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12-12-2003

### December 12, 2003 Meeting Minutes

Shawnee State University

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**SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**Meeting Minutes  
December 12, 2003**

Chairman George Davis called the meeting to order at 1:16 p.m. noting the meeting was in compliance with RC §121.22(F).

**Roll Call**

Members Present: Dr. Ball, Mr. Davis, Mr. Harcha, Ms. Leo, Mr. Marit, Mr. McCoy, Mr. McKinley, Dr. Payne, Ms. Reynolds, Mr. Warren

Members Absent: Mr. Teichman

Mr. Davis said he would like to recognize and welcome some special guests in the audience. Mr. Davis welcomed Mr. Roger Carroll and Mr. Mark Michael from the Ohio Attorney General's office.

**Approval of the December 12, 2003 Agenda**

Mr. Harcha moved and Mr. Warren seconded the motion to approve the agenda. Without discussion, the Board unanimously approved the December 12, 2003 agenda.

**Approval of the October 30, 2003 Board Meeting Minutes**

Ms. Reynolds moved and Mr. McCoy seconded a motion to approve the October 30, 2003 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

**President's Report**

The President summarized her written report that she submitted to the Board and is made a part of these minutes.

**Committee Reports**

**Academic Affairs Committee - Ms. Kay Reynolds**

Ms. Reynolds reported that the Academic Affairs Committee had no action items.

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

Ms. Reynolds said Dr. Michael Field, Provost and Vice President for Academic Affairs, reported on the status of the graduate programs. Ms. Reynolds said the report discussed offering Masters' Degrees in teacher education and Occupational Therapy. The Ohio Board of Regents said SSU

is not ready to offer Masters' Degrees in teacher education but the Masters in OT is different because graduates have to have a Masters by 2007. Students in this year's OT program will be the last class to graduate without a Masters.

Ms. Reynolds said Dr. Field reported on the 23 rd Annual Lilly Conference on College Teaching held at Miami University, Oxford, Ohio, November 20-23, 2003. Dr. Field, along with six faculty members (Eugene Burns, Barbara Kunkle, Shannon Lawson, Patric Leedom, Kathryn Locke, and Priscilla Pope) and one librarian (Connie Stoner), attended this conference that gave educators an opportunity to discuss teaching and learning topics ranging from using technology to cooperative learning. Dr. Gene Burns was a presenter at this conference. SSU has established three faculty learning committees.

Ms. Reynolds said Dr. Field introduced Dr. Roberta Milliken to the Academic Affairs Committee. Dr. Milliken has been granted a sabbatical so she can work on a book about the iconography of hair in the depiction of holy women in the art and literature of the Middle Ages in Early Modern Period. Dr. Milliken has two publishers that have approved this book. Ms. Reynolds said the Academic Affairs Committee was so interested in Dr. Milliken's work that they all wanted to know where they could purchase her book and enroll in her class.

Ms. Reynolds said Dr. Martha Rader, Dean, College of Professional Studies, reported on the accreditations of the Respiratory Therapy Program, the Radiography Program and the Physical Therapist Assistant Education Program. Each program received approval by their respective accrediting organizations.

Ms. Reynolds also said Dr. Rader reported on the appointment of Mattie Burton, the new chairperson for the Department of Nursing.

Ms. Reynolds said Ms. Tess Midkiff, Director, Clark Memorial Library, reported on the "One Book, One Community" project. Ms. Midkiff said initial planning is underway for this project which should start in January, 2005. The concept for the project is that people in the community will all read one book and then hold conversations regarding the book to help build community spirit and develop a love for reading.

Ms. Reynolds said the personnel appointments were self-explanatory.

### **Quality of University Life - Mr. Harcha**

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

Mr. Harcha said the Quality of University Life Committee was pleased to present Resolution Q3-03, Honoring the Fall Sports Teams and Individual Athletes. Mr. Harcha said this was the first year the men's cross country team participated in the national meet and finished 22nd. He also said the women's cross country team recorded a new season record of 85 wins and had one runner qualify for the national meet. Mr. Harcha said the women's volleyball team qualified for the American Mid-East Conference and won the first ever post-season match in the first round of the tournament. Mr. Harcha said SSU is proud of its athletes and recommended approval of Resolution Q3-03. Mr. McCoy seconded the motion.

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

Nays: None

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

Mr. Harcha said that Dr. Mangus reported on behalf of Ms. E.B. Newberry, President of the Student Government Association. The SGA attended the Ohio Council of Student Governments in October, participated in the United Way campaign and are pursuing course credit for members for participating in the Student Government.

Mr. Harcha said Dr. Mangus also reported on behalf of Ms. Jennifer Phillips, President of the Student Programming Board. The SPB has been selecting the entertainment for Springfest, as well as preparing for homecoming scheduled in winter quarter.

Mr. Harcha said Dr. Mangus reported that attendance and services provided to SSU students in the student health clinic is increasing and is averaging three students per day. Dr. Mangus is pleased with the operation and said the students are just becoming aware of this service and utilizing it.

Mr. Harcha said the Academic Affairs Committee discussed the fact that the break between Fall and Winter quarters is so long – about six weeks – and that students get out of study habits and the Committee feels that this long break also has a bearing on retention. Mr. Harcha asked that the President consider appointing an ad hoc committee on retention of students.

#### **Finance and Facilities - Dr. Burton Payne, Chairperson**

Dr. Payne reported that the sequence of items for the Finance and Facilities Committee was changed slightly to accommodate the schedules of SSU's auditors. He reported on the first two informational items.

Dr. Payne said the Finance and Facilities Committee received a report from Mr. Balestra, SSU's outside auditor, for fiscal year 2003. Dr. Payne said the report was very good, with the University receiving a clean and unqualified report from the auditors.

Dr. Payne said Mr. Roger Murphy, Vice President of Business Affairs, presented information related to the financial status of the University as of June 30, 2003, and reviewed preliminary Senate Bill 6 ratios and current reserves fund documents. The University's net income and viability and primary reserve ratios are good. The Business Office is predicting a composite score of 4.3 out of a 5.0 possible score.

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

Dr. Payne said the Finance and Facilities Committee recommended approval of Resolution F30-03, Development Foundation Resolution 2003.2, authorizing the use of derivatives in the

Foundation's investment policy. Dr. Payne moved and Ms. Reynolds seconded a motion for the approval of Resolution F30-03, Foundation Resolution 2003.2.

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

Nays: None

Dr. Payne said the Finance and Facilities Committee recommended approval of Resolution F31-03, Development Foundation Resolution 2003.3 dealing with Policy 20.2.3. Dr. Payne said this changed one word from "promises" to "allocates." Dr. Payne moved and Mr. Harcha seconded a motion for the adoption of Resolution F31-03, Development Foundation Resolution 2003.3.

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

Nays: None

Dr. Payne said the Finance and Facilities Committee recommended approval of Resolution F32-03, Development Foundation Member Appointments. Dr. Payne said the members of the Foundation are appointed for 3-year terms and officers serve for one year. Dr. Payne moved and Dr. Ball seconded a motion for the approval of Resolution F32-03, Development Foundation Member Appointments.

