

**BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE**

**May 6, 2016
9:00am, University Center 214**

Agenda

1.0 Action Items

**1.1 Resolution F10-16
Revision of Policy 4.75Rev, Use of University Resources**

This resolution approves revisions to Policy 4.75Rev that clarifies expectations regarding the use of university property and resources by university employees.

**1.2 Resolution F11-16
Consolidation of Policies 5.06 and 5.07, renaming Drug Free Campus & Workplace and rescission of Policy 5.07.**

This resolution consolidates the content of two policies (5.06 and 5.07) and renames Policy 5.06Rev as Drug Free Campus & Workplace, and rescinds Policy 5.07 that is no longer necessary.

**1.3 Resolution F12-16
Rescission of Policy 5.26, Business Enterprise Development**

This resolution proposes rescission of this policy because it has not been utilized and is not necessary.

**1.4 Resolution F13-16
Revision of Policy 5.32, Ethics**

This resolution updates the policy for clarity and focuses on university purchasing and employment.

**1.5 Resolution F14-16
Appointment of Provost and Vice President for Academic Affairs**

This resolution recommends the appointment of Dr. Jeffrey Bauer as Provost and Vice President for Academic Affairs for the Committee's review and recommendation to the Board of Trustees.

**1.6 Resolution F15-16
Creation of Vice President for Advancement and External Affairs Position**

This resolution creates a vice president position to oversee the reconfigured and newly established division of Advancement and External Affairs.

**1.7 Resolution F16-16
Appointment of Vice President for Advancement and External Affairs**

This resolution recommends the appointment of Mr. Eric Braun as Vice President for Advancement and External Affairs for the Committee's review and recommendation to the Board of Trustees.

**1.8 Resolution F17-16
Investment Committee Member Reappointment**

This resolution recommends Mr. Steven Boden be reappointed to the SSU Investment Committee for the period of July 1, 2016 through June 30, 2019.

**1.9 Resolution F18-16
SSUDF New Member Appointment**

This resolution affirms the SSUDF resolution to appoint a new Shawnee State University Development Foundation Board member, Mr. Barry Rodbell. Mr. Rodbell's nomination was approved at the March 9, 2016 SSUDF Board meeting.

**1.10 Resolution F19-16
Continuing Budget Fiscal Year 2017**

This resolution permits the continuation of the University's FY16 spending level pending the approval of the FY17 operating budget.

2.0 Information and Education Items

2.1 Dr. Burke will complete the annual review of the University's Schedule of Fees, Fines and Charges.

2.2 Drs. Boyles and Burke will provide a preliminary briefing on the upcoming Affordability & Efficiency Report mandated by the Ohio Revised Code.

2.3 Dr. Boyles will review the quarterly personnel actions.

2.4 Dr. Boyles and Mr. Ballengee will brief the Committee on the University's diversified investment portfolio.

2.5 Drs. Boyles and Bauer will brief the Committee on the status of the Health Sciences/STEMM construction project.

RESOLUTION F10-16

APPROVAL OF REVISED POLICY 4.75REV, USE OF UNIVERSITY RESOURCES

WHEREAS, Shawnee State University is performing a systematic review of university policies and Policy 4.75Rev, Use of University Property (moveable equipment) by Employees has undergone a review by the appropriate university offices; and

WHEREAS, this policy was last reviewed and approved by the Board of Trustees on April 16, 2004 and requires updating for current business practices; and

WHEREAS, the proposed modifications clarifies that University employees may use University resources (e.g., vehicles, equipment, computers, internet, telephone, software, etc.) for business purposes and with appropriate approval;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves the revision and renaming of Policy 4.75Rev, Use of University Resources.

(May 6, 2016)

Shawnee State University

POLICY TITLE:	USE OF UNIVERSITY RESOURCES
POLICY NO. :	4.75REV
ADMIN CODE:	3362-4-46
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	5/06/16
NEXT REVIEW DATE:	5/2019
RESPONSIBLE OFFICER(S):	VPF&A
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

The purpose of this policy is to establish expectations regarding the temporary use of university property and resources that are determined to be appropriate to an employee's assigned role with the university.

2.0 GENERAL STATEMENT OF POLICY

2.1 The use of university resources must have a business purpose and may include the use of vehicles, equipment, computers, internet, telephone, and software.

2.2 Abuse of such resources may result in restitution to the university or, if deemed necessary, disciplinary action, up to and including termination in accordance with applicable policies and/or collective bargaining agreements.

2.3 Abuse could be determined when either of the following occurs:

2.3.1 The use is outside the boundaries of that which is customarily provided or reasonably needed by the employee to function in his or her position.

2.3.2 The use conflicts with federal, state, or local laws or regulations, or with an existing University policy.

3.0 Brief personal use of the university's communication resources that operate on a flat-rate basis (land line phones for local calls, internet, or email) is allowable during work hours. Such use should be infrequent in nature and of short duration. After-hours personal use of internet and email services is permitted, subject to Policy 5.30 Campus Computer and Network Use.

4.0 Long distance telephone charges for personal calls must be charged to a personal calling card or personal cellular device.

- 5.0 To the extent that university property is to be used at locations other than on campus for an extended period of time, the following conditions will apply:
- 5.1 A written request specifying the need for the item, identifying that such use is for business purposes, and an estimated duration for the use, must be submitted to the employee's supervisor.
 - 5.2 Use of university property off-campus must not interfere with normal on-campus activities and operations of the University.
 - 5.3 The property may not be used for personal gain or personal profit-making purposes.
 - 5.4 The university will not be responsible for claims by employees for damages arising from the use of university property and equipment off-campus.
 - 5.5 Permission to use university property can be withdrawn at any time.
- 6.0 Policies and procedures related to the use of specific university resources are found under the applicable department website.

History

Effective: 04/16/04

Revised: 05/06/16

POLICY TITLE:	USE OF UNIVERSITY PROPERTY RESOURCES(MOVEABLE EQUIPMENT) BY EMPLOYEES
POLICY NO. :	4.75 REV
ADMIN CODE:	3362-4-46
PAGE NO.:	1 OF 32
EFFECTIVE DATE:	541/15XX06/16
NEXT REVIEW DATE:	541/2019
RESPONSIBLE OFFICER(S):	VPF&A
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

~~The purpose of this policy is to establish provide uniform guidelines for the expectations regarding the temporary use of uUniversity property and resources that are determined to be appropriate to an employee's assigned role with the university. The purpose of this policy is to provide uniform guidelines for the use of University resources. University property (defined here as moveable equipment) is acquired and maintained to support the mission and operation of Shawnee State University. Such property shall be devoted, therefore, to support University-related activities. To the extent that University property is available for uses at locations other than the campus, without impairing or interfering with University needs and without exposing the University to unreasonable liability, Shawnee State University may permit employees to use such property under specified conditions.~~

2.0 GENERAL STATEMENT OF POLICY

~~2.1 The use of university monies or resources must have a business purpose and may include the use of vehicles, equipment, . This includes (but is not limited to) computers, internet, telephone and, and intangibles such as software, and employee time.~~

~~The use of university monies or resources (such as vehicles and equipment) must have a business purpose. This includes (but is not limited to) computers, internet and phone usage, and the use of intangibles such as software and employee time.~~

~~2.2 Abuse of university such resources may result in the need to make restitution to the uUniversity or, if deemed necessary, in disciplinary action, up to and including termination in accordance with applicable policies and/or collective bargaining agreements.~~

~~2.3 . Use of uUniversity resources is considered a Abuse could be determined when either of the following occurs:~~

