BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE

January 18, 2013
9:00 a.m., University Center, Room 214

Agenda

1.0 Action Item

   1.1 IT Infrastructure and VoIP Project    Action
       Resolution F01-13

       This action is in response to a request by Key Government Finance, Inc. for a Board of Trustees’ resolution as part of their application process for a multiple-year Lease/Purchase Agreement at 0% interest for the VoIP and IT infrastructure project.

2.0 Information Items

   2.1 FY13 General Operating Budget     Information

       The status of the FY13 general operating budget will be reviewed.

   2.2 Personnel        Information

       In accordance with Policy 5.16Rev, President’s Authority University Personnel Actions, the attached listing summarizes personnel action(s). All personnel activity for the dates reported is in the attached consolidated report.

   2.3 Investment Report     Information

       The University’s investment performance will be reviewed for the date reported.

   2.4 Capital Status Report   Information

       The capital status report provides an update on major capital projects.

3.0 Education

    Pat Carson, Director of Purchasing, will provide a briefing on SSU’s procurement system.
RESOLUTION F01-13

AUTHORIZATION OF LEASE-PURCHASE AGREEMENT FOR
IT INFRASTRUCTURE AND VoIP UPGRADE PROJECT

WHEREAS, the University’s existing telephony system is antiquated, has limited capability to be repaired or upgraded because of the scarcity of replacement parts and technical expertise, is experiencing sporadic interruptions of service, and is predicted to fail completely at any time; and

WHEREAS, the University IT system is incapable of being connected to the State of Ohio’s 100mbg systems as currently configured, and projections indicate that University IT bandwidth utilization has reached critical levels with the current capacity expected to be reached within two years; and

WHEREAS, the Vice President for Finance and Administration has developed a plan to address these critical needs and finance the necessary capital requirements of approximately $3.6 M as reviewed with the Board of Trustees’ Finance and Administration Committee; and

WHEREAS, in partnership with Bowling Green State University and Ohio University, the University has negotiated a lease-purchase agreement to meet the institutions’ respective information technology needs at 0% interest for a five (5) year period through Key Government Finance, Inc. and,

WHEREAS, the proposed agreement has been thoroughly vetted through financial and legal reviews and is determined by the President and Vice President for Finance and Administration as the most favorable arrangement for addressing these critical needs; and

WHEREAS, the financial provider, Key Government Finance, Inc., requests that a formal resolution authorizing the agreement on the part of the University’s Board of Trustees be included as part of the application for the multi-year agreement;

THEREFORE BE IT RESOLVED, the Board of Trustees of Shawnee State University hereby ratifies the execution of the agreement with Key Government Finance, Inc. by the President and the Vice President for Finance and Administration in accordance with University policy.

(January 18, 2013)
DIVISION OF ACADEMIC AFFAIRS

Resignation – Administrative

Dr. Mattie H. Burton, Associate Professor and Chair of the Department of Nursing, resignation effective January 4, 2013.

Resignation – Faculty

Dr. Monique C. Diderich, Associate Professor in the Department of Social Sciences, resignation effective December 18, 2012.

Retirement – Faculty

Dr. Kathryn G. Locke, Associate Professor in the Department of Teacher Education, retirement effective June 1, 2013.

DIVISION OF FINANCE & ADMINISTRATION

Promotion – Administrative

Robert Kline, promotion to Computing Operations & Infrastructure Administrator, in the Office of University Information Services (UIS), effective December 3, 2012, at a fiscal year salary of $46,255. Mr. Kline possesses a Bachelor of Science in Computer Engineering Technology from Shawnee State University and previously served the University as a Senior Support Technician for thirteen years.

PRESIDENT’S OFFICE / CENTRAL ADMINISTRATION

Appointment – Administrative

Rebekah A. White, Coordinator of Annual Giving & Stewardship, in the Development Foundation Office, beginning January 1, 2013, at a fiscal year salary of $33,614. Ms. White possesses a Bachelor of Arts in Broadcasting/Journalism from Otterbein University. Position is funded by the SSU Development Foundation.

DIVISION OF STUDENT AFFAIRS

Resignation – Administrative

Dr. Jessie L. Grant, Dean of Students, resignation effective October 21, 2012.

Per Policy 5.16 All appointments, separations, removals and changes in status for administrative and faculty positions will be reported to the Board of Trustees. Prepared 12/28/12
ROBERT D. KLINE
7725 STATE ROUTE 650, PEDRO, OH 45659

POSITION OFFERED

Computing Operations & Infrastructure Administrator
University Information Services (UIS)
Effective Date: December 3, 2012

EDUCATION

Bachelor of Science, Computer Engineering Technology 1999
Shawnee State University

RELATED WORK EXPERIENCE

Senior Computer Support Technician 1999 – Present
Shawnee State University

Help Desk Analyst 1999
Applied Card Systems – Huntington, WV

CERTIFICATIONS

Microsoft Certified Professional (MCP)

IBM Certifications
• Warranty Basics
• Desktop System
• Notebooks
• PC Architecture

Comptia
• A+
• Network +
REBEKAH A. WHITE
55 BROOKSIDE DRIVE, LUCASVILLE, OH 45648

POSITION OFFERED

Coordinator, Annual Giving & Stewardship
Development Foundation
Effective Date: January 1, 2013

EDUCATION

Bachelor of Arts, Broadcasting/Journalism
Otterbein University 2009

WORK EXPERIENCE

Development Assistant
Shawnee State University Development Foundation July 2012 - Present
Reference Associate
Portsmouth Public Library 2010 - 2012
Assistant Service Manager
Texas Roadhouse 2008 - 2010
Communications Department Intern
Ohio Rehabilitation Services Commission 2009
Staff Writer/Assistant Sports Editor - Tan & Cardinal (student newspaper)
Otterbein University 2007 - 2009
Production Assistant
NBC4 WHMH-TV - Columbus, Ohio 2006
Staff Member, WOCC TV3 (University TV station)
Otterbein University 2005 - 2009

Note: This summary contains a partial record of the candidate’s full qualifications. A complete resume/vita can be obtained in the Human Resources Office located in Administration Building, Room 016.
# INVESTMENT PORTFOLIO PERFORMANCE

## FISCAL YEAR 12:

<table>
<thead>
<tr>
<th>INVESTMENT COMPANY</th>
<th>VALUE AS OF JUNE 30, 2011</th>
<th>GAIN/(LOSS) JULY</th>
<th>GAIN/(LOSS) AUGUST</th>
<th>GAIN/(LOSS) SEPTEMBER</th>
<th>GAIN/(LOSS) OCTOBER</th>
<th>GAIN/(LOSS) NOVEMBER</th>
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<th>GAIN/(LOSS) MARCH</th>
<th>GAIN/(LOSS) APRIL</th>
<th>GAIN/(LOSS) MAY</th>
<th>GAIN/(LOSS) JUNE</th>
<th>TOTAL YTD GAIN/(LOSS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BNY MELLON</strong></td>
<td>$ 6,229,830.19</td>
<td>(56,681.19)</td>
<td>(246,258.09)</td>
<td>(318,315.90)</td>
<td>335,735.25</td>
<td>4,165.56</td>
<td>215,425.86</td>
<td>37,698.06</td>
<td>(11,411.80)</td>
<td>(248,960.23)</td>
<td>114,130.45</td>
<td>$ 172,317.57</td>
<td>$ 115,613.28</td>
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<tr>
<td><strong>COMMONFUND</strong></td>
<td>$ 6,921,649.62</td>
<td>(18,353.60)</td>
<td>(258,313.79)</td>
<td>(275,661.82)</td>
<td>345,059.48</td>
<td>(54,158.11)</td>
<td>48,784.33</td>
<td>206,901.12</td>
<td>178,740.17</td>
<td>99,752.91</td>
<td>13,195.17</td>
<td>$ 274,234.44</td>
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<td><strong>Accrued Interest Receivable Adjustment</strong></td>
<td>$ (8,776.46)</td>
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<td>-</td>
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<td>-</td>
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<td>-</td>
<td>-</td>
<td>$ 10,126.48</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$ 13,076,445.02</td>
<td>(83,811.25)</td>
<td>(504,571.88)</td>
<td>(593,977.72)</td>
<td>680,794.73</td>
<td>(104,438.89)</td>
<td>52,949.89</td>
<td>422,326.98</td>
<td>331,175.41</td>
<td>137,450.97</td>
<td>1,783.37</td>
<td>(523,194.67)</td>
<td>$ 228,158.79</td>
<td></td>
</tr>
</tbody>
</table>

## Prior Week's Report Total Gain/(Loss) From Prior Week:

<table>
<thead>
<tr>
<th>INVESTMENT COMPANY</th>
<th>VALUE AS OF JUNE 30, 2012</th>
<th>GAIN/(LOSS) JULY</th>
<th>GAIN/(LOSS) AUGUST</th>
<th>GAIN/(LOSS) SEPTEMBER</th>
<th>GAIN/(LOSS) OCTOBER</th>
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<th>GAIN/(LOSS) MARCH</th>
<th>GAIN/(LOSS) APRIL</th>
<th>GAIN/(LOSS) MAY</th>
<th>GAIN/(LOSS) JUNE</th>
<th>TOTAL YTD GAIN/(LOSS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BNY MELLON</strong></td>
<td>$ 6,173,149.00</td>
<td>5,926,890.91</td>
<td>5,608,575.01</td>
<td>5,944,310.26</td>
<td>5,894,029.48</td>
<td>5,898,195.04</td>
<td>6,113,620.90</td>
<td>6,266,056.14</td>
<td>6,303,754.20</td>
<td>6,292,342.40</td>
<td>6,043,382.17</td>
<td>6,157,512.62</td>
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<tr>
<td><strong>COMMONFUND</strong></td>
<td>$ 6,903,296.02</td>
<td>6,644,982.23</td>
<td>6,369,320.41</td>
<td>6,714,379.89</td>
<td>6,660,221.78</td>
<td>6,709,006.11</td>
<td>6,915,907.23</td>
<td>7,094,647.40</td>
<td>7,194,400.31</td>
<td>7,207,595.48</td>
<td>6,933,361.04</td>
<td>7,037,262.90</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$ 13,076,445.02</td>
<td>12,571,873.14</td>
<td>11,977,895.42</td>
<td>12,554,251.16</td>
<td>12,607,201.15</td>
<td>13,029,528.13</td>
<td>13,360,703.54</td>
<td>13,498,354.51</td>
<td>13,498,137.88</td>
<td>12,976,743.21</td>
<td>13,194,775.52</td>
<td>$ 13,194,775.52</td>
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## FISCAL YEAR 13:

<table>
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<tr>
<th>INVESTMENT COMPANY</th>
<th>VALUE AS OF JUNE 30, 2012</th>
<th>GAIN/(LOSS) JULY</th>
<th>GAIN/(LOSS) AUGUST</th>
<th>GAIN/(LOSS) SEPTEMBER</th>
<th>GAIN/(LOSS) OCTOBER</th>
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<th>GAIN/(LOSS) MARCH</th>
<th>GAIN/(LOSS) APRIL</th>
<th>GAIN/(LOSS) MAY</th>
<th>GAIN/(LOSS) JUNE</th>
<th>TOTAL YTD GAIN/(LOSS)</th>
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<tbody>
<tr>
<td><strong>BNY MELLON</strong></td>
<td>$ 6,157,512.62</td>
<td>73,745.08</td>
<td>80,858.88</td>
<td>94,277.64</td>
<td>51,979.03</td>
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<td>-</td>
<td>-</td>
<td>$ 339,511.64</td>
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<td><strong>COMMONFUND</strong></td>
<td>$ 7,037,262.90</td>
<td>121,415.79</td>
<td>124,250.49</td>
<td>12,658,600.15</td>
<td>12,607,201.15</td>
<td>13,360,703.54</td>
<td>13,498,354.51</td>
<td>13,498,137.88</td>
<td>12,976,743.21</td>
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<td>$ 382,438.18</td>
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<td>-</td>
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<td>-</td>
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<td>-</td>
<td>-</td>
<td>$ (10,126.48)</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$ 13,194,775.52</td>
<td>202,274.67</td>
<td>218,528.13</td>
<td>80,670.14</td>
<td>115,481.42</td>
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<td>$ 711,823.34</td>
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## Investment Fund Balances:

<table>
<thead>
<tr>
<th>INVESTMENT COMPANY</th>
<th>VALUE AS OF JUNE 30, 2012</th>
<th>GAIN/(LOSS) JULY</th>
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<th>GAIN/(LOSS) SEPTEMBER</th>
<th>GAIN/(LOSS) OCTOBER</th>
<th>GAIN/(LOSS) NOVEMBER</th>
<th>GAIN/(LOSS) DECEMBER</th>
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<th>GAIN/(LOSS) FEBRUARY</th>
<th>GAIN/(LOSS) MARCH</th>
<th>GAIN/(LOSS) APRIL</th>
<th>GAIN/(LOSS) MAY</th>
<th>GAIN/(LOSS) JUNE</th>
<th>TOTAL YTD GAIN/(LOSS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BNY MELLON</strong></td>
<td>$ 6,231,257.70</td>
<td>6,312,116.58</td>
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<td>6,432,057.28</td>
<td>6,497,024.26</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$ 6,497,024.26</td>
</tr>
<tr>
<td><strong>COMMONFUND</strong></td>
<td>$ 7,111,937.78</td>
<td>7,233,353.57</td>
<td>7,357,604.06</td>
<td>7,419,701.08</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$ 7,419,701.08</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$ 13,343,195.48</td>
<td>13,545,470.15</td>
<td>13,763,998.28</td>
<td>13,916,725.34</td>
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<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>$ 13,916,725.34</td>
</tr>
</tbody>
</table>
## STATUS OF CONSTRUCTION/RENOVATION PROJECTS THROUGH DECEMBER 31, 2012

<table>
<thead>
<tr>
<th>PROJECT TITLE</th>
<th>STATUS</th>
<th>PROJECTED CONSTRUCTION BUDGET</th>
<th>FUNDING SOURCE</th>
</tr>
</thead>
</table>
| Founders Plaza Project                     | • The plaza area between the Administration Building and the Athletic Center will be totally renovated.  
                                           | • Construction documents complete.  
                                           | • Revised scope of work and schedule being developed. | TBD | State Capital |
| Administration Building Renovation         | • New office and classroom space to be created.  
                                           | • New HVAC equipment will be installed in newly renovated areas.  
                                           | • Construction documents complete.  
                                           | • Construction to start end of February, 2013. | $1,366,812 | State Capital/Local |
| 310 Chillicothe Street                     | • Programming complete.  
                                           | • Construction documents submitted for state review.  
                                           | • Additional scope and code compliance issues have caused delays in completion date.  
                                           | • Bid documents to be complete mid-January, 2013.  
                                           | • First floor will be renovated for office and classroom space by June, 2013. | TBD | Local |