

2-9-2018

February 9, 2018 Meeting Minutes

Shawnee State University

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**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
February 9, 2018**

Call to Order

Chairperson Williams 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: Mr. Evans, Mr. Furbee, Ms. Hartop, Ms. Hash, Mr. Howarth, Mr. Watson, Dr. White, Mr. Williams, and Ms. Detty

Members Absent: Mr. Rappold

Approval of the December 15, 2017 Board Meeting Minutes

Ms. Hartop moved and Dr. White seconded a motion to approve the December 15, 2017 minutes.

Without discussion, the Board unanimously approved said minutes.

Approval of the February 9, 2018 Agenda

Ms. Hash moved and Dr. White seconded a motion to approve the February 9, 2018 agenda.

Without discussion, the Board unanimously approved the February 9, 2018 agenda.

Consent Agenda

1. Resolution ASA01-18, Approval of 2018 Graduates
2. Resolution ASA02-18, Approval of Duplicative Program Final Report
3. Resolution ASA03-18, Approval of University Remediation Report
4. Resolution F01-18, Approval of Revisions to Policy 5.32Rev., Ethics: Conflicts of Interest and Nepotism
5. Resolution F02-18, Revision of Resolution F23-17, Approval of the Give Back Go Forward Program

Chair Williams directed the Board to review the action items on the Consent Agenda and asked if anyone wished to remove any items from the Consent Agenda.

There being no objections, Chair Williams declared that items 1-5 will remain on the agenda and be adopted.

Executive Committee Report

Mr. Williams reported on behalf of the Executive Committee:

The Executive Committee met this morning at 8:00 a.m. and entered executive session to discuss the employment and compensation of the President. There was no other business before the executive committee and the meeting adjourned following executive session.

Academic and Student Affairs Committee Report

Ms. Hartop reported on behalf of the Academic and Student Affairs Committee:

1. Academic Affairs Executive Report - Dr. Jeffrey Bauer, Vice President for Academic Affairs, reported the following information:
 - The Faculty Festival of Achievement will be held on February 19-23 in the University Center. This program highlights research, academic, and professional contributions made by SSU faculty.
 - Reports submitted to the Ohio Department of Higher Education as well as reports that will be due by the end of June.
 - Submission of the University's Systems Portfolio to the Higher Learning Commission.
 - A description of processes SSU is using to add and eliminate academic programs.
 - A 3+1+1 Agreement with Guangdong University of Foreign Studies.
2. Spring Enrollment Report - Ms. Jennifer Hammonds, Registrar, reported on Spring 1st day enrollment numbers.
3. Orientation - Ms. Amanda Means, Director of Admissions, reported on Spring orientation numbers.
4. Housing Occupancy - Ms. Monique Harmon, Director of Housing & Residence Life, reported on Spring housing occupancy.
5. Student Government - Ms. Abby Brinkman, Student Government President, reported on SGA clubs and events for 2017-2018 academic year.
6. Enrollment Management & Student Affairs Executive Report - Dr. Anne Marie Gillespie, Vice President, Enrollment Management & Student Affairs, reported on recent activities in Enrollment Management & Student Affairs.
7. Education - Drs. Milliken, Kacir, and Madden presented new academic programming initiatives in their respective colleges.

Finance and Administration Committee Report

Mr. Watson reported on behalf of the Finance and Administration Committee:

1. Review FY18 2nd Qtr. General Fund and Auxiliary Budgets

General Fund:

- Revenue is lagging by \$1.26 million compared to this same point in FY2017. Spring enrollment improved with a loss of enrollment of 9.1% compared to 12.1% the prior year and will mitigate the decrease in tuition revenue somewhat. State funding will improve in the second half of the year due to a mid-year increase in SSI. Other income is running slightly ahead of last year.
- Salary expense is tracking lower than last year due to replacement restrictions. However, benefit costs continue to outpace last year and are anticipated to worsen based on claims data with claims running 110% above expected.
- At midyear, the 2018 operating fund is nearly \$2 million behind the same period last year.
- Planned use of general fund reserves is above budget due to higher than expected support costs for Oracle implementation.

Auxiliary Fund:

- Due to the software systems upgrade, this 2nd quarter report is the first to be prepared.
 - Auxiliary Fund includes revenue from contractual commissions, housing and meal plan fees, ticket sales, and general fees. Costs allocated to this fund are for student affairs, including athletics, and other auxiliaries such as the Children's Learning Center.
 - While revenue is lagging compared to the same period in FY2017, sales and rentals are ahead. Expenditures are lower than the same period last year primarily due to reduced payments for meal plans.
 - Planned use of fund balance includes investments for athletic program expansions and bond debt service increase.
2. Cash Reserves Investment Report - Portfolio value gained \$1.17 million (13% annualized rate of return) from July to January 25, 2018. The university is executing its strategy to increase cash reserves from investment gains. Cash held is appx. \$3.5 million or 22% of the value of the portfolio. Rebalancing of the portfolio will occur as increased cash needs subside.
 3. Quarterly Personnel Activity - Limited personnel activity for the quarter included four replacements, a promotion, and four departures, two of which were retirements.
 4. Capital Projects - the status of several major capital projects was provided to the Committee:
 - Advanced Technology –Phase II was rebid with a reduced scope; construction is expected to start in March 2018.

- Athletic Complex (Rhodes Center/Health, Wellness, Recreation) – Phase I (pool, mechanicals, and other Natatorium renovations) remains on schedule with bid in March 2018.
 - Library Rehabilitation – Bids for library mechanical systems and selected repurposing are underway.
5. 2018 Fines and Recovery Charges - No new charges, modification to copy costs resulted from new features made available through print management capabilities.
 6. Committee Discussion - Dr. Boyles led the committee in a discussion on achieving a balanced budget in 2020. Some steps to reach the goal of reducing compensation costs by 10% by the end of FY20 were examined. The discussion also included a review of ongoing strategies and new ones focused upon expanding revenue streams. The University remains committed to meeting the goals outlined in its Strategic Plan.

Reports from Board Liaisons with other Organizations

Mr. Evans reported he attended the SSU Development Foundation Board meeting on February 2, 2018 as the SSU Board liaison.

President's Report

President Kurtz provided the following Athletics update:

- Researched football as a future sport and the cost is \$2.5 million with a two to three-year window to start the program. Could not generate sufficient community support and there are additional concerns with respect to the cost of insurance and the future of the sport.
- Will add archery and e-gaming in FY19 and men's and women's swimming in FY20.
- The Mid-South Conference commissioner was on campus in January to review programming and relationship in Conference.

The President will not attend Spring commencement due to his daughter's out-of-state graduation. Former Governor Ted Strickland will act as President – emcee and speaker.

Attended a press conference with Speaker Rosenberger regarding legislation for the Ohio Corps \$1.5 million pilot project opioid program. Notes regarding the program are entered into the record.

New Business

None

Comments from Constituent Groups and the Public

None

Faculty Senate Report

Dr. Marc Scott, University Faculty Senate President, presented a report on Senate activities which included:

- The curriculum committee will take up the Provost’s proposal to warehouse ten academic programs. Programs recommended by the curriculum committee will be forwarded to the Faculty Senate for a vote.
- Dr. Scott reported on two trends in faculty feedback.
 - Communication is key for faculty to understand the strategy behind what we do as an institution as we move forward with initiatives to improve retention and increase enrollment.
 - Faculty have expressed a desire to be more involved in the university’s recruitment efforts and conducting outreach with area high schools and wish to be partners in turning around our enrollment numbers and ensuring the success of the institution for the years to come.

The report as presented by Dr. Scott is entered into the record.

Executive Session

None

Other Business

None

Adjournment

The Board was adjourned by acclamation at 1:45 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

RESOLUTION ASA01-18
APPROVAL OF 2018 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 the year 2018 to all candidates whose eligibility for graduation is confirmed by the Office of the Registrar.

(February 9, 2018)



RESOLUTION ASA02-18

APPROVAL OF DUPLICATIVE ACADEMIC PROGRAM FINAL REPORT

WHEREAS, Section 3345.35 of the Ohio Revised Code requires that the boards of trustees of each state institution of higher education evaluate all courses and programs based on enrollment and student performance; and

WHEREAS, the Governor's Task Force on Affordability and Efficiency recommends that institutions should consider consolidating programs that are duplicated at other colleges and universities in their geographic area; and

WHEREAS, the Ohio Department of Higher Education has identified duplicative programs within each region of the state; and

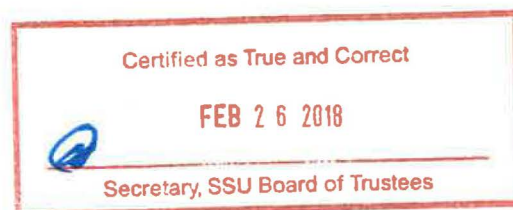
WHEREAS, the Chancellor of the Ohio Department of Higher Education has requested that the boards of trustees of each state institutions conduct a study on duplicative programs; and

WHEREAS, a report resulting from this study has been completed including a list of duplicative programs, actions to be taken, and rationale; and

WHEREAS, the Provost and President have recommended this report for Board of Trustees approval;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves the attached Final Report on Duplicative Academic Programs.

(February 9, 2018)





**Duplicative Program Final Report
Submitted to the Ohio Department of Higher Education
December 2017**

Narrative summarizing the identification of duplicate programs targeted for action.

Shawnee State University (SSU) is the most geographically isolated state university in Ohio. Ohio University, the closest main campus, is over 75 miles away. The nearest branch campus, Ohio University Southern, is approximately 30 miles away and the nearest Ohio community college, Rio Grande Community College, is nearly 50 miles from SSU.

SSU is a regional institution and attracts a majority of its students from a four-county region in south-central Ohio. Most SSU students are first generation college students with low or no EFC. Many require developmental education for college readiness. A majority of students who attend SSU are unlikely to attend the closest main campus, Ohio University, because of travel, cost, and/or admission standards.

SSU's Office of the Provost has reviewed the spreadsheet of Duplicative Academic Programs (Southeast Region) supplied by the Ohio Department of Higher Education (ODHE). Numbers of graduates, majors, cost, and other metrics were considered in this review. In part, SSU also used thresholds - 10 majors for associate and 20 majors for baccalaureate programs - that were reported to ODHE in January 2016 for low-performance program standards.

SSU initiated a comprehensive program review process in 2016-17. All academic programs including duplicative programs were evaluated based on enrollment data and low-performance thresholds. Seven academic programs (two duplicative programs listed herein) were closed for Fall 2018. In addition, nine programs (two duplicative programs) are under consideration for closure in Fall 2019.

This report has not been reviewed by the Shawnee State University Board of Trustees (BOT) but will be reviewed at its February 9, 2018 meeting. The BOT-approved report will be forwarded to ODHE with changes, if any, following the February meeting. Any questions concerning this report may be referred to:



Office of the Provost
 Shawnee State University
 940 Second Street
 Portsmouth, OH 45662
 Phone: 740-351-3641 or 740-351-3641

CIP codes used to identify duplicative programs have titles that are different from those used on SSU's campus so a program equivalent table is given below. Four associate programs/program areas and 17 baccalaureate programs/program areas were identified for reporting.

Associate Degree Programs

CIP Code & Title	SSU Academic Program
Humanities/Humanistic Studies	AA English and Humanities (includes concentrations in English, Communications)
Management Information Systems, General	AAB Information Technology Management
Business Administration and Management, General	AAB Business Management
Registered Nursing/Registered Nurse	AAS Nursing (ADN)

Baccalaureate Degree Programs

CIP Code & Title	SSU Academic Program
Ceramic Arts and Ceramics	BFA Studio Arts/Concentration Ceramics
Geology/Earth Science, General	BS Natural Science/Concentration Geology
Marketing/Marketing Management, General	BS Marketing
Photography	BFA Studio Arts/Concentration Photography
Fine/Studio Arts, General	BFA Studio Arts
Special Education and Teaching, General	BSE Intervention Specialist
Chemistry, General	BS Chemistry
International Relations and Affairs	BA International Relations
Mathematics, General	BS Mathematics
English Language and Literature, General	BA English
Athletic Training/Trainer	BS Athletic Training
History, General	BA History
Art/Art Studies, General	BFA Studio Arts
Biology/Biological Sciences, General	BS Biology
Sociology	BA Sociology
Psychology, General	BA Psychology
Business Administration and Management, General	BS Business Administration

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 Secretary, SSU Board of Trustees

Final Action Report on Duplicate Programs.

Program Name	Final Action and Rationale (Include Collaboration Partners, if Applicable)	Timeline for Actions
AA English and Humanities	Program closure due to persistent low enrollment	Program closed Fall 2017
BS Athletic Training	Program closure due to persistent low enrollment	Program closed Fall 2017
BFA Studio Arts - Concentration Ceramics	Program closure recommended due to persistent low enrollment and low number of graduates	Closure decision in March 2018
BA International Relations	Program closure recommended due to persistent low enrollment and low number of graduates	Closure decision in March 2018
AAB Information Technology Management	Program on watch list due to persistent low enrollment and low number of graduates	Enrollment improvement by Fall 2018
BFA Studio Arts - Concentration Photography	Program on watch list due to persistent low enrollment and low number of graduates	Enrollment improvement by Fall 2018
BS Natural Science - Concentration Geology	Program on watch list due to persistent low enrollment and low number of graduates	Enrollment improvement by Fall 2018
AAB Business Management	No Action. AAB Business Management is a two-year program that feeds into the BS Business Administration and other baccalaureate business programs (stackable degree). Program is cost effective.	Annual Review
AAS Nursing	No Action. AAS Nursing is the largest associate degree program at SSU. It provides in-demand graduates for an important regional community health need. The program should be left in its current form due to high quality, centrality to the Institution’s mission, cost-effectiveness, and demand for the program.	Annual Review
BFA Studio Arts	No Action. BFA Studio Arts has seven concentrations. Among those concentrations are Game and Simulation Arts (nationally ranked – Princeton Review), Graphic Design (high demand), and several smaller	Annual Review

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Secretary, SSU Board of Trustees

	concentrations. Overall, the BFA Studio Arts should be left in its current form due to centrality to the Institution's mission, cost-effectiveness, and demand for the program.	
BS Marketing	No Action. BS Marketing is a small program but has stable enrollment and an increasing number of graduates over the last five years. Courses offered within the program are integral to other Business major programs. The program should be left in its current form due to cost-effectiveness of the program.	Annual Review
BSE Intervention Specialist	No Action. BSE Intervention Specialist program produces graduates who are in demand and fill important roles in local and regional K-12 systems. The program should be left in its current form due to high quality, centrality to the Institution's mission, and cost effectiveness.	Annual Review
BS Chemistry	No Action. BS in Chemistry is a small program but an important STEM offering for our region. Courses in the Chemistry program serve other degree programs generating efficiencies and cost effectiveness. The program should be left in its current form due to high quality, cost effectiveness, and importance of STEM programs.	Annual Review
BS Mathematics	No Action. BS in Mathematics is a small program but an important STEM offering for students in our region. Courses in the Mathematics program serve other degree programs, including Math Education, generating efficiencies and cost effectiveness. The program should be left in its current form due to high quality, Cost effectiveness, and importance of STEM programs.	Annual Review
BA English	No Action. BA English program is a small program with a growing enrollment. The program includes students who are pursuing the Adolescent/Young Adult Licensure	Annual Review

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Secretary, SSU Board of Trustees

	in Language Arts. The program should be left in its current state due to high quality, centrality to the Institution's mission, and cost effectiveness.	
BA History	No Action. BA History program is an intermediate size program. The program includes students who are pursuing the Adolescent/Young Adult Licensure in Social Studies. The program should be left in its current state due to cost effectiveness and demand for the program.	Annual Review
BS Biology	No Action. BS Biology is one of our largest programs. The BS Biology includes the Biomedical Program. This program should be left in its current form due to high quality, cost effectiveness, demand for program, and importance of STEM programs.	Annual Review
BA Sociology	No Action. BA Sociology is one of our largest programs. This program should be left in its current form due to high quality, cost effectiveness, and demand for program.	Annual Review
BA Psychology	No Action. BA Psychology is one of our largest programs. This program should be left in its current form due to high quality, cost effectiveness, and demand for program.	Annual Review
BS Business Administration	No Action. BS Business Administration is one of our largest programs. This program should be left in its current form due to centrality to the Institution's mission, cost effectiveness, and demand for the program.	Annual Review

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Secretary, SSU Board of Trustees

RESOLUTION ASA03-18

APPROVAL OF UNIVERSITY REMEDIATION REPORT

WHEREAS, Section 3345.062 of the Ohio Revised Code requires the boards of trustees of each state institution of higher education to issue a report by December 31, 2017, and each thirty-first day of December thereafter, regarding the cost of remediation of students; and

WHEREAS, the report must include: the number of enrolled students that require remedial education; the cost of remedial coursework that the state university provides; the specific areas of remediation provided by the university; and the causes for remediation; and

WHEREAS, the Office of Institutional Research & Sponsored Programs and the University College have analyzed the institution's cost of remedial coursework, specific areas of remediation, and causes for remediation in order to complete the remediation report; and

WHEREAS, the Provost and President have recommended this remediation report for approval by the Board of Trustees;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves the attached report on the Costs of Remediation.

(February 9, 2018)



University Remediation Report

Name of University:

Shawnee State University

Ohio Revised Code Section 3345.062 requires the president of each state university to issue a report by December 31, 2017, and each thirty-first day of December thereafter, regarding the remediation of students. The report must include the following areas:

1. The number of enrolled students that require remedial education (FY17 actual).

Number of Students	Description (if needed)
740	Distinct count of any students requiring any developmental coursework in FY17 (includes new and returning students)

2. The cost of remedial coursework that the state university provides (FY17 actual).

Please select the type of cost in the following areas and describe.

- **Costs to the university:** Please include a description of all university resources allocated in support of and/or on behalf of remedial education, including but not limited to costs associated with the following: faculty & staff, buildings/classrooms, administration, and additional student advising, among others.
- **Costs to the student:** Please include a description of tuition paid by students in pursuit of remedial education.
- **Costs to the state:** Please include a description of state resources provided to your institution in support of remedial education. (See Appendix A containing this information for all state universities .)

Cost Type	Amount	Description
Costs to the university	\$68,714	Dean of the University College (This figure reflects 1/2 of salary and benefits as approximately half of the UC's functions are related to developmental education)
Costs to the university	\$30,197	Administrative Assistant to the Dean of the University College (This figure reflects 1/2 of salary and benefits as approximately half of the UC's functions are related to developmental education)
Costs to the university	\$227,192	Developmental Mathematics Faculty (Full-Time) Salary + Benefits
Costs to the university	\$21,946	Developmental Mathematics Adjunct Faculty Salary
Costs to the university	\$151,048	Developmental English and Reading Faculty (Full-Time) Salary + Benefits
Costs to the university	\$35,699	Developmental English and Reading Adjunct Faculty Salary
Costs to the university	\$185,336	University College Advisors Salary + Benefits
Costs to the university	\$15,334	University College Advisor Support Staff Salary + Benefits
Costs to the university	\$188,593	Classroom Space for Developmental Coursework
Costs to the university	\$583,617	Office Space for Developmental Faculty and Administrators
Costs to the university	\$190,884	Instructional Resources for Developmental Coursework
Costs to the university	\$1,698,560	Costs to the University Subtotal
Costs to the student	\$852,708	Tuition for Developmental Coursework
Costs to the student	\$9,244	Course Fees for Developmental Coursework
Costs to the student	\$119,683	Textbook and Instructional Materials for Developmental Coursework
Costs to the student	\$981,635	Costs to the Student Subtotal
Costs to the state	\$53,929	SSI for Developmental Coursework
Costs to the state	\$89,216	Innovation Grant - Shawnee State University Bridge to Success
Costs to the state	\$13,582	Mathematics Bridge to Success Grant (SSU Math Path)
Costs to the state	\$156,727	Costs to the State Subtotal
	\$2,836,922	Grand Total

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FEB 25 2018



Secretary, SSU Board of Trustees

3. The specific areas of remediation provided by the university.

Subject Area	Description
ENGL 0096 - Basic Writing 2: Paragraphs and Essays	Provides practice in the process of writing and revising paragraphs and short essays. Standard organizational patterns for paragraphs and essays are required with an emphasis on the use of standard English. A total of 404 students were enrolled in ENGL 0096 in FY 17.
READ 0096 - Reading Development 2	Major focus is on increasing comprehension and vocabulary growth; using three-stage reading plans, which include pre-reading, reading, and post-reading strategies; identifying and writing main ideas by summarizing textbook material; becoming metacomprehensive readers; and building general vocabulary. Reading fiction and nonfiction is required. A total of 163 students were enrolled in READ 0096 in FY 17.
MATH 0101 - Basic Algebra with Geometry and Application	This is a course for students with a good background in arithmetic, but little or no background in algebra and geometry. Topics include linear expressions and equations in numeric, graphic, and symbolic form; solving linear equations and inequalities; linear models; operations with exponents; scientific notation; roots, radicals, and fractional exponents; radical equations; polynomial expressions. A total of 459 students were enrolled in MATH 0101 in FY 17.
MATH 0102 - Intermediate Algebra with Application	Topics include system of linear equations, application of linear systems, factoring polynomials, solving quadratic equations, application of quadratic equations, functions, and rational expressions. A total of 212 students were enrolled in MATH 0102 in FY 17.
MATH 0120A - Intermediate Algebra Plus	This course is an intermediate algebra course designed for students who are in need of some intermediate algebra remediation. This course is to be taken in conjunction (co-requisite) with MATH1200A. Topics include, system of linear equations, application of linear systems, factoring polynomials, solving quadratic equations, application of quadratic equations, functions, and rational expressions. A total of 80 students were enrolled in MATH 0120A in FY 17.
MATH 0115A - Beginning Algebra for Statistics Plus	This course is a partial beginning algebra course designed for students concurrently (co-requisite) taking the principles of statistics course, but are in need of some beginning algebra remediation. This course concentrates on linear equations and radicals. MATH 0115A was approved to be offered beginning Fall Semester FY 18. No students were enrolled in MATH 0115A in FY 17.

4. Causes for remediation.

Please select all that are relevant from the following categories and provide detail.

- Lack of student preparation at the K-12 level
- Prescriptive placement policies (over reliance on a single assessment measure)
- Deferred entry into higher education (adult students returning to higher education)
- Other (any other cause identified by the university)

Cause	Description
Lack of student preparation	In FY 17, 418 traditionally-aged, first time freshmen required at least one developmental course upon admission to Shawnee State University. Of these students, 226 (54%) needed one developmental course, 132 (32%) needed two developmental courses, and 60 (14%) needed three or more developmental courses.
Lack of student preparation	In FY 17, 49 transfer students required at least one developmental course upon admission to Shawnee State University. Of these students, 40 (82%) needed one developmental course, 7 (14%) needed two developmental courses, and 2 (4%) needed three or more developmental courses.
Deferred entry	In FY 17, 170 nontraditionally-aged, first time freshmen required at least one developmental course upon admission to Shawnee State University. Of these students, 119 (70%) needed one developmental course, 30 (18%) needed two developmental courses, and 21 (12%) needed three or more developmental courses.
Other	In FY 17, 103 returning students required at least one developmental course beyond their first year at SSU. The reasons for returning students needing additional developmental coursework are: repeating failed or withdrawn developmental coursework, requiring multiple semesters of developmental mathematics coursework, changing majors (which might necessitate additional developmental coursework, typically in mathematics), and failure to register for developmental courses as advised. The original causes for remediation are still likely to be lack of student preparation and/or deferred entry.

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FEB 26 2018



Secretary, SSU Board of Trustees

RESOLUTION F01-18

**REVISION OF POLICY 5.32REV
ETHICS: CONFLICTS OF INTEREST & NEPOTISM**

WHEREAS, Policy 5.32Rev, Ethics: Conflicts of Interest & Nepotism, was last reviewed and approved by the Board of Trustees on May 5, 2016; and

WHEREAS, the policy has been updated for clarity and technical corrections and to include provisions for senior management to obtain approval to participate on for-profit boards;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the revisions to Board Policy 5.32Rev, Ethics: Conflicts of Interest & Nepotism.

(February 9, 2018)



Shawnee State University

POLICY TITLE:	ETHICS: CONFLICTS OF INTEREST & NEPOTISM
POLICY NO. :	5.32REV
ADMIN CODE:	3362-5-32
PAGE NO.:	1 OF 46
EFFECTIVE DATE:	05/06/2016 02/09/2018
NEXT REVIEW DATE:	05/2019 02/2021
RESPONSIBLE OFFICER(S):	GENERAL COUNSEL
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

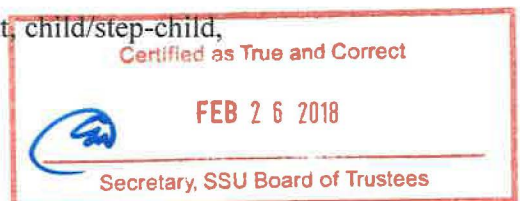
This policy serves to promote compliance with Ohio's ethics laws that address conflicts of interest for public officials and employees. It is the policy that Shawnee State University officials and employees will conduct themselves in a manner that fosters public confidence in the integrity of the University, its processes, decisions and its accomplishments.

2.0 POLICY APPLICATION

This policy, except where specifically noted below, applies to all Shawnee State University employees and to the members of the Board of Trustees.

3.0 DEFINITIONS

- 3.1 University employees and officials. Unless the context indicates otherwise, means trustees, faculty, administrators, and all full-time and part-time employees, including adjunct faculty.
- 3.2 Senior Management or Senior Manager. Includes University President, all vice presidents, deans, General Counsel, and employees at a director level or equivalent.
- 3.32 Honorarium. Any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or similar gathering. "Honorarium" does not include ceremonial gifts or awards that have insignificant or nominal monetary value.
- 3.43 Anything of Value. Includes anything of substantial value, including, but not limited to, money, gifts, promises of future employment, travel and lodging expenses, meals, and entertainment activities, such as golf outings and/or tickets to a professional or major sporting event.
- 3.54 Family Member. Means spouse, parent/ step-parent, child/step-child,



grandparent, grandchild, or sibling/step-sibling; father/mother-in-law;
brother/sister-in-law.

3.65 Public Contract. For purposes of this policy a public contract is broadly defined to include formal and informal agreements, including:

3.65.1 The purchase or acquisition of property or services by or for the use of the University, including the employment of an individual by the University; and

3.65.2 The design, construction, alteration, repair, or maintenance of any University public property.

3.7 For-Profit Board. As used in this policy and accompanying procedures, for-profit board shall mean the governing body of a business association operated for profit, whether based in Ohio or another state, and whether such board is called a board of trustees, board of directors, advisory board, or any similar name.

45.0 GENERAL DUTY TO AVOID CONFLICTS OF INTEREST

45.1 A conflict of interest exists when a University employee or official's financial or personal considerations compromise or have the appearance of compromising his or her an individual's objectivity in meeting a University responsibilities.

45.2 University employees and officials may not use their respective University position for their personal benefit or for the benefit of a family member or business associate.

45.3 University employees and officials are expected to avoid circumstances that reasonably give the appearance ~~imply~~ that the individual acted for personal gain rather than the best interest of the University.

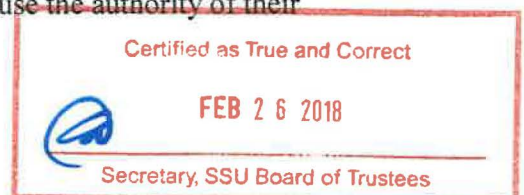
45.4 University employees and officials are prohibited from taking any action, participating in any decision, or approving any action or decision on behalf of the University that will directly result in a benefit to themselves, family members or non-university business associates.

56.0 SOLICITING, ACCEPTING OR USING AUTHORITY FOR ANYTHING OF VALUE

56.1 General Prohibitions

56.1.1 University employees and officials may not solicit or accept "anything of value" (as defined by this policy) from anyone who does business with the University or is seeking to do business with the University.

56.1.2 University employees and officials may not use the authority of their



University position to secure “anything of value” (as defined by this policy) from anyone who does business with the University or is seeking to do business with the University.

56.2 Honorarium

56.2.1 University employees, except for non-administrative faculty and as expressly authorized in O.R.C. 102.03(H), are prohibited from accepting an honorarium as defined by this policy.

56.3 Exceptions

56.3.1 The prohibitions described in this section do not apply to items of nominal value, which are typically items that are less than \$25 in value. Examples include conference trinkets, a meal at a fast food or family restaurant, a promotional item, or inexpensive entertainment activity, so long as they are not viewed as having a substantial or improper influence over the University official or employee.

56.3.2 However, nominal items that are provided frequently or with regularity, such as a weekly or monthly lunch, or multiple smaller items may rise to something of substantial value and ~~would be~~ would be prohibited.

56.3.3 University officials and employees may accept travel, meals and lodging or expenses in connection with conferences or meetings that are organized by an SSU associated organization, so long as the employee receives prior approval from the division vice president.

56.4 For examples and further discussion of the topic, see the following Ohio Ethics Commission bulletins:

<http://www.ethics.ohio.gov/education/factsheets/InfoSheet7-Gifts.pdf>

http://www.ethics.ohio.gov/education/factsheets/Bulletin_gifts_and_entertainment.pdf

67.0 PUBLIC CONTRACTS

67.1 University employees and officials are prohibited from authorizing, approving or in any manner influencing others to secure a uUniversity contract in which the employee or official or family member or non-university business associate would have a financial or personal interest. In order to avoid even the appearance of impropriety, such individuals may not participate in any uUniversity decision-making process, formally or informally, regarding a uUniversity contract that could benefit the individual.

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67.2 University officials and employees are prohibited from having an interest in the profits or benefits of a uUniversity contract that is not ~~let~~awarded by competitive bid.

67.3 Exception:

67.3.1 University officials and employees do not violate this section if his/her interest (or family's or business associate's interest) is limited to owning shares of a corporate contractor that do not exceed five percent (5%) of the outstanding shares, and the employee files an affidavit with the General Counsel of the University giving his/her exact status with the corporation at the time the contract is entered into.

67.3.2 An exception may also be recognized when a four-part statutory test is met when determined by the Vice President for Finance or designee in consultation with the General Counsel. The four-part test is as follows:

67.3.2.1 The supplies or services that are the subject of the uUniversity contract is necessary for the uUniversity; and

67.3.2.2 The supplies or services are not obtainable elsewhere for the same or lower cost, or the supplies or services are being furnished as a part of a continuing contract; and

67.3.2.3 The treatment accorded the University is either preferential to or the same as that accorded other customers or clients in similar transactions

67.3.2.4 The entire transaction is conducted at arm's length, with full knowledge of uUniversity administrators who are evaluating the transaction of the individual official or employee's conflict and such official or employee takes no part in the deliberations or decision with respect to the contract.

78.0 NEPOTISM

No uUniversity official or employee may use his/her uUniversity position or influence to hire, promote or give preferential treatment to any family member, as defined by this policy.

8.0 SENIOR MANAGEMENT PARTICIPATION ON FOR-PROFIT BOARDS

8.1 Active participation on outside for-profit boards by Ssenior Mmanagement can benefit the University by- strengthening economic development, fostering a more complete understanding of the needs and challenges of the University and private business, and familiarizing University officials in areas of business

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efficiencies. Such participation can also enhance the outreach of the University with business leaders and other benefactors. Senior management shall be permitted to serve as a member of a for-profit board when such service:

8.1.1 would not pose a conflict of commitment to the University,

8.1.2 would not pose a conflict of interest or appearance of conflict of interest, and

8.1.3 is not otherwise incompatible with Ssenior Mmanagement member's duties —to the University.

8.2 Any compensation paid in connection with membership on a for-profit board shall be reasonable and commensurate with the time and responsibilities required. Senior Mmanagement's primary commitment must be to the University, and service on an outside board and any fiduciary duty to the outside entity must never conflict with the individual's duties and responsibilities to the University.

8.3 Members of Ssenior Mmanagement are individually responsible for ensuring that service on for-profit boards does not violate Ohio Ethics law, Chapters 102 and 2921 of the Ohio Revised Code, or diminish the reputation of the University.

8.4 The use of personal time is required to engage in for-profit board work either by performing such activities outside usual work hours or using accrued vacation time. The use of the University's name, logo, seal or letterhead in the conduct of the for-profit board activity is prohibited. Senior Mmanagement engaging in for-profit board work must not use other University employees during designated work time. Incidental and occasional personal use of University computers, equipment and supplies is permitted so long as the use is consistent with other University policies and doeses not distract from University business (e.g., due to volume or frequency).

9.0 SANCTIONS

Failure of any employee to abide by this policy and/or Ohio's ethics laws may result in discipline up to and including termination, as well as potential civil and criminal sanctions. Any disciplinary action will be in accordance with applicable uUniversity policies or collective bargaining agreements.

10.0 ETHICS OFFICER AND COMPLIANCE EFFORTS

10.1 The General Counsel will serve as the University's Ethics Officer and will coordinate efforts with other uUniversity officers to promote compliance withof this policy and Ohio's Eethics Hlaws. Such compliance efforts include education and training as well pro-active measures to identify potential employee conflicts of interest.

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10.2 All employees shall receive a copy of this policy and a copy of Ohio's Ethics laws upon hire.

Ref: Ethics Guidelines

History

Effective: 06/15/07

Revised: 02/09/2018, 05/06/16

Applicable Procedures: 5.32:1 Senior Management Participation on For-Profit Boards

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Secretary, SSU Board of Trustees

INFORMATIONAL ONLY

PROCEDURE TITLE:	SENIOR MANAGEMENT PARTICIPATION ON FOR-PROFIT BOARDS
PROCEDURE NO.:	5.32.1
RELATED POLICY:	5.32
PAGE NO.:	1 OF 2
RESPONSIBLE ADMINISTRATOR(S):	GENERAL COUNSEL
EFFECTIVE DATE:	02/09/18
NEXT REVIEW DATE:	02/2021
APPROVED BY:	PRESIDENT

1.0 PURPOSE

This procedure establishes the process for a member of senior management to request and receive authorization to participate on an outside for-profit board as permitted by Policy 5.32Rev, Section 8.0.

2.0 REQUEST

- 2.1 Prior to July 1 of each year, any member of senior management who wishes to serve on or continue to serve on a for-profit board in the next fiscal year must submit a written request to his or her immediate supervisor.
- 2.2 The request must contain sufficient details about the business entity in question to permit the supervisor to assess the request, including:
- Name of the outside business association
 - Nature of the outside entity's business
 - Title and/or office that the senior manager would hold
 - The approximate number of hours of commitment that would be involved
- 2.2.1 In instances where the senior manager previously received approval for a substantially similar for-profit position, he or she must annually submit any material changes in the for-profit position including changes in compensation, changes in office to be held, changes in the organization's relationship with the University, and changes that might cause reputational risk to the University.

3.0 SUPERVISOR REVIEW OF THE REQUEST

- 3.1 The supervisor will review the request and determine whether it poses a conflict of commitment with the University duties of the senior manager.



- 3.2 In consultation with the General Counsel, the supervisor will determine whether the request poses a conflict of interest, appearance of conflict of interest, or other potential ethical concern.
- 3.3 When such a request for participation on a for-profit board is made by the General Counsel, the supervisor will consult with the Ohio Attorney General's Office to determine whether a conflict of interest, appearance of conflict, or other ethical concern is implicated.
- 3.4 The supervisor will provide final written approval or denial of the request to the senior manager and retain a copy of the correspondence in accordance with the University's record retention procedures.
- 3.5 In any instance in which a conflict of interest, appearance of conflict of interest or conflict of commitment is present, or where the for-profit position would otherwise be incompatible with the University duties of the requester, the request will be denied.

History

Effective: 02/09/18



RESOLUTION F02-18

**APPROVAL OF GIVE BACK GO FORWARD PROGRAM
REVISED**

WHEREAS, Shawnee State desires to launch the Give Back Go Forward program, a statewide initiative that has grown out of partnerships between public universities, the Ohio Department of Higher Education, and the Ohio Department of Aging; and

WHEREAS, Shawnee State's program is unique because it calls on the voluntary efforts of Shawnee State undergraduate students majoring in health professions to assist the senior community surrounding the University; and

WHEREAS, the experience and networking that the program provides will be invaluable for these students, as they enter their chosen career pathways and will have a positive impact on our students and community; and

WHEREAS, the Program's participants will "give back" at least 100 hours of their time to local senior citizens in return for a three-credit-hour tuition waiver that can be used for undergraduate courses in the immediate following summer term; and

WHEREAS, if the student cannot utilize the three-credit-hour waiver the immediate following summer term because the University does not offer required courses, a one-time extension of the waiver to the next academic year's summer term will be honored; and

WHEREAS, Section 369.180 of Am. Sub. H.B. 64 of the 131th General Assembly requires any waiver of tuition for any particular student or any class of students not otherwise permitted by law at a state-assisted institution of higher education be approved by the Chancellor of the Ohio Department of Higher Education;

THEREFORE, BE IT RESOLVED, the Shawnee State University Board of Trustees approves the Give Back Go Forward Program and approves the waiver of three undergraduate credit hours to participants in accordance with Ohio Department of Higher Education Directive 2009-011;

BE IT FURTHER RESOLVED, the Program will be available beginning fall semester 2017 through summer 2019, pending approval of the waiver by the Chancellor of the Ohio Department of Higher Education;

BE IT FINALLY RESOLVED, this resolution supersedes Resolution F23-17 and to the extent that F23-17 conflicts with or is inconsistent with this resolution in any way, it is rescinded.

(February 9, 2018)



RESOLUTION F23-17
APPROVAL OF THE
GIVE BACK GO FORWARD PROGRAM

WHEREAS, Shawnee State desires to launch the Give Back Go Forward program, a statewide initiative that has grown out of partnerships between public universities, the Ohio Department of Higher Education, and the Ohio Department of Aging; and

WHEREAS, Shawnee State's program is unique because it calls on the voluntary efforts of Shawnee State undergraduate students, majoring in health professions, to assist the senior community surrounding the University; and

WHEREAS, the experience and networking that the program provides will be invaluable for these students, as they enter their chosen career pathways and will have a positive impact on our students and community; and

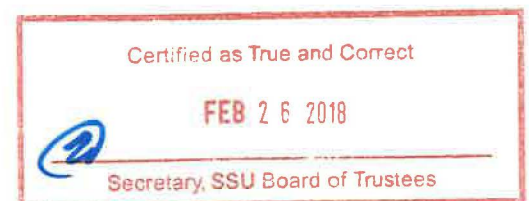
WHEREAS, the Program's participants will "give back" at least 100 hours of their time to local senior citizens in return for a three-credit-hour tuition waiver that can be used for undergraduate courses the following summer semester; and

WHEREAS, 369.180 of Am. Sub. H.B. 64 of the 131th General Assembly requires any waiver of tuition for any particular student or any class of students not otherwise permitted by law at a state-assisted institution of higher education be approved by the Chancellor of the Ohio Department of Higher Education;

THEREFORE, BE IT RESOLVED, the Shawnee State University Board of Trustees approves the Give Back Go Forward Program and approves the waiver of three undergraduate credit hours to participants in accordance with Directive 2009-011;

BE IT FURTHER RESOLVED, the Program will be available beginning fall semester 2018, pending approval of the waiver by the Chancellor of the Ohio Department of Higher Education.

(December 15, 2017)



Academic Affairs Report, February 9, 2018

Academic Events

Faculty Festival of Achievement will be held February 19 – 23, in University Center 214 and 215. A tentative schedule of presentations is provided below:

Presenters	DATE Mon. 2/19	Title	Start Time UC 215
Mich Nyawalo		Comparative Feminism and Social Justice: Instrumentalizing the Poetics of Assia Djebar's "The Woman in Pieces" in a Service-Learning and Study Abroad Course	10 am
Chip Poirot/Mich Nyawalo		A Scholarly Discussion of <u>The General Theory</u> by John Maynard Keynes	11 am
Darrell Rudmann (1)		Empirically Based Advice for Optimal Skill Learning	Noon
Jim Reneau		The Technology Divide Between Appalachian and Non-Appalachian Students in a Small Public Appalachian University	1 pm
Presenters	Tues. 2/20		UC 215
Monica Orlando		Everyday Disability in Children's Books	11 am
Van Lemmon		Assistive Technology to Support Students with Dyslexia and Dysgraphia	Noon
Linda Hunt Peggy Whyte		Incorporating Study Skills through the Discussion Board	1pm
Sarah Boehle (1)		Transportation and Social Engagement in Appalachian Ohio: Insights from Non-driving Elders	2 pm
Sarah Boehle (2)		Grocery Shopping and Accessing Food as a Non-Driving Elder in Appalachian Ohio	2:30 pm
Neil Carpathios		Fiction Reading	3:30 pm
Presenters	Wed. 2/21		UC 215
Tony Dzik		Site and Situation of Settlements North of the Arctic Circle in West Greenland	10 am
Darrell Rudmann (2)		Finding the Balance: Effectiveness of Hybrid Courses	11 am
Thomas Piontek		Beyond (Gay) Marriage	1 pm
Bennie Blevins		The Magic of Words: Words and Writing as Therapy for the LGBTQ+ Community	2pm
Christina Jones		Life Writing as Activism: Storytelling with a Higher Purpose	3 pm
Lavanya Vemsani Sean Dunne, Jean McGlone Virginia Pinson		Assessment , Pure and Simple	4 pm
Presenters	Thurs. 2/22		UC 215
Christina Jones		Myers-Briggs Assessments and the Educational Possibilities	11:30 pm
Cheryl Irish/Cynthia Hermanson		What We Learned about Teaching: Lilly Conference Lessons	12:30 pm
Jean McGlone, moderator Nancy Bentley, Sheena Shifko, Amy France, Lee Anne Pate		Students Practicing Teamwork Today for Professional Practice Tomorrow: An Inter-Professional Education Event	2 pm
Presenters	Fri. 2/23		UC 214
Cheryl Irish		Overseas School Partnership Experiences	10 am
Cybele Lotti & Adam Miller		Rheology and quality of ABS filament for 3D printing	11 am
Gay Lynn Shipley		Publish or Perish: You are Not Alone	2pm

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Secretary, SSU Board of Trustees

Ohio Department of Higher Education (ODHE)

The following reports were submitted to the ODHE:

- Duplicative Program Final Report. Board of Trustee approval necessary (February meeting).
- Remediation Cost Report. Board of Trustee approval necessary (February meeting).

In addition, SSU will be required to develop and submit a BOT-approved Tenure-commercialization Pathway, a Regional Compact Agreement, and a Completion Plan Update to ODHE by July 1, 2018.

Academic Quality Improvement Program (AQIP)

SSU submitted its 2018 AQIP Systems Portfolio to the Higher Learning Commission. Thanks to Dr. Becky Thiel, Dean of Graduate Studies and Assessment, for her work on the submission.

Academic Programs and Curriculum

The Division of Academic Affairs (AA) has been reviewing academic programming and has developed processes for both addition and deletion of programs. These processes will provide SSU with a means to change its offerings and meet the needs of current and future students. In 2016-17, seven academic programs were eliminated and one program was added. In the current academic year, ten programs have been recommended for closure. Three new programs – Digital Appalachian Studies, Occupational Therapy Doctoral Program, and Industrial Management – have been proposed.

In addition to program addition and closure, AA is examining a partnership agreement with an outside vendor to assist the University in development and implementation of online programming. Currently, SSU offers two online programs but will be adding additional online offerings beginning Fall 2018.

SSU has entered into a 3+1+1 Agreement with Guangdong University of Foreign Studies (GDUFS) in China. Students from GDUFS will complete the last year of their baccalaureate degree at SSU and continue an additional year to complete a Master's Degree in Curriculum Instruction. Many thanks to Professor Emeritus Xiaodan Huang and Director Ryan Warner for their work to develop and finalize this agreement.



Clark Memorial Library

The Clark Memorial Library (CML) partnered with community organizations on a community literacy project named Books Build Bridges. Participants include the CML, Rotary Club, South Central Ohio Educational Service Center, Portsmouth Public Library, Portsmouth Area Ladies, Scioto County Area Foundation, and Southern Ohio Medical Center. Eighth graders in seven Scioto County schools will be given a copy of the book "Not a Drop to Drink" by Mindy McGinnis. The author will visit Portsmouth on April 25th to meet with Shawnee State University students and the Portsmouth Area Children's Theatre. On April 26th, she will speak to approximately 750 eighth grade students in the Vern Riffe Center for the Arts and complete her visit with a lecture and book signing at the Portsmouth Public Library.

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**15TH DAY ENROLLMENT REPORT
ACADEMIC AND STUDENT AFFAIRS COMMITTEE
FEBRUARY 9, 2018**

<i>Headcount</i>	SPRING 2017	SPRING 2018	Up/Down	Change %
Undergraduate	3000	2754	-246	-8.2
Graduate	119	119	0	0
Total	3119	2873	-246	-7.9
College Credit Plus	358	493	+135	+37.7
University Total	3477	3366	-111	-3.2

<i>FTE</i>	SPRING 2017	SPRING 2018	Up/Down	Change %
Undergraduate	2905	2753	-152	-5.2
Graduate	89	89	0	0
Total	2994	2842	-152	-5.08

FTE calculations include all registered students regardless of classification/program.

<i>Student Credit Hours</i>	SPRING 2017	SPRING 2018	Up/Down	Change %
Undergraduate	43568	41298	-2270	-5.2
Graduate	1334	1334	0	0
Total	44902	42632	-2270	-5.1

SCH -the course credit value multiplied by the number enrolled in the course and include all registered students

<i>Enrollment by Student Type</i>	Females	Males	SPRING 2017	SPRING 2018	Up/Down	Change %
First-Time In Any College	22	22	53	44	-9	-17.0
Transfers	46	31	78	77	-1	-1.3
Freshmen	277	281	740	558	-182	-24.6
Sophomores	338	289	655	627	-28	-4.3
Juniors	321	259	583	580	-3	-0.5
Seniors	479	389	871	868	-3	-0.3
Graduate New	4	4	12	8	-4	-33.3
Graduate Continuing	84	27	107	111	+4	+3.7
Non-Degree	293	200	378	493	+115	+30.4
Total	1864	1502	3477	3366	-111	-3.2

<i>Graduate Enrollment by Division/Dept.</i>	Females	Males	SPRING 2017	SPRING 2018	Up/Down	Change %
EDUC	9	12	42	21	-21	-50.0
MATH	7	13	21	20	-1	-4.8
RSPP	59	4	56	63	+7	+12.5
OTHER (EDVI)	13	2	0	15	+15	N/A

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<i>Undergraduate Enrollment by Division/Dept.</i>	Females	Males	SPRING 2017	SPRING 2018	Up/Down	Change %
Arts & Sciences	527	462	1032	989	-43	-4.2
ARTS	113	154	263	267	+4	+1.5
HUMA	39	27	84	66	-18	-21.4
MATH	23	18	41	41	0	0
NSCI	175	130	318	305	-13	-4.1
SSCI	177	133	326	310	-16	-4.9
Professional Studies	802	689	1487	1491	+4	+0.3
BUSI	150	188	352	338	-14	-4.0
EDUC	179	29	204	208	+4	+2.0
ENGT	31	295	317	326	+9	+2.8
HSCI	204	49	213	253	+40	+18.8
NURS	113	28	165	141	-24	-14.5
RSPP	125	100	236	225	-11	-4.7
University College	177	145	505	323	-182	-36.0

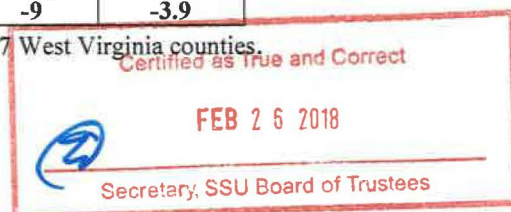
<i>Undergraduate Residency</i>	SPRING 2017	SPRING 2018	Up/Down	Change %
Ohio	2970	2860	-110	-3.7
Kentucky	252	277	+25	+9.9
Other US States 1	105	90	-15	-14.3
International 2	31	20	-11	-35.5

¹ Undergraduates represent 26 states and the District of Columbia.

² Undergraduate international students represent 12 countries.

<i>Undergraduate County of Origin³</i>	SPRING 2017	SPRING 2018	Up/Down	Percent
Southern Ohio				
Scioto	1313	1322	+9	+0.7
Lawrence	116	144	+28	+24.1
Adams	185	140	-45	-24.3
Pike	254	225	-29	-11.4
Total	1868	1831	-37	-2.0
Central Ohio				
Franklin	120	98	-22	-18.3
Licking	17	51	+34	+200.0
Delaware	14	8	-6	-42.9
Madison	17	13	-11	-23.5
Pickaway	26	27	+1	+3.8
Fairfield	32	32	0	0
Union	5	4	-1	-20.0
Ross	124	127	+3	+2.4
Total	355	360	+5	+1.4
Southwestern Ohio/Northern Kentucky				
Brown	40	41	+1	+2.5
Butler	20	23	+3	+15.0
Clermont	33	33	0	0
Clinton	17	13	-4	-23.5
Hamilton	61	48	-13	-21.3
Highland	33	39	+6	+18.2
Kenton (KY)	2	2	0	0
Warren	24	22	-2	-8.3
Total	230	221	-9	-3.9

³ Undergraduates represent 77 of Ohio's 88 counties, 23 Kentucky counties, and 7 West Virginia counties.



<i>Undergraduate Demographics</i>	SPRING 2017	SPRING 2018	Up/Down	Change %
<i>Age</i>				
Under 19	699	759	+60	+8.6
19 to 25	2242	2313	+71	+3.2
Over 25	417	175	-242	-58.0
<i>Ethnicity</i>				
American Indian/Alaskan	24	17	-7	-29.2
Asian	18	22	+4	+22.2
Black/African American	180	141	-39	-21.7
Hispanic/Puerto Rican	25	21	-4	-16.0
Native Hawaiian/Pacific	6	5	-1	-16.7
White	2869	2773	-96	-3.3
Two or more races	76	70	-6	-7.9
Non-Citizen	34	22	-12	-35.3
Unknown/Other	126	176	+50	+39.7

<i>Non-Degree</i>	SPRING 2017	SPRING 2018	Up/Down	Change %
College Credit Plus/Non-Degree (PSEO and Dual Credit)	358	438	+80	+22.3

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Secretary, SSU Board of Trustees

Spring Registration Comparison Report
Academic and Student Affairs Committee
February 9, 2018

	Spring 2016 15th Day	Spring 2017 15th Day	Spring 2018 15th Day
New Undergraduate Enrollment			
First-time in Any College	71	53	44
Transfer	97	78	77
Total New	168	131	121
Difference from prior year		-37	-10
Continuing Undergraduate Enrollment			
Freshmen	745	740	558
Sophomore	642	655	627
Junior	631	583	580
Senior	872	871	868
Total Continuing	2890	2849	2633
Difference from prior year		-41	-216
Total Undergraduate	3058	2980	2754
Difference from prior year		-78	-226
New Graduate Enrollment			
Graduate - New	17	12	8
Total New	17	12	8
Difference from prior year		-5	-4
Continuing Graduate Enrollment			
Graduate - 1	68	70	67
Graduate - 2	42	37	44
Graduate - 3	0	0	0
Total Continuing	110	107	111
Difference from prior year		-3	4
Total Graduate	127	119	119
Difference from prior year		-8	0
Non-Degree Enrollment			
NT - Visiting	4	0	9
NR - Regular	2	10	4
NH - High school	0	3	0
NP - College Credit Plus	157	121	182
NS - Senior Citizen	0	10	1
ND - Returner	261	234	297
Total Non-Degree	424	378	493
Difference from prior year		-46	115
Grand Total	3609	3477	3366
Difference from prior year		-132	-111

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Beyond the Numbers

Key Points about Spring 2018 Comparison Report

- Graduation petitions for spring are up overall from last spring (475 compared to 450 point in time). Summer petitions are a few behind. During the 2016-17 academic year, we awarded 780 degrees (see table below). The April meeting will have the breakdown of petitions by degree.
- First-time in any college student (FTIAC) retention rate gradually improving over the last three years (see tables below).
- Course completion rates have remained stable with previous years (see table below).

FTIAC Fall/Spring Retention Table

Academic Year	Retention Rate		
	Percent	FTIAC	Return
Fall 2015-Spring 2016	78.25%	869	680
Fall 2016-Spring 2017	82.06%	864	709
Fall 2017-Spring 2018	84.14%	700	589

Course Completion Table

Academic Term	Final Grade		
	Grade A – D-	F & NC	WD
Fall 2011	83.74%	10.17%	6.09%
Fall 2012	84.17%	9.87%	5.96%
Fall 2013	86.20%	8.62%	5.18%
Fall 2014	88.20%	7.54%	4.27%
Fall 2015	87.45%	7.77%	4.78%
Fall 2016	88.55%	6.63%	4.82%
Fall 2017	86.10%	8.29%	5.62%

Degree Awards Table

Academic Year	Masters	Bachelors	Associates	Total
1112	31	350	250	631
1213	28	426	281	735
1314	27	435	292	754
1415	38	436	264	738
1516	57	407	231	695
1617	65	489	226	780

FTIAC Fall/Fall Retention Table

Academic Year	Persistence Rate		
	Percent	FTIAC	Return
Fall 2014-Fall 2015	54.36%	905	492
Fall 2015-Fall 2016	60.87%	869	529
Fall 2016-Fall 2017	62.50%	864	540

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Secretary, SSU Board of Trustees

Orientation



Registration starts

JANUARY 15!



VISIT MYSSU + SELECT A DATE + PAY YOUR ORIENTATION FEE

Orientation Report
Academic and Student Affairs Committee
February 9, 2018

Spring 2018 Orientation Summary

- Online Self Service only
- Students can move through process at their own pace
- Students do not have to wait until face-to-face orientation
- Students can access online orientation platform as needed to access information
- Our first spring orientation requiring all students to participate in orientation and submit the orientation fee prior to enrolling

Upcoming Orientation Dates

Summer 2018 Orientation

Online Self Service

Fall 2018 Orientation

- Saturday, June 9th—Scholarship Orientation
- Tuesday, June 12th—Bridge to Success Orientation
- Thursday, June 14th—Student Athletes
- Saturday, June 16th
- Tuesday, June 19th
- Thursday, June 21st
- Wednesday, July 25th
- Friday, July 27th
- Or Online Self Service

Spring 2019 Orientation

Online Self Service

Attendance/Participation Comparison

Event	Date	Registered	Attended
Spring 2015 Orientation	Dec. 11, 2014	176	123
	Jan. 7th, 2015		
Spring 2016 Orientation	Dec. 17th, 2015	126	113
	Jan. 5th, 2016		
Spring 2017 Orientation	Dec. 15th, 2016	78	72

Event	Date	Started Orientation	Completed and Paid Fee
Spring 2018 Orientation	Online Self Service	130	120

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Secretary-SSU Board of Trustees

Spring Housing Occupancy
Academic and Student Affairs Committee
February 9, 2018

Current Housing Occupancy
Spring 2018

Spring 2018	SSU Owned Capacity\Occupancy	Hatcher Capacity\Occupancy	Residents On Campus	Total on Campus Occupancy %	Men	Women
2018	163\102	760\596	698	76%	392	306

NOTE: Charts reflect a decrease in capacity for Hatcher properties due to Bridgeview single buyouts. SSU reflects a decrease due to Carriage apartments being offline for rentals.

Housing Occupancy
Spring Semesters 15-day report

Spring 15 Day #'s	SSU Owned Capacity	Hatcher Capacity	Residents On Campus	Total on Campus Occupancy %	Men	Women
2017	172	785	785	82%	483	302
2016	172	777	759	80%	405	354
2015	174	785	833	87%	No software system	No software system

NOTE: Charts reflect a decrease in capacity due to pulling rooms offline for Live-In Resident Coordinators and rentals.

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**Student Government Association Report
Academic and Student Affairs Committee
February 9, 2018**

Current Projects

- Revamping the SGA Constitution to be more adaptable to the growth of the student body and the university.
- Addressing specific student concerns such as internet issues, cafeteria food quality, and smaller maintenance issues.
- Collaborating with Dr. Anne Marie Gillespie in processing the transition of Greek funding from SGA.

Student Organizations

- Forty-six (46) organizations/clubs approved for status.
- Each funded \$200 (Spring 2018)

Committee Projects

- **Student Life**
 - Collaborated with Jennifer Schackart in establishing the chalkboard walls in the Starbucks area.
 - Worked with Jeff Hamilton to make minor updates to the gym such as new seat covers on equipment.
 - Working on a new annual SGA event in collaboration with Housing & Residence Life.
 - Finalizing the parking map in coordination with the Department of Public Safety.
- **Academic Affairs**
 - Working with multiple departments and faculty to plan Evening of Honors.
 - Working with Janet Stewart to determine the success of the Bear Cave. For example, in December 2017, in only three days 506 students utilized the space.
 - Organizing the SGA executive board elections for the 2018-2019 academic year.
- **Budget and Financing**
 - Collaborating with the Department of Plastics Engineering, Admissions, and Events and Conference Services to establish a 3-D model of campus for display in the Morris University Center.
 - Working on assessing the after-hours temperatures within the Vern Riffe Center for the Arts.
 - Transition SGA Executive pay into a bi-weekly schedule.

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**Student Government Association Report
Academic and Student Affairs Committee
February 9, 2018**

Approved Student Organizations

Innermission Campus Ministry	Ultimate Frisbee Club
Fantanime	Video Game Club
Asian Wave Club	Alpha Phi Omega
SSU Cheer	SMASH at Shawnee
National Society of Leadership and Success	GSSA
SSU League of Legends	Alpha Psi Omega
Theta Phi Alpha	SSU Jedi Order
Shawnee Panhellenic Council	Psychology Club
Athletic Training Club	3D Printing Club
Shawnee State Catholic Club	Model Arab League
Phi Mu Delta	Shawnee Dance Team
Game Developer's of Shawnee	Rotaract
Wallyball Club	Art Club 2.0
Shawnee Political Science Club	Photography Club
Geology Club	Pokemon Go Trainer's Association
Student Veteran's Alliance	Delta Phi Epsilon
Tau Kappa Epsilon	Zombie Educational Defense
SSU College Republicans	Sigma Tau Delta
Pre-med Club	Dungeon Crawlers
Chemistry Club	Math Club
Society of Plastics Engineers	

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EMSA FEBRUARY 2018

EMSA DASHBOARDS COMING
SOON

ADMISSIONS

1209 TEXT MESSAGES SENT
1170 PHONE CALLS MADE
ACCEPTED 1686 STUDENTS FA 2018



CAMPUS LIFE

WG&EC WILL BE HOSTING

"LOVE YOUR BODY WEEK"

2/19-2/23/18

"CLOTHING SWAP" 2/26-3/1/18

22 ESAs ON CAMPUS

45 APPLICANTS FOR GROUP

PROCESS DAY

AVERAGE FALL GPAS

STUDENT AMBASSADORS 3.19

SECOND CHANCE STUDENTS 2.68

I AM FIRST GEN 2.74 GREEK LIFE 2.93

MEN EMPOWERMENT 2.82

AHANA 3.0 SPB 3.36 RA 3.39

STUDENT BUSINESS OPERATIONS

SBC CONTACT DETAILS DECEMBER 2017

425 STUDENT WALK-INS 867 PHONE
CALLS

90.4% CALL COMPLETION



M&VS

70 students

receiving VA

Benefits

26 Dean's List FA17

11 Petitions to

graduate

FINANCIAL AID

10/1/17-1/26/18 2601 FAFSAs

148 more than 10/1/16-1/26/17

REGISTRAR

434 GRAD PETITIONS FOR SPRING 2018

15 SUMMER 2018 GRAD PETITIONS WALKING SP

GRADUATION

175 DEGREES AWARDED FA17



COUNSELING & HEALTH SERVICES

! Relocated along with SSU!
Health Clinic to Hatcher Hall
January 2018

78 appt.*8 crisis appt.*43 hours
average age of clients: 22

ATHLETICS

STUDENT ATHLETE GPAS

23 WITH 4.0

82 >3.5 144 > 3.0

8 TEAMS WITH GPA > 3.0

TENNIS TEAM 3.74 HIGHEST TEAM GPA



4 Inductees into SSU's Hall of
Fame--January 25, 2018

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Go Bears @

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Academic Program Development

Academic Program Development: Online, Traditional, Aspirational

Dr. Chris Kacir, Int. Dean, University College
Dr. Paul Madden, Dean, College of Professional Studies
Dr. Roberta Milliken, Int. Dean, College of Arts and Sciences

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Online Program Development

- College of Arts and Sciences
 - M.Ed. Curriculum and Instruction w/English Concentration
 - Digital Appalachian Studies Certificate
- College of Professional Studies
 - B.S. Health Sciences
 - B.S. Nursing RN to BSN Completion Program
 - O.T.D. Occupational Therapy Studies - Post Professional
 - TVI Visual Impairment Licensure Program
- University College
 - Bachelor of Individualized Studies



Traditional Program Development

- College of Arts and Sciences
 - Technical and Professional Communications Certificate
 - B.F.A. Studio Arts - Illustration Concentration
 - Criminal Justice Certificate
 - B.S. Math - Actuarial Science Certificate
 - B.S. Chemistry – Pre-Pharm, Industrial, ACS/Graduate Schools



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Traditional Program Development

- College of Professional Studies
 - Industrial Management Major – Stackable courses, certificate, A.A.S., B.S.
 - A.A.S. Plastics Manufacturing
 - A.A.S. Occupational Therapy Assistant – Southern State Community College location
 - B.S.Ed. Educational Studies to M.Ed. Curriculum and Instruction 3+1+1 w/Guangdong University of Foreign Studies



Traditional Program Development

- University College
 - B.A. Integrative Studies



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Aspirational Program Development

- College of Arts and Sciences
 - Communications Major
 - TESOL Endorsement (with School of Education)
 - B.A. Psychology Chemical Dependency Concentration
 - Fermentation Science / Micro-Brewing Certificate (with the University College)



Aspirational Program Development

- College of Professional Studies
 - B.S. Computer Science Major
 - Cyber Security Certificate
 - B.S. Exercise Science Revisions (Pre-Professional)
 - M.S. Exercise Science (online)
 - School Nurse Licensure (Nursing/Education)



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Aspirational Program Development

- University College
 - Microbrewery Operations Certificate (w/Natural Sciences and other departments)



The Dr. Miller and Genevieve Toomb's Children's Learning Center



Infants

Provide early learning experiences that support language, social, and cognitive development.



Toddlers

Provide early learning experiences that support language, social, and cognitive development.



Preschool

Provide early learning experiences that support language, social, and cognitive development.



School Age

Provide early learning experiences that support language, social, and cognitive development.



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CLC Spring 2018 Update

In a joyful environment, we educate, we train, and we inspire.

Currently serving 82 children,
birth-5 years old

16% ODJFS Funded

20% ODE Funded

27% SSU Community

13.5% Students

13.5%

Admin/Faculty/Staff

Teachers Are Licensed and

Degreed

Field Site

5-Star SUTQ Rated

ODE Assessment Pilot Project

On-the-job training for 26
SSU students

12 Education Majors

5 EC/SE

4 ECE

2 MC

1 Math/AYA

8 OT Majors

1 Sociology

1 Natural Science

1 Political Science

2 Health Sciences

Professional Development

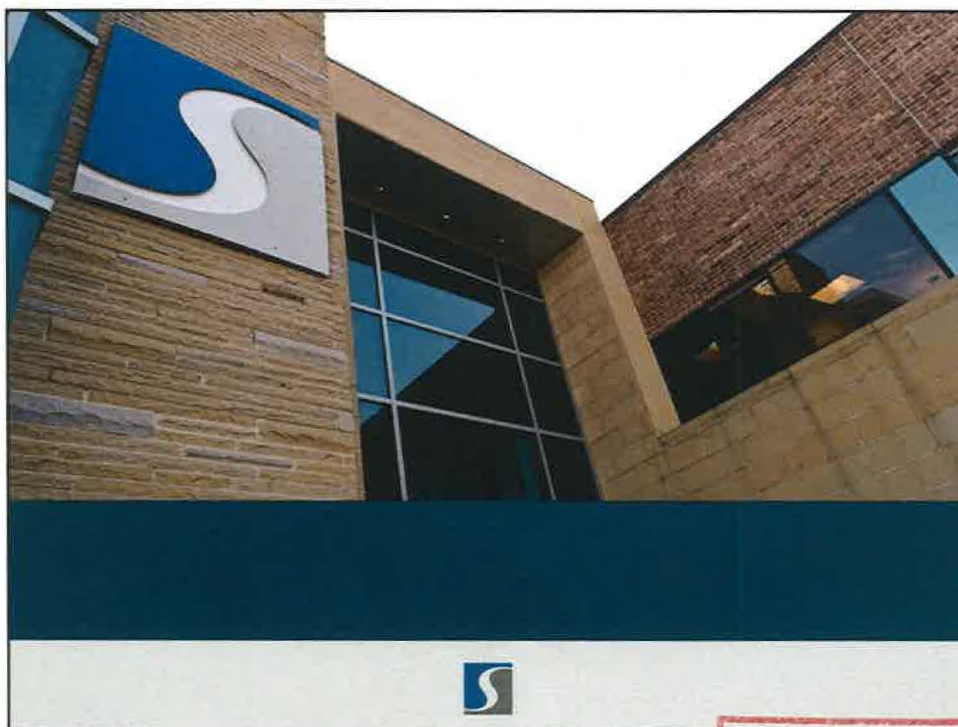
Inspired 80 early childhood
practitioners at ECE Fabulous
Friday Fall Conference

4 CLC Staff Presenting at 2018
OAEYC Conference "Real Art
for Real Artists" "Making
Learning Visible: The Power of
Documentation"

Community Partners

West End Child Care

Portsmouth Public Library



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**Shawnee State University
FY2018 2nd Qtr. Budget Status**

Key Points

General Fund

• **Revenue**

- General Fund Revenue is lagging by \$1.26M compared to the same period in FY17.
- State funding is running as expected, and SSI will increase in the second half of the year by \$387K over the budgeted amount.
- Tuition and student fee revenue is currently \$1.12M below FY17.
 - Spring semester enrollments indicate a “melt” in billable hours from fall to spring of only 9.1%, compared to 12.1% the previous year.
 - This will mitigate somewhat the decrease in tuition revenue projected for spring semester.
- Other income is running slightly ahead of the previous year.
- Support transfers between funds will occur during 3Q.

• **Expenditures**

- General Fund Expenses are \$563K higher than the same point in FY17.
- Compensation:
 - Salaries are currently \$300K below FY17.
 - Benefits are tracking \$100K ahead of last year, a pattern that may worsen significantly by year-end based on recent medical claims data.
 - Incentive payments and leave payout for the retirement incentive participants will total about \$425K in FY18; a positive savings will be realized in FY19 for this group of positions.
- Non-Compensation:
 - Expenditures are \$753K ahead of last year.
 - The increased spending is nearly across the board, except for External Professional Services, which included a locally funded renovation project during FY17.
 - Note: while institutional scholarships are in essence an offset to revenue, the offset amount is recorded as expense.
- Support transfers between funds will occur during 3Q.

Auxiliary Fund

• **Revenue**

- Auxiliary Fund Revenue is lagging by \$668K compared to the same period in FY17.
- All revenue categories related to students are running behind, while sales and rentals are \$70K ahead of last year.
- Support transfers between funds will occur during 3Q.



- **Expenditures**

- Auxiliary Fund Expenses are \$290K lower than the same point in FY17.
- \$197K of this decrease is driven by lower payments to Sodexo for student meal plans.
- Support transfers between funds will occur during 3Q.

One-Time Use of Reserves

- **General Fund**

- Costs to complete the Oracle ERP implementation and needed technical support are running higher than anticipated, at \$100K above the budgeted one-time use of reserves.

- **Auxiliary Fund**

- Costs related to the athletics expansion are running \$71K ahead of last year, but within the budgeted amount for one-time use of Auxiliary reserves.

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FY18 General Fund Budget
Second Quarter Status
(July-December)

REVENUE	FY17			FY18		
	ACTUAL AS OF 12/31	ACTUAL FULL YEAR	% AS OF 12/31	ACTUAL AS OF 12/31	BUDGET FULL YEAR	% AS OF 12/31
State Funding						
Capital Component	\$13,630	\$27,260	50.00%	\$13,630	\$27,260	50.00%
State Share of Instruction (SSI)	\$6,497,813	\$13,092,476	49.63%	\$6,428,772	\$12,857,543	50.00%
State Share of Instruction (Access Challenge)	\$181,838	\$363,675	50.00%	\$0	\$0	-
Student Support Services (Disabilities)	\$0	\$2,026	0.00%	\$0	\$2,026	0.00%
Supplement	\$1,163,048	\$2,326,097	50.00%	\$1,268,728	\$2,537,456	50.00%
	<u>\$7,856,328</u>	<u>\$15,811,534</u>	<u>49.69%</u>	<u>\$7,711,130</u>	<u>\$15,424,285</u>	<u>49.99%</u>
Tuition & Student Fees						
Course Fees	\$1,131,057	\$1,217,991	92.86%	\$1,453,544	\$1,374,502	105.75%
General Fee	\$2,162,585	\$2,293,640	94.29%	\$2,007,383	\$2,226,407	90.16%
Instructional Fee	\$20,963,465	\$22,401,817	93.58%	\$19,498,986	\$22,630,342	86.16%
Miscellaneous Fees	\$201,867	\$372,478	54.20%	\$655,159	\$729,978	89.75%
Non-Resident Surcharge	\$1,154,999	\$1,295,210	89.17%	\$974,497	\$1,893,955	51.45%
Technology Fee	\$396,652	\$421,660	94.07%	\$368,452	\$412,987	89.22%
University Center Bond Fee	\$930,579	\$939,106	99.09%	\$866,323	\$886,863	97.68%
	<u>\$26,941,203</u>	<u>\$28,941,902</u>	<u>93.09%</u>	<u>\$25,824,344</u>	<u>\$30,155,033</u>	<u>85.64%</u>
Other Income						
Indirect Cost Recovery	\$24,815	\$161,425	15.37%	\$0	\$160,000	0.00%
Miscellaneous Income	\$272,693	\$597,670	45.63%	\$299,665	\$575,000	52.12%
	<u>\$297,508</u>	<u>\$759,095</u>	<u>39.19%</u>	<u>\$299,665</u>	<u>\$735,000</u>	<u>40.77%</u>
Transfers from Other Funds						
Auxiliary Fund	\$0	\$289,550	0.00%	\$0	\$289,550	0.00%
	<u>\$0</u>	<u>\$289,550</u>	<u>0.00%</u>	<u>\$0</u>	<u>\$289,550</u>	<u>0.00%</u>
TOTAL REVENUE	<u>\$35,095,039</u>	<u>\$45,802,081</u>	<u>76.62%</u>	<u>\$33,835,139</u>	<u>\$46,603,868</u>	<u>72.60%</u>
EXPENDITURES & TRANSFERS						
Compensation Expenditures						
Benefits	\$4,504,897	\$10,120,679	44.51%	\$4,612,809	\$9,532,165	48.39%
Salaries	\$10,510,840	\$23,933,773	43.92%	\$10,212,175	\$23,899,305	42.73%
	<u>\$15,015,737</u>	<u>\$34,054,451</u>	<u>44.09%</u>	<u>\$14,824,984</u>	<u>\$33,431,470</u>	<u>44.34%</u>
Non-Compensation Expenditures						
Equipment, Buildings, Property	\$234,455	\$567,143	41.34%	\$482,218	\$775,254	62.20%
External Professional Services	\$861,339	\$1,205,364	71.46%	\$445,254	\$622,491	71.53%
Information, Communication, Shipping	\$517,828	\$839,155	61.71%	\$549,034	\$1,186,797	46.26%
Maintenance, Rentals, Service Contracts	\$1,230,170	\$1,705,172	72.14%	\$1,249,485	\$1,621,638	77.05%
Miscellaneous	\$171,295	\$1,170,671	14.63%	\$182,204	\$1,101,467	16.54%
Oracle Cloud Subscriptions	\$0	\$241,640	0.00%	\$286,099	\$481,476	59.42%
Scholarships	\$1,436,517	\$2,788,555	51.51%	\$1,721,563	\$2,968,000	58.00%
Supplies	\$353,325	\$900,231	39.25%	\$614,455	\$941,382	65.27%
Travel, Entertainment	\$234,251	\$463,329	50.56%	\$268,429	\$435,583	61.63%
Utilities	\$589,042	\$1,306,593	45.08%	\$583,238	\$1,423,400	40.97%
	<u>\$5,628,221</u>	<u>\$11,187,851</u>	<u>50.31%</u>	<u>\$6,381,978</u>	<u>\$11,557,489</u>	<u>55.22%</u>
Transfers to Other Funds						
Agency Fund	\$0	\$121,399	0.00%	\$0	\$123,107	0.00%
Auxiliary Fund	\$0	\$1,931,907	0.00%	\$0	\$1,914,561	0.00%
Plant Fund	\$0	\$1,251,022	0.00%	\$0	\$1,251,022	0.00%
	<u>\$0</u>	<u>\$3,304,328</u>	<u>0.00%</u>	<u>\$0</u>	<u>\$3,288,691</u>	<u>0.00%</u>
TOTAL EXPENDITURES & TRANSFERS	<u>\$20,643,958</u>	<u>\$48,546,631</u>	<u>42.52%</u>	<u>\$21,206,962</u>	<u>\$48,277,650</u>	<u>43.93%</u>
OPERATING SURPLUS (DEFICIT)	\$14,451,081	(\$2,744,550)		\$12,628,177	(\$1,673,783)	

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FY18 Auxiliary Fund Budget
Second Quarter Status
(July-December)

REVENUE	FY17			FY18		
	ACTUAL AS OF 12/31	ACTUAL FULL YEAR	% AS OF 12/31	ACTUAL AS OF 12/31	BUDGET FULL YEAR	% AS OF 12/31
Operating Income						
Commissions	\$391,459	\$815,355	48.01%	\$140,954	\$779,697	18.08%
Meal Plan Fees	\$2,683,132	\$2,614,655	102.62%	\$2,416,434	\$2,709,768	89.17%
Service Fees, Memberships	\$154,679	\$310,434	49.83%	\$152,686	\$289,202	52.80%
Student Housing Fees	\$1,042,891	\$1,019,774	102.27%	\$836,169	\$1,057,111	79.10%
Ticket Sales, Rentals	\$308,748	\$422,073	73.15%	\$378,097	\$391,728	96.52%
	<u>\$4,580,908</u>	<u>\$5,182,291</u>	<u>88.40%</u>	<u>\$3,924,341</u>	<u>\$5,227,506</u>	<u>75.07%</u>
Other Income						
Grants	\$146,086	\$243,133	60.08%	\$95,274	\$224,320	42.47%
Miscellaneous Income	\$76,884	\$93,987	81.80%	\$115,967	\$37,524	309.05%
	<u>\$222,970</u>	<u>\$337,119</u>	<u>66.14%</u>	<u>\$211,241</u>	<u>\$261,844</u>	<u>80.67%</u>
Transfers from Other Funds						
General Fund	\$0	\$1,931,907	0.00%	\$0	\$1,914,561	0.00%
	<u>\$0</u>	<u>\$1,931,907</u>	<u>0.00%</u>	<u>\$0</u>	<u>\$1,914,561</u>	<u>0.00%</u>
TOTAL REVENUE	<u>\$4,803,877</u>	<u>\$7,451,317</u>	<u>64.47%</u>	<u>\$4,135,582</u>	<u>\$7,403,911</u>	<u>55.86%</u>
EXPENDITURES & TRANSFERS						
Compensation Expenditures						
Benefits	\$266,934	\$618,625	43.15%	\$288,363	\$642,991	44.85%
Salaries	\$700,035	\$1,537,299	45.54%	\$714,177	\$1,538,767	46.41%
	<u>\$966,970</u>	<u>\$2,155,924</u>	<u>44.85%</u>	<u>\$1,002,540</u>	<u>\$2,181,758</u>	<u>45.95%</u>
Non-Compensation Expenditures						
Equipment, Buildings, Property	\$38,733	\$129,962	29.80%	\$42,905	\$119,000	36.05%
External Professional Services	\$424,866	\$567,081	74.92%	\$145,301	\$438,142	33.16%
Information, Communication, Shipping	\$67,270	\$110,175	61.06%	\$64,260	\$115,773	55.51%
Maintenance, Rentals, Service Contracts	\$231,928	\$485,663	47.75%	\$187,667	\$642,032	29.23%
Meal Plan Expense	\$1,046,990	\$1,951,270	53.66%	\$949,505	\$1,848,330	51.37%
Miscellaneous	\$295,505	\$524,180	56.37%	\$313,921	\$434,975	72.17%
Scholarships	\$291,840	\$582,410	50.11%	\$314,923	\$594,000	53.02%
Supplies	\$87,794	\$159,083	55.19%	\$108,197	\$143,153	75.58%
Travel, Entertainment	\$131,056	\$305,169	42.95%	\$170,473	\$246,611	69.13%
Utilities	\$44,507	\$97,091	45.84%	\$37,493	\$111,250	33.70%
	<u>\$2,660,490</u>	<u>\$4,912,084</u>	<u>54.16%</u>	<u>\$2,334,645</u>	<u>\$4,693,266</u>	<u>49.74%</u>
Transfers to Other Funds						
Agency Fund	\$0	\$3,704	0.00%	\$0	\$3,704	0.00%
General Fund	\$0	\$289,550	0.00%	\$0	\$289,550	0.00%
Plant Fund	\$0	\$235,633	0.00%	\$0	\$235,633	0.00%
	<u>\$0</u>	<u>\$528,887</u>	<u>0.00%</u>	<u>\$0</u>	<u>\$528,887</u>	<u>0.00%</u>
TOTAL EXPENDITURES & TRANSFERS	<u>\$3,627,459</u>	<u>\$7,596,895</u>	<u>47.75%</u>	<u>\$3,337,185</u>	<u>\$7,403,912</u>	<u>45.07%</u>
OPERATING SURPLUS (DEFICIT)	\$1,176,418	(\$145,579)		\$798,397	\$0	


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FY18 One Time Use of Reserves
Second Quarter Status
(July-December)

	FY17			FY18		
	ACTUAL AS OF 12/31	ACTUAL FULL YEAR	% AS OF 12/31	ACTUAL AS OF 12/31	BUDGET FULL YEAR	% AS OF 12/31
General Fund						
Oracle Implementation Costs	\$27,674	\$414,379	6.68%	\$386,580	\$237,500	162.77%
Oracle Project Support	\$1,261	\$75,745	1.67%	\$26,854	\$75,000	35.81%
STEMM Enabling Project	\$0	\$161,574	0.00%	\$0	\$0	-
AD ASTRA Grant Support	\$0	\$0	-	\$0	\$0	-
Massie Hall Chiller	\$70,850	\$70,850	100.00%	\$0	\$0	-
	<u>\$99,786</u>	<u>\$722,548</u>	<u>13.81%</u>	<u>\$413,434</u>	<u>\$312,500</u>	<u>132.30%</u>
Auxiliary Fund						
Athletic Expansion - Phase 1	\$29,169	\$111,707	26.11%	\$59,075	\$151,360	39.03%
Athletic Expansion - Phase 2	\$0	\$0	-	\$41,266	\$94,542	43.65%
Bond Debt Service Increase	\$0	\$0	-	\$0	\$68,573	0.00%
	<u>\$29,169</u>	<u>\$111,707</u>	<u>26.11%</u>	<u>\$100,341</u>	<u>\$314,475</u>	<u>31.91%</u>
TOTAL	<u>\$128,955</u>	<u>\$834,255</u>	<u>15.46%</u>	<u>\$513,776</u>	<u>\$626,975</u>	<u>81.95%</u>

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Shawnee State University

Cash Reserves Status

Key Points

- **Diversified Portfolio - July 2017 – January 25, 2018**
 - June 30, 2017 value of \$17,484,245
 - University liquidated \$2.7 million July 2017
 - July ending value of \$15,030,609
 - From July 2017 – January 25, 2018, value increased \$1,172,760 (represents approximately 13% annualized rate of return for the 7-month period)

- **Liquidity Investment Allocations – October 2017 – January 25, 2018**
 - Results of investment portfolio restructuring to meet anticipated cash needs spring and summer.
 - As of January 25, 2018, approximately \$4.5 million (about 22% of portfolio) in cash reserves

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**LIQUIDITY INVESTMENT ALLOCATIONS
FROM OCTOBER 2017 TO JANUARY 25 2018**

	October 2017		November 2017		December 2017		January 25, 2018		Total Change Since Oct 2017	
	\$	%	\$	%	\$	%	\$	%	\$	%
Total Cash and Equivalents	\$ 1,104,912	7.21%	\$ 2,331,791	15.04%	\$ 2,771,357	17.74%	\$ 3,478,866	21.80%	\$ 2,373,954	214.85%
Total Equity Securities	\$ 7,985,005	52.10%	\$ 7,340,936	47.33%	\$ 7,047,721	45.12%	\$ 7,090,381	44.43%	\$ (894,624)	-11.20%
Total Fixed Income Securities	\$ 6,235,258	40.69%	\$ 5,835,903	37.63%	\$ 5,801,884	37.14%	\$ 5,387,759	33.76%	\$ (847,499)	-13.59%
	<u>\$ 15,325,175</u>	<u>100.00%</u>	<u>\$ 15,508,630</u>	<u>100.00%</u>	<u>\$ 15,620,962</u>	<u>100.00%</u>	<u>\$ 15,957,006</u>	<u>100.00%</u>	<u>\$ 631,831</u>	

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INVESTMENT PORTFOLIO PERFORMANCE

FISCAL YEAR 18:

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2017	GAIN/(LOSS) JULY**	GAIN/(LOSS) AUGUST	GAIN/(LOSS) SEPTEMBER	GAIN/(LOSS) OCTOBER	GAIN/(LOSS) NOVEMBER	GAIN/(LOSS) DECEMBER	GAIN/(LOSS) JANUARY As of 1/25/2018	GAIN/(LOSS) FEBRUARY	GAIN/(LOSS) MARCH	GAIN/(LOSS) APRIL	GAIN/(LOSS) MAY	GAIN/(LOSS) JUNE	TOTAL YTD GAIN/(LOSS)
TIAA FUNDS	\$ 17,484,245.47	\$ 246,363.62	\$ 21,257.99	\$ 154,390.16	\$ 118,917.76	\$ 183,454.61	\$ 112,332.73	\$ 336,043.07						\$ 1,172,759.94
CURRENT MTD TOTAL GAIN/(LOSS)		\$ 246,363.62	\$ 21,257.99	\$ 154,390.16	\$ 118,917.76	\$ 183,454.61	\$ 112,332.73	\$ 336,043.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,172,759.94
INVESTMENT FUND BALANCES:														
TIAA FUNDS		\$ 15,030,609.09	\$ 15,051,867.08	\$ 15,206,257.24	\$ 15,325,175.00	\$ 15,508,629.61	\$ 15,620,962.34	\$ 15,957,005.41						
TOTAL	\$ 17,484,245.47	\$ 15,030,609.09	\$ 15,051,867.08	\$ 15,206,257.24	\$ 15,325,175.00	\$ 15,508,629.61	\$ 15,620,962.34	\$ 15,957,005.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** During the month of July 2017, the University liquidated \$2,700,000 from the TIAA portfolio. The proceeds from the liquidation were transferred to the University Operating Cash account to meet July and August cash needs.

FISCAL YEAR 17:

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2016	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	\$ 2,951,039.35	\$ 60,856.28	\$ 28,604.63	\$ (13,883.25)	\$ 6,863.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,440.85
U.S. BANK EQUITY MUTUAL FUNDS	\$ 5,697,585.84	\$ 223,311.89	\$ 28,808.37	\$ (82,072.03)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170,048.23
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,553,039.73	\$ 36,099.33	\$ 14,522.87	\$ (20,569.99)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,052.21
AGINCOURT CAPITAL	\$ 2,893,061.15	\$ 59,107.77	\$ (28,805.75)	\$ (27,006.56)	\$ 514.65	\$ (805.95)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,004.16
TAMRO CAPITAL/VAUGHAN NELSON##	\$ 1,108,562.07	\$ 50,204.12	\$ 12,725.38	\$ (30,269.68)	\$ 254.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,914.57
MANNING & NAPIER	\$ 1,596,122.59	\$ 49,995.92	\$ 676.82	\$ (3,082.02)	\$ 481.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,072.31
TIAA FUNDS	\$ -	\$ -	\$ -	\$ 183,914.82	\$ (157,209.20)	\$ 81,256.40	\$ 160,037.97	\$ 281,321.02	\$ 282,655.97	\$ 82,404.94	\$ 218,548.91	\$ 159,148.25	\$ 26,223.33	\$ 1,318,302.41
CURRENT MTD TOTAL GAIN/(LOSS)		\$ 479,575.31	\$ 56,532.32	\$ 7,031.29	\$ (149,095.02)	\$ 80,450.45	\$ 160,037.97	\$ 281,321.02	\$ 282,655.97	\$ 82,404.94	\$ 218,548.91	\$ 159,148.25	\$ 26,223.33	\$ 1,684,834.74
INVESTMENT FUND BALANCES:														
U.S. BANK FIXED INCOME MUTUAL FUNDS		\$ 3,011,895.63	\$ 3,040,500.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
U.S. BANK EQUITY MUTUAL FUNDS		\$ 5,920,897.73	\$ 5,949,706.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS		\$ 1,589,139.06	\$ 1,603,661.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AGINCOURT CAPITAL		\$ 2,952,168.92	\$ 2,923,363.17	\$ 24,262.02	\$ 19,096.35	\$ 18,290.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VAUGHAN NELSON		\$ 1,158,766.19	\$ 1,171,491.57	\$ 460.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MANNING & NAPIER		\$ 1,646,118.51	\$ 1,646,795.33	\$ 514.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TIAA FUNDS		\$ -	\$ -	\$ 16,317,313.04	\$ 16,174,358.28	\$ 16,255,614.68	\$ 16,433,943.05	\$ 16,715,264.07	\$ 16,997,920.04	\$ 17,080,324.98	\$ 17,298,873.89	\$ 17,458,022.14	\$ 17,484,245.47	
TOTAL	\$ 15,799,410.73	\$ 16,278,986.04	\$ 16,335,518.36	\$ 16,342,549.65	\$ 16,193,454.63	\$ 16,273,905.08	\$ 16,433,943.05	\$ 16,715,264.07	\$ 16,997,920.04	\$ 17,080,324.98	\$ 17,298,873.89	\$ 17,458,022.14	\$ 17,484,245.47	

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INVESTMENT PORTFOLIO PERFORMANCE

FISCAL YEAR 18:

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2017	GAIN/(LOSS) JULY**	GAIN/(LOSS) AUGUST	GAIN/(LOSS) SEPTEMBER	GAIN/(LOSS) OCTOBER	GAIN/(LOSS) NOVEMBER	GAIN/(LOSS) DECEMBER	GAIN/(LOSS) JANUARY	GAIN/(LOSS) FEBRUARY	TOTAL YTD GAIN/(LOSS)
TIAA FUNDS	\$ 17,484,245.47	\$ 246,363.62	\$ 21,257.99	\$ 154,390.16	\$ 118,917.76	\$ 183,454.61	\$ 112,332.73	\$ 286,770.83	\$ (389,186.26)	\$ 734,301.44
CURRENT MYD TOTAL GAIN/(LOSS)		<u>\$ 246,363.62</u>	<u>\$ 21,257.99</u>	<u>\$ 154,390.16</u>	<u>\$ 118,917.76</u>	<u>\$ 183,454.61</u>	<u>\$ 112,332.73</u>	<u>\$ 286,770.83</u>	<u>\$ (389,186.26)</u>	<u>\$ 734,301.44</u>
INVESTMENT FUND BALANCES:										
TIAA FUNDS		\$ 15,030,609.09	\$ 15,051,867.08	\$ 15,206,257.24	\$ 15,325,175.00	\$ 15,508,629.61	\$ 15,620,962.34	\$ 15,907,733.17	\$ 15,518,546.91	
TOTAL	<u>\$ 17,484,245.47</u>	<u>\$ 15,030,609.09</u>	<u>\$ 15,051,867.08</u>	<u>\$ 15,206,257.24</u>	<u>\$ 15,325,175.00</u>	<u>\$ 15,508,629.61</u>	<u>\$ 15,620,962.34</u>	<u>\$ 15,907,733.17</u>	<u>\$ 15,518,546.91</u>	

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** During the month of July 2017, the University liquidated \$2,700,000 from the TIAA portfolio. The proceeds from the liquidation were transferred to the University Operating Cash account to meet July and August cash needs.

PERSONNEL ACTIVITY

February, 2018

Personnel Action	Employment Status		Name	Effective	Comments
	From	To			
Appointments					
New Hire					
		Police Officer	Andrew James Keeton	10/16/17	2 years prior experience with Scioto County Sheriff's Office, OPOTA Peace Officer Certification, OC Certification, Taser Certification, Baton Certification.
		Human Resources Fellowship	Shana Lawhorn	10/30/17	SSU Graduate in 2016, Bachelor of Science in Business Administration
		Accounting Fellowship	Misty Moore	11/20/17	SSU Graduate in 2016, Bachelor of Science in Business Administration
		Tech Prep Regional Coordinator	Harmoni Keller	12/13/17	Masters in Business Administration, Prior Tech Prep Experience with SSU
Promotions					
	President's Assistant	Executive Assistant to the Office of the President	Sandra Dudit	11/04/17	Position Reclassification
Departures					
		Payroll Representative	Angel Tackett	11/24/17	Resignation
		Tech Prep Regional Director	Rita Graf	12/29/17	Resignation
		Instructor, Fine, Digital, & Performing Arts	Howard Dortch	12/31/17	Retirement (effective 1/1/2018)
		Professor, Social Sciences	Stylios Hadjiyannis	12/31/17	Retirement (effective 1/1/2018)

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Status of Construction/Renovation Projects through January 31, 2018

Project	Status	Projected Budget	Funding Source
Advanced Technology Center/Technology and Industrial Buildings Rehabilitation	<ul style="list-style-type: none"> • Project scope reduced. • Project re-bid. • The revised scope will include only the south portion (1978) of the ATC complex. This project will renovate the Plastics lab and create a new space for the Gaming program. 	\$ 3,881,000	State Capital
Athletic Complex (Rhodes Center)/Recreation, Student Health & Wellness	<ul style="list-style-type: none"> • Master planning complete. • Soccer field lighting - \$97,938 COMPLETE • The planned facility improvements include, but are not limited to: upgrading of the building's life safety systems, ADA access, and facility infrastructure; replacement of the original (circa 1983) pool filtration systems. • Phase 1A includes the pool filtration system and mechanical equipment as well as all new locker rooms. The drawings are submitted to the State for review. This phase is scheduled to be bid in March 2018 with completion scheduled for August 2018. 	\$ 7,150,000	Bond & Local
Library Rehabilitation	<ul style="list-style-type: none"> • Repurpose and modernize existing library space into a more dynamic academic/student-focused learning environment. 	\$ 1,800,000	State Capital
Facilities Campus Master Plan Update	<ul style="list-style-type: none"> • All buildings will be evaluated as part of the Campus Facility Assessment. • Assessment 70% complete • Campus facility assessment to be completed by March, 2018. 	\$ 80,000	State Capital
Hatcher Hall Repurpose	<ul style="list-style-type: none"> • Renovate vacated Nursing lab to house Health Clinic and Counseling Services. • Project complete 	\$118,275.00	Bond Funds



Shawnee State University

Fines & Cost Recovery Charges Updates For Information

Key Points

- All fines and cost recovery charges reviewed by areas/departments
- No new charges added for 2018
- Modifications
 - Implementation of print management controls effective fall 2018
 - Students provided 300 copies
 - After 300 copies, students charged:
 - Black/white 5 cents/copy
 - Color copies 15 cents/copy

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**2018-19 Academic Year
Fines and Cost Recovery Charges¹
effective Summer semester 2018**

Cost Recovery Charges	AY 2017-18	AY 2018-19
Equipment:		
Bike rental for international students (new)	\$30.00	\$30.00
Bike rental for international students (used)	\$25.00 refundable deposit	\$25.00 refundable deposit
Calculator rental	\$100.00 (includes \$60.00 deposit)	\$100.00 (includes \$60.00 deposit)
Ipad damaged, lost or stolen	\$1,000.00	-
Ipad missing pieces	\$200.00	-
Laptop replacement charge	\$1,200.00	\$1,200.00
International Programs:		
Airport transportation - Cincinnati, Columbus	\$150.00	\$150.00
Airport transportation - Huntington	\$100.00	\$100.00
Library:		
Copies - black & white	\$0.10	\$0.10
Copies - color	\$0.25	\$0.25
Transparencies	\$0.35	-
Lost/damaged item	\$60.00	\$60.00
OhioLINK item replacement charge	\$125.00	\$125.00
OhioLINK overdue or billed item	.50/day, max \$50.00 per item	.50/day, max \$50.00 per item
Student Business Center:		
Transcript Service Fee	\$3.00	\$3.00
Postage charge for rush transcript	current USPS rate for priority mail express	current USPS rate for priority mail express
University College:		
Lost/damaged item	cost of item	cost of item

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February 9, 2018 

Secretary, SSU Board of Trustees

2018-19 Academic Year
Fines and Cost Recovery Charges¹
effective Summer semester 2018

