

**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
April 14, 2017**

Call to Order

Chairperson Howarth called the meeting to order at 1:17 p.m. noting the meeting was in compliance with RC § 121.22(F).

Roll Call

Members Present: Mr. Evans, Mr. Furbee, Ms. Hartop, Ms. Hash, Ms. Higgs-Horwell, Mr. Howarth, Mr. Watson, Dr. White, Mr. Williams, Mr. Stiers and Ms. Detty

Members Absent: None

Approval of the February 10, 2017 Board Meeting Minutes

Mr. Evans moved and Mr. Furbee seconded a motion to approve the February 10, 2017 minutes.

Without discussion, the Board unanimously approved said minutes.

Approval of the April 14, 2017 Agenda

Dr. White moved and Mr. Watson seconded a motion to approve the April 14, 2017 agenda.

Without discussion, the Board unanimously approved said agenda.

Consent Agenda

1. Resolution F03-17, Adoption of Policy 5.40 Protection of Minors on Campus
2. Resolution F04-17, Investment Committee Member Reappointment
3. Resolution F06-17, Revision and Renaming of Policy 4.90REV, Tuition, Academic Fees, Other Student Fees, and Fines and Charges
4. Resolution ASA04-17, Approval of Policy 5.34Rev, Records Management, Retention & Disposal
5. Resolution ASA05-17, Approval of 2016-2017 Academic Calendar Year Revision

Chair Howarth directed the Board to review the action items on the Consent Agenda and asked if anyone wished to remove any items from the Consent Agenda.

There being no objection, the consent agenda was unanimously approved.

Academic and Student Affairs Committee Report

Ms. Higgs-Horwell reported on behalf of the Academic and Student Affairs Committee:

1. Academic Affairs Executive Report - Dr. Bauer reported on academic events and activities that have occurred since the last Board of Trustees meeting:

The Festival of Achievement was sponsored by the Teaching and Learning Center and provided a forum for faculty, administration and staff to present their research. Sixteen oral presentations and posters were given by 20 participants.

The Office of Career Services sponsored JobFest for SSU students on March 21. Over 100 employers attended and offered students information and opportunities on employment and internships. Over 150 interviews were conducted during the event.

13th Annual Celebration of Scholarship Conference was held on March 29 and 30. Over 100 students participated giving nearly 50 presentations, oral and poster, at the conference. The highlights included the Trustees Award Session during which students, who were pre-selected, presented their research to a panel of judges. The winners of the Trustees Award were Sabrina Callaway & Abigail Henke (Dr. Sarah Minter, mentor).

Chancellor John Carey visited Shawnee State and discussed a variety of topics including the Ohio Tuition Guarantee, SSU's Innovation Center, and Summer Bridge Program. Several SSU students provided descriptions of how our Summer Bridge and Bear Completion Grant had positively impacted their education and lives.

The Ohio Department of Higher Education has requested that all state universities submit a report on duplicative academic programs. Duplicative programs are those offered by at least two schools in the same region. SSU and Ohio University are considered to be in the same region and have 21 duplicative programs.

Shawnee State's Department of Teacher Education will become the School of Education on July 1. This change will allow better alignment with other state institutions and will improve management effectiveness.

Dr. Tim Hamilton received a National Optical Astronomy Observatory (NAOA) grant for telescope time on NAOA-coordinated facilities during the upcoming academic year.

Shawnee State received a Choose Ohio First grant to attract and support students in the Gaming Program.

SSU students have received acceptance into graduate/professional schools of medicine, pharmacy, sociology, geology, physical therapy, occupational therapy, social work, communications, chemistry, veterinary medicine, law, criminal justice, physician assistants, and mathematics. These schools include Louisville, The Ohio State University, Bowling Green, Marshall, West Virginia, Cincinnati, Ohio University, Dayton, Capital, Toledo, Virginia/Maryland Regional, Indiana State, Tiffin, Ball State, Mount Union, Grand Canyon, Bellarmine, and, of course, Shawnee State University.

The Health Management Program received its academic accreditation site visit from the National Association of Long Term Care Administrator Boards (NAB) on March 23. The visit went very well and the visiting team has given us passing grades on all facets of the program.

Renovation of the Health Science Building is on schedule and should be completed by the end of this semester. When finished, the Nursing faculty and program functions in Hatcher Hall (4th Street) will be moved back into the Health Science Building.

2. Shawnee Showcase - Ms. Amanda Means, Director of Admissions, reported on Shawnee Showcase numbers and trends. There has been an increase in show rates to the events and a new showcase day aimed at admitted students has been developed to further encourage these prospective students to become Shawnee Bears.
3. Student Government Association - Ms. Abby Brinkman, SGA President, reported on the activities and projects of the Student Government Association. There are currently 48 recognized clubs and organizations being supported by SGA. They are working collaboratively across campus with multiple areas.
4. Enrollment Management & Student Affairs Executive Report - Dr. Anne Marie Gillespie, Vice President for Enrollment Management & Student Affairs, reported on recent outreach, activities, and student engagement in Enrollment Management & Student Affairs. An EMSA newsletter highlights recent staffing changes, accomplishments, and updates.
5. Education - Ms. Elizabeth Blevins presented information on the "Impact of the SSU App on Student Retention and Assessment." Currently 67% of the students are using the app. The adoption rate for the app has been a phenomenal success.

Finance and Administration Committee Report

Mr. Williams reported on behalf of the Finance and Administration Committee:

1. Resolution F05-17, Approval of Tuition and Fees Schedules

This resolution approves undergraduate, graduate, housing and meal plans, course fees and other student fees as reflected on the proposed schedules and authorizes the president to implement these schedules contingent upon state legislation and, where applicable, approval of Ohio Department of Higher Education.

Mr. Williams moved and Mr. Watson seconded a motion to approve Resolution F05-17, Approval of Tuition and Fees Schedules.

Without discussion, the Board unanimously approved Resolution F05-17.

2. Resolution F07-17, Approval of Academic Program Fees

This resolution approves the adoption of selected academic program fees and authorizes the president to implement these schedules contingent upon state legislation and with approval of Ohio Department of Higher Education.

Mr. Williams moved and Mr. Furbee seconded a motion to approve Resolution F07-17, Approval of Academic Program Fees.

Without discussion, the Board unanimously approved Resolution F07-17.

3. Representatives from Plante & Moran briefed the Committee on the process they will be following for the upcoming audit of University and Foundation FY2017 financials.

4. Discussion of FY17 3rd Quarter Budget Status - Elinda Boyles reviewed the general fund 3rd quarter budget report. Revenue is running nearly 4% below the same period last year due to lower than anticipated tuition income and significant loss of state funding. Operating expenditures continue to be constrained and are running 2.3% less than last year at this time. It should be noted that the current quarter includes an additional payroll than was recorded this time last year. One-time investment costs as of the end of March are \$429,516.
5. Discussion of Potential Compensation Increases to Administrative Staff - A discussion centered around the desire to address administrative staff compensation increases bearing in mind the continued uncertainty of our FY17 financial performance. The Committee reviewed possible options that may be considered at the June Board meeting when we will have a clearer picture of our FY17 outcome as well as budgetary assumptions for FY18.
6. Review of AY17-18 Fines and Cost Recovery Schedule - The Committee reviewed the fines and cost recovery charges that offset costs for services and fines for disciplinary actions.
7. Updates:
 - The GF Reserves Investment performance through March 31 reflects increased value of \$1,243,810, nearly 8% above the value on June 30, 2016. These are funds that we are relying upon for those one-time investments for technology upgrades required to modernize operations and to support construction projects.
 - The personnel activity for this period included three appointments, a new hire for Event and Conference Services, three promotions, one retirement, and two resignations.
 - Capital updates show substantial progress with several projects that are funded by state capital funds, the bond proceeds, and other sources (e.g., donors, grants, etc.):
 - Health Sciences STEMM phase 2 is scheduled to be completed fall 2017;
 - The design phase for Advanced Technology rehabilitation is nearing completion;
 - An architectural firm has been engaged for the Athletic Complex upgrades;
 - Townhouse renovations will begin in May and be completed in August;
 - Three compressors were upgraded and controls modernized to extend life cycles and achieve energy efficiencies;
 - A “request for quotation” has been issued to assess campus facilities as a component of updating the University’s Facilities Master Plan.
8. Innovation Accelerator - Eric Braun reviewed the SSU Innovation Accelerator project on Chillicothe Street, including a summary of the project’s scope, timelines, and funding plan.

Reports from Board Liaisons with other Organizations

None.

Comments from Constituent Groups and the Public

None.

Faculty Senate Report

Dr. Andrew Feight, Faculty Senate President, presented a report on Senate activities which included approval of the shared-governance committee structure agreement. The report as presented by Dr. Feight is entered into the record. Dr. Feight noted that he will be passing the gavel of the Faculty Senate Presidency to Marc Scott, Associate Professor of English. President Kurtz recognized Dr. Feight for his service and Chair Howarth presented a letter of appreciation. Dr. White gave a special verbal commendation from the Board.

President's Report

President Kurtz reported on the following items:

- Abigail Henke and Sabrina Callaway, recipients of the 2017 Trustees' Award Scholarship, submitted a letter of thanks to the Board and copies were distributed to members.
- President Kurtz reported on the AGB National Conference on Trusteeship which focused on innovation, entrepreneurship and the role higher education can play in leading the change. We have a challenge and opportunity to embrace and adapt to that change and think about what, how and to whom we are delivering higher education. A non-traditional audience is the norm and SSU will need to expand on our career oriented degrees and alternative credentials to reach a shifting and non-traditional audience. SSU's size and career-oriented focus position us for success and progress.

New Business

None.

Executive Session

None

Other Business

1. Resolution E02-17, Decommission and Repurpose Selby Board Room

Chair Howarth presented Resolution E02-17, Decommission and Repurpose Selby Board Room as a student 24/7 study space. Ms. Higgs-Horwell moved and Dr. White seconded a motion to approve Resolution E02-17.

Without discussion, the Board unanimously approved Resolution F07-17.

Report of the Nominating Committee

Ms. Higgs-Horwell reported the committee nominations of Scott Williams to serve as Chairperson and Francesca Hartop to serve Vice Chairperson of the Board of Trustees for fiscal year 2018.

Chair Howarth asked for additional nominations from the floor and there were none.

Ms. Hash moved and Mr. Evans seconded a motion to accept the report.

The report was accepted by unanimous consent.

Adjournment

The Board was adjourned by acclamation at 1:50 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

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 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 ff~~ines 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 ASA04-17

**APPROVAL OF POLICY 5.34REV
RECORDS MANAGEMENT, RETENTION & DISPOSAL**

WHEREAS, Ohio Revised Code 149.33 states that “the boards of trustees of state-supported institutions of higher education shall have full responsibility for establishing and administering records programs for their respective institutions”; and

WHEREAS, the University’s guideline for records management is the Inter-University Council of Ohio’s “Records Retention for Public Colleges and Universities in Ohio: A Manual”; and

WHEREAS, the University utilizes a records retention schedule template previously approved by the Board of Trustees; and

WHEREAS, a Records Management, Retention & Disposal Policy, which addresses a records retention schedule and other records management issues is proposed for Board approval; and

WHEREAS, procedures established to enforce the new policy are provided for informational purposes;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves the Shawnee State University Records Management, Retention & Disposal Policy 5.34REV, effective April 14, 2017.

(April 14, 2017)

Shawnee State University

POLICY TITLE:	RECORDS MANAGEMENT, RETENTION & DISPOSAL
POLICY NO. :	5.34 REV
ADMIN CODE:	3362-5-34
PAGE NO.:	1 of 2
EFFECTIVE DATE:	04/14/17
NEXT REVIEW DATE:	04/2020
RESPONSIBLE OFFICER(S):	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

The purpose of this policy is to ensure compliance with the State of Ohio's records management and retention statutes. In accordance with Ohio Revised Code Section 149.33, university and college boards of trustees "willshall have full responsibility for establishing and administering a records program for their respective institutions. The boards willshall apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposition of the records of their respective institutions."

2.0 DEFINITION

"University records" has the same meaning as the term "records" in Ohio Revised Code Section 140.011.

2-03.0 MAINTENANCE AND RETENTION OF UNIVERSITY RECORDS

32.1 Shawnee State University shall have a records system that covers all University departments and offices to ensure that all official records of the University, both public and exempt, are maintained and disposed in accordance with the University's records retention schedule. The records system will adequately reflect the organization, functions, policies, decisions, procedures, operations and other activities of the University.

32.2 University records shall not be removed or destroyed, except in accordance with the University's records retention schedule and applicable state and federal laws. If there is a discrepancy between the records retention schedule, the prescribed retention period directed by law shall will be followed. ~~2.3 The term "University records" has the same meaning as the term "records" in O.R.C. 149.011, the Ohio Public Records Act.~~

43.0 UNIVERSITY RECORDS MANAGER, AND RECORDS CUSTODIANS, AND RECORDS COMMITTEE

- 4.1 The ~~University's President will designate a~~ Records Manager ~~is to be~~ responsible for ~~the~~ administration and primary oversight of the University records system and management program. ~~The Provost is responsible for designating the Records Manager.~~
- 4.2 Each University ~~division department or office~~ will have ~~at least one~~ employee ~~its who is designated to serve as its~~ ~~designated as~~ Records Custodian ~~for the~~ ~~division's units and offices and~~ who will work under the direction of the Records Manager. ~~The vice presidents are responsible for designating a sufficient number of records custodians for their respective division. President or President's designee will appoint the records custodians. The President will appoint a standing Records Committee to work with the Records Manager and to oversee compliance of the University's records management program. The Committee will include representation from the major functional areas of the University, as well as from key supporting areas, such as the University Information Services (UIS) and the University Library. As part of its compliance function, the Committee's responsibilities will include review of the records retention schedule template and this policy, identifying methods to improve the records system and management program, and working with the Records Manager to ensure that all employees who handle University records are sufficiently aware of their obligations to properly manage and dispose of University reco~~

5.0 RECORDS MANUAL AND RECORDS RETENTION SCHEDULE

- 5.1 The University's guideline for records management is the Inter-University Council of Ohio's "Records Retention for Public Colleges and Universities in Ohio: A Manual" (IUC Manual), and any subsequent updates.
- 5.2 The IUC Manual will be used as the basis for establishing legal retention periods and developing a standardized schedule, ~~unless a federal or state law directs a longer retention period. Where additional federal or state regulations or statutes exist, records will be retained in accordance with the applicable law highest authority.~~ Under the direction of the University Records Manger, the records custodians, will determine appropriate record series and retention periods and will develop schedules for each University department.
- 5.3 Attention will be given to records medium, including electronic records, as well as historic value or significance.

5.4 ~~————~~The University offices will utilize a records retention schedule template approved by the Board of Trustees.

6.0 PROCEDURES

~~The President will be responsible for establishing procedures to further implement this policy.~~ Procedures will be established to implement this policy that will include processes or directives that address a records inventory, storage areas and disposal of university records.

History

Effective: 03/09/12

Revised: 04/14/17

Applicable Procedure: [5.34:1 Records Management, Retention & Disposal](#)

INFORMATION ONLY

PROCEDURE TITLE:	RECORDS MANAGEMENT, RETENTION & DISPOSAL
PROCEDURE NO.:	5.34:1
RELATED POLICY:	5.34 REV
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR(S):	RECORDS MANAGER
EFFECTIVE DATE:	04/14/2017
NEXT REVIEW DATE:	04/2020
APPROVED BY:	PRESIDENT

1.0 INTRODUCTION

1.1 This procedure applies to Records Management and Retention Policy ~~No.~~ 5.34. In accordance with this policy, the records management process will be guided by the manual titled “Records Retention for Public Colleges and Universities in Ohio” (IUC Manual), published by the Inter-University Council, which may be periodically updated, and will be made available on the University’s website. The process will similarly be guided by any applicable Federal or State statutes and regulations. for the specific University departments.”

1.1.1 All University employees ~~staff~~ who participate in creating, receiving, or maintaining University documents are required to follow the records management policy and procedure.

1.1.2 The Records Manager ~~, in consultation with the Records Committee,~~ is responsible for administration and primary oversight of the University records management system.

1.1.3 Under the direction of the Records Manager, the Records Custodian(s) ~~for from the each~~ University’s ~~divisions department is/are~~ serve(s) as the designated employee responsible for the inventory and maintenance of the division department’s official records and those of the departments and offices within the division and ~~is/are~~ the division’s department contact to the University’s Records Manager.

~~1.1.3.1 The term “department,” as used in this procedure, includes department, office or unit of the University.~~

2.0 DEFINITIONS

2.1 University Records. A University record is a document, electronic record, device or item, regardless of physical form or characteristic, which is created or received

in the course of University business. The records management system addresses retention of official University records.

2.2 Records Management Worksheet. A worksheet each University department utilizes during the annual inventory and other times to catalogue the official documents generated or received within their respective department. The Records Management Worksheet identifies the record series, IUC code, retention period, medium, and disposal instructions for each series of records retained.

2.3 Record Series. A group of related records filed and/or used together as a unit and therefore evaluated as a unit for retention and disposition purposes.

2.3.2.4 Records Retention Schedule. The Records Retention Schedule is created and maintained by the Records Manager, and it serves as the official list of the University's entire inventoried record holdings, and it identifies record retention periods and disposition instructions.

2.4.2.5 Records Management Disposal Form. The Records Management Disposal Form is used by records custodians to request the Records Manager's approval of identified department records that have reached their retention period, as described in the section titled "disposal of University records."

3.0 RECORDS MANAGEMENT INVENTORY AND WORKSHEET

3.1 An annual inventory of University records will be conducted within the departments and offices of each University division~~department~~. Submission dates will be determined based upon departmental needs and operations of the departments and offices .

3.1.1 Records custodians, with guidance from the Records Manager, are responsible for ~~their respective department's~~ the records inventory for the divisions and offices within their respective division. The Records Management Worksheet will be used to record the ~~department's~~ inventory.

3.1.2 The Records Manager ~~, in consultation with the Records Committee,~~ is responsible for creating and updating a Records Management Worksheet template.

3.1.2.1 The Records Management Worksheet will identify the following: the names of the records series, descriptions or purposes for each series, mediums, IUC Codes, retention date(s), and disposition instructions of each series. The IUC Manual may be consulted to help assign codes to new records and to verify codes of existing records. When applicable, retention dates will reflect the retention period prescribed by law.

3.1.2.2 Upon completion of the ~~department's~~ annual inventory, records custodians will submit completed records management worksheets to the Records Manager for preparation or update of the University Records Retention Schedule.

4.0 RECORDS MANAGEMENT SCHEDULE

4.1 The University ~~shall~~will maintain an official Records Management Schedule.

4.2 The Records Manager is responsible for maintaining and annually updating the Records Retention Schedule.

4.2.1 The records management worksheets ~~from each departmen~~will serve as a guide and/or draft for creating or updating the Records Retention Schedule.

5.0 STORAGE AND PRESERVATION OF UNIVERSITY RECORDS

5.1 The method of storage and preservation of records held indefinitely, including those required to be held for multiple years but not currently in use, ~~shall~~will be determined by ~~the Records Committee and the~~ Records Manager.

5.2 Records in current use ~~shall~~will be stored in a designated area(s) in each ~~division~~department. Records custodians are responsible for designating the storage area(s) within their respective ~~division~~department.

6.0 DISPOSAL OF UNIVERSITY RECORDS

6.1 As noted on the Records Retention Schedule, University records ~~shall~~will be archived until their scheduled retention date expires. When a records custodian determines that records within the department have reached or exceeded the retention period, he or she will first obtain written approval, and then arrange for proper disposal of the records.

