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Board of Trustees

9-8-2003

September 8, 2003 Executive Committee Meeting

Shawnee State University

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SHAWNEE STATE UNIVERSITY
Executive Committee Meeting Minutes
September 8, 2003
4:00 p.m., Founders' Room

The Chairman called the meeting to order at 4:02 p.m.

Roll Call

Voting Members present:

Mr. George L. Davis	Chairman
Mr. Howard Harcha	Member
Dr. Burton Payne	Member
Ms. Kay Reynolds	Member

Members Absent:

None

Others present:

Dr. Rita Rice Morris	
Mr. Steve Donohue	Board Secretary (non-voting)
Dr. Michael Field	
Dr. Larry Mangus	
Mr. Roger Murphy	
Dr. Martha Rader	

1.0 Certification of Compliance with RC 121.22(F)

The Chairman confirmed compliance with RC 121.22(F).

2.0 Approve Minutes of Executive Committee Meeting (5/12/03)

Dr. Payne moved and Ms. Reynolds seconded a motion approve the Executive Committee Meeting minutes of May 12, 2003. Without discussion, the Executive Committee unanimously approved the minutes.

3.0 Approval of President's External Appointment

Mr. Davis asked Dr. Morris to report to the Executive Committee. Dr. Morris said she had been asked to serve on a Community Advisory Board for Oak Hills Bank representing a three county region to make recommendations to the bank on community development needs. Dr. Morris said this appointment carried a stipend of \$250 per meeting to help defray the cost of attendance. Dr. Payne moved and Ms. Reynolds seconded a motion to approve Resolution E5-03, Approval of President's Appointment to External Board of Directors. Without discussion, the Executive Committee unanimously approved Resolution E5-03.

4.0 Approval of New Veterans Upward Bound Positions

Mr. Davis said the Board approved the Veterans Upward Bound grant in December and to help administer the grant, the University intends to hire a full-time project director and two part-time site coordinators, one at SSU and one at Washington State Community College. Mr. Harcha asked why one of the positions was located at Washington State. Dr. Mangus said Washington State was part of the consortium and one site coordinator was from each member. Ms. Reynolds moved and Mr. Harcha seconded a motion to approve Resolution E6-03, Approval of New Veterans Upward Bound Positions. Without discussion, the Executive Committee unanimously approved Resolution E6-03.

5.0 Approval of Expanded Term Life Insurance

Mr. Davis reported that the University has provided \$40,000 group life insurance for its employees for many years as a fringe benefit. Mr. Davis asked the Executive Committee members to take a moment to review the changes in the amended resolution. He said this language, as amended, makes it less restrictive. Dr. Payne moved and Mr. Harcha seconded a motion to approve Resolution E7-03, Approval of Expanded Term Life Insurance. Without discussion, the Executive Committee unanimously approved Resolution E7-03.

6.0 Personnel

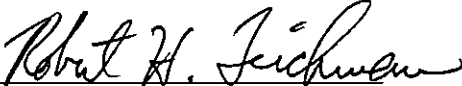
Mr. Davis reported that as noted in the Board materials, there were two resignations and one appointment. Ms. Reynolds moved and Mr. Harcha seconded a motion to approve Resolution E8-03, Personnel. Without discussion, the Executive Committee unanimously approved Resolution E8-03.

7.0 Executive Session

Dr. Payne moved and Ms. Reynolds seconded a motion to move into Executive Session under RC 121.22(G)(4) to prepare for negotiations with public employees. Without discussion, the Executive Committee unanimously approved the motion. The Executive Committee moved into Executive Session at 4:10 p.m.

The Executive Committee returned to public session at 4:56 p.m.

There being no other business, Mr. Harcha moved and Ms. Reynolds seconded a motion to adjourn the meeting. The meeting adjourned at 4:57 p.m. by acclamation.


Chairperson, Board of Trustees

Secretary, Board of Trustees

RESOLUTION E5-03

**APPROVAL OF PRESIDENT'S APPOINTMENT TO EXTERNAL BOARD
OF DIRECTORS**

WHEREAS, the president has been requested to serve on a Board established by the Oak Hills Bank to advise them on community development needs; and

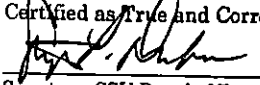
WHEREAS, the president's contract with the Board of Trustees provides:

The President shall not render services of any professional nature to or for any person or firm as a gift or for compensation other than the University without approval of the Board; and

WHEREAS, the president's presence on external boards of organizations which does not conflict with the mission of the University constitutes a service to the community and contributes to the public-service image of the University;

THEREFORE BE IT RESOLVED that the Executive Committee of the Board of Trustees of Shawnee State University approves the president's appointment to the community-based board of the Oak Hills Bank.

