

## Minutes

October 29, 2018

4:00 PM

University Faculty Senate

Shawnee State University

### 1. Call to Order

UFS President Marc Scott called the meeting to order at 4:05 p.m.

### 2. Roll Call:

Secretary Jennifer Napper recorded the attendance (as follows):

Linda Hunt, Cathy Bailey, Sarah Minter, Mich Nyawalo, Phil Blau, Gene Burns, Tom Piontek, Tony Ward, Adam Miller, Dan Johnson, Amy Grau, Georgeann Kamer, Mikel Stone, Barb Warnock, Virginia Pinson, Isabel Graziani and all officers (Marc Scott, Kyle Vick, Jim Reneau, and Jennifer Napper). SGA representative Haley Bigham was also in attendance.

### 3. Minutes: Motion to approve March minutes was seconded by Tom Piontek.

Approved by acclamation.

### 4. Agenda: Motion to approve agenda was seconded by Sarah Minter. Approved by acclamation.

### 5. Remarks from the UFS President:

We have a full agenda, and I have a number of information items to share with the Senate. However, I want to take a minute to address some of last week's traffic on the Faculty listserv. There was reference to a website known for peddling conspiracy theories, disinformation, and outright lies. As faculty members we're certainly free to express ourselves and engage in academic work free of interference. However, speaking purely from my perspective, academic work is *work*. It should entail careful vetting of sources and balancing of perspectives. I don't typically buy butterfly effect arguments, but I do think an environment in which misinformation is freely shared creates spaces in which some feel emboldened to act. In the headlines last week and over the course of the last few years, we've seen individuals commit violence as a result of misinformation and conspiracy theories that have at their root racism, sexism, homophobia, and this last weekend anti-Semitism. I mention this not to chill freedom of expression over email, but to encourage my colleagues to call out questionable sources and uphold both the values of freedom of expression *and* the value our profession places on rigorous and honest debate.

- The Board of Trustees met on Friday, October 12<sup>th</sup> and during its meeting the following was discussed or approved:
  - The BOT approved a resolution closing the institution over Spring Break. The administration is anticipating savings from reduced energy usage and from lower payroll costs, although some staff will be needed over the break. This will take effect this coming Spring break.
  - The university has authorized another round of the voluntary retirement incentive plan and human resources issued a call for participants shortly after the BOT meeting.
  - The university budget has not been finalized at this point. The university has firmer revenue numbers, but they do not have finalized expense figures.
  - During the ASA committee, the Provost reported that HLC representatives commented on the high faculty participation during the site visit. We should have a report from the reviewers sometime in mid-November.
  - We anticipate having 12 new international students from China as a result of CIPA's partnership with South China Normal University.
  - Our current enrollment (FTE) is 2909, which is a 9% drop from last academic year. Housing is at 75% occupancy. The Residential Life office is looking to increase non-traditional occupancy.
  - There was discussion about the university's recruitment plan (Vice President Braun will present similar information to the Senate today).
- Calendar Committee. There was conversation about summer sessions and the length of summer sessions for Learning House and non-Learning House programs. There appeared that there would be two five-week, one ten-week, and two seven-week sessions. There was a little discussion about revising the block schedule, but no decisions were made.
- ADA group. As I mentioned over email in the last couple weeks, the President is seeking a revision to the Shared Governance Committee Structure Agreement that would place more emphasis on enrollment management (recruitment, enrollment, retention, and graduation). Faculty previously serving on the ADA committee have asked that the ADA committee be reconstituted, and after speaking with the President, that group will be re-formed soon.
- Prior Learning Assessment event on October 26<sup>th</sup>. On Friday of last week, I attended an event in Columbus that trained people to use the ODHE's rubric for evaluation Prior Learning portfolios. Some schools, particularly community colleges and some four-year institutions, like the University of Cincinnati have ramped up their PLA efforts. Currently, our PLA policy includes a portfolio option for students enrolled in the Associate of Technical Studies and students can also obtain college credit for prior

learning through proficiency examinations, College Level Examination Program (CLEP), and Advanced Placement (AP). There are a number of restrictions that are spelled out on the Admissions website.

- SAGA conversations. At our April meeting, we approved a resolution affirming the rights of Transgender Students and Employees, and a criticism I received about that resolution is that it was, after all, *only* a resolution. As a result of those conversations I had with faculty members, I reached out to the President of SAGA, the Sexuality and Gender Acceptance Student Group and we had a frank conversation about what faculty might do to make the institution more welcoming to transgender and LGBTQ students. We discussed pronoun usage for transgender students, ally training, and faculty participation at SAGA events. I also spoke with the Director of the Women's and Gender Equity Center about events faculty can attend or become involved in that can support our LGBTQ students. A short sampling includes the following and I'll follow up with an email to faculty:
  - SaFER Zone Training for Faculty and Staff—Friday, November 16<sup>th</sup>, UC214 1-2. Training will also take place on Thursday, November 29<sup>th</sup>, UC 214, 1-2.
  - Family Connect Thanksgiving Potluck—November 20<sup>th</sup>, 12-2, East Ballroom, LGBTQ+ and allies only
  - Family Connect Movies + Board Games—November 20<sup>th</sup>, 6-8pm, East Ballroom, LGBTQ+ and allies only
  - Transgender Candlelight Vigil—November 20<sup>th</sup>, 9 pm, LGBTQ+ and allies only
  - SAGA Drag Show on Thursday, November 29<sup>th</sup> at 8:00pm in UC Ballroom.

That concludes my report. We can discuss any questions or comments the senate might have on these issues. We'll have additional information items in the Executive Committee report.

- 6. Treasurer's Report:** Treasurer Jim Reneau reported on expenditures to date as well as the end of year report for AY 17-18. The budget was overspent the last academic year by \$6.70. The Shannon Lawson Award for \$150 is listed in the current academic year budget, but will soon be moved to the 17-18 academic year. The reports are attached to the minutes. Motion to approve report was seconded by Dan Johnson. No discussion. Approved by acclamation.

## 7. Administrative Reports

**Interim-President Bauer's report:** 6 weeks ago, the university was experiencing an enrollment decline, \$6 million deficit, a review from the Higher Learning Commission, faculty negotiations were underway, and we were in the middle of a

failed recruitment strategy which left us with the belief that we wouldn't be able to turn things around for the following fall. The president at the time was looking to "right-size" the university to an institution of around 2700 students. This would mean a significant reduction in staff of 50-70 employees, most of whom would have been full time faculty, to be have been effective December 31. On September 14, the Board of Trustees accepted the resignation of President Rick Kurtz. This allowed the remaining administrative leaders the opportunity to draft a different direction for the institution. However, the \$6 million deficit was still looming and the Board of Trustees informed the administration during the last meeting, that they still expect this deficit be reduced to \$3 million by the end of this fiscal year.

The administration is trying to accomplish this reduction through reorganization, not fulfilling vacancies, a small number of layoffs of nonfaculty personnel, and a reduction in noncompensation expenditures. We are currently about halfway to meeting these goals at this point and time. In December, we'll have a mid-fiscal year report that will give us a reference point allowing us to gauge how far we've come and how far we still need to go this fiscal year to meet our goals. As well as how far we'll need to go for next fiscal year.

Along with the Board's financial goals, they also asked the administration to produce an enrollment plan. A plan that would contain metrics so that they could measure and follow the progress of the institution and how we were performing against targets.

The first round of administrative reorganization was completed by the president and the vice presidents. This plan was presented to the board at the October 12<sup>th</sup> meeting. The goal of the reorganization was to achieve significant structural cost savings for the institution and to realign functions and create greater efficiencies. A division was eliminated along with a vice president and a dean's position.

Administrative responsibilities and reporting for several areas were also moved. Student Affairs and Activities, Counselling, and Registrar are now reporting to the provost. In order to offset those added responsibilities to the provost, other areas were moved from under the Provost to the University College Dean. This is for administrative purposes and does not remove responsibility or authority of faculty senate committees, like the Honor's Advisory Committee, to follow through with their responsibilities. Dr. Nyawalo has done a great job with the Honor's Program, this restructuring is not a reflection on him. The administration is looking at the Honor's Program as an area of growth, something that will be

university-wide and hopefully help with some of the recruitment needs in the future.

As far as our current situation, Dr. Bauer is very optimistic about the University's future. He thinks we will achieve the growth and academic excellence and financial stability that we are seeking. He also commented that everyone needs to chip in to help in this effort. For the last few weeks he has seen some extraordinary contributions by university personnel. Some staff was reassigned to assist in recruitment efforts and they are already making a huge impact. There are no promises that our numbers will increase next fall, but there are many things going on that are putting us on a much better path towards stabilizing our enrollment and possibly some growth. There are some faculty who have already made some great contributions, like Marc Scott, Mich Nyawalo, and Kimberly Inman to name a few. Science night that is coming up at the end November, these are great events that are going to nothing but good things for the institution.

Dr. Bauer ended with saying that we've come a long way in six weeks. We still have difficult times ahead, but he feels the future is bright for Shawnee State. He asks for our continued support and patience; it is going to take some time to get where we want to be.

## **8. Announcements from Senate floor:**

### **Announcements from Marc Scott:**

Larry Lonny passed away a few weeks ago. He was a strong advocate for faculty and he stayed informed and engaged on Shawnee State University issues long after he retired in 2012. He stayed active in the community and volunteered much of his time to Sierra's Haven. I ran into him frequently at Market Street café where he read his paper, drank his coffee, and ate a pastry; he always had words of encouragement and thoughtful suggestions for improvement the role of faculty at the institution. He will be missed.

## **9. Committee and Director Reports**

### **a. Executive Committee Reports:**

**OFC Report.** Kyle Vick reported on the OFC meeting that took place on Friday, October 12 in Columbus, OH. The highlight of the meeting was the Technology and Commercialization Award was presented by Chancellor.

They also discussed a teaching and effectiveness white paper that they have been working on. They are collecting information on what different campuses do to provide resources for instruction, like the Teaching and Learning Center on our campus. The purpose of the white paper is to produce a resource that they can

provide to legislators when they ask for information about what colleges and universities are doing to improve teaching. One issue that came up was that resources are made much more readily available to tenure track faculty compared to those that are nontenure track, including part time faculty. For instance, one barrier for nontenure track faculty, is that many times they are offered during business hours making it difficult for them to take advantage of these resources. There are plans to discuss how these barriers can be overcome.

Marc Scott mentioned that he has shared the white paper with Pat Spradlin and she's gotten a few ideas from what other institutions are doing with regard to professional development.

**10. Unfinished Business:** Textbook cost reduction initiatives.

Marc Scott: The inclusive access program began this Fall and the bookstore anticipates students will save roughly \$73,000 as a result of the program. Inclusive access is a program in which students pay their textbook costs upfront through their course fees and they have access to their materials on the first day of the term. Fourteen classes are participating in the pilot this year.

Jen Napper: I opted for inclusive access with one of my courses this fall and have had a very positive experience. The instructor is given a master access code that they supply to the student on the first day of class. The student accesses the content by logging into Blackboard and entering the code through the application for the publisher. They have access to all of the materials, including the ebook, homework (if applicable), videos, study areas, and much more. Of all of the courses that adopted inclusive access this fall, there was a 100% participation by students. Students do have the option to opt out within the first two weeks of the semester to get a refund.

Mikel Stone: Do they have limited access, does it only last for a semester?

Jennifer Napper: They do have limited access to the texts but for those courses that use the same text for two semesters, I think that they can get access for both semesters. It is a limitation that they can't take the text book with them for a reference once they finish the course. In those situations, and for those students that prefer a paper book, I suggest that they get an older version of the text for much cheaper.

Gene Burns: Do the students have to sign up for the program before the class starts and pay the fee?

Jennifer Napper: No, the fee is automatically charged as a course fee. They pay it when they pay tuition. All of the students are charged the fee when they register for the course.

Gene Burns: Is it given back to them if they opt out?

Jennifer Napper: Yes, if they opt out, they get refunded.

Jeff Bauer: They have 15 days from the beginning of the semester to opt out.

Dan Johnson: So, they have to actively opt out?

Jennifer Napper: That's right.

Tony Ward: If they opt out, they are going to pay more for the text book.

Isabel Graziani: They can get a used book that's much cheaper than the ebook.

Jennifer Napper: Only sometimes, with my class I have online homework for the class, so it works out a lot cheaper for the students.

Dan Johnson: So, it always involves ebooks?

Jennifer Napper: Yes.

Gene Burns: Is it open to all classes now?

Jennifer Napper: Yes. If you are interested, you can get in contact with Melissa Rucker at the bookstore.

Jeff Bauer: There are some stipulations on inclusive access. The cost has to be less than the book store rental cost in order for it to be eligible for inclusive access.

Gene Burns: Is someone going to send something out to promote this program and give further information?

Jennifer Napper: I'll ask Janet Stewart to send out more information to faculty.

Jeff Bauer: Melissa Rucker has a list of titles that are eligible for inclusive access. Textbook affordability is an important issue at the state level. Our Barnes & Noble contract is up this year and we have the option to go to a virtual book store. Other institutions here in Ohio have already done this, like Miami. This could potentially provide more savings.

Question: If we have a virtual book store would we still have a merchandise store on campus.

Jeff Bauer: Yes, you can still have a store on campus for merchandize. They just don't supply books.

## 11. New Business

### a. Recruitment Plan presentation:

Eric Braun, Vice President of Advancement & External Affairs, reported to the Senate. Vice President Braun started out by thanking the senate and faculty in general for all of their recent ideas, dialog, and cooperation. With all of the changes that took place since the start of the semester, they've had less than four weeks to assess the admissions office and really starting into a plan.

We face challenges in Ohio, especially in competing with larger schools in the state. In 2017, if you divide the number of students that stay in state to go to college by the total number of institutions, that gives roughly 253 students per institution as first-time freshman. Which could be a cause for concern with private institutions, however we are one of 14 public schools. There is a downward trend of high school graduates in the next few years. President Bauer referenced President Kurtz's "right size" student body of 2700 students earlier in the meeting. If all things stayed equal and we followed the projected number of high school graduates in the state, we'd land with a number of around 2750 students in two or three years. However, that's not really where we want to be.

The overall response is to develop a comprehensive strategic enrollment plan with key progress indicators (KPIs) looking at long term situation analysis. This will allow us to not just look at how to get students here next fall, but also look more long term, 5 or six years down the road. How we can target elementary, middle school students, as well as Sophomores and Juniors.

New markets for nontraditional students are key. The only growing market in Ohio is the nontraditional students. It used to be traditionally our base, we were traditionally nontraditional. However, we have moved away from this population in the last several years and we need to reclaim our share of this market.

The primary challenges for fall 2019. The market continues to present a wide range of alternatives. We've got the hottest job market since 1946 right now. It's a challenge to get students to look past the immediate gratification of a good paying job with a high school degree. We have limited resources to commit to growth. Lastly, we are very late to this recruitment cycle. July, August, and September are the key months in the recruitment cycle and we're getting in on the tail end.

Primary advantages. First generation students are our market and the completion rates and attendance rates are still very low in those populations, which indicates that we have room for growth and improvement. We have attractive pricing and



do very well for first generation students. We have also significantly increased our marketing and recruiting capacity.

Strategies for fall 2019. We need to increase the market share of traditional-aged students in the primary market. The last several years we intentionally moved out of the immediate local market because we thought we had that pool of students all sewn up. So, efforts were more concentrated on areas further from away. But the reality is that we've seen a dramatic drop off in enrollment from local students. We're optimistic that we can correct that.

We are creating new markets of students in Kentucky and West Virginia. Less than 50 students have matriculated to Shawnee State from West Virginia in the entire history of the institution. This gives us a great opportunity. In our area, there is a large number of students who just don't go to college. Another strategy is to increase the college-going rate in the local area. In addition, we're doubling-down on attractive pricing over private institutions. We have competitive outcomes at an unbelievably low price. We're also going to get hyperactive in our marketing and recruiting.

The application process is also being streamlined. Applying online, coordination with the programs on campus, taking online payments, delivering admission decisions quickly are among some of the prospects to make the application process have less barriers.

The number of and experience of recruiters have also been increased. We've gone from 3 to 8.5 in a matter of just a few weeks. The most important thing is the experience factor. They are putting individuals with 5+ years' experience with the institution out in the field. They have an affinity for the institution and know it well.

The recruiters are also being actively managed on a day-to-day basis. Their goals are examined daily. When they come back from the field, they are asked questions like: What are the barriers you've run into? Who is saying no? Why are they saying no? How can we fix any of these problems? Admissions also wants to employ faculty and staff volunteers and alumni.

The territories for recruiters have also been broken down into more manageable areas. The recruiters have been in the field for about 2.5 weeks now. The neighboring PALS counties (Pike, Adams, Lawrence, and Scioto) have been expanded to include their neighboring county (8 total) to constitute a focused area of recruitment. There is a total of 55 high schools in this "tier one" area. In addition to each recruiter's designated territory, they are also assigned 4-6 of these

high schools. They are tasked with meeting the superintendent, principal, guidance counsellor, etc. to develop a relationship with them.

We've invested in a travel program and calling program. Recruiters are in the field and calling referral sources. Going to college fairs and increasing off-campus visits. Also getting alumni volunteers to do admissions events. Financial aid is a large gap in terms of converting students. First generation students have no idea how expensive it is to attend college. They are working on a program to expand financial aid literacy outreach programs. Lastly, they are prioritizing building relationships with high schools especially in the tier-one area. There are a lot of opportunities there.

They are managing their recruiters but still giving them some freedom to determine their own strategies for their assigned schools. They are in the field and know what works best. They want to customize as much as we can. They've created a position that specifically deals with coordinating on campus activities. This gives recruiters the chance to invite potential students to various events on campus. They are going to be reaching out faculty to look at new strategies to enhance campus visits. Things like, lunch with students, mock classes, Showcase Days, etc. They have found that if a student comes to campus there's an 81% chance that they will apply and enroll here.

They want to be in touch with students throughout the application process: thank them for applying, ask if they have questions, speak to parents, congratulate them on being admitted. They are setting up a call center with students and staff, so they can make these types of contacts all day.

Ruffalo Noel Levitz (RNL) has been consulting on processes and procedures. Biggest thing they are doing for us is a prospect search. We have 100,000 names that we did not have in prior years that are targeted on ACT lists. They are also working on a forecast tool which will help us project what the fall 2019 class will look like this spring.

We've dropped in the number of inquiries over the couple of years. However, our conversion rate is quite high, it was 91% in 2018. The conversion rate will most likely drop in the next year because we are trying to hit a lot more people. The number of applications was 3363 in 2014, spiked to 3403 in 2016, and was 3019 in 2018. We're admitting about  $\frac{3}{4}$  of the students. We're actually bringing in about  $\frac{1}{3}$  of those students. The last two years we required a deposit once the student was admitted, that number went from 741 in 2017 to 694 in 2018. We ended up with 705 students enrolling in 2017 and 609 in 2018. Our capture rate is very high because we don't have a big funnel on the front end.

