

**SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**Meeting Minutes  
January 20, 2012**

**Call to Order**

Chairperson Mooney 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: Dr. Gail Ball, Ms. Melissa Higgs-Horwell, Mr. Dan Mooney, Mr. Gary Paine, Ms. Kay Reynolds, Dr. Rita Roberts, Ms. Elizabeth Seif, Mr. Matthew Allard, and Mr. Christopher Aaron Shaw

Members Absent: Mr. David Lodwick

**Approval of the January 20, 2012 Agenda**

Dr. Ball moved and Ms. Reynolds seconded a motion to approve the January 20, 2012 agenda. Without discussion, the Board unanimously approved said agenda.

**Approval of the November 18, 2011 Board Meeting Minutes**

Ms. Higgs-Horwell moved and Dr. Roberts seconded a motion to approve the November 18, 2011 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

**Committee Reports**

**Academic and Student Affairs Committee – Ms. Higgs-Horwell**

Ms. Higgs-Horwell reported on behalf of the Academic and Student Affairs Committee that included two action items and several information items.

**Action Items*****Resolution ASA01-12, Approval of Graduates***

Ms. Higgs-Horwell moved approval of Resolution ASA01-12, Approval of Graduates, which had been generated and certified by the Office of the Registrar. Dr. Roberts seconded the motion.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

***Resolution ASA02-12, Approval of Policy 5.09 Revisions, Emergency University Closing and Cancellation***

Ms. Higgs-Horwell moved approval of Resolution ASA02-12, Approval of Policy 5.09 Revision, Emergency University Closing and Class Cancellation. Revisions to this policy were made as part of the review of institutional policies and had been undertaken at the direction of the President in order to correct outdated technical language and to modify and update policies to reflect current operational needs. Mr. Paine seconded the motion.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

**Information Items**

Dr. Eugene Burns, Professor and Chairperson, Department of Natural Sciences, shared information on Pre-Med Day held on December 16, 2011. Pre-Med Day is an annual recruiting event to encourage high school students to choose Shawnee State for their pre-medical education. Forty-five students plus family members attended the event. The day includes showings of the cadavers, a panel discussion by Shawnee alumni who have completed medical school, a panel discussion by Shawnee graduates who are currently in medical school, and sessions about the pre-med curriculum, research and other activities, and the medical school admissions process.

Mr. Mark Moore, Registrar, presented fall commencement statistics. The Fall 2011 commencement ceremony was held on December 16, 2011. There were 174 graduates that were awarded degrees compared to 161 for the Fall of 2010. Of the 174 degrees awarded, 23 were Masters, 96 Bachelor and 55 Associate. The ceremony was well attended as the Vern Riffe Center for the Arts was nearly filled to capacity to celebrate the graduates' accomplishments.

Mr. Moore presented preliminary spring semester statistics. Undergraduate enrollment for Spring 2012 on the first day was 4,140, up 97 students for an overall increase 2.4% over Spring

2011. Registration activities continued through Friday, January 13<sup>th</sup>. The official 15<sup>th</sup> census date for reporting enrollment to the Ohio Board of Regents is Monday, January 23, 2012.

Ms. Katlin Goodhew, President of the Student Programming Board, reported that SPB attended the National Association of Campus Activities Conference in November and had over 100 attend their presentation titled "Small Schools, Small Budgets." Ms. Goodhew stated that SPB recently added more officers to assist in adding more programming every month and to help plan more events for students. Currently, SPB is developing ideas to attract more commuter students at events and is putting more efforts in planning even greater events for the future, including a commuter luncheon. Advertising for SPB events is being increased. A recent ZUMBA event was well attended and will be continued.

Dr. Oling-Sisay reported that 121 students and 40 parents attended the December 15<sup>th</sup> orientation and 136 students with 35 parents attended the January 7<sup>th</sup> orientation. An effort was made to ensure that all students had taken the placement tests, which made a very smooth transition to registering for class.

Dr. Oling-Sisay reported that the housing occupancy numbers, current as of January 17, are 839 which is 90.3% occupancy as compared to the same dates for Fall Semester of 965 which is 107% occupancy.

### **Education Session**

Ms. Nikki Karabinis, Coordinator, Office of Community Services, and Dr. Oling-Sisay reported that community service increases students' personal and interpersonal development. Community service increases students' motivation and engagement and enhances community connections.

For 2010–2011, 1,223 students participated in community service. They completed 18,821 volunteer hours, generated \$10,713.50 in "in-kind" donations, \$22,143.58 in monetary donations and the total education awards that Shawnee State University students received was \$30,510.

### **Finance and Facilities Committee – Dr. Gail Ball**

Dr. Ball reported on behalf of the Finance and Facilities Committee and presented six action items and several information items.

### **Action Items**

#### ***Resolution F01-12, Approval of Graduate Workshop Credit Fee***

Dr. Ball moved approval of Resolution F01-12, Approval of Graduate Workshop Credit Fee. This fee will be assessed on a per credit hour basis to individuals who complete an approved workshop course offering that may be used for professional development credit or continuing education units. Ms. Reynolds seconded a motion.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

***Resolution F02-12, Administrators and ATSS Employment Actions, Policy 4.51Rev***

Dr. Ball moved approval of Resolution F02-12, Administrators and ATSS Employment Actions, Policy 4.51Rev. Revisions to this policy were made as part of the review of institutional policies and had been undertaken at the direction of the President in order to correct outdated technical language and to modify and update policies to reflect current operational needs. Policy 4.51Rev incorporates the primary components and consolidates matters relevant to administrative and administrative/technical support staff employment actions and performance evaluations of both Policies 4.51Rev and 4.61Rev. Policy and procedures were reviewed with the affected governance body. Dr. Roberts seconded the motion.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

***Resolution F03-12, Rescission of Policy 4.61Rev (12/8/95), Performance Evaluation of Administrators***

Dr. Ball moved approval of Resolution F03-12, Rescission of Policy 4.61Rev (12/8/95), Performance Evaluation of Administrators. Revisions to this policy were made as part of the review of institutional policies and had been undertaken at the direction of the President in order to correct outdated technical language and to modify and update policies to reflect current operational needs. Policy 4.51Rev incorporates provisions that were previously addressed in this policy. Mr. Paine seconded the motion.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

***Resolution F04-12, Cash Management, Policy 4.21Rev***

Dr. Ball moved approval of Resolution F04-12, Cash Management, Policy 4.21Rev. Revisions to this policy were made as part of the review of institutional policies and had been undertaken at the direction of the President in order to correct outdated technical language and to modify and update policies to reflect current operational needs. Ms. Reynolds seconded the motion.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

***Resolution F05-12, Continuation of Position – Licensed Clinical Counselor with AOD Specialization***

Dr. Ball moved approval of Resolution F05-12, Continuation of Position – Licensed Clinical Counselor with AOD Specialization. The Board previously approved this position at its July 10, 2009 meeting for a three-year duration to allow the University to provide these services and to assess the ongoing need for them. Evidence demonstrates that these targeted counseling services are providing critical support for the continuing needs of SSU's student population. Ms. Reynolds seconded the motion.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

***Resolution F06-12, Addition of New Residence Life Coordinator Position***

Dr. Ball moved approval of Resolution F06-12, Addition of New Residence Life Coordinator Position. With the expansion of residential housing population and related operational issues, including safety and security matters, data was submitted to the President that clearly justifies the addition of a Residence Life Coordinator position. The President recommends the creation of this administrative position. Dr. Roberts seconded the motion.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

**Information Items**

There were four administrative appointments and one retirement as follows:

- *John A. Carey, Jr.* was appointed Assistant to the President for Government Relations and Strategic Initiatives, effective January 1, 2012.
- *Laura K. Davis* and *Jonathan G. Peters* were appointed Police Sergeants in the Department of Public Safety effective January 4, 2012. *Shane D. Hatfield* was appointed Police Sergeant in the Department of Public Safety, effective February 6, 2012.
- *Michael D. Pinson*, Systems and Network Manager in the Department of University Information Services, retired effective January 1, 2012.

The University's investment performance report revealed slight gains in December and early January, offsetting to some degree the hefty losses experienced in this fiscal year. With this positive adjustment, the portfolio has realized a 3.4% percent loss in the amount of \$446,609 for the reporting period (July 1, 2011 – January 6, 2012).

The status of projects through December 31, 2011 indicates that the:

- Founders Plaza Project remains on hold pending capital budget allocation.
- Administration Building renovation project – an architectural firm has been selected and the preliminary steps to contract with the firm are underway. A programming committee is addressing the utilization of the space.
- 310 Chillicothe – programming for the first floor renovation of this gifted building is underway with this renovation anticipated to be completed December 2012/January 2013.
- Fine Arts Boiler replacement project – installation is complete with the new boiler start-up scheduled for January 2012.
- Smokestack Building – this building will house the Department of Public Safety and is scheduled for completion in January, 2012, with move-in planned by end of February 2012.

The Vern Riffe Center for the Arts PACE report for the period July 1, 2011 through December 31, 2011 reflects:

- A 115.4% increase in revenue is primarily due to the transfer of University support funding during the first half of the current fiscal year. This transfer occurred in the second half of the prior fiscal year. Ticket income increased by 24.1% from the comparable period a year ago as a result of the number and popularity of the shows presented during the first half of the current fiscal year.
- Expenditures (compensation and non-compensation) for the current period reflect an increase of 25.9% when compared to the same period in 2010. An increase in the number of shows presented in a given six month period and the related costs (artists, advertising, etc.) produce variances when compared to any other six month period of time.

A snapshot of the general fund revenue and expenditures for the period of July 1 through December 31, 2011 revealed:

- A 2.4% decrease in revenue compared to the same period in 2010. This is primarily due to the loss in investment value for the first half of this fiscal year. Other factors affecting the comparison of revenue to 2010 illustrate a 6.3% increase in tuition and fee income and a related 9.8% decrease in state subsidy.

Comparison of YTD revenue to the FY12 budget reveals that the University has realized 75.1% of projected revenue.

- Expenditures reveal that compensation is only up 0.6% from the prior year and the increase in non-compensation of 64.2% primarily relates to the posting of University

support transfers earlier than occurred in 2010. Non compensation expenditures (excluding the transfers) actually reflect a decrease of 3.7%.

The University has expended 48.8% of FY12 general fund projected expenditures.

### **Education Session**

Joanne Charles, Associate Director for Finance and Administration, presented an overview of the operation of the Vern Riffe Center for the Arts (VRCFA). Some highlights were:

- The mission of the Center and the history of its development
- Sources of funding and partnerships
- Overview of the many performances presented
- Affiliation with Ticketmaster enabling people anywhere in the world to purchase and print tickets to a VRCFA's event on their home computer
- Populations purchasing tickets

### **President's Report**

The President reminded Board members of their obligation to file their Ethics Financial Disclosure reports in a timely manner and indicated that the Office of the President would be reminding them of the deadline and would be happy to accept their completed forms and ensure that they are mailed to the appropriate office. The University will pay the filing fee.

The President gave Board members a draft description of "scope of work" they would like to have a consultant perform for the Board during a spring or summer Board retreat. Board members provided feedback on the draft and the President indicated that she would move ahead with plans to secure a consultant.

The President reported to the Board on new procedures for securing capital funds and she and Vice President for Finance and Administration, Elinda Boyles, presented a summary of the University's capital improvement strategies in light of declining state funding. A copy of that presentation is attached.

### **Reports, if any, from Board Liaisons with other Organizations**

None.

**New Business**

Mr. Mooney said there was one Executive Resolution for the Board's consideration.

***Resolution E01-12, Endorsement of the Ohio Board of Regents' Chancellor's Plan for Shawnee State University***

The President reported to the Board on the status of the Chancellor's plan for improved course completion, retention, and graduation rates and a discussion of the most recent draft followed. The report is scheduled to be delivered to the legislature and the Governor on January 23, 2012.

Ms. Reynolds moved and Ms. Higgs-Horwell seconded a motion to approve Resolution E01-12, Endorsement of the Ohio Board of Regents' Chancellor's Plan for Shawnee State University.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

**Comments from Constituent Groups (if any) and the Public**

None.

**Other Business**

None.

**Executive Session, if necessary**

Ms. Reynolds moved and Dr. Ball seconded a motion to move into Executive Session to discuss pending litigation.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

The Board moved into Executive Session at 2:38 p.m.



The Board returned from Executive Session at 3:07 p.m. and returned to Regular Session.

**Adjournment**

The Board was adjourned by acclamation at 3:08 p.m.

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Chairperson, Board of Trustees

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Secretary, Board of Trustees

**RESOLUTION ASA 01-12**  
**APPROVAL OF GRADUATES**

WHEREAS, it is the role of the Shawnee State University Board of Trustees to award degrees and certificates; and

WHEREAS, annual action approving the granting of degrees and certificates during the year shall be taken by the Board of Trustees (Policy 2.06); and

WHEREAS, candidates for graduation must meet all academic and University requirements in order to be certified as candidates by the Office of the Registrar.

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University empowers the President to award certificates or degrees at Commencement ceremonies during 2012 to all candidates whose final completion and graduation from the University is confirmed by the Office of the Registrar and whose names are later attached to this resolution as graduates.

(January 20, 2012)

Certified as True and Correct	
<i>CBH</i>	<i>2-2-12</i>
Secretary, SSU Board of Trustees	Date

**RESOLUTION ASA 02-12**

**APPROVAL OF POLICY 5.09 REVISIONS**

**EMERGENCY UNIVERSITY CLOSING AND  
CLASS CANCELLATION**

WHEREAS, a systematic review of institutional policies has been undertaken at the direction of the President in order to correct outdated technical language and to modify and update policies to reflect current operational needs; and

WHEREAS, an administrative review of Policy 5.09, Cancelling Classes and Closing the University Due to Emergency Conditions, was conducted with a proposed revision; and

WHEREAS, the University will make every effort to officially remain open except for extreme emergency situations.

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves revisions to Policy 5.09, Emergency University Closing and Class Cancellation effective January 20, 2012.

(January 20, 2012)

CLJ 2-2-12

# Shawnee State University

SUBJECT: EMERGENCY UNIVERSITY	POLICY NO. :	5.09
CLOSING AND CLASS	ADMIN CODE:	3362-5-10
CANCELLATION	PAGE NO.:	1 OF 1
	EFFECTIVE DATE:	01/20/12
	NEXT REVIEW DATE:	01/20/17
	RESPONSIBLE OFFICER(S):	President
	APPROVED BY:	BOT

- 1.0 When exceptional conditions occur due to severe weather, major utility failure, or other reasons that affect the majority of the members of the University community, the University may need to close, cancel classes, or relocate selected classroom or work sites. To ensure continuity of services, the University will make every effort to officially remain open.
  
- 2.0 The President shall establish procedures that address the protocols for determining University closing and/or cancellation of classes. Such procedures will include, but not be limited to, weather conditions or building emergencies that may give rise to a closing or cancellation of classes. The procedure may also identify the method of notifying staff, faculty, and students of cancellation of classes and/or University closing.

History: Replaces 5.09 (Eff. 1/19/99)

*CRH* 2-2-12

## INFORMATION ONLY

PROCEDURE TITLE:	EMERGENCY UNIVERSITY CLOSING AND CLASS CANCELLATION
RELATED POLICY:	5.09
PAGE NO.:	1 of 3
RESPONSIBLE OFFICER(S):	Vice President for Academic Affairs
EFFECTIVE DATE:	1/20/12
NEXT REVIEW DATE:	1/20/17
APPROVED BY:	President

Pursuant to Policy 5.09, this procedure identifies protocols for emergency University closing and class cancellation.

### Emergency Class Cancellation

1. Cancellation of classes does not mean that the University will be closed.  
  
Cancellation of classes does not mean that the assigned work required to meet the class objectives will be cancelled. The assigned work will be expected to be completed and/or make-up work will be assigned.
2. The President or designee, normally the Provost, determines if emergency conditions require classes to be cancelled and for what length of time.
3. When the decision is made to cancel classes, the appropriate administrators will make a reasonable attempt to notify members of the faculty and student body through announcements via area radio and television stations, use of "SSU Alert" or other similar system, posting on the University web page, and through the posting of notices in campus buildings.

### Emergency University Closing

The University will make every effort to officially remain open except in extreme emergency situations.

1. When the decision to close the University is made before the beginning of the normal work day, an attempt will be made to notify members of the University community through announcements over area radio and television stations and posting on the University web page.
2. When the decision to close is made during the workday, each office will be notified and information will be posted on the University web page.

## INFORMATION ONLY

### Emergency Building Closing

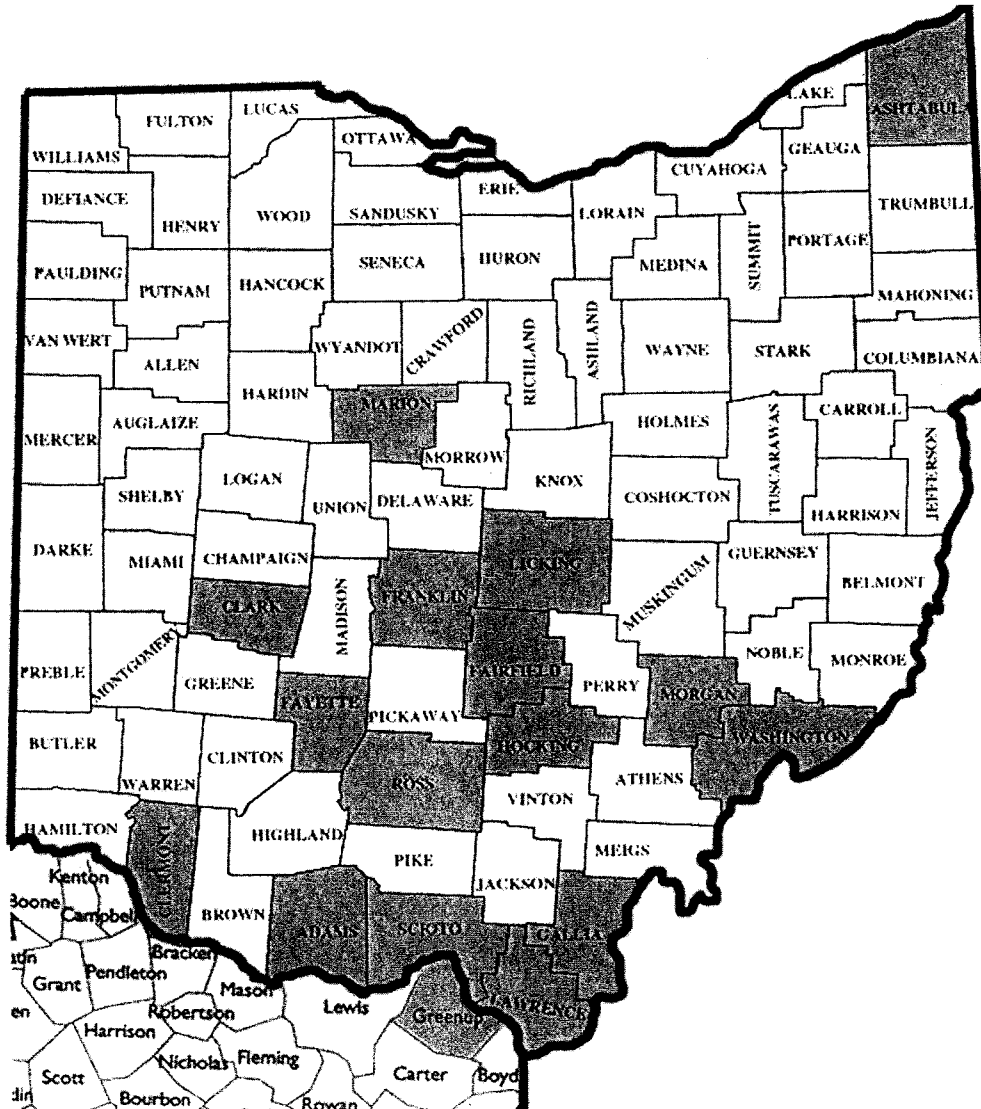
1. In the event a building or part of a building becomes dysfunctional, every attempt will be made to provide an alternative work or classroom site.
2. If an alternative classroom site cannot be arranged, classes will be cancelled.

### University Communication

Emergency closing and class cancellation information will be posted on the University website and communicated through area radio and television stations, "SSU Alert" or other similar system and postings in buildings, as appropriate.

## Pre-Med Day December 16, 2011

- Held annually since 2006
- This year:
  - 45 students
  - 90 total (including parents, family, etc.)
- From 16 counties in Ohio and Greenup county in Kentucky
- **50%** of students who have attended pre-med day in the last 5 years have enrolled at Shawnee State (143/286)



*CRH*

2-2-12

## Activities:

- Cadaver Lab Tour
- Discussion of Research at SSU
- Panel Discussion With Shawnee Alumni Currently In Medical Or Professional School (year of graduation from Shawnee State in parenthesis)
  - Chelsea Anderson (2011), Ohio University College of Osteopathic Medicine
  - Breck Finzer (2008), University of Cincinnati College of Medicine
  - Cody Horn (2011), Ohio University College of Osteopathic Medicine
  - Amy Montavon (2009), The Ohio State University College of Dentistry
  - Mikell Rase (2007), University of Cincinnati College of Medicine
  - Andrew Sowkulech (2011), The Ohio State University College of Pharmacy
- Panel Discussion With Shawnee Alumni Who Have Completed Medical Or Professional School (year of graduation from Shawnee State in parenthesis)
  - Dr. Nathan Bennington (2002), Radiology, Kettering, Dayton, OH
  - Dr. Jared Bentley (2006), Orthopedics, Mt. Carmel, Columbus, OH
  - Dr. Phil Roberts (2003), Family Practice, Wheelersburg, OH
  - Dr. Justin Smith (2003), Internal Medicine, Adena, Waverly, OH
- Discussion Of Pre-Med Program Academic Requirements
- Discussion Of Requirements And Process To Get Accepted To Medical Or Professional School
- Campus Tour
- Housing Tour

CPH 2-2-12



# Shawnee State University Graduates for December 16, 2011

Total # of Graduates:	174		
Total Masters Degrees:	23		
Total Bachelor Degrees:	96		
Total Associate Degrees:	55		
<b>BACHELORS:</b>			
<b>College of Professional Studies</b>			
Sports Studies	4		
Bus. Admin.	17		
Nursing	10		
Individualized Studies	5		
Plastics Engin. Tech.	2		
Computer Engin. Tech.	0		
Environmental Engin. Tech.	1		
Digital & Sim. Gaming Engin.	0		
Athletic Training	2		
<b>TOTAL</b>	<b>41</b>	<b>41</b>	<b>41</b>
<b>College of Arts &amp; Sciences</b>			
Social Sciences	6		
Sociology	4		
International Relations	4		
Psychology	8		
History	5		
English Humanities	2		
Mathematical Sciences	4		
Fine Arts	9		
Natural Science	3		
Biology	0		
Chemistry	0		
Early Childhood Intervention Spec	0		
Intervention Specialist K-12	1		
Early Childhood Educ PreK-3	5		
Middle Childhood Education	2		
Individualized Studies	2		
<b>TOTAL</b>	<b>55</b>	<b>55</b>	<b>55</b>
<b>TOTAL BACHELOR DEGREES</b>			
			<b>96</b>
<b>MASTERS:</b>			
<b>College of Arts &amp; Sciences, M.Ed.</b>			
			1
<b>College of Professional Studies, M.O.T.</b>			
			22
<b>Certificates:</b>			
			0
<b>ASSOCIATES:</b>			
<b>College of Professional Studies</b>			
Dental Hygiene			0
Emergency Medical Tech			3
Medical Laboratory Tech			0
Nursing			31
Occupational Therapy Asst.			0
Physical Therapy Asst.			0
Radiologic Technology			0
Respiratory Therapy			0
CADD			0
Electromechanical Engin. Tech			2
Plastics Engineering Tech			0
Accounting			1
Business Information Systems			0
Business Management Tech			4
Legal Assisting			0
Office Administration Tech			1
Information Tech. Management			6
Computer Technology			1
<b>TOTAL</b>		<b>49</b>	<b>49</b>
<b>College of Arts &amp; Sciences</b>			
Arts & Humanities			1
Early Childhood Development			1
Social Science			3
Mathematics			1
<b>TOTAL</b>		<b>6</b>	<b>6</b>
<b>TOTAL ASSOCIATE DEGREES</b>			
			<b>55</b>

*CRH* 2-2-12

**Enrollment Comparison of 1<sup>st</sup> day Spring 2012 to 1<sup>st</sup> day Spring Semester 2011**

<i>Headcount</i>	SP12	SP11	Change #	Change %
Undergraduate	4140	4043	+97	+2.4%
Graduate	69	79	-10	-12.6%
<b>Total</b>	<b>4209</b>	<b>4122</b>	<b>+87</b>	<b>+2.1%</b>

<i>FTE</i>	SP12	SP11	Change #	Change %
Undergraduate	3656	3558	+98	+2.8%
Graduate	53	57	-4	-7.0%
<b>Total</b>	<b>3709</b>	<b>3615</b>	<b>+94</b>	<b>+2.6%</b>

<i>SSI Eligible FTE</i>	SP12	SP11	Change #	Change %
Undergraduate	3568	3475	+93	+2.7%
Graduate	45	54	-9	-16.7%
<b>Total</b>	<b>3613</b>	<b>3529</b>	<b>+84</b>	<b>+2.4%</b>

<i>New Student Headcount</i>	SP12	SP11	Change #	Change %
First-Time Freshmen	173	204	-31	-15.2
Transfers	135	140	-5	-3.6%
Post Secondary	1	2	-1	-50.0%
Non-Degree High School	20	27	-7	-26.0%
Non-Degree Regular	8	4	+4	+100%
Non-Degree Senior Citizen	0	0	0	0.0%
Non-Degree Transient	0	1	-1	-100%
Graduate	2	2	0	0.0%
<b>Total</b>	<b>339</b>	<b>380</b>	<b>-41</b>	<b>-10.8%</b>

<i>Continuing Student Headcount</i>	SP12	SP11	Change #	Change %
Freshmen	1112	1144	-32	-2.8%
Sophomores	806	780	+26	+3.3%
Juniors	698	688	+10	+1.3%
Seniors	1047	930	+117	+12.6%
Non-Degree	140	123	+17	+13.8%
Graduate	67	77	-10	-13.0%
<b>Total</b>	<b>3870</b>	<b>3742</b>	<b>+128</b>	<b>+3.4%</b>

## RESOLUTION F01-12

### APPROVAL OF GRADUATE WORKSHOP CREDIT FEE

WHEREAS, Shawnee State University Graduate Workshop Credit offered in response to professional development needs in the region, is in addition to the University's graduate program offerings, and enhances the University's role as provider for continuing education and professional development; and

WHEREAS, the Graduate Workshop Credit fee will be assessed on a per credit hour basis to individuals who complete an approved workshop course offering that may be used for professional development credit or continuing education units (CEUs); and

WHEREAS, a fee of \$130 per credit hour is comparable to Graduate Workshop Credit fees assessed by other colleges and universities in the region;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the Graduate Workshop Credit fee in the amount of \$130 per credit hour beginning with the summer AY12 term.

(January 20, 2012)

*CRH* 2-2-12

**RESOLUTION F02-12**

**ADMINISTRATORS AND ATSS EMPLOYMENT ACTIONS  
POLICY 4.51REV**

**(Consolidates 4.51Rev (2/8/02) and 4.61Rev (12/07/95))**

WHEREAS, a systematic review of institutional policies has been undertaken at the direction of the President in order to correct outdated technical language and to modify and update policies to reflect current operational needs; and

WHEREAS, the Board of Trustees last reviewed and approved Policy 4.51Rev, Administrative Appointments on February 8, 2002 and Policy 4.61Rev, Performance Evaluations on December 7, 1995; and

WHEREAS, the proposed Policy 4.51Rev retitled as "Administrators and ATSS Employment Actions" incorporates the primary components of both prior policies consolidating matters relevant to administrative and administrative/technical support staff (ATSS) employment actions and performance evaluations; and

WHEREAS, procedures established to comply with the revised policy are provided for informational purposes; and

WHEREAS, the policy and procedures have been reviewed with the affected governance body;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves Policy 4.51Rev, Administrators and ATSS Employment Actions, effective January 20, 2012.

(January 20, 2012)

*PRH*

*2-2-12*

# Shawnee State University

SUBJECT: ADMINISTRATORS  
AND ATSS EMPLOYMENT  
ACTIONS

POLICY NO. : 4.51  
ADMIN CODE:  
PAGE NO.: 1 of 4  
EFFECTIVE DATE: 1/20/2012  
NEXT REVIEW DATE: 1/20/2014  
RESPONSIBLE OFFICER(S): Director HR, VPFA  
APPROVED BY: Board of Trustees

## 1.0 INTRODUCTION

This policy addresses employment actions and performance evaluations applicable to administrators and administrative technical support staff (ATSS).

## 2.0 DEFINITIONS

- 2.1 Administrators are those employees who are 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 are exempt from (not governed by) the Fair Labor Standards Act (FLSA) overtime payment rules, and not subject to the provisions of the Ohio Revised Code (ORC), Chapter 4117.
- 2.2 Administrative Technical Support Staff (ATSS) includes employees typically paid on a per-hour basis (but can be paid on a salaried basis), assigned confidential and/or other duties exempt from (not governed by) provisions of ORC 4117 and are subject to FLSA overtime rules.

## 3.0 CONTRACT STATUS

- 3.1 Administrators who are employed in positions funded by a source other than grants and/or "soft" or external sources and with undefined contract durations shall be eligible for continuous contract status upon successful completion of a probationary period.
- 3.2 Administrators who are employed in positions funded by grants and/or "soft" or external sources shall be hired for a defined contract period. Such employees must successfully complete a probationary period.
- 3.3 Contracts are not required for the hiring of administrative technical support staff (ATSS). Such employees must successfully complete a probationary period.

*CRH* 2-2-12

#### 4.0 ESTABLISHMENT OF EMPLOYMENT

- 4.1 Employment is established for administrators when the Department of Human Resources receives the signed offer letter/contract from the prospective employee.
- 4.2 Employment is established for ATSS when a prospective employee acknowledges in writing the acceptance of a written offer.

#### 5.0 PROBATIONARY PERIODS

- 5.1 Newly hired Administrators and ATSS are required to successfully complete an initial six (6) month probationary period.
- 5.2 A probationary period shall be established for continuing employees (after completion of new-hire probation) if subject to a Performance Improvement Plan (PIP). The length of a probationary period will be determined in accordance with procedures for this policy.

#### 6.0 NEW-HIRE PROBATIONARY EVALUATION

- 6.1 Newly hired Administrators and ATSS must complete a six (6) month new-hire probationary period and receive a rating of "meets basic expectations" or higher to be eligible for continued employment.
- 6.2 Procedures will be established for the evaluation of performance during the new-hire probationary period.

#### 7.0 ANNUAL PERFORMANCE EVALUATION

- 7.1 Upon completion of the new-hire probationary evaluation, Administrators and ATSS will receive performance evaluations from their immediate supervisors at least annually.
- 7.2 Supervisors are required to follow procedures that are created for conducting annual performance evaluations as set forth in the Procedures for Administrators and ATSS Performance Evaluations and Performance Improvement Plan (PIP).

#### 8.0 PERFORMANCE IMPROVEMENT PLAN (PIP)

- 8.1 A written performance improvement plan (PIP) may be initiated at any time. Upon the initiation of a PIP, the employee's performance rating will be identified as "does not meet basic expectations."
- 8.2 Prior to the initiation of a PIP, the Administrator who is responsible for the PIP should demonstrate, in writing, that steps have been taken to correct performance related issues, i.e., coaching, mentoring, formal warning.

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- 8.3 Failure to meet basic expectations that are established in a PIP by the end of the probationary period may result in the termination of employment with the University. The process related to the unsuccessful completion of a PIP will be defined in the Procedures for Performance Evaluation and Performance Improvement Plans (PIP).

## 9.0 REDUCTION IN FORCE

- 9.1 Should the President determine that a reduction in force is necessary notification to affected administrators and ATSS shall be as follows:
- 9.1.1 Employees with up to three (3) years of service will receive thirty (30) days written notice.
- 9.1.2 Employees with service of three (3) years or more will receive ninety (90) days written notice.
- 9.2 Administrators employed under Defined Period Contracts and ATSS in positions funded by grants "soft" or external sources shall continue employment for the defined contract period or until funding is discontinued. Where possible in such cases, advance notification of the discontinuation of employment will be provided.
- 9.3 Unsatisfactory performance issues shall be managed separately from the reduction in force process.
- 9.4 During any reduction in force, attempts will be made to reassign affected employees to other open positions for which they are qualified.

## 10.0 REAPPOINTMENT

- 10.1 If an Administrator or ATSS is terminated due to a reduction in force, the affected person will be eligible for automatic reappointment to the exited position should it become available within a period of two (2) years from the date of the force reduction. The decision to fill a position that has been eliminated through a reduction in force will be at the sole discretion of the University.
- 10.2 If reappointed under this Section, an Administrator or ATSS will be reinstated at his/her prior employment status as governed by existing University policies.

## 11.0 ADMINISTRATIVE LEAVE

- 11.1 When the need for an investigation or assessment of an incident involving an Administrator or ATSS is required, an administrative leave with pay may be

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implemented upon the recommendation of the Director of Human Resources and the approval of the appropriate Vice President and/or the President.

- 11.2 Access to University facilities and resources will be restricted or denied while placed on an administrative leave unless otherwise authorized by the Director of Human Resources.

## 12.0 CORRECTIVE ACTION AND TERMINATION FOR CAUSE

- 12.1 Corrective action, when necessary, shall be reasonable and commensurate with the offense and may include but not be limited to a letter to the personnel file, unpaid suspension, and/or termination of employment.
- 12.2 With the approval of the President or designee, an Administrator or ATSS may be terminated immediately for cause for reasons that include but not limited to:
  - 12.2.1 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.
  - 12.2.2 Conviction of a felony or of an offense involving moral turpitude.
  - 12.2.3 Demonstration of abusive or threatening behavior in the treatment of students, fellow employees, or other persons.

## 13.0 PROCEDURES

- 13.1 Procedures for the completion of performance evaluations (new-hire and annual) and performance improvement plans (PIP) will be detailed in the accompanying Procedures for Performance Evaluations and Performance Improvement Plan – Administrators and ATSS.

History: Replaces 4.51REV 2/8/02; 4.61REV 12/7/95 (Eff. 1/20/12)

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## INFORMATION ONLY

PROCEDURE TITLE:	ADMINISTRATORS AND ADMINISTRATIVE TECHNICAL SUPPORT STAFF (ATSS): <b>PERFORMANCE EVALUATIONS AND PERFORMANCE IMPROVEMENT PLAN (PIP)</b>
RELATED POLICY:	4.51REV (1/20/12)
PAGE NO.:	
RESPONSIBLE OFFICER(S):	Director of Human Resources/VPFA

### 1.0 INTRODUCTION

These procedures apply to University Administrators and Administrative Technical Support Staff (ATSS) as established by Board of Trustees' Policy 4.51REV (11/18/11), Administrators and ATSS Employment Actions.

### 2.0 GUIDING PRINCIPLES

Shawnee State University supports the concept of continuous improvement and the principle that new-hire probationary evaluations, annual performance evaluations and performance improvement plans (PIP), when done systematically, can serve to enhance the performance of individuals resulting in the improvement of the overall performance of the institution.

### 3.0 NEW-HIRE PROBATIONARY STATUS AND EVALUATION

- 3.1 The new-hire probationary period for administrators and administrative technical support staff (ATSS) is six (6) months from the date of hire.
- 3.2 Within 30 days of hire, the supervisor will schedule a meeting with the new employee to set objectives for the 6-month probationary period.
- 3.3 After completion of the third month of employment, employees will receive an initial performance evaluation by their immediate supervisor.
  - 3.3.1 If an employee's performance meets expectations the probationary period will continue.
  - 3.3.2 If the employee's performance does not meet expectations the employee will be advised in writing of the areas of deficiency and the supervisor will either provide the employee with a plan of action to correct the deficiencies or make a recommendation to the appropriate Vice President that employment be terminated.
  - 3.3.3 Termination of employment will be effective immediately if the new-hire probationary period is not extended.
- 3.4 During the sixth month of employment, employees will receive an overall performance evaluation by their immediate supervisor. If an employee's

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performance meets expectations the employee will be granted continuous contract status, defined period contract status, or regular employment status (as applicable).

- 3.5 A supervisor may recommend to the next level of management an extension of the new-hire probationary status up to an additional three (3) months if s/he believes the additional time is needed in order to fully assess the employee's performance. Such extension must be approved by the appropriate Vice President and/or the President.
- 3.6 The six-month new-hire probationary evaluation must result in a "meets expectations" rating in order for the employee to continue employment with the University. Termination of employment will be effective immediately if the new-hire evaluation does not meet expectations.
- 3.7 The step-by-step process for evaluating employees during the new-hire probationary period is outlined in the Performance Management Resource Guide.

#### 4.0 ANNUAL PERFORMANCE EVALUATIONS

- 4.1 An Administrator on continuous contract status or defined contract status, or an ATSS on regular employment status will be subject to an annual performance evaluation.
- 4.2 The annual performance evaluation period is from April 1 through March 31.
- 4.3 The supervisor and employee should routinely discuss the employee's performance and progress towards goals and objectives throughout the year.
- 4.4 During the month of April, supervisors must conduct a formal meeting with the employee to review performance results, revise job descriptions (if applicable) and complete evaluation forms.
- 4.5 Supervisors must submit completed evaluations to the next level of management for review.
- 4.6 All performance evaluation documentation must be submitted to the Department of Human Resources within 30 days of the end of the evaluation period. The documentation shall be placed in the employee's personnel file.
- 4.7 If the employee is not satisfied with the results of their evaluation, s/he can submit a written rebuttal to the supervisor within ten (10) working days of the date of the evaluation for reconsideration. The rebuttal will be attached to the performance evaluation document and placed in the employee's personnel file.

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- 4.8 The supervisor and employee must develop performance expectations and/or goals and objectives for the next evaluation period. These goals and objectives should be aligned with the University's mission and goals and retained to be referred to in the upcoming evaluation period.

**5.0 PERFORMANCE IMPROVEMENT PLAN (PIP) – ADMINISTRATORS AND ATSS**

- 5.1 If a supervisor makes a determination that an Administrator or ATSS has continuously failed, after coaching and instruction, to demonstrate satisfactory performance, (i.e., the employee's performance does not meet expectations) the supervisor may initiate, after consultation with the next level of management (if appropriate) and the appropriate Vice President and/or the President a performance improvement plan (PIP).
- 5.2 The Director of Human Resources or designee will assist the supervisor in the development of a PIP.
- 5.3 In all cases in which a PIP is implemented, the supervisor must provide the employee with written documentation of observed deficiencies for the current appraisal period.
- 5.4 Upon the adoption of a PIP, the employee's status will change to probationary and the employee will not be eligible for the annual pay increase that may be awarded for the PIP appraisal period.
- 5.5 Supervisors must conduct a meeting with the employee to identify specific plans and goals designed to correct performance deficiencies and to develop a timeline for progress reviews.
- 5.6 The duration of the PIP is up to three (3) months with possible extension upon the recommendation of the supervisor to the next level of management (if applicable) and concurrence of the Vice President and/or the President, up to an additional three (3) months.
- 5.7 Employees who do not successfully complete the terms of the PIP may be subject to termination. If termination is recommended, the employee will be placed upon administrative leave with pay during which time an informal hearing will be scheduled by the Director of Human Resources with the employee and appropriate managers. The employee will be permitted to voice his/her concerns and submit a written statement contesting the proposed termination. Within ten (10) working days, the appropriate Vice President and/or the President will consider the matter and make a recommendation regarding the employee's continued employment. The President shall review the recommendation for termination and if it is upheld the termination will become effective immediately.

- 5.8 Upon successful completion of the PIP, the employee will return to his/her prior employment status. The employee will then be eligible to receive any approved pay increase that may have been awarded while they were functioning under the PIP. This increase in pay would become effective on the date the employee returns to regular status and will be prorated for the remainder of the fiscal year in which the increase was awarded.
- 5.9 The Department of Human Resources is responsible for developing a Performance Management Resource Guide that will include steps for developing and implementing a PIP.

**RESOLUTION F03-12**

**RESCISSION OF POLICY 4.61REV (12/8/95)  
PERFORMANCE EVALUATION OF ADMINISTRATORS**

WHEREAS, a systematic review of institutional policies has been undertaken at the direction of the President in order to correct outdated technical language and to modify and update policies to reflect current operational needs; and

WHEREAS, the Board of Trustees last reviewed and approved Policy 4.61Rev, Performance Evaluation of Administrators on December 7, 1995; and

WHEREAS, Policy 4.51Rev (01/20/2012), Administrator and ATSS Employment Actions incorporates provisions that were previously addressed in Policy 4.61Rev (12/7/95);

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves the rescission of Policy 4.61Rev, Performance Evaluation of Administrators, effective January 20, 2012.

(January 20, 2012)

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## RESOLUTION F04-12

### CASH MANAGEMENT, POLICY 4.21REV

WHEREAS, a systematic review of institutional policies has been undertaken at the direction of the President in order to correct outdated technical language and to modify and update policies to reflect current operational needs; and

WHEREAS, Policy 4.21Rev, Cash Management, was last reviewed and approved by the Board of Trustees on December 2, 1989 and requires technical language revisions due to organizational changes and to update for current operations; and

WHEREAS, procedures established to comply with the revised policy are provided for informational purposes;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves Policy 4.21Rev, Cash Management effective January 20, 2012.

(January 20, 2012)

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# Shawnee State University

SUBJECT: CASH  
MANAGEMENT

POLICY NO. : 4.21REV  
ADMIN CODE: 3362-4-11  
PAGE NO.: 1 of 2  
EFFECTIVE DATE: 01/20/2012  
NEXT REVIEW DATE: 01/20/2015  
RESPONSIBLE OFFICER(S): Bursar, Controller, VPFA  
APPROVED BY: Board of Trustees

## 1.0 Oversight and Authority

- 1.1 Shawnee State University shall manage the handling and depositing of all forms of currency including cash and other receipts in accordance with accepted fiscal regulatory standards.
- 1.2 The oversight authority for this effort resides with the Vice President for Finance and Administration or designee. The Office of the Controller is charged with establishing appropriate controls for the effective day-to-day handling of currency.
- 1.3 The Office of the Controller is the only entity authorized to open and/or operate a Shawnee State University bank account. All others, including student organizations, are prohibited from opening a separate bank account which utilizes the name or tax identification number of Shawnee State University.