(September 8, 2003)

Certified as True and Correct	
	10/21/03
Secretary, SSU Board of Trustees	Date

RESOLUTION E6-03

**APPROVAL OF VETERANS UPWARD BOUND
GRANT FUNDED POSITIONS**

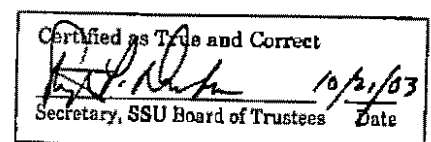
WHEREAS, Shawnee State University was awarded Veterans Upward Bound Grant funds to provide academic assistance to veterans residing in the 29-county Appalachian Ohio region for the purpose of preparing veterans for postsecondary education; and

WHEREAS, creation of a project director and two site coordinators are needed to support this endeavor;

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

Project Director, Veterans Upward Bound Program
Part time Site Coordinator, Shawnee State University
Part time Site Coordinator, Washington State Community College

(September 8, 2003)



[Amended]
RESOLUTION E7-03

ADMINISTRATOR AND ATSS GROUP TERM LIFE INSURANCE

WHEREAS, the current \$40,000 life and Accidental Death and Dismemberment (AD&D) benefit provided by Shawnee State University has been in effect for numerous years without upgrade or consideration for inflationary factors; and

WHEREAS, a review of the life and AD&D insurance programs offered by Ohio state universities and other colleges identified via published surveys demonstrate a range of coverage from 2 X to 2.5X the employee base salary to be typical coverage amounts; and

WHEREAS, SSU's employee benefits consulting firm conducted a competitive market bid process and received multiple bids which included a highly competitive quote from an A+ Best rated firm for group term life and AD&D insurance coverage of 2.5 X base salary with maximums, age reductions, and other restrictions compatible with industry standards; and

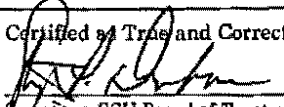
WHEREAS, the adoption of this policy has the full endorsement of the executive committee of the University Administrative Assembly;

THEREFORE, BE IT RESOLVED, the discontinuation of the University's current life and AD&D policy and adoption of a group term life and AD&D insurance program for up to 2.5 X the base salaries for administrators and ATSS, depending on age, maximums and other policy-restrictions is approved, effective on or after October 1, 2003; and,

BE IT FURTHER RESOLVED, that, except for any additional federal, state, or local taxes imposed on the insured, the cost of the group life and AD&D benefit will continue to be borne by the University and provided at no cost to the employee; and

BE IT FINALLY RESOLVED, the policy restrictions and provisions, which include a reduced benefit scale based on age, maximums, and employee obligation for any taxation on the group life benefit, will be explained to affected employees.

(September 8, 2003)