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

Nays: None

Dr. Payne said the Finance and Facilities Committee recommended approval of Resolution F33-03, Administrators and ATSS Contributions and Health Care Provision Changes. Dr. Payne said this modification was made to be the same as what was offered to faculty. Dr. Payne moved and Mr. McKinley seconded a motion for the approval of Resolution F33-03, Administrators and ATSS Contributions and Health Care Provision Changes.

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

Nays: None

Dr. Payne said the Finance and Facilities Committee recommended approval of Resolution F34-03, Sick Leave Policy – Administrators and ATSS. He said this change was also as a result of the contract with faculty. Dr. Payne moved and Mr. Harcha seconded a motion for the approval of Resolution F34-03, Sick Leave Policy – Administrators and ATSS.

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

Nays: None

Dr. Payne said the Finance and Facilities Committee recommended approval of Resolution F35-03, Administrators Market Equity Adjustments. This will authorize equity adjustments based on market surveys and gender disparity. Dr. Payne moved and Mr. Harcha seconded a motion for the approval of Resolution F35-03, Administrators Market Equity Adjustments.

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

Nays: None

Dr. Payne said the Finance and Facilities Committee recommended approval of Resolution F36-03, Health Care Bonus Payment. Dr. Payne moved and Mr. Harcha seconded a motion for the approval of Resolution F36-03, Health Care Bonus Payment.

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

Nays: None

Dr. Payne said the Finance and Facilities Committee recommended approval of Resolution F37-03, Personnel. Dr. Payne moved and Ms. Reynolds seconded a motion to approve Resolution F37-03, Personnel.

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

Nays: None

Dr. Payne said the Finance and Facilities Committee recommended approval of Resolution F38-03, FY04 South Tech Prep Consortium Expanded Enrollment and Summer Honors Institute for Gifted Students, Summer of 2004 Grants. Dr. Payne moved and Dr. Ball seconded a motion to approve Resolution F38-03, FY04 South Tech Prep Consortium Expanded Enrollment and Summer Honors Institute for Gifted Students, Summer of 2004 Grants.

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

Nays: None

Dr. Payne finished reporting on the Finance and Facilities Committee information items.

Dr. Payne said the Personnel activity was attached to the Board materials.

Dr. Payne said Mr. Murphy reviewed the general fund revenues and expenditures pace report, fiscal year to date through October 2002 and 2003. Total reserve is up 5.3%.

Dr. Payne said Mr. Murphy reviewed a spreadsheet summarizing the fiscal year to date financial information through October 2002 and 2003 for the Vern Riffe Center for the Arts. Dr. Payne said the Mr. Carl Daehler, Executive Director of the VRCFA, also gave updated financial information to the Committee.

Dr. Payne reported that the capital status report reflected current information on each capital project.

### **Executive Committee Report**

None.

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

None.

### **New Business**

None.

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

Ms. Marcia Tackett, CWA steward and USA representative, spoke to the Board.

“My name is Marcia Tackett and I am here today as a representative of the hourly employees on campus; I am a steward for CWA and the chair of the University Staff Assembly. First we would like to thank the Board for the insurance premium refund. That was very generous and appreciated; however, you didn't go quite far enough. If I'm hesitating it is because I'm trying to choose my words carefully here. I spoke this morning to the Fiscal Affairs Committee members Mr. Payne and Mr. Davis and was very direct and detailed in my comments to them on behalf of the hourly employees. We were the first group on campus to bite the bullet; you asked us to start paying a part of our health care premium and we agreed to do so. Now that the faculty has negotiated their contract and they negotiated a better benefits package than we have, you are here today approving to move the administration to that better benefits package. I understand that you're approving the resolution that is put before you. I worked on a school board for five years and I know that resolutions are put before you and you give consideration to those resolutions as presented. But as a Board member who is responsible for three groups of employees and who is trying to be fair and equitable, I would have to ask myself this question, ‘If I'm giving benefits to two of these groups, what about the third group?’”

Ms. Patricia Moore, Director of Financial Aid and UAA President, addressed the Board.

“Members of the UAA/ATSS would like to express their appreciation to the Board for the following actions undertaken today:

Moving health care cost sharing in line with faculty – Though initially more costly to some members, the plan saves money for employees in the long run.

Change in sick leave policy for new employees – Though long a concern of UAA/ATSS members, this issue was not addressed in our recent request. The willingness of the Board to address this issue was unexpected, but truly appreciated.

Market equity adjustments – This is very beneficial for the 16 administrators currently identified for salary increases. We hope this practice continues on a regular basis and continues to have a positive impact on UAA/ATSS members.

Health care contribution reimbursement – This was entirely unexpected and helps alleviate the initial burden of increased cost share contributions for about ½ the constituency.

We hope these steps signal the beginning of a genuine effort to bring UAA/ATSS benefits and compensation more in line with that of the faculty. Though we are heading in the right direction, we feel there is still work to do. We look forward to future discussions regarding issues such as educational benefits, internal promotions, and annual salary increases.

Thank you for your time, and again, thank you for your actions today.”

#### **Other Business**

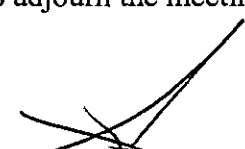
None.


#### **Executive Session**

None.

#### **Adjournment**

Dr. Payne moved and Mr. Warren seconded a motion to adjourn the meeting. The meeting was adjourned by acclamation at 1:56 p.m.

  
\_\_\_\_\_  
Chairperson, Board of Trustees

  
\_\_\_\_\_  
Secretary, Board of Trustees



**President's Report to the**  
**Shawnee State University Board of Trustees**  
**December 12, 2003, Meeting**  
**Rita Rice Morris, President**

Former Board member Katherine Argeros suffered a minor stroke last week. She called Wednesday to thank us for the flowers we sent in behalf of the University and Board. She was transferred Wednesday from University Hospital to the Drake Center for rehabilitation, and will be there for about two weeks. The address is 151 Galbraith Road, Cincinnati, OH 45216-1096 and the telephone number is (513) 948-2500.

**Institutional Affairs**

**1. Inauguration**

We had a wonderful institutional/community celebration during the inauguration. It was great to see everyone come together to celebrate Shawnee State University of the past, present, and future. I truly appreciate the SSU Board of Trustees for helping out at the student cookout, sponsored by the SSU Alumni Association, the day before. The cookout was a huge success with the entire campus community, and is a tradition I hope to continue.

**2. Scioto County Ministerial Association**

I hosted a meeting of the Scioto County Ministerial Association to explore ways we can enhance connections between students and community members in the form of internships and service learning.

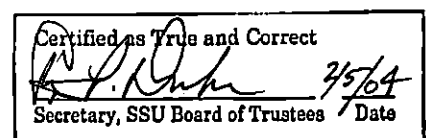
**3. SSU Holiday Luncheon/holiday decorations**

Earlier today, SSU faculty, administrators, and staff members, along with members of the Board of Trustees, enjoyed the annual SSU holiday luncheon in the lobby of the VRCFA. I appreciate the Board of Trustees for sponsoring this annual event. Everyone seemed to have a great time enjoying food and fellowship. In addition, at the encouragement of SSU employees, the university has done some seasonal decorating this year. Feedback has been very positive.

