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Board of Trustees

5-9-2000

May 9, 2000 Executive Committee Meeting

Shawnee State University

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**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Executive Committee Meeting Minutes
May 9, 2000**

Chairman George Clayton called the meeting to order at 4:03 p.m.

1.0 Certification of Compliance with RC 121.22(F) - Board Secretary

The Secretary confirmed compliance with RC 121.22(F).

Voting Members

Present: Mr. Clayton, Mr. Davis, Dr. Payne
Ms. Argeros arrived at 4:12 p.m.

Others in Attendance: Dr. Chapman, Mr. Murphy, Dr. Mangus, Mr. Donohue, Mr. Owen, Dr. Field, Mr. Kotcamp, Mr. Hapney

2.0 Approve minutes of Executive Committee Meeting (3/14/00)

Mr. Davis moved and Dr. Payne seconded a motion to approve the minutes of the March 14, 2000 meeting. Without discussion, the Committee unanimously approved the minutes.

3.0 Approval of Grant Applications

Dr. Mangus said the JOBS program received notification that the Board of Regents grant in the amount of \$30,000 for the period 7/1/00-12/31/00 has been approved. The JOBS program intends to submit an additional application to the Board of Regents for \$49,260 for the same period for "Countdown to Success." Dr. Mangus said this grant would supplement those welfare recipients who run out of eligibility in October. He said these grants will be used to supplement the JOBS program and help in encouraging Ohio Works First participants to enroll in college or continue in a college program through completion. Mr. Davis moved and Dr. Payne seconded a motion to approve Resolution E5-00, Approval of Grant Application and Acceptance, Ohio Board of Regents - JOBS. Resolution E5-00 was unanimously approved.

4.0 Termination of JOBS

Dr. Mangus stated that two years ago, the Department of Education's educational program changed to a jobs readiness program. He said little, if any, emphasis was placed on college education. The JOBS program will have sufficient funding through 12/31/00. Because Ohio Works First has changed the focus of JOBS to job placement instead of college preparation, it is recommended that the JOBS program be terminated at SSU effective 12/31/00. Mr. Davis said if

SSU is getting money for this program and serving some people, the University should consider keeping this program. Dr. Mangus said that we have no guarantee that this funding will continue and that another agent will probably run the program if SSU terminates it. Dr. Mangus said the JOBS emphasis on employment no longer fit SSU's mission. When JOBS first started, it served over 600 students, now, only 10 students attended SSU last year (Atch 1). After further discussion, Dr. Payne moved and Ms. Argeros seconded a motion to approve Resolution E6-00, Termination of the JOBS Grant Program. Resolution E6-00 was unanimously approved.

5.0 Personnel Activity

Dr. Chapman noted that the Chair of the Department of Natural Sciences, Dr. Nancy Bryson, opted to resign her position and return to the faculty. Dr. Jeff Bauer was appointed interim chair.

6.0 Improving Fire Safety

Mr. Murphy updated the Committee on the sprinkler fire protection system for student housing facilities. He said he had hoped to have bids available but as of now, did not. Mr. Murphy said he did have a plan submitted by Prater Engineering and he passed out a copy of their proposal. Mr. Murphy said bids are due by May 30, 2000 and Board members could review those bids before proceeding. Mr. Kotcamp said that as an alternative, they were looking into plastic tubing and noted that it would provide significant cost savings. After discussion, it was agreed that interested Board members would be invited to review the bids on June 1. In response to Mr. Davis' question, Mr. Murphy said the contractor was paying for seeding the new soccer field.

7.0 FY 2001 Draft Budget

Mr. Clayton asked if there were any questions or comments regarding the draft budget. Mr. Murphy said that the increases were due to inflation and a significant amount was attributed to an increase in benefit costs. Mr. Murphy noted that the significant budget increases included \$200,000 because of increases in adjunct pay, health benefits costs, and \$300,000 for seven new faculty positions. Mr. Davis requested a projection of what the reserves would look like next year. After much discussion, Mr. Murphy said he would like to establish the budget in June.

