

**SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**Meeting Minutes  
January 20, 2012**

**Call to Order**

Chairperson Mooney called the meeting to order at 1:15 p.m. noting the meeting was in compliance with RC § 121.22(F).

**Roll Call**

Members Present: Dr. Gail Ball, Ms. Melissa Higgs-Horwell, Mr. Dan Mooney, Mr. Gary Paine, Ms. Kay Reynolds, Dr. Rita Roberts, Ms. Elizabeth Seif, Mr. Matthew Allard, and Mr. Christopher Aaron Shaw

Members Absent: Mr. David Lodwick

**Approval of the January 20, 2012 Agenda**

Dr. Ball moved and Ms. Reynolds seconded a motion to approve the January 20, 2012 agenda. Without discussion, the Board unanimously approved said agenda.

**Approval of the November 18, 2011 Board Meeting Minutes**

Ms. Higgs-Horwell moved and Dr. Roberts seconded a motion to approve the November 18, 2011 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

**Committee Reports**

**Academic and Student Affairs Committee – Ms. Higgs-Horwell**

Ms. Higgs-Horwell reported on behalf of the Academic and Student Affairs Committee that included two action items and several information items.

**Action Items*****Resolution ASA01-12, Approval of Graduates***

Ms. Higgs-Horwell moved approval of Resolution ASA01-12, Approval of Graduates, which had been generated and certified by the Office of the Registrar. Dr. Roberts seconded the motion.

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

Nays: None

***Resolution ASA02-12, Approval of Policy 5.09 Revisions, Emergency University Closing and Cancellation***

Ms. Higgs-Horwell moved approval of Resolution ASA02-12, Approval of Policy 5.09 Revision, Emergency University Closing and Class Cancellation. Revisions to this policy were made as part of the review of institutional policies and had been undertaken at the direction of the President in order to correct outdated technical language and to modify and update policies to reflect current operational needs. Mr. Paine seconded the motion.

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

Nays: None

**Information Items**

Dr. Eugene Burns, Professor and Chairperson, Department of Natural Sciences, shared information on Pre-Med Day held on December 16, 2011. Pre-Med Day is an annual recruiting event to encourage high school students to choose Shawnee State for their pre-medical education. Forty-five students plus family members attended the event. The day includes showings of the cadavers, a panel discussion by Shawnee alumni who have completed medical school, a panel discussion by Shawnee graduates who are currently in medical school, and sessions about the pre-med curriculum, research and other activities, and the medical school admissions process.

Mr. Mark Moore, Registrar, presented fall commencement statistics. The Fall 2011 commencement ceremony was held on December 16, 2011. There were 174 graduates that were awarded degrees compared to 161 for the Fall of 2010. Of the 174 degrees awarded, 23 were Masters, 96 Bachelor and 55 Associate. The ceremony was well attended as the Vern Riffe Center for the Arts was nearly filled to capacity to celebrate the graduates' accomplishments.

Mr. Moore presented preliminary spring semester statistics. Undergraduate enrollment for Spring 2012 on the first day was 4,140, up 97 students for an overall increase 2.4% over Spring

2011. Registration activities continued through Friday, January 13<sup>th</sup>. The official 15<sup>th</sup> census date for reporting enrollment to the Ohio Board of Regents is Monday, January 23, 2012.

Ms. Katlin Goodhew, President of the Student Programming Board, reported that SPB attended the National Association of Campus Activities Conference in November and had over 100 attend their presentation titled “Small Schools, Small Budgets.” Ms. Goodhew stated that SPB recently added more officers to assist in adding more programming every month and to help plan more events for students. Currently, SPB is developing ideas to attract more commuter students at events and is putting more efforts in planning even greater events for the future, including a commuter luncheon. Advertising for SPB events is being increased. A recent ZUMBA event was well attended and will be continued.

Dr. Oling-Sisay reported that 121 students and 40 parents attended the December 15<sup>th</sup> orientation and 136 students with 35 parents attended the January 7<sup>th</sup> orientation. An effort was made to ensure that all students had taken the placement tests, which made a very smooth transition to registering for class.

Dr. Oling-Sisay reported that the housing occupancy numbers, current as of January 17, are 839 which is 90.3% occupancy as compared to the same dates for Fall Semester of 965 which is 107% occupancy.

