

**SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**Meeting Minutes  
March 9, 2012**

**Swearing In of New Trustee**

Chairperson Dan Mooney administered the oath of office to new trustee, Robert (“Bob”) Howarth and presented him with a lapel pin and welcomed him to the Board. Mr. Mooney said that Mr. David Lodwick had agreed to serve as a mentor for Mr. Howarth to assist him as he assumes his new duties as a trustee. A round of applause followed.

**Call to Order**

Chairperson Mooney 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: Dr. Gail Ball, Ms. Melissa Higgs-Horwell, Mr. Robert Howarth, Mr. David Lodwick, Mr. Dan Mooney, Mr. Gary Paine, Dr. Rita Roberts, Ms. Elizabeth Seif, and Mr. Christopher Aaron Shaw

Members Absent: Ms. Kay Reynolds, Mr. Matthew Allard

**Approval of the March 9, 2012 Agenda**

Dr. Ball moved and Dr. Roberts seconded a motion to approve the March 9, 2012 agenda. Without discussion, the Board unanimously approved said agenda.

**Approval of the January 20, 2012 Board Meeting Minutes**

Ms. Higgs-Horwell moved and Ms. Seif seconded a motion to approve the January 20, 2012 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

**Committee Reports**

**Academic and Student Affairs Committee – Ms. Elizabeth Seif**

Ms. Seif reported on behalf of the Academic and Student Affairs Committee that included one action item and several information items.

**Action Items*****Resolution ASA03-12, Rescission of Policy 3.01 (1/22/90) Ohio Residency Determination***

Ms. Seif moved approval of Resolution ASA03-12, Rescission of Policy 3.01 (1/22/90) Ohio Residency Determination. This policy is no longer necessary because Ohio Revised Code, Section 3333.31, addresses the determination of residency. Dr. Roberts seconded the motion.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Dr. Roberts, Ms. Seif

Nays: None

**Information Items**

Dr. David Todt, Provost and Vice President for Academic Affairs reported on the following faculty retirement notifications and their years of service:

Dr. Janna Gallaher, Professor, Department of Engineering Technologies (21 years)  
Dr. Larry Lonney, Assistant Professor, Department of Natural Sciences (23 years)  
Dr. Dan Moore, Professor, Department of Business Administration (24 years)  
Dr. Scott Oliver, Professor, Department of Natural Sciences (35 years)  
Mr. William Penn, Associate Professor, Dept. of Engineering Technologies (35 years)  
Dr. George Trampe, Associate Professor, Department of Natural Sciences (35 years)

The total service equivalent for these six faculty is 173 years. The Committee thanked them for their dedication to their students and the University.

Mr. Aaron Shaw, President of the Student Government Association (SGA), reported that membership to SGA is increasing, and that 4 SGA representatives attended the Ohio Student Government Association Regional Conference in February. Currently, SGA is working with facilities to place bike racks in various parts of campus, addressing concerns with food services, and the possibility of making stamps and envelopes available at the visitor desk in the University Center. SGA will be hosting *Evening of Honors* on Thursday, March 29<sup>th</sup>. This is a ceremony that recognizes student academic success. SGA awarded organizations additional funding to attend regional or national conferences, planned a late-night club fair, and simplified club application processes. Concerns regarding the final exams schedule were presented to Dr. Todt and the Deans for their consideration. SGA reviewed safety and health concerns in the Athletic Center, and evaluated student perspective in regards to smoking on campus. SGA continues to promote the student activities website, Orgsync, which allows for better communication between SGA and the student organizations as well as the organizations with its members.

Mr. Matt Matthews, Coordinator, Multicultural Student Affairs, reported on University activities held during Black History Month. These activities included Speaker Elder B. Wayne McLaughlin who spoke of the early years marching with Dr. Martin Luther King Jr. Author Bruce Watson spoke about the 1964 Civil Rights movement that led to the Voting Rights Act of 1965. A presentation was also given on the history of Black Masonry in Portsmouth, Ohio and

in the United States. Other presentations included the first elected Black Coroner in the United States, Dr. James F. Scott, from Portsmouth Ohio, and many other local residents were recognized for their commitment to community service and scholarship programs. The month-long programming concluded in SSU students, community members from local Black churches, and a local children's performing group participating in a "Gospel Fest". All events were well attended by members of the Shawnee State University community and surrounding community.

### **Education Session**

Ms. Shannon Lawson, Assistant Professor, Department of English and Humanities and Director of the Teaching and Learning Center, reported on the role and activities of the Center. She provided an overview of the historical development of the Teaching and Learning Center (TLC), current professional development initiatives, and future plans.

### **Finance and Facilities Committee – Dr. Gail Ball**

Dr. Ball reported on behalf of the Finance and Facilities Committee and presented five action items and several information items.

