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Board of Trustees

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8-13-2004

### August 13, 2004 Meeting Minutes

Shawnee State University

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**SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**Meeting Minutes  
August 13, 2004**

Chairman Bob Teichman said the first order of business would be the swearing-in of SSU's new student Board member, Ms. Susie Fennell. Mr. Teichman administered the oath of office to Ms. Fennell and presented her with a Shawnee State University lapel pin. Mr. Teichman welcomed Ms. Fennell to the SSU Board and a round of applause followed.

Chairman Bob Teichman 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, Ms. Fennell, Mr. Marit, Mr. McKinley, Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Members Absent: Mr. Harcha, Mr. McCoy

**Approval of the August 13, 2004 Agenda**

Mr. Warren moved and Mr. McKinley seconded the motion to approve the agenda. Without discussion, the Board unanimously approved the August 13, 2004 agenda.

**Approval of the June 11, 2004 Board Meeting Minutes**

Dr. Payne moved and Ms. Reynolds seconded a motion to approve the June 11, 2004 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

**President's Report**

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

**Committee Reports**

**Academic Affairs Committee - Mr. William McKinley**

Mr. McKinley reported that the Academic Affairs Committee had no action items.

Mr. McKinley reported on the Academic Affairs Committee informational items.

Mr. McKinley said Dr. Michael Field reported on changes in Department Chairpersons. He said Dr. Eugene Burns is now serving as Chairperson for the Department of Natural Science replacing Gary Gemmer; and Dr. Xiaodan (Dandan) Huang is serving as Interim Chairperson, Department of Teacher Education upon the retirement of Dr. Dave Todt. Mr. McKinley said the University is very grateful to both of these individuals for taking the Chair positions. He said the Department of Teacher Education hoped to name a permanent replacement as soon as possible.

Mr. McKinley said Dr. Michael Field, Provost and Vice President of Academic Affairs, reported on the Performance Recognition Awards. The two recipients from the Academic Affairs division were Ms. Susan Montavon, Administrative Secretary, Office of the Provost, and Ms. Judy Meeker, Project Manager, Tech Prep, University Outreach Services. Mr. McKinley said this was the second time Ms. Meeker has won this award in the last several years.

Mr. McKinley said Dr. Stephen Midkiff, Registrar, reported on preliminary enrollment data for summer and fall quarters. Summer enrollment was down about 2.25% compared to 2003.

Mr. McKinley said a Program Review was completed for the Center for International Programs and Activities (CIPA). He said Dr. John Lorentz presented an abstract of the review. Currently we have 30 international students. The consultants submitted nine key recommendations to improve the program.

Mr. McKinley reported on the personnel appointments since the last report.

### **Quality of University Life – Dr. Ball**

Dr. Ball reported for the QUL Committee in Mr. Harcha's absence. She said the QUL Committee had two action items.

Dr. Ball said the Committee recommended approval of Resolution Q4-04, Policy 4.44Rev. Dr. Ball said the policy changes are a result of recommendations from a committee composed of the different constituency groups on campus on the use of University facilities. Dr. Ball moved and Ms. Reynolds seconded a motion to approve Resolution Q4-04, Policy 4.44Rev.

Ayes: Dr. Ball, Mr. McKinley, Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

Dr. Ball said the Committee recommended approval of Resolution Q5-04, Policy 3.20Rev. Dr. Ball said the revisions to this policy clarify the requirements for living in University housing. Dr. Ball moved and Mr. Warren seconded a motion to approve Resolution Q5-04, Policy 3.20Rev.

Ayes: Dr. Ball, Mr. McKinley, Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

Dr. Ball reported on the Quality of University Life informational items.

Dr. Ball said Dr. Larry Mangus, Vice President of Student Affairs, reported on the following grants: Title III Program was awarded \$324,627 for the budget period of October, 2004 – September, 2005; and the Shawnee State University Perkins grant was awarded \$73,037.17 for the budget period of 2005-2005.

Dr. Ball said Dr. Mangus reported that Ms. Tiffany Weaver, Coordinator of Student Activities, and Jared Shoemaker, Assistant Director, Athletics/Sports Information Director, were the Student Affairs Division recipients of the Performance Recognition Awards for 2004.

Dr. Ball Said Mr. Steve Gregory, Director of Career Planning and Placement, distributed and reported on the “Graduating Class of 2003 Placement Report”. She said there was a 43% response rate of 509 students.

Dr. Ball reported that Dr. Mangus and Ms. Pat Moore, Director of Financial Aid, reported on the academic performances of the Academic Excellence scholarship recipients for the 2003-2004 academic year. This is a very prestigious award based on merit which pays full tuition for 12 quarters.

Dr. Ball said Mr. Randy Warman reported on the impact of enrollment growth on the Student Activities and Residential Life areas.

#### **Finance and Facilities – Dr. Burton Payne**

Dr. Payne reported that the Finance and Facilities Committee had three action items.

Dr. Payne said the Finance and Facilities Committee recommended approval of five resolutions for changes to the following Development Foundation policies: 7.1.4.1; 7.1.4.2, 18.3.4, 18.3.5, 20.1.1, 20.1.4, 20.2.1, 20.2.1.1, 20.2.1.4, and 20.2.3.2. Dr. Payne noted these changes give more authority to the Foundation to spend the corpus of endowments; changes the mix of investment to be more conservative; and make other necessary editorial changes. Dr. Payne moved and Mr. Warren seconded a motion for the approval of Resolution F20-04, Shawnee State University Development Foundation Policies.

Ayes: Dr. Ball, Mr. McKinley, Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

Dr. Payne said the Finance and Facilities Committee recommended approval of Resolution 21-04, Personnel. He said there were seven new faculty appointments and two administrator appointments. Dr. Payne moved and Mr. Warren seconded a motion for the adoption of Resolution F21-04, Personnel.

Ayes: Dr. Ball, Mr. McKinley, Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

Dr. Payne said the Finance and Facilities Committee recommended approval of Resolution F22-04, SSU Student Support Services Program Grant. This grant is for about \$278,000 and will be used to increase retention and graduation rates. Dr. Payne moved and Mr. Warren seconded a motion for the approval of Resolution F22-04, SSU Student Support Services Program Grant.

Ayes: Dr. Ball, Mr. McKinley, Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

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

Dr. Payne said the Personnel information items were attached to the Board materials and were self-explanatory.

Dr. Payne said Mr. Murphy shared two letters regarding using tuition increases to replace possible Special Subsidy funding loss. Dr. Payne said the status of the Special Subsidy is in doubt but that Mr. Murphy was doing a great job with alternatives.

Dr. Payne said the attached capital status report was self-explanatory.

Dr. Payne said Dr. Carl Daehler, Executive Director of the VRCFA, provided updated financial information on the Vern Riffe Center for the Arts. Dr. Payne said this was a good report with an apparent \$10,000 profit for the year. He thanked the VRCFA staff for the financial turnaround.

### **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. Kathy Kratzenberg addressed the Board on behalf of the CWA. She thanked the Board for a good year and said work has begun on negotiations for the CWA contract. She introduced Ms. Carol Sexton as new USA Chair. Ms. Sexton said she was excited about representing the University Staff Assembly. She said she was a secretary in the Math Department for 15 years, if she did the math correctly, and was excited to be at SSU.

### **Other Business**

None.

**Executive Session**

Dr. Ball moved and Ms. Reynolds seconded a motion to move into Executive Session to discuss collective bargaining issues and compensation for an employee.

Ayes: Dr. Ball, Mr. McKinley, Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

The Board moved into Executive Session at 1:56 p.m.

The Board returned to public session at 3:06 p.m. Mr. Warren exited the meeting at 3:07 p.m.

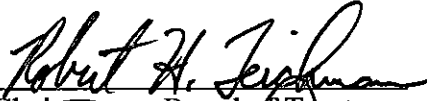
Ms. Reynolds moved and Dr. Payne seconded a motion to approve Resolution E4-04, Compensation of the President.


Ayes: Dr. Ball, Mr. McKinley, Dr. Payne, Ms. Reynolds, Mr. Teichman

Nays: None

**Adjournment**

Mr. McKinley moved and Ms. Reynolds seconded a motion to adjourn the meeting. The meeting was adjourned by acclamation at 3:08 p.m.

  
Chairperson, Board of Trustees

  
Secretary, Board of Trustees

**President's Report to the**  
**Shawnee State University Board of Trustees**  
**August 13, 2004, Meeting**  
**Rita Rice Morris, President**

It is with great sadness that I report to you that Jeff Taylor, account clerk in the accounts payable area of the Division of Business Affairs, passed away on August 2, at the age of 41. Mr. Taylor started his career at SSU on September 11, 1990, as a student employee then temporary employee in the bookstore. He became a permanent employee in the bookstore, moved to a position in the purchasing office, and then to accounts payable. His positive disposition and warm humor will be missed by everyone with whom he came into contact at SSU.

As we prepare for fall quarter classes to begin on September 8, there are a number of important issues, events, and topics on which I would like to brief the Board of Trustees.

**Institutional Affairs**

**1. Enrollment and Applications for Admission**

I am very optimistic about SSU's enrollment for fall quarter.

Year	New Student Headcount	Total Headcount	Student Credit Hours	Total FTE
2004	869	3086	41663	2778
2003	834	2978	40091	2673
<i>Difference #</i>	<i>+ 35</i>	<i>+108</i>	<i>+1572</i>	<i>+105</i>
<i>Difference %</i>	<i>+4.2</i>	<i>+3.6</i>	<i>+3.9</i>	<i>+3.9</i>

The Office of the Registrar reports that as of the end of the day on August 12, total registration (headcount) is up 3.6 percent (108 students). New student registration is up 4.2 percent (35 students). The number of registered credit hours has increased by 3.9 percent (1,572 hours). In terms of total FTE, registration would, of course, also be up 3.9 percent (105 FTE). An increase in the number of full-time student registrations, particularly among women, appears to be a primary reason for the increase.

