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10-11-2002

October 11, 2002 Meeting Minutes

Shawnee State University

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**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
October 11, 2002**

Chairman Dr. Burton Payne called the meeting to order at 1:21 p.m. noting the meeting was in compliance with RC §121.22(F).

Dr. Payne announced that the Governor had appointed Mr. Jack McCoy as the new SSU Board of Trustee member and Ms. Tracey Leo as the new SSU student Board of Trustee member. Dr. Payne administered the oath of office to Mr. McCoy and Ms. Leo and presented each of them with a Shawnee State University lapel pin. Dr. Payne welcomed them to the SSU Board and a round of applause followed.

Roll Call

Members Present: Ms. Brumfield, Mr. Davis, Mr. Harcha, Ms. Leo, Mr. McCoy, Mr. McKinley, Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Members Absent: Mr. Clayton

Approval of the October 11, 2002 Agenda

Mr. Davis said he had another commitment and would need to leave today's Board meeting early. Mr. Davis made a motion to amend the October 22, 2002 agenda to permit the Finance & Facilities Committee report be moved to the first item of business. Mr. Harcha seconded the motion to approve the agenda as amended. Without discussion, the Board unanimously approved the October 11, 2002 agenda.

Approval of the August 9, 2002 Board Meeting Minutes

Mr. Davis moved and Ms. Reynolds seconded a motion to approve the August 9, 2002 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

President's Report

The President summarized his written report that he submitted to the Board.

Dr. Field said it is hard to believe but this coming week is already midterm in fall quarter at Shawnee State University. Dr. Field said he would like to welcome Mr. Jack McCoy and Ms. Tracey Leo to the Shawnee State University Board of Trustees. He said he looked forward to working with both of them.

Enrollment

Dr. Field said the Academic Affairs committee discussed the status of SSU's enrollment. He said the picture is very positive. Dr. Field said SSU's headcount enrollment is 3,606, up 242 students or a 7.2 percent increase over last year and our FTE enrollment is 3,089, up 236 FTEs or an 8.3 percent increase over last year. He said the University's subsidy eligible FTE enrollment is 2808, up 253 FTEs or a 9.9 percent increase over last year. Dr. Field said the FTE is the most important figure. He said this is the highest FTE in the history of the institution, and the first time our FTE has been over 3,000. This is the second highest headcount enrollment ever at SSU.

Dr. Field said he wanted to take a moment to thank the Office of Admission at SSU for their excellent work in the area of enrollment. He said he would also like to acknowledge the retention efforts that have paid off in improved retention, and thank the many faculty and staff who worked hard and effectively to build our enrollment. Dr. Field said all of us realize that a poor economy often increases enrollment at public universities, but preliminary indications are that our enrollment increase is much higher than the average. He said this greater than average growth is the direct result of careful planning and systematic implementation of an enrollment growth plan. He said that our challenge is to keep up the aggressive recruitment efforts, so that next fall the University will see its third consecutive enrollment increase.

SSU's Special Supplement

Dr. Field said he was very pleased to learn that the Ohio Board of Regents (OBR) has recommended substantial increases in the SSU Special Supplement for the new biennium that will begin next July 1. He said this recommendation follows extensive discussions Vice President Murphy and he had with Chancellor Chu. Dr. Field said that there was a major and unanticipated reduction in the SSU Special Supplement in the spring of 2001 that created the first of several serious fiscal challenges for the university. He said the Board of Regents' action is, of course, merely a budget request, and will probably be replaced by a more austere request at a later date. He noted the University should be encouraged by the fact that OBR has recognized the legitimate need for these funds and has recommended a 15.5 percent increase in SSU's Special Supplement for FY 04 and an additional 13.4 percent increase in the following year. He noted for the sake of comparison, the only other university with a Special Supplement, Central State, is recommended to receive an increase of 2.7 percent the first year and 2.5 percent the second year.

Promoting the Value of SSU

Dr. Field said the University is continuing efforts to "make the case" for SSU with key legislators and public policy officials, including recent meetings Vice President Murphy and he have had with Senator Doug White, Chancellor Chu, and the Executive Director of the Inter-University Council, Jim McCollum. He said these meetings presented opportunities to acquaint key leaders with SSU's special institutional needs, and to enlist their help in protecting the University's finances at a time when Ohio's budget is under great stress. He noted that as part of this continuing effort to create "champions" of SSU, he gave a presentation to Rotary here in Portsmouth on September 30.

Dr. Field said that on September 20, he testified at a hearing of the Ohio House of Representatives Select Committee on Higher Education. He said he spoke to Representative Jim Hughes and the committee about how damaging further budget cuts to the University could be, and presented a very positive picture of Shawnee State as an institution that is growing, serving the citizens of Ohio, and performing its mission efficiently and well. Dr. Field said a full transcript of his testimony is included in the Board packet.

Student Housing

Dr. Field noted that, as the Board was aware, a private developer is now building two new housing units intended for SSU students just across Third Street. He said the University should have nearly 100 new beds available next fall, and probably another two units the following fall. Dr. Field said that getting housing in place to allow for continued growth has been one of the University's major goals for the past year, consistent with the growth called for in our Strategic Plan.

Founders' Day/Kricker Hall Rededication

Dr. Field said Founders' Day would be held on Wednesday, October 30. He said U.S. Congressman Rob Portman would be the featured speaker during a day of events that begins at 10:30 a.m. with self-guided tours of Kricker Hall. A scholarship reception will be held in the lounge of Kricker Hall at 11 a.m., and the rededication of Kricker Hall will begin at 11:45 a.m. on the Alumni Green, followed by lunch. *Complete Strangers* the local band that will have just returned from a CD release tour that took them all the way to Manhattan, will provide music. Dr. Field reported that the dedication ceremony for the Frank Taylor Butterfly Garden at the Children's Learning Center will also be held on that day, and it begins at 1:30 p.m. He said the hit musical *Grease* will be featured in the Vern Riffe Center for the Arts at 7:30 p.m. that evening. Dr. Field said he hoped the Board would make plans to join the University community for a great day at SSU.

Shawnee State *Currents*/Financial Information

Dr. Field reported that over 270,000 copies of *Shawnee State Currents* providing lots of information about what is happening at SSU, have recently been distributed across the entire region as an insert in every daily and weekly newspaper in Southern Ohio, the adjacent northern counties of Kentucky, and even in Huntington, West Virginia. He also informed the Board of the publication of *Financial Info*, a series of brief explanations of how the budget works, in response to a number of requests from faculty and staff. He said the first three issues of *Financial Info* are included in your Board packet as well as a copy of *Currents*.

SSU Budget

Dr. Field said Vice President Murphy briefed the Finance and Facilities Committee today on a variety of budget issues. He said there is actually quite a bit of good news.

Dr. Field said the University received an unexpected cut in the special supplement in the spring of 2001, and after the additional 6 percent reductions last fall in our subsidy, projections were for

a \$2.4 million deficit for FY 02. He noted that although the University does not yet have the final audited numbers, it looks like the University actually finished the year with a deficit of approximately \$215,000. Dr. Field reported that through a combination of factors, the University is seeing a great deal of success in meeting its financial challenges. These factors include very careful control of expenditures and increasing enrollment. He said that a mid-year tuition increase, and a significant reduction in the rate of health care inflation very late in the year were also important contributors to the improvement in the University's budget picture.

Dr. Field said he hoped that enrollment increases will allow the University some breathing room, and that some needed positions, now vacant, can be funded and filled. He said that, given the enrollment increases, the University needs enough faculty members to teach all these new students. He noted though that the University needs to be cautious in approving new positions, since, given the state's severe budget problems, there is a very real possibility of further subsidy reductions in FY 04 and FY 05.

Unlawful and Prohibited Discrimination and Harassment Policy

Dr. Field said the University's revised Unlawful and Prohibited Discrimination and Harassment Policy would be discussed in detail by the Chair of the Quality of University Life Committee. He said this is an important matter that has been very seriously considered by faculty and staff at SSU. He said the University was pleased to bring this forward for Board approval.

Committee Reports

Finance and Facilities - Mr. George Davis III, Chairperson

Mr. Davis said the Finance and Facilities Committee had four action items.

Mr. Davis said the Finance and Facilities Committee recommended approval of Resolution F29-02, Massie Hall Fire Commendation. Mr. Davis said he would like to recognize staff members, Mr. John Sparks, Mr. Steve Burton, Mr. Carl Wooten and Mr. Dennis Litz, for their contributions when an electrical fire broke out in a mechanical room in Massie Hall. He said their actions saved the University thousands of dollars in damages. Mr. Sparks and Mr. Burton were present and Mr. Davis asked them to stand and be recognized. A round of applause followed. Mr. Davis moved and Mr. Harcha seconded a motion for the adoption of Resolution F29-02, Massie Hall Fire Commendation.

Ayes: Mr. Davis, Mr. Harcha, Mr. McCoy, Mr. McKinley, Dr. Payne,
Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

Mr. Davis said the Finance and Facilities Committee recommended approval of Resolution F30-02, Investment Committee Policy. Mr. Davis said the committee held its first meeting and recommended the revision of Policy 1.05. Mr. Davis moved and Ms. Reynolds seconded a motion for the approval of Resolution F30-02, Investment Committee Policy.

Ayes: Mr. Davis, Mr. Harcha, Mr. McCoy, Mr. McKinley, Dr. Payne,
Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

Mr. Davis reported that the Finance and Facilities Committee recommended approval of Resolution F31-02, Personnel. Mr. Davis said the personnel action items were included in the Board materials and were self-explanatory. Mr. Davis moved and Mr. Teichman seconded a motion for the approval of Resolution F31-02, Personnel.

Ayes: Mr. Davis, Mr. Harcha, Mr. McCoy, Mr. McKinley, Dr. Payne,
Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

Mr. Davis reported that the Finance and Facilities Committee recommended approval of Resolution F32-02, Grant Proposal. Mr. Davis said the purpose of this grant was to develop a distance learning web-based program for physical therapy students. Mr. Davis moved and Ms. Reynolds seconded a motion for the adoption of Resolution F32-02, Grant Proposal.

Ayes: Mr. Davis, Mr. Harcha, Mr. McCoy, Mr. McKinley, Dr. Payne,
Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

Mr. Davis reported on the Finance and Facilities Committee information items.

Mr. Davis said the Personnel items were included with the Board materials for review. He noted that Mr. Geno Ford had accepted another position and Mr. Tim Culver would also be leaving the University in November and he commended both for a job well done.

Mr. Davis said the unaudited draft year-end financial information was presented. He said the budget/expense information is a moving target but that Mr. Murphy's office does an excellent job. For example, only a few days ago the University, along with all the other state universities, was advised by the OBM (Office of Budget and Management) that it may have to book an unfunded liability for Workers' Compensation for FY02.

Mr. Davis said information about the housing occupancy rates for Fall 2002 and prior terms were reported to the Finance and Facilities Committee. He said the new housing units look nice and are attractive to new students coming in.

Mr. Davis reported that the capital status report was reviewed in committee.

Mr. Davis said Mr. Carl Daehler gave a presentation/explanation of the deficit shown in the current financial information for the VRCFA. Mr. Daehler said some checks did not get deposited at the proper time so the deficit was not in the \$130,000 range but in the \$60,000 range.

Academic Affairs Committee - Mr. Howard Harcha

Mr. Harcha said he would like to welcome new student Board member, Ms. Tracey Leo, to the Academic Affairs Committee.

Mr. Harcha reported that the Academic Affairs Committee had one action item.

Mr. Harcha said the Academic Affairs Committee recommended approval of Resolution A6-02, Revision of SSU's Mission Statement. Mr. Harcha said in anticipation of awarding masters' degrees in various programs in higher education and at the request of the Chairman of the Board and the Interim President, the University Faculty Senate reviewed the mission statement of the University and recommended it be changed to remove the reference to "undergraduate education." Mr. Harcha said the Academic Affairs Committee recommended approval of Resolution A6-02. Mr. Harcha moved and Mr. Teichman seconded a motion to approval Resolution A6-02, Revision of SSU's Mission Statement.

Ayes: Mr. Davis, Mr. Harcha, Mr. McCoy, Mr. McKinley, Dr. Payne,
Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

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

Mr. Harcha said Dr. Stephen Midkiff, Registrar, reported on preliminary enrollment data for fall quarter. Mr. Harcha said the preliminary figures are very positive, including a 9.9% increase in subsidy-eligible FTE.

Mr. Harcha said Dr. John Kelley, Interim Provost, reported to the Committee on class size for the 2001-02 academic year.

Mr. Harcha said Ms. Cathy Mullins provided a comprehensive report on the activities involving grants that SSU receives. He said Ms. Megan Horne, Project Manager, and Ms. Judy Meeker, Program Manager, provided an overview of the Summer Honors Institute for Gifted Students. Mr. Harcha said this program is aimed at getting juniors and seniors to come to SSU in July and August to introduce them to SSU.

Mr. Harcha said Dr. Martha Rader, the new Dean of the College of Professional Studies, reported that the North East Regional Board of Dental Examiners recently announced that SSU dental hygiene graduates achieved a 100% pass rate on both the spring and summer 2002 NERB examination. He said this was a wonderful achievement and SSU's dental hygiene program has a fine reputation.

Quality of University Life - Mr. McKinley

Mr. McKinley said the QUL Committee had one action item.

Mr. McKinley said the change to University Policy 5.03 (Unlawful Discrimination and Harassment) is recommended for Board approval. He said the change in policy broadens the current policy to prohibit harassment or discrimination based on gender, nationality, race, age, sexual orientation, and disability. He said the policy also improves the process for handling complaints. Mr. McKinley said the Quality of University Life Committee and Interim President Field recommended approval of Resolution Q2-02 [Q3-02]¹, Approval of Unlawful Discrimination Policy. Mr. McKinley also said that Ms. Karen Crummie was present to answer any questions.

Mr. Harcha asked if the amendment was to a current policy and Ms. Crummie said it was a revision to a current policy.

Mr. McKinley moved and Mr. Warren seconded a motion to approve Resolution Q2-02 [Q3-02]¹, Approval of Unlawful Discrimination Policy.

Ayes: Mr. Davis, Mr. Harcha, Mr. McCoy, Mr. McKinley, Dr. Payne,
Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

Mr. Davis exited the meeting at 1:47 p.m.

Mr. McKinley reported on the Quality of University Life informational items.

Mr. McKinley said that Mr. Ray Musser, President of the Student Government Association, reported that SGA helped with new student orientation, served on a SOMC Recycling Committee, attended the Ohio Council Student Government meeting, registered students to vote, and hosted the Parade of Clubs and Organizations. Mr. McKinley said the SGA is working on a new program for students, "Pick-a-Prof"; compiling a health clinic survey, a t-shirt fundraiser; and lights for the tennis courts. Mr. McKinley said SSU is one of Ohio's best-kept secrets.

Mr. McKinley said that Ms. Jessica Waldbillig, Social Chairperson for the Student Programming Board, reported to the Committee. Mr. McKinley said these student groups keep the energy flowing and are making education fun.

Mr. McKinley said Dr. Mangus distributed the 2002 Student Planner, or Bear Basics, which includes everything a student needs except the kitchen sink, the 2002 Campus Residence Hall Guide, the Student Activities Events Schedule, Campus Security Report and many other departmental brochures.

Mr. McKinley said Dr. Mangus also reported that the Fall Quarter housing occupancy was 113% of capacity with 39 residents living at the Ramada Inn. Mr. McKinley said the construction of two more housing units would help with student housing.

¹To be corrected at December 2002 Board meeting.

Mr. McKinley said Ms. Pat Moore, Director of Financial Aid, reported that SSU's Federal Loan Default Rate for FY 2002 is 8.3%, noting the national average is 7.5%. Mr. McKinley said Ms. Moore also reported that the University received an additional \$75,000 allocation for Federal College Work-Study program. Ms. Moore said the \$75,000 allocation was the full amount she requested and said she wished she had asked for \$150,000.

Mr. McKinley said Dr. Mangus reported on the Eighth Annual Fall 5K Bear Run/Wall. The event had 701 registered participants with an actual 612 participating and 531 finishing the event. Mr. McKinley reported that new course records were set with SSU's Cross Country standout, Mr. John Williams, breaking his old course record in 15:27. He said the women's new course record was set by Jennifer Lattavo from Portsmouth with a time of 19:47.

Executive Committee Report

Dr. Payne reported that the Executive Committee did not meet so there was no report.

Reports, if any, from Board Liaisons with other Organizations

Dr. Payne reported on behalf of the Presidential Search Committee in Mr. Clayton's absence. Dr. Payne said the Committee met on September 30. He said the Board had received approximately 55 applicants for the position of President. Dr. Payne said the Committee reduced the number to 15 and those 15 candidates were distributed among the members of the Committee for reference checking. He said the Committee would meet again on October 15 to reduce the pool to 8 candidates who will be interviewed in person.

New Business

None.

Comments from Constituent Groups (if any) and the Public

Dr. Robert Forrey, President of the SEA, addressed the Board. He said he wanted to call attention to the college rankings that appear in the *U.S. News and World Report*. Dr. Forrey said these rankings are largely ignored by the University. He said he feels SSU is not as bad as it is ranked. He said a four-tiered system is used, with the best in Tier 1 and the worst in Tier 4. Dr. Forrey reported that *U.S. News* ranked Shawnee State University near the bottom of Tier 4. He said the only place SSU is nationally ranked by *U.S. News* is among 214 bachelor degree-granting colleges and in the peer evaluation category. He said he would have to disagree with Mr. McKinley's earlier statement that SSU is one of Ohio's best-kept secrets. Dr. Forrey said SSU has a terrible reputation for the relations between faculty and administration. Dr. Forrey said Mr. Clayton was quoted as saying the ability to get along with the faculty is one of the most important qualifications for its next president. Dr. Forrey said the relationship between faculty and administration could not be worse. Dr. Forrey referenced the Presidential search that is currently underway. He said one characteristic that the new President must possess is the ability to get along with the SEA. He said that is currently not happening. He thanked the Board for their time.

Mr. Frank Waller, past Board of Trustees' member and former Chairman, addressed the Board. Mr. Waller said he would like to welcome the new student Board member, Ms. Leo, and said the Board pays attention to what they have to say, even though they do not get to vote on issues. He also welcomed Mr. McCoy as a new member of the Board. Mr. Waller said he was speaking to the Board today as a community member and advocate for SSU. He said that SSU is a student-friendly university but there is always the need to improve. He said that during his time on the Board, the University came within \$100,000 of shutting down. He said this year, with diligent work, the University has gone from a \$2.4 million deficit to a \$215,000 deficit. He said that everyone has to continue working together and commended the Board for their hard work. He said the Board sets policy and then hires good people to carry it out. He said the University is on the right track. A round of applause followed.

Mr. Max Warnock then spoke to the Board. Mr. Warnock identified himself as a taxpayer. He complimented and thanked the Board for their help at the University. Mr. Warnock said he is very interested in athletics at SSU. He said he did not want to embarrass any Board members but two or three years ago, two Board members, Ms. Reynolds and Mr. McKinley, bought the women's basketball team new uniforms that they desperately needed. He thanked them for their contribution. He said Dr. Field has done an excellent job as Interim President. He complimented Athletic Director Jim Arnzen and Coaches Robin Hagen-Smith and Jeff Hamilton. He said it is so easy to be negative, because you don't need to know anything. He also praised Neal Hatcher on building new student halls. He said SSU is a great place to work and if any employee thinks it is so terrible, he doesn't see any sand bags holding these people here and they should leave. A round of applause followed.

Ms. Kris Liles, President of the University Staff Assembly (USA) that represents the hourly support staff, addressed the Board. Ms. Liles said her statement had been prepared at the request of the USA membership and approved by the USA Executive Board.

"We wish to express our concerns regarding lost, vacant, unfilled, and frozen hourly positions. While working conditions fall under the jurisdiction of the CWA, the hourly employees union, the USA has other issues we would like to ask you to consider.

"We understand the University is taking very conservative action in all budgetary transactions, but can we only look at the bottom line?

"There are several situations on campus where two hourly employees are now doing the same work that three hourly employees once did. Again, I leave it to the CWA to address working conditions and fair compensation for the work being performed. But, what about the service? We have one office that once had two secretaries, and now there is one. What's not getting done? And, if there are some things that aren't getting done, how does this affect service? Our service – not just that particular office – but our service, the service of the University to perspective students, current students and community.

"The USA is made up of a group of very dedicated and loyal people who take great pride in their jobs and in the university. These people strive to provide the best service possible. When asked, though, to "do more with less," (a catch phrase that has been well overused) how long is it before

the stress level affects the service level the employee is able to provide? And then, how long is it before the service levels affect campus morale? This is our concern – campus morale.

“Many times when a potential student and their family visit campus, from their first step on campus, they are influenced by hourly staff. Our grounds look great and our buildings are well maintained thanks to the dedicated hourly workers in the facilities department. Numerous visitors and telephone inquiries will initially come in contact with clerical and secretarial staff. Hourly employees want to have the confidence that they will be able to provide the services required to any visitor or potential student. That sometimes is hard to do when you’re being asked “to do more with less” again and again.

“With all due respect, Members of the Board, you are all educated, experienced, professional, and mature business people. Something needs to be doing beyond just saying “we need to do more with less” again. The University Staff Assembly would like to ask that consideration be given beyond the bottom line. We feel it is not just about the money, but also about the service. We ask that some attention be given to ways to reduce stress, support employees, and boost morale. Some creative thought needs to be given to our circumstances, to the University’s mental welfare so to speak, to discover ways to foster positive attitudes and positive actions on campus.” Ms. Liles thanked the Board for the opportunity to speak at today’s meeting. A round of applause followed.

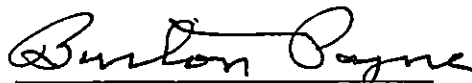
Other Business

Dr. Payne said the draft Board meeting calendar for 2003 was included in today’s information. He asked the Board members to look over the draft and let Mr. Donohue know if there were any problems. He said the 2003 calendar would be approved at the December meeting.

Dr. Payne appointed a nominating committee charged with appointing a new slate of officers for the Board. Dr. Payne named Mr. Clayton as chair of the committee and Mr. Warren and Ms. Reynolds to serve as members of the committee. He asked for their recommendations at the December Board meeting.

Adjournment

Ms. Reynolds moved and Mr. Teichman seconded a motion to adjourn the meeting. The meeting was adjourned by acclamation at 2:11 p.m.



Chairperson, Board of Trustees



Secretary, Board of Trustees

RESOLUTION F29-02

COMMENDATION, JOHN SPARKS, STEVE BURTON, CARL WOOTEN, AND DENNIS LITZ

WHEREAS, on August 14, 2002, Carl Wooten, a Massie Hall custodian, reported to Security that Massie Hall lights had gone off; and

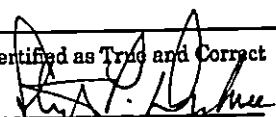
WHEREAS, Steve Burton, a security officer, contacted John Sparks, a maintenance mechanic, and they responded immediately to the Massie Hall mechanical room, and discovered an electrical fire in the switchgear; and

WHEREAS, Mr. Sparks shut off the main power supply and extinguished the fire, Mr. Burton evacuated the building, and Dennis Litz notified the fire department; and

WHEREAS, their quick response saved the equipment, and prevented further damage;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees recognizes and commends John Sparks, Carl Wooten, Dennis Litz, and Steve Burton for their exemplary actions which saved the University thousands of dollars in potential fire damage.

(October 11, 2002)

| | |
|---|----------|
| Certified as True and Correct | |
|  | 10/31/02 |
| Secretary, SSU Board of Trustees | Date |

RESOLUTION F30-02
INVESTMENT POLICY 1.05Rev

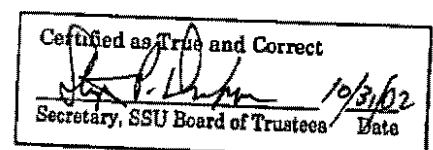
WHEREAS, Policy 1.05 established the Shawnee State University Investment Committee; and

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

WHEREAS, the Shawnee State University Investment Committee met on September 17, 2002, and recommends approval of Policy 1.05Rev Investment;

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

(October 11, 2002)



Shawnee State University

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

Certified as True and Correct

Secretary, SSU Board of Trustees
Date 10/31/02

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: 30% to 50, target 40%. Within equity, no more than 10% can be allotted to international stock.

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

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] 10/31/02
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.

Adopted June 14, 2002; Revised October 11, 2002

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| Certified as True and Correct | |
|  | 10/31/02 |
| Secretary, SSU Board of Trustees | Date |

RESOLUTION F31-02

PERSONNEL


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

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

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

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

(October 11, 2002)

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| Certified as True and Correct | |
|  | 10/31/02 |
| Secretary, SSU Board of Trustees | Date |

PERSONNEL ACTION ITEMS

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

OCTOBER 2002 BOT MEETING

Actions submitted for approval, August 1, 2002 to October 1, 2002

(developed from information received in HR Department through October 3, 2002 only)

ACADEMIC AFFAIRS DIVISION

Appointment – Faculty

Adair Mize, full-service Senior Instructor of Nursing for the Department of Health Sciences, beginning September 11, 2002, at a salary of \$36,510. Ms. Mize possesses a M.S. in Nursing Education and a B.S. in Nursing from Bellarmine University, and a Diploma of Nursing from Kentucky Baptist School of Nursing;

Rose Roach, full-service Assistant Professor of Nursing for the Department of Health Sciences, beginning September 25, 2002, at a salary of \$41,910. Ms. Roach possesses a M.S. in Nursing Administration from San Jose State University, a B.S. in Nursing from the University of Akron, a R.N. Diploma from the Holzer Medical Center, and a Registered Nurse license from the states of Ohio and North Carolina;

Suella Slibeck, one-year full-service Senior Instructor of Early Childhood Education for the Department of Teacher Education, beginning September 11, 2002, at a salary of \$40,000. Ms. Slibeck possesses a M.A. and B.A. in Elementary Education from the Olivet Nazarene University, and has Kentucky Teacher, Kentucky Teacher Intern Program (KTIP), Different Ways of Knowing (DWOK), and Economics for America Mini-Society Certifications.

Appointment - Administration

Larry Musick, full-time Manager of Contract Training for Business & Industry Education for University Outreach Services, beginning October 14, 2002, at the fiscal year salary of \$33,750. Mr. Musick possesses a B.A. in Management from Marshall University.

BUSINESS AFFAIRS DIVISION

Termination – Classified Staff

Cynthia Greene, part-time Mail Clerk for the Offices of Purchasing and Printing Services, effective October 3, 2002.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

Nothing to report.

PRESIDENT'S OFFICE

Nothing to report.

STUDENT AFFAIRS DIVISION

Appointment - Administration

Jeffrey Hamilton, full-time Head Coach of Athletics for the Athletic Department, beginning September 16, 2002, at the fiscal year salary of \$30,963. Mr. Hamilton possesses a M.S. in Physical Education and Sports Science – Athletic Administration from Ohio University, and a B.A. in History from the College of Wooster. Mr. Hamilton has been employed with SSU as the Assistant Coach for Men's Basketball and Head Coach for Women's Tennis since July, 2001.

Per Policy 5.16

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

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

Certified as True and Correct Prepared 10/4/2002
[Signature] 10/3/02
Secretary, SSU Board of Trustees Date

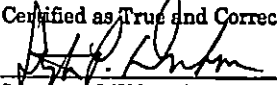
RESOLUTION F32-02

OHIO LEARNING NETWORK (OLN) 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 Ohio Learning Network Grant proposal.

(October 11, 2002)

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| Certified as True and Correct | |
|  | 10/2/02 |
| Secretary, SSU Board of Trustees | Date |

Grant Proposal Summary

TITLE: Web-Based Credentialing for Clinical Instructors in Physical Therapy and Physical Therapist Assistant Education

GRANTING AGENCY: Ohio Learning Network

PRINCIPAL INVESTIGATOR: Priscilla G. Pope, M.P.H., P.T.

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT: 10%

PURPOSE: To develop a distance learning web-based program for clinical educator/instructor credentialing of physical therapists and physical therapist assistants in the area of southern Ohio.

CLIENTELE TO BE SERVED: Physical Therapist Assistant students at SSU will be better served with clinical instructors/educators of physical therapists and physical therapist assistants who are credentialed.

RELATIONSHIP TO SSU MISSION: To provide an opportunity for physical therapist/assistants community members to upgrade their skills in the field of clinical education. To provide recognition of the PTA program at SSU in southern Ohio and its commitment to student success and excellence in teaching and learning. Only 8% of the clinical instructors for the PTA program at SSU are credentialed and we want to send our students to the most prepared clinical sites possible. This proposal will allow for clinicians in the field to do a self-paced program without having to spend time away from the clinic.

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN THE PROJECT:


SOMC Life Center Out Patient Rehabilitation
Owens Community College

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED: The course will be developed, marketing tools will be produced and the technology needed will be developed. Initially, a few selected clinical sites will be used and the program will then be evaluated and corrections, additions, and deletions will be accomplished.

FUNDING PERIOD:

BUDGET:

| <u>Fund Source</u> | <u>Year One</u> | <u>Total, all years</u> |
|--------------------|-----------------|-------------------------|
| Grant | | |
| Direct Costs | \$46,000 | \$71,000 |
| Indirect Costs | | |
| Other | | |
| University-In Kind | 19,000 | 36,000 |
| University Match | | |
| TOTAL | \$65,000 | \$107,000 |

Certified as True and Correct

Secretary, SSU Board of Trustees 10/31/02
Date

**PERSONNEL INFORMATION ITEMS
OCTOBER 2002 BOT MEETING**

Changes processed from August 1, 2002 to October 1, 2002
(developed from information received in the HR Department through October 3, 2002 only)

ACADEMIC AFFAIRS DIVISION

Resignation – Faculty

Debra Meehan, Assistant Professor of Nursing, resignation effective September 10, 2002.

