

**SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**Meeting Minutes  
June 23, 2023**

**Call to Order**

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

**Roll Call**

Members present: Mr. Daniels, Mr. Edwards, Mr. Evans, Mr. Furbee, Dr. Haas, Mr. Richey, Mr. Shah, Mr. Watson, and Ms. Ratliff

Members absent: Mr. Bakenhaster

**Approval of the April 21, 2023 Board Meeting Minutes**

Mr. Evans moved and Mr. Watson seconded a motion to approve the April 21, 2023 Board meeting minutes. The motion was passed by unanimous roll call vote of all Board members present.

**Approval of the June 23, 2023 Agenda**

Mr. Edwards moved and Mr. Shah seconded a motion to approve the June 23, 2023 Board meeting agenda. The motion was passed by unanimous roll call vote of all Board members present.

**Consent Agenda**

1. Resolution F14-23, Reassigning Responsibilities to Chief Operating Officer
2. Resolution F15-23, Reassigning Responsibilities to Chief Financial Officer
3. Resolution F16-23, Approval of Revision to Policy 4.51Rev, Administrative Employees – Employment Status and Other Employment Actions
4. Resolution F17-23, Approval of Revision to Policy 4.53Rev, Compensation for Administrative Employees
5. Resolution ASA07-23, Approval of 2024-2025 and 2025-2026 Academic Calendars

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 1-5 were approved by acclamation.

## **Executive Committee Report**

Mr. Edwards reported on behalf of the Executive Committee.

1. Resolution 07-23, Revision of Policy 1.01, Bylaws of the Board of Trustees

This resolution approves revision of the Bylaws of the Board of Trustees. Mr. Edwards moved that the Board adopt Resolution E07-23 and Mr. Daniels seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

2. Resolution E08-23, Appointment of Board Secretary

This resolution appoints Michael McPhillips, General Counsel, as Board Secretary. Mr. Edwards moved that the Board adopt Resolution E08-23 and Dr. Haas seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

3. Resolution E09-23, Appointment of Board Treasurer

This resolution appoints Greg Ballengee, Chief Financial Officer, as Board Treasurer. Mr. Edwards moved that the Board adopt Resolution E09-23 and Mr. Shah seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

4. President Bauer presented the Board of Trustees meeting schedule for the 2023-2024 and 2024-2025 academic years. The schedule is attached to the minutes.

## **Finance and Administration Committee Report**

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

1. Resolution F12-23, Approval of Revision of Policy 5.16Rev, President's Authority to Appoint Personnel and Manage Positions

This resolution approves the revision of Policy 5.16Rev, President's Authority to Appoint Personnel and Manage Positions, authorizing the President to make executive staff appointments other than vice president, general counsel, associate provost, and dean positions without Board of Trustees approval. Mr. Edwards moved that the Board adopt Resolution F12-23 and Mr. Daniels seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

2. Resolution F13-23, Ratification of Executive Appointments

This resolution ratifies the appointments of Malonda Johnson as Chief Operating Officer; Greg Ballengee as Chief Financial Officer; and Jim Farmer as Chief Enrollment Officer. Mr. Edwards moved that the Board adopt Resolution F13-23 and Mr. Evans seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

3. Resolution F18-23, Approval of Tuition and Student Fees

This resolution approves AY2023-24 rates for student tuition and fees subject to the adoption of the Ohio biennial budget for fiscal years 2024 and 2025, and contingent upon approval by the Ohio Department of Higher Education. Mr. Edwards moved that the Board adopt Resolution F18-23 and Mr. Shah seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

4. Resolution F19-23, Approval of E-Campus Tuition Rates

This resolution approves AY2023-24 tuition rates for fully online programs, contingent upon the Ohio Department of Education's approval of waivers from the standard in-state undergraduate tuition rate. Mr. Edwards moved that the Board adopt Resolution F19-23 and Dr. Haas seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

5. Resolution F20-23, Adoption of Tuition Rate for Master's of Business Administration Program

This resolution establishes tuition rates for the Master's of Business Administration program. Mr. Edwards moved that the Board adopt Resolution F20-23 and Mr. Evans seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

6. Resolution F21-23, Continuing University Spending Authority

This resolution permits the continuation of the University's FY2023 spending level pending the approval of the FY2024 operating budget by the Board of Trustees. An FY2024 budget book with a goal of strengthening finances and investing in people and programs was presented along with a preliminary FY2024 budget. The final budget will be brought to the September 15, 2023 meeting for approval. Mr. Edwards mentioned support of the budget book as introduced as a living document. Mr. Edwards moved that the Board adopt Resolution F21-23 and Mr. Shah seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

7. Ms. Malonda Johnson, Chief Operating Officer, provided a report on recent personnel activity and an overview of the change in organizational structure. The full report is attached to the minutes.

8. Ms. Aimee Welch, Director of Institutional Budgeting, provided an FY23 year-to-date budget status report. The full report is attached to the minutes.

9. Mr. Greg Ballengee reported on the cash reserves investment portfolio. The full report is attached to the minutes.

10. Mr. John Temponeras, Interim Director of Facilities, Planning and Construction, updated the committee on capital projects. The full report is attached to the minutes.

## **Academic and Student Affairs Committee Report**

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

1. Dr. Ahuja reported on recent activities in Academic and Student Affairs. He noted upcoming personnel changes and provided highlights of recent faculty and staff accomplishments in the areas of teaching, scholarship, service, and community engagement. The full report is attached to the minutes.
2. Ms. Tamara Sheets, Registrar, provided Summer 2023 15th Day Enrollment statistics. New undergraduate enrollment is up 43.5% compared to last summer. There is a small increase in the continuing undergraduate enrollment of 1.7%. Overall, undergraduate enrollment saw an increase of 3.4%. New graduate enrollment is down 35.9% compared to last summer. Continuing graduate enrollment saw an increase of 23.8%. Overall graduate enrollment had an increase of 7.6%. Non-degree enrollment, which includes undergraduate and graduate students, is up 35.9%. Overall enrollment is up 9.9% compared to last year. The e-Campus programs' enrollment makes up 23% of the overall summer enrollment with the largest portion at the graduate level. The full report is attached to the minutes.
3. Mr. Eric Braun, Vice President for Advancement and Enrollment Management, reported on activities in the division which included: the Office of Alumni and Community Events has hosted over 400 in-person events on campus since April 2023; the Golden Bear Program was awarded a \$50,000 grant from the Scioto County Commissioners; there were 17 athletic teams with a cumulative GPA above 3.0 at the end of the Spring 2023 term; the President's Gala was held April 22nd and raised \$64,000 for the Friends of Shawnee Scholarship; the Upward Bound Math Science program has 40 students registered to participate in the summer residential program and collectively, students were awarded \$150,419 in scholarships; Cub Camp begins on June 26 for students enrolled in grades PK-8 with 101 students currently enrolled; Bear Tracks, a summer workforce training program, begins June 5 with 72 students currently enrolled; the Ignite Portsmouth Boot Camp and Pitch Competition kicked off with 25 participants, our largest cohort yet; our pilot KIH Entrepreneur Fellows program with five fellows was completed this May thanks to support from the SSU Development Foundation; David Kilroy is leaving his current role as Kricker Innovation Hub Director to pursue his MBA at the Yale School of Management. His last day will be July 30 and Amanda Hedrick, currently Director of Campus Partnerships and the Center for Lifelong Learning, will be assuming the Director role and we are actively pursuing a plan for a seamless transition. The full report is attached to the minutes.
4. Mr. Jim Farmer, Director of Admissions, and Ms. Elizabeth Blevins, Director of Marketing and Communications, reported on current enrollment data for Fall 2023 and advertising campaigns and results from the past year. The full report is attached to the minutes.

## **Election of Board of Trustees Chair and Vice Chair**

Chair Furbee stated he had asked Joe Watson and Scott Evans to serve as Nominating Committee to accept nominations for Board of Trustees Chair and Vice Chair for the 2022-2023 academic

year. Mr. Watson presented nominations of Scott Evans as Board Chair and Eddie Edwards as Board Vice Chair. Chair Furbee called for nominations from the floor and no further nominations were proffered. Without discussion, the Board voted unanimously to approve the nominations.

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

None

### **President's Report**

President Bauer thanked the faculty and staff at SSU, both past and present, for their work and dedication to the University. He thanked the Board, both past and present, for their leadership and oversight of the institution. He expressed his appreciation to Mr. Watson who has completed his nine-year term and was instrumental in keeping SSU on the right track and offering his leadership and insightful advice as we worked through difficult times. He reflected that over his 36 years he has watched the institution grow from infancy to adolescence to young adulthood and that he is now passing to torch to President Braun. Mr. Braun stated we are spring boarding from a great foundation and the state supports our mission and our region. He thanked Mr. Watson for being what a Board member should be - an outstanding resource, advocate, and champion for Shawnee State. SSU is a better place as a result of Mr. Watson's service. He expressed his appreciation to President Bauer for always taking his SSU responsibilities seriously and for serving SSU with the utmost integrity and distinction in every role he served. On behalf of all the administration and staff, the faculty and their families, and most of all, on behalf of nearly 4 decades of students, Shawnee State University thanks you and wishes you, Jeril, and your family full of SSU alumni all the very best to come in a well-earned retirement. The full report is attached to the minutes.

### **New Business**

1. Mr. Michael McPhillips, General Counsel, provided the annual report on the enactment, amendment, rescission, and renewal of Board policies and University procedures during the 2022-2023 fiscal year.
2. Appointment of 2023-2024 Committees and Representatives was tabled for this meeting and will be moved to the September 15, 2023 meeting.
3. Chair Furbee recognized Mr. Watson who was appointed to the Board in 2015. Over the past nine years, he has led the trustees with distinction by serving as Chair for two annual terms, Vice-Chair for one annual term, and on the Executive Committee for six years. During his tenure, he and his fellow trustees helped to make a college education more accessible by approving a free-tuition program for Pell eligible students and a tuition guarantee program. He also supported the development of the Lute School of Business, which now offers an MBA program; the School of Education with two master's degree options for educators; and the Kricker Innovation Hub, which is poised to advance economic development in our region. On behalf of the Board, he expressed appreciation for Mr. Watson's service, leadership and guidance.

4. Resolution E10, Honorary Naming of Geology Suite in Recognition of Dr. Jeffrey A. Bauer

Chair Furbee presented this resolution that would name the Geology Suite in recognition of Dr. Bauer who became Shawnee State University's first geology professor in 1987, just one year after the institution was created. He spent the first 26 years of his career here at Shawnee State University in the classroom and in the field, sharing his passion for conodonts and the Ohio River with his students. During that time, Dr. Bauer advanced the geology program and the Natural Science Department. As he moved into leadership roles as Dean of the College of Arts & Sciences, Provost, and then President, he remained an educator, scientist and geologist. Mr. Edwards moved that the Board adopt Resolution E10-23 and Mr. Watson seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

**Comments from Constituent Groups and the Public**

None

**Faculty Senate Report**

Ms. Mariah Woodward, UFS President, thanked Dr. Bauer for his service. She stated the Faculty Executive Committee have noticed two words floating around – forward thinking and community.

**Executive Session**



None

**Other Business**

None

**Adjournment**

Mr. Watson moved and Mr. Edwards seconded a motion to adjourn. The motion was passed unanimously and the Board adjourned at 1:56 p.m.

  
Chairperson, Board of Trustees  
  
Secretary, Board of Trustees

## RESOLUTION F14-23

### REASSIGNING RESPONSIBILITIES TO CHIEF OPERATING OFFICER

WHEREAS, in numerous policies previously enacted, amended, and/or renewed by the Board of Trustees, rights and responsibilities were delegated to the Vice President for Finance and Administration; and

WHEREAS, under a recent reorganization, the University eliminated the position of Vice President for Finance and Administration; and

WHEREAS, in order to most effectively implement various of the aforementioned policies, it is appropriate to reassign rights and duties contained therein to the newly-established position of Chief Operating Officer;

THEREFORE, BE IT RESOLVED that with respect to the following policies, “Chief Operating Officer” shall be substituted for “Vice President for Finance and Administration” and/or “VPFA” with respect to rights or duties that had previously been assigned to the Vice President for Finance and Administration, including but not limited to the designation of the Vice President for Finance and Administration as a Responsible Officer for the policy:

Policy	Title
3.19REV	Alcohol-General Rules
4.40REV	Access to University Buildings
4.44REV	Use of University Facilities & Reservation of Space
4.51REV	Administrative Employees – Employment Status and Other Employment Actions
4.52REV	Leaves of Absences (Paid and Unpaid)
4.53REV	Compensation for Administrative Employees
4.54REV	Professional Development (Degree and Non-Degree)
4.64REV	Relocation Expense Reimbursement
4.69REV	Concern Resolution for Administrators
4.73REV	On-Campus Education Benefits for Adjunct Faculty
4.75REV	Use of University Resources
4.77REV	Retirement and Re-Employment of Retirees
4.78REV	Identity Theft Red Flags
4.79REV	Department of Public Safety – Employment Status and Other Employment Actions
4.82REV	Department of Public Safety Leaves of Absence
4.95	Flexible Work Arrangements
5.06REV	Drug-Free Campus & Workplace
5.28REV	University Parking
5.30REV	Campus Computer and Network Use
5.35REV	Emergency Management

Certified as True and Correct  
August 10, 2023


  
Secretary, SSU Board of Trustees

5.36	Banning Individuals from University Property
5.37REV	Suicide Prevention Program
5.38	Equal Opportunity Policy
5.40	Protection of Minors on Campus
5.43	Animals on Campus
5.45	Naloxone Access for Emergency Use

and

IT IS FURTHER RESOLVED that the President is directed to review the University's formal Procedures and in instances where a Procedure assigns rights or responsibilities to the Vice President for Finance and Administration and/or designates the Vice President for Finance and Administration as a Responsible Officer, the President shall reassign such rights and/or responsibilities to the Chief Operating Officer when the President deems it appropriate.

(June 23, 2023)

Certified as True and Correct  
August 10, 2023  
  
Secretary, SSU Board of Trustees



## RESOLUTION F15-23

### REASSIGNING RESPONSIBILITIES TO CHIEF FINANCIAL OFFICER

WHEREAS, in numerous policies previously enacted, amended, and/or renewed by the Board of Trustees, rights and responsibilities were delegated to the Vice President for Finance and Administration; and

WHEREAS, under a recent reorganization, the University eliminated the position of Vice President for Finance and Administration; and

WHEREAS, in order to most effectively implement various of the aforementioned policies, it is appropriate to reassign rights and duties contained therein to the newly-established position of Chief Financial Officer;

THEREFORE, BE IT RESOLVED that with respect to the following policies, “Chief Financial Officer” shall be substituted for “Vice President for Finance and Administration” and/or “VPFA” with respect to rights or duties that had previously been assigned to the Vice President for Finance and Administration, including but not limited to the designation of the Vice President for Finance and Administration as a Responsible Officer for the policy:

Policy	Title
1.05REV	Investment Policy
3.20REV	University Housing
4.00REV	Purchasing Authority
4.02REV	Asset Management
4.10REV	Travel Authority and Driving Rules
4.13REV	Meeting Expenditures
4.21REV	Cash Management
4.90REV	Tuition and Other Student Fees, Fines and Charges
4.92REV	Student Enrollment Business Functions
4.93REV	Controlling Infectious and Communicable Diseases
4.94REV	Electronic Signatures
5.21REV	Bloodborne Pathogens – Exposure Control Plan
5.22REV	Chemical Hazards
5.27REV	Signature Authority for Contracts
5.32REV	Ethics: Conflicts of Interest & Nepotism

and

IT IS FURTHER RESOLVED that the President is directed to review the University’s formal Procedures and in instances where a Procedure assigns rights or responsibilities to the Vice President for Finance and Administration and/or designates the Vice President for Finance and Administration as a Responsible Officer, the President shall reassign such rights and/or responsibilities to the Chief Financial Officer when the President deems it appropriate.

(June 23, 2023)

Certified as True and Correct  
August 10, 2023

  
Secretary, SSU Board of Trustees

## **RESOLUTION F16-23**

### **REVISION OF POLICY 4.51REV, ADMINISTRATIVE EMPLOYEES – EMPLOYMENT STATUS AND OTHER EMPLOYMENT ACTIONS**

WHEREAS, Policy, No. 4.51Rev addresses various terms and conditions of employment for administrative employees, including but not limited to probationary periods, performance evaluations, discipline, and reductions in force; and

WHEREAS, the existing language of Policy 4.51Rev provides that it is not applicable to executive administrators who are subject to executive employment agreements; and

WHEREAS, it is in the University's interest to have certain provisions of Policy 4.51Rev apply to executive administrators when those provisions do not conflict with the administrators' executive employment contract or executive appointment letter, whichever is applicable;

NOW, THEREFORE, IT IS RESOLVED that the Board of Trustees amends Policy No. 4.51Rev to clarify its applicability to executive administrators.

(June 23, 2023)

Certified as True and Correct  
August 10, 2023

  
Secretary, SSU Board of Trustees

# Shawnee State University

POLICY TITLE:	ADMINISTRATIVE EMPLOYEES – EMPLOYMENT STATUS AND OTHER EMPLOYMENT ACTIONS
POLICY NO. :	4.51REV
ADMIN CODE:	3362-4-24
PAGE NO.:	1 OF 5
EFFECTIVE DATE:	<u>04/13/1806/23/2023</u>
NEXT REVIEW DATE:	<u>04/202006/2026</u>
RESPONSIBLE OFFICER(S):	<u>DIRECTOR HR, VPF &amp; CHIEF OPERATING OFFICER</u>
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE AND SCOPE

The purpose of this policy is to establish provisions that address various employment matters for administrative employees, as identified in Section 2.0, including but not limited to: probationary periods, performance evaluations, performance improvement plans, discipline, and reduction in force.

## 2.0 INCLUDED

- 2.1 The term “administrative employee” refers to an administrator as defined in this Section and administrative technical support staff (ATSS).
- 2.2 Administrators (full and part time) include employees assigned professional, managerial, and/or supervisory responsibilities as described in an approved job description. Administrators are generally paid on a salaried basis, with assigned duties that may be exempt from the Fair Labor Standards Act (FLSA) overtime payment rules, and are not “public employees” as defined by ORC Chapter 4117.
- 2.3 Administrative Technical Support Staff (ATSS) (full or part time) include employees typically paid on a per-hour basis (but can be paid on a salaried basis), assigned confidential duties, subject to FLSA overtime rules, and who are not “public employees” as defined by ORC Chapter 4117.
- 2.4 Temporary or intermittent administrative employees employed at will are subject to all provisions of this policy except that such employees may be terminated without a prior performance improvement plan (PIP).

## 3.0 EXCLUSIONS

- 3.1 This policy does not apply to:
  - 3.1.1 Executive administrators who are subject to executive employment agreements, to the extent that such agreements are inconsistent with this policy. Executive administrators who do not have executive employment

agreements shall be subject to this policy to the extent that the provisions herein are not inconsistent with their executive appointment letter; specific provisions in executive appointment letters shall govern over terms contained in this policy. To the extent that executive employment agreements or appointment letters are silent as the matters contained in this policy, the terms of this policy shall apply.~~Executive administrators (vice-presidents, deans, and the general counsel) who are subject to executive employment agreements.~~

3.1.2 Department of Public Safety (DPS) law enforcement officers whose terms of employment are described in applicable DPS policies and procedures.

#### 4.0 EMPLOYMENT CONTRACT STATUS AND PROBATIONARY PERIODS

4.1 Employment for eligible administrative employees includes the status of:

4.1.1 Defined contract period appointments that have a defined duration and end date with specific terms and conditions of employment incorporated into an agreement/contract, or

4.1.2 Continuous contract appointments which do not specify an end date as employment is expected to be continuous.

4.2 Both appointment types require the successful completion of a probationary period, satisfactory performance on an ongoing basis, and are subject to University policies and procedures.

4.3 Administrative employees in positions funded by university funds (general operating, auxiliary, etc.) and that are not employed for a defined contract period, are eligible for continuous contract status upon successful completion of a six-month probationary period.

4.4 Administrative employees in temporary or intermittent positions, or positions funded by grants and/or “soft” or external sources will be hired for a defined contract period and are not eligible for continuous contract status. Such employees must successfully complete a six (6) month probationary period.

#### 5.0 PERFORMANCE EVALUATIONS (PROBATIONARY AND ANNUAL)

5.1 New-hire probationary evaluation – successful completion of the six (6) month new-hire probationary period with a minimum overall rating of “meets basic expectations,” is required for continued employment.

5.2 Annual performance evaluation – upon completion of the new-hire probationary evaluation, performance evaluations are completed at least annually or on a

periodic basis as determined by the supervisor.

- 5.3 Performance Improvement Plan (PIP) – a written performance improvement plan (PIP) may be initiated by the supervisor at any time in which the employee is not demonstrating satisfactory performance based on the assigned responsibilities and/or established objectives.
- 5.4 An employee whose performance rating states that he or she “does not meet basic expectations” in his/her essential job competencies and/or performance will be subject to Procedure 4.51:1.

## 6.0 ADMINISTRATIVE LEAVE

- 6.1 Should an investigation or assessment of an alleged incident of misconduct involving an administrative employee be required and/or in any instance in which the health or safety of an employee or any person or property entrusted to the employee’s care could be adversely affected, an administrative leave with pay may be implemented upon the recommendation of the Director of Human Resources and the approval of the appropriate Vice President and/or the President. The administrative employee will receive appropriate notice in such case.
- 6.2 Access to University facilities and resources may be restricted or denied to an employee placed on an administrative leave unless otherwise authorized by the Director of Human Resources.
- 6.3 The university may place an employee on administrative leave without pay for a period not to exceed two (2) months, if the employee has been charged with a violation of law that is punishable as a felony. If the employee subsequently does not plead guilty to or is not found guilty of a felony with which the employee is charged or any other felony, the university shall pay the employee at the employee’s base rate of pay, plus interest, for the period the employee was on the unpaid administrative leave.

## 7.0 PRE-DISCIPLINARY HEARING

- 7.1 If a demotion, suspension, or termination may be imposed based on the findings of an investigation or employee’s unsatisfactory completion of a PIP, an informal pre-disciplinary hearing will be scheduled prior to any imposition of such actions. Written notice will be provided to the administrative employee prior to the hearing date. At the pre-disciplinary hearing, the employee will be provided with a summary of the evidence against him or her and given an opportunity to respond to it in person at the hearing or in writing within 48 hours of the hearing.
- 7.2 A decision to impose a demotion, suspension, or termination will be communicated in writing to the administrative employee as soon as reasonably

possible but no more than fifteen (15) calendar days after the conclusion of a pre-disciplinary hearing.

## 8.0 CORRECTIVE ACTIONS

- 8.1 Corrective action that results from the findings of an investigation will be reasonable and commensurate with the offense, and may include, but not be limited to, a letter to the personnel file, unpaid suspension, demotion, and/or termination of employment. Except in unusual circumstances, the unsatisfactory completion of a PIP will result in termination.
- 8.2 With the authorization of the President or designee, an administrative employee may be disciplined for reasons that include but are not limited to:
- 8.2.1 Incompetence, inefficiency, dishonesty, use or being under the influence of alcohol or illegal drugs at work or inappropriate use of prescription drugs, discourteous treatment of the public, neglect of duty, failure to return from a leave of absence, or other failure of good behavior.
  - 8.2.2 Violation of an official regulation or failure to obey reasonable directions given by a supervisor when such violation or failure to obey amounts to insubordination or a serious breach of University policies and/or work rules or puts the University and/or its employees and students at serious risk.
  - 8.2.3 Misfeasance in office, malfeasance in office, nonfeasance in office, conviction of a felony or of an offense involving moral turpitude.
  - 8.2.4 Demonstration of abusive or threatening behavior in the treatment of students, fellow employees, or other persons.

## 9.0 REDUCTION IN FORCE

- 9.1 In case of a reduction in force, notification to affected administrative employees will be as follows:
- 9.1.1 Those with up to three (3) years of service will receive thirty (30) days written notice.
  - 9.1.2 Those with service of three (3) years or more will receive ninety (90) days written notice.
- 9.2 Administrative employees with defined-period contracts or in positions funded by “soft” grant funds or external sources will continue employment for the defined contract period or until funding is discontinued, provided they are not subject to

discipline as detailed in this policy.

- 9.3 Unsatisfactory performance issues will be managed separately from the reduction in force process.
- 9.4 Attempts will be made to reassign affected employees to other open positions for which they are qualified.
- 9.5 If an administrative employee is terminated due to a reduction in force, the employee will be eligible for reappointment to the last held position should it become available within a period of two (2) years from the date of the force reduction.
- 9.6 The decision to fill a position that has been eliminated through a reduction in force is at the sole discretion of the University.
- 9.7 If reappointed to the last held position following a reduction in force action, an administrative employee will be reinstated at his/her prior employment status as governed by existing University policies.

## 10.0 PROCEDURES

Procedures necessary to implement the provisions of this policy will be adopted following the university's process.

### History

Effective: 08/13/93

Revised: 06/23/2023; 04/13/2018; 12/18/15; 01/20/12; 02/08/02

Applicable Procedures: [4.51:1 Performance Evaluations and Performance Improvement Plan \(PIP\)](#)

# Shawnee State University

POLICY TITLE:	ADMINISTRATIVE EMPLOYEES – EMPLOYMENT STATUS AND OTHER EMPLOYMENT ACTIONS
POLICY NO. :	4.51REV
ADMIN CODE:	3362-4-24
PAGE NO.:	1 OF 5
EFFECTIVE DATE:	06/23/2023
NEXT REVIEW DATE:	06/2026
RESPONSIBLE OFFICER(S):	CHIEF OPERATING OFFICER
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE AND SCOPE

The purpose of this policy is to establish provisions that address various employment matters for administrative employees, as identified in Section 2.0, including but not limited to: probationary periods, performance evaluations, performance improvement plans, discipline, and reduction in force.

