

Shawnee State University

Digital Commons @ Shawnee State University

Minutes of the Board of Trustees Meetings

Board of Trustees

12-10-2004

December 10, 2004 Meeting Minutes

Shawnee State University

Follow this and additional works at: <https://digitalcommons.shawnee.edu/botmeetings>

Recommended Citation

Shawnee State University, "December 10, 2004 Meeting Minutes" (2004). *Minutes of the Board of Trustees Meetings*. 495.

<https://digitalcommons.shawnee.edu/botmeetings/495>

This Board of Trustee Minutes is brought to you for free and open access by the Board of Trustees at Digital Commons @ Shawnee State University. It has been accepted for inclusion in Minutes of the Board of Trustees Meetings by an authorized administrator of Digital Commons @ Shawnee State University. For more information, please contact svarney@shawnee.edu.

**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
December 10, 2004**

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

Roll Call

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

Members Absent: Ms. Fennell

Approval of the December 10, 2004 Agenda

Mr. Harcha moved and Ms. Reynolds seconded the motion to approve the agenda. Without discussion, the Board unanimously approved the December 10, 2004 agenda.

Approval of November 12, 2004 Special Board Meeting Minutes

Mr. Harcha moved and Ms. Reynolds seconded a motion to approve the November 12, 2004 Special Board Meeting Minutes. Without discussion, the Board unanimously approved said minutes.

Approval of the October 7, 2004 Board Meeting Minutes

Mr. Mooney moved and Mr. McCoy seconded a motion to approve the October 7, 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 two action items.

Mr. McKinley stated that Policy 2.04, Faculty Development Policy, was being revised to align faculty obligations to return to the University with the length of time they are on sabbatical – one

quarter for every one quarter on sabbatical. Mr. McKinley moved and Mr. Harcha seconded a motion to approve Resolution A9-04, Faculty Development Policy 2.04 Revision.

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

Nays: None

Mr. McKinley Policy 3.21, Student Assessment Policy, needed revision. He said the policy language would remain the same but the detailed procedural language would be removed. Dr. Morris said the policy was outdated and needed the revision. Mr. McKinley moved and Mr. McCoy seconded a motion to approve Resolution A10-04, Student Assessment Policy 3.21 Revision.

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

Nays: None

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

Mr. McKinley said Dr. Jerry Holt, Dean, College of Arts and Sciences, reported on the Ohio Board of Regents' approval of the B.S. in Digital Simulation and Gaming Engineering Technology. Mr. McKinley said the program has been approved but work needed to be done on the budget.

Mr. McKinley said Dr. Steven Doster, Chair, Department of Business, and Dr. Eugene Burns, Chair, Department of Natural Sciences, reported on the 23rd Annual Lilly Conference on College Teaching held at Miami University in November. Mr. McKinley reported that 12 faculty members attended this conference that gave educators an opportunity to discuss teaching and learning topics ranging from using technology to cooperative learning.

Mr. McKinley reported on the personnel appointments. He said Dr. Ken Leighfield had to resign because of health issues. Mr. McKinley asked that everyone keep Dr. Leighfield in their thoughts and prayers. He said Mr. Tom Charles had finally retired to pursue his ministry. Mr. McKinley also reported that the Office of Communications had appointed Ms. Mistie Spicer to the position of Coordinator.

Quality of University Life – Mr. Harcha

Mr. Harcha said the QUL Committee had two action items.

Mr. Harcha said Resolution Q7-04 honored the fall sports teams and individual athletes, including the men's and women's cross country teams. He said four outstanding students were named NAIA All Scholar Athletes, Kristyn Allen, Kristi Twyman, Caleb Arnold and Joey Hammond. Mr. Harcha moved and Mr. Mooney seconded a motion to approve Resolution Q7-04, Honoring the Fall Sports Teams and Individual Athletes.

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

Nays: None

Mr. Harcha said the QUL Committee approved the rescission of Policy 5.14, Commencement Planning. Mr. Harcha moved and Dr. Ball seconded a motion to approve Resolution Q8-04, Rescission of Policy 5.14, Commencement Planning.

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

Nays: None

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

Mr. Harcha said Mr. Eric Marit, President of the Student Government Association, reported that the SGA invited local political candidates on campus to debate and answer student questions. He said SGA participated in the Crop Walk and collected money for the United Way.

Mr. Harcha said Dr. Larry Mangus, Vice President of Student Affairs, reported on behalf of Mr. Cori Wells-Strickland, President of the Student Programming Board. Dr. Mangus said the SPB began planning Winter Quarter activities including Homecoming Week and Black History Month.

Mr. Harcha said Dr. Mangus reported on the new full-time administrative position, Assistant Coordinator of Student Activities, which will report to the Director of Student Activities. Dr. Mangus said with the increase in enrollment, new problems arise and the need for this position is necessary.

Mr. Harcha said Dr. Mangus distributed some demographic information on SSU students and Mr. Harcha urged the Board to review this information.

Finance and Facilities – Dr. Burton Payne

Dr. Payne began by reporting on an information item of the Finance and Facilities Committee.

Dr. Payne said the fiscal year 2004 closing and related audit had been completed and financial statements were provided. He said Mr. Dennis Obyc, representing the audit firm of Crowe Chizek and Company LLC, reported to the Committee. Dr. Payne gave a brief overview of the external audit and said the University had a break-even year. Dr. Payne referred the Board to Page 2 of the audit which showed unrestricted net assets at \$15.7M, an increase of \$2.5M since 2002. He said it was a good report and if anyone had any questions, they should speak with Mr. Murphy.

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

Dr. Payne said the Finance and Facilities Committee recommended approval of Resolution F24-04, Shawnee State University Development Foundation Member Appointment. Dr. Payne said the Mr. Jay Prosch, employed by Fifth Third Bank, was asked to fill the vacancy left by Mr. Dan Mooney who resigned his position on the Development Foundation Board when he was appointed to the SSU Board of Trustees. Mr. Mooney questioned whether he should abstain from voting on this appointment because it was for his replacement. It was decided that it was not a conflict for Mr. Mooney to vote on this appointment. Dr. Payne moved and Mr. Warren seconded a motion for the approval of Resolution F24-04, Shawnee State University Development Foundation Member Appointment.

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

Nays: None

Dr. Payne said the Finance and Facilities Committee approved Resolution F25-04, Personnel. Dr. Payne moved and Ms. Reynolds seconded a motion for the approval of Resolution F25-04, Personnel.

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

Nays: None

Dr. Payne said the Finance and Facilities Committee recommended approval of Resolution F26-04, Approval of New Position, Assistant Coordinator of Student Activities and Residence Life. He said this position is needed with the growth of the University. Dr. Payne moved and Mr. Harcha seconded a motion to approve Resolution F26-04, Approval of New Position, Assistant Coordinator of Student Activities and Residence Life.

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

Nays: None

Dr. Payne said the Finance and Facilities Committee approved the adoption of Resolution F27-04, Summer Honors Institute for Gifted Students, Summer of 2005 Grants. Dr. Payne moved and Ms. Reynolds seconded a motion to approve Resolution F27-04, Honors Institute for Gifted Students, Summer of 2005 Grants.

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

Nays: None

Dr. Payne said the Finance and Facilities Committee recommended approval of Resolution F28-04, Replacement of Policy 5.13, Grants Management. Dr. Payne said the revisions to the Policy had been developed to do a better job of coordinating grants. Dr. Payne moved and Ms. Reynolds seconded a motion to approve Resolution F28-04, Replacement of Policy 5.13, Grants Management.

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

Nays: None

Dr. Payne said the Finance and Facilities Committee recommended approval of Resolution F29-04, Policy 5.31, Shawnee State University Development Foundation and the Shawnee State University Development Office. He said the focus on fundraising management would be within the development office. Dr. Payne moved and Ms. Reynolds seconded a motion to approve Resolution F29-04, Policy 5.31, Shawnee State University Development Foundation and the Shawnee State University Development Office.

