, with 8 students in the 70+ age range.

Ms. Reynolds reported that the Dr. John Lorentz, Professor in the Department of Social Sciences, was recently named the recipient of the Ohio Academy of History Public History Award for the submission of his outstanding video documentary, *River Voices: A Documentary on the 1937 Ohio River Flood*. Ms. Reynolds said an award ceremony would be held at the Ohio Academy of History Spring Meeting at Kent State University.

Ms. Reynolds reported on the Academic Affairs personnel items as attached to the Board materials.

Quality of University Life - Mr. Harcha

Mr. Harcha said the QUL Committee had one action item.

Mr. Harcha reported that the QUL Committee recommended approval of Resolution Q1-03, Honoring the Winter Sports Individual Athletes and the Women's Basketball Team. Mr. Harcha said the University is appreciative of our winter sports teams, particularly the women's basketball team. Mr. Harcha moved and Mr. McCoy seconded a motion to approve Resolution Q1-03, Honoring the Winter Sports Individual Athletes and the Women's Basketball Team.

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

Nays: None

Mr. Harcha reported on the Quality of University Life informational items. He noted this was his second meeting to chair this Committee, and he was impressed with the great interest and enthusiasm displayed by the students making reports on their activities. He viewed this as a sign of SSU's maturity.

Mr. Harcha said that Mr. Ray Musser, President of the Student Government Association, presented the Student Health Clinic survey. Mr. Harcha said the Student Health Clinic will open in the fall on campus and will be available for students only. Mr. Harcha reported that the SGA is promoting their "Shadowing Program" to high school, private schools and home schooled students and this program has been very productive.

Mr. Harcha said Ms. Jennifer Phillips from Cincinnati, Educational Chair and Vice President of the Student Programming Board, reported on behalf of the President of the SPB. Mr. Harcha said the SPB had planned many activities that included sponsoring a talent show, Cinema Night, bowling night and a reality show. Mr. Harcha said the SPB is planning for fall activities.

Mr. Harcha said Mr. Steven Gregory, Director of Career Planning and Placement, reported that 95 employers set up displays at the 2003 Job Fair on March 12. Mr. Harcha also reported that the Office of Career Services sponsored an "etiquette" instructional dinner presentation with more than 115 participants in attendance.

Mr. Harcha reported that Mr. Brian Saul, Admission Counselor, reported for Mr. Bob Trusz. Mr. Harcha said the April 5 Open House provided 147 prospective students with the opportunity to visit Shawnee's campus. Mr. Harcha said this was a record number of prospective students and including parents and family members, SSU welcomed 306 guests to campus.

Mr. Harcha noted that some upcoming events included the April 22 induction of students and non-students who deserve recognition into Phi Eta Sigma, and the May 8 Eighth Annual Bear Run/Walk.

Finance and Facilities - Dr. Burton Payne, Chairperson

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

Dr. Payne said the Finance and Facilities Committee recommended approval of increases in room and board fees to cover the cost of operating the residence halls and the meal plan for residential students. Dr. Payne said the increase was 3% for room fees and 3% for board fees. Dr. Payne moved and Mr. Teichman seconded a motion for the approval of Resolution F6-03, Approval of Room and Board Fee Schedules.

Ayes: Mr. Davis, Mr. Clayton, 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 a change in the communication fee to offset increases in the cost of communications and to uniformly charge the

fee to all resident students, including those in University-owned housing. Dr. Payne said the \$68 per term covered telephone, Internet, etc. Dr. Payne moved and Mr. Teichman seconded a motion for the adoption of Resolution F7-03, Uniform Communication Fee.

Ayes: Mr. Davis, Mr. Clayton, 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 F8-03, Housing Deposit Fee. Dr. Payne said the change in the housing deposit fee would require the housing application fee to all first time applicants, regardless of quarter. Dr. Payne said the current \$150 application fee would be refundable, except for \$35, if the request met the guidelines for refund. Dr. Payne moved and Mr. McCoy seconded a motion for the approval of Resolution F8-03, Uniform Housing Deposit.

Ayes: Mr. Davis, Mr. Clayton, 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 F9-03, Approval of New Position - Early Childhood Education Faculty. He said the Department had experienced a dramatic growth in students from 24 in 1998 to 251 in 2002. Dr. Payne moved and Mr. Harcha seconded a motion for the approval of Resolution F9-03, Approval of New Position – Early Childhood Education Faculty.

Ayes: Mr. Davis, Mr. Clayton, 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 F10-03, Ohio Board of Regents Digital Infrastructure Grant. Dr. Payne said this grant would be collaboration between SSU and Miami University that would provide both universities with enhanced capabilities to develop and deliver Internet-based instruction. He said this grant would help SSU expand student enrollment in the 2-year Computer Engineering Technology program. Dr. Payne moved and Ms. Reynolds seconded a motion for the adoption of Resolution F10-03, Ohio Board of Regents Digital Infrastructure Grant.

Ayes: Mr. Davis, Mr. Clayton, 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 F11-03, Personnel. Dr. Payne moved and Mr. Harcha seconded a motion for the adoption of Resolution F11-03, Personnel.