## 2.0 INCLUDED

- 2.1 The term “administrative employee” refers to an administrator as defined in this Section and administrative technical support staff (ATSS).
- 2.2 Administrators (full and part time) include employees assigned professional, managerial, and/or supervisory responsibilities as described in an approved job description. Administrators are generally paid on a salaried basis, with assigned duties that may be exempt from the Fair Labor Standards Act (FLSA) overtime payment rules, and are not “public employees” as defined by ORC Chapter 4117.
- 2.3 Administrative Technical Support Staff (ATSS) (full or part time) include employees typically paid on a per-hour basis (but can be paid on a salaried basis), assigned confidential duties, subject to FLSA overtime rules, and who are not “public employees” as defined by ORC Chapter 4117.
- 2.4 Temporary or intermittent administrative employees employed at will are subject to all provisions of this policy except that such employees may be terminated without a prior performance improvement plan (PIP).

## 3.0 EXCLUSIONS

- 3.1 This policy does not apply to:
  - 3.1.1 Executive administrators who are subject to executive employment agreements, to the extent that such agreements are inconsistent with this policy. Executive administrators who do not have executive employment



agreements shall be subject to this policy to the extent that the provisions herein are not inconsistent with their executive appointment letter; specific provisions in executive appointment letters shall govern over terms contained in this policy. To the extent that executive employment agreements or appointment letters are silent as the matters contained in this policy, the terms of this policy shall apply.

- 3.1.2 Department of Public Safety (DPS) law enforcement officers whose terms of employment are described in applicable DPS policies and procedures.

#### 4.0 EMPLOYMENT CONTRACT STATUS AND PROBATIONARY PERIODS

4.1 Employment for eligible administrative employees includes the status of:

4.1.1 Defined contract period appointments that have a defined duration and end date with specific terms and conditions of employment incorporated into an agreement/contract, or

4.1.2 Continuous contract appointments which do not specify an end date as employment is expected to be continuous.

4.2 Both appointment types require the successful completion of a probationary period, satisfactory performance on an ongoing basis, and are subject to University policies and procedures.

4.3 Administrative employees in positions funded by university funds (general operating, auxiliary, etc.) and that are not employed for a defined contract period, are eligible for continuous contract status upon successful completion of a six-month probationary period.

4.4 Administrative employees in temporary or intermittent positions, or positions funded by grants and/or “soft” or external sources will be hired for a defined contract period and are not eligible for continuous contract status. Such employees must successfully complete a six (6) month probationary period.

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5.2 Annual performance evaluation – upon completion of the new-hire probationary evaluation, performance evaluations are completed at least annually or on a periodic basis as determined by the supervisor.

- 5.3 Performance Improvement Plan (PIP) – a written performance improvement plan (PIP) may be initiated by the supervisor at any time in which the employee is not demonstrating satisfactory performance based on the assigned responsibilities and/or established objectives.
- 5.4 An employee whose performance rating states that he or she “does not meet basic expectations” in his/her essential job competencies and/or performance will be subject to Procedure 4.51:1.

## 6.0 ADMINISTRATIVE LEAVE

- 6.1 Should an investigation or assessment of an alleged incident of misconduct involving an administrative employee be required and/or in any instance in which the health or safety of an employee or any person or property entrusted to the employee’s care could be adversely affected, an administrative leave with pay may be implemented upon the recommendation of the Director of Human Resources and the approval of the appropriate Vice President and/or the President. The administrative employee will receive appropriate notice in such case.
- 6.2 Access to University facilities and resources may be restricted or denied to an employee placed on an administrative leave unless otherwise authorized by the Director of Human Resources.
- 6.3 The university may place an employee on administrative leave without pay for a period not to exceed two (2) months, if the employee has been charged with a violation of law that is punishable as a felony. If the employee subsequently does not plead guilty to or is not found guilty of a felony with which the employee is charged or any other felony, the university shall pay the employee at the employee’s base rate of pay, plus interest, for the period the employee was on the unpaid administrative leave.

## 7.0 PRE-DISCIPLINARY HEARING

- 7.1 If a demotion, suspension, or termination may be imposed based on the findings of an investigation or employee’s unsatisfactory completion of a PIP, an informal pre-disciplinary hearing will be scheduled prior to any imposition of such actions. Written notice will be provided to the administrative employee prior to the hearing date. At the pre-disciplinary hearing, the employee will be provided with a summary of the evidence against him or her and given an opportunity to respond to it in person at the hearing or in writing within 48 hours of the hearing.
- 7.2 A decision to impose a demotion, suspension, or termination will be communicated in writing to the administrative employee as soon as reasonably possible but no more than fifteen (15) calendar days after the conclusion of a pre-disciplinary hearing.

## 8.0 CORRECTIVE ACTIONS

- 8.1 Corrective action that results from the findings of an investigation will be reasonable and commensurate with the offense, and may include, but not be limited to, a letter to the personnel file, unpaid suspension, demotion, and/or termination of employment. Except in unusual circumstances, the unsatisfactory completion of a PIP will result in termination.
- 8.2 With the authorization of the President or designee, an administrative employee may be disciplined for reasons that include but are not limited to:
- 8.2.1 Incompetence, inefficiency, dishonesty, use or being under the influence of alcohol or illegal drugs at work or inappropriate use of prescription drugs, discourteous treatment of the public, neglect of duty, failure to return from a leave of absence, or other failure of good behavior.
  - 8.2.2 Violation of an official regulation or failure to obey reasonable directions given by a supervisor when such violation or failure to obey amounts to insubordination or a serious breach of University policies and/or work rules or puts the University and/or its employees and students at serious risk.
  - 8.2.3 Misfeasance in office, malfeasance in office, nonfeasance in office, conviction of a felony or of an offense involving moral turpitude.
  - 8.2.4 Demonstration of abusive or threatening behavior in the treatment of students, fellow employees, or other persons.

## 9.0 REDUCTION IN FORCE

- 9.1 In case of a reduction in force, notification to affected administrative employees will be as follows:
- 9.1.1 Those with up to three (3) years of service will receive thirty (30) days written notice.
  - 9.1.2 Those with service of three (3) years or more will receive ninety (90) days written notice.
- 9.2 Administrative employees with defined-period contracts or in positions funded by “soft” grant funds or external sources will continue employment for the defined contract period or until funding is discontinued, provided they are not subject to discipline as detailed in this policy.
- 9.3 Unsatisfactory performance issues will be managed separately from the reduction

in force process.

- 9.4 Attempts will be made to reassign affected employees to other open positions for which they are qualified.
- 9.5 If an administrative employee is terminated due to a reduction in force, the employee will be eligible for reappointment to the last held position should it become available within a period of two (2) years form the date of the force reduction.
- 9.6 The decision to fill a position that has been eliminated through a reduction in force is at the sole discretion of the University.
- 9.7 If reappointed to the last held position following a reduction in force action, an administrative employee will be reinstated at his/her prior employment status as governed by existing University policies.

## 10.0 PROCEDURES

Procedures necessary to implement the provisions of this policy will be adopted following the university's process.

### History

Effective: 08/13/93

Revised: 06/23/2023; 04/13/2018; 12/18/15; 01/20/12; 02/08/02

Applicable Procedures: [4.51:1 Performance Evaluations and Performance Improvement Plan \(PIP\)](#)

**RESOLUTION F17-23**

**REVISION OF POLICY 4.53REV, COMPENSATION FOR  
ADMINISTRATIVE EMPLOYEES**

WHEREAS, Policy No. 4.53Rev addresses compensation for administrative employees;  
and

WHEREAS, by its terms, Policy 4.53Rev does not apply to specified executive staff  
positions - vice presidents, associate provosts, deans, and general counsel; and

WHEREAS, the University has created new executive staff positions other than those  
described in Policy 4.53Rev, and may create additional executive staff positions in the future;  
and

WHEREAS, the University wishes to exempt all executive staff positions from the  
policy;

NOW, THEREFORE, IT IS RESOLVED that the Board of Trustees amends Policy No.  
4.53Rev to clarify it does not apply to any executive staff positions at the University.

(June 23, 2023)

Certified as True and Correct  
August 10, 2023

  
Secretary, SSU Board of Trustees

# Shawnee State University

POLICY TITLE:	COMPENSATION FOR ADMINISTRATIVE EMPLOYEES
POLICY NO. :	4.53REV
ADMIN CODE:	3362-4-25
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	06/23/2023
NEXT REVIEW DATE:	06/2026
RESPONSIBLE OFFICER:	CHIEF OPERATING OFFICER
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE AND SCOPE

- 1.1 Shawnee State University desires a competitive and equitable compensation system that will attract and retain qualified administrative personnel. The purpose of this policy is to establish and maintain an administrative compensation system that considers comparable positions in similar markets, internal equity, the performance of employees, and the availability and allocation of funds as determined by the President.
- 1.2 This policy applies to administrative employees in approved administrative positions for either “regular” or “term” appointments, regardless of the funding source, and who are not in positions that are under a collective bargaining unit.
  - 1.2.1 Regular appointments are expected to be ongoing, subject to the needs of the university, with no designated end date.
  - 1.2.2 Term appointments are for a designated period of time, normally between one and three years. The duration may be determined by the funding source (e.g., externally funded grants) or by authorization of the President.
- 1.3 This policy does not apply to executive staff (~~vice presidents, associate provost, deans, and the general counsel~~) who are subject to executive employment agreements; the Department of Public Safety (DPS) law enforcement and security officers whose terms of employment are described in applicable DPS policies and procedures; faculty and staff covered by a collective bargaining agreement; or temporary and intermittent staff with at will employment agreements.

## 2.0 CATEGORIES OF ADMINISTRATIVE POSITIONS

- 2.1 Administrator – an administrative position with professional, managerial, supervisory, or fiduciary responsibilities that is exempt from collective bargaining under Ohio Revised Code Section 4117.01, and may meet the exemption criteria under the Fair Labor Standards Act (FLSA).
  - 2.1.1 Employees in administrator positions that meet FLSA exemption criteria for duties and salary tests will be classified as “exempt.”

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August 10, 2023

  
Secretary, SSU Board of Trustees

2.1.2 Employees in administrator positions that meet the FLSA exemption criteria for the duties test, but not the salary test, will be classified as “non-exempt.”

2.2 Administrative Technical Support Staff (ATSS) – an administrative position that is confidential in nature and is exempt from collective bargaining under Ohio Revised Code Section 4117.01. ATSS employees do not meet the exemption criteria under the Fair Labor Standards Act (FLSA) based on the duties test. ATSS employees will be classified as “non-exempt.”

### 3.0 FAIR LABOR STANDARDS ACT (FLSA) STATUS

Administrative employees classified by the department of human resources as “non-exempt” due to not meeting the FLSA exemption criteria (based on salary and/or duties test) will be compensated for their work in accordance with the FLSA and its associated administrative regulations.

### 4.0 CLASSIFICATION/COMPENSATION STRUCTURE

4.1 The Director of Human Resources is responsible for managing the structure of the administrative compensation system(s) and for reviewing the applicable structure relative to the appropriate market.

4.2 The Director of Human Resources or designee will assess all administrative positions’ responsibilities and determine the placement of each within the University’s compensation structure, relying upon market benchmarking methodology, with consideration of internal equity for comparable responsibilities.

### 5.0 SALARY BUDGET AND ALLOCATION

The allocation of an approved salary pool in the annual operating budget is at the discretion of the President, who may allocate all, a portion, or none of the salary pool. The salary allocation may be applied evenly to all administrative employees (across-the-board) or to individual employees based on factors such as, but not limited to, market benchmarking, internal equity analyses, and/or performance.

### 6.0 PROCEDURES

The Board of Trustees authorizes the President to establish procedures to effectively implement this policy.

#### History

Effective: 06/15/90

Revised: [06/23/2023](#); 02/27/2023; 12/16/16; 03/15/08; 09/01/99

Applicable Procedure: 4.53:1 Administration of Compensation for Administrative Employees

**RESOLUTION ASA07-23**

**APPROVAL OF THE 2024-2025 & 2025-2026 ACADEMIC CALENDARS**

WHEREAS, members of the Calendar Advisory Committee have developed and reviewed the proposed 2024-2025 Academic Calendar and the 2025-2026 Academic Calendar; and

WHEREAS, the Provost and the President have approved the proposed 2024-2025 Academic Calendar and the 2025-2026 Academic Calendar;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the Shawnee State University 2024-2025 Academic Calendar and the 2025-2026 Academic Calendar, attached hereto.

(June 23, 2023)

Certified as True and Correct  
August 10, 2023



Secretary, SSU Board of Trustees





## 2024-2025 ACADEMIC CALENDAR

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### Fall Semester 2024-2025

August 26, 2024	Fall semester classes begin (full and first half session)
September 2	Labor Day ( <i>University Closed</i> )
October 3-4	Fall Break ( <i>No Classes</i> )
October 18	Last day of first half session (final exams during last scheduled class period)
October 21	First day of second half session
October 22	Grades due in Office of the Registrar by noon (first half session)
November 11	Veteran's Day ( <i>University Closed</i> )
November 27	No Classes ( <i>University Offices Open</i> )
November 28	Thanksgiving Day ( <i>University Closed</i> )
November 29	Thanksgiving Holiday ( <i>University Closed</i> )
December 6	Last day of classes (full session and second half session)
December 7-13	Final Exams (full session classes)
December 13	Semester ends
December 14	Fall Commencement
December 17	Grades due in Office of the Registrar by noon (full and second half session for on-campus and online classes)
December 24	Christmas Eve ( <i>University Closed</i> )
December 25	Christmas Day ( <i>University Closed</i> )
December 26-31	Winter Break ( <i>University Closed</i> )
January 1, 2025	New Year's Day ( <i>University Closed</i> )

### Spring Semester 2024-2025

January 13, 2025	Spring semester classes begin (full and first half session)
January 20	Martin Luther King, Jr. Day ( <i>University Closed</i> )
February 28	Last day of first half session (final exams during last scheduled class period)
Mar 2 – 9	Spring Break
March 10	First day of second half- week session Spring full session classes resume
March 11	Grades due in Office of the Registrar by noon (first half session)
April 25	Last day of classes (full session and second half session)
Apr 25-May 2	Final Exams (full session classes)
May 2	Semester ends
May 3	Commencement
May 6	Grades due in Office of the Registrar by noon (full and second half session)

### Summer Semester 2024-2025

May 12, 2025	First day of first seven-week session
May 26	Memorial Day ( <i>University Closed</i> )
May 27	First day of full session (ten weeks)
June 19	Juneteenth ( <i>University Closed</i> )
June 27	Last day of first-seven-week session
June 30	Second seven-week session – classes begin
July 1	Grades due in Office of the Registrar by noon (first seven-week session)
July 4	Independence Day ( <i>University Closed</i> )
August 1	Last day of full session
August 5	Grades due in Office of the Registrar by noon (full session)
August 15	Last day of second seven-week session
August 19	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)."

Certified as True and Correct  
August 10, 2023

Board of Trustees Approved

  
Secretary, SSU Board of Trustees



## 2025-2026 ACADEMIC CALENDAR

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### Fall Semester 2025-2026

August 25, 2025	Fall semester classes begin (full and first half session)
September 1	Labor Day ( <i>University Closed</i> )
October 2-3	Fall Break ( <i>No Classes</i> )
October 17	Last day of first half session (final exams during last scheduled class period)
October 20	First day of second half session
October 21	Grades due in Office of the Registrar by noon (first half session)
November 11	Veteran's Day ( <i>University Closed</i> )
November 25	Last day of classes (full session and second half session)
November 26	No Classes ( <i>University Offices Open</i> )
November 27	Thanksgiving Day ( <i>University Closed</i> )
November 28	Thanksgiving Holiday ( <i>University Closed</i> )
December 6-12	Final Exams (full session classes)
December 12	Semester Ends
December 13	Fall Commencement
December 16	Grades due in Office of the Registrar by noon (full and second half session for on-campus and online classes)
December 24	Christmas Eve ( <i>University Closed</i> )
December 25	Christmas Day ( <i>University Closed</i> )
December 26-31	Winter Break ( <i>University Closed</i> )
January 1, 2026	New Year's Day ( <i>University Closed</i> )

### Spring Semester 2025-2026

January 12, 2026	Spring semester classes begin (full and first half session)
January 19	Martin Luther King, Jr. Day ( <i>University Closed</i> )
February 27	Last day of first half session (final exams during last scheduled class period)
Mar 1-8	Spring Break
March 9	First day of second half-session Spring full session classes resume
March 10	Grades due in Office of the Registrar by noon (first half session)
April 24	Last day of classes (full session and second half session)
Apr 25-May 1	Final Exams (full session classes)
May 1	Semester Ends
May 2	Commencement
May 5	Grades due in Office of the Registrar by noon (full and second half session)

### Summer Semester 2025-2026

May 11, 2026	First day of first seven-week session
May 25	Memorial Day ( <i>University Closed</i> )
May 26	First day of full session (ten weeks)
June 19	Juneteenth ( <i>University Closed</i> )
June 26	Last day of first-seven-week session
June 29	Second seven-week session – classes begin
June 30	Grades due in Office of the Registrar by noon (first seven-week session)
July 3	Independence Day Observed ( <i>University Closed</i> )
July 31	Last day of full session
August 4	Grades due in Office of the Registrar by noon (full session)
August 14	Last day of second seven-week session
August 18	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)."

Certified as True and Correct  
August 10, 2023

Board of Trustees Approved   
Secretary, SSU Board of Trustees

**RESOLUTION E07-23**

**AMENDING POLICY 1.01REV, BYLAWS OF THE BOARD OF TRUSTEES**

WHEREAS, the Ohio Revised Code authorizes the Board of Trustees of Shawnee State University to adopt and amend bylaws for the conduct of the board; and

WHEREAS, the bylaws can enhance a Board's ability to effectively govern; and

WHEREAS, this Board has reviewed its current bylaws and has expressed a desire to revise the bylaws to expand the Executive Committee membership to include the immediate past Board Chairperson;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University amends Policy 1.01Rev.

(June 23, 2023)

Certified as True and Correct  
August 10, 2023

  
Secretary, SSU Board of Trustees

# Shawnee State University

POLICY TITLE:	BYLAWS OF THE BOARD OF TRUSTEES
POLICY NO.:	1.01REV
ADMIN. CODE:	3362-1-01
PAGE NO.:	1 OF 78
EFFECTIVE DATE:	<del>11/19/2021</del> 06/23/2023
NEXT REVIEW DATE:	<del>11/2024</del> 06/2026
RESPONSIBLE OFFICER(S):	BOARD OF TRUSTEES
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 MEMBERS OF THE BOARD OF TRUSTEES

Shawnee State University is governed by its Board of Trustees and the members of the Board are appointed by the Governor, in accordance with Section 3362.01 of the Ohio Revised Code. In accordance with Ohio law, student trustees do not have voting authority, although their opinions and advice during deliberations are encouraged.

## 2.0 OFFICERS OF THE BOARD OF TRUSTEES AND THEIR DUTIES

2.1 At its last regular meeting of each fiscal year, the Board shall elect a Chairperson and Vice Chairperson for the next fiscal year. The terms of those elected will commence at the start of next fiscal year. At the Board's discretion, the Board may elect a Chair and/or Vice Chair to serve a term of one fiscal year or two fiscal years. Regardless of the length of appointment, a Chair's or Vice Chair's term will extend beyond the designated expiration date in instances where a successor has not yet been elected. However, under no circumstances may a Chair's or Vice Chair's term extend beyond the individual's term as Trustee.

2.2 The Chairperson shall preside at all meetings of the Board and shall decide all questions of order. It shall be the Chairperson's duty to see that the Board's bylaws are properly followed and its orders properly executed. The Chairperson shall, on behalf of and in the name of the University and the Board, sign all instruments authorized by the Board, except as such duties may be delegated to administrative officers.

2.3 In the absence of the Chairperson, the Vice Chairperson shall be invested with the powers and discharge the duties of the Chairperson. In the absence of the Chairperson and the Vice Chairperson, the duties of Chairperson will be discharged by the Trustee in the following order: Chairperson of the Finance and Administration Committee; Chairperson of the Academic and Student Affairs Committee; Vice Chairperson of the Finance and Administration Committee; and Vice Chairperson of the Academic and Student Affairs Committee.

## 3.0 PRESIDENT'S ROLE AT BOARD OF TRUSTEE MEETINGS

The President is expected to attend all Board and committee meetings, including executive session, unless directed otherwise by the Board. At such meetings, the

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August 10, 2023

  
Secretary, SSU Board of Trustees

President will, in an advisory role, have a voice in Board deliberations and have the authority to initiate any subject.

#### 4.0 SECRETARY OF THE BOARD

4.1 The Board may appoint a Secretary of the Board. The Secretary may, if not a member of the Board, hold an administrative position with the University. The Secretary shall be responsible for ensuring that meeting notices are provided in accordance with Ohio law. The Secretary shall also be custodian of all Board records and shall attest as required, by his or her signature, all instruments executed by the Chairperson or other authorized person on behalf and in the name of the University and the Board.

4.2 The Secretary shall be responsible for preparing accurate minutes of all Board meetings and of committee meetings as needed.

4.3 The Secretary may, if called upon by the Board Chairperson, serve as Board parliamentarian.

4.4 The Secretary serves at the pleasure of the Board.

#### 5.0 TREASURER OF THE BOARD

The Board may appoint a treasurer of the Board to take custody and control of all monies due and owing to the University and to properly account for all monies coming into his or her care and the expenditures of said monies on behalf of the University. The Treasurer may, if not a member of the Board, hold an administrative position with the University. The Treasurer's appointment is continuing but may be terminated at any time, with or without cause, by the Board. The Treasurer will be bonded or insured for faithful performance of his or her duties in conformance with Ohio Revised Code Section 3362.02.

#### 6.0 BOARD OF TRUSTEES COMMITTEES

6.1 Standing committees of the Board consisting of no fewer than three members each shall be appointed yearly by the Chairperson of the Board. The Chairperson shall also appoint new members to committees any time a vacancy occurs. Committee chairpersons and vice chairpersons shall be appointed by the Chairperson of the Board. Matters considered and recommended by any standing committee for Board approval, including any Board or University policy, shall be brought to the Board in the form of a resolution.

6.2 A majority of a committee's voting members constitutes a quorum. In the event a majority of the voting members are not present in person or through electronic communication (See Policy No. 1.06) to take committee action, a quorum may be established with at least one voting member of the committee plus any two additional voting members of the Board. The Board Chairperson, when present at the committee meeting, has authority to make such temporary appointment(s). If the Chairperson is not present, the priority for making temporary appointment(s) shall be as follows when such individual is present: Board Vice Chairperson,

~~Chair of the Committee, Vice Chair of the Committee, Chair of another standing committee., Vice Chairperson or any committee chairperson or vice chairperson has authority to make such temporary appointments and may self-appoint.~~

- 6.3 The Academic and Student Affairs Committee shall consider and make recommendations to the Board on matters pertaining to academic and student affairs programs and resources. Specific matters that may be presented to the Academic and Student Affairs Committee include, but are not limited to, the following: proposed and existing degree programs; awarding of degrees; commencement and other major University events; research and community development; faculty and staff matters including faculty promotions, organizational structures for academics and student affairs; and other matters as assigned to the committee by the Board or Chairperson of the Board.
- 6.4 The Finance and Administration Committee shall consider and make recommendations to the Board on matters pertaining to financial, business, facilities and administration of the University. Specific matters that may be presented to the Finance and Administration Committee include, but are not limited to, the following: University capital and operating budgets; submission of appropriation and capital requests; tuition and student fees; annual audits; business organization and practices; borrowing and investment of funds; facilities and grounds, including naming, planning, construction, and maintenance; real property matters; purchasing policies; organization and staffing of Finance and Administration; personnel policies and matters; safety and security; information technology; auxiliary operations and services; and other matters as assigned to the committee by the Board or Chairperson of the Board.
- 6.5 The Executive Committee shall be comprised of the Board Chairperson (serving as chairperson), Board Vice Chairperson, immediate past Board Chairperson, and the chairpersons of the committees on Academic and Student Affairs, and Finance and Administration. In the event either or both the Chairperson and Vice Chairperson of the Board also chairs a committee, the Board Chairperson may appoint an additional Board member(s) to the Executive Committee. In the event that the past Board Chairperson is no longer a member of the Board, the Board Chairperson shall appoint a sitting Board member to fill what would have been the Past Chairperson's position. The Executive Committee shall consider and make recommendations to the Board on the following matters: proposed University policies on matters not assigned to another committee; bargaining unit agreements; and personnel actions that pertain to any of the Vice Presidents or other personnel requested by the President or Chairperson of the Board. The Executive Committee shall also have responsibility for: orienting and mentoring new Board members; evaluating the performance of the President and making a recommendation to the Board on the President's compensation and benefits package. The Executive Committee shall also act/recommend on behalf of the Board on issues needing immediate attention and report such actions to the Board. To act on behalf of the Board, a quorum of the Executive Committee (three members), which may include temporary appointments pursuant to section 6.2, above, must be present in person or by electronic communication. Executive Committee actions taken on behalf of the Board shall be reported to the Board and

made a part of the official record by including such action in the record of the next regularly scheduled Board meeting. Any meeting of the Executive Committee at which binding action is taken shall adhere to all applicable provisions of Ohio Revised Code Section 121.22, the Open Meetings law and Section 3345.82, Electronic Attendance of Board of Trustees' Meetings.

- 6.6 The Chairperson of the Board shall be a voting member of the Board, the Executive Committee, and one other standing committee and an ex-officio (non-voting) member of all other committees.
- 6.7 The President will appoint at least one Vice President or other appropriate administrative personnel to staff the Academic and Student Affairs Committee and the Finance and Administration Committee.

## 7.0 MEETINGS OF THE BOARD OF TRUSTEES

- 7.1 The Board of Trustees shall comply with all provisions of the Ohio Open Meetings Law set forth in section 121.22 of the Revised Code and Policy No. 1.06. The Secretary shall be responsible for ensuring that all required notifications are issued. Any person desiring specific notification of Board meetings may request copies of Board agendas upon providing a self-addressed stamped envelope to the Secretary, or by providing an email address to which agendas may be sent electronically.

