

**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
October 12, 2001**

Chairman George Clayton called the meeting to order at 1:23 p.m. noting the meeting was in compliance with RC §121.22(F).

Mr. Clayton announced that the Governor had appointed Ms. Suzanne Brumfield as the new SSU student member of the Board of Trustees. Mr. Clayton administered the oath of office to Ms. Brumfield and presented her with a Shawnee State University lapel pin. Mr. Clayton welcomed Ms. Brumfield to the SSU Board and a round of applause followed. Ms. Brumfield said she was looking forward to serving her term for the betterment of Shawnee State University.

Mr. Clayton said that in light of the recent tragedies that occurred in New York City and Washington, D.C. on September 11, he asked the members of the Board and members of the audience to stand and bow their heads in a moment of silence to remember those who lost their lives and their loved ones.

Roll Call

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

Members Absent: Ms. Knoche

Approval of the October 12, 2001 Agenda

Dr. Payne moved and Mr. Davis seconded a motion to approve the agenda. Without discussion, the Board unanimously approved the October 12, 2001 agenda.

Approval of the August 10, 2001 Board Meeting Minutes

Mr. Teichman moved and Ms. Argeros seconded a motion to approve the August 10, 2001 Board Meeting minutes. Without discussion, the Board unanimously approved the minutes of the August 10, 2001 Board meeting.

President's Report

Dr. Field said that the fall at Shawnee State University brings an increase in activity on the SSU campus. Students, faculty, staff, and members of the community are all over campus going to class, attending events at the Vern Riffe Center for the Arts, enjoying athletic events, and working hard to make this the best higher education institution it can be. Dr. Field said he has had a very productive late summer/early fall that includes important meetings with many individuals and organizations throughout the local and regional communities including:

- SSU Campus Representatives (heads of SEA, UFS, UAA, USA, CWA, and SGA);
- New faculty members (to get acquainted with them);
- Past chairs and past presidents of the SSU Board of Trustees and Development Foundation (respectively)—the President's Forum;
- Bob Huff of the Southern Ohio Growth Partnership—discussing business development and individuals who wish to invest money in the Portsmouth area;
- Dr. Dan Connell and Dr. Michael Seelig from Morehead State University to discuss ways our institutions can partner;
- Portsmouth Mayor Greg Bauer, concerning the need for a traffic light on Third Street;
- NCATE Board of Examiners chair Philip Bennet regarding the upcoming NCATE visit in the Department of Teacher Education;
- Dr. Dan Evans, dean of Ohio University Southern Campus in Ironton, to discuss collaboration issues between our institutions;
- Portsmouth Rotary Club;
- Portsmouth Kiwanis Club;
- Scioto County Joint Vocational School regarding Tech Prep and Engineering Technologies;
- SSU Development Foundation; and
- Portsmouth City Schools/SSU Articulation Committee.

Dr. Field said he also took part in the public signing of the OACHE/SSU agreement that makes OACHE's presence on the SSU campus permanent. Dr. Larry Dukes, president of Southern State Community College and chair of the OACHE board of directors, joined him for the signing ceremony on August 13.

Dr. Field said he would like to take this opportunity to bring the Board up-to-date on several important issues and events. He also said he wanted to congratulate SSU's new student Trustee, Ms. Suzanne Brumfield. He said the University is pleased to have her working with them on behalf of SSU.

Dr. Field said he wanted the Board to be aware of the following issues/events:

The University Faculty Senate (UFS) Constitution states that "The President of the University will address each newly elected UFS at its first meeting in the fall. At such time the University President will give a "State of the University Address," as well as instruct UFS members with regard to their responsibilities. Attendance is open to the University Community." He said he gave this address yesterday afternoon at the UFS meeting. Dr. Field discussed with the faculty senate group SSU's many institutional strengths as well as some extremely serious budget challenges. Dr. Field said in the strengths category, he mentioned the successful NCA visit last academic year, the upcoming accreditation visits from NCATE and the National League for Nursing Accreditation, how enrollment is up and student housing is full, the successful Title III efforts (especially on advising to increase retention), and how the Honors Program enrollment is over our expectations.

He said as far as challenges are concerned, he explained that, because of serious fiscal problems now faced by the state of Ohio, SSU would soon be instructed by the Governor to reduce our current budget allocation from the state by 6 percent. He said it is possible, in fact likely, that a further cut may be announced by winter. While a detailed analysis of the impact on our budget cannot be provided until the precise language of the Governor's order is available, the impact for the current year's budget will probably be in the neighborhood of \$900,000. He said the Board and the entire SSU community will be challenged to an extent we have not recently experienced. He said he was confident that we will face those challenges using our intelligence and common sense, and avoid falling into a pattern of rancor or mean spiritedness.

Dr. Field reported that the Office of the Registrar found an error in our subsidy calculation program that resulted in undercounting subsidy eligible enrollments. He said, as a result, the University has approximately 13 more subsidy eligible FTEs than originally thought. The University actually experienced an increase of 96 (3.9 percent) subsidy eligible FTEs over last year. Total subsidy eligible FTE is approximately 2,555. The previous calculation used inaccurate subsidy codes. Dr. Field cautioned that this is still preliminary data and as such is subject to change.

Dr. Field said that the heads of SSU governance groups--UFS, UAA, USA, and SGA--received a roster of all University-wide committees this week. He said he asked that the head of each group review the list and send him their recommendations for vacancies. Once he receives the recommendations, the list will become official, and each University-wide committee chair will receive a copy of the list and the charge for his/her particular committee. Dr. Field said he would like for each committee to meet as soon as possible.

Dr. Field reported that the University hosted a major technology conference held by Rep. Ted Strickland on August 30. Individuals from throughout Ohio, Kentucky, and West Virginia came to the SSU campus to learn about what our government is doing to ensure that this region is not left out when it comes to technological advances.

Dr. Field said SSU also hosted a major articulation meeting that brought area guidance counselors to campus on September 12.

Dr. Field stated that members of the campus, local, and regional communities visited the SSU campus on September 19 as the University celebrated its 15th "Birthday."

Dr. Field reported that on September 25, the Portsmouth Area Chamber of Commerce held its breakfast at SSU, in the Selby Lobby of the Vern Riffe Center for the Arts. He said this was a great opportunity for SSU to showcase two of our most cutting-edge degree programs—digital arts and imaging (visualist program) and computer engineering technology. Dr. Field said Professors Tom Stead and Paul Yost did an outstanding job sharing information about their programs and discussed a prospective joint degree program with the group.

Committee Reports

Academic Affairs Committee - Mr. Howard Harcha

Mr. Harcha reported that the Academic Affairs Committee had no action items.

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

Mr. Harcha said Dr. Stephen Midkiff, Registrar, provided the Academic Affairs Committee with a comprehensive report for fall quarter 2001 that showed headcount at 3,364 is up 2.5 percent from last year. Mr. Harcha said that overall FTE at 2,879 is up 3.7 percent from last year.

Mr. Harcha said Dr. Dave Todt, Chair of Department of Teacher Education, reported on the upcoming National Council for the Accreditation of Teacher Education (NCATE) accreditation visit in October. Dr. Todt reported that the Department of Teacher Education is well-prepared to meet the challenges of the accreditation visit.

Mr. Harcha said that Dr. John Kelley, Interim Provost, reported on the upcoming site visit from the National League for Nursing Accrediting Commission (NLNAC). NLNAC will be reviewing the Associate Degree in Nursing program and the Bachelor Degree in Nursing for initial national accreditation.

Mr. Harcha said Mr. Pete Duncan reported on the Technology Conference held on August 30 and hosted by Congressman Ted Strickland and SSU.

