

**BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE**

**May 8, 2020
9:00 a.m., Teleconference**

Agenda

1.0 Action Items

Plante Moran FY20 Pre-Audit Presentation – Plante Moran representatives Keith Martinez and Josh Louge

1.1 Resolution F09-20

University Investment Committee Member Reappointment

This resolution recommends the reappointment of Mr. William Burke to the SSU Investment Committee for the period of July 1, 2020 through June 30, 2023 for Board of Trustees approval.

1.2 Resolution F10-20

Authorization to apply to the Chancellor of ODHE for a waiver to reduce domestic graduate students' non-resident surcharge

This resolution recommends approval to apply for reduction of non-resident surcharge for domestic graduate students not residing in Ohio and who completed a bachelor's or master's degrees in Ohio for Board of Trustees approval.

1.3 Resolution F11-20

Amending Policy 5.08Rev., Smoking to 5.08Rev., Smoke and Tobacco Free Campus Policy

This resolution recommends approval of Policy 5.08Rev, Smoke and Tobacco Free Campus, which will create a smoke and tobacco free environment, effective May 1, 2021 for Board of Trustees approval.

1.4 Resolution F12-20

Appointment of Michael Barhorst as Board Treasurer

This resolution recommends the appointment of Mr. Barhorst, Vice President for Finance and Administration, to Board Treasurer effective May 1, 2020 for Board of Trustees approval.

1.5 Resolution F13-20

Amending Policy 5.00Rev., Policy on Policies and Procedures

This resolution recommends authorizing the President to make ministerial, non-substantive amendments to Board policies for Board of Trustees approval.

1.6 Resolution F14-20

Authorizing Emergency Procedure on Furloughs

This resolution recommends authorizing the President to enact a temporary procedure on mandatory furloughs pending adoption of a formal policy for Board of Trustees approval.

2.0 Information and Reports

- 2.1** Update on JHP HEALTH Consortium – Elinda Boyles and Malonda Johnson, Director of HR
- 2.2** Briefing: CARES Act, financial issues related to COVID-19, and status of Cash Reserves Investment Portfolio – Elinda Boyles and Greg Ballengee, Controller
- 2.3** Status of Major Capital Projects – Elinda Boyles
- 2.4** Enrollment Management Report – Eric Braun
- 2.5** Advancement & Institutional Relations Executive Report – Eric Braun



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Board of Trustees
Finance and Administration Committee
2020 Audit Planning Meeting



Shawnee State University

Audit Planning Agenda

- Shawnee State University Audit Team
- Reporting and Responsibilities
- Audit Approach
- Timing and Key Dates
- Peer Review Report and GAO Auditor Responsibilities
- Upcoming Pronouncements
- Appendix - Definitions



Shawnee State University

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Shawnee State University

Reporting and Responsibilities

Plante Moran Deliverables

- Opining on FY 2020 University financial statements and the University's federal programs
- Opining on FY 2020 for the Development Foundation financial statements
- Letter for state "Special Purpose" Report

Plante Moran Responsibilities

- To express an opinion on the University's and the Development Foundation's financial statements
- To express an opinion on the major federal programs of the University
- To provide reasonable, not absolute, assurance of detecting material misstatement
- To gain an understanding of internal controls, policies, and procedures to design an effective audit

Plante Moran Will Issue the Following Reports and Letters for 2020:

Planning Stage

- Engagement letter for the Shawnee State University audit (includes the federal programs audit)
- Engagement letter for the Development Foundation



Shawnee State University

Reporting and Responsibilities (continued)

Plante Moran Will Issue the Following Reports and Letters for 2020 (continued):

At completion of work:

- An opinion on the financial statements of the University and the Development Foundation
- Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with Government Auditing Standards (GAGAS report) for the University and the Development Foundation
- Report on the Conduct of the Audit (AU 260)
- Federal programs audit reports and schedules
 - Report on Compliance For Each Major Program and on Internal Control Over Compliance in Accordance with Uniform Guidance
 - A Schedule of Findings and Questioned Costs
- A Management Recommendation Letter, if applicable
- A letter regarding procedures performed for the state “Special Purpose” report



Shawnee State University

Audit Approach

Financial Statement Audit (includes the Development Foundation)

- General Controls Assessment and Paperless System testing (i.e., registration, tuition, and endowments)
- Risk-Based Approach – More time will be spent on those areas considered higher risk
 - Valuation of accounts receivable
 - Accounting for service concession arrangements
 - Any contingent liabilities
 - The net pension and OPEB liability
- In response to the above risks, we will perform the following:
 - Review the allowance for accounts receivable and also, review the assumptions used to determine collectability,
 - Review the revenue received from concession arrangements in accordance with applicable accounting standards,
 - Discuss pending litigation with Shawnee State University legal counsel,
 - Review the calculations surrounding the pension and OPEB liability and incorporated into the financial statements, test the census data used in the calculations, and review audited pension plan reports.



Shawnee State University

Audit Approach (continued)

Financial Statement Audits (includes the Development Foundation)

- Documentation and testing of key accounting processes and internal controls by major cycles – purchasing, expenditures and accounts payable, payroll and related year-end liabilities, revenue, receipts and accounts receivable, investments and related income, financial reporting
- Group Audit Standards – Plante Moran will be serving as the “Group Auditor” for all components of this audit (the University and the Development Foundation)

Federal Programs Audit

- Audit is performed in compliance with federal regulations and includes compliance and internal control categories as defined by Uniform Guidance
 - Programs expected to be tested in 2020
 - Student Financial Assistance Cluster
 - Other programs will also be tested if required based on Uniform Guidance

Plante Moran Has Been Advised

- The University is in compliance with all regulatory, governmental, and grant requirements,
- There have been no material acts of fraud or embezzlement,
- There have been no significant acts of fraud related to federal programs,
- The University is not aware of any accounting entries made which are not in the normal course of business,
- The University is not aware of any material illegal or improper acts.



Shawnee State University

Audit Approach (continued)

Materiality

- The concept of materiality is inherent in the audit
 - We place greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than with those items of lesser importance or those in which the possibility of material error is remote

Communications with the Finance and Administration Committee

- Required fraud inquiries during planning process
- All services provided by Plante Moran to Shawnee State University
- Independence, in compliance with GAO requirements
- Passed adjustments schedules
- Changes in report presentation (if applicable)



Shawnee State University

Timing and Key Dates

Audit Scope Presentation to Finance and Administration Committee	May 8
Preliminary fieldwork begins (includes single audit)	May 18
Preliminary fieldwork ends	May 22
Year-end fieldwork begins – University, including single audit and Development Foundation	August 31
Draft financial statements to Plante Moran	September 11
Year-end fieldwork ends – University including single audit and Development Foundation	September 11
Closing meeting with management & final draft of financial statements	September 18
Submission of Draft Management Letter to Executive Management, if applicable	September 18
Submission of final University financial statements to State Auditor	Prior to October 15
Submission of final Development Foundation financial statements to State Auditor	Prior to October 15
Submission of final management letter to State Auditor	Prior to October 15



Shawnee State University

Peer Review Report and GAO Auditor Responsibilities

Under the Government Accounting Office (GAO) requirements, if an audit is completed in accordance with *Government Auditing Standards*, the Audit Committee and/or Board of Trustees are required to receive from the audit firm the following document:

- Peer Review Report (this is performed every three years)

In addition, we are required to communicate the following items (if applicable):

- Noncompliance with laws, regulations, contracts or grants that have material effect on the financial statements
- Any instances of abuse identified that could be material to the financial statements



Shawnee State University

New Pronouncements

GASB 84 – Fiduciary Activities

- Currently effective for the fiscal year ending June 30, 2020
- GASB is considering delay of the effective date
- Establishes criteria for identifying fiduciary activities
- For public institutions, examples that may meet these criteria include 1) endowment assets of other institutions that are managed in the reporting institution's investment pool and 2) alumni or student club accounts that are managed with the reporting institution's cash or investments



Shawnee State University

Upcoming Pronouncements

GASB 87 – Leases

- Effective for the fiscal year ending June 30, 2021
- Requires recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contracts
- Lessee would be required to recognize a lease liability and an intangible right-to-use lease asset
- Lessor would be required to recognize a lease receivable and a deferred inflow of resources

GASB 89 – Accounting for Interest Cost Incurred Before the End of a Construction Period

- Effective for the fiscal year ending June 30, 2021
- Requires interest cost incurred during the period of construction be recognized as an expense (no longer capitalized)



Shawnee State University

Appendix - Definitions

- Deficiency
 - A “deficiency” exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing or (b) an existing control is not properly designed so that even if the control operates as designed, the control objective is not always met. A deficiency in operation exists when a properly designed control does not operate as designed or when the person performing the control does not possess the necessary authority or qualifications to perform the control effectively. Deficiencies may involve one or more of the five interrelated components of internal control.
- Significant Deficiency
 - A “significant deficiency” is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.
- Material Weakness
 - A “material weakness” is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and correct on a timely basis.
- Fraud
 - The term “fraud” includes “misstatements” arising from fraudulent financial reporting and misstatements arising from misappropriation of assets.
 - “Misstatements” arising from “fraudulent financial reporting” are intentional misstatements, or omissions of amounts or disclosures in financial statements intended to deceive financial statement users.
 - “Misstatements” arising from “misappropriation of assets” involve the theft of assets where the effect of the theft causes the financial statements not to be presented in conformity with GAAP.
 - The University is responsible for the design and implementation of programs and controls to prevent and detect fraud.



Shawnee State University

Appendix - Definitions

- GAAP
 - Generally Accepted Accounting Principles. Used by almost all entities in the USA to prepare periodic financial statements.
- Allowance
 - An estimate determined by management based on past history of the amount of student and contribution receivables at June 30 that are not expected to be received.
- Federal Programs Audit
 - Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards sets forth standards for obtaining consistency and uniformity among Federal agencies for the audit of states, local governments, and non-profit organizations expending federal awards. This is also known as “Single Audit” and is focused on programs funded with federal dollars. At Shawnee State University, this primarily consists of student financial aid.
- 990-T
 - Corporate income tax form for exempt organization unrelated income. This primarily relates to income earned on limited partnerships that is considered taxable by the IRS (real estate and natural resources), and non-educational use of institutional property.



Shawnee State University

Appendix - Definitions

- Nonexchange Transaction
 - Revenues received by the University that are deemed not related to the University providing a service. They consist primarily of gifts, investment income, federal Pell grant revenue and state operating appropriations. State appropriations are subject to annual approval by state legislature and are reported based on the state operating budget that funds the appropriation to the University.
- FASB
 - Financial Accounting Standards Board is the governing accounting body that issues reporting pronouncements for private sector organizations. The Development Foundation prepares its financial statements in accordance with these pronouncements and guidance.
- GAAS
 - Generally Accepted Auditing Standards. The standards that govern the conduct of independent audits of non-public companies, as determined by the Auditing Standards Board (ASB) of the AICPA.
- GAGAS
 - Generally Accepted Governmental Auditing Standards. Informally known as “Yellow Book,” these standards guide all audits of governmental units.
- GASB
 - Governmental Accounting Standards Board is the governing accounting body that issues reporting pronouncements. Shawnee State University prepares their financial statements in accordance with these pronouncements and guidance.



