

**BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE**

**March 11, 2016
9:00 a.m., University Center, Room 214**

Agenda

1.0 Action Items

1.1 Resolution F04-16

Approval of AY 16-17 Undergraduate Tuition (In-State and Out-of-State)

The proposed undergraduate tuition rates for in-state and out-of-state are submitted for the Committee's review and recommendation to the Board of Trustees.

1.2 Resolution F05-16

Approval of AY 16-17 Graduate Tuition (In-State and Out-of-State)

The proposed Graduate tuition rates for in-state and out-of-state are submitted for the Committee's review and recommendation to the Board of Trustees.

1.3 Resolution F06-16

Approval of AY 16-17 Fee Schedules for Student Residential Housing and Meal Plans and 2016 Summer Housing Rates

The proposed housing rates, meal plan rates, and fees are submitted for the Committee's review and recommendation to the Board of Trustees.

1.4 Resolution F07-16

Approval of AY16-17 Course and Miscellaneous Student Fees

The proposed AY16-17 course and miscellaneous student fees rates are submitted for the Committee's review and recommendation to the Board of Trustees.

1.5 Resolution F08-16

Creation of Administrative Position, Chairperson, Department of Teacher Education

This resolution approves the creation of an administrative position titled Chairperson for the Department of Teacher Education.

1.6 Resolution F09-16

Creation of Faculty Position, First Year Experience

This resolution approves the creation of a faculty position for First-Year Experience, University College.

2.0 Information

A presentation will be given addressing significant considerations related to FY17 strategic budgeting and University financial planning.

RESOLUTION F04-16

**APPROVAL OF 2016-2017
UNDERGRADUATE TUITION SCHEDULE**

WHEREAS, undergraduate tuition and general fees are utilized for instructional needs, student support services and programming, and institutional operations; and

WHEREAS, undergraduate in-state tuition rates will remain unchanged in accordance with legislative requirements; and

WHEREAS, a review of out-of-state tuition rates reveals that an increase is warranted; and

WHEREAS, the President recommends a 5.0% increase in undergraduate, out-of-state tuition rates;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the attached 2016-2017 undergraduate tuition schedule, effective summer semester 2016.

(March 11, 2016)



2016-17 Academic Year
Undergraduate Tuition Schedule
effective Summer semester 2016

Full-Time <i>(12 - 18 credit hours)</i>	AY 2015-16 <i>(per semester)</i>	AY 2016-17 <i>(per semester)</i>	\$ Increase	% Increase
<i>In-State Tuition</i>				
Instructional Fee	\$3,125.40	\$3,125.40	\$0.00	0.00%
General Fee	\$344.40	\$344.40	\$0.00	0.00%
Technology Fee	\$62.28	\$62.28	\$0.00	0.00%
Total In-State Tuition	\$3,532.08	\$3,532.08	\$0.00	0.00%
<i>Out-of-State Surcharge</i> <i>(does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program)</i>				
	\$2,698.44	\$2,833.32	\$134.88	5.00%
<i>University Center Bond Fee</i> <i>(applies to Fall and Spring semesters only)</i>				
	\$150.00	\$150.00	\$0.00	0.00%
Part-Time <i>(up to and including 11 and over 18 credit hours)</i>	AY 2015-16 <i>(per credit hour)</i>	AY 2016-17 <i>(per credit hour)</i>	\$ Increase	% Increase
<i>In-State Tuition</i>				
Instructional Fee	\$260.45	\$260.45	\$0.00	0.00%
General Fee	\$28.70	\$28.70	\$0.00	0.00%
Technology Fee	\$5.19	\$5.19	\$0.00	0.00%
Total In-State Tuition	\$294.34	\$294.34	\$0.00	0.00%
<i>Out-of-State Surcharge</i> <i>(does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program)</i>				
	\$224.87	\$236.11	\$11.24	5.00%
<i>University Center Bond Fee</i> <i>(applies to Fall and Spring semesters only)</i>				
	\$12.50	\$12.50	\$0.00	0.00%
Alternative Tuition for High School Programs				
<i>College Credit Plus*</i>	State-established default rates			
<i>Summer College Credit Plus equivalent programs</i>	State-established default rates			

*College Credit Plus "Option A" students pay standard undergraduate tuition rates.