6.2 A Records Disposal Form must be submitted to the Records Manager for written approval prior to disposal.

6.2.1 The Records Manager ~~, in consultation with the Records Committee,~~ is responsible for ~~establishing~~ providing a Records Disposal Form template, ~~to each University department.~~

6.2.2 The Records Manager is responsible for maintaining an accurate record of all records disposal actions.

- 6.3 The disposal methods, which ~~shall~~will be identified on the Records Disposal Form, are as follows:
- 6.3.1 Destroy: The record does not contain confidential information and a disposal method is at the discretion of the owner.
 - 6.3.2 Destroy-Secured: The record is confidential and must be shredded. Examples of such sensitive records include student identifiable records, payroll records, etc.
 - 6.3.3 Transfer to Storage: The record is required to be kept indefinitely, or the record is of historic value. These records are transferred to designated storage areas.

History

Effective: 03/09/12

Revised: 04/14/17

RESOLUTION ASA05-17

APPROVAL OF 2016-2017 ACADEMIC CALENDAR YEAR REVISION

WHEREAS, the University academic calendar year has been reviewed by the University's senior leadership; and

WHEREAS, senior leadership has found that it would be advantageous to change the Academic Calendar to commence in fall semester rather than summer semester; and

WHEREAS, this Academic Calendar change has been approved by the Provost and President;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the revision of the Shawnee State University 2016-2017 Academic Calendar and all subsequent academic calendars to proceed from the beginning of fall semester to the close of summer semester.

(April 14, 2017)

Academic Affairs Report, April 14, 2017

Academic Events

Festival of Achievement was held on February 13-17 2017. Sponsored by the Teaching and Learning Center, the Festival provided a forum for faculty, administration and staff to present their research. Sixteen oral presentations and posters were given by 20 presenters.

JobFest. The Office of Career services sponsored JobFest for SSU students on March 21. Over 100 employers attended offering information and opportunities on employment and internships. Statistics for the event are given below:

Employer Participation	106
SSU Student & Alumni Participation	272
Scioto County Career Technical Center Participation	40
Interviews on campus	132
Interviews off campus	20

13th Annual Celebration of Scholarship Conference was held on March 29 and 30. Over 100 students participated giving nearly 50 presentations, oral and poster, at the conference. The highlights included the Trustees Award Session during which students, who were pre-selected, presented their research to a panel of judges. The winners of the Trustees Award were Sabrina Callaway & Abigail Henke (Dr. Sarah Minter, mentor) for their research entitled "To Take the Bait or Not: An Investigation of Feeding Preferences in Peromyscus Mice". **Ms. Leah Hunter**, well known author and journalist, gave the keynote presentation "How to see the Future" at the Provost's Dinner. **Dr. Kathryn Campbell-Kibler**, Associate Professor of Linguistics from The Ohio State University presented the closing keynote address entitled "Studying Sociolinguistic Perception".

The **Ohio Valley School Librarian Association** held their spring meeting at the Clark Memorial Library. As a result of this partnership between Clark Memorial Library and school librarians, five local high schools have scheduled visits to the library for research assistance.

Dr. Saundra Yancy McGuire, Director Emerita of the Center for Academic Success at Louisiana State University and author of "Teaching Students How to Learn" delivered workshops sponsored by the Teaching and Learning Center on April 11 and 12.

Chancellor Visit

Chancellor John Carey visited Shawnee State on March 27. Discussion topics included the Ohio Tuition Guarantee, Dental Therapy, SSU's Innovation Center, RAPIDS grant, and Summer Bridge Program. Chancellor Carey provided information on Ohio's Finish for Your Future and Ohio Cares programs. Several SSU students provided descriptions of how our Summer Bridge and Bear Completion Grant had positively impacted their education and lives.

Duplicative Programs

The Ohio Department of Higher Education has requested that all state universities submit a Board-of-Trustees-approved report on duplicative academic programs. Duplicative programs are those offered by at least two schools in the same region. SSU is in the southeast region with Ohio University. The two schools offer four associate and 17 baccalaureate duplicative programs. In the report, SSU will indicate whether to continue, share, or eliminate its duplicative programs. If continuation is chosen, SSU will have to provide a rationale for its program.

School of Education

On July 1, Shawnee State's Department of Teacher Education will become the School of Education. This change will allow better alignment with other state institutions and will improve management effectiveness. The School of Education also offers the potential for new revenue streams through fundraising and naming rights.

Retention-Completion Initiatives

Summer Bridge Program. The Summer Bridge Program currently has 56 registered students with 34 requiring residential accommodations.

Two **new professional advisors** were hired as part of the University's Title III grant.

Grants

- Shawnee State University's **Department of Teacher Education**, College of Professional Studies has been awarded up to **\$909,850** to offer a unique inter-institutional educator preparation program for teachers of students with visual impairments or blindness. The program, originally planned for a summer 2017 launch, will begin in fall 2017. The curriculum, clinical experiences, and assessments are currently under review and revision to ensure full compliance with state and national standards before implementation.
- **Dr. Tim Hamilton** received a National Optical Astronomy Observatory (NAOA) grant for telescope time on NAOA-coordinated facilities during the 2017A semester.
- Shawnee State received a **Choose Ohio First** grant (\$240,000) to attract and support students from underrepresented groups in the SSU's gaming programs.
- **The Clark Memorial Library** was awarded a grant for \$4,000 from the Ohio Records Advisory Board Re-grant. The grant will be used to purchase archival boxes as part of the preservation of the historic Portsmouth Daily Times collection recently donated to Shawnee State University and Dr. Andrew Feight.

SSU Students to Graduate/Professional School

In our tracking of the upcoming graduate class, our soon-to-be-graduates have received acceptance into graduate/professional schools of medicine, pharmacy, sociology, geology, physical therapy, occupational therapy, social work, communications, chemistry, veterinary medicine, law, criminal justice, physician assistants, and mathematics. These schools include Louisville, The Ohio State University, Bowling Green, Marshall, West Virginia, Cincinnati, Ohio University, Dayton, Capital, Toledo, Virginia/Maryland Regional, Indiana State, Tiffin, Ball State, Mount Union, Grand Canyon, Bellarmine, and, of course, Shawnee State University.

Academic Programs/Accreditation

The Health Management Program received its Academic Accreditation Site Visit from the National Association of Long Term Care Administrator Boards (NAB) on March 23. The visit went very well and the visiting team has given us passing grades on all facets of the program. Dr. Sarah Boehle deserves special praise for her efforts in the accreditation process.

Facilities

Renovation of the Health Science Building is on schedule and should be completed by the end of this semester. When finished, the Nursing faculty and program functions in Hatcher Hall (4th Street) will be moved back into the Health Science Building. Planning for the Phase 2 of the Advanced Technology Center renovation is moving ahead on schedule.

Personnel Announcements

Ms. Kelli Smith has accepted an appointment as Academic Advisor in the Student Success Center. She replaces Ms. Coleen Kosan who recently agreed to serve as Assistant Director, Advising & Academic Resources.

Ms. Hannah Ledford accepted the position of Academic Advisor in the College of Arts and Sciences. She will assume the position in June.

Ms. Karen Koehler has been offered the position of assistant professor and program director of the Visual Impairments Preparation Program. Ms. Koehler is currently a teacher at the Ohio School for the Blind with over 20 years' experience in the field. She will graduate this May from The Ohio State University with her Ph.D.

Ms. Amy Queen has been hired as the program coordinator for the Visual Impairments Preparation Program and will provide administrative services for the new program, including developing the network of faculty from the five partner institutions, the recruitment of students from across the state, documentation of all clinical and course experiences, and being a point of contact for anyone with questions about the program. Ms. Queen has a master's degree in history and is currently employed at Southern State Community College and has been a private business owner/operator.



Festival of ACHIEVEMENT

February 13-17 2017

FACULTY, STUDENTS, ADMINISTRATORS, & THE PUBLIC ARE ALL INVITED TO
ATTEND ORAL PRESENTATIONS, VIEW THE LIBRARY DISPLAY OF SCHOLARLY
WORK, AND VIEW THE SAMPLE RESEARCH POSTER DISPLAY

Festival of ACHIEVEMENT

Monday, Feb. 13, 2017

Texting Partnerships for Academic Advising

Lindsay Monihen

BA, Edinboro College, Penn, Communications and Media Studies, M.A. Higher Ed., Geneva College, Penn.

As a College of Professional Studies Advising and Student Support Coordinator Ms. Monihen advises students in the selection and transition to an area of study within the college. She also serves as SSU's Deputy Title IX Officer.



Janet Stewart

Acting Dean of Library Services

Ms. Stewart received a Bachelor of Arts at Stephen F. Austin State University, Nacogdoches, TX (Political Science and History), 1982 and her Master of Library Science from Kent State University in 1994. Ms. Stewart has been employed at Shawnee State University since 2001. She has also served as the Systems and Digital Initiatives Librarian at SSU. She is fascinated with information technology since her public library days helping patrons access government documents using a text-based and command driven connection to the "internet."



11 AM

Morris University Center Rm 214

Presentation Summary:

The constant evolution of technology creates opportunities and challenges for colleges and universities to remain current yet sensitive to budget constraints. Changes in technology have also changed the way colleges and universities communicate with students. This presentation will illustrate a partnership between the university library and academic advising office to initiate a low-cost, desktop, web-based texting platform called "LibraryH3lp" for communication with students on their mobile devices to enhance student support and boost retention efforts through text messaging. Additionally, we will share qualitative information regarding the texting initiative and how it could be applied to other campus.

Festival of ACHIEVEMENT

Monday, Feb. 13, 2017

Engaging Nursing Students Utilizing a Collaborative Learning Strategy

Theresa H. Jackson Ph. D

Associate Professor; Nursing

Dr. Jackson's specialty area is Maternal Child Nursing and Nursing Education. Graduated 2016 from Nova Southeastern University with a PhD with a focus on Nursing Education.

Douglas Darbro Ph. D.

Professor, Department of Mathematical Science

Dr. Darbro received his M.A. and Ph.D. from the University of Kentucky. He has taught mathematics and statistics at the undergraduate and graduate college level for over 25 years. Dr. Darbro serves as Director of the Graduate Program in Mathematical Sciences. Over the last fifteen years, he has served on 7 doctoral advisory committees and has chaired 13 master's theses. Dr. Darbro has also served as a statistical consultant with Southern Ohio Medical Center (SOMC) and assisted numerous SSU faculty with their research. Dr. Darbro holds the rank of Professor in the Department of Mathematical Sciences.