Ayes: Mr. Davis, Mr. Clayton, 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 Mr. Murphy reviewed the report from the Ohio Board of Regents on Institutional financial ratios and scores for FY2002. He said SSU was ranked 8th from the top out of 38 institutions rated by the OBR. SSU had a viability score of 4.622 meaning the ratio of expendable net assets to plant debt was 4.622. SSU also had a net income ratio or profit (change in total net assets divided by total revenues) of 2.3%.

Dr. Payne said Mr. Murphy reported on the FY2004 preliminary draft general fund budget. Dr. Payne said Governor Taft's suggestion to the legislature was a \$600K-700K cut in instructional subsidy.

Dr. Payne said Mr. Murphy prepared and reported general fund revenues and expenditures pace report, fiscal year to date through March 2002 and 2003.

Dr. Payne reported that Mr. Donohue informed the Committee that Dr. Daehler did not provide a financial report on the Vern Riffe Center for the Arts. Dr. Payne asked that a report be prepared and mailed to the Board members in the near future.

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

Dr. Payne reported that Mr. Murphy discussed the capital status report that reflects current information on each capital project.

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

Ms. Kris Liles, former chair of the USA, introduced Ms. Marcia Tackett who was elected to replace Ms. Liles as chair of the USA. Ms. Liles said she accepted an ATSS position as executive secretary to the Provost and is no longer a member of the USA. Ms. Tackett gave a brief history of her background with the University noting that she worked at SSU in high school and has been a full-time employee since 1977. She said she was here when the University was created and has held eight different positions.

Other Business

Ms. Reynolds said this would be the last Board of Trustees meeting that Dr. Michael Field and Dr. John Kelley would be Interim President and Interim Provost, respectively, and she wanted to thank them for their outstanding service. A round of applause followed.

Executive Session

Ms. Reynolds said in accordance with Section 121.22(G)(4) of the Ohio Revised Code, she moved and Mr. Teichman seconded a motion to move into Executive Session to discuss upcoming collective bargaining negotiations.

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

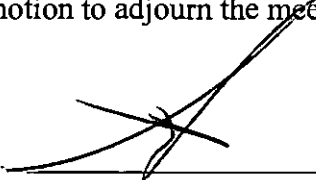
Nays: None

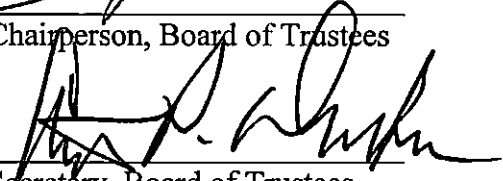
The Board entered into Executive Session at 1:55 p.m.

The Board returned to regular session at 2:21 p.m.

Adjournment

Dr. Payne moved and Mr. McKinley seconded a motion to adjourn the meeting. The meeting was adjourned by acclamation at 2:23 p.m.



Chairperson, Board of Trustees

Secretary, Board of Trustees

RESOLUTION A2-03

FULL-SERVICE FACULTY PROMOTIONS

WHEREAS, the following faculty have been certified by the Interim President to have met the minimum qualifications for promotion; and

WHEREAS, the Interim President recommends the faculty members listed below for promotion, according to the guidelines of the University's Agreement with Shawnee Education Association; and

WHEREAS, the Promotion Screening Committees, the Faculty Promotion Committees and the Interim Provost have reviewed eligible faculty and made recommendations about their qualifications for promotion; and

WHEREAS, the Academic Affairs Committee concurs with the promotion recommendations of the Interim President and recommends these individuals to the Board for promotion;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University appoints the following faculty members to the academic rank listed with each effective at the start of the 2003-04 academic year:

To the rank of Professor:

Orville Ferguson
Cathy Chaffin
Steven Doster

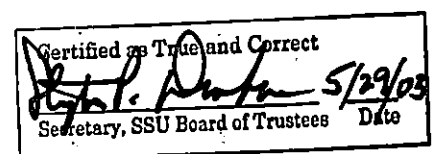
To the rank of Associate Professor:

Kathryn Locke
Clifford Poirot
Krista Taylor

To the rank of Assistant Professor:

Gregory Lyons
Patricia Spradlin

(April 17, 2003)



RESOLUTION A3-03

PROPOSED 2003-2004 ACADEMIC CALENDAR

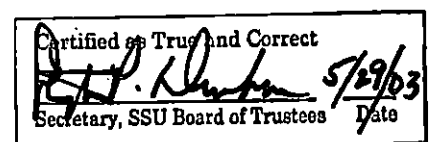
WHEREAS, members the Calendar Advisory Committee have developed and reviewed the Proposed 2003-2004 Shawnee State University Academic Calendar; and

WHEREAS, the Calendar Committee, the Interim Provost and the Interim President have approved the proposed academic calendar for 2003-2004; and

WHEREAS the Academic Affairs Committee recommends approval of the proposed 2003-2004 academic calendar;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the Proposed 2003-2004 Shawnee State University Academic Calendar.

