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February 11, 2005 Meeting Minutes

Shawnee State University

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**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
February 11, 2005**

Chairman Bob Teichman called the meeting to order at 1:13 p.m. noting the meeting was in compliance with RC §121.22(F).

Roll Call

Members Present: Dr. Ball, Mr. Harcha, Mr. McKinley, Mr. Mooney, Ms. Reynolds, Mr. Teichman, Mr. Warren

Members Absent: Mr. Marit, Mr. McCoy, Dr. Payne

Approval of the February 11, 2005 Agenda

Mr. Harcha moved and Mr. Warren seconded the motion to approve the agenda. Without discussion, the Board unanimously approved the February 11, 2005 agenda.

Approval of December 10, 2004 Board Meeting Minutes

Dr. Ball moved and Ms. Reynolds seconded a motion to approve the December 10, 2004 Board Meeting Minutes. Without discussion, the Board unanimously approved said minutes.

President's Report

Dr. Morris summarized her written report that she submitted to the Board and is made a part of these minutes.

Committee Reports

Academic Affairs Committee - Mr. William McKinley

Mr. Warren reported on behalf of the Academic Affairs Committee and said the Committee had one action item.

Mr. Warren stated that Dr. Martha Rader, Dean, College of Professional Studies, and Ms. Debra Scurlock, Program Leader, Occupational Therapy, presented a proposal for SSU to offer a Master of Occupational Therapy degree (MOT). Mr. Warren stated that the MOT would replace the existing Bachelor of Science in Occupational Therapy as the professional degree; however, the University will continue to offer an Associate Degree in Occupational Therapy. The MOT degree will require an additional four semesters on campus and two semesters off campus. Mr.

Warren moved and Mr. McKinley seconded a motion to approve Resolution A1-05, Approval of MOT Proposal.

Ayes: Dr. Ball, Mr. Harcha, Mr. McKinley, Mr. Mooney, Ms. Reynolds,
Mr. Teichman, Mr. Warren

Nays: None

Mr. Warren reported on the Academic Affairs Committee informational items.

Mr. Warren said Dr. Stephen Midkiff, Registrar, presented a preliminary enrollment report for winter quarter 2005. Mr. Warren said headcount enrollment is 3501, up 11 students, and FTE enrollment is 3076, up 32 FTEs. Mr. Warren said part-time enrollment was down. He also said SSU is under good leadership as far as enrollment goes.

Mr. Warren said Dr. Dave Todt, Associate Provost, presented an update on the activities of the Graduate Center. Mr. Warren said the Graduate Center has helped over 200 area residents with opportunities for advanced education. He said the Graduate Center offers ten master's level degrees from six institutions on SSU's campus. Mr. Warren said two additional institutions will begin new programs in the fall of 2005.

Mr. Warren reported on the personnel appointments and said the information was included with the Board materials.

Quality of University Life – Dr. Gail Ball

Dr. Ball said the QUL Committee had no action items.

Dr. Ball reported on the Quality of University Life informational items.

Dr. Ball said Dr. Dave Todt, Associate Provost, presented an update on the activities of the Graduate Center. Dr. Ball said two new graduate programs will be offered in the fall, Library Science by Kent State and a Masters in School Psychology by the University of Dayton.

Dr. Ball said Dr. Larry Mangus reported on behalf of Mr. Eric Marit, President of the Student Government. Dr. Ball reported that the SGA has been collecting money for Tsunami relief efforts, working on getting designated nonsmoking areas on campus and SGA members had been calling to thank donors on behalf of the Development Foundation.

Dr. Ball said Mr. Cori Wells-Strickland, President of the SPB, reported that Homecoming was a great success. She noted that the Homecoming Dance set an attendance record with 535 students attending. Dr. Ball said the SPB is currently working on details for Springfest and other events for spring quarter.

Dr. Ball said Dr. Mangus reported on the winter quarter housing occupancy. Dr. Ball said the housing occupancy is almost 90%.

Dr. Ball said Mr. Jim Arnzen, Director of Athletics, reported on the effects of enrollment growth in the athletic area. Dr. Ball reported that our housing has a huge impact on intramurals that

have expanded to meet student demand. The University's web page now carries its intercollegiate games by live broadcast over the internet. She said the natatorium renovation has been completed and is currently being utilized by area high schools. She said Mr. Arnzen reported on the Mid-America tournaments and the costs associated with winning in terms of additional travel and lodging expenses. Dr. Ball said expanding intercollegiate sporting activities is important. Dr. Ball also reported that SSU's coaching staff, for the most part, are all part-time employees and SSU is the only college in the conference with part-time coaches. Mr. Arnzen reported to the Committee that the Athletics Department's mission is participation for all students not just competition.

Finance and Facilities – Ms. Kay Reynolds

Ms. Reynolds reported that the Finance and Facilities Committee had five action items.

Ms. Reynolds said the Finance and Facilities Committee recommended approval of Resolution F1-05, Shawnee State University Development Foundation Member Appointment. Ms. Reynolds said the Foundation needed to find a replacement for Judge Matt McFarland because of his recent election to serve as a Judge. Ms. Cynthia Jenkins will be fulfilling the unexpired term on the Development Foundation Board. Ms. Reynolds noted that Ms. Jenkins' husband had served on the SSUDF Board as well as the SSU Board of Trustees. She said Ms. Jenkins is a retired educator and a life-long resident of Scioto County. Ms. Reynolds moved and Mr. Harcha seconded a motion for the approval of Resolution F1-05, Shawnee State University Development Foundation Member Appointment.

Ayes: Dr. Ball, Mr. Harcha, Mr. McKinley, Mr. Mooney, Ms. Reynolds,
Mr. Teichman, Mr. Warren

Nays: None

Ms. Reynolds said the Finance and Facilities Committee approved Resolution F2-05, Personnel. Ms. Reynolds moved and Mr. Mooney seconded a motion for the approval of Resolution F2-05, Personnel.

Ayes: Dr. Ball, Mr. Harcha, Mr. McKinley, Mr. Mooney, Ms. Reynolds,
Mr. Teichman, Mr. Warren

Nays: None

Ms. Reynolds said the Finance and Facilities Committee recommended approval of Resolution F3-05, Investment Policy 1.05Rev. Ms. Reynolds said the revision evolved from a recommendation by the SSU Asset Management group. She said the change in the policy deals with the asset allocation allowing international investments up to 15% of the investment pool. Ms. Reynolds moved and Mr. McKinley seconded a motion to approve Resolution F3-05, Investment Policy 1.05Rev.

Ayes: Dr. Ball, Mr. Harcha, Mr. McKinley, Mr. Mooney, Ms. Reynolds,
Mr. Teichman, Mr. Warren

Nays: None

Ms. Reynolds said the Finance and Facilities Committee approved the adoption of Resolution F4-05, Purchasing Policy 4.00Rev. Ms. Reynolds said Ms. Pat Carson, Purchasing Director, gave a detailed report on the Purchasing Policy. The mandatory level for bidding contracts is raised to \$25,000. This change in policy will address the new P-Card that will be issued to employees. These cards cannot be used at ATMs. No students will be issued these cards, and two people will review every purchase. Ms. Reynolds moved and Mr. Harcha seconded a motion to approve Resolution F4-05, Purchasing Policy 4.00Rev.

Ayes: Dr. Ball, Mr. Harcha, Mr. McKinley, Mr. Mooney, Ms. Reynolds,
Mr. Teichman, Mr. Warren

Nays: None

Ms. Reynolds said the Finance and Facilities Committee recommended approval of Resolution F5-05, Summer College for High School Students Grant. Ms. Reynolds said this grant is offered in cooperation with the Scioto Foundation and offers students currently in their junior and senior years with an opportunity to take college classes at SSU during the summer up to 30 students can attend this program. Each student will be tracked as to where they attend college. Ms. Reynolds moved and Mr. Mooney seconded a motion to approve Resolution F5-05, Summer College for High School Students Grant.

Ayes: Dr. Ball, Mr. Harcha, Mr. McKinley, Mr. Mooney, Ms. Reynolds,
Mr. Teichman, Mr. Warren

Nays: None

Ms. Reynolds continued his report on the Finance and Facilities Committee information items.

Ms. Reynolds said the Personnel information items were attached to the Board materials and were self-explanatory.

Ms. Reynolds said Ms. Joanne Charles, Controller, reported on the general fund revenues and expenditures pace report. Ms. Reynolds said revenue was up 11.9% over what was projected and expenses were 6.9% less than anticipated.

Ms. Reynolds said Ms. Charles also reviewed the University's Reserves Report for FY04.

Ms. Reynolds reported that House Bill 16 (the Capital Bill) passed the General Assembly and is awaiting the Governors signature. Ms. Reynolds said we were hoping for \$500,000 more than what we got under this Bill.

Ms. Reynolds said the attached capital status report reflected current information on each capital project.

Ms. Reynolds said Dr. Carl Daehler, Director of the VRCFA, reviewed a spreadsheet summarizing the fiscal year to date financial information through December 2003 and 2004 for the VRCFA. Ms. Reynolds said the most successful performance was 42nd Street and noted that

it was the second largest grossing performance at the Center with over 2,000 people attending. She said the Center is drawing patrons beyond the normal 50-mile radius.

Executive Committee Report

None.

Reports, if any, from Board Liaisons with other Organizations

None.

New Business

None.

Comments from Constituent Groups (if any) and the Public

None.

Other Business

Ms. Reynolds discussed the April Board meeting date and the proposed date change to April 22, 2005. Ms. Reynolds moved and Mr. Harcha seconded a motion to change the April Board meeting date from April 15 to April 22.

Ayes: Dr. Ball, Mr. Harcha, Mr. McKinley, Mr. Mooney, Ms. Reynolds,
Mr. Teichman, Mr. Warren

Nays: None

Mr. Teichman thanked Ms. Carson and her staff for their work on the reframing and hanging of the pictures of the Board of Trustee members in the Board Room.

Executive Session**Adjournment**

Mr. Warren moved and Reynolds seconded a motion to adjourn the meeting. The meeting was adjourned by acclamation at 2:02 p.m.


Chairperson, Board of Trustees


Secretary, Board of Trustees

President's Report to the
Shawnee State University Board of Trustees
February 11, 2005, Meeting
Rita Rice Morris, President

In addition to the activities to be reported on by Board committees, we have several university-wide matters that should be of interest to the Board.

1. Capital Campaign

Next week we begin the feasibility study for our capital campaign. Working with an executive summary for a program-focused case, Ketchem staff members will interview approximately 50 individuals about the likelihood of support for the campaign. I expect to receive Ketchem's recommendations about campaign projects and level of support in late April or early May.

2. AQIP

In December, the Higher Learning Commission of North Central Association (NCA) voted to accept SSU's application to join the Academic Quality Improvement Program (AQIP). In the next few months, the campus will move into the AQIP process by completing a survey that will lead to a conversation day where we will select campus-wide projects and discuss the role of a regional university in its region. Dave Todd, Ph.D., associate provost, is SSU's point person on AQIP.

3. International Programs

In January, I traveled to Al Akhawayn University (AAU) in Morocco to sign an agreement between AAU and SSU that establishes relations between the two universities and seeks to develop academic and cultural interchanges in the areas of education, research, and other activities. This agreement is another piece of our efforts to enhance our international programming. The areas of cooperation will include any program offered at either university that is desired and feasible for the development and strengthening of cooperative relationships between the two institutions. Such programs may include exchange of students, faculty, and staff; joint research projects; joint seminars/conferences/workshops; information sharing; and summer activities and programs. Because SSU was prepared to sign an agreement with AAU, I was invited to join an AASCU delegation that visited all of the universities in Morocco.

(more)


Certified as True and Correct
Secretary, SSU Board of Trustees 4/1/05
Date

4. Marketing

As you know, the Board and several campus groups have helped me identify a need for enhanced marketing by the University. In the absence of personnel to direct our marketing efforts, I recently convened SSU staff members from the Office of Admission, Office of University Outreach Services, Athletics Department, Printing and Graphics, Office of Development/Alumni, Office of Communications, Vern Riffe Center for the Arts, Student Activities, College of Arts and Sciences, and the College of Professional Studies to review marketing activities. I was pleased to see an extremely active array of marketing being executed to increase awareness of SSU and its programs/activities. Future meetings are planned to keep this group engaged in dialogue so one unified effort is put forth in the area of marketing SSU. I will continue to work with this group to maximize our activities and bring focus to SSU's marketing.

5. Give Kids a Smile Day

Approximately 100 students from the Washington Nile and Portsmouth City School systems received free dental cleanings and screenings on February 4 at the SSU Department of Dental Hygiene. The event was part of the Ohio Dental Association's "Give Kids a Smile Day" and was coordinated locally by the Southern Ohio Dental Society in conjunction with the SSU Department of Dental Hygiene. The children who participated in the event are those whose parents may not have dental insurance or are not at an income level where they can get Medicaid or Medicare. In addition to the cleanings and screenings the children played games and learned the proper way to brush, floss, and incorporate good nutrition habits for better dental health.

6. Tech Prep

There were 40 Pike County Tech Prep engineering students who visited campus twice during the past two weeks. The juniors and seniors came to the SSU campus to speak with staff members in the offices of Financial Aid and Admission, tour campus (including the engineering technologies labs), speak with faculty members, and enjoy lunch. They were also on campus to participate in assessment/placement testing. This program has been taking place during the last several years, thanks to the hard work of Judy Meeker, project manager of Tech Prep in the Office of University Outreach Services. This program has seen many students transition to SSU into engineering technologies degree programs during the last several years.

(more)



7. Homecoming

SSU's Homecoming Week 2005 was held January 24-29. All events were planned and sponsored by the Student Programming Board. Events included a musician, two comedians, an illusionist, and a t-shirt giveaway. The week-long celebration was a huge success. R.J. Niemer, a junior accounting major from Cincinnati, Ohio, was crowned Homecoming King, and Amy Richardson, a junior communications major from Parkersburg, West Virginia, was crowned Homecoming Queen. Eric Marit, a senior social sciences major from West Alexandria, Ohio, was crowned Runner-Up Homecoming King. Kristin Bennett, a senior business administration major, was crowned Runner-Up Homecoming Queen. Over 500 students attended the Homecoming dance.

8. Hall of Fame Banquet

Three SSU alumni comprised the Class of 2005 as they were inducted into the SSU Athletic hall of Fame. They are Erica Hayes (Women's Basketball), Ralph Cole (Softball), and Matt Ashkettle (Baseball).

Ms. Hayes played basketball at SSU from 1995 through 1999. She earned all-conference honors each of her four seasons including the Conference Player of the Year Award in 1999. She was a two-time All-American and the NAIA Division II Player of the Year in 1999 when she led the Bears to the NAIA Division II national championship. She is second on the SSU all-time scoring list with 2,184 points. She holds eight school records including most rebounds in a career with 1,193. Her career-field goal percentage of .596 is second best in NAIA history.

Mr. Cole took over as head coach of the SSU Softball Team in 1992 after serving two years as assistant coach. In 13 seasons at the helm, Mr. Cole has compiled a 385-160 record. He has led the Bears to nine conference championships and nine appearances in the NAIA national tournament. He earned Conference coach of the Year honors in 1996, the same year SSU was the runner-up in the NAIA national tournament.

Mr. Ashkettle played baseball at SSU from 1994 through 1997. His career batting average of .406 is an SSU record. He collected 152 hits including 11 homeruns to go along with 114 RBIs. He earned all-conference recognition in 1997.

(more)



9. Literacy Initiative

In January, SSU co-hosted with SOMC and the Portsmouth City Schools a community-based meeting to review area literacy initiatives and seek methods for all programs to work together. The next step is to link together volunteers from all three organizations with programs in need and continue coordination efforts.

10. OACHE

In January, I joined the OACHE Board at a retreat where we discussed the future of OACHE and the qualities we would like to see in a new executive director. I am chairing the search committee for the new director. We have begun advertising and hope to identify a new director by late May. In the meantime, the OACHE office has moved to new space in the Administration Building that provides much-needed privacy for staff and Center clients.

11. University Center Expansion

Prior to my arrival at SSU, staff members had begun to address the need to expand the University Center. The preliminary plans were already outdated as we addressed the needs created by our increasing and changing student population, and visits I made in fall with university groups revealed additional pressures on the UC. We have engaged BHDP out of Cincinnati to conduct a study and develop recommendations for expansion. A team will be on campus in March and should have recommendations available by early May. We will then bring recommendations to the Board about renovations and funding for renovations.

12. Master Plan

Our recent growth and anticipated expansions of the University Center require us to take a fresh look at our Master Plan. We have begun the process of identifying a firm to assist us with this process.

13. Meeting with Governor Taft

On December 14, Kay Reynolds and I, along with other Inter-University Council (IUC) presidents and university board chairs, attended a meeting held by Governor Bob Taft on the OSU campus in Columbus. The Governor spoke to us about the challenges of the budget for the biennium and the benefits of collaboration between universities.

(more)

Certified as True and Correct

Secretary, SSU Board of Trustees
Date 4/1/05

14. Wear Red for Women

The SSU Women's Forum, and other SSU faculty and staff members, gathered in the University Center last Friday afternoon to show our support for the American Heart Association's (AHA) "Go Red for Women" campaign. SSU offices/departments challenged one another to donate to the AHA and joined other organizations throughout the nation to raise awareness of heart disease in women. Employees made donations to AHA and wore red to show their support. They also purchased a "Red Dress" in honor or memory of a loved one who had/has heart disease.

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Certified as True and Correct

Secretary, SSU Board of Trustees
4/1/05
Date

RESOLUTION A1-05

APPROVAL OF THE PROPOSAL FOR THE MASTER OF OCCUPATIONAL THERAPY

WHEREAS, the Ohio Board of Regents granted preliminary approval for a Master of Occupational Therapy degree, instructing the institution to proceed with the process of the "Formal Proposal" development for this degree; and

WHEREAS, the Educational Policy and Curriculum Committee (EPCC) of the University Faculty Senate approves the proposal for the Master of Occupational Therapy degree; and

WHEREAS, the Provost and the President recommend approval of the proposed Master of Occupational Therapy degree;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the proposal for the Master of Occupational Therapy degree, and directs the proposal be forwarded to the Ohio Board of Regents for its review and approval.

(February 11, 2005)



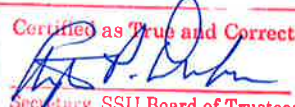
New MOT graduate program for Shawnee State University

Shawnee State University is proposing to offer a Master of Occupational Therapy (MOT). The MOT will replace the existing Bachelor of Science in Occupational Therapy (BSOT) as the professional degree designed to prepare students to enter the occupational therapy profession. The transition of the occupational therapy program to the graduate level is in response to the 1999 decision by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) that effective January 1, 2007, post-baccalaureate degree shall serve as the entry-level requirement for professional occupational therapy practice. Shawnee State will continue to offer the Occupational Therapy Assistant Program at the associate degree level. The proposed master's degree program is required for Shawnee to continue offering occupational therapy beyond the associate's degree.

The MOT will require four semesters on campus, with two semesters off campus for Level II fieldwork. The MOT program requires two capstone experiences: completion of an independent scholarly research project, and completion of an evidence-based practice project. The research coursework series (MOT 601, 601, 603, and 604) facilitates each student's completion of a mentored scholarly research project. MOT 601 provides foundational research competencies in areas of design, analysis, and relevant issues in the field of occupational therapy.

Students will complete a research project suitable for submission for professional publication or presentation. It is our vision that the graduate program will become a positive research resource for tri-state area clinicians and health care organizations to complete relevant research projects that may influence access and quality issues. We anticipate that our already strong community service involvement will increase through expanding service-learning opportunities that may also be coupled with research projects.

The following page lists the courses for the new MOT program.

Certified as True and Correct

Secretary, SSU Board of Trustees
Date 4/1/05

Semester	Number	Credits	Course Title
Fall I	MOT 550	3	Occupational Nature of Humans Across the Lifespan*
	MOT 555	3	Theories of Occupation*
	MOT 560	3	Participation in Occupations: Therapeutic Process
	MOT 565	3	Analysis of Human Movement
	MOT 601	3	Research Concepts in Health Services*
	Total	15	
Spring I	MOT 570	3	Systems, Issues, Trends*
	MOT 575	3	Health Conditions in Occupational Performance
	MOT 580	3	Biopsychosocial Core of Occupation Therapy Practice*
	MOT 585	3	Occupational Therapy Process Through the Lifespan*
	MOT 590	3	OT and Technology
	MOT 602	1	Research Seminar 1*
Spring Intersession	MOT 600	2	Orthotics
	Total	18	
Fall II Adolescence Adulthood	MOT 650	3	Evaluation and Intervention – Early Childhood &
	MOT 651	3	Evaluation and Intervention – Early and Middle
	MOT 660	3	Community Based Practicum
	MOT 670	3	Leadership and Advocacy*
	MOT 603	1	Research Seminar 2*
	Total	13	
Spring II	MOT 652	3	Evaluation and Intervention – Older Adults
	MOT 671	3	Program Development
	MOT 680	3	Evidence-Based Practice
	MOT 690	3	OT Practice Capstone
	MOT 604	1	Research Seminar 3*
	Total	13	
Summer II	MOT 691	9	Fieldwork Level II
	Total	9	
Fall III	MOT 692	9	Fieldwork Level II
	Total	9	
Total hours required		77	
Elective	MOT 693	3-9	Fieldwork Level II (Optional)
	MOT 699	1-3	Special Topics in Occupational Therapy
	MOT 630	2	Advanced Studies in Health and Wellness
	MOT 631	2	Advanced Studies in Culture
* Denotes core course			

Certified as True and Correct

 Secretary, SSU Board of Trustees
 Date 4/1/05

SHAWNEE STATE UNIVERSITY
Preliminary Enrollment Report
Winter Quarter 2004-2005
(compared to 2003-2004)

Headcount enrollment.....3501, up 11 students or + 0.3 % increase over 2003-2004.

FTE enrollment.....3076, up 32 FTEs or + 1.1% increase over 2003-2004.

Subsidy eligible FTE enrollment.....3026, up 43 FTEs or + 1.4% increase over 2003-2004.

New Students (first-time freshmen and
new transfer students).....184, down 27 or -12.8% decrease from 2003-2004.

Enrollment Highlights:

1. The 3501 student headcount is the highest Winter Quarter enrollment in the history of Shawnee State University. SSU has had several quarters of record level enrollment, but the trend appears to be leveling off with a very modest headcount and FTE growth this term.
2. Ohio resident enrollment is 3193, up 24 students or + 0.8% increase over last year.
3. Students residing in Kentucky total 258, down 5 students or – 2.0% from last year.
4. Full-time enrollment increased by 63 students to 2963, a + 2.2% increase over last year.
5. Part-time enrollment decreased by 52 students to 538, a - 8.8% change from last year. This is a two-year decrease of 113 students (-17.4% decrease in two years).
6. The number of male students decreased by - 0.6% or 8, while females increased by 19 students from the 2004 level, a change of + 0.9%.
7. There are 2121 females enrolled, 60.6% of the student body. Males make up 39.4% of the students and total 1380. These percentages have not changed substantially for several years.
8. 79% of the first-time freshmen entering Fall Quarter 2004-2005 returned for the Winter Quarter 2005.
80% of the first time freshmen entering Fall Quarter 2003-2004 returned for the Winter Quarter 2004.
78% of the first time freshmen entering Fall Quarter 2002-2003 returned for the Winter Quarter 2003.

Provided by the Office of the Registrar
01-22-2005



Graduate Center
Shawnee State University

Report to the Board of Trustees
February 11, 2005

The Graduate Center was originally established at Shawnee State University in July 1999 to bring high quality graduate level programs to the residents of south central Ohio. This was achieved by bringing ten master's level degrees from six institutions to Shawnee's campus (see attached table). Two additional institutions will begin new programs in the fall of 2005. Kent State University will offer a program in library and information science and the University of Dayton will offer a program leading to license as a school psychologist. The graduate programs offered to date have been targeted to a specific audience including programs in business, educational administration, school counseling, environmental science, intervention specialist (both K-12 and PreK-3), adult higher education, health administration, classroom teaching, and safety technology.

Shawnee State provides classroom space, use of the library and technology, parking, and access to distance learning facilities for the selected graduate programs offered on campus. A small fee is added to the tuition collected by the graduate institutions to help defray Shawnee's costs. The Graduate Center at SSU also assists in the marketing of programs by advertising, hosting information meetings, and maintaining a mailing list of prospective graduate students.

The Graduate Center has also assisted with the development of the Master of Occupational Therapy program being proposed by Shawnee State University. This has included coordinating visits to other campuses, preparation of a Graduate Infrastructure Self-Study, attendance at the Ohio Board of Regents Advisory Committee on Graduate Study (RACGS) meetings, and developing institutional policies and procedures for graduate education at Shawnee.

During its short history, the SSU Graduate Center has served over 200 area residents with opportunities for advanced education. The Graduate Center has provided many SSU graduates with the opportunity to continue their education here at Shawnee. Also, many students have taken graduate courses for professional development, job advancement, and licensure renewal without pursuing a graduate degree. The Center has met the university mission by preparing "students for the changing needs of business, industry, education and society" and by enriching "the lives of the community" through opportunities for continuing personal and professional development.

The Graduate Center is housed in the Office of the Provost and staffed by a part-time director and a part-time secretary.

Certified as True and Correct
[Signature] 4/1/05
Secretary, SSU Board of Trustees Date

Shawnee State University
Graduate Center
February 11, 2005

Institution	Program	Program Dates	Type of Program	Number of Students	
				Students Served	Receiving Advanced Degrees
University of Akron	Master in Educational Administration	Jan 2000 - Dec 2001	cohort	12	11
Morehead State University	Master of Arts in Adult and Higher Education	Sp 2000 - Sp 2002	cohort	35	20
Morehead State University	Master of Arts in Education with emphasis in Guidance and Counseling	Sp 2000 - Sp 2002	cohort	35	20
University of Findlay	Master of Business Administration	Fa 2000 - Su 2002	cohort	20	15
University of Rio Grande	Master of Education in Classroom Teaching with a Fine Arts Emphasis	Su 2000 - present	continuing	69 (1)	46
University of Rio Grande	Master of Education in Classroom Teaching with initial licensure in Intervention Specialist Mild/Moderate	Fa 2001 - present	continuing		
University of Rio Grande	Master of Education in Classroom Teaching with initial licensure in Intervention Specialist PreK - 3rd grade	Fa 2004 - present	continuing		
Marshall University	Master of Science in Environmental Science	Fa 2001 - present	continuing	25 (1)	7
Marshall University	Master of Science in Safety Technology	Fa 2001 - present	continuing		
Central Michigan University	Master of Science in Administration: Health Services Administration	Fa 2003 - Su 2005	cohort	24	
University of Dayton	Master of Science in Education and Educational Specialist: School Psychology	begins Fa 2005	cohort	24 (2)	
Kent State University	Master of Library and Information Science	begins Fa 2005	cohort	25	
Totals				269	119

Notes:

- (1) Since each program shares a number of courses, the table shows totals for all programs from Rio Grande and Marshall
- (2) This program will admit one cohort of 12 students in each of the fall of 2005 and fall of 2006

Certified as True and Correct

Secretary, SSU Board of Trustees
Date 4/1/05

PERSONNEL ACTION ITEMS

All appointments are subject to any contingency included in the written offers of employment.

FEBRUARY 2005 BOT MEETING

Actions submitted for approval, December 1, 2004 through January 31, 2005

(developed from information received in HR Department through January 31, 2005)

ACADEMIC AFFAIRS DIVISION

Nothing to report.

BUSINESS AFFAIRS DIVISION

Appointment – Administration

Angel Hale, 12-month full-time (1.00 FTE) Accountant for the Controller's Office, beginning February 14, 2005, at the fiscal year salary of \$37,000. Ms. Hale possesses a B.S. in Business Administration from Shawnee State University.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

Richard Gatchel, change of status from 10-month part-time (.77 FTE) to 12-month full-time (1.00 FTE) Coordinator for Gear-Up, beginning January 3, 2005 and terminating at the end of the contract period on August 31, 2005 at the annualized salary of \$29,383. Mr. Gatchel possesses a Bachelor of Arts in Elementary Education from West Liberty State College.

Susan Nutt, change of status from 10-month part-time (.77 FTE) to 12-month full-time (1.00 FTE) Coordinator for Gear-Up, beginning January 3, 2005 and terminating at the end of the contract period on August 31, 2005 at the annualized salary of \$29,383. Ms. Nutt possesses a Bachelor of Arts in Dietetics from the University of Akron.

Jacqueline Walker, change of status from 10-month part-time (.77 FTE) to 12-month full-time (1.00 FTE) Coordinator for Gear-Up, beginning January 3, 2005 and terminating at the end of the contract period on August 31, 2005 at the annualized salary of \$29,101. Ms. Walker possesses a Bachelor of Arts in Elementary Education from Ohio University.

PRESIDENT'S OFFICE

Nothing to report.

STUDENT AFFAIRS DIVISION

Nothing to report.

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

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



PERSONNEL INFORMATION ITEMS
FEBRUARY 2005 BOT MEETING
Changes processed from December 1, 2004 to January 31, 2005
(developed from information received in the HR Department through January 31, 2005)

ACADEMIC AFFAIRS DIVISION

None.

BUSINESS AFFAIRS DIVISION

Resignation – Administration

Lisa Rader, Accountant, resignation effective December 1, 2004.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

Change of Status – Administration

Susan Henderson, Coordinator of Gear-Up from full-time 10.5-month (.88 FTE) to full-time 12-month (1.00 FTE), beginning January 3, 2005 and terminating at the end of the contract period on August 31, 2005 at the annualized salary of \$31,232.

