

**SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**Meeting Minutes  
May 8, 2020**

**Opening Remarks**

Prior to the start of the meeting, President Bauer presented opening remarks stating that pursuant to HB 197 of the 133<sup>rd</sup> Ohio General Assembly, recently signed by Governor DeWine, the Board of Trustees of Shawnee State University will hold its May 8, 2020 Board meeting and committee meetings by teleconference. Trustees and the public will be permitted to attend the meeting by teleconference. Trustees may vote by teleconference, and resolutions and other actions taken by the Board will have the same effect as if the meeting had taken place in person.

Participants, including Board members, were asked to identify themselves when speaking and the public were asked to hold comments until the prescribed point in the full board meeting.

**Call to Order**

Chairperson Watson called the meeting to order at 11:16 a.m. noting the meeting was in compliance with RC § 121.22(F).

**Roll Call**

Members present: Mr. Watson, Mr. Edwards, Mr. Evans, Mr. Furbee, Ms. Hartop, Mr. Williams, Mr. Howarth, Ms. Heresh, Ms. Stratton, with Dr. White joining the meeting at 11:24 a.m.

Members absent: None

**Approval of the March 13, 2020 Executive Committee Minutes**

Mr. Evans moved and Mr. Edwards seconded a motion to approve the March 13, 2020 Executive Committee minutes. Without discussion, the Board unanimously approved said minutes.

**Approval of the March 13, 2020 Board Meeting Minutes**

Mr. Edwards moved and Mr. Furbee seconded a motion to approve the March 13, 2020 minutes. Without discussion, the Board unanimously approved said minutes.

**Approval of the May 8, 2020 Agenda**

Mr. Furbee moved and Mr. Edwards seconded a motion to approve the May 8, 2020 agenda. Without discussion, the Board unanimously approved the May 8, 2020 agenda.

## **Consent Agenda**

1. Resolution F09-20, University Investment Committee Member Reappointment
2. Resolution F13-20, Approval of Policy 5.00Rev, Amending Policy on Policies and Procedures
3. Resolution ASA04-20, Approval of Policy 2.11Rev, Faculty Workload
4. Resolution ASA05-20, Approval of Bachelor of Science in Information Security Program

Chair Watson 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 objections, items 1 – 4 were approved by acclamation.

## **Finance and Administration Committee Report**

Mr. Furbee reported on behalf of the Finance and Administration Committee having four non-consent action items for the Board to approve.

1. Resolution F10-20, Authorization to apply to the Chancellor of ODHE for a waiver to reduce domestic graduate students' non-resident surcharge. This resolution authorizes the Vice President for Finance and Administration to apply for approval from the Chancellor to waive the resident surcharge for domestic graduate students not residing in Ohio and who completed a Bachelor's or Master's degree. Mr. Furbee moved that the Board adopt Resolution F10-20 and Mr. Edwards seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.
2. Resolution F11-20, Amending Policy 5.08Rev., Smoking to 5.08Rev., Smoke and Tobacco Free Campus Policy. This resolution approves Policy 5.08Rev, Smoke and Tobacco Free Campus, which will create a smoke and tobacco free environment, effective May 1, 2021. Mr. Furbee moved that the Board adopt Resolution F11-20 and Mr. Edwards seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.
3. Resolution F12-20, Appointment of Michael Barhorst as Board Treasurer. This resolution approves the appointment of Mr. Barhorst, Vice President for Finance and Administration, to Board Treasurer effective May 1, 2020. Mr. Furbee moved that the Board adopt Resolution F12-20 and Mr. Edwards seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

Dr. White joined the meeting at 11:24 a.m.

4. Resolution F14-20, Authorizing Emergency Procedure on Furloughs. This resolution authorizes the President to enact a temporary procedure on mandatory furloughs pending adoption of a formal policy by the Board of Trustees. Mr. Furbee moved that the Board adopt Resolution F14-20 and Mr. Edwards seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

5. Mr. Keith Martinez and Mr. Josh Louge reviewed the Plante Moran pre-audit presentation in preparation for the FY2020 financial audit. The full report is attached to the minutes.
6. Ms. Malonda Johnson, Director of Human Resources, updated the committee on the decision for the University to join the JHP HEALTH Consortium effective July 1. The open enrollment effort is underway at this time. The full report is attached to the minutes.
7. Dr. Elinda Boyles presented a briefing on the CARES Act and the University will receive an allocation of nearly \$3.6M from the Higher Education Emergency Relief Fund which is provided through the federal CARES Act. These funds are restricted and must be utilized based on the stipulations of the Act, as follows: 50% of these funds are passed directly to students as emergency aid grants for expenditures related to the disruption of campus operations due to the coronavirus. The student application process is underway; the remaining 50% are intended to cover University costs associated with significant changes to the delivery of instruction due to the coronavirus. The eligible use of these funds has not been fully defined and when known will determine the timing and the manner in which the University will be able to utilize them. The full report is attached to the minutes.
8. Dr. Boyles reviewed a preliminary projection of FY2020 revenue that anticipates a 3.8% reduction in state funding, a decline in summer enrollment, and reductions in auxiliary operating revenue due to the refunding of spring housing & meal plan fees to students. Based on preliminary estimates, the combined decline in revenue for the general and auxiliary funds is estimated to reach over \$1.2M. FY2020 expenditures remain unclear at this time due to ongoing COVID-19 related costs and adjustments resulting from cost reduction measures being implemented before year end. The full report is attached to the minutes.
9. Three “what-if” scenarios for FY2021 General Fund revenue were reviewed by Dr. Boyles. The scenarios are based on a range of potential state funding reductions and early estimates for fall 2020 enrollment understood at this time. However, the revenue picture is very fluid as it is dependent upon the FY2021 state funding allocations that are anticipated to be severely reduced along with the impact on fall enrollment that hinges on state reopening requirements that are unknown at this time. The full report is attached to the minutes.
10. Mr. Eric Braun presented an Enrollment Management Report that reflects as of May 1, the traditional college Decision Day, first time freshman for fall 2020 admission are slightly higher over this time last year with the addition of acceptance of the common application. However, yield for the fall is quite uncertain given circumstances. All on campus recruiting and orientation events have been moved online to virtual platforms. Registered students are down substantially due to the cancellation of 2 orientation dates but online orientations have been increasing since the end of classes. The full report is attached to the minutes.
11. Mr. Braun reviewed an Advancement & Institutional Relations Executive Report that reported on activities across departments within the division including steps being taken due

to COVID-19 to shift to an online environment, fundraising efforts for student assistance, and cancellation, postponement, or rescheduling of a multitude of campus and community events. The full report is attached to the minutes.

### **Academic and Student Affairs Committee Report**

1. Dr. Becky Thiel presented recent activities in Academic and Student affairs which included Evening of Honors Program, renewal as a host-site for the Ohio History Service Corps program, collaboration with Ohio University's Heritage College of Medicine to authorize assured admissions for approximately 5 SSU freshmen who meet the eligibility requirements, update on fall 2020 international student enrollment, and efforts across the division to provide remote access and maintain connection to students. The full report is attached to the minutes.
2. Dr. Thiel gave an overview of the plan for the virtual commencement on May 16, 2020.
3. Ms. Tami Sheets, Registrar, provided an update on summer enrollment numbers and preliminary Spring 2020 commencement numbers. The full reports are attached to the minutes.

### **Reports from Board Liaisons with other Organizations**

None

### **President's Report**

Dr. Bauer addressed the Board regarding the extraordinary work that has taken place at Shawnee State University since early March in which faculty and staff have shown tremendous dedication, creativity, and leadership in continuing our mission during a global pandemic. Many steps were taken to shift to online course delivery and remote work, clean and sanitize buildings, build virtual platforms for recruiting, commencement, and student engagement and continue to provide a multitude of services to students.

Dr. Bauer recognized the grit and determination of SSU's new group of graduates who were required to do some pretty extraordinary things to complete their last semester, including prepare for a virtual commencement.

He reminded the Board that we began a process a year and a half ago to address a significant budget deficit and achieve fiscal stability. Over the last year, we reversed our enrollment decline for the first time in seven years. We lowered, and then eliminated, a structural budget deficit and presented a balanced budget to the Board and were on target to meet that budget. Then COVID-19 arrived. As we adjust to the impact of state cuts, potential enrollment declines, and budget disruptions, we are guided by our commitment to our mission, access to college for underserved populations, and the health and safety of our students. A phased-in approach is being developed to balance our budget and re-open campus in a safe and healthy environment. The full report is attached to the minutes.

Chair Watson thanked Dr. Bauer for his calm, steadfast leadership.

### **New Business**

Ms. Audrey Stratton, student Board member, reported that SGA waived Aladdin's \$10,000 contractual obligation for student catering. SGA also made their budget available to Student Life to support students during this time. They have also helped facilitate conversations between students and the administration regarding graduation, funding, extension of withdrawal dates for classes,

### **Comments from Constituent Groups**

None

### **Faculty Senate Report**

None

### **Executive Session**

None

### **Other Business**

In one item of other business, Chair Watson appointed Scott Williams to serve as a nominating committee for the purpose of bringing forth names at the June meeting for election of Board of Trustees officers in the 2020-2021 academic year and thanked Scott for his time and willingness to serve the Board in this capacity.

Mr. McPhillips, General Counsel, informed the Board of new Title IX rules from DOE which provide much stronger due process for accusers and new onerous procedures. Online training strongly endorsed by ODHE will be held next Thursday, May 14 at 3:00 p.m.

### **Adjournment**

Mr. Evans moved and Mr. Edwards seconded a motion to adjourn. The motion was passed unanimously and the Board was adjourned at 11:51 a.m.



Chairperson, Board of Trustees



Secretary, Board of Trustees

**RESOLUTION F09-20**

**APPROVAL OF UNIVERSITY INVESTMENT  
COMMITTEE MEMBER REAPPOINTMENT**

WHEREAS, on June 30, 2020 Mr. William Burke will have completed a three-year term as a member of Shawnee State University's Investment Committee; and

WHEREAS, Mr. Burke demonstrates exemplary service and expertise to the Committee and the University and is willing to continue as a member; and

WHEREAS, Mr. David Furbee, Investment Committee Chairperson, nominates Mr. Burke for reappointment for an additional three-year term from July 1, 2020 through June 30, 2023; and

WHEREAS, the President concurs with this reappointment;

THEREFORE, BE IT RESOLVED that the Board of Trustees approves the three-year reappointment of Mr. Burke to the University's Investment Committee and extends its appreciation for his service to the University.

(May 8, 2020)

Certified as True and Correct  
May 14, 2020

  
Secretary, SSU Board of Trustees

## **RESOLUTION F13-20**

### **AMENDING POLICY 5.00REV., POLICY ON POLICIES AND PROCEDURES**

WHEREAS, Board Policy 5.00Rev. sets forth a uniform process for the adoption and review of Board policies and the establishment of supporting procedures; and

WHEREAS, Policy 5.00Rev. currently requires Board action for any amendment to a policy, including amendments of a ministerial, non-substantive nature that do not affect the rights or responsibilities of members of the University community; and

WHEREAS, administrative efficiency can be gained by having the President make amendments of a non-substantive nature without formal Board action, with the President reporting all such actions to the Board on an annual basis;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University amends Policy 5.00Rev., Policy on Policies and Procedures by permitting the President to make ministerial, non-substantive amendments to Board policies.

(May 8, 2020)

Certified as True and Correct  
May 14, 2020

  
Secretary, SSU Board of Trustees

# Shawnee State University

POLICY TITLE:	POLICY ON POLICIES AND PROCEDURES
POLICY NO. :	5.00REV
ADMIN CODE:	3362-5-01
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	05/08/20
NEXT REVIEW DATE:	05/2023
RESPONSIBLE OFFICER(S):	PRESIDENT
APPROVED BY:	BOT

## 1.0 PURPOSE

Board of Trustees approved policies reflect the Board's principles for University governance and set direction for institutional decision-making and practices. The purpose of this policy is to ensure a uniform process for the adoption and review of Board of Trustees approved policies and the establishment of supporting procedures.

## 2.0 POLICIES SUBJECT TO BOARD APPROVAL

2.1 In general, policies that address subjects of significance to the University or that could substantially impact the University are appropriate for Board review and approval.

2.2 Policy subjects that are appropriate for Board of Trustees approval include, but are not limited to, the following:

2.2.1 Core functions of the University

2.2.2 Matters required by law to be the direct responsibility of the Board;

2.2.3 Matters that address state or federal requirements;

2.2.4 Matters that utilize or have the potential to utilize significant University resources;

2.2.5 Auxiliary operations of the University; and

2.2.6 Matters directed by the Board.

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- 2.3 Board policies may only be enacted, amended or rescinded with approval by the Board of Trustees. [Amendments of a non-substantive nature must comply with procedures promulgated under this policy 5.0, but do not require Board approval.](#)

### 3.0 PROCEDURES

- 3.1 Procedures may only be enacted, amended or rescinded with approval by the President.
- 3.2 Procedures serve to effectively administer or implement a policy, so long as they are within the scope or framework of the policy. A Board policy may also direct that specific areas or topics be addressed through an underlying procedure

### 4.0 POLICY & PROCEDURE FORMULATION AND REVIEW PROCESS

- 4.1 The President is responsible for establishing a procedure to implement this policy that will identify a system and process for developing new policies for Board of Trustees approval and to ensure the regular review of existing Board policies. The President is also responsible for establishing a system for the development and approval process for procedures.
- 4.2 The President will report, at least annually, to the Board of the administration's review of existing policies and procedures.

#### History

Effective: 02/25/90

Revised: [05/08/2020](#); 05/08/15; 09/14/12

Applicable Procedure: [5.00PolicyandProcedureSystemandReviewProcess](#)

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May 14, 2020

  
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PROCEDURE TITLE:	POLICY AND PROCEDURE SYSTEM AND REVIEW PROCESS
PROCEDURE NO.:	5.00:1
RELATED POLICY:	5.00REV
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR(S):	PRESIDENT
EFFECTIVE DATE:	05/08/20
NEXT REVIEW DATE:	05/2023
APPROVED BY:	PRESIDENT

This procedure serves to amplify and implement the Policy on Policies 5.00Rev.

1.1 POLICY AND PROCEDURE MANAGEMENT AND REVIEW SCHEDULE

1.2 The President’s Office is responsible for managing and maintaining all current and former policies and procedures and for establishing an official schedule for their regular and systematic review.

1.3 Policies will be scheduled for review every three years. A listing of policies that are scheduled for review during the current fiscal year will be posted on the University policies web page. Procedures will usually be reviewed during the same period as the applicable policy.

1.4 Copies of newly approved policies and procedures will be directed to the President’s archive system. When policies and procedures are revised or rescinded, an electronic copy of the retired policy or procedure will be maintained in the President’s office.

2.1 POLICIES AND PROCEDURE REVIEW AND DEVELOPMENT PROCESS

2.2 A least one university official will be responsible for the review, draft and implementation of a policy and /or underlying procedure. The President or a vice president normally will be the identified responsible officer on a policy. A

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May 14, 2020



Secretary, SSU Board of Trustees

vice president or other high level administrator will be the identified responsible administrator on a procedure.

### 2.3 Review of current policies and procedures

2.3.1 The responsible university officer will conduct an initial review of the current policy and its underlying procedure(s) to determine whether the policy and/or procedure should be revised or rescinded or whether the policy or procedure(s) should stand unchanged.

2.3.1.1 Unchanged policies and policies with changes of a non-substantive nature will be automatically extended and scheduled for review in another three years. Such action does not need Board approval, but should be reported to the Board as part of the President's annual report. For the purpose of this subsection, non-substantive changes include wording changes to correct a changed University position title, corrections of typographical errors, grammatical changes, and similar wording changes that do not affect the rights or responsibilities of those affected by the policy.

2.3.1.2 Policies and procedures identified for revision or possible rescission will be directed for review and if applicable, drafting and review.

### 2.4 Drafting and Review Process

2.4.1 The identified responsible university official(s) is responsible for the drafting, review and comment, and implementation of all new and revised policies. The review process should seek review and comment from applicable constituencies and appropriate university groups and individuals.

### 3.1 APPROVAL PROCESS

3.2 The final draft of all proposed policies and procedures will be submitted to the President or President's designee for final review.

3.3 All proposed new and revised policies and proposed rescissions must receive the President's recommendation prior to submission to the Board of Trustees for approval.

3.4 All proposed new and revised procedures and proposed rescissions must be approved by the President.

#### 4.1 POLICY AND PROCEDURE NUMBERING SYSTEM

4.2 The President's office is responsible for the numbering of all policies and procedures.

#### 4.3 Policy numbers

4.3.1. Each policy will have two assigned numbers.

4.3.1.1 The first number is the University series number that normally reflects its University status as follows: 1) Board of Trustees; 2) Academic Affairs; 3) Student Affairs; 4) Finance and Administration; and 5) University-wide.

4.3.1.2 The second number is the Ohio Administrative Code number, in accordance with the Ohio Legislative Service Commission's numbering system.

4.4 Procedures will be assigned a number that reflects the applicable University policy number.

#### 5.1 POLICY AND PROCEDURE STANDARD FORMATS

5.2 Policies and procedures will follow a standard format as identified on templates that are provided on the University's policy web page.

5.3 Each policy header box will include the following information:

5.3.1 Subject (name) of the policy.

5.3.2 University policy number

5.3.3 Administrative code number

5.3.4 Pagination

5.3.5 Effective date of the most current version

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May 14, 2020

  
Secretary, SSU Board of Trustees

- 5.3.6 Next review date
- 5.3.7 Responsible officer(s)
- 5.3.8 Approving body (Board of Trustees)

5.4 Each procedure header box will include the following information:

- 5.4.1 Procedure title
- 5.4.2 Procedure number
- 5.4.3 Related policy number
- 5.4.4 Pagination
- 5.4.5 Responsible administrator(s)
- 5.4.6 Effective date of most current version
- 5.4.7 Next review date
- 5.4.8 Identification of President's approval

## 6.1 POSTING CURRENT POLICIES AND PROCEDURES

- 6.2 All current policies and procedures will be made readily available to the public on the University's policy web page. Policies, along with their underlying procedures will be organized both numerically (University number) and by category as established by the President's office.
- 6.3 A listing of all policies identified for review for the current fiscal year will also be posted on the University policy web page.

### History

Effective: 09/14/12

Revised: 05/08/20; 05/08/15

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May 14, 2020

  
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**RESOLUTION ASA04-20**

**REVISION OF POLICY 2.11REV, FACULTY WORKLOAD**

WHEREAS, Policy 2.11Rev, Faculty Workload, was last reviewed and approved by the Board of Trustees on September 2009, 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 workload to reflect all levels of graduate programs; and

WHEREAS, Policy 2.11, Faculty Workload, 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 2.11, Faculty Workload.

May 8, 2020

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May 14, 2020

  
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# Shawnee State University

SUBJECT: FACULTY WORKLOAD	POLICY NO.:	2.11
	ADMIN. CODE:	3362-2-12
	PAGE NO.:	1 OF 1
	EFFECTIVE DATE:	9-11-09
	NEXT REVIEW DATE:	05/2015
	RESPONSIBLE OFFICER(S):	PROVOST
	APPROVED BY:	BOT

Shawnee State University is largely an undergraduate institution with some graduate level programs. The University recognizes that classroom hours are a significant component of faculty workload. Besides classroom hours, faculty workload also includes classroom preparation, research or scholarship, and service which advances the University mission. ~~In accordance with the recommendation of the Board of Regents' Advisory Committee on Faculty Workload Standards & Guidelines (2/18/94) and~~ under the authority of RC § 3345.45, the Board of Trustees establishes the following faculty workload policy.

- 1.0 The normal academic year classroom teaching load for full-service (FS) and full service temporary (FST) faculty teaching on the semester system is greater than or equal to 24 credit hours.
- 2.0 As an undergraduate Institution with limited graduate programs, the University's teaching load expected of (FS and FST) faculty should represent 70-80% of their total workload except for departments with master's graduate degree programs.
- 3.0 Faculty workload should also include required research, scholarship, or service which advances the University mission. The research, scholarship or service must be substantial and measurable. Faculty members should be accountable for meeting expectations in teaching excellence, meaningful scholarship and substantial service.
- 4.0 The normal academic year classroom teaching load for full-time instructors (FTI) on the semester system is 30 credit hours.
- 5.0 Teaching load for full-time instructors shall represent up to 90% of their total workload. The remaining time shall be dedicated to service in the form of committee meetings, scheduled office hours, etc.

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May 14, 2020

  
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# Shawnee State University

POLICY TITLE:	FACULTY WORKLOAD
POLICY NO:	2.11REV
ADMIN. CODE:	3362-2-12
PAGE NO:	1 OF 1
EFFECTIVE DATE:	05/08/2020
NEXT REVIEW DATE:	05/2023
RESPONSIBLE OFFICER(S):	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

Shawnee State University is largely an undergraduate institution with some graduate level programs. The University recognizes that classroom hours are a significant component of faculty workload. Besides classroom hours, faculty workload also includes classroom preparation, research or scholarship, and service which advances the University mission. Under the authority of RC § 3345.45, the Board of Trustees establishes the following faculty workload policy.

- 1.0 The normal academic year classroom teaching load for full-service (FS) and full service temporary (FST) faculty teaching on the semester system is greater than or equal to 24 credit hours.
- 2.0 As an undergraduate Institution with limited graduate programs, the University's teaching load expected of (FS and FST) faculty should represent 70-80% of their total workload except for departments with graduate degree programs.
- 3.0 Faculty workload should also include required research, scholarship, or service which advances the University mission. The research, scholarship or service must be substantial and measurable. Faculty members should be accountable for meeting expectations in teaching excellence, meaningful scholarship and substantial service.
- 4.0 The normal academic year classroom teaching load for full-time instructors (FTI) on the semester system is 30 credit hours.
- 5.0 Teaching load for full-time instructors shall represent up to 90% of their total workload. The remaining time shall be dedicated to service in the form of committee meetings, scheduled office hours, etc.

## History

Effective: 06/10/94

Revised: 05/2020; 09/11/2009

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May 14, 2020

  
Secretary, SSU Board of Trustees



**RESOLUTION ASA05-20**

**ADOPTION OF THE BACHELOR OF SCIENCE IN INFORMATION SECURITY PROGRAM**

WHEREAS, a new Bachelor of Science in Information Security Program proposal was developed and approved by the faculty within the Department of Business with input from personnel and alumni working in the cybersecurity industry; and

WHEREAS, Shawnee State University's shared governance committees (Academic Resource Management Committee, Educational Policy and Procedures Committee, Distance Learning Committee, and the University Faculty Senate) approved the proposal for a new Bachelor of Science in Information Security Program; and

WHEREAS, the new Bachelor of Science in Information Security Program proposal 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 the offering and delivery of the Bachelor of Science in Information Security Program.

May 8, 2020

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May 14, 2020



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# ARMF – Academic Resource Management Form

Effective Spring 2016

**Directions:** This form should be completed using **11-point font** or larger, and should be no longer than six pages (excluding the signature/comment pages and references). For purposes of expediting the resource review, forms may be forwarded electronically by the initiator and from one administrative level to another.

**Procedures:**


1. Initiator of proposal for curriculum/program change completes ARMF and submits to appropriate chairperson/supervisor.
2. Chairperson/supervisor reviews ARMF, provides comments, and forwards to appropriate Dean.
3. Dean reviews ARMF, provides comments, and forwards to Office of Provost.
4. Office of Provost sends electronic copies of ARMF to a committee called the Academic Resource Management Committee (ARMC) composed of the Provost, Academic Deans, Vice President of Finance and Administration (or designee), and University Faculty Senate President (or designee).
5. Office of the Provost will schedule a meeting. An electronic copy of the proposal will be sent to all faculty five working days in advance of the meeting.
6. Meeting dates will be held on a regular schedule – third Tuesday of the month - during the academic year beginning in September and ending in April. An additional meeting date will be offered in July.
7. During the meeting, the initiator will present information on his/her proposal to the ARMC. The initiator may invite others to present information on behalf of the proposal.
8. Following the presentation, the ARMC will vote on the proposal. The vote will determine whether the Committee:
  - a. recommends immediate use of resources in support of the proposal,
  - b. recommends that the proposal be held in abeyance until such time when resources may be available, or
  - c. does not recommend use of resources for the proposal.
9. Recommendation is forwarded by ARMC to initiator.

Name(s) of proposal initiator(s): Dovel Myers, James Reneau and Janice Johnson
Department(s)/College(s): <b>Department of Business Administration/ CPS</b>

**Type of curriculum change (check one):**

<input type="checkbox"/> New major requiring new courses/resources
<input checked="" type="checkbox"/> New Concentration in existing degree/program
<input type="checkbox"/> Curricular customization of existing program for off-campus cohort group
<input type="checkbox"/> New Minor or certificate requiring 3 or more new courses and/or new resources
<input checked="" type="checkbox"/> Existing program redirection or shift in emphasis (3 or more new courses and/or new resources). If program is adding the same number of courses as it is eliminating (= no net change in number of

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May 14, 2020



Secretary, SSU Board of Trustees

courses), no ARMF is necessary.

Name of degree, major, concentration, certificate, or minor. Briefly describe the curriculum plan/template. Market driven and employer need to change

In the past ten years it has come apparent the nature of the employment market has changed as well as the structure and makeup the student body at Shawnee State University. Our recent email survey of employers as well as data from the Ohio Means Jobs and Federal Bureau of Labor shows that the job market has shifted heavily to Information technology, Cybersecurity and Data Analytics. Due to these changes we have decided to modify our curriculum and to fit the educational marketplace and better satisfy state and local employers.

After receiving input from local employers, discussions with both the State of Ohio and Department of Homeland Security it was decided to use the recently development Information Technology curriculum by the ACM/IEEE taskforce as a baseline to plan a build curriculum. The baseline curriculum will prepare our graduates for a career in Information Technology immediately at graduation and in the years to come. We intend to introduce two (2) concentrations at inception: One in cybersecurity, a second in Data Analytics and the current IS degree will be developed as a separate component of an online degree concentration. We recognize the significant investment in the current ISM program and feel that this investment could be best used by migrating the ISM curriculum to an online only program for focusing on more business focused technology students. The new degree proposal is for changing the name of the Bachelor's degree in Business with a major Information Technology with a concentration in Cybersecurity, or Data Analytics. The online ISM specific classes will lead to a Business Degree with an IS concentration (Old Degree Curriculum) at a later date. However the IT degree could easily be adapted to be standalone degree in another area,(such as engineering) with a minor in business. The need for a certain amount of business knowledge in technology hires was very desirable to all the survey participants.

There are fundamental differences between Information Systems (IS) and Information Technology that extend past the name. In general Information Systems focuses on the information aspects of information technology and how it can be used to improve the business process. IS prepared students to work with functionally oriented business applications such as payroll, accounts receivables, inventory management, etc Information Technology is the complement of that perspective: its emphasis is on the technology itself more than on the information it conveys. IT is a new and rapidly growing field that started as a grassroots response to the practical, everyday needs of business and other organizations. They need to have appropriate systems in place. These systems must work properly, be secure, and upgraded, maintained, and replaced as appropriate. Employees throughout an organization require support from IT staff that understand computer systems and their software and are committed to solving whatever computer-related problems they might have. Graduates of Information technology programs address these needs.

Additionally Information technology emphasizes knowledge combined with practical, hands-on expertise. The IS/IT program at SSU will use an experiential Integration first approach that has the advantage of giving a context for the material at the time it is taught. It also provides an introduction to the vocabulary and models necessary for students to comprehend and discuss the key concepts in the core of an IS/IT curriculum. It is not enough to simply attend courses and read books. In this curriculum Hands-on, experiential learning is essential for learning and Students that "learn by doing" through "live lab" exercises that typically provide highly sought after experience. This "learn by doing approach" allows us to address the under recruited portion of the high school and college students that simply do not do well in a traditional lecture but are still interested in getting a degree and advancing in their career field. This approach also leads us to believe we can capture a portion of the students that normally would drop out of SSU of transfer to another university. Additionally it also allows us to integrate closely with Community colleges and Career Centers for direct transfer and credit of classes. We can easily layer a series of certificates, transfer credits, certifications and Associates degrees to help a student progress through a bachelor's degree in IS/IT at SSU. IS/IT/ Cybersecurity concentration has an online certificate program that can be used for credit towards an Associates or Bachelors in the IT/Cybersecurity major or can be used as part of an outreach program to serve and educate the community. Nearly every technology course in the first two years of the IS/IT/Cybersecurity program enables a student for at least one industry certification. This use of certificates, certifications, and

degrees can be used to prepare a student for a position industry or grad school at the level and speed they are comfortable. These courses also match the state IT pathway

Educational Pathways:

The proposed Information Technology degree will give us a great deal of flexibility moving forward. Because of the strong base of fundamentals in the core classes provide a solid knowledge needed for every student to do advanced work. These courses are:

BUIT 1300 – Introduction to Programming and Application Development	3 Hours
BUIT 1500/1600 – Mobile and Web Development(Tag 2019)	3 Hours
BUIT 2000 – Intro PC Hardware/Operating Systems (A+ Certification)	3 Hours
BUIT 2400 – Data Modeling and Relational Databases	3 Hours
BUIT 2700 – IT Infrastructure and Internetworking (CCNA)	3 Hours
BUIT 2800 – Introduction to Cybersecurity (TAG 2019) (Comptia )	3 Hours
BUIT 3800 – Enterprise System Administration (MCP 70-740,741, 744 )	3 Hours

With this strong core we can additional concentrations to address future educational and market shifts without the making massive changes to the program.

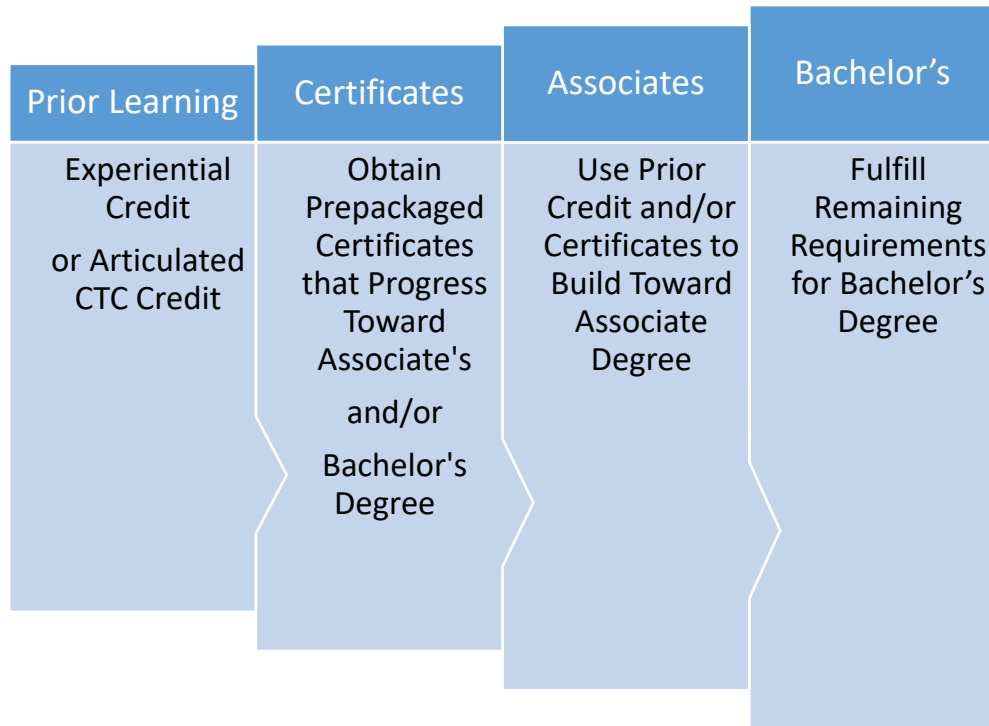
High School – Students can get credit for BUIT 2000, BUIT 2700, BUIT 2800 and BUIT 3800 by taking the career center program and passing a state developed WebEx exam.

Community College - Currently Students can transfer from a Computer Science or Information Technology program and get transfer credit every course except BUIT 2800 at this point. I expect that course to also be standardized for transfer within the next year.

Community college Students from other Cybersecurity programs, Such as Sinclair community College, should be able to transfer directly into the IT/Cybersecurity concentration.

SSU students – Students from other technical area should have credit for many of the core classes. This should help us retain some of the students from other areas that left SSU for several reasons. There will also be minors in Cybersecurity ( in Place 2018) and Data Science to appeal to students in other fields, as well as an Associate degree in Cybersecurity.

Outreach/Events Certificate – I have developed a series of online courses in cybersecurity to educate people in the community and/or provide professionals with the expertise needed in cybersecurity to either advance in their current job, gain personal knowledge, and possibly begin to work towards an Associates or Bachelors in IT/Cybersecurity. We will also hold outreach events, such as Capture the Flag (CTF), in the Innovation Center twice per year and during the gaming conference annually. I expect the same could be done with Data Analytics



- 1) The certificate and degree programs will include courses and concepts in:
  - Professional Communication
  - Cybersecurity
  - Networks
  - Hardware and Operating Systems
  - Server management
  - Enterprise Computing
  - Data Science and Data Analysis
  - Information Systems (Online only)
  
- 2) Target date for implementation. **Beginning Winter 2019, IS Concentration Online Fall/Winter 2019**
  
- 3) Briefly explain the rationale for this initiative. If the initiative involves customization of an existing program for delivery to an off-campus cohort group, also explain the nature of the proposed curricular customization. **A recent employer survey expressed a need for a IT/Cybersecurity education pathway for workers in the local Area. However, since the needs of the companies and backgrounds of the individuals vary, a flexible education approach was taken to meet these needs.**

- 4) Are there similar programs at other Ohio or regional universities? If so, where? What is the enrollment in the other programs?

