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Board of Trustees

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5-13-2015

### May 13, 2015 Special Meeting Minutes

Shawnee State University

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**SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**Meeting Minutes  
May 8, 2015**

**Call to Order**

Chairperson Higgs-Horwell called the meeting to order at 1:16 p.m. noting the meeting was in compliance with RC § 121.22(F).

**Roll Call**

Members Present: Ms. Melissa Higgs-Horwell, Ms. Hartop, Mr. Jack McCoy, Mr. Gary Paine, Ms. Kay Reynolds, Mr. Scott Williams, Ms. Chelsey Ferry Ms. Marlee Martin

Members Absent: Mr. Robert Howarth

**Approval of the May 8, 2015 Agenda**

Mr. Paine moved and Mr. McCoy seconded a motion to approve the May 8, 2015 agenda. Without discussion, the Board unanimously approved said agenda.

**Approval of the March 13, 2015 Board Meeting Minutes**

Ms. Reynolds moved and Mr. McCoy seconded a motion to approve the March 13, 2015 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

**Committee Reports**

**Academic and Student Affairs Committee – Mr. Scott Williams, Chair**

Mr. Williams reported on behalf of the Academic and Student Affairs Committee. He said the Committee had no action items and several information items.

**Action Items**

None

**Information Items**

Dr. Alan Walker, Interim Provost and Vice President for Academic Affairs, reported on the presentation of the Distinguished Teaching Award by the University Faculty Senate, Academic

and Scholarly Affairs Committee, to Dr. Eugene Burns, Professor, Department of Natural Sciences. Dr. Burns' area of specialty is microbiology. He is actively engaged in undergraduate research and Tri-Beta, the biology honor society, and is a leader in the pre-med program.

**JobFest 2015**

Dr. Brenda Haas, Dean of University College, reported that Shawnee State University has brought a campus-wide focus to career development in recent years. Efforts include re-organization of the Office of Career Services and its renaming to the Office of Career Development to reflect enhanced services available to students from the beginning of their college career graduation and beyond. One of the major activities of the Office of Career Development is the annual Spring JobFest. It is designed to support and assist student and alumni through their job search by promoting a culture of intentional, meaningful engagement with employers. On March 24, 2015, JobFest hosted over 90 employers and 300+ students. Opportunities were provided for current students and alumni to complete applications, interview, and become aware of future employment pathways.

**Spring 2015 Preliminary Commencement Report**

Mr. Mark Moore, Registrar, presented the SSU Graduation Statistics. The spring 2015 commencement ceremony will be held Saturday, May 9, at 10 a.m. on the Alumni Green. There will be approximately 534 degrees conferred to students with the breakdown by degree level as follows: 9 Masters, 328 Bachelors, and 197 Associates. We will be graduating our first students in the Masters of Science in Mathematics degree program. The total number of degrees conferred this spring represents a -7.8% decrease compared to last spring in which 579 degrees were conferred, 7 Masters, 338 Bachelors, and 234 Associates.

Below are the preliminary degrees conferred by term for academic years 2013/14 and 2014/15. Summer graduates are included in either the fall or spring term based on the ceremony in which they participate.

FA 2013	206	FA 2014	225
SP 2014	579	SP 2015	534
<b>Total 13/14</b>	<b>785</b>	<b>Total 14/15</b>	<b>759</b>

**Student Programming Board**

Ms. Lynn Gundolf, President of the Student Programming Board, reported on the activities of the Student Programming Board.

**Educational Item**

Dr. Jeff Bauer, Dean of the College of Arts and Sciences, reported on the Guided Pathways to Success grant. In the summer of 2013, the Ohio Board of Regents submitted a grant proposal to Complete College America (Guided Pathways to Success). Four Ohio institutions – Shawnee State, Central State, OSU Mansfield, and North Central State – were included in the

grant. Complete College America is a national nonprofit that works with states in order to significantly increase the number of Americans who complete college degrees and to close attainment gaps for traditionally underrepresented populations. Guided Pathways to Success is a set of strategic initiatives designed to improve retention and decrease time to graduation. The grant period ended earlier this year, so this report is a progress update on the implementation of GPS strategies at Shawnee State.

**Finance and Administration Committee – Mr. Gary Paine, Chair**

Mr. Paine reported on behalf of the Finance and Administration Committee. He said the Committee had 10 action items and several information items.

**Action Items**

***Resolution F12-15, Approval to Rescind Policy 4.62, Advertising Vacant Positions***

Mr. Paine moved and Mr. McCoy seconded a motion to approve Resolution F12-15, Approval to Rescind Policy 4.62, Advertising Vacant Positions. Mr. Paine said the rescission of this policy is proposed because the process for advertising positions is incorporated in Policy 5.01, Equal Opportunity and Discrimination through the related Interim Procedure, 5.01:1, Affirmative Action Hiring Guidelines.

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

Nays: None

***Resolution F13-15, Adoption of Policy 4.93, Controlling Infectious and Communicable Diseases***

Mr. Paine moved and Ms. Reynolds seconded a motion to approve Resolution F13-15, Adoption of Policy 4.93, Controlling Infectious and Communicable Diseases. Mr. Paine said this new Policy 4.93, Controlling Infectious and Communicable Diseases, defines individual and office responsibilities and addresses efforts to control, improve campus awareness, and conduct training on matters involving infectious and communicable diseases.

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

Nays: None

***Resolution F14-15, Revision of Policy 5.00Rev, Policy on Policies and Procedures***

Mr. Paine moved and Mr. McCoy seconded a motion to approve Resolution F14-15, Revision of Policy 5.00Rev, Policy on Policies and Procedures. Mr. Paine said this resolution clarifies the role of procedures and promotes consistency in terminology.

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

Nays: None

***Resolution F15-15, Revision and Renaming of Policy 5.31Rev, Shawnee State Development Foundation and the Shawnee State University Development Office to Policy 5.31Rev, Solicitation of Gifts and Private Funds***

Mr. Paine moved and Ms. Reynolds seconded a motion to approve Resolution F15-15, Revision and Renaming of Policy 5.31Rev, Shawnee State Development Foundation and the Shawnee State University Development Office to Policy 5.31Rev, Solicitation of Gifts and Private Funds. Mr. Paine said the revision provides direction for the solicitation of gifts and private funds in the name of Shawnee State University.

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

Nays: None

***Resolution F16-15, Revision and Renaming of Policy 4.02Rev, Inventory Equipment to Policy 4.02Rev, Asset Management***

Mr. Paine moved and Mr. McCoy seconded a motion to approve Resolution F16-15, Revision and Renaming of Policy 4.02Rev, Inventory Equipment to Policy 4.02Rev, Asset Management. Mr. Paine said this resolution updates and renames Policy 4.02Rev and provides a broadened scope of issues and ensures appropriate managerial oversight and authority necessitated for the effective management of university assets.

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

Nays: None

***Resolution F17-15, Investment Committee Member Reappointment***

Mr. Paine moved and Ms. Reynolds seconded a motion to approve Resolution F17-15, Investment Committee Member Reappointment. Mr. Paine said this resolution reappoints Mr. Marc Cottle to the Shawnee State University Investment Committee for a three-year term.

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

Nays: None

***Resolution F18-15, Approval of Extending College Credit Plus Rates to Equivalent Summer Courses***

Mr. Paine moved and Mr. McCoy seconded a motion to approve Resolution F18-15, Approval of Extending College Credit Plus Rates to Equivalent Summer Courses. Mr. Paine said this resolution extends the State-established Course Credit Plus default rates to equivalent courses offered in the summer.

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

Nays: None

***Resolution F19-15, Authorization to Set AY15-16 Undergraduate Tuition and General Fees***

Mr. Paine moved and Ms. Reynolds seconded a motion to approve Resolution F19-15, Authorization to Set AY15-16 Undergraduate Tuition and General Fees. Mr. Paine said this resolution extends the Board of Trustees' authority to the President to set AY15-16 undergraduate tuition and generally-applied fees within the parameters that are established upon the enactment of the relevant legislation.

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

Nays: None

***Resolution F20-15, Authorization to Set AY15-16 Graduate Tuition and Fees***

Mr. Paine moved and Mr. McCoy seconded a motion to approve Resolution F20-15, Authorization to Set AY15-16 Graduate Tuition and Fees. Mr. Paine said this resolution proposes the AY15-16 graduate tuition schedule reflecting an increase of 2.73% over AY14-15.

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

Nays: None

***Resolution F21-15, Continuing University Spending Authority***

Mr. Paine moved and Ms. Reynolds seconded a motion to approve Resolution F21-15, Continuing University Spending Authority.

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

Nays: None

## **Information Items**

### **Report on Attorney General's lawsuit re: Transitional Reinsurance Tax in Affordable Care Act**

Ms. Hacker, General Counsel, explained that the State of Ohio has filed a lawsuit contesting the application of the Affordable Care Act transitional reinsurance tax to the state and its instrumentalities, including universities. SSU is among the parties in the suit.

### **Policy Action Update**

Ms. Hacker informed the Committee that there were 32 policy actions during FY14/15 and provided a list of these policies organized by Board meeting dates. These actions were the result of a systematic review of institutional policies directed by the President. This work is an ongoing commitment to ensure the University is relying upon accurate and up-to-date policies.

### **Quarterly Personnel Actions**

This report provides a summary of personnel activity processed by the HR department for the period of January 2015 through April 2015:

- A vice president and associate vice president retired and were rehired for term appointments;
- Two newly appointed professional advisors for the CAS and CPS colleges; and
- Internal promotion of a staff member to Graduate Center Administrator;
- Resignations:
  - Three administrators (Librarian, HR administrator, CLC teacher) resignations;
  - One Faculty resignation (Professor, Mathematics)
- Retirements
  - Two administrators (Coordinator IT and Academic Advisor)
  - Four faculty retirements (Professor and Associate Professor in Teacher Education, Professor and Associate Professor, Eng. Tech)

### **University Investment Report**

Mr. Ballengee reviewed the University's investment performance as of April 23, 2015 reflecting a gain of \$521,103.32 or 3.15% from the June 30, 2014 balance.

### **Capital Projects Report**

Dr. Boyles reviewed the status of current major construction/renovation projects which included:

- Roof on Fine Arts Building – contractor selected; contract pending
- Phased project to renovate the University-owned Townhouse Apartments beginning with one building summer 2015 – bids being evaluated
- HVAC unit Administration Building – Unit on-site and will be installed by mid-May

**Education Item**

Greg Ballengee, Controller, reviewed the potential impact of *GASB 68 (Accounting and Financial Reporting for Pensions)* on SSU. The anticipated result is a significant deficit in the University's FY15 and future net position due to the requirement to report SSU's portion of the State's pension plans' liabilities. This outcome will be realized nationwide by public entities and universities. Efforts are underway to determine ways to provide financial reports that accurately reflect the institution's net position.

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

None.

**President's Report**

President Morris said she would like to thank Jack and Sis McCoy for their generous donation of the Spirit Rock that was dedicated on April 29, 2015.

President Morris introduced Mr. Chris Shaffer, Director of Institutional Effectiveness. He presented "The Class of 2015, A Closer Look at our Successful Students." A copy of the presentation is attached to these minutes.

President Morris distributed a report on her progress on the goals that were set by the Trustees last year, a copy of which is attached to these minutes.

**Executive Session**

Mr. Williams moved and Ms. Reynolds seconded a motion to move into Executive Session to prepare for negotiations with public employees concerning their compensation and other terms and conditions of their employment; and to consider compensation of a public employee.

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

Nays: None

The Board moved into Executive Session at 2:05 p.m.

The Board exited Executive Session and returned to public session at 3:00 p.m.

**New Business**

***Resolution E05-15, 2015/2016 Schedule of Meetings for Shawnee State University Board of Trustees and its Committees***



Chair Higgs-Horwell presented Resolution E05-15, 2015/2016 Schedule of Meetings for Shawnee State University Board of Trustees and its Committees. Ms. Hartop moved and Mr. Paine seconded a motion to approve Resolution E05-15.

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

Nays: None

Chair Higgs-Horwell asked the Nominating Committee Chair, Mr. McCoy, to present the Committee's nominees for Board officers for the upcoming year. Mr. McCoy said the Committee nominated Ms. Reynolds as Chair and Mr. Paine as Vice Chair. Mr. McCoy moved and Mr. Williams seconded a motion to approve the Board Officers as nominated.

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

Nays: None

Incoming Chair Reynolds said she expects to announce FY16 Committee assignments by the end of May.

Chair Higgs-Horwell said that this would be the last meeting for one Board member and one Student Board member as their terms were expiring. Chair Higgs-Horwell thanked Ms. Ferry for her service to the Board and presented her with a diploma frame. A round of applause followed.

Chair Higgs-Horwell also thanked Mr. McCoy for his dedication and service to the Board and presented him with an engraved desk lamp. She also thanked Mrs. Sis McCoy for her dedication to Shawnee State and presented her with a bouquet of flowers.

***Resolution E06-15, Expression of Appreciation and Conferral of the Title of Trustee Emeritus to Mr. Jack McCoy***

Chair Higgs-Horwell presented Resolution E06-15, Expression of Appreciation and Conferral of the Title of Trustee Emeritus to Mr. Jack McCoy. Mr. Paine moved and Ms. Reynolds seconded a motion to approve Resolution E06-15.

Ayes: Ms. Higgs-Horwell, Ms. Hartop, Mr. Paine, Ms. Reynolds, Mr. Williams

Abstain: Mr. McCoy

Nays: None

***Resolution E07-15, Expression of Appreciation and Conferral of the Title of President Emeritus to Dr. Rita Rice Morris***

Chair Higgs-Horwell presented Resolution E07-15, Expression of Appreciation and Conferral of the Title of President Emeritus to Dr. Rita Rice Morris. Mr. McCoy moved and Mr. Paine seconded a motion to approve Resolution E07-15.

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

Nays: None

President Morris was presented with a framed copy of Resolution E07-15 and a bouquet of flowers. A round of applause followed.

***Resolution E08-15, Honorary Naming of University Center in Recognition of Dr. Rita Rice Morris***

Chair Higgs-Horwell then presented Resolution E08-15, Honorary Naming of University Center in Recognition of Dr. Rita Rice Morris. Ms. Reynolds moved and Mr. McCoy seconded a motion to approve Resolution E08-15.

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

Nays: None

President Morris thanked the Board and a round of applause followed.

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

None.

**Other Business**

None.

**Adjournment**

The Board was adjourned by acclamation at 3:21 p.m.

  
Chairperson, Board of Trustees

  
Secretary, Board of Trustees

Board of Trustees Meeting

May 8, 2015

Spring 2015 Preliminary Commencement Report

Total # of Degrees:		534		
Total Masters Degrees:		9		6
Total Bachelor Degrees:		328		0
Total Associate Degrees:		197		3
				9
<b>MASTERS:</b>				
Education				6
Occupational Therapy				0
Mathematics				3
Total Masters Degrees:				9
<b>BACHELORS:</b>				
<b>BACHELORS:</b>				
<b>College of Professional Studies</b>		<b>TOTAL</b>		<b>TOTAL</b>
Sports Studies		21		15
Bus. Admin.		70		0
Nursing		14		12
Plastics Engin. Tech.		7		50
Computer Engin. Tech.		6		22
Environmental Engin. Tech.		3		20
Digital & Sim. Gaming Engin.		13		18
Athletic Training		10		17
Educational Studies		2		1
Early Childhood Educ PreK-3		13		14
Early Childhood Intervention Spec		0		1
Intervention Specialist K-12		9		6
Middle Childhood Education		4		2
<b>TOTAL</b>		<b>172</b>	<b>172</b>	<b>180</b>
<b>College of Arts &amp; Sciences</b>				
Social Sciences		4		1
Sociology		22		7
International Relations		5		0
Psychology		33		3
History		4		11
English Humanities		5		1
Mathematical Sciences		13		7
Fine Arts		27		0
Natural Science		14		3
Biology		16		11
Chemistry		4		
Philosophy and Religion		0		
<b>TOTAL</b>		<b>147</b>	<b>147</b>	<b>180</b>
<b>University College</b>				
Individualized Studies		9		0
<b>TOTAL</b>		<b>9</b>	<b>9</b>	<b>6</b>
<b>TOTAL BACHELOR DEGREES</b>			<b>328</b>	<b>19</b>
<b>TOTAL ASSOCIATE DEGREES</b>				<b>6</b>

**Board of Trustees Meeting  
May 8, 2015**

**Student Programming Board Reports**

**New President Fall 2015**

- **Kassandra Mullins**

**The 2015-2016 Programming Chairs**

- Advertising
- Special Events
- Late Night (Thursdays)
- Gaming (Fridays)
- Weekends
- Historian
- Diversity

**Upcoming Changes to SPB**

- Intentional Programming
  - Continuation of traditions
  - Increased use of social media through the use of the "Historian"
  - Combination of chairs to develop "Diversity Chair"

**Recap of Spring 2015**

**1. Homecoming Week**

- Homecoming Carnival
- Homecoming Dance

**2. Springfest**

- Comedians from Girl Code
- Pool Party

**3. Late Night Thursdays**

- Bingo
- Easter Egg Hunt
- Minute to Win it
- Taco Time
- Let's Talk About Sex (Myths and safety)

**4. Other Highlights**

- 2nd Annual Movie on the Lawn
- Color War
- Gaming Socials
- Casino Night

**RESOLUTION F12-15**

**APPROVAL TO RESCIND  
POLICY 4.62, ADVERTISING VACANT POSITIONS**

WHEREAS, in keeping with the objective of completing a comprehensive assessment and upgrade of all Board policies, Policy 4.62, Advertising Vacant Positions, was found to be unnecessary because Policy 5.01Rev, Equal Opportunity & Non-Discrimination, provides for this topic and the process is established by existing Human Resources hiring guidelines;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves rescission of Policy 4.62, Advertising Vacant Positions.

(May 8, 2015)

Counted as True and Correct  
*Charles Haack* 6-5-15  
Secretary, Board of Trustees Date

## Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.62
		ADMIN. CODE:	3362-4-33
		PAGE NO.:	1 OF 3
		EFFECTIVE DATE:	4/2/90
SUBJECT:	ADVERTISING VACANT POSITIONS	RECOMMENDED BY:	R. Neil Hawk
		APPROVED BY:	

The University Personnel Office will be responsible for advertising all approved vacancies. The procedure for requesting advertising is as follows:

### 1.0 POSITIONS TO BE ADVERTISED

- 1.1 The University makes every effort to provide advancement opportunities within the institution. Those positions which are controlled by labor contracts will continue to be handled in compliance with the specifications of the labor agreement.
- 1.2 Job vacancies may be announced externally at the same time as internal announcements are made. The University will advertise externally in those cases in which it has determined that external candidates are necessary due to factors such as needed skills and abilities, needed professional or educational experience, or affirmative action considerations.

The determination of whether or not to advertise a position externally will be made by the appropriate Vice President in consultation with the President.

### 2.0 POSITION APPROVAL

Position approval requires use of the **Personnel Requisition for Staff** (form #PD:062689) and **Request for Advertising** (back side of form)

- 2.1 The **Personnel Requisition for Staff form** must be completed and all approvals secured for the filling of any staff vacancy. The requisition for any new position will be reviewed by the Assistant Vice President for Business Affairs/Budget Director for budgetary purposes prior to any action by the Personnel Department.
- 2.2 If advertising is required, the back side of the **Personnel Requisition for Staff form** must be completed by the requesting area. The information regarding the required advertising is to be provided on the form at the same time that approvals for the vacancy are secured.
- 2.3 Upon receipt of the fully approved **Personnel Requisition** by the Personnel Department (employment), the Personnel Representative will review the form for all necessary information and required approvals. The requesting area will be contacted in order to obtain more specific information regarding the vacancy and/or the advertising request.

### 3.0 REQUEST FOR ADVERTISING

In order to use University resources efficiently and ensure that placements of all employment ads are consistent, accurate and meet employment laws, it is very important that the requesting area provide all the information on the **Request for Advertising Form** as follows:

- 3.1 POSITION TITLE: Use approved title.
- 3.2 POSITION REPORTS TO: List direct supervisor.
- 3.3 PLACE THIS AD IN THE FOLLOWING PAPERS: List all newspapers, periodicals, trade magazines, etc. in which the ad is to be placed. Consider the market conditions in designating these papers and the amount of funds available for advertising. Consider newspapers that reach minorities and recruitment agencies.
- 3.4 SPECIAL INSTRUCTIONS FOR APPLICANTS: Write the ad in draft form. Focus upon clear instructions to be communicated to the applicants. Concentrate upon required qualifications and instructions for the applicants to follow. Job requirements should have been established through the job analysis procedure.
- 3.5 CUTOFF DATE FOR APPLICATIONS: Include in this estimate the amount of time required for mailing the ads. Most papers require ads in writing, and the Personnel Office should not be expected to read ads over the telephone due to the possibility of error. Applicants should be given sufficient time to respond. Normally estimate four to six weeks for this activity from the ad placement to the response time.
- 3.6 EXPECTED HIRE DATE: Project a hire date that can be reasonably expected considering all the required activities. You may indicate that applications will be accepted until position is filled.
- 3.7 TESTS REQUIRED: Indicate if a test is required. Consider the time involved if so.
- 3.8 ACCOUNT NUMBER FOR ADVERTISING CHARGES: All charges for advertising will be billed to the requesting area.
  - 3.8.1 The Personnel Office will attempt to reduce the ad cost by eliminating superfluous words in the ad. **IF YOU DO NOT WISH THE AD TO BE REDUCED - INDICATE SO ON THE FORM.** Please discuss the estimated ad cost with the Personnel Representative before insisting that the ad be placed in its entirety. Advertising costs are very high.

3.8.2 If you wish to review the ad prior to its being placed, indicate such directly on the request form. Also, the Personnel Department may at times have to alter the draft ad's wording and dates, but will at all times adhere as closely as possible to the requesting area's information. Such alterations will be discussed before being made.

4.0 EQUAL EMPLOYMENT/AFFIRMATIVE ACTION

In all cases, the University will include on any employment ad the words "Shawnee State University is an Affirmative Action/Equal Opportunity Employer" and "Shawnee State University seeks staff who share our commitment to students as our first priority."



**RESOLUTION F13-15**

**ADOPTION OF POLICY 4.93  
CONTROLLING INFECTIOUS AND COMMUNICABLE DISEASES**

WHEREAS, Shawnee State University is dedicated to providing an environment that includes programs and controls that safeguard the campus community against infectious and communicable diseases; and

WHEREAS, the Policy defines the responsibilities of offices and personnel, requires the delivery of education and training programs that include methods of self-protection, ensures the adoption of protocols for specific audiences, and establishes monitoring of compliance with applicable regulations and prudent health standards; and

WHEREAS, procedures to implement the policy are provided for information;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves Policy 4.93, Controlling Infectious and Communicable Diseases.

(May 8, 2015)

Checked as True and Correct
<i>Charles H. Jackson</i> 6-5-15
_____ Chairman, SSC Board of Trustees      Date

# Shawnee State University

POLICY TITLE:	CONTROLLING INFECTIOUS AND COMMUNICABLE DISEASES
POLICY NO. :	4.93
ADMIN CODE:	3362-4-63
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	05/08/15
NEXT REVIEW DATE:	05/2018
RESPONSIBLE OFFICER(S):	VPF&A/VPSA
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

This Policy is established to ensure the campus community has adequate knowledge to safeguard against infectious and communicable diseases, to define the responsibilities of offices and personnel in case of a communicable disease, to ensure that education and training programs that provide methods of self-protection are presented, and to ensure compliance with applicable reporting requirements.

## 2.0 DEFINITIONS

- 2.1 Infectious or communicable disease – An infectious or communicable disease is the presence and growth of a microorganism that produces a disease that may be transmitted directly or indirectly from one individual to another. An infectious or communicable disease may be transmitted by inhalation of airborne pathogens, ingestion into the gastrointestinal tract from contaminated food, water or utensils, direct contact with a pathogen with a normally protected part of the body or insects.
- 2.2 Other health-related conditions - Any condition that may not pose a serious risk to health or life safety but, if not controlled, could result in a considerable impact on daily operations of the university. These conditions may be something that is being transmitted from off campus which could require some action be taken at home or at the origin of the issue. Examples of these conditions can include but are not limited to scabies, fleas, bed bugs, lice etc.

## 3.0 SCOPE

- 3.1 This policy addresses infectious & communicable diseases commonly found in the university population and which can be transmitted by air, object or through casual contact. Some examples of these infectious & communicable diseases include but are not limited to:

- 3.1.1 Chicken Pox – Varicella

- 3.1.2 Rubella - 3-day measles
- 3.1.3 Rubeola - 9-day measles
- 3.1.4 Meningitis - viral and bacterial
- 3.1.5 Hepatitis A
- 3.1.6 Tuberculosis (TB)
- 3.1.7 Severe Adult Respiratory Syndrome (SARS)
- 3.2 Other conditions (i.e. scabies, fleas etc.) that pose risks of contagion and that would put the university community at risk.
- 3.3 Excluded from this policy are diseases transmitted through sexual contact, or through needle use, such as Hepatitis B and HIV (see Policy 5.21 Bloodborne Pathogens).

#### 4.0 PROCEDURES

Procedures will be implemented that define a process for addressing students, faculty and/or staff that may contract an infectious or communicable disease.

#### History

Effective: 05/08/15

Applicable Procedures: 4.93:1 Infectious and Communicable Disease Procedure

## INFORMATION ONLY

PROCEDURE TITLE:	INFECTIOUS AND COMMUNICABLE DISEASE PROCEDURE
PROCEDURE NO.:	4.93:1
RELATED POLICY:	4.93
PAGE NO.:	1 OF 6
RESPONSIBLE ADMINISTRATOR(S):	VPF&A/VP SA
EFFECTIVE DATE:	05/08/15
NEXT REVIEW DATE:	05/2018
APPROVED BY:	PRESIDENT

### 1.0 PURPOSE

- 1.1 To specify responsibilities of individuals and groups involved in instances of possible and/or confirmed infectious or communicable diseases in order to ensure effective management and compliance with reporting and regulatory obligations.
- 1.2 To establish processes designed to aid in proactively responding to instances of possible and/or confirmed infectious & communicable diseases (as defined by policy) as well as other health-related conditions that may impact the university community.
- 1.3 To provide for training and information sessions for the University community, as appropriate.

### 2.0 RESPONSIBILITIES

- 2.1 The Vice President for Student Affairs or designee will have oversight in the event that a student is diagnosed with an infectious and/or a communicable disease.
- 2.2 The Vice President for Finance and Administration or designee will have oversight in the event that an employee is diagnosed with an infectious and/or a communicable disease.
- 2.3 The Office of Environmental Health & Safety will be responsible for monitoring the status, collaborating with appropriate University offices, personnel, and/or health officials regarding students or employees having been diagnosed with an infectious and/or a communicable disease.
- 2.4 The Office of Environmental Health & Safety, has authority to:

- 2.4.1 Arrange for routine and special custodial services for the affected areas in which a patient is convalescing.
- 2.4.2 Inform custodial and maintenance staff who are assigned to the isolation area of the diagnosis and mode of transmission of the disease.
- 2.4.3 Inform the custodial staff of the recommended methods of self-protection that should be used in carrying out routine and special custodial service. Proper procedures can be found at:  
<http://www.cdc.gov/HAI/settings/outpatient/outpatient-care-gl-standared-precautions.html>
- 2.5 The Director of Public Safety has authority to:
  - 2.5.1 Consult with the Health Clinic and Office of Environmental Health & Safety in instances in which the police/security officers need to be aware that a person with an infectious or communicable disease is convalescing on campus.
  - 2.5.2 Insure the police/security officers have information about the disease, the location where the patient is convalescing, and the recommended methods of self-protection should the officers come into contact with the infected person.
- 2.6 The Director of Communications, or designee, will as necessary, prepare appropriate news releases and coordinate public inquiries.
- 2.7 All Employees
  - 2.7.1 It is the responsibility of any contracted employee to report if he/she has been diagnosed with an infectious or communicable disease to their supervisor.
  - 2.7.2 The supervisor is expected to report this information to the appropriate department head.
- 3.0 STUDENTS: INFECTIOUS AND COMMUNICABLE DISEASE PROCEDURES
  - 3.1 RESIDENTIAL STUDENTS (University-owned or managed properties)
    - 3.1.1 It is the responsibility of a residential student to report any suspected contagious condition to his/her resident coordinator (RC) or the Dean of

Students and to visit the University's Health Clinic or other health care provider.

- 3.1.2 A student suspected of having a communicable or infectious disease will be evaluated by University's Health Clinic or other health care provider.
- 3.1.3 Students will provide medical documentation to confirm or verify absence of communicable disease or infection that will include:
  - 3.1.3.1 Diagnoses and treatment, wound care if applicable
  - 3.1.3.2 Anticipated length of isolation
  - 3.1.3.3 Activity restrictions
  - 3.1.3.4 Ability to return to school, campus, residence halls i.e., student is no longer infectious
  - 3.1.3.5 Continued plan of care and the duration of such care
- 3.1.4 Measures to prevent further transmission of disease or infection will be enacted by University's Health Clinic and/or Office of Environmental Health & Safety. These measures may include, but are not limited to:
  - 3.1.4.1 Basic Hygiene
  - 3.1.4.2 Covering of open wounds
  - 3.1.4.3 Discouraging students from sharing personal items
  - 3.1.4.4 Appropriate laundering of soiled clothing and linens
  - 3.1.4.5 Cleaning of environmental surfaces
  - 3.1.4.6 Distribution of information to the campus community
- 3.1.5 If a student is diagnosed as having an infectious or communicable disease by the University's Health Clinic or other health care provider:
  - 3.1.5.1 The preferred action is for the student to return to his/her home if at all possible.
  - 3.1.5.2 In the event the student is unable to leave campus, the Associate Director of Housing and Residence Life will make every effort to isolate the patient on campus as quickly as possible.

- 3.1.5.3 In order to prevent the spread of the disease or condition the student will remain in observation at the Health Clinic or other designated location while arrangements are being made for isolation.
  - 3.1.6 The Associate Director of Housing and Residence Life will follow internal communication protocol to inform appropriate personnel about the student and to ensure steps are taken to provide for his/her needs, including coordinating meal plan needs with the University's food services contractor.
  - 3.1.7 The Dean of Students will follow internal communication protocol to ensure that the appropriate academic faculty and staff are advised of any needed academic support.
  - 3.1.8 Before a student is removed from isolation and before the patient may be permitted to return to classes at the university, provide the Dean of Students with medical documentation to confirm or verify absence of communicable disease or infection.
- 3.2 STUDENTS RESIDING OFF CAMPUS (COMMUTING STUDENTS)
- 3.2.1 It is the responsibility of the student to report any suspected contagious condition to the Dean of Students. A student suspected of having a communicable or infectious disease will be evaluated by University's Health Clinic or other health care provider.
  - 3.2.2 Student will provide medical documentation to confirm or verify absence of communicable disease or infection that will include:
    - 3.2.2.1 Diagnoses and treatment, wound care if applicable
    - 3.2.2.2 Anticipated length of isolation
    - 3.2.2.3 Activity restrictions
    - 3.2.2.4 Ability to return to school, campus, residence halls i.e., student is no longer infectious
    - 3.2.2.5 Continued plan of care and the duration of such care
  - 3.2.3 Upon determining the student has an infectious or communicable disease, the Dean of Students will work with the student and his/her health care provider to determine when the student may return to campus.

3.2.4 Before a student may return to campus, he/she must provide the Dean of Students medical documentation to confirm or verify absence of communicable disease or infection. The Dean will ensure that such certification will be timely provided to the Health Clinic.

3.2.5 The Health Clinic will retain the certification in the student's medical file.

#### 4.0 EMPLOYEES: INFECTIOUS AND COMMUNICABLE DISEASE PROCEDURES

4.1 It is the responsibility of an employee who has a confirmed infectious or communicable disease to report that information to his/her supervisor.

4.2 For the health and safety of the university community, the employee is expected to remain off work until the risk of infecting others has ended and until he/she can return to full duties. Any associated leave would be managed according to current university policy and the applicable bargaining unit agreements.

4.3 The employee's supervisor will notify the Offices of Human Resources and Environmental Health & Safety.

4.4 Any employee who has been diagnosed with an infectious or communicable disease or condition shall be required to present a doctor's certificate to his/her supervisor before being permitted to return to work. The doctor's certificate must certify that the employee poses no risk to the university community as a result of the communicable disease.

#### 5.0 CHILDREN'S LEARNING CENTER

5.1 When the occurrence of an infectious or communicable disease involving a child enrolled in the Children's Learning Center (CLC) has been confirmed, CLC personnel will notify the Office of Environmental Health & Safety.

5.2 The CLC staff will follow the requirements of the *Ohio Department of Job and Family Services Child Care Center Manual section 5101:2-12-33*.

5.3 Per CLC policy, prior to returning to the program the parents of the child will be required to present a doctor's certificate to the CLC Director, certifying that the child is no longer contagious to others and that the child presents no risk to the university community.

#### 6.0 UNIVERSITY-SPONSORED CAMPS AND CONFERENCES

6.1 When needed, the participant will be isolated until such time the individual can be picked up and taken off campus.



- 6.2 Prior to returning to the program, the participant must present a doctor's certificate to the program supervisor certifying that he/she is no longer contagious to others and that he/she presents no risk to the university community.

## 7.0 TRAINING

- 7.1 The Offices of Environmental Health & Safety and Human Resources will collaborate on offering training and awareness opportunities to employees as well as serve as advisors to the Dean of Students to provide awareness opportunities for students.
- 7.2 Such training will cover at minimum an overview of the definition of infectious and communicable diseases, the University's policy and procedures, and methods of self-protection.

## 8.0 MANAGING AN EPIDEMIC INVOLVING AN INFECTIOUS OR COMMUNICABLE DISEASE ON CAMPUS

- 8.1 Any infectious or communicable disease outbreak that rises to the level of an epidemic will be managed as an emergency and will involve the activation of the campus Emergency Response Team (ERT).
- 8.2 The ERT will convene to formulate a reasonable and proper response to the epidemic.

### History

Effective: 05/08/15

**RESOLUTION F14-15**

**REVISION OF POLICY 5.00REV, POLICY ON  
POLICIES AND PROCEDURES**

WHEREAS, Policy 5.00Rev, Policy on Policies and Procedures, addresses policy subjects appropriate for Board of Trustees ("Board") approval and directs the President to establish a process for the regular review of existing Board policies; and

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

WHEREAS, a modification of the policy is recommended to promote consistency in terminology; and

WHEREAS, revised procedures are provided for information;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves revision of Policy 5.00Rev, Policy on Policies and Procedures.

(May 8, 2015)

Certified as True and Correct	
<i>Cheryl Hooper</i>	<i>6-5-15</i>
Secretary, SSU Board of Trustees	Date

# Shawnee State University

POLICY TITLE:	POLICY ON POLICIES AND PROCEDURES
POLICY NO. :	5.00 REV
ADMIN CODE:	3362-5-01
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	05/08/15
NEXT REVIEW DATE:	05/2018
RESPONSIBLE OFFICER(S):	PRESIDENT
APPROVED BY:	BOT

## 1.0 PURPOSE

Board of Trustees approved policies reflect the Board's principles for University governance and set direction for institutional decision-making and practices. The purpose of this policy is to ensure a uniform process for the adoption and review of Board of Trustees approved policies and the establishment of supporting procedures.

## 2.0 POLICIES SUBJECT TO BOARD APPROVAL

- 2.1 In general, policies that address subjects of significance to the University or that could substantially impact the University are appropriate for Board review and approval.
- 2.2 Policy subjects that are appropriate for Board of Trustee approval include, but are not limited to, the following:
  - 2.2.1 Core functions of the University
  - 2.2.2 Matters required by law to be the direct responsibility of the Board;
  - 2.2.3 Matters that address state or federal requirements;
  - 2.2.4 Matters that utilize or have the potential to utilize significant University resources;
  - 2.2.5 Auxiliary operations of the University; and
  - 2.2.6 Matters directed by the Board.

- 2.3 Board policies may only be enacted, amended or rescinded with approval by the Board of Trustees

### 3.0 PROCEDURES

- 3.1 Procedures may only be enacted, amended or rescinded with approval by the President.
- 3.2 Procedures serve to effectively administer or implement a policy, so long as they are within the scope or framework of the policy. A Board policy may also direct that specific areas or topics be addressed through an underlying procedure

### 4.0 POLICY & PROCEDURE FORMULATION AND REVIEW PROCESS

- 4.1 The President is responsible for establishing a procedure to implement this policy that will identify a system and process for developing new policies for Board of Trustees approval and to ensure the regular review of existing Board policies. The President is also responsible for establishing a system for the development and approval process for procedures.
- 4.2 The President will report, at least annually, to the Board of the administration's review of existing policies and procedures.

#### History

Effective: 02/25/90

Revised: 05/08/15; 09/14/12

Applicable Procedure: 5.00 Policy and Procedure System and Review Process

# Shawnee State University

SUBJECT: POLICY ON POLICIES AND PROCEDURES	POLICY NO. :	5.00REV
	ADMIN CODE:	3362-5-01
	PAGE NO.:	1 of 2
	EFFECTIVE DATE:	05/08/15
	NEXT REVIEW DATE:	05/2018
	RESPONSIBLE OFFICER(S):	PRESIDENT
APPROVED BY:	BOT	

## 1.0 PURPOSE

- 1.1 Board of Trustees approved policies reflect the Board's principles for University governance and set direction for institutional decision-making and practices. The purpose of this policy is to ensure a uniform process for the adoption and review of Board of Trustees approved policies and the establishment of supporting procedures.
- 1.2 ~~Board of Trustees approved policies reflect the Board's principles for University governance and set direction for decision-making and accountability. The University administration is responsible for establishing procedures to amplify and implement Board approved policies.~~

## 2.0 POLICIES SUBJECT TO BOARD APPROVAL

- 2.1 In general, policies that address subjects of significance to the University or that could substantially impact the University are appropriate for Board review and approval.
- 2.2 Policy subjects that are appropriate for Board of Trustee approval include, but are not limited to, the following:
  - a) Core functions of the university
  - b) Matters that are required by law to be the direct responsibility of the Board;
  - c) Matters that address major state or federal requirements;
  - d) Matters that could utilize or have the potential to utilize significant University resources;
  - e) Auxiliary operations of the university; and
  - f) Matters that are directed by the Board.

- 2.3 Board policies may only be enacted, amended or rescinded with approval by of the Board of Trustees

### 3.0 PROCEDURES

- 3.1 Procedures may only be enacted, amended or rescinded with approval by the President.
- 3.2 Procedures serve to effectively administer or implement a policy, so long as they are within the scope or framework of the policy. A Board policy may also direct that specific areas or topics be addressed through an underlying procedure

### 4.0 POLICY & PROCEDURE FORMULATION AND REVIEW PROCESS

- 4.1 The President is responsible for establishing a procedure to implement this policy that will identify a system and process for developing new policies for Board of Trustees approval and to ensure the regular review of existing Board policies. The President is also responsible for establishing a system for the development and approval ~~similar~~ process for procedures.
- 4.2 The President will report, at least annually, to the Board of the administration's review of existing policies and procedures.

History: Replaces 5.00 (Eff. 2/25/90)

#### History

Effective: 02/25/90

Revised: 05/08/15; 09/14/12

Applicable Procedure: 5.00 Policy and Procedure System and Review Process

## INFORMATION ONLY

PROCEDURE TITLE:	POLICY AND PROCEDURE SYSTEM AND REVIEW PROCESS
PROCEDURE NO.:	5.00:1
RELATED POLICY:	5.00REV
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR(S):	PRESIDENT
EFFECTIVE DATE:	05/08/15
NEXT REVIEW DATE:	05/2018
APPROVED BY:	PRESIDENT

This procedure serves to amplify and implement the Policy on Policies 5.00Rev.

### 1.0 POLICY AND PROCEDURE MANAGEMENT AND REVIEW SCHEDULE

- 1.1 The President's Office is responsible for managing and maintaining all current and former policies and procedures and for establishing an official schedule for their regular and systematic review.
- 1.2 Policies will be scheduled for review every three years. A listing of policies that are scheduled for review during the current fiscal year will be posted on the University policies web page. Procedures will be reviewed during the same period as the applicable policy.
- 1.3 Archiving
  - 1.3.1 Copies of newly approved policies and procedures will be directed to the President's archive system. When policies and procedures are revised or rescinded, an electronic copy of the retired policy or procedure will be maintained in the President's office.

### 2.0 POLICIES AND PROCEDURE REVIEW AND DEVELOPMENT PROCESS

- 2.1 A least one university official will be responsible for the review, draft and implementation of a policy and /or underlying procedure. The President or a vice president normally will be the identified responsible officer on a policy. A

vice president or other high level administrator will be the identified responsible administrator on a procedure.

## 2.2 Review of current policies and procedures

2.2.1 The responsible university officer will conduct an initial review of the current policy and its underlying procedure(s) to determine whether the policy and/or procedure should be revised or rescinded or whether the policy or procedure(s) should stand unchanged.

2.2.1.1 Unchanged policies will be automatically extended and scheduled for review in another three years. Such action does not need Board approval, but should be reported to the Board as part of the President's annual report.

2.2.1.2 Policies and procedures identified for revision or possible rescission will be directed for review and, if applicable Drafting and review.

## 2.3 Drafting and Review Process

2.3.1 The identified responsible university official(s) is responsible for the drafting, review and comment, and implementation of all new and revised policies. The review process should seek review and comment from applicable constituencies and appropriate university groups and individuals.