**4. Ohio Board of Regents Meeting**

The Ohio Board of Regents has issued a preliminary announcement that its March meeting will be held on the SSU campus.

(more)



### **5. Holiday Open House at President's House**

Jim and I will be hosting SSU faculty, administrators, staff members, and board members at a holiday open house at the President's House this Sunday.

### **6. Women's Forum Clothing Drive**

The SSU Women's Forum is wrapping up its third annual clothing drive. New and gently used work clothing will be donated to First Impressions Clothes Closet, located at the Community Action Organization. First Impressions provides clothing, apparel, toiletries, and other services to income eligible residents of Scioto County for work related activities. This service project, carried out by the SSU Women's Forum, benefits both the general public and SSU students. So far, nearly 500 items have been collected.

## **Academic Affairs**

### **1. Nursing Department**

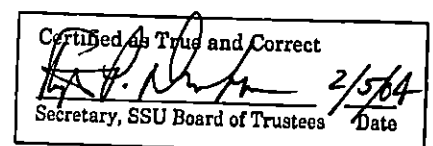
SSU's Associate Degree Nursing program received notification from the Ohio Board of Nursing recently that it received a 94.4 percent pass rate on state boards for the 2002-2003 year. Ohio's average pass rate was 90.34 percent. The national average pass rate was 87.67 percent. Rates of other institutions in our region that offer the ADN program were:

- Hocking—91.35 percent
- Ohio University—75.68 percent
- Southern State—65.12 percent
- Rio Grande—85.48 percent
- University of Cincinnati—93.33 percent

### **2. Department of Teacher Education**

Shawnee State University boasts one of the highest percentage pass rates of teacher education students in Ohio's 51 teacher education programs on the state mandated Praxis II test required for obtaining a teaching license. SSU teacher education students have a Praxis II pass rate of 94 percent. The Praxis II test assesses teacher candidates' knowledge on the principles of learning and teaching. The national average pass rate of college students taking the same test is 80 percent. Not only do SSU teacher licensure graduates compare well on a national and statewide basis, Shawnee has the highest pass rate of all institutions in our region of Ohio. Presently there are 505 students at SSU who are majoring in teacher education. Over the past three years, teacher education has been the fastest growing major at the university.

(more)



**3. SSU to Host Pharmacy Technician Prep Course**

The Office of University Outreach Services at SSU will host a 36-hour test preparation course for those wanting to prepare for the National Certification Pharmacy Technician Exam to become a certified pharmacy technician. The course will be held Jan. 5 to Mar. 15. The course will prepare those seeking entry into the pharmacy technician field and individuals already employed as technicians in hospitals or retail pharmacies. On completion of the course, candidates will be prepared to take the national certification pharmacy technician examination.

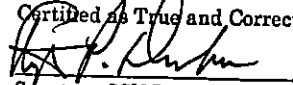
**4. SSU Teacher Education Chair Serves NCATE**

David Todt, Ph.D., chair of the department of teacher education at Shawnee State University, recently underwent training to become a member of a Board of Examiners (BOE) for the National Council for Accreditation of Teacher Education (NCATE). The training was held in Cuyahoga Falls, Ohio, with a simulated accreditation visit at the University of Akron. Dr. Todt was one of 50 individuals selected nationwide to be trained for the BOE teams and will serve on one or two teams a year for the next three years. He has already served on one team visiting a school in New York. The team consisted of seven individuals and was responsible for assessing the institution's evidence of meeting certain NCATE standards.

**5. SSU Choir Concert**

The SSU Choir presented its annual Christmas concert, "Sounds of the Season" on Sunday, Dec. 7, at St. Mary's Catholic Church, and again at Evangelical United Church of Christ. Special guest instrumentalists included Michael Barnhart, M.F.A., SSU senior instructor of music/sound, and SSU students Charlie Maillet and Christopher Boyles. Vocal soloists included Nikki Long, Kate Brown, Jeff Nowlin, SSU English professor Dr. Carlson Yost, Lonnie Morris, Lindsay Cunningham, Jason Thomas, Amy Gifford, Teresa Fields, Ann Smith, Justin Wheeler, Daniel Easter, and Tom Yost. Shirley Evans Crothers, founder and director, conducted the performances. Choir accompanist was Linda Day. Compact discs featuring the choir are available at the SSU Vern Riffe Center for the Arts McKinley Box Office, or from choir members.

(more)

Certified as True and Correct	
	2/5/04
Secretary, SSU Board of Trustees	Date

## **Student Affairs**

### **1. High School Guidance Counselor's Workshop**

The Office of Financial Aid Office hosted 42 high school guidance counselors from seven counties—Fairfield, Pickaway, Adams, Ross, Pike, Jackson, and Scioto—at the high school guidance counselor's workshop, an annual event at SSU. This event trains guidance counselors on completing the Free Application for Federal Student Aid, in addition to providing information on state and federal aid programs.

### **2. Scioto County High School Juniors Career Fair**

Lois Rase, coordinator of the BEARS program at SSU, hosted 300 Scioto County high school juniors on the SSU campus recently for a career fair. The featured speaker was Wayne White, executive director of the Ohio Appalachian Center for Higher Education. Students in attendance were from New Boston, East, Portsmouth, Green, South Webster, and Minford high schools. On April 2, a second career fair will be held for juniors from other county schools. There were 21 sessions in a wide variety of career fields, including biological sciences, nursing, and law—the three favorites according to student evaluations.

### **3. Veteran's Recognition Ceremony**

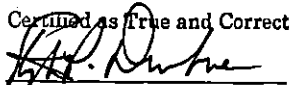
Over the years, many men and women have served the United States of America in the armed forces. To honor those men and women, Shawnee State University's Veterans Recognition Committee, comprised of representatives from SSU and community organizations, held its annual tribute to area veterans on Wednesday, Nov. 12, on the SSU campus. Michael Hughes, Ed.D., director of counseling and psychological services at SSU, served as chair of the Veterans Recognition Committee. The annual event is aimed at acknowledging and showing sincere appreciation for the service and sacrifices made by area veterans.

## **Central Administration**

### **1. Legislators**

I had the pleasure of meeting with Rep. Todd Book and Senate President Doug White recently to thank them for their support and to seek their advice and guidance on issues related to state support for SSU and our special supplement. They both have SSU's best interests at heart and have emphasized in our conversations the importance of SSU throughout this region.

(more)

Certified as True and Correct	
	2/5/04
Secretary, SSU Board of Trustees	Date

## 2. Alumni Relations

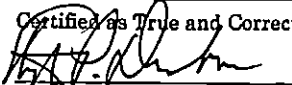
Terry Hapney, director of communications/alumni relations and SSU Alumni Association president Ray Musser have visited Cedarville University and Wilberforce University this month to take a look at how the alumni associations at those American Midwest Conference institutions operate. They have visits scheduled in January at Northern Kentucky University, Urbana, Walsh, and Mt. Vernon. An alumni association dinner and awards ceremony is being planned for January 31 on SSU's Homecoming Day.

