

**SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**Meeting Minutes  
September 13, 2013**

**Call to Order**

Chairperson Higgs-Horwell called the meeting to order at 1:36 p.m. noting the meeting was in compliance with RC § 121.22(F).

**Roll Call**

Members Present: Ms. Melissa Higgs-Horwell, Mr. Robert Howarth, Mr. Gary Paine, Ms. Kay Reynolds, Dr. Rita Roberts and Mr. Scott Williams

Members Absent: Ms. Elizabeth Seif

**Approval of the September 13, 2013 Revised Agenda**

Ms. Reynolds moved and Mr. Paine seconded a motion to approve the September 13, 2013 revised agenda. Without discussion, the Board unanimously approved said agenda.

**Approval of the July 12, 2013 Board Meeting Minutes**

Mr. Paine moved and Mr. Howarth seconded a motion to approve the July 12, 2013 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

**Committee Reports**

**Academic and Student Affairs Committee – Dr. Rita Roberts, Chair**

Dr. Roberts reported on behalf of the Academic and Student Affairs Committee. Dr. Roberts said the Committee had two action items and several information items.

**Action Item**

***Resolution ASA07-13, Approval of Policy 3.17 Rev. Student Conduct (formerly named “Student Conduct Code”)***

Dr. Roberts moved and Mr. Howarth seconded a motion to approve Resolution ASA07-13, Approval of Policy 3.17 Rev. Student Conduct (formerly named “Student Conduct Code”). Dr. Roberts said Mr. Robert Trusz, Interim Vice President for Student Affairs, presented Resolution ASA07-13 and said that the revision of this policy was undertaken as part of the systematic review of institutional policies and more accurately reflected the nature of the policy.

Ayes: Ms. Higgs-Horwell, Mr. Howarth, Mr. Paine, Ms. Reynolds, Dr. Roberts, Mr. Williams

Nays: None

***Resolution ASA08-13, Approval to Rescind Outdated Board of Trustees Policies (Policies 2.02, 2.03, 2.05, 2.07, 4.11)***

Dr. Roberts moved and Mr. Howarth seconded a motion to approve Resolution ASA08-13, Approval to Rescind Outdated Board of Trustees Policies (Policies 2.02, 2.03, 2.05, 2.07, 4.11). Dr. Roberts reported that Dr. David Todt, Provost and Vice President for Academic Affairs, and said that in accordance with the systematic review of institutional policies, these policies were either outdated or no longer necessary.

Ayes: Ms. Higgs-Horwell, Mr. Howarth, Mr. Paine, Ms. Reynolds, Dr. Roberts, Mr. Williams

Nays: None

**Information Items**

Dr. Todt presented the Faculty Statistics Report. This is a five-year comparison report. For the 2013-2014 academic year, SSU has 146 full time faculty, with 71 in the College of Professional Studies, 70 in the College of Arts and Sciences, and 5 in the University College. Overall, the average faculty salary is \$58,682. In accordance with the SEA CBA, the annual Faculty Professional Day was held on Friday, August 23<sup>rd</sup>, the first Friday of fall semester. Faculty who were awarded promotions and new faculty were recognized, and general academic information was shared. The annual Adjunct Academy Dinner Meeting was held Tuesday, August 13<sup>th</sup> before fall semester started. The part-time faculty had the opportunity to sign their contracts and general academic information was shared. This was the fifth year of this dinner meeting and approximately 130 attended, highest attendance to date.

Mr. Trusz reported on the 2013 Student Orientations. Attendance was down slightly with 1,505 attending for the current year and 1,560 attending in 2012. Orientation dates are set for spring semester: Thursday, December 12<sup>th</sup> and Friday, January 3<sup>rd</sup>.

Mr. Trusz presented the Felony Report detailing trends. This information is tracked by Ms. Marcie Simms, Dean of Students and Mr. Richard Schisler, Judicial Hearing Officer. There are 52 registered student felons enrolled during fall semester. Possession/distribution of drugs and theft are the most common convictions.

Mr. Trusz presented an update on the Fall Student Housing Occupancy. There are 970 students living in housing, down slightly from 998 residents in fall, 2012.

Ms. Brittany Barta, President, Student Programming Board, reported on SPB activities. More than 500 new students participated in the carnival they sponsored during the Weekend of Welcome "WoW" event. They also sponsored several events during the first week of classes including Room Decorations, Sand Art and 4<sup>th</sup> Friday Movies. The SPB has seven student

chairpersons for programing events in the following areas: Special Events, Educational/Cultural, Commuter, Community Service, Weekends, Late Night Thursdays, and Gaming.

Mr. Mark Moore, Registrar, presented the 15<sup>th</sup> Day Enrollment Report for Fall Semester 2013 and the Five Year Comparison Report. Total 2013 Fall headcount is 4,317, down 313 students from 2012. This is an FTE of 3,871 for 2013, down 234 from 2012. Mr. Trusz and Dr. Morris updated the Committee on the nature of SSU's enrollment decrease and preliminary efforts to address the decline.

### **Finance and Administration Committee – Mr. Gary Paine, Vice Chair**

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

#### **Action Items**

#### ***Resolution F11-13, Shawnee State University Development Foundation Adoption of Resolutions 2013.3, 2013.4, 2013.5 and 2013.6***

Mr. Paine moved and Mr. Williams seconded a motion to approve Resolution F11-13, Shawnee State University Development Foundation Adoption of Resolutions 2013.3, 2013.4, 2013.5 and 2013.6. Mr. Paine said the Shawnee State University Board of Trustees is required to approve SSU Development Foundation policies and members.

Ayes: Ms. Higgs-Horwell, Mr. Howarth, Mr. Paine, Ms. Reynolds, Dr. Roberts, Mr. Williams

Nays: None

#### ***Resolution F12-13, Equal Opportunity and Non-Discrimination/Harassment Policy 5.01***

Mr. Paine moved and Ms. Reynolds seconded a motion to approve Resolution F12-13, Equal Opportunity and Non-Discrimination/Harassment Policy 5.01. Mr. Paine said this action updates and consolidates multiple related policies into one policy.

Ayes: Ms. Higgs-Horwell, Mr. Howarth, Mr. Paine, Ms. Reynolds, Dr. Roberts, Mr. Williams

Nays: None

#### ***Resolution F13-13, Approval of the FY2014 General Fund Budget***

Mr. Paine moved and Mr. Howarth seconded a motion to approve Resolution F13-13, Approval of the FY2014 General Fund Budget. Mr. Paine said Drs. Boyles, Morris and Burke presented information to the Committee regarding the budget. He said enrollment is down and state funding has been cut which are reflected in the budget.

Ayes: Ms. Higgs-Horwell, Mr. Howarth, Mr. Paine, Ms. Reynolds, Dr. Roberts, Mr. Williams

Nays: None

***Resolution F14-13, Approval of the FY2014 Auxiliary and Agency Budget***

Mr. Paine moved and Ms. Reynolds seconded a motion to approve Resolution F14-13, Approval of the FY2014 Auxiliary and Agency Budget.

Ayes: Ms. Higgs-Horwell, Mr. Howarth, Mr. Paine, Ms. Reynolds, Dr. Roberts, Mr. Williams

Nays: None

**Information Items**

**Personnel**

The following personnel actions were processed in the Department of Human Resources during the period of April 15, 2013 through August 16, 2013:

- The Division of Academic Affairs had nine faculty appointments effective fall semester; two administrative appointments effective June 17, 2013 and July 1, 2013; and one faculty retirement effective May 8, 2013.
- The Division of Finance and Administration had one administrative appointment effective June 10, 2013 and three promotions/reclassifications for higher scale responsibilities effective April 26, 2013 and May 11, 2013.
- The President's Office/Central Administration had one administrative resignation effective April 26, 2013.
- The Division of Student Affairs had two administrative appointments effective June 5, 2013 and June 10, 2013; one promotion/reclassification for higher scale responsibilities effective August 5, 2013; and one administrative resignation effective May 22, 2013.

**University Investment Report**

The University's investment performance report revealed gains for July and a loss for August. With an overall positive adjustment, the portfolio has realized a 1% gain in the amount of \$149,359 for the reporting period (July 1, 2013 – August 29, 2013).

**President's Report**

Dr. Morris said that the Agenda for today's meeting was revised to reflect an error in the numbering of resolutions.

She said she would like to acknowledge and welcome Mr. Trusz to the Executive Staff and thanked him for accepting the interim position of Vice President for Student Affairs.

Dr. Morris noted that a new item had been added to the Board notebooks under the tab entitled "Other," a summary of Ohio Ethics Law. She said the annual presentation on ethics would occur at the next Board meeting and also noted that a new tab entitled "Ethics" would be inserted into the Board notebooks and this information would be transferred under that tab.

Dr. Morris said that all Board members should have received information on the upcoming October 21, 2013 Trustee Conference to be held at Columbus State by the Ohio Board of Regents. She informed Board members who were interested in attending to contact her office for help with registration.

Dr. Morris updated the Board on pending legislation regarding Student Trustees and indicated that the IUC will be sending a letter in support of the legislation.

Dr. Morris asked the Board about the value of the reading set on Financial Aid they received in August and whether there were any questions. Board members indicated that they found the reading material helpful. She also asked Board members to let her know if there were topics they would like to further explore in upcoming months.

Dr. Morris indicated to the Board that in the next several weeks, she will be meeting with campus and governance groups for preparing for development of the FY15 budget. In addition to the ongoing program reviews and realignment of work in response to FY15 budget reductions, she plans on a process that will, at a minimum, revisit the recent Task Force recommendations on admission standards, review the initial work with the success curriculum, reconfirm the importance of major functions that support the core of our mission, and plan for enrollment and program growth. She promised to report on her plans at the November Board meeting.

Dr. Morris invited Mr. Chris Shaffer, Director of Institutional Effectiveness, to provide an update on the Profile of SSU Students.

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

None.

### **New Business**

Dr. Morris said the University is engaged in a systematic review of policies and updated Board members on this process.

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

Mr. David Lodwick addressed the Board and said that the information presented by Mr. Shaffer reflected the fact that SSU has a unique mission and there is a need to maintain state funding.

**Other Business**

None.

**Executive Session**

Mr. Williams moved and Mr. Paine seconded a motion to enter into Executive Session to consider the purchase of property and review a collective bargaining matter.

Ayes: Ms. Higgs-Horwell, Mr. Howarth, Mr. Paine, Ms. Reynolds, Dr. Roberts, Mr. Williams

Nays: None

Ms. Higgs-Horwell asked President Morris, Vice President Boyles, and Mr. Tom Hoft, Labor and Employee Relations Manager, to remain for Executive Session. The Board moved into Executive Session at 2:48 p.m. The Board exited Executive Session at 4:00 p.m. and returned to public session.

**Adjournment**

The Board was adjourned by acclamation at 4:01 p.m.

\_\_\_\_\_  
Chairperson, Board of Trustees

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

**RESOLUTION ASA 07-13**

**APPROVAL OF POLICY 3.17 REV.  
STUDENT CONDUCT  
(Formerly Named "Student Conduct Code")**

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

WHEREAS, Board of Trustees Policy 3.17, Student Conduct Code, recently underwent a scheduled review, in accordance with Policy 5.00Rev.; and

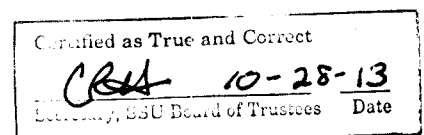
WHEREAS, Policy 3.18, Policy on Student Organizations, was rescinded in 2012 because it was determined to be outdated and mostly administrative in nature; and

WHEREAS, student organizations is an appropriate student conduct topic that also deserves its own guidelines; and

WHEREAS, student academic misconduct should have a separate review path and process within the Student Conduct Code;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves revision of Policy 3.17, Student Conduct (formerly titled "Student Conduct Code"), effective September 13, 2013.

(September 13, 2013)



# Shawnee State University

SUBJECT: STUDENT CONDUCT	POLICY NO. :	3.17
	ADMIN CODE:	3362-3-09
	PAGE NO.:	1 of 2
	EFFECTIVE DATE:	09/09/11
	NEXT REVIEW DATE:	09/09/16
	RESPONSIBLE OFFICER(S):	President/ V.P Student Affairs
APPROVED:	BOT	

The University is committed to providing a fulfilling and rewarding learning experience that enables students to achieve their full academic potential. This commitment is underpinned by an expectation that all members of the University will conduct themselves in a manner consistent with the University's mission. All students are responsible for conducting themselves in a manner that fosters a learning environment in which the rights, dignity, worth and freedom of each member of the academic community is respected. A University conduct code for students is an effective mechanism to address student behavior.

- 1.0 The University will have a Student Conduct Code that applies to students and student organizations and addresses conduct that occurs on and off campus. Such Conduct Code will also include a separate process for academic misconduct. Students shall be afforded appropriate due process in the resolution of any allegation(s) of violations of the Student Conduct Code. Students found responsible for violations are subject to sanctions which in more serious cases may include removal from student housing or suspension or expulsion from the University.
- 2.0 Separate guidelines will also be established for student organizations and university housing.
- 3.0 The President and Vice President for Student Affairs shall ensure that employees responsible for administering the Conduct Code and/or guidelines are trained regularly.
- 4.0 The University may hold students accountable for a violation of the behavioral proscriptions contained in the Student Conduct Code. The Student Conduct Code shall focus on the following objectives:
  - 4.1 The University's responsibility for ensuring members of the University full and equal opportunity to obtain their educational objectives.
  - 4.2 The University's responsibility to protect the health, safety and general welfare of persons in the University community.
  - 4.3 The University's academic integrity.
  - 4.4 The University's image and reputation.

