

**SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**Meeting Minutes  
April 22, 2022**

**Call to Order**

Chairperson Furbee called the meeting to order at 12:17 p.m. noting the meeting was in compliance with RC § 121.22(F).

**Roll Call**

Members present: Mr. Furbee, Mr. Daniels, Mr. Edwards, Mr. Evans, Dr. Haas, Ms. Hartop, Ms. Starnes, and Mr. Cole. Mr. Watson joined via phone.

Members absent: None

**Approval of the February 11, 2022 Board Meeting Minutes**

Mr. Daniels moved and Mr. Evans seconded a motion to approve the February 11, 2022 Board meeting minutes. The motion was passed by unanimous roll call vote of all Board members present.

**Approval of the April 22, 2022 Revised Agenda**

Mr. Evans moved and Mr. Edwards seconded a motion to approve the April 22, 2022 revised Board meeting agenda. The motion was passed by unanimous roll call vote of all Board members present.

**Consent Agenda**

1. Resolution F04-22, Approval of University Investment Committee Member Reappointment
2. Resolution ASA02-22, Approval of 2022-2023 and 2023-2024 Academic Calendars
3. Resolution ASA03-22, Approval of Policy 5.44, Microcredentialing and Non-Credit Certificates
4. Resolution F07-22, Approval of Policy 5.38, Equal Opportunity Policy

Chair Furbee directed the Board to review the action items on the Consent Agenda and asked if anyone wished to remove any items from the Consent Agenda. There being no objection, items 1-4 were approved by acclamation.

**Executive Committee Report**

Mr. Edwards reported on behalf of the Executive Committee.

1. Resolution E01-22, Approval of Presidential Employment Agreement

This resolution approves the continued employment of Dr. Bauer in the role of President. Mr. Edwards moved that the Board approve Resolution E01-22 and Mr. Evans seconded the motion. The motion was passed by a roll call vote of 6-0 with one abstention by Ms. Hartop.

## **Finance and Administration Committee Report**

Mr. Edwards reported on behalf of the Finance and Administration Committee.

1. Plante Moran presented pre-audit scope materials in preparation for the upcoming FY22 financial audit. Preliminary fieldwork will begin the week of May 16, with year-end fieldwork scheduled to commence the week of August 22.

2. Resolution F05-22, Approval of AY2022-2023 Tuition and Student Fees

The Committee reviewed the proposed undergraduate (guarantee and continuing) tuition and fees, graduate tuition and fees, course, program, and other student fees, and residential housing and meal plan rates for academic year 22-23. Mr. Edwards moved that the Board adopt Resolution F05-22 and Mr. Daniels seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

3. Resolution F06-22, Approval of AY2022-2023 E-Campus Tuition Rates

The Committee reviewed the proposed E-Campus tuition rates for undergraduate, graduate, and doctoral programs for academic year 22-23. Mr. Edwards moved that the Board adopt Resolution F06-22 and Dr. Haas seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

4. Dr. Jonica Burke, Vice President for Finance & Administration, reviewed the fines and cost recovery charge rates for 2022-23. Library printing charges and two disciplinary charges were eliminated. No new charges were identified. The full report is attached to the minutes.
5. Dr. Burke presented an operating budget update. The third quarter budget status report and year-end projections for FY22 were reviewed. The year-end projections are based upon activity through the third quarter, consideration of prior-year fourth quarter activity, and other anticipated activity. The full report is attached to the minutes.
6. Mr. Ballengee, Controller, reviewed the status of the University's investment portfolio as of March 31. The portfolio value at that time was \$8.4M. No use of these reserves to meet cash needs is expected through the end FY22. The full report is attached to the minutes.
7. Ms. Malonda Johnson, Executive Director of Human Resources/Chief Diversity Officer, reported on employment actions that were processed by HR during the third quarter, and provided an update from the Retirement Plan Committee. The full reports are attached to the minutes.

## Academic and Student Affairs Committee Report

Mr. Evans reported on behalf of the Academic and Student Affairs Committee.

1. Resolution ASA04-22, Commemorative Naming of the Dayton duMeleau Math Center

This resolution ratifies and amends SSU Development Foundation Resolution 2022-01, Commemorative Naming of the Math Lab to the Dayton duMeleau Math Center. Mr. Evans moved that the Board adopt Resolution ASA04-22 and Mr. Edwards seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

2. Dr. Ahuja reported on recent activities in Academic & Student Affairs. He provided highlights of upcoming personnel changes in Academic Affairs. He also provided updates regarding key developments in the Lute School of Business, including the achievement of candidacy status for accreditation of business programs and the awarding of the first endowed professorship at SSU, established in honor of our Board Chair Mr. David Furbee. Dr. Ahuja informed the committee on the status of new program developments. He updated the committee regarding the upcoming mid-cycle review by the Higher Learning Commission and the significant efforts underway on campus toward that review. Finally, his report highlights recent faculty accomplishments in the areas of teaching, scholarship, service, and community engagement. The full report is attached to the minutes.

3. Mr. Eric Braun, Vice President for Advancement and Enrollment Management, reported that SSU's advancement operations are nearly restored to full capacity with programs underway at the Vern Riffe Center for the Arts, the Morris University Center, throughout the Athletic Department, K-12 school visits to campus, and Admissions visits to schools. The Center for Lifelong Learning is offering micro-credentials and certificates that help meet rapidly changing workforce and employee needs. The Office of Workforce Development is aggressively developing a network of employers to collaborate with SSU to expand field experiences. Thanks to the generous support of our donors, the Development Foundation and university are able to offer a tuition-free undergraduate degree option for college-ready, Pell grant-eligible freshmen entering SSU from Scioto, Pike, Adams, Lawrence, Jackson and Ross counties in Ohio, as well as Boyd, Greenup, and Lewis counties in Kentucky. The full report is attached to the minutes.

4. Mr. Braun presented a recruitment and admissions report for the fall 2022 class. Applications and admitted undergraduate students remain up from 2021 and down from 2020, while orientation registrations have increased over the past month to 2019 levels. New initiatives launched in April to increase new student applications and registrations include (1) Free Tuition for college-ready, Pell-eligible students in Scioto, Pike, Lawrence, Adams, Jackson and Ross Counties in Ohio, as well as Boyd, Lewis, and Greenup Counties in Kentucky, (2) \$1Million dollars in new Choose Ohio First Scholarships for cybersecurity and occupational therapy students; and (3) Go Far Housing Scholarships for need based students. New initiatives scheduled for May include new Esports scholarships and expansion of the Matt Matthews early arrival scholarship program. The full report is attached to the minutes.

5. Mr. Eli Cole, Student Programming Board (SPB), Special Events Chair, reported on SPB events for spring 2022. The full report is attached to the minutes.
6. Dr. Drew Feight, Professor of History, presented on the Center for Public History (CPH). The CPH supports academic programs by facilitating undergraduate research projects and other grant-funded initiatives with our community partners including the Scioto Historical Mobile App, historic Portsmouth newspaper digitization and the Speaker Vernal G. Riffe, Jr. papers. The full report is attached to the minutes.

### **Appointment of Nominating Committee**

Chair Furbee appointed Joe Watson to serve as a nominating committee for the purpose of bringing forth names at the June meeting for election of Board of Trustees officers in the 2022-2023 academic year and thanked Joe for his time and willingness to serve the Board in this capacity.

### **Reports from Board Liaisons with other Organizations**

None

### **President's Report**

President Bauer provided an update on the easing of COVID restrictions due to campus cases being in the single digits. The university will continue to encourage vaccinations and will offer vaccination clinics during orientations throughout summer. Governor DeWine presented his State of the State address and his top priority is strengthening mental health services in the state. Redevelopment of Appalachian Ohio was third and our current projects of the Kricker Innovation Hub renovation, Gateway, and demolition of downtown buildings rest squarely within the sweet spot of the Governor's priorities. For the 13<sup>th</sup> consecutive year, our gaming program has been nationally ranked, coming in at number 9 this year. Dr. Bauer recognized donations SSU received from Dr. Linda Hunt to establish the Dayton DuMeleau Math Center and David Furbee to support the development of the School of Business and endowment of a faculty position within the school. In closing, he informed the Board of the decision to offer tuition-free education for all college-ready, Pell-eligible students coming from 6 Ohio counties and 3 Kentucky counties. This step helps eliminate one of the most important barriers to enrollment and we expect to have a significant increase in attendance by this fall even though this financial initiative has been introduced late in the recruitment cycle. The full report is attached to the minutes.

### **New Business**

Chair Furbee recognized outgoing student Board member Cassidy Starnes, thanked her for her service, and wished her well in her future endeavors. Dr. Bauer added his appreciation and presented her with a gift from the Board of Trustees.

### **Comments from Constituent Groups and the Public**

None

## **Faculty Senate Report**

Mr. Tony Ward, University Faculty Senate President, reported that he is stepping down and Mariah Woodward will be the next UFS President. He thanked the Board for the opportunity to speak during his tenure. He stated the biggest challenge was the lack of processes for changes necessitated by COVID but UFS was able to work with the administration to find solutions. Still addressing ongoing J1 implementation and communication issues. Through interaction with the Ohio Faculty Council, he feels SSU can step up and be a leader in Ohio.

## **Executive Session**

Mr. Daniels moved to enter Executive Session to discuss the employment of a public official. Mr. Edwards seconded the motion and following a unanimous roll call vote in accordance with Ohio Revised Code Section 121.22, the Board entered executive session at 12:54 p.m. Those in attendance for the executive session were Jeff Bauer, David Furbee, Ed Daniels, Eddie Edwards, Scott Evans, Brenda Haas, Francesca Hartop with Joe Watson joining via phone. Mr. Edwards moved and Mr. Evans seconded a motion to leave executive session and return to public meeting. The motion passed unanimously and the Board exited executive session at 1:15 p.m.

## **Other Business**

None

## **Adjournment**

Mr. Evans moved and Mr. Edwards seconded a motion to adjourn. The motion was passed unanimously and the Board was adjourned at 1:16 p.m.

  
Chairperson, Board of Trustees

  
Secretary, Board of Trustees

**RESOLUTION F04-22**

**APPROVAL OF UNIVERSITY INVESTMENT  
COMMITTEE MEMBER REAPPOINTMENT**

WHEREAS, on June 30, 2022 Mr. Steven Boden will have completed a three-year term as a member of Shawnee State University's Investment Committee; and

WHEREAS, Mr. Boden is a long-standing member of the committee, continues to demonstrate exemplary service and expertise, and is willing to continue as a member; and

WHEREAS, Mr. David Furbee, Investment Committee Chairperson, nominates Mr. Boden for reappointment for an additional three-year term, beginning July 1, 2022 and ending June 30, 2025; and

WHEREAS, the President concurs with this reappointment;

THEREFORE, BE IT RESOLVED that the Board of Trustees approves the three-year reappointment of Mr. Boden to the University's Investment Committee and extends its appreciation to Mr. Boden for his continued service to the University.

(April 22, 2022)

Certified as True and Correct  
April 26, 2022

  
Secretary, SSU Board of Trustees

**RESOLUTION ASA02-22**

**APPROVAL OF THE 2022-2023 & 2023-2024 ACADEMIC CALENDARS**

WHEREAS, members of the Calendar Advisory Committee have developed and reviewed the proposed 2022-2023 Academic Calendar and the 2023-2024 Academic Calendar; and

WHEREAS, the Provost and the President have approved the proposed 2022-2023 Academic Calendar and the 2023-2024 Academic Calendar;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the Shawnee State University 2022-2023 Academic Calendar and the 2023-2024 Academic Calendar, attached hereto.

(April 22, 2022)

Certified as True and Correct  
April 26, 2022

  
Secretary, SSU Board of Trustees



## 2022-2023 ACADEMIC CALENDAR

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### Fall Semester 2022-2023

August 22	Fall semester classes begin (full and first half session)
September 5	Labor Day ( <i>University Closed</i> )
October 6-7	Fall Break ( <i>No Classes</i> )
October 14	Last day of first half session (final exams during last scheduled class period)
October 17	First day of second half session
October 18	Grades due in Office of the Registrar by noon (first half session)
November 11	Veteran's Day ( <i>University Closed</i> )
November 23	No Classes ( <i>University Offices Open</i> )
November 24	Thanksgiving Day ( <i>University Closed</i> )
November 25	Thanksgiving Holiday ( <i>University Closed</i> )
November 26	Classes resume
December 2	Last day of classes (full session and second half session)
Dec 3-9	Final Exams (full session classes)
December 10	Fall Commencement – semester ends
December 13	Grades due in Office of the Registrar by noon (full and second half session for on-campus and online classes)
December 23	Christmas Holiday Observed ( <i>University Closed</i> )
December 26	Christmas Holiday Observed ( <i>University Closed</i> )
December 27-31	Winter Break ( <i>University Closed</i> )
January 2	New Year's Holiday Observed ( <i>University Closed</i> )

### Spring Semester 2022-2023

January 9	Spring semester classes begin (full and first half session)
January 16	Martin Luther King, Jr. Day ( <i>University Closed</i> )
February 24	Last day of first half session (final exams during last scheduled class period)
Feb 27-Mar 5	Spring Break
March 6	First day of second half- week session Spring full session classes resume
March 7	Grades due in Office of the Registrar by noon (first half session)
April 21	Last day of classes (full session and second half session)
April 22-28	Final Exams (full session classes)
April 29	Commencement
May 2	Grades due in Office of the Registrar by noon (full and second half session)

### Summer Semester 2022-2023

May 8	First day of first seven-week session
May 22	First day of full session (ten week)
May 29	Memorial Day ( <i>University Closed</i> )
June 19	Juneteenth ( <i>University Closed</i> )
June 23	Last day of first-seven-week session
June 26	Second seven-week session week – classes begin
June 27	Grades due in Office of the Registrar by noon (first seven-week session)
July 4	Independence Day ( <i>University Closed</i> )
July 28	Last day of full session
August 1	Grades due in Office of the Registrar by noon (full session)
August 11	Last day of second seven-week session
August 15	Grades due in Office of the Registrar by noon (second seven-week session)

\*\* According to Ohio Department of Higher Education Requirements, “One semester credit hour will be awarded for a minimum of 750 minutes of formalized instruction that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes).”

Certified as True and Correct  
April 26, 2022





## 2023-2024 ACADEMIC CALENDAR

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### Fall Semester 2023-2024

August 21	Fall semester classes begin (full and first half session)
September 4	Labor Day ( <i>University Closed</i> )
October 5-6	Fall Break ( <i>No Classes</i> )
October 13	Last day of first half session (final exams during last scheduled class period)
October 16	First day of second half session
October 17	Grades due in Office of the Registrar by noon (first half session)
November 10	Veteran's Day Observed ( <i>University Closed</i> )
November 22	No Classes ( <i>University Offices Open</i> )
November 23	Thanksgiving Day ( <i>University Closed</i> )
November 24	Thanksgiving Holiday ( <i>University Closed</i> )
November 25	Classes resume
December 1	Last day of classes (full session and second half session)
Dec 2-8	Final Exams (full session classes)
December 9	Fall Commencement – semester ends
December 12	Grades due in Office of the Registrar by noon (full and second half session for on-campus and online classes)
December 22	Christmas Holiday Observed ( <i>University Closed</i> )
December 25	Christmas Holiday Observed ( <i>University Closed</i> )
December 26-31	Winter Break ( <i>University Closed</i> )
January 1	New Year's Holiday Observed ( <i>University Closed</i> )

### Spring Semester 2023-2024

January 8	Spring semester classes begin (full and first half session)
January 15	Martin Luther King, Jr. Day ( <i>University Closed</i> )
February 23	Last day of first half session (final exams during last scheduled class period)
Feb 26 – Mar 3	Spring Break
March 4	First day of second half- week session Spring full session classes resume
March 5	Grades due in Office of the Registrar by noon (first half session)
April 19	Last day of classes (full session and second half session)
Apr 20-26	Final Exams (full session classes)
April 27	Commencement
April 30	Grades due in Office of the Registrar by noon (full and second half session)

### Summer Semester 2023-2024

May 6	First day of first seven-week session
May 20	First day of full session (ten weeks)
May 27	Memorial Day ( <i>University Closed</i> )
June 19	Juneteenth ( <i>University Closed</i> )
June 21	Last day of first-seven-week session
June 24	Second seven-week session – classes begin
June 25	Grades due in Office of the Registrar by noon (first seven-week session)
July 4	Independence Day ( <i>University Closed</i> )
July 26	Last day of full session
July 30	Grades due in Office of the Registrar by noon (full session)
August 9	Last day of second seven-week session
August 13	Grades due in Office of the Registrar by noon (second seven-week session)

\*\* According to Ohio Department of Higher Education's requirements: "One semester credit hour will be awarded for a minimum of 750 minutes of formalized instruction that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes)."

**RESOLUTION ASA03-22**

**APPROVAL OF THE ADOPTION OF POLICY 5.44  
MICROCREDENTIALING AND NON-CREDIT CERTIFICATES**

WHEREAS, microcredentials and non-credit certificates provide students and graduates with a competitive advantage when seeking employment and advancement in their careers; and

WHEREAS, Shawnee State University recognizes the need and opportunity to meet the needs of business and industry for credentialed learning; and

WHEREAS, Policy 5.44 addresses the requirements pertaining to the development of microcredentials and non-credit certificates; and

WHEREAS, procedures required for the effective and consistent implementation of the policy are provided for informational purposes;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves Policy 5.44, Microcredentialing and Non-Credit Certificates.

(April 22, 2022)

Certified as True and Correct  
April 26, 2022

  
Secretary, SSU Board of Trustees

# Shawnee State University

POLICY TITLE:	MICROCREDENTIALING AND NON-CREDIT CERTIFICATES
POLICY NO.:	5.44
ADMIN CODE:	3362-5-44
PAGE NO.:	1 OF 5
EFFECTIVE DATE:	04/22/2022
NEXT REVIEW DATE:	04/22/2025
RESPONSIBLE OFFICER(S):	VPAEM
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 INTRODUCTION

1.1 Microcredentialing is the process of issuing verification of learning, activity and accomplishments that are not transcriptable through the traditional academic process of course completion and degree attainment. Microcredentials are often verified using digital badges. Microcredentials can provide University graduates and others with a competitive advantage when seeking employment and advancement in their careers.

### 1.1.1 Definitions

1.1.1.1 Microcredential: An authenticated indication of learning or accomplishment issued by the University after a student demonstrates completion of appropriate requirements.

1.1.1.2 E-credential: Any digital indication of student learning, activity or accomplishment. Examples of e-credentials include digital badges.

1.1.1.3 Digital badge: An e-credential consisting of a visual symbol of accomplishment that contains verifiable data and evidence of a student's learning or accomplishment, which recipients can share with future employers, educational institutions or individuals via the internet.

1.2 Non-credit certificates are intended to allow students to pursue specific topics to supplement a degree program; gain knowledge in a chosen field of employment; earn continuing education units (CEUs) for workforce development; prepare for exams for professional certification; or for professional licensure. The Center for Lifelong Learning will offer certificates for non-credit programs.

### 1.2.1 Definitions

1.2.1.1 Non-credit: Used to describe programs that do not earn transcriptable credit hours at the University. Non-credit bearing

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April 26, 2022

  
Secretary, SSU Board of Trustees

certificates are typically Certificates of Completion or Short-Term Technical Certificates.

- 1.2.1.2 Certificate of Completion: A certificate of completion is a flexible award meant to convey completion of a workshop, bootcamp, or other program.
- 1.2.1.3 Less Than One Year Technical Certificate/ Short-Term Technical Certificate: Certificates awarded by a post-secondary institution for the completion of an organized program of study in less than 900 clock hours that are designed for an occupation or specific employment opportunities. These certificates should prepare students for a valid occupational license or third-party industry-recognized credential or certification, if available, related to the field of study.
- 1.2.1.4 Industry-Recognized Credential or Certification: This definition follows appropriate ODHE guidelines. Valid industry-recognized credentials or certifications include all occupational licenses and registries provided by state or national professional boards, apprenticeship completion certificates, and industry certifications from a valid third-party.

## 2.0 PURPOSE

The purpose of this policy is:

- 2.1 To provide Shawnee State University with a tool to verify student learning and co-curricular activities and accomplishments that may not be verified via transcripts.
- 2.2 To provide Shawnee State University with a tool to meet the needs of business and industry for credentialed learning.
- 2.3 To provide Shawnee State University with a tool to award completion of workshops, bootcamps, courses, and other non-credit bearing programs.
- 2.4 To provide individuals with learning opportunities to become certified in a technical or professional area or skills.
- 2.5 To provide Shawnee State University graduates with a competitive advantage when seeking employment and advancement in their careers.

### 3.0 DEVELOPING MICROCREDENTIALS

- 3.1 Any faculty or administrator may propose a microcredential. New microcredentials require approval by a review panel, as set forth in the accompanying procedure. Such procedures are subject to approval by the President.
  - 3.1.1 It is the responsibility of the Director of the Center for Lifelong Learning to maintain and update relevant procedures for the development of microcredentials.
- 3.2 Microcredentials must, at a minimum, include the following elements.
  - 3.2.1 Description: The learning activity or accomplishment to be authenticated.
  - 3.2.2 Criteria: The requirements that must be completed in order to earn the microcredential.
  - 3.2.3 Mode of Issuance: The technological platform to be utilized to issue and verify the microcredential.
  - 3.2.4 Evidence: Demonstration of how the criteria have been met.
  - 3.2.5 Expiration: The length of time that the microcredential remains valid.
- 3.3 All intellectual property including academic works created through the development of a microcredential will be subject to Board of Trustees Policy 2.10Rev., Copyright, Patents and Research for University Personnel.

### 4.0 DEVELOPING NON-CREDIT CERTIFICATES

- 4.1 Any faculty or administrator may propose a non-credit certificate. New non-credit certificates require approval by the review panel as set forth in the accompanying procedure. Such procedures are subject to approval by the President.
  - 4.1.1 It is the responsibility of the Director of the Center for Lifelong Learning to maintain and update relevant procedures for the development of non-credit certificates.
- 4.2 Non-credit certificates must, at a minimum meet the following elements.
  - 4.2.1 Description: The learning activity or accomplishment to be authenticated.
  - 4.2.2 Program Outline: Minimum number of contact hours defined, program objectives and outcomes clearly defined, pathway to current degree programs defined when applicable, aligned to requirements set forth by certification agency when applicable.

4.2.3 Mode of Completion: The requirements that must be completed to earn the non-credit certificate.

4.2.4 Expiration: The length of time that the non-credit certificate remains valid.

4.3 All intellectual property including academic works created through the development of a certificate will be subject to Board of Trustees Policy 2.10Rev., Copyright, Patents and Research for University Personnel.

## 5.0 ISSUING MICROCREDENTIALS

5.1 Any student enrolled at Shawnee State University is able to participate in non-credit bearing, non-transcriptable learning activities that can be verified with a microcredential. In addition, non-credit bearing, non-transcriptable microcredentials may be offered to the general public to provide for business and industry needs. Certain microcredentials may include specific eligibility requirements.

5.2 Candidates for a microcredential must meet all criteria for that microcredential as certified by the sponsoring department, office, or division. The initiating department, office, or division is responsible for verifying all aspects of the microcredential including eligibility, criteria, evidence and awarding.

## 6.0 ISSUING NON-CREDIT CERTIFICATES

6.1 Non-credit bearing certificates may be offered to students and the general public to provide for credentialed learning and a competitive advantage when seeking employment and career advancement. Certain certificates may include specific eligibility requirements.

6.2 The initiating department, office or division is responsible for all aspects of delivery of the certificate, and must work with the Center for Lifelong Learning to ensure reporting, verification, and issuance of the certificate.

6.3 The Center for Lifelong Learning is responsible for verifying and issuing non-credit Certificates and Certificates of Completion.

## 7.0 MODIFYING OR DECOMMISSIONING MICROCREDENTIALS

7.1 Significant changes to existing microcredentials in purpose or scope require approval from the microcredential review panel.

7.2 The microcredential review panel will have the authority to decommission microcredentials if the microcredential no longer aligns in purpose or scope with the original approved microcredential, or if the sponsoring department, division, or office is incapable of administering the microcredential.

8.0 MODIFYING OR DECOMMISSIONING NON-CREDIT CERTIFICATE PROGRAMS

Significant changes to existing non-credit certificates in purpose or scope require approval from the Director of the Center for Lifelong Learning.

History

Effective: 04/22/22

Applicable Procedures: 5.44:1 Procedures for Developing a Microcredential or Non-Credit Certificate

Certified as True and Correct  
April 26, 2022

  
Secretary, SSU Board of Trustees

## INFORMATION ONLY

PROCEDURE TITLE:	DEVELOPING A MICROCREDENTIAL OR NON-CREDIT CERTIFICATE
PROCEDURE NO.:	5.44:1
RELATED POLICY:	5.44
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR(S):	VPAEM
EFFECTIVE DATE:	04/22/2022
NEXT REVIEW DATE:	04/22/2025
APPROVED BY:	PRESIDENT

### 1.0 GENERAL GUIDELINES

- 1.1 Microcredentialing is the process of issuing verification of learning, activity and accomplishments that are not transcriptable through the traditional academic process of course completion and degree attainment. Microcredentials are often verified using digital badges. Microcredentials can provide University graduates and others with a competitive advantage when seeking employment and advancement in their careers.
- 1.2 Candidates for a microcredential must meet all criteria for that microcredential as certified by the sponsoring department, office, or division.
- 1.3 Non-credit certificates are intended to allow students to pursue specific topics to supplement a degree program; gain knowledge in a chosen field of employment; earn continuing education units (CEUs) for workforce development; and/or prepare for exams for professional certification or for professional licensure. The Center for Lifelong Learning will offer certificates for non-credit programs.