<b>College or University in Ohio Offering IT/Cybersecurity Programs</b>
<i>University of Cincinnati – Not A Business Program )</i>
<i>OSU – Computer Science Degree with Options (Not a Business Program, programming based)</i>
<i>Clark State – AAS Cybersecurity/Information Assurance (Not Business)</i>
<i>Sinclair Community College – AAS Secure System Administration( Not focused on security)</i>
<i>Hocking College- AAS in Network and Cyber systems</i>

<b>College or University in Ohio Offering Data Science/Analytics</b>
<i>University of Cincinnati – BS Business Analytics</i>
<i>OU – BSBA- Business Analytics</i>
<i>Ohio State – None at Undergrad level, Available at grad level</i>

- 5) Briefly explain any similarities of the proposed initiative (program objectives and/or curriculum) with already established SSU programs: **The curriculum will utilize some current courses in Business and new courses will be packaged and delivered in a format more attractive to non-traditional students. The current Business IS curriculum will be moved into an online format**
- 6) Briefly describe indicators of the employment market for students completing this initiative, including sources used for employment information/data. : **Data from OhioMeansJobs, BLS and O\*Net classifies these occupations as “In-Demand” based on number of annual job openings. Regional Outlook for the region showed growth and feedback from regional industry and economic development agencies indicated a need for Information Technology/Cybersecurity education and in Database technologies (Data Science). An email survey of potential employers was done to gage the need and areas of focus. Given the need and the popularity of both Cybersecurity and Data Analytics workers we think recruiting at the high school level and the Career Centers will be highly successful. The curriculums use of the experiential approach is highly desirable to the average student as it gives them valuable workforce experience. I receive inquiries on a weekly basis by employers, teachers and students requesting information as to when the program will be available. At the community college level there a large number students looking to transfer to college with a four degree in IT/Cybersecurity. As for IT/Data Analytics it is a largely unserved market with no similar programs nearby. Outreach/Events – There is no similar certificate available in Southern Ohio. Such a certificate could produce a large volume of students on its own. For these reason we believe we can predict a reasonably fast growing program, assuming there is some effort put into funding and marketing it.**

**Occupational Outlook**

- a) Closest match is Computer and Information Systems Managers, Network and system Administrators, telco engineers listed as “In-Demand Jobs” by OhioMeansJobs in August 2017. See embedded link below for full list:



OhioMeansJobs In Demand Jobs Augu:

- b) The projected growth for Information Security/CyberSecurity is provided in the table below:

**Table 1A. Occupational Outlook for Information Security/Cybersecurity Mangers/Analysts and IT Systems personnel by Region (Source: BLS Employment Projections and O\*Net)**

Region	Projected Growth (2014-24)	Projected Annual Openings
United States	+18.4%	7565
Ohio	+16%	600
Kentucky	+18%	300
West Virginia	+24%	68

**Table 1B. Occupational Outlook for Data Analysts/Data Science personnel by Region (Source: BLS Employment Projections and O\*Net)**

Region	Projected Growth (2014-24)	Projected Annual Openings
United States	9.5%	6810
Ohio	20.3%	987
Kentucky	23.1%	133
West Virginia	10.6%	16

- c) Southeast Ohio Region Needs

In a recent employer survey, several regional companies have indicated a desire to have an educational program for IS/IT/Cybersecurity. Some recent requests have come from:

- Air Force Research Laboratory Wesbanco
- Vertiv
- Glockner
- PureCycle

**Table 2A. Companies Reported Need of IT/Cybersecurity**

<b>Company</b>	<b>Company's Level of Need</b>
<b>Air Force Research Laboratory</b>	High Needed
<b>AWF (Appalachian Wood Floor)</b>	Somewhat Needed
Adams County Ohio Valley Schools	Somewhat Needed
<b>Big Sandy Distribution</b>	Needed
<b>Air Force Research Laboratory</b>	Needed
<b>Federal supply services int. LLC</b>	Very High Need
<b>Glockner Enterprises</b>	Very High Need
<b>Glatfelter</b>	Very High Need
<b>Milacron</b>	Somewhat Needed
<b>Y-Not Improve</b>	Somewhat Needed
<b>Pike County CTC</b>	Somewhat needed
<b>Riffle Machine Works</b>	Somewhat Needed
<b>OSCO Industries</b>	High Need
<b>Wesbanco</b>	Very High Need
<b>Nissen Chemitec</b>	Somewhat Needed
<b>Pike County CTC</b>	Somewhat Needed
<b>PureCycle</b>	Somewhat Needed
<b>Southern Ohio Medical Center</b>	High Need
<b>Vertiv</b>	Somewhat Needed
<b>Vinyl Kraft</b>	Somewhat Needed
<b>Zebu</b>	Needed

**Table 2b. Companies Reported Need of Data Science/Analytics**

<b>Company</b>	<b>Company's Level of Need</b>
<b>Air Force Research Laboratory</b>	High Need
<b>AWF (Appalachian Wood Floor)</b>	High Need
<b>Adams County Ohio Valley Schools</b>	Need
<b>Big Sandy Distribution</b>	Need
<b>Air Force Research Laboratory</b>	Very High Need
<b>Federal supply services int. LLC</b>	Need
<b>Glockner Enterprises</b>	Very High Need



<b>Milacron</b>	Need
<b>Vertiv</b>	High Need
<b>Y-Not Improve</b>	High Need
<b>Riffle Machine Works</b>	Somewhat Needed
<b>OSCO Industries</b>	High Need
<b>Wesbanco</b>	High Need
<b>Nissen Chemitec</b>	Somewhat Needed
<b>Yanfeng Global Auto Motive Interiors</b>	Need
<b>PureCycle</b>	Need
<b>Southern Ohio Medical Center</b>	High Need
<b>Zebu Compliance</b>	Very High need

OhioMeansJobs has provided the following forecasted occupation numbers for the Southeast Ohio Region:

- **16% increase in Information Security Employment**
- **9% increase in Network and Systems Administrators**
- **7-9% Increase in the number of Network Architects**
- **30.3% increase in Computer Systems Analysts**

For reference, see the full report embedded below:



d) Education and Experience Information Technology):

According to bls.gov:

- Bachelor's degree is required in IT, CS or EE

- 7) Briefly describe indicators of potential student interest/demand for the new initiative, including sources used for student market information/data. **Industry partners have indicated through survey response that they will hire graduates of the certificate or degree programs. Additionally, some have pledged varying levels of support for their current employees to complete education programs including: tuition/fee support, flexibles work schedules, and/or financial incentives upon graduation.**
- 8) To what extent will this initiative draw new students to SSU? To what extent will it draw students from existing programs? **The flexible course offerings and incorporation of prior experience and learning combined with the stackable certificate and degree program has the potential to draw non-traditional students who may not have otherwise considered Shawnee. Other than the proposed Minor the proposed degrees are not expected to draw many students from existing programs. Some students could choose the new pathway and degrees instead of choosing a traditional Business Management/IS degree pathway.**

9) Approximately how many students are expected to enroll? Include rationale for estimates.

50 undergrad FTE/20 Certificate ETE in the first year and 75 FTE undergrad / 70 FTE Certificate per year in the third year. Online popularity could move these numbers upward rapidly. **These estimates are based on data provided by our Ohio tech representative. Also recent new programs in other schools, such as Hocking, already have 30-40 students in the programs in only the second year.**

See accompanying financial analysis for the Projected Enrollment Years 1-3. Enrollment estimates are based on estimates provided through the industry employer survey.

### Information Technology/Cybersecurity - Needs/Demands

Estimated number of current employees who may be interested in a certificate, associate, or bachelor's program

Answer Options	Response Percent	Response Count
0	29%	9
1-5	58.1%	18
6-10	6.45%	2
More than 10	6.45%	2
<b>Answered Question</b>		<b>31</b>
<b>Skipped Question</b>		<b>0</b>

10) At which SSU campuses/regional centers or other sites will the initiative be offered? **Courses will be offered on main campus, through online course offerings and the Innovation Center.**

11) Will Internet or other distance learning technology be used for course/program delivery? Describe. **Many (or All) of the undergrad courses will be offered online/hybrid with support for development. Possibly some courses will be blended learning in the future. All Certificate courses will be completely online with the capstone possibly being a hybrid.**

**Complete questions 12, 13, 14 in consultation with department administrator and/or dean.**

12) Provide a rough estimate of the resources needed to implement the initiative. Please attach a three year budget to include faculty salaries plus benefits, library materials estimate, equipment and classroom materials estimate, and renovation estimate. **See Attached Spreadsheet**

13) Project the resources that could come from reallocation within the department or college and the new resources that would be required. **Current resources could be utilized for current courses. New resources will be required to staff the extra sections (online and night).**

14) Are there new space needs? If so, how much? How would the space be used? Has existing space been identified? If so, where? Is renovation/remodeling necessary? **No new space requirements above current renovation space plans for ATC.**

15) Is there professional accreditation for the program? Is it required or voluntary? Will accreditation be

sought, and when? What will be the one- time and ongoing costs of accreditation? **Accreditation will required for this program through IACBE and the National Centers of Academic Excellence (CAE).**

16) Has there been preliminary discussion with other departments/colleges that will be involved in course/program delivery? If yes, what was the feedback? **Discussions have occurred between Scioto County CTC, other career centers, OSU Cite representatives and industry stakeholders. Feedback has been sought and received from interested Departments. All parties have been collaborating to respond to the needs of industry and economic development.**

Department Faculty's signature: Dovel Myers Date 12/10/18  
Department Faculty's signature: James Reneau Date 10/9/18

Note: Faculty signatories are tenure-track faculty who are involved with initiation of the proposal or who are collaborating with an administrator on the proposal.

Comments: **Click here to enter text.**

Department Chair's signature: Janice Johnson Date \_\_\_\_\_

Note: If this is an interdepartmental initiative, include additional Department Chairs' signatures

Comments: **Click here to enter text.**

Dean's signature: \_\_\_\_\_ Date \_\_\_\_\_

- a) For cross-college initiatives, include additional signature(s) of Dean(s)
- b) For existing programs customized for off-campus delivery to a cohort group, include College and Deans' signatures

Comments: **Click here to enter text.**

Provost's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Recommendation of immediate availability of resources in support of the proposal.

Comments and/or suggestions: [Click here to enter text.](#)

Recommendation for proposal to be held in abeyance.

Comments and/or suggestions: [Click here to enter text.](#)

Not recommended for use of resources.

Comments and/or suggestions: [Click here to enter text.](#)

## RESOLUTION F10-20

### **AUTHORIZATION TO APPLY TO THE CHANCELLOR OF ODHE FOR A WAIVER TO REDUCE DOMESTIC GRADUATE STUDENTS' NON-RESIDENT SURCHARGE**

WHEREAS, §381.170 of Am. Sub. H.B. 166 of the 133<sup>rd</sup> General Assembly requires any waiver of tuition for any particular student or any class of students not otherwise permitted by law at a state-assisted institution of higher education to be approved by the Chancellor of the Ohio Department of Higher Education (ODHE); and

WHEREAS, Shawnee State University seeks authorization to make a request of the Chancellor for reduction of the non-resident surcharge for domestic graduate students who do not reside in Ohio and who have completed a bachelor's or master's degree in Ohio; and

WHEREAS, it is anticipated that the waiver will provide an incentive for eligible students to earn a graduate degree and remain in Ohio; and


WHEREAS, it is anticipated that between 25 – 30 students could be impacted by such waiver and the amount reduced would be \$4,041 per student, per semester for on-ground graduate programs, \$27 for each 3-hour online master's course, and \$147 for each 3-hour online doctoral course;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University supports the initiative to expand the number of graduate students by charging a per credit hour non-resident surcharge to eligible domestic graduate students of not more than \$1; and

BE IT FURTHER RESOLVED, the Board of Trustees of Shawnee State University authorizes the Vice President for Finance and Administration to seek approval to reduce the AY20-21 non-resident surcharge rates for domestic graduate students who do not reside in Ohio and who have completed a bachelor's or master's degree in Ohio to \$1 per credit hour, effective Fall 2020 and continuing through Summer semester 2021.

(May 8, 2020)

Certified as True and Correct  
May 14, 2020

  
Secretary, SSU Board of Trustees

**RESOLUTION F11-20**

**AMENDING POLICY 5.08REV., SMOKING TO 5.08REV.,  
SMOKE AND TOBACCO FREE CAMPUS POLICY**

WHEREAS, the Ohio Department of Higher Education has strongly recommended that public college and university trustees implement tobacco-free policies; and

WHEREAS, Ohio's Governor has recently called on state university presidents to enhance their smoke-free campus policies, including rules against vaping; and

WHEREAS, since the University enacted its policy on smoking in 2006, it has incrementally restricted the use of tobacco products on campus, but remains among the small minority of state colleges and universities that have not gone completely tobacco free; and

WHEREAS, smoking and other use of tobacco products continue to be a major source of death and disease in the United States; and


WHEREAS, second-hand smoke has documented detrimental effects on smokers and non-smokers, and poses a risk to University students, employees, and visitors; and

WHEREAS, effective May 1, 2021, the University intends to create a one hundred percent smoke and tobacco free campus;

NOW, THEREFORE, IT IS RESOLVED that the Board of Trustees of Shawnee State University hereby amends Policy No. 5.08, entitled "Smoking," and renames the policy "Smoke and Tobacco Free Campus."

(May 8, 2020)

Certified as True and Correct  
May 14, 2020

  
Secretary, SSU Board of Trustees

# Shawnee State University

POLICY TITLE:	SMOKING
POLICY NO. :	5.08 REV
ADMIN CODE:	3362-5-09
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	3/13/15
NEXT REVIEW DATE:	3/2018
RESPONSIBLE OFFICER(S):	PRESIDENT
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

- 1.1 Shawnee State University recognizes the need to create and maintain an environmental quality that sustains and enhances the general health and well-being of its students, faculty, staff, and visitors.
- 1.2 As such, smoking of any material and the use of any tobacco product are prohibited in all University owned, leased, and managed buildings and other designated areas established by this policy.

## 2.0 DEFINITIONS

- 2.1 Smoking: The burning of tobacco or any other material in any type of smoking device, including, but not restricted to, cigarettes, cigars, electronic cigarettes or pipes.
- 2.2 Tobacco: All tobacco derived or containing products, including, and not limited to, cigarettes, electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes, and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring, or deliver nicotine other than for the purpose of cessation.

## 3.0 PROHIBITION

- 3.1 Smoking and the use of any tobacco product, including chewing tobacco, are prohibited in or at the following locations:
  - 3.1.1 Any building and designated outdoor non-smoking area that is owned, leased, or managed by the University.

Certified as True and Correct  
May 14, 2020

  
Secretary, SSU Board of Trustees

3.1.2 Within 50 feet of any entrance or other outside access to a building so as to insure that tobacco smoke does not enter the area through entrances, windows, ventilation systems or any other means.

3.1.3 Any vehicle owned or leased by the University.

3.2 Sale of tobacco is prohibited on University owned, managed, or leased property.

3.3 Disposal of cigarettes and other smoking products in any place on University owned, managed or leased property, other than a smoking receptacle.

#### 4.0 DESIGNATED OUTDOOR NON-SMOKING AREAS

4.1 The following outdoor areas will be designated as non-smoking areas:

4.1.1 Outdoor athletic facilities

4.1.2 Outdoor areas utilized by the University and/or the Shawnee State University Development Foundation for scheduled events, including commencement.

4.2 The President may approve the establishment of other designated non-smoking outdoor areas, as well as designated outdoor areas for smoking.

#### 5.0 SIGNAGE AND SMOKING RECEPTACLES

5.1 "No Smoking" signs or the international "No Smoking" symbol will be conspicuously posted at all University building entrances and inside all University vehicles. All such signs will include the State of Ohio's contact information for reporting violations.

5.2 Locations of smoking receptacles will be placed at least 50 feet away from any building entrance that are not along any primary walkway. Any person who moves a smoking receptacle without appropriate authority will be in violation of this policy and subject to discipline.

#### 6.0 COMPLIANCE AND ENFORCEMENT

6.1 The President will designate the University department(s) responsible for ensuring compliance.

- 6.2 The University will provide smoking cessation information for employees and students who wish to quit smoking.
- 6.3 The University will identify contact information to enable employees, students and visitors to report any violation of this policy.
- 6.4 Any violation of this policy will be addressed through the standard disciplinary process appropriate to the individual's relationship to the University. Visitors who violate this policy may be denied future access to the University campus.

History

Effective: 06/09/06

Revised: 03/13/15; 11/08/13

OUTDATED

Certified as True and Correct  
May 14, 2020



Secretary, SSU Board of Trustees



# Shawnee State University

POLICY TITLE:	SMOKE AND TOBACCO FREE CAMPUS
POLICY NO. :	5.08REV
ADMIN CODE:	3362-5-09
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	5/8/2020
NEXT REVIEW DATE:	5/2023
RESPONSIBLE OFFICER(S):	PRESIDENT

## 1.0 PURPOSE

- 1.1 Shawnee State University recognizes the need to create and maintain an environmental quality that sustains and enhances the general health and well-being of its students, faculty, staff, volunteers, contractors, and visitors.
- 1.2 As such, effective May 1, 2021, the University intends to create a one hundred percent smoke and tobacco free environment.


## 2.0 DEFINITIONS

- 2.1 Smoking: The burning of tobacco or any other material in any type of smoking device, including, but not restricted to, cigarettes, cigars, electronic cigarettes (e-cigarettes and any other devices used for vaping) or pipes.
- 2.2 Tobacco: All tobacco-derived or containing products, including, and not limited to, cigarettes, electronic cigarettes (including but not limited to JUUL, Blu, and VUSE), cigars and cigarillos, hookah smoked products, pipes, and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring, or deliver nicotine other than for the purpose of cessation.

## 3.0 PROHIBITION

Smoking of any material and the use of any tobacco-related product are prohibited in all University owned, leased, and managed buildings and on all University owned, leased and managed grounds, and in all vehicles located on University property. This includes all classrooms, offices, restrooms, auditoriums, lounges, dining areas, recreational and athletic facilities, rooftops, walkways, sidewalks, bridges, residence halls, parking lots and street parking owned by the University.

Certified as True and Correct  
May 14, 2020

  
Secretary, SSU Board of Trustees

Smoking also is prohibited inside personal vehicles parked on University property and in any vehicles owned, operated, or leased by the University.

#### 4.0 BAN ON ADVERTISING, PROMOTION AND SALES

- 4.1 The University will not advertise tobacco on university owned, operated or leased property or at any university sponsored event or university owned or sponsored media.
- 4.2 Sale of tobacco is prohibited on University owned, operated, and leased property.
- 4.3 Distribution and sampling of tobacco products and tobacco related items is prohibited.

#### 5.0 EXCEPTIONS

- 5.1 FDA-approved nicotine replacement therapy, including patches, gum, inhalers, and lozenges) will be allowed.
- 5.2 Smoking or tobacco use may be permitted for controlled research, educational, clinical, or religious ceremonial purposes with prior approval of the appropriate administrator.
- 5.3 Smoking and tobacco use may be permitted at certain University-sponsored and University-hosted events with advance approval of the Provost or a designee.
- 5.4 Prohibitions and restrictions on smoking and tobacco use, if any, at University activities and events that take place at locations other than University owned, leased and managed buildings and grounds, shall be determined by the owners or managers of such other locations.

#### 6.0 SIGNAGE AND ANNOUNCEMENTS

- 6.1 “No Smoking” signs or the international “No Smoking” symbol will be conspicuously posted at all University building entrances and inside all University vehicles. All such signs will include contact information for reporting violations.
- 6.2 University literature and advertising, particularly that which is related to the posting of employment opportunities and campus events, shall identify the University as being one hundred percent tobacco free.

6.3 Announcements regarding this policy will be made during University-sponsored events and at campus functions when deemed appropriate. Event programs may include a written reminder of the policy.

## 7.0 COMPLIANCE AND ENFORCEMENT

7.1 The success of this policy depends upon the thoughtfulness, consideration and cooperation of tobacco users and non-tobacco users. Leaders and those to whom this policy applies share the responsibility for adhering to and enforcing the policy. Civility and respect are expected at all times in regards to this policy.

7.2 The President will designate the University department(s) responsible for ensuring compliance.

7.3 The University will provide smoking cessation information for employees and students who wish to quit smoking.

7.4 The University will identify contact information to enable employees, students and visitors to report any violations of this policy.

7.5 Any student who repeatedly refuses to abide by this rule may be referred to Student Conduct. Repeat violations by any faculty or staff member shall be handled through normal procedures for violations of University rules and procedures. Visitors who violate this policy may be denied future access to the University campus.

7.6 No person shall discharge, refuse to hire, or in any manner retaliate against an individual for the report of a violation or otherwise performing any obligation under this policy.

### History

Effective: 06/09/06

Revised: 5/8/20; 03/13/15; 11/08/13

Certified as True and Correct  
May 14, 2020

  
Secretary, SSU Board of Trustees

**RESOLUTION F12-20**

**APPOINTMENT OF MICHAEL BARHORST AS BOARD TREASURER**

WHEREAS, Ohio Revised Code Section 3362.02 authorizes the Board to appoint a Treasurer; and

WHEREAS, the Code requires that before an appointed Treasurer begins discharging his duties as such, he or she must give bond to the state or be insured – in an amount established by the Board -- for the faithful performance of his duties and the proper accounting for all monies coming into the Treasurer’s care; and

WHEREAS, the Board on March 13, 2020 appointed Michael Barhorst as Vice President for Finance and Administration, effective May 1, 2020; and


WHEREAS, the Board wishes to appoint Mr. Barhorst to the position of Treasurer, and to establish \$5 million as the level at which he should be insured for faithful performance of his duties and the proper accounting for monies coming into his care;

NOW, THEREFORE, IT IS RESOLVED that the Board appoints Michael Barhorst as Board Treasurer to replace Dr. Elinda Boyles, effective this date, and sets \$5 million dollars as the level of faithful performance insurance required for the Treasurer; and

IT IS FURTHER RESOLVED, that pursuant to the Board’s bylaws, the appointment of Mr. Barhorst will be continuing but may be terminated by the Board at any time with or without cause.

(May 8, 2020)

Certified as True and Correct  
May 14, 2020

  
Secretary, SSU Board of Trustees

## **RESOLUTION F14-20**

### **AUTHORIZING EMERGENCY PROCEDURE ON FURLOUGHS**

WHEREAS, in March 2020, the Board of Trustees passed Resolution No. E02-20, authorizing the President to enact temporary emergency procedures necessitated by the COVID-19 pandemic; and

WHEREAS, the State of Ohio's current biennial budget bill authorized state institutions of higher education to adopt policies providing for mandatory furloughs of employees to achieve spending reductions necessitated by institutional budget deficits; and

WHEREAS, the University does not currently have a policy on furloughs, but may need to institute mandatory furloughs to address budget deficits caused by the COVID-19 pandemic;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University specifically authorizes the President to enact a temporary procedure on mandatory furloughs, pending the adoption of a formal furlough policy by the Board.

(May 8, 2020)


Certified as True and Correct  
May 14, 2020

  
Secretary, SSU Board of Trustees



plante moran | Audit. Tax. Consulting.  
Wealth Management.

# Shawnee State University

Certified as True and Correct  
May 14, 2020  
  
Secretary, SSU Board of Trustees

Board of Trustees  
Finance and Administration Committee  
2020 Audit Planning Meeting



# Shawnee State University

## P&M Audit Team

Keith Martinez, Engagement Partner  
Keith.Martinez@plantemoran.com

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# Shawnee State University

## Audit Planning Agenda

- Shawnee State University Audit Team
- Reporting and Responsibilities
- Audit Approach
- Timing and Key Dates
- Peer Review Report and GAO Auditor Responsibilities
- Upcoming Pronouncements
- Appendix - Definitions

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# Shawnee State University

## Reporting and Responsibilities

### Plante Moran Deliverables

- Opining on FY 2020 University financial statements and the University's federal programs
- Opining on FY 2020 for the Development Foundation financial statements
- Letter for state "Special Purpose" Report

### Plante Moran Responsibilities

- To express an opinion on the University's and the Development Foundation's financial statements
- To express an opinion on the major federal programs of the University
- To provide reasonable, not absolute, assurance of detecting material misstatement
- To gain an understanding of internal controls, policies, and procedures to design an effective audit

### Plante Moran Will Issue the Following Reports and Letters for 2020:

#### Planning Stage

- Engagement letter for the Shawnee State University audit (includes the federal programs audit)
- Engagement letter for the Development Foundation

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# Shawnee State University

## Reporting and Responsibilities (continued)

### Plante Moran Will Issue the Following Reports and Letters for 2020 (continued):

#### At completion of work:

- An opinion on the financial statements of the University and the Development Foundation
- Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with Government Auditing Standards (GAGAS report) for the University and the Development Foundation
- Report on the Conduct of the Audit (AU 260)
- Federal programs audit reports and schedules
  - Report on Compliance For Each Major Program and on Internal Control Over Compliance in Accordance with Uniform Guidance
  - A Schedule of Findings and Questioned Costs
- A Management Recommendation Letter, if applicable
- A letter regarding procedures performed for the state “Special Purpose” report

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# Shawnee State University

## Audit Approach

### **Financial Statement Audit (includes the Development Foundation)**

- General Controls Assessment and Paperless System testing (i.e., registration, tuition, and endowments)
- Risk-Based Approach – More time will be spent on those areas considered higher risk
  - Valuation of accounts receivable
  - Accounting for service concession arrangements
  - Any contingent liabilities
  - The net pension and OPEB liability
- In response to the above risks, we will perform the following:
  - Review the allowance for accounts receivable and also, review the assumptions used to determine collectability,
  - Review the revenue received from concession arrangements in accordance with applicable accounting standards,
  - Discuss pending litigation with Shawnee State University legal counsel,
  - Review the calculations surrounding the pension and OPEB liability and incorporated into the financial statements, test the census data used in the calculations, and review audited pension plan reports.

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# Shawnee State University

## Audit Approach (continued)

### Financial Statement Audits (includes the Development Foundation)

- Documentation and testing of key accounting processes and internal controls by major cycles – purchasing, expenditures and accounts payable, payroll and related year-end liabilities, revenue, receipts and accounts receivable, investments and related income, financial reporting
- Group Audit Standards – Plante Moran will be serving as the “Group Auditor” for all components of this audit (the University and the Development Foundation)

### Federal Programs Audit

- Audit is performed in compliance with federal regulations and includes compliance and internal control categories as defined by Uniform Guidance
  - Programs expected to be tested in 2020
    - Student Financial Assistance Cluster
    - Other programs will also be tested if required based on Uniform Guidance

### Plante Moran Has Been Advised

- The University is in compliance with all regulatory, governmental, and grant requirements,
- There have been no material acts of fraud or embezzlement,
- There have been no significant acts of fraud related to federal programs,
- The University is not aware of any accounting entries made which are not in the normal course of business,

The University is not aware of any material illegal or improper acts.

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# Shawnee State University

## Audit Approach (continued)

### Materiality

- The concept of materiality is inherent in the audit
  - We place greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than with those items of lesser importance or those in which the possibility of material error is remote

### Communications with the Finance and Administration Committee

- Required fraud inquiries during planning process
- All services provided by Plante Moran to Shawnee State University
- Independence, in compliance with GAO requirements
- Passed adjustments schedules
- Changes in report presentation (if applicable)

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# Shawnee State University

## Timing and Key Dates

Audit Scope Presentation to Finance and Administration Committee	May 8
Preliminary fieldwork begins (includes single audit)	May 18
Preliminary fieldwork ends	May 22
Year-end fieldwork begins – University, including single audit and Development Foundation	August 31
Draft financial statements to Plante Moran	September 11
Year-end fieldwork ends – University including single audit and Development Foundation	September 11
Closing meeting with management & final draft of financial statements	September 18
Submission of Draft Management Letter to Executive Management, if applicable	September 18
Submission of final University financial statements to State Auditor	Prior to October 15
Submission of final Development Foundation financial statements to State Auditor	Prior to October 15
Submission of final management letter to State Auditor	Prior to October 15

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# Shawnee State University

## Peer Review Report and GAO Auditor Responsibilities

**Under the Government Accounting Office (GAO) requirements, if an audit is completed in accordance with *Government Auditing Standards*, the Audit Committee and/or Board of Trustees are required to receive from the audit firm the following document:**

- Peer Review Report (this is performed every three years)

**In addition, we are required to communicate the following items (if applicable):**

- Noncompliance with laws, regulations, contracts or grants that have material effect on the financial statements
- Any instances of abuse identified that could be material to the financial statements

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# Shawnee State University

## New Pronouncements

### **GASB 84 – Fiduciary Activities**

- Currently effective for the fiscal year ending June 30, 2020
- GASB is considering delay of the effective date
- Establishes criteria for identifying fiduciary activities
- For public institutions, examples that may meet these criteria include 1) endowment assets of other institutions that are managed in the reporting institution's investment pool and 2) alumni or student club accounts that are managed with the reporting institution's cash or investments

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# Shawnee State University

## Upcoming Pronouncements

### **GASB 87 – Leases**

- Effective for the fiscal year ending June 30, 2021
- Requires recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contracts
- Lessee would be required to recognize a lease liability and an intangible right-to-use lease asset
- Lessor would be required to recognize a lease receivable and a deferred inflow of resources

### **GASB 89 – Accounting for Interest Cost Incurred Before the End of a Construction Period**

- Effective for the fiscal year ending June 30, 2021
- Requires interest cost incurred during the period of construction be recognized as an expense (no longer capitalized)

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# Shawnee State University

## Appendix - Definitions

- Deficiency
  - A “deficiency” exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing or (b) an existing control is not properly designed so that even if the control operates as designed, the control objective is not always met. A deficiency in operation exists when a properly designed control does not operate as designed or when the person performing the control does not possess the necessary authority or qualifications to perform the control effectively. Deficiencies may involve one or more of the five interrelated components of internal control.
- Significant Deficiency
  - A “significant deficiency” is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.
- Material Weakness
  - A “material weakness” is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and correct on a timely basis.
- Fraud
  - The term “fraud” includes “misstatements” arising from fraudulent financial reporting and misstatements arising from misappropriation of assets.
  - “Misstatements” arising from “fraudulent financial reporting” are intentional misstatements, or omissions of amounts or disclosures in financial statements intended to deceive financial statement users.
  - “Misstatements” arising from “misappropriation of assets” involve the theft of assets where the effect of the theft causes the financial statements not to be presented in conformity with GAAP.
  - The University is responsible for the design and implementation of programs and controls to prevent and detect fraud.

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# Shawnee State University

## Appendix - Definitions

- GAAP
  - Generally Accepted Accounting Principles. Used by almost all entities in the USA to prepare periodic financial statements.
- Allowance
  - An estimate determined by management based on past history of the amount of student and contribution receivables at June 30 that are not expected to be received.
- Federal Programs Audit
  - Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards sets forth standards for obtaining consistency and uniformity among Federal agencies for the audit of states, local governments, and non-profit organizations expending federal awards. This is also known as “Single Audit” and is focused on programs funded with federal dollars. At Shawnee State University, this primarily consists of student financial aid.
- 990-T
  - Corporate income tax form for exempt organization unrelated income. This primarily relates to income earned on limited partnerships that is considered taxable by the IRS (real estate and natural resources), and non-educational use of institutional property.

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# Shawnee State University

## Appendix - Definitions

- Nonexchange Transaction
  - Revenues received by the University that are deemed not related to the University providing a service. They consist primarily of gifts, investment income, federal Pell grant revenue and state operating appropriations. State appropriations are subject to annual approval by state legislature and are reported based on the state operating budget that funds the appropriation to the University.
- FASB
  - Financial Accounting Standards Board is the governing accounting body that issues reporting pronouncements for private sector organizations. The Development Foundation prepares its financial statements in accordance with these pronouncements and guidance.
- GAAS
  - Generally Accepted Auditing Standards. The standards that govern the conduct of independent audits of non-public companies, as determined by the Auditing Standards Board (ASB) of the AICPA.
- GAGAS
  - Generally Accepted Governmental Auditing Standards. Informally known as “Yellow Book,” these standards guide all audits of governmental units.
- GASB
  - Governmental Accounting Standards Board is the governing accounting body that issues reporting pronouncements. Shawnee State University prepares their financial statements in accordance with these pronouncements and guidance.

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# Thank you!

We look forward to continuing  
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University!

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# Finance and Administration Committee Update

May 8, 2020

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# JHP HEALTH Consortium

- **Shawnee State has agreed to join the HEALTH consortium, along with**
  - Cincinnati State Technical and Community College
  - Clark State Community College, and
  - Edison State Community College
    - Southern State Community College will consider participating in the future
- **Effective July 1, 2020, benefits are:**
  - Capitalize on economies of scale for future savings
  - Create stability and predictability – the larger pool eliminates claim fluctuations and reduces rate volatility
  - Realize favorable renewal rate at about 4% (includes costs associated with “run out” claims and allocation for reserve pool)
    - (Anthem’s projected renewal for 2021 if remain with existing Plan is 11%)

*Decision based on benefits of the consortium, the initial year’s financial advantage, and the long-term stabilization of health care costs the University has been working to achieve.*

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# Coronavirus Aid, Relief, and Economic Security (CARES) Act

*Establishes and funds the Higher Education Emergency Relief Fund (HEERF) and sets requirements for the use of the funds.*

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# PERMITTED USES OF HEERF

**1) Institutional: 50% may be used to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus**

*Cannot use to pay contractors for pre-enrollment recruitment activities; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship.*

**2) Students: 50% to provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus**

*Includes eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and child care.*

# Higher Education Emergency Relief Fund (HEERF)

National Allocation  
\$13B

- \$6.5B Emergency Financial Grants to Students
- \$6.5B Institutional funds



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# Allocations for *Ohio* Public 4-year Universities

Institution	Total Allocation	Minimum Allocation to be Awarded for Emergency Financial Aid Grants to Students
Bowling Green State University	\$13,163,417	\$6,581,709
Central State University	\$3,645,811	\$1,822,906
Cleveland State University	\$12,226,765	\$6,113,383
Kent State University	\$19,307,244	\$9,653,622
Miami University	\$12,989,033	\$6,494,517
Northeast Ohio Medical University	\$272,933	\$136,467
Ohio State University	\$42,885,215	\$21,442,608
Ohio University	\$19,475,431	\$9,737,716
<b>Shawnee State University</b>	<b>\$3,572,909</b>	<b>\$1,786,455</b>
University of Akron	\$14,151,817	\$7,075,909
University of Cincinnati	\$23,527,312	\$11,763,656
University of Toledo	\$13,547,254	\$6,773,627
Wright State University	\$10,140,846	\$5,070,423
Youngstown State University	\$10,376,462	\$5,188,231
	<b>\$199,282,449</b>	<b>\$99,641,229</b>



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# Distribution of *Shawnee Cares Grants*

- **Notification to students by May 8**
- **Student Application by May 31**
- **Eligibility Criteria**
  - US citizen or national, permanent resident, or other eligible noncitizen
  - Enrolled in degree-seeking, on-ground program during spring 2020 semester
  - FAFSA completed
  - Be in good standing for financial aid purposes
- **Shawnee Students eligible = 2,354**

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# General Fund and Auxiliary Fund

FY2020 Draft EOY Revenue  
FY2021 General Fund Revenue “What-If” Scenarios  
Committee Discussion

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# FY2020 EARLY DRAFT General Fund Projected EOY Revenue

Revenue	FY2020 Budget	DRAFT Projected EOY	\$ Diff	%
SSI*	\$12,980,313	\$13,201,447	\$221,134	1.7%
Student Support Service**	\$3,000	\$3,000	\$0	0.0%
Supplement	\$4,037,456	\$3,835,583	(\$201,873)	(5.0%)
Net Tuition	\$23,534,582	\$23,104,880	(\$429,702)	(1.83%)
Other Income	\$1,062,000	\$830,194	(\$231,806)	(21.83%)
Transfer In	\$289,550	\$289,550	\$0	0.0%
<b>Total</b>	<b>\$41,906,901</b>	<b>\$41,264,654</b>	<b>(\$642,247)</b>	<b>(1.53%)</b>

\*adjusted SSI based on mid-year SSI of \$13,676,184

\*\*may be subject to reduction

#### Revenue Assumptions

1. Reduction of remaining state funding payments
2. Reduction of 10% summer tuition revenue
3. \$500K scholarship covered by SSUDF
4. Reduction of Other Income



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# FY2020 EARLY DRAFT Auxiliary Fund EOY Revenue

Revenue	Budget	Draft Projected EOY	\$ Diff	%
Commissions	\$674,496	\$463,461	(\$211,035)	-31.3%
Housing	\$921,056	\$863,366	(\$57,690)	-6.3%
Meal Plan Fees	\$2,276,218	\$2,131,282	(\$144,936)	-6.4%
Service Fees	\$415,200	\$332,623	(\$82,577)	-19.9%
Ticket Sales	\$518,560	\$429,966	(\$88,594)	-17.1%
<b>Total Operating Income</b>	<b>\$4,805,530</b>	<b>\$4,220,697</b>	<b>(\$584,833)</b>	<b>-12.2%</b>
Grants	\$353,965	\$335,861	(\$18,104)	-5.1%
Miscellaneous Income	\$171,353	\$193,499	\$22,146	12.9%
<b>Total Other Income</b>	<b>\$525,318</b>	<b>\$529,360</b>	<b>\$4,042</b>	<b>0.8%</b>
Total Transfers from General Fund	\$1,816,512	\$1,816,512	\$0	0.0%
<b>Total Revenue</b>	<b>\$7,147,361</b>	<b>\$6,566,569</b>	<b>(\$580,791)</b>	<b>-8.1%</b>

## Revenue Assumptions

Loss of operating income due to refund of portion of spring residential housing/meal plan and related fees; cancellation and refunds of events & ticket sales



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# FY2021 General Fund Revenue “What-If” Scenarios

	Scenario 1	Scenario 2	Scenario 3
	<b>Assumptions: Reduce SSI* by 20%; no reduction to supplement, hold tuition revenue same as projected FY2020</b>	<b>Assumptions: Reduce SSI* &amp; Supplement by 20%, reduce Cohort C enrollment goal by 10% and decreases to retention rates for the remaining cohorts and continuing students</b>	<b>Assumptions: Reduce SSI* &amp; Supplement by 20%, reduce FY2020 (projected) tuition revenue by 10%</b>
SSI	\$10,940,947	\$10,940,947	\$10,940,947
Student Support Services**	\$3,000	\$3,000	\$3,000
Supplement	\$4,037,456	\$3,229,965	\$3,229,965
Net Tuition	\$23,104,880	\$22,599,303	\$20,794,392
Other Income	\$800,000	\$800,000	\$800,000
Transfer In	\$289,550	\$289,550	\$289,550
<b>Total Revenue</b>	<b>\$39,175,833</b>	<b>\$37,862,765</b>	<b>\$36,057,854</b>
*Based on FY2020 mid-year SSI of \$13,676,184			
**Reduction unknown (reimbursement for disability services)			

HEERF funds of \$1,786,455 will be used to decrease FY2021 eligible expenditures



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# University Investment Portfolio Status

Asset Class/Security	Market Value as of April 24, 2020
Total Cash Equivalent	\$ 2,174,378
Total Fixed Income	\$ 5,061,860
Total Domestic Equity	\$ 787,776
Total International Equity	\$ 142,713
<b>TOTAL PORTFOLIO MARKET VALUE</b>	<b>\$ 8,166,727</b>

Value as of July 2019	\$8,121,057
Value as of 4/24/2020	\$8,166,727
Diff \$	\$45,671
Diff %	0.56%

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# Status Construction/Renovation Projects as of April 30, 2020

PROJECT	STATUS	PROJECT BUDGET	FUNDING SOURCE(S)
<b>Library/CFA HVAC Renovation</b> ON HOLD-COVID19	<ul style="list-style-type: none"> <li>Construction documents complete. Advertise for bids March 2020.</li> <li>Includes replacement of all pneumatic and obsolete DDC controls for multiple air handlers in both buildings; an assessment of all existing equipment is required to set priorities on replacement.</li> </ul>	\$1.1M	State Capital
<b>Kricker Innovation Hub</b>	<ul style="list-style-type: none"> <li>EDA grant secured. Architect short list created; interviews scheduled mid May, 2020.</li> </ul>	\$3.4M (est.)	EDA/Capital/Private
<b>Rhodes – Phase 1B</b>	<ul style="list-style-type: none"> <li>Project complete. Punch list and closeout remain.</li> </ul>	\$3.3M (est.)	Bond proceeds
<b>ATC Roof Replacement</b>	<ul style="list-style-type: none"> <li>All roof systems on the ATC and T&amp;I buildings will be replaced with new 30-year EPDM single membrane system.</li> <li>Approved at Controlling Board; contract complete.</li> </ul>	\$892,000	State Capital

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Status  
Construction/Renovation Projects  
as of April 30, 2020

PROJECT	STATUS	PROJECT BUDGET	FUNDING SOURCE(S)
<b>Library/CFA HVAC Renovation</b> ON HOLD-COVID19	<ul style="list-style-type: none"> <li>Construction documents complete. Advertise for bids March 2020.</li> <li>Includes replacement of all pneumatic and obsolete DDC controls for multiple air handlers in both buildings; an assessment of all existing equipment is required to set priorities on replacement.</li> </ul>	\$1.1M	State Capital
<b>Kricker Innovation Hub</b> ON HOLD-COVID19	<ul style="list-style-type: none"> <li>EDA grant secured. Architect short list created; interviews scheduled early March, 2020.</li> </ul>	\$3.4M (est.)	EDA/Capital/Private
<b>Rhodes – Phase 1B</b>	<ul style="list-style-type: none"> <li>Project complete. Punch list and closeout remain.</li> </ul>	\$3.3M (est.)	Bond proceeds
<b>ATC Roof Replacement</b> ON HOLD-COVID19	<ul style="list-style-type: none"> <li>All roof systems on the ATC and T&amp;I buildings will be replaced with new 30-year EPDM single membrane system.</li> <li>Approved at Controlling Board; contract on hold.</li> </ul>	\$892,000	State Capital

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# Enrollment Management Report

## May 8, 2020

SHAWNEE STATE UNIVERSITY BOARD OF TRUSTEES  
FINANCE & ADMINISTRATION COMMITTEE



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# Fall '20 First Time Freshmen Funnel Holding Through COVID-19 Disruption

As of May 1, 2020 Decision Day, First Time Freshman Fall '20 vs. Fall '19:

Total Applications <b>including Common Apps</b>	<b>+14%</b>
Total Applications <b>not including Common Apps</b>	-13%
Total Admitted Students	<b>+5%</b>
Orientation Registrations	-10%
Financial Aid packages	- 1%

Registered students for fall (-52%) **\*2 Orientation dates would have been completed by this time last year\*** Registration data for the first two dates is climbing with pre-registration getting ramped up this week. Will continue as alternatives to live orientation are launched to get students registered remotely.

# Recruiting & Admissions COVID-19 Response

Virtual information sessions for students: Senior meetings, pre-senior meetings, transfer sessions, academic sessions, financial aid, international students, athletics.

Enhancement of Online Information & Virtual Tours. Production of Short-form Information Videos.

Online Orientation Leader trainings and Alternatives to Live On-Campus Orientation

Engaging more with Admission social media

Additional transactional messaging campaigns to guide students through the process

# Recruiting & Admissions COVID-19 Response

Processing electronic college transcripts digitally. No longer printing copies.

Relaxed requirements for admission (under 21 can be admitted wAccuplacer )

Expedited development of online applications for graduate, health sciences, CCP.

Allowing admitted HS students to register for fall semester prior to their orientation date.

Waiving of Fees for orientation, visit days, etc.

# Recruiting & Admissions COVID-19 Response

Fully remote staff – engaging with operation and prospects on Zoom

Video calls, daily morning task lists with reminders, increased number of meetings with campus partners like CRM and marketing to keep tasks on schedule

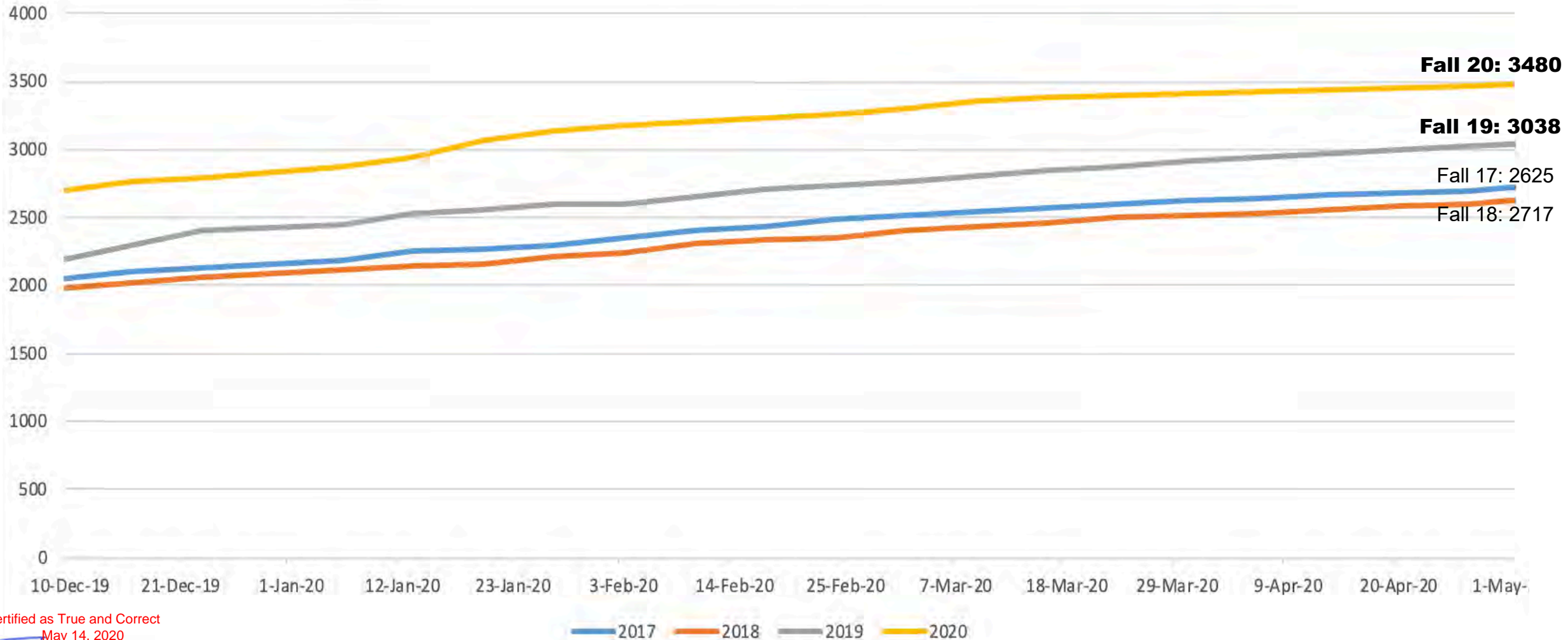
Virtual events like college fairs, working with campus partners to extend deadlines, reduce and waive fees, on boarded a new virtual visit website and rolled out a large selection of Zoom based virtual information sessions, increased calls and created a ranking system in Slate to record student plans based on calls, moved calling timeline up, recruiter outreach to tier 1 counselors

Communications: updated information quickly, started regularly COVID related emails about updates to counselors and funnel, created FAQs, quickly edited all email campaigns to reflect changes, generated new campaigns to keep students engaged



# Fall '20 First-time Freshman (All Applications) up 13.56% Over Fall '19

## FF Applications (All Sources) Comparison Dec 10 through May 1

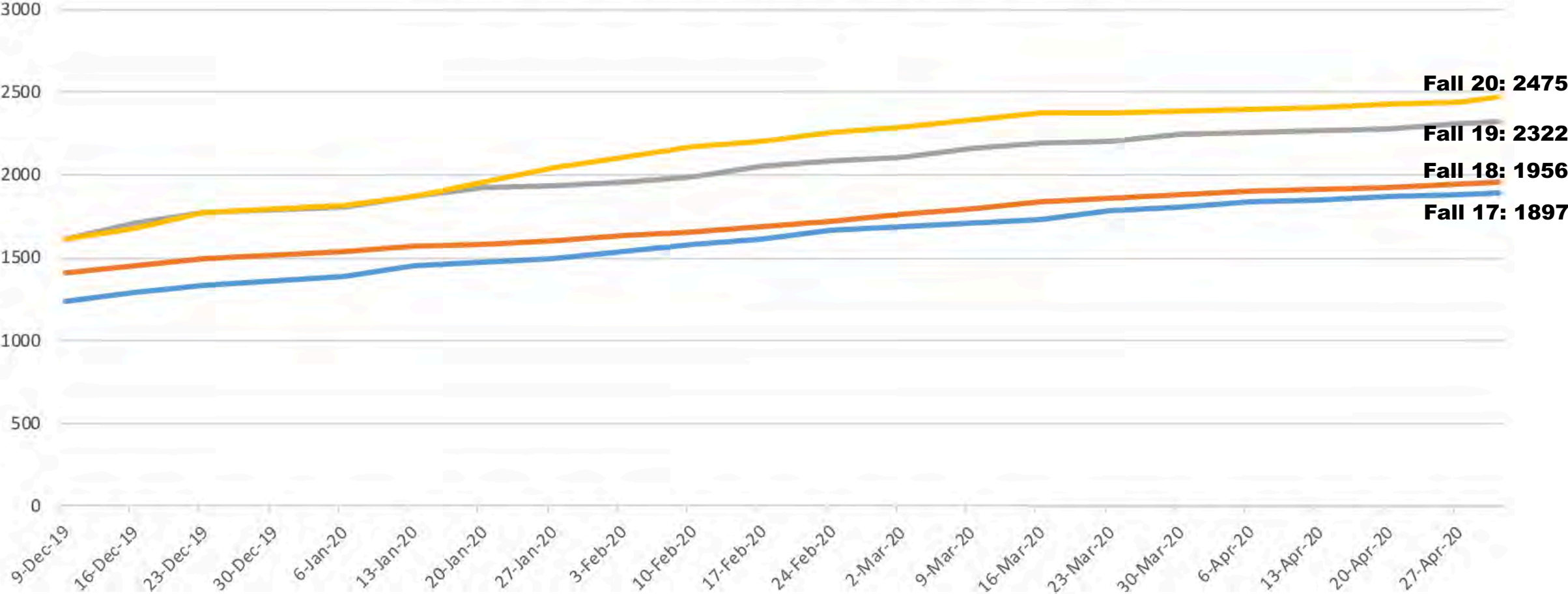


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# Fall '20 First-time Freshman Admits up 6.38% Over Fall '19

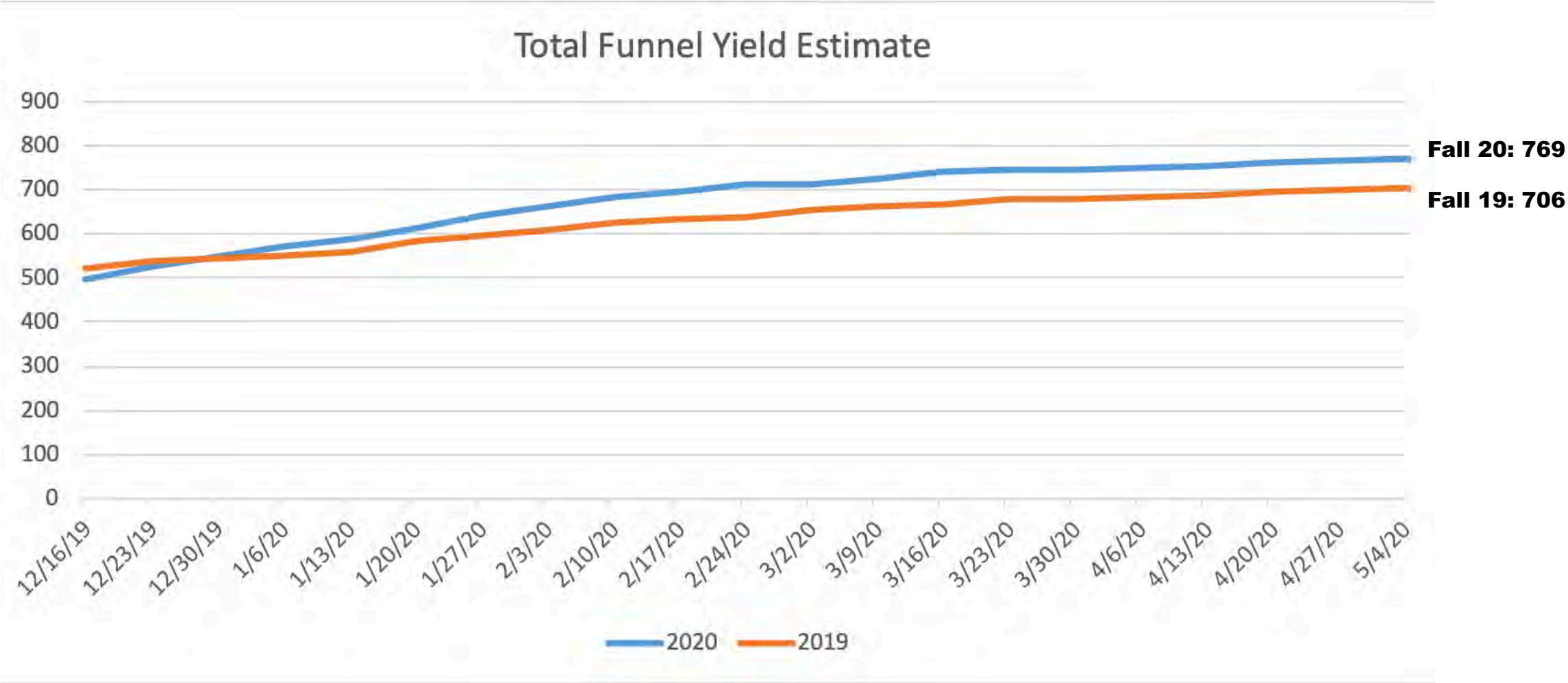
## FF Admits Comparison Dec 10 through May 1



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# Fall '20 First-time Freshman Yield Estimate up 8.54% Over Fall '19\*\*

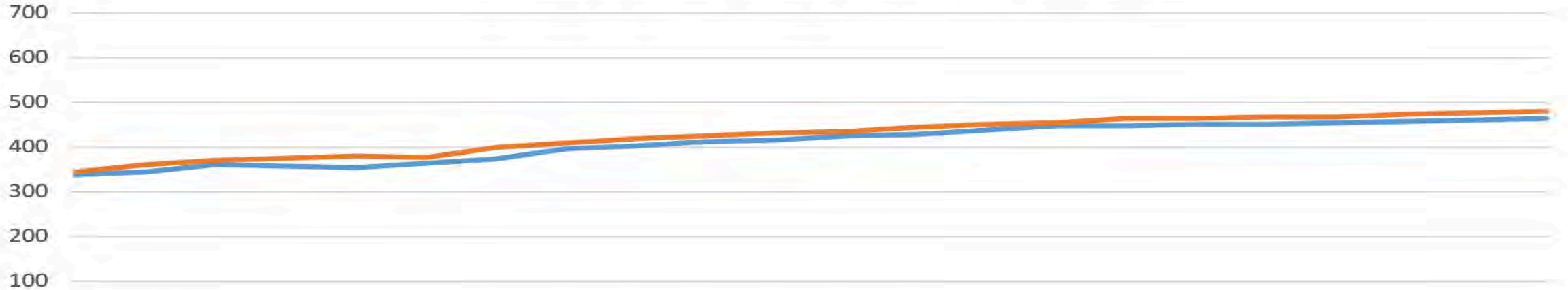


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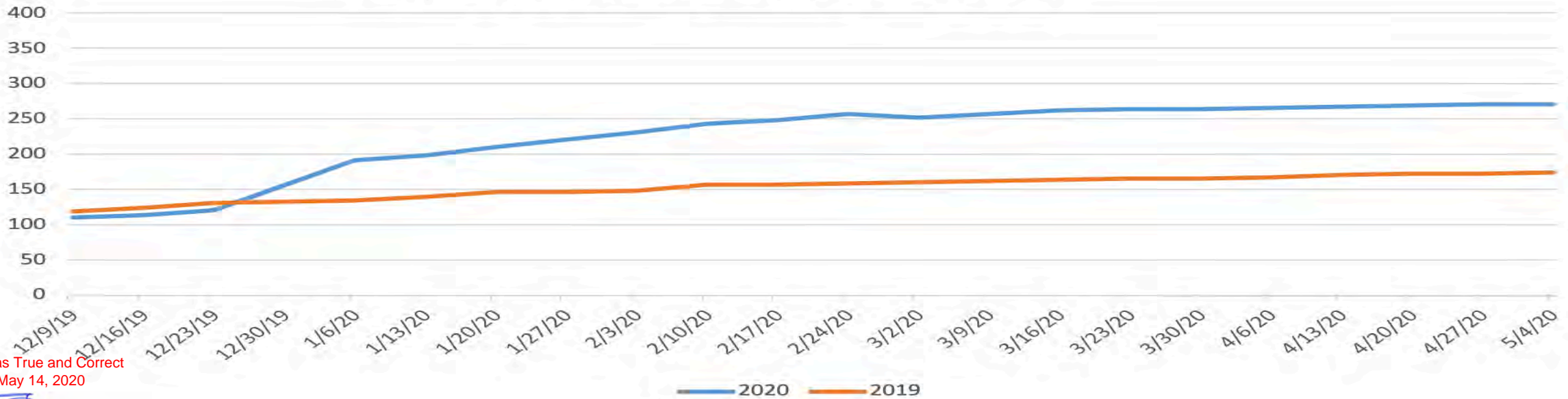
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# Fall '20 vs. Fall '19 Yield Forecast by Student Type: Slight Decrease in College Ready; Significant Increase in University College

Estimated College Ready Yield Comparison



University College Yield Estimate Comparison



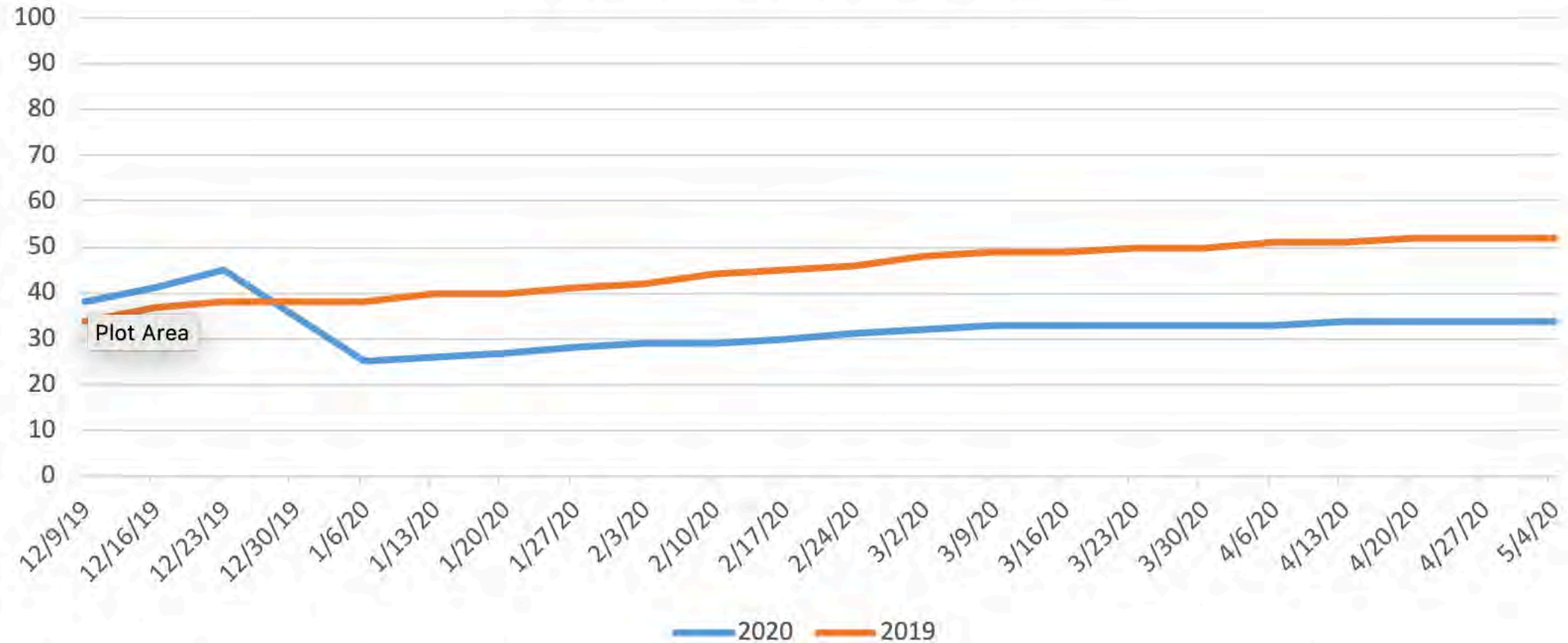
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— 2020 — 2019

# Bridge Program Applications Up, but Forecast Yield Down Over Fall '19


## Bridge Yield Estimate Comparison



# Admitted-Student Growth in All Tier-One Counties, Except Scioto & Jax

Scioto county	Fall 2020			Fall 2019			Fall 2018			% to LY	% to 2018
Apps Received	415			466			396			-11%	5%
Complete Applications (decision ready files)	369			424			338			-15%	8%
% apps complete	89%			91%			85%				
Pathways	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program		
Admits	181	106	97	182	51	105	182	51	105		
Pike County	Fall 2020			Fall 2019			Fall 2018			% to LY	% to 2018
Apps Received	152			160			137			-5%	11%
Complete Applications (decision ready files)	141			122			96			16%	47%
% apps complete	93%			76%			70%				
Pathways	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program		
Admits	67	44	35	51	31	40	43	22	31		
Lawrence County	Fall 2020			Fall 2019			Fall 2018			% to LY	% to 2018
Apps Received	178			156			127			14%	40%
Complete Applications (decision ready files)	154			139			112			11%	38%
% apps complete	87%			89%			88%				
Pathways	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program		
Admits	63	50	42	69	39	32	84	16	12		

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# Admitted-Student Growth in All Tier-One Counties, Except Scioto & Jax

Adams County	Fall 2020			Fall 2019			Fall 2018			% to LY	% to 2018
Apps Received	75			65			88			15%	-15%
Complete Applications (decision ready files)	67			58			73			16%	-8%
% apps complete	89%			89%			83%				
Pathways	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program		
Admits	31	23	16	26	16	12	35	14	24		
Jackson County	Fall 2020			Fall 2019			Fall 2018			% to LY	% to 2018
Apps Received	80			92			96			-13%	-17%
Complete Applications (decision ready files)	75			72			75			4%	0%
% apps complete	94%			78%			78%				
Pathways	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program		
Admits	43	21	14	24	37	11	36	14	25		
Ross County	Fall 2020			Fall 2019			Fall 2018			% to LY	% to 2018
Apps Received	160			124			107			29%	50%
Complete Applications (decision ready files)	133			96			82			39%	62%
% apps complete	83%			77%			77%				
Pathways	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program		
Admits	62	38	38	38	35	23	41	19	22		

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# Fall '20 Orientation Registrations Down 10.44% Over Fall '19

## Orientation Registration Comparison



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# Fall '20 Financial Aid Packaging Even with Fall '19

5/1/20		
Comparison Date	2020 FF	2019 FF
December 9th	360	429
December 16th	424	429
December 23rd	n/a	n/a
December 30th	n/a	n/a
January 6th	n/a	n/a
January 13th	n/a	n/a
January 20th	513	545
January 27th	561	598
February 3rd	614	639
February 10th	614	639
February 17th	663	666
February 24th	688	693
March 2nd	735	699
March 9th	760	733
March 16th	781	754
March 23rd	781	754
March 30th	794	772
April 6th	803	775
April 13th	824	815
April 20th	837	841
April 27th	866	847
May 1st	868	877

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# Fall '20 Scholarship Offers Up; Accepts and Enrollments Down Over Fall '19

	<b>2020-2021</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2019-2020</b>
	<b>5/1/20</b>	<b>5/1/20</b>	<b>5/1/20</b>	<b>4/29/19</b>	<b>4/29/19</b>	<b>4/29/19</b>
	<b>Offered</b>	<b>Accepted</b>	<b>Enrolled</b>	<b>Offered</b>	<b>Accepted</b>	<b>Enrolled</b>
<b>Shawnee Achievement (\$6000)</b>	116	31	9	107	35	17
<b>Shawnee Excellence (\$5000)</b>	158	59	16	137	60	23
<b>Shawnee Success (\$4000)</b>	220	69	23	220	100	39
<b>Blue &amp; Gray (\$3000)</b>	260	74	14	251	100	35
<b>Shawnee Scholars (tuition)</b>	18	12	3	24	19	12
<b>Total</b>	<b>772</b>	<b>245</b>	<b>65</b>	<b>739</b>	<b>314</b>	<b>126</b>
		<b>31.7%</b>	<b>8.4%</b>		<b>42.5%</b>	<b>17.1%</b>

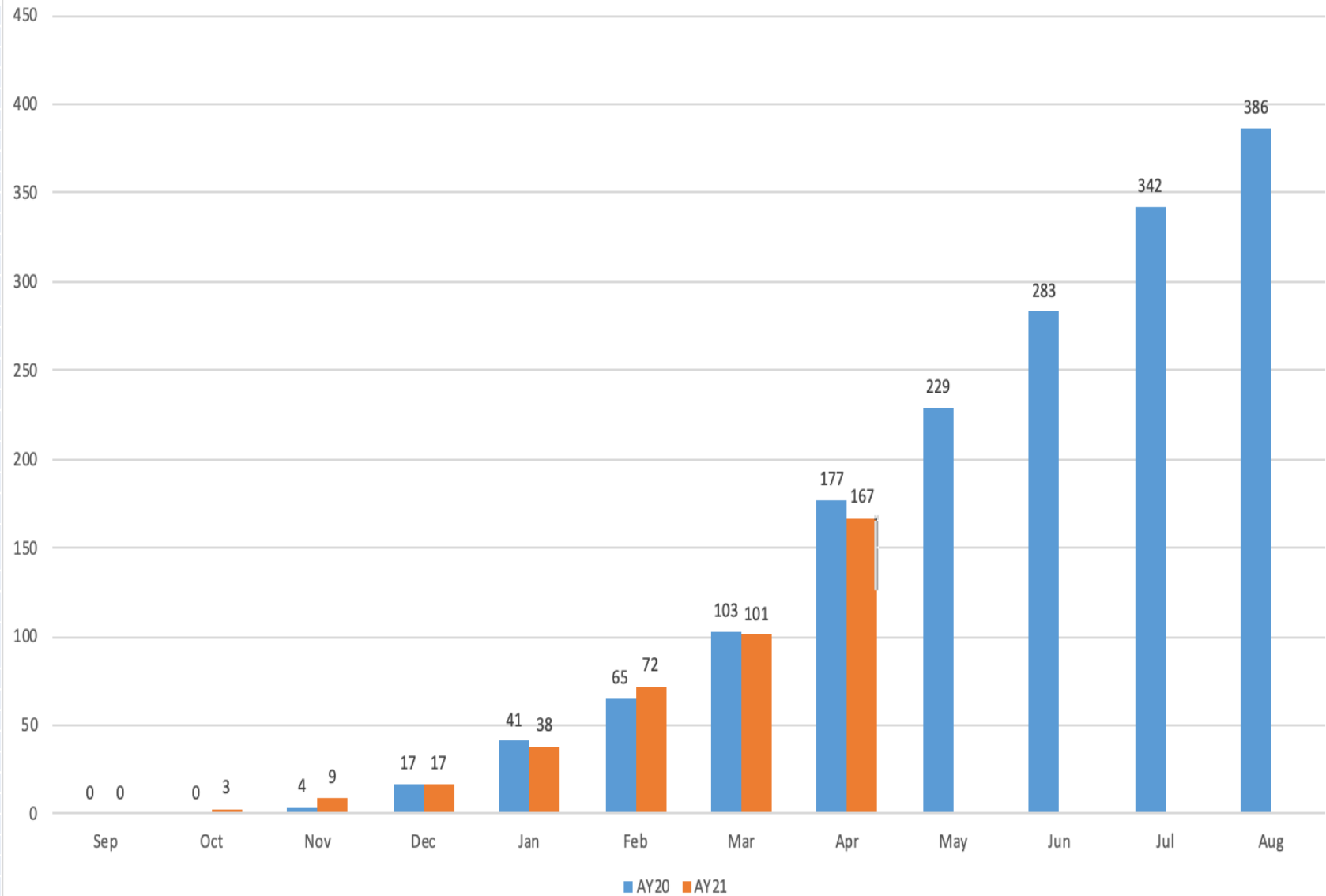
As of 5/1//2020

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# Fall '20 Housing Applications Down 5.81% from Fall '19

Month	New Housing Applications - Net			Cancellations
	AY 2018-19	AY 2019-20	AY 2020-2021	
September	0	0	0	
Total	0	0	0	
October	0	0	3	
Total	0	0	3	
November	10	4	6 (-1) 2/25/20	
Total	10	4	9	
December	8	13	8	
Total	18	17	17	
January	32	24	21 (-1) 3/10/20	
Total	50	41	38	
February	24	24	34	
Total	74	65	72	
March	25	38	29	
Total	99	103	101	
April	56	74	66	
Total	155	177	167	
May	41	52		
Total	196	229		
June	63	54		
Total	259	283		
July	35	59		
Total	294	342		
August	19	44		
Total	313	386		



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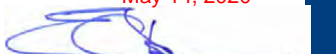
# Enrollment Management Report

## May 8, 2020

SHAWNEE STATE UNIVERSITY BOARD OF TRUSTEES  
FINANCE & ADMINISTRATION COMMITTEE



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**Division of Advancement & Institutional Relations Report  
To the Meeting of the Board of Trustees  
May 8, 2020**

**Athletics**

**Academic All-MSC nominees:** Men's Golf set a school record with five Academic All-MSC honorees (Elijah McCarty, Jordan Hughes, Patrick England, Steven Zimmerman, Ben Wilson); Softball tied program record with 10 Academic All-MSC honorees (Brooke Webb, Kalle Coleman, Haley Rawlins, Ashtyn Saunders, Sunetrius Armstrong, Ashton Rankin, Mo Wolansky, Faith Brown, Bailey Kemp, Gracie Keplinger); Men's Tennis tied program record with three Academic All-MSC honorees (Jacob Freeland, Chase Ward, Rodney Spriggs; Ward became first three-time Academic All-MSC honoree in school history); Women's Track put five runners on Academic All-MSC list, seventh consecutive season in a row that women have put at least five student-athletes on list (Julie Price, Rachel Clingman, Mallory Spencer, Marissa Smith, Alexis Putnam); Women's Tennis put seven players on Academic All-MSC list (Jill Kelly, Claire Carruthers, Regan Osborn, Jessica Willard, Molly Stockton, Shelby Hay, Kaelynne Goozey); Women's Golf put two players on Academic All-MSC list (Ellie Schneider, Emily Hayes; Hayes became first three-time Academic All-MSC honoree in school history); Baseball put 10 players on Academic All-MSC list (Jacob Kline, Ben Sellers, Noah Brock, Kyle Wisniewski, Graden Hurt, Collier Wireman, Danny McGuire, Scott Walter, George Duran, Drew Lowe; third time in last four years that baseball program has had at least 10 Academic All-MSC honorees); Men's Track put five runners on Academic All-MSC list (Thomas Hoggard, Dalton Kerschietter, Chris Parsons, Cody Tolliver, Jacob Nichols).

Five **winter sport All-Americans** (EJ Onu, Kyree Elder, Bailey Cummins, Brandie Snow, and Seth Farmer). Cummins was a First-Team NAIA All-American.

Eight athletes were awarded **Champions of Character:** Ben Sellers (baseball), Haley Rawlins (softball), Jill Kelly (women's tennis), Jacob Freeland (men's tennis), Jessica Price (women's track), Steven Adams (men's track), Emily Hayes (women's golf), and Ben Wilson (men's golf).

**Feature stories (Top 10 view-wise) since March 16th:** Devan Scarberry feature (1,325 views), Kalle Coleman feature (806 views), Keelyn Franklin feature (745 views), Elijah McCarty feature (718 views), Bailey Cummins/Brandie Snow All-Americans (557 views), Max Mitchell signing story (555 views), Kyle Wisniewski feature story (547 views), Haley Rawlins feature story (520 views), Women's soccer 2020 recap (507 views), Cody Borsini signing story (482 views), Ian Nixson story has 411 views in less than 36 hours, will likely crack Top 10.

**Marketing and Communications**

The Office of Marketing & Communications has managed **COVID-19 crisis communications** for the institution since Spring Break — working with the Department of Public Safety and local Emergency Management Agency to communicate early coronavirus announcements and health precautions, information about suspected cases on campus and protocols for isolation, and daily updates as SSU moved to remote instruction to comply with Ohio's Stay at Home Orders. The office built websites for pandemic information, student resources during remote instruction, faculty professional development resources to support the move to online formats, and FAQ pages to help answer prospective and current student questions.

Working with the Office of Admission, Marketing & Communications populated and implemented tools to accommodate **Virtual Campus Visits** and created a website to promote upcoming opportunities. The department created new email marketing flows to keep prospective students informed, engaged, and moving forward in the admission process. Team members also implemented a new **Campus Tour** platform and are working on expanding the tool to include new campus maps.

**Division of Advancement & Institutional Relations Report  
To the Meeting of the Board of Trustees  
May 8, 2020**

Mid-crisis, the team shifted from announcements of changes in operations to news releases and social media posts focused on how **Shawnee State is helping during the pandemic**. Stories on face shields created in Plastics Engineering Technology have gained state-wide attention. A video produced by the department with encouraging messages to students from faculty has received the highest social media engagement this year. The team is submitting weekly stories that are included in IUC reports.

The team has focused communications in the past few weeks to plans for SSU's first virtual commencement. Beyond communications, Marketing & Communications is taking the lead on implementing the tools used for the **Virtual Commencement**, setting up the platforms and populating them with video clips, photography, and copy.

The team has launched advertising campaigns targeting prospective undergraduates and transfer students, spotlighting scholarship availability, virtual visits, and virtual tours.

**Pre-Collegiate Programs and Initiatives**

The Children's Learning Center **moved to online instruction** on March 17. CLC staff members host daily zoom meetings with children and families. Children receive monthly at-home learning packets that correspond with the daily instruction provided through the Parent App and Facebook page. Parent, Erica Lawson stated "Olivia was so excited to see you last night. She just kept saying Ashley, Ashley over and over...It made her evening to see you." Parent, Ashley Evans stated "I have to say I'm very, very thankful for the amazing, caring teachers, Project BEARS, staff and admin that have been working to educate my little girl and the others at the CLC-Preschool. They have been great at working with families and kids to keep the learning process going. They have been working very hard the last few weeks to structure an at home learning curriculum. Projects, challenges, Zoom meetings, praises, and I miss you's to the kids. Blessed to have such wonderful people in my daughter's life."

In support of their mission to provide early literacy experiences to young children in Scioto County, **Project BEAR AmeriCorps service members began teleservice** on March 23. Project BEAR members continue to serve in order to earn their full education award. Project BEAR members make phone calls to every child every week, complete online professional development, and make literacy learning packets to share with children and families. Each day, Project BEAR members are continuing to read to children while they remain at home due to COVID-19. In the following link, SSU student and Project BEAR member Sarah Woods shared a story with our children and families. A new read-aloud is posted daily.

[https://www.youtube.com/watch?v=CY\\_PmDpTJ3E](https://www.youtube.com/watch?v=CY_PmDpTJ3E)

Project BEAR will conclude their first year by **distributing books to 721 Scioto County children** that are participating in the program. The book title "Kindness to Share from A to Z" teaches the children the value of kindness while reinforcing print concepts and letter-name knowledge. The application to renew the AmeriCorps ServeOhio grant was submitted on April 10.

On April 3 and 7, Director Amanda Hedrick facilitated a professional **development opportunity** for classroom teachers and Project BEAR AmeriCorps service members titled LETRS: Language Essentials for Teachers of Reading and Spelling via Zoom.

The Children's Learning Center celebrated the **Week of the Young Child** through a series of events the week of April 13 including Music Monday, Tasty Tuesday, Work Together Wednesday, Artsy Thursday,

**Division of Advancement & Institutional Relations Report  
To the Meeting of the Board of Trustees  
May 8, 2020**

and Family Friday. This is an annual celebration designed to focus public attention on the needs of young children and their families.

On April 17, the Children's Learning Center held a **game night via Zoom**. Student employees and staff participated in trivia, charades, and an at home scavenger hunt. Prizes were sent to the winners by mail.

On April 20, Project BEAR coordinator Hayley Venturino facilitated a **professional development** opportunity for local classroom teachers and Project BEAR service members titled Art and Literacy via Zoom.

On April 21, Ms. Hedrick held a **parent education night on kindergarten readiness** via Zoom. Topics discussed included what skills and knowledge children should be demonstrating to be considered ready for kindergarten, what parents can do to support their child's learning at home to better prepare them for kindergarten, and what to expect in kindergarten. Information was also provided regarding kindergarten registration.

**Summer camps** scheduled for June have been canceled or rescheduled to July or August. Information will be updated on the website as guidance from the governor is received. Applicants for the Summer Honors Institute are being encouraged to pursue online coursework in a related field through College Credit Plus.

**Vern Riffe Center for the Arts**

March turned into a very hectic Month. It was with very heavy hearts that we had to **cancel all events for the remainder of March through April**. PAAC's presentation of Junie B. Jones Jr. has been rescheduled to September. They are hopeful that the children will be allowed to perform then. Unfortunately, Finding Neverland, our final Broadway show of the season will not be rescheduled. As for the Clyde McCoy Tribute, we are working with this group to hopefully reschedule.

With all of these cancelled events, comes **refunds**, which is no small task. Depending on the event and who was presenting it, customers do have the option to donate their tickets. Which has been very kind and much appreciated during these stressful times. Hundreds of customers were affected by all of this and each customer is being contacted to determine how they want to proceed.

In the spirit of hope, we **plan to announce our 20-21 Season** via social media and the [www.vrcfa.com](http://www.vrcfa.com) website. We don't know when that will be exactly because of this ever changing situation. Just know that we are still focused and working diligently (albeit remotely) on providing quality entertainment and cultural experiences to our wonderful audience.

**Development Foundation**

The **20Twenties President's Gala** scheduled for Saturday, April 25, 2020 was cancelled due to COVID-19 mandates in the state of Ohio. We look forward to reinstating the event in 2021.

The **Student Emergency Fund** was established by the SSU Development Foundation as an initiative to support those students who are lacking resources needed to continue their education. The fund will assist students with hardware and software they need to be successful in their classes. The SSU Development Foundation is pledging \$1 for \$1 in matching funds up to \$15,000 towards the fund. As of April 30, the campaign exceeded its goal of \$20,000 raised thanks to the support of over 70 donors.

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**Division of Advancement & Institutional Relations Report  
To the Meeting of the Board of Trustees  
May 8, 2020**

The annual **Senior Gift** campaign has raised \$929 by 46 graduating seniors as of April 21. The campaign is designed as a way for graduating seniors to give back to future generations of SSU students by making their first university gift to The Shawnee Fund. Those who make their Senior Gift receive a philanthropy cord to wear at graduation to honor their first gift.

**Kricker Innovation Hub & Entrepreneurship**

With the temporary closing of university buildings in **response to Covid-19**, the Hub has shifted from direct program implementation to areas of work that are not location dependent. *Existing work that has shifted to virtual:* POWER grant hiring; renovation lead architect interviews; Rural Innovation Initiative Technical Assistance; ELI Ice House facilitator training for K-12 educators; BUMK 4400 collaboration; POWER grant, regional entrepreneur coaching. *Postponed work and programs:* Startup Weekend Portsmouth; co-working KIH membership model; Speaker Series events. *Unaffected work:* BUMK 4250 collaboration; Fall program development; website updates.

For the second year in a row, the **PepsiCo Zero Impact fund has chosen to provide \$5,992 in grant funding** to incorporate energy efficient lighting and other upgrades into the renovation of the Kricker Innovation Hub. An announcement on social media will be forthcoming consistent with PepsiCo Zero Impact Fund guidelines.

A **preliminary review of architecture firms** for the lead architect role in the EDA funded renovation of the Kricker Innovation Hub has been completed. We are currently scheduling virtual interviews of the firms.

The second annual **Startup Weekend Portsmouth has been postponed**, and we are currently exploring virtual and blended options for the event this fall. The Hub partnered with Business Marketing professor Jason Lovins to bring a KIH client entrepreneurship challenge to his Entrepreneurial Marketing Class, in lieu of a collaboration during Startup Weekend. Students listened to a pitch for the venture, asked questions, and then presented strategies and tactics for implementation during the following class period.

We have had our second call with the **Rural Innovation Initiative 2020 cohort**, and David Kilroy has joined a subgroup working on virtual community building and virtual program creation.

The position of **Program Coordinator, Entrepreneurship, has been hired**. Derrick Parker will begin April 27<sup>th</sup> in a virtual capacity. This position is entirely grant funded for two years as part of our POWER grant from the Appalachian Regional Commission. This position will assist with the development and implementation of programmatic elements for both our community and our network partners.

The Kricker Innovation Hub is accepting applications for K-12 educators to participate in a professional development program, to be certified to implement the **Entrepreneurial Learning Initiative's Ice House curriculum**. This program emphasizes an entrepreneurial mindset in students and offers a complete curriculum package available. This program will be conducted virtually in June, and the cost for 10 educators is completely covered thanks to a grant from Columbia Gas of Ohio to the SSU Development Foundation. We are prioritizing participation from coaches from the Glockner Dare to Dream High School Business Pitch Competition.

**University and Community Events**

University & Community Events (UCE) worked with multiple clients and other stakeholders to systematically **cancel all events scheduled for Spring 2020**. This included multiple, year-end academic

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**Division of Advancement & Institutional Relations Report  
To the Meeting of the Board of Trustees  
May 8, 2020**

related ceremonies - most of which have moved to a virtual platform. Other events (weddings, receptions, dinners, etc.) were cancelled and any deposits returned. Our campus dining partner also "held harmless" all impacted clients. The **MUC building remained open** with limited access and hours to allow remaining resident's access to the Bear's Den Dining Hall and to pick up mail and/or packages. This also allowed for continued access to the food pantry for those in need.

**Housing and Residence Life**

Housing and Residence Life has made efforts to comply with social distancing guidelines and safety in light of the **COVID-19 pandemic**. **Residence halls were not closed**, but students were urged to go home if they could. Students needing to remain on campus for a host of reasons were permitted (health & safety, Wi-Fi needs for online courses, etc.). Students remaining on campus were asked to adhere by social distancing guidelines while remaining in their residence hall.

A **staff of 15 resident assistants** volunteered to remain on campus to resume operations as close to normal as possible for our students still remaining on campus. We have **modified our end of the semester check out process** to follow ODHE guidelines. A check-out extension was made for those students who have finals scheduled the week of May 4th.


**Vice President's Report**

Shawnee State accomplished an astonishing conversion last month to remote learning and work. Campus pulled together in a matter of weeks and once again demonstrated what is possible on a small campus with students, faculty and staff committed to student success. Since the coronavirus outbreak, we have shared dozens of stories about extraordinary things SSU faculty and students have done to make a difference in response to the crisis. Now, in a few days' time, hundreds of new graduates will finish their final semester, in the most unique of circumstances, ready to enter a workforce that needs more than ever well-qualified professionals on the front lines of healthcare, education, applied engineering and information technology.

As we celebrate the accomplishments of spring, we also look forward to what lies ahead for Shawnee State — looking forward is what university advancement is all about. State budget cuts are likely to be severe and experts predict that economic trouble will make many high school seniors rethink their college decisions. Bold planning is underway to make sure that campus can resume operations under a strained budget as soon as possible and in as safe a manner as possible. So far, we are seeing students eager to get back to campus and to restore normalcy. Despite all of spring's challenges, our fall 2020 class of new freshman looks strong. Many of our hallmarks — affordable tuition, small class-sizes and personalized support services — all lend particularly well to what incoming students are seeking in these uncertain times.

As we move into summer, fundraising efforts will focus on programs that provide direct financial support to students: the Friends of Shawnee State scholarship, the Student Emergency Fund, and the Shawnee Fund. Earlier this month, Shawnee State received the Peak Performance award for finishing 2019 in the top 20% of fundraising institutions surveyed that increased both donors and dollars raised. Credit for this goes to the hard work, creativity, and commitment of the SSU Development Foundation and our Alumni and Community Engagement team — most of whom are SSU alumni themselves. The achievement also reflects how hard our growing community of alumni and community supporters have been working to build support for Shawnee State, through service on advisory boards, participation in events and network advocacy.

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**Division of Advancement & Institutional Relations Report  
To the Meeting of the Board of Trustees  
May 8, 2020**

As our division staff and university constituents balance the many challenges posed by coronavirus, I thank them for keeping Shawnee State students top of mind and doing whatever they can to continue our commitment to students. Efforts made now to maintain that commitment will transform lives and families in our region for many years to come after the crisis has passed.

*Respectfully Submitted,  
Eric Andrew Braun, JD  
VP for Advancement & Institutional Relations*

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# ***Academic and Student Affairs Report***

***May 8, 2020***

## ***Events***

**Evening of Honors Program** – The Honors Program held their annual Evening of Honors where students from each program and major were recognized for their scholarship and university services. Hosted on the Student Affairs’ Facebook site, faculty provided short videos announcing the student and providing a brief summary of their accomplishments. These have been well received by faculty, staff, students, alumni, and parents. Parents in particular have expressed how wonderful it was for them to hear the university praise their specific graduate.

**Orientation for CCP Students** – Janet Stewart and library staff have developed an online orientation to the Library for use during CCP orientation. They piloted it on Wednesday and have it ready for the first scheduled CCP orientation.

## ***Host Site Renewal***

**Host Site** – Dr. Drew Feight received notification that Shawnee State University was renewed as a host-site for the Ohio History Service Corps program, a subsidiary of the AmeriCorps program. This enables Dr. Feight to continue the historic Portsmouth newspaper digitalization project as well as a project involving digitalizing Speaker Vern Riffes’ papers and documents.

## ***Assurance Agreement***

**Early Assurance Program** – The Department of Natural Sciences is in collaboration with OU-HCOM to authorize an articulation between SSU and Ohio University. This articulation would permit SSU to select first time freshmen for a 4+4 pathway leading directly into medical school. As long the selected student meets admission and progression standards, the selected students graduating from SSU with a degree in Biomedical Science will be assured a seat in OU-HCOM’s program. Initially, this will be open to five students per year. We are hoping we can finalize the contract within the next few weeks so that the first cohort begins Fall 2020.

## ***International Students***

**Virtual Showcase-** Today, Ryan Warner, Direct of International Programs and Services, is hosting an online Showcase for International students. During this showcase, our programs and services are being highlighted to more than 30-40 students throughout the globe.

**Fall Enrollment** – Seventeen new International students have been admitted for Fall 2020, bringing the total number of International students up to approximately 60 students. In addition, there are another 20-30 students in the process of completing their application.

## ***Student Services***

**Pantry** – Even with the closure of the university in March, visits to the Student Food Pantry has continued to be steady. With availability cut to only 4 hours a day, there were still 214 visits since March 24. Because the need seems to be constant, the Pantry will stay open throughout the summer on a limited basis.

**Student Activities** – As social distancing became the norm, Student Services’ employees came up with unique virtual activities to keep students engaged and to keep their connection to the university strong. Activities such as online Yoga; Spot the Difference; and online BINGO have been very popular. In fact, as of last week, 1373 students have participated in BINGO. Students have enjoyed various faculty and even the President calling out the letters and numbers during a session. Many staff and faculty join online to witness this very popular event. Student Activities’ staff, Tiffany Hartman, Christina Baker Jones, and Marlita Cadogan have worked tirelessly to keep our students active, connected, and engaged. I really want to thank them for their work.

## ***Library Services***

**Distance Learning Resources** – The Library staff moved quickly and efficiently to offer resources to students, faculty, and staff during the move to remote delivery. They quickly set up access to over 30 databases, and e-book collections to support distance learning.

**Chat Line Services** – The library also staffed chat/text/email services for 80 hours per week when their services moved online. Students were very appreciative of these extended hours and took advantage of this service 7 days a week.

## ***SSU Online***

**Online Numbers** – Summer “A” enrollment numbers are currently at 91 students, which includes 18 new students. Since online students tend to register late, Dr. Kacir feels these numbers will continue to rise over the next week or so. Summer “B” enrollment numbers are currently at 74 students, but a large percentage of continuing students have yet to register so he is confident this number will increase, as we get closer to the June 29 start date.


## Planning for Fall

**Space and Protective Equipment** – Faculty Chairpersons and the Deans are working on developing a list of needed supplies and space allocations for Fall 2020. Understanding that SSU will need to provide a safe and secure environment for our students, staff, and faculty, they are busy configuring and tabulating the number of masks, gloves, hand sanitizing wipes, etc. for our reopening. SSU is fortunate that our Plastics Engineering Program is mass-producing face shields, an item most faculty will need in order to meet ADA requirements while maintaining respiratory coverage.

Respectfully submitted,

Becky A. Thiel DNP, RN, CNE

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Summer Weekly Registration Comparison Report

	Summer 2018 4/30/2018	Summer 2019 4/29/2019	Summer 2020 5/4/2020	Summer 2018 15th Day	Summer 2019 15th Day
<b>Week 4 of Registration</b>					
<b>New Undergraduate Enrollment</b>					
First-time Freshmen	13	17	17	16	19
Transfer	9	14	8	17	13
<b>Total New</b>	<b>22</b>	<b>31</b>	<b>25</b>	<b>33</b>	<b>32</b>
<b>Difference from prior year</b>		<b>9</b>	<b>-6</b>		
<b>Continuing Undergraduate Enrollment</b>					
Freshmen	121	101	90	38	24
Sophomore	182	148	128	154	135
Junior	217	195	153	202	167
Senior	270	228	257	389	321
<b>Total Continuing</b>	<b>790</b>	<b>672</b>	<b>628</b>	<b>783</b>	<b>647</b>
<b>Difference from prior year</b>		<b>-118</b>	<b>-44</b>		
<b>Total Degree Seeking Undergraduate</b>	<b>812</b>	<b>703</b>	<b>653</b>	<b>816</b>	<b>679</b>
<b>Difference from prior year</b>		<b>-109</b>	<b>-50</b>		
<b>New Graduate Enrollment</b>					
Graduate - New	5	17	14	31	38
<b>Total New</b>	<b>5</b>	<b>17</b>	<b>14</b>	<b>31</b>	<b>38</b>
<b>Difference from prior year</b>		<b>12</b>	<b>-3</b>		
<b>Continuing Graduate Enrollment</b>					
Graduate - 1	21	23	48	33	42
Graduate - 2	31	31	29	43	43
Graduate - 3	0	0	0	0	0
<b>Total Continuing</b>	<b>52</b>	<b>54</b>	<b>77</b>	<b>76</b>	<b>85</b>
<b>Difference from prior year</b>		<b>2</b>	<b>23</b>		
<b>Total Graduate</b>	<b>57</b>	<b>71</b>	<b>91</b>	<b>107</b>	<b>123</b>
<b>Difference from prior year</b>		<b>14</b>	<b>20</b>		
<b>Non-Degree Enrollment</b>					
NT - Visiting	22	8	2	24	11
NR - Non-degree	0	2	12	0	4
NH - Highschool not CCP	0	0	0	0	0
NP - College Credit Plus	2	6	11	13	19
ND - Returner CCP and non-CCP	36	35	49	45	33
NS - Senior Citizen	0	0	0	0	1
<b>Total Non-Degree</b>	<b>60</b>	<b>51</b>	<b>74</b>	<b>82</b>	<b>68</b>
<b>Difference from prior year</b>		<b>-9</b>	<b>23</b>		
<b>Grand Total</b>	<b>929</b>	<b>825</b>	<b>818</b>	<b>1005</b>	<b>870</b>
<b>Difference from prior year</b>		<b>-104</b>	<b>-7</b>		

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**Board of Trustees Meeting  
May 5, 2020**

Spring 2020 Preliminary Commencement Report									
	Spring 2018	Spring 2019	Spring 2020						
<b>Total # of Degrees:</b>	<b>558</b>	<b>544</b>	<b>556</b>		<b>MASTERS:</b>				
Total Masters Degrees:	<b>10</b>	<b>5</b>	<b>8</b>		Education				4
Total Bachelor Degrees:	<b>361</b>	<b>354</b>	<b>372</b>		Occupational Therapy				0
Total Associate Degrees:	<b>187</b>	<b>185</b>	<b>176</b>		Mathematics				4
					Total Masters Degrees:				<b>8</b>
<b>BACHELORS:</b>					<b>ASSOCIATES:</b>				
<b>College of Professional Studies</b>				<b>TOTAL</b>	<b>College of Professional Studies</b>				<b>TOTAL</b>
	Sports Studies	20				Dental Hygiene	15		
	Business Administration	43				Emergency Medical Tech	0		
	Nursing	29				Medical Laboratory Tech	14		
	Occupational Therapy	0				Nursing	18		
	Health Sciences	34				Occupational Therapy Asst.	28		
	Plastics Engin.Tech.	24				Physical Therapy Asst.	23		
	Computer Engin. Tech.	6				Radiologic Technology	15		
	Environmental Engin. Tech.	4				Respiratory Therapy	13		
	Digital & Sim.Gaming Engin.	24				Technical Studies	0		
	Athletic Training	2				Computer Aided Drafting/Des	7		
	Educational Studies	6				Electromechanical Engin.Tech	8		
	Early Childhood Educ PreK-3	1				Plastics Engineering Tech	4		
	Early Childhood Intervention Spec	26				Accounting	6		
	Intervention Specialist K-12	5				Business Management Tech	11		
	Middle Childhood Education	4				Legal Assisting	1		
	<b>TOTAL</b>		<b>228</b>			Information Tech. Management	4		
<b>College of Arts &amp; Sciences</b>					<b>College of Arts &amp; Sciences</b>				<b>167</b>
	Social Sciences	10							
	Sociology	20							
	International Relations	1							
	Psychology	17							
	History	7				Arts & Humanities	0		
	English Humanities	9				Social Science	0		
	Mathematical Sciences	4				Mathematics	0		
	Fine Arts	32				Natural Science	3		
	Natural Science	14				<b>TOTAL</b>			<b>3</b>
	Biology	19							
	Chemistry	8							
	Political Science	4							
	Philosophy and Religion	0							
	<b>TOTAL</b>		<b>145</b>						
<b>University College</b>					<b>University College</b>				
	Individualized Studies	4				Individualized Studies	0		
						General Studies	6		
	<b>TOTAL</b>	<b>4</b>	<b>4</b>			<b>TOTAL</b>			<b>6</b>
	<b>TOTAL BACHELOR DEGREES</b>		<b>377</b>			<b>TOTAL ASSOCIATE DEGREES</b>			<b>176</b>

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# President's Report

Board of Trustees Meeting  
May 8, 2020

Thank you Chairman Watson.

**First, I want to recognize the extraordinary work that has taken place at Shawnee State since early March.**

In the past two months, our faculty and staff have shown tremendous dedication, creativity, and leadership in continuing our mission during a global pandemic.

- Within one week, our faculty transitioned hundreds of courses that were designed for face-to-face delivery into online formats. Many of these instructors had never taught an online course. Many are adjunct faculty who have full-time jobs outside of teaching for Shawnee State.
- Staff in support services, including the Clark Memorial Library and ITS were right by their side facilitating the conversion of these courses to remote instruction and supporting our students in doing the same.
- Our staff closed offices and buildings throughout campus and re-opened those offices in their homes with minimal loss of service.
- Housing and Residence Life safely moved hundreds of students off campus and assisted those who couldn't return home.
- Facilities cleaned and sanitized every building and maintained campus grounds as if every day was commencement day — and it was for the students who put on their caps and gowns and took photos by their favorite spots.
- Dining Services and our pantry continued to serve students in need of food and basic supplies during the semester.
- The Student Success Center remained open to continue offering advising services to students, both current and prospective. The staff in this area took the lead in being our “call center” and immediately instituted an assist line with extended hours to help answer student questions and provide needed support.
- Marketing & Communications helped to keep everyone informed and assured as processes, contacts, and news was changing rapidly.

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- Admissions continued to recruit students remotely with daily calls, emails, and web meetings. They're giving us every opportunity to bring in a great new cohort of freshmen and transfers this fall.
- The Student Business Center began looking at ways to ease student stress by extending deadlines, removing barriers, and connecting students with additional financial assistance.
- Student Affairs continued doing what they do best — taking care of the needs of students. The Health Clinic began providing telemedicine services and promoting virtual counseling events. Student Life found innovative ways to keep students engaged and connected to the institution through online games and virtual social events.
- Human Resources, while dealing with all the issues involved with employees moving to remote work, have helped the institution move to a new health insurance consortium.
- Academic departments began looking at how they could help our community in this crisis. Health Sciences donated PPE supplies they would no longer need to local health facilities. Plastics began working on prototypes for needed PPE and have since produced thousands of face shields that are being used to protect those on the front lines in our local medical community.
- The Development Foundation launched a fundraising campaign to directly assist students with technology needs as they moved to remote instruction.
- Together, we all figured out how to have virtual classes, virtual campus visits, virtual meetings, virtual tours, a virtual commencement, and even virtual BINGO.
- And, to date, we have no COVID cases on campus.

**I also want to recognize the grit and determination of our new group of graduates. These students were required to do some pretty extraordinary things to complete their last semester, including prepare for commencement.**

- Like the faculty, many of our students were new to online instruction. Many were challenged with insufficient internet access and technology as suddenly, everyone in their households were working and learning from home.
- Still, our students — particularly our graduating class — found ways to not only do what they needed to do to advance their education, but they shared their skills and talents with others. We saw teacher education students reading to children on Facebook.

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Plastics Engineering Technology students doing the same work as professionals in advanced manufacturing plants. And, game design students serving as tech support as the rest of us learned how to use tools that come as second nature to them.

**The faculty, staff, alumni, and students of Shawnee State are pretty remarkable. To date, we have successfully met the most difficult challenge this institution has ever faced. The challenge is not over, either. In many ways, it has just begun.**

- We face **Academic Challenges** as we work to adapt our programs and prepare potential delivery modes during this time of uncertainty.
- We face **Budget Challenges** as we strive to adjust our spending to accommodate deep cuts in state funding and potential loss of tuition revenue.
- We face **Health & Safety Challenges** as we make necessary accommodations to provide a safe and healthy campus environment for students, faculty, and staff

**We began a process a year and half ago to address a significant budget deficit and achieve fiscal stability. We also began work on a long-term strategic plan.** Over the last year, we reversed our enrollment decline for the first time in seven years. We lowered – and then eliminated – a structural budget deficit. We presented to this board a balanced budget and were on target to meeting that budget.

Then, COVID-19 arrived.

We are diverting our strategic planning efforts to addressing the short-term needs caused by this national crisis.

Our immediate plans are to keep operations and academic programming whole, to preserve the framework and foundation of Shawnee State so that we can continue on the path of growth and academic achievement when this crisis passes.

**As we adjust to the impact of state cuts, potential enrollment declines, and budget disruptions, we are guided by the following principles:**

1. Our commitment to our mission, vision, and values remains unchanged during this time of unprecedented and extreme financial pressure for the state of Ohio and its citizens.

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2. Access to college is even more critical to underserved populations at this time and we must preserve our institutional hallmarks of high-quality instruction, affordable tuition, small class sizes, and personalized support services.
3. The health and safety of our students — current and future — are top priorities, as is the safe return to campus for students, faculty, and staff in the Fall 2020 semester.

**The following Budget Assumptions for FY21 necessitate immediate action:**

- A significant reduction of 20% in state funding will result in an estimated \$3.5 million loss for Shawnee State.
- While applications for fall from our primary market remain strong, predicted 10% statewide declines in college enrollment would further deepen our loss of revenue.
- We anticipate full access to federal CARES Act money.
- We will have additional expenses related to protocols for healthy classrooms.

**We are estimating that we will need to prepare for a \$4 M decline in revenue for FY21.**

Our assumptions may change. Our sincere hope is that they will change in a positive direction, but we are creating both best and worst case scenarios, one of which would result in a shortfall exceeding \$4M.

**We are developing a phased-in approach to balance our budget. Our next steps in addressing financial challenges in FY21 include:**

**Phase 1 —**

- An immediate hiring freeze.
- Continued restriction on university-sponsored travel.
- Summer furlough program for Administration & Staff. Furlough period will begin this month and will continue through much of the summer.

**Phase 2 —**

- Thoughtful but expedited reorganization that is intended to provide additional savings and efficiencies. This reorganization plan will be reported to the BOT at the June meeting.

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### Phase 3 —

- Review and reduction of instructional expenses. This final phase includes a comprehensive review of academic programming and scheduling with a plan to reduce instructional costs. Development and implementation of this plan will require collaboration with faculty (UFS and SEA) and will be completed prior to the beginning of fall semester.

**Personally, I will be requesting a 10% reduction in my salary for the upcoming year.**

**These are challenging times for everyone. Shawnee State is certainly not unique in having to make immediate adjustments as we manage the financial impact of the coronavirus pandemic.**

**We are unique in that we are building upon a strong foundation with a team that has already proven their ability to lead, innovate, and advance this institution. They are up to the challenge.**

**At a time when higher education is more competitive than ever, we remain a best choice for students in our region. We have an increasing number of nationally-ranked programs, one of the lowest tuition rates in the state, and faculty who put student success first.**

So, in many ways, it's business as usual at Shawnee State University.

We are closing spring semester as we do every year — with a commencement on May 16 where close to 500 graduates are earning their degrees and launching their careers.

We then begin a phased re-opening of campus:

- **May 18** – a small number of employees will return to their offices on campus. Most will continue to work remotely. No offices will be open to public this month.
- **June 1** – additional employees will return to campus. Some offices may be open to the public.
- **June 1-19** – graduating students will be given an opportunity to complete their clinical experiences.
- **June 29** – in-person classes for select allied health programs (second 7 weeks of summer semester) will begin.
- **August 24** – Fall Semester begins with health protocols in place for offices and classrooms

**We intend to be open for business and to serve our continuing and new students as soon as we can provide a safe and healthy environment. This crisis might delay us, but it will not**

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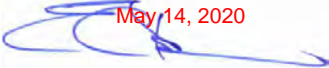


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**keep us from addressing our mission to prepare today's students for success in tomorrow's world ... a world that will look so much different from the one we left earlier this year.**

And Chairman Watson, that concludes my report.

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