## 3.0 APPROVAL PROCESS

3.1 The final draft of all proposed policies and procedures will be submitted to the President or President's designee for final review.

3.2 All proposed new and revised policies and proposed rescissions must receive the President's recommendation prior to submission to the Board of Trustees for approval.



- 3.3 All proposed new and revised procedures and proposed rescissions must be approved by the President.

#### 4.0 POLICY AND PROCEDURE NUMBERING SYSTEM

- 4.1 The President's office is responsible for the numbering of all policies and procedures.

##### 4.2 Policy numbers

- 4.2.1. Each policy will have two assigned numbers.

4.2.1.1 The first number is the University series number that normally reflects its University status as follows: 1) Board of Trustees; 2) Academic Affairs; 3) Student Affairs; 4) Finance and Administration; and 5) University-wide.

4.2.1.2 The second number is the Ohio Administrative Code number, in accordance with the Ohio Legislative Service Commission's numbering system.

- 4.3 Procedures will be assigned a number that reflects the applicable University policy number.

#### 5.0 POLICY AND PROCEDURE STANDARD FORMATS

- 5.1 Policies and procedures will follow a standard format as identified on templates that are provided on the University's policy web page.

- 5.2 Each policy header box will include the following information:

- 5.2.1 Subject (name) of the policy.
- 5.2.2 University policy number
- 5.2.3 Administrative code number
- 5.2.4 Pagination
- 5.2.5 Effective date of the most current version
- 5.2.6 Next review date

- 5.2.7 Responsible officer(s)
- 5.2.8 Approving body (Board of Trustees)

5.3 Each procedure header box will include the following information:

- 5.3.1 Procedure title
- 5.3.2 Procedure number
- 5.3.3 Related policy number
- 5.3.4 Pagination
- 5.3.5 Responsible administrator(s)
- 5.3.6 Effective date of most current version
- 5.3.7 Next review date
- 5.3.8 Identification of President's approval

## 6.0 POSTING CURRENT POLICIES AND PROCEDURES

- 6.1 All current policies and procedures will be made readily available to the public on the University's policy web page. Policies, along with their underlying procedures will be organized both numerically (University number) and by category as established by the President's office.
- 6.2 A listing of all policies identified for review for the current fiscal year will also be posted on the University policy web page.

History:

Effective: 09/14/12

Revised: 05/08/15

**RESOLUTION F15-15**

**REVISION AND RENAMING OF POLICY 5.31 REV,  
SHAWNEE STATE DEVELOPMENT FOUNDATION AND THE  
SHAWNEE STATE UNIVERSITY DEVELOPMENT OFFICE TO  
POLICY 5.31REV, SOLICITATION OF GIFTS AND PRIVATE FUNDS**

WHEREAS, Policy 5.31., Shawnee State Development Foundation and the Shawnee State University Development Office, addresses fundraising and other forms of financial support for Shawnee State University; and

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

WHEREAS, the proposed renaming to “Solicitation of Gifts and Private Funds” reflects the broader content of the policy; and

WHEREAS, a modification of the policy is recommended to provide direction for the solicitation of gifts and private funds in the name of Shawnee State University;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves Policy 5.31 REV, Solicitation of Gifts and Private Funds.

(May 8, 2015)

Certified as True and Correct	
<i>Cheryl Jackson</i>	6-5-15
Secretary, SSU Board of Trustees	Date

# Shawnee State University

POLICY TITLE:	SOLICITATION OF GIFTS AND PRIVATE FUNDS
POLICY NO. :	5.31 REV
ADMIN CODE:	3362-5-31
PAGE NO.:	1 OF 1
EFFECTIVE DATE:	05/08/2015
NEXT REVIEW DATE:	05/2018
RESPONSIBLE OFFICER(S):	PRESIDENT/DEVELOPMENT DIRECTOR
APPROVED BY:	BOT

- 1.0 The purpose of this policy is to provide direction for the solicitation of gifts and private funds in the name of Shawnee State University.
- 2.0 All fundraising and solicitation for gifts and private funds to the university, or any fundraising and solicitation of any kind utilizing university resources, shall be approved and coordinated by the university development office.
- 3.0 In no case shall any university resources be used for fundraising or solicitation of any kind, nor shall fundraising or solicitation in the name of or for the benefit of Shawnee State University, the Shawnee State University Development Foundation, or Shawnee State University faculty, staff, students, student organizations, groups, or student athletic teams be undertaken without approval from the development office in accordance with established procedures.
- 4.0 The development office shall develop and from time-to-time review and update procedures to provide for reasonable and efficient fundraising guidelines and processes for faculty, staff, students and student groups

## History

Effective: 12/10/2004  
Revised: 05/08/2015

**RESOLUTION F16-15**

**REVISION AND RENAMING OF  
POLICY 4.02REV, INVENTORY OF EQUIPMENT  
TO  
POLICY 4.02REV, ASSET MANAGEMENT**

WHEREAS, policy 4.02Rev, Inventory of Equipment, was adopted by the Board of Trustees on February 14, 1997; and

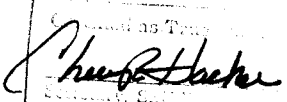
WHEREAS, a review of this policy resulted in a comprehensive revision that broadens the scope of the policy to strengthen managerial oversight, enhance the monitoring efforts for the capitalization thresholds, and ensure the effective internal handling of all aspects of University assets; and

WHEREAS, the title of Asset Management reflects the broader content of this policy;  
and

WHEREAS, procedures that implement the policy are provided for information;

THEREFORE BE IT RESOLVED the Board of Trustees of Shawnee State University hereby approves Policy 4.02Rev, Asset Management.

(May 8, 2015)

  
6-5-15

# Shawnee State University

POLICY TITLE:	ASSET MANAGEMENT
POLICY NO. :	4.02 REV
ADMIN CODE:	3362-4-03
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	05/08/15
NEXT REVIEW DATE:	05/2018
RESPONSIBLE OFFICER(S):	VPF&A
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

The purpose of this policy is to ensure the appropriate managerial oversight and authority is established for the effective control, recording, and reporting of the University's assets.

## 2.0 OVERSIGHT AUTHORITY AND RESPONSIBILITY

2.1 The Vice President for Finance and Administration will be authorized to oversee the management of assets including setting and/or modifying asset capitalization thresholds considering generally accepted accounting principles, federal grant guidelines, valuations performed by appropriate officials, objective assessments, and practices followed by comparable institutions.

2.2 The Office of the Controller will manage the University's asset management program including assuring the accuracy in the recording and reporting of the University's assets as well as monitoring regulations and industry trends to identify the necessity for policy modification.

## 3.0 REPORTING

3.1 The Board of Trustees will be informed of any proposed changes to capitalization thresholds that may have substantial financial implications.

## 4.0 PROCEDURES

A procedure shall be established that addresses the management of the University's assets.

### History

Effective: 03/04/91

Revised: 05/08/15; 02/14/97; 07/01/96

Applicable Procedures: 4.02:1 Asset Management Procedures

## INFORMATION

PROCEDURE TITLE:	ASSET MANAGEMENT PROCEDURES
PROCEDURE NO.:	4.02:1
RELATED POLICY:	ASSET MANAGEMENT
PAGE NO.:	1 OF 2
RESPONSIBLE ADMINISTRATOR(S):	CONTROLLER/VPF&A
EFFECTIVE DATE:	05/08/15
NEXT REVIEW DATE:	05/2018
APPROVED BY:	PRESIDENT

### 1.0 CAPITALIZATION THRESHOLD

- 1.1 All buildings, building improvements, infrastructure and movable equipment at or above the thresholds established below with a useful life of at least five years must be:
  - 1.1.1 Capitalized (“depreciated”) in the University’s financial statements over their estimated useful life.
  - 1.1.2 Assigned a Shawnee State University inventory number
- 1.2 Beginning fiscal year 2015, additional buildings, building improvements, and infrastructure with a purchase price or donated fair market value (as determined by the University) of \$100,000 or greater will be capitalized.
- 1.3 Beginning fiscal year 2015, additional movable equipment with a purchase price or donated fair market value (as determined by the University) of \$5,000 or greater will be capitalized.
- 1.4 The University will capitalize the purchase price or donated fair market value (as determined by the University) of all additions to the University’s library book collection. The cost of the additions will be depreciated over a 10-year period.

### 2.0 CAPITALIZED ASSET INVENTORY CONTROLS

- 2.1 The Vice President for Finance and Administration and Controller will periodically review the University’s capitalization thresholds and adjust the amounts as considered appropriate.
- 2.2 The Office of the Controller is responsible for establishing the asset’s value and maintaining the University’s master file of all capitalized assets.

- 2.3 Directors/Managers are responsible for the custody and control of movable equipment acquired through purchase or assignment. This responsibility includes loss prevention, periodic verification of the physical location and condition of all assigned capitalized assets, and reporting of significant changes in status or values to the Office of the Controller.
- 2.4 All capitalized assets are to be assigned a Shawnee State University inventory number. In addition, movable equipment valued at \$5,000 or above will be tagged.
- 2.5 The disposal of any University asset other than the method established by the applicable procedure is prohibited.

### 3.0 EQUIPMENT ACTION AUTHORIZATION FORM – ALL PROPERTY

- 3.1 The movement of any University property (e.g., computer, furniture, file cabinet, etc.) *whether tagged as capitalized asset or not tagged* within the university requires the completion of an Equipment Action Authorization Form and submission to Procurement Services. If the property is tagged, the tag number must be noted on the Equipment Action Authorization Form before submission.
- 3.2 Trade-In on New Purchase or Acquisition – Consideration for trading property for a new purchase or other acquisition may be initiated by the budget manager's submission of a completed Equipment Action Authorization Form to Procurement Services.
- 3.3 Release of Property to Surplus or Salvage – When a department budget manager determines that movable equipment or furniture is no longer of value to their department, a completed Equipment Action Authorization Form must be submitted to Procurement Services for appropriate action.
- 3.4 Upon notification from Procurement Services, a Facilities' department representative will contact the department representative to arrange the removal and determine the disposition of the item(s).
- 3.5 University property may be stored, offered for use by other departments, or appropriately disposed of as permitted by Procedure 4.00:4, Surplus Property.

#### History

Effective: 05/08/15



## RESOLUTION F17-15

### INVESTMENT COMMITTEE MEMBER REAPPOINTMENT

WHEREAS, on June 30, 2015 Mr. Marc Cottle will have completed a three-year appointment serving on the Shawnee State University Investment Committee; and

WHEREAS, Mr. Cottle has regularly attended committee meetings, demonstrated exemplary service and expertise since his initial appointment on July 1, 2006, and has indicated a willingness to continue as a member of the committee; and

WHEREAS, the President recommends reappointment of Mr. Cottle; and

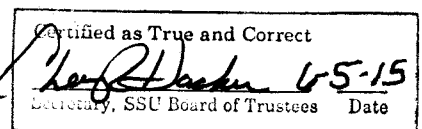
WHEREAS, Ms. Melissa Higgs-Horwell, Chairperson of the SSU Board of Trustees, nominates Mr. Cottle for reappointment, and the nomination is supported by Ms. Kay Reynolds, Chairperson of the Investment Committee; and

WHEREAS, member reappointments by policy are for three years;

THEREFORE BE IT RESOLVED that Mr. Marc Cottle is appointed to the SSU Investment Committee for a three-year term, effective July 1, 2015 through June 30, 2018;

THEREFORE BE IT FURTHER RESOLVED that the Board of Trustees extends its appreciation to Mr. Cottle for his service to the University.

(May 8, 2015)



**RESOLUTION F18-15**

**APPROVAL OF EXTENDING COLLEGE CREDIT PLUS RATES  
TO EQUIVALENT SUMMER COURSES**

WHEREAS, the State-established default rates for the College Credit Plus courses are applicable to partner high school students only during the Fall and Spring semesters; and

WHEREAS, the University intends to extend equivalent arrangements to partner high school students during the summer semester;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves applying the College Credit Plus rates to equivalent courses during the summer semester.

(May 8, 2015)

Certified as True and Correct  
*Cheryl Hatch* 6-5-15  
Secretary, SSU Board of Trustees Date

**RESOLUTION F19-15**

**AUTHORIZATION TO SET AY15-16  
UNDERGRADUATE TUITION AND GENERAL FEES**

WHEREAS, undergraduate tuition and general fees are utilized for instructional needs, student support services and programming, and institutional operations; and

WHEREAS, the legislative process that governs the allocation of the University's state share of instruction (SSI) and sets the maximum rate increase for undergraduate tuition and generally applied fees has not yet concluded; and

WHEREAS, the President wishes to provide returning and prospective students and their families with the approved rates for undergraduate tuition and general fees that will be charged for AY15-16 at the earliest possible time;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University authorizes the President to adjust the AY15-16 undergraduate tuition and generally applied fees up to the maximum that is allowable upon enactment of the applicable legislation.

(May 8, 2015)

Certified as True and Correct  
*Cheryl Hester* 6-5-15  
Shawnee State Board of Trustees Date

**REVISED**

**RESOLUTION F20-15**

**AUTHORIZATION TO SET AY15-16 GRADUATE TUITION AND FEES**

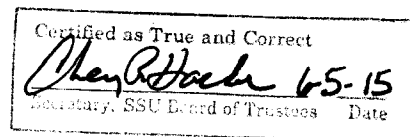
WHEREAS, a continuing lack of clarity about legislative considerations and other external factors that could impact the setting of graduate tuition rates and related fees; and

WHEREAS, this uncertainty makes it imprudent to finalize the FY16 operating budget (general and auxiliary funds) until more information about revenue becomes available; and

WHEREAS, the President wishes to provide returning and prospective students and their families with the approved rates for graduate tuition and related fees that will be charged for AY15-16 at the earliest possible time;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University authorizes the President to adjust the AY15-16 graduate tuition and related fees in accordance with applicable legislation not to exceed 2.73%.

(May 8, 2015)



## RESOLUTION F21-15

### CONTINUING UNIVERSITY SPENDING AUTHORITY

WHEREAS, the state of Ohio has not determined higher education funding support or established tuition and fee increase parameters for the fiscal 2016 -2017 biennium; and

WHEREAS, other external factors including ambiguity related to the State's SSI allocation are resulting in an extraordinarily uncertain budgetary planning environment; and

WHEREAS, due to these conditions and timing constraints, it is necessary to take steps to continue to meet University financial obligations, including payment of salaries and the reallocation of resources for identified needs prior to the time that the FY16 operating budget will be finalized and approved; and

THEREFORE BE IT RESOLVED, effective July 1, 2015 the SSU Board of Trustees approves continuing University Spending Authority consistent with the level of resources as approved for fiscal year 2015 until such time in FY16 that state funding levels of support have been determined and the FY16 operating budget is approved by the Board.

(May 8, 2015)

Certified as True and Correct	
<i>Cheryl Hester</i>	6-5-15
Secretary, SSU Board of Trustees	Date

Personnel Action	Effective	Name	Employment Status		Salary	Comments
			From	To		
<b>Appointments</b>	01/01/15	Charles, Joanne	Associate VP, Finance & Administration	No change	\$98,930	OPERS Retirement; re-employment term of 1 year with extension per Policy 4.77.
	02/01/15	Boyles, Elinda	Vice President, Finance & Administration	No change	\$124,576	OPERS Retirement; re-employment term of 2 years with extension per Policy 4.77.
	02/09/15	Monihen, Lindsay	New Hire	CPS Advising & Student Support Coordinator	\$45,000	2008-2014 Juniata College, Huntingdon, PA, Office of Diversity and Inclusion and the Center for International Education, working with first generation, underrepresented students.
	02/16/15	Aji Sylvester, James	New Hire	CAS Advising & Student Support Coordinator	\$45,000	2012-2013 Ohio University, Athens, OH, Teacher Education Department.
						2010-2012 Grand Canyon University, Phoenix, AZ, Adjunct and Student Teaching Supervisor
						2002-2010 Ohio University, Athens, OH, Academic Advising and Retention Services.
<b>Changes in Status</b>	04/27/15	Merritt, Penny	Registrar Specialist	Graduate Center Administrator	\$45,000	Promotion and transfer to full time administrative position.
	01/17/14	Mathuews, Katy	Librarian, Learning & Outreach			Resignation
<b>Departures</b>	01/21/15	Hof, Tom	Labor & Employee Relations Manager			Resignation
	03/23/15	Franz, Teresa	CLC Teacher			Resignation
	05/01/15	Watson, Debbie	Academic Advising Coordinator			Retirement
	05/12/15	Maxson, Krista	Professor/Chair Mathematics			Resignation
	06/01/15	Carlson, Kenneth	Associate Professor/Teacher Education			Retirement
	06/01/15	Huang, Xiaodan	Professor/Teacher Education			Retirement
	06/01/15	Powell, Sherri	Coordinator, Institutional and Continuity Workflow			Retirement
	06/01/15	Priode, Carl	Professor/DIET			Retirement
	06/01/15	Warfield, Kenneth	Associate Professor, DIET			Retirement



INVESTMENT PORTFOLIO PERFORMANCE

INVESTMENT COMPANY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL YTD GAIN/(LOSS)
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 31,910.00	\$ (32,434.87)	\$ 41,414.28	\$ 44,067.90	\$ (5,258.90)	\$ (5,007.21)	\$ 16,097.97	\$ 30,575.86	\$ (1,267.07)	\$ 10,304.63	\$ 49,871.60	\$ 21,347.55	\$ 201,621.74
U.S. BANK EQUITY MUTUAL FUNDS	\$ 243,230.33	\$ (134,360.28)	\$ 234,760.98	\$ 217,981.39	\$ 122,358.88	\$ 127,171.87	\$ (241,808.54)	\$ 272,132.22	\$ 40,337.61	\$ 44,228.22	\$ 136,867.72	\$ 114,641.65	\$ 1,177,542.05
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 32,404.69	\$ (25,307.21)	\$ 21,735.21	\$ 36,845.07	\$ 22,437.20	\$ (19,567.22)	\$ 37,895.43	\$ 37,895.43	\$ 16,328.78	\$ 11,348.87	\$ 25,090.16	\$ 19,335.89	\$ 198,294.96
AGINCOURT CAPITAL	\$ 13,003.09	\$ (16,865.75)	\$ 23,621.16	\$ 28,695.54	\$ (6,411.82)	\$ (19,078.82)	\$ 46,364.18	\$ 16,279.51	\$ (7,683.67)	\$ 27,186.40	\$ 33,687.09	\$ (306.05)	\$ 138,490.86
TAMIRO CAPITAL PARTNERS	\$ 43,711.31	\$ (14,313.20)	\$ 50,070.05	\$ 21,980.20	\$ 22,948.02	\$ 2,442.37	\$ (40,389.37)	\$ 51,229.61	\$ (11,716.38)	\$ (67,662.62)	\$ 9,373.53	\$ 51,968.74	\$ 119,802.26
MANNING & NAPIER	\$ 44,135.95	\$ (16,888.09)	\$ 44,174.18	\$ 31,509.58	\$ 6,089.83	\$ 17,509.36	\$ (10,332.15)	\$ 53,357.70	\$ 4,889.80	\$ 17,182.20	\$ 26,140.05	\$ 27,974.30	\$ 246,142.71
<b>CURRENT MTD TOTAL GAIN/(LOSS)</b>	\$ 408,455.37	\$ (240,169.41)	\$ 415,776.22	\$ 381,479.68	\$ 162,163.21	\$ 142,284.79	\$ (249,534.61)	\$ 461,470.33	\$ 41,389.07	\$ 42,587.70	\$ 281,030.15	\$ 234,962.08	\$ 2,081,894.58

INVESTMENT COMPANY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL YTD GAIN/(LOSS)
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 2,858,852.55	\$ 2,826,417.68	\$ 2,867,831.96	\$ 2,911,899.86	\$ 2,906,640.96	\$ 2,901,633.75	\$ 2,917,731.72	\$ 2,948,307.58	\$ 2,947,040.51	\$ 2,957,345.14	\$ 3,007,216.74	\$ 3,028,564.29	\$ 30,000,000.00
U.S. BANK EQUITY MUTUAL FUNDS	\$ 5,270,611.63	\$ 5,136,251.35	\$ 5,371,012.33	\$ 5,588,993.72	\$ 5,711,352.60	\$ 5,898,524.47	\$ 5,996,715.93	\$ 5,868,848.15	\$ 5,909,185.76	\$ 5,953,413.98	\$ 6,090,281.70	\$ 6,204,923.35	\$ 60,000,000.00
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,459,181.70	\$ 1,433,874.48	\$ 1,492,455.12	\$ 1,492,455.12	\$ 1,514,892.32	\$ 1,534,138.54	\$ 1,514,372.84	\$ 1,552,468.27	\$ 1,569,297.05	\$ 1,580,645.92	\$ 1,605,736.08	\$ 1,625,071.97	\$ 16,000,000.00
AGINCOURT CAPITAL	\$ 2,803,152.60	\$ 2,786,286.85	\$ 2,809,908.01	\$ 2,838,603.55	\$ 2,832,191.73	\$ 2,813,112.91	\$ 2,859,477.09	\$ 2,875,456.60	\$ 2,868,072.63	\$ 2,895,259.33	\$ 2,928,946.42	\$ 2,928,640.37	\$ 28,000,000.00
TAMIRO CAPITAL PARTNERS	\$ 954,785.13	\$ 940,471.93	\$ 900,541.98	\$ 1,012,532.18	\$ 1,095,470.20	\$ 1,037,913.57	\$ 997,623.20	\$ 1,046,832.81	\$ 1,037,136.43	\$ 969,473.81	\$ 978,847.34	\$ 1,030,816.08	\$ 10,000,000.00
MANNING & NAPIER	\$ 1,525,252.59	\$ 1,506,632.50	\$ 1,552,806.68	\$ 1,584,716.26	\$ 1,590,806.09	\$ 1,608,315.45	\$ 1,597,983.30	\$ 1,651,341.00	\$ 1,659,230.80	\$ 1,673,413.00	\$ 1,699,593.05	\$ 1,727,527.35	\$ 17,000,000.00
<b>CURRENT MTD TOTAL GAIN/(LOSS)</b>	\$ 14,872,104.20	\$ 14,631,934.79	\$ 15,047,711.01	\$ 15,429,190.69	\$ 15,591,353.90	\$ 15,733,638.69	\$ 15,484,104.08	\$ 15,945,574.41	\$ 15,986,963.48	\$ 16,029,551.18	\$ 16,310,581.33	\$ 16,545,543.41	\$ 165,000,000.00

INVESTMENT COMPANY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL YTD GAIN/(LOSS)
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ (22,964.54)	\$ 13,873.79	\$ (40,794.95)	\$ 22,018.55	\$ (8,558.61)	\$ (73,915.09)	\$ 24,704.49	\$ 21,446.39	\$ 18,672.95	\$ 52,434.78	\$ 171,381.97	\$ 171,381.97	\$ 1,000,000.00
U.S. BANK EQUITY MUTUAL FUNDS	\$ (100,679.37)	\$ 186,247.24	\$ (147,747.04)	\$ 105,050.06	\$ 132,007.32	\$ (112,648.17)	\$ (131,068.64)	\$ 332,317.50	\$ (87,091.72)	\$ 171,381.97	\$ 171,381.97	\$ 171,381.97	\$ 1,000,000.00
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ (12,651.87)	\$ 26,218.20	\$ (22,954.25)	\$ 19,313.78	\$ 24,472.72	\$ (50,677.40)	\$ (22,908.17)	\$ 50,545.77	\$ (21,624.74)	\$ 18,570.17	\$ 18,570.17	\$ 18,570.17	\$ 1,000,000.00
AGINCOURT CAPITAL	\$ (7,478.21)	\$ 34,138.73	\$ (24,940.36)	\$ 22,446.76	\$ 21,899.08	\$ (52,506.38)	\$ 76,608.78	\$ 33,603.69	\$ 13,386.81	\$ (32,733.23)	\$ 13,386.81	\$ 13,386.81	\$ 1,000,000.00
TAMIRO CAPITAL PARTNERS	\$ (71,975.70)	\$ 42,445.82	\$ (49,588.72)	\$ 71,388.85	\$ 57,434.27	\$ (14,975.11)	\$ (40,699.29)	\$ 55,363.87	\$ 5,534.42	\$ 1,815.19	\$ 1,815.19	\$ 1,815.19	\$ 1,000,000.00
MANNING & NAPIER	\$ (24,704.72)	\$ 34,027.80	\$ (56,823.97)	\$ 3,029.81	\$ 22,815.42	\$ (50,199.70)	\$ (16,825.64)	\$ 66,128.25	\$ (26,806.54)	\$ 21,618.38	\$ 21,618.38	\$ 21,618.38	\$ 1,000,000.00
<b>CURRENT MTD TOTAL GAIN/(LOSS)</b>	\$ (210,454.41)	\$ 338,951.58	\$ (342,849.29)	\$ 243,247.81	\$ 200,070.20	\$ (205,026.63)	\$ (110,186.47)	\$ 502,194.09	\$ (97,928.82)	\$ 233,087.26	\$ 233,087.26	\$ 233,087.26	\$ 2,000,000.00

INVESTMENT COMPANY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL YTD GAIN/(LOSS)
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 3,005,599.75	\$ 3,019,473.54	\$ 2,978,678.59	\$ 3,000,697.14	\$ 2,992,138.53	\$ 2,918,222.44	\$ 2,942,926.93	\$ 2,964,373.32	\$ 2,983,046.27	\$ 3,035,481.05	\$ 3,095,481.05	\$ 3,171,481.05	\$ 30,000,000.00
U.S. BANK EQUITY MUTUAL FUNDS	\$ 6,104,243.98	\$ 6,295,491.22	\$ 6,144,744.18	\$ 6,249,794.24	\$ 6,381,801.56	\$ 6,269,158.39	\$ 6,138,084.75	\$ 6,470,402.25	\$ 6,383,310.53	\$ 6,554,692.50	\$ 6,704,923.35	\$ 6,804,923.35	\$ 60,000,000.00
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,612,420.10	\$ 1,638,638.30	\$ 1,615,684.05	\$ 1,634,997.83	\$ 1,659,470.55	\$ 1,648,793.15	\$ 1,625,884.98	\$ 1,676,430.75	\$ 1,654,806.01	\$ 1,673,376.18	\$ 1,698,946.42	\$ 1,728,640.37	\$ 17,000,000.00
AGINCOURT CAPITAL	\$ 2,921,162.16	\$ 2,955,300.89	\$ 2,930,360.53	\$ 2,952,807.29	\$ 2,974,706.37	\$ 2,972,145.99	\$ 3,048,754.77	\$ 3,015,151.08	\$ 3,028,537.89	\$ 2,995,804.66	\$ 3,028,640.37	\$ 3,028,640.37	\$ 28,000,000.00
TAMIRO CAPITAL PARTNERS	\$ 958,840.38	\$ 1,001,286.20	\$ 951,697.48	\$ 1,025,086.33	\$ 1,090,520.60	\$ 1,045,495.71	\$ 1,004,796.42	\$ 1,070,158.29	\$ 1,075,692.71	\$ 1,077,507.90	\$ 1,099,593.05	\$ 1,127,527.35	\$ 11,000,000.00
MANNING & NAPIER	\$ 1,702,822.63	\$ 1,736,850.43	\$ 1,680,026.46	\$ 1,683,056.27	\$ 1,705,871.69	\$ 1,685,671.99	\$ 1,668,846.35	\$ 1,734,972.60	\$ 1,708,166.06	\$ 1,729,784.44	\$ 1,759,593.05	\$ 1,787,527.35	\$ 17,000,000.00
<b>CURRENT MTD TOTAL GAIN/(LOSS)</b>	\$ 16,305,089.00	\$ 16,644,040.58	\$ 16,301,191.29	\$ 16,544,439.10	\$ 16,744,509.30	\$ 16,539,482.67	\$ 16,429,294.20	\$ 16,931,488.29	\$ 16,833,559.47	\$ 17,066,696.73	\$ 17,289,593.05	\$ 17,527,527.35	\$ 165,000,000.00

## Status of Construction/Renovation Projects through April 30, 2015

Project	Status	Projected Budget	Funding Source
VRCFA Roof Project	<ul style="list-style-type: none"> <li>• Replace roof on the academic wing of the fine arts building.</li> <li>• New roof will replace original system with a single membrane EPDM system that includes a 20 year warranty.</li> <li>• Drawing complete; bidding by mid-March.</li> <li>• Contractor selected; contract pending.</li> </ul>	\$200,000	State Capital/Local
Townhouse Renovation Project (Summer, 2015)	<ul style="list-style-type: none"> <li>• Complete renovation of 4 Townhouse apartments (1 building).</li> <li>• Design complete; State approved drawings received.</li> <li>• Bids being evaluated.</li> </ul>	\$286,830	Local
Administration Building LAN Room HVAC Upgrade	<ul style="list-style-type: none"> <li>• Purchase and install a 7.5 ton rooftop HVAC unit.</li> <li>• System to provide an economizer function to utilize outdoor air resulting in the savings of significant dollars in the utility budget.</li> <li>• Necessary to support additional servers required for the voice over IP (VOIP) conversion.</li> <li>• Unit on-site; will be installed by mid-May.</li> </ul>	\$26,140	State Capital



## President's Report

### Summary of Activity Supporting FY15 Goals

May 8, 2015

In her May 14, 2104 letter, Board Chair Melissa Higgs-Horwell listed four goals that should be my priority for FY15. They are listed below.

Throughout the year I have reported upon some of the activities in support of these goals. The following is a broad summary of institutional progress toward achieving them. As you might expect, the list does not include all the efforts made on this campus. It does, however, reflect the tremendous amount of work that has taken place.

- I. **Continue with efforts to prepare the University for a comprehensive strategic planning process by completing both academic and non-academic program reviews, making appropriate organizational changes, and identifying those programs with potential for growth and those in need of continuing review as to their sustainability.**
  - Data bases and analysis techniques have been developed to support strategic planning
  - Self-studies of all academic programs have been completed
  - Reviews of non-academic programs and offices are on track to be completed by the end of the fiscal year
  - Units have been restructured as a result of the non-academic reviews -- most notably Finance and Administration; and a proposal for restructuring Executive Affairs has been developed for consideration by the President-select
  - The Provost and Deans have identified programs with the potential for expansion and demand data for these programs are being analyzed utilizing the process demonstrated at a recent Board of Trustees meeting
  - The Provost has formed a committee to review programs identified with low growth potential
  - The University's policy on Academic Program Reviews is under review by the Provost and governance
  - The Provost has developed performance benchmarks for Academic Affairs
  - Academic Affairs is monitoring metrics related to the Success Curriculum and Career Counseling
  - Annual reports have been submitted to the Chancellor regarding our progress on the Chancellor's Completion Plan
  - The President and President-select are engaged in identifying and selecting a consultant to assist with a comprehensive strategic planning process in the next academic year

**II. Prepare an FY16 budget that accommodates reductions in state funding, reduces planned uses of University reserves and prioritizes the Completion Plan.**

- We continue to monitor the ongoing work of the General Assembly with an eye on key factors that influence the SSI and SSU's ability to raise revenue
- The proposed budget continues the 5-year plan to reduce reliance on reserves
- The proposed budget presents a balanced approach to anticipated SSI funding
- The entire University community engaged in budget planning that identified opportunities for increased efficiencies while protecting our core mission and responding to new regulatory requirements
- The Completion Plan will be a priority as final budget reallocation decisions are made
- The Government Relations and Finance and Administration teams have "pushed" for a step-down in the elimination of the Access Challenge Funds of approximately \$1M. This possibility was in the House bill
- The budget reallocates current resources to address the impacts of the State's elimination of Access Challenge funds

**III. Maintain and enhance the University's strong working relationships with key governmental leadership and staff, partners, industries and agencies and strengthen the relationship between University programming and the State's Workforce Development agenda by putting in place programming, staff, and infrastructure.**

- The Government Relations team increased its contact with key legislative offices and engaged members and staff in discussions about SSI, the SSU supplement, the importance of open-access institutions in Ohio, and a step-down in the elimination of Access Challenge Funds
- The University involved students in meetings with the region's representatives
- The President is a member of the IUC Presidential leadership team and has met with House and Senate leadership on multiple occasions
- The Government Relations team had extensive contact with the Governor's Office regarding unfilled Trustees positions
- The President served as a member of an OBR Task Force addressing barriers to attracting and maintaining international students
- The President served on an OBR group to redesign OACHE to help address regional workforce development issues
- A Government Relations Team member has been appointed to the regional OhioMeansJobs Board
- The University has joined the Business Resource Network
- Launched the "Hire a Bear" program encouraging alumni to give hiring preference to SSU alums

- Working with members of the House and Senate, regional agencies, Ohio State University, the Counseling Center, and the SSUDF to develop a community based dental clinic to be house in a University building
- Facilitated regional and state-wide meetings and conferences on economic development
- More than doubled our placement of interns and increased the percentage of currently enrolled students participating in internships by 10%
- Held our first Internship Fair
- Systematized procedures for recording and evaluating internship experiences allowing us to note them on a student's transcript and report them to the State.
- Completed two OMIC grants for SW Ohio and are applying for a third to serve SE and SW Ohio
- Partnered with Millicron to secure a plastics extruder
- Secured a twin screw extruder through a State of Ohio Workforce Development grant
- The President convened a regionally based advisory board on Workforce Development
- Refined and refocused our Educational Partnerships efforts in the Provost's office
- The Government Relations position was reworked to include workforce and economic development duties and is currently being advertised
- Engaged campus offices and officials in evaluating proposed legislation
- Worked with Representative Johnson and Congressmen Johnson and Westrup to development preliminary ideas for educational programming for veterans in the region
- Worked with PolymerOhio to develop opportunities to recruit students into the plastics program and Alumni to address the pipeline problems for plastics
- Utilized a Workforce Development Team to coordinate efforts throughout the University
- The Shawnee 12.0 focused upon workforce development
- Working on a collaborative (OU-S, OU-C, Rio Grande University, Southern State Community College) RAPIDS grant proposal to enhance workforce training and equipment in health sciences and engineering technology
- Featured the work of GeoTech in Waverly and its President, an SSU alum, at a President's Club event
- Aligned our demand analyses process with JobsOhio databases
- Integrated JobsOhio website into Career Services offerings
- Developed a proposal for a virtual diagnostic Avatar for Adena Health Systems
- Working with community group planning Connex
- Participated in an ODE forum on workforce transformation
- Initiated Soft skills programming into the Success Curriculum and Career Services

IV. **Develop recommendations on realignment within Executive Affairs to reduce the direct supervision obligations of the President.**

- As a result of a non-academic program review of Executive Affairs, a preliminary plan for restructuring Executive Affairs was developed and refined by a team that included Trustee Gary Paine
- Prepared with President-select Kurtz a temporary staffing and reporting structure that moves one reporting unit to a Vice President; reallocates an existing position to create a Special Assistant to the President for External Affairs to assume some of the reporting obligations and ensure a smooth transition as Administrative Assistant retirements occur in the President's Office this next year; reallocates existing resources to staff Government Relations and the Special Assistant
- Refining the proposed temporary Special Assistant structure to minimize expenditures and ensure sufficient staffing to support Strategic Planning

**RESOLUTION E05-15**

**2015/2016 SCHEDULE OF MEETINGS  
SHAWNEE STATE UNIVERSITY BOARD OF TRUSTEES  
AND ITS COMMITTEES**

WHEREAS, the Shawnee State University meets as a public body under Ohio law, with meetings publicized and open to those who wish to attend; and

WHEREAS, a 2015/2016 Shawnee State University Board of Trustees meeting schedule has been developed so that it can be released well in advance, and that schedule of meetings is now being recommended for approval;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University adopts the 2015/2016 schedule of meetings for the Board and its committees.

(May 8, 2015)

President, Board and Trustees  
*Cheryl Hester* 6-5-15  
Secretary, Board and Trustees

**2015/2016 SCHEDULE OF MEETINGS  
SHAWNEE STATE UNIVERSITY BOARD OF TRUSTEES  
AND ITS COMMITTEES**

<b>Board of Trustees</b>		<b>Finance &amp; Administration Committee</b>	<b>Academic and Student Affairs Committee</b>
<b>July 10, 2015</b> Selby Board Room 1:15 p.m.	<b>(Friday)</b>	University Center 214 9:00 a.m.	University Center 215 10:15 a.m.
<b>September 11, 2015</b> Selby Board Room 1:15 p.m.	<b>(Friday)</b>	University Center 214 9:00 a.m.	University Center 215 10:15 a.m.
<b>November 6, 2015</b> Selby Board Room 1:15 p.m.	<b>(Friday)</b>	University Center 214 9:00 a.m.	University Center 215 10:15 a.m.
<b>January 15, 2016</b> Selby Board Room 1:15 p.m.	<b>(Friday)</b>	University Center 214 9:00 a.m.	University Center 215 10:15 a.m.
<b>March 11, 2016</b> Selby Board Room 1:15 p.m.	<b>(Friday)</b>	University Center 214 9:00 a.m.	University Center 215 10:15 a.m.
<b>May 6, 2016</b> Selby Board Room 1:15 p.m.	<b>(Friday)</b>	University Center 214 9:00 a.m.	University Center 215 10:15 a.m.

**Graduation Dates**

<b>December 18, 2015 (Friday)</b> COMMENCEMENT Vern Riffe Center for the Arts 3:00 p.m.	<b>May 7, 2016 (Saturday)</b> COMMENCEMENT Alumni Green 10:00 a.m.
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**Board Retreats**

**July 10-11, 2015 (Friday and Saturday)**

Time and Location TBD

## RESOLUTION E06-15

### EXPRESSION OF APPRECIATION AND CONFERRAL OF THE TITLE OF TRUSTEE EMERITUS TO MR. JACK MCCOY

WHEREAS, Jack McCoy served a nine-year term as a member of the Board of Trustees of Shawnee State University from 2002 to 2011, and

WHEREAS, Mr. McCoy led the Board as Chairperson from 2008 to 2011, and

WHEREAS, Mr. McCoy served as Chair of the Finance & Facilities Committee of the Board from 2005 to 2008, and

WHEREAS, Mr. McCoy's leadership during these years contributed to a period of unprecedented growth at Shawnee State University, and

WHEREAS, Mr. McCoy's commitment to the community and passion for ensuring opportunities for higher education in southern Ohio impacted planning and progress of major University initiatives during his term, and

WHEREAS, Mr. McCoy led efforts to ensure institutional stability during a critical time of uncertainty for higher education at the state and federal level by negotiating to extend President Rita Rice Morris' contract in 2011 and developing a leadership transition plan, and

WHEREAS, Mr. McCoy returned to the Board in 2013, two years after completing his term, to fill an unexpired term of a fellow trustee, and

WHEREAS, Mr. McCoy led the Board's efforts in selecting Shawnee State University's sixth President following the announcement of President Rita Rice Morris' impending retirement, serving as Chair of the Presidential Search Committee and Presidential Search Advisory Committee in 2014 and 2015, and

WHEREAS, Mr. McCoy's experience and direction were critical in ensuring a smooth transition in University leadership, and

WHEREAS, the Trustees of Shawnee State University wish to express their sincere appreciation to Mr. McCoy for his many contributions and invaluable service to the Board, to the entire University community, and to the people of the state of Ohio, all of whom have benefitted from his dedication;

THEREFORE BE IT RESOLVED that the Board of Trustees of the Shawnee State University confers upon Mr. Jack McCoy the title of Trustee Emeritus, effective July 1, 2015.

(May 8, 2015)

Adopted as True and Correct  
*Cheryl H. H. H. H.* 6-5-15  
Shawnee State Board of Trustees Date

## RESOLUTION E07-15

### EXPRESSION OF APPRECIATION AND CONFERRAL OF THE TITLE OF PRESIDENT EMERITUS TO DR. RITA RICE MORRIS

WHEREAS, Dr. Rita Rice Morris became the fifth president of Shawnee State University in 2003, and

WHEREAS, Dr. Morris has held that position for 12 years, making her the longest-serving president in Shawnee State University history, and

WHEREAS, during that time, Dr. Morris led the university through a period of unprecedented growth in academic programming, student services, facilities, enrollment, partnerships, and community support, and

WHEREAS, Dr. Morris oversaw significant improvements in access to education during her administration, with a decade of record-breaking enrollment, an overall increase in enrollment of 17% between 2003 and 2014, and an increase in degree attainment of 48% during the same time, and

WHEREAS, Dr. Morris brought greater focus to student success, overseeing efforts to improve course completion and graduation rates including the creation of the University College, development of a focused strategic completion plan and a campus-wide approach to retention; and

WHEREAS, Dr. Morris responded to growing enrollment and evolving needs of students with more than \$26 million in campus expansion, renovation, and improvements during a time of reduced state funding, by developing unique partnerships to accommodate growth and enhance student life including the first student-administration partnership that allowed for expansion of the University Center; and

WHEREAS, Dr. Morris led efforts to gain support for and bring regional, state, and national attention to innovative programs including digital simulation and game design, now ranked among the top 25 such programs in the United States, Canada, and abroad; and

WHEREAS, Dr. Morris raised the bar on quality during her presidency, with an increased number of programs seeking and achieving accreditation, converting to semesters, and adoption of the Academic Quality Improvement Program (AQIP) process improvement model; and

(May 8, 2015)

*Cheryl Hahn* 6-5-15



WHEREAS, Dr. Morris furthered Shawnee State University's recognition of being a regional university with a global outlook by executing international education/exchange agreements with 14 partner universities, a significant increase; and

WHEREAS, Dr. Morris set a vision for Shawnee State University's future with the completion and advancement of a 20-year Master Facilities Plan and the completion of the largest fund-raising campaign in Shawnee State history; and

WHEREAS, Dr. Morris raised visibility of Shawnee State University by serving in leadership roles in state and national organizations and committees dedicated to advancing higher education; and

WHEREAS, Dr. Morris' leadership extended beyond campus to make a difference in the region with the largest increase in community service projects, partnerships, and collaborations with local agencies, organizations, and businesses during her administration; and

WHEREAS, the Trustees of Shawnee State University shall remain eternally grateful for the lasting transformative impact of Dr. Rita Rice Morris on Shawnee State University and this community;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University confers upon Dr. Rita Rice Morris the title of President Emeritus, effective July 1, 2015.