BUSINESS AFFAIRS DIVISION

None.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

Resignation – Administration

Laura Rucker, Coordinator for GEAR-UP Program, resignation effective August 23, 2002.

PRESIDENT'S OFFICE


None.

STUDENT AFFAIRS DIVISION

Resignation – Administration

Tim Culver, Director of the Student Success Center, resignation effective November 30, 2002.

Gene Ford, Assistant Director, Athletics/Head Coach, Men's Basketball, resignation effective September 6, 2002.

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| Certified as True and Correct | |
|  | 10/3/02 |
| Secretary, SSU Board of Trustees | Date |

RESOLUTION A6-02

REVISION OF UNIVERSITY MISSION STATEMENT

WHEREAS, the current University Mission Statement was adopted at a time when Shawnee State was exclusively focused on undergraduate education; and

WHEREAS, the University's cooperation with other institutions to offer graduate programs on Shawnee State University's campus has proved highly successful; and

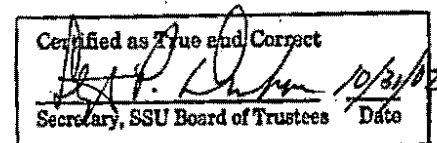
WHEREAS changing educational needs may require additional academic program flexibility; and

WHEREAS the University Faculty Senate, Interim Provost and Interim President have approved the proposed revision;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the following change to the University Mission Statement:

Shawnee State University -- the regional state university of Southern Ohio -- prepares students for the changing needs of business, industry, education, and society through its diversified degree programs. Recognizing the importance of knowledge, values, and cultural enrichment, Shawnee State University is committed to providing higher education that fosters competence in oral and written communication, scientific and quantitative reasoning, and critical analysis/logical thinking. To enrich the lives of the community, the University provides opportunities for continuing personal and professional development, intellectual discovery, and appreciation for the creative and performing arts.

(October 11, 2002)



AVERAGE CLASS SIZE DATA

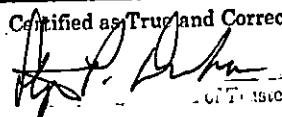
| Academic Year | Total # Sections | Total Credit Hours | Total Enrollment | Average Class Size |
|-------------------------|---------------------|-----------------------|---------------------|-----------------------|
| 97-98 | 1,843 | 6,853 | 31,387 | 17.03 |
| 98-99 | 1,815 | 6,696 | 32,136 | 17.71 |
| 99-00 | 1,889 | 6,990 | 31,793 | 16.83 |
| 3-YEAR TOTAL | 5,547 | 20,539 | 95,316 | 17.18 |

| | | | | |
|--------------------------|--------------|--------------|---------------|-------------|
| TOTAL 2000-01 | 1,660 | 6,069 | 30,380 | 18.3 |
|--------------------------|--------------|--------------|---------------|-------------|

| | | | | |
|--------------------------|--------------|--------------|---------------|-------------|
| Fall 2001-02 | 575 | 2,139 | 11,289 | 19.6 |
| Winter 2001-02 | 554 | 2,045 | 10,385 | 18.7 |
| Spring 2001-02 | 557 | 2,021 | 9,837 | 17.7 |
| TOTAL 2001-02 | 1,686 | 6,205 | 31,511 | 18.7 |

Increase in average class size over three (3) years required to "pay for" reduction of faculty teaching load to 36 hours = 2.26% above three-year 1997-2000 average of 17.18, or 17.57.

Increase for 2001-02 compared to 1997-2000 three year average = 8.8%.

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| Certified as True and Correct | |
|  | 10/31/02 <small>Date</small> |

Average Class Size by Department and Program for Fall, Winter, & Spring: 2001-2002

Prepared by: Kimberly A. Lata, Institutional Research Analyst

August 7, 2002


A summary of the average class size for the fall, winter, and spring quarters of the 2001-2002 academic year appears in Table 1. The data in the first row shows the average class size including all arranged (ARR) courses, while the following row includes only those arranged courses with more than one student enrolled. For the purposes of this report, all courses with one person enrolled were considered as arranged courses.

Average class size was determined by combining all piggyback courses into one section, excluding courses with no enrollments. The average class size calculation also includes lab sections, as lab sections are no longer recorded separately from lecture courses in the course list, with the exception of Teacher Education courses.

Table 1: Average Class Size Summary for Fall, Winter, and Spring 2001-02

| Arranged Course Status | # Sections | Total Credit Hours | Total Enrollment | Average Class Size |
|--|------------|--------------------|------------------|--------------------|
| Fall | | | | |
| All Courses including all "ARR" Courses | 575 | 2139 | 11,289 | 19.6 |
| All Courses including only "ARR" with more than 1 enrolled | 564 | 2114 | 11,278 | 20.0 |
| Winter | | | | |
| All Courses including all "ARR" Courses | 554 | 2045 | 10,385 | 18.7 |
| All Courses including only "ARR" with more than 1 enrolled | 540 | 2008 | 10,371 | 19.2 |
| Spring | | | | |
| All Courses including all "ARR" Courses | 557 | 2021 | 9,837 | 17.7 |
| All Courses including only "ARR" with more than 1 enrolled | 545 | 1986 | 9,825 | 18.0 |

The data presented in the table on pages 3 through 8 shows the breakdown of the average class size by department and program for the fall, winter, and spring quarters. The number of sections offered, enrollments, credit hours, and average class size per "prefix" within each program and department are shown, as well as the total number of sections, total enrollments, total credit hours, and overall average class size.

Certified as True and Correct

Secretary, SSU Board of Trustees
Date 8/6/02

The data presented on pages 9 and 10 shows the breakdown of the average class size for fall freshmen. Only courses at the "100" level or below were included in the analysis as "Freshman" classes. Again, all courses with one enrolled were considered arranged "ARR" courses. The summary of the average class size, number of sections, total credit hours, and total enrollments appear in Table 2 below.

| Table 2: Average Class Size Summary for Fall Freshmen: 2001-2002 | | | | |
|---|-------------------|---------------------------|-------------------------|---------------------------|
| Arranged Course Status | # Sections | Total Credit Hours | Total Enrollment | Average Class Size |
| All Courses including all "ARR" Courses | 284 | 1,035 | 6,688 | 23.5 |
| All Courses including only "ARR" with more than 1 enrolled | 282 | 1,032 | 6,686 | 23.7 |

RESOLUTION Q3-02

CHANGE IN POLICY 5.03, UNLAWFUL AND PROHIBITED DISCRIMINATION AND HARASSMENT

WHEREAS Shawnee State University Policy 5.03 prohibited sexual harassment by University personnel as provided by Title VII of the Civil Rights Act of 1964, and Title IX of the Higher Education Act of 1972; and

WHEREAS, the University desires to expand the protections of its faculty, students and staff from discrimination and harassment based on protected classes established by law and this policy; and

WHEREAS, the University governance bodies concur with these changes and recommend adoption of the policy revision; and

WHEREAS, the Interim President recommends adoption of this policy revision;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves the attached revision to Policy 5.03.

(October 11, 2002)

Certified as True and Correct

Secretary, SSU Board of Trustees Date

Shawnee State University

| | | | |
|----------|--|-----------------|---|
| AREA: | UNIVERSITY-WIDE POLICY | POLICY NO.: | 5.03 Rev. |
| | | ADMIN. CODE: | 3362-5-04 |
| | | PAGE NO.: | 1 OF 7 |
| SUBJECT: | UNLAWFUL AND PROHIBITED DISCRIMINATION AND HARASSMENT | EFFECTIVE DATE: | 10/11/02 Rev. |
| | | RECOMMENDED BY: | Affirmative Action and Diversity Committee |
| | | APPROVED BY: | Board of Trustees |

1.0 Statement of Policy

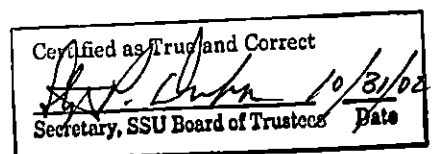
- 1.1 The educational mission of Shawnee State University requires a working and learning environment free from harassment, hostility and other unlawful and prohibited discrimination. It is our ethical and legal obligation to provide applicants, employees and students an environment conducive to learning and working. Unlawful or prohibited discrimination, including harassment, Quid pro quo or the creation of a hostile environment, is not tolerated at Shawnee State University.
- 1.2 The purpose of this policy is to prevent unlawful and prohibited discrimination and harassment from occurring in the workplace and the educational environment; educate students and employees regarding their responsibilities and rights; improve morale; enhance professionalism; increase productivity; encourage victims of discrimination and harassment to come forward and ensure that prompt and effective corrective action is taken to eradicate unlawful and prohibited discrimination and harassment.
- 1.3 The implementation of this policy is the direct responsibility of each administrative and supervisory employee of the University. The President retains responsibility for overall coordination of compliance with this policy. It is the responsibility of all University employees, if they are aware of unlawful and prohibited discrimination or harassment, to report such to the appropriate University officials (ref. 10.3).
- 1.4 Conduct found to violate this policy does not necessarily establish a violation of state or federal anti-discrimination laws.

2.0 Academic Freedom

- 2.1 Freedom of expression is essential to the educational mission of Shawnee State University. Academic freedom protects the actions of a faculty member made in furtherance of this mission. Adherence to the right of freedom of speech and to the principle of academic freedom requires that all thoughts presented as ideas or the advocacy of ideas in instructional settings, if germane to the subject matter of the course being taught, be protected. Discrimination and harassment, including the creation of a hostile environment, are inconsistent with academic freedom on campus.
- 2.2 Shawnee State University is a community of students and employees where the right to freedom of thought and expression coexists with a responsibility to respect the rights of others.

3.0 Definitions

- 3.1 Unlawful and prohibited discrimination: Any adverse employment action, including failure to hire, retain, or promote, against an individual; making decisions affecting a student, including discipline,



grades, and class assignment based upon the individual's race, color, religion, sex, sexual orientation, national origin, disability, age (40 years or older), veteran or other protected status under federal or state statutes.

3.2 Unlawful and prohibited harassment: A form of discrimination that can be directed at any individual based on race, color, religion, sex, sexual orientation, national origin, disability, age (40 years or older), veteran, or other protected status under federal or state statutes. The two forms of unlawful harassment are Quid pro quo or hostile environment.

3.2.1 Unlawful and prohibited harassment can occur from a single severe overt action such as physical assault or from a pattern of unwelcome statements or actions that are sufficiently severe or pervasive so as to interfere with an individual's work performance, or create an intimidating, hostile or offensive work or academic environment, when:

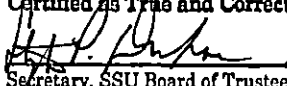
3.2.1.1 Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic activities (Quid pro quo); or,

3.2.1.2 Has the effect of interfering with an individual's employment or academic performance, or, creates an intimidating, hostile, or offensive working or educational environment (hostile environment). Examples of hostile environment harassment may include, but are not limited to:

- Comments that are negative and consistently targeted at one gender, race, or other Title VII category, or sexual orientation.
- Unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment.
- Threats and demands to submit to sexual requests in order to obtain or retain any educational or employment benefit.
- Verbal conduct such as epithets; derogatory or obscene comments; slurs or sexual invitations; negatively stereotypical jokes; propositions; suggestive, insulting, obscene comments or other verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess or sexual deficiencies, race-based insults, intimidations, or ridicule.
- Unwelcome and repeated flirtations and sexual advances; leering; whistling; touching; or more severe actions such as pinching; assault; coerced sexual acts; blocking normal movements.
- Visual conduct such as derogatory posters, photographs, cartoons, drawings or gestures or other displays in the work place of sexually or racially derogatory objects or pictures; transmitting or posting via electronic or other medium defamatory, harassing, obscene or threatening messages or any communications prohibited by law.

4.0 Consensual relationships

4.1 No person involved in a consensual sexual relationship should have direct responsibility for evaluating the employment or academic performance or for making decisions regarding the promotion, tenure, or compensation of the other party to the relationship. Consensual sexual relationships between supervisor and employee or between faculty and student under their authority are strongly discouraged. If such a relationship exists, the supervisor or faculty member should take steps to terminate any supervisory or academic authority that exists.

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| Certified as True and Correct | |
|  | 10/31/02 |
| Secretary, SSU Board of Trustees | Date |

5.0 Application of policy off campus and Reasonable Person Standard

- 5.1 Unlawful discrimination and harassment are unacceptable not only in the workplace but in other work/academic-related settings such as academic field trips, athletic events, business trips and business-related social events.
- 5.2 In determining whether an action or actions constitute harassment, the standard to be applied is that of the reasonable person of the same status as the complainant as established by case law. For example, the viewpoint of a "reasonable female" should be applied when the complainant is a female. The courts have found that "not intending to harass" is not an acceptable defense.

6.0 Prohibitions

- 6.1 It is a violation of this policy for any student or employee of the University to engage in unlawful or prohibited discrimination or harassment.
- 6.2 It is a violation of this policy to retaliate against any member of the University community who files a complaint of discrimination or harassment. Retaliation is illegal and is contrary to the letter and spirit of this policy.
- 6.3 It is a violation of this policy for anyone to make, or threaten to make, a false accusation of unlawful or prohibited discrimination or harassment, or to otherwise use this policy in a manner inconsistent with its stated purpose.

7.0 Responsibilities

- 7.1 Each dean, director, department chair, and administrative head of an operational unit is responsible for the dissemination and implementation of this policy within his or her area of responsibility and to provide education and training to department or unit personnel on this policy on a regular basis.
- 7.2 It is the professional responsibility of all members of the University community to discourage unlawful or prohibited discrimination or harassment and to cooperate in any investigation resulting from a possible violation of this policy.

8.0 Inquiries

An inquiry about this policy is not considered a complaint nor is it considered notification to the University of an alleged violation of policy.

9.0 Office of Ombuds

- 9.1 The Ombuds Office provides an opportunity for informal discussion of issues or concerns outside the formal channels. The Ombuds Office is available to listen, discuss, answer questions, provide information, and help the employee develop options for resolving problems or conflicts. Employees are encouraged to contact the Ombuds Office if unclear about the particular nature of the concern or if assistance is needed in determining where to go for help. The Ombudsperson will assist in considering and exploring options. Utilizing the Ombuds Office is strictly voluntary and does not constitute notification to the University of an alleged violation of policy.
- 9.2 Ombuds service for student needs is described in detail in the student handbook and is provided by the Vice President for Student Affairs.

