

**BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE**

**February 11, 2022
9:00 a.m., Morris University Center 214**

1.0 Action Items

**1.1 Resolution F01-22
Approval to Extend Waivers of Undergraduate AY2022-23 Standard Tuition**

Dr. Jonica Burke, Vice President for Finance & Administration, will present Resolution F01-22 which extends waivers that reduce the standard undergraduate instructional and general rates through AY2022-23 for the following: College Credit Plus (non-public and homeschool students), Give Back Go Forward Program, and E-Campus (fully online) undergraduate courses, pending approval by the Chancellor of the Ohio Department of Higher Education.

**1.2 Resolution F02-22
Approval of New Standard Tuition Waiver for Fully Online Students in Certain Wiley Programs for AY2022-23**

Dr. Burke will present Resolution F02-22 which grants a waiver to reduce the standard undergraduate E-campus tuition rates for participants in the Tuitionmanager.com and WileyBeyond programs for AY2022-23.

**1.3 Resolution F03-22
Commemorative Naming of the C.H. Lute School of Business**

Mr. Eric Braun, Vice President for Advancement and Enrollment Management, will present this resolution to ratify SSU Development Foundation Resolution 2021-03, Commemorative Naming of the C. H. Lute School of Business.

2.0 Information and Reports

2.1 Dr. Burke will provide a Finance & Administration Executive Report including the University's mid-year financials.

2.2 Mr. Ballengee, Controller, will review the cash reserves investment portfolio.

2.3 Ms. Johnson, Executive Director Human Resources/Chief Diversity Officer, will review the 2nd quarter personnel activity.

2.4 Mr. Kotcamp, Director of Facilities, will review the status of construction projects.

RESOLUTION F01-22

APPROVAL TO EXTEND WAIVERS OF UNDERGRADUATE AY2022-23 STANDARD TUITION

WHEREAS, per §381.170 of Am. Sub. H.B. 110 of the 134th General Assembly, reductions of the standard undergraduate instructional and general tuition rates are allowable upon approvals by the Board of Trustees and the Chancellor of the Ohio Department of Higher Education; and

WHEREAS, Shawnee State University desires to continue the previously approved reductions of standard tuition rates by extending the waivers described below:

- 1) College Credit Plus (CCP) for non-public school and home-schooled students. CCP enrolled Students who are in non-public schools or are home schooled who do not receive funding under CCP due to state fiscal limitations for up to 30 credit hours each academic year are permitted to self-pay. This waiver extends the state-approved CCP rates to these students for AY2022-23.
- 2) Give Back Go Forward (GBGF) Program. The GBGF program provides undergraduate students the opportunity to earn a waiver of the standard tuition for one course each summer (3 credit hours) by completing 100 volunteer hours that directly support local area senior citizens.
- 3) E-Campus (fully online) Undergraduate Courses. This would extend the waiver of the standard tuition for e-campus undergraduate course tuition that would apply to all fully online students during AY2022-23 as follows:

THEREFORE, BE IT RESOLVED that the Shawnee State University Board of Trustees approves extending the above-identified waivers of standard undergraduate tuition, pending approval by the Chancellor of the Ohio Department of Higher Education.

(February 11, 2022)

RESOLUTION F02-22

APPROVAL OF NEW STANDARD TUITION WAIVER FOR FULLY ONLINE STUDENTS IN CERTAIN WILEY PROGRAMS FOR AY2022-23

WHEREAS, per §381.170 of Am. Sub. H.B. 110 of the 134th General Assembly, reductions of the standard undergraduate instructional and general tuition rates are allowable upon approvals by the Board of Trustees and the Chancellor of the Ohio Department of Higher Education; and

WHEREAS, the Shawnee State University Board of Trustees through Resolution F01-22 has approved a discounted tuition rate for AY2022-23 for e-campus undergraduate courses, pending approval of the Chancellor of the Ohio Department of Higher Education; and

WHEREAS, Wiley Educational Services, the online program manager with whom the University contracts, recently introduced new initiatives known as Tuitionmanager.com and WileyBeyond, through which Wiley partners with businesses and targets degree-seeking employees of these businesses while marketing Shawnee State for the learning opportunities it provides; and

WHEREAS, the President has approved offering a corporate tuition discount of 10% below Shawnee State's e-campus undergraduate tuition rate to students who enroll at the University through the Tuitionmanager.com or WileyBeyond programs, subject to approval by the Board of Trustees and the Chancellor of the Ohio Department of Higher Education, to wit:

THEREFORE, BE IT RESOLVED that the Shawnee State University Board of Trustees approves a 10% discounted undergraduate tuition rate for students who enroll through Wiley Educational Services' Tuitionmanager.com or WileyBeyond programs, and requests that the Chancellor of the Ohio Department of Higher Education approve an undergraduate tuition waiver of 10% below the e-campus undergraduate tuition rate to students who enroll at the University through either of these programs.

