

**SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**Meeting Minutes  
August 11, 2017**

**Swearing-in of New Board Members**

Chairperson Williams administered the oath of office to newly appointed Board member, Mr. Steven Moore and newly appointed student Board member, Mr. Brett Rappold. Chairperson Williams presented each with a Shawnee State University lapel pin and congratulated them on their appointment.

**Call to Order**

Chairperson Howarth called the meeting to order at 1:17 p.m. noting the meeting was in compliance with RC § 121.22(F).

**Roll Call**

Members Present: Mr. Evans, Mr. Furbee, Mr. Moore, Mr. Watson, Dr. White, Mr. Williams, Mr. Rappold and Ms. Detty

Members Absent: Ms. Hartop, Ms. Hash, and Mr. Howarth

**Approval of the June 9, 2017 Board Meeting Minutes and the July 10, 2017 Special Board Meeting Minutes**

Mr. Watson moved and Mr. Evans seconded a motion to approve the June 9, 2017 and July 10, 2017 minutes.

Without discussion, the Board unanimously approved said minutes.

**Approval of the August 11, 2017 Agenda**

Without discussion, the Board unanimously approved the August 11, 2017 agenda.

**Consent Agenda**

1. Resolution ASA10-17, Approval of Policy 2.10Rev, Copyright, Patents and Research for University Personnel

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

There being no objections, Chair Williams declared that Item 1 will remain on the agenda and be adopted.

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

Mr. Evans, being appointed by Chair Williams as Acting Chair for the Academic and Student Affairs Committee, waived reading of the Academic and Student Affairs Committee report and requested that it be entered into the record.

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

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

#### **1. Resolution F13-17, Fiscal Year 2018 Operating Budget**

This resolution approves the University's FY2018 general operating budget that includes the auxiliary fund budget. The projected FY2017 end-of-year deficit outcome is offset by a healthy investment return through June 30. As anticipated and to continue to enable growth initiatives, the general fund budget is expected to utilize \$1.7M in reserve funds. The FY2018 auxiliary budget that contains revenue from housing and other contractual agreements is projected to be balanced.

Mr. Watson moved and Mr. Furbee seconded a motion to approve Resolution F13-17, Fiscal Year 2018 Operating Budget.

Without discussion, the Board unanimously approved Resolution F13-17.

2. Dr. Boyles led a discussion that focused upon the efforts underway to fulfill the University's strategic plan and to achieve a balanced budget.
3. Dr. Boyles briefed the Committee on the ongoing development of the Tuition Guarantee rate structure for fall 2018. Mr. Braun described the marketing and communication strategy that is underway. Upon completion of ODHE's review of the proposed rates, they will be submitted to the October meeting for Board of Trustee action.
4. General Fund Reserves Investment Report – The June 30 cash reserves investment report reflects a gain of nearly \$1.7 million from July 1, 2016 – June 30, 2017 a 10.7% increase.
5. Capital Projects – The Committee was given an update on the progress being made on several construction projects.
6. Quarterly Personnel Activity – for the period from April 2017 – June 2017 the university realized:
  - Four internal appointments

- Twelve new hires that replace vacated positions and are essential for institutional and academic programs
  - One promotion from “acting” status to regular status
  - Thirteen departures due to resignations and faculty whose contracts ended.
7. Dr. Burke made a presentation on the successful July 1 implementation of the Oracle ERP and HCM (BearTrax) system. While much work continues to be necessary, the Committee congratulates the SSU Project Team on their success.

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

None.

### **President’s Report**

President Kurtz welcomed the new Board members and thanked them for their commitment to serve.

With the start of a new academic year, we reflect on the hard work undertaken in the realignment of divisions and look to the reaffirmation of the University through the strategic plan. Many challenges are ahead due to changing student demographics and expectations for an education that makes them career ready. We need to transition to meet the needs which include: veterans, certificate programs for returning students to upgrade skills, online courses, and compressed courses. We need to evolve but pivot in a timely manner while keeping our mind on our mission, vision and enduring values to achieve continuous improvement while managing risk.

### **New Business**

Mr. Williams introduced the new Board members:

Steven Moore (Otway, OH) is the current President and CEO of Wastren Advantage Inc. (WAI) headquartered in southern Ohio. Outside of WAI, Moore has served on various boards including Appalachian Partnership for Economic Growth and is a founding member of the Tri-State Angel Investment Group. Moore is an alumnus of SSU and has completed further education at Capital University Law School and Harvard Business School.

Brett Rappold (St. Paris, OH) is pursuing a Bachelor of Science in Nursing. He is a member of Tau Kappa Epsilon and the Student Government Association, and also serves as the Vice President of Scholarship for the Inter-Fraternity Council.

Mr. Williams reported that the presidential evaluation has been completed and a report will be made to the Board at the October 13, 2017 meeting.

**Comments from Constituent Groups and the Public**

Mr. Keenan Perry read a statement made on behalf of Clifford (Chip) Poirot, immediate past President of the Shawnee Education Association (SEA) and Chair of the most recent Intellectual Property Committee. The statement and supporting documentation are entered into the record.

**Faculty Senate Report**

Dr. Kyle Vick, Professor in the Department of Social Sciences and Faculty Senate Vice President, reported that the Faculty Congress of Ohio came into existence and met with Representative Perales, Representative Duffy, Vice Chancellor Davidson and Senator Gardner. During its inaugural meeting, discussion was held on the following:

- Ratio of full-time and part-time faculty
- College Credit Plus quality control
- Limiting costs of textbooks (First Day Model is one possibility)
- State Share of Instruction

**Executive Session**

None

**Other Business**

President Kurtz provided information on the 2017 Homecoming which is being combined with the Alumni and Family Weekend on September 15-16, 2017.

**Adjournment**

The Board was adjourned by acclamation at 1:45 p.m.

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Chairperson, Board of Trustees

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Secretary, Board of Trustees

**RESOLUTION ASA10-17**

**APPROVAL OF POLICY 2.10REV, COPYRIGHT, PATENTS AND RESEARCH FOR  
UNIVERSITY PERSONNEL**

WHEREAS, Policy 2.10Rev, Administration of Inventions, Discoveries, and Patents for Faculty and Staff, was last reviewed and approved by the Board of Trustees on May 5, 2016; and

WHEREAS, a modification of this policy (including title change) is recommended in order to provide clarification of intellectual property rights for University personnel; and

WHEREAS, a joint committee of the Shawnee Education Association and University Faculty Senate has reviewed and revised this policy; and

WHEREAS, the University Faculty Senate has approved the recommendation of this policy; and

WHEREAS, Revised Policy 2.10Rev, Copyright, Patents and Research for University Personnel, has been recommended by the Provost and President for Board of Trustees approval; and

WHEREAS, revised procedures are provided for information;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves revision of Policy 2.10Rev, Copyright, Patents and Research for University Personnel.

(August 11, 2017)



# Shawnee State University

POLICY TITLE:	COPYRIGHT, PATENTS AND RESEARCH FOR UNIVERSITY PERSONNEL
POLICY NO. :	2.10 REV
ADMIN CODE:	3362-2-11
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	08/11/17
NEXT REVIEW DATE:	08/2020
RESPONSIBLE OFFICER(S):	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

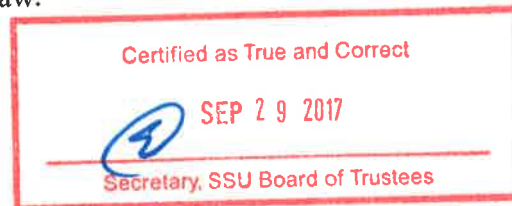
## 1.0 PURPOSE AND SCOPE

- 1.1 Shawnee State University is committed to facilitating the dissemination and utilization of the knowledge acquired by research for the public good. The University is also committed to developing existing technologies for licensing and commercialization, and it particularly encourages projects that will contribute to the economic development of the region. In furtherance of such development, the University recognizes the need to protect intellectual property rights of authors and inventors and to include University authors and inventors in the distribution of income derived from its intellectual property.
- 1.2 This Policy is applicable to all departments and units of the University and to all University Personnel.

## 2.0 DEFINITIONS

These definitions apply to all sections of the policy and its procedures.

- 2.1 “University Personnel” is defined as University faculty, administration and staff members.
- 2.2 A “Copyright Work” describes original works of authorship that have been fixed in a tangible medium of expression, including, but not limited to, written materials, dissertations, papers, articles, books, poems, audiovisual materials, videos, audio recordings, architectural drawings, on-line instructional materials, musical compositions, dramatic creations, software, databases, photographs, or sculptures that are likely to be subject to protection under United States copyright law.
- 2.3 “Patentable Inventions” describes inventions, discoveries, and manufacturing designs that have been reduced to practice, and are considered novel and likely to be subject to protection under United States patent law.



- 2.4 “Academic Works” are works created by faculty members within the scope of their regular faculty appointment, including work created while on paid professional or sabbatical leave. Academic works include, but are not limited to, those works created within the scope of their faculty appointment for research, for teaching, whether for a traditional course, a distance learning course, an online course offering, or some other non-traditional setting, unless such work was specifically created as a work for hire.
- 2.5 “Work for Hire” or “Work Made for Hire” is:
- 2.5.1 A work prepared by University Personnel within the scope of his or her employment that does not meet the definition of an Academic Work as defined by this policy and as further described in the SEA Collective Bargaining Agreement, which shall be.
- 2.5.2 A work directed by or specially ordered or commissioned by the University via a supplemental employment contract or similar agreement. If support for the work is from an outside contractor or sponsor, the intellectual property ownership may be governed by the contractor or sponsorship agreement.
- 2.6 “Significant Allocation” is:  
The use of University resources (including, but not limited to, facilities, equipment, staff time, supplies, funds, financial support, or release time from assigned duties) over and above the usual salary or resource assignment where the value of the resources comprises more than half of the cost incurred in creating a work.

### 3.0 COPYRIGHT WORK

- 3.1 All rights granted under copyright law for a particular work remain with the authors (creators) of the work.
- 3.2 The University will not have an interest in copyright ownership of University Personnel works, including academic work products except in the following instances:
- 3.2.1 When the work is a Work for Hire.
- 3.2.2 When the work is created through a Significant Allocation of University resources for the express purpose of the creation of that work.

In these instances, copyright ownership of the works in question belongs to the University, unless it expressly waives its rights thereto.



#### 4.0 PATENTS

- 4.1 The University shall have ownership of patent rights to Patentable Inventions created by University Personnel in direct connection with activities involving a Significant Allocation of University resources.
- 4.2 The University shall convey patent rights to the inventors in accordance with an underlying procedure to this policy. Such conveyance shall be given in writing upon approval by the Provost.

#### 5.0 LICENSING, ROYALTIES AND DISTRIBUTION OF INCOME

- 5.1 University Personnel may be eligible for participation in the distribution of income, as established by an underlying procedure. This eligibility does not apply to Works for Hire.
- 5.2 If the University grants a copyright or patent license to a commercial entity, the University may seek a reasonable royalty from the licensee. Royalties earned on any intellectual property owned by or assigned to the University will be distributed to University Personnel in accordance with a distribution schedule established by an underlying procedure that will include a percentage to the inventor.

#### 6.0 CONFLICTS OF INTEREST AND RESEARCHER RESPONSIBILITIES

- 6.1 University faculty and staff may not participate in or be directly involved in negotiating external agreements for intellectual property that is owned, assigned to or otherwise controlled by the University.
- 6.2 University Personnel who hold positions as operating officers or act in key decision-making capacities in businesses that have or intend to establish commercial or business relationships with the University must disclose such positions to the University.

#### 7.0 PROCEDURES

The University will establish procedures in collaboration with appropriate university constituencies, including the Shawnee Education Association, to effectively implement this policy.

#### History

Effective: 06/18/93

Revised: 08/11/17; 05/06/16

Certified as True and Correct

SEP 29 2017

  
Secretary, SSU Board of Trustees



INFORMATION ONLY

PROCEDURE TITLE:	ADMINISTRATION OF INVENTIONS, DISCOVERIES, AND PATENTS FOR UNIVERSITY PERSONNEL
PROCEDURE NO.:	2.10:1
RELATED POLICY:	2.10
PAGE NO.:	1 OF 2
RESPONSIBLE ADMINISTRATOR(S):	PROVOST
EFFECTIVE DATE:	08/11/2017
NEXT REVIEW DATE:	08/2020
APPROVED BY:	PRESIDENT

1.0 PURPOSE AND SCOPE

- 1.1 The procedure serves to implement Policy 2.10, Copyright, Patents, and Research for University Personnel, and includes the establishment of the Intellectual Property Committee and schedule for distribution of royalty income.
- 1.2 This procedure is applicable to all departments and units of the University and to all University faculty, administration, and staff.

2.0 INTELLECTUAL PROPERTY COMMITTEE

- 2.1 The University's Intellectual Property Committee (IPC) advises and makes recommendations to the Provost on the following:
  - 2.1.1 Ownership of intellectual property and the distribution of income derived from the intellectual property;
  - 2.1.2 Whether the discovery or invention, which is the property of the University, has sufficient value or is of a sufficient interest to the University to warrant its retention;
  - 2.1.3 Whether to pursue patent protection and development of a discovery or invention, which is the property of the University;
  - 2.1.4 Whether to make changes to the policy and or procedures concerning intellectual property.
- 2.2 The IPC consists of four full-time faculty members in addition to the Director of Institutional Research and sponsored Programs (IRSP). The IRSP Director will serve as co-chair along with one of the faculty members selected by the committee.
- 2.3 IPC faculty members are recommended by the University Faculty Senate in accordance with its procedures and appointed by the Provost.

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### 3.0 DISCLOSURE OF PATENTABLE INVENTIONS AND DISCOVERIES

- 3.1 University personnel who create Patentable Intellectual Property must disclose that information to the Provost.
- 3.2 Promptly after the conception and/or making of an invention or discovery, university personnel must complete and submit an invention disclosure and any necessary supplemental information to the Provost and the Director of IRSP. The Director of IRSP will then forward the information to the IPC for its review.
- 3.3 The disclosure will contain sufficient information to allow the IPC to make an informed recommendation regarding the desirability for the University to retain rights in the invention or discovery. All information, which may reasonably be related to an invention or discovery or patentable invention, will be treated as confidential information.
- 3.4 The co-chairs will convene the IPC annually or as needed to provide advice and recommendations regarding the ownership of intellectual property and the distribution of income derived from intellectual property.
- 3.5 Any committee member who may be impacted by a matter before the committee shall recuse himself or herself.
- 3.6 Following consideration of the invention or discovery, the co-chairs will submit a recommendation to the Provost regarding the desirability for the University to retain rights to the intellectual property.
- 3.7 University may, alone or with the assistance of an external organization(s), make application for patents on any such inventions or discoveries selected by the University for patenting.
- 3.8 Net income from any invention or discovery will be shared by the University and the inventor(s). The remaining fifty percent (50%) of the net income will be the property of the University. For intellectual property generated by faculty inventors, the University's share of the net income will be distributed in accordance with the following schedule unless otherwise recommended by the IPC and approved by the Provost:
  - 50% Inventor's Department
  - 25% Inventor's College
  - 25% IRSP
- 3.9 The Provost has the authority to approve or reject the IPC's recommendations.

#### History

Effective: 08/11/17



# ACADEMIC AND STUDENT AFFAIRS COMMITTEE CHAIR'S REPORT

August 11, 2017

## 1. New Faculty Hires

Dr. Bauer reported on new faculty hires to date:

Dr. Timothy Angel, Department of Allied Health Sciences  
Dr. Thomas Bunting, Department of Social Sciences  
Dr. Kimberly Cassidy, School of Education  
Dr. Barun Dhar, Department of Natural Sciences  
Dr. Karen Koehler, School of Education  
Dr. Erik Larson, Department of Natural Sciences  
Ms. Sally Lyle, University College  
Ms. Brittany Mention, University College  
Dr. Logan Minter, Department of Natural Sciences  
Dr. Michele Moohr, School of Education

## 2. Academic Affairs Executive Report

Dr. Bauer reported the following:

- The Higher Learning Commission has granted Shawnee State approval to administer online academic programs.
- The National Association of Long Term Care Administrator Board granted five-year accreditation for SSU's Health Care Administration Program.
- The Children's Learning Center received the highest rating, five-stars, from Ohio Department of Education's and the Ohio Department of Job and Family Services' Step Up To Quality Program.
- The Visually Impaired Intervention Specialist License Program, was approved by the Ohio Department of Higher Education and will be offered beginning fall 2017.

## 3. Fall Enrollment Report

Dr. Anne Marie Gillespie, Vice President for Enrollment Management & Student Affairs, reported the Fall point-in-time enrollment numbers. Dr. Gillespie discussed enrollment trends, comparisons, expected fluctuations until the 15<sup>th</sup> day of the semester, and increase of student credit hours.

## 4. Housing and Residence Life Report

Ms. Monique Harmon, Director of Housing & Residence Life, reported the Fall point-in-time housing occupancy numbers. Housing numbers will continue to fluctuate as the semester progresses.

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## **5. Orientation**

Ms. Amanda Means, Director of Admissions, reported on the 2017 orientation numbers. Ms. Means discussed the comparison of 2017 orientation attendance to 2016, showing an increased percentage of attendance.

## **6. Financial Aid Scholarship Awards**

Ms. Nicole Neal, Director of Student Business Operations, reported on scholarships offered and accepted. Ms. Neal reported the comparisons of 2016/17 scholarships offered and accepted to the 2017/18 and the differences of these scholarships.

## **7. Enrollment Management and Student Affairs Executive Report**

Dr. Anne Marie Gillespie, reported on upcoming activities in Enrollment Management & Student Affairs. At this time Dr. Gillespie included a "Save the Date" for upcoming EMSA events and a special thank you to the SSU Development Foundation for funding grants designed to positively impact the experience for our students.