### **Education Session**

Ms. Nikki Karabinis, Coordinator, Office of Community Services, and Dr. Oling-Sisay reported that community service increases students’ personal and interpersonal development. Community service increases students’ motivation and engagement and enhances community connections.

For 2010–2011, 1,223 students participated in community service. They completed 18,821 volunteer hours, generated \$10,713.50 in “in-kind” donations, \$22,143.58 in monetary donations and the total education awards that Shawnee State University students received was \$30,510.

### **Finance and Facilities Committee – Dr. Gail Ball**

Dr. Ball reported on behalf of the Finance and Facilities Committee and presented six action items and several information items.

#### **Action Items**

##### ***Resolution F01-12, Approval of Graduate Workshop Credit Fee***

Dr. Ball moved approval of Resolution F01-12, Approval of Graduate Workshop Credit Fee. This fee will be assessed on a per credit hour basis to individuals who complete an approved workshop course offering that may be used for professional development credit or continuing education units. Ms. Reynolds seconded a motion.

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

Nays: None

***Resolution F02-12, Administrators and ATSS Employment Actions, Policy 4.51Rev***

Dr. Ball moved approval of Resolution F02-12, Administrators and ATSS Employment Actions, Policy 4.51Rev. Revisions to this policy were made as part of the review of institutional policies and had been undertaken at the direction of the President in order to correct outdated technical language and to modify and update policies to reflect current operational needs. Policy 4.51Rev incorporates the primary components and consolidates matters relevant to administrative and administrative/technical support staff employment actions and performance evaluations of both Policies 4.51Rev and 4.61Rev. Policy and procedures were reviewed with the affected governance body. Dr. Roberts seconded the motion.

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

Nays: None

***Resolution F03-12, Rescission of Policy 4.61Rev (12/8/95), Performance Evaluation of Administrators***

Dr. Ball moved approval of Resolution F03-12, Rescission of Policy 4.61Rev (12/8/95), Performance Evaluation of Administrators. Revisions to this policy were made as part of the review of institutional policies and had been undertaken at the direction of the President in order to correct outdated technical language and to modify and update policies to reflect current operational needs. Policy 4.51Rev incorporates provisions that were previously addressed in this policy. Mr. Paine seconded the motion.

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

Nays: None

***Resolution F04-12, Cash Management, Policy 4.21Rev***

Dr. Ball moved approval of Resolution F04-12, Cash Management, Policy 4.21Rev. Revisions to this policy were made as part of the review of institutional policies and had been undertaken at the direction of the President in order to correct outdated technical language and to modify and update policies to reflect current operational needs. Ms. Reynolds seconded the motion.

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

Nays: None

***Resolution F05-12, Continuation of Position – Licensed Clinical Counselor with AOD Specialization***

Dr. Ball moved approval of Resolution F05-12, Continuation of Position – Licensed Clinical Counselor with AOD Specialization. The Board previously approved this position at its July 10, 2009 meeting for a three-year duration to allow the University to provide these services and to assess the ongoing need for them. Evidence demonstrates that these targeted counseling services are providing critical support for the continuing needs of SSU's student population. Ms. Reynolds seconded the motion.

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

Nays: None

***Resolution F06-12, Addition of New Residence Life Coordinator Position***

Dr. Ball moved approval of Resolution F06-12, Addition of New Residence Life Coordinator Position. With the expansion of residential housing population and related operational issues, including safety and security matters, data was submitted to the President that clearly justifies the addition of a Residence Life Coordinator position. The President recommends the creation of this administrative position. Dr. Roberts seconded the motion.

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

Nays: None

**Information Items**

There were four administrative appointments and one retirement as follows:

- *John A. Carey, Jr.* was appointed Assistant to the President for Government Relations and Strategic Initiatives, effective January 1, 2012.
- *Laura K. Davis* and *Jonathan G. Peters* were appointed Police Sergeants in the Department of Public Safety effective January 4, 2012. *Shane D. Hatfield* was appointed Police Sergeant in the Department of Public Safety, effective February 6, 2012.
- *Michael D. Pinson*, Systems and Network Manager in the Department of University Information Services, retired effective January 1, 2012.

The University's investment performance report revealed slight gains in December and early January, offsetting to some degree the hefty losses experienced in this fiscal year. With this positive adjustment, the portfolio has realized a 3.4% percent loss in the amount of \$446,609 for the reporting period (July 1, 2011 – January 6, 2012).

