

**BOARD OF TRUSTEES  
FINANCE AND ADMINISTRATION COMMITTEE**

**February 8, 2019  
9:00 a.m., University Center, Room 214**

**Agenda**

**1.0 Action Items**

**1.1 Resolution F01-19  
Amended Shawnee Advantage Principles (undergraduate tuition guarantee program)**

Dr. Boyles, Vice President for Finance and Administration, will present Resolution F01-19, Amendment to Shawnee Advantage Principles.

**1.2 Resolution F02-19  
Authorizing Board Chair to Execute an Addendum to the Interim President Employment Agreement**

Mr. McPhillips, General Counsel, will present Resolution F02-19, Authorizing Board Chair to Execute an Addendum to the Interim President Employment Agreement.

**1.3 Resolution F03-19  
Shawnee State University Development Foundation (SSUDF) New Member Appointment**

Mr. Eric Braun, Vice President for Advancement and Institutional Relations, will present Resolution F03-19, SSUDF New Member Appointment.

**1.4 Resolution F04-19  
Approval to Revise Policy 4.52REV., Leaves of Absence, Paid and Unpaid**

Ms. Malonda Johnson, Director of Human Resources, will present Resolution F04-19, Approval of Policy 4.52REV, Leaves of Absence, Paid and Unpaid.

**1.5 Resolution F05-19  
Approval of Policy 4.73REV., On-Campus Education Benefits for Adjunct Faculty**

Ms. Malonda Johnson, Director of Human Resources, will present Resolution F05-19, Approval of Policy 4.73REV., On-Campus Education Benefits for Adjunct Faculty.

## **2.0 Information and Reports**

- 2.1** Controller Ballengee will review the status of the cash reserves investment portfolio as of December 31, 2018 and projected cash needs for the remainder of fiscal year 2019.
- 2.2** Vice President Boyles will provide updates on 2<sup>nd</sup> qtr. operating budget performance, personnel activity for the quarter, and the current status of construction projects.

## **3.0 Presentation**

Ms. Nikki Neal, Director of Student Business Center, will brief the Committee on the results of recent federal and state audits of the financial aid department.

**RESOLUTION F01-19**  
**AMENDED SHAWNEE ADVANTAGE PRINCIPLES**  
**(UNDERGRADUATE TUITION GUARANTEE PROGRAM)**

WHEREAS, Resolution F18-17 adopted by the Board of Trustees on December 15, 2017 (copy attached) authorized the completion of the approval process of the University's undergraduate tuition guarantee program (Shawnee Advantage), by the Chancellor of the Ohio Department of Higher Education; and

WHEREAS, approval was granted, the Program was implemented beginning fall 2018, and has been positively received by parents and students; and

WHEREAS, upon gaining experience with the newly-adopted Program, the University has determined that selected provisions require revision applicable to future cohorts and to align with other Ohio public universities' tuition guarantee programs; and

WHEREAS, the provisions of the 2018 Shawnee Advantage will continue for those students who remain eligible;

THEREFORE, BE IT RESOLVED that the Board of Trustees authorizes the President to comply with the ODHE approval process for the adoption of the proposed Amended Shawnee Advantage Principles (copy attached) beginning with the fall 2019 cohort;

BE IT FURTHER RESOLVED that the Vice President for Finance and Administration is authorized to make future modifications that are administrative in nature to the Amended Shawnee Advantage Principles for the effective and efficient management of the Program, subject to compliance with the requirements of Ohio Revised Code §3345.48.

(February 8, 2019)

**RESOLUTION F18-17**

**ADOPTION OF *SHAWNEE STATE ADVANTAGE PRINCIPLES*  
TUITION AND FEES  
2018-2019 Academic Year**

WHEREAS, by Resolution E04-17, the Shawnee State University's Board of Trustees approved Principles that were drafted to govern the University's proposed undergraduate tuition guarantee program, as allowed by Ohio Revised Code §3345.48; and

WHEREAS, as part of the required approval process, these Principles underwent a review by the Ohio Department of Higher Education (ODHE), that resulted in recommended edits for greater clarity; and

WHEREAS, in addition, appropriate ODHE officials reviewed the proposed guaranteed undergraduate tuition and fees, residential housing and meal plans rates, and other student fees, finding the proposed rates to be generally acceptable; and

WHEREAS, to finalize the ODHE approval process for the implementation of the guaranteed tuition program, the amended Principles and Board-approved undergraduate guaranteed tuition rates and fees must be re-submitted to ODHE and posted on the ODHE website for a public comment period of ten days; and

WHEREAS, upon satisfactory completion of the ODHE approval process, the President recommends adoption of the University's undergraduate tuition guarantee program referred to as *Shawnee State Advantage*;

THEREFORE, BE IT RESOLVED that Board of Trustees approves the adoption of *Shawnee State Advantage Principles* and the proposed guaranteed undergraduate tuition and fees, residential housing and meal plan rates, and other student fees, beginning fall 2018, subject to satisfactory completion of the ODHE approval process;

BE IT FURTHER RESOLVED that the Vice President for Finance and Administration is authorized to make future modifications, that are administrative in nature, to the *Shawnee State Advantage Principles* for the effective and efficient management of the undergraduate tuition guarantee program, subject to compliance with the requirements of Ohio Revised Code §3345.48.

(December 15, 2017)



**AMENDED  
PRINCIPLES OF  
THE SHAWNEE ADVANTAGE  
Undergraduate Tuition  
Guarantee Program**

**A. TUITION GUARANTEE**

- 1) The Shawnee Advantage is a cohort-based, guaranteed undergraduate tuition program adopted in accordance with Ohio Revised Code §3345.48. The Shawnee Advantage ensures that tuition, fees, housing, and meal plan charges will not increase over the ensuing four academic year period for first-time students. The Shawnee Advantage applies to all degree-seeking undergraduate students enrolling for the first time at Shawnee State University.
- 2) Tuition and fees will be set annually for provisionally admitted students, continuing students, graduate students, non-degree seeking students, College Credit Plus students, students enrolled in fully online programs, and any other groups of students not expressly included in this program. Participation in the program is required for all degree-seeking undergraduate students enrolling at Shawnee State University for the first time in fall semester of 2018 or later.
- 3) The four academic years of the Shawnee Advantage includes twelve (12) consecutive semesters, four (4) fall, four (4) spring and four (4) summer terms. The four academic year term is guaranteed regardless of the student's enrollment status (full-time, part-time, or not enrolled) during that time.
- 4) Tuition is set by the Shawnee State University Board of Trustees each academic year and guaranteed for twelve (12) consecutive semesters for each entering cohort.

**B. STUDENTS AND COHORTS**

- 1) Cohort
  - a) Beginning with the 2018-2019 academic year, every new first-time or transfer undergraduate (bachelor's and associate's) degree-seeking student will be part of the Shawnee Advantage.
  - b) Students covered by the Shawnee Advantage will be assigned to a cohort based on the semester in which the students first enroll as degree-seeking students, as follows:
    - i. Any degree-seeking, undergraduate student who is registered for classes for the first time as of the fifteenth day of the fall semester will be assigned to that cohort year for purposes of determining tuition, fees, housing, and meal plan charges for the four academic years (twelve semesters) covered by the Shawnee Advantage.
    - ii. Students who are first admitted to Shawnee State University in Spring or Summer semesters will be charged the current year's (previous fall term's)

cohort rate.

- iii. Students may complete as many undergraduate degrees, majors, minors, and/or certificates as they choose within their cohort period.

## 2) First-Time Students

A first-time student is any undergraduate, degree-seeking student enrolled at Shawnee State University for the first time on or after Fall 2018. First-time students do not include non-degree seeking students or conditionally admitted students such as students enrolled in the Bridge to Success Program, College Credit Plus students, and incoming exchange students.

## 3) Transfer Students

A transfer student is a student who transfers to Shawnee State University from an accredited institution of higher education, including any of Ohio's public community or technical colleges. Students enrolled in College Credit Plus, Advanced Placement courses, International Baccalaureate, or similar programs are not considered transfer students. Transfer students will be assigned to a cohort based on their initial date of enrollment as a degree-seeking undergraduate student at Shawnee State University.

## 4) Continuing Students

Students enrolled as degree-seeking students at Shawnee State University prior to Fall semester 2018 are considered continuing students for purposes of assessing tuition and other fees and are not covered by the Shawnee Advantage. Tuition and other fees are set annually by the Board of Trustees for these students.

## 5) Re-Enrolling Students

Re-enrolling students are degree-seeking students who have a lapse of enrollment for one academic term, not including summer semester. Re-enrolling students who were admitted prior to Fall 2018 are not covered by the Shawnee Advantage and will pay tuition and other fees associated with continuing students.

When a student originally assigned to a Shawnee Advantage cohort seeks to re-enroll after any period of non-attendance and not more than four (4) academic years have elapsed since the student's initial degree-seeking enrollment, that student will be assigned to the student's original cohort for the balance of the cohort period. If four (4) or more academic years have elapsed, then the re-enrolling student is assigned to the oldest unexpired cohort at Shawnee State University.

## 6) Non-Degree Students

Students admitted or enrolled as non-degree-seeking students (students who are not pursuing an undergraduate degree or have not been admitted as a degree-seeking student at Shawnee State University) are not covered by the Shawnee Advantage and will not be assigned to a cohort unless the student is subsequently admitted and enrolls as a degree-seeking student. Tuition for non-degree seeking students (including conditionally admitted students, such as exchange students or students enrolled in Bridge to Success or College Credit Plus programs) will continue to be set annually by the Board of Trustees. Once a student is admitted as a first-time, degree-seeking student, the student will be

assigned to the cohort based on the semester in which the student first enrolled as a degree-seeking student.

### **C. UNDERGRADUATE DEGREES**

The Shawnee Advantage covers undergraduate degree-seeking students. Shawnee State University offers both associate's and bachelor's degrees at the undergraduate level.

#### 1) Associate's Degree

An associate's degree requires the completion of a minimum of 60 semester credit hours. Students pursuing an associate's degree will be provided the Shawnee Advantage cohort rate for the full 4 years. Students who complete associate's degrees may continue with their education and pursue bachelor's degrees as a part of their Shawnee Advantage.

#### 2) Bachelor's Degree

A bachelor's degree requires the completion of a minimum of 120 semester credit hours. Students completing bachelor's degree programs requiring more than 120 hours can request an extension of the guaranteed cohort period following the procedures outlined in Section H below. A list of bachelor degree programs and degrees requiring more than 120 hours are provided on the University's website.

### **D. CHARGES INCLUDED IN THE SHAWNEE ADVANTAGE**

- 1) Tuition is the sum of the in-state undergraduate instructional fee and general fee. Under the Shawnee Advantage, tuition is set each academic year for twelve (12) consecutive semesters for each entering fall cohort. Full-time undergraduate students (students enrolled in 12 to 18 credit hours) pay no additional tuition regardless of the number of hours enrolled. Part-time students (students enrolled in fewer than 12 credit hours) pay tuition on a prorated, per-credit hour basis. Students who are enrolled in greater than 18 credit hours pay additional tuition on a prorated, per-credit hour basis.

#### a) Instructional Fee

These are the guaranteed in-state instructional costs that first-time degree-seeking students will pay. Each incoming cohort is charged its guaranteed resident rate for twelve consecutive semesters.

#### b) General Fee

These are campus fees charged to all students for non-instructional services and programs on campus, such as health education and services, recreation, athletics, course-related technology, career services, , student-life, facilities, and student activities.

#### 2) Study Abroad and Domestic Travel Fees

The instructional and general fees for travel courses will be included in the Shawnee Advantage. Additional fees (e.g., flights, activity fees, hotel accommodations, etc.) are not part of the Shawnee Advantage.

3) Housing and Meal Plans

Housing and Meal Plan charges are the guaranteed rates for Shawnee State's housing and meal plan options. Students pay a fee based on the housing and meal plan selected. The selected schedule of fees and options are guaranteed for each cohort for twelve consecutive semesters.

a) Housing Rates

The Shawnee Advantage includes a guaranteed price schedule for housing that represents the housing options available to undergraduate students. The rate charged to the student is based upon the student's selected or assigned residence building (e.g., Campus View, Cedar House, University Townhouse, etc.) and room type, (e.g., private room or double room). If a student changes housing during the cohort period, the rate charged to the student will be adjusted based on the guaranteed price schedule that is in effect throughout the student's cohort period. Under the Shawnee Advantage, housing rates include basic residential housing connectivity and programming.

b) Meal Plan Rates

The Shawnee Advantage establishes a schedule of meal plan rates that are guaranteed to each cohort throughout the four-year period of the guarantee. The actual cost to each student will be based on the meal plan in which they are enrolled each semester. While meal plan prices will remain guaranteed during the cohort period, individual meal items and merchandise in retail locations are subject to price changes. Students are responsible for the cost of adding optional flex dollars to their meal plan.

**E. CHARGES NOT INCLUDED IN THE SHAWNEE GUARANTEE**

- 1) Beginning with the fall 2019 Shawnee Advantage cohort, undergraduate course and special program fees are not included in the guarantee. These additional per-credit or per-semester charges are applied only to those students enrolled in the applicable course or program. These funds support specialized academic services that are essential to the delivery of a specific course or program. The list of course fees and program fees are reviewed annually and may be modified as a result of this review. Course fees and Program fees are available on the University's website. The guaranteed course fees and program fees set for the fall 2018 cohort will continue to apply to that cohort.
- 2) Beginning with the fall 2019 Shawnee Advantage cohort, the undergraduate non-resident surcharge is not included in the guarantee. This charge is assessed annually and may be modified depending on market demands. The guaranteed non-resident surcharge rate set for the fall 2018 cohort will continue to apply to that cohort.
- 3) Service charges and fines incurred by students such as printing fees and library and parking fines will vary from year to year and are not included in the Shawnee Advantage.
- 4) Workshops, student health insurance, textbooks, copier charges, computer software and hardware, access to optional residential housing internet services, and personal school supplies are not included in the Shawnee Advantage.
- 5) All other fees, fines, and costs related to attending Shawnee State University not specifically identified as part of the Shawnee Advantage are excluded from the guaranteed



cohort price and are subject to price changes. While such costs are excluded, Shawnee State University will seek to limit increases to the extent feasible.

- 6) Online tuition rates set for programs that are delivered exclusively online are not included in the Shawnee Advantage.

#### **F. COHORT PRICING BEYOND THE INITIAL YEAR**

- 1) Once the initial cohort tuition price is established, subsequent cohort tuition increases will be based on:
  - a) The average rate of inflation, as measured by the consumer price index prepared by the Bureau of Labor Statistics of the United States Department of Labor (all urban consumers, all items), for the previous sixty-month period; and
  - b) The percentage amount the Ohio General Assembly restrains increases on in-state undergraduate Instructional and General Fees for the applicable fiscal year. If the General Assembly does not enact a limit on the increase of in-state undergraduate instructional and general fees, then no limit shall apply under this section for the cohort that first enrolls in any academic year for which the General Assembly does not prescribe a limit.
  - c) This rate of increase will be benchmarked against other State of Ohio four-year institutions' four-year rolling cost averages to account for the impact of the cohort pricing model on tuition changes. If Shawnee State University's cohort tuition pricing for Ohio residents falls significantly below these institutions Shawnee State University may elect to submit for approval by the Chancellor of the Department of Higher Education an increase in the forthcoming cohort pricing in excess of the state limitation for Ohio residents.
- 2) Other increases in successive cohort pricing, including the non-resident tuition surcharge, program fees, course fees, housing and meal plan charges are not subject to the pricing formula set forth above and will be determined by the Shawnee State University Board of Trustees, in accordance with Ohio law.

#### **G. EXCEPTIONS TO STANDARD LENGTH OF COHORT**

The Shawnee Advantage is for four (4) academic years commencing with the Fall Semester. Some students may require additional semesters beyond the four (4) academic years to complete their baccalaureate degree and will continue to attend Shawnee State University beyond their cohort period. When certain exceptions are met, as described below, students may extend their guaranteed price beyond their guaranteed cohort period. A student must apply for an exception no later than one semester prior to the expiration of their cohort period. Students with approved exceptions will be granted additional courses at their guaranteed cohort price. The specific courses or length of the exception will be determined as part of any approval.

Students who remain at Shawnee State University beyond their approved cohort period and have not been granted an exception will automatically be placed into the cohort that went into effect the year after their assigned cohort (cohort +1). The student will remain in that cohort for up to one year and if still enrolled after that cohort expires, will be placed into the next cohort (cohort +2) for the next year and so on until the student is no longer enrolled.

## **H. APPLYING FOR AN EXCEPTION**

There will be some students who will take longer than their guaranteed cohort period to graduate due to circumstances beyond their control. No later than one semester prior to the expiration of their guaranteed cohort term, a student may request, an extension of his or her guaranteed cohort price. Each case will be evaluated on its own merits to determine whether an extension should be granted and if so, the nature and duration of any extension.

- 1) A Shawnee Advantage Appeals Committee will evaluate requests for exceptions. The appeal must fall within extenuating circumstances established by the Appeals Committee as described below.
  - a) If the Appeals Committee finds that the student cannot complete the degree program within the four (4) academic years of the student's cohort due solely to a lack of available classes or space in classes provided by the University, the University will provide the student with an opportunity to take the necessary course or courses without requiring the payment of tuition.
  - b) Other circumstances that will be considered for an extension of the guaranteed cohort price beyond the four academic years, depending on the validity and impact of the circumstances, include:
    - i. Enrollment in a degree program requiring more than 120 hours to graduate
    - ii. Illness or injury
    - iii. Disability that necessitates a reduced course load as a reasonable accommodation
    - iv. Medical leave of absence
    - v. Victim of interpersonal violence or crime while enrolled
    - vi. Participation in a co-op or internship for one or more semesters
    - vii. Study abroad for one or more semesters (excluding summer semester)
  - c) If the Appeals Committee determines that the student has provided sufficient documentation of extenuating circumstances that were outside the control of the student and prevented the student from completing the student's program of study during the assigned cohort period, the Appeals Committee will determine the appropriate period of time or number of courses to extend the guaranteed cohort price.
  - d) Any student who graduates with a bachelor's degree from Shawnee State University within four (4) years and earns a final GPA of 3.5 or above may apply for an additional fifth (5<sup>th</sup>) year of guaranteed cohort rate for the purposes of completing one or more additional undergraduate degrees. The Appeals Committee will base its determination on the feasibility of the student completing an additional undergraduate degree within the one (1) year extension.
  - e) Any students called to active duty in the United States Armed Services will be given an automatic extension of their guaranteed cohort price based upon the number of academic terms impacted by the student's active duty absence.

