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will provide necessary guidance for the Administration’s systematic review of institutional policies to remove outdated policies, and to modify and update policies; and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)
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)
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
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.
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)
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.
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

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.
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
Morehead State University 2001

Bachelor of Science, Human Ecology
Ohio State University 2000

TEACHING & RELATED EXPERIENCE

Preschool Teacher, Children's Learning Center (CLC)
Shawnee State University 2000 – Present

Adjunct Faculty, Teacher Education
Shawnee State University 2001 – Present

Consultant/Trainer
Child Care Resource Network 2002 – Present

Teacher/Trainer
Giggles and Wiggles Child Care Center 1998 – 2000

PROFESSIONAL AFFILIATIONS AND VOLUNTEER ACTIVITIES

National Association for the Education of Young Children 2000 - Present
• Member
• Presenter, OAEYC Annual Conference - 2004
• Awarded National Accreditation - 2004
• Conference Scholarship Recipient - 2012

SSU Children’s Learning Center (CLC) 2000 - Present
• Advisory Council Member
• Book Fair Chairperson
• Toy Drive Founder
• Playground Committee Member

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.
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
Shawnee State University 2011

Bachelor of Arts, Social Sciences
Shawnee State University 2003

TEACHING AND RELATED PROFESSIONAL EXPERIENCE

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

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

Substitute Teacher
South Central Ohio Educational Service Center 2003 - 2008

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
University of Kentucky

Bachelor of Science, Biology
Shawnee State University

Bachelor of Science, Natural Sciences (Chemistry Concentration)
Shawnee State University

TEACHING AND PROFESSIONAL EXPERIENCE

Adjunct Faculty
Bluegrass Community and Technical College
2011 - Present

Science Education Coordinator
Lexington’s Children Museum
2011 - 2012

Senior Laboratory Technician
Yeargan Laboratory - University of Kentucky
2007 - 2011

Teaching Assistant, Department of Entomology
University of Kentucky
2007 - 2011

Teaching Assistant
Shawnee State University
2006 - 2007

DISSERTATION

Title: Tritrophic effects of milkweed species on natural enemies of Aphris nerii.

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. 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
University of Michigan 1979

Master of Music Education
University of Michigan 1971

Bachelor of Music Education
University of Michigan 1970

TEACHING AND RELATED PROFESSIONAL EXPERIENCE

Executive Director, Vern Riffe Center for the Arts
Shawnee State University 1995 - 2012

Artistic Director & Executive Director
Ann Arbor Chamber Orchestra 1978 - 1989

President
The Michigan Theater - Ann Arbor, MI 1980 - 1984

Instructor & Conducting Faculty
Eastern Kentucky University 1972 - 1974

Instructor & Conducting Faculty
University of Massachusetts 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.
Faculty Curriculum Vitae Summary  
Submitted to Board of Trustees  
September 14, 2012

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  
*University of Cincinnati*  
2003

Bachelor of Science, Health Education  
*University of Dayton*  
1996

Associate of Science, Dental Hygiene  
*Sinclair Community College*  
1989

TEACHING AND RESEARCH EXPERIENCE

Adjunct Instructor, Anatomy, Physiology & Human Biology  
*Cincinnati State Technical College*  
2011 - Present

Adjunct Instructor, Anatomy, Physiology & Pathophysiology  
*Miami University*  
2010 - Present

Research Scientist  
*University of Cincinnati*  
2008 - Present

Part-time Instructor, Microbiology, Anatomy & Physiology  
*Sinclair Community College*  
2005 - Present

Adjunct Instructor, Pathophysiology & Physiology  
*University of Cincinnati*  
2009 - 2011

Postdoctoral Fellow  
*Shriners Hospital - Cincinnati, OH*  
2004 - 2007

Postdoctoral Fellow  
*University of Cincinnati*  
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
Michigan Technological University 2011

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
Princeton Plasma Physics Laboratory 2010 - 2011

Graduate Research Assistant
Ion Space Propulsion Laboratory 2004 - 2010

Curriculum Developer
Michigan Technological University 2003 - 2004

Graduate Teaching Assistant
Michigan Technological University 2003 - 2007

NOTABLE HONORS

Art of Science - Grand Prize Winner - Princeton University 2010

Grant writer for the Greater Philadelphia Innovative Cluster (GPIC) for Energy Efficient Buildings – Awarded $129 million by the Department of Energy 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 016.
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
Bowling Green State University 2007

Master of Arts, Sociology
Marshall University 1993

Bachelor of Science, Social Science
University of Rio Grande 1990

TEACHING AND PROFESSIONAL EXPERIENCE

Assistant Professor of Sociology, Sociology Program, Department of Government, Law, and International Affairs
Murray State University 2008 - 2012

Full-time Instructor, Department of Sociology
Bowling Green State University 2005 - 2008

Graduate Teaching Assistant, Department of Sociology
Bowling Green State University 2001 - 2004

Adjunct Faculty, Department of Social Sciences
Shawnee State University 2000 - 2001

Assistant Professor, Department of Sociology & Anthropology
Marshall University 1998 - 2000

Full-time Instructor, Dept. of Sociology, Social Work & Criminology
Morehead State University 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.

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.
Faculty Curriculum Vitae Summary  
Submitted to Board of Trustees  
September 14, 2012  

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  
*Ohio State University*  
Master of Music, Voice Performance  
*University of Memphis*  
Bachelor of Music, Voice Performance  
*Kent State University*  

TEACHING AND PROFESSIONAL EXPERIENCE  
Adjunct Faculty, Department of Fine, Digital, and Performing Arts  
*Shawnee State University*  
2005 - Present  
Graduate Teaching Assistant  
*Ohio State University*  
2002 - 2005  
Graduate Teaching Assistant  
*Kent State University*  
2000 - 2002  
Adjunct Faculty  
*Shawnee State University*  
1997 - 2000  
Adjunct Faculty  
*Kentucky Christian University*  
1997 - 2000  
Artistic Director  
*Southern Ohio Light Opera (SOLO)*  
1984 - Present  

DOCTORAL DOCUMENT  

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.
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
New Mexico State University 2012

Bachelor of Science, Mathematics
Shawnee State University 2010

TEACHING EXPERIENCE

Teaching Assistant, Statistics
New Mexico State University 2010 - Present

MEMBERSHIPS AND TRAINING

Participant, United States Conference on Teaching Statistics (USOCTS) 2011
Member, American Statistical Association (AMSTAT)

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.
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
Ohio University 2002

Graduate of Northwestern University Traffic Institute
School of Police Staff & Command, Northwestern University 1999

Associate Degree in Applied Science – Law Enforcement Technology
Ohio University 1984

PROFESSIONAL EXPERIENCE

Chief of Security
Shawnee State University 2008 - 2010

Director of Security
Portsmouth Metropolitan Housing Authority 2001 - 2008

Assistant Superintendent
Scioto County Juvenile Detention Center 2000 - 2001

Captain, Chief of Detectives
Portsmouth Police Department 1997 - 2000

Lieutenant, Supervisor of Detectives
Portsmouth Police Department 1996 - 1997

Lieutenant, Patrol
Portsmouth Police Department 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.
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
Alvernia University (Reading, PA) 2009

RELATED EXPERIENCE

Athletic Communications Assistant
University of Pennsylvania 2010 - Present

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

Sports Information Student Assistant
Alvernia University 2008 - 2009

Internship
Reading Railers – Premier Basketball League 2007 - 2008

LEADERSHIP ACTIVITIES

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

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

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

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.
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
Central Washington University 1999

Associate of Arts
Tacoma Community College 1996

WORK EXPERIENCE

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

Adjunct Faculty, Sports Studies
Shawnee State University 2009 - Present

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

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

Assistant Baseball Coach
Indiana University 2002 - 2005

NOTABLE AWARDS

Joe Carbone Award – Coach of the Year in the Great Lakes League
Southern Ohio Copperheads 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.
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 2001
Southern Illinois University

Bachelor of Arts, Mass Media 1996
Washburn University

RELATED PROFESSIONAL EXPERIENCE

Assistant Director, Community Service and Student Programs 2008 - 2012
Capital University

Project Manager/Events Planning Consultant 1996 - Present
HMG Consultants - Columbus, OH

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)

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.
### FISCAL YEAR 12:

<table>
<thead>
<tr>
<th>INVESTMENT COMPANY</th>
<th>VALUE AS OF JUNE 30, 2011</th>
<th>GAIN/(LOSS) JULY</th>
<th>AUGUST</th>
<th>SEPTEMBER</th>
<th>OCTOBER</th>
<th>NOVEMBER</th>
<th>DECEMBER</th>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
<th>APRIL</th>
<th>MAY</th>
<th>JUNE</th>
<th>TOTAL YTD GAIN/(LOSS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BNY MELLON</td>
<td>$ 6,229,830.19</td>
<td>($56,681.19)</td>
<td>($246,258.09)</td>
<td>($318,315.90)</td>
<td>$335,735.25</td>
<td>$152,435.24</td>
<td>$37,698.06</td>
<td>$114,111.80</td>
<td>($248,960.23)</td>
<td>$144,130.45</td>
<td>$172,317.57</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMONFUND</td>
<td>$ 6,921,649.62</td>
<td>($18,353.60)</td>
<td>($258,313.79)</td>
<td>($275,661.82)</td>
<td>$345,059.48</td>
<td>$54,158.11</td>
<td>$48,784.33</td>
<td>$215,425.86</td>
<td>$152,435.24</td>
<td>$114,111.80</td>
<td>$15,918.28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrued Interest Receivable Adjustment</td>
<td></td>
<td>($8,776.46)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$10,126.48</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CURRENT MTD TOTAL GAIN/(LOSS)</td>
<td></td>
<td>($83,811.25)</td>
<td>($504,571.88)</td>
<td>($593,977.72)</td>
<td>$680,794.73</td>
<td>$52,949.89</td>
<td>$422,326.98</td>
<td>$331,175.41</td>
<td>$137,450.97</td>
<td>$1,783.37</td>
<td></td>
<td>$44,645.73</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRIOR WEEK'S REPORT TOTAL GAIN/(LOSS) FROM PRIOR WEEK</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INVESTMENT FUND BALANCES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BNY MELLON</td>
</tr>
<tr>
<td>COMMONFUND</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>

### FISCAL YEAR 13:

<table>
<thead>
<tr>
<th>INVESTMENT COMPANY</th>
<th>VALUE AS OF JUNE 30, 2012</th>
<th>GAIN/(LOSS) JULY</th>
<th>AUGUST</th>
<th>SEPTEMBER</th>
<th>OCTOBER</th>
<th>NOVEMBER</th>
<th>DECEMBER</th>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
<th>APRIL</th>
<th>MAY</th>
<th>JUNE</th>
<th>TOTAL YTD GAIN/(LOSS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BNY MELLON</td>
<td>$ 6,157,512.62</td>
<td>$ 71,745.08</td>
<td>$ 80,858.88</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$154,603.96</td>
</tr>
<tr>
<td>COMMONFUND</td>
<td>$ 7,037,262.90</td>
<td>$ 74,674.88</td>
<td>$ 121,415.79</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$196,090.67</td>
</tr>
<tr>
<td>Accrued Interest Receivable Adjustment</td>
<td></td>
<td>($10,126.48)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>($10,126.48)</td>
</tr>
<tr>
<td>CURRENT MTD TOTAL GAIN/(LOSS)</td>
<td></td>
<td>$138,293.48</td>
<td>$202,274.67</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$340,568.15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INVESTMENT FUND BALANCES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BNY MELLON</td>
</tr>
<tr>
<td>COMMONFUND</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>
# STATUS OF CONSTRUCTION/RENOVATION PROJECTS THROUGH AUGUST 31, 2012

<table>
<thead>
<tr>
<th>PROJECT TITLE</th>
<th>STATUS</th>
<th>PROJECTED CONSTRUCTION BUDGET</th>
<th>FUNDING SOURCE</th>
</tr>
</thead>
</table>
| Founders Plaza Project            | • 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 | • 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            | • 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  | • 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

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

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>FY 2012 BUDGET</th>
<th>PRELIMINARY FY 2012 ACTUALS</th>
<th>ACTUAL AS A PERCENT OF BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>$25,499,540</td>
<td>$25,291,379</td>
<td>99.2%</td>
</tr>
<tr>
<td>BENEFITS</td>
<td>$11,160,008</td>
<td>$10,279,046</td>
<td>92.1%</td>
</tr>
<tr>
<td><strong>SUB-TOTAL</strong></td>
<td><strong>$36,659,548</strong></td>
<td><strong>$35,570,425</strong></td>
<td><strong>97.0%</strong></td>
</tr>
<tr>
<td>UTILITIES</td>
<td>$1,774,052</td>
<td>$1,386,258</td>
<td>78.1%</td>
</tr>
<tr>
<td>SCHOLARSHIPS</td>
<td>$2,937,306</td>
<td>$2,786,916</td>
<td>94.9%</td>
</tr>
<tr>
<td>TECHNOLOGY</td>
<td>$450,230</td>
<td>$127,463</td>
<td>28.3%</td>
</tr>
<tr>
<td>OTHER</td>
<td>$8,098,649</td>
<td>$7,241,525</td>
<td>89.4%</td>
</tr>
<tr>
<td><strong>SUB-TOTAL</strong></td>
<td><strong>$13,260,237</strong></td>
<td><strong>$11,542,162</strong></td>
<td><strong>87.0%</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$49,919,785</strong></td>
<td><strong>$47,112,587</strong></td>
<td></td>
</tr>
</tbody>
</table>

**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: $10,000 / $8,086 (80.9%)

**TOTAL TRANSFERS:** $4,201,727 / $4,085,831 (97.2%)

**TOTAL EXPENDITURES AND TRANSFERS:** $54,121,512 / $51,198,418 (94.6%)
### VERN RIFFE CENTER FOR THE ARTS DRAFT YEAR-END REPORT

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