Checked as True and Correct

*CBH* 10-28-13  
Secretary, SSU Board of Trustees Date



- 5.0 Violations of the Student Conduct Code include those activities that interfere with either the University's primary educational responsibility of ensuring the opportunity of all members of the University community to attain their educational objectives; or the University's commitments to community, maintaining and protecting property, keeping records, providing living accommodations and other services, and sponsoring non-classroom activities such as, but not limited to, lectures, concerts, athletic events, and social functions:
- 5.1 Conduct that interferes with the Educational Mission of the University.
  - 5.2 Conduct that endangers the health and safety of others.
  - 5.3 Sexual misconduct.
  - 5.4 Misusing or destroying University property or property of others.
  - 5.5 Conduct that interferes with the Student Conduct Code process.
- 6.0 The Student Conduct Code and any revisions will be effective upon approval of the President.

History: Replaces 3.17 (Eff. 02/25/90); 3.17 Rev. (Eff.09/09/11)

Certified as True and Correct	
<i>CRH</i>	<i>10-18-13</i>
Secretary, SSU Board of Trustees	Date

**RESOLUTION ASA 08-13**

**APPROVAL TO RESCIND OUTDATED BOARD OF TRUSTEES POLICIES  
(Policies 2.02, 2.03, 2.05, 2.07, 4.11)**

WHEREAS, Policy 5.00 REV., Policy on Policies and Procedures, addresses policy subjects appropriate for Board approval and directs the President to establish a process for the regular review of existing Board policies; and

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

WHEREAS, Policy 2.02, Guest Lecturers, is outdated and addresses a subject-matter that is administrative in nature and would be more appropriate as a guideline; and

WHEREAS, Policy 2.03, Field Trips, is out-dated and addresses permission for academic field trips and is therefore a subject-matter that is administrative in nature and would be more appropriate as a guideline; and

WHEREAS, Policy 2.05, Academic Advising, and Policy 2.07, Developmental Education, are out-dated and would more appropriately be addressed in a broader academic policy; and

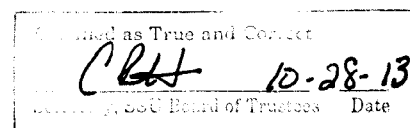
WHEREAS, Policy 4.11, Part-Time Faculty Travel Policy, is out-dated and imposes an expenditure requirement upon the University that is not mandated by law and creates a potential unnecessary budgetary burden upon the university; and

WHEREAS, Policy 5.00REV, requires Board approval for rescission of any Board policy;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves rescission of the following University policies: Policy 2.02, Guest Lecturers; Policy 2.03, Field Trips; Policy 2.05, Academic Advising; Policy 2.07, Developmental Education; and Policy 4.11 effective September 13, 2013; and

THEREFORE BE IT RESOLVED, that the Board of Trustees directs the Provost to review the newly rescinded policies that address guest lecturers and field trips and to consider guidelines to address these topics; and to determine whether a new policy that more broadly addresses academic advising and developmental education would be appropriate.

(September 13, 2013)



# Shawnee State University

AREA: FACULTY PERSONNEL	POLICY NO.: 2.02
	ADMIN. CODE: 3362-2-03
	PAGE NO.: 1 OF 1
	EFFECTIVE DATE: 9/30/91
	RECOMMENDED BY: A.L. Addington
SUBJECT: GUEST LECTURES	APPROVED BY:

- 1.0 Faculty are encouraged to utilize the human resources of the community as a supplement to the instruction provided by the University. Instructors may invite outside speakers to address a class where the speaker is knowledgeable in his or her subject and where this topic is pertinent to the course objectives.
- 2.0 Normally, the University will expect the outside speakers to donate their services. In those instances where a fee is required, prior approval by the Division Chair or Dean must be secured before a guest may be contracted for an appearance.
- 3.0 At least a week before the presentation, the instructor should inform his or her supervisor of the time and place of the presentation. The instructor is also responsible for seeing that appropriate steps are taken to guarantee free discussion when controversial topics are presented. This open discussion should take place during the time allocated to the speaker when the presentation is open to those not enrolled in the course. This can be done through open debate, through a question and answer period, or through a presentation of alternate points of view by the instructor, by other speakers, or by distributed statements.

Accepted as True and Correct  
*CLH* 10-28-13  
\_\_\_\_\_  
Date

# Shawnee State University

AREA:	FACULTY PERSONNEL	POLICY NO.:	2.03
		PAGE NO.:	1 OF 1
		EFFECTIVE DATE:	9 / 3 0 / 91
SU&JECT:	FIELD TRIPS	RECOMMENDED BY:	A.L. Addington
		APPROVED BY:	

- 1.0 Field trips are the prerogative of the instructor. However, an instructor has the responsibility of notifying the appropriate Division Chair or Dean and other faculty members of the students involved, the date, and time of the field trip.
- 2.0 Field trips which are included as a required part of a regular course offering should be included in the course outline, and students should be informed during the first week of class of any expectations related to the field trips.
- 3.0 Special problem courses based in great part on activities associated with a field trip, either of short or long duration and/or distance, should be submitted in accordance with normal course proposal procedures. The cost of special problem courses and related field trips must be generally-self-sustaining from the revenues collected from participating students. If there are additional costs or if campus vehicles are to be used, approval is required.
- 4.0 Consumption or possession of alcoholic beverages or illegal drugs while on field trips is prohibited. Any person found to be in violation of this policy will be subject to disciplinary action which may include the termination of his/her status with the University.

Accepted as True and Correct  
*CRH* 10-28-13  
Shawnee State University Board of Trustees Date

# Shawnee State University

AREA:	ACADEMIC AFFAIRS	POLICY NO.:	2.05
		ADMIN. CODE:	3362-2-06
		PAGE NO.:	1 OF 3
		EFFECTIVE DATE:	7-30-90
SUBJECT:	ACADEMIC ADVISING	RECOMMENDED BY:	A. L. Addington
		APPROVED BY:	

Faculty advising of students is an academic process whereby students are rendered assistance by an informed faculty member. Areas of assistance include the development of a general academic plan and a quarterly schedule that will enable students to proceed through their chosen academic program in an appropriate manner. Academic advisors assist students who seek help in areas of academic difficulty and help identify referral sources within the University and direct students to these services when needs are identified.

## 1.0 Development of the Advising System

It is the responsibility of each instructional unit to develop an advising policy appropriate for students enrolled in programs in that unit. This will allow each unit to build into its advising system those special characteristics needed to advise its majors. These policies should include a procedure to handle late admissions and evening students. Students should be notified of the advising process at the time of notification of their assigned faculty advisor.

## 2.0 Student Placement and Advising

2.1 During the admission process, students should be placed in one of the following categories:

- 2.1.1 New Freshman, Degree-Seeking
- 2.1.2 Returning, Degree-Seeking
- 2.1.3 Transfer, Degree-Seeking
- 2.1.4 Special, Non-Degree Seeking
- 2.1.5 Degree-Seeking, Not admitted to a Program
- 2.1.6 Transient, Non-Degree Seeking

2.2 Students will be assigned to the appropriate instructional unit based on their declared major at the time of admission. Student information, including the declared area of concentration, will be communicated to the appropriate unit. Chairs or deans will be responsible for assigning students to faculty advisors within their unit. The name of the assigned advisor and information as to the appropriate procedure to be followed by the student will be communicated to the student by the instructional unit prior to the next registration period.

2.3 Special and/or transient non-degree seeking students will be advised by Student Services personnel until they declare a major. Transfer, degree-seeking students will be advised by both the Director of Transfer Placement and a faculty advisor during their first quarter. Students seeking an Individualized Studies degree will be jointly advised by the Registrar and appropriate faculty.

Accepted as True and Correct
<i>CRH</i> 10-28-13
Shawnee State University Board of Trustees Date

- 2.4 Students who indicate on their application for admission that they are undecided, will be asked in the assessment section of orientation or registration, to complete an advising preference check list. (The check list will be developed by the Career Center.) The check list will be analyzed by a qualified member of the Student Affairs staff, and the student will be assigned to an appropriate interest area and possible major choice. The student will be assigned a faculty advisor by the Dean or Chair of the interested area, to act as the student's faculty advisor until such time as the student makes a choice of major. When a student decides upon a major, the student will then be moved into the appropriate division and reassigned to an advisor who is appropriate for the selected major. Chairs/deans should identify faculty who are willing to work with undecided students. In the absence of faculty advisors, the Deans and Chairs will act as advisors to undecided students. Faculty willing to advise undecided students should volunteer to have undecided students as part of their advising load. These are students with special needs that may require additional attention. Faculty advisors assigned to undecided students need to be aware of the services of the Placement and Career Center and the referral process involved with this service.
- 2.5 The Registrar's Office, in cooperation with the University Information Systems, will provide faculty advisors with the necessary information relating to the student's academic status. This will include high school background, ACT and placement test scores, and other special information available on the University data base.
- 2.6 Representatives from each instructional unit will be available during the orientation period for new students for advising purposes.
- 2.7 These advising policies will not apply to the advising of off-campus students. Students enrolled at the Pike County Joint Vocational School will be advised by the University Registrar, and those students enrolled at the Southern Ohio Correctional Facility will be advised by the S.O.C.F. Coordinator.

### 3.0 Change of Advisors

- 3.1 Students who change majors are required to report this change to the Office of the Registrar. The change of major will be communicated to the appropriate divisions and the student assigned a new faculty advisor within that instructional unit. The instructional unit will then send the appropriate information to the student including the name of the new faculty advisor.
- 3.2 Provisions should be included in each instructional unit's advising policy to allow for a change of advisor, if necessary, at the request of the student or the faculty advisor.

Certified as True and Correct  
*CEH* 10-28-13  
\_\_\_\_\_, SSU Board of Trustees Date

4.0 Student Responsibilities

Students are responsible for their own registration decisions and progress toward a degree. An important part of this responsibility is consultation with the University catalog, divisional/school guidelines, and the student's advisor.

5.0 Faculty Roles

A committee consisting of members of the Student Affairs Committee and the Faculty Development Committee will develop an in-service program to inform faculty advisors of the role of the different departments at the University handling student applications, placement and testing, registration procedures, etc. Additional in-service time will be included for each instructional unit to discuss strategies that are unit-specific.

6.0 Instructional Unit

Development of advising policies will progress in a timely manner. All advising policies shall be developed and in place for student registration use by Fall Quarter 1989. Copies of these policies, and any revisions of them, shall be submitted to the Student Affairs Committee for coordination and information purposes.

7.0 Review of Advising Policies

Instructional units will be responsible for reviewing their own advising policies to ensure they are both adequate and effective. A narrative summary will be forwarded to the Student Affairs Committee and the Provost by the end of each academic year.

Certified as True and Correct

*CRH* 10-28-13  
Secretary, ESU Board of Trustees Date

# Shawnee State University

AREA:	ACADEMIC AFFAIRS	POLICY NO.:	2.07
		ADMIN. CODE:	3362-2-08
		PAGE NO.:	1 OF 1
		EFFECTIVE DATE:	12/8/89
SUBJECT:	DEVELOPMENTAL EDUCATION	RECOMMENDED BY:	A.L. Addington
		APPROVED BY:	

Developmental education is an integral part of the educational services provided at Shawnee State University. In an open-enrollment institution, numbers of students come to college through nontraditional routes (vocational programs, GED, etc.). The developmental education program provides under prepared students an opportunity to gain the skills and knowledge necessary to attempt college level work.

The program provides developmental courses, individualized learning experiences, and tutoring services for students who (1) lack an adequate high school background or (2) need review due to lapse in schooling experiences.

The emphasis of the program is on mathematics, reading, and writing/communication skills. An expected outcome of the program is increased retention of academically disadvantaged students.

- 1.0 Specific objectives of developmental education programs include the following:
  - 1.1 Provide developmental courses in English and mathematics;
  - 1.2 Bring students to an expected level of competency indicating readiness for enrollment in courses in degree granting programs;
  - 1.3 Provide individualized learning resources;
  - 1.4 Measure the success of developmental programs and the needs for additional emphasis.
- 2.0 The goal of developmental education at Shawnee State University is to provide an opportunity for those students with insufficient background skills to reach an appropriate level for college course work.

Filed as True and Correct  
*CLH* 10-28-13  
Board of Trustees Date



# Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.11
		ADMIN. CODE:	3362-4-05
		PAGE NO.:	1 OF 1
SUBJECT:	PART-TIME FACULTY TRAVEL POLICY	EFFECTIVE DATE:	1/19/91
		RECOMMENDED BY:	R. Neil Hawk
		APPROVED BY:	

- 1.0 In order to encourage qualified individuals to teach at Shawnee State, the University provides the benefit of reimbursing those individuals that must commute more than twenty-five (25) miles one way or more than fifty (50) miles round trip to perform their teaching assignments.
- 2.0 The basis for measuring the fifty mile limitation will be the calculation of mileage to and from the designated teaching location from either the individual's house (using the town or city included in the individual's Post Office address) or Shawnee State's campus, whichever is less. Thus, if a part-time faculty member travels sixty (60) miles round trip, as measured by the method described above, to perform his teaching responsibility, he/she will be reimbursed for sixty (60) miles for this particular trip. However, if a part-time faculty member travels forty-five (45) miles round trip to perform his/her teaching responsibilities, as measured by the method described above, he/she will not be reimbursed.
- 3.0 Procedure. Eligible part-time faculty will be reimbursed at the University's current travel reimbursement rate per mile. Mileage must be reported on travel forms obtained from the appropriate Dean/Chairperson. These reports must be turned in to the appropriate Dean/Chairperson at the end of each quarter. The administrator will check each travel voucher for accuracy, and will sign and forward the first three copies to the Controller's Office authorizing reimbursement.

and as True and Correct
<i>CRH</i> <i>10-28-13</i>
Date

**RESOLUTION F11-13**

**SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION  
ADOPTION OF RESOLUTIONS 2013.3, 2013.4, 2013.5 AND 2013.6**

WHEREAS, as the sole member of the Shawnee State University Development Foundation, the Board of Trustees of Shawnee State University must ratify Foundation policies and members; and

WHEREAS, the Shawnee State University Development Foundation has acted and approved Resolution 2013.3, Resolution 2013.4, Resolution 2013.5 and Resolution 2013.6 at their August 21, 2013 quarterly meeting;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves the attached Development Foundation Resolutions 2013.3, 2013.4, 2013.5 and 2013.6.

(September 13, 2013)

True and Correct  
CRH 10-28-13  
Shawnee State Board of Trustees Date

## RESOLUTION 2013.3

### Shawnee State University Development Foundation Policy 17.1.2.2

#### SUMMARY OF CHANGES TO "17.1.2.2 Write-Offs"

7.1.2.2 Write-Offs. Contributions receivable (pledges) should be written off when there is relative certainty that no further payments will be received. At least once per year, the Foundation shall mail to all donors with outstanding pledge commitments, whether delinquent or not, a Pledge Statement, or Pledge Reminder, or both, that shall notify the donor of her respective pledge account status. Pledges will be written-off if a donor delivers written documentation to the Foundation that no further payments will be made by the donor to the Foundation in fulfillment of the outstanding pledge. In the absence of such written documentation from a donor, pledges will be written off at such time as: (a) no payment has been made toward the pledge for at least two years following either the most recent payment due date (In the event of a multi-year pledge or other pledge requiring scheduled periodic installment payments, each scheduled periodic installment payment shall be deemed a payment due date) or the most recent communication from the donor otherwise indicating an intent to make a payment; AND (b) for pledges with an outstanding unpaid balance under \$10, the pledge may be written off at the discretion of the Director without further action; OR for pledges with an outstanding unpaid balance of \$10 or more, where the Foundation has sent a letter to the donor's last known address requesting information on the status of the pledge and the donor has not responded for at least thirty (30) days. Prior to the close of each fiscal year, the Foundation shall prepare a report of all accounts that meet the foregoing criteria and the University President shall review and approve all such pledge write-offs.

True and Correct  
CRH 10-28-13  
Shawnee State University Board of Trustees Date

## RESOLUTION 2013.4

### Commemorative Naming Opportunities

The following actions shall be deemed taken by the Shawnee State University Development Foundation upon vote by the Development Foundation Board and University Board of Trustee.

WHEREAS, the Development Foundation

NOW, THEREFORE BE IT RESOLVED,

1. The Main Theatre of the Vern Riffe Center for the Arts ("VRCFA") shall be named the ELOISE C. SMITH THEATRE in recognition of an unrestricted gift from the Eloise C. Smith Trust to the Development Foundation in the amount of \$1,000,000.00. Any prior gift levels established for the VRCFA Main Theatre are hereby repealed and replaced by this action.
2. The following commemorative gift levels are hereby established for Founders Plaza:
  - a. \$1,000,000 Founders Plaza
  - b. \$500,000 Founders Plaza Pavilion
  - c. \$250,000 Founders Plaza Fountain
  - d. \$125,000 Founders Plaza Clock Tower
  - e. \$5,000 Founders Plaza Bench
  - f. \$200/\$100 Founders Plaza Bricks
3. An area known as TRUSTEES GROVE, consisting of trees and commemorative, honorary, and/or memorial recognition plaques and signage, shall be established on campus in a location to be determined in coordination with the University President and Facilities Department. Any such trees and recognitions within Trustees Grove shall, from time to time, be identified and established by the University Board of Trustees at its discretion..

Shawnee State University  
Development Foundation Board  
*CRH* 10-28-13  
Chair, Board of Trustees

**RESOLUTION 2013.5**

**President's Research Capacity Building Fund**

19.7.7 President's Research Capacity Building Fund. This action codifies adoption of the removal of the board quasi-endowment restriction that created the fund known as the President's Research Capacity Building Fund, thereby allowing the fund to be used for educational purposes in the sole discretion of the University President without the requirement that said fund be maintained, invested and spent according to endowment policies.

CRH 10-28-13

Resolution 2013.6

Shawnee State University Development Foundation Policy 18.0

(Attached)

CRH 10-28-13

Shawnee State University Development Foundation  
Investments Policies  
**PROPOSED**

18.0 Investments.

18.1 Introduction. Shawnee State University Development Foundation (hereafter referred to as the "Foundation") was created to provide perpetual financial support to Shawnee State University. The purpose of these investment policies is to establish guidelines for the Foundation's investment portfolio (the "Portfolio"). These policies also incorporate accountability standards that will be used for monitoring the progress of the Portfolio's investment program and for evaluating the contributions of the investment consultant(s) and manager(s) hired on behalf of the Foundation.

18.2 Role of the Finance Committee. The Finance Committee (the "Committee") is acting in a fiduciary capacity with respect to the Portfolio, and is accountable to the Board of Trustees of the Foundation for overseeing the investment of all assets owned by, or held in trust for, the Portfolio.

18.2.1 The Foundation's investment policies set forth the investment objectives and investment guidelines that govern the activities of the Committee and any other parties to whom the Committee has delegated investment management responsibility for Portfolio assets.

18.2.2 The investment policies for the Foundation contained herein have been formulated consistent with the Foundation's anticipated financial needs and in consideration of the Foundation's tolerance for assuming investment and financial risk, as reflected in the majority opinion of the Committee.

18.2.3 These policies are intended to provide guidelines, where necessary, for ensuring that the Portfolio's investments are managed consistent with the short-term and long-term financial goals of the Foundation. At the same time, they are intended to provide for sufficient investment flexibility in the face of changes in capital market conditions.

18.2.4 The Committee will review these investment policies at least once per year. Changes to these investment policies can be made only by affirmation of a majority of the Foundation's Board, and written confirmation of the changes will be provided to all Committee members and to any other parties hired on behalf of the Portfolio as soon thereafter as is practical.

18.3 Role of the Investment Manager(s). Each investment manager of separate accounts, mutual funds or commingled trusts will have full discretion to make all investment decisions for the assets placed under its jurisdiction, while observing and operating within all policies, guidelines, constraints, and philosophies as outlined in these investment policies unless governed by prospectus or separate trust document. Specific responsibilities of the

Shawnee State University Development Foundation

CRH 10-25-13

Shawnee State University Development Foundation

investment manager(s) of separate accounts, mutual funds or commingled trusts include:

18.3.1 Discretionary investment management including decisions to buy, sell, or hold individual securities, and to alter asset allocation within the guidelines established in the Foundation's investment policies.

18.3.2 Reporting, on a timely basis, quarterly investment performance results.

18.3.3 Voting proxies.

18.4 Role of the Investment Consultant. The investment consultant's role is that of a non-discretionary advisor to the Committee. Investment advice concerning the investment management of Foundation assets will be offered by the investment consultant, and will be consistent with the investment objectives, guidelines and constraints established in these investment policies. Specific responsibilities of the investment consultant include:

18.4.1 Advising the Committee regarding the selection of and allocation to asset and style categories within the constraints of the Foundation's investment policies and guidelines.

18.4.2 Conducting investment manager searches when requested by the Committee.

18.4.3 Monitoring the performance of the investment manager(s) to provide the Committee with the ability to determine the progress toward the investment objectives.

18.4.4 Communicating matters of policy, manager research, and manager performance to the Committee.

18.4.5 Reviewing the Foundation's investment history, historical capital markets performance and the contents of these investment policies to any newly appointed members of the Committee.

18.5 Investment objective.

18.5.1 The Foundation is to be invested with the objective of preserving the long-term, real purchasing power of assets while providing distributions in support of the Foundation's spending needs.

18.6 Portfolio investment policies.

18.6.1 Asset allocation policy

18.6.1.1 The Committee recognizes that the strategic allocation of Portfolio assets across

Reviewed as True and Correct  
CCH 10-28-13  
SBC Board of Trustees Date



broadly defined financial asset and sub-asset categories with varying degrees of risk, return, and return correlation will be the most significant determinant of long-term investment returns and Portfolio asset value stability.

18.6.1.2 The Committee expects that actual returns and return volatility may vary from expectations and return objectives across short periods of time. While the Committee wishes to retain flexibility with respect to making periodic changes to the Portfolio's asset allocation, it expects to do so only in the event of material changes to the Foundation and/or to the capital markets and asset classes in which the Portfolio invests.

18.6.1.3 Foundation assets will be managed as a balanced portfolio composed of two major components: an equity portion and a fixed income portion. The expected role of Foundation equity investments will be to maximize the long-term real growth of Portfolio assets, while the role of fixed income investments will be to generate current income, provide for more stable periodic returns, and provide some protection against a prolonged decline in the market value of the Portfolio's equity investments.

18.6.1.4 Cash investments will, under normal circumstances, only be considered as temporary Portfolio holdings, and will be used for Fund liquidity needs or to facilitate a planned program of dollar-cost averaging into investments in either or both of the equity and fixed income asset classes

18.6.1.5 Outlined below are the long-term strategic asset allocation guidelines, determined by the Committee to be the most appropriate, given the Foundation's long-term objectives and short-term constraints. Portfolio assets will, under normal circumstances, be allocated across broad asset and sub-asset classes in accordance with the following guidelines:

Asset class	Sub-asset class	Target allocation	Ranges
Equity		65%	55-75%
	U.S. Large Cap	45%	25-65%
	U.S. Small/Mid Cap	10%	0-20%
	Non-U.S.	10%	0-20%
Fixed Income		35%	25-45%
	Investment grade	30%	20-40%
	Below-investment grade	5%	0-10%
Cash		0%	

Certified as True and Correct

CEH 10-28-13

18.6.1.6 To the extent that the Portfolio holds investments in nontraditional, illiquid, and/or nonmarketable securities including (but not limited to) venture capital, hedge funds, and real estate investments, these assets will be treated collectively as alternative investments for purposes of measuring the Portfolio's asset allocation. While not specifically considered within these investment policies, alternative investments may comprise up to 15% of total Portfolio assets and, to the extent they are owned, will proportionately reduce target allocations to the three primary asset classes itemized above. In any event, no part of the Portfolio shall hold alternative investments without express prior consent of the Finance Committee.

18.6.1.7 It is expected that the Portfolio's actual asset allocation will vary from its target asset allocation as a result of the varying periodic returns earned on its investments in different asset and sub-asset classes as well as periodic cash flows, either into or out of the Portfolio.

18.6.1.8 Whenever the Portfolio's actual asset allocation to the various asset and sub-asset classes falls outside of the ranges stipulated in Section 18.6.1.5 above, the investment consultant shall within a reasonable period of time, evaluate such deviations and provide the Committee with a recommendation to bring the Portfolio into compliance with the asset allocation guidelines.

#### 18.6.2 Diversification policy

18.6.1.1 Diversification across and within asset classes is the primary means by which the Committee expects the Portfolio to avoid undue risk of large losses over long time periods. To protect the Portfolio against unfavorable outcomes within an asset class due to the assumption of large risks, the Committee will take reasonable precautions to avoid excessive investment concentrations. Specifically, the following guidelines will be in place:

18.6.1.2 With the exception of fixed income investments explicitly guaranteed by the U.S. government, no single investment security shall represent more than 5% of total Portfolio assets.

18.6.1.3 With the exception of passively managed investment vehicles seeking to match the returns on a broadly diversified market index, no single investment manager, investment pool or investment company (mutual fund) shall comprise more than 25% of total Portfolio assets.

18.6.1.4 With respect to investment grade fixed income investments, for individual bonds, the minimum average credit quality of these investments shall be investment grade (Standard & Poor's A- or Moody's A- or higher).

#### 18.6.2 Prohibited transactions and strategies

Unless expressly authorized by the Committee, the Portfolio and its investment managers are prohibited from:

Certified as True and Correct  
*CRS* 10-23-13  
\_\_\_\_\_  
Date

18.6.2.1 Purchasing securities on margin or executing short sales.

18.6.2.2 Pledging or hypothecating securities, except for loans of securities that are fully collateralized.

18.6.2.3 Purchasing or selling derivative securities for speculation or leverage.

18.6.2.4 Engaging in investment strategies that have the potential to amplify or distort the risk of loss beyond a level that is reasonably expected, given the objectives of their Portfolio.

18.7 Monitoring portfolio investments and performance.

The Committee will monitor the Portfolio's investment performance against the Portfolio's stated investment objectives. At a frequency to be decided by the Committee, it will formally assess the Portfolio and the performance of its underlying investments as follows:

18.7.1.1 The Portfolio's composite investment performance (net of all investment management fees) will be judged against the following standards:

18.7.1.2 The Portfolio's absolute long-term annualized real return objective of CPI +5%

18.7.1.3 A composite benchmark consisting of the following unmanaged market indexes weighted according to the expected target asset allocations stipulated in the asset allocation guidelines in Section 18.6.1.5:

U.S. Equity: Russell 3000 Index

Investment Grade Fixed Income: Barclays Capital U.S. Aggregate Bond Index

18.7.1.4 Exceed the median return of a peer group of investors with a similar strategic asset allocation.

18.7.1.5 Maintain volatility of returns, as measured both by beta and standard deviation, of no more than 1.20 times that of the passively managed balanced index identified in Section 18.7.1.3 above.

18.7.1.6 Maintain positive risk-adjusted returns, as measured by alpha and Sharpe ratio.

18.7.2 The performance of professional investment managers hired on behalf of the Portfolio will be judged against the following standards:

18.7.2.1 A market-based index appropriately selected or tailored to the manager's agreed-upon investment objective and the normal investment characteristics of the manager's portfolio.

18.7.2.2 The performance of other investment managers having similar investment objectives

as True and Correct  
*CRH* 10-28-13  
Secretary, SSU Board of Trustees Date

18.7.2 In keeping with the Portfolio's overall long-term financial objective, the Committee will evaluate Portfolio and manager performance over a suitably long-term investment horizon, generally across full market cycles or, at a minimum, on a rolling five-year basis.

18.7.3 Investment reports shall be provided by the investment consultant on a (calendar) quarterly basis or as more frequently requested by the Committee.

CLH 10-28-13

## Quarterly Meeting

August 21, 2013

### Agenda

1. Welcome and call to order - Barry Rodbell
2. Approval of minutes from April 8, 2013 Quarterly Meeting  
Action Item: Accept April 8, 2013 Quarterly Meeting Minutes
3. Treasurer's & Investment Report - Elinda Boyles  
Action Item: Accept Treasurer's & Investment Report
4. Information & Gifts  
Action Item: Historical Write-Offs  
Action Item: 2311 Timlin Road Property  
Action Item: Smith Estate Gift  
Information: 304 Chillicothe Street
5. Committee Reports
  - a. SOPAA
  - b. Policy
    - i. Comprehensive Policy Review
    - ii. Writeoffs  
Action Item: Adopt Resolution 2013.3
    - iii. Commemorative Naming  
Action Item: Adopt Resolution 2013.4
    - iv. President's Research Capacity Building Fund  
Action Item: Adopt Resolution 2013.5
    - v. Investment Policies  
Action Item: Adopt Resolution 2013.6
6. Development Foundation Director's Report - Eric Braun
7. University President's Report - Dr. Rita Morris

Accepted as True and Correct

*CRH 10-26-13*

Secretary, S.U. Board of Trustees

## RESOLUTION F12-13

### EQUAL OPPORTUNITY AND NON-DISCRIMINATION/HARASSMENT POLICY 5.01

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 current policies 5.01Rev, Institutional Statement of Non-Discrimination and Harassment; Policy 5.02, Affirmative Action Hiring Guidelines; Policy 5.03Rev, Unlawful and Prohibited Discrimination and Harassment; Policy 5.04, Affirmative Action Advisory Committee, and Policy 5.05, Affirmative Action, addressing the general topics of discrimination and equal opportunity/affirmative action are outdated and reflect a multitude of topics that are appropriate to be addressed under the auspices of one Board of Trustee policy and therefore should be rescinded; and

WHEREAS, the proposed Policy 5.01 is renamed "Equal Opportunity and Non-Discrimination/Harassment Policy" and replaces and incorporates the primary components of the identified above policies into one consolidated policy; and

WHEREAS, existing policies 5.02, 5.03 and 5.05 are converted to interim procedures that require comprehensive and thorough review to ensure their compliance with current federal and state laws and University protocols required to adhere to appropriate internal administrative processes; and

WHEREAS, existing policy 5.04 will not be converted to procedure but the President may address this topic within the President's system of committee assignments; and

WHEREAS, the President will direct and will ensure that the identified interim procedures will be scheduled for review with the appropriate governance bodies prior to any modifications;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves the rescission and replacement of Policy 5.01Rev, Equal Opportunity and Non-Discrimination/Harassment Policy and the rescission of Policies 5.02, 5.03, 5.04 and 5.05 effective September 13, 2013.

(September 13, 2013)

Reviewed and Corrected  
*CRH* 10-28-13  
Date

# Shawnee State University

SUBJECT: EQUAL OPPORTUNITY & NON-DISCRIMINATION/ HARASSMENT POLICY	POLICY NO. :	5.01
	ADMIN CODE:	3362-5-02
	PAGE NO.:	1 of 3
	EFFECTIVE DATE:	09/13/13
	NEXT REVIEW DATE:	09/13/16
	RESPONSIBLE OFFICER(S):	VP Finance & Admin.
	APPROVED BY:	BOT

## 1.0 POLICY PURPOSE

- 1.1 Shawnee State University is committed to having an educational and working environment that provides an equal opportunity for students and employees and is without unlawful or prohibited discrimination and harassment.
- 1.2 This policy serves to ensure that there are University structures and processes in place that promote equal opportunity for students and employees and prohibit discrimination against any individual because of race, color, genetic information, religion, age, disability, national origin, ancestry, sex, pregnancy, sexual orientation, veteran status or military status.

## 2.0 UNIVERSITY RESOURCES AND PROCESSES

- 2.1 The University will have processes and resources in place to protect students, employees and visitors from discrimination and harassment and to ensure the following:
  - 2.1.1 Compliance with applicable state and federal laws that address discrimination and harassment;
  - 2.1.2 Complaints of discrimination and harassment are adequately reviewed and resolved; and
  - 2.1.3 Training and education, designed to prevent discrimination and harassment, is conducted throughout the University.
- 2.2 There will be university employees who have the requisite authority and responsibility to ensure compliance with laws and university policies and procedures that address discrimination, equal employment opportunities and affirmative action.
  - 2.2.1 There will be a Title IX Coordinator and deputy coordinators who have overall responsibility for matters addressing sexual harassment and sexual

*CRD* 10-28-13

misconduct. The Title IX officers will have responsibility to ensure that the University has clear processes in place for sexual harassment complaints from students, employees and visitors; and that sexual harassment and sexual misconduct complaints are appropriately investigated and resolved.

- 2.2.2 There will be at least one ADA Coordinator whose responsibility will be to address allegations of discrimination based upon disability, to ensure compliance of applicable laws and related University policies and procedures, and to review and appropriately respond to accommodation and access requests for students, employees and visitors.
- 2.3 There will be a system(s) in place to track all reports and complaints of discrimination. An annual report shall be submitted to the President from each University office or unit that is responsible for discrimination compliance that documents the number and type of discrimination complaints and reports filed with the University within the previous year, along with the resulting resolution or outcome.
- 2.4 There will be an adequate and regularly updated affirmative action plan in place to promote equal opportunity for employment and is compliant with the University's obligations as a federal contractor or subcontractor, and is compliant with applicable federal, state and local laws.

### 3.0 PROCEDURES

- 3.1 There will be procedures in place, approved by the President, to amplify this policy. Such procedures will include, but not be limited to, the following topics or areas:
- 3.1.1 Sexual harassment procedure(s) that applies to students, employees and visitors that includes definitions and identifies forms of sexual harassment and misconduct, and addresses consent and consensual relationships, notification and reporting, the investigative process, confidentiality, discipline and consideration of the classroom and instructional settings;
- 3.1.2 Disability procedure(s) that applies to students, employees and visitors and addresses equal access to University programs, activities and services and process(es) for reasonable accommodations;
- 3.1.3 An investigation and complaint procedure(s) that addresses a clear process for initiating a complaint of unlawful discrimination or harassment that applies to students, employees and visitors, and adequately describes the investigative process, confidentiality, discipline or other corrective measures, retaliation and consideration of the classroom and instructional settings;



- 3.1.4 Affirmative action and equal opportunity procedure that applies to the employment setting that addresses: recruitment, selection and promotion processes for identifying the most qualified applicants, while providing a strong emphasis on reaching out to underrepresented groups; leadership development initiatives that includes inclusiveness and diversity; and employee development processes to ensure equal opportunity for all employees.

History: Replaces 5.01; 5.02, 5.03, 5.04 and 5.05 (*Eff. 9/13/13*)

NOTE: Policies 5.02, 5.03 and 5.05 are converted to interim procedures effective 9/13/13.

[ [links to interim procedures](#) ]

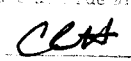
Verified as True and Correct

CRH 10-28-13  
Date

**SUMMARY OF POLICY ACTIONS - September 13, 2013**

Policy No.	Policy Title	Date Adopted	PROPOSED Action
5.01 Rev	Non-Discrimination Policy	06/13/97	To be rescinded and replaced by new 5.01, Equal Opportunity and Non-discrimination/Harassment Policy
5.02	Affirmative Action Hiring Guidelines	07/29/91	To be rescinded and converted to Interim Procedure pending internal process for review
5.03 Rev	Unlawful and Prohibited Discrimination and Harassment	01/10/06	To be rescinded and converted to Interim Procedure pending internal process for review
5.04	Affirmative Action Advisory Committee	06/14/91	To be rescinded (may be addressed in President's committee assignment)
5.05	Affirmative Action Program For Vietnam Era and Disabled Veterans	11/04/91	To be rescinded and converted to Interim Procedure pending internal process for review

(9/13/13)

Certified as True and Correct  
  
 \_\_\_\_\_ 10-28-13  
 Board of Trustees Date

# Shawnee State University

AREA: UNIVERSITY-WIDE POLICY	POLICY NO.: 5.01 REV.
	ADMIN. CODE: 3362-5-02
	PAGE NO.: 1 OF 2
	EFFECTIVE DATE: 6/13/97
SUBJECT: NON-DISCRIMINATION POLICY	RECOMMENDED BY: Univ. Senate AAC
	APPROVED BY: Dr. Clive Veri

## 1.0 PURPOSE

Shawnee State University is committed to complying with non-discriminatory legislation and implementing affirmative action employment guidelines. In an effort to accomplish these goals, the University intends to act in accordance with applicable federal and state statutes, regulations, and/or guidelines as they exist and may be amended from time to time.

## 2.0 REQUIREMENT FOR EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION STATEMENT

By law, the Rehabilitation Act of 1973 (Section 504) and Title IX of the Education Amendments of 1972, the University is required to include statements of nondiscrimination in its publications that are designed for recruitment and admissions purposes.

In accordance with the Rehabilitation Act of 1973 (Section 504), the University is required to state in all publications either directly or indirectly related to recruitment and admissions that it does not discriminate on the basis of handicap. With this statement, the University is required to publish the name, address, and phone number of the employee designated by the institution to coordinate activities pursuant to this legislation.

Title IX of the Education Amendments of 1972 requires that the content of University publications does not imply discrimination on the basis of sex and includes a statement to that effect. In addition, the University must publish the name, address, and telephone number of the employee designated by the University to be responsible for the coordination of activities pursuant to this legislation.

## 3.0 INSTITUTIONAL STATEMENT OF NON-DISCRIMINATION

**The following statement is to be included in all University publications as deemed appropriate:**

Shawnee State University does not discriminate in its education or employment programs, policies, or practices on the basis of race, creed, sex, color, national or ethnic origin, religion, marital status, age, sexual orientation, Vietnam-era or qualified disabled veteran status, or qualified handicap. Accordingly, Shawnee State University complies with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act in Employment of 1967, the Age Discrimination Act of 1975, the Equal Pay Act of 1963, Sections 503 and 504 of the Rehabilitation Act of 1973,

Approved by the Board of Trustees and Faculty

*CRH* 10-28-13

the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Americans with Disabilities Act, Ohio Fair Employment Practices, Ohio Equal Pay Act, and other applicable federal and state statutes, regulations, and/or guidelines as they exist and may be amended from time to time.

For information relative to complaint procedures established at the University to address possible violations of laws and/or policies against discrimination, inquiries should be made to the Affirmative Action Coordinator located in the Personnel Office, Commons Building, extension 2398, or the Assistant to the President, located in the Office of the President, Commons Building, extension 2283, or Director, Ohio Civil Rights Commission, 220 Parsons Ave., Columbus, OH 43266, or Director, Office for Civil Rights, U.S. Department of Education, Region V, 401 S. State St., Chicago, IL 60605, or Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, DC 20202, or Equal Employment Opportunity Commission (EEOC), Tower City Skylight Office Tower, Suite 859, 1660 West Second St., Cleveland, OH 44113145 4.

#### 4.0 AFFIRMATIVE ACTION IN EMPLOYMENT

Shawnee State University is a voluntary affirmative action employer (29 CFR Part 1608). A voluntary affirmative action employment plan will be implemented in accordance with Ohio Administrative Code 123:1-49-04 and periodically reviewed. The affirmative action plan will be terminated when the minority composition of the University work force is substantially equal to the minority composition of the pool of potential employees for three consecutive years.

*Adopted 4/29/91; Revised 12/7/92; Revised 6/13/97*

Accepted as True and Correct

*CRH 10-28-13*

## Shawnee State University

AREA:	UNIVERSITY-WIDE POLICY	POLICY NO.:	5.02
		ADMIN. CODE:	3362-5-03
		PAGE NO.:	1 OF 11
		EFFECTIVE DATE:	7/29/91
		RECOMMENDED BY:	President's Council
SUBJECT:	AFFIRMATIVE ACTION HIRING GUIDELINES	APPROVED BY:	Dr. Clive Veri

### 1.0 AFFIRMATIVE ACTION HIRING GUIDELINES

#### General Guidelines

The affirmative action guidelines at Shawnee State University shall, insofar as practicable and financially feasible, include taking specific actions and making special efforts to recruit, employ, and promote qualified persons who are members of groups which may have been formerly excluded or clearly underrepresented in society's institutions. Members of this "protected class" include women, minority group members (Blacks, Native Americans, Hispanic Americans and Asian Americans), handicapped, Vietnam-era and disabled veterans.

