

**SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**Meeting Minutes  
April 12, 2019**

**Call to Order**

Chairperson Hartop called the meeting to order at 1:16 p.m. noting the meeting was in compliance with RC § 121.22(F).

**Roll Call**

Members Present: Ms. Hartop, Mr. Edwards, Mr. Evans, Mr. Furbee, Ms. Hash, Mr. Howarth, Mr. Watson, Mr. Williams, Ms. Heresh, Mr. Rappold

Members Absent: Dr. White

**Approval of the of the February 8, 2019 Board Meeting Minutes**

Mr. Watson moved and Mr. Edwards seconded the motion to approve the February 8, 2019 minutes. Without discussion, the Board voted unanimously to approve said minutes.

**Approval of the April 12, 2019 Agenda**

Mr. Evans moved and Ms. Hash seconded the motion to approve the April 12, 2019, agenda as presented. Without discussion, the Board voted unanimously to approve the April 12, 2019, agenda.

**Consent Agenda**

Chair Hartop directed the Board to review the following action items on the Consent Agenda and asked if anyone wished to remove any items from the Consent Agenda:

1. Resolution F07-19, Revisions to Policies to Comply with Governor's Executive Order
2. Resolution F09-19, Approval of University Investment Committee Member Reappointment
3. Resolution F10-19, Approval of Revisions to Policy 1.05Rev, Investment Policy
4. Resolution ASA03-19, Approval of Policy 2.17, Credit Hour Assignment
5. Resolution ASA04-19, Approval of Policy 5.41, Complaint Review & Resolution

There being no objections, Chair Hartop declared that items 1-5 remain on the agenda and were therefore adopted by unanimous consent.

**Academic and Student Affairs Committee Report**

Ms. Hash reported on behalf of the Academic and Student Affairs Committee:

The Academic and Student Affairs Committee met this morning and approved the following action items: Resolution ASA03-19, Approval of Policy 2.17, Credit Hour Assignment; and Resolution ASA04-19, Approval of Policy 5.41, Complaint Review & Resolution. These resolutions were approved by consent of this Board earlier in this meeting. The Committee also heard the following information items:

1. Dr. Becky Thiel, Provost and Vice President for Academic Affairs, presented the Academic Affairs executive report. In February, the Teaching and Learning Center sponsored the annual Faculty Festival of Achievement. During March, the annual Celebration of Scholarship was held on campus. The report as presented by Dr. Thiel was entered into the record and is attached to the minutes.
2. Mr. Eric Braun, Vice President for Advancement & Institutional Relations, reported on activities in the division and that report is entered into the record and attached to the minutes.
3. Mr. Braun reported on new student recruitment and Admissions activities.
4. Mr. Bill Rockwell, Executive Director of Auxiliary & Business Services, reported on Housing and Residence Life. The reported graphs for items 3 & 4 are entered into the record and attached to the minutes.
5. Ms. Sydney Leary, Student Programming Board member, reported on all SPB clubs and events for the 2018-2019 academic year.

### **Finance and Administration Committee Report**

Mr. Watson reported on behalf of the Finance & Administration Committee:

The Finance & Administration Committee met this morning and approved the following action items: Resolution F07-19, Revisions to Policies to Comply with Governor's Executive Order; Resolution F09-19, Approval of University Investment Committee Member Reappointment; Resolution F10-19, Approval of Revisions to Policy 1.05Rev, Investment Policy. These resolutions were approved by consent of this Board earlier in this meeting:

1. Resolution F06-19, Approval of Tuition and Student Fees. Mr. Watson moved and Mr. Edwards seconded the motion to approve Resolution F06-19. Without discussion, the Board voted unanimously to approve the resolution.
2. Resolution F08-19, Delegation of Primary Fiduciary Responsibility for University Sponsored Retirement Plans. Mr. Watson moved and Mr. Evans seconded the motion to approve Resolution F08-19. Without discussion, the Board voted unanimously to approve the resolution.

The committee also reviewed AY2019-20 Fines and Cost Recovery Charges. Mr. Ballengee reviewed the status of the cash reserves investment portfolio. Dr. Boyles updated the committee on the 3<sup>rd</sup> quarter of FY19 operating budget and the quarterly status of personnel activity and construction projects.

**Reports from Board Liaisons with other Organizations**

None

**President's Report**

Interim President Bauer directed attention to the beauty of our campus in springtime as we prepare for commencement. John Carey, Director of the Governor's Office on Appalachia, will be our commencement speaker this year. President Bauer reported that meetings are underway with the city, ODOT, and others in an effort to plan for new entry points into the campus. He also mentioned the report of the Higher Learning Commission, online programming development, tuition costs, SSI, and athletics. The report as presented by Dr. Bauer is entered into the record and attached to the minutes.

**New Business**

None

**Comments from Constituent Groups and the Public**

None

**Faculty Senate Report**

Dr. Marc Scott, University Faculty Senate President, reported various faculty activities and concerns. Several faculty, along with administration, attended the recent HLC Conference in Chicago. Most faculty members responded in support of new parking fees and understand they are standard on most campus'. The full report as presented by Dr. Scott is entered into the record and attached to the minutes.

**Executive Session**

None

**Other Business**

Mr. Braun announced that according to Bylaws, a Chairperson for the 2019-2020 academic year will need to be elected at the next meeting in June. An Executive Committee meeting will be held on Saturday, May 4, 2019, to discuss the nominations.

**Adjournment**

The Board was adjourned by acclamation at 1:49 p.m.

  
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Chairperson, Board of Trustees  
  
\_\_\_\_\_  
Secretary, Board of Trustees

## RESOLUTION F06-19

### APPROVAL OF TUITION AND STUDENT FEES

WHEREAS, the Ohio legislature has not completed the biennial budgetary process that may include incorporating rules and regulations related to university tuition and fees; 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 approve the proposed tuition and fees rates (attached) in accordance with state legislation and Ohio Department of Higher Education (ODHE) requirements for the following:

- Undergraduate
  - Shawnee Advantage (effective fall 2019 – spring 2023)
  - Continuing and Returning AY19-20
- Graduate AY19-20
- Course Fees AY19-20
- Special Program Fees AY19-20
- Other Student Fees AY19-20
- Residential
  - Summer Housing 2019
  - Fall 2019 Shawnee Advantage
    - Housing and Meal Plan Rates, Residential Connectivity Fee, Residential Student Programming Fee (effective fall 2019 – spring 2023)
  - Fall 2019 Continuing and Returning
    - Housing and Meal Plan Rates, Residential Connectivity Fee, Residential Student Programming Fee AY19-20

THEREFORE, BE IT RESOLVED that the Board of Trustees approves the proposed tuition and fee schedules, contingent upon the provisions of the adopted Ohio General Assembly's biennial budget and ODHE approval.

(April 12, 2019)





**2019-20 Academic Year  
Shawnee Advantage**  
*effective fall 2019 through spring 2023*

**Full-Time** (12 - 18 credit hours) **AY 2019-20**  
(per semester)

***In-State Tuition***

**Total In-State Tuition** **\$4,132.35**

***Out-of-State Surcharge*** (does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program) per AY 19-20 schedule

**Part-Time** (up to and including 11 and over 18 credit hours) **AY 2019-20**  
(per credit hour)

***In-State Tuition***

**Total In-State Tuition (up to and including 11 credit hours)** **\$344.36**

**Total In-State Tuition (over 18 credit hours)** **\$331.86**

***Out-of-State Surcharge*** (does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program) per AY 19-20 schedule

**NOTE: Course and Special Program fees will be charged for designated courses/programs.**

Certified as True and Correct  
MAY - 9 2019  
Secretary, SSU Board of Trustees




**2019-20 Academic Year**  
**Continuing and Returning Undergraduate Tuition Schedule**  
*effective fall semester 2019*

<b>Full-Time</b> <i>(12 - 18 credit hours)</i>	<b>AY 2018-19</b> <i>(per semester)</i>	<b>AY 2019-20</b> <i>(per semester)</i>
<b><i>In-State Tuition</i></b>		
Instructional Fee	\$3,125.40	\$3,187.92
General Fee	\$344.40	\$351.24
Technology Fee	\$62.28	\$63.48
<b>Total In-State Tuition</b>	<b>\$3,532.08</b>	<b>\$3,602.64</b>
<b><i>Out-of-State Surcharge</i></b> <small>(does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program)</small>		
	\$2,904.12	\$2,962.20
<b><i>University Center Bond Fee</i></b>	\$150.00	\$150.00
<b>Part-Time</b> <i>(up to and including 11 and over 18 credit hours)</i>	<b>AY 2018-19</b> <i>(per credit hour)</i>	<b>AY 2019-20</b> <i>(per credit hour)</i>
<b><i>In-State Tuition</i></b>		
Instructional Fee	\$260.45	\$265.66
General Fee	\$28.70	\$29.27
Technology Fee	\$5.19	\$5.29
<b>Total In-State Tuition</b>	<b>\$294.34</b>	<b>\$300.22</b>
<b><i>Out-of-State Surcharge</i></b> <small>(does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program)</small>		
	\$242.01	\$246.85
<b><i>University Center Bond Fee</i></b>	\$12.50	\$12.50
<b>Alternative Tuition for Special Programs</b>	<b>AY 2018-19</b> <i>(per credit hour)</i>	<b>AY 2019-20</b> <i>(per credit hour)</i>
<b><i>Bridge to Success Program</i></b>	\$50.00	\$50.00
<b><i>College Credit Plus<sup>b</sup></i></b>		
<b><i>Summer College Credit Plus equivalent programs</i></b>		

<sup>b</sup>College Credit Plus "Option G" students pay standard undergraduate tuition rates.

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**2019-20 Academic Year  
Graduate Tuition Schedule**  
*effective fall semester 2019*

<b>Full-Time</b> <i>(9 - 16 credit hours)</i>	<b>AY 2018-19</b> <i>(per semester)</i>	<b>AY 2019-20</b> <i>(per semester)</i>
<b><i>In-State Tuition</i></b>		
Instructional Fee	\$4,650.75	\$4,650.75
General Fee	\$134.19	\$134.19
Technology Fee	\$46.44	\$46.44
<b>Total In-State Tuition</b>	<b>\$4,831.38</b>	<b>\$4,831.38</b>
<b><i>Out-of-State Surcharge</i></b> <i>(does not apply to students from counties included in reciprocal agreements)</i>	\$6,326.01	\$6,326.01
<b><i>University Center Bond Fee</i></b>	\$150.00	\$150.00
<b>Part-Time</b> <i>(up to and including 8 and over 16 credit hours)</i>	<b>AY 2018-19</b> <i>(per credit hour)</i>	<b>AY 2019-20</b> <i>(per credit hour)</i>
<b><i>In-State Tuition</i></b>		
Instructional Fee	\$516.75	\$516.75
General Fee	\$14.91	\$14.91
Technology Fee	\$5.16	\$5.16
<b>Total In-State Tuition</b>	<b>\$536.82</b>	<b>\$536.82</b>
<b><i>Out-of-State Surcharge</i></b> <i>(does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program)</i>	\$702.89	\$702.89
<b><i>University Center Bond Fee</i></b>	\$12.50	\$12.50
<b>Graduate Workshop Credit</b>	<b>AY 2018-19</b> <i>(per credit hour)</i>	<b>AY 2019-20</b> <i>(per credit hour)</i>
<b><i>Graduate Workshop Credit</i></b>	\$130.00	\$130.00

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**2019-20 Academic Year  
Course Fees**

*effective fall semester 2019*

*\*not applicable to Shawnee Advantage Cohort 2018-2022*

Course Fees	AY 2018-19	AY 2019-20
<b>Course Fees (per term)</b>		
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
<b>Course Fees (per credit hour)</b>		
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	\$25.00
Health Science (BSHS)	\$5.00	\$5.00
Business (BUSI)	\$10.00	\$10.00
Chemistry (CHEM)	\$25.00	\$25.00
<b>Dental Hygiene (DTHY)</b>	<b>\$35.00</b>	<b>\$45.00</b>
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
<b>Information Systems (BUI1)</b>		<b>\$45.00</b>
<b>Developmental Mathematics (UNC3)</b>	<b>\$15.00</b>	<b>\$17.00</b>
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)	\$25.00	\$25.00
Natural Science (NSCI)	\$25.00	\$25.00
Nursing, A.A.S. (ADNR)	\$25.00	\$25.00
<b>Nursing, B.S. (BSNR)</b>	<b>\$20.00</b>	<b>\$25.00</b>
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)	\$25.00	\$25.00
Respiratory Therapy (RPTT)	\$25.00	\$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


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**2019-20 Academic Year  
Program Fees**  
*effective fall semester 2019*

Program Fees (per semester)				AY 2018-19	AY 2019-20
Dept	Degree	Program	Major	Fee	Fee
AHS	AAS	Dental Hygiene	DTHY	\$80.00	\$80.00
AHS	AAS	Emergency Medical Technology	EMTP + EMTA	\$100.00	\$100.00
AHS	AAS	Medical Laboratory	MLTC	\$70.00	\$70.00
AHS	AAS	Radiologic Technology	RDLT	\$100.00	\$100.00
AHS	AAS	Respiratory Therapy	RPTT	\$100.00	\$100.00
NURS	AAS	Nursing (same program fee as BNS)	ADNR	\$50.00	\$50.00
RHSP	AA	Occupational Therapy Assistant	OTAT	\$55.00	\$55.00
RHSP	AA	Physical Therapy Assistant	PTAT	\$85.00	\$85.00
EDUC	BSE	Early Childhood PreK-3	ECIS, EDIS, EDEC	\$60.00	\$60.00
EDUC	BSE	Middle Childhood	EDMC	\$60.00	\$60.00
EDUC	BS/Dsp	Adolescent Young Adult (same fee for all EDUC programs)	ADLA, MAVA, ADMA, ADLS, ADSB, ADSP, ADSE, ADSC, ADES, ADPS, ADSS, ADHL, ADSO	\$60.00	\$60.00
ENGT	BS	Digital Simulation/Game	ETGG	\$100.00	\$100.00
ENGT	BS	Plastics Eng Tech	ETPL	\$100.00	\$100.00
FDPA	BFA	Fine Arts/Graphic Design	VIDD, VIAN, VIDS, VIMT, VIIM, VAD	\$90.00	\$90.00
FDPA	BFA	Fine Arts/Gaming	GSDA	\$100.00	\$100.00
NS	BS	Biology/Pre-med	BIOM, PMED	\$100.00	\$100.00
NURS	BS	Nursing	BSNR	\$50.00	\$50.00
RHSP	MOT	Occupational Therapy	MOT	\$100.00	\$100.00

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**2019-20 Academic Year  
Other Student Fees**  
*effective fall semester 2019*

Other Student Fees	AY 2018-19	AY 2019-20
<i>Application Fees</i>		
Graduate Admission	\$30.00	\$30.00
Health Sciences Programs (undergraduate)	\$30.00	\$30.00
International Admission	\$50.00	\$50.00
Background Check BCI	\$27	\$27
<b>Background Check FBI*</b>	<b>\$29</b>	<b>\$30.25</b>
Career Services	\$4/credit hour (\$48 max)	\$4/credit hour (\$48 max)
Credit by Arrangement Administrative Fee, Undergraduate	\$150/cr hr	\$150/cr hr
Credit by Arrangement Administrative Fee, Graduate	\$225/cr hr	\$225/cr hr
Credit by Exam Fee (per course)	\$150/course	\$150/course
Education Field Fee (1)	\$294/course	\$294/course
Education Field Fee (2)	\$147/course	\$147/course
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
<b>Parking Tag Fee</b>	<b>\$0</b>	<b>\$30/fall/spring semesters</b>
Payment Plan Summer: First Late Fee	\$90	\$90
Payment Plan Summer: Second Late Fee	\$90	\$90
CashNet Payment Plan Fall/Spring: First Late Fee	\$45	\$45
CashNet Payment Plan Fall/Spring: Second Late Fee (Cashnet may charge a \$10 late payment fee to your payment plan account, not your student account)	\$35	\$35
CashNet Payment Plan Fall/Spring: Third Late Fee (Cashnet may charge a \$10 late payment fee to your payment plan account, not your student account)	\$35	\$35
CashNet Payment Plan Fall/Spring: Fourth Late Fee (Cashnet may charge a \$10 late payment fee to your payment plan account, not your student account)	\$35	\$35
Portfolio Evaluation Fee (per submission) - A.T.S. degree		
First Course (per program discipline)	\$150/submission	\$150/submission
Second and Subsequent Courses (same discipline)	\$50/submission	\$50/submission
Residential Student Basic Connectivity	\$123/semester	\$123/semester
Residential Student Programming	\$15/semester	\$15/semester
<b>Student Athletic Program Fee</b>	<b>\$0</b>	<b>\$150/fall/spring semester</b>
Student Service Fees (students with 6 or more credit hours)	\$25/semester	\$25/per sem.
Student Health & Wellness (students with 6 or more credit hours)	\$25/semester	\$25/per sem.
Study Abroad	\$120/semester	\$120/semester

\*Increased charge to University effective 1/1/2019

Certified as True and Correct

 **MAY - 9 2019**

Secretary, SSU Board of Trustees



**2019-20 Academic Year  
Summer 2019 Housing Rates**  
*2% above summer 2018*

Campus View	AY 2018-19 <i>(per semester)</i>	AY 2019-20 <i>(per semester)</i>	5 Week Term
<b>Room Type</b>			
Private	\$1,925.00	\$1,964.00	\$982.00
Double	\$1,605.00	\$1,637.00	\$819.00


*Summer resident are typically housed in Campus View Buildings. Bridgeview Court is used if overflow is required:*

Bridgeview Court	AY 2018-19 <i>(per semester)</i>	AY 2019-20 <i>(per semester)</i>	5 Week Term
<b>Room Type</b>			
Double	\$1,605.00	\$1,637.00	\$815.50

**Meal Plan Options**

*No food service is provided during Summer Term*

Residential Connectivity Fee	AY 2018-19 <i>(per credit hour)</i>	AY 2019-20 <i>(per credit hour)</i>	5 Week Term
<b>Summer Fee</b>			
Student	\$76.00	\$76.00	\$39.00

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**2019-20 Academic Year  
Housing and Meal Plan Rates**  
*Shawnee Advantage Guarantee*

<b>Campus View/Tanner Place</b>	<b>AY 2019-20 (per semester)</b>	<b>AY 2019-20 Academic Year</b>
<b>Room Type</b>		
Private	\$3,955.00	\$7,910.00
Double	\$3,301.00	\$6,602.00
<b>Bridgeview Court</b>		
<b>Room Type</b>		
Double	\$3,301.00	\$6,602.00
(Apartment) Double Buy Out	\$4,346.00	\$8,692.00
<b>Cedar House</b>		
<b>Room Type</b>		
Private*	\$3,326.00	\$6,652.00
Double	\$2,724.00	\$5,448.00
<b>University Townhouse</b>		
<b>Room Type</b>		
Private*	\$3,326.00	\$6,652.00
Double	\$2,724.00	\$5,448.00
<b>Meal Plan Options**</b>		
19 Meals per Week	\$1,984.00	\$3,968.00
15 Meals per Week	\$1,891.00	\$3,782.00
12 Meals per Week	\$1,703.00	\$3,406.00
<b>Residential Connectivity Fee</b>		
Student	\$130.00	\$260.00
<b>Residential Student Programming Fee</b>		
Student	\$16.00	\$32.00

Triple rooms are offered at the discretion of the University.  
 \*Private Rooms are only available if space permits and at the discretion of the University.  
 \*\*All 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.

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 **MAY - 9 2019**


Secretary, SSU Board of Trustees



**2019-20 Academic Year  
Housing and Meal Plan Rates**  
*Non-Guarantee (continuing)*

<b>Campus View/Tanner Place</b>	<b>AY 2018-19 (per semester)</b>	<b>AY 2019-20 Academic Year</b>
<b>Room Type</b>		
Private	\$3,806.00	\$7,611.00
Double	\$3,176.00	\$6,353.00
<b>Bridgeview Court</b>		
<b>AY 2018-19 (per semester)</b>		
<b>AY 2019-20 Academic Year</b>		
<b>Room Type</b>		
Double	\$3,176.00	\$6,352.56
(Apartment) Double Buy Out	\$4,433.00	\$8,865.84
<b>Cedar House</b>		
<b>AY 2018-19 (per semester)</b>		
<b>AY 2019-20 Academic Year</b>		
<b>Room Type</b>		
Private*	\$3,201.00	\$6,402.00
Double	\$2,621.00	\$5,243.00
<b>University Townhouse</b>		
<b>AY 2018-19 (per semester)</b>		
<b>AY 2019-20 Academic Year</b>		
<b>Room Type</b>		
Private*	\$3,201.00	\$6,402.00
Double	\$2,621.00	\$5,243.00
<b>Meal Plan Options**</b>		
<b>AY 2018-19 (per semester)</b>		
<b>AY 2019-20 Academic Year</b>		
19 Meals per Week	\$1,984.00	\$3,968.00
15 Meals per Week	\$1,891.00	\$3,782.00
12 Meals per Week	\$1,703.00	\$3,406.00
<b>Residential Connectivity Fee</b>		
<b>AY 2018-19 (per semester)</b>		
<b>AY 2019-20 Academic Year</b>		
Student	\$130.00	\$260.00
<b>Residential Student Programming Fee</b>		
<b>AY 2018-19 (per semester)</b>		
<b>AY 2019-20 Academic Year</b>		
Student	\$16.00	\$32.00

Triple rooms are offered at the discretion of the University.  
 \*Private Rooms are only available if space permits and at the discretion of the University.  
 \*\*All 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.

Certified as True and Correct  
  
 MAY - 9 2019  
 Secretary, SSU Board of Trustees

**RESOLUTION F07-19**

**REVISIONS TO POLICIES  
TO COMPLY WITH GOVERNOR'S EXECUTIVE ORDER**

WHEREAS, Governor DeWine recently issued Executive Order 2019-05D, which expands protections against employment discrimination for employees of state agencies and commissions, and other instrumentalities of the state; and

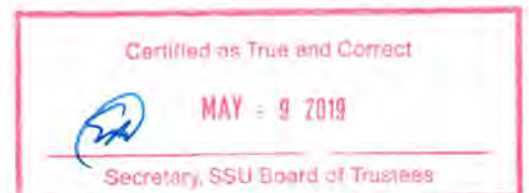
WHEREAS, the expansion of protection against discrimination includes newly-protected categories including parents during pregnancy and immediately after the birth of a child, parents of a young child, and foster parents; and

WHEREAS, the protections in the Executive Order apply to all terms and conditions associated with the employment process, including hiring, promotions, demotions, termination, discipline, performance evaluations, interviews, layoff, transfer, rate of compensation, and eligibility for in-service training programs; and

WHEREAS, the University's existing Non-Discrimination/Sexual Harassment Policy, No. 5.01Rev., and Department of Public Safety/Employment Status and Other Employment Actions, No. 4.79Rev., include protections against discrimination that are not as expansive as is required by the Executive Order;

THEREFORE, BE IT RESOLVED that the Shawnee State University Board of Trustees approves revisions to Policy 5.01Rev., Non-Discrimination/Sexual Harassment; and Policy 4.79Rev., Department of Public Safety, Employment Status and Other Employment Actions, to conform with the requirements of Executive Order 2019-05D, effective immediately.

(April 12, 2019)



# Shawnee State University

POLICY TITLE:	DEPARTMENT OF PUBLIC SAFETY/ EMPLOYMENT STATUS AND OTHER EMPLOYMENT ACTIONS
POLICY NO. :	4.79REV
ADMIN CODE:	3362-4-59
PAGE NO.:	1 OF 4
EFFECTIVE DATE:	04/12/19
NEXT REVIEW DATE:	04/2022
RESPONSIBLE OFFICER(S):	VPF&A, DIRECTOR, PUBLIC SAFETY
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 Purpose

The purpose of this policy is to establish measures and expectations for a safe and secure campus environment embracing the concept of community policing, increase awareness of safety and security issues, assure the enforcement of university rules and laws for the preservation of good order, and to prevent the disruption of the educational and business functions of the university.

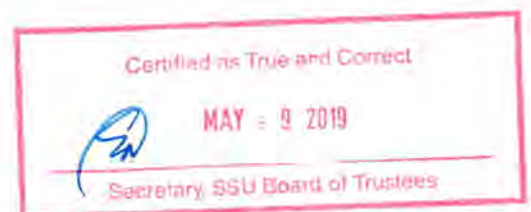
A secure and safe environment is a shared responsibility between the Department of Public Safety and all stakeholders within the community. The university provides programs, systems, and processes that promote the safety and security of students, faculty, staff and visitors while balancing the need to maintain a quality, convenient, and affordable higher education environment.

## 2.0 Establishment of the Department of Public Safety (DPS)

2.1 The Department of Public Safety is established by resolution of the Board of Trustees (Resolution F29-08) and in compliance with O.R.C. 3345.21.

2.1.1 In accordance with O.R.C. 3345.21, the Shawnee State University Board of Trustees extends its authority to the President for the purpose of directing the adoption, implementation, approval, and ongoing review and revision of policies and procedures required to administer the operation of DPS.

2.1.2 Employees in the Department of Public Safety shall include, but not be limited to, Security Sergeants, Security Officers, Police Officers and Police Sergeants. These groups of employees may be referred to collectively in this policy as "officers."



### 3.0 Roles of Public Safety Officers

#### 3.1 Police Officer

Police Officers are appointed by the University as state university law enforcement officers to provide police services to the University. Officers properly appointed under section 3345.04, Ohio Revised Code, are peace officers for the University and have power to arrest and detain, investigate offenses, and provide such other services as provided by law. Such officers shall have the powers provided for in Chapter 2935, Ohio Revised Code.

#### 3.2 Security Officer

Security officers are sworn peace officers who report violations of the laws of the state to police officers having jurisdiction. Security officers are charged with protecting the peace, reporting violations of law, and crime prevention. Security officers are to be proactive, observe, report, document, and assist when needed, focus on assuring that a safe and secure environment is established on University owned properties, and make professional observations that determine the proper course of action that is required, such as calling EMS, etc.

#### 3.3 Public Safety Officer Appointments

3.3.1 No person shall be appointed, selected, or promoted as an Officer at Shawnee State University in any manner or by any means other than those prescribed in the rules herein. Intermittent or temporary appointments are unclassified positions.

3.3.2 Procedures for the recruitment, selection, and appointment of security officer or security sergeant are found in DPS SOP 4.79.2 & DPS SOP 4.79.3.

#### 3.4 Equal Employment Opportunity

The university adheres to state and federal laws regarding the equal opportunity for employment regardless of race, color, religion, sex, sexual orientation, gender, gender identity or expression, age (law enforcement exception ORC 124.41), national origin, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, veteran status, military status, genetic information, or disability. This applies to all terms and conditions associated with the employment process, including hiring, promotions, demotions, termination, discipline, performance evaluations, and interviews, layoff, transfer, rate of compensation, and eligibility for in-service training programs.

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#### 4.0 Performance Evaluations and Probationary Period

- 4.1 Security Officer and Security Sergeant appointments shall serve a 180-day probationary period. No appointment is final until the appointee has satisfactorily served the probationary period.
- 4.2 Police Officer and Police Sergeant appointments shall serve a 365-day probationary period. No appointment is final until the appointee has satisfactorily served the probationary period.
- 4.3 The successful completion of the new-hire probationary period requires a performance evaluation of “meets basic expectations,” for continued employment.
- 4.4 Annual performance evaluation – upon completion of the new-hire probationary evaluation, performance evaluations are completed at least annually or on a periodic basis as determined by the supervisor.
- 4.5 Performance Improvement Plan (PIP) – a written performance improvement plan (PIP) may be initiated by the supervisor at any time in which the public safety officer is not demonstrating satisfactory performance based on the assigned responsibilities and/or established objectives. (insert link)

#### 5.0 STANDARDS AND RULES OF CONDUCT

In addition to compliance with applicable university policies, public safety officers shall conduct themselves in accordance with departmental standard operating procedures (SOPs) including the standards and rules of conduct set forth in SOP No. 2.5.

#### 6.0 CORRECTIVE ACTION

- 6.1 The corrective action process may be initiated but is not limited to the following reasons:
  - 6.1.1 Incompetence, inefficiency, dishonesty, use or being under the influence of alcohol or illegal drugs at work or inappropriate use of prescription drugs, immoral conduct, insubordination, discourteous treatment of the public, students and staff, neglect of duty, unsatisfactory job performance, conviction of a felony, falsification of official documents or violations of the DPS Standards and Rules of Conduct found in SOP No. 2.5 (not an exhaustive list).
  - 6.1.2 Violation of an official regulation or failure to obey reasonable directions given by a supervisor when such violation or failure to obey amounts to insubordination or a serious breach of University policies and/or work

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rules or puts the University and/or its employees or students at serious risk.

6.1.3 Conviction of an offense involving moral turpitude.

6.1.4 Demonstration of abusive or threatening behavior in the treatment of students, fellow employees or other persons.

6.2 Serious infractions may necessitate that corrective actions start at any level in the process, as outlined in DPS SOP 4.79.4.

## 7.0 CLASSIFICATION / COMPENSATION

7.1 Shawnee State University desires a competitive and equitable compensation system that will attract and retain qualified police and security personnel. To that end, the Director of Human Resources or delegate is responsible for managing the structure of the police and security compensation system(s) and for reviewing the applicable structure relative to the appropriate market, including:

7.1.1 Assessment of position responsibilities, placement within the University's compensation structure relying upon market benchmarking methodology, and consideration of internal equity for comparable responsibilities.

7.2 The allocation of an approved budgeting salary pool is at the discretion of the University President who may allocate all, a portion, or none of the salary pool. The salary allocation may be applied evenly to all DPS employees (across-the-board) or to individual employees based on factors such as, but not limited to, market benchmarking, internal equity analyses, and/or performance.

7.3 The evaluation and placement of officer positions within the compensation structure will follow DPS SOP 4.79.4 to ensure the effective administration of any salary adjustments, special duty pay, and/or shift differential payments.

## 8.0 REDUCTION IN FORCE

In the event of a reduction in force, the procedures set forth in SOP No. 4.79.6 Reduction in Force shall be followed.

### History

Effective: 09/10/10; Policies 4.80, 4.81, 4.84, 4.85, 4.86 and 4.89 converted to procedures;

Revised: 04/12/19, 8/24/2018



# Shawnee State University

POLICY TITLE:	NON-DISCRIMINATION/ SEXUAL HARASSMENT POLICY
POLICY NO. :	5.01REV
ADMIN CODE:	3362-5-02
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	04/12/19
NEXT REVIEW DATE:	04/2021
RESPONSIBLE OFFICER(S):	VPFA & HR
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 POLICY PURPOSE

- 1.1 Shawnee State University is committed to having an educational and working environment for students and employees that is without unlawful or prohibited discrimination and harassment.
- 1.2 This policy serves to ensure that there are University structures and processes in place that prohibit discrimination against any individual because of race, color, genetic information, religion, age, disability, national origin, ancestry, sex, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, sexual orientation, gender, gender identity or gender expression, veteran status or military status.

## 2.0 UNIVERSITY RESOURCES AND PROCESSES

- 2.1 The University will have processes and resources in place to protect students, employees and visitors from prohibited discrimination and harassment and to ensure the following:
  - 2.1.1 Compliance with applicable state and federal laws that address discrimination and harassment;
  - 2.1.2 Complaints of discrimination and harassment are adequately reviewed and resolved; and
  - 2.1.3 Training and education, designed to prevent discrimination and harassment, is conducted throughout the University.
- 2.2 There will be University employees who have the requisite authority and responsibility to ensure compliance with laws and University policies and procedures that address discrimination.
  - 2.2.1 There will be a Title IX Coordinator and deputy coordinators who have overall responsibility for matters addressing sexual harassment and sexual misconduct. The Title IX officers will have responsibility to ensure that the University has clear processes in place for sexual harassment complaints

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from students, employees and visitors; and that sexual harassment and sexual misconduct complaints are appropriately investigated and resolved.

2.2.2 There will be at least one Coordinator for disability issues whose responsibility will be to address allegations of discrimination based upon disability, to ensure compliance with applicable state and federal laws and related University policies and procedures, and to review and appropriately respond to accommodation and access requests for students, employees and visitors.

2.3 There will be a system(s) in place to track all reports and complaints of discrimination. An annual report shall be prepared that documents the number and type of discrimination complaints and reports filed with the University within the previous year, along with the resulting resolution or outcome.

### 3.0 PROCEDURES

3.1 There will be procedures in place, approved by the President, to amplify this policy. Such procedures will include, but not be limited to, the following topics or areas:

3.1.1 Sexual harassment that applies to students, employees and visitors that includes definitions and identifies forms of sexual harassment and misconduct, and addresses consent and consensual relationships, and consideration of the classroom and instructional settings;

3.1.2 Disability procedure(s) that applies to students, employees and visitors and addresses equal access to University programs, activities and services and process(es) for reasonable accommodations;

3.1.3 An investigation and complaint procedure(s) that addresses a clear process for initiating a complaint of prohibited discrimination/ harassment or retaliation that applies to students, employees and visitors, process for notification and reporting, an description of the investigative process, confidentiality, and discipline and other corrective measures.

#### History

Effective: 06/05/01

Revised: 04/12/19; 10/14/16; 09/13/13 (Replaced Policies 5.02, 5.03, 5.04 and 5.05. Policies 5.02, 5.03, and 5.05 converted to interim procedures)

Applicable Procedures: 5.01:2 Reporting and Investigating Sexual Assault, Sexual Misconduct & Other Forms of Discrimination  
5.01:5 Accommodation for Employees with Disabilities  
5.01:6 Accommodation for Students with Disabilities



## RESOLUTION F08-19

### DELEGATION OF PRIMARY FIDUCIARY RESPONSIBILITY FOR UNIVERSITY SPONSORED RETIREMENT PLANS

WHEREAS, Shawnee State University sponsors and maintains the following retirement plans:

- i. Shawnee State University Alternative Retirement Plan ("ARP"), a defined contribution plan under section 401(a) of the Internal Revenue Code ("Code"), originally adopted March 1, 1999;
- ii. Shawnee State 457(b) Deferred Compensation Plan ("457(b) Plan"), a defined contribution plan under Code Section 457(b), originally adopted May 21, 2002;
- iii. Shawnee State 403(b) Tax-Sheltered Annuity Plan ("403(b) Plan"), a defined contribution plan under Code Section 403(b), originally adopted January 1, 2009; and
- iv. Shawnee State Supplemental 415(m) Retirement Plan ("415(m) Plan"), a defined contribution plan under Code Section 415(m), originally adopted June 1, 2014;

(collectively "Retirement Plans"). The University also offers the Ohio Public Employees Deferred Compensation Program, a defined contribution plan under Code Section 457(b), to its eligible employees, as required under R.C. 148.04, which is administered by a board created under R.C. 148.02.

WHEREAS, the University has certain administrative and investment oversight duties and authority as sponsor and administrator of the Retirement Plans, and in performing such duties, must act for the exclusive benefit of Retirement Plan participants and their beneficiaries; and

WHEREAS, the Board of Trustees recognizes that the University acts as a fiduciary insofar as it exercises discretion in administering or carrying out its oversight of the Retirement Plans; and

WHEREAS, the Board of Trustees desires to delegate these administrative and plan oversight responsibilities to the Vice President for Finance and Administration ("VP for Finance and Administration"), and to delegate fiduciary oversight and monitoring of the VP for Finance and Administration to the Finance and Administration Committee of the Board of Trustees;

THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby delegates authority and fiduciary responsibility to the VP for Finance and Administration for the administration of the Retirement Plans to take such actions deemed necessary or advisable to perform the administrative and investment duties by the delegated authority; and



BE IT FURTHER RESOLVED, the Board of Trustees may revoke or change such delegation of authority and responsibilities under one or more of the Retirement Plans at any time; and

BE IT FURTHER RESOLVED, that the VP for Finance and Administration is authorized to establish a retirement plan committee, to delegate some or all of his or her administrative and oversight duties and authority to the retirement plan committee, and to engage an investment advisor to assist the retirement plan committee in carrying out the administrative responsibilities and evaluating the vendors and vendor products made available to employees for investing in the Retirement Plans; and

BE IT FINALLY RESOLVED, the VP for Finance and Administration shall report to the Finance and Administrative Committee of the Board of Trustees regarding the Retirement Plans at least annually.

(April 12, 2019)

2



**RESOLUTION F09-19**

**APPROVAL OF UNIVERSITY INVESTMENT  
COMMITTEE MEMBER REAPPOINTMENT**

WHEREAS, on June 30, 2019 Mr. Steven Boden will have completed a three-year term as a member of Shawnee State University's Investment Committee; and

WHEREAS, Mr. Boden is a long-standing member of the committee and continues to demonstrate exemplary service and expertise and is willing to continue as a member; and

WHEREAS, Mr. David Furbee, Investment Committee Chairperson, nominates Mr. Boden for reappointment for an additional three-year term from July 1, 2019 through June 30, 2022; and

WHEREAS, the President concurs with this reappointment;

THEREFORE, BE IT RESOLVED that the Board of Trustees approves the three-year reappointment of Mr. Boden to the University's Investment Committee and extends its appreciation to Mr. Boden for his continued service to the University.

(April 12, 2019)



**RESOLUTION F10-19**

**APPROVAL TO REVISE POLICY 1.05REV INVESTMENT POLICY**

WHEREAS, Policy 1.05Rev., Investment Policy was updated by the Board of Trustees on October 14, 2016; and

WHEREAS, the University's reliance upon the diversified investment portfolio to meet essential cash needs is expected to continue in future fiscal year(s); and

WHEREAS, on March 28, 2019, the University's Investment Committee and Investment Consultant (TIAA) met and evaluated factors such as the status of the University's diversified investment pool, future cash needs, the necessity to reduce equity market pricing volatility, and the limitations under the established asset allocation targets and ranges; and

WHEREAS, to effectively respond to the above factors and adopt prudent steps to preserve the value of the University's investment pool, the Investment Committee proposes modifications to the Investment Policy specifically adjusting asset allocation targets and ranges; and

WHEREAS, the Investment Committee proposes that the Investment Policy be reviewed no less than on an annual basis for critical changes that will recognize the University's long-term financial needs and be responsive to investment market conditions;

THEREFORE, BE IT RESOLVED, that the Shawnee State University Board of Trustees approves the proposed revisions to Policy 1.05Rev., Investment Policy; and

BE IT FURTHER RESOLVED, the Board of Trustees directs that Policy 1.05Rev., be reviewed on an annual basis and modified when necessary to incorporate investment practices and/or actions essential to sustain the long-term financial objectives of the University.

(April 12, 2019)





# Shawnee State University

POLICY TITLE:	INVESTMENT POLICY
POLICY NO.:	1-43REV
ADM IN CODE:	3342-1-43
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	<del>11/11/2014</del> 4/11/2014
NEXT REVIEW DATE:	<del>11/11/2014</del> 2018
RESPONSIBLE OFFICER(S):	INVESTMENT COMMITTEE
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

- 1.1 The Shawnee State University Board of Trustees has title to University investments and these funds are held in trust. The investments are to be made consistent with this investment policy as stipulated below.
- 1.2 All fiduciaries implementing this investment policy are required to discharge their duties with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims.

## 2.0 MEMBERSHIP

- 2.1 Effective beginning July 1, 2002, the Shawnee State University Investment Committee is established.
- 2.2 Chair: A member of the Board of Trustees Finance and Administration Committee as appointed by the Chair, Shawnee State University Board of Trustees. Term: A fiscal year appointment, renewable, at the discretion of the Chair, Shawnee State University Board of Trustees.
- 2.3 Member: The Shawnee State University Vice President for Finance and Administration or delegate.
- 2.4 Members: Three members nominated by the Chair, Shawnee State University Board of Trustees and approved by the Shawnee State University Board of Trustees. Term: Initial appointments of one, two and three years respectively. Thereafter, appointments are for three fiscal years or parts thereof.
- 2.5 The Investment Committee shall meet at least quarterly.
- 2.6 The Investment Committee shall review and recommend revision to this

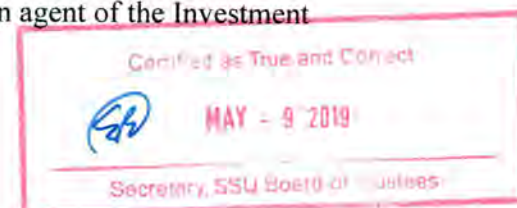


investment policy and shall advise the Shawnee State University Board of Trustees through its Finance and Administration Committee on its investments.

- 2.7 The Investment Committee is authorized to retain an investment advisor that meets the credential criteria as outlined in law.
- 2.8 Each Investment Committee member must sign an agreement indicating that they will avoid conflicts of interest in performing their duties as committee members.
- 3.0 INVESTMENT OBJECTIVE
- 3.1 The primary objectives of the University's investment activities shall be:
- 3.1.1 Safety: Assets of the University shall be undertaken in a manner that diversifies its investments mitigating the magnitude of potential capital loss inherent in investment risk.
- 3.1.2 Return on Investment: To have, over time, return net-of-fees that at least equals common indexes in capital markets in which the University's assets are invested.

4.0 INVESTMENT ALLOCATION

- 4.1 Liquid pool and diversified investment pool are established.
- 4.1.1 The liquid pool investments can only be made in securities of the United States Government or of its agencies or instrumentalities, the treasurer of state's pooled investment program, obligation of this state or any political subdivision of this state, certificates of deposit of any national bank located in this state, written repurchase agreements with any eligible Ohio financial institution that is a member of the federal reserve system or federal home loan bank, money market funds, or bankers acceptances maturing in two hundred seventy days or less which are eligible for purchase by the federal reserve system, as a reserve.
- 4.1.1.1 A minimum of 25% of the prior fiscal year's average investment portfolio will be invested in eligible liquid pool securities. The actual percentage may be higher than this figure dependent upon anticipated cash flow needs with some buffer for unanticipated needs as determined by Section 4.4 of this Policy.
- 4.1.1.2 The administration of this pool is to remain with the Shawnee State University Finance Office as an agent of the Investment



Committee. Returns will be reported quarterly to the Investment Committee, in-turn to the Board of Trustees.

- 4.2 The diversified investment pool will be invested in publicly traded securities with the following ranges of asset allocation within that pool:

4.2.1

	Target Allocation	Range
Total Equity	30%	20% to 40%
Large Cap	20%	
Mid and Small Cap	5%	
International	5%	
Total Fixed Income	60%	55% to 75%
Cash	10%	5% to 30%
Alternative Assets	0%	0%

— Range


<del>4.2.1</del>	<del>Total Equity</del>	<del>54%</del>	<del>45% to 65%</del>
	<del>Total Fixed Income</del>	<del>45%</del>	<del>35% to 55%</del>
	<del>Cash</del>	<del>1%</del>	<del>0% to 10%</del>
	<del>Total Alternative Assets</del>	<del>0%</del>	<del>0% to 5%</del>

- 4.2.2 The Vice President for Finance and Administration or delegate has authority to allocate funds between these pools.

- 4.2.3 Asset Target Allocations will be reviewed with the Investment Committee no less than on an annual basis for critical changes that will recognize the University’s long-term financial needs and be responsive to investment market conditions.

- 4.3 The University may transfer a portion of the Diversified Investment Pool to the Liquid Investment Pool as follows: ~~if the following conditions exist~~

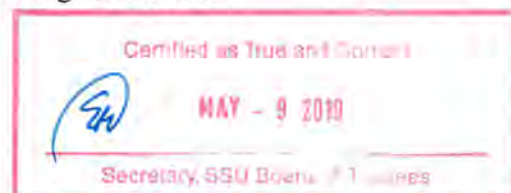
- 4.3.1 The University may transfer up to 2.5% times the Diversified Investment Pool’s previous twelve quarter moving average of market value from the Diversified Investment Pool to the Liquid Investment Pool.

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- 4.3.2 This calculation will be applied to the twelve quarters ending on December 31 of the current fiscal year so the level of additional funding will be available during the subsequent year's budgeting process.
- 4.3.3 The amount eligible to be transferred may be moved as a lump sum or periodically during the fiscal year but the total of the transfer(s) may not exceed the original calculated amount (other than for exceptions noted in other sections of the Investment Policy).
- 4.3.4 The Vice President for Finance and Administration will recommend the amount (and the related investment accounts from which the funds will be withdrawn) of eligible funds to be transferred from the Diversified Investment Pool to the Liquid Investment Pool based on the University's anticipated cash needs and consultation with the University's Investment Consultant. The transfer will require the approval of the University President and subsequently reported to the Investment Committee and the Board of Trustees at their respective meetings following the transfer.
- 4.4 The Vice President for Finance and Administration may request a transfer from the Diversified Investment Pool to either the Liquid Investment Pool or the University's Main Operating checking account outside of the formula restrictions noted in Section 4.3 based on unanticipated cash needs of the University. Based upon the amount of the request, the recommendation will require the approval of:
- |       |                                   |  |
|-------|-----------------------------------|--|
| 4.4.1 | <u>Requested Transfer Amount:</u> | <u>Requires Approval From:</u>                   |
|       | \$1 to \$1,000,000                | Vice President of Finance & Administration       |
|       | \$1,000,001 to \$2,500,000        | University President                             |
|       | \$2,500,001 to \$5,000,000        | Chair-Shawnee State University Board of Trustees |
- 4.4.2 The transfer will also be reported to the Investment Committee and the Board of Trustees at their respective meetings following any transfer.

## 5.0 INVESTMENT SECURITIES DIVERSIFICATION AND QUALITY

- 5.1 No more than 5% of the Diversified Investment Pool portfolio can be invested in any single issue except U. S. government securities.
- 5.2 Investment in fixed income securities shall be limited to government and agency issues and other issues in the top four quality ratings of recognized credit



services.. Prohibited investments include bonds rated below investment grade and derivatives which comprise a substantial part of an investment fund.

## 6.0 ALTERNATIVE INVESTMENTS

Inclusion of alternative investments is at the discretion of the investment committee. Alternative investment categories may include: gold and other commodities.

## 7.0 MARKET BENCHMARKS

7.1 Given short-term market fluctuations, it is intended investment manager(s) will achieve the following performance objectives over a 5-year moving period, net of investment fees. It is understood that performance evaluation will occur in shorter intervals, the results of which may cause the Investment Committee to make an investment manager change.

7.2 Policy Benchmarks are: 45% Barclays Capital U.S. Aggregate Index, 36% Russell 3000 Index, 18% MSCI ACWI, and 1% Lipper Money Market Fund.

7.3 In evaluating the Investment Manager's performance, relative to the established benchmarks, any University requested revisions of the asset allocations will be taken into consideration.

## 8.0 EVALUATION OF INVESTMENT MANAGERS

8.1 Investment managers will be reviewed quarterly based upon the following criteria:

8.1.1 Ability to exceed the performance objectives stated in this policy.

8.1.2 Adherence to the philosophy and style that were articulated to the Investment Committee at, or subsequent to, the time an investment manager was retained.

8.1.3 Ability to exceed the investment performance (net of fees) of other investment managers who adhere to the same or similar style.

8.1.4 Continuity of personnel and practices at the firm.

### History

Effective: 10/11/02

Revised: 4/12/19, 10/14/16, 05/02/14, 06/14/12, 11/18/11, 04/13/07, 04/22/05

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# Shawnee State University

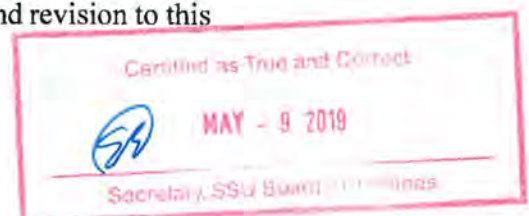
POLICY TITLE:	INVESTMENT POLICY
POLICY NO. :	1.05REV
ADMIN CODE:	3362-1-05
PAGE NO.:	1 OF 5
EFFECTIVE DATE:	04/12/2019
NEXT REVIEW DATE:	4/2020
RESPONSIBLE OFFICER(S):	INVESTMENT COMMITTEE
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

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- 2.5 The Investment Committee shall meet at least quarterly.
- 2.6 The Investment Committee shall review and recommend revision to this



investment policy and shall advise the Shawnee State University Board of Trustees through its Finance and Administration Committee on its investments.

- 2.7 The Investment Committee is authorized to retain an investment advisor that meets the credential criteria as outlined in law.
- 2.8 Each Investment Committee member must sign an agreement indicating that they will avoid conflicts of interest in performing their duties as committee members.

### 3.0 INVESTMENT OBJECTIVE

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- 4.1 Liquid pool and diversified investment pool are established.
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- 4.1.1.1 A minimum of 25% of the prior fiscal year's average investment portfolio will be invested in eligible liquid pool securities. The actual percentage may be higher than this figure dependent upon anticipated cash flow needs with some buffer for unanticipated needs as determined by Section 4.4 of this Policy.
- 4.1.1.2 The administration of this pool is to remain with the Shawnee State University Finance Office as an agent of the Investment

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Committee. Returns will be reported quarterly to the Investment Committee, in-turn to the Board of Trustees.

- 4.2 The diversified investment pool will be invested in publicly traded securities with the following ranges of asset allocation within that pool:

4.2.1

	Target Allocation	Range
Total Equity	30%	20% to 40%
Large Cap	20%	
Mid and Small Cap	5%	
International	5%	
Total Fixed Income	60%	55% to 75%
Cash	10%	5% to 30%
Alternative Assets	0%	0%

- 4.2.2 The Vice President for Finance and Administration or delegate has authority to allocate funds between these pools.

- 4.2.3 Asset Target Allocations will be reviewed with the Investment Committee no less than on an annual basis for critical changes that will recognize the University's long-term financial needs and be responsive to investment market conditions.

- 4.3 The University may transfer a portion of the Diversified Investment Pool to the Liquid Investment Pool as follows:

- 4.3.1 The University may transfer up to 2.5% times the Diversified Investment Pool's previous twelve quarter moving average of market value from the Diversified Investment Pool to the Liquid Investment Pool.

- 4.3.2 This calculation will be applied to the twelve quarters ending on December 31 of the current fiscal year so the level of additional funding will be available during the subsequent year's budgeting process.

- 4.3.3 The amount eligible to be transferred may be moved as a lump sum or periodically during the fiscal year but the total of the transfer(s) may not exceed the original calculated amount (other than for exceptions noted in other sections of the Investment Policy).





4.3.4 The Vice President for Finance and Administration will recommend the amount (and the related investment accounts from which the funds will be withdrawn) of eligible funds to be transferred from the Diversified Investment Pool to the Liquid Investment Pool based on the University's anticipated cash needs and consultation with the University's Investment Consultant. The transfer will require the approval of the University President and subsequently reported to the Investment Committee and the Board of Trustees at their respective meetings following the transfer.

4.4 The Vice President for Finance and Administration may request a transfer from the Diversified Investment Pool to either the Liquid Investment Pool or the University's Main Operating checking account outside of the formula restrictions noted in Section 4.3 based on unanticipated cash needs of the University. Based upon the amount of the request, the recommendation will require the approval of:

4.4.1	<u>Requested Transfer Amount:</u>	<u>Requires Approval From:</u>
	\$1 to \$1,000,000	Vice President of Finance & Administration
	\$1,000,001 to \$2,500,000	University President
	\$2,500,001 to \$5,000,000	Chair-Shawnee State University Board of Trustees

4.4.2 The transfer will also be reported to the Investment Committee and the Board of Trustees at their respective meetings following any transfer.

## 5.0 INVESTMENT SECURITIES DIVERSIFICATION AND QUALITY

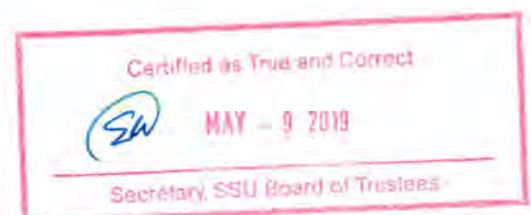
5.1 No more than 5% of the Diversified Investment Pool portfolio can be invested in any single issue except U. S. government securities.

5.2 Investment in fixed income securities shall be limited to government and agency issues and other issues in the top four quality ratings of recognized credit services.. Prohibited investments include bonds rated below investment grade and derivatives which comprise a substantial part of an investment fund.

## 6.0 ALTERNATIVE INVESTMENTS

Inclusion of alternative investments is at the discretion of the investment committee. Alternative investment categories may include: gold and other commodities.

## 7.0 MARKET BENCHMARKS



- 7.1 Given short-term market fluctuations, it is intended investment manager(s) will achieve the following performance objectives over a 5-year moving period, net of investment fees. It is understood that performance evaluation will occur in shorter intervals, the results of which may cause the Investment Committee to make an investment manager change.
- 7.2 Policy Benchmarks are: 45% Barclays Capital U.S. Aggregate Index, 36% Russell 3000 Index, 18% MSCI ACWI, and 1% Lipper Money Market Fund.
- 7.3 In evaluating the Investment Manager's performance, relative to the established benchmarks, any University requested revisions of the asset allocations will be taken into consideration.

## 8.0 EVALUATION OF INVESTMENT MANAGERS

- 8.1 Investment managers will be reviewed quarterly based upon the following criteria:
- 8.1.1 Ability to exceed the performance objectives stated in this policy.
  - 8.1.2 Adherence to the philosophy and style that were articulated to the Investment Committee at, or subsequent to, the time an investment manager was retained.
  - 8.1.3 Ability to exceed the investment performance (net of fees) of other investment managers who adhere to the same or similar style.
  - 8.1.4 Continuity of personnel and practices at the firm.

### History

Effective: 10/11/02

Revised: 04/12/19, 10/14/16, 05/02/14, 06/14/12, 11/18/11, 04/13/07, 04/22/05

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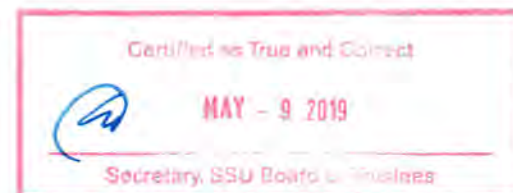
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**2019-20 Academic Year  
Fines and Cost Recovery Charges\***  
*effective fall semester 2019*

Cost Recovery Charges	AY 2018-19	AY 2019-20
<b>Equipment</b>		
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)
Lost/damaged item	cost of item	cost of item
<del>ipad damaged, lost or stolen</del>	<del>\$1,000.00</del>	
<del>ipad missing pieces</del>	<del>\$200.00</del>	
<del>Laptop replacement charge</del>	<del>\$1,200.00</del>	
<b>International Programs:</b>		
Airport transportation - Cincinnati, Columbus	\$150.00	\$150.00
Airport transportation - Huntington	\$100.00	\$100.00
<b>Library:</b>		
Copies - black & white	\$0.10	\$0.10
Copies - color	\$0.25	\$0.25
<del>Transparencies</del>	<del>\$0.35</del>	
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
<b>Student Business Center:</b>		
Transcript Service Fee	\$3.00	\$3.00
Postage charge for rush transcript	current USPS rate for priority mail express	current USPS rate for priority mail express
Disciplinary Charges & Fines	AY 2018-19	AY 2019-20
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	\$100.00
Skateboarding or in-line skating	up to \$20.00 plus restitution	up to \$20.00 plus restitution
<b>Housing Charges &amp; Fines:</b>		
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	Pro-Rated Daily Rate	Pro-Rated Daily Rate
Improper checkout	\$25.00	\$25.00
Key replacement - hard key	\$90.00	\$90.00
Key replacement - swipe card	\$12.00	\$12.00
Lock core replacement	\$90.00	\$90.00
Lockout charge	\$12.00	\$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	\$50.00
Violation of guest policy - second violation	\$25.00	\$25.00
Violation of guest policy - third violation	\$50.00	\$50.00
<b>Parking Fines:</b>		
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
<b>Parking in prohibited lot</b>	<b>\$20.00</b>	<b>\$25.00</b>
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
<b>Payment Return Charges:</b>		
Automated Clearinghouse (ACH) Return Charge	\$25.00	\$25.00
Bad Check Charge	\$50.00	\$50.00
Replacement Charges	AY 2018-19	AY 2019-20
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

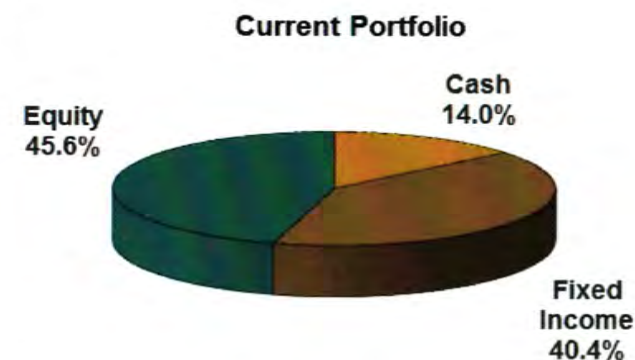
\*Fines and charges listed on this schedule may include an administrative surcharge.