(February 11, 2022)



To: Wiley Education Services
Attn: Jocelyn Stiefel, Senior Director of Partner & Brand Marketing;
Christine Kirk, Partnership Director

From: Jeffrey A. Bauer, Ph.D., President, Shawnee State University


Re: Acknowledgement of Modification to Master Service Agreement

Date: December 16, 2021

I hereby acknowledge that I received and reviewed your memorandum dated November 29, 2021. I further acknowledge that effective January 31, 2022, Wiley Educational Services (Wiley) will be terminating Partner Plus Services and other services described in Exhibit F of the Master Service Agreement dated August 1, 2018 between Shawnee State University (Shawnee State) and Wiley, then known as The Learning House, Inc.

Shawnee State agrees that notwithstanding any language to the contrary in the aforementioned Master Service Agreement or any amendments thereto, (1) Wiley shall be permitted to terminate Partner Plus Services and other services described in Exhibit F, effective January 31, 2022, and (2) Wiley will not be required to provide notice by mail of the termination of these services.

With respect to your request for approval of the 10% tuition discount for TuitionManager.com and Wiley Beyond, the University confirms that it approves of the discount as it pertains to any graduate level programs that are provided through such programs. However, as a state university of Ohio, any undergraduate tuition discounts that Shawnee State offers are subject to approval of a waiver from the Ohio Department of Higher Education (ODHE). Therefore, my approval of the 10% discount for undergraduate programs provided through TuitionManager.com and/or Wiley Beyond is subject to future ODHE approval.


Jeffrey A. Bauer, Ph.D.
President, Shawnee State University

12/16/2021
Date

RESOLUTION F03-22

**COMMEMORATIVE NAMING OF THE
C. H. LUTE SCHOOL OF BUSINESS**

WHEREAS, the Shawnee State University Development Foundation (“Foundation”) approved the commemorative naming of a building at its December 10, 2021 meeting; and

WHEREAS, in accordance with Foundation Bylaws, this action taken via Resolution 2021-03 (copy attached) requires ratification by the University’s Board of Trustees; and

WHEREAS, the University’s Board of Trustees acknowledges and appreciates the significant contribution made by the Lute family that benefits the growth of the University;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby ratifies SSU Development Foundation Resolution 2021-03, Commemorative Naming of the C.H. Lute School of Business.

(February 11, 2022)

RESOLUTION 2021-03

Commemorative Naming of the C.H. Lute School of Business

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 a significant gift from the below referenced donor according to agreed upon terms and conditions; and

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

NOW, THEREFORE BE IT RESOLVED, the business school at Shawnee State University shall be named the C.H. Lute School of Business.

(December 10, 2021)

Shawnee State University
Finance & Administration Division Report
February 11, 2022

This report highlights major activities in the **Division of Finance & Administration**.

Bursar

- Continuing to implement and adapt procedures related to the new student administration software, J1
 - Improving the integration of the J1 data to the Oracle Bear Trax General Ledger system
 - Received additional training on the reporting capabilities of the system
 - Processing the tax forms for student aid/payments (1098-T) for 2021
 - Assisting campus departments with issues/questions about J1

Controller

- Continuing to monitor the current and projected cash needs of the University
- Monitoring and reporting on the availability and application of HEERF funding
- Assisting Procurement with the issuance of 2021 tax forms (1099s)
- Completion of the supplemental reporting of Fiscal Year 2021 financial performance:
 - Senate Bill 6 calculation for FY2021 and FY 2022 (second quarter)
 - Federal Department of Education (Ez Audit)
 - Moody's Financial Worksheet (University bond rating review)
 - Reporting of Disclosure Report to national municipal reporting system (EMMA)

Facilities

- Building Automation Upgrades (campus-wide)
 - Software, hardware, and network equipment is being upgraded to support new security platforms. This will enhance reliability, security, and efficiency.
- Children's Learning Center
 - New HVAC equipment is ordered and will be installed in the Spring/Summer of 2022. This new equipment will replace the original systems that are at the end-of-life. Improved reliability and efficiency will be realized when the project is complete.
- Smokestack Building (Department of Public Safety)
 - Concrete repairs and epoxy coatings will be completed in the basement area. Tuck-pointing and exterior water-proofing will also be completed as part of this project.

Human Resources

- Recruitment and selection procedures are under review, and will be updated to help advance the university's Diversity, Equity, and Inclusion (DEI) objectives.
- A selection process is underway for an employee-focused learning management system to fulfill strategic plan goals.
- HR is modifying and combining forms to streamline the hiring process.
- The team is also supporting the university Health Team with its COVID-19 response.

Information Technology

- SSU's efforts to upgrade campus WiFi in all buildings and greenspaces is a work in progress, with completion expected by the end of April 2022.
 - All 332 access points (indoors) that operate on the latest WiFi 6 protocol have been pre-configured, installed and are ready for operation on the new Shawnee WiFi network.
 - Transitioning to the new network will occur on an individual building basis so that events within the building are not disrupted. The Rhodes Athletic center is scheduled to go live first, followed by The Vern Riffe Center for the Arts and Clark Memorial Library.
- Parallel with the WiFi effort is the development of a new Facilities network for systems management and a comprehensive upgrade of core network switching in the SSU data centers and building data

communication rooms. As a result of this effort, SSU will also realize completion of several strategic plan projects, including:

- Completion of the Mobile Laptop Campus Initiative.
 - Reduction of SSU data centers to one data center (Krickler Hall) to consolidate computing resources with full generator backup for continuous operation.
 - Reduction of HVAC utilization in Massie data center to afford energy efficiencies in cooling and energy consumption.
 - Reduction of core network switching via the transition to Cisco Meraki Cloud Services.
 - Improved WiFi cloud security and administrative management for students, faculty, administration and guest access.
- IT Services is working closely with Facilities to coordinate building renovation efforts and continues to keep the campus abreast of weekly progress and scheduled outages as needed.

Institutional Budgeting

- Implementation of the Planning Budgeting Cloud Service (PBCS) module in the Oracle platform is complete and the software will be used for FY23 budget development.
- Impact analysis of spring enrollment on the FY22 operating budget is underway to support revised year-end projections.
- The Budget & HR Governance Committee is meeting monthly, with a current charge of informing the university's budget and personnel planning, including:
 - Aligning resource allocation with the priorities of the strategic plan.
 - Establishing budget parameters, including enrollment assumptions, tuition rates and structures, staffing strategies, etc.
 - management and Prioritizing major initiatives (infrastructure, technology, staffing) to ensure prudent fiscal institutional success.

Public Safety

- Safety Grant
 - The grant will cover new equipment to enhance peace of mind for faculty, staff, and students, and provide stronger security at large and high-profile events.
 - Funds are expected to be released by the Controlling Board in March.
 - New equipment covered by the grant will include:
 - Cameras and camera server upgrades and additions
 - Walkthrough scanner
 - Bag scanner
 - Automated External Defibrillators (AEDs)
 - ID Card Printer
 - Two golf carts for less expensive transportation around campus
- Safety Week
 - DPS will partner with the Student Programming Board on a Safety Week in September. Safety Weeks have not been possible since the start of the pandemic.
- DPS continues to prioritize Community Policing to build relationships with the campus community and enhance everyone's feelings of safety.

Risk/Safety, Procurement and Contract Services

- Risk Management – Currently working on the FY23 property and casualty insurance renewal with the Inter-University Council of Ohio (IUC) Insurance Consortium.
- Safety – Completing the 2021 PERRP 300AP work-related injury/illness report for the Ohio Bureau of Workers Compensation (BWC). SSU had two reportable injuries in 2021, one of which is a lost-time.
- Procurement – Finalizing a change to the Purchasing Card procedure which will establish hard deadlines for reconciling PCard transactions. This will support more accurate and timely budget status reporting.

- Accounts Payable - Completing the annual PERS report. The department has processed 3,300+ invoices since July 1.
- Contracts – Ongoing management of approximately 470 active contracts, 266 of which are affiliation agreements. There are 43 contracts in the review/approval process.

FY22 Consolidated Operating Budget Status

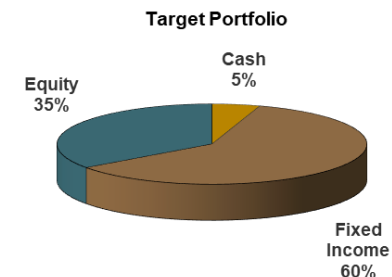
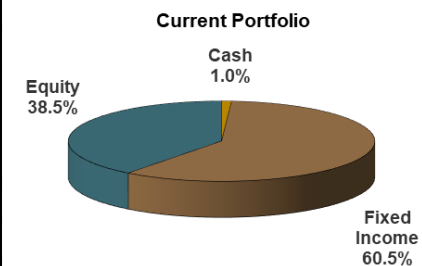
	Consolidated Budget	Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals	Consolidated Actuals	% Variance	\$ Variance
Revenue								
State Funding	\$18,449,259	\$4,612,317	\$4,612,317	\$1,151,064	\$0	\$10,375,698	-43.8%	(\$8,073,561)
Tuition & Student Fees	\$29,278,948	\$14,624,660	(\$86,662)	\$11,460,688	\$0	\$25,998,687	-11.2%	(\$3,280,261)
Scholarship	(\$5,547,909)	(\$2,659,938)	(\$77,648)	(\$2,173,358)	\$0	(\$4,910,944)	-11.5%	\$636,965
Transfers In	\$0	\$0	\$0	\$750	\$0	\$750		\$750
Other Income								
Commissions	\$551,000	\$34,896	\$40,454	\$15,236	\$0	\$90,587	-83.6%	(\$460,414)
Grants	\$211,250	\$63,465	\$53,962	\$10,549	\$0	\$127,976	-39.4%	(\$83,274)
Miscellaneous Revenue	\$525,000	(\$317)	\$160,534	\$11,763	\$0	\$171,981	-67.2%	(\$353,019)
Service Fees/Memberships	\$240,000	\$87,625	\$61,204	\$29,736	\$0	\$178,565	-25.6%	(\$61,435)
Ticket Sales/Rentals	\$462,998	\$161,265	\$126,193	\$129,714	\$0	\$417,173	-9.9%	(\$45,825)
Other Income Total	\$1,990,248	\$346,935	\$442,348	\$196,998	\$0	\$986,281	-50.4%	(\$1,003,967)
Revenue Total	\$44,170,546	\$16,923,974	\$4,890,355	\$10,636,143	\$0	\$32,450,472	-26.5%	(\$11,720,074)
Expense								
Compensation								
Benefits	(\$9,600,033)	(\$1,900,973)	(\$2,134,466)	(\$832,483)	\$0	(\$4,867,922)	49.3%	\$4,732,111
Salaries	(\$23,410,078)	(\$3,706,387)	(\$6,050,648)	(\$1,604,089)	\$0	(\$11,361,124)	51.5%	\$12,048,954
Compensation Total	(\$33,010,111)	(\$5,607,360)	(\$8,185,114)	(\$2,436,572)	\$0	(\$16,229,046)	50.8%	\$16,781,065
Non-Compensation								
Equipment	(\$844,086)	(\$387,779)	(\$913,539)	(\$71,964)	\$0	(\$1,373,282)	-62.7%	(\$529,196)
External Pro Services	(\$1,000,231)	(\$170,499)	(\$302,702)	(\$60,796)	\$0	(\$533,997)	46.6%	\$466,234
Information/Comm/Shipping	(\$879,657)	(\$295,979)	(\$174,568)	(\$82,353)	\$0	(\$552,900)	37.1%	\$326,757
Maintenance & Service Contracts	(\$3,041,671)	(\$1,075,360)	(\$865,601)	(\$167,882)	\$0	(\$2,108,843)	30.7%	\$932,828
Meal Plan Expense	(\$1,475,547)	(\$175,530)	(\$727,607)	(\$121,157)	\$0	(\$1,024,294)	30.6%	\$451,253
Miscellaneous Expense	(\$1,419,005)	(\$620,800)	(\$108,687)	(\$195,894)	\$0	(\$925,380)	34.8%	\$493,625
Supplies	(\$1,092,182)	(\$158,676)	(\$155,784)	(\$80,370)	\$0	(\$394,829)	63.8%	\$697,353
Travel	(\$566,424)	(\$40,477)	(\$100,541)	(\$34,474)	\$0	(\$175,493)	69.0%	\$390,931
Utilities	(\$1,429,175)	(\$266,848)	(\$296,506)	(\$184,479)	\$0	(\$747,833)	47.7%	\$681,342
Non-Compensation Total	(\$11,747,978)	(\$3,191,947)	(\$3,645,533)	(\$999,370)	\$0	(\$7,836,850)	33.3%	\$3,911,128
Expense Total	(\$44,758,089)	(\$8,799,307)	(\$11,830,647)	(\$3,435,942)	\$0	(\$24,065,896)	46.2%	\$20,692,193
Total	(\$587,543)	\$8,124,667	(\$6,940,293)	\$7,200,201	\$0	\$8,384,576	1,527.1%	\$8,972,119