Thank you!

We look forward to continuing
to serve Shawnee State
University!

RESOLUTION F09-20

**APPROVAL OF UNIVERSITY INVESTMENT
COMMITTEE MEMBER REAPPOINTMENT**

WHEREAS, on June 30, 2020 Mr. William Burke will have completed a three-year term as a member of Shawnee State University's Investment Committee; and

WHEREAS, Mr. Burke demonstrates exemplary service and expertise to the Committee and the University and is willing to continue as a member; and

WHEREAS, Mr. David Furbee, Investment Committee Chairperson, nominates Mr. Burke for reappointment for an additional three-year term from July 1, 2020 through June 30, 2023; and

WHEREAS, the President concurs with this reappointment;

THEREFORE, BE IT RESOLVED that the Board of Trustees approves the three-year reappointment of Mr. Burke to the University's Investment Committee and extends its appreciation for his service to the University.

(May 8, 2020)

RESOLUTION F10-20

AUTHORIZATION TO APPLY TO THE CHANCELLOR OF ODHE FOR A WAIVER TO REDUCE DOMESTIC GRADUATE STUDENTS' NON-RESIDENT SURCHARGE

WHEREAS, §381.170 of Am. Sub. H.B. 166 of the 133rd General Assembly requires any waiver of tuition for any particular student or any class of students not otherwise permitted by law at a state-assisted institution of higher education to be approved by the Chancellor of the Ohio Department of Higher Education (ODHE); and

WHEREAS, Shawnee State University seeks authorization to make a request of the Chancellor for reduction of the non-resident surcharge for domestic graduate students who do not reside in Ohio and who have completed a bachelor's or master's degree in Ohio; and

WHEREAS, it is anticipated that the waiver will provide an incentive for eligible students to earn a graduate degree and remain in Ohio; and

WHEREAS, it is anticipated that between 25 – 30 students could be impacted by such waiver and the amount reduced would be \$4,041 per student, per semester for on-ground graduate programs, \$27 for each 3-hour online master's course, and \$147 for each 3-hour online doctoral course;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University supports the initiative to expand the number of graduate students by charging a per credit hour non-resident surcharge to eligible domestic graduate students of not more than \$1; and

BE IT FURTHER RESOLVED, the Board of Trustees of Shawnee State University authorizes the Vice President for Finance and Administration to seek approval to reduce the AY20-21 non-resident surcharge rates for domestic graduate students who do not reside in Ohio and who have completed a bachelor's or master's degree in Ohio to \$1 per credit hour, effective Fall 2020 and continuing through Summer semester 2021.

(May 8, 2020)

RESOLUTION F11-20

**AMENDING POLICY 5.08REV., SMOKING TO 5.08REV.,
SMOKE AND TOBACCO FREE CAMPUS POLICY**

WHEREAS, the Ohio Department of Higher Education has strongly recommended that public college and university trustees implement tobacco-free policies; and

WHEREAS, Ohio's Governor has recently called on state university presidents to enhance their smoke-free campus policies, including rules against vaping; and

WHEREAS, since the University enacted its policy on smoking in 2006, it has incrementally restricted the use of tobacco products on campus, but remains among the small minority of state colleges and universities that have not gone completely tobacco free; and

WHEREAS, smoking and other use of tobacco products continue to be a major source of death and disease in the United States; and

WHEREAS, second-hand smoke has documented detrimental effects on smokers and non-smokers, and poses a risk to University students, employees, and visitors; and

WHEREAS, effective May 1, 2021, the University intends to create a one hundred percent smoke and tobacco free campus;

NOW, THEREFORE, IT IS RESOLVED that the Board of Trustees of Shawnee State University hereby amends Policy No. 5.08, entitled "Smoking," and renames the policy "Smoke and Tobacco Free Campus."

(May 8, 2020)

Shawnee State University

POLICY TITLE:	SMOKING
POLICY NO. :	5.08 REV
ADMIN CODE:	3362-5-09
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	3/13/15
NEXT REVIEW DATE:	3/2018
RESPONSIBLE OFFICER(S):	PRESIDENT
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

- 1.1 Shawnee State University recognizes the need to create and maintain an environmental quality that sustains and enhances the general health and well-being of its students, faculty, staff, and visitors.
- 1.2 As such, smoking of any material and the use of any tobacco product are prohibited in all University owned, leased, and managed buildings and other designated areas established by this policy.

2.0 DEFINITIONS

- 2.1 Smoking: The burning of tobacco or any other material in any type of smoking device, including, but not restricted to, cigarettes, cigars, electronic cigarettes or pipes.
- 2.2 Tobacco: All tobacco derived or containing products, including, and not limited to, cigarettes, electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes, and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring, or deliver nicotine other than for the purpose of cessation.

3.0 PROHIBITION

- 3.1 Smoking and the use of any tobacco product, including chewing tobacco, are prohibited in or at the following locations:
 - 3.1.1 Any building and designated outdoor non-smoking area that is owned, leased, or managed by the University.

3.1.2 Within 50 feet of any entrance or other outside access to a building so as to insure that tobacco smoke does not enter the area through entrances, windows, ventilation systems or any other means.

3.1.3 Any vehicle owned or leased by the University.

3.2 Sale of tobacco is prohibited on University owned, managed, or leased property.

3.3 Disposal of cigarettes and other smoking products in any place on University owned, managed or leased property, other than a smoking receptacle.

4.0 DESIGNATED OUTDOOR NON-SMOKING AREAS

4.1 The following outdoor areas will be designated as non-smoking areas:

4.1.1 Outdoor athletic facilities

4.1.2 Outdoor areas utilized by the University and/or the Shawnee State University Development Foundation for scheduled events, including commencement.

4.2 The President may approve the establishment of other designated non-smoking outdoor areas, as well as designated outdoor areas for smoking.

5.0 SIGNAGE AND SMOKING RECEPTACLES

5.1 "No Smoking" signs or the international "No Smoking" symbol will be conspicuously posted at all University building entrances and inside all University vehicles. All such signs will include the State of Ohio's contact information for reporting violations.

5.2 Locations of smoking receptacles will be placed at least 50 feet away from any building entrance that are not along any primary walkway. Any person who moves a smoking receptacle without appropriate authority will be in violation of this policy and subject to discipline.

6.0 COMPLIANCE AND ENFORCEMENT

6.1 The President will designate the University department(s) responsible for ensuring compliance.

- 6.2 The University will provide smoking cessation information for employees and students who wish to quit smoking.
- 6.3 The University will identify contact information to enable employees, students and visitors to report any violation of this policy.
- 6.4 Any violation of this policy will be addressed through the standard disciplinary process appropriate to the individual's relationship to the University. Visitors who violate this policy may be denied future access to the University campus.

History

Effective: 06/09/06

Revised: 03/13/15; 11/08/13

OUTDATED

Shawnee State University

POLICY TITLE:	SMOKE AND TOBACCO FREE CAMPUS
POLICY NO. :	5.08REV
ADMIN CODE:	3362-5-09
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	5/8/2020
NEXT REVIEW DATE:	5/2023
RESPONSIBLE OFFICER(S):	PRESIDENT

1.0 PURPOSE

- 1.1 Shawnee State University recognizes the need to create and maintain an environmental quality that sustains and enhances the general health and well-being of its students, faculty, staff, volunteers, contractors, and visitors.
- 1.2 As such, effective May 1, 2021, the University intends to create a one hundred percent smoke and tobacco free environment.

2.0 DEFINITIONS

- 2.1 Smoking: The burning of tobacco or any other material in any type of smoking device, including, but not restricted to, cigarettes, cigars, electronic cigarettes (e-cigarettes and any other devices used for vaping) or pipes.
- 2.2 Tobacco: All tobacco-derived or containing products, including, and not limited to, cigarettes, electronic cigarettes (including but not limited to JUUL, Blu, and VUSE), cigars and cigarillos, hookah smoked products, pipes, and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring, or deliver nicotine other than for the purpose of cessation.

3.0 PROHIBITION

Smoking of any material and the use of any tobacco-related product are prohibited in all University owned, leased, and managed buildings and on all University owned, leased and managed grounds, and in all vehicles located on University property. This includes all classrooms, offices, restrooms, auditoriums, lounges, dining areas, recreational and athletic facilities, rooftops, walkways, sidewalks, bridges, residence halls, parking lots and street parking owned by the University.

Smoking also is prohibited inside personal vehicles parked on University property and in any vehicles owned, operated, or leased by the University.

4.0 BAN ON ADVERTISING, PROMOTION AND SALES

4.1 The University will not advertise tobacco on university owned, operated or leased property or at any university sponsored event or university owned or sponsored media.

4.2 Sale of tobacco is prohibited on University owned, operated, and leased property.

4.3 Distribution and sampling of tobacco products and tobacco related items is prohibited.

5.0 EXCEPTIONS

5.1 FDA-approved nicotine replacement therapy, including patches, gum, inhalers, and lozenges) will be allowed.

5.2 Smoking or tobacco use may be permitted for controlled research, educational, clinical, or religious ceremonial purposes with prior approval of the appropriate administrator.

5.3 Smoking and tobacco use may be permitted at certain University-sponsored and University-hosted events with advance approval of the Provost or a designee.

5.4 Prohibitions and restrictions on smoking and tobacco use, if any, at University activities and events that take place at locations other than University owned, leased and managed buildings and grounds, shall be determined by the owners or managers of such other locations.

6.0 SIGNAGE AND ANNOUNCEMENTS

6.1 “No Smoking” signs or the international “No Smoking” symbol will be conspicuously posted at all University building entrances and inside all University vehicles. All such signs will include contact information for reporting violations.

6.2 University literature and advertising, particularly that which is related to the posting of employment opportunities and campus events, shall identify the University as being one hundred percent tobacco free.

- 6.3 Announcements regarding this policy will be made during University-sponsored events and at campus functions when deemed appropriate. Event programs may include a written reminder of the policy.

7.0 COMPLIANCE AND ENFORCEMENT

- 7.1 The success of this policy depends upon the thoughtfulness, consideration and cooperation of tobacco users and non-tobacco users. Leaders and those to whom this policy applies share the responsibility for adhering to and enforcing the policy. Civility and respect are expected at all times in regards to this policy.
- 7.2 The President will designate the University department(s) responsible for ensuring compliance.
- 7.3 The University will provide smoking cessation information for employees and students who wish to quit smoking.
- 7.4 The University will identify contact information to enable employees, students and visitors to report any violations of this policy.
- 7.5 Any student who repeatedly refuses to abide by this rule may be referred to Student Conduct. Repeat violations by any faculty or staff member shall be handled through normal procedures for violations of University rules and procedures. Visitors who violate this policy may be denied future access to the University campus.
- 7.6 No person shall discharge, refuse to hire, or in any manner retaliate against an individual for the report of a violation or otherwise performing any obligation under this policy.