RESOLUTION F05-16

APPROVAL OF 2016-2017 GRADUATE TUITION SCHEDULE

WHEREAS, Shawnee State University has established a reputation for its strong graduate programs; and

WHEREAS, SSU must address the cost increases required to maintain its excellence while maintaining affordability; and

WHEREAS, the university has reviewed program needs and our regional and national competitiveness; and

WHEREAS, the President recommends adoption of the attached 2016-2017 graduate tuition schedule reflecting a 5.0% increase to in-state and out-of-state graduate tuition;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the attached 2016-2017 graduate tuition schedule, effective summer semester 2016.

(March 11, 2016)



**2016-17 Academic Year
Graduate Tuition Schedule**
effective Summer semester 2016

Full-Time <i>(9 - 16 credit hours)</i>	AY 2015-16 <i>(per semester)</i>	AY 2016-17 <i>(per semester)</i>	\$ Increase	% Increase
<i>In-State Tuition</i>				
Instructional Fee	\$4,196.34	\$4,406.13	\$209.79	5.00%
General Fee	\$124.29	\$130.50	\$6.21	5.00%
Technology Fee	\$42.93	\$45.00	\$2.07	4.82%
Total In-State Tuition	\$4,363.56	\$4,581.63	\$218.07	5.00%
<i>Out-of-State Surcharge</i> <i>(does not apply to students from counties included in reciprocal agreements)</i>				
	\$6,059.70	\$6,362.64	\$302.94	5.00%
<i>University Center Bond Fee</i> <i>(applies to Fall and Spring semesters only)</i>				
	\$150.00	\$150.00	\$0.00	0.00%
Part-Time <i>(up to and including 8 and over 16 credit hours)</i>	AY 2015-16 <i>(per credit hour)</i>	AY 2016-17 <i>(per credit hour)</i>	\$ Increase	% Increase
<i>In-State Tuition</i>				
Instructional Fee	\$466.26	\$489.57	\$23.31	5.00%
General Fee	\$13.81	\$14.50	\$0.69	5.00%
Technology Fee	\$4.77	\$5.00	\$0.23	4.82%
Total In-State Tuition	\$484.84	\$509.07	\$24.23	5.00%
<i>Out-of-State Surcharge</i> <i>(does not apply to students from counties included in reciprocal agreements)</i>				
	\$673.30	\$706.96	\$33.66	5.00%
<i>University Center Bond Fee</i> <i>(applies to Fall and Spring semesters only)</i>				
	\$12.50	\$12.50	\$0.00	0.00%
Graduate Workshop Credit	AY 2015-16 <i>(per credit hour)</i>	AY 2016-17 <i>(per credit hour)</i>	\$ Increase	% Increase
<i>Graduate Workshop Credit</i>	\$130.00	\$130.00	\$0.00	0.00%

RESOLUTION F06-16

APPROVAL OF AY 2016-2017 RATE SCHEDULES FOR STUDENT RESIDENTIAL HOUSING AND MEAL PLANS AND 2016 SUMMER HOUSING

WHEREAS, Shawnee State University is recognized as a higher education institution with a long-standing commitment to providing and sustaining affordable, high-quality student residential accommodations; and

WHEREAS, an inflationary adjustment to SSU's housing rates and meal plans are necessary in order to meet contemporary student demands and maintain the existing high standards for student residents; and

WHEREAS, meal plan rates are subject to annual CPI adjustments as stipulated by the food services' vendor's contract and inflationary costs are realized to maintain housing facilities; and

WHEREAS, having considered all factors, the President recommends a 2.0% increase to AY16-17 housing rates (including 2016 summer) and a 1.0% increase to AY16-17 residential meal plans;

THEREFORE BE IT RESOLVED, that the Board of Trustees approves the attached proposed rate schedules reflecting the adjusted rates.