(May 8, 2015)

Secretary, SSU Board of Trustees  
*Cheryl Hester* 6-5-15  
Date

## RESOLUTION E08-15

### HONORARY NAMING OF UNIVERSITY CENTER IN RECOGNITION OF DR. RITA RICE MORRIS

WHEREAS, Dr. Rita Rice Morris is the longest-serving Shawnee State University President, having led the institution for nearly half of its history, and has championed the causes and needs of Shawnee State University's growing and changing student population; and

WHEREAS, the expansion of the University Center is among the more significant efforts led by Dr. Morris to enhance student life, creating meeting and lounge spaces for students, providing new student dining facilities, accommodating office space for student clubs and organizations, and bringing key student services together in one location making the University Center the visible hub of student activity on campus; and

WHEREAS, Dr. Morris launched expansion of this facility during a time of reduced state funding for capital projects, by developing the first student-administration partnership that allowed for innovative support for the project; and

WHEREAS, the Board of Trustees has previously expressed a desire to establish a meaningful approach to naming opportunities for buildings used by students, staff, and visitors; and

WHEREAS, the Trustees of Shawnee State University wish to recognize Dr. Morris' visionary leadership, passion for students, and lasting impact on Shawnee State University and its future;

THEREFORE BE IT RESOLVED, the University Center shall be named in honor of Dr. Rita Rice Morris.

(May 8, 2015)

As True and Correct  
*Cheryl Hecker* 6-5-15  
Secretary

# The Class of 2015 A Closer Look at Our Successful Students

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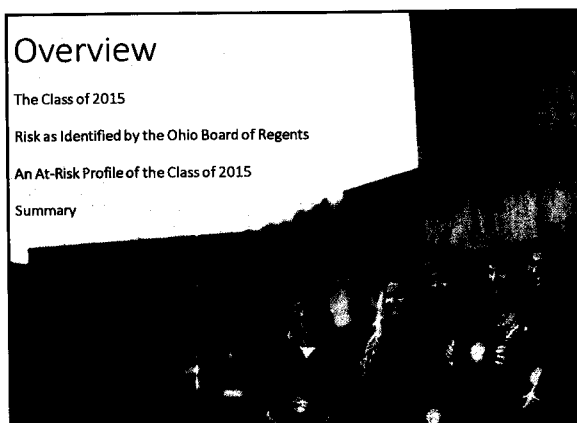
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# Who is Walking Across the Stage?

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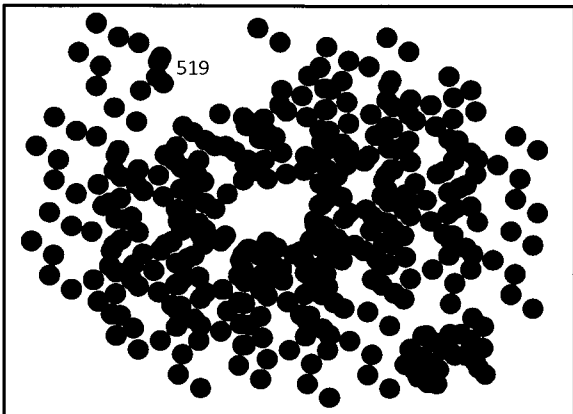
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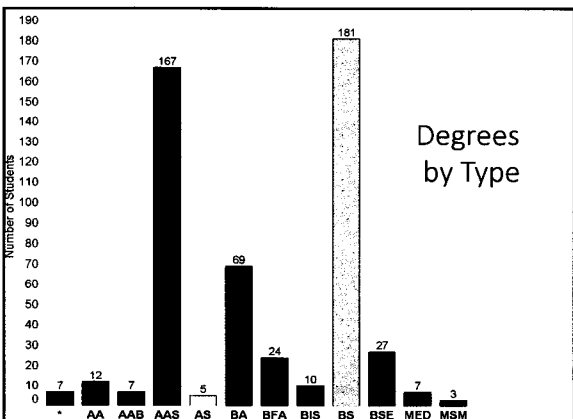
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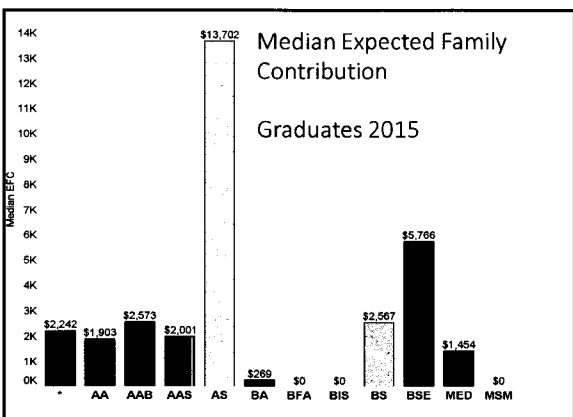
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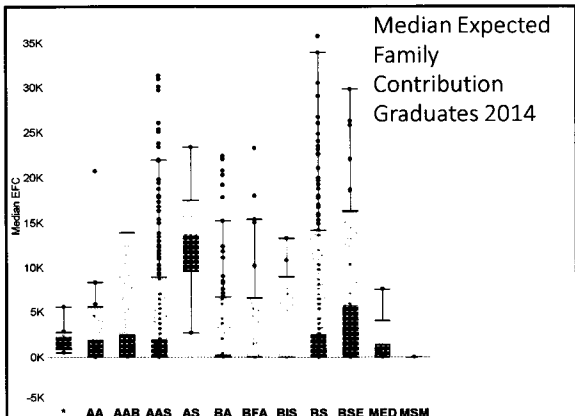
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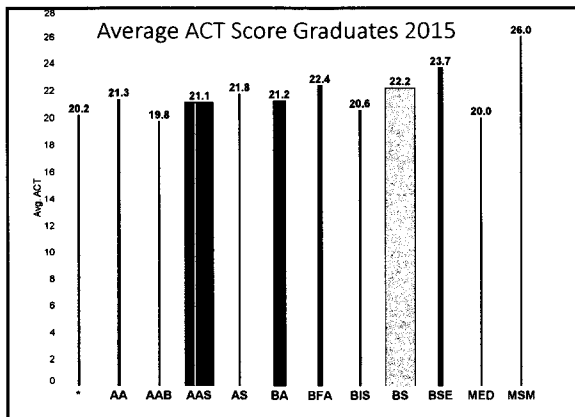
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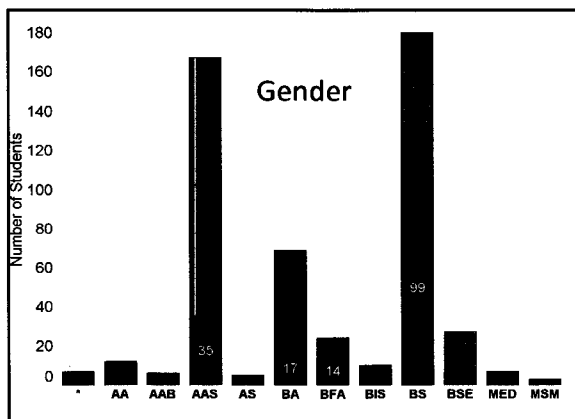
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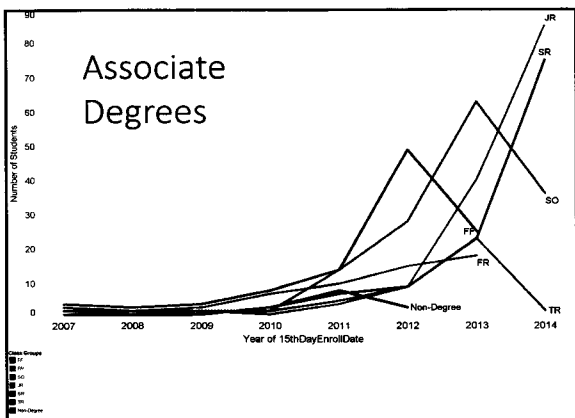
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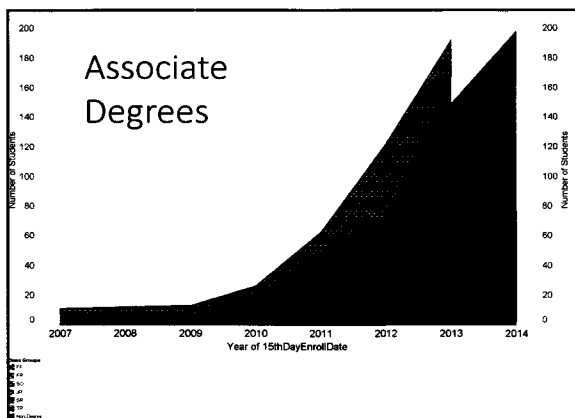
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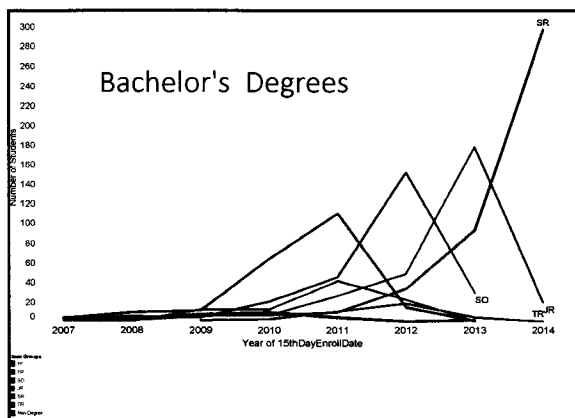
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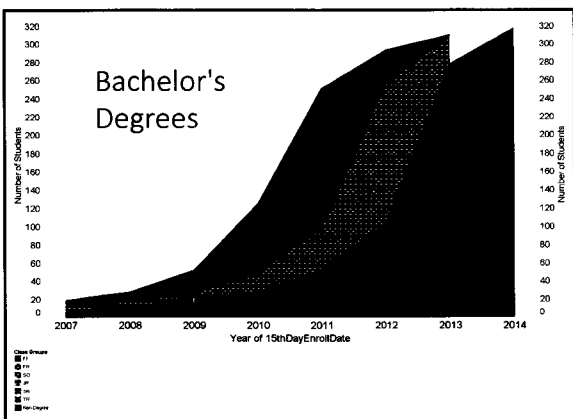
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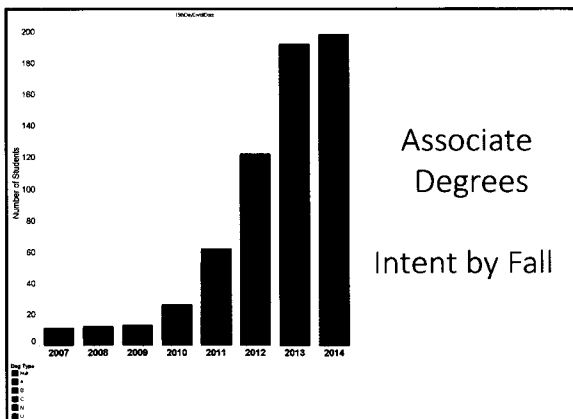
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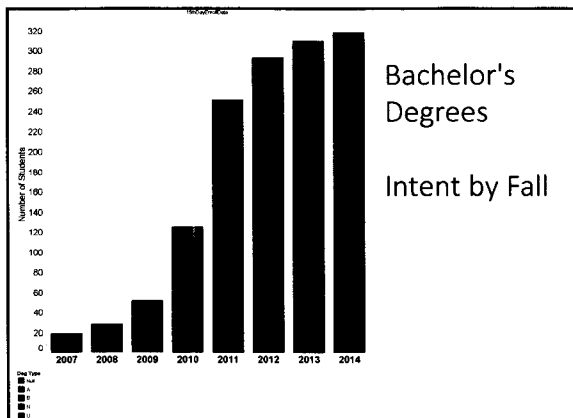
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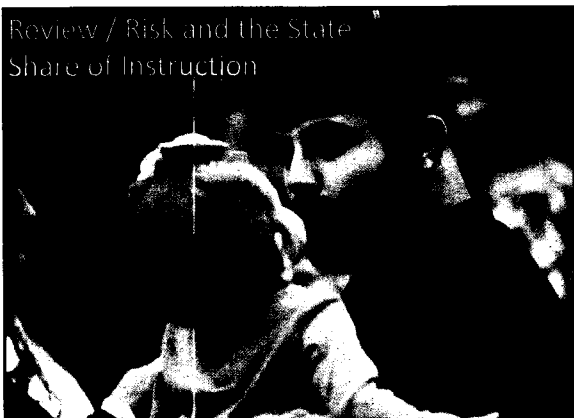
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### Risk Factors Ohio

<b>00: No risk factor</b>	<b>45.0%</b>	
<b>01: Financial only</b>	<b>23.8%</b>	
<b>02: Academic Only</b>	<b>8.9%</b>	
<b>03: Financial and Academic only</b>	<b>6.6%</b>	<u>Does not include</u>
<b>04: Age only</b>	<b>0.6%</b>	
<b>05: Age and Financial only</b>	<b>0.7%</b>	First Generation
<b>06: Age and Academic only</b>	<b>0.2%</b>	College students
<b>07: Age, Financial and Academic only</b>	<b>0.6%</b>	
<b>08: Race only</b>	<b>2.8%</b>	
<b>09: Race and Financial only</b>	<b>3.7%</b>	
<b>10: Race and Academic only</b>	<b>1.2%</b>	Veterans
<b>11: Race, Financial and Academic only</b>	<b>5.0%</b>	
<b>12: Race and Age only</b>	<b>0.1%</b>	
<b>13: Race, Age and Financial only</b>	<b>0.4%</b>	
<b>14: Race, Age and Academic only</b>	<b>0.0%</b>	
<b>15: All risk factors</b>	<b>0.4%</b>	

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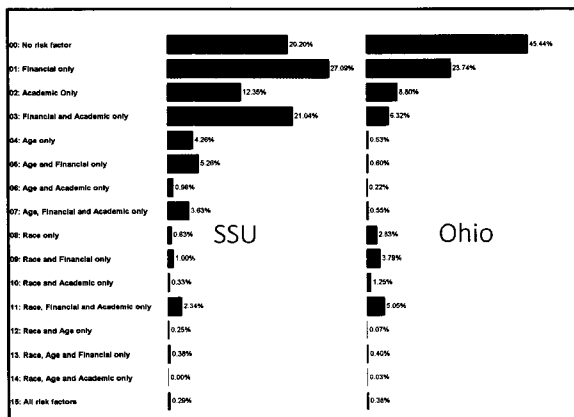
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Not at Risk

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ACT Score English and Math Above 18

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EFC Greater Than \$3,000

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Younger Than 25

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Severity of Risk

The diagram consists of a vertical line on the left side. A horizontal line extends from the vertical line towards the right. At the end of this horizontal line are three icons: a square containing the letter 'S', a circle containing the letter 'O', and a square containing the letters 'OLLO'.

