

**BOARD OF TRUSTEES  
FINANCE AND FACILITIES COMMITTEE**

**August 11, 2006  
9:00 a.m., Founders' Room**

**Agenda**

**1.0 Action Items**

**1.1 McCarthy Re-Employment Resolution F23-06 Action**

Your approval is requested for re-employment of Ann C. McCarthy, under provisions of the Administrative Retirement Incentive Program.

**1.2 Re-employment of Faculty Retirees under ORC 3307.353 Resolution F24-06 Action**

In accordance with ORC 3307.353, your approval is requested to rehire the faculty who have applied for re-employment.

**1.3 Personnel Resolution F25-06 Action**

Per Policy 5.16, your approval is requested of the attached personnel action items.

**1.4 Adjunct Education Benefits, 4.73REV Resolution F26-06 Action**

Your approval is requested to update the Tuition Waivers for Adjunct Faculty Policy 4.73REV.

**2.0 Information Items**

**2.1 Personnel Information**

In accordance with Policy 5.16, Personnel Appointments, the attached listing summarizes personnel action taken between June 12, 2006 and July 24, 2006. All personnel activity is reported in the attached consolidated report.

**2.2 Capital Status Report**

**Information**

The enclosed capital status report reflects current information on each capital project.

**2.3 Center for the Arts**

**Information**

The 4<sup>th</sup> quarter draft financial report for VRCFA is being provided for your review.

## **RESOLUTION F23-06**

### **RE-EMPLOYMENT OF ANN C. McCARTHY**

WHEREAS, Ms. Ann C. McCarthy has fulfilled the requirements of Shawnee State University's Administrative Retirement Incentive Program (ARIP) by making application for re-employment beginning September 1, 2006 through August 31, 2009 and after service retirement under Ohio Public Employees Retirement System (OPERS) effective July 1, 2006; and

WHEREAS, in accordance with O.R. C. § 145.381, Ms. McCarthy's intent to retire and to make application for re-employment to the position of Secretary to the Dean, College of Professional Studies was made public at the June 2006 Shawnee State University Board of Trustees' meeting; and

WHEREAS, Ms. McCarthy has requested and, as required under the ARIP, obtained the approval of the Vice President of Academic Affairs/Provost contingent upon approval by the Board of Trustees to begin re-employment in the capacity of Secretary to the Dean, College of Professional Studies on September 1, 2006 through August 31, 2009; and

WHEREAS, Ms. McCarthy's retirement is subject to Board of Trustees' policies and practices regarding the normal service retirement of University employees and her re-employment is subject to the provisions, conditions and duration stipulated by the ARIP and applicable Board of Trustees policies regarding administrative/ATSS employees; and

WHEREAS, the August 11, 2006 Board of Trustees' meeting in which the action of re-employment is being considered fulfills the O.R. C. § 145.381 requirement to hold a public meeting 15 to 30 days before the re-employment is to commence; and

WHEREAS, the Shawnee State University Board of Trustees has complied with State of Ohio rules and regulations regarding this re-employment action;

THEREFORE BE IT RESOLVED, re-employment of Ms. Ann C. McCarthy to the position of Secretary to the Dean, College of Professional Studies beginning September 1, 2006 through August 31, 2009 and in compliance with all stipulations, conditions and duration of the Shawnee State University ARIP is approved.

(August 11, 2006)

## RESOLUTION F24-06

### RE-EMPLOYMENT OF FACULTY RETIREES

WHEREAS, the University and Shawnee Education Association (SEA) have mutually agreed to a Memorandum of Understanding (MOU) that establishes a Faculty Retirement Incentive Program (FRIP) that provides for re-employment of selected retirees to their same positions under specified conditions for a period not to exceed three (3) years; and

WHEREAS, the University has complied with O.R.C. § 3307.353 by publicly announcing the identification of faculty members who intend to retire and their intentions to make application for re-employment to their same faculty position; and

