

**BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE**

**April 12, 2019
9:00 a.m., University Center, Room 214**

Agenda

1.0 Action Items

**1.1 Resolution F06-19
Approval of Tuition and Student Fees**

Dr. Boyles will review the proposed rates for undergraduate (guarantee and continuing) tuition and fees, graduate tuition and fees, course, program and other student fees, and residential housing and meal plans rates.

**1.2 Resolution F07-19
Revisions to Policies to Comply with Governor's Executive Order**

Ms. Johnson, Director of HR, will review the proposed revisions to Policies 4.79Rev. and 5.01Rev.

**1.3 Resolution F08-19
Delegation of Primary Fiduciary Responsibility for University Sponsored Retirement Plans**

Dr. Boyles and Ms. Johnson will review the proposed delegation of responsibility for the oversight of University-sponsored retirement plans.

**1.4 Resolution F09-19
Approval of University Investment Committee Member Reappointment**

This resolution approves the extension of Mr. Steve Boden's membership on the University's Investment Committee.

**1.5 Resolution F10-19
Approval to Revise Policy 1.05Rev Investment Policy**

This resolution approves revisions to Policy 1.05Rev Investment Policy recommended by the University's Investment Committee.

2.0 Information and Reports

2.1 Review of AY2019-20 Fines and Cost Recovery Charges.

2.2 Mr. Ballengee, will review the status of the cash reserves investment portfolio.

2.3 Dr. Boyles will update the committee on the 3rd Quarter FY19 operating budget and the quarterly status of personnel activity and construction projects.

RESOLUTION F06-19

APPROVAL OF TUITION AND STUDENT FEES

WHEREAS, the Ohio legislature has not completed the biennial budgetary process that may include incorporating rules and regulations related to university tuition and fees; and

WHEREAS, Shawnee State University, like all public universities, must proceed with pricing of services in a timely manner in order to perform normal business operations and to meet academic and student needs in the upcoming academic semesters; and

WHEREAS, the President recommends that the Board approve the proposed tuition and fees rates (attached) in accordance with state legislation and Ohio Department of Higher Education (ODHE) requirements for the following:

- Undergraduate
 - Shawnee Advantage (effective fall 2019 – spring 2023)
 - Continuing and Returning AY19-20
- Graduate AY19-20
- Course Fees AY19-20
- Special Program Fees AY19-20
- Other Student Fees AY19-20
- Residential
 - Summer Housing 2019
 - Fall 2019 Shawnee Advantage
 - Housing and Meal Plan Rates, Residential Connectivity Fee, Residential Student Programming Fee (effective fall 2019 – spring 2023)
 - Fall 2019 Continuing and Returning
 - Housing and Meal Plan Rates, Residential Connectivity Fee, Residential Student Programming Fee AY19-20

THEREFORE, BE IT RESOLVED that the Board of Trustees approves the proposed tuition and fee schedules, contingent upon the provisions of the adopted Ohio General Assembly's biennial budget and ODHE approval.

(April 12, 2019)



2019-20 Academic Year
Shawnee Advantage
effective fall 2019 through spring 2023

Full-Time (12 - 18 credit hours) **AY 2019-20**
(per semester)

In-State Tuition

Total In-State Tuition **\$4,132.35**

Out-of-State Surcharge (does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program) per AY 19-20 schedule

Part-Time (up to and including 11 and over 18 credit hours) **AY 2019-20**
(per credit hour)

In-State Tuition

Total In-State Tuition (up to and including 11 credit hours) **\$344.36**

Total In-State Tuition (over 18 credit hours) **\$331.86**

Out-of-State Surcharge (does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program) per AY 19-20 schedule

NOTE: Course and Special Program fees will be charged for designated courses/programs.



2019-20 Academic Year
Continuing and Returning Undergraduate Tuition Schedule
effective fall semester 2019

Full-Time <i>(12 - 18 credit hours)</i>	AY 2018-19 <i>(per semester)</i>	AY 2019-20 <i>(per semester)</i>
<i>In-State Tuition</i>		
Instructional Fee	\$3,125.40	\$3,187.92
General Fee	\$344.40	\$351.24
Technology Fee	\$62.28	\$63.48
Total In-State Tuition	\$3,532.08	\$3,602.64
<i>Out-of-State Surcharge</i> <small>(does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program)</small>		
	\$2,904.12	\$2,962.20
<i>University Center Bond Fee</i>	\$150.00	\$150.00
Part-Time <i>(up to and including 11 and over 18 credit hours)</i>	AY 2018-19 <i>(per credit hour)</i>	AY 2019-20 <i>(per credit hour)</i>
<i>In-State Tuition</i>		
Instructional Fee	\$260.45	\$265.66
General Fee	\$28.70	\$29.27
Technology Fee	\$5.19	\$5.29
Total In-State Tuition	\$294.34	\$300.22
<i>Out-of-State Surcharge</i> <small>(does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program)</small>		
	\$242.01	\$246.85
<i>University Center Bond Fee</i>	\$12.50	\$12.50
Alternative Tuition for Special Programs	AY 2018-19 <i>(per credit hour)</i>	AY 2019-20 <i>(per credit hour)</i>
<i>Bridge to Success Program</i>	\$50.00	\$50.00
<i>College Credit Plus^b</i>		
<i>Summer College Credit Plus equivalent programs</i>		

^bCollege Credit Plus "Option G" students pay standard undergraduate tuition rates.



**2019-20 Academic Year
Graduate Tuition Schedule**
effective fall semester 2019

Full-Time <i>(9 - 16 credit hours)</i>	AY 2018-19 <i>(per semester)</i>	AY 2019-20 <i>(per semester)</i>
<i>In-State Tuition</i>		
Instructional Fee	\$4,650.75	\$4,650.75
General Fee	\$134.19	\$134.19
Technology Fee	\$46.44	\$46.44
Total In-State Tuition	\$4,831.38	\$4,831.38
<i>Out-of-State Surcharge</i> <i>(does not apply to students from counties included in reciprocal agreements)</i>	\$6,326.01	\$6,326.01
<i>University Center Bond Fee</i>	\$150.00	\$150.00
Part-Time <i>(up to and including 8 and over 16 credit hours)</i>	AY 2018-19 <i>(per credit hour)</i>	AY 2019-20 <i>(per credit hour)</i>
<i>In-State Tuition</i>		
Instructional Fee	\$516.75	\$516.75
General Fee	\$14.91	\$14.91
Technology Fee	\$5.16	\$5.16
Total In-State Tuition	\$536.82	\$536.82
<i>Out-of-State Surcharge</i> <i>(does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program)</i>	\$702.89	\$702.89
<i>University Center Bond Fee</i>	\$12.50	\$12.50
Graduate Workshop Credit	AY 2018-19 <i>(per credit hour)</i>	AY 2019-20 <i>(per credit hour)</i>
<i>Graduate Workshop Credit</i>	\$130.00	\$130.00



