

**BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE**

**April 14, 2017
9:00 a.m., University Center, Room 214**

Agenda

Briefing

Representatives from Plante & Moran will brief committee members on the protocol for the upcoming audit of University and SSU Development Foundation FY2017 financials.

1.0 Action Items

1.1 Resolution F03-17

Adoption of Policy 5.40 Protection of Minors on Campus

This resolution adopts a new policy that protects the safety and security of minors while engaged in University-sponsored camps.

1.2 Resolution F04-17

Investment Committee Member Reappointment

This resolution reappoints Mr. Will Burke to the SSU Investment Committee for the period of July 1, 2017 through June 30, 2020.

1.3 Resolution F05-17

Approval of Tuition and Fees Schedules

This resolution approves the proposed tuition and fees schedules and authorizes the president to implement these schedules contingent upon state legislation and, where applicable, approval of Ohio Department of Higher Education.

1.4 Resolution F06-17

Revision and Renaming of Policy 4.90REV, Tuition, Academic Fees, Other Student Fees, and Fines and Charges

This resolution approves revisions that clarify Board-approved fees, ensures assessed fines and charges are shared with the Board annually, and permits the adoption of academic program fees upon Board of Trustee and Ohio Department of Higher Education approvals.

1.5 Resolution F07-17

Approval of Academic Program Fees

This resolution approves the adoption of academic program fees and authorizes the president to proceed with steps to secure approval of proposed Academic Program Fees through the Ohio Department of Higher Education and contingent upon provisions of the state legislation.

2.0 Information Items

- 2.1 Discussion of FY17 3rd Quarter Budget Status
Discussion of Potential Compensation Increases to Administrative Staff**
- 2.2 Review of AY17-18 Fines and Cost Recovery Schedule**
- 2.3 Updates: General Fund Reserves Investment Report, Quarterly Personnel Activity, Capital Projects**
- 2.4 Innovation Accelerator**

RESOLUTION F03-17

**ADOPTION OF POLICY 5.40
PROTECTION OF MINORS ON CAMPUS**

WHEREAS, Shawnee State University is dedicated to the welfare and safety of minors who visit campus or participate in university-sponsored activities/programs; and

WHEREAS, Policy 5.40 is applicable to those university camps, activities, and other non-academic programs with minors on or off campus; and

WHEREAS, this Policy requires activity/program leaders to register such camps, activities, or non-academic programs with the Department of Risk Management, secure parental consent, ensure all volunteers and others responsible for the care, custody and control of minors obtain a satisfactory Bureau of Criminal Investigation (BCI) background check, and ensure the completion of required training;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves Policy 5.40, Protection of Minors on Campus.

(April 14, 2017)

Shawnee State University

POLICY TITLE:	PROTECTION OF MINORS ON CAMPUS
POLICY NO. :	5.40
ADMIN CODE:	3362-5-40
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	4/14/17
NEXT REVIEW DATE:	04/2020
RESPONSIBLE OFFICER(S):	VPF&A
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

- 1.1 Shawnee State University (University) is dedicated to the welfare and safety of minors who visit campus, participate in University programs, or are entrusted to the University's care. The University is committed to compliance with all applicable State and Federal regulations pertaining to the protection of minors.
- 1.2 The purpose of this policy, and associated procedure, is to ensure and promote the protection of minors participating in University-sponsored activities and programs. This policy establishes requirements applicable to administrators, faculty, staff, students, and volunteers who directly interact with minors.

2.0 DEFINITIONS

- 2.1 Minor is a person under the age of eighteen (18).
- 2.2 Activities and programs with minors are: any university sponsored event or operation that includes minors and that do not expect parents or guardians to be responsible for the care, custody, or control of minors.
- 2.3 Camps include: overnight camps, sports camps, academic camps (e.g. Upward Bound Program).
- 2.4 Activity/Program Director is the individual who manages or coordinates the activity or program with minors.
- 2.5 Child abuse exists when there is endangerment of a minor's physical or mental health due to injury by act or omission, including acts of sexual abuse.

3.0 SCOPE

- 3.1 This policy applies to University activities and programs with minors that are operated on or off campus, including camps, instructional programs that are not included in the University's undergraduate or graduate academic programs.

3.2 This policy does not apply to:

3.2.1 Single performances or events open to the general public not targeted toward children.

3.2.2 Social functions that may be attended by minors who are accompanied by their parents/guardians.

3.2.3 Minors enrolled in academic courses including postsecondary courses (e.g., college credit plus).

4.0 GENERAL RESTRICTIONS

4.1 It is the responsibility of those who bring minors to campus, including, employees, students, and visitors, to ensure appropriate and continuous supervision. These individuals must further ensure that minor children do not visit restricted facilities or environments.

4.2 Employees who bring minors to campus, including the worksite, are responsible for the minor's conduct and welfare.

5.0 REGISTRATION AND BACKGROUND CHECKS

Registration of activities and programs and background checks will be required as stipulated in procedure 5.40:1: Camp Registration, Background Checks, Training & Reporting.

6.0 REPORTING AND TRAINING

6.1 Individuals who work with minors in University activities and programs are required to report suspected abuse. Guidelines that specify how to report observed or suspected child abuse or neglect will be posted and communicated by the designated University office.

6.2 Mandatory training will be required for individuals working with minors per procedure 5.40:1.

7.0 PROCEDURES

Procedures will be established to effectively administer this policy.

History

Effective: 04/14/17

Reviewed:

INFORMATION ONLY

PROCEDURE TITLE:	CAMP REGISTRATION, BACKGROUND CHECKS, TRAINING & REPORTING
PROCEDURE NO.:	5.40:1
RELATED POLICY:	5.40
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR(S):	VPF&A/DIR. RISK MANAGEMENT
EFFECTIVE DATE:	04/14/17
NEXT REVIEW DATE:	04/2020
APPROVED BY:	PRESIDENT

1.0 OFFICE OF RISK MANAGEMENT

The Office of Risk Management is responsible for administering, promoting, and ensuring compliance of the Protection of Minors on Campus policy and this procedure. The Office of Risk Management is further responsible for developing forms and guidelines that are consistent with Shawnee State's mission and best practices.

2.0 REGISTRATION FOR CAMPS

All University offices and units that operate a camp or similar structured activity or program (e.g. Upward Bound), are required to register such activity or program with the Office of Risk Management prior to the start date of the camp or activities. Click [here](#) for the registration form.

- 2.1 The Activity/Program Director is expected to make every effort to register the activity at least thirty (30) work days before the program begins so that there is adequate time for background checks and any other administrative task to be properly completed.
- 2.2 If such registration does not timely occur, the event/activity is subject to cancellation.

3.0 PARTICIPATION AGREEMENTS

- 3.1 In order for a minor to participate in an activity or camp, the Activity/Program Director must secure the signature of the minor's parent or guardian on a [Participation Agreement](#) prior to the start of the activity or camp.
- 3.2 Participation Agreements will be retained by the Activity/Program Director and may be reviewed by the Office of Risk Management.

4.0 VOLUNTEER AGREEMENTS

All volunteers who have an active role in the care, custody or control of minor in a camp are required to complete a [Volunteer Application](#) form prior to participating in a University-sponsored program.

- 4.1 The Activity/Program Director is responsible to ensure that all volunteers have completed this application.
- 4.2 A copy of the Volunteer Application will be forwarded to the Department of Human Resources and the Office of Risk Management.

5.0 BACKGROUND CHECKS

- 5.1 All SSU employees whose positions directly manage or control minors (e.g., Children Learning Center, Upward Bound, etc.) are required to have an Ohio Bureau of Criminal Investigation (BCI) fingerprint background check prior to employment.
- 5.2 Any SSU employee whose position does not manage or control minors and who desire to participate in a camp as a volunteer and is likely to have responsibility for the care, custody or control of a minor, must secure a required BCI fingerprint background check prior to the start of the camp.
- 5.3 The Office of Risk Management may assess whether an SSU employee or volunteer is required to obtain a background check. Examples of volunteers who would not have responsibility for care, custody or control may include: food servers, referees, etc.
- 5.4 The volunteer applicant may secure such background check through the University's Department of Public Safety or other BCI WebCheck location. Results of the background check are to be issued to the University's Department of Human Resources.
 - 5.4.1 Upon the receipt of the results of the background check, the Department of Human Resources will inform the Activity/Program Director and the Office of Risk Management whether the background check was acceptable or unacceptable. This determination will be based upon whether the background check reveals any felony or any crime involving domestic or child related abuse.
 - 5.4.2 If the background check is not acceptable, the Activity/Program Director will inform the volunteer applicant that his/her participation in the activity or program is denied.

- 5.4.3 A background check will be valid for a two-year period. A volunteer may be asked to complete a background check more frequently depending upon the nature of the event/activity.
 - 5.4.4 Results of background checks shall be retained in the Department of Human Resources.
 - 5.5 Parental consent must be given for the background check in the case of an individual under the age of 18 who is working or engaged in any capacity with a camp or activity involving a minor.
 - 5.6 The Activity/Program Director is responsible to ensure that all required individuals have undergone a background check.
- 6.0 OFFICE OF RISK MANAGEMENT RESPONSIBILITIES:
- 6.1 Based upon a joint review, the Director of Risk Management and the Activity/Program Director will ensure all steps and required documentation have been properly completed so that the activity/program can proceed.
 - 6.2 The Office of Risk Management will provide support for the effective administration of such activity/program.
 - 6.3 The Office of Risk Management is responsible for providing on-line training for all individuals who may have responsibility for the care, custody, or control of minors at camps and other activities and programs.
 - 6.3.1 Such training is mandatory for camps and must be completed prior to the beginning of the camp.
 - 6.3.2 The training shall be completed annually and will be documented with the adult signing a statement indicating his or her understanding and receipt of Shawnee State University policies and procedures.
 - 6.3.3 The Office of Risk Management will provide approved training available on the Risk Management web site and shall include but not be limited to:

Applicable Shawnee State University policies, procedures and guidelines regarding interactions with minors, behavioral signs that minor victims may exhibit, sexual abuse and sexual harassment, inappropriate behavior with minors, reporting requirements, and other topics as deemed appropriate by the Office of Risk Management.

7.0 REPORTING REQUIREMENTS

Anyone who knows, or has reasonable cause to suspect, based on facts that would cause a reasonable person in similar circumstances to suspect, that a child under eighteen years of age has suffered abuse or neglect should report known or suspected instances of the abuse of, neglect of or inappropriate interactions with minors. Persons making a report in good faith will be protected from criminal and civil liability, in accordance with state law, for making the report. Two reports, one internal and one external, must be made:

7.1 Internal Report

All faculty, staff, volunteers has an obligation to report known or suspected abuse or neglect of a minor on campus or in a Shawnee State program immediately to the Department of Public Safety.

7.2 External Report

Ohio law requires every person acting in an official or professional capacity with the program to make a report when they suspect sexual or physical abuse or neglect of a minor. The required report may be made to the local Public Children's Services Agency. (740-456-4164) or (<http://sciotocsb.com/>)

History

Effective: 04/14/17

RESOLUTION F04-17

INVESTMENT COMMITTEE MEMBER REAPPOINTMENT

WHEREAS, on June 30, 2017 Mr. William Burke will complete a three-year appointment serving on the Shawnee State University Investment Committee; and

WHEREAS, Mr. Burke has regularly attended committee meetings, demonstrated exemplary service and expertise, and indicated a willingness to continue as a member of the committee; and

WHEREAS, the President recommends reappointment of Mr. Burke; and

WHEREAS, Mr. David Furbee, Chairperson of the Investment Committee nominates Mr. Burke for reappointment; and

THEREFORE BE IT RESOLVED Mr. William Burke is appointed to the Shawnee State University Investment Committee for the period of July 1, 2017 through June 30, 2020;

THEREFORE BE IT FURTHER RESOLVED that the Board of Trustees extends its appreciation to Mr. Burke for his service to the University.

(April 14, 2017)

RESOLUTION F05-17

APPROVAL OF TUITION AND FEES SCHEDULES

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

WHEREAS, initial indications are that restrictions on student tuition and fees may be more broadly applied than in previous budget bills placing institutions in an environment of uncertainty; 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 authorize him to proceed to implement the recommended tuition and below-listed fees (schedules attached) in accordance with state legislation and applicable Ohio Department of Higher Education requirements; and

WHEREAS, the following tuition and fees schedules (attached) are recommended:

- Undergraduate Tuition and Fees
- Graduate Tuition and Fees
- Residential Housing and Meal Plan Rates
- Course Fees
- Other Student Fees

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University authorizes the President to proceed with the steps to implement the above-referenced tuition and fee schedules, contingent upon the Ohio General Assembly's biennium budget and required Ohio Department of Higher Education approval.

(April 14, 2017)



2017-18 Academic Year
Undergraduate Tuition Schedule
effective Fall semester 2017

Full-Time <i>(12 - 18 credit hours)</i>	AY 2016-17 <i>(per semester)</i>	AY 2017-18 <i>(per semester)</i>	\$ Increase	% Increase
<i>In-State Tuition</i>				
Instructional Fee	\$3,125.40	\$3,125.40	\$0.00	0.00%
General Fee	\$344.40	\$344.40	\$0.00	0.00%
Technology Fee	\$62.28	\$62.28	\$0.00	0.00%
Total In-State Tuition	\$3,532.08	\$3,532.08	\$0.00	0.00%
<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>				
	\$2,833.32	\$2,833.32	\$70.80	2.50%
<i>University Center Bond Fee</i> <i>(applies to Fall and Spring semesters only)</i>				
	\$150.00	\$150.00	\$0.00	0.00%
Part-Time <i>(up to and including 11 and over 18 credit hours)</i>	AY 2016-17 <i>(per credit hour)</i>	AY 2017-18 <i>(per credit hour)</i>	\$ Increase	% Increase
<i>In-State Tuition</i>				
Instructional Fee	\$260.45	\$260.45	\$0.00	0.00%
General Fee	\$28.70	\$28.70	\$0.00	0.00%
Technology Fee	\$5.19	\$5.19	\$0.00	0.00%
Total In-State Tuition	\$294.34	\$294.34	\$0.00	0.00%
<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>				
	\$236.11	\$236.11	\$5.90	2.50%
<i>University Center Bond Fee</i> <i>(applies to Fall and Spring semesters only)</i>				
	\$12.50	\$12.50	\$0.00	0.00%
Alternative Tuition for High School Programs				
<i>College Credit Plus*</i>	State-established default rates			
<i>Summer College Credit Plus equivalent programs</i>	State-established default rates			

*College Credit Plus "Option A" students pay standard undergraduate tuition rates.



**2017-18 Academic Year
Graduate Tuition Schedule**
effective Fall semester 2017

Full-Time <i>(9 - 16 credit hours)</i>	AY 2016-17 <i>(per semester)</i>	AY 2017-18 <i>(per semester)</i>	\$ Increase	% Increase
<i>In-State Tuition</i>				
Instructional Fee	\$4,406.13	\$4,515.39	\$109.26	2.48%
General Fee	\$130.50	\$134.19	\$3.69	2.83%
Technology Fee	\$45.00	\$46.44	\$1.44	3.20%
Total In-State Tuition	\$4,581.63	\$4,696.02	\$114.39	2.50%
<i>Out-of-State Surcharge</i> <i>(does not apply to students from counties included in reciprocal agreements)</i>	\$6,362.64	\$6,521.67	\$159.03	2.50%
<i>University Center Bond Fee</i> <i>(applies to Fall and Spring semesters only)</i>	\$150.00	\$150.00	\$0.00	0.00%
Part-Time <i>(up to and including 8 and over 16 credit hours)</i>	AY 2016-17 <i>(per credit hour)</i>	AY 2017-18 <i>(per credit hour)</i>	\$ Increase	% Increase
<i>In-State Tuition</i>				
Instructional Fee	\$489.57	\$501.71	\$12.14	2.48%
General Fee	\$14.50	\$14.91	\$0.41	2.83%
Technology Fee	\$5.00	\$5.16	\$0.16	3.20%
Total In-State Tuition	\$509.07	\$521.78	\$12.71	2.50%
<i>Out-of-State Surcharge</i> <i>(does not apply to students from counties included in reciprocal agreements)</i>	\$706.96	\$724.63	\$17.67	2.50%
<i>University Center Bond Fee</i> <i>(applies to Fall and Spring semesters only)</i>	\$12.50	\$12.50	\$0.00	0.00%
Graduate Workshop Credit	AY 2016-17 <i>(per credit hour)</i>	AY 2017-18 <i>(per credit hour)</i>	\$ Increase	% Increase
<i>Graduate Workshop Credit</i>	\$130.00	\$130.00	\$0.00	0.00%

**Shawnee State University
Housing Rates
2017 Summer Term**

Includes proposed 3% increase

Campus View

Room Type	Full Semester	5 Week Term
Private	\$1,925	\$962
Double	\$1,605	\$802

Summer residents are typically housed in Campus View buildings only. The building below is used only if overflow is required:

Bridgeview Court

Room Type	Full Semester	5 Week Term
Double	\$1,605	\$802

Meal Plan Options

No food service is provided during Summer Term.

Residential Connectivity Fee

Includes proposed 2% increase

Full (10 wk.) Semester	5 Week Term
\$76	\$39

**Shawnee State University
Housing and Meal Plan Rates
2017-2018 Academic Year**

Includes proposed 3% increase

Campus View

Room Type	Semester Cost	Academic Year
Private	\$3731	\$7462
Double	\$3114	\$6228

Tanner Place/Bridgeview Court/Carriage House

Room Type	Semester Cost	Academic Year
Private ²	\$3731	\$7462
Double	\$3114	\$6228
Double Buy Out	\$4346	\$8692

Cedar House

Room Type	Semester Cost	Academic Year
Private ²	\$3392	\$6784
Double	\$2831	\$5662

University Townhouse

Room Type	Semester Cost	Academic Year
Private ²	\$3138	\$6276
Double	\$2570	\$5140

¹Triple rooms are offered at the discretion of the University.

²Private Rooms are only available if space permits and at the discretion of the University.

Meal Plan Options³

Includes proposed 3% increase

Plan	Semester Cost	Academic Year
19 Meals per Week	\$1872	\$3744
15 Meals per Week	\$1784	\$3568
12 Meals per Week	\$1607	\$3214

³All 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.

Residential Connectivity Fee

Includes proposed 2% increase

Semester Cost	Academic Year
\$123	\$246



2017-18 Academic Year
Course Fees
effective Summer semester 2017

Course Fees	AY 2016-17	AY 2017-18
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
Health Science (BSHS)	-	\$5.00
Business (BUSI)	\$10.00	\$10.00
Chemistry (CHEM)	-	\$25.00
Dental Hygiene (DTHY)	\$35.00	\$35.00
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
Developmental Mathematics (MATH)	-	\$15.00
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)	\$20.00	\$25.00
Natural Science (NSCI)	\$25.00	\$25.00
Nursing, A.A.S. (ADNR)	\$25.00	\$25.00
Nursing, B.S. (BSNR)	\$20.00	\$20.00
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)	\$20.00	\$25.00
Respiratory Therapy (RPTT)	\$20.00	\$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



**2017-18 Academic Year
Other Student Fees**

effective Summer semester 2017

Other Student Fees	AY 2016-17	AY 2017-18
Application Fees		
Graduate Admission	\$30	\$30
Health Sciences Programs (undergraduate)	\$30	\$30
International Admission	\$50	\$50
Background Check BCI	\$24	\$27
Background Check FBI	\$26	\$29
Payment Plan Late Fees	max \$180.00 per sem.	max \$180.00 per sem.
Credit by Arrangement Administrative Fee, Undergraduate	\$150	\$150/per cr hr
Credit by Arrangement Administrative Fee, Graduate	\$225	\$225/per cr hr
Credit by Exam Fee (per course)	\$150	\$150
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
Portfolio Evaluation Fee (per submission) - A.T.S. degree only		
First Course (per program discipline)	\$150	\$150
Second and Subsequent Courses (same discipline)	\$50	\$50
Residential Student Programming	-	\$15/per sem.
Student Service Fees (students with 6 or more credit hours)	-	\$25/per sem.
Student Health & Wellness (students with 6 or more credit hours)	-	\$25/per sem.

RESOLUTION F06-17

**REVISION AND RENAMING OF POLICY 4.90REV,
TUITION, ACADEMIC FEES, OTHER STUDENT FEES,
FINES AND CHARGES**

WHEREAS, Policy 4.90Rev, *Tuition and Other Student Fees, Fines and Charges* was approved by the Board of Trustees on January 15, 2016; and

WHEREAS, the Policy is revised and renamed for clarity and to incorporate the adoption of academic program fees when expressly approved by the Board; and

WHEREAS, the adoption of such fees are intended for those academic programs that have significant costs associated with modern instructional methodologies, state-of-the-art technologies, extraordinary equipment requirements, and other program costs that are essential to providing the highest quality academic programs that meet the demands and expectations of students;

THEREFORE BE IT RESOLVED that the SSU Board of Trustees hereby approves the revision and renaming of Policy 4.90Rev, Tuition, Academic Fees, Other Student Fees, Fines and Charges.

(April 14, 2017)

Shawnee State University

POLICY TITLE:	TUITION AND OTHER STUDENT FEES, FINES AND CHARGES
POLICY NO. :	4.90REV
ADMIN CODE:	3362-4-60
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	01/15/16
NEXT REVIEW DATE:	01/2019
RESPONSIBLE OFFICER(S):	VPF&A
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

~~This policy establishes authority for the review and approval of tuition and other student fees, fines, and cost recovery charges assessed to students. The purpose of this policy is to direct the adoption, management, and review of all fees and charges assessed by the University to students and to ensure compliance with applicable state regulations.~~

2.0 TUITION AND OTHER STUDENT FEES

2.1 Tuition, ~~Program and Course Fees,~~ and Academic Miscellaneous Fees, as defined in this policy, that will be assessed to students must receive prior approval from the Board of Trustees and follow parameters established in the state biennial budget bill or other state law.

3.0 Definitions:

3.1 Tuition – Fees charged to all students each term on a per-credit-hour basis, based on their enrollment status.

3.1.1 ~~Includes~~ instructional, general, and technology fees; fees assessed to high school students (college credit plus), graduate workshop credit fee, fees assessed to all students for a specific purpose (e.g., University Center bond fee), and any future fees meeting this definition.

3.2 Course Fees – Fees charged only to students enrolled in courses for which a supplemental fee has been established to defray the cost of lab supplies, technology needs, or other special requirements of the course.

3.3 Academic Program Fees – Fees charged only to students who have been accepted into an academic program that requires specialized supplies, equipment, or

individualized services. Examples may include studio-based programs, programs requiring state-of-the-art equipment, and programs with clinical requirements.

- 3.4 ~~Miscellaneous-Other Student~~ Fees – Fees assessed to ~~students based on their participation in specific activities (e.g., health sciences application fee)-various groups of students that support the delivery of academic services and activities and programs expressly offered for student outreach experiences and student life activities and programs (e.g. health sciences application fee, health and wellness fee, residential student programs, etc.).~~

4.0 FINES AND COST RECOVERY CHARGES

- 4.1 ~~The establishment of f~~Fines and cost recovery charges that may be assessed to students must be approved by the President and will be ~~reviewed-shared~~ with the Board of Trustees annually.

4.2 Definitions:

4.2.1 Fines – Fines assessed to students as a result of disciplinary action.

4.2.2 Cost Recovery Charges – Charges assessed to students to defray the cost of providing an optional service (e.g. express mail charge for a rush transcript).

4.0 PROCEDURES

Procedures ~~for the effective administration of this policy, including authorized use of course and program fees, shall be established~~that address the management and use of Board-approved fees and to otherwise effectively administer this policy shall be established.

History

Effective: 11/02/12

Revised: 01/15/16

Revised: 04/14/17

Applicable Procedures: 4.90:1 Course Fees – Management and Use
~~and 4.90:2 Program Fees – Management and Use~~

INFORMATION ONLY

PROCEDURE TITLE:	PROGRAM FEES – MANAGEMENT AND USE
PROCEDURE NO.:	4.90:2
RELATED POLICY:	4.90REV
PAGE NO.:	1 OF 3
RESPONSIBLE ADMINISTRATOR(S):	VPF&A/ PROVOST
EFFECTIVE DATE:	04/14/2017
NEXT REVIEW DATE:	07/2020
APPROVED BY:	PRESIDENT

1.0 DEFINITION AND APPLICATION

1.1 Academic Program fees are defined by university policy as:

Fees charged only to students who have been accepted into an academic program that requires specialized supplies, equipment, or individualized services. Examples may include studio-based programs, programs requiring state-of-the-art equipment, and programs with clinical requirements. (Shawnee State University Policy No. 4.90Rev).

1.2 Academic Program Fees are used to support expenses directly linked to an academic program. These fees may be collected to pay for current expenses, or may be carried forward in order to pay for larger, infrequent expenditures associated with a program.

1.3 Academic Program Fees are applied only to academic programs for which the fee can be justified. These fees differ from Course Fees in that they are intended to cover programmatic and/or multicourse expenses and generally not expenses that can be isolated to a single course. The latter may be covered by a Course Fee.

2.0 AUTHORITY TO ESTABLISH PROGRAM FEES

The Academic Program Fee rate schedule is approved annually by the Board of Trustees – typically at a spring meeting.

3.0 AUTHORIZED USES OF ACADEMIC PROGRAM FEES

3.1 Academic Program Fees may be used to pay for expenses as follows:

3.1.1 Accreditation fees.

3.1.2 Program review expenses.

- 3.1.3 Program membership in professional organizations.
- 3.1.4 Student research.
- 3.1.5 Faculty research that supports student research.
- 3.1.6 Special equipment needed in lab or classroom that support multiple courses required by the academic program.
- 3.1.7 Service contracts and repair for specialized lab or classroom equipment that support multiple courses required by the academic program.
- 3.1.8 Instructional technologies, materials, software, furniture, and supplies for a lab or classroom that is used to support multiple courses required by the academic program.
- 3.1.9 Stipends paid to site-based clinical supervisors (non-SSU personnel) or to the facilities directly supporting an academic program (e.g. student teaching or clinical sites).
- 3.1.10 Student employees or part-time student assistants in program settings (including tutors and supplemental instructors).
- 3.1.11 Temporary employment contracts to cover duties directly related to academic programs.
- 3.1.12 Design, renovation, remodeling, and/or upgrades to facilities used by an academic program.
- 3.1.13 Specialized Library resources (e.g. access to an expensive database that is not widely used or available through OhioLink).
- 3.1.14 Exceptions approved jointly by the Dean, Provost and Vice President for Finance and Administration.

4.0 PROGRAM FEE ACCOUNTING

Academic Program Fees are assessed when a student registers and are recorded as income in the Dean's program fee account. Each term, the Dean's office allocates 90% of those funds to the applicable programs. While unexpended program fee revenue rolls forward to the following year, prior years' fund balances must be spent according to an academic program plan approved annually by the Dean.

5.0 PROCEDURE REVIEW

These procedures will be reviewed and updated as necessary in collaboration with the Provost, Deans, Director of Budget, and VP for Finance and Administration. Major deviations or modifications will require the President's approval.

History

Effective: 04/14/17

RESOLUTION F07-17

APPROVAL OF ACADEMIC PROGRAM FEES

WHEREAS, the Board of Trustees of Shawnee State University approves all academic fees (course and academic program) and other student fees assessed to students; and

WHEREAS, the Provost and academic deans completed a review of academic programs and identified those with significant and extreme costs required to maintain the quality of the programs and that do not have sufficient resources to meet students' demands and expectations; and

WHEREAS, the President recommends that the Board approve the implementation of the identified academic program fees and authorize proceeding to secure approval for such fees by the Ohio Department of Higher Education;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the implementation of the attached Academic Program Fees schedule contingent upon the Ohio General Assembly's biennial budget and Ohio Department of Higher Education approval.

(April 14, 2017)

Program Fee Schedule
Shawnee State University

Dept	Degree	Program	Major/Concentration Code	Selective?	Suggested Fee by Semester
AHS	AAS	Dental Hygiene	DTHY	Yes	80
AHS	AAS	Emergency Medical Technology	EMTP + EMTA	No	100
AHS	AAS	Medical Laboratory	MLTC	Yes	70
AHS	AAS	Radiologic Technology	RDLT	Yes	100
AHS	AAS	Respiratory Therapy	RPTT	Yes	100
NURS	AAS	Nursing (same program fee as BSN)	ADNR	Yes	50
RHSP	AA	Occupational Therapy Assistant	OTAT	Yes	55
RHSP	AA	Physical Therapy Assistant	PTAT	Yes	85
EDUC	BSE	Early Childhood PreK-3	ECIS, EDIS, EDEC	Yes	60
EDUC	BSE	Middle Childhood	EDMC	Yes	60
EDUC	Bach/Disp	Adolescent Young Adult (same fee for all EDUC programs)	ADLA, MAVA, ADMA, ADLS, ADSB, ADSP, ADSE, ADSC, ADES, ADPS, ADSS, ADHI, ADSO	Yes	60
ENGT	BS	Digital Simulation/Game	ETGG	No	100
ENGT	BS	Plastics Eng Tech	ETPL	No	100
FA	BFA	Fine Arts/Graphic Design	VIDD, VIAN, VIDS, VIIMT, VIIM, VAD	No	90
FA	BFA	Fine Arts/Gaming	GSDA	No	100
NS	BS	Biology/Pre-med	BIOM, PMED	No	100
NURS	BS	Nursing	BSNR	Yes	50
RHSP	MOT	Occupational Therapy	MOT	Yes	100

FY17 General Fund Budget
 Third Quarter Summary
 July - March

	FY16			FY17		
	ACTUAL AS OF 3/31	ACTUAL FULL YEAR	% AS OF 3/31	ACTUAL AS OF 3/31	BUDGET FULL YEAR	% AS OF 3/31
Operating Revenue	\$41,387,661	\$47,365,578	87.38%	\$39,817,025	\$47,158,268	84.43%
Operating Expenditures & Transfers	<u>\$36,187,357</u>	<u>\$49,315,437</u>	73.38%	<u>\$35,653,186</u>	<u>\$48,900,803</u>	72.91%
OPERATING SURPLUS (DEFICIT)	\$5,200,304	(\$1,949,860)		\$4,163,839	(\$1,742,535)	
One Time Uses of Reserves				\$429,516	\$441,000	
TOTAL SURPLUS (DEFICIT)				<u><u>\$3,734,323</u></u>	<u><u>(\$2,183,535)</u></u>	

FY17 One Time Uses of Reserves (Detail)	ACTUAL AS OF 3/31	BUDGET FULL YEAR	% AS OF 3/31
Oracle Implementation Costs - Year 1	\$142,005	\$270,000	52.59%
Oracle Project Support	\$55,087	\$75,000	73.45%
STEMM Enabling Project	\$161,574	\$0	-
AD ASTRA Grant Support	\$0	\$25,000	0.00%
Massie Hall Chiller	\$70,850	\$71,000	99.79%
Total	<u><u>\$429,516</u></u>	<u><u>\$441,000</u></u>	97.40%

FY17 General Fund Budget
Third Quarter Status
July - March

	FY16			FY17			ACTUAL VARIANCE AS OF 3/31
	ACTUAL AS OF 03/31	ACTUAL FULL YEAR	% AS OF 3/31	ACTUAL AS OF 03/31	BUDGET FULL YEAR	% AS OF 3/31	
REVENUE							
State Funding	\$12,184,095	\$16,303,575	74.73%	\$11,832,918	\$15,716,455	75.29%	(\$351,177)
Tuition & Student Fees	\$28,469,067	\$30,120,603	94.52%	\$27,279,388	\$30,319,355	89.97%	(\$1,189,679)
Other Income	\$472,243	\$679,143	69.54%	\$415,169	\$832,908	49.85%	(\$57,074)
Transfers from Other Funds	\$262,256	\$262,256	100.00%	\$289,550	\$289,550	100.00%	\$27,294
TOTAL REVENUE	<u><u>\$41,387,661</u></u>	<u><u>\$47,365,578</u></u>	<u><u>87.38%</u></u>	<u><u>\$39,817,025</u></u>	<u><u>\$47,158,268</u></u>	<u><u>84.43%</u></u>	<u><u>(\$1,570,636)</u></u>

FY17 General Fund Budget
 Third Quarter Status
 July - March

	FY16			FY17			ACTUAL VARIANCE AS OF 3/31
	ACTUAL AS OF 03/31	ACTUAL FULL YEAR	% AS OF 3/31	ACTUAL AS OF 03/31	BUDGET FULL YEAR	% AS OF 3/31	
EXPENDITURES & TRANSFERS							
Compensation Expenditures	\$23,694,087	\$33,400,534	70.94%	\$23,872,740	\$33,809,921	70.61%	\$178,653
Non-Compensation Expenditures	\$9,104,953	\$12,538,407	72.62%	\$8,480,617	\$11,791,054	71.92%	(\$624,336)
Transfers to Other Funds	\$3,388,317	\$3,376,497	100.35%	\$3,299,828	\$3,299,828	100.00%	(\$88,488)
TOTAL EXPENDITURES & TRANSFERS	<u>\$36,187,357</u>	<u>\$49,315,437</u>	<u>73.38%</u>	<u>\$35,653,186</u>	<u>\$48,900,803</u>	<u>72.91%</u>	<u>(\$534,171)</u>

2017-18 Academic Year
Fines and Cost Recovery Charges¹
effective Summer semester 2017

Cost Recovery Charges	AY 2016-17	AY 2017-18
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)
Ipad damaged, lost, or stolen	\$1,000.00	\$1,000.00
Ipad missing pieces	\$200.00	\$200.00
Laptop replacement charge	\$1,200.00	\$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	\$0.35
Lost/damaged item	\$60.00	\$60.00
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
Postage charge for rush transcript	current USPS rate for priority mail express	current USPS rate for priority mail express
University College:		
Lost/damaged item	cost of item	cost of item
Disciplinary Charges & Fines	AY 2016-17	AY 2017-18
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	\$25.00/day	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	\$10.00	\$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
Violation of guest policy - second violation	-	\$25.00
Violation of guest policy - third violation	-	\$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	\$25.00	\$25.00
Parking outside permitted areas	\$25.00 plus surface repair cost	\$25.00 plus surface repair cost
Parking reinstatement charge	\$25.00	\$25.00
Parking with disregard for painted lines	\$25.00	\$25.00
Parking within 10 feet of fire hydrant	\$25.00	\$25.00
Parking within 20 feet of crosswalk	\$25.00	\$25.00
Parking within 30 feet of stop sign	\$25.00	\$25.00
Parking/stopping in other prohibited zone (posted)	\$25.00 plus towing & storage charge	\$25.00 plus towing & storage charge
Vehicle not registered	\$25.00	\$25.00
Payment Return Charges:		
Automated Clearinghouse (ACH) Return Charge	\$50.00	\$25.00
Bad Check Charge	\$50.00	\$50.00
Replacement Charges	AY 2016-17	AY 2017-18
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

¹ Fines and charges listed on this schedule may include an administrative surcharge.

INVESTMENT PORTFOLIO PERFORMANCE

FISCAL YEAR 16:

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2015	GAIN/(LOSS) JULY	GAIN/(LOSS) AUGUST	GAIN/(LOSS) SEPTEMBER	GAIN/(LOSS) OCTOBER	GAIN/(LOSS) NOVEMBER	GAIN/(LOSS) DECEMBER	GAIN/(LOSS) JANUARY	GAIN/(LOSS) FEBRUARY	GAIN/(LOSS) MARCH	GAIN/(LOSS) APRIL	GAIN/(LOSS) MAY	GAIN/(LOSS) JUNE	TOTAL YTD GAIN/(LOSS)
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 3,022,222.14	\$ 5,260.30	\$ (62,605.80)	\$ (55,395.64)	\$ 50,165.16	\$ (2,961.15)	\$ (66,808.66)	\$ (26,149.34)	\$ 6,004.61	\$ 82,488.72	\$ 51,388.68	\$ 7,408.79	\$ 43,933.29	\$ 32,728.96
U.S. BANK EQUITY MUTUAL FUNDS	\$ 6,418,665.29	\$ 55,995.83	\$ (390,614.80)	\$ (158,383.34)	\$ 428,121.77	\$ (18,274.26)	\$ (101,591.66)	\$ (290,606.64)	\$ (31,856.12)	\$ 374,500.27	\$ 34,745.06	\$ 64,881.58	\$ (12,997.14)	\$ (46,079.45)
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,644,141.07	\$ 10,066.57	\$ (54,657.92)	\$ (29,765.25)	\$ 68,234.75	\$ (1,466.04)	\$ (23,138.00)	\$ (54,863.03)	\$ (793.52)	\$ 64,118.29	\$ 27,104.72	\$ 9,282.45	\$ (5,224.36)	\$ 8,898.66
AGINCOURT CAPITAL	\$ 2,960,119.95	\$ 19,723.76	\$ (7,704.81)	\$ 21,679.28	\$ (576.49)	\$ (6,821.46)	\$ (17,134.21)	\$ 30,164.91	\$ 18,188.45	\$ 48,305.53	\$ 24,370.52	\$ (1,148.64)	\$ 60,587.23	\$ 189,634.07
TAMRO CAPITAL/VAUGHAN NELSON##	\$ 1,083,251.89	\$ (10,859.54)	\$ (63,955.47)	\$ (71,593.87)	\$ 35,941.01	\$ 6,626.04	\$ (53,856.88)	\$ (93,826.49)	\$ (5,249.41)	\$ 89,087.85	\$ 8,213.25	\$ 17,175.10	\$ (32,391.41)	\$ (174,689.82)
MANNING & NAPIER	\$ 1,704,863.19	\$ 3,757.17	\$ (68,126.27)	\$ (37,697.40)	\$ 71,060.30	\$ (9,989.05)	\$ (27,835.04)	\$ (32,746.53)	\$ (6,919.65)	\$ 66,191.83	\$ 23,113.25	\$ 10,522.94	\$ 1,426.60	\$ (7,241.85)
CURRENT MTD TOTAL GAIN/(LOSS)		\$ 83,944.09	\$ (647,665.07)	\$ (331,156.22)	\$ 652,946.50	\$ (32,885.92)	\$ (290,364.45)	\$ (468,027.12)	\$ (20,625.64)	\$ 724,692.49	\$ 168,935.48	\$ 108,122.22	\$ 55,334.21	\$ 3,250.57

INVESTMENT FUND BALANCES:

U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 2,927,482.44	\$ 2,864,876.64	\$ 2,809,481.00	\$ 2,859,646.16	\$ 2,856,685.01	\$ 2,789,876.35	\$ 2,763,727.01	\$ 2,769,731.62	\$ 2,852,220.34	\$ 2,903,609.02	\$ 2,911,017.81	\$ 2,954,951.10	
U.S. BANK EQUITY MUTUAL FUNDS	\$ 5,799,661.12	\$ 5,409,046.32	\$ 5,250,662.98	\$ 5,678,784.75	\$ 5,660,510.49	\$ 5,558,918.83	\$ 5,268,312.19	\$ 5,236,456.07	\$ 5,610,956.34	\$ 5,645,701.40	\$ 5,710,582.98	\$ 5,697,585.84	
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,554,207.64	\$ 1,499,549.72	\$ 1,469,784.47	\$ 1,538,019.22	\$ 1,536,553.18	\$ 1,513,415.18	\$ 1,458,552.15	\$ 1,457,758.63	\$ 1,521,876.92	\$ 1,548,981.64	\$ 1,558,264.09	\$ 1,553,039.73	
AGINCOURT CAPITAL	\$ 2,754,843.71	\$ 2,747,138.90	\$ 2,768,818.18	\$ 2,768,241.69	\$ 2,761,420.23	\$ 2,744,286.02	\$ 2,774,450.93	\$ 2,792,639.38	\$ 2,840,944.91	\$ 2,865,315.43	\$ 2,864,166.79	\$ 2,924,754.02	
TAMRO CAPITAL/VAUGHAN NELSON##	\$ 1,272,392.35	\$ 1,208,436.88	\$ 1,136,843.01	\$ 1,172,784.02	\$ 1,179,410.06	\$ 1,125,553.18	\$ 1,031,726.69	\$ 1,026,477.28	\$ 1,115,565.13	\$ 1,123,778.38	\$ 1,140,953.48	\$ 1,108,562.07	
MANNING & NAPIER	\$ 1,608,620.36	\$ 1,540,494.09	\$ 1,502,796.69	\$ 1,573,856.99	\$ 1,563,867.94	\$ 1,536,032.90	\$ 1,503,286.37	\$ 1,496,366.72	\$ 1,562,558.55	\$ 1,585,671.80	\$ 1,596,194.74	\$ 1,597,621.34	
TOTAL	\$ 16,833,263.53	\$ 15,917,207.62	\$ 15,269,542.55	\$ 14,938,386.33	\$ 15,591,332.83	\$ 15,558,446.91	\$ 15,268,082.46	\$ 14,800,055.34	\$ 14,779,429.70	\$ 15,504,122.19	\$ 15,673,057.67	\$ 15,781,179.89	\$ 15,836,514.10

** During the month of July 2015, the University liquidated the following investment amounts from their respective portfolios. The proceeds from the liquidation were transferred to the University Operating Cash account to meet July and August cash needs.

U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 100,000.00
U.S. BANK EQUITY MUTUAL FUNDS	\$ 475,000.00
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 100,000.00
AGINCOURT CAPITAL	\$ 225,000.00
MANNING & NAPIER	\$ 100,000.00
TOTAL AMOUNT OF WITHDRAWALS FROM INVESTMENT PORTFOLIO	\$ 1,000,000.00

During the month of July 2015, the University terminated their investment contract with TAMRO Capital Partners and entered into a new agreement with Vaughan Nelson to manage the Equity portion of our investment portfolio. In addition to receiving the funding from the TAMRO Capital Partners portfolio, \$200,000 from the U.S. Bank Equity Mutual Fund Account (Vanguard 500 Index Fund) was placed under Vaughan Nelson's management in July 2015.

FISCAL YEAR 17:

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2016	GAIN/(LOSS) JULY	GAIN/(LOSS) AUGUST	GAIN/(LOSS) SEPTEMBER	GAIN/(LOSS) OCTOBER	GAIN/(LOSS) NOVEMBER	GAIN/(LOSS) DECEMBER	GAIN/(LOSS) JANUARY	GAIN/(LOSS) FEBRUARY	GAIN/(LOSS) MARCH	GAIN/(LOSS) APRIL	GAIN/(LOSS) MAY	GAIN/(LOSS) JUNE	TOTAL YTD GAIN/(LOSS)
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 2,954,951.10	\$ 56,944.53	\$ 28,604.63	\$ (13,883.25)	\$ 6,863.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,529.10
U.S. BANK EQUITY MUTUAL FUNDS	\$ 5,697,585.84	\$ 223,311.89	\$ 28,808.37	\$ (82,072.03)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170,048.23
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,553,039.73	\$ 36,099.33	\$ 14,522.87	\$ (20,569.99)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,052.21
AGINCOURT CAPITAL	\$ 2,924,754.02	\$ 27,414.90	\$ (28,805.75)	\$ (27,006.56)	\$ 514.65	\$ (805.95)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (28,688.71)
TAMRO CAPITAL/VAUGHAN NELSON##	\$ 1,108,562.07	\$ 50,204.12	\$ 12,725.38	\$ (30,269.68)	\$ 254.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,914.57
MANNING & NAPIER	\$ 1,597,621.34	\$ 48,497.17	\$ 676.82	\$ (3,082.02)	\$ 481.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,573.56
TIAA FUNDS	\$ -	\$ -	\$ -	\$ 183,914.82	\$ (157,209.20)	\$ 81,256.40	\$ 160,037.97	\$ 281,321.02	\$ 282,655.97	\$ 82,404.94	\$ -	\$ -	\$ -	\$ 914,381.92
CURRENT MTD TOTAL GAIN/(LOSS)		\$ 442,471.94	\$ 56,532.32	\$ 7,031.29	\$ (149,095.02)	\$ 80,450.45	\$ 160,037.97	\$ 281,321.02	\$ 282,655.97	\$ 82,404.94	\$ -	\$ -	\$ -	\$ 1,243,810.88