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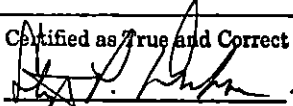

Secretary, SSU Board of Trustees

1/31/02
Date

10.0 Complaint Procedures

The University encourages individuals who believe they are victims of unlawful or prohibited discrimination or harassment to promptly notify the offender that the behavior is not welcome. It is understood that power and status disparities between the alleged offender and the complainant may make such a confrontation difficult. Therefore, in addition to direct communication with the offender, the complainant may elect to report the behavior in the following manner:

- 10.1 **Informal Complaint** - An informal complaint can be addressed through university officials identified below. An official may recommend or aid in setting up an informal meeting with the appropriate supervisor, a discussion with the person accused with the university official present, the university official discussing the complaint with the accused without the complainant present, or filing of a formal complaint. Other actions may be identified during the course of the initial interview. Every effort will be made to address and resolve informal complaints in an educational and preventive manner. The decision to proceed informally initially does not preclude the filing of a formal complaint at some later point prior to the completion of the informal complaint process. Nor is filing an informal complaint a prerequisite for filing a formal complaint. However, a complainant should not simultaneously maintain complaints arising from the same occurrence with more than one office.
- 10.2 **Formal Complaint** - A formal complaint must be written, signed by the complainant and filed with authorized university officials within 180 days of the alleged incident(s) [300 days for complaints under EEOC jurisdiction, 29 CFR § 1601.13]. This timeline may be extended if the incident was reported under the informal complaint step within 180 days or 300 days for EEOC jurisdiction complaints, is being actively investigated and a decision to proceed as a formal complaint is made by the complainant or the receiving official. It may also be extended if a complaint was delayed due to the complainant's fear of retaliation and sufficient evidence is provided that would justify the extension. Formal complaints received by other university officials must be submitted to the affirmative action officer for investigation.
- 10.3 **Authorized University Officials**
 - 10.3.1 An aggrieved faculty member should report to the provost or the offender's supervisor.
 - 10.3.2 An aggrieved administrator, staff, or student employee should report to his/her immediate supervisor, supervisor of the offender, or the supervisor's supervisor.
 - 10.3.3 An aggrieved individual may report to any individual listed in this section. For example, an aggrieved student may report to the Vice President for Student Affairs, provost, offender's supervisor, supervisor's supervisor or affirmative action officer.
 - 10.3.4 The affirmative action officer is an alternative for any of the above reporting points.
- 10.4 **Student filing a complaint against a student** - An aggrieved student who wishes to file a complaint for unlawful discrimination or harassment by another student should report to the vice president for student affairs or the Title IX coordinator.

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|  | 10/31/02 |
| Secretary, SSU Board of Trustees | Date |

10.5 State and federal offices which receive discrimination and harassment complaints are:

10.5.1 *Ohio Civil Rights Commission (OCRC), Regional Office, Holiday Office Park 801-B West 8th St., 2nd Floor, Cincinnati, OH 45203, 513.852.3344; Central Office, 1111 E. Broad Street, Suite 301, Columbus, Ohio 43205, 614.466.2785 or 888.278.7101.*

10.5.2 *Equal Employment Opportunity Commission (EEOC), Tower City Skylight Office Tower, Suite 850, 1660 West Second Street, Cleveland, OH 44113-1454, 800.669.4000*

11.0 Investigation of a Formal Complaint

- 11.1 The affirmative action officer or a designee of the president is responsible for conducting an investigation of a formal complaint. These investigation results will be reviewed with three members of the advisory panel selected by the investigating official from the constituent representatives (see section 12.0). The three advisory panel members may accept the initial investigation results, recommend the investigator explore additional facts, or conduct an independent investigation.
- 11.2 The affirmative action officer or the University president may refer an investigation to the full advisory panel. In such case that the full advisory panel is involved in the initial investigation and if a request for review is received from either party, a temporary full advisory panel will be constituted in accordance with section 12.0 for the sole purpose of conducting such review.
- 11.3 Written notice will be given promptly to the parties (complainant and alleged offender) when an investigation has been initiated.
- 11.4 Every effort will be made to timely conclude both the initial investigation and the advisory panel recommended actions within 60 calendar days of the filing of a formal complaint. A report listing the findings of facts will be prepared and referred to the appropriate administrative official with the authority to take action (e.g. divisional vice president, provost, president, etc.) if required. Should additional time be needed to assure a thorough investigation, the investigating official may request an extension from the president.
- 11.5 Every possible effort will be made to keep an investigation confidential and to protect the privacy of all individuals involved to the extent permitted under Ohio law. Information concerning the investigation will be shared with others on a "need to know" basis only.
- 11.6 In some instances and if deemed necessary by the investigating official, the University may place the accused on paid leave pending the results of an investigation. The purpose of the leave is to protect all parties and is not an indication of guilt.
- 11.7 When the alleged harassment takes place in an instructional setting and the alleged harasser believes the allegation involves actions protected by academic freedom, the investigating official shall request the University Faculty Senate (UFS) and Shawnee Education Association (SEA) presidents to designate faculty representatives for consultation purposes. The UFS president and the SEA president may designate the same faculty member or two different faculty members in which case both designees will serve as faculty consultants. In the event that the faculty consultant(s) do not agree with the determination of the investigating official, the faculty consultant(s) may file a dissenting report that will be included with the investigating official's final report. The

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University Policies and Procedures Manual
Secretary, SSU Board of Trustees

10/3/02
Date

intent is to provide the investigating official with consultative support so that due regard for academic freedom is maintained during the course of the investigation.

- 11.8 In an effort to protect or preserve the integrity of electronic or hard copy records during the course of an open investigation, the investigating official will restrict access to such records. This action must be in compliance with applicable university policies and federal/state laws.

12.0 Advisory Panel

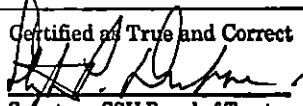
- 12.1 The advisory panel will include two (2) faculty members, two (2) administrators, two (2) support staff and one (1) Administrative Technical Support Staff (ATSS), selected via the constituent governance process. If a student is involved, a student member will be identified through consultation with the student government association. Membership, except for the student, will be for staggered three-year terms in order to permit training and to allow continuity of experience.
- 12.2 The advisory panel is strictly advisory in nature. Its purpose is to assure that independent and impartial review of the allegations has occurred.
- 12.3 Any advisory panel member who has direct involvement in a complaint or matter under review should self identify and will be excused from an investigation review or appeal. Members are expected to maintain the strictest confidence in all matters concerning investigations and proceedings.

13.0 Investigation Review

- 13.1 Within 14 workdays of receiving the final investigation results, the complainant or the accused may submit a written request for a review of the investigation results to the investigating official.
- 13.2 Within 14 workdays of receiving the review request, members of the advisory panel who did not participate in the initial investigation will convene for the purpose of reviewing the final investigation results.
- 13.3 Within 30 working days from the date convened, the advisory panel will submit a written report of the review of the investigation to the University President. The advisory panel's report will be given consideration by the appropriate administrative official when considering possible action(s).
- 13.4 The advisory panel's role is to review the procedures of the investigation for fairness and to determine if the findings of facts are supported by substantial evidence. The advisory panel does not decide or recommend disciplinary action. If discipline is required, the appropriate administrative official will be responsible for its implementation.

14.0 Discipline

- 14.1 Any disciplinary action resulting from a violation of this policy will be proportionate to the seriousness of the offense and will be designed to eliminate the unlawful discrimination or harassment.