WHEREAS, the following list of faculty have complied with the provisions of the MOU and the FRIP agreement and have complied with application requirements for re-employment to their same faculty positions effective July 1, 2006; and

WHEREAS, the re-hire of these faculty is subject to Board of Trustees policies and practices and the applicable provisions of the collectively bargained agreement between the parties; and

WHEREAS, the consideration by the Board of Trustees of the applications for re-employment fulfills the O.R.C. § 3307.353 requirement to hold a public meeting 15 to 30 days before the re-employment is to commence;

THEREFORE BE IT RESOLVED, the Board of Trustees approves the re-employment of the following list of faculty retirees to their same faculty positions effective September 7, 2006 and in compliance with the Memorandum of Understanding (MOU) dated May 25, 2006 and the Faculty Retirement Incentive Program (FRIP) Contract.

<u>Employee</u>	<u>Position</u>
Robbie A. Burke	Professor, Business
Catherine F. Chaffin	Professor, Business Administration
Anna R. Gampp	Professor, Nursing
Mary K. Simon	Professor, English

(August 11, 2006)

## **RESOLUTION F25-06**

### **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; and

WHEREAS, this approval is contingent upon all appointees complying with applicable sections of Senate Bill 9 (effective April 14, 2006);

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 11, 2006)

## PERSONNEL ACTION ITEMS

ALL APPOINTMENTS ARE SUBJECT TO ANY CONTINGENCY INCLUDED IN THE WRITTEN OFFERS OF EMPLOYMENT.

### August 2006 BOT MEETING

#### Actions submitted for approval June 12 to July 24

(Developed from information received in HR Department through July 24, 2006)

#### **ACADEMIC AFFAIRS DIVISION**

##### ***Promotion - Administrative***

*Brian D. Saul*, Coordinator of Transfer Student Services for Admissions/Enrollment Management in the Division of Academic Affairs beginning July 1, 2006 at a fiscal-year salary of \$39,796. Mr. Saul possesses a Bachelor of Arts in Social Sciences degree from Shawnee State University and has previously served as an Admission's Officer at the University for six years.

##### ***Appointment - Faculty***

*Theresa Jackson*, full-service Senior Instructor in the Department of Nursing for the Division of Academic Affairs beginning September 7, 2006 at an academic year salary of \$38,850 or as otherwise determined under the SSU-SEA collective bargained agreement. Ms. Jackson possesses a Masters of Science in Nursing from the University of Phoenix and a Bachelor of Science in Nursing from Marshall University.

*Ann Linden*, one-year full-service temporary, Senior Instructor in the Department of English/Humanities for the Division of Academic Affairs beginning September 7, 2006 at an academic year salary of \$31,650 or as otherwise determined under the SSU-SEA collective bargained agreement. Ms. Linden possesses a Master of Fine Arts in Theatre History and Criticism from The Catholic University of America and a Bachelor of Arts in Theatre from Arizona State University.

*Christopher Meade*, full-service Assistant Professor in the Department of Natural Sciences for the Division of Academic Affairs beginning September 7, 2006 at an academic year salary of \$41,550 or as otherwise determined under the SSU-SEA collective bargained agreement. Dr. Meade possesses a Doctorate in Neuroscience from Kent State University and a Bachelor of Science in Psychobiology from Westminster College.

*Amanda Page*, one-year full-service temporary, Senior Instructor in the Department of English/Humanities for the Division of Academic Affairs beginning September 7, 2006 at an academic year salary of \$31,650 or as otherwise determined under the SSU-SEA collective bargained agreement. Ms. Page possesses a Master of Fine Arts in Creative Writing from the University of Alabama and a Bachelor of Specialized Studies in Writing from Ohio University.