PRESIDENT'S OFFICE

None.

STUDENT AFFAIRS DIVISION

Appointment – Administration

Eric Putnam, Head Men's Cross Country Coach, Department of Athletics, beginning July 1, 2005. Mr. Putnam possesses a Master of Arts in Sports Administration from Xavier University and a Bachelor of Arts in Specialized Studies from Ohio University.

Per Policy 5.16 Part-time administrative appointments and changes in status for administrative and faculty positions are reported to the Board of Trustees.

Certified as True and Correct
R. P. Rubin 1/31/05
Secretary, SSU Board of Trustees Date

RESOLUTION F01-05

SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION MEMBER APPOINTMENT

WHEREAS, as the sole member of the Shawnee State University Development Foundation, the Board of Trustees of Shawnee State University ratify Foundation policies and members; and

WHEREAS, the Shawnee State University Development Foundation approved a board member replacement at their January 22, 2005 annual meeting;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves the appointment of the following member to the Development Foundation Board to fulfill the unexpired term:

Cynthia Jenkins (for Matt McFarland)

(February 11, 2005)

Accepted as True and Correct

Secretary, SSU Board of Trustees 4/1/05
Date

RESOLUTION F02-05

PERSONNEL

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

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

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

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

(February 11, 2005)

Certified as True and Correct

Secretary, SSU Board of Trustees 4/1/05
Date

PERSONNEL ACTION ITEMS

All appointments are subject to any contingency included in the written offers of employment.

FEBRUARY 2005 BOT MEETING

Actions submitted for approval, December 1, 2004 through January 31, 2005

(developed from information received in HR Department through January 31, 2005)

ACADEMIC AFFAIRS DIVISION

Nothing to report.

BUSINESS AFFAIRS DIVISION

Appointment – Administration

Angel Hale, 12-month full-time (1.00 FTE) Accountant for the Controller's Office, beginning February 14, 2005, at the fiscal year salary of \$37,000. Ms. Hale possesses a B.S. in Business Administration from Shawnee State University.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

Richard Gatchel, change of status from 10-month part-time (.77 FTE) to 12-month full-time (1.00 FTE) Coordinator for Gear-Up, beginning January 3, 2005 and terminating at the end of the contract period on August 31, 2005 at the annualized salary of \$29,383. Mr. Gatchel possesses a Bachelor of Arts in Elementary Education from West Liberty State College.

Susan Nutt, change of status from 10-month part-time (.77 FTE) to 12-month full-time (1.00 FTE) Coordinator for Gear-Up, beginning January 3, 2005 and terminating at the end of the contract period on August 31, 2005 at the annualized salary of \$29,383. Ms. Nutt possesses a Bachelor of Arts in Dietetics from the University of Akron.

Jacqueline Walker, change of status from 10-month part-time (.77 FTE) to 12-month full-time (1.00 FTE) Coordinator for Gear-Up, beginning January 3, 2005 and terminating at the end of the contract period on August 31, 2005 at the annualized salary of \$29,101. Ms. Walker possesses a Bachelor of Arts in Elementary Education from Ohio University.

PRESIDENT'S OFFICE

Nothing to report.

STUDENT AFFAIRS DIVISION

Nothing to report.

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

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

Prepared 1/31/05

Certified as True and Correct
[Signature] 4/1/05
Secretary, SSU Board of Trustees Date

RESOLUTION F03-05
INVESTMENT POLICY 1.05REV

WHEREAS, Policy 1.05 established the Shawnee State University Investment Committee; and

WHEREAS, the Shawnee State University Investment Committee is charged with developing investment policies; and

WHEREAS, the Shawnee State University Investment Committee met on December 21, 2004, and recommends approval of revision to Policy 1.05Rev Investment, paragraph 6.0;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves the above-mentioned Investment Policy.

(February 11, 2005)



Shawnee State University

AREA:	BOARD OF TRUSTEES	POLICY NO.:	1.05 Rev.
		PAGE NO.:	1 OF 3
		EFFECTIVE DATE:	2-11-05
		RECOMMENDED BY:	Investment Com't.
SUBJECT:	INVESTMENT POLICY	APPROVED BY:	

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

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

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

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

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

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

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


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

2.0 The Investment Committee shall meet at least quarterly.

3.0 The Investment Committee shall review and recommend revision to this investment policy and shall advise the Shawnee State University Board of Trustees through its Finance and Facilities Committee on its investments.

4.0 The Investment Committee is authorized to retain an investment advisor that meets the credential criteria as outlined in law.

5.0 Each Investment Committee member must sign an agreement indicating that they will avoid conflicts of interest in performing their duties as Committee members.

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Secretary, SSU Board of Trustees
Date 4/1/05

5.0 INVESTMENT OBJECTIVES:

The primary objectives of the University's investment activities shall be:

Safety: Assets of the University shall be undertaken in a manner that diversifies its investments mitigating the magnitude of potential capital loss inherent in investment risk.

Return on Investment: To have, over-time, return net-of-fees that at least equals common indexes in capital markets in which the University's assets are invested.

6.0 INVESTMENT ALLOCATION:

Liquid pool and diversified investment pool are established.

The liquid pool investments can only be made in money market funds, the treasurer of the state's pooled investment program (STAR Ohio), securities, including discount notes of the United States Government or of its agencies or of its instrumentalities. A minimum of 25% of the prior fiscal year's average investment portfolio will be housed in the liquid investment pool. The actual percentage may be higher than this figure dependent upon anticipated cash flow needs with some buffer for unanticipated needs as determined by the Shawnee State University Business Office. The administration of this pool is to remain with the Shawnee State University Business Office as an agent of the Investment Committee. Returns will be reported quarterly to the Investment Committee, in-turn to the Board of Trustees.

The diversified investment pool will be invested in publicly traded securities with the following ranges of asset allocation within that pool:

Equity: 40% to 60%. ~~Within equity, no more than 10% can be allotted to international stock.~~

Fixed income: 50% to 70%, target 60%.

International securities: Up to 15%.

Two investment managers will manage the diversified investment pool's assets, investing in pooled mutual funds only.

The Vice President for Business Affairs or delegate has authority to allocate funds between these pools.

7.0 FURTHER DIVERSIFICATION AND INVESTMENT QUALITY, DIVERSITIFIED INVESTMENT POOL

No more than 5% of each investment manager's portfolio can be invested in any single issue except U. S. government securities.

Investment in fixed income securities shall be limited to government and agency issues and corporate issues in the top four quality ratings of recognized credit services. Prohibited investments include bonds rated below investment grade and derivatives.

Certified as True and Correct
[Signature] 9/1/05
Secretary, SSU Board of Trustees Date

8.0 MARKET BENCHMARKS

Given short-term market fluctuations, it is intended investment manager(s) will achieve the following performance objectives over a 5-year moving period, net of investment fees. It is understood that performance evaluation will occur in shorter intervals, the results of which may cause the Investment Committee to make an investment manager change.

Liquid pool, return will exceed the 3-month U.S. Treasury bills return.

Diversified investment pool, return will exceed a balanced index composed of: 25% S and P index, 5% Russell 2000 index, 10% EAFE index, 60% Lehman Brothers Aggregate Bond index.

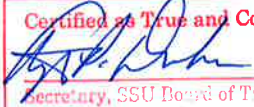
9.0 EVALUATION OF INVESTMENT MANAGERS

Investment managers will be reviewed quarterly based upon the following criteria:

Ability to exceed the performance objectives stated in this policy.