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

Nays: None

Dr. Payne continued his report 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 reviewed the general fund revenues and expenditures pace report, fiscal year to date through October 2003 and 2004 with the Committee. He noted that revenues were ahead of last year's revenue and expenses were lower resulting in a positive situation. Interest income had increased 64% because of our investment policy that allows cash to be invested with higher returns than money market rates.

Dr. Payne said Mr. Murphy reviewed a memorandum conveying information on the University's change in its health insurance third party administrator and network. Dr. Payne said with the change in insurance company, it would increase the number of providers to employees plus increased discounts. He said it was a win-win situation for SSU.

Dr. Payne said Mr. Murphy reviewed the information on the University's investment managers' activity as of October 2004.

Dr. Payne reported that Mr. Murphy reviewed the spreadsheet summarizing the fiscal year to date financial information through October 2003 and 2004 for the Vern Riffe Center for the Arts. He said Dr. Carl Daehler, Executive Director of the VRCFA, provided updated financial information to the Committee and they are hoping for more and better things for the Center.

Dr. Payne said the attached 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

Mr. Teichman said included with the other materials in the Board packets was Resolution E6-04, Academic Year 2004/2005 Schedule of Meetings for the Board and its Committees and recommended its approval. Ms. Reynolds moved and Mr. Harcha seconded a motion to approve Resolution E6-04, Academic Year 2004/2005 Schedule of Meetings for the Board and its Committees.

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

Nays: None

Comments from Constituent Groups (if any) and the Public

None.

Other Business

None.

Executive Session

Dr. Payne moved and Mr. Mooney seconded a motion to move into Executive Session to discuss compensation of an employee.

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

Nays: None

The Board moved into Executive Session at 2:00 p.m.

The Board returned to public session at 2:25 p.m.


Ms. Reynolds moved and Dr. Payne seconded a motion to approve Resolution E7-04, Appointment of the Assistant to the President Position.

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

Nays: None

Adjournment

Dr. Payne moved and Dr. Ball seconded a motion to adjourn the meeting. The meeting was adjourned by acclamation at 2:26 p.m.


Chairperson, Board of Trustees


Secretary, Board of Trustees

President's Report to the
Shawnee State University Board of Trustees
December 10, 2004, Meeting
Rita Rice Morris, President

I would like to thank the members of the Board of Trustees for continuing a holiday tradition at Shawnee State University (SSU)—the annual holiday luncheon. Over 175 faculty and staff members attended the event and a large amount of non-perishable food items was collected for a local food bank.

As we prepare for winter quarter 2005, there are a number of important issues, events, and topics on which I would like to brief the Board of Trustees.

Institutional Affairs

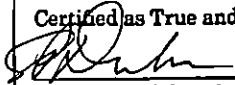
1. Capital Bill

As you may know, the capital bill has been delayed and will be addressed by the legislature after January 1, 2005. Our initial hope was that the FY05 and FY06 capital bill would have been approved in the normal time-line, last spring for a July 1, 2004, effective date. The bill has been delayed twice. We had been told initially that the delay would be until after the election. On the surface, this delay is not significant, merely postponing the start of our planned projects. However, dependent upon the governor and the legislature, this delay may have significant future financial impact. There could be a temptation to stretch a two-year capital appropriation by a "few" months into three years. Less than six months would remain in FY05 when this bill is adopted. The temptation would be to stretch this appropriation one more fiscal year, through FY07. In effect, SSU could lose one year of capital appropriation. Before the capital bill reduction, we expected approximately \$2.7 million over the FY05 and FY06 fiscal years, \$1.35 million per year. The impact then of this delay could result in \$1.35 million in a lost year's funding. A secondary concern is having the legislature take up first the capital bill then, a few months later or concurrently dependent upon timing, higher education's operating support. In tough financial times, it would be tempting to "trade off" capital funds for operating funds as these bills are considered.

2. Capital Campaign

I have met with all SSU constituencies as I prepare a case for our capital campaign. The SSU Development Foundation has moved ahead with the consultant. The study director is Jason Zajac with the company Ketchum. The first meeting of the study committee will be December 22. The director will also be here on January 22 at the annual meeting of the Development Foundation. Plans are to conduct the study interviews during February and present a report to the Foundation at its quarterly meeting in April.

(more)

Certified as True and Correct

Secretary, SSU Board of Trustees
1/8/05 Date

3. Student Debate on Presidential Campaign Issues

The ideology of George W. Bush and John Kerry was the focus of a debate between the SSU Student Liberal Association (SLA) and the SSU Conservative Student Association (CSA) on October 26 in the Flohr Lecture Hall. The debate was organized by SSU's student newspaper—the *University Chronicle*—to clarify any misunderstandings regarding the nature of the two student associations. The hope was to accomplish a true explanation of both ideologies so people truly understand both sides in order for them to make an informed decision when voting. Media representatives from the area who asked questions during the debate included Sam McKibbin, of WNXT/WZZZ Radio; Rick Greene, of the *Portsmouth Daily Times*; Richard Bussa, of the *Community Common*; and Rob Johnson of WSAZ NewsChannel 3. Dr. Jerry Holt, dean of the College of Arts and Sciences at SSU, served as moderator for the debate.

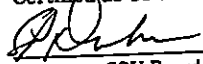
4. Homeland Security Blanket

On November 8, we dedicated the "Homeland Security Blanket," a work of art designed by SSU ceramics student Carma McCreery and donated to the university by the Veterans Committee. This beautiful art piece is located on the second floor of the University Center on the wall just to the left of the door to Vice President Mangus' office.

5. Veterans Recognition Events/Parachute Jump for Higher Education

Many people enjoyed this year's Veterans Recognition events in November. This annual celebration is a great tradition established and carried out by the Veterans Committee chaired by Dr. Michael Hughes, director of counseling and psychological services at SSU. I would like to thank Dr. Hughes; Brian Saul, SSU admission officer; and the other members of the committee for their hard work on making the event a success. In addition, my parachute jump from a plane 8,500 feet in the air onto the SSU campus, garnered extensive local, statewide, regional, and national media coverage for SSU. The jump was designed to illustrate that anyone can overcome his/her fears and do whatever they set their mind to, including overcoming the fear to go to college. SSU received coverage, thanks to Terry Hapney and his staff in the Office of Communications, from the Associated Press, on Huntington and Columbus television stations, Ohio News Network, in numerous newspapers throughout the region and state, and in the national publication *The Chronicle of Higher Education*. *The Chronicle of Higher Education* ran a story about the jump, how it was meant to encourage people to go to college, and ran a photo taken by SSU alumnus and former Office of Communications student employee Michael Butcher.

(more)

Certified as True and Correct	
	1/9/05
Secretary, SSU Board of Trustees	Date

6. Campus-wide Thanksgiving Luncheon

On November 16, nearly 600 students, faculty, and staff members came together to enjoy great food and fellowship at the annual campus-wide Thanksgiving luncheon held in the University Center. I would like to thank the SSU Campus Ministry, Sodexo Dining Services, the University Administrative Assembly, the University Staff Assembly, the University Faculty Senate, CWA, Cornerstone United Methodist Church, First Christian Church, First Lutheran Church, First Presbyterian Church, Ralph F. Scott Funeral Home, Rebekah Circle (Christ United Methodist Church), Scioto County Ministerial Association, and Second Presbyterian Church for the roles they played in the event's success.

7. Ohio Legislators/SSU Board Members meeting

On December 6, SSU Board members (Burton Payne, Dan Mooney, Howard Harcha, and Susie Fennell), Ohio legislators (Tom Niehaus, Clyde Evans, and Todd Book), SSU vice presidents, and I met to discuss the status of higher education funding, SSU's special supplement, and SSU's role educating citizens of this region.

8. Annual Holiday Party

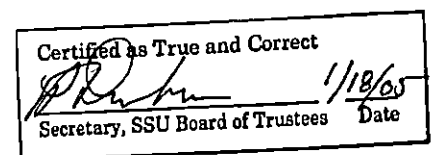
Jim and I are looking forward to welcoming faculty, staff, and board members to the Vern Riffe Center for the Arts on Sunday, December 19 from 1 p.m. – 5 p.m. for the annual holiday party.

