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5-6-2011

May 6, 2011 Meeting Minutes

Shawnee State University

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**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
May 6, 2011**

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

Roll Call

Members Present: Dr. Gail Ball, Ms. Melissa Higgs-Horwell, Mr. Jack McCoy, Mr. Dan Mooney, Ms. Elizabeth Seif, Dr. Rita Roberts, Mr. Matthew Allard, Ms. Mallory Saltsman

Members Absent: Mr. David Lodwick

Approval of the May 6, 2011 Agenda

Ms. Seif moved and Dr. Ball seconded a motion to approve the May 6, 2011 agenda. Without discussion, the Board unanimously approved said agenda.

Approval of the March 11, 2011 Board Meeting Minutes

Ms. Higgs-Horwell moved and Dr. Roberts seconded a motion to approve the March 11, 2011 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

Committee Reports

Academic Affairs Committee – Ms. Seif

Ms. Seif reported on behalf of the Academic and Student Affairs Committee and said the Committee had no action items.

Ms. Seif reported on the Academic and Student Affairs informational items.

Ms. Seif said Dr. David Todt, Provost and Vice President Academic Affairs, reported on the full service faculty promotions. Ms. Seif said Dr. Todt stressed that promotions are not handled lightly. She said there are four different levels of review. Ms. Seif said in accordance with the provisions of Article XIII, Promotions of the Collective Bargaining Agreement between Shawnee State University and Shawnee Education Association, the President, after reviewing individual files and recommendations of the Screening Committee, the Faculty Promotion Committees and the Provost, awarded the following promotions:

To the rank of Professor:

Dr. Chris Kacir, Department of Social Sciences
Dr. Nicholas Meriwether, Department of English and Humanities
Dr. Becky Thiel, Department of Health Sciences, Nursing

To the rank of Associate Professor:

Dr. Michael Barnhart, Department of Fine, Digital and Performing Arts
Mr. Matt Cram, Department of Fine, Digital and Performing Arts
Dr. Jennifer Pauley, Department of English and Humanities

To the rank of Assistant Professor:

Ms. Deborah Risner, Department of Teacher Education

Three faculty also met the requirements to be promoted to the rank of Senior Instructor by completing Masters Degrees:

Mr. Charles Davis, Department of Fine, Digital and Performing Arts
Ms. Amy France, Department of Health Sciences, Respiratory Therapy
Ms. Leslie Meadows, Department of Health Sciences, Respiratory Therapy

Ms. Seif said the Board appreciated the continued service and loyalty of our faculty.

Ms. Seif said Dr. Todt reported on the retirement of Ms. Loretta Jenkins, Assistant Professor, Department of Business Administration, Accounting, effective June 1, 2011.

Ms. Seif said Mr. Mark Moore, Registrar, reported on SSU graduation statistics. She reported that the total number of graduates for Spring Commencement were 432. She also reported that there were 19 students earning Masters Degrees.

Ms. Seif said Dr. Todt reported on the 2011 Women's Center James P. Chapman Service Award which was recently presented to Dr. Roberta Milliken, Professor, Department of English and Humanities.

Ms. Seif also said that Dr. Todt reported on the presentation of the Distinguished Teaching Award by the University Faculty Senate, Faculty Affairs and Development Committee, to Dr. Valerie Myers, Associate Professor, Department of Teacher Education. Ms. Seif said Dr. Myers was also honored by the students at a reception.

Ms. Seif said Dr. Timothy Scheurer, Dean, College of Arts and Sciences, reported on the 2011 Celebration of Scholarship. She said the Celebration of Scholarship was started in 2004 and has continually grown. This year, 48 faculty members assisted 217 students who participated in the event this year.

Ms. Seif said Dr. Todt reported on the Educational Policy and Curriculum Committee and University Faculty Senate approval of a proposal for a traditional baccalaureate track to the BSN.

Ms. Seif said Dr. Paul Crabtree, Interim Vice President for Student Affairs, reported on Shawnee State's Chapter of the National Honor Society Phi Eta Sigma's 2011 Installation.

Ms. Seif said Mr. Matt Allard, President of the Student Government Association, reported on the activities of the SGA.

Ms. Seif said Dr. Crabtree reported on the Evening of Honors Program, sponsored by the Student Government Association, held on April 8, 2011. She said 50 awards were given out.

Ms. Seif said Drs. Todt and Crabtree reported on various campus graduation celebrations. Ms. Seif said nine different departments were holding celebrations this year.

Ms. Seif said that for the educational session, Mr. Bob Trusz, Associate Vice President, Enrollment Management, reported on the Recruitment and Admissions cycle.

Finance and Facilities – Dr. Gail Ball

Dr. Ball reported on behalf of the Finance and Facilities Committee and said the Committee had four action items.

Dr. Ball said the Finance and Facilities Committee recommended approval of Resolution F11-11, Continuing University Spending Authority. This resolution allows the University to continue business operations at present budget levels until state funding and other issues are determined and FY12 budgets can be approved by the Board of Trustees. Dr. Ball said a state budget was expected by June 30. Dr. Ball moved and Ms. Seif seconded a motion to approve Resolution F11-11.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. McCoy, Mr. Mooney, Ms. Seif, Dr. Roberts

Nays: None

Dr. Ball said the Finance and Facilities Committee recommended approval of Resolution F12-11, Approval of AY11-12 Student Fees. Dr. Ball said student fees would remain the same except for three fees being modified by the Resolution. Dr. Ball complimented the University for insuring that fees collected go to the uses for which they are intended. Dr. Ball moved and Mr. Mooney seconded a motion to approve Resolution F12-11.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. McCoy, Mr. Mooney, Ms. Seif, Dr. Roberts

Nays: None

Dr. Ball said the Finance and Facilities Committee recommended approval of Resolution F13-11, Approval of Housing and Meal Plan Rates. Dr. Ball said that housing rates would increase by 3% and meals would increase by 4% which reflects what Sodexo is charging and the University is merely passing on this increase. Dr. Ball moved and Ms. Seif seconded a motion to approve Resolution F13-11.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. McCoy, Mr. Mooney, Ms. Seif, Dr. Roberts

Nays: None

Dr. Ball said the Finance and Facilities Committee recommended approval of Resolution F14-11, Appointment of Vice President for Student Affairs. Dr. Ball said Dr. Mary Oling-Sisay's appointment would begin July 1, 2011 replacing Dr. Paul Crabtree who has been serving in this position on an interim basis. Dr. Ball said she would like to thank Dr. Crabtree for his services and said that he was well liked and respected by the University and would be missed. Dr. Ball moved and Ms. Seif seconded a motion to approve Resolution F14-11.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. McCoy, Mr. Mooney, Ms. Seif, Dr. Roberts

Nays: None

Dr. Ball reported on the Finance and Facilities Committee informational items.

Dr. Ball said Dr. Morris and Dr. Boyles discussed the state budget with the Committee. The budget is expected by June 30.

Dr. Ball said in accordance with Policy 5.16Rev., the personnel appointments for the period February 25, 2011 to April 21, 2011 were reported in the attached consolidated report.

Dr. Ball said that the fiscal year-to-date general operating Pace report was reviewed. She said revenues were up 9.2% largely due to tuition and increases in enrollment.

Dr. Ball said the capital status report reflected current information on major capital projects.

Dr. Ball reported the University's investment activity performance reports were reviewed. She said that investments were up nearly \$2 million for the year.

For the Education Session, Dr. Ball reported that a review of the Employee Assistance Program benefit was presented by Mr. Chris Nourse, Assistant Director of Human Resources.

President's Report

Dr. Morris summarized the written report that she submitted to the Board and is to be made a part of these minutes. She said the Shawnee State's academic reputation has increased in the last several years and her report puts into the record accomplishments that reflect this reputation.

Dr. Morris asked each member to fill out the paper that she passed out to indicate on what committees they would like to serve. She reported on the 25th Anniversary Birthday Bash that was recently held on campus and said it was a huge success. Dr. Morris then reported on the President's Gala. She said 225 guests attended this year's Gala and raised \$31,000 which will be used to restore the Smokestack. She also said she was surprised by friends and colleagues who

honored her with a scholarship in her name in the amount of \$5,200. Dr. Morris thanked Ms. Seif for serving on the Search Committee for the Vice President of Student Affairs. Ms. Seif said the professionalism of the staff who served on the Committee were commendable and said Dr. Todt did a tremendous job leading the search. Dr. Morris said she would like to publicly thank Dr. Crabtree for the wonderful job he has done as interim Vice President.

