

**SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**Meeting Minutes  
March 9, 2012**

**Swearing In of New Trustee**

Chairperson Dan Mooney administered the oath of office to new trustee, Robert ("Bob") Howarth and presented him with a lapel pin and welcomed him to the Board. Mr. Mooney said that Mr. David Lodwick had agreed to serve as a mentor for Mr. Howarth to assist him as he assumes his new duties as a trustee. A round of applause followed.

**Call to Order**

Chairperson Mooney called the meeting to order at 1:15 p.m. noting the meeting was in compliance with RC § 121.22(F).

**Roll Call**

Members Present: Dr. Gail Ball, Ms. Melissa Higgs-Horwell, Mr. Robert Howarth, Mr. David Lodwick, Mr. Dan Mooney, Mr. Gary Paine, Dr. Rita Roberts, Ms. Elizabeth Seif, and Mr. Christopher Aaron Shaw

Members Absent: Ms. Kay Reynolds, Mr. Matthew Allard

**Approval of the March 9, 2012 Agenda**

Dr. Ball moved and Dr. Roberts seconded a motion to approve the March 9, 2012 agenda. Without discussion, the Board unanimously approved said agenda.

**Approval of the January 20, 2012 Board Meeting Minutes**

Ms. Higgs-Horwell moved and Ms. Seif seconded a motion to approve the January 20, 2012 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

**Committee Reports**

**Academic and Student Affairs Committee – Ms. Elizabeth Seif**

Ms. Seif reported on behalf of the Academic and Student Affairs Committee that included one action item and several information items.

**Action Items*****Resolution ASA03-12, Rescission of Policy 3.01 (1/22/90) Ohio Residency Determination***

Ms. Seif moved approval of Resolution ASA03-12, Rescission of Policy 3.01 (1/22/90) Ohio Residency Determination. This policy is no longer necessary because Ohio Revised Code, Section 3333.31, addresses the determination of residency. Dr. Roberts seconded the motion.

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

Nays: None

**Information Items**

Dr. David Todt, Provost and Vice President for Academic Affairs reported on the following faculty retirement notifications and their years of service:

Dr. Janna Gallaher, Professor, Department of Engineering Technologies (21 years)  
Dr. Larry Lonney, Assistant Professor, Department of Natural Sciences (23 years)  
Dr. Dan Moore, Professor, Department of Business Administration (24 years)  
Dr. Scott Oliver, Professor, Department of Natural Sciences (35 years)  
Mr. William Penn, Associate Professor, Dept. of Engineering Technologies (35 years)  
Dr. George Trampe, Associate Professor, Department of Natural Sciences (35 years)

The total service equivalent for these six faculty is 173 years. The Committee thanked them for their dedication to their students and the University.

Mr. Aaron Shaw, President of the Student Government Association (SGA), reported that membership to SGA is increasing, and that 4 SGA representatives attended the Ohio Student Government Association Regional Conference in February. Currently, SGA is working with facilities to place bike racks in various parts of campus, addressing concerns with food services, and the possibility of making stamps and envelopes available at the visitor desk in the University Center. SGA will be hosting *Evening of Honors* on Thursday, March 29<sup>th</sup>. This is a ceremony that recognizes student academic success. SGA awarded organizations additional funding to attend regional or national conferences, planned a late-night club fair, and simplified club application processes. Concerns regarding the final exams schedule were presented to Dr. Todt and the Deans for their consideration. SGA reviewed safety and health concerns in the Athletic Center, and evaluated student perspective in regards to smoking on campus. SGA continues to promote the student activities website, Orgsync, which allows for better communication between SGA and the student organizations as well as the organizations with its members.

Mr. Matt Matthews, Coordinator, Multicultural Student Affairs, reported on University activities held during Black History Month. These activities included Speaker Elder B. Wayne McLaughlin who spoke of the early years marching with Dr. Martin Luther King Jr. Author Bruce Watson spoke about the 1964 Civil Rights movement that led to the Voting Rights Act of 1965. A presentation was also given on the history of Black Masonry in Portsmouth, Ohio and

in the United States. Other presentations included the first elected Black Coroner in the United States, Dr. James F. Scott, from Portsmouth Ohio, and many other local residents were recognized for their commitment to community service and scholarship programs. The month-long programming concluded in SSU students, community members from local Black churches, and a local children's performing group participating in a "Gospel Fest". All events were well attended by members of the Shawnee State University community and surrounding community.

### **Education Session**

Ms. Shannon Lawson, Assistant Professor, Department of English and Humanities and Director of the Teaching and Learning Center, reported on the role and activities of the Center. She provided an overview of the historical development of the Teaching and Learning Center (TLC), current professional development initiatives, and future plans.

### **Finance and Facilities Committee – Dr. Gail Ball**

Dr. Ball reported on behalf of the Finance and Facilities Committee and presented five action items and several information items.

#### **Action Items**

#### ***Resolution F07-12, Records Management, Retention, and Disposal Policy 5.34 and Records Retention Schedule Template***

Dr. Ball moved approval of Resolution F07-12, Records Management, Retention, and Disposal Policy 5.34 and Records Retention Schedule Template. This action is required to maintain compliance with the Ohio Revised Code, Section 149.33 which requires all public colleges and universities to maintain a system for the management and retention of records. Mr. Lodwick seconded a motion.

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

Nays: None

#### ***Resolution F08-12, Approval of AY12-13 Undergraduate Tuition Schedule***

Dr. Ball moved approval of Resolution F08-12, Undergraduate Tuition Schedule. The undergraduate tuition is a critical component that sustains the viability of SSU's undergraduate instructional needs, student service programming, and institutional operations. The President had recommended applying the full percentage increase permitted under H.B. 153 in the amount of 3.5% to SSU's prior year's undergraduate tuition schedule. Mr. Paine seconded the motion.

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

Nays: None

***Resolution F09-12, Approval of AY12-13 Graduate Tuition***

Dr. Ball moved approval of Resolution F09-12, Approval of AY12-13 Graduate Tuition. SSU offers quality graduate programs and strives to contain costs to provide affordable graduate program options within the region. A review of the University's graduation tuition reveals that an increase of 3.5% continues to maintain the University's competitive position for comparable graduate programs. The President recommended that the prior year's graduate tuition rates be increased by 3.5%. Dr. Roberts seconded the motion.

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

Nays: None

***Resolution F10-12, Approval of AY12-13 Miscellaneous Fees***

Dr. Ball moved approval of Resolution F10-12, Approval of AY12-13 Miscellaneous Fees. State law requires that the Board of Trustees approve all student fees charged by the University. Minimal changes were proposed to the miscellaneous student fees in the University's ongoing effort to contain these types of fees. The President recommended adoption of the changes to the attached Miscellaneous Fee Schedule. Ms. Seif seconded the motion.

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

Nays: None

***Resolution F11-12, Approval of FY2012-2013 Student Residential Housing and Meal Plan Rates and 2012 Summer Rates for Student Housing***

Dr. Ball moved approval of Resolution F11-12, Approval of FY2012-2013 Student Residential Housing and Meal Plan and 2012 Summer Rates for Student Housing. Residential housing and food service operations are self-supporting and charge rates that are comparable with similar operations or contractual in order to generate revenue sufficient to cover actual and planned costs. An increase of 3.5% from the prior year's rates was proposed for University housing and Student Residential Housing for the 2012 summer term. The AY2012-2013 meal plan rate increase of 4% is derived based upon contractual provisions. The AY2012-2013 communication fee that will be assessed to students residing in residential student housing is deferred pending the completion of a cost/benefit analysis. The President has directed the continued examination of the University's housing rate structure and communication fee, and recommended the proposed increased. Mr. Lodwick seconded the motion.

Mr. Mooney abstained due to a possible business conflict.

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

Nays: None

Abstain: Mr. Mooney

### **Information Items**

For the period of January 1, 2012 through February 15, 2012, the following changes in personnel were processed:

- Appointments/Resignations: Ms. Caroline "Grace" Hatfield was appointed to Admission Officer and Ms. Hetty Phillips resigned as Lead Teacher at the CLC. Three security officers whose positions changed to Police Officers include: Nicholas Broughton, Corey Fischer, and Tiffany Keller.
- Three faculty members and three administrators submitted notices of retirement (processed within the reporting period).
  - The retiring faculty members are: Dr. Janna Gallaher (Professor of Computer Engineering Technologies) effective June 1, 2012, Dr. Dan Moore (Professor of Business) effective May 1, 2012, and Mr. William "Bill" Penn (Associate Professor of Computer Aided Design and Drafting) effective June 1, 2012.
  - The retiring administrators are: Ms. Connie Salyers Stoner (Director of Library) effective May 1, 2012, Dr. Barbara Bradbury (Dean of Students) effective June 1, 2012, and Mr. Eustace "Matt" Matthews, (Coordinator of Multicultural Student Affairs) effective June 1, 2012.

The University's investment performance report revealed gains in January and early February offsetting the heavy losses experienced early in this fiscal year. With this positive adjustment, the portfolio has realized a 1.19% gain in the amount of \$156,757 for the reporting period (July 1, 2011 – February 19, 2012).

The Capital Status Report included information on the following:

- The Smokestack Building renovation is complete and was occupied by the Department of Safety January 20, 2012.
- The Fine Arts Boiler replacement project is now complete and operational.
- Efforts to determine the best utilization of space continues for the Administration Building renovation project. Capital funds were released for planning purposes.

- The Governor's proposed capital budget will likely include an allocation of capital funds to begin the Founders Plaza Project in FY13 pending legislative approval.

The preliminary FY13 general fund revenue projections are based upon the assumptions of (1) flat enrollment over AY2011-12, and (2) increase of 3.5% increase in AY12-13 tuition and fees (undergraduate and graduate).

FY13 state funding is anticipated to increase by nearly 2.0% over FY12 budget. Revenue generated by tuition & fees is projected to increase by less than 1.0%. Revenue from other sources is expected to decline by 3.3%. The total projected FY13 general fund revenue budget is expected to increase by 1.20% over FY12 budget.

The FY13 Auxiliary & Agency revenue is projected to increase by just over 3% over the FY12 budget.

The FY11 Senate Bill 6 (SB6) ratio measures the fiscal health of higher education institutions in Ohio and is required by law. The composite score is derived from calculations that consider such factors as an institution's net income, debt, and reserve status. The Ohio Board of Regents recently released the FY11 ratios for all Ohio public universities. SSU's FY11 composite score increased from 3.70 for FY10 to 4.00 for FY11.

Discussion was held concerning the reporting of investment value changes throughout the fiscal year to the Board of Trustees. Revenue generated by all sources of interest income received will continue to be reported as Interest Income. The investment market value changes experienced throughout the fiscal year will be noted at the bottom of the report as information for EOY financial statement purposes.

### **Education Session**

President Morris led a discussion with Committee members regarding strategies needed for a more effective approach in the adoption and revision of new and existing University policies. The discussion provided direction for a fundamentally different system designed to respond to the complex issues within the University setting.

Earlier in the meeting, the Committee engaged in a discussion about fees and charges that could be applied against a student's account for operational and student-related reasons.

### **President's Report**

President Morris announced that, per the Board's request, a Trustees' Award for the Celebration of Scholarship has been created and funded. Chairman Mooney will present the award for the first time later this month.

President Morris reported that next week, discussions will begin with the Ohio Board of Regents staff and the Office of Budget Management about the Chancellor's desire for a plan to "wean" Shawnee State University from the supplement.

President Morris also reported that Shawnee State University has received notification of its reaccreditation by the Higher Learning Commission and she shared a copy of the reaffirming letter with the Board, and for the minutes. She reported that this news will be coupled with the release in a few weeks of a "Tool Kit for Continuous Improvement" that makes accessible to campus units recently developed resources available through the Office of Institutional Effectiveness and provides a roadmap for units that want to enhance their current continuous improvement efforts.

Dr. Terrance MacTaggart has agreed to serve as the facilitator for the Board's retreat on June 22-23, 2012. In the next few weeks, President Morris will speak with Dr. MacTaggart and AGB staff about the "charge" the Board gave him and to work out the details of his travel. She gave each Trustee a copy of his resume, a copy of which is included in the minutes.

President Morris introduced Mr. Bob Trusz, Assistant Vice President for Enrollment Management and Director of Admissions, who gave a presentation entitled "Recruiting Future Bears: Enrollment Management at Shawnee State University," a copy of which is included in the minutes.

### **Reports, if any, from Board Liaisons with other Organizations**

None.

### **New Business**

Mr. Mooney appointed a Nominating Committee consisting of Mr. Lodwick and Dr. Ball and asked them to report back at the next Board meeting on May 4 with nominations for the positions of Board Chair and Board Vice Chair.

### **Comments from Constituent Groups (if any) and the Public**

None.

### **Other Business**

Mr. Mooney reminded Board members to complete and return their Financial Disclosure Statements before the required deadline of April 16.

Ms. Seif recognized the SSU's Gaming Programs for being named #7 in Princeton Review's List of Top Ten Undergraduate Schools to Study Video Game Design for 2012. She said this was quite an honor and indicative of the high-level of education provided by Shawnee State University.

Mr. Lodwick questioned whether SSU monitors radon gas and carbon monoxide. Mr. Mooney reported that he had learned from President Morris that while Ohio Revised Code does not drive any practices or inspections related to radon and carbon monoxide levels except in residence

halls, Shawnee State does do occasional radon testing and is developing a schedule for regular testing at targets throughout campus. Carbon monoxide levels are monitored in residence halls and the Children's Learning Center or in any areas where someone sleeps and has plans to install monitors around the pool and other areas where there is routine combustion including the boiler rooms, labs that utilize natural gas and the President's Home which utilizes natural gas.

### **Executive Session**

Mr. Paine moved and Dr. Ball seconded a motion to move into Executive Session to discuss collective bargaining matters.

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

Nays: None

The Board moved into Executive Session at 2:39 p.m.

The Board returned from Executive Session at 3:29 p.m. and returned to Regular Session.

### **Adjournment**

The Board was adjourned by acclamation at 3:30 p.m.

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Chairperson, Board of Trustees

  
Secretary, Board of Trustees



**RESOLUTION ASA 03-12**

**RESCISSION OF POLICY 3.01 (1/22/90)  
OHIO RESIDENCY DETERMINATION**

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 to reflect current needs; and

WHEREAS, the Board of Trustees approved Policy 3.01, Ohio Residency Determination on January 22, 1990; and

WHEREAS, the Ohio Revised Code, 3333.31 Rules for Determining Student Residency, addresses the determination of residency in the Regents Chapter and it is no longer necessary to have Policy 3.01;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves the rescission of Policy 3.01, Ohio Residency Determination, effective March 9, 2012.

(March 9, 2012)

Certified as True and Correct	
<i>CRH</i>	<i>4-6-12</i>
Secretary, SSU Board of Trustees	Date

# Shawnee State University

AREA:	STUDENT AFFAIRS	POLICY NO.:	3.01
		ADMIN. CODE:	3362-3-02
		PAGE NO.:	1 OF 3
		EFFECTIVE DATE:	1/22/90
SUBJECT:	OHIO RESIDENCY DETERMINATION	RECOMMENDED BY:	Paul Crabtree
		APPROVED BY:	

The Office of the Registrar shall be responsible for implementing policy regarding the determination of residency classification of students. A record shall be kept of each residency determination along with the grounds for granting or denying the application indicated.

## 1.0 Application for Reclassification

- 1.1 A student who believes that he/she qualifies for reclassification as an Ohio resident must file a formal application for reclassification with the Office of the Registrar. (Form is available at the Department of the Registrar.)
- 1.2 No deferment of fees due to a pending application is possible. All fees must be paid in full. However, if the application is approved, the University shall make any applicable refund retroactive to the date of initial qualification as a resident.

## 2.0 Criteria for Ohio Residency are as follows:

- 2.1 Dependent students, at least one of whose parents or legal guardian has been a resident of the state of Ohio for all other legal purposes for twelve consecutive months or more, immediately preceding the enrollment of such student in an institution of higher education.
- 2.2 Persons who have resided in Ohio for all other legal purposes for at least twelve consecutive months immediately preceding their enrollment in an institution of higher education and who are not receiving, and have not directly received in the preceding twelve consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes.
- 2.3 Persons who reside and are gainfully employed on a full-time or part-time and self-sustaining basis in Ohio and who are pursuing a part-time program of instruction of higher education.

## 3.0 Specific Exceptions and Circumstances:

- 3.1 A person on active duty status in the United States military service who is stationed and resides in Ohio and his or her dependents are considered residents of Ohio for these purposes.

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<i>CRH</i>	<i>4-6-12</i>
Secretary, SSU Board of Trustees	Date

- 3.2 A person who enters and currently remains upon active duty status in the United States military service while a resident of Ohio for all other legal purposes and his or her legal dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of the person's domicile.
- 3.3 Any foreign national holding an immigration visa or classified as a political refugee shall be considered a resident of the state of Ohio for state subsidy and tuition surcharge purposes in the same manner as any other student.
- 3.4 No person who holds a student or other temporary visa shall be eligible for Ohio residency for these purposes.
- 3.5 A dependent person classified as a resident of Ohio who is enrolled in an institution of higher education when his or her parents or legal guardian remove their residency from the state of Ohio shall be considered a resident of Ohio for these purposes during continuous full-time enrollment and until his or her completion of any one academic degree program.
- 3.6 In determining residency of a dependent student, removal of the student's parents or legal guardian from Ohio shall not, during a period of twelve months following such removal, constitute relinquishment of Ohio residency status otherwise established under this rule.
- 3.7 Any person once classified as a non-resident, upon the completion of twelve consecutive months of residency in Ohio for all other legal purposes, may apply to the Registrar for reclassification as a resident of Ohio for these purposes. Should such person present clear and convincing proof that no part of his or her financial support is, or in the preceding twelve consecutive months, has been provided directly or indirectly by persons or entities who are not residents of Ohio for all other legal purposes, such person shall be classified as a resident.
- Evidentiary determinations under this rule shall be made by the University, which may require, among other things, the submission of information regarding the sources of a student's actual financial support to that end.
- 3.8 Any reclassification of a person who was once classified as a non-resident for these purposes shall have prospective application only from the date of such reclassification.
- 3.9 A person who is transferred by his/her employer beyond the territorial limits of the fifty states of the United States and the District of Columbia while a student of Ohio for all other legal purposes and his/her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile.

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CRH 4-6-12  
Secretary, SSU Board of Trustees Date

- 3.10 A person who has been employed as a migrant worker in the state of Ohio and his/her dependents shall be considered a resident for these purposes provided such person has worked in Ohio at least four months during each of the three years preceding the proposed enrollment.
- 3.11 The spouse or dependent child of a person who as of the first day of enrollment accepted full-time employment and established domicile in the state of Ohio may be considered as a resident for the determination of residency status and the assessment of student fees as specified in the Ohio Revised Code, ORC 3333.31 as amended 3/22/89. Appropriate documentation of employment and domicile is required. Further information is available from the Office of the Registrar.

Certified as True and Correct

CRH 4-6-12  
Secretary, SSU Board of Trustees Date

## A Snapshot of SGA Activities at Shawnee State University

This has been an exciting semester for Student Government (SGA). Our membership has continued to grow, with 28 voting members. We are currently focusing on student life, student organizations, campus-wide concerns, and SGA growth.

### Student Life:

- Working with facilities to place bike racks in various parts of campus.
- Continue to communicate with Rachel Steele, General Manager of SODEXO to address concerns with food services.
- Working on a system that will allow us to supply students with envelopes and stamps when needed at the visitor desk in the UC
- We will be hosting *Evening of Honors*, which is a ceremony that recognizes student academic success.

### Student Organizations:

- SGA sponsored student organization trips this semester. Rotaract, Tau Kappa Epsilon, and the SSU College Republicans received additional funds to attend regional or national conferences.
- Planning a "Late-Night Club Fair" that will provide a place for organizations to show students what they do and how they do it.
- Simplifying our club application processes so that we encourage organization growth in the formation of new clubs.

### Campus-Wide Concerns:

- Presented concerns regarding the finals schedule to Dr. Todt, Dr. Haas, Dr. Scheurer, & Dr. Kadel for their consideration.
- Reviewing safety and health concerns in the Athletic Center.
- Evaluating student public opinion in regards to smoking on campus.

### SGA Growth:

- Moved the SGA election to an earlier date to better train next year's board.
- Four SGA representatives will be attending the Ohio Student Government Association Regional Conference on February 25<sup>th</sup>.

One of our large, ongoing projects was with our student activities website called Orgsync. Although we are continuing to advertise and promote it, we currently have over 850 people registered for an account and feel that the launch period is nearly complete. It has allowed for better communication between SGA and the student organizations, as well as the organizations with its members.

SGA is pleased with its accomplishments this year, and are looking forward to several more weeks of progress, as well as our final event *Evening of Honors*.

Certified as True and Correct	
<i>CRH</i>	<i>4-6-12</i>
Secretary, SSU Board of Trustees	Date

Report by Christopher Aaron Shaw, Student Government President

## Multicultural Student Affairs

Summary Report of Black History Month

Matt Matthews

The 2012 Black History Month at Shawnee State University started as a guest of Sam McKibbin, WNXT Radio Portsmouth, Ohio. Speaking of the events planned for Black History Month at our campus and to briefly remember the contributions of the late Mrs. Genetta Moore for her service as a member of the Minority Student Advisory Committee in the 1990's and her leadership as Chairperson of the Dr. Martin Luther King Jr. Scholarship Breakfast since its inception.

The On-Campus Black History Month program began with:

Elder B. Wayne McLaughlin of Chillicothe, Ohio was the speaker for the Give Back Day at Shawnee State University of the Dr. Martin Luther King Jr. Commitment to Service and Elder McLaughlin early years as marching with Dr. King. The event was attended by more than ninety persons; students, staff, a volunteers and other guest on Saturday, February 4, 2012.

Bruce Watson, Author of Freedom Summer spoke to an audience of students, faculty, staff and community visitors about the 1964 Civil Rights movement that led to the Voting Rights Act of 1965. Mr. Watson spoke of how students like those in attendance at his presentation, became involved in "The Movement" to travel south into Mississippi to register people to vote, teach remedial English and math to children who did not have access to updated books and many other service programs. All of this while being threatened by the Klansmen, beaten and arrested by the police and the murder of three students. Mr. Watson earlier in the day gave a presentation to the children of the Fourteenth Street Community Center. The event was held on Tuesday, February 7, 2012 in the Flohr Lecture Hall, CML and hosted by the Director of the Clark Memorial Library.

Trinity Lodge #9 F&AM and Representatives of the Second Masonic District gave a presentation to students, staff and guest on the history of Black Masonry on Portsmouth, Ohio, the State of Ohio and the beginning of Black Masonry in the United States. The presentation covered prominent Portsmouth figures as the late Dr. James F. Scott the first elected Black Coroner in the U.S, Mr. James Berkley Educator in the Portsmouth City Schools, Mr. Ronald Parker former City of Portsmouth police officer and teacher for the AAA Drivers Education program. Others were recognized for their commitment to community service and scholarship programs. The event was held on Saturday, February 18, 2012 in the University Center.

The Gospel Fest Sponsored by the AHANA Student Club and Multicultural Student Affairs was held in the Flohr Lecture Hall, CML on Sunday, February 26, 2012. Participants in the program were SSU students and community members from local Black churches, a children's performing group from the Fourteenth Street Community Center. Others read biblical passages and cited writings of Black Religious Leaders Such as Dr. Martin Luther King Jr. Attendance was well represented by students and guests from the community.

Certified as True and Correct

*CRH* 4-6-12  
Secretary, SSU Board of Trustees Date

## SSU Teaching and Learning Center (TLC) Professional Development

**History:** Although the importance of faculty and staff development was recognized before Shawnee State joined AQIP, the Vital Focus survey and Conversation Day used to begin the AQIP process highlighted the need for a more structured approach to faculty, and personnel development. Active faculty learning communities associated with the Ohio Teaching Enhancement Program, interdepartmental development efforts, and an active University-Wide Personnel Development Committee, which had organized a successful workshop series lasting a full academic year, expressed the hope that a more structured approach to faculty and staff development could take place at Shawnee. In fact, several *ad hoc* committees were already working on development of a Teaching and Learning Center. In January 2006, AQIP project to develop a Teaching and Learning Center for faculty and staff to enhance student learning and to build on already established Learning Communities. Team of 15 members across campus community worked together to facilitate opening of the center in September 2006.

**Mission:** The mission of the Teaching and Learning Center is to provide an enriched learning environment for development of faculty and staff in order to promote excellence in teaching and institutional service.

### Goals:

- Foster excellence in teaching and learning
- Provide resources and educational experiences on an ongoing basis to faculty and staff
- Stimulate research and scholarship about teaching and learning at SSU
- Align development and training needs explicitly with student learning and/or satisfaction
- Increase collaboration and collegiality among faculty and staff
- Provide leadership in the use of innovative technology as a resource for teaching and learning
- Assess the ongoing needs of faculty and staff, in terms of career enhancement as consistent with the Shawnee State University mission or strategic plan

### Projects:

- TLC Newsletter – Fall 2011, Spring 2012
- Work with Online Distance Learning Director to plan, implement, and publicize professional development opportunities.
- Work with Human Resources and the Professional Development Committee to plan and publicize professional development opportunities.
- Faculty Publications/Presentations List on Webpage
- University-Wide List of Training Materials on Webpage
- Serve as ex-officio on Faculty Development Committee
- Facilitate four faculty members' study and certification via Sloan Consortium Online Teaching Certification

Certified as True and Correct

  
Secretary, SSU Board of Trustees      Date

## TLC Professional Development:

DATE/TIME	SESSION TITLE	PRESENTER/FACILITATOR	DETAILS
August 18, 2011 11:00/2:00/3:00/4:00	Basic & New Blackboard 9.1 Users	Bill Hannah	Co-ordinated with Bill Hannah
August 19, 2011 11:00/2:00/3:00/4:00	Advanced Blackboard Users	Bill Hannah	Co-ordinated with Bill Hannah
August 19, 2011 2:00-3:00	Microsoft Office 2010 Upgrade	Shannon Lawson	
August 22, 2011 11:00-12:00	Blackboard 9.1 Question and Answer Session	Bill Hannah	Co-ordinated with Bill Hannah
August 23, 2011 10-11:00	Microsoft Office 2010 Upgrade	Shannon Lawson	
August 23, 2011 11:00-12:00	Blackboard 9.1 Question and Answer Session	Bill Hannah	Co-ordinated with Bill Hannah
August 23, 2011 4-5:00	Microsoft Office 2010 Upgrade	Shannon Lawson	
August 24, 2011 11:00-12:00	Blackboard 9.1 Question & Answer Session	Bill Hannah	Co-ordinated with Bill Hannah
August 25, 2011 11-12:00	Blackboard 9.1 Question & Answer Session	Bill Hannah	Co-ordinated with Bill Hannah
August 26, 2011 11-12:00	Blackboard 9.1 Question & Answer Session	Bill Hannah	Co-ordinated with Bill Hannah
September 2, 2011 9-12:00	Blackboard Workshop – Creating a Coursesite	Shannon Lawson and Jeradi Cohen	Co-ordinated with Jeradi Cohen
September 9, 2011 12-1:00	TLC Professional Development Informational Session	Shannon Lawson	
September 16, 2011 12-1:00	Scholarly Writing and Publishing PLC	Shannon Lawson	
September 23, 2011 12-1:00	Online/Blended Learning PLC: FREE & EASY Audio Visual Communication	Jeradi Cohen	Co-facilitated with Jeradi Cohen
September 30, 2011 12-1:00	Scholarly Writing and Publishing PLC	Tim Scheurer	
October 7, 2011 12-1:00	Online/Blended Learning PLC: Using Technology as a Tool for Engaging At-Risk Students	James Weaver	
October 14, 2011 12-1:00	Scholarly Writing and Publishing PLC	Shannon Lawson	

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*CRH* 4-6-12  
Secretary, SSU Board of Trustees Date



October 19-20, 2011 11:00-5:00	Jossey-Bass Online Teaching Conference	various	Online conference
November 2, 2011 11:30-1:00	Webinar: Tidbits About Blended Learning: Avoiding an Aversion to the Inversion of the Classroom	John Halpin Dr. Laura Berry Valerie Martin	
November 4, 2011 12-1:00	Online/Blended Learning PLC: Facilitating Discussions using the Discussion Board Feature of Blackboard	Cathy Bailey	
November 18, 2011 12-1:00	Online/Blended Learning PLC: Creating Presence in the Online Classroom	Shannon Lawson Jeradi Cohen	
December 7, 2011 12-1:00	Online/Blended Learning PLC: Book Review Presentations	Jeradi Cohen Cindy Hermanson Shannon Lawson	
January 6, 2012 10-12:00	Adobe Connect Workshop	Jeradi Cohen	Co-coordinated with Jeradi Cohen
January 10, 2012 1-2:00	Sloan Consortium Certificate Course Informational Session	Shannon Lawson Jeradi Cohen	Co-coordinated with Jeradi Cohen
January 20, 2012	Brownbag Lunch: Review of the Latest Literature on Online/Blended Learning	Shannon Lawson Jeradi Cohen Cindy Hermanson	Co-coordinated with Jeradi Cohen
February 3, 2012	Brownbag Lunch: Building Community in the Online Learning Environment	Shannon Lawson Jeradi Cohen	Co-coordinated with Jeradi Cohen
February 17, 2012	Brownbag Lunch: Webinar Strapping on the Toolbelt: Getting and Keeping Students Engaged	Jonathan Finkelstein Kevin Johnson Susan Manning	
March 16, 2012	ADA Compliance	Doug Sturgeon Chris Meade	Co-coordinated with Jeradi Cohen
March 28, 2012 3-5:00	Working with Students from Across the Globe	Karen Greiner	Co-coordinated with Rita Haider
April 20, 2012	Brownbag Lunch: Faculty-Student Discussion about Educational Technology	Shannon Lawson	

Certified as True and Correct

*Cliff* 4-6-12  
Secretary, SSU Board of Trustees Date

## RESOLUTION F07-12

### RECORDS MANAGEMENT, RETENTION, AND DISPOSAL POLICY 5.34

WHEREAS, Ohio Revised Code, Section 149.33, enacted in 1992, states that “the boards of trustees of state-supported institutions of higher education shall have full responsibility for establishing and administering records programs for their respective institutions” and further states that “the boards shall apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposition of the records of their respective institutions”; and

WHEREAS, the SSU Board of Trustees had previously adopted resolutions 38-93 and 54-94, which charged the President to make appropriate personnel assignments to develop and oversee a records management system and establish a “records commission”; and

WHEREAS, a manual was developed by the Inter-University Council in 1992 titled “Records Retention for Public Colleges and Universities in Ohio” and the SSU records commission and records manager have instituted processes to follow the manual to the extent practical; and

WHEREAS, the Inter-University Council manual has been updated and revised, and includes a model records retention schedule; and

WHEREAS, a Records Management Retention and Disposal Policy is proposed for Board approval, which addresses a records retention schedule and other records management issues, including the appointments of records custodians and a records committee, along with a records manager.

WHEREAS, the SSU Records Manager and the President recommend that a records retention schedule template be utilized to cover all areas of the University, and is proposed by the President for Board adoption.

WHEREAS, procedures established to enforce the new policy are provided for informational purposes;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves the Shawnee State University Records Retention Template and Policy 5.34, Records Management, Retention, and Disposal, effective March 9, 2012.

(March 9, 2012)

Certified as True and Correct	
<i>CRH</i>	<i>4-6-12</i>
Secretary, SSU Board of Trustees	Date

# Shawnee State University

SUBJECT: RECORDS MANAGEMENT, RETENTION, AND DISPOSAL	POLICY NO. :	5.34
	ADMIN CODE:	3362-5-34
	PAGE NO.:	1 of 2
	EFFECTIVE DATE:	03/09/12
	NEXT REVIEW DATE:	03/09/15
	RESPONSIBLE OFFICER(S):	PRESIDENT
APPROVED BY:	BOT	

## 1.0 PURPOSE

The purpose of this policy is to ensure compliance with the State of Ohio's records management and retention statutes. In accordance with Ohio Revised Code Section 149.33, university and college boards of trustees "will have full responsibility for establishing and administering a records program for their respective institutions. The boards will apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposition of the records of their respective institutions."

## 2.0 MAINTENANCE AND RETENTION OF UNIVERSITY RECORDS

- 2.1 Shawnee State University shall have a records system that covers all University departments and offices to ensure that all official records of the University, both public and exempt, are maintained and disposed in accordance with the University's records retention schedule. The records system will adequately reflect the organization, functions, policies, decisions, procedures, operations and other activities of the University.
- 2.2 University records shall not be removed or destroyed, except in accordance with the University's records retention schedule.
- 2.3 The term "University records" has the same meaning as the term "records" in O.R.C. 149.011, the Ohio Public Records Act.

## 3.0 UNIVERSITY RECORDS MANAGER, RECORDS CUSTODIANS, AND RECORDS COMMITTEE

- 3.1 The President will designate a Records Manager to be responsible for administration and primary oversight of the University records system and management program.
- 3.2 Each University department or office will have an employee who is designated to serve as its Records Custodian who will work under the direction of the Records Manager. The President or President's designee will appoint the records custodians.

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<i>CBH</i>	<i>4-6-12</i>
Secretary, SSU Board of Trustees	Date

- 3.3 The President will appoint a standing Records Committee to work with the Records Manager and to oversee compliance of the University's records management program. The Committee will include representation from the major functional areas of the University, as well as from key supporting areas, such as the University Information Services (UIS) and the University Library. As part of its compliance function, the Committee's responsibilities will include review of the records retention schedule template and this policy, identifying methods to improve the records system and management program, and working with the Records Manager to ensure that all employees who handle University records are sufficiently aware of their obligations to properly manage and dispose of University records.

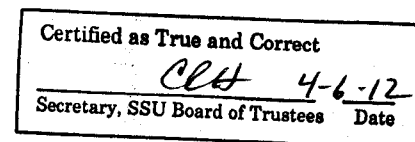
#### 4.0 RECORDS MANUAL AND RECORDS RETENTION SCHEDULE

- 4.1 The University's guideline for records management is the Inter-University Council of Ohio's "Records Retention for Public Colleges and Universities in Ohio: A Manual" (IUC Manual), and any subsequent updates.
- 4.2 The IUC Manual will be used as the basis for establishing legal retention periods and developing a standardized schedule. Under the direction of the University Records Manger, the records custodians, will determine appropriate record series and retention periods and will develop schedules for each University department.
- 4.3 Attention will be given to records medium, including electronic records, as well as historic value or significance.
- 4.4 The University will utilize a records retention schedule template approved by the Board of Trustees.

#### 5.0 PROCEDURES

The President will be responsible for establishing procedures to further implement this policy.

History: (Eff. 03/09/12)



## INFORMATION ONLY

PROCEDURE TITLE:	RECORDS MANAGEMENT, RETENTION & DISPOSAL
RELATED POLICY:	5.34
PAGE NO.:	1 OF 4
RESPONSIBLE OFFICER(S):	RECORDS MANAGER
EFFECTIVE DATE:	03/09/12
NEXT REVIEW DATE:	03/09/15

### 1.0 INTRODUCTION

This procedure applies to Records Management, Retention, and Disposal Policy 5.34. In accordance with this policy, the records management process will be guided by the manual titled "Records Retention for Public Colleges and Universities in Ohio" (IUC Manual), published by the Inter-University Council, which may be periodically updated, and will be made available on the University's website.

- 1.1 All University staff who participate in creating, receiving, or maintaining University documents are required to follow the records management policy and procedure.
- 1.2 The Records Manager, in consultation with the Records Committee, is responsible for administration and primary oversight of the University records management system.
- 1.3 Under the direction of the Records Manager, the Records Custodian for each University department serves as the designated employee responsible for the inventory and maintenance of the department's official records and is the department contact to the University's Records Manager.
  - 1.3.1 The term "department," as used in this procedure, includes department, office or unit of the University.

### 2.0 DEFINITIONS

- 2.1 **Records.** A record is a document, electronic record, device or item, regardless of physical form or characteristic, created or received, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the University. The records management system addresses retention of official University records.

Certified as True and Correct

*CEH* 4-6-12  
Secretary, SSU Board of Trustees Date

## INFORMATION ONLY

- 2.2 Records Management Worksheet. A worksheet each University department utilizes during the annual inventory and other times to catalogue the official documents generated or received within their respective department. The Records Management Worksheet identifies the record series, IUC code, retention period, medium, and disposal instructions for each series of records retained.
- 2.3 Records Retention Schedule. The Records Retention Schedule is created and maintained by the Records Manager, and it serves as the official list of the University's entire inventoried record holdings, and it identifies record retention periods and disposition instructions.
- 2.4 Records Management Disposal Form. The Records Management Disposal Form is used by Records Custodians to request the Records Manager's approval of identified department records that have reached their retention period, as described in the section titled "disposal of University records."

## 3.0 RECORDS MANAGEMENT INVENTORY AND WORKSHEET

An annual inventory of University records will be conducted within each University department.

- 3.1 Records Custodians, with guidance from the Records Manager, are responsible for their respective department's records inventory. The Records Management Worksheet will be used to record the department's inventory.
- 3.2 The Records Manager, in consultation with the Records Committee, is responsible for creating and updating a Records Management Worksheet template.
- 3.2.1 The Records Management Worksheet will identify the following: the names of the records series, descriptions or purposes for each series, mediums, IUC Codes, retention date(s), and disposition instructions of each series. The IUC Manual may be consulted to help assign codes to new records and to verify codes of existing records.
- 3.2.2 Upon completion of the department's annual inventory, Records Custodians will submit completed records management worksheets to the Records Manager for preparation or update of the University Records Retention Schedule.

## 4.0 RECORDS MANAGEMENT SCHEDULE

- 4.1 The University shall maintain an official Records Retention Schedule.

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*CRH* 4-6-12  
Secretary, SSU Board of Trustees Date

## INFORMATION ONLY

4.2 The Records Manager is responsible for maintaining and annually updating the Records Retention Schedule.

4.2.1 The records management worksheets from each department will serve as a guide and/or draft for creating or updating the Records Retention Schedule.

5.0 STORAGE AND PRESERVATION OF UNIVERSITY RECORDS

5.1 The method of storage and preservation of records held indefinitely, including those required to be held for multiple years but not currently in use, shall be determined by the Records Committee and the Records Manager.

5.2 Records in current use shall be stored in a designated area in each department. Records Custodians are responsible for designating the storage area(s) within their respective department.

6.0 DISPOSAL OF UNIVERSITY RECORDS

6.1 As noted on the Records Retention Schedule, University records shall be archived until their scheduled retention date expires. When a Records Custodian determines that records within the department have reached or exceeded the retention period, he or she will first obtain written approval, and then arrange for proper disposal of the records.

6.2 A Records Disposal Form must be submitted to the Records Manager for written approval prior to disposal.

6.2.1 The Records Manager, in consultation with the Records Committee, is responsible for providing a Records Disposal Form template to each University department.

6.2.2 The Records Manager is responsible for maintaining an accurate record of all records disposal actions.

6.3 The disposal methods, which shall be identified on the Records Disposal Form, are as follows:

6.3.1 Destroy: The record does not contain confidential information and a disposal method is at the discretion of the owner.

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*PRH* 4-6-12  
Secretary, SSU Board of Trustees Date

## INFORMATION ONLY

- 6.3.2 Destroy-Secured: The record is confidential and must be shredded. Examples of such sensitive records include student identifiable records, payroll records, etc.
- 6.3.3 Transfer to Storage: The record is required to be kept indefinitely, or the record is of historic value. These records are transferred to designated storage areas.

Initial approval date: 03/09/12

Certified as True and Correct

*CRH* 4-6-12  
Secretary, SSU Board of Trustees Date



# TEMPLATE

## SHAWNEE STATE UNIVERSITY RECORDS RETENTION SCHEDULE

### ACCOUNTING & FINANCE RECORDS

Record Series: Accounts Payable Files  
JUC Retention Code: ACC1000  
Retention Period: 4 years  
Medium: Paper & Electronic  
Disposition Instructions: Destroy

### EDUCATION & STUDENT RECORDS

Record Series: Advising Records  
JUC Retention Code: EDU1010  
Retention Period: Active + 1 year  
Medium: Paper & Electronic  
Disposition Instructions: Destroy

### GENERAL ADMINISTRATIVE RECORDS

Record Series: Transient Materials  
JUC Retention Code: ADM9906  
Retention Period: Transient  
Medium: Paper & Electronic  
Disposition Instructions: Destroy

### HUMAN RESOURCES RECORDS

Record Series: Affirmative Action Files  
JUC Retention Code: PER2000  
Retention Period: 3 years  
Medium: Paper  
Disposition Instructions: Destroy

### INFORMATION TECHNOLOGY RECORDS

Record Series: Help Desk Logs and Reports  
JUC Retention Code: ADM9900  
Retention Period: 1 year  
Medium: Electronic  
Disposition Instructions: Destroy

### LEGAL RECORDS

Record Series: Patents  
JUC Retention Code: LEG7000  
Retention Period: Active + 6 years  
Medium: Paper  
Disposition Instructions: Storage/Archival Review

### PLANT OPERATIONS & MAINTENANCE RECORDS

Record Series: Grounds Maintenance Records  
JUC Retention Code: ADM2020  
Retention Period: Active + 6 years  
Medium: Paper  
Disposition Instructions: Destroy

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Secretary, SSU Board of Trustees  
Date: CRH 4-6-12

**PUBLICITY & MARKETING RECORDS**

Record Series: SSU Branding Materials      IUC Retention Code: PUB3000      Retention Period: Indefinite      Medium: Paper      Disposition Instructions: N/A

**SECURITY & POLICE RECORDS**

Record Series: Parking Tickets, Paid      IUC Retention Code: ACC1000      Retention Period: 4 years      Medium: Paper      Disposition Instructions: Destroy

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*CRH* 4-6-12  
Secretary, SSU Board of Trustees      Date

Records Retention Schedules are guided by the IUC document, *Records Retention for Public Colleges and Universities in Ohio* provided at this link:  
<http://www.vsu.edu/recordsmgmt/pdfs/RecordsRetentionManual.pdf>

**General Explanation**

The SSU Records Retention Schedule is divided into nine General Categories, for ease of organization and reference. These categories include transient and non-transient records. The Categories are:

- Accounting & Finance Records
- Education & Student Records
- General & Administrative Records
- Human Resources Records
- Information Technology Records
- Legal Records
- Plant Operations & Maintenance Records
- Publicity & Marketing Records
- Security & Police Records

To aid in further organization and maintain compliance with the guidelines established by the IUC, the following items are further noted within each category:

Column Title	Explanation
Record Series	A more specific identification than the broad category. For example, within the general category of "Accounting," there are Accounts Payable Invoices, Journal Entries, etc.
IUC Retention Code	The alpha-numeric code assigned by IUC to connect the record series categories with records retention rules.
Retention Period	The amount of time the record should be retained as defined by the IUC records retention rules.
Medium	Indicates the various mediums to which the retention rule applies (Paper, electronic).
Disposition Instructions	Indicates specific instructions as to the disposition of the item (Destroy-Secured, Destroy, Transfer to Storage, etc.).

Certified as True and Correct  
*CRW 4-6-12*  
Secretary, SSU Board of Trustees      Date

**RESOLUTION F08-12**

**APPROVAL OF AY12-13  
UNDERGRADUATE TUITION SCHEDULE**

WHEREAS, undergraduate tuition is a critical component that sustains the viability of Shawnee State University's undergraduate instructional needs, student service programming, and institutional operations; and

WHEREAS, the President recommends applying the full percentage increase permitted under H.B. 153 in the amount of 3.5% to SSU's prior year's undergraduate tuition schedule;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the attached undergraduate tuition schedule, effective summer semester 2012.

(March 9, 2012)

Certified as True and Correct	
<i>CEL</i>	<i>4-6-12</i>
Secretary, SSU Board of Trustees	Date

## SHAWNEE STATE UNIVERSITY

AY 2012-13

## Undergraduate Tuition Schedule

<b>UNDERGRADUATE</b>	<b>AY 11-12</b>	<b>AY 12-13</b>	<b>% Increase</b>
<b>Full-time In-State</b> (12 - 18 credit hours)	<b>(per semester)</b>	<b>(per semester)</b>	
Instructional	\$2,859.00	\$2,959.20	3.50%
General	\$324.00	\$335.28	3.48%
Technology	\$48.00	\$49.68	3.50%
<b>Total</b>	<b>\$3,231.00</b>	<b>\$3,344.16</b>	<b>3.50%</b>
<b>Full-time Out-of-State Surcharge</b> (does not apply to students from counties included in reciprocal agreements)	\$2,403.00	\$2,487.12	3.50%
<b>Full-time UC Bond Fee</b> (applies to Fall and Spring Semesters only)	\$150.00	\$150.00	0.00%
<b>Part-time In-State</b> (up to and including 11 and over 18 credit hours)	<b>(per credit hour)</b>	<b>(per credit hour)</b>	
Instructional	\$238.25	\$246.60	3.50%
General	\$27.00	\$27.94	3.48%
Technology	\$4.00	\$4.14	3.50%
<b>Total</b>	<b>\$269.25</b>	<b>\$278.68</b>	<b>3.50%</b>
<b>Part-time Out-of-State Surcharge</b> (does not apply to students from counties included in reciprocal agreements)	\$200.25	\$207.26	3.50%
<b>Part-time UC Bond Fee</b> (applies to Fall and Spring Semesters only)	\$12.50	\$12.50	0.00%
<b>Alternative Course Tuition</b> (per credit hour)	\$50.00	\$50.00	0.00%
See separate schedules for Course/Lab and Miscellaneous Student Fees.			

Certified as True and Correct

Secretary, SSU Board of Trustees

Date

CRH 4-6-12

## RESOLUTION F09-12

### APPROVAL OF AY12-13 GRADUATE TUITION

WHEREAS, Shawnee State University offers quality graduate programs and strives to contain costs in order to provide affordable graduate program options within the region; and

WHEREAS, a review of the University graduate tuition reveals that an increase of 3.5% continues to maintain the University's competitive position for comparable graduate programs; and

WHEREAS, the President recommends that the prior year's graduate tuition rates be increased by 3.5%;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the attached graduate tuition schedule, effective summer semester 2012.

(March 9, 2012)

Certified as True and Correct

*MDH* 4-6-12  
Secretary, SSU Board of Trustees Date

## SHAWNEE STATE UNIVERSITY

AY 2012-13

## Graduate Tuition Schedule

GRADUATE	AY 11-12	AY 12-13	% Increase
<b>Full-time In-State</b> (9 - 16 credit hours)	(per semester)	(per semester)	
Instructional	\$3,946.50	\$4,084.74	3.50%
General	\$117.00	\$121.05	3.46%
Technology	\$40.50	\$41.85	3.33%
<b>Total</b>	<b>\$4,104.00</b>	<b>\$4,247.64</b>	<b>3.50%</b>
<b>Full-time Out-of-State Surcharge</b> (does not apply to students from counties included in reciprocal agreements)	\$5,699.25	\$5,898.69	3.50%
<b>Full-time UC Bond Fee</b> (applies to Fall and Spring Semesters only)	\$150.00	\$150.00	0.00%
<b>Part-time In-State</b> (up to and including 8 and over 16 credit hours)	(per credit hour)	(per credit hour)	
Instructional	\$438.50	\$453.86	3.50%
General	\$13.00	\$13.45	3.46%
Technology	\$4.50	\$4.65	3.33%
<b>Total</b>	<b>\$456.00</b>	<b>\$471.96</b>	<b>3.50%</b>
<b>Part-time Out-of-State Surcharge</b> (does not apply to students from counties included in reciprocal agreements)	\$633.25	\$655.41	3.50%
<b>Part-time UC Bond Fee</b> (applies to Fall and Spring Semesters only)	\$12.50	\$12.50	0.00%
<b>Graduate Workshop Credit</b> (per credit hour) - approved January 2012	\$0.00	\$130.00	-
See separate schedules for Course/Lab and Miscellaneous Student Fees.			

Certified as True and Correct

CRH 4-6-12

Secretary, SSU Board of Trustees Date

## RESOLUTION F10-12

### APPROVAL OF AY12-13 MISCELLANEOUS FEES

WHEREAS, state law requires that the Board of Trustees of Shawnee State University approve all student fees charged by the University; and

WHEREAS, minimal changes are proposed to the miscellaneous student fees in the University's ongoing effort to contain these types of fees; and

WHEREAS, the President recommends adoption of the changes to the attached Miscellaneous Fee Schedule;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the miscellaneous student fee schedule, effective summer semester 2012 with the understanding that a comprehensive list of fees and charges will be provided as information annually.

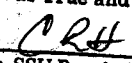
(March 9, 2012)

Certified as True and Correct	
<i>CRH</i>	<i>4-6-12</i>
Secretary, SSU Board of Trustees	Date



**SHAWNEE STATE UNIVERSITY**  
**AY 2012-13**  
**Miscellaneous Student Fee Schedule**

<b>MISCELLANEOUS STUDENT FEES</b>	<b>AY 11-12</b>	<b>AY 12-13</b>	<b>Proposed Increase (\$)</b>	<b>Proposed Increase (%)</b>
<b>Application Fees</b>				
Health Sciences Programs	\$30.00	\$30.00	\$0.00	0.00%
International Admission	\$65.00	\$40.00	-\$25.00	-38.46%
<b>Automated Clearinghouse (ACH) Return Fee</b>	-	\$50.00	-	-
<b>Bad Check Fee</b>	\$50.00	\$50.00	\$0.00	0.00%
<b>Budget Payment Plan Fee</b>	\$10.00	\$10.00	\$0.00	0.00%
<b>Budget Payment Plan Late Fees (maximum \$180.00/semester)</b>				
Late first payment	\$60.00	\$60.00	\$0.00	0.00%
Late second payment	\$40.00	\$40.00	\$0.00	0.00%
Late third payment	\$40.00	\$40.00	\$0.00	0.00%
Late fourth payment	\$40.00	\$40.00	\$0.00	0.00%
<b>Credit by Arrangement Administrative Fee (per credit hour)</b>	\$150.00	\$150.00	\$0.00	0.00%
<b>Credit by Exam Fee (per course)</b>	\$150.00	\$150.00	\$0.00	0.00%
<b>Graduation Petition Fee (per degree)</b>	\$55.00	\$55.00	\$0.00	0.00%
<b>Graduation Re-Petition Fee (per degree)</b>	\$10.00	\$10.00	\$0.00	0.00%
<b>Late Payment Fee (per semester) - if not on budget payment plan</b>	\$180.00	\$180.00	\$0.00	0.00%
<b>Matriculation Fee</b>	\$30.00	\$45.00	\$15.00	50.00%
<b>Portfolio Evaluation Fee (per submission) - A.T.S. degree only</b>				
First Course (per program discipline)	\$150.00	\$150.00	\$0.00	0.00%
Second and Subsequent Courses (same discipline)	\$50.00	\$50.00	\$0.00	0.00%
<b>Private Music Lessons</b>	\$120.00	\$0.00	-\$120.00	-100.00%
<b>Replacement Fees</b>				
One-Card	\$10.00	\$10.00	\$0.00	0.00%
Parking Tag	\$25.00	\$25.00	\$0.00	0.00%
Student Refund Card	\$10.00	\$10.00	\$0.00	0.00%
<b>Study Abroad Course Fee</b>	\$120.00	\$120.00	\$0.00	0.00%

Certified as True and Correct  
  
 Secretary, SSU Board of Trustees      Date 4-6-12

## RESOLUTION F11-12

### APPROVAL OF AY 2012-2013 STUDENT RESIDENTIAL HOUSING AND MEAL PLAN RATES AND 2012 SUMMER RATES FOR STUDENT HOUSING

WHEREAS, Shawnee State University student residential housing and food service operations are self-supporting and charge rates that are comparable with similar operations or contractual in order to generate revenue sufficient to cover actual and planned costs; and

WHEREAS, a survey of anticipated increases and estimated average housing rates for Ohio public universities reveals the continued competitive position of SSU's housing; and

WHEREAS, an increase of 3.5% from the prior year's rates is proposed for University housing units in Campus View, Tanner Place, Cedar House, and University Townhouse, with BridgeView Court and Carriage House rates adjusted to comparable accommodations; and

WHEREAS, the increase of 3.5% from the prior year's rates is proposed for Student Residential Housing for the 2012 summer term; and

WHEREAS, the AY2012-2013 meal plan rates increase of 4% is derived based upon contractual provisions; and

WHEREAS, the setting of the 2012 -2013 communication fee that will be assessed to students residing in residential student housing is deferred pending the completion of a cost/benefit analysis; and

WHEREAS, the President has directed the continued examination of the University's housing rate structure and communication fee, and recommends the proposed increases in the attached Student Residential Housing and Meal Plan schedules;

THEREFORE BE IT RESOLVED that the Board of Trustees approves the proposed Residential Student Housing and Meal Plan rates for 2012-2013 academic year and Residential Student Housing Rates for 2012 summer term as identified on the attached schedules, effective summer semester 2012.

(March 9, 2012)

Certified as True and Correct	
<i>CLH</i>	<i>4-6-12</i>
Secretary, SSU Board of Trustees	Date

**Shawnee State University  
Housing and Meal Plan Rates  
2012-2013 Academic Year**

▶ *Proposed* ◀  
3.5% Housing Increase<sup>1</sup>  
4.0% Meal Plan Increase

**Campus View**

Room Type	Semester Cost	Academic Year
Private	\$3,281	\$6,562
Double	\$2,739	\$5,478
Triple <sup>2</sup>	\$2,197	\$4,394

**Tanner Place/BridgeView Court (Glover Street)**

Room Type	Semester Cost	Academic Year
Double	\$2,739	\$5,478

**Carriage House**

Room Type	Semester Cost	Academic Year
Double	\$2,739	\$5,478

**Cedar House**

Room Type	Semester Cost	Academic Year
Private <sup>3</sup>	\$2,983	\$5,966
Double	\$2,489	\$4,978
Triple <sup>2</sup>	\$2,005	\$4,010

**University Townhouse**

Room Type	Semester Cost	Academic Year
Private <sup>3</sup>	\$2,759	\$5,518
Double	\$2,260	\$4,520
Triple <sup>2</sup>	\$1,761	\$3,522

<sup>1</sup> 3.5% increase for all buildings, except BridgeView Court (14%) and Carriage House (3.9%).

<sup>2</sup> Triple rooms are offered at the discretion of the University.

<sup>3</sup> Private Rooms in Cedar House and University Townhouse are only available if space permits.

**Meal Plan Options<sup>4</sup>**

Plan	Semester Cost	Academic Year
19 Meals per Week	\$1,665	\$3,330
15 Meals per Week	\$1,557	\$3,114
12 Meals per Week	\$1,376	\$2,752

<sup>4</sup> All meal plans include \$25 flex dollars per semester.

Freshmen campus residents are assigned the 19 meal plan; sophomores may select any option; juniors or seniors may opt not to participate in a meal plan.

**Communication Fee**

Semester Cost	Academic Year
TBD	TBD

Certified as True and Correct

*CRH* 4-6-12

Secretary, SSU Board of Trustees Date

**Shawnee State University  
Housing Rates  
2012 Summer Term**

▶ *Proposed* ◀  
3.5% Housing Increase<sup>1</sup>

**Campus View**

Room Type	Full Semester	5 Week Term
Private	\$1,693	\$847
Double	\$1,412	\$706

Summer residents are typically housed in Campus View buildings only. The buildings below are used only if overflow is required:

**Tanner Place/BridgeView Court (Glover Street)**

Room Type	Full Semester	5 Week Term
Double	\$1,412	\$706

**Carriage House**

Room Type	Full Semester	5 Week Term
Double	\$1,412	\$706

**Cedar House**

Room Type	Full Semester	5 Week Term
Private <sup>2</sup>	\$1,542	\$771
Double	\$1,281	\$641

**University Townhouse**

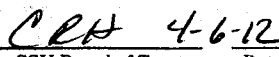
Room Type	Full Semester	5 Week Term
Private <sup>2</sup>	\$1,420	\$710
Double	\$1,170	\$585

<sup>1</sup> 3.5% increase for all buildings, except BridgeView Court (14%) and Carriage House (3.9%).

<sup>2</sup> Private rooms are only available if space permits in Cedar House and University Townhouse.

**Meal Plan Options**

**No food service is provided during Summer Term.**

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**Percentage Housing Increases of Ohio Public Universities<sup>1</sup>  
Academic Year 2012 – 2013**

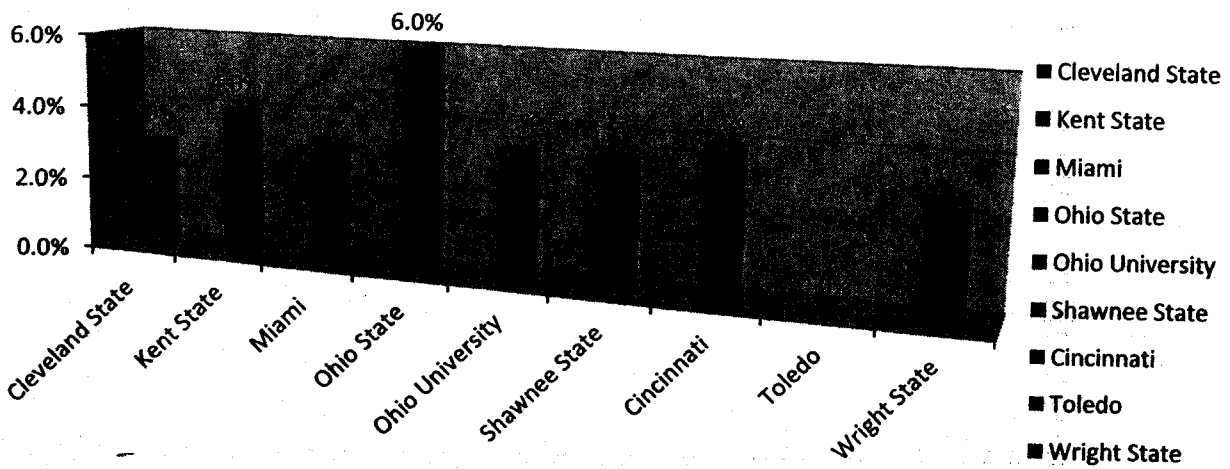
<b>Institution</b>	<b>Percent Increase</b>	<b>2012-13 Average Housing Rate</b>
Cleveland State University	3%	\$7,888
Kent State University	4%	\$6,618
Miami University	3%	\$6,706
Ohio State University	6% <sup>2</sup>	\$7,218
Ohio University	3.5% <sup>2</sup>	\$6,291
Shawnee State University	3.5% <sup>2</sup>	\$5,541
University of Cincinnati	4%	\$6,913
University of Toledo	0%	\$8,043
Wright State University	3%	\$5,610

<sup>1</sup> Akron, Bowling Green, and Central State indicated they have not yet started the process and therefore provided no data.

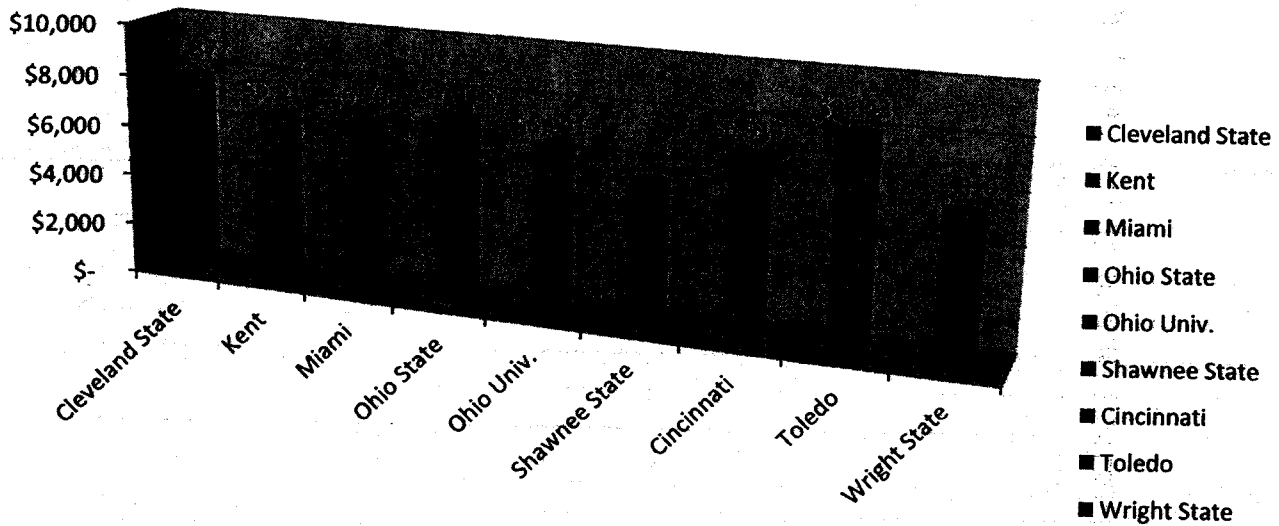
<sup>2</sup> Proposed

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## Percent Increase Housing Rates



## Average 2012-13 Housing Rates



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**PERSONNEL INFORMATION ITEMS**  
**MARCH 2012 BOT MEETING**  
**Changes processed January 1 to February 15, 2012**  
(Developed from information received in the HR Department through February 15, 2012)

***DIVISION OF ACADEMIC AFFAIRS***

***Appointment – Administrative***

*Caroline "Grace" Hatfield*, Admission Officer, effective May 28, 2012, at a fiscal year salary of \$31,000. Ms. Hatfield possesses a Bachelor of Arts in Psychology from Shawnee State University and has served as a temporary Admission Officer since July 2011.

***Resignation – Administrative***

*Henrietta "Hetty" Phillips*, Lead Teacher at the Dr. Miller and Genevieve Toombs Children's Learning Center, resignation effective June 30, 2012.

***Retirement – Administrative***

*Connie Salyers Stoner*, Director of the Clark Memorial Library, retirement effective May 1, 2012.

***Retirement – Faculty***

*Dr. Janna B. Gallaher*, Professor of Computer Engineering Technology in the Department of Engineering Technologies, retirement effective June 1, 2012.

*Dr. Dan M. Moore*, Professor of Business in the Department of Business Administration, retirement effective May 1, 2012.

*William "Bill" Penn*, Associate Professor of Computer Aided Design and Drafting (CADD) in the Department of Engineering Technologies, retirement effective June 1, 2012.

***DIVISION OF FINANCE & ADMINISTRATION***

***Change of Status – Administrative***

*Nicholas H. Broughton*, change of status from Sergeant of Security Services to Police Officer in the Department of Public Safety, effective January 23, 2012.

*Corey J. Fischer*, change of status from Lead Security Officer to Police Officer in the Department of Public Safety, effective January 23, 2012.

*Tiffany D. Keller*, change of status from Sergeant of Security Services to Police Officer in the Department of Public Safety, effective January 23, 2012.

***PRESIDENT'S OFFICE / CENTRAL ADMINISTRATION***

*Nothing to report*

***DIVISION OF STUDENT AFFAIRS***

***Retirement – Administrative***

*Dr. Barbara L. Bradbury*, Dean of Students, retirement effective June 1, 2012.

*Eustace "Matt" Mathews*, Coordinator of Multicultural Student Affairs, retirement effective June 1, 2012.

*Per University Personnel Actions Policy 5.16:*

*4.1 The Board of Trustees will be informed of all appointments, separations, removals and changes in status for full-time employees including faculty*

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<i>CRH</i>	<i>4-6-12</i>
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## CAROLINE GRACE HATFIELD

922 GAY STREET, PORTSMOUTH, OH 45662

### POSITION OFFERED

Admission Officer

Effective Date: May 28, 2012

### EDUCATION

Bachelor of Arts, Psychology 2010  
*Shawnee State University*

### RELATED WORK EXPERIENCE

Admission Officer – Temporary Contract 2011 - Present  
*Shawnee State University*

Temporary Office Assistance, Financial Aid 2011  
*Shawnee State University*

University Center Attendant 2011  
*Shawnee State University*

Substitute Teacher 2011  
*Waverly City and Scioto Valley School Districts*

Temporary Office Assistance, Office of Communications 2010  
*Shawnee State University*

### NOTABLE AWARDS, ACCOMPLISHMENTS & SERVICE ACTIVITIES

- James and Mabel Blair Scholarship Recipient (2008 & 2009)
- Intern – Southern Ohio Medical Center (SOMC) Cancer Center (2010)
- Volunteer – Scioto Paint Valley Mental Health - Crisis Center (2008 - 2010)
- Volunteer – Pike County Dog Shelter/Pike Pet Pals (2011 – Present)
- Volunteer - 14<sup>th</sup> Street Community Center (2008)

*Note: This summary contains a partial record of the candidate's full qualifications. A complete resume/vita can be obtained in the Human Resources Office located in Administration Building, Room 021.*

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INVESTMENT PORTFOLIO PERFORMANCE

FISCAL YEAR 11:

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2010	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL YTD GAIN/(LOSS)
BNY MELLON	\$ 5,328,868.28	\$ 219,800.04	\$ (88,146.49)	\$ 273,190.96	\$ 104,225.41	\$ (24,286.16)	\$ 202,429.41	\$ 36,738.70	\$ 108,010.96	\$ 45,608.30	\$ 143,011.32	\$ (45,264.49)	\$ (75,356.05)	\$ 900,961.91
COMMONFUND	\$ 5,887,715.14	\$ 239,988.81	\$ (87,613.27)	\$ 292,732.99	\$ 143,135.79	\$ (12,048.85)	\$ 187,537.17	\$ 72,259.60	\$ 131,507.57	\$ (1,366.48)	\$ 169,945.40	\$ (26,385.58)	\$ (64,978.67)	\$ 1,038,934.48
<b>CURRENT MTD TOTAL GAIN/(LOSS)</b>		\$ 453,788.85	\$ (175,759.76)	\$ 565,923.95	\$ 247,961.20	\$ (96,335.01)	\$ 389,966.58	\$ 108,988.30	\$ 240,518.53	\$ 44,441.82	\$ 312,976.72	\$ (71,650.07)	\$ (140,334.72)	\$ 1,939,896.39

INVESTMENT FUND BALANCES:

BNY MELLON	\$ 5,548,668.32	\$ 5,460,521.83	\$ 5,733,712.79	\$ 5,837,938.20	\$ 5,413,652.04	\$ 6,018,081.45	\$ 6,052,820.15	\$ 6,161,831.11	\$ 6,207,439.41	\$ 6,250,450.73	\$ 6,305,186.24	\$ 6,305,186.24	\$ 6,229,830.19	
COMMONFUND	\$ 6,116,703.95	\$ 6,029,090.88	\$ 6,321,832.67	\$ 6,464,959.46	\$ 6,452,910.61	\$ 6,640,447.78	\$ 6,712,707.38	\$ 6,844,214.95	\$ 6,843,048.47	\$ 7,013,013.87	\$ 6,986,628.29	\$ 6,986,628.29	\$ 6,921,649.62	
<b>TOTAL</b>	\$ 11,665,372.27	\$ 11,489,612.71	\$ 12,055,545.46	\$ 12,302,897.66	\$ 12,266,562.65	\$ 12,658,529.23	\$ 12,765,527.53	\$ 13,006,046.06	\$ 13,050,487.88	\$ 13,263,464.60	\$ 13,291,814.53	\$ 13,291,814.53	\$ 13,151,479.81	

FISCAL YEAR 12:

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2011	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL YTD GAIN/(LOSS)
BNY MELLON	\$ 6,229,830.19	\$ (56,681.19)	\$ (246,258.09)	\$ (318,315.90)	\$ 335,735.25	\$ (50,280.78)	\$ 4,165.56	\$ 215,425.86	\$ 139,049.19					\$ 22,899.90
COMMONFUND	\$ 6,921,649.62	\$ (18,353.60)	\$ (258,313.79)	\$ (275,661.82)	\$ 345,059.48	\$ (54,158.11)	\$ 48,784.33	\$ 206,901.12	\$ 139,659.12					\$ 133,916.73
<b>CURRENT MTD TOTAL GAIN/(LOSS)</b>		\$ (75,034.79)	\$ (504,571.88)	\$ (598,977.72)	\$ 680,794.73	\$ (104,438.89)	\$ 52,949.89	\$ 422,326.98	\$ 166,709.35					\$ 156,756.63

INVESTMENT FUND BALANCES:

BNY MELLON	\$ 6,173,149.00	\$ 5,926,890.91	\$ 5,608,575.01	\$ 5,944,310.26	\$ 5,894,029.48	\$ 5,898,195.04	\$ 6,115,620.90	\$ 6,252,670.09						\$ 6,229,830.19
COMMONFUND	\$ 6,903,296.02	\$ 6,644,982.23	\$ 6,369,320.41	\$ 6,714,379.89	\$ 6,660,221.78	\$ 6,709,006.11	\$ 6,915,907.23	\$ 7,055,566.35						\$ 6,921,649.62
<b>TOTAL</b>	\$ 13,076,445.02	\$ 12,571,873.14	\$ 11,977,895.42	\$ 12,658,690.15	\$ 12,554,251.26	\$ 12,607,201.15	\$ 13,029,528.13	\$ 13,308,236.44						\$ 13,151,479.81

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 Secretary, SSU Board of Trustees Date

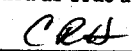
# Status of Projects through February 29, 2012

PROJECT TITLE	PROJECT TYPE	PHASE COMPLETE	PHASE % COMPLETE	TOTAL PROJECT % COMPLETE	SCHEDULE NEXT ACTION	REMARKS	PROJECTED CONSTRUCTION BUDGET	FUNDING SOURCE
1. Founders Plaza Project	B/C/D	III	0%	30%	Construction	The plaza area between the Administration Building and the Athletic Center will be totally renovated. Construction documents complete. Pending capital budget approval.	TBD	State Capital
2. Administration Building Renovation	B	I	20%	6%	Design	New office and classroom space being evaluated. New HVAC equipment will be installed in newly renovated areas. Programming underway to identify best utilization of space and construction budget.	TBD	State Capital
3. Fine Arts Boiler Replacement	B	IV	99%	99%	Occupancy/Accepted	Boilers, pumps, and piping installed. New boiler flue pipe installed. Fine Arts plant is online supplying heating water to the Library as well as the Fine Arts Building. These newly installed boilers will reduce energy consumption significantly in both buildings.	\$ 440,000.00	State Capital
4. 310 Chillicothe Street	B	I	20%	6%	Design	Programming started. First floor will be renovated for office and classroom space by January, 2013.	TBD	Local
5. Smokestack Building	B	V	99%	98%	Occupancy/Accepted	New offices and operational spaces completed for the Department of Public Safety; DPS occupied the space on 1/20/12. Minor punch list items remain.	\$ 200,000.00	Local

**PROJECT TYPES**  
 A = New Construction  
 B = Remodeling  
 C = Site work/Civil  
 D = Landscaping  
 E = Internally Funded Capital Projects  
 F = Consulting

**PROJECT PHASES**  
 I = Programming  
 II = Design  
 III = Bid Documents  
 IV = Construction  
 V = Occupancy/Accepted

Updated 2/15/12

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 4-6-12  
 Secretary, SSU Board of Trustees      Date



February 21, 2012

President Rita Rice Morris  
Shawnee State University  
940 Second St.  
Portsmouth, OH 45662-4344

Dear President Morris:

This letter is formal notification of the action taken concerning Shawnee State University by the Higher Learning Commission. At its meeting on February 20, 2011 the Institutional Actions Council (IAC) voted on the items below. This letter serves as the official record of this action, and the date of this letter constitutes the effective date of your new status with the Commission.

**Action.** The IAC voted to continue the accreditation of Shawnee State University through the AQIP process with the next reaffirmation in 2018-19.

If the current Commission action includes changes to your institution's *Statement of Affiliation Status (SAS)* or *Organizational Profile (OP)*, the changes will appear in these documents on the Commission's Web site by March 5. The *SAS* is a summary of your institution's ongoing relationship with the Commission. The *OP* is generated from data you provided in your most recent Institutional Update. No other institutional information was changed.

If you have questions about these documents after viewing them, please contact Stephen D. Spanghel, your staff liaison. Information about notifying the public of this action is found in Chapter 8.3-3 and 8.3-4 of the *Handbook of Accreditation, Third Edition*.

Please be aware of Commission policy on planned or proposed institutional changes that require Commission action before their initiation. You will find the Commission's change policy at [ncahlc.org/information-for-institutions/institutional-change.html](http://ncahlc.org/information-for-institutions/institutional-change.html). If you have questions about how planned institutional changes might affect your relationship with the Commission, please write or call Stephen D. Spanghel.

On behalf of the Board of Trustees, I thank you and your associates for your cooperation.

Sincerely,

Sylvia Manning  
President

cc: Chair of the Board

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<i>CRH</i>	<i>4-6-12</i>
Secretary, SSU Board of Trustees	Date

# AGB

ASSOCIATION OF  
GOVERNING BOARDS  
OF UNIVERSITIES AND COLLEGES

## TERRENCE MACTAGGART

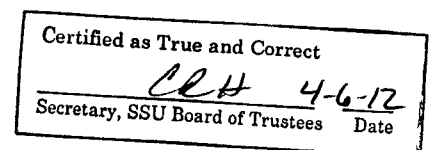
Terry MacTaggart is an experienced leader and scholar in higher education. His consulting and research work focuses on higher education leadership and policy, strategic planning, institutional advancement, trustee development and leadership evaluation. He has served as a faculty member and administrator at several public and independent colleges and universities where he has led or participated in substantial institutional transformations. He has held the Chancellor's position at the Minnesota State University System and on two occasions at the University of Maine System.

He has served as a consultant and facilitator of board retreats for numerous colleges, universities and systems including the University of Connecticut, Rutgers, the University of North Carolina at Chapel Hill, University of Nebraska System, the University System of Maryland, Metropolitan State College of Denver, East Carolina University, the Oregon University System, the University of Alaska System, the University of Northern British Columbia, the University of Victoria in British Columbia, the University of Houston System, Texas Southern University, the Texas Tech University System, the Massachusetts Maritime Academy, the Maine Maritime Academy, Johnson & Wales University, New England College, Endicott College, Mitchell College, College of the Marshall Islands, Fielding Graduate University and others.

He has served as Chair of the Commission on Institutions of Higher Education (CIHE) of the New England Association of Schools and Colleges (NEASC). He has led multiple visiting teams for several regional accrediting associations. He has served as a Fulbright Scholar to Thailand and to Vietnam as an expert on accreditation and quality assurance.

His research and publications focus on governance, improving relations between institutions and the public, and restoring institutional vitality. His most recent book, *Leading Change: How Boards and Presidents Build Exceptional Institutions*, fills a significant void in leadership literature and focuses on the changing level of board engagement. This book examines 18 institutions, across the spectrum of higher education, at which the board played a significant collaborative role with the president, the leadership team and the faculty to lead change. Another best-selling book, published by ACE/Praeger in 2007, is titled *Academic Turnarounds: Restoring Growth and Vitality to Challenged American Colleges and Universities*. With James Mingle, he authored *Pursuing the Public's Agenda: Trustees in Partnership With State Leaders*. In 1996, he served as the editor and lead author of *Restructuring Public Higher Education—What Works and What Doesn't in Reorganizing Public Systems*. Two years later he produced *Seeking Excellence Through Independence*, which focuses on rebalancing campus autonomy and accountability in order to achieve better results. In 2000, he wrote, along with Robert Berdahl, a study of the partial privatization of public institutions entitled *Charter Colleges: Balancing Freedom and Accountability*. He is currently preparing a book on high functioning boards of trustees.

[www.agb.org](http://www.agb.org)



His academic credentials include a doctorate and master's degree in English Literature from Saint Louis University, a Master of Business Administration degree from St. Cloud University, an honorary doctor of law degree from the American College of Greece and membership in Phi Beta Kappa.

[www.agb.org](http://www.agb.org)

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<i>CRH</i>	<i>4-6-12</i>
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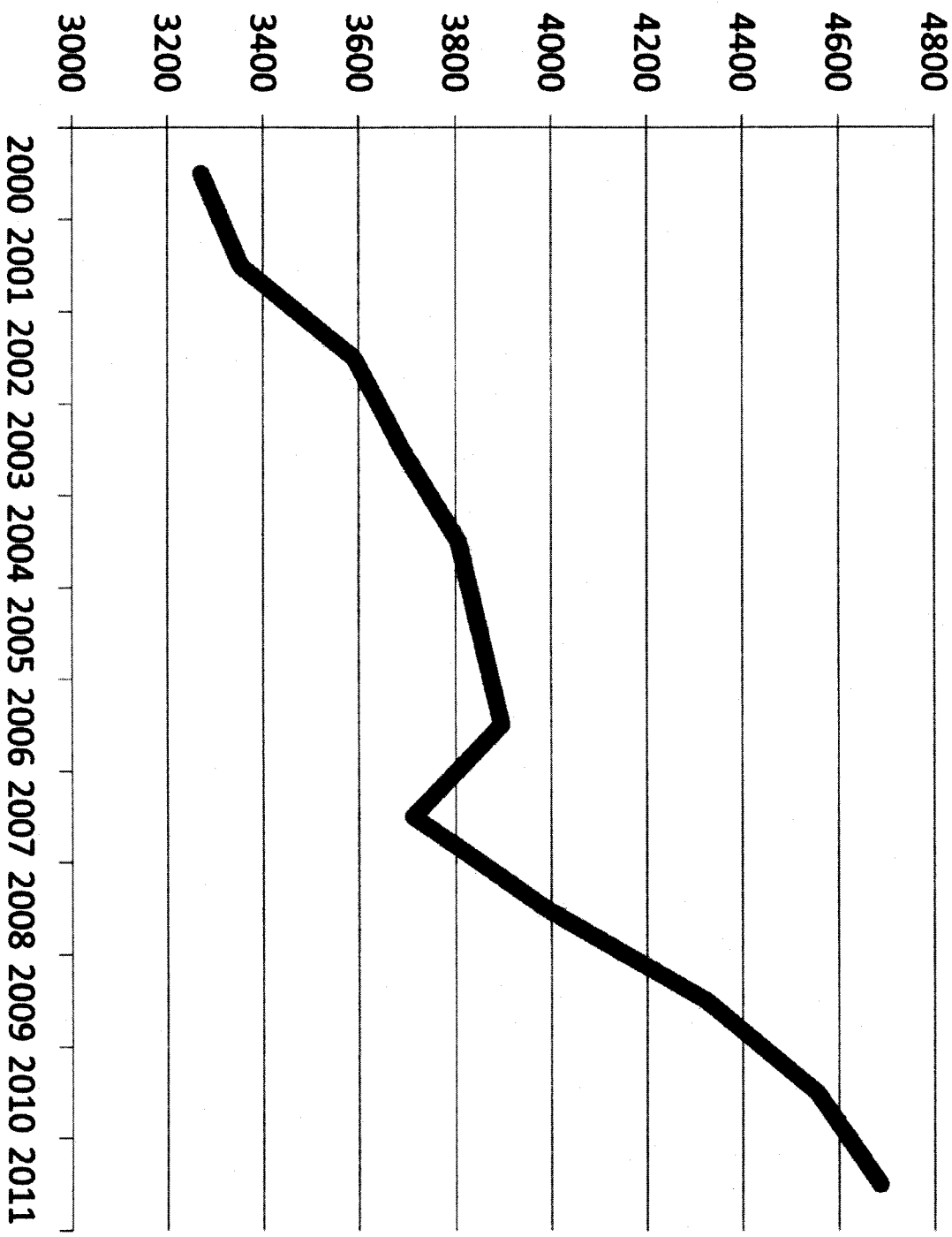


Past

Present

Future

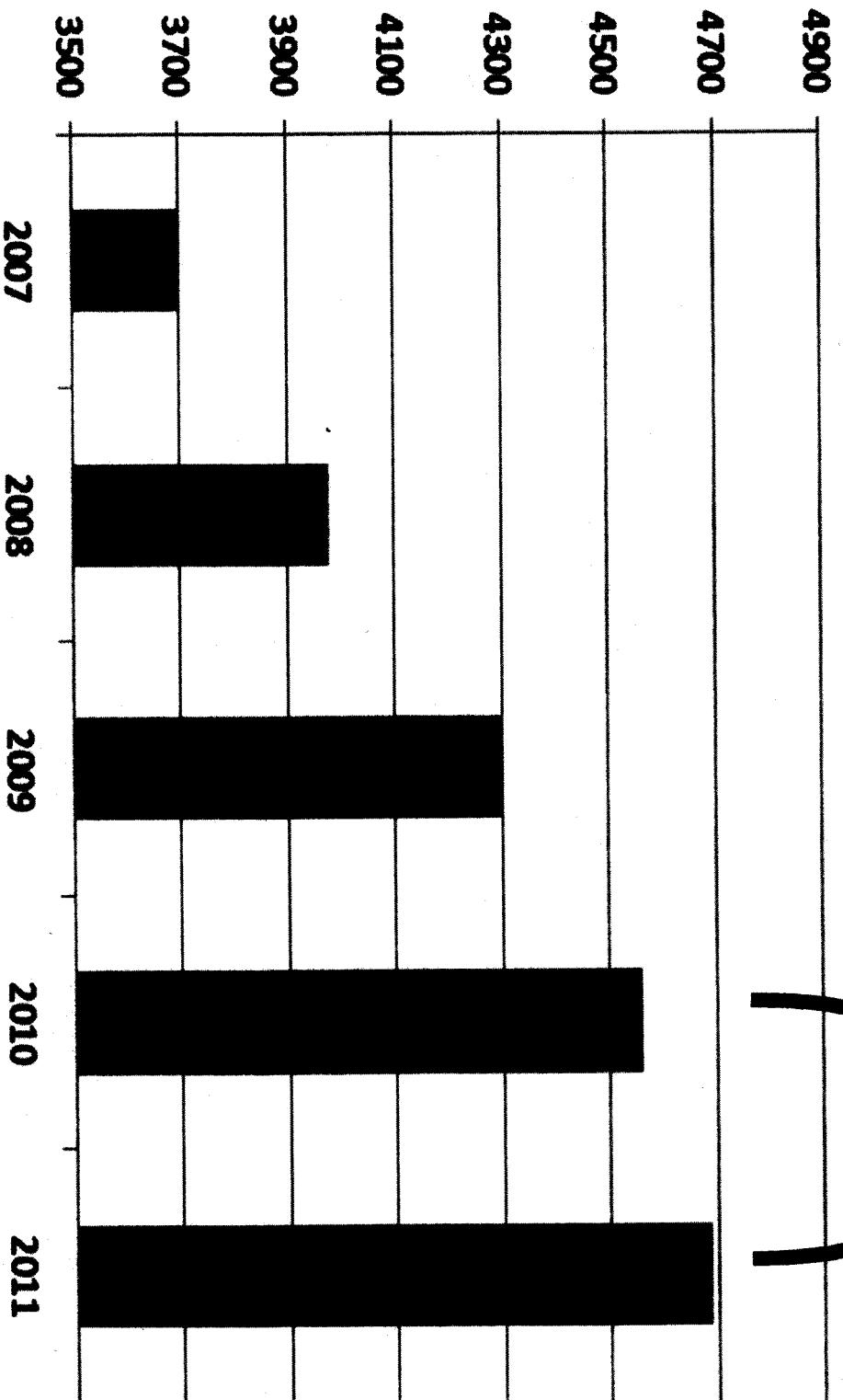
# Shawnee State Enrollment Growth 2000 to 2011



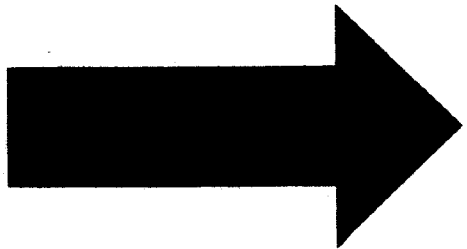
Certified as True and Correct  
*CRW* 4-6-12  
 Secretary, CSU Board of Trustees      Date



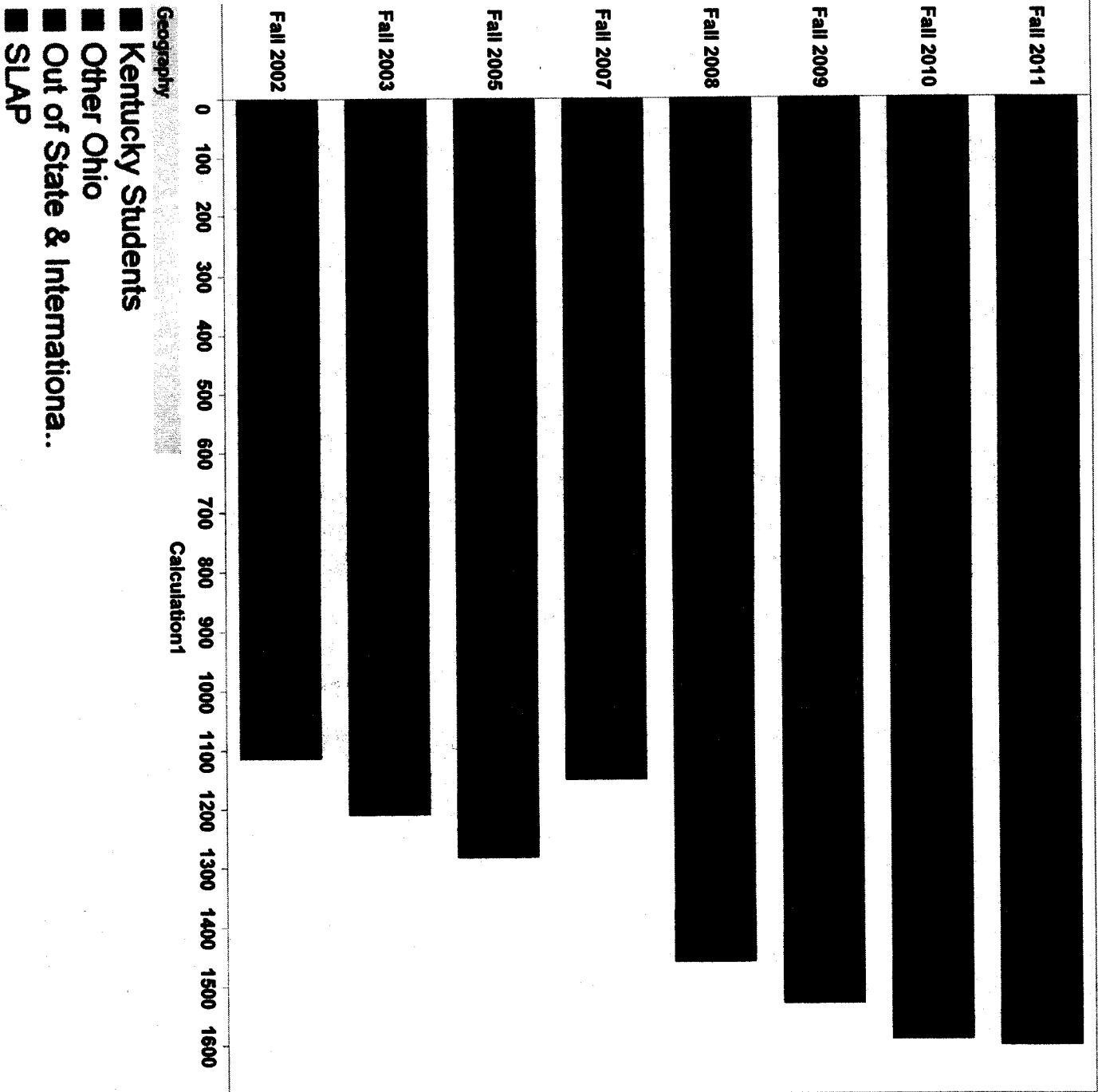
Growth 3%



27%

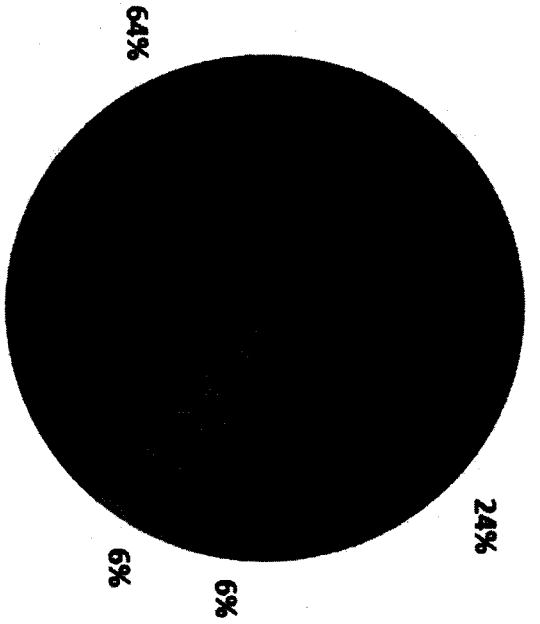


Verified as True and Correct  
*Chas* 4-6-12  
Secretary, CSU Board of Trustees Date



# All New Students

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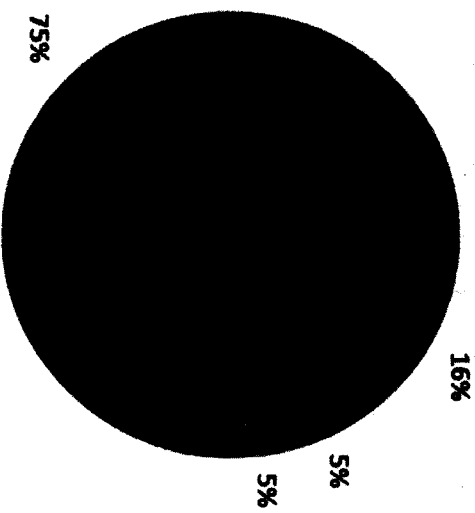


# 2011

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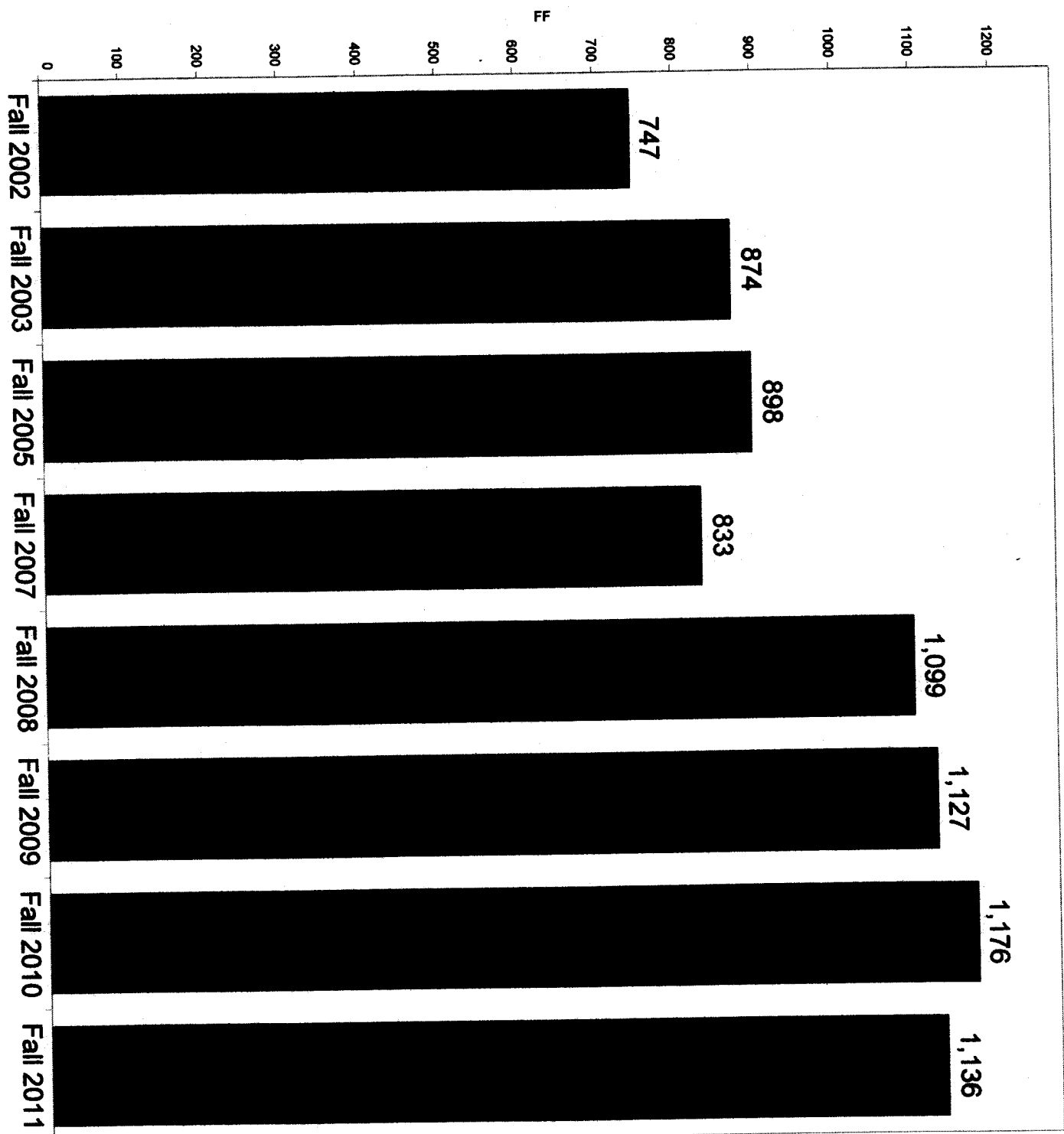
■ First-Time Freshmen (% of Total) ■ Transfer (% of Total)  
 ■ NonDegree (% of Total) ■ Other

# 2002



■ First-Time Freshmen (% of Total) ■ Transfer (% of Total)  
 ■ NonDegree (% of Total) ■ Other

Year

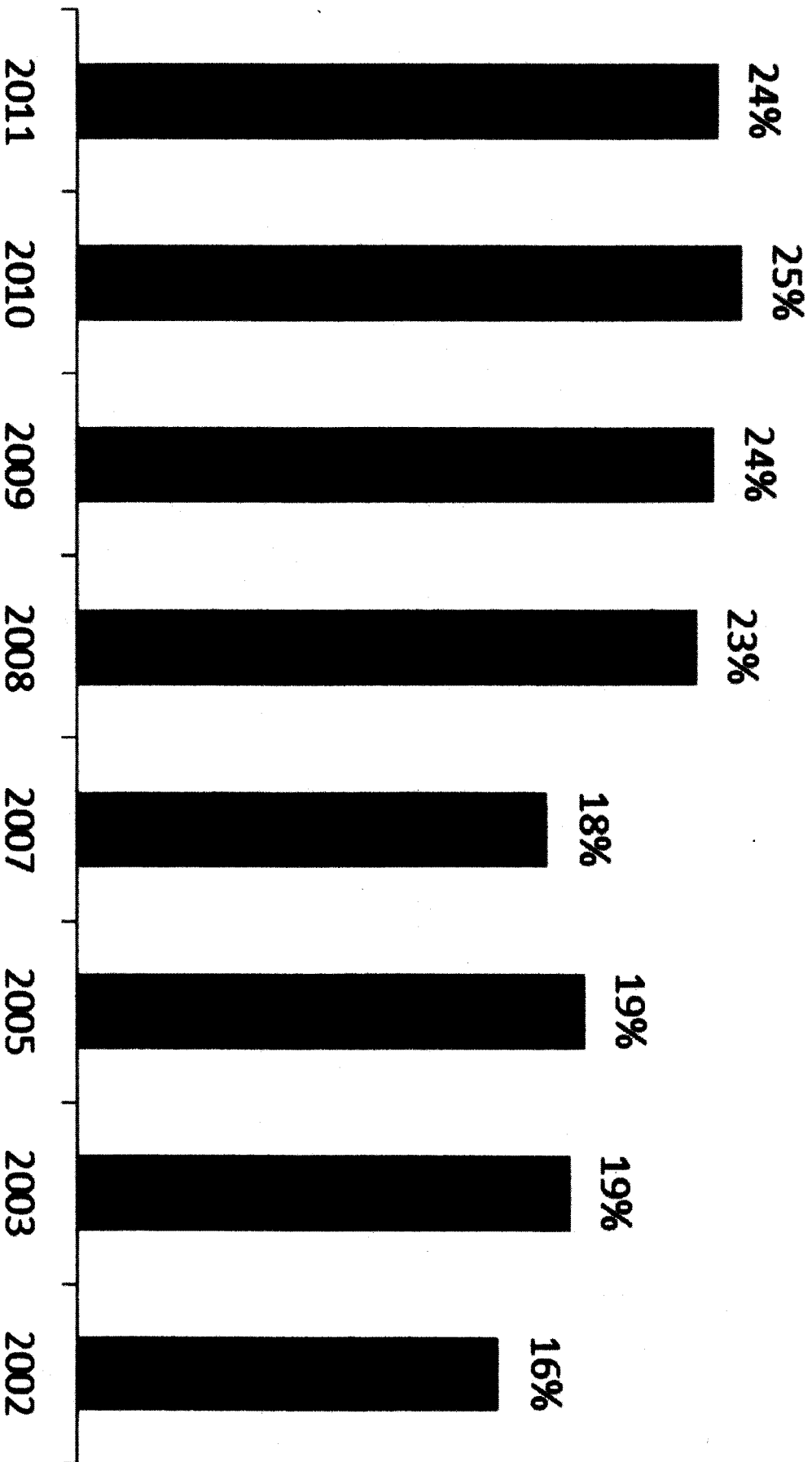


# First Time Freshmen

Sum of FF for each Year. The marks are labeled by sum of FF.

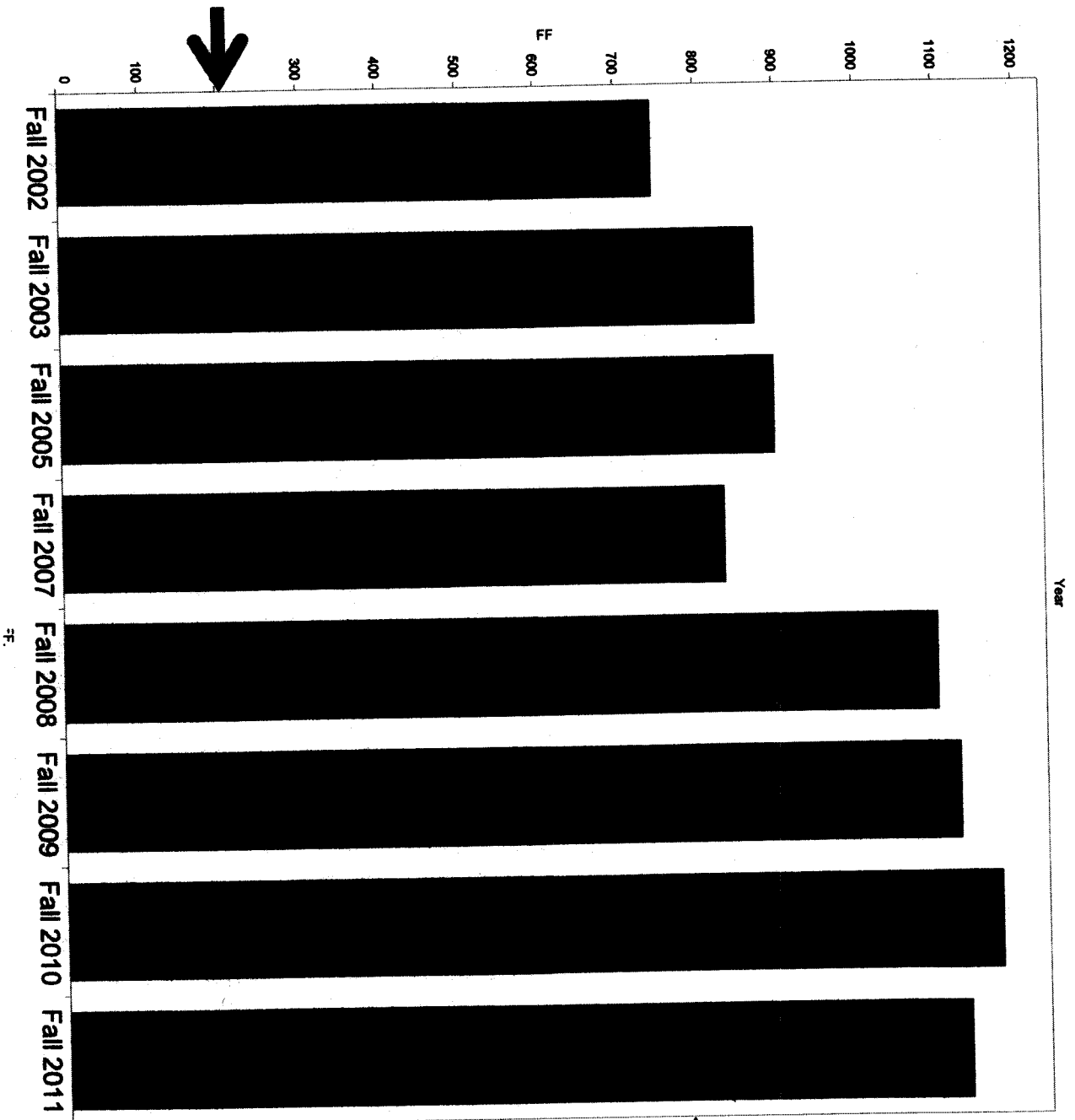
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# First-Time Freshmen Percent of Total Population



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First-Time  
Freshmen

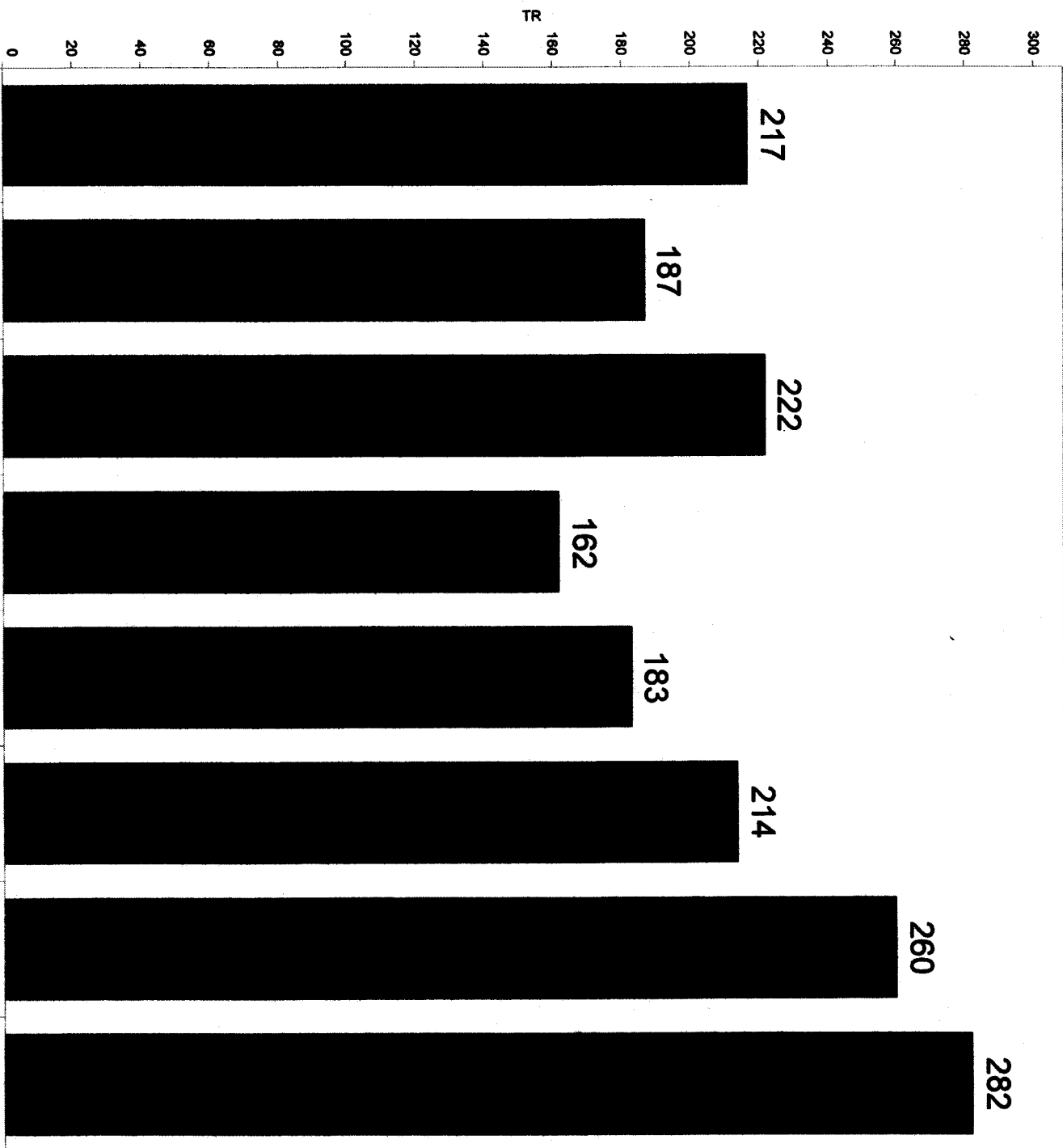


SLAP 2002  
=  
Other Ohio  
2011

- Geography
- Kentucky Students
  - Other Ohio
  - Out of State & Internationa.
  - SLAP

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Year

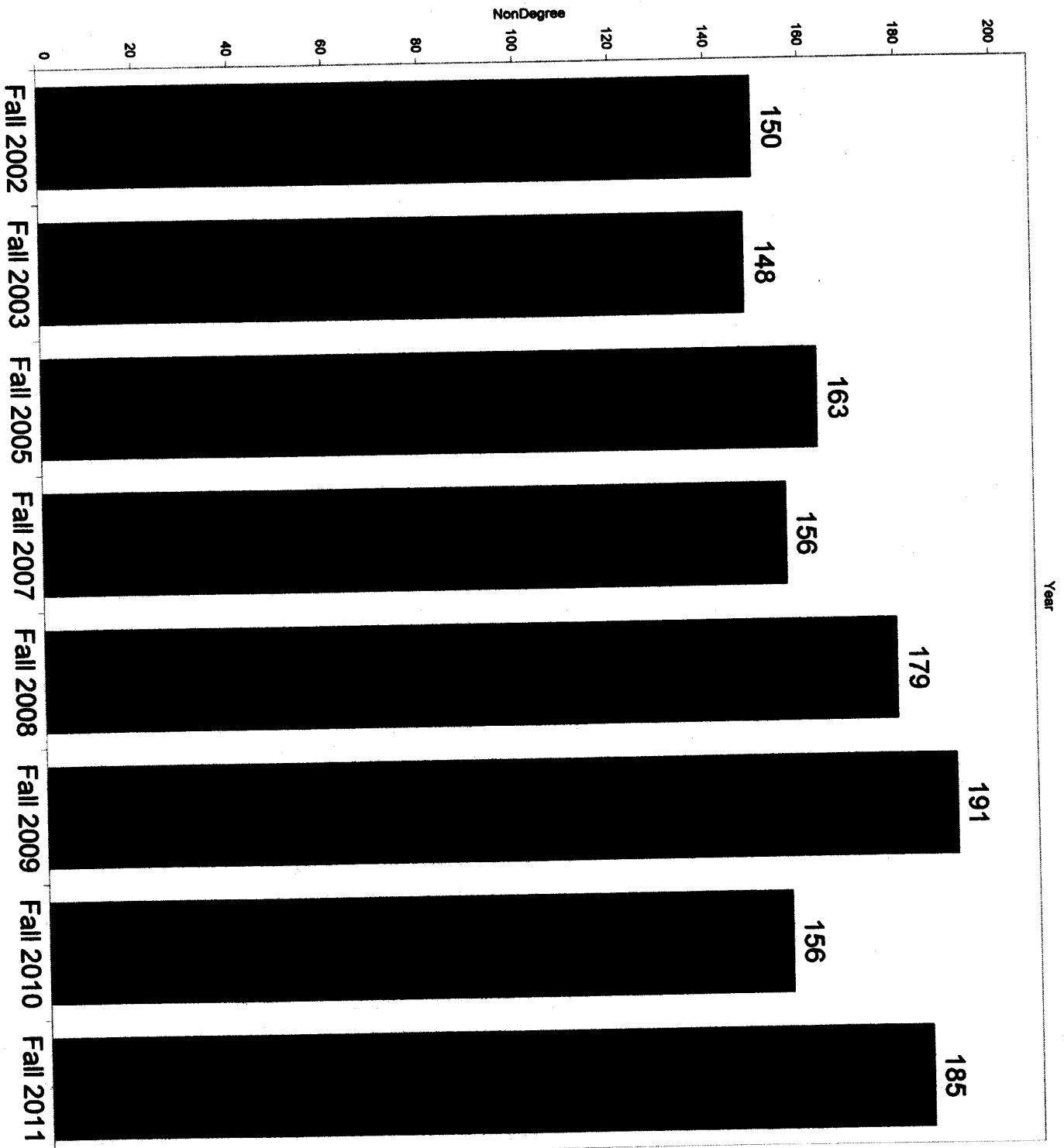


Sum of TR for each Year. The marks are labeled by sum of TR.

# Transfers

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# PSEO & Non- Degree



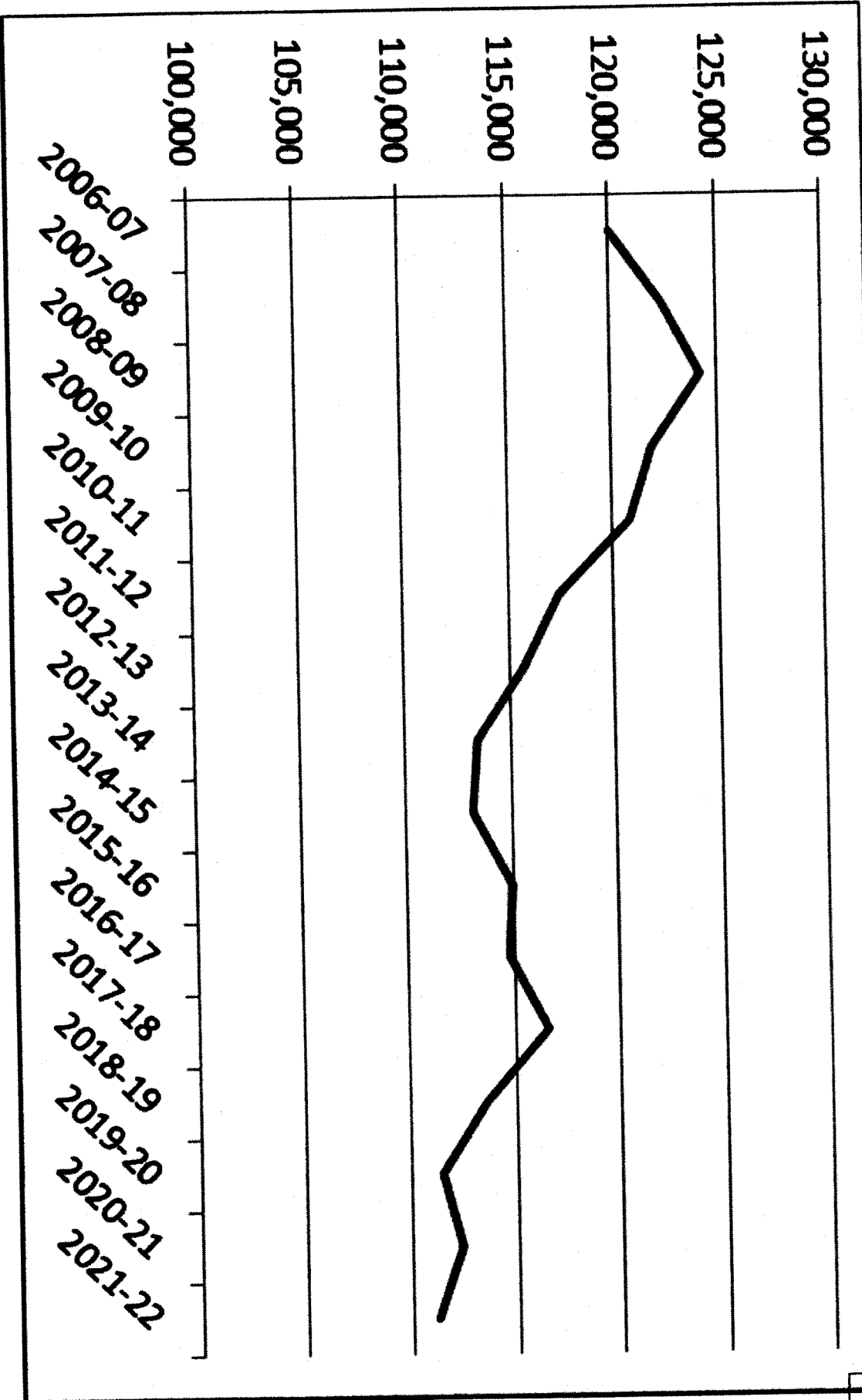
Sum of NonDegree for each Year. The marks are labeled by sum of NonDegree.

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# Ohio High School Graduates

(source WICHE)



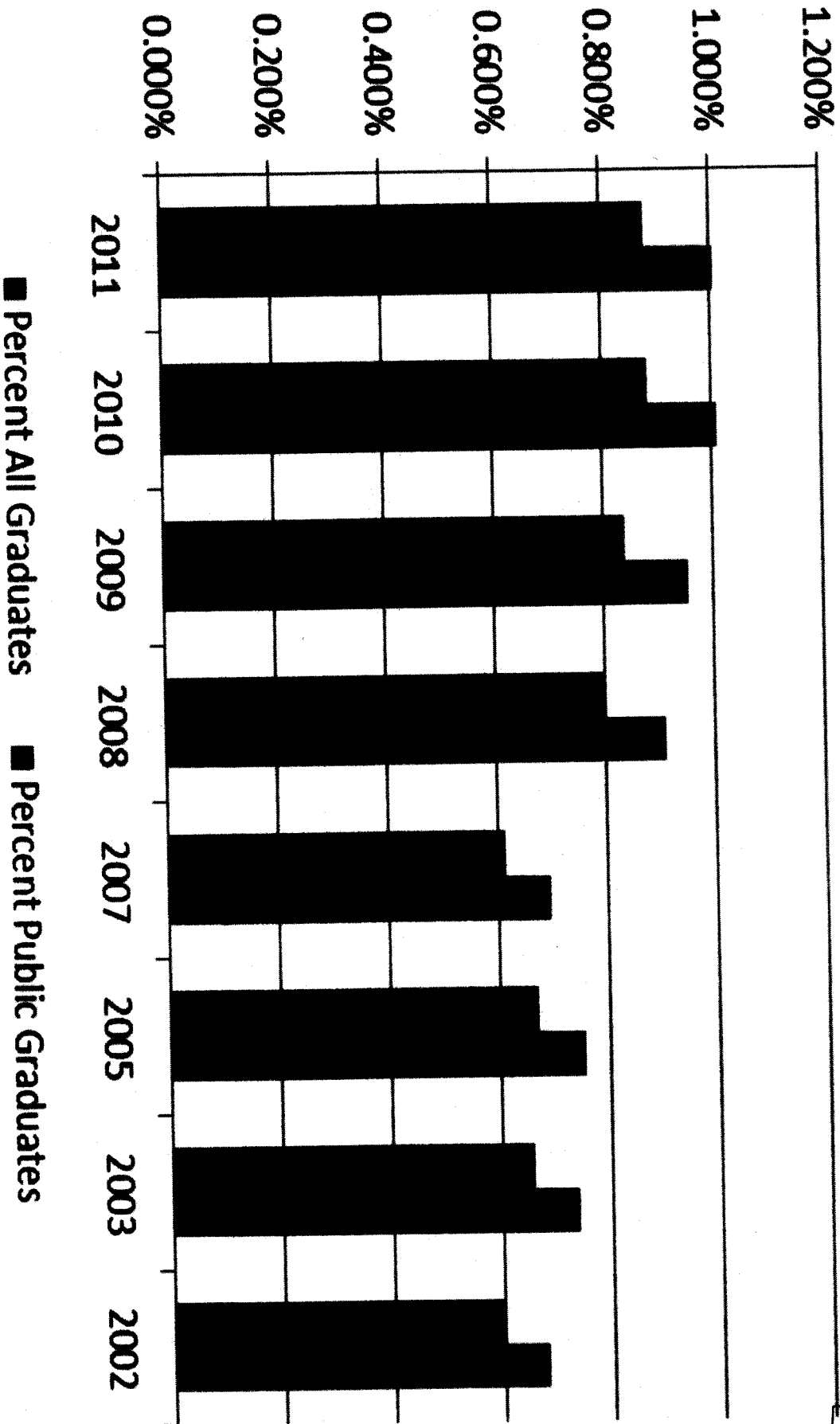
Certified as True and Correct

*[Signature]* 4-6-12  
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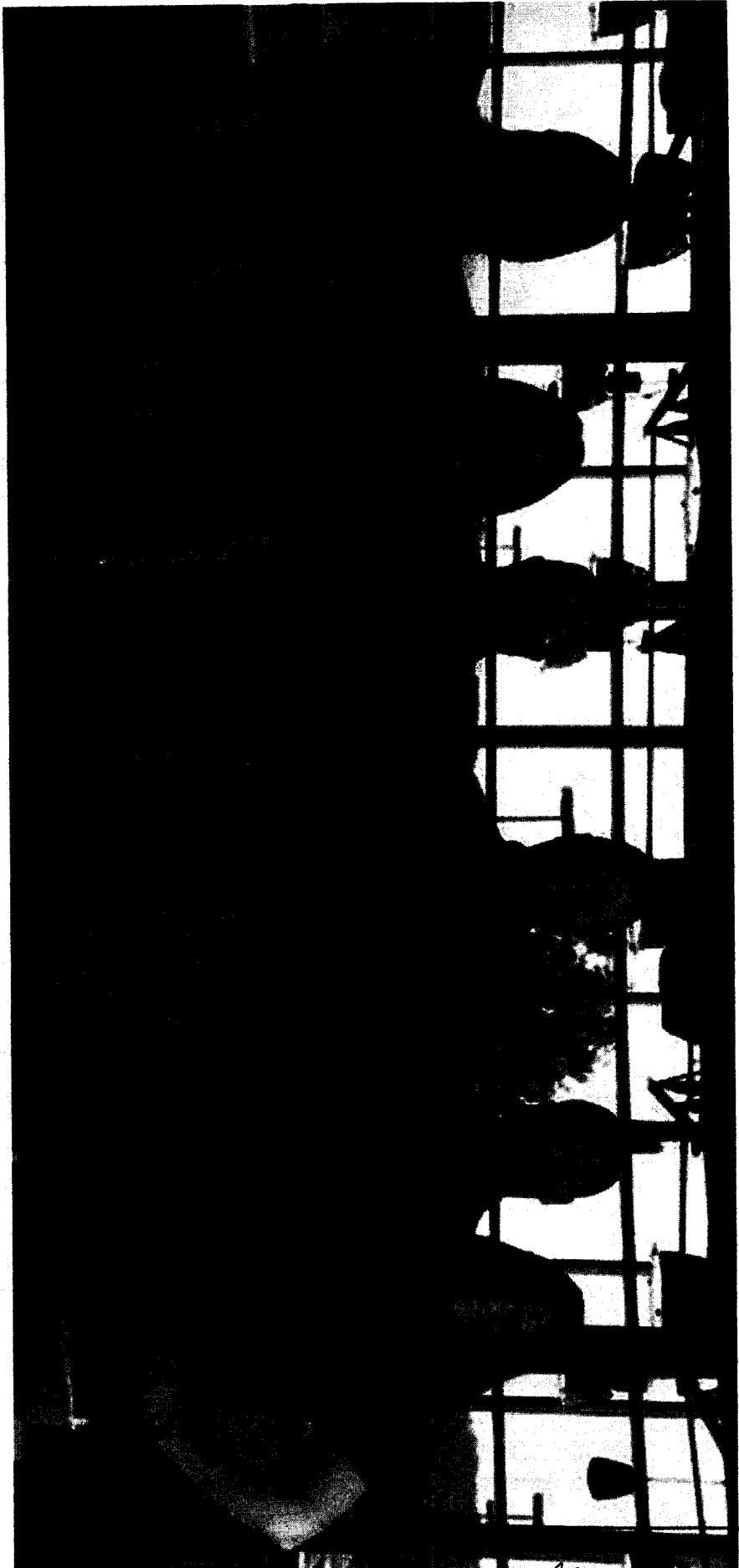


# Market Share

## SSU First-Time Freshmen /Total Graduates Ohio



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*CLH* 4-6-12  
 Secretary, SSU Board of Trustees      Date



# The Admissions Team

*CHH 4-6-12*  
Secretary, SSU Board of Trustees      Date

## How do we respond to the projected decline in OH high school graduates?

- Should we count on a continued increase in our “market share”?
- Should we work to increase our yield of accepted students to enrolled students?
- Should we work to increase our number of transfer students?
- What new markets should we explore?

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# Traditional Recruitment Activities in order to build the Applicant Pool

- Staff Travel
  - High School Visits – relationships with school counselors
  - Participation in “College Fairs”
- Targeted purchase of names of college bound students
- Advertising
- Defined Academic Scholarship Program
- Communication Plan with prospective students
- Campus Visit Program
  - Individual
  - Group

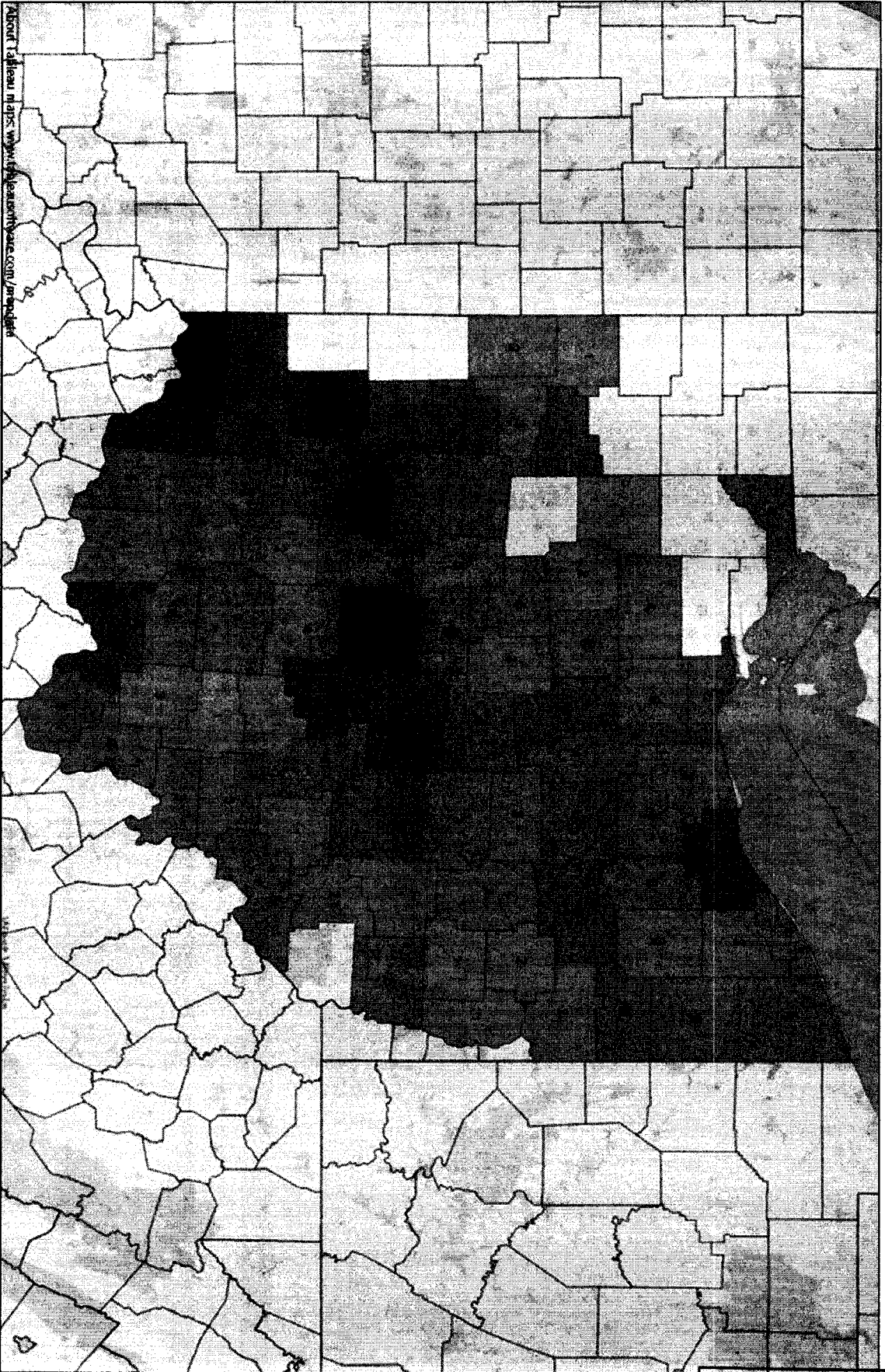
Certified as True and Correct

Secretary, SSU Board of Trustees

*PPH* 4-6-12

Date

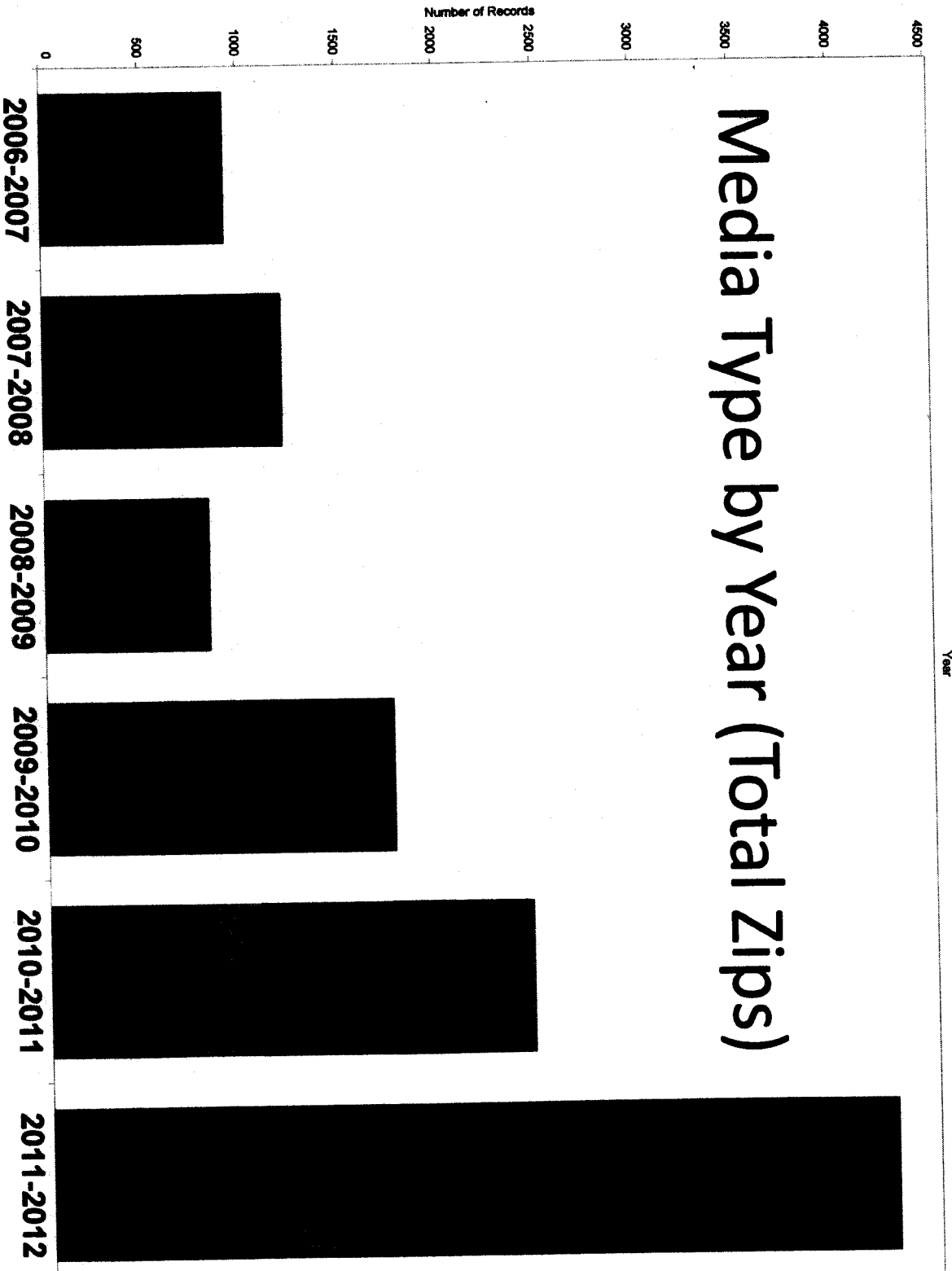
# Staff Visits to Ohio High Schools Fall 2011



Abstract: Aileen H. D'Amico, www.ohio.gov, www.ohio.gov

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# Media Type by Year (Total Zips)



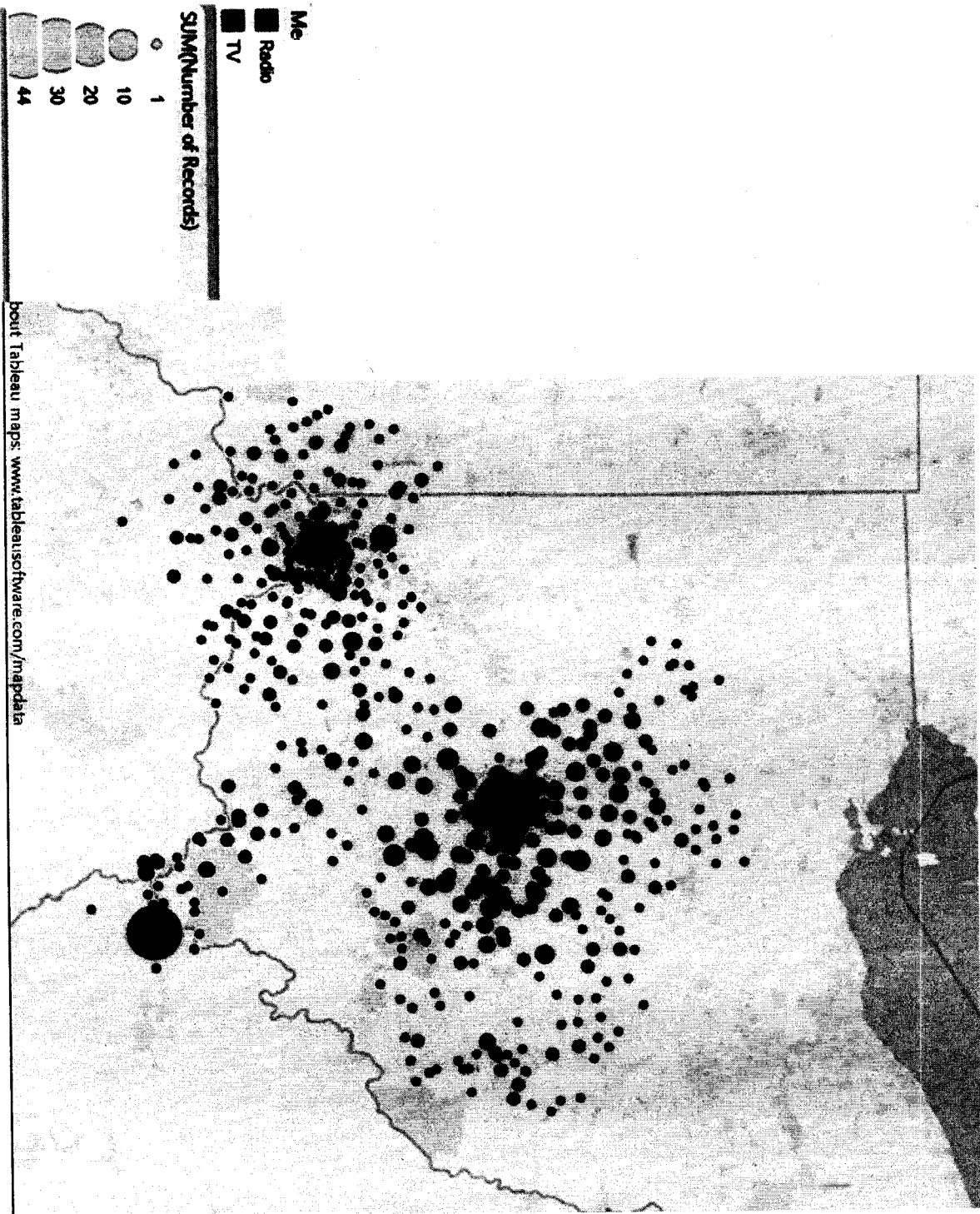
Sum of Number of Records for each Year. Color shows details about Media Type 1. The marks are labeled by sum of Number of Records.

- Media Type 1
- Ballcoats
  - Magazine
  - Newspaper
  - Online
  - Radio
  - Sports Program
  - TV

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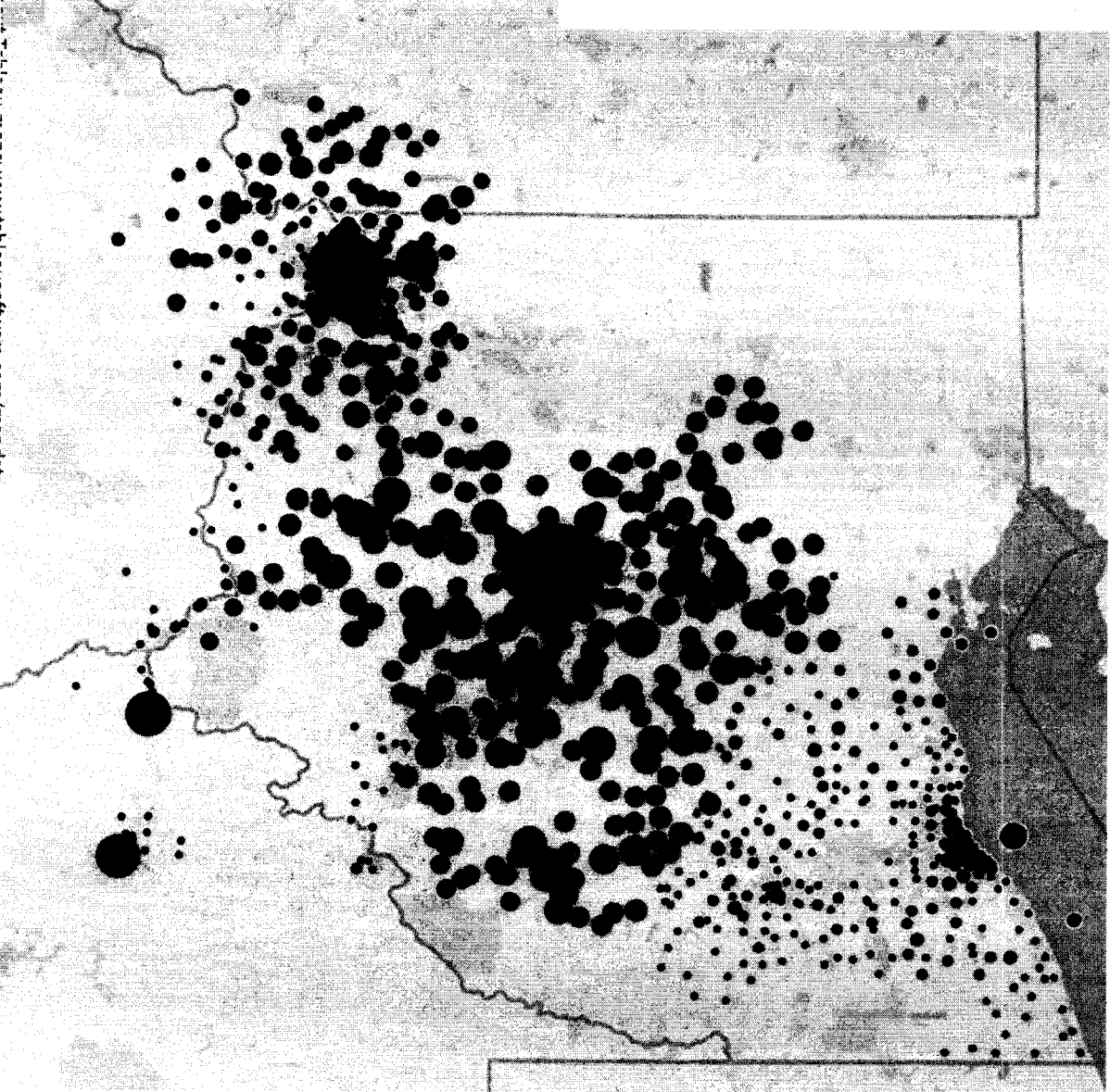
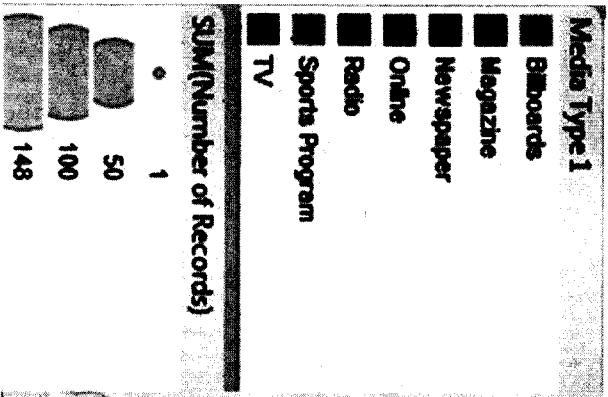


# 2006-2007 All Media



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# 2011 -2012 All Media

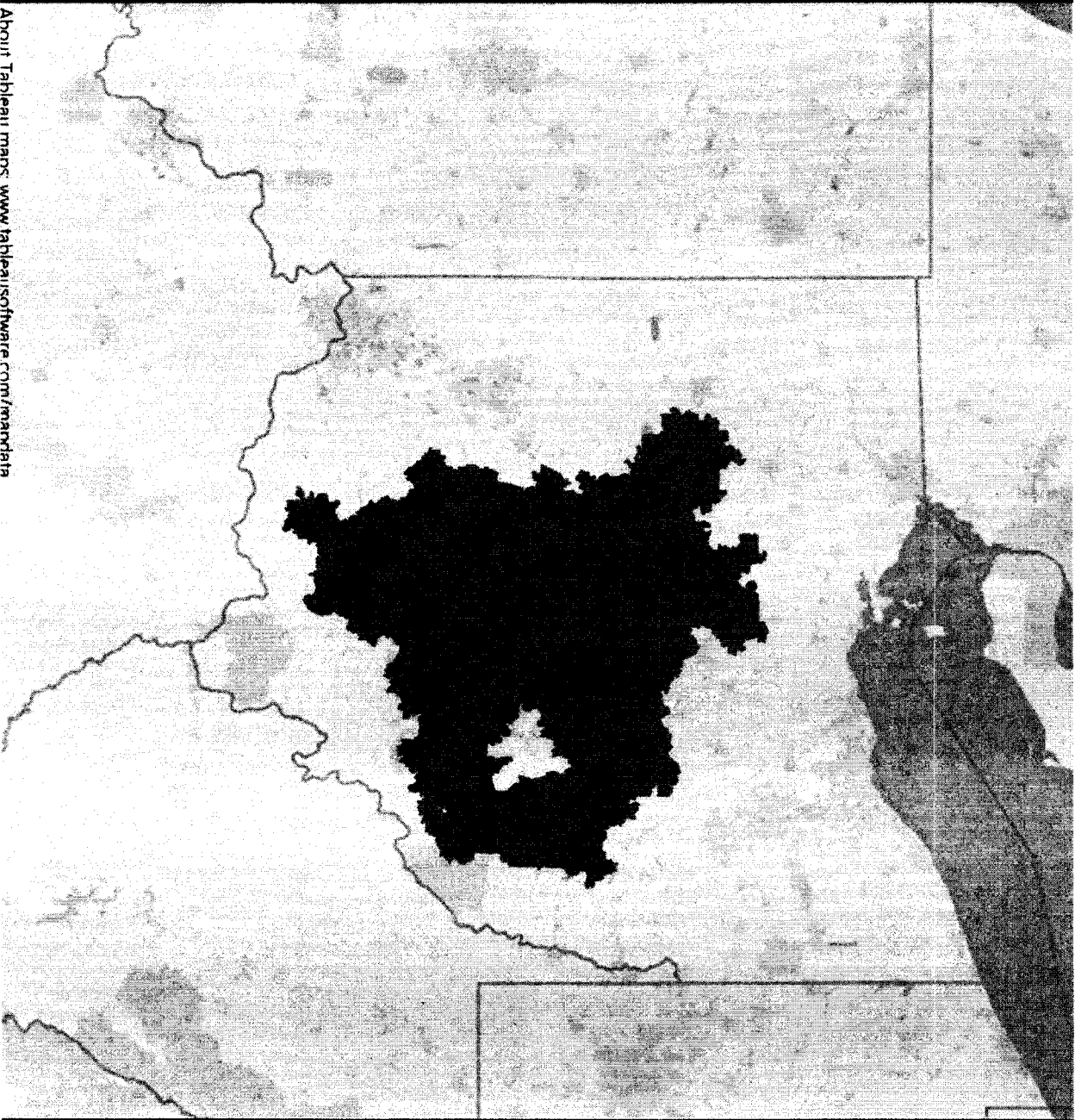


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# Billboards

Billboards



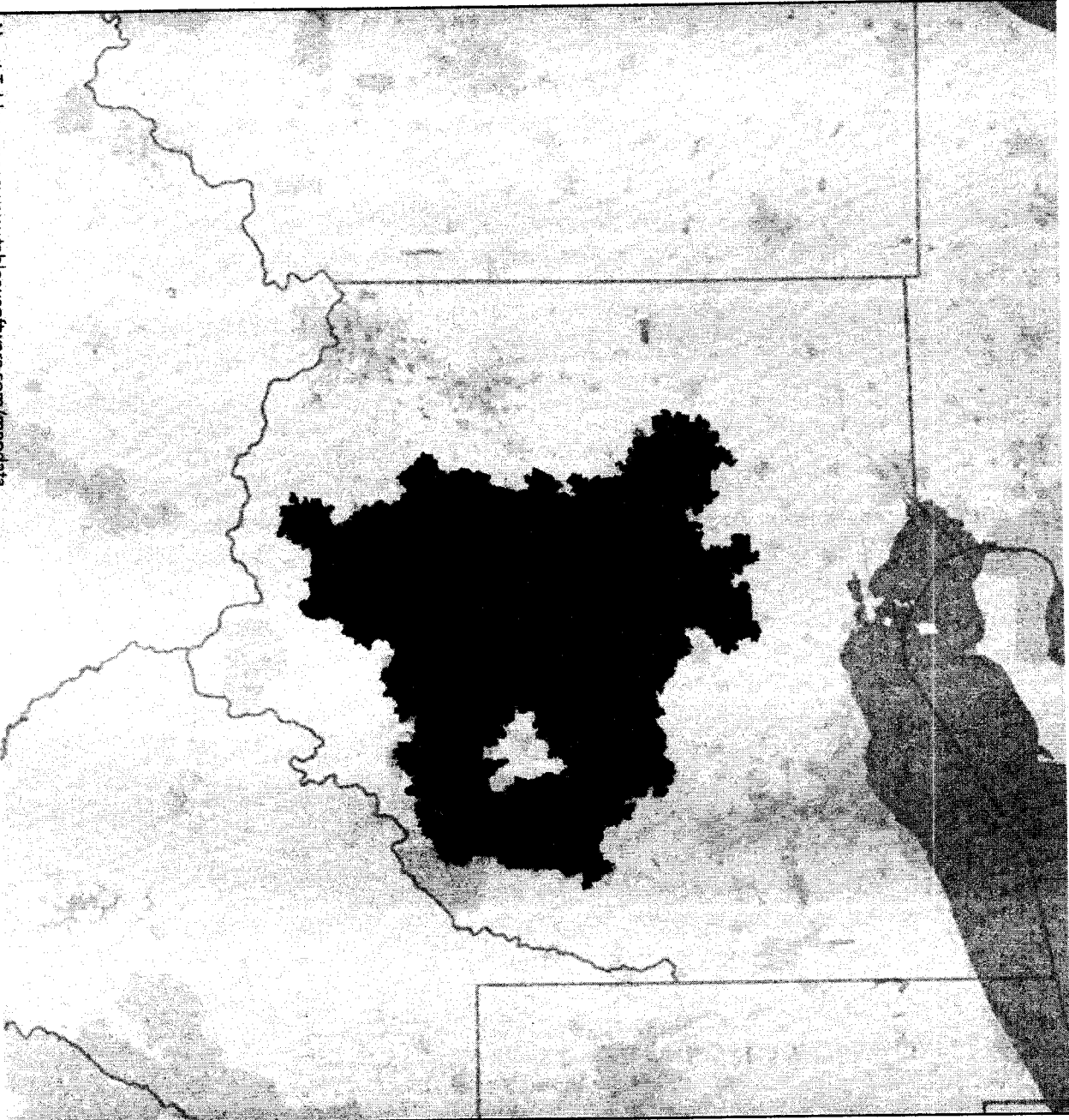
About Tableau maps: [www.tableausoftware.com/mapdata](http://www.tableausoftware.com/mapdata)

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# Magazines

Magazine



About Tableau maps: [www.tableausoftware.com/mandata](http://www.tableausoftware.com/mandata)

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# Newspapers

Newspaper



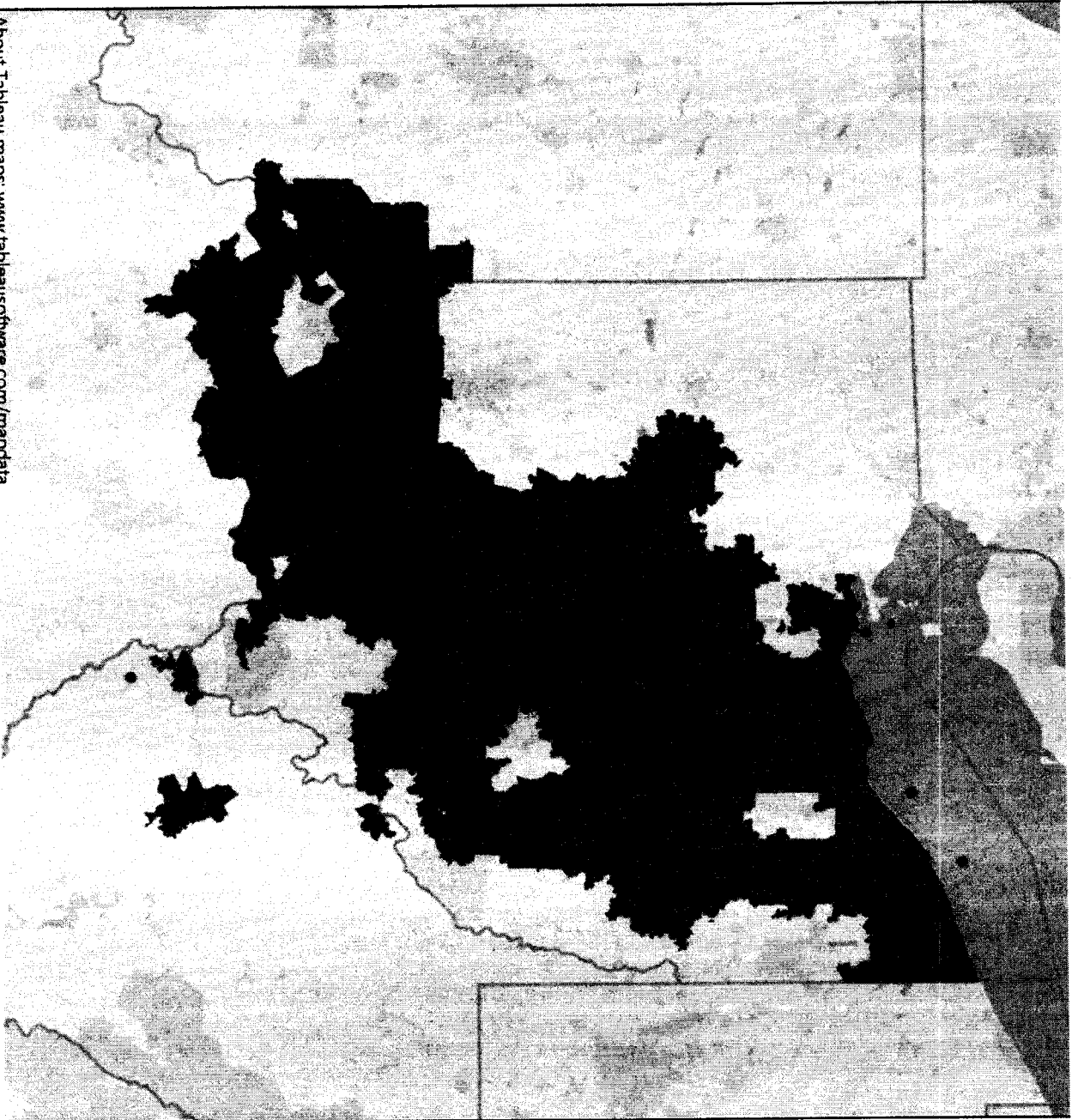
About Tableau maps: [www.tableausoftware.com/mapdata](http://www.tableausoftware.com/mapdata)

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# Online

Online

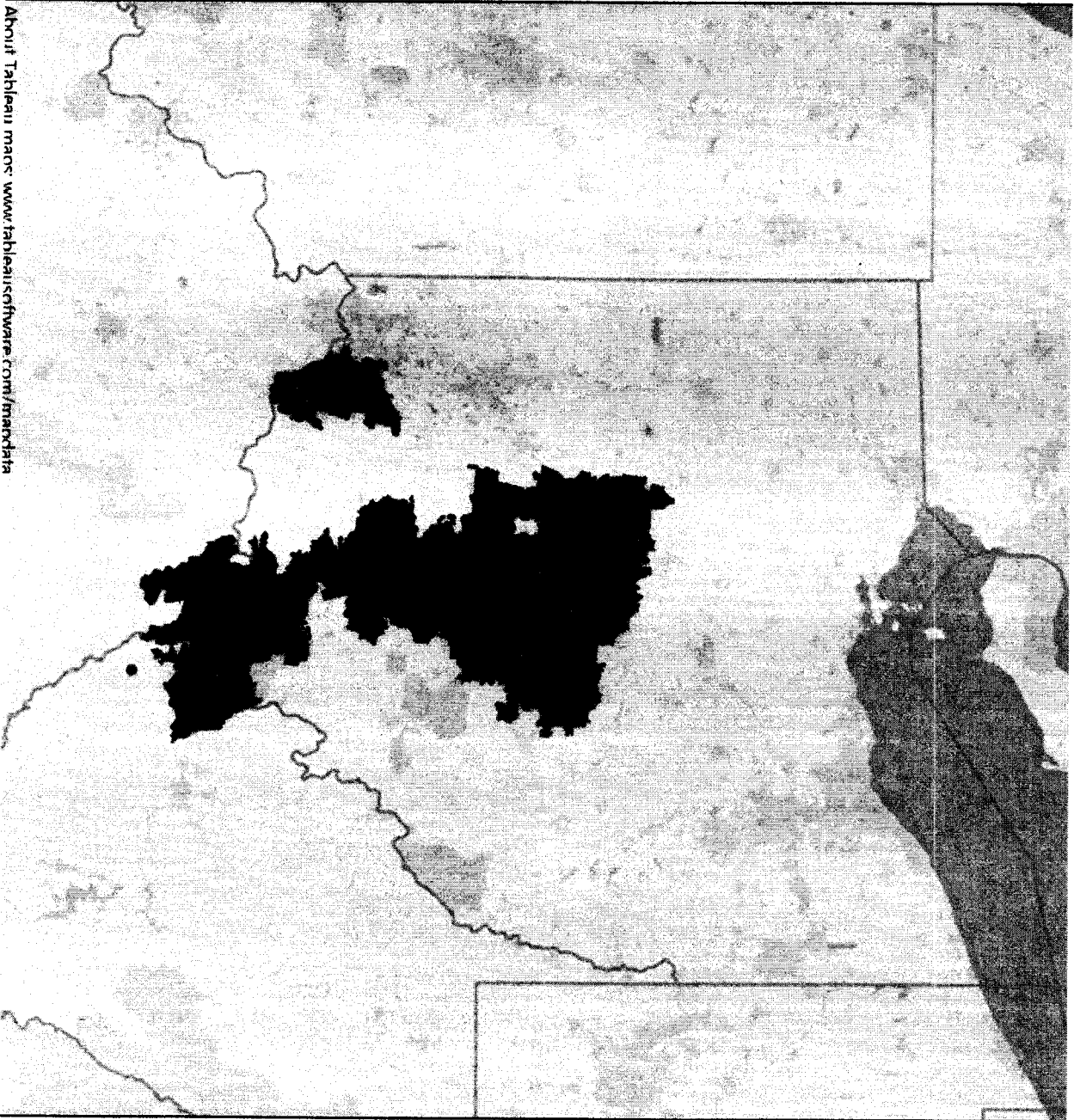


Albion Tableau maps: [www.tableausoftware.com/mandata](http://www.tableausoftware.com/mandata)

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# Radio

Radio

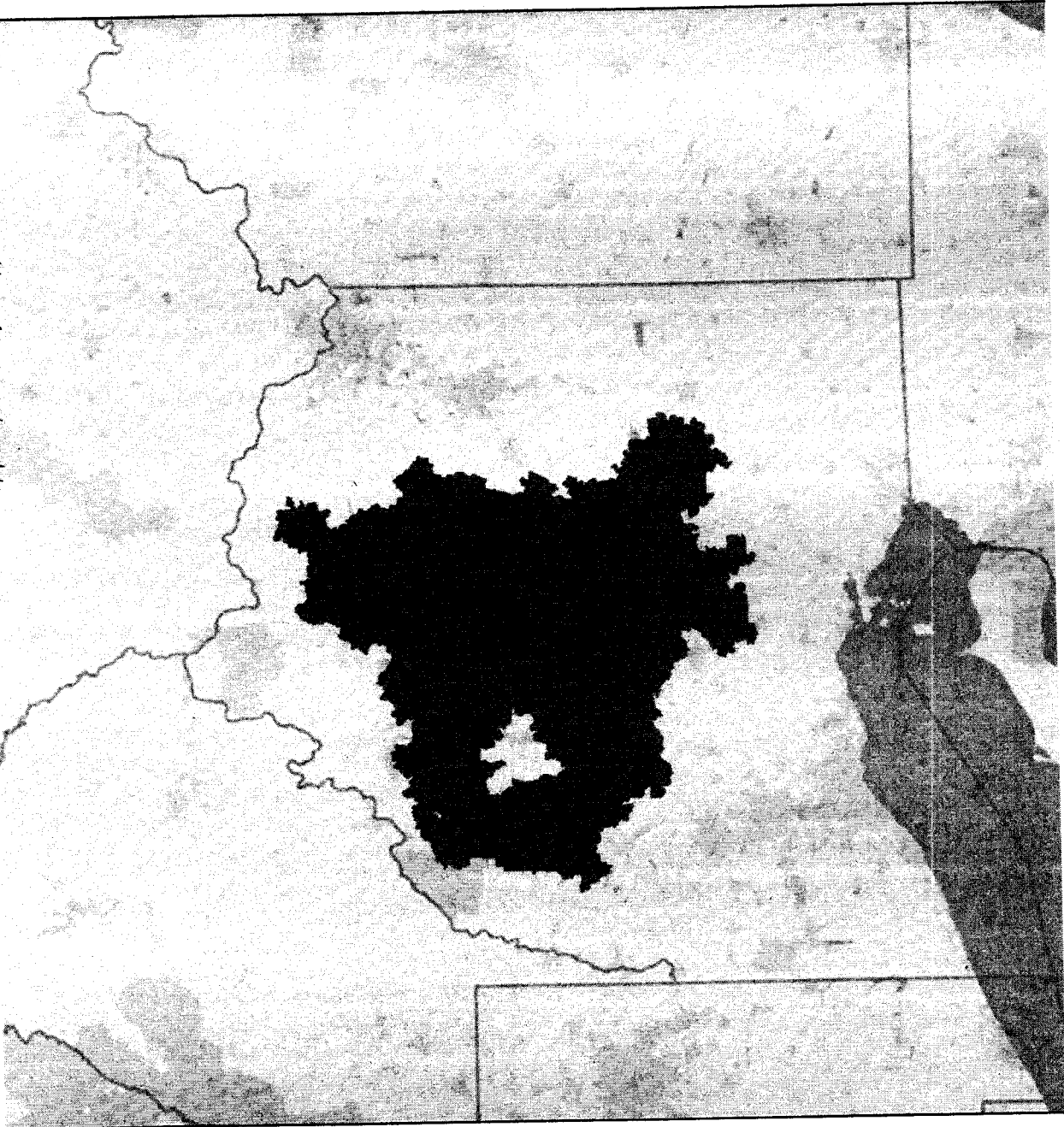


About Tahlequah maps: [www.tahlequahsoftware.com/mappedata](http://www.tahlequahsoftware.com/mappedata)

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# Sports Program

Sports  
Program



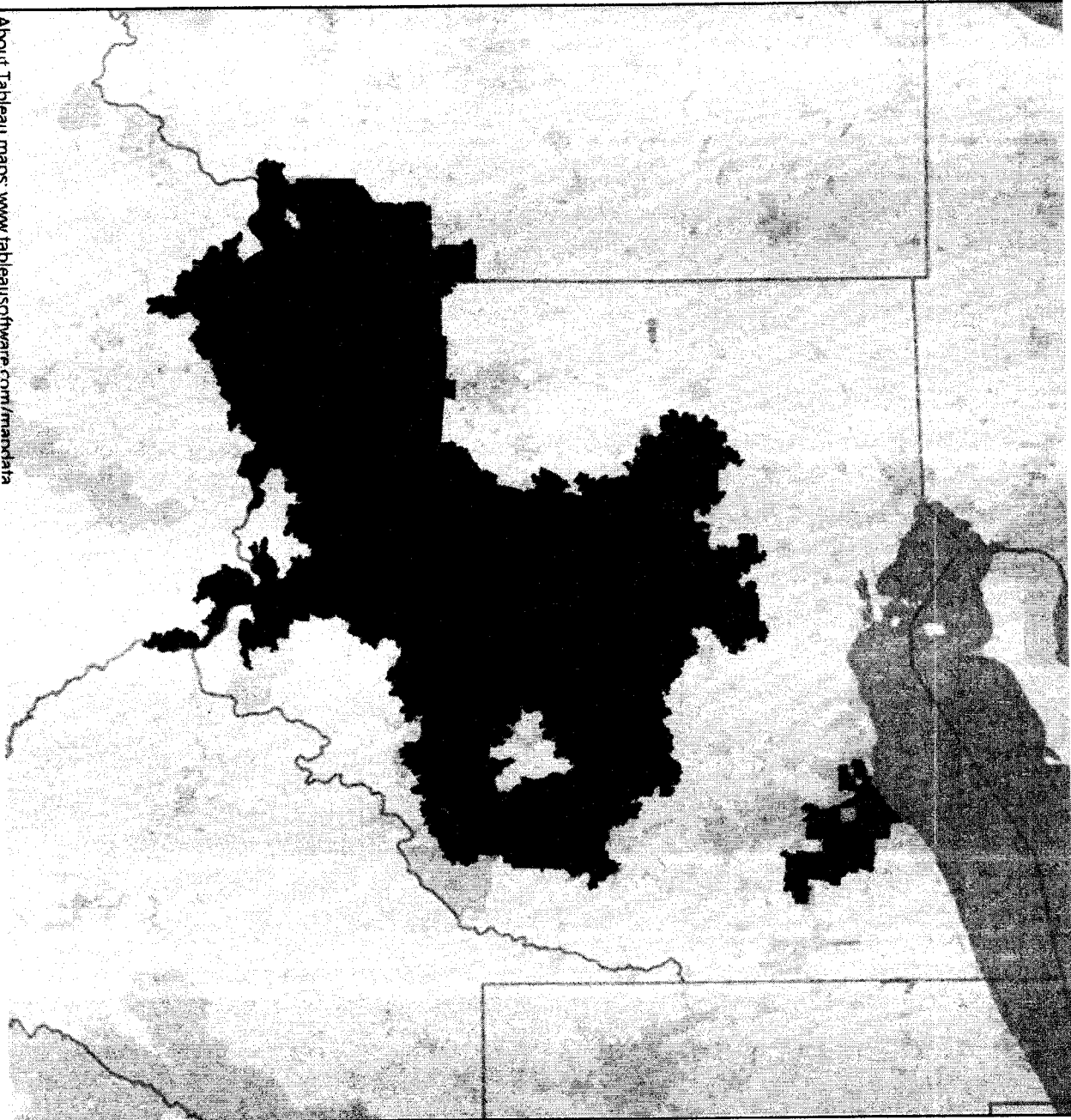
About Tableau maps: [www.tableausoftware.com/mandata](http://www.tableausoftware.com/mandata)

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# Television

TV



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Target Market

Company

Media Type 1

Charleston, H.

Yahoo Advertising

Online

Chillicothe

Chillicothe Gazette

Newspaper

Chillicothe Paints

Sports Program

Gazette Online

Online

Rotary Mix

Billboards

WKKJ

Radio

Cincinnati Enquirer

Newspaper

Fox 19

Online

FOX19

TV

WAOL

Radio

WLWT

TV

Yahoo Advertising

Online

Time Warner

TV

Yahoo Advertising

Online

2 south Cols

Billboards

Blue Jackets Ad

Sports Program

College 101

Magazine

Columbus High School Boar..

Billboards

NBC 4

Online

NBC4 (Football Friday Nights)

TV

NBC4 (SuperBowl)

TV

WRXS

Radio

Yahoo Advertising

Online

Ashland Daily Independent

Newspaper

Cable (Suddenlink)

TV

WKEE/KISS

Radio

WJGC

Radio

Cable (Suddenlink)

TV

Daily Times site

Online

Daily Times, Community Co..

Newspaper

WMOI

Radio

WNXT

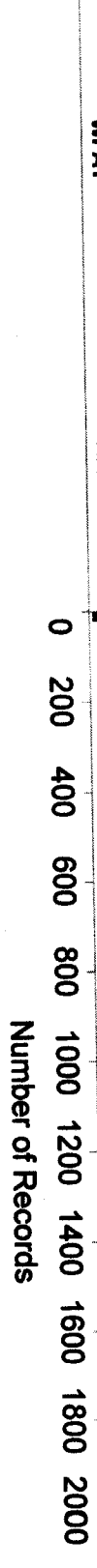
Radio

WNXT & The Breeze

Radio

WPAY

Radio



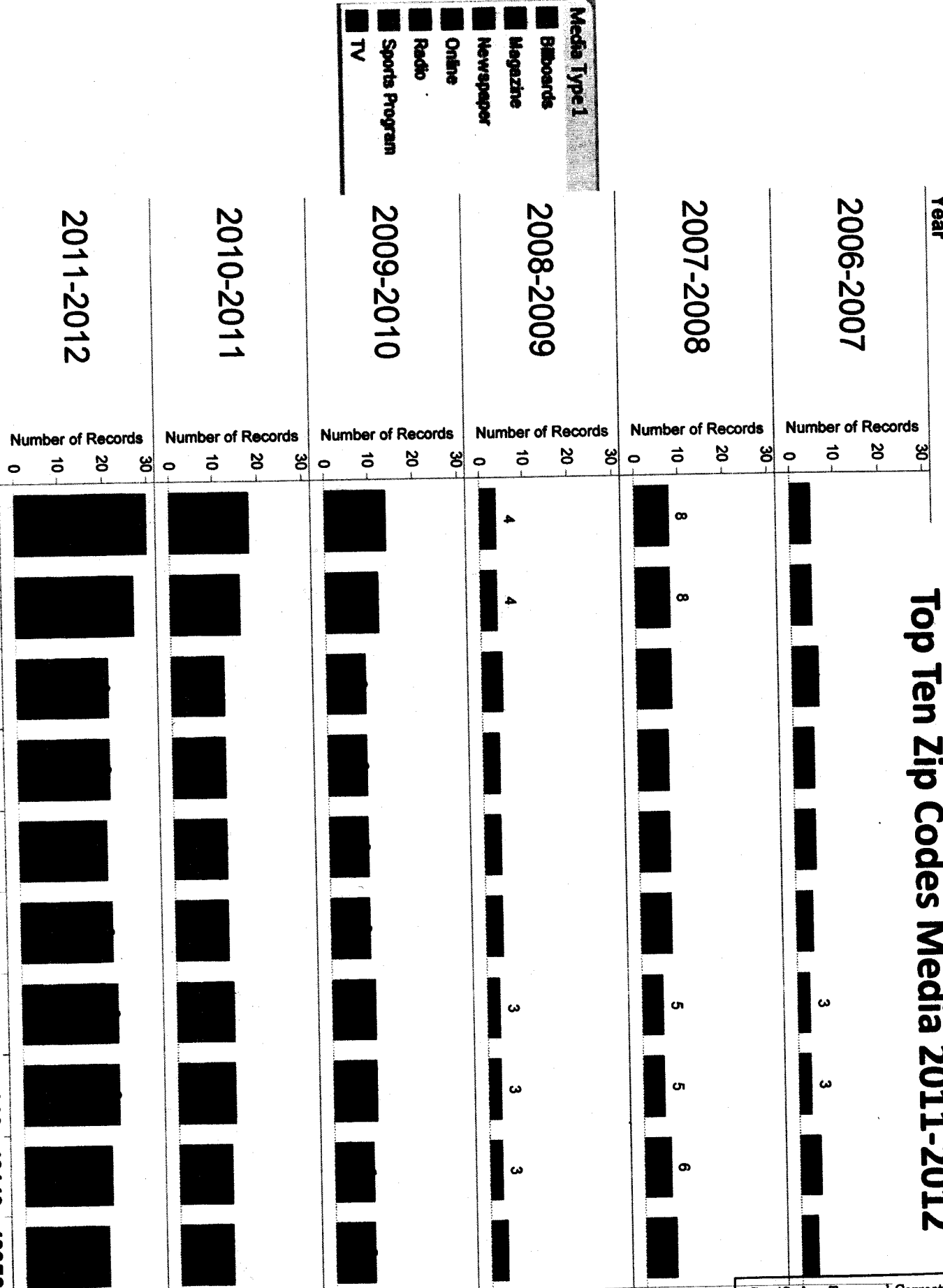
Sum of Number of Records for each Media Type 1 broken down by Target Market and Company. Color shows details about Year. The view is filtered on Year. Target Market and Media Type 1. The Year filter keeps 7 of the Target Market filter keeps 8 of 8 members. The Media Type 1 filter keeps 8 of 8 members.

Year  
 2006-2007

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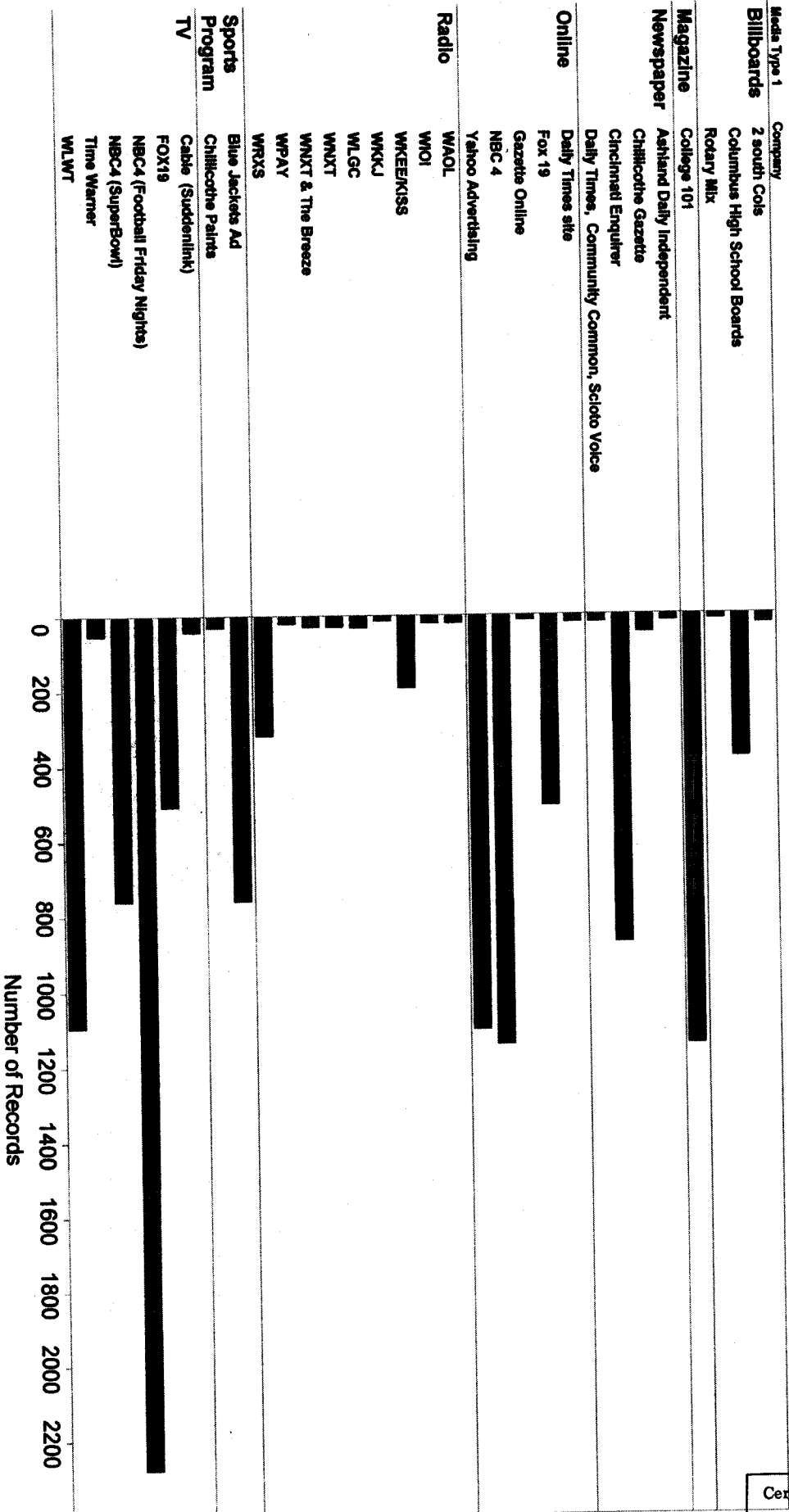
Year

# Top Ten Zip Codes Media 2011-2012



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# Media - Company



Sum of Number of Records for each Company broken down by Media Type 1. Color shows details about Year.

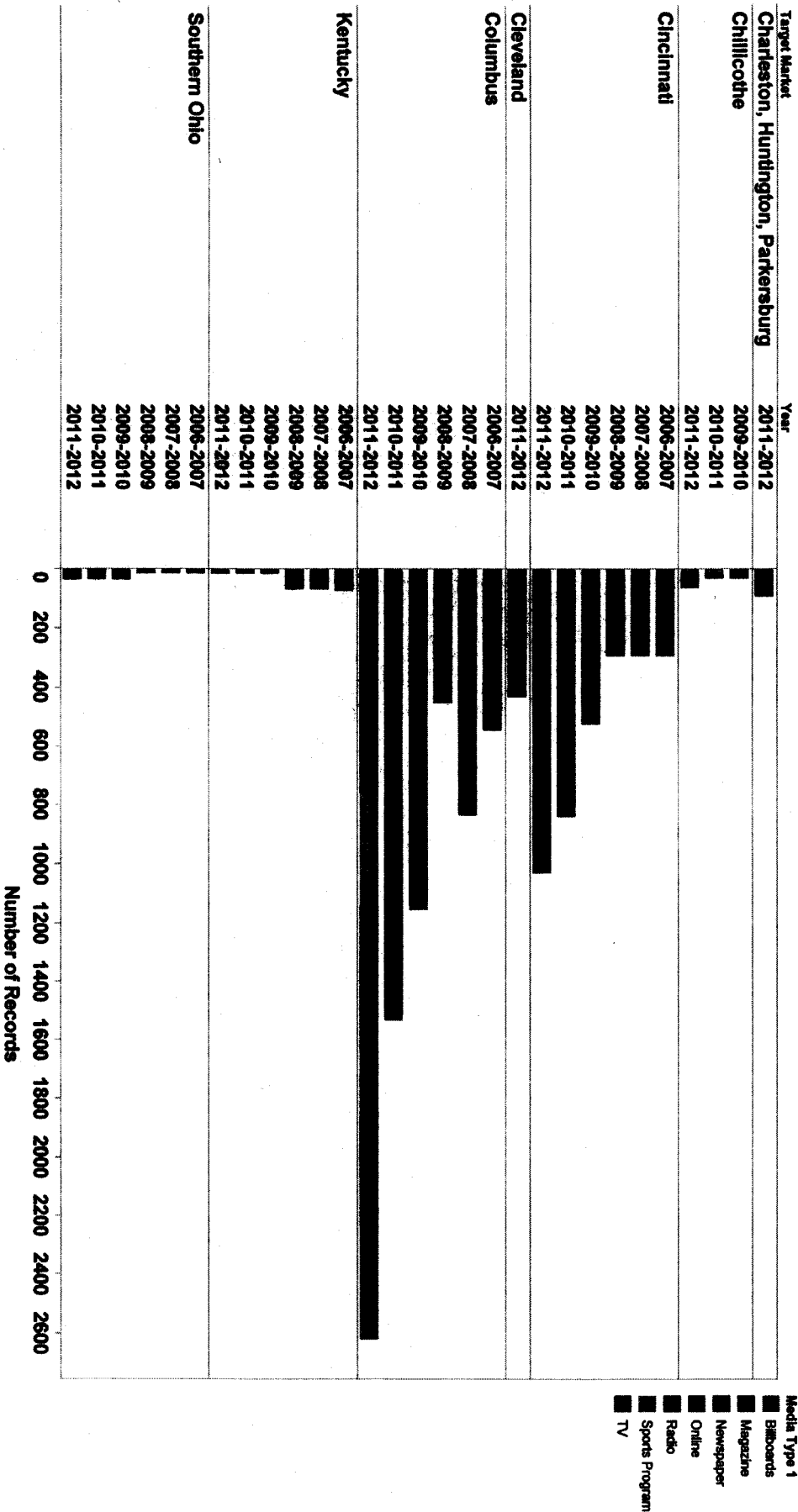
Year

- 2011-2012
- 2010-2011
- 2009-2010
- 2007-2008
- 2006-2007
- 2006-2009

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# Target Market Zips by Year (Media)

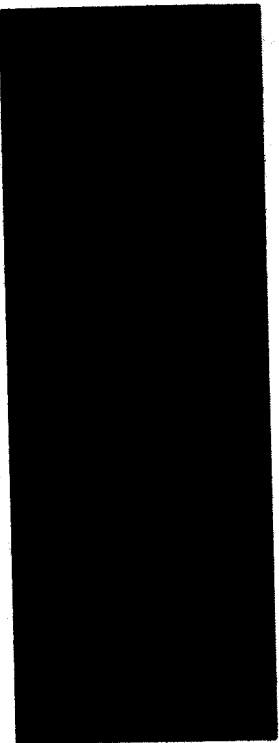
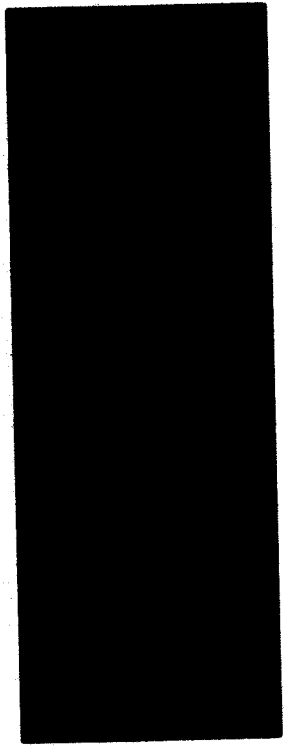


Sum of Number of Records for each Year broken down by Target Market. Color shows details about Media Type 1. The view is filtered on Media Type 1, Year and Target Market. The Media Type 1 filter keeps no members. The Year filter keeps no members. The Target Market filter keeps no members.

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# Advertising Types

and then a map of types



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# How can we increase market share?

- Increase staff travel and/or add new staff
- Refine the targets and messages to our purchased names
- We are taking steps to expand our advertising into the NE Ohio region
- We are refining our message to primary markets
- Create the opportunity for "out of region" school counselors to visit SSU
- Increase contacts via social media

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Add a contact from the department to which the student is accepted

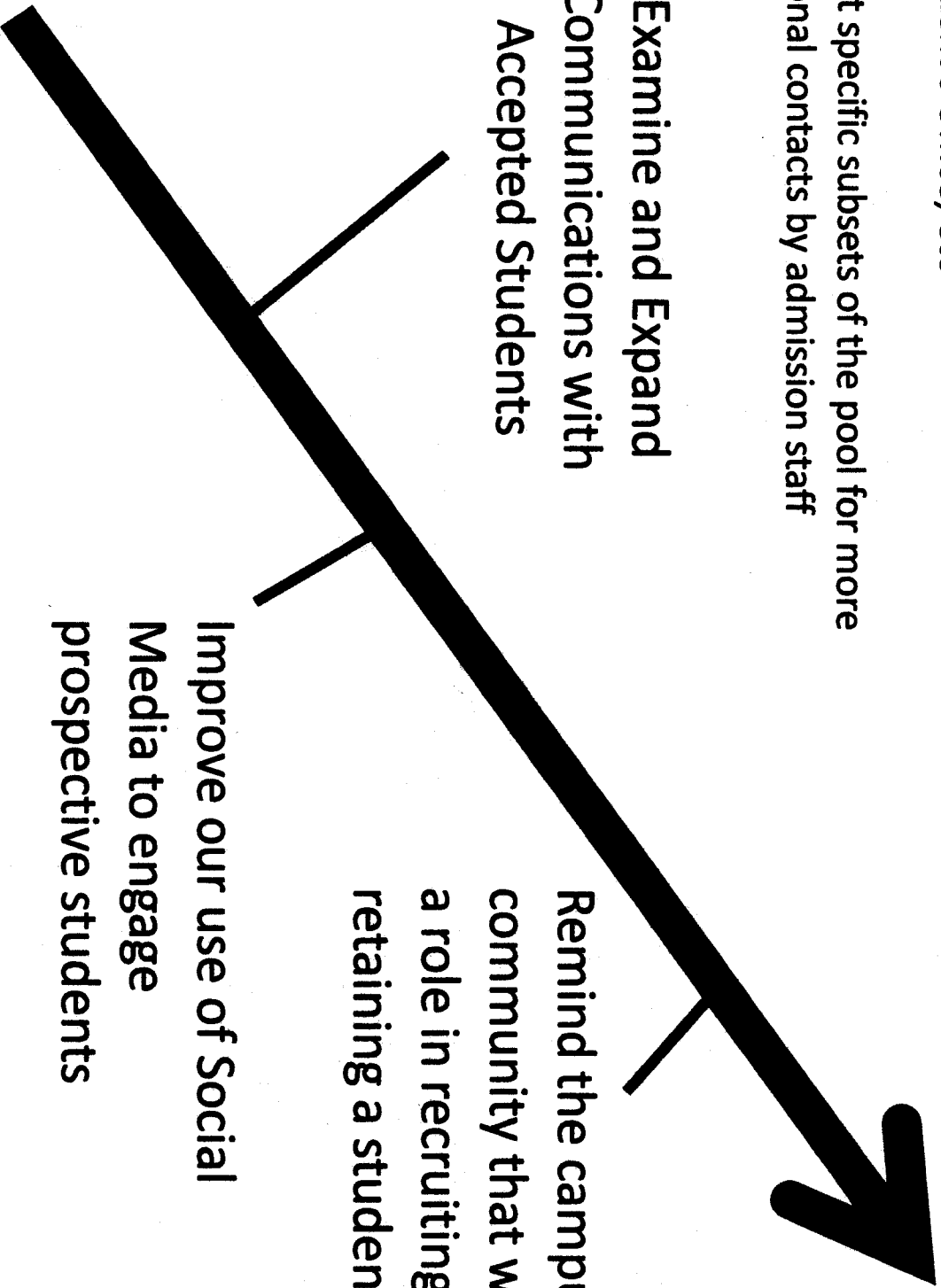
Resume contacts from SGA, Student Affairs, President's Office, etc

Target specific subsets of the pool for more personal contacts by admission staff

Examine and Expand  
Communications with  
Accepted Students

Remind the campus  
community that we all play  
a role in recruiting and  
retaining a student to SSU

Improve our use of Social  
Media to engage  
prospective students



# Increase Yields

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**Accepted into  
Enrolled**

**Creation of Transfer  
Coordinator Position**

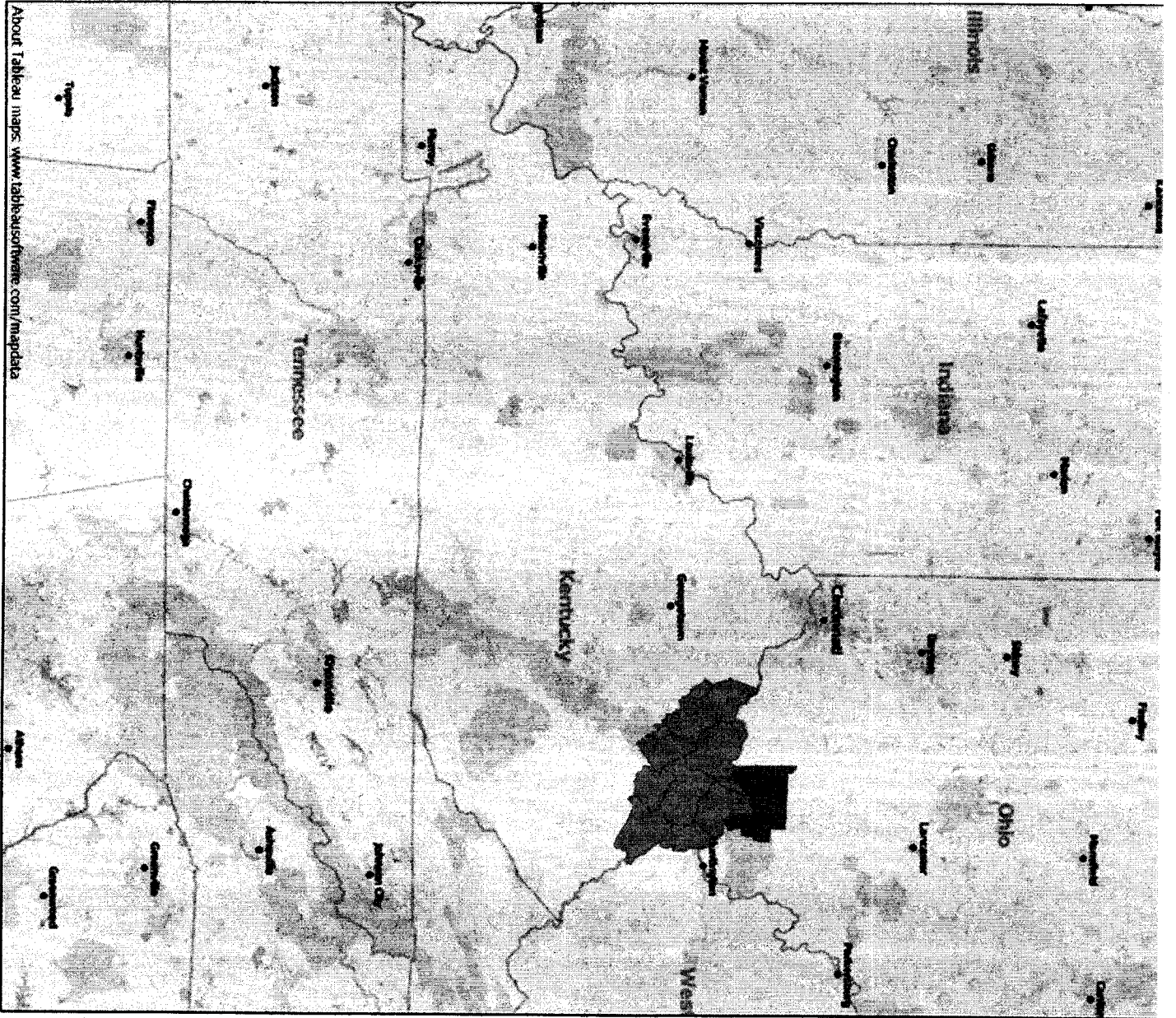
**Individual / Group**

**Email**

**Text Message**

**Hand Written Notes**

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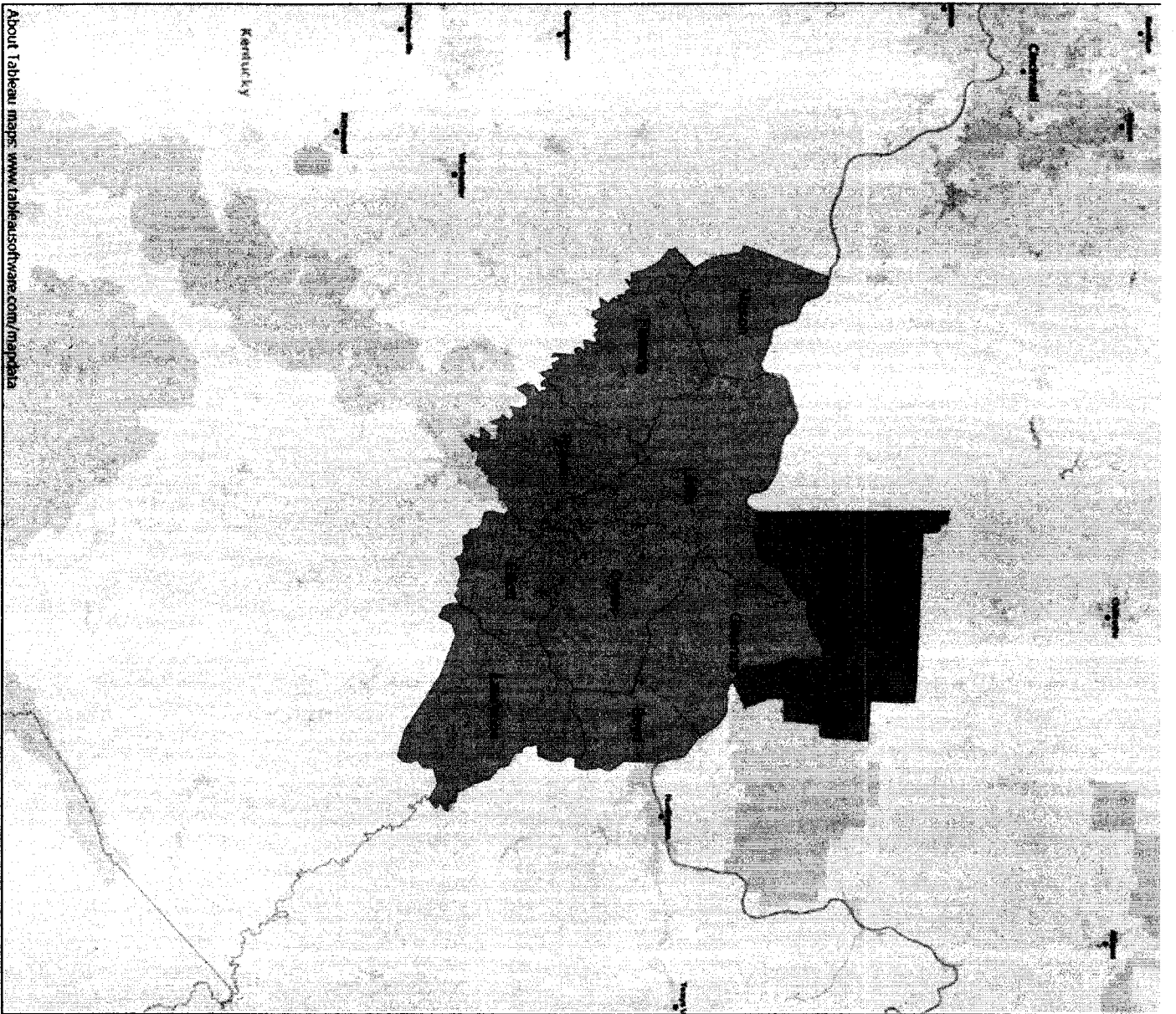


About Tableau maps: [www.tableausoftware.com/mapdata](http://www.tableausoftware.com/mapdata)  
 Map based on Longitude (generated) and Latitude (generated). Color shows details about State. Details are shown for State and County.

# KY

## Potential New Market?

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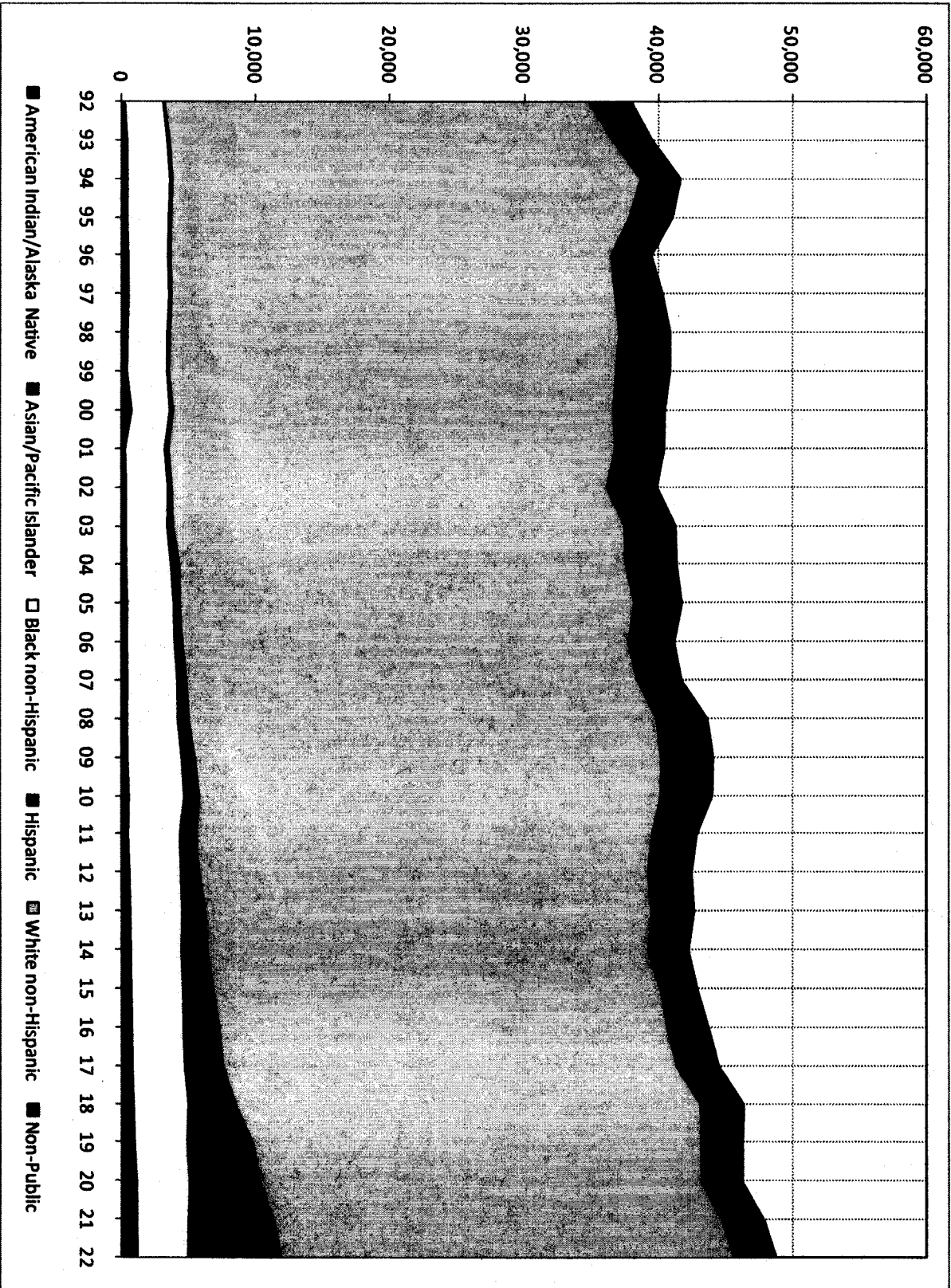
About Tableau maps: [www.tableausoftware.com/mapsdata](http://www.tableausoftware.com/mapsdata)  
 Map based on Longitude (generated) and Latitude (generated). Color shows details about State. The marks are labeled by County. Details are shown for State and County.

# KY

## Potential New Market?

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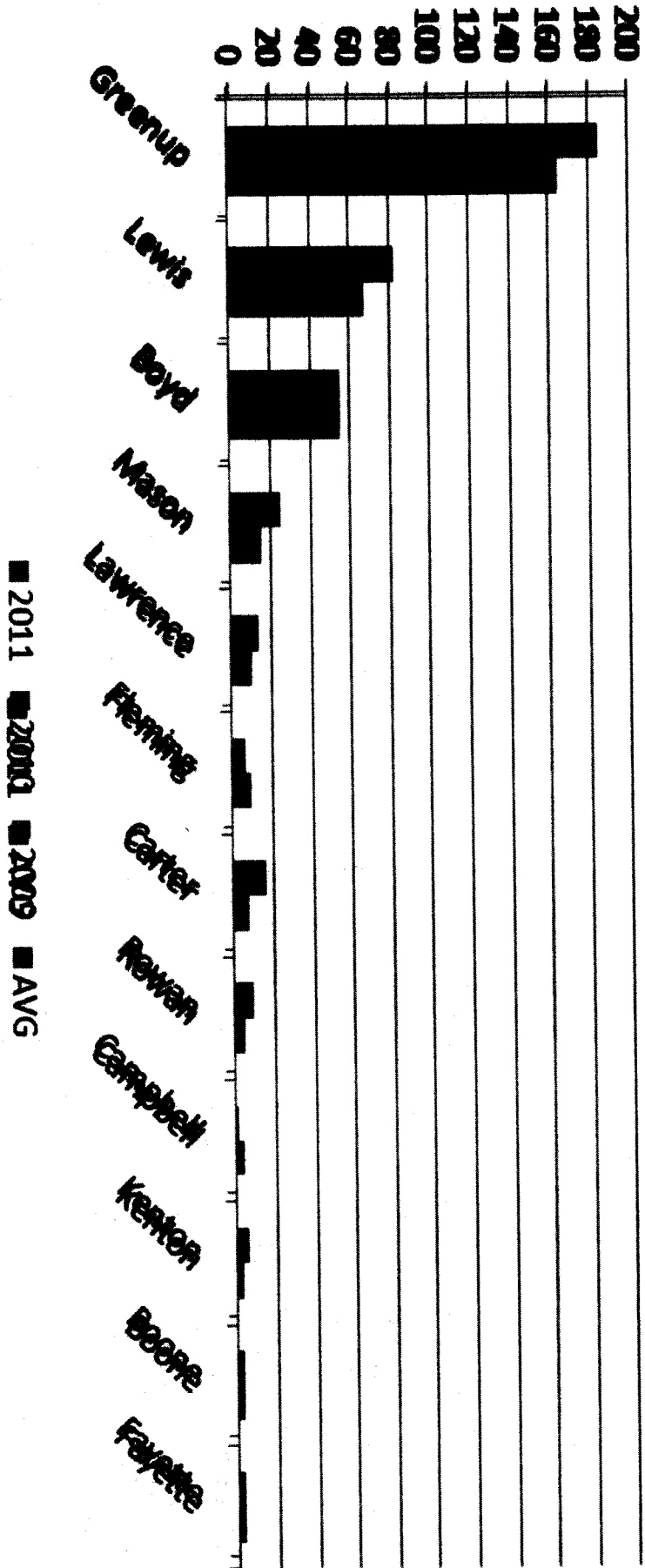
# Number of High School Graduates, 1992 to 2022: Kentucky



Source: WICHE/The College Board

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# Kentucky Applications



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# Maximize the potential of KY

## Reciprocity Counties

Develop a strategy to recognize KEES funding

## Non-Reciprocity Counties

Develop a new scholarship program

Develop a strategy to recognize KEES Funding

Implement our recruiting strategy in this new market

Take advantage of our new athletic conference affiliation

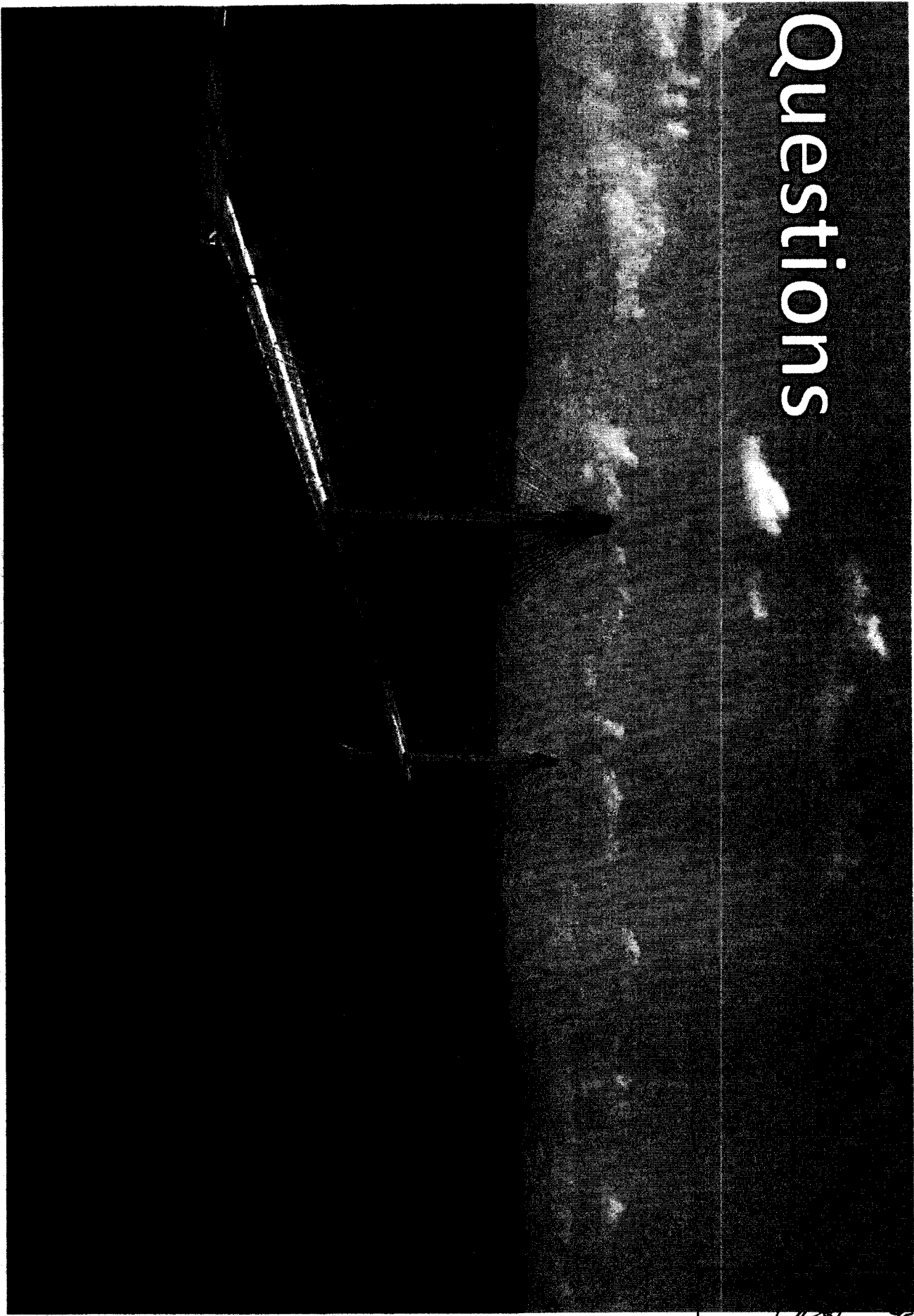
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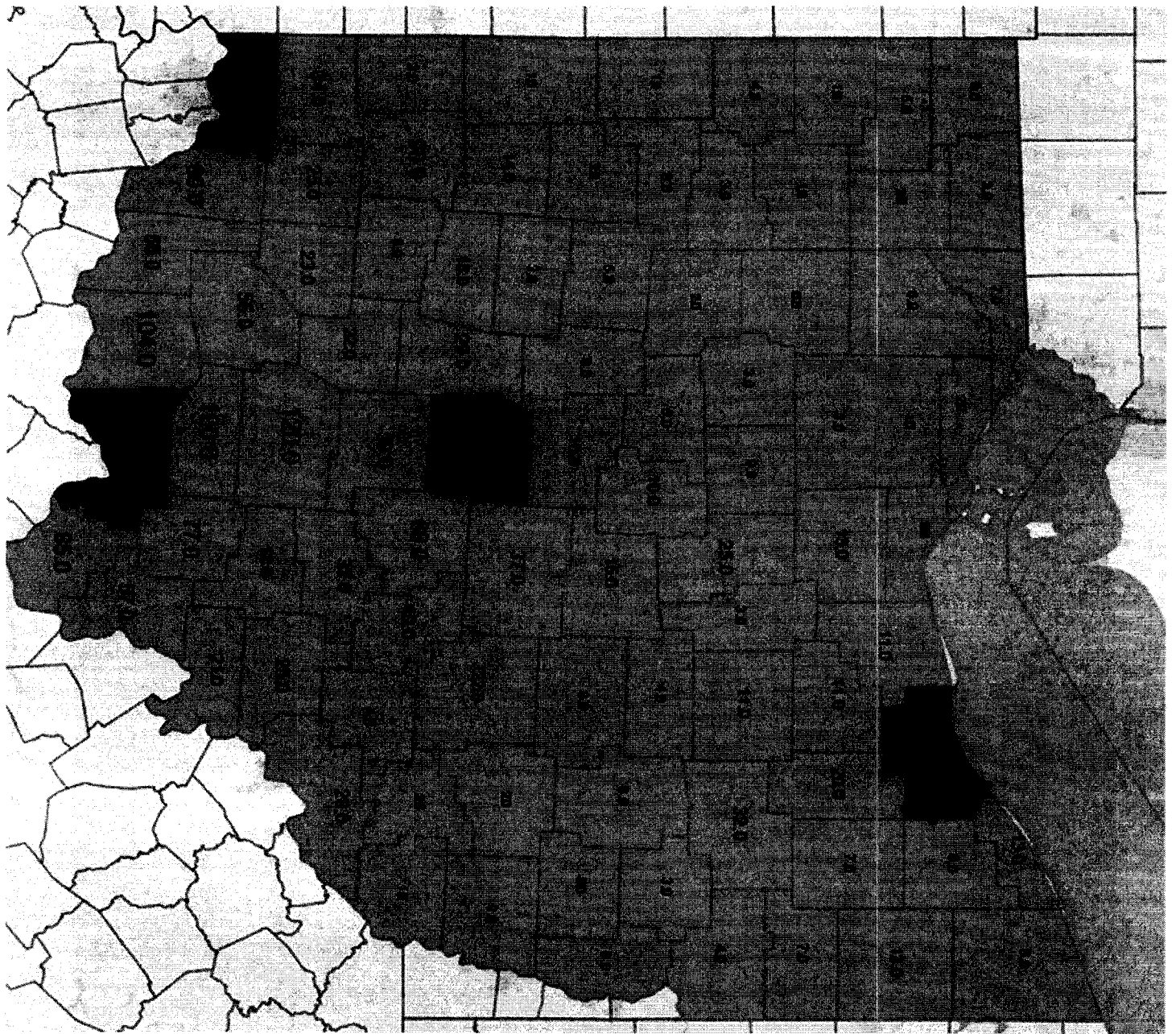




# Questions



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*CKH* *4-6-12*  
Secretary, SSU Board of Trustees Date

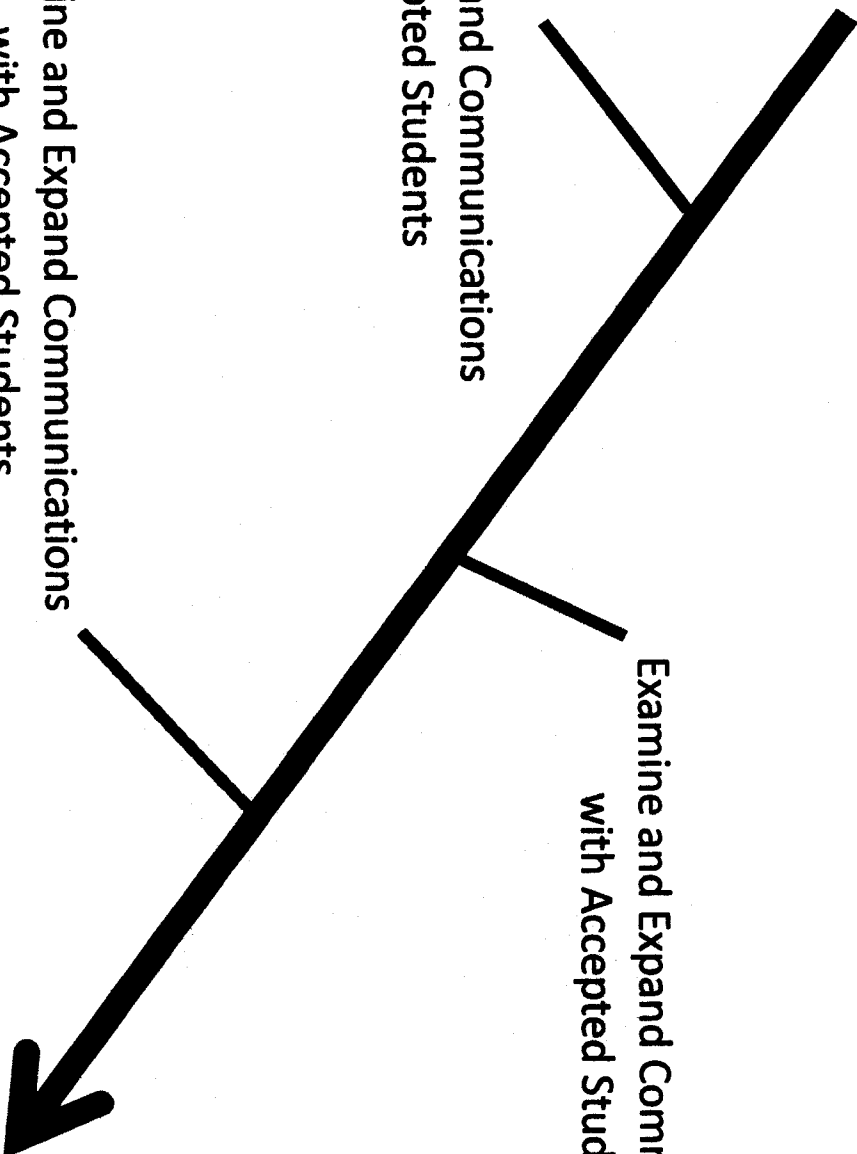
**DEMO**

**Examine and Expand  
Communications with  
Accepted Students**

**Examine and Expand Communications  
with Accepted Students**

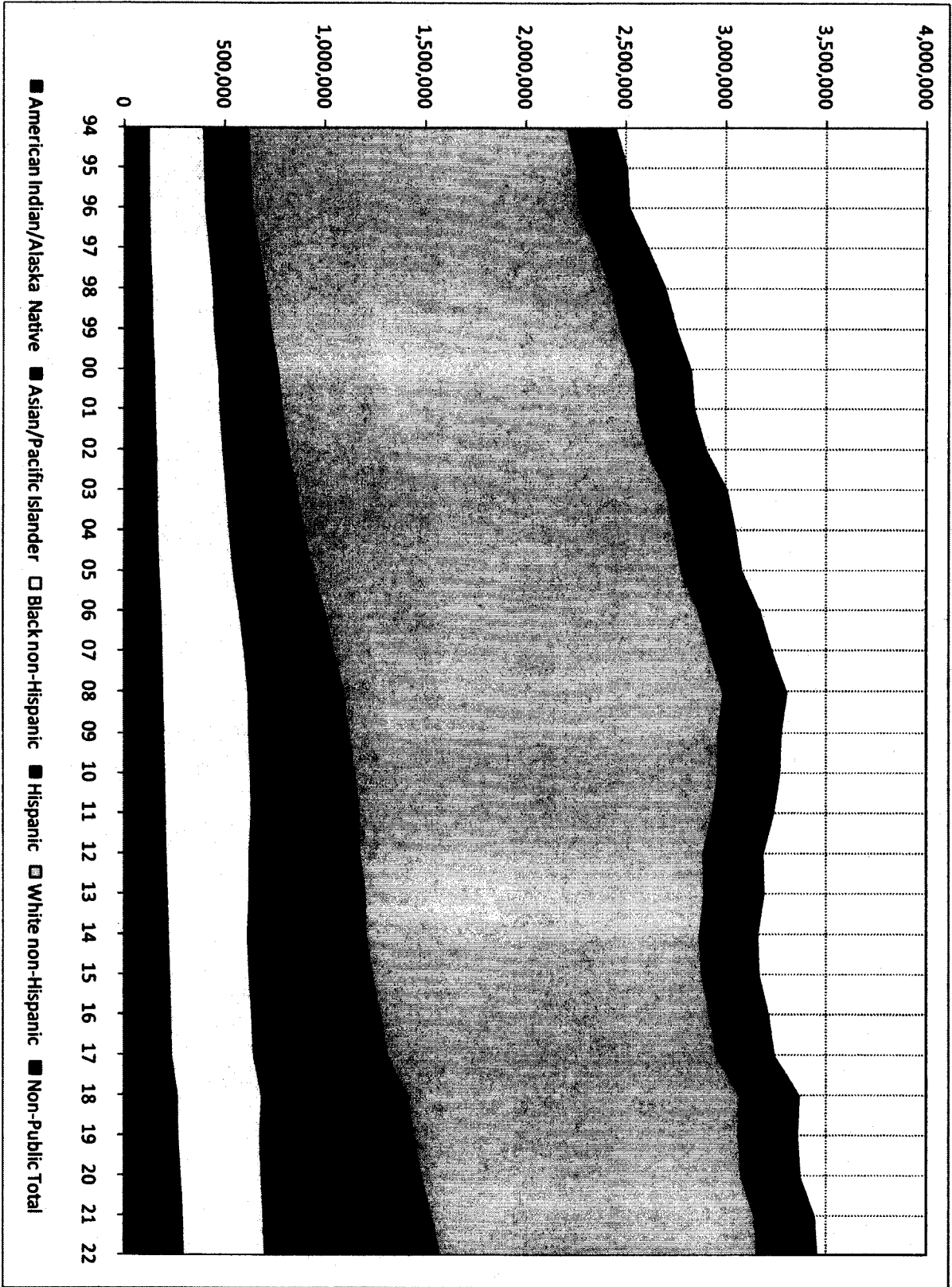
**Examine and Expand Communications  
with Accepted Students**

**Examine and Expand Communications  
with Accepted Students**



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*CRH* 4-6-12  
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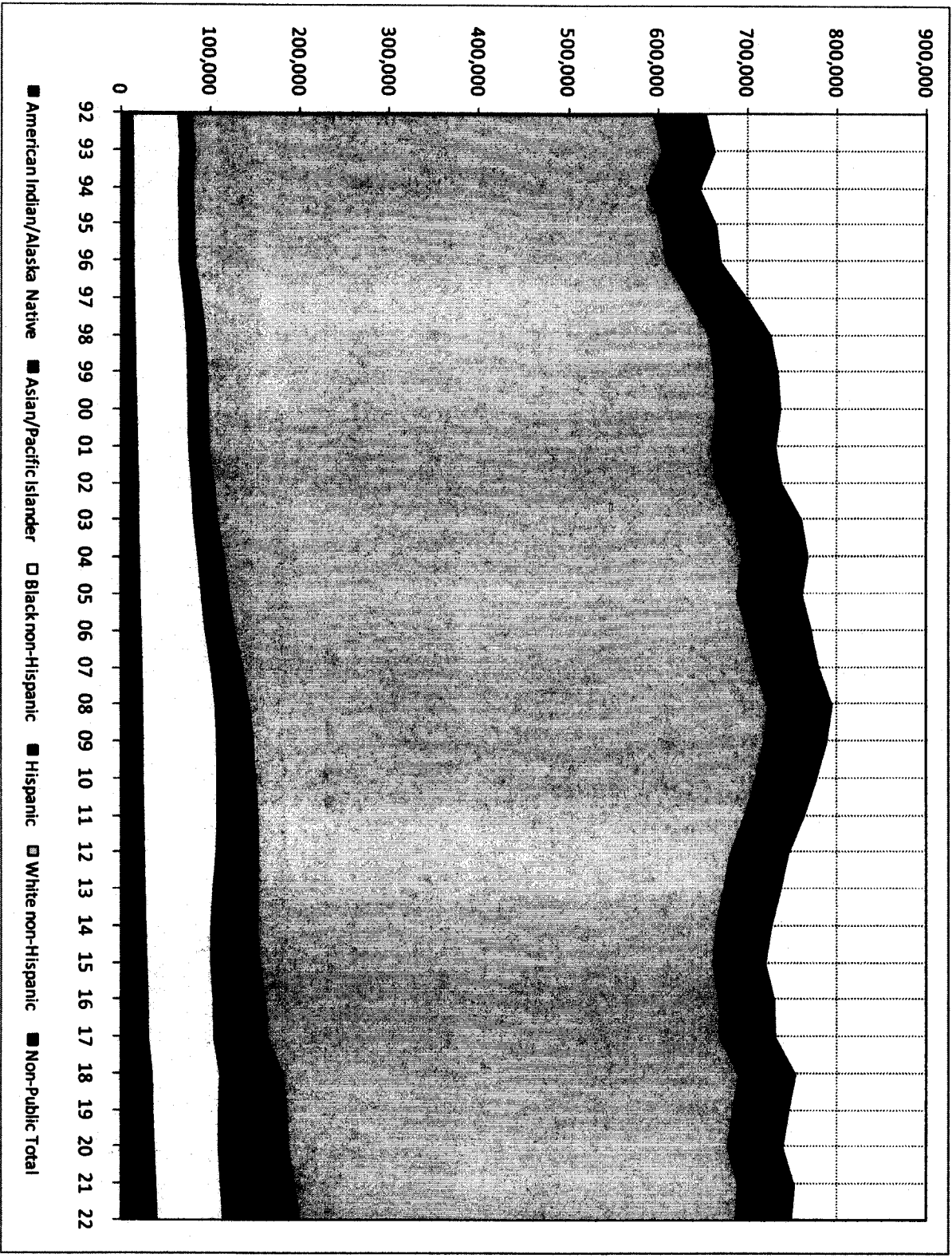
# Number of High School Graduates, 1994-2022: United States



Source: WICHE/The College Board

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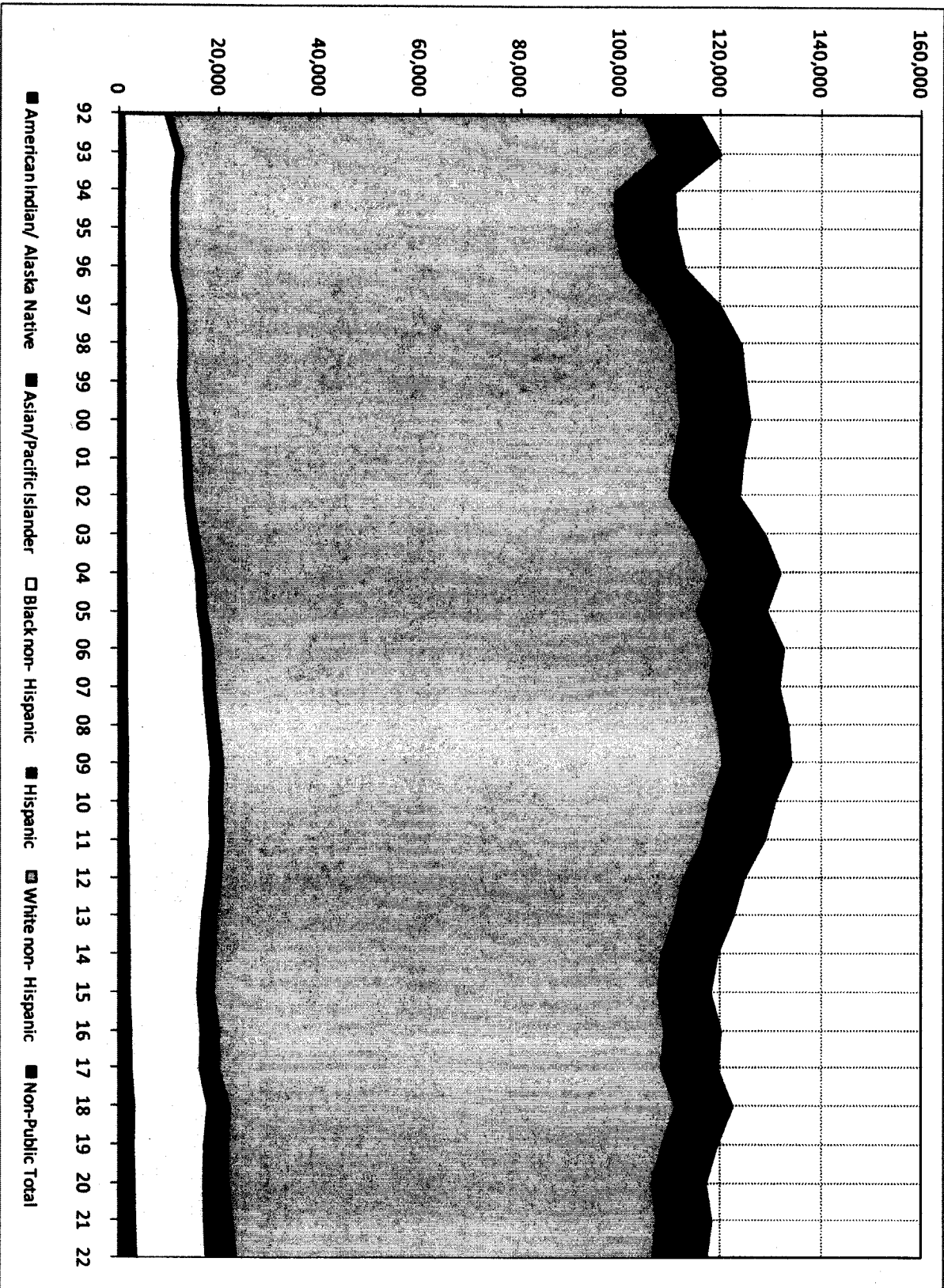
# Number of High School Graduates, 1992-2022: Midwest



Source: WICHE/The College Board

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# Number of High School Graduates, 1992-2022: Ohio



American Indian/ Alaska Native  
  Asian/Pacific Islander  
  Black non-Hispanic  
  Hispanic  
  White non-Hispanic  
  Non-Public Total

Source: WICHE/The College Board

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