

**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
July 10, 2015**

Swearing-in of New Board Members

Chairperson Kay Reynolds administered the oath of office to newly appointed Board member, Mr. Joseph Watson, and newly appointed Student Board member, Brian Stiers. Chairperson Reynolds presented Messrs. Watson and Stiers with a Shawnee State University lapel pin and congratulated them on their appointments. A round of applause followed.

Call to Order

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

Roll Call

Members Present: Ms. Melissa Higgs-Horwell, Ms. Francesca Hartop, Mr. Robert Howarth, Mr. Gary Paine, Ms. Kay Reynolds, Mr. Joseph Watson, Mr. Scott Williams, Ms. Marlee Martin and Mr. Brian Stiers

Members Absent: None

Approval of the July 10, 2015 Agenda

Mr. Paine moved and Mr. Williams seconded a motion to approve the July 10, 2015 agenda. Without discussion, the Board unanimously approved said agenda.

Approval of the May 8, 2015 Board Meeting Minutes

Mr. Howarth moved and Ms. Higgs-Horwell seconded a motion to approve the May 8, 2015 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

Appointment of Board Committees and Officers

Chairperson Reynolds introduced the Board Committees and Officers as follows:

Board Officers

- | | |
|----------------|------------|
| • Kay Reynolds | Chair |
| • Gary Paine | Vice Chair |

Executive Committee

- Kay Reynolds By position
- Gary Paine By position
- Scott Williams By position
- Melissa Higgs-Horwell Board Chair appointment

Academic and Student Affairs Committee

- Scott Williams Chair
- Robert Howarth Vice Chair
- Melissa Higgs-Horwell
- Joseph Watson (replacement for Liz Seif)
- Marlee Martin

Finance and Administration Committee

- Gary Paine Chair
- Kay Reynolds Vice Chair
- Francesca Hartop
- Brian Stiers (replacement for Chelsey Ferry)
- Replacement for Jack McCoy
- Replacement for Rita Roberts

Representatives to SSUDF

- Kay Reynolds By position
- Francesca Hartop Board Chair appointee

Board Secretary

- Eric Braun

Board Treasurer

- Elinda Boyles

Mr. Howarth said that both he and former Board of Trustee member, Mr. Jack McCoy, had been consulted on this slate of committee members and officers and that they both supported Chairperson Reynolds' appointments.

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

Mr. Williams reported on behalf of the Academic and Student Affairs Committee. He said the Committee had one action item and several information items.

Action Items***Resolution ASA02-15, Award of Faculty Tenure***

Mr. Williams moved and Ms. Higgs-Horwell seconded a motion to approve Resolution ASA02-15, Award of Faculty Tenure. Mr. Williams said that in accordance with Board of Trustees Policy 2.15, awarding of tenure at Shawnee State University coincides with promotion to the rank of Associate Professor and that application for tenure is included as part of the application for promotion. He said promotions and awarding of faculty tenure were granted to Dr. Janet Holtman, Ms. Theresa Jackson, Dr. Daniel Johnson, Mr. Keenan Perry and Dr. Crystal Sherman.

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

Nays: None

Information Items**Faculty Retirements**

Dr. Alan Walker, Interim Provost & V.P. for Academic Affairs, reported on faculty retirements. There will be seven faculty retirements before the start of the next academic year. These included Dr. Kenneth Carlson, Teacher Education, Ms. Barbara Duncan, Dental Hygiene, Dr. Xiaodan Huang, Teacher Education, Mr. Jerry McCoy, Business Administration, Mr. Carl Priode, Electromechanical Engineering, Ms. Brenda Renfroe, Radiologic Technology, and Mr. Ken Warfield, Electromechanical/Environmental Engineering.

Emeritus Faculty

Dr. Walker reported that two faculty members were designated as Emeritus Professor's. These were Ms. Barbara Duncan, Professor of Dental Hygiene and Dr. Xiaodan Huang, Professor of Teacher Education.

Faculty Promotions

Dr. Walker reported on faculty promotions for the upcoming academic year:

To Professor:

Dr. Andrew Feight, Department of Social Sciences
Mr. Greg Lyons, Department of Fine, Digital, and Performing Arts
Dr. Christopher Meade, Department of Natural Sciences

To Associate Professor:

Dr. Janet Holtman, Department of English and Humanities
Ms. Theresa Jackson, Department of Nursing
Dr. Dan Johnson, Department of English and Humanities

Mr. Keenan Perry, Department of Rehabilitation & Sport Professions
Dr. Crystal Sherman, Department of Nursing

To Assistant Professor:

Ms. Amy France, Department of Allied Health Sciences
Mr. Barry Lucas, Department of Business Administration
Mr. Ryan Walker, Department of Rehabilitation & Sport Professions

To Senior Instructor:

Ms. Jean McGlone, Department of Allied Health Sciences

New Faculty Hires

Dr. Walker reported on new faculty hires for the 2015-2016 academic year. These are:

Ms. Sarah Clausing, Department of Business Administration
Ms. Laura Hackala, Department of English and Humanities
Ms. Loretta Harvey, Department of Teacher Education
Ms. Valerie Long, Department of Mathematical Sciences
Dr. Coby Long, Department of Teacher Education
Ms. Monica Orlando, Department of English and Humanities
Mr. Alberto Poxes, Rehabilitation & Sport Professions (Sport Studies)
Dr. Justin Rex, Department of Social Sciences
Dr. Tryphina Robinson, Department of Teacher Education
Dr. David Todt, Department of Natural Sciences
Mr. Paul Yost, Department of Engineering Technologies (Computer)

Summer Enrollment Report

Mr. Robert Trusz, Vice President for Student Affairs, presented the Summer Enrollment Report and the Summer Three-Year Comparison Report. Total headcount for summer students was 1042 for both undergraduate and graduate students. This equates to an FTE of 518 students.

Weekend of Welcome

Mr. Trusz reported the information and schedule for the Weekend of Welcome event sponsored by the Student Affairs Division.

Educational Item

Dr. Becky Thiel, Acting Associate Provost, reported on Data for the Collegiate Learning Assessment (CLA+) exam, piloted at the end of spring semester 2015, it will provide an objective appraisal of how well Shawnee State graduating seniors are prepared for future endeavors. Comparing SSU results with those of over 800 participating institutions of higher education, the data disclose how SSU students compare to their peers throughout the United States. However, without baseline data from incoming freshman, it is impossible to determine

the value added by completing a degree at SSU. Mid-fall 2015, entering freshman will be tested in order to establish a value added metric.

Finance and Administration Committee – Mr. Gary Paine, Chair

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

Action Items

Resolution F22-15, Revision of Policy 5.19Rev, Public Records

Mr. Paine moved and Ms. Hartop seconded a motion to approve Resolution F22-15, Revision of Policy 5.19Rev, Public Records. Mr. Paine said during a systematic review of institutional policies to modify and update policies, Policy 5.19Rev is being modified to clarify the University's authority for charging for costs associated with copying records, which is established by procedure.

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

Nays: None

Resolution F23-15, Update and Retitling of Policy 5.11, Media Information to Policy 5.11Rev, Media, Social Media and Web Sites

Mr. Paine moved and Mr. Howarth seconded a motion to approve Resolution F23-15, Update and Retitling of Policy 5.11, Media Information to Policy 5.11Rev, Media, Social Media and Web Sites. Mr. Paine said this policy was last reviewed and approved by the Board of Trustees on June 15, 1990 and is being updated to address responsibilities for management of the official Shawnee State University website, dissemination of information to the media, and the creation and management of social media sites.

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

Nays: None

Information Items

Report on FY15 Budget Status (projected)

Drs. Boyles and Burke reported on the FY15 Budget Status and said initial projections indicate a lower deficit than budgeted for 2015. FY15 year-end closing process is underway at this time with remaining adjustments pending.

Report on FY16 Tuition Rates and FY 16 Revenue and Budget Status

Drs. Boyles and Burke reported on the Tuition Rates and FY16 Revenue and Budget Status.

- FY16 undergraduate and graduate tuition schedules were approved by President Morris on June 30, 2015 as provided for in Resolutions F19-15 and F20-15.
- Due to reduced state funding and an anticipated decline in enrollment, FY16 revenue projections indicate a \$1.1 million decline in revenue relative to FY15.
- First quarter spending restrictions have been implemented pending the adoption of the FY16 budget in September.

Report on University Investment Performance and Investment Committee Meeting

Mr. Greg Ballengee, Controller, reported on the University Investment Performance and Investment Committee Meeting.

- University's investment performance as of June 30, 2015 reflects a gain of \$287,720 or 1.74% for the 2014-15 fiscal year (some adjustments may be required for final figure).
- Investment Committee met on June 1, 2015 and took action to accept an investment manager change recommended by Fourth Street Performance Partners.
- Investment Committee discussed and concurs with a planned liquidation of funds to meet University cash flow needs.

Capital Projects Report

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

- Roof on fine arts building – work started 6/15/15; scheduled completion 7/30/15
- Phased project to renovate the University-owned Townhouse Apartments beginning with one building summer 2015 – work started 5/11/15; 60% complete
- HVAC unit Admin. Building – project complete; will receive approximately \$3,000 from AEP energy incentive program
- Founder's Plaza Renovation – remaining close-out and warranty issues identified and in process of completion; settlement agreement reached between the University and the Surety Company; \$159,000 of held project funds will be released as part of the agreement to finish the project

Education Item

Mr. Dave Zender, Director, Human Resources, provided a presentation of the University's newly implemented automated staff development and performance evaluation system.

Reports, if any, from Board Liaisons with other Organizations

None.

President's Report

President Kurtz said he would like to thank the Board of Trustees for their support and for welcoming him and his family to Shawnee State University and the community.

President Kurtz extended a welcome to newly appointed Board members, Messrs. Watson and Stiers.

President Kurtz said this was a challenging time at SSU given the state budget cuts and said that he, along with Mr. Eric Braun, Interim Special Assistant to the President for External Affairs and Executive Director, Development, had met with legislators and IUC in early June to discuss the budget and its impact on Shawnee State. He then asked Mr. Braun to brief the Board on the Biennial Budget and a handout was distributed to Board members, a copy of which is attached to these minutes.

New Business

None.

Comments from Constituent Groups (if any) and the Public

None.

Executive Session, if necessary

None.

Other Business

None.

Adjournment

The Board was adjourned by acclamation at 1:54 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

RESOLUTION ASA 02-15

AWARD OF FACULTY TENURE

WHEREAS, Shawnee State University and Shawnee Education Association entered into a Collective Bargaining Agreement for August 2012-2015; and

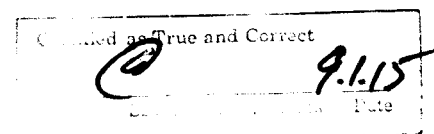
WHEREAS, effective fall semester, 2013, the University implemented a Tenure System;

WHEREAS, in accordance with Board of Trustees Policy 2.15, awarding of tenure at Shawnee State University coincides with promotion to the rank of Associate Professor. Application for tenure, therefore, is included as part of the application for promotion to Associate Professor; and

WHEREAS, after recent action by College Promotion Committees, the Provost, and the President, Dr. Janet Holtman, Ms. Theresa Jackson, Dr. Daniel Johnson, Mr. Keenan Perry, and Dr. Crystal Sherman were promoted to Associate Professor;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University grants Tenure the above named Associate Professors.

(July 10, 2015)



**Revised Faculty Report
Presented by Dr. Alan Walker
Interim Provost & V.P. for Academic Affairs**

**Board of Trustees
July 10, 2015**

The following faculty retired at the end of the current academic year:

Dr. Kenneth Carlson, Department of Teacher Education
Ms. Barbara Duncan, Department of Allied Health Sciences,
Dental Hygiene (August 1, 2015)
Dr. Xiaodan Huang, Department of Teacher Education
Mr. Jerry McCoy, Department of Business Administration, Health Management
Mr. Carl Priode, Department of Engineering, Electromechanical Engr.
Ms. Brenda Renfroe, Department of Allied Health Sciences, Radiologic
Technology (August 1, 2015)
Mr. Ken Warfield, Department of Engineering, Electromechanical/Environmental

In accordance with Board of Trustees Policy 5.18 Emeritus Faculty, the following faculty will be granted Emeritus Status:

Ms. Barbara Duncan, Professor
Dr. Xiaodan Huang, Professor


Twelve faculty have been awarded promotions in accordance with the provisions of Article 14, Promotions, of the Collective Bargaining Agreement between Shawnee State University and Shawnee Education Association.

To Professor:

Dr. Andrew Feight, Department of Social Sciences
Mr. Greg Lyons, Department of Fine, Digital, and Performing Arts
Dr. Christopher Meade, Department of Natural Sciences

To Associate Professor:

Dr. Janet Holtman, Department of English and Humanities
Ms. Theresa Jackson, Department of Nursing
Dr. Dan Johnson, Department of English and Humanities
Mr. Keenan Perry, Department of Rehabilitation & Sport Professions
Dr. Crystal Sherman, Department of Nursing

Certified as True and Correct
 9-1-15
Secretary, SSU Board of Trustees Date

To Assistant Professor:


Ms. Amy France, Department of Allied Health Sciences
Mr. Barry Lucas, Department of Business Administration
Mr. Ryan Walker, Department of Rehabilitation & Sport Professions

To Senior Instructor:

Ms. Jean McGlone, Department of Allied Health Sciences

While faculty hiring is continuing for the 2015-2016 academic year, the following faculty have accepted offers to teach at Shawnee State University:

Ms. Sarah Clausing, Department of Business Administration (Business Management) (currently Secretary to the CPS Dean)
Ms. Laura Hackala, Department of English and Humanities (Am. Literature & Composition)
Ms. Loretta Harvey, Department of Teacher Education
Ms. Valerie Long, Department of Mathematical Sciences
Dr. Coby Long, Department of Teacher Education
Ms. Monica Orlando, Department of English and Humanities
Mr. Alberto Poxes, Rehabilitation & Sport Professions (Sport Studies)
Dr. Justin Rex, Social Sciences (Political Science)
Dr. Tryphina Robinson, Department of Teacher Education
Dr. David Todt, Department of Natural Sciences (former Provost)
Mr. Paul Yost, Engineering Technologies (Computer)

Certified as True and Correct
 9.1.15
Secretary, SSU Board of Trustees Date

**15TH DAY ENROLLMENT REPORT (preliminary)
SUMMER SEMESTER 2015**

<i>Headcount</i>	SM15	SM14	Change #	Change %
Undergraduate	936	1000	-64	-6.4
Graduate	106	81	+25	+30.9
Total	1042	1081	-39	-3.6

<i>FTE</i>	SM15	SM14	Change #	Change %
Undergraduate	465	496	-31	-6.3
Graduate	53	48	+5	+10.4
Total	518	544	-26	-4.8



Shawnee State

UNIVERSITY

Office of the Registrar

SUMMER 15TH DAY ENROLLMENT REPORT 3 YEAR COMPARISON

<i>Headcount</i>	SM 2013	SM 2014	SM 2015
Undergraduate	1120	1000	936
Graduate	47	81	106
Total	1167	1081	1042

<i>FTE</i>	SM 2013	SM 2014	SM 2015
Undergraduate	574	496	465
Graduate	24	48	53
Total	598	544	518


Certified as True and Correct

9.1.15

Weekend of Welcome
Presented by Mr. Robert Trusz
Vice President for Student Affairs

Board of Trustees
July 10, 2015

Friday, August 21		
8am-1:00pm	Move In	<i>UC, Sodexo Ballroom</i>
8am-1pm	Get Connected	<i>UC, Ballroom Hallway</i>
	Housing Parking Passes	<i>UC, Ballroom Hallway</i>
1pm-3pm	(Late Arrivals)	<i>UC 222</i>
1pm - 3pm	Hands-on support to connect your computer	<i>UC, 1st Floor Lobby</i>
2:30-2:55pm	Commuter Student Check-In	<i>UC, 1st Floor Lobby</i>
3-3:25pm	Academic Support That is Right for You	
	General Studies and Success Curriculum	<i>CML, Flohr Lecture Hall</i>
	Transfer Student Meeting	<i>UC, Sodexo Ballroom West</i>
	Declared/Accepted	<i>UC, Sodexo Ballroom East</i>
3:30-3:55pm	Academic Truths 101 -"Get the truth about your major"	<i>Various Locations</i>
	Undecided	<i>CML, Flohr Lecture Hall</i>
	<i>*Not accepted into a Health Science Program</i>	
	<i>*Who are unsure of major</i>	
	<i>*Still looking for a major</i>	
	Engineering	<i>ATC 134</i>
	<i>Computer Aided Drafting, Computer Engineering Technology, Electromechanical Engineering, Environmental Technology, Plastics Engineering Technology, Pre-Engineering</i>	
	Fine Arts	<i>UC 215</i>
	<i>Ceramics, Drawing, Digital 3D, Interactive Media, Musical Theater, Painting, Photography, Studio Arts, Visual Digital Design</i>	
	Business	<i>KRI 150</i>
	<i>Accounting, General Business, Legal Assisting (2+2), Marketing, Health Care Administration</i>	

As True and Correct
 9.1.15
 Vice President for Student Affairs

**Weekend of Welcome
Presented by Mr. Robert Trusz
Vice President for Student Affairs**

**Board of Trustees
July 10, 2015**

	Natural Sciences	<i>MAS 203</i>
	<i>Biology, Chemistry, Geology, Physics</i>	
	Mathematical Sciences	<i>MAS 204</i>
	English/Humanities	<i>MAS 108</i>
4-4:25pm	Academic Truths 102 - "Get the truth about your major"	<i>Various Locations</i>
	Social Sciences	<i>CML, Flohr Lecture Hall</i>
	<i>History, International Relations, Psychology, Psychology-Pre Art Therapy, Psychology Pre-Occupational Therapy, Social Science, Social Science Associate, Social Science with Legal Assisting, Sociology</i>	
	Nursing	<i>UC 214</i>
	<i>Associate Degree in Nursing (RN), Bachelor of Science in Nursing (BSN), BSN Completion, LPN to RN</i>	
	Allied Health Science	<i>UC 215</i>
	<i>Dental Hygiene, Radiologic Technologies, Respiratory Therapy, Emergency Medical Technician, Medical Laboratory Technician</i>	
	Rehabilitation & Sport Professions	<i>JARAC 116</i>
	<i>Athletic Training, Exercise Science, Occupational Therapy Assistant, Physical Therapist Assistant, Sports Studies, BSOT/MOT 3 + 2</i>	
	Education	<i>ATC 134</i>
	<i>Art Education, Early Childhood Education, Intervention Specialist, Middle Childhood Education, Secondary Education</i>	
	Gaming	
	<i>Digital Simulation & Gaming Engineering Technology</i>	<i>UC, Sodexo Ballroom East</i>
	<i>Gaming & Simulation Development Arts</i>	<i>UC, Sodexo Ballroom West</i>
4:30-4:55pm	Meet Your Academic Dean	<i>Various Locations</i>

@

9.1.15

**Weekend of Welcome
Presented by Mr. Robert Trusz
Vice President for Student Affairs**

**Board of Trustees
July 10, 2015**

	College of Arts & Sciences	<i>UC Ballroom West</i>
	College of Professional Studies	<i>UC Ballroom East</i>
	University College	<i>CML, Flohr Lecture Hall</i>
4:30-7pm	Dinner	<i>UC, Bears' Den Cafeteria</i>
4-7pm	VIP Shopping Night	<i>Barnes & Noble Bookstore</i>
7pm	Building Meetings - Mandatory for ALL HOUSING	<i>Campus Housing</i>
8pm	All Housing Meeting - Mandatory for ALL HOUSING	<i>VRCA</i>
8:30pm	No Zebras, No Excuses	<i>VRCA</i>
Saturday, August 22		
8:00am-10:00am	WOW Run	<i>SSU Bear Run Course</i>
8:30am-9am	SSU Gives Back Check In	<i>UC, 1st Floor Lobby</i>
9am-11am	SSU Gives Back City Clean Up	<i>Various Locations</i>
11am-1pm	Brunch	<i>UC, Bears' Den Cafeteria</i>
12:30-12:55pm	Commuter Student Check-In	<i>UC, 1st Floor Lobby</i>
1-1:25pm	What Will Happen to Me? Changing Your Major - Adding/Dropping Classes - Losing Financial Aid, Dropping Below Full Time - Academic/Financial Aid Suspension	<i>Flohr Lecture Hall</i>
1:30- 1:55pm	Money, Money, Money	<i>CML, Flohr Lecture Hall</i>
2-2:25pm	Stranger Danger - Protecting You & Your Stuff	<i>Sodexo Ballroom, UC</i>
2:30-2:55pm	What Will You Do for A Free T-Shirt?	<i>Sodexo Ballroom, UC</i>
3-3:25pm	Your Job Search Starts Now	<i>CML, Flohr Lecture Hall</i>
3:30pm-4:25pm	Sex, Drugs and Losing Control	<i>CML, Flohr Lecture Hall</i>
4:30-6pm	Dinner	<i>UC, Bears' Den Cafeteria</i>
6:00-7pm	Exchange Your WOW \$	<i>CML, Lawn</i>
6pm-9pm	WOW Carnival	<i>ATC Lawn</i>
	SSU Crafts	<i>ATC Lawn</i>
	Drunk Cart Driving (Why Drinking + Driving = Epic Failure)	<i>University Center Parking Lot</i>


(2)

9/15

**Weekend of Welcome
Presented by Mr. Robert Trusz
Vice President for Student Affairs**

**Board of Trustees
July 10, 2015**

	Study Abroad, Peace Corp Prep Program, Emerging Leaders, Alternative Break Trips, Student Life and Multicultural Affairs, Department of Public Safety	<i>ATC Lawn</i>
	Campus Tour	<i>Massie Lawn</i>
	DJ	<i>Massie Steps</i>
7:30pm	WOW Prizes	<i>Administration Annex Lawn</i>
9:15pm	Outdoor Movie	<i>Library Lawn</i>
Sunday, August 23		
11am-1pm	Brunch	<i>UC, Bears' Den Cafeteria</i>
11:30am-12:30pm	Cornhole Tournament Sign-ups	<i>UC, Lobby</i>
12-4:30pm	Trips to Wal-Mart	<i>UC, Outside</i>
1-4pm	Cornhole Tournament	<i>3rd Street</i>
	Magic the Gathering	<i>UC, Lobby</i>
1-4pm	Open Gym - Volleyball and Basketball	<i>JARAC</i>
4:30-6pm	Dinner	<i>UC, Bears' Den Cafeteria</i>
4:00-7pm	Party at the Library	<i>CML</i>
7pm	Bear Beginnings	<i>VRCFA, Main Theater</i>
7:45pm	Class of 2019 Group Picture	<i>VRCFA, Main Theater</i>
7:45-9pm	Bear Beginnings After Party	<i>University Center Driveway</i>
9:15pm	Building Meetings	<i>Campus Housing</i>

Certified as True and
 9.1.15

RESOLUTION F22-15

REVISION OF POLICY 5.19REV, PUBLIC RECORDS

WHEREAS, Policy 5.19Rev, Public Records, addresses subjects under the Ohio Public Records Act to ensure and facilitate prompt access to the University's public records; and

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

WHEREAS, Policy 5.19Rev is scheduled for review and is being modified to clarify the University's authority for charging for costs associated with copying records, which is established by procedure; and

WHEREAS, a revised procedure is provided for informational purposes;

THEREFORE BE IT RESOLVED, that effective July 10, 2015, the Board of Trustees of Shawnee State University hereby approves Policy 5.19Rev, Public Records.

(July 10, 2015)

② 9.1.15

Shawnee State University

POLICY TITLE:	PUBLIC RECORDS
POLICY NO. :	5.19 REV
ADMIN CODE:	3362-5-20
PAGE NO.:	1 OF 1
EFFECTIVE DATE:	07/10/15
NEXT REVIEW DATE:	07/2018
RESPONSIBLE OFFICER(S):	GENERAL COUNSEL
APPROVED BY:	BOT

1.0 PURPOSE

The purpose of this policy is to ensure university-wide compliance with the Ohio Public Records Act, Ohio Revised Code Section 149.43 *et seq.*, as well as to facilitate prompt access to the University's public records.

2.0 PUBLIC RECORDS OFFICER

The President will designate a Public Records Officer who will be primarily responsible for establishing and administering a university-wide system to promptly respond to public records requests. The Public Records Officer will work with University offices to establish such system and promote understanding of Ohio's public records laws for all university employees.

3.0 PROCEDURES

A procedure will be established to identify public records request pathways and assist requestors, as well as set charges for costs associated with copying records. Procedures may also include, but are not limited to, establishing a process for an internal review of records prior to production to ensure that records produced are not exempt, in accordance with Ohio law.

History

Effective: 09/14/07

Revised: 07/10/15; 07/13/12

Applicable Procedure: 5.19:1 Public Records Requests

9.1.15

Shawnee State University

SUBJECT: PUBLIC RECORDS	POLICY NO. :	5.19 REV
	ADMIN CODE:	3362-5-20
	PAGE NO.:	1 OF 1
	EFFECTIVE DATE:	07/10/1507/13/12
	NEXT REVIEW DATE:	07/201807/13/15
	RESPONSIBLE OFFICER(S):	General Counsel
	APPROVED BY:	BOT

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The President will designate a Public Records Officer who will be primarily responsible for establishing and administering a university-wide system to promptly respond to public records requests. The Public Records Officer will work with University offices to establish such system and promote understanding of Ohio's public records laws for all university employees.

3.0 PROCEDURES

~~Procedures will be created that are approved by the President to implement this policy. Such procedures will address a process for making a public records request, as well as costs and charges associated with copying records.~~ A procedure will be established to identify public records request pathways and assist requestors, as well as set charges for costs associated with copying records. - Procedures may also include, but are not limited to, establishing a process for an internal review of records prior to production in order to ensure that records that are produced are truly public records and are not exempt, in accordance with Ohio law.

History: Replaces 5.19 (Eff. 09/14/07)

History:

Effective: 09/14/07

Revised: 07/10/15; 07/13/12

Applicable Procedure: 5.19.1 Public Records Requests

@ 9.1.15

INFORMATION ONLY

PROCEDURE TITLE:	PUBLIC RECORDS REQUESTS
PROCEDURE NO.:	5.19:1
RELATED POLICY:	5.19 REV.
PAGE NO.:	1 of 4
RESPONSIBLE OFFICER(S):	GENERAL COUNSEL
EFFECTIVE DATE:	
NEXT REVIEW DATE:	04/18/1507/2018
APPROVED BY:	PRESIDENT

1.0 INTRODUCTION

This procedure applies to Public Records Policy 5.19 and is intended to ensure compliance with the Ohio Public Records Act, Ohio Revised Code §149.43 *et seq.*

- 1.1 The term “University records” has the same meaning as the term “records” in O.R.C. 149.011, the Ohio Public Records Act.

2.0 PUBLIC RECORDS OFFICER

- 2.1 The President will designate a Public Records Officer to be responsible for facilitating University responses to requests for public records. The Public Records Officer will work in consultation with the University General Counsel.
- 2.2 The Public Records Officer is responsible for maintaining a record of public record requests, including the date the request was received, name of requester (if known), a summary description of the requested records, the date such records were provided, and, the reason for redactions, if any. ~~and University responses.~~
- 2.3 University staff who receive public records requests are required to promptly notify the Public Records Officer or the Office of General Counsel and provide a copy of the request. Employees in other university offices shall assist the Public Records Officer to ensure prompt production of records.

3.0 MAKING A PUBLIC RECORDS REQUEST

② 9.1.15

- 3.1 Information containing a general description of the process for making public records requests and the contact information of the Public Records Officer will be posted in prominent University locations, including the University's website.
- 3.2 Public records requests may be made in person, by phone, or in writing, including via email to publicrecords@shawnee.edu. ~~Email is the University's preferred method of receiving requests.~~ Requests to the email address is generally the most expedient pathway.
- 3.3 Public records requests will be honored as promptly as possible, depending upon the nature of the request, including the volume and specificity of records requested, ease of retrieval, and the need for legal review and redaction of non-public information. ~~of the request and the requester's ability to identify the specific records being requested.~~
- 3.3.1 The University may work with the requester to establish timelines for responses to requests that are voluminous, or that require extensive research or review. In such cases, the University may work with the requester to identify records of priority to the requester.
- 3.4 Requesters need not identify themselves or the purpose for the request, except as specifically required or authorized by state or federal law.
- 3.4.1 The University may inquire about the requester's identity and/or intended use of the records if reasonably believed it would help to clarify the request and/or enhance the ability of the University to identify, retrieve or deliver the records sought by the requester.
- 3.5 Although no specific language is required to make a request, the requester should at least identify records with sufficient clarity and specificity to enable the University to more quickly identify, and locate the records.
- 3.5.1 The University may work with the requester to revise requests that are ambiguous or overly broad. In doing so, the University will assist the requester by informing the requester of the manner in which University records are customarily maintained and accessed by the University in its ordinary course of business.
- 3.5.2 The Shawnee State University general records retention schedule can be found at <http://shawnee.edu/offices/records-retention/>

②

9.15

3.5.3 The University may decline to create a record that contains the information requested if the record does not already exist, or to seek out and retrieve records that contain specific information if the record itself is not sufficiently identified.

3.6 If a request is made for personnel records of a specified University employee, the University will endeavor to notify that employee that his/her records have been requested and, if known, the name of the person making the request.

4.0 INSPECTION OF RECORDS

4.1 Requesters may make an appointment to inspect public records during regular University business hours by contacting the Office of General Counsel.

5.0 REQUESTING COPIES

5.1 In accordance with Ohio law, the requester may request copies of records in the following mediums: (1) on paper, (2) in the same medium as the record is kept by the University office, or (3) on any medium upon which the University determines the record can reasonably be duplicated as an integral part of the normal operations of the University.

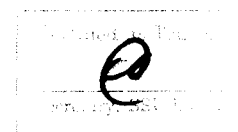
5.2 Requests for electronic copies of records maintained only in paper form will be honored to the extent the records can reasonably be duplicated in the normal course of operations.

6.0 CHARGES/COSTS

6.1 The University may recover the actual cost associated with producing duplication of records, including copying and mailing expenses. Payment of these costs is expected in advance and copying requests may be held until receipt of payment. No charge will be assessed for staff time to review or make copies.

6.2 Charges for copying and/or scanning of records maintained only in paper form will be assessed at a rate of \$.05-\$0.10 per paper-page, \$0.05 per scan and \$1.00 for compact disc. ~~Other tangible mediums, such as compact discs,~~ will be assessed at cost. No charge will be assessed for electronic transfer of a record that is maintained in an electronic file.

6.3 Requests for transmission of public records via U.S. mail or other carrier system will be charged for copies along with postage or other delivery cost.



6.4 Charges may be assessed for costs associated with redaction of information subject to exemption under the Ohio Public Records Act.

6.5 The above fees may be waived for requests received from other government entities.

7.0 REQUESTING INCIDENT REPORTS AND INDIVIDUAL RECORDS

7.1 Requests for an incident report may be made either to the Public Records Officer, or directly to the Department of Public Safety. A request for multiple reports or more than one request in a month from the same requester should be directed only to the Public Records Officer.

7.2 Individuals may request review and/or copies of their own student transcripts directly from the University Registrar.

7.3 Individuals may request review and/or copies of their own personnel record directly from the Office of Human Resources.

8.0 DENIAL OF RECORDS IN WHOLE OR IN PART

8.1 Records will be reviewed to determine if the record itself or information contained within a record are subject to exemption in accordance with the Ohio Public Records Act. If a record is denied in whole or in part, the requester will be provided an explanation, including legal authority, setting forth the reason for denial of the request. Information which is not releasable, such as Social Security numbers, will be redacted in a visible manner prior to release.