### 2.0 NOTICE OF INTENT TO ISSUE MICROCREDENTIAL/ELECTRONIC BADGE

- 2.1 A department, office or division indicates a desired microcredential by filling out the online Notice of Intent to Issue Microcredential/Electronic Badge form (see Appendix A). Filling out the Notice of Intent will result in the following offices being alerted to assist in the development of the Microcredential:
  - 2.1.1 Associate Provost
  - 2.1.2 Information Technology Services (ITS)
  - 2.1.3 Marketing and Communication
  - 2.1.4 Teaching and Learning Center (TLC)

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Secretary, SSU Board of Trustees



- 2.1.5 Center for Lifelong Learning
- 2.1.6 Director of Workforce Development
- 2.2 Badge Development Template
  - 2.2.1 The initiator develops the microcredential utilizing the Badge Development Template (Appendix B).
    - 2.2.1.1 It is recommended that the initiator consult with the TLC regarding learning objectives, assessments, and evidence.
    - 2.2.1.2 It is recommended that the initiator consult with Marketing and Communications regarding design considerations for the digital badge(s).
    - 2.2.1.3 It is recommended that the initiator consult with Workforce Development regarding industry demand considerations for the digital badge(s).
  - 2.2.2 The initiator submits the Badge Development Template to the Director of the Center for Lifelong Learning.
  - 2.2.3 The Director of the Center for Lifelong Learning convenes a review panel consisting of the Director of the Center for Lifelong Learning, Associate Provost of Academic Affairs, and the Director of Workforce Development (Review Panel). Following approval by the Review Panel, the Center for Lifelong Learning will work with ITS and Marketing and Communications to advertise, display and make available the new microcredential.
  - 2.2.4 In the event the Review Panel does not approve the proposed microcredential, rationale will be provided to initiator. Resubmission of the microcredential is permitted.
  - 2.2.5 The initiating department, office or division is responsible for all aspects of delivery and verification of the microcredential including eligibility, criteria, evidence and awarding.
- 3.0 NOTICE OF INTENT TO ISSUE NON-CREDIT CERTIFICATE
  - 3.1 A department, office or division indicates a desired certificate by filling out the online Notice of Intent to Issue Certificate form (Appendix C). Filling out the Notice of Intent will result in the following offices being alerted to assist in the development of the certificate:

- 3.1.1 Associate Provost
- 3.1.2 Marketing and Communication
- 3.1.3 Teaching and Learning Center (TLC)
- 3.1.4 Center for Lifelong Learning
- 3.1.5 Director of Workforce Development
- 3.1.6 Student Success Center
- 3.2 Non-Credit Certificate Development Template
  - 3.2.1 The initiator develops the certificate utilizing the Certificate Development Template (Appendix D).
    - 3.2.1.1 It is recommended that the initiator consult with the TLC regarding learning objectives, assessments, and evidence.
    - 3.2.1.2 It is recommended that the initiator consult with Workforce Development regarding industry demand considerations for the certificate(s).
    - 3.2.1.3 It is recommended that the initiator consult with the Student Success Center regarding third party certification testing.
  - 3.2.2 The initiator submits the Certificate Development Template to the Director of the Center for Lifelong Learning.
  - 3.2.3 The Director of the Center for Lifelong Learning convenes a review panel consisting of the Director of the Center for Lifelong Learning, Associate Provost of Academic Affairs, and the Director of Workforce Development (Review Panel). Following approval by the Review Panel, the Center for Lifelong Learning will work with the Student Success Center and Marketing and Communications to advertise, display and make available the new certificate.
  - 3.2.4 In the event the Review Panel does not approve the proposed certificate, rationale will be provided to initiator. Resubmission of the certificate is permitted.
  - 3.2.5 The initiating department, office or division is responsible for all aspects of delivery of the certificate, and must work with the Center for Lifelong Learning to ensure reporting, verification, and issuance of the certificate.

- 3.2.6 The Center for Lifelong Learning is responsible for all aspects of reporting, verification, and issuance of the certificate.

History

Effective: 04/22/22

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**Appendix A:**

**Notice of Intent to Issue Microcredential/Electronic Badge**

Microcredentialing is the process of issuing transportable verification of learning, activity and accomplishments that are not transcriptable through the traditional academic process of course completion and degree attainment. Microcredentials are often verified using digital badges. Institutions of Higher Education are increasingly utilizing microcredentials to provide their graduates with a competitive advantage when seeking employment and advancement in their careers.

Candidates for a microcredential must meet all criteria for that microcredential as certified by the sponsoring department, office, or division. The initiating department, office, or division is responsible for delivery of and verifying all aspects of the microcredential including eligibility, criteria, evidence and awarding.

**Initiator:**

**Department, Office or Division:**

**Phone Number:**

**Email Address:**

**Name of Badge:**

**Anticipated Start Date for Issuing Badge:**

**Briefly Describe the Badge Being Proposed:**

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## Appendix B:

### Badge Development Template

#### Section 1: Considerations for Designing Badges

##### **Making a Meaningful Badge:**

The focus for developing an electronic badge should be on clearly identifying the competencies the earners will obtain or build upon by earning the badge. When developing a badge, the focus should be on equipping the earners with the competencies that will be the most beneficial for them. These benefits should be clearly defined and easily understandable for potential earners. Please take the following points into consideration:

- Badge steps should be clearly defined, clearly related to the purpose of the badge, and measurable.
- Specific goals and objectives should be clearly stated.
- Badges should be focused on specific outcomes.
- Assigned tasks or Steps should be divided into attainable units of information.
- The time allocated to a badge should be reasonable and not intimidate potential earners. Badges taking longer than 6 months of effort should consider being broken up.

##### **Badge Creation Pitfalls:**

To assist you in creating badges that are highly detailed, effective, and valuable for your earners, there are a number of approaches that should be avoided.

- Avoid linking out to external websites for the majority of your badge content.
- Avoid providing the earner with a wide variety of activities for a single step.
- Avoid having rigorous criteria that must be adhered to, while leaving the submission guidelines open-ended.
- Avoid creating badges that have unrealistic expectations for badge steps.
- Badges should not be issued for credentials that are already provided via a student transcript (i.e.: awarding badges for completing an existing course).

#### Section 2: Designing Badge Content

During the badge design process, your content will be divided into three parts: Badge Basics, Steps and Criteria, and Graphics. This document will walk you through the steps required to design each of those sections.

**Badge Basics:** The first step is to prepare some basic information about the badge: Badge Title, Award Eligibility, General Description, Award Date and Expiration Date. Use the information below to help you establish these items for your badge.

**Badge Title:** Create a title for your badge that is reflective of the general skills, knowledge and competencies that the earners will be working to develop. The title should be meaningful, interesting and clearly understood by potential earners. Typically, the title consists of 2 to 3 words. *Do NOT use titles that correlate to a course offering.*

- *Examples:*

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- *Information Literacy*
- *Personal Leadership*
- *Essential Career Skills*
- *Community Service*

**General Description:** This brief description is intended as a general overview of badge content. Do not go into specific details about the actual steps/objectives included in the badge, rather provide some information that will give prospective earners an idea of what competencies they will need to demonstrate in order to earn the badge. The general description should answer the following questions:

- What is this badge about?
- How will this badge be earned?
- Why is this badge important?
- Is there evidence of need?
- What skills are demonstrated by obtaining this badge?
- Is there a cost to the earner associated with earning this badge?
- *Example: The Information Literacy Badge recognizes students who have demonstrated their skill at finding and evaluating information in a wide variety of formats from scholarly and non-scholarly sources. Analyzing information sources for strengths and weaknesses is a critical skill of information literacy that is important for academic work at Shawnee State and in future employment. Using resources offered by the Clark Memorial Library, students will develop critical information literacy and library research skills as they work with a subject area specialist to pursue their own unique research question and produce a critical annotated bibliography.*

**Estimated Time to Complete:** How long will it take for the learner to complete the badge? If there are other considerations or restrictions regarding timeline for badge completion, describe those here.

**Expiration Date:** Specify the length of time that the badge remains valid. If the badge does not have an expiration date, please write “none.” It is expected that most badges will have no expiration date.

**Steps and Criteria:** This section of the Badge Development Template will help you work through the process of outlining the individual steps and criteria for your badge. The steps in the badge should be specific and meaningful to the overarching competency that is being acquired or developed by the earner. Each badge can have a total of 12 steps (but most badges will likely not need all 12). Each step has 6 components:

- **Step Number:** Number the badge’s steps in the order in which they should be completed.
- **Step Title:** The step title should be concise and accurately reflect the competency being developed. If developing multiple badge steps that have similar titles, consider adding a specific differentiator (i.e. - Step 1, Step 2) as a prefix to the step title.
- **Objective:** A single statement that describes the importance or relevance of the step. It is recommended that your objective be written utilizing the SMART method (Specific, Measurable, Attainable, Realistic and Time-based).
- **Embedded Content (optional):** Each step can display some form of embedded content for the earner to view. Indicate the link or filename for the embedded content here.

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- **Assignment:** The actual assignment the earner will be required to complete in order to successfully complete the step and progress toward earning the badge. The assignment description should be clear, concise, logically sequenced, and describe the entire process necessary to complete the step.
- **Evaluation Criteria:** The evaluation criteria should articulate the initiator’s expectations for measuring an earner’s demonstration of the competency being acquired. It should identify ways to measure the thoroughness or completeness of the assignment, while providing ample opportunity for feedback and remediation of the earner’s work. If the student is required to provide evidence of completion of the assignment, a description of what constitutes appropriate evidence should be noted here.

**Graphics:** Once the content has been developed, it is time to determine the visual look of your badge. While each badge should be unique, badges issued and verified by Shawnee State University will have a degree of uniformity. As such, it is important to consult with a graphic designer in the office of Marketing and Communications to assist you in developing a badge that is both individual and appropriately Shawnee-branded.

While it is anticipated that most initiators will have little graphics design experience and will leave most of the design up to graphics artists in the Marketing and Communication office, initiators with a graphics design background may wish to do some of the design themselves. Please be aware if you are developing your own design that the graphics must conform to the following specifications:

- Graphics must fit into a 200x200 pixel square
- Graphics must conform to uniform Shawnee-branding specifications (see above)
- Icon must be white
- Background must be transparent
- All graphics files must be .png

### **Section 3: Badge Development Template Form**

**1. Initiator:**

- Name**
- Email**
- Phone**

**2. Responsible Department or Office:** \_\_\_\_\_

**3. Badge Title:**

**4. General Description and Rationale:**

- What is this badge about?**
- How will this badge be earned?**
- Why is this badge important?**
- Is there evidence of need?**
- What are the skills that demonstrated by obtaining this badge?**
- Is there a cost to the earner associated with earning this badge?**

5. Estimated Time to Complete: \_\_\_\_\_

6. Expiration Date (if applicable): \_\_\_\_\_

7. Steps (repeat as needed for all steps in earning the badge):

- Step Number:
- Step Title:
- Objective:
- Assignment:
- Evaluation Criteria:
- (Optional) Upload sample instructional materials:

8. Graphics (insert a link or embed graphic here):

Signatures:

\_\_\_\_\_  
Initiator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signatory Authority for Responsible Department, Office or Division

\_\_\_\_\_  
Date

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April 26, 2022

  
\_\_\_\_\_  
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**Appendix C:**

**Notice of Intent to Issue Non-Credit Certificate**

Non-credit certificates are intended to allow students to pursue specific topics to supplement a degree program; gain knowledge in a chosen field of employment; earn continuing education units (CEUs) for workforce development; and/or prepare for exams for professional certification or for professional licensure. The Center for Lifelong Learning will offer certificates for non-credit programs.

The initiating department, office or division is responsible for all aspects of delivery of the certificate, and must work with the Center for Lifelong Learning to ensure reporting, verification, and issuance of the certificate. The Center for Lifelong Learning is responsible for all aspects of reporting, verification, and issuance of the certificate.

**Initiator:**

**Department, Office or Division:**

**Phone Number:**

**Email Address:**

**Name of Certificate:**

**Anticipated Start Date for Issuing Certificate:**

**Briefly Describe the Certificate Being Proposed:**

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April 26, 2022

  
Secretary, SSU Board of Trustees

Appendix D

Non-Credit Bearing Certificate Development Template

**1. Initiator:**

- a. Name
- b. Email
- c. Phone

**2. Responsible Department or Office:** \_\_\_\_\_

**3. Certificate Title:**

**4. General Description and Rationale:**

- a. What is this certificate about?
- b. How will this certificate be earned?
- c. Is there evidence of need among learners and industry?
- d. Does this certificate lead to obtaining a valid Industry Recognized Credential?
- e. Is there a cost to the earner associated with earning this certificate?

**5. Estimated number of hours to Complete:** \_\_\_\_\_

**6. Expiration Date (if applicable):** \_\_\_\_\_

**7. Steps (repeat as needed for all steps in earning the certificate):**

- Step Number:
- Step Title:
- Objective:
- Assignment:
- Evaluation Criteria:
- (Optional) Upload sample instructional materials:

**Signatures:**

\_\_\_\_\_  
Initiator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signatory Authority for Responsible Department, Office or Division

\_\_\_\_\_  
Date

Certified as True and Correct  
April 26, 2022

  
\_\_\_\_\_  
Secretary, SSU Board of Trustees

**RESOLUTION F07-22**

**APPROVAL OF POLICY 5.38, EQUAL OPPORTUNITY POLICY**

WHEREAS, Shawnee State University is committed to an educational and working environment that provides equal opportunity for students and employees and is free from discrimination and harassment; and

WHEREAS, the University seeks to ensure that there are structures and procedures in place that promote equal opportunity for students and employees and prohibit discrimination against any individual because of race, color, religion, age, national origin, ethnicity, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information; and

WHEREAS, the University seeks to ensure that employment actions and access to university-sponsored programs will be administered in accordance with applicable federal, state, and/or local laws, ordinances, regulations, or orders; and

WHEREAS, the Board of Trustees authorizes the President to establish procedures necessary to implement this policy effectively;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves Equal Opportunity Policy 5.38.

(April 22, 2022)

Certified as True and Correct  
April 26, 2022

  
Secretary, SSU Board of Trustees

# Shawnee State University

POLICY TITLE:	EQUAL OPPORTUNITY POLICY
POLICY NO. :	5.38
ADMIN CODE:	3362-5-38
PAGE NO.:	1 OF 1
EFFECTIVE DATE:	04/22/2022
NEXT REVIEW DATE:	04/22/2025
RESPONSIBLE OFFICER(S):	VPF&A/HR/ODEI
APPROVED BY:	PRESIDENT

## POLICY STATEMENT

Shawnee State University is committed to providing a campus environment free from discrimination and harassment. The University prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, age, national origin, ethnicity, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information.

- 1.0 This policy serves to ensure that employment actions and access to university-sponsored programs will be administered in accordance with applicable federal, state, and/or local laws, ordinances, regulations, or orders.
- 2.0 The President will ensure the establishment of procedures necessary to implement this policy effectively.

### History

Effective: 4/22/2022

Applicable Procedures: 5.38:1 Recruitment & Selection Guidelines - Employees

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April 26, 2022

  
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## INFORMATION ONLY

PROCEDURE TITLE:	RECRUITMENT & SELECTION - EMPLOYEES
PROCEDURE NO.:	5.38:1
RELATED POLICY:	5.38
PAGE NO.:	1 of 8
RESPONSIBLE ADMINISTRATORS:	VPF&A/HR/ODEI
EFFECTIVE DATE:	03/21/2022
NEXT REVIEW DATE:	03/01/2025
APPROVED BY:	PRESIDENT

### 1.0 PURPOSE

Shawnee State University is committed to creating a community that is diverse, equitable, and inclusive. Hiring qualified faculty and staff with various backgrounds, perspectives, and experiences is vital to the mission and continued growth of the University. This procedure is designed to guide University employees through the hiring process to ensure actions are taken to attract the broadest and most diverse applicant pools and hiring decisions are made equitably.

### 2.0 APPROVAL PROCESS FOR REGULAR POSITIONS

2.1 To establish or modify a regular budget-approved position, the hiring manager should complete the [Position Information Questionnaire](#) and forward it to the Department of Human Resources.

2.1.1 Human Resources will evaluate the duties and requirements of the position to determine the appropriate placement within the classification and compensation structure.

2.2 Once the position has been evaluated by Human Resources, the hiring manager should discuss the position with their next-level administrator and/or appropriate vice president to ensure there is an agreement to fill the position and funding is available.

2.2.1 The Budget Office should be consulted to determine available funding and/or initiate the budget transfer process.

2.2.2 New position requests should be made during the budget development process for the coming fiscal year when possible.

2.3 Hiring managers must obtain approval from appropriate University officials and offices to fill a budget-approved position before any advertisement, recruitment, or search activity. This approval is obtained by completing the [Position Requisition](#) form.

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### 3.0 STANDARD FOR FILLING VACANT POSITIONS

- 3.1 To fulfill the University's commitment to actively recruit a diverse faculty and staff, positions must be posted and filled through a competitive search process.
- 3.1.1 A competitive search includes accepting applications from both internal and external candidates for at least two weeks for administrative and public safety positions; four weeks for faculty positions.
- 3.1.2 A competitive search is not required when a position is filled on an interim basis. Interim appointments will generally be for a maximum duration of one year. The President may extend the appointment if conditions warrant.
- 3.1.3 Search requirements for support staff positions are outlined in Article 11(B) of the [SSU/CWA Collective Bargaining Agreement](#).

### 4.0 CRITERIA FOR WAIVING A COMPETITIVE SEARCH

- 4.1 Requests to waive the standard search process should be rarely granted. Such requests must be approved by the President and will be considered if the below conditions apply.
- 4.1.1 Partial Waivers - partially waiving the posting requirements may take the following forms:
- 4.1.1.1 Shortened duration of a search may be granted when there is an urgent need to fill a position or if qualified applicants have already been identified for a position.
- 4.1.1.2 An internal search may be granted when there are qualified candidates across campus.
- 4.1.2 Full Waivers - waiving all posting requirements and placing an individual in the position without a competitive search may be approved when at least one of the following criteria is met:
- 4.1.2.1 Previous recruitment attempts did not result in a qualified candidate pool, and/or recruitment difficulties in attracting candidates with the required skills, knowledge, and abilities have been documented;
- 4.1.2.2 Unanticipated business requirements warrant filling the position on an expedited basis and the time needed to conduct a search would have a negative impact on meeting critical operational needs; or

4.1.2.3 Promotion of existing faculty or staff is based on the following:

- 4.1.2.3.1 There is a qualified employee in the department who is being developed for the higher-level position;
- 4.1.2.3.2 There is a qualified employee in the department for whom the new position would be a logical progression because it is an extension of their current duties/responsibilities (assuming no one else in the department is similarly situated and the employee has at least six months of satisfactory performance in the current position);
- 4.1.2.3.3 An employee or supervisor requests an audit/evaluation of a position because duties have naturally changed over time and the results of the review warrant a promotion;
- 4.1.2.3.4 A faculty member meets the promotion & tenure criteria outlined in Article 11 of the [SSU/SEA Collective Bargaining Agreement](#); or
- 4.1.2.3.5 A support staff member is selected as an internal bidder or reassigned to a different position according to Article 11 of the [SSU/CWA Collective Bargaining Agreement](#).

4.2 Hiring managers should consult with Human Resources, their next-level administrator, and/or appropriate vice president to determine the best strategy for filling the vacant position. The skillset of existing employees, recruitment goals, and approved succession plans should be considered in this decision.

## 5.0 PRE-SEARCH CONSULTATION – HUMAN RESOURCES & HIRING MANAGER

5.1 Before a search commences, hiring managers should consult with Human Resources to develop the position advertisement and finalize a proactive recruitment plan.

5.2 Position Advertisement – the position advertisement outlines the responsibilities, skills, experiences, and qualifications of the desired candidate. In addition, it is designed to communicate the values of the University and its commitment to fostering an environment that welcomes the contributions of multiple backgrounds, perspectives, and experiences.

5.2.1 To attract individuals from a variety of backgrounds, hiring managers are strongly encouraged to provide examples as to how their department values

diversity, equity, and inclusion and emphasize the importance of experience working with diverse populations.

5.2.2 All advertisements must include the University's Affirmative Action/Equal Opportunity Employer statement.

5.2.3 The Office of Diversity, Equity, and Inclusion will review advertisements to ensure the language is inclusive and reflects a commitment to diversity.

5.3 Recruitment Plan – to demonstrate the University is being proactive in pursuing diversity goals through recruitment, the search process will extend beyond advertising. During the pre-search consultation, Human Resources will work with the hiring manager to identify recruitment activities that will help generate a broad applicant pool. The recruitment plan should include targeted outreach efforts for underrepresented groups (i.e., women, minorities, veterans, persons with disabilities, LGBTQ+ status, first-generation college graduates, etc.) to generate a diverse pool of qualified applicants.

5.3.1 Standard Recruitment Activities - Human Resources will help departments recruit by posting the advertisement to the following job boards: PeopleAdmin, HigherEdJobs.com, OhioMeansJobs, Indeed, Facebook, LinkedIn, and Handshake.

5.3.2 Minimum Additional Advertising - the recruitment plan must include one (1) advertisement in an industry/discipline-specific journal or website, except in the case of support staff positions, when advertisement in a regional or local newspaper is acceptable. Advertisement examples:

5.3.2.1 Advertise with professional organizations in the industry/discipline;

5.3.2.2 Advertise with Career Services offices at Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), Tribal Colleges and Universities (TCUs), Women's Colleges, and Asian American and Native American Pacific Islander Serving Institutions (AANAPIs), etc.;

5.3.2.3 Advertise on national websites that are designed to help recruit minority candidates; or

5.3.2.4 Advertise on websites of organizations for military personnel and veterans.

5.3.3 Active Recruitment Activities - the recruitment plan must include at least two (2) recruitment activities for faculty, administrative and public safety

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April 26, 2022

  
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positions, and one (1) recruitment activity for support staff. Example recruitment activities:

- 5.3.3.1 Source candidates from online searches of other institutions or internal contacts. Contact these individuals directly and ask them to apply;
- 5.3.3.2 Use LinkedIn to source and contact viable candidates directly;
- 5.3.3.3 Ask faculty/staff members in your department to forward the posting to their association's listservs;
- 5.3.3.4 If attending a conference distribute recruitment packets. Gather contacts and follow-up upon return;
- 5.3.3.5 If attending a job fair collect resumes and follow up with an invitation to apply;
- 5.3.3.6 Contact a student organization and ask to distribute information about the opening on an alumni listserv;
- 5.3.3.7 Review applicants from other related searches from the recent past. Reach out to promising candidates from those searches and ask them to apply;
- 5.3.3.8 Utilize Handshake to reach out to qualified Alumni and ask them to apply;
- 5.3.3.9 Build relationships with department chairs, graduate directors, and deans in your discipline at Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), Tribal Colleges and Universities (TCUs), Women's Colleges and Asian American and Native American Pacific Islander Serving Institutions (AANAPIs);
- 5.3.3.10 Build relationships with local and regional Job and Family Services offices and the VET representatives at those offices;
- 5.3.3.11 Build relationships with organizations for individuals with disabilities; or
- 5.3.3.12 Build relationships with local and regional chambers of commerce and other organizations that support minorities.

## 6.0 SEARCH COMMITTEES

- 6.1 Search committees play a vital role in recruiting, evaluating, and recommending the most qualified candidates for employment by the University. Search committee members are often the first University employees that a candidate will meet. The committee is charged with representing the University as a diverse and welcoming community while carrying out the search in accordance with University policies and procedures.
- 6.2 The structure of search committees will vary depending upon the position to be filled. The size of the committee is typically between three and ten members. The composition of the committee is key to an inclusive search and the committee should:
- 6.2.1 Include individuals with different backgrounds, perspectives, and expertise.
  - 6.2.2 Include individuals with knowledge of the work area and the technical expertise to effectively evaluate candidates' qualifications.
  - 6.2.3 Represent a diverse cross-section of the University population, including members from a protected class or with a demonstrated commitment to diversity.
  - 6.2.4 Include appropriate stakeholders such as peers of the new hire, supervisors, and those with similar positions.
  - 6.2.5 Include at least one individual from outside the department/unit.
- 6.3 A search committee is responsible for recruiting for the position, evaluating applicants, participating in the interview process, and recommending finalists. Members should be available to participate fully and consistently in the entire process and to perform duties as assigned by the search chair. Each search committee member is charged with exercising their assigned responsibilities in a professional, legal, and efficient manner. Search committee responsibilities are outlined in more detail in the [Selection Guide](#).
- 6.4 To support the University's efforts in recruiting and selecting a diverse, highly-qualified faculty and staff, all search committee members are required to complete Inclusive Hiring training offered by the Office of Diversity, Equity, and Inclusion. These sessions will address laws that affect the hiring process, unconscious biases and ways to counteract them, and methods to ensure equitable hiring.

- 6.5 Search committee members are expected to review the [Selection Guide](#) and attest to their understanding of the search process by signing the [Acknowledgment Form](#).

## 7.0 SELECTION PROCESS

- 7.1 The [Selection Guide](#) provides an overview of the process committees should follow to screen, interview, and evaluate candidates. Included in the guide is a breakdown of the Position Profile and how it is used to assess candidates throughout the search process. The Position Profile captures essential requirements of the job and is developed by the hiring manager and/or search committee before the search commences.
- 7.2 To identify candidates who can offer diverse perspectives and have a willingness to engage in activities and initiatives that can help build a diverse community that is equitable and inclusive, committees should ask diversity-related questions during the interview phase. This will allow candidates to address how they can contribute to a culture of diversity, equity, and inclusion within our community.
- 7.3 To fulfill the University's commitment to increasing diversity final applicant pools must include at least one individual from an underrepresented group. Search chairs may submit a request for an exception to Human Resources and the appropriate vice president if there are reasons for not including a diverse candidate in the final round of interviews.
- 7.4 The search chair is responsible for submitting all the required documentation to Human Resources before an offer of employment can be made. This includes documentation of the committee's recruitment efforts, the applicant status form, and the committee's consensus ratings for the final applicants.

## 8.0 REVIEW OF RECRUITMENT & SELECTION PROCESS

- 8.1 To ensure search committees and Human Resources are conducting searches in accordance with this procedure the Office of Diversity, Equity, and Inclusion (ODEI) will conduct annual audits of faculty and staff searches. ODEI will randomly select ten (10) percent of all searches filled within the audit period. The audit will ensure the following:
- 8.1.1 All final applicants within each search met minimum qualifications;
- 8.1.2 Recruitment efforts identified in each of the search plans adhered to the standards defined in these guidelines; and
- 8.1.3 Recruitment activities were executed as described.

8.2 ODEI will collaborate with Human Resources to evaluate results and develop appropriate action plans as needed.

Ref: [Position Information Questionnaire](#)

Ref: [Position Requisition](#)

Ref: [SSU/CWA Collective Bargaining Agreement](#)

Ref: [SSU/SEA Collective Bargaining Agreement](#)

Ref: [Selection Guide](#)

Ref: [Acknowledgement Form](#)

#### History

Effective:03/21/2022

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April 26, 2022

  
Secretary, SSU Board of Trustees

**BOARD OF TRUSTEES  
EXECUTIVE COMMITTEE**

**April 22, 2022 @ 8:30 a.m.  
Morris University Center, Room 215**

**Agenda**

**1.0 Action Item**

**1.1 Approval of Resolution E01-22, Presidential Employment Agreement**

This resolution approves the continued employment of Dr. Jeffrey Bauer in the role of President.

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April 26, 2022

  
Secretary, SSU Board of Trustees

## RESOLUTION E01-22

### PRESIDENTIAL EMPLOYMENT AGREEMENT

WHEREAS, pursuant to the existing Presidential Employment Agreement with Dr. Jeffrey Bauer, the Board and Dr. Bauer agreed to continue his employment as President for the period from July 1, 2022 through June 30, 2023; and

WHEREAS, the Board and Dr. Bauer wish to leave open the option for a renewal of the Presidential Employment Agreement for the 2023-2024 fiscal year; and

WHEREAS, the Chair and Dr. Bauer have mutually agreed to the terms and conditions for the continuation of the employment of Dr. Bauer as University President, as set forth in the attached Presidential Employment Agreement; and

WHEREAS, the Chair and Dr. Bauer wish to supersede the existing Presidential Employment Agreement with Dr. Bauer and have mutually agreed to the terms and conditions for the continuation of the employment of Dr. Bauer as University President, as set forth in the attached Presidential Employment Agreement; and

NOW, THEREFORE, IT IS RESOLVED that the Shawnee State University Board of Trustees approves the continued employment of Dr. Bauer in the role of President under the terms set forth in the Presidential Employment Agreement, which shall supersede the agreement executed on April 30, 2021, and directs the Board Chair to execute the agreement on behalf of the Board of Trustees.

(April 22, 2022)

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April 26, 2022

  
Secretary, SSU Board of Trustees

**SHAWNEE STATE UNIVERSITY**  
**PRESIDENTIAL EMPLOYMENT AGREEMENT**

This Presidential Employment Agreement (“Agreement”) is made by and between The Board of Trustees of Shawnee State University (the “Board”) and Jeffrey A. Bauer (the “President” or “Dr. Bauer”) and is effective July 1, 2022.

**RECITALS**

WHEREAS, the Board wishes to continue the employment of Dr. Bauer as President of Shawnee State University (“University”) and Dr. Bauer wishes to continue serving as President, subject to the terms of this Agreement and applicable law; and

WHEREAS, both the Board and Dr. Bauer desire to set forth their respective rights and obligations in this Agreement; and

WHEREAS, the material terms of this Agreement have been duly approved by the Board at the regular meeting of the Board of Trustees held on April 22, 2022;

NOW, THEREFORE, in consideration of the promises, and the mutual covenants and conditions herein contained, the adequacy and sufficiency of which are hereby acknowledged, the Board and the President agree as follows:

**1.0 Appointment as President.**

- 1.1 The Board hereby agrees to continue the employment of Dr. Bauer as President of the University. As President, Dr. Bauer will serve as the chief executive officer of the University under the bylaws, policies and supervision of its Board and its primary officers (Chairperson and Vice-Chairperson). The President hereby accepts and agrees to such employment.
  
- 1.2 The President shall perform all duties required by law and this Agreement, and in accordance with Board directives, bylaws and policies, as adopted or amended. The President shall also perform those duties as are customarily performed by a University president including, but not limited to, the following:

Page 1 of 11

Initials/Date:

\_\_\_\_\_  
\_\_\_\_\_

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- 1.2.1 Providing institutional leadership;
- 1.2.2 Administering and developing board policies and procedures that advance the University's goals and mission;
- 1.2.3 Providing executive leadership and guidance for the academic affairs of the University;
- 1.2.4 Providing executive leadership in long-range strategic planning; budget formulation; and supervision of the University's buildings and grounds;
- 1.2.5 Engaging in public, governmental and alumni relations;
- 1.2.6 Fundraising and development;
- 1.2.7 Recruiting, retaining and graduating students;
- 1.2.8 Recruiting and retaining the most qualified faculty and staff;
- 1.2.9 Performing such other responsibilities commensurate with the position as President that may from time to time be assigned by the Board.

**2.0 Best Efforts as President.**

- 2.1 The President agrees to faithfully, industriously and with maximum use of his experience, ability and talent, devote full-time attention and energies to the duties as President of the University.
- 2.2 Such duties shall be principally rendered at the campus of the University in Portsmouth, Ohio, and at such other places as the Board or the President deem appropriate for the interest, needs, business or opportunity of the University.
- 2.3 The President shall not, without prior written permission from the Board Chairperson, render services of any professional nature for remuneration to or for any person or firm other than to the University. Nor may the President engage in any activity that may be competitive with or averse to the best interest of the University or otherwise engage in any activity or conduct in violation of Ohio's ethics laws applicable to public officers and public employees. The expenditure of reasonable amounts of time for charitable activities shall not be deemed a breach of this Agreement, provided that such activities do not interfere with the duties of President.



**3.0 Term of Appointment.**

This appointment as President shall be for a period of one year, commencing on July 1, 2022 and terminating on June 30, 2023 (“Term”), subject to earlier termination and potential renewal.

**4.0 Compensation.**

For all services rendered by the President under the provisions of this Agreement during the period from July 1, 2022 through June 30, 2023, the University shall pay the President an annual base salary of Two Hundred Sixty-Nine Thousand Five Hundred Dollars (\$269,500.00).

All payments discussed in the preceding paragraph of this subsection shall be considered “Base Compensation.” Base Compensation shall be payable in twenty-six (26) equal payments through the fiscal year (July 1 - June 30), and shall be subject to all applicable deductions and tax withholdings. Deductions for the employee portion of the cost of the University-provided retirement, health, life insurance and similar employee benefit costs for University administrators shall be deducted from the President’s Base Compensation amount, and shall be subject to the plan cost adjustments applicable to all University administrators.

**5.0 Physical Examination, Insurance, Retirement and Benefits.**

5.1 As a condition of employment as President, and within ninety (90) days of the Effective Date of this Agreement, the President shall have a comprehensive physical examination by a licensed physician, mutually agreed upon by the parties. The University will assume the costs of the examination and all tests and procedures related to the examination. A certification of his fitness for duty shall be submitted to the Chairperson of the Board of Trustees.

5.2 The University shall provide the President with group medical, prescription, dental, vision, disability, and basic life insurance, in accordance with the University’s employer-provided plans applicable to full-time University

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administrative employees. The President may elect to participate in voluntary benefit plans on the same basis and on the same terms as are generally available to full-time University administrative employees.

- 5.3 The President shall be entitled to participate in the Ohio State Teachers Retirement System (“STRS”) pension plan or the Alternative Retirement Plan (“ARP”) as the President may elect and for which the President is eligible under the terms of STRS or ARP, on the same basis and on the same terms as are generally available to full time University academic administrative employees.
- 5.4 In addition to the above retirement provision, the University will provide and maintain for the benefit of the President a Supplemental Qualified Retirement Plan under Section 401(a) of the Internal Revenue Code (the “SQRP”). On or about July 1, 2022, the University shall contribute an annual amount to the SQRP up to the maximum permitted limits under the Code, provided that the aggregate annual contributions to the SQRP equal forty-five thousand dollars (\$45,000) (the “University Contribution”). Notwithstanding the foregoing, to the extent that the Code limits or prohibits the full amount of the University Contribution from being made to the SQRP, the University shall contribute such amounts as may be necessary to make the full annual University Contribution to a governmental excess benefit arrangement, as described in Section 415(m) of the Code.

**6.0 Vacation.**

- 6.1 The President shall be entitled to twenty-two (22) vacation days per fiscal year. Accumulation and payment for unused vacation days shall be governed by the same policies and procedures as are applicable to other full-time University administrative employees. Attendance at business and professional meetings and conferences shall not be construed as vacation time.
- 6.2 The President shall report use of vacation leave to the University’s Human Resources Director and such use is subject to review by the Chairperson of the Board.

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6.3 While vacation time is encouraged, the President shall not take vacation that interferes with properly discharging the duties of President under the terms of this Agreement.

**7.0 Sick Leave.**

7.1 For each year of employment, the President will accrue sick leave at a pro-rated amount each pay period for a maximum of 120 hours per year. Payment for unused sick days shall be governed by the same policies and procedures as are applicable to other full-time University administrative employees.

7.2 The President shall report use of sick leave to the University's Human Resources Director. Such use is subject to review by the Chairperson of the Board.

**8.0 Housing Allowance.**

The University will provide the President with a housing allowance in the gross amount of three thousand two hundred fifty dollars (\$3,250.00) per month. Such housing allowance shall be subject to all applicable deductions and tax withholdings.

**9.0 Professional Dues and Meetings.**

9.1 The University will provide and pay for the President's professional dues for appropriate national professional organizations and such other professional associations that would further the interests of the University. The University shall also pay for the reasonable expenses incurred by the President to attend or participate in educational conferences, conventions, courses, seminars and other similar professional growth activities.

9.2 The University shall pay the President's and spouse's reasonable travel expenses, accommodations, and other necessary and proper expenses when

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the presence of the President's spouse is reasonably appropriate or necessary to further the interests of the University. This provision shall be liberally construed to encourage the participation of the President's spouse.

**10.0 Membership in Service Organizations.**

The President will be provided with membership in at least one service organization, such as Rotary, that would further the interests of the University. The President will also have access to a club membership that would further the University's interest, which would either be in the name of the University's foundation or the University. The President will be responsible for any expenses not related to University business.

**11.0 Faculty Appointment.**

The President shall hold the rank of Professor of Geology. Dr. Bauer shall have the right to fall back to the position Professor of Geology if: a) he resigns the position of President while this Agreement is in effect; b) he is terminated as President without cause; or c) he is terminated as President for any reason other than the for-cause provisions in subsections 13.1.1; 13.1.4; or 13.1.5, below.

**12.0 Working Facilities and Resources.**

The President shall be furnished with a private office, secretarial assistance, an entertainment budget and other resources that are necessary and reasonable for the operation of the President's Office and the University's development objectives. Resources shall include other appropriate technology equipment and assistance to fulfill the duties as President. Such furnishings and equipment shall remain the property of the University.

**13.0 Termination.**

13.1 Termination by the Board for Cause. The Board may terminate the President's employment and this Agreement at any time for "Cause" without further liability under this Agreement, except for any earned but unpaid wages or vested benefits. "Cause" shall mean any of the following:

- 13.1.1 Any conduct of the President that constitutes moral turpitude, or that would tend to bring public disrespect, contempt, or ridicule upon the University;
- 13.1.2 A material violation by the President of any law, policy, procedure, rule or by-law of the University, or local, state or federal law, which, in the reasonable judgment of the Board, reflects adversely upon the University;
- 13.1.3 The President's prolonged absence from work without the Board's consent, except when such absence is attributable to illness or disability;
- 13.1.4 Misappropriation of University funds or University Development Foundation funds;
- 13.1.5 A conviction or guilty or no contest plea to a felony; and
- 13.1.6 Any other material violation or neglect by the President of the duties, terms and conditions set forth in this Agreement, or refusal to perform such duties in good faith and to the best of the President's abilities, any of which is not remedied after thirty (30) days' written notice to the President.

13.2 Termination by the Board without Cause. The parties agree that the Board, by formal vote, may terminate this Agreement prior to its normal expiration, without cause, as follows:

- 13.2.1 Regardless of any other provision of this Agreement, this Agreement shall terminate automatically, without further liability of the Board except for applicable medical, insurance and vested benefits provided in this Agreement, if the President dies.
- 13.2.2 Notwithstanding any reasonable accommodation that the Board may provide the President, if as a result of the President's disability or incapacitation, the Board reasonably deems the President incapable of performing the essential functions of his employment as President, the Board reserves the right to terminate this Agreement.

13.2.3 If the President dies or becomes incapable of carrying out the duties of office due to permanent disability and is terminated, the Board shall be liable to the President or the President's personal representative for any accrued but unpaid compensation together with any other compensation and benefits that would be due and payable to the President by reason of death or disability during University employment.

13.3 Benefits Upon Termination.

13.3.1 If the Board terminates this Agreement without cause under section 13.2.2 or the President terminates the contract under section 13.4, the President shall be entitled to continue to participate in the University's health insurance plan under the Consolidated Omnibus Budget Reconciliation Act (COBRA) at 102% of the full cost of the University's health plan at the President's expense. The President will not be entitled to any other benefits except as otherwise provided or required by applicable law.

13.3.2 In no case shall the University be liable for the loss of any collateral business opportunities or any other benefits, perquisites, or income from any sources that may ensue as a result of the Board's termination of this Agreement without cause.

13.4 Termination by President. The President may terminate this Agreement and his employment as President at any time by the President delivering to the Board One Hundred Twenty (120) days' advance written notice of such termination. Upon termination by the President of this Agreement, any further obligations of the Board to the President under this Agreement shall cease and in no event shall the University be liable for the loss of any benefits, perquisites, or income from any other sources as a result of such termination.

**14.0 Tax Liability and Advice.**

14.1 The President shall be responsible for any federal, state or local income tax liability incurred as a result of payments made as compensation or benefits provided to the President pursuant to this Agreement.

14.2 The President acknowledges and agrees that it is the President's responsibility to seek advice from the President's personal tax, legal and financial advisors with respect to each and every term of the Agreement. Neither the University, nor any trustee, employee nor agent of the University makes any guarantee of any tax consequences with respect to any provision of this Agreement.

**15.0 Entire Agreement; Modification.**

15.1 The parties acknowledge and agree that this document contains the entire Agreement of the President and the Board.

15.2 This Agreement may be changed or modified by the parties only in writing signed by the President and the Chairperson of the Board with formal Board approval.

**16.0 Severability.**

The provisions of this Agreement are severable and independent, and if any such provision shall be determined to be unenforceable in whole or in part, the remaining provisions and any partially enforceable provision shall, to the extent enforceable in any jurisdiction, nevertheless be binding and enforceable.

**17.0 Governing Law and Forum.**

This Agreement shall be interpreted and construed in accordance with the laws of the State of Ohio. Claims arising under this Agreement or relating to the employment relationship between the parties shall be filed in the Ohio Court of Claims. If the Ohio Court of claims does not have jurisdiction over the subject matter of the dispute, venue shall lie in the appropriate state

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common pleas and/or federal district court that covers or includes Scioto County, Ohio.

**18.0 Waiver.**

No delay or failure to enforce any provision of this Agreement shall constitute a waiver or limitation of rights enforceable under this Agreement.

**19.0 Adequacy of Funds and O.R.C. 3345.77 Requirement.**

Payment of salary and other compensation under this Contract is subject to the appropriation of funds by the Ohio General Assembly. However, it is the understanding of the parties that funding for the University includes sources other than appropriations by the State of Ohio. It is not the intention of the Board to use any reduction in appropriations as a reason to reduce the salary of the President if other funds are available for such purpose. The parties further understand that this Contract is subject to Ohio Revised Code Section 3345.77.

IN WITNESS WHEREOF, this Agreement is executed to be effective as of the date first set forth above.

SHAWNEE STATE UNIVERSITY

\_\_\_\_\_  
David W. Furbee, Chair  
Board of Trustees

Date: \_\_\_\_\_

\_\_\_\_\_  
Dr. Jeffrey A. Bauer  
President

Date: \_\_\_\_\_

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Initials/Date:  
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This Agreement has been reviewed and approved for legal form and sufficiency.


\_\_\_\_\_  
Michael C. McPhillips  
General Counsel

Date: \_\_\_\_\_

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Board of Trustees

Finance and Administration Committee

2022 Audit Planning Meeting



# Shawnee State University

## Audit Planning Agenda

- Shawnee State University Audit Team
- Reporting and Responsibilities
- Audit Approach
- Timing and Key Dates
- Peer Review Report and GAO Auditor Responsibilities
- Upcoming Pronouncements
- Appendix - Definitions

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# Shawnee State University

## P&M Audit Team

Keith Martinez, Engagement Partner  
Keith.Martinez@plantemoran.com

614.222.9086

Josh Louge, Manager  
Josh.Louge@plantemoran.com

614.222.9180

Katie Veldman, Senior  
Katie.Veldman@plantemoran.com

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# Shawnee State University

## Reporting and Responsibilities

### Plante Moran Deliverables

- Opining on FY 2022 University financial statements and the University's federal programs
- Opining on FY 2022 for the Development Foundation financial statements
- Letter for state "Special Purpose" Report

### Plante Moran Responsibilities

- To express an opinion on the University's and the Development Foundation's financial statements
- To express an opinion on the major federal programs of the University
- To provide reasonable, not absolute, assurance of detecting material misstatement
- To gain an understanding of internal controls, policies, and procedures to design an effective audit

### Plante Moran Will Issue the Following Reports and Letters for 2022:

#### Planning Stage

- Engagement letter for the Shawnee State University audit (includes the federal programs audit)
- Engagement letter for the Development Foundation

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# Shawnee State University

## Reporting and Responsibilities (continued)

### Plante Moran Will Issue the Following Reports and Letters for 2022 (continued):

#### At completion of work:

- An opinion on the financial statements of the University and the Development Foundation
- Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with Government Auditing Standards (GAGAS report) for the University and the Development Foundation
- Report on the Conduct of the Audit (AU 260)
- Federal programs audit reports and schedules
  - Report on Compliance For Each Major Program and on Internal Control Over Compliance in Accordance with Uniform Guidance
  - A Schedule of Findings and Questioned Costs
- A Management Recommendation Letter, if applicable
- A letter regarding procedures performed for the state “Special Purpose” report

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# Shawnee State University

## Audit Approach

### Financial Statement Audit (includes the Development Foundation)

- General Controls Assessment and Paperless System testing (i.e., registration, tuition, and endowments)
- Risk-Based Approach – More time will be spent on those areas considered higher risk
  - Valuation of accounts receivable
  - Accounting for service concession arrangements
  - Any contingent liabilities
  - The net pension and OPEB liability
- In response to the above risks, we will perform the following:
  - Review the allowance for accounts receivable and also, review the assumptions used to determine collectability,
  - Review the revenue received from concession arrangements in accordance with applicable accounting standards,
  - Discuss pending litigation with Shawnee State University legal counsel,
  - Review the calculations surrounding the pension and OPEB liability and incorporated into the financial statements, test the census data used in the calculations, and review audited pension plan reports.

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# Shawnee State University

## Audit Approach (continued)

### Financial Statement Audits (includes the Development Foundation)

- Documentation and testing of key accounting processes and internal controls by major cycles – purchasing, expenditures and accounts payable, payroll and related year-end liabilities, revenue, receipts and accounts receivable, investments and related income, financial reporting
- Group Audit Standards – Plante Moran will be serving as the “Group Auditor” for all components of this audit (the University and the Development Foundation)

### Federal Programs Audit

- Audit is performed in compliance with federal regulations and includes compliance and internal control categories as defined by Uniform Guidance
  - Programs expected to be tested in 2022
    - Student Financial Assistance Cluster
    - Higher Education Emergency Relief Fund
    - Economic Development Cluster
    - Other programs will also be tested if required based on Uniform Guidance

### Plante Moran Has Been Advised

- The University is in compliance with all regulatory, governmental, and grant requirements,
- There have been no material acts of fraud or embezzlement,
- There have been no significant acts of fraud related to federal programs,
- The University is not aware of any accounting entries made which are not in the normal course of business,
- The University is not aware of any material illegal or improper acts.

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# Shawnee State University

## Audit Approach (continued)

### Materiality

- The concept of materiality is inherent in the audit
  - We place greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than with those items of lesser importance or those in which the possibility of material error is remote

### Communications with the Finance and Administration Committee

- Required fraud inquiries during planning process
- All services provided by Plante Moran to Shawnee State University
- Independence, in compliance with GAO requirements
- Passed adjustments schedules
- Changes in report presentation (if applicable)

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# Shawnee State University

## Timing and Key Dates

Audit Scope Presentation to Finance and Administration Committee	April 22
Preliminary fieldwork begins (includes single audit)	May 16
Preliminary fieldwork ends	May 27
Year-end fieldwork begins – University, including single audit and Development Foundation	August 22
Draft financial statements to Plante Moran	September 9
Year-end fieldwork ends – University including single audit and Development Foundation	September 9
Closing meeting with management & final draft of financial statements	September 23
Submission of Draft Management Letter to Executive Management, if applicable	September 23
Submission of final University financial statements to State Auditor	Prior to October 15
Submission of final Development Foundation financial statements to State Auditor	Prior to October 15
Submission of final management letter to State Auditor	Prior to October 15

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# Shawnee State University

## Peer Review Report and GAO Auditor Responsibilities

Under the Government Accounting Office (GAO) requirements, if an audit is completed in accordance with *Government Auditing Standards*, the Audit Committee and/or Board of Trustees are required to receive from the audit firm the following document:

- Peer Review Report (this is performed every three years)

In addition, we are required to communicate the following items (if applicable):

- Noncompliance with laws, regulations, contracts or grants that have material effect on the financial statements
- Any instances of abuse identified that could be material to the financial statements

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# Shawnee State University

## New Pronouncements

### GASB 87 – Leases

- Effective for the fiscal year ending June 30, 2022
- Requires recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contracts
- Lessee would be required to recognize a lease liability and an intangible right-to-use lease asset
- Lessor would be required to recognize a lease receivable and a deferred inflow of resources

### GASB 89 – Accounting for Interest Cost Incurred Before the End of a Construction Period

- Effective for the fiscal year ending June 30, 2022
- Requires interest cost incurred during the period of construction be recognized as an expense (no longer capitalized)

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# Shawnee State University

## Upcoming Pronouncements

### **GASB 94 – Public-Private and Public-Public Partnerships and Availability Payment Arrangements**

- Effective for the fiscal year ending June 30, 2023
- Requires transferors in public-private or public-public arrangements to recognize receivables for installment payments, deferred inflows of resources, and, when applicable, capital assets. Operators will recognize liabilities for installment payments and intangible right-to-use assets, and when applicable, deferred outflows of resources and liabilities for assets being transferred.
- Provides guidance for accounting and financial reporting for availability payment arrangements, in which a government compensates an operator for services such as designing, constructing, financing, maintaining, or operating an underlying asset for a period of time in an exchange of exchange-like transaction.

### **GASB 96 – Subscription-Based Information Technology Arrangements**

- Effective for the fiscal year ending June 30, 2023
- Requires a government to recognize a subscription liability and an intangible right-to-use subscription asset for SBITAs

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# Shawnee State University

## Appendix - Definitions

- **Deficiency**
  - A “deficiency” exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing or (b) an existing control is not properly designed so that even if the control operates as designed, the control objective is not always met. A deficiency in operation exists when a properly designed control does not operate as designed or when the person performing the control does not possess the necessary authority or qualifications to perform the control effectively. Deficiencies may involve one or more of the five interrelated components of internal control.
- **Significant Deficiency**
  - A “significant deficiency” is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.
- **Material Weakness**
  - A “material weakness” is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and correct on a timely basis.
- **Fraud**
  - The term “fraud” includes “misstatements” arising from fraudulent financial reporting and misstatements arising from misappropriation of assets.
  - “Misstatements” arising from “fraudulent financial reporting” are intentional misstatements, or omissions of amounts or disclosures in financial statements intended to deceive financial statement users.
  - “Misstatements” arising from “misappropriation of assets” involve the theft of assets where the effect of the theft causes the financial statements not to be presented in conformity with GAAP.
  - The University is responsible for the design and implementation of programs and controls to prevent and detect fraud.

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# Shawnee State University

## Appendix - Definitions

- **GAAP**
  - Generally Accepted Accounting Principles. Used by almost all entities in the USA to prepare periodic financial statements.
- **Allowance**
  - An estimate determined by management based on past history of the amount of student and contribution receivables at June 30 that are not expected to be received.
- **Federal Programs Audit**
  - Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards sets forth standards for obtaining consistency and uniformity among Federal agencies for the audit of states, local governments, and non-profit organizations expending federal awards. This is also known as “Single Audit” and is focused on programs funded with federal dollars. At Shawnee State University, this primarily consists of student financial aid.
- **990-T**
  - Corporate income tax form for exempt organization unrelated income. This primarily relates to income earned on limited partnerships that is considered taxable by the IRS (real estate and natural resources), and non-educational use of institutional property.

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# Shawnee State University

## Appendix - Definitions

- **Nonexchange Transaction**
  - Revenues received by the University that are deemed not related to the University providing a service. They consist primarily of gifts, investment income, federal Pell grant revenue and state operating appropriations. State appropriations are subject to annual approval by state legislature and are reported based on the state operating budget that funds the appropriation to the University.
- **FASB**
  - Financial Accounting Standards Board is the governing accounting body that issues reporting pronouncements for private sector organizations. The Development Foundation prepares its financial statements in accordance with these pronouncements and guidance.
- **GAAS**
  - Generally Accepted Auditing Standards. The standards that govern the conduct of independent audits of non-public companies, as determined by the Auditing Standards Board (ASB) of the AICPA.
- **GAGAS**
  - Generally Accepted Governmental Auditing Standards. Informally known as “Yellow Book,” these standards guide all audits of governmental units.
- **GASB**
  - Governmental Accounting Standards Board is the governing accounting body that issues reporting pronouncements. Shawnee State University prepares their financial statements in accordance with these pronouncements and guidance.

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# Thank you!

*We look forward to continuing  
to serve Shawnee State  
University!*

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April 26, 2022

  
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**RESOLUTION F05-22  
APPROVAL OF AY2022-2023  
TUITION AND STUDENT FEES**

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

WHEREAS, the timely establishment and communication of undergraduate and graduate tuition and fees is important to Shawnee State's continuing and returning students, to aid personal budgeting efforts, and to encourage registering for classes as early as possible; and

WHEREAS, an average Consumer Price Index (CPI) inflation rate of 2.6%, as calculated by the Ohio Department of Higher Education (ODHE) for the prior 36 months, is applied to the proposed Shawnee Advantage rate for the AY2022-23 entering cohort; and

WHEREAS, Shawnee State University, like all public universities, must proceed with pricing of services in a timely manner in order to perform normal business operations and for the development of the University's FY2022-23 operating budget, the President recommends approval of the tuition and fees schedules (attached) for the following categories:

- Undergraduate Tuition
  - Shawnee Advantage (fall 2022 – spring 2026)
  - Continuing and Returning (non-guarantee) AY2022-23
- Graduate Tuition AY2022-23
- Course and Special Program Fees AY2022-23
- Other Student Fees AY2022-23
- Residential
  - Summer Housing 2022
  - Fall 2022 Shawnee Advantage
    - Housing and Meal Plan Rates, Residential Connectivity Fee, Residential Student Programming Fee (effective fall 2022 – spring 2026)

THEREFORE, BE IT RESOLVED that the Board of Trustees approves the proposed tuition and fees schedules permitted by the adopted 2022-2023 Ohio biennial budget, contingent upon approval by ODHE.

(April 22, 2022)

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**Shawnee Advantage Cohort (E)\***  
effective Autumn 2022 through Spring 2026

<b>Full-Time</b> (12 - 18 credit hours) <b>per semester</b>	<b>AY 2021-22</b> <b>Cohort D</b>	<b>AY 2022-23</b> <b>Cohort E</b>	<b>% chg fr</b> <b>AY21-22</b>
<b>In-State Tuition</b>	<b>\$4,465.20</b>	<b>\$4,670.64</b>	4.60%
<b>Out-of-State Surcharge**</b>	\$3,021.48	\$3,172.56	5.00%
<b>Part-Time</b> (up to and including 11 and over 18 credit hours) <b>per credit hour</b>	<b>AY 2021-22</b> <b>Cohort D</b>	<b>AY 2022-23</b> <b>Cohort E</b>	<b>% chg fr</b> <b>AY21-22</b>
<b>In-State Tuition</b>	<b>\$372.10</b>	<b>\$389.22</b>	4.60%
<b>Out-of-State Surcharge**</b>	\$251.79	\$264.38	5.00%

\*Special program and course fees, pass-through, and other direct-charge fees are additional.

\*\*Out-of-State surcharge does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program.