**2019-20 Academic Year
Course Fees**

effective fall semester 2019

**not applicable to Shawnee Advantage Cohort 2018-2022*

Course Fees	AY 2018-19	AY 2019-20
Course Fees (per term)		
Education Field Fee (EDU1)	\$294.00	\$294.00
Education Field Fee (EDU2)	\$147.00	\$147.00
Study Abroad Course Fee (CIPA)	\$120.00	\$120.00
Course Fees (per credit hour)		
Arts - Tier 1 (ART1)	\$7.00	\$7.00
Arts - Tier 2 (ART2)	\$15.00	\$15.00
Arts - Tier 3 (ART3)	\$25.00	\$25.00
Athletic Training (ATTR)	\$25.00	\$25.00
Biology (BIOL)	\$25.00	\$25.00
Health Science (BSHS)	\$5.00	\$5.00
Business (BUSI)	\$10.00	\$10.00
Chemistry (CHEM)	\$25.00	\$25.00
Dental Hygiene (DTHY)	\$35.00	\$45.00
Education (EDUC)	\$15.00	\$15.00
Education, Graduate (MEUC)	\$20.00	\$20.00
Education, Graduate Curriculum & Instruction (MECI)	\$20.00	\$20.00
Education, Graduate Intervention Specialist (MEIS)	\$20.00	\$20.00
Emergency Medical Technology (EMTP)	\$20.00	\$20.00
Engineering Technologies (ENGT)	\$22.00	\$22.00
Exercise Science (SSES)	\$15.00	\$15.00
Health Care Administration (BUHE)	\$20.00	\$20.00
Humanities (HUMA)	\$10.00	\$10.00
Information Systems (BUI1)		\$45.00
Developmental Mathematics (UNC3)	\$15.00	\$17.00
Mathematics, Graduate - Off-Campus Cohorts (MTH4)	\$60.00	\$60.00
Mathematics, Graduate (MTH1)	\$15.00	\$15.00
Mathematics, Graduate (MTH3)	\$35.00	\$35.00
Mathematics, Undergraduate (MATH)	\$15.00	\$15.00
Medical Laboratory Technology (MLTC)	\$25.00	\$25.00
Natural Science (NSCI)	\$25.00	\$25.00
Nursing, A.A.S. (ADNR)	\$25.00	\$25.00
Nursing, B.S. (BSNR)	\$20.00	\$25.00
Occupational Therapy Assistant (OTAT)	\$20.00	\$20.00
Occupational Therapy, Graduate (MOT)	\$75.00	\$75.00
Physical Education (SSPE)	\$5.00	\$5.00
Physical Therapist Assistant (PTAT)	\$20.00	\$20.00
Radiologic Technology (RDLT)	\$25.00	\$25.00
Respiratory Therapy (RPTT)	\$25.00	\$25.00
Social Science (SSCI)	\$10.00	\$10.00
Sports Management (SSSM)	\$15.00	\$15.00
University College - Developmental Reading and Writing (UNC1)	\$3.00	\$3.00
University College - First Year Experience (UNC2)	\$12.00	\$12.00



**2019-20 Academic Year
Program Fees**
effective fall semester 2019

Program Fees				AY 2018-19	AY 2019-20
(per semester)					
Dept	Degree	Program	Major	Fee	Fee
AHS	AAS	Dental Hygiene	DTHY	\$80.00	\$80.00
AHS	AAS	Emergency Medical Technology	EMTP + EMTA	\$100.00	\$100.00
AHS	AAS	Medical Laboratory	MLTC	\$70.00	\$70.00
AHS	AAS	Radiologic Technology	RDLT	\$100.00	\$100.00
AHS	AAS	Respiratory Therapy	RPTT	\$100.00	\$100.00
NURS	AAS	Nursing (same program fee as BNS)	ADNR	\$50.00	\$50.00
RHSP	AA	Occupational Therapy Assistant	OTAT	\$55.00	\$55.00
RHSP	AA	Physical Therapy Assistant	PTAT	\$85.00	\$85.00
EDUC	BSE	Early Childhood PreK-3	ECIS, EDIS, EDEC	\$60.00	\$60.00
EDUC	BSE	Middle Childhood	EDMC	\$60.00	\$60.00
EDUC	BS/Dsp	Adolescent Young Adult (same fee for all EDUC programs)	ADLA, MAVA, ADMA, ADLS, ADSB, ADSP, ADSE, ADSC, ADES, ADPS, ADSS, ADHL, ADSO	\$60.00	\$60.00
ENGT	BS	Digital Simulation/Game	ETGG	\$100.00	\$100.00
ENGT	BS	Plastics Eng Tech	ETPL	\$100.00	\$100.00
FDPA	BFA	Fine Arts/Graphic Design	VIDD, VIAN, VIDS, VIMT, VIIM, VAD	\$90.00	\$90.00
FDPA	BFA	Fine Arts/Gaming	GSDA	\$100.00	\$100.00
NS	BS	Biology/Pre-med	BIOM,PMED	\$100.00	\$100.00
NURS	BS	Nursing	BSNR	\$50.00	\$50.00
RHSP	MOT	Occupational Therapy	MOT	\$100.00	\$100.00



2019-20 Academic Year
Other Student Fees
effective fall semester 2019

Other Student Fees	AY 2018-19	AY 2019-20
<i>Application Fees</i>		
Graduate Admission	\$30.00	\$30.00
Health Sciences Programs (undergraduate)	\$30.00	\$30.00
International Admission	\$50.00	\$50.00
Background Check BCI	\$27	\$27
Background Check FBI*	\$29	\$30.25
Career Services	\$4/credit hour (\$48 max)	\$4/credit hour (\$48 max)
Credit by Arrangement Administrative Fee, Undergraduate	\$150/cr hr	\$150/cr hr
Credit by Arrangement Administrative Fee, Graduate	\$225/cr hr	\$225/cr hr
Credit by Exam Fee (per course)	\$150/course	\$150/course
Education Field Fee (1)	\$294/course	\$294/course
Education Field Fee (2)	\$147/course	\$147/course
Graduation Petition Fee (per degree)	\$45	\$45
International Student Exchange Program (ISEP) Administrative Fee	\$100	\$100
International Student Exchange Program (ISEP) Tuition Differential	varies by destination	varies by destination
Orientation Fee	\$50	\$50
Overnight Orientation Fee	\$37	\$37
Overnight Orientation Fee (same day registration)	\$47	\$47
Parking Tag Fee	\$0	\$30/fall/spring semesters
Payment Plan Summer: First Late Fee	\$90	\$90
Payment Plan Summer: Second Late Fee	\$90	\$90
CashNet Payment Plan Fall/Spring: First Late Fee	\$45	\$45
CashNet Payment Plan Fall/Spring: Second Late Fee (Cashnet may charge a \$10 late payment fee to your payment plan account, not your student account)	\$35	\$35
CashNet Payment Plan Fall/Spring: Third Late Fee (Cashnet may charge a \$10 late payment fee to your payment plan account, not your student account)	\$35	\$35
CashNet Payment Plan Fall/Spring: Fourth Late Fee (Cashnet may charge a \$10 late payment fee to your payment plan account, not your student account)	\$35	\$35
Portfolio Evaluation Fee (per submission) - A.T.S. degree		
First Course (per program discipline)	\$150/submission	\$150/submission
Second and Subsequent Courses (same discipline)	\$50/submission	\$50/submission
Residential Student Basic Connectivity	\$123/semester	\$123/semester
Residential Student Programming	\$15/semester	\$15/semester
Student Athletic Program Fee	\$0	\$150/fall/spring semester
Student Service Fees (students with 6 or more credit hours)	\$25/semester	\$25/per sem.
Student Health & Wellness (students with 6 or more credit hours)	\$25/semester	\$25/per sem.
Study Abroad	\$120/semester	\$120/semester

*Increased charge to University effective 1/1/2019



**2019-20 Academic Year
 Summer 2019 Housing Rates**
2% above summer 2018

Campus View	AY 2018-19 <i>(per semester)</i>	AY 2019-20 <i>(per semester)</i>	5 Week Term
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Room Type			
Private	\$1,925.00	\$1,964.00	\$982.00
Double	\$1,605.00	\$1,637.00	\$819.00

Summer resident are typically housed in Campus View Buildings. Bridgeview Court is used if overflow is required:

Bridgeview Court	AY 2018-19 <i>(per semester)</i>	AY 2019-20 <i>(per semester)</i>	5 Week Term
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Room Type			
Double	\$1,605.00	\$1,637.00	\$815.50

Meal Plan Options			
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No food service is provided during Summer Term

Residential Connectivity Fee	AY 2018-19 <i>(per credit hour)</i>	AY 2019-20 <i>(per credit hour)</i>	5 Week Term
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Summer Fee			
Student	\$76.00	\$76.00	\$39.00



**2019-20 Academic Year
Housing and Meal Plan Rates**
Shawnee Advantage Guarantee

Campus View/Tanner Place	AY 2019-20 (per semester)	AY 2019-20 Academic Year
Room Type		
Private	\$3,955.00	\$7,910.00
Double	\$3,301.00	\$6,602.00
Bridgeview Court	AY 2019-20 (per semester)	AY 2019-20 Academic Year
Room Type		
Double	\$3,301.00	\$6,602.00
(Apartment) Double Buy Out	\$4,346.00	\$8,692.00
Cedar House	AY 2019-20 (per semester)	AY 2019-20 Academic Year
Room Type		
Private*	\$3,326.00	\$6,652.00
Double	\$2,724.00	\$5,448.00
University Townhouse	AY 2019-20 (per semester)	AY 2019-20 Academic Year
Room Type		
Private*	\$3,326.00	\$6,652.00
Double	\$2,724.00	\$5,448.00
Meal Plan Options**	AY 2019-20 (per semester)	AY 2019-20 Academic Year
19 Meals per Week	\$1,984.00	\$3,968.00
15 Meals per Week	\$1,891.00	\$3,782.00
12 Meals per Week	\$1,703.00	\$3,406.00
Residential Connectivity Fee	AY 2019-20 (per semester)	AY 2019-20 Academic Year
Student	\$130.00	\$260.00
Residential Student Programming Fee	AY 2019-20 (per semester)	AY 2019-20 Academic Year
Student	\$16.00	\$32.00

Triple rooms are offered at the discretion of the University.

*Private Rooms are only available if space permits and at the discretion of the University.

**All meal plans include \$35 flex dollars per semester.

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



**2019-20 Academic Year
Housing and Meal Plan Rates**
Non-Guarantee (continuing)

Campus View/Tanner Place	AY 2018-19 (per semester)	AY 2019-20 Academic Year
Room Type		
Private	\$3,806.00	\$7,611.00
Double	\$3,176.00	\$6,353.00
Bridgeview Court	AY 2018-19 (per semester)	AY 2019-20 Academic Year
Room Type		
Double	\$3,176.00	\$6,352.56
(Apartment) Double Buy Out	\$4,433.00	\$8,865.84
Cedar House	AY 2018-19 (per semester)	AY 2019-20 Academic Year
Room Type		
Private*	\$3,201.00	\$6,402.00
Double	\$2,621.00	\$5,243.00
University Townhouse	AY 2018-19 (per semester)	AY 2019-20 Academic Year
Room Type		
Private*	\$3,201.00	\$6,402.00
Double	\$2,621.00	\$5,243.00
Meal Plan Options**	AY 2018-19 (per semester)	AY 2019-20 Academic Year
19 Meals per Week	\$1,984.00	\$3,968.00
15 Meals per Week	\$1,891.00	\$3,782.00
12 Meals per Week	\$1,703.00	\$3,406.00
Residential Connectivity Fee	AY 2018-19 (per semester)	AY 2019-20 Academic Year
Student	\$130.00	\$260.00
Residential Student Programming Fee	AY 2018-19 (per semester)	AY 2019-20 Academic Year
Student	\$16.00	\$32.00

Triple rooms are offered at the discretion of the University.

*Private Rooms are only available if space permits and at the discretion of the University.

**All meal plans include \$35 flex dollars per semester.

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

RESOLUTION F07-19

**REVISIONS TO POLICIES
TO COMPLY WITH GOVERNOR'S EXECUTIVE ORDER**

WHEREAS, Governor DeWine recently issued Executive Order 2019-05D, which expands protections against employment discrimination for employees of state agencies and commissions, and other instrumentalities of the state; and

WHEREAS, the expansion of protection against discrimination includes newly-protected categories including parents during pregnancy and immediately after the birth of a child, parents of a young child, and foster parents; and

WHEREAS, the protections in the Executive Order apply to all terms and conditions associated with the employment process, including hiring, promotions, demotions, termination, discipline, performance evaluations, interviews, layoff, transfer, rate of compensation, and eligibility for in-service training programs; and

WHEREAS, the University's existing Non-Discrimination/Sexual Harassment Policy, No. 5.01Rev., and Department of Public Safety/Employment Status and Other Employment Actions, No. 4.79Rev., include protections against discrimination that are not as expansive as is required by the Executive Order;

THEREFORE, BE IT RESOLVED that the Shawnee State University Board of Trustees approves revisions to Policy 5.01Rev., Non-Discrimination/Sexual Harassment; and Policy 4.79Rev., Department of Public Safety, Employment Status and Other Employment Actions, to conform with the requirements of Executive Order 2019-05D, effective immediately.

(April 12, 2019)

Shawnee State University

POLICY TITLE:	DEPARTMENT OF PUBLIC SAFETY/ EMPLOYMENT STATUS AND OTHER EMPLOYMENT ACTIONS
POLICY NO. :	4.79REV
ADMIN CODE:	3362-4-59
PAGE NO.:	1 OF 4
EFFECTIVE DATE:	04/12/19
NEXT REVIEW DATE:	04/2022
RESPONSIBLE OFFICER(S):	VPF&A, DIRECTOR, PUBLIC SAFETY
APPROVED BY:	BOARD OF TRUSTEES

1.0 Purpose

The purpose of this policy is to establish measures and expectations for a safe and secure campus environment embracing the concept of community policing, increase awareness of safety and security issues, assure the enforcement of university rules and laws for the preservation of good order, and to prevent the disruption of the educational and business functions of the university.

A secure and safe environment is a shared responsibility between the Department of Public Safety and all stakeholders within the community. The university provides programs, systems, and processes that promote the safety and security of students, faculty, staff and visitors while balancing the need to maintain a quality, convenient, and affordable higher education environment.

2.0 Establishment of the Department of Public Safety (DPS)

2.1 The Department of Public Safety is established by resolution of the Board of Trustees (Resolution F29-08) and in compliance with O.R.C. 3345.21.

2.1.1 In accordance with O.R.C. 3345.21, the Shawnee State University Board of Trustees extends its authority to the President for the purpose of directing the adoption, implementation, approval, and ongoing review and revision of policies and procedures required to administer the operation of DPS.

2.1.2 Employees in the Department of Public Safety shall include, but not be limited to, Security Sergeants, Security Officers, Police Officers and Police Sergeants. These groups of employees may be referred to collectively in this policy as “officers.”

3.0 Roles of Public Safety Officers

3.1 Police Officer

Police Officers are appointed by the University as state university law enforcement officers to provide police services to the University. Officers properly appointed under section 3345.04, Ohio Revised Code, are peace officers for the University and have power to arrest and detain, investigate offenses, and provide such other services as provided by law. Such officers shall have the powers provided for in Chapter 2935, Ohio Revised Code.

3.2 Security Officer

Security officers are sworn peace officers who report violations of the laws of the state to police officers having jurisdiction. Security officers are charged with protecting the peace, reporting violations of law, and crime prevention. Security officers are to be proactive, observe, report, document, and assist when needed, focus on assuring that a safe and secure environment is established on University owned properties, and make professional observations that determine the proper course of action that is required, such as calling EMS, etc.

3.3 Public Safety Officer Appointments

3.3.1 No person shall be appointed, selected, or promoted as an Officer at Shawnee State University in any manner or by any means other than those prescribed in the rules herein. Intermittent or temporary appointments are unclassified positions.

3.3.2 Procedures for the recruitment, selection, and appointment of security officer or security sergeant are found in DPS SOP 4.79.2 & DPS SOP 4.79.3.

3.4 Equal Employment Opportunity

The university adheres to state and federal laws regarding the equal opportunity for employment regardless of race, color, religion, sex, sexual orientation, gender, gender identity or expression, age (law enforcement exception ORC 124.41), national origin, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, veteran status, military status, genetic information, or disability. This applies to all terms and conditions associated with the employment process, including hiring, promotions, demotions, termination, discipline, performance evaluations, and interviews, layoff, transfer, rate of compensation, and eligibility for in-service training programs.

4.0 Performance Evaluations and Probationary Period

- 4.1 Security Officer and Security Sergeant appointments shall serve a 180-day probationary period. No appointment is final until the appointee has satisfactorily served the probationary period.
- 4.2 Police Officer and Police Sergeant appointments shall serve a 365-day probationary period. No appointment is final until the appointee has satisfactorily served the probationary period.
- 4.3 The successful completion of the new-hire probationary period requires a performance evaluation of “meets basic expectations,” for continued employment.
- 4.4 Annual performance evaluation – upon completion of the new-hire probationary evaluation, performance evaluations are completed at least annually or on a periodic basis as determined by the supervisor.
- 4.5 Performance Improvement Plan (PIP) – a written performance improvement plan (PIP) may be initiated by the supervisor at any time in which the public safety officer is not demonstrating satisfactory performance based on the assigned responsibilities and/or established objectives. (insert link)

5.0 STANDARDS AND RULES OF CONDUCT

In addition to compliance with applicable university policies, public safety officers shall conduct themselves in accordance with departmental standard operating procedures (SOPs) including the standards and rules of conduct set forth in SOP No. 2.5.

6.0 CORRECTIVE ACTION

- 6.1 The corrective action process may be initiated but is not limited to the following reasons:
 - 6.1.1 Incompetence, inefficiency, dishonesty, use or being under the influence of alcohol or illegal drugs at work or inappropriate use of prescription drugs, immoral conduct, insubordination, discourteous treatment of the public, students and staff, neglect of duty, unsatisfactory job performance, conviction of a felony, falsification of official documents or violations of the DPS Standards and Rules of Conduct found in SOP No. 2.5 (not an exhaustive list).
 - 6.1.2 Violation of an official regulation or failure to obey reasonable directions given by a supervisor when such violation or failure to obey amounts to insubordination or a serious breach of University policies and/or work

rules or puts the University and/or its employees or students at serious risk.

6.1.3 Conviction of an offense involving moral turpitude.

6.1.4 Demonstration of abusive or threatening behavior in the treatment of students, fellow employees or other persons.

6.2 Serious infractions may necessitate that corrective actions start at any level in the process, as outlined in DPS SOP 4.79.4.

7.0 CLASSIFICATION / COMPENSATION

7.1 Shawnee State University desires a competitive and equitable compensation system that will attract and retain qualified police and security personnel. To that end, the Director of Human Resources or delegate is responsible for managing the structure of the police and security compensation system(s) and for reviewing the applicable structure relative to the appropriate market, including:

7.1.1 Assessment of position responsibilities, placement within the University's compensation structure relying upon market benchmarking methodology, and consideration of internal equity for comparable responsibilities.

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

7.3 The evaluation and placement of officer positions within the compensation structure will follow DPS SOP 4.79.4 to ensure the effective administration of any salary adjustments, special duty pay, and/or shift differential payments.

8.0 REDUCTION IN FORCE

In the event of a reduction in force, the procedures set forth in SOP No. 4.79.6 Reduction in Force shall be followed.

History

Effective: 09/10/10; Policies 4.80, 4.81, 4.84, 4.85, 4.86 and 4.89 converted to procedures;

Revised: 04/12/19, 8/24/2018

Shawnee State University

POLICY TITLE:	NON-DISCRIMINATION/ SEXUAL HARASSMENT POLICY
POLICY NO. :	5.01REV
ADMIN CODE:	3362-5-02
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	04/12/19
NEXT REVIEW DATE:	04/2021
RESPONSIBLE OFFICER(S):	VPFA & HR
APPROVED BY:	BOARD OF TRUSTEES

1.0 POLICY PURPOSE

- 1.1 Shawnee State University is committed to having an educational and working environment for students and employees that 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 prohibit discrimination against any individual because of race, color, genetic information, religion, age, disability, national origin, ancestry, sex, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, sexual orientation, gender, gender identity or gender expression, 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 prohibited 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.
 - 2.2.1 There will be a Title IX Coordinator and deputy coordinators who have overall responsibility for matters addressing sexual harassment and sexual 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 Coordinator for disability issues whose responsibility will be to address allegations of discrimination based upon disability, to ensure compliance with applicable state and federal 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 prepared 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.

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 that applies to students, employees and visitors that includes definitions and identifies forms of sexual harassment and misconduct, and addresses consent and consensual relationships, 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 prohibited discrimination/ harassment or retaliation that applies to students, employees and visitors, process for notification and reporting, an description of the investigative process, confidentiality, and discipline and other corrective measures.

History

Effective: 06/05/01

Revised: 04/12/19; 10/14/16; 09/13/13 (Replaced Policies 5.02, 5.03, 5.04 and 5.05. Policies 5.02, 5.03, and 5.05 converted to interim procedures)

Applicable Procedures: 5.01:2 Reporting and Investigating Sexual Assault, Sexual Misconduct & Other Forms of Discrimination
5.01:5 Accommodation for Employees with Disabilities
5.01:6 Accommodation for Students with Disabilities

RESOLUTION F08-19

DELEGATION OF PRIMARY FIDUCIARY RESPONSIBILITY FOR UNIVERSITY SPONSORED RETIREMENT PLANS

WHEREAS, Shawnee State University sponsors and maintains the following retirement plans:

- i. Shawnee State University Alternative Retirement Plan ("ARP"), a defined contribution plan under section 401(a) of the Internal Revenue Code ("Code"), originally adopted March 1, 1999;
- ii. Shawnee State 457(b) Deferred Compensation Plan ("457(b) Plan"), a defined contribution plan under Code Section 457(b), originally adopted May 21, 2002;
- iii. Shawnee State 403(b) Tax-Sheltered Annuity Plan ("403(b) Plan"), a defined contribution plan under Code Section 403(b), originally adopted January 1, 2009; and
- iv. Shawnee State Supplemental 415(m) Retirement Plan ("415(m) Plan"), a defined contribution plan under Code Section 415(m), originally adopted June 1, 2014;

(collectively "Retirement Plans"). The University also offers the Ohio Public Employees Deferred Compensation Program, a defined contribution plan under Code Section 457(b), to its eligible employees, as required under R.C. 148.04, which is administered by a board created under R.C. 148.02.

WHEREAS, the University has certain administrative and investment oversight duties and authority as sponsor and administrator of the Retirement Plans, and in performing such duties, must act for the exclusive benefit of Retirement Plan participants and their beneficiaries; and

WHEREAS, the Board of Trustees recognizes that the University acts as a fiduciary insofar as it exercises discretion in administering or carrying out its oversight of the Retirement Plans; and

WHEREAS, the Board of Trustees desires to delegate these administrative and plan oversight responsibilities to the Vice President for Finance and Administration ("VP for Finance and Administration"), and to delegate fiduciary oversight and monitoring of the VP for Finance and Administration to the Finance and Administration Committee of the Board of Trustees;

THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby delegates authority and fiduciary responsibility to the VP for Finance and Administration for the administration of the Retirement Plans to take such actions deemed necessary or advisable to perform the administrative and investment duties by the delegated authority; and

BE IT FURTHER RESOLVED, the Board of Trustees may revoke or change such delegation of authority and responsibilities under one or more of the Retirement Plans at any time; and

BE IT FURTHER RESOLVED, that the VP for Finance and Administration is authorized to establish a retirement plan committee, to delegate some or all of his or her administrative and oversight duties and authority to the retirement plan committee, and to engage an investment advisor to assist the retirement plan committee in carrying out the administrative responsibilities and evaluating the vendors and vendor products made available to employees for investing in the Retirement Plans; and

BE IT FINALLY RESOLVED, the VP for Finance and Administration shall report to the Finance and Administrative Committee of the Board of Trustees regarding the Retirement Plans at least annually.

RESOLUTION F09-19

**APPROVAL OF UNIVERSITY INVESTMENT
COMMITTEE MEMBER REAPPOINTMENT**

WHEREAS, on June 30, 2019 Mr. Steven Boden will have completed a three-year term as a member of Shawnee State University's Investment Committee; and

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

WHEREAS, Mr. David Furbee, Investment Committee Chairperson, nominates Mr. Boden for reappointment for an additional three-year term from July 1, 2019 through June 30, 2022; and

WHEREAS, the President concurs with this reappointment;

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

(April 12, 2019)

RESOLUTION F10-19

APPROVAL TO REVISE POLICY 1.05REV INVESTMENT POLICY

WHEREAS, Policy 1.05Rev., Investment Policy was updated by the Board of Trustees on October 14, 2016; and

WHEREAS, the University's reliance upon the diversified investment portfolio to meet essential cash needs is expected to continue in future fiscal year(s); and

WHEREAS, on March 28, 2019, the University's Investment Committee and Investment Consultant (TIAA) met and evaluated factors such as the status of the University's diversified investment pool, future cash needs, the necessity to reduce equity market pricing volatility, and the limitations under the established asset allocation targets and ranges; and

WHEREAS, to effectively respond to the above factors and adopt prudent steps to preserve the value of the University's investment pool, the Investment Committee proposes modifications to the Investment Policy specifically adjusting asset allocation targets and ranges; and

WHEREAS, the Investment Committee proposes that the Investment Policy be reviewed no less than on an annual basis for critical changes that will recognize the University's long-term financial needs and be responsive to investment market conditions;

THEREFORE, BE IT RESOLVED, that the Shawnee State University Board of Trustees approves the proposed revisions to Policy 1.05Rev., Investment Policy; and

BE IT FURTHER RESOLVED, the Board of Trustees directs that Policy 1.05Rev., be reviewed on an annual basis and modified when necessary to incorporate investment practices and/or actions essential to sustain the long-term financial objectives of the University.

(April 12, 2019)

Shawnee State University

POLICY TITLE:	INVESTMENT POLICY
POLICY NO. :	1.05REV
ADMIN CODE:	3362-1-05
PAGE NO.:	1 OF 5
EFFECTIVE DATE:	10/14/2016 <u>4/12/2019</u>
NEXT REVIEW DATE:	10/2019 <u>4/2020</u>
RESPONSIBLE OFFICER(S):	INVESTMENT COMMITTEE
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

- 1.1 The Shawnee State University Board of Trustees has title to University investments and these funds are held in trust. The investments are to be made consistent with this investment policy as stipulated below.
- 1.2 All fiduciaries implementing this investment policy are required to discharge their duties with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims.

2.0 MEMBERSHIP

- 2.1 Effective beginning July 1, 2002, the Shawnee State University Investment Committee is established.
- 2.2 Chair: A member of the Board of Trustees Finance and Administration Committee as appointed by the Chair, Shawnee State University Board of Trustees. Term: A fiscal year appointment, renewable, at the discretion of the Chair, Shawnee State University Board of Trustees.
- 2.3 Member: The Shawnee State University Vice President for Finance and Administration or delegate.
- 2.4 Members: Three members nominated by the Chair, Shawnee State University Board of Trustees and approved by the Shawnee State University Board of Trustees. Term: Initial appointments of one, two and three years respectively. Thereafter, appointments are for three fiscal years or parts thereof.
- 2.5 The Investment Committee shall meet at least quarterly.
- 2.6 The Investment Committee shall review and recommend revision to this

investment policy and shall advise the Shawnee State University Board of Trustees through its Finance and Administration Committee on its investments.

- 2.7 The Investment Committee is authorized to retain an investment advisor that meets the credential criteria as outlined in law.
- 2.8 Each Investment Committee member must sign an agreement indicating that they will avoid conflicts of interest in performing their duties as committee members.

3.0 INVESTMENT OBJECTIVE

- 3.1 The primary objectives of the University's investment activities shall be:
 - 3.1.1 Safety: Assets of the University shall be undertaken in a manner that diversifies its investments mitigating the magnitude of potential capital loss inherent in investment risk.
 - 3.1.2 Return on Investment: To have, over time, return net-of-fees that at least equals common indexes in capital markets in which the University's assets are invested.

