

**SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**Meeting Minutes  
May 6, 2016**

**Call to Order**

Chairperson Reynolds called the meeting to order at 1:23 p.m. noting the meeting was in compliance with RC § 121.22(F).

**Roll Call**

Members Present: Mr. Scott Evans, Ms. Francesca Hartop, Mr. Robert Howarth, Ms. Kay Reynolds, Mr. Joseph Watson, Mr. Scott Williams, Mr. David Furbee, Ms. Sondra Hash, Mr. Brian Stiers and Ms. Marlee Martin

Members Absent: Ms. Melissa Higgs-Horwell

**Approval of the May 6, 2016 Agenda**

Mr. Howarth moved and Ms. Hash seconded a motion to approve the May 6, 2016 agenda.

Without discussion, the Board unanimously approved said agenda.

**Approval of the March 11, 2016 Board Meeting Minutes**

Mr. Watson moved and Mr. Evans seconded a motion to approve the March 11, 2016 Board meeting minutes.

Without discussion, the Board unanimously approved said minutes.

**Academic and Student Affairs Committee Report – Mr. Scott Williams, Chair**

Mr. Williams reported on behalf of the Academic and Student Affairs Committee.

**Action Items**

***Resolution ASA06-16, Approval of Policy 2.16, Intellectual Property Rights for Students, and Approval of 2.10Rev, Administration of Inventions, Discoveries, and Patents for Faculty and Staff***

Mr. Williams reported that Policy 2.16 assures student ownership of their intellectual property. All student works created from independent work, research and/or academic work, whether supported by University resources or facilities, belong exclusively to the student.

Mr. Williams further reported that the revision of Policy 2.10 removes all language concerning student intellectual property from the original so that there is no conflict between Policy 2.16 and 2.10. Policy 2.10Rev is currently under further review for additional revision.

Mr. Williams moved and Mr. Howarth seconded a motion to approve Resolution ASA06-16, Approval of Policy 2.16, Intellectual Property Rights for Students, and Approval of 2.10Rev, Administration of Inventions, Discoveries, and Patents for Faculty and Staff.

Without discussion, the Board unanimously approved Resolution ASA06-16.

### **Information and Education Items**

Mr. Williams reported on the following information and education items from the committee meeting:

Dr. Mitra Devkota was selected for the Distinguished Teaching Award. Dr. Devkota is finishing his second year at Shawnee State and teaches Statistics in the Department of Mathematics. He has shown outstanding dedication to his students and has made significant contributions to the University and to his discipline.

Dr. Bauer discussed recent activities in Academic Affairs. The following were described:

- The 12th annual Celebration of Scholarship Conference took place on April 13 and 14. A total of 153 students, mentored by 40 faculty, presented their research or creative activities. The keynote speaker was Dr. Sara Webb-Sunderhaus, Associate Professor of English from Indiana University-Purdue University Fort Wayne, and closing speaker was Mr. Phil Jamison, Professor of Mathematics, Appalachian Music and Dance from Warren Wilson College in North Carolina.
- Evening of Honors was held on April 8. This event recognizes outstanding student achievements. In addition to the student awards, Dr. Kimberly Inman was recognized as this year's Bear Hug Award winner.
- Shawnee State's First-Year-Experience course will be offered for the first time in fall 2016. The course will provide new students with financial literacy, career and degree information.
- The University will be offering a summer bridge program for incoming freshmen who have need for college preparation in areas of English and Mathematics. The program is offered at minimal cost and will allow students to enter college in the fall, debt-free and with the tools they need to be successful.
- Shawnee State will be sending six students to Tanzania, Costa Rica, Germany, Italy, and China as part of its membership in the Kentucky Institute of International Studies program. In addition, three faculty will be teaching abroad as part of the program.

Mr. Mark Moore, Registrar, reported on our graduation numbers for the current academic year. The graduation totals represent an eight percent decline from the previous two years of record graduations. The University will confer 489 degrees for spring commencement.

Dr. Gillespie reported on recent highlights in Student Affairs. The following were described:

- The search for an admissions director has been closed and will be reposted in the fall;
- On Thursday, May 5th, the summer orientation that occurred as a “dry run” for the upcoming orientations for fall was successfully executed; and
- Planning for the upcoming year (e.g., strategic planning, structural realignment, weekend of welcome, alumni weekend, and student programming) is proceeding.

Ms. Cassandra Mullins, Student Programming Board President, reported on the activities of the Student Programming Board.

Dr. Gillespie presented the University’s recruitment plan.

### **Finance and Administration Committee Report – Mr. Robert Howarth, Chair**

Mr. Howarth reported on behalf of the Finance and Administration Committee.

#### **Action Items**

#### ***Resolution F10-16, Revision of Policy 4.75Rev, Use of University Resources***

Mr. Howarth reported that the revisions to this policy reinforce and clarify that University employees are permitted to use university property for business purposes with approval of their supervisors.

Mr. Howarth moved and Mr. Williams seconded a motion to approve Resolution F10-16, Approval of Policy 4.75Rev, Use of University Resources.

Without discussion, the Board unanimously approved Resolution F10-16.

#### ***Resolution F11-16, Consolidation of Policies 5.06 and 5.07, renaming Drug Free Campus & Workplace and rescission of Policy 5.07***

Mr. Howarth reported that this resolution consolidates the contents of two policies (5.06 and 5.07) and renames Policy 5.06Rev as Drug Free Campus & Workplace, and rescinds Policy 5.07 that is no longer necessary.

Mr. Howarth moved and Mr. Evans seconded a motion to approve Resolution F11-16, Consolidation of Policies 5.06 and 5.07, renaming Drug Free Campus & Workplace and rescission of Policy 5.07.

Without discussion, the Board unanimously approved Resolution F11-16.

#### ***Resolution F12-16, Rescission of Policy 5.26, Business Enterprise Development***

Mr. Howarth reported that Policy 5.26 is recommended for rescission because it has not been utilized and is not necessary for the University to continue to actively participate in the region’s economic development.

Mr. Howarth moved and Mr. Watson seconded a motion to approve Resolution F12-16, Rescission of Policy 5.26, Business Enterprise Development.

Without discussion, the Board unanimously approved Resolution F12-16.

***Resolution F13-16, Revision of Policy 5.32, Ethics***

Mr. Howarth reported that Policy 5.32 is renamed Ethics: Conflicts of Interest & Nepotism and is revised to address conflicts pertaining to university employees and officers that involve university purchasing and employment decisions.

Mr. Howarth moved and Mr. Williams seconded a motion to approve Resolution F13-16, Revision of Policy 5.32, Ethics.

Without discussion, the Board unanimously approved Resolution F13-16.

***Resolution F14-16, Appointment of Provost and Vice President for Academic Affairs***

Mr. Howarth reported that this resolution recommends the appointment of Dr. Jeffrey Bauer as Provost and Vice President for Academic Affairs.

Mr. Howarth moved and Mr. Evans seconded a motion to approve Resolution F14-16, Appointment of Provost and Vice President for Academic Affairs.

Without discussion, the Board unanimously approved Resolution F14-16.

***Resolution F15-16, Creation of Vice President for Advancement and External Affairs Position***

Mr. Howarth reported that this resolution creates a vice president position to oversee the reconfigured and newly established division of Advancement and External Affairs.

Mr. Howarth moved and Mr. Furbee seconded a motion to approve Resolution F15-16, Creation of Vice President for Advancement and External Affairs Position.

Without discussion, the Board unanimously approved Resolution F15-16.

***Resolution F16-16, Appointment to Vice President for Advancement and External Affairs***

Mr. Howarth reported that this resolution recommends the appointment of Mr. Eric Braun as Vice President for Advancement and External Affairs.

Mr. Howarth moved and Ms. Hartop seconded a motion to approve Resolution F16-16, Appointment to Vice President for Advancement and External Affairs.

Without discussion, the Board unanimously approved Resolution F16-16.

***Resolution F17-16, Investment Committee Member Reappointment***

Mr. Howarth reported that this resolution recommends Mr. Steven Boden be reappointed to the SSU Investment Committee for the period of July 1, 2016 through June 30, 2019.

Mr. Howarth moved and Mr. Evans seconded a motion to approve Resolution F17-16, Investment Committee Member Reappointment.

Without discussion, the Board unanimously approved Resolution F17-16.

***Resolution F18-16, SSUDF New Member Appointment***

Mr. Howarth reported that this resolution affirms the SSUDF appointment of Mr. Barry Rodbell to the Shawnee State University Development Foundation Board. Mr. Rodbell's nomination was approved at the March 9, 2016 SSUDF Board meeting.

Mr. Howarth moved and Mr. Furbee seconded a motion to approve Resolution F18-16, SSUDF New Member Appointment.

Without discussion, the Board unanimously approved Resolution F18-16.

***Resolution F19-16, Continuing Budget Fiscal Year 2017***

Mr. Howarth reported that this resolution permits the continuation of the University's FY16 spending level pending the approval of the FY17 operating budget.

Mr. Howarth moved and Mr. Evans seconded a motion to approve Resolution F19-16, Continuing Budget Fiscal Year 2017.

Without discussion, the Board unanimously approved Resolution F19-16.

**Information and Education Items**

Mr. Howarth reported on the following information and education items from the committee meeting:

Dr. Burke reviewed the University's Schedule of Fees, Fines and Charges that becomes effective summer 2016. The University examines this schedule every year to make adjustments as necessary and provides to the Board annually for information. The changes include: charges for bike rentals for international students, charges for airport transportation for international students, and increases to several parking fines.

A briefing was provided on the 2015 Statewide Efficiency Report in which Shawnee received eleven mentions for efficient processes and/or projects. Also, the University is in the process of completing the 2016 Institutional Efficiency Report due August 1.

The personnel actions processed by the Department of Human Resources through March 31, 2016 were reviewed.

Discussion was held about the University's investments performance as of the end of April and upcoming management changes.

Drs. Boyles and Bauer briefed the Committee on the status of the Health Sciences/STEMM construction project slated to begin construction this summer. Funding for this multi-phased project relies primarily upon a state capital allocation of \$4M.

### **Executive Committee – Ms. Kay Reynolds**

Ms. Reynolds reported on behalf of the Executive Committee.

#### **Action Items**

#### ***Resolution E01-16, Revision of Policy 1.01, Bylaws of the Board of Trustees***

Ms. Reynolds reported that this resolution revises Policy 1.01, Bylaws of the Board of Trustees to enhance the Board's ability to streamline meetings where action items do not require discussion.

Mr. Howarth moved and Mr. Williams seconded a motion to approve Resolution E01-16, Revision of Policy 1.01, Bylaws of the Board of Trustees.

Without discussion, the Board unanimously approved Resolution E01-16.

#### ***Resolution E02-16, 2016/2017 Schedule of Meetings – Shawnee State University Board of Trustees and its Committees***

Ms. Reynolds reported that this resolution establishes the 2016/17 Board of Trustees meeting schedule.

Mr. Watson moved and Mr. Williams seconded a motion to approve Resolution E02-16, 2016/2017 Schedule of Meetings – Shawnee State University Board of Trustees and its Committees.

Without discussion, the Board unanimously approved Resolution E02-16.

#### ***Resolution E03-16, Emeritus Administrator – Mary Cummings***

Ms. Reynolds reported that this resolution confers the title of Emeritus Administrator on Ms. Mary Cummings, together with all rights and privileges of the position.

Mr. Williams moved and Mr. Furbee seconded a motion to approve Resolution E03-16, Emeritus Administrator – Mary Cummings.

Without discussion, the Board unanimously approved Resolution E03-16.

### **Nominating Committee – Ms. Francesca Hartop**

According to the Bylaws of the Board of Trustees, at its last regular meeting of each fiscal year, the Board shall elect a Chairperson and Vice Chairperson for the next fiscal year. Francesca Hartop nominated Robert Howarth to serve as Chairperson and Scott Williams to serve as Vice Chairperson of the Board of Trustees for fiscal year 2017.

Ms. Reynolds called for nominations from the floor.

Mr. Evans moved and Ms. Hash seconded a motion to close nominations from the floor.

Ms. Hash moved and Mr. Furbee seconded a motion to accept the report of the nominating committee.

Without discussion, the Board unanimously approved nominations of Robert Howarth to serve as Chairperson and Scott Williams to serve as Vice Chairperson of the Board of Trustees for fiscal year 2017.

### **Committee Appointments – Ms. Reynolds**

According to the Bylaws of the Board of Trustees, Committee chairpersons and vice chairpersons shall be appointed by the Chairperson of the Board.

Kay Reynolds appointed the following for fiscal year 2017:

Academic and Student Affairs Committee Chair: Melissa Higgs-Horwell  
Academic and Student Affairs Committee Vice Chair: Scott Evans  
Finance and Administration Chair: Scott Williams  
Finance and Administration Vice Chair: Joe Watson

According to the Board of Trustees Investment policy, the Chair shall each fiscal year appoint a member of the Board of Trustees Finance and Administration Committee to serve as Investment Committee Chair. Kay Reynolds appointed David Furbee, Investment Committee Chair.

The Executive Committee consists of the Board Chair, Board Vice Chair, and the Committee Chairs. According to the Bylaws of the Board of Trustees, The Board Chair may appoint an additional Board member to the Executive Committee when the Board Chair and Vice Chair are also Committee Chairs. For the next fiscal year, Kay Reynolds appointed Joe Watson to serve on the Executive Committee.

**Reports from Board Liaisons with other Organizations**

None.

**President's Report**

President Kurtz reflected that although tomorrow's commencement is a time of celebration, it is also bittersweet, as we bid farewell to Ms. Marlee Martin who has served as student trustee for two years and Ms. Kay Reynolds, Board Chair. Ms. Reynolds served one term and was re-appointed to serve an unexpired term of a fellow Board member. President Kurtz expressed his appreciation for Ms. Reynolds' dedication to Shawnee State and her willingness to call the tough shots when making Board decisions.

President Kurtz recognized Mary Elizabeth Cummings and Joanne Charles for their service to the university and conferred Emeritus Administrator status to each.

Cheryl Hacker, General Counsel, provided an update on an Ohio Supreme Court decision regarding Board of Trustees correspondence specifically dealing with email exchanges.

**New Business**

Mr. Bob Howarth, Vice Chair, acknowledged and thanked two retiring Board of Trustees members, Marlee Martin and Kay Reynolds, for their service to the Board and for their commitment to Shawnee State University.

Bob Howarth moved the adoption of Resolution E04-16, Expression of Appreciation and Conferral of the Title of Trustee Emeritus to Ms. Kay Reynolds as follows:

WHEREAS, Klara "Kay" Reynolds served a nine-year term as a member of the Board of Trustees of Shawnee State University from 1999 to 2008, and

WHEREAS, Ms. Reynolds returned to the Board in 2011, three years after completing her term, to fill an unexpired term of a fellow trustee, and

WHEREAS, Ms. Reynolds led the Board as Chairperson for three annual terms, and

WHEREAS, Ms. Reynolds served as Chair of the Finance & Administration Committee of the Board for seven annual terms, and

WHEREAS, Ms. Reynolds served as Chair of the Academic & Student Affairs Committee of the Board for one annual term, and

WHEREAS, Ms. Reynolds' commitment to the community and passion for ensuring opportunities for higher education in southern Ohio impacted planning and progress of major University initiatives during her term, and



WHEREAS, Mrs. Reynolds' experience and direction were critical in providing stability and leadership through multiple presidential searches and transitions, expansion of numerous academic programs, addition of graduate programs, development and expansion of the Morris University Center, expansion of the SSU campus to Fourth Street, and significant growth of our residential student population, and

WHEREAS, the Trustees of Shawnee State University wish to express their sincere appreciation to Ms. Reynolds for her many contributions and invaluable service to the Board, to the entire University community, and to the people of the state of Ohio, all of whom have benefitted from her dedication;

THEREFORE BE IT RESOLVED, that the Board of Trustees of the Shawnee State University confers upon Ms. Klara Reynolds the title of Trustee Emeritus, effective July 1, 2016.

Mr. Evans seconded the motion to approve Resolution E04-16, Expression of Appreciation and Conferral of the Title of Trustee Emeritus to Ms. Kay Reynolds.

Without discussion, the Board unanimously approved Resolution E04-16.

**Comments from Constituent Groups and the Public**

None.

**Executive Session**

None.

**Other Business**

None.

**Adjournment**

The Board was adjourned by acclamation at 2:11 p.m.

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Chairperson, Board of Trustees

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Secretary, Board of Trustees