

**BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE**

**June 24, 2022 @ 9:00 a.m.
Morris University Center, Room 214**

Agenda

1.0 Action Items

1.1 Resolution F08-22

Approval of Shawnee State University's FY2023 Operating Budget (General and Auxiliary Funds)

Dr. Jonica Burke, Vice President for Finance and Administration, will present this resolution for approval of the proposed operating budget for fiscal year 2023 to submit to the Board of Trustees for adoption.

1.2 Resolution F09-22

Renewal and Revision of Relocation Reimbursement Policy

Mr. Michael McPhillips, General Counsel, will present this resolution for approving updates to Policy 4.64Rev. to comport with IRS guidelines.

2.0 Information and Reports

2.1 Dr. Burke will update the Committee on the projected FY2022 operating budget results and related financial matters.

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

2.3 Ms. Malonda Johnson, Executive Director of Human Resources and Chief Diversity Officer, will brief the Committee on recent personnel activity and the Summer Training and Development Program for employees.

2.4 Mr. Butch Kotcamp, Director of Facilities, Planning and Construction, will present the Capital Project status report.

2.5 Mr. Chuck Warner, Director of Information Technology Services, will provide the ITS Project status report.

RESOLUTION F08-22

**APPROVAL OF FY2023 OPERATING BUDGET
(GENERAL AND AUXILIARY FUNDS)**

WHEREAS, the proposed FY2023 consolidated operating budget (general and auxiliary funds) is based upon projections of revenues from state funding, tuition and general fees, course and program fees, and other student fees as well as revenue from residential housing, meal plans, commissions, rental fees, event, and other auxiliary income; and

WHEREAS, the University projects a larger incoming class, but continues to see depressed overall enrollments associated with the smaller cohorts that entered during the pandemic, as well as the ending of Federal COVID relief funding during the 2022-2023 Academic year; and

WHEREAS, the proposed FY2023 budget includes measures to mitigate negative financial impacts and control spending throughout the year, while supporting instructional priorities and student services needs during fiscal year 2023; and

WHEREAS, the President of the University recommends adoption of the proposed budget;

THEREFORE, BE IT RESOLVED, the Shawnee State University Board of Trustees approves the proposed FY2023 consolidated budget, effective July 1, 2022.

(June 24, 2022)

RESOLUTION F09-22

RENEWAL AND REVISION OF RELOCATION REIMBURSEMENT POLICY

WHEREAS, the University wishes to continue its Policy, No. 4.64Rev., to provide faculty and administrators with reimbursement for reasonable expenses incurred in connection with their relocation to the Portsmouth area to begin working in their positions; and

WHEREAS, Internal Revenue Service changes necessitate that the University make technical changes to existing Policy 4.64Rev. and its associated procedure;

NOW, THEREFORE, IT IS RESOLVED that the Board of Trustees amends Policy No. 4.64Rev. and directs the President to revise Procedure No. 4.64:1 to comport with IRS guidelines.

(June 24, 2022)

Shawnee State University

| | |
|-----------------------|----------------------------------|
| POLICY TITLE: | RELOCATION EXPENSE REIMBURSEMENT |
| POLICY NO.: | 4.64 REV |
| ADMIN CODE: | 3362-4-35 |
| PAGE NO.: | 1 OF 2 |
| EFFECTIVE DATE: | 05/02/14 |
| NEXT REVIEW DATE: | 05/2018 |
| RESPONSIBLE OFFICERS: | PRESIDENT/VPF&A |
| APPROVED BY: | BOT |

1.0 POLICY PURPOSE

Shawnee State University recruits for talented faculty and administrators nationally and internationally. In order to generate a competitive recruitment pool, the reimbursement of relocation expenditures may be provided to individuals. The purpose of this policy is to provide for the consistent reimbursement of relocation expenses incurred by eligible employees that are in accordance with IRS regulations.

2.0 ELIGIBILITY

- 2.1 Newly hired full-time faculty and administrators from outside the Portsmouth area may be eligible for reimbursement of relocation expenses if accepting a position at the University requires that person to move his/her household to within the Portsmouth area.
- 2.2 The hiring department will determine and recommend when reimbursement is appropriate or necessary. The prior approval of the appropriate vice president or President must be secured before extending relocation expense reimbursement to a prospective employee under this policy. The reimbursement details must be incorporated in the employment offer letter.
- 2.3 Any exception to this policy requires the prior approval of the President.
- 2.4 Board of Trustee executed employment contracts are not subject to this policy and underlying procedure(s). However, this policy and underlying procedure will apply to employees who have Board executed agreements that do not include a provision for university reimbursement for moving or relocation expenses.

3.0 GOVERNING REGULATIONS

Benefits provided by this policy have tax implications to the employees receiving the benefits. Employees should refer to the IRS website (irs.gov) and ~~Publication 521~~ [Instructions for Form 3903](#) "Moving Expenses", or equivalent, and consult a tax professional for advice concerning possible income tax implications. The current information is subject to change by the IRS.

4.0 PROCEDURES

The President will establish procedures that address the parameters for the reimbursement of qualified relocation expenses. Such parameters will include, but not be limited to, the types of expenses that are eligible to be reimbursed, the method to determine the maximum amount to be reimbursed, possible restrictions on the reimbursement and procedures for the University to recoup the reimbursement in certain circumstances.

History

Effective: 09/17/90

Revised: 06/24/22, 05/02/14, 01/17/14, 07/11/08, 10/08/99

Reviewed:

Applicable Procedure: [4.64:1 Relocation Expense Reimbursement](#)

| | |
|-----------------------------|----------------------------------|
| PROCEDURE TITLE: | RELOCATION EXPENSE REIMBURSEMENT |
| PROCEDURE NO.: | 4.64:1 |
| RELATED POLICY: | 4.64 REV |
| PAGE NO.: | 1 OF 4 |
| RESPONSIBLE ADMINISTRATORS: | VPF&A/CONTROLLER/DIRECTOR, HR |
| EFFECTIVE DATE: | 06/24/22 |
| NEXT REVIEW DATE: | 06/2025 |
| APPROVED BY: | PRESIDENT |

1.0 PROCEDURE PURPOSE

This procedure serves to amplify and implement Policy 4.64Rev, Relocation Expense Reimbursement, approved by the Board of Trustees.

2.0 REIMBURSEMENT OF RELOCATION EXPENSES

- 2.1 For tax years 2018 – 2025, all reimbursable relocation expenses are taxable and subject to withholding, regardless of the nature of the expense, unless you are a member of the Armed Forces on active duty and, due to a military order, you move because of a permanent change of station.
- 2.2 Reimbursable relocation expenses are expected to be reasonable, prudent, and commensurate for the position being filled, and may include charges for:
 - 2.2.1 Packing, crating, and shipping household goods and personal effects, including cost of packing supplies;
 - 2.2.2 Insurance on such items as furniture and clothing;
 - 2.2.3 Truck rental if self-moving; and
 - 2.2.4 Travel and lodging expenses for a single trip from the old residence to the new residence for the employee and family members which may include:
 - 2.2.4.1 actual cost of gas, tolls, and parking, based on original itemized receipts, or the current mileage rate for moving, as set periodically by the IRS;
 - 2.2.4.2 lodging while in transit; and
 - 2.2.4.3 air fare (coach only) and related ground transportation.
- 2.3 In certain cases the University will agree to direct pay a commercial moving vendor. The Procurement Services office will communicate guidelines to the employee regarding the requirements for the direct payment, including a clear

statement that there is no guarantee of payment in excess of the approved moving estimate. All expenses will be reviewed by the Procurement Services office and appropriate expenses will be paid. Non-approved expenses will be the responsibility of the employee.

- 2.4 Non-reimbursable expenses include meals and travel costs exceeding the above limits or that are incurred by laborers; expenses incurred by persons not considered dependents for tax purposes; utility and telephone installation charges; loss of security deposits; real estate expenses, including commissions; postage costs for realty and mortgage documents; personal communication or entertainment expenses; extraordinary items requiring special handling; bank fees for cashier's checks; storage charges, including in-transit storage and handling charges; expedited moving charges; transportation of animals and pets; transportation of automobiles, boats or trailers; moving building materials; moving property pertaining to commercial enterprise; and moving property which is not the property of the individual's immediate family.
- 2.5 The approved amount for reimbursement may be expended over a period of one (1) year from the first day of employment.
- 2.6 Employees who are employed directly by the Board of Trustees may have relocation expense reimbursement provisions incorporated into their employment contract in lieu of the benefits provided by this policy. Unless expressly excluded or modified by terms stipulated in the employment contract, Section 4.0 (REPA) of this policy shall apply.

3.0 LIMITATIONS AND CONTROLS

- 3.1 The hiring department will determine and recommend up to the maximum amount allowable when reimbursement is appropriate or necessary and must secure the prior approval of the appropriate vice president or president.
- 3.2 Reimbursement of relocation expenses will be permitted for only one move, at the time of initial employment.
- 3.3 Eligible expenses will be reimbursed up to, but not exceed, the maximum dollar amount identified on the Controller's office web site that is in effect for the year of hire or the amount approved by the hiring authority prior to the date of hire, whichever is less.
- 3.4 The maximum amount to be reimbursed must be expressed in writing in the offer of employment. This amount may be expended over the period of one (1) full year from the date of hire.
- 3.5 Prior to reimbursement, original receipts must support expenditures.

- 3.6 The current fiscal year maximum relocation expense reimbursement amount can be found at: <http://www.shawnee.edu/offices/controller/perdiem.aspx>
- 3.7 The Vice President for Finance and Administration, or designee, is authorized to adjust the maximum dollar amount for each fiscal year by a Consumer Price Index inflation series.
- 3.8 Any exception involving maximum amounts or covered expenses must be made before the employee accepts the offer of employment by the express written permission of the President.
- 3.9 Term or Interim Appointments:
- 3.9.1 Under special circumstances where a term or interim appointment is used to fill an interim requirement, reimbursement of relocation expenditures for the move to the Portsmouth area and then a return move to the home location upon successful completion of the contract may be authorized by the President.
- 3.9.2 Reimbursement of eligible expenditures will be permitted as long as the expenditures for both moves do not exceed the maximum relocation reimbursement allowance approved by the hiring authority prior to the date of hire.

4.0 RELOCATION EXPENSE REPAYMENT

- 4.1 The employee must sign and submit the *Relocation Expense Repayment Agreement* (REPA) in order to receive reimbursement of relocation expenses. The *Relocation Expense Repayment Agreement* is incorporated by reference as part of the policy.
- 4.2 The REPA will be in effect for up to two (2) years. If the employee chooses to terminate his or her employment at Shawnee State University, or is terminated for cause, then repayment of funds to Shawnee State University will be based on the number of calendar days employed (i.e. number of continuous days on employed status, not number of days physically present for work) as determined by the chart below:

| 4.2.1 Days Employed | Repayment |
|---------------------|-----------|
| 0 – 365 | 100% |
| 366 – 485 | 75% |
| 486 – 605 | 50% |
| 606 – 730 | 25% |

- 4.3 If it is found that the employee obtained employment fraudulently (e.g., under falsified credentials) then repayment will be for 100% of relocation costs previously paid by the University regardless of the number of days employed.

- 4.4 At the University's discretion, the repayment may be paid, in whole or in part, by deduction from amounts otherwise owed by the University to the employee (e.g., final pay). See the *Relocation Expense Repayment Agreement* text for complete details. The REPA should be completed and returned with the employee's acceptance letter.
- 4.5 The President may waive a repayment requirement where a term or interim appointment is less than two (2) years.

History

Effective: 01/17/14

Revised: 06/24/22; 05/02/14

FY22 Consolidated Operating Budget Status

| | Consolidated Budget | Q1 Actuals | Q2 Actuals | Q3 Actuals | Q4 Actuals | Consolidated Actuals | % Variance | \$ Variance |
|---------------------------------|-----------------------|----------------------|-----------------------|-----------------------|----------------------|-----------------------|---------------|----------------------|
| Revenue | | | | | | | | |
| State Funding | \$18,449,259 | \$4,612,317 | \$4,612,317 | \$4,612,317 | \$3,461,253 | \$17,298,204 | -6.2% | (\$1,151,055) |
| Tuition & Student Fees | \$29,278,948 | \$14,705,653 | (\$86,662) | \$11,216,313 | \$2,287,215 | \$28,122,519 | -3.9% | (\$1,156,429) |
| Scholarship | (\$5,547,909) | (\$2,659,938) | (\$77,648) | (\$2,303,462) | (\$97,907) | (\$5,138,955) | -7.4% | \$408,954 |
| Transfers In | \$0 | \$0 | \$0 | \$0 | \$18 | \$18 | | \$18 |
| Other Income | | | | | | | | |
| Commissions | \$551,000 | \$34,896 | \$40,454 | \$210,393 | \$171,466 | \$457,209 | -17.0% | (\$93,791) |
| Grants | \$211,250 | \$63,465 | \$53,962 | \$32,699 | \$20,009 | \$170,136 | -19.5% | (\$41,114) |
| Miscellaneous Revenue | \$525,000 | \$2,854 | \$164,318 | \$187,490 | \$88,535 | \$443,197 | -15.6% | (\$81,803) |
| Service Fees/Memberships | \$240,000 | \$88,170 | \$61,204 | \$77,424 | \$72,741 | \$299,539 | 24.8% | \$59,539 |
| Ticket Sales/Rentals | \$462,998 | \$162,460 | \$136,358 | \$236,242 | \$140,734 | \$675,795 | 46.0% | \$212,797 |
| Other Income Total | \$1,990,248 | \$351,846 | \$456,296 | \$744,249 | \$493,485 | \$2,045,876 | 2.8% | \$55,628 |
| Revenue Total | \$44,170,546 | \$17,009,878 | \$4,904,303 | \$14,269,417 | \$6,144,064 | \$42,327,662 | -4.2% | (\$1,842,884) |
| Expense | | | | | | | | |
| Compensation | | | | | | | | |
| Benefits | (\$9,599,263) | (\$1,899,951) | (\$2,132,555) | (\$2,082,842) | (\$1,526,790) | (\$7,642,138) | 20.4% | \$1,957,125 |
| Salaries | (\$23,440,847) | (\$3,700,262) | (\$6,035,403) | (\$4,947,202) | (\$4,629,593) | (\$19,312,460) | 17.6% | \$4,128,387 |
| Compensation Total | (\$33,040,110) | (\$5,600,213) | (\$8,167,958) | (\$7,030,044) | (\$6,156,383) | (\$26,954,598) | 18.4% | \$6,085,512 |
| Non-Compensation | | | | | | | | |
| Equipment | (\$820,140) | (\$387,779) | (\$913,539) | (\$100,153) | (\$503,606) | (\$1,905,077) | -132.3% | (\$1,084,937) |
| External Pro Services | (\$982,231) | (\$170,499) | (\$294,302) | (\$172,511) | (\$286,572) | (\$923,885) | 5.9% | \$58,346 |
| Information/Comm/Shipping | (\$879,306) | (\$295,979) | (\$174,634) | (\$270,154) | (\$128,983) | (\$869,750) | 1.1% | \$9,556 |
| Maintenance & Service Contracts | (\$3,023,671) | (\$1,075,360) | (\$875,520) | (\$1,000,635) | (\$536,938) | (\$3,488,452) | -15.4% | (\$464,781) |
| Meal Plan Expense | (\$1,475,547) | (\$175,530) | (\$730,163) | (\$509,005) | (\$364,529) | (\$1,779,226) | -20.6% | (\$303,679) |
| Miscellaneous Expense | (\$1,463,373) | (\$622,680) | (\$99,700) | (\$351,047) | (\$582,266) | (\$1,655,693) | -13.1% | (\$192,320) |
| Supplies | (\$1,092,182) | (\$158,676) | (\$166,427) | (\$215,381) | (\$176,332) | (\$716,816) | 34.4% | \$375,366 |
| Travel | (\$566,433) | (\$40,477) | (\$97,986) | (\$327,392) | (\$332,747) | (\$798,601) | -41.0% | (\$232,168) |
| Utilities | (\$1,429,175) | (\$266,848) | (\$293,006) | (\$410,689) | (\$254,695) | (\$1,225,237) | 14.3% | \$203,938 |
| Non-Compensation Total | (\$11,732,058) | (\$3,193,827) | (\$3,645,276) | (\$3,356,968) | (\$3,166,667) | (\$13,362,737) | -13.9% | (\$1,630,679) |
| Expense Total | (\$44,772,168) | (\$8,794,040) | (\$11,813,234) | (\$10,387,012) | (\$9,323,050) | (\$40,317,335) | 10.0% | \$4,454,833 |
| Total | (\$601,622) | \$8,215,838 | (\$6,908,931) | \$3,882,405 | (\$3,178,986) | \$2,010,327 | 434.2% | \$2,611,949 |

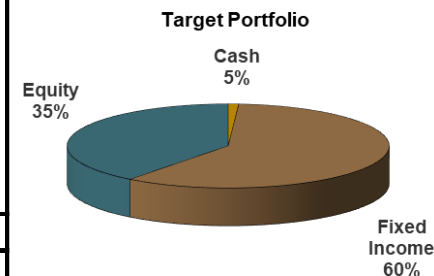
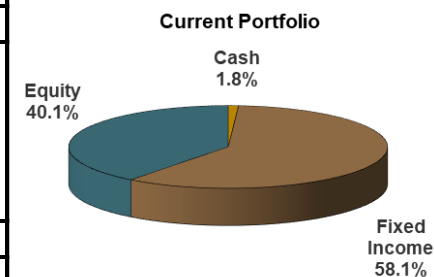
Report Date 06.14.2022

Shawnee State University

Asset Allocation – As of May 31, 2022



| Asset Class | Market Value | % of Assets | Target % |
|---|--------------------|---------------|---------------|
| Cash Equivalents | | | |
| TIAA Cash Deposit Account | \$148,530 | 1.8% | |
| Total Cash Equivalents | \$148,530 | 1.8% | 5.0% |
| Fixed Income | | | |
| Fixed Income Separately Managed Account | \$3,318,413 | 41.2% | |
| Vanguard Short Term Bond Index Fund | \$351,174 | 4.4% | |
| TIAA-CREF Short-Term Bond Fund | \$529,556 | 6.6% | |
| DFA Inflation Protected SEC Fund | \$239,164 | 3.0% | |
| PIMCO 1-5 Year U.S. TIPS Index Fund | \$238,654 | 3.0% | |
| Total Fixed Income | \$4,676,961 | 58.1% | 60.0% |
| Domestic Equity | | | |
| TIAA-CREF Large Cap Growth Index Fund | \$1,023,056 | 12.7% | |
| TIAA-CREF Large Cap Value Index Fund | \$1,130,723 | 14.0% | |
| Vanguard Mid Cap Growth Index Fund | \$144,010 | 1.8% | |
| iShares Russell Mid Cap Value ETF | \$160,756 | 2.0% | |
| TIAA-CREF Small Cap Blend Index Fund | \$151,583 | 1.9% | |
| Cohen & Steers Real Estate Fund | \$42,948 | 0.5% | |
| Vanguard REIT Index Fund | \$62,440 | 0.8% | |
| Total Domestic Equity | \$2,715,516 | 33.7% | 29.0% |
| International Equity | | | |
| iShares Core MSCI EAFE ETF | \$300,899 | 3.7% | |
| iShares Core MSCI Emerging Markets ETF | \$142,149 | 1.8% | |
| iShares MSCI EAFE Small Cap ETF | \$69,739 | 0.9% | |
| Total International Equity | \$512,787 | 6.4% | 6.0% |
| Total Equity | \$3,228,303 | 40.1% | 35.0% |
| Total Portfolio Market Value | \$8,053,794 | 100.0% | 100.0% |



TIAA INVESTMENT MARKET VALUE CHANGE FOR FY22

| Asset Class/Security | Ticker | Market Value as of May 31, 2022 |
|--|---------|---------------------------------------|
| <u>CASH EQUIVALENTS:</u> | | <u>\$ 335,484</u> |
| % of Total Portfolio | | 4.2% |
| <u>FIXED INCOME:</u> | | |
| Fixed Income Managed Acct (US and Agency Securities) | Various | \$ 3,121,297 |
| DFA Inflation Protected Securities Portfolio | DIPSX | \$ 239,164 |
| PIMCO 1-5 Year U.S. TIPS Index ETF | STPZ | \$ 238,654 |
| TIAA-CREF Short-Term Bond Fund | TISIX | \$ 528,654 |
| Vanguard Short Term Bond Index Fund | VBIRX | <u>\$ 350,798</u> |
| Total Fixed Income | | <u>\$ 4,478,567</u> |
| % of Total Portfolio | | 55.7% |
| <u>DOMESTIC EQUITY:</u> | | |
| Cohen & Steers Real Estate Fund | CREFX | \$ 42,948 |
| iShares Russell Mid Cap Value ETF | IWS | \$ 160,756 |
| TIAA-CREF Large Cap Growth Index Fund | TILIX | \$ 1,023,056 |
| TIAA-CREF Large Cap Value Index Fund | TILVX | \$ 1,130,723 |
| TIAA-CREF Small Cap Blend Index Fund | TISBX | \$ 151,583 |
| Vanguard Mid-Cap Growth Index | VMGMX | \$ 144,010 |
| Vanguard REIT Index Fund | VGSLX | \$ 62,440 |
| Wasatch Small Cap Growth Fund | WIAEX | \$ - |
| Total Domestic Equity | | <u>\$ 2,715,516</u> |
| % of Total Portfolio | | 33.8% |
| <u>INTERNATIONAL EQUITY:</u> | | |
| Harding Loevner Institutional Emerging Markets Fund | HLMEX | |
| iShares Core MSCI EAFE ETF | IEFA | \$ 300,899 |
| iShares Core MSCI Emerging ETF | IEMG | \$ 142,149 |
| iShares MSI EAFE Small-Cap ETF | SCZ | \$ 69,739 |
| MFS International New Discovery Fund | MIDLX | \$ - |
| Total International Equity | | <u>\$ 512,787</u> |
| % of Total Portfolio | | 6.4% |
| Total Equity | | <u>\$ 3,228,303</u> |
| % of Total Portfolio | | 40.1% |
| TOTAL PORTFOLIO MARKET VALUE | | <u>\$ 8,042,354</u> |
| | | 100.0% |

| | TOTAL PORTFOLIO |
|---|----------------------------|
| Value as of June 30, 2021 | \$ 8,595,158 |
| Reallocation of Cash to Equity (Approximate allocation) | \$ - |
| Value as of May 31, 2022 | <u>\$ 8,042,354</u> |
| Diff \$ | <u>\$ (552,804)</u> |
| Diff % | -6.43% |

PERSONNEL ACTIVITY REPORT FY22

April - Present

June 17, 2022

New Hires

- Administrative
 - Dawn Rayburn – CAS Dean’s Assistant, effective April 4, 2022
 - Jillian Willison – Talent Management Administrator, effective April 13, 2022
 - Michelle Cole – Accessibility Services Coordinator, effective May 15, 2022
 - Desiree Isaac – Title IX Coordinator/Special Assistant to the General Counsel, effective June 6, 2022

Change of Status

- Administrative
 - Marlita Berry Cadogan – Assistant Director Student Life, effective January 1, 2022
 - Kimberly Inman – Interim Dean, College of Arts & Sciences, effective June 1, 2022
 - Jessica Priode – Chemical Dependency Counselor, effective March 27, 2022
 - Alannah Bihl – Professional Counselor, effective March 27, 2022
 - Lauren Miller – CRM & Data Manager Coordinator, effective March 28, 2022
 - David Kilroy – Director Kricker Innovation Hub, effective April 1, 2022
 - Amanda Hedrick – Executive Director Campus Partnership & CCL, effective April 18, 2022
 - Jennifer Napper – Natural Sciences Chair, effective May 2, 2022
 - Clifford Poirot – Social Sciences Chair, effective May 4, 2022
 - Jesse James – Operations Manager, Finance & Administration, effective June 27, 2022
 - Jennifer Pauley – Associate Provost, effective June 1, 2022
 - Christine Raber – Provost Fellow, effective June 1, 2022
 - Linda Koenig – Interim Dean of Students, effective July 1, 2022
 - Steve Rader – Founding Director, CH Lute School of Business, effective July 1, 2022

PERSONNEL ACTIVITY REPORT FY22

April - Present

June 17, 2022

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Departures

➤ Administrative

- Karen Leach – CAS Dean Assistant, effective April 1, 2022
- Corey Holbrook – Security Officer, effective May 27, 2022
- Doug Shoemaker – Coordinator, Military and Veterans Services, effective June 29, 2022
- Jordan Hileman – CLC Literacy Coach, effective June 30, 2022
- Marcie Simms – Dean of Students, effective June 30, 2022

CAPITAL PROJECTS STATUS REPORT

May 31, 2022

Library/CFA HVAC Renovation - \$2.2M - Capital

- Includes replacement of all pneumatic and obsolete DDC controls in both buildings. A single new generator will be installed and is sized to provide emergency power for both the CFA and Library.
- Library air handler demolition complete. New air handlers installed mid-July, 2022.

Kricker Innovation Hub - \$3.4M (est.) - EDA Grant/Capital/Private

- Project approximately 75% complete.
- Drywall, paint, and windows scheduled for completion mid-June, 2022.

Gateway and Third Street Development - \$3M (est.)

- A new campus gateway will be developed as well as a plan to reopen Third Street between Gay and Waller Streets. This will include traffic calming strategies, incorporate bicycle traffic, landscape features, and pedestrian crossings.
- Phase I construction documents complete. Project schedule and estimate in review.

Campus Master Plan Update - \$150,000 - Capital

- This project will update and revise previous master planning efforts. The 2017 campus assessment will be used to prioritize projects for infrastructure updates. The plan will include all initiatives in the Shawnee at 40 Strategic Plan.
- Kick off meeting scheduled mid-June, 2022.

ITS PROJECTS STATUS REPORT

May 31, 2022

Jenzabar Update (J1)

- Includes all student management areas
- All Jenzabar One services are operational. We have successfully completed 3 student registration events including fall semester 2022. Current efforts are focused on optimizing data configurations and integrations, developing reports, improving the student experience and interfaces for faculty/advising.

Campus WiFi Project

- Scheduled for completion mid-June, 2022.
- The Campus WiFi Project is 100% complete. All campus buildings and green spaces have successfully transitioned to the new Shawnee WiFi for students, faculty and guests. Login credentials remain active for 30 days.
- The Network Core Switch upgrade cutover is scheduled for June 24th and will require a planned outage across campus to complete.
- The Unified IT/Facilities network is work in progress in conjunction with facility planned upgrades.

Development

- A new campus telephony upgrade is currently in the preliminary design phase
- SSU's current Cisco Voice/IP telephony across campus will be replaced using Microsoft TEAMS services integrated with campus Microsoft Active Directory and Azure cloud services along with end user mobile devices, replacing all desktop phones on campus. The planned completion date is Spring 2023.