Adherence to the philosophy and style that were articulated to the Investment Committee at, or subsequent to, the time an investment manager was retained.

Continuity of personnel and practices at the firm.

Certified as True and Correct

Secretary, SSU Board of Trustees
4/1/05
Date

RESOLUTION F04-05

POLICY 4.00REV, PURCHASING AUTHORITY

WHEREAS, it is necessary to formalize purchasing procedures in preparation for the University's new Purchasing Card (PCard) program; and

WHEREAS, the Purchasing Department wishes to increase the bid limit for the purchase of goods from the current level of \$10,000 to \$25,000; and

WHEREAS, the revisions have been approved by the Vice President for Business Affairs and the President;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves policy 4.00REV, attached hereto, effective February 11, 2005.

(February 11, 2005)

Certified as True and Correct

Secretary, SSU Board of Trustees 4/6/05
Date

PROPOSED REVISION

Policy No. 4.00REV
Purchasing Authority

1. General Purchasing Policy

- 1.1 Under Ohio Revised Code, Section 3362.04, the Board of Trustees of Shawnee State University has statutory authority to make and enter into all contracts and agreements necessary or incidental to the operation of the University.
- 1.2 The Board of Trustees has delegated, to designated positions within the University, the authority to sign contracts on behalf of the University as outlined in Policy 5.27.
- 1.3 It is the intent of the Shawnee State University Board of Trustees to establish the most effective purchasing policies for the University, in accordance with sound business practices and applicable laws of the state of Ohio. General policies concerning purchasing apply to all funds of the University, regardless of their source.

2. Purchasing Department

- 2.1 Managing the procurement of equipment, supplies, materials, services, and construction for Shawnee State University requires the concentrated efforts of a specialized staff centrally controlling the buying process. Therefore, the Purchasing Department is charged with the responsibility of organizing and administering procurements for all departments of the University in accordance with this policy. The Purchasing Department has been given the following primary responsibilities:
 - 2.1.1 Oversee the purchase of all equipment, supplies, materials, and services required by university departments.
 - 2.1.2 Manage the procurement function in compliance with applicable law, university policies and procedures, and related contracts.
 - 2.1.3 Establish all purchasing rules and procedures, including those related to the Purchasing Card program.
 - 2.1.4 Apply principles of value analysis to the purchase transaction to obtain the best quality and quantity for the price and delivery within the desired time frame.
 - 2.1.5 Test and evaluate various commodities to insure proper balance of quality for the price.
 - 2.1.6 Establish standards for equipment and materials of common use throughout the University.
 - 2.1.7 Develop term contracts on behalf of all university departments (i.e., office supply contract, photocopier contract).

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Secretary, SSU Board of Trustees
Date 4/1/05

- 2.1.8 Contract for goods and services, in accordance with Policy 5.27.
- 2.1.9 Participate in the development of inter-university contracts and state of Ohio term contracts.
- 2.1.10 Oversee vendor relations.
- 2.1.11 Archive all purchasing related documents.
- 2.2 University departments may purchase supplies or services from external vendors, using one of the following methods:
 - 2.2.1 A Requisition/Purchase Order or the University's Purchasing Card is the preferred method for making purchases from external vendors. If the Requisition/Purchase Order method is selected, the Purchasing Department must process the form prior to the purchase being made.
 - 2.2.2 Request for Payment forms are intended for purchases from external vendors who do not accept purchase orders or the purchasing card.
 - 2.2.3 Blanket Orders are intended for use with external vendors who do not accept purchase orders or the purchasing card and from whom departments make frequent, regular purchases.
 - 2.2.4 A Petty Cash Voucher is used for reimbursement of out-of-pocket purchases of \$20 or less.

3. Unauthorized Purchases

- 3.1 Except as noted in this policy, no individual has the authority to enter into purchase contracts or to in any way obligate the University for procurement indebtedness unless specifically authorized to do so by the vice president for business affairs. Individuals who make or participate in making unauthorized purchases or contracts are personally liable to the vendor in accordance with section 3.12 of the Ohio Revised Code. Exclusive of the Petty Cash procedures, the University will not reimburse officers or employees for the cost of any such purchases unless previous arrangements to that end have been made.

4. Ethical and Legal Issues Related to the Purchasing Process

- 4.1 **Conflict of Interest.** University personnel will not enter into contracts for the purchase of materials or services which would constitute an unlawful interest in a public contract. Contracts in which an employee or employee's family has an interest are prohibited unless: 1) that interest is fully disclosed prior to entering the contract or making purchase for the materials or service, and 2) the contract or purchase is determined to be in the best interest of the University, and 3) the contract or purchase is in compliance with the Ohio ethics statutes. See the University's Ethics Advisory and Ohio Revised Code Chapter 102 and Section 2921.42, which are posted on the University's home page under "University Advisories."

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Secretary, SSU Board of Trustees
Date 4/1/05

- 4.2 **Personal Gifts.** Some vendors, particularly vendors of office and computer supplies, offer free gifts (such as video games, briefcases, and accessory items) with an order. Acceptance of such gifts by any university employee is inappropriate and, therefore, prohibited. The proper method of handling such offers is to request the vendor to deduct the value of the gift from the net cost of the invoice or return the gift to the vendor. If such gifts are received as the result of a purchase, the gift is university property. If the ordering department has no legitimate, official use for the item and chooses not to return it to the vendor, the gift should be forwarded to the Purchasing Department with a completed Equipment Action Authorization form, indicating the property is surplus.
- 4.3 **Personal Purchases.** Purchases for personal use made through the Purchasing Department or in the name of the University are prohibited. Avoiding payment of taxes or using Shawnee State University's tax identification number for other than official purposes is prohibited.
- 4.4 **Purchases by Individuals for University Use.** Purchases by individuals for University use, whether by cash, credit card, or check are strictly prohibited, except when approval by the budget manager is obtained prior to the purchase being made. Recurring exceptions for the benefit of the same individual/department also require the approval of the Purchasing Department.
- 4.5 **"Grey-Market" Purchases.** Occasionally imported products (such as cameras, tape recorders, semiconductor devices, answering devices) will be offered for sale at prices substantially below their true market value, and sometimes below the wholesale or distributor cost. Often these items have been imported through channels other than those authorized by the manufacturer. Purchasing these items from so-called "grey-market" distributors carries risks not normally associated with purchasing from established vendors who use legitimate sources. In light of these risks and the nature of this form of distribution, the Purchasing Department will not authorize this type of purchase and instead will seek legitimate vendors to fulfill the requisitioner's requirement. Individuals making such purchases will not be reimbursed through the Purchasing Department or through submission of a Request for Payment form or a petty cash request.
- 4.6 **Equal Employment Opportunity Requirement.** Shawnee State University requires that a supplier, in bidding or filling a purchase order, agrees not to discriminate against any employee or applicant for employment with respect to hire, tenure, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, or sex,. The supplier must also agree that every subcontract shall contain a provision requiring nondiscrimination in employment.
- 4.7 **Prevailing Wage Law.** State law mandates that Shawnee State University require all contractors to pay the prevailing wage rate for any construction, reconstruction, improvement, enlargement, alteration, repair, painting, or decorating of any public improvement when the total overall project cost is estimated to be in excess of the thresholds specified in Ohio Revised Code, Chapter 153.
- 4.8 **Promotional Items.** Shawnee State University regulates and controls the use of the University's name or other marks, logos, and symbols. All requests for use of the University's name or other marks, logos, and symbols must be forwarded to the

Confirmed as True and Correct

Secretary, SSU Board of Trustees
Date 4/10/05

Director of Purchasing and Printing Services or the designee of the vice president for business affairs for prior approval. The Purchasing Department has been delegated authority to procure all promotional and award related items on behalf of the entire University. The items include but are not limited to "printed" items; "marketing" items such as pens, pencils, bookmarks, balloons, T-shirts, etc.; and "award" items such as plaques and trophies.

- 4.9 **Ohio Sales Tax.** Purchases for Shawnee State University are exempt from Ohio sales tax. A blanket certificate of exemption form is on file with most area businesses. Filing the form with a vendor is necessary in order to receive tax exemption. A copy of the University's tax exempt certificate is available on the Purchasing Department's web page.
- 4.10 **Off-Campus Purchases.** Generally, reimbursement to employees for purchases of goods for Shawnee State cannot include Ohio sales tax (however, tax charged on meals and lodging will be reimbursed). Employees making off-campus purchases should present a blanket certificate of exemption to the vendor. A copy of the University's tax exempt certificate is available on the Purchasing Department's web page or in the Purchasing Department.
- 4.11 **Purchased Printing.** All university printing or duplicating work will be initiated and channeled through Printing and Graphic Services. Requests and/or purchases of outside printing or duplicating presented to the Purchasing Department will be referred to Printing and Graphic Services to provide opportunity for in-house production.

5. The Bidding Process

- 5.1 **Formal Bids.** The Purchasing Department shall issue formal, sealed bids for goods and/or services estimated to be in excess of specified dollar amounts (see Section 5.3). Such bids are normally publicly opened and read. However, the director of purchasing may note in the Request for Proposal that no public bid opening will be held, if the proposals are expected to be complex and/or require committee review. Advertising for "goods and services" may appear on the Purchasing Department's web page or in other forms of media if deemed to be in the best interest of the University. The time allowed for the return of responses to a Request for Proposal is generally 10-30 days, depending on the complexity and need for advertising.
- 5.2 **Request for Quotations.** Quotations for purchases, services, and/or leases will be obtained by the Purchasing Department, based on written descriptions or specifications. In certain instances, departmental correspondence or consultation with vendors is helpful in establishing requirement specifications and approximate costs of a proposed purchase, but only the Purchasing Department, or those areas empowered by Purchasing, is authorized to obtain firm quotations by use of standard Purchasing Department quotation forms or by personal contact with vendors.
- 5.3 **Dollar Guidelines.** Formal bids and requests for quotations are solicited by the Purchasing Department in accordance with the following guidelines:
 - 5.3.1 \$1,000-\$24,999 — Quotations may or may not be solicited, as determined by the Purchasing Department. **Note:** The Purchasing Department reserves the right to bid at any estimated dollar limit if deemed to be in the best interest of the University.

As True and Correct

Secretary, SSU Board of Trustees
Date 4/05

- 5.3.2 \$25,000 and up — Whenever quotations for goods or services exceed a total value of \$25,000, it is necessary to execute a formal, sealed bid process to obtain the best overall value in the procurement of such goods or services.
- 5.3.2.1 The requesting department **shall not** use multiple requisitions to circumvent the bidding process (pyramiding of orders).
- 5.4 **Professional Design Services.** When professional design services are employed (such as a consulting engineer, architect, or designer), all contracts over \$25,000 (refer to O.R.C. 153.71) require a specific bid process based on ability and references.
- 5.5 **Uses of Competitive Bidding.** Competitive bidding is utilized not only to establish prices but also to seek out new vendors and alternative equipment and materials. The purchase or lease of all equipment, materials, supplies, and services shall be awarded to the lowest, most responsive and responsible bidder pursuant to Section 9.312 of the Ohio Revised Code, subject to prescribed dollar amounts. However, the Purchasing Department reserves the right to obtain competitive quotations or bids, regardless of dollar value, whenever, in its judgment, obtaining such quotations or bids would serve the best interest of the University.
- 5.6 **Awarding the Contract.** The University's policy on awarding contracts is based on the concept of the lowest, most responsive and responsible bid.
- 5.6.1 Cost can be determined by several factors such as life-cycle cost, delivery, maintenance, upgrade ability, and cash discount terms, which meet the specifications of the bid document and can be supplied by a reputable supplier. Bidders are to quote items exactly as specified. Should alternates or items perceived by the bidder to be "equals" be proposed by the supplier, the items must be clearly marked as "alternates." In the event that a lower-cost item is bid other than specified, it is the responsibility of the bidder to prove that his/her alternate bid meets all the specifications set forth in the bid document pertaining to suitability and function. The final determination as to suitability shall be made by the University.
- 5.6.2 A bidder shall be considered responsive if the bidder's proposal responds to bid specifications in all material respects and contains no irregularities or deviations from the specifications which would affect the amount of the bid or otherwise give the bidder a competitive advantage.
- 5.6.3 Factors used to determine whether a bidder is responsive include the experience of the bidder, the bidder's financial condition, conduct and performance on previous contracts, facilities, management skills, and ability to execute the contract properly.
- 5.7 **Rejection of Bids.** The Purchasing Department reserves the right to reject any or all bids whenever the best interest of the University will be served by so doing.
- 5.8 **Informational Price Inquiries.** Upon request, the Purchasing Department will handle price inquiries for informational purposes. The purpose of such an inquiry is to research the market or attempt to acquire budgetary pricing. A requesting department should initiate the request with a memorandum to the director of purchasing, including

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Secretary, SSU Board of Trustees 4/1/05
Date

all relevant information and specifications. The Purchasing Department will handle the request as a regular bid, but no purchase order will be issued until the requestor submits a requisition. Vendors will be made aware that no intention exists to place a resulting order.

6. Minority Set-Aside Purchases

- 6.1 State of Ohio law (Ohio Revised Code, Chapters 123 and 125) currently requires a goal of 15 percent of all purchases in the area of goods and services to be "set-aside" for bidding by or placed with minority businesses that have been certified by the state of Ohio Department of Administrative Services, Equal Opportunity Division. The University will seek to utilize qualified certified minority enterprise businesses for individual purchases that do not require formal bidding, whenever possible.
- 6.2 The present set-aside bidding practice only applies to goods and services. It is not applicable to construction contracts.
- 6.3 Shawnee State University is committed to conducting business with certified minority owned businesses and will strive to meet the goals set forth. The goals will include purchases as the result of competitive bidding processes, as well as purchases that do not require mandatory bidding.
- 6.4 The Purchasing Department will reference the list of state certified minority businesses when researching for certified suppliers or contractors.
- 6.5 The Purchasing Department will determine classifications of goods and services in which opportunity exists for doing business with a certified minority business. There must be at least three qualified, responsible Minority Business Enterprise (MBE) certified bidders capable of providing the identified goods or services in order to be considered for set-aside bidding. A set-aside bidding process will only include certified minority businesses that have been certified by the state of Ohio.
- 6.6 If bids or proposals resulting from set-aside bidding are not received from invited MBE firms, or submitted pricing is over budget or cannot be provided in a timely manner, a second bid process may become necessary in which the goods or services may be made available for "open-market" bidding. Open-market bidding allows for majority owned businesses to participate. If re-bidding becomes necessary, additional time may be necessary to conduct the process.

7. Waiver of Competitive Bidding

- 7.1 Competitive bidding requirements may be waived for the purchase or lease of equipment, materials, supplies, and services in the following instances:
 - 7.1.1 Whenever the director of purchasing has determined that an emergency situation, which requires such action, exists.
 - 7.1.2 Whenever, in the judgment of the director of purchasing, it is deemed impossible or impractical to obtain more than one bid because the product is a used item or a single (sole) source item, or for any other sufficient economic reason.

