

**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
November 2, 2012**

Call to Order

Chairperson Mooney called the meeting to order at 1:00 p.m. noting the meeting was in compliance with RC § 121.22(F).

Roll Call

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

Ms. Melissa Higgs-Horwell entered the meeting at 1:02 p.m.

Members Absent: None

Approval of the November 2, 2012 Agenda

Dr. Roberts moved and Mr. Howarth seconded a motion to approve the November 2, 2012 agenda. Without discussion, the Board unanimously approved said agenda.

Approval of the September 14, 2012 Board Meeting Minutes

Mr. Paine moved and Ms. Reynolds seconded a motion to approve the September 14, 2012 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

Committee Reports

Academic and Student Affairs Committee – Dr. Rita Roberts, Vice Chair

Dr. Rita Roberts reported on behalf of the Academic and Student Affairs Committee. Dr. Roberts said the Committee had no action items but she reported on several information items.

Faculty Promotions

Dr. David Todt, Provost and Vice President for Academic Affairs, reported the following Full Service Faculty Promotions:

To the rank of Professor:

Dr. James McPherson, Department of Health Sciences, MOT

To the rank of Associate Professor:

Dr. Amr Al-Azm, Department of Social Sciences

Ms. Patricia Spradlin, Department of English and Humanities

To the rank of Assistant Professor:

Ms. Theresa Jackson, Department of Health Sciences, Nursing

Mr. Keenan Perry, Department of Health Sciences, Athletic Training

Ms. Janet Snedegar, Department of Health Sciences, Nursing

Faculty Reports

Dr. Todt presented a Faculty Statistics report which gives a five-year summary of faculty demographics. Among the highlights for the 2012-2013 academic year, he noted there are 153 full service faculty of which 81 are males and 72 females, 62 serve in the College of Professional Studies and 91 in the College of Arts and Sciences, and the overall average salary is \$56,919. He reported the Faculty Professional Day which was held the first Friday of the semester was well attended as was the annual Adjunct Faculty Dinner which took place the week before fall semester started.

Enrollment Reports

Mr. Mark Moore, Registrar, presented the 2012 Fall Semester 15th Day Enrollment Report which showed an overall reduction in student numbers of 1.2% from Fall 2011 with 4,630 students enrolled. These figures translate to an FTE of 4,105 for a reduction of 0.9 from 2011.

Student Government Association

Ms. Aubry Fowler, President of Student Government Association, reported on the activities of the SGA. The goal of SGA this year is to get more involved on campus with projects involving more students on campus and within the community. Some of the events include: getting new students to become accustomed to campus via online courses by distributing flash drives with campus information; simplifying the process for clubs and organizations to receive status and funding; voter registration events; and many other events.

Felony Report

Dr. Mary Oling-Sisay, Vice President for Student Affairs, presented on the process for enrollment of convicted felons. The 2011 number was 27 and the 2012 the number is 49.

She reported that a process for enrolling convicted felons is in place and working very well. The process includes gathering written documentation about the nature of the offense(s), the name of the applicant's parole officer with contact information, the location of the committed crime(s),

along with dates and prison dates. The Dean of Students then reviews this information and conducts an interview to determine if he/she should be admitted to SSU.

As a follow-up, the individual felons must check-in with the Vice President for Student Affairs each semester before registering for classes.

For the 2010 thru 2012 academic years, no felons have been in the conduct process, and the grade point average has increased from .8223 in 2011 to 1.186 for 2012.

Some of the challenges for felon students present include social integration and academic performance as most require a lot of assistance in developing study skills.

Education Item

Dr. Brenda Haas, Dean, University College, presented on the pilot First Year Experience currently underway.

Finance and Administration Committee – Ms. Elizabeth Seif, Chair

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

Action Items

Resolution F23-12, Acceptance of FY12 Audit Report

Ms. Seif moved and Mr. Paine seconded a motion to approve Resolution F23-12, Acceptance of FY12 Audit Report. Pursuant to ORC 117.11, the financial statement of Shawnee State University must be audited every year and the required audit was performed by Crowe Horwath LLP, an independent accounting firm engaged by the Auditor of State. The auditor has issued an “unqualified” report and the Finance and Administration Committee recommended approval of Resolution F23-12.

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

Nays: None

Education Item

An explanation of the newly adopted GASB reporting requirements of state-operated pensions and its implications upon affected public universities' future financial statements was presented by Ms. Angie Lewis from Crowe Horwath LLP. These requirements are expected to go into effect on June 30, 2013.

Resolution F24-12, Approval of Adjunct Faculty Stipend Increase and Adjunct Faculty Stipend Scale

Ms. Seif moved and Ms. Reynolds seconded a motion to approve Resolution F24-12, Approval of Adjunct Faculty Stipend Increase and Adjunct Faculty Stipend Scale. The scale was last adjusted fall semester 2011 and a proposed 2% increase in the adjunct faculty stipend, effective spring semester 2013, is recommended by the President and the Finance and Facilities Committee.

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

Nays: None

Resolution F25-12, Approval of Computing Operations and Infrastructure Administrator Position

Ms. Seif moved and Mr. Howarth seconded a motion to approve Resolution F25-12, Approval of Computing Operations and Infrastructure Administrator Position. This position is essential in order to address the growth in server virtualization technologies and to address the labor-intensive monitoring of hardware operations. The addition of the position will be cost neutral as it will be funded by the reduction of contracted services and savings resulting from a lower-cost replacement of an open vacancy.

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

Nays: None

Resolution F26-12, Policy to Establish a Taxonomy for the Review and Approval of Tuition (Instructional, General and Technology Fees) and Other Fees, Fines and Charges

Ms. Seif moved and Dr. Roberts seconded a motion to approve Resolution F26-12, Policy to Establish a Taxonomy for the Review and Approval of Tuition (Instructional, General and Technology Fees) and Other Fees, Fines and Charges. The Board shall approve all General Fees, Miscellaneous Fees and changes to Course Fees annually. Additionally, the Board has requested that a comprehensive list of all student charges, including fines and cost recovery charges, be provided annually to the Board as information.

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

Nays: None

Resolution F27-12, Approval to Amend the Shawnee State University Alternative Retirement Plan and Authorization for Adopting Future Amendments to Retirement Plan

Ms. Seif moved and Mr. Howarth seconded a motion to approve Resolution F27-12, Approval to Amend the Shawnee State University Alternative Retirement Plan and Authorization for Adopting Future Amendments to Retirement Plan. The Board originally adopted the ARP, effective March 1, 1999 and the University amended and restated the ARP on November 12, 2012 and subsequently amended the ARP on November 20, 2011. The University desires to amend the ARP to make certain changes in accordance with applicable law. Effective November 2, 2012, the University amends the ARP in substantially the form attached as Exhibit A to Resolution F27-12.

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

Nays: None

Information Items

Financial Aid Default Rates

Mr. Bob Trusz, Associate Vice President for Enrollment Management and Director of Admissions, reported on student loan default rates and the impact upon the awarding of financial aid.

FY13 Revenue Update

An update was given regarding FY13 revenue reflecting the impact of AY12 enrollment.

Personnel

The following personnel actions were processed in the Department of Human Resources during the period of August 24, 2012 through October 15, 2012:

- The Division of Academic Affairs had one administrative appointment, one administrative retirement effective July 1, 2013 and one faculty retirement effective January 1, 2013.
- The Division of Student Affairs had one administrative resignation effective November 9, 2012.

Investment Report

The University's investment performance report revealed gains in September and October. With an overall positive adjustment, the portfolio has realized a 4.8% gain in the amount of \$669,825 for the reporting period (July 1, 2012 – October 17, 2012).

The University Investment Committee and the SSUDF Finance Committee held a joint meeting on October 25, 2012 with Fourth Street Performance, Inc. This investment consultant firm was engaged after completion of an extensive external bid process. The firm will provide support to both Committees as a means to assist with their investment decisions in the form of comprehensive data on comparative markets, performance analyses of portfolios, investment manager analyses, and advice concerning best practices relevant to investment policies and strategies. The firm's fees are equally shared between the University and the SSUDF.

Capital Status Report

- Administration Building – construction documents are complete and project will be bid mid-October.
- Founders Plaza Project – revised scope of work and schedule is being developed.
- 310 Chillicothe – programming is complete and design development is underway.

President's Report

President Morris reported to the Board on the progress of the Higher Education Funding Commission in developing recommendations for the Governor on modifications for the SSI.

President Morris and Provost Todt reviewed the AQIP method of accreditation by the Higher Learning Commission. Provost Todt provided the Board with copies of the recently completed campus-based AQIP Portfolio and explained the next steps for review of the Portfolio.

Reports, if any, from Board Liaisons with other Organizations

None.

New Business

None.

Comments from Constituent Groups (if any) and the Public

None.

Other Business

Report of University Investment Committee. Ms. Reynolds, Chair of the University Investment Committee, explained recent changes in the working relationship between the SSU Investment Committee and the SSUDF Investment Committee and how they are sharing resources and expenses. The two Committees have hired a financial advisor. Next steps include revisions

of both Committees' policies. Ms. Boyles explained that there will be two different policies to reflect the needs of each entity.

Executive Session

Ms. Reynolds moved and Ms. Seif seconded a motion to enter into Executive Session to have a conference with the University's General Counsel concerning pending or imminent court action and to consider the purchase of property.

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

Nays: None

The Board moved into Executive Session at 2:20 p.m. The Board exited Executive Session at 3:15 p.m. and returned to public session.

Adjournment

The Board was adjourned by acclamation at 3:17 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

RESOLUTION 23-12

ACCEPTANCE OF FY12 AUDIT REPORT

WHEREAS, pursuant to O.R.C. 117.11 the financial statements of Shawnee State University must be audited every year; and

WHEREAS, the required audit has been performed by Crowe Horwath LLP, an independent accounting firm engaged by the Auditor of State, in accordance with O.R.C. 117.11; and

WHEREAS, the results of the audit have been reported to the Board of Trustees' Finance and Administration Committees; and

WHEREAS, the auditor has issued an "unqualified" report:

THEREFORE, be it resolved that the Shawnee State University Board of Trustees, accept the Report of Independent Auditors on Financial Statements of the Shawnee State University, as reported.

(November 2, 2012)

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

RESOLUTION F24-12

**APPROVAL OF ADJUNCT FACULTY STIPEND INCREASE
AND ADJUNCT FACULTY STIPEND SCALE**

WHEREAS, Shawnee State University employs adjunct faculty to augment the instructional services provided by full-service faculty; and

WHEREAS, the adjunct faculty stipend scale was last adjusted fall semester 2011; and

WHEREAS, a proposed 2% increase in the adjunct faculty stipend is recommended by the President;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the attached stipend scale that is based upon experience and education levels, effective beginning spring semester 2013; and

THEREFORE, BE IT FURTHER RESOLVED, that the Board of Trustees of Shawnee State University authorizes the Provost, or delegate, the authority to pay other than these established rates on an exception basis.

(November 2, 2012)

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

ADJUNCT STIPEND

(Effective Date Beginning Spring Semester 2013)

STIPEND SCALE

	Board Approved Rate Effective Fall Semester 2011	Proposed Rate Effective Spring Semester 2013	Board Approved Rate Effective Fall Semester 2011	Proposed Rate Effective Spring Semester 2013
B.S./B.A. Degree	\$452/Lec. Hr.	\$461/Lec. Hr.	\$375/Lab Hr.	\$383/Lab Hr.
Master's Degree	\$543/Lec. Hr.	\$554/Lec. Hr.	\$431/Lab Hr.	\$440/Lab Hr.
Ph.D. or Other Terminal Degree*	\$624/Lec. Hr.	\$636/Lec. Hr.	\$503/Lab Hr.	\$513/Lab Hr.

* Note: As determined by the appropriate Dean and the Provost according to the appropriate accreditation standards for baccalaureate degrees.

(November 2, 2012)

 as True and Correct
 Secretary, Board of Trustees Date

RESOLUTION F26-12

POLICY TO ESTABLISH A TAXONOMY FOR THE REVIEW AND APPROVAL OF TUITION (INSTRUCTIONAL, GENERAL AND TECHNOLOGY FEES) AND OTHER FEES, FINES AND CHARGES

WHEREAS state law requires the Board of Trustees to establish all tuition that includes instructional, general and technology fees and other student fees applied uniformly to students, and permits the Board to establish other fines and charges; and

WHEREAS the bylaws of the SSU Board of Trustees charge the Finance and Administration Committee to consider and recommend to the Board on financial matters, including tuition and student fees; and

WHEREAS the SSU Board of Trustees currently approves all General Fees, Miscellaneous Fees and changes to Course Fees annually; and

WHEREAS the Board has requested that a comprehensive list of all student charges, including fines and cost recovery charges, also be provided to the Board as information annually;

THEREFORE BE IT RESOLVED that the SSU Board of Trustees hereby approves Policy 4.90, Taxonomy for the Review and Approval of Tuition and Other Student Fees.

(November 2, 2012)

Date

Shawnee State University

SUBJECT: TAXONOMY FOR THE REVIEW AND APPROVAL OF TUITION AND OTHER STUDENT FEES, FINES AND CHARGES	POLICY NO. : 4.90 ADMIN CODE: 3362-4-60 PAGE NO.: 1 OF 2 EFFECTIVE DATE: 11/02/12 NEXT REVIEW DATE: 11/02/15 RESPONSIBLE OFFICER(S): VPFA APPROVED BY: BOT
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1.0 PURPOSE

This policy establishes taxonomy to be followed for the review and approval of tuition and other student fees, including the comprehensive review of fines and cost-recovery charges assessed to students.

2.0 ANNUAL BOARD APPROVAL OF TUITION AND OTHER STUDENT FEES

The Shawnee State University Board of Trustees shall approve annually the Tuition, Course Fees, and Miscellaneous Fees that will be assessed to students in accordance with any parameters established in the state biennial budget bill or other state law.

2.1 Definitions:

(a) Tuition – Fees charged to all students each term on a per-credit-hour basis, based on their enrollment status.

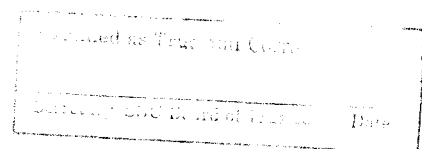
1) Includes Instructional, General, Technology, Alternative Course Tuition, Graduate Workshop Credit, fees assessed for a specific purpose (e.g., University Center Bond Fees), and any future fees meeting this definition.

(b) Course Fees – Fees charged only to students enrolled in courses for which a supplemental fee has been established to defray the cost of lab supplies, technology needs, or other special requirements of the course.

(c) Miscellaneous Fees – Fees assessed to students based on their participation in specific activities (e.g., Health Sciences application fee).

3.0 ANNUAL BOARD REVIEW OF FINES AND COST RECOVERY CHARGES

The University shall establish fines and cost recovery charges approved by the President that may be assessed to students. A list of all fines and cost recovery charges will be presented annually to the Board of Trustees for review.



3.1 Definitions:

- (a) Fines – Fines assessed to students as a result of disciplinary action.
- (b) Cost Recovery Charges – Charges assessed to students to defray the cost of providing an optional service (e.g. express mail charge for a rush transcript).

4.0 UNIVERSITY ESTABLISHES ALL OTHER CHARGES

-With approval by the President, the University shall establish all other charges for its services (e.g. facility rental fees). Such charges will be reviewed with the Board on a periodic basis.

History: (Eff. 11/2/12)

RESOLUTION F27-12

APPROVAL TO AMEND THE SHAWNEE STATE UNIVERSITY ALTERNATIVE RETIREMENT PLAN AND AUTHORIZATION FOR ADOPTING FUTURE AMENDMENTS TO RETIREMENT PLAN

WHEREAS, the Board of Trustees originally adopted the ARP, effective March 1, 1999;
and

WHEREAS, the University amended and restated the ARP on November 12, 2010, and
subsequently amended the ARP on November 30, 2011; and

WHEREAS, the University has the ability to amend the ARP from time to time; and

WHEREAS, the University desires to amend the ARP to make certain changes in
accordance with applicable law; and

WHEREAS, the University sponsors the 403(b) Plan; and

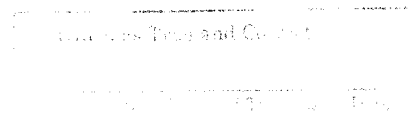
WHEREAS, the University has the ability to amend the 403(b) Plan from time to time;

THEREFORE, BE IT RESOLVED, that the amendment to the ARP, in substantially the
form attached hereto as Exhibit A, be and hereby is adopted effective as stated therein; and

BE IT FURTHER RESOLVED, that the Vice President for Finance and Administration,
is hereby authorized to execute the amendment to the ARP and any other agreements,
certificates, instruments, documents, or conveyances necessary to effectuate the amendment to
the ARP; and

BE IT FURTHER RESOLVED, that if in the future, further amendments to the ARP Plan
document or to the 403(b) Plan document (or to any ancillary documents to the ARP Plan or
403(b) Plan) of a technical, non-discretionary nature become necessary, in order to (1) secure or
maintain compliance with federal tax laws; or (2) conform to amendments of the governing
provisions of the Ohio Revised Code, then the Vice President, Finance and Administration, is
hereby authorized to take such actions and execute such documents as are necessary to effectuate
such amendments and ancillary documents, without further review or resolution by the Board.

(November 2, 2012)



Amendment to Shawnee State University Alternative Retirement Plan

WHEREAS, Shawnee State University (the "Employer") maintains the Shawnee State University Alternative Retirement Plan, effective as of March 1, 1999, amended and restated on November 12, 2010, and subsequently amended on November 30, 2011. (the "Plan"); and

WHEREAS, pursuant to the authority of Section 8.3 of the Plan, the Employer desires to amend the Plan to make certain changes in accordance with applicable law;

NOW, THEREFORE, effective November 2, 2012, the Employer hereby amends the Plan as follows:

1. The second sentence of Option 2 in Section 1.8 of the Plan shall be deleted in its entirety and replaced with the following:

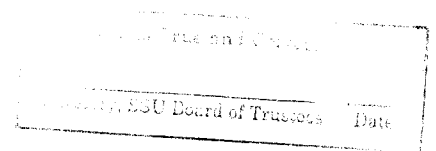
"Participants may choose among those companies that have entered into a provider agreement with the Employer in accordance with ORC Chapter 3305."

2. Section 5.2 of the Plan shall be deleted in its entirety and replaced with the following:

"Subject to the Provider's rules for transfers and the ORC, a Participant may specify that a part or all of such Participant's Account may be transferred among different investment options offered under the Provider's Annuity Contract.

Subject to any terms and conditions established by the Employer and the ORC, a Participant may make an election to change to another authorized Provider at any time during the Plan Year. If a Participant makes an election to change to a new Provider, the Participant may specify at any time that a part or all of such Participant's Account be transferred to the new Provider. Provided however, a Provider is not required to immediately transfer any part of the Participant's Account invested at the Participant's election in a fixed annuity account if the contract with the Participant under which the investment was made permits the Provider to make such a transfer over a period of time not exceeding ten years and the contract was filed with and approved by the Ohio Department of Insurance (see Item 8 of Appendix A)."

3. The reference to "Option 2" in the first paragraph of Item 2 in Appendix A shall be deleted and replaced by a reference to "Option 1". The second paragraph of Item 2 in Appendix A shall be deleted in its entirety.
4. The remainder of the Plan remains unchanged.

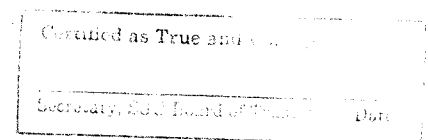


IN WITNESS WHEREOF, the Employer hereby adopts this Amendment to the Plan,
this 2nd day of November, 2012.

SHAWNEE STATE UNIVERSITY

By: _____

Elinda C. Boyles, Vice-President,
Finance and Administration



**Background Summary for
Board Approval of the Amendment of the
Shawnee State University Alternative Retirement Plan and
Authorization for Adopting Future Amendments to Retirement Plans**

Background on the Alternative Plan

The University's Alternative Retirement Plan (the "Alternative Plan") is an alternative to participating in the Ohio State Teacher Retirement System, the Ohio Public Employee Retirement System, and where applicable, the Ohio School Employees Retirement System. The Alternative Plan is a tax-qualified retirement plan and participants do not pay taxes on their contributions or accounts until those amounts are distributed. The Plan also is subject to Chapter 3305 of the Ohio Revised Code.

The Alternative Plan is maintained pursuant to the provisions of a written plan document. Under the current Alternative Plan, the Board must approve amendments to the Alternative Plan.

Background on the 403(b) Plan

The University also sponsors a tax-deferred annuity plan under Internal Revenue Code Section 403(b) (the "403(b) Plan"). The 403(b) Plan provides participants an opportunity to make voluntary salary deferrals from the participant's compensation. The participants do not pay taxes on their contributions or accounts until those amounts are distributed.

The 403(b) plan is maintained pursuant to the provisions of a written plan document. Under the current 403(b) plan document, the Board must approve amendments to the 403(b) plan.

Summary of Changes

Previously, under Chapter 3305 of the Ohio Revised Code, the Ohio Department of Insurance designated entities to provide investment options under the Alternative Plan. Recently, the Ohio General Assembly amended Chapter 3305 of the Ohio Revised Code to transfer this responsibility to the Ohio Board of Regents.

Previously, under Chapter 3305 of the Ohio Revised Code, Alternative Plan participants were only permitted to change investment providers once per year. Recently, the Ohio General Assembly amended Chapter 3305 of the Ohio Revised Code to permit provider changes at any time during the year, subject to terms and conditions established by the employer.

The Alternative Plan document is being amended to incorporate these statutory changes. Under the current Alternative Plan document, the Board must approve amendments to the Alternative Plan.

The Alternative Plan document and the 403(b) Plan document currently require a resolution by the Board in order to amend the plan documents. The resolution will approve an expedited process for executing amendments to the Alternative Plan and to the 403(b) Plan such that technical amendments will not require full Board approval.

Purpose of the Resolution

The resolution would approve the amendment of the Alternative Plan, effective as of November 2, 2012 as described in the "Summary of Changes" section above. The resolution would also authorize the Vice President, Finance and Administration, to take action and execute such documents and/or his or her designee to take actions and execute such documents to sign the amendment and any other documents needed to carry out the Alternative Plan amendment.

The resolution would also give authority to the Vice President, Finance and Administration, to take action and execute such documents as are necessary to effectuate future amendments to the Alternative Plan or the 403(b) Plan, and ancillary documents, without further review or resolution by the Board in the event such amendments to the Alternative Plan or 403(b) Plan are of a technical non-discretionary nature.

November 2, 2012