Shawnee State University

Asset Allocation – As of January 31, 2022



Asset Class	Market Value	% of Assets	Target %
Cash Equivalents			
TIAA Cash Deposit Account	\$88,075	1.0%	
Total Cash Equivalents	\$88,075	1.0%	5.0%
Fixed Income			
Fixed Income Separately Managed Account	\$3,463,341	40.6%	
Vanguard Short Term Bond Index Fund	\$829,957	9.7%	
DFA Inflation Protected SEC Fund	\$439,666	5.2%	
PIMCO 1-5 Year U.S. TIPS Index Fund	\$421,875	4.9%	
Total Fixed Income	\$5,154,839	60.5%	60.0%
Domestic Equity			
TIAA-CREF Large Cap Growth Index Fund	\$982,564	11.5%	
TIAA-CREF Large Cap Value Index Fund	\$1,043,438	12.2%	
Vanguard Mid Cap Growth Index Fund	\$177,679	2.1%	
iShares Russell Mid Cap Value ETF	\$195,741	2.3%	
TIAA-CREF Small Cap Blend Index Fund	\$238,499	2.8%	
Cohen & Steers Real Estate Fund	\$46,322	0.5%	
Vanguard REIT Index Fund	\$66,727	0.8%	
Total Domestic Equity	\$2,750,970	32.3%	29.0%
International Equity			
iShares Core MSCI EAFE ETF	\$310,286	3.6%	
Harding Loevner Institutional Emerging Markets Fund	\$144,897	1.7%	
iShares MSCI EAFE Small Cap ETF	\$77,220	0.9%	
Total International Equity	\$532,403	6.2%	6.0%
Total Equity	\$3,283,373	38.5%	35.0%
Total Portfolio Market Value	\$8,526,287	100.0%	100.0%



2nd QUARTER - PERSONNEL ACTIVITY REPORT

February 11, 2022

New Hires

- Administrative
 - Jeremy Brown, Admissions Associate, effective October 01, 2021
 - Sonya McCain, Lab Coordinator, effective October 04, 2021
 - Terry Noel, Data Integration Engineer, effective October 11, 2021
 - Kaleb Kendall, Marketing Content Creator, effective October 18, 2021
 - Noel Payne, Assistant Director of DEI, effective November 11, 2021
 - Jasmine Currie, College Credit Plus Administrator, effective December 06, 2021

Change of Status

- Administrative
 - Amanda Hedrick, Director of Campus Partnerships & Center for Lifelong Learning, effective August 01, 2021
 - Tiffany Keller, Police Sergeant, effective October 23, 2021
 - Douglas Shoemaker, Veterans & Community Service Coordinator, effective December 06, 2021

Departures

- Faculty – Retirement
 - Janice Johnson, Associate Professor, School of Business, effective December 30, 2021
- Administrative – Resignations
 - Eric Ramaekers, Coordinator (Veterans Services), effective October 09, 2021
 - Michelle Patrick, Coordinator (Disability Services), effective December 03, 2021

CAPITAL PROJECTS STATUS REPORT

January 31, 2022

Library/CFA HVAC Renovation - \$2.2M - Capital

- Includes replacement of all pneumatic and obsolete DDC controls in both buildings. A new generator will be installed in the CFA and will be sized to provide emergency power for both the CFA and Library. All new VAV boxes will be installed in the CFA. Multiple air handlers will be replaced in the Library.
- Contractor selected; material ordered; work began December, 2021.

Kricker Innovation Hub - \$3.4M (est.) - EDA Grant/Capital/Private

- Project approximately 60% complete.
- Project delayed approximately 60-90 days due to material and manpower shortages; working with architect and contractor to validate new schedule.

Gateway and Third Street Development - \$3M (est.)

- A new campus gateway will be developed as well as a plan to reopen Third Street between Gay and Waller Streets. This will include traffic calming strategies, incorporate bicycle traffic, landscape features, and pedestrian crossings.
- Site survey complete; design development started.

Campus Master Plan Update - \$150,000 - Capital

- This project will update and revise previous master planning efforts. The 2017 campus assessment will be used to prioritize projects for infrastructure updates. The plan will include all initiatives in the Shawnee at 40 Strategic Plan.
- Architect interviews to begin mid-February, 2022.