4.0 INVESTMENT ALLOCATION

- 4.1 Liquid pool and diversified investment pool are established.
 - 4.1.1 The liquid pool investments can only be made in securities of the United States Government or of its agencies or instrumentalities, the treasurer of state's pooled investment program, obligation of this state or any political subdivision of this state, certificates of deposit of any national bank located in this state, written repurchase agreements with any eligible Ohio financial institution that is a member of the federal reserve system or federal home loan bank, money market funds, or bankers acceptances maturing in two hundred seventy days or less which are eligible for purchase by the federal reserve system, as a reserve.
 - 4.1.1.1 A minimum of 25% of the prior fiscal year's average investment portfolio will be invested in eligible liquid pool securities. The actual percentage may be higher than this figure dependent upon anticipated cash flow needs with some buffer for unanticipated needs as determined by Section 4.4 of this Policy.
 - 4.1.1.2 The administration of this pool is to remain with the Shawnee State University Finance Office as an agent of the Investment

Committee. Returns will be reported quarterly to the Investment Committee, in-turn to the Board of Trustees.

4.2 The diversified investment pool will be invested in publicly traded securities with the following ranges of asset allocation within that pool:

4.2.1

	Target Allocation		Range
Total Equity		30%	20% to 40%
Large Cap	20%		
Mid and Small Cap	5%		
International	5%		
Total Fixed Income		60%	55% to 75%
Cash		10%	5% to 30%
Alternative Assets		0%	0%

~~————— Range~~

~~4.2.1 Total Equity 54% 45% to 65%~~
~~Total Fixed Income 45% 35% to 55%~~
~~Cash 1% 0% to 10%~~
~~Total Alternative Assets 0% 0% to 5%~~

4.2.2 The Vice President for Finance and Administration or delegate has authority to allocate funds between these pools.

4.2.3 Asset Target Allocations will be reviewed with the Investment Committee no less than on an annual basis for critical changes that will recognize the University’s long-term financial needs and be responsive to investment market conditions.

4.3 The University may transfer a portion of the Diversified Investment Pool to the Liquid Investment Pool as follows: ~~if the following conditions exist~~

4.3.1 The University may transfer up to 2.5% times the Diversified Investment Pool’s previous twelve quarter moving average of market value from the Diversified Investment Pool to the Liquid Investment Pool.

- 4.3.2 This calculation will be applied to the twelve quarters ending on December 31 of the current fiscal year so the level of additional funding will be available during the subsequent year's budgeting process.
- 4.3.3 The amount eligible to be transferred may be moved as a lump sum or periodically during the fiscal year but the total of the transfer(s) may not exceed the original calculated amount (other than for exceptions noted in other sections of the Investment Policy).
- 4.3.4 The Vice President for Finance and Administration will recommend the amount (and the related investment accounts from which the funds will be withdrawn) of eligible funds to be transferred from the Diversified Investment Pool to the Liquid Investment Pool based on the University's anticipated cash needs and consultation with the University's Investment Consultant. The transfer will require the approval of the University President and subsequently reported to the Investment Committee and the Board of Trustees at their respective meetings following the transfer.
- 4.4 The Vice President for Finance and Administration may request a transfer from the Diversified Investment Pool to either the Liquid Investment Pool or the University's Main Operating checking account outside of the formula restrictions noted in Section 4.3 based on unanticipated cash needs of the University. Based upon the amount of the request, the recommendation will require the approval of:
- | | | |
|-------|---|---|
| 4.4.1 | <u>Requested Transfer Amount:</u>
\$1 to \$1,000,000 | <u>Requires Approval From:</u>
Vice President of Finance &
Administration |
| | \$1,000,001 to \$2,500,000 | University President |
| | \$2,500,001 to \$5,000,000 | Chair-Shawnee State University
Board of Trustees |
- 4.4.2 The transfer will also be reported to the Investment Committee and the Board of Trustees at their respective meetings following any transfer.
- 5.0 INVESTMENT SECURITIES DIVERSIFICATION AND QUALITY
- 5.1 No more than 5% of the Diversified Investment Pool portfolio can be invested in any single issue except U. S. government securities.
- 5.2 Investment in fixed income securities shall be limited to government and agency issues and other issues in the top four quality ratings of recognized credit

services.. Prohibited investments include bonds rated below investment grade and derivatives which comprise a substantial part of an investment fund.

6.0 ALTERNATIVE INVESTMENTS

Inclusion of alternative investments is at the discretion of the investment committee. Alternative investment categories may include: gold and other commodities.

7.0 MARKET BENCHMARKS

7.1 Given short-term market fluctuations, it is intended investment manager(s) will achieve the following performance objectives over a 5-year moving period, net of investment fees. It is understood that performance evaluation will occur in shorter intervals, the results of which may cause the Investment Committee to make an investment manager change.

7.2 Policy Benchmarks are: 45% Barclays Capital U.S. Aggregate Index, 36% Russell 3000 Index, 18% MSCI ACWI, and 1% Lipper Money Market Fund.

7.3 **In evaluating the Investment Manager's performance, relative to the established benchmarks, any University requested revisions of the asset allocations will be taken into consideration.**

8.0 EVALUATION OF INVESTMENT MANAGERS

8.1 Investment managers will be reviewed quarterly based upon the following criteria:

8.1.1 Ability to exceed the performance objectives stated in this policy.

8.1.2 Adherence to the philosophy and style that were articulated to the Investment Committee at, or subsequent to, the time an investment manager was retained.

8.1.3 Ability to exceed the investment performance (net of fees) of other investment managers who adhere to the same or similar style.

8.1.4 Continuity of personnel and practices at the firm.

History

Effective: 10/11/02

Revised: 4/12/19, 10/14/16, 05/02/14, 06/14/12, 11/18/11, 04/13/07, 04/22/05

Shawnee State University

POLICY TITLE:	INVESTMENT POLICY
POLICY NO. :	1.05REV
ADMIN CODE:	3362-1-05
PAGE NO.:	1 OF 5
EFFECTIVE DATE:	04/12/2019
NEXT REVIEW DATE:	4/2020
RESPONSIBLE OFFICER(S):	INVESTMENT COMMITTEE
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

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- 2.3 Member: The Shawnee State University Vice President for Finance and Administration or delegate.
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- 2.6 The Investment Committee shall review and recommend revision to this

investment policy and shall advise the Shawnee State University Board of Trustees through its Finance and Administration Committee on its investments.

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 - 4.1.1 The liquid pool investments can only be made in securities of the United States Government or of its agencies or instrumentalities, the treasurer of state's pooled investment program, obligation of this state or any political subdivision of this state, certificates of deposit of any national bank located in this state, written repurchase agreements with any eligible Ohio financial institution that is a member of the federal reserve system or federal home loan bank, money market funds, or bankers acceptances maturing in two hundred seventy days or less which are eligible for purchase by the federal reserve system, as a reserve.
 - 4.1.1.1 A minimum of 25% of the prior fiscal year's average investment portfolio will be invested in eligible liquid pool securities. The actual percentage may be higher than this figure dependent upon anticipated cash flow needs with some buffer for unanticipated needs as determined by Section 4.4 of this Policy.
 - 4.1.1.2 The administration of this pool is to remain with the Shawnee State University Finance Office as an agent of the Investment

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Alternative Assets	0%	0%

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4.4.1	<u>Requested Transfer Amount:</u>	<u>Requires Approval From:</u>
	\$1 to \$1,000,000	Vice President of Finance & Administration
	\$1,000,001 to \$2,500,000	University President
	\$2,500,001 to \$5,000,000	Chair-Shawnee State University Board of Trustees

4.4.2 The transfer will also be reported to the Investment Committee and the Board of Trustees at their respective meetings following any transfer.