One additional new student orientation date (August 31) remains and registration is open daily. The total enrollment was 3,693 (15th day census) in the fall of 2003.

(more)

Certified as True and Correct

Secretary, SSU Board of Trustees
9/29/04 Date

**President's Report: Page 2 of 5.**

The number of applications for fall quarter remains up, as outlined in these August 1 comparisons:

	Fall 2001	Fall 2002	Fall 2003	Fall 2004
Total Applications Received	1,880	2,322	2,630	2,908

**2. View book**

The Office of Admission has a new view book that will be utilized as a recruitment tool for prospective students. Terry Hapney, director of communications and assistant to the president, composed the new view book for the Office of Admission (writing, design idea, and photographs). The beautiful layout was done by Leah Campbell and the fine folks in Printing and Graphics Services. A copy of the book is included in your Board materials.

**3. Performance Awards**

The following SSU administrators and ATSS members received the 2004 performance award in the amount of \$1,000: Mark Yarnell, Judy Meeker, Susan Montavon, Tiffany Weaver, and Jared Shoemaker. This award recognizes their exemplary and dedicated work results for the 2004 appraisal period. I congratulate each individual and thank him or her for a job well done.

**4. Leadership Tri-State**

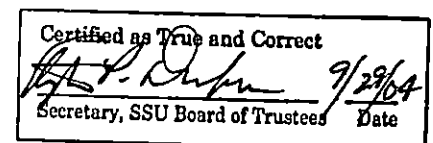
On June 18, Shawnee State University hosted the Leadership Tri-State class of 2004. I enjoyed welcoming the 20+ members of the class to campus. They took a university tour, enjoyed lunch in the Howland Recital Hall, and heard presentations by Martha Rader, Ph.D., dean of the College of Professional Studies; Professors Tom Stead and Greg Lyons of the Department of Fine, Digital, and Performing Arts; and Professor Carl Hilgarth of the Department of Industrial and Engineering Technologies. The group also enjoyed a show in the Clark Planetarium.

**5. Articulation Agreements between SSU and ACTC**

SSU and ACTC entered into an agreement Tuesday afternoon to offer "2 + 2" degree options in several program areas. Students who take prescribed associate degree program offerings at ACTC will receive course credit for freshman and sophomore courses. Upper level courses toward bachelor's degrees will be taken at SSU. Dr. Greg Adkins, president of ACTC, and I signed the agreements at an articulation signing ceremony held at ACTC's new Technology Drive campus. The transfer agreements include:

- Bachelor of Science in Social Science
- Bachelor of Science in Biology

(more)





Bachelor of Science in Business Administration with concentration in:

Accounting  
General Business  
Health Administration

Bachelor of Science in Chemistry

Bachelor of Science in Education with Licensure in:

Early Childhood  
Early Childhood Intervention Specialist  
Middle Childhood  
Multiage Intervention Specialist

Bachelor of Science in Plastics Engineering Technology

Bachelor of Science in Sports Studies with Concentration in:

Athletic Training  
Fitness Development  
Sports Management

Bachelor of Science in:

Nursing (RN-BSN)  
Occupational Therapy

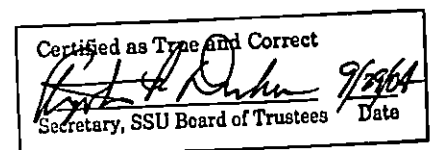
I would like to especially thank Dr. Stephen Midkiff, SSU registrar, for his fine work in helping SSU build additional partnerships that benefit students in the region.

## **6. Visits by Congressmen**

Congressmen Rob Portman and Ted Strickland visited the SSU campus this past Monday. Congressman Portman spoke at Rotary and met with me concerning several important issues facing higher education. He also had a chance to see firsthand the latest goings on in our Upward Bound program thanks to a presentation by director Ryan McCall, in addition to our Game Design programs in the Department of Fine, Digital, and Performing Arts and Department of Industrial and Engineering Technologies, with presentations given by Professors Tom Stead and Carl Hilgarth.

Congressman Strickland joined me as my guest at Rotary and spent time learning the latest information concerning SSU's Veterans Upward Bound program.

(more)



## **Academic Affairs**

### **1. 50,000<sup>th</sup> Student**

Frank Hall, of Plain City, a recent graduate of Jonathan Alter High School, was welcomed to Shawnee State University (SSU) as the 50,000<sup>th</sup> student to register for classes at SSU. I presented the 6-foot-10-inch freshman, who will play basketball for the Bears and major in business administration, with a T-shirt and SSU banner on behalf of the university during orientation on Aug. 10.

