

**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
October 11, 2002**

Chairman Dr. Burton Payne called the meeting to order at 1:21 p.m. noting the meeting was in compliance with RC §121.22(F).

Dr. Payne announced that the Governor had appointed Mr. Jack McCoy as the new SSU Board of Trustee member and Ms. Tracey Leo as the new SSU student Board of Trustee member. Dr. Payne administered the oath of office to Mr. McCoy and Ms. Leo and presented each of them with a Shawnee State University lapel pin. Dr. Payne welcomed them to the SSU Board and a round of applause followed.

Roll Call

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

Members Absent: Mr. Clayton

Approval of the October 11, 2002 Agenda

Mr. Davis said he had another commitment and would need to leave today's Board meeting early. Mr. Davis made a motion to amend the October 22, 2002 agenda to permit the Finance & Facilities Committee report be moved to the first item of business. Mr. Harcha seconded the motion to approve the agenda as amended. Without discussion, the Board unanimously approved the October 11, 2002 agenda.

Approval of the August 9, 2002 Board Meeting Minutes

Mr. Davis moved and Ms. Reynolds seconded a motion to approve the August 9, 2002 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 it is hard to believe but this coming week is already midterm in fall quarter at Shawnee State University. Dr. Field said he would like to welcome Mr. Jack McCoy and Ms. Tracey Leo to the Shawnee State University Board of Trustees. He said he looked forward to working with both of them.

Enrollment

Dr. Field said the Academic Affairs committee discussed the status of SSU's enrollment. He said the picture is very positive. Dr. Field said SSU's headcount enrollment is 3,606, up 242 students or a 7.2 percent increase over last year and our FTE enrollment is 3,089, up 236 FTEs or an 8.3 percent increase over last year. He said the University's subsidy eligible FTE enrollment is 2808, up 253 FTEs or a 9.9 percent increase over last year. Dr. Field said the FTE is the most important figure. He said this is the highest FTE in the history of the institution, and the first time our FTE has been over 3,000. This is the second highest headcount enrollment ever at SSU.

Dr. Field said he wanted to take a moment to thank the Office of Admission at SSU for their excellent work in the area of enrollment. He said he would also like to acknowledge the retention efforts that have paid off in improved retention, and thank the many faculty and staff who worked hard and effectively to build our enrollment. Dr. Field said all of us realize that a poor economy often increases enrollment at public universities, but preliminary indications are that our enrollment increase is much higher than the average. He said this greater than average growth is the direct result of careful planning and systematic implementation of an enrollment growth plan. He said that our challenge is to keep up the aggressive recruitment efforts, so that next fall the University will see its third consecutive enrollment increase.

SSU's Special Supplement

Dr. Field said he was very pleased to learn that the Ohio Board of Regents (OBR) has recommended substantial increases in the SSU Special Supplement for the new biennium that will begin next July 1. He said this recommendation follows extensive discussions Vice President Murphy and he had with Chancellor Chu. Dr. Field said that there was a major and unanticipated reduction in the SSU Special Supplement in the spring of 2001 that created the first of several serious fiscal challenges for the university. He said the Board of Regents' action is, of course, merely a budget request, and will probably be replaced by a more austere request at a later date. He noted the University should be encouraged by the fact that OBR has recognized the legitimate need for these funds and has recommended a 15.5 percent increase in SSU's Special Supplement for FY 04 and an additional 13.4 percent increase in the following year. He noted for the sake of comparison, the only other university with a Special Supplement, Central State, is recommended to receive an increase of 2.7 percent the first year and 2.5 percent the second year.

Promoting the Value of SSU

Dr. Field said the University is continuing efforts to "make the case" for SSU with key legislators and public policy officials, including recent meetings Vice President Murphy and he have had with Senator Doug White, Chancellor Chu, and the Executive Director of the Inter-University Council, Jim McCollum. He said these meetings presented opportunities to acquaint key leaders with SSU's special institutional needs, and to enlist their help in protecting the University's finances at a time when Ohio's budget is under great stress. He noted that as part of this continuing effort to create "champions" of SSU, he gave a presentation to Rotary here in Portsmouth on September 30.

Dr. Field said that on September 20, he testified at a hearing of the Ohio House of Representatives Select Committee on Higher Education. He said he spoke to Representative Jim Hughes and the committee about how damaging further budget cuts to the University could be, and presented a very positive picture of Shawnee State as an institution that is growing, serving the citizens of Ohio, and performing its mission efficiently and well. Dr. Field said a full transcript of his testimony is included in the Board packet.

Student Housing

Dr. Field noted that, as the Board was aware, a private developer is now building two new housing units intended for SSU students just across Third Street. He said the University should have nearly 100 new beds available next fall, and probably another two units the following fall. Dr. Field said that getting housing in place to allow for continued growth has been one of the University's major goals for the past year, consistent with the growth called for in our Strategic Plan.

Founders' Day/Kricker Hall Rededication

Dr. Field said Founders' Day would be held on Wednesday, October 30. He said U.S. Congressman Rob Portman would be the featured speaker during a day of events that begins at 10:30 a.m. with self-guided tours of Kricker Hall. A scholarship reception will be held in the lounge of Kricker Hall at 11 a.m., and the rededication of Kricker Hall will begin at 11:45 a.m. on the Alumni Green, followed by lunch. *Complete Strangers* the local band that will have just returned from a CD release tour that took them all the way to Manhattan, will provide music. Dr. Field reported that the dedication ceremony for the Frank Taylor Butterfly Garden at the Children's Learning Center will also be held on that day, and it begins at 1:30 p.m. He said the hit musical *Grease* will be featured in the Vern Riffe Center for the Arts at 7:30 p.m. that evening. Dr. Field said he hoped the Board would make plans to join the University community for a great day at SSU.

Shawnee State Currents/Financial Information

Dr. Field reported that over 270,000 copies of *Shawnee State Currents* providing lots of information about what is happening at SSU, have recently been distributed across the entire region as an insert in every daily and weekly newspaper in Southern Ohio, the adjacent northern counties of Kentucky, and even in Huntington, West Virginia. He also informed the Board of the publication of *Financial Info*, a series of brief explanations of how the budget works, in response to a number of requests from faculty and staff. He said the first three issues of *Financial Info* are included in your Board packet as well as a copy of *Currents*.

SSU Budget

Dr. Field said Vice President Murphy briefed the Finance and Facilities Committee today on a variety of budget issues. He said there is actually quite a bit of good news.

Dr. Field said the University received an unexpected cut in the special supplement in the spring of 2001, and after the additional 6 percent reductions last fall in our subsidy, projections were for

a \$2.4 million deficit for FY 02. He noted that although the University does not yet have the final audited numbers, it looks like the University actually finished the year with a deficit of approximately \$215,000. Dr. Field reported that through a combination of factors, the University is seeing a great deal of success in meeting its financial challenges. These factors include very careful control of expenditures and increasing enrollment. He said that a mid-year tuition increase, and a significant reduction in the rate of health care inflation very late in the year were also important contributors to the improvement in the University's budget picture.

Dr. Field said he hoped that enrollment increases will allow the University some breathing room, and that some needed positions, now vacant, can be funded and filled. He said that, given the enrollment increases, the University needs enough faculty members to teach all these new students. He noted though that the University needs to be cautious in approving new positions, since, given the state's severe budget problems, there is a very real possibility of further subsidy reductions in FY 04 and FY 05.

Unlawful and Prohibited Discrimination and Harassment Policy

Dr. Field said the University's revised Unlawful and Prohibited Discrimination and Harassment Policy would be discussed in detail by the Chair of the Quality of University Life Committee. He said this is an important matter that has been very seriously considered by faculty and staff at SSU. He said the University was pleased to bring this forward for Board approval.

Committee Reports

Finance and Facilities - Mr. George Davis III, Chairperson

Mr. Davis said the Finance and Facilities Committee had four action items.

Mr. Davis said the Finance and Facilities Committee recommended approval of Resolution F29-02, Massie Hall Fire Commendation. Mr. Davis said he would like to recognize staff members, Mr. John Sparks, Mr. Steve Burton, Mr. Carl Wooten and Mr. Dennis Litz, for their contributions when an electrical fire broke out in a mechanical room in Massie Hall. He said their actions saved the University thousands of dollars in damages. Mr. Sparks and Mr. Burton were present and Mr. Davis asked them to stand and be recognized. A round of applause followed. Mr. Davis moved and Mr. Harcha seconded a motion for the adoption of Resolution F29-02, Massie Hall Fire Commendation.

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

Nays: None

Mr. Davis said the Finance and Facilities Committee recommended approval of Resolution F30-02, Investment Committee Policy. Mr. Davis said the committee held its first meeting and recommended the revision of Policy 1.05. Mr. Davis moved and Ms. Reynolds seconded a motion for the approval of Resolution F30-02, Investment Committee Policy.

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

Nays: None

Mr. Davis reported that the Finance and Facilities Committee recommended approval of Resolution F31-02, Personnel. Mr. Davis said the personnel action items were included in the Board materials and were self-explanatory. Mr. Davis moved and Mr. Teichman seconded a motion for the approval of Resolution F31-02, Personnel.

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

Nays: None

Mr. Davis reported that the Finance and Facilities Committee recommended approval of Resolution F32-02, Grant Proposal. Mr. Davis said the purpose of this grant was to develop a distance learning web-based program for physical therapy students. Mr. Davis moved and Ms. Reynolds seconded a motion for the adoption of Resolution F32-02, Grant Proposal.

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

Nays: None

Mr. Davis reported on the Finance and Facilities Committee information items.

Mr. Davis said the Personnel items were included with the Board materials for review. He noted that Mr. Geno Ford had accepted another position and Mr. Tim Culver would also be leaving the University in November and he commended both for a job well done.

Mr. Davis said the unaudited draft year-end financial information was presented. He said the budget/expense information is a moving target but that Mr. Murphy's office does an excellent job. For example, only a few days ago the University, along with all the other state universities, was advised by the OBM (Office of Budget and Management) that it may have to book an unfunded liability for Workers' Compensation for FY02.

Mr. Davis said information about the housing occupancy rates for Fall 2002 and prior terms were reported to the Finance and Facilities Committee. He said the new housing units look nice and are attractive to new students coming in.

Mr. Davis reported that the capital status report was reviewed in committee.

Mr. Davis said Mr. Carl Daehler gave a presentation/explanation of the deficit shown in the current financial information for the VRCFA. Mr. Daehler said some checks did not get deposited at the proper time so the deficit was not in the \$130,000 range but in the \$60,000 range.

Academic Affairs Committee - Mr. Howard Harcha

Mr. Harcha said he would like to welcome new student Board member, Ms. Tracey Leo, to the Academic Affairs Committee.

Mr. Harcha reported that the Academic Affairs Committee had one action item.

Mr. Harcha said the Academic Affairs Committee recommended approval of Resolution A6-02, Revision of SSU's Mission Statement. Mr. Harcha said in anticipation of awarding masters' degrees in various programs in higher education and at the request of the Chairman of the Board and the Interim President, the University Faculty Senate reviewed the mission statement of the University and recommended it be changed to remove the reference to "undergraduate education." Mr. Harcha said the Academic Affairs Committee recommended approval of Resolution A6-02. Mr. Harcha moved and Mr. Teichman seconded a motion to approval Resolution A6-02, Revision of SSU's Mission Statement.

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

Nays: None

Mr. Harcha reported on the Academic Affairs Committee informational items.

Mr. Harcha said Dr. Stephen Midkiff, Registrar, reported on preliminary enrollment data for fall quarter. Mr. Harcha said the preliminary figures are very positive, including a 9.9% increase in subsidy-eligible FTE.

Mr. Harcha said Dr. John Kelley, Interim Provost, reported to the Committee on class size for the 2001-02 academic year.

Mr. Harcha said Ms. Cathy Mullins provided a comprehensive report on the activities involving grants that SSU receives. He said Ms. Megan Horne, Project Manager, and Ms. Judy Meeker, Program Manager, provided an overview of the Summer Honors Institute for Gifted Students. Mr. Harcha said this program is aimed at getting juniors and seniors to come to SSU in July and August to introduce them to SSU.

Mr. Harcha said Dr. Martha Rader, the new Dean of the College of Professional Studies, reported that the North East Regional Board of Dental Examiners recently announced that SSU dental hygiene graduates achieved a 100% pass rate on both the spring and summer 2002 NERB examination. He said this was a wonderful achievement and SSU's dental hygiene program has a fine reputation.

Quality of University Life - Mr. McKinley

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

Mr. McKinley said the change to University Policy 5.03 (Unlawful Discrimination and Harassment) is recommended for Board approval. He said the change in policy broadens the current policy to prohibit harassment or discrimination based on gender, nationality, race, age, sexual orientation, and disability. He said the policy also improves the process for handling complaints. Mr. McKinley said the Quality of University Life Committee and Interim President Field recommended approval of Resolution Q2-02 [Q3-02]¹, Approval of Unlawful Discrimination Policy. Mr. McKinley also said that Ms. Karen Crummie was present to answer any questions.

Mr. Harcha asked if the amendment was to a current policy and Ms. Crummie said it was a revision to a current policy.

Mr. McKinley moved and Mr. Warren seconded a motion to approve Resolution Q2-02 [Q3-02]¹, Approval of Unlawful Discrimination Policy.

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

Nays: None

Mr. Davis exited the meeting at 1:47 p.m.

Mr. McKinley reported on the Quality of University Life informational items.

Mr. McKinley said that Mr. Ray Musser, President of the Student Government Association, reported that SGA helped with new student orientation, served on a SOMC Recycling Committee, attended the Ohio Council Student Government meeting, registered students to vote, and hosted the Parade of Clubs and Organizations. Mr. McKinley said the SGA is working on a new program for students, "Pick-a-Prof"; compiling a health clinic survey, a t-shirt fundraiser; and lights for the tennis courts. Mr. McKinley said SSU is one of Ohio's best-kept secrets.

Mr. McKinley said that Ms. Jessica Waldbillig, Social Chairperson for the Student Programming Board, reported to the Committee. Mr. McKinley said these student groups keep the energy flowing and are making education fun.

Mr. McKinley said Dr. Mangus distributed the 2002 Student Planner, or Bear Basics, which includes everything a student needs except the kitchen sink, the 2002 Campus Residence Hall Guide, the Student Activities Events Schedule, Campus Security Report and many other departmental brochures.

Mr. McKinley said Dr. Mangus also reported that the Fall Quarter housing occupancy was 113% of capacity with 39 residents living at the Ramada Inn. Mr. McKinley said the construction of two more housing units would help with student housing.

¹To be corrected at December 2002 Board meeting.

Mr. McKinley said Ms. Pat Moore, Director of Financial Aid, reported that SSU's Federal Loan Default Rate for FY 2002 is 8.3%, noting the national average is 7.5%. Mr. McKinley said Ms. Moore also reported that the University received an additional \$75,000 allocation for Federal College Work-Study program. Ms. Moore said the \$75,000 allocation was the full amount she requested and said she wished she had asked for \$150,000.

Mr. McKinley said Dr. Mangus reported on the Eighth Annual Fall 5K Bear Run/Wall. The event had 701 registered participants with an actual 612 participating and 531 finishing the event. Mr. McKinley reported that new course records were set with SSU's Cross Country standout, Mr. John Williams, breaking his old course record in 15:27. He said the women's new course record was set by Jennifer Lattavo from Portsmouth with a time of 19:47.

Executive Committee Report

Dr. Payne reported that the Executive Committee did not meet so there was no report.

Reports, if any, from Board Liaisons with other Organizations

Dr. Payne reported on behalf of the Presidential Search Committee in Mr. Clayton's absence. Dr. Payne said the Committee met on September 30. He said the Board had received approximately 55 applicants for the position of President. Dr. Payne said the Committee reduced the number to 15 and those 15 candidates were distributed among the members of the Committee for reference checking. He said the Committee would meet again on October 15 to reduce the pool to 8 candidates who will be interviewed in person.

New Business

None.

Comments from Constituent Groups (if any) and the Public

Dr. Robert Forrey, President of the SEA, addressed the Board. He said he wanted to call attention to the college rankings that appear in the *U.S. News and World Report*. Dr. Forrey said these rankings are largely ignored by the University. He said he feels SSU is not as bad as it is ranked. He said a four-tiered system is used, with the best in Tier 1 and the worst in Tier 4. Dr. Forrey reported that *U.S. News* ranked Shawnee State University near the bottom of Tier 4. He said the only place SSU is nationally ranked by *U.S. News* is among 214 bachelor degree-granting colleges and in the peer evaluation category. He said he would have to disagree with Mr. McKinley's earlier statement that SSU is one of Ohio's best-kept secrets. Dr. Forrey said SSU has a terrible reputation for the relations between faculty and administration. Dr. Forrey said Mr. Clayton was quoted as saying the ability to get along with the faculty is one of the most important qualifications for its next president. Dr. Forrey said the relationship between faculty and administration could not be worse. Dr. Forrey referenced the Presidential search that is currently underway. He said one characteristic that the new President must possess is the ability to get along with the SEA. He said that is currently not happening. He thanked the Board for their time.

Mr. Frank Waller, past Board of Trustees' member and former Chairman, addressed the Board. Mr. Waller said he would like to welcome the new student Board member, Ms. Leo, and said the Board pays attention to what they have to say, even though they do not get to vote on issues. He also welcomed Mr. McCoy as a new member of the Board. Mr. Waller said he was speaking to the Board today as a community member and advocate for SSU. He said that SSU is a student-friendly university but there is always the need to improve. He said that during his time on the Board, the University came within \$100,000 of shutting down. He said this year, with diligent work, the University has gone from a \$2.4 million deficit to a \$215,000 deficit. He said that everyone has to continue working together and commended the Board for their hard work. He said the Board sets policy and then hires good people to carry it out. He said the University is on the right track. A round of applause followed.

Mr. Max Warnock then spoke to the Board. Mr. Warnock identified himself as a taxpayer. He complimented and thanked the Board for their help at the University. Mr. Warnock said he is very interested in athletics at SSU. He said he did not want to embarrass any Board members but two or three years ago, two Board members, Ms. Reynolds and Mr. McKinley, bought the women's basketball team new uniforms that they desperately needed. He thanked them for their contribution. He said Dr. Field has done an excellent job as Interim President. He complimented Athletic Director Jim Arnzen and Coaches Robin Hagen-Smith and Jeff Hamilton. He said it is so easy to be negative, because you don't need to know anything. He also praised Neal Hatcher on building new student halls. He said SSU is a great place to work and if any employee thinks it is so terrible, he doesn't see any sand bags holding these people here and they should leave. A round of applause followed.

Ms. Kris Liles, President of the University Staff Assembly (USA) that represents the hourly support staff, addressed the Board. Ms. Liles said her statement had been prepared at the request of the USA membership and approved by the USA Executive Board.

"We wish to express our concerns regarding lost, vacant, unfilled, and frozen hourly positions. While working conditions fall under the jurisdiction of the CWA, the hourly employees union, the USA has other issues we would like to ask you to consider.

"We understand the University is taking very conservative action in all budgetary transactions, but can we only look at the bottom line?

"There are several situations on campus where two hourly employees are now doing the same work that three hourly employees once did. Again, I leave it to the CWA to address working conditions and fair compensation for the work being performed. But, what about the service? We have one office that once had two secretaries, and now there is one. What's not getting done? And, if there are some things that aren't getting done, how does this affect service? Our service – not just that particular office – but our service, the service of the University to perspective students, current students and community.

"The USA is made up of a group of very dedicated and loyal people who take great pride in their jobs and in the university. These people strive to provide the best service possible. When asked, though, to "do more with less," (a catch phrase that has been well overused) how long is it before

the stress level affects the service level the employee is able to provide? And then, how long is it before the service levels affect campus morale? This is our concern – campus morale.

“Many times when a potential student and their family visit campus, from their first step on campus, they are influenced by hourly staff. Our grounds look great and our buildings are well maintained thanks to the dedicated hourly workers in the facilities department. Numerous visitors and telephone inquiries will initially come in contact with clerical and secretarial staff. Hourly employees want to have the confidence that they will be able to provide the services required to any visitor or potential student. That sometimes is hard to do when you’re being asked “to do more with less” again and again.

“With all due respect, Members of the Board, you are all educated, experienced, professional, and mature business people. Something needs to be doing beyond just saying “we need to do more with less” again. The University Staff Assembly would like to ask that consideration be given beyond the bottom line. We feel it is not just about the money, but also about the service. We ask that some attention be given to ways to reduce stress, support employees, and boost morale. Some creative thought needs to be given to our circumstances, to the University’s mental welfare so to speak, to discover ways to foster positive attitudes and positive actions on campus.” Ms. Liles thanked the Board for the opportunity to speak at today’s meeting. A round of applause followed.

Other Business

Dr. Payne said the draft Board meeting calendar for 2003 was included in today’s information. He asked the Board members to look over the draft and let Mr. Donohue know if there were any problems. He said the 2003 calendar would be approved at the December meeting.

Dr. Payne appointed a nominating committee charged with appointing a new slate of officers for the Board. Dr. Payne named Mr. Clayton as chair of the committee and Mr. Warren and Ms. Reynolds to serve as members of the committee. He asked for their recommendations at the December Board meeting.

Adjournment

Ms. Reynolds moved and Mr. Teichman seconded a motion to adjourn the meeting. The meeting was adjourned by acclamation at 2:11 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees