

**SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**Meeting Minutes  
March 14, 2014**

**Call to Order**

Chairperson Higgs-Horwell 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: Ms. Francesca Hartop, Ms. Melissa Higgs-Horwell, Mr. Jack McCoy, Mr. Gary Paine, Ms. Kay Reynolds, Mr. Scott Williams and Ms. Chelsey Ferry

Members Absent: Mr. Robert Howarth, Ms. Elizabeth Seif

**Approval of the March 14, 2014 Agenda**

Mr. Paine moved and Ms. Hartop seconded a motion to approve the March 14, 2014 agenda. Without discussion, the Board unanimously approved said agenda.

**Approval of the January 17, 2014 Board Meeting Minutes**

Mr. Paine moved and Ms. Reynolds seconded a motion to approve the January 17, 2014 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

**Appointment of Board Committees, Officers, and Liaisons**

Chairperson Higgs-Horwell reported that she has asked Mr. Paine to serve as Chair and Mr. Howarth to serve as Vice Chair of the Nominating Committee to prepare nominations for the 2014-2015 Board Chair and Vice Chair and asked them to report at the May 2, 2014 meeting.

**Committee Reports**

**Academic and Student Affairs Committee – Mr. Scott Williams, Vice Chair**

Mr. Williams reported on behalf of the Academic and Student Affairs Committee. Mr. Williams said the Committee had one action item and several information items.

**Action Item*****Resolution ASA04-14, Approval of Revision to Policy 3.04, Student Education Records Privacy and Release***

Mr. Williams moved and Mr. Paine seconded a motion to approve Resolution ASA04-14, Approval of Revision to Policy 3.04, Student Education Records Privacy and Release. Mr. Williams said Mr. Bob Trusz, Interim Vice President for Student Affairs, reported that this policy was part of the systematic review of institutional policies and was reviewed and modified to remove language that is addressed in Policy 5.00, Policies and Procedures.

Ayes: Ms. Hartop, Ms. Higgs-Horwell, Mr. McCoy, Mr. Paine, Ms. Reynolds, Mr. Williams

Nays: None

**Information Items**

Dr. David Todt, Provost and Vice President for Academic Affairs, reported that in the systematic review of institutional policies, Policy 2.06, Approval of Graduates was reviewed, and there was no need for significant changes.

Dr. Todt also presented information on the Straight A Grant. The grant activity is funded to Portsmouth City Schools with Shawnee State University and 13 school districts as partners. The value of the grant is \$447,861 with nearly \$172,000 coming to SSU in tuition and fees. The grant supports the credentialing of high school math teachers for dual credit courses in SSU's new Master of Mathematics, brings together college math faculty and high school math teacher teams to prepare for dual credit courses, and supports training in flipped classroom format of organizing courses. 570 proposals were submitted and only 24 were awarded funding. There are 20 high school teachers involved, and approximately 500 high school students will be served by dual credit course opportunities.

Dr. Paul Madden, Dean, College of Professional Studies, and Dr. Brenda Haas, Dean, University College, shared information from the Complete College America conference, and the Guided Pathways to Success in STEM Careers Self-Assessment. Shawnee State is a member of this national initiative that includes four states and the District of Columbia. The other Ohio participants include Central State, North Central State and OSU Mansfield. Each institution will implement best practice strategies to enhance retention and college completion in the areas of science, technology, engineering and mathematics.

Mr. Trusz reported on the Office of Admissions' Annual President's Day Open House. The target audience for this event is high school seniors. This year's event was held on Monday, February 17<sup>th</sup>. There were 271 RSVP's were received, and 173 attended, about 64% of those expected, and down from the 2013 attendance of 244. The Office of Admissions believed the decrease in attendees was due to the overall winter weather conditions causing school cancellations and many districts were using President's Day as a make-up day.

Ms. Ciera Locke, Coordinator, Multicultural Student Affairs, reported on the Shawnee State University activities during Black History Month. During the month of February, they sponsored African American ethnic based events for all students including Library Book Display of African American books, authors, and stories; Black History Trivia Game Show; AHANA Gospel Fest; and a showing of The Jackie Robinson Story: 42.

### **Education Item**

Mr. Trusz presented "Shawnee State University's Cohort Default Rate – What is it and what does it mean?"

### **Finance and Administration Committee – Mr. Gary Paine, Vice Chair**

Mr. Paine reported on behalf of the Finance and Administration Committee. He said the Committee had four action items and several information items.

### **Action Items**

#### ***Resolution F10-14, Approval of Shawnee State University and Communication Workers of America, Local 4372, Collectively Bargained Agreement***

Mr. Paine moved and Mr. Williams seconded a motion to approve Resolution F10-14, Approval of Shawnee State University and Communication Workers of America, Local 4372, Collectively Bargained Agreement. Mr. Paine said the adoption of the Shawnee State University and Communications Workers of America, Local 4372, collectively bargained agreement effective November 7, 2013 through November 6, 2016 was recommended by the Committee for Board approval.

Ayes: Ms. Hartop, Ms. Higgs-Horwell, Mr. McCoy, Mr. Paine, Ms. Reynolds, Mr. Williams

Nays: None

#### ***Resolution F11-14, Approval of AY14-15 Student Course and Miscellaneous Fees***

Mr. Paine moved and Mr. Williams seconded a motion to approve Resolution F11-14, Approval of AY14-15 Student Course and Miscellaneous Fees. Mr. Paine said a review of these fees was performed and those deemed to require adjustments were identified and adjusted.

Ayes: Ms. Hartop, Ms. Higgs-Horwell, Mr. McCoy, Mr. Paine, Ms. Reynolds, Mr. Williams

Nays: None

***Resolution F12-14, Modification of University Campus Master Plan***

Mr. Paine moved and Mr. Williams seconded a motion to approve Resolution F12-14, Modification of University Campus Master Plan. Mr. Paine said the Campus Master Plan was modified to include additional properties.

Ayes: Ms. Hartop, Ms. Higgs-Horwell, Mr. McCoy, Mr. Paine, Ms. Reynolds, Mr. Williams

Nays: None

***Resolution F13-14, Adoption of Shawnee State University Development Foundation Resolution 2014.2***

Mr. Paine moved and Mr. Williams seconded a motion to approve Resolution F13-14, Adoption of Shawnee State University Development Foundation Resolution 2014.2. Mr. Paine said the SSUDF recently acquired properties located on Fourth Street in Portsmouth, Ohio intended for University utilization and were appropriate to be identified on the Campus Master Plan. He said part of these properties is currently being used and the others are planned for future academic program expansion and operational purposes by the University.

Ayes: Ms. Hartop, Ms. Higgs-Horwell, Mr. McCoy, Mr. Paine, Ms. Reynolds, Mr. Williams

Nays: None

**Information Items****Review of Fines and Cost Recovery Charges**

In accordance with Policy 4.90, Taxonomy for the Review and Approval of Tuition and Other Student Fees, Fines, and Charges, a comprehensive list of AY14-15 fees was reviewed and reflected the following changes:

- Postage charge for rush transcript from \$16.75 to current USPS rate for priority mail express
- Housing key replacement (hard key) from \$65 to \$90
- Housing key replacement (swipe card) from \$10 to \$12
- Housing lock core replacement from \$65 to \$90

**FY14 General Operating Budget Update**

An update was given regarding the status of the FY14 general operating budget as of February 28, 2014. Total revenue received is at 86.55% of budget and total expenditures and transfers are 68.29% of budget.

### **FY15 Budget Planning Strategy**

The President briefed the Committee regarding her plans to revise strategies for budget reductions for FY15 and FY16. The University is working through the impacts of the severe cuts made last fall. There is value in taking more time to plan for further reductions and to utilize data developed through the program review process to align resources with enrollment and fund future growth.

### **FY13 Senate Bill 6 (SB6) Ratio**

The University's Senate Bill 6 (SB6) ratio outcome for FY13 reflects a decrease from 3.4 to 3.1 which is attributable to lower revenue and debt related to the lease-purchase of technology infrastructure and VoIP equipment, entered into January 2013. As of January 2014, the University has paid over 52% of the lease costs with the remaining balance to be paid in equal payments over the next three years. This reduction is within normal fluctuations and the University's overall fiscal status remains strong.

### **University Investment Report**

The University's investment performance report revealed a loss for January and a gain for February. With an overall positive adjustment, the portfolio has realized a 10.25% gain in the amount of \$1,481,926 for the reporting period (July 1, 2013 – February 28, 2014).

### **Capital Projects Report**

- *Founders' Plaza* – Project 95% complete with remaining landscaping to be completed in spring.
- *Massie Hall Cooling Tower Replacement* – Installation scheduled for March 3-9.

### **Education Item**

Mr. Dave Zender, Director of Human Resources, provided an overview of an extensive effort that resulted in the comprehensive restructuring of the University's employment definitions and guidelines.

### **President's Report**

President Morris informed the Board that the university's Games and Simulation program has been recognized as one of the best 25 in the nation by Princeton Review. Additionally, our women's basketball team has secured an at-large bid to play in the NIAIA tournament.

Chair Higgs-Horwell invited the Board members to two upcoming events to be held on campus – the Spring Bear Run to be held on April 16, 2014 and the Celebration of Scholarship Conference to be held March 26 and 27, 2014. President Morris noted that the Board of Trustees gives an annual award at the Celebration of Scholarship Conference.

Finally, President Morris invited Dr. Brenda Haas, Dean of University College, and Mr. Chris Shaffer, Director, Institutional Effectiveness, to present information about the ongoing focused strategic planning to enhance the "Chancellor's Plan" and develop more effective retention practices. A copy of their presentation is also attached.

**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.

**Executive Session**

Mr. Williams moved and Mr. Paine seconded a motion to enter into Executive Session to consider the employment and compensation of a University employee.

Ayes: Ms. Hartop, Ms. Higgs-Horwell, Mr. McCoy, Mr. Paine, Ms. Reynolds, Mr. Williams

Nays: None

The Board moved into Executive Session at 2:08 p.m.

The Board exited Executive Session at 2:28 p.m. and returned to public session.

**Adjournment**

The Board was adjourned by acclamation at 2:30 p.m.

\_\_\_\_\_  
Chairperson, Board of Trustees

\_\_\_\_\_  
Secretary, Board of Trustees

**RESOLUTION ASA 04-14**

**APPROVAL OF REVISION TO POLICY 3.04  
STUDENT EDUCATION RECORDS PRIVACY AND RELEASE**

WHEREAS, a systematic review of institutional policies has been undertaken at the direction of the President in order to remove outdated policies, and to modify and update policies; and

WHEREAS, the current Policy 3.04 REV, Student Education Records Privacy and Release, has been in effect since March 11, 2011; and

WHEREAS, this policy has been reviewed and modified to remove language that is addressed in Policy 5.00, Policies and Procedures.

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves revision of Policy 3.04 REV, Student Education Records Privacy and Release, effective March 14, 2014.

(March 14, 2014)

Deemed as True and Correct	
<i>CRA</i>	<i>4-22-14</i>
Secretary, SSU Board of Trustees	Date

# Shawnee State University

SUBJECT: STUDENT EDUCATION RECORDS PRIVACY AND RELEASE	POLICY NO. : ADMIN CODE: PAGE NO.: EFFECTIVE DATE: NEXT REVIEW DATE: RESPONSIBLE OFFICER(S): APPROVED BY:	3.04 REV 3362-3-04 1 OF 1 3/14/14 3/14/17 VPSA BOT
---	---	--

1.0 The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, requires educational institutions to protect the privacy of student educational records and to ensure that students have access to their own educational records. As such, Shawnee State University will have a procedure and processes in place to ensure University compliance with FERPA's requirements. The procedure will include, but not be limited to the following: the method for informing students of their FERPA rights; and information regarding the campus locations of student educational records and the university officials who have authorized access to educational records. The procedure may also identify whether the University will have a student directory and if so, the type of student information that will be listed in such directory as well as the process for students to opt out of the directory.

History: 3.04Rev. 03/11/11; (Eff. 04/02/90)

Applicable Procedure: 3.04:1 Student Education Records: Privacy and Release

Certified as True and Correct	
<i>C. R. H.</i>	<i>4-22-14</i>
Secretary, SSU Board of Trustees	Date



INFORMATION ONLY

PROCEDURE TITLE:	STUDENT EDUCATION RECORDS: PRIVACY AND RELEASE
PROCEDURE NO.:	3.04:1REV
RELATED POLICY:	3.04REV
PAGE NO.:	1 OF 8
RESPONSIBLE ADMINISTRATOR(S):	REGISTRAR
EFFECTIVE DATE:	03/14/14
NEXT REVIEW DATE:	03/14/17
APPROVED BY:	PRESIDENT

1.0 BACKGROUND

- 1.1 The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, sets forth requirements designed to protect the privacy of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records.
- 1.2 A notice is delivered to students each semester via the MySSU official notification system to explain the rights of students with respect to records maintained by the University. It also outlines the University's procedures to comply with the requirements of the Act.
- 1.3 Copies of the Act, the Federal Regulations adopted pursuant to it, and this procedure are available for review in the Office of the Registrar, located in the Student Business Center.

2.0 DEFINITIONS

- 2.1 University Official (referred to in FERPA as "school official"). Faculty and staff of Shawnee State University who have a legitimate educational interest, including student employees or agents of the institution, if necessary to conduct official business, as authorized by the Registrar. Legitimate educational interest includes performing a task related to the regular duties of the employee or agent, the student's education, the discipline of a student, a service or benefit for the student, or maintaining the safety and security of the campus. Examples of appropriate access for University officials:

- 2.1.1 The Registrar has access to student grades.

Certified as True and Correct  
*CBH* 4-22-14  
Secretary, SSU Board of Trustees Date

- 2.1.2 The Dean of Students has access to disciplinary records.
- 2.1.3 The Bursar has access to billing records.
- 2.2 Education Record. Those records, files, documents, and other materials which contain information directly related to a student, and are maintained by any employee or agent of the University. The following categories of information are exempted and are not considered to be "education records":
- 2.2.1 Records made by University personnel that are in the sole possession of the maker and are not accessible or revealed to any other person.
- 2.2.2 Records maintained by the Department of Public Safety for law enforcement purposes.
- 2.2.3 Medical and counseling records used solely for treatment. (Medical records may be personally reviewed by a physician of the student's choice.)
- 2.2.4 Employment records.
- 2.2.5 Alumni records. Records pertaining to an individual while enrolled as a student continue to be considered education records.
- 2.2.6 Records of a deceased student.
- 2.3 All records pertaining to students which are maintained by University offices are Official University records, and as such, remain the property of the University.
- 3.0 RIGHT TO INSPECT AND REVIEW
- 3.1 Students are granted the right to inspect and review all of their education records, except the following:
- 3.1.1 Financial records of parents.
- 3.1.2 Confidential letters and statements of recommendations placed in education records prior to January 1, 1975.