#### **BUSINESS AFFAIRS DIVISION**

*Nothing to report.*

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

*Nothing to report.*

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

##### ***Conditional Appointment - Administrative***

*Mandilyn Hart*, Associate Director of Development for Major and Planned Gifts in the Division of Central Administration beginning July 5, 2006 at a fiscal year salary of \$60,000. Ms. Hart possesses an Associate's Degree in Accounting from the University of Kentucky and is a certified Trust and Financial Advisor specializing in Estate, Trust and Charitable Planning. The continuation Ms. Hart's employment is conditional upon her active pursuit of a bachelor's degree from a regionally accredited institution.

#### **STUDENT AFFAIRS DIVISION**

*Nothing to report.*

**RESOLUTION F26-06**

**POLICY 4.73REV, TUITION WAIVER FOR ADJUNCT FACULTY**

WHEREAS, the University is expanding into graduate programs and converting to a semester calendar system; and

WHEREAS, University Policy 4.73 does not establish firm guidelines as to qualifications for adjunct faculty to participate in the tuition waiver program; and

WHEREAS, the current policy limited the benefit of tuition waiver for adjunct faculty to the same quarter in which they taught courses; and

WHEREAS, the Provost and the President recommend this change in the policy which will provide more flexibility in the program and conform it to the new academic calendar;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves Policy 4.73REV, attached hereto, effective August 11, 2006.

(August 11, 2006)

# Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO. 4.73 REV. ADMIN. CODE 3362-4-44 PAGE NO. 1 OF 1 EFFECTIVE DATE: 8-11-06
SUBJECT:	TUITION WAIVER FOR ADJUNCT FACULTY	RECOMMENDED BY: BUSINESS AFFAIRS APPROVED BY:

It is the policy of Shawnee State University to allow a tuition waiver for one undergraduate course/term to any adjunct faculty member who has taught at least 9 semester credits or 12 quarter credits (or the equivalent combination of semester and quarter credits) within the immediate previous four complete fiscal years and is an adjunct faculty member during the fiscal year in which he or she elects to take a course.

## 1.0 Definitions

"On-campus tuition waiver benefits" apply to Shawnee State University undergraduate fees only, and do not cover special fees such as lab fees. An adjunct faculty member is entitled to an on-campus undergraduate tuition benefit for one course per term, "one course" being a single class for credit and carrying five or fewer credit hours.

## 2.0 Requirements and Limitations

The adjunct faculty member may enroll in undergraduate classes during the regular registration process, and no special provisions will be made for him or her to enroll in a course. Such enrollees will not be counted in determining minimum class size requirements, nor will additional sections be added to accommodate them.

Programs or classes which have special admission requirements or class size limitations will be available to such enrollees in the same way they are available to the student body, and enrollees will be required to compete for admission into these programs or courses with other student applicants.

## 3.0 Procedures

- 3.1 Any adjunct faculty member desiring to take a Shawnee State University undergraduate class under this on-campus tuition benefit policy shall obtain and complete the appropriate form.
- 3.2 At least one week prior to early registration, an adjunct faculty member should submit his/her fee waiver benefit form to his/her division chairperson or dean, for approval, review and final processing by the Financial Aid Office.

**PERSONNEL INFORMATION ITEMS**  
**AUGUST 2006 BOT MEETING**  
**Changes processed from June 12 to July 24, 2006**  
(Developed from information received in the HR Department through July 24, 2006)

***ACADEMIC AFFAIRS DIVISION***

***End of Contract - Faculty***

*Elizabeth Jenkins*, Senior Instructor in the Department of Teacher Education, expiration of temporary contract effective June 13, 2006.

*Suella Slibeck*, Senior Instructor in the Department of Teacher Education, expiration of temporary contract effective June 13, 2006.

***Resignation – Administration***

*Megan Horne*, Manager of University Outreach Services, resignation effective July 14, 2006.

***Resignation - Faculty***

*Stephanie Mazerolle*, Assistant Professor of Athletic Training for the Department of Health Sciences, resignation effective June 29, 2006.

***BUSINESS AFFAIRS DIVISION***

None.