### 7.2 Meetings

- 7.2.1 The annual organizational meeting of the Board is its last regularly scheduled meeting of the fiscal year. Other regular meetings will be scheduled and posted for public notice at least five days in advance.
- 7.2.2 Special meetings may be held upon the call of the Chairperson or upon written request to the Secretary by three or more Board members.
- 7.2.3 A majority of the then-current membership of the Board, when duly convened, shall constitute a quorum to do business, and a majority vote of those present in person or by electronic communication shall be sufficient to adopt any motion or resolution, provided that the vote of no fewer than five members shall be necessary to make or confirm the making of any contract involving the expenditure of money not provided for in the annual budget; to adopt and revise the annual budget; and to amend or repeal previously adopted policies or bylaws of the Board.
- 7.2.4 A roll call vote shall be taken whenever any member is present through electronic communication. When all members in attendance are present in person, a roll call vote shall be taken whenever directed by the Chairperson or requested by two members of the Board and shall be necessary when electing or removing a President.

### 7.3 Order of business



The usual order of business at Board meetings shall be as follows:

Call to order

Roll call

Approval of Minutes

Approval of Agenda

Consent agenda

Committee reports

Non-consent action items

Reports, if any, from Board liaisons with other organizations

President's report

New business

Comments from constituent groups (if any) and the public

Executive session, if necessary

Other business

Adjournment

#### 7.3.1 Business to be considered.

The President is responsible for development of the agenda for the Chairperson's final approval. Any proposed action or business item by a Board member should be presented to other Board members and the President at least five days prior to the Board meeting.

#### 7.3.2 Consent agenda.

Items requiring a decision that are expected to require no discussion or debate by the Board may be presented as a "Consent Agenda" as part of the agenda described in Section 7.3.1. Items may be removed from the Consent Agenda on the request of any Board member and without a motion or vote. Removed items may be taken up by the Board either immediately after the Consent Agenda or placed later on the agenda at the discretion of the Chairperson. Items not removed may be adopted by general consent and in accordance with Section 7.2.3. Consent Agenda items may include items recommended to the Board by any of the standing committees of the Board, except for any items that involve the expenditure of money not provided for in the annual budget, or adoption or revision of the annual budget.

#### 7.4 Public and constituent participation

It is the policy of the Board to require persons who wish to address the Board in the Comment portion of the Board meeting to limit their remarks to no more than five minutes, and to speak at the appropriate time during the agenda. The Chairperson may institute a sign-in process for persons who wish to speak and also limit the number of speakers commenting on any one subject. The Board may or may not respond to speakers' comments.



## 7.5 Parliamentary rules

The proceedings of the Board, when not otherwise provided for by its rules, shall be governed by the most current edition of “Robert’s Rules of Order.” Any motion shall be reduced to writing upon the request of a member.

## 7.6 Recording Meetings

Members of the public and the news media may record public sessions of Board and committee meetings. Use of recording devices may not interfere with the meeting or other attendees' view or hearing of the proceedings. Any recording devices must be fixed to one location in the room throughout the meeting. No flashes or other light enhancing devices may be used. The location of recording devices will be determined by the Chairperson prior to the meeting. Where multiple parties desire to record the meeting, the Chairperson may limit the number of recording devices in the meeting to no more than two.

## 8.0 THE PRESIDENT OF THE UNIVERSITY

8.1 Serving at the pleasure of the Board of Trustees, the President is the Chief Executive Officer of the University.

8.2 The President is responsible for recommending policies to the Board and for implementing those policies approved by the Board. The President must provide leadership in establishing a vision and goals to guide the University in fulfilling its mission. While the Board has the ultimate responsibility for the governance of the institution to ensure its proper maintenance and successful and continuous operation, it is the President's responsibility to execute Board policies and administer the University to fulfill its mission. Specific responsibilities of the President include, but are not limited to, the following:

8.2.1 Administer Board policies to achieve the institutional mission.

8.2.2 Direct strategic and short-range planning.

8.2.3 Develop, maintain and evaluate academic programs in furtherance of the University’s mission.

8.2.4 Develop and maintain an administrative organization and governance structure to facilitate both input into policy development and effective utilization of the resources required to achieve the University's goals and mission.

8.2.5 Develop and maintain a system that will receive, screen and recommend for employment the most qualified personnel required to carry out the mission of the University. In addition, this system must assign, supervise, evaluate and promote all personnel employed by the University.

- 8.2.6 Plan and develop a process to secure and maintain the resources necessary to achieve the University's mission at the highest level of quality. This responsibility shall include the presentation of these needs before the Ohio Department of Higher Education, the Governor's Office, and the legislature.
- 8.2.7 Prepare and present for Board of Trustees approval the annual operating and capital budgets; in addition, make budgetary allocations and supervise the expenditure of all funds.
- 8.2.8 Present for Board of Trustees approval matters that are required by law or University policy to be presented to the Board.
- 8.2.9 Develop and maintain facilities and equipment required to support the mission of the University.
- 8.2.10 Communicate to the Board the current condition and potential problems facing the University.
- 8.2.11 Represent the University before external public and private sector constituencies.

8.3 The President will be evaluated by the Board according to Policy No. 1.03.

## 9.0 ADOPTION, AMENDMENT, AND REPEAL OF BYLAWS AND OF UNIVERSITY POLICY AND PROCEDURES

9.1 The foregoing bylaws are intended to provide a general framework for the administration, and operation of the University. Detailed policies and procedures for the organization, administration, and operation of the University may be adopted, amended, and repealed by the Board of Trustees or President as specified in Board of Trustees Policy No. 5.00Rev.

9.2 The adoption, repeal, or amendment of bylaws requires the affirmative vote of five or more members at a regular meeting of the Board, providing that notice of the meeting specifies that adoption, amendment, or repeal of the bylaws is to be considered.

~~New bylaws may be adopted and existing bylaws amended or repealed by a majority vote of the Board of Trustees at any regular meeting of the Board, providing that notice of the meeting specifies that adoption, amendment, or repeal of the bylaws is to be considered.~~

## 10.0 TRUSTEE EMERITUS

The Board may grant emeritus status to a Board member whose term has ended, is about to end, or who departed from the Board in good standing and had, during the member's Board term, made an exemplary contribution to the Board. Nominations may be made by any current Board member in writing to the Chairperson of the Board or to the President

and should fully describe the reasons for the nomination. A grant of trustee emeritus status requires approval of a resolution by a majority of Board members at a meeting in which a quorum is present in person or by electronic communication. A trustee emeritus is an honorary title, without compensation, and, unless compelling circumstances arise that affect the integrity of the institution, the title is a life time honor. A majority of two-thirds of the Board is necessary to remove an emeritus status.

#### History

Effective: 10/16/89

Revised: ~~06/23/12/23~~; 11/19/21; 04/30/21; 05/06/16; 05/02/14; 11/18/11; 01/14/11;  
03/13/09; 06/10/05; 12/10/98; 02/18/95; 10/15/93; 05/04/92

# Shawnee State University

POLICY TITLE:	BYLAWS OF THE BOARD OF TRUSTEES
POLICY NO.:	1.01REV
ADMIN. CODE:	3362-1-01
PAGE NO.:	1 OF 8
EFFECTIVE DATE:	06/23/2023
NEXT REVIEW DATE:	06/2026
RESPONSIBLE OFFICER(S):	BOARD OF TRUSTEES
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 MEMBERS OF THE BOARD OF TRUSTEES

Shawnee State University is governed by its Board of Trustees and the members of the Board are appointed by the Governor, in accordance with Section 3362.01 of the Ohio Revised Code. In accordance with Ohio law, student trustees do not have voting authority, although their opinions and advice during deliberations are encouraged.

## 2.0 OFFICERS OF THE BOARD OF TRUSTEES AND THEIR DUTIES

2.1 At its last regular meeting of each fiscal year, the Board shall elect a Chairperson and Vice Chairperson for the next fiscal year. The terms of those elected will commence at the start of next fiscal year. At the Board's discretion, the Board may elect a Chair and/or Vice Chair to serve a term of one fiscal year or two fiscal years. Regardless of the length of appointment, a Chair's or Vice Chair's term will extend beyond the designated expiration date in instances where a successor has not yet been elected. However, under no circumstances may a Chair's or Vice Chair's term extend beyond the individual's term as Trustee.

2.2 The Chairperson shall preside at all meetings of the Board and shall decide all questions of order. It shall be the Chairperson's duty to see that the Board's bylaws are properly followed and its orders properly executed. The Chairperson shall, on behalf of and in the name of the University and the Board, sign all instruments authorized by the Board, except as such duties may be delegated to administrative officers.

2.3 In the absence of the Chairperson, the Vice Chairperson shall be invested with the powers and discharge the duties of the Chairperson. In the absence of the Chairperson and the Vice Chairperson, the duties of Chairperson will be discharged by the Trustee in the following order: Chairperson of the Finance and Administration Committee; Chairperson of the Academic and Student Affairs Committee; Vice Chairperson of the Finance and Administration Committee; and Vice Chairperson of the Academic and Student Affairs Committee.

## 3.0 PRESIDENT'S ROLE AT BOARD OF TRUSTEE MEETINGS

The President is expected to attend all Board and committee meetings, including executive session, unless directed otherwise by the Board. At such meetings, the

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August 10, 2023

  
Secretary, SSU Board of Trustees

President will, in an advisory role, have a voice in Board deliberations and have the authority to initiate any subject.

#### 4.0 SECRETARY OF THE BOARD

- 4.1 The Board may appoint a Secretary of the Board. The Secretary may, if not a member of the Board, hold an administrative position with the University. The Secretary shall be responsible for ensuring that meeting notices are provided in accordance with Ohio law. The Secretary shall also be custodian of all Board records and shall attest as required, by his or her signature, all instruments executed by the Chairperson or other authorized person on behalf and in the name of the University and the Board.
- 4.2 The Secretary shall be responsible for preparing accurate minutes of all Board meetings and of committee meetings as needed.
- 4.3 The Secretary may, if called upon by the Board Chairperson, serve as Board parliamentarian.
- 4.4 The Secretary serves at the pleasure of the Board.

#### 5.0 TREASURER OF THE BOARD

The Board may appoint a treasurer of the Board to take custody and control of all monies due and owing to the University and to properly account for all monies coming into his or her care and the expenditures of said monies on behalf of the University. The Treasurer may, if not a member of the Board, hold an administrative position with the University. The Treasurer's appointment is continuing but may be terminated at any time, with or without cause, by the Board. The Treasurer will be bonded or insured for faithful performance of his or her duties in conformance with Ohio Revised Code Section 3362.02.

#### 6.0 BOARD OF TRUSTEES COMMITTEES

- 6.1 Standing committees of the Board consisting of no fewer than three members each shall be appointed yearly by the Chairperson of the Board. The Chairperson shall also appoint new members to committees any time a vacancy occurs. Committee chairpersons and vice chairpersons shall be appointed by the Chairperson of the Board. Matters considered and recommended by any standing committee for Board approval, including any Board or University policy, shall be brought to the Board in the form of a resolution.
- 6.2 A majority of a committee's voting members constitutes a quorum. In the event a majority of the voting members are not present in person or through electronic communication (See Policy No. 1.06) to take committee action, a quorum may be established with at least one voting member of the committee plus any two additional voting members of the Board. The Board Chairperson, when present at

the committee meeting, has authority to make such temporary appointment(s). If the Chairperson is not present, the priority for making temporary appointment(s) shall be as follows when such individual is present: Board Vice Chairperson, Chair of the Committee, Vice Chair of the Committee, Chair of another standing committee.

- 6.3 The Academic and Student Affairs Committee shall consider and make recommendations to the Board on matters pertaining to academic and student affairs programs and resources. Specific matters that may be presented to the Academic and Student Affairs Committee include, but are not limited to, the following: proposed and existing degree programs; awarding of degrees; commencement and other major University events; research and community development; faculty and staff matters including faculty promotions, organizational structures for academics and student affairs; and other matters as assigned to the committee by the Board or Chairperson of the Board.
- 6.4 The Finance and Administration Committee shall consider and make recommendations to the Board on matters pertaining to financial, business, facilities and administration of the University. Specific matters that may be presented to the Finance and Administration Committee include, but are not limited to, the following: University capital and operating budgets; submission of appropriation and capital requests; tuition and student fees; annual audits; business organization and practices; borrowing and investment of funds; facilities and grounds, including naming, planning, construction, and maintenance; real property matters; purchasing policies; organization and staffing of Finance and Administration; personnel policies and matters; safety and security; information technology; auxiliary operations and services; and other matters as assigned to the committee by the Board or Chairperson of the Board.
- 6.5 The Executive Committee shall be comprised of the Board Chairperson (serving as chairperson), Board Vice Chairperson, immediate past Board Chairperson, and the chairpersons of the committees on Academic and Student Affairs, and Finance and Administration. In the event either or both the Chairperson and Vice Chairperson of the Board also chairs a committee, the Board Chairperson may appoint an additional Board member(s) to the Executive Committee. In the event that the past Board Chairperson is no longer a member of the Board, the Board Chairperson shall appoint a sitting Board member to fill what would have been the Past Chairperson's position. The Executive Committee shall consider and make recommendations to the Board on the following matters: proposed University policies on matters not assigned to another committee; bargaining unit agreements; and personnel actions that pertain to any of the Vice Presidents or other personnel requested by the President or Chairperson of the Board. The Executive Committee shall also have responsibility for: orienting and mentoring new Board members; evaluating the performance of the President and making a recommendation to the Board on the President's compensation and benefits package. The Executive Committee shall also act/recommend on behalf of the Board on issues needing immediate attention and report such actions to the Board.

To act on behalf of the Board, a quorum of the Executive Committee (three members), which may include temporary appointments pursuant to section 6.2, above, must be present in person or by electronic communication. Executive

Committee actions taken on behalf of the Board shall be reported to the Board and made a part of the official record by including such action in the record of the next regularly scheduled Board meeting. Any meeting of the Executive Committee at which binding action is taken shall adhere to all applicable provisions of Ohio Revised Code Section 121.22, the Open Meetings law and Section 3345.82, Electronic Attendance of Board of Trustees' Meetings.

- 6.6 The Chairperson of the Board shall be a voting member of the Board, the Executive Committee, and one other standing committee and an ex-officio (non-voting) member of all other committees.
- 6.7 The President will appoint at least one Vice President or other appropriate administrative personnel to staff the Academic and Student Affairs Committee and the Finance and Administration Committee.

## 7.0 MEETINGS OF THE BOARD OF TRUSTEES

- 7.1 The Board of Trustees shall comply with all provisions of the Ohio Open Meetings Law set forth in section 121.22 of the Revised Code and Policy No. 1.06. The Secretary shall be responsible for ensuring that all required notifications are issued. Any person desiring specific notification of Board meetings may request copies of Board agendas upon providing a self-addressed stamped envelope to the Secretary, or by providing an email address to which agendas may be sent electronically.

### 7.2 Meetings

- 7.2.1 The annual organizational meeting of the Board is its last regularly scheduled meeting of the fiscal year. Other regular meetings will be scheduled and posted for public notice at least five days in advance.
- 7.2.2 Special meetings may be held upon the call of the Chairperson or upon written request to the Secretary by three or more Board members.
- 7.2.3 A majority of the then-current membership of the Board, when duly convened, shall constitute a quorum to do business, and a majority vote of those present in person or by electronic communication shall be sufficient to adopt any motion or resolution, provided that the vote of no fewer than five members shall be necessary to make or confirm the making of any contract involving the expenditure of money not provided for in the annual budget; to adopt and revise the annual budget; and to amend or repeal previously adopted policies or bylaws of the Board.

7.2.4 A roll call vote shall be taken whenever any member is present through electronic communication. When all members in attendance are present in person, a roll call vote shall be taken whenever directed by the Chairperson or requested by two members of the Board and shall be necessary when electing or removing a President.

7.3 Order of business

The usual order of business at Board meetings shall be as follows:

Call to order

Roll call

Approval of Minutes

Approval of Agenda

Consent agenda

Committee reports

Non-consent action items

Reports, if any, from Board liaisons with other organizations

President's report

New business

Comments from constituent groups (if any) and the public

Executive session, if necessary

Other business

Adjournment

7.3.1 Business to be considered.

The President is responsible for development of the agenda for the Chairperson's final approval. Any proposed action or business item by a Board member should be presented to other Board members and the President at least five days prior to the Board meeting.

7.3.2 Consent agenda.

Items requiring a decision that are expected to require no discussion or debate by the Board may be presented as a "Consent Agenda" as part of the agenda described in Section 7.3.1. Items may be removed from the Consent Agenda on the request of any Board member and without a motion or vote. Removed items may be taken up by the Board either immediately after the Consent Agenda or placed later on the agenda at the discretion of the Chairperson. Items not removed may be adopted by general consent and in accordance with Section 7.2.3. Consent Agenda items may include items recommended to the Board by any of the standing committees of the Board, except for any items that involve the expenditure of money not provided for in the annual budget, or adoption or revision of the annual budget.



#### 7.4 Public and constituent participation

It is the policy of the Board to require persons who wish to address the Board in the Comment portion of the Board meeting to limit their remarks to no more than five minutes, and to speak at the appropriate time during the agenda. The Chairperson may institute a sign-in process for persons who wish to speak and also limit the number of speakers commenting on any one subject. The Board may or may not respond to speakers' comments.

#### 7.5 Parliamentary rules

The proceedings of the Board, when not otherwise provided for by its rules, shall be governed by the most current edition of "Robert's Rules of Order." Any motion shall be reduced to writing upon the request of a member.

#### 7.6 Recording Meetings

Members of the public and the news media may record public sessions of Board and committee meetings. Use of recording devices may not interfere with the meeting or other attendees' view or hearing of the proceedings. Any recording devices must be fixed to one location in the room throughout the meeting. No flashes or other light enhancing devices may be used. The location of recording devices will be determined by the Chairperson prior to the meeting. Where multiple parties desire to record the meeting, the Chairperson may limit the number of recording devices in the meeting to no more than two.

### 8.0 THE PRESIDENT OF THE UNIVERSITY

8.1 Serving at the pleasure of the Board of Trustees, the President is the Chief Executive Officer of the University.

8.2 The President is responsible for recommending policies to the Board and for implementing those policies approved by the Board. The President must provide leadership in establishing a vision and goals to guide the University in fulfilling its mission. While the Board has the ultimate responsibility for the governance of the institution to ensure its proper maintenance and successful and continuous operation, it is the President's responsibility to execute Board policies and administer the University to fulfill its mission. Specific responsibilities of the President include, but are not limited to, the following:

8.2.1 Administer Board policies to achieve the institutional mission.

8.2.2 Direct strategic and short-range planning.

8.2.3 Develop, maintain and evaluate academic programs in furtherance of the University's mission.

- 8.2.4 Develop and maintain an administrative organization and governance structure to facilitate both input into policy development and effective utilization of the resources required to achieve the University's goals and mission.
- 8.2.5 Develop and maintain a system that will receive, screen and recommend for employment the most qualified personnel required to carry out the mission of the University. In addition, this system must assign, supervise, evaluate and promote all personnel employed by the University.
- 8.2.6 Plan and develop a process to secure and maintain the resources necessary to achieve the University's mission at the highest level of quality. This responsibility shall include the presentation of these needs before the Ohio Department of Higher Education, the Governor's Office, and the legislature.
- 8.2.7 Prepare and present for Board of Trustees approval the annual operating and capital budgets; in addition, make budgetary allocations and supervise the expenditure of all funds.
- 8.2.8 Present for Board of Trustees approval matters that are required by law or University policy to be presented to the Board.
- 8.2.9 Develop and maintain facilities and equipment required to support the mission of the University.
- 8.2.10 Communicate to the Board the current condition and potential problems facing the University.
- 8.2.11 Represent the University before external public and private sector constituencies.
- 8.3 The President will be evaluated by the Board according to Policy No. 1.03.
- 9.0 **ADOPTION, AMENDMENT, AND REPEAL OF BYLAWS AND OF UNIVERSITY POLICY AND PROCEDURES**
- 9.1 The foregoing bylaws are intended to provide a general framework for the administration, and operation of the University. Detailed policies and procedures for the organization, administration, and operation of the University may be adopted, amended, and repealed by the Board of Trustees or President as specified in Board of Trustees Policy No. 5.00Rev.
- 9.2 The adoption, repeal, or amendment of bylaws requires the affirmative vote of five or more members at a regular meeting of the Board, providing that notice of

the meeting specifies that adoption, amendment, or repeal of the bylaws is to be considered.

#### 10.0 TRUSTEE EMERITUS

The Board may grant emeritus status to a Board member whose term has ended, is about to end, or who departed from the Board in good standing and had, during the member's Board term, made an exemplary contribution to the Board. Nominations may be made by any current Board member in writing to the Chairperson of the Board or to the President and should fully describe the reasons for the nomination. A grant of trustee emeritus status requires approval of a resolution by a majority of Board members at a meeting in which a quorum is present in person or by electronic communication. A trustee emeritus is an honorary title, without compensation, and, unless compelling circumstances arise that affect the integrity of the institution, the title is a life time honor. A majority of two-thirds of the Board is necessary to remove an emeritus status.

#### History

Effective: 10/16/89

Revised: 06/23/23; 11/19/21; 04/30/21; 05/06/16; 05/02/14; 11/18/11; 01/14/11; 03/13/09; 06/10/05; 12/10/98; 02/18/95; 10/15/93; 05/04/92

**RESOLUTION E08-23**

**APPOINTMENT OF MICHAEL MCPHILLIPS AS BOARD SECRETARY**

WHEREAS, Policy 1.01, Bylaws of the Board of Trustees, authorizes the Board to appoint a Secretary; and

WHEREAS, the Board's current Secretary will be assuming the role of Interim President effective July 1, 2023; and

WHEREAS, the Board wishes to appoint Michael McPhillips, General Counsel, to the position of Board Secretary;

NOW, THEREFORE, IT IS RESOLVED that the Board appoints Michael McPhillips as Board Secretary effective July 1, 2023.

(June 23, 2023)

Certified as True and Correct  
August 10, 2023

  
Secretary, SSU Board of Trustees

**RESOLUTION E09-23**

**APPOINTMENT OF BOARD TREASURER**

WHEREAS, Ohio Revised Code Section 3362.02 authorizes the Board to appoint a Treasurer; and

WHEREAS, the Code requires that before an appointed Treasurer begins discharging his or her duties as such, he must give bond to the state or be insured – in an amount established by the Board -- for the faithful performance of his duties and the proper accounting for all monies coming into the Treasurer’s care; and


WHEREAS, Mr. Greg Ballengee has been appointed Chief Financial Officer effective May 26, 2023; and

WHEREAS, the Board wishes to appoint Mr. Ballengee to the position of Treasurer, and to establish \$5 million as the level at which he should be insured for faithful performance of his duties and the proper accounting for monies coming into his care;

NOW, THEREFORE, IT IS RESOLVED that the Board appoints Mr. Greg Ballengee as Board Treasurer to replace Dr. Jonica Burke, effective May 26, 2023, and sets \$5 million dollars as the level of faithful performance insurance required for the Treasurer; and

IT IS FURTHER RESOLVED, that pursuant to the Board’s bylaws, the appointment of Mr. Ballengee will be continuing but may be terminated by the Board at any time with or without cause.

(June 23, 2023)

Certified as True and Correct  
August 10, 2023  
  
Secretary, SSU Board of Trustees

**2023-2025 BOARD OF TRUSTEES MEETING SCHEDULE**

Date/Location	Finance and Administration Committee	Academic and Student Affairs Committee	Board of Trustees Meeting
Friday, September 15, 2023 Morris University Center 214	9:00 a.m.	10:30 a.m.	1:15 p.m.
Friday, December 1, 2023 Kricker Innovation Hub 302	9:00 a.m.	10:30 a.m.	1:15 p.m.
Friday, February 9, 2024 Morris University Center 214	9:00 a.m.	10:30 a.m.	1:15 p.m.
Friday, April 19, 2024 Morris University Center 214	9:00 a.m.	10:30 a.m.	1:15 p.m.
Friday, June 21, 2024 Morris University Center 214	9:00 a.m.	10:30 a.m.	1:15 p.m.
Friday, September 20, 2024 Morris University Center 214	9:00 a.m.	10:30 a.m.	1:15 p.m.
Friday, November 15, 2024 Morris University Center 214	9:00 a.m.	10:30 a.m.	1:15 p.m.
Friday, February 14, 2025 Morris University Center 214	9:00 a.m.	10:30 a.m.	1:15 p.m.
Friday, April 18, 2025 Morris University Center 214	9:00 a.m.	10:30 a.m.	1:15 p.m.
Friday, June 20, 2025 Morris University Center 214	9:00 a.m.	10:30 a.m.	1:15 p.m.
Commencement Dates			
Saturday, December 9, 2023	11:00 a.m.	Vern Riffe Center for the Arts	
Saturday, April 27, 2024	11:00 a.m.	Alumni Green	
Saturday, December 14, 2024	11:00 a.m.	Vern Riffe Center for the Arts	
Saturday, May 3, 2025	11:00 a.m.	Alumni Green	
Board Retreat Dates			
Friday, August 11, 2023	Morris University Center 214		
Friday, August 9, 2024	Time and location to be determined		
Friday, August 8, 2025	Time and location to be determined		

Certified as True and Correct  
August 10, 2023

  
Secretary, SSU Board of Trustees

## **RESOLUTION F12-23**

### **REVISION OF POLICY 5.16REV, PRESIDENT'S AUTHORITY TO APPOINT PERSONNEL AND MANAGE POSITIONS**

WHEREAS, existing Policy, No. 5.16Rev provides that the President is authorized to employ and appoint all categories of employees, with limited exceptions; and

WHEREAS, Policy No. 5.16Rev, currently provides that Board of Trustees approval is required for executive staff appointments – specifically vice president, general counsel, associate provost, and dean positions; and

WHEREAS, the President has reorganized the management structure of the University through the creation of the new executive staff positions of Chief Financial Officer, Chief Operating Officer, and Chief Enrollment Officer; and

WHEREAS, continuing reorganization efforts may include creation of additional executive staff positions; and

WHEREAS, it is in the University's interest to give the President the flexibility to create executive staff positions and to appoint qualified individuals to those positions without Board of Trustees action;

NOW, THEREFORE, IT IS RESOLVED that the Board of Trustees amends Policy No. 5.16Rev to provide that the President is authorized to make executive staff appointments other than the vice president, general counsel, associate provost, and dean positions without Board of Trustees approval.

(June 23, 2023)

Certified as True and Correct  
August 10, 2023

  
Secretary, SSU Board of Trustees

# Shawnee State University

POLICY TITLE:	PRESIDENT'S AUTHORITY TO APPOINT PERSONNEL & MANAGE POSITIONS
POLICY NO. :	5.16REV
ADMIN CODE:	3362-5-17
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	<u>2/10/2023</u> <del>6/23/2023</del>
NEXT REVIEW DATE:	<u>2/2026</u> <del>6/2026</del>
RESPONSIBLE OFFICER:	PRESIDENT
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

The Board of Trustees delegates to the President of the University authority to manage positions within the approved budget, and as set forth by this policy, appoint and terminate University personnel and establish compensation in conformance with other Board of Trustee policies and directives and the laws of the State of Ohio.

## 2.0 POSITION AUTHORIZATION

- 2.1 The Board of Trustees authorizes the President to determine the appropriate numbers of executives (vice president, general counsel, associate provost, and dean positions), senior level administrators (director positions), other administrators, faculty, and support staff that are necessary to effectively manage the University.
- 2.2 The President will provide the Board of Trustees with proposed numbers of needed positions for each above employment category for budgetary approval on an annual basis.
- 2.3 The President or designee has the authority to determine faculty positions as tenure-track or non-tenure track.
- 2.4 The President is authorized to create all other categories of positions in accordance with established procedures.

## 3.0 PERSONNEL ACTIONS

- 3.1 Board of Trustees approval is required for executive appointments to the positions of (vice president, general counsel, associate provost, and dean.) ~~All other executive appointments shall be made by the president. Board of Trustees approval is required~~ and for the award of tenure for faculty.
- 3.2 The President, with advance notice to and written approval from the Chair of the Board of Trustees, has the authority to demote or terminate an executive and appoint an interim replacement pending a search for a successor to the position.

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August 10, 2023

  
Secretary, SSU Board of Trustees



- 3.3 The President is given authority to employ, appoint, promote, and discipline (up to and including termination) all other categories of employees, including faculty.
- 3.4 The President or designee is the appointing authority for classified employees.
- 3.5 The President may delegate the authority to extend offers of employment for approved positions. The President also may delegate authority to perform any of the functions discussed in section 3.3, above, in accordance with Board of Trustees policies or applicable collective bargaining agreements.

#### 4.0 PROCEDURES

The President may establish procedures to effectively administer this policy, including the delegation of personnel-related functions.

##### History

Effective: 10/13/2006

Revised: 06/23/2023; 02/10/2023; 12/16/2016; 11/18/2011

Applicable Procedure: 5.16:1 Delegation of Appointing Authority Roles

# Shawnee State University

POLICY TITLE:	PRESIDENT'S AUTHORITY TO APPOINT PERSONNEL & MANAGE POSITIONS
POLICY NO. :	5.16REV
ADMIN CODE:	3362-5-17
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	06/23/2023
NEXT REVIEW DATE:	06/2026
RESPONSIBLE OFFICER:	PRESIDENT
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

The Board of Trustees delegates to the President of the University authority to manage positions within the approved budget, and as set forth by this policy, appoint and terminate University personnel and establish compensation in conformance with other Board of Trustee policies and directives and the laws of the State of Ohio.

## 2.0 POSITION AUTHORIZATION

- 2.1 The Board of Trustees authorizes the President to determine the appropriate numbers of executives (vice president, general counsel, associate provost, and dean positions), senior level administrators (director positions), other administrators, faculty, and support staff that are necessary to effectively manage the University.
- 2.2 The President will provide the Board of Trustees with proposed numbers of needed positions for each above employment category for budgetary approval on an annual basis.
- 2.3 The President or designee has the authority to determine faculty positions as tenure-track or non-tenure track.
- 2.4 The President is authorized to create all other categories of positions in accordance with established procedures.

## 3.0 PERSONNEL ACTIONS

- 3.1 Board of Trustees approval is required for executive appointments to the positions of vice president, general counsel, associate provost, and dean. All other executive appointments shall be made by the president. Board of Trustees approval is required for the award of tenure for faculty.
- 3.2 The President, with advance notice to and written approval from the Chair of the Board of Trustees, has the authority to demote or terminate an executive and appoint an interim replacement pending a search for a successor to the position.

- 3.3 The President is given authority to employ, appoint, promote, and discipline (up to and including termination) all other categories of employees, including faculty.
- 3.4 The President or designee is the appointing authority for classified employees.
- 3.5 The President may delegate the authority to extend offers of employment for approved positions. The President also may delegate authority to perform any of the functions discussed in section 3.3, above, in accordance with Board of Trustees policies or applicable collective bargaining agreements.

#### 4.0 PROCEDURES

The President may establish procedures to effectively administer this policy, including the delegation of personnel-related functions.

#### History

Effective: 10/13/2006

Revised: 06/23/2023; 02/10/2023; 12/16/2016; 11/18/2011

Applicable Procedure: 5.16:1 Delegation of Appointing Authority Roles

## RESOLUTION F13-23

### RATIFICATION OF EXECUTIVE APPOINTMENTS

WHEREAS, prior to revisions enacted at the June 23, 2023 Board of Trustees meeting, Policy No. 5.16Rev provided that Board of Trustees approval was required for executive appointments; and

WHEREAS, a reorganization that occurred prior to the June 23, 2023 Board meeting resulted in the creation of the new executive staff positions of Chief Operating Officer, Chief Financial Officer, and Chief Enrollment Officer; and

WHEREAS, the President selected Malonda Johnson to serve as Chief Operating Officer; Greg Ballengee to serve as Chief Financial Officer; and Jim Farmer to serve as Chief Enrollment Officer, based on their qualifications and professional experience; and

WHEREAS, the Board wishes to formalize the appointments of Ms. Johnson, Mr. Ballengee, and Mr. Farmer;

NOW, THEREFORE, IT IS RESOLVED that the Board of Trustees ratifies the appointments of Malonda Johnson as Chief Operating Officer; Greg Ballengee as Chief Financial Officer; and Jim Farmer as Chief Enrollment Officer.

(June 23, 2023)

Certified as True and Correct  
August 10, 2023

  
Secretary, SSU Board of Trustees

## RESOLUTION F18-23

### APPROVAL OF AY2023-24 TUITION AND STUDENT FEES

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

WHEREAS, Shawnee State University, like all public universities, must proceed with pricing of services in order to perform normal business operations and finalize the University's FY2024 operating budget, the President recommends approval of the tuition and fees schedules (attached) for the following categories:

- Undergraduate Tuition
  - Shawnee Advantage (Autumn 2023 – Spring 2027)
  - Shawnee Advantage – returning cohorts
  - Continuing Cohorts (Non-Guarantee)
- Graduate Tuition
- Course and Program Fees
- Other Student Fees
- Residential
  - Autumn 2023 Shawnee Advantage
    - Housing and Meal Plan Rates, Residential Connectivity Fee, Residential Student Programming Fee (effective Autumn 2023 – Spring 2027)
  - Autumn 2023 Continuing and Returning
    - Housing and Meal Plan Rates, Residential Connectivity Fee, Residential Student Programming Fee

THEREFORE, BE IT RESOLVED that the Board of Trustees approves the proposed tuition and fees schedules subject to the adoption of the Ohio biennial budget for fiscal years 2024 and 2025, and contingent upon approval by the Ohio Department of Higher Education (ODHE).

(June 23, 2023)

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August 10, 2023

  
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## Shawnee Advantage Cohort (F)\*

effective Autumn 2023 through Spring 2027

<b>Full-Time per Semester</b> <i>(12 - 18 credit hours)</i>	<b>AY 2022-23</b> <b>Cohort E</b>	<b>AY 2023-24</b> <b>Cohort F</b>	<b>% chg fr</b> <b>AY22-23</b>
<b>In-State Tuition</b>	\$ 4,670.64	\$ 4,810.76	3.0%
<b>Out-of-State Surcharge**</b>	\$ 3,172.56	\$ 3,267.74	3.0%

<b>Part-Time per Credit Hour</b> <i>(up to and including 11 credit hours and over 18 credit hours)</i>	<b>AY 2022-23</b> <b>Cohort E</b>	<b>AY 2023-24</b> <b>Cohort F</b>	<b>% chg fr</b> <b>AY22-23</b>
<b>In-State Tuition</b>	\$ 389.22	\$ 400.90	3.0%
<b>Out-of-State Surcharge**</b>	\$ 264.38	\$ 272.31	3.0%

\*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.

Note: Fee schedule subject to the adoption of the Ohio Biennial Budget for Fiscal Years 2024 and contingent upon approval by ODHE

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2023-24 Academic Year

## Non-Guarantee Undergraduate Tuition Schedule

effective Autumn Semester 2023

Full-Time (12-18 credit hours)	AY 2022-23 (per semester)	AY2023-24 (per semester)	% chg fr AY22-23
<b>In-State Tuition</b>			
Instructional Fee	\$ 3,378.84	\$ 3,378.84	0.0%
General Fee	\$ 372.84	\$ 372.84	0.0%
Technology Fee	\$ 67.44	\$ 67.44	0.0%
<b>Total In-State Tuition</b>	<b>\$ 3,819.12</b>	<b>\$ 3,819.12</b>	<b>0.0%</b>
<b>Out-of-State Surcharge</b>			
(does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program)	\$ 3,172.56	\$ 3,267.74	3.0%
<b>Other Fees</b>			
Career & Advising Services Fee	\$ 48.00	\$ 48.00	0.0%
Student Services Fee	\$ 25.00	\$ 25.00	0.0%
Health & Wellness Fee	\$ 25.00	\$ 25.00	0.0%
University Center Bond Fee	\$ 150.00	\$ 150.00	0.0%
Part-Time (up to and including 11 credit hours and over 18 credit hours)	AY 2022-23 (per semester)	AY2023-24 (per semester)	% chg fr AY22-23
<b>In-State Tuition</b>			
Instructional Fee	\$ 281.57	\$ 281.57	0.0%
General Fee	\$ 31.07	\$ 31.07	0.0%
Technology Fee	\$ 5.62	\$ 5.62	0.0%
<b>Total In-State Tuition</b>	<b>\$ 318.26</b>	<b>\$ 318.26</b>	<b>0.0%</b>
<b>Out-of-State Surcharge</b>			
(does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program)	\$ 264.38	\$ 272.31	3.0%
<b>Other Fees</b>			
Career & Advising Services Fee	\$ 4.00	\$ 4.00	0.0%
Student Services Fee*	\$ 25.00	\$ 25.00	0.0%
Health & Wellness Fee*	\$ 25.00	\$ 25.00	0.0%
University Center Bond Fee**	\$ 12.50	\$ 12.50	0.0%
Alternative Tuition for Special Programs	AY 2022-23 (per credit hour)	AY2023-24 (per semester)	% chg fr AY22-23
College Credit Plus***	\$ 50.00	****	****
Summer College Credit Plus and equivalent programs	\$ 50.00	****	****

\*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

\*\*\*\* College Credit Plus Rates to be Determined by State of Ohio

Note: Fee schedule subject to the adoption of the Ohio Biennial Budget for Fiscal Years 2024 and contingent upon approval by ODHE

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## 2023-24 Academic Year Graduate Tuition Schedule

*effective Autumn Semester 2023*

<b>Full-Time</b> (9 - 16 credit hours)	AY 2022-23 (per semester)	AY 2023-24 (per semester)	% chg fr AY22-23
<b><i>In-State Tuition</i></b>			
Instructional Fee	\$ 4,743.81	\$ 4,886.12	3.0%
General Fee	\$ 136.89	\$ 141.00	3.0%
Technology Fee	\$ 47.34	\$ 48.76	3.0%
<b>Total In-State Tuition</b>	<b>\$ 4,928.04</b>	<b>\$ 5,075.88</b>	3.0%
<b>Out-of-State Surcharge*</b>	\$ 4,252.50	\$ 4,380.08	3.0%
<b>Other Fees</b>			
Career Services Fee	\$ 48.00	\$ 48.00	0.0%
Student Services Fee	\$ 25.00	\$ 25.00	0.0%
Health & Wellness Fee	\$ 25.00	\$ 25.00	0.0%
University Center Bond Fee	\$ 150.00	\$ 150.00	0.0%
<b>Part-Time</b> (up to and including 8 credit hours and over 16 credit hours)	AY 2022-23 (per credit hr)	AY 2023-24 (per credit hr)	% chg fr AY22-23
<b><i>In-State Tuition</i></b>			
Instructional Fee	\$ 527.09	\$ 542.90	3.0%
General Fee	\$ 15.21	\$ 15.67	3.0%
Technology Fee	\$ 5.26	\$ 5.42	3.0%
<b>Total In-State Tuition</b>	<b>\$ 547.56</b>	<b>\$ 563.99</b>	3.0%
<b>Out-of-State Surcharge*</b>	\$ 472.50	\$ 486.68	3.0%
<b>Other Fees</b>			
Career Services Fee (per cr hr)	\$ 4.00	\$ 4.00	0.0%
Student Services Fee**	\$ 25.00	\$ 25.00	0.0%
Health & Wellness Fee**	\$ 25.00	\$ 25.00	0.0%
University Center Bond Fee***	\$ 12.50	\$ 12.50	0.0%
<b>Graduate Workshop Credit</b>	AY 2022-23 (per credit hr)	AY 2023-24 (per credit hr)	% chg fr AY22-23
<b>Graduate Workshop Credit</b>	\$ 150.00	\$ 150.00	0.0%

\*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.

Note: Fee schedule subject to the adoption of the Ohio Biennial Budget for Fiscal Years 2024 and contingent upon approval by ODHE.

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## 2023-24 Academic Year

### Course Fees

\*effective Autumn 2023

Course Fees	AY 2022-23	AY 2023-24
<b>Per Term</b>		
Education Field Fee (EDU1)	\$ 350.00	\$ 350.00
Education Field Fee (EDU2)	\$ 175.00	\$ 175.00
Study Abroad Course Fee (CIPA)	\$ 120.00	\$ 120.00
Transition to Registered Nursing (AHNR)	\$ -	\$ <b>85.00</b>
<b>Per Credit Hour</b>		
Arts - Tier 1 (ART1)	\$ 10.00	\$ 10.00
Arts - Tier 2 (ART2)	\$ 20.00	\$ 20.00
Arts - Tier 3 (ART3)	\$ 30.00	\$ 30.00
Athletic Training (ATTR)	\$ 25.00	\$ 25.00
Biology (BIOL)	\$ 25.00	\$ <b>30.00</b>
Health Science (BSHS)	\$ 5.00	\$ 5.00
Business (BUSI)	\$ 10.00	\$ 10.00
Chemistry (CHEM)	\$ 25.00	\$ <b>30.00</b>
Dental Hygiene (DTHY)	\$ 45.00	\$ 45.00
Developmental Mathematics (UNC3)	\$ 17.00	\$ 17.00
Developmental Reading and Writing (UNC1)	\$ 3.00	\$ 3.00
Education (EDUC)	\$ 15.00	\$ 15.00
Education, Graduate (MEUC)	\$ 20.00	\$ 20.00
Education, Graduate Curriculum & Instruction (MECI)	\$ 20.00	\$ 20.00
Education, Graduate Intervention Specialist (MEIS)	\$ 20.00	\$ 20.00
Emergency Medical Technology (EMTP)	\$ 20.00	\$ 20.00
Engineering Technologies (ENGT)	\$ 22.00	\$ <b>27.00</b>
Exercise Science (SSES)	\$ 15.00	\$ <b>25.00</b>
First Year Experience (UNC2)	\$ 12.00	\$ 12.00
Health Care Administration (BUHE)	\$ 20.00	\$ 20.00
Humanities (HUMA)	\$ 10.00	\$ 10.00
Information Security (INSE)*	\$ 45.00	\$ 45.00
Information Systems (BUIS)	\$ 45.00	\$ 45.00
Mathematics, Graduate - Off-Campus Cohorts (MTH4)	\$ 60.00	\$ 60.00
Mathematics, Graduate (MTH1)	\$ 15.00	\$ 15.00
Mathematics, Graduate (MTH3)	\$ 35.00	\$ 35.00
Mathematics, Undergraduate (MATH)	\$ 15.00	\$ 15.00
Medical Laboratory Technology (MLTC)	\$ 25.00	\$ 25.00
Natural Science (NSCI)	\$ 25.00	\$ <b>30.00</b>
Nursing, A.A.S. (ADNR)	\$ 25.00	\$ <b>35.00</b>
Nursing, B.S. (BSNR)	\$ 25.00	\$ <b>35.00</b>
Occupational Therapy Assistant (OTAT)	\$ 20.00	\$ 20.00
Occupational Therapy, Graduate (MOT)	\$ 75.00	\$ 75.00
Physical Education - Tier 1 (SPST1)	\$ 10.00	\$ 10.00
Physical Education - Tier 2 (SPST2)	\$ 15.00	\$ 15.00
Physical Education - Tier 3 (SPST3)	\$ 20.00	\$ 20.00
Physical Therapist Assistant (PTAT)	\$ 20.00	\$ 20.00
Radiologic Technology (RDLT)	\$ 25.00	\$ 25.00
Respiratory Therapy (RPTT)	\$ 25.00	\$ 25.00
Rhetoric, Graduate (RHET)	\$ 20.00	\$ 20.00
Social Science (SSCI)	\$ 12.00	\$ 12.00
Sports Management (SSSM)	\$ 15.00	\$ 15.00

Note: Fee schedule subject to the adoption of the Ohio Biennial Budget for Fiscal Years 2024 and contingent upon approval by ODHE

\*Creating a separate fee code for this new program, which spun out from the Information Systems program and is administered by a different academic department.

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**2023-24 Academic Year**  
**Program Fees**  
*effective Autumn 2023*

<i>Programs</i>	<i>AY 2022-23</i>	<i>AY 2023-24</i>
AAS, Dental Hygiene (DTHY)	\$80	\$80
AAS, Emergency Medical Technology (EMTA, EMTP)	\$100	\$100
AAS, Medical Laboratory (MLTC)	\$100	\$100
AAS, Occupational Therapy Assistant (OTAT)	\$55	\$55
AAS, Physical Therapist Assistant (PTAT)	\$60	\$60
AAS, Radiologic Technology (RDLT)	\$100	\$100
AAS, Respiratory Therapy (RPTT)	\$100	\$100
ADN, Nursing (ADNR)	\$50	<b>\$50</b>
BA/BS, Adolescent to Young Adult Education (ADLA, MAVA, ADMA, ADLS, ADSB, ADSP, ADSE, ADSC, ADES, ADPS, ADSS, ADHI, ADSO)	\$60	\$60
BFA, Fine Arts/Gaming and Simulation (GSDA)	\$100	\$100
BFA, Fine Arts/Graphic Design (VIDD, VIAN, VIDS, VIMT, VIIM, VAD)	\$90	\$90
BS, Biology/Pre-Med (BIOM, PMED)	\$100	\$100
BS, Computer Engineering Technology (ETCO)	-	<b>\$100</b>
BS, Digital Simulation and Gaming Engineering Technology (ETGG)	\$100	\$100
BS, Electromechanical Engineering Technology (ETEM)	-	<b>\$50</b>
BS, Information Security (BINS)	-	<b>\$100</b>
BS, Plastics Engineering Technology (ETPL)	\$100	\$100
BSE, Early Childhood PreK-3 (ECIS, EDEC, EDIS)	\$60	\$60
BSE, Middle Childhood (EDMC)	\$60	\$60
BSE, Multiage Intervention Specialist (EDIS)	\$60	\$60
BSHS, Health Science (BSHS)	\$25	\$25
BSN, Nursing (BSNR)	\$50	<b>\$50</b>
MEd, Curriculum & Instruction (C&I)	\$60	\$60
MEd, Multiage Intervention Specialist (EDIS)	\$60	\$60
MOT, Occupational Therapy (MOT)	\$100	\$100

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 <b>2023-24 Academic Year</b> <b>Fines and Cost Recovery Charges*</b> <small>effective Autumn Semester 2023</small>			
<b>Cost Recovery Charges</b>		<b>AY 2022-23</b>	<b>AY 2023-24</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	\$0.05
Copies - color		\$0.15	\$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	\$5.00
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 2022-23</b>	<b>AY 2023-24</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
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 housing check-in		\$0	\$100, plus cost
Improper stay during break		\$0	\$100
Use of unassigned housing		\$0	\$100, plus cost
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>Charges &amp; Fines</b>		<b>AY 2022-23</b>	<b>AY 2023-24</b>
<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 (minimum)	\$250 (minimum)
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>			

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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.			
Note: Fee schedule subject to the adoption of the Ohio Biennial Budget for Fiscal Years 2024 and contingent upon approval by ODHE			



## 2023-24 Academic Year Other Additional Student Fees

*effective Autumn Semester 2023*

Additional Student Fees	AY 2022-23	Proposed AY 2023-24
Application Fees		
Graduate Admission	\$ 30.00	\$ 30.00
International Admission	\$ 50.00	\$ 50.00
Career Services**	\$ 48.00	\$4/cr hr (max \$48)
CashNet Payment Plan Fall/Spring: First Late Fee	\$ 45.00	\$ 45.00
CashNet Payment Plan Fall/Spring: Second Late Fee	\$ 35.00	\$ 35.00
CashNet Payment Plan Fall/Spring: Third Late Fee	\$ 35.00	\$ 35.00
CashNet Payment Plan Fall/Spring: Fourth Late Fee	\$ 35.00	\$ 35.00
Credit by Arrangement Administrative Fee, Undergraduate	\$150/per cr hr*	\$150/per cr hr*
Credit by Arrangement Administrative Fee, Graduate	\$225/per cr hr*	\$225/per cr hr*
Credit by Exam Fee (per course)	\$ 150.00	\$ 150.00
Graduation Petition Fee (per degree)	\$ 45.00	\$ 50.00
Int'l Student Exchange Program (ISEP) Admin. Fee	\$ 100.00	\$ 100.00
Int'l Student Exchange Program (ISEP) Tuition Differential	varies by destination	varies by destination
Orientation Fee	\$ 50.00	\$ 50.00
Overnight Orientation Fee	\$ 37.00	\$ 37.00
Overnight Orientation Fee (same day registration)	\$ 47.00	\$ 47.00
Payment Plan Late Fees	max \$180.00 per sem.	max \$180.00 per sem.
Late Registration Fee/Re-enrollment Fee	\$ 150.00	\$ 150.00
Parking Fee (when applicable)	\$30 / Autumn & Spring Semesters	\$30 / Autumn & Spring Semesters
Payment Plan Summer: First Late Fee	\$ 90.00	\$ 90.00
Payment Plan Summer: Second Late Fee	\$ 90.00	\$ 90.00
Student Athletic	\$150/per sem.	\$150/per sem.
Student Service Fees (students with 6 or more credit hours)**	\$25/per sem.	\$25/per sem.
Student Health & Wellness (students with 6 or more cr hrs)**	\$25/per sem.	\$25/per sem.
Study Abroad	\$120/semester	\$120/semester

\*Course Credit by Arrangement Administrative Fee will not be charged to conditionally admitted graduate students taking undergraduate-level prerequisite courses by arrangement.

\*\*Listed on Tuition Schedules

Note: Fee schedule subject to the adoption of the Ohio Biennial Budget for Fiscal Years 2024 and contingent upon approval by ODHE

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## Housing and Meal Plan Rates Shawnee Advantage Cohort F

effective Autumn 2023 through Spring 2027

<b>Campus View / Tanner Place</b>					
	<b>Room Type</b>		<b>Semester Cost</b>		<b>Academic Year</b>
	Private	\$	4,421.00	\$	8,842.00 3.0%
	Double	\$	3,540.00	\$	7,080.00 3.0%
<b>Bridgeview Court</b>					
	<b>Room Type</b>		<b>Semester Cost</b>		<b>Academic Year</b>
	(Apartment) Double Buy Out	\$	4,840.00	\$	9,680.00 3.0%
	Double	\$	3,540.00	\$	7,080.00 3.0%
<b>Cedar House</b>					
	<b>Room Type</b>		<b>Semester Cost</b>		<b>Academic Year</b>
	Private <sup>1</sup>	\$	3,747.00	\$	7,494.00 3.0%
	Double	\$	2,922.00	\$	5,844.00 3.0%
<b>University Townhouse</b>					
	<b>Room Type</b>		<b>Semester Cost</b>		<b>Academic Year</b>
	Private <sup>1</sup>	\$	3,747.00	\$	7,494.00 3.0%
	Double	\$	2,922.00	\$	5,844.00 3.0%
<b>Meal Plan Options<sup>2</sup></b>					
	<b>Plan</b>		<b>Semester Cost</b>		<b>Academic Year</b>
	Unlimited Meal Plan	\$	2,292.00	\$	4,584.00 3.0%
	15 Meals per Week	\$	2,185.00	\$	4,370.00 3.0%
	12 Meals per Week	\$	1,968.00	\$	3,935.99 3.0%
	5 Meals per Week	\$	990.00	\$	1,980.00 3.0%
<b>Residential Connectivity Fee</b>					
			<b>Semester Cost</b>		<b>Academic Year</b>
		\$	135.00	\$	270.00 0%
<b>Residential Student Programming Fee</b>					
			<b>Semester Cost</b>		<b>Academic Year</b>
		\$	16.00	\$	32.00 0%

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

<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.

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## Residential and Meal Plan Rates 2023-2024 Academic Year Non-guarantee (continuing)

Campus View/Tanner Place			% Change from AY2022-23
Room Type	Semester Cost	Academic Year	
Private	\$4,081	\$8,162	3.0%
Double	\$3,406	\$6,812	3.0%

Bridgeview Court			
Room Type	Semester Cost	Academic Year	
(Apartment) Double Buy Out	\$4,754	\$9,508	3.0%
Double	\$3,406	\$6,812	3.0%

Cedar House			
Room Type	Semester Cost	Academic Year	
Private <sup>1</sup>	\$3,433	\$6,866	3.0%
Double	\$2,811	\$5,622	3.0%

University Townhouse			
Room Type	Semester Cost	Academic Year	
Private <sup>1</sup>	\$3,432	\$6,864	3.0%
Double	\$2,811	\$5,622	3.0%

<sup>1</sup>Triple rooms are offered at the discretion of the University.

<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	
19 Meals per Week	\$2,192	\$4,384	3.0%
15 Meals per Week	\$2,089	\$4,178	3.0%
12 Meals per Week	\$1,881	\$3,762	3.0%
5 Meals per Week	\$990	\$1,980	3.0%

Residential Connectivity Fee	
Semester Cost	Academic Year
\$135.00	\$270.00

Residential Student Programming Fee	
Semester Cost	Academic Year
\$16.00	\$32.00

<sup>2</sup>All meal plans include \$35 flex dollars per semester.

Freshmen campus residents are assigned the 19 meal plan; sophomores may select any option; juniors or seniors may opt not to participate in a meal plan.

Note: Fee schedule subject to the adoption of the Ohio Biennial Budget for Fiscal Years 2024 and contingent upon approval by ODHE

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**RESOLUTION F19-23**

**APPROVAL OF AY2023-24 E-CAMPUS TUITION RATES**

WHEREAS, E-Campus tuition rates were established in AY2020-21 to remain competitive with comparable online programs; and

WHEREAS, the University desires to continue competitive online tuition rates (schedule attached) for undergraduate and graduate programs that are delivered exclusively online; and

WHEREAS, extending a waiver of the standard undergraduate rate for fully online undergraduate tuition for AY2023-24, requires approval of the Board and the Chancellor of the Ohio Department of Higher Education (ODHE);

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the E-Campus Tuition Rate Schedule effective fall 2023, contingent upon ODHE's approval of waivers from the standard in-state undergraduate tuition rate.

(June 23, 2023)

Certified as True and Correct  
August 10, 2023

  
Secretary, SSU Board of Trustees





## E-Campus Online Tuition Schedule\*

effective Autumn Semester 2023

Undergraduate	AY 22-23	AY 23-24	% Diff
In-State Tuition	\$ 291.00	\$ 299.73	3.0%
Out-of-State Surcharge	\$ 30.00	\$ 30.90	3.0%
Total Surcharge	\$ 321.00	\$ 330.63	3.0%

RN/BSN	AY 22-23	AY 23-24	% Diff
In-State Tuition	\$ 251.00	\$ 258.53	3.0%
Out-of-State Surcharge	\$ 30.00	\$ 30.90	3.0%
Total Surcharge	\$ 281.00	\$ 289.43	3.0%

Graduate	AY 22-23	AY 23-24	% Diff
In-State Tuition	\$ 452.00	\$ 465.56	3.0%
Out-of-State Surcharge	\$ 35.00	\$ 36.05	3.0%
Total Surcharge	\$ 487.00	\$ 501.61	3.0%

M.S. Math/Certificate in Mathematical Science (continuing students)	AY 22-23	AY 23-24	% Diff
In-State Tuition	\$ 475.00	\$ 489.25	3.0%
Out-of-State Surcharge	\$ 35.00	\$ 36.05	3.0%
Total Surcharge	\$ 510.00	\$ 525.30	3.0%

M.S. Math/Certificate in Mathematical Science (new students)	AY 22-23	AY 23-24	% Diff
In-State Tuition	\$ 500.00	\$ 515.00	3.0%
Out-of-State Surcharge	\$ 35.00	\$ 36.05	3.0%
Total Surcharge	\$ 535.00	\$ 551.05	3.0%

Occupational Therapy Doctoral Program	AY 22-23	AY 23-24	% Diff
In-State Tuition	\$ 600.00	\$ 618.00	3.0%
Out-of-State Surcharge	\$ 75.00	\$ 77.25	3.0%
Total Surcharge	\$ 675.00	\$ 695.25	3.0%

\*This schedule is applicable to courses and programs delivered exclusively online.

\*\*The rate is per credit hour

\*\*\*Pending approval from ODHE

\*\*\*\*Certain students may be eligible for a 10% discount applied through Financial Aid

Note: Fee schedule subject to the adoption of the Ohio Biennial Budget for Fiscal Years 2024 and contingent upon approval by ODHE

Certified as True and Correct  
August 10, 2023

  
Secretary, SSU Board of Trustees

**RESOLUTION F20-23**

**ADOPTION OF TUITION RATE FOR  
MASTER'S OF BUSINESS ADMINISTRATION PROGRAM**

WHEREAS, the University desires to establish tuition rates for the Master's of Business Administration program; and

WHEREAS, the University has received approval by the Ohio Department of Higher Education and the Higher Learning Commission (HLC) to deliver the Master's of Business Administration program during academic year 2023-24; and

WHEREAS, based upon a review of comparable graduate program rates, the Provost recommends and the President concurs with establishing the rates as attached for the Master's of Business Administration program;

THEREFORE, BE IT RESOLVED that the Board of Trustees approves the tuition rate as presented and adopts the proposed Master's of Business Administration tuition rate effective fall 2023.

(June 23, 2023)

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August 10, 2023

  
Secretary, SSU Board of Trustees



## 2023-24 Academic Year MBA Graduate Tuition Schedule

*effective Autumn Semester 2023*

<b>Full-Time</b> (9 - 16 credit hours)	AY 2022-23 (per semester)	AY 2023-24 (per semester)	% chg fr AY22-23
<b><i>In-State Tuition</i></b>			
Instructional Fee	N/A****	\$ 5,374.71	0.0%
General Fee	N/A****	\$ 155.13	0.0%
Technology Fee	N/A****	\$ 53.66	0.0%
<b>Total In-State Tuition</b>	N/A****	<b>\$ 5,583.50</b>	0.0%
<b>Out-of-State Surcharge*</b>	N/A****	\$ 4,818.13	0.0%
<b>Other Fees</b>			
Career Services Fee			
Student Services Fee	N/A****	\$ 25.00	0.0%
Health & Wellness Fee	N/A****	\$ 25.00	0.0%
University Center Bond Fee	N/A****	\$ 150.00	0.0%
<b>Part-Time</b> (up to and including 8 credit hours and over 16 credit hours)	AY 2022-23 (per credit hr)	AY 2023-24 (per credit hr)	% chg fr AY22-23
<b><i>In-State Tuition</i></b>			
Instructional Fee	N/A****	\$ 597.19	0.0%
General Fee	N/A****	\$ 17.24	0.0%
Technology Fee	N/A****	\$ 5.96	0.0%
<b>Total In-State Tuition</b>	N/A****	<b>\$ 620.39</b>	0.0%
<b>Out-of-State Surcharge*</b>	N/A****	\$ 535.34	0.0%
<b>Other Fees</b>			
Career Services Fee	N/A****	\$ 4.00	
Student Services Fee**	N/A****	\$ 25.00	0.0%
Health & Wellness Fee**	N/A****	\$ 25.00	0.0%
University Center Bond Fee***	N/A****	\$ 12.50	0.0%

\*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.

Note: Fee schedule subject to the adoption of the Ohio Biennial Budget for Fiscal Years 2024 and contingent upon approval b/

\*\*\*\*AY2023/24 is the initial year for the MBA Program

Certified as True and Correct  
August 10, 2023

Secretary, SSU Board of Trustees

## RESOLUTION F21-23

### CONTINUING UNIVERSITY SPENDING AUTHORITY

WHEREAS, strategic budgeting initiatives are underway that will impact university revenue and expenditure assumptions for the FY2024 budget year; and

WHEREAS, the FY2024 budget is anticipated to be presented to the Board of Trustees for review and approval at the Board's September 2023 meeting; and

WHEREAS, it is necessary to continue to meet financial obligations, including payment of salaries and other operating expenditures until such time that the FY2024 operating budget is approved;

THEREFORE, BE IT RESOLVED that the Board of Trustees approves University spending authority consistent with the level of resources as approved for FY2023 until such time the FY2024 operating budget is approved by the Board.

(June 23, 2023)

Certified as True and Correct  
August 10, 2023

  
Secretary, SSU Board of Trustees

# PERSONNEL ACTIVITY REPORT FY23

June 23, 2023

## New Hires

### ➤ Administrative

- Joshua Lawson – Program Facilitator, Kricker Innovation Hub, March 1, 2023
- Bethany McNeilan - Registrar Specialist, Office of the Registrar, April 26, 2023
- Michael Hunter – Head Coach, Men’s Basketball & AAD for Campus Relations, Athletics, May 15, 2023
- Linda Steele – Director EMS Programs, Center for Lifelong Learning, May 22, 2023
- Autumn Reffit – Accountant, Finance, June 5, 2023
- Rob Ehlers - Head Coach, Baseball & AAD for Facilities, Athletics, June 12, 2023

### ➤ Support Staff

- Dillon Hamilton – Maintenance Mechanic I, Facilities, June 5, 2023

## Change of Status

### ➤ Administrative

- James Farmer – Chief Enrollment Officer, Office of the President, May 22, 2023
- Greg Ballengee – Chief Financial Officer, Office of the President, May 26, 2023
- Malonda Johnson – Chief Operating Officer, Office of the President, May 26, 2023
- Ashley Pitts – Project Bear Program Assistant, Center for Lifelong Learning, May 29, 2023
- Mark Russell – Senior Engineer, IT Services, May 29, 2023
- Christina Baker – General Studies Advisor, Student Success Center, June 1, 2023
- Heather Howard – Director, Children’s Learning Center, June 1, 2023
- Pamela Otworth – Operations Manager, Finance & Administration, June 1, 2023

## Departures

### ➤ Resignations

- Sthefany Thomas – Assistant Director, Residence Life/Student Housing Operations, Student Affairs, May 5, 2023
- Jonica Burke – Vice President, Finance & Administration, May 25, 2023
- Heidi Bender – Academic Advisor, Student Success Center, June 9, 2023
- Jillian Willison – Talent Management Administrator, Human Resources, June 21, 2023

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August 10, 2023

  
Secretary, SSU Board of Trustees



**2023–2024**

**STRENGTHENING FINANCES TO INVEST IN PEOPLE & PROGRAMS**

# **BUDGET PLAN**

- ✓ Redefining our business model to strengthen our financial position.
- ✓ Investing in programs that meet critical student and industry demands.
- ✓ Making college possible for all students in the region.
- ✓ Keeping tuition and costs low for families.

Certified as True and Correct  
August 10, 2023

*Michael C. McRae*  
Secretary, SSU Board of Trustees

# SHAWNEE STATE BY THE NUMBERS

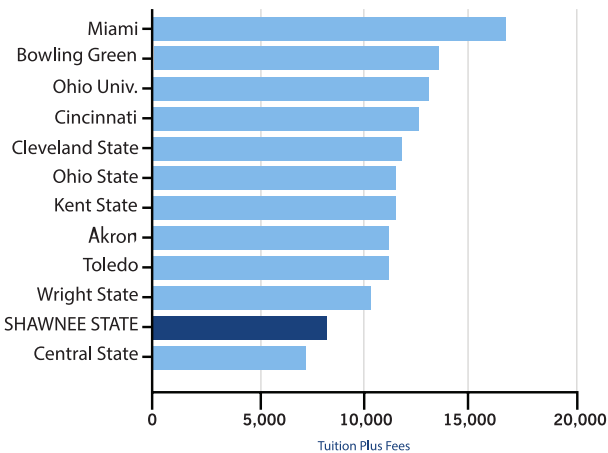
Fiscal Year 2024 Operating Budget

**\$45 MILLION**  
CURRENT FUNDS

**\$6 MILLION**  
SCHOLARSHIPS

**\$19 MILLION**  
STATE FUNDING

IN-STATE TUITION PER YEAR



## STUDENT PROFILE

FALL 2022 FRESHMEN



**89%** FROM OHIO



**61%** FROM SOUTHERN OHIO COUNTIES



**88%** QUALIFY FOR FINANCIAL AID



**39%** RECEIVED PELL GRANT



**7%** NARROWLY MISS PELL CUT-OFF



**3 OUT OF 5** FIRST IN FAMILY TO GO TO COLLEGE



**3,304** FALL 2022 ENROLLMENT



**700** GRADUATES PER YEAR



**82%** ALUMNI LIVE & WORK IN OHIO



**LOWEST STUDENT DEBT**



**MOST EFFICIENT IN OHIO**



**LOWEST TUITION**

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August 10, 2023

*Michael C. McRae*  
Secretary, SSU Board of Trustees



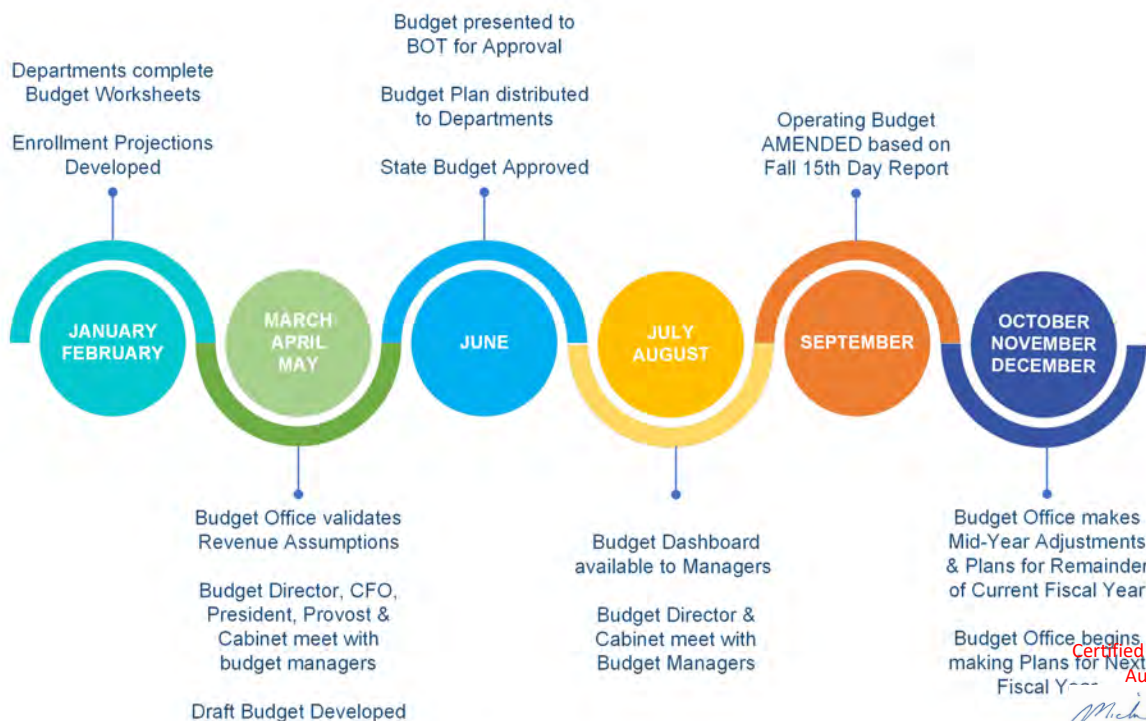
# OUR MISSION

We prepare today's students to succeed in tomorrow's world.

Today's Shawnee State students are primarily from southern Ohio. Access to high quality, affordable degrees is important to them. Most are the first in their families to go to college and choose Shawnee State because of the reputation of our programs, low tuition and location combined with personalized student services that help them reach their goals.

Keeping costs low while providing the best educational experiences and support services requires strategic financial planning. This 2023/24 Budget Plan provides the planned Operating Budget for the next academic year and a more detailed view of the data, strategic initiatives, and goals that informed the development of the budget.

## Budget Process



Certified as True and Correct  
August 10, 2023

*Michael C. McRae*  
Secretary, SSU Board of Trustees



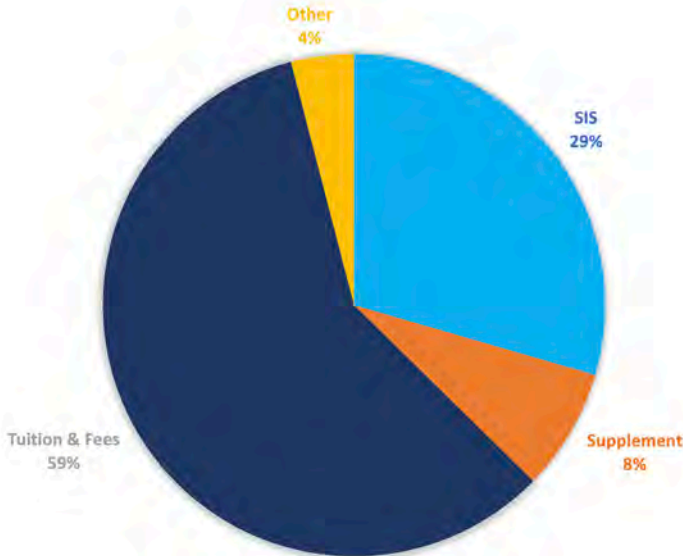
# FY24 Operating Budget (Preliminary)

	FY24 Budget	FY23 Budget	%Variance
<b>REVENUE</b>			
Tuition & Fees	\$28,182,306	\$29,809,710	-5.5%
State Share of Instruction	\$13,625,214	13,811,804	-1.4%
Shawnee Supplement	\$6,000,000	5,409,250	10.9%
Scholarship	(\$5,541,364)	(\$6,170,569)	-10.2%
Other Income			
Commissions (Bookstore, Aladdin, Housing)	\$481,728	\$490,950	-1.9%
General Fund Operating Grants	\$218,584	\$129,000	69.4%
Misc. Revenue (non-credit instruction, vending, etc)	\$976,710	\$604,000	61.7%
Service Fees/Memberships (Rec Center, GLC)	\$287,000	\$285,000	0.7%
Ticket Sales/Rentals (athletic camps, UC rooms)	\$592,400	\$549,900	7.7%
<b>TOTAL REVENUE</b>	<b>\$44,822,579</b>	<b>\$44,919,045</b>	<b>-0.2%</b>
<b>EXPENSES</b>			
Compensation			
Benefits	\$8,656,642	\$9,542,134	-9.3%
Salaries	\$21,977,911	\$22,944,326	-4.2%
Non-Compensation			
Equipment	\$163,535	\$192,827	-15.2%
External Professional Services	\$693,949	\$955,150	-27.3%
Information/Comm/Shipping (postage, telephone, ec)	\$862,473	\$861,361	0.1%
Maintenance & Service Contracts	\$3,293,943	\$3,026,025	8.9%
Meal Plan Expense	\$2,249,844	\$1,641,448	37.1%
Misc. Expenses (charge backs, service fees, etc)	\$1,467,170	\$1,546,327	-5.1%
Supplies	\$1,619,385	\$1,566,754	3.4%
Travel	\$710,766	\$631,679	12.5%
Utilities	\$1,562,136	\$1,434,000	8.9%
<b>EXPENSE TOTAL</b>	<b>\$43,257,754</b>	<b>\$44,342,031</b>	<b>-2.4%</b>
Net Transfer to Capital Fund	\$1,564,825	\$1,563,925	0.1%
<b>NET OPERATING BUDGET</b>	<b>\$ —</b>	<b>(\$986,911)</b>	<b>-100%</b>

Certified as True and Correct  
August 10, 2023

  
Secretary, SSU Board of Trustees

# WHERE DOES OUR REVENUE COME FROM?



Fiscal Year 2023

## Tuition & Fees 59%

Includes all direct costs from students, including course fees, Bond fee, meal plan and housing

## State Share of Instruction 29%

State funding based on enrollment, course completion and graduation rates

## Shawnee Supplement 8%

Special state supplement to offset the cost of serving our open access mission

## Other Income 4%

Includes non-degree instruction, income from vending, ticket sales, etc. Also includes grants from SSUDEF.

# WHERE DOES OUR MONEY GO?

## Scholarships 25%

Institutional aid offered to students to make college possible

## Instruction & Research 24%

Expenses for all activities that are part of courses taught or incurred as part of research activities

## Institutional Support 17%

Expenses to fund operations

## Auxiliary 9%

Self-supporting campus activities, such as the VRCFA

## Public Service 8%

Services and grant-funded activities that the public can use, such as the Kricker Hub, 21st Century grants, Upward Bound

## Operation & Maintenance 6%

Costs to maintain our facilities, including utilities

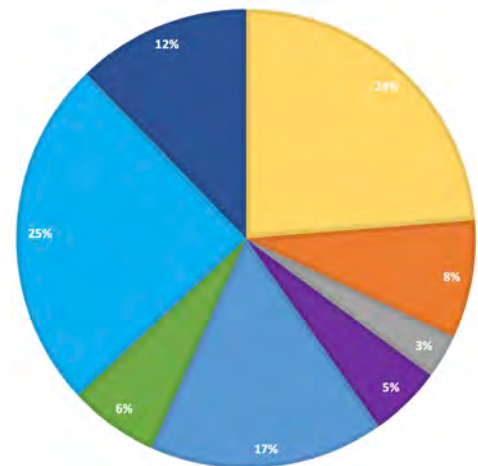
## Student Support Services 5%

Costs associated with student services, such as tutoring

## Academic Support 3%

Expenses associated with support functions such as the library and Planetarium

Fiscal Year 2023



## Salaries & Benefits = 69% of Budget

Faculty	\$8.5M
Administrative	\$7.6M
Support Staff	\$2.7M
Student & All Other	\$1.2M
Health & Life Insurance	\$3.6M
Retirement	\$3.6M

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August 30, 2023

*Michael C. McRae*  
Secretary, SSU Board of Trustees

# Fall 2022 Enrollment Comparisons

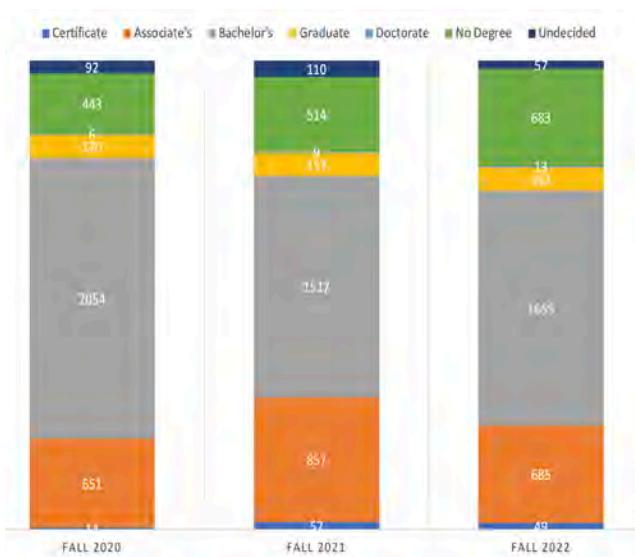
It has been a tough couple of years for higher education in Ohio. Enrollment is down and rebounding slowly after the pandemic. Shawnee State is holding steady - and continues to do so by focusing on access and service to our region.

University	# High School Students	% High School Students	# First-Time in College	% First Time in College	# All Other Undergrads	% All Other Undergrads	# Grad Students & Prof.	% Grad Students & Prof.	Total Fall 2022 Enrolled	% Change FF's 21 vs 22	% Change Head-count	# Diff. in Head-count
<b>Shawnee State University</b>	<b>603</b>	<b>18.59%</b>	<b>652</b>	<b>20.10%</b>	<b>1,782</b>	<b>54.95%</b>	<b>206</b>	<b>6.35%</b>	<b>3,243</b>	<b>-5.5%</b>	<b>3.44%</b>	<b>108</b>
Main Campuses	8,700	3.33%	40,569	15.54%	152,763	58.50%	59,107	22.63%	261,139	3.04%	-2.50%	(6,694)
Regional Campuses	5,788	18.34%	7,607	24.10%	18,144	57.48%	28	0.09%	31,567	-4.69%	-8.52%	(2,939)
Community Colleges	43,541	26.81%	25,444	15.66%	93,447	57.53%	---	---	162,432	12.6%	-8.84%	(15,758)
<b>OHIO TOTALS</b>	<b>58,029</b>	<b>12.75%</b>	<b>73,620</b>	<b>16.18%</b>	<b>264,354</b>	<b>58.08%</b>	<b>59,135</b>	<b>12.99%</b>	<b>455,138</b>	<b>5.2%</b>	<b>-5.28%</b>	<b>(25,391)</b>

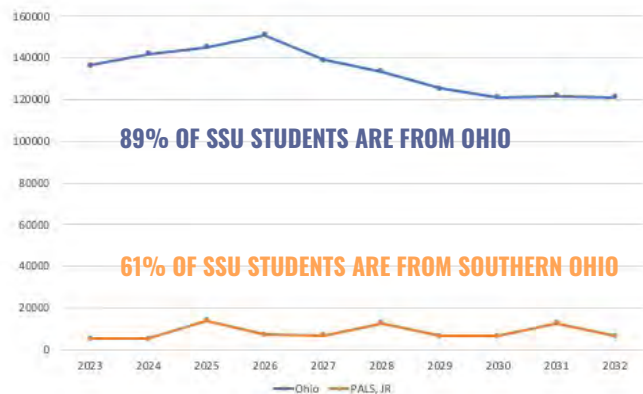
Ohio Department of Higher Education 15th Day Report 2022

## OUR STUDENT MIX IS CHANGING

Over the past three years, we've seen shifts in our student mix, with an increase in CCP and non-degree seeking students, as well as an increase in students wanting two-year degrees and certificate programs that prepare them to begin their careers faster.



## 10-YEAR PROJECTION OF HIGH SCHOOL GRADUATES



89% OF SSU STUDENTS ARE FROM OHIO

61% OF SSU STUDENTS ARE FROM SOUTHERN OHIO

## THE # OF HIGH SCHOOL STUDENTS IS DECLINING

Based on demographics, the number of high school seniors in Ohio, where 89% of our students reside, will dramatically decrease over the next ten years. In our primary six-county region, where 61% of our students live, numbers are predicted to shift up and down each year from several hundred to more than 8,000. In our small communities, these shifts are significant for us and for our K-12 partners.

Certified as True and Correct  
August 10, 2023

*Michael C. McRae*  
Secretary, SSU Board of Trustees



# BALANCED BUDGET PLANNING ASSUMPTIONS

A conservative approach was used in developing the FY24 balanced budget, based on the following assumptions:

## 1. **FY24 Budget Gap starts at about \$1.9M.**

- The FY23 Budget was built with a \$1M deficit.
- Inflation on non-discretionary costs including utilities, health care, and service contracts will rise \$900,000 in FY24.

## 2. **FY24 Revenue is basically the same as FY23.**

- Undergraduate enrollment will remain flat and enrollment projections will be adjusted to reflect current levels.
- Tuition & Fees for new undergraduate students, graduate students, and online students will increase slightly.
- Non-degree enrollment will increase.

## 3. **Discretionary expenses for FY24 have been reduced by about \$1.9M.**

- FY24 personnel costs will be reduced by roughly \$1.4M through reorganizations, reductions-in-force, and voluntary retirement incentive plans already implemented.
- Discretionary spending in administrative units will be reduced by \$500,000.
- Some one-time projects have been shifted from operating costs to non-general fund cost centers.

## 4. **Reserve Fund balances will be restored to desired levels by FY26 through planned transfers.**

Certified as True and Correct  
August 10, 2023

  
Secretary, SSU Board of Trustees

# STRENGTHENING OUR FINANCIAL HEALTH IS A PRIORITY

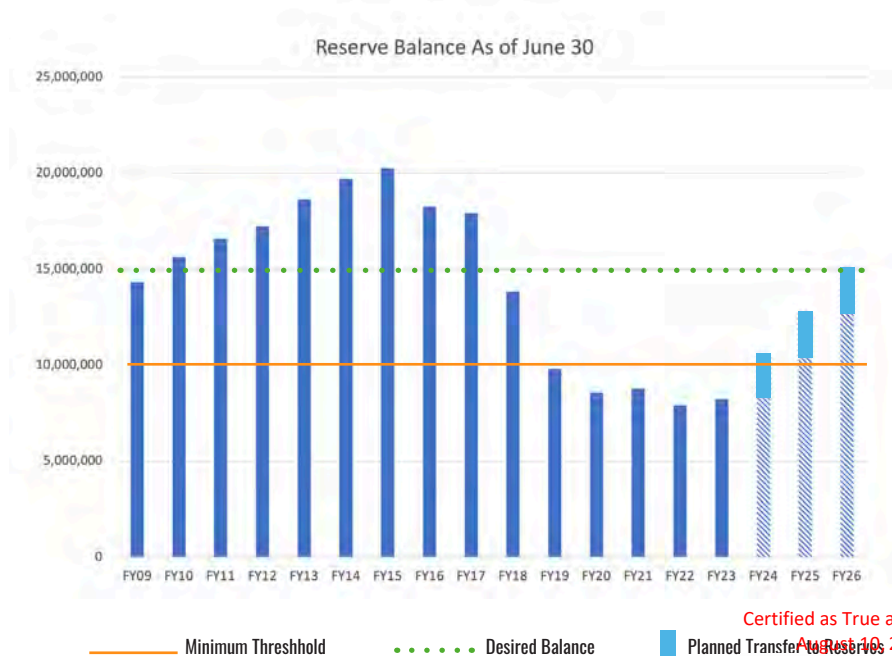
## SENATE BILL 6 AND HLC EVALUATE THE FINANCIAL HEALTH OF PUBLIC UNIVERSITIES WITH CONSEQUENCES



**Senate Bill 6** requires the Ohio Department of Higher Education to employ a scoring system using each state university’s audited financial statements and uses net income ratio, viability ratio and primary reserve ratio as the basis for a composite score. A financially strong institution scores between 3.0 and 5.0. A score of 1.75 or below for two consecutive years triggers state fiscal watch with loss of institutional control.

**The Higher Learning Commission (HLC)** also employs a scoring system using each university’s audited financial statements as the basis for four key performance ratios: net operating revenue, return on net assets, viability ratio and primary reserve ratio. A composite score of 1.1 indicates concern and could put accreditation in jeopardy.

**Our Reserve Balance** is used in evaluating our financial health. Shawnee State liquidated reserve funds in years 2016-2022 to meet cash needs of the institution. Addressing this structural deficit is critical for our long-term financial health.



Certified as True and Correct  
 April 16, 2023

*Michael C. McCall*  
 Secretary, SSU Board of Trustees



	Consolidated Budget	Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals	YTD Actuals	% of Budget
<b>Revenue</b>							
State Funding	\$19,221,054	\$4,805,263	\$4,805,263	\$4,805,263	\$3,654,282	\$18,070,071	94.0%
Tuition & Student Fees	\$29,809,710	\$14,653,511	(\$206,717)	\$12,001,292	\$2,127,046	\$28,575,132	95.9%
Scholarship	(\$6,170,569)	(\$2,378,015)	(\$264,605)	(\$2,433,038)	(\$13,071)	(\$5,088,728)	82.5%
Transfers In	\$0	\$0	\$0	\$3,379	\$0	\$3,379	
<b>Other Income</b>							
Commissions	\$490,950	\$54,407	\$48,096	\$205,971	\$661	\$309,135	63.0%
Grants	\$129,000	\$168,235	\$50,317	(\$45,753)	\$44,949	\$217,748	168.8%
Miscellaneous Revenue	\$604,000	\$272,918	\$166,572	\$295,624	\$323,527	\$1,058,641	175.3%
Service Fees/Memberships	\$285,000	\$70,827	\$69,183	\$63,170	\$91,222	\$294,401	103.3%
Ticket Sales/Rentals	\$549,900	\$196,766	\$134,843	\$118,450	\$154,739	\$604,797	110.0%
<b>Other Income Total</b>	<b>\$2,058,850</b>	<b>\$763,153</b>	<b>\$469,011</b>	<b>\$637,461</b>	<b>\$615,098</b>	<b>\$2,484,723</b>	<b>120.7%</b>
<b>Revenue Total</b>	<b>\$44,919,045</b>	<b>\$17,843,912</b>	<b>\$4,802,952</b>	<b>\$15,014,358</b>	<b>\$6,383,355</b>	<b>\$44,044,577</b>	<b>98.1%</b>
<b>Expense</b>							
<b>Compensation</b>							
Benefits	\$9,542,134	\$1,866,345	\$2,089,793	\$2,006,202	\$1,936,194	\$7,898,534	82.8%
Salaries	\$22,944,326	\$3,917,326	\$6,127,937	\$5,395,369	\$5,363,427	\$20,804,059	90.7%
<b>Compensation Total</b>	<b>\$32,486,460</b>	<b>\$5,783,670</b>	<b>\$8,217,730</b>	<b>\$7,401,571</b>	<b>\$7,299,621</b>	<b>\$28,702,593</b>	<b>88.4%</b>
<b>Non-Compensation</b>							
Equipment	\$192,827	\$127,711	\$14,836	\$35,506	\$106,679	\$284,731	147.7%
External Professional Services	\$955,150	\$132,662	\$386,462	\$226,451	\$175,029	\$920,604	96.4%
Information/Comm/Shipping	\$861,361	\$308,042	\$163,713	\$182,770	\$72,524	\$727,049	84.4%
Maintenance & Service Contracts	\$3,026,025	\$1,668,023	\$931,029	\$343,741	\$361,799	\$3,304,592	109.2%
Meal Plan Expense	\$1,641,448	\$310,340	\$679,030	\$495,659	\$349,545	\$1,834,574	111.8%
Miscellaneous Expense	\$1,546,327	\$544,189	\$60,424	\$227,312	\$184,293	\$1,016,218	65.7%
Supplies	\$1,566,754	\$239,412	\$264,468	\$206,640	\$155,843	\$866,363	55.3%
Travel	\$631,679	\$172,622	\$289,467	\$193,855	\$155,647	\$811,591	128.5%
Utilities	\$1,434,000	\$340,670	\$291,591	\$410,338	\$264,612	\$1,307,211	91.2%
<b>Non-Compensation Total</b>	<b>\$11,855,571</b>	<b>\$3,843,670</b>	<b>\$3,081,019</b>	<b>\$2,322,272</b>	<b>\$1,825,971</b>	<b>\$11,072,932</b>	<b>93.4%</b>
<b>Expense Total</b>	<b>\$44,342,031</b>	<b>\$9,627,340</b>	<b>\$11,298,749</b>	<b>\$9,723,844</b>	<b>\$9,125,592</b>	<b>\$39,775,525</b>	<b>89.7%</b>
<b>Net Transfer to Capital Fund</b>	<b>\$1,563,925</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Operating Budget Surplus (Deficit)</b>	<b>(\$986,911)</b>	<b>\$8,216,572</b>	<b>(\$6,495,797)</b>	<b>\$5,290,514</b>	<b>(\$2,742,236)</b>	<b>\$4,269,052</b>	

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*Michael C. McCall*

Secretary, SSU Board of Trustees

TIAA INVESTMENT MARKET VALUE CHANGE FOR FY23

Asset Class/Security	Ticker	Market Value as of May 31, 2023	Market Value as of June 30, 2022
<b><u>CASH EQUIVALENTS:</u></b>		\$ 452,762	\$ 255,492
<b>% of Total Portfolio</b>		5.6%	3.3%
<b><u>FIXED INCOME:</u></b>			
Fixed Income Managed Acct (US and Agency Securities)	Various	\$ 3,147,903	\$ 3,169,578
DFA Inflation Protected Securities Portfolio	DIPSX	\$ 127,046	\$ 201,332
PIMCO 1-5 Year U.S. TIPS Index ETF	STPZ	\$ 123,799	\$ 201,683
TIAA-CREF Short-Term Bond Fund	TISIX	\$ 438,588	\$ 540,222
Vanguard Short Term Bond Index Fund	VBIRX	\$ 347,332	\$ 347,717
<b>Total Fixed Income</b>		\$ 4,184,668	\$ 4,460,532
<b>% of Total Portfolio</b>		52.0%	57.9%
<b><u>DOMESTIC EQUITY:</u></b>			
Cohen & Steers Real Estate Fund	CREFX	\$ 36,811	\$ 40,210
iShares Russell Mid Cap Value ETF	IWS	\$ 142,405	\$ 142,503
TIAA-CREF Large Cap Growth Index Fund	TILIX	\$ 1,259,137	\$ 971,764
TIAA-CREF Large Cap Value Index Fund	TILVX	\$ 1,130,423	\$ 1,047,399
TIAA-CREF Small Cap Blend Index Fund	TISBX	\$ 125,003	\$ 139,116
Vanguard Mid-Cap Growth Index	VMGMX	\$ 144,371	\$ 132,366
Vanguard REIT Index Fund	VGSLX	\$ 51,312	\$ 57,762
<b>Total Domestic Equity</b>		\$ 2,889,462	\$ 2,531,120
<b>% of Total Portfolio</b>		35.9%	32.8%
<b><u>INTERNATIONAL EQUITY:</u></b>			
iShares Core MSCI EAFE ETF	IEFA	\$ 192,213	\$ 268,709
iShares Core MSCI Emerging ETF	IEMG	\$ 128,656	\$ 132,658
iShares MSI EAFE Small-Cap ETF	SCZ	\$ -	\$ 61,414
iShares MSCI International Quality Factor ETF	IQLT	\$ 194,480	\$ -
<b>Total International Equity</b>		\$ 515,349	\$ 462,781
<b>% of Total Portfolio</b>		6.4%	6.0%
<b>Total Equity</b>		\$ 3,404,811	\$ 2,993,901
<b>% of Total Portfolio</b>		42.3%	38.8%
<b>TOTAL PORTFOLIO MARKET VALUE</b>		\$ 8,042,241	\$ 7,709,925
		100.0%	100.0%

	TOTAL PORTFOLIO	CASH	FIXED INCOME	DOMESTIC EQUITY	INTERNATIONAL EQUITY
Value as of June 30, 2022	\$ 7,709,925	\$ 255,492	\$ 4,460,532	\$ 2,531,120	\$ 462,781
Value as of May 31, 2023	\$ 8,042,241	\$ 452,762	\$ 4,184,668	\$ 2,889,462	\$ 515,349
Diff \$	\$ 332,316	\$ 197,270	\$ (275,864)	\$ 358,342	\$ 52,568
Diff %	4.31%		-6.18%	14.16%	11.36%

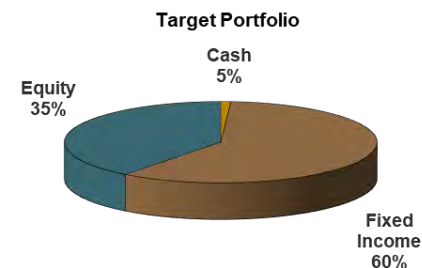
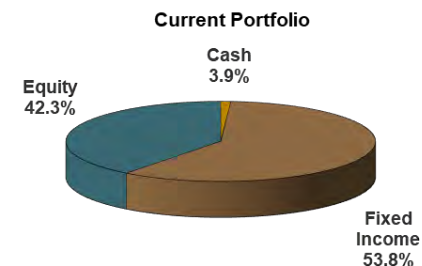
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6/9/2023

# Shawnee State University Asset Allocation – As of April 30, 2023



Asset Class	Market Value	% of Assets	Target %
<b>Cash Equivalents</b>			
TIAA Cash Deposit Account	\$316,967	3.9%	
<b>Total Cash Equivalents</b>	<b>\$316,967</b>	<b>3.9%</b>	<b>5.0%</b>
<b>Fixed Income</b>			
Fixed Income Separately Managed Account	\$3,315,968	40.9%	
Vanguard Short Term Bond Index Fund	\$350,393	4.3%	
TIAA-CREF Short-Term Bond Fund	\$442,144	5.5%	
DFA Inflation Protected SEC Fund	\$128,879	1.6%	
PIMCO 1-5 Year U.S. TIPS Index Exchange Traded Fund	\$125,097	1.5%	
<b>Total Fixed Income</b>	<b>\$4,362,481</b>	<b>53.8%</b>	<b>60.0%</b>
<b>Domestic Equity</b>			
TIAA-CREF Large Cap Growth Index Fund	\$1,204,527	14.9%	
TIAA-CREF Large Cap Value Index Fund	\$1,175,808	14.5%	
Vanguard Mid Cap Growth Index Fund	\$144,231	1.8%	
iShares Russell Mid Cap Value ETF	\$149,041	1.8%	
TIAA-CREF Small Cap Blend Index Fund	\$126,187	1.6%	
Vanguard REIT Index Fund	\$53,442	0.7%	
Cohen & Steers Real Estate Fund	\$38,177	0.5%	
<b>Total Domestic Equity</b>	<b>\$2,891,413</b>	<b>35.7%</b>	<b>29.0%</b>
<b>International Equity</b>			
iShares Core MSCI EAFE ETF	\$200,189	2.5%	
iShares MSCI International Quality Factor ETF	\$203,221	2.5%	
iShares Core MSCI Emerging Markets ETF	\$131,361	1.6%	
<b>Total International Equity</b>	<b>\$534,771</b>	<b>6.6%</b>	<b>6.0%</b>
<b>Total Equity</b>	<b>\$3,426,184</b>	<b>42.3%</b>	<b>35.0%</b>
<b>Total Portfolio Market Value</b>	<b>\$8,105,632</b>	<b>100.0%</b>	<b>100.0%</b>



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Secretary, SSU Board of Trustees



# CAPITAL PROJECTS STATUS REPORT

May 31, 2023

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

- Components for CFA installed; demo and removal of existing CFA generator continues.
- HVAC controls training and project close-out continue.

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

- Project close-out nearing completion.

## 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.
- Phase I construction documents complete. Project schedule and estimate in review.

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

- Planning phase of project nearing completion; architect finalizing priorities.
- Architect contract amended to include initial construction phase of Campus Master Plan that will relocate the Student Success Center, Career Services and the Education Department.

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**Academic and Student Affairs Report  
Board of Trustees Meeting  
June 23, 2023**

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**

- A few personnel items to report:
  - Dr. Kimberly Inman will assume responsibilities permanently as Dean of the College of Arts and Sciences effective July 1, 2023.
  - Dr. Christine Raber will assume responsibilities as Interim Dean of the College of Professional Studies effective July 1, 2023.
  - Dr. Paul Madden will be returning to the School of Education as a faculty member beginning with the Fall semester. My thanks to him for his service and leadership of the College of Professional Studies.
- The highlights of recent activities in Academic and Student Affairs are noted below.

**College of Arts and Sciences**

*Department of Fine, Digital, and Performing Arts*

- Professor Matt Cram recently presented at the Config conference in San Francisco on the topic of “Teaching Graphic Design Using Figma.”

*Department of Mathematics*

- Professor Emeritus Jinlu Li recently presented his research at the International Conference on Nonlinear Analysis held at Guizhou University for Nationalities.

*Department of Natural Sciences*

- On Friday, May 26, the Department of Natural Sciences launched its first high-altitude balloon mission, HARP-1 (High-Altitude Research Project 1), carrying two student experiments to the edge of space in the stratosphere. The project is led by Professor Tim Hamilton from Physics. Pre-med students Katie Durbin, Corrine Woods, and Macy Wright collected tardigrades or “water bears”—microscopic creatures—from local lichens and moss. Tardigrades are able to survive in vacuums, freezing temperatures, dehydration, and radiation, and the students tested their protective states by exposing them to the conditions of the upper atmosphere: simultaneous freezing, radiation, and near-vacuum. Physics student Cody Markins is studying cosmic radiation—hydrogen streaming from the Sun hits the Earth’s atmosphere, causing a shower of subatomic particles moving at near-light speed towards the ground. The atmosphere blocks much of this, so there is more of it at high altitudes. His experiment uses a shielded video camera; cosmic rays hitting the camera leave visible, bright streaks in the recorded video.
- The mission launched from Aberdeen, Ohio at 1:21 PM. The balloon hit a low temperature of -28°F as it rose into the stratosphere, finally reaching 87,000’ before

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bursting as intended. The parachute carried the payload safely down near Mt. Orab. Professor Jim Reneau of the School of Business tracked the flight with his ham radio and retrieved the equipment. The tardigrades did not survive the flight, despite successful tests to even colder temperatures in the Biology freezer, so more work will be done to solve the problem of simultaneous freezing and vacuum. The cosmic-ray experiment was successful, finding many particles of radiation at high altitudes.

- Dr. Hamilton was able to capture footage of the launch and views from inside the balloon looking back at Earth. Dr. Hamilton and Paul Yost, Associate Professor SSU Engineering Technologies, were also recently awarded a President's Internal Research Grant for the design and construction of an imaging spectrograph for astronomy.
- Dr. Sarah Ivers and six students from the department traveled to [Caño Palma Biological Station](#) in Costa Rica. Students participated in the BIOL3100 Field Biology course during the spring semester to learn about the requirements for the trip, duties and expectations of the field work they would be conducting, and proper documentation of their field notes in a journal. While at the field station, students assisted the researchers at Caño Palma with their long-term wildlife monitoring projects including large mammals, great green macaws, snakes, caimans, and marine turtles in the region. In exchange, students gained hands-on tropical research experience. Students participating in the trip included Hayley Ayers, Jacob Beyer, Reagan Lewis, Ashlynn Pfau, Ethan Slusher, and Jacob Thompson. <https://www.facebook.com/DeptNaturalSciencesShawneeStateUniversity/posts/pfbid0N5SXWCNzCdsvMuZSwyahMqPeHRwwSPQqPXvBcWb5jYH3J3HbLsxtvgCyoZo3RpzB1>
- Dr. Erik Larson and 2023 graduate Blake Smalley traveled to the North Central Geological Society of America meeting in Grand Rapids, Michigan to present their research. Blake presented a poster on his original research, "Dissolutional micro-textures on carbonates: Current work and future opportunities." Dr. Larson presented a poster on research entitled, "The Karst of Mackinac County, Michigan: Where We've Been and Where We're Going." Dr. Larson also recently conducted new research in the Upper Peninsula of Michigan where he was able to collect over 200 samples for future study and lay the groundwork for experiments to conduct in the coming year. <https://www.facebook.com/DeptNaturalSciencesShawneeStateUniversity/posts/pfbid06E11fwGQFowwZMYLwEtHJdVwswMozNAC3cENwB4xPbe5eCgmv6fuhR6Xz3NkRbBT1>

#### *Department of Social Sciences*

- Dr. Amr Al-Azm has a recent publication in which he served as co-editor of the volume and contributor to several chapters in *Social Change in the Gulf Region – Multidisciplinary Perspectives*. The volume is a part of a series of publications which serve the academic interests in the dynamic, complex, and strategically important Gulf region. The series is interdisciplinary in its approach to documenting change in the Gulf societies and examining the relationships between the Gulf and other regions. Dr. Al-Azm will place a copy of the book in the Clark Memorial Library.
- Rahman M. and Al-Azm A.(eds.) 2023. *Social Change in the Gulf Region- Multidisciplinary Perspectives*. Springer Nature.

- Al-Azm A. “The Threat to Cultural Heritage in Times of Conflict and its Dynamic Relationship with Gulf Society.” Rahman M. and Al-Azm A.(eds.) 2023. *Social Change in the Gulf Region-Multidisciplinary Perspectives*. Springer Nature.
- Dr. Al-Azm also recently participated in a panel discussion entitled Museums and Society at the INTERCOM Doha Conference in Doha, Qatar. He also presented a talk on the role of non-state actors in preserving cultural heritage in times of conflict at the Conference on Collaboration in Times of Crisis: Preserving Natural and Cultural Heritage held in Tbilisi, Georgia. This summer, Dr. Al-Azm will participate in a working group at the 1<sup>st</sup> Conference on “New Regionalism in the Middle East” in Abu Dhabi, UAE and will organize a workshop at the 13<sup>th</sup> Annual Gulf Research Meeting in Cambridge, UK. The Gulf Research Meeting workshop will be titled “Cultural Heritage in the Gulf – Emerging Trends, Identity Politics, Challenges, and Concerns,” and Dr. Al-Azm will present his own paper entitled “Looting and Trafficking of Cultural Heritage: The Gulf Nexus.”

## College of Professional Studies

### *School of Nursing*

- The School of Nursing has an increase in student acceptance of seats in the programs. Official application and acceptance numbers as of May 31, 2023:
- ADN:
  - Applications: 75
  - Accepted: 46
  - Have accepted their seat in cohort: 28
  - 8 of the students accepted into ADN also applied to BSN and decided to pursue BSN
- BSN:
  - Applications: 71 (all those denied were given information regarding Pre-BSN)
  - Accepted: 34
  - Have accepted their seat in cohort: 23
  - 5 of the students accepted into BSN also applied to ADN and decided to pursue ADN
- The ADN and BSN Program Orientations were held on June 2nd.
- An Articulation Agreement with Southern State Community College for the RN-BSN program is under development between the two programs and should be finalized soon.

### *School of Education*

- The School of Education received their Final CAEP Accreditation Letter that they met all standards and are accredited from spring 2023 to spring 2029.
- Several faculty members are working on grant projects funded by the Ohio Deans Compact on Exceptional Children. The primary purpose for the grants this summer is to improve literacy practices and to review SSU’s dual licensure program for primary and primary intervention.

- The School of Education held our annual Stakeholders meeting on May 25<sup>th</sup> and shared data, recruitment efforts, and ideas/programs for apprenticeships, partnerships, and innovative high school programming.
- The School of Education is very excited to have five of graduating seniors selected for the Growing Home Fellowship Program. This is a leadership development program that identifies emerging leaders, ages 18-35, supporting K-12 students with leadership development and community connections. Recipients will receive a \$32,000 stipend to live, work, and volunteer in Appalachian Ohio for five years. The selected graduates were Kathryn Matson, Blake Smalley, Jake Alley, Christina Myers, and Megan Saxby. They attended the first retreat of the Foundation for Appalachian Ohio's Growing Home Fellowship at Stuart's Opera House in Nelsonville, Ohio.
- The School of Education plans to participate in a partnership with Portsmouth City Schools for the fall semester where students from Foundations courses for each licensure area will be participating in an early warning intervention program that will be addressing attendance, behavior, and course grades. SSU students will be tutoring one-on-one and groups of PCS students under the supervision of faculty and school teachers.

#### *Department of Rehabilitation Sciences*

- Occupational Therapy Doctorate program graduated four students in December and have seven students currently enrolled. Dr. Stone is planning a virtual open house that will be recorded and placed on the website. Dr. Stone continues working with Wiley on marketing initiatives to help build enrollment.
- To date, the Master of Occupational Therapy program has 24 enrolled for Autumn 2023. This is a second enrollment increase for the MOT program as they rebound from COVID enrollments. Work continues on a program re-design that, if approved, will provide online course content along with face-to-face clinical and lab work.
- The Physical Therapy Assistant program graduated 18 students in 2023. The program has 21 currently confirmed students accepted for fall 2023.
- The Occupational Therapy Assistant program has accepted 16 students for the Portsmouth program and eight for the Southern State Community College in Hillsboro.
- All programs have rolling admission until a full cohort.

#### *Department of Engineering Technologies*

- The Scioto County Republicans Club was hosted for an overview of the programs in Engineering Technologies and a tour of the facilities on May 30<sup>th</sup>, 2023.
- Scholarship applications are open and are coming in for the Intel Grant supported scholarships in Engineering Technologies.

#### *C. H. Lute School of Business*

- The School of Business is continuing efforts toward full IACBE accreditation. The draft self-study was submitted to IACBE on May 8, 2023. The school is awaiting the Technical

Review process. Once that is complete, the School will receive feedback and will submit the final self-study to IACBE by July 10, 2023.

- The School of Business has been accepting applications for the new MBA program since its approval. Overall, the program has received and accepted the following students:
  - Total applications started in the system: 48
  - Applicants breakdown:
    - a. SSU alums: 30
    - b. Applicants from other countries: 9
      - 1. Bangladesh (1)
      - 2. Brazil (1)
      - 3. Ethiopia (2)
      - 4. Ghana (2)
      - 5. Nigeria (1)
      - 6. Pakistan (1)
      - 7. Sierra Leone (1)
    - c. Other: 9
    - d. Complete applications 17
      - 1. Accepted to date: 17
        - 1. International (Brazil, Pakistan) 2
        - 2. US Students 15
      - 2. Registered for classes: 9
      - 3. Accepted, Not Yet Registered: 8

*Department of Allied Health Sciences*

- For the 2<sup>nd</sup> year in a row, Med Lab is participating in the Bear Tracks Phlebotomy Program. This is funded through GRIT and administered through the Center for Lifelong Learning. This program will run from June 5 through June 23. Students will be on campus and instruction will take place in student lab. Andrea Zaph is leading this 3-week phlebotomy course for qualifying just graduated high school students. Current MLT students will volunteer to provide peer instruction during laboratory sessions. At this time, we have 22 students enrolled.
- Faculty from the Department have partnered with the Dean’s Office, the Facilities Office, the Development Office, and the Office of Grants and Sponsored Programs to apply for a grant from the OVRDC to secure funding to renovate areas that house Respiratory Therapy, Radiologic Technology, and Medical Laboratory Therapy programs. The Office of Grants received word that the application has successfully completed the first round of reviews and will progress to the next levels.
- The faculty in the Health Sciences program have submitted a proposal to the Academic Resource Management Committee for a Master of Public Health.

## Student Affairs

### *Student Life*

- **Co-Curricular Transcripts**
- In Autumn 2023, Student Life will introduce *Smart Transcripts* through our student engagement platform *Presence* through *Modern Campus* by using check-in technology to confirm student attendance and reflections on their development as leaders. The system allows students to synchronize their completed and in-progress experiences, certifications, points, service hours, and skills into one fully automated, live-updating student profile.
- To promote collaboration across campus, *Presence* allows SSU to design student experiences centered around customized learning outcomes. The components of the program feature experience, skills, points, and service hours. The student opportunities are all trackable and measurable, and once a student completes an opportunity, it is reflected on the student's *Smart Transcript*. Experiences can be created as awards programs, internships, certifications, study abroad programs, first-year experiences, and more. Skills are developmental milestones SSU encourages students to reach. Points “gamify” the student's experience by encouraging students to attend specific events or take surveys. Finally, service hours can be integrated into the other three features and tracked for the student's records.
- Students will be introduced to the points system at Weekend of Welcome as Career Services and Student Life promote a new initiative, Passport to Success. As students attend events throughout the semester, they will earn points toward prizes but, most notably, support the University's mission to prepare students for life after college.
- **Celebrating Your Success: Avoiding the Sophomore Slump (Strategic Plan Goal 3)**
- Eight events were held in 2022-23 for students to attend; the purpose was to encourage students and reinforce the importance of knowing how to access and use campus resources.
  - SophoMORE for You (two events)
  - Students created jewelry or keychains with embossed inspirational reminders of their reason for working toward their degree. Staff were available to answer questions.
  - Avoiding the Slump with Career Services
  - Avoiding the Slump with Library Services
  - Avoiding the Slump with ITS Services (Help Desk)
  - Celebrate Your Success with Student Life/Housing and Residence Life
  - Avoiding the Slump with the Peer Drop-In Center
  - Avoiding the Slump with the Women's & Gender Equity Center, Intercultural Student Belonging, and Bear Necessities Pantry
  - Students were encouraged to visit spaces on designated days for gifts (gift cards, candy, flash drives, etc.) and to learn about or ask questions about services they might not usually frequent.



- **Hazing Prevention**
- Since implementing Hazing Prevention training, more than 2,000 students, faculty, and staff have completed *Get Inclusive* online training. During autumn 2022, 330 student leaders, student-athletes, coaches, and administrators participated in a statewide college and university meeting. Participants heard from Kathleen Wiant, whom Collin’s law is named after. Collin’s law mandates that all students and employees associated with student groups and teams complete hazing prevention training.
- Starting in July 2023, online training will be provided through *United Educators*. Student Life is partnering with Academic Affairs to further support compliance by offering online training through First Year Experiences courses starting in Autumn 2023.
- **Awareness Videos (Strategic Plan Goal 7)**
- Videos for the Offices of Military & Veteran’s Services, Accessibility Services, and Student Belonging have been recorded and are in the final editing stages. Videos will be posted to the website starting June 2023 and will highlight the services or needs of various students on campus.
- **Food Insecurity (Strategic plan goal 3)**
- The Bear Necessities Pantry continues to provide and expand services to students. The Student Life office has secured access to the Cincinnati Freestore Foodbank, increasing access to more food, personal care items, and school supplies at a discounted rate. Students will have access to healthier foods and a variety of products previously not available due to cost restrictions.

<b>BEAR NECESSITIES PANTRY 2022-2023 DATA</b>	<b>AU22</b>	<b>SP23</b>
Unique Students	241	161
Number of Pantry Visits	753	595
Selected Food During Visit	608	476
Selected Hygiene During Visit	344	339
Selected School Supplies During Visit	26	114

*Student Belonging*

- **Fraternity Sorority Life**
- Our Greek community is bouncing back after hit in membership during the pandemic. While still very small, it grew by 40% during AY22-23.
- **Student Belonging (Strategic Plan Goal 7)**
- Implicit Bias Training was requested by several professors as well as at our first annual MLK Summit and over 75 students have been trained this year alone.
- AHANA is growing and has become the strongest since 2019. They have continued collaborations with community organizations like Wings of Hope, which is a program for at-risk youth specifically affected by the opioid crisis in our region.
- They have gained 15 new members this year and held a host of successful programs.



- **Matt Matthews’ Scholars: Early Arrival Program (Strategic plan goal 3)**
  - We extended 21 new scholarship recipients to the group. Our total number of students in the program now is 34. This number might drop a bit with Coach Thomas’s departure and some of those students going with him.
  - Currently awaiting the July 1 deadline to begin processing applications for the incoming freshman/first year class.
  - This year, we had more programming. Scholars have performed well over 1,000+ hours of community service, have become student leaders in various aspects, and remain academically strong.
- **Student Programming Board**
  - The new board for 2023-24 AY has been hired.
  - Format for the executive board has been changed to support areas needing assistance within Student Life to strengthen programming efforts.
  - This has been the first year since 2019 that we have generated revenue. We hope to increase that and mitigate additional budget issues with the creation of Shawn’s Squad, which is a spirit group that will have prepaid for many of the paid services SPB offers, ensuring there is a profit from those events.
  - In Spring semester 2023, there was a recovery of student participation and renewed energy. This was demonstrated by the authorization of more than 10 new clubs, several of which were organized to enhance inclusion for underrepresented groups. (Strategic Plan Goal 7).

*Women’s and Gender Equity Center*

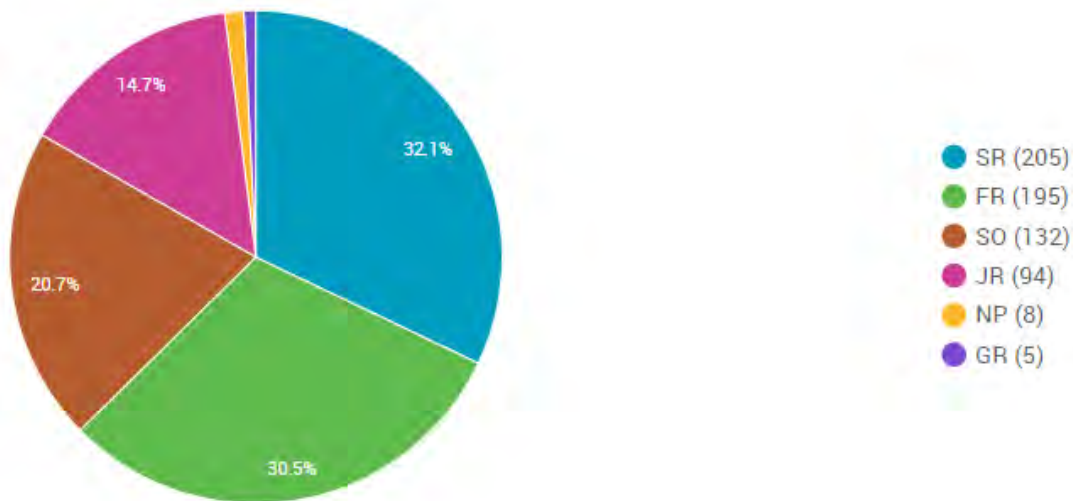
- **“I Am First Gen” Program (Strategic plan goal 3):** Recruitment for the “I Am First Gen” program is ongoing and students can enroll at any time.

<b>Semester</b>	<b>Number of First Gen Mentees at Start of Term</b>	<b>Number of First Gen Mentees at End of Term</b>	<b>Number of First Gen Graduates for Term</b>
AU22	99	79	4
SP23	87	98	25 (petitioned)

*Housing and Residence Life*

- **Housing Occupancy Numbers**
- Housing AU22
  - 596 students
    - 62 students in Athlete Themed Housing
    - 125 students in First Year Experience (Freshman) Themed Housing
    - 130 students in Digital Learning Community (DLC)
      - 23 students that applied for the DLC were unable to be placed due to space allocations

- 22 students in Health and Natural Science Themed Housing
    - 21 students in Honors Themed Housing
  - Housing SP23
    - 520 students
      - 60 students in Athlete Themed Housing
      - 95 students in First Year Experience (Freshman) Themed Housing
      - 125 students in Digital Learning Community (DLC)
      - 18 students in Health and Natural Science Themed Housing
      - 16 students in Honors Themed Housing
      - **Other Housing Data**
- 83 Housing Policy Exemption Requests
- 4 Petitions for Housing Contract Release
- 292 Lockouts
- 20 Housing Student Health Report (Covid-19)
- **Programming in Housing**
- 29 Programs
  - 462 Unique Attendees
  - 1046 Total Attendees
    - Average of 36.07 attendees per event



*Veteran and Military Student Services*

- The Coordinator of Veteran Services position was vacant from the beginning of July 2022 until September 12<sup>th</sup>. This data is for the period between September 12, 2022 and June 1, 2023. During that period, Veteran & Military Student Services worked with 153 military affiliated students.
  - Autumn 2022 = 72

- Spring 2023 = 57
- Summer 2023 = 24
- “Signing Day” was initiated by the Veteran Services Coordinator during spring 2023. This is an event where graduating high school seniors who sign up for military service are presented a letter, signed by President Bauer, thanking the student for their military service. The letter also reminds them that the Veteran Service Coordinator is available to help with any education benefits questions.
- The Student Veterans of America (SVA) Chapter was reinvigorated. The SVA Chapter acts as an affiliation group for student veterans while focusing on organizing community service events.

*Counseling, Health & Accessibility Services*

**Accessibility Services**

- Between August 1, 2022 and May 29, 2023, Accessibility Services served 125 students with disabilities and provided 667 client appointments.

**Counseling Services**

- During this same period, counseling services had 331 unique students who attended 2,041 appointments. Of these appointments, 234 were for psychiatry and 9 were after-hours mental health crisis response. The table below shows the percentage breakdown by diagnosis type:

<b>Diagnosis Type</b>	<b>Percent</b>
Substance abuse/dependence	3
Mood Disorders	16
Anxiety Disorders	39
Childhood Abuse/Neglect (physical/sexual/emotional)	16
Autism Spectrum Disorder	6
Personality Disorders	7
Diagnosis related to a medical condition	5
Eating Disorders	1.5

*Conduct/Dean of Students*

**Conduct System Data**

- Unique Students Referred to the Dean of Students = 238
- Judicial Cases = 76

- Criminal Justice Interviews = 8
- Referred for Personal, Emotional or Behavioral Issues = 7
- Voluntary Leave of Absence Requests = 9
- Housing Policy Exemption Appeals = 7
- Case Management/Problem Solving = 16
- General Complaints = 16

### Training for Housing/RA Staff (Strategic Plan Goal 7)

- *The Traumatized Brain: Do this, not that!* is the title of a training offered to HRL and other staff spring 2023. This training focused on understanding the impact of trauma of the brain, how traumatic memories are stored, the role of the limbic system, and polyvagal response. It included behavioral signs of traumatization and strategies for responding that decrease the likelihood of re-traumatizing the individual. Trauma was contextualized as one possible form of invisible disability.

### Student Resource Guide (Strategic Plan Goal 3)

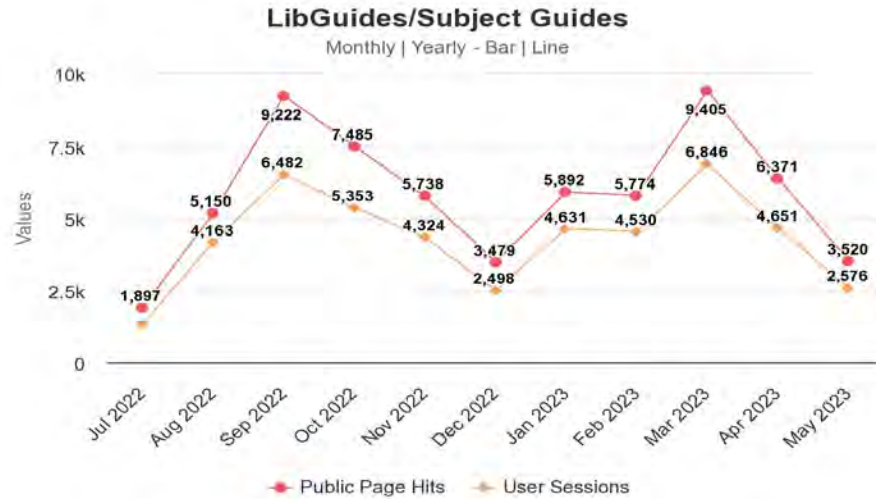
- The Student Affairs Committee completed an online Student Resource Guide (or Handbook), which was made available in December 2022. The Resource Guide is a quick reference for students as they navigate higher education at SSU. It can be accessed from Dean of Students site at <https://www.shawnee.edu/sites/default/files/documents/student-resource-guide.pdf>

### Clark Memorial Library

- Summer gives the library staff a chance to reflect on the previous year while we prepare for the next academic year. The library provides many vital services to our stakeholders, in addition to being a popular place for students to study. Below is a snapshot of some library services since July 1, 2022.
- Library visits by the numbers:

	<b>Days Open</b>	<b>Total</b>	<b>Avg/day</b>	<b>Median</b>	<b>Min</b>	<b>Max</b>
Daily Total	330	53,440	161.94	81.5	0	917

- We create customized research guides to help students target resources that are specific to areas of study and are pulled into BlackBoard for easy access. Our guides are published on our webpage and garnered 63,933 public page hits; and 47,384 user sessions.



- The Digital Commons has seen tremendous growth in content and readership over the past year. Readership details can be found here: <https://dashboard.bepress.com/?dashboardToken=647dd7a6735a5108e05497cdlLjOO4NVCkQd8qY2ee8QTN28miJpQHdBudN8UYwl>
- Yeti, the Therapy dog, was very well received during finals week. Over seventy students gathered to interact with Yeti during his visits. The overall reaction was very positive, and Yeti loved interacting with the students. We have plans to have him back the first week of classes in the Fall. Photos of his visit can be seen here: <https://www.instagram.com/p/CrcJzNXJqcK/>.

Respectfully submitted,

Sunil Ahuja, Ph.D.

Provost and Vice President for Academic and Student Affairs

**Division of Advancement & Enrollment Management Report  
to the Meeting of the Board of Trustees  
June 23, 2023**

### **Alumni and Community Events**

The Office of Alumni and Community Events has hosted over 400 in-person events on campus including meetings, campus visits, holiday parties, programming events, community events and camps. Several Alumni events have been scheduled for summer and fall, including Shawnee State Night at the Chillicothe Paints on July 14<sup>th</sup> and Homecoming Weekend on September 15<sup>th</sup> and 16<sup>th</sup>.

The **Golden Bear Program** was awarded a \$50,000 grant from the Scioto County Commissioners for the upcoming year.

### **Athletics**

There are currently 17 teams with a cumulative GPA above 3.0 at the end of the Spring 2023 term. The three highest averages are Volleyball at 3.74, Men's Golf at 3.56, and Men's Tennis at 3.55. Athletics has an average overall GPA of 3.26.

Outdoor Track and Field competed at the **NAIA National Championship**: Cody Booth (All-American) placed 6<sup>th</sup> in Men's 10K which is the 2<sup>nd</sup> fastest time in school history; Hunter Hoover placed 9<sup>th</sup> in Men's 10K and 18<sup>th</sup> in Men's 5K; Alex Morris placed 20<sup>th</sup> in the Men's 10K; Jozi Brown placed 31<sup>st</sup> in the Women's 10K; and Aiden Kammler (All-American) placed 2<sup>nd</sup> in the Men's 5K.

### **Development Foundation**

The President's Gala was held April 22<sup>nd</sup> and raised \$64,000 for The Friends of Shawnee Scholarship.

The Chairman's Dinner will be held on-campus on June 28<sup>th</sup>, supporting the C.H. Lute School of Business. Keynote speaker will be Ohio Chamber of Commerce president Steve Stivers.

### **Campus Partnerships & Center for Lifelong Learning**

The **UBMS** program has 40 students registered to participate in the summer residential program. The average ACT score was 21.75. Collectively, students received \$279,315 in grants and were awarded \$150,419 in scholarships. Students were also eligible for federal work study valued at \$4,000.

The USDE released the Annual Performance Report in April of 2023. The **Ohio Appalachian EOC** served over 700 eligible applicants in 2022-2023.

The **Verizon Innovative Learning Stem Achievers** program welcomed 26 students to campus on April 7 for a STEM Open House. The summer camp, which is free and open to all students completing grades 5-7, will be held June 5 through June 23. We plan to serve 150 middle school students through direct registration and partnerships. This year we are partnering with the Boys & Girls Clubs of Portsmouth, and Greenup Schools. In addition to robotics, AR/VR, coding, and

**Division of Advancement & Enrollment Management Report  
to the Meeting of the Board of Trustees  
June 23, 2023**

3D printing, students will engage in a unit on space. Students will receive a kit from COSI with space related activities, and will study with Tim Hamilton to build and launch a weather balloon. Field trips will include Shawnee State Forest, Heritage Farms in Huntington WV, and the National Museum of the US Air Force in Dayton, OH.

AmeriCorps program, **Project BEAR**, took 12 members to the OAEYC conference in Sandusky, Ohio April 19-22. Members hosted a Children's Fair on campus for 150 local preschool and kindergarten students. Service members judged the Skills USA Ohio State Competition in Early Childhood Education and awarded scholarships to the top three contestants. In May, members wrapped up the school year program where they served over 33,000 hours collectively in local early childhood classrooms. Project Bear hosted Gerry Brooks for a professional development day where over 480 educators from across the region attended.

The **Scholar Leaders** program closed out the year by completing a service-learning project, reading to local elementary school students and completing growth mindset activities. This June, several Scholar Leaders will be serving as interns for Cub Camp through a partnership with Building Bridges to Careers. Each participant will intern for 80 hours and earn \$1,250.

**Cub Camp** begins on June 26 for students enrolled in grades PK-8. 101 students are currently enrolled. Registration is ongoing. Summer youth programs abound including athletic camps, the performing arts academy, and the Children's Learning Center.

**Bear Tracks**, a summer workforce training program, begins June 5 with 72 students currently enrolled. Students will complete a paid 40-hour internship through our partnership with Building Bridges to Careers. Faculty and staff are supporting this program which includes resume and interview preparation workshops. A coordinating a career fair will be held on June 20.

### **Children's Learning Center**

A highly successful Super Star Celebration was held May 18, 2023 honoring 10 preschool graduates and families. We had one Teacher Assistant graduate, Jessica Carnes, who has been a student employee at the CLC for the last 4 years. Destiny Payne is our S.P.I.R.I.T. Award winner. She is a Teacher Assistant at the CLC and is pursuing a Bachelor's to Master's 3+2 degree in Occupational Therapy.

Summer session begins May 30, 2023. We have 91 students enrolled in all with 26 school-agers from age 6-12. Summer session theme for our school-age group is science based concentrating on earth, physical, and life science.

### **Workforce Development**

Workforce Development is supporting the Bear Tracks Manufacturing track by providing an instructor for Lean Six Sigma Yellow Belt training and planning industry field trips to Kenworth, GE Aerospace, General Mills, and Bellisio Foods. The office is also working with Career Services to coordinate a career fair on June 20 to assist regional employers with recruiting Bear Tracks students for their career and internship opportunities.



**Division of Advancement & Enrollment Management Report  
to the Meeting of the Board of Trustees  
June 23, 2023**

Shawnee State hosted representatives from the Ohio Cyber Range regional programming centers around the state on May 22 at the Kricker Innovation Hub.

Choose Ohio First scholarships have been awarded to 36 incoming freshmen and information will continue to be shared at the remaining orientations to get more students to apply.

**Kricker Innovation Hub & Entrepreneurship**

The Ignite Portsmouth Boot Camp and Pitch Competition kicked off with **25 participants, our largest cohort yet**. This is also the first year we have brought the program and curriculum entirely in-house with program facilitator Josh Lawson. We are experimenting with other tweaks to the program including how we facilitate participant/mentor interactions and incorporating optional deep dive topics outside of the regular boot camp hours.

Our pilot KIH (Kricker Innovation Hub) **Entrepreneur Fellows program** with five fellows was completed this May thanks to support from the Shawnee State University Development foundation. We anticipate launching this program again in the fall and expand the timeline to one academic year, and continue to integrate the fellow experience with other KIH programs and resources. Each participant receives 3 months of access to the KIH Accelerator Studio to work on a business idea as part of the program.

**David Kilroy is leaving his current role as Kricker Innovation Hub Director** to pursue his MBA at the Yale School of Management. His last day will be July 30. **Amanda Hedrick**, currently Director of Campus Partnerships and the Center for Lifelong Learning **will be assuming the Director role**, and we are actively pursuing a plan for a seamless transition.

We have added **two new KIH Advisory Board Members**, SSU alum Gordon Withrow and Queen City Angels Executive Director Scott Jacobs, to expand our board capacity. We've also adopted an advisory board charter to add structure to the board.

**Vern Riffe Center for the Arts**

Negotiations are underway for the 2023-2024 VRCFA Performing Arts Series. The VRCFA advisory board will meet soon to discuss new ideas on how to increase subscription sales and community interest. The use of customer surveys for each event has been a very beneficial venture this season and provided helpful feedback. Focus remains on youth fostering a love of the arts, in an effort to garner the next generation of theater goers. Discounted tickets and weekday morning shows are offered to youth/school groups. The Performing Arts Academy continues to grow in popularity and participation; bringing 60-70 families on campus each week that may otherwise only visit campus a couple times a year. The VRCFA continues to be a welcoming entryway to campus for the community.

*Respectfully Submitted,*

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



Summer 2023 15th Day Registration Comparison Report

15th Day	Summer 2021 6/7/2021	Summer 2022 6/6/2022	Summer 2023 6/5/2023
<b>New Undergraduate Enrollment</b>			
First-time Freshmen	24	14	17
Transfer	7	9	16
<b>Total New</b>	<b>31</b>	<b>23</b>	<b>33</b>
<b>Difference from prior year</b>		<b>-8</b>	<b>10</b>
<b>Continuing Undergraduate Enrollment</b>			
Freshmen	28	66	56
Sophomore	140	136	136
Junior	142	139	130
Senior	334	196	224
<b>Total Continuing</b>	<b>644</b>	<b>537</b>	<b>546</b>
<b>Difference from prior year</b>		<b>-107</b>	<b>9</b>
<b>Total Degree Seeking Undergraduate</b>	<b>675</b>	<b>560</b>	<b>579</b>
<b>Difference from prior year</b>		<b>-115</b>	<b>19</b>
<b>New Graduate Enrollment</b>			
Graduate - New	36	39	25
<b>Total New</b>	<b>36</b>	<b>39</b>	<b>25</b>
<b>Difference from prior year</b>		<b>3</b>	<b>-14</b>
<b>Continuing Graduate Enrollment</b>			
Graduate - 1	89	66	92
Graduate - 2	38	33	29
Graduate - 3	6	6	1
Doctorate	0	0	8
<b>Total Continuing</b>	<b>133</b>	<b>105</b>	<b>130</b>
<b>Difference from prior year</b>		<b>-28</b>	<b>25</b>
<b>Total Graduate</b>	<b>169</b>	<b>144</b>	<b>155</b>
<b>Difference from prior year</b>		<b>-25</b>	<b>11</b>
<b>Non-Degree Enrollment</b>			
NC - Non-Degree Certificate	0	11	16
ND - Returner CCP and non-CCP	44	4	0
NH - Highschool not CCP	1	0	0
NO - Non-degree	5	43	49
NP - College Credit Plus	29	95	143
NS - Senior Citizen	0	0	0
NT - Visiting	1	0	0
<b>Total Non-Degree</b>	<b>80</b>	<b>153</b>	<b>208</b>
<b>Difference from prior year</b>		<b>73</b>	<b>55</b>
<b>Grand Total</b>	<b>924</b>	<b>857</b>	<b>942</b>
<b>Difference from prior year</b>		<b>-67</b>	<b>85</b>

Certified as True and Correct  
August 10, 2023

  
Secretary, SSU Board of Trustees

# RECRUITMENT AND ADMISSIONS REPORT

June 23 Board of Trustees Meeting

Certified as True and Correct  
August 10, 2023



Secretary, SSU Board of Trustees

# 2023 Fall Enrollment Indicators Point in Time (June 2023)

		<u>FA19</u>	<u>FA22</u>	<u>FA23</u>	<u>Δ19-23</u>	<u>Δ22-23</u>
<b>First Time Freshman</b>	<b>Applications</b>	<b>3184</b>	<b>2421</b>	<b>2612</b>	-18%	8%
	<b>Admitted Students</b>	<b>2417</b>	<b>2043</b>	<b>2167</b>	-10%	6%
	Application Conversion	76%	84%	83%		
	FAFSA Submissions*	683	1143	1179	73%	3%
	Financial Aid Packages*	1097	906	939	4%	-14%
	Scholarships Awarded	771	590	637	-17%	8%
	New Housing Applications	283	233	204	-28%	-12%
	Orientation Registrations	616	596	641	4%	8%

\*Freshmen and Transfers


		<u>FA19*</u>	<u>FA22</u>	<u>FA23</u>	<u>Δ19-23</u>	<u>Δ22-23</u>
<b>PALSJR Counties</b>	Adams	101	90	81	-20%	-10%
	Jackson	92	87	107	16%	23%
	Lawrence	158	138	210	33%	52%
	Pike	165	187	168	2%	-10%
	Ross	126	156	213	69%	37%
	Scioto	482	427	449	-7%	5%
	FTF Applications					

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August 30, 2023

  
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# 2023 Fall Enrollment Indicators (June 2023)

		<u>FA22</u>	<u>FA23</u>	<u>FA23 Progress to FA22 15th Day</u>
<b>PALSJR+ Counties</b>	Brown	51	71	139%
FTF Applications	Gallia	27	32	119%
	Highland	54	80	148%
	Hocking	17	23	135%
	Pickaway	56	37	66%
	Vinton	10	18	180%
	Boyd, KY	46	95	207%
	Greenup, KY	115	141	123%
	Lewis, KY	31	53	171%

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August 10, 2023  
  
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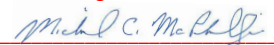
# 2023 Fall Enrollment Indicators Point in Time (June 2023)

		<u>FA19*</u>	<u>FA22</u>	<u>FA23</u>	<u>Δ19-23</u>	<u>Δ22-23</u>
Transfer Students	Applications	434	274	273	-37%	0%
	Admitted Students	193	160	132	-32%	-18%

			<u>FA22</u>	<u>FA23</u>	<u>Δ22-23</u>
Graduate Students	Applications		60	94	57%
	Admitted Students		47	33	-30%

		<u>FA22*</u>	<u>FA23</u>	<u>FA23 Progress to Year End</u>
Free Tuition	Eligible	157	299	190%
	Awarded	86	141	164%

\* Entire Year

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 August 10, 2023  
  
 Secretary, SSU Board of Trustees

# Marketing Mix 2022-2023



## Traditional Advertising

- Television
- Newspaper
- Radio
- Billboards



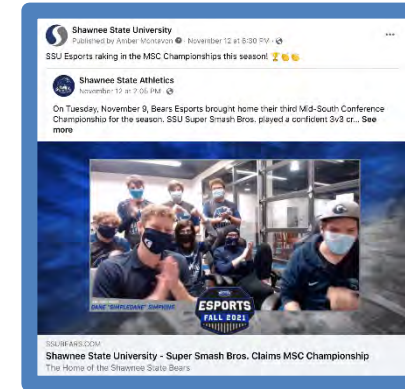
## Digital Advertising

- Social Media
- Email / Text
- Web
- Paid Search
- Streaming Services



## Outreach

- Direct Mail
- College Fairs
- School Visits
- Events



## Referral

- Niche / Naviance
- Athletics
- PR / Comm
- Guidance Counselors

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August 10, 2023

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# Recruitment Year Digital Campaigns

## Top Facebook Creatives (Sorted by Click-Through-Rate)

Ad	Imp	Clicks	CTR	Cost	CPC	100% Vid Views	Cost / Vid View	Frequency	Reach
Video Free Tuition - Oct 2022	10,259 ▲ 2,295	260 ▲ 169	2.53% ▲ 1.39%	\$156.33 \$93.73	\$0.60 ▼ \$ 0.09	2,271 ▲ 1,718	\$0.07 ▼ \$ 0.04	1.56 ▼ -0.01	6,557 ▲ 1,499
Video Free Tuition - Oct 2022	433,804 ▼ 122,558	3,398 ▲ 324	0.78% ▲ 0.23%	\$1,843.67 \$306.23	\$0.54 ▲ \$0.04	16,477 ▲ 3,527	\$0.11 ▼ \$ 0.01	1.88 ▲ 0.05	231,070 ▼ 73,445

## Fall 2022

Free Tuition

Scholarships

Brand Messaging CTA:  
Visit / Apply

Nursing

Allied Health

Bear Campaign Lead Gen

## Top PPC Campaigns (Sorted by Clicks, MoM)

Campaign Name	Network	Imp	Clicks	CTR	CPC	Cost	Conv Rate
Medical Display	Content	739,603 ▲ 739,603	288 ▲ 288	0.04% ▲ 0.04%	\$1.23 ▲ \$1.23	\$353.22 \$353.22	0.00% 0.00%
Occupational Therapy	Search	1,293 ▲ 1,293	109 ▲ 109	8.43% ▲ 8.43%	\$0.92 ▲ \$0.92	\$100.44 \$100.44	3.67% ▲ 3.67%
Med Lab	Search	692 ▲ 692	39 ▲ 39	5.64% ▲ 5.64%	\$2.77 ▲ \$2.77	\$108.00 \$108.00	0.00% 0.00%
Respiratory	Search	855 ▲ 855	29 ▲ 29	3.39% ▲ 3.39%	\$3.20 ▲ \$3.20	\$92.85 \$92.85	0.00% 0.00%
Nursing	Search	473 ▲ 473	22 ▲ 22	4.65% ▲ 4.65%	\$4.08 ▲ \$4.08	\$89.79 \$89.79	4.55% ▲ 4.55%

\*December Snapshot

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August 10, 2023

*Michael C. McCall*

Secretary, SSU Board of Trustees



# Recruitment Year Digital Campaigns

## Winter 2023

Free Tuition

Scholarships

Visit Us

Advanced Manufacturing

Actuarial Science

Game Design

Plastics Engineering

Occupational Therapy

Pre-Med

Nursing

Cybersecurity

## Top Organic Search Content (Sorted by Pageviews, YoY)

Page	Pageviews	Sessions	Avg. Time on Page	Avg Duration	Entrances	Exits
/index.aspx	15,184 ▼ -2,144	11,300 ▼ -1,494	1:14 ▼ 0:13	3:50 ▲ 0:07	11,278 ▼ -1,503	4,561 ▼ -863
/areas-study	3,303 ▲ 91	589 ▲ 132	1:05 ▲ 0:15	4:12 ▼ 0:24	586 ▲ 129	577 ▲ 80
/areas-study/clark-memorial-library/information-technology-services/student-and-employee-email	2,846 ▼ -1,498	1,621 ▼ -828	7:01 ▼ 0:04	1:41 ▼ 0:04	1,618 ▼ -823	2,244 ▼ -1,138
/faculty-and-staff	2,425 ▼ -182	232 ▲ 15	0:55 ▲ 0:09	4:26 ▼ 0:17	234 ▲ 17	441 ▲ 68
/areas-study/clark-memorial-library	2,377 ▲ 32	2,034 ▲ 60	18:21 ▲ 2:16	4:24 ▲ 0:39	1,604 ▼ -18	1,912 ▲ 6
/academic-calendar	1,712 ▲ 1,712	1,161 ▲ 1,161	3:43 ▲ 3:43	0:43 ▲ 0:43	1,160 ▲ 1,160	1,394 ▲ 1,394
/directory	1,588 ▲ 36	611 ▲ 35	4:39 ▼ 0:03	2:02 ▼ 0:08	595 ▲ 43	981 ▲ 21
/bear-trax	1,477 ▲ 42	848 ▲ 32	7:30 ▲ 0:30	1:51 ▼ 0:06	848 ▲ 32	1,097 ▼ -17
/admission/apply	1,253 ▲ 83	193 ▲ 21	2:05 ▼ 0:02	4:17 ▲ 0:32	206 ▲ 30	470 ▲ 73
/athletics	1,074 ▼ -270	189 ▼ -12	2:25 ▲ 0:16	0:42 ▲ 0:07	189 ▼ -15	656 ▼ -15

\*February Snapshot

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August 10, 2023

*M. J. C. McRae*  
Secretary, SSU Board of Trustees



# Recruitment Year Digital Campaigns

## Spring 2023

Free Tuition

Choose Ohio First  
Scholarships

Intel Scholarships

New MBA

### Top Facebook Audiences (Sorted by Cost)

Adset Name	Imp	Clicks	CTR	Cost	CPC	100% Vid Views	Cost / Vid View	Frequency	Reach
Parent Ad Set Nov-Dec-Apr 2023	206,299 ▲ 196,931	2,082 ▲ 1,891	1.01% ▼ -1.03%	\$1,809.64 \$1,680.72	\$0.87 ▲ \$0.19	7,456 ▲ 6,272	\$0.25 ▲ \$0.14	2.24 ▲ 0.65	20,784 ▲ 14,884
1% LAL Stacked Mar-Apr 2023	27,458 ▲ 25,132	231 ▲ 195	0.84% ▼ -0.71%	\$181.71 \$150.89	\$0.79 ▼ \$-0.07	1,352 ▲ 993	\$0.14 ▲ \$0.05	2.12 ▲ 0.62	3,281 ▲ 1,734
<b>Total</b>	<b>233,757</b> ▲ 222,063	<b>2,313</b> ▲ 2,086	<b>0.99%</b> ▼ -0.95%	<b>\$1,991.35</b> \$1,831.61	<b>\$0.86</b> ▲ \$0.16	<b>8,808</b> ▲ 7,265	<b>\$0.23</b> ▲ \$0.13	<b>2.22</b> ▲ 0.65	<b>24,065</b> ▲ 16,618

### Top Facebook Creatives (Sorted by Click-Through-Rate)

Ad	Imp	Clicks	CTR	Cost	CPC	100% Vid Views	Cost / Vid View	Frequency	Reach
Video Free Tuition - Oct 2022	46,496 ▲ 37,128	582 ▲ 391	1.25% ▼ -0.79%	\$534.49 \$405.57	\$0.92 ▲ \$0.24	4,612 ▲ 3,428	\$0.12 ▲ \$0.01	2.24 ▲ 0.65	20,784 ▲ 14,884
Video Free Tuition - Oct 2022	6,967 ▲ 4,641	72 ▲ 36	1.03% ▼ -0.51%	\$56.60 \$25.78	\$0.79 ▼ \$-0.07	770 ▲ 411	\$0.08 ▼ \$-0.01	2.12 ▲ 0.62	3,281 ▲ 1,734
Video Free Tuition - Oct 2022	159,803 ▲ 159,803	1,500 ▲ 1,500	0.94% ▲ 0.94%	\$1,275.15 \$1,275.15	\$0.85 ▲ \$0.85	2,844 ▲ 2,844	\$0.46 ▲ \$0.46	0.00 ▲ 0.00	0 ▲ 0
Video Free Tuition - Oct 2022	20,491 ▲ 20,491	159 ▲ 159	0.78% ▲ 0.78%	\$125.11 \$125.11	\$0.79 ▲ \$0.79	582 ▲ 582	\$0.22 ▲ \$0.22	0.00 ▲ 0.00	0 ▲ 0

\*April Snapshot

Certified as True and Correct  
August 10, 2023

*Michael C. McRae*

Secretary, SSU Board of Trustees

# Application Results for Promoted Academics

Cybersecurity 34 - 36	+6%
Computer Eng Tech	+16%
Electromechanical (9)	-25%
Game Arts	+8%
Game Engineering	-12%
Pre-Med	+4%
Medical Laboratory	+14%
Nursing ADN	+5%
Nursing BSN	-20%
Nursing LPN-RN (8)	+300%

OTA	-28%
OT 3+2	+60%
Plastics Eng Tech (4)	-12%
Radiologic Tech	+15%
Respiratory Tech	-38%

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August 10, 2023

  
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# Results Tied to Admission Activity

**ARTISTIC bear**   **INVESTIGATIVE bear**   **REALISTIC bear**

**WHAT KIND OF BEAR ARE YOU?**

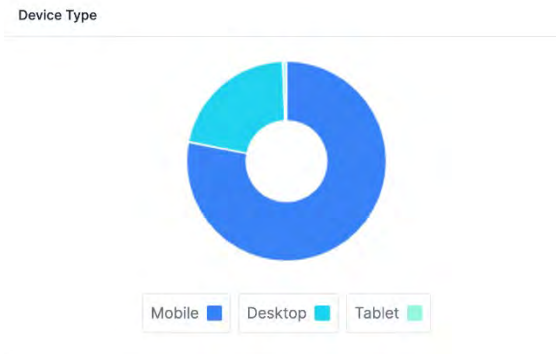
**ENTERPRISING bear**   **SOCIAL bear**   **CONVENTIONAL bear**

**SHAWNEE BEAR FOR PRESIDENT**   **E=mc<sup>2</sup>**

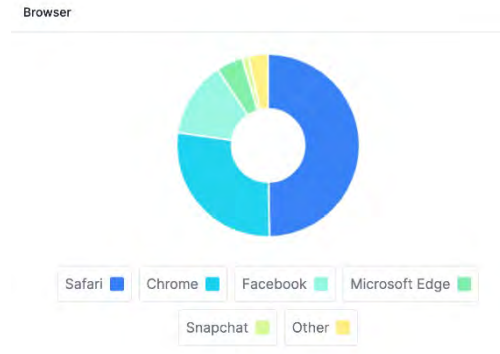
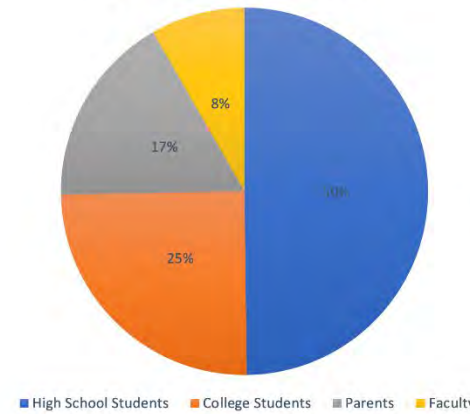
**SHAWNEE.EDU/FIND-YOU**



3,862 Leads



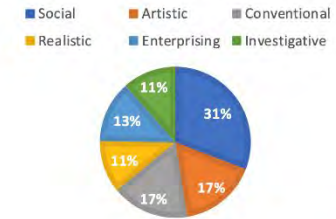
Who's Taking the Quiz



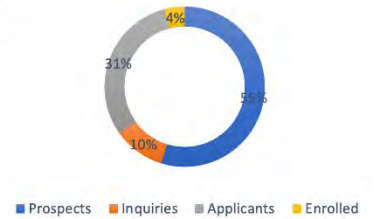
**22.73%**  
83%  
4%  
2%

**Conversion Rate**  
April Orientation Class  
Total Admits  
Lead Source

BEAR TYPES



Status



If you are in high school, when do you plan to enter college?



Certified as True and Correct  
August 10, 2023

2023   *Michael C. McRuff*  
Secretary, SSU Board of Trustees



# Orientation, Summer Push & Anti-Melt

## Push Continues

SSUDF Funds closing the scholarship gap

Still pushing Inquiries to Apply

Targeting Applicants to Register for Orientation

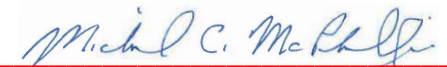
Pushing Orientation Students to Commit



# 2024 Recruitment Plan

- **Continued Focus on PALSJR+**
  - **First Full Cycle to Promote Pell-Eligible Free Tuition to “+” Counties**
- **SSUDF Scholarship Program**
- **New Associate Onboarding Next Month**
  - **Southwest/South Central Ohio Territory**
- **Enrollment Management – Creation of a Synergetic Communications Plan**
  - **Continue Build Out on CCP**
  - **Focus on International and Graduate Recruitment**
  - **Attempt to Recruit Students by Programs Based on Demand, Not Capacity**
- **Restoration of Valedictorian Scholarship Program**

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August 10, 2023



Secretary, SSU Board of Trustees

# President's Report

Board of Trustees Meeting

June 23, 2023

Thank you, Chairman Furbee.

As my last report to the BOT, I promised myself that I would keep it short and mention only those things that I hold most dear about my time at SSU. So here it goes ...

I want to thank the faculty and staff at SSU both past and present for their work and dedication to the University. The institution has gone through so many highs and lows but the one thing that has always been constant is the extraordinary commitment of our employees and their willingness to sacrifice for the success of SSU.

I want to thank the Board both past and present for their leadership and their use of the Goldilocks principle ... not too hot, not too cold, not too much, not too little ... in their oversight of the institution. Mr. Watson will note that there have been times when we needed a kick in the pants but the Board's unwavering support beginning with Dr. George White back in 1986, Dick Hyland, Orville Ferguson, Verna Riffe, Jack McCoy, Kay Reynolds, William McKinley, Pat Richards, Scott Williams, and many more, leading up to the current Board membership has helped to make this institution successful. Let me send a special thank you to Mr. Watson who has completed his nine-year term today. He has been especially instrumental in keeping our institution on the right track and offering his leadership and insightful advice as we worked through some pretty difficult times. And he always, always has effectively advocated for SSU and its mission.

I want to thank the leaders – academic and administrative – of the University, past and present, for their hard work, creativity, and crisis management - David Todt, A.L. Addington, Gary Gemmer, Ed Miner, Butch Kotcamp, Elinda Boyles, Becky Thiel, Jim Chapman, Rita Morris, Tom Stead, John Kelley, Jim Kadel, Susan Warsaw, Roberta Milliken, Andy Napper, John Whitaker, Bob Deal, and many, many more.

And a very special thank you to my assistant, Pamela Otworth, who helped keep everything together for me over the past ten years – Dean's Office, Provost's Office, and the President's Office. She is extraordinarily versatile. She is one of a kind and I know that she will do her magic in her new role as office manager in finance and administration. Greg and Malonda, you have a great asset that will help you in your new roles.

I have been blessed with being given the opportunity to serve SSU as a faculty and administrator over the past 36 years. I've watched the institution grow from infancy to adolescence to young adulthood. 19 K graduates. Wow! I'm so proud of our students and their achievements. If I can claim some minor contribution in making it happen, that will be a cherished memory.

But, the job is not finished ... so I pass the torch. I do so knowing that I leave the University in good hands. President Braun is an exceptional leader, manager, and community member. He is battle tested. He's also really smart. What most people don't know is that he has saved my rear end and the institution's on several occasions already. I am sure that he will serve with great distinction. And with that, let me turn it over to Mr. Braun as we leave fiscal year 23 and enter fiscal year 24.

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August 10, 2023

  
Secretary, SSU Board of Trustees



To: Shawnee State University Board of Trustees  
From: Jeffrey A. Bauer, Ph.D., President  
Re: Report on Policies and Procedures - 2022-2023  
Date: June 23, 2023

This is my report, pursuant to Board of Trustees Policy No. 5.00REV which directs the President to report to the Board at least annually on the administration's enactment, amendment, rescission, and renewal of policies and procedures that occurred during the fiscal year.

The fiscal year 2023 report is far more extensive than past years' reports. University staff made a concerted effort to bring as many policies and procedures up to date as possible. In total, 42 policies and procedures were renewed for three (3) years without substantive changes. Ten policies and nine procedures were renewed with material revisions. In addition, the Board enacted five new policies, and pursuant to my authority as President, I enacted five new procedures.

Noteworthy policy enactments addressed academic credits available to transfer students; accommodations for students' religious beliefs; flexible work arrangements for employees; and clarifications of various officials' authority to appoint and discipline employees. Long-awaited positive trends in pandemic statistics allowed the University to rescind its policy and procedure on facial coverings, and COVID vaccinations or testing in lieu thereof. The Board at the April 2023 meeting also rescinded the President's emergency authority to enact policies in response to the pandemic.

Below is a summary of the policies and procedures that were acted upon during the 2022-2023 year [items in *italics* presume that the Board will take action on these matters at today's meeting]:

Newly Enacted Policies and Procedures

2.19	Transfer Credit	November 18, 2022
2.20	Institutional Animal Care and Use	February 10, 2023
2.21	Accommodations for Student Religious Beliefs	April 21, 2023

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2.21:1	Religious Accommodations for Examinations and other Requirements	April 21, 2023
4.53:1	Administration of Compensation for Administrative Employees	February 27, 2023
4.95	Flexible Work Arrangements	February 10, 2023
4.95:1	Administration of Flexible Work Arrangements	April 7, 2023
5.13:1	Grants Application, Approval & Management	November 18, 2022
5.16:1	Delegation of Appointing Authority Roles	February 10, 2023
5.45	Naloxone Access for Emergency Use	April 21, 2023

Policies Revised by Board Action / Procedures Amended by Presidential Action

1.01	<i>Bylaws of the Board of Trustees</i>	<i>June 23, 2023</i>
2.10:1	Administration of Inventions, Discoveries, and Patents For University Personnel	November 14, 2022
2.19	Transfer Credit	February 10, 2023
3.00	Admission and Degree Requirements	November 18, 2022
3.19:1	Alcohol – On-Campus Events and Conferences	June 22, 2023
3.17:1	Student Conduct Code	October 20, 2022
4.40:1	Building Access and Key Control	August 1, 2022
4.51	<i>Administrative Employees – Employment Status and Other Employment Actions</i>	<i>June 23, 2023</i>
4.53	<i>Compensation for Administrative Employees</i>	<i>June 23, 2023</i>
4.69:1	Concern Resolution	January 18, 2023
4.77:1	Post-Retirement Re-Employment of Retiring Administrators or ATSS	August 17, 2022
4.91	Policy: Naming of University Buildings and Campus Areas	November 18, 2022
4.91:1	Procedure: Naming of University Buildings and Campus Areas	November 18, 2022
5.01:2	Reporting & Investigating Discrimination, Sexual Harassment and Retaliation	January 23, 2023
5.10	Freedom of Expression	November 18, 2022
5.13	Grants Application, Approval, and Management	November 18, 2022
5.16	President’s Authority to Appoint Personnel and Manage Positions	February 10, 2023 & June 23, 2023
5.25:1	Research Involving Human Subjects	August 9, 2022



5.39 Marketing, Branding, and Use of University Logo February 10, 2023  
(renamed from Marketing & Branding)

Policies and Procedures Renewed Without Substantive Changes

2.10 Copyright, Patents and Research for University Personnel November 14, 2022  
2.17 Credit Hour Assignment August 17, 2022  
3.17 Student Conduct Code September 28, 2022  
3.04:1 Student Education Records: Privacy and Release October 10, 2022  
3.19 Alcohol – General Rules June 22, 2023  
4.13 Meeting Expenditures October 31, 2022  
4.40 Access to University Buildings August 1, 2022  
4.53 Compensation for Administrative Employees February 27, 2023  
4.69 Concern Resolution for Administrators January 3, 2023  
4.73 On-Campus Education Benefits for Adjunct Faculty December 12, 2022  
4.75 Use of University Resources December 9, 2022  
4.77 Retirement and Re-Employment of Retirees August 17, 2022  
4.78 Identity Theft/Red Flag December 8, 2022  
4.79 Department of Public Safety/Employment Status and Other Employment Actions December 2022 and January 24, 2023  
4.90 Tuition and Other Student Fees, Fines, and Charges May 24, 2023  
4.92 Student Enrollment Business Functions December 12, 2022  
4.92:1 Student Business Functions December 12, 2022  
4.94 Electronic Signatures December 8, 2022  
5.01 Non-Discrimination/Sexual Harassment October 18, 2022  
5.06 Drug-Free Campus & Workplace December 8, 2022  
5.09 Policy: Emergency University Closing and Class Cancellation July 11, 2022  
5.09:1 Procedure: Emergency University Closing and Class Cancellation July 11, 2022  
5.11 Media, Social Media & Web Sites January 18, 2023  
5.19 Public Records August 16, 2022  
5.19:1 Public Records Requests August 16, 2022  
5.21 Bloodborne Pathogens December 19, 2022  
5.21:1 Bloodborne Pathogens-Exposure Control Plan December 19, 2022  
5.22 Chemical Hazards December 19, 2022

5.22:1	Chemical Hazard Communication Program	February 22, 2023
5.24	Vernal G. Riffe, Jr. Founder's Medal	March 16, 2023
5.25	Research Involving Human Subjects	August 9, 2022
5.28	University Parking	December 21, 2022
5.31	Solicitation of Gifts and Private Funds	October 20, 2022
5.31:1	Fundraising Guidelines & Processes	October 20, 2022
5.32	Ethics: Conflicts of Interest & Nepotism	January 12, 2023
5.33	Emeritus Administrator	July 7, 2022
5.34	Policy: Records Management, Retention, and Disposal	September 28, 2022
5.34:1	Procedure: Records Management, Retention, and Disposal	September 28, 2022
5.35	Emergency Management	December 8, 2022
5.36	Barring Individuals from University Property	April 27, 2023
5.36:1	Circumstances & Processes to Ban Individuals from University Property	April 27, 2023
5.40	Protection of Minors on Campus	December 8, 2022

Rescinded Policies and Procedures

5.42	Facial Covering (Mask)	January 30, 2023
4.93:2	Masking, Testing & Reporting COVID-19 Vaccination Status for Employees	February 10, 2023

**RESOLUTION E10-23**

**HONORARY NAMING OF GEOLOGY SUITE IN  
RECOGNITION OF DR. JEFFREY A. BAUER**

WHEREAS, Policy 4.91REV, Naming of University Buildings and Campus Areas, authorizes the Board to remove and/or change names of buildings and structures, spaces, units or entities; and

WHEREAS, Dr. Jeffrey Bauer became Shawnee State University's first geology professor in 1987; and

WHEREAS, Dr. Bauer spent the first 27 years at Shawnee State in the classroom and in the field, sharing his passion for geology, the physical environment of southern Ohio, and the world with students; and

WHEREAS, Dr. Bauer also spent the majority of his career championing SSU's geology program and advancing its science degrees; and

WHEREAS, the Trustees of Shawnee State University wish to recognize Dr. Bauer's 36 years of service and leadership to the institution in his roles as professor, Dean of the College of Arts and Sciences, Provost, and President,

NOW, THEREFORE, IT IS RESOLVED that the Geology Suite shall be named in honor of Dr. Jeffrey A. Bauer.

(June 23, 2023)

Certified as True and Correct  
August 10, 2023

  
Secretary, SSU Board of Trustees