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Board of Trustees

5-13-2002

May 13, 2002 Executive Committee Meeting

Shawnee State University

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SHAWNEE STATE UNIVERSITY
Executive Committee Meeting Minutes
May 13, 2002
4:00 p.m., Founders' Room

The Chairman called the meeting to order at 4:08 p.m.

Roll Call

Voting Members present:

Dr. Burton Payne	Chairman
Mr. George L. Davis	Vice Chairman
Ms. Kay Reynolds	(for Mr. Howard Harcha)
Mr. William McKinley	Member

Members Absent:

Mr. Howard Harcha

Others present:

Dr. Michael Field	Ex-Officio (non-voting)
Mr. Steve Donohue	Board Secretary (non-voting)
Dr. John Kelley	
Dr. Larry Mangus	
Mr. Roger Murphy	
Dr. Cheryl Boyd	
Dr. David Todt	
Dr. John Valentine	
Dr. Steve Midkiff	

1.0 Minutes and Certification of Compliance with RC 121.22(F)

The Chairman confirmed compliance with RC 121.22(F).

2.0 Approve Minutes of Executive Committee Meeting (3/11/02)

The Chairman asked for approval of the Minutes of the Executive Committee Meeting on March 11, 2002. Mr. Davis moved and Ms. Reynolds seconded a motion to approve the minutes. Without discussion, the Executive Committee unanimously approved the minutes of March 11, 2002.

3.0 Approval of Project Success Grant Application

Dr. Field said the funding from the Project Success grant application from The Scioto County Family and Children First Council would be used to provide educational services to motivate

youth and increase expectations about future educational and career goals. Dr. Field said this was a new grant that would restore funds lost in the BASICS grant. Dr. Mangus said this was an expansion of the Upward Bound grant for teenagers and parents. The University requested \$41,000 but will probably get in the range of \$5,000-\$10,000. After further discussion, Mr. Davis moved and Ms. Reynolds seconded a motion to approve Resolution E4-02, Approval of Project Success Grant Application. The Executive Committee unanimously approved Resolution E4-02.

4.0 Personnel Appointments

Dr. Field said Ms. Mary Maroudis was hired as Manager, Education for Industry for the Office of the Registrar. Dr. Field said Ms. Maroudis has been working with the people from USEC and had been quite successful thus far in helping workers get into SSU credit programs. Dr. Field reported that Ms. Tiffany Weaver was hired as Coordinator, Student Activities for the Office of Student Activities and Auxiliaries; she was converted from a limited term 10-month contract to full-time. Mr. Davis moved and Mr. McKinley seconded a motion to approve Resolution E5-02, Personnel Appointments. The Executive Committee unanimously approved Resolution E5-02.

5.0 Investment Policy

Dr. Field asked Mr. Murphy to discuss the changes in the investment policy. Mr. Murphy said the Ohio General Assembly passed legislation authorizing universities to invest state funds other than in government type securities. This law goes into effect at the end of June. Mr. Murphy said the University can continue its current investment strategies, which are very conservative, or it can establish an investment committee that would help in decisions of how to invest the University funds and report its activity back to the Board. Mr. Davis recommended the policy be changed to have the Chairman of the Board appoint the Investment Committee members. Ms. Reynolds said it was important to seek the advice of professional investment advisers. After further discussion, it was agreed that the issue would be put on the agenda for the June Board meeting.

6.0 Occupational Therapy Master's Degree

Dr. Field said the issue of offering an Occupational Therapy master's degree was not a new issue. Dr. Field said with the change in the ACOTE requirements of a master's degree for licensing of all OT graduates starting in 2007, the University must decide whether to offer a master's degree in OT. Dr. Field said the OT program is strong and has good enrollment. Dr. Field said the OT program must be a master's level or terminated and he thinks we should start a master's program. Dr. Cheryl Boyd said in August 1999, ACOTE changed the minimum OT education to a master's degree. The deadline to take the licensing exam without a master's degree is January 1, 2007. Dr. Boyd said we can admit students in fall 2002 and fall 2003. She said SSU provides the majority of occupational therapists for this region. She said the OT program turns a profit. Dr. Boyd also said should SSU do this, it is viable; but there is a more complex theory for a master's program. Dr. Kelley asked Dr. Todt to review the costs. Dr. Todt said there are a lot of assumptions, including the fees and number of students. Dr. Todt said the program would be as cost effective as the current baccalaureate program. He said the University would receive a higher state subsidy for a master's degree. He said it was a financially good decision. He also said there is a big question regarding faculty credentials. To teach in a master's degree program,

faculty must have a Ph.D. and currently, none of our faculty possesses a Ph.D. He said two faculty are currently in Ph.D. programs and the director has been admitted. Dr. Todt wondered if SSU could attract Ph.D. faculty in OT and felt the University should grow our own. The program would require three faculty in OT and one faculty in OTA. The OTA program could continue and requires two full-time faculty. He said SSU might need to pay more of the degree program. Dr. Field said the faculty development policy is under review and would be presented at the August Board meeting. He said there is a need to change the mission statement of the University to start a master's program. The OBR, ACOTE and NCA must approve the change. He said it is a complicated matter and nothing is guaranteed. Ms. Reynolds said this is a step in the maturing of SSU. Mr. McKinley asked where our closest competition would be. He said we might have a niche with this program. Dr. Boyd said OSU is the closest competitor. Dr. Boyd also said the national data shows a need for OT's. Dr. Midkiff said it is time for SSU to do this. Dr. Payne said the Board would probably encourage the University to proceed with the master's degree program. Dr. Field said we need to know our breakeven point with student enrollment in an OT master's program.

There being no other business, Mr. Davis moved and Dr. Payne seconded a motion to adjourn the meeting. The meeting adjourned at 4:45 p.m. by acclamation.



Chairperson, Board of Trustees



Secretary, Board of Trustees

RESOLUTION E4-02

PROJECT SUCCESS GRANT

WHEREAS, the Project Success grant application is summarized on the attached grant summary and has been reviewed by the appropriate University committees and/or individuals, and is recommended for approval;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the Project Success grant application.

(May 13, 2002)

Certified as True and Correct

Secretary, SSU Board of Trustees / Date

GRANT SUMMARY PROPOSAL

TITLE: Project Success

GRANT AGENCY: The Scioto County Family and Children First Council

PRINCIPAL INVESTIGATOR: Barb Bradbury, Director, Pre-College Programs

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT: 15%

PURPOSE: Provide educational services to motivate youth, establish values, build youth assets and increase expectations about future educational or career goals with the result of decreasing out-of-wedlock pregnancies among teens in Scioto County.

CLIENTELE TO BE SERVED: Scioto County teenagers and families (using the Upward Bound Program as a base for recruitment)

RELATIONSHIP TO SSU MISSION: To assist in the University's service to the community and to serve as a feeder program for SSU.

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT: Some program activities will be collaborative efforts with the Shawnee State University Upward Bound and other TRIO programs. No UB funds, however, will be directed toward Project Success.

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED: Weekly tutoring/internet research activities for students; monthly workshops for parents; community service activities tied in with an incentive/rewards program for participation.

BUDGET:

Fund Source Year : July 1, 2002 – June 30, 2003

Grant \$41,968.00 (proposed award)

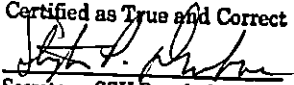
Other

University 0

In-kind *

TOTALS \$41,968.00 (proposed award)

* SSU receives 8% in indirect costs (\$3108) from the grant award

Certified as True and Correct

Secretary, SSU Board of Trustees Date 7/2/02

RESOLUTION E5-02

PERSONNEL

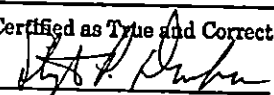
WHEREAS, the University-wide Board policy 5.16 "Approval of Personnel Appointments" establishes the procedure for the approval of those personnel changes requiring action by the Board of Trustees and for the reporting of other personnel actions to the Board; and

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.

May 13, 2002

Certified as True and Correct	
	7/2/02
Secretary, SSU Board of Trustees	Date

PERSONNEL ACTION ITEMS
MAY 2002 BOT MEETING
Actions submitted for approval, April 1, 2002 to May 1, 2002
(developed from information received in HR Department through May 1, 2002 only)

ACADEMIC AFFAIRS DIVISION

Appointment - Administration

Mary Maroudis, full-time 9-month Manager, Education for Industry for the Office of the Registrar, beginning May 1, 2002, at a 9-month salary of \$33,750. Ms. Maroudis possesses a M.Ed. from the University of Rio Grande. Ms. Maroudis has served SSU in this capacity on a limited term contract for 10 months.

BUSINESS AFFAIRS DIVISION

Nothing to report.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

Nothing to report.

PRESIDENT'S OFFICE

Nothing to report.

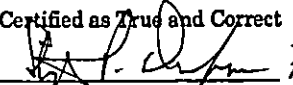
STUDENT AFFAIRS DIVISION

Appointment - Administration

Tiffany Weaver, full-time 12-month Coordinator, Student Activities for the Office of Student Activities and Auxiliaries, beginning May 1, 2002, at a salary of \$28,000. Ms. Weaver possesses a B.A. from Shawnee State University. Ms. Weaver has served SSU in this capacity on a limited term contract for 10 months and as a student worker in the area of Student Activities for several years.

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 the compensation for same, and award or deny continuing contracts and promotions for faculty.

Certified as True and Correct	Prepared 4/1/02
	7/2/02
Secretary, SSU Board of Trustees	Date

PERSONNEL INFORMATION ITEMS
MAY 2002 BOT MEETING
Changes processed from April 1, 2002 to May 1, 2002
(developed from information received in the HR Department through May 1, 2002 only)

ACADEMIC AFFAIRS DIVISION

Resignation – Faculty/Administration

Melinda Mull, Assistant Professor of Psychology, resignation effective June 15, 2002;

Cristy Boggs, Manager, Computer Training Programs, resignation effective April 9, 2002.

BUSINESS AFFAIRS DIVISION

None.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

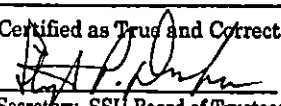
None.

PRESIDENT'S OFFICE

None.

STUDENT AFFAIRS DIVISION

None.

Certified as True and Correct	
	7/2/02
Secretary, SSU Board of Trustees	Date

DRAFT

AREA: BOARD OF TRUSTEES

POLICY NO.: 1.05

ADMIN. CODE:

PAGE NO.:

EFFECTIVE DATE: July 1, 2002

RECOMMENDED BY: Roger Murphy

SUBJECT: INVESTMENT POLICY

APPROVED BY:

Effective beginning July 1, 2002, The Shawnee State University Board of Trustees has title to University investments and these funds are held in trust. The investments are to be made consistent with this investment policy as stipulated below.

All fiduciaries implementing this investment policy are required to discharge their duties with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims.

Investments are to be made only in publicly traded securities averaging at least twenty-five percent of the average amount of the investment portfolio over the course of the previous fiscal year invested in securities of the United States Government or of its agencies or instrumentalities, the treasure of state's pooled investment program, obligation of this state or any political subdivision of this state, certificates of deposit of any national bank located in this state, written repurchase agreements with any eligible Ohio financial institution that is a member of the federal reserve system or federal home loan bank, money market funds, or bankers acceptances maturing in two hundred seventy days or less which are eligible for purchase by the federal reserve system, as a reserve.

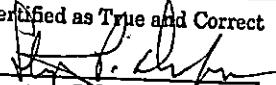
Until Shawnee State University Board of Trustees approves revision to this policy, one hundred percent of investments are to be invested in money market funds, the treasurer of the state's pooled investment program (STAROhio), securities, (including discount notes) of the United States Government or of its agencies or its instrumentalities.

Effective beginning July 1, 2002, the Shawnee State University Investment Committee is established.

1.0 Membership and term of each member on this Investment Committee follows:

Chair: A member of the Board of Trustees Finance and Facilities Committee as appointed by the Chair, Shawnee State University Board of Trustees. Term: A fiscal year appointment, renewable, at the discretion of the Chair, Shawnee State University Board of Trustees.