The purpose of these affirmative action guidelines at Shawnee State University is two-fold: (1) To ensure the University's equal employment opportunity policy to recruit and hire persons in all job classifications without regard to their protected class status; and (2) to ensure that no person on such basis is excluded from participating in, be denied the benefits of, or be subjected to discrimination on the part of the University.\*

The ultimate responsibility for these affirmative action guidelines lies with the President. Planning, implementing, and day-to-day monitoring of this policy are the responsibilities of the vice presidents, deans, directors, and department chairpersons as they follow sound management practices and provide leadership to the staffs of their respective divisions.

\* The Civil Rights act of 1964, as amended in 1972, prohibits discrimination on the basis of race, color, religion, sex, or national origin. Title IX of the 1972 Education Amendments prohibits discrimination on the basis of sex. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. The Vietnam-Era Veterans' Readjustment Assistance Act of 1974 prohibits discrimination of Vietnam-era or qualified disabled veterans. Executive Order 11246 requires a written Affirmative Action Plan.

Deemed as True and Correct

*Clive Veri* 10-28-13  
Secretary, SSU Board of Trustees Date

Shawnee State University will continue to comply with Federal, State, and other applicable laws, statutes, rules, regulations, and policies, and will continue to work cooperatively with governmental and community organizations in ensuring equal employment and advancement opportunities.

## 2.0 PROCEDURES

Success in achieving these affirmative action guidelines requires a commitment to recruit aggressively and to develop representative pools of candidates in a timely fashion. Initiation of search procedures early in the year, even on the basis of an "anticipated vacancy," will increase the number of protected-class applicants and obviate the need for temporary or emergency appointments.

Any exception to these procedures must be explained in writing to the President for approval prior to implementing the exception.

### 2.1 Filling a Vacancy

The procedures to fill vacant positions shall comply with Shawnee State University Board policies as well as provisions of faculty and staff affiliation agreements.

The President is to be consulted before the search process begins. This consultation typically uses the Shawnee State University forms which describe how the search process will be conducted. Vacant positions shall not be announced before this form has been approved.

The President shall help vice presidents, and vice presidents shall help their supervisors, to develop an affirmative action recruiting plan with special emphasis on recruiting members of the protected class.

#### 2.1.1 Request to fill a position

For a faculty position, the dean or chairperson initiates the form "Authorization for Recruitment of Professional Personnel," which must be approved by the Dean, Provost, the Vice President for Business Affairs or designee, and the President. For staff positions, the supervisor uses the "Personnel Requisition for Staff" form, approved by the director, appropriate vice president, budget director and the President.

### 3.0 POSITION DESCRIPTION AND ADVERTISEMENT

Preparing a position description is critical in fulfilling these Shawnee State University affirmative action guidelines. The criteria should be drawn from the initial forms used to describe staff positions and developed carefully for all positions, ensuring that each requirement is valid and reflects the listed duties of the position. It is illegal to require a qualification which might work more against members of the protected class unless that qualification can be validated as essential to the performance of the duties of the position.

The established criteria will be the basis for all subsequent advertisements and will be followed through all stages of the recruitment, screening, and interviewing process; no criteria may be used other than those announced. The requirements to be weighed most heavily are to be made clear in the position description by listing them as "minimum acceptable qualifications." Other qualifications are to be listed as "additional desired qualifications."

The advertisement shall include, among other information, the following:

- minimum acceptable qualifications (required)
- additional desired qualifications
- other Shawnee State University requirements (such as rank, classification, grade as appropriate)
- deadlines:
  - for support staff positions, set an application deadline date
  - for faculty and administrative staff positions, use the statement: "Screening of application will begin on (date); however, applications will be accepted until a selection is made."
- the statement: "Shawnee State seeks staff who share our commitment to students as our first priority."
- the statement: "Shawnee State University is an Affirmative Action/Equal Opportunity Employer."

CBA 10-28-13

### 3.1 INTERNAL POSITION ANNOUNCEMENT

Support positions will be posted internally for five(5) days. Administrative positions will be announced internally for three(3) days unless the President determines the position should be filled by appointment as described in section 5.0 or 12.0 of this policy.

## 4.0 SEARCH AND SCREENING COMMITTEES FOR FILLING FULL-TIME POSITIONS

### 4.1 Support Staff

External searches for full-time support staff positions are to be conducted using a Search and Screening Committee of two to four members. If possible, a member of the protected class will be included on this Committee.

### 4.2 Faculty

Searches to fill full-time faculty positions will typically be conducted using a Search and Screening Committee. Such Committee will consist of four(4) to seven(7) members including faculty from the appropriate areas and, at least one member, if possible, of the protected class. The Committee will normally be chaired by the Dean or Chairperson. The requirement of at least four(4) members may be waived during the summer upon consultation with the President.

### 4.3 Administrative Staff

Searches for full-time administrative positions will be conducted, by a Search and Screen Committee of four (4) to seven (7) members at least one of whom should be a member of the protected class, if possible. The supervisor of the area will normally chair the Committee. The requirement of at least four (4) members may be waived during the summer upon consultation with the President.

The Committee will screen all applications and will recommend candidates to be interviewed using the Affirmative Action Record (attached). It will interview candidates either by telephone conference call and/or in person at the discretion of the Committee Chairperson and subject to availability of funds.

Insofar as practicable, the Committee will recommend no fewer than two unranked candidates to be employed unless there is evidence that one candidate clearly meets the requirements of the position better than all other candidates.

CRH 10-28-13



## 5.0 FILLING POSITIONS AS AN AFFIRMATIVE ACTION

Affirmative Action appointments may be authorized in those cases where a hiring unit has suffered chronic underutilization as defined by the University's Affirmative Action Plan. In such instances, a Search and Screening Committee shall be used, but the requirement to advertise the position publicly may be waived as an affirmative action.

Faculty and staff are encouraged to provide the President with names of members of the protected class from professional meetings and among their qualified acquaintances as potential candidates for consideration.

## 6.0 COMMUNICATING WITH APPLICANTS

A copy of the position description must be sent to each person expressing an interest in the position. Applicants screened out in the early stages because of basic deficiencies (e.g., not meeting the required qualifications, no terminal degree, lack of required experience or academic credentials) will be informed (after step 11.0 in the Affirmative Action Record has been completed) that they are not among the list of applicants who are under further consideration for the position.

ALL communications with applicants must be conducted through the chairperson of the Search and Screening Committee. That is, members of the Committee are to refer all applicant inquiries to the chairperson in order to avoid the possibility of an aborted search.

Any candidate who has been interviewed is not to be told that he/she is the Committee's choice until after the Committee Chairperson and the appropriate vice president have made a recommendation which has been approved by the President. After the selected candidate has accepted the position, the Committee Chairperson can then notify others who were interviewed that an appointment has been made and they are no longer under consideration.

## 7.0 SCREENING PROCEDURE

Rating sheets are recommended to be used in screening candidates in the initial evaluation. The sheets should list the "required" and "desired" criteria announced in the position description. Each member of the Committee is to review the credentials of all applicants and rate them according to the stated criteria. As credentials are screened, assumptions based on any nonprofessional factors must be avoided.

A record of the applicants and readily discernible information about their status as members of the protected class is to be reviewed by the appropriate vice president and the President who in consultation with the Affirmative Action Coordinator, will determine if any discriminatory practices occurred during the screening process before the "short list" is determined.

CCH 10-28-13

## 8.0 INTERVIEWING PROCEDURE

After the President approves the short list, the top-rated candidates can be interviewed. If there is evidence that one of the candidates is clearly the most qualified in the pool, it is possible to interview only that candidate.

Should the President feel that the screening process has been flawed, a re-evaluation of the candidates may be required, or the search may be aborted and the vacancy re-advertised.

During the interviewing process, special care must be taken to treat all persons the same. No questions should be asked of one race or sex that would not be asked of another. Any questions related to the candidate's race, sex, age, marital status, family situation, religion, handicap, veteran, or other non-professional characteristics must be avoided by everyone who interviews the candidates.

## 9.0 THE FINAL CHOICE

The only criteria used in arriving at a recommendation are the criteria which were in the position description at the start of the process. Rating sheets are recommended during the final stage of the selection.

The Committee Chairperson is to record the results of the interview process in a manner similar to that for the screening process. The record is to be reviewed by the appropriate vice president in consultation with the Affirmative Action Coordinator. The recommendation will then be forwarded to the President for final approval.

## 10.0 FINAL APPROVAL

Approval for all university positions shall be in accordance with the policy "Approval of Personnel Appointments." Letters of appointment will be signed by the President or his/her designee.

## 11.0 RETAINING RECORDS

All records related to the search are subject to review and will be maintained by the affirmative action coordinator's office for five years following the date of the report.

CRH 10-28-13

## 12.0 SPECIAL ADMINISTRATIVE APPOINTMENTS

### 12.1 Short Notice or Emergency Appointments to Full-Time Positions

Appointments of this type for external candidates shall follow as closely as possible the spirit and intent of the University's affirmative action guidelines. The President may appoint such individual on a temporary contract with consideration for reappointment to be based upon the individual's qualifications, performance, and/or affirmative action obligations.

### 12.2 Internal Appointments

The University encourages and supports the advancement and recognition of its existing employees. In an effort to provide opportunities for employees to advance, the President may appoint University employees to available positions. Internal appointments will be possible if the employee is fully qualified for the position, an external search is considered unnecessary, and the University's affirmative action guidelines are considered.

### 12.3 Acting Appointments

Such appointments, whether the search is conducted on or off campus, are to follow the spirit and intent of these guidelines. Acting or "interim" appointments will generally be for a maximum duration of one year. The President may extend the appointment if conditions warrant.

### 12.4 "Assistant to" Appointments

Such appointments are possible, with or without a search, with the appointment letter stating that the term of appointment coincides with the term of the supervisor or may be terminated before the end of the supervisor's term of office.

### 12.5 Other Appointments

All appointments for faculty and support staff positions will follow specified affiliation posting requirements.

## 13.0 DEVIATIONS FROM THESE HIRING GUIDELINES

Any deviation from these affirmative action guidelines is to be approved in writing by the President before the deviation occurs.

Certified as True and Correct

*CBT* 10-28-13

Secretary of the Board of Trustees

**14.0 SUMMARY OF MAJOR STEPS TO BE FOLLOWED**

- Gain approval to fill a vacant position using required forms
- Develop a position description and attach to forms
- Form a Search and Screening Committee
- Conduct an affirmative action search
- Develop a short list, using Affirmative Action (AA) Record, Part B
- Gain approval of procedures followed to date (see AA Record)
- Notify applicants who are not on the short list
- Interview candidates
- Recommend candidates to be employed (see AA Record, Part C)
- President acts to employ or recommend employment to Board of Trustees
- Candidate of the President's choice/approved by Board accepts offer
- Notify unsuccessful candidates
- Retain records

**15.0 PERSONNEL EMPLOYMENT HANDBOOK**

The University shall develop, and emend as necessary, a Personnel Employment Handbook that implements these Affirmative Action Guidelines.

Verified as True and Correct

*CBH* 10-28-13  
Secretary, SSU Board of Trustees Date

AFFIRMATIVE ACTION RECORD  
SHAWNEE STATE UNIVERSITY

This record is to be completed prior to the extension of an offer of employment. Its purpose is to provide a uniform procedure for the review of prospective Presidential contract offerings. To expedite review, this form must be completed in full with supporting documents attached.

Division:  
Supervisor Responsible for the Search:

Part A: General Information

1.0 Position to be filled  
(Attach a copy of job description)

2.0 Date position posted/advertised by Personnel Office:  
Summary of advertising: List Name of publication(s) and date(s)  
appearing. Attach copies of all advertising.

- A. Local Media
- B. Regional Publications
- C. National Publications
- D. Professional Journals or Newsletters
- E. Other:

3.0 Date proposed contract to become effective:

4.0 Proposed contract type:

\_\_\_\_\_ Administrative  
 \_\_\_\_\_ AY \_\_\_\_\_ FY \_\_\_\_\_ Other (Specify \_\_\_\_\_)  
 \_\_\_\_\_ Faculty  
 \_\_\_\_\_ Class \_\_\_\_\_  
 \_\_\_\_\_ AY \_\_\_\_\_ FY \_\_\_\_\_ Other (Specify \_\_\_\_\_)

5.0 Will the proposed contract be a temporary contact \_\_\_\_\_ Yes \_\_\_\_\_ No

6.0 If position is less than full time indicate percent FTE:

Certified as True and Correct  
*CCH* 10-28-13  
 Secretary, SSU Board of Trustees Date

Part B: Developing the "Short List"

7.0 Describe recruitment activities used for this position:

A. What measures were taken to solicit applications from women:

B. What measures were taken to solicit applications from minority group members:

8.0 Applicant summary: Total received \_\_\_\_\_

	Applications Received		Applications Received
Women (Total)		Men (Total)	
Minority*		Minority*	
Caucasian		Caucasian	
Other		Other	

\* U.S. Citizen or permanent resident

9.0 Candidates to be included on "short list" to be interviewed:  
(include name, sex, race)

- A.
- B.
- C.
- D.
- E.

10.0 Explain reason why each minority/female applicant was not included on the "short list"  
(Be specific and attach all documents submitted by applicant):

11.0 Submit this form with all requested documents to:

Request to interview candidates approved.

A. Vice President \_\_\_\_\_  
V.P. Signature
Date

I have reviewed the search and screening process and recommend that the short list applicants be interviewed.

Request to interview candidates approved.

B. President \_\_\_\_\_  
President Signature
Date

Certified as True and Correct  
*CHH* 10-28-13  
Signature of Trustee Date

Part C: Recommending Candidate (s) to be Employed

12.0 The following candidate(s) were interviewed:

13.0 The unranked candidate(s) recommended for appointment include:

14.0 Specify the reason(s) members of the protected class who were interviewed were not recommended for appointment.

15.0 I hereby certify that the above contained information is accurate to the best of my knowledge and complies with Shawnee State University Affirmative Action Policy in letter and spirit.

	Name	Search Committee:	Signatures
A.			
B.			
C.			
D.			
E.			
F.			
G.			

16.0 Vice President Approval:  
I have reviewed the interview process in consultation with the Affirmative Action Coordinator and recommend the employment of the recommended candidate:

\_\_\_\_\_  
Vice President Date

17.0 President's Approval:  
With the President's approval, a verbal offer of appointment may be made, to be followed by a letter and/or contract.

\_\_\_\_\_  
President Date

I declare this to be True and Correct  
*CLH* 10-28-13  
Date

## Shawnee State University

AREA: UNIVERSITY-WIDE POLICY

SUBJECT: UNLAWFUL AND PROHIBITED DISCRIMINATION  
DISCRIMINATION AND HARASSMENT

POLICY NO.: 5.03 Rev.  
ADMIN. CODE: 3362-5-04  
PAGE NO.: 1 OF 8  
EFFECTIVE DATE: 01/10/06 Rev.  
RECOMMENDED BY: Affirmative  
Action and Diversity Committee  
APPROVED BY: Board of  
Trustees

### 1.0 Statement of Policy

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

### 2.0 Academic Freedom

- 2.1 Freedom of expression is essential to the educational mission of Shawnee State University. Academic freedom protects the actions of a faculty member made in furtherance of this mission. Adherence to the right of freedom of speech and to the principle of academic freedom requires that all thoughts presented as ideas or the advocacy of ideas in instructional settings, if germane to the subject matter of the course being taught, be protected. Discrimination and harassment, including the creation of a hostile environment, are inconsistent with academic freedom on campus.
- 2.2 Shawnee State University is a community of students and employees where the right to freedom of thought and expression coexists with a responsibility to respect the rights of others. **Students and faculty should not be disadvantaged or evaluated on the basis of their political opinions.** [See the attached ACE Statement on Academic Rights and Responsibilities]

CRW 10-28-13



### 3.0 Definitions

3.1 Unlawful and prohibited discrimination: Any adverse employment action, including failure to hire, retain, or promote, against an individual; making decisions affecting a student, including discipline, grades, and class assignment based upon the individual's **political opinions**, race, color, religion, sex, sexual orientation, national origin, disability, age (40 years or older), veteran or other protected status under federal or state statutes.

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

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

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

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

Comments that are negative and consistently targeted at one gender, race, or other Title VII category, or sexual orientation.

Unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment.

Threats and demands to submit to sexual requests in order to obtain or retain any educational or employment benefit.

Verbal conduct such as epithets; derogatory or obscene comments; slurs or sexual invitations; negatively stereotypical jokes; propositions; suggestive, insulting, obscene comments or other verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess or sexual deficiencies, race-based insults, intimidations, or ridicule.

Unwelcome and repeated flirtations and sexual advances; leering; whistling; touching; or more severe actions such as pinching; assault; coerced sexual acts; blocking normal movements.

Visual conduct such as derogatory posters, photographs, cartoons, drawings or gestures or other displays in the work place of sexually or racially derogatory objects or pictures; transmitting or posting via electronic or other medium defamatory, harassing, obscene or threatening messages or any communications prohibited by law.

### 4.0 Consensual relationships

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

Accepted as True and Correct

*CRH* 10-28-13

\_\_\_\_\_  
 Director, Board of Trustees

## 5.0 Application of policy off campus and Reasonable Person Standard

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

## 6.0 Prohibitions

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

## 7.0 Responsibilities

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

## 8.0 Inquiries

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

## 9.0 Office of Ombuds

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

## 10.0 Complaint Procedures

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

10.1 Informal Complaint - An informal complaint can be addressed through university officials identified below. An official may recommend or aid in setting up an informal meeting with the appropriate supervisor, a discussion with the person accused with the university official present, the university official discussing the complaint with the accused without the complainant present, or filing of a formal complaint. Other actions may be identified during the course of the initial interview. Every effort will be made to address and resolve informal complaints in an educational and preventive manner. The decision to proceed informally initially does not preclude the filing of a formal complaint at some later point prior to the completion of the informal complaint process. Nor is filing an informal complaint a prerequisite for filing a formal complaint. However, a complainant should not simultaneously maintain complaints arising from the same occurrence with more than one office.

10.2 Formal Complaint - A formal complaint must be written, signed by the complainant and filed with authorized university officials within 180 days of the alleged incident(s) [300 days for complaints under EEOC jurisdiction, 29 CFR § 1601.13]. This timeline may be extended if the incident was reported under the informal complaint step within 180 days or 300 days for EEOC jurisdiction complaints, is being actively investigated and a decision to proceed as a formal complaint is made by the complainant or the receiving official. It may also be extended if a complaint was delayed due to the complainant's fear of retaliation and sufficient evidence is provided that would justify the extension. Formal complaints received by other university officials must be submitted to the affirmative action officer for investigation.

### 10.3 Authorized University Officials

10.3.1 An aggrieved faculty member should report to the provost or the offender's supervisor.

10.3.2 An aggrieved administrator, staff, or student employee should report to his/her immediate supervisor, supervisor of the offender, or the supervisor's supervisor.

10.3.3 An aggrieved individual may report to any individual listed in this section. For example, an aggrieved student may report to the vice president for student affairs, provost, offender's supervisor, supervisor's supervisor or affirmative action officer.

10.3.4 The affirmative action officer is an alternative for any of the above reporting points.

10.4 Student filing a complaint against a student - An aggrieved student who wishes to file a complaint for unlawful discrimination or harassment by another student should report to the vice president for student affairs or the Title IX coordinator.

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

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

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

Certified as True and Correct

*CRH 10-28-13*

Secretary, OSU Board of Trustees

## 11.0 Investigation of a Formal Complaint

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

## 12.0 Advisory Panel

- 12.1 The advisory panel will include two (2) faculty members, two (2) administrators, two (2) support staff and one (1) Administrative Technical Support Staff (ATSS), selected via the constituent governance process. If a student is involved, a student member will be identified through consultation with the student government association. Membership, except for the student, will be for staggered three-year terms in order to permit training and to allow continuity of experience.

- 12.2 The advisory panel is strictly advisory in nature. Its purpose is to assure that independent and impartial review of the allegations has occurred.
- 12.3 Any advisory panel member who has direct involvement in a complaint or matter under review should self identify and will be excused from an investigation review or appeal. Members are expected to maintain the strictest confidence in all matters concerning investigations and proceedings.
- 13.0 Investigation Review
- 13.1 Within 14 workdays of receiving the final investigation results, the complainant or the accused may submit a written request for a review of the investigation results to the investigating official.
- 13.2 Within 14 workdays of receiving the review request, members of the advisory panel who did not participate in the initial investigation will convene for the purpose of reviewing the final investigation results.
- 13.3 Within 30 working days from the date convened, the advisory panel will submit a written report of the review of the investigation to the University President. The advisory panel's report will be given consideration by the appropriate administrative official when considering possible action(s).
- 13.4 The advisory panel's role is to review the procedures of the investigation for fairness and to determine if the findings of facts are supported by substantial evidence. The advisory panel does not decide or recommend disciplinary action. If discipline is required, the appropriate administrative official will be responsible for its implementation.
- 14.0 Discipline
- 14.1 Any disciplinary action resulting from a violation of this policy will be proportionate to the seriousness of the offense and will be designed to eliminate the unlawful discrimination or harassment.
- 14.2 Any supervisor who fails to report a complaint of possible violation(s) of this policy may be subject to disciplinary action.
- 14.3 Any person found to have made false allegations of unlawful discrimination or harassment is subject to disciplinary action up to and including termination.
- 14.4 Disciplinary measure(s) imposed upon the accused shall not violate the provisions of the appropriate labor agreement(s) or administrative policy concerning non-bargaining unit appeals. These may be obtained by contacting the Human Resources Department.
- 15.0 Record Retention and Public Records
- 15.1 Upon the conclusion of a formal investigation, the final report and related documents will be retained in accordance with the University's records retention schedule. Release of copies of such documents shall be handled in accordance with ORC Chapter 149, Ohio Public Records Act and Board of Trustee policy 5.19, Requests for Access to/and Copies of Public Records.

### Unlawful and prohibited discrimination and harassment Investigation Flowchart

#### Incident Occurs

Complainant may:

Contact Ombuds person for confidential advice – voluntary and does not constitute notice to University

- Make informal complaint
- Make formal complaint

University Officials:

- Provost, or offender's supervisor (faculty);
- Immediate supv., offender's supv or supv's supv. (admin., staff, student employee);
- Any individual listed in 10.3 of policy 5.03Rev.;
- Affirmative Action Officer.

180 days  
[300 days, EEOC jurisdiction]

Extension in timetable permitted for specific reasons identified in policy 5.03, section 10.2.

#### Investigation Begins

AA Officer receives formal complaint – investigation efforts begin  
Written notice of investigation promptly to complainant and alleged offender  
Advisory Panel notified of complaint and selection of three members made  
Advisory Panel (full)

- 2 faculty
- 2 administrators
- 2 support staff
- 1 admin. Tech support staff (ATSS)
- 1 student (if student is party)

60 days

Completion of investigation and initial 3-member advisory panel actions either:

- accepts report
- recommends additional investigation
- conducts independent investigation

If academic freedom is issue, affirmative action officer obtains UFS/SEA consultation  
Final investigation report submitted to the appropriate administrative official with the authority to take action (divisional vice president, Provost, University President, etc.) if required.

#### Review Process

14 days from initial investigation results, alleged offender or complainant may request a written review of initial investigation results.

14 days, Advisory panel (remaining members) convene to consider the review request

30 days, Advisory panel must submit their review to University President

Maximum - 60 days

**Action/Action** Appropriate administrative official will consider panel's report when considering possible action

**Record Retention** Affirmative Action Officer maintains records per ORC 149.

*CBH* 10-28-13



## Statement on Academic Rights and Responsibilities

Intellectual pluralism and academic freedom are central principles of American higher education. Recently, these issues have captured the attention of the media, political leaders and those in the academy. This is not the first time in the nation's history that these issues have become public controversies, but the current interest in intellectual discourse on campus suggests that the meaning of these terms, and the rights and responsibilities of individual members of the campus community, should be reiterated.

Without question, academic freedom and intellectual pluralism are complex topics with multiple dimensions that affect both students and faculty. Moreover, America's colleges and universities vary enormously, making it impossible to create a single definition or set of standards that will work equally well for all fields of academic study and all institutions in all circumstances. Individual campuses must give meaning and definition to these concepts within the context of disciplinary standards and institutional mission.

Despite the difficulty of prescribing a universal definition, we believe that there are some central, overarching principles that are widely shared within the academic community and deserve to be stated affirmatively as a basis for discussion of these issues on campuses and elsewhere.

- American higher education is characterized by a great diversity of institutions, each with its own mission and purpose. This diversity is a central feature and strength of our colleges and universities and must be valued and protected. The particular purpose of each school, as defined by the institution itself, should set the tone for the academic activities undertaken on campus.
- Colleges and universities should welcome intellectual pluralism and the free exchange of ideas. Such a commitment will inevitably encourage debate over complex and difficult issues about which individuals will disagree. Such discussions should be held in an environment characterized by openness, tolerance and civility.
- Academic decisions including grades should be based solely on considerations that are intellectually relevant to the subject matter under consideration. Neither students nor faculty should be disadvantaged or evaluated on the basis of their political opinions. Any

member of the campus community who believes he or she has been treated unfairly on academic matters must have access to a clear institutional process by which his or her grievance can be addressed.

- The validity of academic ideas, theories, arguments and views should be measured against the intellectual standards of relevant academic and professional disciplines. Application of these intellectual standards does not mean that all ideas have equal merit. The responsibility to judge the merits of competing academic ideas rests with colleges and universities and is determined by reference to the standards of the academic profession as established by the community of scholars at each institution.
- Government's recognition and respect for the independence of colleges and universities is essential for academic and intellectual excellence. Because colleges and universities have great discretion and autonomy over academic affairs, they have a particular obligation to ensure that academic freedom is protected for all members of the campus community and that academic decisions are based on intellectual standards consistent with the mission of each institution.

June 23, 2005

The following organizations have endorsed this statement:

- American Association of Community Colleges
- American Association of State Colleges and Universities
- American Association of University Professors
- American Council of Learned Societies
- American Council on Education
- American Dental Education Association
- Association of American Colleges and Universities
- Association of American Law Schools
- Association of American Universities
- Association of Catholic Colleges and Universities
- Association of Governing Boards of Universities and Colleges
- Association of Higher Education Facilities Officers
- Association of Jesuit Colleges and Universities
- The College Board
- ACPA—College Student Educators International
- College and University Professional Association for Human Resources
- Council for Advancement and Support of Education
- Council for Christian Colleges and Universities



*Statement on Academic Rights and Responsibilities*  
*Page 3 of 3*

- Council for Higher Education Accreditation
- Council for Opportunity in Education
- Council of Graduate Schools
- Council of Independent Colleges
- EDUCAUSE
- Hispanic Association of Colleges and Universities
- National Association for Equal Opportunity in Higher Education
- National Association of Independent Colleges and Universities
- National Association of State Universities and Land-Grant Colleges
- National Association of Student Personnel Administrators
- National Collegiate Athletic Association
- University Continuing Education Association

####

Classified as True and Correct

*CH* 10-28-13

# Shawnee State University

AREA:	UNIVERSITY-WIDE POLICY	POLICY NO.:	5.04
		ADMIN. CODE:	3362-5-05
		PAGE NO.:	1 OF 1
		EFFECTIVE DATE:	6/14/91
		RECOMMENDED BY:	President's Council
SUBJECT:	AFFIRMATIVE ACTION ADVISORY COMMITTEE	APPROVED BY:	

## 1.0 INTRODUCTION

Shawnee State University is obligated by law, executive orders and moral conviction to implement its Institutional Statement of Non-Discrimination. This policy establishes an Affirmative Action Advisory Committee and specifies its purpose, objectives and membership.

## 2.0 PURPOSE, OBJECTIVES AND COMPOSITION OF THE COMMITTEE

### 2.1 Purpose of the Committee

It shall be the purpose of the Affirmative Action Advisory Committee to serve as an advisory body to the Office of the President. The Committee shall assist Shawnee State University in fulfilling its responsibilities as outlined in its Institutional Statement on Non-Discrimination.

### 2.2 Objectives of the Committee

- 2.2.1 To call to the attention of the President problems and concerns of an institutional nature related to discrimination;
- 2.2.2 To write, review, and recommend to the President, when and where appropriate, policies and procedures needed to deter acts of discrimination;
- 2.2.3 To assist the Affirmative Action Coordinator, when requested by the President, in the investigation of allegations of discrimination;
- 2.2.4 To plan and conduct continuing education activities that will sensitize the Shawnee State University community on issues related to equal opportunity and affirmative action.

### 2.3 Committee Membership

The President shall appoint a seven-person committee, comprised of two faculty members (one with continuing contract status, one without), two staff members (represented and non-represented), two students, and the Affirmative Action Coordinator (ex officio). Members will serve for one-year terms and may be reappointed to a maximum of three terms to allow for continuity of membership. The chairperson of the Committee will be elected annually by its members.

*CBH 10-28-13*

## Shawnee State University

AREA:	UNIVERSITY-WIDE	POLICY NO.:	5.05
		ADMIN. CODE:	3362-5-06
		PAGE NO.:	1 OF 4
		EFFECTIVE DATE:	11/4/91
SUBJECT:	AFFIRMATIVE ACTION PROGRAM FOR VIETNAM ERA AND DISABLED VETERANS	RECOMMENDED BY:	President's Council
		APPROVED BY:	

This program statement is issued in accordance with federal regulations implementing Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. This program addresses Shawnee State University's commitment to affirmative action to achieve and maintain equal opportunity for disabled veterans and veterans of the Vietnam era.

### 1.0 POLICY

As part of its policy on non-discrimination, Shawnee State University is committed to providing all individuals an equal opportunity to work, to advance, and to receive compensation. Shawnee State University is also committed to taking affirmative action to achieve such equal opportunity for veterans of the Vietnam era and for disabled veterans. It is the policy of the University that no person shall be discriminated against in opportunities for employment, or for advancement in employment, on the basis of status as a veteran of the Vietnam era or as a disabled veteran. Responsibility for the administration of this policy is assigned to the Affirmative Action Coordinator.

### 2.0 DEFINITIONS

The following definitions are directly relevant to the administration of this policy:

- 2.1 Shawnee State University is a contractor within the meaning of Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. That section is implemented by regulations issued by the Office of Federal Contract Compliance Programs (OFCCP) of the United States Department of Labor.
- 2.2 Disabled veteran is defined as a person who either:
  - 2.2.1 was discharged or released from active duty for a disability which was incurred or aggravated in the line of duty, or
  - 2.2.2 was entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 percent or more, and
  - 2.2.3 who is capable of performing a particular job, with reasonable accommodation to his/her disability.

As True and Correct

*CCA* 10-28-13  
Secretary, SSU Board of Trustees Date

- 2.3 Veteran of the Vietnam era is defined as a person who:
- 2.3.1 served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975 and was discharged or released therefrom with other than a dishonorable discharge, or
  - 2.3.2 was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975.

### 3.0 AFFIRMATIVE ACTION

In order to insure compliance, the following steps shall be taken by the University:

- 3.1 **Maintain** records of past and current activities in employing and advancing disabled veterans and veterans of the Vietnam era. Maintain records of applicants and employees who have identified themselves as disabled veterans or veterans of the Vietnam era and who wish to be covered by the Affirmative Action Program.
- 3.2 **Review** all personnel practices to determine and eliminate any barriers to employment and promotion which are not job-related.
- 3.3 **Review**, at the time job openings are filled, all physical and mental job qualifications to insure job-relatedness, consistency with business necessity, and the safe performance of the job.
- 3.4 **Attract**, through positive steps, qualified disabled and Vietnam era veterans not currently in the work force who have requisite skills and can be recruited through affirmative action measures. Such action to include: posting of all notices prescribed by the Department of Labor regarding employment of disabled veterans and veterans of the Vietnam era; sending written notification to all applicant referral sources, including the local state employment service, that the University does not discriminate against disabled veterans and veterans of the Vietnam era and seeks the referral of such qualified persons.
- 3.5 **Establish** relationships with appropriate rehabilitation agencies or facilities in the employing area able to furnish advice, technical assistance and applicants for employment.

CRH 10-28-13

- 3.6 **Invite** employees and applicants for employment who are covered by the Vietnam Era Veterans Readjustment Assistance Act of 1974 (Section 402) to identify themselves. Publish articles annually in the University newsletter to make employees aware that voluntary disclosure forms are available. In addition, distribute voluntary disclosure forms along with applications for employment to all applicants.
- 3.7 **List** all employment openings for jobs paying less than \$25,000 per year with the local state employment service. Such listing will not apply to openings which the University proposes to fill from within.
- 3.8 **Consider**, when determining the qualifications of a disabled or Vietnam era veteran, only that portion of the military record and discharge papers relevant to the specific qualifications for which the veteran is being considered.
- 3.9 **Accommodate** qualified disabled veterans and/or handicapped individuals as hired or promoted, provided the cost of such accommodation is not an undue hardship to the University.
- 3.10 **Ensure** the compensation offered will not be reduced because of any disability income, pension or other related benefit the applicant or employee receives from another source.
- 3.11 **Inform** all employees and applicants for employment of the requirements of Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the University's responsibility to take affirmative action in employing disabled veterans and veterans of the Vietnam era.
- 3.12 **Include** the affirmative action clause in applicable subcontracts and send written notification of the University policy to subcontractors, vendors, and suppliers.
- 3.13 **Establish** procedures internally for processing complaints by employees of alleged discrimination because of their status as disabled veterans and/or Vietnam era veterans. The Affirmative Action Coordinator will be responsible for investigating any internal complaints alleging discrimination.
- 3.14 **Submit** the Affirmative Action Program and summary reports where and when required to the Assistant Secretary of Labor and update such Program as required.

NRH 10-28-13

- 3.15 **Review** with all management personnel the Affirmative Action Program for Disabled Veterans and Veterans of the Vietnam Era and the action required to implement it. In addition, keep management informed of the latest developments regarding veterans.
- 3.16 **Meet** with union officials to inform them of the University's policy, and request their cooperation.
- 3.17 **Include** non-discrimination clauses in all union agreements, and review all contractual provisions to insure they are non-discriminatory.

#### 4.0 REPORTING

The University will comply in all respects with all applicable regulations of the Office of Federal Contract Compliance (OFCCP) of the United States Department of Labor. Those regulations are available in the office of the Director of Personnel/Affirmative Action, and a listing of the pertinent regulations will be posted conspicuously at various locations on campus.

#### 5.0 COMPLAINTS

Any employee or applicant for employment who has reason to believe that he or she has suffered discrimination on the basis of status as a disabled veteran or veteran of the Vietnam era may file a written complaint to such effect with the Affirmative Action Coordinator. The University will comply with requirements of 41 CFR Ch. 60, par. 60-250.26 in its investigation of such complaint and will insure the appropriate remedy is implemented as required by law. Records of such remedy will be maintained by the University. The privacy and dignity of individuals shall be protected in all record keeping and reporting of actions taken as required by law and in all activities connected with the implementation of this policy.

CRH 10-28-13

**RESOLUTION F13-13**

**APPROVAL OF THE FY2014 GENERAL FUND BUDGET**

WHEREAS, revenue projections have been developed based on estimated state share of instruction, state supplement, tuition, and other fees approved by the Board of Trustees and enrollment projections for the upcoming fiscal year; and

WHEREAS, planned expenditures have been estimated anticipating operational, personnel, and programmatic needs of the University that include known inflationary factors; and

WHEREAS, the President of the University recommends adoption of the proposed budget;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the proposed General Fund Budget for fiscal year 2014 as summarized in the accompanying exhibit.

(September 13, 2013)

Filed as True and Correct

*CRH* 10-28-13

Secretary of the Board of Trustees



FY2014 GENERAL FUND BUDGET

REVENUE	FY2010 ACTUAL	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 BUDGET	FY2013 ACTUAL (draft)	FY2014 BUDGET	Variance from FY2013 BUDGET
<b>STATE FUNDING</b>							
Capital Component <sup>1</sup>	\$106,552	\$106,552	\$106,552	\$64,520	\$64,520	\$64,520	0
State Share of Instruction (SSI) <sup>2</sup>	\$14,545,394	\$14,985,534	\$13,565,628	\$13,885,273	\$13,575,997	\$13,022,227	(823,049)
Supplement	\$2,577,393	\$2,577,393	\$2,448,523	\$2,326,097	\$2,326,097	\$2,326,097	0
<b>SUBTOTAL</b>	<b>\$17,229,339</b>	<b>\$17,669,479</b>	<b>\$16,120,703</b>	<b>\$16,275,890</b>	<b>\$15,966,614</b>	<b>\$15,452,844</b>	<b>(823,049)</b>
<b>TUITION &amp; STUDENT FEES<sup>3</sup></b>							
Course Fees	\$992,634	\$1,144,318	\$1,191,214	\$1,173,964	\$1,185,572	\$1,118,119	(55,851)
General Fee	\$2,456,631	\$2,755,523	\$2,921,213	\$3,039,439	\$2,904,867	\$2,727,823	(312,116)
Instructional Fee	\$22,475,622	\$25,050,310	\$26,365,979	\$27,401,283	\$26,188,552	\$25,263,080	(2,138,203)
Miscellaneous Fees	\$395,687	\$356,913	\$459,883	\$410,442	\$532,066.85	\$391,132	88,690
Non-Resident Surcharge	\$381,763	\$538,285	\$595,279	\$617,874	\$767,428.63	\$377,155	259,281
Technology Fee	\$306,102	\$375,247	\$436,125	\$454,864	\$434,727.32	\$395,371	40,507
University Center Bond Fee <sup>4</sup>	\$1,132,389	\$1,212,784	\$1,239,495	\$1,249,263	\$1,196,970.00	\$1,124,333	(124,880)
<b>SUBTOTAL</b>	<b>\$28,140,828</b>	<b>\$31,433,380</b>	<b>\$33,209,188</b>	<b>\$34,347,129</b>	<b>\$33,210,184</b>	<b>\$32,104,557</b>	<b>(2,242,572)</b>
<b>OTHER INCOME</b>							
Indirect Cost Recovery	\$223,967	\$298,410	\$214,449	\$200,000	\$193,416	\$200,000	0
Miscellaneous Income <sup>5</sup>	\$561,349	\$633,785	\$839,209	\$493,000	\$553,915	\$628,000	132,000
<b>SUBTOTAL</b>	<b>\$785,316</b>	<b>\$932,195</b>	<b>\$1,053,658</b>	<b>\$693,000</b>	<b>\$747,331</b>	<b>\$828,000</b>	<b>132,000</b>
<b>TRANSFERS FROM OTHER FUNDS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$68,203</b>	<b>\$0</b>	<b>\$153,903</b>	<b>\$444,769</b>	<b>444,769</b>
<b>TOTAL REVENUE</b>	<b>\$46,155,483</b>	<b>\$50,035,054</b>	<b>\$50,451,752</b>	<b>\$51,316,019</b>	<b>\$50,078,032</b>	<b>\$49,327,167</b>	<b>(\$2,488,852)</b>
<b>EXPENDITURES</b>							
<b>COMPENSATION</b>							
Benefits	\$10,247,864	\$10,445,771	\$10,279,046	\$11,324,891	\$10,743,733	\$10,725,072	(\$59,819)
Salaries	\$23,570,809	\$24,558,241	\$25,291,379	\$26,063,615	\$26,580,219	\$24,166,530	(\$1,347,085)
<b>SUBTOTAL</b>	<b>\$33,818,673</b>	<b>\$35,004,013</b>	<b>\$35,570,425</b>	<b>\$37,388,506</b>	<b>\$37,323,953</b>	<b>\$34,891,602</b>	<b>(\$1,942,904)</b>
<b>NON-COMPENSATION</b>							
Equipment, Buildings, Property	\$1,066,358	\$1,748,668	\$1,700,025	\$2,340,879	\$1,034,226	\$1,118,379	(\$892,500)
Information, Communication, Shipping	\$867,511	\$794,919	\$962,829	\$1,000,000	\$949,516	\$783,636	(\$265,314)
Maintenance, Repairs, Rentals	\$1,542,707	\$1,979,686	\$2,032,980	\$2,200,000	\$1,963,503	\$2,170,819	(\$29,191)
Miscellaneous	\$696,318	\$847,706	\$1,479,326	\$850,000	\$1,298,181	\$667,524	\$87,524
Scholarships	\$2,378,607	\$2,783,226	\$2,786,916	\$3,070,023	\$2,835,046	\$2,570,023	(\$400,000)
Supplies	\$780,613	\$923,048	\$933,029	\$955,000	\$981,403	\$930,657	(\$5,933)
Travel, Entertainment	\$463,170	\$499,553	\$553,309	\$505,000	\$610,786	\$530,070	(\$65,930)
Utilities	\$1,423,682	\$1,478,898	\$1,403,916	\$1,650,000	\$1,561,744	\$1,300,000	(\$80,000)
<b>SUBTOTAL</b>	<b>\$9,218,966</b>	<b>\$11,055,703</b>	<b>\$11,852,329</b>	<b>\$12,570,902</b>	<b>\$11,234,404</b>	<b>\$10,919,533</b>	<b>(\$1,651,344)</b>
<b>TOTAL EXPENDITURES</b>	<b>\$43,037,639</b>	<b>\$46,059,716</b>	<b>\$47,422,754</b>	<b>\$49,959,408</b>	<b>\$48,558,357</b>	<b>\$46,365,160</b>	<b>(\$3,594,248)</b>
<b>TRANSFERS</b>							
<b>BOND FEE</b>							
Bond Debt Repayment	\$1,132,389	\$1,212,784	\$1,239,495	\$1,249,263	\$1,196,970	\$1,124,333	(\$124,880)
<b>SUBTOTAL</b>	<b>\$1,132,389</b>	<b>\$1,212,784</b>	<b>\$1,239,495</b>	<b>\$1,249,263</b>	<b>\$1,196,970</b>	<b>\$1,124,333</b>	<b>(\$124,880)</b>
<b>GENERAL FEE</b>							
Agencies	\$151,097	\$143,286	\$151,097	\$151,097	\$144,852	\$139,482	(\$11,615)
Athletics	\$1,616,214	\$1,705,098	\$1,794,826	\$1,880,826	\$1,910,301	\$1,850,826	(\$20,000)
Other Auxiliaries	\$465,634	\$616,638	\$500,539	\$568,530	\$549,491	\$719,565	(\$188,965)
Plant Funds	\$259,751	\$259,751	\$259,751	\$259,751	\$259,751	\$259,751	\$0
<b>SUBTOTAL</b>	<b>\$2,492,696</b>	<b>\$2,724,773</b>	<b>\$2,706,213</b>	<b>\$2,860,204</b>	<b>\$2,864,395</b>	<b>\$2,639,624</b>	<b>(\$220,580)</b>
<b>GENERAL FUND</b>							
Center for the Arts	\$199,720	\$195,240	\$200,240	\$198,000	\$199,704	\$198,000	\$0
Children's Learning Center	\$12,545	\$13,492	\$8,086	\$0	\$0	\$0	\$0
Other Auxiliaries	\$0	\$0	\$0	\$0	\$14,172	\$0	\$0
Restricted Contingency	\$0	\$0	\$0	\$40,000	\$0	\$0	(\$40,000)
<b>SUBTOTAL</b>	<b>\$215,457</b>	<b>\$223,732</b>	<b>\$208,326</b>	<b>\$238,000</b>	<b>\$213,876</b>	<b>\$198,000</b>	<b>(\$40,000)</b>
<b>TOTAL TRANSFERS</b>	<b>\$3,840,542</b>	<b>\$4,161,289</b>	<b>\$4,154,034</b>	<b>\$4,347,467</b>	<b>\$4,275,241</b>	<b>\$3,962,007</b>	<b>(\$385,460)</b>
<b>TOTAL EXPENDITURES AND TRANSFERS</b>	<b>\$46,878,181</b>	<b>\$50,221,005</b>	<b>\$51,576,788</b>	<b>\$54,306,875</b>	<b>\$52,833,598</b>	<b>\$50,327,167</b>	<b>(\$3,979,708)</b>
<b>OPERATING SURPLUS (DEFICIT)<sup>6</sup></b>	<b>(\$722,698)</b>	<b>(\$185,951)</b>	<b>(\$1,125,036)</b>	<b>(\$2,990,856)</b>	<b>(\$2,755,566)</b>	<b>(\$1,500,000)</b>	<b>\$1,490,856</b>

NOTES

- <sup>1</sup> The Capital Component represents a scheduled distribution of funds from previous capital bills. SSU's allocation remains flat for FY2014, but will decrease in FY2015.
- <sup>2</sup> Reflects the SSI calculation as of August 9, 2013. This amount will be adjusted mid-year using final AY12-13 academic outcome data.
- <sup>3</sup> Revenue projections from tuition and student fees reflect summer and fall term enrollment declines.
- <sup>4</sup> All revenue from the University Center Bond Fee is applied to service on the bond.
- <sup>5</sup> Miscellaneous Income includes interest received from the STAR account and Attorney General collections.
- <sup>6</sup> Operating surplus (deficit) reflects General Fund revenue net of expenditures only. It does not include balance sheet adjustments, including the change in investment values booked during the fiscal year. Investment gains are budgeted at zero, as are investment earnings, which are automatically reinvested.

Reviewed as True and Correct  
CRH 10-28-13



## RESOLUTION F14-13

### APPROVAL OF THE FY2014 AUXILIARY AND AGENCY BUDGET

WHEREAS, revenue projections have been developed based on estimated general fee income, predicted housing occupancy, and approved housing and meal plan rates; and

WHEREAS, planned expenditures have been estimated anticipating operational and personnel needs, student academic support, psychological support services, student athletic and campus enrichment activities, and quality residential life programs; and

WHEREAS, the President of the University recommends adoption of the proposed budget;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University adopts the proposed Auxiliary and Agency Budget for fiscal year 2014 as summarized in the accompanying exhibit.

(September 13, 2013)

Certified as True and Correct  
*CRH 10-28-13*

**FY2014 AUXILIARY AND AGENCY FUND BUDGET**

REVENUE	FY2012 ACTUAL	FY2013 BUDGET	FY2013 ACTUAL (draft)	FY2014 BUDGET draft	Variance from FY2013 BUDGET
<b>AUXILIARY REVENUE</b>					
Athletics	\$14,267	\$13,000	\$17,339	\$13,000	\$0
Bookstore Commission	\$237,614	\$235,000	\$222,807	\$235,000	\$0
Center for the Arts	\$505,196	\$485,000	\$466,922	\$485,000	\$0
Children's Learning Center	\$248,149	\$229,900	\$247,081	\$229,900	\$0
Housing	\$3,943,849	\$3,802,557	\$4,074,510	\$3,802,557	\$0
Senior Citizen Grant	\$40,000	\$40,000	\$40,000	\$40,000	\$0
Sports Center Memberships	\$14,190	\$15,163	\$13,985	\$15,163	\$0
University Center	\$157,028	\$152,000	\$162,793	\$152,000	\$0
<b>SUBTOTAL</b>	<b>\$5,160,293</b>	<b>\$4,972,620</b>	<b>\$5,245,437</b>	<b>\$4,972,620</b>	<b>\$0</b>
<b>AGENCY REVENUE</b>					
Pouring Rights Contract	\$20,000	\$20,000	\$20,000	\$20,000	\$0
Student Programming Board	\$6,324	\$15,000	\$20,709	\$15,000	\$0
<b>SUBTOTAL</b>	<b>\$26,324</b>	<b>\$35,000</b>	<b>\$40,709</b>	<b>\$35,000</b>	<b>\$0</b>
<b>TRANSFERS FROM OTHER FUNDS</b>					
General Fee Support	\$2,764,765	\$2,600,453	\$2,642,303	\$2,764,765	(\$220,580)
General Fund Support	\$200,240	\$198,000	\$199,704	\$198,000	\$0
<b>SUBTOTAL</b>	<b>\$2,965,005</b>	<b>\$2,798,453</b>	<b>\$2,842,007</b>	<b>\$2,962,765</b>	<b>(\$220,580)</b>
<b>TOTAL REVENUE</b>	<b>\$8,151,622</b>	<b>\$7,806,073</b>	<b>\$8,128,153</b>	<b>\$7,585,493</b>	<b>(\$220,580)</b>
<b>EXPENDITURES</b>					
<b>ATHLETICS</b>					
Athletic Contingency	\$0	\$8,000	\$0	\$2,000	(\$6,000)
Athletic Director	\$620,534	\$475,374	\$558,798	\$475,374	\$0
Athletic Scholarships	\$505,787	\$618,000	\$631,015	\$618,000	\$0
Athletic Trainers	\$124,660	\$140,147	\$137,881	\$124,147	(\$6,000)
Cheerleading & Dance Team	\$10,984	\$12,500	\$9,762	\$9,200	(\$4,300)
Men's Baseball	\$68,514	\$62,908	\$74,445	\$62,908	\$0
Men's Basketball	\$70,931	\$82,868	\$98,798	\$82,868	\$0
Men's Cross Country	\$40,921	\$36,096	\$43,247	\$36,096	\$0
Men's Golf	\$25,351	\$24,064	\$29,217	\$24,064	\$0
Men's Soccer	\$28,592	\$36,600	\$39,745	\$36,600	\$0
Post Season Travel	\$791	\$50,600	\$5,974	\$0,500	\$0
Sports Center/Natorium	\$130,460	\$146,877	\$135,004	\$146,177	(\$3,700)
Women's Basketball	\$64,661	\$66,800	\$91,064	\$66,800	\$0
Women's Cross Country	\$36,662	\$34,610	\$38,540	\$34,610	\$0
Women's Soccer	\$31,215	\$36,200	\$42,538	\$36,200	\$0
Women's Softball	\$47,596	\$51,190	\$55,910	\$51,190	\$0
Women's Tennis	\$20,594	\$19,458	\$18,182	\$19,458	\$0
Women's Volleyball	\$37,236	\$46,697	\$50,272	\$46,697	\$0
<b>SUBTOTAL</b>	<b>\$1,865,489</b>	<b>\$1,948,989</b>	<b>\$2,060,392</b>	<b>\$1,928,989</b>	<b>(\$20,000)</b>
<b>OTHER AUXILIARIES</b>					
Bookstore Utilities	\$10,726	\$10,000	\$11,455	\$10,000	\$0
Center for the Arts	\$740,744	\$683,000	\$642,588	\$683,000	\$0
Children's Learning Center	\$472,127	\$432,400	\$461,379	\$432,400	\$0
Housing	\$2,673,560	\$2,709,360	\$2,404,795	\$2,673,560	(\$319,785)
Residence Life	\$723,612	\$917,197	\$811,690	\$867,197	(\$50,000)
Student Activities	\$300,128	\$294,065	\$318,308	\$292,065	(\$2,000)
Student Health Clinic	\$94,400	\$90,000	\$133,340	\$90,000	\$0
University Center	\$317,148	\$358,965	\$279,682	\$317,148	\$182,820
<b>SUBTOTAL</b>	<b>\$5,332,445</b>	<b>\$5,494,987</b>	<b>\$5,063,237</b>	<b>\$5,306,022</b>	<b>(\$188,965)</b>
<b>AGENCIES</b>					
Chronicle	\$9,644	\$15,000	\$10,867	\$15,000	\$0
Intramurals	\$27,816	\$23,587	\$23,325	\$23,587	\$0
Silhouette	\$4,343	\$6,210	\$4,200	\$6,210	\$0
Student Government	\$33,793	\$40,000	\$53,239	\$34,685	(\$5,315)
Student Programming Board	\$84,209	\$101,300	\$138,456	\$95,000	(\$6,300)
<b>SUBTOTAL</b>	<b>\$159,805</b>	<b>\$186,097</b>	<b>\$230,087</b>	<b>\$174,482</b>	<b>(\$11,615)</b>
<b>TOTAL EXPENDITURES</b>	<b>\$7,357,739</b>	<b>\$7,630,073</b>	<b>\$7,353,716</b>	<b>\$7,409,493</b>	<b>(\$220,580)</b>
<b>TRANSFER TO OTHER FUNDS</b>					
Housing to Plant Funds	\$176,000	\$176,000	\$176,000	\$176,000	\$0
<b>TOTAL EXPENDITURES AND TRANSFERS</b>	<b>\$7,533,739</b>	<b>\$7,806,073</b>	<b>\$7,529,716</b>	<b>\$7,585,493</b>	<b>(\$220,580)</b>
<b>SURPLUS (DEFICIT)</b>	<b>\$617,883</b>	<b>\$0</b>	<b>\$598,437</b>	<b>\$0</b>	<b>\$0</b>

Audited as True and Correct

 CRH 10-28-13  
 Secretary, SSU Board of Trustees Date