~~2.1 Abuse of university resources may result in the need to make restitution to the University or in disciplinary action, up to and including termination. Use of University resources is considered abuse when either of the following occurs:~~

~~2.1.12.3.1~~ The use is outside the boundaries of that which is customarily provided or reasonably needed by the employee to function in his or her ~~position.job.~~

~~2.3.2~~ The use conflicts with federal, state, or local laws or regulations, or with any other existing University policies. ~~President or designee may authorize full-time employees of Shawnee State University to use University property in compliance with this policy and procedures and conditions placed on such use by the President's designee. At the minimum, the policy includes the following:~~

~~3.0~~ ~~Non-interference with the normal activities and operations of the University; Brief personal use of the uUniversity's communication resources that operate on a flat-rate basis (land line phones for local calls, internet, or email) is allowable during the daywork hours. Such use should be infrequent in nature and of short duration. After-hours personal use of internet and email services is permitted, subject to Policy 5.30 Campus Computer and Network Use.~~

~~4.0~~ ~~Long distance telephone charges for personal calls should must never be incurred by the University. They should instead be charged to a personal calling card or personal cellular device.~~

~~5.0~~ ~~To the extent that university property is to be used at locations other than on campus; for an extended period of time, the following conditions will apply:~~

~~— A written request specifying the need for the item, identifying that such use is for business purposes, and an estimated duration for the use, submitted to the employee's supervisor;~~

~~5.1~~

~~— A Property Authorization Form must be completed and approved by the division's vice president or the president.~~

~~— Use of university property off-campus shall be for business purposes only.~~

~~5.2~~ ~~Use of university property off-campus shall must not interfere with normal on-campus activities and operations of the University.~~

~~5.3~~ ~~The property shall may not be used for personal gain or personal profit-making purposes.~~

~~— Such use shall be in compliance with the terms of negotiated agreements with authorized employee bargaining unit representatives.~~

~~5.4~~ ~~The uUniversity shall will not be responsible for claims by employees for damages arising from the use of university property and equipment off-campus.~~

5.5 Permission to use university property can be withdrawn at any time.

—Policies and procedures related to the use of specific university resources (electronic equipment, buildings and grounds, etc.) are located found under on the applicable department's University website.

Other university policies that address the use of specific university resources include

Policy 4.00 — Purchasing Authority

Policy 4.02 — Asset Management

Policy 4.10 — Travel Authority and Driving Rules

Policy 4.13 — Retreats and University Entertainment

Policy 4.14 — Entertainment Policy On- & Off-Campus

Policy 4.21 — Cash Management

Policy 4.40 — Access to University Buildings

Policy 4.44 — Use of University Facilities & Reservation of Space

Policy 5.28 — University Parking

Policy 5.30 — Campus Computer and Network Use

1.1 — Prohibition on use for personal gain or profit-making purposes;

1.2 — Reimbursement to the University for losses and/or damage, or to cover normal — “wear and tear,” operating expenses, or additional costs except as these may be — specifically waived by the University.

1.3 — Protection of Shawnee State University from claims by employees for damages arising from any use of University property and equipment; and

1.4 — Compliance with the terms of negotiated agreements with authorized employee bargaining representatives;

1.5 — Completion of a most recent Property Authorization Form as provided by Shawnee State University

The use of University property by employees is an accommodation to employees. It must be clearly understood by all parties to such relationships that the use of SSU property is a privilege that can be withdrawn immediately by the President and/or designee at their discretion except where such use is specifically protected by a negotiated agreement.

~~2.0 CELL PHONES, PAGERS, AND OTHER ELECTRONIC~~

- ~~2.1 Vice presidents may authorize the purchase and use of cell phones, pagers, and other personal communication devices in their divisions where there is a demonstrated University need. The president may authorize the purchase of this equipment for vice presidents and the vice president of Business Affairs may authorize these purchases for the president.~~
- ~~2.2 Personal (non-University) use of these devices is permitted provided any additional costs incurred for such use is reimbursed to the University upon receipt of cost information. Personal usage which does not incur additional cost beyond basic service fees does not require reimbursement.~~
- ~~2.3 Any invoices for these devices must be reviewed and approved by the employee's supervisor prior to payment. Validation of payment for reimbursable personal use (Bursar Office receipt) must be attached to the invoice at the time it is submitted to the supervisor for review.~~
- ~~2.4 Within 45 days of adoption of this policy, the appropriate vice president/president will review for appropriateness all existing University cell phones, pagers, and other personal communication devices within their division. Documentation of this review will be provided to the Controller's Office.~~

History

Effective: 04/16/04

Revised: ~~0501/0615~~/16

Reviewed: [This is used only for a review with no changes.]

RESOLUTION F11-16

**APPROVAL OF CONSOLIDATED POLICY 5.06REV, DRUG FREE CAMPUS &
WORKPLACE**

**APPROVAL OF RESCISSION OF POLICY 5.07,
DRUG FREE WORKPLACE**

WHEREAS, a systematic review of institutional policies has been undertaken for the purpose of updating or removing policies to reflect current institutional needs; and

WHEREAS, Board Policy 5.06Rev Drug Free Campus, and 5.07Rev Drug Free Workplace were last reviewed and approved by the Board of Trustees on March 13, 1989 and October 15, 1990 respectively and are found to be outdated; and

WHEREAS, consolidation of both policies into a single policy provides a more cohesive approach with improved clarity surrounding campus compliance of applicable federal regulations; and

WHEREAS, with this consolidation of content Policy 5.07Rev Drug Free Workplace is no longer needed as a separate policy;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves rescission of Policy 5.07, Drug Free Workplace and adoption of the consolidated and renamed Policy 5.06Rev, Drug Free Campus & Workplace effective May 6, 2016.

(May 6, 2016)

Shawnee State University

POLICY TITLE:	DRUG-FREE CAMPUS & WORKPLACE
POLICY NO. :	5.06REV
ADMIN CODE:	3362-5-07
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	05/06/16
NEXT REVIEW DATE:	5/2018
RESPONSIBLE OFFICER(S):	VPF&A/VP&SA
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE AND APPLICATION

1.1 Shawnee State University is committed to maintaining a workplace and educational environment free of illegal drugs. Recognizing that illegal drug use poses health and safety hazards to employees, students, and to the community at large, the university prohibits the possession or use of illegal drugs on all university property and at other locations where the public, students, or employees of the university are conducting university business or participating in any sponsored activities.

1.2 This policy applies to university visitors, faculty, staff, and students.

2.0 EMPLOYEE AND STUDENT RESPONSIBILITIES

It is the responsibility of each campus visitor, faculty member, staff member, and student to adhere to this policy. If a violation of this policy occurs, support programs will be made available where appropriate. Disciplinary action may be taken, up to and including termination or dismissal from the University, in accordance with the applicable university policy, collective bargaining agreement or student conduct code, and possible criminal prosecution.

3.0 SUBSTANCE ABUSE AWARENESS

3.1 In accordance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act, the university will promote substance-abuse awareness that may include the following:

3.1.1 Resource information (booklets, brochures, pamphlets, etc.) regarding health and safety concerns from substance abuse and information regarding the availability of and/or referral to community-based, approved substance abuse counseling and rehabilitation services are available through the Department of Counseling and Health Services for students.

- 3.1.2 Employees seeking additional resources are encouraged to contact the University's Employee Assistance Provider (EAP) where confidential assistance is available seven days a week, 24 hours per day. Information about the plan, resources, and services is available at www.shawnee.edu/offices/human-resources/media/IMPACT-EAP-Overview-for-SSU.pdf
- 3.1.3 Education concerning substance abuse, especially of alcohol and drugs, will be provided periodically on campus. The university community is encouraged to take advantage of these opportunities to become more aware of the effects of substance abuse.

4.0 FEDERAL GRANTS AND CONTRACTS

The University will establish a process to ensure compliance with the notification requirements of the Drug Free Workplace Act of 1988 as applied to employees who work under a federal grant or contract.

History

Replaces: 5.07 (*Eff.* 03/13/89)
Effective: 10/15/90
Revised: 05/06/16

Shawnee State University

POLICY TITLE:	DRUG FREE CAMPUS POLICY
POLICY NO. :	5.06
ADMIN CODE:	3362-5-07
PAGE NO.:	1 OF 5
EFFECTIVE DATE:	10/15/1990
NEXT REVIEW DATE:	
RESPONSIBLE OFFICER(S):	PAUL CRABTREE
APPROVED BY:	

1.0 GENERAL BACKGROUND

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 require all federal contractors, federal grant recipients and recipients of any federal funds whatsoever to implement a comprehensive substance and alcohol abuse policy. Some regulatory compliance requirements under this act were effective March 18, 1989. The Drug-Free Schools and Communities Act Amendment of 1989 is effective October 1, 1990. Shawnee State University shall comply with all provisions of these Acts. This policy shall apply to the entire university community, faculty, staff, and students.

2.0 STANDARD OF CONDUCT

The university is committed to maintaining a workplace free of illegal drugs or the unlawful use of alcohol. Shawnee State University prohibits the possession, manufacture, distribution, dispensation, or use of illegal drugs and the unlawful use, possession, or distribution of alcohol on all university property, at any locations where employees or students are conducting university related business or activities, when using university vehicles and when using private vehicles on university business or in the conduct of university activities.

3.0 LEGAL SANCTIONS

3.1 Applicable legal sanctions under local, State or Federal law for the unlawful possession or distribution of illicit drugs and alcohol are set forth in the referenced laws.

- 3.1.1 LOCAL Codification Ordinance of Portsmouth
Chapter 624 - Drugs
- 3.1.2 STATE Ohio Revised Code Chapters
 - 2925 – Drug Offenses
 - 3179 – Controlled Substances
 - 4301 – Liquor Control Laws

3.1.3 FEDERAL Federal (Harrison) Narcotic Act
Federal Narcotic Drugs Import and Export Act
Federal Food, Drug and Cosmetic Act
Federal Alcohol Administration Act

3.2 These sanctions can include probation, fines, driver's license suspension or incarceration.

3.3 Future revisions, amendments or additions to these or other applicable codes are incorporated in this policy by this reference.

4.0 HEALTH RISKS

The following describe the health risks of some of those substances that may cause physical or psychological damage when abused.

4.1 ALCOHOL. Alcohol consumption causes a number of marked changes in behavior. Even low doses impair judgment and coordination, and increase the incidence of aggressive behavior. Very high doses can cause respiratory depression and death. Alcohol intoxication is equivalent to a drug overdose. If combined with other depressants of the central nervous system, the effects of alcohol are multiplied. Repeated use of alcohol can lead to change in tolerance and dependence. Cessation of alcohol intake can produce withdrawal symptoms including tremors, hallucinations, convulsions, and death. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and the liver. Women who drink even small amounts of alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. Children of alcoholic parents have a 40% greater risk of developing alcoholism than children of parents who are not alcoholic.

4.2 CANNABIS. The mood altering effects of marijuana are the result of the chemical delta-9 tetrahydrocannabinol (THC). THC is fat soluble and remains in the body up to three weeks after smoking one marijuana cigarette. Consequently, even the occasional user can be detected through urinalysis. Research indicates that regular use may have long term effects on the user's brain, heart and reproductive organs. The numerous carcinogenic chemicals found in marijuana smoke make it particularly harmful to the lungs. Loss of memory, lack of motivation and diminished attention span are some of the effects of regular marijuana use. Long-term use may result in psychological dependence and change in tolerance.

- 4.3 **DEPRESSANTS.** The use of depressants can result in a change in tolerance and physical, as well as psychological dependency. The combining of several depressants (e.g. valium and alcohol) will potentiate the depressant effects, multiplying the health hazards. Withdrawal symptoms include anxiety, vomiting, acute psychotic episodes, seizures and death.
- 4.4 **STIMULANTS.** High doses of stimulant drugs result in intense personality disturbances including visual and auditory hallucinations, delusions and paranoia. Tolerance develops rapidly. Cross tolerance does develop among stimulant drugs, (e.g. methamphetamine and cocaine). The use of cocaine can cause death by cardiac arrest or respiratory failure. Stimulants are addictive, and while withdrawal from stimulants is less dangerous than with depressants, depression can make the person vulnerable to suicide.
- 4.5 **NARCOTICS.** Tolerance, especially to the euphoric effects of narcotics, and physical dependence develop rapidly. In order to avoid the abstinence syndrome, the addict becomes preoccupied with acquiring the drug. Withdrawal symptoms are extremely uncomfortable; however, they are seldom life threatening.
- 4.6 **HALLUCINOGENS** Phencyclidine (PCP). Large doses of PCP may result in convulsive seizure, coma and death. Mood disorders occur and the user may become violent, irrational and potentially harmful to self and others. Lysergic acid (LSD), mescaline and philycybin cause sensations and feelings to change rapidly. The user may experience panic, confusion, anxiety, depersonalization and loss of control. While relatively rare, flashbacks, the spontaneous reappearance of the drug experience after use has ceased, may occur.
- 4.7 **ANABOLIC-ANDROGENIC STEROIDS.** Steroid users can experience serious cardiovascular, liver, central nervous system, gastrointestinal and reproductive disorders. In males, use can result in testicular atrophy, sterility, impotence and arrested growth. Irreversible masculinization and sterility can result when women use steroids. Psychological impairments include mood swings, depression and very aggressive behavior.
- 5.0 **SUBSTANCE ABUSE COUNSELING AND EDUCATION**
- 5.1 Resource information (booklets, brochures, pamphlets, etc.) regarding health and safety concerns from substance abuse and information regarding the availability of and/or referral to community-based, approved substance abuse counseling and rehabilitation services are available through the Counseling and Assessment Center of Shawnee State University.

- 5.2 Education concerning substance abuse, especially of alcohol and drugs, will be provided periodically on campus. The university community is encouraged to take advantage of these opportunities to become more aware of the effects of substance abuse.

6.0 SANCTIONS FOR VIOLATIONS OF STANDARDS OF CONDUCT

Shawnee State University has used and will continue to use progressive discipline in administering sanctions for violations of this policy; however, the university reserves the right to determine when the serious nature of a violation or arrest without adjudication requires that the university take immediate action up to and including dismissal. Appropriate law enforcement authorities will be notified if any illegal substances are found on the university campus. All action will be in compliance with the negotiated contracts of SEA and CWA except in serious cases where immediate action is necessary and mandated by law. Such action may include, but is not limited to the following:

- 6.1 Possible sanctions for employees may include
- 6.1.1 Written reprimands
 - 6.1.2 Transfer to other duties
 - 6.1.3 Suspension
 - 6.1.4 Demotion
 - 6.1.5 Termination
 - 6.1.6 Referral to appropriate authorities for prosecution for violations of the standards of conduct described in this policy
 - 6.1.7 See 6.3
- 6.2 Possible sanctions for students may include
- 6.2.1 Disciplinary probation
 - 6.2.2 Suspension
 - 6.2.3 Dismissal
 - 6.2.4 Referral to appropriate authorities for prosecution for violations of the standards of conduct described in this policy
 - 6.2.5 See 6.3
- 6.3 Both students and employees may be referred to appropriate drug or alcohol abuse treatment facilities for treatment as a condition of continued employment and/or student standing.

7.0 CONVICTION OF ILLEGAL DRUG VIOLATION ON THE WORKSITE

It is a condition of employment with Shawnee State University that an employee who is convicted of criminal drug statute violation occurring in the workplace, notify appropriate administrative personnel no later than five days after such conviction.

The University will notify the appropriate federal funding agency within ten days after receiving notice of an employee's conviction with respect to a drug-law violation occurring in the workplace.

Within 30 days of such notice, the University will either take appropriate personnel action, or require the successful completion of a certified drug abuse assistance or rehabilitation program by the convicted employee.

8.0 DISTRIBUTION OF POLICY

8.1 SSU Policy for a Drug-Free Campus shall be distributed annually to each current employee and student, whether they are full-time or part-time, effective October 1, 1990. The division of Student Affairs shall formulate the procedure for the distribution to students. Distribution to employees shall comply with SSU's Policy on Policies and Procedures, Section 6.0.

8.2 A copy of the policy shall be issued to each new full-time or part-time employee by the Personnel Office effective October 1, 1990.

8.3 A copy of the policy shall be issued to every new full or part-time student effective October 1, 1990.

8.4 The official SSU policy for a Drug-Free Campus shall also be published in the university policies and procedures manual.

9.0 CERTIFICATION

The Counseling & Assessment Office shall submit the drug-free campus certification as required by Section 22 of the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226) to the Secretary of the U.S. Department of Education.

10.0 POLICY REVIEW

The Drug Education Committee shall do a biennial review of this policy to determine the effectiveness of the policy and to insure that sanctions are being consistently enforced. When recommended, changes shall be forwarded by the DEC to appropriate authority for review and for amendment of the policy.

Shawnee State University

RESCIND

POLICY TITLE:	DRUG-FREE WORKPLACE
POLICY NO. :	5.07
ADMIN CODE:	3362-5-08
PAGE NO.:	1 OF 1
EFFECTIVE DATE:	03/13/1989
NEXT REVIEW DATE:	
RESPONSIBLE OFFICER(S):	PAUL CRABTREE
APPROVED BY:	

It is the policy of Shawnee State University to maintain a drug-free workplace in compliance with federal regulations. The following policy provisions shall apply:

- 1.0 The University is committed to maintaining a workplace free of illegal drugs. Recognizing that illegal drug use poses health and safety hazards to employees and to the community at large, the university prohibits the possession or use of illegal drugs on all university property and at other locations where employees are conducting university business.
- 2.0 Employees manufacturing, distributing, dispensing, possessing or using illegal drugs on university property and at other locations during the conduct of university business are subject to dismissal.
- 3.0 The university will establish and maintain a drug-free awareness program including the following topics of concern:
 - 3.1 Health and safety concerns from drug abuse.
 - 3.2 University policy regarding illegal drug use.
 - 3.3 Availability of approved drug counseling and rehabilitation services.
 - 3.4 Penalties that may be imposed upon employees for drug-abuse violations.
- 4.0 In compliance with the Drug-Free Workplace Act of 1988, employees engaged in work under a federal grant or contract may be subject to additional requirements to ensure a drug-free workplace.
- 5.0 In accordance with federal regulations, the violation of this policy could result in the suspension, termination or debarment of the individual or the institution from federal

RESOLUTION F12-16

**APPROVAL TO RESCIND
POLICY 5.26, BUSINESS ENTERPRISE DEVELOPMENT**

WHEREAS, a systematic review of institutional policies has been undertaken to update or remove policies to reflect current needs; and

WHEREAS, the University encourages the ongoing development of new business enterprises in the region through a variety of ways and fully intends to continue to actively participate in the regional economic development; and

WHEREAS, the President recommends rescission of Policy 5.26, Business Enterprise Development because it is not necessary for the University to provide economic development support;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves the rescission of Policy 5.26, Business Enterprise Development, effective May 6, 2016.

(May 6, 2016)

Shawnee State University

RESCIND

AREA:	UNIVERSITY-WIDE POLICY	POLICY NO.:	5.26
		ADMIN. CODE:	3362-5-27
		PAGE NO.:	1 of 2
		EFFECTIVE DATE:	7 / 1 / 9 6
		RECOMMENDED BY:	Steve Donohue
SUBJECT:	BUSINESS ENTERPRISE DEVELOPMENT	APPROVED BY:	

1.0 Policy

It is the policy of Shawnee State University to encourage the development of new business enterprises in the South-central Ohio region which meet the following criteria:

- 1.1 The enterprise will contribute to the economic development of the region.
- 1.2 It is compatible with the university's existing programs.
- 1.3 It will not subject the university to any significant risk of liability.
- 1.4 It will not directly compete with existing businesses in the region which offer the same services or products.

2.0 Mission

The mission of the Shawnee State University Business Enterprise Development Program is to provide equipment, advice, and nonmonetary support services to foster economic development in South-central Ohio; provide a test environment for the marketability of new technology or products utilizing the expertise of faculty, staff, and students; create a source of revenue for the University and the University's participating departments; and provide an opportunity for students and faculty to experience the business applications of new products and technology.

3.0 Legal Restrictions

The Constitution of the State of Ohio prohibits the University from entering joint enterprises or owning stock in private enterprises (Art. VIII § 4). The Constitution encourages the University to assist in the creation of jobs and employment opportunities and to improve the economic welfare of the people of the state through the sale, lease, exchange or disposal of property, structures, equipment or facilities for industry, commerce, distribution, and research (Art. VII § 13).

Any project or program sponsored by the university must meet Ohio Constitutional requirements. Any questions concerning permissible involvement with private enterprises should be submitted to the University's general counsel.

4.0 Implementation

The president may execute this policy through implementing procedures. Any procedures approved by the president will be forwarded to the Board of Trustees and University Senate for informational purposes. This policy will be reviewed periodically with recommendations for changes forwarded to the Board of Trustees by the president.

Approved by University Senate 5/23/96

RESOLUTION F13-16

**APPROVAL OF POLICY 5.32REV
ETHICS: CONFLICTS OF INTEREST & NEPOTISM**

WHEREAS, Shawnee State University is conducting a systematic review of university policies and Policy 5.32Rev, Ethics, has undergone a review by the university General Counsel with input from other University offices; and

WHEREAS, this policy revision, which includes a renaming of the policy focuses on conflicts of interest matters that pertain to current university employees and officers, with particular focus on university purchasing and employment processes; and

WHEREAS, Revised Policy 5.32Rev, Ethics: Conflicts of Interest and Nepotism, has been recommended by the President for Board of Trustees approval; and

WHEREAS, guidelines will be linked to the policy and are provided for information;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves revision of Policy 5.32Rev, Ethics: Conflicts of Interest and Nepotism.

(May 6, 2016)

Shawnee State University

POLICY TITLE:	ETHICS: CONFLICTS OF INTEREST & NEPOTISM
POLICY NO. :	5.32REV
ADMIN CODE:	3362-5-32
PAGE NO.:	1 OF 5
EFFECTIVE DATE:	05/06/2016
NEXT REVIEW DATE:	05/2019
RESPONSIBLE OFFICER(S):	GENERAL COUNSEL
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

This policy serves to promote compliance with Ohio's ethics laws that address conflicts of interest for public officials and employees. It is the policy that Shawnee State University officials and employees will conduct themselves in a manner that fosters public confidence in the integrity of the University, its processes, decisions and its accomplishments.

2.0 POLICY APPLICATION

This policy applies to all Shawnee State University employees and to the members of the Board of Trustees.

3.0 DEFINITIONS

- 3.1 University employees and officials. Unless the context indicates otherwise, means trustees, faculty, administrators, and all full-time and part-time employees, including adjunct faculty.
- 3.2 Honorarium. Any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or similar gathering. "Honorarium" does not include ceremonial gifts or awards that have insignificant or nominal monetary value.
- 3.3 Anything of Value. Includes anything of substantial value, including, but not limited to, money, gifts, travel and lodging expenses, meals, entertainment activities, such as golf outings and tickets to a professional or major sporting event.
- 3.4 Family Member. Means spouse, parent/ step-parent, child/step-child, grandparent, grandchild, or sibling/step-sibling; father/mother-in-law; brother/sister-in-law.
- 3.5 Public Contract. For purposes of this policy a public contract is broadly defined

to include formal and informal agreements, including:

- 3.5.1 The purchase or acquisition of property or services by or for the use of the university, including the employment of an individual by the University; and
- 3.5.2 The design, construction, alteration, repair, or maintenance of any public property.

4.0 GENERAL DUTY TO AVOID CONFLICTS OF INTEREST

- 4.1 A conflict of interest exists when financial or personal considerations compromise or have the appearance of compromising an individual's objectivity in meeting university responsibilities.
- 4.2 University employees and officials may not use their respective university position for their personal benefit or for the benefit of a family member or business associate.
- 4.3 University employees and officials are expected to avoid circumstances that reasonably imply that the individual acted for personal gain rather than the best interest of the University.
- 4.4 University employees and officials are prohibited from taking any action, participating in any decision, or approving any action or decision on behalf of the University that will directly result in a benefit to themselves, family members or non-university business associates.

5.0 SOLICITING, ACCEPTING OR USING AUTHORITY FOR ANYTHING OF VALUE

5.1 General Prohibitions

- 5.1.1 University employees and officials may not solicit or accept "anything of value" (as defined by this policy) from anyone who does business with the University or is seeking to do business with the University.
- 5.1.2. University employees and officials may not use the authority of their University position to secure "anything of value" (as defined by this policy) from anyone who does business with the University or is seeking to do business with the University.

5.2 Honorarium

- 5.2.1 University employees, except for non-administrative faculty and as expressly authorized in O.R.C. 102.03(H), are prohibited from accepting an honorarium as defined by this policy.

5.3 Exceptions

5.3.1 The prohibitions described in this section do not apply to items of nominal value, which are typically items that are less than \$25 in value. Examples include conference trinkets, a meal at a fast food or family restaurant, a promotional item, inexpensive entertainment activity, so long as they are not viewed as having a substantial or improper influence over the university official or employee.

5.3.2 However, nominal items that are provided frequently or with regularity, such as a weekly or monthly lunch, or multiple smaller items may rise to something of substantial value and would be prohibited.

5.3.3 University officials and employees may accept travel, meals and lodging or expenses in connection with conferences or meetings that are organized by an SSU associated organization, so long as the employee receives prior approval from the division vice president.

5.4 For examples and further discussion of the topic, see the following Ohio Ethics Commission bulletins:

<http://www.ethics.ohio.gov/education/factsheets/InfoSheet7-Gifts.pdf>

http://www.ethics.ohio.gov/education/factsheets/Bulletin_gifts_and_entertainment.pdf

6.0 PUBLIC CONTRACTS

6.1 University employees and officials are prohibited from authorizing, approving or in any manner influencing others to secure a university contract in which the employee or official or family or non-university business associate would have a financial or personal interest. In order to avoid even the appearance of impropriety, such individuals may not participate in any university decision-making process, formally or informally, regarding a university contract that could benefit the individual.

6.2 University officials and employees are prohibited from having an interest in the profits or benefits of a university contract that is not let by competitive bid.

6.3 Exception:

6.3.1 University officials and employees do not violate this section if his/her interest (or family's or business associate's interest) is limited to owning shares of a corporate contractor that do not exceed five percent (5%) of the outstanding shares, and the employee files an affidavit with the General Counsel of the University giving his/her exact status with the corporation at the time the contract is entered into.

6.3.2 An exception may also be recognized when a four-part statutory test is met when determined by the Vice President for Finance & Administration or designee in consultation with the General Counsel. The four part test is as follows:

6.3.2.1 The supplies or services that are the subject of the university contract are necessary for the university; and

6.3.2.2 The supplies or services are not obtainable elsewhere for the same or lower cost, or the supplies or services are being furnished as a part of a continuing contract; and

6.3.2.3 The treatment accorded the University is either preferential to or the same as that accorded other customers or clients in similar transactions

6.3.2.4 The entire transaction is conducted at arm's length, with full knowledge of university administrators who are evaluating the transaction of the individual official or employee's conflict and such official or employee takes no part in the deliberations or decision with respect to the contract.

7.0 NEPOTISM

No university official or employee may use his/her university position or influence to hire, promote or give preferential treatment to any family member, as defined by this policy.

8.0 SANCTIONS

Failure of any employee to abide by this policy and/or Ohio's ethics laws may result in discipline up to and including termination, as well as potential civil and criminal sanctions. Any disciplinary action will be in accordance with applicable university policies or collective bargaining agreements.

9.0 ETHICS OFFICER AND COMPLIANCE EFFORTS

9.1 The General Counsel will serve as the University's Ethics Officer and will coordinate efforts with other university officers to promote compliance of this policy and Ohio's ethics laws. Such compliance efforts include education and training as well as pro-active measures to identify potential employee conflicts of interest.

9.2 All employees shall receive a copy of this policy and a copy of Ohio's Ethics laws upon hire.

History

Effective: 06/15/07

Revised: 05/06/16

INFORMATION ONLY

ETHICS GUIDELINES FOR SSU EMPLOYEES

The following guidance is intended to illustrate the application of Policy 5.32REV, Ethics: Conflicts of Interest & Nepotism, and the Ohio Ethics laws.

1. Employees are expected to conduct themselves in a manner that instills public trust in how they perform their jobs, ensuring public dollars are well spent, third parties are treated fairly and that the employee receives no personal benefits because of their public employment other than their contract wage or salary.
2. Employees are prohibited from accepting gifts of any kind that are of “substantial value” from any person or entity doing business or seeking to do business with the University. If an unsolicited gift is delivered, employees should immediately notify their supervisor of the gift. The supervisor should then determine an appropriate course of action, in consultation with the General Counsel. An appropriate course of action may include disposal, return, sharing or giving the gift to others. The decided action should be documented.
<http://www.ethics.ohio.gov/education/factsheets/InfoSheet7-Gifts.pdf>
3. Employees attending a national or regional conference may participate in luncheons, meals, and other functions that are sponsored by third parties, including vendors, if all attendees or a significant subset of attendees are invited.
http://www.ethics.ohio.gov/education/factsheets/Bulletin_gifts_and_entertainmet.pdf
4. Employees are prohibited from selling goods or services to the University or influencing other university employees to make a university purchase that would benefit the employee or employee’s family member. An exception may be made if the purchase or contract is preapproved by an authorized Finance Department employee.
<http://www.ethics.ohio.gov/education/factsheets/InfoSheet3-StateContracts.pdf>
5. Employees should not use their position or influence to have the University hire their family members. Even the appearance of influence should be avoided during the hiring process, or other employment action, by removing oneself from the process.
<http://www.ethics.ohio.gov/education/factsheets/InfoSheet1-Nepotism.pdf>

RESOLUTION F14-16

**APPOINTMENT TO THE POSITION OF PROVOST AND VICE PRESIDENT
FOR ACADEMIC AFFAIRS**

WHEREAS, University Policy 5.16Rev President's Authority, University Personnel Actions, requires approval by the Board of Trustees for appointment to the executive position of vice president; and

WHEREAS, the University engaged in a national search in which a comprehensive process was undertaken to select a highly qualified candidate for the position of Provost and Vice President for Academic Affairs; and

WHEREAS, Dr. Jeffrey Bauer competed as a candidate through this national search process and, based upon his academic experience and credentials, emerged as the candidate most fully meeting the requirements for this position; and

WHEREAS, the President recommends Dr. Bauer for this appointment;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the appointment of Dr. Jeffrey Bauer to the position of Provost and Vice President for Academic Affairs, effective July 1, 2016, at a fiscal-year salary of \$158,000 and further authorizes the President to execute an executive employment agreement with Dr. Bauer consistent with applicable university policies.

(May 6, 2016)

Estimated Salary & Benefit Data May 2016

Provost & Vice President for Academic Affairs

Funding Source:	Reallocation of existing funds
Pay Range (Grade E 3):	(Min) - \$112,714 (Mid)-\$152,165 (Max) \$191,615
Proposed Starting Salary:	\$158,000
Fixed Benefits:	\$19,890 (Health & Life)
Variable Benefits (16.95%):	\$ 26,781 (Retirement, Medicare, Unemployment, Worker's Compensation)

Total Compensation: \$ 204,671
(Actual added cost to position through this action = \$25,439)

RESOLUTION F15-16

CREATION OF VICE PRESIDENT POSITION

WHEREAS, in accordance with Policy 5.16Rev President's Authority, University Personnel Actions, the Board of Trustees approves the creation of executive positions; and

WHEREAS, it is essential that the institution be organizationally structured to maximize the institution's growth strategies and be responsive to those initiatives that expand and enhance the University's outreach and partnerships with regional, community, and government entities; and

WHEREAS, after assessing the current organization's needs, the President has reconfigured the existing Executive Affairs Division and renamed it the Advancement and External Affairs Division effective July 1, 2016; and

WHEREAS, a newly created division vice president position is required that will be charged with the executive-level oversight and managerial responsibility to oversee functionally related existing departments (see attached organization chart); and

WHEREAS, this newly created executive position will be funded with the resources within the existing budgets;

THEREFORE BE IT RESOLVED, that Shawnee State University's Board of Trustees acknowledges the establishment of the Advancement and External Affairs Division, replacing the Executive Affairs Division, and approves the creation of the vice president for Advancement and External Affairs Division effective July 1, 2016.

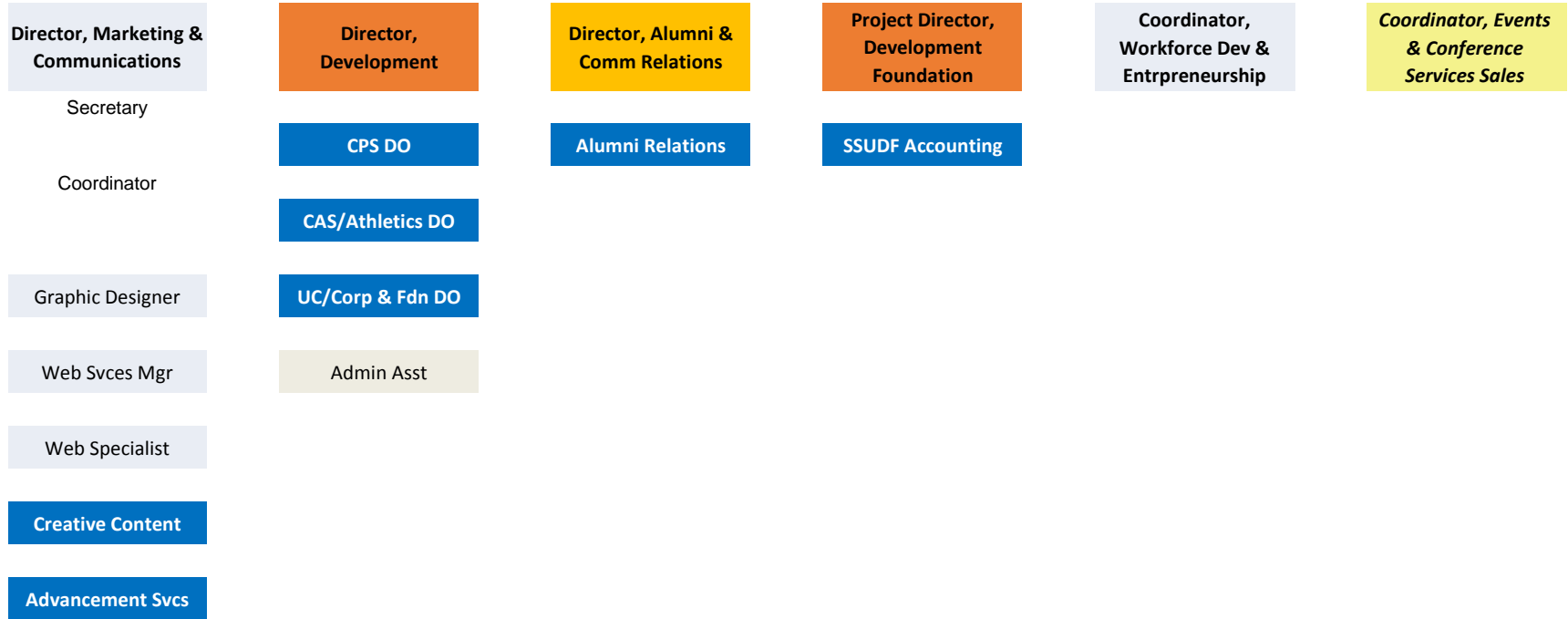
(May 6, 2016)

Advancement and External Affairs Division

Draft

New positions are term appts; funded by foundation; more capacity for fundraising and marketing; workforce development experience

"Under Review"; and other functions consistent with Strategic Planning Initiatives



RESOLUTION F16-16

APPOINTMENT OF VICE PRESIDENT FOR ADVANCEMENT AND EXTERNAL AFFAIRS

WHEREAS, University Policy 5.16Rev President's Authority, University Personnel Actions, requires approval by the Board of Trustees for appointment to the executive position of vice president; and

WHEREAS, the Board of Trustees has created the executive position of Vice President for Advancement and External Affairs (ref. Board Resolution F15-16); and

WHEREAS, Mr. Eric Braun, Esq., has served in a distinguished manner as Special Assistant to the President for the past year, has willingly accepted and excelled with additional high-level and sensitive assignments related to government relations and workforce development, and has actively managed many of the departments being incorporated within the newly formed Advancement and External Affairs Division; and

WHEREAS, Mr. Braun possesses the experience and credentials to fulfill the requirements for this position; and

WHEREAS, the President recognizes and appreciates Mr. Braun's performance and dedication to the University and recommends his appointment to this position;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the appointment of Mr. Eric Braun to the position of Vice President for Advancement and External Affairs, effective July 1, 2016, at a fiscal-year salary of \$128,000 and further authorizes the President to execute an executive employment agreement with Mr. Braun consistent with applicable university policies.

(May 6, 2016)

Estimated Salary & Benefit Data May 2016

Vice President, Advancement and External Affairs

Funding Source: Reallocation of existing funds
Pay Range (Grade E 3): (Min) - \$106,462 (Mid)-\$142,871 (Max) \$179, 175

Proposed Starting Salary: \$128,000
Fixed Benefits: \$19,890 (Health & Life)
Variable Benefits (16.95%): \$21,696 (Retirement, Medicare, Unemployment, Worker's Compensation)

Total Compensation: \$ 169,586
(Actual added cost to position through this action (including benefits) = \$18,837)

RESOLUTION F17-16

INVESTMENT COMMITTEE MEMBER REAPPOINTMENT

WHEREAS, on June 30, 2016 Mr. Steven Boden will have completed a three-year appointment serving on the Shawnee State University Investment Committee; and

WHEREAS, Mr. Boden 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. Boden; and

WHEREAS, Ms. Kay Reynolds, Chairperson of the SSU Board of Trustees, and Chairperson of the Investment Committee nominates Steven Boden for reappointment, and

WHEREAS, member reappointments by policy are for three years;

THEREFORE BE IT RESOLVED that Mr. Steven Boden is appointed to the Shawnee State University Investment Committee for the period of July 1, 2016 through June 30, 2019;

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

(May 6, 2016)

RESOLUTION F18-16

**SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION MEMBER
APPOINTMENTS**

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

WHEREAS, the Shawnee State University Development Foundation recommended the appointment of a new board member at its March 9, 2016 quarterly meeting;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby affirms the appointment of the following member to the Development Foundation Board for the term expiring December 31, 2018.

Three-year Term:

Barry Rodbell

(May 6, 2016)

RESOLUTION F19-16

CONTINUING UNIVERSITY SPENDING AUTHORITY

WHEREAS, strategic budgeting initiatives are underway that will significantly impact university revenue and expenditure assumptions for the FY17 budget year; and

WHEREAS, detailed planning efforts are in progress to reduce the operating budget deficit for FY17; and

WHEREAS, due to these uncertainties and timing constraints, it is necessary to take steps to continue to meet University financial obligations, including payment of salaries and the reallocation of resources for identified needs prior to the time that the FY17 operating budget will be finalized and approved;

THEREFORE BE IT RESOLVED, effective July 1, 2016 the SSU Board of Trustees approves continuing University spending authority consistent with the level of resources approved for fiscal year 2016 until such time that the FY17 operating budget is approved by the Board.

(May 6, 2016)



2016-17 Academic Year
Fines and Cost Recovery Charges¹
effective Summer semester 2016

Cost Recovery Charges	AY 2015-16	AY 2016-17
Equipment:		
Bike rental for international students (new)	-	\$30.00
Bike rental for international students (used)	-	\$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
Airport transportation - Huntington	-	\$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
Visiting borrower card	\$25.00	\$25.00
Student Business Center:		
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 2015-16	AY 2016-17
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 computer network	\$100.00	\$100.00
Misuse of phone system	\$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
Violation of alcohol policy - second violation	\$150.00	\$150.00
Violation of alcohol policy - third violation	\$250.00	\$250.00
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	\$25.00/day
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	\$10.00
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	\$25.00	\$25.00
Violation of visitation policy	\$25.00	\$25.00
Parking Fines:		
Bicycles in buildings	\$20.00	\$25.00
Driving or parking on grass	\$20.00 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	\$20.00 plus towing & storage charge	\$25.00 plus towing & storage charge
Parking hang tag not displayed	\$20.00	\$25.00
Parking in fire lane	\$20.00	\$25.00
Parking in handicapped zone	\$250.00	\$250.00
Parking in prohibited lot	\$20.00	\$25.00
Parking outside permitted areas	\$20.00 plus surface repair cost	\$25.00 plus surface repair cost
Parking reinstatement charge	\$20.00	\$25.00
Parking with disregard for painted lines	\$20.00	\$25.00
Parking within 10 feet of fire hydrant	\$20.00	\$25.00
Parking within 20 feet of crosswalk	\$20.00	\$25.00
Parking within 30 feet of stop sign	\$20.00	\$25.00
Parking/stopping in other prohibited zone (posted)	\$20.00 plus towing & storage charge	\$25.00 plus towing & storage charge
Vehicle not registered	\$20.00	\$25.00
Payment Return Charges:		
Automated Clearinghouse (ACH) Return Charge	\$50.00	\$50.00
Bad Check Charge	\$50.00	\$50.00
Replacement Charges		
	AY 2015-16	AY 2016-17
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.

Personnel Action	Name	Employment Status		Effective	Salary	Comments
		From	To			
Appointments	Paul Foit		Instructor, Allied Health Science/ EMT	01/11/16	\$44,213	BA Nursing, Associate Nursing, Paramedic Certification, Member ENA, NAEMT, 14 years professional experience.
	Anne Marie Gillespie		Vice-President for Enrollment Management & Student Affairs, Student Affairs	01/18/16	\$134,800	Appointment, 1/18/16-1/18/19
	Meagan Earls		Residence Coordinator, Student Affairs	02/29/16	\$31,286	Temporary Appointment, 1/25/16-2/28/16, MA Arts & Leadership, 4 years professional experience. Offered a regular appointment effective 2/29/16
	Logan Minter		Project Director, Upward Bound/Upward Bound Math Science	03/07/16	\$46,255	Appointment, grant-funded
Change of Status	Jenna Heresh	Teacher, Children's Learning Center	Acting Head Teacher, Children's Learning Center	01/04/16	\$29,975	Reassignment- Acting Appointment
	Joanne Charles	Acting Vice-President for Enrollment Management & Student Affairs, Student Affairs	Associate Vice-President, Finance & Administration	01/30/16	\$100,909	Acting appointment ended 1/29/16. Term appointment extended to 6/30/2016.
	Jonica Burke	Associate Vice-President, Finance & Administration	Director, Budget & Financial Analysis	01/30/16	\$84,047	Acting appointment ended 1/29/16
	Chris Shaffer	Director, Department of Institutional Research & Sponsored Programs		02/13/16	\$88,366	Position market adjustment
	Zachary Lewis	Library Specialist 1, Clark Memorial Library	Access Service Librarian, Clark Memorial Library	02/14/16	\$41,000	Internal Promotion
	Ali Thompson	Procurement Specialist, Finance & Administration	Budget & Financial Analyst, Finance & Administration	02/15/16	\$50,757	Internal Promotion
	Brittany Corsaro	Residence Coordinator, Student Affairs	Academic Advisor, University College	02/29/16	\$37,732	Internal Promotion
Terminations	Brandon Lamma	Associate Director, University Housing & Residence Life		01/08/16		Resignation
	Mary Cummings	Librarian, Research & Instruction		03/01/16		Retirement
	Cathy Mullins	Officer, Academic Grants		03/11/16		Resignation; Temporary Contract from 1/1/2016.
	Shawna Singler	Coordinator, Clinical & Field Teacher Education		04/12/16		Resignation

INVESTMENT PORTFOLIO PERFORMANCE

FISCAL YEAR 15:

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2014	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	As of EOY		TOTAL YTD GAIN/(LOSS)
													GAIN/(LOSS) JUNE	GAIN/(LOSS) JUNE	
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 3,028,564.29	\$ (22,964.54)	\$ 13,873.79	\$ (40,794.95)	\$ 22,018.55	\$ (8,558.61)	\$ (73,916.09)	\$ 24,704.49	\$ 21,446.39	\$ 18,672.95	\$ 66,687.94	\$ 11,048.91	\$ (38,560.98)	\$ (6,342.15)	
U.S. BANK EQUITY MUTUAL FUNDS	\$ 6,204,923.35	\$ (100,679.37)	\$ 188,247.24	\$ (147,747.04)	\$ 105,050.06	\$ 132,007.32	\$ (112,648.17)	\$ (131,068.64)	\$ 332,317.50	\$ (87,091.72)	\$ 118,715.71	\$ 48,615.06	\$ (131,976.01)	\$ 213,741.94	
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,625,071.97	\$ (12,651.87)	\$ 26,218.20	\$ (22,954.25)	\$ 19,313.78	\$ 24,472.72	\$ (10,677.40)	\$ (22,908.17)	\$ 50,545.77	\$ (21,624.74)	\$ 16,956.59	\$ 2,235.39	\$ (29,856.92)	\$ 19,069.10	
AGINCOURT CAPITAL	\$ 2,928,640.37	\$ (7,478.21)	\$ 34,138.73	\$ (24,940.36)	\$ 22,446.76	\$ 21,899.08	\$ (2,560.38)	\$ 76,608.78	\$ (33,603.69)	\$ 13,386.81	\$ (19,587.56)	\$ (13,830.58)	\$ (34,999.80)	\$ 31,479.58	
TAMRO CAPITAL PARTNERS	\$ 1,030,816.08	\$ (71,975.70)	\$ 42,445.82	\$ (49,588.72)	\$ 71,388.85	\$ 7,434.27	\$ 14,975.11	\$ (40,699.29)	\$ 65,361.87	\$ 5,534.42	\$ (31,286.02)	\$ 25,373.34	\$ 13,471.86	\$ 52,435.81	
MANNING & NAPIER	\$ 1,727,527.35	\$ (24,704.72)	\$ 34,027.80	\$ (56,823.97)	\$ 3,029.81	\$ 22,815.42	\$ (20,199.70)	\$ (16,825.64)	\$ 66,126.25	\$ (26,806.54)	\$ 22,406.25	\$ (6,608.22)	\$ (19,100.90)	\$ (22,664.16)	
CURRENT MTD TOTAL GAIN/(LOSS)		\$ (240,454.41)	\$ 338,951.58	\$ (342,849.29)	\$ 243,247.81	\$ 200,070.20	\$ (205,026.63)	\$ (110,188.47)	\$ 502,194.09	\$ (97,928.82)	\$ 173,892.91	\$ 66,833.90	\$ (241,022.75)	\$ 287,720.12	

INVESTMENT FUND BALANCES:

U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 3,005,599.75	\$ 3,019,473.54	\$ 2,978,678.59	\$ 3,000,697.14	\$ 2,992,138.53	\$ 2,918,222.44	\$ 2,942,926.93	\$ 2,964,373.32	\$ 2,983,046.27	\$ 3,049,734.21	\$ 3,060,783.12	\$ 3,022,222.14
U.S. BANK EQUITY MUTUAL FUNDS	\$ 6,104,243.98	\$ 6,292,491.22	\$ 6,144,744.18	\$ 6,249,794.24	\$ 6,381,801.56	\$ 6,269,153.39	\$ 6,138,084.75	\$ 6,470,402.25	\$ 6,383,310.53	\$ 6,502,026.24	\$ 6,550,641.30	\$ 6,418,665.29
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,612,420.10	\$ 1,638,638.30	\$ 1,615,684.05	\$ 1,634,997.83	\$ 1,659,470.55	\$ 1,648,793.15	\$ 1,625,884.98	\$ 1,676,430.75	\$ 1,654,806.01	\$ 1,671,762.60	\$ 1,673,997.99	\$ 1,644,141.07
AGINCOURT CAPITAL	\$ 2,921,162.16	\$ 2,955,300.89	\$ 2,930,360.53	\$ 2,952,807.29	\$ 2,974,706.37	\$ 2,972,145.99	\$ 3,048,754.77	\$ 3,015,151.08	\$ 3,028,537.89	\$ 3,008,950.33	\$ 2,995,119.75	\$ 2,960,119.95
TAMRO CAPITAL PARTNERS	\$ 958,840.38	\$ 1,001,286.20	\$ 951,697.48	\$ 1,023,086.33	\$ 1,030,520.60	\$ 1,045,495.71	\$ 1,004,796.42	\$ 1,070,158.29	\$ 1,075,692.71	\$ 1,044,406.69	\$ 1,069,780.03	\$ 1,083,251.89
MANNING & NAPIER	\$ 1,702,822.63	\$ 1,736,850.43	\$ 1,680,026.46	\$ 1,683,056.27	\$ 1,705,871.69	\$ 1,685,671.99	\$ 1,668,846.35	\$ 1,734,972.60	\$ 1,708,166.06	\$ 1,730,572.31	\$ 1,723,964.09	\$ 1,704,863.19
TOTAL	\$ 16,545,543.41	\$ 16,305,089.00	\$ 16,644,040.58	\$ 16,301,191.29	\$ 16,544,439.10	\$ 16,744,509.30	\$ 16,539,482.67	\$ 16,429,294.20	\$ 16,931,488.29	\$ 16,833,559.47	\$ 17,007,452.38	\$ 16,833,263.53

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	\$ 69,299.02	\$ -	\$ -	\$ -	\$ (83,191.50)
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)	\$ 356,145.33	\$ -	\$ -	\$ -	\$ (151,063.89)
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)	\$ 61,127.55	\$ -	\$ -	\$ -	\$ (25,254.89)
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	\$ 17,657.18	\$ -	\$ -	\$ -	\$ 75,176.61
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)	\$ 80,118.15	\$ -	\$ -	\$ -	\$ (176,656.46)
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)	\$ 60,460.72	\$ -	\$ -	\$ -	\$ (48,035.75)
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)	\$ 644,807.95	\$ -	\$ -	\$ -	\$ (409,025.88)

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	\$ 2,839,030.64
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	\$ 5,592,601.40
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	\$ 1,518,886.18
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	\$ 2,810,296.56
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	\$ 1,106,595.43
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	\$ 1,556,827.44
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

** 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.

Status of Construction/Renovation Projects through April 30, 2016

Project	Status	Projected Budget	Funding Source
VRCFA Roof Project	<ul style="list-style-type: none"> • Replace roof on the academic wing of the Fine Arts building. • New roof will replace original system with a single membrane EPDM system that includes a 20 year warranty. • Additional section is complete. Only punch list items and close-out documents remain. 	\$200,000	State Capital/Local
Center for Fine Arts Cooling Tower Replacement	<ul style="list-style-type: none"> • Cooling towers will be replaced on VRCFA. • The existing towers are 20 years old and are obsolete. • New tower includes increased capacity to allow existing chiller plant to be upsized to serve chilled water to other buildings. • Tower installation complete; only close-out items remain. 	\$188,000	State Capital/Local
Health Sciences Program Expansion	<ul style="list-style-type: none"> • Kricker Hall, Health Science, and ATC Buildings space programming complete. • Architect selected; program verification and conceptual design complete. • Design development underway. • Phase I ATC/T&I tentative schedule for completion 1/1/17. • Phase II & III to completed by Fall, 2017. 	\$4,000,000	State Capital