1:30 PM
Morris University Center Rm 214

Presentation Summary:

Approximately 20% to 42% of students leave nursing programs after the first year. To address this issue, it is recommended that nurse educators utilize new approaches to engage students in the classroom; however, nursing lacks evidence that one method of teaching is more effective than another or that there is a relationship between learning outcomes and teaching strategies. Purpose: The purpose of this research was to determine if students who participate in a collaborative learning process in the classroom have decreased attrition and increased levels of academic achievement and engagement than do students who do not participate in a collaborative learning process. Theoretical Framework: The educational theory used to guide this investigation was Bandura's social cognitive theory which combines both behavioral and cognitive orientations. Method: A quasi-experimental after-only nonequivalent control group design was used. Health Education Systems Incorporated – Specialty Exams were utilized to measure academic achievement and a Survey of Student Engagement to measure student engagement. Results: No statistical significance was found for any of the three research questions. Though odds ratios indicated traditional students in the experimental group were 5 time more likely to pass the fundamentals HESI-SI exam than traditional groups in the control group. Conclusions: Further research is needed to determine the effect of collaborative testing and its impact on student engagement of both traditional and non-traditional student.



Festival of ACHIEVEMENT

Monday, Feb. 13, 2017

Wade in the Water: Transatlantic Space in a Gullah-Geechee Children's Book

Laura Hakala Ph. D.

Assistant Professor; English/Humanities

Laura Hakala is an Assistant Professor of English at Shawnee State University. She completed her Ph.D. at the University of Southern Mississippi. She teaches courses in composition, children's literature, and American literature. Her research interests include children's and young adult literature about the American South and girlhood studies.



3:30 PM

Morris University Center Rm 214

Presentation Summary:

My presentation discusses a children's picturebook called *In the Time of the Drums*, written by Kim Siegelson and illustrated by Brian Pinkney. The book tells of an enslaved boy growing up on a plantation in Georgia. The book is important for two main reasons: it focuses on the Gullah-Geechee people who tend to be under-represented in children's literature, and it reimagines a real-life incident of slave resistance. In 1803, a group of slaves brought to St. Simons Island, Georgia drowned themselves instead of experience a life in slavery. *In the Time of the Drums*, however, depicts the resisting slaves walking on the ocean floor back to Africa. My presentation uses spatial theory to examine how this picturebook depicts slaves changing the meaning of certain spaces and gaining power. As a result, they reclaim their African identities, which is a foundational trait of the Gullah-Geechee people.



Tuesday, Feb. 14, 2017

Persistence or Demise of Settlements in Greenland: The Story of Kangeq and Kapisillit

10 AM

Morris University Center Rm 214

Anthony J. Dzik Ph. D.

Professor of Geography

Dr. Dzik holds the Ph.D. in Geography from Northwestern University. He has taught Geography at the college level for 38 years and has numerous journal publications in physical, regional, and medical geography. His regional specialties are the Great Plains and the Arctic. Over the last four years he has traveled to Greenland to study the settlement geography of various locations. Articles from this research have appeared in *Journal of Settlements and Spatial Planning*, *Bulletin of Geography Socio-economic Series*, *Shima: The International Journal of Research into Island Cultures*, and *Geography Online*. Professor Dzik and his son Vincent are authors of the book *GREENLAND IN CLIMOGRAPHS* published in 2016.



Presentation Summary:

The founding and later persistence or demise of a settlement is often due to aspects of site and situation. Historically, settlements in Greenland were located based on site characteristics, particularly animal resource exploitation possibilities, but fluctuations in the resource base often would impel people to relocate to places with better prospects. Settlements would be abandoned and new ones developed. In modern times the vagaries of nature have been accompanied by governmental directives which influenced settlement survival, growth, or closure. Kangeq and Kapisillit are two places where the interplays between site and situation eventually led to the closure of one and the survival of the other. Both locales shared some early history as well as some site traits and situational factors. The demise of Kangeq was mainly the result of a change in sea temperature and the Danish colonial government's G50 and G60 initiatives. Kapisillit persisted through environmental change and population decline, and benefitted somewhat from certain government programs. Greenland Self-rule in the 21st Century meant better government understanding of Inuit sensibilities, and now there is the possibility that Kapisillit will remain a viable settlement and that Kangeq might have some kind of modest reemergence.





Festival of ACHIEVEMENT

Tuesday, Feb. 14, 2017

Isaac Newton, Natural Philosophy, and Natural Theology

1 PM

Morris University Center Rm 214

James K. Simmons Ph. D.

Assistant Professor; Natural Sciences

Dr. Simmons received his B.A. from Carleton College in 1979 and his M.S. from the University of Illinois, Urbana, Champaign in 1981. He received his Ph.D. from Purdue University in 1988. Previously, he taught at Concordia College, Universidade Pedagogica de Mocambique and Waynesburg University. He has been at Shawnee State University since 2007.



Presentation Summary:

No matter how you characterize the relationship between religion and science, you can find an example in the thinking of Newton.

Festival of ACHIEVEMENT

Tuesday, Feb. 14, 2017

Appreciative inquiry – supporting meaningful occupational engagement within residential care settings

2 PM
Morris University Center Rm 214

Christine Raber Ph. D.

Professor, Master of Occupational Therapy Program;
Department of Rehabilitation and Sport Professions

Dr. Raber is completing her twenty-third year of teaching at Shawnee State University. Her research focus examines the role of motivation in dementia care, and she has presented her findings at regional, state, national, and international conferences. She is advocate of person- centered care and culture change in long-term care.



Presentation Summary:

The aim of this international research project was to identify best practice scenarios for supporting persons with advanced dementia from culturally and linguistically diverse backgrounds living in long-term care facilities. This was accomplished through use of appreciative inquiry approach which was carried out in England, New Zealand, South Africa, and Australia. The research was presented at the COTEC – ENOTHE Congress [Council of Occupational Therapy for the European Countries (COTEC) and European Network of Occupational Therapy in Higher Education (ENOTHE)] in Galway, Ireland, June 17, 2016.



Festival of ACHIEVEMENT

Tuesday, Feb. 14, 2017

Assessment Showcase

Marc Scott, Ph. D. MODERATOR

Assistant Professor, English and Humanities,
Director Assessments

Xiaodan Huang Ph. D.

Chair, Dept. of Education

Cybele Lotti Ph. D.

Visiting Professor; Plastics Engineering Technology

Adam Miller Ph. D.

Assistant Professor, Dept. of Engineering Technologies



4:30 PM

Morris University Center Rm 214

Presentation Summary:

This special showcase provides faculty an opportunity to share assessment data they've collected about their programs and to discuss assessment methods and the decisions made as a result of their projects. Some ideas for participants to discuss include describing the goal(s) they assessed, the measures they used to assess the goal(s), what they learned as a result of their assessment project, and the curricular or programmatic changes they made as a result of the data they found. Time should be provided for conversation and exchanging ideas.



Festival of ACHIEVEMENT

Thursday, Feb. 16, 2017

Faculty Poster Displays

Kassiani Kotsidou Ph.D.

Assistant Professor; Dept. of Engineering Technologies

"Emotional Intelligence in Engineering Curriculum"



Darrell Rudmann Ph. D.

Associate Professor & Chair, Dept. Social Sciences

"A Memory Diary Activity to Replicate Classic Memory Research"



Kurt Shoemaker Ph. D.

Associate Professor of Geology

"Two Distinct Shorelines of Pleistocene Lake Tight in South Central Ohio" – w/ Zachary Bishop & Travis Bailey

"Possible Seismites in the Pleistocene Teays Formation, Pike County" – w/ Julie Cooper



10 AM – 2PM

Morris University Center Lobby

Presentation Summary:

The posters on display represent only a sample of the many research posters faculty at SSU present at various conferences statewide, nationally and even internationally. Some posters are done as a result of individual faculty research and others are completed alongside students as part of faculty teaching and research interests.



Festival of ACHIEVEMENT

Thursday, Feb. 16, 2017

Howlers, Bloopers, and Shit My Students Write: Ethics and Representation in Collections of Student Error

Jessica Winck Ph. D.

Full-Time Instructor

Jessica Winck is a full-time instructor at Shawnee State University. She earned her PhD in Rhetoric and Composition from the University of Louisville, where she taught composition courses and was assistant director of the writing center. Previously she taught at Eastern Michigan University and Ohio State University. Her research focuses on the writing, learning, and educational experiences of students in developmental writing classes.



11 AM
Morris University Center Rm 214

Presentation Summary:

This talk explores the genre of the “student blooper” collection. These published collections of unintentionally humorous student errors were created by submissions from classroom teachers and were intended to amuse a public audience. Through a study of collections published between 1931 and the present, including the popular website Shit My Students Write, this talk analyzes the ethical implications of varying representations of students and their writing over time.

Festival of ACHIEVEMENT

Thursday, Feb. 16, 2017

MC/AYA Teacher Education Clinical Model Research Project

Loretta Harvey

Assistant Professor; Dept. of Teacher Education

BS Shawnee State

MS Marshall University

ABD Ohio University (with a defense date set of 2/24/17)

AYA Life Science from SSU Department of Teacher Education with 14 years of experience teaching grades 7-12

SSU Department of Teacher Education in various positions since 2008

Program evaluator SSU ITQ grant for 2016 and now 2017 (we just received funding)

Southeast Ohio STEM Hub Director, SSU

Jodi Dunham Ph. D.

Assistant Professor; Dept. of Teacher Education

Dr. Jodi Dunham is a 20-year veteran of the teaching profession. Her teaching experience includes 18 years in the high school mathematics classroom and 2 years as a professor in the Department of Teacher Education at Shawnee State. She currently serves as the South District Director for the Ohio Council of Teachers of Mathematics and on several educational committees. Her professional interests include creative instructional strategies, cooperative learning, and best-practice mathematical teaching techniques.



1 – 1:50 PM

Morris University Center Rm 214

Presentation Summary:

This session will present information on the joint research project underway between the Departments of Teacher Education at both Ohio University and Shawnee State University. The research project focuses on the implementation of the “clinical model” for content methods and student teaching at the Middle Childhood (MC) and Adolescent Young Adult (AYA) levels. Topics discussed during this session will include an overview of the cyclical supervision model being used in the research, multiple methods of data collection and analysis processes that will be used during the project, and potential implications for the findings of this study.



Festival of ACHIEVEMENT

Thursday, Feb. 16, 2017

Power and Film Representation: Peruvian women and the internal armed conflict (1980-2000)

3:30 – 4:30 PM

Morris University Center Rm 214

Pablo Salinas Ph. D.

Assistant Professor; Spanish Language, Hispanic
Cultures and Literature

Dr. Salinas was born in Peru, and received his
master's degree from the University of Montreal and
Ph.D. from the University of Ottawa



Presentation Summary:

In 1983, when the Maoist organization Shining Path took control of certain rural towns of the Peruvian highlands, the official government sent military forces to repel this threat and regain access to these areas. Thus began a two-decade violent internal confrontation where control of territory and its population was frequently expressed via violent control of the female body. In this context, sexuality provided gendered metaphors for conquest and domination. These power relations were portrayed in films such as *La boca del lobo* (Francisco Lombardi 1988) and *Magallanes* (Salvador del Solar 1915). Through an analysis of these two films, I will argue that racism and sexism are systems and practices which sustain one another.

Festival of ACHIEVEMENT

Friday, Feb. 17, 2017

Post-Syntactic Operations and Spellout of Nominals

Leila Lomashvili Ph. D.

Assistant Professor; English & Humanities

Dr. Lomashvili received her Ph.D. in linguistics in 2010, from the University of Arizona; she also has earned a Ph.D. in literature and methodology in 1991, from Tbilisi State Pedagogical University, Georgia. She is an author of multiple articles published in peer-reviewed journals started from 2011 and the book titled *Complex Predicates: Syntax-Morphology Interface* (2011) published by John Benjamins: Amsterdam/Philadelphia.

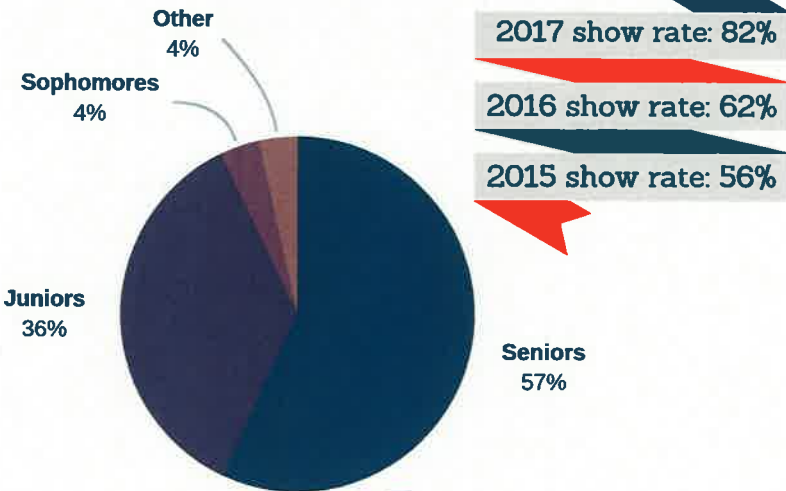


12 PM

Morris University Center Rm 214

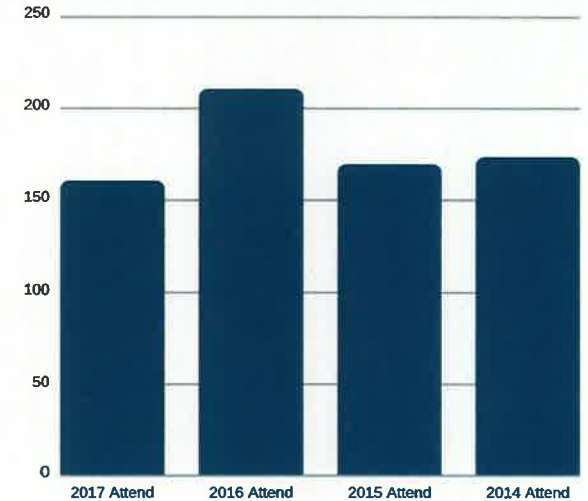
Presentation Summary:

This talk summarizes the results of research done on the nominal expressions in Georgian, which are different from similar constructions in Indo-European language in that they incorporate a substantial verbal functional layer in their derivation. The research is conducted through the framework of Distributed Morphology which sheds light on three main word-building mechanisms used in nominals: Head-to-head movement occurring in syntax and Fusion and Merger Under Adjacency (MUA) in post-syntactic component of grammar.



New Trends

- Targeting more students that are attending
- More intimate experience
- Additional events for more visits in the overall recruitment cycle
- Student focused
- More digital marketing and invitations vs. paper invites with few returns



2014-2015 Events

- Summer Preview Day
- Nov. Open House
- Plastics Day
- Pre-Med Day
- Feb. Open House



2015-2016 Events

- Summer Preview Day
- Nov. Open House
- Plastics Day
- Pre-Med Day
- Feb. Open House
- Health Science Day



2016-2017 Events

- Sept. Showcase Day
- Nov. Showcase Day
- Plastics Day
- Pre-Med Day
- Feb. Showcase Day
- Stand Out Day
- Health Science Day



New event: **Stand Out Day** ★ Includes information sessions (e.g. Financial Literacy, Student Success, etc.) ★ Planetarium Shows ★ Additional tours ★ Interactive Major Exploration ★ Shawn E Bear photos ★ Student Organizations ★ and more!

Student Government Association Report
Board of Trustees Meeting
April 14, 2017

Current Projects

- Collaborating with the office of the President and Communications to continue the campus legacy project as well as the student discount cards for the 2017-2018 school year.
- Addressing specific student concerns such as internet issues, cafeteria food quality, smoking on campus, and smaller maintenance issues.
- Creating a Student Government intern position with Janice Johnson.

Student Organizations

- Forty-eight (48) organizations/clubs approved for status.
- Each funded \$200 (Spring 2017)

Committee Projects

- **Student Life**
 - Working with Communications to place an updated parking map on the SSU app as well as better signage to promote Shawnee State.
 - Collaborating with Sodexo and Bill Rockwell to have a chalkboard wall in Jazzman's
 - Working with Chris Shaffer for an updated smoking policy survey.
- **Academic Affairs**
 - Working with Provost Jeff Bauer to complete and open the 24-hour study space.
 - Working with multiple departments and faculty to plan Evening of Honors.
 - Meeting with Chris Kacir to have SGA representatives at one class of the 1st year experience classes as well the Department of Public Safety for active shooter policies on campus to familiarize the incoming freshman.
 - Working jointly with Janet Stewart, Acting Dean of Library Services, regarding smaller library issues that have been addressed such as quick print stations, library hours, and librarian staffing.
- **Budget and Finance**
 - Campus Legacy Project
 - New "Stand Out" banners on light posts
 - Putting in place more directional signs on campus with names of buildings updated with the current logo.
 - Pencil sharpeners inside the classrooms of Massie Hall.
 - Paper towel dispensers in the Life Drawing classes in the Vern Riffe Center.

**Student Government Association Report
Board of Trustees Meeting
April 14, 2017**

- **Inter-Club Council**
 - Student Organization Executive Board Training

Approved Student Organizations

Intervention Specialist Club	Theta Phi Alpha
AHANA	International Forum
Pre-Med Club	SSU Dota 2 Club
Shawnee Panhellenic Council	Geology Club
Tau Kappa Epsilon	Political Science Club
Sociology Club	SMASH@Shawnee
Plastics Engineers Society	Art Club
Psychology Club	Dungeon Crawlers
Psi Chi	Shawnee State College Republicans
Beta Beta Beta	Alpha Psi Omega
League of Legends Club	Middle Childhood Education Club
Athletic Training Club	SSU Cheer
Rotaract	The National Society of Leadership and Success
Shawnee Students for Liberty	Food Recovery Network
SSU Jedi Order	Wallyball Club
Intrafraternity Council	Social Work Club
SOTA	Snail Mail
Zombie Educational Defense	

Enrollment Management & Student Affairs (EMSA)

APRIL
2017

EMSA Staffing Updates

We would like to recognize new additions to our EMSA Team;

◆ Douglas Shoemaker, B.A.

We are welcoming Doug into the role of Student Business Center Coordinator. He comes to us with several years of experience in customer service and financial literacy.

◆ Eric Ramaekers

We are excited to have the Veteran's Service Center in EMSA. Eric serves as our new Coordinator for the Veteran Service's Center. The center was previously housed under Academic Affairs. Eric has been with SSU for less than 1 year.

◆ Jonna Cook

Jonna has transitioned into a position as Student Life specialist. Jonna previously served as secretary for Athletics.

◆ Holly Scott

Holly has transitioned into a position of secretary for Athletics. Holly previously served as Financial Aid specialist.

◆ Lacy Wireman

Lacy transitioned into a position as Financial Aid specialist. Lacy previously served as SSU Custodian.

INSIDE THIS ISSUE

EMSA Team Member Updates	1
Office of Admission	1
Office of Athletics	2
Office of Counseling and Health Services	2
Office of the Dean of Students	2
Student Business Operations	2
Office of Housing and Residence Life	3
Office of Diversity and Inclusion	3
Office of Student Life	4

Office of Admission

We hosted our Spring Open House and are planning for our first admitted student visit event: *Stand Out Day!*

Stand Out Day will be similar to our previous Showcase Day program, but will include topic presentations on Financial Literacy, Housing, Student Success, and more. Fun events like Photos with Shawn E. Bear, planetarium shows, and a chance for future Bears to talk directly with student groups.

The Office of Admission has also increased collaborative partnerships on campus. We have teamed up with areas like Veteran Affairs, Career Development, Marketing and Communications,



In February and March the Admission staff met with 159 individual families and spoke to 186 students visiting campus with school groups.

Workforce Development and Entrepreneurship. We are partnering with faculty members to create a presence at Community Action once a week. This allows us to reach out to non-traditional students, attend conferences, and develop other events targeting students and potential education partners. We are hosting an ACT workshop for local Guidance Counselors.