Certified as True and Correct

Secretary, SSU Board of Trustees
4/1/05
Date

7.1.3 Whenever the University is able to utilize special contract pricing available from the following organizations:

- Inter-University Council Purchasing Group (IUCPG)
- State of Ohio
- Ohio Department of Transportation (ODOT)
- Contracts by state of Ohio colleges and universities which have provisions for usage by other State schools
- Midwestern Higher Education Conference (MHEC)
- OhioLink
- Educational and Institutional Cooperative Service (E&I) if competitively bid
- Other consortiums or organizations in which the University participates which have competitively bid contracts for use by the membership

8. Purchasing Card

- 8.1 The Purchasing Card (PCard) is a university credit card that delegates purchasing power, up to a specific dollar limit, to individual university employees. The Purchasing Card allows the cardholder to charge work-related expenses directly to the appropriate university account.
- 8.2 Only non-student university employees may be issued a Purchasing Card.
- 8.3 Purchasing Cards are not transferable nor may they be shared.
- 8.4 The Purchasing Card may be used for university business purposes only.
- 8.5 PCard purchases must comply with Shawnee State University policies and procedures, particularly those identified in the PCard manual, issued to each cardholder and available at <http://www.shawnee.edu>.
- 8.6 A cardholder must comply with all applicable policies and procedures to retain use of the card.
- 8.7 Misuse of the Purchasing Card may result in disciplinary action up to and including termination of employment.

9. Vendors

- 9.1 **Vendor Relations.** Shawnee State University recognizes the importance of having strong, mutual relationships with the vendors with whom it does business. The University seeks to maintain and improve these relationships by treating vendors in a fair and equitable manner. Individuals authorized to place orders on behalf of their departments shall not allow relationships with these vendors or their employees to influence the award of an order.
- 9.2 **Selection of Vendors.** The selection of a vendor is the responsibility of the Purchasing Department. However, the vendor suggested by the requisitioner will be given consideration when in the best interest of the University and when the purchase does not require competitive bidding.

Certified as True and Correct

Secretary, SSU Board of Trustees
4/1/05
Date

- 9.3 **“Buy America,” “Buy Ohio.”** Existing state law gives preference to products that are produced or mined in the United States and in Ohio.

10. Surplus Property (Also see University Policy 4.02)

- 10.1 The Purchasing Department is responsible for disposing of the University's surplus or excess property in a manner that serves the best interests of the University and secures the best available price.
- 10.1.1 University property is any item, whether or not operable or a complete unit, purchased by or donated to the University.
- 10.2 Chairpersons, directors, or designees of the owning department of record may declare university property as surplus. The relinquishing department is responsible for verifying ownership of all equipment and material before proceeding with disposal.
- 10.3 If a department is replacing an item with an identical or like item, trade-in must be considered.
- 10.4 Initially, surplus property, with certain exceptions (i.e., computers, printers, photocopiers) will be available for use by other university departments. In the event the surplus property is not needed within the University, the property may be made available for purchase by the general public.
- 10.5 As a general rule, university property may not be transferred or loaned to any third party, except as noted in Ohio Revised Code 125.13 (i.e., to other state agencies, to other state-supported institutions of higher education), without compensation for its fair market value.
- 10.6 Unauthorized removal, disposal, or expropriation of any property owned by the University, regardless of estimated value, constitutes a breach of university policy and can be construed as theft. (See University Policy 4.75)

Certified as True and Correct

Secretary, SSU Board of Trustees
4/1/05
Date

RESOLUTION F05-05

SUMMER COLLEGE FOR HIGH SCHOOL STUDENTS GRANT

WHEREAS, the grant summarized on the attached has been reviewed by the appropriate University committees and/or individuals, and is recommended for submission;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the submission of the Summer College for High School Students Grant proposal.

(February 11, 2005)



GRANT PROPOSAL SUMMARY

TITLE: Summer College for High School Students

GRANTING AGENCY: The Scioto Foundation

PRINCIPAL INVESTIGATOR: Megan Horne, Manager, University Outreach Services

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT: 30%

PURPOSE: Summer College for High School Students offers students currently in their junior and senior years with an opportunity to take college classes at Shawnee State University during the summer. The program will be held during the first 5-week summer session (tentatively scheduled for June 20 – July 22, 2005). Shawnee State University will provide each participating student with a discounted tuition rate and the grant subsidizes their meals, housing, and activities costs.

CLIENTELE TO BE SERVED: The program will be designed to serve a maximum of thirty (30) eligible students who will be required to reside on campus in designated university housing. Students who attend will potentially come from all over Ohio and the surrounding area in Kentucky. Students from outside of this area could also attend, but at a higher cost due to out-of-state tuition expenses.

RELATIONSHIP TO SSU MISSION: The Summer College for High School Students program offers students the opportunity to enrich themselves both intellectually and culturally while giving them the opportunity to increase their abilities to think critically and communicate effectively.

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN THE PROJECT: None

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED: The project manager will market program and recruit students to participate, develop the application and selection process, and help students enroll in college classes, as well as coordinate housing, meals, and supervisory services, and assist with any other needs of the students. Program requires collaboration of multiple services and departments on campus including Admissions, Bursar, Financial Aid, Student Success Center, Student Activities and Auxiliaries, University Outreach Services, etc. Participating students will be actual college students for 5-week summer session and have access to and assistance with appropriate services on campus.

NOTE: The Summer College program will be funded from the Scioto Foundation on a per student basis (approximately \$1666.67 per student). The total amount that can be awarded is \$50,000.

BUDGET:

Fund Source	Year One (FY 01)
Grant (\$1,666.67 per student x 30 students)	\$ 50,000.00
Student contribution (approx. \$695 per student x 30 students)	\$ 20,850.00
University-In Kind (estimated)	\$ 46,280.00
Administrative Support	\$ 9,000
Clerical Support	\$ 1,500
Recreational Space	\$ 3,500
Miscellaneous (library, phone, cable, TV)	\$ 6,180
Tuition discount/scholarship (75% off) (\$145/hour x 75% x 8 hrs per student x 30 students)	\$26,100.00
TOTAL	\$117,130.00

Certified as True and Correct

Secretary, SSU Board of Trustees Date 4/1/05

PERSONNEL INFORMATION ITEMS
FEBRUARY 2005 BOT MEETING
Changes processed from December 1, 2004 to January 31, 2005
(developed from information received in the HR Department through January 31, 2005)

ACADEMIC AFFAIRS DIVISION

None.

BUSINESS AFFAIRS DIVISION

Resignation – Administration

Lisa Rader, Accountant, resignation effective December 1, 2004.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

Change of Status – Administration

Susan Henderson, Coordinator of Gear-Up from full-time 10.5-month (.88 FTE) to full-time 12-month (1.00 FTE), beginning January 3, 2005 and terminating at the end of the contract period on August 31, 2005 at the annualized salary of \$31,232.

PRESIDENT'S OFFICE

None.

STUDENT AFFAIRS DIVISION

Appointment – Administration

Eric Putnam, Head Men's Cross Country Coach, Department of Athletics, beginning July 1, 2005. Mr. Putnam possesses a Master of Arts in Sports Administration from Xavier University and a Bachelor of Arts in Specialized Studies from Ohio University.

Per Policy 5.16 Part-time administrative appointments and changes in status for administrative and faculty positions are reported to the Board of Trustees.

Certified as True and Correct

Secretary, SSU Board of Trustees Date *4/1/05*

Prepared 1/31/05