

**SHAWNEE STATE UNIVERSITY
EXECUTIVE COMMITTEE OF THE BOARD OF TRUSTEES**

**Meeting Minutes
March 13, 2020**

Call to Order

Chairperson Watson called the meeting to order at 8:54 a.m. noting the meeting was in compliance with RC § 121.22(F).

Roll Call

Members Present: Mr. Watson, Mr. Furbee, Ms. Hartop

Others in Attendance: Mr. Edwards, Mr. Braun, Dr. Bauer, Dr. Boyles, Dr. Madden, Dr. Thiel, Mr. McPhillips, and Ms. Otworth

Members Absent: Mr. Evans

Approval of the September 13, 2019 Executive Committee Minutes

Ms. Hartop moved and Mr. Furbee seconded the motion to approve the September 13, 2019 Executive Committee Minutes. Without discussion, the Board voted unanimously to approve said minutes.

Resolution E01-20, Appointment of Vice President for Finance and Administration

President Bauer presented Resolution E01-20, recommending the appointment of Mr. Michael Barhorst as the Vice President for Finance and Administration. Ms. Hartop moved and Mr. Furbee seconded the motion to approve recommendation of Resolution E01-20, Appointment of Vice President for Finance and Administration, to the Board of Trustees. Without discussion, the Committee unanimously approved Resolution E01-20.

Resolution E02-20, Authorization for University President to Enact Temporary Emergency Procedures as Amended

President Bauer presented Resolution E02-20 as amended, authorizing the University President to enact temporary emergency procedures that may expand, restrict or otherwise modify the rights and responsibilities of members of the University community that are currently provided for in University policies. Mr. Furbee moved and Ms. Hartop seconded the motion to approve recommendation of Resolution E02-20 as amended to the Board of Trustees. Without discussion, the Committee unanimously approved Resolution E02-20.

2020-2021 Board of Trustees Meeting Schedule

Discussion was held regarding revisions to the 2020-2021 Board of Trustees meeting schedule with emphasis on merging meeting schedule with lunch to follow in the cafeteria and eliminating the afternoon session. A revised schedule will be brought to the next Executive Committee

meeting. Mr. Furbee is in favor of the early meeting. Ms. Hartop expressed reservations regarding expanded discussion and having committees between Executive Committee and Board meeting. Mr. Edwards stated that members favor education presentations at lunch. Perhaps language where meeting times can be flexible with the Executive Committee setting dates and the Chair setting times.

Adjournment

The Executive Committee was adjourned by acclamation at 9:16 a.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

RESOLUTION E01-20

**APPOINTMENT TO THE POSITION OF VICE PRESIDENT FOR
FINANCE AND ADMINISTRATION**

WHEREAS, University Policy 5.16Rev, President's Authority to Appoint Personnel & Manage Positions, requires approval by the Board of Trustees for appointment to the executive position of vice president; and

WHEREAS, the University engaged in a national search in which a comprehensive process was undertaken to select a highly qualified candidate for the position of Vice President for Finance and Administration; and

WHEREAS, Mr. Michael Barhorst competed as a candidate through this national search process and was recommended for this position by a university search committee; and

WHEREAS, the President recommends Mr. Barhorst for this appointment;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the appointment of Mr. Michael Barhorst to the position of Vice President for Finance and Administration, effective May 1, 2020, and further authorizes the President to execute an executive employment agreement with Mr. Barhorst consistent with applicable university policies.

(March 13, 2020)

Certified as True and Correct
April 21, 2020


Secretary, SSU Board of Trustees

November 27, 2019

Jennifer Muller
Managing Partner & Senior Consultant
Academic Career & Executive Search
P.O. Box 370485
West Hartford, CT 06137-0485

RE: Vice President, Finance and Administration for Shawnee State University (ID 1075)

Dear Ms. Muller:

I am writing to apply for the position of Vice President, Finance and Administration, for Shawnee State University. Insofar as my talents closely match the needs of Shawnee State for this opening, I would like to schedule a meeting at your earliest convenience to discuss this opportunity.