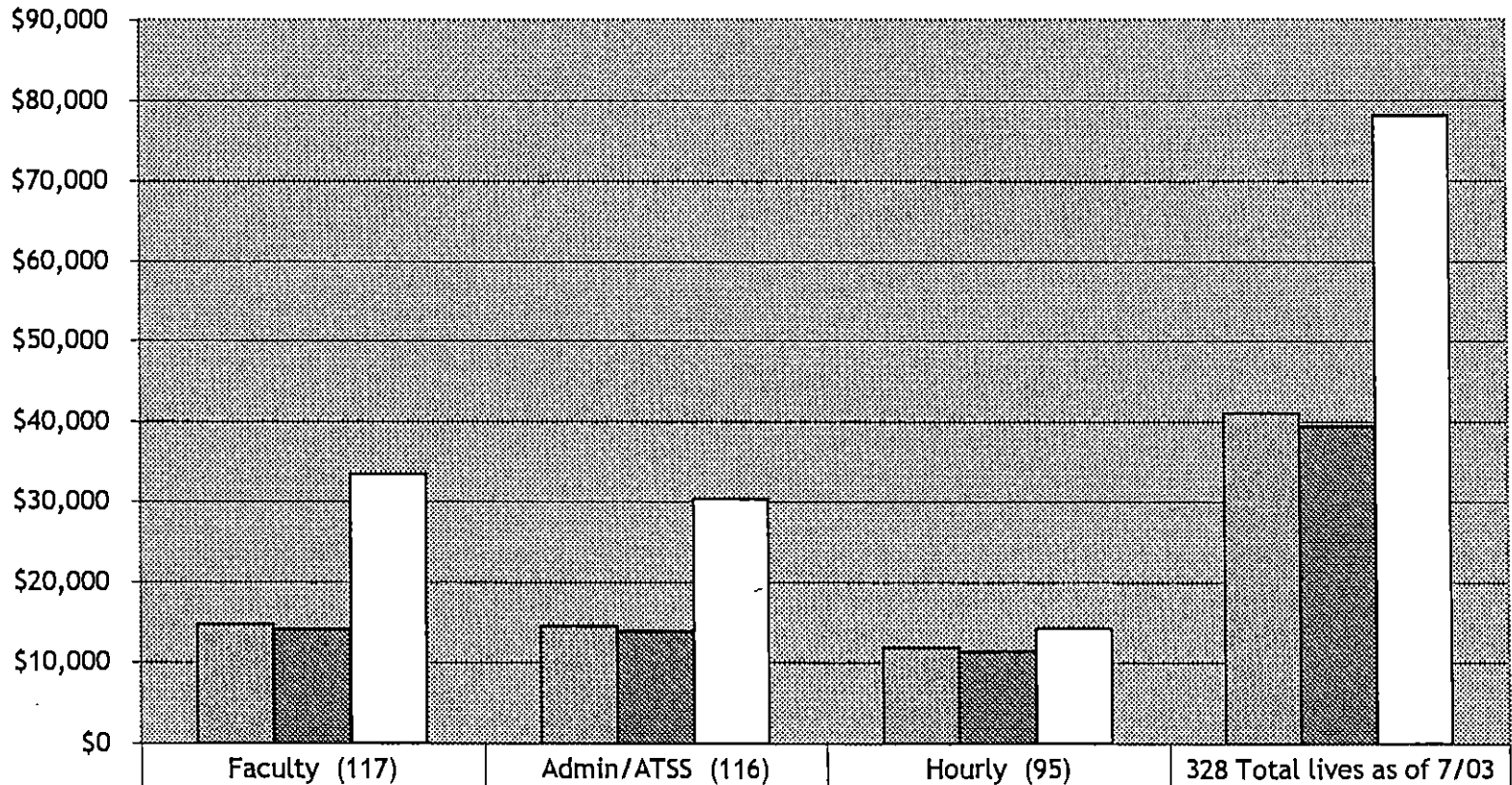
Certified as True and Correct	
	10/21/03
Secretary, SSU Board of Trustees	Date

Summary of Ohio universities - life insurance coverage amounts

SOURCE: MERCER, INC. 2002 Benefits Survey					
	Ohio Publics	Life Coverage	AD&D	2.5 >	2 >
1	Univ A	2x max 100K admin	equal to group term life		1
1	Univ B	40K	equal to group term life		
1	Univ C	25K- classified; 1x base admin/fac	equal to group term life		
1	Univ D	2x - 2.44x max 400K	equal to group term life		1
1	Univ E	2.5x max 200K	equal to group term life	1	1
1	Univ F	1x max 50K	equal to group term life		
1	Univ G	2.5x max 150K	equal to group term life	1	1
1	Univ H	2.5x max 250K	equal to group term life	1	1
1	Univ I	3x - admin; 3x 300K max fac; 10K - 25K hrly	equal to group term life	1	1
1	Univ J	1x base (>50K ee contrib to cost)	equal to group term life		
1	Univ K	2x 100K max	equal to group term life		1
1	Univ L	2.5x max 350K	equal to group term life	1	1
1	Univ M	1.5x max 50K	equal to group term life		1
1	Univ N	2x max 500K	equal to group term life		1
1	Univ O	24K hrly 2.5x max unkn	equal to group term life	1	1
SOURCE: CUPA Survey 2003 Life Insurance AD&D Survey					
1	Antioch College	2 or 3x annual sal	equal to group term life - employee pays for AD&D	1	1
1	Ashland Univ	3.5x	equal to group term life	1	1
1	Baldwin Wallace	50K	equal to group term life		
1	Capital Univ	50K	equal to group term life		
1	Cedarville Univ	2x	equal to group term life		1
1	Central Ohio Tech	2.5x max 250K	equal to group term life	1	1
1	Cleveland Inst of Art	1x - 2x admin; 2x VP and Pres max 200K	equal to group term life		1
1	Cleveland State Univ	1.5x max 50K	equal to group term life		
1	College of Mt St Joseph	2x	equal to group term life		1
1	Denison Univ	1.5x	equal to group term life		
1	Jefferson Univ	2x	unkn		1
1	Lakeland Univ	2x	equal to group term life		1
1	Marietta College	1.5x	equal to group term life		
1	Mt Vernon Nazarene	50K	unkn		
1	Ohio Northern Univ	5K provided by univ.; employee may purchase up to 250K	equal to group term life - employee pays		
1	Ohio Wesleyan	2x max 75K	equal to group term life		1
1	Otterbein Univ	2x max 250K	unkn		1
1	Tiffin Univ	1x	unkn		
1	Union Institute	2x	equal to group term life		1
34				9	22
					64.71%