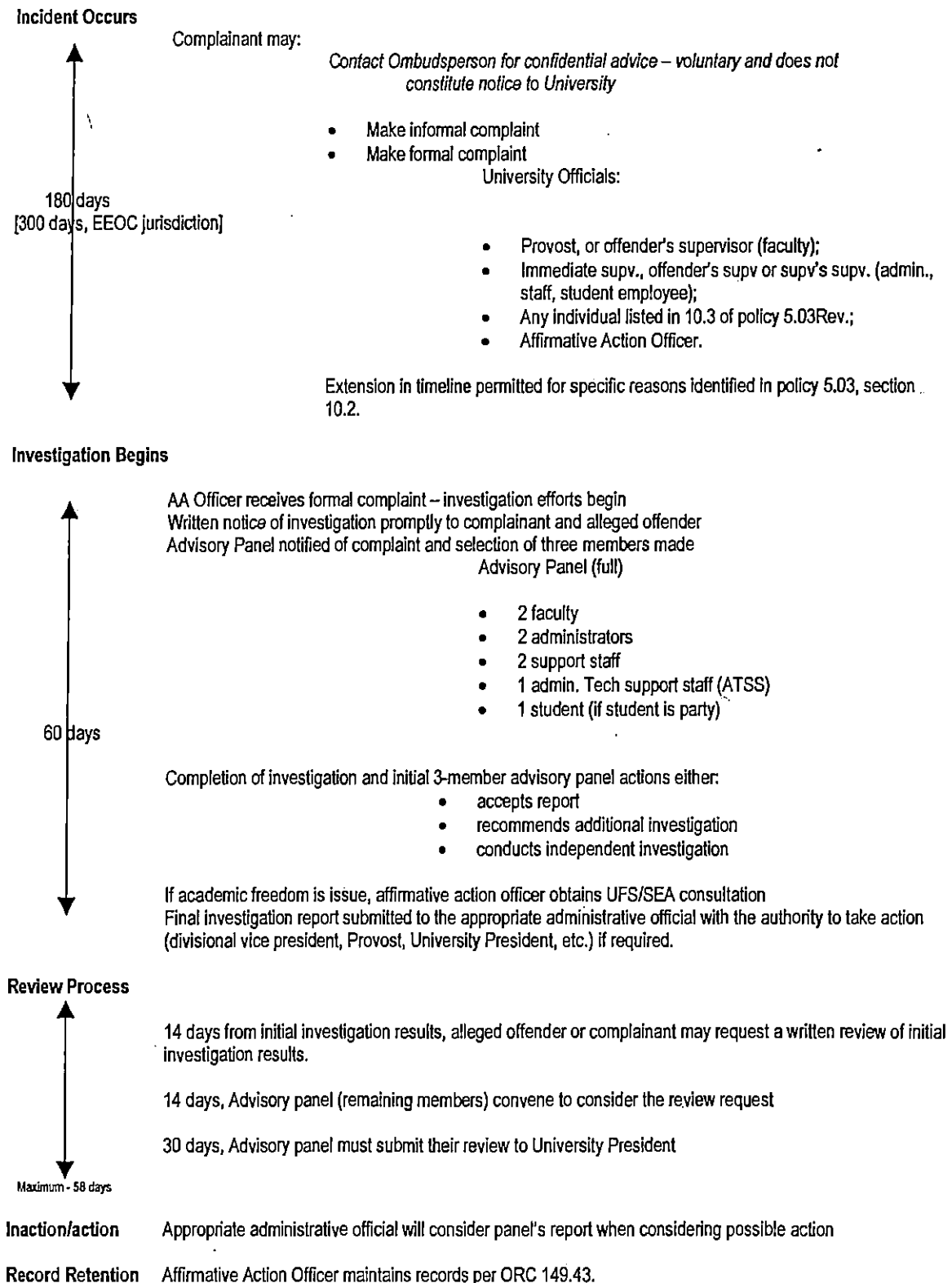
Certified as True and Correct

Secretary, SSU Board of Trustees 10/31/02
Date


- 14.2 Any supervisor who fails to report a complaint of possible violation(s) of this policy may be subject to disciplinary action.
- 14.3 Any person found to have made false allegations of unlawful discrimination or harassment is subject to disciplinary action up to and including termination.
- 14.4 Disciplinary measure(s) imposed upon the accused shall not violate the provisions of the appropriate labor agreement(s) or administrative policy concerning non-bargaining unit appeals. These may be obtained by contacting the Human Resources Department.
- 15.0 Record Retention and Public Records
- 15.1 Upon the conclusion of a formal investigation, the final report and related documents will be retained in accordance with the University's records retention schedule. Release of copies of such documents shall be handled in accordance with ORC Chapter 149, Ohio Public Records Act and Board of Trustee policy 5.19, Requests for Access to/and Copies of Public Records.

(Adopted 1/19/91; Revised 10/11/02)

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| Certified as True and Correct | |
|  | 10/31/02 |
| Secretary, SSU Board of Trustees | Date |

Unlawful and prohibited discrimination and harassment Investigation Flowchart



Certified as True and Correct

Secretary, SSU Board of Trustees
10/31/02
Date



UNITED STATES DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20002
September 2002

Shawnee State University
940 Second Street
Portsmouth, OH 45662-4344

OPE ID: 009942
FY 2000 Cohort Default Rate: 8.3

RE: FY 2000 Official Cohort Default Rate Notification Letter

Dear President:

This letter officially notifies you of your school's fiscal year (FY) 2000 cohort default rate which is based on Federal Family Education Loan (FFEL) Program and/or William D. Ford Federal Direct Loan (Direct Loan) Program loans made to students for attendance at your school. Your school's FY 2000 cohort default rate is shown above. Please note that even if your school is no longer participating in the loan program(s), federal law requires the U.S. Department of Education (Department) to notify your school of its cohort default rate.

CALCULATION OF RATES

The formula that the Department uses to calculate a school's FY 2000 cohort default rate is dependent upon the number of borrowers from the school that entered repayment in FY 2000 and, in some cases, whether the Department calculated an FY 1999 and FY 1998 cohort default rate for the school. Please refer to the enclosure to this letter for your school's FY 2000, FY 1999, and FY 1998 cohort default rates and for the number of borrowers that have entered into repayment in each of those cohort default rates.

- If your school had **30 or more borrowers** entering repayment in FY 2000, the cohort default rate, as shown above, is the percentage of borrowers who entered repayment in FY 2000 and defaulted (or met other specified conditions) before the end of FY 2001. This cohort default rate is referred to as an **official non-average cohort default rate**.
- If your school had **29 or fewer borrowers** entering repayment in FY 2000 and had cohort default rates calculated for FY 1999 and FY 1998, the cohort default rate, as shown above, is the percentage of borrowers who entered repayment in FY 2000, FY 1999, and FY 1998 and defaulted (or met other specified conditions) before the end of the fiscal year immediately following the fiscal year in which they entered repayment. This cohort default rate is referred to as an **official average cohort default rate**.



Housing Occupancy

| | SSU Owned Capacity | Campus View Capacity | Residents On Campus | Percentage Of Occupancy | Men Living On Campus | Women Living On Campus |
|--------------|--------------------------|----------------------------|---------------------------|-------------------------------|-------------------------------|------------------------------|
| Fall 2002 | 200** | 96 | 335* | 113% | 146 | 189 |
| Fall 2001 | 189 | 94 | 304* | 107% | 129 | 175 |
| Fall 2000 | 189 | 94 | 279* | 98.6% | 129 | 150 |
| Fall 1999 | 190 | | 218* | 115% | 94 | 124 |
| Fall 1998 | 190 | | 185 | 97.4% | 76 | 109 |
| Fall 1997 | 190 | | 188 | 98.9% | 77 | 111 |
| Fall 1996 | 147 | | 145 | 98.6% | 68 | 77 |
| Fall 1995 | 116 | | 120 | 103% | 63 | 57 |

*Includes residents housed in the Ramada

**SSU capacity increase due to the following actions:

- "Doubling up" Resident Advisors (+6)
- Placing 5 residents in Cedar 12 (previously used by the Housing Coordinator)

| | |
|---|------|
| Number of students in Campus View Apartments | 96 |
| Occupancy percentage for Campus View Apartments | 100% |
| Number of students in Ramada Inn | 39 |

Prepared by: Office of Student Activities and Auxiliaries
October 2, 2002

| | |
|----------------------------------|------|
| Certified as True and Correct | |
| | |
| Secretary, SSU Board of Trustees | Date |