

**SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**Meeting Minutes  
February 10, 2017**

**Call to Order**

Chairperson Howarth called the meeting to order at 1:20 p.m. noting the meeting was in compliance with RC § 121.22(F).

**Roll Call**

Members Present: Mr. Evans, Mr. Furbee, Ms. Hartop, Ms. Hash, Ms. Higgs-Horwell, Mr. Howarth, Mr. Watson, Dr. White, Mr. Williams, and Ms. Detty

Members Absent: Mr. Stiers

**Approval of the December 16, 2016 Board Meeting Minutes**

Mr. Watson moved and Mr. Furbee seconded a motion to approve the December 16, 2016 minutes.

Without discussion, the Board unanimously approved said minutes.

**Approval of the February 10, 2017 Agenda**

Dr. White moved and Ms. Hash seconded a motion to approve the February 10, 2017 agenda.

Without discussion, the Board unanimously approved said agenda.

**Consent Agenda**

1. Resolution F01-17, Adoption of Policy 5.39, Marketing and Branding
2. Resolution F02-17, Revision of Policy 5.11Rev, Media, Social Media and Web Sites
3. Resolution ASA01-17, Approval of 2017 Graduates
4. Resolution ASA 02-17, Approval of 2017-18 Academic Calendar
5. Resolution ASA 03-17, Approval of Policy 3.00Rev, Admission & Degree Requirements

Chair Howarth directed the Board to review the action items on the Consent Agenda and asked if anyone wished to remove any items from the Consent Agenda.

There being no objection, the consent agenda was unanimously approved.

**Academic and Student Affairs Committee Report**

Ms. Higgs-Horwell reported on behalf of the Academic and Student Affairs Committee:

1. Academic Affairs Executive Report - Dr. Bauer reported on recent activities in Academic Affairs including strategic planning in colleges, Academic Quality Improvement Program (AQIP), retention-completion initiatives, grants, academic programs/accreditation, and a donation from the Portsmouth Daily Times of their newspapers from the 1840s through the 1980s for digitization.

2. Ms. Jennifer Hammonds, Acting Registrar, reported spring 1<sup>st</sup> day enrollment numbers.
3. Ms. Amanda Means, Director of Admissions, reported on orientation numbers. An orientation specifically for veterans is being planned.
4. Ms. Monique Harmon, Housing and Residence Life Director, reported on spring housing occupancy with statistics on each location.
5. Ms. Jasmine Currie, Student Programming Board President, reported on all Spring SPB current and upcoming events.
6. Enrollment Management & Student Affairs Executive Report - Dr. Anne Marie Gillespie, reported on recent activities in Enrollment Management & Student Affairs.
7. Education – Drs. Bauer and Gillespie discussed “Investment in Enrollment Growth”.

### **Finance and Administration Committee Report**

Mr. Williams reported on behalf of the Finance and Administration Committee:

1. Dr. Boyles provided updates on the following topics:
  - Reserves account – the university’s reserve investments managed by TIAA realized 3.8% growth over the June 30, 2016 balance. The majority of this growth occurred in July. The asset allocation includes eligible securities that enables the university to maintain the ORC liquidity reserve requirement.
  - The quarterly personnel report reflected a number of position changes due to internal reorganizations and expanded job duties. The University realized two retirements and five resignations. Also, we welcome Mr. Eric Ramaekers as SSU’s Veterans Coordinator. Mr. Ramaekers has 15 years’ experience working with college students and 7 years working with veterans and their families.
  - The capital update revealed that the Phase I STEMM project is essentially complete; Phase II is on target to be completed by fall; programming has begun on the ATC building renovations; an architect is being selected during February for the Rhodes Complex project; the Townhouse renovations are on schedule to begin in May; and the university has begun efforts to update its campus master plan. All of these projects are largely funded by state capital funds and/or bond funds. The support from the general fund is prudently managed.
  - The statewide measure for fiscal condition, referred to as Senate Bill 6, shows Shawnee with a healthy 3.2 composite score for FY16.
2. Planned relocation of Board of Trustees’ meeting room; repurposing of space for a 24/7 student study and technology location

Mr. Kotcamp and Dr. Bauer led a discussion about possible future options for establishing a more effective Board room location and efforts to meet student needs for a 24/7 study space.
3. Education: Dr. Boyles and Mr. Braun provided the committee with a review of finance and advancement topics that were presented to about 100 individuals during a campus-wide Budget Forum held on February 1, 2017. This presentation focused on the Board’s goal to achieve a balanced operating budget by 2019 and the multiple strategies essential to achieve this goal.

**Appointment of Nominating Committee**

Chair Howarth appointed Ms. Higgs-Horwell to serve as Chair and Ms. Hartop and Dr. White to serve as members of the Nominating Committee to prepare nominations for the 2017-2018 Board Chair and Vice Chair and asked them to report at the April 14, 2017 meeting.

**Reports from Board Liaisons with other Organizations**

None.

**President's Report**

President Kurtz reported on the following items:

- Homecoming and Hall of Fame – There was record attendance for Homecoming weekend activities with three alumni being inducted into the Hall of Fame.
- Cheryl Hacker, General Counsel, has announced her retirement effective June 30, 2017.
- An update to the 2006-2008 Master Plan is underway using limited capital funds to assess the university footprint while focusing on enrollment, revenue streams, and repurposing/renovating buildings. Mr. Braun reported that the Development Foundation Board will meet next week to discuss moving forward with the Innovation Accelerator project as part of the larger footprint which ties the university to the downtown area.
- Mr. Braun, Vice President for Advancement and External Affairs, provided an update on the Governor's proposed higher education budget which includes:
  - A 1% increase in SSI funding
  - A 10.7% increase in SSU's supplement
  - Tuition and fees freeze
  - Proposal that textbooks be included in tuition with a \$300 tuition raise to cover. This would result in a significant cost to the University. Discussion was held regarding measures the university currently has in place to reduce textbook costs.

**New Business**

None.

**Comments from Constituent Groups and the Public**

None.

**Faculty Senate Report**

Dr. Andrew Feight, Faculty Senate President, presented a report on Senate activities which included curriculum and policy recommendations, metrics recommendation for use in evaluating low-enrolled and low-performing programs, revisions to the shared-governance committee structure agreement, and recommendation on a wholesale revision of the Student Academic Misconduct Code. Faculty Senate report as presented by Dr. Feight is entered into the record.

**Executive Session**

Mr. Williams made a motion to move into Executive Session and following a roll call vote in accordance with Ohio Revised Code Section 121.22, the committee entered executive session at 2:03 p.m. to receive a briefing on the status of the collective bargaining process underway between SSU and CWA on behalf of the University’s support staff.

The Board exited Executive Session and returned to public session at 2:25 p.m.

**Other Business**

1. Resolution E01-17, Approval of Shawnee State University and Communication Workers of America, Local 4372, Collectively Bargained Agreement

Chair Howarth presented Resolution E01-17, Approval of Shawnee State University and Communication Workers of America, Local 4372, Collectively Bargained Agreement. Mr. Evans moved and Ms. Higgs-Horwell seconded a motion to approve Resolution E01-17.

Ayes: Mr. Evans, Mr. Furbee, Ms. Hartop, Ms. Hash, Ms. Higgs-Horwell, Mr. Howarth, Mr. Watson, Dr. White, Mr. Williams

Nays: None

**Adjournment**

The Board was adjourned by acclamation at 2:27 p.m.

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Chairperson, Board of Trustees

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Secretary, Board of Trustees

**RESOLUTION F01-17**

**ADOPTION OF POLICY 5.39  
MARKETING AND BRANDING**

WHEREAS, Shawnee State University is the owner of all rights, titles and interest in its trademarks, trade names, graphic images, logos, seals, symbols, mascot, taglines, and any other marks associated with the University and its brand; and

WHEREAS, the University's brand is a valuable asset and should be promoted and protected; and

WHEREAS, the Office of Marketing and Communications is the official manager of the SSU brand and has an interest in establishing rules and guidelines regarding its use; and

WHEREAS, a clear policy and guidelines for branding will provide direction to both internal university constituents, external partners, and the public regarding protocol and authorized use of the university brand, its marketing resources, and the role and responsibilities of the Office of Marketing and Communications.

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves Policy 5.39, Marketing and Branding.

(February 10, 2017)

# Shawnee State University

POLICY TITLE:	MARKETING & BRANDING
POLICY NO. :	5.39
ADMIN CODE:	3362-5-39
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	02/10/17
NEXT REVIEW DATE:	02/2020
RESPONSIBLE OFFICER(S):	VPA&EA
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 OVERVIEW

- 1.1 Shawnee State University is the owner of all right, title and interest in its trademarks, trade names, graphic images, logos, seals, symbols, mascot, taglines, and any other marks associated with the University and its brand.
- 1.2 Shawnee State's brand is a valuable asset and should be promoted and protected. Consistent use of Shawnee State University's brand (colors, images, style, fonts, logos, marks) reinforce the University's image, reputation, and relationship with key stakeholders, including students and families, prospective students, donors, alumni and community partners.
- 1.3 The Office of Marketing & Communications is the official manager of the SSU brand and is charged with establishing and enforcing branding guidelines that are available on the Office of Marketing & Communications website and overseeing appropriate use of Shawnee State University's logos, identity marks and brand elements.
- 1.4 The Office of Marketing & Communications will function to support institution-level priorities, including the university website; recruiting for enrollment management and admissions; development, alumni & community relations; and executive communications. Students, colleges, departments and programs will receive direct brand design support from the Office of Marketing & Communications only where sponsored by the corresponding Vice President. Design services for publications and materials not supported by the Office of Marketing & Communications are accessible through University Printing Services.

## 2.0 BRAND COMPLIANCE

- 2.1 Admissions Recruitment, Development, Alumni Relations and Athletics Promotion

2.1.1 All materials used in official marketing campaigns, to recruit new students, build relationships with alumni and donors, fundraise, or promote athletics must be coordinated through the Office of Marketing & Communications to adhere to established marketing strategies.

## 2.2 Internal Divisions, Departments & Units

2.2.1 Units, staff, students departments, and divisions carrying out activities that would enhance the University's reputation and that carry the University's logo must follow established branding guidelines available on the Office of Marketing & Communications website. Design services may be accessed through University Printing Services.

## 3.0 LICENSING

3.1 Use of Shawnee State University trademarked name, logos and brand are prohibited by external vendors without a license agreement or other contractual agreement.

3.2 License agreements may be obtained through the Office of Marketing & Communications who will coordinate with Procurement Services.

## 4.0 EXCEPTIONS

Promotional materials, including posters, flyers, and t-shirts, that are event-specific, are not a part of a marketing campaign, and do not carry the University logo are not subject to the branding guidelines

## 5.0 GUIDELINES

Official branding guidelines will be established and posted on the Office of Marketing and Communications web site at [www.shawnee.edu/offices/communications](http://www.shawnee.edu/offices/communications).

### History

Effective: 02/10/17

**RESOLUTION F02-17**

**REVISION OF POLICY 5.11REV  
MEDIA, SOCIAL MEDIA AND WEB SITES**

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

WHEREAS, Policy 5.11Rev, Media, Social Media and Web Sites, was last reviewed and approved by the Board of Trustees on July 10, 2015 and requires technical revisions and updates to reflect current operations;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the revision to Board Policy 5.11Rev, Media, Social Media and Web Sites.

(February 10, 2017)



# Shawnee State University

POLICY TITLE:	MEDIA, SOCIAL MEDIA, & WEB SITES
POLICY NO. :	5.11REV
ADMIN CODE:	3362-5-12
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	02/10/17
NEXT REVIEW DATE:	02/2020
RESPONSIBLE OFFICER(S):	VPA&EA
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 OVERVIEW

- 1.1 Shawnee State University is committed to sharing timely, accurate, and consistent information with its various audiences, including current and prospective students, parents and families, alumni and friends, neighbors and the community through whatever practical means are relevant and available, including media sources, social media sites, and websites.
- 1.2 The Office of [Marketing & Communications](#) is the official source of information to the media and manages Shawnee State University's official web and social media presence.
- 1.3 The Director of [Marketing & Communications](#) serves as the official university spokesperson and will coordinate designation of an appropriate source regarding specific areas of expertise.

## 2.0 DISSEMINATION OF INFORMATION TO MEDIA SOURCES

- 2.1 All official University information (events, program news, general news items, information concerning crisis situations) for dissemination to the media will be coordinated through the Office of [Marketing & Communications](#).
- 2.2 The Office of [Marketing & Communications](#) is responsible for developing a process that ensures University information is routinely shared with the public, including faculty and staff personal achievements.

## 3.0 CREATION AND MANAGEMENT OF SOCIAL MEDIA SITES

- 3.1 The Office of [Marketing & Communications](#) is responsible for monitoring and managing all social media platforms that officially represent Shawnee State University as an institution. Sites officially representing SSU departments, programs, and/or services may be managed at the department level, with approval by and coordination with the Office of [Marketing & Communications](#).

- 3.2 Users are encouraged to respectfully share their opinions and comment freely about topics posted on all official Shawnee State University social media platforms. Comments determined by the Office of Marketing & Communications to be off-topic; represent advertisements or spam; constitute or encourage illegal activity; infringe upon someone's rights; contain nudity or obscenities; or direct and target physical threats; will be removed.

#### 4.0 CREATION AND MANAGEMENT OF WEB SITES

- 4.1 The Office of Marketing & Communications is responsible for managing Shawnee State University's web presence, which includes the official shawnee.edu site, as well as all official University affiliated or representative websites (e.g. athletics), whether developed and maintained by third-party vendors, university departments, or campus affiliates. All official university websites must be approved by the Office of Marketing & Communications.
- 4.2 All official university websites shall be managed within the campus Web Content Management System, unless exemption is granted by the Office of Marketing & Communications.—The Web Content Management System will provide templates for required information, enable incorporation of university branding, and facilitate site maintenance, while providing for centralized management and support. Except as described in this policy, all University offices are required to utilize the campus Web Content Management System for developing and maintaining their respective web sites.
- 4.3 Permission may be granted by the Office of Marketing & Communications to develop and maintain pages outside of the Web Content Management System based on the nature and requirements of the site, technical limitations, ability for ongoing and consistent management of the site, and relationship of the unit to the university.
- 4.4 University offices are responsible to ensure that their web pages within the campus Web Content Management System, as well as those outside the system but officially connected to shawnee.edu, meet standards of accessibility conforming to Section 504 of the Rehabilitation Act of 1973, compliance with copyright and trademark laws, university web guidelines, and university branding guidelines.
- 4.5 University offices are responsible to ensure that sites containing, soliciting, or collecting protected or personal data comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) and University Policy 3.04, Student Education Records Privacy and Release.
- 4.6 Commercial advertising on [www.shawnee.edu](http://www.shawnee.edu) is prohibited. Websites hosted under official university domains may not advertise or promote private

individuals, firms, or corporations, or imply in any manner that Shawnee State University endorses or favors any specific commercial product, commodity or service.

- 4.7 Sponsorship acknowledgements and/or links to outside commercial sites for sponsorship purposes for any University related event must have prior approval from the Office of Development Director. Images, logos, graphics or text used to denote sponsorship affiliations or links to commercial sites may not in any way imply that the university is endorsing a product, service or company. Collection of money online must be coordinated through the Office of Development.

## 5.0 EMERGENCY INFORMATION

- 5.1 The Office of Marketing & Communications is responsible for coordinating crisis communications with other appropriate University officials, including the Department of Public Safety, depending on the nature and type of crisis or situation.

- 5.2 The Office of Marketing & Communications and the Department of Public Safety are responsible for developing a procedure for disseminating emergency notifications in the event of school closings or crisis.

## 6.0 ~~PROCEDURES~~/GUIDELINES

~~Procedures and G~~uidelines related to the dissemination of information to the media, management of University social media sites, and the construction of official University web sites shall be established and posted on the Office of Marketing & Communications web site at: <http://www.shawnee.edu/offices/communications/>

Guidelines found at: <http://www.shawnee.edu/offices/communications/>

### History

Effective: 06/15/90

Revised: 02/10/17; 07/10/15

**RESOLUTION ASA01-17**

**APPROVAL OF 2017 GRADUATES**

WHEREAS, it is the role of the Shawnee State University Board of Trustees to award degrees and certificates; and

WHEREAS, annual action approving the granting of degrees and certificates during the year shall be taken by the Board of Trustees (Policy 2.06); and

WHEREAS, candidates for graduation must meet all academic and University requirements in order to be certified as candidates by the Office of the Registrar;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University empowers the President to award certificates or degrees during the year 2017 to all candidates whose eligibility for graduation is confirmed by the Office of the Registrar.

(February 10, 2017)

**RESOLUTION ASA02-17**

**APPROVAL OF 2017-2018 ACADEMIC CALENDAR**

WHEREAS, the University Calendar Advisory Committee has developed and reviewed the proposed 2017-2018 Academic Calendar; and

WHEREAS, the Provost and the President have approved the proposed 2017-2018 Academic Calendar;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the Shawnee State University 2017-2018 Academic Calendar, attached hereto.

(February 10, 2017)

**Summer Semester 2017-2018**

May 8	Summer intersession – classes begin
May 19	Final exams and last day (Summer intersession)
May 22	Summer classes begin (full and first five-week sessions)
May 23	Grades due in Office of the Registrar by noon (Summer intersession)
May 29	Memorial Day ( <i>University Closed</i> )
June 23	Last day of first five-week session (final exams during last scheduled class period)
June 26	Second five-week session – classes begin
	Bridge Program – classes begin
June 27	Grades due in Office of the Registrar by noon (first five-week session)
July 4	Independence Day ( <i>University Closed</i> )
July 28	Last day of full and second five-week session (final exams during last scheduled class period)
	Summer semester ends (full session and second five-week session)
August 1	Grades due in Office of the Registrar by noon (full session and second five-week session)
August 4	Bridge Program – classes end
August 8	Grades due in Office of the Registrar by noon (Bridge Program)

**Fall Semester 2017-2018**

July 31	Fall intersession – classes begin
August 18	Final exams and last day (Fall intersession)
August 21	Fall semester classes begin (full and first eight-week sessions)
August 22	Grades due in Office of the Registrar by noon (Fall intersession)
September 4	Labor Day ( <i>University Closed</i> )
October 5-6	Fall Break (No Classes, University Open)
October 13	Last day of first eight-week session (final exams during last scheduled class period)
October 16	First day of second eight- week session
October 17	Grades due in Office of the Registrar by noon (first eight-week session)
November 10	Veterans Day observed ( <i>University Closed</i> )
November 22	No Classes ( <i>University Offices Open</i> )
November 23	Thanksgiving Day ( <i>University Closed</i> )
November 24	Thanksgiving Holiday ( <i>University Closed</i> )
November 27	Classes resume
December 8	Last day of classes (full session and second eight-week session)
Dec 9-15	Final Exams (full and second eight-week sessions)
December 15	Fall Commencement – semester ends
December 19	Grades due in Office of the Registrar by noon (full and second eight-week session)
December 25-29	Christmas Holiday ( <i>University Closed</i> )
January 1	New Year’s Holiday ( <i>University Closed</i> )

**Spring Semester 2017-2018**

December 18	Spring intersession – classes begin
January 5	Final exams and last day (Spring intersession)
January 8	Spring semester classes begin (full and first eight-week session)
January 9	Grades due in Office of the Registrar by noon (Spring intersession)
January 15	Martin Luther King, Jr. Day ( <i>University Closed</i> )
March 2	Last day of first eight-week session (final exams during last scheduled class period)
March 5-11	Spring Break
March 6	Grades due in Office of the Registrar by noon (first eight-week session)
March 12	Spring full session classes resume
	First day of second eight- week session
April 27	Last day of classes (full session and second eight-week session)
April 28-May 4	Final Exams (full and second eight-week sessions)
May 5	Commencement
May 8	Grades due in Office of the Registrar by noon (full and second eight-week session)

## **RESOLUTION ASA03-17**

### **APPROVAL OF POLICY 3.00REV, ADMISSION & DEGREE REQUIREMENTS**

WHEREAS, Policy 3.00Rev, Admission & Degree Requirements, was last reviewed and approved by the Board of Trustees on January 17, 2014, and requires updating; and

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

WHEREAS, a modification of the policy is recommended in order for the University's bridge program to be a requirement for students who place into two or more developmental courses; and

WHEREAS, a modification of the policy is recommended in order to clarify the status of students who have earned credit through the State's College Credit Plus program; and

WHEREAS, Revised Policy 3.00REV, Admission & Degree Requirements, has been recommended by the President for Board of Trustees approval;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves revision of Policy 3.00REV, Admission & Degree Requirements.

(February 10, 2017)

# Shawnee State University

POLICY TITLE:	ADMISSION & DEGREE REQUIREMENTS
POLICY NO. :	3.00REV
ADMIN CODE:	3362-03-01
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	02/10/17
NEXT REVIEW DATE:	02/2020
RESPONSIBLE OFFICER(S):	PROVOST/VPAA
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

Shawnee State University, created pursuant to O.R.C. Chapter 3362, serves as the regional state university for Southern Ohio. SSU is an open access university for all students who have successfully completed a high school education. This policy serves to identify SSU's requirements for admission to the University's degree programs and the credit requirements for those programs.

## 2.0 ADMISSION REQUIREMENTS FOR BACCALUAREATE AND ASSOCIATE DEGREE PROGRAMS

2.1 Admission to University baccalaureate or associate degree programs is determined by an applicant's (1) earned high school diploma, as defined by the State of Ohio, (2) level of "college preparedness" as defined by the State of Ohio's UNIFORM STATEWIDE STANDARDS for REMEDIATION-FREE STATUS (see link to state standards webpage below), and (3) ability to meet the requirements of a specific selective-admission program.

2.1.1 Non-College Prepared Students. Applicants not meeting the college preparedness standard will only be admitted into a non-selective admission associate degree program [or a bridge program](#) and be required to participate in University programs and courses for underprepared college students.

2.1.2 International Applicants. Admission requirements for international applicants also include meeting a university-established minimum test score on the Test of English as a Foreign Language (TOEFL) or equivalent for applicants whose native language is not English and proof of sufficient financial resources.

2.1.3 Transfer Students. Applicants applying for admission to associate or baccalaureate programs who have earned credit [post high school](#) from other regionally accredited colleges or universities are considered transfer



students and are admitted under the same standards described in sections 2.2 and 2.3 of this policy and may be subject to additional requirements.

- 2.2 Associate Degrees. The University offers both selective and non-selective admission associate degree programs. All associate degree programs will require a minimum of 60 hours of undergraduate credit and completion of University requirements and a curriculum specified for the particular program prescribed in the Shawnee State University Catalog (<http://catalog.shawnee.edu/index.php>) at the time of the applicant's matriculation.
- 2.3 Baccalaureate Degrees. The University offers both selective and non-selective admission baccalaureate degree programs. All bachelor's degree programs shall require a minimum of 120 hours of undergraduate credit and completion of University requirements and a curriculum specified for the particular program prescribed in the Shawnee State University Catalog (<http://catalog.shawnee.edu/index.php>) at the time of the applicant's matriculation.

### 3.0 ADMISSION REQUIREMENTS FOR MASTER'S DEGREE PROGRAMS

- 3.1 Master's degree programs shall require a minimum of 30 hours of credit at graduate level and completion of University requirements and a curriculum specified for the particular program prescribed in the Shawnee State University Catalog (<http://catalog.shawnee.edu/index.php>) at the time of the applicant's matriculation.
- 3.1.1 Applicants are only admitted to selective admission Master's degree programs.
- 3.1.2 Applicants to an SSU master's degree program must present evidence of an earned bachelor's degree from a regionally accredited institution and meet the requirements for the program for which they are applying.
- 3.1.3 International applicants are subject to additional requirements established by the University's Graduate Center

### 4.0 NON-DEGREE SEEKING APPLICANTS

- 4.1 Individuals who enroll at the University who are not seeking a degree for reasons or circumstances such as personal enrichment, transient status, dual credit enrollments, Post-Secondary Enrollment Option (PSEO), or other early college programs will be admitted as non-degree students. Credits earned as a non-degree seeking student may be applied upon admission to a degree program.

Link to the State of Ohio's Uniform Statewide Standards for Remediation-free Status:

\*[https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/data/reports/hs-to-college/2012\\_UNIFORM\\_STATEWIDE\\_REMEDIATION\\_FREE\\_STANDARDS%28010913%29.pdf](https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/data/reports/hs-to-college/2012_UNIFORM_STATEWIDE_REMEDIATION_FREE_STANDARDS%28010913%29.pdf)

### History

Effective: 04/02/90

Revised: 02/10/17; 01/17/14; 04/21/95; 03/16/92

## ***Academic Affairs Report, February 10, 2017***

### ***Academic Events***

- **Dr. Jack Shuler** presented “Buckeyes & Dixie” as part of the Distinguished Lecture Series on January 18.
- **JobFest.** the Office of Career services will be sponsoring JobFest for SSU students on March 21. Over 100 employers will be in attendance offering students information and opportunities on employment and internships.
- **13th Annual – Celebration of Scholarship Conference** will be held on March 29 and 30, 2017.

### ***College Strategic Planning***

Colleges and academic departments continue the strategic planning process this spring with projected completion by the end of spring semester.

### ***Academic Quality Improvement Program (AQIP)***

Six teams of University faculty and staff were assembled to develop SSU’s Systems Portfolio, a summary of University functions and performance. The Systems Portfolio will be submitted to the Higher Learning Commission in November 2017. Each team was assigned one category and will be completing their tasks by the end of March. Three new action projects were recommended by the Academic Affairs Accreditation and Assessment Working Group.

### ***Retention-Completion Initiatives***

**Summer Bridge Program.** Summer Bridge Program Information:

- 464 students currently admitted under Bridge requirement (received admissions letter and follow-up brochure).
- E-mail Marketing Campaign beginning this week to encourage students to register or opt in to the program.
- Current search underway for developmental math and reading faculty.
- Cashnet web portal available for web payments and opting in to the program online (March 1)
- Student orientation on first day of Summer Bridge (June 27<sup>th</sup>)

**Bear Completion Grant.** In summer 2016, Academic Affairs initiated the Bear Completion Grant funded through the Shawnee State University Development Foundation. The grant was directed at students who were near graduation but had not paid past debts to the University; consequently, these students were not able to register for class. Professional advisors in Arts and Sciences and Professional Studies developed a rubric based on GPA, hours remaining in major, and amount owed to the university. Grant awards up to \$1000 were offered. Five students accepted awards (two were also provided student employment). Two awardees graduated following fall semester and two more will be eligible to graduate in the spring. Awards totaled \$4,264. Return on investment ... priceless.

## ***Grants***

**Dr. David Todt** was awarded an “Improving Teacher Quality Grant” by the Ohio Department of Higher Education. The award is \$111,091 for a project entitled “Science by Inquiry: A Graduate Summer Institute for P-8 Teachers.” Dr. Todt’s grant was one of nineteen selected to receive funding in a competitive process in which thirty-four mathematics and science education proposals were submitted. This is the second consecutive year that Dr. Todt has received this grant.

## ***International Students***

Three of SSU’s international students are from countries listed in President Trump’s Executive Order to ban travelers coming to this country. The Provost and Director of the Center of International Programs and Activities met with international students on January 31 assure them of the University’s support and provide them with information resources.

## ***Academic Programs/Accreditation***

**Master of Occupational Therapy (MOT)** students partnered with the Area Agency on Aging District 7 with the Regional Long-Term Care Ombudsman’s Program. MOT has submitted its ACOTE Accreditation Self-Study and will welcome an accreditation visit in April.

The **11<sup>th</sup> Annual Respiratory Therapy (RT) Student Clinical Case Studies** will take place on April 27.

Nearly half of RT graduating students have already accepted job offers.

The **Radiologic Technology Program** invited children from the Children’s Learning Center to learn about x-rays.

The **Occupational Therapy Assistant Program** continues work on establishing a satellite program at Southern State Community College in Hillsboro.

### ***Preserving History***

Civitas Media, the parent company of the Portsmouth Daily Times, recently agreed to donate their hardbound copies of old newspapers, covering the city's history from the 1840s through the 1980s. Acquisition of the collection was a team effort, led by Dr. Andrew Feight, Professor of American History, and Ciara Conley, a Shawnee State student, who works as a staff reporter for the Daily Times. Dr. George White donated \$3,000 in matching funds to the Shawnee Development Foundation, which will enable Professor Feight to apply for additional grant moneys from state and federal agencies that will fund the larger project of digitizing the newspapers.

### ***Facilities***

**Advanced Technology Center (ATC) planning.** Engineering Technology faculty have been meeting with architects to plan phase two of the ATC renovation. Phase two will focus on developing facilities for Digital Simulation/Gaming and Plastics Engineering Technology.

**All night long in the Bear Cave.** The Student Government Association (SGA) selected a name, the Bear Cave, for the 24-hour student study space which is being developed in the Clark Memorial Library. The 24-hour space should be open following spring break.

**Veterans Services is on the move.** Mr. Eric Ramaekers, Coordinator of Veterans Services, has moved his office from the Student Success Center in Massie Hall to 2<sup>nd</sup> Floor of the University Center (UC). The UC space will provide more visibility and room for the veterans' program.

**Academic Events and Partnerships.** Mistie Spicer has joined Academic Affairs and will coordinate academic events (e.g. commencement) and enhance our partnerships with P-16 institutions. Mistie's office is located on the 2<sup>nd</sup> floor of the Vern Riffe Center for the Fine and Performing Arts.

### ***Faculty Enrichment Travel***

During the current academic year, Shawnee State faculty were provided funding through the University's Faculty Enrichment Program and attended the following:

- Conference of the Association of Educators in Imaging and Radiologic Sciences

- Biennial Conference on Chemical Education
- MathFest Conference
- South Caucasian Languages Conference/Workshop (Paris, France)
- Ohio Valley History Conference
- American Academy of Religion Annual Conference
- KY League of Nursing Conference
- Assessment Institute
- Gerontological Society of America Annual Scientific Meeting
- National Association of Long-Term Care Administrator Boards Conference
- Science with the Hubble and James Webb Space Telescopes V Conference (Venice, Italy)
- 2017 Conference on College Composition and Communication
- Latin American Association International Conference (Lima, Peru)
- Tri-State Diversity Conference
- Inclusive Excellence Symposium
- Ohio Council of Teachers of Mathematics Annual Conference
- The Learning and the Brain Conference

### ***Personnel Announcements***

**Dr. Bob Deal**, Biology, retirement effective end of academic year, **29 years of service**.

**Dr. James McPherson**, Occupational Therapy, retirement effective end of academic year, **11 years of service**.

**Mr. William Turner**, Emergency Medical Technology, resignation effective end of academic year, **17 years of service**.

**Dr. Beverly Ochieng-Sande**, Teacher Education, resignation effective end of academic year.

**Ms. Christina Jones**, selected to be our new Career Advisor, Office of Career Services.

**Ms. Mistie Spicer**, change of status to Coordinator, Academic Events and Partnerships, Academic Affairs.

**15<sup>TH</sup> DAY ENROLLMENT REPORT  
SPRING SEMESTER 2017**

<i>Headcount</i>	<b>SPRING 2016</b>	<b>SPRING 2017</b>	<b>Up/Down</b>	<b>Change %</b>
Undergraduate	3064	3000	-64	-2.1
Graduate	127	119	-8	-6.3
<b>Total</b>	<b>3191</b>	<b>3119</b>	<b>-72</b>	<b>-2.3</b>
<i>College Credit Plus</i>	<b>418</b>	<b>358</b>	<b>-60</b>	<b>-14.4</b>
<i>University Total</i>	<b>3609</b>	<b>3477</b>	<b>-132</b>	<b>-3.7</b>

<i>FTE</i>	<b>SPRING 2016</b>	<b>SPRING 2017</b>	<b>Up/Down</b>	<b>Change %</b>
Undergraduate	2945	2905	-40	-1.4
Graduate	114	111	-3	-2.6
<b>Total</b>	<b>3059</b>	<b>3016</b>	<b>-43</b>	<b>-1.4</b>

FTE calculations include all registered students regardless of classification/program.

<i>Student Credit Hours</i>	<b>SPRING 2016</b>	<b>SPRING 2017</b>	<b>Up/Down</b>	<b>Change %</b>
Undergraduate	44177	43568	-609	-1.9
Graduate	1371	1334	-37	-2.7
<b>Total</b>	<b>45548</b>	<b>44902</b>	<b>-646</b>	<b>-1.4</b>

SCH -the course credit value multiplied by the number enrolled in the course and include all registered students

<i>Enrollment by Student Type</i>	<b>Females</b>	<b>Males</b>	<b>SPRING 2016</b>	<b>SPRING 2017</b>	<b>Up/Down</b>	<b>Change %</b>
First-Time Freshmen	20	33	71	53	-18	-25.4
Transfers	41	37	97	78	-19	-19.6
Freshmen	352	388	745	740	-5	-0.7
Sophomores	380	275	642	655	+13	+2.0
Juniors	298	285	631	583	-48	-7.6
Seniors	510	361	872	871	-1	-4.1
Graduate New	4	8	17	12	-5	-29.4
Graduate Continuing	81	26	110	107	-3	-2.7
Non-Degree	222	156	424	378	-46	-10.9
<b>Total</b>	<b>1908</b>	<b>1569</b>	<b>3609</b>	<b>3477</b>	<b>-132</b>	<b>-3.7</b>

<i>Graduate Enrollment by Division/Dept</i>	<b>Females</b>	<b>Males</b>	<b>SPRING 2016</b>	<b>SPRING 2017</b>	<b>Up/Down</b>	<b>Change %</b>
EDUC	28	14	53	42	-11	-20.8
MATH	11	10	21	21	N/A	N/A
RSP	46	10	53	56	+3	+5.7

<i>Undergraduate Enrollment by Division/Dept</i>	<b>Females</b>	<b>Males</b>	<b>SPRING 2016</b>	<b>SPRING 2017</b>	<b>Up/Down</b>	<b>Change %</b>
<b>Arts &amp; Sciences</b>	<b>572</b>	<b>460</b>	<b>1021</b>	<b>1032</b>	<b>+11</b>	<b>+1.1</b>
ARTS	113	150	231	263	+32	+13.6
HUMA	48	36	70	84	+14	+20.0
MATH	22	19	31	41	+10	+32.3
NSCI	197	121	342	318	-24	-7.0
SSCI	192	134	347	326	-21	-6.1
<b>Professional Studies</b>	<b>804</b>	<b>683</b>	<b>1528</b>	<b>1487</b>	<b>-41</b>	<b>-2.7</b>
BUSI	166	186	363	352	-11	-3.0
EDUC	172	32	207	204	-3	-1.5
ENGT	27	290	312	317	+5	+1.6
HSCI	173	40	129	213	+84	+65.1
NURS	135	30	244	165	-79	-32.4
RSPP	131	105	273	236	-37	-13.6
<b>University College</b>	<b>256</b>	<b>249</b>	<b>550</b>	<b>505</b>	<b>-45</b>	<b>-8.2</b>
University College	256	249	550	505	-45	-8.2

<b>Undergraduate Residency</b>	<b>SPRING 2016</b>	<b>SPRING 2017</b>	<b>Up/Down</b>	<b>Change %</b>
Ohio	3097	2970	-127	-4.1
Kentucky	250	252	+2	+0.8
Other US States 1	90	105	+15	+16.7
International 2	45	31	-14	-31.1

<sup>1</sup> Undergraduates represent 18 states and the District of Columbia.

<sup>2</sup> Undergraduate international students represent 16 countries.

<i>Undergraduate County of Origin</i> <sup>3</sup>	<b>SPRING 2016</b>	<b>SPRING 2017</b>	<b>Up/Down</b>	<b>Percent</b>
<b>Southern Ohio</b>				
Scioto	1404	1313	-91	-6.5
Lawrence	93	116	+23	+24.7
Adams	229	185	-44	-19.2
Pike	286	254	-32	-11.2
<b>Total</b>	<b>2012</b>	<b>1868</b>	<b>-144</b>	<b>-1.2</b>
<b>Central Ohio</b>				
Franklin	102	120	-18	-17.7
Licking	17	17	N/A	N/A
Delaware	15	14	-1	-6.8
Madison	11	17	+6	+54.6
Pickaway	30	26	-4	-13.3
Fairfield	32	32	N/A	N/A
Union	3	5	+2	+66.8
Ross	105	124	+19	+18.1
<b>Total</b>	<b>315</b>	<b>355</b>	<b>+40</b>	<b>+12.7</b>
<b>Southwestern Ohio/Northern Kentucky</b>				
Brown	49	40	-9	-18.4
Butler	21	20	-1	-4.8
Clermont	38	33	-5	-13.2
Clinton	12	17	+5	+41.7
Hamilton	65	61	-4	-6.2
Highland	35	33	-2	-5.7
Kenton (KY)	1	2	+1	+100.0
Warren	26	24	-2	-7.7
<b>Total</b>	<b>247</b>	<b>230</b>	<b>-17</b>	<b>-6.9</b>

<sup>3</sup> Undergraduates represent 78 of Ohio's 88 counties, 22 Kentucky counties, and 6 West Virginia counties.



<b><i>Undergraduate Demographics</i></b>	<b>SPRING 2016</b>	<b>SPRING 2017</b>	<b>Up/Down</b>	<b>Change %</b>
<i>Age</i>				
Under 19	724	699	-25	-3.5
19 to 25	2256	2242	-14	-0.6
Over 25	501	417	-84	-16.8
<i>Ethnicity</i>				
American Indian/Alaskan	32	24	-8	-25.0
Asian	17	18	+1	+5.9
Black/African American	158	180	+22	+13.9
Hispanic/Puerto Rican	21	25	+4	+19.0
Native Hawaiian/Pacific	4	6	+2	+50.0
White	2978	2869	-109	-3.7
Two or more races	64	76	+122	+18.8
Non-Citizen	45	34	-11	-24.4
Unknown/Other	163	126	-37	-22.7

<b><i>Non-Degree</i></b>	<b>SPRING 2016</b>	<b>SPRING 2017</b>	<b>Up/Down</b>	<b>Change %</b>
College Credit Plus/Non-Degree (PSEO and Dual Credit)	418	358	-60	-14.4

**Orientation Report  
Board of Trustees Meeting  
February 10, 2017**

Upcoming Dates:

Summer Orientation

Thursday, May 4<sup>th</sup>

Fall Orientation

Saturday, June 3<sup>rd</sup> (Scholarship Orientation- by invitation only)

Tuesday, June 6<sup>th</sup> (Recommended for Student Athletes)

Thursday, June 8<sup>th</sup>

Saturday, June 10<sup>th</sup>

Tuesday, June 20<sup>th</sup>

Thursday, June 22<sup>nd</sup>

Friday, June 23<sup>rd</sup> (Transfer Orientation- by invitation only and tentative FF backup date)

Wednesday, July 26<sup>th</sup>

Friday, July 28<sup>th</sup> (Back up Orientation date- will not be published unless necessary to meet student need)

Spring Orientation (Classes beginning January 2018)

Thursday, December 14<sup>th</sup> (Tentative)

**Attendance Comparison:**

<b>Year</b>	<b>Event</b>	<b>Date</b>	<b>Registered</b>	<b>Attended</b>
2013	1 <sup>st</sup> Spring 14 OR	Dec. 12, 2013	100	77
2014	2 <sup>nd</sup> Spring 14 OR	Jan. 3, 2014	86	49
2014	1 <sup>st</sup> Spring 15 OR	Dec. 11, 2014	93	70
2015	2 <sup>nd</sup> Spring 15 OR	Jan. 7, 2015	83	53
2015	1 <sup>st</sup> Spring 16 OR	Dec. 17, 2015	79	54
2016	2 <sup>nd</sup> Spring 16 OR	Jan 5, 2016	47	59
2017	Spring 17 OR	Dec. 15, 2016	78	72

Housing Occupancy Report  
Board of Trustees Meeting  
February 10, 2017

**Housing Occupancy**  
**Spring Semesters**

	SSU Owned Capacity	Campus View Capacity	Tanner Place Capacity	Bridgeview Court Capacity	Residents On Campus	Percentage Of Occupancy	Date Prepared
Spring 2013	178	618 <sup>1</sup>	27 <sup>1</sup>	140	832	86.4%	1/11/2013
Spring 2014	176 <sup>1</sup>	618 <sup>1</sup>	27 <sup>1</sup>	140	837	87.1%	1/09/2014
Spring 2015	174 <sup>1</sup>	618 <sup>1</sup>	27 <sup>1</sup>	140	833	86.9%	1/02/2015
Spring 2016	172 <sup>1</sup>	622 <sup>2</sup>	27 <sup>1</sup>	128 <sup>3</sup>	759	80%	1/14/2016
Spring 2017	172 <sup>1</sup>	622 <sup>2</sup>	27 <sup>1</sup>	136 <sup>4</sup>	785	82%	1/23/2017

<sup>1</sup>Decrease attributed to providing housing for live-in staff (Residence Coordinator, Counselor-in-Residence) and Carriage 22 and 23 offline for visiting faculty members. In addition, Carriage 24 is a safe apartment.

<sup>2</sup>Increase attributed to one less Residence Coordinator.

<sup>3</sup>Decrease attributed to graduate students having single-occupancy apartment option.

<sup>4</sup>Increase attributed to Bridge View South is no longer DPS Satellite office and is back online. However, decrease due to RC apartment takes up four spaces.

<b><u>Spring 2017</u></b> <b><u>Occupancy by Bldg.</u></b>	SSU Occupancy	Campus View Occupancy	Tanner Place Occupancy	Bridgeview Occupancy
	147	523	24	91

Student Programming Board  
Board of Trustees Meeting  
February 10, 2017

**Upcoming Events**

**Homecoming 2017**

- Homecoming activities sponsored by SPB are scheduled for January 23<sup>rd</sup> through January 28<sup>th</sup>.
  - Sticking with the Shawnee Spirit theme, events during Homecoming week are centered around school spirit and getting our students excited for the dance and Homecoming games.
    - SSU Spirit Day- Free spirit gear
    - Get Hyped- Ice cream sundae bar
    - What Would You do for a T-shirt? - Fulfill a dare, get a t-shirt
    - Taco Tailgate- Free tacos before the basketball games
    - Posters and Pom-Poms- Make your own posters and pompoms for the games
    - \$4 Friday Movie
- The Homecoming Dance is January 28<sup>th</sup> from 9pm to 1am in the Sodexo Ballroom.

**Springfest 2017**

- Springfest activities are scheduled for the weekend of March 30<sup>th</sup>.
- We are pleased to be able to announce we will be bringing TWO artists to perform for our students on March 31.

**Other Exciting Programs this Semester**

- Monthly Bingo, \$4 Friday Movies, Open Mic Night, Gaming tournaments in the Planetarium, Lip Sync Battle, Dance Marathon, and Who Done It?

**Attendance Tracking**

- This year we have manually tracked the attendance at every program with our clicker and input numbers into a data sheet.
  - Doing so, allows us to compare what programs to continue and what programs need to be improved or cut.

**Additional Improvements**

- Continuing to improve advertising and social media to best reach our students in a way that best suits them.
- Improving book-keeping and budgeting (utilizing a running expense sheet to track spending).
- Utilizing survey information to provide campus programming that our students want to see happen.

**Selection of 2017/2018 Executive Board**

- Process will begin in April—applications and interviews.

# ENROLLMENT MANAGEMENT AND STUDENT AFFAIRS SPRING INFOGRAPHIC

## ADMISSION

**53**  
students attended  
Plastics Day

**80**  
students attended  
Pre-Med Day

Total number of  
prospective student  
campus visits (since  
December 1)

**303**

**1,723**  
students have been  
accepted for Fall  
2017 (as of January 23)



## ATHLETICS

**3.09**  
overall GPA for  
all SSU student  
athletes



**8**



teams have an  
average GPA of a  
3.0 or above

**66%**

of all  
student athletes  
finished last semester  
with a 3.0 or better

## COUNSELING AND HEALTH SERVICES

To date, **1,129**  
appointments have  
been attended in  
the 2016-2017  
academic year

**7**  
outreach programs will be  
held between January 31  
and March 2

**100**  
students were seen  
during the last 12  
days of operation in  
December 2016



## FINANCIAL AID



**1,868**  
Students receiving  
Federal and State  
Grants /Scholarships

Students receiving  
Federal and Private  
Student Loans

**2,440**

**1,231**  
Students receiving  
additional scholarships  
(Institutional, Development  
Foundation, and Outside Donors)

Number of Veterans  
Certified  
for Spring 2017

**79**

## HOUSING AND RESIDENCE LIFE



**3.3**  
average overall GPA  
of Resident Assistants  
for Fall 2016

**8**  
Resident Assistants  
ended the Fall 2016  
semester with a 4.0

**87**  
Total number of  
building programs for  
housing students

## REGISTRAR

**248**  
degrees were rewarded in  
Fall 2016



**415**  
students have  
petitioned for spring graduation

## STUDENT LIFE

**30**  
students attended the Dessert and  
Dialogue: Realizing the Dream

**100**  
students attend MLK Day of  
Service and Reflection

# ACADEMIC AFFAIRS



# INITIATIVES IMPACTING ENROLLMENT

## **INCREASING ENROLLMENT**

Professional Advisors • Advising Campaigns  
First-Year Experience • Refer-A-Student  
Marketing/Recruitment • Completion Grant

## **DECREASING ENROLLMENT**

Summer Bridge Program  
15-to-Finish • New payment schedule  
Change in Academic Standards



**HEALTHIER STUDENT BODY**

# RETENTION = REVENUE

- Summer Bridge
- First-Year Experience
- Advising/Advising Campaigns
- Refer-A-Student
- Academic Standards
- Meta-majors
- Change of Major
- Completion Grant



# WHERE DO WE FIND NEW STUDENTS?





# INVESTING IN ENROLLMENT GROWTH

- Expanded scholarships
- Marketing Automation Tools
- Digital & Social Marketing
- CRM for Recruitment
- Expanded Orientation
- Revamped Shawnee Showcase Days
- Housing Considerations
- Athletics Expansion

# VALUE OF EVERY STUDENT RECRUITED OR RETAINED



$1 \geq \$9,400$



$10 \geq \$94,000$



$100 \geq \$940,000$



**FY17 General Fund Budget Summary**

Comparison of FY16 and FY17

Period: July - December

SUMMARY	FY16			FY17		
	ACTUAL AS OF 12/31	ACTUAL FULL YEAR	% AS OF 12/31	ACTUAL OF 12/31	AS BUDGET FULL YEAR	% AS OF 12/31
TOTAL REVENUE	\$36,227,566	\$47,365,578	76.49%	\$35,384,589	\$47,158,268	75.03%
TOTAL EXPENDITURES	\$24,674,030	\$49,315,437	50.03%	\$23,943,787	\$48,900,803	48.96%
OPERATING SURPLUS (DEFICIT)	\$11,553,536	(\$1,949,860)		\$11,440,803	(\$1,742,535)	
ONE TIME PROJECT EXPENDITURES*				(\$248,470)		
ADJUSTED TOTALS				\$23,695,317	\$48,900,803	48.46%
ADJUSTED OPERATING SURPLUS (DEFICIT)				\$11,689,272	(\$1,742,535)	

**One Time Project Expenditures detail\***

Oracle - ERP		
Compensation	\$	34,961
Non Compensation	\$	51,936
Total	\$	86,896
STEMM Enabling Projects		
Non Compensation	\$	161,574
Total	\$	161,574
<b>Total One Time Project Expenditures</b>	<b>\$</b>	<b>248,470</b>



**FY17 General Fund Budget**  
Second Quarter Status  
(July-December)

REVENUE	FY16			FY17		
	ACTUAL AS OF 12/31	ACTUAL FULL YEAR	% AS OF 12/31	ACTUAL AS OF 12/31	BUDGET FULL YEAR	% AS OF 12/31
<b>State Funding</b>						
Capital Component	\$19,344	\$38,689	50.00%	\$13,630	\$27,260	50.00%
State Share of Instruction (SSI)	\$6,522,345	\$13,207,644	49.38%	\$6,497,813	\$12,995,628	50.00%
State Share of Instruction (Access Challenge)	\$363,675	\$727,350	50.00%	\$181,838	\$363,675	50.00%
Student Support Services (Disabilities)	\$0	\$3,795	0.00%	\$0	\$3,795	0.00%
Supplement	\$1,163,048	\$2,326,097	50.00%	\$1,163,048	\$2,326,097	50.00%
	<u>\$8,068,412</u>	<u>\$16,303,575</u>	<u>49.49%</u>	<u>\$7,856,328</u>	<u>\$15,716,455</u>	<u>49.99%</u>
<b>Tuition &amp; Student Fees</b>						
Course Fees	\$1,179,426	\$1,261,086	93.52%	\$1,131,057	\$1,299,442	87.04%
General Fee	\$2,256,743	\$2,427,060	92.98%	\$2,162,585	\$2,429,162	89.03%
Instructional Fee	\$21,307,011	\$23,128,348	92.13%	\$20,963,465	\$23,205,336	90.34%
Miscellaneous Fees	\$302,408	\$507,511	59.59%	\$201,867	\$520,144	38.81%
Non-Resident Surcharge	\$1,142,690	\$1,359,484	84.05%	\$1,154,999	\$1,427,458	80.91%
Technology Fee	\$413,315	\$445,842	92.70%	\$396,652	\$446,542	88.83%
University Center Bond Fee	\$965,996	\$991,271	97.45%	\$930,579	\$991,271	93.88%
	<u>\$27,567,590</u>	<u>\$30,120,603</u>	<u>91.52%</u>	<u>\$26,941,203</u>	<u>\$30,319,355</u>	<u>88.86%</u>
<b>Other Income</b>						
Indirect Cost Recovery	\$34,795	\$174,459	19.94%	\$24,815	\$174,000	14.26%
Miscellaneous Income	\$294,513	\$504,685	58.36%	\$272,693	\$658,908	41.39%
	<u>\$329,308</u>	<u>\$679,143</u>	<u>48.49%</u>	<u>\$297,508</u>	<u>\$832,908</u>	<u>35.72%</u>
<b>Transfers from Other Funds</b>						
Auxiliary Fund	\$262,256	\$262,256	100.00%	\$289,550	\$289,550	100.00%
	<u>\$262,256</u>	<u>\$262,256</u>	<u>100.00%</u>	<u>\$289,550</u>	<u>\$289,550</u>	<u>100.00%</u>
<b>TOTAL REVENUE</b>	<u><u>\$36,227,566</u></u>	<u><u>\$47,365,578</u></u>	<u><u>76.49%</u></u>	<u><u>\$35,384,589</u></u>	<u><u>\$47,158,268</u></u>	<u><u>75.03%</u></u>



**FY17 General Fund Budget**  
Second Quarter Status  
(July-December)

	FY16			FY17		
	ACTUAL AS OF 12/31	ACTUAL FULL YEAR	% AS OF 12/31	ACTUAL AS OF 12/31	BUDGET FULL YEAR	% AS OF 12/31
<b>EXPENDITURES &amp; TRANSFERS</b>						
<b>Compensation Expenditures</b>						
Benefits	\$4,927,714	\$9,278,722	53.11%	\$4,504,897	\$9,822,041	45.87%
Salaries	\$10,746,550	\$24,121,811	44.55%	\$10,510,840	\$23,987,880	43.82%
	<u>\$15,674,264</u>	<u>\$33,400,534</u>	<u>46.93%</u>	<u>\$15,015,737</u>	<u>\$33,809,921</u>	<u>44.41%</u>
<b>Non-Compensation Expenditures</b>						
Equipment, Buildings, Property	\$398,572	\$1,060,110	37.60%	\$234,455	\$821,828	28.53%
External Professional Services	\$333,904	\$828,946	40.28%	\$861,339	\$659,888	130.53%
Information, Communication, Shipping	\$651,688	\$1,004,020	64.91%	\$517,828	\$1,258,094	41.16%
Maintenance, Rentals, Service Contracts	\$1,201,599	\$2,211,487	54.33%	\$1,230,170	\$1,719,059	71.56%
Miscellaneous	\$162,799	\$1,127,949	14.43%	\$171,295	\$1,167,638	14.67%
Oracle Cloud Subscriptions	\$0	\$0	0.00%	\$0	\$227,948	0.00%
Scholarships	\$1,590,079	\$3,421,914	46.47%	\$1,436,517	\$2,968,000	48.40%
Supplies	\$523,387	\$1,065,787	49.11%	\$353,325	\$997,936	35.41%
Travel, Entertainment	\$169,448	\$416,089	40.72%	\$234,251	\$461,751	50.73%
Utilities	\$584,420	\$1,402,106	41.68%	\$589,042	\$1,508,912	39.04%
	<u>\$5,615,896</u>	<u>\$12,538,407</u>	<u>44.79%</u>	<u>\$5,628,221</u>	<u>\$11,791,054</u>	<u>47.73%</u>
<b>Transfers to Other Funds</b>						
Agency Fund	\$139,530	\$129,109	108.07%	\$129,587	\$129,587	100.00%
Auxiliary Fund	\$2,015,791	\$2,018,839	99.85%	\$1,919,219	\$1,919,219	100.00%
Plant Fund	\$1,228,548	\$1,228,548	100.00%	\$1,251,022	\$1,251,022	100.00%
	<u>\$3,383,870</u>	<u>\$3,376,497</u>	<u>100.22%</u>	<u>\$3,299,828</u>	<u>\$3,299,828</u>	<u>100.00%</u>
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<u><b>\$24,674,030</b></u>	<u><b>\$49,315,437</b></u>	<u><b>50.03%</b></u>	<u><b>\$23,943,787</b></u>	<u><b>\$48,900,803</b></u>	<u><b>48.96%</b></u>





Personnel Action	Name	Employment Status		Effective	Salary	Comments
		From	To			
<b>Appointments</b>	Eric Ramaekers		Veterans Coordinator, University College	10/15/16	\$46,255	15 Years experience working with students in a college setting, 7 years working with Veterans & families. Masters degree in Leadership
<b>Change of Status</b>	Jonica Burke	Director, Budget & Financial Analysis	Director, Enterprise Resource Planning & Financial Services	10/01/16	\$98,480	Promotion
	Heather Cate	Assistant Director, Human Resources	Acting Director, Budget & Payroll	10/01/16	\$70,324	Acting Appointment
	Matthew Crawford	Programmer/Analyst, ITS	Senior Programmer/Analyst	10/01/16	\$67,320	Promotion
	Vickie Crawford	Senior Programmer/Analyst, ITS	Associate Director, User Engagement & Support	10/01/16	\$82,270	Promotion
	Corey Culbertson	Coordinator, Payroll & Records	Acting Payroll Supervisor	10/01/16	\$43,875	Acting Appointment
	James Farmer		Coordinator, Transfer Student Services	11/19/16	\$47,476	Salary Adjustment due to FLSA changes
	Charlotte Hardy		Assistant Director, Financial Aid	11/19/16	\$47,825	Salary Adjustment due to FLSA changes
	Chris Kacir	Professor, Social Sciences	Acting Dean, University College	12/19/16	\$98,400	Acting Appointment
	Megan Ketter	Representative, Human Resources	Coordinator, Human Resources	10/01/16	\$38,532	Promotion
	Coleen Kosan	Academic Advisor	Assistant Director, Advising & Academic Resources	12/18/16	\$51,631	Promotion
	Logan Minter		Project Director, Upward Bound Math Sciences	11/19/16	\$47,476	Salary Adjustment due to FLSA changes
	Eric Putnam		Assistant Director, Athletics	11/19/16	\$47,476	Salary Adjustment due to FLSA changes
	Susie Ross		Coordinator, Human Resources	11/19/16	\$47,476	Salary Adjustment due to FLSA changes
	Becky Thiel	Acting Dean, Graduate Studies & Assessment	Dean, Graduate Studies & Assessment	10/24/16	\$94,000	Acting Appointment Ended
	Dan White	Manager User Support, ITS	Network Application Manager, ITS	10/01/16	\$61,312	Promotion

<b>Terminations</b>	Pat Carson	Director, Contracts Management		12/01/16		Retirement
	Brenda Haas	Dean, University College		12/02/16		Resignation
	Laurie Hatton	Associate Director, Financial Aid		12/01/16		Retirement
	Courtney Hayward	Grant Writer & Institutional Analyst, Institutional Research &		12/30/16		Resignation
	Jessica James	Program Assistant, Upward Bound Math Science		12/30/16		Resignation
	Robert Trusz	Dean, Clark Memorial Library		10/07/16		Resignation
	Robert Matthew Ward	Associate Director, Development		10/31/16		Resignation

**Status of Construction/Renovation Projects through January 31, 2017**

<b>Project</b>	<b>Status</b>	<b>Projected Budget</b>	<b>Funding Source</b>
<b>Health Sciences Program Expansion (STEMM) Phase 1</b>	<ul style="list-style-type: none"> <li>Phase I ATC &amp; Kricker Hall complete.</li> <li>Project 99% complete.</li> </ul>		
<b>Health Sciences Program Expansion (STEMM) Phase 2</b>	<ul style="list-style-type: none"> <li>The space vacated by the MOT, PT and Sports Professions departments will be renovated to add additional space for both ADN and BSN programs. This includes a new zoned air handling unit, central vacuum and compressed air for the labs, and all new finishes. This project will also allow all Nursing Faculty to have offices in the space, as well as classrooms sized for increased enrollment.</li> <li>Project started 1/4/17.</li> <li>Phase 2 to be complete Fall, 2017.</li> </ul>	\$ 4,000,000 \$ 350,000	State Capital Local Funds
<b>Advanced Technology Center/Technology and Industrial Buildings Rehabilitation</b>	<ul style="list-style-type: none"> <li>Programming started.</li> <li>Additional spaces on the first floor are being designed to modernize the entire main entrance and classrooms to further develop the Business and Engineering Programs' collaboration effort that was initiated with the Health Sciences Programs Expansion Project. New finishes, HVAC, and restroom renovations will be included.</li> <li>Plastics and digital gaming programs being redesigned and rightsized for future growth.</li> </ul>	\$ 4,280,000	State Capital
<b>Athletic Complex (Rhodes Center)/Recreation, Student Health &amp; Wellness</b>	<ul style="list-style-type: none"> <li>Architect to be selected February, 2017.</li> <li>The planned facility improvements include, but are not limited to: upgrading of the building's life safety systems, ADA access, and facility infrastructure; replacement of the original (circa 1983) pool filtration systems; separating the athletic programs' cardiovascular area to permit additional space and modernization of a general student fitness area; upgrading of deteriorated exterior areas.</li> </ul>	\$ 7,150,000	Bond & Local
<b>Townhouse Renovation Project Phase 3</b>	<ul style="list-style-type: none"> <li><b>Complete renovation of 8 Townhouse apartments (2 quads - units 9-16).</b></li> <li>Renovations will replace all existing drywall with new high impact drywall. Project will renovate 32 bedrooms, 8 kitchens, 8 living rooms, and 16 bathrooms. All rooms will be examined for water infiltration, missing or degraded insulation, and damaged ductwork. All new sub-floors to be installed on 1st and 2nd floors; vinyl flooring will replace carpet in all 8 apartments.</li> <li>Project scheduled to begin May, 2017; scheduled for completion August, 2017.</li> </ul>	\$ 840,000	Bond & Local
<b>Library Rehabilitation</b>	<ul style="list-style-type: none"> <li>Funds to be transferred to the Advanced Technology Center and Industrial Buildings Rehabilitation Project</li> </ul>	TBD	State Capital
<b>Facilities Campus Master Plan Update</b>	<ul style="list-style-type: none"> <li>Committee identified.</li> <li>Existing Campus Master Plan being reviewed.</li> <li>Consultant to be selected March, 2017.</li> <li>Project to be complete by 12/1/17.</li> </ul>	\$ 200,000	State Capital

	PRELIMINARY FY16 SENATE BILL 6 SCORES
	Without GASB 68
Ohio State	4.5
Miami	4.4
NEOMED	3.9
Bowling Green	3.9
Kent State	3.6
Youngstown State	3.5
Ohio University	3.4
Cincinnati	3.2
Shawnee State	3.2
Akron	3.2
Cleveland State	3.1
Toledo	3.1
Central State*	2.3
Wright State	2.1
Average	3.4

\* Did not respond to survey-used PY

2/1/2017

- Three ratios from which *four* scores are generated:

- Viability ratio
  - Primary reserve ratio
  - Net Income ratio
- } Composite Score

- Methodology is under review for revisions to incorporate new GASB reporting requirements of GASB 68 (Pension Liability Allocation)

# Methodology

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Viability Ratio =  $\frac{\text{Expendable Net Assets}}{\text{Plant Debt}}$

Indicates the liquidity of the institution.

Primary Reserve =  $\frac{\text{Expendable Net Assets}}{\text{Operating Expenses}}$

A snapshot of financial reserves (not position).

Net Income Ratio =  $\frac{\text{Change in Total Net Assets}}{\text{Total Revenue}}$

Measures operation's impact on surplus - deficit.

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**SB 6 Ratios - Composite Scores - State Universities in Ohio**

	2016**	2015	2014	2013	2012
NEOMED	3.9	3.7	4.7	4.7	4.7
Ohio University	3.4	3.9	4.7	4.7	4.7
Bowling Green State University	3.9	3.4	4.7	4.0	4.5
Ohio State University	4.5	4.7	4.7	3.9	3.7
Kent State	3.6	4	4.4	4.4	4.0
Miami University	4.4	4.4	4.4	4.4	4.4
Shawnee State	3.2	3.4	4.0	3.1	3.4
University of Toledo	3.1	3.1	3.8	3.5	3.3
University of Cincinnati	3.2	3.6	3.6	3.6	3.2
Cleveland State University	3.1	3.2	3.6	3.4	3.4
Youngstown State	3.5	3.1	3.5	3.3	2.6
Wright State	2.1	2.4	3.4	3.4	3.4
University of Akron	3.2	2.8	3.2	2.8	3.2
Central State	2.3*	2.3	1.0	1.3	3.6
Average Score	3.4	3.4	3.8	3.6	3.7

\*Did not reply to survey - used PR

\*\* Preliminary



## Planning Discussion

Finance and Administration Committee  
February 10, 2017



# OBJECTIVES

- To maintain an environment for Board of Trustees' bi-monthly, day-long activities that provides optimum technology and ambience for effective meetings, sufficient space for public attendance, and the efficient delivery of logistical services.
- To respond to long-standing need for students to have 24/7 access to a location that offers adequate technology, is quiet, comfortable, safe, and secure.
- To meet the above objectives in the most cost-effective and efficient manner.

# INTERIM STEPS

- Student 24/7 study space
  - Currently reconfiguring a small room in Library alcove to address students' immediate needs
  - Considering repurposing current Board of Trustees room (Library) to provide adequate space for the student study/computer area
- Board of Trustees meetings
  - Continue use of Morris University Center as the “hub” for multiple Board meetings
  - Identify site and plans for relocation of the Board room pending facility assessment

## Possible options under consideration

Move Board of Trustees' meeting room to the President's Conference Room (administration building)

Convert Meeting Room 214 (MUC) for Board Room

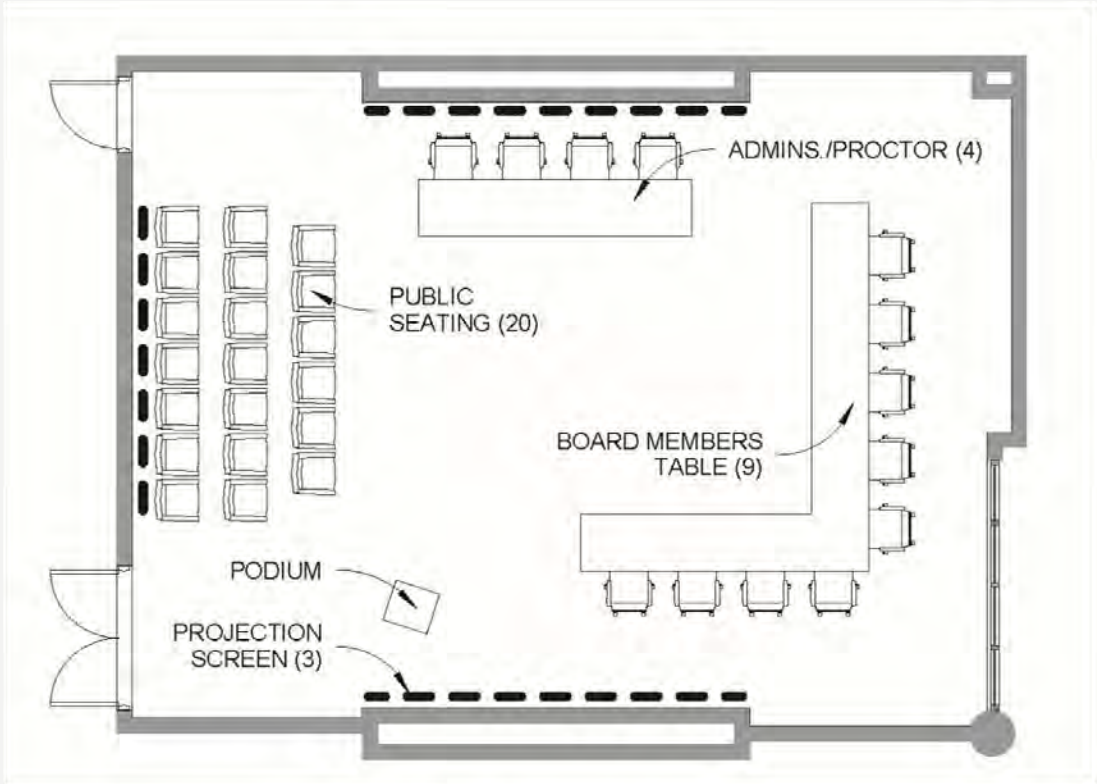
Convert portion of Bears Den (MUC dining area) for Board Room or for replacement meeting room MUC 214

New space (SSU Foundation owned)

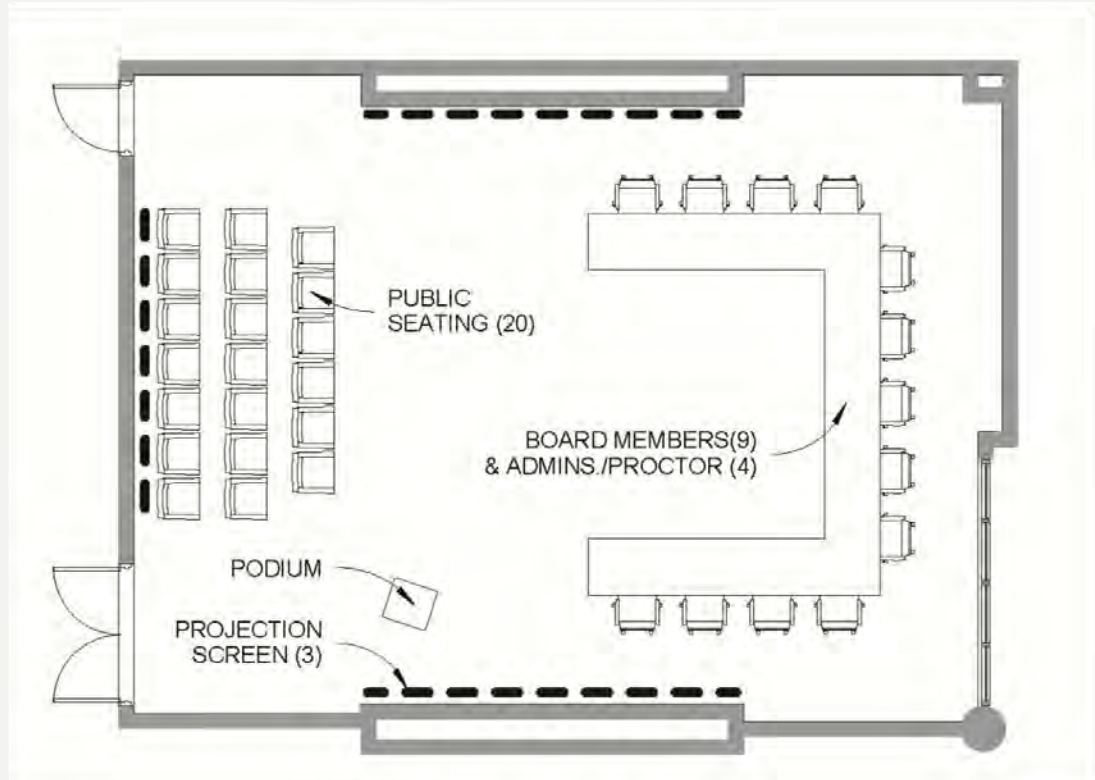


## SCHEMATICS AND RENDERINGS

# Preliminary











# CONSIDERATIONS

- Accommodate student needs
- Provide effective environment for Board meetings
- Consider technology and other service needs for Board meetings
- Maximize available space for expanded utilization (events and conference services, etc.)
- Consider longer-term facility needs
- Contain costs

## SCHEDULE

- Small student study space February
- Complete site assessment March
- Present site options to Board April
- Preparation of selected site June
- Use of Board room July

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# OVERVIEW OF CAMPUS-WIDE BUDGET FORUM

FINANCE AND ADMINISTRATION COMMITTEE

FEBRUARY 10, 2017





# BUDGET FORUM

FEBRUARY 1, 2017

WE PREPARE TODAY'S STUDENTS TO  
SUCCEED IN TOMORROW'S WORLD.

## CHARGE FROM THE BOARD OF TRUSTEES

1. Complete a strategic plan.
2. Enhance our academic programs.
3. Get the budget into alignment within three years.

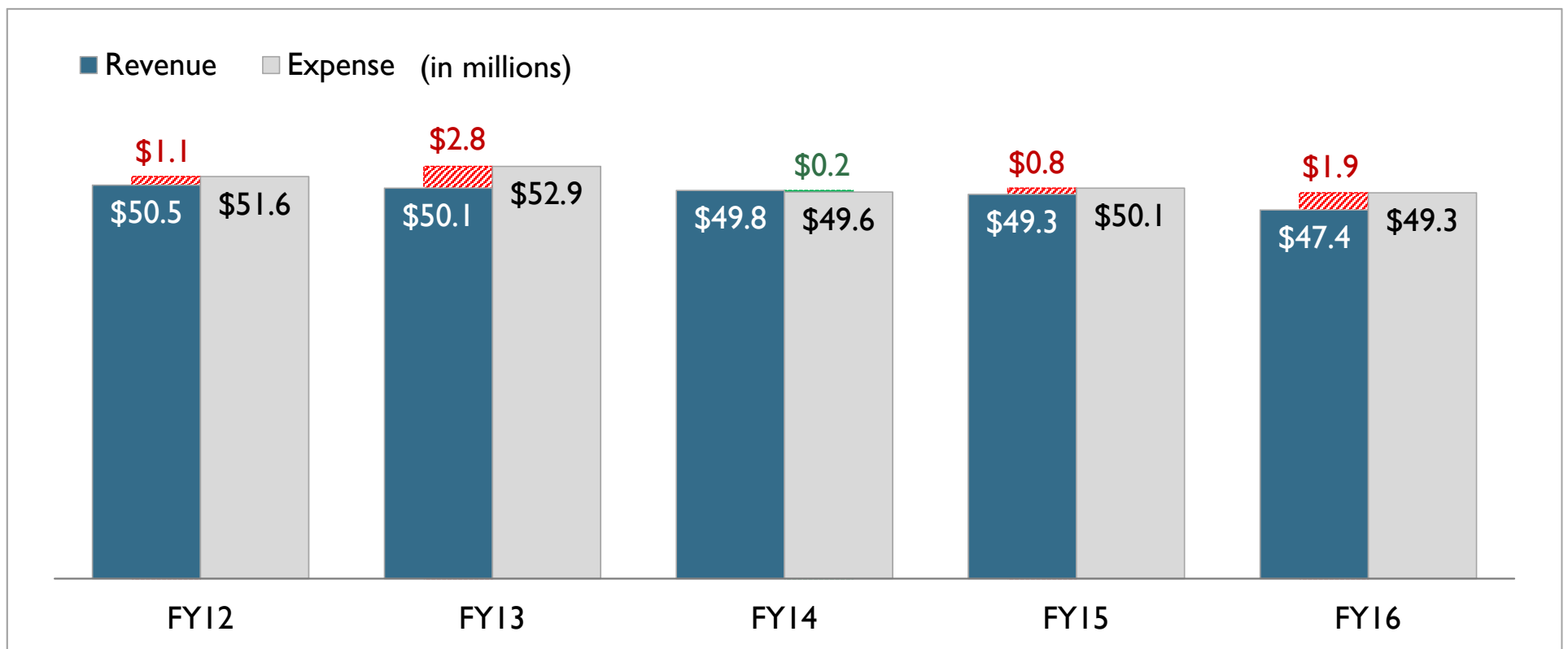
“NO ONE EVER CUT THEIR WAY  
TO PROSPERITY.”

— *The Circle of Innovation* by Tom Peters

# STRATEGIC BUDGETING



## RECENT OPERATING PERFORMANCE





## FY17 BUDGETING PROCESS

Original budget gap of \$2.4 million



Budgeting process reduced budgeted deficit to \$1.7 million

## TO ACHIEVE THIS REDUCTION OF DEFICIT... THE FOUR DIVISIONS REDUCED OVER \$1 MILLION

- Compensation **REDUCED** nearly \$730,000
- Non-Compensation **REDUCED** nearly \$300,000
- At the same time funds were allocated to:
  - Invest in operational efficiencies (Oracle, Microsoft 365, etc.)
  - Increase support for Marketing & Recruitment
  - Expand Athletic Teams
  - Increase Scholarships

## GENERAL OPERATING DEFICIT TARGET

- FY18 DEFICIT – Reduce by \$900,000  
*(Mix of operational cuts and revenue growth)*
- FY19 BALANCED OPERATING BUDGET

## CAPITAL INVESTMENTS – STATE AND BOND FUNDS

- HEALTH SCIENCES – STEMM EXPANSION PHASE I
  - HEALTH SCIENCES – STEMM EXPANSION PHASE II
- } \$4.35 MILLION (state)
- ATC REHABILITATION
- \$4.28 MILLION (state)
- ATHLETIC COMPLEX – STUDENT HEALTH & RECREATION
- \$7.15 MILLION (bonds)
- TOWNHOUSE RENOVATION
- \$0.84 MILLION (bonds)

# HOW CAN WE BRIDGE THE GAP?



# CONTINUED CONTRACTION IN STATE FUNDING

## Sources of State Funding in Ohio:

1. State Share of Instruction (SSI):  
DECLINING
2. Higher Education Capital Funding:  
FLAT
3. Shawnee State Supplement:  
MISSION-SPECIFIC

## Advocating For:

- Increase in SSU Supplement
- Community Projects Capital Funding
- Reduction in Tuition Curbs

## INCREASING RELIANCE ON PRIVATE & ALTERNATIVE FUNDING STREAMS

- Realignment of Development Office to expand Corporate & Foundation funding streams
- Established Office of Alumni & Community Relations, Office of Workforce Development & Entrepreneurship
- Invested in Expansion of Federal, Private, and State Grants Capacity
- Reorganized Event & Conference Services to generate net revenue

# VALUE OF EVERY STUDENT RECRUITED OR RETAINED



$1 \geq \$9,400$



$10 \geq \$94,000$



$100 \geq \$940,000$



WHAT CAN YOU DO?



# Q & A



# Faculty Senate Report

Shawnee State University

Board of Trustees

10 February 2017

The Faculty Senate has been busy as usual this winter. We have curriculum and policy recommendations working their way through committee and we hope to soon recommend metrics for the Provost's use in evaluating low-enrolled and low-performing programs. We anticipate that these metrics will help guide the Provost's future recommendations regarding which programs should be shuttered and which ones should receive additional investment for future expansion.

The Senate's Executive Committee continues its efforts to work out revisions to the shared-governance committee structure agreement. This agreement was originally negotiated in 2012 under the previous administration and was in need of updating to reflect changes introduced by President Kurtz and Provost Bauer. The agreement will guide the make-up of university-wide action teams and Academic Affairs Division committees, setting membership requirements and clarifying the process of appointment. We hope to have this approved by the full senate at our March meeting.

At our April meeting, the Senate is expected to recommend a wholesale revision of the Student Academic Misconduct Code; the committee has worked with the Dean of Students and the Student Government Association to ensure student concerns have been taken into consideration. We expect the new code to be in place for this coming fall semester, the start of the new academic year.

That completes the faculty senate report. I would be happy to answer any questions the board may have.

## **RESOLUTION E01-17**

### **APPROVAL OF SHAWNEE STATE UNIVERSITY AND COMMUNICATION WORKERS OF AMERICA, LOCAL 4372, COLLECTIVELY BARGAINED AGREEMENT**

WHEREAS, formal negotiating sessions were held with the University (SSU) and Communications Workers of America (CWA) in accordance with O.R.C. 4117, resulting in the parties reaching a tentatively accepted agreement regarding wages, terms, and conditions of employment; and

WHEREAS, the tentative agreement was ratified in its entirety by the CWA membership February 8, 2017; and

WHEREAS, the President recommends that the Board of Trustees approve the tentative agreement;

THEREFORE BE IT RESOLVED that the Board of Trustees approves the SSU/CWA collectively bargained agreement, effective November 7, 2016 through November 6, 2019, and extends its appreciation to the members of both negotiating teams.

(February 10, 2017)