## 3. New Scholarships

The Freda Warnock Memorial Scholarship was recently established in memory of the late Freda Warnock, a Portsmouth resident and fan of the Shawnee State University Bears women's basketball team. Mrs. Warnock and her husband, Max, were originally from the Portsmouth area although the couple lived in Marysville, Ohio, for some time. When they returned to live in Portsmouth, the Warnocks began attending SSU women's basketball games and became big supporters. Mrs. Warnock was an especially enthusiastic fan. The fact that she and her husband often traveled with the team to distant games was no small feat. The condition that eventually led to her passing was a hereditary disease affecting the kidneys. After her long bout with the disease, Mrs. Warnock passed away last winter. Mr. Warnock wanted to do something in her memory. When Jim Arnzen, athletics director at SSU and longtime friend of the Warnocks, suggested a memorial scholarship, the fund was established. Family members and friends have made donations.

The Elbert L. Elliott and Evelyn M. Elliott Memorial Fund is a newly established scholarship fund at Shawnee State University and in its first year alone is expected to produce \$20,000 in awards to students. The donor, the late Mrs. Elliott, had long supported SSU beginning with her first contribution to the university greenhouse and later making donations for the Elbert L. Elliott Lobby outside the President's office as well as the computer lab in the Vern Riffe Center for the Arts (VRCFA). The John S. Hertzler Memorial Scholarship is another recently established scholarship, awarding \$500 to any "underprivileged girl or boy in Scioto County." The scholarship will be awarded to a different student each year for the next 10 years. The late Mrs. Debbie Louise Hertzler created the scholarship because her husband often said that if he ever won the lottery he would put thermal imaging machines in all the area fire departments as well as set up a scholarship at SSU. Through Mrs. Hertzler's generosity, he is doing both. Although Mrs. Hertzler and Mrs. Elliott are no longer living, their philanthropic spirit will continue on, helping students achieve their dream of a college degree leading into a career. Many SSU students will be positively affected by the generosity of these two women.

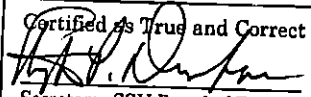
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	2/5/04
Secretary, SSU Board of Trustees	Date

**4. Office of Development**

The Office of Development recently held its Thank-a-thon, calling about 200 donors to thank them for their past support. In addition, 11,000 Annual Fund letters were sent out. The annual report to donors will go out next week. End-of-year giving has been wonderful with more than \$100,000 received this week alone.

###

Certified as True and Correct  
  
Secretary, SSU Board of Trustees      2/5/04  
Date

## Accreditation Update of Three Health Science Programs

### Respiratory Therapy

In a correspondence from the Commission on Accreditation of Allied Health Education Programs received October 21, 2003, the university was notified of the award of **continuing accreditation to the respiratory therapy program**. The recent peer review conducted by the Committee on Accreditation for Respiratory Care (CoARC) and CAAHEP's Board of Directors recognizes the program's substantial compliance with the nationally established accreditation Standards. The next comprehensive evaluation of the program, including an on-site review is scheduled to occur in 2013.

### Radiography Program

The Joint Review Committee of Education in Radiologic Technology informed the university on October 31, 2003, that after evaluating the program according to the Standards for an Accredited Educational Program in Radiologic Sciences (1997), they approved **extension of accreditation for a period of three years**. This extension equates to an award of 8 years of accreditation effective from the date of the last site visit. Based on this extension, the next site visit is tentatively scheduled for Fall 2008. An interim report will be required with a projected submission date in Spring 2006.

### Physical Therapist Program

The Commission on Accreditation in Physical Therapy Education notified the university on November 19, 2003, of their **favorable vote to continue accreditation of the physical therapist program**. The Commission requested a Progress Report, which will be due March 1, 2004. Pending acceptance of the Progress Report, the next scheduled on-site visit will occur in 2011.

Certified as True and Correct  
*[Signature]* 2/5/04  
Secretary, SSU Board of Trustees / Date

## PERSONNEL ACTION ITEMS

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

### DECEMBER 2003 BOT MEETING

#### Actions submitted for approval, October 21, 2003 to December 1, 2003

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

#### ACADEMIC AFFAIRS DIVISION

##### *Appointment – Administration*

*Mattie Burton*, 12-month full-time Associate Professor/Chair of the Department of Nursing for the Division of Academic Affairs, beginning December 29, 2003, at the fiscal year salary of \$82,000. Ms. Burton possesses a Master of Science degree in Nursing from the University of Kentucky, a Bachelor of Science degree in Nursing from Morehead State University and an Associate degree in Nursing from Eastern Kentucky University. Ms. Burton is a Licensed Registered Nurse, Certified Clinical Specialist and a Certified Magnet Recognition Program Hospital Appraiser. Ms. Burton is currently in dissertation, PhD(c) at the University of Cincinnati (continued employment is contingent upon completion of Ph.D. by June 30, 2004).

#### BUSINESS AFFAIRS DIVISION

*Nothing to report.*

#### OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

*Nothing to report.*

#### PRESIDENT'S OFFICE

*Nothing to report.*

#### STUDENT AFFAIRS DIVISION

##### *Appointment – Administration*

*Michelle Patrick*, 12-month full-time Coordinator of Student Academic Assessment in the Student Success Center for the Division of Student Affairs, beginning November 12, 2003, at the fiscal year salary of \$37,000. Ms. Patrick possesses a Master of Education degree in Counselor Education and a Bachelor of Arts degree in Psychology from Ohio University. Ms. Patrick is a Licensed Professional Clinical Counselor through the State of Ohio Counselor and Social Worker Board and by The Commonwealth of Kentucky;

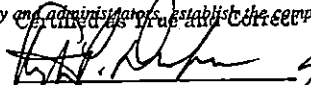
*Marcia Tolliver*, internal appointment to 12-month full-time Coordinator of BASICS in the Student Success Center for the Division of Student Affairs, beginning November 3, 2003, at a fiscal year salary of \$35,173. Ms. Tolliver possesses a Bachelor of Science degree in Elementary Education from Ohio University and an Associate degree in Business Management from Shawnee State Community College. She has certification for a 4 year Provisional in Elementary Education and has taught as an adjunct faculty for SSU for several years.

##### *Promotion – Administration*

*Nicole Montgomery*, promotion to Systems Manager/Assistant Director in the Financial Aid Office for the Division of Student Affairs, beginning October 29, 2003, at the fiscal year salary of \$31,903. Ms. Montgomery possesses a Bachelor of Science degree in Business Administration from Shawnee State University. Ms. Montgomery was formerly a Financial Aid Representative in the Financial Aid Office.

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.

  
Secretary, SSU Board of Trustees / Date 2/5/04 prepared 12/1/03



**PERSONNEL INFORMATION ITEMS**  
**DECEMBER 2003 BOT MEETING**  
**Changes processed from October 21, 2003 to December 1, 2003**  
(developed from information received in the HR Department through December 1, 2003 only)

**ACADEMIC AFFAIRS DIVISION**

None.

**BUSINESS AFFAIRS DIVISION**

**Resignation – Administration**

*Michelle Flanery*, Accountant in the Controller's Office, resignation effective November 21, 2003.

**OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION**

None.

