

**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
September 14, 2012**

Call to Order

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

Roll Call

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

Members Absent: Ms. Melissa Higgs-Horwell, Dr. Rita Roberts, Ms. Elizabeth Seif

Approval of the September 14, 2012 Agenda

Mr. Howarth moved and Mr. Paine seconded a motion to approve the September 14, 2012 agenda. Without discussion, the Board unanimously approved said agenda.

Approval of the July 13, 2012 Board Meeting Minutes

Ms. Reynolds moved and Mr. Lodwick seconded a motion to approve the July 13, 2012 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

Approval of the August 16, 2012 Executive Committee Meeting Minutes

Mr. Paine moved and Mr. Lodwick seconded a motion to approve the August 16, 2012 Executive Committee meeting minutes. Without discussion, the Board unanimously approved said minutes.

Approval of the Revised FY13 Schedule of Meetings of the Board of Trustees

Mr. Howarth moved and Ms. Reynolds seconded a motion to approve the Revised FY13 Schedule of Meetings of the Board of Trustees. President Morris said it was necessary to approve the revised Schedule of Meetings of the Board of Trustees because the date of the November, 2012 meeting was being changed from November 9 to November 2. Without further discussion, the Board unanimously approved the Revised FY13 Schedule of Meetings of the Board of Trustees.

Committee Reports

Academic and Student Affairs Committee

The Academic and Student Affairs Committee did not meet and therefore had no action or information items.

Finance and Facilities Committee – Mr. David Lodwick

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

Action Items

Resolution F20-12, Policy on Policies and Procedures, Policy 5.00Rev

Mr. Lodwick moved and Ms. Reynolds seconded a motion to approve Resolution F20-12, Policy on Policies and Procedures, Policy 5.00Rev. This Policy was adopted in 1990 and needed updating to comply with federal requirements. These revisions will provide necessary guidance for the Administration's systematic review of institutional policies to remove outdated policies and to modify and update policies.

Ayes: Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Ms. Reynolds

Nays: None

Resolution F21-12, Approval of FY2013 Administrative Staff Salary Increase

Mr. Lodwick moved and Mr. Paine seconded a motion to approve Resolution F21-12, Approval of FY2013 Administrative Staff Salary Increase. This 2% salary increase in base salaries and wages for eligible administrative staff, in accordance with applicable Board policies, will be retroactive to July 1, 2012.

Ayes: Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Ms. Reynolds

Nays: None

Resolution F22-12, Approval of Shawnee State University and Shawnee Education Association 2012-2015 Collectively Bargained Agreement

Mr. Lodwick moved and Ms. Reynolds seconded a motion to approve Resolution F22-12, Approval of Shawnee State University and Shawnee Education Association 2012-2015

Collectively Bargained Agreement. The tentative agreement was ratified in its entirety by the SEA membership.

Ayes: Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Ms. Reynolds

Nays: None

Information Items

Personnel

The following personnel actions were processed in the Department of Human Resources during the period of June 23, 2012 through August 23, 2012:

- The Division of Academic Affairs had one administrative appointment, one administrative promotion and one administrative change of status from part-time to full-time. Three faculty members were appointed to the Department of Natural Sciences; two one-year temporary faculty members were appointed to the Department of Fine, Digital, and Performing Arts; one faculty member was appointed to the Department of Mathematical Sciences; and one one-year visiting professor was appointed to the Department of Social Sciences.
- The Division of Finance and Administration had one administrative appointment.
- The President's Office/Central Administration had two administrative appointments, one of which was a defined period appointment.
- The Division of Student Affairs had one administrative appointment.

Investment Report

The University's investment performance report revealed gains in July and August. With an overall positive adjustment, the portfolio has realized a 2.7% gain in the amount of \$340,568 for the reporting period (July 1, 2012 – August 31, 2012).

Capital Status Report

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

FY12 General Fund Revenue and Expenditures Report

The preliminary (draft) FY2012 general fund report reflects total expenditures of \$51,508,586 compared to the budgeted amount of \$54,121,512. The primary reasons for expending less than budget include: deferral of some major renovation projects, containment of benefit costs (92.1% of budget), reduced utility costs, and continued oversight of non-compensation spending. Also, we experienced higher-than-anticipated revenue from "other" sources, offsetting the loss experienced in tuition revenue.

VRCFA Revenue and Expenditures Report

Increased revenue of \$50,436 was insufficient to cover the increased expenditures of \$85,744 which resulted in a deficit of \$35,308 for FY12. This was primarily due to an increase in performer compensation costs of \$90,817 for which there was an inadequate increase in ticket sales, sponsorships, and donations to offset the additional cost.

Education

A briefing was presented on the progress of an ongoing strategic review of the human resources department.