Mr. Harcha reported that the 2001 graduates in the Associate Degree Medical Laboratory Technology program, the Dental Hygiene program and the Associate Degree Nursing program all had a 100 percent pass rate for their national examinations. He said this reflects that these students are receiving a quality education that prepares them to take these national examinations.

Quality of University Life - Mr. McKinley

Mr. McKinley said the QUL Committee had no action items.

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

Mr. McKinley reported that Mr. Ray Musser, President of the Student Government Association, reported that SGA attended a leadership conference in Massachusetts this summer. The SGA has been busy updating their office computers to Microsoft 2000, setting up an email account for students to send concerns and questions directly to SGA, having pamphlets made about SGA, setting up a "town hall" style meeting once a month for students to speak out, and addressing the new dining procedures.

Mr. McKinley said that Mr. Jacob Hickman, President of the Student Programming Board, reported that events for Welcome Week included Herps Alive, Karaoke, a movie, a sports challenge, a Bluegrass concert, and Craig Karges an illusionist. Planned events include a bonfire, a storyteller, pumpkin carving, a murder mystery, a Halloween dance, bowling and other

activities. Mr. McKinley said the SPB is also sponsoring educational events such as providing safe sex survival kits, and recognizing October as Breast Cancer Awareness Month. Mr. McKinley said that both the SGA and SPB are trying to create a campus atmosphere that will attract new students as well as keep current students involved.

Mr. McKinley reported that Dr. Mangus distributed the 2001 Student Handbook called Bear Basics, the 2001 Campus Residence Hall Guide, the Student Activities Events Schedule and the Campus Security Report. Mr. McKinley informed the Board members that they each had a packet containing this information. Mr. McKinley said the Campus Security Report especially caught his attention and said the University should capitalize on this kind of literature to promote security on campus as a selling point to recruit new students.

Mr. McKinley said that Dr. Mangus reported that the Fall Quarter housing occupancy is 107 percent and the overflow students are being housed at the Ramada Inn. He said the University is making progress in the area of housing and this issue is critical to the University.

Mr. McKinley said that Ms. Pat Moore reported that SSU's Federal Loan Default Rate of 7.5 percent was the lowest default rate ever for SSU.

Mr. McKinley said Ms. Moore also reported that federal college work study money was increased by \$83,234.

Mr. McKinley said Mr. Bob Owen, Executive Director of University Advancement, reported on the University's Speaker's Bureau, recent community relations activities, such as the campus birthday party, and the Chamber of Commerce breakfast hosted on campus, progress of the web site committee, and the University's crisis management plan. Mr. McKinley said media efforts have expanded and the Cincinnati Enquirer and Associated Press are regularly contacting SSU's office of communications. He said we have to broaden our base and this is a good start.

Finance and Facilities - Mr. George Davis III, Chairperson

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

Mr. Davis reported that the Board materials were mailed before the Presidential Search Exploratory Committee met on October 11 and as a result of that meeting, Resolution F26-01 was being amended. Mr. Davis said the final paragraph now reads as follows:

BE IT FURTHER RESOLVED, that the Board of Trustees requests two nominees each from the SGA, CWA, USA, SEA, UFS, and UAA, for the purpose of forming a Presidential Search Advisory Committee as provided in Board policy 1.02.

Mr. Davis said the Finance and Facilities Committee recommended approval of Resolution F26-01, as amended. Mr. Davis moved and Dr. Payne seconded a motion for the approval of Resolution F26-01, as amended, Presidential Search Firm RFP.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Harcha, 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 F27-01, Senior Citizen Fees. Mr. Davis said the University will waive the lab fees for senior citizens at a cost of \$1,000 per year. He said this is an important group of people to the University. Mr. Davis moved and Dr. Payne seconded a motion for the approval of Resolution F27-01, Senior Citizen Fees.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Harcha, 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 F28-01, Policy 4.54, Graduate Education Benefit. Mr. Davis said an administrative review of Policy 4.54 regarding graduate education benefit needs to be made. He said this benefit needs to be brought in line with what faculty are receiving. He said the University does not have the reserves to cover this benefit and in light of the directive from the State to cut 6 percent, there needs to be program limits. He noted that OSU had announced 800 job cuts because of the state's budget crisis. Mr. Davis moved and Dr. Payne seconded a motion to approve Resolution F28-01, Policy 4.54, Graduate Education Benefit.