Our goals for Fall 2019:

| Funnel Stages   | Actual 2018 | 2019 Goals | 2020 Goals | % Change 2019 vs. 2018 |
|-----------------|-------------|------------|------------|------------------------|
| Inquiry         | 3296**      | 5000**     | 5500**     | +50%                   |
| Conversion Rate | 91%         | 80%        | 75%        |                        |
| Applications    | 3019        | 4000       | 4125       | +27%                   |
| Admit Rate      | 74%         | 75%        | 75%        |                        |
| Admit           | 2233        | 3000       | 3100       | +34%                   |
| Yield Rate      | 27%         | 33%        | 34%        |                        |
| Enrolled        | 609         | 1000       | 1054       | +64%                   |
| Capture Rate    | 88%         | 90%        | 90%        |                        |

Compared to last year, we are trailing in number of applications for September and October, up until two weeks ago, which coincides with when the recruiters were deployed into the field. October and November are big application months. As of right now, we have 70% of the total number of inquiries needed to meet our 2019 goal. This number jumped up in the last two weeks due to the 100,000 names that were purchased, and information pushed out to them. This should turn into more applications that we did not have in the past. However, at this point we are at 38% of the number of applications and 24% of admits needed to meet our 2019 goals. We are 7% up in number of admits compared to this time last year.

Vice President Braun stressed throughout the presentation that we aren't out of the woods yet. Much work is still needed to be done to bring our enrollment numbers up. He mentioned that he would be happy to update the slides as we move through the recruitment season.

Marc Scott: It would be nice to see updates at every senate meeting.

Jim Reneau: A two-minute presentation of the last few slides to let us know where we would be fabulous.

Linda Hunt: Is this taking into account the online learning students?

Vice President Braun: No, there are no online applications are included here.

Dan Johnson mentioned that he hadn't seen any information about faculty volunteers and recruiting.

Vice President Braun: There's two things he'd like to do:

- Have a forum for an open dialog about recruiting
- Questionnaire that was sent out to faculty, they are going to meet and discuss the responses.

**b. Enrollment Management Plan Presentation:**

Due to time constraints, this item was tabled until the next senate meeting. President Bauer did comment on a few things. One thing that makes Dr. Bauer optimistic is that all of the new recruiting activities discussed by Vice President Braun, were not occurring in the past. It's not the only reason for the decline in enrollment, but it is one of the more important reasons why we are not competitive with other institutions. Other institutions in the region aren't doing that bad, and one of the reasons is that they are employing certain types of strategies in their recruitment of students that other institutions aren't.

The online programs are a separate idea. The projections supplied by The Learning House for our online numbers are really looking at a year or two down the line. Even though we're launching programs in the spring, we won't see a significant impact on our enrollment for at least another 1-1.5 years.

The shared governance document that was signed by the faculty senate president and university president in spring 2017, outlined a set of 6 presidential action teams. The faculty senate had representation of three members per team. The general reaction of faculty who have served on these action teams was that they were pretty useless. The action teams were very large and cumbersome and became report out meetings where members are just informed about what is going on. Not really making recommendations to anyone. The intention of the restructuring is to fix this problem. Dr. Bauer is asking that all faculty consider engaging in a different type of committee structure. Pairing them down to six committees with no more than 7-10 members on each committee with 1-2 faculty members. He expects each committee to come up with a set of 1-3 action projects that they will incorporate into the strategic enrollment plan for the university.

We haven't really had a strategic enrollment plan, and many institutions do not. It covers everything from recruitment, marketing, admissions, retention, completion, and alumni services. The importance of this is not to only have coverage of all of these areas, but so that those parts of the institution are

integrated and work with one another. He'd like to see the institution develop a strategic enrollment plan, over the course of the next six months, which will incorporate some of the things that are already taking place as well as adding in new strategies.

In the next meeting he will map out the structure of the shared governance committees and discuss how decisions will be made. Also, how we can make the strategic enrollment plan more of a continuous improvement plan. Something that we could go back to and review it on an annual basis to determine the successes and failures and bring in additional action projects to help us along the way.

**c. Shared Governance Committee Procedure discussion:**

Marc Scott: I emailed faculty a couple weeks ago about proposed changes to the Shared Governance Committee Structure Agreement. The President approached me at the beginning of October and we discussed a revision to the Shared Governance Committees. The president wanted to change the focus of the committees and train more of their attention on enrollment management. The president also wanted to reduce the overall size of the committees, which would have the impact of increasing the proportion of faculty members serving on those committees, even if we may have one less seat at the table.

I spoke with the UFS Executive Committee and we were in agreement that some committees should retain the same number of seats and have a *higher* proportion of faculty representation. We felt that this was particularly important with respect to the Academic and Student Affairs committees. I've also suggested to the president that the committee focusing on enrollment management and recruitment should include three faculty members because we have faculty doing much good work on recruitment and their expertise would be invaluable on that committee.

The changes would not remove the requirement that committees should have faculty co-chairs. That will be retained.

Faculty members serving on these committees reported not being able to attend the meetings due to schedule conflicts and there was not much effort made to work with faculty's schedule. That has to change.

Dan Johnson: Seems like shrinking the size of the committees is always good. It makes individual people's voices matter more. He's like to see it closer to 7 than 10.

Jim Reneau: The optimal team size is 7. He feels strongly that if there are only 2 faculty representatives to a committee, that both colleges should be represented. If there are 3 members, then an at-large member or a member from University College should be the third person. This type of representation would take into consideration the different needs of the different constituency groups of the university.

Gene Burns: Could you go through the new committees?

Marc Scott: Senior and Strategic Leadership, Budget Steering Team, Enrollment Management, Academic Affairs, Student Affairs, and Facilities and Technology Planning. Marc's email from 10/19/18 has more information regarding these committees.

Dan Johnson: Are these committees really not all that different from what we previously had?

Jeff Bauer: Strategic Enrollment Committee is replaced by Enrollment Management Committee. We had two Budget Committees, a Budget Advisory Committee and a Budget Steering Committee, faculty had no representation on the Steering committee which was the decision-making group. There is some overlap but we didn't have a separate Student Affairs Committee before.

Cathy Bailey seconded the motion to approve these changes.

Phil Blau expressed concern over spreading the University College faculty too thin by requiring them to be on all of these committees.

Motioned passed with 1 abstention.

**d. Approval of new Curriculog forms (Policy/Procedure/Resolution; course; Program):**

Motion to take up this agenda item was seconded by Tom Piontek. There was no discussion. Passed unanimously.

**e. Faculty Recommendation on Revision to Smoking Policy (BOT 5.08)**

Marc Scott: There were a range of opinions on the idea of changing the university's smoking policy. I included the responses I received on Curriculog. Some faculty would prefer the institution become a smoke-free campus. The provost shared with me that her discussion with SGA yielded the same suggestion. We had a number of faculty members that might be supportive of creating smoking areas as long as there's shelter available for people who smoke. There was a larger group who supported the enforcement of current smoking

policies which require that smoking not take place within 50 feet of a building entrance.

- **Faculty Messages Supporting a Ban: 6**
- **Faculty Messages Supporting Enforcement of Current Policy: 7**
- **Faculty Messages Supporting Proposal for Smoking Areas: 4**
- **Faculty Messages Supporting other Proposal: 2**

Provost Becky Thiel: This proposal came through SGA. They really want to make campus a smoke free environment. It is hard to police the designated smoking areas. There's not enough security to enforce it. There are only four campuses not smoke free (ODHE website), and we are one of them. We don't need to take a vote at this time. The state could tie our funding to being smoke-free in the future and there may even be impacts on health insurance costs. The provost is going to look into this further.