External Relations Committee – Mr. Dan Mooney**Action Items**

No action items were presented.

Information Items

Dr. Brenda Haas, Dean of the University College, reported on the Chancellor's Plan for Shawnee State University to Improve Course Completion, Retention, and Graduation Rates and provided a progress report.

Mr. John Carey, Assistant to the President for Government Relations & Strategic Initiatives, updated the Board on discussions with the Ohio Board of Regents and Office of Management and Budget staff regarding a plan to "step-down" the University from its funding supplement.

President Morris updated the Board on changes in the SSI consultation progress.

Motion

Ms. Reynolds moved and Mr. Paine seconded that the Board endorse current efforts to develop a plan to reduce and eventually eliminate the Shawnee State University Supplement based upon

the principles that (1) the plan will allow the University to recapture the lost revenue through a means other than tuition; and (2) the plan recognizes the importance of a gradual increase of any costs to our students.

Ayes: Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Ms. Reynolds

Nays: None

President's Report

Fall 2012 Enrollment. Our 15th day report of enrollment for this semester reveals that enrollment is down at both the undergraduate and graduate levels; undergraduate enrollment is down 1.9% and graduate enrollments are down 5.5%. Our overall FTE enrollment is down 1.5%. As the attached report reveals, our decline is primarily in postsecondary student enrollment and reflects a demographic that is being realized in colleges and universities throughout the state.

Enrollment of Veterans. Earlier this month, we received word that changes in the data systems at the U.S. Department of Veteran's Affairs had resulted in the "decertification" of most of the veterans enrolled in colleges and universities in Ohio. Shawnee State currently has 114 veterans enrolled that could have been impacted by this decertification. Even before the veterans themselves were notified of the problem by the Department of Veteran's Affairs, we had moved to ensure their continued enrollment. Our Financial Aide staff contacted Veteran's Affairs to begin a recertification process, arrangements were made to not charge them for late payments of tuition and fees, and the Foundation made additional emergency loans funds available to this group. Most of these efforts were accomplished by staff overnight so that we could continue to serve our veterans. Their work and efforts to support our students are to be commended.

Intermodal Conference. On August 30, 2012, the University hosted a conference on Intermodal Transportation opportunities in the region. The conference was attended by state, regional, and local officials who spoke about the expansion of intermodal transportation in the region and the potential for development of related business within the region. The conference was part of our initiative for the University to provide leadership in the economic development conversation and activity within the region we serve. The conference was the work of John Carey who is currently working to ensure we provide follow-up programming for the conference.

Renewal of Upward Bound and 21st Century Grants. We are pleased to have learned that funding for two important community-oriented grants programs has been continued. The 21st Century Community Learning Centers, operated through Outreach Services, has received state funding through the Department of Education. The 21st Century Community Learning Centers are programs provided in eight local elementary schools, providing a combination of tutoring, enrichment activities, and intervention after-school to help students at risk.

Three TRIO programs — Upward Bound, Upward Bound Math-Science, and Educational Opportunity Center — have received federal grant funding for the next five years. These programs are federal outreach and student services programs developed to help individuals from

disadvantaged backgrounds to succeed in higher education. Upward Bound currently serves 70 students from eight different school districts in Scioto County, helping to prepare them for college by assisting with study skills, tutoring, and counseling and by exposing these first-generation students to college life. The program here at Shawnee State is one of 780 in the nation to receive funding out of 1500 that applied. The Educational Opportunity Center program provides counseling and information on college admissions to qualified adults who want to enter or continue postsecondary education.

Each of these programs helps improve education in our community at different levels and we are pleased to be involved with making them available.

Update on Metrics. In recent years, it has been our custom to update the Board on our progress on the USO goals and our current strategic plan 20/20. Progress on the USO goals is no longer reported to the Board of Regents and we are at the point that our own strategic plan should be refreshed. Nonetheless, they both serve as good frameworks for us to report progress and changes at the University over the past year. Chris Shaffer, Director of Institutional Effectiveness, will provide a summary of this update to you and a full report is attached.

Reports, if any, from Board Liaisons with other Organizations

None.

New Business

Mr. Paine moved approval of Resolution E03-12, 2013-2014 Academic Calendar (ASA05-12).
Mr. Howarth seconded the motion.

Ayes: Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Ms. Reynolds

Nays: None

President Morris asked Board members for direction on how to proceed with the recommendations of the Admissions Standards Task Force. After discussion of those recommendations by Board members, President Morris summarized the comments of the Board members as "a continuing commitment to the University's current mission" and "no desire to impose admission standards at this time." Further discussion was about ways to better understand the students who do not succeed academically and Dr. Morris indicated that she would work with the Office of Institutional Effectiveness to develop a profile of those students for future consideration by the Board. Chairman Mooney asked that the Board's thanks be conveyed to the members of the Admissions Standards Task Force for their hard work and commitment to excellence at SSU.