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Secretary, SSU Board of Trustees

**2022-23 Academic Year**  
**Non-Guarantee Undergraduate Tuition Schedule**  
*effective Autumn Semester 2022*

<b>Full-Time (12 - 18 credit hours)</b>	<b>AY 2021-22 (per semester)</b>	<b>AY 2022-23 (per semester)</b>	<b>% chg fr AY21-22</b>
<b><i>In-State Tuition</i></b>			
Instructional Fee	\$3,312.60	\$3,378.84	2.0%
General Fee	\$365.52	\$372.84	2.0%
Technology Fee	\$66.12	\$67.44	2.0%
<b>Total In-State Tuition</b>	<b>\$3,744.24</b>	<b>\$3,819.12</b>	<b>2.0%</b>
<b><i>Out-of-State Surcharge</i></b>			
(does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program)	\$3,021.48	\$3,172.56	5.0%
<i>Career Services Fee</i>	\$48.00	\$48.00	0.0%
<i>Student Services Fee</i>	\$25.00	\$25.00	0.0%
<i>Health &amp; Wellness Fee</i>	\$25.00	\$25.00	0.0%
<i>University Center Bond Fee</i>	\$150.00	\$150.00	0.0%
<b>Part-Time (up to and including 11 and over 18 credit hours)</b>	<b>AY 2021-22 (per credit hr)</b>	<b>AY 2022-23 (per credit hr)</b>	<b>% chg fr AY21-22</b>
<b><i>In-State Tuition</i></b>			
Instructional Fee	\$276.05	\$281.57	2.0%
General Fee	\$30.46	\$31.07	2.0%
Technology Fee	\$5.51	\$5.62	2.0%
<b>Total In-State Tuition</b>	<b>\$312.02</b>	<b>\$318.26</b>	<b>2.0%</b>
<b><i>Out-of-State Surcharge</i></b>			
(does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program)	\$251.79	\$264.38	5.0%
<i>Career Services Fee</i>	\$4.00	\$4.00	0.0%
<i>Student Services Fee*</i>	\$25.00	\$25.00	0.0%
<i>Health &amp; Wellness Fee*</i>	\$25.00	\$25.00	0.0%
<i>University Center Bond Fee**</i>	\$12.50	\$12.50	0.0%
<b>Alternative Tuition for Special Programs</b>	<b>AY 2021-22 (per credit hr)</b>	<b>AY 2022-23 (per credit hr)</b>	<b>% chg fr AY21-22</b>
<b><i>College Credit Plus***</i></b>	\$50.00	\$50.00	0.0%
<b><i>Summer College Credit Plus equivalent programs</i></b>	\$50.00	\$50.00	0.0%

\*Flat fee billed to students enrolled in 6 or more credit hours.

\*\*Maximum of \$150 per semester; not charged for hours over 18.

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

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**2022-23 Academic Year**  
**Graduate Tuition Schedule**  
*effective Autumn Semester 2022*

<b>Full-Time</b> <i>(9 - 16 credit hours)</i>	<b>AY 2021-22</b> <b>(per semester)</b>	<b>AY 2022-23</b> <b>(per semester)</b>	<b>% chg fr</b> <b>AY21-22</b>
<b><i>In-State Tuition</i></b>			
Instructional Fee	\$4,743.81	\$4,743.81	0.00%
General Fee	\$136.89	\$136.89	0.00%
Technology Fee	\$47.34	\$47.34	0.00%
<b>Total In-State Tuition</b>	<b>\$4,928.04</b>	<b>\$4,928.04</b>	<b>0.00%</b>
<b>Out-of-State Surcharge*</b>			
	\$4,050.00	\$4,252.50	5.00%
<i>Student Services Fee</i>	\$25.00	\$25.00	0.00%
<i>Health &amp; Wellness Fee</i>	\$25.00	\$25.00	0.00%
<i>University Center Bond Fee</i>	\$150.00	\$150.00	0.00%
<b>Part-Time</b> <i>(up to and including 8 and over 16 credit hours)</i>	<b>AY 2021-22</b> <b>(per credit hr)</b>	<b>AY 2022-23</b> <b>(per credit hr)</b>	<b>% chg fr</b> <b>AY21-22</b>
<b><i>In-State Tuition</i></b>			
Instructional Fee	\$527.09	\$527.09	0.00%
General Fee	\$15.21	\$15.21	0.00%
Technology Fee	\$5.26	\$5.26	0.00%
<b>Total In-State Tuition</b>	<b>\$547.56</b>	<b>\$547.56</b>	<b>0.00%</b>
<b>Out-of-State Surcharge*</b>			
	\$450.00	\$472.50	5.00%
<i>Student Services Fee**</i>	\$25.00	\$25.00	0.00%
<i>Health &amp; Wellness Fee**</i>	\$25.00	\$25.00	0.00%
<i>University Center Bond Fee***</i>	\$12.50	\$12.50	0.00%
<b>Graduate Workshop Credit</b>	<b>AY 2021-22</b> <b>(per credit hr)</b>	<b>AY 2022-23</b> <b>(per credit hr)</b>	<b>% chg fr</b> <b>AY21-22</b>
<b>Graduate Workshop Credit</b>	\$130.00	\$150.00	15.38%

\*Out-of-State surcharge does not apply to students from counties included in reciprocal agreements.

\*\*Flat fee billed to students enrolled in 6 or more credit hours.

\*\*\*Maximum of \$150 per semester; not charged for hours over 16.

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**2022-23 Academic Year  
Course Fees**  
*effective Autumn Semester 2022*

<b>Course Fees</b>	<b>AY 2021-22</b>	<b>AY 2022-23</b>
<b>Course Fees (per term)</b>		
Education Field Fee (EDU1)	\$350	\$350
Education Field Fee (EDU2)	\$147	<b>\$175</b>
Study Abroad Course Fee (CIPA)	\$120	\$120
<b>Course Fees (per Credit Hour)</b>		
Arts - Tier 1 (ART1)	\$7	<b>\$10</b>
Arts - Tier 2 (ART2)	\$15	<b>\$20</b>
Arts - Tier 3 (ART3)	\$25	<b>\$30</b>
Athletic Training (ATTR)	\$25	\$25
Biology (BIOL)	\$25	\$25
Health Science (BSHS)	\$5	\$5
Business (BUSI)	\$10	\$10
Chemistry (CHEM)	\$25	\$25
Dental Hygiene (DTHY)	\$45	\$45
Education (EDUC)	\$15	\$15
Education, Graduate (MEUC)*	\$20	\$20
Education, Graduate Curriculum & Instruction (MECI)*	\$20	\$20
Education, Graduate Intervention Specialist (MEIS)*	\$20	\$20
Emergency Medical Technology (EMTP)	\$20	\$20
Engineering Technologies (ENGT)	\$22	\$22
Exercise Science (SSES)	\$15	\$15
Health Care Administration (BUHE)	\$20	\$20
Humanities (HUMA)	\$10	\$10
Information Systems (BUIS)	\$45	\$45
Mathematics, Graduate - Off-Campus Cohorts (MTH4)*	\$60	\$60
Mathematics, Graduate (MTH1)*	\$15	\$15
Mathematics, Graduate (MTH3)*	\$35	\$35
Mathematics, Undergraduate (MATH)	\$15	\$15
Medical Laboratory Technology (MLTC)	\$25	\$25
Natural Science (NSCI)	\$25	\$25
Nursing, A.A.S. (ADNR)	\$25	\$25
Nursing, B.S. (BSNR)	\$25	\$25
Occupational Therapy Assistant (OTAT)	\$20	\$20
Occupational Therapy, Graduate (MOT)	\$75	\$75
Physical Education ( <del>SSPE</del> )-(SPST1)	\$5	<b>\$10</b>
Physical Education ( <del>SSPE</del> )-(SPST2)	\$5	<b>\$15</b>
Physical Education ( <del>SSPE</del> )-(SPST3)	\$5	<b>\$20</b>
Physical Therapist Assistant (PTAT)	\$20	\$20
Radiologic Technology (RDLT)	\$25	\$25
Respiratory Therapy (RPTT)	\$25	\$25
Rhetoric (MA in Composition and Rhetoric (RHET)*	\$20	\$20
Social Science (SSCI)	\$12	\$12
Sports Management (SSSM)	\$15	\$15
Developmental Reading and Writing (UNC1)	\$3	\$3
First Year Experience (UNC2)	\$12	\$12
Developmental Mathematics (UNC3)		

\*Fee will not be charged for AY22-23.

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**2022-23 Academic Year  
Special Program Fees**  
*effective Autumn Semester 2022*

Dept	Degree	Program	Major/Concentration Code	AY21-22 (per semester)	AY21-22 (per semester)
AHS	AAS	Dental Hygiene	DTHY	\$80	\$80
AHS	AAS	Emergency Medical Technology	EMTP, EMTA	\$100	\$100
AHS	AAS	Medical Laboratory	MLTC	\$100	\$100
AHS	AAS	Radiologic Technology	RDLT	\$100	\$100
AHS	AAS	Respiratory Therapy	RPTT	\$100	\$100
AHS	BS	Exercise Science	EXSC	-	<b>\$25</b>
NURS	AAS	Nursing (same program fee as BSN)	ADNR	\$50	\$50
RHSP	AA	Occupational Therapy Assistant	OTAT	\$55	\$55
RHSP	AA	Physical Therapy Assistant	PTAT	\$60	\$60
EDUC	BSE	Early Childhood PreK-3	ECIS,EDIS,EDEC	\$60	\$60
EDUC	BSE	Middle Childhood	EDMC	\$60	\$60
EDUC	Bach/Dsp	Same fee for all EDUC programs	ADLA,MAVA,ADMA,ADLS,ADSB, ADSP,ADSE,ADSC,ADES,ADPS, ADSS,ADHI,ADSO	\$60	\$60
ENGT	BS	Digital Simulation/Game	ETGG	\$100	\$100
ENGT	BS	Plastics Eng Tech	ETPL	\$100	\$100
FDPA	BFA	Fine Arts/Graphic Design	VIDD,VIAN,VIDS,VIMT,VIIM, VAD	\$90	\$90
FDPA	BFA	Fine Arts/Gaming	GSDA	\$100	\$100
NS	BS	Biology/Pre-med	BIOM,PMED	\$100	\$100
NURS	BS	Nursing	BSNR	\$50	\$50
RHSP	MOT	Occupational Therapy	MOT	\$100	\$100
AHS	BSHS	Health Science	BSHS	\$25	\$25
EDUC	BSE	Multiage Intervention Specialist	EDIS	\$60	\$60
EDUC	MEIS	Multiage Intervention Specialist	EDIS	\$60	\$60
EDUC	MED	Curriculum & Instruction	C & I	\$60	\$60
SS	BA	Psychology	PSYC	-	<b>\$25</b>

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**2022-23 Academic Year**  
**Fines and Cost Recovery Charges\***  
*effective Autumn Semester 2022*

<b>Cost Recovery Charges</b>	<b>AY 2021-22</b>	<b>AY 2022-23</b>
<b>Equipment:</b>		
Bike rental for international students (new)	\$30.00	\$30.00
Bike rental for international students (used)	\$25.00 refundable deposit	\$25.00 refundable deposit
Calculator rental	\$100.00 (includes \$60.00 deposit)	\$100.00 (includes \$60.00 deposit)
Lost/damaged item	cost of item	cost of item
<b>International Programs:</b>		
Airport transportation - Cincinnati, Columbus	\$150.00	\$150.00
Airport transportation - Huntington	\$100.00	\$100.00
<b>BearPrint Costs (after \$15 print allowance):</b>		
Copies - black & white	\$0.05	-
Copies - color	\$0.15	-
<b>Library Costs:</b>		
OhioLINK item replacement charge	\$125.00	\$125.00
OhioLINK overdue or billed item	.50/day, max \$50.00 per item	.50/day, max \$50.00 per item
<b>Office of the Registrar:</b>		
Transcript Service Fee	\$3.00	\$3.00
Postage charge for rush transcript	current USPS rate for priority mail express	current USPS rate for priority mail express
<b>Charges &amp; Fines</b>	<b>AY 2021-22</b>	<b>AY 2022-23</b>
<b>Disciplinary:</b>		
Defacing University property	\$50.00 - \$400.00 plus costs	\$50.00 - \$400.00 plus costs
Discharging fire extinguisher	\$750.00 plus costs	\$750.00 plus costs
<del>E-Chug</del>	<del>\$400.00</del>	-
<del>E-Toke</del>	<del>\$400.00</del>	-
Misuse of campus technology	\$100.00	\$100.00
Moving or tampering with fire or safety equipment	\$750.00	\$750.00
Skateboarding or in-line skating	up to \$20.00 plus restitution	up to \$20.00 plus restitution
<b>Housing Charges &amp; Fines:</b>		
Damages	variable, depending on type of damage	variable, depending on type of damage
Failure to dispose of trash	\$25.00 - \$100.00	\$25.00 - \$100.00
Housing during University breaks	pro-rated daily rate	pro-rated daily rate
Improper checkout	\$25.00	\$25.00
Key replacement - hard key	\$90.00	\$90.00
Key replacement - swipe card	\$12.00	\$12.00
Lock core replacement	\$90.00	\$90.00
Lockout charge	\$12.00	\$12.00
Pets in living units	\$35.00/day plus costs	\$35.00/day plus costs
Smoking in residence hall - first violation	\$250.00	\$250.00
Smoking in residence hall - second and subsequent violations	\$500.00	\$500.00
Violation of noise policy - second violation	\$25.00	\$25.00
Violation of visitation policy - second violation	\$25.00	\$25.00
Violation of visitation policy - third violation	\$50.00	\$50.00
Violation of guest policy - second violation	\$25.00	\$25.00
Violation of guest policy - third violation	\$50.00	\$50.00
<b>Parking Fines:</b>		
Bicycles in buildings	\$25.00	\$25.00
Driving or parking on grass	\$25.00 plus restitution of damages	\$25.00 plus restitution of damages
Immobilization	\$50.00 plus outstanding parking fines	\$50.00 plus outstanding parking fines
Improper use of permit	\$40.00	\$40.00
Parking along curb	\$25.00 plus towing & storage charge	\$25.00 plus towing & storage charge
Parking hang tag not displayed	\$25.00	\$25.00
Parking in fire lane	\$25.00	\$25.00
Parking in handicapped zone	\$250.00	<b>\$250 (minimum)</b>
Parking in prohibited lot	\$25.00	\$25.00
Parking outside permitted areas	\$25.00 plus surface repair cost	\$25.00 plus surface repair cost
Parking reinstatement charge	\$25.00	\$25.00
Parking with disregard for painted lines	\$25.00	\$25.00
Parking within 10 feet of fire hydrant	\$25.00	\$25.00
Parking within 20 feet of crosswalk	\$25.00	\$25.00
Parking within 30 feet of stop sign	\$25.00	\$25.00
Parking/stopping in other prohibited zone (posted)	\$25.00 plus towing & storage charge	\$25.00 plus towing & storage charge
Vehicle not registered	\$25.00	\$25.00
<b>Payment Return Charges:</b>		
Automated Clearinghouse (ACH) Return Charge	\$25.00	\$25.00
Bad Check Charge	\$50.00	\$50.00
<b>Background Check Charges:</b>		
Background Check BCI	\$27.00	\$27.00
Background Check FBI	\$30.25	\$30.25
<b>Replacement Charges:</b>		
Bear Card	\$10.00	\$10.00
Parking Lot Swipe Card	\$10.00	\$10.00
Parking Tag	\$25.00	\$25.00
Office Key	\$10.00	\$10.00
Student Refund Card	\$10.00	\$10.00

\*Fines and charges listed on this schedule may include an administrative surcharge.

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<b>Summer 2022 Residential Rates</b>
--------------------------------------

<b>Campus View/Tanner/Bridgeview Court/Townhouse/Cedar House</b>			<b>% Change</b>
<b>Room Type</b>	<b>Full Semester</b>	<b>5 Week Term</b>	
Private	\$1,534	\$767	0%
Double	\$1,278	\$639	0%

All buildings - same rate to encourage residents to stay

**Meal Plan Options**

No food service is provided during Summer Term.

**Residential Connectivity Fee  
Full (10 wk.) Semester**

\$79	\$40.00
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0%

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**Housing and Meal Plan Rates**  
**Shawnee Advantage Cohort E**  
*effective Autumn 2022 through Spring 2026*

**Campus View/Tanner Place**

Room Type	Semester Cost	Academic Year	% Change
Private	\$4,292	\$6,584	4.25%
Double	\$3,436	\$6,873	0.00%

**Bridgeview Court**

Room Type	Semester Cost	Academic Year	% Change
Double	\$3,436	\$6,873	0.00%
(Apartment) Double Buy Out	\$4,699	\$9,398	3.87%

**Cedar House**

Room Type	Semester Cost	Academic Year	% Change
Private <sup>1</sup>	\$3,637	\$7,274	5.05%
Double	\$2,836	\$5,671	0.00%

**University Townhouse**

Room Type	Semester Cost	Academic Year	% Change
Private <sup>1</sup>	\$3,637	\$7,274	5.05%
Double	\$2,836	\$5,671	0.00%

<sup>1</sup>Private Rooms are only available if space permits and at the discretion of the University.

**Meal Plan Options<sup>2</sup>**

Plan	Semester Cost	Academic Year	% Change
Unlimited Meal Plan	\$2,225	\$4,450	4.60%
15 Meals per Week	\$2,121	\$4,243	4.60%
12 Meals per Week	\$1,910	\$3,820	4.60%
5 Meals per Week	\$961	\$1,922	<b>New</b>

<sup>2</sup>All meal plans except 5 meals per week include \$35 flex dollars per semester. Freshmen campus residents are assigned the Unlimited meal plan; sophomores may select 12 or 15 meal plan; juniors or seniors may opt not to participate in a meal plan. 5 meals per week only available to juniors, seniors, and commuters.

**Residential Connectivity Fee**

Semester Cost	Academic Year	% Change
\$135.00	\$270.00	0.00%

**Residential Student Programming Fee**

Semester Cost	Academic Year	% Change
\$16.00	\$32.00	0.00%

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**RESOLUTION F06-22**  
**APPROVAL OF AY2022-23 E-CAMPUS TUITION RATES**

WHEREAS, a recent review of E-Campus tuition rates established in AY2020-21 that were based upon a market analysis revealed that these rates remain competitive with comparable online programs; and

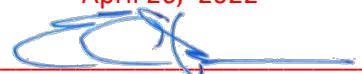
WHEREAS, through resolution F01-22, the Board approved extending the waiver of the standard undergraduate rate for fully online undergraduate tuition for AY2022-23, pending approval of the Chancellor of the Department of Higher Education; and

WHEREAS, by resolution F02-22, the Board approved a discounted undergraduate tuition rate for students who enroll in online classes through Wiley Educational Services' Tuitionmanager.com or WileyBeyond programs, pending approval of the Chancellor of the Department of Higher Education;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the E-Campus Tuition Rate Schedule (attached) effective fall 2022, contingent upon approval of ODHE's obtaining waivers from the standard in-state undergraduate tuition rate.

(April 22, 2022)

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### E-Campus Online Tuition Schedule\*

effective Autumn Semester 2022

		Per Credit Hour			
Undergraduate		AY21-22	AY 22-23	\$ Diff	% Diff
In-State Tuition		\$278.00	\$291.00	\$13.00	4.68%
Out-of-State		\$283.00	\$321.00	\$38.00	13.43%
RN/BSN		AY21-22	AY 22-23	\$ Diff	% Diff
In-State Tuition		\$240.00	\$251.00	\$11.00	4.58%
Out-of-State		\$245.00	\$281.00	\$36.00	14.69%
Graduate		AY21-22	AY 22-23	\$ Diff	% Diff
In-State Tuition		\$452.00	\$452.00	\$0.00	0.00%
Out-of-State Surcharge		\$462.00	\$487.00	\$25.00	5.41%
M.S. Math/Certificate in Mathematical Science (continuing students)		AY21-22	AY 22-23	\$ Diff	% Diff
In-State Tuition		\$452.00	\$475.00	\$23.00	5.09%
Out-of-State Surcharge		\$462.00	\$510.00	\$48.00	10.39%
M.S. Math/Certificate in Mathematical Science (new students)		AY21-22	AY 22-23	\$ Diff	% Diff
In-State Tuition		\$452.00	\$500.00	\$48.00	10.62%
Out-of-State Surcharge		\$462.00	\$535.00	\$73.00	15.80%
Occupational Therapy Doctoral Program		AY21-22	AY 22-23	\$ Diff	% Diff
In-State Tuition		\$600.00	\$600.00	\$0.00	0.00%
Out-of-State Surcharge		\$650.00	\$675.00	\$25.00	3.85%

\*This schedule is applicable to courses and programs delivered exclusively online. All rates are pending ODHE approval.

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**FY22 Consolidated Operating Budget Status**

	Consolidated Budget	Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals	Consolidated Actuals	% Variance	\$ Variance
<b>Revenue</b>								
State Funding	\$18,449,259	\$4,612,317	\$4,612,317	\$4,612,317	\$0	\$13,836,951	-25.0%	(\$4,612,308)
Tuition & Student Fees	\$29,278,948	\$14,624,660	(\$86,662)	\$11,216,313	\$605	\$25,754,917	-12.0%	(\$3,524,031)
Scholarship	(\$5,547,909)	(\$2,659,938)	(\$77,648)	(\$2,303,462)	(\$18,625)	(\$5,059,673)	-8.8%	\$488,236
Transfers In	\$0	\$0	\$0	\$0	\$0	\$0		\$0
<b>Other Income</b>								
Commissions	\$551,000	\$34,896	\$40,454	\$37,255	\$0	\$112,605	-79.6%	(\$438,395)
Grants	\$211,250	\$63,465	\$53,962	\$32,699	\$5,597	\$155,724	-26.3%	(\$55,526)
Miscellaneous Revenue	\$525,000	\$2,854	\$163,765	\$228,320	\$2,787	\$397,726	-24.2%	(\$127,274)
Service Fees/Memberships	\$240,000	\$87,625	\$61,204	\$77,424	\$6,001	\$232,254	-3.2%	(\$7,746)
Ticket Sales/Rentals	\$462,998	\$161,265	\$136,358	\$226,300	\$19,083	\$543,006	17.3%	\$80,008
<b>Other Income Total</b>	<b>\$1,990,248</b>	<b>\$350,106</b>	<b>\$455,743</b>	<b>\$601,999</b>	<b>\$33,468</b>	<b>\$1,441,316</b>	<b>-27.6%</b>	<b>(\$548,932)</b>
<b>Revenue Total</b>	<b>\$44,170,546</b>	<b>\$16,927,145</b>	<b>\$4,903,750</b>	<b>\$14,127,167</b>	<b>\$15,448</b>	<b>\$35,973,510</b>	<b>-18.6%</b>	<b>(\$8,197,036)</b>
<b>Expense</b>								
<b>Compensation</b>								
Benefits	(\$9,599,263)	(\$1,899,951)	(\$2,132,555)	(\$2,082,968)	(\$275)	(\$6,115,749)	36.3%	\$3,483,514
Salaries	(\$23,440,847)	(\$3,700,262)	(\$6,035,403)	(\$4,949,059)	\$338	(\$14,684,386)	37.4%	\$8,756,461
<b>Compensation Total</b>	<b>(\$33,040,110)</b>	<b>(\$5,600,213)</b>	<b>(\$8,167,958)</b>	<b>(\$7,032,026)</b>	<b>\$63</b>	<b>(\$20,800,135)</b>	<b>37.0%</b>	<b>\$12,239,975</b>
<b>Non-Compensation</b>								
Equipment	(\$820,140)	(\$387,779)	(\$913,539)	(\$108,884)	(\$22,241)	(\$1,432,443)	-74.7%	(\$612,303)
External Pro Services	(\$982,231)	(\$170,499)	(\$300,036)	(\$172,511)	(\$13,625)	(\$656,671)	33.1%	\$325,560
Information/Comm/Shipping	(\$879,306)	(\$295,979)	(\$174,634)	(\$267,478)	(\$22,352)	(\$760,443)	13.5%	\$118,863
Maintenance & Service Contracts	(\$3,023,671)	(\$1,075,360)	(\$877,114)	(\$978,265)	(\$39,888)	(\$2,970,626)	1.8%	\$53,045
Meal Plan Expense	(\$1,475,547)	(\$175,530)	(\$727,607)	(\$509,005)	(\$56,749)	(\$1,468,891)	0.5%	\$6,656
Miscellaneous Expense	(\$1,463,373)	(\$620,800)	(\$99,700)	(\$369,182)	(\$416,641)	(\$1,506,324)	-2.9%	(\$42,951)
Supplies	(\$1,092,182)	(\$158,676)	(\$165,473)	(\$214,299)	(\$11,359)	(\$549,807)	49.7%	\$542,375
Travel	(\$566,433)	(\$40,477)	(\$100,541)	(\$327,370)	(\$59,894)	(\$528,283)	6.7%	\$38,150
Utilities	(\$1,429,175)	(\$266,848)	(\$296,506)	(\$410,689)	(\$8,776)	(\$982,818)	31.2%	\$446,357
<b>Non-Compensation Total</b>	<b>(\$11,732,058)</b>	<b>(\$3,191,947)</b>	<b>(\$3,655,149)</b>	<b>(\$3,357,683)</b>	<b>(\$651,526)</b>	<b>(\$10,856,306)</b>	<b>7.5%</b>	<b>\$875,752</b>
<b>Expense Total</b>	<b>(\$44,772,168)</b>	<b>(\$8,792,160)</b>	<b>(\$11,823,107)</b>	<b>(\$10,389,710)</b>	<b>(\$651,464)</b>	<b>(\$31,656,441)</b>	<b>29.3%</b>	<b>\$13,115,727</b>
<b>Total</b>	<b>(\$601,622)</b>	<b>\$8,134,985</b>	<b>(\$6,919,357)</b>	<b>\$3,737,457</b>	<b>(\$636,016)</b>	<b>\$4,317,070</b>	<b>817.6%</b>	<b>\$4,918,692</b>

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April 26, 2022

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	FY22 Operating Budget	FY22 EOY Projection	\$ from FY22 budget	%
<b>Revenues</b>				
<b>State Funding</b>				
SSI	\$13,812,759	\$13,812,759	\$0	0.0%
Supplement	\$4,636,500	\$4,636,500	\$0	0.0%
Sub Total	\$18,449,259	\$18,449,259	\$0	0.0%
<b>Tuition &amp; Student Fees</b>				
Tuition & Fees	\$26,129,661	\$25,108,093	(\$1,021,568)	-3.9%
Housing & Meals	\$3,149,290	\$2,512,058	(\$637,232)	-20.2%
Sub total	\$29,278,951	\$27,620,151	(\$1,658,799)	-5.7%
Less Inst & Aux scholarships	(\$5,548,908)	(\$5,071,820)	\$477,088	-8.6%
Sub total	\$23,730,043	\$22,548,331	(\$1,181,711)	-5.0%
<b>Other Income</b>				
Grants & Contracts	\$762,250	\$571,646	(\$190,604)	-25.0%
Sales & Service Fees	\$703,000	\$868,800	\$165,800	23.6%
Miscellaneous Revenue	\$525,000	\$303,419	(\$221,581)	-42.2%
Sub Total	\$1,990,250	\$1,743,865	(\$246,385)	-12.4%
<b>TOTAL OPERATING REVENUE</b>	<b>\$44,169,552</b>	<b>\$42,741,456</b>	<b>(\$1,428,096)</b>	<b>-3.2%</b>
<i>Revenue Adjustment CRF &amp; HEERF</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>0.0%</i>
<b>TOTAL ADJUSTED OPERATING REVENUE</b>	<b>\$44,169,552</b>	<b>\$42,741,456</b>	<b>(\$1,428,096)</b>	<b>-3.2%</b>
<b>Expenditures</b>				
<b>Compensation</b>				
Salaries	\$23,511,957	\$23,009,767	(\$502,190)	-2.1%
Benefits	\$9,528,161	\$8,864,427	(\$663,734)	-7.0%
Sub total	\$33,040,119	\$31,874,194	(\$1,165,924)	-3.5%
<b>Non-Compensation</b>				
Professional Services/Communication	\$1,871,382	\$2,297,657	\$426,275	22.8%
Equipment, Maintenance , Service Contracts	\$3,814,464	\$5,379,843	\$1,565,379	41.0%
Meal Plan Expense	\$1,475,547	\$1,525,592	\$50,045	3.4%
Supplies, Travel, Entertainment, Miscellaneous	\$3,140,492	\$2,222,211	(\$918,281)	-29.2%
Utilities	\$1,429,175	\$1,320,949	(\$108,226)	-7.6%
Sub Total	\$11,731,060	\$12,746,252	\$1,015,192	8.7%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$44,771,179</b>	<b>\$44,620,446</b>	<b>(\$150,732)</b>	<b>-0.3%</b>
<i>Expense Adjustment CRF &amp; HEERF</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>0.0%</i>
<b>TOTAL ADJUSTED OPERATING EXPENSE</b>	<b>\$44,771,179</b>	<b>\$44,620,446</b>	<b>(\$150,732)</b>	<b>-0.3%</b>
Gross Margin	(\$601,627)	(\$1,878,991)	(\$1,277,364)	212.3%
As % of Revenue	-1.4%	-4.4%	-	-
Net Transfer to Capital Fund	(\$1,567,276)	(\$1,567,276)	\$0	0.0%
Net Operating	(\$2,168,903)	(\$3,446,267)	(\$1,277,364)	58.9%

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April 26, 2022

  
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<b>State Funding</b>				
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Supplement	\$4,636,500	\$4,636,500	\$0	0.0%
Sub Total	\$18,449,259	\$18,449,259	\$0	0.0%
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Tuition & Fees	\$26,129,661	\$25,108,093	(\$1,021,568)	-3.9%
Housing & Meals	\$3,149,290	\$2,512,058	(\$637,232)	-20.2%
Sub total	\$29,278,951	\$27,620,151	(\$1,658,799)	-5.7%
Less Inst & Aux scholarships	(\$5,548,908)	(\$5,071,820)	\$477,088	-8.6%
Sub total	\$23,730,043	\$22,548,331	(\$1,181,711)	-5.0%
<b>Other Income</b>				
Grants & Contracts	\$762,250	\$571,646	(\$190,604)	-25.0%
Sales & Service Fees	\$703,000	\$868,800	\$165,800	23.6%
Miscellaneous Revenue	\$525,000	\$303,419	(\$221,581)	-42.2%
Sub Total	\$1,990,250	\$1,743,865	(\$246,385)	-12.4%
<b>TOTAL OPERATING REVENUE</b>	<b>\$44,169,552</b>	<b>\$42,741,456</b>	<b>(\$1,428,096)</b>	<b>-3.2%</b>
<i>Revenue Adjustment CRF &amp; HEERF</i>	<i>\$3,000,000</i>	<i>\$3,100,000</i>	<i>\$100,000</i>	<i>3.3%</i>
<b>TOTAL ADJUSTED OPERATING REVENUE</b>	<b>\$47,169,552</b>	<b>\$45,841,456</b>	<b>(\$1,328,096)</b>	<b>-2.8%</b>

<b>Expenditures</b>				
<b>Compensation</b>				
Salaries	\$23,511,957	\$23,009,767	(\$502,190)	-2.1%
Benefits	\$9,528,161	\$8,864,427	(\$663,734)	-7.0%
Sub total	\$33,040,119	\$31,874,194	(\$1,165,924)	-3.5%
<b>Non-Compensation</b>				
Professional Services/Communication	\$1,871,382	\$2,297,657	\$426,275	22.8%
Equipment, Maintenance , Service Contracts	\$3,814,464	\$5,379,843	\$1,565,379	41.0%
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Sub Total	\$11,731,060	\$12,746,252	\$1,015,192	8.7%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$44,771,179</b>	<b>\$44,620,446</b>	<b>(\$150,732)</b>	<b>-0.3%</b>
<i>Expense Adjustment CRF &amp; HEERF</i>	<i>-\$1,000,000</i>	<i>-\$1,000,000</i>	<i>\$0</i>	<i>0.0%</i>
<b>TOTAL ADJUSTED OPERATING EXPENSE</b>	<b>\$43,771,179</b>	<b>\$43,620,446</b>	<b>(\$150,732)</b>	<b>-0.3%</b>
Gross Margin	\$3,398,373	\$2,221,009	(\$1,177,364)	-34.6%
As % of Revenue	7.7%	5.2%	-	-
Net Transfer to Capital Fund	(\$1,567,276)	(\$1,567,276)	\$0	0.0%
Net Operating	\$1,831,097	\$653,733	(\$1,177,364)	-64.3%

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# Shawnee State University Asset Allocation – As of March 31, 2022



Asset Class	Market Value	% of Assets	Target %
<b>Cash Equivalents</b>			
TIAA Cash Deposit Account	\$94,654	1.1%	
<b>Total Cash Equivalents</b>	<b>\$94,654</b>	<b>1.1%</b>	<b>5.0%</b>
<b>Fixed Income</b>			
Fixed Income Separately Managed Account	\$3,359,403	40.0%	
Vanguard Short Term Bond Index Fund	\$709,453	8.5%	
DFA Inflation Protected SEC Fund	\$435,391	5.2%	
PIMCO 1-5 Year U.S. TIPS Index Fund	\$420,640	5.0%	
<b>Total Fixed Income</b>	<b>\$4,924,887</b>	<b>58.7%</b>	<b>60.0%</b>
<b>Domestic Equity</b>			
TIAA-CREF Large Cap Growth Index Fund	\$1,075,310	12.8%	
TIAA-CREF Large Cap Value Index Fund	\$1,045,047	12.4%	
Vanguard Mid Cap Growth Index Fund	\$178,690	2.1%	
iShares Russell Mid Cap Value ETF	\$200,158	2.4%	
TIAA-CREF Small Cap Blend Index Fund	\$253,857	3.0%	
Cohen & Steers Real Estate Fund	\$47,081	0.6%	
Vanguard REIT Index Fund	\$68,324	0.8%	
<b>Total Domestic Equity</b>	<b>\$2,868,467</b>	<b>34.2%</b>	<b>29.0%</b>
<b>International Equity</b>			
iShares Core MSCI EAFE ETF	\$301,187	3.6%	
iShares Core MSCI Emerging Markets ETF	\$130,654	1.6%	
iShares MSCI EAFE Small Cap ETF	\$74,633	0.9%	
<b>Total International Equity</b>	<b>\$506,474</b>	<b>6.0%</b>	<b>6.0%</b>
<b>Total Equity</b>	<b>\$3,374,941</b>	<b>40.2%</b>	<b>35.0%</b>
<b>Total Portfolio Market Value</b>	<b>\$8,394,482</b>	<b>100.0%</b>	<b>100.0%</b>



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# PERSONNEL ACTIVITY REPORT FY22

3<sup>rd</sup> Quarter

April 22, 2022

## New Hires

- Administrative
  - Jonica L. Burke, VPFA, effective January 4, 2022
  - James Johnson, DPS Police Officer, effective February 14, 2022
  - Todd Hollback, ITS Senior Programmer Analyst, effective January 24, 2022

## Change of Status

- Administrative
  - Bill Rockwell, Athletics Operations Manager, effective March 7, 2022
  - Beth Lansky, HR Coordinator, effective January 22, 2022

## Departures

- Faculty
  - John Huston – Associate Professor FDPA, effective January 7, 2022
- Administrative
  - Sarah Smith Doherty – Contracts Services & Legal Coordinator, effective March 18, 2022
  - Addison Poteet – CRA & Data Manager Coordinator, effective March 15, 2022
  - Monique Harmon – Title IX & EEO Officer, effective February 26, 2022
  - Tena Pierce – Assistant Director Admissions, effective February 24, 2022
  - Bennie Blevins – EOC Coordinator, effective February 8, 2022
  - Amanda Means – Director Enrollment Management, effective January 28, 2022
  - Shana Lawhorn – HR Systems Coordinator, effective January 14, 2022
  - Jeremy Brown – Admissions Associate, effective January 20, 2022

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# CAPITAL PROJECTS STATUS REPORT

March 31, 2022

## Library/CFA HVAC Renovation - \$2.2M - Capital

- Includes replacement of all pneumatic and obsolete DDC controls in both buildings. A new generator will be installed in the CFA and will be sized to provide emergency power for both the CFA and Library. All new VAV boxes have been installed in the CFA. Multiple air handlers will be replaced in the Library.
- Library air handling unit installation to begin in May, 2022

## Kricker Innovation Hub - \$3.4M (est.) - EDA Grant/Capital/Private

- Project approximately 60% complete.
- Project delayed approximately 120 days due to material and manpower shortages; working with architect and contractor to validate new schedule.

## Gateway and Third Street Development - \$3M (est.)

- A new campus gateway will be developed as well as a plan to reopen Third Street between Gay and Waller Streets. This will include traffic calming strategies, incorporate bicycle traffic, landscape features, and pedestrian crossings.
- Site survey and design development complete; construction documents started.

## Campus Master Plan Update - \$150,000 - Capital

- This project will update and revise previous master planning efforts. The 2017 campus assessment will be used to prioritize projects for infrastructure updates. The plan will include all initiatives in the Shawnee at 40 Strategic Plan.
- Architect interviews scheduled mid-April, 2022.

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Shawnee State University  
ARP, 403(b) and 457(b) Retirement Plans

Activity Report  
of  
Retirement Plan Committee  
to  
Board of Trustees

April 22, 2022

The Retirement Plan Committee (Committee) was delegated administrative and oversight duties for the ARP, 403(b) and 457(b) Retirement Plans (Plan) according to Board Resolution F08-19. This report is provided periodically to inform the Board, at a high level, of the activities of the Committee.

The Committee actively carried out its responsibilities during the 12-month period from January 1, 2021 to December 31, 2021 (Reporting Period), taking the following actions, among others:

1. The Committee met twice during the Reporting Period.
2. Plan assets as of 12/31/21 were \$37,920,031, an increase of approximately \$1.4 million from 12/31/20.
3. The Committee reviewed semi-annual reports from its independent investment advisor, and investment co-fiduciary(CAPTRUST), on the investments offered in the Plan. This reporting included a review of the following elements, among others: (a) any matters affecting the Plan's investment firms, (b) any matters affecting the investment managers and their staff, (c) any variance from the investment manager's stated investment style, (d) performance of the investments relative to peers and an appropriate benchmark, (e) risk and (f) costs.
4. At each semi-annual meeting the Committee's independent investment advisor provided an overview of the domestic and international capital markets.
5. The Committee received a detailed report on the underlying investments that make up the Plan's target date retirement fund offering.
6. Working with its independent investment advisor, the Committee removed CREF Stock from the "watch list." This investment experienced a change in leadership

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due to an incentive retirement package offered by TIAA and the account also had a change in the underlying investment portfolio.

7. The Committee periodically reviewed plan participant demographic information from the plan recordkeeper.
8. Working with its independent investment advisor, the Committee negotiated a reduced fee with TIAA, reflecting increased assets in the plan.
9. From time to time the Committee received education on investment related items.
10. The Committee received semi-annual updates on legal and regulatory developments that affect the Plan.
11. Minutes were kept of each meeting.

**RESOLUTION ASA04-22**

**COMMEMORATIVE NAMING OF THE  
DAYTON DUMELEAU MATH CENTER**

WHEREAS, in accordance with Policy 4.91, at its March 25, 2022 meeting, the Shawnee State University Development Foundation (“Foundation”) approved the commemorative naming of the Math Lab located in the Administration Building, Room 150; and

WHEREAS, the University’s Board of Trustees acknowledges and appreciates the significant contribution made by Dr. Linda Hunt that benefits the growth of the University; and

WHEREAS, the Foundation approved a commemorative name to honor Dr. Hunt that included “Success Center”, which already exists in the building;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby amends and ratifies the SSU Development Foundation Resolution 2022-01, Commemorative Naming of the Math Lab to the Dayton duMeleau Math Center.

(April 22, 2022)

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## RESOLUTION 2022-01

### Commemorative Naming of the Dayton duMeleau Math Success Center

The following action shall be deemed taken by the Shawnee State University Development Foundation upon vote by the Development Foundation Board and University Board of Trustees:

WHEREAS, the Development Foundation received a significant gift from Dr. Linda Hunt of South Point, Ohio according to agreed upon terms and conditions; and

WHEREAS, the donor has requested a commemorative naming opportunity in acknowledgement of such gift; and

NOW, THEREFORE BE IT RESOLVED, the Math Center at Shawnee State University shall be named the Dayton duMeleau Math Success Center.

(March 25, 2022)

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April 26, 2022

  
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**Academic and Student Affairs Report**  
**Board of Trustees Meeting**  
**April 22, 2022**

I am pleased to present the following Academic and Student Affairs Report to the Academic and Student Affairs Committee of the Board of Trustees and to the Board.

**Provost Report**

- I begin with two good news items. First, I am pleased to report on several personnel updates in Academic Affairs: Dr. Jennifer Pauley, currently Interim Dean of the College of Arts and Sciences, will be serving permanently as Associate Provost; Dr. Kimberly Inman, currently chair of the Department of Natural Sciences, will be serving as Interim Dean of the College of Arts and Sciences; and Dr. Christine Raber, currently Interim Associate Provost, will be serving as Provost Fellow (in addition to her faculty role) for the 2022-2023 academic year to assist with our upcoming HLC mid-cycle review (along with Dr. Marc Scott). These appointments will be effective on June 1, 2022, and I want to congratulate each of them on their new leadership roles and responsibilities at the institution and thank them for agreeing to serve in these capacities.
- Second, we have been officially notified that we have been granted candidacy status for our business accreditation by the International Accreditation Council for Business Education (IACBE). This is a significant milestone for the institution after we have been working on it for many years, and a critical step in our plans for the future of the C. H. Lute School of Business.
- I want to thank everyone who participated in our annual Celebration of Scholarship event, held earlier this month. I thank all the students who presented and congratulate all who won various awards, thank all the faculty who worked with them, and the committee that organized the event, especially Professor Erik Larson for his leadership of the committee and for putting the event together.
- Finally, I would like to thank Professor Tony Ward for his leadership of the University Faculty Senate over the last two years. I have appreciated knowing and working with Tony during my time at SSU. We have had a good, collaborative relationship. I will miss him in that role, but thank him again for his service to the University.
- There is one resolution as Action Item: Resolution ASA02-22 regarding Approval of Academic Calendars for 2022-2023 and 2023-2024 academic years.
- The highlights of recent activities in Academic and Student Affairs are noted below.

**College of Arts and Sciences**

Faculty accomplishments:

- Dr. Preston Nichols and Dr. David DeSario gave talks at the meeting of the Ohio Section of the Mathematical Association of America held at Xavier University.
- Dr. John Whitaker took a team of students from the Actuarial Sciences program (Sofia Mikhailichenko, Franklin (Scott) Ferrell, Calvin Gerard, Cian Harney, Maecee Johnson) to participate in the Insurance Collegiate Challenge at the University of Akron.

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Student accomplishments:

- Under the mentorship of Dr. Jennifer Napper in the Department of Natural Sciences, Hanna Tackett won first place for her oral presentation at the Beta Beta Beta District Conference.
- Under the mentorship of Dr. Jennifer Napper in the Department of Natural Sciences, Megan Long won second place for her oral presentation at the Beta Beta Beta District Conference.
- Both students have been invited to present at the national conference in Oklahoma City.

**College of Professional Studies**

*Department of Allied Health Sciences*

- Faculty and students in the health professions programs participated in the annual Inter-professional Event (IPE) on Friday, March 25. Students from each program were teamed up and engaged in a variety of activities including presentations, case studies, etc., to learn more about their fellow-students' roles in various health situations. This year, the topic of opioid abuse was the focus and, in addition to the activities planned by the faculty, Max Liles from The Counseling Center presented on opioid abuse in our region, efforts to combat the abuse, and their role in the healthcare process.
- The Dental Hygiene program will admit a cohort of 25 for this fall semester. The faculty are currently reviewing the application process for permission from their accrediting body for increasing their cohort size and to add another cohort.
- The Radiologic Technology program has offered seats for their fall cohort to 25 prospective students and they are reviewing opportunities to increase their fall class size to 35 if clinical sites can be made available. Ms. Sheena Shifko is in the process of working with clinical partners to determine this availability.
- Medical Laboratory Technology program had a student and their faculty highlighted in a recent media article.
- Faculty across programs are visiting schools and welcoming tours and guests to share information about our programs and facilities.

*C.H. Lute School of Business*

- Dr. Rader submitted the School's candidacy application to the accreditation body, IACBE, and received approval to move forward with the self-study phase of accreditation. This is initial accreditation for the School of Business.
- The School is currently seeking its Founding Director and faculty with an expertise in Finance. Both searches are in the on-campus interview and reference stage.
- The Healthcare Administration program is preparing for their national accreditation on-site visit scheduled for April 20 and 21<sup>st</sup>.
- In cooperation with the CIPSA director, Ryan Warner, the Lute School of Business and the Department of Engineering Technologies are working to develop a partnership with UPGRAD, a student recruiting service that works with a University in India to provide a 2+2 pathway articulation for students who will begin coursework in India and transfer to



SSU to finish a baccalaureate degree. The faculty are reviewing curriculum and hope to launch the 2-year program as soon as possible so the UPGRAD recruiters can begin identifying students for the first cohort.

### *School of Education*

- The self-study was submitted to CAEP on March 9. An on-site accreditation review is set for Fall semester.
- The School of Education received an award notice of \$220,000 for a Teacher shortage grant. Working with Chris Shaffer from the SSU grants office, the School partnered with Muskingum University to develop a new collaborative program to help adults return to one of the universities to seek licensure and to get into a classroom as soon as possible.
- The School of Education, the Office of the Dean, and the Center for Lifelong Learning are partnering with the South Central Ohio Educational Service Center and the GRIT program to host an on-campus event for 86 juniors from area high schools who have completed their Future Plans assessment and will be learning more about their career fields of interest.
- Dr. Kim Cassidy (faculty in SoE) received a \$2,500 Development Foundation grant to “Grow Your Own” teachers by providing a future teachers club in area high schools.
- In addition to these grants, the School has received notice of continuation for the Teachers for the Visually Impaired, the Hearing Impaired, and Intervener licensure programs, the Transitions Connections program totaling over \$1.4 million. Drs. Kemp and Beam have submitted a grant application for \$35,000 to support literacy instruction at Clay Local Schools.
- Drs. Kemp and Beam were awarded a grant to provide professional development for our School of Education faculty and partner school district teachers. The project is to provide professional development on evidence-based literacy practices. The award is valued at \$158,000 which will pay \$1,000 to each participant who successfully completes the four-module program.
- The School of Education will be hosting the Teaching & Learning in Today’s Inclusive Classrooms Professional Development Conference & Graduate Credit Workshop! This event will be offered for three days in May. Conference attendees can choose one-day, two-day, or three-day registration. The event will include featured speakers, Dr. Ruby Payne and Dr. Mary Dahlgren, along with a full schedule of mini-sessions. Drs. Dunham, Kemp, and Beam, faculty in the School of Education, will provide graduate courses for which participants may choose to purchase Graduate Workshop Credit through the Graduate School.

### *Department of Engineering Technologies*

- Spring tours of the Engineering Technology labs and classrooms have begun for business partners and regional schools. These tours highlight the various programs the department offers and the state-of-the-art labs available that support these programs.

- The Gaming Programs at SSU have, once again, been nationally ranked, moving to 9<sup>th</sup> in the nation by the *Princeton Review*. This ranking is even more significant due to more and more competitors across the country entering the field. The SSU programs are the only initial school that was rated in the Top 10 that has remained in the Top 10. A celebration was held for the Gaming programs in recognition of their achievement.
- The department submitted the final ABET response for accreditation and expect to receive an official announcement in August of full accreditation. The accreditation will be retroactive to 2018, allowing graduates from that year forward to indicate graduation from an ABET-accredited program when applying for graduate school or employment. Accreditation is good for 6-years.

### *Department of Nursing*

- Dr. Adair Carroll is leading the development of documents necessary to seek approval at the April Academic Resource Management (ARM) committee for a new MSN program with tracks in administration and education.
- Faculty in the associate degree program area are in the process of developing new, streamlined pathways for LPN to ADN and EMT/Paramedic to ADN. A survey is in development seeking input from LPNs in the region regarding the type of program offering that would best meet their needs as the faculty explore more accessible delivery modes for the new programs.
- Nursing has accepted 41 ADN students and 34 BSN students for Fall 2022. They are still accepting applications.
- With generous support of \$2,000, faculty are visiting schools and other opportunities to recruit RN to BSN students. Visits to Columbus State Community College and Southern State Community College have occurred. 14 prospective students from SSCC added their names to the list for more information about registration. Faculty have also been visiting area high schools to talk about the different program options available for anyone who wants to go into Nursing in college. The Kentucky KDMC will present “Bright Futures” on April 25<sup>th</sup>. This is an all-day event. Faculty will be recruiting for the RN-BSN and MSN programs.
- Admissions are continuing for the ADN & BSN cohort in Slate. Admissions are done by committee. Some students are missing documents. Pre-BSN now has a code in Slate.

### *Department of Rehabilitation Sciences*

- The PTA program completed the virtual site visit in November 2021. The Program has submitted their institutional response to the site visit comments. They are expecting an accreditation decision by late April or early May. The program will have an abbreviated on-campus site visit this summer or fall to confirm the findings of the virtual site visit, but full reaccreditation is expected based on the feedback from the site reviewers.
- The program will graduate 16 students in April and currently enrolls another 20 who are completing their first year. Admission reviews are currently ongoing for the new fall class.

- PTA program faculty were able to resume their collaborative learning activities with our Nursing program and the School of Physical Therapy at Marshall University. They will restart their community learning activities at the Vern Riffe School in May.
- Dr. Cannoy and students from the MOT Technology class are collaborating with faculty and students from the Plastics and CADD programs in the Department of Engineering Technologies to learn about 3D printing problem solving assistive technology devices for community members and making adaptive technology devices. Students and faculty in the OT Process courses are working with a community member who needs a home environment modification device to turn on/off a shower. Students applied the OT process throughout the development of adaptive device. Seven projects will be completed this semester and there are plans being developed for future collaborations between OT and Engineering Technologies such as assessing home and community environments, making recommendations for reasonable accommodations/ADA.
- MOT Student Organization is working on community service projects including completing a needs assessment for the CRADLE organization and painting offices and removing furniture that was no longer wanted. The organization also collected baby products and donated to Stepping Stone House for mothers in recovery from addiction.
- Faculty in the Occupational Therapy Doctorate Program have made revisions to the program that will allow three points of admission in order to meet the needs of graduate students who are working professionals. This curriculum modification will enhance access to the program.

The College Recruitment Committee:

- Dr. Jason Lovins, Lute School of Business – Marketing, is chairing the committee. Projects include an alignment of programs to the Ohio Means Jobs In-Demand Jobs list and developing videos for program areas. A retreat is being planned for April to develop a strategic plan for the committee and a targeted recruitment initiative for the College in collaboration with Admissions and Marketing and Communications. Both offices are represented on the committee.

Grants:

- The College of Professional Studies (CPS) schools and departments remain very active seeking and managing grant-funded projects. Per Susie Ratcliff in the SSU Grants Office, CPS has nearly \$3.2 million in active grants. An additional \$255,000 is pending or awaiting decision. These figures do not include institutional grants or the Choose Ohio First grants that focus on CPS academic programs. Chris Shaffer and Susie Ratcliff in the Grants Office have provided tremendous support in the application and ongoing management of these project.
- *Department of Allied Health Sciences*
  - Bear Smile Protection - ADHA Institute, \$2,500
  - Dental Hygiene Clinic Update, \$50,000
  - BH Paraprofessional Certificate, \$900.000

- *School of Business*
  - RAPIDS III, \$81,780
- *School of Education*
  - TVI Collaborative, \$764,450
  - Deaf/Hard of Hearing Teacher Prep, \$595,770
  - Transition Connections, \$49,999.68
  - Teacher Shortage, \$220,000. Awarded but not active yet.
  - Literacy Grant, \$35,000. Applied.
- *Department of Engineering Technologies*
  - RAPIDS II, \$491,479
  - RAPIDS IV, \$97,000
  - RAPIDS V, \$159,201

**Student Affairs**

*Military and Veteran Services:*

- The Veteran Services office currently provides support to 64 students who receive benefits. Veterans and dependents also serve as student employees through the VA Work Study program. Doug Shoemaker, Military and Veteran Service Coordinator, collaborates with Wiley, our e-campus provider, to assist with recruiting veterans and independents for our online courses.

<b>Student Receiving VA Benefits</b>	<b>Spring 2022</b>
Vocational and Rehabilitation	3
Chapter 33 (Post 9/11) and Montgomery GI Bill	36
Survivors and Dependents	18
Reserve GI Bill	4
Air Force Tuition Assistance	2
Army Tuition Assistance	1
<b>Total</b>	<b>64</b>

*Green Zone Training and Veteran Office Open House:*

- Green Zone training was held on March 31, 2022, at 1 p.m. in the Morris University Center, followed by an Open House in the Veteran Services office. Sherri Jordan, Chillicothe Veteran's Association, provided training for faculty and staff.

*Housing and Residence Life:*

<b>RA Selection</b>	<b>Spring 2022</b>
Women on Staff	19
Men on Staff	8
Athletes	11
Gaming Resident Assistants	6
Senior Resident Assistants	3

## RA Programming

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Total Number of Events	74
Number of Total Attendees	1904
Average Attendees per Event	26

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- In Autumn of 2022, Housing and Residence Life is opening a living-learning community for our game design students. It will be called Digital Learning Community, or DLC buildings. This living-learning community will allow students to be surrounded by students going through the same classes and in the same degree. Events, workshops, and professional development will be created for these game design students by their specialized resident assistants (Gaming Resident Assistants) and the gaming facility.
  - Students have to complete a second application to apply for these buildings.
  - Campus View 400 will be a gaming building for new students, while Campus View 500 and 600 will be for new and returning students. There will be 144 beds in the DLC buildings.
  - We have hired 6 Gaming Resident Assistants who are highly involved in the gaming degree to personalize assistance to these residents.
  - There are currently 70 returner applications for our DLC buildings.

### *Student Life:*

#### *Ukraine Panel Discussion*

- On March 16, the Student Government Association and the Political Science Department sponsored The War in Ukraine: Virtual Panel Discussion. There were over 50 individuals in attendance.

#### *Hazing Prevention Training*

- In the Fall of 2021, Ohio Senate Bill 126, an anti-hazing law known as Collin's Law, was signed by Governor Mike DeWine. The Act enacts several changes intended to end hazing on Ohio's college campuses. The law requires Ohio's higher education institutions to mandate training for student organizations, teams, or groups, including students, staff, faculty, volunteers, guests, and other changes. Tiffany Hartman, Director of Student Life, will oversee the training implementation and recording keeping.
- The Student Life Office kicked off the Bears Don't Haze Campaign in February, providing training to all students, staff, faculty, and volunteers. As of March 31, more than 1,200 students, staff, and faculty have participated. In addition, hazing prevention training will be offered to both students and parents as part of the Orientation and Weekend of Welcome experience.

#### *Women's and Gender Equity Center (WGEC) updates*

- In the Fall, WGEC successfully started Virtual Hangout Sessions for folks in quarantine or having anxiety to socialize with people in the WGEC office. WGEC also hosted the Drag Show, Raise Your Voice, a Spoons (card game) tournament, and Family Connect

Thanksgiving. WGEC introduced Healthy Masculinity events as a new area of focus and had a panel discussion that was well attended. WGEC also hosted an "I am First Gen" breakfast and two first-gen Q&A sessions.

- For Spring, WGEC continued the Virtual Hangout Sessions, Family Connect Game Nights, Healthy Masculinity programming, First Gen Q&A Sessions, and hosted "Herstory," a conversation about the histories of our female family members or loved ones, Women's History Month Trivia, and Women Who Rock recognition ceremony.
- Christina Baker, Coordinator of the WGEC, facilitated Inclusivity Training for 46 new allies.
- Lavender Graduation will be in Flohr Lecture Hall on April 21 at 6 p.m.

#### *Fraternity and Sorority Life*

- Greek Games begin on April 11.
- Tau Kappa Epsilon (TKE) raised funds and supplies donated to the local homeless shelter.
- Both sororities have been incorporating DEI endeavors into their event programming.

#### *Diversity and Inclusion*

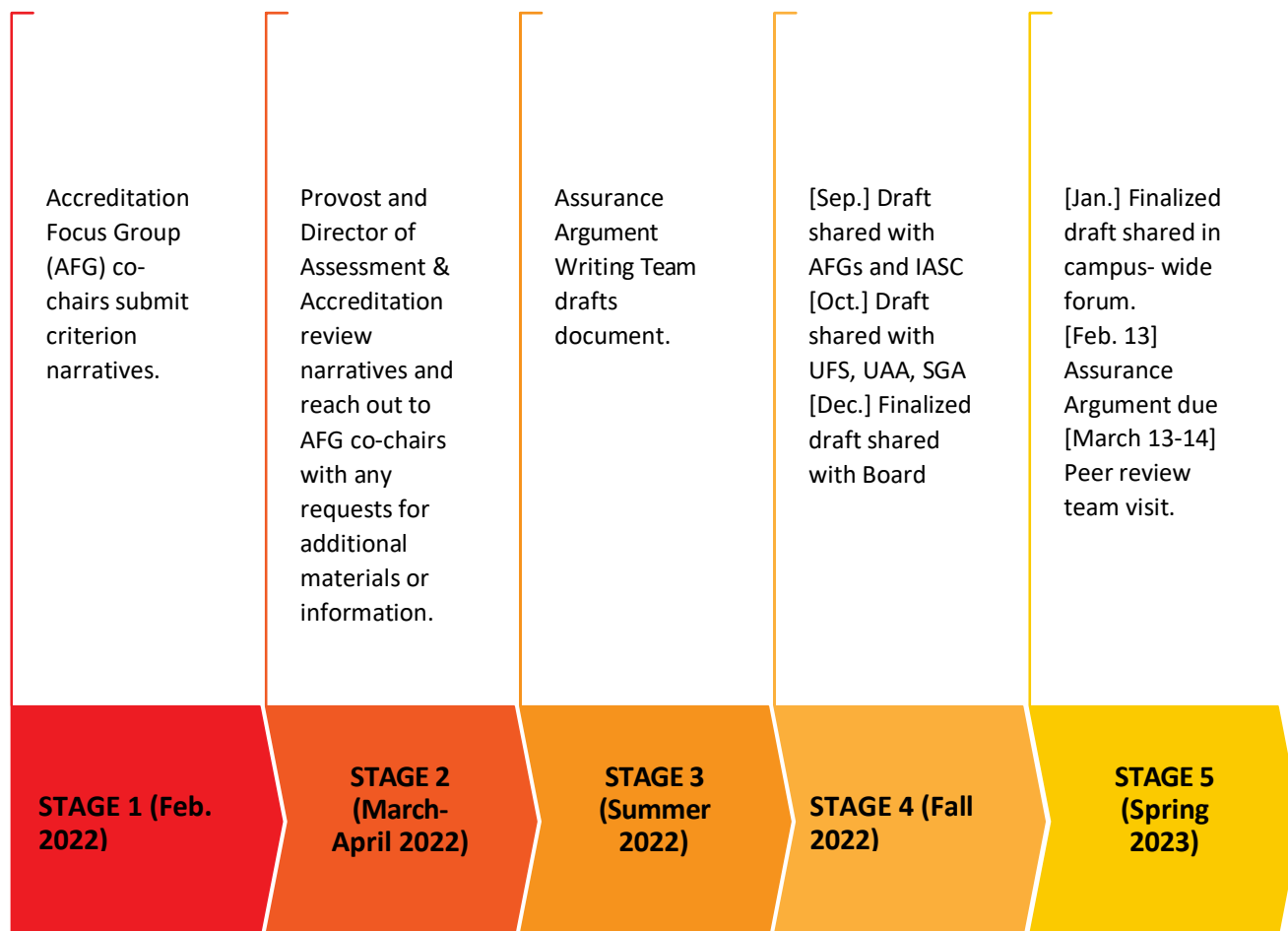
- A formalized Implicit Bias Workshop was developed and implemented. Delta Phi Epsilon Sorority was the first organization to complete the training workshop.
- The African, Hispanic, Asian, and Native American (AHANA) student organization has grown. Attendance and participation have doubled since last semester.
- AHANA will be hosting international students from Pakistan to share their country and culture with the AHANA membership.
- Donning of the Kente Celebration will be held on April 29 at 7 p.m. in the Flohr Lecture Hall. This will be our largest class of graduates to participate since it started.

#### *Student Programming Board (SPB)*

- We are currently hiring executive staff for the next academic year.
- Several events remain in this semester, including an event highlighting the dangers of drunk driving.
- Bears' Art Gallery in Appleton Gallery will be sponsored by SPB on Thursday, April 7 at 7 p.m. Feel free to join us for a showing of the amazing fine arts talents we have on campus.

#### **Assessment and Accreditation**

- As you know, our HLC mid-cycle review is coming up in March 2023. I want to share our timeline for the assurance argument and mid-cycle review. This was shared at the last Institutional Accreditation Steering Committee meeting. See below.



- I want to acknowledge the significant improvements faculty and staff have made with respect to assessment. The below table summarizes the progress we have made in the last couple of years.

Academic Year	% of Academic Program Assessment Reports Submitted	% of Co-Curricular Program Assessment Reports Submitted	Total % of Assessment Reports Submitted
AY 2019-20	53% (27 reports)	N/A	53%
AY 2020-21	67% (34 reports)	100% (5 reports)	70%

### Clark Memorial Library

- The library was awarded a \$1,000 grant from the State Library of Ohio, and Library Services and Technology Act (LSTA), which is funded by the Institute of Museum & Library Services (IMLS). The Celebrating Ohio Book Awards & Authors (COBAA) initiative provides funds for libraries to enhance their collections with books by Ohio authors or books recognized by Ohio-based award programs. This year’s grant cycle focused on Diversity, Equity & Inclusion. A total of seventy-eight new books have been

ordered and are expected to be available for checkout by the end of April. The titles will be on display throughout the upcoming academic year.

- The library will be offering extended hours again for finals week – April 24<sup>th</sup> through the 28<sup>th</sup>. In addition to coffee & hot tea, light snacks will be available – courtesy of the Selby Fund. Student response was tremendous last semester and we are happy to be able to provide additional hours at the library for study.
- The Books Build Bridges program took place on March 18<sup>th</sup> and was very well received. Over 400 local high school students from around the county attended the presentation by young adult author Mindy McGinnis. Later in the day more than 40 Teacher Education students learned more about being a young adult author from Ms. McGinnis. Books Build Bridges was sponsored by SSU, Portsmouth Rotary Club, Portsmouth Public Library & Fluor-BWXT. The Portsmouth Daily Times published an article about the event: <https://www.portsmouth-dailytimes.com/news/73756/ssu-hosts-books-build-bridges-for-local-high-school-students>.

Respectfully submitted,

Sunil Ahuja, Ph.D.

Provost and Vice President for Academic and Student Affairs



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**Alumni and Community Events**

The **Office of Alumni and Community Events** along with the Registrar's Office is planning Commencement which is set for Saturday, April 30 at 10:00 a.m. on the Alumni Green. With COVID restrictions decreasing, the number of in person events have increased and from February through March, our office has assisted in over 500 on campus events including meetings, campus visits, programming events, and community events. We are currently working with many K-12 partners and community organizations to move their events to campus. In June, the Morris Ballroom will undergo renovation including a new AV system as well as facelift to its design.

The **Shawnee State Alumni Association** has begun planning their FY23 events and will host their first in person event, SSU Night at the Chillicothe Paints, on Friday, June 3 at VA Memorial Stadium. Homecoming and Alumni Weekend is set for September 23 & 24. Other events planned for the FY23 year include SSU Night at the Columbus Blue Jackets, Jordan Williams Memorial Golf Tournament, SSU Hall of Fame Weekend, and events in the Cincinnati and Cleveland areas.

The **Golden Bear Program** is hosting in person events including stretching classes, water aerobics, bingo and monthly birthday celebrations. The program currently has 520 members.

**Athletics**

**Indoor Track** competed at Nationals in Brookings, SD, Thryceton Deckard earned All-American in the 1-Mile finishing in 7th place. Two other athletes finished with top 10 performances: Sierra Poppell in the 5000 M and Aiden Kammler in the 3000 M both finished 10th. Hunter Hoover finished the 5000 M just outside the top 10, in 11th place.

Kenzie Pennington became the first swimmer in program history to qualify for the **NAIA National Meet**, held in Columbus, GA. She competed in the 100 & 200 Breaststroke. She finished in 11th and 15th places, respectively.

Men's and Women's Golf, Men's and Women's Tennis, Men's and Women's Track & Field, Baseball, and Softball are in full swing with Mid-South Conference tournaments set for the end of April and beginning of May.

Bill Rockwell has joined the staff as Manager of Athletic Operations.


**Development Foundation**

Four **major gifts** were received by the SSUDF. The first was received from SOPAA for \$31,000 to support performing arts series at Vern Riffe Center for the Arts. The second was \$28,000 from Mark Coburn to create an endowed scholarship named the Sharon E. Coburn Memorial Scholarship for nursing students from Minford High School. The two other gifts received were payments from planned gifts. One gift was from Susan Warsaw, former director of the SSUDF, for \$19,000. The other was from Sally Staker for \$41,000.

**Grants and Sponsored Programs**

The following **grant awards** have been received since January 1, 2022:

STBGME – **Supercal Grant** is a space telescope project in partnership with other universities and national initiatives.

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We have the opportunity to sign on for the final year of a three-year project with **Tech Growth**. It is a technology-based start-up fund for new businesses in Appalachia. The award is \$15,000 per year.

Basic Rider Skills is a renewal for the fiscal year 2023 in the amount of \$61,627.52 and provides classes in basic motorcycle riding skills to the public.

**Campus Safety Grant** was awarded last fall, but the state controlling board approved the paperwork in February. This grant allows the Department of Public Safety to buy equipment to protect students with new transportation options, upgrade outside lighting, upgrade the cameras and servers to identify suspicious activity accurately, and equipment to host events on campus safely. The Ohio Department of Higher Education awarded us \$152,000 to complete those activities.

**Artists on Tour** allows SSU to fund activities that bring events to campus and we plan to do that this spring.

**Appalachian Public Policy** is a line item secured by the government relations team and is locally administered as a grant. It is \$25,000 per year for each year of the biennium and gives students a chance to engage in public policy and the political process.

**IMAP** is a micro-credential grant for \$500,000 and is administered through the Office of Campus Partnerships. The concept of a micro-credential is relatively open, so they can be used in a stackable manner and can be used as a springboard to pursue additional educational opportunities.

**Rise & Thrive** is a collaboration grant led by SSU and the Ohio Department of Natural Resources. It allows students and others to participate in activities that can improve their mental health. It has been a rough couple of years, and this is an excellent opportunity to engage students in unique ways.

**Scioto Historical Mobile App** is a grant collaboration with the Center for Public History. It allows the maintenance and expansion of the app.

**Transition Connections** is a new award for impaired learners. It is part of the Ohio Deans Compact grant. The School of Education had the opportunity to apply for this grant because they do so well with their other grants from ODE.


**Celebration Ohio Book Awards** was just over a thousand dollars to purchase the books of Ohio authors and place them in the Clark Memorial Library.

We received an award of just over a million dollars to expand our **Choose Ohio First scholarship program**. These grants are available to new students in cybersecurity and undergraduate occupational therapy programs. We have enough funding for two four-year cohorts. It required a one-to-one institutional match.

The **Teacher Education Shortage Grant** is a partnership between SSU and Muskingum University to address teacher education shortage issues in our regions. SSU will focus on bolstering our alternative licensure program. The award is \$211,000 for two years.

### **Marketing and Communications**

The Office of Marketing & Communications launched **targeted social media campaigns** for key degree programs including nursing, game design, cybersecurity and computer engineering technology. The **team**

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also launched a multi-channel promotion tied to the recent Princeton Review rankings for the **Top Schools to Study Game Design**. Shawnee State is now #9 on that list.

Marketing & Communications completed production on **new television commercials** that feature students and alumni sharing their experiences with internships and job prospects after graduation.

The team also launched internal and external communications for **summer and fall registration** and continued to support Academics in communicating changes in advising and registration processes with the new J1 system.

The team is working to **strengthen materials for health programs** as part of an initiative to support workforce development needs of regional health care systems.

Marketing continues to support the SSU Health Team with ongoing communications about **changes in the University's masking policy**, vaccinations, and safety guidelines.

**Center for Lifelong Learning & Campus Partnerships**

In our **Bear Tracks** program, we have 60 seats for the GRIT / SSU workforce summer program that is targeted toward graduating seniors. We are challenging each school to identify 3 students who would benefit from this opportunity and the intent is to provide a "safety net" for those who may not have their post-high school next step determined. This three-week residential program starts in June and all room and board is covered as well as the training. At the end, students will take a test for an industry credential and be connected to jobs, internships, and other training opportunities. To be eligible for this program, you must live in the Ohio counties of Adams, Brown, Clermont, Gallia, Highland, Jackson, Lawrence, Pike, Ross, Scioto, or Vinton.

A free summer STEM enrichment program for middle school students will be offered through the **Verizon Innovative Learning** program. This program creates a more diverse pipeline for future careers in STEM (Science, Technology, Engineering & Math) fields.

Shawnee State University is a certified training site and driving range for **Motorcycle Ohio** through the Ohio Bureau of Motor Vehicles and the Ohio Department of Public Safety. The first course of the 2022 season was held on March 19 and 20. A successful onsite monitoring visit was held on March 22, 2022 to inspect the range, classroom, administrative office, and paperwork. Registration is available for upcoming courses at <https://bit.ly/MotorcycleOhio>.

February 15<sup>th</sup> Zoom meetings were held to review activities for each **21<sup>st</sup> Century Community Learning Center** grant site. Family engagement nights are being planned by all three school districts for the spring and will focus on ways to involve the parents and guardians in the child's daily literacy and math focused areas of instruction. Portsmouth West Elementary School and Green Elementary School are partnering with Shawnee State University to seek a 21<sup>st</sup> CCLC grant for fiscal year 2023. A mid-April meeting has been planned to review the grant application work to date.

Harmoni Keller finished submitting **Tech Prep** CTE26 (funding) applications for: Buckeye Hills Career Center and all feeder schools, Scioto County Career Center and all feeder schools, Pike County Career Center and all feeder schools, Collins Career Center and all feeder schools, Ohio Valley Career Center, Scioto Valley LSD, Pickaway Ross Career Center, and Tri-State STEM+M Academy HS. Our southeast tech prep team started training on FlexFactor at the end of February to become our colleges' program coordinator for their programs placed at our career centers to bring students into our colleges for tours and share college credit opportunities within the manufacturing programs. FlexFactor sprint piece will be

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added to the Bear Tracks/Grit pilot at SSU as a residential life component. Keller along with the Tech Prep team will be the program managers of these sprint programs.

During the month of February, notified three students they received **Upward Bound Math Science** (UBMS) Bridge and notified three students they received SSU President's UBMS Scholarship totaling \$3,000. As of March 22<sup>nd</sup>, 6 out of 10 students have received scholarships and/or grants totaling \$107,488. During the month of March, 42 students with 6 staff attended the winter retreat visiting Columbus State Community College, COSI, Escape Rooms U.S.A., and a Columbus Blue Jackets game.

The **Children's Learning Center** hosted our annual Valentine's Day breakfasts on February 14<sup>th</sup> and 15<sup>th</sup> with a total of 36 families participating. During the month of February, the CLC held a kindness initiative, challenging our families to do acts of kindness all month long to fill up the CLC's Kindness Jar. We collected over 50 kindness hearts and the children loved reading the hearts to learn about each families' kind acts! The CLC celebrated Read Across America Week, in the beginning of March, with a Dr. Seuss inspired spirit week featuring Dr. Seuss's most popular books. The CLC was awarded grant funding under the Child Care Stabilization Grant from the Ohio Department of Jobs and Family Services in the amount of \$29,498. Funds can be used for Operating/Pandemic Costs, Workforce Recruitment/Retention, and Access Development. This is the first phase of the grant and will include two more rounds of funding. The CLC is currently pursuing Phase 2 grant funding.

**College First** participated in a field trip to local Deadbolt Escape Rooms for teambuilding fun. Returned to campus for a financial literacy/financial aid workshop. Students received an ACT bag with an approved calculator, pencils, mask, and ACT Test Tips & Strategies handout. Four mentees, and four mentors attended. In March, a community and departmental partnering workshop was held with Max Liles, from The Counseling Center, Portsmouth speaking with students about current statistics of drug and alcohol abuse and addiction, as well as, vocational opportunities in social work. The second half of workshop, Jim Johnson from SSU DPS demonstrated basic self-defense moves, talked about the role of DPS and their mission to keep students safe while on campus, and advice for off-campus safety. Four mentees, and four mentors attended. Upcoming plans include a trip to COSI on Saturday, April 16<sup>th</sup> and a program "wrap-up" dinner for May.

Shawnee State University's Center for Lifelong Learning (CLL) recently launched their new **Rise & Thrive Initiative**. Focused on promoting healthy habits on campus and funded by the Prevention Alliance, the program is hosting multiple events throughout the rest of the semester both on campus and in the community. The Rise and Thrive kick-off event was held on March 7<sup>th</sup> at the Morris University Center. Representatives from SOMC, The Counseling Center, Hope Springs Institute, Deadbolt Escape Room, Shawnee State Parks, Southern Ohio Museum and Cultural Center, Edge of Appalachia Preserve, Shawnee Family Health Centers, Hurricane Run Organic Farm, Portsmouth Connex, Project BEAR, and others were onsite to promote programs connecting the campus to the community. The Rise & Thrive program is open to all members of the SSU community. The first 8-week session concludes on April 30. The second 8-week program runs June 6 – July 29.

**Summer camps** have been scheduled and include Cub Camp, Verizon Innovation Learning, Bear Tracks, UBMS, and various sport camps.

**Vern Riffe Center for the Arts**

March always proves to be an eventful month! We've hosted hundreds of area high school students for band/choir events, the internationally renowned Celtic Angels, the wildly popular Aaron Lewis and finally the legendary Ronnie Milsap. A late addition to the March lineup was the premiere of a documentary film about our beloved city of Portsmouth called *Peerless City*. We were excited to host this

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event that focuses on the history of our town and supports a local project.

The principal project for March was the installation of the new grand drape in the Eloise Covert Smith Theater. During the drape installation, the company inspected our rigging equipment. The Vern Riffe Center is approximately 27 years old and we plan to continue to upgrade other components depending on fiscal opportunities. Such improvements are imperative to keep up with industry standards and event requirements.

Upcoming events with ticket availability are Rockapella (April 7) and Springfield Symphony (April 19). Check out our website [www.vrcfa.com](http://www.vrcfa.com) for a full list of shows, dates, and times.

### **Workforce Development**

The **Federal Work Study Experiment program** is now available to work-study eligible students who are participating in field experiences relevant to their majors. The SSU Works Grant fund is also now available to assist students with field experience expenses such as mileage and housing, as made possible by the SSU Development Foundation.

SSU hosted the **Education career fair** on February 17, the **Spring Manufacturing and Technology career fair** on March 15, and the **Business, Professional, and Healthcare career fair** on March 22. We hosted and interacted with a total of nearly 70 employers who attended these three events to recruit our students.

The **BESTOhio** sector partnership hosted a workshop on March 10 to educate the group about SSU's upcoming WISE Pathways program. Our next full meeting is set for April 14 on campus. Industries currently on board include Kenworth, GE Aviation, General Mills, Bellisio Foods, OSCO Industries, and Speyside Bourbon Cooperage.

SSU met with King's Daughters Medical Center leadership on March 10. The group met for an initial overview and then toured the cadaver lab as well as Nursing and the Allied Health labs. Southern Ohio Medical Center will visit on March 31, and Adena will attend on April 6. We will also be working to bring in Mountain Health Network (Cabell/St. Mary's) and Holzer for similar visits. We will develop follow-up action plans after each visit.

SSU is now a Regional Programming Center for the **Ohio Cyber Range**, a virtual cloud environment based out of the University of Cincinnati in which SSU will collaborate in the facilitation, support, and delivery of programming activities directly related to the education, workforce, and economic development missions of the Ohio Cyber Range. We are one of 16 RPCs designated at 22 institutions. The Ohio Cyber Range Institute provides virtual lab environments for both formal high schools and introductory and intermediate camps and workshops for both students and teachers. OCRI reps will be on campus on April 6. Our Workforce Development director also serves on the OCRI advisory board.

### **Kricker Innovation Hub & Entrepreneurship**

On February 24th, the Kricker Innovation Hub held Transforming Communities: The Power of Entrepreneurship and Recovery, part of our **Entrepreneurial Journey Speaker Series**. This event featured three speakers. Dale King, Amy Pulver, and Michael Brody-Waite joined to talk about their unique perspectives on entrepreneurship in recovery, and on the recovery community. 80+ attendees joined for this event, and it was broadcast live online.

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The Kricker Innovation Hub hosted the 9th annual **Glockner Dare to Dream** high school business pitch competition on March 1st. This event featured 15 high school student teams from 7 high schools. This event gave out approximately \$30,000 dollars to students from the region thanks to generous local sponsors. The event is available to watch online. The winning team, 'The Diamond' from Wheelersburg High School, presented the business idea of creating a sports entertainment complex in Scioto County, Ohio. They received a total of \$4,500 for winning the championship.

International Student Ghaida Bouchaala has been interning with the Innovation Hub and working to launch the second Startup Weekend Portsmouth on April 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup>. This event will help students learn about entrepreneurship in fun and hands-on experience. Startup Weekends have been held in over 180 countries around the world. It is intended that this will become an annual event for SSU.


**Vice President's Report**

Shawnee State University's advancement operations are nearly restored to full capacity, with regularly scheduled programs back underway at the Vern Riffe Center for the Arts, the Morris University Center, and throughout the Athletic Department. K-12 schools are visiting campus in record numbers to learn about science, game design, the performing arts, and career possibilities in healthcare and teaching. Admissions associates, alumni ambassadors, and faculty are in the field daily rebuilding school, community, and industry partnerships that have been impacted over the past two years. The Center for Lifelong Learning is open for business to offer micro-credentials and certificates that help meet rapidly changing workforce and employee needs. The Office of Workforce Development is aggressively developing a regional network of employers to collaborate with SSU so that degree programs and students can engage in meaningful field experiences during their college study and graduates can be better aligned with employer needs to quickly fill open positions.

For most, college access and workforce development training, upskilling, and degree advancement is more than a dream, it is a necessity to remain relevant and competitive in today's workforce. As business and industry emerge from COVID, Ohio's economy is faced with the confluence of dramatic shifts in production and service delivery that were already underway before the pandemic, but have been rapidly accelerated since. Automation, advanced technology platforms, and digitization are moving at an exponential pace and employers from all sectors across the state cite the inability to attract and maintain a well-educated and properly aligned workforce as their prime challenge and concern over the next decade. From healthcare to manufacturing, professional services to transportation, overwhelming demand is building for more college educated Ohioans to lead and staff the new economy.

Thanks to the support of our generous alumni, friends, and donors, the Development Foundation and university are able to offer, for the first-time in the institution's history, a tuition-free undergraduate degree option for Pell grant-eligible freshmen entering SSU from Scioto, Pike, Adams, Lawrence, Jackson, and Ross Counties in Ohio, as well as Boyd, Greenup, and Lewis Counties in Kentucky. This outstanding program extends the dream of college access to more families with the most in financial need in our immediate service region.

*Respectfully Submitted,  
Eric Andrew Braun, JD  
VP for Advancement & Enrollment Management*

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# RECRUITMENT AND ADMISSIONS REPORT

April 22 Board of Trustees Meeting

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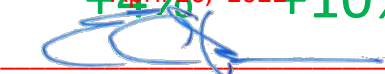
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# 2022 Fall Enrollment Indicators (April 21, 2022)

		<u>FA20</u>	<u>FA21</u>	<u>FA22</u>	<u>Δ20-22</u>	<u>Δ21-22</u>
<b>First Time Freshman</b>	<b>Applications</b>	3429	2059	2337	-32%	+14%
	<b>Admitted Students</b>	2428	1898	1980	-18%	+4%
	Application Conversion	70%	91%	85%	+21%	+7%
	FAFSA Submissions	1111	1414	1119	+1%	-21%
	Financial Aid Packages	898	825	922	+3%	+12%
	Scholarships Awarded	759	635	648	-15%	+2%
	Housing Applications	128	114	165	+29%	+44%
	Orientation Registrations	391	255	425	+9%	+67%
<b>PALSJR Counties</b>	Adams	74	68	87	+18%	+28%
	Jackson	80	61	85	+6%	+39%
	Lawrence	176	90	142	-19%	+58%
	Pike	150	147	178	+19%	+21%
	Ross	161	121	152	+6%	+26%
	Scioto	410	356	392	+4%	+10%
	FTF Applications					

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**Free Tuition for Pell-Eligible First-Time Freshmen enrolled continuously full-time  
Pike, Adams, Lawrence, Scioto, Jackson, Ross (OH); Greenup, Boyd, Lewis (KY)  
Must be enrolled continuously as full-time student  
Since Announcement: 29 New Applicants, 12 New Admits**

**\$1M Choose Ohio First Scholarships: Cybersecurity & Occupational Therapy**

**Go Far Housing Scholarships**

**Matt Matthews Scholarship: Early Arrival Program for Diversity and Service**

**Non-Varsity Esports Scholarships**

# 2022 Fall Enrollment Indicators (April 21, 2022)

		<u>FA20</u>	<u>FA21</u>	<u>FA22</u>	<u>21-22 Δ</u>
Transfer Students	Applications		271	200	-26%
	Admitted Students		153	111	-27%
Graduate Students	Applications		69	46	-33%
	Admits		27	40	+48%

	Fall 2022 SEP Goal	Fall 2022 Early Projection	Δ from SEP
New First-Time Freshmen	700	745	+6%
New Transfer Students	200	142	-29%
Continuing Students	1878	1656	-12%
Total Enrollment (Headcount)	3515	3245	-8%*

\*Early Projected Fall 2022 Headcount (3245) is 0.9% increase from Fall 2021 (3216)

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# Student Programming Board

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*2021-22 Report*



Shawnee State University  
Student Programming Board

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# About Us

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The Student Programming Board is a group of students assigned with the task of creating fun activities for all students at Shawnee State University.

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Shawnee State University  
Student Programming Board



**11**  
Board  
Members

**55**  
Events  
Hosted



**3,000+**  
Event  
Attendees

**66%**  
Increased  
Attendance



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# Bears' Art Gallery

---



- 1 each semester, Autumn & Spring
- Open to all students, faculty, staff, and community
- Opportunity for non-art majors to participate
- 50+ submissions

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# Build-A-Bear

---



- Part of Homecoming Week
- Keepsake item for the 35th Anniversary Homecoming Celebration
- 200 bears distributed

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A handwritten signature in blue ink, appearing to be 'C. J. ...', is written over a horizontal line.

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# Build-A-Bear



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Shawnee State University  
Student Programming Board



# Jigsaw Puzzle Competition

---



The winners finished their 252-piece puzzle in 45 minutes and 4 seconds!

- 10 teams participated
- Each team received a custom puzzle of campus to take with them
- Winners each received a \$50 gift card of their choice

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A handwritten signature in blue ink, appearing to be 'C. [unclear]', written over a horizontal line.

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Shawnee State University  
Student Programming Board

# Jigsaw Puzzle Competition



*"This was actually so fun thank you for having this!"*

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Shawnee State University  
Student Programming Board

# Color War

---



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Shawnee State University  
Student Programming Board

# 2022-23 SPB

---

- President
- Vice President
- Marketing & Social Media Advisor
- Special Events and Cultural Chair
- Gaming Chair
- Weekly Programming Chair
- Weekend Programming Chair
- Programming Managers

*each chair plans one event a month:  $4+3=7$*

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# Questions?

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Shawnee State University  
Student Programming Board

# The Future of the Past is Digital, Mobile, and Social

**Andrew Feight, Ph.D.**  
**Director of the Center for Public History**  
**Shawnee State University**  
**Portsmouth, Ohio**

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April 26, 2012

  
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**The mission of the Center for Public History at Shawnee State University is to advance the field of public history through public-facing, community-engaged scholarship and cultural heritage initiatives in Portsmouth, Ohio and the surrounding Appalachian region.**

---

**On the campus of Shawnee State University, the Center supports academic programs in the College of Arts and Sciences by facilitating undergraduate research projects and other grant-funded initiatives with our community partners.**

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**Shawnee State University students help process and digitize materials in the archives of the Center for Public History.**

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**Students  
Scanning  
Photographs in  
the Digital  
History Lab for  
Inclusion in the  
“Community  
Archive”**



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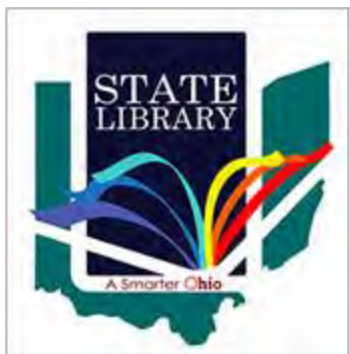
# Projects of the Center for Public History

- **Scioto Historical Mobile App and Website Project (launched, 2013)**
- **Historic Portsmouth Newspaper Digitization Project (launched, 2017)**
- **Speaker Vernal G. Riffe, Jr. Papers (acquired, 2021)**

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# Initiatives of SSU's Center for Public History are supported, in part, by:



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Portsmouth Daily Times  
(5 July 2013).



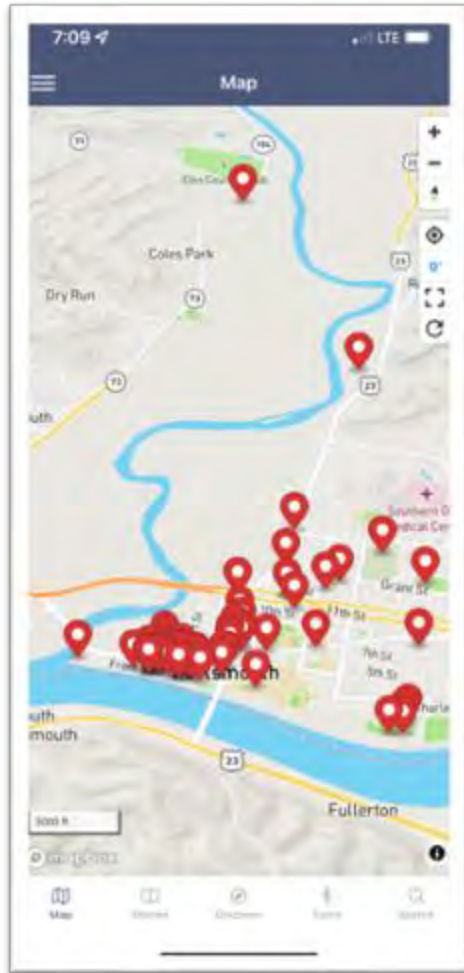
sciotohistorical.org



AT LEFT, a depiction muralist Robert Dafford, which is included in the app's tour of the Portsmouth Floodwall Mural sites. AT RIGHT, a screenshot illustrating the app's map function.

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- The Center’s flagship public history project — *Scioto Historical* — is an open educational resource (OER) that focuses on Portsmouth, Ohio, and the surrounding Appalachian region.
- As a public history initiative, *Scioto Historical* promotes local history, supports local, state, and national historic preservation efforts, while, at the same time, promoting tourism and economic development in the city and region.
- *Scioto Historical* provides the community with professionally curated virtual historical markers and historical tours.
- Classroom adoption in courses at SSU and in our local high schools through the College Credit Plus program provides a free, open educational resource, lowering textbook costs for Ohio students and school districts.

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12/12/2024

  
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# Version 4.0

- **Currently in development, with launch events planned for Fall 2022.**
- **Funded with a \$20,000 grant from the Ohio Humanities Council, with 1:1 matching funds from SSU and the SSU Development Foundation. Total project budget is valued at over \$60,000.**
- **Funds a major content update and refresh, along with the development of six new historical tours.**
- **Includes a promotional and fundraising campaign with six tour posters (to be posted around town) and launch events scheduled for this fall.**

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# New Tours in Development for Version 4.0

1. Portsmouth Earthworks Tour
2. Ohio's Little Smokies Tour
3. Boneyfiddle Tour
4. Portsmouth Underground Railroad Tour
5. Portsmouth Pro Football Tour
6. Portsmouth Civil Rights Movement Tour

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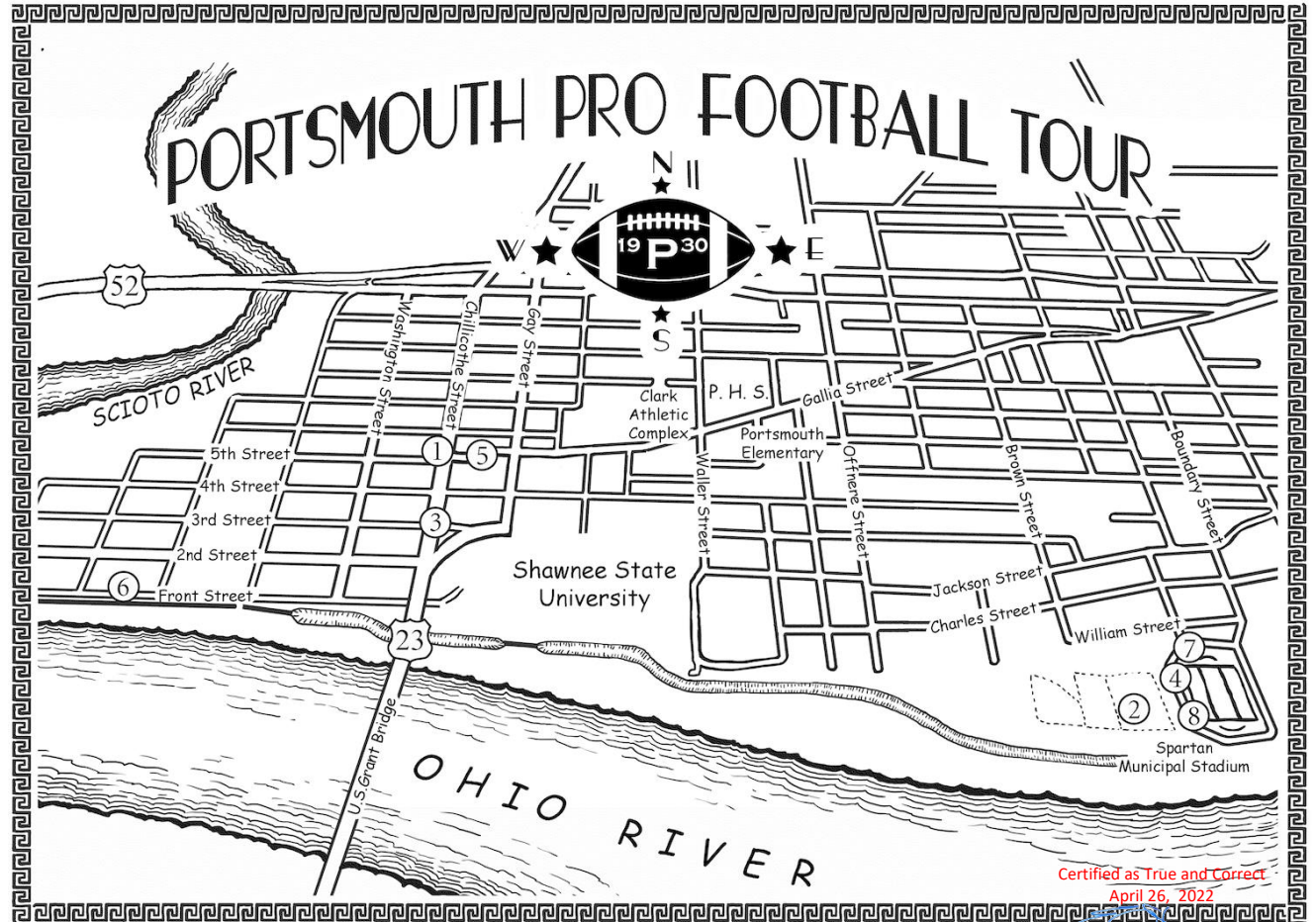
  
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## Pro Football Tour Historical Sites

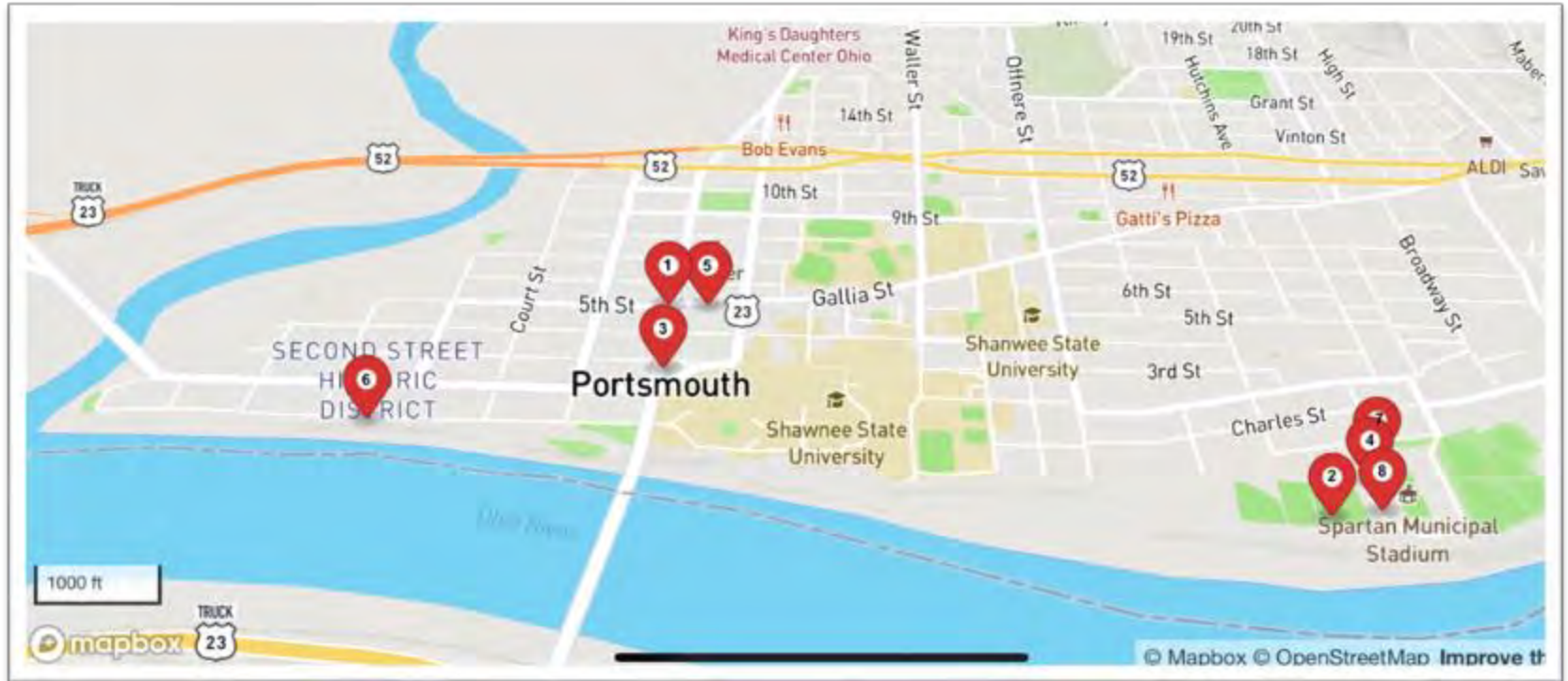
1. McMahon's Smoke House
2. Jim Thorpe and the Shoe-Steels
3. Birth of the NFL Spartans
4. Harry Snyder and the Construction of Universal Stadium
5. NFL Spartans at the Royal Savings & Loan Building
6. The Iron Man Game
7. How the NFL Spartans became the Detroit Lions
8. The New Deal, the WPA, and the Completion of Spartan-Municipal Stadium



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# Portsmouth Pro Football Tour Map Interface (Screenshot)



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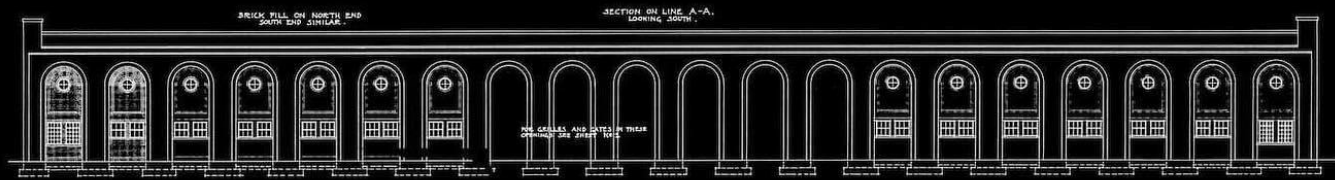
# Pro Football Tour Historical Sites

1. McMahon's Smoke House
2. Jim Thorpe and the Shoe-Steels
3. Birth of the NFL Spartans
4. Harry Snyder and the Construction of Universal Stadium
5. NFL Spartans at the Royal Savings & Loan Building
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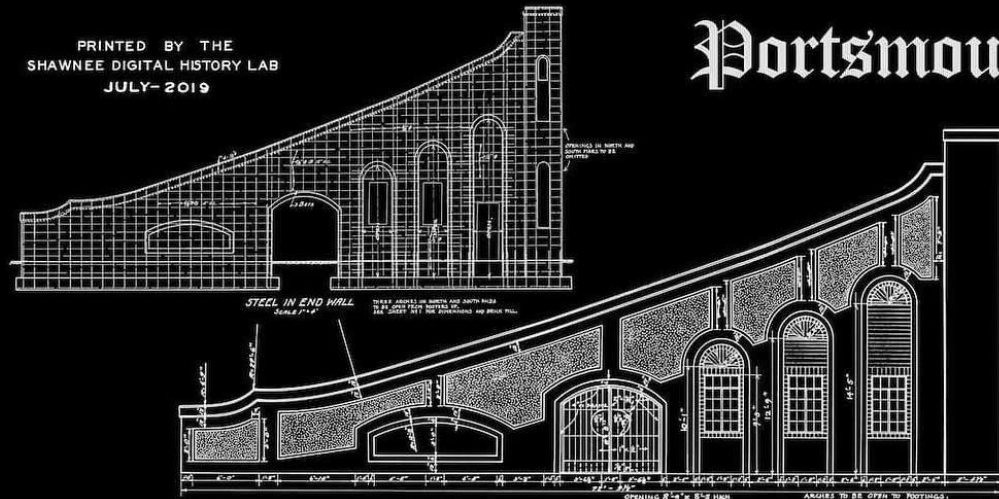
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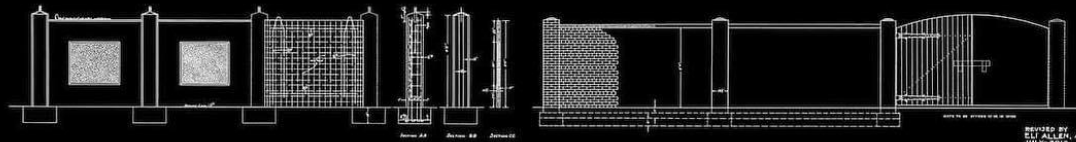
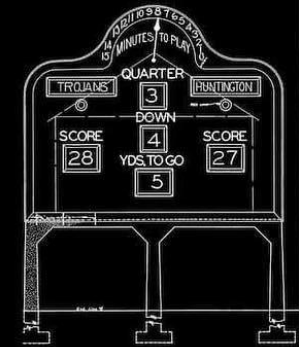


PRINTED BY THE  
SHAWNEE DIGITAL HISTORY LAB  
JULY-2019

# Portsmouth, Ohio



**NORTH ELEVATION**  
SCALE 1/4"



CITY OF  
PORTSMOUTH, O.  
DIVISION OF ENGINEERING  
PLAN SHOWING  
MUNICIPAL STADIUM  
SCALE AS SHOWN

DESIGNED BY  
E. J. ALLEN, ARCHITECT  
JULY 1919

APPROVED BY  
[Signature]  
[Signature]

Sheet 6 of 6  
ACC. NO. 317

FILE NO. C-2448

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# Dream. Build. Live Here. Portsmouth, Ohio

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# Project Community Partners



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**“Dream, Build,  
Live, Here”  
Street Lamp  
Post Banner  
Project,  
sponsored by  
Main Street  
Portsmouth,  
the Scioto  
Foundation,  
Friends of  
Portsmouth,  
and the  
Portsmouth  
Unity Project,  
with research  
assistance from  
the Center for  
Public History’s  
Scioto  
Historical  
Project**

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**The Scioto Foundation**  
August 22, 2019

43 7 Comments 1 Share

Like Comment Share

Most relevant

**Bonnie Jett**  
He used to visit relatives next door to us on Roosevelt Ct.  
Like Reply 2y

**Vicki Weaver-Delph**  
❤️  
Like Reply 2y

**Gail VanKirk**  
Good sports history of a good sports leader.  
Like Reply 2y

**Franny Buell**  
Thanks Jennifer!  
Like Reply 2y

**Prudy Kedro**  
Nice!  
Like Reply 2y

Most Relevant is selected, so some comments may have been filtered out.

Write a comment...

## Branch Rickey “Dream Here” Banner on Chillicothe Street.

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**Dream. Build.  
Live Here.  
Banner  
Dedication  
Program  
included  
Historical Street  
Theater.**

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**Al Oliver, graduate of Portsmouth High School and professional baseball player, seven-time All-Star, who played on the first all-black starting lineup in major league history (with the Pittsburgh Pirates) and won the World Series in 1971.**



**“Portsmouth has  
more history per  
capita than anyplace  
on Earth.”**

**~ Al Oliver (2020)**



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**“Discover Your History. Discover You.”  
A Summer Enrichment Program by  
Time Out for Me, Inc.**

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Time Out for Me, Inc. Presents:

# Discover Your History. Discover You.

Explore Local Black History and the Struggle for  
Freedom and Equality in Portsmouth, Ohio



"The Crossing" by Robert Dafford

A Series of Five Field Trips led by Prof. Andrew Feight  
of Shawnee State University, developer and editor of  
the Scioto Historical Project.

Summer 2001

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**“Discover  
Your History.  
Discover  
You” summer  
enrichment  
program  
(2021),  
sponsored by  
Time Out For  
Me, Inc.**

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# The Columbus Dispatch

28 June 2020



Shawnee State University history professor Andrew Lee Feight looks at the view of Portsmouth from the CCC-built Picnic Point in Shawnee State Forest on Thursday. (AMM CAW/SP/Dispatch)



Shawnee State University history professor Andrew Lee Feight helps local Black youths understand the contributions that African Americans made to the development of the Portsmouth area that otherwise might get lost in history.

## Black CCC company never to be forgotten

Celli Doyle The Columbus Dispatch USA TODAY NETWORK

WEST PORTSMOUTH — Below the tree tops of the Shawnee State Forest, Roosevelt Lake glistens, reflecting black images of the former Depression-era campsite to the sky. The surrounding area, the former Camp Roosevelt, housed nearly 200 men from Company 1545, an all-Black segregated branch of the Civilian Conservation Corps. The corps was a jobs program under President Franklin D. Roosevelt's New Deal, from 1932-1934. Camp Roosevelt was one of four segregated and seven total camps once stationed in the forest.

**Partnerships with Marcia Harris and Time Out For Me, with grant funding from the City of Portsmouth, provides summer enrichment programming for Portsmouth youth that explores local Black History.**

### CCC

Continued from Page B1

The bridge was deemed structurally deficient by the Scioto County engineer and the Ohio Department of Transportation in December 2012. Six months later, Feight decided to publish his extensive research on Company 1545 on his website and mobile app, Scioto Historical.

He then applied to be a consultant on ODOT's second evaluation of the bridge, conducted by Tom Barrett that summer.

Barrett, a historic bridge program manager in ODOT's Office of Environmental Services, reviewed the historical implications of the Mackletree Road Bridge along with assistance from the State Historic Preservation Office and Feight's research, as required under federal law.

Barrett realized the site bore too much historical significance just to tear down the bridge and replace it. So the preservation office decided to save parts of the original structure and build a memorial.

"It's a great part of Ohio history, and highlights a piece of African American history and World War I history that we may have never known about, just diving over the new bridge," Barrett said. The new bridge was opened near the end of 2016.

Very few people know about Company 1545, the CCC Stone Memorial to the history behind the efforts to develop the Shawnee State Forest and Park in the 1930s.

"There is a larger story of the New Deal inside of Scioto County no one really knows about," Feight said. "I have this working thesis that the segregated CCC camps, like Roosevelt, brought the concept of segregation into the community that didn't already exist in Portsmouth."

The Shawnee State professor spends his free time digitizing thousands of old issues of the Portsmouth Daily Times. It's "sort of a lifelong project," he said, that has sustained his interest in the CCC.

Feight came across one story about the CCC's second evaluation in Portsmouth raffled Company 1545 and other segregated camps in the Shawnee State Forest to boycott the local movie the-



Marcia Harris, who runs the youth-driven nonprofit organization Time Out For Me Inc., is appreciative of Feight's efforts. (He) has helped youth take pride and say, "Some people from my race did something beautiful for Portsmouth."

ater, which had advertised a segregated screening of movie featuring Joe Louis to Black CCC members.

"There were local protests, and the African American community helped organize the CCC's boycott, and it worked," Feight said.

This kind of history fascinates Feight, an early American history specialist who was first drawn to Scioto County due to its Underground Railroad roots. And while he's received some interest in Company 1545 from academic circles, the story hasn't taken off like he's wanted.

Black Appalachian history, Feight explained, has been neglected for years.

"Shawnee State didn't become a university until 1987, and with a shrinking population, local resources for historical presentation are lacking," he said. "Local African American stories are only now being unearthed."

Eight miles down Rt. 52 in West Portsmouth, Marcia Harris, who runs a youth-driven nonprofit organization Time Out For Me Inc., explained the local Black community has been very appreciative and overwhelmed by Feight's knowledge.

They had no idea how much they were missing.

"We want to help kids learn about Black people's contribution to things in town that are still standing," Harris said. "And (Feight) has helped youth take pride and say, 'Some people from my race did something beautiful for Portsmouth.'"

During Black History Month in February, Feight presented a slideshow at the 14th Street Community Center, and Harris, who is also a psychology professor at Shawnee State University, was blown away.

"It's all about reminding the kids we have a history of Black people doing good things and it lasts," Harris said.

Most kids, she said, don't get exposure to local history. But Harris is planning a day in July to take a group of a dozen kids with Feight to the CCC Stone Memorial.

"History shows our kids Black people did it long ago, so why can't you?" Harris said.

Back in the Shawnee State Forest, Feight pointed to an opening in the branches on Picnic Point, the signature overlook developed by the CCC, miles above Camp Roosevelt.

"See the city and the river beyond," he said, gesturing to nearby Portsmouth and the Ohio River glistening in the distance. "This spot is kind of a metaphor for the city's relationship to the city and Ohio."

Feight said he considers "landscape like a museum" and hopes one day one of the CCC sites in the Shawnee State Forest will be nominated for a listing in the National Register of Historic Places.

"Scioto County has such a rich history," he said. "You don't have to go to Memphis or Selma to study the history of civil rights, the history of segregation, slavery or the Underground Railroad. It's all right here in Portsmouth."

The CCC Stone Memorial is a stop on the Scioto County Heritage Trail. You can visit the memorial inside the Shawnee State Forest on Mackletree Road in West Portsmouth.

Celli Doyle is a Report For America corps member and covers rural issues. He has received grant funding from the City of Portsmouth. He can be reached at cdoyle@dispatch.com.

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Apr 26, 2022  
grant helps keep her  
life this one. Please con-  
tribute to a tax-deductible gift at:  
https://ssu.org/2022/02/28/2022-2023-ssu-board-of-trustees-annual-meeting/



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The Civilian Conservation Corps memorial to Company 1545, center, is made up of stone from the Mackletree Road Bridge that the all-Black company built in 1934 as part of the New Deal. The bridge, which fell into disrepair, was replaced in 2016. The memorial sits alongside Roosevelt Lake. [ADAM CAIRNS/DISPATCH PHOTO]

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# The Future of the Past is Social

- The CPH manages accounts on Facebook and YouTube, with plans to launch an Instagram account later this year.
- Since the start of the COVID-19 Pandemic, CPH public programming has included virtual presentations and webinars that explore the local history of Portsmouth and the surrounding region.
- Social media is an integral part to community engagement and allows for a much larger impact and distribution of the Center's educational materials.

 Drew Feight is with Gary Hairston and Marcia Harris. June 29, 2021 · 🌐

"The Underground Railroad was neither underground nor a railroad, but a system of loosely connected safe havens where those escaping the brutal conditions of slavery were sheltered, fed, clothed, nursed, concealed, disguised, and instructed during their journey to freedom. Although this movement was one of America's greatest social, moral, and humanitarian endeavors, the details about it were often cloaked in secrecy to protect those involved from the retribution of civil law... See more



👍❤️ John Feight, Linda Feight and 118 others 22 Comments 6 Shares

👍 Like    💬 Comment    ➦ Share

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# Historic Newspaper Digitization Project at SSU's Center for Public History

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April 26, 2022



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# Historic Newspaper Digitization Project at SSU's Center for Public History

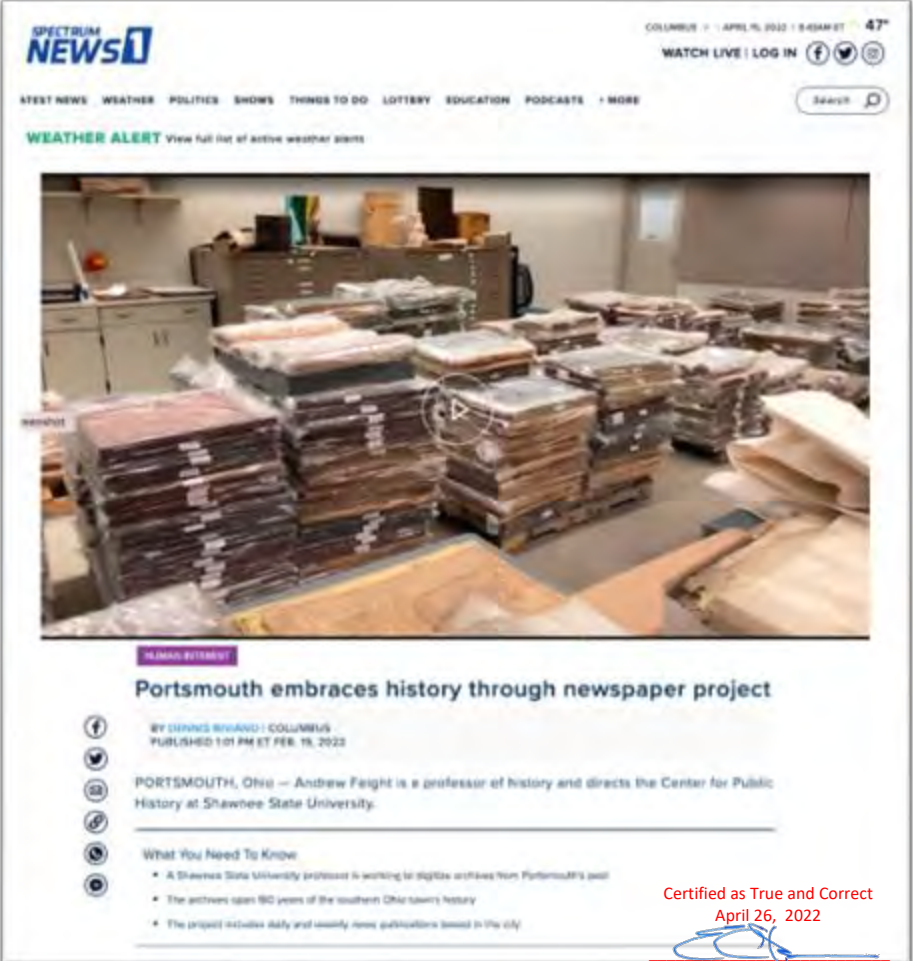


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# Spectrum News Story on the Newspaper Digitization Project

**“Portsmouth Embraces History Through Newspaper Project” by Dennis Biviano, Spectrum News, Columbus, Ohio (19 February 2022).**



The screenshot shows a news article from Spectrum News. At the top left is the 'SPECTRUM NEWS' logo. At the top right, it says 'COLUMBUS' and 'APRIL 16, 2022 1:04 PM ET 47°'. Below the logo are social media icons for Facebook, Twitter, and YouTube, along with 'WATCH LIVE | LOG IN' and a search bar. A navigation bar includes links for 'SPECTRUM NEWS', 'WEATHER', 'POLITICS', 'SHOWS', 'THINGS TO DO', 'LOTTERY', 'EDUCATION', 'PODCASTS', and 'MORE'. A 'WEATHER ALERT' banner is visible. The main image shows a room filled with stacks of old newspapers on pallets. Below the image is a purple 'ADDITIONAL RESOURCES' button. The article title is 'Portsmouth embraces history through newspaper project'. The byline is 'BY DENNIS BIVIANO | COLUMBUS' and the publication date is 'PUBLISHED 1:01 PM ET FEB. 19, 2022'. The text reads: 'PORTSMOUTH, Ohio — Andrew Feight is a professor of history and directs the Center for Public History at Shawnee State University.' Below this is a 'What You Need To Know' section with three bullet points: 'A Shawnee State University professor is working to digitize archives from Portsmouth's past', 'The archives span 80 years of the southern Ohio town's history', and 'The project includes daily and weekly news publications based in the city'.

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April 26, 2022

  
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# Recovering the lost history of Freedom Seekers and the UGRR

**\$100,00 Reward!**

**R**ANAWAY from the subscriber, on the Tuesday before New Year, December the 27th, 1853 a black woman named HARRIET aged about 19 years. She is about five feet eight inches high; tolerable dark, speaks pretty quick, and is quite smart and talkative.

The above reward will be given for the return of said girl, or a liberal reward for information that may lead to her recovery.

HANNAH WARNER.  
Greenup county, Kentucky.

jan10-1854-w1w\*



*Portsmouth Daily Evening Tribune* (1 January 1854).

Drew Feight  
Here's a story about a runaway slave and my students' work on the Historic Portsmouth Newspaper Digitization Project at Shaver State University. Thanks to their help, we are recovering the lost history of the Underground Railroad in Portsmouth, Ohio and the surrounding Appalachian region.

**\$100,00 Reward!**

**R**ANAWAY from the subscriber, on the Tuesday before New Year, December the 27th, 1853 a black woman named HARRIET aged about 19 years. She is about five feet eight inches high; tolerable dark, speaks pretty quick, and is quite smart and talkative.

The above reward will be given for the return of said girl, or a liberal reward for information that may lead to her recovery.

HANNAH WARNER.  
Greenup county, Kentucky.

jan10-1854-w1w\*



Shaver Digital History Lab  
"100,00 Reward: Ran-Away from the Subscriber"  
Harriet, age nineteen, ran away from her owner, a slave by the name of Hannah Warner on December 27th, 1853. #1... See more.

Like Comment

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April 26, 2022

  
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ED. V. LEACH  
MUTUAL LIFE  
INSURANCE CO.  
OF NEW YORK  
80 to 100, New Bldg.  
Phone 310

THE  
COSSINS & FEARN  
CO.  
"A Good Place  
To Buy"  
107 Second St.  
Phone 1718

Owned by  
HAMBURGER  
INN  
No. 1  
730 6TH ST.

McNEER  
NASH CO.  
Dry and Noted  
SERVICE  
PHONE 482  
101 to 104 St.

Sunday  
Chicken  
Dinner 50c  
MARY LOUISE  
RESTAURANT  
New Location  
200 Columbus

Compliments of  
HARRIS STUDIO  
264 E. Columbus  
Phone 411  
New's The Time To  
Have That Christmas  
Photo Made

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# BOOST THE SPARTANS

Let's all turn out Sunday and back the 17 IRON MEN in their final battle for the WORLD'S CHAMPIONSHIP! Let's give the Spartans the support their great playing deserves! Come on fans -- EVERYBODY turn out for the Green Bay Game Sunday at 2 P. M.






**The Game That Virtually  
Decides World Championship**

## SPARTANS VS. GREEN BAY

Universal Stadium -- Sunday, December 4th

**Show Your Loyalty  
Be There To Cheer The "Iron Men"  
To Victory And The Championship**

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For School Fees  
1011 to 1012  
Have your suit cleaned and  
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DIFFERENCE

All Praise to the  
17 IRON MEN  
They are the real champions.  
Let's all turn out for the  
game and cheer them on.  
The game will be a  
great one and we will  
have a wonderful time.  
The Green Bay Game  
will be a real test of  
the Spartans' strength.

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Langwell's  
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LUNCHES 20c  
11 A. M. to 2 P. M.  
Breakfast with breakfast  
and lunch. "The Green Bay  
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with vegetable, bread, butter and  
coffee.

Sunday Dinner  
Fried Chicken 50c  
Dinner Luncheon 50c  
Breakfast, Chicken Pie, etc.  
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# Recovering the Photographic Record of Portsmouth, Ohio, and the surrounding Appalachian Region

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Secretary, SSU Board of Trustees

# STATE AND CCC TURN FOREST TO PUBLIC DOMAIN

## Reservoirs Under Way To Provide Fishing; Picnickers Invited

### GUARDED FROM FIRES

#### Miles Of Roads And Trails Built; New Trees Planted, Dead Ones Cut

Forest a "straggly" succession of timber stands, to be improved into one of the "best" types of forest, suitable for public enjoyment, is the history of Shawnee state forest, near Portsmouth, Ohio, for the past year and a half since the state forestry commission has had the services of civilian conservation corps men.

Miles of crawler trails parallel to automobile roads in the woods are being built, and extensive work is being done for the purpose of making the forest more accessible. The work is being done by the state forestry commission, and the civilian conservation corps men.

Although their job is not heavy, the work of the civilian conservation corps men is not unimportant. They are doing a great deal of work in the forest, and their work is being done in a most efficient manner. They are doing a great deal of work in the forest, and their work is being done in a most efficient manner.

### Protection

Shawnee state forest comprises 1,500 acres of heavily wooded land in Adams and Adams counties. It has been turned over to the state, and the state is now in the process of developing the forest into a public domain. The work is being done by the state forestry commission, and the civilian conservation corps men.

It was possible only to good results to derive from the forest, and the state is now in the process of developing the forest into a public domain. The work is being done by the state forestry commission, and the civilian conservation corps men.

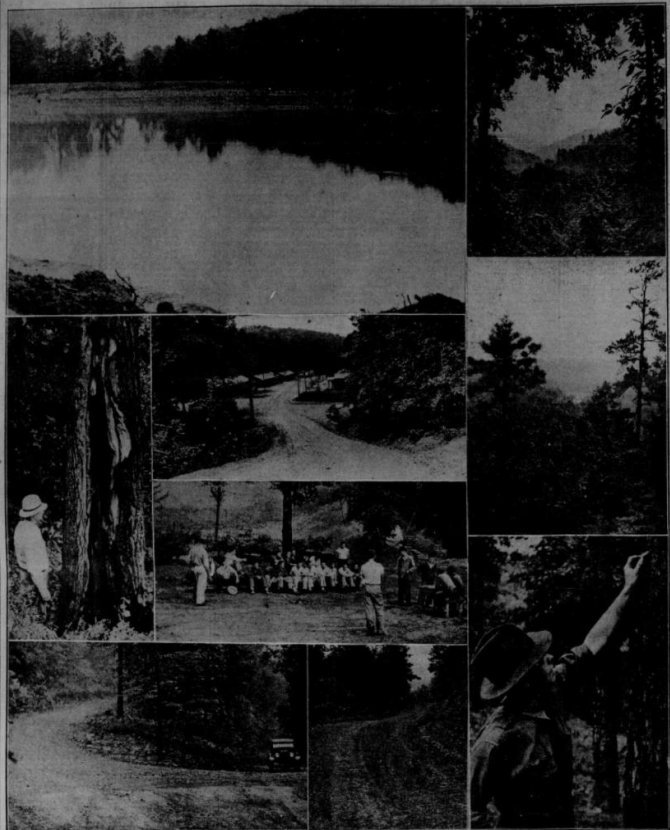
CCC helps the state forestry commission in the work of developing the forest into a public domain. The work is being done by the state forestry commission, and the civilian conservation corps men.

The state forestry commission is now in the process of developing the forest into a public domain. The work is being done by the state forestry commission, and the civilian conservation corps men.

### CCC Helps

The state forestry commission is now in the process of developing the forest into a public domain. The work is being done by the state forestry commission, and the civilian conservation corps men.

# BEAUTIFUL VISTAS AROUND FROM ROADS THROUGH SHAWNEE FOREST



These pictures show some of the improvements that have been made and vistas available in the Shawnee state forest. The large reservoir in the top is the one that has been formed through completion of the dam at Camp Meigs Creek. Below it is the dam at Camp Meigs Creek. The picture on the right shows two typical views through which visitors may see some of the forest, and below them, M. C. Walsh, forest superintendent at Camp Meigs Creek, looking over the forest. An abundance of timber is being planted, especially in the areas shown by the arrows. Below that are two typical road scenes, showing the new automobile road. At the right of Mr. Alderman are scenes showing Camp Meigs Creek in a coal valley or the foot of a CCC-built road and a picture of the camp "unit" in operation, promoting and judging sales in which visitors have been interested with information of camp rules. Below that are two typical road scenes, showing the new automobile road.

# Recovering the Photographic Record of Portsmouth, Ohio, and the surrounding Appalachian Region

## Microfilm

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STATE AND CCC TURN FOREST TO PUBLIC DOMAIN

Reservoirs Under Way To Provide Fishings, Picnickers Invited  
 GUARDED FROM FIRES  
 Miles Of Roads And Trails Built; New Trees Planted; Dead Ones Cut

Forest of 100,000 acres, mostly of inferior-quality timber, has been turned over to the public, to be used for recreation, and to provide a source of timber for the state of Ohio. The forest is located in the Shawnee National Forest, near Portsmouth, Ohio. The forest is being managed by the state forestry department, and the state forestry department has had the services of private consulting engineers.

Plans of reforestation include the planting of new trees, the removal of dead trees, and the construction of roads and trails. The state forestry department has had the services of private consulting engineers. The state forestry department has had the services of private consulting engineers.

The state forestry department has had the services of private consulting engineers. The state forestry department has had the services of private consulting engineers.

Protection

Shawnee National Forest comprises 100,000 acres of land, mostly of inferior-quality timber. The forest is being managed by the state forestry department, and the state forestry department has had the services of private consulting engineers.

The state forestry department has had the services of private consulting engineers. The state forestry department has had the services of private consulting engineers.

The state forestry department has had the services of private consulting engineers. The state forestry department has had the services of private consulting engineers.

CCC Help

The state forestry department has had the services of private consulting engineers. The state forestry department has had the services of private consulting engineers.

BEAUTIFUL VISTAS ABOUND FROM ROADS THROUGH SHAWNEE FOREST



These photos show some of the improvements that have been made in the Shawnee National Forest. The photos at the top left show the new road built by the state forestry department. The photos at the top right show the new road built by the state forestry department. The photos at the bottom left show the new road built by the state forestry department. The photos at the bottom right show the new road built by the state forestry department.

# Recovering the Photographic Record of Portsmouth, Ohio, and the surrounding Appalachian Region

Hardcopy

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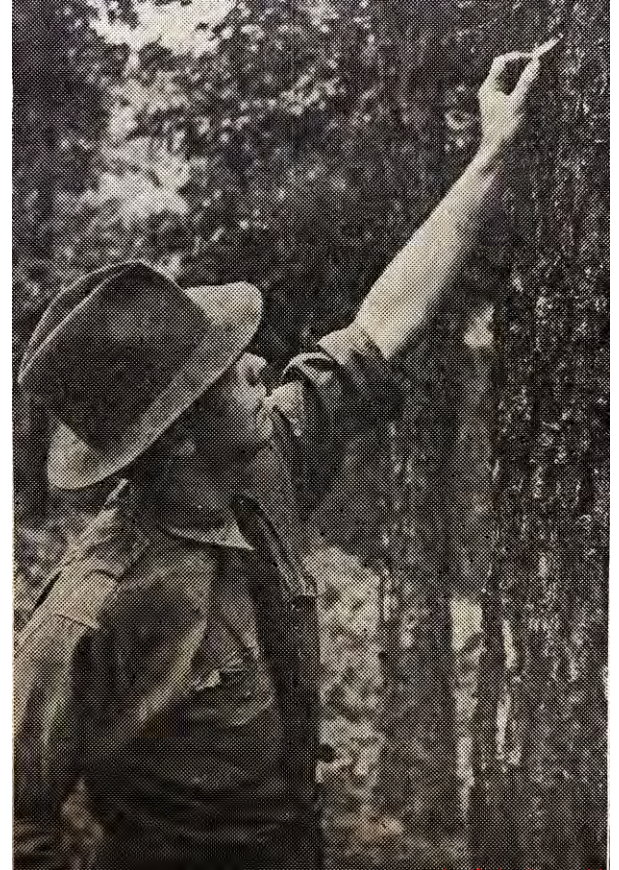
# Recovering the Photographic Record of the Shawnee State Forest Region




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Shawnee State Forest Project  
April 26, 2012



**Microfilm**



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# Recovering the Photographic Record of the Fourteenth Street Community Center

“City and NYA Officials at Ceremony for New Youth Center,” *Portsmouth Daily Times* (4 November 1939)



# Recovering the Photographic Record of the Fourteenth Street Community Center

“City and NYA Officials at Ceremony for New Youth Center,” *Portsmouth Daily Times* (4 November 1939)

CITY AND NYA OFFICIALS AT CEREMONY FOR NEW YOUTH CENTER



Ground was broken officially Thursday afternoon for the colored youth center on 14th street east of Waller street at a ceremony attended by S. Burns Weston, state administrator of the NYA, which will build the structure. Among those taking part in the ceremonies were: Top (left to right), Councilman Frank H. Rowe, chairman; Councilman George Koerner, who with Councilman Rowe is on the public property committee which planned the project; Weston and Rev. J. H. Smith, who swung a mattock to dig out the first earth for the foundation. Center left are others on the program: Rev. J. V. Coleman, Rev. J. L. Brantley, Oscar Phiffer and E. M. Gentry. Below (left) are the Washington school band, directed by James Bentley, and the Washington school chorus (right), directed by Miss Mary B. Whaley.

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**Recovering the  
Photographic Record  
of Black History in  
Portsmouth, Ohio, and  
the surrounding  
Appalachian Region**



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# Speaker Vernal G. Riffe, Jr. Papers Project

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# Speaker Vernal G. Riffe, Jr. Papers Project

The Center is implementing a 36-month action plan to conserve and digitize the Papers of Vern Riffe, the longest serving speaker in Ohio history and the legislative founder of Shawnee State University.





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A handwritten signature in blue ink, appearing to be "C. J. ...", written over a horizontal line.

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*Ohio State  
Legislature 1959-60*

**RIFFE**



**STATE  
REPRESENTATIVE**

Issued by — Gene Bennett, Chairman  
Wheelersburg, Ohio

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**Vern Riffe,  
legislative founder of  
Shawnee State  
University, standing  
in front of Massie  
Hall, the original  
classroom building  
of what was  
originally the  
Portsmouth Branch  
of Ohio University.**

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# Future of the Past Is Digital, Mobile, and Social

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# The Future of the Past is Social

- **Community engagement and interest in the project is demonstrated by the performance data for our recent post on the Historic Portsmouth Newspaper Digitization Project.**
- **According to Facebook, our post on the project's move into its new archival space reached 11,345 people, as of 4/15/2022.**
- **Of those who saw the post, 2,075 “engagements” were recorded – clicks on the photos or other related links. With an 18% engagement rate, this post top's the industry benchmark average of 6%.**

**SSU Center for Public History**  
January 25 · 🌐

The Historic Portsmouth Newspaper Collection, with 19 different titles, covering over 160 years of Peerless City history, has been successfully moved into its new archival home at the SSU Center for Public History in The Clark Memorial Library at Shawnee State University.

Once fully inventoried, boxed, organized, and shelved, the collection will be opened to the public and SSU students (by appointment) later this year. Thanks to a generous donation from Dr. George White to th...  
See more

**Get more likes, comments and shares**  
When you boost this post, you'll show it to more people.

<b>11,345</b> People reached	<b>2,075</b> Engagements	<b>Boost post</b>
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👍❤️👍 152      26 Comments      **Certified as True and Correct**  
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# Dr. Andrew Feight [Local Legends Podcast] #1



WNXT Community Corner Hometown Radio Show

June 27, 2019 · 🌐

The Historic Newspaper Project all started when the Portsmouth Daily Times prepared to move their operations out of a historic downtown building and needed to find a new home for a basement bomb shelter full of old newspapers. One call to SSU Professor and Historian Dr. Andrew Feight and the project to preserve them was on! Through the 2 year long project, there have been surprises like finding an edition of The Democratic from the 1850's edited by James Ashley, a local aboli... See more



Janet Feight, Linda Feight and 49 others

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3 Comments  
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Recovering the History of Portsmouth, Ohio's Fourteenth Street Community Center

1:11:20

Recovering the Histories of Dr. W.H. Lowry and Dr. Jam...

1:07:32

The Shawnees, the Scioto, and Rethinking the History ...

1:31:41

Recovering the History of Portsmouth, Ohio's Fourteenth Street Community Center

62 views · 1 month ago

Recovering the Histories of Dr. W.H. Lowry and Dr. Jam...

191 views · 2 months ago

The Shawnees, the Scioto, and Rethinking the History ...

2.9K views · 7 years ago

Drew Feight

February 23, 2021

It has been exciting to reach this point in my research, as well as to make it available to the public and interested scholars. Recently, the Provost at Shawnee State University approved my proposal for a sabbatical in Spring 2022 to further develop the content and tours found in the [Scioto Historical](#) app and website. Consider this video a sneak peak into the new content that will soon be incorporated and further developed for the launch of Scioto Historical 4.0. Thanks to ... See more

SSU Center for Public History

February 23, 2021

"The Underground Railroad in Scioto County, Ohio," a 2021 Black History Month Webinar and Virtual Field Trip produced by the Digital History Lab at Shawnee Sta... See more

The Underground Railroad in Scioto County, Ohio

Black History Month Webinar and Virtual Field Trip

Led by Prof. Andrew Feight, Director of the Digital History Lab at Shawnee State University

20 February 2021 3:00PM to 4:30PM

SCIOTO HISTORICAL

sciotohistorical.org

Sponsored by the Krieger Innovation Hub, the Digital History Lab, and SSU's Teaching and Learning Center's Festival of Faculty Achievement

YOUTUBE.COM

The Underground Railroad in Scioto County, Ohio

This Black History Month webinar and virtual field trip (sponsored by the Krieger Innovation...

Janet Feight, Mich Nyawala and 120 others

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# Follow Us on Social Media

**@SSUPublicHistory**



**SSU Center for Public History**



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A blue ink signature of the Secretary of the SSU Board of Trustees, written over a horizontal line.

Secretary, SSU Board of Trustees

# President's Report

Board of Trustees Meeting

April 22, 2022

Thank you Chairman Furbee.

The campus is coming back to life just in time for Commencement. Spring semester is ending on a high note with classes and campus activities gradually returning to normal. We eliminated mandatory indoor masking requirements in late March as our campus cases of COVID reached single digits by mid-February and down now to nearly 0. We will continue to encourage vaccinations and will offer COVID vaccination clinics during orientations throughout summer. We will also continue to do surveillance testing in order to identify transmissions that might be a pre-cursor to another surge.

Governor DeWine presented his State of the State Address several weeks ago. His top priority for the upcoming year is strengthening mental health services in the state. #3 was redevelopment of Appalachian Ohio. I believe that this will provide SSU with some great opportunities for state-supported projects as long as we can connect it with revitalization of the downtown and community. Our current projects – Kricker renovation, Gateway, and demo of downtown buildings – rest squarely within the sweet spot of the Governor's priorities.

Since the last Board meeting we received news of our continued national ranking in gaming. Number 9. The names of those institutions that join us are an impressive list of institutions that are considerably more expensive. This is testament to the great work of our faculty and students to maintain this national ranking for the 13<sup>th</sup> straight year.

I want to take this opportunity to recognize a large donation SSU received to establish the Dayton duMeleau Math Center. Dr. Linda Hunt provided us with the donation in honor of her father. Let me take this opportunity to tell you a little bit about Dr. Linda Hunt. She came SSU from a community college and has completed all of her promotions and tenure. She has accomplished this with great distinction. When I was Dean of A&S, I had the opportunity to visit and observe her classroom. She is a consummate instructor and teaches many of those who are poorly prepared and just plain afraid of mathematics. She is dedicated, she cares deeply, and she gets results. And we are so happy that she has chosen to further invest in the education of our students in mathematics.

I would also like to take this opportunity to express the University's thanks to Mr. David Furbee for his generous donation to support the development of the School of Business and an endowment of a faculty position within the school. In honor of this important contribution but more than that to recognize Mr. Furbee's dedication to Shawnee State University, we will be naming our faculty position in finance ... the David Furbee Professorship in Finance. Thank you, Mr. Furbee.

This is the last Board meeting for one of our student members. Ms. Cassidy Starnes will be graduating next Saturday so will be unable to complete her two-year term as student Board member. Cassidy has been a great addition to the Board and wonderful contributor to University. She has a job that she will begin ... Good luck Cassidy and thank you for your service.

The last item that I wanted to mention is one of the most important steps SSU has made since its inception. We made the decision a few weeks ago to offer tuition-free education for all Pell-eligible students coming from 6 Ohio counties and 3 Kentucky counties. In practice, SSU is the only viable place for many students in S Ohio and N Kentucky to receive post-secondary education. Southern Ohio and Northern Kentucky communities have some of the lowest college attendance rates in the country. They are:

- first in their family to attend college
- in the lowest socioeconomic quadrant
- commonly raised in families where the importance of college education is simply not instilled.

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By offering a college education tuition-free, we can eliminate one of the most important barriers to enrollment. We expect to have a significant increase in attendance even by this fall even though this financial initiative has been introduced late in the recruitment cycle.

Beyond any enrollment increases that we might experience, this is the right thing to do for our southern Ohio and northern Kentucky communities and I expect the impact to be significant and transformational.

And Chairman Furbee, that concludes my report.

Jeffrey Bauer, President

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