### **Action Items**

#### ***Resolution F07-12, Records Management, Retention, and Disposal Policy 5.34 and Records Retention Schedule Template***

Dr. Ball moved approval of Resolution F07-12, Records Management, Retention, and Disposal Policy 5.34 and Records Retention Schedule Template. This action is required to maintain compliance with the Ohio Revised Code, Section 149.33 which requires all public colleges and universities to maintain a system for the management and retention of records. Mr. Lodwick seconded a motion.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Dr. Roberts, Ms. Seif

Nays: None

#### ***Resolution F08-12, Approval of AY12-13 Undergraduate Tuition Schedule***

Dr. Ball moved approval of Resolution F08-12, Undergraduate Tuition Schedule. The undergraduate tuition is a critical component that sustains the viability of SSU's undergraduate instructional needs, student service programming, and institutional operations. The President had recommended applying the full percentage increase permitted under H.B. 153 in the amount of 3.5% to SSU's prior year's undergraduate tuition schedule. Mr. Paine seconded the motion.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Dr. Roberts, Ms. Seif

Nays: None

***Resolution F09-12, Approval of AY12-13 Graduate Tuition***

Dr. Ball moved approval of Resolution F09-12, Approval of AY12-13 Graduate Tuition. SSU offers quality graduate programs and strives to contain costs to provide affordable graduate program options within the region. A review of the University's graduation tuition reveals that an increase of 3.5% continues to maintain the University's competitive position for comparable graduate programs. The President recommended that the prior year's graduate tuition rates be increased by 3.5%. Dr. Roberts seconded the motion.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Dr. Roberts, Ms. Seif

Nays: None

***Resolution F10-12, Approval of AY12-13 Miscellaneous Fees***

Dr. Ball moved approval of Resolution F10-12, Approval of AY12-13 Miscellaneous Fees. State law requires that the Board of Trustees approve all student fees charged by the University. Minimal changes were proposed to the miscellaneous student fees in the University's ongoing effort to contain these types of fees. The President recommended adoption of the changes to the attached Miscellaneous Fee Schedule. Ms. Seif seconded the motion.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Dr. Roberts, Ms. Seif

Nays: None

***Resolution F11-12, Approval of FY2012-2013 Student Residential Housing and Meal Plan Rates and 2012 Summer Rates for Student Housing***

Dr. Ball moved approval of Resolution F11-12, Approval of FY2012-2013 Student Residential Housing and Meal Plan and 2012 Summer Rates for Student Housing. Residential housing and food service operations are self-supporting and charge rates that are comparable with similar operations or contractual in order to generate revenue sufficient to cover actual and planned costs. An increase of 3.5% from the prior year's rates was proposed for University housing and Student Residential Housing for the 2012 summer term. The AY2012-2013 meal plan rate increase of 4% is derived based upon contractual provisions. The AY2012-2013 communication fee that will be assessed to students residing in residential student housing is deferred pending the completion of a cost/benefit analysis. The President has directed the continued examination of the University's housing rate structure and communication fee, and recommended the proposed increased. Mr. Lodwick seconded the motion.

Mr. Mooney abstained due to a possible business conflict.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Howarth, Mr. Lodwick, Mr. Paine, Dr. Roberts, Ms. Seif

Nays: None

Abstain: Mr. Mooney

### **Information Items**

For the period of January 1, 2012 through February 15, 2012, the following changes in personnel were processed:

- Appointments/Resignations: Ms. Caroline “Grace” Hatfield was appointed to Admission Officer and Ms. Hetty Phillips resigned as Lead Teacher at the CLC. Three security officers whose positions changed to Police Officers include: Nicholas Broughton, Corey Fischer, and Tiffany Keller.
- Three faculty members and three administrators submitted notices of retirement (processed within the reporting period).
  - The retiring faculty members are: Dr. Janna Gallaher (Professor of Computer Engineering Technologies) effective June 1, 2012, Dr. Dan Moore (Professor of Business) effective May 1, 2012, and Mr. William “Bill” Penn (Associate Professor of Computer Aided Design and Drafting) effective June 1, 2012.
  - The retiring administrators are: Ms. Connie Salyers Stoner (Director of Library) effective May 1, 2012, Dr. Barbara Bradbury (Dean of Students) effective June 1, 2012, and Mr. Eustace “Matt” Matthews, (Coordinator of Multicultural Student Affairs) effective June 1, 2012.

The University’s investment performance report revealed gains in January and early February offsetting the heavy losses experienced early in this fiscal year. With this positive adjustment, the portfolio has realized a 1.19% gain in the amount of \$156,757 for the reporting period (July 1, 2011 – February 19, 2012).

The Capital Status Report included information on the following:

- The Smokestack Building renovation is complete and was occupied by the Department of Safety January 20, 2012.
- The Fine Arts Boiler replacement project is now complete and operational.
- Efforts to determine the best utilization of space continues for the Administration Building renovation project. Capital funds were released for planning purposes.

- The Governor's proposed capital budget will likely include an allocation of capital funds to begin the Founders Plaza Project in FY13 pending legislative approval.

The preliminary FY13 general fund revenue projections are based upon the assumptions of (1) flat enrollment over AY2011-12, and (2) increase of 3.5% increase in AY12-13 tuition and fees (undergraduate and graduate).

FY13 state funding is anticipated to increase by nearly 2.0% over FY12 budget. Revenue generated by tuition & fees is projected to increase by less than 1.0%. Revenue from other sources is expected to decline by 3.3%. The total projected FY13 general fund revenue budget is expected to increase by 1.20% over FY12 budget.

The FY13 Auxiliary & Agency revenue is projected to increase by just over 3% over the FY12 budget.

The FY11 Senate Bill 6 (SB6) ratio measures the fiscal health of higher education institutions in Ohio and is required by law. The composite score is derived from calculations that consider such factors as an institution's net income, debt, and reserve status. The Ohio Board of Regents recently released the FY11 ratios for all Ohio public universities. SSU's FY11 composite score increased from 3.70 for FY10 to 4.00 for FY11.

Discussion was held concerning the reporting of investment value changes throughout the fiscal year to the Board of Trustees. Revenue generated by all sources of interest income received will continue to be reported as Interest Income. The investment market value changes experienced throughout the fiscal year will be noted at the bottom of the report as information for EOY financial statement purposes.

### **Education Session**

President Morris led a discussion with Committee members regarding strategies needed for a more effective approach in the adoption and revision of new and existing University policies. The discussion provided direction for a fundamentally different system designed to respond to the complex issues within the University setting.

Earlier in the meeting, the Committee engaged in a discussion about fees and charges that could be applied against a student's account for operational and student-related reasons.

### **President's Report**

President Morris announced that, per the Board's request, a Trustees' Award for the Celebration of Scholarship has been created and funded. Chairman Mooney will present the award for the first time later this month.

President Morris reported that next week, discussions will begin with the Ohio Board of Regents staff and the Office of Budget Management about the Chancellor's desire for a plan to "wean" Shawnee State University from the supplement.

President Morris also reported that Shawnee State University has received notification of its reaccreditation by the Higher Learning Commission and she shared a copy of the reaffirming letter with the Board, and for the minutes. She reported that this news will be coupled with the release in a few weeks of a "Tool Kit for Continuous Improvement" that makes accessible to campus units recently developed resources available through the Office of Institutional Effectiveness and provides a roadmap for units that want to enhance their current continuous improvement efforts.

Dr. Terrance MacTaggart has agreed to serve as the facilitator for the Board's retreat on June 22-23, 2012. In the next few weeks, President Morris will speak with Dr. MacTaggart and AGB staff about the "charge" the Board gave him and to work out the details of his travel. She gave each Trustee a copy of his resume, a copy of which is included in the minutes.

President Morris introduced Mr. Bob Trusz, Assistant Vice President for Enrollment Management and Director of Admissions, who gave a presentation entitled "Recruiting Future Bears: Enrollment Management at Shawnee State University," a copy of which is included in the minutes.

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

None.

### **New Business**

Mr. Mooney appointed a Nominating Committee consisting of Mr. Lodwick and Dr. Ball and asked them to report back at the next Board meeting on May 4 with nominations for the positions of Board Chair and Board Vice Chair.

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

None.

### **Other Business**

Mr. Mooney reminded Board members to complete and return their Financial Disclosure Statements before the required deadline of April 16.

Ms. Seif recognized the SSU's Gaming Programs for being named #7 in Princeton Review's List of Top Ten Undergraduate Schools to Study Video Game Design for 2012. She said this was quite an honor and indicative of the high-level of education provided by Shawnee State University.

Mr. Lodwick questioned whether SSU monitors radon gas and carbon monoxide. Mr. Mooney reported that he had learned from President Morris that while Ohio Revised Code does not drive any practices or inspections related to radon and carbon monoxide levels except in residence halls, Shawnee State does do occasional radon testing and is developing a schedule for regular testing at targets throughout campus. Carbon monoxide levels are monitored in residence halls and the Children's Learning Center or in any areas where someone sleeps and has plans to install monitors around the pool and other areas where there is routine combustion including the boiler rooms, labs that utilize natural gas and the President's Home which utilizes natural gas.

### **Executive Session**

Mr. Paine moved and Dr. Ball seconded a motion to move into Executive Session to discuss collective bargaining matters.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Dr. Roberts, Ms. Seif

Nays: None

The Board moved into Executive Session at 2:39 p.m.

The Board returned from Executive Session at 3:29 p.m. and returned to Regular Session.

### **Adjournment**

The Board was adjourned by acclamation at 3:30 p.m.

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Chairperson, Board of Trustees

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Secretary, Board of Trustees