**PRESIDENT'S OFFICE**

None.

**STUDENT AFFAIRS DIVISION**

**Reclassifications – Administration**

*Robert Trusz*, position upgraded from Director of Admission, grade 30 to grade 32, beginning July 19, 2003, at the fiscal year salary of \$64,864;

*Rebecca Harr*, position upgraded from Assistant Director of Upward Bound, grade 26 to Associate Director of Upward Bound, grade 27, beginning November 3, 2003, at the fiscal year salary of \$35,820;

*Ryan McCall*, title changed from Project Director of Upward Bound Math Science and Educational Talent Search, grade 29 to Project Director of Upward Bound, Upward Bound Math Science and Educational Talent Search, grade 29.

## RESOLUTION Q3-03

### HONORING THE FALL SPORTS TEAMS AND INDIVIDUAL ATHLETES

WHEREAS, the Men's Cross Country team recorded a new season record of 132 wins, won five meet championships, established 14 new top 25 fastest times in the history of Shawnee State Men's Cross Country, was ranked as high as 16<sup>th</sup> in the nation, qualified for the NAIA National meet and finished 22<sup>nd</sup>; and

WHEREAS, the Women's Cross Country team recorded a new season record of 85 wins, won a meet championship, and established 18 new top 25 fastest times in the history of Shawnee State Women's Cross Country, and had one runner qualify for the NAIA National meet; and

WHEREAS, the women's volleyball team qualified for the American Mid-East Conference and won the first ever post-season match in the 1<sup>st</sup> round of American Mid-East Conference Tournament; and

WHEREAS, four athletes were named 2<sup>nd</sup> Team American Mid-East Conference, and eight athletes were named Honorable Mention American Mid-East Conference;

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

#### Men's Cross Country

2<sup>nd</sup> Team American Mid-East Conference  
2<sup>nd</sup> Team American Mid-East Conference  
2<sup>nd</sup> Team American Mid-East Conference

John Williams  
Craig Arnett  
Larry Gardner

#### Volleyball

2<sup>nd</sup> Team American Mid-East Conference

Mandy Goin

#### Women's Soccer

Honorable Mention American Mid-East Conference  
Honorable Mention American Mid-East Conference  
Honorable Mention American Mid-East Conference  
Honorable Mention American Mid-East Conference  
Honorable Mention American Mid-East Conference  
Honorable Mention American Mid-East Conference

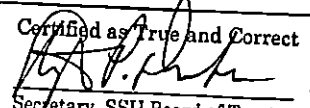
Jen Cummins  
Stacy Fennell  
Kelly Hatas  
Amanda Plotts  
Jessica Votaw  
April Wolf

#### Men's Soccer

Honorable Mention American Mid-East Conference  
Honorable Mention American Mid-East Conference

Rob Appell  
Josh Keeney

December 12, 2003

Certified as True and Correct  
  
Secretary, SSU Board of Trustees  
Date 2/5/04

**RESOLUTION F30-03**

**SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION  
POLICY 2003.2**

WHEREAS, as the sole member of the Shawnee State University Development Foundation, the board of Trustees of Shawnee State University must ratify Foundation policies and members; and

WHEREAS, the Shawnee State University Development Foundation has passed resolution 2003.2 at their November 5, 2003 quarterly meeting;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves the above-mentioned Development Foundation policy.

(December 12, 2003)

Certified as True and Correct	
	2/5/04
Secretary, SSU Board of Trustees	Date

**Shawnee State University  
Development Foundation**

940 Second Street  
Portsmouth, Ohio 45662  
740.351.3284  
740.351.3198 fax

**RESOLUTION 2003.2**

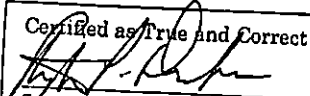
WHEREAS, the Shawnee State University Development Foundation formulates investment policies to be adhered to by the fund managers it selects, and

WHEREAS, managers are monitored for, among other things complying with investment policy requirements while maintaining discretion in making investment decisions within those confines, and

WHEREAS, it has been ascertained that the Foundation policy regarding prohibited investments is too restrictive in one area, THEREFORE BE IT

RESOLVED, that the Shawnee State University Development Foundation amend policy 18.4.2 to allow investment in derivatives except for the purpose of leverage. BE IT FURTHER

RESOLVED, that the committee may include other restrictions as deemed appropriate.

Certified as True and Correct  
  
Secretary, SSU Board of Trustees /Date 2/5/04

18.4.2 Investments in fixed income securities shall be limited to government and agency issues and corporate issues in the top four quality rating of recognized credit services. The prospect of credit risk or permanent risk of loss shall be avoided. Prohibited investments include bonds rated below investment grade (high yield/junk bonds) and derivatives for the purpose of leverage.

Certified as True and Correct  
*[Signature]* 2/5/04  
Secretary, SSU Board of Trustees / Date

**RESOLUTION F31-03**

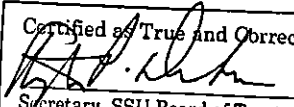
**SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION  
POLICY 2003.3**

WHEREAS, as the sole member of the Shawnee State University Development Foundation, the board of Trustees of Shawnee State University must ratify Foundation policies and members; and

WHEREAS, the Shawnee State University Development Foundation has passed resolution 2003.3 at their November 5, 2003 quarterly meeting;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves the above-mentioned Development Foundation policy.

(December 12, 2003)

Certified as True and Correct	
	2/5/04
Secretary, SSU Board of Trustees	Date

**Shawnee State University  
Development Foundation**

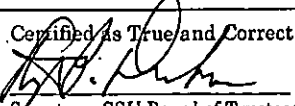
940 Second Street  
Portsmouth, Ohio 45662  
740.351.3284  
740.351.3198 fax

**RESOLUTION 2003.3**

WHEREAS, the Shawnee State University Development Foundation formulates a budget for each fiscal year at the end of the preceding year, allocating funds for a point in the future, based on a financial position at a point in time, and

WHEREAS it has been discovered that policy 20.2.3, written to handle that eventuality contains a scrivener's error, therefore be it

RESOLVED, that policy 20.2.3 be written to substitute the word "promises" with the word "allocates" in policy 20.2.3.

Certified as True and Correct	
	2/5/04
Secretary, SSU Board of Trustees	Date

**20.2.3 Dynamic and Static Fund Shortfalls.** In the event the investment experience of an endowment produces a loss of funds or if the Foundation promises **allocates** funds for some point in the future based on a financial position at a point in time and the endowment (through its investment) does not have the funds in excess of the Corpus to meet its obligation when it comes due, the Foundation has the following options:

- a. To leave the fund intact, spending nothing.
- b. Use unrestricted funds to subsidize the Endowment
- c. Use a portion of the Corpus with the understanding that the corpus must be replenished to its correct base amount as soon as possible.

Certified as True and Correct  
*[Signature]*  
Secretary, SSU Board of Trustees      *2/5/04*  
Date



## RESOLUTION F32-03

### SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION MEMBER APPOINTMENTS

WHEREAS, as the sole member of the Shawnee State University Development Foundation, the board of Trustees of Shawnee State University ratify Foundation policies and members; and

WHEREAS, the Shawnee State University Development Foundation approved board member nominations at their November 5, 2003 quarterly meeting;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves the appointment of the following members and officers to the Development Foundation Board:

#### 2<sup>nd</sup> Three-year Term:

Cheryl Albrecht  
Carolyn Kegley  
Gail Miller  
Ray Musser (for Craig Gilliland)

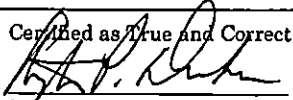
#### 1<sup>st</sup> Three-year Term:

Scott Schmidt  
William Burke

#### Officers – 2004

President – Cheryl Albrecht  
Vice President – Gail Miller  
Secretary – Dan Mooney  
Treasurer – Roger Murphy

(December 12, 2003)

Certified as True and Correct	
	2/5/04
Secretary, SSU Board of Trustees	Date

## RESOLUTION F33-03

### ADMINISTRATORS AND ATSS CONTRIBUTIONS AND HEALTH CARE PROVISION CHANGES

WHEREAS, the Board of Trustees has approved an employee contribution schedule for faculty for three contract years and continued the faculty group health plan with no changes except to include a \$60/visit co-payment for emergency room visits, unless admitted to the hospital; and

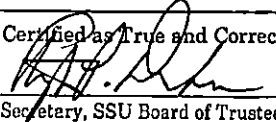
WHEREAS, the University Administrative Assembly has requested that these changes be approved for administrators and ATSS;

THEREFORE, BE IT RESOLVED, the following employee contribution schedule is approved for eligible full time administrators and ATSS:

<u>Effective Beginning</u>	<u>Weekly contributions</u>
January 1, 2004	Single \$6/week; Family \$10/week
January 1, 2005	Single \$6.50/week; Family \$10.50/week
January 1, 2006	Single \$7/week; Family \$11/week

THEREFORE, BE IT FURTHER RESOLVED, the attached changes to health care provisions are approved for eligible full time administrators and ATSS effective beginning January 1, 2004.

(December 12, 2003)

Certified as True and Correct	
	2/5/04
Secretary, SSU Board of Trustees	Date

**PROPOSED Group Health Care Changes  
Administrators and ATSS  
Effective Beginning January 1, 2004**

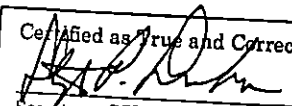
1. Out of Pocket maximums (including deductibles) change:

	<u>In-network</u>	<u>Out-network</u>
<b>From:</b> Single	\$ 600	\$1,200
Family	\$1,200	\$2,400
<b>To:</b> Single	\$300	\$ 600
Family	\$600	\$1,200

2. Co-payments change:

**From:** \$10/visit Doctor Office  
\$25/visit Urgent Care  
\$60/visit Emergency Room

**To:** \$60/visit Emergency Room  
No co-payments for doctor office and Urgent Care

Certified as True and Correct  
  
Secretary, SSU Board of Trustees / 2/5/04 / Date

**RESOLUTION F34-03**

**SICK LEAVE POLICY  
ADMINISTRATORS AND ATSS**

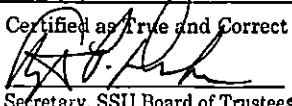
WHEREAS, newly hired faculty are credited with 120 hours of sick leave immediately upon hire; and

WHEREAS, due to the accrual of sick leave time on a per-pay basis, newly hired administrators and ATSS may have inadequate sick leave balances during the first year of employment; and

WHEREAS, the lack of adequate accumulated sick leave time in the first year of employment can result in a financial burden during times of health crises for administrators and ATSS;

THEREFORE, BE IT RESOLVED, effective upon adoption, the attached revised sick leave policy is approved.

(December 12, 2003)

Certified as True and Correct	
	2/16/04
Secretary, SSU Board of Trustees	Date

# DRAFT – revised policy

Shawnee State University

AREA: BUSINESS AFFAIRS POLICY NO.: 4.56 Rev.

ADMIN. CODE: 3362-4-28

PAGE NO.: 1 of 2

EFFECTIVE DATE: ~~4/8/99~~ 12/12/03

RECOMMENDED BY: VP Business Affairs

SUBJECT: ADMINISTRATORS and ATSS STAFF SICK LEAVE

APPROVED BY: J. Chapman

1.0 Upon hire, a full-time administrator or Administrative Technical Support Staff (ATSS) will receive one hundred twenty (120) hours of sick leave credited to his/her leave account. If the administrator or ATSS transfers sick leave credit from another Ohio institution, as defined in this policy, such leave will be accepted in lieu of this credit. In such case, if the sick leave transferred is greater than 120 hours, the eligible employee will receive the actual number of hours transferred to Shawnee State University. If the sick leave transferred amounts to less than 120 hours, the University will credit that number which will bring the total to a maximum of 120 hours.

2.0 After the first year of employment and thereafter, sick leave shall accrue for full time administrators and ATSS at the rate of ~~4.61562~~ pro-rated each pay period for a maximum of 120 hours per year.

3.0 Upon hire, the part-time administrator and ATSS will receive a pro-rated amount of sick leave credit as described in Section 1.0 of this policy, based upon the employee's full-time equivalency (FTE) percentage determined at the time of hire. For example, a half-time employee (.50FTE) will be eligible for a credit of 60 hours of sick leave, etc.

4.0 After the first year of employment and thereafter, sick leave shall accrue for part time administrators and ATSS at a pro-rated amount based upon the employee's FTE ~~.462~~ per day for each day in any given pay period.

5.0 There is no maximum applied to the amount of sick leave that may be accumulated during active employment.

6.0 Accumulated sick leave shall be reduced in the following manner:

6.1 ATSS (FLSA non-exempt status)

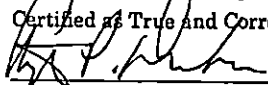
6.1.1 The sick leave account balance will be reduced an hour for each hour of sick leave used.

6.2 Administrators (FLSA exempt status)

6.2.1 Partial day – the sick leave account balance will be reduced in four-hour blocks of time and applies when an administrator is absent from at least one-half of the workday.

6.2.2 Full day - applies when an administrator is absent for a full day.

7.0 Sick leave may be utilized for an authorized absence from scheduled duties due to illness, accident, exposure to contagious disease, family emergencies requiring the attendance of the administrator, dental, or optical examination or treatment, pregnancy and/or childbirth and related conditions, or death in the immediate family.

Certified as True and Correct	
	<u>2/5/04</u>
Secretary, SSU Board of Trustees	Date

8.0 The definition of an immediate family member includes: grandparents, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father, father-in-law, mother, mother-in-law, spouse, child, grandchild, legal guardian, or other person who stands in the place of a parent.

9.0 To request sick leave (including leave that qualifies under the ~~a~~ ~~In order to be eligible for leave under the~~ Family Medical Leave Act –FMLA ), ~~an approved is made by a sick leave request form must be approved by~~ submitted to the immediate supervisor and ~~submitted to the personnel department~~ Human Resources thirty (30) days in advance of the need, if foreseeable and such notice is practicable. ~~The form must be submitted as soon as practicable if treatment is required in less than 30 days.~~ ~~Otherwise,~~ If it is not possible for the leave request form to be submitted in advance of the leave, it ~~The sick leave use request form~~ must be approved by supervision and submitted to ~~the personnel department~~ Human Resources upon return from the absence ~~due to illness~~. Time on approved sick leave will run concurrent with an approved leave under the FMLA, (refer to Board of Trustee Policy 4.65), Administrative Family and Medical Leave.

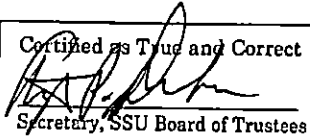
10.0 A signed statement from the attending physician, ~~describing the general nature of the illness,~~ date of medical treatment, and the conditions under which the employee is released to return to work; or, a statement verifying the illness or injury of the employee's immediate family may be requested by the ~~Personnel Director,~~ Human Resources or designate prior to the employee's return to work.

11.0 ~~The An administrator~~ ~~ive employee~~ or ATSS, ~~at the time of~~ upon official state retirement from active service or upon separation of employment by an ARP participant who meets the eligibility requirements for retirement under the OPERS or STRS retirement systems and with ten or more years of service with the University (including predecessor institutions), will be paid in cash for one-fourth of the value of the accrued but unused sick leave credit up to a maximum of one-fourth of one hundred sixty days (40 days). Payment will be based upon the employee's rate of pay at the time of retirement. ~~This cash pay out does not apply to any termination or separation other than retirement (with a minimum of 10 years of service).~~

12.0 The cash pay out of sick leave balance as provided in section ~~6.0~~ 11.0 will be made only once to any administrator or ATSS. An employee who received such cash pay out re-hired by the university after retirement, may accrue and use sick leave while actively employed but shall not convert to cash any unused sick leave balance at the time of a second retirement. Upon the death of an employee who meets the eligibility requirements as outlined in this policy, the cash pay out will be made to the estate.

13.0 Intentional misuse of the sick leave provision herein may be considered grounds for disciplinary action. Non-compliance with sick leave rules and regulations may result in the administrator or ATSS not receiving pay for the requested sick leave.

14.0 An administrator or ATSS may transfer into the University any accumulated, documented, and verified sick leave balance that has been accumulated by a school system, government agency, department or institution of the government of the State of Ohio.

Certified as True and Correct	
	2/5/04
Secretary, SSU Board of Trustees	Date

## RESOLUTION F35-03

### ADMINISTRATORS MARKET EQUITY ADJUSTMENTS

WHEREAS, the Board of Trustees encourages the periodic review of SSU administrative salaries against published comparable market compensation data to assure a favorable comparison is maintained; and

WHEREAS, the Board of Trustees wishes to maintain competitive salary ranges and compensation practices for administrative employees in order to recruit and retain highly qualified employees; and

WHEREAS, the Director of Human Resources has conducted a comparison of FY2003 SSU administrative salaries to nationally published survey results including: The 2003 College and University Personnel Association (CUPA) Administrative Compensation Survey; 2003 CUPA Mid-Level Administrative & Professional Salary Survey, and The 2003 TRIO Compensation Study produced by The Council for Opportunity in Education & Pell Institute for the Study of Opportunity in Higher Education; and

WHEREAS, the results of this comparison identified sixteen (16) employees whose salaries are 89.9% or less of the market for comparable positions, and one of which also requires a special adjustment for compliance with equal pay law; and

WHEREAS, the President has reviewed the results of this study and recommends special base salary adjustments awarded to the affected employees as follows:

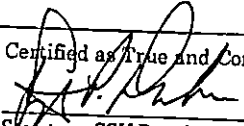
<u>Comparison to Market</u>	<u>FY04 Adjustment to Base Salary</u>
Salaries that are 74.9% or less	\$3,000
Salaries that are 75% - 79.9%	\$1,500
Salaries that are 80% - 84.9%	\$ 750
Salaries that are 85% - 89.9%	\$ 500

THEREFORE, BE IT RESOLVED, those employees whose FY03 salaries have been identified as 89.9% or less of the applicable market will be awarded a base adjustment as indicated above effective beginning July 1, 2003;

THEREFORE, BE IT FURTHER RESOLVED, the position of Coordinator, Academic Support, incumbent Teresa Redoutey, will receive an additional adjustment in the amount of \$2,381 to address the equal pay matter; and,

BE IT FINALLY RESOLVED, the total budgetary allocation for these adjustments to base salaries shall not exceed \$25,000.

(December 12, 2003)

Certified as True and Correct  
  
Secretary, SSU Board of Trustees / Date 2/5/04

## RESOLUTION F36-03

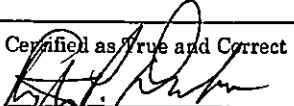
### BONUS PAYMENT

WHEREAS, administrators, ATSS, and staff members (CWA) led the way in helping the University to help defray its inflationary increases in health care; and

WHEREAS, the Board of Trustees, desires to recognize that leadership;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University authorizes a bonus payment to each currently employed, as of the date of this resolution, administrator, ATSS and staff member, equal to each person's total payroll health care contribution made in calendar year 2003, subject to all statutory deductions and subject to the CWA Union agreement for CWA staff.

(December 12, 2003)

Certified as True and Correct	
	2/5/04
Secretary, SSU Board of Trustees	Date



## RESOLUTION F37-03

### PERSONNEL

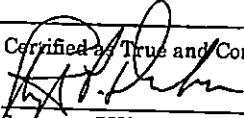
WHEREAS, the University-wide Board policy 5.16 "Approval of Personnel Appointments" establishes the procedure for the approval of those personnel changes requiring action by the Board of Trustees and for the reporting of other personnel actions to the Board; and

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.

(December 12, 2003)

Certified True and Correct	
	2/5/04
Secretary, SSU Board of Trustees	Date

## PERSONNEL ACTION ITEMS

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

### DECEMBER 2003 BOT MEETING

#### Actions submitted for approval, October 21, 2003 to December 1, 2003

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

#### **ACADEMIC AFFAIRS DIVISION**

##### *Appointment – Administration*

*Mattie Burton*, 12-month full-time Associate Professor/Chair of the Department of Nursing for the Division of Academic Affairs, beginning December 29, 2003, at the fiscal year salary of \$82,000. Ms. Burton possesses a Master of Science degree in Nursing from the University of Kentucky, a Bachelor of Science degree in Nursing from Morehead State University and an Associate degree in Nursing from Eastern Kentucky University. Ms. Burton is a Licensed Registered Nurse, Certified Clinical Specialist and a Certified Magnet Recognition Program Hospital Appraiser. Ms. Burton is currently in dissertation, PhD(c) at the University of Cincinnati (continued employment is contingent upon completion of Ph.D. by June 30, 2004).