## **8. Education**

Dr. Chris Kacir, Acting Dean of University College, provided a summary of the Summer Bridge Program.

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## ***Academic Affairs Report, August 11, 2017***

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

- Summer Bridge Program
- Bear Completion Grant

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

- The **Higher Learning Commission (HLC)** has granted **Shawnee State approval** to administer **online academic programs**. With this approval, the University will be able to add online programs and will be required to provide a simple notification to HLC.
- The **National Association of Long Term Care Administrator Board (NAB)** granted a **five-year accreditation for SSU's Health Care Administration program**. Dr. Sarah Boehle did an outstanding job of providing information and working with NAB's review team to assure accreditation.
- The **Children's Learning Center** received the **highest rating, five-stars**, from Ohio Department of Education's and the Ohio Department of Job and Family Services' **Step Up To Quality (SUTQ)**. SUTQ recognizes and promotes learning and development programs that meet quality program standards that exceed licensing health and safety regulations. Special thanks to Ms. Amanda Hedrick, Director of the Children's Learning Center, and her staff for a job well done.
- Our **Visually Impaired Intervention Specialist License Program (VI)** was approved by **Chancellor Carey (ODHE)** on August 3. The VI Program will begin in fall 2017 and has already received significant interest and information requests from prospective students. The VI Program is one of two such programs available in the state of Ohio and was supported by a grant from the Ohio Dean's Compact.

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SEP 29 2017

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Registration Comparison Report  
Board of Trustees Meeting  
August 11, 2017

	Fall 2015 15th Day	Fall 2016 15th Day	Fall 2017 8/10/2017
<b>New Undergraduate Enrollment</b>			
First-time Freshmen	869	864	726
Transfer	218	175	171
<b>Total New</b>	<b>1087</b>	<b>1039</b>	<b>897</b>
<b>Difference from prior year</b>		<b>-48</b>	<b>-142</b>
<b>Continuing Undergraduate Enrollment</b>			
Freshmen	373	380	305
Sophomore	620	577	615
Junior	583	600	543
Senior	783	769	743
<b>Total Continuing</b>	<b>2359</b>	<b>2326</b>	<b>2206</b>
<b>Difference from prior year</b>		<b>-33</b>	<b>-120</b>
<b>Total Degree Seeking Undergraduate</b>	<b>3446</b>	<b>3365</b>	<b>3103</b>
<b>Difference from prior year</b>		<b>-81</b>	<b>-262</b>
<b>New Graduate Enrollment</b>			
Graduate - New	42	41	35
<b>Total New</b>	<b>42</b>	<b>41</b>	<b>35</b>
<b>Difference from prior year</b>		<b>-1</b>	<b>-6</b>
<b>Continuing Graduate Enrollment</b>			
Graduate - 1	52	61	27
Graduate - 2	37	40	42
Graduate - 3	21	27	24
<b>Total Continuing</b>	<b>110</b>	<b>128</b>	<b>93</b>
<b>Difference from prior year</b>		<b>18</b>	<b>-35</b>
<b>Total Graduate</b>	<b>152</b>	<b>169</b>	<b>128</b>
<b>Difference from prior year</b>		<b>17</b>	<b>-41</b>
<b>Non-Degree Enrollment</b>			
NT - Visiting	4	1	1
NR - Non-degree	3	3	2
NH - Highschool not CCP	4	5	11
NP - College Credit Plus	189	129	85
ND - Returner CCP and non-CCP	81	100	86
NS - Senior Citizen	2	0	1
<b>Total Non-Degree</b>	<b>283</b>	<b>238</b>	<b>186</b>
<b>Difference from prior year</b>		<b>-45</b>	<b>-52</b>
<b>Grand Total</b>	<b>3881</b>	<b>3772</b>	<b>3417</b>
<b>Difference from prior year</b>		<b>-109</b>	<b>-355</b>

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Summer Enrollment Comparison Report  
Board of Trustees Meeting  
August 11, 2017

	Summer 2016	Summer 2017
<b>New Undergraduate Enrollment</b>		
First-time Freshmen	21	14
Transfer	22	17
<b>Total New</b>	<b>43</b>	<b>31</b>
<b>Difference from prior year</b>		<b>-12</b>
<b>Continuing Undergraduate Enrollment</b>		
Freshmen	44	24
Sophomore	159	144
Junior	200	180
Senior	349	340
<b>Total Continuing</b>	<b>752</b>	<b>688</b>
<b>Difference from prior year</b>		<b>-64</b>
<b>Total Degree Seeking Undergraduate</b>	<b>795</b>	<b>719</b>
<b>Difference from prior year</b>		<b>-76</b>
<b>New Graduate Enrollment</b>		
Graduate - New	91	61
<b>Total New</b>	<b>91</b>	<b>61</b>
<b>Difference from prior year</b>		<b>-30</b>
<b>Continuing Graduate Enrollment</b>		
Graduate - 1	79	77
Graduate - 2	43	45
Graduate - 3	0	0
<b>Total Continuing</b>	<b>122</b>	<b>122</b>
<b>Difference from prior year</b>		<b>0</b>
<b>Total Graduate</b>	<b>213</b>	<b>183</b>
<b>Difference from prior year</b>		<b>-30</b>
<b>Non-Degree Enrollment</b>		
NT - Visiting	27	16
NR - Non-degree	20	7
NH - Highschool not CCP	1	1
NP - College Credit Plus	9	20
ND - Returner CCP and non-CCP	18	36
NS - Senior Citizen	0	1
Bridge	0	109
<b>Total Non-Degree</b>	<b>75</b>	<b>190</b>
<b>Difference from prior year</b>		<b>115</b>
<b>Grand Total</b>	<b>1083</b>	<b>1092</b>
<b>Difference from prior year</b>		<b>9</b>

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<b>Headcount</b>	<b>SM16</b>	<b>SM17</b>	<b>Change #</b>	<b>Change %</b>
Undergraduate	795	719	-76	-9.56
Graduate	213	183	-30	-14.08
<b>Total</b>	<b>1008</b>	<b>902</b>	<b>-106</b>	<b>-10.52</b>
Non-degree	75	190	+115	+153.33
<b>University Total</b>	<b>1083</b>	<b>1092</b>	<b>+9</b>	<b>+0.83</b>

<b>FTE (total credit hours/15)</b>	<b>SM16</b>	<b>SM17</b>	<b>Change #</b>	<b>Change %</b>
Undergraduate	401	470	+69	+17.21
Graduate	76	57	-19	-25.0
<b>Total</b>	<b>477</b>	<b>527</b>	<b>+50</b>	<b>+10.48</b>

<b>SCH</b>	<b>SM16</b>	<b>SM17</b>	<b>Change #</b>	<b>Change %</b>
Undergraduate	5718	6711*	+993	+17.37
Graduate	1138	865	-273	-23.99
Non-degree	298	350	+52	+17.45
<b>Total</b>	<b>7154</b>	<b>7926</b>	<b>+772</b>	<b>+10.79</b>

\*1066 of 6711 are non-degree bridge student credit hours

June 7, 2016  
 SEP 29 2017  
 Secretary, SSU Board of Trustees



Housing Occupancy Report  
 Board of Trustees Meeting  
 August 11, 2017

Current Occupancy

Fall Current #s	SSU Owned Assigned/Capacity	SSU Occupancy %	Hatcher Assigned/Capacity	Hatcher Occupancy %	Residents On Campus	Total on Campus Occupancy %	Men	Women
2017	130/163	80%	693/779	89%	823	87%	471	352


Housing Occupancy  
Fall Semesters 15-day report

Fall 15 Day #'s	SSU Owned	Hatcher	Residents On Campus	Total on Campus Occupancy %	Men	Women
2016	174	760	890	95%	495	395
2015	170	777	853	90%	465	388

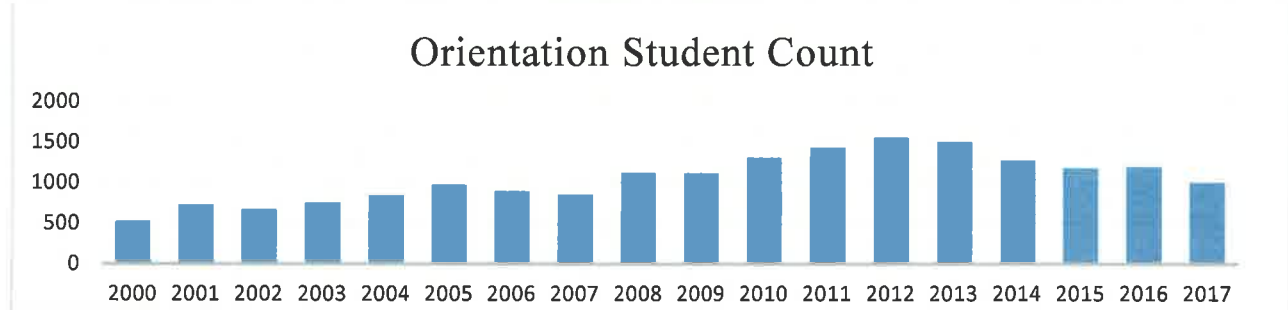
NOTE: Charts reflect a decrease in capacity due to pulling rooms offline for Live-In Resident Coordinators and rentals. 2017 SSU capacity is decreased due to Carriage being offline to students.

Occupancy by Classification

Fall	FF 1st time freshman	FR freshman	SO sophomore	JR junior	SR senior	TR transfer	GR 1st yr. grad student	G2 2nd yr. grad student	G3 3rd yr. grad student	Non Degree
2017	323	96	159	110	89	39	4	3	0	0
2016	424	85	137	98	84	52	5	4	1	0
2015	373	90	145	104	56	74	8	2	0	1

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Orientation Results  
Board of Trustees Meeting  
August 11, 2017



\*Current 2017 numbers include students that have attended a face to face, online, or Bridge to Success Orientation

2017 Fall Orientations Attendance

**Fall Total** **894**

Summary: We conducted 9 face to face orientations in June and July (including Bridge to Success Orientation)

Average show rate: 95%

2016 Fall Orientations totals Attendance

**Fall Total** **1021**

Summary: We conducted 7 face to face orientations.

Average show rate: 76%

Note: Did not enforce orientation requirement

	2016	2017
Total # of Orientations	7	9
Total OR attendees	1021	894
<b>Average Show rate</b>	<b>74%</b>	<b>95%</b>

Survey Result Summary

- Overall rating: Excellent (48%), Very Good (38%), Good (14%)
- 64% of surveys said the event went “A lot better than expected” or “Better than expected”
- Academic Sessions were ranked 4.15 out of 5 Stars
- Favorite part of the day: registering for classes

**What’s new about 2017 Orientation:**

- Prior to attendance students were required to pay a \$50.00 Orientation Fee
- We offered an online orientation for students that qualified
- Priority Registration for CCP students, Transfer Students, and Veteran and Military Students
- Student Information Browse expectations were changed and the Browse is more interactive, engaging, and fun
- Greater focus on student guest satisfaction and participation
- More Orientation Leaders and Orientation Assistants to assist with registration and advising
- Bridge Orientation for students with two or more developmental areas held separately
- Anticipating a smaller melt with more engaged orientation events
- New meet and greet event during check in to help connect students and their families with other offices on campus

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**New Scholarship Program  
Accepted Scholarships/Offered Scholarships  
Board of Trustees Meeting  
August 11, 2017**

<b>2017-2018</b>	ACT 27+ SAT 1210+	ACT 25-26 SAT 1130-1200	ACT 23-24 SAT 1060-1120	ACT 21-22 SAT 980-1050
GPA 3.8 – 4.0	\$6000 (Ach) 55/143 39%	\$5000 (Excel) 42/90 47%	\$4000 (Succ) 51/112 46%	\$3000 (B & G) 37/88 42%
GPA 3.6 – 3.79	\$5000 (Excel) 12/26 47%	\$5000 (Excel) 17/29 59%	\$4000 (Succ) 24/54 45%	\$3000 (B & G) 30/51 59%
GPA 3.4 – 3.59	\$4000 (Succ) 8/12 67%	\$4000 (Succ) 6/14 43%	\$4000 (Succ) 14/26 54%	\$3000 (B & G) 14/41 35%
GPA 3.2 – 3.39	\$3000 (B & G) 6/11 55%	\$3000 (B & G) 5/8 63%	\$3000 (B & G) 24/39 62%	\$3000 (B & G) 22/42 53%

Shawnee Scholars – Full in-state tuition 6/8=75%

Shawnee Achievement (Ach)- \$6,000 per year/\$24,000 for four years 55/143=39%

Shawnee Excellence (Excel)- \$5,000 per year/\$20,000 for four years 71/145=49%

Shawnee Success (Succ)- \$4,000 per year/\$16,000 for four years 103/218=48%

Blue & Gray (B&G)- \$3,000 per year/\$12,000 for four years 138/280=49%

Total Scholarship Offers 373/794=47%

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**Previous Scholarship Program  
Enrolled Scholarships/Offered Scholarships  
Board of Trustees Meeting  
August 11, 2017**

<b>2016-2017</b>	<b>ACT 26+ SAT 1170+</b>	<b>ACT 25 SAT 1130- 1160</b>	<b>ACT 23-24 SAT 1060- 1120</b>	<b>ACT 21-22 SAT 980- 1050</b>	<b>ACT 20 SAT 940- 970</b>
GPA 3.8 – 4.0	Full Tuition 78/193 40%	½ Tuition 18/39 46%	\$2000 32/69 46%	\$1500 19/61 31%	\$1000 5/23 22%
GPA 3.6 – 3.79	½ Tuition 27/49 55%	½ Tuition 10/19 53%	\$1500 10/32 31%	\$1000 12/56 21%	\$750 8/21 38%
GPA 3.3 – 3.59	\$2000 9/27 33%	\$2000 3/12 25%	\$1500 18/43 42%	\$1000 22/70 31%	\$500 12/32 38%
GPA 3.0 – 3.29	\$1500 3/17 18%	\$1500 7/13 54%	\$1000 6/21 29%	\$750 19/51 37%	\$500 11/35 31%

President’s Scholarship – Full in-state tuition 78/193=40%

University Professor’s Scholarship – Amounts vary

\$500- ½ in-state tuition 251/690=36%

Total Scholarship Offers 329/883=37%


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# Save the Dates



EMSA FALL 2017 EVENTS



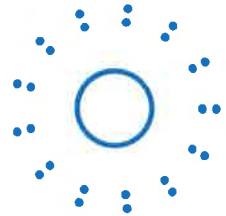
**Freshman Move-in August 18**  
**Weekend of Welcome August 18-20**

**FIRST EVER "NIGHT" SOCCER GAMES**  
**AUGUST 29, 6:00 PM**

**UCAN GO TO COLLEGE NIGHT**  
**Co-SPONSORED EVENT**  
**OCTOBER 11, 6:00 PM FRIEND'S CENTER**

**MILITARY & VETERAN CENTER'S OPEN HOUSE**  
**AUGUST 30, 11-2:00 UC 219**

**TRI-STATE DIVERSITY & INCLUSION CONFERENCE**  
**AUTHOR DEBBY IRVING "WAKING UP WHITE"**  
**SEPTEMBER 22, 12:15 PM- UC BALLROOM**



**SHAWNEE SHOWCASE DAY**  
**SEPTEMBER 16, 9:30 UC BALLROOM**

**2017 BEAR RUN SEPTEMBER 27, 6:00 PM**

## **2017 HOMECOMING WEEKEND**

**SEPTEMBER 15-16**  
**"YEAR OF FIRSTS"**



**WINTER SPORT REVIEW**

**HOMECOMING PARADE**

**ALUMNI MIXER**

**MEN & WOMEN'S SOCCER**

**STUDENT LEADER MIXER**

**SHAWNEE  
TAILGATE**

**HOMECOMING CORONATION**

**VOLLEYBALL**

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SEE WEBSITE FOR COMPLETE DETAILS [WWW.SHAWNEE.EDU/HOMECOMING](http://WWW.SHAWNEE.EDU/HOMECOMING)

# Thank you

## SSU DEVELOPMENT FOUNDATION FOR THE FOLLOWING GRANTS AWARDED TO CAMPUS LIFE

**WOW--COMMUTER MEALS \$2000  
WILL BE USED TO PURCHASE OUR  
COMMUTER MEALS DURING WOW**

**2017 TRI-STATE DIVERSITY & INCLUSION  
CONFERENCE -- \$2000 WILL SUPPORT THE  
TRI-STATE DIVERSITY & INCLUSION  
CONFERENCE HOSTED BY SSU FALL 2017**

**BEARS CARE -- \$2000  
WILL HELP SUPPORT THE "BEARS CARE"  
PROGRAM IN PURCHASING ITEMS FOR THE LESS  
FORTUNATE BEARS SUCH AS BOOK BAGS, PENCILS,  
AND OTHER BASIC SCHOOL SUPPLIES**

**SHAWNEE AMBASSADORS -- \$2000  
WILL BE USED TO TRAIN STUDENT  
AMBASSADORS TO REPRESENT SSU AT  
EVENTS**

**1ST GENERATION MENTOR PROGRAM --\$2000  
WILL SUPPORT THE "I AM THE FIRST" MENTOR  
PROGRAM, AND PROGRAM START UP COSTS**

**BEARS NECESSITIES PANTRY --  
\$1000 WILL HELP TO PURCHASE  
NEEDED SUPPLIES FOR THE BEAR'S  
NECESSITY PANTRY**

**CELEBRATING STUDENT SUCCESS:  
SURVIVING THE "SOPHOMORE SLUMP" TO  
MAKING THE "JUNIOR JUMP"--\$2000  
WILL HELP SUPPORT THE "CELEBRATING  
YOUR SUCCESS" PROGRAM DESIGNED FOR  
SOPHOMORES AND JUNIORS**

