

**BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE**

**September 14, 2012
9:00 a.m., University Center, Room 214**

Agenda

1.0 Action Items

1.1 Policy on Policies and Procedures 5.00 Rev Resolution F20-12 Action

Policy 5.00Rev, Policy on Policies and Procedures, is submitted for approval.

1.2 FY13 Administrative Staff Wage/Salary Adjustments Resolution F21-12 Action

This resolution proposes salary adjustments for eligible administrative staff.

1.3 SSU/SEA Collectively Bargained Agreement Resolution F22-12 Action

This resolution proposes adoption of the tentatively accepted SSU/SEA collectively bargained agreement (CBA) for the period of 2012 through 2015.

2.0 Information Items

2.1 Personnel Information

In accordance with Policy 5.16Rev, President's Authority University Personnel Actions, the attached listing summarizes personnel action(s). All personnel activity for the dates reported is in the attached consolidated report.

2.2 Investment Report Information

The University's investment performance will be reviewed for the date reported.

2.3 Capital Status Report Information

The capital status report provides an update on major capital projects.

2.4 FY12 General Fund Revenue and Expenditures Report Information

The draft FY 2012 general operating fund results will be presented.

2.5 VRCFA Revenue and Expenditures Report Information

The draft FY 2012 Vern Riffe Center for the Arts revenue and expenditures report will be reviewed.

2.6 Temporary Renaming of Former Bookstore Information

The former bookstore building located between Massie Hall and the University Center has been temporarily designated as the Administration Annex.

3.0 Education

A briefing on the status of an ongoing strategic review of the Department of Human Resources will be presented.

RESOLUTION F20-12

POLICY ON POLICIES AND PROCEDURES, POLICY 5.00 REV

WHEREAS, policies approved by the Board of Trustees reflect the Board's principles for University governance and provide direction to the University administration; and

WHEREAS, an updated Board Policy on Policies and Procedures will provide necessary guidance for the Administration's systematic review of institutional policies to remove outdated policies, and to modify and update policies; and

WHEREAS, the Policy on Policies and Procedures, Policy 5.00 was last reviewed and submitted for Board approval on February 25, 1990; and

WHEREAS, the procedures established to comply with the revised policy are provided for informational purposes;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves Policy 5.00 REV, Policy on Policies and Procedures.

(September 14, 2012)

Shawnee State University

SUBJECT: POLICY ON POLICIES AND PROCEDURES	POLICY NO. : ADMIN CODE: PAGE NO.: EFFECTIVE DATE: NEXT REVIEW DATE: RESPONSIBLE OFFICER(S): APPROVED BY:	5.00REV 3362-5-01 1 of 2 09/14/12 09/14/15 PRESIDENT BOT
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1.0 PURPOSE

- 1.1 The purpose of this policy is to ensure a uniform process for the adoption and review of Board of Trustees approved policies and the establishment of supporting procedures.
- 1.2 Board of Trustees approved policies reflect the Board's principles for University governance and set direction for decision-making and accountability. The University administration is responsible for establishing procedures to amplify and implement Board approved policies.

2.0 POLICIES SUBJECT TO BOARD APPROVAL

- 2.1 In general, policies that address subjects of significance to the University or that could substantially impact the University are appropriate for Board review and approval.
- 2.2 Policy subjects that are appropriate for Board of Trustee approval include, but are not limited to, the following:
 - a) Core functions of the university
 - b) Matters that are required by law to be the direct responsibility of the Board;
 - c) Matters that address major state or federal requirements;
 - d) Matters that could utilize significant University resources;
 - e) Auxiliary operations of the university; and
 - f) Matters that are directed by the Board.
- 2.3 Board policies may only be amended or rescinded with approval of the Board of Trustees.

3.0 PROCEDURES

University administrators, under the direction of the President, are responsible for creating procedures to effectively implement Board of Trustees approved policies. Procedures will be created, pursuant to the applicable Board policy and may also be created to appropriately administer any Board policy.

4.0 POLICY & PROCEDURE FORMULATION AND REVIEW PROCESS

- 4.1 The President is responsible for establishing a procedure to implement this policy that will identify a system and process for developing new policies for Board of Trustees approval and to ensure the regular review of existing Board policies. The President is also responsible for establishing a similar process for procedures.
- 4.2 The President will report, at least annually, to the Board of the administration's review of existing policies and procedures.

History: Replaces 5.00 (*Eff. 2/25/90*)

INFORMATION ONLY

PROCEDURE TITLE:	POLICY AND PROCEDURE SYSTEM AND REVIEW PROCESS
RELATED POLICY:	5.00REV
PAGE NO.:	1 OF 3
RESPONSIBLE OFFICER(S):	PRESIDENT
EFFECTIVE DATE:	09/14/12
NEXT REVIEW DATE:	09/14/15
APPROVED BY:	PRESIDENT

This procedure serves to amplify and implement Policy on Policies 5.00Rev.

1.0 POLICY AND PROCEDURE CATALOGUE AND REVIEW SCHEDULE

1.1 The President's Office is responsible for maintaining all current and former policies and procedures and for establishing and maintaining an official schedule for the regular review of all current policies and procedures.

1.2 The initial review date for policies and procedures will be determined at the time of enactment. Future review dates will be determined at the conclusion of each review period.

2.0 PROCESS FOR INITIATING, DRAFTING AND REVIEW OF NEW, AMENDED AND RESCINDED POLICIES/PROCEDURES

2.1 Initiating policies and procedures.

A proposal for a new or amended policy or procedure or the rescission of an existing policy or procedure may be initiated by the President, a Vice President or other administrator who is a direct report to the President. All proposals will be submitted to the President.

2.1.1 All policy proposals will include the following:

- a) the reason or need for the new or amended policy/procedure or reason for rescission;
- b) a basic outline of the proposed policy/procedure
- c) identification of the university offices and/or constituencies affected

INFORMATION ONLY

2.1.2 Review of policy proposal

2.1.2.1 All policy and procedure proposals will initially be reviewed by the President, Vice Presidents and the General Counsel, to determine whether the subject matter and scope are appropriate as a Board policy; and if appropriate, whether a procedure should be created simultaneously.

2.1.2.2 The following will also be identified during the initial review of the proposal:

- a) The administrators who would be responsible for administering the proposed policy and/or procedure
- b) The affected university units and constituencies ;
- c) University administrators, employees, units and groups who should be involved in the review of the draft policy and/or procedure;
- d) Expected time frame for developing a final draft of the policy and/or procedure.

2.2 Drafting and Comment Process

If the proposal is approved to move forward, the appropriate Vice President(s) for the subject area will be responsible for the creation of a draft policy and/or procedure and assuring the circulation of the draft to the appropriate University units, individuals and/or groups for comment within the allotted time frame.

3.0 APPROVAL PROCESS

3.1 The final draft of all proposed policies will be submitted to the President or President's designee for final review.

3.2 All proposed policies must receive the President's recommendation prior to submission to the Board of Trustees for approval.

INFORMATION ONLY

3.3 All proposed procedures must be approved by the President prior to adoption.

3.4 The University official(s) or administrator(s) responsible for administering the policy/procedure and future review will be identified in the caption box of each policy and procedure.

4.0 FORM TEMPLATE FOR POLICIES AND PROCEDURES

4.1 A standardized template will be used for all new and amended policies and procedures.

4.2 The policy template will include the following information: the policy number, the administrative code number as recognized by the Legislative Service Commission (LSC); the effective date, the next review date, the officers or administrators who have primary responsibility for administration and future review, the initial approval date, and amendment dates.

4.3 The procedure template will include the following information: the related policy, the responsible officers or administrators responsible for administration and future review, the effective date, and the next review date, the initial approval date, and amendment dates.

5.0 POSTING CURRENT POLICIES AND PROCEDURES

5.1 All current policies and procedures will be made readily available to the public. Each policy and procedure will be assigned an official number and will be numerically and categorically listed.

Initial approval date: 09/14/12

RESOLUTION F21-12

APPROVAL OF FY2013 ADMINISTRATIVE STAFF SALARY INCREASE

WHEREAS, University administrative staff include the employment categories of administrators, administrative technical support staff (ATSS), and department of public safety personnel; and

WHEREAS, the University is committed to its long-term strategic efforts that provide for establishing and sustaining competitive administrative salaries essential to recruit and retain professional staff; and

WHEREAS, a review of national salary surveys for comparable institutions revealed average increases ranging from 1.5% to 2.5%; a review of other Ohio universities revealed increase pools of 2% for those awarding raises; and

WHEREAS, the President has reviewed all relevant data and recommends a salary adjustment for eligible administrative staff that responds to the University's salary strategies and acknowledges relevant market data;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves a 2.0% increase in base salaries and wages for eligible administrative staff in accordance with applicable Board policies, effective July 1, 2012.

(September 14, 2012)

RESOLUTION F22-12

APPROVAL OF SHAWNEE STATE UNIVERSITY AND SHAWNEE EDUCATION ASSOCIATION 2012-2015 COLLECTIVELY BARGAINED AGREEMENT

WHEREAS, in accordance with O.R.C. 4117, formal negotiating sessions were held with the University (SSU) and Shawnee Education Association (SEA) resulting in the parties reaching a tentatively accepted agreement regarding wages, terms, and conditions of employment; and

WHEREAS, the tentative agreement was ratified in its entirety by the SEA membership;
and

WHEREAS, the President recommends that the Board of Trustees approve the tentative agreement;

THEREFORE BE IT RESOLVED that the Board of Trustees approves the 2012 – 2015 SSU/SEA collectively bargained agreement and extends its appreciation to the members of both negotiating teams.

(September 14, 2012)

PERSONNEL INFORMATION ITEMS
SEPTEMBER 2012 BOT MEETING
Changes processed June 23 to August 23, 2012
(Developed from information received in the HR Department through August 23, 2012)

DIVISION OF ACADEMIC AFFAIRS

Appointment– Administrative

Charlotte E. Moore, Project Director of the 21st Century Community Learning Center in the Department of Outreach Services, beginning August 6, 2012, at a fiscal year salary of \$46,255. Ms. Moore possesses a Bachelor of Science in Education from Ohio University and has been involved with the program since its inception in 1999.

Appointment/Promotion – Administrative

Amanda M. Hedrick, promotion to Head Teacher at the Dr. Miller & Genevieve Toombs Children's Learning Center (CLC), effective August 13, 2012, at a salary of \$38,223. Ms. Hedrick possesses a Master of Arts in Adult Learning and Higher Education from Morehead State University and a Bachelor of Science in Human Ecology from the Ohio State University. She has served as a Classroom Teacher in the CLC since 2000.

Change of Status – Administrative

Jeanna L. Heresh, change of status from part-time to full-time Classroom Teacher at the Dr. Miller & Genevieve Toombs Children's Learning Center (CLC), effective August 13, 2012, at a salary of \$24,777. Ms. Heresh possesses a Bachelor of Science in Early Childhood Education and a Bachelor of Arts in Social Sciences from Shawnee State University. She has served as a part-time Classroom Teacher in the CLC since 2011.

Appointment – Faculty

Dr. Sarah M. Colvin-Minter, full-time Instructor in the Department of Natural Sciences, effective August 20, 2012, at an academic year salary of \$42,650. Dr. Colvin-Minter possesses a Doctorate in Entomology from the University of Kentucky and a Bachelor of Science in Biology and a Bachelor of Science in Chemistry from Shawnee State University.

Dr. F. Carl Daehler, full-service, one-year temporary Assistant Professor in the Department of Fine, Digital, and Performing Arts, effective August 20, 2012, at an academic year salary of \$55,250. Dr. Daehler possesses a Doctorate of Musical Arts, a Master of Music Education, and a Bachelor of Music Education from the University of Michigan. He previously served as Executive Director of the Vern Riffe Center for the Arts since 1995.

Dr. Amy L. Dugan, full-time Instructor in the Department of Natural Sciences, effective August 20, 2012, at an academic year salary of \$43,550. Dr. Dugan possesses a Doctorate in Molecular & Cellular Physiology from the University of Cincinnati and a Bachelor of Science in Health Education from the University of Dayton.

Dr. Jerry L. Ross, full-service Assistant Professor of Physics in the Department of Natural Sciences, effective August 20, 2012, at an academic year salary of \$43,550. Dr. Ross possesses a Doctorate in Mechanical Engineering from Michigan Technological University and a Bachelor of Science in Physics, Bachelor of Science in Mathematics, and Bachelor of Arts in Theatre and Dance from Alma College (MI).

Dr. Dan R. Shope, full-service, one-year Visiting Professor in the Department of Social Sciences, effective August 20, 2012, at an academic year salary of \$52,550. Dr. Shope possesses a Doctorate in American Culture Studies from Bowling Green State University, a Master of Arts in Sociology from Marshall University, and a Bachelor of Science in Social Science from the University of Rio Grande.

Dr. Stanley E. Workman, full-service, one-year temporary Instructor of Music in the Department of Fine, Digital, and Performing Arts, effective August 20, 2012, at an academic year salary of \$48,050. Dr. Workman possesses a Doctorate in Musical Arts in Voice Performance from the Ohio State University, a Master of Music in Voice Performance from the University of Memphis, and a Bachelor of Music in Voice Performance from Kent State University.

Heather M. Waugh, full-time Senior Instructor in the Department of Mathematical Sciences, effective August 20, 2012, at an academic year salary of \$35,450. Ms. Waugh possesses a Master of Science in Applied Statistics from New Mexico State University and a Bachelor of Science in Mathematics from Shawnee State University.

PERSONNEL INFORMATION ITEMS
SEPTEMBER 2012 BOT MEETING
Changes processed June 23 to August 23, 2012
(Developed from information received in the HR Department through August 23, 2012)

DIVISION OF FINANCE & ADMINISTRATION

Appointment – Administrative

Robert W. Pratt, Police Sergeant in the Department of Public Safety, effective August 13, 2012, at a fiscal year salary of \$48,000. Sergeant Pratt possesses a Bachelor of Science in Criminal Justice and an Associate Degree in Applied Science Law Enforcement Technology from Ohio University and has over twenty-six (26) years' experience in law enforcement. He most recently served the University as Chief of Security for three years.

PRESIDENT'S OFFICE / CENTRAL ADMINISTRATION

Appointment – Administrative

Justin M. Grube, Coordinator of Sports Information & Game Management in the Department of Athletics, effective July 23, 2012, at a salary of \$31,910. Mr. Grube possesses a Bachelor of Science in Sports Management from Alvernia University (Reading, PA).

Defined Period Appointment - Administrative

Chris M. Moore, Athletics/Admissions Officer, effective August 20, 2012 through August 20, 2013, at a salary of \$29,250. Mr. Moore possesses a Bachelor of Arts in Political Science from Central Washington University and has served as the University's Assistant Baseball Coach since 2007.

DIVISION OF STUDENT AFFAIRS

Appointment – Administrative

Carla R. Daniels, Coordinator of Student Activities and Cross Cultural Inclusion, effective August 13, 2012, at a fiscal year salary of \$38,000. Ms. Daniels possesses a Master of Science in Education from Southern Illinois University and a Bachelor of Arts in Mass Media from Washburn University (Topeka, KS).

CHARLOTTE E. MOORE

455 TURKEY FOOT TOWNSHIP ROAD, WHEELERSBURG, OH 45694

POSITION OFFERED

Project Director, 21st Century Community Learning Centers

Effective Date: August 6, 2012

EDUCATION

Bachelor of Science, Education 1973
Ohio University

RELATED EXPERIENCE

Instructor, Adult Basic Literacy Education (ABLE) 2011 - Present
Scioto County ABLE

Site Coordinator, 21st Century Community Learning Center 1999 - 2008
Bloom-Vernon Local Schools

Local Evaluator 2003 - 2008
Scioto County 21st Century Community Learning Centers

Even Start/Family Literacy Coordinator 1997 - 2011
Bloom-Vernon Local Schools

Teacher 1969 - 1997
Bloom-Vernon Local Schools

NOTABLE AWARDS AND SERVICE

Family Literacy Award Recipient 2002
State of Ohio

21st Century Community Learning Center "Best Practice Award" 2002 - 2003
State of Ohio 21st Century Community Learning Centers

Co-President
First Book of Scioto County

Past Board Member
Scioto County Habitat for Humanity

Past Board Member
4-H Advisory Board

AMANDA M. HEDRICK

326 OAKWOOD AVENUE, WEST PORTSMOUTH, OH 45663

POSITION OFFERED

Head Teacher, Children's Learning Center

Effective Date: August 13, 2012

EDUCATION

Master of Arts, Adult Learning and Higher Education <i>Morehead State University</i>	2001
Bachelor of Science, Human Ecology <i>Ohio State University</i>	2000

TEACHING & RELATED EXPERIENCE

Preschool Teacher, Children's Learning Center (CLC) <i>Shawnee State University</i>	2000 – Present
Adjunct Faculty, Teacher Education <i>Shawnee State University</i>	2001 – Present
Consultant/Trainer <i>Child Care Resource Network</i>	2002 – Present
Teacher/Trainer <i>Giggles and Wiggles Child Care Center</i>	1998 – 2000

PROFESSIONAL AFFILIATIONS AND VOLUNTEER ACTIVITIES

National Association for the Education of Young Children <ul style="list-style-type: none">• <i>Member</i>• <i>Presenter, OAEYC Annual Conference – 2004</i>• <i>Awarded National Accreditation – 2004</i>• <i>Conference Scholarship Recipient – 2012</i>	2000 - Present
SSU Children's Learning Center (CLC) <ul style="list-style-type: none">• <i>Advisory Council Member</i>• <i>Book Fair Chairperson</i>• <i>Toy Drive Founder</i>• <i>Playground Committee Member</i>	2000 - Present

JEANNA L. HERESH

569 PINE LANE, LUCASVILLE, OH 45648

POSITION OFFERED

Classroom Teacher, Children's Learning Center (CLC)

Effective Date: August 13, 2012

EDUCATION

Bachelor of Science, Early Childhood Education 2011
Shawnee State University

Bachelor of Arts, Social Sciences 2003
Shawnee State University

TEACHING AND RELATED PROFESSIONAL EXPERIENCE

Part-time Classroom Teacher, Children's Learning Center (CLC) 2011 - Present
Shawnee State University

Teaching Assistant, Children's Learning Center (CLC) 2010
Shawnee State University

Substitute Teacher 2003 - 2008
South Central Ohio Educational Service Center

AWARDS

Recipient of the Dr. Miller and Genevieve Toombs Children's Learning Center "SPIRIT" Award for the Teaching Assistant of the Year (2011).

DR. SARAH M. COLVIN-MINTER

3250 IRON WORKS PIKE, UNIT 8, LEXINGTON, KY, 40511

POSITION OFFERED

Instructor, Department of Natural Sciences

(Full-time Instructor appointment)

Start Date: August 20, 2012

EDUCATION

Doctor of Philosophy, Entomology <i>University of Kentucky</i>	2011
Bachelor of Science, Biology <i>Shawnee State University</i>	2007
Bachelor of Science, Natural Sciences (Chemistry Concentration) <i>Shawnee State University</i>	2007

TEACHING AND PROFESSIONAL EXPERIENCE

Adjunct Faculty <i>Bluegrass Community and Technical College</i>	2011 - Present
Science Education Coordinator <i>Lexington's Children Museum</i>	2011 - 2012
Senior Laboratory Technician <i>Yeagan Laboratory - University of Kentucky</i>	2007 - 2011
Teaching Assistant, Department of Entomology <i>University of Kentucky</i>	2007 - 2011
Teaching Assistant <i>Shawnee State University</i>	2006 - 2007

DISSERTATION

Title: *Tritrophic effects of milkweed species on natural enemies of *Aphis nerii*.*
Concretion of insect-plant relationships and ecosystem interactions. University of Kentucky, 2011.

DR. F. CARL DAEHLER

1902 FRANKLIN STREET, PORTSMOUTH, OH, 45662

POSITION OFFERED

Assistant Professor, Department of Fine, Digital, & Performing Arts

(one year, full-service temporary appointment)

Start Date: August 20, 2012

EDUCATION

Doctorate of Musical Arts <i>University of Michigan</i>	1979
Master of Music Education <i>University of Michigan</i>	1971
Bachelor of Music Education <i>University of Michigan</i>	1970

TEACHING AND RELATED PROFESSIONAL EXPERIENCE

Executive Director, Vern Riffe Center for the Arts <i>Shawnee State University</i>	1995 - 2012
Artistic Director & Executive Director <i>Ann Arbor Chamber Orchestra</i>	1978 - 1989
President <i>The Michigan Theater – Ann Arbor, MI</i>	1980 - 1984
Instructor & Conducting Faculty <i>Eastern Kentucky University</i>	1972 - 1974
Instructor & Conducting Faculty <i>University of Massachusetts</i>	1971 - 1972

NOTABLE MEMBERSHIPS

Member, Ohio Arts Council	1993 - 1996
Member, Michigan Council for the Arts	1985 - 1988
State Elected Board Member, Association of Michigan Arts Councils	1982 - 1984

Note: This summary contains a partial record of the candidate's full qualifications. A complete resume/vita can be obtained in the Human Resources Office located in Administration Building, Room 016.

DR. AMY L. DUGAN

4021 GREATUS DR., HAMILTON OH, 45011

POSITION OFFERED

Instructor, Department of Natural Sciences

(Full-time Instructor appointment)

Start Date: August 20, 2012

EDUCATION

Doctor of Philosophy, Molecular and Cellular Physiology <i>University of Cincinnati</i>	2003
Bachelor of Science, Health Education <i>University of Dayton</i>	1996
Associate of Science, Dental Hygiene <i>Sinclair Community College</i>	1989

TEACHING AND RESEARCH EXPERIENCE

Adjunct Instructor, Anatomy, Physiology & Human Biology <i>Cincinnati State Technical College</i>	2011 - Present
Adjunct Instructor, Anatomy, Physiology & Pathophysiology <i>Miami University</i>	2010 - Present
Research Scientist <i>University of Cincinnati</i>	2008 - Present
Part-time Instructor, Microbiology, Anatomy & Physiology <i>Sinclair Community College</i>	2005 - Present
Adjunct Instructor, Pathophysiology & Physiology <i>University of Cincinnati</i>	2009 - 2011
Postdoctoral Fellow <i>Shriner's Hospital - Cincinnati, OH</i>	2004 - 2007
Postdoctoral Fellow <i>University of Cincinnati</i>	2003 - 2007

NOTABLE MEMBERSHIPS AND HONORS

Review Board Member – Journal of Pediatric Biochemistry	2010 - Present
Lindberg Award for Best Scientific Paper – American Burn Association	2009

Note: This summary contains a partial record of the candidate's full qualifications. A complete resume/vita can be obtained in the Human Resources Office located in Administration Building, Room 016.

DR. JERRY L. ROSS

57796 ROMAN DR., WASHINGTON, MI, 48094

POSITION OFFERED

Assistant Professor, Department of Natural Sciences

(Full-Service Appointment)

Start Date: August 20, 2012

EDUCATION

Doctor of Philosophy, Mechanical Engineering 2011
Michigan Technological University

Bachelor of Arts, Theatre and Dance
Alma College

Bachelor of Science, Mathematics
Alma College

Bachelor of Science, Physics
Alma College

TEACHING AND PROFESSIONAL EXPERIENCE

Associate Research Physicist – Post-Doctoral Fellow 2010 - 2011
Princeton Plasma Physics Laboratory

Graduate Research Assistant 2004 - 2010
Ion Space Propulsion Laboratory

Curriculum Developer 2003 - 2004
Michigan Technological University

Graduate Teaching Assistant 2003 - 2007
Michigan Technological University

NOTABLE HONORS

Art of Science - Grand Prize Winner – Princeton University 2010

Grant writer for the Greater Philadelphia Innovative Cluster (GPIC) 2010
for Energy Efficient Buildings – Awarded \$129 million by the
Department of Energy

DR. DAN R. SHOPE

108 WILDWOOD DRIVE, MURRAY, KY 42071

POSITION OFFERED

Visiting Professor, Department of Social Sciences

(One-year, full-service appointment)

Effective Date: August 20, 2012

EDUCATION

Doctor of Philosophy, American Culture Studies <i>Bowling Green State University</i>	2007
Master of Arts, Sociology <i>Marshall University</i>	1993
Bachelor of Science, Social Science <i>University of Rio Grande</i>	1990

TEACHING AND PROFESSIONAL EXPERIENCE

Assistant Professor of Sociology, Sociology Program, Department of Government, Law, and International Affairs <i>Murray State University</i>	2008 - 2012
Full-time Instructor, Department of Sociology <i>Bowling Green State University</i>	2005 - 2008
Graduate Teaching Assistant, Department of Sociology <i>Bowling Green State University</i>	2001 - 2004
Adjunct Faculty, Department of Social Sciences <i>Shawnee State University</i>	2000 - 2001
Assistant Professor, Department of Sociology & Anthropology <i>Marshall University</i>	1998 - 2000
Full-time Instructor, Dept. of Sociology, Social Work & Criminology <i>Morehead State University</i>	1993 - 1995

DISSERTATION

Title: *Shattered Glass and Broken Dreams: Utilizing the Works of Michel De Certeau to Analyze Coping Mechanisms and Overt Forms of Resistance among Glass Workers in Huntington, WV.* Bowling Green State University, 2007.

DR. STANLEY E. WORKMAN

1421 PARK AVENUE, PORTSMOUTH, OH 45662

POSITION OFFERED

Instructor of Music, Department of Fine, Digital, and Performing Arts

(One-year, full-service temporary appointment)

Effective Date: August 20, 2012

EDUCATION

Doctor of Musical Arts, Voice Performance <i>Ohio State University</i>	2010
Master of Music, Voice Performance <i>University of Memphis</i>	1987
Bachelor of Music, Voice Performance <i>Kent State University</i>	1982

TEACHING AND PROFESSIONAL EXPERIENCE

Adjunct Faculty, Department of Fine, Digital, and Performing Arts <i>Shawnee State University</i>	2005 - Present
Graduate Teaching Assistant <i>Ohio State University</i>	2002 - 2005
Graduate Teaching Assistant <i>Kent State University</i>	2000 - 2002
Adjunct Faculty <i>Shawnee State University</i>	1997 - 2000
Adjunct Faculty <i>Kentucky Christian University</i>	1997 - 2000
Artistic Director <i>Southern Ohio Light Opera (SOLO)</i>	1984 - Present

DOCTORAL DOCUMENT

Title: *Hanns Eisler and His Hollywood Songbook: A Survey of the Five Elegies and the Hölderlin Fragments*. Ohio State University, 2010.

HEATHER M. WAUGH

1932 EAST MULBERRY AVENUE, LAS CRUCES, NM 88001

POSITION OFFERED

Senior Instructor, Department of Mathematical Sciences

(Full-time Instructor appointment)

Start Date: August 20, 2012

EDUCATION

Masters of Science, Applied Statistics 2012
New Mexico State University

Bachelor of Science, Mathematics 2010
Shawnee State University

TEACHING EXPERIENCE

Teaching Assistant, Statistics 2010 - Present
New Mexico State University

MEMBERSHIPS AND TRAINING

Participant, United States Conference on Teaching Statistics (USOCTS) 2011

Member, American Statistical Association (AMSTAT)

ROBERT W. PRATT

2430 EDGEWOOD DRIVE, PORTSMOUTH, OH 45662

POSITION OFFERED

Police Sergeant, Department of Public Safety

Effective Date: August 13, 2012

EDUCATION

Bachelor of Science in Criminal Justice <i>Ohio University</i>	2002
Graduate of Northwestern University Traffic Institute <i>School of Police Staff & Command, Northwestern University</i>	1999
Associate Degree in Applied Science – Law Enforcement Technology <i>Ohio University</i>	1984

PROFESSIONAL EXPERIENCE

Chief of Security <i>Shawnee State University</i>	2008 - 2010
Director of Security <i>Portsmouth Metropolitan Housing Authority</i>	2001 - 2008
Assistant Superintendent <i>Scioto County Juvenile Detention Center</i>	2000 - 2001
Captain, Chief of Detectives <i>Portsmouth Police Department</i>	1997 - 2000
Lieutenant, Supervisor of Detectives <i>Portsmouth Police Department</i>	1996 - 1997
Lieutenant, Patrol <i>Portsmouth Police Department</i>	1993 - 1996

RELATED TRAINING, ACCOMPLISHMENTS & AFFILIATIONS

- Certified Instructor for the Ohio Peace Officer Training Council
- Recipient, Ohio Attorney General Departmental Valor Award (2000)
- Retired Member, Fraternal Order of Police (F.O.P.) - Past President, Vice-President, and Treasurer.

Note: This summary contains a partial record of the candidate's full qualifications. A complete resume/vita can be obtained in the Human Resources Office located in Administration Building, Room 016.

JUSTIN M. GRUBE

205 HERTZOG VALLEY RD, DENVER, PA 17517

POSITION OFFERED

Coordinator, Sports Information & Game Management

Department of Athletics

Effective Date: July 23, 2012

EDUCATION

Bachelor of Science, Sports Management 2009
Alvernia University (Reading, PA)

RELATED EXPERIENCE

Athletic Communications Assistant 2010 - Present
University of Pennsylvania

Wrestling Statistician 2005 - 2010
Cocalico High School (Denver, PA)

Sports Information Student Assistant 2008 - 2009
Alvernia University

Internship 2007 - 2008
Reading Railers – Premier Basketball League

LEADERSHIP ACTIVITIES

Sports Editor & Advertising Manager 2008 - 2009
The Alvernian (student newspaper)

Vice-President/Treasurer, Sports Management Association 2006 - 2009
Alvernia University

Vice-President/Treasurer, Sports Management Association 2006 - 2008
Alvernia University

CHRIS M. MOORE

536½ SECOND STREET, PORTSMOUTH, OH 45662

POSITION OFFERED

Athletics/Admission Officer

(Defined period administrative appointment)

Effective Date: August 20, 2012 - August 20, 2013

EDUCATION

Bachelor of Arts, Political Science 1999
Central Washington University

Associate of Arts 1996
Tacoma Community College

WORK EXPERIENCE

Assistant Baseball Coach & Game Management 2007 - Present
Shawnee State University

Adjunct Faculty, Sports Studies 2009 - Present
Shawnee State University

Head Baseball Coach & Summer Job Coordinator 2011 - Present
Southern Ohio Copperheads - Great Lakes Collegiate Summer League

Head Baseball Coach 2003 - 2007
IMG Baseball Academy – Florida Collegiate Instructional League

Assistant Baseball Coach 2002 - 2005
Indiana University

NOTABLE AWARDS

Joe Carbone Award – Coach of the Year in the Great Lakes League 2011
Southern Ohio Copperheads

CARLA R. DANIELS

3202 PALOMAR DRIVE, COLUMBUS, OH 43321

POSITION OFFERED

Coordinator, Student Activities & Cross Cultural Inclusion

Effective Date: August 13, 2012

EDUCATION

Master of Science, Education <i>Southern Illinois University</i>	2001
Bachelor of Arts, Mass Media <i>Washburn University</i>	1996

RELATED PROFESSIONAL EXPERIENCE

Assistant Director, Community Service and Student Programs <i>Capital University</i>	2008 - 2012
Project Manager/Events Planning Consultant <i>HMG Consultants - Columbus, OH</i>	1996 - Present

NOTABLE LEADERSHIP ACTIVITIES AND MEMBERSHIPS

- Developed "Ladies of Distinction" Character Education and Leadership Program
- Coordinated Distinguished Senior Leader Award Program and ceremony
- Developed leadership program entitled "Successfully Organize and Retain Members (S.O.A.R.)"
- National Association for Campus Activities (NACA)
 - Member
 - Education Selection committee
 - Showcase Coordinator
 - Diversity Advisor Group – Mentor/Mentee Program
- Association of College Union International
 - Member
 - Conference Coordinator (Region 9)
 - Facilitator – Institute for Leadership Education and Development (I-LEAD)

STATUS OF CONSTRUCTION/RENOVATION PROJECTS THROUGH AUGUST 31, 2012

PROJECT TITLE	STATUS	PROJECTED CONSTRUCTION BUDGET	FUNDING SOURCE
Founders Plaza Project	<ul style="list-style-type: none"> • The plaza area between the Administration Building and the Athletic Center will be totally renovated. • Construction documents complete. • Revised scope of work and schedule being developed. 	TBD	State Capital
Administration Building Renovation	<ul style="list-style-type: none"> • New office and classroom space to be created. • New HVAC equipment will be installed in newly renovated areas. • Construction documents complete. • Project to be bid mid-October. 	TBD	State Capital
310 Chillicothe Street	<ul style="list-style-type: none"> • Programming complete. • Design development underway. • First floor will be renovated for office and classroom space by January, 2013. 	TBD	Local
Library Fire Alarm Panel Upgrade	<ul style="list-style-type: none"> • New fire alarm being installed to replace existing 21 year old, obsolete system. • Project complete. 	\$46,200.88	State Capital

GENERAL FUND DRAFT YEAR-END REPORT

<u>REVENUE</u>	FY 2012 BUDGET	PRELIMINARY FY 2012 ACTUALS	ACTUAL AS A PERCENT OF BUDGET
TUITION			
INSTRUCTION	\$27,168,127	\$26,365,979	97.0%
GENERAL	\$3,006,776	\$2,921,213	97.2%
TECHNOLOGY	\$450,230	\$436,125	96.9%
UC BOND REPAYMENT	\$1,269,681	\$1,239,495	97.6%
NON RESIDENT	\$548,152	\$595,279	108.6%
COURSE FEE	\$1,191,842	\$1,191,214	99.9%
PAY PLAN/LATE FEES	\$222,000	\$263,530	118.7%
OTHER FEES	\$180,000	\$196,353	109.1%
SUB-TOTAL	\$34,036,808	\$33,209,188	97.6%
STATE FUNDING			
INSTRUCTION	\$13,473,212	\$13,565,628	100.7%
SPECIAL	\$2,448,523	\$2,448,523	100.0%
OTHER	\$106,552	\$106,552	100.0%
SUB-TOTAL	\$16,028,287	\$16,120,703	100.6%
OTHER			
OUTREACH SERVICES	\$35,000	\$30,063	85.9%
INTEREST	\$0	\$102,056	
PRINTING & GRAPHICS	\$250,000	\$238,254	95.3%
INDIRECT COST RECOVERY	\$225,000	\$214,449	95.3%
MISC INCOME	\$250,000	\$316,980	126.8%
SUB-TOTAL	\$760,000	\$901,802	118.7%
TOTAL REVENUE	\$50,825,095	\$50,231,693	98.8%
USE OF GENERAL FUND BALANCE	\$3,296,417	\$966,725	29.3%
TOTAL REVENUE AND USE OF GENERAL FUND BALANCE	\$54,121,512	\$51,198,418	94.6%

GENERAL FUND DRAFT YEAR-END REPORT

<u>EXPENDITURES</u>	FY 2012 BUDGET	PRELIMINARY FY 2012 ACTUALS	ACTUAL AS A PERCENT OF BUDGET
SALARY	\$25,499,540	\$25,291,379	99.2%
BENEFITS	<u>\$11,160,008</u>	<u>\$10,279,046</u>	92.1%
SUB-TOTAL	<u>\$36,659,548</u>	<u>\$35,570,425</u>	97.0%
UTILITIES	\$1,774,052	\$1,386,258	78.1%
SCHOLARSHIPS	\$2,937,306	\$2,786,916	94.9%
TECHNOLOGY	\$450,230	\$127,463	28.3%
OTHER	<u>\$8,098,649</u>	<u>\$7,241,525</u>	89.4%
SUB-TOTAL	\$13,260,237	\$11,542,162	87.0%
	<u>\$49,919,785</u>	<u>\$47,112,587</u>	94.4%
GENERAL FEE AND BOND DEBT REPAYMENT:			
Auxiliary	\$2,273,198	\$2,227,162	98.0%
Agency	\$151,097	\$151,097	
Plant Fd/Mandatory Bond	\$1,529,432	\$1,499,246	98.0%
General Fee Contingency	\$0	\$0	
GENERAL FUND SUPPORT TO:			
Center for the Arts	\$198,000	\$200,240	101.1%
Restricted Contingency	\$40,000	\$0	
CLC, Athletics, Misc	<u>\$10,000</u>	<u>\$8,086</u>	80.9%
TOTAL TRANSFERS	<u>\$4,201,727</u>	<u>\$4,085,831</u>	97.2%
TOTAL EXPENDITURES AND TRANSFERS	<u><u>\$54,121,512</u></u>	<u><u>\$51,198,418</u></u>	94.6%

VERN RIFFE CENTER FOR THE ARTS **DRAFT** YEAR-END REPORT

REVENUE	FY 2012 BUDGET	PRELIMINARY FY 2012 ACTUALS	ACTUAL AS A PERCENT OF BUDGET
UNIVERSITY GENERAL FUND SUPPORT	\$198,000	\$200,240	101.1%
GIFTS	\$174,400	\$176,218	101.0%
GATE (TICKET SALES)	\$246,000	\$288,750	117.4%
OTHER INCOME	\$36,600	\$40,228	109.9%
 TOTAL REVENUE	 \$655,000	 \$705,436	 107.7%
 EXPENDITURES			
COMPENSATION	\$584,115	\$674,932	115.5%
OTHER	\$70,885	\$65,812	92.8%
 TOTAL EXPENDITURES	 \$655,000	 \$740,744	 113.1%
 EXCESS EXPENDITURES OVER REVENUE		 (\$35,308)	