

**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
July 13, 2012**

Call to Order

Chairperson Mooney 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: Mr. Robert Howarth, Mr. David Lodwick, Mr. Dan Mooney, Mr. Gary Paine, Ms. Kay Reynolds, Dr. Rita Roberts, Ms. Elizabeth Seif, and Mr. Christopher Aaron Shaw

Members Absent: Ms. Melissa Higgs-Horwell

Approval of the July 13, 2012 Agenda

Mr. Lodwick moved and Dr. Roberts seconded a motion to approve the July 13, 2012 agenda. Without discussion, the Board unanimously approved said agenda.

Approval of the May 4, 2012 Board Meeting Minutes

Mr. Howarth moved and Mr. Payne seconded a motion to approve the May 4, 2012 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

Approval of the June 22, 2012 Executive Committee Meeting Minutes

Ms. Seif moved and Dr. Roberts seconded a motion to approve the June 22, 2012 Executive Committee meeting minutes. Without discussion, the Board unanimously approved said minutes.

Committee Reports

Academic and Student Affairs Committee – Dr. Rita Roberts

Dr. Roberts reported on behalf of the Academic and Student Affairs Committee that included one action item and several information items.

Action Item

Resolution ASA04-12, Rescission of Policy 3.18, Policy on Student Organizations

Dr. Roberts moved approval of Resolution ASA04-12, Rescission of Policy 3.18, Policy on Student Organizations. This policy is no longer needed as procedures have been adopted for regular revision and communication about guidelines for student clubs and organizations. Mr. Howarth seconded the motion.

Ayes: Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

Information Items**New Faculty Hires Summary**

Dr. Dave Todt, Provost and Vice President for Academic Affairs, presented a summary of the 2012 faculty hires. A total of 16 new faculty have been hired for the fall of 2012 across 10 programs/departments. Nine of the new faculty are in permanent, full-time positions. Four of the hires were for one-year and three were for fall semester only. This is the largest group of new hires that Shawnee State University has had in a number of years.

International Conference

Dr. Paul Madden, Associate Provost, provided a report on faculty participation in a recent international education conference held at Ludwigsburg University of Education in Ludwigsburg, Germany. In addition to Dr. Madden, Dr. Gay Lynn Shipley, Dr. Ken Carlson, and Ms. Debbie Weber attended the conference representing Shawnee State University. During the conference SSU faculty provided an introduction to educational systems in the US and Ohio and identified critical issues facing teacher preparation. Colleagues from Ludwigsburg provided the same types of information for schools and teacher preparation in Germany. The faculty hopes that this conference is just the beginning to a stronger institutional exchange program between the two universities.

Learning Communities at SSU

Dr. Todt and Dr. Mary Oling-Sisay, Vice President for Student Affairs, presented an overview of academic learning communities in Shawnee State University Residence Halls. The purpose of the Learning Communities at SSU is to assist with the transition to SSU and to facilitate persistence, retention and academic success.

The current Living Learning Communities (LLCs) consists of four different focuses. Housed within the Cedar House for the 2012/13 academic year will be the Honors and Global Village (International students), in Campus View (CV) 500 will be the Gaming Living and Learning Community, and in Campus View 800 will be the Health Sciences communities. Each Learning Community has a faculty Advisor and a staff liaison.

This Fall, we will be implementing a new Commuter Learning Community for First Year students. Cohorts of commuters will be assigned to a Commuter Advisor (About 3 out of every 4 SSU students is a commuter and about 4 out of every 5 SSU students is a first generation student).

Beginning in 2013/14, in partnership with University College, the Office of Residence Life will begin placing students based on academic interest/focus.

Dean of Students

Dr. Oling-Sisay provided information on the new Dean of Students. Dr. Jessie L. Grant joined Shawnee State on July 2, 2012, as Dean of Students, filling the position left vacant with Dr. Barb Bradbury's retirement. Jessie most recently served as Dean of Students for the University of Alaska Southeast in Juneau, Alaska and has more than 19 years' experience in higher education.

He brings a wealth of experience having overseen student housing, student judicial affairs, summer conferences, student activities, disability support services, Native and Rural Student services, TRIO programs and student health services. At SSU, he will facilitate interventions for student conduct and will be responsible for the student judicial process. He will also work to collaborate with faculty and University offices to create learning opportunities that integrate academic experiences with life outside the classroom for our growing number of students.

A native of Akron, Ohio, he earned a Bachelor of Arts in Sociology from Kent State University, a Master of Arts, Counselor Education, from the University of Iowa, and a Doctor of Philosophy, Educational Leadership, from Western Michigan University. He also received a Certificate in Enrollment Management from Capella University.

Nursing BSN

This new program will be a traditional 4-year baccalaureate degree program as compared to our currently offered bachelor of nursing completion program which is specifically designed for associate degree licensed nurses.

Ten students have registered for the new BSN program to begin this fall semester. Preparations will be made for an increasing number of entering students each year. To accommodate the increased numbers, as well as students entering the second, third, and fourth years of the program, additional classroom and laboratory spaces will be required as well as additional faculty members.

University Housing Update

Dr. Oling-Sisay gave an update on fall student housing occupancy. As of July 9, 2012, the Office of Residence Life had received 548 new housing applications for fall, 2012, and 416 returning housing students for fall, 2012. New applications are received daily. The Office of

Residence Life places incoming students in order of the application date, and considers all requests.

Educational Session

Dr. Todt shared the Shawnee State University process for curriculum and educational policy development and new program approval which is largely driven by faculty through the governance system. Course changes, new courses, policy changes, and new programs receive extensive review at the department, institutional and administrative level. Attention to improving quality, meeting educational needs, and cost effectiveness are included in the process.

Finance and Facilities Committee – Ms. Elizabeth Seif

Ms. Seif reported on behalf of the Finance and Facilities Committee and presented four action items and several information items.

Action Items

Resolution F16-12, Policy on Public Records, Policy 5.19Rev

Ms. Seif moved approval of Resolution F16-12, Policy on Public Records, Policy 5.19Rev. This action is required to maintain compliance with Ohio Revised Code, Section 149.43 *et seq.* which requires the University to ensure and facilitate prompt access to the University's public records. Ms. Reynolds seconded the motion.

Ayes: Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

Resolution F17-12, Shawnee State University Development Foundation Policy – Alumni Association

Ms. Seif moved approval of Resolution F17-12, Shawnee State University Development Foundation Policy – Alumni Association. The Shawnee State University Development Foundation approved the proposed amendment to SSUDF Policy 21.0 by SSUDF Resolution 2012.1. Dr. Roberts seconded the motion.

Ayes: Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

Resolution F18-12, Shawnee State University Development Foundation Code of Regulations Membership Representation

Ms. Seif moved approval of Resolution F18-12, Shawnee State University Development Foundation Code of Regulations Membership Representation. The Shawnee State University Development Foundation approved the proposed amendment of the SSUDF Code of Regulations by SSUDF Resolution 2012.2. Mr. Paine seconded the motion.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Dr. Roberts, Ms. Seif

Nays: None

Resolution F19-12, SSU and SSUDF Joint Engagement of Investment Committee Consultant

Ms. Seif moved approval of Resolution F19-12, SSU and SSUDF Joint Engagement of Investment Committee Consultant. As a result of an extended formal University bid process, the Shawnee State University Investment Committee and the SSUDF Finance Committee proposed a joint engagement of an investment consulting firm. Mr. Lodwick seconded the motion.

Ayes: Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

Information Items

Personnel

The following personnel actions were processed in the Department of Human Resources during the period of April 12, 2012 through June 22, 2012:

- *Administrative Appointments/Resignations:* Dr. Paul Madden was appointed Associate Provost effective May 9, 2012; Dr. Jessie L. Grant was appointed Dean of Students effective July 2, 2012; and Jonathan F. James was appointed Residence Coordinator effective May 29, 2012. H. Bane Sylvia, Director of Human Resources/Payroll; Jerry D. Blanchard, Project Director of 21st Century Community Learning Centers, and Dr. Carl Daehler, Executive Director of the Vern Riffe Center for the Arts submitted resignations.
- *Full Service Faculty Appointments:* Dr. Filiz S. Edizer, Assistant Professor in the Department of Teacher Education; Dr. Derek R. Jones and Dr. Jennifer M. Napper, Assistant Professors in the Department of Natural Sciences; Dr. Mich Y. Nyawalo and Marc A. Scott, Assistant Professors in the Department of English and Humanities; and Brad W. Teeters, Senior Instructor in the Department of Engineering Technologies.

- *End of Contract:* Four faculty members concluded their one year contract term on May 8, 2012. Amy B. Adkins, Senior Instructor in the Department of Mathematical Sciences, Cynthia A. Ferguson, Senior Instructor in the Department of Teacher Education, Aimee N. Taylor, Instructor in the Department of English and Humanities, Lisa Whitten, Senior Instructor in the Department of Health Sciences.

Investment Report

The University's investment performance report revealed a loss of \$523,195 in May with a gain of \$218,032 in June. The portfolio realized an overall 0.26% gain in the amount of \$34,519 for the 2011/2012 fiscal year ending June 30, 2012.

Capital Status Report

- Administration Building - programming is nearly complete and construction documents are being developed.
- Founders Plaza Project – revised scope of work and schedule is being developed.
- 310 Chillicothe - programming has started with first floor renovation to be completed by January 2013.
- Library Fire Alarm Panel Upgrade – new fire alarm system being installed.

Intrastate Mutual Aid Compact (IMAC)

David Thoroughman, Director of Public Safety, presented an overview of the Intrastate Mutual Aid Compact, SB243, which was enacted July 3, 2012, and expands inclusion of higher education institutions in the compact.

Education Session

Michelle Finch, Accountant, gave a presentation on the current, expanded and future features and services available to students via the Bear Card.

President's Report

The President thanked the Board members who were able to attend the Retreat on June 23 for their time and participation and indicated that she had enjoyed the work of the consultant, Terry MacTaggart, and thought that he had led a good discussion. She and the Board members discussed possible dates in January for the next Retreat and she agreed to follow-up with them to confirm something as soon as possible.

Board members were provided with information about their attendance over the past two years and the President indicated that such information would be made available to members at each successive meeting.

The President described changes in leadership at VRCFA; Dr. Carl Daehler has retired from this role but will continue teaching for another year. Dr. Tim Scheurer will assume the role of Interim Director on a part-time basis and Joanne Charles will provide continuity with finances and staff supervision. Dr. Morris will chair a search committee for a new Director.

Dr. Morris told the Board about a gift received by the Foundation from the estate of Eloise Smith which fulfills a pledge made during the "Reach for the Stars" Campaign. Income from the \$1 million gift will be used to ensure upkeep of the Vern Riffe Center for the Arts and a naming opportunity is being discussed with the estate.

The status of distance education offerings at the University was provided to the Board through a power-point presentation by Chris Shaffer, Director of the Office of Institutional Effectiveness, and the President indicated that there will be further discussion of distance education at upcoming Board meetings.

Reports, if any, from Board Liaisons with other Organizations

None.

New Business

None.

Comments from Constituent Groups (if any) and the Public

None.

Other Business

Mr. Mooney recognized Dr. Mary Oling-Sisay, Malonda Johnson and Denise Gregory who recently completed the Leadership Portsmouth program.

Executive Session

Ms. Reynolds moved and Mr. Howarth seconded a motion to move into Executive Session to consider the employment and compensation of a public employee under RC § 121.22(G)(1).

Ayes: Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

The Board moved into Executive Session at 2:26 p.m.

The Board returned from Executive Session at 3:24 p.m. and returned to Regular Session.

Adjournment

The Board was adjourned by acclamation at 3:26 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

RESOLUTION ASA04-12

POLICY ON STUDENT ORGANIZATIONS, POLICY 3.28

WHEREAS, a systematic review of institutional policies has been undertaken at the direction of the President in order to remove outdated policies, and to modify and update policies; and

WHEREAS, the Policy on Student Organizations Policy 3.18 was last reviewed and approved by the Board on May 21, 1990; and

WHEREAS, much of Policy 3.18 is outdated and the substance is largely administrative in nature; and

WHEREAS, the Division of Student Affairs and Student Government Association is responsible for student organizations and has developed and has regularly reviewed the Guidelines for Clubs and Organizations, which are posted on the University website;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves rescission of Policy 3.18 Policy on Student Organizations, effective July 13, 2012.

(July 13, 2012)

Certified as True and Correct

Secretary, SSU Board of Trustees Date

Shawnee State University

AREA:	STUDENT AFFAIRS	POLICY NO.:	3.18
		ADMIN CODE:	3362-3-10
		PAGE NO.:	1 OF 5
		EFFECTIVE DATE:	5/21/90
		RECOMMENDED BY:	Paul Crabtree
SUBJECT:	POLICY ON STUDENT ORGANIZATIONS	APPROVED BY:	

The University shall provide opportunities for student involvement in extracurricular activities through recognized student organizations.

Printed guidelines for recognition and operation of student organizations on campus are available in the Office of the Director of Student Activities.

I.0 Conditions for Recognition of Student Organizations:

- 1.1 All student organizations shall abide by all federal, state, and local laws as well as all University regulations.
- 1.2 No organization with restrictive membership that discriminates on the basis of race, creed, color, national ethical origin, sex, sexual preference, age, marital status, or handicap as defined by law shall obtain or maintain recognition status except for religious qualifications which may be required by organizations whose aims are primarily sectarian, and social fraternities and sororities that are permitted by federal law to discriminate on the basis of sex.
- 1.3 Only currently registered students and currently employed administrators, faculty and staff may hold office and solicit funds on campus on behalf of a recognized student organization. Other persons may be admitted to membership if the organization's constitution permits.
- 1.4 A minimum of ten (10) currently registered student members shall be required as a condition of recognition.
- 1.5 In order for a student organization to achieve or maintain recognition status, the officers of that organization shall be in good academic standing.
- 1.6 The purpose(s) of a student organization may not conflict with the mission or established policies of the university.
- 1.7 No student organization may use the name of any other student organization for the purpose of recognition or any other purpose.
- 1.8 Faculty or staff advisers are required as a condition of recognition. However, exception can be made upon recommendation to the Vice President of Student Affairs by the Director of Student Activities.
- 1.9 Recognized student organizations must submit a copy of a Student Activities Report with the Director of Student Activities within four (4) weeks after the start of fall quarter each year in order to maintain status.

Continued as True and Correct

Secretary, SSU Board of Trustees Date

- 1.10 Recognition of student organizations shall not constitute endorsement, approval or ratification by the university of any doctrine, act or omission of the student organization.
- 2.0 Procedures for Recognition of Student Organizations
 - 2.1 The students concerned must consult the Office of Student Activities to secure guidelines for forming a student organization constitution.
 - 2.1.1 The organization may be required to provide evidence that the membership consists of a minimum of ten (10 currently registered students at the time recognition is sought and in order that recognition status be maintained).
 - 2.1.2 The students must write the constitution following the guidelines given.
 - 2.2 Two copies of the typed proposed constitution must be submitted along with a list of current officers. Upon submission, an initial review shall be done by the Director of Student Activities.
 - 2.3 If no major corrections are needed, the constitution shall be forwarded to the Student Senate for approval.
 - 2.4 The approved constitution shall be kept on file in the Office of the Student Activities and the second copy returned to the student organizations.
 - 2.5 Recognition shall be granted on a year to year basis. Any student organization failing to re-apply for active recognition status through submission of the Student Activities Report shall be considered inactive and no longer a recognized student organization.
 - 2.6 Inactive organizations with no change in constitutional provisions may petition the Student Senate at any time for reinstatement. Any changes in a constitution shall need to be approved by all above mentioned bodies and offices involved in the recognition process.
 - 2.7 Objections to recognition status for any student organization may be filed with the Office of Student Activities.
 - 2.7.1 Any appeal of a decision against recognition of a student organization may be made by that organization to the next higher level in the recognition process and eventually to the President of the University.
- 3.0 Recognized Student Organizations shall be granted certain privileges. It should be noted, however, that with these privileges goes the responsibility for the consequences of the organization's decisions and activities as a group. Privileges of recognized student organizations shall include:
 - 3.1 Use of the name of the University in their titles.

Certified as True and Correct	
Secretary, SSU Board of Trustees	Date

- 3.2 Petition for the use of Student Senate funds by submitting requests to the Student Senate.
 - 3.3 Services of the Office of Student Activities including consultation, assignment of a mailbox and access to assigned bulletin board(s).
- 4.0 Financial Guidelines and Procedures
- 4.1 Recognized student organizations seeking funds from the Student Senate budget either on an annual budget basis or for a special project, event or program may seek such funding by making application to the Student Senate.
 - 4.1.1 The Student Senate, in consultation with the Student Activities Director, shall make recommendations to the Vice President of Student Affairs with respect to the proposed annual budgets of all student organizations funded and with respect to other special funding requests by student organizations.
 - 4.1.2 After due consideration, the Vice President of Student Affairs shall, in turn, advise the President who shall then make the final decision.
 - 4.2 The Student Senate shall use the following guidelines for acting on requests for funding brought before it for consideration.
 - 4.2.1 The Student Senate Budget may be used to support activities, items and services which benefit registered students.
 - 4.2.1.1 The Student Senate may require that 75% of the current membership of the student organization requesting funds be registered students in the quarter that request is made. If request is made during summer quarter, or during a period between quarters, the committee may require that 75% of the student organization were registered in the preceding quarter.
 - 4.2.1.2 When deemed appropriate, the Director of Student Activities may require such evidence of student membership as a complete list of the names of members. The Director of Student Activities or his/her designee may check the list with the Office of the Registrar and shall subsequently report his/her findings to the Student Senate.
 - 4.3 Organizations or groups who are funded on the basis of Student Activities recommendation shall be required to conform to University regulations relating to the expenditure of funds and the keeping of receipts and records.
 - 4.4 The Office of Student Activities shall be responsible for giving detailed information on the format of funding requests, guidelines for constructing a budget proposal, and other related information.
- 5.0 Soliciting (See also Section 5.12, Solicitation Policy)

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Secretary, SSU Board of Trustees Date

- 5.1 Any solicitation shall be permitted only if approved in advance by the Director, Development and Community Relations.
- 5.2 The use of the University name and/or symbols shall be permitted only if approved in advance by the Director, Development and Community Relations who shall have the right of copy review before final authorization.
- 5.3 Recognized student organizations may be permitted to solicit funds for their own group or for non-university charitable organizations but only when the following requirements are met.
 - 5.3.1 All solicitation activities shall be approved in advance by the Director of Student Activities and Director of Development and Community Relations.
 - 5.3.2 All charities shall be required to certify their tax exempt status.
 - 5.3.3 All solicitation activities shall comply with all applicable university policies, and local, state, and federal laws.
 - 5.3.4 All proceeds of solicitations by organizations receiving university financial support shall be promptly deposited in the appropriate university account. If there is no University account, arrangements for handling proceeds shall be made with the Director of Student Activities.
 - 5.3.5 The event shall be scheduled in accordance with University policy.
 - 5.3.6 The Director of Student Activities may prohibit the scheduling of concurrent solicitation activities in order to maintain order and to prevent conflicts between organizations.
 - 5.3.7 At all locations, solicitors must be members of the recognized student organization conducting the solicitation.
- 5.4 Only organizations recognized by the University, and University departments shall be eligible to post material on campus.
- 5.5 Individuals may post individual notices on bulletin boards to be designated by the Director of Student Activities and in the format approved by the Director of Student Activities. This may include notices of items for sale by individuals who are not regularly engaged in the business of such sales.
- 5.6 Campus groups not officially recognized by the University may be permitted to post material on campus if it is determined that the items to be posted do not adversely affect the University and if approved in advance by the Director of Development and Community Relations and Director of Student Activities when involving students.
- 5.7 Appropriate disciplinary action shall be taken to violators of this rule.

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Secretary, SSU Board of Trustees Date

- 6.0 No student, group of students, of student organizations may represent the university without proper authorization.

Certified as True and Correct

Secretary, SBC Board of Trustees Date

Learning/Living Communities at Shawnee State University

Learning communities (LCs) “link together learning opportunities-whether they be courses, co-curricular activities, special topics, or interactions and conversations with faculty and peers-to help students integrate and obtain a deeper understanding of their knowledge” (Korotsuchi, Inkelas, and Weisman, 2006).

There are four major types of learning communities: a) paired or clustered courses; b) cohorts in large courses (most often referred to as “FIGS” or First-Year Interest Groups); c) team-taught programs; and d) residence-based programs, most often referred to as living-learning programs (Shapiro and Levine, 2004).

Living-learning programs differ from other learning communities in that members live as a community of learners in a specific residence hall (or intentionally clustered portion of the hall), and participate in intentional learning initiatives, and/or coordinated curricular programs and services designed specifically for them.

History

- Early learning/living communities pre-date Shawnee State University with the residence halls and athletic living groups of Shawnee State Community College.
- First organized learning communities began in the mid-1980's about the time the SSU was created. Evergreen State College in Washington was a pioneer in this movement.
- The idea grew rapidly in the 1980's and 1990's and is widely accepted and used today in higher education.
- Real advantage to student's in the same courses and programs also living in the same area. Formal parts of learning can occur in the living area, but most importantly informal learning and interactions are occurring. These interactions have been found to increase retention.

Shawnee State University

- The rapid expansion in housing and enrollment during the last decade at SSU led to our first learning communities.
- Faculty learning communities have been a staple of the Teaching and Learning Center for the last five years.
- Some of the health programs and the gaming and simulation programs were the first.
- The 2007 Facilities Master Plan included growth in housing that would lead to more “themed” housing
- Current Existing are: the Honors and Global Village (International students & Domestic students interested in international affairs) in Cedar House, in Campus View (CV) 500 the

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Secretary, SSU Board of Trustees

Date

Gaming Living and Learning Community, and in Campus View 800 the Health Sciences communities.

- This fall, we will be implementing a new Commuter Learning Community for First Year students. Cohorts of commuters will be assigned to a Commuter Advisor.

Future Plans

- More learning/living communities that are part of SSU's retention and success initiatives.
- Greater faculty engagement in the creation and implementation of learning/living communities.
- Find more ways to involve commuter students in learning communities.
- Beginning in 2013/14, in partnership with University College, the Office of Residence Life will begin placing students in Residential Colleges based on academic interest/focus.
- The LLC initiative will be divided into First Year Students and Second Year Students. Housing assignment will focus on placing First Year Students (under 30 credit hours) together, and Second Year (under 60 credit hours) together.
- To remain current and attuned to the needs of our residential and non-residential students, assessment efforts to ensure our learning outcomes are being met and retention/persistence tracking will be developed with support from the office of Institutional Effectiveness.

Prepared by Dave Todt and Mary Oling-Sisay for Board of Trustees, Academic and Student Affairs
Committee Meeting, July 13, 2012

Certified as True and Correct

SSU Board of Trustees Date

RESOLUTION F16-12

POLICY ON PUBLIC RECORDS, POLICY 5.19 REV

WHEREAS, per the Ohio Public Records Act, Ohio Revised Code Section 149.43 *et seq.*, the University is required to ensure and facilitate prompt access to the University's public records; and

WHEREAS, a systematic review of institutional policies has been undertaken at the direction of the President in order to remove outdated policies, and to modify and update policies; and

WHEREAS, the Policy on Requests For Access to and/or Copies of Public Records, Policy 5.19 Rev was last reviewed and submitted for Board approval on September 14, 2007; 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 5.19 REV, Policy on Public Records.

(July 13, 2012)

Certified as True and Correct	
_____ Secretary, SSU Board of Trustees	_____ Date

Shawnee State University

SUBJECT: PUBLIC RECORDS	POLICY NO. :	5.19 REV
	ADMIN CODE:	3362-5-20
	PAGE NO.:	1 OF 1
	EFFECTIVE DATE:	07/13/12
	NEXT REVIEW DATE:	07/13/15
	RESPONSIBLE OFFICER(S):	General Counsel
	APPROVED BY:	BOT

1.0 PURPOSE

The purpose of this policy is to ensure University-wide compliance with the Ohio Public Records Act, Ohio Revised Code Section 149.43 *et seq.*, as well as to facilitate prompt access to the University's public records.

2.0 PUBLIC RECORDS OFFICER

The President will designate a Public Records Officer who will be primarily responsible for establishing and administering a university-wide system to promptly respond to public records requests. The Public Records Officer will work with University offices to establish such system and promote understanding of Ohio's public records laws for all university employees.

3.0 PROCEDURES

Procedures will be created that are approved by the President to implement this policy. Such procedures will address a process for making a public records request, as well as costs and charges associated with copying records. Procedures may also include, but are not limited to, establishing a process for an internal review of records prior to production in order to ensure that records that are produced are truly public records and are not exempt, in accordance with Ohio law.

History: Replaces 5.19 (Eff. 09/14/07)

Certified as True and Correct	
Secretary, SSU Board of Trustees	Date

INFORMATION ONLY

PROCEDURE TITLE:	PUBLIC RECORDS REQUESTS
RELATED POLICY:	5.19 REV.
PAGE NO.:	1 of 4
RESPONSIBLE OFFICER(S):	GENERAL COUNSEL
EFFECTIVE DATE:	07/13/12
NEXT REVIEW DATE:	07/13/15
APPROVED BY:	PRESIDENT

1.0 INTRODUCTION

This procedure applies to Public Records Policy 5.19 and is intended to ensure compliance with the Ohio Public Records Act, Ohio Revised Code §149.43 *et seq.*

1.1 The Public Records Officer, in consultation with the General Counsel, is responsible for facilitating University responses to requests for public records.

1.1.1 The Public Records Officer is responsible for maintaining a record of public record requests and University's responses.

1.2 University staff who receive public records requests are responsible for promptly notifying the Public Records Officer or the Office of General Counsel and providing a copy of the request. Employees are expected to assist the Public Records Officer in responding to requests for public records.

1.3 Information containing a general description of the process for making public records requests and the contact information of the Public Records Officer will be posted in prominent University locations, including the University's website.

2.0 MAKING A PUBLIC RECORDS REQUEST

2.1 Public records requests may be made in writing (including email directed to publicrecords@shawnee.edu), by telephone, or in person in the Office of General Counsel.

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Secretary, SSU Board of Trustees Date

INFORMATION ONLY

2.2 Public records requests will be honored as promptly as possible, depending upon the nature of the request, including the volume of the request and the requester's ability to identify the specific records being requested.

2.2.1 The University may work with the requester to establish timelines for responses to requests that are voluminous, or that require extensive research or review. In such cases, the University may work with the requester to identify records of priority to the requester.

2.3 Requesters need not identify themselves or the purpose for the request, except as specifically required or authorized by state or federal law.

2.3.1 The University may inquire about the requester's identity and/or intended use of the records if reasonably believed it would help to clarify the request and/or enhance the ability of the University to identify, retrieve or deliver the records sought by the requester.

2.4 Although no specific language is required to make a request, the requester should at least identify records with sufficient clarity and specificity to enable the University to more quickly identify, and locate the records.

2.4.1 The University may work with the requester to revise requests that are ambiguous or overly broad. In doing so, the University will assist the requester by informing the requester of the manner in which University records are customarily maintained and accessed by the University in its ordinary course of business.

2.5 The University may decline to create a record that contains the information requested if the record does not already exist, or to seek out and retrieve records that contain specific information if the record itself is not sufficiently identified.

3.0 INSPECTION OF RECORDS

3.1 Requesters may make an appointment to inspect public records during regular University business hours by contacting the Office of General Counsel.

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Secretary, SSU Board of Trustees	Date

INFORMATION ONLY

4.0 REQUESTING COPIES

- 4.1 In accordance with Ohio law, the requester may request copies of records in the following mediums: (1) on paper, (2) in the same medium as the record is kept by the University office, or (3) on any medium upon which the University determines the record can reasonably be duplicated as an integral part of the normal operations of the University.

5.0 REQUESTING INCIDENT REPORTS AND INDIVIDUAL RECORDS

- 5.1 Requests for an incident report may be made either to the Public Records Officer, or directly to the Department of Public Safety. A request for multiple reports or more than one request in a month from the same requester should be directed only to the Public Records Officer.
- 5.2 Individuals may request review and/or copies of their own student transcripts directly from the University Registrar.
- 5.3 Individuals may request review and/or copies of their own personnel record directly from the Office of Human Resources.

6.0 DENIAL OF RECORDS IN WHOLE OR IN PART

- 6.1 Records will be reviewed to determine if the record itself or information contained within a record are subject to exemption in accordance with the Ohio Public Records Act. If a record is denied in whole or in part, the requester will be provided an explanation, including legal authority, setting forth the reason for denial of the request. Information which is not releasable, such as social security numbers, will be redacted in a visible manner prior to release.

7.0 CHARGES/COSTS

- 7.1 The University may recover the actual cost associated with producing duplication of records, including copying and mailing expenses. Payment of these costs is expected in advance and copying requests may be held until receipt of payment. No charge will be assessed for staff time to review or make copies.
- 7.2 Charges for copying will be assessed at a rate of \$.05 per paper page. Other tangible mediums, such as compact discs, will be assessed at cost. No charge will be assessed for electronic transfer.

Certified as True and Correct

Secretary, SSU Board of Trustees Date

INFORMATION ONLY

- 7.3 Requests for transmission of public records via U.S. mail or other carrier system will be charged for copies along with postage or other delivery cost.
- 7.4 Charges may be assessed for costs associated with redaction of information subject to exemption under the Ohio Public Records Act.

Initial approval date: 07/13/12

Certified as True and Correct
Secretary, SSU Board of Trustees Date

RESOLUTION F17-12

**SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION
POLICY – ALUMNI ASSOCIATION**

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

WHEREAS, the Shawnee State University Development Foundation has acted and approved Resolution 2012.1 at their April 4, 2012 quarterly meeting;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves the attached Development Foundation Resolution 2012.1.

(July 13, 2012)

Certified as True and Correct

Secretary, SSU Board of Trustees Date

Resolution 2012.1

WHEREAS, the Shawnee State University Development Foundation supports the Alumni Association in all of its endeavors;

WHEREAS, it has been determined that the policy which addresses the Alumni Association should provide a definition of an "alumnus" more closely aligned with the CASE and CAE national benchmarking standards;

WHEREAS, henceforth all students who have earned credit toward a degree or graduated shall be members of the Alumni Association;

WHEREAS, it is desirable to identify and engage certain alumni with exceptional relationships to the university through establishment of an Alumni Council;

THEREFORE BE IT RESOLVED, that Policy 21.0 be revised for that purpose.

(04/04/12)

Certified as True and Correct

Secretary, SSU Board of Trustees Date

**Shawnee State University Development Foundation Policy Changes
Presented at April 4, 2012 Quarterly Meeting**

Summary of Major Revisions:

- Aligns our definition of SSU Alumni with required reporting standards.
- Clarifies that all Alumni are members of the Alumni Association and no membership fee, or other affirmative action is required.
- Establishes an Alumni Council to liaison of the Development Foundation.

Title:

POLICIES

SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION

21.0 Alumni Association.

21.1 The Shawnee State University Alumni Association ("Alumni Association") consists of all former students – full or part time, undergraduate or graduate – who have earned some credit toward one of the degrees, certificates, or diplomas offered by Shawnee State University or its predecessor institutions, including Ohio University-Portsmouth branch, Scioto Technical College, Shawnee State General and Technical College, and Shawnee State Community College.

Recognizing that alumni have differing levels of affinity to the institution, the Alumni Association may from time to time be segmented for reporting, including alumni participation rates, and solicitation, in accordance with CASE and CAE standards as follows:

- a. Alumni undergraduate degree, certificate, or diploma holders: Individuals who have an undergraduate degree from the institution.
- b. Alumni graduate-only degree, certificate, or diploma holders: Individuals who have only a graduate degree from the institution. Count graduates holding "dual degrees" – both undergraduate and graduate degrees from the same institution – in the undergraduate category.
- c. Alumni without a degree or diploma: An individual who completed only one semester or even only one degree-credit course with passing grades may be included here. Each institution determines how many semesters or earned credit hours qualifies an individual for this category. However, do not include individuals who matriculated but did not complete the semester; those who enrolled in a special course that did not carry credit toward a degree, diploma, or certificate; or those who were asked to leave the institution without possibility of re-enrollment. For purposes of the VSE, an alumnus without a degree or diploma is any individual who completed a course that could be counted toward a degree or certificate program.

Certified as True and Correct

Secretary, SSU Board of Trustees Date

21.2 The Development Office may support the Alumni Association.

21.3 The Shawnee State University Alumni Council ("Alumni Council") shall consist of members selected and appointed by the Development Foundation to serve in an advisory capacity and engage in dialogue with the Development Foundation on matters in support of alumni engagement, development and fundraising, and institutional advancement.

21.3.1 The Alumni Council shall meet at least once per year.

21.3.2 Alumni Council members are appointed for a term of three calendar years, commencing on the first day of January and concluding on the 31st day of December, partial calendar year service being considered one calendar year, and said terms being renewable and/or terminable at the sole discretion of the Development Foundation.

Certified as True and Correct	
_____ Secretary, SSU Board of Trustees	_____ Date

RESOLUTION F18-12

**SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION
CODE OF REGULATIONS
MEMBERSHIP REPRESENTATION**

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

WHEREAS, the Shawnee State University Development Foundation has acted and approved Resolution 2012.2 at their June 27, 2012 quarterly meeting;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves the attached Development Foundation Resolution 2012.2.

(July 13, 2012)

Certified as True and Correct	
_____ Secretary, SSU Board of Trustees	_____ Date

RESOLUTION 2012.2

SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION
CODE OF REGULATIONS
MEMBERSHIP REPRESENTATION

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 has from time to time recommended that certain outstanding or exceptional Development Foundation Board members should be permitted to serve a third consecutive three year term, where such a term of service is beneficial to the Development Foundation Board; and

WHEREAS, the Shawnee State University Development Foundation approved the nomination of returning board members for a third term at their November 30, 2011 meeting;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves the following change to "Section 2, Representation" of the Shawnee State University Development Foundation Code of Regulations to allow for an additional third three year term for certain members as follows:

The terms of all faculty and alumni representative members and all community-at-large members shall not exceed three (3) years with a limit of three (3) consecutive terms. This policy shall apply retroactively to include any continuing members serving a third term at the time this policy is adopted.

Certified as True and Correct

Secretary, SSU Board of Trustees Date

RESOLUTION 2012.2

SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION
CODE OF REGULATIONS
MEMBERSHIP REPRESENTATION

CHANGES TO "SECTION 2, REPRESENTATION":

The President of Shawnee State University and the Chairman of the Board of Trustees of Shawnee State University (or Designee) shall be members of the Foundation Board of Trustees so long as they occupy their offices. Additionally, the Board of Trustees of Shawnee State University shall appoint one of its members as its further representative on the Foundation Board of Trustees.

The Faculty of the University shall appoint one of its members as its representative on the Foundation Board of Trustees. An alumni representative shall also be appointed to serve the Board. ~~The terms of such representatives shall not exceed three (3) years with a limit of two (2) consecutive terms.~~

The fifteen additional Foundation Trustees shall be elected by the Board of Trustees of the University from the community-at-large. The community-at-large members shall serve for three year terms, except for those members elected immediately following the adoption of this Code of Regulations. ~~No At-Large Trustees shall be elected to more than one additional successive three year term.~~

The terms of all faculty and alumni representative members and all community-at-large members shall not exceed three (3) years with a limit of three (3) consecutive terms. This policy shall apply retroactively to include any continuing members serving a third term at the time this policy is adopted.

At-large in-term vacancies on the Foundation Board of Trustees shall be filled by the University Board of Trustees following the occurrence of a vacancy, and the new Trustee shall serve for the balance of the unexpired term. Replacement of other Trustees shall be appointed from the constituencies of the Trustees they replace.

Considered as True and Correct

Secretary, SSU Board of Trustees Date

RESOLUTION F19-12

SSU AND SSUDF JOINT ENGAGEMENT OF INVESTMENT COMMITTEE CONSULTANT

WHEREAS, Policy 1.05 Rev. Investment Policy, establishes the Shawnee State University Investment Committee; and

WHEREAS, section 4.0 of this Policy authorizes the Shawnee State University Investment Committee "to retain an investment advisor that meets the credential criteria as outlined in law;" and

WHEREAS, the SSUDF Finance Committee fully participated in the selection process and desires to jointly engage the services of an investment committee consultant, sharing equally in the fees; and

WHEREAS, the University's Department of Procurement Services facilitated a formal bid process and extended review of all bid submissions involving members of the SSU Investment Committee and the SSUDF Finance Committee resulting from a bid issued on January 6, 2012; and

WHEREAS, at its June 15, 2012 meeting, the Shawnee State University Investment Committee after consideration of qualified applicants selected a qualified investment consultant;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves the engagement of the selected investment consultant as identified through the bid process.

(July 13, 2012)

Certified as True and Correct

Secretary, SSU Board of Trustees Date

PERSONNEL INFORMATION ITEMS

JULY 2012 BOT MEETING

Changes processed April 12 to June 22, 2012

(Developed from information received in the HR Department through June 22, 2012)

DIVISION OF ACADEMIC AFFAIRS

Appointment – Administrative

Dr. Paul M. Madden, Associate Provost, effective May 9, 2012, at a fiscal year salary of \$100,262. Dr. Madden possesses a Doctorate (Ph.D) in Higher Education and a Master of Education in Community and Agency Counseling from Ohio University and a Bachelor of Science in Education from the University of Dayton.

Appointment – Faculty

Dr. Filiz S. Edizer, full-service, Assistant Professor in the Department of Teacher Education, beginning August 20, 2012, at an academic year salary of \$63,350. Dr. Edizer possesses a Doctorate (Ph.D) in Educational Theory and Practice, Language Arts, Children's Literature, and Multicultural Education from the Ohio State University, a Master of Arts in Teaching English as a Second Language from Hunter College/CUNY, and Bachelor of Science in Elementary Education from the Ohio State University.

Dr. Derek R. Jones, full-service, Assistant Professor in the Department of Natural Sciences, beginning August 20, 2012, at an academic year salary of \$42,650. Dr. Jones possesses a Doctorate (Ph.D) in Chemistry from the University of Cincinnati and a Bachelor of Science in Chemistry from Shawnee State University.

Dr. Jennifer M. Napper, full-service, Assistant Professor in the Department of Natural Sciences, beginning August 20, 2012, at an academic year salary of \$44,450. Dr. Napper possesses a Doctorate (Ph.D) in Biomedical Sciences from Marshall University and a Bachelor of Science in Chemistry from Ohio University.

Dr. Mich Y. Nyawalo, full-service, Assistant Professor in the Department of English and Humanities, beginning August 20, 2012, at an academic year salary of \$42,650. Dr. Nyawalo possesses a Doctorate (Ph.D) and a Master of Arts in Comparative Literature from Penn State University, a Master of Arts in English from Gothenburg University (Sweden), and a Bachelor of Arts in English from West University (Sweden).

Marc A. Scott, full-service, Assistant Professor in the Department of English and Humanities, beginning August 20, 2012, at an academic year salary of \$42,650. Mr. Scott possesses a Master of Arts in Literature and Writing Studies from California State University – San Marco and a Bachelor of Arts in English Literature from San Francisco State University, and is expected to earn a Doctorate in Rhetoric and Professional Communication from New Mexico State University prior to the beginning of the 2012-13 academic year.

Brad W. Teeters, full-service, Senior Instructor in the Department of Engineering Technologies, beginning August 20, 2012, at an academic year salary of \$48,050. Mr. Teeters possesses a Master of Science and a Bachelor of Science in Electrical Engineering from Ohio University and an Associate of Science degree from Shawnee State University.

End of Contract – Faculty

Amy B. Adkins, end of full-service, one-year temporary Senior Instructor contract in the Department of Mathematical Sciences, effective May 8, 2012.

Cynthia A. Ferguson, end of full-service, one-year temporary Senior Instructor contract in the Department of Teacher Education, effective May 8, 2012.

Aimee N. Taylor, end of full-time Instructor one-year contract in the Department of English & Humanities, effective May 8, 2012.

Lisa Whitten, end of full-service, one-year temporary Senior Instructor contract in the Department of Health Sciences, Occupational Therapy Assistant Program, effective May 8, 2012.

Resignation – Administrative

Jerry D. Blanchard, Project Director of 21st Century Community Learning Centers, in the Department of Outreach Services, resignation effective August 31, 2012.

Certified as True and Correct

Secretary, SSU Board of Trustees Date

PERSONNEL INFORMATION ITEMS
JULY 2012 BOT MEETING
Changes processed April 12 to June 22, 2012
(Developed from information received in the HR Department through June 22, 2012)

DIVISION OF FINANCE & ADMINISTRATION

Resignation – Administrative

H. Bane Sylvia, Director of Human Resources/Payroll, resignation effective June 5, 2012.

Dr. Carl Daehler, Executive Director of the Vern Riffe Center for the Arts, resignation effective August 19, 2012.

PRESIDENT'S OFFICE / CENTRAL ADMINISTRATION

Nothing to report

DIVISION OF STUDENT AFFAIRS

Appointment – Administrative

Dr. Jessie L. Grant, Dean of Students, effective July 2, 2012, at a fiscal year salary of \$77,000. Dr. Grant possesses a Doctorate (Ph.D) in Educational Leadership from Western Michigan University, a Master of Arts in Counselor Education from University of Iowa, and Bachelor of Arts in Sociology from Kent State University and has over eighteen (18) years professional experience in Student Affairs.

Jonathan F. James, Residence Coordinator, in the Department of Residence Life, effective May 29, 2012, at a fiscal year salary of \$30,400. Mr. James possesses a Master of Arts in Leadership Studies from Marshall University and a Bachelor of Arts in International Relations from Shawnee State University.

Certified as True and Correct	
_____ Chairman of the Board of Trustees	_____ Date

Per Policy 5.16 All appointments, separations, removals and changes in status for administrative and faculty positions will be reported to the Board of Trustees.

Prepared 6/25/12

DR. PAUL M. MADDEN

3199 WOODRIDGE WAY, PORTSMOUTH, OH 45662

POSITION OFFERED

Associate Provost, Division of Academic Affairs

Effective Date: May 9, 2012

EDUCATION

Doctor of Philosophy, Higher Education <i>Ohio University</i>	2005
Masters of Education, Community and Agency Counseling <i>Ohio University</i>	1997
Bachelor of Science, Education <i>University of Dayton</i>	1990

TEACHING AND PROFESSIONAL EXPERIENCE

Interim Associate Provost <i>Shawnee State University</i>	2010 - present
Department Chair/Associate Professor/Accreditation Coordinator <i>Department of Teacher Education - Shawnee State University</i>	2006 - 2012
Interim Associate Dean, College of Arts & Sciences for Teacher Ed. <i>Shawnee State University</i>	2005 - 2006
Director, Preprofessional Services – Dept. Teacher Ed. <i>Shawnee State University</i>	1997 - 2005
External Evaluator, Federal Even Start Program <i>Chillicothe City Schools</i>	2001 - 2005
Director, Field & Clinical Experiences – Dept. of Teacher Ed. <i>Shawnee State University</i>	1996 - 1997
Coordinator, Field & Clinical Experiences – Dept. of Teacher Ed. <i>Shawnee State University</i>	1994 - 1996

RECENT STATE COMMITTEE SERVICE

Regional Advisory Council & Professional Development Sub-committee <i>Ohio Educational Regional Service System (Region 15)</i>	2006 - 2012
State University Education Deans	2005 - 2012
Early Childhood Transfer & Articulation Committee <i>Ohio Board of Regents</i>	2008 - 2010

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 021.

Certified as True and Correct	
Secretary, SSU Board of Trustees	Date

DR. FILIZ S. EDIZER

1861 HOVE ROAD, UPPER ARLINGTON, OH 43221

POSITION OFFERED

Assistant Professor, Department of Teacher Education

(Full-Service Appointment)

Effective Date: August 20, 2012

EDUCATION

- | | |
|--|------|
| Doctor of Philosophy, Educational Theory and Practice, Language Arts, Children's Literature, and Multicultural Education
<i>The Ohio State University</i> | 1995 |
| Master of Arts, Teaching as a Second Language
<i>Hunter College/CUNY</i> | 1991 |
| Bachelor of Science, Elementary Education
<i>The Ohio State University</i> | 1994 |

TEACHING AND PROFESSIONAL EXPERIENCE

- | | |
|---|----------------|
| Assistant Professor and Interim Chair, Department of Education & Psychology and Chair of Early Childhood Education
<i>Zirve University - Gaziantep, Turkey</i> | 2010 - Present |
| Assistant Professor, Department of Education
<i>State University of New York (SUNY) - Geneseo, NY</i> | 1998 - 2003 |
| Research Consultant
<i>Legislative Office of Education Oversight - Columbus, OH</i> | 1997 |
| Assistant Visiting Professor, School of Teaching & Learning
<i>The Ohio State University - Mansfield</i> | 1997 |
| Lecturer, Dept. of Modern Languages, English as a Second Language
<i>Columbus State University</i> | 1996 |
| Lecturer, Department of Educational Theory and Practice
<i>The Ohio State University</i> | 1995 |

DISSERTATION

Title: *Teacher's perception of non-mainstream dialects and second language learners.*
The Ohio State University, 1995.

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.

Certified as True and Correct

Secretary, SSU Board of Trustees Date

DR. DEREK R. JONES

1105 LEA AVENUE, MIAMISBURG, OH 45342

POSITION OFFERED

Assistant Professor of Chemistry, Department of Natural Sciences
(Full-Service Appointment)

Start Date: August 20, 2012

EDUCATION

Doctor of Philosophy, Chemistry <i>University of Cincinnati</i>	2011
Bachelor of Science, Chemistry <i>Shawnee State University</i>	2006

TEACHING AND RESEARCH EXPERIENCE

Teaching Assistant, Organic Chemistry <i>University of Cincinnati</i>	2007 - Present
Teaching Assistant, Organic Chemistry Laboratory <i>University of Cincinnati</i>	2006 - 2007
Research Assistant <i>University of Cincinnati</i>	2006 - Present
Research Experience for Undergraduates (REU) <i>University of Cincinnati</i>	2005

PROFESSIONAL MEMBERSHIPS AND HONORS

Henry Hochstetter Prize, Outstanding Teaching Assistant <i>University of Cincinnati</i>	2007, 2010, 2011
Dover Publishing Award, Outstanding Communication in Organic Chemistry <i>University of Cincinnati</i>	2008
Outstanding Graduate - Chemistry <i>Shawnee State University</i>	2006
Member, American Chemical Society (ACS)	

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.

Certified as True and Correct

Secretary, SSU Board of Trustees Date

DR. JENNIFER M. NAPPER

3635 PLEASANT AVENUE, PORTSMOUTH, OHIO 45662

POSITION OFFERED

Assistant Professor, Department of Natural Sciences

(Full-Service Appointment)

Start Date: August 20, 2012

EDUCATION

Doctor of Philosophy, Biomedical Sciences
Marshall University 2004 - 2010

Biology Coursework Completed
Shawnee State University 2002 - 2004

Bachelor of Science, Chemistry
Ohio University 1991 - 1995

TEACHING AND RESEARCH EXPERIENCE

Biology Instructor, Department of Math & Natural Sciences
Ashland Community and Technical College 2010 - Present

Adjunct Instructor, Department of Natural Sciences
Shawnee State University 2008 - 2009

Teaching Assistant, Department of Natural Sciences
Shawnee State University 2003 - 2004

NOTABLE HONORS AND FELLOWSHIPS

Teaching/Learning Excellence Recognition
Ashland Community and Technical College 2011

Marshall University Biomedical Sciences Presidential Fellowship 2008 & 2009

NASA West Virginia Space Grant Consortium Research Fellowship 2007 & 2008

Best Overall Performance Graduate Student Award
Marshall University 2007 & 2008

Best Overall Performance Graduate Student Award
Marshall University 2004

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.

Certified as True and Correct

Secretary, SSU Board of Trustees Date

DR. MICH Y. NYAWALO

1000 WEST AARON DRIVE, APT F6, STATE COLLEGE, PA 16803

POSITION OFFERED

Assistant Professor, Department of English and Humanities
(Full-Service Appointment)

Effective Date: August 20, 2012

EDUCATION

Doctor of Philosophy, Comparative Literature <i>Penn State University</i>	2008 - Present
Master of Arts, Comparative Literature <i>Penn State University</i>	2008
Master of Arts, English - Literature and Linguistics <i>Göteborg Univeritet (Gothenburg University), Sweden</i>	2006
Bachelor of Arts, English - Literature and Linguistics <i>Högskolan Väst (West University), Sweden</i>	2004

TEACHING AND PROFESSIONAL EXPERIENCE

Graduate Instructor, Media, Literature, and Language Courses <i>Penn State University</i>	2006 - 2011
Graduate Assistant, International Cultures through Film & Literature <i>Penn State University</i>	2008

PROFESSIONAL CERTIFICATIONS AND AFFILIATIONS

Certificate in Teaching with Technology	2011
Golden Key International Honour Society	
Modern Language Association	
International Languages and Literature Graduate Organization <i>Penn State</i>	

DISSERTATION

Title: *From Trickster to Badman to "Gangsta:": Globalizing the Badman Mythoform through Hip-hop Music.* Penn State University (2011).

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.

Certified as True and Correct

Secretary, SSU Board of Trustees Date

MARC A. SCOTT

2100 AVALON DRIVE, LAS CRUCES, NEW MEXICO 88005

POSITION OFFERED

Assistant Professor, Department of English and Humanities

(Full-service Appointment)

Effective Date: August 20, 2012

EDUCATION

Ph.D. Candidate, Rhetoric and Professional Communication <i>New Mexico State University</i>	Expected May 2012
Masters of Arts, Literature and Writing Studies <i>California State University</i>	2007
Bachelor of Arts, English <i>San Francisco State University</i>	2003

TEACHING AND PROFESSIONAL EXPERIENCE

Faculty Member <i>New Mexico State University</i>	2007 - Present
Design Center and Writing Center Student Coordinator <i>New Mexico State University</i>	2011 - Present
Faculty Member <i>Mount San Jacinto Community College – Menifee, CA</i>	2006 - 2007
Foreign Language Instructor <i>Guangxi Normal University, China</i>	Summer 2005
Faculty Member <i>California State University – San Marco</i>	2004 – 2005
Writing Center Student Coordinator <i>California State University – San Marco</i>	2003 - 2007

DISSERTATION

Title: *Epistemologies, Relationships, Issues, and Practices: Reconfiguring Writing Assessment through Feminist Qualitative Methodologies*. New Mexico State University – Expected May 2012.

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.

Certified as True and Correct

Secretary, SSU Board of Trustees Date

BRAD TEETERS

P.O. BOX 214, WAVERLY, OHIO, 45690

POSITION OFFERED

Senior Instructor, Department of Engineering Technologies

(Full-Service Appointment)

Effective Date: August 20, 2012

EDUCATION

Master of Science, Electrical Engineering <i>Ohio University</i>	1999
Bachelor of Science, Electrical Engineering <i>Ohio University</i>	1983
Associate of Science <i>Shawnee State University</i>	1980

TEACHING AND PROFESSIONAL EXPERIENCE

Adjunct Instructor <i>Shawnee State University</i>	1983 - Present
Design Engineer <i>United States Enrichment Corporation (USEC), Inc.</i>	2003 - Present
Electrical Engineer <i>Lucent Technologies/Celestica, Inc.</i>	1998 - 2002
Instructor <i>Columbus State Community College</i>	1997
Instrument and Computer Engineer <i>Lockheed Martin Utility Services</i>	1991 - 1998
Controls Component Engineer <i>General Electric Aircraft Engines</i>	1989 - 1991

PROFESSIONAL ASSOCIATIONS AND CREDENTIALS

Member, Institute of Electrical and Electronics Engineering

Possess DOE-Q Clearance

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.

Certified as True and Correct

Secretary, SSU Board of Trustees Date

DR. JESSIE L. GRANT

1787 SHEFFIELD DRIVE, AKRON, OHIO, 44320

POSITION OFFERED

Dean of Students, Division of Student Affairs

Effective Date: July 2, 2012

EDUCATION

Certificate in Enrollment Management <i>Capella University</i>	2012
Doctor of Philosophy, Educational Leadership <i>Western Michigan University</i>	2006
Masters of Arts, Counselor Education <i>University of Iowa</i>	1997
Bachelor of Arts, Sociology <i>Kent State University</i>	1991

PROFESSIONAL EXPERIENCE

Dean of Students <i>University of Alaska Southeast (UAS)</i>	2009 - present
Alpha Program Coordinator <i>Western Michigan University</i>	2007 - 2008
Interim Director of Campus Life <i>St. Thomas University</i>	2006 - 2007
Doctoral Associate, Dept. of Teaching, Learning & Leadership, Office of Institutional Equity, and Division of Multicultural Affairs <i>Western Michigan University</i>	2004 - 2006
Director of Campus Life <i>Aquinas College</i>	2002 - 2004
Assistant Director of Student Activities <i>Western Michigan University</i>	2000 - 2002
Area Coordinator, Campus Housing <i>John Carroll University</i>	1999 - 2000

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 021.

Certified as True and Correct

Secretary, SSU Board of Trustees Date

JONATHAN F. JAMES

34 TOWNSHIP ROAD 1421, SOUTH POINT, OH 45680

POSITION OFFERED

Residence Coordinator, Department of Residence Life

Effective Date: May 29, 2012

EDUCATION

Master of Arts, Leadership Studies <i>Marshall University</i>	2011
Bachelor of Arts, International Relations <i>Shawnee State University</i>	2008

PROFESSIONAL EXPERIENCE

Student Organization Specialist (Interim Position) <i>Office of Student Activities, Marshall University</i>	2011 - Present
Graduate Assistant, Fraternity & Sorority Community Advisor <i>Office of Greek Affairs, Marshall University</i>	2010 - 2011
Graduate Internship, Class Years Project Coordinator <i>Office of Alumni Records, Marshall University</i>	2010 - 2011
Student Affairs Post-Baccalaureate Internship <i>Shawnee State University</i>	2008 - 2009

PROFESSIONAL AFFILIATIONS AND GRADUATE SCHOOL ACTIVITIES

Association of Fraternity/ Sorority Advisors (AFA)	2010 - present
American College Personnel Association	2010 - present
Order of Omega Honor Society	2010 - present
Sigma Phi Epsilon National Fraternity	2003 - present
Graduate Student Council President	2010 - 2011
Student Government Association Graduate Senator	2010 - 2011
Golden Key International Honour Society	2011 - 2012

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.

Certified as True and Correct

Secretary, SSU Board of Trustees Date

INVESTMENT PORTFOLIO PERFORMANCE

FISCAL YEAR 11:

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2010	GAIN/(LOSS) JULY	GAIN/(LOSS) AUGUST	GAIN/(LOSS) SEPTEMBER	GAIN/(LOSS) OCTOBER	GAIN/(LOSS) NOVEMBER	GAIN/(LOSS) DECEMBER	GAIN/(LOSS) JANUARY	GAIN/(LOSS) FEBRUARY	GAIN/(LOSS) MARCH	GAIN/(LOSS) APRIL	GAIN/(LOSS) MAY	GAIN/(LOSS) JUNE	TOTAL YTD GAIN/(LOSS)
BNY MELLON COMMONFUND	\$ 5,328,868.28	\$ 219,900.04	\$ (88,146.49)	\$ 273,190.96	\$ 104,215.41	\$ (24,286.16)	\$ 202,429.41	\$ 36,788.70	\$ 109,010.96	\$ 45,608.20	\$ 143,011.32	\$ (45,264.49)	\$ (75,385.05)	\$ 900,961.91
Accrued Interest Receivable Adjustment	\$ 5,882,715.14	\$ 233,988.81	\$ (87,613.27)	\$ 282,732.99	\$ 143,135.79	\$ (12,048.85)	\$ 187,537.17	\$ 72,259.60	\$ 131,507.57	\$ (1,166.48)	\$ 169,965.40	\$ (26,385.58)	\$ (64,978.67)	\$ 1,038,934.48
CURRENT MTOT TOTAL GAIN/(LOSS)	\$ 11,211,583.42	\$ 453,788.85	\$ (175,759.76)	\$ 555,923.95	\$ 247,351.20	\$ (36,335.01)	\$ 389,966.58	\$ 108,998.30	\$ 240,518.53	\$ 44,441.82	\$ 312,976.72	\$ (71,650.07)	\$ (131,558.26)	\$ 1,948,672.85
INVESTMENT FUND BALANCES:														
BNY MELLON COMMONFUND		\$ 5,548,668.32	\$ 5,460,521.83	\$ 5,778,712.79	\$ 5,837,938.20	\$ 5,813,653.04	\$ 6,016,081.45	\$ 6,052,820.15	\$ 6,161,831.11	\$ 6,207,439.41	\$ 6,350,460.73	\$ 6,305,186.24	\$ 6,229,830.19	\$ 6,115,728.30
TOTAL		\$ 6,116,708.95	\$ 6,029,090.68	\$ 6,321,823.67	\$ 6,464,959.46	\$ 6,452,910.61	\$ 6,640,447.78	\$ 6,712,707.38	\$ 6,844,214.85	\$ 6,843,048.47	\$ 7,013,013.87	\$ 6,986,628.29	\$ 6,971,649.62	\$ 11,685,372.27
Accrued Interest Receivable Adjustment		\$ 11,685,372.27	\$ 11,489,612.51	\$ 12,055,536.46	\$ 12,302,897.66	\$ 12,266,562.65	\$ 12,656,579.23	\$ 12,765,527.53	\$ 13,006,046.06	\$ 13,050,487.88	\$ 13,363,464.60	\$ 13,291,814.53	\$ 13,151,479.81	\$ 11,685,372.27

FISCAL YEAR 12:

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2011	GAIN/(LOSS) JULY	GAIN/(LOSS) AUGUST	GAIN/(LOSS) SEPTEMBER	GAIN/(LOSS) OCTOBER	GAIN/(LOSS) NOVEMBER	GAIN/(LOSS) DECEMBER	GAIN/(LOSS) JANUARY	GAIN/(LOSS) FEBRUARY	GAIN/(LOSS) MARCH	GAIN/(LOSS) APRIL	GAIN/(LOSS) MAY	GAIN/(LOSS) JUNE	TOTAL YTD GAIN/(LOSS)
BNY MELLON COMMONFUND	\$ 6,229,830.19	\$ (56,681.19)	\$ (246,258.09)	\$ (318,315.90)	\$ 335,735.25	\$ (50,280.78)	\$ 4,165.56	\$ 215,425.86	\$ 152,485.24	\$ 37,698.06	\$ (11,411.80)	\$ (248,960.23)	\$ 114,130.44	\$ (72,317.58)
Accrued Interest Receivable Adjustment	\$ 6,921,649.62	\$ (18,353.60)	\$ (258,313.79)	\$ (275,661.82)	\$ 345,059.48	\$ (54,158.11)	\$ 48,784.33	\$ 206,901.12	\$ 178,740.17	\$ 99,752.91	\$ 13,195.17	\$ (274,234.44)	\$ 103,901.86	\$ 115,613.28
CURRENT MTOT TOTAL GAIN/(LOSS)	\$ (83,811.25)	\$ (504,571.88)	\$ (593,977.72)	\$ (680,794.73)	\$ (104,438.89)	\$ 52,949.89	\$ 422,326.98	\$ 331,175.41	\$ 137,450.97	\$ 1,783.37	\$ (523,194.67)	\$ 218,032.30	\$ (8,776.46)	\$ 34,519.24
INVESTMENT FUND BALANCES:														
BNY MELLON COMMONFUND		\$ 6,173,149.00	\$ 5,976,890.91	\$ 6,004,757.01	\$ 5,944,310.26	\$ 5,894,029.48	\$ 5,899,195.04	\$ 6,113,620.90	\$ 6,266,058.14	\$ 6,303,754.20	\$ 6,292,342.40	\$ 6,040,382.17	\$ 6,157,512.61	\$ 6,309,236.02
TOTAL		\$ 6,309,236.02	\$ 6,644,982.23	\$ 6,369,920.41	\$ 6,714,379.89	\$ 6,660,221.78	\$ 6,709,006.11	\$ 6,915,907.23	\$ 7,094,647.40	\$ 7,194,400.31	\$ 7,207,595.48	\$ 6,893,361.04	\$ 7,097,282.90	\$ 13,076,445.02
Accrued Interest Receivable Adjustment		\$ 13,076,445.02	\$ 12,571,873.14	\$ 11,977,995.42	\$ 12,658,690.15	\$ 12,554,251.26	\$ 12,807,201.15	\$ 13,029,528.13	\$ 13,360,703.54	\$ 13,498,154.51	\$ 13,499,937.88	\$ 12,976,743.21	\$ 13,194,775.51	\$ 13,076,445.02

Printed as True and Correct

Secretary, SSU Board of Trustees Date

STATUS OF CONSTRUCTION/RENOVATION PROJECTS THROUGH JUNE 30, 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 being evaluated. New HVAC equipment will be installed in newly renovated areas. Programming complete. Construction documents being developed. 	TBD	State Capital
110 Chillicothe Street	<ul style="list-style-type: none"> Programming started. 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. 	\$46,200.88	State Capital

I hereby certify as True and Correct
 Secretary, SSU Board of Trustees Date

Intrastate Mutual Aid Compact

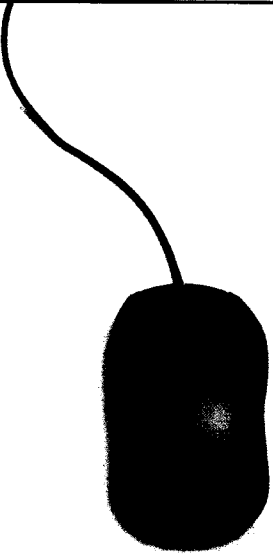
Information Summary

- State enacted Intrastate Mutual Aid Compact (IMAC) – ORC 5502.41 which became effective July 3, 2012.
- Participation in IMAC (ORC 3345.042) is automatic – no action is required by institutions of higher education
- *IMAC (ORC 3345.042) does require a state institution of higher education to enact or adopt an appropriate resolution, rule, bylaw, or regulation if they DO NOT wish to participate in the IMAC*
- IMAC complements existing mutual aid agreements in the event of a disaster that results in a formal declaration emergency by a participating political subdivision
- ~~IMAC can be used for conducting disaster-related exercises, testing, or other training activities to simulate the provisions of mutual aid.~~
- IMAC provides for reimbursement to the participating political subdivisions by the party requesting the assistance under IMAC
- A state institution of higher education is considered to be a participating political subdivision for purposes of the intrastate mutual aid compact
- While requesting or providing assistance or aid pursuant to the compact, SSU shall have the defenses and immunities from civil liability provided in sections 2744.02 and 2744.03 of the Revised Code and shall be entitled to all applicable limitations on recoverable damages under section 2744.05 of the Revised Code.

Certified as True and Correct	
Secretary, SSU Board of Trustees	Date

SSU Distance Education
Online and Hybrid Offerings

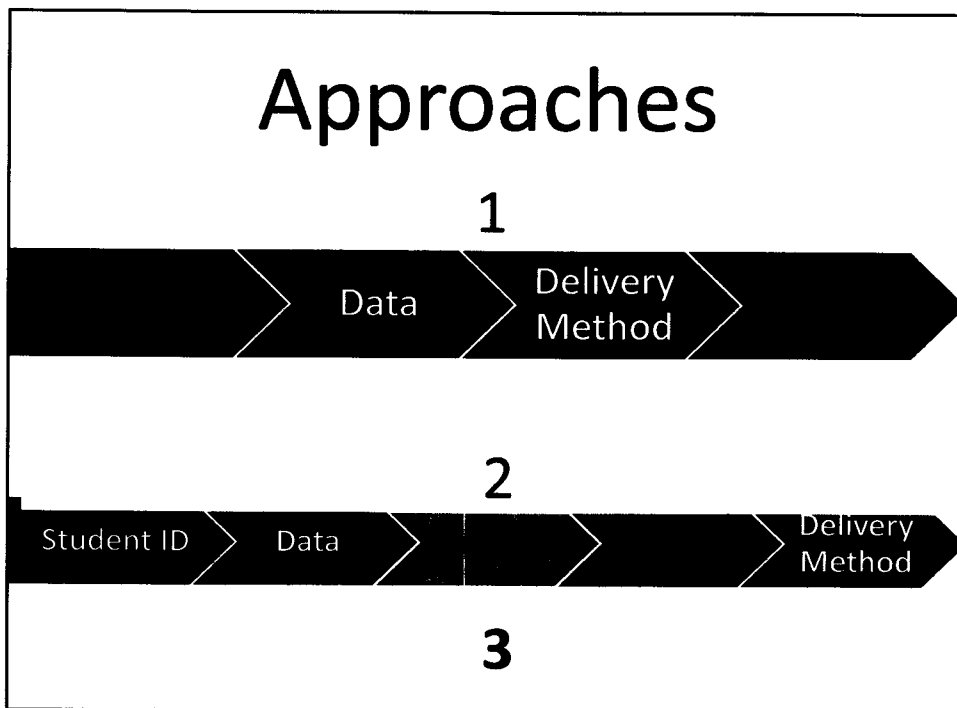
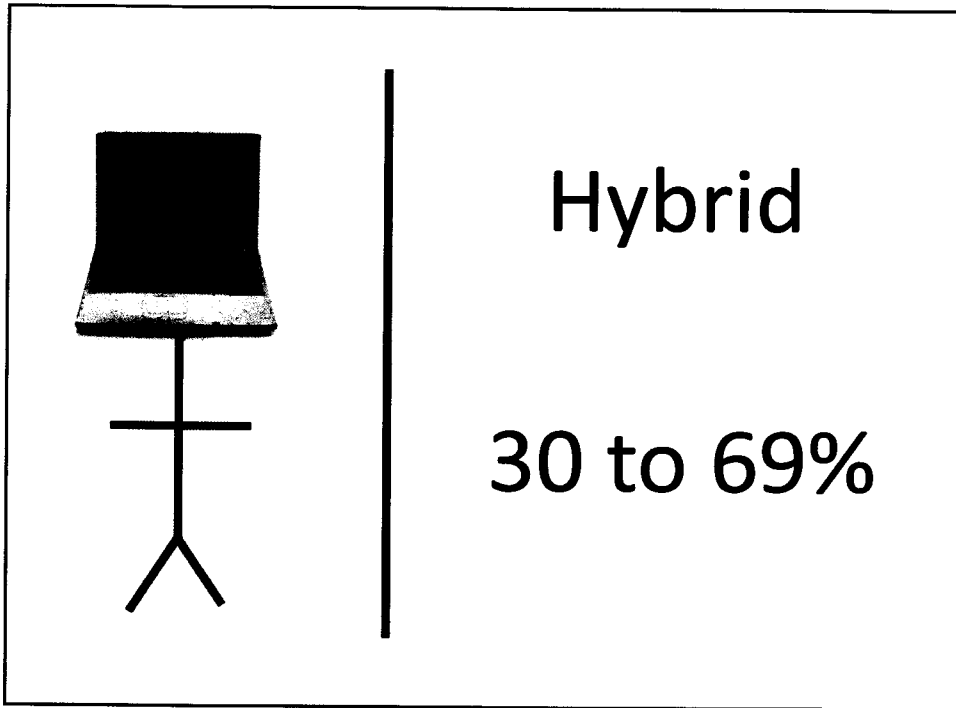
Chris Shaffer
 Office of Institutional Effectiveness



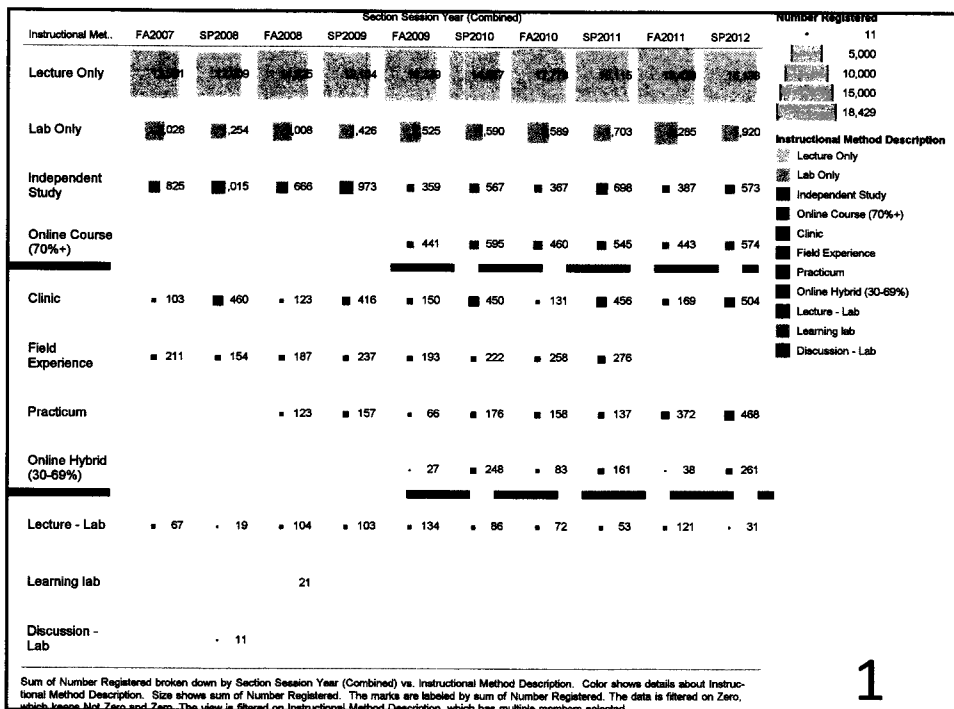
Delivery Method	Clinic	Discussion Only
Distance Education	Discussion Lab	Directed Study
Field Experience	Independent Study	Lab Only
Lecture Only	Learning Lab	Lecture Lab
Online Hybrid (30 to 69%)	Online Course (70%+)	Practicum

Certified as True and Correct

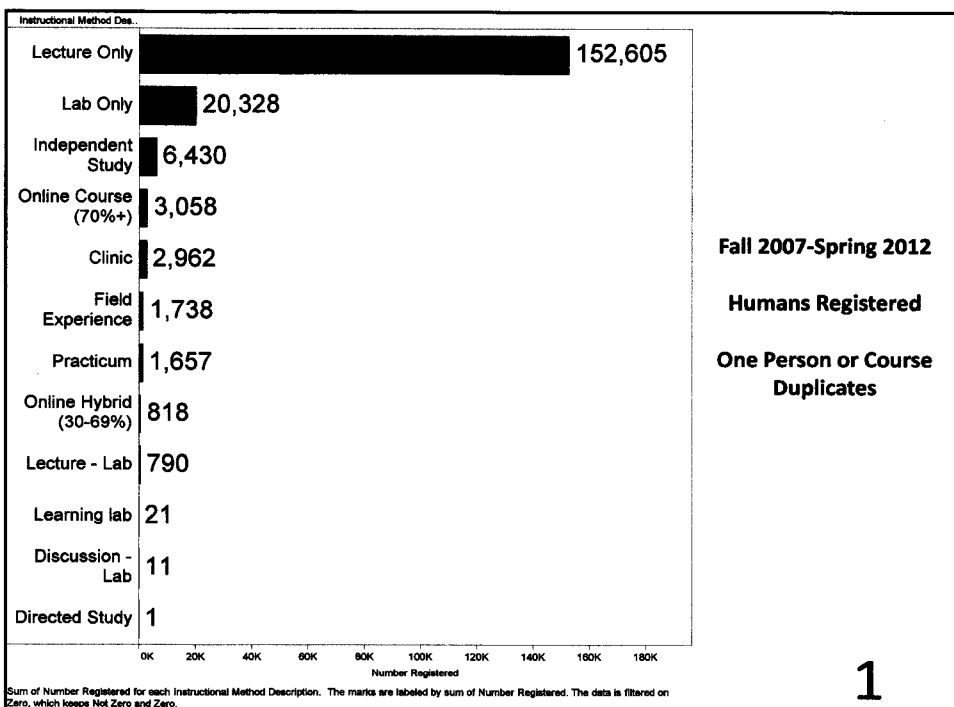
 Executive, SSCU Board of Trustees Date



Certified as True and Correct
Secretary, SOU Board of Trustees _____ Date _____



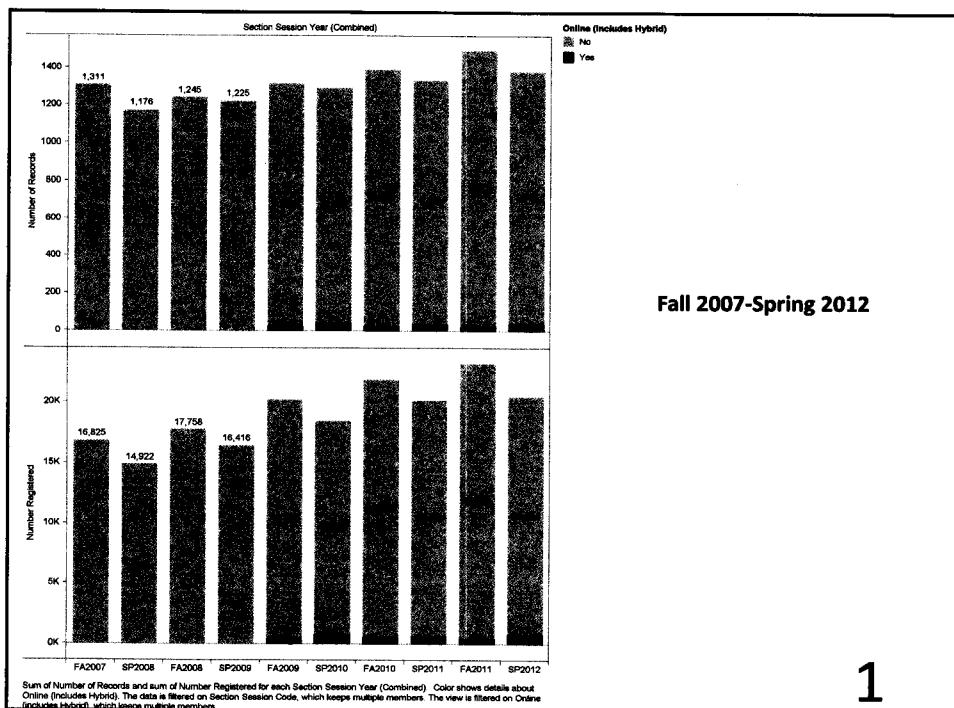
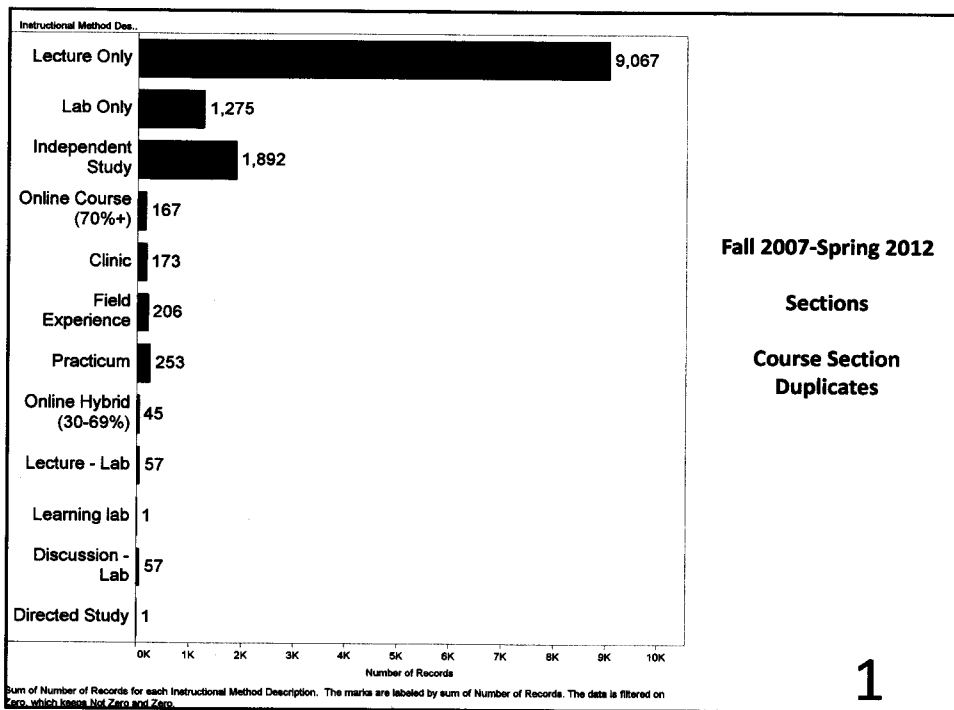
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Fall 2007-Spring 2012
 Humans Registered
 One Person or Course
 Duplicates

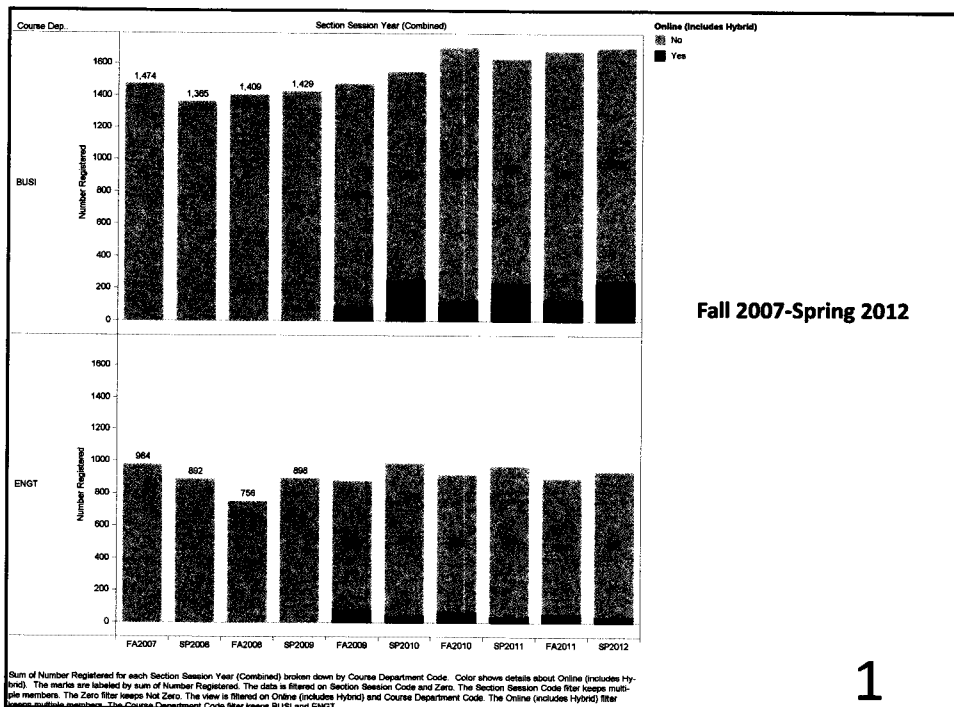
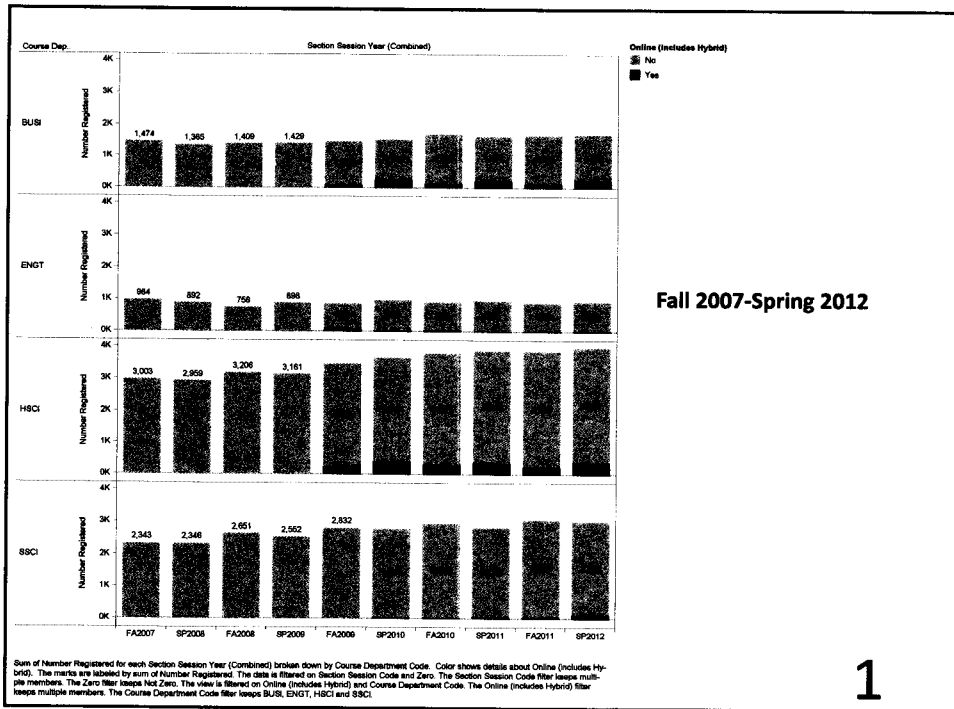
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Certified as True and Correct
 Secretary, GSN Board of Trustees Date



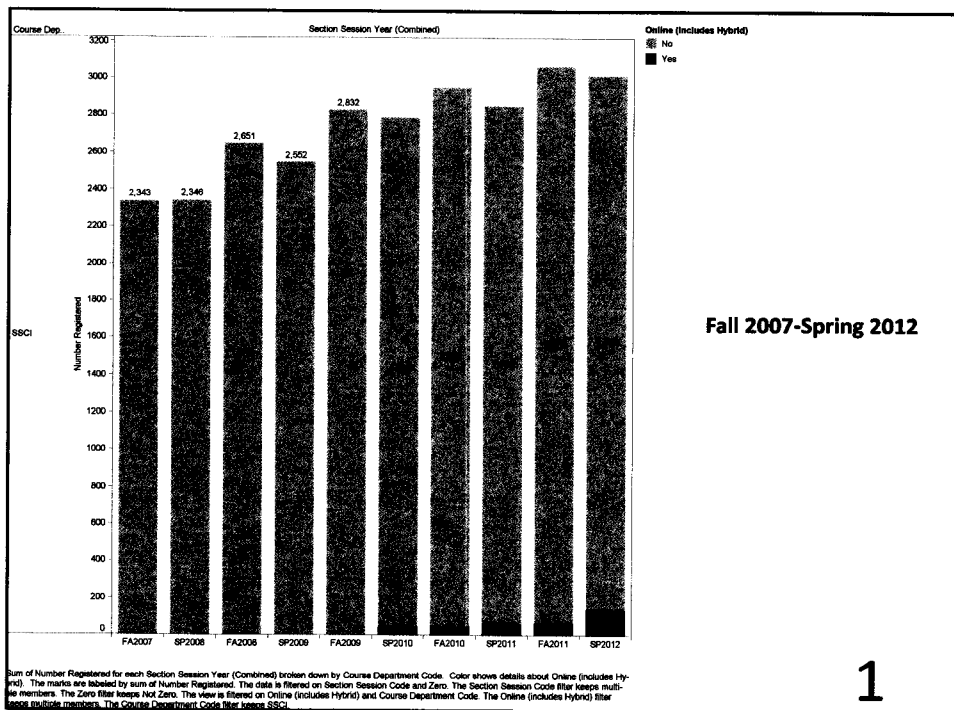
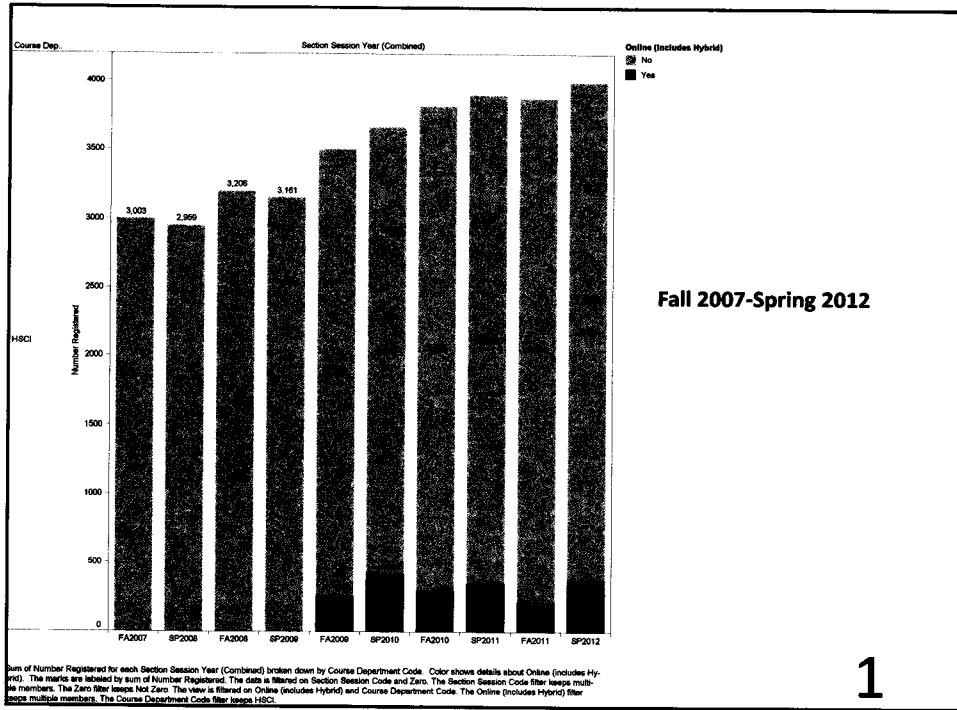
Certified as True and Correct

Secretary, SSU Board of Trustees Date



Certified as True and Correct

Secretary, SBC Board of Trustees Date



Certified as True and Correct

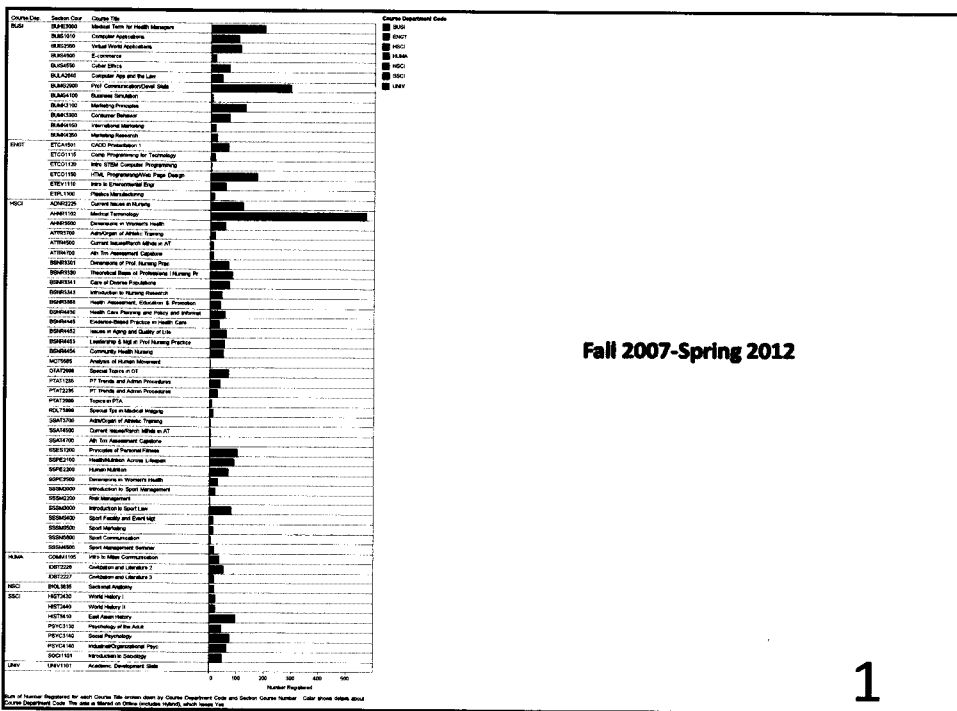
Secretary, SSU Board of Trustees _____ Date _____

Section Code	Section Title	Credits	Number Registered	Number of Records
SSPE3600	Dimensions in Women's Health	30.0	1	1
PTAT2238	PT Trends and Admin Procedures	27.0	1	1
BUMK4260	Marketing Research	24.0	3	3
HIST2430	World History I	23.0	1	1
HIST2440	World History II	22.0	1	1
SSSM2000	Introduction to Sport Management	21.0	1	1
BUIS4800	E-commerce	20.0	1	1
BIOL3636	Sectional Anatomy	19.0	1	1
BUMK4160	International Marketing	18.0	3	3
ETCO1116	Comp Programming for Technology	18.0	6	6
ATTR3700	Adm/Organ of Athletic Training	18.0	2	2
SSSM4600	Sport Management Seminar	17.0	3	3
IDST2227	Civilization and Literature 3	16.0	1	1
SSSM3500	Sport Marketing	15.0	1	1
ETPL1100	Plastics Manufacturing	14.0	3	3
SSSM3400	Sport Facility and Event Mgt	14.0	1	1
ATTR4700	Ath Trn Assessment Capstone	13.0	2	2
RDLT3999	Special Tps in Medical Imaging	12.0	1	1
ATTR4600	Current Issues/Resrch Mthds in AT	11.0	2	2
BUMK4100	Business Simulation	8.0	2	2
PTAT2698	Topics in PTA	8.0	1	1
SSSM3900	Sport Communication	6.0	1	1
ETCO1120	Intro STEM Computer Programming	4.0	2	2
SSAT3700	Adm/Organ of Athletic Training	4.0	1	1
SSAT4600	Current Issues/Resrch Mthds in AT	4.0	1	1
SSAT4700	Ath Trn Assessment Capstone	4.0	1	1
SSSM2200	Risk Management	1.0	1	1
MOT6666	Analysis of Human Movement	0.0	1	1
UNRV1101	Academic Development Skills	0.0	1	1

Fall 2007-Spring 2012

1

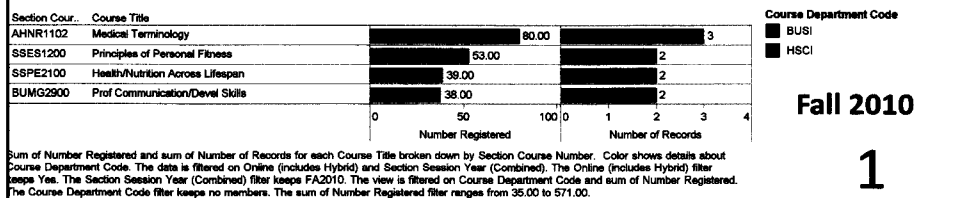
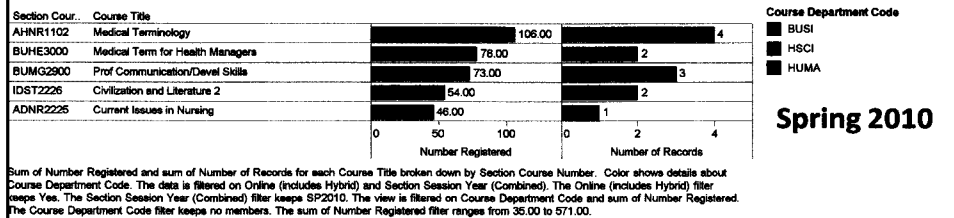
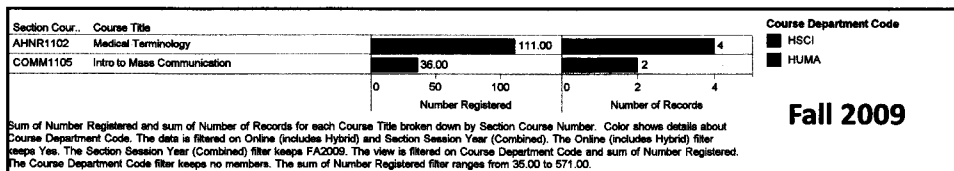
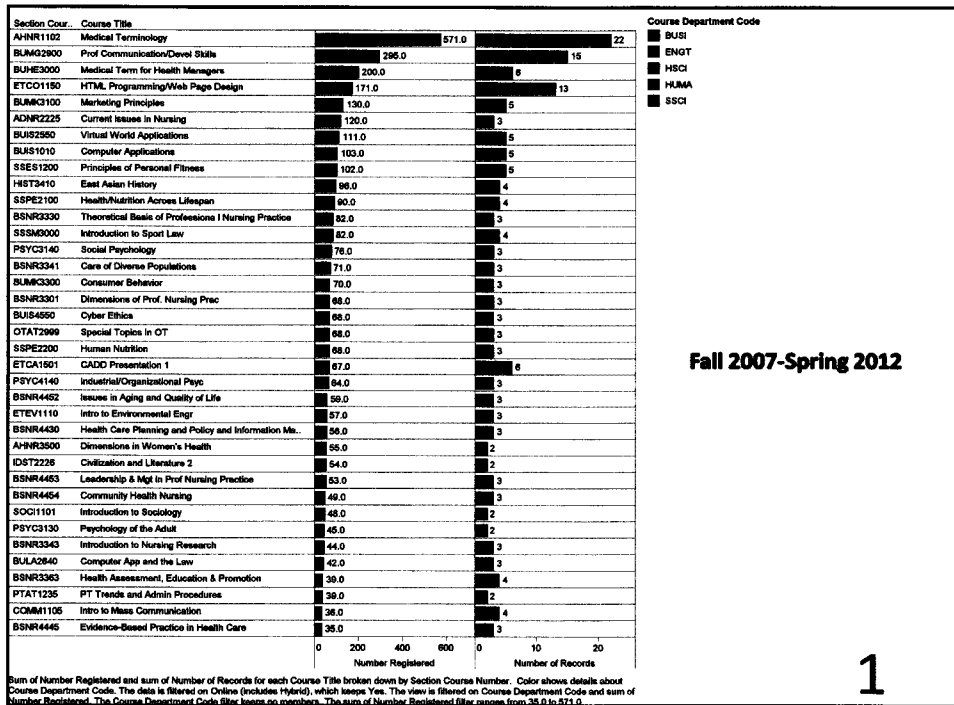
Sum of Number Registered and sum of Number of Records for each Course Title broken down by Section Course Number. Color shows details about Course Department Code. The data is filtered on Online (includes Hybrid), which keeps Yes. The view is filtered on Course Department Code, which keeps 12 of 12 members.



Sum of Number Registered for each Course Title broken down by Course Department Code and Section Course Number. Color shows details about Course Department Code. The data is filtered on Online (includes Hybrid), which keeps Yes.

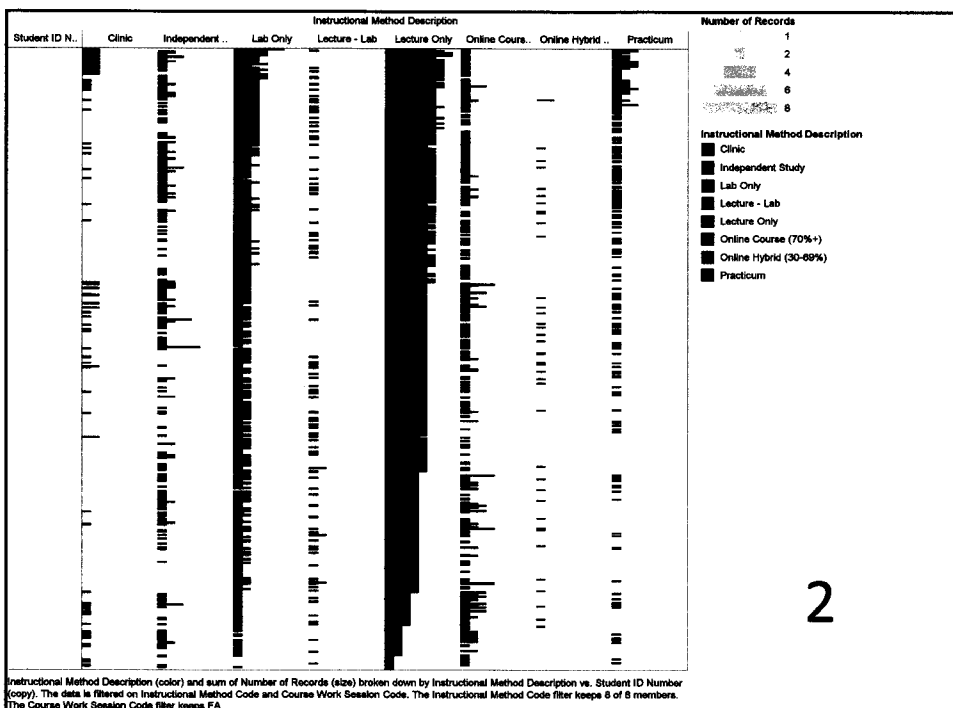
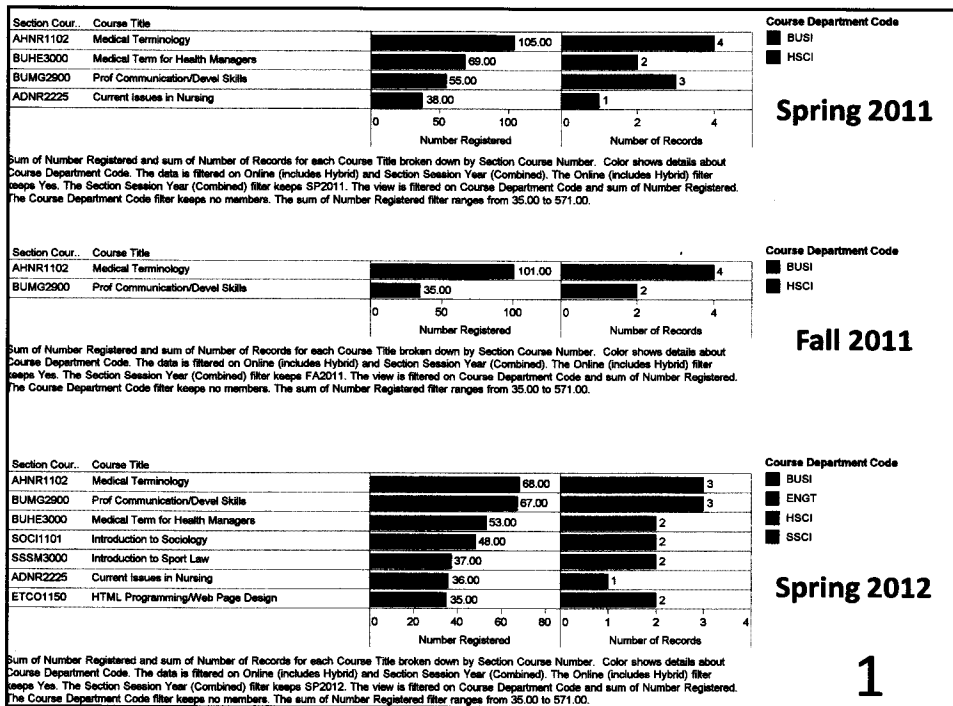
Identified as True and Correct

 Date



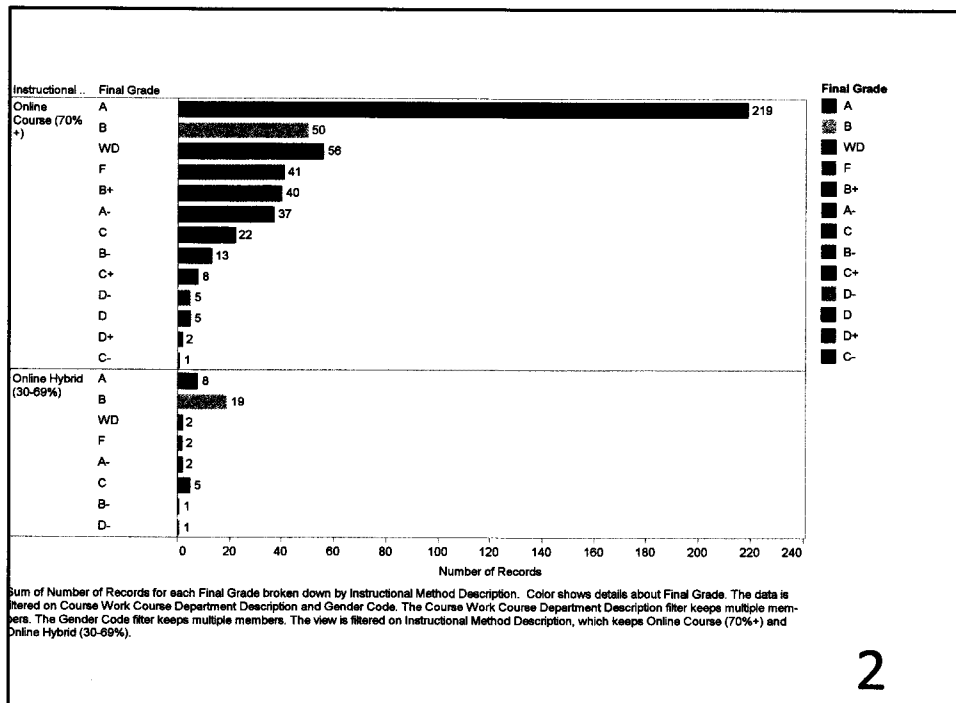
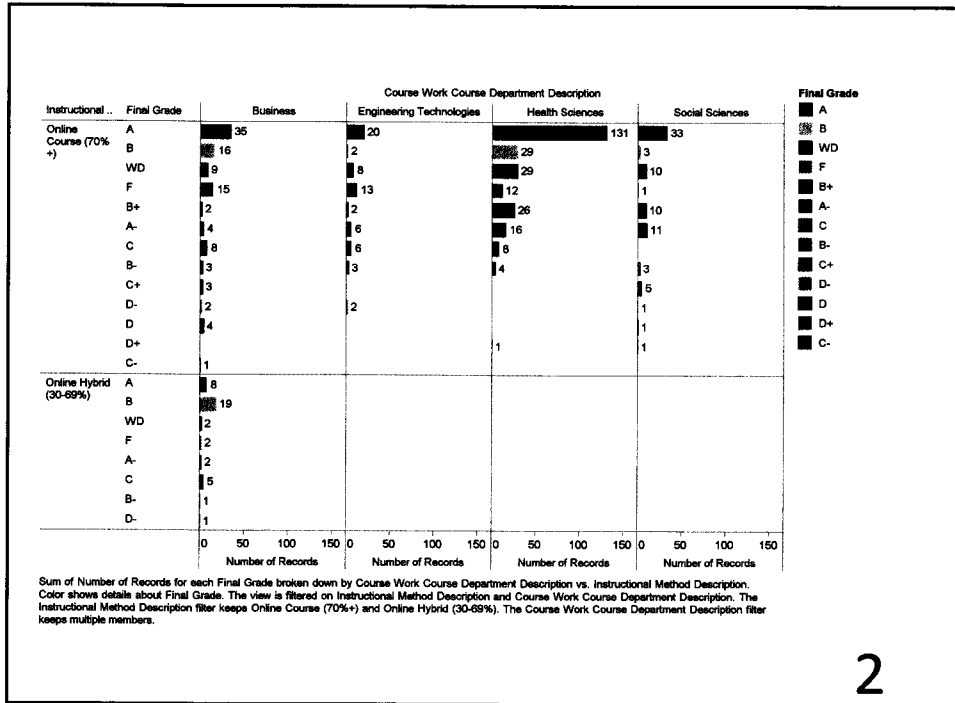
Certified as True and Correct

Secretary, CSU Board of Trustees Date



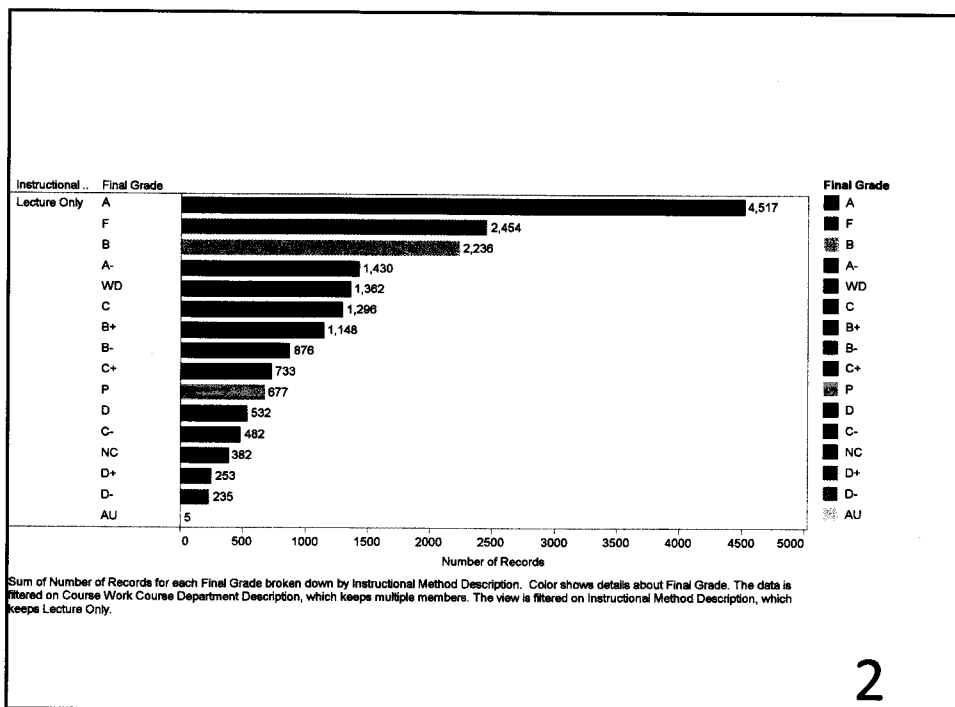
Certified as True and Correct

 Date

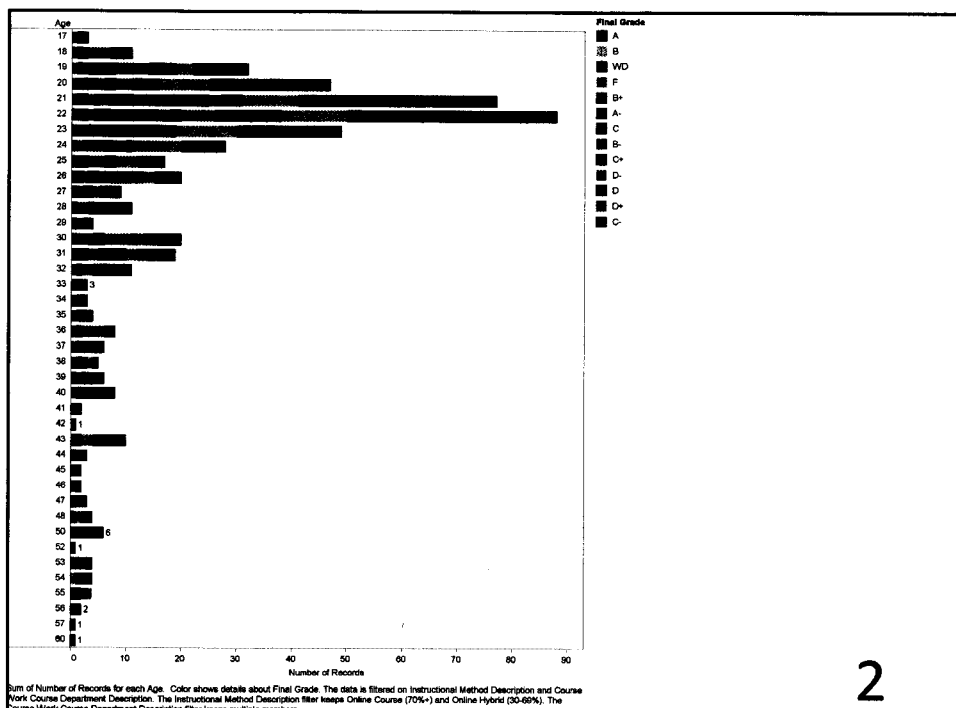


Certified as True and Correct

Signature: _____ Date: _____



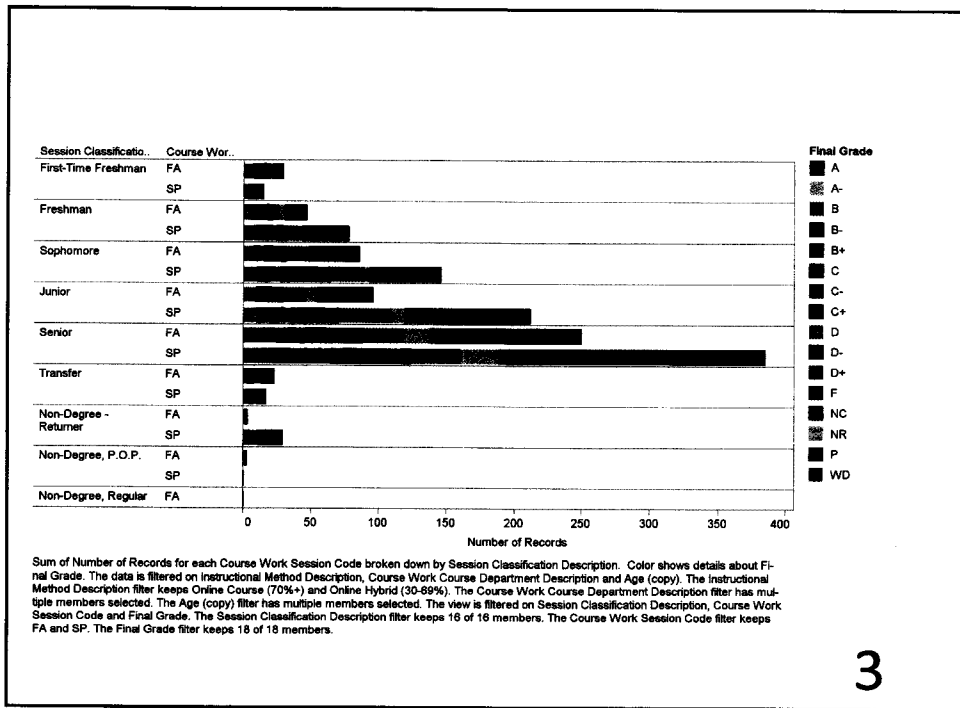
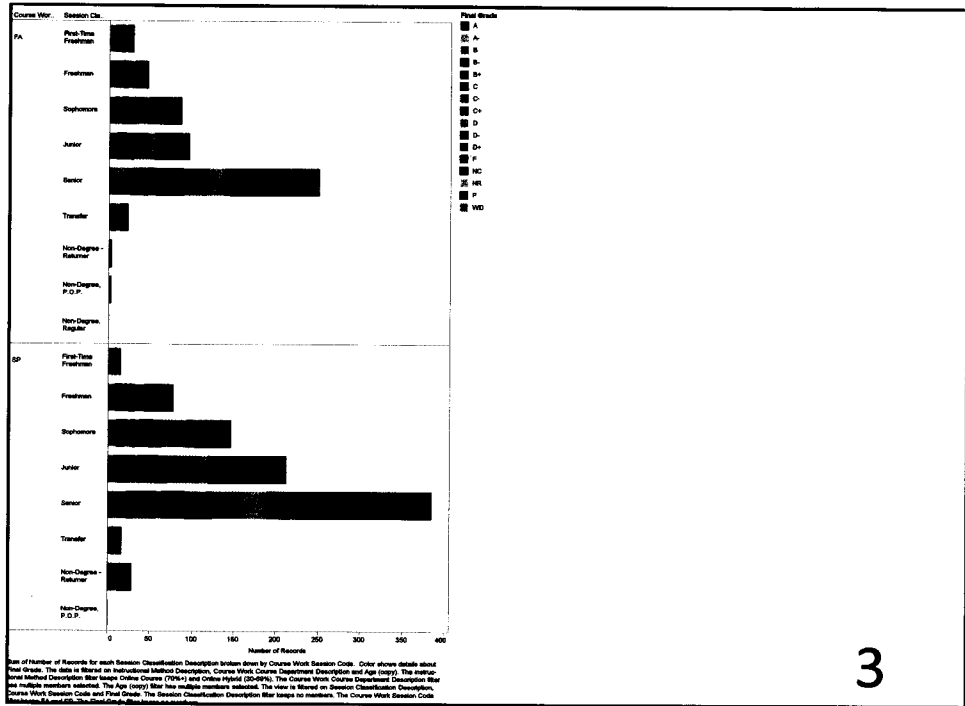
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2

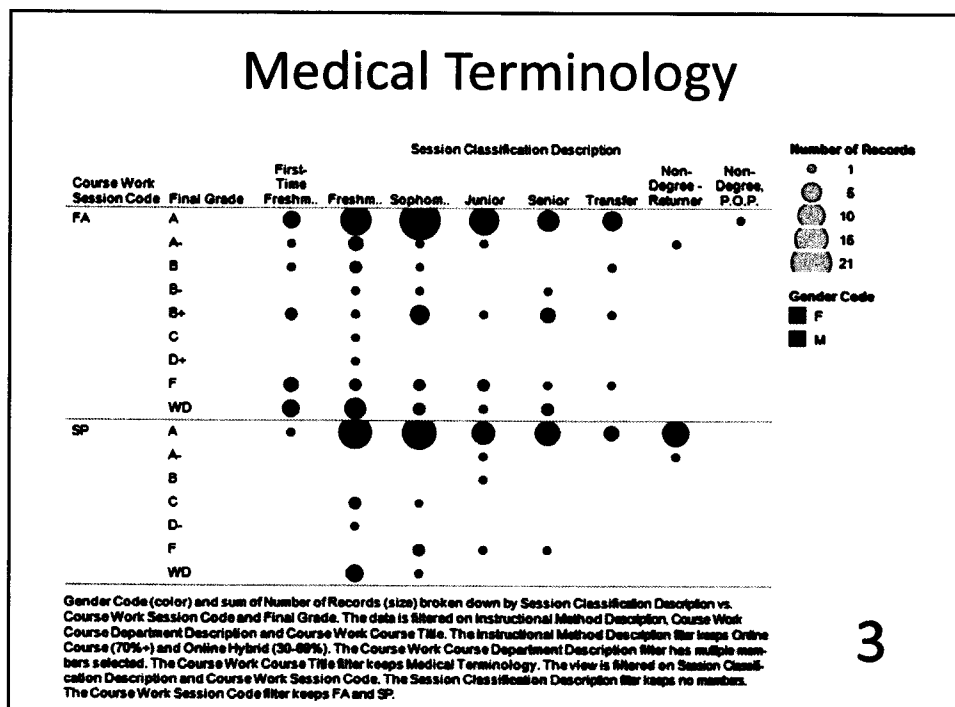
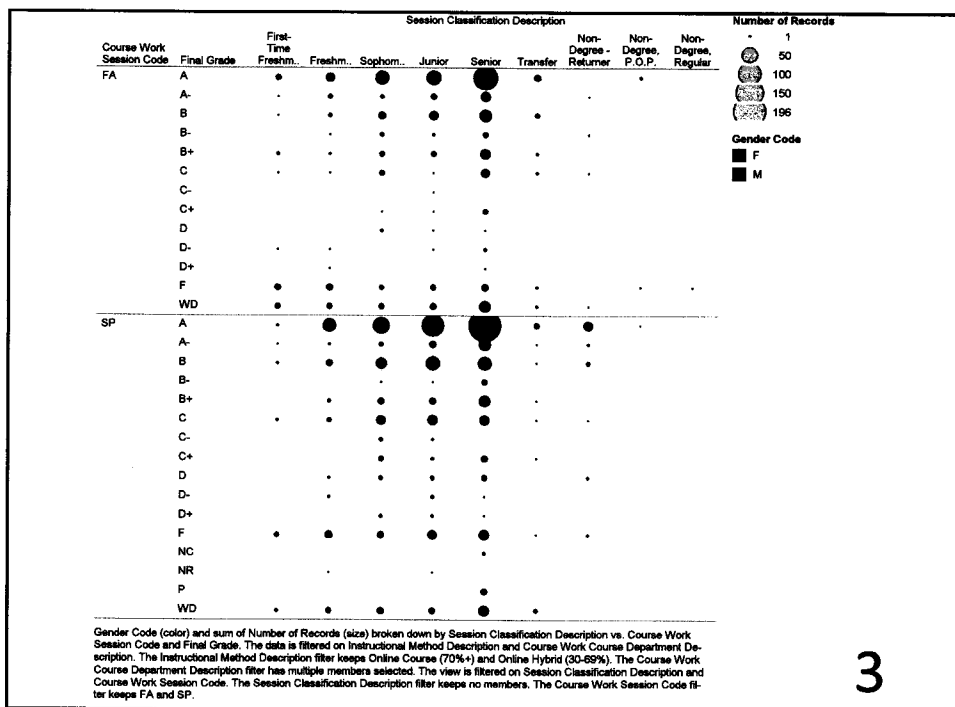
Certified as True and Correct

 Secretary, SSU Board of Trustees Date



Certified as True and Correct

Secretary, SSU Board of Trustees Date



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Secretary, SSU Board of Trustees Date

Type of Delivery /Age

Clinic	26.953
Independent Study	25.019
Lab Only	22.919
Lecture - Lab	22.207
Lecture Only	23.359
Online Course (70%+)	26.729
Online Hybrid (30-69%)	24.725
Practicum	24.078

Average of Age (copy) broken down by Instructional Method Description.

2

Type of Delivery /Age/Full or Part Time

Instructional Method ..	Full-time/Part-time Full-time	Part-time
Clinic	27.14	24.86
Independent Study	24.40	27.79
Lab Only	22.10	26.39
Lecture - Lab	21.76	24.88
Lecture Only	22.73	26.79
Online Course (70%+)	25.48	30.00
Online Hybrid (30-69%)	24.11	32.33
Practicum	23.66	27.63

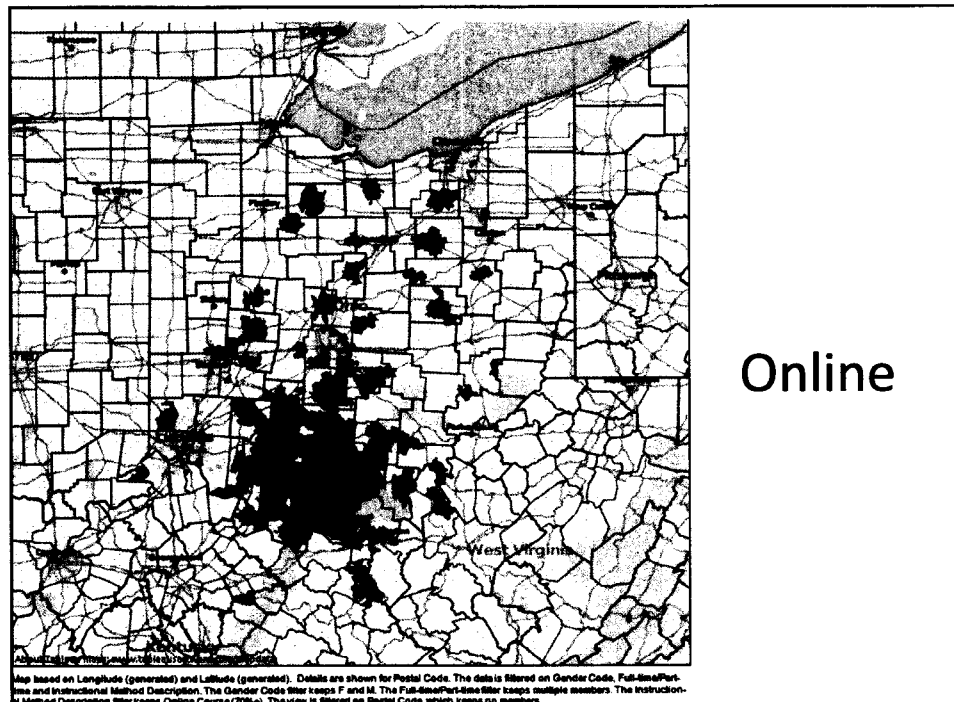
Average of Age (copy) broken down by Full-time/Part-time vs. Instructional Method Description.

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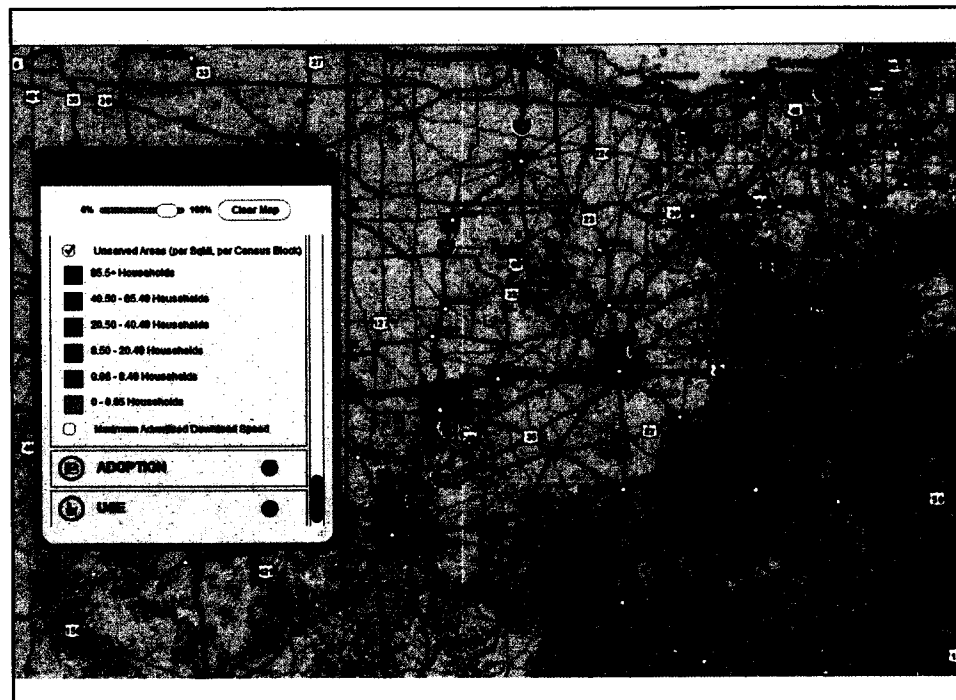
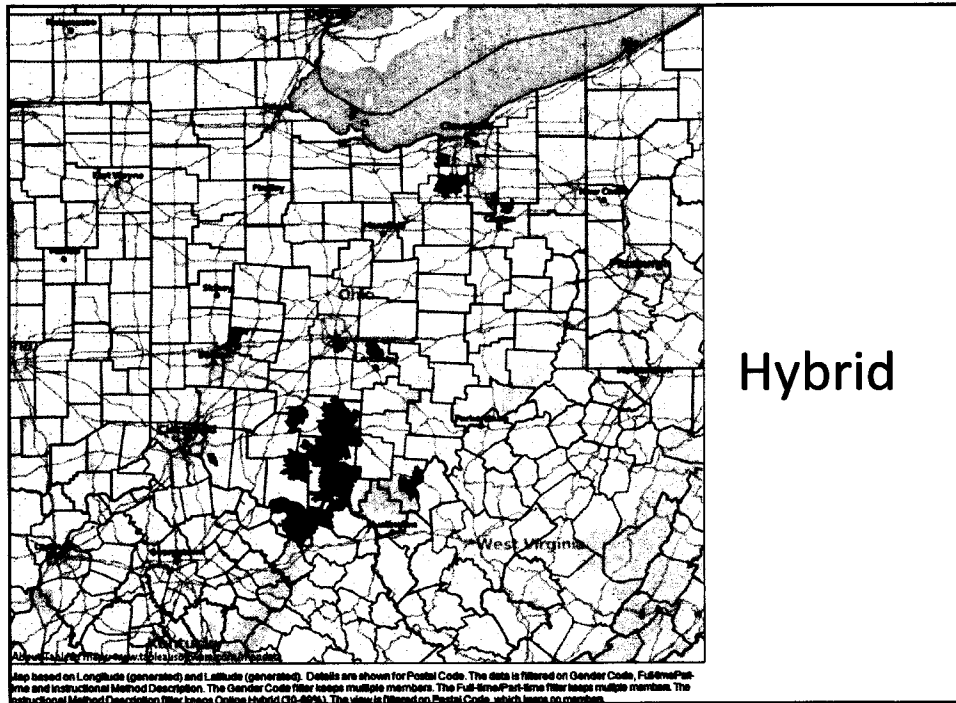
Secretary, SSU Board of Trustees Date

	Gender Code	
	Female	Male
Online Course (70%+)	28.146	24.445
Clinic	26.640	28.242
Online Hybrid (30-69%)	25.526	24.000
Independent Study	24.969	25.099
Practicum	24.402	23.302
Lecture Only	23.552	23.104
Lab Only	23.003	22.797
Lecture - Lab	21.311	22.818

Average of Age (years) broken down by Gender Code vs. Instructional Method Description. The view is filtered on Gender Code, which leaves F and M.

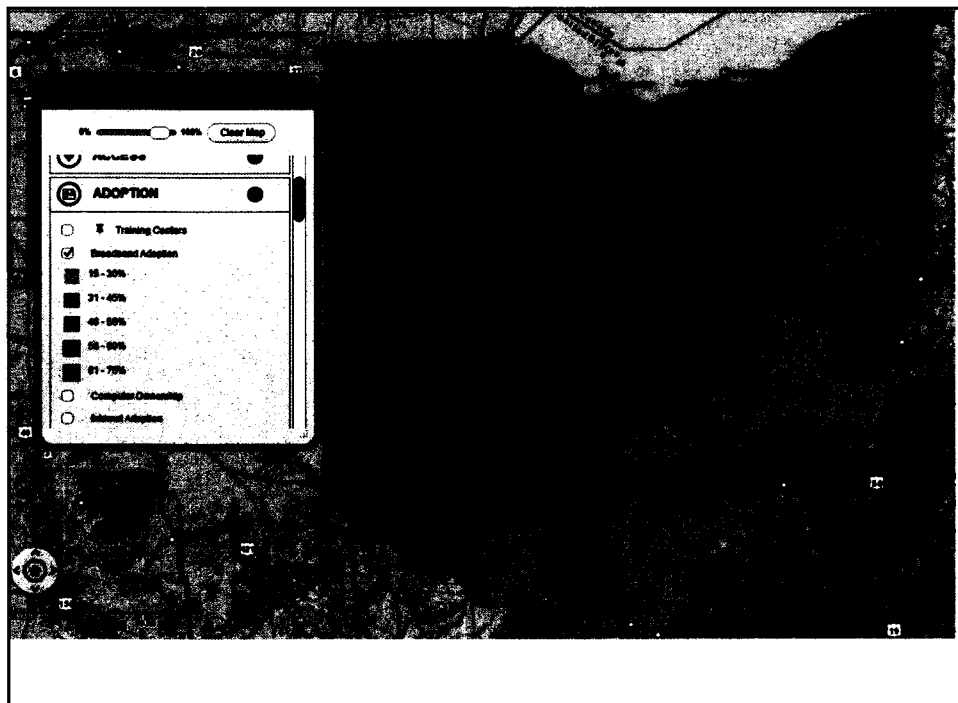
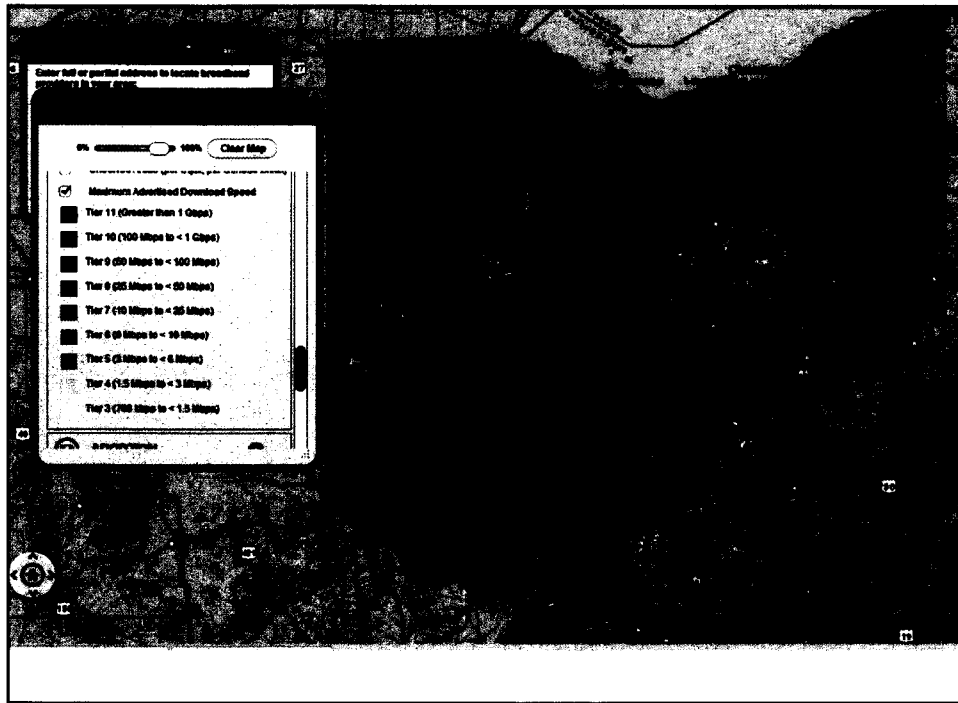


Certified as True and Correct



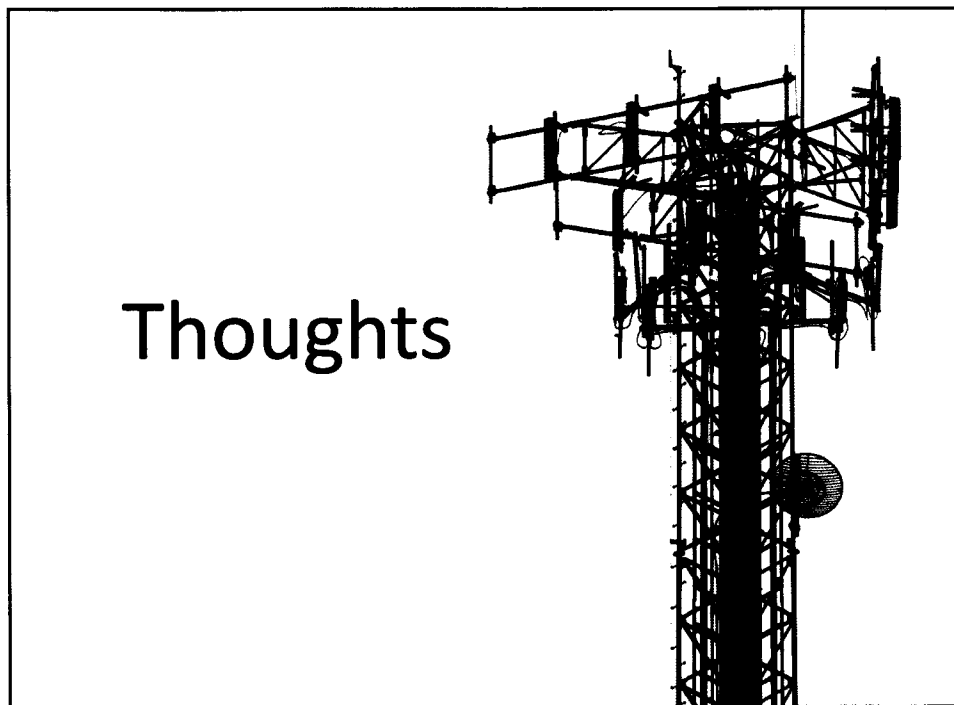
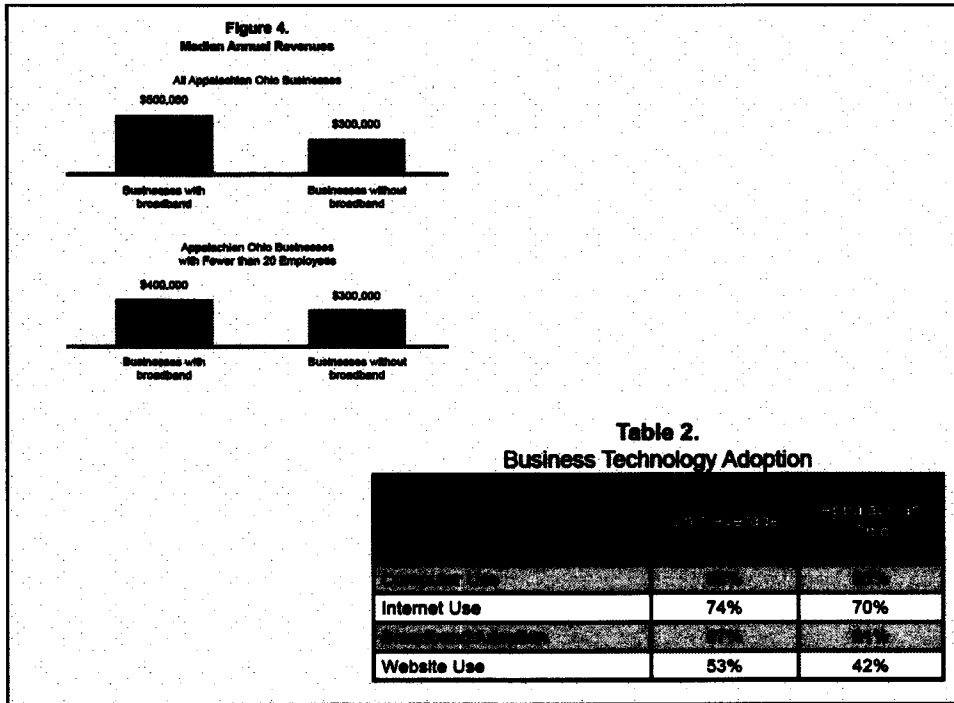
Certified as True and Correct

Date



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Secretary, SSU Board of Trustees



Certified as True and Correct

 Date