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

Nays: None

Mr. Davis said the Finance and Facilities Committee recommended approval of Resolution F29-01, Grant Proposals. Mr. Davis said two grant renewals, one for Ohio Appalachian Education Opportunity Center and one for Educational Talent Search, are recommended for approval. He said the TERC grant proposal is a subcontractor of NASA and will allow our students to get their education through the internet. Mr. Davis moved and Dr. Payne seconded a motion to approve Resolution F29-01, Grant Proposals.

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

Nays: None

Mr. Davis said the Finance and Facilities Committee recommended approval of Resolution F30-01, New Position Teacher Education. Mr. Davis said this position relates back to the TERC Grant and if the grant ends, so would the position. Mr. Davis moved and Dr. Payne seconded a motion to approve Resolution F30-01, New Position Teacher Education.

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

Nays: None

Mr. Davis said the Finance and Facilities Committee recommended approval of Resolution F31-01, Personnel. Mr. Davis moved and Dr. Payne seconded a motion to approve Resolution F31-01, Personnel.

Ayes: Ms. Argeros, Mr. Clayton, Mr. Davis, Mr. Harcha, 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 Item 2.1, Personnel, was attached to the Board materials and was self-explanatory. He noted that Mr. Dave Edwards was leaving the University and that Mr. Randy Warman would be taking over Mr. Edwards' job as well as continuing to do his own.

Mr. Davis said a new statewide drug prescription plan was being reviewed but was still in the talking stage. He said this would result in significant cost savings to the University.

Mr. Davis reported on the financial report for the Vern Riffe Center for the Arts. Mr. Davis said it is not a good report and showed a deficit of \$70,000 for last fiscal year. The Committee asked Mr. Carl Daehler, Executive Director of the VRCFA, for a report on how he plans to address this issue at the next Board meeting.

Mr. Davis said student housing occupancy rates for Fall 2001 were discussed.

Mr. Davis reported that the current status of student housing development was discussed. Mr. Davis said that during their meetings with the Presidential Search Exploratory Committee on October 11, the constituency groups mentioned the need for more student housing. He said that a survey of the students indicated the students prefer the housing provided by Mr. Hatcher and that avenue is being explored further.

Mr. Davis said the capital status report is self-explanatory.

Mr. Davis said negotiations with the CWA began on October 3 and are continuing. He said the Board recognizes the budget situation and what is reflected in the *Columbus Dispatch* article regarding the layoff of 800 employees from Ohio State University.

Executive Committee Report

Mr. Clayton said he was formulating a Nominating Committee for the appointment of a Board Chair and Vice Chair for the 2002 calendar year. He appointed Mr. Teichman to serve as Chair

of the Nominating Committee and Ms. Reynolds and Mr. Harcha to serve as members of the Committee.

Mr. Clayton said it was great to have Mr. Warren in attendance given the fact that he had heart surgery only two weeks ago.

Mr. Clayton asked Dr. Payne for a report from the Presidential Search Exploratory Committee. Dr. Payne said the Committee reviewed past procedures and asked the six constituency groups to visit with the Committee. He said the constituency groups gave the Committee a lot of insight into what they wanted to see happen in this search.

Reports, if any, from Board Liaisons with other Organizations

None.

New Business

None.

Comments from Constituent Groups (if any) and the Public

None.

Other Business

None.

Adjournment

Dr. Payne moved and Mr. Davis seconded a motion to adjourn the meeting. The meeting was adjourned by acclamation at 2:12 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees