SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES

Meeting Minutes
January 16, 2015

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. Melissa Higgs-Horwell, Ms. Hartop, Mr. Robert Howarth, Mr. Jack McCoy, Ms. Kay Reynolds, Mr. Scott Williams, Ms. Chelsey Ferry, Ms. Marlee Martin

Members Absent: Mr. Gary Paine

Approval of the January 16, 2015 Agenda

Mr. McCoy moved and Ms. Reynolds seconded a motion to approve the January 16, 2015 agenda. Without discussion, the Board unanimously approved said agenda.

Approval of the November 14, 2014 Board Meeting Minutes

Mr. Williams moved and Mr. McCoy seconded a motion to approve the November 14, 2014 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

Committee Reports

Academic and Student Affairs Committee – Mr. Scott Williams, 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.

<u>Action Items</u>

Resolution ASA01-15, Approval of 2014-2015 Graduates

Mr. Williams moved and Ms. Reynolds seconded a motion to approve Resolution ASA01-15, Approval of 2014-2015 Graduates. Mr. Williams said Dr. Alan Walker, Interim Provost and Vice President for Academic Affairs, presented Resolution ASA01-15, which requires annual

action by the Board of Trustees to approve the granting of degrees and certificates to all candidates whose eligibility for graduation is confirmed by the Office of the Registrar.

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

Nays: None

Information Items

Mr. Mark Moore, Registrar, presented the Fall 2014 Commencement Report. There were 120 Bachelor Degrees awarded with 45 in the College of Professional Studies, 71 in the College of Arts and Sciences, and 4 in the University College. There were 71 Associate Degrees awarded with 53 in the College of Professional Studies, 14 in the College of Arts and Sciences, and 4 in the University College.

Mr. Moore also presented the Enrollment Comparison Report for the first day of spring 2015 as compared to spring 2014. Headcount (total students enrolled) for spring 2015 is 3,894. This is 96 more students than spring 2014 and represents a 2.5% increase. The FTE (full time equivalent) for spring 2015 is 3,180. This represents a 4.9% decrease from spring 2014.

Mr. Bob Trusz, Vice President for Student Affairs, reported on Spring Orientations. There were two orientations held, one December 11th with 70 students attending and one on January 7th with 53 attending, for a total of 123.

Mr. Trusz also presented the Spring Semester Housing Occupancy Report. Overall, Housing is at 86.9% occupancy.

Ms. Kayla Radak, Advertising Chair of the Student Programming Board, reported on planned events by the SPB which include: Homecoming Activities, Clean up Portsmouth, and events for Springfest Week. The SPB is still using software to track student attendance at SPB programs.

Education

Dr. Phil Blau, Professor, Department of Mathematical Sciences, gave an overview of the Essential Learning Outcomes (ELO) recently developed at SSU. Dr. Becky Thiel, Acting Associate Provost, also presented an overview of Collegiate Learning Assessment (CLA+) and how it measures ELO's. CLA+ is used by over 700 institutions, with eleven of those being in Ohio. A pilot will be run in spring 2015 with 100 randomly selected graduating seniors.

Mr. Williams exited the Board meeting at 1:35 p.m.

Finance and Administration Committee – Mr. Jack McCoy, Vice Chair

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

Finance and Administration Committee did not have a quorum for its meeting and all action items were reviewed by the Committee and are being presented to the Board of Trustees for approval.

Action Items

Resolution F01-15, Update of Policy 4.78Rev., Identity Theft/Red Flag Rules

Mr. McCoy moved and Ms. Reynolds seconded a motion to approve Resolution F01-15, Update of Policy 4.78Rev., Identity Theft/Red Flag Rules. Mr. McCoy said that under a systematic review of institutional policies that has been undertaken at the direction of the President in order to remove outdated policies and to modify and update policies, Policy 4.78Rev, was last reviewed and approved by the Board in 2009 and is being updated to provide for the monitoring of these rules to determine the University's obligations as it relates to current and future business practices. Mr. McCoy said Resolution F01-15 was submitted to the Committee for review and recommended to the Board of Trustees.

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

Nays: None

Resolution F02-15, Approval to Rescind Policy 4.71, Voice Communications

Mr. McCoy moved and Mr. Howarth seconded a motion to approve Resolution F02-15, Approval to Rescind Policy 4.71, Voice Communications. Mr. McCoy said Policy 4.71 is no longer relevant to the current technologies used on campus and the various responsibilities for managing voice communications, security systems, and data are defined in the appropriate departments' position descriptions. Mr. McCoy said Resolution F02-15 was submitted to the Committee for review and recommended to the Board of Trustees.

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

Nays: None

Resolution F03-15, Shawnee State University Development Foundation Member Appointments

Mr. McCoy moved and Ms. Reynolds seconded a motion to approve Resolution F03-15, Shawnee State University Development Foundation Member Appointments. Mr. McCoy said this resolution identifies new Shawnee State University Development Foundation Board members and Officers nominated and approved at its November 6, 2014 SSUDF Board meeting. Mr. McCoy said Resolution F03-15 was submitted to the Committee for review and recommended to the Board of Trustees.

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

Nays: None

Resolution F04-15, Public Notice of Vice President for Finance & Administration Intent to Retire and Approval of Re-employment

Mr. McCoy moved and Ms. Reynolds seconded a motion to approve Resolution F04-15, Public Notice of Vice President for Finance and Administration Intent to Retire and Approval of Re-employment. Mr. McCoy said in accordance with ORC Section 145.381, public notice is given that Dr. Elinda C. Boyles is retiring as of January 31, 2015 and is seeking re-employment, in the same position of Vice President for Finance and Administration on February 1, 2015. Mr. McCoy said Resolution F04-15 was submitted to the Committee for review and recommended to the Board of Trustees.

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

Nays: None

Mr. Williams rejoined the Board meeting at 1:51 p.m.

Information Items

FY15 Budget Status and FY16 Budget Planning Update

Drs. Boyles and Burke reviewed the status of the FY15 modified budget and FY16 budget planning

FY15 actual-to-budget as of January 13, 2015:
- Revenue is running as expected with just over 50% of our state support funds and nearly 94% of student tuition and fees received as of the report date.
- Compensation costs are a little behind pace which is normal this time of year
- All general fund transfers have been posted – the bond fee transfer will be adjusted to match the actual revenue received at year end

FY16 Budget Planning Update:
- The budget planning materials have been distributed and the process has been reviewed with budget managers
- Budget managers will submit the impact of three reduction scenarios (10%, 5% and 2%)
- Resource Committee will review each unit's submission and develop a committee response to be provided to the President's Budget team
- President's Budget team will generate draft budget by April

Quarterly Personnel Actions

This report provides a summary of personnel activity processed by the HR department for the period of October through December 2014:

- Activity: One faculty appointment, a transfer from OTA to MOT for the academic year, two one-year appointments, an internal promotion to Veterans & Test Center Coordinator, resignation of the Library Director, and the Board-approved appointment from Interim VP of Student Affairs to Vice President for Student Affairs.

University Investment Report

The University's FY15 investment performance report revealed continued fluctuations and volatility in the market. For the period of July 1, 2014 – December 31, 2014, the portfolio realized negative results that totaled approximately -$788,330 offset by positive gains of $782,270 for a loss of -$6,061 for the six-month period.

Capital Status Report

Dr. Boyles reported that a new roof was required to replace the original roof of the VRCFA academic wing.

Education

Mr. Greg Ballengee, Controller, and Ms. Michelle Finch, Supervisor, Procurement and Bear Card Services, briefed the Committee on recent additional enhancements to the University's automated accounts payable system.

President's Report

President Morris said University staff is working to develop a foundation for a comprehensive strategic plan which includes a plan for enhancing career services. This plan was mandated from the OBR and was due by mid-January. President Morris said Brenda Haas, Dean of the University College, prepared this plan.

She then said that the University is focused and has stepped up its retention efforts and reminded the Board that it is cheaper to retain a student than to recruit a student. However, because each year we must recruit such a large segment of our enrollment, recruitment is particularly important to SSU. President Morris then invited Mr. Rick Merb, Interim Director of Admission, to update the Board on recruiting and retaining activities. A copy of Mr. Merb's presentation materials is attached.

Reports, if any, from Board Liaisons with other Organizations

None.

New Business

Chair Higgs-Horwell presented Resolution E01-15, Approval of Revision to Policy 1.03Rev, Evaluation of the President. She said this policy reflects the information gathered from Board members at their last retreat. Ms. Reynolds moved and Mr. McCoy seconded a motion to approve Resolution E01-15.

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

Nays: None

Mr. McCoy updated the Board on the Presidential Search and distributed a copy of his report to Board members which is attached to these Minutes.

He said the Search for the sixth President of Shawnee State University is going extremely well and that he was pleased to report that the Search Committee anticipates an announcement next week of the names of candidates invited to visit campus.

Mr. McCoy said that over the past several months, with input from the Board of Trustees, Presidential Search Advisory Committee, President Morris, as well as information gathered from an environment scan, the Search Committee identified the characteristics we need in a president and developed an executive profile to help with recruitment of candidates.

He said the Search Committee asked BeecherHill, an executive search firm, to identify potential candidates utilizing the profile and to screen any applicants responding to advertisements for the position. The Search Committee has had extensive discussions about the suitability of potential candidates, both those who applied and those recruited by the search firm.

Mr. McCoy said that over the course of the process, 18 applications and five nominations were received and BeecherHill reached out to 117of 155 prospects, interviewing each. From those conversations, 52 prospects were eliminated from the pool. An additional 55 indicated that they were not interested in continuing discussions.

He said that BeecherHill presented information to the Search Committee on 33 prospects and 7 were chosen for individual meetings. From those meetings, invitations to visit campus were extended to 4 prospective candidates. The Search Committee is now working to finalize dates for campus interviews and an announcement of names and visit dates will be coming soon.

Mr. McCoy said this has been a thoughtful and detailed process, with the Board of Trustees, the Presidential Search Committee and the Presidential Search Advisory Committee working in concert – and with our search partners BeecherHill – to represent the campus, community, region, and State of Ohio in determining the competencies we need in candidates.

He said he looked forward to sharing more details about the candidates in the coming days and weeks as plans are finalized.

He also said that while the Search Committee does not expect to bring a recommendation to the Board about the new president until March, he wanted to be certain that the Board felt welcome to participate in the on-campus interviews in a manner that best suits their schedules.

Mr. McCoy said the dates for the visits of candidates will be included in next week's announcement and that details of the visits will be shared closer to the time of the visits. All of the interview sessions for the candidates have been carefully structured and feedback will be collected. There are no sessions scheduled with the Board at this stage in the process.

He informed the Board that if they would like to come to campus to meet the candidates, he recommend the Open Forum, which will be live-streamed and recorded for viewing, and the evening community event. Additionally, Board members are welcome to sit in on the deliberations of the Presidential Search Committee.

He said that our search timelines allows for the Presidential Search Committee to talk with some or all of the candidates again after the campus interviews have been completed. He said as the Committee plans for those visits, he will seek guidance from Board members as to the appropriate role for those Trustees not on the Presidential Search Committee.

Mr. McCoy said the Search Committee is very excited about the candidates they will be bringing to campus and looks forward to our discussions with the Board about them.

Comments from Constituent Groups (if any) and the Public

None.

Executive Session

Mr. Williams moved and Ms. Reynolds seconded a motion to enter into Executive Session to consider the appointment and compensation of a University employee.

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

Nays: None

The Board moved into Executive Session at 2:26 p.m.
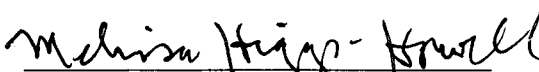
The Board exited Executive Session at 2:46 p.m. and returned to public session.

Other Business

None.

Adjournment

The Board was adjourned by acclamation at 2:47 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

RESOLUTION ASA 01-15

APPROVAL OF 2014 – 2015 GRADUATES

WHEREAS, it is the role of the Shawnee State University Board of Trustees to award degrees and certificates; and

WHEREAS, annual action approving the granting of degrees and certificates during the year shall be taken by the Board of Trustees (Policy 2.06); and

WHEREAS, candidates for graduation must meet all academic and University requirements in order to be certified as candidates by the Office of the Registrar;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University empowers the President to award certificates or degrees during 2014 - 2015 to all candidates whose eligibility for graduation is confirmed by the Office of the Registrar and whose names are later attached to this resolution as graduates.

(January 16, 2015)

Fall 2014 Preliminary Commencement Report

Total # of Graduates:	225
Total Masters Degrees:	34
Total Bachelor Degrees:	120
Total Associate Degrees:	71

MASTERS:

College of Arts & Sciences, M.Ed.	11
College of Professional Studies, M.O.T.	23
Certificates:	2

BACHELORS:

College of Professional Studies	TOTAL
Sports Studies	9
Bus. Admin.	27
Nursing	2
Plastics Engin.Tech.	3
Computer Engin. Tech.	0
Environmental Engin. Tech.	1
Digital & Sim.Gaming Engin.	0
Athletic Training	3
TOTAL	45

College of Arts & Sciences	TOTAL
Social Sciences	4
Sociology	9
International Relations	0
Psychology	14
History	4
English Humanities	3
Mathematical Sciences	2
Fine Arts	11
Natural Science	5
Biology	1
Chemistry	0
Early Childhood Intervention Spec	0
Intervention Specialist K-12	0
Early Childhood Educ PreK-3	15
Middle Childhood Education	3
TOTAL	71

University College	
Individualized Studies	4
TOTAL	4

TOTAL BACHELOR DEGREES	120

ASSOCIATES:

College of Professional Studies	TOTAL
Dental Hygiene	0
Emergency Medical Tech	1
Medical Laboratory Tech	0
Nursing	40
Occupational Therapy Asst.	0
Physical Therapy Asst.	0
Radiologic Technology	0
Respiratory Therapy	0
CADD	1
Electromechanical Engin.Tech	0
Plastics Engineering Tech	0
Accounting	2
Computer Technology	0
Business Management Tech	3
Legal Assisting	1
Office Administration Tech	1
Information Tech. Management	3
Technical Study	1
TOTAL	53

College of Arts & Sciences	TOTAL
Arts & Humanities	3
Early Childhood Development	0
Social Science	5
Natural Science	6
TOTAL	14

University College	
General Studies	4
TOTAL	4

TOTAL ASSOCIATE DEGREES	71

Shawnee State
U N I V E R S I T Y
Office of the Registrar

Enrollment Comparison of 1st day Spring 2015 to 1st day Spring Semester 2014

Headcount	SP15	SP14	Change #	Change %
Undergraduate	3783	3731	+52	+1.4
Graduate	111	67	+44	+65.7
Total	*3894*	*3798*	*+96*	*+2.5*

FTE	SP15	SP14	Change #	Change %
Undergraduate	3103	3287	-184	-5.6
Graduate	77	56	+21	+37.5
Total	*3180*	*3343*	*-163*	*-4.9*

New Student Headcount	SP15	SP14	Change #	Change %
First-Time Freshmen	70	96	-26	-27.1
Transfers	106	98	+8	+8.2
College Credit Plus (PSEO)	1	2	-1	-50.0
College Credit Plus (Dual Credit)	206	45	+161	+357.0
Non-Degree Regular	2	1	+1	+100.0
Non-Degree Senior Citizen	2	0	+2	N/A
Non-Degree Transient	1	0	+1	N/A
Graduate	15	4	+11	+275.0
Total	*403*	*246*	*+157*	*+63.9*

Continuing Student Headcount	SP15	SP14	Change #	Change %
Freshmen	792	968	-176	-18.2
Sophomores	739	750	-11	-1.5
Juniors	641	644	-3	-0.5
Seniors	932	1024	-92	-9.0
Non-Degree	291	103	+188	+182.5
Graduate	96	63	+33	+52.4
Total	*3491*	*3552*	*-61*	*-1.7*

Orientation Report
Board of Trustees Meeting
January 16, 2015

Spring 2015	Attendance
December 11	70
January 7	53

Upcoming Dates:

Summer 2015
May 12

Fall 2015
April 11 (Scholarship/Invitation only)

June 1

June 3

June 16 (Athletics)

June 19 (Transfer)

June 20

July 21

July 29

Housing Occupancy Report
Board of Trustees Meeting
January 16, 2015

Housing Occupancy
<u>Spring Semesters</u>

	SSU Owned Capacity	Campus View Capacity	Tanner Place Capacity	Bridgeview Court Capacity	Residents On Campus	Percentage Of Occupancy	Date Prepared
Spring 2008	181	430	N/A	N/A	552	90.3%	1/10/2008
Spring 2009	180*	478	N/A	N/A	711	108%	1/08/2009
Spring 2010	178*	574	N/A	N/A	774	103%	1/12/2010
Spring 2011	178	622	31	N/A	856	103%	1/14/2011
Spring 2012	178	622	31	70	839	93.1%	1/17/2012
Spring 2013	178	618*	27*	140	832	86.4%	1/11/2013
Spring 2014	176*	618*	27*	140	837	87.1%	1/09/2014
Spring 2015	174*	618*	27*	140	833	86.9%	1/02/2015

*Decrease attributed to providing housing for live-in staff and Carriage 23 offline for visiting faculty member.

Student Programming Board Reports
Board of Trustees Meeting
1-16-15

Upcoming Events

Homecoming
- Homecoming activities are scheduled for January 19th-January 24th
  - Galaxy Shirts
  - Sled Making
  - Homecoming Bingo
  - Sports Trivia
  - SSU Spirit Carnival

- Homecoming Day is January 24th 9pm-1am
- SPB sponsors the Homecoming Dance, Homecoming Carnival and the crowning of King and Queen.

Other important programs this semester:
- Clean up Portsmouth volunteer program, battle of the sexes, volleyball tournament.

Springfest Week
- Events include airbrush shirts, pool party, bingo, and our spring concert
- An artist is still being finalized

Attendance Tracking
- SPB is still using software to track numbers.

RESOLUTION F01-15

UPDATE OF POLICY 4.78REV,
IDENTITY THEFT/RED FLAG RULES

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, policy 4.78Rev, Identity Theft/Red Flag Rules, was last reviewed and approved by the Board of Trustees on October 1, 2009 and is updated to provide for the monitoring of these rules to determine the University's obligations as relates to current and future business practices;

THEREFORE BE IT RESOLVED that effective January 16, 2015, the Board of Trustees of Shawnee State University hereby approves Policy 4.78Rev, Identity Theft/Red Flag Rules.

(January 16, 2015)

Shawnee State University

POLICY TITLE:	IDENTITY THEFT/RED FLAG RULES
POLICY NO. :	4.78 REV
ADMIN CODE:	3362-4-49
PAGE NO.:	1 OF 1
EFFECTIVE DATE:	01/16/15
NEXT REVIEW DATE:	01/2018
RESPONSIBLE OFFICER(S):	VPF&A/CONTROLLER
APPROVED BY:	BOARD OF TRUSTEES

1.0   PURPOSE

    1.1   The purpose of this policy is to assure Shawnee State University's compliance with the Federal Trade Commission's (FTC) "red flag rules" in the detection, prevention, and mitigation of identity theft in connection with the opening of a covered account or transactions involving an existing covered account.

    1.2   The University will monitor university operations and adopt appropriate procedures as required for compliance with applicable "red flag rules".

2.0   Responsibility for monitoring, developing, and implementing red flag rule requirements lies with the Vice President for Finance and Administration or the Vice President's designated Program Administrator. Program Administrator will be responsible for:

    2.1   Determining the appropriate steps to prevent and mitigate identity theft related to covered accounts in particular circumstances.

    2.2   Implementing and promulgating periodic changes to the "red flag rules" program to address new or revised university operations.

History
Effective: 10/01/09
Revised: 01/16/15

RESOLUTION F02-15

APPROVAL TO RESCIND
POLICY 4.71, VOICE COMMUNICATIONS

WHEREAS, Policy 5.00Rev, Policy on Policies and Procedures, addresses subjects appropriate for Board approval and directs the President to establish a process for the regular review of existing Board policies; and

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 content of Policy 4.71, Voice Communications is no longer relevant to the current technologies used on campus and the various responsibilities for managing voice communications, security systems, and data are defined in the appropriate departments' position descriptions;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves rescission of Policy 4.71, Voice Communications.

(January 16, 2015)

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.71
		ADMIN. CODE:	3362-4-42
		PAGE NO.:	1 OF 4
		EFFECTIVE DATE:	8/20/90
		RECOMMENDED BY:	R. Neil Hawk
SUBJECT:	VOICE COMMUNICATIONS	APPROVED BY:	

The University Information Services Department (hereafter referred to as UIS) is charged with the responsibilities of providing various computing and telecommunications services to Shawnee State University faculty and staff. This policy outlines UIS's responsibility to the University community in regard to voice communications.

1.0   Central switch

    1.1   Data base administration

    Data base administration is provided, tailoring features to the needs of users.

    1.2   Equipment

    Capacity upgrades are provided as needed. Costs associated with the central systems, wiring, user connectivity, and telephones are funded through the UIS budget.

    1.3   Traffic analysis

    Periodic trunk and network traffic analysis are conducted to detect call traffic contention as an aid in related decision making processes.

2.0   Installation

    2.1   Telephones and related equipment

    UIS performs the installation of telephones and related equipment. This includes personnel/departmental moves, modem lines, and telefacsimile lines.

    2.2   Connectivity

    Additions, moves, and changes of wall faceplates (telephone connections) are provided for as needed. Requests for additional lines must be accompanied by written approval of the departmental budget authority due to monthly chargebacks for ongoing service.

2.3   Security alarms

UIS works with facilities personnel (security) in the installation and monitoring of University alarm systems in regard to connectivity via the University voice cabling system.

2.4   Provisions

All services and equipment outlined herein are provided within established University standards and are subject to approval by UIS upon submission of written justification to establish need.

2.5   Non-standard components

Any related component which has not been established as a University standard, including supply of item, training, support, and maintenance is the sole responsibility of the user. User departmental personnel will be held totally responsible for any adverse affects that may occur as a result of the implementation of unapproved, non-standard components. Further, UIS reserves the right to disallow any such components, but only after careful study and consultation with the appropriate vendor/s. UIS should be consulted during the planning stages for any facilities not provided centrally.

3.0   Call Data Recording system

3.1   Data base administration

Data base administration and maintenance of this system is performed by UIS.

3.2   Reporting and chargebacks

Monthly report printing and system "rollover" is performed by UIS. Printed monthly call accounting reports are provided, reflecting long distance charges, to all departmental budget authorities as well as to the Office of the Controller for departmental chargeback purposes.

3.3   Departmental responsibility

It is the sole responsibility of the budget authority within each department to budget for, audit, and control the long distance charges for his/her area.

4.0   Voice Mail system

    4.1   Data base administration

        UIS performs data base administration for this system, to include account creation and profiles to meet user needs.

    4.2   Availability

        The University's Voice Mail facility is available to any and all full-time employees of the University. Since there is no chargeback for this service, departmental approval is not required. However, UIS reserves the right to require verification of employment upon employee request for an account.

5.0   Training and support

Initial training and ongoing support of the proper utilization central switch features and functions, telephone handset features and functions, Voice Mail system, and interpretation of reports from the Call Data Recording system is provided.

6.0   Central switchboard operations

Central switchboard operations during University business hours are provided by UIS.

7.0   Class of service

    7.1   Method of establishment

        Class of service is established in two ways: by station and by authorization code number. (Refer to UIS Procedural Handbook for explanation of "Class of Service" and method of establishing "Station Class of Service").

    7.2   Approval requirement

        Requests for authorization codes must be accompanied by written approval of departmental budget authority.

8.0   Incoming collect calls

The acceptance of personal incoming collect calls is prohibited except in emergency situations, in which cases employees are expected to reimburse the University for such calls or be prepared to offer proper justification for exception to this policy. Any individual accepting an incoming collect call is expected to notify the Office of the Director of UIS within 24 hours of acceptance.

9.0 Telephone credit cards

9.1 Availability

Telephone credit cards may be issued to full-time employees of the University upon establishment of need and written approval by departmental budget authority.

9.2 Chargebacks

UIS maintains a record of each card issued and charges for all calls placed utilizing these cards are charged back to the appropriate departmental budgets.

9.3 Confidentiality

Telephone credit cards or their numbers must not be given to another person under any circumstances. Employees violating this policy shall personally be held financially liable for all unauthorized use and lose the privilege of having a University telephone credit card.

10.0 Voice communications security

10.1 Lost cards

Any lost or misplaced "Telephone Access Code Card" or long distance credit card must be reported to UIS immediately so that the lost number may be taken out of service. At that time a new number may be issued.

10.2 Ethics and disciplinary action

10.2.1 Use of other's confidential numbers

The unauthorized use of another individual's authorization code or long distance credit card is unethical and any person in violation of this policy is subject to disciplinary action by the University.

10.2.2 Observance of conversations

Unauthorized observance of telephone conversations of others, by any means, is unethical and any person in violation of this policy is subject to disciplinary action by the University.

RESOLUTION F03-15

SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION MEMBER APPOINTMENTS

WHEREAS, as the sole member of the Shawnee State University Development Foundation, the Board of Trustees of Shawnee State University ratifies Foundation policies and members; and

WHEREAS, the Shawnee State University Development Foundation recommended the appointment of new board members and officers at its November 6, 2014 quarterly meeting;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves the appointment of the following members to the Development Foundation Board for the term expiring December 31, 2017, and the election of the following new officers.

Three-year Term:

Dan Cassidy
Ed Daniels
Dr. James Kadel
Dr. Wayne Wheeler

Officers – 2015

President – Mark Morgan
Vice President – Cynthia Jenkins
Secretary – Janice Darnell

(January 16, 2015)
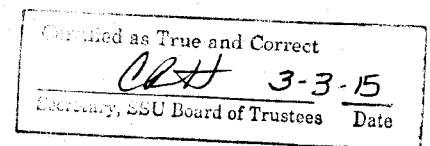
RESOLUTION F04-15

PUBLIC NOTICE OF VICE PRESIDENT FOR FINANCE & ADMINISTRATION INTENT TO RETIRE
AND
APPROVAL OF RE-EMPLOYMENT

WHEREAS, in accordance with Ohio Revised Code (O.R.C.) Section 145.381; and

WHEREAS, this is public notice per ORC that Dr. Elinda C. Boyles is retiring and is seeking re-employment, in the same position of Vice President for Finance and Administration. The retirement date is January 31, 2015 and the re-employment date is February 1, 2015; and

WHEREAS, the notice of Dr. Boyles' intent to apply for re-employment as Vice President for Finance and Administration was publically posted on December 1, 2014 as required by the ORC; and

WHEREAS, the university-wide policy 5.16Rev, President's Authority, University Personnel Actions, requires Board of Trustees' approval of the appointment of University Vice Presidents; and

WHEREAS, the President recommends approval of this appointment to provide continuity in the ongoing leadership transition;

THEREFORE, BE IT RESOLVED, that Shawnee State University's Board of Trustees approves the reappointment of Dr. Elinda Boyles as Vice President for Finance and Administration, effective February 1, 2015, at her FY15 salary, and directs the President to enter into a two-year contract with Dr. Boyles, subject to extension.

(January 16, 2015)

PERSONNEL INFORMATION ITEMS
Board of Trustees

Personnel Action	Name	Employment Status		Effective	Salary	Comments
		From	To			
Appointments	Ryan Gamm		Assistant Professor, Teacher Education	08/18/14	$46,625	Instructor at Miami University 2012-2014; Ph.D., Miami University; M.A.T., Miami University; B.A. Miami University
	Barbara Warnock	Academic Field Coord/OTA	Academic Field Coord/MOT	08/18/14	$50,425	Lateral transfer for 2014-15 Academic Year
	Beck Thiel	Nursing Professor/Chair	Acting Associate Provost	08/18/14	$120,000	Internal appointment for 2014-15 Academic Year
Changes of Status	Leeann Denning	Assoc. Professor Nursing	Interim Chair Nursing	08/19/14	$90,263	Internal appointment for 2014-15 Academic Year
	Denise Gregory	Advising Assistant	Veterans & Test Center Coord	11/17/14	$34,782	Internal appointment/promotion
	Bob Trusz	Interim VP for Student Affairs	VP for Student Affairs	11/22/14	$112,200	Board-approved appointment
Terminations	Rebekah Kilzer	Library Director		09/12/14		Resignation

Ref: Policy 5.16Rev., President's Authority University Personnel Actions

1

Shawnee State University

INVESTMENT PORTFOLIO PERFORMANCE

Table 1 — Monthly Gain/(Loss)

INVESTMENT COMPANY	GAIN/(LOSS) JULY	GAIN/(LOSS) AUGUST	GAIN/(LOSS) SEPTEMBER	GAIN/(LOSS) OCTOBER	GAIN/(LOSS) NOVEMBER	GAIN/(LOSS) DECEMBER	GAIN/(LOSS) JANUARY	GAIN/(LOSS) FEBRUARY	GAIN/(LOSS) MARCH	GAIN/(LOSS) APRIL	GAIN/(LOSS) MAY	GAIN/(LOSS) JUNE	TOTAL YTD GAIN/(LOSS)
U.S. BANK FIXED INCOME MUTUAL FUNDS	31,910.00	(32,434.87)	41,414.28	44,067.90	(5,258.90)	(5,007.21)	16,097.97	30,575.86	(1,267.07)	10,304.63	49,871.60	21,347.55	201,621.74
U.S. BANK EQUITY MUTUAL FUNDS	243,230.33	(134,360.28)	234,760.98	217,981.39	122,358.88	127,171.87	(241,808.54)	272,132.22	40,337.61	44,228.22	136,867.72	114,641.65	1,177,542.05
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	32,404.69	(25,307.22)	21,735.57	36,845.07	22,437.20	19,247.22	(19,566.70)	37,895.43	16,828.78	11,348.87	25,090.16	19,335.89	198,294.96
AGINCOURT CAPITAL	13,003.09	(16,865.75)	23,621.16	28,695.54	(6,411.82)	(19,078.82)	46,364.18	16,279.51	(7,683.67)	27,186.40	33,687.09	(306.05)	138,490.86
TAMRO CAPITAL PARTNERS	43,771.31	(14,313.20)	50,070.05	21,980.20	22,948.02	2,442.37	(40,289.37)	51,229.61	(11,716.38)	(67,662.62)	9,373.53	51,968.74	119,802.26
MANNING & NAPIER	44,135.95	(16,888.09)	44,174.18	31,909.58	6,089.83	17,509.36	(10,332.15)	53,357.70	4,889.80	17,182.20	26,140.05	27,974.30	246,142.71
CURRENT MTD TOTAL GAIN/(LOSS)	408,455.37	(240,169.41)	415,776.22	381,479.68	162,163.21	142,284.79	(249,534.61)	461,470.33	41,389.07	42,587.70	281,030.15	234,962.08	2,081,894.58

Table 2 — Investment Fund Balances

INVESTMENT FUND BALANCES	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
U.S. BANK FIXED INCOME MUTUAL FUNDS	2,858,852.55	2,826,417.68	2,867,831.96	2,911,899.86	2,906,640.96	2,901,633.75	2,917,731.72	2,948,307.58	2,947,040.51	2,957,345.14	3,007,216.74	3,028,564.29
U.S. BANK EQUITY MUTUAL FUNDS	5,270,611.63	5,136,251.35	5,371,012.33	5,588,993.72	5,711,352.60	5,838,524.47	5,596,715.93	5,868,848.15	5,909,185.76	5,953,413.98	6,090,281.70	6,204,923.35
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	1,459,181.70	1,433,874.48	1,455,610.05	1,492,455.12	1,514,892.32	1,534,139.54	1,514,572.84	1,552,468.27	1,569,297.05	1,580,645.92	1,605,736.08	1,625,071.97
AGINCOURT CAPITAL	2,803,152.60	2,786,286.85	2,809,908.01	2,838,603.55	2,832,191.73	2,813,112.91	2,859,477.09	2,875,756.60	2,868,072.93	2,895,259.33	2,928,946.42	2,928,640.37
TAMRO CAPITAL PARTNERS	954,785.13	940,471.93	990,541.98	1,012,522.18	1,035,470.20	1,037,912.57	997,623.20	1,048,852.81	1,037,136.43	969,473.81	978,847.34	1,030,816.08
MANNING & NAPIER	1,525,520.59	1,508,632.50	1,552,806.68	1,584,716.26	1,590,806.09	1,608,315.45	1,597,983.30	1,651,341.00	1,656,230.80	1,673,413.00	1,699,553.05	1,727,527.35
TOTAL	14,872,104.20	14,631,934.79	15,047,711.01	15,429,190.69	15,591,353.90	15,733,638.69	15,484,104.08	15,945,574.41	15,986,963.48	16,029,551.18	16,310,581.33	16,545,543.41

Table 3 — Monthly Gain/(Loss)

INVESTMENT COMPANY	GAIN/(LOSS) JULY	GAIN/(LOSS) AUGUST	GAIN/(LOSS) SEPTEMBER	GAIN/(LOSS) OCTOBER (End of Month)	GAIN/(LOSS) NOVEMBER	GAIN/(LOSS) DECEMBER	GAIN/(LOSS) JANUARY	GAIN/(LOSS) FEBRUARY	GAIN/(LOSS) MARCH	GAIN/(LOSS) APRIL	GAIN/(LOSS) MAY	GAIN/(LOSS) JUNE
U.S. BANK FIXED INCOME MUTUAL FUNDS	(22,964.54)	13,873.79	(40,794.95)	22,018.55	(8,558.61)	(73,916.09)						
U.S. BANK EQUITY MUTUAL FUNDS	(100,679.37)	188,247.24	(147,747.04)	105,050.06	132,007.32	(112,648.17)						
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	(12,651.87)	26,218.20	(22,954.25)	19,313.78	24,472.72	(10,677.40)						
AGINCOURT CAPITAL	(7,478.21)	34,138.73	(24,940.36)	22,446.76	21,899.08	(2,560.38)						
TAMRO CAPITAL PARTNERS	(71,975.70)	42,445.82	(49,588.72)	71,388.85	7,434.27	14,975.11						
MANNING & NAPIER	(24,704.72)	34,027.80	(56,823.97)	3,029.81	22,815.42	(20,199.70)						
CURRENT MTD TOTAL GAIN/(LOSS)	(240,454.41)	338,951.58	(342,849.29)	243,247.81	$200,070.20							

Table 4 — Investment Fund Balances

INVESTMENT FUND BALANCES	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
U.S. BANK FIXED INCOME MUTUAL FUNDS	3,005,599.75	3,019,473.54	2,978,678.59	3,000,697.14	2,992,138.53	2,918,222.44						
U.S. BANK EQUITY MUTUAL FUNDS	6,104,243.98	6,292,491.22	6,144,744.18	6,249,794.24	6,381,801.56	6,269,153.39						
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	1,612,420.10	1,638,638.30	1,615,684.05	1,634,997.83	1,659,470.55	1,648,793.15						
AGINCOURT CAPITAL	2,921,162.16	2,955,300.89	2,930,360.53	2,952,807.29	2,974,706.37	2,972,145.99						
TAMRO CAPITAL PARTNERS	958,840.38	1,001,286.20	951,697.48	1,023,086.33	1,030,520.60	1,045,495.71						
MANNING & NAPIER	1,702,822.63	1,736,850.43	1,680,026.46	1,683,056.27	1,705,871.69	1,685,671.99						
TOTAL	16,305,089.00	16,644,040.58	16,301,191.29	16,544,439.10	16,744,509.30							

Status of Construction/Renovation Projects through December 31, 2014

Project	Status	Projected Budget	Funding Source
VRCFA Roof Project	• Replace roof on the academic wing of the fine arts building. • New roof will replace original system with a single membrane EPDM system that includes a 20 year warranty.	$200,000	State Capital/Local

RESOLUTION E01-15

APPROVAL OF REVISION TO
POLICY 1.03REV, EVALUATION OF THE PRESIDENT

WEHREAS, Ohio Revised Code Section 3362.03 directs the Board of Trustees to employ and compensate the University President, which necessitates a periodic evaluation of the President; and

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

WHEREAS, a review of the current policy revealed the need to refine the Board's process for evaluating the President.

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the attached revision to Board Policy 1.03, Evaluation of the President.

(January 16, 2015)

Shawnee State University

POLICY TITLE:	EVALUATION OF THE PRESIDENT
POLICY NO.:	1.03 REV
ADMIN CODE:	3362-1-03
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	01/16/15
NEXT REVIEW DATE:	01/2018
RESPONSIBLE OFFICER(S):	BOT

1.0   PURPOSE

1.1   The Board of Trustees is charged by the Ohio Revised Code to employ and compensate the University president. It is therefore the Board's responsibility to periodically evaluate the President to insure that the President is providing effective leadership and performing at the highest level.

1.2   The purposes of the Board's evaluation of the President are as follows:

1.2.1   To assess the effectiveness of the President;

1.2.2   To enable the Board and President to establish and evaluate mutually agreed-upon goals and objectives;

1.2.3   To facilitate the President's continuing professional development; and

1.2.4   To determine appropriate compensation adjustments and other terms of employment.

2.0   THE EVALUATION PROCESS AND TIME FRAME

2.1   The Executive Committee of the Board of Trustees shall conduct an annual performance evaluation of the President that follows a process established by the Chairperson of the Board and includes input from the President. The Executive Committee may, at its discretion, solicit viewpoints of internal and external constituencies and stakeholders.

2.2   At least once during each contract term and before another contract is negotiated or extended, the Executive Committee is encouraged to conduct

a comprehensive performance review (360 degree review) using an external entity.

2.3   Upon completion of its performance evaluation of the President, the Executive Committee shall report the evaluation results and make recommendations to the full Board. The recommendations may include compensation adjustments and other employment terms, as deemed appropriate.   Any compensation adjustment or other employment term that modifies the President's employment agreement shall require full Board approval.

3.0   WRITTEN MANAGEMENT LETTER AND STAKEHOLDER COMMUNICATIONS

3.1   Within thirty (30) days after the full Board has reviewed the results and recommendations of the Executive Committee's report, the Board Chairperson shall issue a written management letter to the President confirming agreed upon goals.

3.2   The Board Chairperson is responsible for communicating with identified stakeholders regarding the evaluation review process and its outcomes, if appropriate.

4.0   EXECUTION OF THE PRESIDENT'S EMPLOYMENT CONTRACT

The Board Chairperson, acting on behalf of the Board, shall execute any new or amended presidential employment contract(s) as required as a result of this process.

<u>History</u>
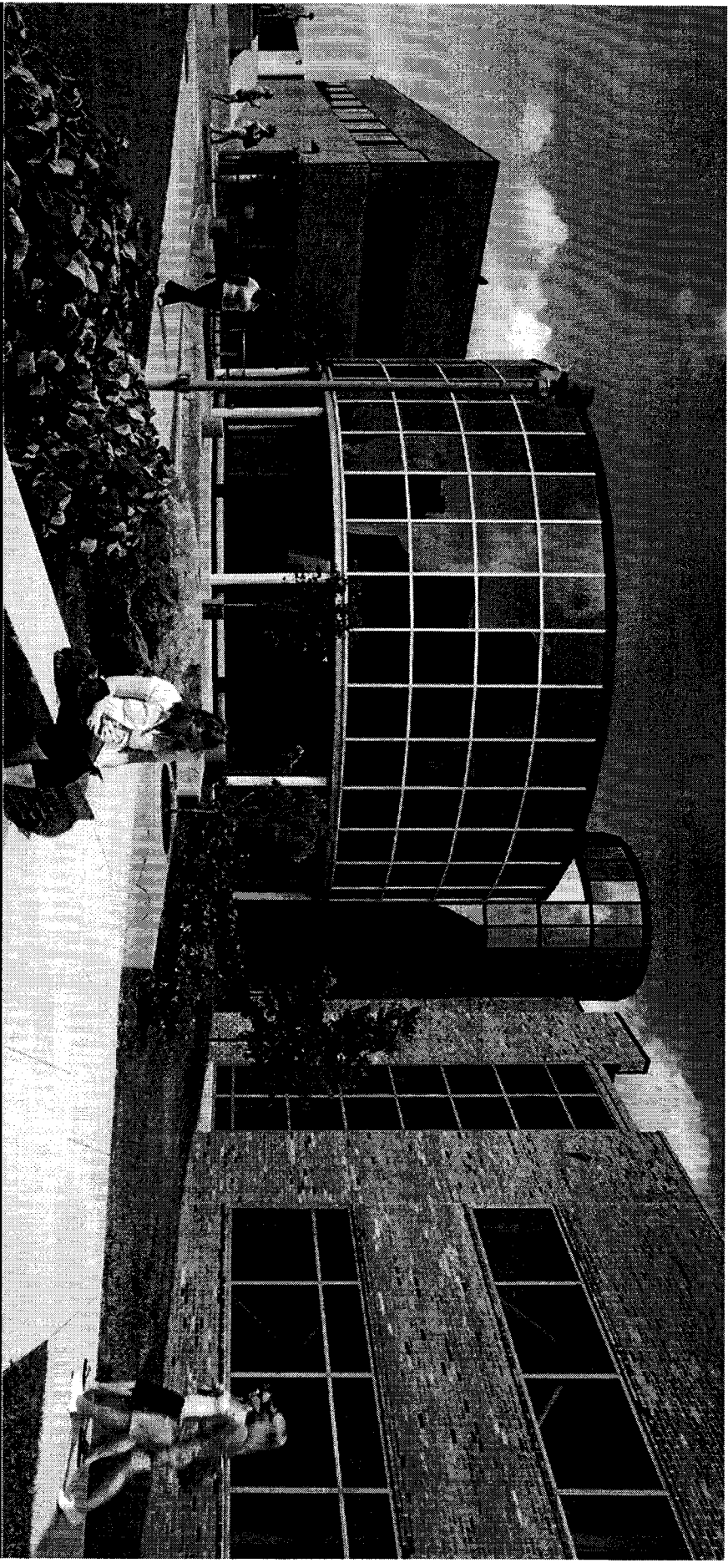Effective: 03/14/08
Revised: 01/16/15

Recruiting & Retaining Students

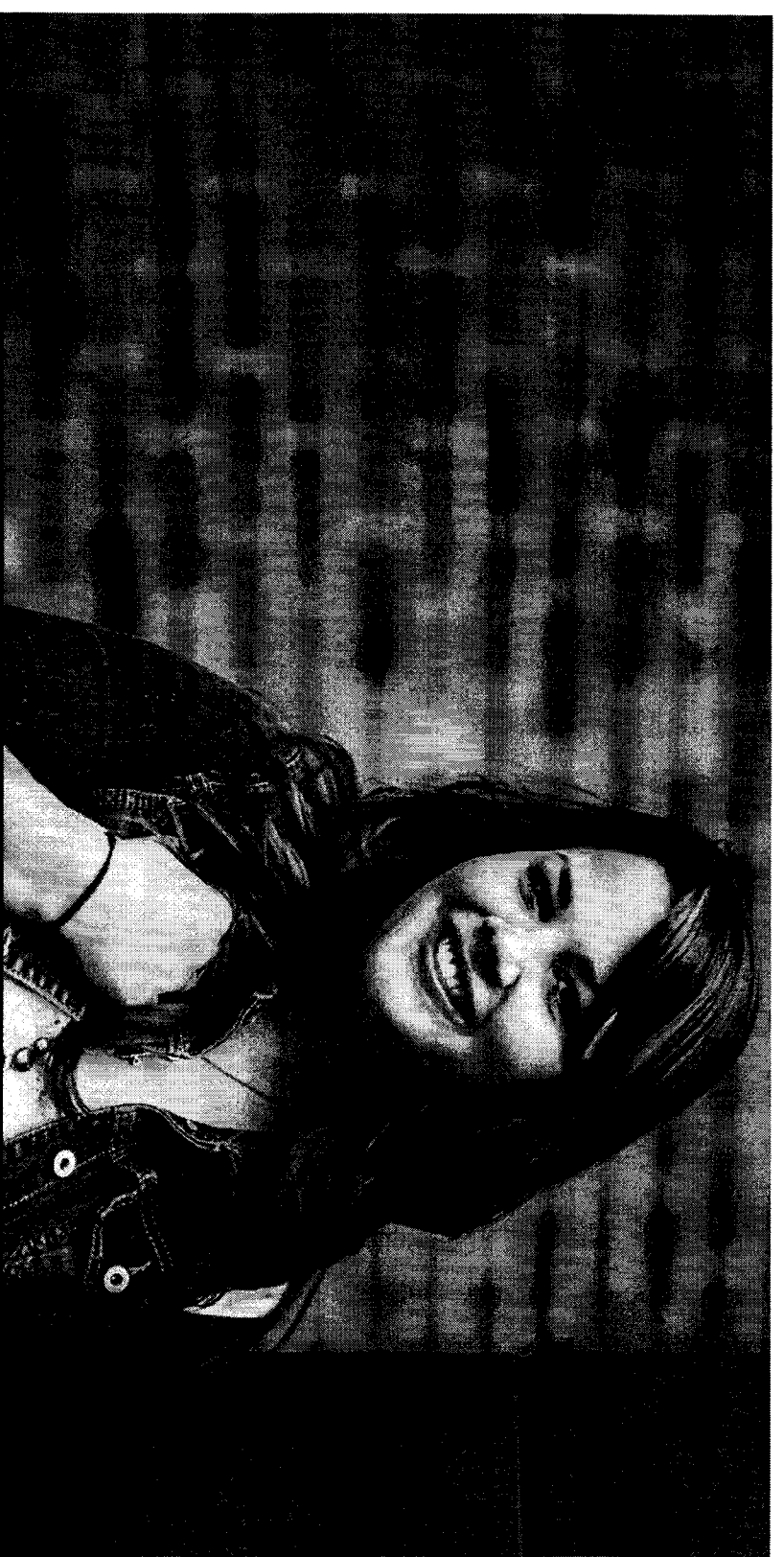*Enrollment Management at Shawnee State University*

Shawnee State
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Recruiting Students and Retaining Students

Recruitment

New students comprise

a significant portion of total enrollment

	2008	2010	2011	2012	2013	2014
New Undergraduates - total	1239	1360	1378	1375	1349	1429
New Undergraduates - Degree Seekers	1124	1254	1253	1304	1268	1135
Non Degree Seekers	115	106	125	71	81	102
Dual Credit						192
New Graduates	7	41	35	30	28	41
Total Enrollment	3976	4561	4687	4630	4317	4230
Degree Seeking Enrollment	3795	4402	4497	4492	4175	3873
% of total Enrollment that is new students	31.3%	30.7%	30.1%	30.3%	31.9%	34.8%
% of Total degree seeking Enr that is new degree seekers	29.6%	28.5%	27.9%	29.0%	30.4%	29.3%

2014 – New Students as a Percentage of Total Enrollment

	2014 New FF	2014 New TR	2014 New ND	2014 UG Enrollment	2014 % of UG Enrollment
Bowling Green State University	3031	624		14110	25.90%
Central State University	402	123		1733	30.29%
Cleveland State University	1590	2167		12194	30.81%
Kent State University	4273	945		22319	23.38%
Miami University	3635	240		15762	24.58%
Ohio State University	7024	2606		44741	21.52%
Ohio University	4379	545		22861	21.54%
Shawnee State University	905	230	294 (or 102)	4097	34.88% (or 31.68%)
University of Akron	3780	781		19810	23.02%
University of Cincinnati	4618	1239		24407	24.00%
University of Toledo	3437	857		16090	26.69%
Wright State University	2454	1099		12662	28.06%
Youngstown State University	1689	563		11353	19.84%