The status of projects through December 31, 2011 indicates that the:

- Founders Plaza Project remains on hold pending capital budget allocation.
- Administration Building renovation project – an architectural firm has been selected and the preliminary steps to contract with the firm are underway. A programming committee is addressing the utilization of the space.
- 310 Chillicothe – programming for the first floor renovation of this gifted building is underway with this renovation anticipated to be completed December 2012/January 2013.
- Fine Arts Boiler replacement project – installation is complete with the new boiler start-up scheduled for January 2012.
- Smokestack Building – this building will house the Department of Public Safety and is scheduled for completion in January, 2012, with move-in planned by end of February 2012.

The Vern Riffe Center for the Arts PACE report for the period July 1, 2011 through December 31, 2011 reflects:

- A 115.4% increase in revenue is primarily due to the transfer of University support funding during the first half of the current fiscal year. This transfer occurred in the second half of the prior fiscal year. Ticket income increased by 24.1% from the comparable period a year ago as a result of the number and popularity of the shows presented during the first half of the current fiscal year.
- Expenditures (compensation and non-compensation) for the current period reflect an increase of 25.9% when compared to the same period in 2010. An increase in the number of shows presented in a given six month period and the related costs (artists, advertising, etc.) produce variances when compared to any other six month period of time.

A snapshot of the general fund revenue and expenditures for the period of July 1 through December 31, 2011 revealed:

- A 2.4% decrease in revenue compared to the same period in 2010. This is primarily due to the loss in investment value for the first half of this fiscal year. Other factors affecting the comparison of revenue to 2010 illustrate a 6.3% increase in tuition and fee income and a related 9.8% decrease in state subsidy.

Comparison of YTD revenue to the FY12 budget reveals that the University has realized 75.1% of projected revenue.

- Expenditures reveal that compensation is only up 0.6% from the prior year and the increase in non-compensation of 64.2% primarily relates to the posting of University

support transfers earlier than occurred in 2010. Non compensation expenditures (excluding the transfers) actually reflect a decrease of 3.7%.

The University has expended 48.8% of FY12 general fund projected expenditures.

### **Education Session**

Joanne Charles, Associate Director for Finance and Administration, presented an overview of the operation of the Vern Riffe Center for the Arts (VRCFA). Some highlights were:

- The mission of the Center and the history of its development
- Sources of funding and partnerships
- Overview of the many performances presented
- Affiliation with Ticketmaster enabling people anywhere in the world to purchase and print tickets to a VRCFA's event on their home computer
- Populations purchasing tickets

### **President's Report**

The President reminded Board members of their obligation to file their Ethics Financial Disclosure reports in a timely manner and indicated that the Office of the President would be reminding them of the deadline and would be happy to accept their completed forms and ensure that they are mailed to the appropriate office. The University will pay the filing fee.

The President gave Board members a draft description of "scope of work" they would like to have a consultant perform for the Board during a spring or summer Board retreat. Board members provided feedback on the draft and the President indicated that she would move ahead with plans to secure a consultant.

The President reported to the Board on new procedures for securing capital funds and she and Vice President for Finance and Administration, Elinda Boyles, presented a summary of the University's capital improvement strategies in light of declining state funding. A copy of that presentation is attached.

### **Reports, if any, from Board Liaisons with other Organizations**

None.

**New Business**

Mr. Mooney said there was one Executive Resolution for the Board’s consideration.

***Resolution E01-12, Endorsement of the Ohio Board of Regents’ Chancellor’s Plan for Shawnee State University***

The President reported to the Board on the status of the Chancellor’s plan for improved course completion, retention, and graduation rates and a discussion of the most recent draft followed. The report is scheduled to be delivered to the legislature and the Governor on January 23, 2012.

Ms. Reynolds moved and Ms. Higgs-Horwell seconded a motion to approve Resolution E01-12, Endorsement of the Ohio Board of Regents’ Chancellor’s Plan for Shawnee State University.

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

Nays: None

**Comments from Constituent Groups (if any) and the Public**

None.

**Other Business**

None.

**Executive Session, if necessary**

Ms. Reynolds moved and Dr. Ball seconded a motion to move into Executive Session to discuss pending litigation.

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

Nays: None

The Board moved into Executive Session at 2:38 p.m.



The Board returned from Executive Session at 3:07 p.m. and returned to Regular Session.

### **Adjournment**

The Board was adjourned by acclamation at 3:08 p.m.

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Chairperson, Board of Trustees

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Secretary, Board of Trustees