We're happy to announce that we have successfully added new online payment options for both the Orientation Fee and the Bridge Fee.

We're implementing both a new streamlined online application and online orientation platform. Implementation of the online orientation application will begin by Summer 2017 and the online application by January 1, 2018.

We're also hiring two new Admission Recruiter positions. We are filling them by May 15.

Office of Athletics

The first home tennis match was held on March 22. In addition to the matches, Dr. William Daehler was honored for his many contributions to the SSU tennis program.

Our women's basketball team are 2017 Mid-South Conference Regular Season and Tournament Champions! They ended their season with a 31-3 record. Three players were named *NAAIA All-Americans* by the Women's Basketball Coaches' Association. Senior Jonessa Moore was named *first team All-American*, junior Madison Ridout was named *second team All-American*, and freshman Brandie Snow was named *honorable mention All-American*. Ridout and senior Jen Arnzen were named *Daktronics NAAIA Scholar-Athletes* award winners (juniors and seniors with a GPA of 3.5 or higher).



Office of Counseling and Health Services

Campus Counseling Services has provided 559 appointments this semester for a total of 1620 for the academic year. We are currently operating with 2 full time staff and one part-time intern affecting our number of daily appointments. Wait time is approximately 3 weeks for new appointments. This academic year we have seen 71 students who have a history of suicidal thought, intent, or attempt. Seven of these students had a suicide attempt at some point this academic year.

Student Business Operations

Total financial aid packages for 2017-2018 academic year to date: 2143. We take this as a very encouraging sign for Fall.

We have received 471 graduation petitions for Spring 2017 and 50 for Summer 2017. This is a continued upward trend for graduation.

Right: Student Eric Acra browsing the Dean of Students table at the Red Flag Kick-off event.

Office of the Dean of Students

The Shawnee Ambassador Program is comprised of 20 SSU students that are trained to help execute special university functions and represent the university at events both on and off campus. Any office on campus can request an Ambassador through the Dean of Students Office. Recent events they have assisted with include *Showcase Day*, *Countdown to Commencement*, *PORTSFuture Entrepreneurship Roundtable*, *Job Fest*, and campus tours for potential employees.

Our office hosted Red Flag Week April 3-7 in support of the *Red Flag Campaign*. The campaign uses a bystander intervention strategy to address and prevent sexual assault, dating violence, and stalking on college campuses. We are encouraging friends and other campus community members to say something when they see "red flags" in a relationship.



Office of Housing and Residence Life

On March 28, Housing and Residence Life hosted an achievement party for residential students who had a 3.0 or higher for the fall semester. There were 413 students. Housing celebrated their accomplishments by having pizza, ice cream, and by raffling items such as TVs, pizza coupons, and gift baskets of school supplies and laundry baskets. Local vendors donated to this event.

For the 2017-2018 academic year, the Office of Housing & Residence Life has selected a

total of 34 students to serve as Resident Assistants. Four of those students will be taking on a new, more advanced role as Senior Resident Assistants. These student leaders will act to provide peer support and mentorship to other resident assistants through out the academic year.

During the month of February Resident Assistants hosted diversity building meetings for their respective communities. By leading conversations and facilitating dialogue around the topic of intolerance we are

exploring its effect on our community. It was a proactive way to ward off situations that may involve acts of intolerance.

Monique Harmon, Director of Housing and Residence Life and Title IX Coordinator has been working diligently to promote awareness of our campus Title IX policy. She has been working alongside Christina Jones, Peer Career Advisor, to advise the Student Title IX team. This semester the team has been active in bringing informative programs to our students on the importance and issues surrounding Title IX.

Office of Diversity and Inclusion

The Office of Diversity & Inclusion celebrated Black History Month with various events for the campus community. Events included: *Taste of Soul* in partnership with Sodexo Dining Services, *Black History Trivia Night* with Student Programming Board, and a discussion of *Black History in Southern Ohio* led by Dr. Andrew Feight. Dr. Feight's discussion touched on the history associated with Scioto County's Underground Railroad. This included accounts of a forgotten slave revolt in nearby Greenup County, Kentucky and the more recent history of Shawnee State Park and Forest, which was built, in part, by African-Americans in the Civilian Conservation Corps.

We also worked in collaboration with members of AHANA and community volunteers to celebrate Black History Month at Portsmouth Jr High School. Topics included: African-Americans and the Military, Southern Ohio's Impact on Black History, Protesting: From the Civil Rights Era to Today, African-American

Scientists and Inventors, Experiences in Discrimination, The History of African-American Social Dance, African-American Art: Quilts, African-American Music: The History of Rap, African-American Music: Voice/Spirituals, Pan-African Music: Drums, African-American Folklore and Storytelling, Personal Education and Success, Civil War Era Food, African-American Art: Elijah Pierce and African-American Writers: Dr. Maya Angelou.

On Saturday, February 25, the Office of Diversity & Inclusion partnered with student organizations AHANA and GSSA to welcome over 90 students, faculty, staff, administrators, and parents to the Second Annual Diversity & Leadership Symposium. The symposium was designed for individuals from different backgrounds, experiences, and perspectives to exchange information, dialogue, and

engage in critical thinking exercises designed to enhance self-awareness, multicultural competency, and leadership skill-set.

Participants had the opportunity to attend two different breakout sessions led by SSU students, faculty, and administrators. The breakout sessions focused on leadership styles, oppression, social identities, emotional intelligence, rhetorical listening, and understanding difference. The symposium concluded with a keynote presentation by Dr. Desmon Daniel from *Leadership That Delivers*. He came to us from Saginaw, Michigan.

Tidbit from Veteran Services

We have 79 current veteran students,
16 are graduating
this semester!!

Office of Student Life

In partnership with the Office of Student Life, U.S. Senator Sherrod Brown and Ohio Campus Compact hosted a regional follow-up event to the Fall Propel Ohio Collegiate Leadership Summit on March 17. The Fall Summit focused on civic engagement in higher education and connected college students with information and resources to help address critical issues of childhood education, health, food security and housing in local communities. This spring's regional follow-up focused on educating attendees on childhood poverty, issues in their regional area, and connecting them with valuable resources. Participants also learned how other area campuses are addressing these issues.

The Fraternity and Sorority Life (FSL) community had a busy semester! They are working hard to continue their change and growth from being one joint association to two separate national councils: Panhellenic Council and Inter-fraternity Council. These were fully established and chartered in the fall semester. Our fraternity and sorority students continue to excel in academics with a 3.05 all Greek GPA from the fall semester. This is significantly higher than the women's, men's, and all undergraduate campus GPAs.

In late January, four of the Panhellenic officers traveled to

Indianapolis to attend the College Panhellenic Academy. It was a weekend filled helping them develop as officers. This wonderful opportunity came from a full scholarship that was awarded to Shawnee's Panhellenic Council through the national organization. The four officers were able to bring back valuable information to share with their fellow officers and the sorority community that helped them to set strategic goals.

Theta Phi Alpha and both fraternities, Phi Mu Delta and Tau Kappa Epsilon, participated in recruitment and are welcoming 11 new members to the community.

There was positive attendance from the FSL students at the sexual assault awareness event of a documentary called *Aubrie and Daisy*. All four chapters had the majority of their members in attendance and joined in the dialogue regarding sexual assault prevention.

The FSL community is held its annual *Greek Games*, April 2-8. They participated in Greek unity events, *Red Flag Campaign* week, sports and games, community service, and trivia. On the horizon is a continued focused effort on philanthropy and community service, along with a marketing rebranding of the FSL community.

The Student Government Association is pleased to announce the opening of a 24-hour study space, *The Bear Cave*, located in the Clark Memorial Library. The space



Delta Phi Epsilon's Better than Barbie box for ANAD Week!

is scheduled to be fully operating by finals week this semester.

The Student Programming Board hosted their annual Springfest week March 27-31. The week included several events such as a pool party and concluded with two Springfest performances from well-known artists *We the Kings* and *Waka Flocka Flame*. A total of 699 tickets were sold!



Springfest artists We the Kings (above) and Waka Flocka Flame (below).



BIG NEWS!

Two of our second-chance opportunity students have been accepted into health science programs! One of our recent graduates will be continuing their education at the graduate level.

67%

ADOPTION
RATE

87,000

CONVERSATIONS

91%

RECOMMEND
APP TO PEERS

4,063

DOWNLOADS

1,500

QUESTIONS ANSWERED
DURING ORIENTATION

76%

APP HELPED TO
LEARN ABOUT CAMPUS



240K

WALL VIEWS

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	\$2,904.12	\$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	\$242.01	\$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 Special Programs	AY 2016-17 <i>(per credit hour)</i>	AY 2017-18 <i>(per credit hour)</i>		
<i>Bridge to Success Program^a</i>	n/a	\$50.00		
<i>College Credit Plus^b</i>		State-established default rates		
<i>Summer College Credit Plus equivalent programs</i>		State-established default rates		

^aEffective Summer semester 2017.