(March 11, 2016)

**Shawnee State University
Housing and Meal Plan Rates
2016-2017 Academic Year**

***Proposed
2% Increase in Room***

Campus View

Room Type	Semester Cost	Academic Year
Private	\$3622	\$7244
Double	\$3023	\$6046
Triple ¹	\$2426	\$4852

Tanner Place/BridgeView Court/Carriage House

Room Type	Semester Cost	Academic Year
Private ²	\$3622	\$7244
Double	\$3023	\$6046
Triple ¹	\$2426	\$4852

Cedar House

Room Type	Semester Cost	Academic Year
Private ²	\$3293	\$6586
Double	\$2748	\$5496
Triple ¹	\$2203	\$4406

University Townhouse

Room Type	Semester Cost	Academic Year
Private ²	\$3046	\$6092
Double	\$2495	\$4990
Triple ¹	\$1943	\$3886

¹Triple rooms are offered at the discretion of the University.

²Private Rooms are only available if space permits and at the discretion of the University.

Meal Plan Options³

***Proposed
1% Increase in Food***

Plan	Semester Cost	Academic Year
19 Meals per Week	\$1817	\$3634
15 Meals per Week	\$1732	\$3464
12 Meals per Week	\$1560	\$3120

³All meal plans include \$35 flex dollars per semester.

Freshmen campus residents are assigned the 19 meal plan; sophomores may select any option; juniors or seniors may opt not to participate in a meal plan.

Residential Connectivity Fee

(No Change)

Semester Cost	Academic Year
\$120	\$240

Shawnee State University
Housing Rates
2016 Summer Term
Proposed
2% Room Increase

Campus View

Room Type	Full Semester	5 Week Term
Private	\$1,869	\$934
Double	\$1,558	\$779

Summer residents are typically housed in Campus View buildings only. The buildings below are used only if overflow is required:

Tanner Place/BridgeView Court/ Carriage House

Room Type	Full Semester	5 Week Term
Double	\$1,558	\$779

Cedar House

Room Type	Full Semester	5 Week Term
Private ¹	\$1,702	\$852
Double	\$1,415	\$708

University Townhouse

Room Type	Full Semester	5 Week Term
Private ¹	\$1,567	\$783
Double	\$1,291	\$646

¹ Private rooms are only available if space permits in Cedar House and University Townhouse.

Meal Plan Options

No food service is provided during Summer Term.

Residential Connectivity Fee

Full (10 wk.) Semester	5 Week Term
\$75	\$38

RESOLUTION F07-16

**APPROVAL OF AY16-17 STUDENT COURSE AND
MISCELLANEOUS FEES**

WHEREAS, the Board of Trustees of Shawnee State University approves student course and miscellaneous fees charged by the University; and

WHEREAS, a review of these fees was performed and those deemed to require adjustments, removal, or newly established are identified on the attached Schedule; and

WHEREAS, the President recommends adoption of the proposed Schedule;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the AY16-17 course and miscellaneous student fee schedule, effective summer semester 2016.

(March 11, 2016)



2016-17 Academic Year
Course and Miscellaneous Student Fees
effective Summer semester 2016

