

**BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE**

**January 18, 2013
9:00 a.m., University Center, Room 214**

Agenda

1.0 Action Item

1.1 IT Infrastructure and VoIP Project Resolution F01-13 Action

This action is in response to a request by Key Government Finance, Inc. for a Board of Trustees' resolution as part of their application process for a multiple-year Lease/Purchase Agreement at 0% interest for the VoIP and IT infrastructure project.

2.0 Information Items

2.1 FY13 General Operating Budget Information

The status of the FY13 general operating budget will be reviewed.

2.2 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.

2.3 Investment Report Information

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

2.4 Capital Status Report Information

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

3.0 Education

Pat Carson, Director of Purchasing, will provide a briefing on SSU's procurement system.

RESOLUTION F01-13

AUTHORIZATION OF LEASE-PURCHASE AGREEMENT FOR IT INFRASTRUCTURE AND VoIP UPGRADE PROJECT

WHEREAS, the University's existing telephony system is antiquated, has limited capability to be repaired or upgraded because of the scarcity of replacement parts and technical expertise, is experiencing sporadic interruptions of service, and is predicted to fail completely at any time; and

WHEREAS, the University IT system is incapable of being connected to the State of Ohio's 100mbg systems as currently configured, and projections indicate that University IT bandwidth utilization has reached critical levels with the current capacity expected to be reached within two years ; and

WHEREAS, the Vice President for Finance and Administration has developed a plan to address these critical needs and finance the necessary capital requirements of approximately \$3.6 M as reviewed with the Board of Trustees' Finance and Administration Committee; and

WHEREAS, in partnership with Bowling Green State University and Ohio University, the University has negotiated a lease-purchase agreement to meet the institutions' respective information technology needs at 0% interest for a five (5) year period through Key Government Finance, Inc. and,

WHEREAS, the proposed agreement has been thoroughly vetted through financial and legal reviews and is determined by the President and Vice President for Finance and Administration as the most favorable arrangement for addressing these critical needs; and

WHEREAS, the financial provider, Key Government Finance, Inc., requests that a formal resolution authorizing the agreement on the part of the University's Board of Trustees be included as part of the application for the multi-year agreement;

THEREFORE BE IT RESOLVED, the Board of Trustees of Shawnee State University hereby ratifies the execution of the agreement with Key Government Finance, Inc. by the President and the Vice President for Finance and Administration in accordance with University policy.

(January 18, 2013)

PERSONNEL INFORMATION ITEMS
JANUARY 2013 BOT MEETING
Changes processed October 16 to December 28, 2012
(Developed from information received in the HR Department through December 28, 2012)

DIVISION OF ACADEMIC AFFAIRS

Resignation – Administrative

Dr. Mattie H. Burton, Associate Professor and Chair of the Department of Nursing, resignation effective January 4, 2013.

Resignation – Faculty

Dr. Monique C. Diderich, Associate Professor in the Department of Social Sciences, resignation effective December 18, 2012.

Retirement – Faculty

Dr. Kathryn G. Locke, Associate Professor in the Department of Teacher Education, retirement effective June 1, 2013.

DIVISION OF FINANCE & ADMINISTRATION

Promotion– Administrative

Robert Kline, promotion to Computing Operations & Infrastructure Administrator, in the Office of University Information Services (UIS), effective December 3, 2012, at a fiscal year salary of \$46,255. Mr. Kline possesses a Bachelor of Science in Computer Engineering Technology from Shawnee State University and previously served the University as a Senior Support Technician for thirteen years.

PRESIDENT’S OFFICE / CENTRAL ADMINISTRATION

Appointment– Administrative

Rebekah A. White, Coordinator of Annual Giving & Stewardship, in the Development Foundation Office, beginning January 1, 2013, at a fiscal year salary of \$33,614. Ms. White possesses a Bachelor of Arts in Broadcasting/Journalism from Otterbein University. Position is funded by the SSU Development Foundation.

DIVISION OF STUDENT AFFAIRS

Resignation – Administrative

Dr. Jessie L. Grant, Dean of Students, resignation effective October 21, 2012.

ROBERT D. KLINE

7725 STATE ROUTE 650, PEDRO, OH 45659

POSITION OFFERED

Computing Operations & Infrastructure Administrator

University Information Services (UIS)

Effective Date: December 3, 2012

EDUCATION

Bachelor of Science, Computer Engineering Technology 1999
Shawnee State University

RELATED WORK EXPERIENCE

Senior Computer Support Technician 1999 – Present
Shawnee State University

Help Desk Analyst 1999
Applied Card Systems – Huntington, WV

CERTIFICATIONS

Microsoft Certified Professional (MCP)

IBM Certifications

- *Warranty Basics*
- *Desktop System*
- *Notebooks*
- *PC Architecture*

Comptia

- *A+*
- *Network +*

REBEKAH A. WHITE

55 BROOKSIDE DRIVE, LUCASVILLE, OH 45648

POSITION OFFERED

Coordinator, Annual Giving & Stewardship

Development Foundation

Effective Date: January 1, 2013

EDUCATION

Bachelor of Arts, Broadcasting/Journalism 2009
Otterbein University

WORK EXPERIENCE

Development Assistant July 2012 - Present
Shawnee State University Development Foundation

Reference Associate 2010 - 2012
Portsmouth Public Library

Assistant Service Manager 2008 - 2010
Texas Roadhouse

Communications Department Intern 2009
Ohio Rehabilitation Services Commission

Staff Writer/Assistant Sports Editor - *Tan & Cardinal* (student newspaper) 2007 - 2009
Otterbein University

Production Assistant 2006
NBC4 WHMH-TV - Columbus, Ohio

Staff Member, WOCC TV3 (University TV station) 2005 - 2009
Otterbein University

INVESTMENT PORTFOLIO PERFORMANCE

FISCAL YEAR 12:

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2011	GAIN/(LOSS) JULY	GAIN/(LOSS) AUGUST	GAIN/(LOSS) SEPTEMBER	GAIN/(LOSS) OCTOBER	GAIN/(LOSS) NOVEMBER	GAIN/(LOSS) DECEMBER	GAIN/(LOSS) JANUARY	GAIN/(LOSS) FEBRUARY	GAIN/(LOSS) MARCH	GAIN/(LOSS) APRIL	GAIN/(LOSS) MAY	GAIN/(LOSS) JUNE	TOTAL YTD GAIN/(LOSS)
BNY MELLON	\$ 6,229,830.19	\$ (56,681.19)	\$ (246,258.09)	\$ (318,315.90)	\$ 335,735.25	\$ (50,280.78)	\$ 4,165.56	\$ 215,425.86	\$ 152,435.24	\$ 37,698.06	\$ (11,411.80)	\$ (248,960.23)	\$ 114,130.45	\$ (72,317.57)
COMMONFUND	\$ 6,921,649.62	\$ (18,353.60)	\$ (258,313.79)	\$ (275,661.82)	\$ 345,059.48	\$ (54,158.11)	\$ 48,784.33	\$ 206,901.12	\$ 178,740.17	\$ 99,752.91	\$ 13,195.17	\$ (274,234.44)	\$ 103,901.86	\$ 115,613.28
Accrued Interest Receivable Adjustment		\$ (8,776.46)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,126.48	\$ 1,350.02
CURRENT MTD TOTAL GAIN/(LOSS) PRIOR WEEK'S REPORT TOTAL GAIN/(LOSS) FROM PRIOR WEEK		\$ (83,811.25)	\$ (504,571.88)	\$ (593,977.72)	\$ 680,794.73	\$ (104,438.89)	\$ 52,949.89	\$ 422,326.98	\$ 331,175.41	\$ 137,450.97	\$ 1,783.37	\$ (523,194.67)	\$ 228,158.79	\$ 44,645.73

INVESTMENT FUND BALANCES:

BNY MELLON	\$ 6,173,149.00	\$ 5,926,890.91	\$ 5,608,575.01	\$ 5,944,310.26	\$ 5,894,029.48	\$ 5,898,195.04	\$ 6,113,620.90	\$ 6,266,056.14	\$ 6,303,754.20	\$ 6,292,342.40	\$ 6,043,382.17	\$ 6,157,512.62
COMMONFUND	\$ 6,903,296.02	\$ 6,644,982.23	\$ 6,369,320.41	\$ 6,714,379.89	\$ 6,660,221.78	\$ 6,709,006.11	\$ 6,915,907.23	\$ 7,094,647.40	\$ 7,194,400.31	\$ 7,207,595.48	\$ 6,933,361.04	\$ 7,037,262.90
TOTAL	\$ 13,076,445.02	\$ 12,571,873.14	\$ 11,977,895.42	\$ 12,658,690.15	\$ 12,554,251.26	\$ 12,607,201.15	\$ 13,029,528.13	\$ 13,360,703.54	\$ 13,498,154.51	\$ 13,499,937.88	\$ 12,976,743.21	\$ 13,194,775.52

FISCAL YEAR 13:

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2012	GAIN/(LOSS) JULY	GAIN/(LOSS) AUGUST	GAIN/(LOSS) SEPTEMBER	GAIN/(LOSS) OCTOBER	GAIN/(LOSS) NOVEMBER	GAIN/(LOSS) DECEMBER End of Month	GAIN/(LOSS) JANUARY	GAIN/(LOSS) FEBRUARY	GAIN/(LOSS) MARCH	GAIN/(LOSS) APRIL	GAIN/(LOSS) MAY	GAIN/(LOSS) JUNE	TOTAL YTD GAIN/(LOSS)
BNY MELLON	\$ 6,157,512.62	\$ 73,745.08	\$ 80,858.88	\$ 94,277.64	\$ (36,315.97)	\$ 51,979.03	\$ 74,966.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 339,511.64
COMMONFUND	\$ 7,037,262.90	\$ 74,674.88	\$ 121,415.79	\$ 124,250.49	\$ (49,354.17)	\$ 63,502.39	\$ 47,948.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 382,438.18
Accrued Interest Receivable Adjustment		\$ (10,126.48)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (10,126.48)
CURRENT MTD TOTAL GAIN/(LOSS)		\$ 138,293.48	\$ 202,274.67	\$ 218,528.13	\$ (85,670.14)	\$ 115,481.42	\$ 122,915.78	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 711,823.34

INVESTMENT FUND BALANCES:

BNY MELLON	\$ 6,231,257.70	\$ 6,312,116.58	\$ 6,406,394.22	\$ 6,370,078.25	\$ 6,422,057.28	\$ 6,497,024.26
COMMONFUND	\$ 7,111,937.78	\$ 7,233,353.57	\$ 7,357,604.06	\$ 7,308,249.89	\$ 7,371,752.28	\$ 7,419,701.08
TOTAL	\$ 13,343,195.48	\$ 13,545,470.15	\$ 13,763,998.28	\$ 13,678,328.14	\$ 13,793,809.56	\$ 13,916,725.34

STATUS OF CONSTRUCTION/RENOVATION PROJECTS THROUGH DECEMBER 31, 2012

PROJECT TITLE	STATUS	PROJECTED CONSTRUCTION BUDGET	FUNDING SOURCE
Founders Plaza Project	<ul style="list-style-type: none"> • The plaza area between the Administration Building and the Athletic Center will be totally renovated. • Construction documents complete. • Revised scope of work and schedule being developed. 	TBD	State Capital
Administration Building Renovation	<ul style="list-style-type: none"> • New office and classroom space to be created. • New HVAC equipment will be installed in newly renovated areas. • Construction documents complete. • Construction to start end of February, 2013. 	\$1,366,812	State Capital/ Local
310 Chillicothe Street	<ul style="list-style-type: none"> • Programming complete. • Construction documents submitted for state review. • Additional scope and code compliance issues have caused delays in completion date. • Bid documents to be complete mid-January, 2013. • First floor will be renovated for office and classroom space by June, 2013. 	TBD	Local