## **Student Affairs**

### **1. Orientation**

SSU's Student Success Center has held several orientation sessions for incoming freshmen during the summer months. I have enjoyed playing a role in the sessions and seeing hundreds of incoming students and their parents visiting campus. There will be a total of eight orientation sessions, including Aug. 31. As of now (not including Aug. 31) there have been 731 students who have attended these sessions. There are 99 registered for August 31, and 40 or 50 more are expected. When all is said and done, nearly 900 students will have gone through orientation. Last year, 761 students attended orientation. In 2002, 676 attended.

## **Office of the President**

### **1. New Board Member**

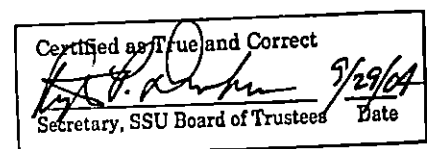
It is my pleasure to welcome Ms. Susie Fennell to the SSU Board of Trustees. Ms. Fennell, from West Portsmouth, was appointed as student trustee for a term ending June 30, 2006, replacing Ms. Tracey Leo, whose term expired. Ms. Fennell is a psychology major.

An orientation session was held for Ms. Fennell on August 6. I look forward to working with her, as well as the entire Board, as we focus on making SSU the best university it can be.

### **2. Fall Board Retreat**

The Office of the President and Board Chair Robert Teichman are in the process of planning a Board retreat. A date will be set soon based on the availability of Board members. We will let you know as soon as arrangements have been finalized.

(more)



**3. AGB President's Institute on Trusteeship**

I joined a select group of my peers (25) for the Presidents' Institute on Trusteeship—a new initiative of the Association of Governing Boards (AGB) of Universities and Colleges to strengthen the functioning of public university governing boards. In partnership with the American Association of State Colleges and Universities (AASCU) and the National Association of State Universities and Land Grant Colleges (NASULGC), AGB offered this first in a series of institutes focused on responsibilities of the chief executive for the health of their governing boards. This invitation-only institute assessed the current state of trusteeship and governance at participating institutions, and crafted specific plans for board education and development.

**4. AMC Presidents Meeting**

I attended the annual meeting of the American Mideast Conference (AMC) Council of Presidents held at Malone College in Canton in June. After participating in the regular business the group considered and approved, I took the opportunity while I was in Canton to visit with former Board of Trustees chair Verna Riffe Biemel.

**5. Adams County Career Center**

I continued my visits to area schools, including the Adams County Career Center.

###

Certified as True and Correct	
	9/29/04
Secretary, SSU Board of Trustees	Date

**RESOLUTION Q4-04**

**USE OF UNIVERSITY FACILITIES 4.44Rev**


WHEREAS, a committee composed of University building managers on campus was charged with recommending revisions to the current Use of University Facilities policy; and

WHEREAS, the committee recommended the current policy be revised to eliminate procedural requirements and to provide general guidelines for use of the facilities by the public and University groups; and

WHEREAS, the Vice President for Student Affairs and the President have reviewed the Committee's revisions, and recommend approval of revisions to Policy 4.44Rev;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves the revised Policy 4.44 Use of University Facilities which is attached hereto.

(August 13, 2004)

Certified as True and Correct	
	9/29/04
Secretary, SSU Board of Trustees	Date


## Shawnee State University

AREA: BUSINESS AFFAIRS	POLICY NO.: 4.44 Rev.
	ADMIN. CODE: 3362-4-21
	PAGE NO.: 1 OF 3
	EFFECTIVE DATE: 8/13/04
	RECOMMENDED BY: R. MORRIS
SUBJECT: USE OF UNIVERSITY FACILITIES	APPROVED BY: Board of Trustees

As a service to the community the University will make its facilities available for use during those times when such access will not interfere with the regular educational mission or official University activities. The University does not intend to create a public forum in any of its facilities, and reserves the right to restrict access which is inconsistent with its mission.

### 1.0 General Guidelines:

- 1.1 Normally, the official academic course offerings shall be given scheduling priority for University academic facilities. The Office of the Registrar will assure that University classes, Outreach Services offerings, and other academic needs of the University will be assigned and scheduled appropriate facilities prior to releasing the academic space for other use. After the Registrar releases the University's academic space for the term, facilities will then be made available on a "first come first served" basis by the Coordinator of Special Events. Other areas, to include the Vern Riffe Center for the Arts Theater and lobby, Rhodes Athletic Center, natatorium, and University Center conference and banquet rooms, are scheduled on a first come first served basis.
  - 1.1.1 The University reserves the right to relocate or re-schedule any of its own classes, meetings, or activities in order to accommodate requests of non-University event sponsors depending on the relative impact or benefit of the event to the University. Normally, however, the University's own programs and activities will have first priority when officially scheduled.
- 1.2 The University shall review each application and shall determine whether or not any specific organizations will be granted use and under what circumstances or restrictions.
  - 1.2.1 The event must be consistent with the University's academic and community service role and mission.
  - 1.2.2 University facilities shall not be contracted for the purpose of offering instruction of an on-going nature which is not a part of the University's academic, outreach, or public service programs.
  - 1.2.3 The University reserves the right to reject the application of any event sponsor for use of University facilities and/or equipment if it determines that it is not in the University's best interest.
- 1.3 Event sponsors may be required to provide the University a plan for the proposed disposition of any registration fees and/or admission fees charged to event attendees, income from sale of merchandise or sundries, food and/or beverages