Member: The Shawnee State University Vice President for Business Affairs or delegate.

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Secretary, SSU Board of Trustees 7/2/02
Date

Members: Three community members nominated by the Chair of the Investment Committee and approved by the Shawnee State University Board of Trustees.
Term: Initial appointments of one, two and three years respectively. Thereafter, appointments are for three fiscal years or parts thereof.

- 2.0 The Investment Committee shall meet at least quarterly.
- 3.0 The Investment Committee shall review and recommend revision to this investment policy and shall advise the Shawnee State University Board of Trustees through its Finance and Facilities Committee on its investments.
- 4.0 The Investment Committee is authorized to retain an investment advisor that meets the credential criteria as outlined in law.
- 5.0 Each Investment Committee member must sign an agreement indicating that they will avoid conflicts of interest in performing their duties as Committee members.

Certified as True and Correct

Secretary, SSU Board of Trustees / Date

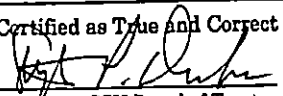
**Changes to RC § 3345.05 (underlined) Authorizing Investment of
University Funds**

Sec. 3345.05. (A) All registration fees, nonresident tuition fees, academic fees for the support of off-campus instruction, laboratory and course fees when so assessed and collected, student health fees for the support of a student health service, all other fees, deposits, charges, receipts, and income from all or part of the students, all subsidy or other payments from state appropriations, and all other fees, deposits, charges, receipts, and income received by each state-supported university and college, the Ohio state university hospitals and their ancillary facilities, the Ohio agricultural research and development center, and the Ohio state university cooperative extension service shall be held and administered by the respective boards of trustees of the state-supported universities and colleges; provided, that such fees, deposits, charges, receipts, and income, to the extent required by resolutions, trust agreements, indentures, leases, and agreements adopted, made, or entered into under Chapter 154. or section 3345.07, 3345.11, or 3345.12 of the Revised Code, shall be held, administered, transferred, and applied in accordance therewith.

(B) The Ohio board of regents shall require annual reporting by the Ohio agricultural research and development center and by each university and college receiving state aid in such form and detail as determined by the board in consultation with such center, universities and colleges, and the director of budget and management.

(C) Notwithstanding any provision of the Revised Code to the contrary, the title to investments made by the board of trustees of a state-supported university or college with funds derived from revenues described in division (A) of this section shall not be vested in the state but shall be held in trust by the board. Such investments shall be made pursuant to an investment policy adopted by the board in public session that requires all fiduciaries to discharge their duties with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims. The policy also shall require at least the following:

(1) A stipulation that investment be made only in publicly traded securities averaging at least twenty-five per cent of the average amount of the investment portfolio over the course of the previous fiscal year invested in securities of the United States government or of its agencies or instrumentalities, the treasurer of state's pooled investment program, obligations of this state or any political subdivision of this state, certificates of deposit of any national bank located in this state, written repurchase

Certified as True and Correct

Secretary, SSU Board of Trustees
7/2/01 Date

agreements with any eligible Ohio financial institution that is a member of the federal reserve system or federal home loan bank, money market funds, or bankers acceptances maturing in two hundred seventy days or less which are eligible for purchase by the federal reserve system, as a reserve;

(2) The establishment of an investment committee.

(D) The investment committee established under division (C)(2) of this section shall meet at least quarterly. The committee shall review and recommend revisions to the board's investment policy and shall advise the board on its investments made under division (C) of this section in an effort to assist it in meeting its obligations as a fiduciary as described in division (C) of this section. The committee shall be authorized to retain the services of an investment advisor who meets both of the following qualifications:

(1) The advisor is either:

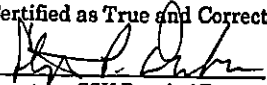
(a) Licensed by the division of securities under section 1707.141 of the Revised Code;

(b) Registered with the securities and exchange commission.

(2) The advisor either:

(a) Has experience in the management of investments of public funds, especially in the investment of state-government investment portfolios;

(b) Is an eligible institution referenced in section 135.03 of the Revised Code.

Certified as True and Correct	
	7/2/02
Secretary, SSU Board of Trustees	Date