

Shawnee State University

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4-14-2000

### April 14, 2000 Meeting Minutes

Shawnee State University

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**SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**Meeting Minutes  
April 14, 2000**

Vice Chairman Burton Payne called the meeting to order at 1:19 p.m. noting the meeting was in compliance with RC §121.22(F).

**Roll Call**

Members Present: Ms. Argeros, Mr. Davis, Mr. Harcha, Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Waller, Mr. Meier and Ms. Stone

Members Absent: Mr. Clayton and Mr. McKinley

**Approval of the April 14, 2000 Agenda**

Ms. Reynolds moved and Mr. Waller seconded the approval of the April 14, 2000 Revised Agenda.

Ayes: Ms. Argeros, Mr. Davis, Mr. Harcha, Dr. Payne, Ms. Reynolds, Mr. Teichman  
Mr. Waller

Nays: None

**Approval of the February 11, 2000 Minutes**

Mr. Harcha moved and Ms. Argeros seconded approval of the minutes from the February 11, 2000 meeting. Without discussion, the Board unanimously approved the minutes.

Ayes: Ms. Argeros, Mr. Davis, Mr. Harcha, Dr. Payne, Ms. Reynolds, Mr. Teichman  
Mr. Waller

Nays: None

**President's Report**

Dr. Chapman said enrollment for the spring quarter (15<sup>th</sup> day figures) was up by one student. He said the free class promotion resulted in approximately 50 new students enrolling for spring quarter.

Dr. Chapman said a former SSU student, Dr. Matt Zuefle, assistant professor of outdoor recreation and adventure recreation at Ohio University, will be the next speaker featured in Shawnee State University's Distinguished Lecture Series on April 24.

Dr. Chapman stated this year's President's Ball will benefit campus beautification and 184 people have made reservations to attend. That figure matches the figure from two years ago but is less than last year's Inaugural Ball total of 295.

Dr. Chapman briefly mentioned that this year's commencement speaker will be Martha Johnson, director of contributions and community relations at Ashland Inc.

Dr. Chapman stated that nationally recognized financial expert Anthony Chan will be the featured speaker during a financial and estate-planning seminar on April 29 at SSU.

Dr. Chapman said that Navigational Day 2000, an open house that allows prospective students to tour SSU's campus and its opportunities for success, was held April 12 with nearly 360 prospective students visiting campus.

Dr. Chapman mentioned that SSU was featured in front-page articles in the *Ashland Daily Independent* and the *Huntington Herald-Dispatch* and that the public relations office is getting SSU great coverage regionally as well as statewide.

Dr. Chapman noted that this year's job fair drew 75 companies in attendance and 33 of them interviewed SSU students for jobs at those companies.

Dr. Chapman said housing occupancy is at an all-time high for a spring quarter--92 percent.

Dr. Chapman said because Mr. Dan Young resigned as director of facilities, Mr. Butch Kotcamp has agreed to serve as acting director of facilities with the overall responsibility for plant management and Mr. Steve O'Rourke will oversee the maintenance and grounds area.

## **Committee Reports**

### **Academic Affairs Committee - Mr. Robert Teichman**

Mr. Teichman reported that his committee had four action items.

Mr. Teichman stated that a new University Strategic Plan has been developed by the Shawnee State University Strategic Planning Committee and endorsed by the CWA, UAA and faculty. The plan is consistent with Shawnee State's Mission Statement and has been discussed extensively with the University community. He said that the Academic Affairs Committee approved the new University Strategic Plan and recommends approval of Resolution A3-00 by the Board. Mr. Teichman moved and Mr. Harcha seconded a motion for the approval of Resolution A3-00, Strategic Plan.

Ayes: Ms. Argeros, Mr. Davis, Mr. Harcha, Dr. Payne, Ms. Reynolds, Mr. Teichman  
Mr. Waller

Nays: None

Mr. Teichman stated that the Proposed 2000-2001 Shawnee State University Academic Calendar has been developed, reviewed and approved by the Calendar Advisory Committee, the Provost and the President. The Board of Regents required SSU to add one day to its academic calendar to meet state regulatory requirements. The Academic Affairs Committee approved the Proposed 2000-2001 Academic Calendar and recommends approval of Resolution A4-00 by the Board. Mr. Teichman moved and Mr. Harcha seconded a motion for the approval of Resolution A4-00, Approval of Proposed 2000-2001 Academic Calendar.

Ayes: Ms. Argeros, Mr. Davis, Mr. Harcha, Dr. Payne, Ms. Reynolds, Mr. Teichman  
Mr. Waller

Nays: None

Mr. Teichman said the faculty submitting applications for promotion were certified as being eligible by the President. The President, after reviewing individual files and recommendations of the Screening Committees, the Faculty Promotion Committees and the Provost, recommended to the Academic Affairs Committee the following actions: to the rank of Professor - Liz Chrisman, Sharon Scott, Julia Coll and Rob Mauldin; to the rank of Associate Professor - Carl Priode, Marsha Walker, Karen Crummie and Roberta Milliken; to the rank of Assistant Professor - Elyse Saperstein. The Academic Affairs Committee approved the faculty promotions and recommends approval of Resolution A5-00 by the Board. Mr. Teichman moved and Ms. Reynolds second a motion for approval of Resolution A5-00, Full-Service Faculty Promotion Recommendations. Mr. Harcha said he would like to abstain from voting because he had a familial conflict of interest.

Ayes: Ms. Argeros, Mr. Davis, Dr. Payne, Ms. Reynolds, Mr. Teichman Mr. Waller

Nays: None

Abstention: Mr. Harcha

Mr. Teichman reported that the President, after reviewing the individual file and recommendations of the Faculty Continuing Contract Committee and the Provost, recommended to the Academic Affairs Committee the following action: Marsha Walker - continuing contract status. The Academic Affairs Committee approved the continuing contract status for Marsha Walker and recommends approval of Resolution A6-00 by the Board. Mr. Teichman moved and Mr. Harcha second a motion for approval of Resolution A6-00, Continuing Contract.

Ayes: Ms. Argeros, Mr. Davis, Mr. Harcha, Dr. Payne, Ms. Reynolds, Mr. Teichman  
Mr. Waller

Nays: None

Mr. Teichman reported on the Committee's information items.

Mr. Teichman said that Shawnee State University is scheduled for a focused evaluation on April 9-10, 2001 by North Central Association of Colleges and Schools. He further stated that the focused evaluation will consider our progress achieved in the areas of shared governance, strategic planning and assessment of student academic achievement. SSU is well on its way of meeting these three goals. Mr. Teichman said Dr. Field updated his committee on the NCA 105<sup>th</sup> Annual Meeting which Dr. Field and SSU's NCA Committee recently attended in Chicago.

Mr. Teichman said the Office of the Provost announced this year's recipients of its newly established Student-Faculty Collaborative Scholarship Opportunities. He said the main purpose of this program is to directly engage students in faculty scholarly activity.

Mr. Teichman reported that approval for five Success Challenge funded positions is being sought through the Finance and Facilities Committee. The five requested positions are: Senior Instructor of Developmental English; two Senior Instructors of Composition; Senior Instructor of Mathematics; and partial funding for a Secretary IV.