#### **BUSINESS AFFAIRS DIVISION**

*Nothing to report.*

#### **OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION**

*Nothing to report.*

#### **PRESIDENT'S OFFICE**

*Nothing to report.*

#### **STUDENT AFFAIRS DIVISION**

##### *Appointment – Administration*

*Michelle Patrick*, 12-month full-time Coordinator of Student Academic Assessment in the Student Success Center for the Division of Student Affairs, beginning November 12, 2003, at the fiscal year salary of \$37,000. Ms. Patrick possesses a Master of Education degree in Counselor Education and a Bachelor of Arts degree in Psychology from Ohio University. Ms. Patrick is a Licensed Professional Clinical Counselor through the State of Ohio Counselor and Social Worker Board and by The Commonwealth of Kentucky;

*Marcia Tolliver*, internal appointment to 12-month full-time Coordinator of BASICS in the Student Success Center for the Division of Student Affairs, beginning November 3, 2003, at a fiscal year salary of \$35,173. Ms. Tolliver possesses a Bachelor of Science degree in Elementary Education from Ohio University and an Associate degree in Business Management from Shawnee State Community College. She has certification for a 4 year Provisional in Elementary Education and has taught as an adjunct faculty for SSU for several years.

##### *Promotion – Administration*

*Nicole Montgomery*, promotion to Systems Manager/Assistant Director in the Financial Aid Office for the Division of Student Affairs, beginning October 29, 2003, at the fiscal year salary of \$31,903. Ms. Montgomery possesses a Bachelor of Science degree in Business Administration from Shawnee State University. Ms. Montgomery was formerly a Financial Aid Representative in the Financial Aid Office.

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 Correctly Prepared 12/1/03  
*[Signature]* 2/5/04  
Secretary, SSU Board of Trustees Date

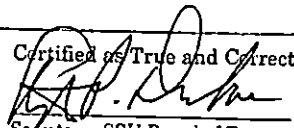
**RESOLUTION F38-03**

**FY04 SOUTH TECH PREP CONSORTIUM EXPANDED  
ENROLLMENT AND  
SUMMER HONORS INSTITUTE FOR GIFTED STUDENTS,  
SUMMER OF 2004 GRANTS**

WHEREAS, the grants summarized on the attached have been reviewed by the appropriate University committees and/or individuals, and are recommended for submission;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the submission of the FY04 South Tech Prep Consortium Expanded Enrollment Grant proposal and the Summer Honors Institute for Gifted Students, Summer of 2004 Grant renewal.

(December 12, 2003)

Certified as True and Correct	
	2/5/04
Secretary, SSU Board of Trustees	Date

GRANT PROPOSAL SUMMARY

TITLE: Summer Honors Institute for Gifted Students, Summer of 2004

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

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

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT: 35%

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

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

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

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN THE PROJECT: None

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED: The Summer Institute is offered in three separate week-long sessions: July 11-16, July 18-23, and July 25-20, 2004. Students who are accepted into the Institute choose one of several possible course offerings. Those offerings include:

American Sign Language	Storytelling and Reader's Theatre	Overview of Physical and Occupational Therapy
Brave New Brain	HTML and Web Page Design I	Teaching is a Work of Heart
Introduction to Veterinary Medicine	Black and White Photography	Plastics Engineering
Death and Dying: Overcoming the Social Taboos	Commercial Acting	Robotics in Manufacturing
Environmental Engineering Technology	Creative Writing Workshop	It's the Law
	Early Childhood Education	Emergency Medical Technology
	Forensics	Mysteries of the Ancient World.
	Microbes and Diseases	

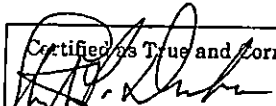
Shawnee State full-time and adjunct faculty members develop and teach classes. Students attend class each day from 9:00 a.m. until 4:00 p.m., and then take part in closely supervised activities during the evening hours. Those not from the immediate area are housed in University Housing under the supervision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

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

BUDGET:

Fund Source	Year One (FY 04)
Grant	\$ 62,500.00
Other (Residential fees)	36,000.00
University-In Kind (approximate amounts)	15,000.00
Classroom/Lab Space	\$ 6000
Recreational Space	3500
Secretarial Support	1500
Work/Study Services	1000
Miscellaneous (library, phone, cable, TV)	3000

**TOTAL** \$118,500

Certified True and Correct  
  
 Secretary, SSU Board of Trustees  
 Date 2/5/04

## Grant Summary Proposal

**Title:** FY 04 South Tech Prep Consortium Expanded Enrollment Grant

**Grant Agency:** U.S. Department of Education / Ohio Department of Education

**Principal Investigator:** George Lawson

**Percentage of P.I. Time Devoted To Grant:** 100%

**Purpose:**

Tech Prep is a combined secondary and post secondary program, which leads to an associate degree, provides technical preparation in at least one field of engineering technology, business technology, health technology, or information technology. Emphasis is placed on building student competence in mathematics, science, and communications through a sequential course of study.

**Clientele To Be Served:**

The Ohio South Consortium consists of educational institutions, business, industry, and labor representatives in Adams, Lawrence, Pike, and Scioto counties.

**Relationship To SSU Mission:**

Tech Prep is designed to prepare students for success in high-tech areas of engineering, business, health, and information technologies in the college setting. Tech Prep provides Shawnee State faculty the opportunity to upgrade course content and teaching methodology at the post-secondary level.

**Other Agencies/Organizations Participating in Project:**

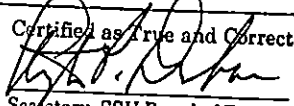
Sixteen local school districts, four vocational educational planning districts, Ohio University Southern Campus, and Shawnee State University are active members of the Ohio south Tech Prep Consortium. Additionally, representatives of business, industry and labor are active participants.

**Brief Description Of How Project Will Be Conducted:**

This project is a continuation of the original grant awarded in November 1992 and renewed annually since that time. This grant will provide the opportunity to sustain and expand programming within the Ohio South Consortium.

**Budget:**

Fund Source	Year <u>FY04</u>
Grant \$	72,490.00
Other	0.00
University In-kind	0.00
<b>TOTALS</b>	<b>72,490.00</b>

Certified as True and Correct  
  
Secretary, SSU Board of Trustees      2/5/04  
Date

**PERSONNEL INFORMATION ITEMS**  
**DECEMBER 2003 BOT MEETING**  
**Changes processed from October 21, 2003 to December 1, 2003**  
(developed from information received in the HR Department through December 1, 2003 only)

***ACADEMIC AFFAIRS DIVISION***

None.

***BUSINESS AFFAIRS DIVISION***

***Resignation – Administration***

*Michelle Flanery*, Accountant in the Controller's Office, resignation effective November 21, 2003.

***OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION***

None.

***PRESIDENT'S OFFICE***

None.


***STUDENT AFFAIRS DIVISION***

***Reclassifications – Administration***

*Robert Trusz*, position upgraded from Director of Admission, grade 30 to grade 32, beginning July 19, 2003, at the fiscal year salary of \$64,864;

*Rebecca Harr*, position upgraded from Assistant Director of Upward Bound, grade 26 to Associate Director of Upward Bound, grade 27, beginning November 3, 2003, at the fiscal year salary of \$35,820;

*Ryan McCall*, title changed from Project Director of Upward Bound Math Science and Educational Talent Search, grade 29 to Project Director of Upward Bound, Upward Bound Math Science and Educational Talent Search, grade 29.

<small>Prepared 12/17/03</small>
Certified as True and Correct

Secretary, SSU Board of Trustees / Date