Comments: This policy could affect enrollment on both sides. Also, should a policy include vaping?

This issue was tabled until the November meeting.

#### **f. Curricular Items:**

Linda Hunt made a motion to bundle items 1-33 and was seconded by Tom Piontek. Passed unanimously.

No discussion on any of the items.

Phil Blau made a motion to pass all items in the bundle seconded by Mikel Stone. Bundle was passed unanimously.

**12. Adjournment:** Motion to adjourn the meeting was seconded by Cathy Bailey at 5:20 p.m.

**Shawnee State University  
University Faculty Senate  
Treasurer's Report**

**As Of:** 2018-10-26  
**Budget Period:** 2018-2019  
**Budget Accounts:** 10-1010-30-10042-\*

| Object       | Description            | FY Budget       | Committed | Obligated | Other<br>Consumption | Expenditures  | Consumption | Budget<br>Balance | Expended % |
|--------------|------------------------|-----------------|-----------|-----------|----------------------|---------------|-------------|-------------------|------------|
| 66199        | Miscellaneous          | 1,581.83        |           |           |                      |               |             | 1,581.83          |            |
| 64104        | Rental                 |                 |           |           |                      |               |             |                   |            |
| 56101        | Other Professional Svc |                 |           |           | -150.00              | 150.00        |             |                   |            |
| 62101        | Travel                 |                 |           |           |                      |               |             |                   |            |
| 61007        | Misc Supplies          |                 |           |           |                      |               |             |                   |            |
| 62110        | Mileage                |                 |           |           |                      |               |             |                   |            |
| <b>Total</b> |                        | <b>1,581.83</b> |           |           |                      | <b>150.00</b> |             | <b>1,581.83</b>   |            |

**Notes:** The \$150.00 charge should not have been posted to 56101 in 2018-19. A previous year charge (Shannon Lawson Award) for 2017-2018 was posted after the cutoff. It is being corrected with a -150.00 in "Other" while the university reverses the charge from 2018-19 and returns it back to 2017-18. Once it is corrected it will be removed from this report.



Sheet1

**Respectfully Submitted**  
**James M. Reneau – Treasurer UFS**

**Shawnee State University  
University Faculty Senate  
Treasurer's Report**

**As Of:** 2018-10-26  
**Budget Period:** 2017-2018 EOY  
**Budget Accounts:** 10-1010-30-10042-\*

| Object       | Description            | FY Budget       | Committed | Obligated | Other<br>Consumption | Expenditures    | Consumption     | Budget<br>Balance | Expended %    |
|--------------|------------------------|-----------------|-----------|-----------|----------------------|-----------------|-----------------|-------------------|---------------|
| 66199        | Miscellaneous          | 787.50          |           |           |                      | 450.00          | 450.00          | 337.50            | 57.1%         |
| 64104        | Rental                 |                 |           |           |                      | 350.00          | 350.00          | -350.00           |               |
| 56101        | Other Professional Svc |                 |           |           | 150.00               | 300.00          | 450.00          | -450.00           |               |
| 62101        | Travel                 | 900.00          |           |           |                      | 194.74          | 194.74          | 705.26            | 21.6%         |
| 61007        | Misc Supplies          |                 |           |           |                      | 152.09          | 152.09          | -152.09           |               |
| 62110        | Mileage                |                 |           |           |                      | 97.37           | 97.37           | -97.37            |               |
| <b>Total</b> |                        | <b>1,687.50</b> |           |           |                      | <b>1,100.00</b> | <b>1,694.20</b> | <b>-6.70</b>      | <b>100.4%</b> |

**Notes:** An additional \$150 should have been posted to 56101 for a Shannon Lawson Award for 2017-2018. It is being shown in "Other" while the university reverses the charge to 2018-19 and returns it back to 2017-18

**Respectfully Submitted**  
**James M. Reneau – Treasurer UFS**