## **I. STUDENTS WHO WITHDRAW AND RETURN**

If a student takes a leave, withdraws, or is judicially suspended from Shawnee State University for

one or more academic semesters, the four (4) academic year period covered by the guaranteed cohort price will not be extended. As a result, the student will lose the term(s) of eligibility while absent within the four (4) academic year cohort period. When the student re-enrolls, if four (4) academic years have not lapsed since the student's initial degree-seeking enrollment, then the student will be charged the guaranteed rate based on his or her original cohort for the balance of the cohort period. If four (4) or more academic years have passed, then the re-enrolling student is assigned to the oldest unexpired cohort at Shawnee State University (as described in section F, above).

#### **J. GRADUATE COURSES**

Graduate-level coursework is not covered by the Shawnee Advantage. Graduate-level courses are assessed at the current graduate tuition rate.

#### **K. DISSEMINATION**

The terms of the Shawnee Advantage, along with guaranteed cohort prices, will be widely disseminated including through the Shawnee State University Website, the Student Business Center, Student Success Center, and the Clark Memorial Library.

#### **L. DISCONTINUATION**

Should Shawnee State University discontinue the Shawnee Advantage guaranteed tuition program, all students currently in a guaranteed tuition cohort will continue at that guaranteed tuition rate until the exhaustion of their guaranteed four years. Students who remain at Shawnee State University beyond their approved cohort period and who have not been granted an exception will automatically be subject to the new tuition model adopted by Shawnee State University.

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**AMENDED**  
**PRINCIPLES OF**  
***THE SHAWNEE ADVANTAGE***  
**Undergraduate Tuition**  
**Guarantee Program**

**A. TUITION GUARANTEE**

- 1) The Shawnee Advantage is a cohort-based, guaranteed undergraduate tuition program adopted in accordance with Ohio Revised Code §3345.48. The Shawnee Advantage ensures that tuition, fees, housing, and meal plan charges will not increase over the ensuing four academic year period for first-time students. The Shawnee Advantage applies to all degree-seeking undergraduate students enrolling for the first time at Shawnee State University.
- 2) Tuition and fees will be set annually for provisionally admitted students, continuing students, graduate students, non-degree seeking students, College Credit Plus students, students enrolled in fully online programs, and any other groups of students not expressly included in this program. Participation in the program is required for all degree-seeking undergraduate students enrolling at Shawnee State University for the first time in fall semester of 2018 or later.
- 3) The four academic years of the Shawnee Advantage includes twelve (12) consecutive semesters, four (4) fall, four (4) spring and four (4) summer terms. The four academic year term is guaranteed regardless of the student's enrollment status (full-time, part-time, or not enrolled) during that time.
- 4) Tuition is set by the Shawnee State University Board of Trustees each academic year and guaranteed for twelve (12) consecutive semesters for each entering cohort.

**B. STUDENTS AND COHORTS**

- 1) Cohort
  - a) Beginning with the 2018-2019 academic year, every new first-time or transfer undergraduate (bachelor's and associate's) degree-seeking student will be part of the Shawnee Advantage.
  - b) Students covered by the Shawnee Advantage will be assigned to a cohort based on the semester in which the students first enroll as degree-seeking students, as follows:
    - i. Any degree-seeking, undergraduate student who is registered for classes for the first time as of the fifteenth day of the fall semester will be assigned to that cohort year for purposes of determining tuition, fees, housing, and meal plan charges for the four academic years (twelve semesters) covered by the Shawnee Advantage.
    - ii. Students who are first admitted to Shawnee State University in Spring or Summer semesters will be charged the current year's (previous fall term's)

~~cohort rate.~~

~~established (nonguaranteed) continuing student rate for that semester, yet in the subsequent Fall, they will be treated as part of the entering Fall cohort and assigned the same (guaranteed) cohort rate as other students who start in Fall semester. By being assigned to the following Fall Semester cohort, these students will receive the benefit of guaranteed tuition for four full years beginning with that first fall term.~~

- iii. Students may complete as many undergraduate degrees, majors, minors, and/or certificates as they choose within their cohort period.

## 2) First-Time Students

A first-time student is any undergraduate, degree-seeking student enrolled at Shawnee State University for the first time on or after Fall 2018. First-time students do not include non-degree seeking students or conditionally admitted students such as students enrolled in the Bridge to Success Program, College Credit Plus students, and incoming exchange students.

## 3) Transfer Students

A transfer student is a student who transfers to Shawnee State University from an accredited institution of higher education, including any of Ohio's public community or technical colleges. Students enrolled in College Credit Plus, Advanced Placement courses, International Baccalaureate, or similar programs are not considered transfer students. Transfer students will be assigned to a cohort based on their initial date of enrollment as a degree-seeking undergraduate student at Shawnee State University.

## 4) Continuing Students

Students enrolled as degree-seeking students at Shawnee State University prior to Fall semester 2018 are considered continuing students for purposes of assessing tuition and other fees and are not covered by the Shawnee Advantage. Tuition and other fees are set annually by the Board of Trustees for these students.

## 5) Re-Enrolling Students

Re-enrolling students are degree-seeking students who have a lapse of enrollment for one academic term, not including summer semester. Re-enrolling students who were admitted prior to Fall 2018 are not covered by the Shawnee Advantage and will pay tuition and other fees associated with continuing students.

When a student originally assigned to a Shawnee Advantage cohort seeks to re-enroll after any period of non-attendance and not more than four (4) academic years have elapsed since the student's initial degree-seeking enrollment, that student will be assigned to the student's original cohort for the balance of the cohort period. If four (4) or more academic years have elapsed, then the re-enrolling student is assigned to the oldest unexpired cohort at Shawnee State University.

## 6) Non-Degree Students

Students admitted or enrolled as non-degree-seeking students (students who are not pursuing an undergraduate degree or have not been admitted as a degree-seeking student at

Shawnee State University) are not covered by the Shawnee Advantage and will not be assigned to a cohort unless the student is subsequently admitted and enrolls as a degree-seeking student. Tuition for non-degree seeking students (including conditionally admitted students, such as exchange students or students enrolled in Bridge to Success or College Credit Plus programs) will continue to be set annually by the Board of Trustees. Once a student is admitted as a first-time, degree-seeking student, the student will be assigned to the cohort based on the semester in which the student first enrolled as a degree-seeking student.

### C. UNDERGRADUATE DEGREES

The Shawnee Advantage covers undergraduate degree-seeking students. Shawnee State University offers both associate's and bachelor's degrees at the undergraduate level.

#### 1) Associate's Degree

An associate's degree requires the completion of a minimum of 60 semester credit hours. Students pursuing an associate's degree will be provided the Shawnee Advantage cohort rate for the full 4 years. Students who complete associate's degrees may continue with their education and pursue bachelor's degrees as a part of their Shawnee Advantage.

#### 2) Bachelor's Degree

A bachelor's degree requires the completion of a minimum of 120 semester credit hours. Students completing bachelor's degree programs requiring more than 120 hours can request an extension of the guaranteed cohort period following the procedures outlined in Section H below. [A list of all bachelor degree programs can be viewed at http://www.shawnee.edu/academics/#degrees-and-a](http://www.shawnee.edu/academics/#degrees-and-a) list of bachelor degree programs and degrees requiring more than 120 hours are provided in Appendix A on the University's website.

### D. COSTS-CHARGES INCLUDED IN THE SHAWNEE ADVANTAGE

- 1) Tuition is the sum of the in-state undergraduate instructional fee and general fee. ~~For non-Ohio resident students, tuition also includes a surcharge.~~ Under the Shawnee Advantage, tuition is set each academic year for twelve (12) consecutive semesters for each entering fall cohort. Full-time undergraduate students (students enrolled in 12 to 18 credit hours) pay no additional tuition regardless of the number of hours enrolled. Part-time students (students enrolled in fewer than 12 credit hours) pay tuition on a prorated, per-credit hour basis. Students who are enrolled in greater than 18 credit hours pay additional tuition on a prorated, per-credit hour basis.

#### a) Instructional Fee

These are the guaranteed in-state instructional costs that first-time degree-seeking students will pay. ~~Non-Ohio resident students also pay a tuition surcharge.~~ Each incoming cohort is charged its guaranteed resident ~~or non-resident~~ rate for twelve consecutive semesters. ~~Under the Shawnee Advantage instructional fees include specialized course-related supplies and equipment.~~

~~b)~~ General Fee

These are campus fees charged to all students for non-instructional services and programs on campus, such as health education and services, recreation, athletics, course-related technology, career services, ~~graduation petition~~, student-life facilities, and student activities.

~~2)~~ Program Fees

~~Program Fees are additional per-semester charges that support specialized academic programs and instruction. The programs that are assessed a program fee are listed in Appendix B. These fees are charged as applicable and the rates are guaranteed for each cohort, regardless of when the student first declares a major.~~

2) Study Abroad and Domestic Travel Fees

The instructional and general fees for travel courses will be included in the Shawnee Advantage. Additional fees (e.g., flights, activity fees, hotel accommodations, etc.) are not part of the Shawnee Advantage.

3) Housing and Meal Plans

Housing and Meal Plan charges are the guaranteed rates for Shawnee State's housing and meal plan options. Students pay a fee based on the housing and meal plan selected. The selected schedule of fees and options are guaranteed for each cohort for twelve consecutive semesters.

~~4)~~i. Housing Rates

The Shawnee Advantage includes a guaranteed price schedule for housing that represents the housing options available to undergraduate students. The rate charged to the student is based upon the student's selected or assigned residence building (e.g., Campus View, Cedar House, University Townhouse, etc.) and room type, (e.g., private room or double room). If a student changes housing during the cohort period, the rate charged to the student will be adjusted based on the guaranteed price schedule that is in effect throughout the student's cohort period. Under the Shawnee Advantage, housing rates include basic residential housing connectivity and programming.

~~5)~~ii. Meal Plan Rates

The Shawnee Advantage establishes a schedule of meal plan rates that are guaranteed to each cohort throughout the four-year period of the guarantee. The actual cost to each student will be based on the meal plan in which they are enrolled each semester. While meal plan prices will remain guaranteed during the cohort period, individual meal items and merchandise in retail locations are subject to price changes. Students are responsible for the cost of adding optional flex dollars to their meal plan.

**E. ~~Costs Not Included in the Shawnee Advantage~~ CHARGES NOT INCLUDED IN THE SHAWNEE GUARANTEE**

1) Beginning with the fall 2019 Shawnee Advantage cohort, undergraduate course and



special program fees are not included in the guarantee. These additional per-credit or per-semester charges are applied only to those students enrolled in the applicable course or program. These funds support specialized academic services that are essential to the delivery of a specific course or program. The list of course fees and program fees are reviewed annually and may be modified- as a result of this review. Course fees and Program fees will be available on the University's website. The guaranteed course fees and program fees set for the fall 2018 cohort will continue to apply to that cohort.

2) Beginning with the fall 2019 Shawnee Advantage cohort, the undergraduate non-resident surcharge is not included in the guarantee. This charge is assessed annually and may be modified depending on market demands. The guaranteed non-resident surcharge rate set for the fall 2018 cohort will continue to apply to that cohort.

1)3) Service charges and fines incurred by students such as printing fees and library and parking fines will vary from year to year and are not included in the Shawnee Advantage.

2)4) Workshops, student health insurance, textbooks, copier charges, computer software and hardware, access to optional residential housing internet services, and personal school supplies are not included in the Shawnee Advantage.

5) All other fees, fines, and costs related to attending Shawnee State University not specifically identified as part of the Shawnee Advantage are excluded from the guaranteed cohort price and are subject to price changes. While such costs are excluded, Shawnee State University will seek to limit increases to the extent feasible.

3)6) Online tuition rates set for- programs that are delivered exclusively online are not included in the Shawnee Advantage.

#### **F. E. COHORT PRICING BEYOND THE INITIAL YEAR**

- 1) Once the initial cohort tuition prices is established, subsequent cohort tuition increases will be based on:
  - a) The average rate of inflation, as measured by the consumer price index prepared by the Bureau of Labor Statistics of the United States Department of Labor (all urban consumers, all items), for the previous sixty-month period; and
  - b) The percentage amount the Ohio General Assembly restrains increases on in-state undergraduate Instructional and General Fees for the applicable fiscal year. If the General Assembly does not enact a limit on the increase of in-state undergraduate instructional and general fees, then no limit shall apply under this section for the cohort that first enrolls in any academic year for which the General Assembly does not prescribe a limit.
  - c) This rate of increase will be benchmarked against other State of Ohio four-year institutions' four-year rolling cost averages to account for the impact of the cohort pricing model on tuition changes. If Shawnee State University's cohort tuition pricing for Ohio residents falls significantly below these institutions Shawnee State University may elect to submit for approval by the Chancellor of the Department of Higher Education an increase in the forthcoming cohort pricing in excess of the state limitation for Ohio residents.

- 2) Other increases in successive cohort pricing, including the non-resident tuition surcharge, program fees, course fees, housing and meal plan charges are not subject to the pricing formula set forth above and will be determined by the Shawnee State University Board of Trustees, in accordance with Ohio law.

#### **F.G. EXCEPTIONS TO STANDARD LENGTH OF COHORT**

The Shawnee Advantage is for four (4) academic years commencing with the Fall Semester. Some students may require additional semesters beyond the four (4) academic years to complete their baccalaureate degree and will continue to attend Shawnee State University beyond their cohort period. When certain exceptions are met, as described below, students may extend their guaranteed price beyond their guaranteed cohort period. A student must apply for an exception no later than one semester prior to the expiration of their cohort period. Students with approved exceptions will be granted additional courses at their guaranteed cohort price. The specific courses or length of the exception will be determined as part of any approval.

Students who remain at Shawnee State University beyond their approved cohort period and have not been granted an exception will automatically be placed into the cohort that went into effect the year after their assigned cohort (cohort +1). The student will remain in that cohort for up to one year and if still enrolled after that cohort expires, will be placed into the next cohort (cohort +2) for the next year and so on until the student is no longer enrolled.

#### **G.H. APPLYING FOR AN EXCEPTION**

There will be some students who will take longer than their guaranteed cohort period to graduate due to circumstances beyond their control. No later than one semester prior to the expiration of their guaranteed cohort term, a student may request, an extension of his or her guaranteed cohort price. Each case will be evaluated on its own merits to determine whether an extension should be granted and if so, the nature and duration of any extension.

- 1) A Shawnee Advantage Appeals Committee will evaluate requests for exceptions. The appeal must fall within extenuating circumstances established by the Appeals Committee as described below.
  - a) If the Appeals Committee finds that the student cannot complete the degree program within the four (4) academic years of the student's cohort due solely to a lack of available classes or space in classes provided by the University, the University will provide the student with an opportunity to take the necessary course or courses without requiring the payment of tuition.
  - b) Other circumstances that will be considered for an extension of the guaranteed cohort price beyond the four academic years, depending on the validity and impact of the circumstances, include:
    - i. Enrollment in a degree program requiring more than 120 hours to graduate
    - ii. Illness or injury
    - iii. Disability that necessitates a reduced course load as a reasonable accommodation
    - iv. Medical leave of absence
    - v. Victim of interpersonal violence or crime while enrolled
    - vi. Participation in a co-op or internship for one or more semesters

- vii. Study abroad for one or more semesters (excluding summer semester)
- c) If the Appeals Committee determines that the student has provided sufficient documentation of extenuating circumstances that were outside the control of the student and prevented the student from completing the student's program of study during the assigned cohort period, the Appeals Committee will determine the appropriate period of time or number of courses to extend the guaranteed cohort price.
  - d) Any student who graduates with a bachelor's degree from Shawnee State University within four (4) years and earns a final GPA of 3.5 or above may apply for an additional fifth (5<sup>th</sup>) year of guaranteed cohort rate for the purposes of completing one or more additional undergraduate degrees. The Appeals Committee will base its determination on the feasibility of the student completing an additional undergraduate degree within the one (1) year extension.
  - e) Any students called to active duty in the United States Armed Services will be given an automatic extension of their guaranteed cohort price based upon the number of academic terms impacted by the student's active duty absence.

#### **H.I. STUDENTS WHO WITHDRAW AND RETURN**

If a student takes a leave, withdraws, or is judicially suspended from Shawnee State University for one or more academic semesters, the four (4) academic year period covered by the guaranteed cohort price will not be extended. As a result, the student will lose the term(s) of eligibility while absent within the four (4) academic year cohort period. When the student re-enrolls, if four (4) academic years have not lapsed since the student's initial degree-seeking enrollment, then the student will be charged the guaranteed rate based on his or her original cohort for the balance of the cohort period. If four (4) or more academic years have passed, then the re-enrolling student is assigned to the oldest unexpired cohort at Shawnee State University (as described in section F, above).

#### **I.J. GRADUATE COURSES**

Graduate-level coursework is not covered by the Shawnee Advantage. Graduate-level courses are assessed at the current graduate tuition rate.

#### **J.K. DISSEMINATION**

The terms of the Shawnee Advantage, along with guaranteed cohort prices, will be widely disseminated including through the Shawnee State University Website, the Student Business Center, Student Success Center, and the Clark Memorial Library.

#### **K.L. DISCONTINUATION**

Should Shawnee State University discontinue the Shawnee Advantage guaranteed tuition program, all students currently in a guaranteed tuition cohort will continue at that guaranteed tuition rate until the exhaustion of their guaranteed four years. Students who remain at Shawnee State University beyond their approved cohort period and who have not been granted an exception will automatically be subject to the new tuition model adopted by Shawnee State University.

DRAFT

**RESOLUTION F02-19**

**AUTHORIZING BOARD CHAIR TO EXECUTE AN  
ADDENDUM TO THE  
INTERIM PRESIDENT EMPLOYMENT AGREEMENT**

WHEREAS, on January 9, 2019, the Board Chair and Interim President Dr. Jeffrey Bauer executed an Interim President Employment Agreement; and

WHEREAS, the aforementioned Agreement addressed various terms and conditions of Dr. Bauer's employment, including housing payments; and

WHEREAS, it was and is the Board's intent that these payments fully compensate Dr. Bauer's housing expenses after all federal, state, and local taxes and other required withholdings ("necessary withholdings") were made from the payments;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby authorizes the Board Chair to execute the attached addendum with Dr. Jeffrey A. Bauer.

(February 8, 2019)

**ADDENDUM TO  
INTERIM PRESIDENT EMPLOYMENT AGREEMENT**

This addendum clarifies the Interim President Employment Agreement (“Agreement”) between The Board of Trustees of Shawnee State University (the “Board”) and Dr. Jeffrey A. Bauer (“Dr. Bauer”), which was fully executed on January 9, 2019.

WHEREAS, pursuant to Section 8.1 of the Agreement, the University agreed to make full payment toward Dr. Bauer’s residential lease expenses and related specified living expenses (collectively “housing expenses”) at a rate of not more than Two Thousand Five Hundred Dollars (\$2,500.00) per month; and

WHEREAS, it was and is the Board’s intent that these payments fully compensate Dr. Bauer’s housing expenses after all federal, state, and local taxes and other required withholdings were made from the payments, resulting in the net monthly payment to Dr. Bauer of approximately \$2,500.00;

NOW, THEREFORE, the Board agrees that the University will structure its payments to Dr. Bauer under Section 8.1 in a manner such that its monthly payments will result in a net payment of Two Thousand Five Hundred Dollars (\$2,500.00) after all federal, state, and local taxes and other required withholdings have been deducted; and

All other terms and conditions of the Interim President Employment Agreement, executed on January 9, 2019, shall remain in full force and effect.

IN WITNESS WHEREOF, this Addendum is executed to be effective as of the date of the final signature below.

SHAWNEE STATE UNIVERSITY

Francesca Hartop  
Chairperson, Board of Trustees

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

Dr. Jeffrey A. Bauer  
Interim President

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

**RESOLUTION F03-19**  
**SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION**  
**NEW MEMBER APPOINTMENT**

WHEREAS, as the sole member of the Shawnee State University Development Foundation (SSUDF), the SSU Board of Trustees ratifies SSUDF policies and members; and

WHEREAS, SSUDF appointed a new board member at its December 13, 2018 meeting;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby affirms the appointment of Dr. John Whitaker to the Development Foundation Board for the term expiring December 31, 2021.

(February 8, 2019)

**RESOLUTION F04-19**  
**POLICY 4.52REV, LEAVES OF ABSENCE, PAID AND UNPAID**

WHEREAS, on August 24, 2018 as part of an overall consolidation and update effort of the Department of Public Safety policies, the Board approved Policy 4.82Rev., Department of Public Safety Leaves of Absences; and

WHEREAS, with the adoption of Policy 4.82Rev., provisions concerning leaves of absences for the Department of Public Safety that were initially incorporated in Policy 4.52Rev., Leaves of Absences (Paid and Unpaid), are no longer necessary and are deleted; and

WHEREAS, to respond to current administrative matters, additional revisions to Policy 4.52Rev. are as follows:

- Modification of Section 4.0 by replacing personal leave days with pro-rated vacation for full time employees working less than 12 months; and
- Addition of Section 4.13 permitting the University flexibility to temporarily adjust current vacation accruals in the event of a University closure for continuous pay purposes.

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves Policy 4.52Rev., Leaves of Absences, Paid and Unpaid.

(February 8, 2019)



# Shawnee State University

POLICY TITLE:	LEAVES OF ABSENCES (PAID & UNPAID)
POLICY NO. :	4.52REV
ADMIN CODE:	3362-4-23
PAGE NO.:	1 OF 14
EFFECTIVE DATE:	02/08/19
NEXT REVIEW DATE:	10/2022
RESPONSIBLE OFFICER(S):	VPFA
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

The University is committed to providing administrators and administrative technical support staff (ATSS) with appropriate avenues to take time away from work assignments and for the University to remain fully compliant with applicable regulatory provisions for various forms of leave that are essential to the health and wellbeing of University employees. This policy identifies the holidays that are observed by the University, provides for the accrual and use of vacation, and defines the various forms of leaves of absence (LOAs) that are available. **This policy does not govern Department of Public Safety employees whose leaves of absence are covered by Policy 4.82Rev.**

## 2.0 HOLIDAYS

2.1 The following are designated University holidays:

<u>Holiday</u>	<u>Date</u>
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day*	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day*	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

- 2.2 The University will develop a schedule each year that will allow for designated holidays to be observed. The two holidays marked with an asterisk (\*) on the list will be observed on the Friday after Thanksgiving and on the day before Christmas Day.
  - 2.3 If any of the holidays as provided herein falls on Saturday, the Friday immediately preceding shall be observed as the holiday. If any of the holidays as provided herein falls on Sunday, the Monday immediately succeeding shall be observed as the holiday.
  - 2.4 The University reserves the right to require work on observed holidays at its discretion. Non-exempt salaried employees working on an observed holiday shall be paid for the holiday and for the actual time worked at one and one-half (1 ½) times their base salary per-hour rate of pay.
- 3.0 WINTER BREAK
- 3.1 Beginning in 2017, the University will be closed for Winter break each year from December 26 through December 31.
- 4.0 VACATION LEAVE
- 4.1 The University regards a vacation as a period of rest and relaxation earned for past service. Since the annual vacation is important to the wellbeing of employees and their families, employees are encouraged to utilize all earned vacation.
  - 4.2 For accrual purposes, the vacation year shall be based on an employee's anniversary date.
  - 4.3 Employees accrue vacation leave based upon the schedule reflected in table 4.4 below. Part time benefit eligible employees who work twelve months will receive pro-rated vacation. Benefit eligible full time employees employed for less than twelve months will receive vacation at one-half (.50) of the applicable accrual rate. For employees hired on or after February 1, 2019 this accrual will be applied upon the date of hire; employees hired prior to February 1, 2019 will begin this accrual rate effective July 1, 2019.

#### 4.4 Admin/ATSS Vacation Accrual Structure

Years of Completed Service	# Days	Hours of Vacation	Accrual Rate	Maximum Balance
Years 0-2	17	136	5.23	272.00
Years 3-5	18	144	5.54	288.00
Years 6-8	19	152	5.85	304.00
Years 9-11	20	160	6.15	320.00
Years 12-14	21	168	6.46	336.00
Year 15+	22	176	6.77	352.00

- 4.5 An employee may accumulate a maximum of two (2) times the accrued hours of vacation earned in one year. This amount may be carried over from year to year. With approval of the division vice president, an additional amount may be carried over when vacation cannot be taken due to operational needs outside the employee's control.
- 4.6 A newly hired employee's vacation accrual rate may include prior public service with the State of Ohio or any of its political subdivisions with the following conditions:
- 4.6.1 The employee must inform and provide written documentation to the Department of Human Resources within ninety (90) days of employment that s/he has service with the State of Ohio or any of its political subdivisions. In such case, the employee's accrual will be adjusted to the appropriate rate from the date of employment with the University.
- 4.6.2 Notification by the employee to the Department of Human Resources received after ninety (90) days of employment with the University will be applied to the employee's accrual rate beginning the next full pay period in which the request and required documentation are received by Human Resources.
- 4.6.3 The employee's adjusted accrual balance (whether retroactive to the employment date or a later date) will be reflected on the pay records beginning with the next full pay period after receipt of required documentation.
- 4.6.4 A year of service with the State of Ohio or a political subdivision is considered as twenty-six (26) biweekly periods.

- 4.6.5 An employee who has retired in accordance with the provisions of any retirement plan offered by the State of Ohio and is reemployed will not have prior service with the State of Ohio, any political subdivision of the State or a regional council of government counted for purposes of computing vacation leave.
- 4.7 To assure accurate leave balances, employees requesting vacation leave must submit their request electronically through the BearTrax system.
- 4.8 Extended vacation requests (over 3 weeks in a single instance) may have a negative impact on the operation and will be considered only as an exception with accompanying extenuating circumstances. Requests of this nature will require a written rationale with supervisor approval, as well as the approval of the division vice president.
- 4.9 When an official University observed holiday falls within an employee's vacation that day will not be charged as vacation.
- 4.10 All accrued vacation must be exhausted before an unpaid leave of absence commences. This subsection does not apply when an employee opts to take some or all of the time off without pay during a university shutdown as permitted by section 4.13.
- 4.11 Employees who retire or resign will be paid for earned but unused vacation up to a maximum of two times the accrued hours of vacation in one year at the time of their departure. In the event of the death of an employee, vacation pay for vacation earned but not taken up to a maximum of two times the accrued hours of vacation in one year will be paid to the estate of the employee.
- 4.12 The Department of Human Resources will maintain an up-to-date record of vacation for each employee. Any questions concerning vacation record-keeping should be directed to Human Resources.
- 4.13 In order to provide for continuous payment during a Board-approved University closure, temporary changes to vacation accruals will be permitted as follows:  
a) employees will be permitted to use accrued vacation leave hours during hours they will not be working as a result of the shutdown to

offset lost pay, or b) employees will be permitted to use unearned vacation leave hours that they are scheduled to earn during the remainder of that calendar year in exchange for a reduced vacation accrual rate for the remainder of the calendar year. If implemented, neither (a) nor (b) will result in an overall increase or decrease of the number of vacation leave hours that the employee accrues during the calendar year in question. These actions will not be considered a reduction in pay, layoff, or furlough.

