

**SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**Meeting Minutes  
April 17, 2003**

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

Mr. Davis said he was saddened to report the death of Mr. Frank D. ("Dick") Hyland, Trustee Emeritus of SSU. Mr. Davis said Mr. Hyland was a long-time supporter of Shawnee State University and will be missed. Mr. Davis said Mr. Hyland was a member of the Shawnee State Board of Trustees from 1970 to 1994 and was named Trustee Emeritus at Shawnee State University in 1994. Mr. Davis asked for a moment of silence in remembrance of Mr. Hyland.

**Roll Call**

Members Present: Ms. Brumfield, Mr. Clayton, Mr. Davis, Mr. Harcha, Ms. Leo, Mr. McCoy, Mr. McKinley, Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Members Absent: None

**Approval of the April 17, 2003 Agenda**

Mr. Harcha moved and Ms. Reynolds seconded the motion to approve the agenda. Without discussion, the Board unanimously approved the April 17, 2003 agenda.

**Approval of the February 14, 2003 Board Meeting Minutes**

Dr. Payne moved and Mr. Teichman seconded a motion to approve the February 14, 2003 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

**President's Report**

The President summarized his written report that he submitted to the Board.

Dr. Field said since the last Board meeting, he met with:

- SSU Campus Representatives (heads of SEA, UFS, UAA, USA, CWA, and SGA);
- Prospective students during SSU's recent open house;
- Inter-University Council (IUC) Presidents' Committee;
- Workforce Development Board;
- Southern Ohio Growth Partnership; and
- The Ohio Appalachian Center for Higher Education (OACHE) Board.

Dr. Field also attended:

- The annual conference of the Higher Learning Commission of the North Central Association (NCA) in Chicago;
- The Association of Governing Boards (AGB) Conference in Seattle, Washington, with several members of the Board; and
- The American Council on Education (ACE) Conference in Washington, D.C.

Dr. Field reported on several important issues.

### 1. Enrollment

Dr. Field reported that SSU has experienced record headcount enrollment for spring quarter—3141—with students coming from 67 counties in Ohio, and 13 states and the District of Columbia. He said this was the highest spring quarter headcount in SSU's history. He also said this was the third consecutive quarter with record enrollment and provided the following breakdown of enrollment figures:

	Spring 2002	Spring 2003	Diff#	Diff%
Headcount	2941	3141	+200	+6.8
Total FTE	2446	2625	+179	+7.3
<i>Subsidy Eligible FTE</i>	<i>2186</i>	<i>2573</i>	<i>+387</i>	<i>+17.7</i>

Dr. Field pointed out that the subsidiary-eligible growth was due, in part, to the KY/OH reciprocity agreement.

### 2. KY/OH Reciprocity Meeting

Dr. Field reported that on March 3, he attended a meeting at Maysville Community College with representatives from the institutions that are involved in the KY/OH reciprocity agreement. He said a new two-year reciprocity agreement would be approved effective July 1, 2003. It extends the region covered by the agreement, and adds several counties in Kentucky. Dr. Field said this continues to be a very positive development for SSU.

### 3. Faculty Promotions

Dr. Field said the Academic Affairs Committee, upon his recommendation and those of the interim provost and faculty promotion committees, considered today a resolution concerning the promotion of eight faculty members. Dr. Field said their recommendation now goes to the full Board. He said it is an honor for these faculty members to attain this milestone in their academic careers. He said they are to be commended for their hard work and service to the campus community.

#### **4. Second Annual Women's Forum Distinguished Service Award Luncheon**

Dr. Field said this year's recipient of the Shawnee State University (SSU) Women's Forum Distinguished Service Award is Liz Chrisman, professor of dental hygiene at SSU, the second person to receive this annual award given by the SSU Women's Forum. He said the Women's Forum is an organization formed in the fall of 2000 to promote, advocate, educate, and support the women of SSU and the community at-large. Dr. Field said Professor Chrisman, who holds a master's degree in higher education from Ohio University, has worked at SSU for over 20 years.

#### **5. HELP-Ohio**

Dr. Field reported that the Inter-University Council of Ohio (IUC), of which SSU is a part, has established the HELP-Ohio program (Higher Education Leaders for Prosperity in Ohio). He said HELP-Ohio is comprised of community leaders who will bolster our visibility and influence among elected officials.

Dr. Field said SSU has seven HELP-Ohio members—Kay Reynolds, William McKinley, Jo Ann Thatcher, Frank Waller, George White, Gerald Jenkins, and Bill Ogg.

He also said the team members' orientation was held on March 25 in Columbus. Harry Meshel, former senate president; Jo Ann Davidson, former Ohio House Speaker; Bill Blair, Ohio State University Alumni Advocacy Steering Committee chair; and Victor Goodman, former Ohio University trustee and former regent each shared their experiences in dealing with constituents. The keynote speaker was Jim Tressel, head football coach of the Ohio State University Buckeyes, 2002 National Champions.