## 2.0 Collection/Handling of Money

- 2.1 Requests for approval to charge admission, or to collect money, in any form, must be obtained in writing from the Office of the Controller. Such requests must be submitted through the administrative chain of officials and authorized by the appropriate vice president or president (for direct reports).
- 2.2 Per Section 9.38 of the Ohio Revised Code, all University departments or individuals receiving cash, checks or credit card payments from any source are required to deposit such funds in the Bursar's office within 24 hours of receipt or on the next business day.
- 2.3 University representatives receiving cash must maintain auditable records and follow procedures set by the Office of the Controller (e.g., retain copies of Deposit receipts, Deposit Transmittal Forms, etc.).

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### 3.0 Credit Cards

3.1 University offices interested in accepting credit card payments must obtain approval from the Office of the Controller prior to executing any agreements related to the acceptance and/or handling of credit card payments following established procurement guidelines

### 4.0 Charitable Gifts

4.1 All charitable gifts to Shawnee State University are to be forwarded to the Shawnee State University Development Foundation (SSUDF) following the established timelines in accordance with University and SSUDF guidelines.

### 5.0 Procedures

5.1 Procedures for cash management and related functions shall be established and made available at the Office of the Controller's website.

History: Replaces 4.21Rev 12/02/1989 (Eff. 01/20/12)

CRH 22712



# Information

PROCEDURE TITLE:	Cash Management
RELATED POLICY:	4.21REV
RESPONSIBLE OFFICERS:	Controller, Bursar, VP F & A
EFFECTIVE DATE:	January 20, 2012
NEXT REVIEW DATE:	January 20, 2015

APPROVED BY: PRESIDENT

## **1.0 BASIC INFORMATION**

### **Purpose**

This document defines and outlines University procedures for handling, receiving, transporting and depositing cash funds. The term "cash" includes currency, checks, money orders, negotiable instruments and charge card transactions. University funds are monies received from tuition, room, board, fees, contracts, grants, revenues from University services, state and federal appropriations, gifts, deposits and all other sources of revenue or expense reimbursements. All checks made payable to the University, or any subdivisions of the University, are considered University funds and must be processed accordingly. and must be processed accordingly.

### **Introduction**

At Shawnee State University, the collection and control of cash are very important duties. The Office of the Bursar is the University's primary cash handling agent. Ideally, the control, collection and oversight of cash receipts should be centralized in one location. However, this is not always possible or practical. The procedures for handling cash receipts in decentralized situations are explained in this document.

**Historical practices shall not constitute justification for deviation from the following guidelines.** The material contained in this document regarding the handling of cash supersedes any previous procedure followed within the University and/or within departments. **The University Controller reserves the right to make interpretations and exceptions to the procedures contained in this document.**

Changes in University cash handling procedures will be communicated via email and will be available for review at: <http://www.shawnee.edu/off/controller/index.html>. These procedures will be effective upon issuance unless stated otherwise.

### **Required Authorization to Collect Money**

Before undertaking any new cash handling operation or activity, prior written approval for the activity must be received from the Controller's Office.

### **Bank Accounts for Departments and Student Groups**

University departments and student groups must use Shawnee State as a fiduciary for University funds. The use of outside bank accounts bearing the name and/or tax identification number of Shawnee State University for the depositing and/or safekeeping of funds is strictly prohibited regardless of the funding source. Any requests to deviate from this policy must be submitted in writing to the University Controller for proper authorization.

# Information

## Guidelines in the Event of a Robbery

The following guidelines are provided to help ensure staff safety and minimize loss to the University. **Unnecessary risks should never be taken.**

- Cooperate with the robber. Avoid any confrontation and facilitate a rapid departure.
- Stay as calm as possible. Take no risks. Try not to panic or show any signs of anger or confusion.
- Make a mental note of any descriptive features or distinguishing marks on the robber, such as race, height, weight, his/her clothing, hair color, eye color, scars, tattoos, etc. Touch nothing in areas where robbers were, and note specific objects touched by robbers.
- If it is safe to observe, note the direction the robber went when leaving. If possible, observe the license number, color and make of the vehicle leaving the scene.
- Call 911 and the Department of Public Safety (extension 3232) when it is safe to do so.
- The robbery should not be discussed with anyone until law enforcement or Campus Security arrives.
- Cooperation with law enforcement and the Department of Public Safety is important.
- The victim should, above all else, remain calm and try to remember the details. Write them down. At your request, the Department of Public Safety will assist in devising specific procedures for your department or area.

## Check Cashing

The University does not permit check cashing of any kind.

## Charitable Gifts

Charitable gifts to Shawnee State University should not be deposited with the Office of the Bursar but should be forwarded to the Shawnee State University Development Foundation for Processing. Centralized depositing of charitable gifts ensures proper receipting and acknowledgement of donors. Without an official Development Foundation receipt, the donor may not be able to take an IRS tax deduction for the gift amount. Donor information is recorded in a database for historical tracking of the donor's relationship to the University.

## Grants

To ensure proper accounting for and tracking of grant awards, all grant funds received should be forwarded to the Controller for subsequent deposit by the Bursar's Office.

## **2.0 DEPARTMENT CASH HANDLING RESPONSIBILITIES**

### **Compliance with University Policy & Procedures**

Departments are responsible for complying with Policy 4.21 – Management of Cash Operations, implementing the procedures outlined in this document, developing and maintaining detailed written departmental cash handling procedures, and training employees to handle cash as defined in these procedures. Evaluate the completeness of your internal procedures by answering the questions in **APPENDIX A**. The Office of the Bursar and Office of the Controller are available for consultation and review of departmental

# Information

procedures. A copy of the department's cash handling procedures must be provided to the Office of the Controller.

## **Timely Deposits**

As required by Ohio Revised Code (ORC) §9.38 (Payment or deposit of public moneys), all deposits are to be made within 24 hours of receipt, or on the following business day, to facilitate proper posting of accounts and to insure the security of University funds. All deposits are to be made at the Office of the Bursar located in the Student Business Center on the 2<sup>nd</sup> floor of the University Center. The Office of the Bursar accepts deposits Monday through Thursday between 8 a.m. and 4 p.m., and Friday between 9 a.m. and 4 p.m.

## **Safekeeping of Funds**

Each department is responsible for making the necessary provisions to properly safeguard cash in their area. Deposits should be maintained in a fire-proof safe or reinforced lockable file cabinet. Cash should not be retained in desk drawers or standard file cabinets since they are easily accessible and provide no security or safe-guarding of funds. In the event that a safe is not available, large deposits along with a Deposit Transmittal Form must be delivered to the Office of the Bursar between regular office hours.

Transportation of cash deposits to the Office of the Bursar by a fulltime University employee should not conform to any regular time or day. Such transfers should be made at differing times, subject to change without notice, with times known only to a select few. Consult the Department of Public Safety and the Office of the Bursar regarding arrangements for transfers of large cash amounts.

## **Segregation of Duties**

When possible, there must be a separation of duties between the person receiving/processing/depositing cash and the person responsible for maintaining the accounting records and reconciling them to the General Ledger.

## **Identification of Counterfeit Currency**

All authorized, cash handling personnel are responsible for exercising reasonable care in screening cash transactions for counterfeit currency. Currency denominations of \$20 and above should be marked with a counterfeit pen prior to processing the transaction. If a questionable bill is received, the department should retain possession of the bill(s) and contact the Department of Public Safety (extension 3232) immediately. Do not return the bill to the payer. For more information about recognizing counterfeit currency, please visit [www.moneyfactory.gov](http://www.moneyfactory.gov).

## **3.0 COLLECTION AND RECEIPT OF CASH**

### **Purpose**

This section summarizes the proper procedures for collecting currency, checks and credit/debit card payments.

### **Manual Processing**

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Checks and currency presented in person must be recorded in an official, pre-numbered Shawnee State University receipt book available from the Office of the Controller. The only exception would be when pre-numbered event tickets obtained from the Office of the Controller are used. Accountability over cash transactions within a department, or at an event, should be assigned to a specific individual or individuals. Sales proceeds during an event should be kept in a locked metal box or cash drawer at all times.

All cash collected should be balanced daily to the income recorded (per the receipt book or ticket copies) and deposited per the requirements defined above in the section entitled "**Timely Deposits**". If pre-numbered event tickets are used for an activity, a reconciliation of tickets sold (as evidenced by Deposit Transmittal form copies) and unused tickets should be provided to the Controller's Office within seven (7) days of the event.

## **CHECKS**

- Checks are to be made payable to "Shawnee State University." Any other information on the payee line is for the convenience of the department only and is not necessary for proper credit or validation.
- Checks must have the name, address, and check number pre-printed on the face of the check.
- Starter checks or blank checks should not be accepted without approval of the Bursar.

### **Endorsement of Checks**

Endorse all University checks immediately upon receipt by stamping the back of the check before putting it in the cash drawer. Contact the Office of the Bursar to purchase an official University endorsement stamp.

The endorsement must include the following:

For Deposit Only  
Shawnee State University  
Department Name

The Federal Reserve has established a regulation to standardize check endorsements. All depositors' endorsements are limited to the top 1.5 inches on the back of the check.

Any marks below 1.5 inches on the check may obscure the bank routing number, cause delays in returning checks, and forfeit the University's right to recovery. The purpose of this regulation is to speed collection and returns. Failure to follow the above instructions may result in charge-backs to your department.

### **Limitations on Acceptance of Payments by Check**

- Checks **MUST** only be written for the amount owed to the University. **Departments are not authorized to return currency to the payer in the event that the check exceeds the amount due to the University.**
- Departments may not accept post-dated checks.
- Currency or checks received as a refundable deposit for services or goods (such as the rental of a University owned math calculator) may not be held in the department in lieu of depositing funds and later issuing refunds.

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## Returned Check Procedures

Any checks returned by Shawnee State University's depository bank as uncollectable are sent to the Office of the Bursar. Examples of returned checks include: non-sufficient funds (NSF), account closed, payer's signature missing, refer to maker and postdated or stale dated checks.

The Office of the Bursar will forward copies of the returned check and related bank information to the Office of the Controller. The Office of the Controller will prepare a journal entry to remove the income from the originating department's account. A copy of the transaction and returned check will be provided to the originating department for collection. It is the originating department's responsibility to notify the check writer and use due diligence to collect the amount of the check. Generally, restitution should be in the form of currency, a money order, a cashier's check or a certified check to ensure that the funds are actually being received. If after proper due diligence has been performed and restitution has not been received within 90 days of the date of the check, contact the Office of the Bursar for possible submission to the Ohio Attorney General's Office for collection.

## VISA, MASTERCARD, AND DISCOVER CREDIT AND DEBIT CARDS

To accommodate individuals desiring to pay by credit or debit card, authorized departments may accept Visa, MasterCard, and Discover card payments. This process is consistent with other cash handling procedures, though some additional steps are required and are outlined in the following paragraphs.

Charge card transactions are monetary transactions, and are therefore subject to the same control and reconciliation procedures as cash transactions. A daily accounting of receipts, from sales or deposits, should be balanced against these electronic transactions. Funds related to the charge card transaction are automatically electronically deposited into the University's bank account and are reconciled by the Office of the Controller. All personnel authorized to accept credit and debit card payments must exercise reasonable care in screening transactions to reduce card misuse and loss of funds.

## 4.0 DEPOSIT REQUIREMENTS

### VERIFY THE APPROPRIATENESS OF THE FUNDS RECEIVED

**CHECKS:** Verify that the checks are:

- Restrictively endorsed (Deposit Only-Shawnee State University, etc.)
- Not stale-dated or post-dated
- Made payable to "Shawnee State University" or if made payable to a person or program that they are properly endorsed
- Written amount and numerical amount agree
- Signed
- Drawn on a U.S. bank and in U.S. funds

**NOTE:** Write the department account number on the check for identification purposes in case it is returned for non-sufficient funds, or any other reason.

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## **CASH & COIN**

- If only a small number of coins exist, they should be placed in an envelope and attached to the deposit. (Please do **NOT** tape loose coins to a Deposit Transmittal Form.) Contact the Office of the Bursar for instructions on handling large deposits of coins
- Verify that the count is accurate
- Look for counterfeit currency – refer to the section on “**Counterfeit Currency**”.
- Look for altered currency

## **CREDIT AND DEBIT CARDS (Master Card, Visa, and Discover Cards)**

### ***If a department does not have a credit card terminal or if a terminal is inoperative:***

- The department will provide all requested information on a paper credit card form available from the Office of the Bursar. Do NOT provide a receipt for the charge card payment until the Office of the Bursar verifies that the payment against the card has been accepted.
- Batch these charge card forms and prepare a separate daily Deposit Transmittal Form for their total. Do NOT combine other department deposit activity (i.e., cash or checks) with this charge card Deposit Transmittal Form.
- The Office of the Bursar will process the transactions through their credit card terminal.
- Any charge card transactions rejected for insufficient funds when processed by the Office of the Bursar will need to be removed from the Deposit Transmittal Form. See “**Bursar Office Deposit Reconciliation Procedures**” for the handling of deposit discrepancies.
- Charge-backs and rejected card transactions will be removed from the departmental account.
- Bank reports reflecting rejected and/or charge-back transactions will be sent to the originating department from the Office of the Controller.

### ***If a department has an operative credit card terminal:***

- A Batch Settlement report consisting of an Audit List and Card Summary report must be printed from the credit card machine at the end of each day. After balancing the day's charge card transactions against the Batch Settlement report, the batch on the credit card terminal must be closed.
- Enclose the printed Batch Settlement report with the Deposit Transmittal Form and all other deposits.
- The credit card terminal will electronically remit daily totals directly to the bank.
- Charge-backs and rejected card transactions will be removed from the departmental account.
- Bank reports reflecting rejected and/or charge-back transactions will be sent to the originating department from the Office of the Controller.