2013 - New Students as a Percentage of Total Enrollment

	2013 New FF	2013 New TR	2013 New ND	2013 UG Enrollment	2013 % of UG Enrollment
Bowling Green State University	3346	605		14482	27.28%
Central State University	417	161		2036	28.39%
Cleveland State University	1775	2366		12377	33.46%
Kent State University	4352	1107		22001	24.81%
Miami University	3610	258		15208	25.43%
Ohio State University	7083	2513		44201	21.71%
Ohio University	4248	518		22842	20.87%
Shawnee State University	1084	247	81	4231	33.37%
University of Akron	3802	875		20581	22.72%
University of Cincinnati	4486	1267		23706	24.27%
University of Toledo	3397	850		16192	26.23%
Wright State University	2325	1146		12778	27.16%
Youngstown State University	2015	626		12178	21.69%

2012 - New Students as a Percentage of Total Enrollment

	2012 New FF	2012 New TR	2012 New ND	2012 UG Enrollment	2012 % of UG Enrollment
Bowling Green State University	3622	630		14826	28.68%
Central State University	516	129		2116	30.48%
Cleveland State University	1566	2189		12042	31.18%
Kent State University	4130	1115		21554	24.33%
Miami University	3716	234		14952	26.42%
Ohio State University	7186	2390		43058	22.24%
Ohio University	3893	582		20543	21.78%
Shawnee State University	999	305	71	4532	30.34%
University of Akron	4178	1077		22203	23.67%
University of Cincinnati	4160	1327		23096	23.76%
University of Toledo	3429	1075		16876	26.69%
Wright State University	2477	1101		13129	27.25%
Youngstown State University	2086	606		12656	21.27%

College Credit Plus
(formerly PSEO & Dual Enrollment)

New Student Headcount 2012-2014:

- Fall 2012:   PSEO – 63   Dual Credit – 0
- Fall 2013:   PSEO – 74   Dual Credit – 0
- Fall 2014:   PSEO – 93   Dual Credit – 192

The pool of high school students is shrinking in Ohio

	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
Ohio HS Grads	133,785	135,506	135,132	134,692	132,238	129,757	126,427	126,074	127,545	127,776
Ohio FF Apps	3,101	3,494	3,552	3,900	3,700	3,711	3,019			
	2.32%	2.58%	2.63%	2.90%	2.80%	2.86%	2.39%			

Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024	Fall 2025	Fall 2026	Fall 2027	Fall 2028
129,050	128,134	125,805	125,734	125,126	124,683	126,773	126,990	125,157	121,806	117,020

Ohio High School Graduates

(source WICHE)
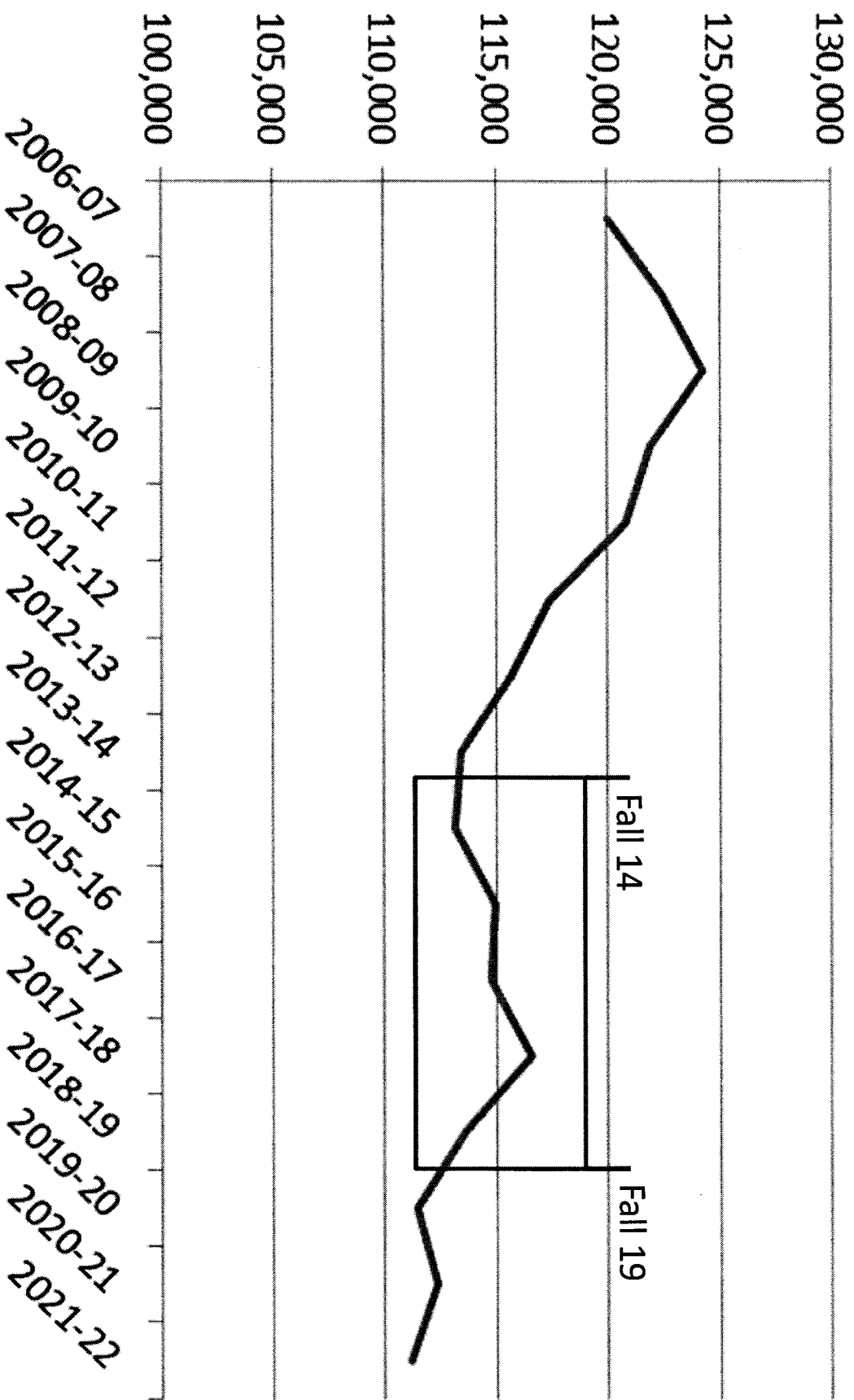
Admission Process

18-month direct mail campaign

Junior Year through start of Freshman Year at SSU

Admission Office meets with prospective students throughout the year

- **Staff Visits to High Schools** – 2013-14 – over 355 high schools visited.

- **Open House Programs:**
  - Summer Preview – 66 students SM 13, 98 students SM 14
  - Fall – 165 students FA 13, 173 students FA 14
  - Pre-Med Day – 115 students FA 13, 96 students FA 14
  - Plastics Day – 50 students FA 14
  - Spring – 244 students SP 13, 171 students SP 14

- **Daily Visitors** – 755 individual students visits during the 2013-14 Academic Year, 237 individual student visits 2014-15 Academic Year