(April 17, 2003)



Shawnee State University
Proposed Academic Calendar
2003 – 2004

Summer Quarter, 2003

May 5	Advance Registration opens for summer quarter
June 23	Late registration for summer quarter
	First day of summer quarter – classes begin (full summer quarter and first five-week term)
June 25	Last day to add a class (first five-week term)
June 27	Last day for 100% refund upon complete withdrawal (all summer terms)
	Last day to apply for pass/no credit (first five-week term)
	Last day to add a class (full summer term)
July 4	Independence Day Holiday -- University closed
July 7	Last day to apply for pass/no-credit (full summer term)
	Last day to apply for non-credit (first five-week term)
July 17	Last day to drop a class (first five-week term)
July 25	Last day of first five-week term
July 21-26	Final Exams (first five-week term) – scheduled for last class session of this week
July 28	First day of second five-week term
July 29	Grades due in Office of the Registrar by noon (first five-week term)
July 30	Last day to add a class (second five-week term)
August 1	Last day to apply for summer quarter graduation
August 4	Last day to apply for pass/no-credit (second five-week term)
August 11	Last day to apply for non-credit (full summer quarter)
	Last day to drop a class (full summer quarter)
August 21	Last day to drop a class (second five-week term)
August 25	Last day to apply for non-credit (second five-week term)
August 25-30	Final Exams (second five-week term and full summer term) – scheduled for last class session of this week
August 30	Last day of quarter (full summer term and second five-week term)
September 3 term)	Grades due in Office of the Registrar by noon (full summer quarter and second five-week term)

Fall Quarter, 2003

May 8	Advance Registration opens for fall quarter
September 1	Labor Day Holiday -- University closed
September 8	Late Registration for fall quarter
	First day of fall quarter -- classes begin
September 12	Last day for 100% refund upon complete withdrawal from full quarter
September 12	Last day to add a class
September 19	Last day to apply for pass/no-credit
October 1	Last day to apply for Fall Quarter graduation
October 6	Yom Kippur – University Open
October 13	Columbus Day -- University open
	Last day to apply for non-credit
October 27	Last day to drop a class
November 3	Advance Winter Registration opens
November 11	Veteran's Day Observed – University closed
November 15	Last day of fall quarter
November 17-22	Final Exams

Certified as True and Correct	
<i>[Signature]</i>	5/29/03
Secretary, SSU Board of Trustees	Date

November 26 Grades due in Office of the Registrar by noon
 November 27 Thanksgiving Day - - University closed
 November 28 Thanksgiving Holiday - - University closed (in lieu of Columbus Day)
 December 25 Christmas Day - - University closed
 December 26 Christmas Holiday - - University closed (in lieu of President's Day)

Winter Quarter, 2004

November 3 Advance registration opens for winter quarter
 January 1 New Years Day - - University closed
 January 5 First day of winter quarter -- classes begin
 Late registration for winter quarter
 January 9 Last day for 100% refund upon complete withdrawal from winter quarter.
 Last day to apply for Winter quarter graduation
 Last day to add a class
 January 19 Martin Luther King, Jr. Day - University closed
 January 20 Last day to apply for pass/no-credit
 February 16 President's Day - - University open
 February 18 Advance registration opens for Spring quarter
 February 23 Last day to drop a class
 Last day to apply for non-credit
 March 13 Last day of winter quarter
 March 15-20 Final Exams
 March 22-26 Spring Break
 March 23 Grades due in Office of the Registrar by noon

Spring Quarter 2004

January 31 Last day to apply for spring quarter graduation
 (and participate in June commencement)
 February 18 Advance registration opens for Spring quarter
 March 29 First day of spring quarter - - classes begin
 Late registration for Spring quarter
 Last day for 100% refund upon complete withdrawal from spring quarter
 April 2 Last day to add a class
 April 12 Last day to apply for pass/no-credit
 May 3 Advance registration opens for Summer quarter
 May 10 Advance registration opens for Fall quarter
 May 14 Last day to apply for non-credit
 May 18 Last day to drop a class
 May 31 Memorial Day - University closed
 June 5 Last day of spring quarter
 June 7-11 Final exams
 June 12 Commencement
 June 15 Grades due in Office of the Registrar by noon

Certified as True and Correct
[Signature] 5/29/03
 Secretary, SSU Board of Trustees Date

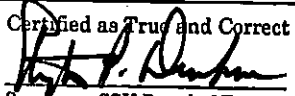
Shawnee State University
Tentative Academic Calendar
2004 – 2005

Summer Quarter, 2004

May 3	Advance Registration opens for summer quarter
June 21	First day of summer quarter – classes begin (full summer quarter and first five-week term)
June 23	Last day to add a class (first five-week term) Last day to apply for pass/no credit (first five-week term)
June 25	Last day for 100% refund upon complete withdrawal (all summer terms) Last day to add a class (full summer term)
July 2	Last day to apply for pass/no-credit (full summer term)
July 5	Independence Day Holiday Observed -- University closed
July 14	Last day to apply for non-credit (first five-week term)
July 22	Last day to drop a class (first five-week term)
July 23	Last day of first five-week term
July 19-23	Final Exams (first five-week term)- scheduled for last class session of this week
July 26	First day of second five-week term
July 28	Grades due in Office of the Registrar by noon (first five-week term) Last day to add a class (second five-week term)
July 30	Last day to apply for summer quarter graduation
August 2	Last day to apply for pass/no-credit (second five-week term)
August 9	Last day to apply for non-credit (full summer quarter) Last day to drop a class (full summer quarter)
August 17	Last day to apply for non-credit (second five-week term)
August 19	Last day to drop a class (second five-week term)
August 27	Last day of quarter (full summer term and second five-week term)
August 23-27	Final Exams (second five-week term and Full summer quarter) -scheduled last class session of this week
September 1	Grades due in Office of the Registrar by noon (full summer quarter and second five-week term)