Mr. Teichman stated that Dr. Margaret Christensen updated the Committee on the Graduate Center's recent activities. He said she is doing an excellent job and that nine programs from six universities are either underway or being finalized. He passed out a chart of cooperative degree programs and their status on implementation (attached). He said that the University of Akron started in January 2000 with an interactive video class with 18 students enrolled and has been very successful.

Mr. Teichman said SSU has been awarded a grant in the amount of \$200,000 by the Ohio Department of Education. The Pre-Kindergarten Teacher Preparation Grant will support activities that the Department of Teacher Education is already doing to prepare pre-K teachers.

Mr. Teichman noted that the personnel appointments are attached to the Committee's report.

### **Quality of University Life - Ms. Katherine Argeros, Chairperson**

Ms. Argeros reported that the Quality of University Life Committee had one action item.

Ms. Argeros said the women's basketball team has once again put SSU on the map by their exemplary performance on and off the court. SSU is proud to announce that five students were named NAIA Basketball Scholar Athletes. They are: Brandi Baker, Mamie Brisker, Becky Holden, Stephanie Sloan and Todd Vatter. Kelly Smith was named the AMC Player of the Year and 1<sup>st</sup> Team All-American. Brandi Baker and Dave Hurley were named Honorable Mention All American and Coach Robin Hagen-Smith was named the AMC Coach of the Year. The Women's Basketball Team repeated as AMC Champs and National Tournament participants. Ms. Argeros said the Quality of University Life Committee recommends approval of Resolution Q1-00 by the Board. Ms. Argeros moved and Mr. Teichman second a motion to approve Resolution Q1-00, Honoring Individual Winter Sport Participants and the Women's Basketball Team.

Ayes: Ms. Argeros, Mr. Davis, Mr. Harcha, Dr. Payne, Ms. Reynolds, Mr. Teichman  
Mr. Waller

Nays: None

Ms. Argeros reported on the Committee's informational items.

Ms. Argeros stated that Mr. Brian Meier, Vice President of the Student Government, reported that the Student Government sponsored a cookout to kick-off election applications for SGA. Mr. Meier also reported that the SGA is planning the Bear Hug Award, an evening with honors, and a budget workshop for all clubs and organizations to be held during spring quarter.

Ms. Argeros said Dr. Mangus reported on behalf of Mr. Travis Self, President of the Student Programming Board, on the selection process for new Board members of SPB for next year. Over 160 attended SPB's bowling night. They are also sponsoring a movie night, the upcoming Phi Eta Sigma National Honor Society induction, and the Spring 5K Bear Road Race.

Ms. Argeros said Dr. Mangus reported the student housing occupancy rate is at 92.1% which is the highest ever for spring quarter.

Ms. Argeros stated that Mr. Bob Owen reported that marketing efforts have been expanded into the Cincinnati area to attract more housing students. Mr. Owen also reported that more than 300 students were on campus April 12 as part of SSU's Navigational Day with quite a few of those from Butler and Adams counties. He also reported that with the purchase of the new printer in the Printshop that four-color materials can now be printed on campus.

Ms. Argeros noted the personnel appointments which are attached to the Committee's report.

#### **Finance and Facilities - Mr. George Davis III, Chairperson**

Mr. Davis said the Finance and Facilities Committee had five action items.

Mr. Davis reported that per Policy 5.16, the Finance and Facilities Committee recommended approval of the appointment of two new employees: Mr. Charles Warner as Director of UIS effective 5/1/00 and Assistant Professor, Philip Blau, effective 9/5/00. Mr. Davis moved and Mr. Waller seconded a motion for the approval of Resolution F5-00, Personnel.

Ayes: Ms. Argeros, Mr. Davis, Mr. Harcha, Dr. Payne, Ms. Reynolds, Mr. Teichman  
Mr. Waller

Nays: None

Mr. Davis reported that the Finance and Facilities Committee recommended approval of five new Success Challenge funded positions. Mr. Davis said the positions are for Senior Instructor of Developmental English, two Senior Instructors of Composition, Senior Instructor of Mathematics and partial funding for a secretary position. Using these full-time positions to

replace adjunct faculty should improve retention of at-risk students. Mr. Davis moved and Mr. Waller seconded a motion for approval of Resolution F6-00, Success Challenge Funded Positions.

Ayes: Ms. Argeros, Mr. Davis, Mr. Harcha, Dr. Payne, Ms. Reynolds, Mr. Teichman  
Mr. Waller

Nays: None

Mr. Davis stated the Finance and Facilities Committee recommended approval of a \$40,000 grant renewal to provide holistic health program for Scioto County senior citizens. He said approval is also requested for a grant renewal request to the Ohio Arts Council for \$39,767 to provide operating support and funding for the artist series. Mr. Davis moved and Mr. Waller seconded a motion for approval of Resolution F7-00, Grants.

Ayes: Ms. Argeros, Mr. Davis, Mr. Harcha, Dr. Payne, Ms. Reynolds, Mr. Teichman  
Mr. Waller

Nays: None

Mr. Davis said the Finance and Facilities Committee recommended approval of a revision to the University travel policy. He said the change was needed to allow for regular inflationary adjustments. Mr. Davis moved and Mr. Waller seconded a motion for approval of Resolution F8-00, Travel Policy 4.10 Rev.

Ayes: Ms. Argeros, Mr. Davis, Mr. Harcha, Dr. Payne, Ms. Reynolds, Mr. Teichman  
Mr. Waller

Nays: None

Mr. Davis stated that the Finance and Facilities Committee recommended approval to modify the University's public records policy to bring the procedures in line with recent changes in Ohio's Public Records Act. Mr. Donohue reported that this policy needs to be adjusted to comply with state law. Mr. Davis moved and Mr. Waller seconded a motion for approval of Resolution F9-00, Public Records Act Policy 5.19 Rev.

Ayes: Ms. Argeros, Mr. Davis, Mr. Harcha, Dr. Payne, Ms. Reynolds, Mr. Teichman  
Mr. Waller

Nays: None

Mr. Davis reported on the Committee's informational items.

Mr. Davis said the personnel items were self-explanatory and attached to the Finance and Facilities Committee report.

Mr. Davis stated the draft FY2001 general and auxiliary/agency budgets were provided to the Committee for discussion. He said it was a preview of the budget to come in June. He also noted that Dr. Chapman gave an insightful commentary.

Mr. Davis said Mr. Murphy prepared the general fund revenues and expenditures pace report, fiscal year to date through February 1999 and 2000 and Mr. Davis noted that we are about where we should be in this regard.

Mr. Davis said the University has received the report from the Ohio Board of Regents on Institutional financial ratios and scores and SSU is number one among public universities when it comes to financial security. He said this report reflects highly on the Business Division's fiscal responsibility efforts.

Mr. Davis said that the Committee received an updated fire suppression report for Student Housing. The Committee felt they needed more information and would report back to the Board.

Mr. Davis said that Mr. Murphy updated the Committee on the bookstore management change. Mr. Davis said Barnes & Noble would be operating the bookstore beginning May 12 and we have a five-year agreement with them.

Mr. Davis noted the Capital Status report was attached and is self-explanatory.

Mr. Davis said the Board Policy 4.51 on Administrative Appointments was discussed and said it relates to what is required for layoffs when grant funding is terminated.

Mr. Davis said the Committee had a spirited discussion relating to the Letter of Understanding with Campus View Associates, LLC. He said Mr. Donohue and Mr. Murphy were working on the items that needed clarification.

### **Executive Committee Report**

Dr. Payne reported that the Executive Committee approved one grant application to the Ohio Department of Education for \$200,000 for the Department of Teacher Education.

Dr. Payne reported that the Committee approved the appointment of new personnel: Lynne Austin, Public Relations Coordinator; Brian Saul, Enrollment Coordinator; Mary Ellen Conley, GEAR-UP Coordinator; and Danny Stephens, GEAR-UP Coordinator.

### **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**

Mr. Teichman moved for executive session under RC §121.22G(4) to discuss collective bargaining. Ms. Reynolds seconded the motion. Dr. Payne asked Dr. Kadel and Mr. Murphy to remain.

Ayes: Ms. Argeros, Mr. Davis, Mr. Harcha, Dr. Payne, Ms. Reynolds, Mr. Teichman  
Mr. Waller

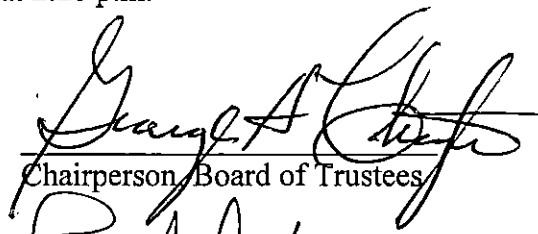
Nays: None

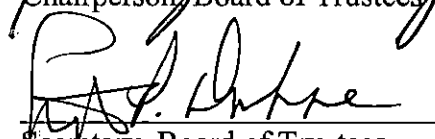
The Board moved into executive session at 1:50 p.m.

The Board exited executive session at 2:19 p.m.

**Adjournment**

The Board meeting was adjourned by acclamation at 2:20 p.m.

  
Chairperson, Board of Trustees

  
Secretary, Board of Trustees

**RESOLUTION Q1-00**

**HONORING THE WINTER SPORTS INDIVIDUAL ATHLETES AND THE  
WOMEN'S BASKETBALL TEAM**

WHEREAS, five student athletes have been named NAIA Basketball Scholar Athletes, one student was named AMC player of the year and 1<sup>st</sup> Team All-American, and two students were named Honorable Mention All Americans. The Women's Basketball Team repeated as AMC Champs and National Tournament participants with Coach Robin Hagen-Smith being named the AMC Coach of the Year.

WHEREAS, members of the Shawnee State University's Women's Basketball Team represented SSU for the seventh consecutive year at the National NAIA Division II Championship,

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University grants special recognition to these athletes for their outstanding accomplishments and commend the individuals as listed below:

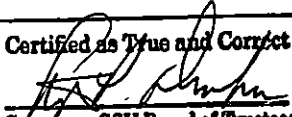
NAIA Basketball Scholar Athletes:	Brandi Baker Mamie Brisker Becky Holden Stephanie Sloan Todd Vatter
AMC Player of the Year and First Team All-American	Kelly Smith
Honorable Mention All-American	Brandi Baker Dave Hurley

THEREFORE BE IT FURTHER RESOLVED that the Board of Trustees of Shawnee State University recognizes the remarkable achievement of the Shawnee State University Women's Basketball team and commends the players and coaches listed below for their outstanding team and individual performances.

Brandi Baker	Cheri Griffith	Angie Ingram	Ashley See
Mamie Brisker	Becky Holden	Valerie Karr	Steffani Slone
Camey Geiman	Brandy Humphrey	Susan Kline	Kelli Smith
			Abby Workman

Head Coach: Robin Hagen-Smith  
Assistant Coaches: Gregg Smith and Andy Roberts  
Student Trainer: Regina Penix

April 14, 2000

Certified as True and Correct	
	5/23/00
Secretary, SSU Board of Trustees	Date



## RESOLUTION A3-00

### UNIVERSITY STRATEGIC PLAN

WHEREAS, Shawnee State University has diligently and conscientiously developed a new University Strategic Plan to provide guidance as the University matures; and

WHEREAS, the strategic planning process sought advice of all members of the University community; and

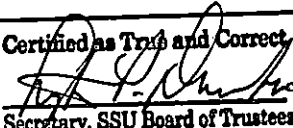
WHEREAS, the new strategic plan is consistent with Shawnee State's Mission Statement; and

WHEREAS, the Strategic Planning Committee, the Provost and the President recommend approval of the new strategic plan; and

WHEREAS, the Academic Affairs Committee concurs with these recommendations;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the new strategic plan.

(April 14, 2000)

Certified as True and Correct	
	5/23/00
Secretary, SSU Board of Trustees	Date

# SHAWNEE STATE UNIVERSITY

## Proposed Strategic Plan

### **Introductory Comments**

The Strategic Plan is the product of a sustained effort by the Strategic Planning Committee, appointed in May 1999 by President Chapman. Members of the committee are Dr. Jeffrey Bauer, Ms. Tess Midkiff, Ms. Kimberly Lata, Dr. Margaret Christensen, Dr. Wayne Wheeler, Ms. Elizabeth Chrisman, Mr. James Tuggle, Mr. Steve O'Rourke, Mr. Shannon Kiser, and Dr. Michael Field. The committee has met frequently over a period of nine months. The Committee conducted four focus group meetings during which randomly selected members of the campus and community were invited to share their ideas on the future of Shawnee State University. After the development of early versions of a draft plan, responses were sought from members of the University community on many occasions. Members of the committee discussed a draft plan with the UAA, the UFA and student government. A draft of the plan was placed on the University's web page. In addition, three open meetings were held on campus in February, and many calls went out over email requesting comments and suggestions. The committee was pleased with the extent of campus participation, and has incorporated many of the suggestions received into its revised plan.

### **Preface to the Plan**

In its statements of institutional Mission and Vision, Shawnee State University articulates several goals and priorities, among which the most fundamental is a commitment to increasing quality. The Strategic Plan shown below is designed to produce continual improvement in instruction and learning, student services, and campus life, leading to a better educational experience for students and enhanced reputation for the institution. It is intended to complement the newly developed Campus Master Plan for physical facilities, thus providing the University with guidance as it develops and matures.

The Strategic Plan is conceptually organized in terms of overarching themes, institutional goals, strategic opportunities, action projects, and proposed measures. While the themes and goals will in most cases remain constant for longer-term planning, strategic opportunities, action projects, and measures are intended to be reevaluated and redesigned in the shorter term (e.g. 1-3 years).

The Strategic Plan has not yet identified specific action projects for implementation. Instead, a set of possible projects is provided in an appendix. While these projects seemed appropriate to the Strategic Planning Committee, the intention is to seek further input about specific projects from various University constituencies, but to do so only after the approval of the main body of the plan. In the same way, suitable time-lines and measures of project success will not be identified until after the projects themselves are identified.

Thus, the Strategic Plan will also become a Strategic Process, allowing flexibility and change in response to changes in the external environment and changing circumstances within the University.

## **The Strategic Plan**

### **Theme: Teaching and Learning**

#### **Goal:**

*To be widely recognized as an exemplary public university committed to student success and excellence in teaching and learning.*

#### **Strategic Opportunities:**

1. Promote the value of undergraduate higher education to the community and region
2. Support and advance effective teaching
3. Improve student proficiency levels in basic knowledge and skills needed for success in the 21st century, such as oral and written communication, mathematics, and computer skills
4. Create a "culture of planning" to guide decisions about possible changes in academic programs and services
5. Sustain academic and student services supporting technical, career-oriented, and professional programs

### **Theme: Growth and Development**

#### **Goal:**

*To assure the full development of the University through planned enrollment growth and wise investment in educational initiatives.*

#### **Strategic Opportunities:**

1. Increase enrollment

2. Respond selectively to opportunities for growth and expansion of academic programs, both at the associate and baccalaureate level
3. Improve graduation and completion rates of students significantly
4. Improve institutional procedures through organizational change and continuous attention to student needs and human resource development.

**Theme: Community**

**Goal:**

*To increase opportunities for students, the campus community, and area residents by pursuing joint initiatives with the larger community and by cultivating a shared sense of purpose within the University.*

**Strategic Opportunities:**

1. Enhance internal and external communication
2. Enhance commitment to collective planning and decision making through effective shared governance
3. Build a more vital campus life
4. Develop partnerships that involve the university in collaborative activities with other groups and institutions

## **APPENDIX**

### **Possible Projects**

The projects listed below are intended as examples of the kinds of activity that might be carried out in response to the Strategic Plan. While these projects seemed appropriate to members of the Strategic planning Committee, the actual projects to be pursued will be identified after the Board of Trustees has approved the plan shown above. Following the identification of projects, the strategic planning process will call for the identification of individuals responsible for carrying out the project, of appropriate measures of success, and of timelines for project completion.

### **Theme: Teaching and Learning**

#### **Goal:**

*To be widely recognized as an exemplary public university committed to student success and excellence in teaching and learning.*

#### **Possible Projects:**

- 1a. Place a high priority on disciplinary accreditation and publicize accredited programs.
- 1b. Promote the General Education Program, providing extensive publicity, such as a possible community lecture series
- 1c. Develop an Honors Program for academically talented students
- 1d. Promote campus diversity and incorporate diversity issues into the curriculum as a way of enriching the education of all students
- 2a. Design and implement a faculty development program to encourage and support faculty in exploring a variety of teaching approaches, including traditional methodologies as well as "web-based" approaches
- 2b. Design and implement a program to provide mentoring and support for new faculty, both adjunct and full-service
- 2c. Increase percentage of courses taught by full-time faculty
- 2d. Embrace adjunct faculty (pay competitive salaries, provide offices/computing, include in departmental activities, evaluate)



- 2e. Implement a schedule of regular replacement and updating of University computers and software.
- 2f. Develop a coherent approach to the freshman year experience
- 2g. Stimulate faculty-student collaborative scholarship through competitive mini-grant opportunities
- 3a. Consider establishment of an "Academic Academy" or "University College" to provide coordination of all academic programs and services for "at-risk" students
- 4a. Enhance the Assessment Program to establish clear links between student assessment data and academic planning
- 4b. Encourage creative and meaningful assessment of student learning through competitive mini-grants to support innovative assessment initiatives

### **Theme: Growth and Development**

#### **Goal:**

*To assure the full development of the University through planned enrollment growth and wise investment in educational initiatives.*

#### **Possible Projects:**

- 1a. Expand residence hall capacity
- 1b. Develop and implement an aggressive and coherent marketing plan sensitive to University strengths and the needs of prospective students
- 1c. Design and implement an enrollment management plan to increase enrollment overall, with special emphasis on residential students, community college transfers, minority students and international students
- 1d. Use distance learning as a means to attract new students
- 1e. Develop and implement a plan to increase retention of academically qualified students
- 2a. Develop and implement an academic budget process to review academic programs and identify specific programs for investment in new faculty positions justified by likely enrollment growth

- 3a. Develop effective advising and mentoring systems to monitor and encourage degree and certificate completion

## **Theme: Community**

### **Goal:**

*To increase opportunities for students, the campus community, and area residents by pursuing joint initiatives with the larger community and by cultivating a shared sense of purpose within the University.*

### **Possible Projects:**

- 1a. Re-institute a campus newsletter, possibly on email
- 2a. Institute regularly scheduled meetings for informal discussions between senior administrators and faculty leaders
- 2b. Ensure timely discussion and response to issues of concern, such as campus parking and safety, and student health needs
- 3a. Build a rich schedule of campus events to provide cultural and entertainment opportunities for students and for the community
- 4a. Develop partnerships and articulation agreements with regional community colleges and local K-12 schools
- 4b. Develop partnerships and internships with regional business/industry
- 4c. Seek additional opportunities for international cooperation
- 4d. Develop additional partnerships for graduate programs through the Graduate Center
- 4e. Develop partnerships with cultural and arts organizations
- 4f. Publicize the role of the University as a regional educational leader by emphasizing our cooperative role with the Ohio Appalachian Center for Higher Education

**RESOLUTION A4-00**

**PROPOSED 2000-2001 ACADEMIC CALENDAR**

WHEREAS, members of the Calendar Advisory Committee have developed and reviewed the Proposed 2000-2001 Shawnee State University Academic Calendar; and

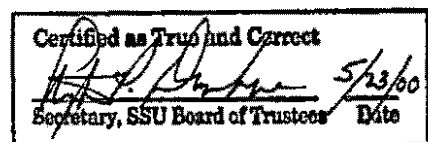
WHEREAS, this calendar has been modified to accommodate new guidelines from the Ohio Board of Regents regarding the number of instructional days each quarter; and

WHEREAS, the Calendar Committee, the Provost and the President have approved the proposed academic calendar for 2000-2001; and

WHEREAS, the Academic Affairs Committee recommends approval of the proposed 2000-2001 academic calendar;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the Proposed 2000-2001 Shawnee State University Academic Calendar.

(April 14, 2000)



*Shawnee State University*  
Proposed Academic Calendar  
2000 – 2001

**Summer Quarter, 2000**

January 5	Schedule development begins
February 1	Schedule due from departments
May 8	Advance Registration opens for summer and fall quarters
June 19	Late registration for summer quarter; First day of summer quarter – classes begin (full summer quarter and first five-week term); Last day for 100% refund upon complete withdrawal (all summer terms)
June 23	Last day to add a class (all summer terms):
July 4	Independence Day Holiday -- University closed
July 7	Last day to apply for non-credit (first five-week term)
July 12	Last day to drop a class (first five-week term)
July 21	Last day of first five-week term; Final Exams (first five-week term)
July 24	First day of second five-week term; Grades due in Office of the Registrar by noon (first five
August 4	Last day to apply for non-credit (full summer quarter); Last day to apply for summer quarter graduation
August	Last day to drop a class (full summer quarter)
August	Last day to drop a class (second five-week term)
August 25	Last day of quarter (full summer term and second five-week term)
August 28	Grades due in Office of the Registrar by noon (full summer quarter and second five-week term)

**Fall Quarter, 2000**

February 14	Schedule development begins
March 6	Schedule due from departments
May 8	Advance Registration opens for fall quarter
September 4	Labor Day Holiday -- University closed
September 5	Late Registration for fall quarter First day of fall quarter -- classes begin; Last day for 100% refund upon complete withdrawal from full quarter
September 12	Last day to add a class
September 18	Last day to apply for pass/no-credit
October 2	Last day to apply for Fall Quarter graduation
October 8	Yom Kippur -- University open
October 9	Columbus Day -- University open
October 23	Last day to apply for non-credit
October 24	Last day to drop a class
November 10	Veteran's Day Observed -- University closed
November 14	Last day of fall quarter
November 15-20	Final Exams
November 23	Thanksgiving Day -- University closed
November 24	Thanksgiving Holiday -- University closed (in lieu of Columbus Day)
November 27	Grades due in Office of the Registrar by noon

December 25 Christmas Day - - University closed  
December 26 Christmas Holiday - - University closed (in lieu of President's Day)

#### Winter Quarter, 2001

May 15 Schedule development begins  
August 7 Schedule due from departments  
November 1 Advance registration opens for winter quarter  
January 1 New Year's Day - - University closed  
January 3 First day of winter quarter -- classes begin  
Last day for 100% refund upon complete withdrawal from winter quarter.  
January 6 Last day to add a class  
January 15 Martin Luther King, Jr. Day - University closed  
January 16 Last day to apply for pass/no-credit  
February 19 Advance registration for spring quarter opens  
February 19 President's Day - - University open  
February 20 Last day to apply for non-credit  
February 21 Last day to drop a class  
March 14 Last day of winter quarter  
March 15-20 Final Exams  
March 21-30 Spring Break  
March 22 Grades due in Office of the Registrar by noon

#### Spring Quarter 2001

November 6 Schedule development begins  
December 15 Schedule due from departments  
January 31 Last day to apply for spring quarter graduation  
(and participate in June commencement)  
February 12 Advance registration opens for spring and summer quarters  
March 30 First day of spring quarter - - classes begin  
Last day for 100% refund upon complete withdrawal from spring quarter  
April 6 Last day to add a class  
April 13 Last day to apply for pass/no-credit  
May 18 Last day to apply for non-credit  
May 21 Last day to drop a class  
May 28 Memorial Day - University closed  
June 11 Last day of spring quarter  
June 12-16 Final exams  
June 15 Commencement  
June 19 Grades due in Office of the Registrar by noon

## RESOLUTION A5-00

### FULL-SERVICE FACULTY PROMOTIONS

WHEREAS, the following faculty have been certified by the President to have met the minimum qualifications for promotion; and

WHEREAS, the President recommends the faculty members listed below for promotion, according to the guidelines of the University's Agreement with Shawnee Education Association; and

WHEREAS, the Promotion Screening Committees, the Faculty Promotion Committees and the Provost have reviewed eligible faculty and made recommendations about their qualifications for promotion; and

WHEREAS, the President has reviewed the files of all those eligible for promotion, and with due deliberation the President recommends the individual promotions listed below; and

WHEREAS, the Academic Affairs Committee concurs with the promotion recommendations of the President and recommends these individuals to the Board for promotion according to the specifications of the SSU-SEA Agreement;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University appoints the following faculty members to the academic rank listed with each effective at the start of the 2000-01 academic year:

To the rank of Professor:

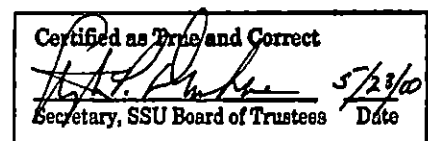
Liz Chrisman  
Sharon Scott  
Julia Coll  
Rob Mauldin

To the rank of Associate Professor:

Carl Priode  
Marsha Walker  
Karen Crummie  
Roberta Milliken

To the rank of Assistant Professor:

Elyse Saperstein



## RESOLUTION A6-00

### FULL-SERVICE FACULTY CONTINUING CONTRACT

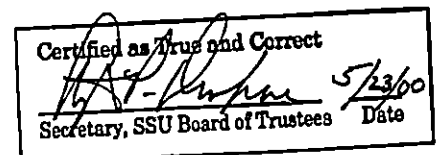
WHEREAS, the President, having reviewed the recommendations of the Continuing Contract Committee and the Provost, recommends that the following faculty member be offered continuing contract status at the start of the 2000-01 academic year; and

WHEREAS, this recommendation has been accepted and forwarded by the Academic Affairs Committee;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the award of continuing contract status for the following faculty member:

Marsha Walker

(April 14, 2000)



## RESOLUTION F5-00

### PERSONNEL

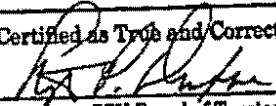
WHEREAS, the University-wide Board policy 5.16 "Approval of Personnel Appointments" establishes the procedure for the approval of those personnel changes requiring action by the Board of Trustees and for the reporting of other personnel actions to the Board; and; and

WHEREAS, this policy establishes a procedure for the consolidation of personnel resolutions; and

WHEREAS, all actions in this resolution are in compliance with this policy;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University authorizes the following personnel actions attached to this resolution effective on the dates indicated.

(April 14, 2000)

Certified as True and Correct	
	5/23/00
Secretary, SSU Board of Trustees	Date



**PERSONNEL ACTION ITEMS**

**March 15, 2000 to April 14, 2000**

(developed from information received in Personnel Department through April 3, 2000 only)

***BUSINESS AFFAIRS DIVISION***

**Appointments**

Administrative

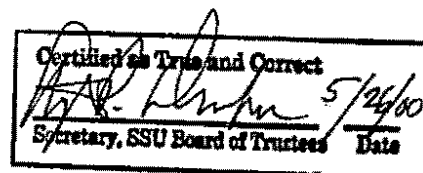
*Charles (Chuck) Warner*, offer extended as Director of University Information Services, at an annualized salary through June 30, 2000, of \$75,000, increasing to \$77,625 on July 1, 2000. His hire date is scheduled for May 1, 2000.

***ACADEMIC AFFAIRS DIVISION***

**Appointments**

Faculty

*Philip S. Blau*, offer extended as Assistant Professor in the Department of Mathematical Sciences, at an academic year salary of \$36,600. His hire date is scheduled for September 5, 2000.



*Per Policy 5.16 Board of Trustees has prior approval for appointment or removal of the position of vice president and creation of all new faculty and administrative positions.*

*Board of Trustees has subsequent approval for appointment to and removal of all faculty and administrators, establish compensation for same, award or deny continuing contracts and promotions for faculty.*

**RESOLUTION F6-00**

**APPROVAL OF NEW SUCCESS CHALLENGE FUNDED  
POSITIONS**

WHEREAS, Shawnee State University is awarded Success Challenge funds to encourage at-risk students to successfully earn baccalaureate degrees and assist in timely completion of degrees by all full-time students; and

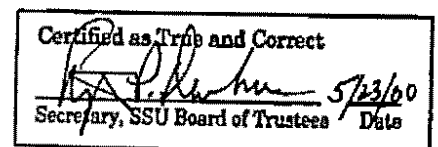
WHEREAS, creation of four faculty positions and additional funding for a secretarial position are needed; and

WHEREAS, the funding for these positions would come from the new Success Challenge Initiative fund, which requires that these funds be spent for such initiatives;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the creation of the following positions:

Senior Instructor of Developmental English  
Two Senior Instructors of Composition  
Senior Instructor of Mathematics  
Secretary IV, Provost Office

(April 14, 2000)



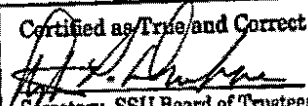
**RESOLUTION F7-00**

**HOLISTIC HEALTH GRANT  
OHIO ARTS COUNCIL GRANT**

WHEREAS, the grants listed below and summarized on the attached grant proposals have been reviewed by the appropriate University committees and/or individuals, and are recommended for submission;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the renewal of the Holistic Health Program and submission of the Ohio Arts Council Grant proposal renewal.

(April 14, 2000)

Certified as True and Correct	
	5/23/00
Secretary, SSU Board of Trustees	Date

## **GRANT SUMMARY PROPOSAL**

**TITLE:**

Senior Citizen Holistic Approach to Health

**GRANT AGENCY:**

Scioto County Commissioners

**PRINCIPAL INVESTIGATOR:**

Jim Amzen/Cheryl Mershon

**PERCENTAGE OF P.I. TIME DEVOTED TO GRANT:**

Approximately 20%

**PURPOSE:**

A wellness program that promotes physical exercise and mental health for the senior citizen.

**CLIENTELE TO BE SERVED:**

Senior citizens of Scioto County (60 years or older). Golden Bears Program

**RELATIONSHIP TO SSU MISSION:**

Community Service Mission

**BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED:**

Structured classes meet on Mondays, Wednesdays & Fridays at 9:00am & 10:00am. The senior citizens are also afforded the same privileges as health club members. Many special events and outings are offered throughout the year.

**BUDGET:**

Grant funds \$40,000

University Contribution: In kind space and fitness equipment.



**RESOLUTION F8-00**

**IN-STATE/OUT-OF-STATE TRAVEL POLICY**

WHEREAS, rate updates for mileage and other travel expenses are desired to the current travel payment policy which was last revised June 10, 1994; and

WHEREAS, the current travel policy provides no means to adjust the mileage, lodging, or meal reimbursement rate over time to account for inflation;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the policy 4.10 Revised attached hereto.

(April 14, 2000)

Certified as True and Correct	
<i>[Signature]</i>	<i>5/23/00</i>
Secretary, SSU Board of Trustees	Date

# Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.10 (Revised)
		PAGE NO.:	1 OF 5
		EFFECTIVE DATE:	7/1/00
		RECOMMENDED BY:	Roger Murphy
SUBJECT:	IN-STATE/OUT-OF-STATE TRAVEL	APPROVED BY:	

## 1.0 Authority for Travel

All travel, in-state or out-of-state, must be authorized and approved by the appropriate administrative supervisor responsible for the expenditure. A supervisor's signature on the Travel Expense Report indicates approval and the propriety of all expenses and allowances listed as necessary to the performance of travel on official University business.

## 2.0 Headquarters

For reimbursement purposes, headquarters is Shawnee State University, 940 Second Street, Portsmouth, OH.

## 3.0 Transportation Expenses

### 3.1 Travel by privately-owned vehicle.

Travel by privately-owned vehicle is authorized only if the owner thereof is insured under a policy of liability insurance complying with the requirements of section 4509.51 of the Revised Code. Reimbursement is authorized at the Internal Revenue Service personal use automobile rate per mile effective the end of the previous calendar year less \$0.02. For safety and liability reasons, motorcycles are not authorized to be used and will not be reimbursed. Travel vouchers shall indicate all intermediate destinations between the commencement and termination of travel and vicinity mileage after arrival at destination. Reimbursement shall be made to only one of two or more employees traveling in the same privately-owned vehicle. The names of all personnel traveling in the same vehicle shall be listed on the travel expense report.

### 3.2 Allowable Mileage

Allowable mileage will be actual miles driven from either the employee's headquarters or home, whichever is less. Attached to this policy, Section 9.2031, is a listing of frequently traveled cities and/or places with mileage to be used as a guideline (Exhibit A). Additional miles claimed should be explained on the travel expense report (i.e. Columbus-North, Columbus-airport, etc.)

### 3.3 Travel by Common Carrier

Travel by common carrier is authorized. Reimbursement is authorized at the lowest available rate. Institutional funds shall not be expended to pay for unused reservations on common carriers. When charging transportation to the University, persons traveling should instruct the carrier or agency to forward invoices to the Business Office. When transportation is charged, it should be so indicated on the travel report for information purposes only. The used plane ticket must accompany

the employee's travel expense form whether reimbursement is requested or the ticket is charged to the institution.

#### 3.4 Rental of Automobile

Personnel will be reimbursed for automobile rental when traveling on official business provided such mode of transportation is advantageous to the University over other means of transportation. Rental must have prior approval of the appropriate administrative supervisor.

#### 3.5 Miscellaneous Travel Expenses

Reimbursement is authorized for parking charges, highway tolls, and other reasonably incurred travel expenses directly related to authorized travel. Miscellaneous travel expenses shall be listed separately on the travel voucher. Any other out-of-pocket expenses, such as road services and towing, will not be reimbursed.

#### 3.6 Required Receipts for Transportation Expenses

Claims for reimbursement for common carrier expenses, and miscellaneous travel expenses exceeding five dollars must be accompanied by receipts. Credit card receipts are not acceptable.

### 4.0 Meals and Lodging Expenses Requiring Overnight Lodging

#### 4.1 Overnight Travel

4.1.1 All overnight travel must be approved by the traveler's administrative supervisor who has budget control authority prior to the commitment of University funds.

4.1.2 A travel form, Authorization for Official Travel, must be completed prior to any overnight travel commitment. These forms are available in the University Business Office with instructions for proper completion.

#### 4.2 Lodging

Lodging will be reimbursed for reasonable rates. If the rates exceed \$120 per night, justification for the employee staying at this location must be provided and approved by the supervisor. Employees must ask for the "governmental rate" when reserving lodging.

The \$120 nightly ceiling figure is subject to adjustment each fiscal year by the Vice President for Business Affairs. CPI change will serve as a basis for this adjustment.

Non-commercial lodging will be reimbursed at the rate of \$12 per night.

#### 4.3 Claims

Expenses claimed for lodging, meals, and incidentals must be itemized on the Travel Expense Report. Claims for reimbursement for lodging must be accompanied by original receipts. Credit card receipts are not acceptable.



#### 5.0 Meal allowance for travel will be paid as follows:

5.1 Breakfast, \$4.00, if the employee is in travel status from 6 a.m. through 9 a.m.

5.2 Lunch, \$6.00, if the employee is in travel status from 11 a.m. through 2 p.m.

5.3 Dinner, \$15.00, if the employee is in travel status from 4 p.m. through 8 p.m.

The above allowances include gratuities. Expenses claimed for meals must be itemized on the Travel Expense Report.

At the discretion of the Vice President for Business Affairs or delegate, an additional \$1.00 for breakfast and lunch and \$3.00 for dinner can be added to the above rates if the area traveled to is deemed "high cost" by objective measure.

The above rates are subject to adjustments effective the beginning of each fiscal year at the discretion of the Vice President for Business Affairs or delegate. CPI change will serve as a basis for derivation of rate adjustments.

#### 6.0 Miscellaneous Expenses

Expenses incurred for stenographic fees, storage of baggage, telephone calls on official University business and rental of equipment or temporary meeting or office facilities necessary for the conducting of official University business may be reimbursed. However, rental of equipment, meeting, or office facilities must be approved by the administrative supervisor prior to agreements being consummated for such rentals.

Expenses incurred for alcoholic beverages are not reimbursable.

Miscellaneous expenses must be itemized on the Travel Expense Report. Original receipts shall be submitted for all individual miscellaneous expenditures in excess of five dollars (\$5.00). Credit card receipts are not acceptable.

#### 7.0 Limitations on Reimbursement of Allowable Living Expenses

No allowances for lodging, meals, or miscellaneous expenses may be claimed (a) within the individual's headquarters county, (b) within the county of residence from which the individual commutes to his/her headquarters, or (c) within fifty miles of the individual's residence.

#### 8.0 Conference Fee plus Associated Meals and Lodging

Registration fees exceeding fifty dollars (\$50.00) per individual may be paid directly by the University if verification of the fee is provided by the employee. Please use the Request For Pay form and include a copy of the registration form for fee verification. Otherwise, registration fees must be paid by the employee and reimbursement requested. Reimbursement is authorized for reasonable meals and lodging expenses if they are an integral part of the conference. Reimbursement of any expenses under section 8.0 of this policy must be verified by receipt, conference brochure identifying applicable cost and/or other documentation with similar validity.

#### 9.0 Expenses Associated with Interviewing

Travel expenses associated with interviewing applicants for approved University position openings will be reimbursed:

9.1 For reasonable meal and lodging costs

9.2 For transportation costs per Section 3.0

9.3 Costs associated with a spouse to accompany the applicant will not be reimbursed.

9.4 Costs incurred by Shawnee employees will be reimbursed per policy 4.13 "Entertainment Policy."

#### 10.0 Travel Expense Report Form

Requests for reimbursement of travel expenses shall be made on the Travel Expense Form. Travel expense report forms may be obtained from the Business Office. Each travel report must be completed correctly and in full, including travel points, times, meals, lodging, transportation expenses, and miscellaneous expenses. The form must be properly signed with purpose of travel explained in full. Travel reports that are completed incorrectly will be returned to the traveler.

*Adopted 12/8/89; Revised 6/10/94*

**EXHIBIT A**  
**MILEAGE GUIDELINE CHART**

<u>To</u>	<u>Mileage</u>
Athens, OH	172 round trip
Charleston, WV	190 round trip
Chesapeake, OH	90 round trip
Chillicothe, OH	88 round trip
Cincinnati, OH	230 round trip
Columbus, OH	182 round trip
Columbus Airport	220 round trip
Huntington, WV	88 round trip
Ironton, OH	56 round trip
Pikeston, OH	48 round trip
South Point, OH	82 round trip
Waverly, OH	58 round trip


**RESOLUTION F9-00**  
**PUBLIC RECORDS ACT**

WHEREAS, the Ohio Public Records Act was amended by the General Assembly to permit requests by mail, and responses in electronic media; and

WHEREAS, the University Policy 5.19, Requests for Access to and/or Copies of Public Records, must be changed in order to bring the University's procedures in line with the change in the statute;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the policy 5.19 Revised attached hereto.

(April 14, 2000)

Certified as True and Correct	
	5/23/00
Secretary, SSU Board of Trustees	Date

# Shawnee State University

AREA:	UNIVERSITY-WIDE POLICY	POLICY NO.:	5.19
		PAGE NO.:	1 of 3
		EFFECTIVE DATE:	
SUBJECT:	REQUESTS FOR ACCESS TO AND/OR COPIES OF PUBLIC RECORDS	RECOMMENDED BY:	S. Donohue
		APPROVED BY:	Board of Trustees

## 1.0 PURPOSE

The purpose of this policy is to implement the Ohio Public Records Act, RC §149.43, and provide for the consistent and prompt handling of requests for the inspection and copying of public records at Shawnee State University.

1.1 To the extent reasonably possible, the University will maintain public records in a manner so they can be made available for inspection as defined by statute.

1.2 Public records do not include medical treatment, intellectual property and donor profile records, educational records as defined by the Family Educational and Right to Privacy Act (20 USC §1237g) and regulations adopted thereunder (34 CFR Part 99), privileged communications or any other nonpublic records as defined by RC § 149.43. This policy does not address educational records. Access to such records is governed by the Board of Trustees Policy 3.04 titled "Collection, Maintenance, Access to, and Challenge of Student Education Records".

## 2.0 PROCESSING REQUESTS FOR RECORDS

2.1 Although a request does not have to be in writing, the requestor putting it in writing helps to eliminate misunderstandings in meeting the request. All requests for access and/or copying of public records are to be directed to the Office of the President. That office promptly will forward the request to the Division in which the records are maintained.

2.2 The office responsible for the records will copy the records requested and identify those records which are not releasable and the rationale. Information which is not releasable, such as social security numbers, will be redacted by the responsible office prior to release.

2.3 Prior to responding to the request, the office responsible for the records will obtain a legal review of their recommended disposition.

2.4 All requests for release or inspection of personnel records, other than internal file access and mailing addresses, should be reported to the

individual whose records have been inspected or requested, as soon as practical after the request is received.

### 3.0 INTERNAL FILE ACCESS

This policy does not apply to the use of files for official University business by authorized individuals or to persons inspecting their own files. Requirements in collective bargaining provisions for access to personnel files will be followed insofar as the requirements do not conflict with the Ohio Public Records Law.

### 4.0 PROCEDURE

4.1 Requests will be honored as promptly as possible depending upon the normal workload of University personnel and the amount of work involved in assembling the documents and information. The University should respond to public records requests within five (5) working days. If a response cannot be provided within five (5) working days, an interim response will be sent to the requestor explaining the reason for the delay and when the records should be released.

4.2 Inspection of files will be conducted during regularly scheduled office hours in a location designated by the director of the office which maintains the records. In all cases, an SSU staff member will assist the requestor in handling the files or documents.

4.3 The law allows the requestor to have copies of University records made at their own cost. After the inspection, the office holding the records will make arrangements for any copying of the requested documents. The following procedure will generally apply:

4.3.1 The requestor will not ordinarily be allowed to copy the records. A staff member will be used to do the copying.

4.3.2 The requestor should identify the documents at the time of the inspection that are to be copied by the use of some identifiable means that will not alter or deface the document such as by colored paper clips, adhesive notes, etc.

4.3.3 Copies will be made available for pickup or mailed to the requestor as expeditiously as possible.

4.3.4 The requestor may request the copies of the records be duplicated on paper or the same medium as the University maintains them, or on any other medium which the Director of the office maintaining the records

determines the record can be reasonably duplicated as an integral part of the normal operations of the office.

4.4 The University reserves the right to limit the number of records it will transmit by mail to ten per calendar month for any one requestor, unless the person certifies to the University in writing that the person does not intend to use or forward the requested records, or the information contained therein, for commercial purposes.

## 5.0 CHARGES/COSTS

The University may recover the actual cost of making copies of documents requested under the Public Records Act. Payment of these costs are expected prior to the release of any documents. No charge will be assessed for staff time to research or make the copies. Actual costs are \$.05 per paper page; \$1.00 for 3.5" disk; no charge for electronic transfer. Requests for records to be mailed will be charged for the postage and may be held until the requestor pays for the copies and the postage in advance.

## PERSONNEL INFORMATION ITEMS

March 15, 2000 to April 14, 2000

(taken from information received in Personnel Department through April 3, 2000 only)

### ***ACADEMIC AFFAIRS DIVISION***

*None.*

### ***BUSINESS AFFAIRS DIVISION***

#### Administrative

*Butch Kotcamp*, status change from Assistant Director to Acting Director of Facilities, for the Department of Facilities, Planning and Construction, at an annualized salary of \$54,232, effective April 3, 2000.

### ***PRESIDENT'S OFFICE***

*None.*

### ***STUDENT AFFAIRS DIVISION***

#### Administrative

*Barb Bradbury*, promoted to Director of Pre-College Programs (from Director of Upward Bound/Student Support Services), at an annualized salary of \$52,910, effective April 1, 2000.

*Suzanne Shelpmn*, reassigned to Director of the Ohio JOB Prep Program, at an annualized salary of \$50,848, effective March 20, 2000 (until her resignation effective date of October 7, 2000).

### ***UNIVERSITY ADVANCEMENT***

*None.*



April 4, 2000

TO: FINANCE AND FACILITIES COMMITTEE, SSU BOARD OF TRUSTEES  
THROUGH: JAMES CHAPMAN  
FROM: ROGER MURPHY 

SUBJECT: INSTITUTIONAL RATIOS AND SCORES

Annually, the Ohio Board of Regents (OBR) completes a financial analysis of universities and community colleges' using audited financial statements by calculating three ratios that are then converted into an overall composite score. The three ratios measure debt, net income and reserves positions. OBR has released institutional ratios and scores for fiscal year, 1999. A copy of this report is attached. Shawnee State University has a composite score of 4.50 out of a possible 5.0. In order to have a perfect 5.0 score, SSU's primary reserves ratio would need to be .5 or higher. We stand at a primary reserve ratio of .448. Primary reserves ratio is expendable fund balance divided by total current funds expenditures and mandatory transfers.

SSU's composite score is the highest of the Ohio public universities. Among the 38 public universities, community and technical colleges, SSU's score ranks 2<sup>nd</sup> to Sinclair Community College's 5.0 score. Lakeland Community College also had a 4.5 score.

FY99 is the third year that this ratio analysis process has been completed. My recollection is that SSU ranked 4<sup>th</sup> among the 38 institutions in FY98 and 2<sup>nd</sup> in FY97.

Shawnee State University has continued to maintain itself in excellent financial position since the inception of this analysis process. As Board members with longer tenure know, this was not always the case. SSU was in difficult financial position in the early part of the 90's decade.

CC: SSU Board of Trustees

**TABLE I**  
**FY 1999 SENATE BILL 6 ANALYSIS**  
**INSTITUTIONAL RATIOS AND SCORES**

Institution	Composite Score	Viability Ratio	Viability Score	Net Income Ratio	Net Income Score	Primary Reserve Ratio	Primary Reserve Score
<b>UNIVERSITIES</b>							
BOWLING GREEN	4.00	1.986	4.00	0.043	4.00	0.280	4.00
CENTRAL STATE <sup>2</sup>	1.60	0.057	1.00	0.032	4.00	0.006	1.00
CLEVELAND STATE	2.90	1.645	4.00	(0.021)	1.00	0.155	3.00
KENT STATE	3.50	1.002	4.00	0.040	4.00	0.200	3.00
MCOT	4.00	13.136	5.00	0.053	5.00	0.166	3.00
MIAMI UNIV.	4.30	2.564	5.00	0.047	4.00	0.386	4.00
NEOUCOM	4.20	N/A	---	0.053	5.00	0.289	4.00
OHIO STATE	3.80	2.364	4.00	0.025	3.00	0.415	4.00
OHIO UNIVERSITY	3.80	1.211	4.00	0.022	3.00	0.257	4.00
SHAWNEE STATE	4.50	4.169	5.00	0.062	5.00	0.448	4.00
UNIV. AKRON	2.40	0.910	3.00	(0.059)	0.00	0.119	3.00
UNIV. CINCINNATI	4.00	0.850	3.00	0.014	3.00	0.519	5.00
UNIV. TOLEDO	2.30	0.441	2.00	(0.008)	1.00	0.153	3.00
WRIGHT STATE	3.20	2.985	5.00	(0.002)	1.00	0.208	3.00
YOUNGSTOWN ST.	2.20	0.597	2.00	0.024	3.00	0.095	2.00
<b>COMMUNITY COLLEGES</b>							
CINCINNATI ST.	3.80	97.538	5.00	0.048	4.00	0.136	3.00
CLARK STATE	3.00	N/A	---	0.018	3.00	0.144	3.00
COLUMBUS ST.	4.30	2.811	5.00	0.041	4.00	0.495	4.00
CUYAHOGA	4.20	N/A	---	0.060	5.00	0.434	4.00
EDISON STATE	3.00	N/A	---	0.010	3.00	0.205	3.00
JEFFERSON	2.60	N/A	---	(0.003)	1.00	0.240	3.00
LAKELAND	4.50	12.883	5.00	0.064	5.00	0.432	4.00
LORAIN	3.10	0.923	3.00	(0.002)	1.00	0.274	4.00
NORTHWEST ST.	3.40	N/A	---	0.065	5.00	0.230	3.00
OWENS STATE	3.60	125.773	5.00	0.025	3.00	0.162	3.00
RIO GRANDE	3.00	N/A	---	0.019	3.00	0.229	3.00
SINCLAIR	5.00	N/A	---	0.066	5.00	1.221	5.00
SOUTHERN ST.	3.80	9.737	5.00	0.035	4.00	0.213	3.00
TERRA STATE	3.00	N/A	---	0.011	3.00	0.217	3.00
WASHINGTON ST.	2.80	N/A	---	0.002	2.00	0.128	3.00
<b>TECHNICAL COLLEGES</b>							
BELMONT TECH	3.60	N/A	---	0.005	2.00	0.253	4.00
COTC	4.30	7.819	5.00	0.044	4.00	0.278	4.00
HOCKING	3.10	2.286	4.00	0.004	2.00	0.114	3.00
LIMA TECH	3.20	N/A	---	0.040	4.00	0.221	3.00
MARION TECH	3.40	N/A	---	0.075	5.00	0.167	3.00
MUSKINGUM	3.40	N/A	---	(0.050)	1.00	0.268	4.00
NORTH CENTRAL	3.80	2.895	5.00	0.044	4.00	0.142	3.00
STARK TECH	3.60	27.082	5.00	0.021	3.00	0.166	3.00

(1) "N/A" indicates that the ratio is not calculated because the institution had a plant debt of less than \$50,000

(2) At the time this analysis was prepared, Central State University was not subject to S.B. 6.

NOTE: Pursuant to the rules established by Senate Bill 6 (122nd Gen. Assembly), a composite score of or below 1.75 for two consecutive years would trigger a fiscal watch.