**EMERGING LEADERS -- \$750  
WILL HELP SUPPORT THE  
EMERGING LEADER  
PROGRAMMING AND  
ADVERTISEMENT ALONG WITH  
ALLOWING STUDENT MEMBERS  
TO TAKE ADVANTAGE OF  
LEADERSHIP OPPORTUNITIES**

*"Feeling gratitude and not  
expressing it is like wrapping a  
present and not giving it."  
William Arthur Ward*

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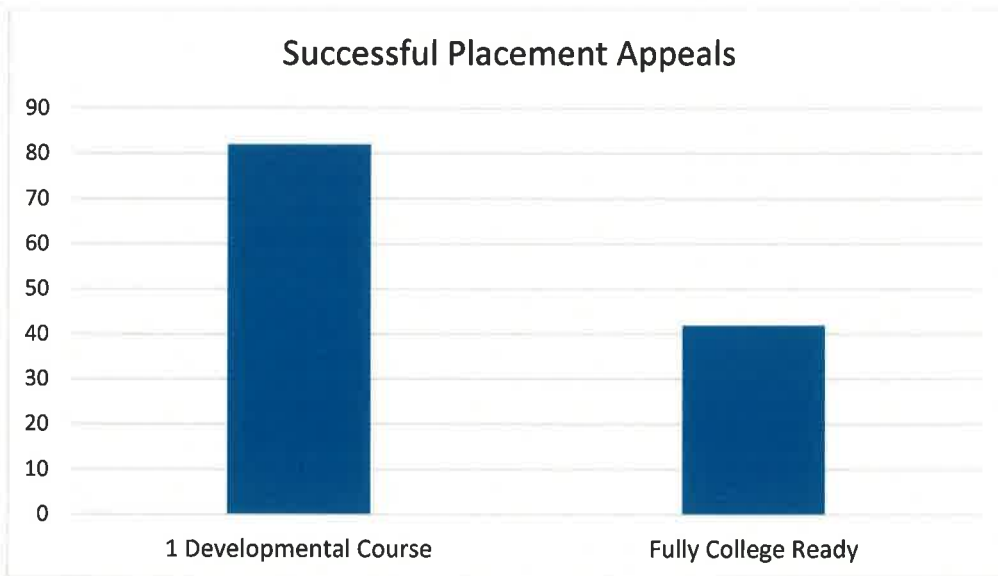
SEP 29 2017



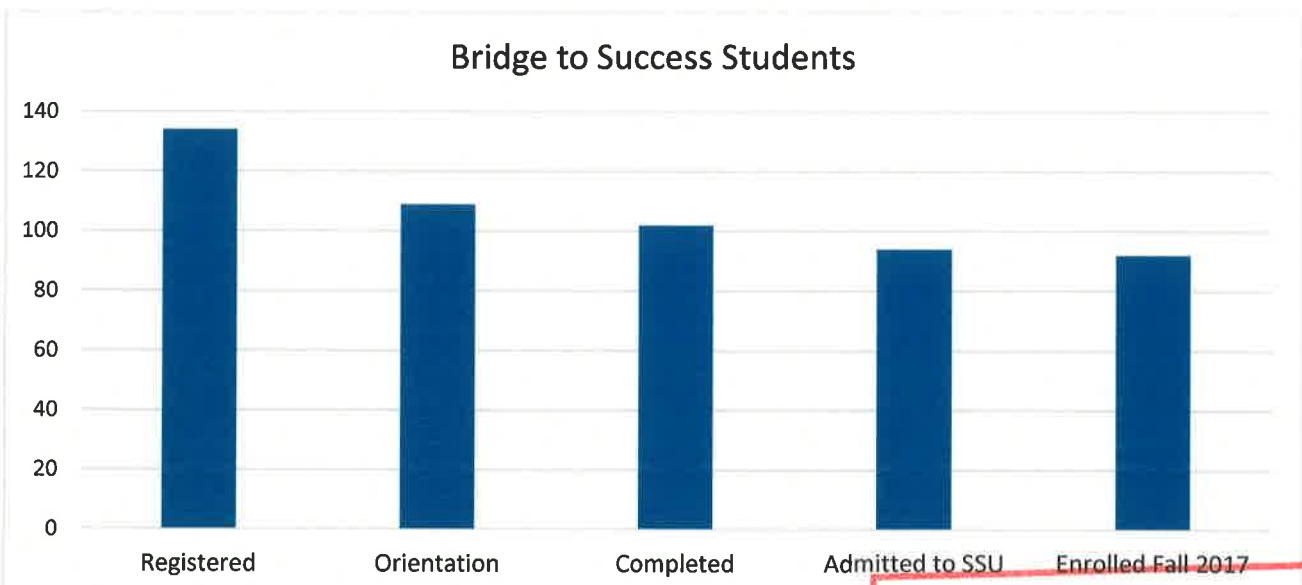
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## Bridge Program

- Over 600 potential students were sent information about the Bridge program
- 124 potential Bridge students successfully retook the ACT/SAT or appealed their placements in Developmental Courses
  - 82 were admitted to SSU needing one developmental course
  - 42 were admitted as fully college ready



- 134 students registered for the summer Bridge to Success program
  - 109 students were present at orientation
  - 102 students completed the Bridge to Success program
    - 94 students were admitted to SSU following the program
      - 92 students registered for Fall 2017 classes
      - 1 student transferred to Wittenberg University

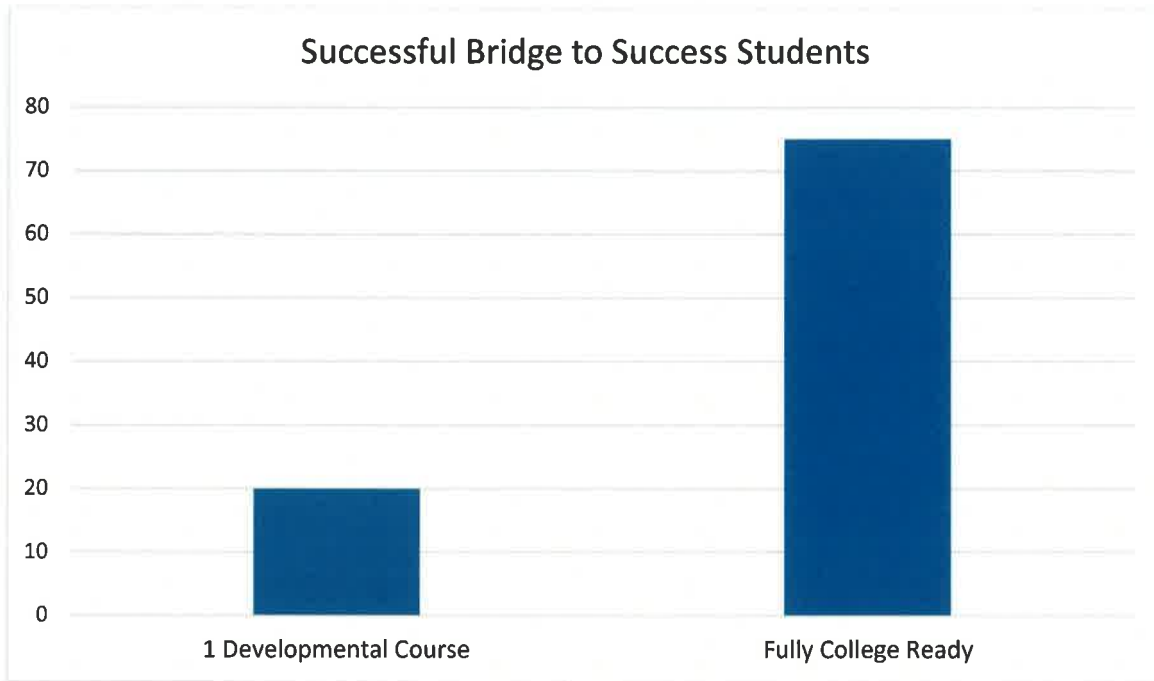


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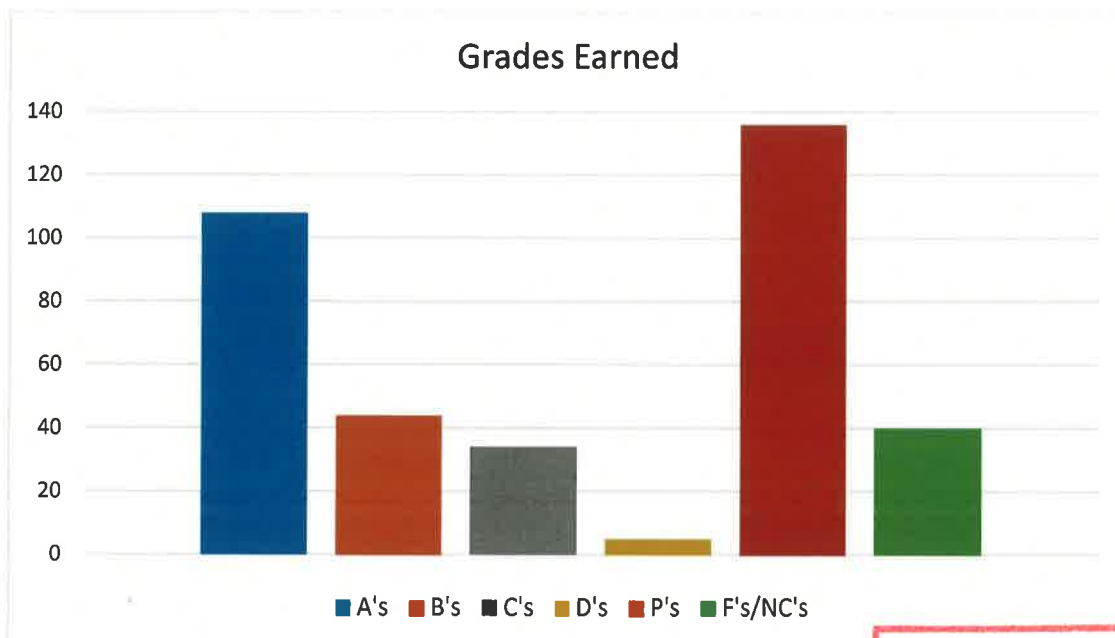
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- 74 students were admitted fully college ready
- 20 students were admitted needing one developmental course



- 367 Total Grades earned by Bridge Students
  - 108 A's
  - 44 B's
  - 34 C's
  - 5 D's
  - 136 P's
  - 40 F's/NC's



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## **RESOLUTION F13-17**

### **APPROVAL OF THE FY2018 GENERAL OPERATING BUDGET**

WHEREAS, the University has been operating under the FY2017 continuing spending authority as provided by Resolution F10-17 (copy attached); and

WHEREAS, FY2018 revenue projections have been constructed using the Ohio Department of Higher Education's projected FY2018 (first half) state share of instruction, state supplement funding, and projected tuition and other fees revenue; and

WHEREAS, FY2018 planned expenditures continue the non-compensation spending constraints of at least 5.0% reduction from the FY2017 budget, compensation savings from vacated positions that will remain unfilled, and incorporate known inflationary factors and investment initiatives; and

WHEREAS, the President of the University recommends adoption of the proposed budget;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the proposed general operating budget for FY2018 as depicted in the accompanying attachments.

(August 11, 2017)



**RESOLUTION F10-17**

**CONTINUING UNIVERSITY SPENDING AUTHORITY**

WHEREAS, the State of Ohio has not completed deliberations on the State's budget including the determination of higher education funding or tuition and fee parameters for the fiscal 2018 -2019 biennium; and

WHEREAS, it is necessary to continue to meet University financial obligations, including payment of salaries and other operating expenditures pending the adoption of the state's budget;

THEREFORE, BE IT RESOLVED, the Board of Trustees approves University spending authority consistent with the level of resources as approved for FY2017 until such time the state funding levels are determined and the FY2018 operating budget is approved by the Board.

(June 9, 2017)



## General Fund - Operating Budget

	FY17			FY18		
	BUDGET	ACTUAL as of August 9 <sup>a</sup>	VARIANCE from budget	BUDGET	VARIANCE from FY17 budget	
	\$	\$	\$	\$	\$	%
<b>REVENUE</b>						
<b>State Funding</b>						
Capital Component	\$27,260	\$27,260	\$0	\$27,260	\$0	0.00%
State Share of Instruction (SSI)	\$12,995,628	\$13,092,476	\$96,848	\$12,857,543	(\$138,085)	-1.06%
State Share of Instruction (Access Challenge)	\$363,675	\$363,675	\$0	\$0	(\$363,675)	-100.00%
Student Support Services (Disabilities)	\$3,795	\$2,026	(\$1,769)	\$2,026	(\$1,769)	-46.61%
Supplement	\$2,326,097	\$2,326,097	\$0	\$2,537,456	\$211,359	9.09%
	<u>\$15,716,455</u>	<u>\$15,811,534</u>	<u>\$95,079</u>	<u>\$15,424,285</u>	<u>(\$292,170)</u>	<u>-1.86%</u>
<b>Tuition &amp; Student Fees</b>						
Course/Program Fees	\$1,299,442	\$1,217,991	(\$81,451)	\$1,374,502	\$75,060	5.78%
General Fee	\$2,429,162	\$2,293,640	(\$135,522)	\$2,226,407	(\$202,755)	-8.35%
Instructional Fee <sup>p</sup>	\$23,205,336	\$22,401,817	(\$803,519)	\$22,630,342	(\$574,995)	-2.48%
Miscellaneous Fees	\$520,144	\$366,028	(\$154,116)	\$729,978	\$209,834	40.34%
Non-Resident Surcharge	\$1,427,458	\$1,295,210	(\$132,247)	\$1,893,955	\$466,497	32.68%
Technology Fee	\$446,542	\$421,660	(\$24,882)	\$412,987	(\$33,555)	-7.51%
University Center Bond Fee	\$991,271	\$939,106	(\$52,165)	\$886,863	(\$104,409)	-10.53%
	<u>\$30,319,355</u>	<u>\$28,935,452</u>	<u>(\$1,383,903)</u>	<u>\$30,155,033</u>	<u>(\$164,323)</u>	<u>-0.54%</u>
<b>Other Income</b>						
Indirect Cost Recovery	\$174,000	\$94,767	(\$79,233)	\$160,000	(\$14,000)	-8.05%
Miscellaneous Income	\$658,908	\$573,828	(\$85,080)	\$575,000	(\$83,908)	-12.73%
	<u>\$832,908</u>	<u>\$668,594</u>	<u>(\$164,314)</u>	<u>\$735,000</u>	<u>(\$97,908)</u>	<u>-11.75%</u>
<b>Transfers from Other Funds</b>						
Auxiliary Fund	\$289,550	\$289,550	\$0	\$289,550	\$0	0.00%
<b>TOTAL REVENUE</b>	<b><u>\$47,168,268</u></b>	<b><u>\$45,705,131</u></b>	<b><u>(\$1,463,137)</u></b>	<b><u>\$46,603,868</u></b>	<b><u>(\$564,401)</u></b>	<b><u>-1.18%</u></b>
<b>EXPENDITURES &amp; TRANSFERS</b>						
<b>Compensation Expenditures</b>						
Benefits	\$9,822,041	\$9,187,139	(\$634,902)	\$9,532,165	(\$289,876)	-2.95%
Salaries	\$23,987,880	\$23,975,262	(\$12,618)	\$23,899,305	(\$88,575)	-0.37%
	<u>\$33,809,921</u>	<u>\$33,162,401</u>	<u>(\$647,520)</u>	<u>\$33,431,470</u>	<u>(\$378,451)</u>	<u>-1.12%</u>
<b>Non-Compensation Expenditures</b>						
Equipment, Buildings, Property	\$821,828	\$567,143	(\$254,685)	\$775,254	(\$46,574)	-5.67%
External Professional Services	\$659,888	\$1,201,364	\$541,476	\$622,491	(\$37,397)	-5.67%
Information, Communication, Shipping	\$1,258,094	\$876,810	(\$381,284)	\$1,186,797	(\$71,297)	-5.67%
Maintenance, Rentals, Service Contracts	\$1,719,059	\$1,705,172	(\$13,887)	\$1,621,638	(\$97,421)	-5.67%
Miscellaneous	\$1,167,638	\$1,053,210	(\$114,428)	\$1,101,467	(\$66,171)	-5.67%
Oracle Cloud Subscriptions	\$227,948	\$241,640	\$13,692	\$481,476	\$253,528	111.22%
Scholarships	\$2,968,000	\$2,788,555	(\$179,445)	\$2,968,000	\$0	0.00%
Supplies	\$997,936	\$900,231	(\$97,705)	\$941,382	(\$56,554)	-5.67%
Travel, Entertainment	\$461,751	\$463,329	\$1,578	\$435,583	(\$26,168)	-5.67%
Utilities	\$1,508,912	\$1,306,593	(\$202,319)	\$1,423,400	(\$85,512)	-5.67%
	<u>\$11,791,054</u>	<u>\$11,104,046</u>	<u>(\$687,008)</u>	<u>\$11,557,489</u>	<u>(\$233,565)</u>	<u>-1.98%</u>
<b>Transfers to Other Funds</b>						
Agency Fund	\$129,587	\$134,087	\$4,500	\$123,107	(\$6,479)	-5.00%
Auxiliary Fund	\$1,919,219	\$1,919,219	\$0	\$1,914,561	(\$4,658)	-0.24%
Plant Fund	\$1,251,022	\$1,251,022	\$0	\$1,251,022	\$0	0.00%
	<u>\$3,299,828</u>	<u>\$3,304,328</u>	<u>\$4,500</u>	<u>\$3,288,691</u>	<u>(\$11,137)</u>	<u>-0.34%</u>
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b><u>\$48,900,803</u></b>	<b><u>\$47,570,776</u></b>	<b><u>(\$1,330,028)</u></b>	<b><u>\$48,277,650</u></b>	<b><u>(\$623,153)</u></b>	<b><u>-1.27%</u></b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b><u>(1,742,535)</u></b>	<b><u>(\$1,865,645)</u></b>		<b><u>(1,673,783)</u></b>		

<sup>a</sup> FY17 year end close is ongoing. Final year end deficit is expected to increase by approximately \$1 million as a result of higher than expected health care claims.

