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July 15, 2011 Executive Committee Meeting Minutes

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**SHAWNEE STATE UNIVERSITY
EXECUTIVE COMMITTEE
OF THE BOARD OF TRUSTEES**

**Special Meeting
July 15, 2011
9:00 a.m., University Center, Room 214**

Agenda

1.0 Call to Order

2.0 Certification of compliance with RC 121.22(F)

3.0 Action Items

3.1 AY11-12 Undergraduate Tuition Resolution F15-11 Action

This resolution sets AY11-12 undergraduate tuition rates beginning with the fall term.

3.2 AY11-12 Graduate Tuition Resolution F16-11 Action

This resolution sets AY11-12 graduate tuition rates beginning with the fall term.

3.3 Fiscal Year 2012 General Fund Budget Resolution F17-11 Action

This resolution establishes the FY12 general fund budget.

3.4 Fiscal Year 2012 Auxiliary and Agency Budget Resolution F18-11 Action

This resolution establishes the FY12 auxiliary and agency budget.

Action

3.6 AY11-12 Adjunct Faculty Stipend Resolution F20-11

Action

This resolution increases the AY11-12 adjunct faculty stipend beginning with the fall term.

4.0 Executive Session, if necessary

5.0 Adjournment

RESOLUTION F15-11
APPROVAL OF AY11-12
UNDERGRADUATE TUITION

WHEREAS, Shawnee State University tuition is a critical factor in institutional financial viability and growth; and

WHEREAS, Sub. H.B. 153, established the annual percentage increase for undergraduate tuition rates to no more than 3.5%; and

WHEREAS, the President recommends the proposed tuition increase for academic year 2011-2012;

THEREFORE BE IT RESOLVED, the Board of Trustees approves an increase in undergraduate tuition rates for AY11-12 of 3.46%, beginning with the fall term.

(July 15, 2011)

SHAWNEE STATE UNIVERSITY
AY 11-12
Undergraduate Tuition and Fee Schedule

UNDERGRADUATE		AY 10-11	AY 11-12	% Increase
		(per semester)	(per semester)	
<i>Full-time In-State (12 - 18 credit hours)</i>				
	Instructional	\$2,769.00	\$2,859.00	3.25%
	General	\$312.00	\$324.00	3.85%
	Technology	\$42.00	\$48.00	14.29%
	Total	\$3,123.00	\$3,231.00	3.46%
Full-time Out-of-State fee surcharge (does not apply to students from counties included in reciprocal agreements)				
		\$2,322.00	\$2,403.24	3.50%
Full-time UC bond fee (applies to Fall and Spring Semesters only)				
		\$150.00	\$150.00	0.00%
<i>Part-time In-State (up to and including 11 and over 18 credit hours)</i>				
	Instructional	\$230.75	\$238.25	3.25%
	General	\$26.00	\$27.00	3.85%
	Technology	\$3.50	\$4.00	14.29%
	Total	\$260.25	\$269.25	3.46%
Part-time Out-of-State fee surcharge (does not apply to students from counties included in reciprocal agreements)				
		\$193.50	\$200.27	3.50%
Part-time UC bond fee (applies to Fall and Spring Semesters only)				
		\$12.50	\$12.50	0.00%
Alternative-course tuition/per credit hour				
		\$50.00	\$50.00	0.00%
<i>(Separate schedule for Course and Lab Fees, by program, per credit hour)</i>				

RESOLUTION F16-11

APPROVAL OF AY11-12 GRADUATE TUITION

WHEREAS, Shawnee State University desires to provide high quality and affordable educational programming while promoting financial viability and growth; and

WHEREAS, it is necessary to adjust SSU's graduate tuition and general fees in order to maintain the University's position within the appropriate market; and

WHEREAS, the President recommends the proposed tuition increase for graduate programs for academic year 2011-2012;

THEREFORE BE IT RESOLVED the Board of Trustees approves a 4.59% increase for graduate tuition rates for AY11-12, beginning with the fall term.

(July 15, 2011)

SHAWNEE STATE UNIVERSITY
AY 11-12
Graduate Tuition and Fee Schedule

GRADUATE		AY 10-11	AY 11-12	% Increase
		(per semester)	(per semester)	
Full-Time In State (9-16 credit hours)				
	Instructional	\$3,780.00	\$3,946.50	4.40%
	General	\$108.00	\$117.00	8.33%
	Technology	\$36.00	\$40.50	12.50%
	Total	\$3,924.00	\$4,104.00	4.59%
Full-time Out-of-State fee surcharge (does not apply to students from counties included in reciprocal agreements)		\$5,449.50	\$5,694.66	4.50%
Full-time UC bond fee (applies Fall and Spring Semesters only)		\$150.00	\$150.00	0.00%
Part-Time In State (up to and including 8 hours and above 16 hours)				
	Instructional	\$420.00	\$438.50	4.40%
	General	\$12.00	\$13.00	8.33%
	Technology	\$4.00	\$4.50	12.50%
	Total	\$436.00	\$456.00	4.59%
Part-time Out-of-State fee surcharge (does not apply to students from counties included in reciprocal agreements)		\$605.50	\$632.74	4.50%
Part-time UC bond fee (applies Fall and Spring Semesters only)		\$12.50	\$12.50	0.00%
<i>(Separate schedule for Course and Lab Fees, by program, per credit hour)</i>				

RESOLUTION F17-11

APPROVAL OF THE FY2012 GENERAL FUND BUDGET

WHEREAS, revenue projections have been developed based on estimated state share of instruction, state supplement, tuition, and other fees approved by the Board of Trustees and enrollment projections for the upcoming fiscal year; and

WHEREAS, planned expenditures have been estimated anticipating operational, personnel, and programmatic needs of the University that include known inflationary factors; and

WHEREAS, the President of the University recommends adoption of the proposed budget;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the proposed General Fund Budget for fiscal year 2012 as summarized in the accompanying exhibit.

(July 15, 2011)

RESOLUTION F18-11

APPROVAL OF THE FY2012 AUXILIARY AND AGENCY BUDGET

WHEREAS, revenue projections have been developed based on estimated general fee income, predicted housing occupancy, and established housing and meal plan rates; and

WHEREAS, planned expenditures have been estimated anticipating operational and personnel needs, student academic support, psychological support services, student athletic and campus enrichment activities, and quality residential life programs; and

WHEREAS, the President of the University recommends adoption of the proposed budget;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University adopts the proposed Auxiliary and Agency Budget for fiscal year 2012 as summarized in the accompanying exhibit.

(July 15, 2010)

Shawnee State University
FY12 AUXILIARY AND AGENCY BUDGET

REVENUE	BUDGET FY2011	PROPOSED FY2012	Variance (\$)	Variance (%)
AUXILIARY & AGENCY REVENUE				
Athletics	\$10,000	\$13,000	\$3,000	30.00%
Bookstore Commission	\$230,000	\$235,000	\$5,000	2.17%
Children's Learning Center	\$211,900	\$206,900	-\$5,000	-2.36%
Housing	\$3,519,688	\$3,700,033	\$180,345	5.12%
Pouring Rights Contract	\$20,000	\$20,000	\$0	0.00%
Senior Citizen Grant	\$41,800	\$40,000	-\$1,800	-4.31%
Sports Center Memberships	\$15,163	\$15,163	\$0	0.00%
Student Programming Board	\$18,200	\$18,200	\$0	0.00%
University Center	\$158,249	\$147,000	-\$11,249	-7.11%
Vern Riffe Center for the Arts	\$449,000	\$457,000	\$8,000	1.78%
subtotal Auxiliary & Agency revenue	\$4,674,000	\$4,852,296	\$178,296	3.81%
TRANSFERS				
General Fees	\$2,269,535	\$2,424,295	\$154,760	6.82%
General Fund Support	\$193,000	\$208,000	\$15,000	7.77%
subtotal transfers	\$2,462,535	\$2,632,295	\$169,760	6.89%
TOTAL REVENUE	\$7,136,535	\$7,484,591	\$348,056	4.88%
EXPENDITURES	BUDGET FY2011	PROPOSED FY 2012	Variance (\$)	Variance (%)
ATHLETICS				
Athletic Contingency	\$13,390	\$8,000	-\$5,390	-40.25%
Athletic Director (includes athletic scholarships)	\$1,014,238	\$1,087,374	\$73,136	7.21%
Athletic Trainer	\$132,312	\$127,980	-\$4,332	-3.27%
Men's Baseball	\$40,175	\$46,908	\$6,733	16.76%
Men's Basketball	\$63,615	\$73,268	\$9,653	15.17%
Men's Cross Country	\$27,112	\$33,296	\$6,184	22.81%
Men's Golf	\$23,026	\$24,064	\$1,038	4.51%
Men's Soccer	\$33,000	\$30,200	-\$2,800	-8.49%
Post Season Travel	\$50,600	\$50,600	\$0	0.00%
Sports Center/Natatorium	\$147,000	\$146,877	-\$123	-0.08%
Women's Basketball	\$50,000	\$54,000	\$4,000	8.00%
Women's Cheerleading & Dance Team	\$17,000	\$11,700	-\$5,300	-31.18%
Women's Cross Country	\$25,626	\$31,810	\$6,184	24.13%
Women's Soccer	\$32,000	\$29,800	-\$2,200	-6.88%
Women's Softball	\$43,000	\$40,790	-\$2,210	-5.14%
Women's Tennis	\$23,000	\$19,458	-\$3,542	-15.40%
Women's Volleyball	\$29,156	\$34,697	\$5,541	19.00%
subtotal Athletics	\$1,764,250	\$1,850,822	\$86,572	4.91%
OTHER AUXILIARIES AND AGENCIES				
Auxiliaries				
Bookstore	\$15,000	\$20,000	\$5,000	33.33%
Children's Learning Center	\$404,400	\$409,400	\$5,000	1.24%
Vern Riffe Center for the Arts	\$635,571	\$643,023	\$7,452	1.17%
Housing	\$3,343,688	\$2,672,141	-\$671,547	-20.08%
Residence Life (funded by Housing revenue)	\$0	\$851,892	\$851,892	-
Student Activities	\$0	\$216,074	\$216,074	-
Student Health Clinic	\$132,000	\$90,000	-\$42,000	-31.82%
University Center	\$469,900	\$353,965	-\$115,935	-24.67%
Agency				
Chronicle	\$15,000	\$15,000	\$0	0.00%

Shawnee State University
FY12 AUXILIARY AND AGENCY BUDGET

Intramurals	\$23,587	\$23,587	\$0	0.00%
Silhouette	\$6,210	\$6,210	\$0	0.00%
Student Government	\$40,000	\$40,000	\$0	0.00%
Student Programming Board	\$104,500	\$104,500	\$0	0.00%
subtotal other Auxiliaries and Agencies	\$5,189,856	\$5,445,792	\$255,936	4.93%
TOTAL EXPENDITURES	\$6,954,106	\$7,296,614	\$342,508	4.93%

TRANSFERS	BUDGET FY2011	PROPOSED FY2012	Variance (\$)	Variance (%)
HOUSING				
Plant Funds	\$176,000	\$176,000	\$0	0.00%
TOTAL TRANSFERS	\$176,000	\$176,000	\$0	0.00%
TOTAL EXPENDITURES AND TRANSFERS	\$7,130,106	\$7,472,614	\$342,508	4.80%
VRCFA Fund Balance Reserve	\$6,429	\$11,977	\$5,548	86.30%
TOTAL AUXILIARY/AGENCY	\$7,136,535	\$7,484,591	\$348,056	

Notes/Assumptions

General fee revenue is reflected in general fund budget and shown as transfer to auxiliary revenue; general fee supported expenditures are reflected for student services/support in the general fund and auxiliary budgets

Housing revenue reflects increase due to enrollment growth

Projected revenue increases in athletics and bookstore commission, other lines flat or reduced

VRCFA anticipates fund balance of \$11,977

Assumes MSC transition-year costs - increased allocation for athletic scholarship plan

Includes compensation for new position

SHAWNEE STATE UNIVERSITY
FY2011 GENERAL FUND BUDGET

	APPROVED BUDGET FY2011	PROPOSED BUDGET FY2012	BUDGET VARIANCE (\$)	BUDGET VARIANCE (%)	PRELIMINARY PROJECTED ACTUAL FY2011
REVENUE					
STATE FUNDING					
State Share of Instruction (FY11 budgeted includes federal stimulus of \$2,396,404)	\$14,977,527	\$13,473,212	-\$1,504,315	-10.04%	\$12,827,324
					\$2,158,210
Supplement	\$2,577,393	\$2,448,523	-\$128,870	-5.00%	\$2,577,393
Capital Component	\$106,552	\$106,552	\$0	0.00%	\$106,552
total state funding	\$17,661,472	\$16,028,287	-\$1,633,185	-9.25%	\$17,669,479
TUITION & STUDENT FEES					
Instructional	\$24,647,483	\$27,168,127	\$2,520,644	10.23%	\$25,050,310
General Fees	\$2,722,072	\$3,006,776	\$284,704	10.46%	\$2,755,523
Technology	\$370,017	\$450,230	\$80,213	21.68%	\$375,246
Non-Resident	\$428,273	\$548,152	\$119,879	27.99%	\$538,286
Course/lab fees	\$1,022,271	\$1,191,842	\$169,571	16.59%	\$1,144,319
UC Bond Repayment	\$1,173,575	\$1,269,681	\$96,106	8.19%	\$1,212,784
Payment Plan/Late Payment	\$201,971	\$222,000	\$20,029	9.92%	\$182,700
Miscellaneous Fees	\$140,418	\$180,000	\$39,582	28.19%	\$180,000
total tuition & student fees	\$30,706,080	\$34,036,808	\$3,330,728	10.85%	\$31,439,168
OTHER INCOME					
Interest	\$0	\$0	\$0	-	\$1,950,000
Printing & Graphics	\$275,000	\$250,000	-\$25,000	-9.09%	\$240,000
University Outreach	\$50,000	\$35,000	-\$15,000	-30.00%	\$35,000
Indirect Cost Recovery	\$245,000	\$225,000	-\$20,000	-8.16%	\$225,000
Miscellaneous Income	\$340,145	\$250,000	-\$90,145	-26.50%	\$210,000
total other income	\$910,145	\$760,000	-\$150,145	-16.50%	\$2,660,000
TOTAL REVENUE	\$49,277,697	\$50,825,095	\$1,547,398	3.14%	\$51,768,647
USE OF FUND BALANCE	\$3,208,528	\$3,296,417	\$87,889	2.74%	-\$368,025
TOTAL REVENUE AND USE OF FUND BALANCE	\$52,486,225	\$54,121,512	\$1,635,287	3.12%	\$51,400,622
EXPENDITURES					
	APPROVED BUDGET FY2011	PROPOSED BUDGET FY2012	BUDGET Variance (\$)	BUDGET Variance (%)	PRELIMINARY PROJECTED ACTUAL FY11
COMPENSATION					
Salaries	\$24,551,247	\$25,499,540	\$948,293	3.86%	\$24,675,404
Benefits	\$10,750,055	\$11,160,008	\$409,953	3.81%	\$10,900,000
total compensation	\$35,301,302	\$36,659,548	\$1,358,246	3.85%	\$35,575,404
NON-COMPENSATION					
Scholarships	\$2,694,346	\$2,937,306	\$242,960	9.02%	\$2,789,956
Equipment & Buildings	\$2,164,130	\$1,730,679	-\$433,451	-20.03%	\$1,843,805
Information, Communication, Shipping	\$1,469,583	\$990,000	-\$479,583	-32.63%	\$821,000
Locally Funded Projects	\$750,000	\$1,298,000	\$548,000	73.07%	\$512,142

SHAWNEE STATE UNIVERSITY
FY2011 GENERAL FUND BUDGET

	APPROVED BUDGET FY2011	PROPOSED BUDGET FY2012	BUDGET VARIANCE (\$)	BUDGET VARIANCE (%)	PRELIMINARY PROJECTED ACTUAL FY2011
Maintenance, Repairs, Rentals	\$1,594,153	\$2,070,200	\$476,047	29.86%	\$2,003,178
Miscellaneous	\$1,340,530	\$990,000	-\$350,530	-26.15%	\$852,000
Supplies	\$967,904	\$970,000	\$2,096	0.22%	\$961,446
Travel & Entertainment	\$416,000	\$500,000	\$84,000	20.19%	\$509,944
Utilities	\$1,681,220	\$1,774,052	\$92,832	5.52%	\$1,447,481
total non-compensation	\$13,077,866	\$13,260,237	\$182,371	1.39%	\$11,740,952
TOTAL EXPENDITURES	\$48,379,168	\$49,919,785	\$1,540,617	3.18%	\$47,316,356
TRANSFERS	APPROVED BUDGET FY2011	PROPOSED BUDGET FY2012	BUDGET Variance (\$)	BUDGET Variance (%)	PRELIMINARY PROJECTED ACTUAL FY11
GENERAL FEE					
Auxiliary	\$2,081,848	\$2,273,198	\$191,350	9.19%	\$2,081,848
Agency	\$151,097	\$151,097	\$0	0.00%	\$151,097
Plant Funds	\$259,751	\$259,751	\$0	0.00%	\$259,751
General Fee Contingency	\$165,786	\$0	-\$165,786	-100.00%	\$165,786
total general fee support	\$2,658,482	\$2,684,046	\$25,564	0.96%	\$2,658,482
GENERAL FUND					
University Center debt repayment	\$1,173,575	\$1,269,681	\$96,106	8.19%	\$1,212,784
Center for the Arts	\$193,000	\$198,000	\$5,000	2.59%	\$193,000
Restricted Contingency	\$82,000	\$40,000	-\$42,000	-51.22%	\$10,000
Children's Learning Center (PELL-eligible scholarships)	\$0	\$10,000	\$10,000	-	\$10,000
total general fund support	\$1,448,575	\$1,517,681	\$69,106	4.77%	\$1,425,784
TOTAL TRANSFERS	\$4,107,057	\$4,201,727	\$94,670	2.31%	\$4,084,266
TOTAL EXPENDITURES AND TRANSFERS	\$52,486,225	\$54,121,512	\$1,635,287	3.12%	\$51,400,622
Notes/Assumptions					
<u>Revenue:</u>					
State revenue based upon Am. Sub H.B. 153 - reduced funding					
Enrollment growth: 4% undergraduate; 5% graduate					
Tuition rate increase: 3.46% undergraduate; 4.59% graduate					
Assumes \$0 interest income					
Bond debt revenue based on projected increased student FTE - capped at \$300/FTE					
<u>Expenditures:</u>					
Assumes contract/policy compensation adjustments					
Projected health & life insurance premium reductions					
Projected benefit cost increases related to additional staffing and other inflationary factors					
Projected increase in utility costs					
Assumes increased reliance on local funds for renovation/construction					
Distributes general fees to broader student support service operations					
Includes compensation estimates for new positions					
Assumes increased scholarship needs					

RESOLUTION F19-11

FY 2012 ADMINISTRATIVE STAFF SALARY INCREASE

WHEREAS, University administrative staff includes the employment categories of administrators, administrative technical support staff (ATSS), and security personnel; and

WHEREAS, salaries for the administrative group are benchmarked against national compensation data evaluated annually, and adjusted as appropriate and feasible; and

WHEREAS, national compensation surveys reveal no consistent patterns in the amounts of annual increases being awarded and a review of Ohio public universities reflects projected wage and salary adjustments ranging from 0.0% to 2.0% for comparable positions; and

WHEREAS, the President has reviewed all relevant data and recommends the proposed salary adjustment for administrative staff;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves a 1.5 percent across-the-board increase in base salaries and wages for eligible administrative staff and in accordance with applicable Board policies, beginning July 1, 2011.

(July 15, 2011)

RESOLUTION F20-11

ADJUNCT FACULTY STIPEND INCREASE

WHEREAS, Shawnee State University employs adjunct faculty to augment the instructional services provided by full-service faculty; and

WHEREAS, the adjunct faculty stipend scale was last adjusted in Summer Quarter 2007; and

WHEREAS, the proposed increase in the adjunct faculty stipend is recommended by the President;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the attached stipend scale that is based upon experience and education levels, effective beginning Fall Semester 2011; and

THEREFORE, BE IT FURTHER RESOLVED, that the Board of Trustees of Shawnee State University authorizes the Provost, or delegate, the authority to pay other than these established rates on an exception basis.

(July 15, 2011)

ADJUNCT STIPEND

(Effective Date Beginning Fall Semester 2011)

STIPEND SCALE

	Board Approved Rate Effective Summer Semester 2007	Proposed Rate Effective Fall Semester 2011	Board Approved Rate Effective Summer Semester 2007	Proposed Rate Effective Fall Semester 2011
B.S./B.A. Degree	\$445/Lec. Hr.	\$452/Lec. Hr.	\$370/Lab Hr.	\$375/Lab Hr.
Master's Degree	\$535/Lec. Hr.	\$543/Lec. Hr.	\$425/Lab Hr.	\$431/Lab Hr.
Ph.D. or Other Terminal Degree*	\$615/Lec. Hr.	\$624/Lec. Hr.	\$496/Lab Hr.	\$503/Lab Hr.

* Note: As determined by the appropriate Dean and the Provost according to the appropriate accreditation standards for baccalaureate degrees.

(July 15, 2011)