5.0 INVESTMENT SECURITIES DIVERSIFICATION AND QUALITY

5.1 No more than 5% of the Diversified Investment Pool portfolio can be invested in any single issue except U. S. government securities.

5.2 Investment in fixed income securities shall be limited to government and agency issues and other issues in the top four quality ratings of recognized credit services.. Prohibited investments include bonds rated below investment grade and derivatives which comprise a substantial part of an investment fund.

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- 7.2 Policy Benchmarks are: 45% Barclays Capital U.S. Aggregate Index, 36% Russell 3000 Index, 18% MSCI ACWI, and 1% Lipper Money Market Fund.
- 7.3 In evaluating the Investment Manager's performance, relative to the established benchmarks, any University requested revisions of the asset allocations will be taken into consideration.

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- 8.1 Investment managers will be reviewed quarterly based upon the following criteria:
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- 8.1.2 Adherence to the philosophy and style that were articulated to the Investment Committee at, or subsequent to, the time an investment manager was retained.
- 8.1.3 Ability to exceed the investment performance (net of fees) of other investment managers who adhere to the same or similar style.
- 8.1.4 Continuity of personnel and practices at the firm.

History

Effective: 10/11/02

Revised: 04/12/19, 10/14/16, 05/02/14, 06/14/12, 11/18/11, 04/13/07, 04/22/05



**2019-20 Academic Year
Fines and Cost Recovery Charges***
effective fall semester 2019

Cost Recovery Charges	AY 2018-19	AY 2019-20
Equipment		
Bike rental for international students (new)	\$30.00	\$30.00
Bike rental for international students (used)	\$25.00 refundable deposit	\$25.00 refundable deposit
Calculator rental	\$100.00 (includes \$60.00 deposit)	\$100.00 (includes \$60.00 deposit)
Lost/damaged item	cost of item	cost of item
Ipad damaged, lost, or stolen	\$1,000.00	
Ipad missing pieces	\$200.00	
Laptop replacement charge	\$1,200.00	
International Programs:		
Airport transportation - Cincinnati, Columbus	\$150.00	\$150.00
Airport transportation - Huntington	\$100.00	\$100.00
Library:		
Copies - black & white	\$0.10	\$0.10
Copies - color	\$0.25	\$0.25
Transparencies	\$0.35	
OhioLINK item replacement charge	\$125.00	\$125.00
OhioLINK overdue or billed item	.50/day, max \$50.00 per item	.50/day, max \$50.00 per item
Student Business Center:		
Transcript Service Fee	\$3.00	\$3.00
Postage charge for rush transcript	current USPS rate for priority mail express	current USPS rate for priority mail express
Disciplinary Charges & Fines	AY 2018-19	AY 2019-20
Defacing University property	\$50.00 - \$400.00 plus costs	\$50.00 - \$400.00 plus costs
Discharging fire extinguisher	\$750.00 plus costs	\$750.00 plus costs
E-Chug	\$100.00	\$100.00
E-Toke	\$100.00	\$100.00
Misuse of campus technology	\$100.00	\$100.00
Moving or tampering with fire or safety equipment	\$750.00	\$750.00
Skateboarding or in-line skating	up to \$20.00 plus restitution	up to \$20.00 plus restitution
Housing Charges & Fines:		
Damages	variable, depending on type of damage	variable, depending on type of damage
Failure to dispose of trash	\$25.00 - \$100.00	\$25.00 - \$100.00
Housing during University breaks	Pro-Rated Daily Rate	Pro-Rated Daily Rate
Improper checkout	\$25.00	\$25.00
Key replacement - hard key	\$90.00	\$90.00
Key replacement - swipe card	\$12.00	\$12.00
Lock core replacement	\$90.00	\$90.00
Lockout charge	\$12.00	\$12.00
Pets in living units	\$35.00/day plus costs	\$35.00/day plus costs
Smoking in residence hall - first violation	\$250.00	\$250.00
Smoking in residence hall - second and subsequent violations	\$500.00	\$500.00
Violation of noise policy - second violation	\$25.00	\$25.00
Violation of visitation policy - second violation	\$25.00	\$25.00
Violation of visitation policy - third violation	\$50.00	\$50.00
Violation of guest policy - second violation	\$25.00	\$25.00
Violation of guest policy - third violation	\$50.00	\$50.00
Parking Fines:		
Bicycles in buildings	\$25.00	\$25.00
Driving or parking on grass	\$25.00 plus restitution of damages	\$25.00 plus restitution of damages
Immobilization	\$50.00 plus outstanding parking fines	\$50.00 plus outstanding parking fines
Improper use of permit	\$40.00	\$40.00
Parking along curb	\$25.00 plus towing & storage charge	\$25.00 plus towing & storage charge
Parking hang tag not displayed	\$25.00	\$25.00
Parking in fire lane	\$25.00	\$25.00
Parking in handicapped zone	\$250.00	\$250.00
Parking in prohibited lot	\$20.00	\$25.00
Parking outside permitted areas	\$25.00 plus surface repair cost	\$25.00 plus surface repair cost
Parking reinstatement charge	\$25.00	\$25.00
Parking with disregard for painted lines	\$25.00	\$25.00
Parking within 10 feet of fire hydrant	\$25.00	\$25.00
Parking within 20 feet of crosswalk	\$25.00	\$25.00
Parking within 30 feet of stop sign	\$25.00	\$25.00
Parking/stopping in other prohibited zone (posted)	\$25.00 plus towing & storage charge	\$25.00 plus towing & storage charge
Vehicle not registered	\$25.00	\$25.00
Payment Return Charges:		
Automated Clearinghouse (ACH) Return Charge	\$25.00	\$25.00
Bad Check Charge	\$50.00	\$50.00
Replacement Charges	AY 2018-19	AY 2019-20
Bear Card	\$10.00	\$10.00
Parking Lot Swipe Card	\$10.00	\$10.00
Parking Tag	\$25.00	\$25.00
Office Key	\$10.00	\$10.00
Student Refund Card	\$10.00	\$10.00

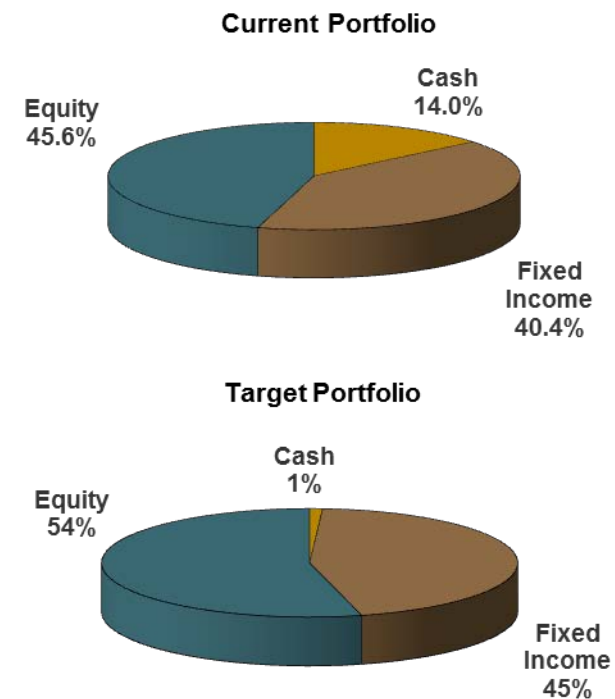
*Fines and charges listed on this schedule may include an administrative surcharge.

Shawnee State University

Asset Allocation – As of March 28, 2019



Asset Class	Market Value	% of Assets	Target %
Cash Equivalents			
TIAA Cash Deposit Account	\$1,518,247	14.0%	
Total Cash Equivalents	\$1,518,247	14.0%	1.0%
Fixed Income			
Fixed Income Separately Managed Accounts	3,151,143	29.1%	30.0%
DFA Inflation Protected SEC Fund	\$1,217,082	11.2%	15.0%
Total Fixed Income	\$4,368,225	40.4%	45.0%
Domestic Equity			
TIAA-CREF Large Cap Value Index Fund	\$899,515	8.3%	10.0%
TIAA-CREF Large Cap Growth Index Fund	\$909,879	8.4%	9.0%
AMG MG Fairpointe Mid Cap Fund	\$441,957	4.1%	5.0%
Nationwide Geneva Mid-Cap Growth Fund	\$451,473	4.2%	5.0%
Nuveen NWQ Small Cap Value Fund	\$92,157	0.9%	1.0%
Wasatch Small Cap Growth Fund	\$94,531	0.9%	1.0%
TIAA-CREF Small Cap Blend Index Fund	\$93,359	0.9%	1.0%
Cohen & Steers Real Estate Fund	\$144,488	1.3%	2.0%
Vanguard REIT Index Fund	\$143,889	1.3%	2.0%
Total Domestic Equity	\$3,271,250	30.2%	36.0%
International Equity			
IShares Core MSCI EAFE ETF Fund	\$910,209	8.4%	10.0%
DFA Emerging Markets Portfolio Fund	\$212,044	2.0%	2.0%
DFA Emerging Markets Small Cap Fund	\$212,984	2.0%	2.0%
MFS International New Discovery Fund	\$166,020	1.5%	2.0%
DFA International Small Cap Value Fund	\$165,910	1.5%	2.0%
Total International Equity	\$1,667,167	15.4%	18.0%
Total Equity	\$4,938,417	45.6%	54.0%
Total Portfolio Market Value	\$10,824,889	100.0%	100.0%



Personnel Action	Employment Status		Name	Effective	Comments
	From	To			
New Hire					
		Advisor, CAS- Academic Advising & Student Support	Virginia Young	01/02/19	Ph.D. in American History and has eleven years of teaching experience at multiple universities.
		Advisor - Student Career Services	Lindsey Redoutey	01/15/19	Masters of Education - School & Mental Health Counseling & eight years of experience in the counseling (advising) field.
		Academic Advisor & Testing Coordinator	Rebecca Childers	02/27/19	M.F.A. - Creative Writing-Creative Nonfiction and four years of advising/teaching experience with the University College at Marshall University.
		Program Director, Kricker Innovation	David Kilroy	03/01/19	B.S. in City & Regional Planning & worked as a VISTA employee at SSU for almost two years.
Change of Status-Organizational Realignment					
	Coordinator, Health Science Admissions	Graduate Center Administrator	Bobbi Massie	01/02/19	Position change due to reorganization
	Executive Assistant, Office of the President	Executive Assistant, VP of Advancement & Institutional Relations	Sandra Duduit	10/01/18	Position change due to reorganization
	Coordinator, Student Life & Multicultural Affairs	Senior Admissions Associate	Justin McMillian	10/18/18	Position change due to reorganization - Promotion
	Head Coach, Mens & Womens Cross Country/Track & Field	Senior Admissions Associate	Eric Putnam	10/18/18	Position change due to reorganization - Promotion
	Coordinator, Internal Communications	Assistant Director, Annual Giving and Advancement Communications	Amber Montavon	11/01/18	Position change due to reorganization - Promotion
	Manager, Payroll	Assistant Director, Financial Systems & Payroll	Corey Culbertson	11/19/18	Position change due to reorganization - reclassification with upgrade
	Fellow, (FA) Accountant	Accountant	Misty Moore	11/19/18	Completion of Fellow Status - Promotion
	Human Resources Administrator	Assistant Director, Human Resources	Kara Arms	01/01/19	Position change due to reorganization - Promotion
	Director, Housing & Residence Life	Title IX & EEO Officer	Monique Harmon	01/01/19	Transfer and position reclassification
	Human Resources Coordinator	Human Resources Systems Coordinator	Megan Ketter	01/01/19	Position change due to reorganization - reclassification with upgrade
	Human Resources Fellow	Human Resources Assistant	Shana Lawhorn	01/01/19	Completion of Fellow Status - Promotion
	Director, Admissions	Assistant Director, Admissions	Amanda Means	01/01/19	Position change due to reorganization - reclassification

	Assistant Director, Development	Interim Director, Development & Community Engagement	Chris Moore	01/14/19	Position change due to reorganization - Promotion
	Associate Director, Annual Giving & Donor Relations	Director, Development Foundation	Aimee Welch	01/14/19	Position change due to reorganization - Promotion
	Director, Workforce Development & Entrepreneurship	Director, Career Services & Workforce Development	Angela Dudit	02/18/19	Position change due to reorganization - Promotion
Faculty Promotion					
	Associate Professor, Mathematical Science	Professor, Mathematical Science	Robert Mendris	08/27/18	Promotion
Departures					
		Assistant Professor - Fine, Digital & Performing Arts	Mark Romesser	12/18/19	Resignation
		Sports Information Coordinator	Jonathan Loughridge	01/12/19	Resignation
		Director, Career Services	Julia Hawkins	01/16/19	Resignation
		Executive Director of Development	Jay Meyers	02/15/19	Resignation

Status
Construction/Renovation Projects
as of March 31, 2019

PROJECT	STATUS	PROJECT BUDGET	FUNDING SOURCE(S)
Library/CFA HVAC Renovation	<ul style="list-style-type: none"> ● Engineering firm selected; contract under development. ● Includes replacement of all pneumatic and obsolete DDC controls for multiple air handlers in both buildings; an assessment of all existing equipment is required to set priorities on replacement. 	\$1.1M	State Capital
Kricker Innovation Hub	<ul style="list-style-type: none"> ● EDA grant secured. Draft RFQ completed November 2018; planning underway 	\$3.4M (est.)	EDA/Capital/Private
RHODES – PHASE 1B	<ul style="list-style-type: none"> ● Bids received; contracts under development. ● Total renovation of PE shower and locker rooms; new office and training rooms; addition of new 3,200 square foot recreation center. 	\$3.3M (est.)	2016 Bond proceeds
ATC – Phase IV	<ul style="list-style-type: none"> ● Project advertised (complete 1st floor renovations to classrooms/labs; all new restrooms; relocation of motion capture lab, upgrade mechanical systems) ● Tentative construction Summer 2019 	\$2.3M (est.)	State Capital