Academic Affairs

1. Tech Prep Site Review

Earlier this month there was a two-day state of Ohio on-site review of the Ohio South College Tech Prep Consortium. There were 124 Tech Prep students enrolled in college during the 2003-2004 academic year. Over 50 were students at SSU who were enrolled in engineering technology, business, graphical arts/game design, sports medicine, and nursing.

(more)



2. SSU Choir Concert

The holiday season was brought into full swing when the Shawnee State University Choir presented its annual holiday concerts on December 5 at St. Mary's Catholic Church and at the Evangelical United Church of Christ. The concerts were presented free of charge as a gift to the community in connection with the "Dickens of a Christmas" festival. Shirley Crothers, director of the choir, said giving the gift of music is one of the most rewarding aspects of the annual concert, which combines secular and religious contemporary songs. Local teacher Michelle Gleim was guest soloist on trumpet. Vocal soloists were SSU students Lindsay Cunningham, Grace Morgan, Tom Yost, post-secondary options student Macy Idzakovich, and SSU English professor Dr. Carlson Yost. Jeff Nowlin and Harry Alcorn, two well-known singers in the area, also performed. Piano teacher Linda Day was the accompanist. SSU student Chris Boyles performed an organ overture.

Student Affairs

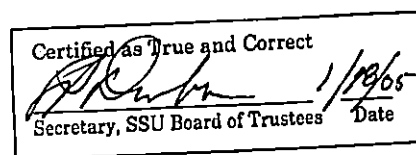
1. BEAR CUBS Career Fair

More than 500 high school juniors from the Scioto County area attended the BEAR CUBS Career Fair on December 3 at SSU. The goal of the fair was to help students make important decisions about their future. More than 25 speakers represented various professions, speaking in 20-minute intervals to several groups of students throughout the day. The presentations covered health care, politics, law, pharmacy, photography, veterinary medicine, massage therapy, and much more.

2. Native American Student Organization

The Shawnee State Native American Student Association organized a dinner and movie night in recognition of National Native American History Month. November is the month in which Native people across the United States and Canada organize events to raise awareness of the contributions American Indians have made to the development and prosperity of the United States. Velma Brehm, an SSU student and president of the Native American Student Association, said she hopes to raise awareness of Native American issues on the SSU campus. She believes her experience living on a reservation in Washington has given her insight into the culture and traditions of Native Americans. She is an enrolled member of the Spokane Tribe and lived on a reservation until she was 21. Ms. Brehm says she hopes the club's activities will raise awareness.

(more)



Office of the President

1. Fall Board Retreat

I would like to thank you for participating in the fall Board retreat. I am in the process of preparing the proposed annual calendar for meetings. I expect that we will review the calendar during lunch periods of upcoming board meetings.

2. Assistant Director, Development/Alumni Affairs

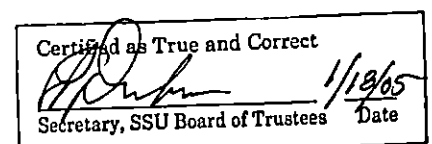
SSU's new assistant director of development/alumni affairs is Angela Henderson, who comes to SSU from the Lawrence County QUIT Coalition where she served as community tobacco prevention coordinator. She has held positions in marketing and radio broadcasting in the past. She holds a Master of Arts degree in journalism from Marshall University, and has played a role in Marshall University's School of Journalism and Mass Communication's alumni association, serving as vice president.

3. President's Advisory Council

I have instituted a new advisory group at SSU—The President's Advisory Council (PAC). The Council reviews and makes recommendations on university-wide issues, practices, and policies. The membership has a university-wide perspective and participants are asked to represent their own positions and responsibilities within the university and take a university-wide leadership role. Additionally, we use the meetings as a means for sharing information and improving communication about university-wide matters. The membership of the Council is:

President, Chair
Provost
Vice President for Business Affairs
Vice President for Student Affairs
Vice President and General Counsel
Dean of College of Arts and Sciences
Dean of College of Professional Studies
Associate Provost/Director of Institutional Planning
Director of Human Resources
Director of Development
Director of University Information Services
Director of Admissions

(more)



4. Endeavor Center Operational Council

In keeping with my commitment to bring in community economic development, I am president of the Endeavor Center Operational Council overseeing the business incubation center at OSU South Center in Piketon. The mission is to enhance economic development (wealth creation, new business development, job creation) within the four-county service area by providing office and bay space for lease, business services, and training for start-up and growing businesses. The vision is for the Training and Incubator Center to be recognized as the leading center of business and economic development assistance in its region of influence; for the management and staff to be known for providing expert, unbiased business advice and counseling to all potential entrepreneurs; and for the Center to be the place first thought of as a source of assistance when thinking of starting or expanding a business.

5. Ohio Appalachian Center for Higher Education

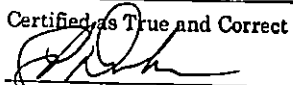
As a member of its board, I am assisting the Ohio Appalachian Center for Higher Education (OACHE) as it moves ahead in its work to increase the college-going rate in the Appalachian region of Ohio. There is a new interim executive director in place—Jake Bapst from Rio Grande Community College. I will be chairing the search committee to fill the permanent executive director position that will be posted and advertised in spring. The Board has decided it is committed to keeping OACHE on the SSU campus. In addition, the OACHE office will be moving by the end of the year into a larger space to provide additional room for the members of the office staff.

6. Speaking Engagements/Meetings

I gave presentations at/attended:

- Ashland Rotary at the invitation of Dr. Greg Adkins, president of Ashland Community and Technical College.
- IMPACT OHIO Conference in Columbus.
- ACE/Office of Women in Higher Education Ohio Network Conference at the University of Cincinnati. Nearly 60 individuals from SSU attended.
- Inter-University Council (IUC) meeting in Columbus.
- Ohio Appalachian Center for Higher Education (OACHE) board meeting.
- Grandparents' Day with the Radio City Rockettes at their Christmas Spectacular in Columbus with the SSU President's Club members.
- American Association of State Colleges and Universities (AASCU) annual meeting in Charleston, South Carolina.
- Holiday Dinner for the Golden Bears.

###

Certified as True and Correct	
	1/18/05
Secretary, SSU Board of Trustees	Date

**RESOLUTION A9-04
AMENDMENT TO POLICY 2.04
FACULTY DEVELOPMENT PROGRAM: TUITION REIMBURSEMENT
AND PAID LEAVES**

WHEREAS, the Deans and the Provost recommend a change to Policy 2.04 concerning the amount of time faculty are expected to serve the University following approved leaves with pay; and

WHEREAS, the change recommended would align the returning service requirement with the length of the paid leave, *to wit*: one quarter of service for every quarter of paid leave; and

WHEREAS, all constituent groups have reviewed this proposed change to the policy and concurred in this change; and

WHEREAS, the Shawnee Education Association has no objection to this change in working conditions; and

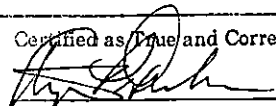
WHEREAS, the President recommends this change;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves the following change to Policy 2.04 by replacing paragraph 4.5 with the following:

4.5 Upon completion of a faculty leave, recipients are expected to serve the University one quarter during the regular academic year for every quarter on leave. The service shall begin with the academic year quarter immediately following the leave. An individual who elects not to return for the ensuing quarter(s) shall be required to refund the University an amount equal to the compensation received during the period of faculty leave.

BE IT FURTHER RESOLVED that this change becomes effective for all paid leaves occurring during or after fall quarter 2004.

(December 10, 2004)

Certified as True and Correct	
	1/10/05
Secretary, SSU Board of Trustees	Date

Shawnee State University

AREA:	FACULTY PERSONNEL	POLICY NO.:	2.04
		ADMIN. CODE:	3362-2-05
		PAGE NO.:	1 OF 4
		EFFECTIVE DATE:	8/14/02
SU&JECT:	FACULTY DEVELOPMENT PROGRAM: TUITION REIMBURSEMENT AND PAID LEAVES	RECOMMENDED BY:	
		APPROVED BY:	Board of Trustees

1.0 General Guidelines

1.1 Scope of BOT Policy 2.04:

The primary purpose of the BOT Faculty Development Program 2.04 is to advance the academic competence of faculty members while enhancing their contribution to the University as teachers and scholars. Eligible faculty members may take advantage of three options:

- A. Tuition or Fee Reimbursement Without Reduced Work Load
- B. Tuition or Fee Reimbursement With Reduced Work Load,
- C. Faculty Leave with Pay for Education, Research, or Creative Activities.