Reports, if any, from Board Liaisons with other Organizations

None.

New Business

Mr. McCoy asked the Chair of the Nominating Committee, Ms. Higgs-Horwell, to present the names of the Board members to fill the position of Board Chair and Board Vice Chair. Ms. Higgs-Horwell said the Nominating Committee recommended Mr. Mooney for the position of Board Chair and Mr. Lodwick for the position of Vice Chair. Dr. Roberts moved and Ms. Seif seconded a motion to accept the slate of officers.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. McCoy, Mr. Mooney, Ms. Seif, Dr. Roberts

Nays: None

Mr. McCoy presented Resolution E03-11, Academic Year 2011/2012 Schedule of Meetings for the Board and Its Committees. Dr. Morris said that typically the Board meets on the second Friday of every other month but because of holidays and requests by Board members and senior staff, some modifications have been made to the typical schedule. There being no questions or concerns, Ms. Higgs-Horwell moved and Mr. Mooney seconded a motion to approve Resolution E03-11.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. McCoy, Mr. Mooney, Ms. Seif, Dr. Roberts

Nays: None

Comments from Constituent Groups (if any) and the Public

None.

Other Business

Dr. Morris said this was the last meeting for two of our trustees whose terms would expire at the end of June. She presented Ms. Saltsman with a diploma frame and thanked her for her service to the University and the Board. A round of applause followed.

Dr. Morris said this was also the last meeting for Board Chair, Mr. McCoy. She recognized Mr. McCoy's wife, Sis, and thanked her for supporting Mr. McCoy during his term as a Board member. She presented Mrs. McCoy with a bouquet of flowers. Dr. Morris presented Mr.

McCoy with an engraved chair as a token of appreciation for his service to the Shawnee State University Board of Trustees. She said she would miss his leadership and friendship and that SSU was privileged to have had him as a member of the Board.

Mr. McCoy said it had been an honor and privilege to serve as a Board member with his fellow trustees and President Morris. He said he thanked God for the opportunities afforded to him as an American. He said when he first became a member of the Board, the University was in the process of selecting a new President and that he got on the bus at the same time as President Morris and with her driving, that good things have happened at the University. Mr. McCoy thanked his fellow Board members for their friendship and service. A round of applause followed.


Executive Session, if necessary

None.

Adjournment

The Board was adjourned by acclamation at 1:58 p.m.


Chairperson, Board of Trustees


Secretary, Board of Trustees

Shawnee State University Graduates for May 7, 2011

Total # of Graduates:		432					
Total Masters Degrees:		19			MASTERS:		19
Total Bachelor Degrees:		250			College of Arts & Sciences, M.Ed.		18
Total Associate Degrees:		163			College of Professional Studies, M.O.T.		1
					Certificates: CADD, 4; Deaf Studies, 3		7
BACHELORS:							
College of Professional Studies							
	Sports Studies	19					
	Bus. Admin.	42					
	Nursing	6					
	Individualized Studies	11					
	Plastics Engin. Tech.	8					
	Computer Engin. Tech.	3					
	Environmental Engin. Tech.	2					
	Digital & Sim. Gaming Engin.	12					
	Athletic Training	4					
	Total	107					
	1 student getting double major	-1					
	TOTAL	106		106			
College of Arts & Sciences							
	Social Sciences	14					
	Sociology	16					
	International Relations	1					
	Psychology	24					
	History	10					
	English Humanities	9					
	Mathematical Sciences	4					
	Fine Arts	15					
	Natural Science	14					
	Biology	19					
	Chemistry	2					
	Early Childhood Intervention Spe	1					
	Intervention Specialist K-12	8					
	Early Childhood Educ PreK-3	4					
	Middle Childhood Education	2					
	Individualized Studies	3					
	TOTAL	146					
	2 students getting double majors	-2					
	TOTAL	144		144			
TOTAL BACHELOR DEGREES				250			
ASSOCIATES:							
College of Professional Studies							
	Dental Hygiene	11					
	Emergency Medical Tech	0					
	Medical Laboratory Tech	16					
	Nursing	37					
	Occupational Therapy Asst.	24					
	Physical Therapy Asst.	20					
	Radiologic Technology	19					
	Respiratory Therapy	8					
	CADD	3					
	Electromechanical Engin. Tech	6					
	Plastics Engineering Tech	0					
	Accounting	2					
	Business Information Systems	0					
	Business Management Tech	2					
	Legal Assisting	2					
	Office Administration Tech	5					
	Information Tech. Management	4					
	Total	159					
	1 student getting double major	-1					
	TOTAL	158		158			
College of Arts & Sciences							
	Arts & Humanities	2					
	Early Childhood Development	1					
	Social Science	1					
	Individualized Study	1					
	TOTAL	5		5			
TOTAL ASSOCIATE DEGREES							163