History

Effective: 07/13/12

Revised: 07/10/15; 03/19/14

RESOLUTION F23-15

**UPDATE AND RETITLING OF POLICY 5.11, MEDIA INFORMATION
TO
POLICY 5.11REV, MEDIA, SOCIAL MEDIA, AND WEB SITES**

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

WHEREAS, Policy 5.11Rev, Media Information, was last reviewed and approved by the Board of Trustees on June 15, 1990 and is updated to address responsibilities for management of the official Shawnee State University website, dissemination of information to the media, and the creation and management of social media sites;

THEREFORE BE IT RESOLVED that effective July 10, 2015, the Board of Trustees of Shawnee State University hereby approves Policy 5.11Rev, Media, Social Media and Web Sites.

(July 10, 2015)

@ 9.15

Shawnee State University

POLICY TITLE:	MEDIA, SOCIAL MEDIA, & WEB SITES
POLICY NO. :	5.11 REV
ADMIN CODE:	3362-5-12
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	07/10/15
NEXT REVIEW DATE:	07/2018
RESPONSIBLE OFFICER(S):	DIRECTOR OF COMMUNICATIONS
APPROVED BY:	BOARD OF TRUSTEES

1.0 OVERVIEW

- 1.1 Shawnee State University is committed to sharing timely, accurate, and consistent information with its various audiences, including current and prospective students, parents and families, alumni and friends, neighbors and the community through whatever practical means are relevant and available, including media sources, social media sites, and websites.
- 1.2 The Office of Communications is the official source of information to the media and manages Shawnee State University's official web and social media presence.
- 1.3 The Director of Communications serves as the official university spokesperson and will coordinate designation of an appropriate source regarding specific areas of expertise.

2.0 DISSEMINATION OF INFORMATION TO MEDIA SOURCES

- 2.1 All official University information (events, program news, general news items, information concerning crisis situations) for dissemination to the media will be coordinated through the Office of Communications.
- 2.2 The Office of Communications is responsible for developing a process that ensures University information is routinely shared with the public, including faculty and staff personal achievements.

3.0 CREATION AND MANAGEMENT OF SOCIAL MEDIA SITES

- 3.1 The Office of Communications is responsible for monitoring and managing all social media platforms that officially represent Shawnee State University as an institution. Sites officially representing SSU departments, programs, and/or services may be managed at the department level, with approval by and coordination with the Office of Communications.

@ 9.1.15

- 3.2 Users are encouraged to respectfully share their opinions and comment freely about topics posted on all official Shawnee State University social media platforms. Comments determined by the Office of Communications to be off-topic; represent advertisements or spam; constitute or encourage illegal activity; infringe upon someone's rights; contain nudity or obscenities; or direct and target physical threats; will be removed.

4.0 CREATION AND MANAGEMENT OF WEB SITES

- 4.1 The Office of Communications is responsible for managing Shawnee State University's web presence, which includes the official shawnee.edu site, as well as all official University affiliated or representative websites (e.g. athletics), whether developed and maintained by third-party vendors, university departments, or campus affiliates. All official university websites must be approved by the Office of Communications.
- 4.2 All official university websites shall be managed within the campus Web Content Management System, unless exemption is granted by the Office of Communications. The Web Content Management System will provide templates for required information, enable incorporation of university branding, and facilitate site maintenance, while providing for centralized management and support. Except as described in this policy, all University offices are required to utilize the campus Web Content Management System for developing and maintaining their respective web sites.
- 4.3 Permission may be granted by the Office of Communications to develop and maintain pages outside of the Web Content Management System based on the nature and requirements of the site, technical limitations, ability for ongoing and consistent management of the site, and relationship of the unit to the university.
- 4.4 University offices are responsible to ensure that their web pages within the campus Web Content Management System, as well as those outside the system but officially connected to shawnee.edu, meet standards of accessibility conforming to Section 504 of the Rehabilitation Act of 1973, compliance with copyright and trademark laws, university web guidelines, and university branding guidelines.
- 4.5 University offices are responsible to ensure that sites containing, soliciting, or collecting protected or personal data comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) and University Policy 3.04, Student Education Records Privacy and Release.
- 4.6 Commercial advertising on www.shawnee.edu is prohibited. Websites hosted under official university domains may not advertise or promote private individuals, firms, or corporations, or imply in any manner that Shawnee State

Reviewed by _____
Date _____
9.1.15

University endorses or favors any specific commercial product, commodity or service.

- 4.7 Sponsorship acknowledgements and/or links to outside commercial sites for sponsorship purposes for any University related event must have prior approval from the Office of Development Director. Images, logos, graphics or text used to denote sponsorship affiliations or links to commercial sites may not in any way imply that the university is endorsing a product, service or company. Collection of money online must be coordinated through the Office of Development.

5.0 EMERGENCY INFORMATION

- 5.1 The Office of Communications is responsible for coordinating crisis communications with other appropriate University officials, including the Department of Public Safety, depending on the nature and type of crisis or situation.
- 5.2 The Office of Communications and the Department of Public Safety are responsible for developing a procedure for disseminating emergency notifications in the event of school closings or crisis.

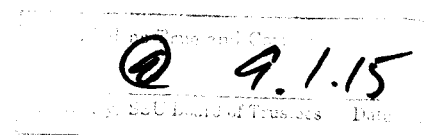
6.0 PROCEDURES/GUIDELINES

Procedures and guidelines related to the dissemination of information to the media, management of University social media sites, and the construction of official University web sites shall be established and posted on the Office of Communications web site at: <http://www.shawnee.edu/offices/communications/>

History

Effective: 06/15/90
Revised: 07/10/15

Guidelines found at: <http://www.shawnee.edu/offices/communications/>



Prior Policy for Reference

Shawnee State University

AREA:	UNIVERSITY-WIDE POLICY	POLICY NO.:	5.11
		ADMIN. CODE:	3362-5-12
		PAGE NO.:	1 OF 2
		EFFECTIVE DATE:	6 / 15 / 9 0
		RECOMMENDED BY:	President's Council
SUBJECT:	MEDIA INFORMATION	APPROVED BY:	

It is the policy of Shawnee State University to be a good neighbor in the community and to foster community and individual relationships in the most positive way. To achieve this goal, the University will share information whenever possible with the broader community in a timely and accurate manner. The Office of Development and Community Relations will be the official spokesperson for the University and will be the conduit for disseminating official University information, except in the case of athletics, which will be handled through the Athletic Office.

1.0 Guidelines for Coordinating the Dissemination of University Information to the Media

- 1.1 The Assistant Director of Public Relations, working with the Director of Development and Community Relations, who reports directly to the President, will coordinate news releases, press conferences, public service announcements, media kits, etc.
- 1.2 Official University information will be sent from only the Office of Development and Community Relations.
- 1.3 Anyone within the University community--i.e., administrators, faculty; staff, or students--shall release official information and University events to the media only with the knowledge and assistance of the President or the Office of Development and Community Relations.

Examples of information typically released include but are not limited to the following:

- announcements of events new employee information
- academic information on programs, divisions, academic units
- official general news items

2.0 Guidelines for Disseminating Individual Information

Individuals within the institution are encouraged to disseminate private or personal information through the Office of Development and Community Relations, which provides them with broader and more certain media access than individual efforts at publicity.

2.0 (Continued)

Examples of information typically released include but are not limited to the following:

- scholarly achievements professional honors and awards individual accomplishments

3.0 News Gathering

3.1 Individual News

The Office of Development and Community Relations encourages faculty and staff to inform the Assistant Director of any activities that may be considered noteworthy so that the information can be shared with the public. Information about travel, honors, publishing, offices held in professional organizations, and other accomplishments is newsworthy and serves to promote the individual involved as well as the University.

3.2 Program News

Each dean, division chairperson, and program director is encouraged to inform the Assistant Director about accomplishments within the administrative unit so as to promote the program, its faculty, staff; students, and the University.

4.0 Emergency Information

News of school closing due to weather emergency or other causes or conditions will be disseminated under the direction of the Provost.

5.0 Sensitive Information

It is the policy of Shawnee State University to share all information concerning the University, even that which may be considered sensitive. Sensitive information will be discussed with the President, however, prior to being disseminated by the Assistant Director of Public Relations.

MEMORANDUM

To: Elinda Boyles
From: Rita Rice Morris, President *Rita*
Date: June 30, 2015
Subject: AY15-16 Tuition Rates

In accordance with authority extended to me by the Board of Trustees via Resolution F19-15, *Authorization to Set AY15-16 Undergraduate Tuition and General Fees*, and Revised Resolution F20-15, *Authorization to Set Graduate Tuition and Fees (copies attached)*, the following adjustments are approved:

- Undergraduate tuition and general fees (in-state) shall comply with the legislated requirement to remain at the AY14-15 rate (0% adjustment); Undergraduate out-of-state surcharge increased 2.73% above the AY14-15 approved rates,
- Graduate tuition and fees (in-state and out-of-state surcharge) increased 2.73% above the AY14-15 approved rates,
- College Credit Plus and Summer College Credit Plus equivalent programs are set at the State-established default rates.

Please proceed with appropriate actions necessary to ensure the timely and consistent application of AY15-16 tuition and fees as reflected on the attached schedules, effective fall semester 2015.

Pc: Rick Kurtz
Alan Walker
Bob Trusz

Att: 2015-16 Academic Year Undergraduate Tuition Schedule
2015-16 Academic Year Graduate Tuition Schedule

@ 9.1.15

RESOLUTION F19-15

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

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

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

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

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

(May 8, 2015)


Certified True and Correct
9-1-15



**2015-16 Academic Year
Undergraduate Tuition Schedule**
effective Fall semester 2015

Full-Time <i>(12 - 18 credit hours)</i>	AY 2014-15 <i>(per semester)</i>	AY 2015-16 <i>(per semester)</i>	\$ Increase	% Increase
<i>In-State Tuition</i>				
Instructional Fee	\$3,125.40	\$3,125.40	\$0.00	0.00%
General Fee	\$344.40	\$344.40	\$0.00	0.00%
Technology Fee	\$62.28	\$62.28	\$0.00	0.00%
Total In-State Tuition	\$3,532.08	\$3,532.08	\$0.00	0.00%
<i>Out-of-State Surcharge</i> <small>(does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program)</small>				
	\$2,626.80	\$2,698.44	\$71.64	2.73%
<i>University Center Bond Fee</i> <small>(applies to Fall and Spring semesters only)</small>				
	\$150.00	\$150.00	\$0.00	0.00%
<i>Part-Time</i> <small>(up to and including 11 and over 18 credit hours)</small>				
	AY 2014-15 <i>(per credit hour)</i>	AY 2015-16 <i>(per credit hour)</i>	\$ Increase	% Increase
<i>In-State Tuition</i>				
Instructional Fee	\$260.45	\$260.45	\$0.00	0.00%
General Fee	\$28.70	\$28.70	\$0.00	0.00%
Technology Fee	\$5.19	\$5.19	\$0.00	0.00%
Total In-State Tuition	\$294.34	\$294.34	\$0.00	0.00%
<i>Out-of-State Surcharge</i> <small>(does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program)</small>				
	\$218.90	\$224.87	\$5.97	2.73%
<i>University Center Bond Fee</i> <small>(applies to Fall and Spring semesters only)</small>				
	\$12.50	\$12.50	\$0.00	0.00%
Alternative Tuition for High School Programs				
	AY 2014-15 <i>(per credit hour)</i>	AY 2015-16 <i>(per credit hour)</i>	\$ Increase	% Increase
<i>Alternative Course Tuition (dual credit)</i>	\$50.00	eliminate	-	-
<i>College Credit Plus*</i>		State-established default rates		
<i>Summer College Credit Plus equivalent programs</i>		State-established default rates		

*College Credit Plus "Option A" students pay standard undergraduate tuition rates.

Certified as True and Correct

 Date: 9.1.15
 Title: SSM Board of Trustees

REVISED

RESOLUTION F20-15

AUTHORIZATION TO SET AY15-16 GRADUATE TUITION AND FEES

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

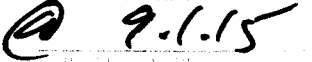
WHEREAS, this uncertainty makes it imprudent to finalize the FY16 operating budget (general and auxiliary funds) until more information about revenue becomes available; and

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

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

(May 8, 2015)

Subscribed and sworn to as True and Correct


 9.1.15

Secretary of the Board of Trustees



**2015-16 Academic Year
Graduate Tuition Schedule**
effective Fall semester 2015

Full-Time <i>(9 - 16 credit hours)</i>	AY 2014-15 <i>(per semester)</i>	AY 2015-16 <i>(per semester)</i>	\$ Increase	% Increase
<i>In-State Tuition</i>				
Instructional Fee	\$4,084.74	\$4,196.34	\$111.60	2.73%
General Fee	\$121.05	\$124.29	\$3.24	2.68%
Technology Fee	\$41.85	\$42.93	\$1.08	2.58%
Total In-State Tuition	\$4,247.64	\$4,363.56	\$115.92	2.73%
<i>Out-of-State Surcharge</i> <i>(does not apply to students from counties included in reciprocal agreements)</i>	\$5,898.69	\$6,059.70	\$161.01	2.73%
<i>University Center Bond Fee</i> <i>(applies to Fall and Spring semesters only)</i>	\$150.00	\$150.00	\$0.00	0.00%
Part-Time <i>(up to and including 8 and over 16 credit hours)</i>	AY 2014-15 <i>(per credit hour)</i>	AY 2015-16 <i>(per credit hour)</i>	\$ Increase	% Increase
<i>In-State Tuition</i>				
Instructional Fee	\$453.86	\$466.26	\$12.40	2.73%
General Fee	\$13.45	\$13.81	\$0.36	2.68%
Technology Fee	\$4.65	\$4.77	\$0.12	2.58%
Total In-State Tuition	\$471.96	\$484.84	\$12.88	2.73%
<i>Out-of-State Surcharge</i> <i>(does not apply to students from counties included in reciprocal agreements)</i>	\$655.41	\$673.30	\$17.89	2.73%
<i>University Center Bond Fee</i> <i>(applies to Fall and Spring semesters only)</i>	\$12.50	\$12.50	\$0.00	0.00%
Graduate Workshop Credit	AY 2014-15 <i>(per credit hour)</i>	AY 2015-16 <i>(per credit hour)</i>	\$ Increase	% Increase
<i>Graduate Workshop Credit</i>	\$130.00	\$130.00	\$0.00	0.00%

True and Correct

 Board of Trustees



INVESTMENT PORTFOLIO PERFORMANCE

FISCAL YEAR 13/14

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2013	GAIN/(LOSS) JULY	GAIN/(LOSS) AUGUST	GAIN/(LOSS) SEPTEMBER	GAIN/(LOSS) OCTOBER	GAIN/(LOSS) NOVEMBER	GAIN/(LOSS) DECEMBER	GAIN/(LOSS) JANUARY	GAIN/(LOSS) FEBRUARY	GAIN/(LOSS) MARCH	GAIN/(LOSS) APRIL	GAIN/(LOSS) MAY	GAIN/(LOSS) JUNE	TOTAL YTD GAIN/(LOSS) AS OF EOY
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 2,826,942.55	\$ 31,910.00	\$ (32,434.87)	\$ 41,414.28	\$ 44,067.90	\$ (5,258.90)	\$ (5,007.21)	\$ 16,097.97	\$ 30,575.86	\$ (1,267.07)	\$ 10,304.63	\$ 49,871.60	\$ 21,347.55	\$ 201,621.74
U.S. BANK EQUITY MUTUAL FUNDS	\$ 5,027,381.30	\$ 243,230.33	\$ (134,360.28)	\$ 234,760.98	\$ 217,981.39	\$ 122,358.88	\$ 127,171.87	\$ (241,808.54)	\$ 272,132.22	\$ 40,337.61	\$ 44,228.22	\$ 136,867.72	\$ 114,641.65	\$ 1,177,542.05
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,426,777.01	\$ 32,404.69	\$ (25,307.22)	\$ 21,735.57	\$ 36,845.07	\$ 22,437.20	\$ 19,247.22	\$ (19,566.70)	\$ 37,895.43	\$ 16,828.78	\$ 11,348.87	\$ 25,090.16	\$ 19,335.89	\$ 198,294.96
AGINCOURT CAPITAL	\$ 2,790,149.51	\$ 13,003.09	\$ (16,865.75)	\$ 23,621.16	\$ 28,695.54	\$ (6,411.82)	\$ (19,078.82)	\$ 46,364.18	\$ 16,279.51	\$ (7,683.67)	\$ 27,186.40	\$ 33,687.09	\$ (306.05)	\$ 138,490.86
TAMRO CAPITAL PARTNERS	\$ 911,013.82	\$ 43,771.31	\$ (14,313.20)	\$ 50,070.05	\$ 21,980.20	\$ 22,948.02	\$ 2,442.37	\$ (40,289.37)	\$ 51,229.61	\$ (11,716.38)	\$ (67,662.62)	\$ 9,373.53	\$ 51,968.74	\$ 119,802.26
MANNING & NAPIER	\$ 1,481,384.64	\$ 44,135.95	\$ (16,888.09)	\$ 44,174.18	\$ 31,909.58	\$ 6,089.83	\$ 17,509.36	\$ (10,332.15)	\$ 53,357.70	\$ 4,889.80	\$ 17,182.20	\$ 26,140.05	\$ 27,974.30	\$ 246,142.71
CURRENT MTD TOTAL GAIN/(LOSS)	\$ 408,455.37	\$ (240,169.41)	\$ 415,776.22	\$ 381,479.68	\$ 162,163.21	\$ 142,284.79	\$ (249,534.61)	\$ 461,470.33	\$ 41,389.07	\$ 42,587.70	\$ 281,030.15	\$ 234,962.08	\$ 2,081,894.58	

INVESTMENT FUND BALANCES:

U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 2,858,852.55	\$ 2,826,417.68	\$ 2,867,831.96	\$ 2,911,899.86	\$ 2,906,640.96	\$ 2,901,633.75	\$ 2,917,731.72	\$ 2,948,307.58	\$ 2,947,040.51	\$ 2,957,345.14	\$ 3,007,216.74	\$ 3,028,564.29	
U.S. BANK EQUITY MUTUAL FUNDS	\$ 5,270,611.63	\$ 5,136,251.35	\$ 5,371,012.33	\$ 5,588,993.72	\$ 5,711,352.60	\$ 5,838,524.47	\$ 5,596,715.93	\$ 5,868,848.15	\$ 5,909,185.76	\$ 5,953,413.98	\$ 6,090,281.70	\$ 6,204,923.35	
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,459,181.70	\$ 1,433,874.48	\$ 1,455,610.05	\$ 1,492,455.12	\$ 1,514,892.32	\$ 1,534,139.54	\$ 1,514,572.84	\$ 1,552,468.27	\$ 1,569,297.05	\$ 1,580,645.92	\$ 1,605,736.08	\$ 1,625,071.97	
AGINCOURT CAPITAL	\$ 2,803,152.60	\$ 2,786,286.85	\$ 2,809,908.01	\$ 2,838,603.55	\$ 2,832,191.73	\$ 2,813,112.91	\$ 2,859,477.09	\$ 2,875,756.60	\$ 2,868,072.93	\$ 2,895,259.33	\$ 2,928,946.42	\$ 2,928,640.37	
TAMRO CAPITAL PARTNERS	\$ 954,785.13	\$ 940,471.93	\$ 990,541.98	\$ 1,012,522.18	\$ 1,035,470.20	\$ 1,037,912.57	\$ 997,623.20	\$ 1,048,852.81	\$ 1,037,136.43	\$ 969,473.81	\$ 978,847.34	\$ 1,030,816.08	
MANNING & NAPIER	\$ 1,525,520.59	\$ 1,508,632.50	\$ 1,552,806.68	\$ 1,584,716.26	\$ 1,590,806.09	\$ 1,608,315.45	\$ 1,597,983.30	\$ 1,651,341.00	\$ 1,656,230.80	\$ 1,673,413.00	\$ 1,699,553.05	\$ 1,727,527.35	
TOTAL	\$ 14,463,648.83	\$ 14,872,104.20	\$ 14,631,934.79	\$ 15,047,711.01	\$ 15,429,190.69	\$ 15,591,353.90	\$ 15,733,638.69	\$ 15,484,104.08	\$ 15,945,574.41	\$ 15,986,963.48	\$ 16,029,551.18	\$ 16,310,581.33	\$ 16,545,543.41

FISCAL YEAR 14/15

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2014	GAIN/(LOSS) JULY	GAIN/(LOSS) AUGUST	GAIN/(LOSS) SEPTEMBER	GAIN/(LOSS) OCTOBER	GAIN/(LOSS) NOVEMBER	GAIN/(LOSS) DECEMBER	GAIN/(LOSS) JANUARY	GAIN/(LOSS) FEBRUARY	GAIN/(LOSS) MARCH	GAIN/(LOSS) APRIL	GAIN/(LOSS) MAY	GAIN/(LOSS) JUNE	TOTAL YTD GAIN/(LOSS) As of 6-22-2015
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 3,028,564.29	\$ (22,964.54)	\$ 13,873.79	\$ (40,794.95)	\$ 22,018.55	\$ (8,558.61)	\$ (73,916.09)	\$ 24,704.49	\$ 21,446.39	\$ 18,672.95	\$ 66,687.94	\$ 110,481.91	\$ (33,194.08)	\$ (975.25)
U.S. BANK EQUITY MUTUAL FUNDS	\$ 6,204,923.35	\$ (100,679.37)	\$ 188,247.24	\$ (147,747.04)	\$ 105,050.06	\$ (132,007.32)	\$ (112,648.17)	\$ (131,068.64)	\$ 332,317.50	\$ (8,709.72)	\$ 118,715.71	\$ 486,150.06	\$ (26,030.57)	\$ 319,687.38
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,625,071.97	\$ (12,651.87)	\$ 26,218.20	\$ (22,954.25)	\$ 19,313.78	\$ 24,472.72	\$ (10,677.40)	\$ (22,908.17)	\$ 50,545.77	\$ (21,624.74)	\$ 16,956.59	\$ 2,235.39	\$ (1,698.35)	\$ 47,227.67
AGINCOURT CAPITAL	\$ 2,928,640.37	\$ (7,478.21)	\$ 34,138.73	\$ (24,940.36)	\$ 22,446.76	\$ 21,899.08	\$ (2,560.38)	\$ 7,660.78	\$ (3,603.69)	\$ 13,386.81	\$ (19,587.56)	\$ (1,383.05)	\$ (5,982.79)	\$ 11,496.59
TAMRO CAPITAL PARTNERS	\$ 1,030,816.08	\$ (71,975.70)	\$ 42,445.82	\$ (49,588.72)	\$ 71,388.85	\$ 7,434.27	\$ 14,975.11	\$ (40,699.29)	\$ 65,361.87	\$ 5,534.42	\$ (31,286.02)	\$ 25,373.34	\$ 35,171.63	\$ 74,135.58
MANNING & NAPIER	\$ 1,727,527.35	\$ (24,704.72)	\$ 34,027.80	\$ (56,823.97)	\$ 3,029.81	\$ 22,815.42	\$ (20,199.70)	\$ (16,825.64)	\$ 66,126.25	\$ (26,806.54)	\$ 22,406.25	\$ (6,608.22)	\$ 5,241.78	\$ 1,678.52
CURRENT MTD TOTAL GAIN/(LOSS)	\$ (240,454.41)	\$ 338,951.58	\$ (342,849.29)	\$ 243,247.81	\$ 200,070.20	\$ (205,026.63)	\$ (110,188.47)	\$ 502,194.09	\$ (9,728.82)	\$ 17,389.91	\$ 66,833.90	\$ (75,492.38)	\$ 453,250.49	

INVESTMENT FUND BALANCES:

U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 3,005,599.75	\$ 3,019,473.54	\$ 2,978,678.59	\$ 3,000,697.14	\$ 2,992,138.53	\$ 2,918,222.44	\$ 2,942,926.93	\$ 2,964,373.32	\$ 2,983,046.27	\$ 3,049,734.21	\$ 3,060,783.12	\$ 3,027,589.04
U.S. BANK EQUITY MUTUAL FUNDS	\$ 6,104,243.98	\$ 6,292,491.22	\$ 6,144,744.18	\$ 6,249,794.24	\$ 6,381,801.56	\$ 6,269,153.39	\$ 6,138,084.75	\$ 6,470,402.25	\$ 6,383,310.53	\$ 6,502,026.24	\$ 6,550,641.30	\$ 6,524,610.73
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,612,420.10	\$ 1,638,638.30	\$ 1,615,684.05	\$ 1,634,997.83	\$ 1,659,470.55	\$ 1,648,793.15	\$ 1,625,884.98	\$ 1,676,430.75	\$ 1,654,806.01	\$ 1,671,762.60	\$ 1,673,997.99	\$ 1,672,299.64
AGINCOURT CAPITAL	\$ 2,921,162.16	\$ 2,955,300.89	\$ 2,930,360.53	\$ 2,952,807.29	\$ 2,974,706.37	\$ 2,972,145.99	\$ 3,048,754.77	\$ 3,015,151.08	\$ 3,028,537.89	\$ 3,008,950.33	\$ 2,995,119.75	\$ 2,940,136.96
TAMRO CAPITAL PARTNERS	\$ 958,840.38	\$ 1,001,286.20	\$ 951,697.48	\$ 1,023,086.33	\$ 1,030,520.60	\$ 1,045,495.71	\$ 1,004,796.42	\$ 1,070,158.29	\$ 1,044,406.69	\$ 1,069,780.03	\$ 1,104,951.66	
MANNING & NAPIER	\$ 1,702,822.63	\$ 1,736,850.43	\$ 1,680,026.46	\$ 1,683,056.27	\$ 1,705,871.69	\$ 1,685,671.99	\$ 1,668,846.35	\$ 1,734,972.60	\$ 1,708,166.06	\$ 1,730,572.31	\$ 1,723,964.09	\$ 1,729,205.87
TOTAL	\$ 16,545,543.41	\$ 16,305,089.00	\$ 16,644,040.58	\$ 16,301,191.29	\$ 16,544,439.10	\$ 16,744,509.30	\$ 16,539,482.67	\$ 16,429,294.20	\$ 16,931,488.29	\$ 17,007,452.38	\$ 17,074,286.28	\$ 16,998,793.90

9.15

Status of Construction/Renovation Projects through June 30, 2015

Project	Status	Projected Budget	Funding Source
VRCFA Roof Project	<ul style="list-style-type: none"> • Replace roof on the academic wing of the Fine Arts building. • New roof will replace original system with a single membrane EPDM system that includes a 20 year warranty. • Work started 6/15/15. • Scheduled for completion 7/30/15. 	\$200,000	State Capital/Local
Townhouse Renovation Project (Summer, 2015)	<ul style="list-style-type: none"> • Complete renovation of 4 Townhouse apartments (1 quad). • Work started 5/11/15; 60% complete. • Scheduled for completion 8/7/15. 	\$314,250	Local
Administration Building LAN Room HVAC Upgrade	<ul style="list-style-type: none"> • Purchase and install a 7.5 ton rooftop HVAC unit. • System to provide an economizer function to utilize outdoor air resulting in a substantial savings in energy. • Necessary to support additional servers required for the voice over IP (VOIP) conversion. • Will receive approximately \$3,000 from the AEP energy incentive program. • Project complete. 	\$26,140	State Capital
Founder's Plaza Renovation	<ul style="list-style-type: none"> • Total renovation of Founder's Plaza - area between the Administration Building and the Athletic Center. • Remaining close-out and warranty issues identified and in process of completion. • Settlement agreement reached between the University and the Surety Company. • \$159,000 of held project funds will be released as part of the agreement to finish the project. 	\$1,426,845	State Capital

5/15 ③


**FY16 AND FY17 STATE BIENNIAL BUDGET
HIGHER EDUCATION BRIEF**

BUDGET & FINANCE

1. **SB4 Senate Challenge.** Requires state institutions to submit to the Chancellor the plan to provide students the opportunity to reduce the student cost of earning a degree by 5% not later than October 15, 2015.
2. **Tuition Freeze.** Prohibits any increase in instructional and general fees for in state undergraduate students in both FY16 and FY17.
3. **State Share of Instruction (SSI).** Appropriates additional funds to the SSI as follows:
 - a. Increases the SSI appropriation to \$1.903 billion in FY16 (\$45 million more than the House) and \$1.979 billion in FY17 (\$84.5 million more than the House.)
 - b. Distributes the new funding in each fiscal year through the funding formula.
4. **Shawnee State Supplement.** Remains level at \$2,326,097 for each of FY16 and FY17.
5. **Access Challenge.** FY16 appropriation reduced from FY15 by 1/3 (\$363,675) and an additional 1/3 in FY17.
6. **Excess Healthcare Benefits.** Prohibits providing excess benefits to an employee that would trigger the excise tax on such plans under federal law. Applies to collective bargaining agreements entered into on or after the provision's effective date.
7. **Overload Fees.** Prohibits, in most cases, a state institution of higher education from charging a tuition overload fee on student course loads below 18 credit hours.
8. **Auxiliary Fees.** Beginning with the fall semester, or quarter equivalent, of the 2015-2016 academic year, requires state institutions of higher education to annually report to the DHE any increase in or additional auxiliary fees charged by the institution and the justification for the increase or addition.
9. **On-Campus Student Housing.** Prohibits a state university from requiring a student to live in on-campus student housing, if the student lives within 25 miles of campus.

ACADEMICS

1. **Course and Program Evaluations.** Requires the board of trustees to evaluate all courses and programs the institution offers based on enrollment and student performance no later than January 1, 2016 and every 5 years thereafter. For courses with low enrollment, the benefits of collaboration with other institutions must be evaluated.

Witnessed as True and Correct
 9.1.15
Secretary, SSU Board of Trustees

**FY16 AND FY17 STATE BIENNIAL BUDGET
HIGHER EDUCATION BRIEF**

EFFICIENCY


1. **Efficiency Advisory Committee.** Requires each state institution to designate an employee to serve as its efficiency officer responsible for the evaluation and improvement of operational efficiencies on campus.
2. **Task Force on Affordability and Efficiency.** Requires BOT to complete, by July 1, 2016, an efficiency review based on the task force report and recommendations, and to provide a report on how recommendations and cost savings will be implemented.
3. **Higher Education Innovation Grant Program.** \$5M incentive for higher education institutions to develop innovative administration redesign proposals

REPORTING & COMPLIANCE

1. **SSI Full Time Equivalent Enrollment.** Requires state institutions to report actual data to the DHE and for the DHE to exclude all undergraduate students who are not Ohio residents in defining the number of full-time equivalent students for the formula.
2. **Campus Safety and Training.** Requires development of model best practices for preventing and responding to sexual assault on campus, by September 1, 2015.
3. **Board of Trustees Various.**
 - a. Requires the BOT to supplement state subsidies by establishing uniform instructional and general fees to be charged to all students for universal services.
 - b. Requires establishment of a tuition surcharge to out-of-state students.
 - c. Prohibits waiver or nonpayment of instructional or general fees that is not authorized by law or approved by the Chancellor.
 - d. Requires that BOT ensures faculty members devote a proper and judicious part of their work week to actual instruction of students.
 - e. Requires each institution, in its statement of charges, to separately identify the instructional fee, general fee, tuition charge, and tuition surcharge.

STUDENT INCENTIVES

1. **OCOG.** Increases Ohio College Opportunity Grant funding by \$4M and maintains Pell First policy.
2. **Higher Education Workforce Grant Program.** \$5M to incent students to earn a degree that ties back to an in-demand job as identified by the ODJFS.

I certify as True and Correct
 9.1.15
Secretary, SSU Board of Trustees Date