As you will note from my enclosed resume, I have carefully developed a career in public sector financial management characterized by increasing responsibility and proven success. Among the most noteworthy highlights of interest to Shawnee State are:

- Leadership in long-range financial planning for the State of Ohio's third largest community college (currently 12,200 annualized FTE) that has helped to produce consistently high scores on the campus accountability score promulgated by Senate Bill 6 in 1997.
- Relationship building across all areas of the higher education spectrum covering both line and staff functions.
- Leveraging of technology to produce efficiencies both inside the financial management function and beyond.
- Experience in a public sector collective bargaining environment from both an operations management and staff support perspective.

Thank you in advance for your consideration of my qualifications. I look forward to hearing from you soon regarding this exciting opportunity.

Cordially,

Mike

Encl.

Statement of Qualifications

Results-oriented financial professional with unique expertise in public sector planning and budgeting * Strategic thinker with exceptional conceptual, analytical, interpersonal and presentational skills * Dedicated team player driven to organizational and personal excellence.

Professional Experience

Sinclair Community College

Dayton, Ohio

Director, Office of Budget and Analysis

2006 - Present

Develop, monitor, and analyze **\$142 million** annual operating budget for comprehensive community college serving more than 25,000 students through more than 180 responsibility centers * Construct, maintain and monitor performance relative to long-range financial planning model * Author financial reports to the College's Board of Trustees and external entities such as the Ohio Department of Higher Education * Benchmark financial performance against peers* Contribute to MD&A section of annual audited financial statements * Administer annual salary process for over 850 full-time employees * Evaluate expansion and new program offering opportunities

- Facilitated successful completion of three-year plan to return College to fiscal health mandated by Board of Trustees
- Leveraged data warehouse tools (SAS) to provide financial managers with unprecedented granularity in reporting
- Re-engineered submission/review process capital budgeting for one of the first practical applications of the College's electronic workflow system
- Streamlined operating budget development processes, including error proofing of submission platform
- Developed proof-of-concept database that served as impetus for comprehensive faculty labor tracking system

Senior Budget Analyst, Office of Budget and Analysis

2002 - 2006

Evaluated financial viability of existing and proposed programs utilizing standard analysis tools such as net present value (NPV) and internal rate of return (IRR) * Developed and administered departmental budget management database (*Microsoft Access*) * Trained departmental budget managers in financial management techniques *

- Reduced processing time for monthly budget exception reporting by 90%
- Consolidated numerous data sources into single departmental database (*Microsoft Access*)

Financial & Operations Manager, Advanced Integrated Manufacturing Center

1999 - 2002

Managed the financial plans and annual operating budgets of approximately \$1.7 million for a joint venture between the University of Dayton and Sinclair Community College dedicated to improving the competitiveness of the manufacturing industry in the Dayton, Ohio area * Negotiated consulting contracts and prepared revenue and cost forecasts for same * Managed the accounts receivable function for consulting services rendered on a fee-for-service basis * Prepared and submitted budgets and financial plans for new grant funding.

- Expedited time and attendance tracking, reducing errors and improving accuracy of financial reporting
- Developed activity-based budgeting model for grants later adopted by fiscal agent

City of Dayton, Ohio

Dayton, Ohio

Senior Management and Budget Analyst, Department of Management and Budget

1996 – 1999

Analyzed financial performance of municipal governmental entities against annual budget allocations for the City's approximately **\$375 million** budget. * Authored the capital section of the long-range financial plan * Evaluated capital investments utilizing discounted cash flow methodologies such as net present value (NPV) and internal rate of return (IRR) * Provided financial forecasting assistance to individual City departments with specific emphasis on labor cost projections - Total fiscal impact of departments served: **\$50 million** * Served as the sole financial analyst for the City management's collective bargaining team for public safety forces for contracts in excess of **\$60 million** annually

Professional Experience (continued)

Montgomery County Educational Service Center **Dayton, Ohio**
Business Manager, West Carrollton City School District **1995 - 1996**

Managed the transportation, food service, custodial and maintenance functions for a public school district serving 4,200 students in seven buildings (600,000 s.f.) on 100 acres, directed the activities of roughly 100 unionized employees through three first-line supervisors * Purchased fleet, property, and umbrella liability insurance policies. Divested surplus property including vehicles and educational equipment * Conducted demand analysis, solicited and evaluated proposals, and negotiated contract with latchkey program service provider * Applied for and received \$25,000 grant from the State of Ohio for security improvements

- Improved approval rate of initial annual school bus inspections by State of Ohio Highway Patrol from 75% to 100%
- Decentralized classroom supplies procurement and inventory management by eliminating the central warehouse function at a first year savings of \$25,000.

Dayton City School District **Dayton, Ohio**
Senior Financial Analyst, Budget Department **1993 - 1995**

Prepared, implemented, and monitored the district's **\$200 million** annual operating budget * Trained cost center managers in the use of budget development software * Compiled and submitted reimbursement requests for indirect costs associated with special education programs

United States Department of Defense **Dayton/Columbus, Ohio**
Management/Inventory Analyst **1991 - 1993**

Prepared weekly management reports for payroll processing concern for ten government agencies, including the Executive Office of the President * Managed over 5,000 lines of replacement parts inventory * Reviewed and modified automated recommended purchases * Served as liaison between technical and procurement functions

Education

M.B.A. in Finance Dec. 1990
Wright State University, Dayton, Ohio GPA: 3.7/4.0

B.S. in Business Administration Dec. 1989
Wright State University, Dayton, Ohio GPA: 3.7/4.0

Training and Professional Affiliations

Member, Institute of Management Accountants, 2002 to Present
Certified Management Accountant (CMA)
Graduate, College Business Management Institute (CBMI), 2005
Activity-Based Costing (ABC) Training from PriceWaterhouseCoopers
Software proficiency

- Microsoft Office (Excel, Access, Word, Outlook, PowerPoint)
- SAS Enterprise Guide, Web Report Studio & Add-In for Excel

Civic Involvement

Member, St. Helen Parish Council 2005 - 2011
Adult Leader, Boy Scout Troop 329, Dayton, Ohio 2000 - Present
Coach, Riverside Amateur Baseball Association 2001 - 2005
Board Member, Junior Achievement of Dayton, Ohio 2013 - Present

References

Available upon request

**AMENDED RESOLUTION E02-20
AUTHORIZATION FOR UNIVERSITY PRESIDENT TO ENACT
TEMPORARY EMERGENCY PROCEDURES**

WHEREAS, the discovery of an expanding number of cases of the coronavirus (COVID-19) throughout the world and United States, including cases recently confirmed in Ohio, presents new challenges to University officials to safeguard the health of students, employees, visitors, and others in the University community; and

WHEREAS, until the coronavirus is contained, flexibility is needed with respect to existing University policies and procedures, to ensure that the administration may take prompt action in the best interests of the University community without obtaining formal Board approval; and

WHEREAS, as long as the coronavirus still poses a potential risk, issues that for which such flexibility may be needed include, but are not limited to: student and employee attendance requirements; employee use of paid and unpaid leave; authorization for employees to travel on University business; reporting on personal travel outside the United States; methods of delivery of course material; cancellation of campus gatherings and existing contractual agreements; and the cancellation or rescheduling of events, including athletic events;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University authorizes the University President to enact temporary emergency procedures that may expand, restrict or otherwise modify the rights and responsibilities of members of the University community that are currently provided for in University policies; and

IT IS FURTHER RESOLVED that the University administration shall take reasonable efforts to ensure that any such temporary emergency procedures that are enacted are communicated to members of the University community in a manner that will ensure broad dissemination, which may include emails, text alerts, and postings on the University web site; and

IT IS FURTHER RESOLVED that the authority granted herein may be rescinded by the Board Chair when such authority is deemed no longer necessary.

(March 13, 2020)

Certified as True and Correct
April 21, 2020


Secretary, SSU Board of Trustees