<sup>b</sup> College Credit Plus reimbursement lags, and is booked when received.

### ONE TIME USE OF RESERVES

	FY17			FY18		
	BUDGET	ACTUAL	VARIANCE	BUDGET	VARIANCE	
	\$	\$	\$	\$	\$	%
Oracle Implementation Costs	\$270,000	\$414,379	\$144,379	237,500	(32,500)	-12.04%
Oracle Project Support	\$75,000	\$75,745	\$745	\$75,000	0	0.00%
STEMM Enabling Project	\$0	\$161,574	\$161,574	0	0	-
AD ASTRA Grant Support	\$25,000	\$0	(\$25,000)	0	(25,000)	-100.00%
Massie Hall Chiller	\$71,000	\$70,850	(\$150)	0	(71,000)	-100.00%
<b>TOTAL</b>	<b><u>\$441,000</u></b>	<b><u>\$722,548</u></b>	<b><u>\$281,548</u></b>	<b><u>312,500</u></b>	<b><u>(128,500)</u></b>	<b><u>-29.14%</u></b>

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## Auxiliary Budget

	FY17			FY18		
	BUDGET	ACTUAL as of August 9 <sup>a</sup>	VARIANCE from budget	BUDGET	VARIANCE from FY17 budget	
	\$	\$	\$	\$	\$	%
<b>REVENUE</b>						
<b>Operating Income</b>						
Commissions	\$779,697	\$593,205	(\$186,492)	\$779,697	\$0	0.00%
Housing Fees	\$1,057,111	\$1,032,537	(\$24,574)	\$1,057,111	\$0	0.00%
Meal Plan Fees	\$2,709,768	\$2,614,655	(\$95,114)	\$2,709,768	\$0	0.00%
Service Fees, Memberships	\$289,202	\$310,434	\$21,232	\$289,202	\$0	0.00%
Ticket Sales, Rentals	\$391,728	\$423,335	\$31,607	\$391,728	\$0	0.00%
	<u>\$5,227,506</u>	<u>\$4,974,166</u>	<u>(\$253,340)</u>	<u>\$5,227,506</u>	<u>\$0</u>	<u>0.00%</u>
<b>Other Income</b>						
Grants	\$224,320	\$240,505	\$16,185	\$224,320	\$0	0.00%
Miscellaneous Income	\$37,524	\$94,721	\$57,197	\$37,524	\$0	0.00%
	<u>\$261,844</u>	<u>\$335,226</u>	<u>\$73,382</u>	<u>\$261,844</u>	<u>\$0</u>	<u>0.00%</u>
<b>Transfers from Other Funds</b>						
General Fund	\$1,919,219	\$1,919,219	(\$0)	\$1,914,561	(\$4,658)	-0.24%
<b>TOTAL REVENUE</b>	<u><b>\$7,408,570</b></u>	<u><b>\$7,228,611</b></u>	<u><b>(\$179,959)</b></u>	<u><b>\$7,403,912</b></u>	<u><b>(\$4,658)</b></u>	<u><b>-0.06%</b></u>
<b>EXPENDITURES &amp; TRANSFERS</b>						
<b>Compensation Expenditures</b>						
Benefits	\$642,991	\$558,530	(\$84,462)	\$642,991	\$0	0.00%
Salaries	\$1,538,767	\$1,555,262	\$16,495	\$1,538,767	\$0	0.00%
	<u>\$2,181,758</u>	<u>\$2,113,791</u>	<u>(\$67,967)</u>	<u>\$2,181,758</u>	<u>\$0</u>	<u>0.00%</u>
<b>Non-Compensation Expenditures</b>						
Equipment, Buildings, Property	\$119,000	\$131,359	\$12,359	\$119,000	\$0	0.00%
External Professional Services	\$442,800	\$316,442	(\$126,358)	\$438,142	(\$4,658)	-1.05%
Information, Communication, Shipping	\$115,773	\$106,210	(\$9,563)	\$115,773	\$0	0.00%
Maintenance, Rentals, Service Contracts	\$642,032	\$340,423	(\$301,609)	\$642,032	\$0	0.00%
Meal Plan Expense	\$1,848,330	\$1,951,270	\$102,940	\$1,848,330	\$0	0.00%
Miscellaneous	\$434,975	\$524,558	\$89,582	\$434,975	\$0	0.00%
Scholarships	\$594,000	\$558,873	(\$35,127)	\$594,000	\$0	0.00%
Supplies	\$143,153	\$153,271	\$10,118	\$143,153	\$0	0.00%
Travel, Entertainment	\$246,611	\$300,985	\$54,374	\$246,611	\$0	0.00%
Utilities	\$111,250	\$97,438	(\$13,812)	\$111,250	\$0	0.00%
	<u>\$4,697,924</u>	<u>\$4,480,829</u>	<u>(\$217,096)</u>	<u>\$4,693,266</u>	<u>(\$4,658)</u>	<u>-0.10%</u>
<b>Transfers to Other Funds</b>						
Agency Fund	\$3,704	\$3,704	\$0	\$3,704	\$0	0.00%
General Fund	\$289,550	\$289,550	\$0	\$289,550	\$0	0.00%
Plant Fund	\$235,633	\$235,633	\$0	\$235,633	\$0	0.00%
	<u>\$528,887</u>	<u>\$528,887</u>	<u>\$0</u>	<u>\$528,887</u>	<u>\$0</u>	<u>0.00%</u>
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<u><b>\$7,408,570</b></u>	<u><b>\$7,123,507</b></u>	<u><b>(\$285,063)</b></u>	<u><b>\$7,403,912</b></u>	<u><b>(\$4,658)</b></u>	<u><b>-0.06%</b></u>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>0</b>	<b>\$105,104</b>	<b>105,104</b>	<b>0</b>		

<sup>a</sup> FY17 year end close is ongoing. Final year end surplus is expected to increase as a result of additional commission income.

	FY17			FY18		
	BUDGET	ACTUAL	VARIANCE	BUDGET	VARIANCE	
Athletic Expansion - Phase 1	\$151,360	\$151,360	\$0	\$151,360	\$0	0.00%
Athletic Expansion - Phase 2	\$0	\$0	\$0	\$94,542	\$94,542	-
Bond Debt Service Increase	\$0	\$0	\$0	\$68,573	\$68,573	-
Townhouse Renovation - Phase :	\$350,000	\$350,000	\$0	\$0	(\$350,000)	-100.00%
<b>TOTAL</b>	<u><b>\$501,360</b></u>	<u><b>\$501,360</b></u>	<u><b>\$0</b></u>	<u><b>\$314,476</b></u>	<u><b>(\$186,885)</b></u>	<u><b>-37.28%</b></u>

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SEP 29 2017

Secretary, SSU Board of Trustees

## FY2018 Budget Definitions/Highlights

### GENERAL FUND REVENUE

#### STATE FUNDING

**Capital Component** – A scheduled payout of remaining funds allocated to state universities in previous State of Ohio capital bills. This payment will end in FY19.

**State Share of Instruction (SSI)** – The amount SSU is projected to receive through the performance-based funding formula for Ohio higher education, which rewards course and degree completion. This figure will be adjusted mid-year, once final course completion counts and degrees granted are known for all fourteen Ohio public universities. The direction and magnitude of that adjustment is unpredictable, because it redistributes the state funding pool among all fourteen schools based on their relative performance. During FY2017, the mid-year adjustment increased SSU's allocation by \$96,848.

**State Share of Instruction (Access Challenge)** – An amount set aside for six institutions that serve an access mission in their communities. SSU's allocation was reduced by \$363,675 in FY2016, \$363,675 in FY2017, and the final reduction of \$363,675 will eliminate this revenue source in FY2018.

**Student Support Services (Disabilities)** – A pool of funds designated to assist campuses that spend more than the statewide average per student on support for students with disabilities. This allocation is calculated in the spring, and distributed once per year, along with the May or June SSI payment. SSU's disability spending per student full-time equivalent (FTE) has exceeded the state average since FY2014, resulting in a modest allocation each year.

**Supplement** – An allocation from the state utilized to improve course completion, increase the number of degrees conferred, and further SSU's mission of service to the Appalachian region. The amount will increase by \$211,359 in FY2018, and will remain the same for FY2019.

#### TUITION & STUDENT FEES

Revenue from tuition and student fees is expected to decrease in FY2018, as a result of legislated restrictions on undergraduate tuition and fees and a projected 4.0% undergraduate enrollment decline. The decrease will be offset somewhat by increases to graduate and non-resident tuition rates, academic program fees and new student support fees (student activities, health & wellness, career services).

## **OTHER INCOME**

Indirect Cost Recovery is expected decrease slightly for FY2018. Miscellaneous Income, which includes ticket sales, facilities rentals, vending income, and camp fees, has been reduced to reflect the trend.

## **TRANSFER FROM AUXILIARY FUND**

Support from the Auxiliary fund helps to defray the costs of custodial and maintenance services to auxiliary operations, as well as the health clinic, counseling and psychiatric support for students.

## **GENERAL FUND EXPENSES & TRANSFERS**

### **COMPENSATION**

The salaries budget includes position vacancy savings and adjustments to salaries, including contractual adjustments. For FY2018, only critical vacancies will be filled, and organizational realignments will continue to maximize system efficiencies. The benefits budget reflects expected health insurance claims costs and additional cost savings related to vacant positions.

### **NON-COMPENSATION**

These categories reflect a 5.67% decrease in all lines, except for scholarships and Oracle operating costs. The scholarship expense line is held flat compared to FY2017, anticipating increased scholarship support from the SSU Development Foundation. Oracle subscription costs will increase in accordance with scheduled payments for the newly implemented Oracle student recruiting, financials, and human resources systems.

### **SUPPORT TRANSFERS TO OTHER FUNDS**

Support transfers to the Agency Fund, which includes Intramural Sports, the Silhouette literary and arts magazine, Student Government Association, Student Programming Board, and the University Chronicle student newspaper, will be reduced by 5% for FY2018. Transfer to the Plant Fund will remain the same, with the increase in debt service related to housing renovation covered by the Auxiliary support. General Fund support to Auxiliary operations will be reduced, with the exception of Athletics programs, which will remain level in order to continue growth strategies.

## **GENERAL FUND OPERATING DEFICIT**

A use of \$1,673,783 from general fund balances is planned to cover operating costs, which represents a deficit reduction of \$68,752 relative to FY17. In addition, a one-time use of reserves of \$312,500 will cover Oracle software implementation payments and project support.

## AUXILIARY FUND

The Auxiliary Fund budget remains in balance, with the \$4,658 reduction in operating support from the General Fund being offset by a reduction in contracts with external service providers. A one-time use of reserves of \$314,474 is necessary to continue the athletics expansion, including the addition of men's and women's bowling teams. This amount includes \$68,573 to defray the increased debt service related to housing improvements.

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# OPERATING BUDGETS

**FY2017 Current EOY Status**

**FY2018 General Operating Budget**

**FY2019 Estimated General Operating**

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Finance & Administration Committee  
August 11, 2017





# FY2017 CURRENT GENERAL FUND OPERATING REVENUE

	FY16		FY17	
	BUDGET	ACTUAL %	BUDGET	ACTUAL as of August 9* %
State Funding	\$16,141,824	\$16,303,575 101.00%	\$15,716,455	\$15,811,534 100.60%
Tuition & Student Fees	\$29,980,372	\$30,120,603 100.47%	\$30,319,355	\$28,935,452 95.44%
Other Income	\$832,908	\$679,143 81.54%	\$832,908	\$668,594 80.27%
Transfers from Other Funds	\$262,256	\$262,256 100.00%	\$289,550	\$289,550 100.00%
<b>TOTAL</b>	<b>\$47,217,360</b>	<b>\$47,365,578 100.31%</b>	<b>\$47,158,268</b>	<b>\$45,705,131 96.92%</b>

Transfers from Other Funds

  
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# FY2017 **CURRENT** GENERAL FUND OPERATING EXPENDITURES

## EXPENDITURES & TRANSFERS

### Compensation Expenditures

### Non-Compensation Expenditures

### Transfers to Other Funds

### TOTAL

	FY16		FY17	
	BUDGET	ACTUAL %	BUDGET	ACTUAL as of August 9* %
Compensation Expenditures	\$34,645,498	\$33,400,534 96.41%	\$33,809,921	\$33,162,401 98.08%
Non-Compensation Expenditures	\$11,606,982	\$12,538,407 108.02%	\$11,791,054	\$11,104,046 94.17%
Transfers to Other Funds	\$3,383,869	\$3,376,497 99.78%	\$3,299,828	\$3,304,328 100.14%
<b>TOTAL</b>	<b>\$49,636,349</b>	<b>\$49,315,437 99.35%</b>	<b>\$48,900,803</b>	<b>\$47,570,776 97.28%</b>

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# FY2017 **CURRENT** GENERAL FUND OPERATING END-OF-YEAR

	FY16		FY17	
	BUDGET	ACTUAL	BUDGET	ACTUAL as of August 9*
		%		%
Operating Revenue	\$47,217,360	\$47,365,578	\$47,158,268	\$45,705,131
		100.31%		96.92%
Operating Expenditures & Transfers	\$49,636,349	\$49,315,437	\$48,900,803	\$47,570,776
		99.35%		97.28%
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(\$2,418,990)</b>	<b>(\$1,949,860)</b>	<b>(\$1,742,535)</b>	<b>(\$1,865,645)</b>

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# FY2017 **CURRENT** GENERAL FUND ONE-TIME USE OF RESERVES

**FY17**

**PLANNED ONE-TIME USE OF RESERVES**

	BUDGET	ACTUAL as of August 9*	%
Oracle Implementation Costs	\$270,000	\$414,379	153.47%
Oracle Project Support	\$75,000	\$75,745	100.99%
STEMM Enabling Project	\$0	\$161,574	-
AD ASTRA Grant Support	\$25,000	\$0	0.00%
Massie Hall Chiller	\$71,000	\$70,850	99.79%
<b>TOTAL</b>	<b>\$441,000</b>	<b>\$722,548</b>	<b>163.84%</b>

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# FY2017 **CURRENT** GENERAL FUND OUTCOME

Operating Deficit	(\$1,865,645)
Reserves One-time Use	(\$722,548)
<b>Total</b>	<b>(\$2,588,193)</b>
Investment Gain (as of 6/30/17)	\$1,674,010

**Current Net Use of GF Reserves (\$914,183)**

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# FY2017 **PROJECTED** GENERAL FUND OUTCOME

Operating Deficit	(\$2,851,086)	↓
Reserves One-time Use	(\$722,548)	
<b>Total</b>	<b>(\$3,573,634)</b>	
Investment Gain (as of 6/30/17)	\$1,674,010	
<b>Projected Net Use of GF Reserves</b>	<b>(\$1,899,624)</b>	

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# FY2018 BUDGETARY ASSUMPTIONS

- **State Funding**
  - SSI down by \$502K
  - Supplement up by \$211K
- **Tuition**
  - Billable credit hours down by 4%
  - Tuition revenue down by \$164K
- **Expenditures**
  - Compensation – reduction through attrition
  - Non-Compensation – reduce operational areas by 5.67%

**Additional scholarship support from SSUDF**

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# FY2018 GENERAL FUND BUDGETED REVENUE

	FY17		FY18	
	BUDGET	ACTUAL as of August 9*	BUDGET	VARIANCE \$
		%		VARIANCE %
<b>REVENUE</b>				
State Funding	\$15,716,455	\$15,811,534	\$15,424,285	(\$292,170)
Tuition & Student Fees	\$30,319,355	\$28,935,452	\$30,155,033	(\$164,323)
Other Income	\$832,908	\$668,594	\$735,000	(\$97,908)
Transfers from Other Funds	\$289,550	\$289,550	\$289,550	\$0
<b>TOTAL</b>	<b>\$47,158,268</b>	<b>\$45,705,131</b>	<b>\$46,603,868</b>	<b>(\$554,401)</b>
		<b>96.92%</b>		<b>-1.18%</b>

  
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# FY2018 GENERAL FUND BUDGETED EXPENDITURES

## EXPENDITURES & TRANSFERS

Compensation Expenditures

Non-Compensation  
Expenditures

Transfers to Other Funds

**TOTAL**

		FY17		FY18		
	BUDGET	ACTUAL as of August 9*	%	BUDGET	VARIANCE \$	VARIANCE %
	\$33,809,921	\$33,162,401	98.08%	\$33,431,470	(\$378,451)	-1.12%
	\$11,791,054	\$11,104,046	94.17%	\$11,557,489	(\$233,565)	-1.98%
	\$3,299,828	\$3,304,328	100.14%	\$3,288,691	(\$11,137)	-0.34%
	\$48,900,803	\$47,570,776	97.28%	\$48,277,650	(\$623,153)	-1.27%

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# FY2018 GENERAL FUND OPERATING BUDGET

	FY17		FY18	
	BUDGET	ACTUAL as of August 9*	BUDGET	VARIANCE \$
		%		VARIANCE %
Operating Revenue	\$47,158,268	\$45,705,131	\$46,603,868	(\$554,401)
		96.92%		-1.18%
Operating Expenditures & Transfers	\$48,900,803	\$47,570,776	\$48,277,650	(\$623,153)
		97.28%		-1.27%
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(\$1,742,535)</b>	<b>(\$1,865,645)</b>	<b>(\$1,673,783)</b>	

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# FY2018 GENERAL FUND ONE-TIME USE OF RESERVES

## PLANNED ONE-TIME USE OF RESERVES

FY17

FY18

	BUDGET	ACTUAL as of August 9*	%	BUDGET	VARIANCE \$	VARIANCE %
Oracle Implementation Costs	\$270,000	\$414,379	153.47%	\$237,500	(\$32,500)	-12.04%
Oracle Project Support	\$75,000	\$75,745	100.99%	\$75,000	\$0	0.00%
STEMM Enabling Project	\$0	\$161,574	-	\$0	\$0	-
AD ASTRA Grant Support	\$25,000	\$0	0.00%	\$0	(\$25,000)	-100.00%
Massie Hall Chiller	\$71,000	\$70,850	99.79%	\$0	(\$71,000)	-100.00%
<b>TOTAL</b>	<b>\$441,000</b>	<b>\$722,548</b>	<b>163.84%</b>	<b>\$312,500</b>	<b>(\$128,500)</b>	<b>-29.14%</b>

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# FY2019 BUDGETARY ASSUMPTIONS

- **State Funding**

- Flat to FY2018

- **Tuition Revenue**

- Enrollment flat to FY2018
- Tuition and Fees - increase due to tuition guarantee
- Continued scholarship support from SSUDF

- **Expenditures**

- Compensation
  - Contractual increases
  - Retirement incentive year 1 savings \$867K
- Non-Compensation – flat or further reduce if necessary to reach goal

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# FY2019 **PROJECTED** GENERAL FUND OPERATING BUDGET

	FY18	FY19	
	BUDGET	BUDGET	VARIANCE %
		VARIANCE \$	
Operating Revenue	\$46,603,868	\$46,936,880	-1.18%
Operating Expenditures & Transfers	\$48,277,650	\$47,614,340	-1.27%
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(\$1,673,783)</b>	<b>(\$677,460)</b>	


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# Budget Initiatives

FOR DISCUSSION  
FINANCE & ADMINISTRATION  
AUGUST 11, 2017

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# Reminder: Long-Term, Ongoing Budget-Reduction Actions...

Freeze/eliminate vacant positions

Organizational realignments (focused on service delivery)

Reduce overtime/overload

Steps to reduce benefit costs

Restrict non-compensation spending

Re-negotiate renewals of service contracts

Request For Proposals – long-term savings

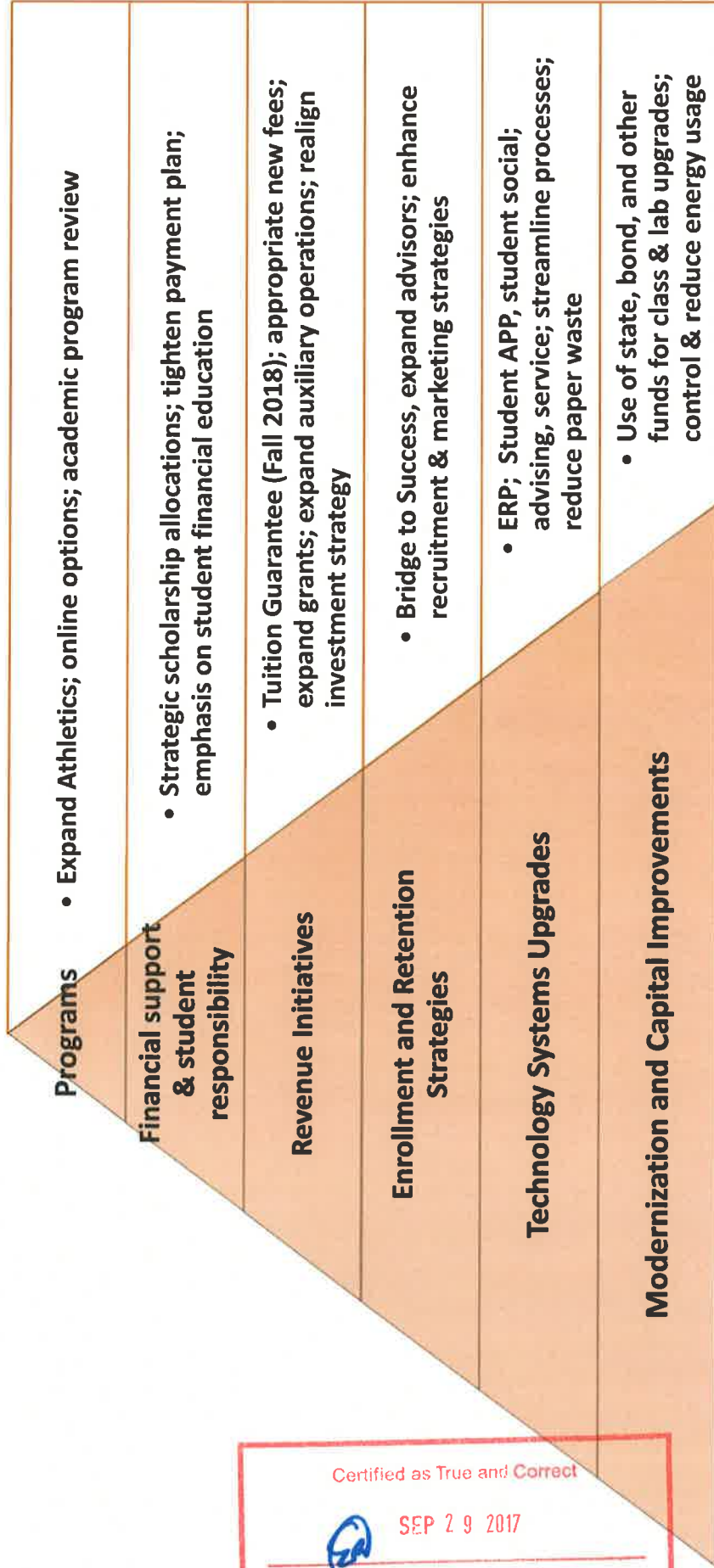
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# ...coupled with revenue and investment initiatives in progress

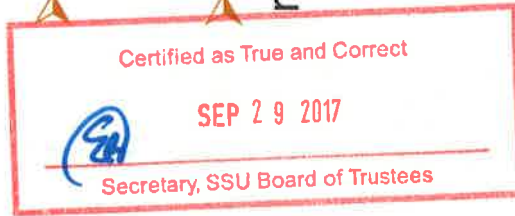


  
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## FY2018 Projected Tuition Revenue - Under Watch

- FY18 GF budget for tuition revenue is based on assumption of 4% enrollment decline (from AY2016-17)
- Actual enrollment will not be known until 15<sup>th</sup> day into the fall semester
- Depending upon 15<sup>th</sup> day count, additional budgetary initiatives may be required during 2018



# Anticipated

Less revenue combined with investment initiatives result in use of cash reserves.

A short-term expedient that may continue until we reach a balanced budget in FY20.



# Cash flow FY2016 compared to FY2017

All Operating Funds (does not include Plant/Bond funds)

	FY2016	FY2017	Comparison
Cash In	\$68,265,293	\$64,721,492*	(\$3,543,801)
Cash Out	(\$68,151,860)	(\$67,540,480)**	(\$611,380)
Diff	\$113,433	(\$2,818,988)	

\*Includes loss of \$363,675 access challenge funds and \$115,168 from funding formula reduction (SSI); unpaid college credit plus funds of \$220,000. *Annual access challenge loss is \$1,091,025*

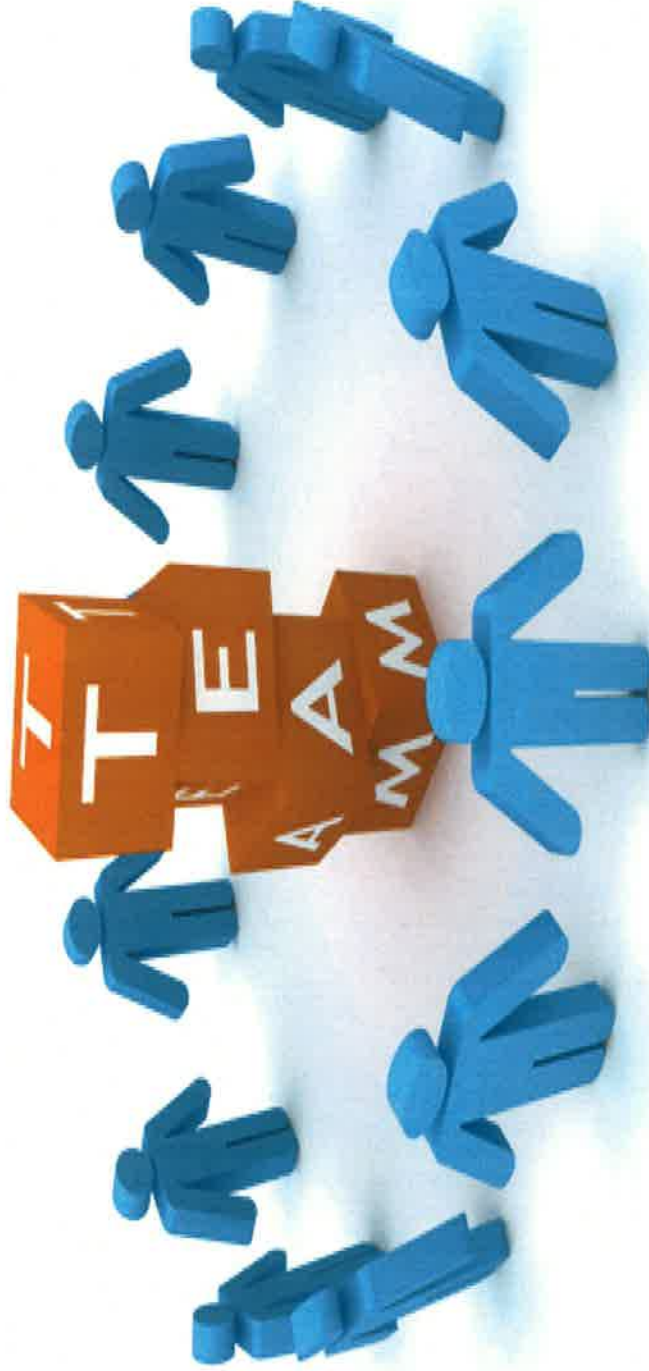
\*\*After several years of lower health care costs, FY2017 realized significant increase in total claims by appx. \$1M.

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# How To Respond?



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# Work the Plan

- ✓ Stay on course with strategic growth initiatives
- ✓ Continue long-term spending constraints
- ✓ Monitor use of cash reserves; recognize immediate impact on financial status
  - ✓ Employ targeted incentives
- ✓ When necessary, implement additional initiatives



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# Under review

## Health Care Programs

- \* Investigate expanding HSA Participation
- \* Consider incentives for lower-cost medical services
- \* Health and Wellness Incentives

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# Discussion - Retirement Incentives

➤ Begin now: Preliminary discussions with bargaining units re: investigation of retirement incentive programs

- *Issues to consider: impact on academic programs and services; impact on students; timing; structure of the programs; costs vs savings*

- **Multiple Preliminary Model Structures (may be others based on discussions):**

- *type of incentive (% salary/flat/combination);*
- *appropriate caps (consider cash needs);*
- *with or without medical bridge (HRA);*
- *numbers of participants*
- *program and service replacement needs*
- *Budgetary impact (est. payout range from \$9M to \$1.3M; comp savings depends on program)*

- **Goal: October Board Meeting: Consider Retirement Incentive Proposals for approval**

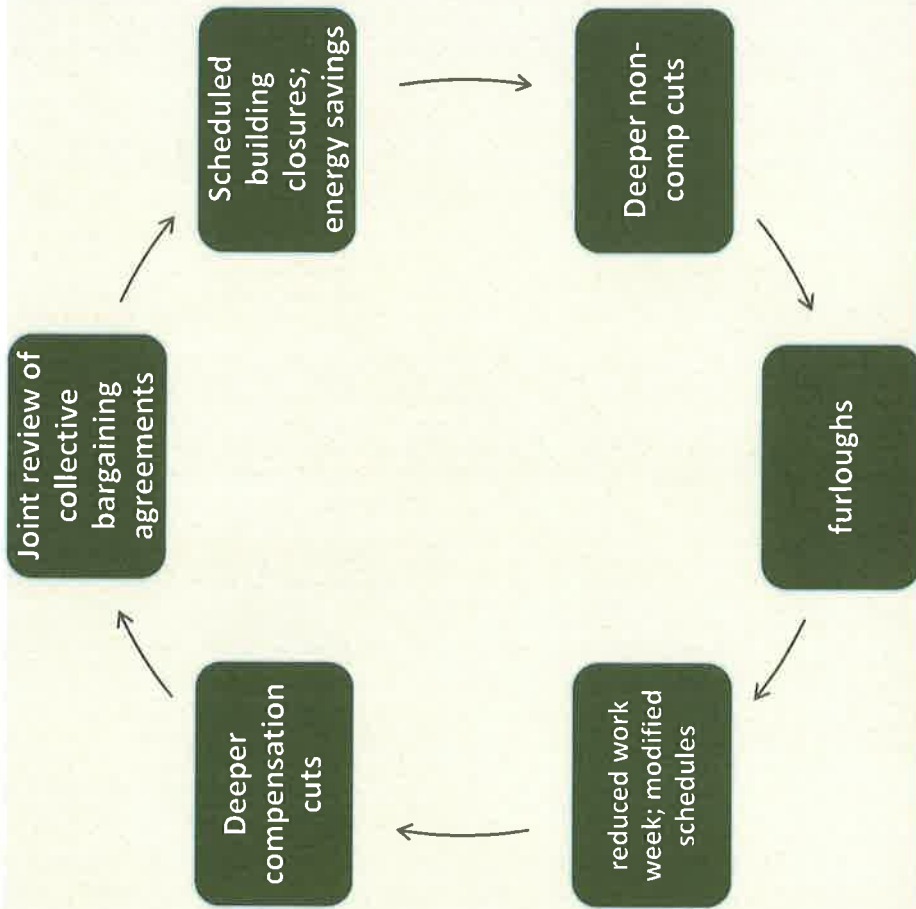
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# Other initiatives – deployed only if necessary

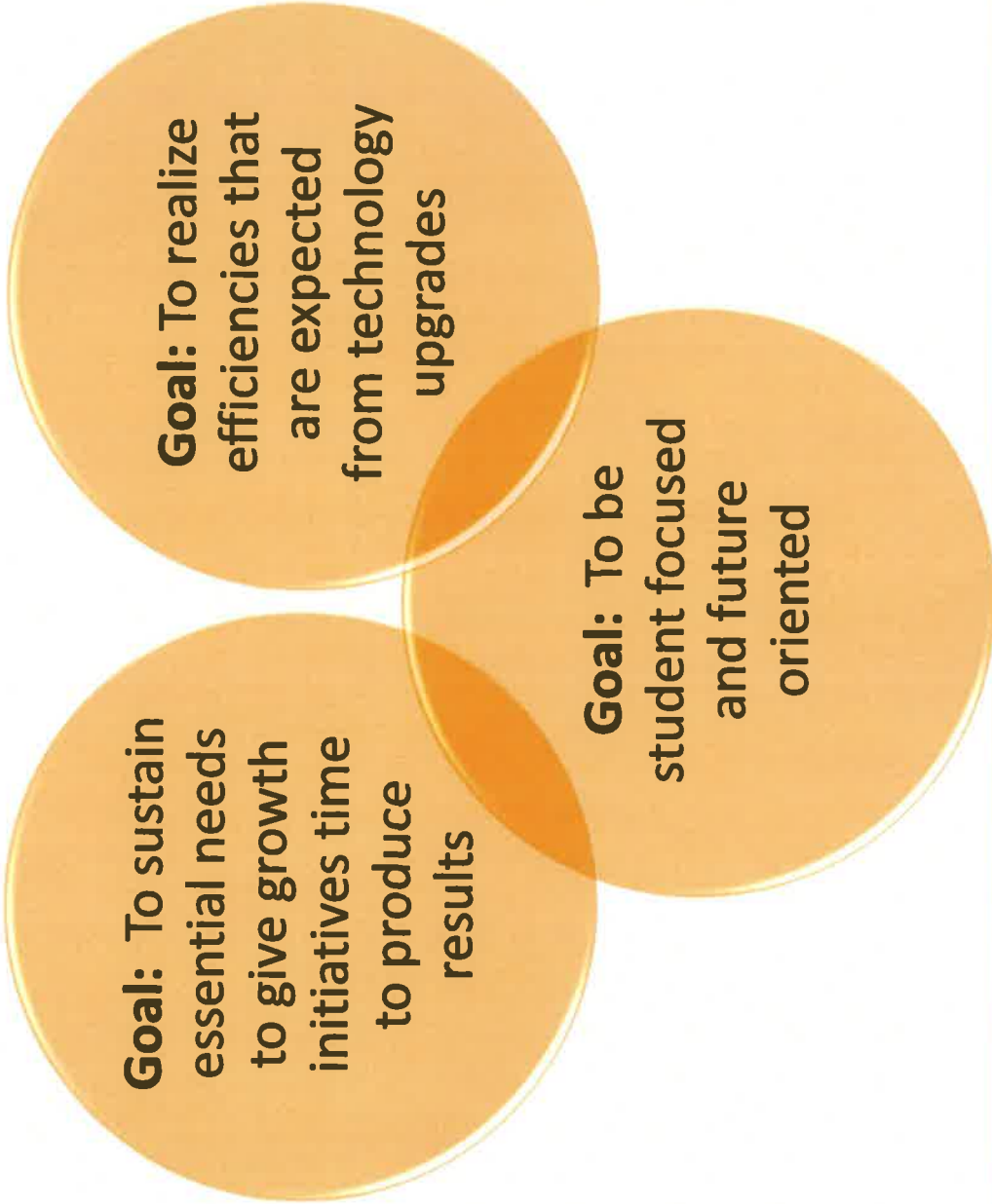


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**Ultimately, to achieve...**

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**Our Mission**

We prepare today's students to succeed in tomorrow's world.

**Our Vision**

We will be a best-value university offering a wide range of high-quality signature programs.

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# The Shawnee Advantage

*Tuition Guarantee Program  
Academic Year 2018*

*Presented: August 11, 2017*



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# First Cohort beginning – Fall 2018

**First-time enrolled or first-time transfer**

**Undergraduate, degree seeking students**

**Full and part time**



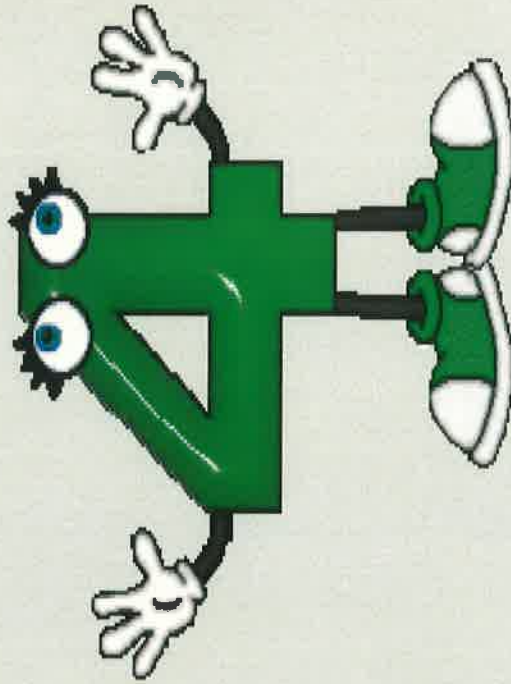
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# GUARANTEED COHORT RATES BEGINNING Fall 2018



- **Instructional**
- **General**
- **Housing and Meals**
- **Course and Program Fees (TBD)**

**Guarantee for four years (12 semesters)**

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# Rates Not included in Guarantee

**Tuition and fees for returning/continuing students**

**Service charges, pass-through costs, and fines**

- Printing, library, parking fines, disciplinary fines, etc
- Workshops, student health insurance, textbooks, computer software and hardware and supplies

**All other fees, fines, and costs related to attending SSU not specifically identified as part of Shawnee Advantage**

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# Current Issues – For ODHE and Board Approval



Develop “ALL-IN” rate schedules  
ORC 3345.48 B (2) – first year cohort rate



Instructional and General Fees as single rate; housing  
and meal plans; course fees schedule; program fees  
schedule



Subsequent years: 5-year rolling CPI applies to  
instructional and general fees; all other rates set by  
Board of Trustees

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## “ALL IN” Tuition and Fees

	Academic Year		%
	AY2017-18	Guarantee Rate AY2018-19	
<b>In-state Full-time</b>	Instructional, general, mandatory student servcs	\$7,525.20	5.78%
<b>Out-of-State Full-time</b>	Plus O/S surcharge	\$13,270.80	5.25%
<b>Housing &amp; Meal Plans</b>	est. based on campus view double, 19 meal plan, basic connectivity, & res programming	\$10,248.00	6.0%
<b>Plus selected program and course fees as applicable</b>			
<b>Cost recovery charges, fines, and other charges that are not expressly identified as part of the guaranteed rate may be applied</b>			

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# RESIDENTIAL HOUSING



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Room Type	AY 2017-18		Guarantee AY 2018-19	
	Semester	Year	Semester	Year
Campus View Private*	\$3,731	\$7,462	\$3,955	\$7,910
Tanner Place Private*				
Campus View Double	\$3,114	\$6,228	\$3,301	\$6,602
Tanner Place Double				
Bridgeview Court Double				
Bridgeview Court Upgrade to Private	\$4,346	\$8,692	\$4,626	\$9,214
Cedar House Private*	\$3,392	\$6,784	\$3,596	\$7,192
Cedar House Double	\$2,831	\$5,662	\$3,001	\$6,002
University Townhouse Private*	\$3,138	\$6,276	\$3,326	\$6,652
University Townhouse Double	\$2,570	\$5,140	\$2,724	\$5,448
* Private Rooms are only available if space permits and at the discretion of the University.				
Internet & Cable Service	\$123	\$246	\$130.38	\$260.76
Enhanced Internet and Cable Service	Based upon selection of services offered by Provider			
Residential Student Programming Fee	\$15	\$30	\$15.90	\$31.80

# Meal Plans

## Meal Plan      AY 2017-18      Guarantee      AY 2018-19

	AY 2017-18		AY 2018-19	
	Semester	Year	Semester	Year
19 Meals per Week*	\$1,872	\$3,744	\$1,984	\$3,968
15 Meals per Week	\$1,784	\$3,568	\$1,891	\$3,782
12 Meals per Week	\$1,607	\$3,214	\$1,703	\$3,406

\*Freshmen campus residents are assigned 19 meal plan; sophomores may select any option; juniors and seniors may opt not to participate in a meal plan

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# Instructional Fees (per semester)

Credit Hours	AY17-18	Guarantee AY18-19
1	\$260.45	\$276.08
2	\$520.90	\$552.15
3	\$781.35	\$828.23
4	\$1,041.80	\$1,104.31
5	\$1,302.25	\$1,380.39
6	\$1,562.70	\$1,656.46
7	\$1,823.15	\$1,932.54
8	\$2,083.60	\$2,208.62
9	\$2,344.05	\$2,484.69
10	\$2,604.50	\$2,760.77
11	\$2,864.95	\$3,036.85
12-18	\$3,125.40	\$3,312.92



Preliminary Schedule

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# General Fees (per semester)

*includes general, technology, bond fee, & generally applied student services*

Credit Hours	AY17-18	Guarantee AY18-19
1	\$53.10	\$55.60
2	\$106.19	\$111.21
3	\$159.33	\$166.81
4	\$212.43	\$222.42
5	\$265.54	\$278.03
6	\$318.65	\$333.63
7	\$371.76	\$389.23
8	\$424.87	\$444.84
9	\$477.98	\$500.44
10	\$531.08	\$556.04
11	\$584.19	\$611.66
12-18	\$637.30	\$667.26



Preliminary Schedule

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# Total In-State Tuition and Fees (per semester)

Credit Hours	AY17-18	Guarantee AY18-19
1	\$313.55	\$331.68
2	\$627.12	\$663.36
3	\$940.68	\$995.05
4	\$1,254.23	\$1,326.73
5	\$1,567.79	\$1,658.41
6	\$1,881.35	\$1,990.09
7	\$2,194.91	\$2,321.77
8	\$2,508.47	\$2,653.45
9	\$2,822.03	\$2,985.14
10	\$3,135.58	\$3,316.82
11	\$3,449.14	\$3,648.50
12-18	<b>\$3,762.70</b>	<b>\$3,980.18</b>



Preliminary schedule

  
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# Out of State Surcharge (per semester)

Credit Hours	AY17-18	Guarantee AY18-19
1	\$236.11	\$250.28
2	\$472.22	\$500.55
3	\$708.33	\$750.83
4	\$944.44	\$1,001.11
5	\$1,180.55	\$1,251.38
6	\$1,416.66	\$1,501.66
7	\$1,652.77	\$1,751.94
8	\$1,888.88	\$2,002.21
9	\$2,124.99	\$2,252.49
10	\$2,361.10	\$2,502.77
11	\$2,597.21	\$2,753.04
12-18	\$2,833.32	\$3,003.32



Preliminary Schedule

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# Total Costs for O/S student (per semester)

Credit Hours	AY17-18	Guarantee AY18-19
1	\$549.66	\$581.96
2	\$1,099.34	\$1,163.92
3	\$1,649.01	\$1,745.88
4	\$2,198.07	\$2,327.83
5	\$2,748.34	\$2,909.79
6	\$3,298.01	\$3,491.75
7	\$3,847.68	\$4,073.71
8	\$4,397.35	\$4,655.67
9	\$4,947.02	\$5,237.63
10	\$5,496.68	\$5,819.58
11	\$6,046.35	\$6,401.54
12-18	\$6,596.02	\$6,983.50



Preliminary Schedule

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# Estimates (Instructional and General Fees)

- 850 Students (appx. 20,400 billable hours) First-Time Enrollment
- In-State Rate Only (Gross)
- Current academic-year tuition @ \$7,525.20
- Shawnee Advantage
  - 1<sup>st</sup> AY Guarantee Tuition @ \$7,960.36 (+5.78%)
  - + 1.9% subsequent AYs

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# Reminder: The Way Guarantee Tuition Works



Note: As the “continuing” students move through the system, these numbers will greatly diminish – there will always be “returning” students and non-degree (ND) seeking students not in the guarantee program

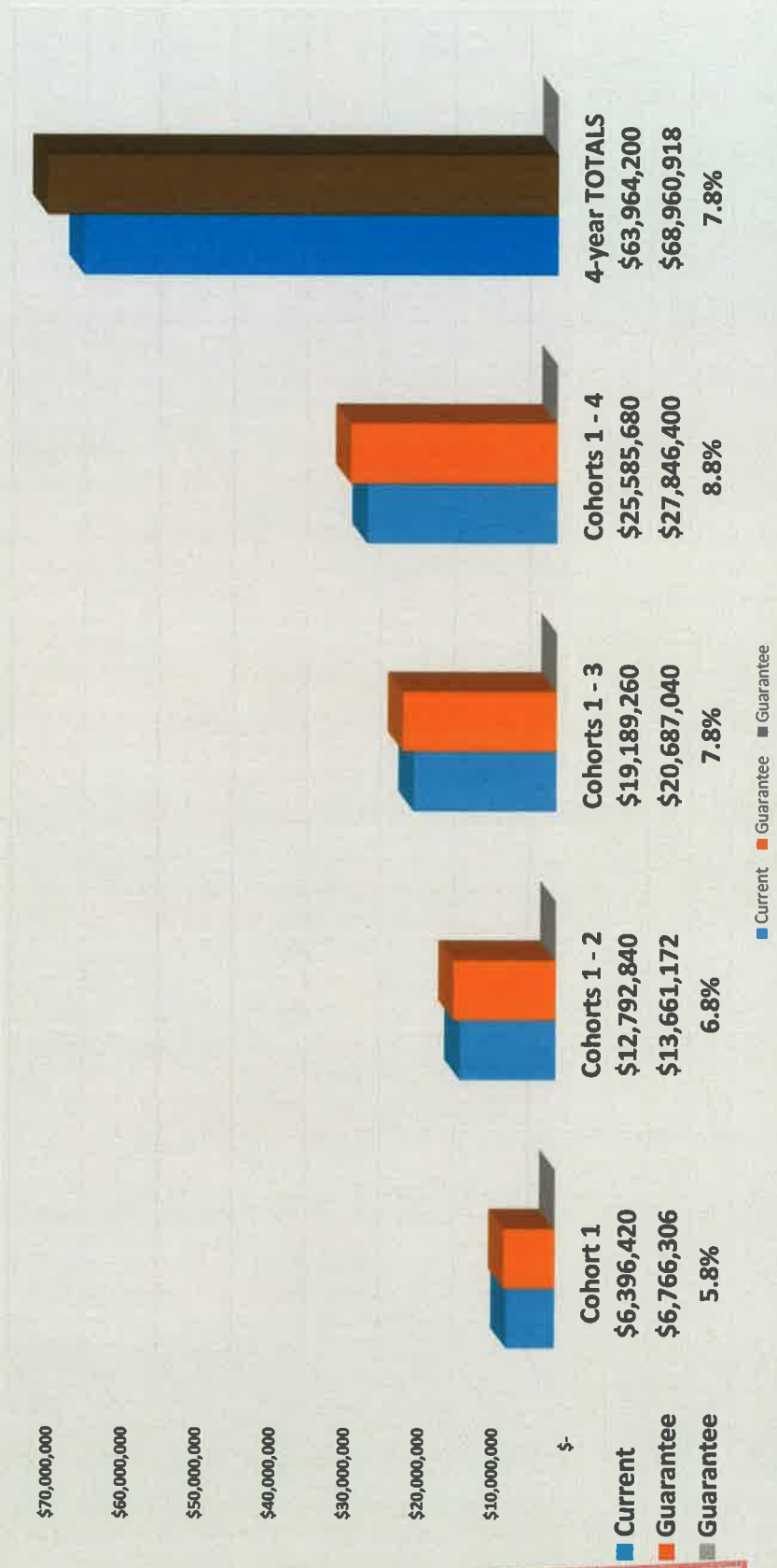
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## COMPARISON 4-YEARS CURRENT VS GUARANTEE RATES



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University Main Campuses - Fall 2016	Academic-Year In-State tuition & fees	
	Continuing	Guarantee
Central State University	\$6,246.00	
Shawnee State University	\$7,525.40	
<b>Shawnee State University (Proposed Guarantee 2018)</b>		<b>\$7,960.36</b>
Youngstown State University	\$8,317.28	
Wright State University	\$8,730.00	
University of Toledo	\$9,379.96	
Cleveland State University	\$9,768.00	
Kent State University	\$10,012.00	
The Ohio State University	\$10,036.80	
University of Akron	\$10,270.16	
<b>The Ohio State University (Guarantee 2017)</b>		<b>\$10,591.00</b>
Bowling Green State University	\$10,726.00	
University of Cincinnati	\$11,000.00	
OU	\$11,744.00	
<b>OU- Ohio Guarantee 2017</b>		<b>\$11,896.00</b>
Miami	\$14,288.00	
<b>Miami Tuition Promise 2017</b>		<b>\$14,736.00</b>

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# THE SHAWNEE STATE ADVANTAGE

## BUDGET YOUR TUITION ONCE.

### LOCK IN YOUR COST FOR 4 YEARS!

We want you to be able to plan and budget for college expenses. That's why we're adopting a tuition guarantee program for Fall 2018 that locks in your tuition, room, meal plan, and fees for four years. As a first-time freshman, you can count on your tuition to stay the same for four years – and count on us to help you and your family plan for your future.

#### ESTIMATED COST OF ATTENDANCE FOR ACADEMIC YEAR 2018/19\*

#### IN-STATE (12-credits)

Tuition & General Fees*	\$7,961
Room & Board*	\$10,865

*\*Prices listed are estimates only and are subject to final approval of the Shawnee Advantage program by the Ohio Department of Higher Education and adoption by the SSU Board of Trustees. Final costs vary depending on your selected housing, meal plan, and course options.*

*Students from certain Kentucky counties qualify for in-state tuition.*

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(740) 347-1779

**The Shawnee State Advantage:**  
Budget your tuition once.  
**Lock in your cost for 4 years!**

## Count on your tuition to stay the same for four years.

We want you to be able to plan and budget for college expenses. That's why we're adopting a **tuition guarantee program** for incoming freshmen beginning Fall 2018 that locks in your tuition, room, meal plan, and general fees for four years.

As a first-time freshman, you can count on your tuition to stay the same for four years — and count on us to help you and your family plan for your future.

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INVESTMENT PORTFOLIO PERFORMANCE

FISCAL YEAR 16:

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2015	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL YTD GAIN/(LOSS)
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 3,022,222.14	\$ 5,260.30	\$ (62,605.80)	\$ (55,395.64)	\$ 50,165.16	\$ (2,961.15)	\$ (66,808.66)	\$ (26,148.34)	\$ 6,004.61	\$ 82,688.72	\$ 51,388.68	\$ 7,408.79	\$ 48,993.79	\$ 32,778.96
U.S. BANK EQUITY MUTUAL FUNDS	\$ 6,418,665.29	\$ 55,995.83	\$ (390,617.80)	\$ (158,383.34)	\$ 428,121.77	\$ (18,274.26)	\$ (101,538.60)	\$ (300,609.64)	\$ (31,856.12)	\$ 374,500.27	\$ 34,445.06	\$ 64,881.58	\$ (13,997.14)	\$ (46,079.45)
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,644,141.07	\$ 10,866.57	\$ (54,677.92)	\$ (28,709.25)	\$ 88,234.75	\$ (1,468.04)	\$ (23,138.21)	\$ (54,869.03)	\$ (795.52)	\$ 27,704.72	\$ 27,704.72	\$ 9,282.45	\$ (5,224.56)	\$ 8,868.66
AGINCOURT CAPITAL	\$ 2,960,119.95	\$ 19,733.76	\$ (71,704.81)	\$ (21,679.28)	\$ (576.49)	\$ (6,821.46)	\$ (17,134.21)	\$ 30,164.91	\$ 18,188.45	\$ 48,905.53	\$ 24,370.52	\$ (11,448.64)	\$ 60,587.73	\$ 189,534.07
TAMRO CAPITAL/VAUGHAN NELSON##	\$ 1,089,251.89	\$ (10,859.54)	\$ (69,955.47)	\$ (10,859.54)	\$ 35,941.01	\$ (9,889.05)	\$ (53,856.88)	\$ (93,826.48)	\$ (5,249.41)	\$ 89,087.85	\$ 8,313.25	\$ 17,125.10	\$ (39,381.41)	\$ (174,688.82)
MANNING & NAPIER	\$ 1,704,863.19	\$ 3,757.17	\$ (67,126.27)	\$ (37,697.40)	\$ 71,060.30	\$ (9,889.05)	\$ (27,835.04)	\$ (32,746.53)	\$ (6,919.65)	\$ 66,519.83	\$ 23,113.25	\$ 10,522.94	\$ 1,436.60	\$ (17,241.85)
<b>CURRENT MTD TOTAL GAIN/(LOSS)</b>	\$ 83,344.09	\$ (647,665.07)	\$ (331,156.22)	\$ (331,156.22)	\$ 652,946.50	\$ (32,885.92)	\$ (290,364.45)	\$ (468,027.12)	\$ (20,626.64)	\$ 724,892.49	\$ 168,895.48	\$ 108,122.22	\$ 55,394.21	\$ 3,250.57
<b>INVESTMENT FUND BALANCES:</b>														
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 2,927,482.44	\$ 2,864,876.64	\$ 2,809,481.00	\$ 2,809,481.00	\$ 2,859,646.16	\$ 2,856,686.01	\$ 2,789,876.35	\$ 2,763,727.01	\$ 2,769,731.62	\$ 2,852,220.34	\$ 2,949,690.02	\$ 2,911,017.81	\$ 2,954,951.10	\$ 2,954,951.10
U.S. BANK EQUITY MUTUAL FUNDS	\$ 5,799,861.12	\$ 5,409,046.32	\$ 5,250,662.98	\$ 5,250,662.98	\$ 5,678,784.75	\$ 5,660,510.49	\$ 5,558,918.83	\$ 5,268,312.19	\$ 5,286,456.07	\$ 5,610,958.34	\$ 5,645,701.40	\$ 5,710,582.98	\$ 5,697,585.94	\$ 5,697,585.94
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,554,207.64	\$ 1,499,549.72	\$ 1,469,784.47	\$ 1,469,784.47	\$ 1,538,019.22	\$ 1,536,558.18	\$ 1,519,415.18	\$ 1,458,512.15	\$ 1,457,258.63	\$ 1,521,878.92	\$ 1,548,981.64	\$ 1,558,264.09	\$ 1,555,039.79	\$ 1,555,039.79
AGINCOURT CAPITAL	\$ 2,754,843.71	\$ 2,747,138.90	\$ 2,768,818.01	\$ 2,768,818.01	\$ 2,768,241.69	\$ 2,761,420.23	\$ 2,744,286.02	\$ 2,774,459.93	\$ 2,792,659.38	\$ 2,840,944.91	\$ 2,865,315.43	\$ 2,860,166.79	\$ 2,924,754.02	\$ 2,924,754.02
TAMRO CAPITAL/VAUGHAN NELSON##	\$ 1,272,592.35	\$ 1,208,436.88	\$ 1,136,843.01	\$ 1,136,843.01	\$ 1,172,784.02	\$ 1,179,410.06	\$ 1,125,558.18	\$ 1,031,726.67	\$ 1,026,477.28	\$ 1,115,565.13	\$ 1,123,778.38	\$ 1,140,953.48	\$ 1,108,567.07	\$ 1,108,567.07
MANNING & NAPIER	\$ 1,408,820.36	\$ 1,540,484.05	\$ 1,520,796.65	\$ 1,520,796.65	\$ 1,575,856.98	\$ 1,563,887.54	\$ 1,536,032.80	\$ 1,493,286.37	\$ 1,496,346.72	\$ 1,562,558.55	\$ 1,585,671.80	\$ 1,581,194.74	\$ 1,597,511.34	\$ 1,597,511.34
<b>TOTAL</b>	\$ 16,833,163.53	\$ 15,817,207.82	\$ 15,269,542.55	\$ 15,269,542.55	\$ 16,384,388.33	\$ 16,355,182.83	\$ 15,584,446.91	\$ 14,800,055.34	\$ 14,779,429.70	\$ 15,504,122.19	\$ 15,673,097.67	\$ 15,761,179.89	\$ 15,835,514.10	\$ 15,835,514.10

\*\* During the month of July 2015, the University liquidated the following investments amounts from their respective portfolios. The proceeds from the liquidation were transferred to the University Operating Cash account to meet July and August cash need

- U.S. BANK FIXED INCOME MUTUAL FUNDS \$ 100,000.00
- U.S. BANK EQUITY MUTUAL FUNDS \$ 475,000.00
- U.S. BANK TACTICAL BALANCED MUTUAL FUNDS \$ 100,000.00
- AGINCOURT CAPITAL \$ 225,000.00
- MANNING & NAPIER \$ 100,000.00
- TOTAL AMOUNT OF WITHDRAWALS FROM INVESTMENT PORTFOLIO** \$ 1,000,000.00

## During the month of July 2015, the University terminated their investment contract with TAMRO Capital Partners and entered into a new agreement with Vaughan Nelson to manage the Equity portion of our investment portfolio. In addition to receiving the funding from the TAMRO Capital Partners portfolio, \$200,000 from the U.S. Bank Equity Mutual Fund Account (Vanguard 500 Index Fund) was placed under Vaughan Nelson's management in July 2015.

FISCAL YEAR 17:

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2016	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL YTD GAIN/(LOSS)
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 2,951,099.55	\$ 60,866.28	\$ 28,604.69	\$ (13,983.25)	\$ 6,963.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,440.85
U.S. BANK EQUITY MUTUAL FUNDS	\$ 5,973,585.94	\$ 223,311.89	\$ 28,808.37	\$ (80,072.03)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170,048.23
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,555,039.78	\$ 36,099.38	\$ 14,522.87	\$ (20,569.99)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,052.21
AGINCOURT CAPITAL	\$ 2,893,661.15	\$ 59,107.77	\$ (28,805.75)	\$ (27,006.56)	\$ 514.65	\$ (805.95)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,004.16
TAMRO CAPITAL/VAUGHAN NELSON##	\$ 1,108,562.07	\$ 50,204.12	\$ 12,725.38	\$ (30,269.68)	\$ 254.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,914.57
MANNING & NAPIER	\$ 1,596,122.59	\$ 49,995.92	\$ 676.82	\$ (3,082.02)	\$ 481.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,072.31
TIAA FUNDS	\$ -	\$ -	\$ -	\$ 188,914.82	\$ (157,209.20)	\$ 81,256.40	\$ 160,037.97	\$ 281,321.02	\$ 282,655.97	\$ 82,404.94	\$ 219,448.91	\$ 159,148.25	\$ 26,223.83	\$ 1,318,302.41
<b>CURRENT MTD TOTAL GAIN/(LOSS)</b>	\$ 479,575.31	\$ 56,532.32	\$ 7,091.29	\$ (49,095.02)	\$ 80,450.45	\$ 160,037.97	\$ 160,037.97	\$ 281,321.02	\$ 282,655.97	\$ 82,404.94	\$ 219,448.91	\$ 159,148.25	\$ 26,223.83	\$ 1,684,834.74
<b>INVESTMENT FUND BALANCES:</b>														
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 3,011,895.63	\$ 3,040,500.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
U.S. BANK EQUITY MUTUAL FUNDS	\$ 5,970,897.73	\$ 5,949,706.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,589,389.06	\$ 1,603,661.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AGINCOURT CAPITAL	\$ 2,952,168.92	\$ 2,923,383.17	\$ 24,262.02	\$ 19,096.35	\$ 18,290.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VAUGHAN NELSON	\$ 1,158,166.19	\$ 1,171,491.57	\$ 460.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MANNING & NAPIER	\$ 1,646,118.51	\$ 1,646,795.93	\$ 514.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TIAA FUNDS	\$ 15,799,410.73	\$ 15,278,968.04	\$ 16,315,318.38	\$ 16,347,549.85	\$ 16,193,454.83	\$ 16,373,805.00	\$ 16,433,943.05	\$ 16,715,264.07	\$ 16,987,920.04	\$ 17,080,324.98	\$ 17,298,073.89	\$ 17,458,022.14	\$ 17,484,245.47	\$ 17,484,245.47
<b>TOTAL</b>	\$ 31,344,163.53	\$ 31,344,163.53	\$ 31,344,163.53	\$ 31,344,163.53	\$ 31,344,163.53	\$ 31,344,163.53	\$ 31,344,163.53	\$ 31,344,163.53	\$ 31,344,163.53	\$ 31,344,163.53	\$ 31,344,163.53	\$ 31,344,163.53	\$ 31,344,163.53	\$ 31,344,163.53

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INVESTMENT CATEGORY	BALANCE	FISCAL YEAR		JULY 2017 LIQUIDATION AMOUNTS**	JUNE 30, 2017 BALANCE ADJUSTED FOR LIQUIDATIONS	BALANCE AS OF JULY 31, 2017	GAIN/LOSS FOR MONTH OF JULY 2017
	AS OF JUNE 30, 2016	BALANCE AS OF JUNE 30, 2017	2017 MARKET VALUE INCREASE				
Cash & Money Market Funds	\$147,027.26	\$1,305,109.26		(\$842,580.05)	\$462,529.21	\$460,565.29	(\$1,963.92)
U.S. Treasury Obligations	\$963,325.16	\$2,274,334.44		(\$114,172.41)	\$2,160,162.03	\$2,164,387.34	\$4,225.31
U.S. Government Agencies	\$0.00	\$528,717.69		(\$96,121.75)	\$432,595.94	\$433,553.01	\$957.07
Corporate & Foreign Bonds	\$2,567,725.60	\$1,706,296.21		(\$135,822.16)	\$1,570,474.05	\$1,578,418.06	\$7,944.01
Equity Mutual Funds	\$9,170,549.18	\$9,456,895.52		(\$1,321,141.53)	\$8,135,753.99	\$8,330,934.86	\$195,180.87
Fixed Income Mutual Funds	\$2,950,783.53	\$2,212,892.35		(\$190,162.10)	\$2,022,730.25	\$2,038,949.62	\$16,219.37
	\$15,799,410.73	\$17,484,245.47	\$1,684,834.74	(\$2,700,000.00)	\$14,784,245.47	\$15,006,808.18	\$222,562.71

\*\* Excludes net cash transactions for TIAA Management Fees charged in July 2017.

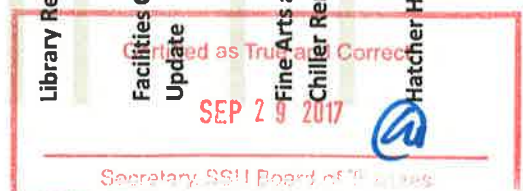
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**Status of Construction/Renovation Projects through July 31, 2017**

Project	Status	Projected Budget	Funding Source
<b>Health Sciences Program Expansion (STEMM) Phase 1</b>	<ul style="list-style-type: none"> <li>Phase I ATC &amp; Kricker Hall complete.</li> </ul>	\$ 4,000,000	State Capital
<b>Health Sciences Program Expansion (STEMM) Phase 2</b>	<ul style="list-style-type: none"> <li>The space vacated by the MOT, PT and Sports Professions departments are now renovated to add additional space for both ADN and BSN programs. This includes a new zoned air handling unit, central vacuum and compressed air for the labs, and all new finishes. This project will also allow all Nursing Faculty to have offices in the space, as well as classrooms sized for increased enrollment.</li> <li>Project started 1/4/17; 95% complete.</li> <li>Phase 2 to be complete August 7, 2017.</li> </ul>	\$ 350,000	Local Funds
<b>Advanced Technology Center/Technology and Industrial Buildings Rehabilitation</b>	<ul style="list-style-type: none"> <li>Programming complete. Design development complete. Construction documents complete. Phase 1 to start January, 2018.</li> <li>Additional spaces on the first floor are being designed to modernize the entire main entrance and classrooms to further develop the Business and Engineering Programs' collaboration effort that was initiated with the Health Sciences Programs Expansion Project. New finishes, HVAC, and restroom renovations will be included.</li> <li>Plastics and digital gaming programs being redesigned and rightsized for future growth.</li> </ul>	\$ 4,280,000	State Capital
<b>Athletic Complex (Rhodes Center)/Recreation, Student Health &amp; Wellness</b>	<ul style="list-style-type: none"> <li>Master planning 70% complete.</li> <li>Soccer field lighting - to be installed on existing poles August, 2017 - \$97,938</li> <li>The planned facility improvements include, but are not limited to: upgrading of the building's life safety systems, ADA access, and facility infrastructure; replacement of the original (circa 1983) pool filtration systems; separating the athletic programs' cardiovascular area to permit additional space and modernization of a general student fitness area; upgrading of deteriorated</li> </ul>	\$ 7,150,000	Bond & Local
<b>Townhouse Renovation Project Phase 3</b>	<ul style="list-style-type: none"> <li>Complete renovation of 8 Townhouse apartments (2 quads - units 9-16).</li> <li>Renovations will replace all existing drywall with new high impact drywall. Project will renovate 32 bedrooms, 8 kitchens, 8 living rooms, and 16 bathrooms. All rooms will be examined for water infiltration, missing or degraded insulation, and damaged ductwork. All new sub-floors to be installed on 1st and 2nd floors; vinyl flooring will replace carpet in all 8 apartments.</li> <li>Project scheduled to begin May, 2017; scheduled for completion August 7, 2017.</li> </ul>	\$ 840,000	Bond & Local
<b>Library Rehabilitation</b>	<ul style="list-style-type: none"> <li>Funds to be transferred to the Advanced Technology Center and Industrial Buildings Rehabilitation Project</li> </ul>	TBD	State Capital
<b>Facilities Campus Master Plan Update</b>	<ul style="list-style-type: none"> <li>Consultant selected.</li> <li>Project priority list being evaluated.</li> <li>Campus facility assessment to be completed by December, 2017.</li> </ul>	TBD	State Capital
<b>Fine Arts and Massie Hall Chiller Renewal Project</b>	<ul style="list-style-type: none"> <li>Replace 3 compressors and modernize controls to create an updated efficient chiller plant for 2 of our largest buildings.</li> <li>Both chiller plants serve multiple buildings and will serve the cooling needs for another 10 years while gaining 5-10% in efficiency.</li> <li>Massie Hall complete; Fine Arts 50% complete (remaining CFA chiller to be replaced August, 2017).</li> </ul>	\$ 286,603.00	State Capital
<b>Hatcher Hall Repurpose</b>	<ul style="list-style-type: none"> <li>Renovate vacated Nursing lab to house Health Clinic and Counseling Services.</li> <li>Drawings submitted to State for approval.</li> <li>To be complete by January, 2018.</li> </ul>	\$97,938.00	Bond Funds






**PERSONNEL ACTIVITY APRIL - JUNE, 2017**

PERSONNEL ACTIVITY APRIL - JUNE, 2017

Personnel Action	From	Employment Status	To	Name	Effective	Comments
<b>Appointments</b>						
	Budget & Financial Analyst, Budget Engagement	Associate Director, Alumni Engagement		Ali Givan	06/02/17	Change of Status
	Department Administrative Assistant II, IRSP	Academic Advisor, Student Success Center		Kelli Smith	05/01/17	Change of Status
	Fellow, Marketing & Communications	Coordinator, Internal Communications		Amber Montavon	04/03/17	Position Repurposed
	Fellow, Development Foundation	Coordinator, Advancement Operations		Aubrey Sherman	04/03/17	Position Repurposed
<b>New Hire</b>						
		Admissions Officer & Onboarding Specialist		Nathaniel Berry-Cadogan	06/05/17	Masters of Ed, provided Academic Support Services for student athletes
		HR Administrator		Kara Arms	06/05/17	MBA, 8 years experience in HR related to recruitment and management practices
		Admissions Officer & Onboarding Specialist		Jasmine Currie	06/03/17	Bachelor of Arts, 2 years related experience managing and overseeing campus organization
		Assistant Dean & Director, Teacher Education		Cheryl Irish	06/01/17	EdD, Previous Chair of teacher education, NCATE/CAEP Coordinator and Director of Accreditation and Assessment
		Director, Event & Conference Services		Jennifer Schackart	06/01/17	Certified as an Accredited Event Designer, 15 years event planning experience
		Director, Development & Community Engagement		Krista Smith	05/30/17	Bachelor in Business Administration, 10 years marketing, public relations, and business development experience

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Personnel Action	Employment Status	Name	Effective	Comments
	Senior Instructor, University College	Brittany Mention	05/22/17	Masters of Ed, 5 years teaching experience with development reading courses.
	Senior Instructor, University College	Sally Lyle	05/22/17	Masters degree in Mathematics/Education, 2 years teaching experience at collegiate level, and prior adjunct experience.
	Security Officer, Department of Public Safety	Mark Austin	05/22/17	Retired US Navy Chief Petty Officer, Lead Security force team.
	Assistant Professor, Department of Teacher Education	Karen Koehler	04/15/17	PhD, Licensed Intervention Specialist in Visual Impairments, 27 years teaching experience
	Program Coordinator, Teacher Education	Amy Queen	04/03/17	Bachelor of Arts in Social Science, Adjunct instructor for past 7 years
	Coordinator, Student Business Center	Douglas Shoemaker	04/03/17	Bachelor in Business Management, 15 years management of administrative functions within the financial services industry

**Promotions**

Acting Payroll Supervisor, Budget & Payroll  
Payroll Supervisor, Budget & Payroll  
Corey Culbertson  
05/20/17

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**PERSONNEL ACTIVITY APRIL - JUNE, 2017**

**PERSONNEL ACTION**

**Personnel Action      Employment Status      Name      Effective      Comments**

**Departures**

Human Resources	Coordinator, Human Resources	Susie Ross	06/30/17	Resigned
University College	Sr. Instructor, University College	Jessica Winck	06/28/17	Resigned
Upward Bound	Project Director, Upward Bound	Rebecca Harr	06/16/17	Resigned
Controller	Procurement Supervisor	Michelle Finch	06/02/17	Resigned
Student Career Development	Director, Student Career Development	Nikki Karabinis	05/22/17	Resigned
Children's Learning Center	Classroom Teacher, Children's Learning Center	Kenny Livingston	05/17/17	Resigned
Engineering	Visiting Faculty, Gaming	Andrew Holbrook	05/12/17	Resigned
Social Science	Visiting Faculty, Political Science	Diana Liu	05/09/17	End of contract
Natural Science	Visiting Faculty, Geology	Richard Bayless	05/09/17	End of contract
Nursing	Visiting Faculty, Nursing	Brenda Hale	05/09/17	End of contract
Natural Science	Visiting Faculty, Natural Sciences	Vincent George	05/09/17	End of contract
Math	Senior Instructor, University College	Randall Mills	05/09/17	End of contract
Development	Fellow, Advancement & External Affairs	Danielle Cline	05/01/17	Resigned

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**ORACLE  
PROJECT UPDATE**

**AUGUST 11, 2017**

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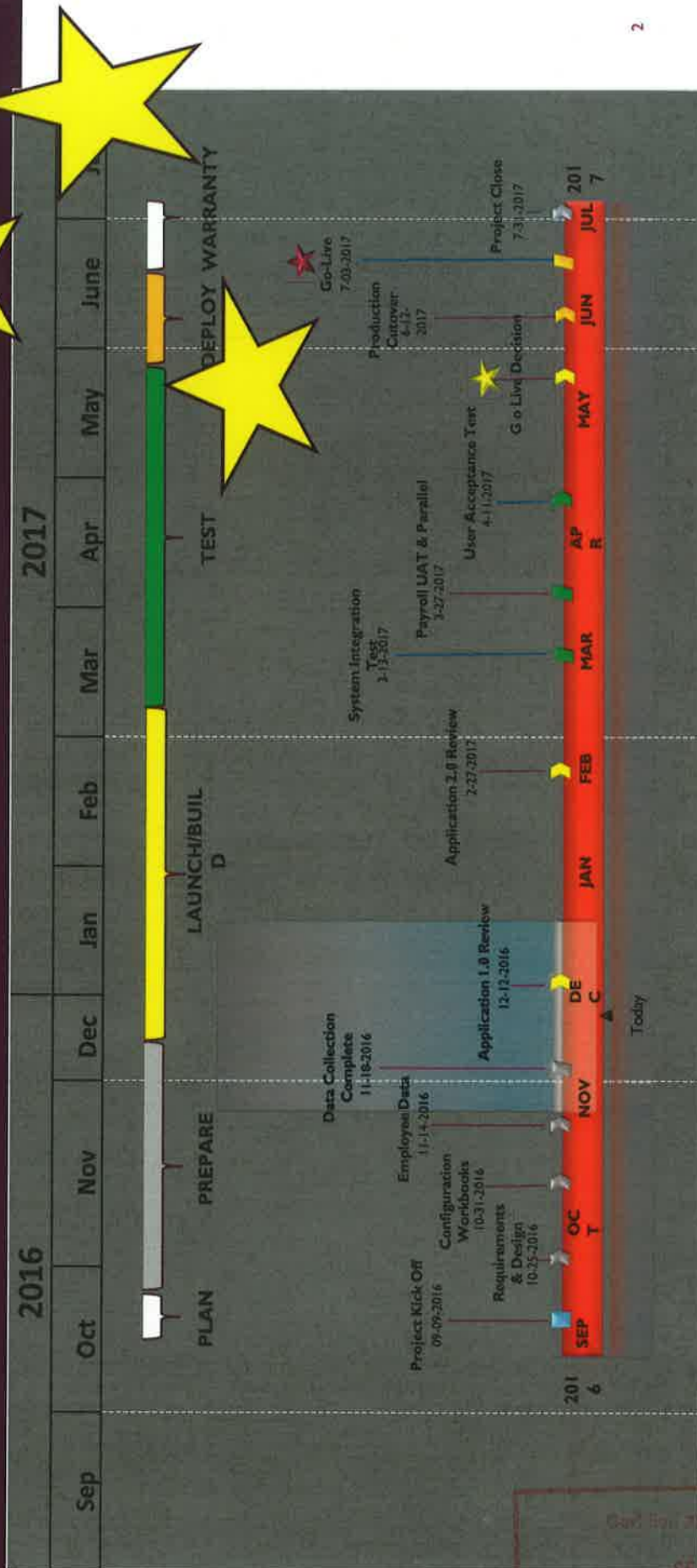
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# Oracle Implementation Timeline



Green = On Track, Yellow = At Risk/Behind with Possibility of Catchup, Red = Behind/Significant Impact

Can't say it's True and Correct

SEP 29 2017



Secretary, SSU Board of Trustees

Keenan Perry SEA VP

Good morning,

Thank you for affording me the opportunity to present this brief statement on behalf of the faculty of Shawnee State University. I am unable to be here this morning due to a medical procedure. I will be happy to address any questions or concerns by e-mail. For identification purposes I am the former President of the Faculty Senate and immediate past President of the Shawnee Education Association. I currently serve as the SEA's grievance committee chair and I also served as the Chair of the most recent Intellectual Property Committee.

The document that you have been given this morning is not the original document that was originally recommended by the Intellectual Property Committee. Here is a copy of our original recommendation. This recommendation was made through deliberate and conscious study by a committee of faculty who all had disciplinary interest and expertise in the area of intellectual property. We withdrew the recommendation after Provost Jeffrey Bauer indicated that he found it to be unacceptable and ~~scolded~~ *communicated* *that to* the committee. The document that you considered this morning was eventually put forward in the spirit of compromise and approved by the Faculty Senate as an effort to complete a process. Though in the end, it is our view that that spirit of compromise was not honored. As matters stand, the policy you have considered leaves substantive issues unaddressed.

It is our view that this policy will have negligible impact on any other group other than faculty and that it is part of the terms and conditions of employment for faculty. We believe it would have been, and would still be, best addressed through the process of collective bargaining. We will leave the discussion as to whether it is a mandatory or permissive subject of bargaining to another day and place. However, it is our view that the process through which this current policy reached you did not in fact fulfill the requirements of the CBA and we reserve the right to bring this matter up next summer.

As with many issues, there is a long history behind where we are right now but in the interest of brevity I will forego reviewing that at present. The controversies behind this policy do however reflect a now longstanding problem of defining the differences between policy and procedure, and how changes in policies and procedures which impact the terms and conditions of employment of faculty at Shawnee State are addressed.

In closing, I thank you for your time.

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APP. Late fall / early Spring  
2015/16

BOT meeting]

NEXT REVIEW DATE:

9/9/99

RESPONSIBLE OFFICER(S):

PROVOST

APPROVED BY:

BOT

1.

## PURPOSE AND SCOPE

1.1.

Shawnee State University is committed to facilitating the dissemination and utilization of the knowledge acquired by research for the public good. The University is also committed to developing existing technologies for licensing and commercialization, and it particularly encourages projects that will contribute to the economic development of the region. In furtherance of such development, the University recognizes the need to protect intellectual property rights of authors and inventors and to have a system for a fair division of any royalties and other appropriate incentives.

1.2.

This Policy is applicable to all departments and units of the University and to all of the University's faculty, staff, and students. Students who are also employees of the University shall be treated under this Policy as staff members in connection with matters related to their employment. Students shall retain all intellectual property rights to any work that is performed as part of their normal course of study.

2.

## DEFINITIONS

These definitions apply to all sections of the policy.

•

A "Work" is anything which would potentially be eligible for copyright and/or patent protection. This includes (but is not limited to) written materials, dissertations, papers, articles, books, poems, audiovisual materials, videos, audio recordings, architectural drawings, musical compositions, dramatic creations, software, databases, photographs,

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or sculptures. This also includes methods, processes, machines, articles of manufacture, or compositions of matter.

•  
“Academic Work Products” are Works created partially or totally by faculty members within the scope of their teaching, scholarship and service duties, including work created while on paid professional or sabbatical leave. ~~for the purpose of supporting teaching efforts in one or more courses or as part of faculty scholarship. This includes material created as part of a faculty member’s normal duties for classroom or instructional use. regular education.~~ Academic Work Products include (but are not limited to) those Works created for a traditional course, a distance learning course, an online course offering, or some other non-traditional setting. The term also encompasses Works created by students in the course of their academic studies as students at Shawnee State University.

•  
“Work for Hire” refers to a Work created pursuant to a written agreement which specifies the Work is to be considered as a Work for Hire. It also refers to a Work created by a University employee within the scope of his or her employment if the Work is not an Academic Work Product.

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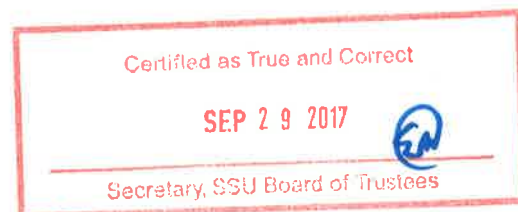
“Provost” refers to the Provost or his or her designee.

3.

COPYRIGHT

3.1.

All rights granted under copyright law for a particular Work remain with the creator(s) of the Work. The University will not have an interest in copyright ownership of Works of employees or students or in royalties therefrom except in the following cases:





a) When the Work is prepared under a contract with the University which specifically identifies it as a Work for Hire. A separate written agreement shall be established at the outset with each contributing individual which identifies the Work for Hire and specifies that it is to be considered a Work for Hire.

•

The Provost and Vice President for Finance and Administration shall give written approval to such agreements.

b) When the Work is created within the scope of University employment (subject to the terms of section 3.3).

c) When the Work is created through a direct, significant, and specific allocation of University resources for the express purpose of the creation of that Work.

d) When the work is created at the specific direction of the University for a particular University purpose.

In these four cases, copyright ownership of the Works in question belongs to the University, unless it expressly waives its rights thereto.

3.2.

The University may convey copyright to University-owned works back to the creator(s) of such works. Such conveyance shall be given in writing upon approval by Intellectual Property Committee.

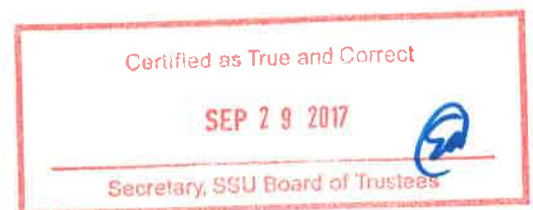
3.3.

In accord with academic tradition, the University does not claim ownership of copyright in Academic Work Products, except to the extent required by the terms of a particular funding agreement. Faculty rights to Academic Work Product shall be judged in accordance with the SEA-SSU Collective Bargaining Agreement.

3.4.

The University is solely responsible for the management of, and decisions concerning, licensing and commercialization of Works owned by the University.

4.



## PATENTS

### 4.1.

Ownership of patent rights to inventions created by University faculty, staff or students in direct connection with activities either supported by University administered funds or conducted in University controlled facilities belongs to the University. The fact that an invention was developed in support of classroom instruction does not by itself indicate that creation was supported by University funds; a substantial use of University resources or facilities must have been employed in development in order for the University to claim ownership of the invention under this paragraph.

### 4.2.

The University does not claim ownership of patent rights to other inventions created by faculty, staff, or students.

### 4.3.

The University may convey patent rights to the inventors. Such conveyance shall be given in writing upon approval by the Intellectual Property Committee.

### 4.4.

Inventions created as a result or byproduct of a research agreement between outside sponsors and the University may, under terms of the agreement, require the University to convey commercial use rights for a particular patented invention to the sponsor. In such cases the University will be assigned ownership of the patent and the sponsor will be granted a patent license.

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### 4.5.

The law may recognize both copyright and patent rights for some inventions. This section only addresses rights granted under patent law. Ownership of rights granted under copyright law is governed by section

3.

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5.

## TRADEMARKS

5.1.

Ownership of trademarks obtained in connection with the creation of Works for Hire belongs to the University. Otherwise, ownership of trademark rights belongs to the creators of the Works.

5.2.

The University may convey trademark rights to the creators of the Works. Such conveyance shall be given in writing upon approval by the Intellectual Property Committee.

6.

## LICENSING AND ROYALTIES

6.1.

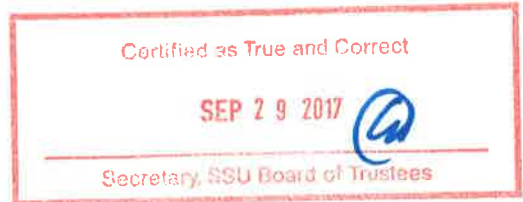
SSU faculty, staff, students, and other employees shall be fully eligible for participation in the distribution of income or the transfer of University rights under this Policy. This eligibility does not apply to Works for Hire.

6.2.

If the University grants a copyright or patent license to a commercial entity, the University will seek a reasonable royalty from the licensee. Royalties earned on any intellectual property owned by or assigned to the University will be distributed to faculty, staff or student inventors, or other inventive parties once all expenses associated with the particular intellectual property have been recovered by the University. Royalties are distributed according to this formula:

- 50% as direct payment to creator(s), to be shared equally among them
- 15% to department(s) of the creator(s) or originating unit, to be shared equally among them
- 10% to college(s) of the creator(s), to be shared equally among them
- 25% to the University

7.



## CONFLICTS OF INTEREST AND RESEARCHER RESPONSIBILITIES

7.1.

University faculty and staff inventors are strongly encouraged to disclose potentially patentable intellectual property so that patent rights may be preserved.

7.2.

For sponsored research, inventors may have a contractual obligation to promptly disclose potentially patentable intellectual property.

7.3.

University faculty and staff may not become directly involved in negotiating commercial agreements for intellectual property which is owned, assigned to or otherwise controlled by the University.

7.4.

University personnel who hold positions as operating officers or act in key decision-making capacities in businesses that have or intend to establish commercial relationships with the University must disclose such positions to the Intellectual Property Committee.

7.5.

Faculty and staff members may hold ownership in private entities that seek to commercialize the results of their research provided that:

- 

Such arrangements conform to Ohio law

- 

Ownership is fully disclosed to the Intellectual Property Committee.

- 

Ownership does not bias scholarly activities of the person owning equity or of individuals directed by the person

8.

## GOVERNANCE

8.1.

The University shall establish an Intellectual Property Committee to assist in administering this Policy.

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8.2.

The committee shall consist of six voting members in addition to the Provost, who will serve as chair but does not vote.

•

Three committee members shall be full-time faculty members: One from the College of Arts & Sciences, one from the College of Professional Studies, and one from the University at large. These are to be appointed by joint agreement of the University Faculty Senate and the Shawnee Education Association.

•

Three committee members shall be appointed by the University. It is anticipated that University Counsel will be involved in drafting contracts which will come before the committee for approval; for this reason, University Counsel is not eligible to be appointed as a member of the committee.

8.3.

Any committee member who may be impacted by a matter before the committee shall recuse himself or herself. A replacement member for that item of business shall be chosen by the Faculty Senate/SEA (for a faculty appointee) or by the Provost (in the case of a non-faculty appointee).

8.4.

The committee shall:

•

Receive disclosures of potentially patentable inventions and make recommendations regarding the advisability of the University obtaining a patent.

•

Make recommendations regarding the commercialization potential of particular works.

•

Approve or deny conveyance of copyright, trademark, or patent rights back to the creator(s) of a particular Work upon request by the Work's

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creators. Such a decision shall be rendered within 90 calendar days of a request being made to the committee and shall be provided in writing.

- Receive disclosures of actual or potential conflicts of interest under sections 7.4 and 7.5 of this policy.

8.5.

The Provost shall:

- Carry out negotiations with potential licensees for University owned intellectual property. No other University personnel shall participate in such negotiations without the consent of the Provost.
- Assess the University's responsibility to disclose inventions to research sponsors and carry out such disclosure when required.

#### Enforcement and Dispute Resolution

1. Allegations that an employee has engaged in misconduct by failing to adhere to obligations under this policy shall be addressed in accordance with the relevant disciplinary procedures and in accordance with the relevant collective bargaining agreement.
2. Disputes regarding the application and interpretation of this policy shall be subject to the grievance procedures of the relevant collective bargaining agreement.

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SHAWNEE STATE UNIVERSITY  
**HOMECOMING**  
ALUMNI & FAMILY WEEKEND

2017

[SSUHOMECOMING.COM](http://SSUHOMECOMING.COM)

**9/11 Day of Service / Paint The Town Blue**  
Saturday, September 9 | 12:00 pm – 4 pm  
Downtown Portsmouth

**Field Day**  
Monday, September 11 | 6 pm – 10 pm  
Shawnee Turf

**Pool Party**  
Tuesday, September 12 | 8 pm – 10 pm  
Warsaw Natatorium

**Family Foud**  
Wednesday, September 13 | 7:30 pm – 11 pm  
Sodexo Ballroom

**Gathering On The Green**  
Thursday, September 14 | 11:00 am – 1 pm  
Alumni Green

**BINGO**  
Thursday, September 14 | 9 pm  
Sodexo Ballroom

**Show Your Shawnee Spirit**  
Friday, September 15 | All Day  
Campus

**Golf Outing**  
Friday, September 15 | Beginning at 6 pm  
Elk Country Club

**Volleyball vs. Lindsey Wilson**  
Friday, September 15 | 6 pm  
Waller Gymnasium

**Movie Night**  
Friday, September 15 | 7 pm  
Flohr Lecture Hall

**Bonfire**  
Friday, September 15 | 8 pm  
Beside Daehler Tennis Center

## Saturday, September 16

**Parade**  
10:30 am | Campus & 3<sup>rd</sup> Street

**Shawnee State Tailgate**  
11:30 pm – 4 pm | Shawnee Turf Parking Lot

**Shawnee State Carnival**  
11:30 pm – 4 pm | Clark Memorial Library Lawn

**Women's Soccer Game vs. Bob Jones University**  
12 pm | Shawnee Turf

**Open Houses**  
12:30 - 2 pm | Campus

**Movie Repeat**  
1 pm | Flohr Lecture Hall

**Volleyball Alumni Game**  
1:30 pm | Waller Gymnasium

**Men's Soccer Game vs. Indiana Tech University**  
2 pm | Shawnee Turf

**Alumni Mixer**  
2:30 pm – 4:30 pm | VRCFA Lobby

**Volleyball vs. Pikeville**  
4 pm | Waller Gymnasium

**Alumni Soccer Game**  
4 pm | Shawnee Turf

**Homecoming Coronation**  
5:30 pm | Waller Gymnasium

**Winter Sport Preview / Men's Basketball Alumni Game**  
6 pm | Waller Gymnasium

**Alumni Social**  
8 pm | Port City Pub

**Dance**  
9 pm | University Center

**Softball Alumni Game**  
Sunday, September 17 | 1 pm | Boone Coleman Field

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