Course Fees	AY 2015-16	AY 2016-17
Course Fees (per term)		
Education Field Fee (EDU1)	\$294.00	\$294.00
Education Field Fee (EDU2)	\$147.00	\$147.00
Study Abroad Course Fee (CIPA)	\$120.00	\$120.00
Course Fees (per credit hour)		
Arts - Tier 1 (ART1)	\$7.00	\$7.00
Arts - Tier 2 (ART2)	\$15.00	\$15.00
Arts - Tier 3 (ART3)	\$25.00	\$25.00
Athletic Training (ATTR)	\$25.00	\$25.00
Business (BUSI)	\$10.00	\$10.00
Dental Hygiene (DTHY)	\$35.00	\$35.00
Education (EDUC)	\$15.00	\$15.00
Education, Graduate (MEUC)	\$20.00	\$20.00
Education, Graduate Curriculum & Instruction (MECI)	\$20.00	\$20.00
Education, Graduate Intervention Specialist (MEIS)	\$20.00	\$20.00
Emergency Medical Technology (EMTP)	\$20.00	\$20.00
Engineering Technologies (ENGT)	\$22.00	\$22.00
Exercise Science (SSES)	\$15.00	\$15.00
Health Care Administration (BUHE)	\$20.00	\$20.00
Humanities (HUMA)	\$10.00	\$10.00
Mathematics, Graduate (MTH1)	\$15.00	\$15.00
Mathematics, Graduate (MTH3)	\$35.00	\$35.00
Mathematics, Graduate - Off-Campus Cohorts (MTH4)	-	\$60.00
Mathematics, Undergraduate (MATH)	\$15.00	\$15.00
Medical Laboratory Technology (MLTC)	\$20.00	\$20.00
Natural Science (NSCI)	\$25.00	\$25.00
Nursing, A.A.S. (ADNR)	\$25.00	\$25.00
Nursing, B.S. (BSNR)	\$20.00	\$20.00
Occupational Therapy Assistant (OTAT)	\$20.00	\$20.00
Occupational Therapy, Graduate (MOT)	\$75.00	\$75.00
Physical Education (SSPE)	\$5.00	\$5.00
Physical Therapist Assistant (PTAT)	\$20.00	\$20.00
Radiologic Technology (RDLT)	\$20.00	\$20.00
Respiratory Therapy (RPTT)	\$20.00	\$20.00
Social Science (SSCI)	\$10.00	\$10.00
Sports Management (SSSM)	\$15.00	\$15.00
University College - Developmental Math, Reading and Writing (UNC1)	\$3.00	\$3.00
University College - First Year Experience (UNC2)	-	\$12.00
Miscellaneous Fees	AY 2015-16	AY 2016-17
Application Fees		
Graduate Admission	\$30.00	\$30.00
Health Sciences Programs (undergraduate)	\$30.00	\$30.00
International Admission	\$50.00	\$50.00
Budget Payment Plan Fee	\$10.00	\$10.00
Budget Payment Plan Late Fees (max \$180.00/semester)		
Late first payment	\$60.00	\$60.00
Late second payment	\$40.00	\$40.00
Late third payment	\$40.00	\$40.00
Late fourth payment	\$40.00	\$40.00
Credit by Arrangement Administrative Fee, Undergraduate (per credit hour)	\$150.00	\$150.00
Credit by Arrangement Administrative Fee, Graduate (per credit hour)	\$150.00	\$225.00
Credit by Exam Fee (per course)	\$150.00	\$150.00
Graduation Petition Fee (per degree)	\$55.00	\$45.00
Graduation Re-Petition Fee (per degree)	\$10.00	\$0.00
International Student Exchange Program (ISEP) Administrative Fee	\$100.00	\$100.00
International Student Exchange Program (ISEP) Tuition Differential	varies by destination	varies by destination
Late Payment Fee (per semester) - if not on budget payment plan	\$180.00	\$180.00
Matriculation Fee	\$50.00	\$50.00
Overnight Orientation Fee	\$37.00	\$37.00
Overnight Orientation Fee (same day registration)	\$47.00	\$47.00
Portfolio Evaluation Fee (per submission) - A.T.S. degree only		
First Course (per program discipline)	\$150.00	\$150.00
Second and Subsequent Courses (same discipline)	\$50.00	\$50.00