Certified as True and Correct

Secretary, SSU Board of Trustees
Date 9/29/04

- 1.4 The University shall assume no responsibility for any expressed or implied views, positions, statements or literature of the event sponsor. Nor shall the University condone or otherwise endorse such views.
- 1.5 Event sponsors may not use University logos, service marks, or copyrights, in any advertisements or publication without the written consent of the University.
- 1.6 Use of alcohol at any event is prohibited unless authorization is requested and approved by the University at least 15 days prior to the event.
- 1.7 Activities that are considered inconsistent with the University's mission include but are not limited to: funereal activities (other than memorial services); events involving high risk of personal injury; activities demeaning to a particular gender or identifiable group of people; and games of chance other than for charitable causes.

2.0 Making Arrangements for Use of University Facilities

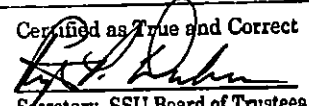
- 2.1 The Office of the Registrar is responsible for approval and scheduling classroom instructional use of University facilities for each academic term (dates, times, and locations are listed in the final class schedule).
- 2.2 Except as provided in paragraph 2.3, the Coordinator of Special Events shall be responsible for approving and scheduling all other use of facilities after their release for the term by the Registrar.
- 2.3 The Executive Director of the VRCFA is responsible for approving and scheduling all events in the theater, and other spaces in the VRCFA not scheduled by the Registrar.

2.4 University-Affiliated Groups

- 2.4.1 All requests for facilities use by official student organizations shall be submitted to the Student Activities Office for approval before application is made to the Coordinator of Special Events.
- 2.4.2 Requests for facilities use by University offices/departments must be approved by the dean/chairperson or director, and then by the Provost or respective Vice President prior to its submittal to the Coordinator of Special Events. Such approval indicates that the department/division shall be responsible for all obligations incurred by the conduct of the activity.
- 2.4.3 Charges for facilities use by University-affiliated groups may be assessed for usage, equipment, supplies, and personnel time which exceed the parameters of the normally scheduled workload of the facility or personnel involved in supervising, operating, and maintaining facilities.
- 2.4.4 Use of alcohol by University-affiliated groups in University facilities is prohibited unless approved by the President or his or her designee.

2.5 Non-University Organizations

- 2.5.1 When possible, University facilities shall be made available to other organizations or groups for meetings or other approved activities.
- 2.5.2 Events for which the use of university facilities is requested must not conflict with the University's mission nor reflect negatively on the University in any way.

Certified as True and Correct  
  
Secretary, SSU Board of Trustees      9/29/04  
Date

2.5.3 Periodically facility charges will be reviewed and recommended by the administrator with responsibility over the rental space to the Coordinator of Special Events for consolidation. The President or delegate will approve or disapprove the recommended rates.

2.6 Payment of Charges

2.2.6 Use of facilities shall be charged at the established scheduled rates as set by the Coordinator of Special Events and by the Executive Director of the spaces in the VRCFA not scheduled by the Registrar.

2.2.7 Additional fees may be charged for the following if applicable: Parking; operational overhead, i.e., utilities, depreciation of equipment, etc; other necessary personnel services including additional security as determined by the Coordinator of Special Events and as reimbursement for damage or excessive cleanup.

2.2.8 A deposit of 50% of the anticipated rental fee must be received prior to signing a space rental agreement. The balance (including all amounts in excess of the estimate) shall be due upon receipt of the University invoice following the event.

2.2.9 Cancellations

2.2.9.1 A cancellation notice of two weeks prior to the scheduled use is required in order to receive a full refund of the deposit.

2.2.9.2 Should cancellation occur less than two weeks prior to the scheduled use, 50% of the deposit shall be refunded.

2.2.9.3 Should the University be officially closed due to emergency circumstances on the date of a scheduled event which has not been previously cancelled, 100% of the deposit shall be refunded.

Certified as True and Correct	
	9/29/04
Secretary, SSU Board of Trustees	Date

**RESOLUTION Q5-04**

**UNIVERSITY HOUSING POLICY 3.20Rev**


WHEREAS, the University housing managers on campus were charged with revising the current University Housing Policy; and

WHEREAS, the housing managers recommend the following changes in order to make the current University Housing Policy more enforceable; and

WHEREAS, the Vice President for Student Affairs and the President have reviewed the revisions, and recommend approval of revisions to Policy 3.20Rev;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves the revised Policy 3.20 University Housing Policy, which is attached hereto.

(August 13, 2004)

Certified as True and Correct	
	9/29/04
Secretary, SSU Board of Trustees	Date



# Shawnee State University

AREA: STUDENT AFFAIRS	POLICY NO.: 3.20 REV
	PAGE NO.: 1 OF 1
	EFFECTIVE DATE: 8/1/05
SUBJECT: UNIVERSITY HOUSING POLICY	RECOMMENDED BY: Dr. Rita Morris
	APPROVED BY: Board of Trustees

## 1.0 Purpose

Shawnee State University (SSU) has an obligation to insure that housing policies and programs exist which will maximize the educational potential of the residential life of the University. In addition, SSU is obligated to meet financial commitment to lenders for the construction of housing units and to establish guidelines to assure the facilities are utilized to meet these obligations.

## 2.0 Residence Life as an Educational Experience

In addition to the other forms of education it practices, Shawnee State University endorses and supports the particular value of higher education as provided by a residential campus community. Residential settings offer students unparalleled opportunities to gain from social interactions and other life experiences that characterize on-campus housing and dining. When residential living is part of an organized program, the educational and personal gains from simple access and participation can be substantial. For these reasons, SSU develops and maintains programs which assure that the residential experience contributes in significant ways to the total education of students.

## 3.0 Requirements for Living in University Housing

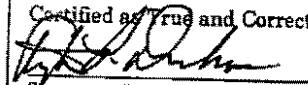
Shawnee State University shall determine which classifications of students will contribute to, and benefit from, living in housing units and dining in University facilities. Such determinations shall be specified in the University's published requirements for admission and enrollment.

As a condition of admission and continued enrollment, all freshmen students in their first year of attendance are required to live in University housing, to the extent that space is available, and to take their meals in dining facilities as provided in meal plans approved by the University. Exceptions to this policy include married students, single parents, veterans, students over the age of 23, transfer students, students living with their parents, and other extraordinary circumstances as determined by the Vice President for Student Affairs.

Housing and dining contracts will be drawn for an academic year, or a remainder of a year. Housing and dining rates are established by the Board of Trustees.

## 4.0 Residence Hall Handbook

Shawnee State University shall publish a Resident's Guide, revised when warranted, and approved by the President, which implements the University Housing Policy. The Resident's Guide will be distributed upon move in and made a condition of the contract.

Certified as True and Correct  
  
Secretary, SSU Board of Trustees  
Date 9/29/04

**RESOLUTION F20-04**

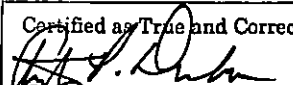
**SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION  
POLICIES**

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 resolutions 2004.1; 2004.2; 2004.3; 2004.4 and 2004.5 at their August 4, 2004 quarterly meeting;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves the attached Development Foundation resolutions.

(August 13, 2004)

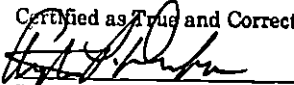
Certified as True and Correct	
	9/29/04
Secretary, SSU Board of Trustees	Date

**Resolution 2004.1**

WHEREAS, the Policies and Operating Procedures of the Shawnee State University Development Foundation are understood to be a fluid document, to be amended, edited or otherwise changed as circumstances, conditions or time dictates; and

WHEREAS, in reviewing the policies, it has been noted that some of the wording is misstated, outdated, or no longer applicable;

THEREFORE BE IT RESOLVED, that changes be made in policies 20.1.1, 20.2.1.1, 20.1.4, 20.2.1.4 and 20.2.3.2.

Certified as True and Correct	
	9/29/04
Secretary, SSU Board of Trustees	Date

**Resolution 2004.2**

WHEREAS, the Shawnee State University Development Foundation, as part of its mission to create friends and funds for Shawnee State University, sees as paramount responsiveness to the needs and desires of its donors; and

WHEREAS, many of our donors direct that their funds be endowed, i.e. invested and spent in a way that only earnings are used, thus preserving the corpus in perpetuity; and

WHEREAS, a downturn in the stock market or other circumstance could cause an endowed fund to go below its corpus (historic value) thereby dictating that no spending can occur from it; and

WHEREAS, the donor of such an account may wish to direct that the Shawnee State University Development Foundation spend all or part of the funds for their intended purpose;

THEREFORE BE IT RESOLVED, that the Shawnee State University Development Foundation allow the donors, through a written waiver, to release the Foundation from the endowment restrictions thereby authorizing the development office to use all or part of the corpus; and

BE IT FURTHER RESOLVED, that policy 20.2.1 and 20.2.3.2 be edited to reflect this change.

Certified as True and Correct	
	9/29/04
Secretary, SSU Board of Trustees	Date

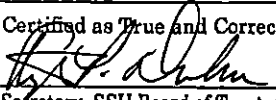
**Resolution 2004.3**

WHEREAS, the investment philosophy of the Shawnee State University Development Foundation has as its centerpiece a keen awareness of the responsibilities inherent in the management of the funds entrusted to it; and

WHEREAS, the Shawnee State University Development Foundation hires external money managers and allows them full discretion in making investment decisions within the confines of the parameters established by the Shawnee State University Development Foundation; and

WHEREAS, one of our money managers has requested that the parameters of both the fixed income portion of the portfolio and the equity portion be made broader;

THEREFORE BE IT RESOLVED, that the Shawnee State University Development Foundation change the language in policy 18.3.4 and 18.3.5 to reflect the fixed income portion of the portfolio be allowed to hold not less than 25% nor more than 45% of Foundation funds and the equity portion be allowed to hold not less than 55% nor more than 75% of Foundation funds.