Fall Quarter, 2004

May 10	Advance Registration opens for fall quarter
September 6	Labor Day Holiday -- University closed
September 8	First day of fall quarter -- classes begin
September 14	Last day for 100% refund upon complete withdrawal from full quarter Last day to add a class
September 21	Last day to apply for pass/no-credit
September 25	Yom Kippur – University Open
October 1	Last day to apply for Fall Quarter Graduation

Certified as True and Correct  Secretary, SSU Board of Trustees	5/29/03 Date
--	-----------------

October 11 Columbus Day - - University open
October 26 Last day to apply for non-credit
October 27 Last day to drop a class
November 1 Advance Winter Registration opens
November 11 Veteran's Day Observed - University closed
November 17 Last day of fall quarter
November 18 Final Exams

-24


November 25 Thanksgiving Day - - University closed
November 26 Thanksgiving Holiday - - University closed (in lieu of Columbus Day)
December 1 Grades due in Office of the Registrar by noon
December 23 Christmas Day - - University closed
December 24 Christmas Holiday - - University closed (in lieu of President's Day)

Winter Quarter, 2005

November 1 Advance registration opens for winter quarter
December 31 New Years Day (observed) -- University closed
January 3 First day of winter quarter -- classes begin
January 7 Last day for 100% refund upon complete withdrawal from winter quarter.
Last day to apply for Winter quarter graduation
Last day to add a class
January 17 Martin Luther King, Jr. Day - University closed
January 18 Last day to apply for pass/no-credit
February 21 Last day to apply for non-credit
Last day to drop a class
President's Day - - University open
February 23 Advance registration opens for Spring quarter
March 12 Last day of winter quarter
March 14-19 Final Exams
March 21-26 Spring Break
March 21 Grades due in Office of the Registrar by noon

Spring Quarter 2005

January 31 Last day to apply for spring quarter graduation
(and participate in June commencement)
February 23 Advance registration opens for Spring quarter
March 28 First day of spring quarter - - classes begin
April 1 Last day for 100% refund upon complete withdrawal from spring quarter
Last day to add a class
April 11 Last day to apply for pass/no-credit
May 2 Advance registration opens for Summer quarter
May 13 Last day to apply for non-credit
May 16 Advance registration opens for Fall quarter

Certified as True and Correct

Secretary, SSU Board of Trustees
Date 5/29/03

May 17 Last day to drop a class
May 30 Memorial Day – University closed
June 4 Last day of spring quarter
June 6-11 Final exams
June 11 Commencement
June 15 Grades due in Office of the Registrar by noon

Certified as True and Correct
[Signature] 5/29/03
Secretary, SSU Board of Trustees Date

RESOLUTION A4-03

POLICY ON MISCONDUCT IN SCIENTIFIC AND SCHOLARLY RESEARCH

WHEREAS, certain Federal grants require a university recipient to have in place a policy on misconduct in scientific and scholarly research; and

WHEREAS, the proposed policy has been approved by the University Faculty Senate, and;

WHEREAS, the proposed policy has been reviewed by the University Administrative Assembly, the University Staff Assembly and the Student Government Association; and

WHEREAS, the proposed policy has been approved by the Interim Provost, the Interim President and the University Counsel ;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the attached Policy on Misconduct in Scientific and Scholarly Research effective September 8, 2003, subject to any matters which must be specifically bargained with any employee bargaining units under ORC chapter 4117, for which the Board grants the President authority to approve on behalf of the Board of Trustees.

Certified as True and Correct	
<i>[Signature]</i>	5/29/03
Secretary, SSU Board of Trustees	Date

Shawnee State University

AREA: ACADEMIC AFFAIRS	POLICY NO.:	2.13
	OAC NO.:	3362-2-13
	PAGE NO.:	1 OF 3
	RECOMMENDED BY:	PROVOST
SUBJECT: MISCONDUCT IN SCIENTIFIC AND SCHOLARLY RESEARCH	APPROVED BY:	

1.0 Definition

As defined in the Code of Federal Regulations, Title 42, Part 50, Subpart A: Misconduct in Scientific and Scholarly Research: *"fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data."*

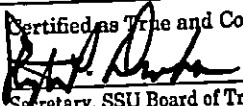
There are three components to be considered in the event of an allegation of scientific misconduct. Those are the reporting of allegations, inquiry and investigation, and the disposition of findings.

2.0 Reporting of Allegations

An allegation of misconduct in scientific or scholarly research within a department shall be reported to the chair or director of that department in writing signed by the complainant. The signed, written allegation will then be forwarded to the Provost. Where the allegation is made against a department chair or program director, the written allegation shall be signed by the complainant and will be forwarded directly to the Provost. The University has an ethical obligation to assure those who bring forth an allegation of misconduct that confidentially will be exercised and to offer them protection from retaliation. At the same time, it is important that the University recognizes the serious effect such allegations may have on the career and reputation of the accused researcher. Therefore, it is in the best interest of all parties that proceedings be handled in confidence, yet within the boundaries of state and federal law regarding open records. In the event of an inquiry into possible misconduct, it is also the responsibility of the University to protect federal and state funds and to insure that the proper purpose of that funding is carried out. The Provost will be authorized to initiate and document appropriate administrative action to provide that assurance.