History

Effective: 06/09/06

Revised: 5/8/20; 03/13/15; 11/08/13

RESOLUTION F12-20

APPOINTMENT OF MICHAEL BARHORST AS BOARD TREASURER

WHEREAS, Ohio Revised Code Section 3362.02 authorizes the Board to appoint a Treasurer; and

WHEREAS, the Code requires that before an appointed Treasurer begins discharging his duties as such, he or she must give bond to the state or be insured – in an amount established by the Board -- for the faithful performance of his duties and the proper accounting for all monies coming into the Treasurer's care; and

WHEREAS, the Board on March 13, 2020 appointed Michael Barhorst as Vice President for Finance and Administration, effective May 1, 2020; and

WHEREAS, the Board wishes to appoint Mr. Barhorst to the position of Treasurer, and to establish \$5 million as the level at which he should be insured for faithful performance of his duties and the proper accounting for monies coming into his care;

NOW, THEREFORE, IT IS RESOLVED that the Board appoints Michael Barhorst as Board Treasurer to replace Dr. Elinda Boyles, effective this date, and sets \$5 million dollars as the level of faithful performance insurance required for the Treasurer; and

IT IS FURTHER RESOLVED, that pursuant to the Board's bylaws, the appointment of Mr. Barhorst will be continuing but may be terminated by the Board at any time with or without cause.

(May 8, 2020)

RESOLUTION F13-20

AMENDING POLICY 5.00REV., POLICY ON POLICIES AND PROCEDURES

WHEREAS, Board Policy 5.00Rev. sets forth a uniform process for the adoption and review of Board policies and the establishment of supporting procedures; and

WHEREAS, Policy 5.00Rev. currently requires Board action for any amendment to a policy, including amendments of a ministerial, non-substantive nature that do not affect the rights or responsibilities of members of the University community; and

WHEREAS, administrative efficiency can be gained by having the President make amendments of a non-substantive nature without formal Board action, with the President reporting all such actions to the Board on an annual basis;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University amends Policy 5.00Rev., Policy on Policies and Procedures by permitting the President to make ministerial, non-substantive amendments to Board policies.

(May 8, 2020)

Shawnee State University

POLICY TITLE:	POLICY ON POLICIES AND PROCEDURES
POLICY NO. :	5.00REV
ADMIN CODE:	3362-5-01
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	05/08/20
NEXT REVIEW DATE:	05/2023
RESPONSIBLE OFFICER(S):	PRESIDENT
APPROVED BY:	BOT

1.0 PURPOSE

Board of Trustees approved policies reflect the Board's principles for University governance and set direction for institutional decision-making and practices. The purpose of this policy is to ensure a uniform process for the adoption and review of Board of Trustees approved policies and the establishment of supporting procedures.

2.0 POLICIES SUBJECT TO BOARD APPROVAL

2.1 In general, policies that address subjects of significance to the University or that could substantially impact the University are appropriate for Board review and approval.

2.2 Policy subjects that are appropriate for Board of Trustees approval include, but are not limited to, the following:

2.2.1 Core functions of the University

2.2.2 Matters required by law to be the direct responsibility of the Board;

2.2.3 Matters that address state or federal requirements;

2.2.4 Matters that utilize or have the potential to utilize significant University resources;

2.2.5 Auxiliary operations of the University; and

2.2.6 Matters directed by the Board.

- 2.3 Board policies may only be enacted, amended or rescinded with approval by the Board of Trustees. [Amendments of a non-substantive nature must comply with procedures promulgated under this policy 5.0, but do not require Board approval.](#)

3.0 PROCEDURES

- 3.1 Procedures may only be enacted, amended or rescinded with approval by the President.
- 3.2 Procedures serve to effectively administer or implement a policy, so long as they are within the scope or framework of the policy. A Board policy may also direct that specific areas or topics be addressed through an underlying procedure

4.0 POLICY & PROCEDURE FORMULATION AND REVIEW PROCESS

- 4.1 The President is responsible for establishing a procedure to implement this policy that will identify a system and process for developing new policies for Board of Trustees approval and to ensure the regular review of existing Board policies. The President is also responsible for establishing a system for the development and approval process for procedures.
- 4.2 The President will report, at least annually, to the Board of the administration's review of existing policies and procedures.

History

Effective: 02/25/90

Revised: [05/08/2020](#); 05/08/15; 09/14/12

Applicable Procedure: [5.00PolicyandProcedureSystemandReviewProcess](#)

PROCEDURE TITLE:	POLICY AND PROCEDURE SYSTEM AND REVIEW PROCESS
PROCEDURE NO.:	5.00:1
RELATED POLICY:	5.00REV
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR(S):	PRESIDENT
EFFECTIVE DATE:	05/08/20
NEXT REVIEW DATE:	05/2023
APPROVED BY:	PRESIDENT

This procedure serves to amplify and implement the Policy on Policies 5.00Rev.

1.1 POLICY AND PROCEDURE MANAGEMENT AND REVIEW SCHEDULE

- 1.2 The President’s Office is responsible for managing and maintaining all current and former policies and procedures and for establishing an official schedule for their regular and systematic review.
- 1.3 Policies will be scheduled for review every three years. A listing of policies that are scheduled for review during the current fiscal year will be posted on the University policies web page. Procedures will usually be reviewed during the same period as the applicable policy.
- 1.4 Copies of newly approved policies and procedures will be directed to the President’s archive system. When policies and procedures are revised or rescinded, an electronic copy of the retired policy or procedure will be maintained in the President’s office.

2.1 POLICIES AND PROCEDURE REVIEW AND DEVELOPMENT PROCESS

- 2.2 A least one university official will be responsible for the review, draft and implementation of a policy and /or underlying procedure. The President or a vice president normally will be the identified responsible officer on a policy. A

vice president or other high level administrator will be the identified responsible administrator on a procedure.

2.3 Review of current policies and procedures

2.3.1 The responsible university officer will conduct an initial review of the current policy and its underlying procedure(s) to determine whether the policy and/or procedure should be revised or rescinded or whether the policy or procedure(s) should stand unchanged.

2.3.1.1 Unchanged policies and policies with changes of a non-substantive nature will be automatically extended and scheduled for review in another three years. Such action does not need Board approval, but should be reported to the Board as part of the President's annual report. For the purpose of this subsection, non-substantive changes include wording changes to correct a changed University position title, corrections of typographical errors, grammatical changes, and similar wording changes that do not affect the rights or responsibilities of those affected by the policy.

2.3.1.2 Policies and procedures identified for revision or possible rescission will be directed for review and if applicable, drafting and review.

2.4 Drafting and Review Process

2.4.1 The identified responsible university official(s) is responsible for the drafting, review and comment, and implementation of all new and revised policies. The review process should seek review and comment from applicable constituencies and appropriate university groups and individuals.

3.1 APPROVAL PROCESS

3.2 The final draft of all proposed policies and procedures will be submitted to the President or President's designee for final review.

3.3 All proposed new and revised policies and proposed rescissions must receive the President's recommendation prior to submission to the Board of Trustees for approval.

3.4 All proposed new and revised procedures and proposed rescissions must be approved by the President.

4.1 POLICY AND PROCEDURE NUMBERING SYSTEM

4.2 The President's office is responsible for the numbering of all policies and procedures.

4.3 Policy numbers

4.3.1. Each policy will have two assigned numbers.

4.3.1.1 The first number is the University series number that normally reflects its University status as follows: 1) Board of Trustees; 2) Academic Affairs; 3) Student Affairs; 4) Finance and Administration; and 5) University-wide.

4.3.1.2 The second number is the Ohio Administrative Code number, in accordance with the Ohio Legislative Service Commission's numbering system.

4.4 Procedures will be assigned a number that reflects the applicable University policy number.

5.1 POLICY AND PROCEDURE STANDARD FORMATS

5.2 Policies and procedures will follow a standard format as identified on templates that are provided on the University's policy web page.

5.3 Each policy header box will include the following information:

5.3.1 Subject (name) of the policy.

5.3.2 University policy number

5.3.3 Administrative code number

5.3.4 Pagination

5.3.5 Effective date of the most current version

- 5.3.6 Next review date
- 5.3.7 Responsible officer(s)
- 5.3.8 Approving body (Board of Trustees)

5.4 Each procedure header box will include the following information:

- 5.4.1 Procedure title
- 5.4.2 Procedure number
- 5.4.3 Related policy number
- 5.4.4 Pagination
- 5.4.5 Responsible administrator(s)
- 5.4.6 Effective date of most current version
- 5.4.7 Next review date
- 5.4.8 Identification of President's approval

6.1 POSTING CURRENT POLICIES AND PROCEDURES

- 6.2 All current policies and procedures will be made readily available to the public on the University's policy web page. Policies, along with their underlying procedures will be organized both numerically (University number) and by category as established by the President's office.
- 6.3 A listing of all policies identified for review for the current fiscal year will also be posted on the University policy web page.

History

Effective: 09/14/12

Revised: 05/08/20; 05/08/15

RESOLUTION F14-20

AUTHORIZING EMERGENCY PROCEDURE ON FURLOUGHS

WHEREAS, in March 2020, the Board of Trustees passed Resolution No. E02-20, authorizing the President to enact temporary emergency procedures necessitated by the COVID-19 pandemic; and

WHEREAS, the State of Ohio's current biennial budget bill authorized state institutions of higher education to adopt policies providing for mandatory furloughs of employees to achieve spending reductions necessitated by institutional budget deficits; and

WHEREAS, the University does not currently have a policy on furloughs, but may need to institute mandatory furloughs to address budget deficits caused by the COVID-19 pandemic;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University specifically authorizes the President to enact a temporary procedure on mandatory furloughs, pending the adoption of a formal furlough policy by the Board.

(May 8, 2020)

Finance and Administration Committee Update

May 8, 2020



JHP HEALTH Consortium

- **Shawnee State has agreed to join the HEALTH consortium, along with**
 - Cincinnati State Technical and Community College
 - Clark State Community College, and
 - Edison State Community College
 - Southern State Community College will consider participating in the future
- **Effective July 1, 2020, benefits are:**
 - Capitalize on economies of scale for future savings
 - Create stability and predictability – the larger pool eliminates claim fluctuations and reduces rate volatility
 - Realize favorable renewal rate at about 4% (includes costs associated with “run out” claims and allocation for reserve pool)
 - (Anthem’s projected renewal for 2021 if remain with existing Plan is 11%)

Decision based on benefits of the consortium, the initial year’s financial advantage, and the long-term stabilization of health care costs the University has been working to achieve.



Coronavirus Aid, Relief, and Economic Security (CARES) Act

Establishes and funds the Higher Education Emergency Relief Fund (HEERF) and sets requirements for the use of the funds.



PERMITTED USES OF HEERF

1) Institutional: 50% may be used to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus

Cannot use to pay contractors for pre-enrollment recruitment activities; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship.

2) Students: 50% to provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus

Includes eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and child care.



Higher Education Emergency Relief Fund (HEERF)

National Allocation
\$13B

- \$6.5B Emergency Financial Grants to Students
- \$6.5B Institutional funds



Allocations for *Ohio* Public 4-year Universities

Institution	Total Allocation	Minimum Allocation to be Awarded for Emergency Financial Aid Grants to Students
Bowling Green State University	\$13,163,417	\$6,581,709
Central State University	\$3,645,811	\$1,822,906
Cleveland State University	\$12,226,765	\$6,113,383
Kent State University	\$19,307,244	\$9,653,622
Miami University	\$12,989,033	\$6,494,517
Northeast Ohio Medical University	\$272,933	\$136,467
Ohio State University	\$42,885,215	\$21,442,608
Ohio University	\$19,475,431	\$9,737,716
Shawnee State University	\$3,572,909	\$1,786,455
University of Akron	\$14,151,817	\$7,075,909
University of Cincinnati	\$23,527,312	\$11,763,656
University of Toledo	\$13,547,254	\$6,773,627
Wright State University	\$10,140,846	\$5,070,423
Youngstown State University	\$10,376,462	\$5,188,231
	\$199,282,449	\$99,641,229



Distribution of *Shawnee Cares Grants*

- **Notification to students by May 8**
- **Student Application by May 31**
- **Eligibility Criteria**
 - US citizen or national, permanent resident, or other eligible noncitizen
 - Enrolled in degree-seeking, on-ground program during spring 2020 semester
 - FAFSA completed
 - Be in good standing for financial aid purposes
- **Shawnee Students eligible = 2,354**



General Fund and Auxiliary Fund

FY2020 Draft EOY Revenue
FY2021 General Fund Revenue “What-If” Scenarios
Committee Discussion



FY2020 EARLY DRAFT General Fund Projected EOY Revenue

Revenue	FY2020 Budget	DRAFT Projected EOY	\$ Diff	%
SSI*	\$12,980,313	\$13,201,447	\$221,134	1.7%
Student Support Service**	\$3,000	\$3,000	\$0	0.0%
Supplement	\$4,037,456	\$3,835,583	(\$201,873)	(5.0%)
Net Tuition	\$23,534,582	\$23,104,880	(\$429,702)	(1.83%)
Other Income	\$1,062,000	\$830,194	(\$231,806)	(21.83%)
Transfer In	\$289,550	\$289,550	\$0	0.0%
Total	\$41,906,901	\$41,264,654	(\$642,247)	(1.53%)

*adjusted SSI based on mid-year SSI of \$13,676,184

**may be subject to reduction



Revenue Assumptions

1. Reduction of remaining state funding payments
2. Reduction of 10% summer tuition revenue
3. \$500K scholarship covered by SSUDF
4. Reduction of Other Income

FY2020 EARLY DRAFT Auxiliary Fund EOY Revenue

Revenue	Budget	Draft Projected EOY	\$ Diff	%
Commissions	\$674,496	\$463,461	(\$211,035)	-31.3%
Housing	\$921,056	\$863,366	(\$57,690)	-6.3%
Meal Plan Fees	\$2,276,218	\$2,131,282	(\$144,936)	-6.4%
Service Fees	\$415,200	\$332,623	(\$82,577)	-19.9%
Ticket Sales	\$518,560	\$429,966	(\$88,594)	-17.1%
Total Operating Income	\$4,805,530	\$4,220,697	(\$584,833)	-12.2%
Grants	\$353,965	\$335,861	(\$18,104)	-5.1%
Miscellaneous Income	\$171,353	\$193,499	\$22,146	12.9%
Total Other Income	\$525,318	\$529,360	\$4,042	0.8%
Total Transfers from General Fund	\$1,816,512	\$1,816,512	\$0	0.0%
Total Revenue	\$7,147,361	\$6,566,569	(\$580,791)	-8.1%



Revenue Assumptions
 Loss of operating income due to refund of portion of spring residential housing/meal plan and related fees; cancellation and refunds of events & ticket sales

FY2021 General Fund Revenue “What-If” Scenarios

	Scenario 1	Scenario 2	Scenario 3
	Assumptions: Reduce SSI* by 20%; no reduction to supplement, hold tuition revenue same as projected FY2020	Assumptions: Reduce SSI* & Supplement by 20%, reduce Cohort C enrollment goal by 10% and decreases to retention rates for the remaining cohorts and continuing students	Assumptions: Reduce SSI* & Supplement by 20%, reduce FY2020 (projected) tuition revenue by 10%
SSI	\$10,940,947	\$10,940,947	\$10,940,947
Student Support Services**	\$3,000	\$3,000	\$3,000
Supplement	\$4,037,456	\$3,229,965	\$3,229,965
Net Tuition	\$23,104,880	\$22,599,303	\$20,794,392
Other Income	\$800,000	\$800,000	\$800,000
Transfer In	\$289,550	\$289,550	\$289,550
Total Revenue	\$39,175,833	\$37,862,765	\$36,057,854
*Based on FY2020 mid-year SSI of \$13,676,184			
**Reduction unknown (reimbursement for disability services)			

HEERF funds of \$1,786,455 will be used to decrease FY2021 eligible expenditures



University Investment Portfolio Status

Asset Class/Security	Market Value as of April 24, 2020
Total Cash Equivalent	\$ 2,174,378
Total Fixed Income	\$ 5,061,860
Total Domestic Equity	\$ 787,776
Total International Equity	\$ 142,713
TOTAL PORTFOLIO MARKET VALUE	\$ 8,166,727

Value as of July 2019	\$8,121,057
Value as of 4/24/2020	\$8,166,727
Diff \$	\$45,671
Diff %	0.56%



Status Construction/Renovation Projects as of April 30, 2020

PROJECT	STATUS	PROJECT BUDGET	FUNDING SOURCE(S)
Library/CFA HVAC Renovation ON HOLD-COVID19	<ul style="list-style-type: none"> Construction documents complete. Advertise for bids March 2020. Includes replacement of all pneumatic and obsolete DDC controls for multiple air handlers in both buildings; an assessment of all existing equipment is required to set priorities on replacement. 	\$1.1M	State Capital
Kricker Innovation Hub	<ul style="list-style-type: none"> EDA grant secured. Architect short list created; interviews scheduled mid May, 2020. 	\$3.4M (est.)	EDA/Capital/Private
Rhodes – Phase 1B	<ul style="list-style-type: none"> Project complete. Punch list and closeout remain. 	\$3.3M (est.)	Bond proceeds
ATC Roof Replacement	<ul style="list-style-type: none"> All roof systems on the ATC and T&I buildings will be replaced with new 30-year EPDM single membrane system. Approved at Controlling Board; contract complete. 	\$892,000	State Capital



Status
Construction/Renovation Projects
as of April 30, 2020

PROJECT	STATUS	PROJECT BUDGET	FUNDING SOURCE(S)
Library/CFA HVAC Renovation ON HOLD-COVID19	<ul style="list-style-type: none"> ● Construction documents complete. Advertise for bids March 2020. ● Includes replacement of all pneumatic and obsolete DDC controls for multiple air handlers in both buildings; an assessment of all existing equipment is required to set priorities on replacement. 	\$1.1M	State Capital
Kricker Innovation Hub ON HOLD-COVID19	<ul style="list-style-type: none"> ● EDA grant secured. Architect short list created; interviews scheduled early March, 2020. 	\$3.4M (est.)	EDA/Capital/Private
Rhodes – Phase 1B	<ul style="list-style-type: none"> ● Project complete. Punch list and closeout remain. 	\$3.3M (est.)	Bond proceeds
ATC Roof Replacement ON HOLD-COVID19	<ul style="list-style-type: none"> ● All roof systems on the ATC and T&I buildings will be replaced with new 30-year EPDM single membrane system. ● Approved at Controlling Board; contract on hold. 	\$892,000	State Capital

Enrollment Management Report

May 8, 2020

SHAWNEE STATE UNIVERSITY BOARD OF TRUSTEES
FINANCE & ADMINISTRATION COMMITTEE

Fall '20 First Time Freshmen Funnel Holding Through COVID-19 Disruption

As of May 1, 2020 Decision Day, First Time Freshman Fall '20 vs. Fall '19:

Total Applications including Common Apps	+14%
Total Applications not including Common Apps	-13%
Total Admitted Students	+5%
Orientation Registrations	-10%
Financial Aid packages	- 1%

Registered students for fall (-52%) ***2 Orientation dates would have been completed by this time last year*** Registration data for the first two dates is climbing with pre-registration getting ramped up this week. Will continue as alternatives to live orientation are launched to get students registered remotely.

Recruiting & Admissions COVID-19 Response

Virtual information sessions for students: Senior meetings, pre-senior meetings, transfer sessions, academic sessions, financial aid, international students, athletics.

Enhancement of Online Information & Virtual Tours. Production of Short-form Information Videos.

Online Orientation Leader trainings and Alternatives to Live On-Campus Orientation

Engaging more with Admission social media

Additional transactional messaging campaigns to guide students through the process

Recruiting & Admissions COVID-19 Response

Processing electronic college transcripts digitally. No longer printing copies.

Relaxed requirements for admission (under 21 can be admitted wAccuplacer)

Expedited development of online applications for graduate, health sciences, CCP.

Allowing admitted HS students to register for fall semester prior to their orientation date.

Waiving of Fees for orientation, visit days, etc.