Dr. Field said this program should prove to be very effective in letting our legislators know the needs and concerns of public universities in Ohio.

#### **6. Service Pin Awards Luncheon**

Dr. Field said that on April 1, SSU honored five, 10, 15, 20, 25, and 30-year employees during the Service Pin Awards Luncheon and one employee received a second five-year pin because he had completed 35 years of service. He said there was a great turnout, and employees seemed to really enjoy the lunch and shared in honoring their colleagues who have reached these milestones in their careers.

#### **7. Budget Issues**

Dr. Field reported that financial uncertainties continue to characterize the level of funding SSU can expect from the legislature. He said SSU would need to be prudent and cautious as our legislative leaders consider various approaches to funding higher education.

## Committee Reports

### Academic Affairs Committee - Ms. Kay Reynolds

Ms. Reynolds reported that the Academic Affairs Committee had three action items.

Ms. Reynolds said the Academic Affairs Committee recommended approval of Resolution A2-03, Full-Service Faculty Promotions. Ms. Reynolds said there is a 5-step process a faculty member must go through before becoming eligible for promotion. She said the faculty members recommended for promotion include:

To the rank of Professor:

Orville Ferguson  
Cathy Chaffin  
Steven Doster

To the rank of Associate Professor:

Kathryn Locke  
Clifford Poirot  
Krista Taylor

To the rank of Assistant Professor:

Gregory Lyons  
Patricia Spradlin

She also introduced Dr. Kelley, Interim Provost, who reported at the Academic Affairs Committee meeting on each faculty member being recommended for promotion and the Committee was impressed with the faculty portfolios. Ms. Reynolds moved and Mr. McKinley *seconded a motion to approval Resolution A2-03, Full-Service Faculty Promotions.*

Ayes: Mr. Davis, Mr. Clayton, Mr. Harcha, Mr. McCoy, Mr. McKinley, Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

Ms. Reynolds said the Academic Affairs Committee reviewed the proposed 2003-2004 SSU Academic Calendar that was developed and reviewed by the Calendar Advisory Committee and the proposed calendar has been approved by the Interim Provost and Interim President. Ms. Reynolds moved and Mr. McCoy seconded a motion to approve Resolution A3-03, Proposed 2003-2004 Academic Calendar.

Ayes: Mr. Davis, Mr. Clayton, Mr. Harcha, Mr. McCoy, Mr. McKinley, Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

Ms. Reynolds said the Academic Affairs Committee reviewed Resolution A4-03, Policy on Misconduct in Scientific and Scholarly Research and recommended its approval. Ms. Reynolds said that many federal grants require a university recipient to have in place a policy on misconduct in scientific research. She said the proposed policy has been approved by the University Faculty Senate, and reviewed by the University Administrative Assembly, the University Staff Assembly and the Student Government Association. She said the proposed policy had been approved by the Interim Provost, the Interim President and the University Counsel. Ms. Reynolds moved and Mr. McKinley seconded a motion to approve Resolution A4-03, Policy on Misconduct in Scientific and Scholarly Research.

Ayes: Mr. Davis, Mr. Clayton, Mr. Harcha, Mr. McCoy, Mr. McKinley, Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

Ms. Reynolds reported on the Academic Affairs Committee informational items.

Ms. Reynolds said Dr. Stephen Midkiff, Registrar, reported on spring quarter enrollment. Ms. Reynolds said there are students from 67 counties in Ohio, 13 states and the District of Columbia currently attending SSU. She said the gender make-up of the students include 37.8% males and 62.2% females. The youngest student attending SSU is 14 years of age and the oldest is 72 years old, with 8 students in the 70+ age range.

Ms. Reynolds reported that the Dr. John Lorentz, Professor in the Department of Social Sciences, was recently named the recipient of the Ohio Academy of History Public History Award for the submission of his outstanding video documentary, *River Voices: A Documentary on the 1937 Ohio River Flood*. Ms. Reynolds said an award ceremony would be held at the Ohio Academy of History Spring Meeting at Kent State University.

Ms. Reynolds reported on the Academic Affairs personnel items as attached to the Board materials.

### **Quality of University Life - Mr. Harcha**

Mr. Harcha said the QUL Committee had one action item.

Mr. Harcha reported that the QUL Committee recommended approval of Resolution Q1-03, Honoring the Winter Sports Individual Athletes and the Women's Basketball Team. Mr. Harcha said the University is appreciative of our winter sports teams, particularly the women's basketball team. Mr. Harcha moved and Mr. McCoy seconded a motion to approve Resolution Q1-03, Honoring the Winter Sports Individual Athletes and the Women's Basketball Team.

Ayes: Mr. Davis, Mr. Clayton, Mr. Harcha, Mr. McCoy, Mr. McKinley, Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

fee to all resident students, including those in University-owned housing. Dr. Payne said the \$68 per term covered telephone, Internet, etc. Dr. Payne moved and Mr. Teichman seconded a motion for the adoption of Resolution F7-03, Uniform Communication Fee.

Ayes: Mr. Davis, Mr. Clayton, Mr. Harcha, Mr. McCoy, Mr. McKinley, Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

Dr. Payne said the Finance and Facilities Committee recommended approval of Resolution F8-03, Housing Deposit Fee. Dr. Payne said the change in the housing deposit fee would require the housing application fee to all first time applicants, regardless of quarter. Dr. Payne said the current \$150 application fee would be refundable, except for \$35, if the request met the guidelines for refund. Dr. Payne moved and Mr. McCoy seconded a motion for the approval of Resolution F8-03, Uniform Housing Deposit.

Ayes: Mr. Davis, Mr. Clayton, Mr. Harcha, Mr. McCoy, Mr. McKinley, Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

Dr. Payne reported that the Finance and Facilities Committee recommended approval of Resolution F9-03, Approval of New Position - Early Childhood Education Faculty. He said the Department had experienced a dramatic growth in students from 24 in 1998 to 251 in 2002. Dr. Payne moved and Mr. Harcha seconded a motion for the approval of Resolution F9-03, Approval of New Position - Early Childhood Education Faculty.

Ayes: Mr. Davis, Mr. Clayton, Mr. Harcha, Mr. McCoy, Mr. McKinley, Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

Dr. Payne reported that the Finance and Facilities Committee recommended approval of Resolution F10-03, Ohio Board of Regents Digital Infrastructure Grant. Dr. Payne said this grant would be collaboration between SSU and Miami University that would provide both universities with enhanced capabilities to develop and deliver Internet-based instruction. He said this grant would help SSU expand student enrollment in the 2-year Computer Engineering Technology program. Dr. Payne moved and Ms. Reynolds seconded a motion for the adoption of Resolution F10-03, Ohio Board of Regents Digital Infrastructure Grant.

Ayes: Mr. Davis, Mr. Clayton, Mr. Harcha, Mr. McCoy, Mr. McKinley, Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

Dr. Payne reported that the Finance and Facilities Committee recommended approval of Resolution F11-03, Personnel. Dr. Payne moved and Mr. Harcha seconded a motion for the adoption of Resolution F11-03, Personnel.

Ayes: Mr. Davis, Mr. Clayton, Mr. Harcha, Mr. McCoy, Mr. McKinley, Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

Dr. Payne reported on the Finance and Facilities Committee information items.

Dr. Payne said Mr. Murphy reviewed the report from the Ohio Board of Regents on Institutional financial ratios and scores for FY2002. He said SSU was ranked 8th from the top out of 38 institutions rated by the OBR. SSU had a viability score of 4.622 meaning the ratio of expendable net assets to plant debt was 4.622. SSU also had a net income ratio or profit (change in total net assets divided by total revenues) of 2.3%.

Dr. Payne said Mr. Murphy reported on the FY2004 preliminary draft general fund budget. Dr. Payne said Governor Taft's suggestion to the legislature was a \$600K-700K cut in instructional subsidy.

Dr. Payne said Mr. Murphy prepared and reported general fund revenues and expenditures pace report, fiscal year to date through March 2002 and 2003.

Dr. Payne reported that Mr. Donohue informed the Committee that Dr. Daehler did not provide a financial report on the Vern Riffe Center for the Arts. Dr. Payne asked that a report be prepared and mailed to the Board members in the near future.

Dr. Payne said the Personnel appointments were self-explanatory.

Dr. Payne reported that Mr. Murphy discussed the capital status report that reflects current information on each capital project.

### **Executive Committee Report**

Mr. Davis reported that the Executive Committee did not meet in regular session so there was no report.

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

None.

### **New Business**

None.

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

Ms. Kris Liles, former chair of the USA, introduced Ms. Marcia Tackett who was elected to replace Ms. Liles as chair of the USA. Ms. Liles said she accepted an ATSS position as executive secretary to the Provost and is no longer a member of the USA. Ms. Tackett gave a brief history of her background with the University noting that she worked at SSU in high school and has been a full-time employee since 1977. She said she was here when the University was created and has held eight different positions.

**Other Business**

Ms. Reynolds said this would be the last Board of Trustees meeting that Dr. Michael Field and Dr. John Kelley would be Interim President and Interim Provost, respectively, and she wanted to thank them for their outstanding service. A round of applause followed.

**Executive Session**

Ms. Reynolds said in accordance with Section 121.22(G)(4) of the Ohio Revised Code, she moved and Mr. Teichman seconded a motion to move into Executive Session to discuss upcoming collective bargaining negotiations.

Ayes: Mr. Davis, Mr. Clayton, Mr. Harcha, Mr. McCoy, Mr. McKinley, Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren


Nays: None

The Board entered into Executive Session at 1:55 p.m.

The Board returned to regular session at 2:21 p.m.

**Adjournment**

Dr. Payne moved and Mr. McKinley seconded a motion to adjourn the meeting. The meeting was adjourned by acclamation at 2:23 p.m.

  
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Chairperson, Board of Trustees  
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Secretary, Board of Trustees