RESOLUTION F08-16

CREATION OF ADMINISTRATIVE POSITION Administrative Chairperson – Department of Teacher Education

WHEREAS, University Policy 5.16Rev President's Authority, University Personnel Actions, requires Board of Trustees' approval of newly created full-time administrative positions; and

WHEREAS, the Department of Teacher Education (DTE) delivers academic programs that require state and national accreditation necessitating the chairperson position spending a substantial allocation of time fulfilling administrative and management responsibilities; and

WHEREAS, this proposed position will be funded through the conversion of the faculty chairperson position as provided in the SSU/SEA 2015-18 collectively bargained agreement along with the reallocation of other resources within DTE's budget; and

WHEREAS, the Provost recommends and the President approves the creation of an administrative chairperson in DTE;

THEREFORE BE IT RESOLVED, that Shawnee State University's Board of Trustees approves the creation of the administrative chairperson position in the Department of Teacher Education.

(March 11, 2016)

Estimated Salary & Benefit Data

March 2016

Administrative Chair – Teacher Education

Funding Source:	Reallocation of existing funds
Pay Range - C1:	\$63,337 (Min) \$83,992 (Mid) \$104,506 (Max)
Typical Starting Salary:	\$63,337 - \$83,992 (Minimum to 25% range penetration)
Fixed Benefits:	\$19,890 (Health & Life)
Variable Benefits (16.95%):	\$ 10,736 - \$17,714 (Retirement, Medicare, Unemployment, Worker's Compensation)

Rationale: The chairperson's position in the Department of Teacher Education (DTE) has many unique qualities and demanding administrative responsibilities unique to this Department. The SEA/SSU's 2015-18 Collective Bargaining Agreement provides for the conversion of DTE chairperson position from faculty to administrative. The cost of the new position will be absorbed through savings in recent retirements and elimination of the DTE faculty chairperson stipend.

Total Compensation: \$ 93,963 – \$142,110

RESOLUTION F09-16

CREATION OF FACULTY POSITION Full Time Instructor and Coordinator, First Year Experience

WHEREAS, University Policy 5.16Rev President's Authority, University Personnel Actions, requires Board of Trustees' approval of newly created full-time faculty positions; and

WHEREAS, as an integral component of the institution's retention strategies, the need to expand and enhance the University's delivery of First Year Experience is essential; and

WHEREAS, the Provost recommends and the President concurs that the creation of a Full-Time Instructor/Coordinator position will complement the current curriculum and provide financial literacy and career explorations components to Shawnee State students; and

WHEREAS, this proposed position will be funded through the reallocation of resources within the Academic Affairs budget;

THEREFORE BE IT RESOLVED, that Shawnee State University's Board of Trustees approves the creation of this position.

(March 11, 2016)

Estimated Salary & Benefit Data

March 2016

Full Time Instructor – First Year Experience

Funding Source: Reallocation of existing funds and faculty lines
Pay Range: Depending on credentials and experience: Senior Instructor - Min: \$39,976 - Max: \$44,973

Typical Starting Salary: Per the Collective Bargaining Agreement
Fixed Benefits: \$19,890 (Health & Life)
Variable Benefits (16.95%): \$6776 - \$7623 (Retirement, Medicare, Unemployment, Worker's Compensation)

Rationale: The First Year Experience Course (FYE) was developed as an integral component of a career counseling plan with the Ohio Department of Higher Education. The FYE course (UNIV 1100) will be a requirement for all freshmen and transfers (< 30 credit hours) to Shawnee State University (SSU). As a result, SSU will offer 30 - 40 new sections each fall semester with lesser numbers of sections during spring semester beginning in 2016. These sections will require thoughtful scheduling of faculty with comprehensive knowledge about the University. The FYE course is a step forward to providing effective career information and financial literacy to newly admitted students. This non-tenure-track position will serve as FYE program coordinator and instructor for a number of the FYE sections.

Total Compensation: \$66,642 - \$72,486