3.0 Inquiry and Investigation

3.1 Pre-inquiry: The Provost will conduct a pre-inquiry review to assist the complainant to formulate as clearly as possible the exact nature of the allegation and to determine if an allegation has any reasonable basis before beginning a formal process of review. In those cases involving allegations that pose threats to the health or welfare of human subjects or other involved persons, a pre-inquiry review may be omitted. Following informal review with the respondent, if the Provost determines that the allegation is frivolous, has no merit or does not fall under the definition of misconduct in research, the complainant and respondent will be notified of that decision.

Certified as True and Correct

Secretary, SSU Board of Trustees
5/29/03
Date

- 3.2 Inquiry: If the pre-inquiry does not dispose of the allegations the Provost will conduct an inquiry to gather information to determine the validity of the claim of misconduct. The accused investigator will be provided a copy of the allegations within three (3) working days after receipt of the complaint by the Provost. The inquiry should be completed within thirty days of receipt of the allegation. When circumstances warrant (unavailable witnesses or evidence), the inquiry period may be extended by the Provost for an additional thirty days. Any inquiry into the allegation of misconduct must result in a written report that includes a summary of all evidence reviewed, summaries of any relevant testimony, and a conclusion of the findings. Copies of the report must be given to the accused researcher who will then be given the opportunity to make comments. Those comments will be added as an amendment to the report. If the inquiry determines that no basis exists for further investigation, the party making the allegation, the researcher, the dean, and/or department head will be informed in writing. The Office of the Provost will keep records of the inquiry, separate from the personnel files of the involved parties, and the records will be maintained for a minimum of three years.
- 3.3 Investigation: In the event that an inquiry produces evidence of possible misconduct, the Provost will appoint a committee to conduct an investigation. The committee will consist of at least three scholars who have been screened for any real or apparent conflicts of interest with the activity and party in question. The committee will include members whose credentials of education and experience qualify them to make technical or scholarly judgments about the allegations. The accused investigator may recommend to the Provost qualified members for this committee. The investigative committee may include individuals from outside the University. The investigation will commence within thirty days of the conclusion of the inquiry and shall include the examination of all relevant information and records and may include testimony if necessary. The committee may secure expert assistance to assist in evaluating the evidence with prior approval of the Provost. The accused researcher will be given the opportunity to respond to the allegation. Within ninety days, the findings of the committee shall be presented to the Provost and to the researcher in question in a written report that shall include any recommendations based upon those findings. Upon receipt of the report, the Provost will issue a decision on the misconduct allegation.

4.0 Disposition

- 4.1 The Office of the Provost will notify the appropriate funding agency or agencies and the Office of Scientific Integrity (OSI) when an investigation is initiated. When a decision has been reached the agency or agencies and the OSI will be notified of the outcome of the investigation. During the course of the investigation, the Office of the Provost will keep OSI informed of any significant developments that may occur. If the decision is made that no misconduct has occurred, the investigation will be closed and the accused researcher and the person who made the allegation will be notified. Measures will be taken by the University to restore the reputation of the researcher when the investigation is complete.
- 4.2 If the conclusion is that scientific or scholarly misconduct has occurred, the Provost will determine the course of action to be taken, which may include appropriate administrative sanctions up to and including termination from employment. Any administrative sanctions will conform to the requirements of applicable collective bargaining agreements. If reasonable indications of possible criminal misconduct exist, the Office of Scientific Inquiry will be notified

Certified as True and Correct
[Signature] 5/29/03
Secretary, SSU Board of Trustees Date

within twenty-four hours of the finding. The accused investigator will be given an opportunity to comment on the findings of the inquiry before recommendations are made. Appeals may be made as provided for by the applicable collective bargaining agreement.

Certified as True and Correct
[Signature] 5/29/03
Secretary, SSU Board of Trustees / Date

PERSONNEL ACTION ITEMS

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

APRIL 2003 BOT MEETING

Actions submitted for approval, February 1, 2003 to April 1, 2003

(developed from information received in HR Department through April 1, 2003 only)

ACADEMIC AFFAIRS DIVISION

Appointment – Faculty

Patsy Todt, full service temporary 1-year appointment as Senior Instructor of Early Childhood Education for the Department of Teacher Education beginning September 8, 2003, at the academic year salary of \$41,910. Ms. Todt possesses a M.Ed. from Ohio University and a B.A. in Elementary Education from The Ohio State University. She is currently a Ph.D. candidate (ABD) from The Ohio State University;

John Whitaker, full service appointment as Assistant Professor of Mathematics for the Department of Mathematics beginning September 8, 2003, at the academic year salary of \$38,310. Dr. Whitaker possesses a Ph.D. from Louisiana State University and a B.S. in Mathematics from Birmingham-Southern College.

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.

Certified as True and Correct	
<i>[Signature]</i>	5/29/03
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 2/4/03

PERSONNEL INFORMATION ITEMS
APRIL BOT MEETING
Changes processed from March 1, 2003 to April 1, 2003
(developed from information received in the HR Department through April 7, 2003 only)

ACADEMIC AFFAIRS DIVISION

Resignation – Administration

Sherry Howard, Administrative Specialist for the Provost/Academic Affairs Division, resignation effective April 11, 2003.

BUSINESS AFFAIRS DIVISION

None.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

Appointment – Administration

Margaret Hill-Daniels, 10-month part-time (.42 FTE) Outreach Coordinator for the Educational Opportunity Center located at Ohio University in Chillicothe beginning March 10, 2003, at the grant year salary of \$11,521. Ms. Hill-Daniels possesses a M.Ed. in Community Counseling, a Masters of Liberal Studies and a Bachelor of Science in Elementary Education from Ohio University. She is licensed by the State of Ohio Counselor and Social Worker Board as a Licensed Professional Clinical Counselor and licensed by the Ohio Credentialing Board for Chemical Dependency Professionals as a Chemical Dependency Counselor;

Tonya Murphy Anderson, 10-month part-time (.42 FTE) Outreach Coordinator for the Educational Opportunity Center located at Washington State Community College beginning March 10, 2003, at the grant year salary of \$11,521. Ms. Anderson possesses a M.A. in Counseling and a B.A. Psychology from West Virginia University.

Resignation – Administration

Mary Ellen Conley, Coordinator for the GEAR-Up Program, resignation effective March 31, 2003.

PRESIDENT'S OFFICE

None.

STUDENT AFFAIRS DIVISION

Resignation – Administration

Urna Mains, Counselor for the Talent Search Program, resignation effective March 14, 2003.

Certified as True and Correct	
<i>[Signature]</i>	5/29/03
Secretary, SSU Board of Trustees	Date

RESOLUTION Q1-03
HONORING THE WINTER SPORTS INDIVIDUAL ATHLETES AND THE WOMEN'S
BASKETBALL TEAM

WHEREAS, Shawnee State University athletes have been named NAIA and American Mid-East Scholar Athletes, NAIA All-Americans and to American Mid-East All Conference teams, and

WHEREAS, the Shawnee State University Women's Basketball Team won the American Mid-East Conference Basketball Tournament and advanced to the NAIA Division II National Tournament qualifying for the tenth consecutive year;

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

NAIA Basketball Scholar Athletes:

Ashley See, Camey Geiman, and Jeff Fraley

American Mid-East Conference Scholar Athletes:

Camey Geiman, Ashley See, and Jeff Fraley

1st Team American Mid-East Conference:

Heather Schilling and Antwain Lavender

2nd Team American Mid-East Conference:

Camey Geiman, Angie Ingram, Adam Davenport, and Jeff Fraley

NAIA Honorable Mention All American:

Antwain Lavender

American Mid-East Conference Honorable Mention:

Shannon Thomas

American Mid-East Conference Freshman Team:

Shannon Thomas and Terrance Davison

THEREFORE BE IT FURTHER RESOLVED that the Shawnee State University Board of Trustees recognizes the remarkable achievement of the Shawnee State University Women's Basketball team and commends the players and coaches listed below for their outstanding team and individual performances.

Mandy Deal
Angie Ingram
Sarah Tackett

Jeanna Diamond
Anna Ramey
Shannon Thomas

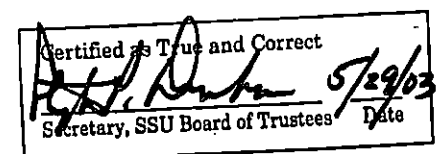
Camey Geiman
Heather Schilling
Nikki Tucker

Natalie Gill
Ashley See
Mandy Wagner
Tara Walker

Head Coach: Robin Hagen-Smith

Assistant Coaches: Gregg Smith and Kyle Copely

April 17, 2003



RESOLUTION F6-03

APPROVAL OF ROOM AND BOARD FEE SCHEDULES

WHEREAS, Shawnee State University must generate sufficient revenues to cover the inflationary cost of operating the residence halls; and


WHEREAS, the food service vendor, Sodexo, is projecting an overall increase in their cost of doing business; and

WHEREAS, the proposed room and board fee schedule remains relatively inexpensive compared to the rates charged at other Ohio public universities; and

WHEREAS, the University provides housing for students over the summer, but provides no food service;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the recommended room fees schedule for the summer term 2003 and room and board fees schedule beginning the academic year 2003-2004, which accompanies this resolution.

(April 17, 2003)

Certified as True and Correct	
	5/29/03
Secretary, SSU Board of Trustees	Date

**Shawnee State University
Room Rates
For
2003 - 2004 Academic Year**

Campus View

Room Type	Payment Type	Quarterly Cost	Academic Year
Double Occupancy	Quarterly	\$2103	\$6309
Private Occupancy	Quarterly	\$2378	\$7134

Carriage House*

Room Type	Payment Type	Quarterly Cost	Academic Year
Triple Occupancy	Quarterly	\$1861	\$5583
Double Occupancy	Quarterly	\$2099	\$6297

Cedar House

Room Type	Payment Type	Quarterly Cost	Academic Year
Double Occupancy	Quarterly	\$1976	\$5928
Private Occupancy**	Quarterly	\$2227	\$6681

University Townhouse

Room Type	Payment Type	Quarterly Cost	Academic Year
Double Occupancy	Quarterly	\$1861	\$5583
Private Occupancy**	Quarterly	\$2113	\$6339


*Private Rooms are not available in the Carriage House. Double Rooms only if space permits.

**Private Rooms are only available if space permits.

The Ramada Inn, if needed, will be priced identical to the University Townhouses.

The meal plan portion of the above room and board rate is \$714 per quarter.

This is based on a 3% increase in room fees & 3% in the meal plan.

Certified as True and Correct

 Secretary, SSU Board of Trustees Date

**Shawnee State University
Room Rates
For
Summer Session 2003**

Campus View

Room Type	Payment Type	5 Week	10 Week
Double Occupancy	Quarterly	\$521	\$1042
Private Occupancy	Quarterly	\$624	\$1248

Carriage House*

Room Type	Payment Type	5 Week	10 Week
Triple Occupancy	Quarterly	\$430	\$860
Double Occupancy	Quarterly	\$520	\$1039

Cedar House

Room Type	Payment Type	5 Week	10 Week
Double Occupancy	Quarterly	\$474	\$947
Private Occupancy**	Quarterly	\$568	\$1135

University Townhouse


Room Cost	Payment Type	5 Week	10 Week
Double Occupancy	Quarterly	\$430	\$860
Private Occupancy**	Quarterly	\$525	\$1049

This is based on a 3% increase in Fall 03 room fees.

Summer Rates are calculated at 75%, minus the meal plan.

*Private Rooms are not available in the Carriage House

**Private Rooms are only available if space permits

Certified as True and Correct  Secretary, SSU Board of Trustees	5/29/03 Date
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RESOLUTION F7-03

UNIFORM COMMUNICATION FEE

WHEREAS, Shawnee State University currently has a \$45 per term communications fee in effect for Campus View Apartments; and

WHEREAS, the cost of communications for University owned housing continues to increase and can no longer be absorbed by the departmental budget; and

WHEREAS, services provided are identical; and

WHEREAS, other universities have similar fees.

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves a \$68 per term communication fee for all University owned and managed housing, effective beginning summer quarter (term) 2003.

(April 17, 2003)

Certified as True and Correct	
<i>[Signature]</i>	5/29/03
Secretary, SSU Board of Trustees	Date

RESOLUTION F8-03

UNIFORM HOUSING DEPOSIT

WHEREAS, Shawnee State University continues to grow as an institution of higher learning; and

WHEREAS, we currently have a \$150 housing application fee assessed to first time housing applicants planning to attend the University fall quarter; and

WHEREAS, the fee is refundable, less a \$35 administration fee, if notice is received prior to May 1st for the upcoming fall quarter; and

WHEREAS, we currently require no such fee from students applying for the winter, spring, or summer quarters; and

WHEREAS, the number of applications continues to increase and having no such fee could negatively impact students with intentions of attending SSU and obtaining housing; and

WHEREAS, to create consistency in financial record keeping; and

WHEREAS, timely notice of cancellation can appropriately result in the refund of the fee, less a \$35 administration fee;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the \$150 housing application fee be assessed to all first time housing applicants planning to attend the University, regardless of the session they enter, beginning with the summer quarter 2003.

BE IT FURTHER RESOLVED this application fee is refundable, less a \$35 administration fee, if housing cancellation notice is received 30 days prior to the 1st day of summer, winter, or spring classes.

BE IT FINALLY RESOLVED this application fee is refundable, less a \$35 administration fee, if housing cancellation notice is received from applicant prior to May 1st for the upcoming fall quarter.

(April 17, 2003)

Certified as True and Correct	
	5/29/03
Secretary, SSU Board of Trustees	Date

RESOLUTION F9-03

**APPROVAL OF NEW POSITION
EARLY CHILDHOOD EDUCATION FACULTY**

WHEREAS, the Department of Teacher Education has experienced rapid enrollment growth over the past five years, with the Early Childhood Education field now having the largest enrollment; and

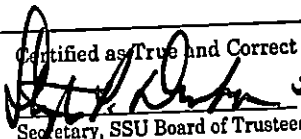
WHEREAS, the Department of Teacher Education currently includes only one Early Childhood Education faculty position; and

WHEREAS, a new faculty position in Early Childhood Education has been recommended by the Interim Provost and the Interim President concurs; and

WHEREAS, funding is contingent on establishment of the FY'04 budget;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the creation of a new faculty position in Early Childhood Education.

(April 17, 2003)

Certified as True and Correct

Secretary, SSU Board of Trustees 5/29/03
Date

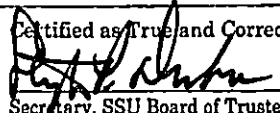
RESOLUTION F10-03

**OHIO BOARD OF REGENTS DIGITAL INFRASTRUCTURE
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 Ohio Board of Regents Digital Infrastructure Grant award.

(April 17, 2003)

Certified as True and Correct	
	5/29/03
Secretary, SSU Board of Trustees	Date

Grant Proposal Summary

TITLE: Digital Infrastructure for Distance Learning

GRANTING AGENCY: Ohio Board of Regents

PRINCIPAL INVESTIGATOR: Janna Gallaher, Ph.D.

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT:

PURPOSE: A collaborative effort between Shawnee State University and Miami University, this grant allows the establishment of an Internet-based distance-learning infrastructure that will provide both universities with enhanced capabilities to develop and deliver Internet-based instruction. Shawnee State will develop the capability to deliver Internet-based engineering technology courses to Miami-Middletown and Miami-Hamilton campuses.

CLIENTELE TO BE SERVED: The initial clientele to be served are students in the Computer Engineering Technology Programs at Shawnee State University, Miami-Middletown, and Miami Hamilton.

RELATIONSHIP TO SSU MISSION: The use of Internet based instruction further exemplifies SSU's commitment to "...prepar(ing) students for the changing needs of business, industry, education and society..."