# Shawnee State University Asset Allocation – As of March 28, 2019



Asset Class	Market Value	% of Assets	Target %
<b>Cash Equivalents</b>			
TIAA Cash Deposit Account	\$1,518,247	14.0%	
<b>Total Cash Equivalents</b>	<b>\$1,518,247</b>	<b>14.0%</b>	<b>1.0%</b>
<b>Fixed Income</b>			
Fixed Income Separately Managed Accounts	3,151,143	29.1%	30.0%
DFA Inflation Protected SEC Fund	\$1,217,082	11.2%	15.0%
<b>Total Fixed Income</b>	<b>\$4,368,225</b>	<b>40.4%</b>	<b>45.0%</b>
<b>Domestic Equity</b>			
TIAA-CREF Large Cap Value Index Fund	\$899,515	8.3%	10.0%
TIAA-CREF Large Cap Growth Index Fund	\$909,879	8.4%	9.0%
AMG MG Fairpointe Mid Cap Fund	\$441,957	4.1%	5.0%
Nationwide Geneva Mid-Cap Growth Fund	\$451,473	4.2%	5.0%
Nuveen NWQ Small Cap Value Fund	\$92,157	0.9%	1.0%
Wasatch Small Cap Growth Fund	\$94,531	0.9%	1.0%
TIAA-CREF Small Cap Blend Index Fund	\$93,359	0.9%	1.0%
Cohen & Steers Real Estate Fund	\$144,488	1.3%	2.0%
Vanguard REIT Index Fund	\$143,889	1.3%	2.0%
<b>Total Domestic Equity</b>	<b>\$3,271,250</b>	<b>30.2%</b>	<b>36.0%</b>
<b>International Equity</b>			
IShares Core MSCI EAFE ETF Fund	\$910,209	8.4%	10.0%
DFA Emerging Markets Portfolio Fund	\$212,044	2.0%	2.0%
DFA Emerging Markets Small Cap Fund	\$212,984	2.0%	2.0%
MFS International New Discovery Fund	\$166,020	1.5%	2.0%
DFA International Small Cap Value Fund	\$165,910	1.5%	2.0%
<b>Total International Equity</b>	<b>\$1,667,167</b>	<b>15.4%</b>	<b>18.0%</b>
<b>Total Equity</b>	<b>\$4,938,417</b>	<b>45.6%</b>	<b>54.0%</b>
<b>Total Portfolio Market Value</b>	<b>\$10,824,889</b>	<b>100.0%</b>	<b>100.0%</b>



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Personnel Action	Employment Status		Name	Effective	Comments
	From	To			
<b>New Hire</b>		Advisor, CAS- Academic Advising & Student Support	Virginia Young	01/02/19	Ph.D. in American History and has eleven years of teaching experience at multiple universities.
		Advisor - Student Career Services	Lindsey Redoutey	01/15/19	Masters of Education - School & Mental Health Counseling & eight years of experience in the counseling (advising) field.
		Academic Advisor & Testing Coordinator	Rebecca Childers	02/27/19	M.F.A. - Creative Writing-Creative Nonfiction and four years of advising/teaching experience with the University College at Marshall University.
		Program Director, Kricker Innovation	David Kilroy	03/01/19	B.S. in City & Regional Planning & worked as a VISTA employee at SSU for almost two years.
<b>Change of Status-Organizational Realignment</b>	Coordinator, Health Science Admissions	Graduate Center Administrator	Bobbi Massie	01/02/19	Position change due to reorganization
	Executive Assistant, Office of the President	Executive Assistant, VP of Advancement & Institutional Relations	Sandra Dudit	10/01/18	Position change due to reorganization
	Coordinator, Student Life & Multicultural Affairs	Senior Admissions Associate	Justin McMillian	10/18/18	Position change due to reorganization - Promotion
	Head Coach, Mens & Womens Cross Country/Track & Field	Senior Admissions Associate	Eric Putnam	10/18/18	Position change due to reorganization - Promotion
	Coordinator, Internal Communications	Assistant Director, Annual Giving and Advancement Communications	Amber Montavon	11/01/18	Position change due to reorganization - Promotion
	Manager, Payroll	Assistant Director, Financial Systems & Payroll	Corey Culbertson	11/19/18	Position change due to reorganization - reclassification with upgrade
	Fellow, (FA) Accountant	Accountant	Misty Moore	11/19/18	Completion of Fellow Status - Promotion
	Human Resources Administrator	Assistant Director, Human Resources	Kara Arms	01/01/19	Position change due to reorganization - Promotion
	Director, Housing & Residence Life	Title IX & EEO Officer	Monique Harmon	01/01/19	Transfer and position reclassification
	Human Resources Coordinator	Human Resources Systems Coordinator	Megan Ketter	01/01/19	Position change due to reorganization - reclassification with upgrade
	Human Resources Fellow	Human Resources Assistant	Shana Lawhorn	01/01/19	Completion of Fellow Status - Promotion
	Director, Admissions	Assistant Director, Admissions	Amanda Means	01/01/19	Position change due to reorganization - reclassification

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	Assistant Director, Development	Interim Director, Development & Community Engagement	Chris Moore	01/14/19	Position change due to reorganization - Promotion
	Associate Director, Annual Giving & Donor Relations	Director, Development Foundation	Aimee Welch	01/14/19	Position change due to reorganization - Promotion
	Director, Workforce Development & Entrepreneurship	Director, Career Services & Workforce Development	Angela Dudit	02/18/19	Position change due to reorganization - Promotion
<b>Faculty Promotion</b>					
	Associate Professor, Mathematical Science	Professor, Mathematical Science	Robert Mendris	08/27/18	Promotion
<b>Departures</b>					
		Assistant Professor - Fine, Digital & Performing Arts	Mark Romesser	12/18/19	Resignation
		Sports Information Coordinator	Jonathan Loughridge	01/12/19	Resignation
		Director, Career Services	Julia Hawkins	01/16/19	Resignation
		Executive Director of Development	Jay Meyers	02/15/19	Resignation

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Status  
Construction/Renovation Projects  
as of March 31, 2019

PROJECT	STATUS	PROJECT BUDGET	FUNDING SOURCE(S)
<b>Library/CFA HVAC Renovation</b>	<ul style="list-style-type: none"> <li>• Engineering firm selected; contract under development.</li> <li>• Includes replacement of all pneumatic and obsolete DDC controls for multiple air handlers in both buildings; an assessment of all existing equipment is required to set priorities on replacement.</li> </ul>	\$1.1M	State Capital
<b>Kricker Innovation Hub</b>	<ul style="list-style-type: none"> <li>• EDA grant secured. Draft RFQ completed November 2018; <b>planning underway</b></li> </ul>	\$3.4M (est.)	EDA/Capital/Private
<b>RHODES – PHASE 1B</b>	<ul style="list-style-type: none"> <li>• Bids received; contracts under development.</li> <li>• Total renovation of PE shower and locker rooms; new office and training rooms; addition of new 3,200 square foot recreation center.</li> </ul>	\$3.3M (est.)	2016 Bond proceeds
<b>ATC – Phase IV</b>	<ul style="list-style-type: none"> <li>• Project advertised (complete 1<sup>st</sup> floor renovations to classrooms/labs; all new restrooms; relocation of motion capture lab, upgrade mechanical systems)</li> <li>• <b>Tentative construction Summer 2019</b></li> </ul>	\$2.3M (est.)	State Capital

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# Executive Briefing

Finance and Administration Committee  
April 12, 2019

**University-Sponsored Retirement Plans**  
ARPs 401(a), 403(b), 457(b), 415(m)

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# Background

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- More than dozen ERISA lawsuits filed against prestigious universities - breach of fiduciary duties - resulting in multi-million dollar settlements
  
- While public higher education not subject to ERISA:
  - Same fiduciary duties apply to sponsors in public sector
  - In summer/early fall 2017 - University General Counsels and others reviewed issue
  - Retained Ice Miller as counsel; multiple advisory sessions with CFOs, CHROs, Risk Managers, General Counsels
  - Led to hiring of Cammack Retirement Group (IUC RFP, sponsored by Universities): Two phased approach (Phase I - Initial Needs Analysis; Phase II - Support to Establish Effective Oversight)

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# Phase I

## Cammack to Conduct Comprehensive Needs Analysis

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- Majority of the 4-year universities participated
- Evaluate current plan design and administration, providers, and plan assets (where they are and how they are invested)
  - Administrative pricing
  - Participant fees charged for investments
  - Number of investments offered
  - Types of investment contracts being used
  - Communications to Plan Participants
  - Recordkeeping structure
- Propose most reasonable path forward based on analysis of each institution's identified needs

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# Phase I - SSU Timeline

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- November 2018 Initial Needs Analysis
- February 20, 2019 Report: SSU Initial Needs Assessment

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# Phase I

## SSU Retirement Plan Information

Plan Type/Investment Company	# of Participants	Assets
<b>Alternative Retirement Plan</b>		
VALIC	12	\$3,354,893
VOYA	6	\$2,001,652
TIAA-CREF	49	\$14,800,765
AXA EQUITABLE	0	\$0
LINCOLN FINANCIAL	0	\$0
<b>403(b)</b>		
VALIC	9	\$471,256
VOYA	11	\$1,309,125
TIAA-CREF	15	\$5,398,031
AMERIPRISE	7	\$1,105,168
MET LIFE	1	Currently Not Available
<b>457(b)</b>		
VALIC	1	\$379,575
<b>415(m)</b>		
VALIC	2	\$355,083

**Total Assets**  
**\$29,175,548**

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# Phase I - Findings

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- Seven vendors and more than 150 investment options could benefit from simplification
- Due to multiple providers and investment options, effective communication is difficult
- Some participants have selected highest-cost variable annuity products available in 403(b)/401(a) marketplace
- Effective ongoing monitoring of extensive array of investments impractical as each investment due diligence report would number in hundreds of pages
- Plans do not offer mutual funds - participants who select vendors are denied opportunities enjoyed in vast majority of retirement plans by other colleges & universities
- Plan's purchasing power is diminished by number of recordkeepers/investments offered along with poor liquidity of many investment contracts

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# Phase II

## Proposed Actions to Address Identified Needs

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- Establish Retirement Plan Oversight (RPO) Committee
- Develop Investment Policy Statement (IPS) to govern plans, establish appropriate administrative oversight
- Establish structured process to assess and monitor investment options being offered
- Improve communication to explain participant investment and providers
- Streamline recordkeeping
- Simplify investment options

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## Phase II - Retain Cammack (limited term)

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- Provide best practice research and specialized resources to assist newly-formed RPO Committee
- Assist with drafting RPO charter and IPS
- Monitor investments
  - Make initial recommendations for selection, retention, and termination of funds
- Benchmark investment providers' recordkeeping fees
- Establish goals with RPO committee for effective communication and employee education campaigns
- Provide resources to ensure regulatory compliance and troubleshooting advice
- Conduct detailed training for RPO committee members

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# Phase II - SSU Timeline

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- April 2019 Board of Trustees - Resolution to Delegate Fiduciary Responsibility
- April - May Establish RPO Committee; Draft RPO Charter and IPS
- May - July BOT review and approval of Charter & IPS; Committee Training; In-Depth Review of Investments; Develop recommendations (potential changes to Investment vendors & Options)
- August Share Recommendations with Key Stakeholders
- Sept - Dec Finalize IPS & initiate communication plan for vendors & employees
- January 2020 Changes effective; regular RPO meetings & oversight activities; BOT reports

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**Household**  
**882303100 Shawnee St Univ** ▼

**Summary**

Market Value  
\$10,943,099.91

Net Change (YTD)  
\$10,943,099.91

Outflows (YTD) ⓘ \$0.00  
Inflows (YTD) \$0.00  
Beginning Balance \$0.00

Cash ⓘ  
\$3,163,558.13

**Asset Allocation**



■ Fixed Income 39.40%  
■ Equity 31.69%  
■ Cash and Cash Equivalents 28.91%

**Accounts**

Shawnee State Univ Diversified  
Investment Pool #882303101  
Institutional Agency

MV  
CASH

\$10,943,099.91  
\$3,163,558.13

**Recent Activities**

No Data to Display.