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

None.

***PRESIDENT'S OFFICE***

***Change of Status - Administration***

*Roger Murphy*, Vice President of Business Affairs, status change to Assistant to the President, effective July 1, 2006 through retirement effective date March 1, 2007 as ratified in BOT Resolution E7-04

***STUDENT AFFAIRS DIVISION***

None.

STATUS OF PROJECTS THROUGH JULY

31, 2006

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ITEM	PROJECT NO.	TITLE	PROJ.	PHASE	STATUS	SCHEDULE % COMP.	REMARKS
				TYPE			NEXT ACTION
1.	Commons Plaza		C/D	I	20%	Design	Architectural firm identified.
2.	Health Sciences Bldg. B		IV		95%	Occupancy/Acceptance	Dental lab temporary occupancy complete in many areas. New HVAC equipment and sprinkler system complete. Most life safety systems installed and tested. Punch list developed.
3.	Facilities Office		B	III	35%	Construction	New offices for the Facilities Department to be developed. Schematic drawings Project reviewed. Construction drawings started.
4.	Campus Master Plan		F	II	45%	Occupancy/Accepted	Committees have met and supplied information to the consultant. Project Planning Committee is meeting regularly to monitor progress.
5.	University Center		F	I	95%	Design	Revised square footage and budget approved by Planning Committee. Models and renderings being evaluated.
6.	Rhodes Center		B	I	25%	Design	Short list of A/E firms developed. Interviews to be scheduled for August, 2006. Rehabilitation

Capital Construction Codes

	PROJECT TYPES	PROJECT PHASES
	A-NEW CONSTRUCTION	I-PROGRAMMING
	B-REMODELING	II-DESIGN
	C-SITEWORK/CIVIL	D-LANDSCAPING
IV-CONSTRUCTION		III-BID DOCUMENTS
	E-INTERNALLY FUNDED CAPITAL PROJECTS	V-OCCUPANCY/ACCEPTED
	F-CONSULTING	

**VERN RIFFE CENTER FOR THE ARTS PACE  
REPORT**

**July, 2005 Through June, 2006**

		FISCAL YEAR					ACTUAL	ACTUAL		
		2004-2005	BUDGET				THROUGH	THROUGH		
		ACTUAL	2005-2006	Difference	%		June, 2005	June, 2006	Difference	%
<b>REVENUE</b>										
	UNIVERSITY GF	\$177,993	\$213,780	\$35,787	20.1%		\$177,993	\$218,554	\$40,561	22.8%
	GIFTS	\$147,050	\$145,750	(\$1,300)	-0.9%		\$147,050	\$143,356	(\$3,694)	-2.5%
	GATE	\$356,582	\$385,668	\$29,086	8.2%		\$356,582	\$309,923	(\$46,659)	-13.1%
	OTHER INCOME	\$33,109	\$20,077	(\$13,032)	-39.4%		\$33,109	\$24,360	(\$8,749)	-26.4%
	<b>TOTAL REVENUE</b>	<b>\$714,734</b>	<b>\$765,275</b>	<b>\$50,541</b>	<b>7.1%</b>		<b>\$714,734</b>	<b>\$696,193</b>	<b>(\$18,541)</b>	<b>-2.6%</b>
<b>EXPENDITURES</b>										
	COMPENSATION	\$681,354	\$683,325	\$1,971	0.3%		\$681,354	\$699,989	\$18,635	2.7%
	OTHER	\$81,257	\$81,950	\$693	0.9%		\$81,257	\$85,667	\$4,410	5.4%
	<b>TOTAL EXPENDITURES</b>	<b>\$762,611</b>	<b>\$765,275</b>	<b>\$2,664</b>	<b>0.3%</b>		<b>\$762,611</b>	<b>\$785,656</b>	<b>\$23,045</b>	<b>3.0%</b>
						Difference	(\$47,877)	(\$89,463)	(\$41,586)	86.9%