Certified as True and Correct
 Secretary, SSU Board of Trustees
 Date 5-25-11

**2011 Spring Commencement
Calendar of Events:**

**Event: Multicultural Student Affairs Graduate
Recognition and Kente Ceremony**

Date: Thursday, April 21

Time: 6:00 p.m.

Location: UC West Sodexo Ballroom

Description: Ceremony to recognize the culture diverse students who are graduating this spring.

Event: Sigma Tau Delta Reception

Date: Thursday, April 28th

Time: 6:00 p.m.

Location: President's Conference Room

Description: The English and Humanities Department is having a reception for the Sigma Tau Delta inductees and will also be honoring the English graduates.

Event: Finals Breakfast

Date: Monday, May 2

Time: 9:00 p.m.

Location: Bear's Den Cafeteria

Description: Students can take a break from studying and enjoy a hearty meal before it's time to hit the books again!

**Event: Respiratory Therapy Students
Graduation Party**

Date: Thursday, May 5th

Time: 6:00-9:00 p.m.

Location: University Center Room 214

Description: Party for the Respiratory Therapy Students

**Event: Department of Teacher Education
Graduation Reception**

Date: Thursday, May 5th

Time: 4:00-6:00 p.m.

Location: Flohr Lecture Hall

Description: The graduation reception is being held in conjunction with the Advisory Council meeting which will be held from 4:00 to 5:30 p.m. Light refreshments will be served from 5:30 to 6:00 in the Rhodes Rotunda. The graduates will be honored at 6:00 p.m.

Event: Nursing Pinning Ceremony

Date: Friday, May 6th

Time: 7:00 p.m.

Location: Vern Riffe Center for the Arts

Description: A special ceremony for the nursing students who are graduating spring semester.

Event: Dental Hygiene Awards Banquet

Date: Friday, May 6th

Time: 6:00 p.m.

Location: Sodexo Ballroom University Center

Description: Awards banquet for the "Class of 2011"

Event: PTA - Graduation Banquet

Date: Friday, May 6th

Time: 6:00 p.m.

Location: Vern Riffe Center for the Arts Room 319

Description: The Physical Therapy Department is having a graduation banquet for their students.

**Event: Department of Natural Sciences
Reception**

Date: Saturday, May 7th

Time: Immediately following Commencement

Location: Third floor of Massie Hall

Description: Reception for graduates of the Natural Sciences program

**Event: Department of Social Sciences
Reception**

Date: Saturday, May 7th

Time: Immediately following Commencement

Location: Lobby of the University Center

Description: Reception for the graduates of the Social Science program

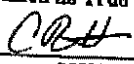
Event: OTA Program Reception

Date: Saturday, May 7th

Time: Immediately following Commencement

Location: Room 102 in the Allied Health Building

Description: A reception for students and their parents

Certified as True and Correct
 5-25-11
Secretary, SSU Board of Trustees Date

RESOLUTION F11-11

CONTINUING UNIVERSITY SPENDING AUTHORITY

WHEREAS, the nation is experiencing financial economic challenges and the state of Ohio has not determined higher education funding support or tuition and fee increase caps for the fiscal 2012-2013 biennium; and

WHEREAS, in this environment, the University is unable to finalize its general and auxiliary operating budgets; and

WHEREAS, due to these conditions and timing constraints, it is necessary to continue University financial obligations, including payment of faculty and staff, and limited expenditures prior to the time that the FY12 general fund and auxiliary operating budgets are finalized and approved;

THEREFORE BE IT RESOLVED, that the SSU Board of Trustees approves continuing University Spending Authority consistent with the level of resources as approved for fiscal year 2011 until such time that state funding levels of support have been determined and FY12 general fund and auxiliary budgets have been approved.