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN THE PROJECT:

Miami University - Hamilton
Miami University - Middletown

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED: Following the completion of articulation agreements, class delivery methods will be developed. On-line courses will be offered that will allow students in the Miami-Middletown and Miami-Hamilton Computer Engineering Technology (CET) Program to complete the final two years of their degree through the on-line courses delivered by Shawnee State University. This grant will assist Shawnee State University in securing additional students in the upper 2 years of the CET degree. An estimated 10 students per year will matriculate from Miami University to the CET degree program. It will then be marketed to six other Ohio institutions: Columbus State, Southern State, Sinclair, Washington State, Terra Community College and Cincinnati State.

FUNDING PERIOD: July 1, 2003 June 30, 2004. This is a one-year delay in the program caused by a later than anticipated award of the grant and an internal department review of the scope of the grant in that the funds awarded were reduced from \$92,103 by \$10,950 to \$81,153.

BUDGET:

Fund Source	Year One	Total	All Years
Grant ^[1]		\$ 81,153	\$ 81,153
Direct Costs			
Indirect Costs			
Other	19,719		19,719
University-In Kind	103,346		103,346
University Match	-0-		0-
TOTAL		\$204,218	\$204,218

Note: [1] The original grant request to the OBR was for \$92,103. The actual amount granted was \$81,153.

Certified As True and Correct
[Signature] 5/29/04
Secretary, SSU Board of Trustees / Dat

RESOLUTION F11-03

PERSONNEL

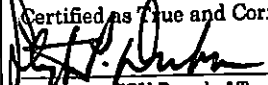
WHEREAS, the University-wide Board policy 5.16 "Approval of Personnel Appointments" establishes the procedure for the approval of those personnel changes requiring action by the Board of Trustees and for the reporting of other personnel actions to the Board; and

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.

(April 17, 2003)

Certified as True and Correct	
	5/29/03
Secretary, SSU Board of Trustees	Date

PERSONNEL ACTION ITEMS

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

APRIL 2003 BOT MEETING

Actions submitted for approval, February 1, 2003 to April 1, 2003

(developed from information received in HR Department through April 1, 2003 only)

ACADEMIC AFFAIRS DIVISION

Appointment – Faculty

Patsy Todt, full service temporary 1-year appointment as Senior Instructor of Early Childhood Education for the Department of Teacher Education beginning September 8, 2003, at the academic year salary of \$41,910. Ms. Todt possesses a M.Ed. from Ohio University and a B.A. in Elementary Education from The Ohio State University. She is currently a Ph.D. candidate (ABD) from The Ohio State University;

John Whitaker, full service appointment as Assistant Professor of Mathematics for the Department of Mathematics beginning September 8, 2003, at the academic year salary of \$38,310. Dr. Whitaker possesses a Ph.D. from Louisiana State University and a B.S. in Mathematics from Birmingham-Southern College.

BUSINESS AFFAIRS DIVISION

Nothing to report.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

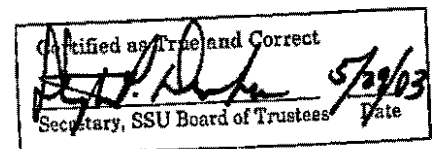
Nothing to report.

PRESIDENT'S OFFICE

Nothing to report.

STUDENT AFFAIRS DIVISION

Nothing to report.



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 3/7/03

PERSONNEL INFORMATION ITEMS
APRIL BOT MEETING
Changes processed from March 1, 2003 to April 1, 2003
(developed from information received in the HR Department through April 7, 2003 only)

ACADEMIC AFFAIRS DIVISION

Resignation – Administration

Sherry Howard, Administrative Specialist for the Provost/Academic Affairs Division, resignation effective April 11, 2003.

BUSINESS AFFAIRS DIVISION

None.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

Appointment – Administration

Margaret Hill-Daniels, 10-month part-time (.42 FTE) Outreach Coordinator for the Educational Opportunity Center located at Ohio University in Chillicothe beginning March 10, 2003, at the grant year salary of \$11,521. Ms. Hill-Daniels possesses a M.Ed. in Community Counseling, a Masters of Liberal Studies and a Bachelor of Science in Elementary Education from Ohio University. She is licensed by the State of Ohio Counselor and Social Worker Board as a Licensed Professional Clinical Counselor and licensed by the Ohio Credentialing Board for Chemical Dependency Professionals as a Chemical Dependency Counselor;

Tonya Murphy Anderson, 10-month part-time (.42 FTE) Outreach Coordinator for the Educational Opportunity Center located at Washington State Community College beginning March 10, 2003, at the grant year salary of \$11,521. Ms. Anderson possesses a M.A. in Counseling and a B.A. Psychology from West Virginia University.

Resignation – Administration

Mary Ellen Conley, Coordinator for the GEAR-Up Program, resignation effective March 31, 2003.

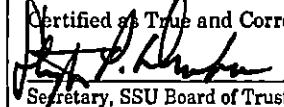
PRESIDENT'S OFFICE

None.

STUDENT AFFAIRS DIVISION

Resignation – Administration

Urma Mains, Counselor for the Talent Search Program, resignation effective March 14, 2003.

Certified as True and Correct	
	5/24/03
Secretary, SSU Board of Trustees	Date