Life Insurance Proposal
August 2003

Annual Premium costs



	Faculty (117)	Admin/ATSS (116)	Hourly (95)	328 Total lives as of 7/03
Current @ \$40K	\$14,726	\$14,477	\$11,856	\$41,059
Prop @ \$50K	\$14,160	\$13,920	\$11,400	\$39,480
Prop @ 2.5 * Base Salary	\$33,449	\$30,346	\$14,308	\$78,103

Note: Under IRS Code section 79, group-term life insurance value in excess of \$50,000 is considered taxable income. Employee W-2s must be adjusted for reporting purposes - tax consequences will be realized. % of benefit received by age range: up to age 64 (100%), ages 65-69 (65%), ages 70-74 (45%), ages 75-79 (30%), ages 80-84 (20%), ages 85-89 (15%), age 90 (10%).

Certified as True and Correct
Secretary, SSU Board of Trustees
Date 10/21/03

RESOLUTION E8-03

PERSONNEL

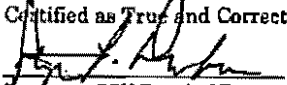
WHEREAS, the University-wide Board policy 5.16 "Approval of Personnel Appointments" establishes the procedure for the approval of those personnel changes requiring action by the Board of Trustees and for the reporting of other personnel actions to the Board; and

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.

(September 8, 2003)

Certified as True and Correct	
	10/2/03
Secretary, SSU Board of Trustees	Date

PERSONNEL ACTION ITEMS

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

SEPTEMBER 2003 BOT MEETING

Actions submitted for approval, August 1, 2003 to September 1, 2003

(developed from information received in HR Department through August 28, 2003 only)

ACADEMIC AFFAIRS DIVISION

Appointment – Faculty

Michael Barnhart, full-service Senior Instructor of Music for the Department of Fine, Performing and Digital Arts beginning September 8, 2003, at the academic year salary of \$29,310. Mr. Barnhart received his Master and Bachelor degrees in Music from the University of Cincinnati. Mr. Barnhart is near completion of his Ph.D. in Music from the University of Cincinnati.

Michael Olughile, full-service Senior Instructor of Ceramics for the Department of Fine, Performing and Digital Arts beginning September 8, 2003, at the academic year salary of \$34,000. Mr. Olughile received his Master and Bachelor degrees in Fine Arts from the Rochester Institute of Technology.

Appointment – Administration

Jamie Harwood, nine month full-time Classroom Teacher for the Children's Learning Center, beginning September 1, 2003, at the academic year salary of \$23,803. Ms. Harwood received her Bachelor of Science degree with Ohio Licensure in Early Childhood Education from Shawnee State University.

BUSINESS AFFAIRS DIVISION

Nothing to report.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

Nothing to report.

PRESIDENT'S OFFICE

Nothing to report.

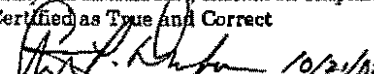
STUDENT AFFAIRS DIVISION

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.

Certified as True and Correct	
	10/2/03
Secretary, SSU Board of Trustees	Date

Prepared 8/28/03

PERSONNEL INFORMATION ITEMS
SEPTEMBER 2003 BOT MEETING
Changes processed from August 1, 2003 to September 1, 2003
(developed from information received in the HR Department through August 28, 2003 only)

ACADEMIC AFFAIRS DIVISION

Resignation – Faculty

Rose Roach, Assistant Professor of Nursing, resignation effective September 8, 2003.

BUSINESS AFFAIRS DIVISION

None.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

Resignation – Administration

Chad Vinci, Coordinator of the GEAR-Up Program, resignation effective September 5, 2003.

PRESIDENT'S OFFICE

None.

STUDENT AFFAIRS DIVISION

None.