1.1.2 Courses may be regular college courses, advanced workshops, or institutes not otherwise funded under the separate Faculty Enrichment Program

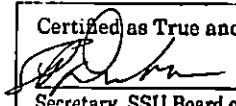
1.1.3 Exclusions

Proposals for faculty development designed to address long-term or targeted tuition reimbursement or training for, an approved, new program initiative will not ordinarily be covered under Policy 2.04, but may be funded in other ways.

- A. Faculty may not apply for the same educational opportunity under both BOT 2.04 and the Faculty Enrichment Program during the same year.
- B. If the faculty member is covered by grants or funding from outside sources, reimbursement will be made only for that portion of the tuition and fees that exceed the amount of such assistance.
- C. Tuition and fees during paid leave will not ordinarily be reimbursed under Board Policy 2.04. In other words, one may apply for tuition and fee reimbursement or paid leave, but not both during the same year.

1.1.4 Eligibility

- For proposals involving the taking of courses, the applicant must have been employed as a full-time faculty member at Shawnee State University for no fewer than three years.

Certified as True and Correct

Secretary, SSU Board of Trustees 1/19/05 Date

- For proposals involving paid leave for research or creative activities, the applicant must have been a full-time faculty member for seven years and be otherwise eligible according to provisions of Ohio Revised Code 3345.28.

2.0 Application Process

- Applicants shall submit a proposal, relevant documentation, and an application form (available from the Provost's Office) for the review and signature of the department chair and dean. The chair and dean may each include a statement of support or opposition on the application form but will not prevent the application from going forward. The applicant shall personally deliver this packet of processed materials to UFS Faculty Affairs and Development Committee chair no later than April 15 (first review) or October 15 (second review).
- The available funds for tuition and fees will be competitively awarded. By May 15 annually the Faculty Affairs and Development Committee will forward a prioritized recommendation to the Provost who will determine awards, including partial funding. If money remains in the Faculty Development budget after this initial round, there will be a second review of proposals by the same process no later than November 15 annually.*

* [If this policy is approved after May 15, 2002, then the first semi-annual review process for the first year only will be initiated by the Provost who will specify deadlines for submission and review.]

- 2.1 The proposal should include a detailed description of the research, creative activity, or coursework in which the faculty member will participate.
- 2.2 The proposal should include a rationale describing the benefits to Shawnee State University and to the faculty member's professional development of the proposed activity.
- 2.3 If the proposal includes a request for reduced workload, the Chair or Dean, as appropriate, should include a statement of workload reduction costs and a plan for staffing the classes not being taught by the faculty member.

3.0 Criteria for Selection

- A. Proposal demonstrates that the purpose of the course or series of courses will be to expand the faculty member's knowledge base in an area specifically needed by his or her department.

- B. Proposal demonstrates that the purpose of the course or series of course will be to develop or enhance area(s) of competence expressly identified as needs within approved curriculum, program, or institutional initiative.
- C. Proposal demonstrates that the purpose of the course or series of courses will be to update or refresh knowledge or skills in the area of the faculty member's expertise and/or area of primary teaching responsibility.
- D. Consideration will be given to the potential contribution of the faculty member to the University as a result of the faculty development activity.
- E. Consideration will be given to the past performance of the faculty member in his/her teaching assignment and graduate work.
- F. Consideration will be given to the ability of the academic unit to arrange for alternate course staffing or to absorb the work during the period of professional development leave.
- G. Consideration will be given to the specific credentialing needs of the division and/or institution.
- H. Consideration will be given to the total funds available in a given year.

4.0 Faculty Leave with Pay

Leaves may be granted to faculty under full time contracts with seven or more academic years of full time-time experience at Shawnee State University. To be eligible again, a faculty member must complete another seven years of academic teaching service at Shawnee State University.

4.1 Three Faculty Leave-with-Pay plans are available:

- Plan I supports the faculty member for one quarter at one hundred percent of salary.
- Plan II supports the faculty member for two quarters at seventy-five percent salary.
- Plan III supports the faculty member for three quarters at sixty-six and two-thirds percent salary.

4.2 The salary will be determined from a calculated three quarter academic year base. For example a faculty member with a \$30,000 salary would be compensated as follows:

\$30,000 if given 1 quarter leave (\$20,000 + 100% of \$10,000)

\$25,000 if given 2 quarter leave (\$10,000 +75% of \$20,000)
\$20,000 if given 3 quarter leave (66 2/3% of \$30,000)

- 4.3 No faculty member, by virtue of being on professional leave, shall suffer a reduction or termination of his/her regular employee retirement or insurance benefits or of any other benefit or privilege he/she receives as a faculty member at Shawnee State University. Whenever such a benefit would be reduced because of a reduction in the faculty member's salary during the period of faculty leave, the faculty member shall be given a chance to have the benefit increased to its normal level, in accordance with rules adopted by the Board of Trustees or the managing authority. No faculty member, by virtue of being on paid professional leave under this program, shall suffer an interruption in continuous employment status.
- 4.4 All requests for paid leave that demonstrate the potential of improving the faculty member's knowledge or ability will be considered. In all cases, final determination of eligibility, allocations, and awards of leave will be made by the President.
- 4.5 Upon completion of a faculty leave, recipients are expected to serve the University for a minimum of one academic year. An individual who elects not to return for the ensuing academic year shall be required to refund the University an amount equal to the compensation received during the period of faculty leave.
- 4.6 No faculty leave shall be granted that requires a compensating addition to the permanent faculty of the University.
- 4.7 All provisions of the Ohio Revised Code 3345.28 will be adhered to in implementing this policy.

5.0 Reporting

- 5.1 Terms of the leave will be clearly stated in a letter from the University President to the faculty member.
- 5.2 Within three months after returning from a paid leave, the faculty member must submit to the President a report indicating the attainment of the faculty member under the Faculty Development Program.
- 5.3 Following completion of course/workshop/institute, reimbursement will be made to the individual upon submission of:
- An institutional fee statement
 - Documentation of successful course completion

**RESOLUTION A10-04
AMENDMENT TO POLICY 3.21
ASSESSMENT OF STUDENT LEARNING OUTCOMES**

WHEREAS, the Deans and the Provost recommend a change to Policy 3.21 concerning the assessment of student learning outcomes; and

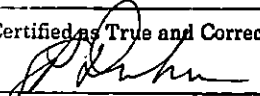
WHEREAS, the changes recommended to this policy remove nonsubstantive procedural language but do not change the requirement to assess student learning outcomes; and

WHEREAS, all constituent groups concur in this proposed revision to the policy;
and

WHEREAS, the President recommends this change;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves the attached revised Policy 3.21 effective December 10, 2004.

(December 10, 2004)

Certified as True and Correct	
	1/10/05
Secretary, SSU Board of Trustees	Date

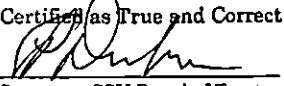
Shawnee State University

AREA:	ACADEMIC AFFAIRS	POLICY NO.	3.21 REV.
		ADMIN.CODE:	3362-3-13
		PAGE NO.:	1 OF 1
		EFFECTIVE DATE:	
SUBJECT:	ASSESSMENT OF STUDENT LEARNING OUTCOMES	RECOMMENDED BY:	
		APPROVED BY:	

The mission statement indicates that each graduate of Shawnee State University will be provided with an undergraduate education that fosters competence in oral and written communication, scientific and quantitative reasoning, and critical analysis/logical thinking. The University will assess student progress in these areas at various times in the students' education.

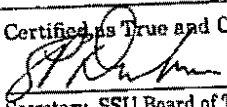
Assessment is an ongoing process vital to the integrity of our programs. The primary uses of our assessment procedure are:

- to diagnose strengths and weaknesses of programs,
 - to provide formative data for continuous program improvement,
 - to confirm that programs are meeting defined goals, and
 - to address issues of accountability to multiple audiences.
- 1.0 General Education, Developmental Education and every degree or certificate granting program will have in place a set of student outcome assessment goals and appropriate measurement techniques to address each of these goals.
 - 2.0 Each program area will keep the University Assessment Committee apprised of assessment activities within the specific program area and degrees/certificates.
 - 3.0 Every new degree or certificate program must contain an assessment component which reflects how assessment of the program will be done, and how data will be used to revise the program. This must be a part of the proposal sent to the Board of Regents for approval.
 - 4.0 Student assessment will occur at various stages in the student's program. The student is expected to participate in these activities. Failure to participate may result in academic hold or other actions which may delay academic progress or graduation.

Certified as True and Correct	
	1/19/05
Secretary, SSU Board of Trustees	Date

Selected Workshops/Presentations/Idea Swap Sessions
24th Annual Lilly Conference on Teaching
November 18 - 21, 2004

- Using Cooperative Activities to Capitalize on How Students Learn
- Motivating the Tired Masses: Practical Strategies for Engaging the Disengaged
- Facilitating Engaging Class Study Discussions: Twenty Techniques to Punch Up Your Teaching
- Seven Steps to Better College Teaching: Using Brain Research to Improve Student Learning
- Blogs, Digital Films and Outreach: Using Blended Courses to Mix-Up the Traditional Undergraduate Lecture
- A Century of Critical Thinking: Examining the Legacy of Past Theorists and Their Influence on College Teaching
- Applying Marketing Principles to New Course and Curriculum Developments
- CREOLE: Creating Optimum Learning Environments
- Understanding Why Teaching is Such a Difficult Job to Do Well: What Teachers Don't Control in the Learning Process
- Avoiding Overload in College Teaching: Towards Dismounting a Dead Horse
- Incorporating Original Research into Coursework to Enhance Learning
- Student Evaluation of Teaching: Uses and Limitations
- Revision and Renewal: Practical Strategies for Reenergizing Your Teaching
- It's Outcomes that Count: Creating an Assessment Plan that Documents Student Learning
- Computer-Based Learning on a Residential Campus: Course Design and Students' Perceptions

Certified as True and Correct

Secretary, SSU Board of Trustees 1/19/05
Date

PERSONNEL ACTION ITEMS

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

DECEMBER 2004 BOT MEETING

Actions submitted for approval, October 1, 2004 through November 30, 2004

(developed from information received in HR Department through December 2, 2004)

ACADEMIC AFFAIRS DIVISION

Appointment – Administration

Brenda Covert, 12-month full-time (1.0 FTE) Manager, B & I Education for University Outreach Services, beginning November 15, 2004, at the grant year salary of \$42,500. Ms. Covert possesses a Master of Science in Business Administration from Morehead State University, a Bachelor of Arts in Business Administration from Ohio University, and an Associate of Applied Business in Accounting from Shawnee State University.

Appointment – Faculty

Rodney Flory, two-quarter full-service temporary Senior Instructor of Social Studies Education for the Department of Teacher Education, beginning January 3, 2005 at the two-quarter salary of \$22,587. Mr. Flory possesses a Master in Technology Education and Master in Economics Education from Ashland University, a Bachelor of Science in Education from Miami University, and certification as a National Board Certified Teacher.

BUSINESS AFFAIRS DIVISION

Nothing to report.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

Nothing to report.

PRESIDENT'S OFFICE

Appointment – Administration

Angela Henderson, 12-month full-time (1.0 FTE) Assistant Director of Development/Alumni Affairs for the Office of Development, beginning November 3, 2004, at the fiscal year salary of \$39,500. Ms. Henderson possesses a Master of Arts in Journalism and a Bachelor of Arts in Broadcast Journalism from Marshall University.

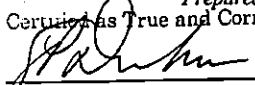
STUDENT AFFAIRS DIVISION

Change of Status – Administration

Paul Michael Canter, change of status from 9-month part-time (.45 FTE) to 9-month full-time (.75 FTE) Counselor for Educational Talent Search, beginning December 1, 2004, at the annualized salary of \$26,550. Mr. Canter possesses a Master of Education in Guidance and Counseling and a Bachelor of Arts in Government from Ohio University.

Per Policy 5.16 Board of Trustees has prior approval for appointment or removal of the position of vice president and creation of all new faculty and administrative positions.

Board of Trustees has subsequent approval for appointment to and removal of all faculty and administrators, establish the compensation for same, and award or deny continuing contracts and promotions for faculty.

Prepared 12/2/04
Certified as True and Correct

Secretary, SSU Board of Trustees Date 1/18/05

PERSONNEL INFORMATION ITEMS
DECEMBER 2004 BOT MEETING
Changes processed from October 1, 2004 to November 30, 2004
(developed from information received in the HR Department through December 2, 2004 only)

ACADEMIC AFFAIRS DIVISION

Resignation – Faculty

Ken Leighfield, Associate Professor in the Department of Teacher Education, resignation effective November 19, 2004.

BUSINESS AFFAIRS DIVISION

None.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

None.

PRESIDENT'S OFFICE

Appointment – Administration



Mistie Spicer, 12-month part-time (.50 FTE) Coordinator of Communications for the Office of Communications beginning January 3, 2005, at the fiscal year salary of \$16,000. Ms. Spicer possesses a Bachelor of Science in Broadcast Journalism from Bowling Green State University.

STUDENT AFFAIRS DIVISION

Retirement – Administration

Tom Charles, Counselor/Academic Skills Specialist in the Student Support Services Program, retirement effective September 1, 2004.

Per Policy 5.16 Part-time administrative appointments and changes in status for administrative and faculty positions are reported to the Board of Trustees.

Certified as True and Correct Prepared 12/2/04	
	
Secretary, SSU Board of Trustees	Date

RESOLUTION Q7-04
HONORING THE FALL SPORTS TEAMS AND INDIVIDUAL ATHLETES

WHEREAS, the Men's Cross Country team recorded 121 wins, won two meet championships, established four new top 25 fastest times in the history of Shawnee State Men's Cross Country, was ranked 25th in the nation, qualified and finished 18th at the NAIA National meet, finished 2nd at the AMC and NAIA Regional IX-X Championships; and

WHEREAS, the Women's Cross Country team recorded a new season record of 93 wins, won the Winthrop College Invitational and established 14 new top 25 fastest times in the history of Shawnee State Women's Cross Country, finished 5th in the AMC and NAIA Region IX-X Championships, had one runner qualify for the NAIA National meet; and

WHEREAS, four outstanding students were named NAIA All Scholar Athlete, one student athlete was named to 1st Team American Mid-East Conference, four athletes were named 2nd Team American Mid-East Conference, and nine 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:

NAIA All-Scholar Athlete:

Kristyn Allen (Women's Cross Country)
Kristi Twyman (Volleyball)
Caleb Arnold (Men's Cross Country)
Joey Hammond (Men's Soccer)

1st Team American Mid-East Conference

Brett LeMaster (Men's Cross Country)

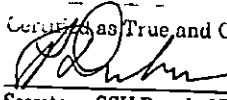
2nd Team American Mid-East Conference

Star Emmert (Women's Cross Country)
Scott LeMaster (Men's Cross Country)
Larry Gardner (Men's Cross Country)
Dancin Gastelum (Volleyball)

Honorable Mention American Mid-East Conference

Cheryl Ziser (Volleyball)
Kelly Hatas (Women's Soccer)
Amanda Plotts (Women's Soccer)
Lacey Simpson (Women's Soccer)
Jessica Votaw (Women's Soccer)
Josh Keeney (Men's Soccer)
Gonzalo Perez-Beck (Men's Soccer)
Kurt Rinninger (Men's Soccer)

December 10, 2004

Certified as True and Correct

Secretary, SSU Board of Trustees
1/10/05 Date

RESOLUTION Q8-04

**RECISSION OF POLICY 5.14
COMMENCEMENT PLANNING**

WHEREAS, the Vice President of Student Affairs and the Provost recommend rescission of Policy 5.14 because it is in the nature of a procedural document and does not provide policy or strategic guidance; and

WHEREAS, most of the procedures outlined in this policy will continue to be carried out by a University-wide committee appointed by the President; and

WHEREAS, all constituent groups concur in this proposed policy rescission; and

WHEREAS, the President recommends this rescission since it will provide more flexibility in planning commencement and remove a procedural document from the policy manual;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby rescinds Policy 5.14, Commencement Planning, effective December 10, 2004.

(December 10, 2004)

Certified as True and Correct	
	1/18/05
Secretary, SSU Board of Trustees	Date

Shawnee State University

AREA:	UNIVERSITY-WIDE POLICY	POLICY NO.:	5.14
		ADMIN. CODE:	3362-5-15
		PAGE NO.:	1 OF 1
		EFFECTIVE DATE:	3/4/91
SUBJECT:	COMMENCEMENT PLANNING	RECOMMENDED BY:	President's Council
		APPROVED BY:	

1.0 Purpose

Shawnee State University will conduct yearly commencement exercises to honor its graduates. A University committee will plan and organize all aspects of the ceremony.

2.0 The Commencement Committee

2.1 The Commencement Committee for a given year shall be co-chaired by an administrator from the Provost's Office and by the incoming President of the University Faculty Assembly (UFA) or his/her designee.

2.2 In addition to the co-chairs, members of the Commencement Committee shall include:

The Registrar
Four faculty members, one representative from each college
One Student Affairs administrator appointed by the Vice-President of Student Affairs
Three students appointed by the Student Senate
One staff member (involved in making physical arrangements for Commencement) as appointed by the Provost

3.0 Duties of the Commencement Committee and Its Members

3.1 The Commencement Committee will plan, organize, and arrange for all aspects of the commencement ceremony.

3.2 The incoming UFA President and the President of the University will develop a list of potential commencement speakers no later than December 1 of the academic year preceding the commencement.

3.3 The Registrar, as a permanent member of the Commencement Committee, will be responsible for assuring that the mechanics of petitions, clearing for graduation, and diplomas will be properly performed.

RESOLUTION F24-04

**SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION
MEMBER APPOINTMENT**

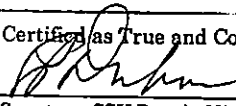
WHEREAS, as the sole member of the Shawnee State University Development Foundation, the board of Trustees of Shawnee State University ratify Foundation policies and members; and

WHEREAS, the Shawnee State University Development Foundation approved a board member replacement at their October 27, 2004 quarterly meeting;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves the appointment of the following member to the Development Foundation Board through 2005:

Jay Prosch (for Dan Mooney)

(December 10, 2004)

Certified as True and Correct	
	1/10/05
Secretary, SSU Board of Trustees	Date

RESOLUTION F25-04

PERSONNEL

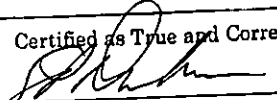
WHEREAS, the University-wide Board policy 5.16 "Approval of Personnel Appointments" establishes the procedure for the approval of those personnel changes requiring action by the Board of Trustees and for the reporting of other personnel actions to the Board; and

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.

(December 10, 2004)

Certified as True and Correct	
	1/19/05
Secretary, SSU Board of Trustees	Date

PERSONNEL ACTION ITEMS

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

DECEMBER 2004 BOT MEETING

Actions submitted for approval, October 1, 2004 through November 30, 2004

(developed from information received in HR Department through December 2, 2004)

ACADEMIC AFFAIRS DIVISION

Appointment – Administration

Brenda Covert, 12-month full-time (1.0 FTE) Manager, B&I Education for University Outreach Services, beginning November 15, 2004, at the grant year salary of \$42,500. Ms. Covert possesses a Master of Science in Business Administration from Morehead State University, a Bachelor of Arts in Business Administration from Ohio University, and an Associate of Applied Business in Accounting from Shawnee State University.

Appointment – Faculty

Rodney Flory, two-quarter full-service temporary Senior Instructor of Social Studies Education for the Department of Teacher Education, beginning January 3, 2005 at the two-quarter salary of \$22,587. Mr. Flory possesses a Master in Technology Education and Master in Economics Education from Ashland University, a Bachelor of Science in Education from Miami University, and certification as a National Board Certified Teacher.

BUSINESS AFFAIRS DIVISION

Nothing to report.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

Nothing to report.

PRESIDENT'S OFFICE

Appointment – Administration

Angela Henderson, 12-month full-time (1.0 FTE) Assistant Director of Development/Alumni Affairs for the Office of Development, beginning November 3, 2004, at the fiscal year salary of \$39,500. Ms. Henderson possesses a Master of Arts in Journalism and a Bachelor of Arts in Broadcast Journalism from Marshall University.

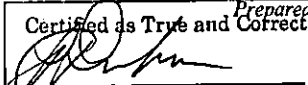
STUDENT AFFAIRS DIVISION

Change of Status – Administration

Paul Michael Canter, change of status from 9-month part-time (.45 FTE) to 9-month full-time (.75 FTE) Counselor for Educational Talent Search, beginning December 1, 2004, at the annualized salary of \$26,550. Mr. Canter possesses a Master of Education in Guidance and Counseling and a Bachelor of Arts in Government from Ohio University.

Per Policy 5.16 Board of Trustees has prior approval for appointment or removal of the position of vice president and creation of all new faculty and administrative positions.

Board of Trustees has subsequent approval for appointment to and removal of all faculty and administrators, establish the compensation for same, and award or deny continuing contracts and promotions for faculty.

Certified as True and Correct	Prepared 12/2/04
	1/19/05
Secretary, SSU Board of Trustees	Date

RESOLUTION F26-04

**APPROVAL OF NEW POSITION
ASSISTANT COORDINATOR OF STUDENT ACTIVITIES AND
RESIDENCE LIFE**

WHEREAS, student housing has experienced continuous resident growth over the past five years; and

WHEREAS, the Office of Student Activities currently includes a Coordinator of Housing and Residence Life position; and

WHEREAS, rapid resident growth has dictated the need to have more campus programs be made available; and

WHEREAS, the Office of Student Activities currently includes a Coordinator of Student Activities; and

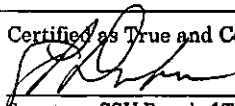
WHEREAS, sufficient funds exist within reserve to fund this position in FY'05; and

WHEREAS, continuous resident growth combined with the need for more campus programs necessitates additional staff in the Office of Student Activities; and

WHEREAS, a new administrative position in the Office of Student Activities has been recommended by the Vice President for Student Affairs and the President concurs;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the creation of a new administrative position, specifically, an Assistant Coordinator of Student Activities and Residence Life position in the Office of Student Activities.

(December 10, 2004)

Certified as True and Correct	
	1/10/05
Secretary, SSU Board of Trustees	Date


**ASSISTANT COORDINATOR OF STUDENT ACTIVITIES AND
RESIDENCE LIFE**

Full-time, 12-month, Live-in, Administrative Position

Estimated Salary: \$23,660 - \$26,831 plus on-campus housing and meal plan
(estimated at \$7,371 value for AY 05)

Estimated Benefits: \$20,166

Total Salary and Benefits: \$46,997
+ 7,371 housing and meal plan
\$54,368

Certified as True and Correct

Secretary, SSU Board of Trustees Date 4/10/05

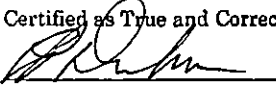
RESOLUTION F27-04

**SUMMER HONORS INSTITUTE FOR GIFTED STUDENTS,
SUMMER OF 2005 GRANTS**

WHEREAS, the grant summarized on the attached 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 the submission of the Summer Honors Institute for Gifted Students, Summer of 2005 Grant renewal.

(December 10, 2004)

Certified as True and Correct	
	1/10/05
Secretary, SSU Board of Trustees	Date

GRANT PROPOSAL SUMMARY

TITLE: Summer Honors Institute for Gifted Students

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: 30%

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 124 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 two separate week-long sessions, July 17-22 and July 24-29, 2005. Students who are accepted into the Institute choose one of several possible course offerings. 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. *See attached for list of courses and faculty.*

NOTE: The Summer Honors Institute awards are made on a competitive basis, with a total of 16 grants to be funded.

BUDGET:

<u>Fund Source</u>	<u>Year One (FY 06)</u>
Grant (\$65,000 base funding, \$2,000 supplement for financial aid)	\$67,000.00
Other (Residential fees - \$275 residential fees x 100 residents - estimated)	27,500.00
University-In Kind	23,930.00
Administrative Support	\$ 9,000
Clerical Support	\$ 1,500
Classroom/Lab Space	\$ 3,750
Recreational Space	\$ 3,500
Miscellaneous (library, phone, cable, TV)	\$ 6,180
TOTAL	\$118,430.00

Certified as True and Correct

Secretary, SSU Board of Trustees
Date <u>1/10/05</u>

RESOLUTION F28-04
REPLACEMENT OF POLICY 5.13
GRANTS MANAGEMENT

WHEREAS, the Vice President for Business Affairs and the Provost recommend replacement of Policy 5.13, Funding from Outside Sources, with a new Policy 5.13, Grants Management; and


WHEREAS, this new policy will help to regularize the grant application and approval process; and

WHEREAS, all constituent groups concur in this proposed policy; and

WHEREAS, the President recommends this change as an enhancement to the management of the grant application and approval process;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby replaces Policy 5.13, Funding from Outside Sources, with attached Policy 5.13, Grants Management, effective December 10, 2004.

(December 10, 2004)

Certified as True and Correct	
	<u>1/10/05</u>
Secretary, SSU Board of Trustees	Date

Shawnee State University

AREA: UNIVERSITY-WIDE POLICY	POLICY NO.: 5.13
	ADMIN. CODE: 3362-5-14
	PAGE NO.: 1 of 2
	EFFECTIVE DATE:
SUBJECT: GRANTS APPLICATION, APPROVAL, AND MANAGEMENT	RECOMMENDED BY: Provost
	APPROVED BY:

1.0 The Office of Grants Management

The Office of Grants Management (OGM) has the mission of facilitating the orderly transmission of information about grant opportunities associated with the state and the federal governments and other agencies. Funding from these sources will be utilized by faculty and staff in the development of teaching, research, public service and other scholarly pursuits for the benefit of the University, its programs, and its students.

1.1 Pre-award: The Office of Grants Management is responsible for stimulating the development of grant applications and contract proposals, consistent with the University's mission, for coordinating the submission of these proposals through University channels to the appropriate external funding agencies.

1.2 Post-award: Once the award has been made, OGM shall provide assistance with the establishment and maintenance of project records, internal and external communications, and monitoring of project budgetary procedures.

2.0 The goals for OGM include the following:

- Stimulate research and public service efforts by faculty, staff, and students.
- Coordinate the development of University procedures which will nurture and encourage research programs and other grant funded programs consistent with the University's mission.
- Act as the University liaison with pertinent funding agencies.
- Coordinate the process by which proposals are approved for transmittal to funding agencies.

3.0 Coordination and Assistance

The Office of Grants Management will coordinate all grants administration with the Development Office in order to maximize funding opportunities and to avoid duplication of effort.

4.0 Grant and Contract Proposals

- 4.1 Before beginning a grant proposal, the principal investigator for any proposal must obtain the appropriate University approvals.
 - 4.1.1 The principal investigator must submit a written summary of the grant proposal to the OGM indicating his or her intent to apply.
 - 4.1.2 OGM will submit the summary for the appropriate University approvals.
- 4.2 Once completed, proposals are submitted to OGM, which serves as the clearing-house for the internal administrative review process and the subsequent submission of the proposal to the funding agency.
- 4.3 After the grant summary proposal is approved, full grant applications may be prepared by the project director or principal investigator and submitted to OGM for University coordination and approval.

5.0 Approvals

To ensure that a grant is (a) consistent with the mission of the University, (b) does not conflict with requests already in progress, and (c) accommodates matching (in-kind or otherwise) requirements, if any, grants require the following approvals:

- 5.1 Draft approval (a brief summary of the proposal) is required at all levels of supervision before the grant writer proceeds with the development of a full proposal. This procedure should indicate the area of interest and a cost calculation reviewed by the Business Office.
 - 5.2 Proposal approval (to send the proposal to a funding agency) is given by the project director's or principal investigator's supervisors, vice-president, and the president.
 - 5.3 Board of Trustee approval before acceptance of the grant if required by the Board's bylaws.
- 6.0 The OGM may accept grants provided the terms of the grant have not been substantially altered since its submission. If the terms of the grant have been substantially altered after submission, acceptance of the grant requires approval as provided in paragraph 5.2 and 5.3 if applicable.

(This policy and policy 5.31 replace the previous policy 5.13 dated 8/28/92)

RESOLUTION F29-04

**POLICY 5.31
SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION
AND THE SHAWNEE STATE UNIVERSITY
DEVELOPMENT OFFICE**

WHEREAS, the Vice President for Business Affairs and the Provost recommend replacement of Policy 5.13, Funding from Outside Sources, with a new Policy for grants management and a separate policy governing the Shawnee State University Development Foundation and Office; and

WHEREAS, this new policy will not significantly change the relationship of the Foundation with the University; and

WHEREAS, this new policy will maintain the Foundation's charge of being the primary fund raiser for the University and the coordinating office for all fund raising efforts on campus; and

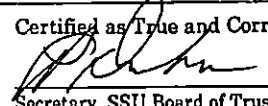
WHEREAS, the Executive Director of the SSU Development Foundation concurs with this policy; and

WHEREAS, all constituent groups concur in this new policy; and

WHEREAS, the President recommends this new policy;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves the attached Policy 5.31, Shawnee State University Development Foundation and the Shawnee State University Development Office, effective December 10, 2004.

(December 10, 2004)

Certified as True and Correct	
	<u>1/10/05</u>
Secretary, SSU Board of Trustees	Date

Shawnee State University

AREA: UNIVERSITY-WIDE POLICY	POLICY NO. 5.31
	ADMIN. CODE 3362-5-31
	PAGE NO. 1 OF 2
SUBJECT: SHAWNEE STATE DEVELOPMENT FOUNDATION AND THE SHAWNEE STATE UNIVERSITY DEVELOPMENT OFFICE	EFFECTIVE DATE:
	RECOMMENDED BY: SSUDF
	APPROVED BY:

1.0 Mission:

The University Development Foundation and the University Development Office have the mission of making friends and raising funds and other forms of financial support for Shawnee State University. These funds will be used in a number of ways to supplement the University budget, and such funds, as well as equipment, property, and other tangibles, will be used solely for the benefit of Shawnee State and its programs.

- 1.1 The Development Office is responsible for developing an awareness in potential donors of the financial needs of Shawnee State University.
- 1.2 On behalf of the University, the Foundation receives support in the form of cash and other intangible and tangible property from individuals, businesses, corporations, foundations, and other organizations.

2.0 Goals:

The University Development Office is committed to:

- Developing a strong circle of philanthropic friends of the University;
- Raising and managing funds for both the general advancement of the University, and in support of specific identified needs of departments and offices;
- Meeting professional and quality standards in all University development activities;
- Maximizing creative and effective efforts to achieve donor financial support; and
- Managing an orderly process for identifying, cultivating, and soliciting prospective donors.

3.0 Coordination:

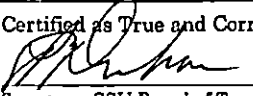
It is the policy of the University to avoid duplication of efforts that adversely affect the University's fund-raising ability and to assist University solicitors in raising funds. Therefore, all fund-raising activities are to be coordinated and approved by the Development Office, which will consult as needed with the President and/or the Development Foundation Board. Normally, the Development Office will carry out solicitations and fund drives on a University-wide basis, trying to access funds that benefit the entire campus community.

Individuals, departments or groups of the University desiring to undertake fund-raising activities, must submit a request to the Development Office with an appropriate

plan—including all materials and a time frame—for review. No fund-raising activities may commence without prior approval of the Development Office.

4.0 Gifts-In-Kind

No gift-in-kind other than library print and non-print materials will be accepted by the University or anyone acting on the University's behalf without prior approval from the Foundation. Anyone accepting a gift-in-kind without prior authorization will be liable for any expenses incurred in disposing of the item, material, equipment, or property if disposal of the item, material, equipment, or property becomes necessary. Library print and non-print materials may be accepted or rejected at the discretion of the Director of Library and Media Services.

Certified as True and Correct	
	1/14/02
Secretary, SSU Board of Trustees	Date

PERSONNEL INFORMATION ITEMS
DECEMBER 2004 BOT MEETING
Changes processed from October 1, 2004 to November 30, 2004
(developed from information received in the HR Department through December 2, 2004 only)

ACADEMIC AFFAIRS DIVISION

Resignation – Faculty

Ken Leighfield, Associate Professor in the Department of Teacher Education, resignation effective November 19, 2004.

BUSINESS AFFAIRS DIVISION

None.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

None.

PRESIDENT'S OFFICE

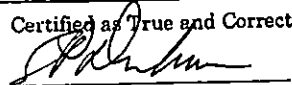
Appointment – Administration

Mistie Spicer, 12-month part-time (.50 FTE) Coordinator of Communications for the Office of Communications beginning January 3, 2005, at the fiscal year salary of \$16,000. Ms. Spicer possesses a Bachelor of Science in Broadcast Journalism from Bowling Green State University.

STUDENT AFFAIRS DIVISION

Retirement – Administration

Tom Charles, Counselor/Academic Skills Specialist in the Student Support Services Program, retirement effective September 1, 2004.

Certified as True and Correct	
	1/19/05
Secretary, SSU Board of Trustees	Date

Per Policy 5.16 Part-time administrative appointments and changes in status for administrative and faculty positions are reported to the Board of Trustees.

Prepared 12/2/04

RESOLUTION E6-04

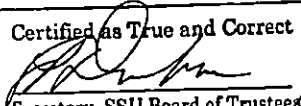
**ACADEMIC YEAR 2004/2005
SCHEDULE OF MEETINGS
FOR THE BOARD AND ITS COMMITTEES**

WHEREAS, the Shawnee State University meets as a public body under Ohio law, with meetings publicized and open to those who wish to attend; and

WHEREAS, a meeting schedule for the remainder of the 2004/2005 academic year has been drafted and reviewed with the Board members, and that Schedule of Meetings is now being recommended for approval;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University adopts the attached Schedule of Meetings for the Board and its Committees for the remainder of the 2004/2005 academic year.

(December 10, 2004)

Certified as True and Correct	
	1/10/05
Secretary, SSU Board of Trustees	Date

**ACADEMIC YEAR 2004/2005
SCHEDULE OF MEETINGS
SHAWNEE STATE UNIVERSITY BOARD OF TRUSTEES
AND ITS COMMITTEES**

Board of Trustees

**Quality of
University
Life**

**Finance &
Facilities**

**Academic
Affairs**

**Executive
Committee**

January 10, 2005 (Monday)
4:00 p.m.
President's Conference Room

February 11, 2005 (Friday)
Selby Board Room
1:15 p.m.

9:45 a.m.
Howard Room

9:15 a.m.
Ketter Room

10:00 a.m.
Founders' Room

March 14, 2005 (Monday)
4:00 p.m.
President's Conference Room

April 15, 2005 (Friday)
Selby Board Room
1:15 p.m.

9:45 a.m.
Howard Room

9:15 a.m.
Ketter Room

10:00 a.m.
Founders' Room

May 9, 2005 (Monday)
4:00 p.m.
President's Conference Room

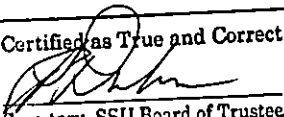
June 10, 2005 (Friday)
Selby Board Room
1:15 p.m.

9:45 a.m.
Howard Room

9:15 a.m.
Ketter Room

10:00 a.m.
Founders' Room

June 11, 2005 (Saturday)
COMMENCEMENT
10:00 a.m.

Certified as True and Correct	
	1/9/05
Secretary, SSU Board of Trustees	Date

RESOLUTION E7-04

APPOINTMENT OF THE ASSISTANT TO THE PRESIDENT POSITION

WHEREAS, it is essential that the University take prudent steps to assure the smooth transition in the Business Affairs Division as the current vice president approaches retirement age; and

WHEREAS, the current vice president, Mr. Roger T. Murphy, has informed the President and the Board of Trustees of his intention to retire effective March 1, 2007; and

WHEREAS, the University is facing significant financial, investment and budgetary matters in the upcoming biennium requiring expertise and sound judgment by an individual who has performed these duties in an exemplary fashion throughout his tenure with the University; and

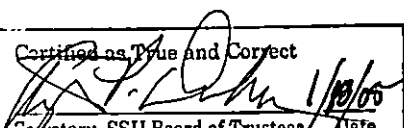
WHEREAS, the search efforts to replace Mr. Murphy as the Vice President for Business Affairs will begin in winter quarter 2005 with anticipated hiring summer 2005; and

WHEREAS, the members of the Board of Trustees value Mr. Murphy's continued advice and counsel and considers it crucial that a stable and orderly transition occurs during this time;

THEREFORE BE IT RESOLVED, the Board of Trustees authorizes that appropriate search efforts be undertaken to hire a replacement for Mr. Murphy as the new Vice President for Business Affairs begin winter quarter 2005 with anticipated hire summer quarter 2005;

BE IT FURTHER RESOLVED, the Board of Trustees authorizes the establishment of the Assistant to the President position and the assignment of Roger T. Murphy to this position through February 28, 2007 under the terms of the attached document.

(December 10, 2004)

Certified as True and Correct

Secretary, SSU Board of Trustees / Date

To allow for a smooth transition in the Vice President for Business Affairs position as Mr. Murphy approaches Ohio retirement eligibility age and to address the needs of the University, the President and Roger Murphy agree to a change in his assignment under the terms of this document.

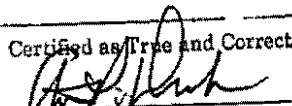
With the approval of the Board of Trustees, the position of Assistant to the President will be established at the December 2004 SSU Board of Trustees meeting. At this same meeting, the Board of Trustees is requested to authorize the assignment of Mr. Murphy to the Assistant to the President position under the terms of this document upon the employment of his replacement through February 28, 2007. The compensation for the Assistant to the President position will be a salary of a minimum of \$109,000 annually with benefits awarded those of full-time administrators. The tasks to be performed are, to a significant extent, of a project nature. Mr. Murphy's work schedules and locations necessary to effectively respond to these assignments will be variable through the period.

A search for the new Vice President for Business Affairs will begin in the winter quarter 2005.

Duties of the Assistant to the President are:

- Serve as a consult to the President and Vice President for Business Affairs on related business affairs matters most specifically in the areas of financial, investments and administrative, as required.
- Serve as the institutional representative to any committees formed by the Office of the Board of Regents involving subsidy formula funding.
- Serve as an institutional representative concerning the liability and property insurance program.
- Mr. Murphy will provide analyses and recommendations concerning administrative and financial projects to the President as requested.
- With joint agreement between Mr. Murphy and the Academic Department, Mr. Murphy may teach up to one course per quarter/semester through the academic year.
- Serve in a consultative capacity for the purpose of enhancing the profitability of areas within the University that either generate revenue or have the potential of generating revenue. Includes developing recommended plans and, at the President's discretion, assists in their implementation.
- May perform other duties as requested by the President. Examples of such other duties may include a role in bargaining, representing the University in meetings with members of the legislature or the Office of the Board of Regents, etc.

The terms of this document will continue through February 28, 2007 irrespective of possible conflicting SSU policy.

Certified as True and Correct

Secretary, SSU Board of Trustees
Date 1/18/05