^bCollege 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



Shawnee State

UNIVERSITY

For consideration by the Board of Trustees April 14, 2017

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
Bridge to Success Program Fee	-	\$50
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 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 + BMTA	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	VDD, VIAN, VIDS, VIMT, 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

Shawnee State University

Board of Trustees
Finance and Administration Committee
2017 Audit Planning Meeting

Shawnee State University

Audit Planning Agenda

- Shawnee State University Audit Team
- Reporting and Responsibilities
- Audit Approach
- Timing and Key Dates
- Peer Review Report and GAO Auditor Responsibilities
- New Pronouncements
- GASB Projects
- Appendix - Definitions

Shawnee State University

Audit Team

Keith Martinez, Engagement Partner
Keith.Martinez@plantemoran.com

614.222.9086

Danny Sklenicka, Manager
Danny.Sklenicka@plantemoran.com

614.222.9133

Shawnee State University

Reporting and Responsibilities

- **Plante Moran Deliverables**
 - Opining on FY 2017 University financial statements and the University's federal programs
 - Opining on FY 2017 for the Development Foundation financial statements
 - Letter for state "Special Purpose" Report
- **Plante Moran Responsibilities**
 - To express an opinion on the University's and the Development Foundation's financial statements
 - To express an opinion on the major federal programs of the University
 - To provide reasonable, not absolute, assurance of detecting material misstatement
 - To gain an understanding of internal controls, policies, and procedures to design an effective audit
- **Plante Moran will issue the following Reports and Letters for 2017:**
 - **Planning Stage**
 - Engagement letter for the Shawnee State University audit (includes the federal programs audit), as well as an engagement letter for the Development Foundation

Shawnee State University

Reporting and Responsibilities (continued)

- **Plante Moran will issue the following Reports and Letters for 2017 (continued):**
 - **At completion of work:**
 - An opinion on the financial statements of the University and the Development Foundation
 - Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards* (GAGAS report) for the University and the Development Foundation
 - Report on the Conduct of the Audit (AU 260)
 - Federal programs audit reports and schedules
 - Report on Compliance For Each Major Program and on Internal Control Over Compliance in Accordance with Uniform Guidance
 - A Schedule of Findings and Questioned Costs
 - A Management Recommendation Letter, if applicable
 - A letter regarding procedures performed for the state “Special Purpose” report

Shawnee State University

Audit Approach

- **Financial Statement Audits (includes the Development Foundation)**
 - General Controls Assessment and Paperless System testing (i.e., registration, tuition, and endowments)
 - Risk-Based Approach – More time will be spent on those areas considered higher risk
 - Valuation of accounts receivable
 - Accounting for service concession arrangements
 - Any contingent liabilities
 - The net pension liability
 - In response to the above risks, we will perform the following:
 - Review the allowance for accounts receivable and also, review the assumptions used to determine collectibility,
 - Review the revenue received from concession arrangements in accordance with applicable accounting standards,
 - Discuss pending litigation with Shawnee State University legal counsel,
 - Review the calculations surrounding the liability and incorporated into the financial statements, test the census data used in the calculations, and review audited pension plan reports.

Shawnee State University

Audit Approach (continued)

- **Financial Statement Audits (includes the Development Foundation)**
 - Documentation and testing of key accounting processes and internal controls by major cycles – purchasing, expenditures and accounts payable, payroll and related year-end liabilities, revenue, receipts and accounts receivable, investments and related income, financial reporting
 - Group Audit Standards – Plante Moran will be serving as the “Group Auditor” for all components of this audit (the University and the Development Foundation)
 - Report letter

Shawnee State University

Audit Approach (continued)

- **Federal Programs Audit Reports**

- Audit is performed in compliance with federal regulations and includes compliance and internal control categories as defined by Uniform Guidance
 - Programs expected to be tested in 2017
 - Student Financial Assistance Cluster
 - Other programs will also be tested if federal expenditures exceed the minimum threshold at year end

- **Plante Moran has been advised:**

- The University is in compliance with all regulatory, governmental, and grant requirements,
- There have been no material acts of fraud or embezzlement,
- There have been no significant acts of fraud related to federal programs,
- The University is not aware of any accounting entries made which are not in the normal course of business,
- The University is not aware of any material illegal or improper acts.

Shawnee State University

Audit Approach (continued)

- **Materiality**

- The concept of materiality is inherent in the audit
 - We place greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than with those items of lesser importance or those in which the possibility of material error is remote.

- **Communications with the Finance and Administration Committee:**

- Required fraud inquiries during planning process
- All services provided by Plante Moran to Shawnee State University
- Independence, in compliance with GAO requirements
- Passed adjustments schedules
- Changes in report presentation (if applicable)

Shawnee State University

Timing and Key Dates

Audit Scope Presentation to Finance and Administration Committee	April 14
Preliminary fieldwork begins (includes single audit)	May 22
Preliminary fieldwork ends	May 26
Year-end fieldwork begins – University including single audit and Development Foundation	August 14
Draft financial statements to Plante Moran	August 14
Year-end fieldwork ends – University including single audit and Development Foundation	August 25
Closing meeting with management & final draft of financial statements	September 1
Submission of Draft Management Letter to Executive Management, if applicable	September 22
Submission of final University financial statements to State Auditor	September 22
Submission of final Development Foundation financial statements to State Auditor	September 22
Submission of final management letter to State Auditor	October 15

Shawnee State University

Peer Review Report and GAO Auditor Responsibilities

- **Under the Government Accounting Office (GAO) requirements, if an audit is completed in accordance with *Government Auditing Standards*, the Audit Committee and/or Board of Trustees are required to receive from the audit firm the following document:**
 - Peer Review Report (this is performed every three years)
- **In addition, we are required to communicate the following items (if applicable):**
 - Noncompliance with laws, regulations, contracts or grants that have material effect on the financial statements
 - Any instances of abuse identified that could be material to the financial statements

Shawnee State University

New Pronouncements

- **GASB 75 – Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions**
 - Effective for the fiscal year ending June 30, 2018
 - Addresses reporting by governments that provide postemployment benefits other than pensions (OPEB) to their employees and for governments that finance OPEB for employees of other governments
 - Will require the University to recognize on the face of the financial statements its proportionate share of the net OPEB liability related to its participation in the OPERS and STRS plans
 - Will include additional footnote disclosures and required supplementary information (RSI) within the financial statements
- **GASB 83 – Certain Asset Retirement Obligations**
 - Effective for the fiscal year ending June 30, 2019
 - Provides requirements on recognition and measurement for asset retirement obligations (ARO), other than landfills
 - Defines an ARO as a legally enforceable liability associated with the retirement of a tangible capital asset
 - Common examples include the removal of wind turbines and disposal of X-ray machines

Shawnee State University

GASB Projects

- **The GASB is also working on a project for:**
 - Lease accounting – proposed standard:
 - Would establish a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset (very similar to FASB standard)
 - Lessee would be required to recognize a lease liability and an intangible right-to-use lease asset
 - Lessor would be required to recognize a lease receivable and a deferred inflow of resources
 - Anticipated proposed effective date of June 30, 2020, with early application permitted

Shawnee State University

Appendix - Definitions

- **Deficiency**

- A “deficiency” exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing or (b) an existing control is not properly designed so that even if the control operates as designed, the control objective is not always met. A deficiency in operation exists when a properly designed control does not operate as designed or when the person performing the control does not possess the necessary authority or qualifications to perform the control effectively. Deficiencies may involve one or more of the five interrelated components of internal control.

- **Significant Deficiency**

- A “significant deficiency” is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

- **Material Weakness**

- A “material weakness” is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and correct on a timely basis.

- **Fraud**

- The term “fraud” includes “misstatements” arising from fraudulent financial reporting and misstatements arising from misappropriation of assets.
- “Misstatements” arising from “fraudulent financial reporting” are intentional misstatements, or omissions of amounts or disclosures in financial statements intended to deceive financial statement users.

Shawnee State University

Appendix - Definitions

- **Fraud (continued)**
 - “Misstatements” arising from “misappropriation of assets” involve the theft of assets where the effect of the theft causes the financial statements not to be presented in conformity with GAAP.
 - The University is responsible for the design and implementation of programs and controls to prevent and detect fraud.
- **GAAP**
 - Generally Accepted Accounting Principles. Used by almost all entities in the USA to prepare periodic financial statements.
- **Allowance**
 - An estimate determined by management based on past history of the amount of student and contribution receivables at June 30 that are not expected to be received.
- **Federal Programs Audit**
 - Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* sets forth standards for obtaining consistency and uniformity among Federal agencies for the audit of states, local governments, and non-profit organizations expending federal awards. This is also known as “Single Audit” and is focused on programs funded with federal dollars. At Shawnee State University, this primarily consists of student financial aid.
- **990-T**
 - Corporate income tax form for exempt organization unrelated income. This primarily relates to income earned on limited partnerships that is considered taxable by the IRS (real estate and natural resources), and non-educational use of institutional property.

Shawnee State University

Appendix - Definitions

- **Nonexchange Transaction**

- Revenues received by the University that are deemed not related to the University providing a service. They consist primarily of gifts, investment income, federal Pell grant revenue and state operating appropriations. State appropriations are subject to annual approval by state legislature and are reported based on the state operating budget that funds the appropriation to the University.

- **FASB**

- Financial Accounting Standards Board is the governing accounting body that issues reporting pronouncements for private sector organizations. The Development Foundation prepares its financial statements in accordance with these pronouncements and guidance.

- **GAAS**

- Generally Accepted Auditing Standards. The standards that govern the conduct of independent audits of non-public companies, as determined by the Auditing Standards Board (ASB) of the AICPA.

- **GAGAS**

- Generally Accepted Governmental Auditing Standards. Informally known as “Yellow Book,” these standards guide all audits of governmental units.

- **GASB**

- Governmental Accounting Standards Board is the governing accounting body that issues reporting pronouncements. Shawnee State University prepares their financial statements in accordance with these pronouncements and guidance.

Shawnee State University

Appendix - Definitions

- **Unmodified Opinion**
 - A signed representation by an auditor as to the reliability and fairness of a set of financial statements. The opinion could be qualified, unmodified, or adverse.
- **Auditor Opinion Date**
 - The date the audit is completed and the auditor can provide their opinion. This is defined as the date the audit fieldwork and reviews are completed and the date management has reviewed the financial statements and provided a signed representation letter to the auditors.
- **Material Misstatement**
 - To present accidental or intentional untrue financial statement information that influences a company's value.
- **Significant Adjustments**
 - A material error in financial reporting discovered by the auditor during performance of their audit fieldwork which was large enough that it was required to be booked to the financial statements and disclosed to the audit committee or board.
- **Passed Adjustments**
 - A summary of proposed account adjustments not recorded by management and reviewed by auditors and determined, individually or in the aggregate, not to have a significant effect on the financial reporting process and therefore they are not recorded in the financial statements.

Thank You!

*We look forward to continue serving
Shawnee State University.*

Higher Education Group

Keith Martinez
614.222.9086
Keith.Martinez@plantemoran.com

Danny Sklenicka
614.222.9133
Danny.Sklenicka@plantemoran.com



**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	\$36,187,357	\$49,315,437	73.38%	\$35,653,186	\$48,900,803	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)				\$3,734,323	(\$2,183,535)	

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	\$429,516	\$441,000	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	\$41,387,661	\$47,365,578	87.38%	\$39,817,025	\$47,158,268	84.43%	(\$1,570,636)

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		
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
Lookout 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		
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 INFORMATION ITEMS
Board of Trustees

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	02/06/17	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	02/17/17	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. 	\$ 4,000,000	State Capital
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. 	\$ 350,000	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

THE IMPACT OF INNOVATION

THE KRICKER CENTER

Bringing Innovation, Creativity & Entrepreneurship Together

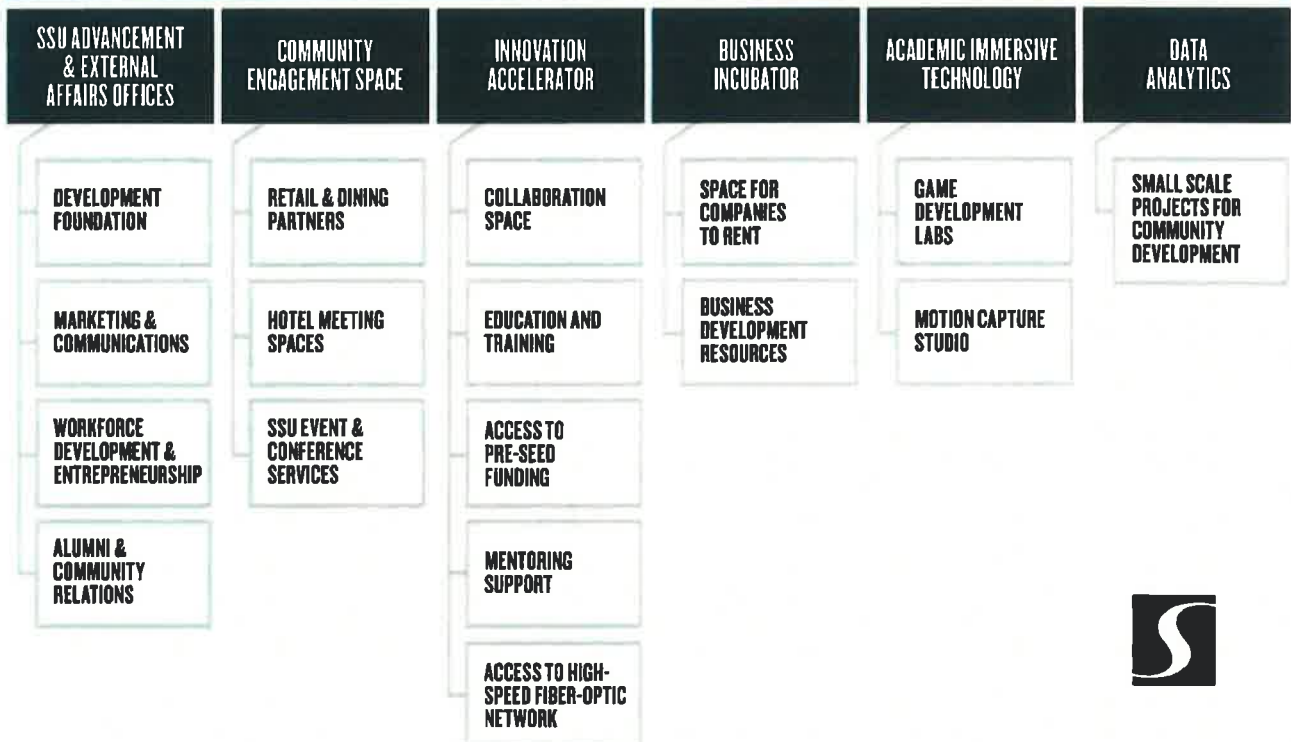


IMAGINE THE FUTURE

BE A PART
OF A NEW
VISION
FOR THE
FUTURE.

Can you imagine the impact that a facility dedicated to supporting innovation, creativity, and entrepreneurship would have on our region? An environment that gives budding small business owners the resources, technology and information they need to succeed? A high-tech space that brings creative minds from higher education and business together? We've not only imagined it. We have planned for it. And, we invite you to share in our vision.

SSU ADVANCEMENT CENTER | DOWNTOWN PORTSMOUTH, OH



Creating jobs through **INNOVATION**

One of the main components of The Kricker Center is an Innovation Accelerator designed to facilitate job creation and entrepreneurship by providing access to information and funding that will allow small businesses to grow and bring new businesses to market.

Uniting Shawnee State University with downtown Portsmouth

The education provided by Shawnee State University transforms lives. We also believe it transforms communities. By bringing students, faculty and our business community together through The Kricker Center, we have an opportunity to begin to revitalize downtown Portsmouth and strengthen ties with our campus community.

The Kricker Center will serve as an anchor for the City's Downtown Redevelopment & Innovation District, an initiative to promote rehabilitation of historic buildings. The Kricker Center will be located in renovated space on Chillicothe Street in downtown Portsmouth, OH, adjacent to the west end entrance of its campus and Vern Riffe Center for the Arts.

Breathing new life into our community

The Kricker Center – and Innovation Accelerator — is intended to be a catalyst for change, providing a foundation for long-term economic growth and sustainability.

Shawnee State is in a unique position to leverage state, federal and private resources to drive economic development. The University can ensure the long-term sustainability of The Kricker Center through direct operational support, including management and staffing, security and custodial support. Programming for the Innovation Accelerator will be developed, and in many cases, provided by partner organizations, local business leaders and government entities.

By providing seed funding, professional services and state-of-the-art facilities, entrepreneurs can take their startups from concept to proof-of-concept, allowing them to get their projects off the ground.

The Innovation Accelerator will provide high-tech start-up services that leverages several components:

Access to high-speed fiberoptic network and computing access

Contemporary study and project rooms where students can work with faculty mentors, business leaders, and community members to conduct research, collaborate on business ventures, and develop team-building and leadership skills

Specialist facilities such as a maker-space

Strategic industry partner and community business partner mentoring and entrepreneurs-in-residence, start-up weekends, entrepreneur boot-camps, and business plan competitions

Educational resources of the university and its partners, specifically regarding commercialization, IP, tech transfer, financing, marketing, and small business development;

Academic and industry partnerships related to the university's world-class plastics engineering technology and digital game design and simulation programs;

Access to capital, a developed proof-of-concept curriculum, and periodic events that showcase prototypes developed in the Innovation Accelerator to prospective investors and funders.

ADVANCING STRATEGIC PARTNERSHIPS

Shawnee State University has partnered
with the following to advance our
Innovation Accelerator model:

Joint Economic Development Initiative of Southern Ohio
Southern Ohio Port Authority
Poresmouth Area Chamber of Commerce
TechGrowth Ohio
Tri-State Angel Investors Group
OSU Small Business Development Center



Faculty Senate Report

Shawnee State University

Board of Trustees

14 April 2017

The Faculty Senate has been busy as usual this spring. In March the Senate approved the shared-governance committee structure agreement. The agreement will guide the make-up of university-wide and Academic Affairs Division committees, setting faculty membership requirements and clarifying the process of appointment. One change, I'd mention, involved moving the appointment calendar up so that the committee appointments are made by the end of spring semester, ensuring that the committees are populated and up and running at the start of the fall semester in August. In the past, it was not uncommon for the appointments to be made in early October, thereby interrupting committee work in August and September.

A number of initiatives will be wrapped up, as planned, in the next couple weeks.

At our next meeting, we will take up some fifty different curriculum and policy recommendations. Most importantly, the Senate will be recommend metrics for the Provost's use in evaluating low-enrolled and low-performing programs. Along these lines, the Senate is also currently considering a list of Associates degree programs that the Provost has recommended for warehousing (elimination).

I should also note that I am passing the gavel of the Faculty Senate Presidency, after having served six years in this position, to Marc Scott, Associate Professor of English, who was elected by the faculty. I've enjoyed my time in the presidency, perhaps no more than when we meet for graduation ceremonies. Dr. Scott will be taking my place at the head of the procession. He will have the honor of carrying the university mace at this spring's commencement ceremony. And, he will be in attendance to report at the next Board meeting in June.

That completes the faculty senate report. I would be happy to answer any questions the board may have.



Dear Shawnee State University Board of Trustees,

As the recipients of the 2017 Trustees' Award Scholarship we would like to thank all of you for the opportunity to share our research. We are both very passionate, enjoy our research, and we greatly appreciate the chance to present in the Trustees' Session at Celebration of Scholarship. It was an honor to have our efforts appreciated by the judges.

We are both grateful for your generous scholarship as we will be graduating in May from the Biology program here at Shawnee State. Following graduation, Sabrina will be pursuing a veterinary medicine degree at Virginia Tech and Abby will be pursuing a position as a wildlife biologist. Working on various research projects in our time at Shawnee State has been very beneficial to our continued success after graduation. Presenting and sharing our research with others is an important part of that process as it greatly improves our ability to communicate ideas within our field of study.

We would like to thank your board for offering this scholarship to students, your donation is very kind and does not go unappreciated. This scholarship will be very helpful to both of us in pursuing our goals in the near future.

Thank you,

Abigail Henke & Sabrina Callaway

Abigail Henke & Sabrina Callaway

www.shawnee.edu
740.354.3205

940 Second Street ■ Portsmouth, Ohio 45662-4344

RESOLUTION E02-17

DECOMMISSION AND REPURPOSE SELBY BOARD ROOM

WHEREAS, the Student Government Association has requested an area be designated for a 24/7 study space; and

WHEREAS, the university recognizes the need to provide a controlled, secure and convenient environment for this space; and

WHEREAS, the Board fully endorses and supports the university's commitment to provide students with suitable facilities for such a purpose; and

WHEREAS, the Board has been fully apprised of the plan to decommission the Selby Board Room in the Clark Memorial Library and repurpose as a student 24/7 study space;

THEREFORE BE IT RESOLVED, that the Board of Trustees approves the decommissioning and repurposing of the Selby Board Room as a 24/7 study space in the Clark Memorial Library.

THEREFORE BE IT FURTHER RESOLVED, that the Board of Trustees delegates to the Office of the President the authority to set the location for future Board of Trustee meetings at an appropriate and suitable area on campus.

(April 14, 2017)