## **DEPOSIT FORMS AND SUPPORTING INFORMATION**

Deposits should be made on a Shawnee State University Deposit Transmittal Form (available from the Office of the Bursar). This form is used to record, communicate and document deposits made by departments to General Ledger accounts. Once the form has been completed,

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- check the form for mathematical accuracy
- verify cash, check & credit card totals are listed properly
- verify that the account number field has been filled in
- verify that the funds received equal the denominations and total on the deposit form
- verify that the source of funds has been listed
- check that the form has been signed by an authorized departmental employee

All deposits should be counted twice prior to being delivered to the Office of the Bursar. In addition, please attach an adding machine tape reflecting the cash amount by denomination (total of \$1, total of \$5, etc.) and listing each check individually. The inclusion of this information will assist in quickly identifying and reconciling any discrepancy between the funds being deposited and the total on the Deposit Transmittal Form.

## **MONEY DEPOSITED INTACT**

Money should be deposited promptly and intact at the Office of the Bursar. Cashing checks from University deposits, borrowing cash for personal use, lapping receipts to cover shortages in cash receipts, withholding checks for deposit in order to float checks, commingling of personal and University funds, and modification of cash records are all serious offenses and may result in an immediate referral to the Department of Public Safety and the Human Resources Office for proper disciplinary action and/or termination.

## **TRANSPORTING DEPOSITS TO THE OFFICE OF THE BURSAR**

Care in transporting funds to the Office of the Bursar must always be a high priority.

- **NO** deposit should ever be sent through campus mail.
- All deposits should be hand-carried to the Office of the Bursar by a fulltime department representative. Please do not ask student employees to perform this function. Contact the Department of Public Safety to accompany employees making large deposits.

## **BURSAR OFFICE DEPOSIT RECONCILIATION PROCEDURES**

The Office of the Bursar will count the funds and validate the accuracy of the Deposit Transmittal Form in the presence of the department employee making the deposit. Any discrepancies **must** be reconciled before the deposit is processed and applied to the department account. If authorized, the depositor will be asked to correct and initial any required changes while in the Office of the Bursar. If the individual delivering the deposit is not authorized to do so, a call will be placed to an authorized individual in the originating department requesting permission to correct the Deposit Transmittal Form. If that individual is not available at the time of the call, the funds and the form will be returned to that department for correction. Upon reconciliation, the deposit will be processed and applied to the department account. A Bursar staff member will date, sign and enter the amount of the deposit in the Bursar Office box on the Deposit Transmittal Form. A receipt and a copy of Deposit Transmittal Form will be given to the depositing department employee.

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## 5.0 PETTY CASH FUNDS

### Purpose

A petty cash process has been established which permits employees, with supervisory approval, to personally make, and be reimbursed for, emergency purchases of **\$20 or less**. *Personal funds may ONLY be used in those situations where an official University purchasing method (such as a procurement card) is not accepted.* The intended purpose and frequency of use determine the amount of the fund.

### Request and Authorization

Any department wishing to establish a petty cash fund should contact the Office of the Controller to discuss the circumstances creating the need for such a fund. If approved, the department will submit a Request for Payment form (RFP) payable to the individual designated as the department custodian of the funds. If approved, a check will be issued. The custodian will cash the check at a local bank and place the funds in a secure, locked location. Refer to "**Safekeeping of Funds**".

### Use of the Funds

Petty cash fund purchases must comply with Purchasing Policy 4.0 and all related procedures.

*Note: Shawnee State University is exempt from Ohio state sales tax. If the vendor requires a tax exempt certificate or tax I.D. number, a form containing this information is available for printing on the Purchasing website at:*  
<http://www.shawnee.edu/off/prch/Forms.htm>

### Fund Disbursements

- Every reimbursement from the petty cash fund must be supported by a properly initiated and approved Petty Cash Voucher. These forms are available from the Office of the Controller.
- The purchaser enters the date and amount of the purchase, a general description of the item(s) purchased, and the department name and account number, along with their signature. The original vendor's sales slip showing the detail and cost of the items purchased is then attached. This documentation must be attached to receive reimbursement. A personal credit card slip without any detail is not sufficient.
- The individual with signature authority for the department account being expensed signs the Voucher approving the use of the funds and subsequent reimbursement.
- The completed Voucher and documentation are then taken to the petty cash fund custodian who checks the form for appropriate use and completeness. The reimbursement is given to the purchaser, who then signs the form acknowledging receipt of the funds. The paid voucher and related documentation are then kept with the petty cash fund.

### Custodian Responsibilities

- The custodian **MUST** be a fulltime University employee who accepts responsibility for the safekeeping of the fund and its proper usage.



## Information

- The fund should be locked at all times and the key should be kept in the possession of the fund custodian. At no time should the fund be left in an unlocked desk drawer or a regular file cabinet.
- The petty cash fund should be reconciled at least weekly by adding together the remaining cash and the total of the paid vouchers. This amount should match the overall total of the petty cash fund. If cash is short or over the original amount, notify the University Controller.
- The fund custodian establishes the point at which the petty cash fund is replenished. This should occur at some point prior to exhausting all of the funds. To replenish the fund, a Request for Payment form (RFP) made payable to the fund custodian should be prepared. Enter the account numbers and amounts from the paid Vouchers and attach them to the RFP. Request the signature of the individual authorized to sign for the department. The individual approving the RFP **MUST** be someone other than the fund custodian. When processed, a check will be produced and the applicable general ledger expense accounts will be charged for the purchases. The check will then be cashed by the custodian at a local bank, and the cash placed back into the petty cash fund.
- At the conclusion of its use, the petty cash fund must be deposited back into the account from which it originated. Refer to "**Deposit Requirements**".

### Loss of Funds

- Funds lost due to circumstances beyond the control of the custodian must be repaid from the department's account or other available operating funds.
- In the case of burglary or theft, the Office of Public Safety should be notified as soon as it is safe to do so. Refer to "**Guidelines in the Event of a Robbery**".

## 6.0 CHANGE FUNDS

### Purpose

Change funds are made available to authorized cash handling personnel for the purpose of making change for currency sales and/or services. If a department has a one-time need for change, please see a Bursar Specialist for assistance.

### Request and Authorization

A Request for Payment form (RFP) should be sent to the Finance and Administration Office listing the name of the individual designated as the custodian of the funds, identifying the department account number, the amount of the request, and the purpose/use for the funds. If approved, a check will be issued to the requesting department. The fund custodian will cash the check at a local bank and place the funds in a secure, locked location. Refer to the "**Safekeeping of Funds**".

### Custodian Responsibilities

- The custodian of the fund is fully responsible for the safekeeping of the fund and for its proper usage.
- The fund should be locked at all times and the key should be kept in the possession of the custodian. At no time should the funds be left in unlocked desk drawers or a regular file cabinet.
- Any discrepancies in the fund are the responsibility of the custodian.

# Information

- Change funds must not be commingled with other funds or used for any other purpose.

## **Fund Restrictions**

- The change fund is to be used only for making change in cashiering operations such as the selling of tickets for athletic or student activity events.
- The change fund cannot be used for expenditures. It is merely for making change.
- At the conclusion of its use, a change fund must be deposited back into the account from which it originated. Refer to "**Deposit Requirements**".

## **Loss of Funds**

- Funds lost due to circumstances beyond the control of the custodian must be repaid from the department's account or other available operating funds.
- In the case of burglary or theft, the Office of Public Safety should be notified as soon as it is safe to do so. Refer to "**Guidelines in the Event of a Robbery**".

# Information

## APPENDIX A

### CASH CONTROLS WITHIN DEPARTMENTS

The following list of questions will help you evaluate the cash controls in your area. If you answer "NO" to any of these questions, consult The Office of the Controller to determine actions necessary to minimize risks.

#### **Segregation of Duties**

- If practical, are the following responsibilities distributed among personnel so one person is not responsible for all aspects?
  - Opening mail
  - Preparing deposits
  - Reconciling the applicable general ledger accounts
- Are billing and collection duties distributed among personnel?

#### **Safeguarding of Cash Items**

- Are cash items kept in a secure location until the time of deposit? *Refer to the "Safekeeping of Funds" section of these procedures.*
- Is access to credit card terminals and cash drawers restricted to authorized personnel?

#### **Cash Receipt Processing**

- Are you using an official University pre-numbered receipt book to record funds received in person on campus?
- Are deposits made daily and/or in compliance with Ohio Revised Code and Shawnee State University's cash handling procedures?
- Are processed credit card charges/credits handled properly and in a timely manner?
- Are pre-numbered event tickets obtained from the Controller's Office? Are reports, copies of Deposit Transmittals, and unused tickets reconciled and turned in to the Controller's Office within 7 days of an event?

#### **Nature and Source of Revenue**

- Are revenue sources properly classified by object code?
- Are potential sponsored program revenues (i.e., grants, Development Foundation funds, etc.) channeled through the Office of the Controller rather than through the department?

#### **Petty Cash Fund**

- Is access to the petty cash fund restricted to the petty cash custodian?
- Are petty cash disbursements made upon presentation of approved petty cash payout forms with supporting documentation (e.g., receipts)?
- Is the petty cash fund replenished frequently enough to ensure sufficient funds are available and expenses are charged to the proper fiscal year?
- Is the petty cash fund in agreement with the general ledger?

**RESOLUTION F05-12**

**CONTINUATION OF POSITION**

**Licensed Clinical Counselor with AOD Specialization  
(REF. RESOLUTION F09-09)**

WHEREAS, the University-wide policy 5.16Rev, President's Authority, University Personnel Actions, requires Board of Trustees' approval of new full-time administrative positions; and

WHEREAS, at its July 10, 2009 meeting the Shawnee State University Board of Trustees approved the position of Licensed Clinical Counselor with AOD (Alcohol and Other Drugs) Specialization for a three-year duration to allow the University to provide these services and to assess the ongoing need for them; and

WHEREAS, the Vice President for Student Affairs has provided evidence that demonstrates that these targeted counseling services are providing critical support for the continuing needs of SSU's student population; and

WHEREAS, the President recommends that this position be continued in conformance with the University's applicable employment policies and funded by auxiliary funding sources;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees approves the continuation of the Counselor position.

(January 20, 2012)

*CRA 2-2-12*

**RESOLUTION F06-12**

**ADDITION OF NEW  
RESIDENCE LIFE COORDINATOR POSITION**

WHEREAS, the University-wide policy 5.16Rev, President's Authority, University Personnel Actions, requires Board of Trustees' approval of new full-time administrative positions; and

WHEREAS, SSU's expanded residential housing population and related operational issues including safety and security matters have created a critical need for additional residential administrative staffing; and

WHEREAS, the Vice President for Student Affairs has submitted data to the President that clearly justifies the addition of a Residence Life Coordinator (RC) position; and

WHEREAS, the President has examined these data and recommends the creation of this administrative position to be funded by auxiliary funding sources;

THEREFORE, BE IT RESOLVED, that Shawnee State University's Board of Trustees approves the creation of a full-time Residence Life Coordinator position in accordance with applicable University employment policies, effective this date.

(January 20, 2012)

*CRH 2-2-12*

ANNUAL COST ESTIMATION

RESIDENCE LIFE COORDINATOR

Full-time, 12-month administrative

FLSA Exempt

O.R. C. Unclassified

Student Housing (Auxiliary) Budget

Estimated Salary	\$34,447 (based on a F/T 12-month position at mid-range (50%) placement of grade 40 Administrative Salary Structure)
Estimated Benefits	<u>\$29,386</u> (assumes family insurance) [18.25% + insurances at \$23,099]
Total estimated Salary and benefits	\$63,833

(January 20, 2012)

*PRH 2-3-12*

**PERSONNEL INFORMATION ITEMS**  
**JANUARY 2012 BOT MEETING**  
**Changes processed October 29 to December 30, 2011**  
(Developed from information received in the HR Department through December 30, 2011)

***DIVISION OF ACADEMIC AFFAIRS***

*Nothing to report*

***DIVISION OF FINANCE & ADMINISTRATION***

***Appointment – Administrative***

***Laura K. Davis***, Police Sergeant in the Department of Public Safety, effective January 3, 2012, at a fiscal year salary of \$51,000. Sgt. Davis is a certified Ohio Peace Officer and sworn police officer with over twenty-one (21) years of experience in law enforcement. She most recently served as a Police Sergeant and School Resource Officer with the Portsmouth Police Department.

***Shane D. Hatfield***, Police Sergeant in the Department of Public Safety, effective February 6, 2012, at a fiscal year salary of \$48,000. Sgt. Hatfield is a certified Ohio Peace Officer and sworn police officer with nearly nineteen (19) combined years of experience in military and law enforcement. He most recently served as a Police Officer with the Portsmouth Police Department.

***Jonathan G. Peters***, Police Sergeant in the Department of Public Safety, effective January 4, 2012, at a fiscal year salary of \$48,000. Sgt. Peters is a certified Ohio Peace Officer and sworn police officer with nearly twenty-eight (28) combined years of experience in military and law enforcement. He most recently served as a Police Officer with the Portsmouth Police Department.

***Retirement – Administrative***

***Michael D. Pinson***, Systems & Network Manager in the Department of University Information Services (UIS), retirement effective January 1, 2012.

***PRESIDENT'S OFFICE / CENTRAL ADMINISTRATION***

***Appointment – Administrative***

***John A. Carey, Jr.***, Assistant to the President for Government Relations & Strategic Initiatives, effective January 1, 2012, at a fiscal year salary of \$82,000. Mr. Carey possesses a Bachelor of Arts in Political Science from Ohio University and has served as an elected public official for nearly twenty-three (23) years. Since 2011, Mr. Carey represented the 87<sup>th</sup> District in the Ohio House of Representatives. Previously, Mr. Carey served in Ohio House of Representatives from 1995 to 2002 and the Ohio State Senate from 2003 to 2011.

***DIVISION OF STUDENT AFFAIRS***

*Nothing to report*

*Per University Personnel Actions Policy 5.16:*

*4.1 The Board of Trustees will be informed of all appointments, separations, removals and changes in status for full-time employees including faculty*

Prepared: 12/30/11

*CRH 2-2-12*

## LAURA K. DAVIS

1033 24<sup>TH</sup> STREET, PORTSMOUTH, OH 45662

### POSITION OFFERED

Police Sergeant, Department of Public Safety

Effective Date: January 3, 2012

### EDUCATION

Officer Training 1992  
*Southern Ohio Police Academy (SCJVS)*

### RELATED EXPERIENCE

Police Sergeant & School Resource Officer <i>Portsmouth Police Department</i>	2000 - present
Patrolman <i>Portsmouth Police Department</i>	1998 - 2000
Probation Officer <i>Portsmouth Municipal Court</i>	1997 - 1998
Deputy Sheriff <i>Scioto County Sheriff's Office</i>	1994 - 1997
Assistant 911 Coordinator <i>Scioto County Sheriff's Office</i>	1993 - 1994

### NOTABLE HONORS, TRAINING & CERTIFICATIONS

- CPR & AED Certification
- Crisis Management for School-based Incidents Training
- Safe and Secure Schools Workshop
- Mock Disaster in the School Setting
- National School Safety Center-Cops in Schools Conference & Training.
- Active Shooter Training
- Safety & Violence Prevention Training in the School Setting
- Community Emergency Response Training
- Creating Safe Learning Environments in Ohio Schools Conference & Training

*Note: This summary contains a partial record of the candidate's full qualifications. A complete resume/vita can be obtained in the Human Resources Office located in Administration Building, Room 016.*

CRH 2-2-12



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## SHANE D. HATFIELD

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3974 BONSER RUN ROAD, PORTSMOUTH, OH 45662

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### POSITION OFFERED

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Police Sergeant, Department of Public Safety

Effective Date: February 6, 2012

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### EDUCATION

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Officer Training 2006  
*Ohio State Highway Patrol Academy*

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### RELATED EXPERIENCE

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Police Officer 2006 - present  
*Portsmouth Police Department*

E-6 / SSG / Squad Leader 2007 - present  
*Ohio Army National Guard*

Sergeant / Platoon Sgt / Squad Leader / Instructor / Guard / Infantry 1993 - 2000  
*United States Marine Corps*

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### NOTABLE HONORS, TRAINING & CERTIFICATIONS

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- Open Water Dive School
- Hurricane Gustav Deployment
- Camp Victory, Iraq Deployment
- Combat Life Savers Course
- Advanced Leaders Course
- Expert Weapons Qualifications
- Close Combat – Instructor Course
- Military Operations in Urban Terrain – Instructor Course

*Note: This summary contains a partial record of the candidate's full qualifications. A complete resume/vita can be obtained in the Human Resources Office located in Administration Building, Room 016.*

*CRH 2-2-12*

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## JONATHAN G. PETERS

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4042 ROSEMOUNT ROAD, PORTSMOUTH, OH 45662

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### POSITION OFFERED

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Police Sergeant, Department of Public Safety

Effective Date: January 4, 2012

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### EDUCATION

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Officer Training <i>New Boston Police Academy</i>	1996
Leadership/Supervisory School Graduate <i>United States Air Force (USAF)</i>	1991
Professional Military Education Graduate <i>United States Air Force (USAF)</i>	1988

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### RELATED EXPERIENCE

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Police Officer <i>Portsmouth Police Department</i>	1996 - present
Security Specialist / Element Leader <i>USAF - Keflavik Naval Air Station, Iceland</i>	1992
Security Specialist / Team Leader <i>USAF - Sawyer Air Force Base, Michigan</i>	1983 - 1991

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### NOTABLE HONORS, TRAINING & CERTIFICATIONS

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- CPR Certification
- Field Training Officer Certification
- LIDAR & RADAR Instructor
- First Line Supervisor Training I & II
- Police Mountain Bike Certification
- Terrorism Liaison Officer Certification
- Crash Investigator Certification

*Note: This summary contains a partial record of the candidate's full qualifications. A complete resume/vita can be obtained in the Human Resources Office located in Administration Building, Room 016.*

*CEH 2-2-12*

## JOHN A. CAREY, JR.

238 MCGHEE LANE, WELLSTON, OH 45692

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### POSITION OFFERED

Assistant to the President for Government Relations & Strategic Initiatives

Effective Date: January 1, 2012

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### EDUCATION

Bachelor of Arts, Political Science 1981  
*Ohio University*

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### PROFESSIONAL EXPERIENCE

State Representative (Second Tenure) <i>Ohio House of Representatives</i>	2011 - present
State Senator <i>Ohio State Senate</i>	2003 - 2011
State Representative <i>Ohio House of Representatives</i>	1995 - 2002
Mayor <i>City of Wellston</i>	1988 - 1994
Congressional Aide to U.S. Congressman Clarence Miller <i>United States House of Representatives</i>	1981 - 1988

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### NOTABLE AWARDS & HONORS

Awarded "Legislator of the Year" by the following agencies:  
*Ohio Area Agency on Aging (twice), Developmental Disabilities (twice), National Association of Mental Illness, Ohio Career Colleges, Ohio Libraries, Joint Vocational Schools, Voices for Ohio Children, and Corporation of Ohio Appalachian Development.*

Received Honorary Doctorate Degree for Public Service  
*University of Rio Grande*

Named Outstanding State Government Alumnus  
*Ohio University*

Received Southern State Community College Friend Designation

Recognized as "Man of the Year" by Wellston and Jackson Area Chamber of Commerce

*Note: This summary contains a partial record of the candidate's full qualifications. A complete resume/vita can be obtained in the Human Resources Office located in Administration Building, Room 016.*

*CPH 2-2-12*

**RESOLUTION E01-12**  
**ENDORSEMENT OF THE OHIO BOARD OF REGENTS'**  
**CHANCELLOR'S PLAN FOR**  
**SHAWNEE STATE UNIVERSITY**

WHEREAS, Amended Substitute House Bill 153, enacted by the Ohio General Assembly in 2011, requires the Chancellor of the Ohio Board of Regents to submit to the General Assembly and the Governor a plan that assures the Shawnee State Supplement will be used to promote the goals of improving course completion, increasing the number of degrees conferred, and furthering the University's mission of service to the Appalachian region; and

WHEREAS, the Chancellor is committed to building upon the University's current efforts and incorporating best practices into his plan and to providing expert consultation to assist Shawnee State in its efforts to enhance course completion and graduation rates; and

WHEREAS, the Chancellor developed his plan in consultation with Shawnee State administration and incorporated current and planned Shawnee State course completion and retention efforts into his plan; and

WHEREAS, the Shawnee State University Board of Trustees has endorsed and supported the University's programming efforts to enhance course completion and graduation rates as appropriate to the University's mission; and

WHEREAS, the Chancellor's plan supports the University's mission and will well serve the needs of the University's students and the region;

THEREFORE BE IT RESOLVED, that the Shawnee State University Board of Trustees endorses the Chancellor's Plan and thanks him for his support for the University's mission and students.

(January 20, 2012)

*CRH 2-2-12*



## The Chancellor's Plan for



to Improve Course Completion, Retention, and Graduate Rates

**Ohio**

John R. Kasich, Governor  
Jim Petto, Chancellor

University System of Ohio  
Board of Regents

[OhioHigherEd.org](http://OhioHigherEd.org)

Created as True and Correct

*CPH 2/2/12*

Certified as True and Correct  
*[Signature]*  
Secretary, SBU Board of Trustees Date

## Chancellor Jim Petro

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**I**n accordance with Ohio Amended Substitute House Bill 153, the Chancellor of the Board of Regents is to submit to the state Legislature and the Governor a Plan, developed in consultation with Shawnee State University that assures the Shawnee State Supplement will be used to promote the goals of improving course completion, increasing the number of degrees conferred, and furthering the university's mission of service to the Appalachian region.

In order to meet this obligation, I enlisted the help of the leadership at Shawnee State to define innovative strategies that will transform this institute of higher learning that only relatively recently was named a university.

The result of this four-month collaborative planning process that included Shawnee State's president and administration, school consultants, staff and a joint advisory committee formed by my office was an action Plan for Shawnee State.

In developing this Plan for Shawnee State, I relied heavily upon the recommendations of these participants. I am confident that the strategies set forth in the Plan will allow Shawnee State to meet their goals and continue to pursue their unique mission.

This document represents the summary of my Plan for Shawnee State University, which has been submitted to the Speaker of the House of Representatives, the President of the Senate, and the Governor on January 24, 2011. The President of Shawnee State University, Dr. Rita Rice Morris, and I stand ready to respond to questions regarding the Plan or use of the Shawnee State University Supplement during the current biennium.

However, the ultimate success of Shawnee State on reaching these goals and growing its stature rests squarely on the ability of its Board, administration and faculty – through their shared and deliberate efforts – to embrace and implement the strategies outlined in this Plan.

The goals outlined for Shawnee State University are goals with which the University System of Ohio is familiar. We are leading the nation in developing and implementing innovative policies aimed at graduating the maximum number of students with the skills employers are seeking as quickly and cost-effectively as possible.

We are instituting a comprehensive assessment test in Ohio high schools to ensure students are evaluated and provided the tools they need to graduate from high school, college and career ready. We are asking Ohio's colleges and universities to find ways to deliver timely, cost-effective education relevant to the demands of the current job market.

I strongly believe in the importance of providing greater access to higher education for the citizens of the Appalachian region. Increasing the number of degree recipients in this region is an important goal that will directly strengthen the business and employment opportunities for all of southern Ohio.

I encourage the leadership of Shawnee State to continue to find exciting and new ways to increase student retention and attainment and to continue to pursue its mission of enriching the lives of those in its community.



Jim Petro  
Chancellor  
Ohio Board of Regents

Certified as True and Correct

*CLW* 2012

By *CLW* Board of Trustees Date



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CRH 22-12

# Shawnee State University

## An Overview of Southern Ohio's Unique Access University

**I**n 1986, an act of the Ohio General Assembly created Shawnee State University (SSU), from what was formerly a community college. SSU includes a beautifully landscaped, 62-acre campus located in Portsmouth, Ohio, and had a total enrollment of 4,687 students for fall semester 2011.

As the regional state university serving southern Ohio and beyond, SSU has met the challenge of its unique mission: to prepare students for the changing needs of business, industry, education, and society through its diversified degree programs. Recognizing the importance of knowledge, values, and cultural enrichment, SSU has made a commitment to provide a higher education environment that fosters competence in oral and written communication, scientific and quantitative reasoning, critical analysis and logical thinking. SSU offers a wide variety of academic programs, at some of the lowest tuition levels in the state, including more than 80 baccalaureate, associate, and master's degrees in arts and humanities, mathematical sciences, natural sciences, social sciences, teacher education, business administration, industrial and engineering technologies, and health sciences.

Since becoming a university, one of the core features of SSU's unique mission has been to provide greater access to higher education for the citizens of the Appalachian region through open enrollment. Pursuit of this primary objective has required SSU to address the challenges of serving a student population that has been historically underrepresented in higher education and often underprepared for college. SSU is situated in a region characterized as having high poverty, fiscal challenges, and low levels of adult education attainment. Almost four out of every five students at Shawnee State University are first-generation college students, many of whom are insufficiently

prepared academically, socially, economically, and culturally, to succeed in college. They are in need of intervention, developmental coursework, and support services. Nearly 44% of all first-time in college students at SSU are underprepared and require developmental courses. SSU's open enrollment attracts underprepared students from outside the region, as well, and the University has experienced significant growth in the last ten years. With this growth has been a parallel increase in the number of developmental courses required, creating greater challenges to improving student retention.

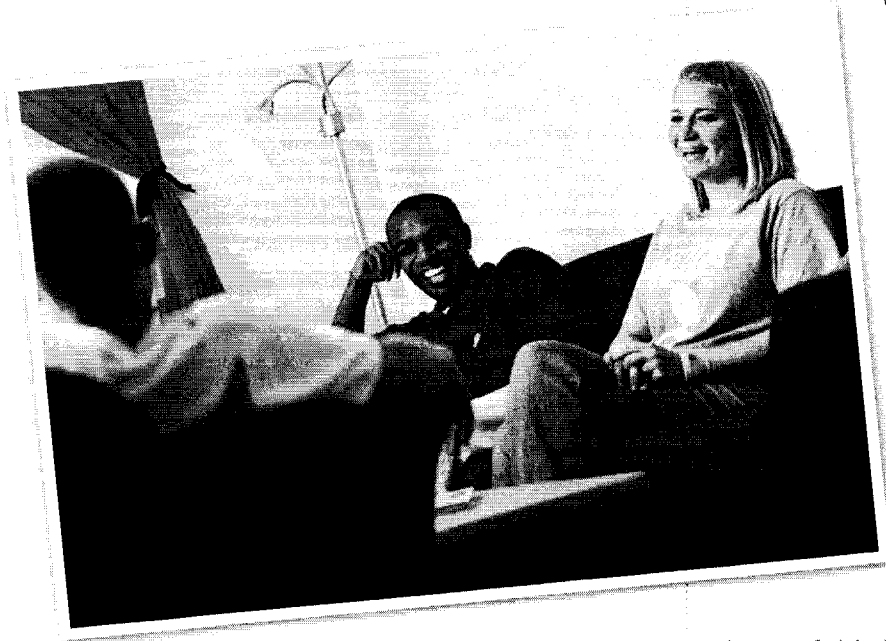
Additionally, SSU embraces as part of its mission the importance of enriching the lives of those in its community. SSU has demonstrated this by providing opportunities for continuing personal and professional development, intellectual discovery, applied research, and appreciation for the creative and performing arts.

SSU is unique among Ohio universities in its mission, students served and its institutional profile – yet it has embraced these challenges and excelled. It is in support of this unique mission that the Shawnee State University Supplement was established in 1986, upon SSU's creation. The supplement, which has decreased from more than \$4 million to the current \$2.4 million funding, was originally intended to provide support for the University in its transition from a community college to a university and to provide increased access for regional students by keeping tuition lower than other universities in the state. In 1994 the General Assembly reviewed the University's development and the role of the supplement and developed a plan to "level off" the supplement at approximately \$2.5 million in continuing support of lower tuition rates for Appalachian students.

# The Chancellor's Plan

## A Strategy for Achievement

The purpose of the Plan is to recognize and build upon the achievements of SSU to further the goals of: 1) improving course completion; 2) increasing the number of degrees conferred, and; 3) furthering the university's mission of service to the Appalachian region.



In recent years the University has focused upon improving course completion and graduation rates and allocated funds to support programming, personnel and scholarships. At the same time the number of students entering the University underprepared to do college level work has increased and the University has seen its retention rate level off, rather than decrease. It is clear that in order to have dramatic impact upon the current retention and graduation rates, programming will need to be refined and expanded. The first

phase of this Plan will provide Shawnee State University with additional expertise, utilizing an external consultant who will work with both the Chancellor and Shawnee State University to refine the goals and metrics of the Plan, identify best practices, and advance existing efforts showing success.

## Highlights of Existing Efforts & Success

SSU has already reallocated resources and developed and deployed several successful programs that are actively addressing areas impacting upon the achievement of the three goals of the Plan. Here are a few examples of these notable programs:

### **Development of university-wide strategies to address course completion, retention, and degree attainment.**

SSU recognized that to be successful it had to develop and implement comprehensive strategies to better understand the prominent factors of its student body that lead to successful course completion, retention and degree attainment. These strategies have included providing a dedicated student success center with peer mentors, individualized, and small group tutoring; using placement data to schedule developmental students into specialized courses to enhance their academics; and providing information about available resources and services to targeted student populations. Additionally, SSU has recently revised its Orientation programs as part of creating a "First Year Experience" to include strategies for addressing the needs of targeted student populations such as veterans, transfer students, first-generation, etc. through coordination of academic and student affairs.

Despite the increase in the number of underprepared students enrolling at Shawnee State, the University has maintained a retention rate of returning freshmen that is typical among peer open-admission institutions - an indication of the success of SSU's efforts thus far.

SSU must have strong evidence-based strategies to address the needs of underprepared first-time in college students, the student population identified at the highest risk, to have continued success in overall retention and persistence to graduation.

### **Enhancement of the University's data-based decision-making capabilities**

SSU recently created the Office of Institutional Effectiveness (OIE), which is charged with facilitating and promoting data driven decision-making across the university. The OIE allows SSU to make reliable, accurate, and timely decisions and forecasts with data that is more readily available to campus leadership. This results in decisions that benefit SSU students, programs, and the University and allows for thoughtful and deliberate strategic decisions that ensure proper stewardship of limited resources while maximizing their impact.

Additional data from research conducted by the Ohio Appalachian Center for Higher Education ("OACHE"), an organization created by the Ohio General Assembly to eliminate regional barriers to access and success in higher education, has provided SSU with insight about the dynamics of the region that impact a student's success in college. SSU has provided a home for OACHE on its campus since 1993.

### **Creation of a University College, an enrollment management unit, and a Student Business Center provides focus on retention and access to critical student services**

SSU created a "University College" to bring together services aimed at improving student success and to provide links among its academic and non-academic units, providing a university-wide focus on efforts to improve course completion, retention, and graduation rates. As part of these retention efforts, SSU also established the Student Business Center, which brings together the bursar, registrar, and financial aid services within a single operation and brought together the efforts of these functions with admissions - aiding students and staff in better navigating the unknowns of the university and creating more efficient operations from recruitment through graduation. Additionally, a university-wide Enrollment Management Committee reviews and recommends practices and policies intended to enhance retention.

## The Path to Achievement

Building upon SSU's current successes, the Chancellor has developed a Plan that will achieve the following three goals to propel SSU into an even brighter future:

### Goal 1

Beginning with first-time in college students entering in the fall of 2013, Shawnee State University will improve the rate of successfully completed courses, as compared to the AY11-12 (both semesters) course completion rate, by 1-3%\* for each class entering for the next ten years.

### Goal 2

Beginning with first-time in college students entering in the fall of 2013, Shawnee State University will increase the number of students earning associate and/or baccalaureate degrees, as defined by IPEDS\*\*, by 1-3%\* for each class entering in the successive 10-year period.

### Goal 3

Shawnee State University will further its service to the Appalachian region by strengthening relationships with key regional employers and school districts.

\*Improvement percentages are subject to adjustment, based on findings and recommendations of an external consultant.

\*\*IPEDS (Integrated Postsecondary Education Data System) provides standards for data collection and defines graduation rate at 150% of estimated time for a 4-year degree.

NOTE: First-time in college students were identified as a targeted high-risk population that present an opportunity for increased retention and success.

## Plan to Meet Goal I: Increase Course Completion

1.1 SSU shall conduct a full review of all course completion data over the past three academic years to fully understand trends and provide tailored solutions.

- Review of all existing SSU courses and programs, to then set target course completion metrics and measures for each course to meet the goal of increased completion;
- Identification of those SSU courses with low completion rates;
- Provide students enrolled in those courses with low completion rates targeted supplemental instruction, tutoring and mentoring services;
- Implement intensive and targeted strategies for students who have been identified as at-risk for low course completion, such as personal advising, individual and small group tutoring, and an increased range of course and degree delivery methods (e.g., summer bridge camps, intersession classes, distance learning);
- Monitor and track on a semester basis the effectiveness and impact of each of these efforts to obtain Goal I.

1.2 Develop collaborative partnerships with key regional secondary schools to develop rapid strategies that will prepare students to enter the university prepared to succeed.

- Identify existing gaps between the content taught in high schools and college readiness expectations in English, language arts, and mathematics;
- Work to align high school curriculum and college placement expectations;
- Develop collaborative improvement plans with key regional secondary schools to reduce in-coming SSU student remediation rates;
- Identify with created retention plan a strategy to provide mentoring of incoming students with current SSU students;
- Monitor, improve and report on these efforts to the Plan Implementation & Monitoring Team on a regular basis.

### 1.3 Institute a First Year Experience Program.

- Design and implement a dedicated SSU team to expand use of academic and student affairs services with a focus on those students identified as likely to be underprepared for college level coursework;
- Develop and implement student centered supportive services for identified at-risk students including mentorship;
- Create a First Year Experience course for all students entering SSU;
- Develop metrics and measures to gauge the impact and effectiveness of the First Year Experience Project;
- Monitor, improve and report on these efforts to the Plan Implementation & Monitoring Team on a regular basis.
- A campus-wide group is completing planning for this First Year Experience Spring 2012 with a pilot program to launch Fall 2012.

### 1.4 Develop and expand courses and programs that allow for distance education options.

- Expand the distance learning opportunities (including blended courses), led by the academic faculty with support of administration, that are targeted to increasing course completion;
- Monitor direction given by the General Assembly's Distance Learning Taskforce, and the programs that follow related to distance learning.

### 1.5 Implement the "Beginning College Survey of Student Satisfaction," to be administered to all first-time in college students.

- Utilize existing survey tools to design and administer a survey that will aid SSU in identifying new opportunities and program gaps;
- Begin monitoring and reporting of the Beginning College Survey of Student Satisfaction annually to SSU faculty and administration as part of the retention plan.

### Plan to Meet Goal II: Increase the Number of Degrees Awarded.

#### 2.1 SSU will increase the associate and baccalaureate degree graduation rates of students targeted in this Plan by 1-3% each year of the Plan, as defined by IPEDS\*\*\*.

- Monitor entering underprepared first time in college students and provide supportive student services and resources (advising, mentoring, tutoring) to help increase the percentage of first time in college students obtaining degrees;
- Increase the Fall semester to Fall semester retention rate (persisting year-to-year) by 1-3% for those students entering identified as at-risk or underprepared;
- Establish baseline figures and set SSU standards, along with a three year growth projection, for the key metrics of: retention, degrees conferred and graduation rates.

#### 2.2 Encourage expansion of regional business, industry and civic partnerships to increase SSU Co-op or internship programs at a percentage rate equivalent to the projected increase in enrollment.

- Build upon existing partnerships and create new opportunities for student internship placements;
- Work collaboratively with regional partnerships to enhance the curriculum to meet the needs of our business community.

#### 2.4 Identify and modify institutional policies, practices and programming that currently increase the time to graduation for students.

- Develop a communication plan to share with students and parents upon matriculation on cost of not completing degree in a timely manner;
- Infuse the student advising with this information to reinforce the Plan;
- Work with faculty to align course sequencing and scheduling for timely completion;
- Develop alternative time frameworks and formats for courses, i.e., 3-year degree completion programs;
- Work with faculty to refine developmental courses and placements.

2.5 Assess the viability of developing a pathway to degree completion which includes:

- Recognize completion of 30 hours of study (1-year) with the granting of a certificate focused on career readiness.
- Recognize completion of 60 hours (2-years) of study and a core curricula completion with the granting of an associate degree in the specific art or science discipline selected.
- Focus on expanding co-operative education and internship programs to provide employment experiences.

\*\*\*The target is ambitious and the external consultant will be asked to provide recommended refinement, as appropriate.

### **Plan to Meet Goal III: Further SSU's Service to the Appalachian Region.**

3.1 Strengthen relationships with regional school districts.

- Provide districts with data on the performance of their graduates at SSU;
- Work with districts to align the common core curriculum with college readiness expectations;
- Continue to offer and expand dual credit offerings, PSEOP, and support for AP courses.

3.2 Enhance relationships with area employers.

- Increase the number of clinical, internship, and field experience opportunities;
- Increase area employers' participation in program Advisory groups.

3.3 Strengthen academic and programmatic offerings through enhanced communication with alumni.

- Regularly survey alumni to assess the types of jobs they earned and how well they were prepared.

### **Implementation & Monitoring of the Plan**

The Plan will have two distinct phases: Implementation and Monitoring. The Plan Implementation & Monitoring Team (Team) shall consist of five members – three being named by the President of SSU and two being named by the Chancellor. The Presi-

dent of SSU will name a chairperson for the team. The Chancellor shall at all times retain full authority and responsibility for the implementation and monitoring of the Plan.

#### **During the Implementation Phase, the Team shall:**

1. Identify a consultant, who shall be retained by the Chancellor, to assist the Team with the implementation and monitoring phase.
2. Recommend refinements to the Plan, as necessary, to the Chancellor.
3. Develop clear metrics and measures that will assist the Team in monitoring the progress toward and impact of achievement of the stated goals.
4. Create a timeline for implementation and completion of the Plan.
5. Visit the SSU campus to understand the operational impact of the Plan.
6. Meet as needed for performance of its duties.

#### **During the Monitoring Phase, the Team shall:**

1. Meet quarterly, or as directed by the Team Chair, to discuss SSU's progress on the Plan.
2. Ensure implementation of the Plan per the agreed upon timeline, including visits to the SSU campus.
3. Monitor SSU's progress towards meeting the goals and metrics of the Plan.
4. Recommend to the Chancellor appropriate adjustments to the Plan.
5. Prepare and submit a final report of the Team to the Chancellor at the close of each biennium, which highlights the impact of the Plan and makes recommendations going forward.

## Conclusion

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**B**y the submission of this Plan summary, the Chancellor has completed the objectives called for by the Ohio General Assembly in H.B. 153.

The Chancellor and his staff look forward to working very closely with Shawnee State University's President, Board of Trustees and staff to ensure the full implementation and monitoring of the Chancellor's Plan.





Deputed as True and Correct.

*RCB* *22-12*

Secretary, B&W Board of Directors Date



 **OhioHigherEd.org**

Ohio Board of Regents | 30 East Broad Street, 36th floor | Columbus, OH 43215-3414 | 614.466.6000

Certified as True and Correct

*RB* *220*



# CAPITAL IMPROVEMENT STRATEGIES

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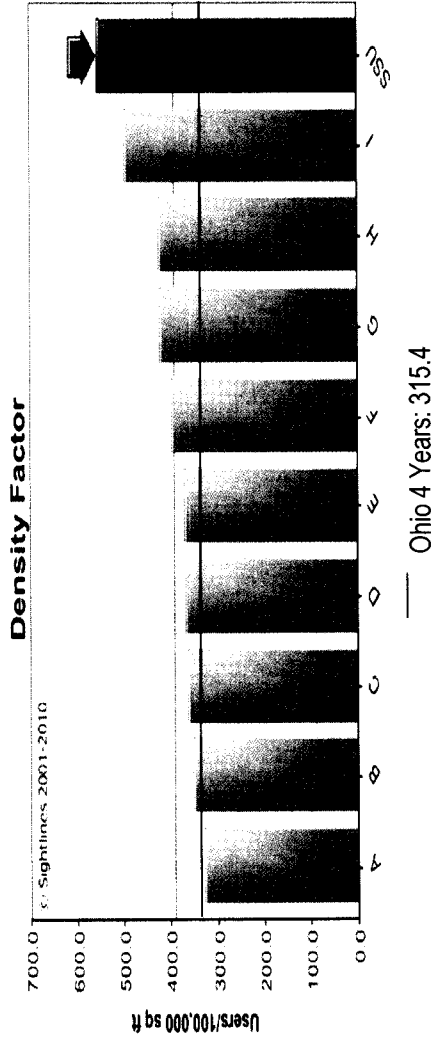
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Declining State Revenue

Checked as True and Correct  
*CBH* 2/2/12  
\_\_\_\_\_  
Date

# Shawnee State University

## "A GROWTH ENVIRONMENT"

- \* Enrollment – from 3,364 in 2001 to 4,687 in 2011
- \* Highest density of all Ohio 4-year Public Universities (2009 Sightlines, Inc.)



- \* Explosion of residential population – 120 in 1994; 962 in 2011

PKA 2/2/12

## SSU Master Plan

### Goal - Growth

- \* Build facilities capacity
- \* Suitably equipped Classrooms and Laboratories
- \* Land Acquisition
- \* Parking
- \* Potential Building Sites

### Goal - Strengthen Community

- \* Safeguard and Protect Campus Community
- \* Integrate Living and Learning Environment
- \* Expand Student Recreation
- \* University Center as Campus Hub

1/2/12

2-2-12

## SSU Master Plan

- \* **Goal - Partnerships**
  - \* Workforce Development
  - \* Academic Programs
  - \* Cooperative Initiatives

- \* **Goal - Infrastructure**
  - \* Sustained Maintenance of Capital Investments
  - \* Network Capacity and Reliable Telecommunications System
  - \* Utilities (energy efficiencies)

124

2-2-12

Trend for Biennia  
State Capital Funding allocations  
(allocated via funding formula)

Capital

- \* FY03-04 - \$1,780,343
- \* FY05-06 - \$1,543,267 (-13.3%)
- \* FY07-08 - \$1,726,006 (+11.8%)
- \* FY09-10 - \$1,643,831 (-4.8%)
- \* FY11-12 - No new capital monies allocated

Basic Renovation

- \* FY03-04 - \$ 936,147
- \* FY05-06 - \$ 792,535 (-15.3%)
- \* FY07-08 - \$1,226,165 (+54.7%)
- \* FY09-10 - \$1,036,884 (-15.4%)
- \* FY11-12 - No new basic renovation monies allocated

FY13-14

Pending

CBH

2-2-12

# State and Local funds UTILIZED

FY02 – FY11

source: SSU Financial Statements

FISCAL YEAR	LOCAL FUNDS	STATE FUNDS	TOTAL FUNDS	% LOCAL	% STATE
FY02	\$ 439,290.33	\$ 323,065.57	\$ 762,355.90	57.6%	42.4%
FY03	\$ 192,315.82	\$ 303,212.13	\$ 495,527.95	38.8%	61.2%
FY04	\$ 137,896.41	\$ 380,347.57	\$ 518,243.98	26.6%	73.4%
FY05	\$ 108,095.40	\$ 113,687.56	\$ 221,782.96	48.7%	51.3%
FY06	\$ 739,985.69	\$ 1,842,678.65	\$ 2,582,664.34	28.7%	71.3%
FY07	\$ 757,251.66	\$ 689,547.02	\$ 1,446,798.68	52.3%	47.7%
FY08	\$ 1,010,502.77	\$ 40,670.46	\$ 1,051,173.23	96.1%	3.9%
FY09	\$ 9,486,530.22	\$ 2,492,093.38	\$ 11,978,623.60	79.2%	20.8%
FY10	\$ 7,817,288.99	\$ 367,196.45	\$ 8,184,485.44	95.5%	4.5%
FY11	\$ 2,278,392.12	\$ 1,396,951.33	\$ 3,675,343.45	62.0%	38.0%
TOTAL	\$ 22,967,549.41	\$ 7,949,450.12	\$ 30,916,999.53	74.3%	25.7%

*Handwritten initials*

2-2-12



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*CBA*

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12/11

2-2-12

# State and Local funds UTILIZED

## FY02 – FY11

source: SSU Financial Statements



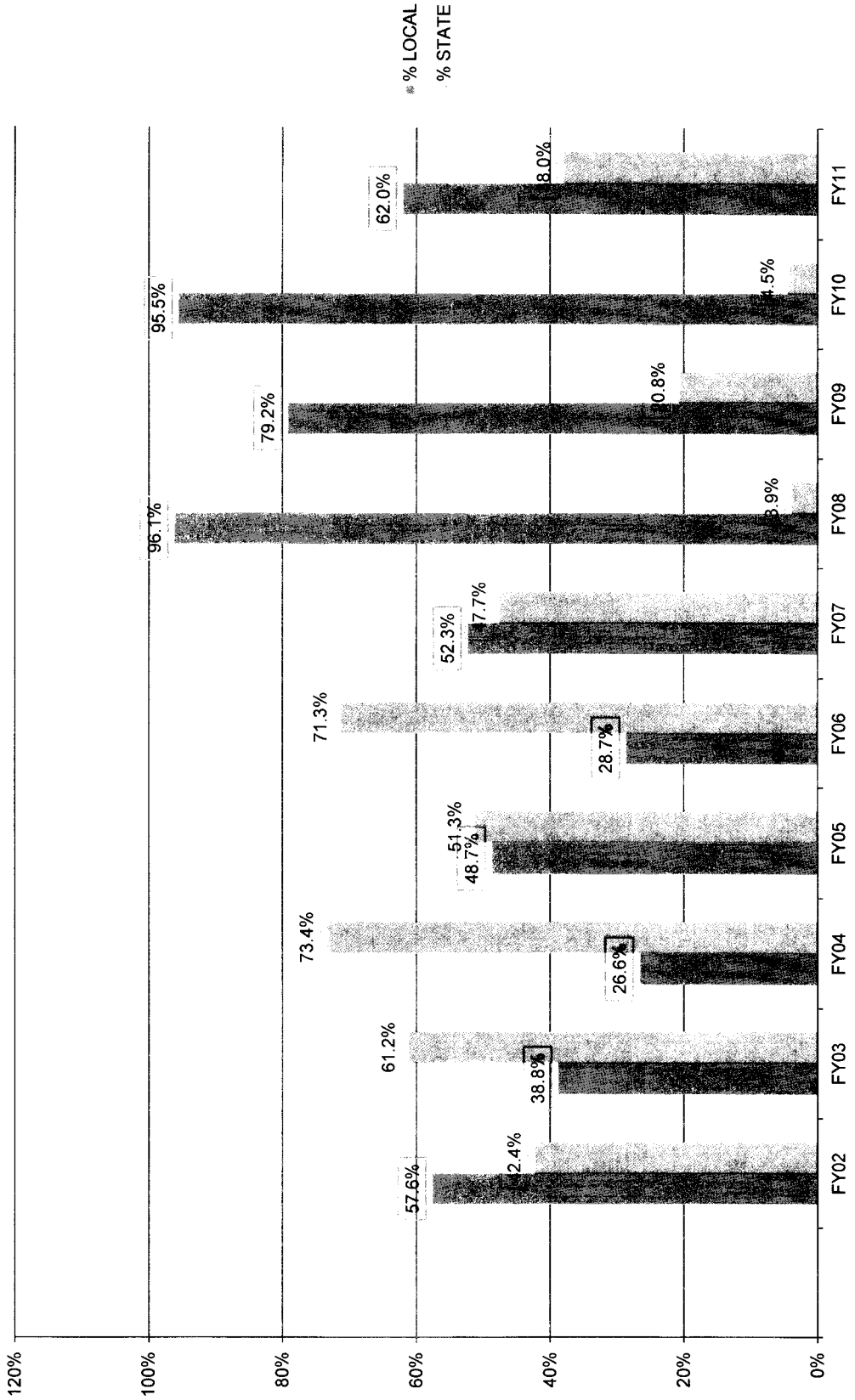
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CRH

2-2-12

# Percentage of State/Local funds UTILIZED FY02-FY11



*[Handwritten signature]*

2-2-2

## **Primary Strategies**

to address capital needs in declining revenue environment

- \* Reprioritize and redirect resources to facility needs that respond to academic and student growth demands.
- \* Blend funds from all sources to maximize resources.
- \* Reduce/limit exposure to debt.

Reprioritize and redirect resources to facility needs that respond to academic and student growth demands.

- Transitioned to semester system (2007, approved by BOT in FY99/00)
- Redirected funds for administrative building HVAC upgrade to student business center (phase III of UC)
- Applied renovation monies to address H.B. 251 (energy efficiency) mandates
- Deferred administrative computer refreshment schedule
- Used local funds to renovate campus facilities and available, aged building
- Invested in geo-thermal system for chiller replacements to reduce utility costs (UC and ATC)
- Moved academic and administrative offices to acquire new, adequate space
  - Education and graduate classes, Social Sciences, Math, Adjunct Central Office, Trio Center, University College, Administrative offices

CRF

2-2-12

**Strategy:** Blend funds from all sources to maximize resources

All sources of funds (capital, basic renovation, general operating, bonds, and auxiliary monies) to complete projects, for example:

- Bonds and private monies – University Center rehab/expansion
- Basic renovation - campus-wide external and internal-buildings public address system
- Mixture of capital, basic renovation and local funds for Rhodes renovation (phase II)
- Auxiliary funds - upgrade residential housing network capacity
- General Operating funds - FY12 upgrade of campus-wide camera surveillance system, office and some classroom renovations, planned renovation of gifted building
- Partnered with vendors to share costs of University Center rehabilitation/expansion project

CBH

**Strategy:** Reduce/limit exposure to debt

- \* Residential growth addressed with private developer since 2000
- \* Auxiliary funds used for all housing maintenance and technology needs
- \* 2007 Bond debt used for University Center rehab/expansion and multipurpose field (student fee assessed for repayment)
- \* Leased building for academic programs

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2-2-12



# COMPETING PRIORITIES

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## **WHAT WE NEED**

- Additional and properly configured classrooms and laboratories to meet growth and programmatic demands
  - Includes larger capacity and/reconfigured classrooms (to promote interdisciplinary efforts)
- Upgraded instructional equipment and modernized and advanced laboratories
- Continued infrastructure upgrades including expanded network connectivity and telecommunications system
- Avoidance of large deferred maintenance backlog
- Residential life activities and student recreational facilities
- Sustained quality of residential housing units and meet expanded needs for living learning communities

*CFH*

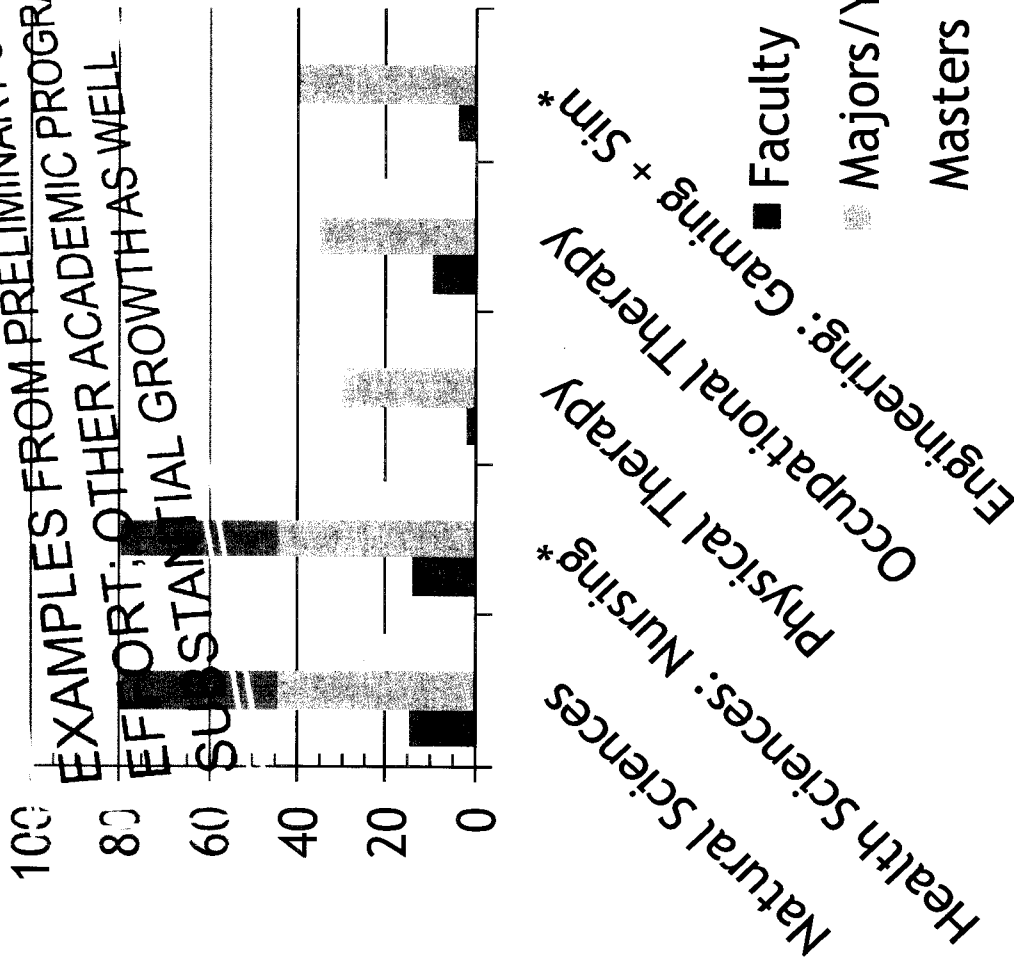
# What we Need

- Space for Academic Success Programs
- Campus-wide Safety and Security
- More Offices for Faculty and Staff

*CPH*

2-2-12

Laboratory based program enrollment:



No Option  
REALIZED

Facilities are holding back growth of consistently strong STEM programs.

The more environmentally demanding of these programs are out of space.

Current enrollment and future projections justify the need to plan new facilities now.

Data show that the university has no option but to make immediate plans to improve the quality of STEM programs.

CAF

**Capital Allocation formula = \$1,643,831/biennium**

- \* FY13-14 Plaza Concrete Renovation – to address degradation and potential safety issues
- \* FY15-16 Classroom and Laboratory Upgrades – allocation permits cosmetic and some infrastructure upgrading
- \* FY17-18 Building Automation Upgrades – to respond to required life cycle dates

*CRH*

2-2-12

# NEW OPPORTUNITY

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FY13-14 Biennium Capital funding

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2-2-12

# New Charge and Approach

- Governor Kasich charged all public 2-year and 4-year colleges and universities with tasks of
  - a) identifying capital funding priorities cooperatively
  - b) developing allocation approach different than formula method
- Governor asked Dr. E. Gordon Gee, President, The Ohio State University, to bring colleges together to accomplish above tasks
- Dr. Gee and Chancellor Petro appointed commission to develop new approach including guiding principles to evaluate projects

*CPH*

## **Commission members**

- *Dr. E. Gordon Gee*, President, The Ohio State University
- *Dr. Ron Abrams*, President, Ohio Association of Community Colleges (OCAA)
- *Dr. Paul Brown*, President, Zane State College
- *Dr. David Hodge*, President, Miami University
- *Dr. Lloyd A. Jacobs*, President, University of Toledo
- *Dr. Morris W. Beverage*, President, Lakeland Community College
- *Bruce Johnson*, President, Inter-University Council
- Staffed by: Jack Hershey (OSU)

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## “Guiding Principles”

- Help build world-class programs.
- Stimulate creativity by advancing strategic collaborations through partnerships both on campus and with others in the public and private sector.
- Reflect the needs of today’s student by strengthening their learning environments, ensuring their safety and encouraging new degree and certificate completion opportunities.
- Increase Ohio’s competitive advantage by capitalizing on our existing strengths.
- Strengthen our ability to respond to new or increased workforce development opportunities in the state.
- Encourage joint efforts to reduce construction costs and generate ongoing efficiencies.

*CPH*

## Process and Next Steps

- \* December 22, 2011 - Submit 6-year capital plan to OBR Facilities –  
(*using old guidelines*)
- \* December 23, 2011 – Submit additional needs to IUC
- \* January 13, 2012 – asked to reframe needs using Guiding Principles
- \* January 25, 2012, conference call re: examination of capital improvement projects within context of Guiding Principles
- \* Review by Commission
- \* Response TBD

CRH

2-2-12



Thank you



CPH

2-2-12