

**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
September 9, 2011**

Chairperson Dan Mooney said the first order of business would be the swearing-in of new trustee, Ms. Kay Reynolds. Mr. Mooney administered the oath of office to Ms. Reynolds and presented her with a lapel pin and welcomed her to the Board. A round of applause followed.

Chairperson Mooney called the meeting to order at 1:16 p.m. noting the meeting was in compliance with RC § 121.22(F).

Roll Call

Members Present: Dr. Gail Ball, Ms. Melissa Higgs-Horwell, Mr. David Lodwick, Mr. Dan Mooney, Ms. Elizabeth Seif, Ms. Kay Reynolds, Dr. Rita Roberts,

Members Absent: Mr. Matthew Allard

Appointment of Board Secretary

Mr. Lodwick moved and Dr. Ball seconded a motion to appoint Ms. Cheryl Hacker as Board Secretary.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Lodwick, Mr. Mooney, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

Appointment of Board Treasurer

Dr. Ball moved and Dr. Roberts seconded a motion to appoint Dr. Elinda Boyles as Board Treasurer.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Lodwick, Mr. Mooney, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

Appointment of Board Committees

Mr. Mooney proposed the following Board Committee appointments:

Finance and Facilities Committee:

Chair	Dr. Gail Ball
Vice Chair	Mr. David Lodwick
Member	Ms. Kay Reynolds
Member	Mr. Dan Mooney
Member	2010-2019 Trustee Appointment
Member	Mr. Matt Allard

Academic and Student Affairs Committee:

Chair	Ms. Elizabeth Seif
Vice Chair	Ms. Melissa Higgs-Horwell
Member	Mr. Dan Mooney
Member	Dr. Rita Roberts
Member	2011-2020 Trustee Appointment
Member	2011-2012 Student Trustee Appointment

Ms. Seif moved and Ms. Reynolds seconded a motion to accept the Board Committee appointments.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Lodwick, Mr. Mooney, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

Appointment of Board Liaison to SSUDF

Mr. Mooney proposed the appointment of Ms. Higgs-Horwell to serve as the Board Liaison to the Shawnee State University Development Foundation. Ms. Seif moved and Ms. Reynolds seconded a motion to accept this appointment.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Lodwick, Mr. Mooney, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

Approval of the September 9, 2011 Agenda

Ms. Seif moved and Dr. Roberts seconded a motion to approve the September 9, 2011 agenda. Without discussion, the Board unanimously approved said agenda.

Approval of the May 6, 2011 Board Meeting Minutes

Ms. Higgs-Horwell moved and Ms. Reynolds seconded a motion to approve the May 6, 2011 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

Approval of the June 16, 2011 Executive Committee Meeting Minutes

Dr. Ball moved and Ms. Seif seconded a motion to approve the June 16, 2011 Executive Committee meeting minutes. Without discussion, the Board unanimously approved said minutes.

Approval of the July 15, 2011 Executive Committee Special Meeting Minutes

Mr. Lodwick moved and Ms. Reynolds seconded a motion to approve the July 15, 2011 Executive Committee Special meeting minutes. Without discussion, the Board unanimously approved said minutes.

Committee Reports**Academic Affairs Committee – Ms. Seif**

Ms. Seif reported on behalf of the Academic and Student Affairs Committee and said the Committee had two action items.

Ms. Seif said Dr. David Todt, Provost and Vice President for Academic Affairs, presented Resolution ASA05-11, Policy 5.18 Emeritus Faculty. Ms. Seif said the faculty is happy with this policy which recognizes faculty members who have been with the University for 10 years or longer. Ms. Seif moved and Ms. Higgs-Horwell seconded a motion to approve Resolution ASA05-11.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Lodwick, Mr. Mooney, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

Ms. Seif said Dr. Mary Oling-Sisay, Vice President for Student Affairs, presented Resolution ASA06-11, Student Conduct Code. Ms. Seif said the Student Conduct Code makes the students responsible for their actions both on and off campus. Ms. Seif moved and Dr. Roberts seconded a motion to approve Resolution ASA06-11.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Lodwick, Mr. Mooney, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

Ms. Seif reported on the Academic and Student Affairs informational items.

Ms. Seif said Dr. Todt reported on the Faculty Statistics Report, a summary of 2011 Faculty Hires, and reported on the Faculty Professional Day and the annual Adjunct Faculty Dinner. Ms. Seif said the Faculty Statistics Report compared data over the last four years and showed that full service faculty has increased from 145 to 151. She noted that there are several faculty who are now on one-year contracts and that there were 15 new faculty hires this year.

Ms. Seif said Mr. Mark Moore, Registrar, reported on the 2011 Fall Semester Enrollment Report. Ms. Seif noted that the total enrollment of undergraduate and graduate students stands at 4,687 which is a 2.8% increase.

Ms. Seif said Dr. Brenda Haas, Dean, University College, reported on the 2011 Student Orientations and University College initiatives. Ms. Seif said 1,433 prospective students were served at orientation this year. Ms. Seif also reported that there has been some reorganization in staffing at the Student Success Center which should help better serve our students.

Ms. Seif reported that Ms. Katlin Goodhew, President of the Student Programming Board, discussed planned events of the SPB which encourage incoming students to get involved and include welcome week, family weekend which will be held in October and an invitation to two of the Executive Board members to present at a program at the Mid America Conference in November.

Ms. Seif said Dr. Oling-Sisay presented a summary of Student Conduct Code disciplinary actions. Ms. Seif noted the biggest challenge with student behavior involves alcohol.

Ms. Seif said Dr. Oling-Sisay also reported on Upward Bound and Upward Bound Math/Science Summer and the Part-time Job Fair. Ms. Seif noted that over 600 students participated in the Job Fair.

Ms. Seif said Dr. Oling-Sisay gave an update on fall student housing occupancy. Ms. Seif said there were 962 students now living on campus.

Ms. Seif said Dr. Oling-Sisay reported on SSU's Educational Talent Search program, which falls under a TRIO grant. Ms. Seif said this program was not refunded.

Ms. Seif said that for the educational session, Mr. Bob Trusz, Associate Vice President, Enrollment Management, and Ms. Nicole Neal, Director of Financial Aid, reported on need-based financial aid (OCOG and Pell). Ms. Seif said the biggest hurdle is getting students and their parents started on filling out the paperwork. She said the Financial Aid office receives approximately 7,500 institutional student aid reports per year and approximately 45% of our students receive a Pell Grant and over 90% of our students receive some form of aid.

Finance and Facilities – Dr. Gail Ball

Dr. Ball reported on behalf of the Finance and Facilities Committee and said the Committee had two action items.

Dr. Ball said the Finance and Facilities Committee recommended approval of Resolution F21-11, Purchase Authority Policy 4.00Rev. She said this policy has undergone internal review for technical accuracy and compliance with the Ohio Revised Code, Section 153.71 and there were no substantial changes to the policy. Dr. Ball moved and Ms. Seif seconded a motion to approve Resolution F21-11.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Lodwick, Mr. Mooney, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

Dr. Ball said the Finance and Facilities Committee recommended approval of Resolution F22-11, International Student Exchange Program (ISEP). Dr. Ball said this resolution sets up an ISEP administrative fee and enables the pass-through of ISEP student charges that exceed the University's established tuition and fee schedule. Dr. Ball moved and Mr. Lodwick seconded a motion to approve Resolution F22-11.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Lodwick, Mr. Mooney, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

Dr. Ball reported on the Finance and Facilities Committee informational items.

Dr. Ball said in accordance with Policy 5.16Rev., the personnel appointments for the period June 29, 2011 to August 24, 2011 were reported in the attached consolidated report. She said the report included four faculty appointments and the discontinuance of the Talent Search Grant which eliminated three jobs.

Dr. Ball said Ms. Joanne Charles, Associate Vice President, Finance and Administration, reported on the Vern Riffe Center for the Arts FY11 revenues and expenditures.

Dr. Ball said that the University's investment activity was reviewed. She said the current month-to-date total gain was approximately \$1.9 million.

Dr. Ball said the capital status report reflected current information on major capital projects.

For the Education Session, Dr. Ball reported that Mr. Butch Kotcamp, Director of Facilities, Planning and Construction, provided an update on University facilities and energy efficiency measures. Dr. Ball said Mr. Kotcamp's report was very good and educational. She also said Shawnee State is first in density among the ratings of all Ohio state universities and the second

highest in electrical consumption. She said SSU needs to decrease our electrical consumption by 2014. Dr. Ball said Mr. Kotcamp is showcasing his efforts to other universities across the state. Dr. Ball also said the SSU campus looks great and asked Mr. Kotcamp to commend his staff.

President's Report

Dr. Morris gave an oral President's Report. She said we had received word of a pending new student trustee appointment and that we continue to work with the Governor's office for new board appointments.

Dr. Morris said regarding the current biennium budget bill, that we are going to be working on several items during the year. The first is Charter Universities which are now called Enterprise Universities. The budget bill required that the Chancellor present a plan and Dr. Morris reported that the Chancellor expects his plan to change. Dr. Morris handed out a copy of the Chancellor's plan. Dr. Morris said that she would keep the Board updated about Enterprise Universities.

Dr. Morris said another important piece of the budget bill pertains to SSU's supplement, which requires that the Chancellor develop a plan to address the goals of improving course completion, increasing the number of degrees conferred, and furthering the University's mission of service to the Appalachian region. Dr. Morris handed out a copy of the SSU supplement language. Dr. Morris stated that the plan is being developed in consultation with OBR staff.

Additional items in the budget bill address faculty workload, remedial coursework, and three year degree programs. We will address each of these items working with our sister institutions and report back to the Board on our progress.

Dr. Morris presented the new governance committee structure that had been developed with leadership from the governance groups and reported that we are in the process of appointing committees and staffing the committees under the new structure.

Dr. Morris introduced Mr. Chris Shaffer, Director of Institutional Effectiveness, who made a presentation to the Board on the University's USO and 20/20 goals.

Reports, if any, from Board Liaisons with other Organizations

None.

New Business

Dr. Morris said a typographical error was discovered in the recently approved Board of Trustee Bylaws. She informed the Board that she had consulted with the General Counsel and that no Board action was necessary to correct the error.

Mr. Mooney said there were three Executive Resolutions for the Board's consideration.

Mr. Mooney presented Resolution E04-11, Dr. Paul Crabtree – Recognition of Service was presented. Mr. Lodwick moved and Ms. Seif seconded a motion to approve Resolution E04-11.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Lodwick, Mr. Mooney, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

Mr. Mooney presented Resolution E05-11, Ratification of July 15, 2011 Executive Committee Actions. Mr. Mooney said that since there was not a quorum for the full Board meeting that was to be held on July 15, 2011, a meeting of the Executive Committee of the Board was called to approve necessary and timely financial-related matters. He further informed the Board that these matters needed full Board action, per Board By-Laws. Ms. Reynolds moved and Dr. Ball seconded a motion to ratify Resolution E05-11.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Lodwick, Mr. Mooney, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

Mr. Mooney presented Resolution E06-11, University Faculty Senate Constitution and Bylaws. Mr. Mooney said the Faculty Senate had approved the Constitution and Bylaws and it needed Board approval. Dr. Roberts moved and Ms. Higgs-Horwell seconded a motion to approve Resolution E06-11.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Lodwick, Mr. Mooney, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

Mr. Mooney said that today's Board meeting began with a buffet breakfast so all the Board members could meet Dr. Mary Oling-Sisay as the new Vice President of Student Affairs. He said she had "hit the ground running" and welcomed her to the University family.

Mr. Mooney said during the Board lunch, Representative Terry Johnson presented Dr. Paul Crabtree with a commendation for his service to SSU.

Mr. Mooney said after lunch, the Board was divided into two groups to tour the facilities. The first group was guided by Mr. Kotcamp. He asked Ms. Reynolds to report on behalf of the first group. Ms. Reynolds said she was so impressed with the appearance of the University and said the atmosphere on campus had drastically changed since her last tenure on the Board. The second group was guided by Mr. Joe VanDeusen. Mr. Mooney asked Ms. Higgs-Horwell to report on behalf of the second group. Ms. Higgs-Horwell said she was also very impressed with

the facilities on campus. She said her group had toured the new Education Building and also the new housing on Glover Street and that it was fantastic.

Comments from Constituent Groups (if any) and the Public

None.

Other Business

Executive Session, if necessary

None.

Adjournment

The Board was adjourned by acclamation at 2:46 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees