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11-12-2010

### November 12, 2010 Meeting Minutes

Shawnee State University

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**SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**Meeting Minutes  
November 12, 2010**

Chairperson Jack McCoy called the meeting to order at 1:15 p.m. noting the meeting was in compliance with RC § 121.22(F).

**Roll Call**

Members Present: Dr. Gail Ball, Ms. Melissa Higgs-Horwell, Mr. David Lodwick, Mr. Jack McCoy, Mr. Dan Mooney, Dr. Rita Roberts, Ms. Elizabeth Seif, Mr. Matthew Allard, Ms. Mallory Saltsman

Members Absent: None

**Approval of the November 12, 2010 Agenda**

Dr. Ball moved and Mr. Mooney seconded a motion to approve the November 12, 2010 agenda. Without discussion, the Board unanimously approved said agenda.

**Approval of the September 10, 2010 Board Meeting Minutes**

Mr. Mooney moved and Dr. Ball seconded a motion to approve the September 10, 2010 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

**Committee Reports**

**Academic Affairs Committee – Ms. Seif**

Ms. Seif reported on behalf of the Academic and Student Affairs Committee and said the Committee had one action item.

Ms. Seif said Dr. Dave Todt, Provost and Vice President for Academic Affairs, presented Resolution ASA11-10, Bachelor of Arts, Integrated Major in Philosophy and Religion degree. Ms. Seif said this major was approved by the Educational Policy and Curriculum Committee (EPCC) and the University Faculty Senate. Ms. Seif moved and Ms. Higgs-Horwell seconded a motion to approve Resolution ASA11-10.

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

Nays: None

Ms. Seif reported on the Academic and Student Affairs Committee informational items.

Ms. Seif said that Dr. Todt reported on the Shawnee 8.0 Conference on Interactive Digital Technology that was held on November 5, 2010. Ms. Seif reported that over 300 people participated in the conference with the majority of those present representing area high schools.

Ms. Seif said that Mr. Matt Allard, President of the Student Government Association, reported on the activities of the SGA.

Ms. Seif said that Dr. Michael Hughes, Director, Counseling and Psychological Services, reported on the 2010 Fall Bear Care Health Fair held on October 26, 2010. She said one of the purposes of the Fair is to help make students aware of the services available to them here on campus.

Ms. Seif said Dr. Hughes reported on the 2010 Veteran's Day Celebration held on November 10, 2010.

Ms. Seif said Mr. Steve Gregory, Director, Career Services, reported on the Technology Job and Internship Fair held on November 5, 2010.

Ms. Seif said Dr. Timothy Scheurer, Dean, College of Arts and Sciences, and Dr. Jim Kadel, Dean, College of Professional Services, presented program review procedures for their respective colleges.

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

Dr. Ball reported on behalf of the Finance and Facilities Committee and said the Committee had three action items.

Dr. Ball said the Finance and Facilities Committee recommended approval of Resolution F014-10, Alternative Retirement Plan. Dr. Ball said in order to maintain compliance with Internal Revenue Service (IRS) regulations, the University's Alternative Retirement Plan (ARP) must be restated every six years. Dr. Ball moved and Mr. Mooney seconded a motion to approve Resolution F14-10.

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

Nays: None

Dr. Ball said the Finance and Facilities Committee recommended approval of Resolution F15-10, CWA Labor Agreement. Dr. Ball said the overall changes for year 1 of the contract was a 2% salary increase, year 2 would have a 1.5% salary increase with a me too clause and year 3 would have no salary increase with a total cost to the University of \$70,000. Dr. Ball moved and Ms. Seif seconded a motion to approve Resolution F14-10.

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

Nays: None

Dr. Ball said the Finance and Facilities Committee recommended approval of Resolution F16-10, FY11 Administrative Staff Wage/Salary Adjustment. Dr. Ball said this increase was a 2% across-the-board salary increase for administrative staff. Dr. Ball moved and Mr. Lodwick seconded a motion to approve Resolution F16-10.

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

Nays: None

Dr. Ball reported on the Finance and Facilities Committee informational items.

Dr. Ball said the fiscal year 2010 audit had been completed and submitted to the State of Ohio Auditor for approval. An overview of the audit results were provided by representatives from the firm of Crowe Horwath LLP. Dr. Ball said the audit was a very favorable report with no findings. Dr. Ball thanked the Finance and Administration staff for their integrity and diligence.

Dr. Ball said Mr. Eric Braun, Director of Development, described the process followed in the filing of the SSU Development Foundation's annual form 990 with the IRS.

Dr. Ball said in accordance with Policy 5.16Rev., the personnel appointments for the period August 27, 2010 to October 26, 2010 were reported in the attached consolidated report.

Dr. Ball said that information was shared about the University's new email system for students. Dr. Ball said the students seem to like the new system and that they will have a lifetime account that will give them a tie to the University.

Dr. Ball said that Ms. Michelle Finch, Accountant, gave an update on the University's new Bear Card ID system.

Dr. Ball reported that an update was given regarding adjustments in state funding. She said a difference of nearly \$1 million from SSI funding may be shifted to a payment in July which would push it to FY11.

Dr. Ball reported that the University's investment activity performance report reflected that investments were up roughly \$3 million.

Dr. Ball reported on the capital status report that reflects current information on major capital projects.

Dr. Ball said Ms. Elinda Boyles, Vice President Finance and Administration, reviewed the University's assets.

For the Education Session, Dr. Ball reported that Dr. Jonica Burke, Director of Institutional Finance, presented a chart of the big picture of the budgeting process. Dr. Ball said Dr. Burke did an excellent job of reporting on the process.

### **President's Report**

Dr. Morris summarized the written report that she submitted to the Board and is made a part of these minutes. Dr. Morris also noted that there will be a Trustees' Video Conference on December 1, 2010 for those who can attend. She also said that the men's and women's cross country teams would be participating in the NAIA national championship on November 20, and that the women's volleyball team won their conference and would be participating in first round tournament action next week and that Shawnee has entered a bid to host the tournament.

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

None.

### **New Business**

Mr. Mooney reported on the OBR Communications Working Group. He said there was nothing new to report at this time.

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

None.

### **Other Business**

None.

### **Executive Session, if necessary**

None.

### **Adjournment**

The Board was adjourned by acclamation at 2:17 p.m.

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Chairperson, Board of Trustees

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Secretary, Board of Trustees