Staff visit high schools in nearly every county in Ohio

We recruit students from nearly every county in Ohio

Travel to Kentucky high schools bordering
Ohio has expanded
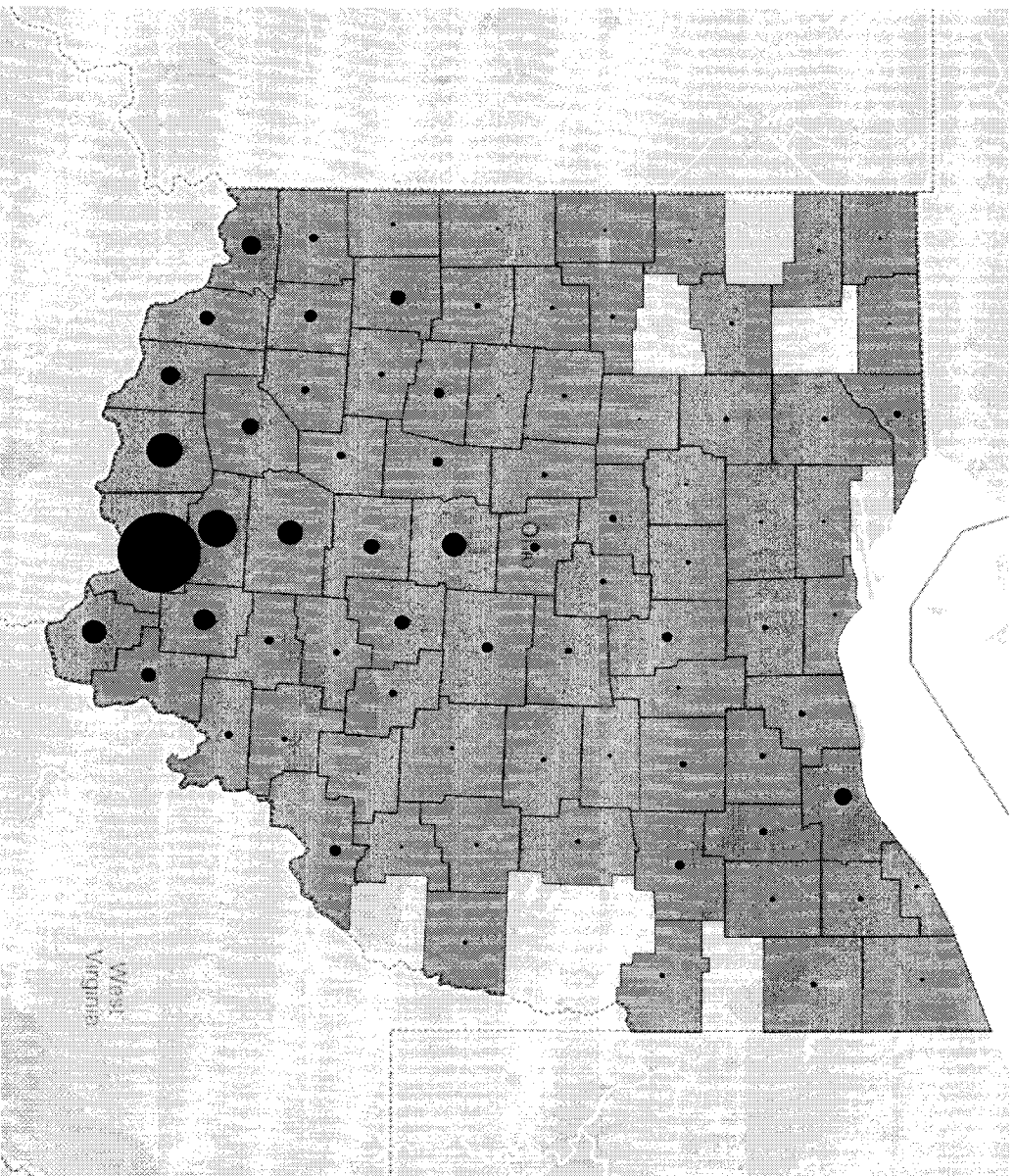
New recruitment endeavors are showing promise

- **Student Paths** – began FA 13
  - 2013-14 – 3681 Inquiry Contacts
  - 2014-15 – 2026 YTD Inquiry Contacts

- **College Week Live** – began October 14
  - 4,851 Visitors to webpage – 3 All Access College Fair, 6 Open Chats. Scheduled Monthly All Access College Fairs.
  - Significant increase in activity on home page and Admission sections of shawnee.edu correlate to College Week Live events.

Financial Aid
Efforts to Assist Recruitment

- Send letters to the parents of dependent students

- Stress the importance of filing early at orientation

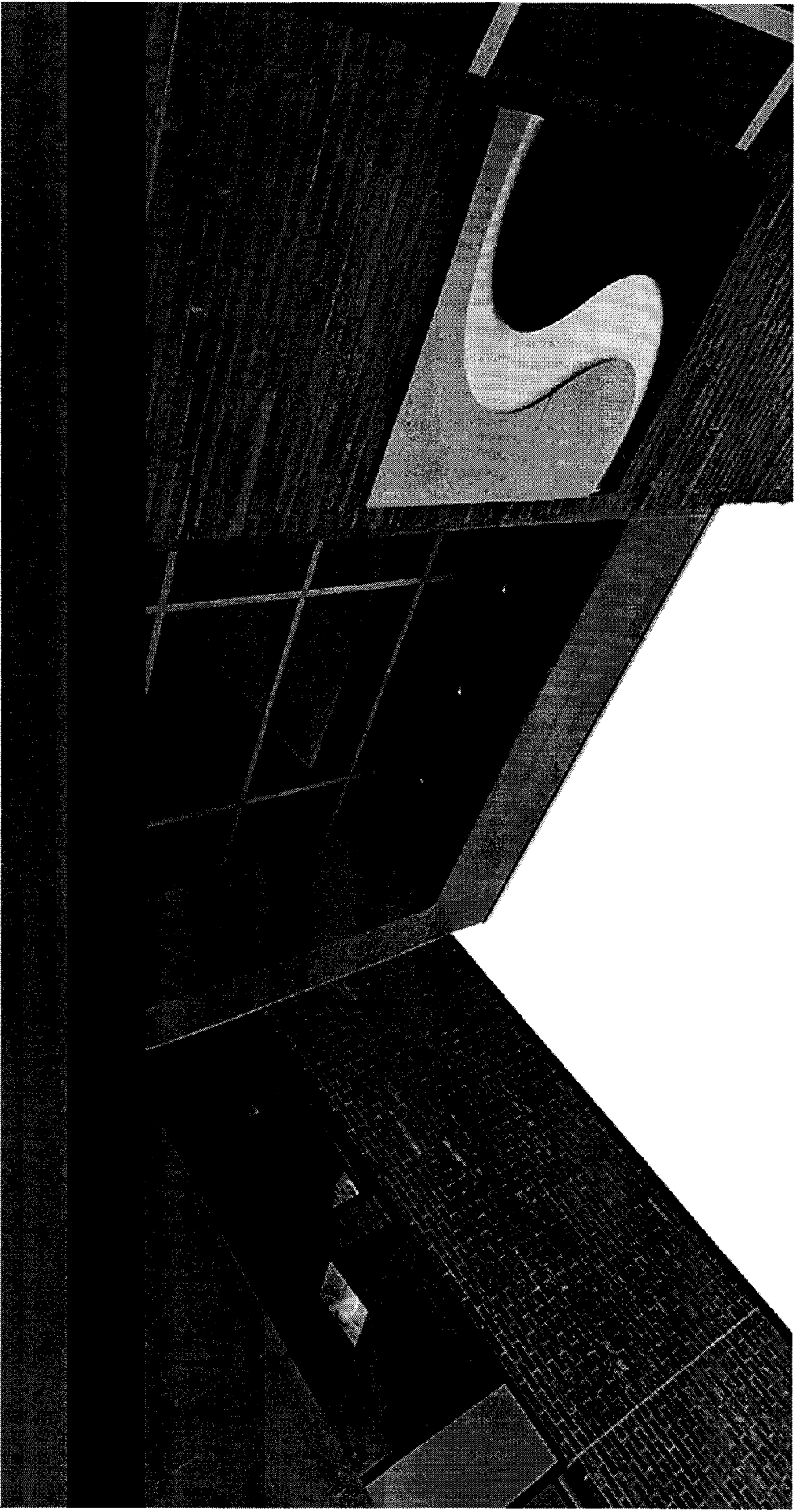- Send postcards to students who have not completed FAFSA by July 1

Academic Affairs
Efforts to Assist Recruitment

- **Deans' Participation: CAS, CPS & UNIV**

  - Contacting President's (full) and Professor's (half) Scholarship students – direct mail.

  - Contacting Division students – Accepted and Inquired.

  - Contacting students by Department Chair – Accepted students.

New Strategies

- Spring Open House moved to Saturday to accommodate students and parents

- Accepted "checklist" piece

- President & Professor's Scholarship recipient Orientation

- Individual staff members yield activities

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