8.0 Board Retreat

Dr. Chapman said some Board members had approached him about having a Board retreat and suggested some time in July. After discussion, the Executive Committee thought it would be a good idea to have a retreat and Dr. Chapman said he would begin working on it.

9.0 Miscellaneous

Mr. Clayton then asked for an update on the agreement with Campus View. Mr. Murphy said he had signed a Memorandum of Understanding with Neal Hatcher today and he passed out a copy of the signed agreement. Mr. Murphy said there were some issues covered in the MOU that addressed the concerns of Board members.

Mr. Clayton said he has been Chair of the committee for the President's House. He said the committee would be meeting on Friday and he wanted the Board members to be active in the decisions on the house. Mr. Clayton said the committee wanted more renderings of designs for the house and said they had asked Michael Hasara for them. Mr. Clayton said most of the housing committee members liked the design. Mr. Clayton said the design cannot be too unusual or the public will criticize it severely. He said he would like to bring Mr. Hasara in to make a presentation to the Board.

10.0 Executive Session

Mr. Clayton moved and Dr. Payne seconded a motion to move into executive session to discuss negotiations with an employee group under RC §121.22(G)(4).

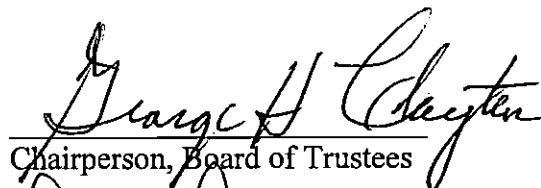
Ayes: Mr. Clayton, Mr. Davis, Dr. Payne, Ms. Argeros

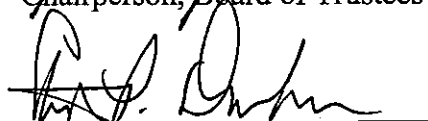
Nays: None

The Executive Committee moved into executive session at 5:03 p.m.

The Executive Committee came out of executive session and returned to a public session at 5:31 p.m.

The Executive Committee adjourned by acclamation at 5:32 p.m.


Chairperson, Board of Trustees


Secretary, Board of Trustees


RESOLUTION E5-00

**APPROVAL OF GRANT APPLICATION AND ACCEPTANCE
OHIO BOARD OF REGENTS - JOBS**

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 or acceptance;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the submission of the JOBS Grant for "Countdown to Success" to the Ohio Board of Regents and acceptance of the Workforce Development/Student Assistance Grant for the period 7/1/00-12/31/00.

(May 9, 2000)

Certified as True and Correct	
	6/1/00
Secretary, SSU Board of Trustees	Date

GRANT EXTENSION SUMMARY PROPOSAL

TITLE: Workforce Development/Student Assistance Program

GRANT AGENCY: Ohio Board of Regents

PRINCIPAL INVESTIGATOR: Suzanne Shelpton

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT: 25%

PURPOSE: A Letter of Request will be submitted to OBR for program service extension from 07/01/00 through 12/31/00 as described in attached document. This is an extension of the current program proposal. A full program proposal is not required. As the Job Prep Program funding became decentralized on July 1, 1998, the Ohio Board of Regents recognized that supplemental funding was needed to continue some of projects and would be needed to continue to serve some of the populations not included due to the decentralization stipulations. (Plans are underway to write a Special Project Request proposal as also described in attached document which will be summarized to the BOT when written.) Also note that deadline date has been extended to March 21, 2000.

CLIENTELE TO BE SERVED: Ohio Works First participants who are currently enrolled at Shawnee State University.

RELATIONSHIP TO SSU MISSION: To motivate and encourage Appalachian students to attend college; To partner with community organizations; To provide services which promote student retention.

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT: Ohio Board of Regents - Workforce Development Division, Ohio Department of Human Services

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED: Since this is a supplemental grant for programming, all monies will be used for direct student service and associated administrative costs. Services to be provided are purchase of texts, health science uniforms, calculators, art supplies, and other educational and/or instructional needs such as fees. This supplemental grant will allow services to be extended regardless of residence.

BUDGET:

Fund Source	Year 1 (07/01/00- 12/31/00)	Year 2	Year 3
Grant Extension	\$30000	0	0
Other	0	0	0
University			
In-kind	0	0	0
Cash	0	0	0

TOTAL: \$30,000

*Describe source of funds for SSU's cash commitment: None

Certified as True and Correct	
<i>[Signature]</i>	6/1/00
Secretary, SSU Board of Trustees	Date

GRANT SUMMARY PROPOSAL

TITLE: "Countdown to Success" Special Pilot Project

GRANT AGENCY: Ohio Board of Regents

PRINCIPAL INVESTIGATOR: Suzanne Shelpman, Job Prep Program Director

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT: 20%

PURPOSE: To deliver special, one-time services to ongoing Job Prep SSU students for the purpose of analyzing their degree track progress and to develop intervention plans to expedite their job readiness. Project timeline from implementation to completion must be from 07/01/00 through 12/31/00 per proposal request.

CLIENTELE TO BE SERVED: *Ohio Works First* SSU students who will be affected by the October, 2000, welfare reform three-year limitation of benefits.

RELATIONSHIP TO SSU MISSION: To motivate and encourage the regional public to enhance self-sufficiency and to enhance skill building

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT:
Workforce Development Division of the Ohio Board of Regents

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED:

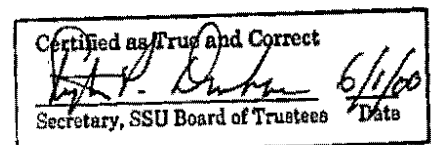
Approximately 100 SSU students will be identified who are eligible (see clientele above) for the pilot project "Countdown to Success". Degree audits will be completed and analyzed to determine progress toward graduation, transferability of learned proficiencies toward immediate employment, and/or need to implement special short-term training to expedite job readiness. Plans will be developed respective to each student's individual needs.

BUDGET:

Fund Source	07/01-12/31/00	Year 2	Year 3
Grant	\$49,260	0	0
Other	0	0	0
University			
In-kind	0	0	0
Cash	0	0	0

TOTAL: \$49,260

*Describe source of funds for SSU's cash commitment: None



RESOLUTION E6-00

TERMINATION OF THE JOBS GRANT PROGRAM

WHEREAS, two years ago the JOBS Program changed from the Ohio Department of Human Services as an educational program under the auspices of the Ohio Board of Regents to a local county Department of Human Services job readiness program; and

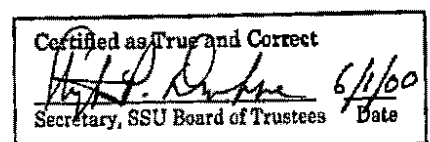
WHEREAS, the number of Shawnee State University students served by this program has been reduced from approximately 600 per year to less than approximately 50 students per year; and

WHEREAS, the Scioto County Department of Human Services advises that their Ohio Works First evaluation services can be provided by other area agencies; and

WHEREAS, the Vice President of Student Affairs and the President recommend termination of this program and the University positions supporting it when the funding for the program in the current cycle ends on or before December 31, 2000.

THEREFORE BE IT RESOLVED that the Board of Trustees concurs with this recommendation and directs the JOBS Grant Program and the positions funded thereby be terminated not later than December 31, 2000.

(May 9, 2000)



JOBS GRANT INFORMATION SHEET

JOBS PROGRAM

Two years ago the funding for the JOBS Program changed from an educational program to a job readiness program. When it was an educational program over 600 participants were students at Shawnee State University or at other area educational institutions. With the change in direction, the number dropped considerably with approximately 100 students utilizing the educational services of the program. During this transition period limited OBR funds were/are available to assist students who had begun an educational program. During this past academic year the amount of money that was available was \$60,000. This money is available only to the "agency of record" i.e. an agency that had a Jobs Program. It is non-transferable to any other agency.

OHIO BOARD OF REGENTS GRANTS

Grants for Welfare Recipients in an Educational Program

- From July 1, 1999 to March 30, 2000, SSU received \$60,000 and served 109 participants. Of the 109 participants in the OBR Grant Program 35 attended for three quarters, 44 attended one or two quarters, and 30 did not attend SSU.
- For the July 1, 2000 to December 31, 2000 time period SSU received a grant for \$30,000 to continue the program.
- For the July 1, 2000 to December 31, 2000 time period we have applied for a \$50,000 grant to assist those persons whose eligibility for welfare will terminate in October and are eligible for educational assistance.
- There is no guarantee as to how long OBR transition funds will continue to exist.

SCIOTO COUNTY DEPARTMENT OF HUMAN SERVICES

The county program block grant-funding program for a job readiness program. It is to assist individuals in the search for employment - it is not an educational program.

- From July 1, 1999 to December 30, 1999, the Job Program served 117 clients. Only one individual enrolled at SSU and withdrew after one week.
- From January 1, 2000 through January 31, 2000, - 25 participants were served with 2 attending SSU.
- From February 1, 2000 through February 29, 2000, - 18 participants were served with 6 attending SSU.
- From March 1, 2000 through March 31, 2000 - 29 participants were served with one attending SSU.
- Thus, from July 1, 1999 to March 31, 2000 - 189 participants were served with 10 attending SSU
- The current department SCDHS grant terminates on June 30, 2000.
- We are in the process of writing a grant for the time frame of July 1, 2000 through December 31, 2000. It will be submitted on or before June 1, 2000.

Certified as True and Correct
[Signature] 6/1/00
Secretary, SSU Board of Trustees Date

PERSONNEL INFORMATION ITEMS

April 15, 2000 to May 9, 2000

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

ACADEMIC AFFAIRS DIVISION

Administrative/Faculty

Nancy Bryson, status change to former rank of Assistant Professor from Chairperson for the Department of Natural Sciences, at an academic year salary of \$48,192.33, effective April 19, 2000;

Jeffrey Bauer, interim appointment to Chairperson for the Department of Natural Sciences, effective April 20, 2000.

BUSINESS AFFAIRS DIVISION

None.

PRESIDENT'S OFFICE

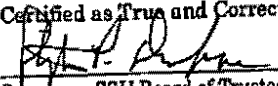
None.

STUDENT AFFAIRS DIVISION

None.

UNIVERSITY ADVANCEMENT

None.

Certified as True and Correct	
	6/1/00
Secretary, SSU Board of Trustees	Date

FY2001 GENERAL FUND BUDGET HIGHLIGHTS

INSTRUCTIONAL SUPPORT

The dominant intent of the FY2001 budget growth initiatives is to support instruction. Seven new full time faculty positions are included in this budget. Four of these positions, approved by the Board April 14, are targeted at remedial and general education courses in English and mathematics funded by the success challenge subsidy allocation. These four positions will reduce reliance on adjunct faculty. These positions tie directly to our Strategic Plan strategic opportunity of improving significantly graduation and completion rates of students.

The three remaining faculty positions address critical academic program needs. The computer aided graphics area has experienced significant growth in student interest. A faculty position is allocated for this purpose. Teacher education is also to receive an additional position because of growth in majors. The seventh faculty position fills a need in the management information systems program.

These seven new faculty positions will help us fulfill our strategic plan in another way. Our first goal is to be widely recognized as an exemplary public university committed to student success and excellence in teaching and learning. Under this goal a strategic opportunity is to 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. All seven-faculty positions will contribute to achieving this strategic opportunity.


CLERICAL SUPPORT

The equivalent of 2.75 new secretarial positions is being requested in this budget. 1.75 FTE's support academic affairs, one university advancement. The academic affairs clerical positions are a response to the support needs of faculty and the Provost's office.

The .75 clerical position tied to the Provost's office is expected to support our student academic achievement assessment efforts. As such, this position is linked to the strategic plan goal for the University of being widely recognized as an exemplary public university committed to student success and excellence in teaching and learning. The equivalent of one position-supporting faculty also is tied to this goal by providing clerical support to academic departments.

The university advancement clerical position supports our Strategic Plan goal of assuring the full development of the University through planned enrollment growth and wise investment in educational initiatives.

We are strengthening our admissions efforts through a full time FTE assigned to direct this important office. This budget allocation, therefore, increases the FTE by .5.

Certified as True and Correct	
	6/16
Secretary, SSU Board of Trustees	Date

MICROCOMPUTER SUPPORT

We are enhancing our microcomputer support capability by adding 1.5 FTE's. These positions contribute to our Strategic Plan opportunity of sustaining academic and student services supporting technical, career-oriented, and professional programs. These positions also support the advancement of the effective teaching strategic plan opportunity through making more available this technology.

BUDGET ASSUMPTIONS AND OTHER ISSUES

The CWA salary assumption is based upon contract settlement. Administrative and faculty salaries have not been determined.

Fringe benefits have been inflated by \$300,000 in the case of health care and normal inflation for other benefit areas.

Non-compensation areas, with the exception of the contingency and general expense accounts have an assumed inflation of 2%. The 2% inflation amounts have been added to executive staff accounts for subsequent distribution.

UNIVERSITY WIDE

Approximately \$1.8 million in fund balance is used predominantly for four purposes, completion of the president's house, support for student residence hall fire safety/suppression project, support for the communications line installation and reserve carryforward spending. Of this \$1.8 million, we anticipate the need to allocate \$810,000 of unallocated fund balance reserve. This \$810,000 is assigned to the following projects: the president's home construction, \$440,000, and the student housing fire safety installation and communications line projects, \$370,000. Our history is that departmental carryforward spending approximates the departmental fund balance transfer in the preceding year.

Certified as True and Correct	
	6/1/00
Secretary, SSU Board of Trustees	Date

DRAFT GENERAL FUND BUDGET

FISCAL YEAR 2001

	FY 2000 APPROVED BUDGET	FY 2001 PROPOSED BUDGET	CHANGE AMOUNT	CHANGE PERCENTAGE
REVENUE AND FUND BALANCE				
State Subsidy				
Instructional Subsidy	\$10,500,000	\$10,763,216	\$263,216	2.5%
Access	\$594,438	\$1,081,069	\$486,631	81.9%
Success	\$206,167	\$563,672	\$357,505	173.4%
Research	\$0	\$28,739	\$28,739	N/A
Special	\$2,969,985	\$2,824,000	(\$145,985)	-4.9%
JOBS Challenge	\$0	\$51,500	\$51,500	N/A
Capital Component	\$0	\$67,864	\$67,864	N/A
Sub total subsidy	\$14,270,588	\$15,380,080	\$1,109,492	7.8%
Tuition and Fees				
Instruction	\$8,240,000	\$7,951,249	(\$288,751)	-3.5%
Non resident	\$105,000	\$131,903	\$26,903	25.6%
Non resident-district	\$235,916	\$235,952	\$36	0.0%
General fee	\$0	\$0	\$0	N/A
Course fee	\$390,000	\$359,359	(\$30,641)	-7.9%
Technology fee	\$320,000	\$320,000	\$0	0.0%
Sub total tuition and fees	\$9,290,916	\$8,999,473	(\$291,443)	-3.1%
Other Income				
Student fee application	\$19,500	\$0	(\$19,500)	-100.0%
Payment Plan application fee	\$21,000	\$21,000	\$0	0.0%
Student fees, late pay	\$25,000	\$55,000	\$30,000	120.0%
Student fees, transcripts	\$6,500	\$7,860	\$1,360	20.9%
Student fees, credit by exam	\$300	\$600	\$300	100.0%
Student fees, credit by arrange	\$44,000	\$50,000	\$6,000	13.6%
Student fees, Cont. Ed	\$90,000	\$142,858	\$52,858	58.7%
Sales, central stores	\$30,000	\$30,000	\$0	0.0%
Planetarium ticket revenue	\$25,000	\$17,000	(\$8,000)	-32.0%
Interest income	\$470,000	\$600,000	\$130,000	27.7%
Parking fines	\$0	\$0	\$0	N/A
Copying income	\$52,500	\$52,500	\$0	0.0%
Misc. Income	\$70,000	\$70,000	\$0	0.0%
Indirect cost recovery	\$100,000	\$150,000	\$50,000	50.0%
Sub total other income	\$953,800	\$1,186,828	\$233,028	25.5%
Total Revenue	\$24,515,284	\$25,576,361	\$1,061,077	4.3%
Use of fund balance	\$903,103	\$1,815,445	\$912,342	101.0%
Total revenue and fund balance	\$25,418,387	\$27,391,806	\$1,973,419	7.8%
EXPENDITURES				
Compensation				
Salary	\$13,601,491	\$14,624,120	\$1,022,629	7.6%
Benefits	\$4,132,981	\$4,689,248	\$556,267	13.5%
Subtotal	\$17,734,472	\$19,313,368	\$1,578,896	8.9%
Non Compensation				
Utilities	\$982,051	\$1,148,115	\$166,064	16.9%
Scholarships	\$864,994	\$864,994	\$0	0.0%
Technology Funds	\$320,000	\$320,000	\$0	0.0%
Other	\$5,315,896	\$5,122,267	(\$193,629)	-3.6%
Subtotal	\$7,482,941	\$7,455,376	(\$27,565)	-0.4%
Total Expenditures	\$25,217,413	\$26,768,744	\$1,551,331	6.2%
Transfers				
Fine Arts	\$154,500	\$150,000	(\$4,500)	-2.9%
Other (Restricted)	\$46,474	\$46,474	\$0	0.0%
Auxiliaries				
Housing Sprinkler System	\$0	\$370,000	\$370,000	N/A
CLC Support	\$0	\$56,588	\$56,588	N/A
Subtotal	\$200,974	\$523,062	\$322,088	210.0%
Total expenditures and transfers	\$25,418,387	\$27,391,806	\$1,973,419	7.8%

Certified as True and Correct


 Secretary, SSU Board of Trustees

 6/1/00
 Date

DRAFT GENERAL FUND BUDGET

FISCAL YEAR 2001

	FY 2000 APPROVED BUDGET	FY 2001 PROPOSED BUDGET	CHANGE AMOUNT	CHANGE PERCENTAGE
NEW PROGRAMS				
Position	FTE	Salary	Benefit	Total
2/3 of Success Increase	5.75	151,610	75,337	226,947
Dir Pre-Coil Prog	1	52,910	17,036	69,946
Sen In, Comp	1	20,250	11,773	32,023
Sen In, Comp	1	20,250	11,773	32,023
Sen In, Dev Eng	1	20,250	11,773	32,023
Sen In, math	1	20,250	11,773	32,023
Sec. Provost	0.75	17,700	11,209	28,909
New Positions		203,105	85,696	290,801
Compensation	5.5	175,805	85,696	261,501
Asst Prof, Bus Adm	1	31,300	13,680	44,980
Asst Prof, EChEd	1	31,300	13,680	44,980
Technician	1	23,849	12,228	36,077
Sec. U Adv	1	22,628	12,026	34,654
Dir Admission	0.5	23,878	8,092	31,970
Inst. Graph Des	1	19,000	11,558	30,558
Technician	0.5	11,925	10,253	22,178
FA Clerk	0.5	11,925	4,179	16,104
Non Compensation		29,300		29,300
Software maintenance		17,120		17,120
Software maintenance		12,180		12,180

ASSUMPTIONS

Adjunct Increase	Includes \$120,000 for 1999-2000 and \$56,000 for 2000-2001; no inflationary increase
Health Benefits	Includes 150,000 for 1999-2000 and 4% increase and \$150,000 for 2000-2001; no additional in reserve.
Non-Compensation	2.0% Increase
Success Challenge Programs	2/3 of increase (detailed separately)
Jobs Challenge Initiatives	Equal to amount received
New Positions	Compensation of \$290,801 and non compensation of \$29,300 (detailed separately)
Scholarships	No Increase for Scholarships; Increased by reduction in tuition of 4%
Transfer to VRCFA	Held at a fixed \$150,000
Fund Balances	Transfer from Fund Balance Reserve equals unit fund balance plans plus \$440,000 for house plus sprinkle system support

Certified as True and Correct

[Signature]
Secretary, SSU Board of Trustees

6/1/00
Date