Recruiting & Admissions COVID-19 Response

Fully remote staff – engaging with operation and prospects on Zoom

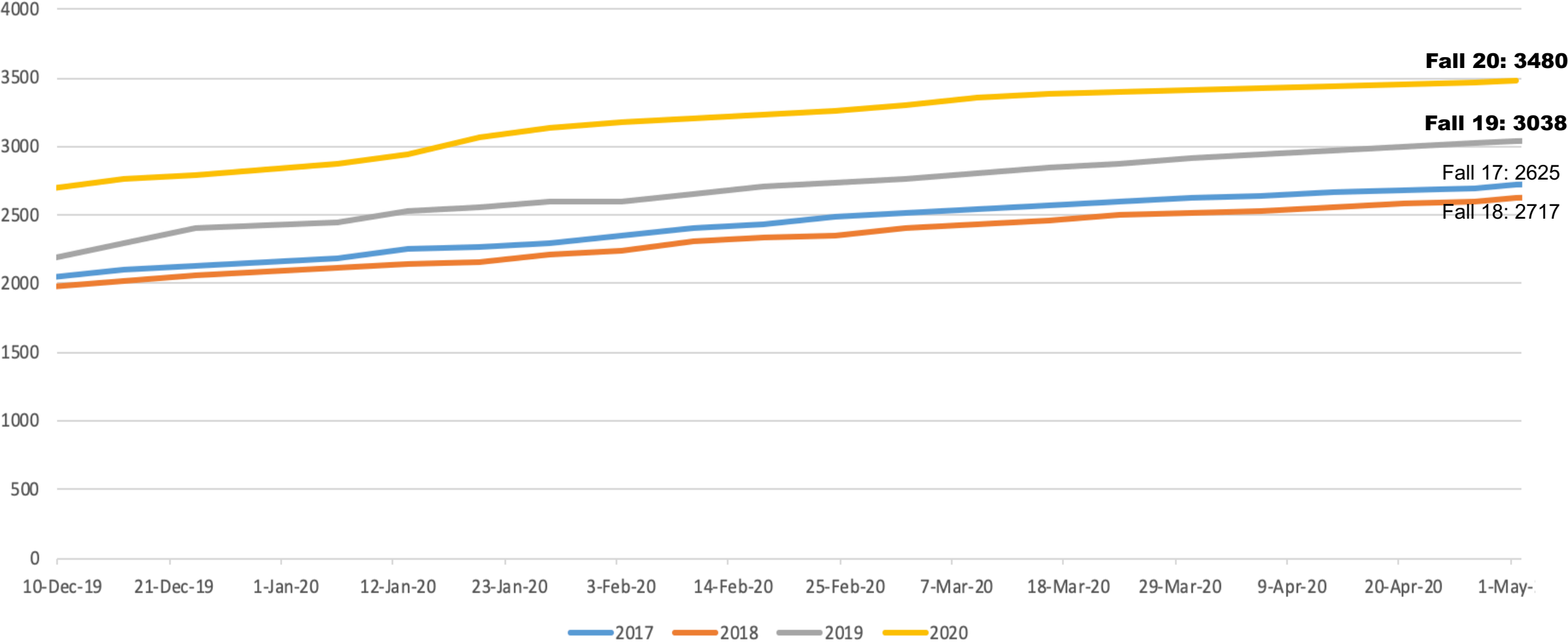
Video calls, daily morning task lists with reminders, increased number of meetings with campus partners like CRM and marketing to keep tasks on schedule

Virtual events like college fairs, working with campus partners to extend deadlines, reduce and waive fees, on boarded a new virtual visit website and rolled out a large selection of Zoom based virtual information sessions, increased calls and created a ranking system in Slate to record student plans based on calls, moved calling timeline up, recruiter outreach to tier 1 counselors

Communications: updated information quickly, started regularly COVID related emails about updates to counselors and funnel, created FAQs, quickly edited all email campaigns to reflect changes, generated new campaigns to keep students engaged

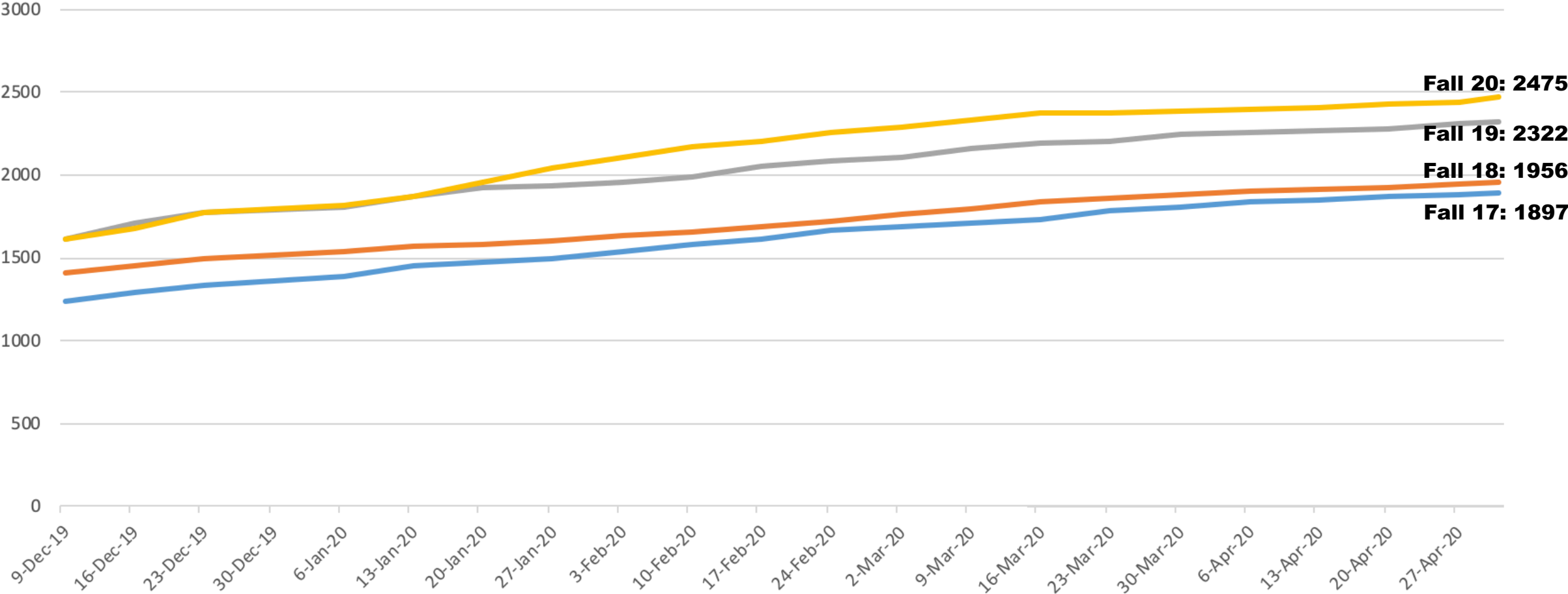
Fall '20 First-time Freshman (All Applications) up 13.56% Over Fall '19

FF Applications (All Sources) Comparison Dec 10 through May 1



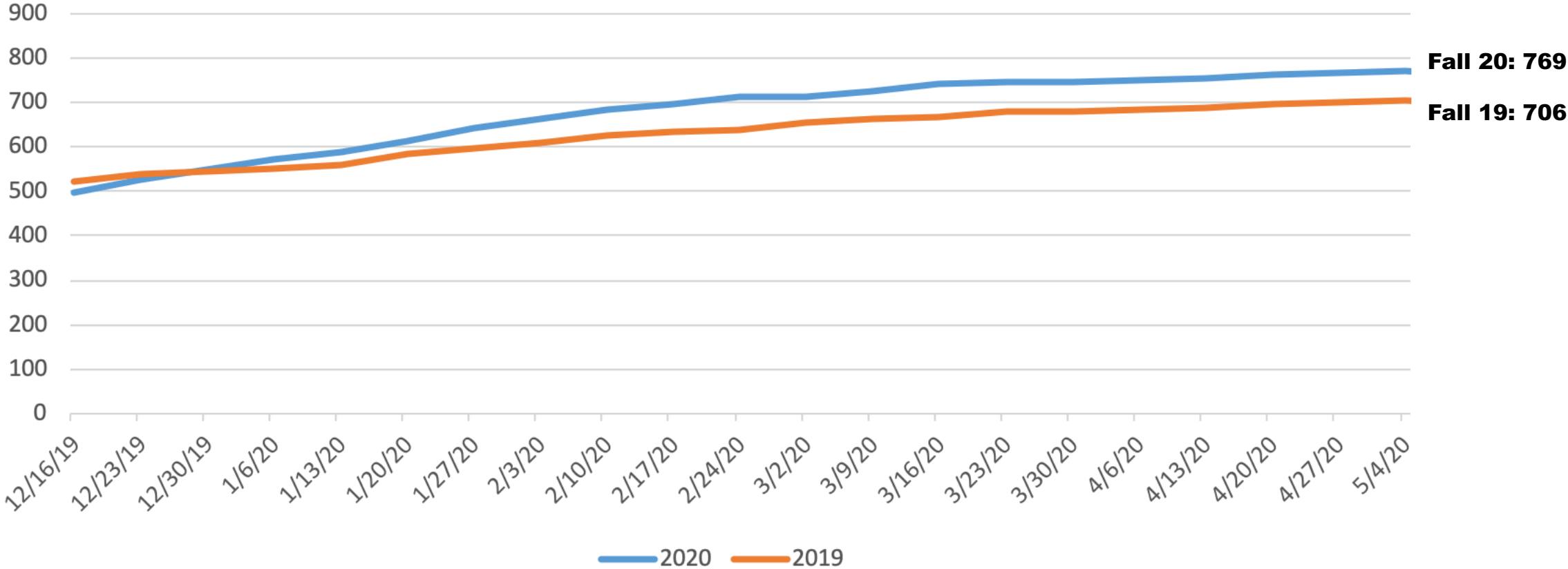
Fall '20 First-time Freshman Admits up 6.38% Over Fall '19

FF Admits Comparison Dec 10 through May 1



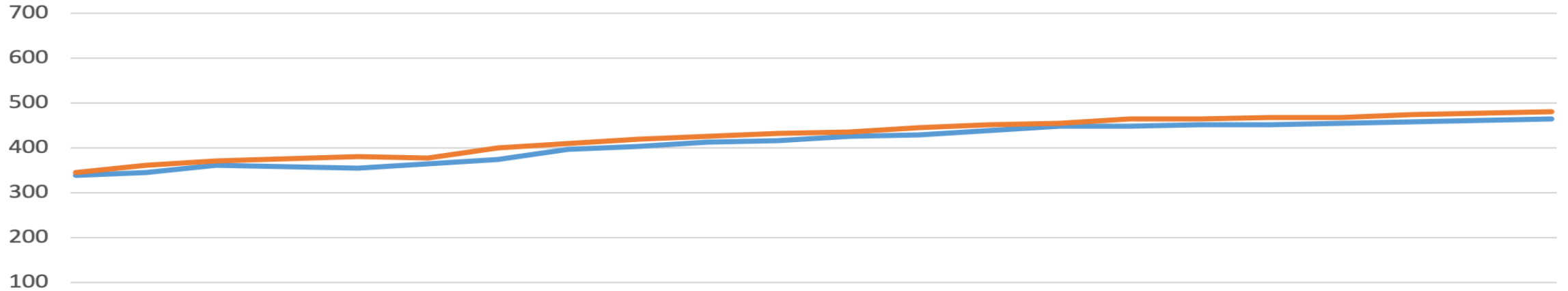
Fall '20 First-time Freshman Yield Estimate up 8.54% Over Fall '19**

Total Funnel Yield Estimate

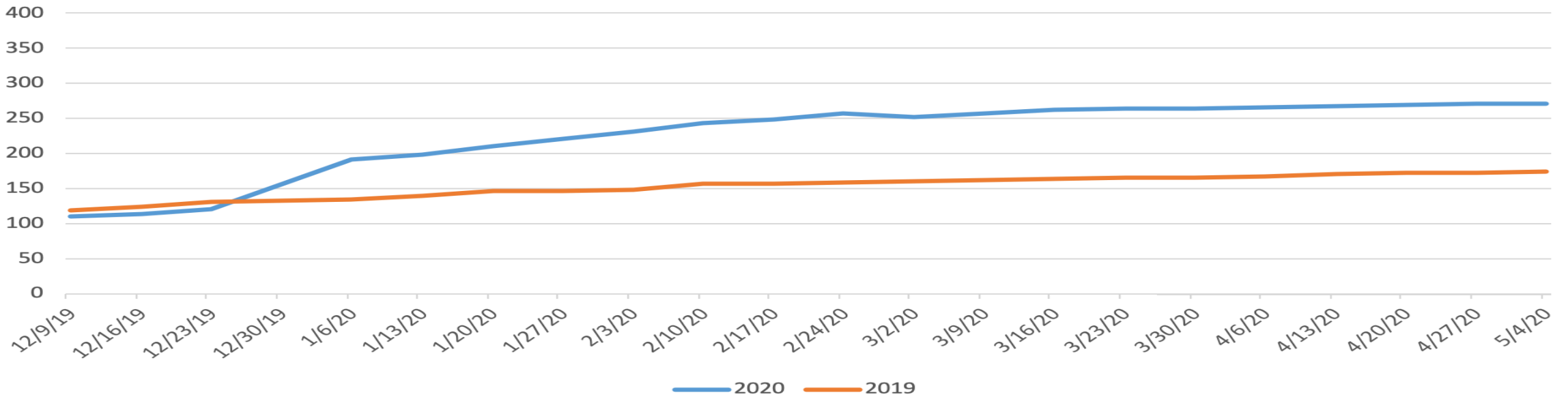


Fall '20 vs. Fall '19 Yield Forecast by Student Type: Slight Decrease in College Ready; Significant Increase in University College

Estimated College Ready Yield Comparison

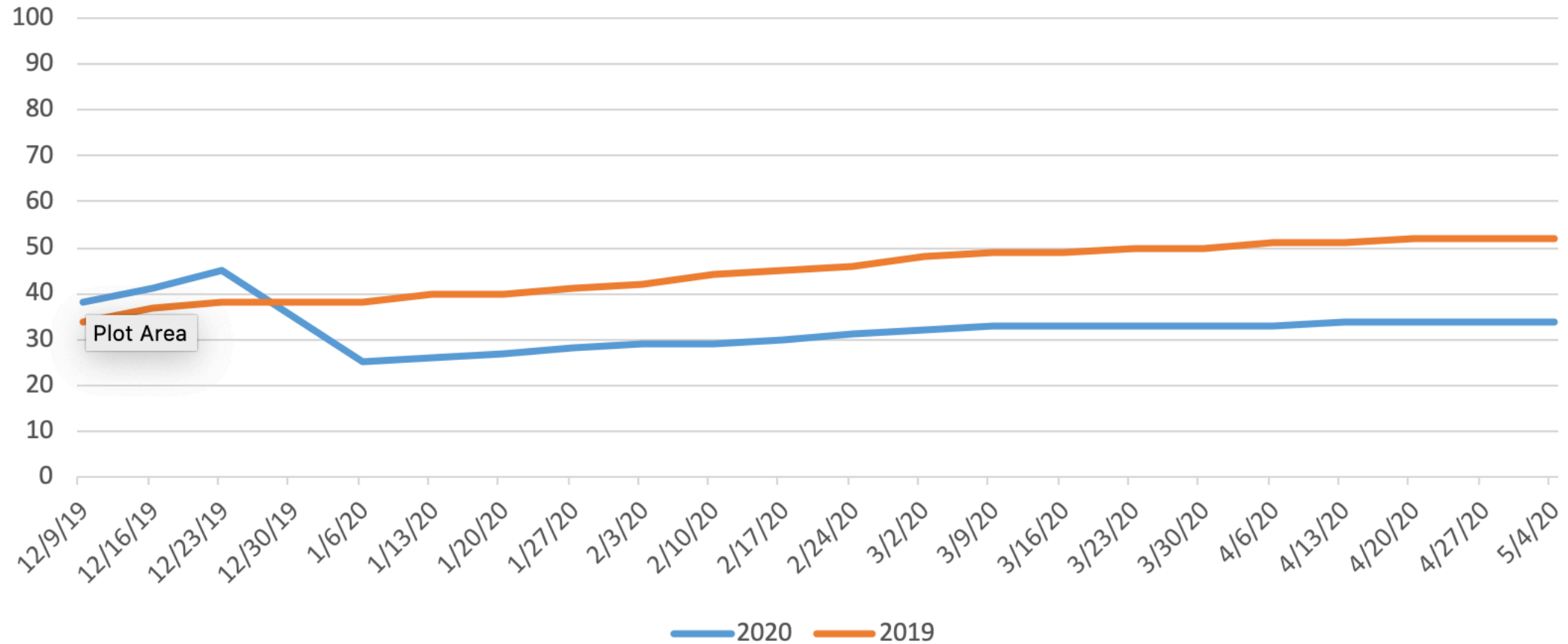


University College Yield Estimate Comparison



Bridge Program Applications Up, but Forecast Yield Down Over Fall '19

Bridge Yield Estimate Comparison



Admitted-Student Growth in All Tier-One Counties, Except Scioto & Jax

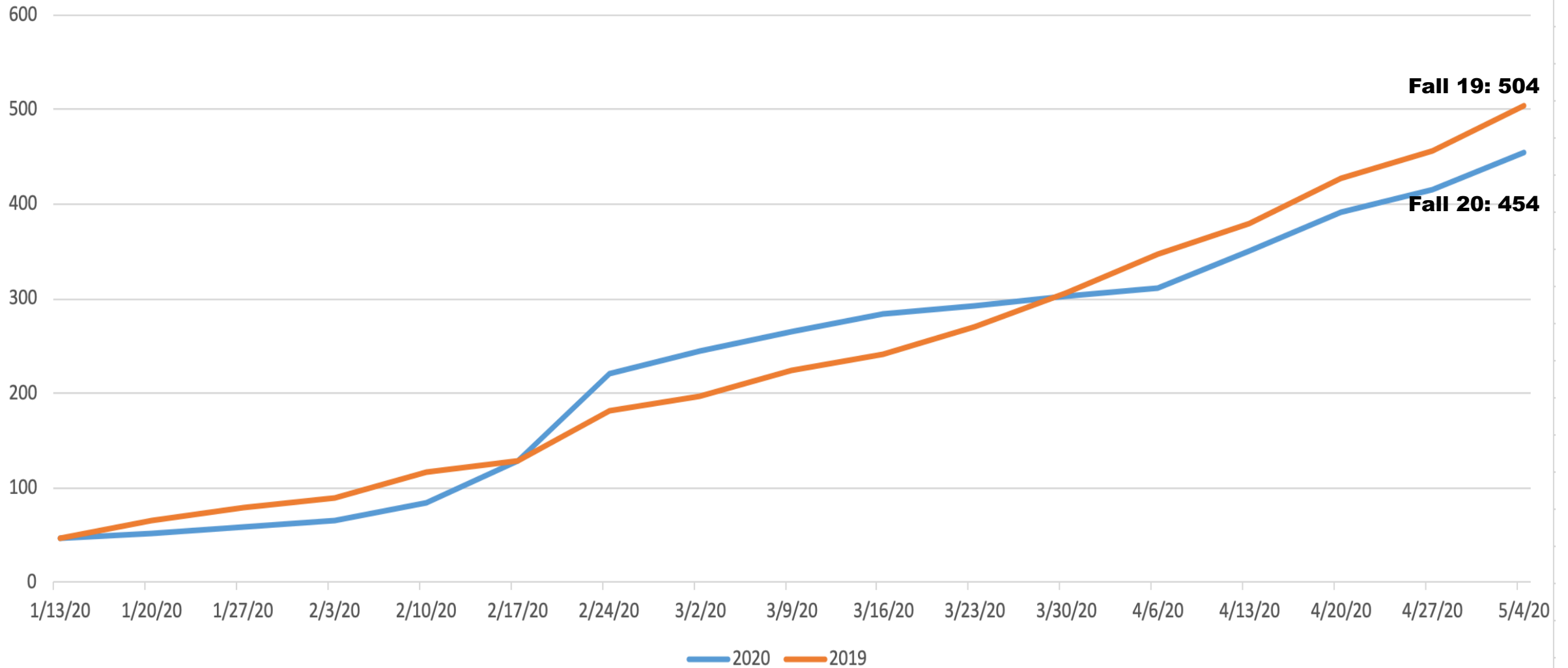
Scioto county	Fall 2020			Fall 2019			Fall 2018			% to LY	% to 2018
Apps Received	415			466			396			-11%	5%
Complete Applications (decision ready files)	369			424			338			-15%	8%
% apps complete	89%			91%			85%				
Pathways	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program		
Admits	181	106	97	182	51	105	182	51	105		
Pike County	Fall 2020			Fall 2019			Fall 2018			% to LY	% to 2018
Apps Received	152			160			137			-5%	11%
Complete Applications (decision ready files)	141			122			96			16%	47%
% apps complete	93%			76%			70%				
Pathways	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program		
Admits	67	44	35	51	31	40	43	22	31		
Lawrence County	Fall 2020			Fall 2019			Fall 2018			% to LY	% to 2018
Apps Received	178			156			127			14%	40%
Complete Applications (decision ready files)	154			139			112			11%	38%
% apps complete	87%			89%			88%				
Pathways	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program		
Admits	63	50	42	69	39	32	84	16	12		

Admitted-Student Growth in All Tier-One Counties, Except Scioto & Jax

Adams County	Fall 2020			Fall 2019			Fall 2018			% to LY	% to 2018
Apps Received	75			65			88			15%	-15%
Complete Applications (decision ready files)	67			58			73			16%	-8%
% apps complete	89%			89%			83%				
Pathways	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program		
Admits	31	23	16	26	16	12	35	14	24		
Jackson County	Fall 2020			Fall 2019			Fall 2018			% to LY	% to 2018
Apps Received	80			92			96			-13%	-17%
Complete Applications (decision ready files)	75			72			75			4%	0%
% apps complete	94%			78%			78%				
Pathways	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program		
Admits	43	21	14	24	37	11	36	14	25		
Ross County	Fall 2020			Fall 2019			Fall 2018			% to LY	% to 2018
Apps Received	160			124			107			29%	50%
Complete Applications (decision ready files)	133			96			82			39%	62%
% apps complete	83%			77%			77%				
Pathways	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program		
Admits	62	38	38	38	35	23	41	19	22		

Fall '20 Orientation Registrations Down 10.44% Over Fall '19

Orientation Registration Comparison



Fall '20 Financial Aid Packaging Even with Fall '19

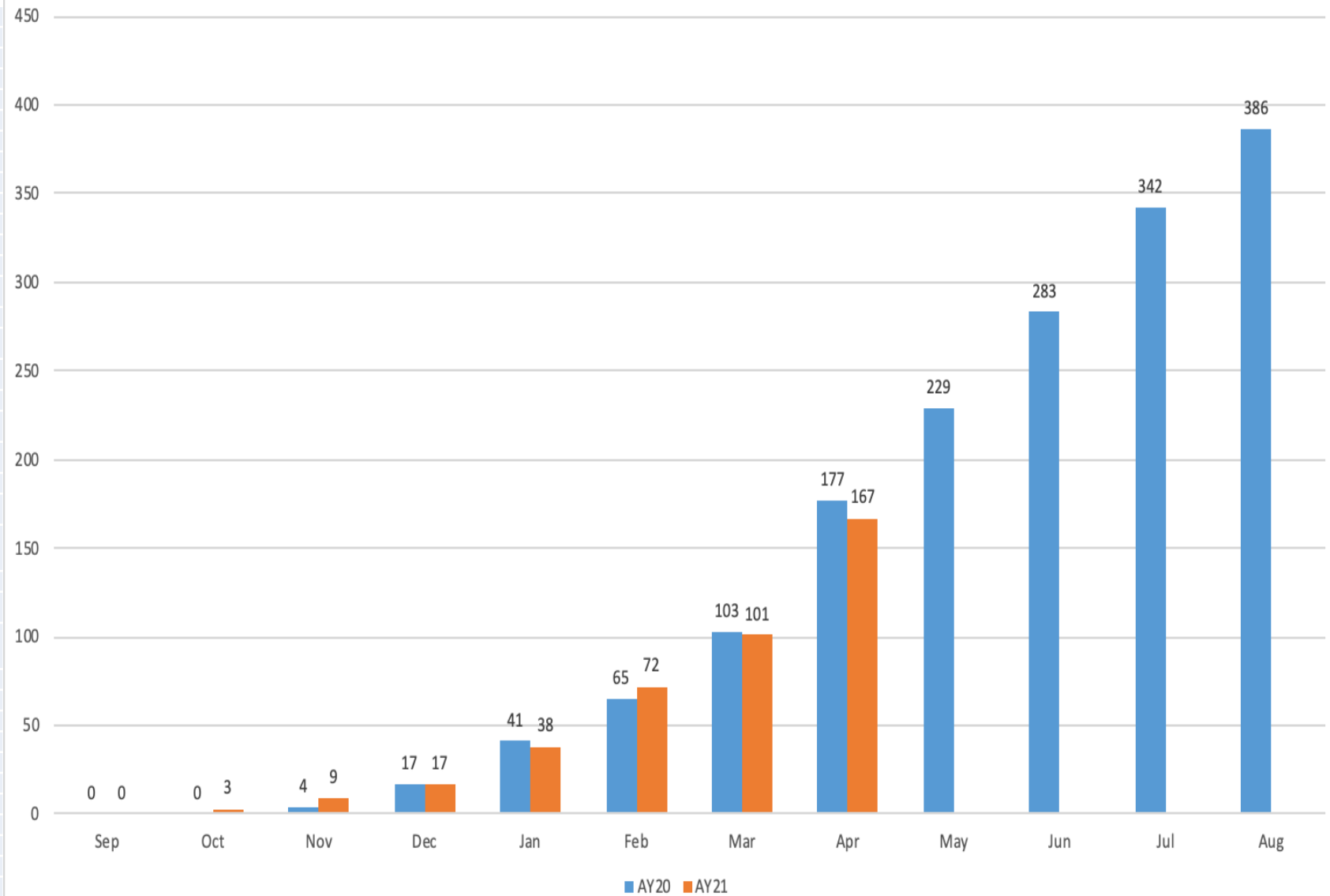
Financial Aid Packaging Comparison and Tracking			
5/1/20			
	Comparison Date	2020 FF	2019 FF
	December 9th	360	429
	December 16th	424	429
	December 23rd	n/a	n/a
	December 30th	n/a	n/a
	January 6th	n/a	n/a
	January 13th	n/a	n/a
	January 20th	513	545
	January 27th	561	598
	February 3rd	614	639
	February 10th	614	639
	February 17th	663	666
	February 24th	688	693
	March 2nd	735	699
	March 9th	760	733
	March 16th	781	754
	March 23rd	781	754
	March 30th	794	772
	April 6th	803	775
	April 13th	824	815
	April 20th	837	841
	April 27th	866	847
	May 1st	868	877

Fall '20 Scholarship Offers Up; Accepts and Enrollments Down Over Fall '19

	2020-2021	2020-2021	2020-2021	2019-2020	2019-2020	2019-2020
	5/1/20	5/1/20	5/1/20	4/29/19	4/29/19	4/29/19
	Offered	Accepted	Enrolled	Offered	Accepted	Enrolled
Shawnee Achievement (\$6000)	116	31	9	107	35	17
Shawnee Excellence (\$5000)	158	59	16	137	60	23
Shawnee Success (\$4000)	220	69	23	220	100	39
Blue & Gray (\$3000)	260	74	14	251	100	35
Shawnee Scholars (tuition)	18	12	3	24	19	12
Total	772	245	65	739	314	126
		31.7%	8.4%		42.5%	17.1%
As of 5/1//2020						

Fall '20 Housing Applications Down 5.81% from Fall '19

New Housing Applications - Net		Cancellations		
Month	AY 2018-19	AY 2019-20	AY 2020-2021	
September	0	0	0	
Total	0	0	0	
October	0	0	3	
Total	0	0	3	
November	10	4	6 (-1) 2/25/20	
Total	10	4	9	
December	8	13	8	
Total	18	17	17	
January	32	24	21 (-1) 3/10/20	
Total	50	41	38	
February	24	24	34	
Total	74	65	72	
March	25	38	29	
Total	99	103	101	
April	56	74	66	
Total	155	177	167	
May	41	52		
Total	196	229		
June	63	54		
Total	259	283		
July	35	59		
Total	294	342		
August	19	44		
Total	313	386		



Enrollment Management Report

May 8, 2020

SHAWNEE STATE UNIVERSITY BOARD OF TRUSTEES
FINANCE & ADMINISTRATION COMMITTEE

**Division of Advancement & Institutional Relations Report
To the Meeting of the Board of Trustees
May 8, 2020**

Athletics

Academic All-MSC nominees: Men's Golf set a school record with five Academic All-MSC honorees (Elijah McCarty, Jordan Hughes, Patrick England, Steven Zimmerman, Ben Wilson); Softball tied program record with 10 Academic All-MSC honorees (Brooke Webb, Kalle Coleman, Haley Rawlins, Ashtyn Saunders, Sunetrius Armstrong, Ashton Rankin, Mo Wolansky, Faith Brown, Bailey Kemp, Gracie Keplinger); Men's Tennis tied program record with three Academic All-MSC honorees (Jacob Freeland, Chase Ward, Rodney Spriggs; Ward became first three-time Academic All-MSC honoree in school history); Women's Track put five runners on Academic All-MSC list, seventh consecutive season in a row that women have put at least five student-athletes on list (Julie Price, Rachel Clingman, Mallory Spencer, Marissa Smith, Alexis Putnam); Women's Tennis put seven players on Academic All-MSC list (Jill Kelly, Claire Carruthers, Regan Osborn, Jessica Willard, Molly Stockton, Shelby Hay, Kaelynne Goozey); Women's Golf put two players on Academic All-MSC list (Ellie Schneider, Emily Hayes; Hayes became first three-time Academic All-MSC honoree in school history); Baseball put 10 players on Academic All-MSC list (Jacob Kline, Ben Sellers, Noah Brock, Kyle Wisniewski, Graden Hurt, Collier Wireman, Danny McGuire, Scott Walter, George Duran, Drew Lowe; third time in last four years that baseball program has had at least 10 Academic All-MSC honorees); Men's Track put five runners on Academic All-MSC list (Thomas Hoggard, Dalton Kerschietter, Chris Parsons, Cody Tolliver, Jacob Nichols).

Five **winter sport All-Americans** (EJ Onu, Kyree Elder, Bailey Cummins, Brandie Snow, and Seth Farmer). Cummins was a First-Team NAIA All-American.

Eight athletes were awarded **Champions of Character:** Ben Sellers (baseball), Haley Rawlins (softball), Jill Kelly (women's tennis), Jacob Freeland (men's tennis), Jessica Price (women's track), Steven Adams (men's track), Emily Hayes (women's golf), and Ben Wilson (men's golf).

Feature stories (Top 10 view-wise) since March 16th: Devan Scarberry feature (1,325 views), Kalle Coleman feature (806 views), Keelyn Franklin feature (745 views), Elijah McCarty feature (718 views), Bailey Cummins/Brandie Snow All-Americans (557 views), Max Mitchell signing story (555 views), Kyle Wisniewski feature story (547 views), Haley Rawlins feature story (520 views), Women's soccer 2020 recap (507 views), Cody Borsini signing story (482 views), Ian Nixson story has 411 views in less than 36 hours, will likely crack Top 10.

Marketing and Communications

The Office of Marketing & Communications has managed **COVID-19 crisis communications** for the institution since Spring Break — working with the Department of Public Safety and local Emergency Management Agency to communicate early coronavirus announcements and health precautions, information about suspected cases on campus and protocols for isolation, and daily updates as SSU moved to remote instruction to comply with Ohio's Stay at Home Orders. The office built websites for pandemic information, student resources during remote instruction, faculty professional development resources to support the move to online formats, and FAQ pages to help answer prospective and current student questions.

Working with the Office of Admission, Marketing & Communications populated and implemented tools to accommodate **Virtual Campus Visits** and created a website to promote upcoming opportunities. The department created new email marketing flows to keep prospective students informed, engaged, and moving forward in the admission process. Team members also implemented a new **Campus Tour** platform and are working on expanding the tool to include new campus maps.

Division of Advancement & Institutional Relations Report
To the Meeting of the Board of Trustees
May 8, 2020

Mid-crisis, the team shifted from announcements of changes in operations to news releases and social media posts focused on how **Shawnee State is helping during the pandemic**. Stories on face shields created in Plastics Engineering Technology have gained state-wide attention. A video produced by the department with encouraging messages to students from faculty has received the highest social media engagement this year. The team is submitting weekly stories that are included in IUC reports.

The team has focused communications in the past few weeks to plans for SSU's first virtual commencement. Beyond communications, Marketing & Communications is taking the lead on implementing the tools used for the **Virtual Commencement**, setting up the platforms and populating them with video clips, photography, and copy.

The team has launched advertising campaigns targeting prospective undergraduates and transfer students, spotlighting scholarship availability, virtual visits, and virtual tours.

Pre-Collegiate Programs and Initiatives

The Children's Learning Center **moved to online instruction** on March 17. CLC staff members host daily zoom meetings with children and families. Children receive monthly at-home learning packets that correspond with the daily instruction provided through the Parent App and Facebook page. Parent, Erica Lawson stated "Olivia was so excited to see you last night. She just kept saying Ashley, Ashley over and over...It made her evening to see you." Parent, Ashley Evans stated "I have to say I'm very, very thankful for the amazing, caring teachers, Project BEARS, staff and admin that have been working to educate my little girl and the others at the CLC-Preschool. They have been great at working with families and kids to keep the learning process going. They have been working very hard the last few weeks to structure an at home learning curriculum. Projects, challenges, Zoom meetings, praises, and I miss you's to the kids. Blessed to have such wonderful people in my daughter's life."

In support of their mission to provide early literacy experiences to young children in Scioto County, **Project BEAR AmeriCorps service members began teleservice** on March 23. Project BEAR members continue to serve in order to earn their full education award. Project BEAR members make phone calls to every child every week, complete online professional development, and make literacy learning packets to share with children and families. Each day, Project BEAR members are continuing to read to children while they remain at home due to COVID-19. In the following link, SSU student and Project BEAR member Sarah Woods shared a story with our children and families. A new read-aloud is posted daily.

https://www.youtube.com/watch?v=CY_PmDpTJ3E

Project BEAR will conclude their first year by **distributing books to 721 Scioto County children** that are participating in the program. The book title "Kindness to Share from A to Z" teaches the children the value of kindness while reinforcing print concepts and letter-name knowledge. The application to renew the AmeriCorps ServeOhio grant was submitted on April 10.

On April 3 and 7, Director Amanda Hedrick facilitated a professional **development opportunity** for classroom teachers and Project BEAR AmeriCorps service members titled LETRS: Language Essentials for Teachers of Reading and Spelling via Zoom.

The Children's Learning Center celebrated the **Week of the Young Child** through a series of events the week of April 13 including Music Monday, Tasty Tuesday, Work Together Wednesday, Artsy Thursday,

**Division of Advancement & Institutional Relations Report
To the Meeting of the Board of Trustees
May 8, 2020**

and Family Friday. This is an annual celebration designed to focus public attention on the needs of young children and their families.

On April 17, the Children's Learning Center held a **game night via Zoom**. Student employees and staff participated in trivia, charades, and an at home scavenger hunt. Prizes were sent to the winners by mail.

On April 20, Project BEAR coordinator Hayley Venturino facilitated a **professional development** opportunity for local classroom teachers and Project BEAR service members titled Art and Literacy via Zoom.

On April 21, Ms. Hedrick held a **parent education night on kindergarten readiness** via Zoom. Topics discussed included what skills and knowledge children should be demonstrating to be considered ready for kindergarten, what parents can do to support their child's learning at home to better prepare them for kindergarten, and what to expect in kindergarten. Information was also provided regarding kindergarten registration.

Summer camps scheduled for June have been canceled or rescheduled to July or August. Information will be updated on the website as guidance from the governor is received. Applicants for the Summer Honors Institute are being encouraged to pursue online coursework in a related field through College Credit Plus.

Vern Riffe Center for the Arts

March turned into a very hectic Month. It was with very heavy hearts that we had to **cancel all events for the remainder of March through April**. PAAC's presentation of Junie B. Jones Jr. has been rescheduled to September. They are hopeful that the children will be allowed to perform then. Unfortunately, Finding Neverland, our final Broadway show of the season will not be rescheduled. As for the Clyde McCoy Tribute, we are working with this group to hopefully reschedule.

With all of these cancelled events, comes **refunds**, which is no small task. Depending on the event and who was presenting it, customers do have the option to donate their tickets. Which has been very kind and much appreciated during these stressful times. Hundreds of customers were affected by all of this and each customer is being contacted to determine how they want to proceed.

In the spirit of hope, we **plan to announce our 20-21 Season** via social media and the www.vrcfa.com website. We don't know when that will be exactly because of this ever changing situation. Just know that we are still focused and working diligently (albeit remotely) on providing quality entertainment and cultural experiences to our wonderful audience.

Development Foundation

The **20Twenties President's Gala** scheduled for Saturday, April 25, 2020 was cancelled due to COVID-19 mandates in the state of Ohio. We look forward to reinstating the event in 2021.

The Student Emergency Fund was established by the SSU Development Foundation as an initiative to support those students who are lacking resources needed to continue their education. The fund will assist students with hardware and software they need to be successful in their classes. The SSU Development Foundation is pledging \$1 for \$1 in matching funds up to \$15,000 towards the fund. As of April 30, the campaign exceeded its goal of \$20,000 raised thanks to the support of over 70 donors.

**Division of Advancement & Institutional Relations Report
To the Meeting of the Board of Trustees
May 8, 2020**

The annual **Senior Gift** campaign has raised \$929 by 46 graduating seniors as of April 21. The campaign is designed as a way for graduating seniors to give back to future generations of SSU students by making their first university gift to The Shawnee Fund. Those who make their Senior Gift receive a philanthropy cord to wear at graduation to honor their first gift.

Kricker Innovation Hub & Entrepreneurship

With the temporary closing of university buildings in **response to Covid-19**, the Hub has shifted from direct program implementation to areas of work that are not location dependent. *Existing work that has shifted to virtual:* POWER grant hiring; renovation lead architect interviews; Rural Innovation Initiative Technical Assistance; ELI Ice House facilitator training for K-12 educators; BUMK 4400 collaboration; POWER grant, regional entrepreneur coaching. *Postponed work and programs:* Startup Weekend Portsmouth; co-working KIH membership model; Speaker Series events. *Unaffected work:* BUMK 4250 collaboration; Fall program development; website updates.

For the second year in a row, the **PepsiCo Zero Impact fund has chosen to provide \$5,992 in grant funding** to incorporate energy efficient lighting and other upgrades into the renovation of the Kricker Innovation Hub. An announcement on social media will be forthcoming consistent with PepsiCo Zero Impact Fund guidelines.

A **preliminary review of architecture firms** for the lead architect role in the EDA funded renovation of the Kricker Innovation Hub has been completed. We are currently scheduling virtual interviews of the firms.

The second annual **Startup Weekend Portsmouth has been postponed**, and we are currently exploring virtual and blended options for the event this fall. The Hub partnered with Business Marketing professor Jason Lovins to bring a KIH client entrepreneurship challenge to his Entrepreneurial Marketing Class, in lieu of a collaboration during Startup Weekend. Students listened to a pitch for the venture, asked questions, and then presented strategies and tactics for implementation during the following class period.

We have had our second call with the **Rural Innovation Initiative 2020 cohort**, and David Kilroy has joined a subgroup working on virtual community building and virtual program creation.

The position of **Program Coordinator, Entrepreneurship, has been hired**. Derrick Parker will begin April 27th in a virtual capacity. This position is entirely grant funded for two years as part of our POWER grant from the Appalachian Regional Commission. This position will assist with the development and implementation of programmatic elements for both our community and our network partners.

The Kricker Innovation Hub is accepting applications for K-12 educators to participate in a professional development program, to be certified to implement the **Entrepreneurial Learning Initiative's Ice House curriculum**. This program emphasizes an entrepreneurial mindset in students and offers a complete curriculum package available. This program will be conducted virtually in June, and the cost for 10 educators is completely covered thanks to a grant from Columbia Gas of Ohio to the SSU Development Foundation. We are prioritizing participation from coaches from the Glockner Dare to Dream High School Business Pitch Competition.

University and Community Events

University & Community Events (UCE) worked with multiple clients and other stakeholders to systematically **cancel all events scheduled for Spring 2020**. This included multiple, year-end academic

Division of Advancement & Institutional Relations Report
To the Meeting of the Board of Trustees
May 8, 2020

related ceremonies - most of which have moved to a virtual platform. Other events (weddings, receptions, dinners, etc.) were cancelled and any deposits returned. Our campus dining partner also "held harmless" all impacted clients. The **MUC building remained open** with limited access and hours to allow remaining resident's access to the Bear's Den Dining Hall and to pick up mail and/or packages. This also allowed for continued access to the food pantry for those in need.

Housing and Residence Life

Housing and Residence Life has made efforts to comply with social distancing guidelines and safety in light of the **COVID-19 pandemic**. **Residence halls were not closed**, but students were urged to go home if they could. Students needing to remain on campus for a host of reasons were permitted (health & safety, Wi-Fi needs for online courses, etc.). Students remaining on campus were asked to adhere by social distancing guidelines while remaining in their residence hall.

A **staff of 15 resident assistants** volunteered to remain on campus to resume operations as close to normal as possible for our students still remaining on campus. We have **modified our end of the semester check out process** to follow ODHE guidelines. A check-out extension was made for those students who have finals scheduled the week of May 4th.

Vice President's Report

Shawnee State accomplished an astonishing conversion last month to remote learning and work. Campus pulled together in a matter of weeks and once again demonstrated what is possible on a small campus with students, faculty and staff committed to student success. Since the coronavirus outbreak, we have shared dozens of stories about extraordinary things SSU faculty and students have done to make a difference in response to the crisis. Now, in a few days' time, hundreds of new graduates will finish their final semester, in the most unique of circumstances, ready to enter a workforce that needs more than ever well-qualified professionals on the front lines of healthcare, education, applied engineering and information technology.

As we celebrate the accomplishments of spring, we also look forward to what lies ahead for Shawnee State — looking forward is what university advancement is all about. State budget cuts are likely to be severe and experts predict that economic trouble will make many high school seniors rethink their college decisions. Bold planning is underway to make sure that campus can resume operations under a strained budget as soon as possible and in as safe a manner as possible. So far, we are seeing students eager to get back to campus and to restore normalcy. Despite all of spring's challenges, our fall 2020 class of new freshman looks strong. Many of our hallmarks — affordable tuition, small class-sizes and personalized support services — all lend particularly well to what incoming students are seeking in these uncertain times.

As we move into summer, fundraising efforts will focus on programs that provide direct financial support to students: the Friends of Shawnee State scholarship, the Student Emergency Fund, and the Shawnee Fund. Earlier this month, Shawnee State received the Peak Performance award for finishing 2019 in the top 20% of fundraising institutions surveyed that increased both donors and dollars raised. Credit for this goes to the hard work, creativity, and commitment of the SSU Development Foundation and our Alumni and Community Engagement team — most of whom are SSU alumni themselves. The achievement also reflects how hard our growing community of alumni and community supporters have been working to build support for Shawnee State, through service on advisory boards, participation in events and network advocacy.

**Division of Advancement & Institutional Relations Report
To the Meeting of the Board of Trustees
May 8, 2020**

As our division staff and university constituents balance the many challenges posed by coronavirus, I thank them for keeping Shawnee State students top of mind and doing whatever they can to continue our commitment to students. Efforts made now to maintain that commitment will transform lives and families in our region for many years to come after the crisis has passed.

*Respectfully Submitted,
Eric Andrew Braun, JD
VP for Advancement & Institutional Relations*