Comments from Constituent Groups (if any) and the Public

None.

Other Business

None.

Executive Session

None.

Adjournment

The Board was adjourned by acclamation at 3:00 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

REVISED
ACADEMIC YEAR 2012/2013
SCHEDULE OF MEETINGS
SHAWNEE STATE UNIVERSITY BOARD OF TRUSTEES
AND IT'S COMMITTEES

Board of Trustees	Finance & Administration Committee	Academic and Student Affairs Committee
July 13, 2012 (Friday) Selby Board Room 1:15 p.m.	University Center 214 9:00 a.m.	University Center 215 10:15 a.m.
September 14, 2012 (Friday) Selby Board Room 1:15 p.m.	University Center 214 9:00 a.m.	University Center 215 10:15 a.m.
November 2, 2012 (Friday) Selby Board Room 1:15 p.m.	University Center 214 9:00 a.m.	University Center 215 10:15 a.m.
January 18, 2013 (Friday) Selby Board Room 1:15 p.m.	University Center 214 9:00 a.m.	University Center 215 10:15 a.m.
March 8, 2013 (Friday) Selby Board Room 1:15 p.m.	University Center 214 9:00 a.m.	University Center 215 10:15 a.m.
May 3, 2013 (Friday) Selby Board Room 1:15 p.m.	University Center 214 9:00 a.m.	University Center 215 10:15 a.m.

Graduation Dates

December 14, 2012 (Friday)
COMMENCEMENT
 Vern Riffe Center for the Arts
 TIME TO BE DETERMINED

May 4, 2013 (Saturday)
COMMENCEMENT
 Alumni Green
 10:00 a.m.

Certified as True and Correct

 Secretary, SSU Board of Trustees Date

RESOLUTION F20-12

POLICY ON POLICIES AND PROCEDURES, POLICY 5.00 REV

WHEREAS, policies approved by the Board of Trustees reflect the Board's principles for University governance and provide direction to the University administration; and

WHEREAS, an updated Board Policy on Policies and Procedures will provide necessary guidance for the Administration's systematic review of institutional policies to remove outdated policies, and to modify and update policies; and

WHEREAS, the Policy on Policies and Procedures, Policy 5.00 was last reviewed and submitted for Board approval on February 25, 1990; and

WHEREAS, the procedures established to comply with the revised policy are provided for informational purposes;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves Policy 5.00 REV, Policy on Policies and Procedures.

(September 14, 2012)

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

Shawnee State University

SUBJECT: POLICY ON POLICIES
AND PROCEDURES

POLICY NO. :

5.00REV

ADMIN CODE:

3362-5-01

PAGE NO.:

1 of 2

EFFECTIVE DATE:

09/14/12

NEXT REVIEW DATE:

09/14/15

RESPONSIBLE OFFICER(S):

PRESIDENT

APPROVED BY:

BOT

1.0 PURPOSE

- 1.1 The purpose of this policy is to ensure a uniform process for the adoption and review of Board of Trustees approved policies and the establishment of supporting procedures.
- 1.2 Board of Trustees approved policies reflect the Board's principles for University governance and set direction for decision-making and accountability. The University administration is responsible for establishing procedures to amplify and implement Board approved policies.

2.0 POLICIES SUBJECT TO BOARD APPROVAL

- 2.1 In general, policies that address subjects of significance to the University or that could substantially impact the University are appropriate for Board review and approval.
- 2.2 Policy subjects that are appropriate for Board of Trustee approval include, but are not limited to, the following:
 - a) Core functions of the university
 - b) Matters that are required by law to be the direct responsibility of the Board;
 - c) Matters that address major state or federal requirements;
 - d) Matters that could utilize significant University resources;
 - e) Auxiliary operations of the university; and
 - f) Matters that are directed by the Board.
- 2.3 Board policies may only be amended or rescinded with approval of the Board of Trustees.

Certified as True and Correct

Secretary, SSU Board of Trustees Date

3.0 PROCEDURES

University administrators, under the direction of the President, are responsible for creating procedures to effectively implement Board of Trustees approved policies. Procedures will be created, pursuant to the applicable Board policy and may also be created to appropriately administer any Board policy.