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# FY19 Operating Budgets Update

Finance and Administration  
April 12, 2019

3<sup>RD</sup> QTR. STATUS

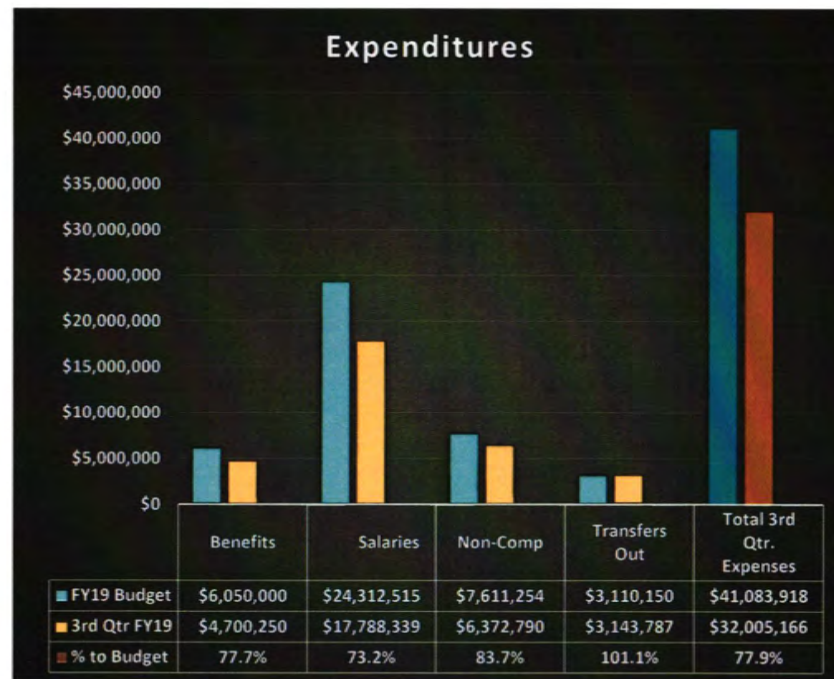
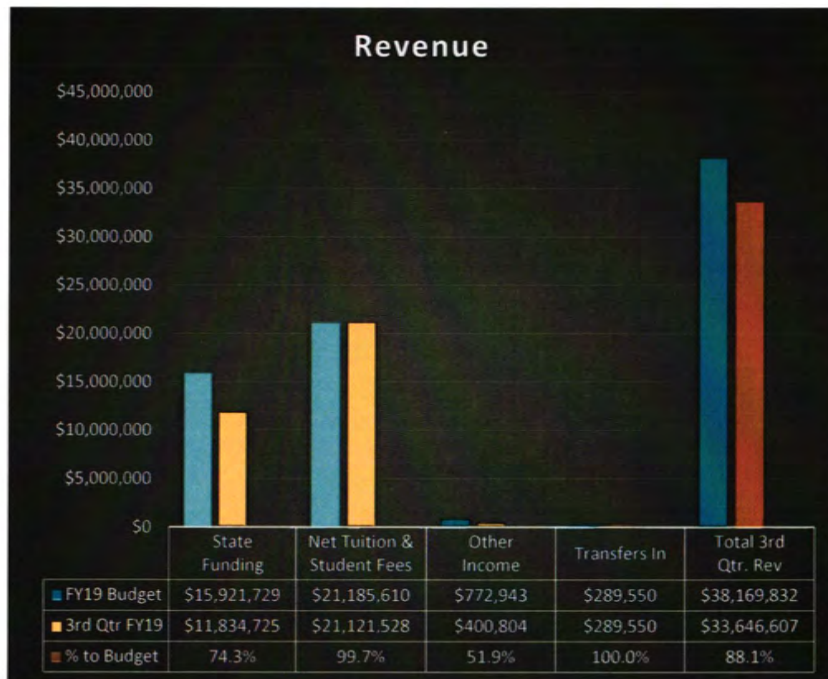
FY19 EOY PROJECTION



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# General Fund 3<sup>rd</sup> Qtr. to FY19 Budget



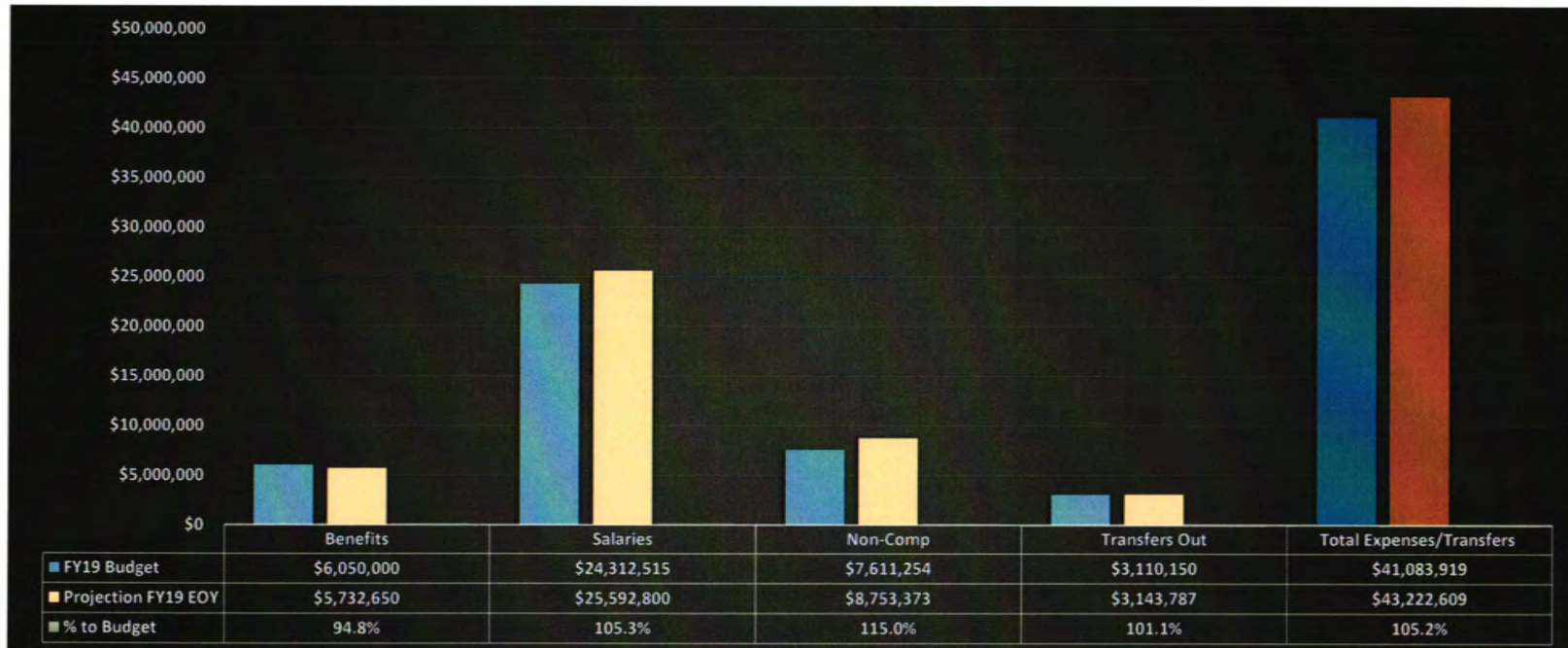
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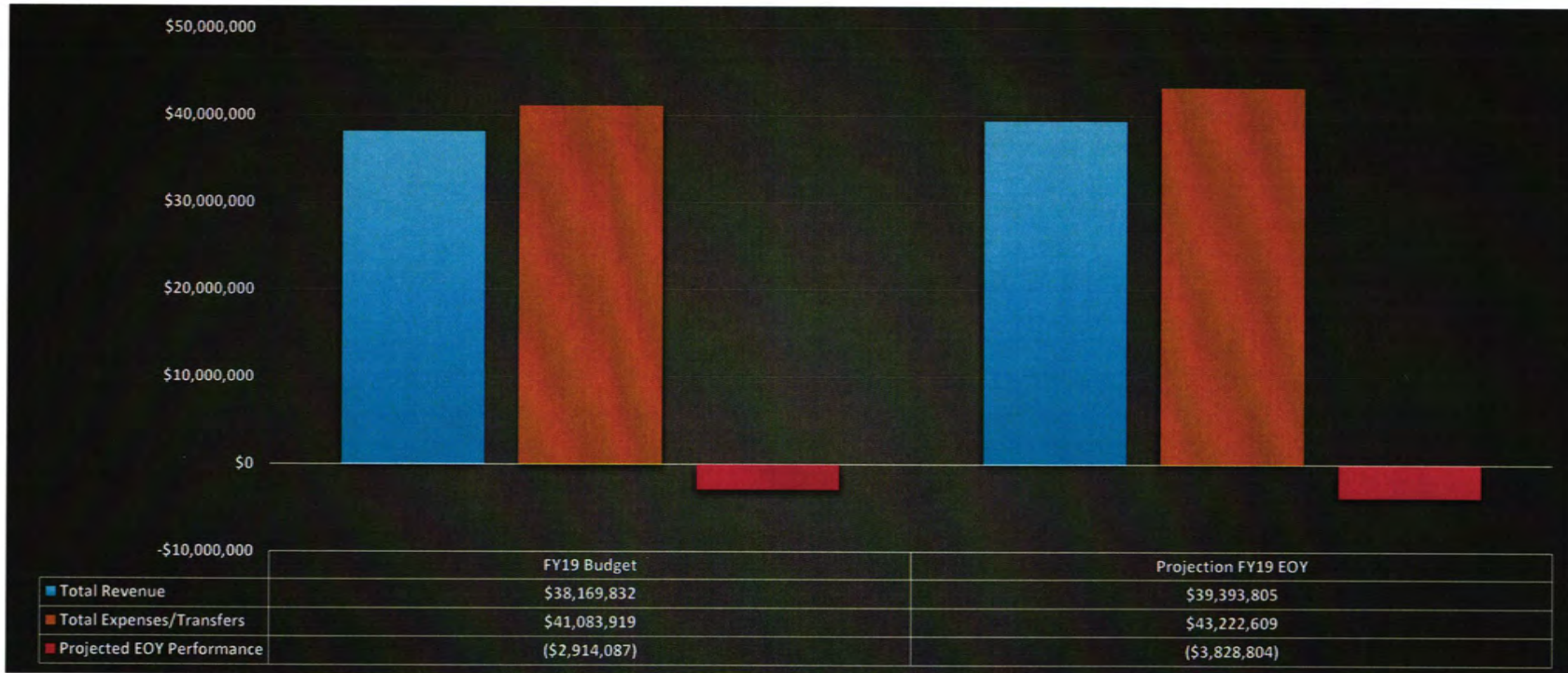
# General Fund Projected FY19 EOY Revenue



# General Fund Projected FY19 EOY Expenditures



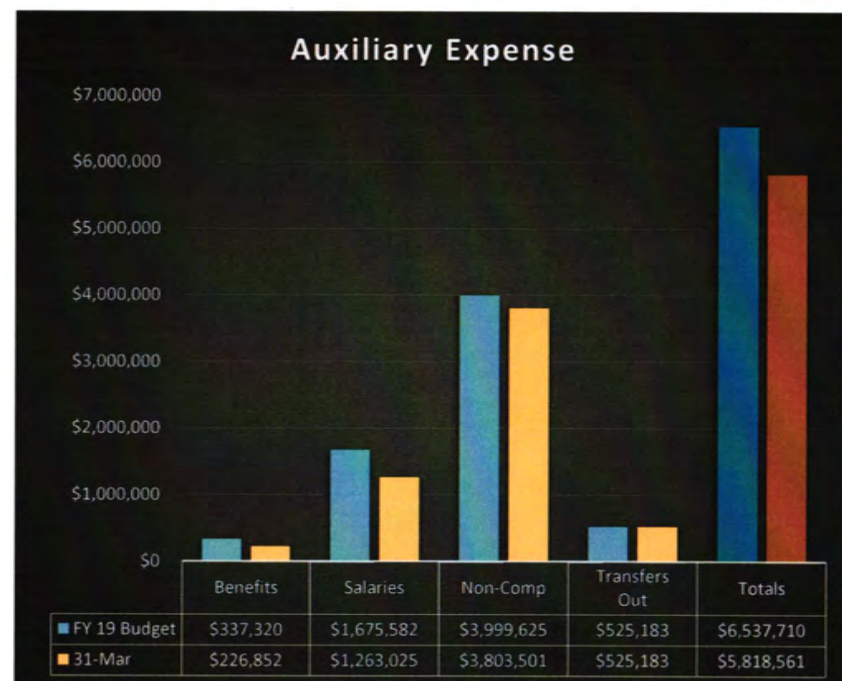
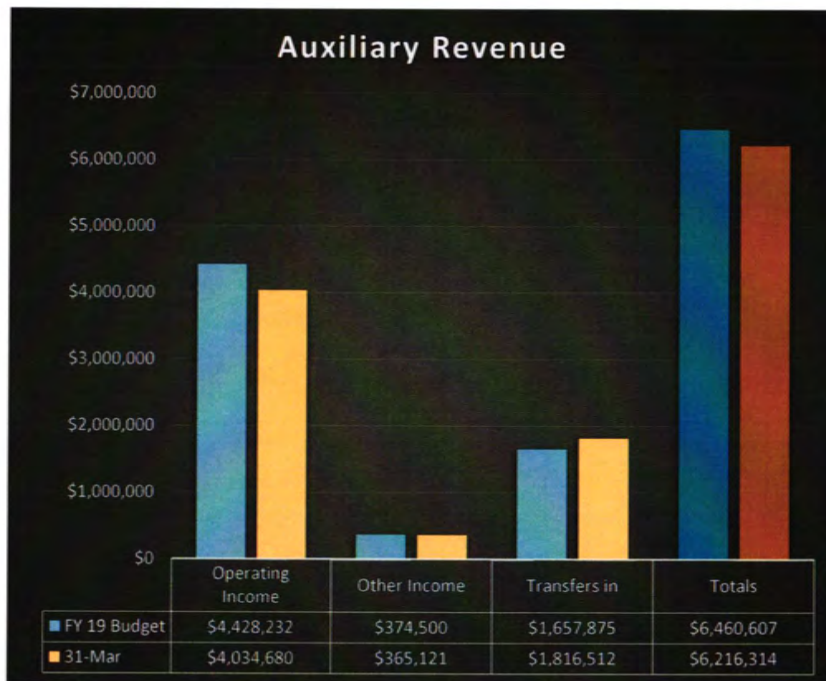
# General Fund Projected FY19 EOY Performance



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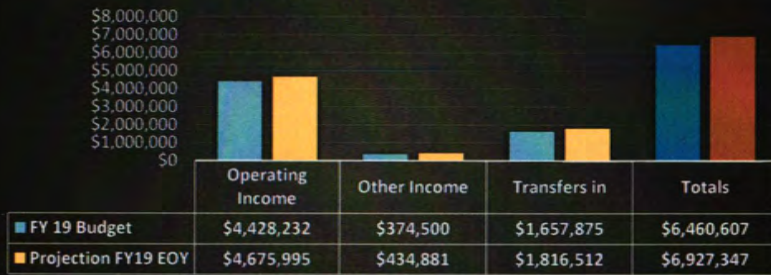
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# Auxiliary Fund 3<sup>rd</sup> Quarter to FY19 Budget



## Auxiliary Fund Projected FY19 EOY

### Projected Auxiliary Revenue



### Expenses



### Projected FY19 EOY Performance



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**RESOLUTION ASA03-19**

**APPROVAL OF POLICY 2.17, CREDIT HOUR ASSIGNMENT**

WHEREAS, a review of institutional policies was undertaken by the Higher Learning Commission during the recent University reaccreditation cycle; and

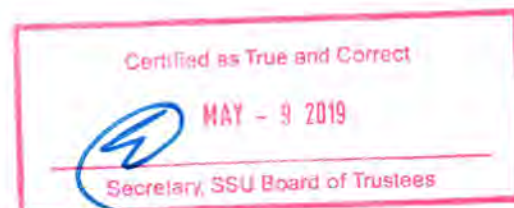
WHEREAS, the Higher Learning Commission requested that the University establish a formal credit hour policy to ensure proper credit hour application to all courses; and

WHEREAS, Policy 2.17, Credit Hour Assignment, adopts the credit hour requirements of the Ohio Department of Higher Education; and

WHEREAS, Policy 2.17, Credit Hour Assignment, addresses the requirements pertaining to the University's process for credit hour assignment;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves Policy 2.17, Credit Hour Assignment.

(April 12, 2019)



# Shawnee State University

POLICY TITLE:	CREDIT HOUR ASSIGNMENT
POLICY NO. :	2.17
ADMIN CODE:	3362-2-17
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	04/12/19
NEXT REVIEW DATE:	04/2022
RESPONSIBLE OFFICER(S):	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 INTRODUCTION

Shawnee State University's (SSU) credit hour definitions constitute a formalization of policy in order to 1) ensure compliance with federal and accreditation expectations; 2) ensure compliance also with Ohio Department of Higher Education's credit hour definition; and 3) to provide consistency throughout the University. Courses may be comprised of any combination of elements described, such as a lecture course which also has required laboratory periods or a lecture course having an additional requirement for supervised practice time.

Shawnee State requires this policy to be practiced by all full-time and part-time faculty. All definitions and standards apply equally to courses offered both on and off campus.

## 2.0 CREDIT HOUR DEFINITIONS AND EQUIVALENCE

The requirements that follow represent minimums for average students; however, deviation in excess of these requirements may occur, particularly at the graduate level. In the interest of accurate academic measurement, cross-campus comparability, and clarifying the relationship between contact hours, work outside of class, and credit hours, the following policies and practices apply.

### 2.1 Formalized Instruction Requirement.

Consistent with the Ohio Department of Higher Education's definition, a semester credit hour is earned for a minimum of 750 total instructional minutes of classroom instruction, with a normal expectation of at least 1500 minutes of outside study (homework, reading assignments, preparation for class) for each credit hour.

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Credit hours may be calculated differently for other types of instruction (e.g. laboratory experience, directed practice experience, practicum experience, fieldwork experience, and studio experience) as long as the credit hour calculations align with commonly accepted practices in higher education and with the regulations of regional accreditors and the federal financial aid program.

## 2.2 Shortened Sessions and/or Flexibly Scheduled Courses

Credit hours may be earned in shortened session. Courses offered over a period of time other than a standard Shawnee State University full-semester will require the same amount of classroom and out-of-class work per credit hour as is required of SSU semester-long courses. The same amount of work will be distributed over a shorter period of time and may be allocated in various ways. Shortened session and flexibly scheduled classroom courses will adjust the per-class meeting instructional minutes as appropriate, given the number of class meetings, so as to meet the total instructional minutes' requirement.

## 2.3 Distance Education, Online and Hybrid (Blended) Courses

SSU's credit hour policy and credit award practice for distance education, e.g. online and hybrid courses, will be consistent and equivalent with the standards for courses offered through face-to-face instruction, although some or all of course content and faculty-student interaction occurs through one or more forms of distance education.

### 2.3.1 Fully Online

For courses in which 100% of the instruction is delivered in an online mode, each credit hour consists of 750 minutes of instructor-led, computer-assisted modules, multimedia interaction, discussions, and/or assessment activities as documented in the course syllabus, and 1,500 minutes of supporting "homework" consisting of independent preparatory work, such as readings, viewing of instructional materials, or writing. Online courses which have traditional lecture course equivalents are expected to achieve equivalent student learning outcomes for the equivalent number of credit hours.

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### 2.3.2 Hybrid (Blended) Courses

This modality uses the same requirements as Fully Online courses with the exception that each credit hour or portions thereof may include on-campus scheduled direct/in-person faculty directed instruction or assessment.

### 2.4 Courses Involving Travel

Transportation time does not count towards student work effort unless time is simultaneously used for a designated learning activity.

### 2.5 Other Courses

Student teaching, clinical experience, cooperative education, study abroad, internship, field placement, experiential learning activity, independent study, thesis, dissertation, or other academic work that fit no other classification may receive credit if the work is performed under the supervision of and with the approval of a member of the faculty and with a formal written agreement noting the nature of the academic work that is approved also by the appropriate academic program leader/coordinator, chair, or similar overseeing authority at a program-wide level. In this modality, each credit hour consists of no less than 2,250 minutes spent on approved work during the term of instruction. Specific curricula/programs may require more minutes in order to award one credit hour. Credit for these experiences may be determined in accordance with the recommendations of a program's specific accreditor or other applicable regulations.

Ohio Department of Higher Education: "Definition of Semester Credit Hour and Length of Semester Term; March 2010; Page 2. <https://www.ohiohighered.org/node/359>

#### History

Effective: 04/12/19



**RESOLUTION ASA 04-19**

**ADOPTION OF POLICY 5.41, COMPLAINT REVIEW AND RESOLUTION**

WHEREAS, multiple reporting paths currently exist for receiving and addressing complaints about subjects such as, but not limited to: academic matters, student conduct, campus services, Title IX, financial aid, housing, employee complaints, and safety; and

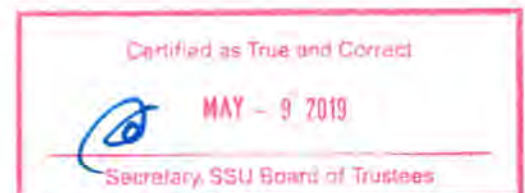
WHEREAS, a recent review by the Higher Learning Commission revealed the need for the University to adopt a systematic approach for the collection, logging and analysis of all types of complaints; and

WHEREAS, to fulfill this requirement, a committee appointed by the President will meet periodically to assess the types of complaints being received, examine aggregated data, and compile recommendations to be reported to the President for appropriate action; and

WHEREAS, a centralized database will be utilized to streamline the complaint process and to ensure consistency with applicable University policies, procedures, collective bargaining agreements and state or federal regulations;

THEREFORE, BE IT RESOLVED, that Shawnee State University Board of Trustees approves Policy 5.41 Complaint Review and Resolution effective immediately.

April 12, 2019



# Shawnee State University

POLICY TITLE:	COMPLAINT REVIEW & RESOLUTION
POLICY NO. :	5.41
ADMIN CODE:	3362-5-41
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	04/12/19
NEXT REVIEW DATE:	04/2022
RESPONSIBLE OFFICER(S):	GENERAL COUNSEL
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

The purpose of this policy is to establish a systematic, streamlined approach for the collection, logging, and analysis of the types of complaints that are being received by the institution in order to identify and address potential undesirable patterns or trends. Such process will not alter or interfere with provisions established by Policy 5.01 Non-Discrimination/Harassment and any other applicable University policies, procedures, and collective bargaining agreements.

## 2.0 OVERSIGHT AND COMMITTEE RESPONSIBILITY

Establishing a structure that ensures complaint patterns are timely and effectively addressed promotes confidence by students, learning by University officials, and improvement in services, teaching and learning. Additionally, the University benefits from a clearly delineated and coordinated process that provides for prompt review, efficient and effective resolution of complaints, documented communication about such resolutions to the affected complainants, and opportunities for the University to learn about and act upon common areas of concern.

A centralized database of complaints will be maintained by the General Counsel's Office and a committee appointed by the President will review aggregated and non-identifiable data in order to report to the President observed trends and an analysis of the effectiveness of the resolutions.

## 3.0 SCOPE

Complaints subject to this policy shall include but not be limited to those related to academics, student conduct, campus services, Title IX, financial aid, housing, employee complaints, and safety.



4.0 PROCEDURES

Procedures will be enacted by the President to further the goals of this policy.

History

Effective: 4/12/19

Applicable Procedures: 5.41:1 Complaint Review Process Procedure

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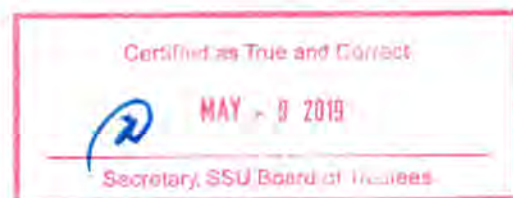
PROCEDURE TITLE:	COMPLAINT REVIEW PROCESS
PROCEDURE NO.:	5.41:1
RELATED POLICY:	5.41
PAGE NO.:	1 OF 2
RESPONSIBLE ADMINISTRATOR(S):	GENERAL COUNSEL
EFFECTIVE DATE:	04/12/19
NEXT REVIEW DATE:	04/2022
APPROVED BY:	PRESIDENT

## 1.0 Committee

- 1.1 The Complaint Review Committee established by Policy 5.41 consists of the Dean of Students, Director of Human Resources, General Counsel, and any others appointed by the President. The Committee shall create standardized user-friendly complaint forms that will cover a wide variety of complaints.
- 1.2 The Complaint Review Committee shall meet not less than once each semester. Committee members will review the number and types of complaints by category that have been received since the last reporting period and their resolutions, discuss themes and trends observed during the reporting period, and report findings and any identified problem areas to the President. The Committee may also recommend action by the President relating to the observations. The General Counsel will be responsible for monitoring reports for completeness and closure.

## 2.0 Process

- 2.1 The existence of the standardized forms shall be communicated to students and parents at orientations, by email, on the University web site and app, and through other means aimed to reach all University students and be readily available to the public. Similar notice will be provided to University employees. Links to the standardized complaint forms shall be included on relevant web pages (e.g., Title IX, housing, financial aid).
- 2.2 Students, employees, and others are encouraged to attempt to informally resolve concerns and incidents directly with the staff and/or department involved when possible. The complaint form should be submitted when such an informal approach is unsuccessful or inadvisable.

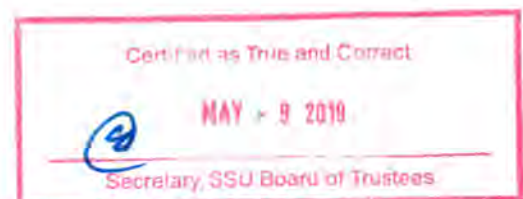




- 2.3 The forms shall require the complainant to provide relevant information, including the complainant's name, phone number, and email address; the date or approximate date and time of the incident complained of; the department and/or individual(s) that are the subject of the complaint; the location of the incident; a brief statement of the particulars of the complaint; details of any previous resolution attempts; an opportunity to provide supporting documentation; and the outcome being requested.
- 2.4 Upon filing a complaint, the form will be electronically routed to the responsible division or department that has authority to assess, investigate (when necessary), and resolve the complaint. Upon filing, all complaints will also be routed to the Office of General Counsel for logging and monitoring. Complaints about students will be carried out in compliance with student privacy laws and will only be accessible by employees with a legitimate educational interest in the specific matter. Complaints about non-students will be handled in a manner to safeguard confidentiality to the extent possible.
- 2.5 The procedures for assessing, investigating, and resolving complaints, and communicating resolutions, shall be carried out consistent with existing Board of Trustees Policies, University Procedures, and any applicable collective bargaining agreement(s). The responsible division or department shall communicate its resolution to the Office of General Counsel.
- 3.0 The President or his/her delegate shall review the committee report and, when appropriate, direct that actions be taken to integrate findings from the report into improvements in services or in teaching and learning.

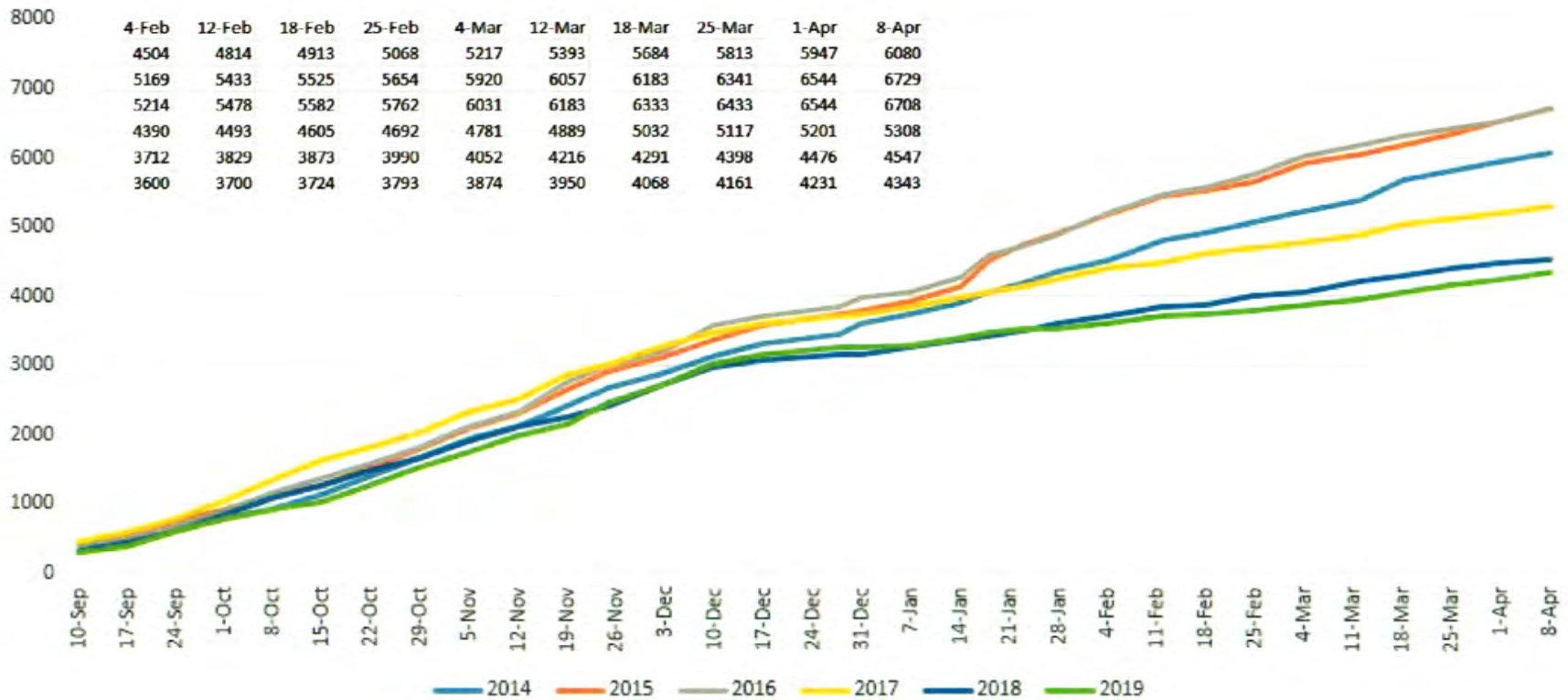
History


Effective: 04/12/2019



# All Types Fall 2019 Applications Trail All Years

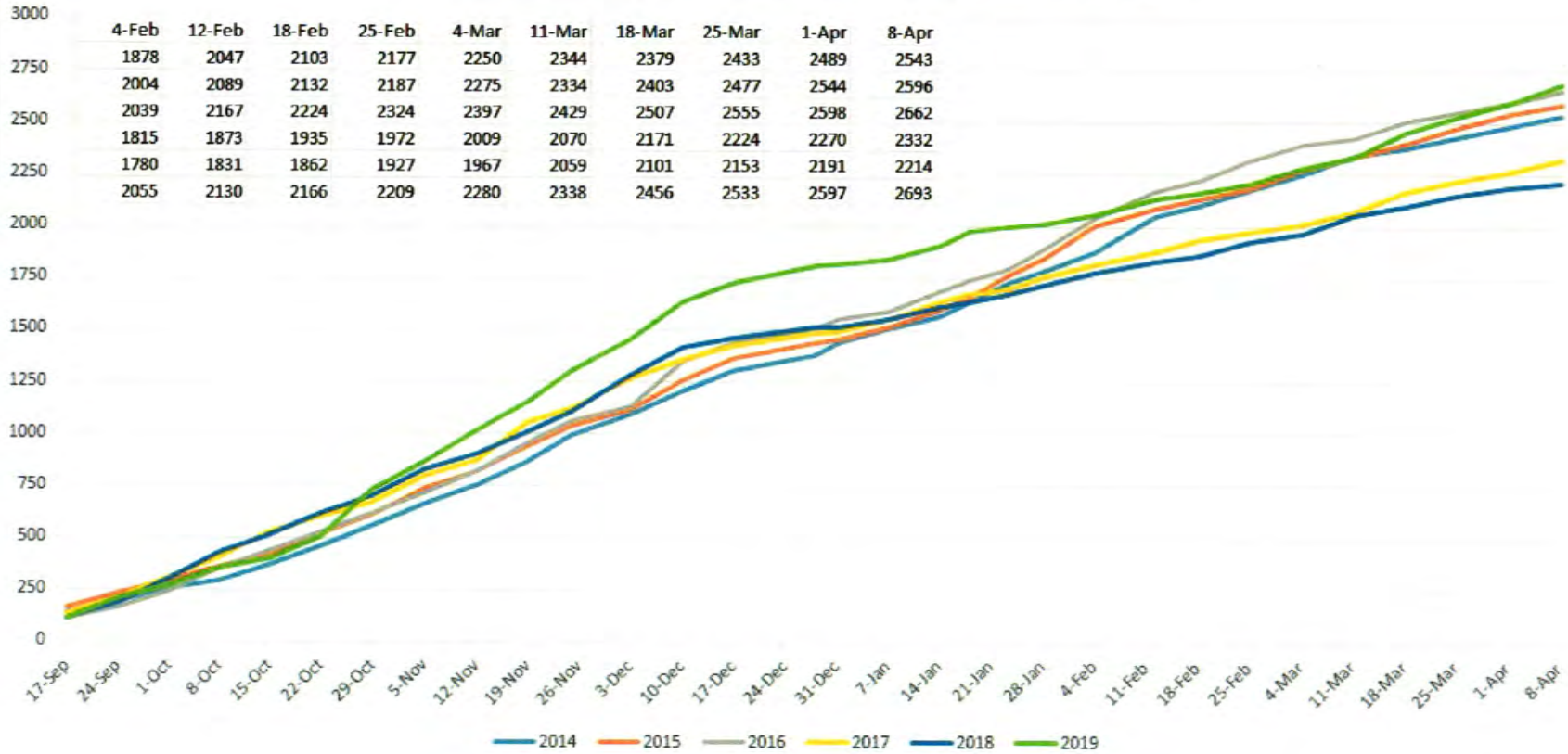
Applications for Fall 2019: All types



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# All Types Fall 2019 Admits Again Lead All Years

Admitted Students/Completed Applications- All application types



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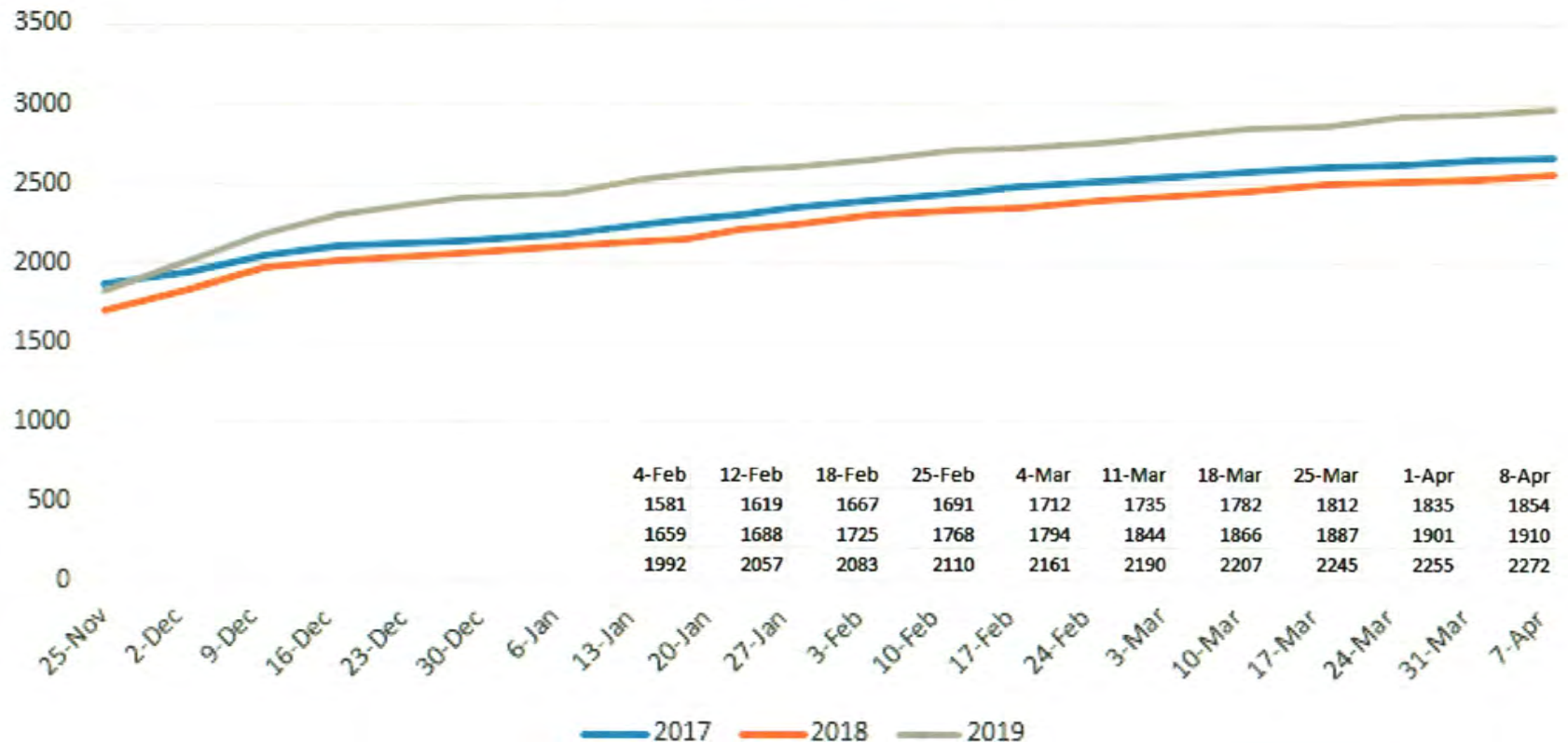


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# Fall 2019 First Time Fresh Apps Up 16% Over Fall 2018 @ Apr 8

Applications FTIAC Fall 2019



4-Feb	12-Feb	18-Feb	25-Feb	4-Mar	11-Mar	18-Mar	25-Mar	1-Apr	8-Apr
1581	1619	1667	1691	1712	1735	1782	1812	1835	1854
1659	1688	1725	1768	1794	1844	1866	1887	1901	1910
1992	2057	2083	2110	2161	2190	2207	2245	2255	2272

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# Fall 2019 First Time Fresh Admits Up 19% Over Fall 2018 @ Apr 8

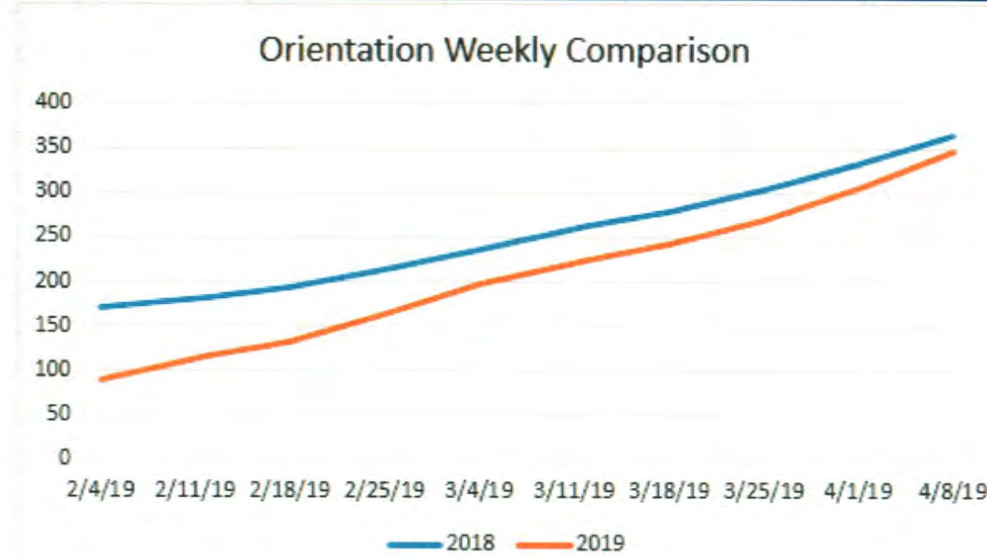
Admits FTIAC Fall 2019




4-Feb	12-Feb	18-Feb	25-Feb	4-Mar	11-Mar	18-Mar	25-Mar	1-Apr	8-Apr
1878	2047	2103	2177	2250	2344	2379	2433	2489	2543
2004	2089	2132	2187	2275	2334	2403	2477	2544	2596
2039	2167	2224	2324	2397	2429	2507	2555	2598	2662
1815	1873	1935	1972	2009	2070	2171	2224	2270	2332
1780	1831	1862	1927	1967	2059	2101	2153	2191	2214
2055	2130	2166	2209	2280	2338	2456	2533	2597	2693

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# Fall 2019 Orientation Registrations Down 5% from Fall 2018 @ Apr 8

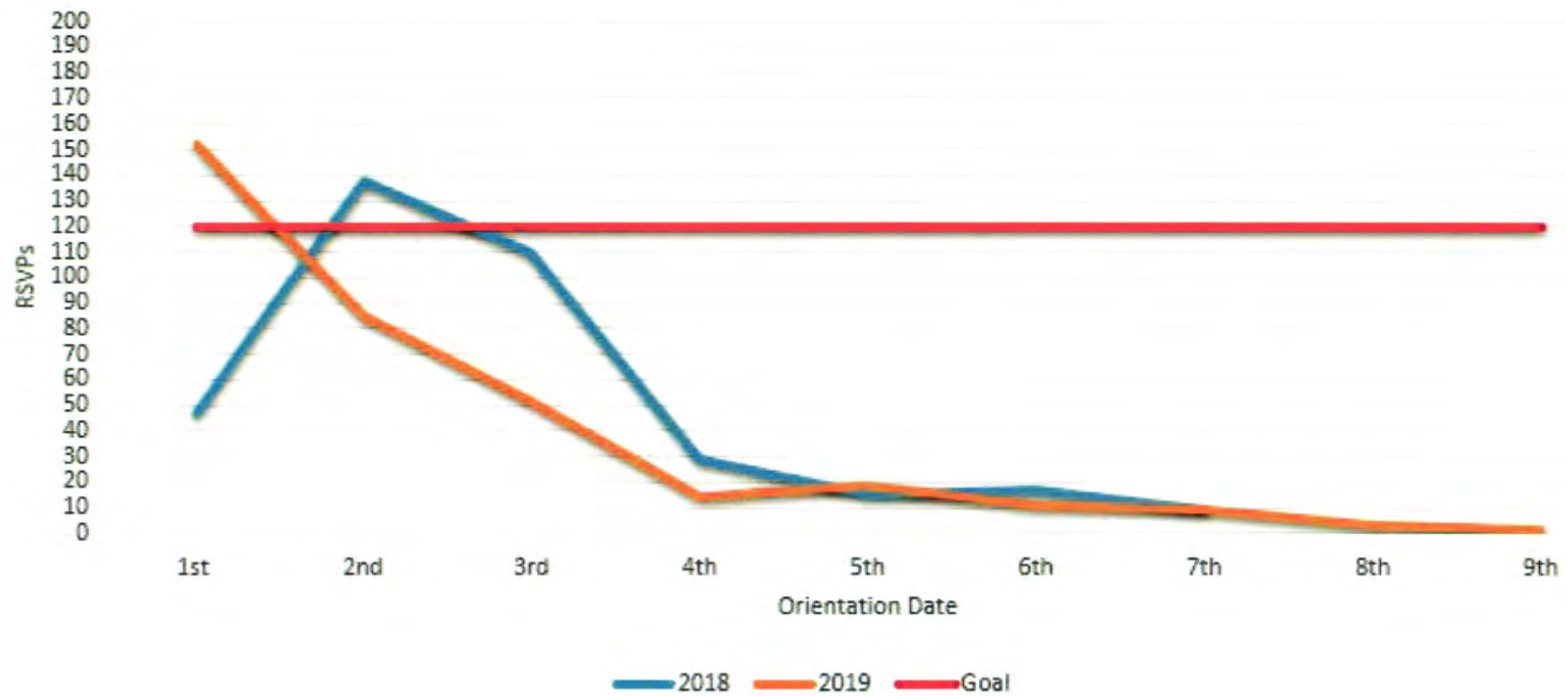


Report Date	2018	2019 # