

OHIO UNIVERSITY  
ATHENS, OHIO 45701

BOARD OF TRUSTEES

June 15, 1992

**TO:** \*Those listed below  
**FROM:** Alan H. Geiger, Secretary, Board of Trustees  
**SUBJECT:** Minutes of the June 6, 1992, Meeting of the Board

Enclosed for your file is a copy of the June 6, 1992, minutes. This draft will be presented for approval at the next stated meeting of the Board.

Please place a Board retreat on your calendars for Saturday, December 5, and Sunday, December 6, 1992, in Columbus. More information on this retreat will be forthcoming.

AHG:kd

Enclosure

\*Chairman and Members of the Board  
Mr. Rosa  
Ms. Turoczy  
Dr. Bandy-Hedden  
Mr. Lancaster  
Dr. Ping  
Dr. Bruning  
Dr. Bryant  
Dr. Chesnut  
Mr. Ellis  
Dr. Geiger  
Mr. Kennard (2)  
Dr. North  
Mr. Rudy  
Dr. Turnage  
Mr. Burns  
Mr. Kotowski  
Archivist (2)  
Regional Campus Deans  
Chairs of the Senates  
Chairs, Regional Coordinating Council

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF OHIO UNIVERSITY**

2:00 p.m., Saturday, June 6, 1992  
Stevenson Center  
Ohio University, Chillicothe Campus  
Chillicothe, Ohio

**EXECUTIVE SESSION**

On a motion by Mr. Hodson and a second by Mr. Campbell, the Ohio University Board of Trustees resolved to hold executive sessions previously scheduled for June 5 and 6, 1992, to consider personnel matters under Section 121.22(G) (1) of the Ohio Revised Code (O.R.C.), legal matters under Section 121.22(G) (3) O.R.C., and review of labor negotiations under Section 121.22(G) (4) O.R.C., this 5th day of June, 1992.

On a roll call vote all members present, namely; Chairman Strafford, Mr. Campbell, Mrs. Eufinger, Mr. Hodson, Dr. Konneker, Mr. Leonard, and Mr. Schey voted aye. This constituted a quorum. The Friday session was recessed at 3:00 p.m. on the Lancaster campus and members reconvened at 1:00 p.m., Saturday, June 6, on the Chillicothe campus to resume the Executive Session.

President Ping reported the status of pending personnel matters and outlined procedures to be utilized in selection and evaluation of replacement or continuing executive staff. The President presented a brief summary of negotiations ongoing between the Fraternal Order of Police and the university. Matters related to legal issues involving patents and licenses granted, and anticipated legal challenges were discussed.

**I. ROLL CALL**

Seven members were present, namely; Chairman J. Craig Strafford, M.D., Richard R. Campbell, Charlotte C. Eufinger, Thomas S. Hodson, Wilfred R. Konneker, Paul R. Leonard, and Ralph E. Schey. This constituted a quorum. Trustees Jeanette Grasselli and Dennis Heffernan were unable to attend. Student Trustee Monica A. Turoczy was present.

President Charles J. Ping, and Secretary Alan H. Gelger were also present. Dr. Irene Bandy-Hedden, President of the Ohio University National Alumni Board of Directors, attended the Friday sessions. This was Dr. Hedden's last session representing the alumni. President Ping and the Trustees expressed appreciation for her good service.

**II. APPROVAL OF THE MINUTES OF THE  
MEETING OF APRIL 4, 1992  
(previously distributed)**

Mr. Hodson moved approval of the minutes as distributed. Mr. Campbell seconded the motion. Approval was unanimous.

**III. COMMUNICATIONS, PETITIONS, AND MEMORIALS**

Secretary Geiger reported a letter of support for the proposed student recreation center had been received from the Athletic Assistance Committee of the National Alumni Board of Directors. The letter will be included with official minutes.

**IV. ANNOUNCEMENTS**

President Ping informed trustees that he had received a letter from Provost James Bruning indicating his intention to retire as Provost effective December 31, 1992. He noted Dr. Bruning plans to continue his service to the university by returning to teaching part time in the Psychology Department. The President expressed his deep appreciation for Dr. Bruning's exemplary leadership and his personal gratitude for Jim's support in the management of the university.

**V. REPORTS**

**A. Management of the Third Century Taskforce**

G. Kenner Bush

Mr. Bush thanked President Ping for the opportunity to again be of service to the university. He noted, as a past university trustee, the sense of excitement one has in being at a regional campus site. Mr. Bush reminded members of his earlier report to them and that his remarks today would be limited to Taskforce recommendations. A copy of the Taskforce's final report will be available campus wide shortly, and a copy is included with the official minutes. An outline summary of Mr. Bush's report is as follows:

Chairman Bush reported the Taskforce recommends three basic strategies for the institution's future. First, that consideration be given to ways to increase non-state support of the university. Second, that ways be explored throughout the institution to contain costs via new mechanisms. Third, that through reform and restructure innovation be rewarded, and growth be by substitution not addition.

Mr. Bush commented that a university-wide colloquium looking beyond day to day considerations might be a starting point for review of

Taskforce recommendations. He noted this is a special place and that we must maintain our quality -- in fact, plan for it. President Ping indicated that future discussion of the report and its recommendations by the Board is contemplated.

**B. Space Utilization and Management Study  
Preliminary Report**

James L. Bruning, Provost  
Alan H. Geiger, Board Secretary

Provost Bruning reviewed the composition of the Athens and Regional Campus committees and the work of space planning consultants Böhm NBBJ. Dr. Bruning outlined the study's time schedule and the outcomes of the major scheduled activities. He commented the working committees had acted as sounding boards, and that he felt comfortable with the study's recently completed space recommendations. Dr. Bruning presented a summary of the addition and ageing, by time periods, of space at the Athens campus, Regional campuses, and The Ridges.

Secretary Geiger described how the space recommendations would be translated to biennial capital requests, and space at The Ridges integrated into the Athens campus. He noted the consultant's final recommendations would relate capital costs to needed proposed, the sequencing of the projects from beginning to final moves, and reasonable expectations of state capital support. Dr. Geiger concluded by providing an example of projects to be proposed for renovation and new construction on the Athens campus.

**VI. UNFINISHED BUSINESS**

Secretary Geiger indicated there was no unfinished business.

**VII. NEW BUSINESS**

Chairman Strafford reported that Board Committees had, at their respective meetings, discussed matters being presented to the Board. Items for action were presented by the Committee Chairman or another committee member as designated.

**A. BUDGET, FINANCE, AND PHYSICAL PLANT COMMITTEE**

Committee Chair Eufinger reported the Committee met Friday to review matters to be presented to the Board of Trustees.

Mr. Leonard presented and moved approval of the resolution. Mr. Schey seconded the motion. All agreed.

## Fiscal Year 1992-1993 Operating Budget

### RESOLUTION 1992-- 1235

WHEREAS, the Board of Trustees received the Program Planning Report and approved the outline of the 1992-93 budget plan, which reflected different levels of state support, at their April 4, 1992, Meeting, and

WHEREAS, the level of reductions in state support to higher education remains uncertain, and

WHEREAS, the state will likely increase the cap placed on undergraduate fee increases,

NOW, THEREFORE, BE IT RESOLVED that the President is authorized to implement a fee schedule based on the actual undergraduate fee cap as determined by action of the General Assembly or the Controlling Board.

BE IT FURTHER RESOLVED that the budgets of expected income and expenditures as presented in Exhibits I, II, III, IV, V and VI are hereby approved subject to the following provisions:

1. The Provost, with the approval of the President, may make adjustments in instructional and general operating expense allocations, providing the total does not exceed available unrestricted income.
2. Expenditures for designated and restricted funds estimated on Exhibit I shall be limited to the income generated.

BE IT FURTHER RESOLVED that should the level of state support or the mandated fee cap be less than that assumed in Option A described in the Program Planning document dated March 1992, the President is authorized to use unspent current year funds, postpone renovations, and use plant renovation and building funds for any reductions in anticipated state support and student fees.

OHIO UNIVERSITY  
1992-93 BUDGET  
INCOME AND EXPENSE SUMMARY  
TOTAL UNIVERSITY

	<u>Unrestricted</u>	<u>Designated and Restricted (A)</u>	<u>Total</u>
Income			
Instructional and General	\$188,836,000	\$ 14,740,000	\$203,576,000
Organized Research	0	7,145,000	7,145,000
Public Service	617,000	5,510,000	6,127,000
Auxiliary Enterprises	0	3,116,000	3,116,000 (B)
Student Aid	0	13,726,000	13,726,000
	-----	-----	-----
Total Income	189,453,000	44,237,000	233,690,000
Expense			
Instructional and General	188,836,000	14,740,000	203,576,000
Organized Research	0	7,145,000	7,145,000
Public Service	617,000	5,510,000	6,127,000
Auxiliary Enterprises	0	3,116,000	3,116,000 (B)
Student Aid	0	13,726,000	13,726,000
	-----	-----	-----
Total Expense	189,453,000	44,237,000	233,690,000
	-----	-----	-----
Ending Balance	\$ 0	\$ 0	\$ 0
	=====	=====	=====

## NOTES:

(A) Included are funds received for specific purposes (Restricted) and funds generated by departments for goods and services which have been designated by the administration to offset expenditures applicable to those goods and services.

(B) Excludes Residence and Dining Halls.

OHIO UNIVERSITY  
1992-93 BUDGET  
INCOME SUMMARY  
GENERAL UNIVERSITY PROGRAMS  
AND COLLEGE OF MEDICINE

	<u>Unrestricted</u>	<u>Designated and Restricted (A)</u>	<u>Total</u>
Instructional and General			
State Subsidy	\$ 73,741,000	\$ 0	\$ 73,741,000
Student Fees	75,496,000	1,698,000	77,194,000
Other Income	12,093,000	12,172,000	24,265,000
Endowments	0	194,000	194,000
	-----	-----	-----
Total Instructional and General	161,330,000	14,064,000	175,394,000
Organized Research			
Private Gifts and Grants	0	1,820,000	1,820,000
Governmental Gifts and Grants	0	5,088,000	5,088,000
Endowments	0	237,000	237,000
	-----	-----	-----
Total Organized Research	0	7,145,000	7,145,000
Public Service			
Private Gifts and Grants	0	625,000	625,000
Governmental Gifts and Grants	0	4,125,000	4,125,000
Other Sources	617,000	760,000	1,377,000
	-----	-----	-----
Total Public Service	617,000	5,510,000	6,127,000
Auxiliary Enterprises	0	3,116,000	3,116,000 (B)
Student Aid			
Private Gifts and Grants	0	316,000	316,000
Endowments	0	283,000	283,000
Governmental Grants	0	6,311,000	6,311,000
	-----	-----	-----
Total Student Aid	0	6,910,000	6,910,000
	-----	-----	-----
Total Income	\$161,947,000	\$36,745,000	\$198,692,000
	=====	=====	=====

## NOTES:

(A) Included are funds received for specific purposes (Restricted) and funds generated by departments for goods and services which have been designated by the administration to offset expenditures applicable to those goods and services.

(B) Excludes Residence and Dining Halls.

Exhibit IIIOHIO UNIVERSITY  
1992-93 BUDGET  
INCOME SUMMARY  
REGIONAL HIGHER EDUCATION

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Instructional and General			
State Subsidy	\$11,554,000	\$ 0	\$11,554,000
Student Fees	15,880,000	0	15,880,000
Other Income	72,000	676,000	748,000
	-----	-----	-----
Total Instructional and General	27,506,000	676,000	28,182,000
Student Aid			
Governmental Grants	0	6,816,000	6,816,000
	-----	-----	-----
Total Student Aid	0	6,816,000	6,816,000
	-----	-----	-----
Total Income	<u>\$27,506,000</u>	<u>\$7,492,000</u>	<u>\$34,998,000</u>

Exhibit IV

OHIO UNIVERSITY  
1992-93 BUDGET  
UNRESTRICTED INCOME  
GENERAL UNIVERSITY PROGRAMS  
AND COLLEGE OF MEDICINE

State Appropriations	
Subsidy	\$ 61,406,000
	-----
Total Appropriations	61,406,000
Student Fees	70,178,000
Lifelong Learning	2,682,000
Other Income	9,503,000
	-----
Total Income	143,769,000
College of Medicine	
State Appropriation	12,335,000
Student Fees	3,243,000
Other Income	2,600,000
	-----
Total College of Medicine	18,178,000
	-----
Total Income	\$161,947,000
	=====

Exhibit V

OHIO UNIVERSITY  
1992-93 BUDGET  
UNRESTRICTED INCOME  
REGIONAL HIGHER EDUCATION

State Appropriations	
Subsidy	\$11,554,000
	-----
Total Appropriations	11,554,000
Student Fees	15,880,000
Other Income	72,000
	-----
Total Income	<u>\$27,506,000</u>

Exhibit VI

OHIO UNIVERSITY  
1992-93 BUDGET  
UNRESTRICTED EXPENDITURES  
ALL PROGRAMS

I.	President	
A.	Office of the President	\$ 649,000
	Board of Trustees	
	Legislative Liaison	
B.	Affirmative Action	250,000
C.	University Facilities Planning	275,000
D.	Institutional Contingency Fund	500,000
	President Total	1,674,000
II.	Provost	
A.	General	2,525,000
	Office of the Provost	
	Summer Session Office	
	Faculty Senate	
	Ohio University Press	
	Legal Affairs	
	Ombudsman	
	Institutional Research	
B.	Academic Programs	
1.	Arts and Sciences	31,777,000
2.	Business Administration	5,828,000
3.	Communication	6,168,000
4.	Education	4,941,000
5.	Engineering	7,065,000
6.	Fine Arts	8,523,000
7.	Graduate College & Research	2,812,000
8.	Health and Human Services	6,730,000
9.	Honors Tutorial	306,000
10.	International Studies	1,393,000
11.	College of Medicine	18,178,000
12.	University College	1,060,000
	Sub-Total	94,781,000
C.	Support And Services	
1.	University Libraries	6,450,000
2.	Computing and Technological Services	4,133,000
	Sub-Total	10,583,000

II. Provost, Continued

D. Regional Higher Education

1. Office of the Vice Provost	\$ 1,569,000
2. Eastern Campus	3,624,000
3. Chillicothe Campus	5,071,000
4. Ironton Campus	3,799,000
5. Lancaster Campus	6,157,000
6. Zanesville Campus	4,528,000
7. Development Incentive	520,000
8. Campus Service	2,238,000
9. Telecommunications	1,243,000
10. Lifelong Learning	3,253,000

Sub-Total 32,002,000

E. Intercollegiate Athletics 4,539,000

F. Funds To Be Allocated

1. Part-Time Teaching	650,000
2. Health Insurance Increase	1,475,000
3. Incremental Fee Waivers	209,000
4. 1991-92 UPAC Pool	200,000
5. Supplies and Equipment	300,000

Sub-Total 2,834,000

Provost Total 147,264,000

III. Dean of Students

A. General

1. Office of the Dean of Students	227,000
2. Career Services	398,000
3. Counseling and Psychological Services	453,000

Sub-Total 1,078,000

B. Student Organizations and Activities 1,737,000

Student Activities

Student Senate

The Post

Baker Center

Cultural Affairs

Student Activities Commission

Dean of Students Total 2,815,000

IV. Vice President for Administration	
A. General	\$ 465,000
Office of the Vice President for Administration	
Administrative Senate	
Professional Development	
B. Baker Center Food and Beverage (Residence and Dining Halls Auxiliary Reported Separately)	204,000
C. Student Services	
1. Admissions	1,111,000
2. Registration, Records and Scheduling	1,300,000
3. Financial Aid	3,567,000
4. Student Health Service	1,251,000
Sub-Total	7,229,000
D. Physical Plant	
1. Physical Plant Operations	9,876,000
Administration	
Building Maintenance	
Custodial Maintenance	
Utilities Maintenance	
Grounds Maintenance	
2. Capital Improvements	274,000
3. Rental Properties	41,000
4. Purchased Utilities	5,724,000
Sub-Total	15,915,000
E. Support and Services	
1. Personnel	547,000
President 1699	
2. Campus Safety	1,098,000
3. Other Services	1,267,000
Airport	
Garage	
Mail Service	
Environmental Health and Safety	
Campus Recycling	
Sub-Total	2,912,000
Vice President for Administration Total	26,725,000

V. Treasurer and Controller

A. General

1. Office of the Treasurer and Controller	\$ 1,980,000
2. Materials Management and Purchasing	428,000
3. Stores Receiving	370,000

Sub-Total 2,778,000

B. Fiscal Management

1. Services	1,057,000
Legal Counsel	
Legal Settlements	
Auditors	
Insurance	
University Memberships	
2. Faculty and Staff Benefits	2,050,000
3. Retirement Benefits	234,000
4. Unemployment Compensation	75,000
5. Debt Service (Convocation Center)	425,000
6. Compensated Absences and Payroll	
Accrual	635,000
7. Medicare	75,000
8. Fee Waiver Variance	100,000

Sub-Total 4,651,000

Treasurer and Controller Total 7,429,000

VI. Vice President for University Relations

A. Office of the Vice President for University Relations	408,000
B. Alumni Relations	440,000
C. Publications	591,000
Cutler Service Bureau	
D. University News Services	317,000

Vice President for University Relations Total 1,756,000

VII. Vice President for Development

A. Office of the Vice President for Development	1,790,000
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Vice President for Development Total 1,790,000

Total University Expenditures \$189,453,000

Ms. Turoczy presented and moved approval of the resolution. Mr. Leonard seconded the motion. The motion passed.

**ELECTRIC EASEMENT, ZANESVILLE CAMPUS**

**RESOLUTION 1992 -- 1236**

**WHEREAS**, the Ohio Power Company has requested an easement to provide electrical service to the new Economic and Human Resources Development Center on Ohio University's Regional Campus; and to provide two easements of record for current electrical service to the existing facilities, and

**WHEREAS**, the University staff has reviewed this request and recommends these easements be granted for \$1.00 consideration.


**NOW, THEREFORE, BE IT RESOLVED** that the Ohio University Board of Trustees hereby resolves that the Ohio Power Company be granted the requested easements for a period of fifteen (15) years; and further authorizes the President to approve the final terms and conditions; and for the President or his designee to arrange for execution in accordance with Ohio law.

# Ohio University

## Interoffice Communication

DATE: May 11, 1992

TO: The President and Board of Trustees

FROM: John F. Burns 

SUBJECT: Easement to the Ohio Power Company at the Ohio University-Zanesville Regional Campus

The Ohio Power Company has requested a new easement to provide electrical service to new Economic and Human Resources Development Campus; and to provide two easements of record for the current service to the existing facilities.

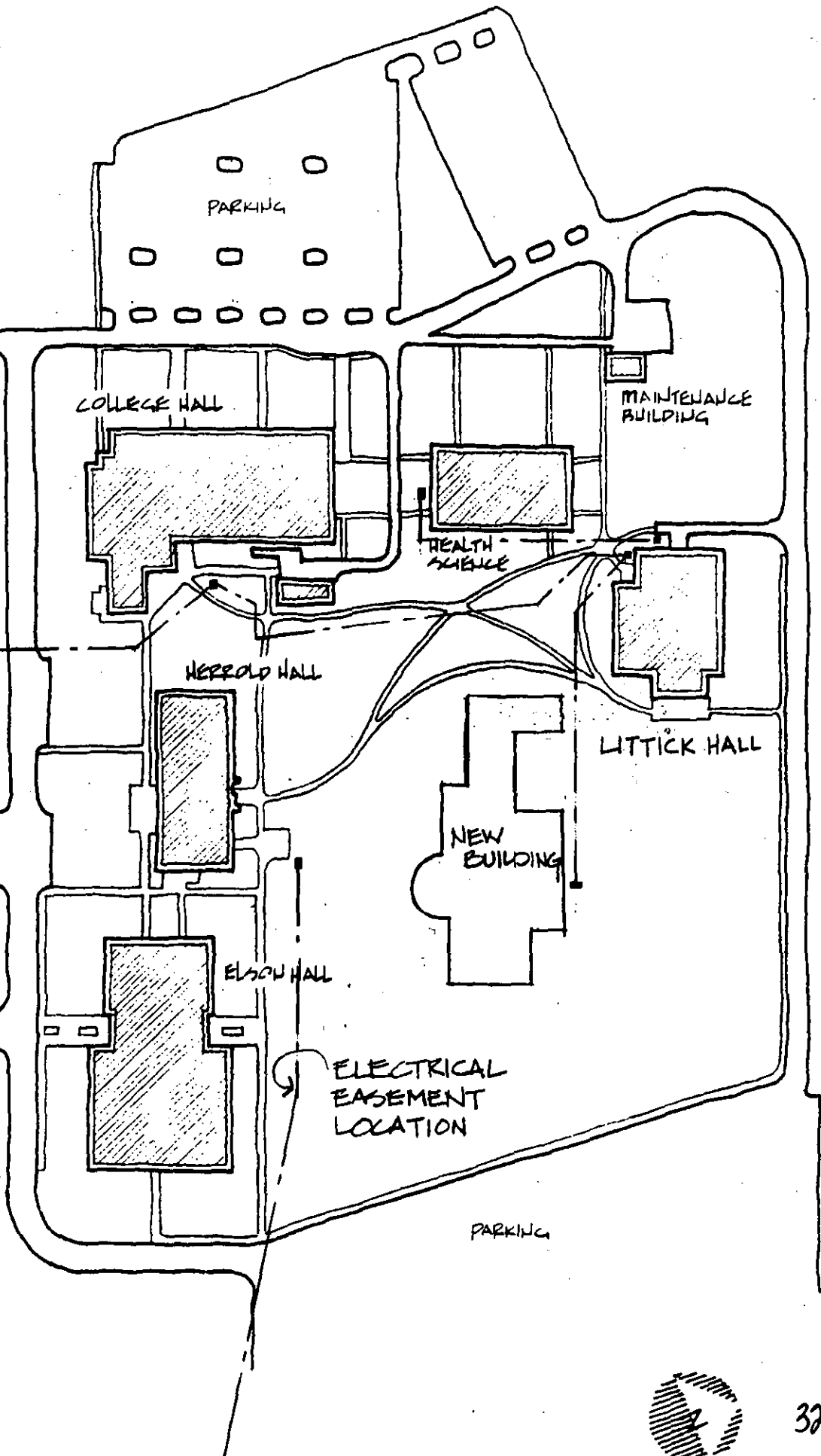
The University staff has reviewed this request and recommends it be granted; and the attached drawing and resolution has been prepared for your review.

Thank you.

JFB:vsp

cc: Dr. Alan H. Geiger, Secretary to the Board  
Dr. James A. Bryant, Vice Provost for Regional Higher Education  
Mr. John K. Kotowski, Director of Facilities Planning

STATE ROUTE 140



327

REVISED 5-2-92  
7 AMESVILLE

Mr. Schey presented and moved approval of the resolution. Mrs. Eufinger seconded the motion. Approval was unanimous.

**CLASSIFIED EMPLOYMENT PRACTICES REVISION**

**RESOLUTION 1992 -- 1237**

**WHEREAS**, the University may adopt rules and policies to implement its Classified Compensation Plan in accordance with Section 3345.31 ORC, and

**WHEREAS**, the University, under the direction of the Director of Personnel Services, as its appointing authority, has recommended new rules and policies in the area of recruitment and hiring and promotion and transfer of classified employees.

**NOW, THEREFORE, BE IT RESOLVED** that the Ohio University Board of Trustees hereby adopts the new Policy and Procedures entitled Recruitment and Hiring for Classified Employees and Transfer and Promotion for Classified Employees; and hereby authorizes the Director of Personnel Services to administer these policies in accordance with Section 124.14 (F) ORC, and have them filed with the appropriate state agencies in accordance with Ohio law to be effective July 1, 1992.

# Ohio University

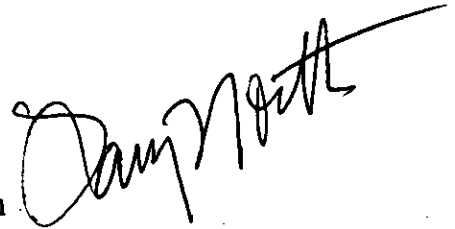
## Interoffice Communication

DATE: May 15, 1992

TO: Charles Ping, President

FROM: Gary North, Vice President for Administration

SUBJECT: Revised Classified Employee Policies



Terry Conry, Director of University Personnel Services and his staff have carefully reviewed the University's employee policies, with input from the classified staff advisory council and Mr. John Burns, University legal counsel in light of recent developments in state and federal laws and our experience in effectively managing the institution.

This review has resulted in two new employment policies being proposed as a part of our classified (non-bargaining unit) employment policies. They address (1) the recruitment and hiring for classified positions; and (2) transfers or promotions for classified employees. These two policies have been reviewed for compliance with state and federal laws and are designed to serve the best interest of university management staff and the affected employees.

It is the opinion of the University Legal Affairs staff that these two new policies can be legally considered rules. Mr. Burns also pointed out, that although these policies comply with state law, they do call for procedures distinct from the State Department of Administrative Services and they recommend they be adopted by the Ohio University Board of Trustees under its general authority set forth in Section 3345.31 ORC and filed with appropriate state agencies in accordance with state law. The attached memorandum from Mr. Burns explains his reasons for recommending their formal adoption.

The two new policies are attached for your review along with a draft resolution for your consideration. Mr. Burns and I will be available to discuss these proposed new policies and procedures at the Board meeting.

GN/bjs

xc: John Burns  
Terry Conry

# OHIO UNIVERSITY POLICY & PROCEDURE

SUBJECT

RECRUITMENT AND HIRING FOR  
CLASSIFIED EMPLOYEES

PROCEDURE NO. #40.038	PAGE NO. 1 of 7
Date Issued 5/15/92	Date Effective 7/1/92
ISSUED BY	APPROVED BY

**POLICY:** As a state supported public institution of higher education, Ohio University is required to be in compliance with state and federal laws and regulations or be liable for fines and penalties for noncompliance.

In accordance with federal law, Ohio Revised Code Chapter 124, and Ohio University Personnel procedures, it is the policy of the University to advertise, post, and recruit the best applicants for vacancies.

The Director of Ohio University Personnel Services, as the Appointing Authority, shall administer the above laws, rules, and procedures. The Director is responsible to ensure that members of protected groups are actively recruited and hired, and that personnel policies and procedures are properly implemented.

This policy will apply to all classified positions. If a conflict occurs involving a bargaining unit position, the Bargaining Agreement will prevail in those areas where a conflict occurs between this policy and the Bargaining Agreement.

## PROCEDURES:

### I. Notice of Vacancy

- A. When University Personnel Services (UPS) has been notified of a vacancy by a hiring department, and the vacancy cannot be filled under Policy #40.044, UPS will:
  1. Determine the appropriate job classification and pay grade.
  2. Determine if the position will be filled through a Limited Access Posting or an Open Posting.
    - a. A **Limited Access Posting** - is where a long term Eligibility List is created to establish a pool of eligible applicants for a particular classification for a specified period of time (up to two [2] years) without a notification of vacancies.
    - b. An **Open Posting** - is where a short term Eligibility List will be created from a posting for a specific vacancy, and will be terminated after the vacancy has been filled.
  3. Advertise and post vacancy for the appropriate minimum length of time (will vary depending on the type of search).

# OHIO UNIVERSITY POLICY & PROCEDURE

SUBJECT RECRUITMENT AND HIRING FOR CLASSIFIED EMPLOYEES	PROCEDURE NO.	PAGE NO.
	#40.038	2 of 7
	Date Issued	Date Effective
	5/15/92	7/1/92
	ISSUED BY	APPROVED BY

## II. Requirements for Filling an Open Posting Vacancy

### A. Receipt of Application

1. Employment applications will be accepted for a specific position, and will remain active until the position has been filled. Once the position has been filled, the applications then become inactive.
2. Applications will be retained on an inactive status for a period of two (2) years from the date of submission. After two (2) years have expired, a new application will be required when applying for a specific position.
3. In order to re-activate an inactive application for a specific position, applicants must submit an "Intake Form for External Applicants" in person to UPS for the vacancy prior to the deadline date of the posting (see Attachment A).

### B. Pre-Employment Screening Process

#### 1. Screening of Applications

- a. UPS will screen all applications to determine if the minimum qualifications have been met.
- b. Only those candidates who meet the minimum criteria will continue in the employment process.

### C. Pre-Employment Examination

1. The hiring department will supply technical questions to UPS (for areas where employment tests have not been developed or need to be revised).
2. UPS will be responsible for developing, and conducting the appropriate examination(s).
  - a. Provisions will be made to accommodate applicants with protected disabilities in accordance with state and federal laws.
  - b. If the hiring department decides that a departmental examination or practical is to be administered, both must be approved by UPS.
  - c. Any questions, concerns, or complaints regarding

# OHIO UNIVERSITY POLICY & PROCEDURE

SUBJECT

RECRUITMENT AND HIRING FOR  
CLASSIFIED EMPLOYEES

PROCEDURE NO. #40.038	PAGE NO. 3 of 7
Date Issued 5/15/92	Date Effective 7/1/92
ISSUED BY	APPROVED BY

testing must be directed to UPS.

- d. Test results for full or part-time permanent positions will be valid for a one (1) year period from the date the test was taken.

## D. Preliminary Interview Process

1. Structured group interviews will be conducted by a screening committee comprised of representatives from UPS or Affirmative Action and the hiring department.
2. Consistent criteria will be used by the screening committee for rating all applicants.

## E. Ranking of Applicants

1. Cumulative points will be calculated by UPS based on experience, examination results, the preliminary interview, and affirmative action criteria, if applicable.
2. Each applicant will be ranked based on the total performance of the entire recruitment process to establish an Eligibility List.
3. Each applicant will be notified of his/her rank on the Eligibility List.

## III. Selection Process

- A. The hiring department will conduct at least three (3) reference checks, if possible, for each candidate. Character references should be checked only if employment references cannot be obtained.
  1. UPS will assist hiring departments in coordinating and conducting structured departmental interviews. Job-specific structured interview questions should be developed in advance by the hiring department and reviewed by UPS prior to conducting the departmental interviews.
  2. Departmental interviews will be conducted by a screening committee comprised of representatives chosen by the hiring department.
- B. The hiring department will complete and submit to UPS the Personnel Action Report Summary showing the rank order and selection criteria used in the selection process.

# OHIO UNIVERSITY POLICY & PROCEDURE

## SUBJECT

RECRUITMENT AND HIRING FOR  
CLASSIFIED EMPLOYEES

PROCEDURE NO. #40.038	PAGE NO. 4 of 7
Date Issued 5/15/92	Date Effective 7/1/92
ISSUED BY	APPROVED BY

1. When there is nonconcurrence, UPS will advise the department head of the reasons and consult with the department head to achieve resolution.
2. If there is concurrence, UPS will make the offer recommended in the Personnel Action Summary Report.
- C. UPS will coordinate with the hiring department the appropriate employment background screening prior to any candidate being offered a position.

## IV. Hiring Offer

- A. UPS will be the only department authorized to make the hiring offer.
- B. UPS will make the hiring offer and confirm an acceptance in writing.
  1. UPS will establish an effective hire date.
  2. UPS will schedule the physical examination and complete the hiring process.
- C. UPS will schedule and conduct the New Employee Orientation Session.

# OHIO UNIVERSITY POLICY & PROCEDURE

SUBJECT RECRUITMENT AND HIRING FOR CLASSIFIED EMPLOYEES	PROCEDURE NO.	PAGE NO.
	#40.038	5 of 7
	Date Issued 5/15/92	Date Effective 7/1/92
	ISSUED BY	APPROVED BY

## Attachment A

### INTAKE FORM FOR EXTERNAL APPLICANTS

#### POSITION APPLIED FOR:

Position Title \_\_\_\_\_

Department/ Location \_\_\_\_\_

#### APPLICANT DATA:

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Work Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

.....  
Your completed job application will serve as a criteria in determining eligibility for this position.  
Supplemental information may be attached. Information showing that you meet all of the minimum  
qualifications as stated in the Notice of Vacancy must appear on or with the application to assure its  
approval. Additional information may not be accepted after this posting terminates.  
.....

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Personnel/Action: Remarks:

Taken By \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Classification: Clerical \_\_\_\_\_ Operating \_\_\_\_\_ Technical \_\_\_\_\_

**SUBJECT**

PROCEDURE NO.  
#40.038

PAGE NO.  
6 of 7

Date Issued  
5/15/92

Date Effective  
7/1/92

**ISSUED BY**

APPROVED BY

## 335

**OHIO UNIVERSITY POLICY & PROCEDURE****SUBJECT****RECRUITMENT AND HIRING FOR  
CLASSIFIED EMPLOYEES****PROCEDURE NO.****#40.038****PAGE NO.****7 of 7****Date Issued****5/15/92****Date Effective****7/1/92****ISSUED BY****APPROVED BY****Attachment B  
Part II****Statement of Compliance**

I hereby certify that the above information is accurate to the best of my knowledge and complies with Ohio University's Affirmative Action Policy in letter and spirit.

**INTERVIEWERS:****Names (Please print or type)****Signatures**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**DEPARTMENT HEAD: (Please print or type)****Name****Signature****Title****Date****Department****STATEMENT OF REVIEW  
UNIVERSITY PERSONNEL SERVICES**

I have reviewed the above report and supporting documents, and I am in agreement that Ohio University's Affirmative Action Policy requirements have been satisfied.

**Signature****Date**

# OHIO UNIVERSITY POLICY & PROCEDURE

## SUBJECT

TRANSFER AND PROMOTION FOR  
CLASSIFIED EMPLOYEES

PROCEDURE NO.	PAGE NO.
#40.044	1 of 7
Date Issued	Date Effective
5/15/92	7/1/92
ISSUED BY	APPROVED BY

**PURPOSE:** To provide a uniform policy and procedure for posting and advertising of vacancies in classified positions at the University. This policy does not apply to any positions covered by a collective bargaining agreement.

**POLICY:** It is the policy of Ohio University to inform classified employees of transfer and promotional opportunities through Departmental and University-wide postings when a vacancy occurs.

Departmental/Planning Unit (DPU) Managers will give first consideration to those qualified applicants currently employed in the DPU where the vacancy occurred. If the position cannot be filled from within the internal posting process, then the vacancy will be posted University-wide for current University employees.

UPS will post and advertise the position for external applicants, if the vacancy cannot be filled from a University-wide posting.

The only employees eligible to apply for a transfer or promotion are full-time and part-time permanent employees. A transfer under this policy is limited to one (1) per employee during any one (1) year period. An employee is eligible to be promoted after satisfactorily completing the probationary period.

Transfers resulting from reorganizations to avoid layoffs will take precedence over this policy.

## I. Definitions:

- A. **Posting** - A publicly displayed statement of a vacancy notifying internal employees of the position and when the examination(s) (where applicable) will be given. The posting will include the job classification, minimum qualifications, department, working hours, pay grade, a brief description of duties (including essential functions), responsibilities, testing and practical (if applicable), and deadline date for applying.
- B. **Transfer** - The movement of an employee to a vacancy in the same classification and/or pay grade but in a different location.
- C. **Promotion** - The appointment of an employee to a different classification which is assigned a higher pay range than the previous position.
- D. **Limited Access Posting** is where a long term list of eligible candidates have been ranked without notice of a vacancy to establish a pool of candidates for a particular classification for a specified period of time (up to two [2] years).

# OHIO UNIVERSITY POLICY & PROCEDURE

SUBJECT

TRANSFER AND PROMOTION FOR  
CLASSIFIED EMPLOYEES

PROCEDURE NO. #40.044	PAGE NO. 1 of 7
Date Issued 5/15/92	Date Effective 7/1/92
ISSUED BY	APPROVED BY

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## OHIO UNIVERSITY POLICY & PROCEDURE

SUBJECT TRANSFER AND PROMOTION FOR CLASSIFIED EMPLOYEES	PROCEDURE NO. #40.044	PAGE NO. 2 of 7
	Date Issued 5/15/92	Date Effective 7/1/92
	ISSUED BY	APPROVED BY

- E. An Open Posting is where a short term eligibility list will be created from a posting for a specific position and will be terminated after the vacancy has been filled.

### II. Minimum Qualifications - All applicants must meet each of the following minimum qualifications:

- A. Must have completed the probationary period for current full-time or part-time permanent position held.
- B. Must have a satisfactory attendance rating on the most recent performance evaluation.
- C. Must have received at least a satisfactory overall rating on the most recent performance evaluation.
- D. Must meet each of the minimum requirements for the posted vacancy.

### III. Procedures for Transferring or Promoting Employees.

#### A. Notice of Vacancy

- 1. When a vacancy occurs within a Department, University Personnel Services (UPS) must be contacted to review and determine the appropriate job classification, pay grade, and if the position will be filled through a Limited Access Posting or an Open Posting.
- 2. UPS will prepare the job posting in cooperation with the DPU Manager. The DPU areas will remain as established on the effective date of this policy.
- 3. The notice of vacancy will be posted on the DPU bulletin board, and circulated within the DPU by the DPU Manager for a period of three (3) working days.
- 4. All interested employees must apply to UPS by completing the "Request for Transfer and Promotion Form" by telephone or in person (see Attachment A).
- 5. UPS will post the notice of vacancy University-wide, upon request of the DPU Manager, if UPS receives less than three (3) qualified applicants from within the DPU.
- 6. All University-wide positions will be posted on the UPS Bulletin Board for a period of three (3) working days.

## OHIO UNIVERSITY POLICY & PROCEDURE

SUBJECT TRANSFER AND PROMOTION FOR CLASSIFIED EMPLOYEES	PROCEDURE NO. #40.044	PAGE NO. 3 of 7
	Date Issued 5/15/92	Date Effective 7/1/92
	ISSUED BY	APPROVED BY

### B. Testing/Practicals

1. The hiring department will supply technical questions to UPS (for areas where employment tests have not been developed).
2. UPS will be responsible for developing, and conducting the appropriate examination(s).
  - a. Provisions will be made to accommodate applicants with protected disabilities in accordance with state and federal law.
  - b. Any questions, concerns, or complaints regarding testing must be directed to UPS.
  - c. Test results for full or part-time permanent positions will be valid for a one (1) year period from the date the test was taken.
3. If the hiring department decides that a departmental examination or practical is to be administered, both must be approved by UPS.

### C. Screening and Ranking Process

1. UPS will screen all applicants to determine if they meet the minimum qualifications for a transfer or a promotion. Only those applicants who meet the minimum criteria will continue in the hiring process.
  - a. Candidates seeking a **transfer** will be considered without additional testing except when a practical is required.
  - b. Candidates seeking a **promotion** must be tested by UPS, where appropriate and may be subject to a practical.
  - c. A medical evaluation may be required when a employee has been promoted to a new position which requires different or increased physical qualifications.
2. If UPS received at least three (3) acceptable applicants from within the DPU, the vacancy will be filled from within that DPU by transferring or promoting an employee.
3. If there are less than three (3) internal applicants from the DPU, the vacancy may be posted University-wide. The process outlined in this section will be repeated.

## OHIO UNIVERSITY POLICY & PROCEDURE

SUBJECT TRANSFER AND PROMOTION FOR CLASSIFIED EMPLOYEES	PROCEDURE NO. #40.044	PAGE NO. 4 of 7
	Date Issued 5/15/92	Date Effective 7/1/92
	ISSUED BY	APPROVED BY

4. Candidates will be ranked according to the test and interview results, efficiency, experience, and seniority in service.
5. UPS will assist the hiring department in coordinating and conducting the structured interviews.

### D. Selection Process

1. UPS will notify the hiring department head (or designee) of the three (3) top ranked candidates.
2. The department head (or designee) making the selection may recommend the top-ranked candidate without an interview, or interview all three (3) and select one (1).
3. The hiring department must complete and submit to UPS the Personnel Action Report Summary showing the rank order and selection criteria used in the selection process. (See Attachment B, Parts I and II.)

### E. Hiring Offer

1. UPS is the only authorized representative to make an official hiring offer.
  - a. When there is nonconcurrence, UPS will advise the department head of the reasons and consult with the department head to achieve a resolution.
  - b. If there is concurrence, UPS will make the offer as described in the Personnel Action Summary Report.
2. UPS will make the hiring offer, confirm an acceptance in writing, establish the effective date to report to the new department, and schedule the employee for a physical examination if appropriate.

# OHIO UNIVERSITY POLICY & PROCEDURE

<b>SUBJECT</b> <b>TRANSFER AND PROMOTION FOR</b> <b>CLASSIFIED EMPLOYEES</b>	<b>PROCEDURE NO.</b> <b>#40.044</b>	<b>PAGE NO.</b> <b>5 of 7</b>
	<b>Date Issued</b> <b>5/15/92</b>	<b>Date Effective</b> <b>7/1/92</b>
	<b>ISSUED BY</b>	<b>APPROVED BY</b>

## Attachment A

### Request for Transfer or Promotion Form

#### POSITION APPLIED FOR:

Position Title \_\_\_\_\_  
 Department/ Location \_\_\_\_\_  
 Bargaining Unit Position ☐ Yes ☐ No  
 Type of Request ☐ Transfer ☐ Promotion

#### APPLICANT DATA:

Name \_\_\_\_\_  
 Social Security Number \_\_\_\_\_  
 Department \_\_\_\_\_  
 Home Telephone Number \_\_\_\_\_  
 Work Telephone Number \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_

.....  
 Your completed job application will serve as a criteria in determining eligibility for this position.  
 Supplemental information may be attached. Information showing that you meet all of the minimum  
 qualifications as stated in the Notice of Vacancy must appear on or with the application to assure its  
 approval. Additional information may not be accepted after this posting terminates.  
 .....

\_\_\_\_\_  
 Applicant Signature Date

\_\_\_\_\_  
 Personnel/Action: Remarks:

Taken By \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Classification: Clerical \_\_\_\_\_ Operating \_\_\_\_\_ Technical \_\_\_\_\_

**SUBJECT**

**PROCEDURE NO.**

**PAGE NO.**

6 of 7

Date Issued

**Date Effective**

5/15/92

7/1/92

ISSUED BY

APPROVED BY

## Personnel Action Report Summary

**Position Title**

**Date position was posted by UPS**

### Types of Employment:

Full-Time Permanent Full Time Intermittent

     Full Time Provisional

Part-time Permanent Part Time Intermittent

**\_\_\_ Part Time Provisional**

### List Top Candidates in Rank Order

**Sex**

Race

**Veteran Status**

**Other**

1.

**2.**

**3.**

4.

**5.**

**Briefly describe why the prospective offeree was selected as the best candidate for the position:**

(Attach a separate sheet if additional space is needed)

**OHIO UNIVERSITY POLICY & PROCEDURE****SUBJECT****TRANSFER AND PROMOTION FOR  
CLASSIFIED EMPLOYEES****PROCEDURE NO.**  
#40.044**PAGE NO.**  
7 of 7**Date Issued**  
5/15/92**Date Effective**  
7/1/92**ISSUED BY****APPROVED BY****Attachment B  
Part II****Statement of Compliance**

I hereby certify that the above information is accurate to the best of my knowledge and complies with Ohio University's Affirmative Action Policy in letter and spirit.

**INTERVIEWERS:****Names (Please print or type)****Signatures**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**DEPARTMENT HEAD: (Please print or type)****Name****Signature****Title****Date****Department****STATEMENT OF REVIEW  
UNIVERSITY PERSONNEL SERVICES**

I have reviewed the above report and supporting documents, and I am in agreement that Ohio University's Affirmative Action Policy requirements have been satisfied.

**Signature****Date**

344

Mrs. Eufinger presented and moved approval of the resolution. Ms. Turoczy seconded the motion. All agreed.

**CONTINUATION OF RETIREMENT CENTER LAND LEASE**

**RESOLUTION 1992 -- 1238**

**WHEREAS**, the Ohio University Board of Trustees adopted RESOLUTION 1991-1170 in June 1991, designating Highpointe Retirement Village, Inc. as the authorized developer of a retirement center at The Ridges until June 30, 1992, and

**WHEREAS**, the planning for the development of the retirement center by Highpointe Retirement Village, Inc. is proceeding satisfactorily,

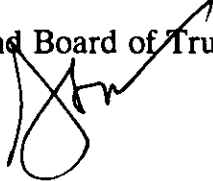
**NOW, THEREFORE, BE IT RESOLVED** that the Ohio University Board of Trustees hereby extend the period of authorization until June 30, 1993, for under the same terms and conditions as set forth in Resolution 1991-1170.

# Ohio University

## Interoffice Communication

DATE: May 11, 1992

TO: The President and Board of Trustees

FROM: John F. Burns 

SUBJECT: Extension of authorization of Highpoint Retirement Village, Inc. as the authorized developer of a retirement center at the Ridges until June 10, 1993.

At last years June meeting, the Board of Trustees adopted Resolution 1991-1170 designating Highpoint Retirement Village, Inc. as the authorized developer of a retirement center on a 17 acre site at the Ridges, and authorized the President to make certain financial commitments and arrangements with the developer.

The planning for the retirement center has proceeded slowly but satisfactorily; and the University staff has recommended to the President that Highpoint Development Village, Inc. be granted an extension of one year to June 30, 1993 to proceed with the final stages of planning and lease negotiations.

A brief update will be provided to the Board of the planning for the retirement center and the staff will be available to answer any questions. Also, the attached resolution is for your review for the board meeting.

Thank you.

JFB:vsp

cc: Mr. Alan H. Geiger, Secretary to the Board  
Mr. William L. Kennard, Treasurer

## **B. EDUCATIONAL POLICIES COMMITTEE**

Acting Committee Campbell reported the committee met on Friday and considered matters to be presented to the Board.

Dr. Konneker presented and moved approval of the resolution. Mr. Hodson seconded the motion. The motion passed.

## **REGIONAL COORDINATING COUNCIL APPOINTMENT**

### **RESOLUTION 1992 -- 1239**

**BE IT RESOLVED** by the Board of Trustees of Ohio University that the following roster of persons be appointed to membership on the Coordinating Councils for the following Regional Campuses of Ohio University:

#### **OHIO UNIVERSITY-CHILLICOTHE**

Judith H. Benson

For a two-year term beginning June 6, 1992, and ending at the close of business June 30, 1994, vice John Degnan, who resigned.

#### **OHIO UNIVERSITY-LANCASTER**

Robert C. Wolfinger, Jr.

For a four-year term beginning June 6, 1992, and ending at the close of business June 30, 1996, vice C. Daniel DeLawder, who resigned.

#### **OHIO UNIVERSITY-ZANESVILLE**

Monroe D. Dowling, Jr.

For a nine-year term beginning June 6, 1992, and ending at the close of business June 30, 2001, vice Rex F. Kieffer, Jr., whose term expired.

Judith Herlihy Benson (Mrs. Ronald N.)

164 Church Street

Chillicothe, Ohio 45601

614-773-1859

Housewife and Bookkeeper for Ronald N. Benson, D.D.S. Inc.

**Vital Statistics:**

Born June 20, 1934 in Chillicothe, Ohio.

Graduated in 1952 from Chillicothe High School.

Attended the University of Cincinnati 1952-53.

Graduated from the Ohio State University in 1956  
with a B.S. in Education.

Married Ronald N. Benson in August 1956.

Mother of 7 children ( 1 is deceased ).

Grandmother of 13 grandchildren (all under age 7½).

Past President of Ross County Easter Seal Society.

Served as Secretary and Board member of Ross County  
Board of Mental Retardation for 16 years.

Served on the Board of Medical Center Hospital.

Served on the Women's Board of Medical Center Hospital.

Past member of Junior Civic League, Chillicothe.

Member of St. Peter's Catholic Church.

Served on St. Peter's Parish Council.

**ROBERT C. WOLFINGER, JR.**

450 HILLTOP DRIVE  
LANCASTER, OHIO 43130-3402  
(614) 653-8229

**EMPLOYMENT:**

BancOhio National Bank  
148 West Main Street  
Lancaster, Ohio 43130-0628  
(614) 687-1890

**POSITION:**

Area President  
and  
District Executive  
Lancaster District

**JOB HISTORY WITH BANCOHIO:**

June	1972	Teller Trainee, Lancaster Area
January	1974	Loan Officer, Lancaster Area
January	1976	Assistant Vice President, Lancaster Area
April	1980	V.P. & Senior Lender, Lancaster Area
October	1983	V.P. Corporate Banking/Ohio Division/Columbus
December	1986	Area President, Lancaster Area
		District Executive, Lancaster District

**EDUCATION:**

American Institute of Banking: Basic (1977), Standard (1977) & Advanced (1981) Certificates  
Bachelor Degree, Ohio University - 1980  
BancOhio Commercial Lending School - 1980  
Ohio Bankers Association - Consumer Credit School - 1976  
Ohio Bankers Association - School of Banking - 1979  
Stonier Graduate School of Banking - 1984  
American Banking Association - Business of Banking School - 1991

**MEMBERSHIPS:**

**BUSINESS:** American Institute of Banking - Past Chapter President  
Ohio Bankers Association  
Robert Morris Associates - Past Columbus Group Chairman  
Institute of Management Accountants  
The Newcomen Society of the United States

**COMMUNITY:** Cameo Concerts, Inc. - Financial Director  
Fairfield County Economic Development Committee - Chairman  
Fairfield County Heritage Association  
Fairfield County Regional Planning Commission - Board Member  
Lancaster Chorale - Vice President  
Lancaster Community Improvement Corporation - President  
Lancaster Country Club - Past President  
Lancaster-Fairfield Charity Newsies  
Lancaster-Fairfield Community Hospital - Vice Chairman  
Lancaster-Fairfield County Chamber of Commerce - Vice President  
Lancaster Rotary Club - Board Member  
Ohio Cooperative Extension Service - Advisory Committee  
Shaner-Nusbaum Committee - Board Member  
United Way of Fairfield County - Vice Chairman

5/11/92

## CURRICULUM VITAE

NAME: Monroe D. Dowling, Jr., M.D.  
DATE OF BIRTH: February 23, 1934

MARITAL STATUS: Married  
BIRTHPLACE: New York, N.Y.

HOME ADDRESS: 6810 Layman Drive.  
Nashport, Ohio 43830

TEL. # 614-454-1011

OFFICE ADDRESS: Medical Arts Building I TEL. # 614-454-4454  
1246 Ashland Avenue  
Zanesville, Ohio 47301

COLLEGES OR UNIVERSITIES ATTENDED	DEGREE AWARDED	YEAR
Harvard University	A.B.	1956
Howard University, College of Medicine	M.D.	1960

MEDICAL LICENSES:	New York .....1964	Michigan.....1968
	California....1964	Nebraska.....1976
	Ohio.....1989	

BOARD CERTIFICATION: National Board of Medical Examiners, 1961  
Board Eligible: Internal Medicine  
Medical Oncology

### HOSPITAL APPOINTMENTS:

Intern, University of Colorado Medical Center, Colorado General Hospital, Denver, Colorado, July 1, 1960-June 30, 1961  
Resident, Internal Medicine, Henry Ford Hospital, Detroit, Michigan, July 1, 1961-June 30, 1962: July 1, 1964-June 30, 1966  
Clinical Research Trainee, Dept of Medicine (Medical Oncology) Memorial Hospital for Cancer and Allied Diseases, July 1, 1966-June 30, 1967  
Senior Clinical Trainee, Dept of Medicine (Medical Oncology) Memorial Hospital for Cancer and Allied Diseases, July 1, 1967-June 30, 1968  
Fellow in Medicine, Cornell University Medical College, July 1, 1968-June 30, 1968  
Clinical Assistant Physician, Dept. of Medicine (Medical Oncology) Memorial Hospital for Cancer and Allied Diseases, July 1, 1968-June 30, 1971  
Assistant Attending Physician, Hematology Service, Memorial Hospital for Cancer and Allied Diseases, July 1, 1971-January 14, 1977  
Director, Out-Patient Hematology Clinic, Memorial Hospital for Cancer and Allied Diseases, November 1, 1971-January 14, 1977  
Lincoln General Hospital, February 1, 1977...February, 1989  
Bryan Memorial Hospital, February 1, 1977...February, 1989  
St. Elizabeth Community Health Center, February 1, 1977...Feb. 1989

## **CURRICULUM VITAE - Monroe D. Dowling, Jr., M.D.**

Consultant VA Hospital, Lincoln, Nebraska, February 1, 1977...February, 1989  
Chairman Dept Of Medicine, St. Elizabeth Community Health Center  
January 1988 - implemented Quality Assurance Program  
Medical Director, Goldcrest Retirement Center, March 1987...Feb. 1989  
Bethesda Hospital, Zanesville, Ohio.... March, 1989  
Asst. Chairman, Dept. of Medicine 1991  
Good Samaritan Hospital, Zanesville, Ohio....March, 1989  
Medical Director, Skilled Nursing Unit, 1989-1991  
Medical Director, Good Samaritan Cancer Center of Southeastern Ohio, 1989..

## **RESEARCH & TEACHING APPOINTMENTS:**

Research Fellow, Sloan-Kettering Institute for Cancer Research,  
July 1, 1967 - June 30, 1968  
Instructor in Medicine, Cornell University Medical College,  
July 1, 1968 - June 30, 1972  
Research Associate, Sloan-Kettering Institute for Cancer Research,  
July 1, 1968 - June 30, 1975.  
Assistant Professor of Medicine, Cornell University Medical  
College, July 1, 1972 - January 14, 1977  
Associate, Sloan-Kettering Institute for Cancer Research, July 1,  
1975 - January 14, 1977  
Assistant Professor of Medicine, University of Nebraska, July 1,  
1982 to March, 1989  
National Surgical Adjuvant Breast & Colon Program, Principal  
Investigator

## **MEMBERSHIP IN MEDICAL & SCIENTIFIC SOCIETIES:**

American Federation for Clinical Research  
American Medical Association  
American Society of Clinical Oncology, Inc.  
American Association for Cancer Research  
American Association for the Advancement of Science  
Association of Community Cancer Centers  
Medical Society of the State of New York  
Medical Society of the County of New York  
National Medical Association  
Nebraska Medical Association  
Lancaster County Medical Association  
Muskingum County Medical Academy  
Nebraska Cancer Control Program- Chairman Technical Work Committee  
Evaluation of the State-of-the-Art Treatment Availability 1988  
Nebraska Lymphoma Study Group  
Southwestern Oncology Group - Member

**CURRICULUM VITAE - Monroe D. Dowling, Jr. M.D.**

**MILITARY SERVICE:**

Lieutenant (MC) USNR  
United States Navy Reserve, February, 1950 - April, 1966  
Active Duty, July 1, 1962 - June 30, 1964 CONUS

**COMMUNITY CIVIC ORGANIZATIONS:**

Rotary International - Board Member, 1984-86, President 1987-88  
Rotary International Service Award, 1988  
Lincoln Foundation - Member at Large  
President's Council - Union College, Lincoln, Nebraska  
KUCV (FM Radio) - Community Advisory Board  
Pine Lake Golf & Tennis Association - Board Member & Vice President  
1977 to 1989  
Lied Center for Performing Arts - State Advisory Committee  
Lincoln, Nebraska  
American Cancer Society, Medical Trustee, Ohio Division, 1990  
St. James Episcopal Church, Member of Vestry, 1990

Mr. Hodson presented and moved approval of the resolution. Mr. Schey seconded the motion. President Ping noted at least one of the proposed members is now unable to serve and that additional nominations would be presented later for Board consideration. Approval was unanimous.

**OHIO UNIVERSITY MUSEUM BOARD OF DIRECTORS  
APPOINTMENTS**

**RESOLUTION 1992 -- 1240**

**WHEREAS**, the Ohio University Board of Trustees did adopt at its January 25, 1992, meeting, a mission statement for a museum of American art to be located in the administration building on The Ridges, and

**WHEREAS**, the Ohio University Board of Trustees did authorize a governance structure consisting of ex-officio members and nine voting members, with three year terms and eligible for re-election, to guide the museum through its early stages of development.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors shall always have among its members Edwin L. Kennedy or a member of his family, a Native American with an understanding of the educational significance of the Southwest Native American Collection, and an Ohio University alumnus who is a professional artist.

**BE IT FURTHER RESOLVED**, that in addition to these positions, the other six members of the Board of Directors should bring to the board one or more of the following credentials: professional expertise in one of the museum collections, professional recognition in the national artistic and museum communities, and ability to help guide the philanthropic endeavor on behalf of the museum.

The following nine members are proposed for the Board of Directors:

Marion P. Alden  
Elizabeth C. Baker  
John B. Gerlach (Bernie)  
Foster Harmon  
Edwin L. Kennedy  
Maya Lin  
Donald Roberts  
Sue Wall  
Native American Southwest Educator

Mr. Campbell presented and moved approval of the resolution. Mr. Hodson seconded the motion. The motion passed.

## **UNIVERSITY PROFESSORSHIPS**

### **RESOLUTION 1992 -- 1241**

**WHEREAS**, designation of the title "University Professor" is reserved on a yearly basis for those faculty who are chosen by students as outstanding classroom teachers, and

**WHEREAS**, the University Professor Selection Committee makes recommendations of six outstanding teachers each year who are to receive this title, and

**WHEREAS**, several faculty have been so recognized on more than one occasion,

**THEREFORE, BE IT RESOLVED** that faculty members who are chosen as University Professor for the fifth time be awarded the permanent title, "University Professor," that they be recognized through a significant adjustment to their base salary, and that they be encouraged to be involved in all forums which focus on teaching excellence and matters related to the improvement of teaching and learning at Ohio University.

# Ohio University

## Interoffice Communication

May 20, 1992

TO: Charles J. Ping, President

FROM: James L. Bruning, Provost



SUBJECT: University Professor

I take a great deal of pleasure in recommending that the following resolution be taken to the Board of Trustees for official action. Ohio University has long recognized outstanding teachers at the departmental, college and university level. This special recognition through Board action provides a way to reward those who have been consistently outstanding as classroom teachers.

JLB/bb

Enclosure

### **C. BOARD-ADMINISTRATION COMMITTEE**

Committee Chairman Schey reported the Committee met on Friday to consider matters to be presented to the Board.

## **ELECTION OF OFFICERS AND PRESIDENT**

### **a. Election of Chair**

Dr. Strafford presented and moved approval of the resolution.  
Mr. Campbell seconded the motion. All agreed.

#### **RESOLUTION 1992 -- 1242**

**RESOLVED** that Ralph E. Schey be elected Chair of the Board of Trustees for the year beginning July 1, 1992, and ending June 30, 1993.

### **b. Election of Vice Chair**

Mr. Schey presented and moved approval of the resolution.  
Mr. Hodson seconded the motion. All agreed.

#### **RESOLUTION 1992 -- 1243**

**RESOLVED** that Charlotte C. Eufinger be elected Vice Chair of the Board of Trustees for the year beginning July 1, 1992, and ending June 30, 1993.

### **c. Election of Treasurer**

Mrs. Eufinger presented and moved approval of the resolution.  
Mr. Leonard seconded the motion. All agreed.

#### **RESOLUTION 1992 -- 1244**

**RESOLVED** that William L. Kennard be elected Treasurer of Ohio University for the year beginning July 1, 1992, and ending June 30, 1993.

### **d. Election of Secretary**

Mr. Hodson presented and moved approval of the resolution.  
Mr. Campbell seconded the motion. All agreed.

#### **RESOLUTION 1992 -- 1245**

**RESOLVED** that Alan H. Geiger be elected Secretary of the Board of Trustees for the year beginning July 1, 1992, and ending June 30, 1993.

**e. Election of President**

Dr. Strafford presented and moved approval of the resolution.  
Mr. Schey seconded the motion. All agreed.

**RESOLUTION 1992 -- 1246**

**RESOLVED** that Charles J. Ping be elected President of Ohio University for the year beginning July 1, 1992, and ending June 30, 1993.

Dr. Strafford presented and moved approval of the resolution. Dr. Konneker seconded the motion. All agreed.

**TRUSTEE PROFESSORSHIP**

**RESOLUTION 1992 -- 1247**

**WHEREAS**, the Board of Trustees has recognized faculty/administrators who have served the university well in years past by the conferring of the title Trustee Professor, and

**WHEREAS**, in addition to his continuing role as Shakespearean scholar and teacher, Dean Crowl has provided campus-wide support for student advising, exploratory students, and the recognition and encouragement of teaching, and

**WHEREAS**, throughout his career at Ohio University, Dean Crowl has championed and advanced the general education program of the University,

**WHEREAS**, Dean Crowl has provided spirit and direction for the Alumni College,

**NOW, THEREFORE, BE IT RESOLVED** that in recognition of his outstanding service and as a mark of the esteem in which he is held, the Board of Trustees of Ohio University confers upon Dean Crowl the title of Trustee Professor of English Literature.

Dr. Strafford presented and moved approval of the resolution. Mr. Schey seconded the motion. The motion passed.

**MEETING DATES FOR SUCCEEDING YEAR**

Designation of Stated Meeting Dates for Year Beginning  
July 1, 1992, and Ending June 30, 1993

**RESOLUTION 1992 -- 1248**

**RESOLVED** that the following dates, which are a Friday and Saturday, be designated the stated meeting dates for the year beginning July 1, 1992, and ending June 30, 1993, with committee scheduled the preceding day.

October 10, 1992 Athens Campus (Committees meet on  
October 9)  
January 30, 1993, Athens Campus (Committees meet on  
January 29)  
April 17, 1993, Athens Campus (Committees meet on  
April 16)  
June 26, 1993, Zanesville Campus (Committees meet on  
June 25 at the Belmont Campus)

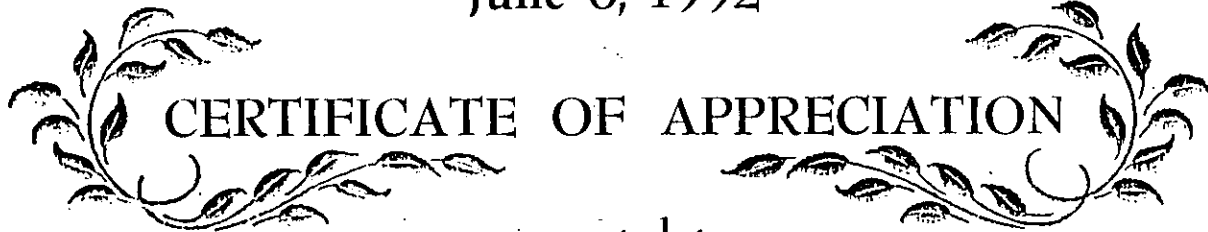
**RESOLVED** further that, if committees dictate, the Board-Administration Committee be authorized to change the date of the stated meeting.

President Ping presented and read a certificate of appreciation recognizing Chairman Strafford's good leadership as Board Chair. Mr. Schey moved approval of the certificate. Mr. Hodson seconded the motion. All agreed.

RESOLUTION 1992 — 1249

# OHIO UNIVERSITY

June 6, 1992




## CERTIFICATE OF APPRECIATION

presented to

J. CRAIG STRAFFORD, M.D.

Chair of the Board of Trustees

- FOR *careful attention to the responsibilities of the Board Chair,*
- FOR *your dedication to the mission of the University and its special role in southeastern Ohio,*
- FOR *your conduct of Board meetings, your sense of purpose which makes the work of the Trustees move with direction and dispatch,*
- FOR *that personal warmth and dedication to the University which have engendered our affection and respect,*
- WE *affirm our appreciation.*

*Conferred as a Mark of Esteem  by the  
President and the Board of Trustees of Ohio University.*

PRESIDENT

SECRETARY

RICHARD R. CAMPBELL  
CHARLOTTE C. EUFINGER  
JEANETTE G. GRASSELLI  
DENNIS B. HEFFERNAN  
THOMAS S. HODSON

WILFORD R. KONNEKER  
PAUL R. LEONARD  
RALPH E. SCHEY  
MATTHEW D. ROSA  
MONICA A. TUROCY



### **VIII. ANNOUNCEMENT OF NEXT STATED MEETING**

Secretary Geiger reported the next stated meeting is to be held on the Athens campus on Friday, October 9, 1992, and Saturday, October 10, 1992.

### **IX. GENERAL DISCUSSION - CALL OF MEMBERS**

Members, in turn, said their "goodbyes" to Vice President for University Relations Martha A. Turnage and thanked her for her many contributions to the campus and the community. Each thanked retiring Chair J. Craig Strafford for the good effort he gave to the work of the Board. All expressed appreciation for the activities of the regional campuses, their faculty, staffs, and the overall regional campus direction provided by Jim Bryant. Appreciation was offered to Taskforce Chair Bush and committee members for their efforts on behalf of the future of the university.

Mr. Hodson, also a Taskforce member, thanked Provost Jim Bruning and his staff for their support of the study effort.

Mr. Schey commented that because of Vice President Turnage's focus on campus signage he now has a greater appreciation for all good signage.

Chairman Strafford commented he both enjoyed and appreciated his opportunity to be of service to the Board and university. He noted his academic career began at a university regional campus and that it is critical we not overlook the special educational needs of many Southeastern Ohio youngsters.

### **X. ADJOURNMENT**

Determining there was no further business to come before the Board, Chairman Strafford adjourned the meeting at 4:00 p.m.

### **XI. CERTIFICATION OF SECRETARY**

Notice of this meeting and its conduct was in accordance with Resolution 1975--240 of the Board, which resolution was adopted on November 5, 1975, in accordance with Section 121.22(F) of the Ohio Revised Code and of the State Administration Procedures Act.

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J. Craig Strafford  
Chairman

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Alan H. Geiger  
Secretary