4.0 POLICY & PROCEDURE FORMULATION AND REVIEW PROCESS

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

History: Replaces 5.00 (*Eff. 2/25/90*)

Certified as True and Correct

Secretary, SSU Board of Trustees Date

RESOLUTION F21-12

APPROVAL OF FY2013 ADMINISTRATIVE STAFF SALARY INCREASE

WHEREAS, University administrative staff include the employment categories of administrators, administrative technical support staff (ATSS), and department of public safety personnel; and

WHEREAS, the University is committed to its long-term strategic efforts that provide for establishing and sustaining competitive administrative salaries essential to recruit and retain professional staff; and

WHEREAS, a review of national salary surveys for comparable institutions revealed average increases ranging from 1.5% to 2.5%; a review of other Ohio universities revealed increase pools of 2% for those awarding raises; and

WHEREAS, the President has reviewed all relevant data and recommends a salary adjustment for eligible administrative staff that responds to the University's salary strategies and acknowledges relevant market data;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves a 2.0% increase in base salaries and wages for eligible administrative staff in accordance with applicable Board policies, effective July 1, 2012.

(September 14, 2012)

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

RESOLUTION F22-12

**APPROVAL OF
SHAWNEE STATE UNIVERSITY AND SHAWNEE EDUCATION
ASSOCIATION 2012-2015 COLLECTIVELY BARGAINED AGREEMENT**

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

WHEREAS, the tentative agreement was ratified in its entirety by the SEA membership;
and

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

THEREFORE BE IT RESOLVED that the Board of Trustees approves the 2012 – 2015 SSU/SEA collectively bargained agreement and extends its appreciation to the members of both negotiating teams.

(September 14, 2012)

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

RESOLUTION E03-12

**2013-2014 ACADEMIC CALENDAR
(ASA05-12)**

WHEREAS, members of the Calendar Advisory Committee have developed and reviewed the proposed 2013-2014 Academic Calendar; and

WHEREAS, the Provost and the President have approved the proposed 2013-2014 Academic Calendar; and

WHEREAS, the Academic and Student Affairs Committee recommends approval of the proposed 2013-2014 Academic Calendar;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the Shawnee State University 2013-2014 Academic Calendar, attached hereto.

(September 14, 2012)

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

2013-2014 ACADEMIC CALENDAR

Summer Semester 2013-2014

May 6	Summer intersession – classes begin
May 18	Final exams and last day (Summer intersession)
May 20	Summer classes begin (full and first five week sessions)
May 21	Grades due in Office of the Registrar by noon (Summer intersession)
May 27	Memorial Day (<i>University Closed</i>)
June 22	Last day of first five-week session (final exams during last scheduled class period)
June 24	Second five-week session – classes begin
June 25	Grades due in Office of the Registrar by noon (first five-week session)
July 4	Independence Day observed (<i>University Closed</i>)
July 27	Last day of full and second five-week session (final exams during last scheduled class period)
July 27	Summer semester ends
July 30	Grades due in Office of the Registrar by noon (full session and second five week session)

Fall Semester 2013-2014

July 29	Fall intersession – classes begin
August 16	Final exams and last day (Fall intersession)
August 19	Fall semester classes begin (full and first eight-week sessions)
August 20	Grades due in Office of the Registrar by noon (Fall intersession)
September 2	Labor Day (<i>University Closed</i>)
October 11	Last day of first eight-week session (final exams during last scheduled class period)
October 14	First day of second eight- week session
October 15	Grades due in Office of the Registrar by noon (first eight-week session)
November 11	Veterans Day observed (<i>University Closed</i>)
November 27	No Classes (<i>University Offices Open</i>)
November 28	Thanksgiving Day (<i>University Closed</i>)
November 29	Thanksgiving Holiday (<i>University Closed</i>)
November 30	Classes resume
December 6	Last day of classes (full session and second 8 week session)
Dec 7-13	Final Exams (full and second eight-week sessions)
December 13	Fall Commencement – semester ends
December 17	Grades due in Office of the Registrar by noon (full and second eight week session)
December 24	Christmas Holiday (<i>University Closed</i>)
December 25	Christmas Holiday (<i>University Closed</i>)
January 1	New Year's Holiday (<i>University Closed</i>)

Spring Semester 2013-2014

December 16	Spring intersession – classes begin
January 3	Final exams and last day (Spring intersession)
January 6	Spring semester classes begin (full and first eight week session)
January 7	Grades due in Office of the Registrar by noon (Spring intersession)
January 20	Martin Luther King, Jr. Day (<i>University Closed</i>)
March 2	Last day of first eight-week session (final exams during last scheduled class period)
March 3-9	Spring Break
March 4	Grades due in Office of the Registrar by noon (first eight-week session)
March 10	Spring full session classes resume
	First day of second eight- week session
April 25	Last day of classes (full session and second 8 week session)
Apr 26-May 2	Final Exams (full and second eight-week sessions)
May 3	Commencement
May 6	Grades due in Office of the Registrar by noon (full and second eight week session)

Certified as True and Correct

Secretary, SSU Board of Trustees Date