Certified as True and Correct	
	9/29/04
Secretary, SSU Board of Trustees	Date


**Resolution 2004.4**

WHEREAS, the investment philosophy of the Shawnee State University Development Foundation has as its centerpiece a keen awareness of the responsibility inherent in the management of the funds entrusted to it; and

WHEREAS, the Shawnee State University Development Foundation hires external money managers and allows them full discretion in making investment decisions within the confines of the parameters established by the Shawnee State University Development Foundation; and

WHEREAS, the money managers have requested that, in order that be able to have discretion in the selection of fixed income investments, they be released from the prescription that there be a relative equal balance between short-term and long-term investments;

THEREFORE BE IT RESOLVED, that the Shawnee State University Development Foundation release them from such a prescription and amend policy 18.3.4 to reflect the change.

Certified as True and Correct	
	9/29/04
Secretary, SSU Board of Trustees	Date

### Resolution 2004.5

WHEREAS, the Policies and Operating Procedures of the Shawnee State University Development Foundation are understood to be a fluid document, to be amended, edited or otherwise changed as circumstances, conditions or time dictates; and

WHEREAS, in reviewing the policies it has been noted that some of the wording does not conform to recognized accounting standards; and

WHEREAS, policy 7.1.4.1 dealing with asset gifts-in-kind contains language pertaining to donated services which in actuality are non-asset gifts-in-kind;

THEREFORE BE IT RESOLVED, that policy 7.1.4.1 and 7.1.4.2 be edited to reflect correct accounting for in-kind gifts, i.e. that donated services be considered a non-asset gift in kind as opposed to a tax-deductible donation and be reflected as such in policy.

Certified as True and Correct	
	9/29/04
Secretary, SSU Board of Trustees	Date

## RESOLUTION F21-04

### 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.

(August 13, 2004)

Certified as True and Correct	
	9/29/04
Secretary, SSU Board of Trustees	Date



## PERSONNEL ACTION ITEMS

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

### AUGUST 2004 BOT MEETING

Actions submitted for approval, June 1, 2004 through July 31, 2004

(developed from information received in HR Department through August 4, 2004 only)

#### ACADEMIC AFFAIRS DIVISION

##### Appointment – Faculty

*Catherine Bailey*, full-service Senior Instructor of Nursing for the Department of Health Sciences, beginning September 8, 2004, at the academic year salary of \$39,280. Ms. Bailey possesses a Master of Science in Nursing from the Bellarmine University and a Bachelor of Science in Nursing from Capital University. Ms. Bailey also holds school nurse certification;

*Jon Bedick*, full-service Assistant Professor of Biology for the Department of Natural Sciences, beginning September 8, 2004, at the academic year salary of \$37,000. Dr. Bedick possesses a Doctorate and a Master of Science in Entomology from the University of Nebraska, a Bachelor of Science in Biology from Northern Michigan University, and a Bachelor of Arts in Fine Arts Painting from the Center for Creative Studies;

*Kenneth Carlson*, full-service Assistant Professor of Secondary or Middle Childhood Education for the Department of Teacher Education, beginning September 8, 2004, at the academic year salary of \$51,880. Dr. Carlson possesses a Doctorate in Education from Aurora University, a Master of Arts in Environmental Science from Governors State University and a Master and Bachelor of Arts in History from the University of Illinois;

*Wendi Fleeman*, full-service Assistant Professor of Chemistry for the Department of Natural Sciences, beginning September 8, 2004, at the academic year salary of \$36,500. Dr. Fleeman possesses a Doctorate and a Master of Science in Chemistry from the University of Cincinnati and a Bachelor of Science in Chemistry from Transylvania University;

*James Reneau*, full-service Senior Instructor of Management Information Systems for the Department of Business Administration, beginning September 8, 2004, at the academic year salary of \$36,580. Mr. Reneau possesses a Master of Science in Information Systems from Marshall University and a Bachelor of Science in Mathematics and Computer Programming from Morehead State University;

*Naomi Vallandingham*, one-year full-service temporary Instructor of English for the Department of English and Humanities, beginning September 8, 2004, at the academic year salary of \$26,680. Ms. Vallandingham possesses a Bachelor of Arts in Music from Tennessee Temple University and has completed coursework towards a Masters degree in Education;

*Barbara Warnock*, one-year full-service temporary Instructor of Occupational Therapy for the Department of Health Sciences, beginning September 8, 2004, at the academic year salary of \$23,080. Ms. Warnock possesses a Bachelor of Science and an Associate of Applied Science in Occupational Therapy 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

##### Appointment – Administration

*Keenan Perry*, full-time 12-month Athletic Trainer for the Athletic Department, beginning July 6, 2004, at a fiscal year salary of \$27,000. Mr. Perry possesses a Bachelor of Science in Sports Studies from Shawnee State University and is a Certified Athletic Trainer;

*Jennifer Bailey*, full-time 12-month Academic Advisor for the Student Success Center, beginning July 6, 2004, at a fiscal year salary of \$27,000. Ms. Bailey possesses a Master of Education in School Counseling and a Bachelor of Arts in Psychology from Ohio University Southern.

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

*[Signature]*  
Secretary, SSU Board of Trustees

Prepared 8/4/04  
9/29/04  
Date

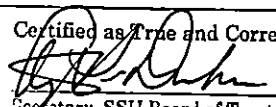
**RESOLUTION F22-04**

**SSU STUDENT SUPPORT SERVICES PROGRAM GRANT**

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

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves submission of the SSU Student Support Services Program Grant renewal proposal.

(August 13, 2004)

Certified as True and Correct	
	9/29/04
Secretary, SSU Board of Trustees	Date

## Grant Proposal Summary

**TITLE:** SSU Student Support Services Program

**GRANTING AGENCY:** U.S. Department of Education

**PRINCIPAL INVESTIGATOR:** Mary Ann Malone

**PERCENTAGE OF P.I. TIME DEVOTED TO GRANT:** 100%

**PURPOSE:** The mission of Student Support Services is to increase college retention and graduation rates for eligible students and to foster an institutional climate supportive of the success of these students.

**CLIENTELE TO BE SERVED:** SSS serves 185 students who are low income and/or first generation and individuals with disabilities.

**RELATIONSHIP TO SSU MISSION:** Student Support Services and Shawnee State University share the same mission—to improve graduation and completion rates of students significantly.

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

**BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED:** The program will operate on a year-round basis and provide support services designed to motivate participants to stay in school and provide them with the academic and other support services necessary to graduate from the postsecondary level. Services include: academic study skills, academic advising, academic tutoring, peer tutoring, individual counseling, career counseling, and cultural and social enrichment activities. Students will receive services on an on-going basis as often as daily but generally on a weekly or monthly basis. SSS grants are awarded for four years with some applications eligible for a fifth year of funding.

<b>FUNDING PERIOD:</b>	<b>FY06</b>
<b>BUDGET:</b>	
<u>Fund Source</u>	<u>Year One</u>
Grant	
Total Grant	\$278,295
Supplemental Aid (10-12%)	-25,000
	253,295
Direct Cost	234,532
Indirect Costs	\$18,763
University-In Kind	0.00
University Match	0.00
<b>Total All Years</b>	<b>To be determined by the Dept. of Education</b>

Grant 2006/Grant Proposal Summary 2006--Cathy

Certified as True and Correct Mullins and Klyn Mitchell	9/29/04
Secretary, SSU Board of Trustees	Date

**PERSONNEL INFORMATION ITEMS**  
**AUGUST 2004 BOT MEETING**  
**Changes processed from June 1, 2004 to July 31, 2004**  
(developed from information received in the HR Department through August 4, 2004 only)

***ACADEMIC AFFAIRS DIVISION***

None.

***BUSINESS AFFAIRS DIVISION***

***Reclassification – Administration***

*Mary Tomlin*, position upgraded from Assistant Director to Associate Director of Financial Aid, grade 26 to grade 27, effective November 18, 2003, at the FY05 fiscal year salary of \$43,890.

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

***Resignation – Administration***

*Kathleen Vandenberg*, EOC Outreach Coordinator, resignation effective June 1, 2004.

***PRESIDENT'S OFFICE***

None.

***STUDENT AFFAIRS DIVISION***

None.

Certified as True and Correct	
	Prepared/printed 8/4/2004
Secretary, SSU Board of Trustees	Date 9/29/04

**RESOLUTION E4-04**

**COMPENSATION OF THE PRESIDENT**

WHEREAS, the contract between the Board of Trustees and the President is a three year contract permitting the Board to review the annual base salary and to adjust the annual salary on or before June 30<sup>th</sup> of each year; and

WHEREAS, the Board of Trustees fully intended to adjust the President's salary for the current fiscal year, but failed to address it in a timely manner; and

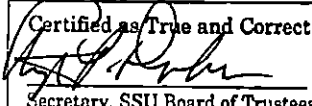
WHEREAS, the Board of Trustees has considered the performance of the president this last year to be exemplary; and

WHEREAS, the Board of Trustees has considered comparable salaries for President's at similar institutions in terms of size, mission, and budget;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University amends the President's contract as follows:

Paragraph 4. COMPENSATION OF PRESIDENT; SALARY, annual compensation is adjusted 3% to \$154,500 effective July 1, 2003; and further adjusted 4.5% to \$161,450 effective July 1, 2004.

(August 13, 2004)

Certified as True and Correct	
	9/29/04
Secretary, SSU Board of Trustees	Date