Disciplinary Charges & Fines	AY 2017-18	AY 2018-19
Defacing University property	\$50.00 - \$400.00 plus costs	\$50.00 - \$400.00 plus costs
Discharging fire extinguisher	\$750.00 plus costs	\$750.00 plus costs
E-Chug	\$100.00	\$100.00
E-Toke	\$100.00	\$100.00
Misuse of campus technology	\$100.00	\$100.00
Moving or tampering with fire or safety equipment	\$750.00	\$750.00
Skateboarding or in-line skating	up to \$20.00 plus restitution	up to \$20.00 plus restitution
Housing Charges & Fines:		
Damages	variable, depending on type of damage	variable, depending on type of damage
Failure to dispose of trash	\$25.00 - \$100.00	\$25.00 - \$100.00
Housing during University breaks	Pro-Rated Daily Rate	Pro-Rated Daily Rate
Improper checkout	\$25.00	\$25.00
Key replacement - hard key	\$90.00	\$90.00
Key replacement - swipe card	\$12.00	\$12.00
Lock core replacement	\$90.00	\$90.00
Lockout charge	\$12.00	\$12.00
Pets in living units	\$35.00/day plus costs	\$35.00/day plus costs
Smoking in residence hall - first violation	\$250.00	\$250.00
Smoking in residence hall - second and subsequent violations	\$500.00	\$500.00
Violation of noise policy - second violation	\$25.00	\$25.00
Violation of visitation policy - second violation	\$25.00	\$25.00
Violation of visitation policy - third violation	\$50.00	\$50.00
Violation of guest policy - second violation	\$25.00	\$25.00
Violation of guest policy - third violation	\$50.00	\$50.00
Parking Fines:		
Bicycles in buildings	\$25.00	\$25.00
Driving or parking on grass	\$25.00 plus restitution of damages	\$25.00 plus restitution of damages
Immobilization	\$50.00 plus outstanding parking fines	\$50.00 plus outstanding parking fines
Improper use of permit	\$40.00	\$40.00
Parking along curb	\$25.00 plus towing & storage charge	\$25.00 plus towing & storage charge
Parking hang tag not displayed	\$25.00	\$25.00
Parking in fire lane	\$25.00	\$25.00
Parking in handicapped zone	\$250.00	\$250.00
Parking in prohibited lot	\$25.00	\$25.00
Parking outside permitted areas	\$25.00 plus surface repair cost	\$25.00 plus surface repair cost
Parking reinstatement charge	\$25.00	\$25.00
Parking with disregard for painted lines	\$25.00	\$25.00
Parking within 10 feet of fire hydrant	\$25.00	\$25.00
Parking within 20 feet of crosswalk	\$25.00	\$25.00
Parking within 30 feet of stop sign	\$25.00	\$25.00
Parking/stopping in other prohibited zone (posted)	\$25.00 plus towing & storage charge	\$25.00 plus towing & storage charge
Vehicle not registered	\$25.00	\$25.00
Payment Return Charges:		
Automated Clearinghouse (ACH) Return Charge	\$25.00	\$25.00
Bad Check Charge	\$50.00	\$50.00
Replacement Charges		
Bear Card	\$10.00	\$10.00
Parking Lot Swipe Card	\$10.00	\$10.00
Parking Tag	\$25.00	\$25.00
Office Key	\$10.00	\$10.00
Student Refund Card	\$10.00	\$10.00

¹ Fines and charges listed on this schedule may include an administrative surcharge.

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 February 9, 2018 

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Achieving a balanced budget in FY20

Board of Trustees

Finance and Administration Committee

February 9, 2018

STAY TRUE TO STRATEGIC GOALS

- ▶ Our **academic programs** give Shawnee State and our graduates a competitive advantage
- ▶ Our **admission practices** help prospective students identify the best pathway to their academic and career goals
- ▶ Our services enhance the **quality of life** for students and community
- ▶ Our **business operations** and processes are customer-focused and outcome- driven

2

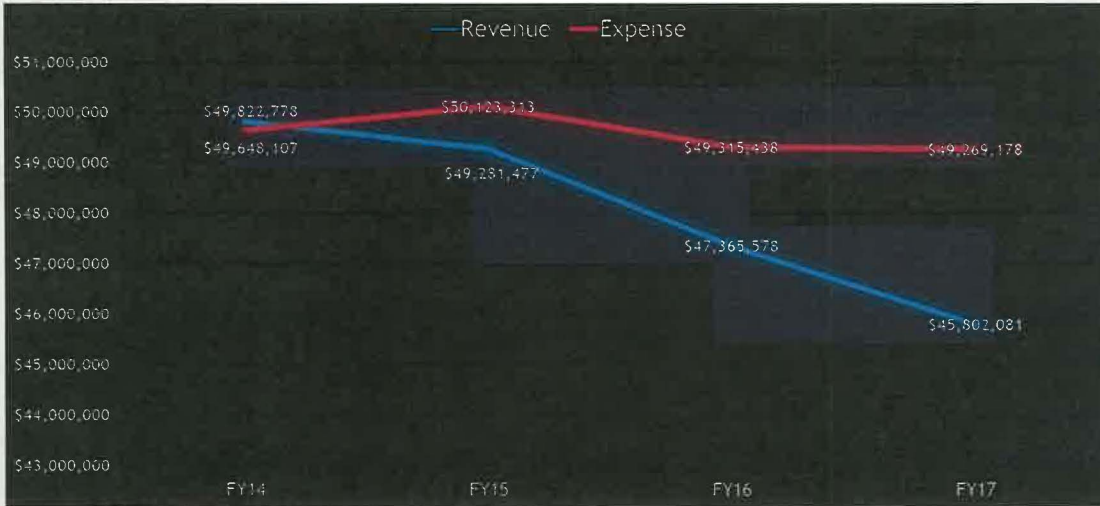
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General Fund Performance FY14 - FY17



FY14 - FY17 Compensation - Non Compensation



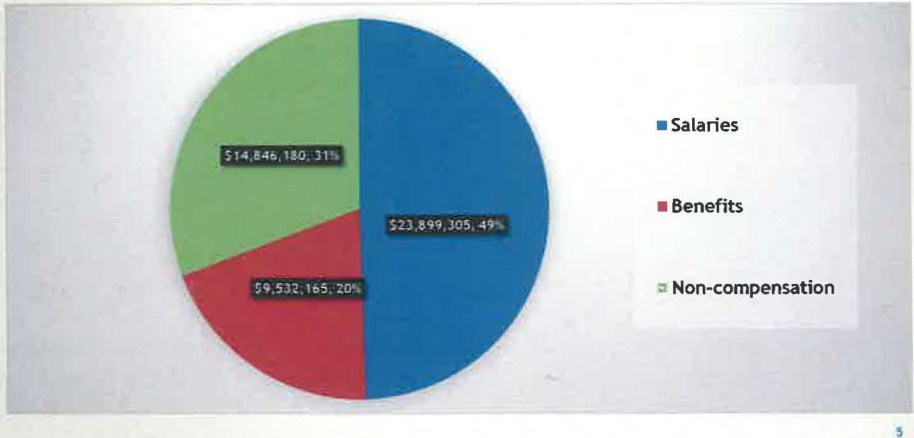
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FY18 General Fund Budget
Compensation = 69%



GOAL

10% reduction of compensation costs (FY18)

by June 30, 2020

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Strategies to Reduce - Salaries/Wages

- ▶ Vacant position replacements if:
 - ▶ Funded externally
 - ▶ Generates new revenue (above cost)

- ▶ Vacant Position case by case if:
 - ▶ Required for compliance with federal or state law, or professional accreditation

- ▶ Organizational restructuring

- ▶ Retirement Incentive

- ▶ Other options as needed

Voluntary Retirement Incentive Plan

- ▶ 13 employees accepted offer (7 faculty, 6 support staff)
- ▶ All retirements by May 31, 2018

Employee Group	FY18 Payments	FY19 Savings	FY20 Savings	FY21 Savings	FY22 Savings	FY23 Savings	FY24 Savings	FY25 Savings	Total Savings (7 YR Projection)
Faculty	\$299,454	\$356,668	\$623,036	\$623,036	\$623,036	\$623,036	\$623,036	\$623,036	\$4,094,884
Support Staff	\$125,367	\$263,495	\$263,495	\$263,495	\$263,495	\$263,495	\$263,495	\$263,495	\$1,844,464
	\$424,821	\$620,162	\$886,531	\$886,531	\$886,531	\$886,531	\$886,531	\$886,531	\$5,514,528

**Projected annual savings assumes no replacements (or equivalent vacancies) and does not include estimate for annual salary/wage increases*

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Strategies to Reduce - Health Care Costs

- ▶ *FY2017: Realized nearly \$1 million in cost overruns for health claims*
- ▶ *FY2018: Based on December claims report, projecting costs \$600K above FY18 budget*

- ▶ RFQ - feasibility of single high-deductible plan

- ▶ Incentivize use of SSU Health Clinic

- ▶ Mandatory Wellness Participation

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Additional Expense-Reduction Strategies

Efficiencies/reduce waste

- **Modernize and streamline business processes**
- **Department non-compensation budgets FY18 cut 10%**
- **Initiated Sustainability Team**
- **Exploring incentives for cost savings**

Academic Programs

- **AY17 - elimination of under-enrolled programs**
- **Ongoing assessments**
- ***(presentation AA/EMSA committee meeting)***

10

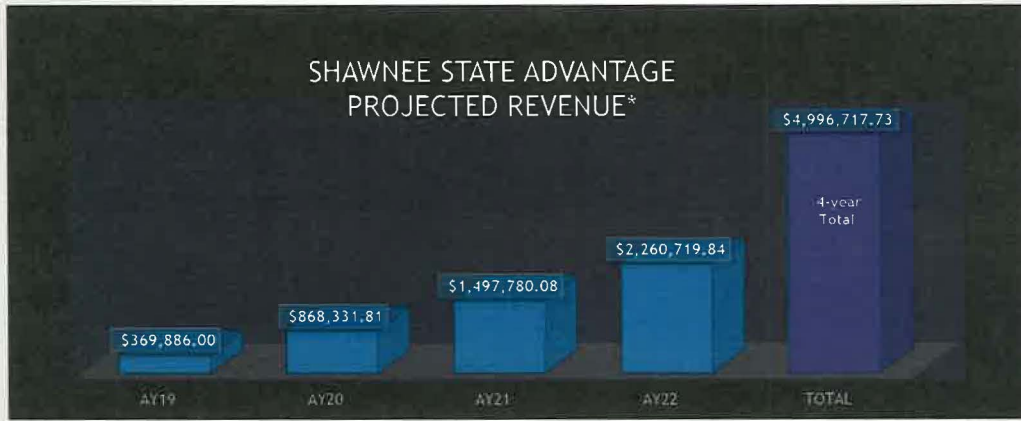
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Revenue Growth Strategies Tuition Guarantee



APPROVED BY ODHE 2:45 P.M., JANUARY 26, 2018

Additional Revenue Growth Strategies

New Revenue Streams

- New Program Development
- Expand athletic programs
- Increase grants
- Online program (April in-depth)

Recruitment

- Broadened region
- Targeted and focused strategies
- Student CRM
- Strategic Scholarship Program

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Continue Strategies to Strengthen Student Preparedness



- ▶ Bridge to Success Program
- ▶ Enhanced advising and new software advising tool (Title III)
- ▶ Tighten student payment plan

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QUESTIONS - COMMENTS

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University Faculty Senate President Remarks
Friday, February 9th Board of Trustees Meeting

On Monday of next week the curriculum committee will take up the Provost's proposal to warehouse ten academic programs. Programs recommended by the curriculum committee will be forwarded to the Faculty Senate for a vote. We've encouraged faculty members to share their thoughts via email, and as you can imagine, the conversation has been lively. I don't want to get into the weeds about the faculty's perspectives on warehousing, but I did want to share two trends I've noticed in the discussion and in my conversations with faculty at the institution.

One, there's a lot happening at our institution, and we're implementing and considering a number of initiatives to improve our retention and attract students to the institution. From a faculty member's perspective, it's difficult sometimes for faculty to understand the strategy behind what we do as an institution. That's not a critique of what we do, but perhaps a critique of how we communicate what we do. A faculty member I spoke with a few weeks ago used the word "flailing" to characterize the university's strategy, and I think what he's getting at is that we're not always sure *how* our initiatives are connected to our strategic plan and our efforts to increase enrollment. Again, I think this issue is primarily a communication issue. Related to that concern is that, at least from a faculty perspective, it's difficult to understand whether our initiatives result in the dividends we had hoped. Again, I'm not suggesting that there aren't positive results to our decision making; I'm just not sure if the assessment of our interventions have been communicated effectively to faculty.

The second trend I've picked up on in conversations with faculty is that we want to help and have a hand in turning the institution's enrollment numbers around. For example, a few faculty members have spoken to me about their desire to be more involved in the university's recruitment efforts and conducting outreach with area high school teachers. Other faculty have had interesting feedback regarding our declining application numbers; for instance, one faculty member suggested we look at area high schools to understand roughly what percentage of students at that high school apply to Shawnee State and establish a baseline that can help us determine if we're falling well below or on par with other academic years. We may be doing some of that work, but what I want to get across is that the faculty wish to be partners in turning around our enrollment numbers and ensuring the success of the institution for the years to come. It's more important now that we make decisions in the spirit of shared governance and obtain faculty buy-in and support at the beginning of initiatives rather than making decisions and hoping faculty get on board later.

With the Chair's permission, I'd be happy to hear your comments and questions.

Marc Scott, PhD
University Faculty Senate President