## 5.0 SICK LEAVE

- 5.1 Sick leave may be used for an authorized absence from scheduled duties due to illness, accident, exposure to contagious disease, health examinations or treatment (medical, dental or optical) for self or immediate family members when the employee's attendance is required, family emergencies requiring the attendance of the employee, pregnancy and/or childbirth and related conditions, or death in the immediate family. The definition of an immediate family member includes: grandparents, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father, father-in-law, mother, mother-in-law, spouse, child, grandchild, legal guardian, or other person who stands in the place of a parent.
- 5.2 Upon hire, a full-time Administrator or ATSS employee will receive one hundred and twenty (120) hours of sick leave credited to his/her leave account.
- 5.3 After the first year of employment and thereafter, sick leave will accrue for full-time Administrators and ATSS pro-rated each pay period for a maximum of 120 hours per year.
- 5.4 Upon hire, the part-time Administrator or ATSS employee will receive a pro-rated amount of sick leave credited to his/her leave account, based upon the employee's full-time equivalency (FTE) percentage determined at the time of hire. For example, a half-time employee (.50 FTE) will be eligible for a credit of sixty (60) hours of sick leave.
- 5.5 After the first year of employment and thereafter, sick leave shall accrue for part-time administrators and ATSS at a pro-rated amount based upon the employee's FTE.

- 5.6 An Administrator or ATSS may transfer into his/her University sick leave account any accumulated, documented, and verified sick leave balance that has been accumulated in the public service in the State of Ohio, provided that his/her re-employment takes place within ten (10) years of the date on which the employee was last terminated from public service. If the employee elects to do so and informs the Department of Human Resources, he/she may elect to transfer any unused and unpaid sick leave balance above one-hundred and twenty (120) hours to their Shawnee State University sick leave account. This amount will be in addition to the University credited amount. For example, if the employee had six hundred and twenty (620) hours of unused and unpaid sick leave from a prior state of Ohio employer, then five hundred (500) hours could be transferred to Shawnee State University.
- 5.7 There is no maximum applied to the amount of sick leave that may be accumulated during active employment.
- 5.8 The sick leave account balance will be reduced an hour for each hour of sick leave used. As an alternative to using up sick leave hours, the employee and supervisor may use flexible scheduling (working less hours of the normal schedule and making those hours up another time or day) to account for time off for medical appointments or other reasons which would otherwise be used as sick leave hours. For ATSS, hours must be made up within the same week, or if not, the sick leave account will be reduced an hour for each hour of sick leave used.
- 5.9 Employees requesting sick leave (including leave that qualifies under the Family and Medical Leave Act – FMLA) must submit their request electronically through the BearTrax system. When the leave is foreseeable, the employee must make every effort to request the leave thirty (30) days in advance of the Leave. When it is not possible for the leave request form to be submitted in advance of the leave, it must be approved by the employee’s supervisor and submitted to Human Resources upon the employee’s return from the absence. Time on approved sick leave will run concurrent with an approved leave under FMLA (refer to section 7.0 below).
- 5.10 If an employee is expected to be off more than five (5) consecutive work days, a signed or official doctor’s statement must be submitted in advance to the supervisor or Human Resources. If an employee

does not have advance warning, the doctor's statement must be provided to the supervisor or Human Resources as soon as practicable after the employee knows he/she will be off more than five (5) consecutive days and in no event any later than the date the employee returns to work (unless more time is granted by the Director of Human Resources or designee).

- 5.11 In situations of sick leave involving less than five (5) consecutive work days, where suspicious patterns of leave exist (e.g., leave taken immediately before or after weekends or days off), a doctor's statement may be required upon the request of the supervisor or Human Resources. All doctors' statements shall be in the form of a signed or official statement from the attending physician, stating the general nature of the illness, date of medical treatment, and the conditions under which the employee is released to return to work or a statement from the attending physician verifying the illness or injury of the employee's immediate family member. The failure to submit a doctor's statement or the failure to submit a proper leave form to Human Resources may result in delay of payment for the time missed.

## 6.0 SICK LEAVE RETIREMENT PAYMENT

- 6.1 The Administrator or ATSS, upon official state retirement from active service or upon separation of employment by an alternative retirement plan (ARP) participant who meets the eligibility requirements under a state pension system (OPERS or STRS) and with ten or more years of service with the State of Ohio or any of its political subdivisions, will be paid as follows:
- 6.1.1 For employees who retire prior to January 1, 2021 payment shall be for one-fourth of the value of sick leave balance, up to a maximum payment of 320 hours.
- 6.1.2 Employees who retire on or after January 1, 2021 will be paid for one-fourth of the value of accumulated sick leave balance, up to a maximum payment of 240 hours.
- 6.1.3 Payment will be based upon the employee's base per hour rate of pay at the time of retirement. Any unpaid leave remaining on the Shawnee State sick leave account will be available for use upon rehire (unless hired into a position that does not provide sick leave).

6.1.4 In the event of an eligible employee's death prior to retirement, the sick leave retirement payout is not subject to payment to the employee's estate.

6.2 The payout of sick leave balance as provided in this policy will be made only once to any Administrator or ATSS. An employee who received such cash payout and who was rehired post retirement may accrue and use sick leave while actively employed but shall not be eligible for payment of any unused sick leave balance.

6.3 Intentional misuse of the sick leave provision herein may be considered grounds for disciplinary action. Non-compliance with sick leave rules and regulations may result in the Administrator or ATSS not receiving pay for the requested sick leave.

## 7.0 FAMILY AND MEDICAL LEAVE POLICY

### 7.1 Scope

Employees with at least one year of service with the University and who have worked for 1,250 hours in the previous 12 month period are eligible for up to twelve weeks of paid (existing sick leave and/or vacation) and/or unpaid leave for qualifying events, in a twelve month period (rolling year, see Title 29, Section 825.200 of Code of Federal Regulations). Qualifying events are:

7.1.1 Childbirth (due to the birth or to care for the newborn child)

7.1.2 Adoption or foster care

7.1.3 Serious personal illness –

7.1.3.1 A serious health condition that results in a period of incapacity for more than three days during which the employee is unable to work, or

7.1.3.2 A chronic condition requiring a regimen of ongoing care by a health care provider that intermittently (less than three days) renders the employee unable to work while seeking treatment or while recovering from the condition.

7.1.4 The serious health condition of a member of the employee's immediate family (as defined in 5.1 above) which requires the employee to provide care.



7.1.5 Qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on active duty, or has been called to active duty, in support of a contingency operation.

7.1.6 Care for a covered service member with a serious injury or illness if the employee is the spouse, child, parent or next of kin of the service member.

7.2 Length of leave/paid or unpaid

Family and Medical Leave provides an eligible employee to take up to twelve workweeks of leave per rolling twelve-month period except for leave under section 7.1.6 which may be taken for up to 26 workweeks. Employees will first use sick leave, where appropriate, prior to vacation and any unpaid leave.

Employees will use vacation and any comp time prior to any unpaid leave after sick leave is exhausted or for events where sick leave is inappropriate. Family Medical Leave coordinates and runs concurrently with other paid and unpaid leaves.

7.3 Childbirth and adoption timeframe

Leave under this policy which pertains to care for a newborn, adopted, or foster child may only be taken within twelve months of the child's birth or placement into the employee's home.

7.4 Certification for health leave

If an employee requires leave for a serious health condition for himself/herself or a spouse, parent, or child, a health care provider's certification shall be required stating the commencement date and probable duration of the condition and the medical facts substantiating the condition. The University may require an independent examination at no cost to the employee.

7.5 Notice of the leave

Employees must provide at least thirty days' advance notice if the leave is foreseeable. If the leave must begin within fewer than thirty days, the employee must provide notice as soon as practicable.

7.6 Employment and benefits protection

Any employee who takes leave under the provisions of this policy, on return from such leave, shall be restored by the University to the position of employment held by the employee when the leave commenced or be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

#### 7.7 Continuation of health plan coverage

If after the exhaustion of all forms of paid leave, a period of unpaid leave is needed up to the twelve week maximum provided under this policy (or 26 week maximum, as applicable), the University shall maintain the coverage under the group health plan for this period under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of the leave. Upon return to work, the employee must make arrangements with the Department of Human Resources to make up the employee contributions missed for insurance coverage while on unpaid leave.

#### 7.8 Return from leave

If the employee fails to return from Family and Medical Leave, the University may recover the premium that the employer paid for maintaining coverage for the employee under the group health plan during any period of unpaid leave.

### 8.0 DISABILITY LEAVE

#### 8.1 Application

8.1.1 Full-time Administrators and ATSS may be granted a disability leave of absence in the event of a disabling illness or injury (except work related in which case workers' compensation rules will apply) that extends beyond leave provided under FMLA.

8.1.2 Approval of such leave is contingent upon the employee submitting a satisfactory written physician's statement attesting that the essential functions of the assigned position cannot be performed.

8.1.3 The University may request that an examination be completed by a physician of its choosing. In such case, the University will pay for the cost of the examination.

8.1.4 Written application to the Department of Human Resources should be made as early as possible and must include a statement from the attending physician with a projected return date.

## 8.2 Duration and retention

8.2.1 The duration of disability leave will be based on the projected return date provided by the attending physician. An initial request for disability leave may be for one year or less. A disability leave may be extended one additional year with a request for such extension to be made no later than sixty (60) days prior to the originally scheduled return date. The total amount of time on such leave, paid or unpaid, for the same injury or illness, may not exceed two years. The amount of time shall be reduced by family medical leave used for the same injury or illness.

8.2.2 In order to be paid for disability leave, the employee will use all earned but unused sick leave, vacation leave, personal leave, and comp time. All types of paid leave must be used prior to unpaid leave.

8.2.3 Prior to returning to work, the employee must provide the University with the attending physician's release attesting to his/her ability to perform the essential job duties. The University may request an independent examination as identified in 8.1.3 above.

8.2.4 The employee will retain reinstatement rights to his/her current position if the disability leave is six (6) months or less. If such leave time exceeds six (6) months, up to a maximum of twelve (12) months, the University will place such employee in the same or similar position in which the employee possesses the required qualifications necessary to perform the essential responsibilities. The University will make reasonable efforts to reinstate an employee to the same or similar position if such leave exceeds one year.

## 8.3 Insurance coverage

8.3.1 The University will continue group health insurance throughout the period of an approved paid leave.

8.3.2 The University will continue group health insurance throughout the period of an approved unpaid leave that is not FMLA leave for a maximum of six (6) months.

8.3.3 While on an approved unpaid leave (other than FMLA), the employee must timely remit the established insurance contribution payments for the duration of the leave. If the employee payment contributions are not timely remitted, the employee will forfeit University-provided health plan coverage and may elect health plan continuation under COBRA at 102% of the full cost of the University's health plan.

8.3.4 The University will continue group health insurance as provided in the Family and Medical Leave Act (FMLA) of 1993 as currently amended, and offer group health continuation and conversion benefits as provided under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

#### 8.4 Disability retirement reinstatement

In the case of an employee who has been granted a disability retirement through OPERS or STRS, the period of reinstatement shall be in accordance with the prevailing rules of the state retirement system.

8.5 An Employee requesting disability leave must submit his/her request electronically through the BearTrax System.

### 9.0 WORKERS' COMPENSATION LEAVE

Workers' compensation leave will be provided as set forth in the Ohio statutes (ORC Chapter 4123) for workplace injuries and/or occupational diseases. Additional information may be found on the University website at the [Office of Human Resources](#) webpages.

### 10.0 COURT/JURY DUTY LEAVE

10.1 An employee who is required to report for jury duty or is subpoenaed to appear before any court, commission, board, or other legally constituted body, where the employee is not a party to the action, shall be entitled to leave with pay for the scheduled work hours lost as the result of such duty. For ATSS employees, the employees will be compensated by the University in an amount equal to his/her

straight-time (non-overtime) rate of pay. For both Administrators and ATSS employees, their normal pay will be paid to them while on jury duty, less the amount received by the employee from the government for such appearance. An employee who reports for such duty and is excused shall immediately contact his/her immediate supervisor and report for work, if requested.

- 10.2 In order to be paid by the University for such leave the employee must submit to Human Resources written proof, executed by the administrator of the court, showing the duration of such duty and the amount of compensation received for such duty.

## 11.0 MILITARY LEAVE

- 11.1 An employee who is unable to report for regularly scheduled work because the employee is required to report for duty as an active duty member of the armed forces, a reserve member of the armed forces, or as a member of the Ohio National Guard shall be compensated in accordance with Ohio law.
- 11.2 The University will adhere to any federal or state laws enacted regarding employer responsibilities toward active employees who are members of the armed forces.
- 11.3 To be eligible for this leave and in accordance with federal and state law, the employee upon request, shall provide the order or written statement from the appropriate military commander to his/her supervisor which shall be forwarded to Human Resources.

## 12.0 REQUEST FOR LEAVE FORMS

- 12.1 Requests for leave as identified in this policy are provided electronically via the BearTrax system. In order to assure accuracy of leave balances and to properly secure approvals for leaves, every effort should be made to make requests prior to the end of the pay period in which the leave is to occur. In rare circumstances in which this cannot be done due to emergency or oversight, the employee must submit such request at the earliest date upon return from leave. Prior notification to the employee's supervisor of anticipated leaves is expected.
- 12.2 Additional guidelines regarding leaves of absences may be found on the Department of Human Resources website.

History

Effective: 09/19/14 (Replaces 4.55REV; 4.56REV; 4.57REV;  
4.65 and 4.68)

Revised: 8/19/16,10/14/16,10/13/17; ;02/08/19

**RESOLUTION F05-19**

**POLICY 4.73REV, ON-CAMPUS EDUCATION BENEFITS FOR ADJUNCT  
FACULTY**

WHEREAS, Policy 4.73Rev, Tuition Wavier for Adjunct Faculty, was approved by the Board of Trustees on August 11, 2006 to provide a benefit that would improve the University's recruitment and retention of qualified individuals serving in adjunct faculty positions; and

WHEREAS, a review of the Policy revealed that the benefit continues to fulfill its original intent, however revisions are required to replace outdated language and to clarify the coverage of special fees;

THEREFORE, BE IT RESOLVED the Board of Trustees approves the revision and renaming of Policy 4.73Rev, On-Campus Education Benefits for Adjunct Faculty.

(February 8, 2019)

# Shawnee State University

POLICY TITLE:	ON-CAMPUS EDUCATION BENEFITS FOR ADJUNCT FACULTY
POLICY NO. :	4.73 REV
ADMIN CODE:	3362-4-44
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	02/08/19
NEXT REVIEW DATE:	02/2022
RESPONSIBLE OFFICER(S):	DIRECTOR HR, VPF&A
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

Shawnee State University waives certain on-campus education costs as a means of encouraging adjunct faculty to further their education in accordance with the terms of this policy. On-campus education benefits are consistent with higher education industry standards and are an important component of the University's overall benefit program provided to employees.

## 2.0 ON-CAMPUS EDUCATION BENEFITS

2.1 The on-campus education benefit applies to any adjunct faculty member who has taught at least 9 semester credits within the immediate previous four complete fiscal years and is an adjunct faculty member during the fiscal year in which he or she elects to take a course.

2.2 An adjunct faculty member is entitled to a tuition waiver for one course per term, "one course" being a single class for credit and carrying five or fewer credit hours.

2.2.1 The University waives undergraduate instructional, technology, and general fees. Where applicable, out of state fees are waived.

2.2.2 The benefit does not cover the costs of special fees such as course fees, program fees, lab fees, bond fees, late payment fees, or other fees which in the sole discretion of the University are determined to be dissimilar to instructional, technology, and general fees. These costs are the responsibility of the employee.

## 3.0 Requirements and Limitations

3.1 The adjunct faculty member may enroll in undergraduate courses during the regular registration process, and no special provisions will be made for him or her to enroll in a course. Such enrollees will not be counted



in determining minimum class size requirements, nor will additional sections be added to accommodate them.

- 3.2 Programs or **courses** which have special admission requirements or class size limitations will be available to such enrollees in the same way they are available to the student body, and enrollees will be required to compete for admission into these programs or courses with other student applicants.
  - 3.3 **Any adjunct faculty member desiring to take a Shawnee State University undergraduate course under this policy shall obtain and complete all necessary and required forms according to University policies and timetables. Forms are available on the Financial Aid webpage.**
  - 3.4 At least one week prior to early registration, an adjunct faculty member should submit his/her tuition waiver benefit form to his/her division chairperson or dean for approval, review and final processing by the Financial Aid Office.
  - 3.5 **No adjunct faculty member will be entitled to on-campus education benefits, nor will the University be required to pay for any classes that have already been taken by the adjunct faculty member and failed, or otherwise not successfully completed by the adjunct faculty member unless the University determines in its sole discretion that the failure or unsuccessful completion was the result of extenuating circumstances.**
- 4.0 **NON-CREDIT COURSES**

**Non-credit courses are generally not eligible for waiver under this Policy. However, if completion of a non-credit course is recommended by an adjunct instructor's supervisor, and the supervisor determines that the course directly relates and enhances the employee's skills and ability to perform assigned duties and aids in the department's overall performance, the cost for such course may be paid fully by the adjunct instructor's department.**

#### History

Effective: 05/21/90

Revised: 02/08/2019; 08/11/2006

# 2019 Reserves

Date	Withdrawals
July 2018	\$1,500,000
December 2018	\$1,000,000
January 2019	\$500,000
Expected June 2019	\$1,500,000

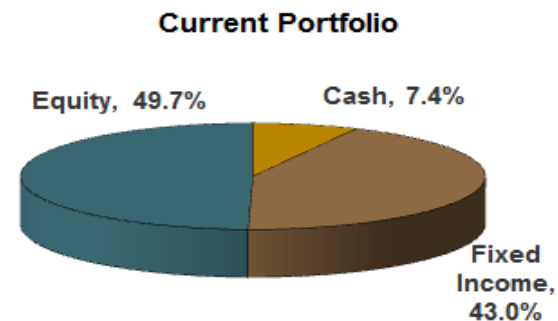
Cash Reserve Balance as of  
December 31, 2018 = \$10,546,269

# Shawnee State University

## Asset Allocation – As of December 31, 2018



Asset Class	Market Value	% of Assets	Target %
<b>Cash Equivalents</b>			
TIAA Cash Deposit Account	\$775,344	7.4%	
<b>Total Cash Equivalents</b>	<b>\$775,344</b>	<b>7.4%</b>	<b>1.0%</b>
<b>Fixed Income</b>			
U.S. Treasury Obligations	1,267,379	12.0%	
U.S. Government Agencies	496,903	4.7%	30.0%
Corporate Bonds	1,235,882	11.7%	
DFA Inflation Protected SEC Fund	\$1,532,430	14.5%	15.0%
<b>Total Fixed Income</b>	<b>\$4,532,594</b>	<b>43.0%</b>	<b>45.0%</b>
<b>Domestic Equity</b>			
TIAA-CREF Large Cap Value Index Fund	\$1,003,104	9.5%	10.0%
TIAA-CREF Large Cap Growth Index Fund	\$955,121	9.1%	9.0%
AMG MG Fairpointe Mid Cap Fund	\$487,521	4.6%	5.0%
Nationwide Geneva Mid-Cap Growth Fund	\$513,207	4.9%	5.0%
Nuveen NWQ Small Cap Value Fund	\$89,797	0.9%	1.0%
Wasatch Small Cap Growth Fund	\$108,825	1.0%	1.0%
TIAA-CREF Small Cap Blend Index Fund	\$93,368	0.9%	1.0%
Cohen & Steers Real Estate Fund	\$141,147	1.3%	2.0%
Vanguard REIT Index Fund	\$140,368	1.3%	2.0%
<b>Total Domestic Equity</b>	<b>\$3,532,458</b>	<b>33.5%</b>	<b>36.0%</b>
<b>International Equity</b>			
IShares Core MSCI EAFE ETF Fund	\$941,545	8.9%	10.0%
DFA Emerging Markets Portfolio Fund	\$214,038	2.0%	2.0%
DFA Emerging Markets Small Cap Fund	\$202,557	1.9%	2.0%
MFS International New Discovery Fund	\$187,590	1.8%	2.0%
DFA International Small Cap Value Fund	\$160,143	1.5%	2.0%
<b>Total International Equity</b>	<b>\$1,705,873</b>	<b>16.2%</b>	<b>18.0%</b>
<b>Total Equity</b>	<b>\$5,238,331</b>	<b>49.7%</b>	<b>54.0%</b>
<b>Total Portfolio Market Value</b>	<b>\$10,546,269</b>	<b>100.0%</b>	<b>100.0%</b>



Personnel Action	Employment Status		Name	Effective	Comments
	From	To			
<i>Appointments</i>					
<i>New Hire</i>					
		Career Advisor	Austin Raines	10/15/18	Bachelor of Arts, experience with student advising, previous EOC Coordinator, AVISO training and TENCO Career Center Training.
		Admissions Associate	James Weaver	11/07/18	Masters of Rehabilitation Counseling, 13 years of experience working as the Disability Coordinator and recent career SSU retiree.
		Program Director, Upward Bound Math Science	Gabriel Brown	11/19/18	Masters of Science in Social Administration, Served as chairperson on the Scioto County Health Coalition and Portsmouth Economic Development and Sustainability Committee and taught as an adjunct for Shawnee.

Personnel Action	Employment Status		Name	Effective	Comments
	From	To			
<b>Change of Status - Organizational Realignment</b>					
	Box Office Representative, Vern Riffe Center for the Arts	Manager, Vern Riffe Center for the Arts	Casey Thornberry	09/01/18	Position change with upgrade due to reorganization
	Executive Assistant, Office of the Provost	Executive Assistant, Office of the President	Pamela Otworth	09/14/18	Position change with upgrade due to reorganization
	Vice President, Advancement & External Affairs	Vice President, Advancement & Institutional Relations	Eric Braun	09/14/18	Position reclassification due to reorganization
	Executive Assistant, Office of the President	Executive Assistant, Vice President of Advancement & Institutional Relations	Sandra Duduit	10/01/18	Position reclassification due to reorganization
	Dean, Graduate Studies & Assessment	Interim Vice President & Provost for Academic Affairs	Becky Thiel	10/01/18	Position change with upgrade due to reorganization
	Coordinator, Transfer Student Services	Assistant Director, Admissions	James Farmer	10/08/18	Position reclassification with upgrade due to reorganization
	Coordinator, Health Science Admissions	Admissions Associate	Bobbie Massie	10/08/18	Position reclassification with upgrade due to reorganization
	Coordinator, Student Life & Multicultural Affairs	Senior Admissions Associate	Justin McMillian	10/08/18	Position change with upgrade due to reorganization
	Executive Assistant, Enrollment Management & Student Affairs	Senior Admissions Associate	Tena Pierce	10/08/18	Position reclassification with upgrade due to reorganization
	Assistant Director, Equipment & Facilities	Senior Admissions Associate	Eric Putnam	10/08/18	Position reclassification with upgrade due to reorganization
Director, University Business Operations	Executive Director, Auxiliary & Business Services	Bill Rockwell	10/15/18	Position reclassification with upgrade due to reorganization	

Coordinator, Internal Communications	Assistant Director, Annual Giving & Donor Relations	Amber Montavon	11/01/18	Position change with upgrade due to reorganization
Academic Administrative Assistant II, Nursing	Executive Assistant, Office of the Provost	Deborah Howell	11/05/18	Position change with upgrade due to reorganization
Manager, Payroll	Assistant Director, Financial Systems & Payroll	Corey Culbertson	11/19/18	Position reclassification with upgrade due to reorganization
Budget Fellowship	Budget Systems Analyst	Chase Hiles	11/19/18	Position reclassification with upgrade due to reorganization
Payroll Fellowship	Payroll Coordinator	Ashley Stewart	11/19/18	Position reclassification with upgrade due to reorganization
	Business Integration Adviser	Ronald Hubbard	12/01/18	Hours reduction from full-time to part-time due to reorganization

**PERSONNEL ACTIVITY October-December 31, 2018**

Personnel Action	Employment Status		Name	Effective	Comments
	From	To			
<i>Departures</i>					
		VP for Enrollment Management & Student Affairs	Anne Marie Gillespie	10/01/18	Contract Termination
		Coordinator, Academic Events & Partnerships	Mistie Spicer	10/09/18	Reduction in Force
		Access Services & Outreach Librarian	Zachary Lewis	10/26/18	Resignation
		Academic Advisor	Brittany Corsaro	11/02/18	Resignation
		Assistant Director, Facilities	Nathan Chamberlin	11/26/18	Reduction in Force
		Analyst, Institutional Research & Sponsored Programs	Megan Bolter	11/30/18	Reduction in Force
		Admissions & Onboarding Specialist	Nathaniel Berry-Cardigan	12/09/18	Reduction in Force
		Admissions & Onboarding Specialist	Emily Nickell	12/09/18	Reduction in Force
		Administrator, Graduate Center	Penny Merritt	12/31/18	Retirement (Effective 1/1/2019)

Status  
Construction/Renovation Projects  
as of January 31, 2019

PROJECT	STATUS	PROJECT BUDGET	FUNDING SOURCE
<b>Library/CFA HVAC Renovation</b>	<ul style="list-style-type: none"> <li>● Engineer short-list developed (4 firms); selection by end of February, 2019</li> </ul>	\$1,100,000	State Capital
<b>Kricker Innovation Hub</b>	<ul style="list-style-type: none"> <li>● Grant secured. Draft RFQ completed November, 2018 (pending legal review)</li> </ul>	\$3.4 million (est.)	Grants/Capital/Private
<b>RHODES – PHASE II</b>	<ul style="list-style-type: none"> <li>● Design complete. (student recreation areas, student &amp; coach engagement areas, etc.)</li> <li>● Advertised January, 2019; construction March, 2019</li> </ul>	Under Review	Bond proceeds
<b>ATC – Phase IV</b>	<ul style="list-style-type: none"> <li>● Reviewing scope of project (complete 1<sup>st</sup> floor, renovations to classrooms/labs on 2<sup>nd</sup> &amp; 3<sup>rd</sup> floors, relocation of motion capture lab, upgrade mechanical systems)</li> <li>● Tentative construction Summer, 2019</li> </ul>	TBD	State Capital



# Federal Program Review & State Financial Aid Audit Update

Board of Trustees

Finance and Administration Committee

February 8, 2019



# Federal Program Review

- Federal Program Review October 29 – November 1, 2018
  - First in history for SSU
  - Assessed administration of Title IV
    - Review of thirty student financial aid files for the 2016-2017 and 2017-2018 academic years
  - Assessed compliance with the Jeanne Clery Act, Drug-Free Schools and Community Act, and the Department's general administrative regulations
  - Audit included on-site interviews with representatives from: Financial Aid, Registrar, Academic Offices, Admissions, and Finance
- Two findings:
  - Federal Pell Grant funds required in a bank account identified for “federal funds”
  - Consumer information consolidated onto a central website page (information was on a Financial Aid web page)
- Both issues resolved; no penalties incurred

## State Financial Aid Audit

- Ohio Department of Higher Education
  - Audit completed in November 2018
  - Regular statewide reviews
  - Assessed compliance with federal and state reporting standards
- Nine data elements were reviewed for 100 students (900 records) for academic year 2016-2017
  - Student admission application, transcript, class schedule, statement of account
- Final report resulted in zero errors