INVESTMENT FUND BALANCES:

U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 3,011,895.63	\$ 3,040,500.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
U.S. BANK EQUITY MUTUAL FUNDS	\$ 5,920,897.73	\$ 5,949,706.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,589,139.06	\$ 1,603,661.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AGINCOURT CAPITAL	\$ 2,952,168.92	\$ 2,923,363.17	\$ 24,262.02	\$ 19,096.35	\$ 18,290.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VAUGHAN NELSON	\$ 1,158,766.19	\$ 1,171,491.57	\$ 460.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MANNING & NAPIER	\$ 1,646,118.51	\$ 1,646,795.33	\$ 514.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TIAA FUNDS	\$ -	\$ -	\$ 16,317,313.04	\$ 16,174,358.28	\$ 16,255,614.68	\$ 16,433,943.05	\$ 16,715,264.07	\$ 16,997,920.04	\$ 17,080,324.98	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 15,836,514.10	\$ 16,278,986.04	\$ 16,335,518.36	\$ 16,342,549.65	\$ 16,193,454.63	\$ 16,273,905.08	\$ 16,433,943.05	\$ 16,715,264.07	\$ 16,997,920.04	\$ 17,080,324.98	\$ -	\$ -	\$ -

Personnel Action	Employment Status		Name	Effective	Comments
	From	To			
Appointments					
	Interim Chair, Nursing	Administrative Chair, Nursing	Leanne Denning	02/20/17	Award of position
	VP for Finance & Administration	VP for Finance & Administration	Elinda Boyles	02/01/17	Term appointment renewed
	Assistant Director, Event & Conference Services	Coordinator, Academic Events & Partnerships	Mistie Spicer	01/01/17	Position reclassification
New Hire					
		Coordinator, Event & Conference Services	Brittany Bazler	01/30/17	Four years working experience with SSU, SSU Alumni, BSBA
Promotions					
	Legal Assistant, General Counsel	Coordinator, Contracts Services	Sarah Brown	02/06/14	Promotion
	Admissions Officer	Coordinator, Admissions (Social Media & Communications)	Justin Malone	01/01/17	Promotion/expansion of responsibilities
	Admissions Coordinator	Director, Admissions	Amanda Means	01/01/17	Promotion
Retirements					
	Talent Management Systems Administrator		Judi McGraw	01/31/17	Retirement
	Coordinator, Recruitment Logistics & Data Analytics		Rick Merb	02/05/17	Resignation
	Program Director, EMT		William Turner	02/17/14	Resignation

Status of Construction/Renovation Projects through March 31, 2017

Project	Status	Projected Budget	Funding Source
Health Sciences Program Expansion (STEMM) Phase 1	<ul style="list-style-type: none"> Phase I ATC & Kricker Hall complete. Project 99% complete. 		
Health Sciences Program Expansion (STEMM) Phase 2	<ul style="list-style-type: none"> The space vacated by the MOT, PT and Sports Professions departments will be renovated to add additional space for both ADN and BSN programs. This includes a new zoned air handling unit, central vacuum and compressed air for the labs, and all new finishes. This project will also allow all Nursing Faculty to have offices in the space, as well as classrooms sized for increased enrollment. Project started 1/4/17; 60% complete. Phase 2 to be complete Fall, 2017. 	\$ 4,000,000 \$ 350,000	State Capital Local Funds
Advanced Technology Center/Technology and Industrial Buildings Rehabilitation	<ul style="list-style-type: none"> Programming complete. Design development started. Additional spaces on the first floor are being designed to modernize the entire main entrance and classrooms to further develop the Business and Engineering Programs' collaboration effort that was initiated with the Health Sciences Programs Expansion Project. New finishes, HVAC, and restroom renovations will be included. Plastics and digital gaming programs being redesigned and rightsized for future growth. 	\$ 4,280,000	State Capital
Athletic Complex (Rhodes Center)/Recreation, Student Health & Wellness	<ul style="list-style-type: none"> Architect to be selected April, 2017. The planned facility improvements include, but are not limited to: upgrading of the building's life safety systems, ADA access, and facility infrastructure; replacement of the original (circa 1983) pool filtration systems; separating the athletic programs' cardiovascular area to permit additional space and modernization of a general student fitness area; upgrading of deteriorated exterior areas. 	\$ 7,150,000	Bond & Local
Townhouse Renovation Project Phase 3	<ul style="list-style-type: none"> Complete renovation of 8 Townhouse apartments (2 quads - units 9-16). Renovations will replace all existing drywall with new high impact drywall. Project will renovate 32 bedrooms, 8 kitchens, 8 living rooms, and 16 bathrooms. All rooms will be examined for water infiltration, missing or degraded insulation, and damaged ductwork. All new sub-floors to be installed on 1st and 2nd floors; vinyl flooring will replace carpet in all 8 apartments. Project scheduled to begin May, 2017; scheduled for completion August, 2017. 	\$ 840,000	Bond & Local
Library Rehabilitation	<ul style="list-style-type: none"> Funds to be transferred to the Advanced Technology Center and Industrial Buildings Rehabilitation Project 	TBD	State Capital
Facilities Campus Master Plan Update	<ul style="list-style-type: none"> Committee identified. Existing Campus Master Plan being reviewed. Phased approach being evaluated. Project to be complete by 12/1/17. 	TBD	State Capital
Fine Arts and Massie Hall Chiller Renewal Project	<ul style="list-style-type: none"> Replace 3 compressors and modernize controls to create an updated efficient chiller plant for 2 of our largest buildings. Both chiller plants serve multiple buildings and will serve the cooling needs for another 10 years while gaining 5-10% in efficiency. 	\$ 286,603.00	State Capital