(May 6, 2011)

Certified as True and Correct	
<i>RBH</i>	<i>5-25-11</i>
Secretary, SSU Board of Trustees	Date

RESOLUTION F12-11

APPROVAL OF AY11-12 STUDENT FEES

WHEREAS, state law requires that the Board of Trustees of Shawnee State University approve all student fees charged by the University; and

WHEREAS, the President recommends the attached proposed student fees schedule for academic year 2011 - 2012;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the attached student fees schedule, effective fall term.

(May 6, 2011)

Certified as True and Correct	
<i>Cbt</i>	5-25-11
Secretary, SSU Board of Trustees	Date

SHAWNEE STATE UNIVERSITY
AY 11-12
SEMESTER SCHEDULE

MISCELLANEOUS STUDENT FEES	AY 11-12	Proposed Increase \$	Proposed Increase %
Application Fees - Program			
Health Sciences	\$30.00	\$30.00	0.00%
International Program	\$65.00	\$65.00	0.00%
Game & Simulation Dev Arts	\$0.00	\$0.00	
Bad check fee	\$50.00	\$50.00	0.00%
Budget Payment Plan fee	\$10.00	\$10.00	0.00%
Budget Payment Plan Late Fees (maximum \$180.00/semester)			
Late first payment	\$60.00	\$60.00	0.00%
Late second payment	\$40.00	\$40.00	0.00%
Late third payment	\$40.00	\$40.00	0.00%
Late fourth payment	\$40.00	\$40.00	0.00%
Credit by exam	\$150.00	\$150.00	0.00%
Credit by arrangement administrative fee/per credit hour	\$150.00	\$150.00	0.00%
Graduation	\$55.00	\$55.00	0.00%
Graduation, re-application fee	\$10.00	\$10.00	0.00%
One-Card replacement fee	\$10.00	\$10.00	0.00%
Student Refund Card replacement fee	\$0.00	\$10.00	n/a
Late payment/semester - (no budget payment plan)	\$180.00	\$180.00	0.00%
Matriculation Fee	\$25.00	\$30.00	20.00%
Parking tag replacement fee	\$25.00	\$25.00	0.00%
Portfolio Evaluation Fee, ATS degree, per submission			
First Course, per program discipline	\$150.00	\$150.00	0.00%
Additional fee (2nd and subsequent courses, same discipline)	\$50.00	\$50.00	0.00%
Study Abroad Course Fee	\$0.00	\$120.00	n/a
Private music lessons	\$120.00	\$120.00	0.00%
Transcript, per copy	\$5.00	\$0.00	-100.00%

Certified as True and Correct	
<i>RBH</i>	5-25-11
Secretary, SSU Board of Trustees	Date

RESOLUTION F13-11

APPROVAL OF HOUSING AND MEAL PLAN RATES

WHEREAS, Shawnee State University housing and food service operations are self supporting and must charge rates that are comparable with similar operations and generate revenues to cover actual and planned cost increases; and

WHEREAS, the President recommends the proposed increases in housing and meal plan rates;

THEREFORE BE IT RESOLVED that the Board of Trustees approves a 3% increase in housing fees and a 4% increase in meal plan rates as proposed in the attached schedule for academic year 2011-2012.

(May 6, 2011)

Certified as True and Correct

 OBH 5-25-11
Secretary, SSU Board of Trustees Date

Shawnee State University
 Room Rates
 For
 2011-2012 Academic Year
 ► Proposed ◀
 3% Room Increase
 4% Board Increase

Campus View

Room Type	Semester Cost**	Academic Year
Triple Occupancy	\$2122	\$4244
Double Occupancy	\$2646	\$5292
Private Occupancy	\$3170	\$6340

Tanner Place

Room Type	Semester Cost**	Academic Year
Double Occupancy	\$2646	\$5292

Carriage House

Room Type	Semester Cost**	Academic Year
Double Occupancy	\$2639	\$5278

Cedar House/Glover Place

Room Type	Semester Cost**	Academic Year
Triple Occupancy	\$1928	\$3856
Double Occupancy	\$2405	\$4810
Private Occupancy*	\$2882	\$5764

University Townhouse

Room Type	Semester Cost**	Academic Year
Triple Occupancy	\$1702	\$3404
Double Occupancy	\$2184	\$4368
Private Occupancy*	\$2666	\$5332

*Private Rooms are only available if space permits.

****Does not include the cost of a meal plan. Freshmen campus residents must select the 19-meal plan option; sophomore, junior, or senior students may select any of the options below.
 JUNIOR & SENIOR STUDENTS may opt not to participate in any meal plan.**

Meal plan options

- 19 meals per week (+\$25 flex dollars) - \$1601 per semester (required for ALL freshmen residential students)
- 15 meals per week (+\$25 flex dollars) - \$1497 per semester
- 12 meals per week (+\$25 flex dollars) - \$1323 per semester

Communication System Fee: \$102.00/semester per resident. Communication system fee consists of telephone and Internet services. (This fee is in addition to the above listed prices.)

TRIPLE ROOMS ARE LIMITED AND ONLY AVAILABLE AS NEEDED

Certified as True and Correct	
<i>CBH</i>	5-25-11
Secretary, SSU Board of Trustees	Date

RESOLUTION F14-11

APPOINTMENT OF VICE PRESIDENT FOR STUDENT AFFAIRS

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

WHEREAS, 5.16 Rev. requires approval by the Board of Trustees of the appointment of University Vice Presidents; and

WHEREAS, the President recommends approval of this appointment contingent upon the appointee complying with applicable sections of Senate Bill 9 (effective April 14, 2006);

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University authorizes the following personnel action:

Dr. Mary Oling-Sisay, appointment as Vice-President for Student Affairs, beginning July 1, 2011, at a fiscal-year salary of \$110,000.

(May 6, 2011)

Certified as True and Correct	
<i>MOH</i>	<i>5-25-11</i>
Secretary, SSU Board of Trustees	Date

PERSONNEL ACTION ITEMS
MAY 2011 BOT MEETING
Changes processed February 25 to April 21, 2011
(Developed from information received in the HR Department through April 21, 2011)

ACADEMIC AFFAIRS DIVISION

Nothing to report.

DIVISION OF FINANCE AND ADMINISTRATION

Nothing to report.

PRESIDENT'S OFFICE


Nothing to report.

STUDENT AFFAIRS DIVISION

Appointment - Administrative

Dr. Mary Oling-Sisay, Vice President for Student Affairs, beginning July 1, 2011 at a fiscal-year salary of \$110,000. Dr. Oling-Sisay possesses a Doctorate of Education in Education Leadership from the University of Southern California, a Master of Arts in Public Communications from Fordham University, and a Bachelor of Arts in English Literature and Linguistics from Makerere University in Kampala, Uganda. Dr. Oling-Sisay is also a graduate of the Bryn Mawr/HERS Institute for Women in Higher Education Leadership and is a Fellow of the American Council on Education (ACE).

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.

Certified as True and Correct <small>Prepared: 4/21/11</small>	
	5-25-11
Secretary, SSU Board of Trustees	Date

DR. MARY OLING-SISAY

1804 BERKSHIRE DRIVE, GREEN BAY, WI 54313

POSITION OFFERED

Vice President for Student Affairs

Effective Date: July 1, 2011

EDUCATION

Doctor of Education, Educational Leadership <i>University of Southern California</i>	2005
Master of Arts, Public Communications <i>Fordham University</i>	1994
Bachelor of Arts, English Literature & Linguistics <i>Makerere University – Kampala, Uganda</i>	1986


RELATED PROFESSIONAL EXPERIENCE

Vice President for Student Affairs & Dean of Students <i>St. Norbert College – De Pere, Wisconsin</i>	2007 - Present
Senior Counsel/Advisor to the Vice President for Student Affairs & Director of Student Judicial Affairs <i>California State University – Chico</i>	2000 - 2007
Higher Education Assistant, Office of the Provost, Higher Education Assistant, Office of the Dean, Social Science Division & Assistant to the Dean, Division of Social Science <i>City College of the City University of New York</i>	1994 - 2000

NOTABLE PROFESSIONAL LEADERSHIP POSITIONS & ACHIEVEMENTS

President, Wisconsin Women in Higher Education Leadership (WWHEL)	2010 - Present
Accreditation Consultant/Evaluator <i>North Central Association of Schools and Colleges</i>	2009 - Present
American Council on Education (ACE) Fellow	2009 - 2010
National Conference Programs Coordinator <i>National Association of Student Personnel Administrators (NASPA)</i>	2009 - Present
Graduate, Women in Higher Education Leadership <i>Higher Education Resources (HERS) Institute and Bryn Mawr College</i>	2005

Note: This summary contains a partial record of the candidate's full qualifications. A complete resume/vita can be obtained in the Human Resources Office located in Administration Building, Room 016.

Certified as True and Correct	
	5-25-11
Secretary, SSU Board of Trustees	Date

PERSONNEL INFORMATION ITEMS
MAY 2011 BOT MEETING
Changes processed February 25 to April 21, 2011
(Developed from information received in the HR Department through April 21, 2011)

ACADEMIC AFFAIRS DIVISION

Internal Appointment/Promotion – Administrative

Nicole Neal, promotion to Director of Financial Aid in the Student Business Center, effective February 19, 2011, at a fiscal year salary of \$57,113. Ms. Neal possesses a Masters of Science in College Student Personnel, a Bachelor of Science in Business Administration from Shawnee State University and has worked in the Financial Aid Office for nearly thirteen years. Prior to this internal appointment, Ms. Neal served as Interim Director of Financial Aid since September 2010.

Retirement – Faculty

Loretta Jenkins, Assistant Professor of Accounting in the Department of Business Administration, retirement effective June 1, 2011.

DIVISION OF FINANCE & ADMINISTRATION

Appointment – Administrative

Malonda Johnson, Assistant Director of Human Resources/Payroll, effective May 2, 2011, at a fiscal year salary of \$55,000. Ms. Johnson possesses a Bachelor of Science in Human Resources Management from Franklin University and is a Certified Human Resources Professional (PHR).

Susie Ross, Human Resources Coordinator, effective June 6, 2011, at a fiscal year salary of \$43,000. Ms. Ross possesses a Bachelor of Business Administration from Morehead State University and has over eighteen years experience in HR/Benefits Administration.

PRESIDENT'S OFFICE / CENTRAL ADMINISTRATION

Appointment/Change of Status – Administrative

Chris M. Shaffer, Director of Institutional Effectiveness, effective April 4, 2011, at a fiscal year salary of \$72,500. Mr. Shaffer possesses a Master of Business Administration from Ohio Dominican University and a Bachelor of Science in Human Geography/Environmental Engineering from the United States Military Academy at West Point. Prior to this official appointment, Mr. Shaffer served as Interim Director of Institutional Effectiveness since January 2011.

STUDENT AFFAIRS DIVISION

Nothing to Report.

Per Policy 5.16 All appointments, separations, removals and changes in status for administrative and faculty positions will be reported to the Board of Trustees.

Certified as True and Correct	
<i>CSH</i>	<i>5-25-11</i>
Secretary, SSU Board of Trustees	Date

Prepared: 4/21/11

NICOLE R. NEAL

190 SLATE RUN ROAD, LUCASVILLE, OH 45648

POSITION OFFERED

Director, Financial Aid

Effective Date: February 19, 2011

EDUCATION

Master of Science, College Student Personnel <i>University of Dayton</i>	2008
Bachelor of Science, Business Administration <i>Shawnee State University</i>	2001

RELATED WORK EXPERIENCE

Interim Director, Financial Aid <i>Shawnee State University</i>	9/2010 – Present
Associate Director, Financial Aid <i>Shawnee State University</i>	2006 - 2010
Assistant Director, Financial Aid <i>Shawnee State University</i>	2003 - 2006
Financial Aid Representative <i>Shawnee State University</i>	2003
Clerical Assistant, Financial Aid <i>Shawnee State University</i>	2001 - 2003

NOTABLE HONORS

- Recipient - Administrative Performance Recognition Award (2006)

Note: This summary contains a partial record of the candidate's full qualifications. A complete resume/vita can be obtained in the Human Resources Office located in Administration Building, Room 016.

Certified as True and Correct	
<i>CRH</i>	<i>5-25-11</i>
Secretary, SSU Board of Trustees	Date

MALONDA L. R. JOHNSON, PHR

4477 KNOLL CREST DRIVE, GROVE CITY, OH 43123

POSITION OFFERED

Assistant Director, Human Resources/Payroll

Effective Date: May 2, 2011

EDUCATION

Bachelor of Science, Human Resources Management 2005
Franklin University

RELATED WORK EXPERIENCE

Human Resources Coordinator 2009 - Present
Office of the Ohio Secretary of State

Personnel Officer 2005 - 2009
Office of the Ohio Secretary of State

Personnel Officer 1 2005 - 2007
Office of the Ohio Secretary of State

Administrative Assistant for Business Services 2003 - 2005
Office of the Ohio Secretary of State

PROFESSIONAL DEVELOPMENT ACTIVITIES & CERTIFICATIONS

Professional in Human Resources (PHR) Certification 2011
Society for Human Resources Management (SHRM)

State of Ohio Arbitration Advocacy School 2005
Ohio Department of Administrative Services - Office of Collective Bargaining

State of Ohio Human Resources Academy 2005
Human Resources Certification Institute / SHRM

MILITARY EXPERIENCE

Ohio Army National Guard 1999 - 2007
Honorable Discharge

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Certified as True and Correct

 5-25-11
Secretary, SSU Board of Trustees Date

SUSIE ROSS

206 ALPINE DRIVE, WAVERLY, OH 45690

POSITION OFFERED

Human Resources Coordinator

Effective Date: June 6, 2011

EDUCATION

Bachelor of Business Administration 1984
Morehead State University


RELATED PROFESSIONAL EXPERIENCE

Supervisor, Benefits, Payroll and Administration <i>Masco Retail Cabinet Group (Formerly Mill's Pride)</i>	2006 - Present
Benefits Administrator <i>Masco Retail Cabinet Group (Formerly Mill's Pride)</i>	1998 - 2006
Human Resources Assistant <i>Masco Retail Cabinet Group (Formerly Mill's Pride)</i>	1996 - 1998
Customer Service Representative/Administrative Assistant <i>Masco Retail Cabinet Group (Formerly Mill's Pride)</i>	1993 - 1996

PROFESSIONAL MEMBERSHIPS & COMMUNITY SERVICE ACTIVITIES

- Member, Society for Human Resource Management (SHRM)
- Member, South Central Ohio SHRM Chapter
- Board Member, Pike County United Way
- Volunteer, Mill's Pride Relay for Life Team -- Pike County OH
- Volunteer, OHIO READS Program, Waverly Elementary School

Note: This summary contains a partial record of the candidate's full qualifications. A complete resume/vita can be obtained in the Human Resources Office located in Administration Building, Room 016.

Certified as True and Correct	
	5-25-11
Secretary, SSU Board of Trustees	Date

CHRIS M. SHAFFER

624 VEDETTE STREET, REYNOLDSBURG, OH 43068

POSITION OFFERED

Director, Institutional Effectiveness

Effective Date: April 4, 2011

EDUCATION

Master of Business Administration <i>Ohio Dominican University</i>	2009
Bachelor of Science, Human Geography/Environmental Engineering <i>United States Military Academy at West Point</i>	2002

PROFESSIONAL & LEADERSHIP EXPERIENCE

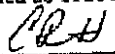
Interim Director, Institutional Effectiveness <i>Shawnee State University</i>	1/2011 – Present
Assistant Director <i>Governor's Office of Appalachia</i>	2009 - 2010
Operations Manager <i>Governor's Office of Faith Based and Community Initiatives</i>	2007 - 2009
Assistant Brigade Operations Officer <i>Unites States Army – Fort Riley, KS</i>	2006 - 2007
Brigade Rear Detachment Executive Officer <i>Unites States Army – Fort Riley, KS</i>	2005 - 2006

NOTABLE HONORS

- Appointee & Graduate - United States Military Academy (West Point)
- Fort Riley Active Duty Volunteer of the Year Award (2006)
- Graduate – Unites States Army Airborne School

Note: This summary contains a partial record of the candidate's full qualifications. A complete resume/vita can be obtained in the Human Resources Office located in Administration Building, Room 016.

Certified as True and Correct

 5-25-11
Secretary, SSU Board of Trustees Date