Certified as True and Correct	
<i>CBH</i>	<i>4-22-14</i>
Secretary, SSU Board of Trustees	Date

- 3.1.3 Confidential letters and statements of recommendations for admission, employment, or honorary recognition placed in education records after January 1, 1975, to which students have waived their right of access.

#### 4.0 WAIVER OF RIGHTS OF ACCESS

Students may waive their right of access to confidential letters and statements of recommendation. Such waiver may be requested as part of the application process to a University graduate program or selective undergraduate program. All waivers must be made in writing. Even if the student signs a waiver, upon request, the names of all persons making confidential recommendations will be made available. Employees or agents of the University may not require a student to waive his or her right of access for receipt of University benefits or services.

#### 5.0 INSPECTION AND REVIEW

- 5.1 Requests to review records should be made directly to the office that maintains such records. That office has 45 days to respond to requests to review and inspect. However, arrangements will be made as expeditiously as possible.
- 5.2 Information contained in education records will be fully explained and interpreted to students by University personnel assigned to, and designated by, the appropriate office.
- 5.3 Students have the right to review only their own records. When a record contains information about more than one student, disclosure cannot include information regarding the other student(s).

#### 6.0 RIGHT TO CHALLENGE INFORMATION IN RECORDS - INFORMAL PROCESS

- 6.1 Students who believe that their education records contain information that is inaccurate, misleading, or inappropriate may discuss their problems informally with the custodian of the record. If the discussions result in a decision in favor of the student's request, the record custodian will amend the record accordingly. If not, the custodian will inform the student within a reasonable period of time that the record will not be amended, and explain the student's right to a formal hearing.
- 6.2 The right to challenge grades does not apply under this policy and procedure unless the grade assigned was inaccurately recorded, under which condition the record will be corrected. Students who have a grievance concerning a grade should follow the Academic Concerns process.

Certified as True and Correct	
<i>CRH</i>	<i>4-22-14</i>
Secretary, SSU Board of Trustees	Date

## 7.0 FORMAL HEARING TO CHALLENGE RECORDS

- 7.1 If the records matter was not able to be informally resolved, Students may request a formal hearing by submitting a written request for a hearing to the Registrar listing the specific information in question and the reasons for the challenge. The Registrar will forward the hearing request to the Vice President of the office that is responsible for maintaining the record.
- 7.2 The appropriate Vice President will appoint a hearing officer to review the complaint but such person will not have direct responsibility for the disputed record.
- 7.3 The grounds to challenge the content of the education records is limited to whether the information is inaccurate, misleading or in violation of the privacy rights of the student. Students may present relevant evidence and may, at their own expense, bring someone to assist, including an attorney.
- 7.4 The hearing officer will render a decision, in writing, noting the reason and summarizing all evidence presented within a reasonable period of time after the challenge is filed. Should the decision be in favor of the student, the record will be amended accordingly. The decision of the hearing officer is final.

## 8.0 RETENTION OF EDUCATION RECORDS

In accordance with the University's records retention policy and legal statutes governing retention, each record keeping office will establish and make available reasonable guidelines regarding the retention of student records.

## 9.0 RELEASE OF STUDENT EDUCATION RECORDS

### 9.1 Consent for Release Required

A signed consent must be obtained from students for the release of information from education records, specifying what is to be released, the reasons for release, and to whom, with a copy of the record sent to the student if he or she desires. A consent form may be obtained from the Registrar's Office.

### 9.2 Release without Consent

The requirement for consent does not apply to the following:

Certified as True and Correct	
<i>CBH</i>	4-22-14
Secretary, SSU Board of Trustees	Date

- 9.2.1 Requests from University Officials (see definition above) on a "need to know" basis.
- 9.2.2 Requests in compliance with a lawful subpoena or judicial order.
- 9.2.3 Requests in connection with a student's application for, or receipt of, financial aid.
- 9.2.4 Requests by State authorities and agencies specifically exempted from the prior consent requirements by the Act.
- 9.2.5 Information provided to organizations conducting studies on behalf of the University, if such studies do not permit the personal identification of students to any persons other than to representatives of such organizations and if the personally identifiable data is destroyed when no longer needed.
- 9.2.6 Information submitted to accrediting organizations.
- 9.2.7 Requests by parents or legal guardians of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954.
- 9.2.8 In the case of emergencies, the University may release information from education records to appropriate persons in connection with the emergency, if the knowledge of such information is necessary to protect the health or safety of a student or other persons.
- 9.2.9 To authorized federal officials who have need to audit and evaluate federally-supported programs.
- 9.2.10 The results of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime.
- 9.2.11 Requests for "directory information" (see below).
- 9.3 The University reserves the right to verify the accuracy of any information contained in what purports to be an official University document (e.g. a transcript or diploma) or is provided to a third party. In addition, degrees (any honors, majors, minors and specializations) are considered public information since they are conferred in a public ceremony.

Certified as True and Correct

Secretary, SSU Board of Trustees

Date

**10.0 RECORD OF DISCLOSURES FROM EDUCATION RECORDS**

Each University unit has an obligation to keep a record of requests and disclosures of student record information except when the request is from the student, a University official with a legitimate educational interest, someone requesting directory information, or related to a request with consent from the student. Students have the right to review this record of requests and disclosures of student record information.

**11.0 DIRECTORY INFORMATION**

11.1 Shawnee State University, in accordance with the Act, has designated the following information about students as public (directory) information:

11.1.1 Name

11.1.2 Address (local, home and university-assigned e-mail)

11.1.3 Telephone (local and home)

11.1.4 Program of Study (including college of enrollment, major and concentration)

11.1.5 Enrollment status (e.g. full-time, part-time, withdrawn)

11.1.6 Class rank (freshman, sophomore, etc.)

11.1.7 Dates of attendance

11.1.8 Degrees and honors awarded

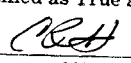
11.1.9 Previous educational agencies or institutions attended

11.1.10 Participation in officially recognized activities and sports

11.1.11 Weight and height of members of intercollegiate athletic teams

11.2 The Registrar will issue a notice at least once a year to notify students of their right to have this directory information withheld from the public if they so desire. Each student who wants all directory information to be withheld must so indicate by completing a Change of Information Form which can be obtained from the

Certified as True and Correct

 4-22-14  
Secretary, SSU Board of Trustees Date

Office of the Registrar. At least 10 days should be allowed for processing of these requests.

- 11.3 The University receives many inquiries for "directory information" from a variety of sources, including friends, parents, relatives, prospective employers, other institutions of higher education, honor societies, licensing agencies, government agencies, and the news media. Each student is advised to carefully consider the consequences of a decision to withhold "directory information." The University, in good faith, will not release directory information requested to be withheld, and any requests from persons or organizations outside the University will be refused unless the student provides written consent for the release.

## 12.0 COMPLAINTS, CONCERNS OR SUGGESTIONS

Any student who has reason to believe that the University is not complying with the Act or this policy should inform the Registrar in writing. The Registrar will promptly review all such allegations.

## 13.0 TYPE, LOCATION AND CUSTODIAN OF STUDENT RECORDS

- 13.1 Shawnee State University does not maintain education records in one central office. Education records are maintained in the various academic departments and student services offices of the University. Questions regarding individual student records should be directed to the appropriate location, as listed below. If the record is not listed below, contact the Office of the Registrar to identify its location.

Certified as True and Correct

*CRH* 4-22-14  
Secretary, SCU Board of Trustees Date

<u>RECORD TYPE</u>	<u>LOCATION</u>	<u>CUSTODIAN</u>
Admissions*	Office of Admission, University Center	Director
Athletics	Athletic Department, Rhodes Athletic Center	Director
Billing	Office of the Bursar, Student Business Center	Bursar
Disciplinary	Student Affairs, University Center	Dean of Students
Enrollment	Office of the Registrar, Student Business Center	Registrar
Financial Aid	Office of Financial Aid, Student Business Center	Director
Housing	Office of Residence Life, University Center	Director of Housing & Res Life

\*Currently enrolled and former students only. Applicants are not covered by FERPA.

History: Revises Procedure 3.04; 03/14/14 (Eff. 03/11/11)

Reviewed as True and Correct  
 [Signature] 4-22-14  
 Secretary, SSM Board of Trustees Date



**RESOLUTION F10-14**

**APPROVAL OF SHAWNEE STATE UNIVERSITY AND  
COMMUNICATION WORKERS OF AMERICA, LOCAL 4372,  
COLLECTIVELY BARGAINED AGREEMENT**

WHEREAS, in accordance with O.R.C. 4117, formal negotiating sessions were held with the University (SSU) and Communications Workers of America (CWA) resulting in the parties reaching a tentatively accepted agreement regarding wages, terms, and conditions of employment; and

WHEREAS, the tentative agreement was ratified in its entirety by the CWA membership; and

WHEREAS, the President recommends that the Board of Trustees approve the tentative agreement;

THEREFORE BE IT RESOLVED that the Board of Trustees approves the SSU/CWA collectively bargained agreement, effective November 7, 2013 through November 6, 2016, and extends its appreciation to the members of both negotiating teams.

(March 14, 2014)

Certified as True and Correct	
<i>CRH</i>	<i>4-22-14</i>
Secretary, SSU Board of Trustees	Date

**RESOLUTION F11-14**  
**APPROVAL OF AY14-15 STUDENT COURSE AND**  
**MISCELLANEOUS FEES**

WHEREAS, the Board of Trustees of Shawnee State University approves student course and miscellaneous fees that are charged by the University; and

WHEREAS, a review of these fees was performed and those deemed to require adjustments are identified on the attached Schedule; and

WHEREAS, the President recommends adoption of the proposed Schedule;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the AY14-15 course and miscellaneous student fee schedule, effective summer semester 2014.

(March 14, 2014)

certified as True and Correct
<i>CRH</i> <u>4-22-14</u>
Secretary, SSU Board of Trustees      Date



# Shawnee State

## UNIVERSITY

**2014-15 Academic Year**  
**Course and Miscellaneous Student Fees**  
*effective Summer semester 2014*

<b>Course Fees</b>	<b>AY 2013-14</b>	<b>AY 2014-15</b>
<b>Course Fees (per term)</b>		
Education Field Fee (EDU1)	\$294.00	\$294.00
Education Field Fee (EDU2)	\$147.00	\$147.00
Education Field Fee - includes edTPA assessment (EDU3)	\$594.00	\$594.00
Education Field Fee - includes edTPA assessment (EDU4)	\$447.00	\$447.00
Study Abroad Course Fee (CIPA)	\$120.00	\$120.00
<b>Course Fees (per credit hour)</b>		
Arts - Tier 1 (ART1)	\$7.00	\$7.00
Arts - Tier 2 (ART2)	\$15.00	\$15.00
Arts - Tier 3 (ART3)	\$25.00	\$25.00
Athletic Training (ATTR)	\$25.00	\$25.00
Business (BUSI)	\$10.00	\$10.00
Dental Hygiene (DTHY)	\$35.00	\$35.00
Education (EDUC)	\$15.00	\$15.00
Education, Graduate (MEUC)	\$20.00	\$20.00
Education, Graduate Curriculum & Instruction (MECI)	\$20.00	\$20.00
Education, Graduate Intervention Specialist (MEIS)	\$20.00	\$20.00
Emergency Medical Technology (EMTP)	\$20.00	\$20.00
Engineering Technologies (ENGT)	\$22.00	\$22.00
Exercise Science (SSES)	\$15.00	\$15.00
Health Care Administration (BUHE)	\$20.00	\$20.00
Humanities (HUMA)	\$3.00	\$10.00
Mathematics, Graduate (MTH1)	-	\$15.00
Mathematics, Graduate (MTH3)	-	\$35.00
Mathematics, Undergraduate (MATH)	\$15.00	\$15.00
Medical Laboratory Technology (MLTC)	\$20.00	\$20.00
Natural Science (NSCI)	\$20.00	\$25.00
Nursing, A.A.S. (ADNR)	\$20.00	\$25.00
Nursing, B.S. (BSNR)	\$20.00	\$20.00
Occupational Therapy Assistant (OTAT)	\$20.00	\$20.00
Occupational Therapy, Graduate (MOT)	\$75.00	\$75.00
Physical Education (SSPE)	\$5.00	\$5.00
Physical Therapist Assistant (PTAT)	\$20.00	\$20.00
Radiologic Technology (RDLT)	\$20.00	\$20.00
Respiratory Therapy (RPTT)	\$20.00	\$20.00
Social Science (SSCI)	\$10.00	\$10.00
Sports Management (SSSM)	\$15.00	\$15.00
University College - Developmental Math, Reading and Writing (UNC)	\$3.00	\$3.00

Miscellaneous Fees	AY 2013-14	AY 2014-15
<b>Application Fees</b>		
Health Sciences Programs	\$30.00	\$30.00
International Admission	\$40.00	\$50.00
<b>Budget Payment Plan Fee</b>	\$10.00	\$10.00
<b>Budget Payment Plan Late Fees</b> (max \$180.00/semester)		
Late first payment	\$60.00	\$60.00
Late second payment	\$40.00	\$40.00
Late third payment	\$40.00	\$40.00
Late fourth payment	\$40.00	\$40.00
<b>Credit by Arrangement Administrative Fee, Undergraduate</b> (per credit hour)	\$150.00	\$150.00
<b>Credit by Arrangement Administrative Fee, Graduate</b> (per credit hour)	\$150.00	\$150.00
<b>Credit by Exam Fee</b> (per course)	\$150.00	\$150.00
<b>Graduation Petition Fee</b> (per degree)	\$55.00	\$55.00
<b>Graduation Re-Petition Fee</b> (per degree)	\$10.00	\$10.00
<b>International Student Exchange Program (ISEP) Administrative Fee</b>	\$100.00	\$100.00
<b>International Student Exchange Program (ISEP) Tuition Differential</b>	varies by destination	varies by destination
<b>Late Payment Fee</b> (per semester) - if not on budget payment plan	\$180.00	\$180.00
<b>Matriculation Fee</b>	\$45.00	\$50.00
<b>Overnight Orientation Fee</b>	\$37.00	\$37.00
<b>Overnight Orientation Fee (same day registration)</b>	\$47.00	\$47.00
<b>Portfolio Evaluation Fee</b> (per submission) - A.T.S. degree only		
First Course (per program discipline)	\$150.00	\$150.00
Second and Subsequent Courses (same discipline)	\$50.00	\$50.00

Certified as True and Correct	
<i>CRH</i>	<i>4-22-14</i>
Secretary, SBU Board of Trustees	Date

## RESOLUTION F12-14

### MODIFICATION OF UNIVERSITY CAMPUS MASTER PLAN

WHEREAS, the University Campus Master Plan created in 1999 (updated 2009) establishes the campus perimeter and identifies current and projected campus properties and grounds; and

WHEREAS, periodic modifications to the Campus Master Plan are necessary and appropriate in order to be responsive to transitional and growth needs of the University; and

WHEREAS, the Shawnee State University Development Foundation (SSUDF) recently acquired properties located on Fourth Street in Portsmouth, Ohio intended for University utilization and are appropriate to be identified on the Campus Master Plan; and

WHEREAS, part of these properties are used currently and others are planned for future academic program expansion and operational purposes by the University;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the updated University Campus Master Plan to reflect the newly acquired properties owned by SSUDF.

(March 14, 2014)

Approved by Trustee and Correct	
<i>CRH</i>	<i>4-22-14</i>
Secretary of Trustees	Date

**RESOLUTION F13-14**

**ADOPTION OF  
SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION  
RESOLUTION 2014.2**

WHEREAS, in accordance with the bylaws of the Shawnee State University Development Foundation, the Board of Trustees of Shawnee State University must ratify SSUDF policies; and

WHEREAS, the attached Resolution 2014.2 was approved by the Shawnee State University Development Foundation on March 6, 2014; and

WHEREAS, this Resolution provides for the commemorative naming of property in accordance with established SSUDF policy;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby ratifies the SSU Development Foundation Resolution 2014.2;

THEREFORE BE IT FURTHER RESOLVED, the SSU Board of Trustees acknowledges and appreciates the significant contribution made by Vicky and Neal Hatcher that benefits the future growth of Shawnee State University.

(March 14, 2014)

Certified as True and Correct	
<i>CRH</i>	<i>4-22-14</i>
Secretary, SSU Board of Trustees	Date

**RESOLUTION 2014.2**

**Commemorative Naming**

The following action shall be deemed taken by the Shawnee State University Development Foundation upon vote by the Development Foundation Board and University Board of Trustees:

WHEREAS, the Development Foundation received an in-kind gift of \$3.3 million dollars in connection with a bargain sale transaction for the below referenced properties which were acquired for educational purposes; and

WHEREAS, the donor has requested a commemorative naming opportunity in acknowledgement of such gift; and

NOW, THEREFORE BE IT RESOLVED, at such time as the university occupies the building located on the property known as 1001 Fourth Street and 1005-1011 Fourth Street, Portsmouth, OH, such building shall be named HATCHER HALL.

Certified as True and Correct  
*CRH* 4-22-14  
Secretary, SSU Board of Trustees Date

# Shawnee State University


---

## Focused Strategic Plan

March 14<sup>th</sup>, 2014  
Brenda Haas  
Chris Shaffer

### Factors Which Must Influence Our Planning

- Chancellor's Plan
  - Increase Course Completion
  - Increase the Graduation Rate
  - Service to the Appalachian Region
- The Funding Formula
  - 50% Course Completion
  - 50% Degrees
- No later than June 30, 2014, every state university must submit to the Chancellor a Board of Trustees approved "Strategic Completion plan designed to increase the number of degrees and certificates awarded to students."



**FOCUSED STRATEGIC PLANNING TO INCREASE THE NUMBER OF SHAWNEE STATE GRADUATES**  
*A Guide for Shawnee State University Faculty, Staff, and Members of the Board of Trustees*

## Letter to Campus

2/11/14

For the past several years, the campus community has been... (text continues in small font)

**Shawnee State**

## The Webpage Team


<p><b>Academic</b> Dave Todd Brenda Haas Chris Kacir</p>	<p><b>Administrative</b> Chris Shaffer Elizabeth Blevins Jeremy Reed</p>
--	--

Certified as True and Correct

*[Signature]* 4-22-14  
Secretary, SSU Board of Trustees      Date



### Planning to Graduate More SSU Students



**Planning Process**

- Overview
- Who Are Our Students?
- Who Do We Retain?
- Who Do They Graduate?
- Who Do We Currently Do?
- What More Should We Be Doing?

**Planning News**

- Planning Process
- Planning News
- Ongoing Efforts
- Ohio's Workforce Needs
- Related Information

**Ongoing Efforts**

- Planning Process
- Planning News
- Ongoing Efforts
- Ohio's Workforce Needs
- Related Information

**Ohio's Workforce Needs**

- Planning Process
- Planning News
- Ongoing Efforts
- Ohio's Workforce Needs
- Related Information

**Related Information**

- Planning Process
- Planning News
- Ongoing Efforts
- Ohio's Workforce Needs
- Related Information

## The Webpage

- Planning Process
- Planning News
- Ongoing Efforts
- Ohio's Workforce Needs
- Related Information

## Planning Process

- Overview
- Who Are Our Students?
- Who Do We Retain?
- Who Do They Graduate?
- Who Do We Currently Do?
- What More Should We Be Doing?



Certified as True and Correct  
*CRH* 4-22-14  
 Secretary, SSU Board of Trustees Date

# Ongoing Efforts

**The Chancellor's Plan for Shawnee State University**  
 The plan was developed by Chancellor Dan Hoke in compliance with the 10th and 11th amendments and the 1992 and 1993 Legislative Acts. The plan is designed to guide the university's future development and operations. As part of the plan, the Chancellor will establish a number of committees and commissions to study and report on the university's future.

**SSU Retention Site**  
 A site selected to study factors in the past and present that affect retention at Shawnee State University. The site will be used to identify and address retention issues at Shawnee State University.

**Chancellor's Plan**  
 The plan was developed by Chancellor Dan Hoke in compliance with the 10th and 11th amendments and the 1992 and 1993 Legislative Acts. The plan is designed to guide the university's future development and operations. As part of the plan, the Chancellor will establish a number of committees and commissions to study and report on the university's future.

**Review of SSU Admission Statistics**  
 The university's admission statistics will be reviewed as part of the Chancellor's Plan. The review will include an analysis of the university's admission statistics and an assessment of the university's admission process. A report on the results of the review will be submitted to the Board of Trustees.

**Foundation for Success**  
 This is a joint venture for a collaborative effort between the university, Partnership for Learning, and the State of Ohio. The project is designed to improve the university's success in preparing students for the workforce.

**Complete College America**  
 Shawnee State University is a member of Complete College America, a national organization that promotes the completion of a four-year college degree by all students.

**BCSSE**  
 The Beginning College Survey of Student Engagement (BCSSE) is a national survey that measures the quality of student engagement at colleges and universities. Shawnee State University is a member of the survey.

**NSSE national survey of student engagement**  
 The National Survey of Student Engagement (NSSE) is a national survey that measures the quality of student engagement at colleges and universities. Shawnee State University is a member of the survey.

**Success Curriculum Update**  
 The university's success curriculum will be updated as part of the Chancellor's Plan. The update will include an analysis of the university's success curriculum and an assessment of the university's success curriculum process. A report on the results of the update will be submitted to the Board of Trustees.

**IPEDS**  
 The Integrated Postsecondary Education Data System (IPEDS) is a national data collection system that provides information on postsecondary education in the United States. Shawnee State University is a member of the system.

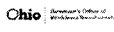
**TRIO Student Support Services**  
 The TRIO program is a federal program that provides support services to students who are economically disadvantaged, first-generation college students, or students with disabilities. Shawnee State University is a member of the program.

# Ohio's Workforce Needs


Certified as True and Correct  
*CRH* 4-22-14  
 Secretary, SSU Board of Trustees Date

### Ohio's Workforce Needs


One of our greatest challenges is to meet the needs of a rapidly changing economy. The state of Ohio has a unique path to growth, innovation and the projects we've included a variety of resources, information and projections.



**Ohio**  
Governor's Office of Workforce Transformation



**JobsOhio**



**Ohio MEANS Jobs**

**Governor's Office of Workforce Transformation**


Ohio's workforce is the backbone of our state's economy. The Governor's Office of Workforce Transformation is committed to ensuring that Ohio's workforce is prepared for the jobs of the future. We provide a variety of resources, information and projections to help you understand the state's workforce needs and how to meet them.

**JobsOhio**

JobsOhio is a one-stop resource for employers and job seekers. We provide a variety of services, including job search, training and career counseling. We also provide a variety of resources, information and projections to help you understand the state's workforce needs and how to meet them.


**Ohio Labor Market**

The Ohio Labor Market is a comprehensive resource for employers and job seekers. It provides a variety of services, including job search, training and career counseling. It also provides a variety of resources, information and projections to help you understand the state's workforce needs and how to meet them.



**United States Census Bureau**

United States Census Job Projections



**Interactive Attraction Cuts**

**United State Census Job Projections**

United States Census Job Projections

**Governor's Office of Workforce Transformation**

**JobsOhio**

**Ohio Labor Market**

**United State Census Job Projections**

**Interactive Attraction Cuts**

**United State Census Job Projections**

# Related Information

### Related Information



**White House Annual Report**

White House Annual Report



**Education Board**

Education Board



**Ohio**

Ohio



**Georgia State University**

Georgia State University



**The Chronicle of Higher Education**

The Chronicle of Higher Education



**College Career Center**

College Career Center



**College Skills Plus**

College Skills Plus

- ## Next Steps
- Continue to review input
  - Update webpage with data
  - Creation of draft plan
  - Review of plan
  - Board of Trustees Reviewed (May)
  - Approved plan submitted to the Board of Regents (June)

Certified as True and Correct

*CPH* 4-22-14

Secretary, SSU Board of Trustees      Date

Thank you

### Planning Process

- Overview
- Who Are Our Students?
- Who Do We Retain?
- Who Do We Graduate?
- What Do They Do After Graduation?
- What Are We Currently Doing?
- What More Should We Be Doing?

### Ongoing Efforts

- Student Success (Retention Site)
- Chancellor's Plan
- Review of SSU Admission Standards
- Foundation for Success
- Complete College America
- BCSSE
- NSSE
- Success Curriculum Update
- IPEDs
- TRIO
- Shawnee 20/20

Certified as True and Correct  
*NRH* 4-22-14  
Secretary, SSU Board of Trustees Date