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Risk: Why Does It Matter?

How do you know if you are at risk?

What are the consequences of being at risk?

How can you reduce your risk?

What are the signs of risk?

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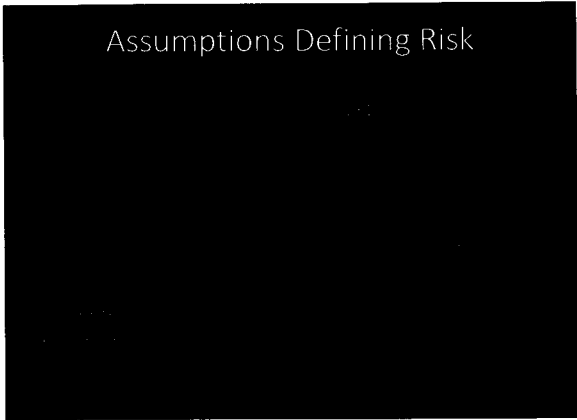
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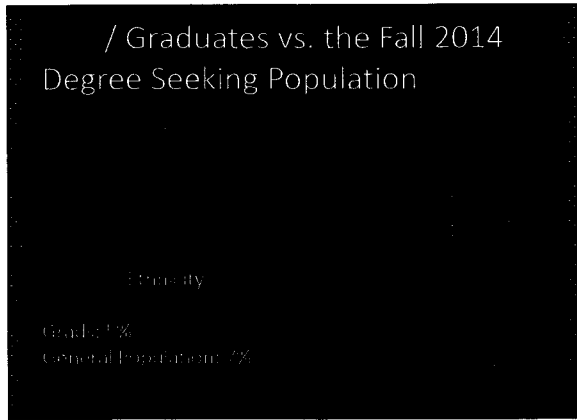
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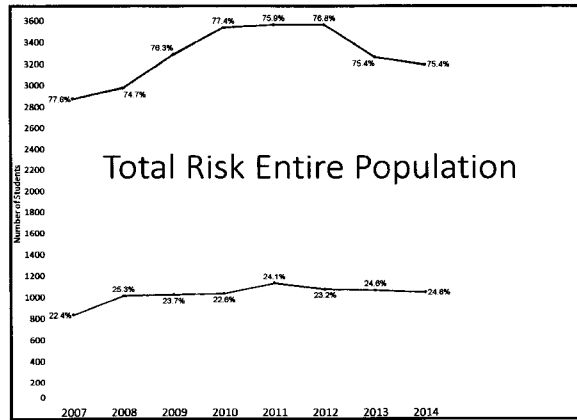
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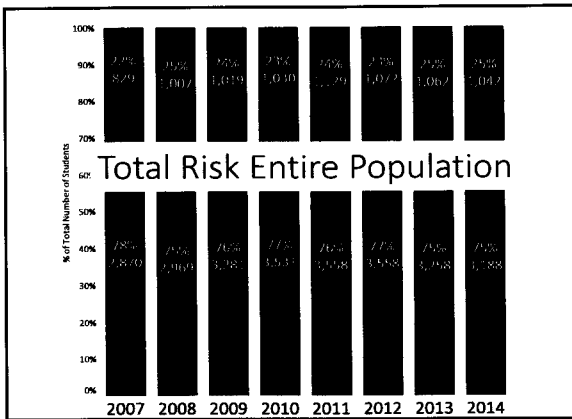
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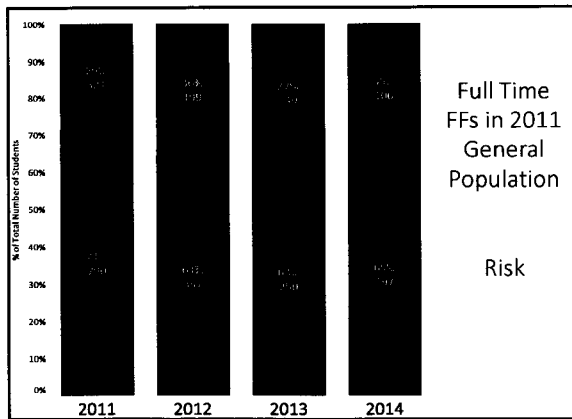
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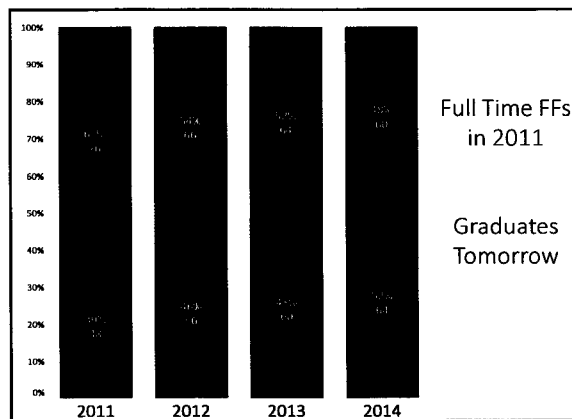
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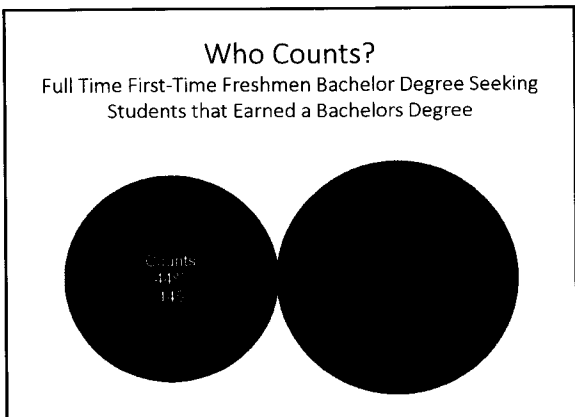
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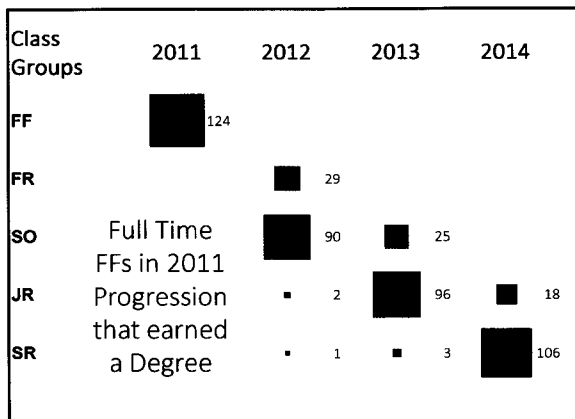
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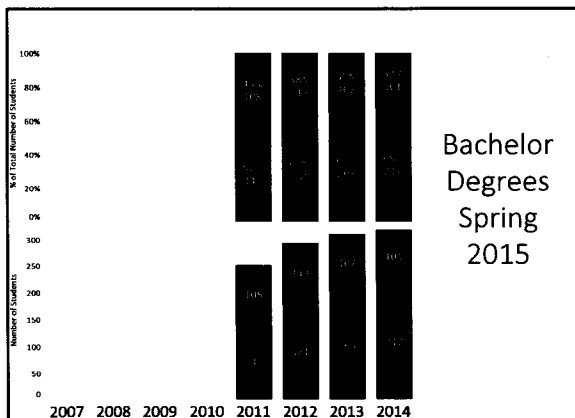
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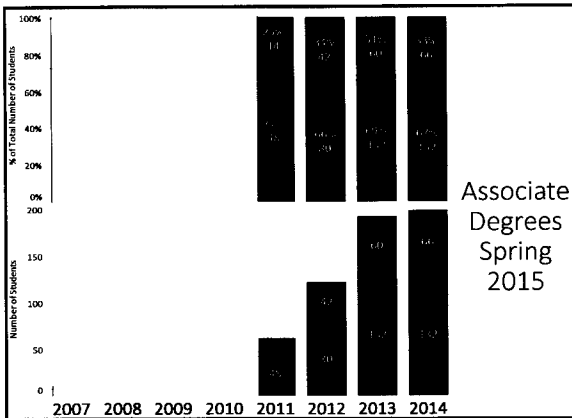
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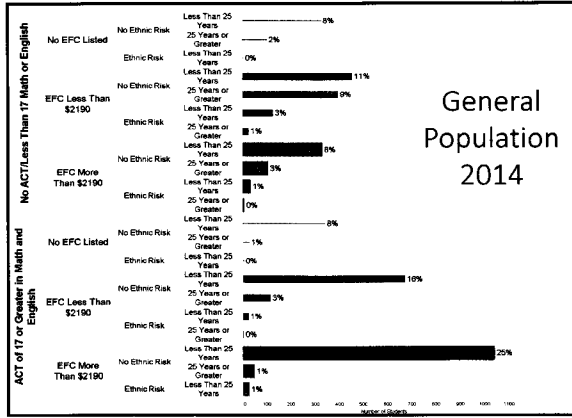
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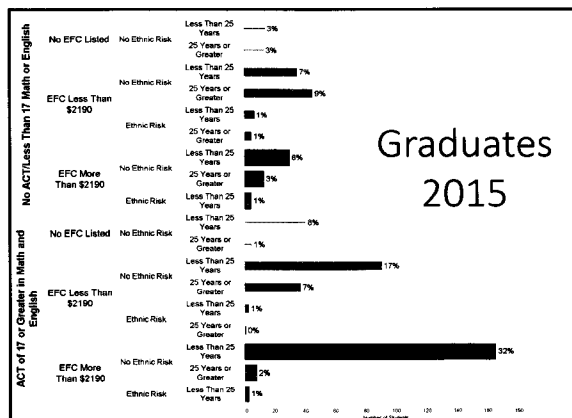
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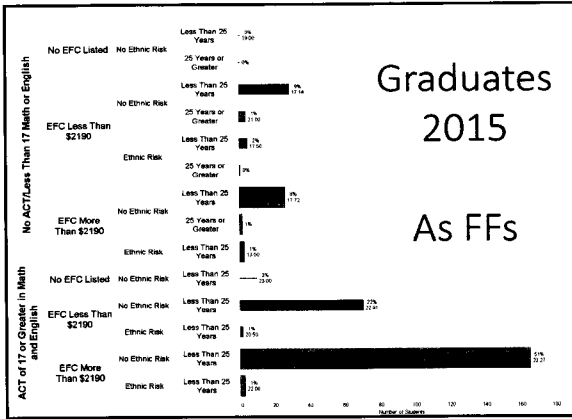
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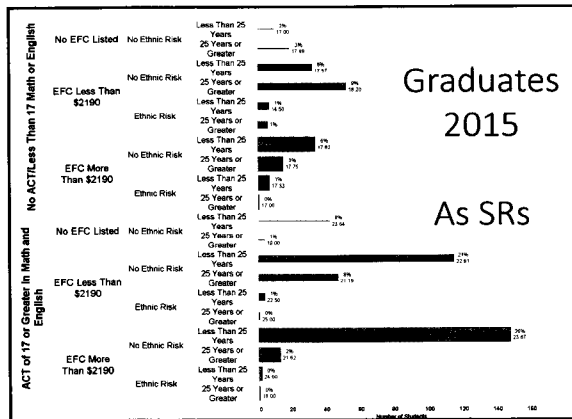
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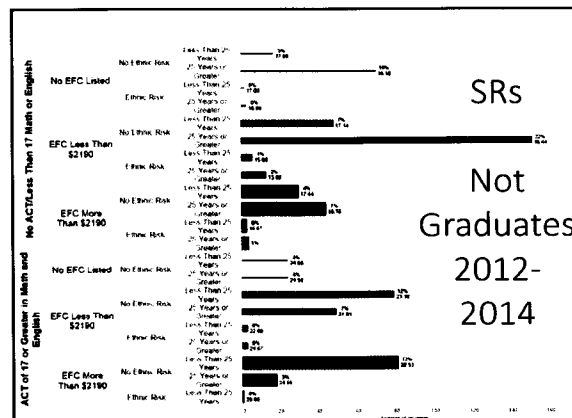
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### Final Thoughts

- Student Progression Varies through SSU.
  - Not a Clear Path
  - New Associate Degree Options
- The “Average” Graduate still has a lot of risk.
- Students that graduate on time have a less risky profile.
- Intent

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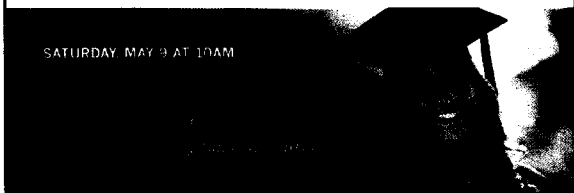
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### Thank You



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