

Shawnee State University

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Board of Trustees

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11-8-2013

### November 8, 2013 Meeting Minutes

Shawnee State University

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# **SHAWNEE STATE UNIVERSITY BOARD OF TRUSTEES**

**Meeting Minutes  
November 8, 2013**

## **Swearing-in of New Board Member**

Chairperson Melissa Higgs-Horwell administered the oath of office to newly appointed Board member, Mr. Jack McCoy. Chairperson Higgs-Horwell presented Mr. McCoy with a Shawnee State University lapel pin and congratulated him on his appointment. A round of applause followed.

## **Call to Order**

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

## **Roll Call**

Members Present: Ms. Melissa Higgs-Horwell, Mr. Robert Howarth, Mr. Jack McCoy, Mr. Gary Paine, Ms. Kay Reynolds, Ms. Elizabeth Seif and Mr. Scott Williams

Members Absent: Dr. Rita Roberts

## **Approval of the November 8, 2013 Agenda**

Ms. Seif moved and Mr. Paine seconded a motion to approve the November 8, 2013 agenda. Without discussion, the Board unanimously approved said agenda.

## **Approval of the September 13, 2013 Board Meeting Minutes**

Mr. Paine moved and Ms. Reynolds seconded a motion to approve the September 13, 2013 Board meeting minutes as amended. Without discussion, the Board unanimously approved said minutes.

## **Appointment of Board Committees, Officers, and Liaisons**

Chairperson Higgs-Horwell reported that she has appointed Mr. McCoy to the Finance and Administration Committee.

## **Committee Reports**

### **Academic and Student Affairs Committee – Mr. Robert Howarth, Vice Chair**

Mr. Howarth reported on behalf of the Academic and Student Affairs Committee. Mr. Howarth said the Committee had three action items and several information items.

#### **Action Items**

#### ***Resolution ASA09-13, Approval of 2014-2015 Academic Calendar***

Mr. Howarth moved and Ms. Reynolds seconded a motion to approve Resolution ASA09-13, Approval of 2014-2015 Academic Calendar. Mr. Howarth said Mr. Mark Moore, Registrar, informed the Committee that the calendar had been developed and reviewed by the Calendar Advisory Committee and had been approved by the Provost and the President. The Tentative 2015-2016 Academic Calendar was also included.

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

Nays: None

#### ***Resolution ASA10-13, Faculty Tenure Status***

Mr. Howarth moved and Mr. Paine seconded a motion to approve Resolution ASA10-13, Faculty Tenure Status. Mr. Howarth reported that with the approval of the University Promotion and Tenure System being implemented in the Fall Semester, 2013, we can now implement the grandfather clause in the SSU-SEA Collective Bargaining Agreement, 2012-2015 awarding automatic tenure for all existing Professors and all existing Associate Professors who have received that rank as of Fall Semester, 2013. Mr. Howard said that after recent action by a Faculty Promotion Review Panel, Dr. Thomas Piontek was promoted to Associate Professor.

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

Nays: None

#### ***Resolution ASA11-13, Approval of the Proposal for a Master of Science in Mathematics***

Mr. Howarth moved and Mr. Williams seconded a motion to approve Resolution ASA11-13, Approval of the Proposal for a Master of Science in Mathematics. Mr. Howarth said the Ohio Board of Regents granted preliminary approval for a Master of Science in Mathematics, instructing the University to proceed with the process of the "Formal Proposal" development for this degree. Mr. Howard further stated that the Educational Policy and Curriculum Committee the University Faculty Senate, the Provost and the President have approved the proposal for this degree.

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

Nays: None

### **Information Items**

Dr. David Todt, Provost and Vice President for Academic Affairs, reported on the university's participation in the Complete College America – Guided Pathways to Success grant. This grant was awarded to the State of Ohio and four partner institutions to improve retention and college completion rate in STEM disciplines. The Guided Pathways to Success recommends many strategies that Shawnee State is already using to improve the retention and graduation rate.

Dr. Becky Thiel, Chair, Department of Nursing, shared information on an effort to lower textbook costs in the Department of Nursing. This is part of a larger state-wide initiative which includes a series of textbook affordability summits and textbook affordability plans submitted from each campus.

Mr. Isaiah Riley, President of Student Government Association, reported on the activities of the SGA. There are 53 organizations and clubs with approved Student Organization status. Currently, the SGA is planning a parade with Homecoming candidates, student organizations and community members. They are also working with the University College to review the Senior Seminar. A variety of committee projects are being undertaken. The Student Life Committee is conducting smoking surveys to research campus smoking areas and working with Sodexo Dining Service to ensure student/customer satisfaction. The Budget and Finance Committee is investigating the need for after-hours vending machines and restocking the Game Room with new equipment. The Inner-Club Council held a Leadership meeting for all clubs and organizations.

### **Education Item**

Ms. Rebekah Kilzer, Director, Clark Memorial Library, gave an overview of the Library, its role on campus, and the many resources available to faculty, students, staff, and the community. She also reported on new initiatives now underway in the Library including a personal librarian for individual students, combining the service and reference desks, and a reorganization of librarian liaison with academic departments.

### **Finance and Administration Committee – Ms. Elizabeth Seif, Chair**

Ms. Seif reported on behalf of the Finance and Administration Committee and said the Committee had two action items and several information items.

**Action Items*****Resolution F15-13, Acceptance of FY13 Audit Report***

Ms. Seif moved and Ms. Reynolds seconded a motion to approve Resolution F15-13, Acceptance of FY13 Audit Report. Ms. Seif said an overview of the fiscal year 2013 audit results were provided by representatives from the firm of Crowe Horwath LLP. She said the Finance and Administration Committee recommends Board approval of the Report of Independent Auditors on Financial Statement of the Shawnee State University as reported.

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

Nays: None

***Resolution F16-13, Approval of Policy 5.08, Smoking***

Ms. Seif moved and Mr. McCoy seconded a motion to approve Resolution F16-13, Approval of Policy 5.08 Smoking. Ms. Seif reported that the Finance and Administration Committee recommends Board approval of Policy 5.08, Smoking Policy.

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

Nays: None

**Information Items****FY14 General Operating Budget Update**

An update was given regarding the status of the FY14 general operating budget.

**University Investment Report**

The University's investment performance report revealed gains for September and October. With an overall positive adjustment, the portfolio has realized a 6.4% gain in the amount of \$923,733 for the reporting period (July 1, 2013 – October 24, 2013).

**Capital Projects Report**

- Founders' Plaza – demolition complete; new storm drain system complete; sidewalks, stairs, planters, steel structures, site lighting, and water feature 95% complete. Project to be completed by mid-November, 2013.
- Administration Building – 99% complete with only project close-out paperwork remaining.

**Education Item**

Chuck Warner, Chief Information Officer, briefed the Committee on the status of the IT infrastructure and VoIP project.

**President's Report**

President Morris shared with the Board an article from the *Columbus Dispatch* describing enrollment trends at Ohio institutions. She announced that immediately following the meeting Board members were invited to participate in the dedication of Trustees' Grove in the Founders' Plaza area.

President Morris updated the Board on preliminary plans to meet the requirement of HB59 that Trustees "adopt an institution-specific strategic completion plan designed to increase the number of degrees and certificates awarded to students." She indicated that preliminary plans were to conduct a focused strategic planning process that will build upon current efforts and the Chancellors Completion Plan completed last year. An updated completion plan will be presented to the Board for approval at its May 2014 meeting.

Mr. Chris Shaffer, Director, Institutional Effectiveness, reviewed with the Board information about students with senior status who had dropped out in recent years without graduating. A copy of his PowerPoint presentation is attached. President Morris announced a new scholarship funded by the SSU Development Foundation for these individuals and described efforts to help them return and graduate.

Finally, President Morris provided the Board with a Summary of changes made in FY14 as a result of planning to enhance university retention efforts and in response to budget considerations. A copy of that presentation is attached.

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

None.

**New Business**

None.

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

None.

**Other Business**

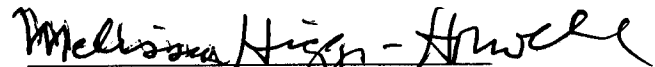
None.

## **Executive Session**

None.

## **Adjournment**

The Board was adjourned by acclamation at 2:10 p.m.

  
Chairperson, Board of Trustees

  
Secretary, Board of Trustees

## **RESOLUTION ASA 09-13**

### **2014-2015 ACADEMIC CALENDAR**

WHEREAS, members of the Calendar Advisory Committee have developed and reviewed the proposed 2014-2015 Academic Calendar; and

WHEREAS, the Provost and the President have approved the proposed 2014-2015 Academic Calendar; and

WHEREAS, the Academic and Student Affairs Committee recommends approval of the proposed 2014-2015 Academic Calendar;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the Shawnee State University 2014-2015 Academic Calendar, attached hereto.

(November 8, 2013)

Certified as True and Correct	
<u>CEW</u>	<u>1-8-14</u>
Secretary, SSU Board of Trustees	Date





## 2014-2015 ACADEMIC CALENDAR

### Summer Semester 2014-2015

May 5	Summer intersession – classes begin
May 16	Final exams and last day (Summer intersession)
May 19	Summer classes begin (full and first five week sessions)
May 20	Grades due in Office of the Registrar by noon (Summer intersession)
May 26	Memorial Day ( <i>University Closed</i> )
June 20	Last day of first five-week session (final exams during last scheduled class period)
June 23	Second five-week session – classes begin
June 24	Grades due in Office of the Registrar by noon (first five-week session)
July 4	Independence Day observed ( <i>University Closed</i> )
July 25	Last day of full and second five-week session (final exams during last scheduled class period)
	Summer semester ends
July 29	Grades due in Office of the Registrar by noon (full session and second five week session)

### Fall Semester 2014-2015

July 28	Fall intersession – classes begin
August 15	Final exams and last day (Fall intersession)
August 18	Fall semester classes begin (full and first eight-week sessions)
August 19	Grades due in Office of the Registrar by noon (Fall intersession)
September 1	Labor Day ( <i>University Closed</i> )
October 10	Last day of first eight-week session (final exams during last scheduled class period)
October 13	First day of second eight- week session
October 14	Grades due in Office of the Registrar by noon (first eight-week session)
November 11	Veterans Day observed ( <i>University Closed</i> )
November 26	No Classes ( <i>University Offices Open</i> )
November 27	Thanksgiving Day ( <i>University Closed</i> )
November 28	Thanksgiving Holiday ( <i>University Closed</i> )
November 29	Classes resume
December 5	Last day of classes (full session and second 8 week session)
Dec 6-12	Final Exams (full and second eight-week sessions)
December 12	Fall Commencement – semester ends
December 16	Grades due in Office of the Registrar by noon (full and second eight week session)
December 24	Christmas Holiday ( <i>University Closed</i> )
December 25	Christmas Holiday ( <i>University Closed</i> )
January 1	New Year's Holiday ( <i>University Closed</i> )

### Spring Semester 2014-2015

December 15	Spring intersession – classes begin
January 9	Final exams and last day (Spring intersession)
January 12	Spring semester classes begin (full and first eight week session)
January 13	Grades due in Office of the Registrar by noon (Spring intersession)
January 19	Martin Luther King, Jr. Day ( <i>University Closed</i> )
March 8	Last day of first eight-week session (final exams during last scheduled class period)
March 9-15	Spring Break
March 10	Grades due in Office of the Registrar by noon (first eight-week session)
March 16	Spring full session classes resume
	First day of second eight- week session
May 1	Last day of classes (full session and second 8 week session)
May 2-8	Final Exams (full and second eight-week sessions)
May 9	Commencement
May 12	Grades due in Office of the Registrar by noon (full and second eight week session)

Certified as True and Correct

*CRH* 1-8-14  
Secretary, SSU Board of Trustees Date



## 2015-2016 ACADEMIC CALENDAR (TENTATIVE)

### Summer Semester 2015-2016

May 11	Summer intersession – classes begin
May 22	Final exams and last day (Summer intersession)
May 25	Memorial Day ( <i>University Closed</i> )
May 26	Summer classes begin (full and first five week sessions)
	Grades due in Office of the Registrar by noon (Summer intersession)
June 26	Last day of first five-week session (final exams during last scheduled class period)
June 29	Second five-week session – classes begin
June 30	Grades due in Office of the Registrar by noon (first five-week session)
July 3	Independence Day observed ( <i>University Closed</i> )
July 31	Last day of full and second five-week session (final exams during last scheduled class period)
	Summer semester ends
August 4	Grades due in Office of the Registrar by noon (full session and second five week session)

### Fall Semester 2015-2016

August 3	Fall intersession – classes begin
August 21	Final exams and last day (Fall intersession)
August 24	Fall semester classes begin (full and first eight-week sessions)
August 25	Grades due in Office of the Registrar by noon (Fall intersession)
September 7	Labor Day ( <i>University Closed</i> )
October 16	Last day of first eight-week session (final exams during last scheduled class period)
October 19	First day of second eight-week session
October 20	Grades due in Office of the Registrar by noon (first eight-week session)
November 11	Veterans Day observed ( <i>University Closed</i> )
November 25	No Classes ( <i>University Office Open</i> )
November 26	Thanksgiving Day ( <i>University Closed</i> )
November 27	Thanksgiving Holiday ( <i>University Closed</i> )
November 28	Classes resume
December 11	Last day of classes (full session and second 8 week session)
Dec 12-18	Final Exams (full and second eight-week sessions)
December 18	Fall Commencement – semester ends
December 22	Grades due in Office of the Registrar by noon (full and second eight week session)
December 24	Christmas Holiday ( <i>University Closed</i> )
December 25	Christmas Holiday ( <i>University Closed</i> )
January 1	New Year's Holiday ( <i>University Closed</i> )

### Spring Semester 2015-2016

December 28	Spring intersession – classes begin
January 8	Final exams and last day (Spring intersession)
January 11	Spring semester classes begin (full and first eight week session)
January 12	Grades due in Office of the Registrar by noon (Spring intersession)
January 18	Martin Luther King, Jr. Day ( <i>University Closed</i> )
March 6	Last day of first eight-week session (final exams during last scheduled class period)
March 7-13	Spring Break
March 8	Grades due in Office of the Registrar by noon (first eight-week session)
March 14	Spring full session classes resume
	First day of second eight-week session
April 29	Last day of classes (full session and second 8 week session)
April 30-May 6	Final Exams (full and second eight-week sessions)
May 7	Commencement
May 10	Grades due in Office of the Registrar by noon (full and second eight week session)

Certified as True and Correct

CEH 1-8-14  
Secretary, SSU Board of Trustees Date

**RESOLUTION ASA 10-13**

**FACULTY TENURE STATUS**

WHEREAS, Shawnee State University and Shawnee Education Association entered into a Collective Bargaining Agreement for August 2012-2015; and

WHEREAS, effective fall semester, 2013, the University will implement a Tenure System;

WHEREAS, the CBA includes a Grandfather Clause for Automatic Tenure for all existing Professors and all existing Associate Professors who have received that rank as of fall semester 2013; and

WHEREAS, after recent action by a Faculty Promotion Review Panel, Dr. Thomas Piontek was promoted to Associate Professor;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University grants Tenure to Dr. Thomas Piontek, Associate Professor.

(November 8, 2013)

Certified as True and Correct

CRH 1-8-14  
Secretary, SSU Board of Trustees Date

**RESOLUTION ASA 11-13**

**APPROVAL OF THE PROPOSAL FOR  
A MASTER OF SCIENCE IN MATHEMATICS**

WHEREAS, the Ohio Board of Regents granted preliminary approval for a Master of Science in Mathematics, instructing the institution to proceed with the process of the "Formal Proposal" development for this degree; and

WHEREAS, the Educational Policy and Curriculum Committee (EPCC) and the University Faculty Senate approve the proposal for the Master of Science in Mathematics degree; and

WHEREAS, the Provost and the President recommend approval of the proposed Master of Science in Mathematics degree;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the proposal for the Master of Science in Mathematics degree, and directs the proposal be forwarded to the Ohio Board of Regents for its review and approval.

(November 8, 2013)

Certified as True and Correct	
<i>CRH</i>	<i>1-8-14</i>
Secretary, SSU Board of Trustees	Date

## **RESOLUTION F15-13**

### **ACCEPTANCE OF FY13 AUDIT REPORT**

WHEREAS, pursuant to O.R.C. 117.11 the financial statements of Shawnee State University must be audited every year; and

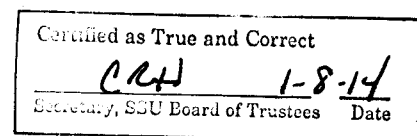
WHEREAS, the required audit has been performed by Crowe Horwath LLP, an independent accounting firm engaged by the Auditor of State, in accordance with O.R.C. 117.11; and

WHEREAS, the results of the audit have been reported to the Board of Trustees' Finance and Administration Committee; and

WHEREAS, the auditor has issued an "unqualified" report:

THEREFORE, be it resolved that the Shawnee State University Board of Trustees, accept the Report of Independent Auditors on Financial Statements of the Shawnee State University, as reported.

(November 8, 2013)



## **RESOLUTION F16-13**

### **APPROVAL OF POLICY 5.08 SMOKING**

WHEREAS, Shawnee State University recognizes the importance of creating and maintaining an environmental quality that sustains and enhances the general health and well-being of its students, faculty, staff, and visitors; and

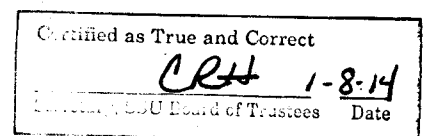
WHEREAS, the health hazards of smoking and use of tobacco products is widely known; and

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

WHEREAS, current Policy 5.08, Use of Tobacco Products, does not clearly address non-tobacco smoking devices or smoking restrictions at outdoor athletic facilities or University outdoor events, including commencement;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves the rescission and replacement of Policy 5.08, Use of Tobacco Products with Policy 5.08, Smoking, effective November 8, 2013.

(November 8, 2013)



# Shawnee State University

SUBJECT: SMOKING

POLICY NO. :

5.08

ADMIN CODE:

3362-5-09

PAGE NO.:

1 of 3

EFFECTIVE DATE:

11/08/13

NEXT REVIEW DATE:

11/08/16

RESPONSIBLE OFFICER(S):

PRESIDENT

APPROVED BY:

BOT

## 1.0 PURPOSE

- 1.1 Shawnee State University recognizes the need to create and maintain an environmental quality that sustains and enhances the general health and well-being of its students, faculty, staff, and visitors.
- 1.2 As such, smoking of any material and the use of any tobacco product are prohibited in all University owned, leased, and managed buildings and other designated areas established by this policy.

## 2.0 DEFINITIONS

- 2.1 Smoking: The burning of tobacco or any other material in any type of smoking device, including, but not restricted to, cigarettes, cigars, electronic cigarettes or pipes.
- 2.2 Tobacco: All tobacco derived or containing products, including, and not limited to, cigarettes, electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes, and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring, or deliver nicotine other than for the purpose of cessation.

## 3.0 PROHIBITION

- 3.1 Smoking and the use of any tobacco product, including chewing tobacco, are prohibited in or at the following locations:
  - 3.1.1 Any building and designated outdoor non-smoking area that is owned, leased, or managed by the University.

Certified as True and Correct	
<i>CEH</i>	<i>1-8-14</i>
Secretary, SSC Board of Trustees	Date

3.1.2 Within 25 feet of any entrance or other outside access to a building so as to insure that tobacco smoke does not enter the area through entrances, windows, ventilation systems or any other means.

3.1.3 Any vehicle owned or leased by the University.

3.2 Sale of tobacco is prohibited on University owned, managed, or leased property.

3.3 Disposal of cigarettes and other smoking products in any place on University owned, managed or leased property, other than a smoking receptacle.

#### 4.0 DESIGNATED OUTDOOR NON-SMOKING AREAS

4.1 The following outdoor areas will be designated as non-smoking areas:

4.1.1 Outdoor athletic facilities

4.1.2 Outdoor areas utilized by the University and/or the Shawnee State University Development Foundation for scheduled events, including commencement.

4.2 The President may approve the establishment of other designated non-smoking outdoor areas, as well as designated outdoor areas for smoking.

#### 5.0 SIGNAGE AND SMOKING RECEPTACLES

5.1 "No Smoking" signs or the international "No Smoking" symbol will be conspicuously posted at all University building entrances and inside all University vehicles. All such signs will include the State of Ohio's contact information for reporting violations.

5.2 Locations of smoking receptacles will be placed at least 25 feet away from any building entrance that are not along any primary walkway. Any person who moves a smoking receptacle without appropriate authority will be in violation of this policy and subject to discipline.

Certified as True and Correct  
*CRH* 1-8-14  
Secretary, SSU Board of Trustees Date



**6.0 COMPLIANCE AND ENFORCEMENT**

- 6.1 The President will designate the University department(s) responsible for ensuring compliance.
- 6.2 The University will provide smoking cessation information for employees and students who wish to quit smoking.
- 6.3 The University will identify contact information to enable employees, students and visitors to report any violation of this policy.
- 6.4 Any violation of this policy will be addressed through the standard disciplinary process appropriate to the individual's relationship to the University. Visitors who violate this policy may be denied future access to the University campus.

History: Replaces 5.08, Use of Tobacco Products (*Eff. 6/9/06*)

Certified as True and Correct	
<i>CRH</i>	<i>1-8-14</i>
Secretary, SSU Board of Trustees	Date

# Policy for Rescission

## Shawnee State University

AREA:	UNIVERSITY -WIDE POLICY	POLICY NO. 5.08Rev ADMIN. CODE 3362-5-09 PAGE NO. 1 of 1 EFFECTIVE DATE: 6-9-06 RECOMMENDED BY: APPROVED BY: Board of Trustees
SUBJECT:	USE OF TOBACCO PRODUCTS	

Shawnee State University recognizes the need to create and maintain an environmental quality which sustains and enhances the general health and well-being of its students, faculty, staff, and visitors. The following is, therefore, the University's policy.

### 1.0 Campus

#### 1.1 Buildings

Smoking and the use of smokeless tobacco products shall be prohibited in all buildings and other enclosed structures owned or leased by the University except for rooms within University buildings used primarily as residence of students or other persons affiliated with the University. Use of tobacco products in housing units owned or managed by the University is not governed by this policy.

#### 1.2 Entrances and Other Areas Adjacent to Buildings

Except as provided in paragraph 1.3 of this policy, smoking is prohibited within 25 feet of any entrance or other outside access to a building so as to insure that tobacco smoke does not enter the area through entrances, windows, ventilation systems or any other means.

#### 1.3 Designated Smoking Areas and Entrances

As an exception to paragraph 1.2, one designated smoking entrance to a building may be established by the University-wide Facilities Committee after consultation with employees who work in the building and giving due consideration to students and visitors to that particular building. The decision to establish a smoking entrance or area, may be revisited in any subsequent academic term by the petition of at least one employee in the building or five students who attend class in that building. Nothing in this paragraph requires the establishment of a smoking entrance or area for a building. No smoking entrance may be established for any building that has only one public entrance.

### 2.0 Vehicles

Smoking and the use of smokeless tobacco products shall be prohibited in all vehicles owned or leased by the University or groups and organizations connected with the University,

#### 3.0 Coordinating Responsibility

#### 3.1 Communication

The vice presidents and provost will be responsible for communicating this policy to the academic community. The Facilities Department will be charged with posting appropriate signs and entrance receptacles.

#### 3.2 Enforcement

Vice presidents, provost, deans, chairpersons, administrative officials and supervisors are generally responsible for the implementation and enforcement of this policy. It is the responsibility of everyone in the academic community, including visitors, to comply with this policy. Disputes or complaints should be referred to the appropriate vice president or president and disciplinary action may result.

Certified as True and Correct

*CRH* 1-8-14  
Secretary, SSU Board of Trustees Date

# Addressing a Sub-Group of Fall 13 “Drop Outs” to Enable College Graduation

President's Report  
SSU Board of Trustees Meeting  
November 7, 2013



Certified as True and Correct

*CRH*

*1-8-14*

Secretary, SSU Board of Trustees

Date

# Targeted Population

- 90 or more Earned Hours (excluding SSU graduates)
- 2.0 GPA or Higher
- Not registered for Fall 2013
- Were registered for either FA 2010, any term in 2011, any term in 2012 or Spring 2013 or Summer 2013

Certified as True and Correct

*CRA* 1-8-14

CRA, SSU Board of Trustees Date

# Targeted Groups

Nearly 400 students identified

Back Up Group  
306

Campus Leadership worked to refine the original list into a group that we believe has a legitimate chance of success

Certified as True and Correct

*CEA* *1-8-14*  
Secretary, LSU Board of Trustees Date

# Characteristics of Eligible Students

132

131

130

129

128

127

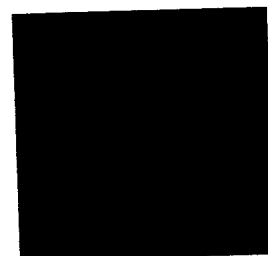
126

125

124

123

Avg. Final Cum Earned Hours



306

2.79

2.81

2.83

2.85

2.87

2.89

2.91

2.93

2.95

Avg. Cumulative GPA

Current Efforts are focused on the "Target Group"

As a group they have good grades and enough hours to make a quick transition to graduation.

Certified as True and Correct

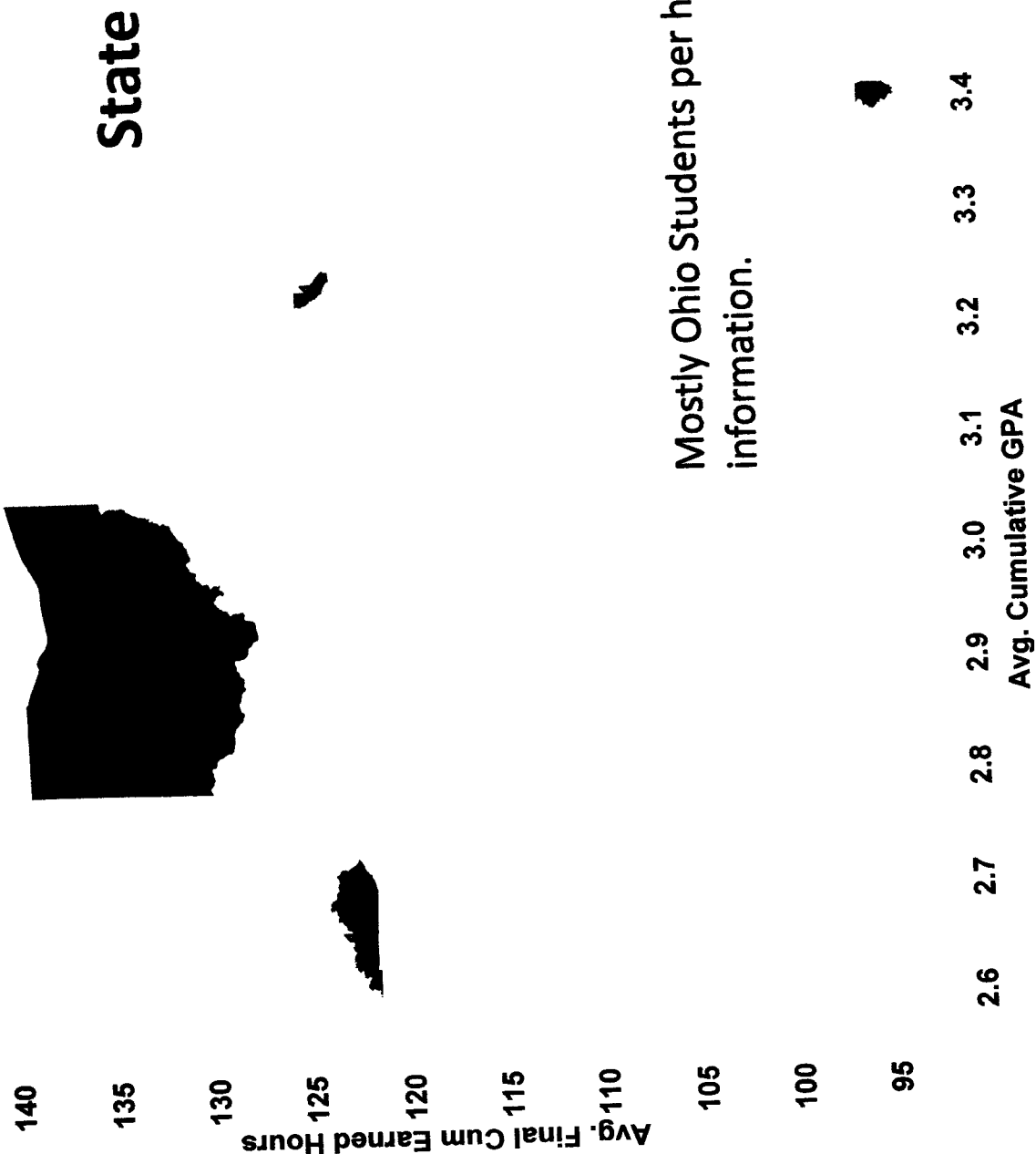
Secretary, SSU Board of Trustees

*CBH*

1-8-14

Date

# Characteristics of the Target Group

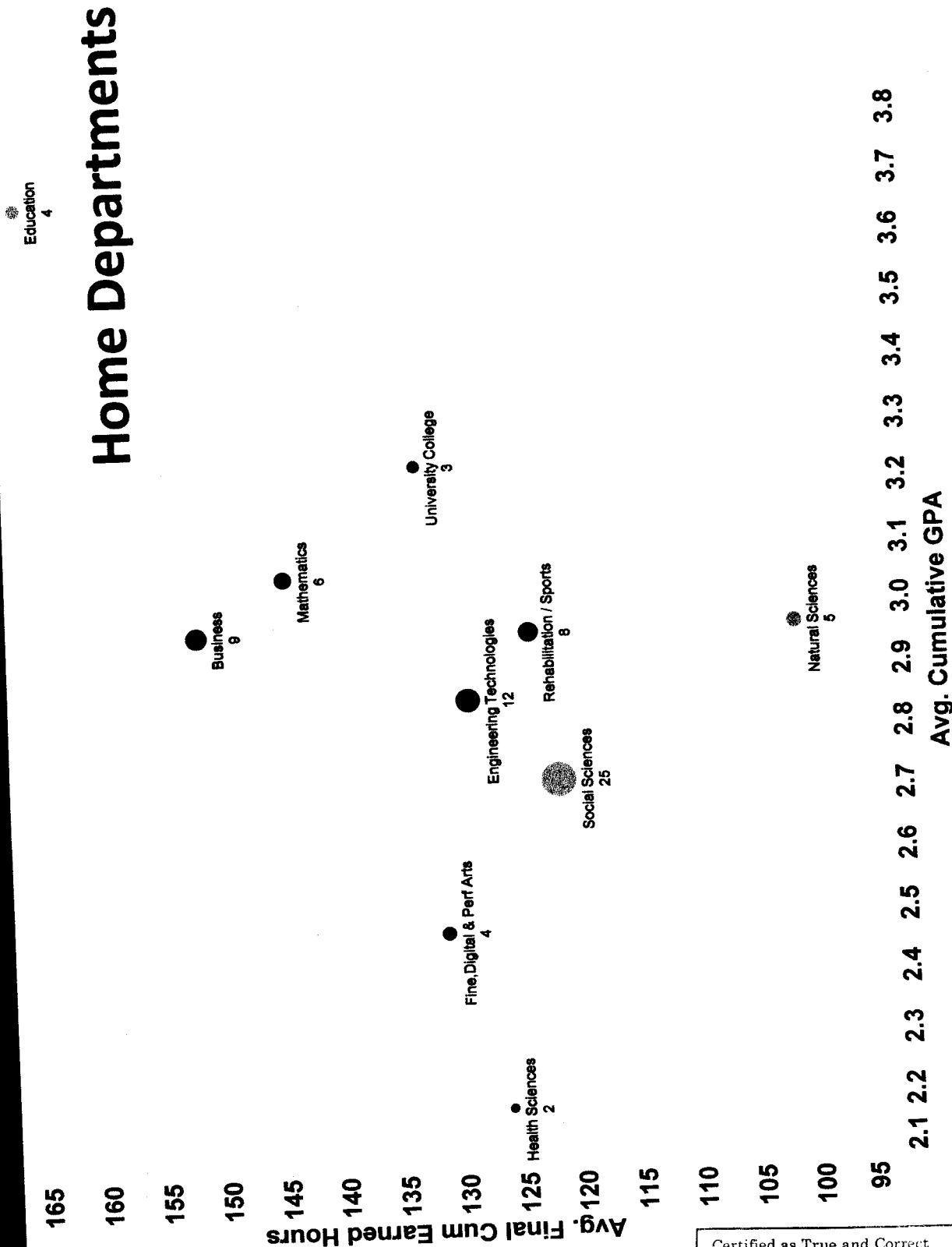


Mostly Ohio Students per home of record information.

Certified as True and Correct

*CPH* 1-8-14  
 Secretary, CCU Board of Trustees Date

# Characteristics of the Target Group



Certified as True and Correct

Secretary, SSU Board of Trustees

*CLH* 4-8-14

Date



# Characteristics of the Target Group

## Averages by Last Term of Attendance

Scholarship Session Year	Scholarship Session Code	Number of Records	Avg. Cumulative GPA	Avg. Final Cum Earned Hours
2010	FA	8.0	3.0	148.8
	SP	14.0	3.1	124.7
2011	FA	13.0	2.7	143.3
	SP	13.0	2.7	122.1
2012	SM	3.0	2.4	112.7
	FA	11.0	2.9	140.5
2013	SP	13.0	3.0	122.8
	SM	4.0	2.8	125.1

Certified as True and Correct

*CH*

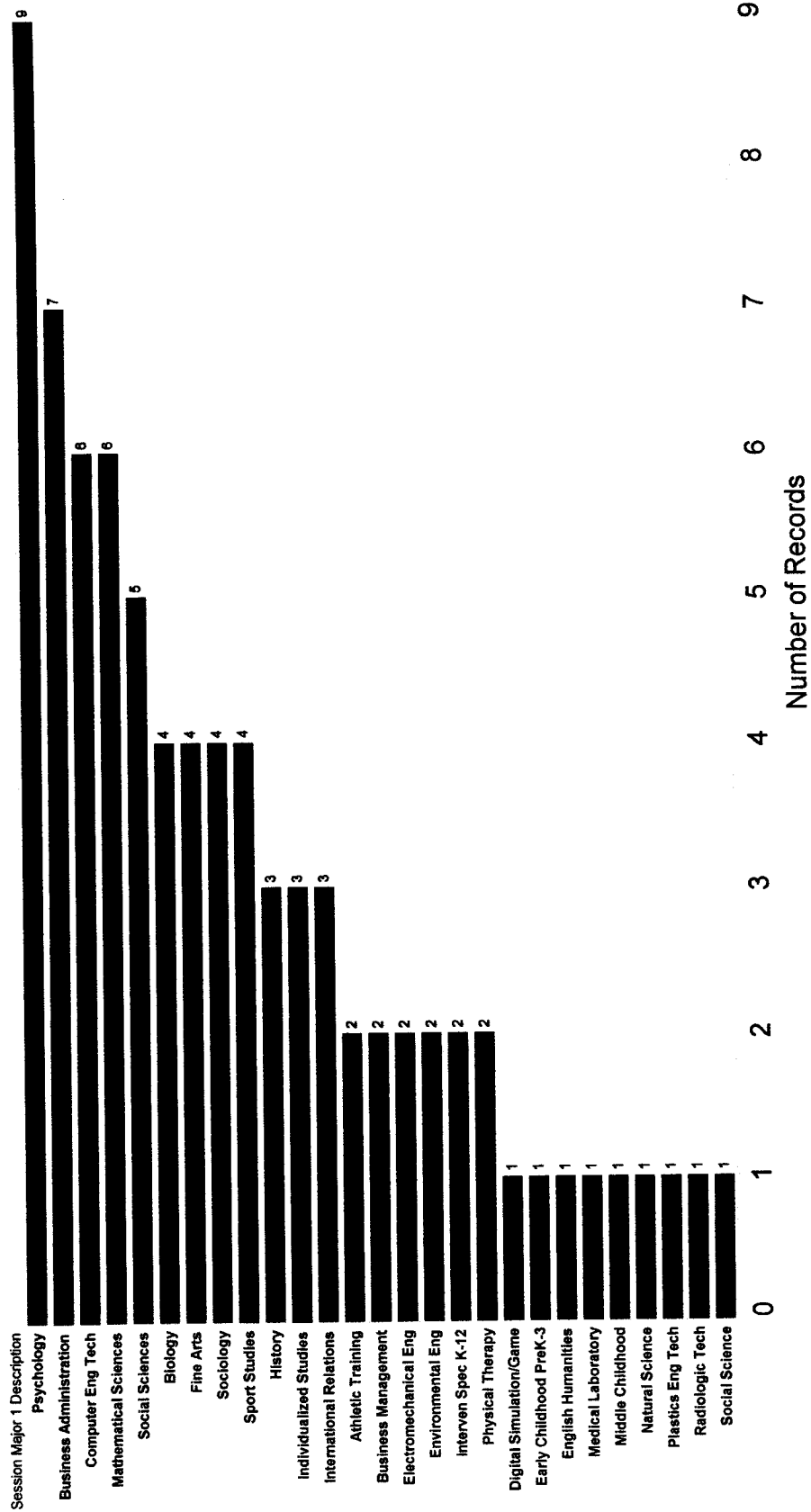
1-8-14

Secretary, SCU Board of Trustees

Date

# Target Group Majors

## College of Major



Session Major 1 Division Description

- Arts / Sciences
- Professional Studies
- University College

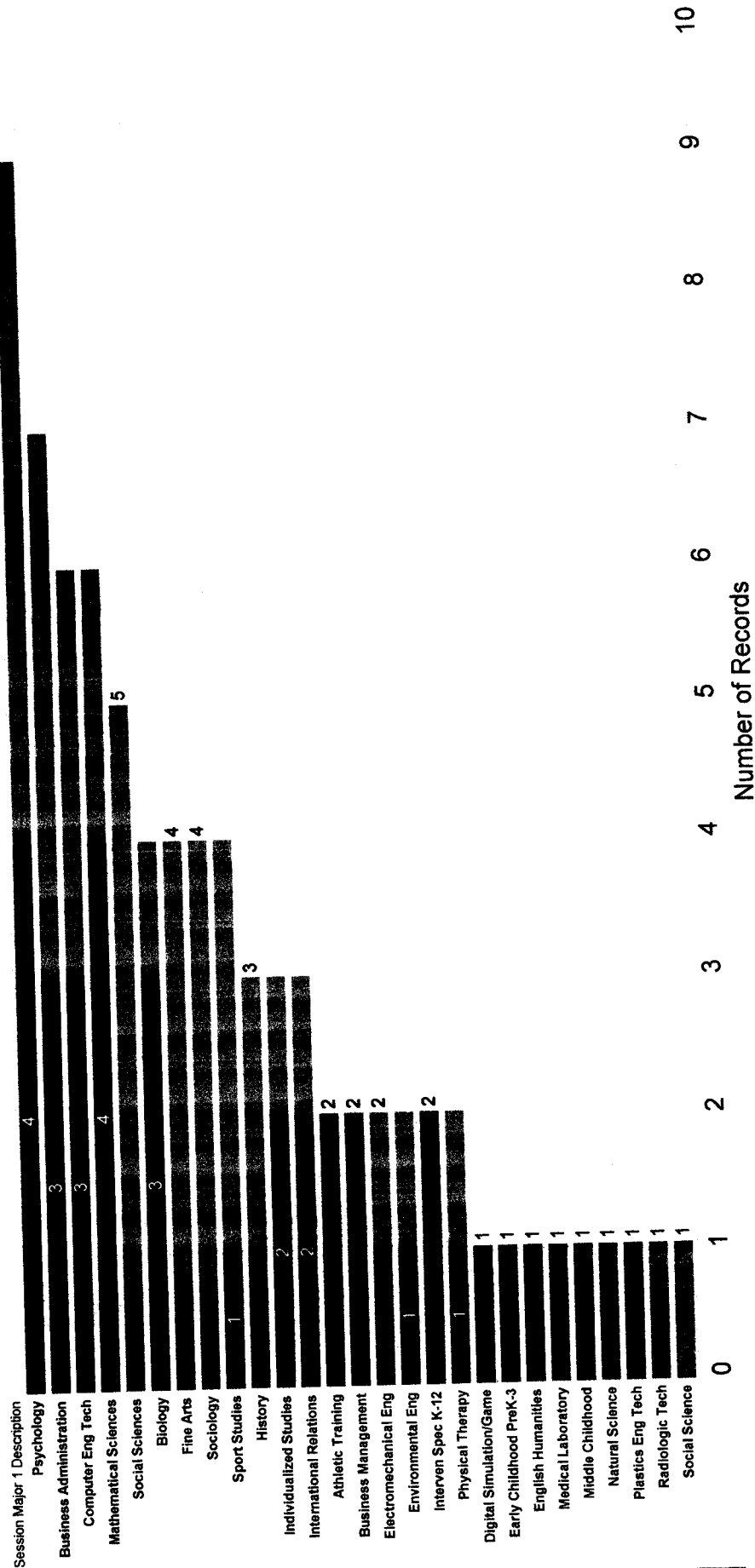
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*CRH* 1-8-14

Secretary, SSU Board of Trustees Date

# Target Group Majors

## Cumulative GPA



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*CBA*

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Date

Cumulative GPA (bin)

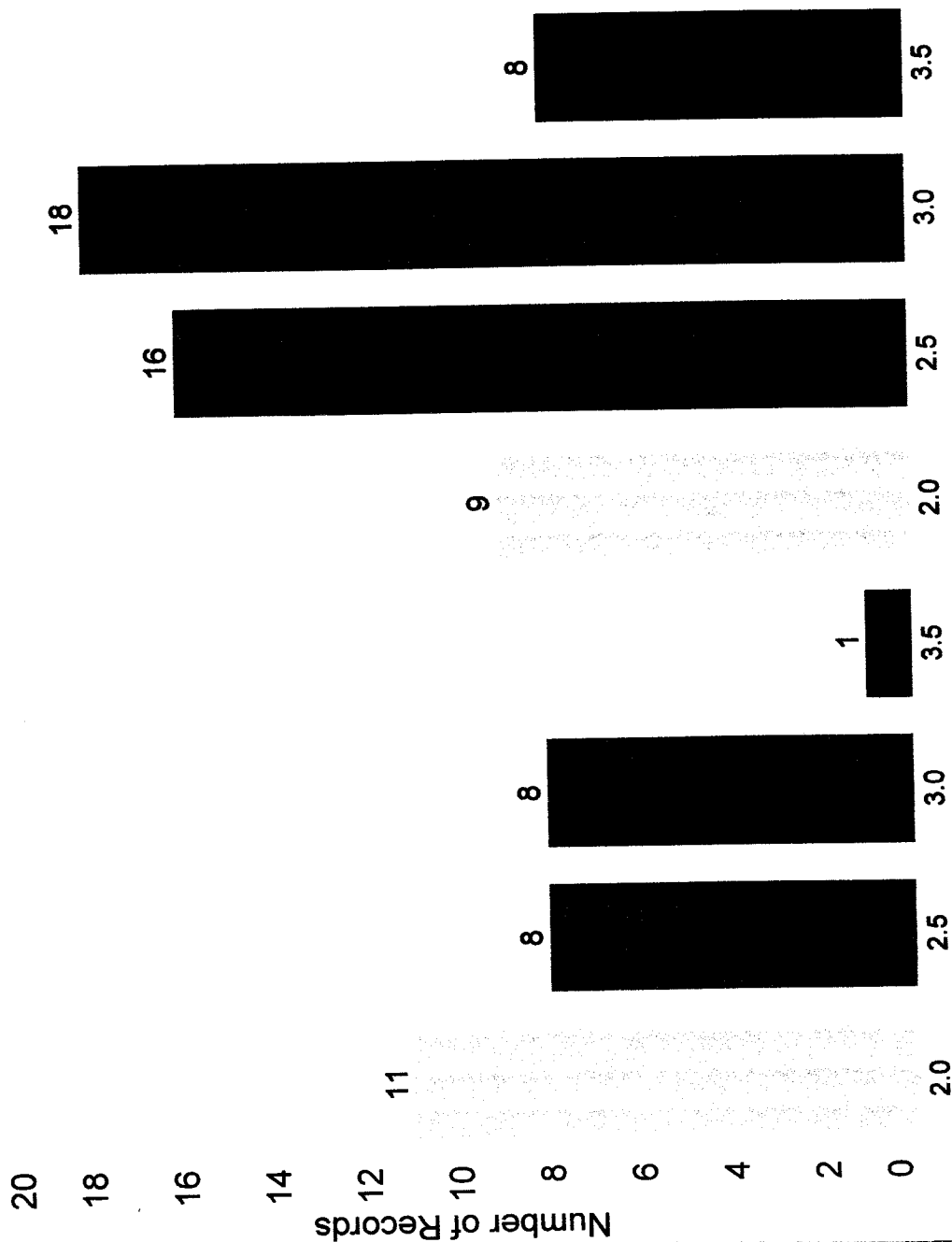
2 3

# Target Group Majors

Cumulative  
Hours

120 and Above

90 to 119



Certified as True and Correct

CPA 1-8-14  
Secretary, SSU Board of Trustees Date

# Characteristics of the Target Group

- Most have more than enough hours to graduate
- Most from within 50 mile radius
- Recently dropped out, with some as recent as 2013
- Split between the CAS & CPS areas of study

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*CPA*

*1-8-14*

Date

# Helping these students reach graduation

## Development Foundation Completion Scholarship

- \$50,000 in scholarships
- \$2,500 awards for full-time students
- \$1,250 awards for part-time students
- Students who meet the criteria and who are recommended by their Dean and Dept. Chair following a degree audit are being invited to apply

Certified as True and Correct	
<i>CRH</i>	<i>1-8-14</i>
Secretary, LSU Board of Trustees	Date



FOR IMMEDIATE RELEASE  
NOVEMBER 7, 2013

CONTACT:  
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**New Scholarship Offered by Shawnee State University Development Foundation  
to Help SSU Seniors Reach Graduation**

PORTSMOUTH, Ohio – The SSU Development Foundation announced \$50,000 in new scholarship funds to help former Shawnee State University students who were potentially close to earning their degrees, but are no longer enrolled in college.

"We want every student to achieve his or her goals, including reaching graduation," Dr. Rita Rice Morris, SSU President, said. "Ultimately, that's why we are here – and we are committed to removing the barriers that keep students from successfully completing courses and earning their degrees."

Students who meet the criteria and are recommended by a university dean and department chair following a degree audit will be asked to apply for one of the new "Development Foundation Completion Scholarships." Applicants must have completed at least 90 semester hours toward a degree, have a cumulative grade point average of at least a 2.0, be in good fiscal standing with the University, and have been enrolled at SSU within the past three years.

"Students stop attending college for a number of reasons, with one of the biggest being financial challenges," Morris said. "With the Foundation's help, we hope to give students who are close to earning their degrees the chance they may need to accomplish their goals and put their education to work filling vital workforce needs in our community, region, and state."

###



## DEVELOPMENT FOUNDATION COMPLETION SCHOLARSHIP

Name \_\_\_\_\_ ID Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Last Attendance at SSU \_\_\_\_\_

Proposed Major \_\_\_\_\_

Grade Point Average \_\_\_\_\_

Intention to Enroll ☐ Full-time ☐ Part-time

Please answer the following questions. Attach additional sheet if necessary.

Tell us about yourself: \_\_\_\_\_

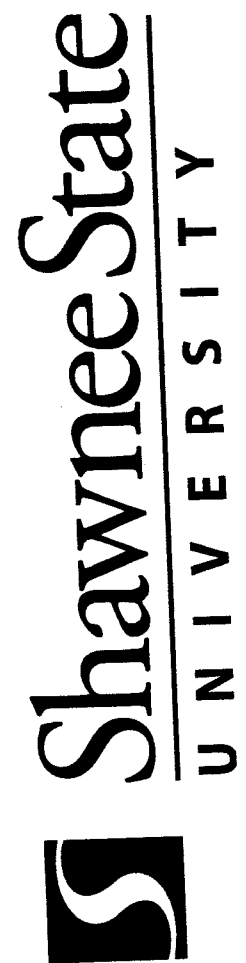
What challenges have you faced in completing your degree? \_\_\_\_\_

What would receiving this scholarship mean to you and your future? \_\_\_\_\_

 **Shawnee State**  
UNIVERSITY

Certified as True and Correct

Signed: CEH 1-8-14 Date



Certified as True and Correct

CLH

1-8-14

Secretary of Board of Trustees Date



# Summary of Changes Implemented in FY14

President's Report  
SSU Board of Trustees Meeting  
November 7, 2013



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*CRH* *1-8-14*  
Secretary, SSU Board of Trustees Date

# Increased Support for Student Services

- |  | Officer hours   |
|--|---|
| • Success Curriculum                                       |   |
| • Additional Disabilities Services Counselor               | • Enhanced services and sites for Advising Commuters              |
| • New Mentoring Program in Student Success Center          | • New programming in library                                      |
| • Initial steps integrating Counseling and Health Services | • Enhanced Career Services  |
| • Additional full-time Counselor in Counseling Services    | • Began process to offer "Career Guidance" Information to Student |
| • Enhanced Student Discipline                              | • Enhanced staffing in the Student Business Center                |

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1-8-14

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Date

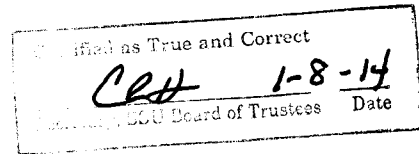
# Refined Community Focused Operations

- Eliminated the **Office of Community Service** and reassigned staff to critical student support functions
- Reassigned critical community service activities for students to **Career Services and Student Engagement**
- Eliminated **Outreach**, and reassigned critical community-based programming to Economic and Workforce Development in the President's Office, P-16 Partnerships in the Provost's Office or the Office of Events and Conferences in Finance and Administration

Signed as True and Correct	
CRH	1-8-14
Board of Trustees	Date

# Operational Efficiencies

- **Enhanced Admissions staffing**
- **Begun process to centralize graduate admissions**
- **Streamlined operations in Alumni and Retiree Relations**
- **Centralized all Economic and Workforce Development activities in the President's Office**
- **Refocused Office of Institutional Effectiveness**
- **Set targets for reductions in overload costs for instruction**
- **Prioritized digital messaging in the Office of Communications**



# Built Infrastructure for Future Planning

- Under the Leadership of the **Continuous Improvement and Mission Committee** we have created baseline data/information to support future accreditation reporting
- We are in the process of conducting program reviews of all **university units**

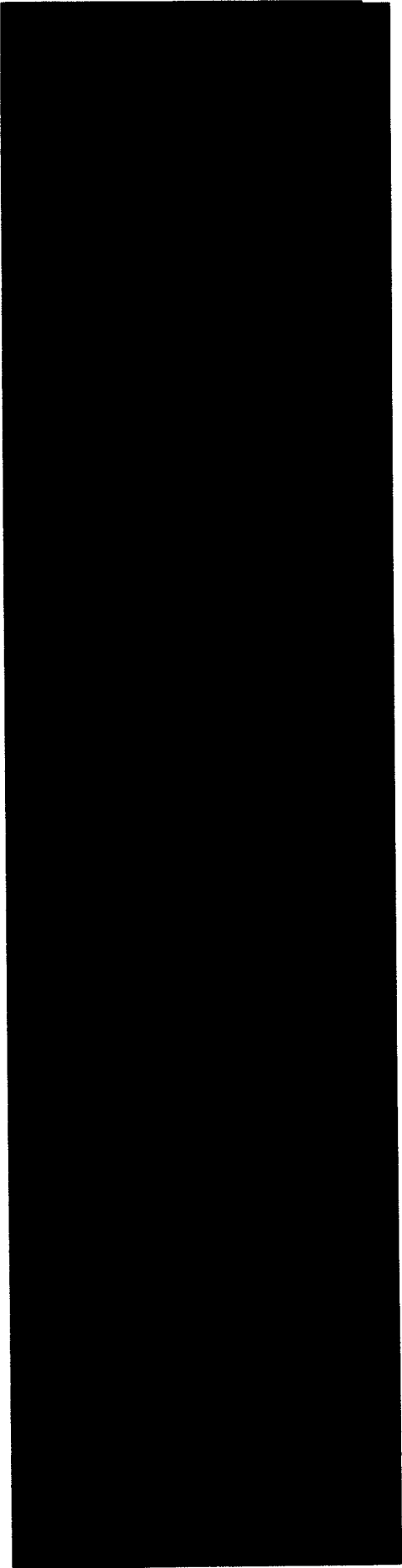
Certified as True and Correct	
<i>CEH</i>	<i>1-8-14</i>
University Board of Trustees	Date

# New Positions

- A new, unfunded position in the **Department of Public Safety** was created in order to comply with federal requirements that we maintain a position for an employee on active military duty
- A part-time position for supervision of the **Dental Clinic** as required by the program's accrediting body

Certified as True and Correct

CRT 1-8-14  
Secretary, SSU Board of Trustees Date



Reviewed as True and Correct  
*CRH* 1-8-14  
Shawnee, SSU Board of Trustees Date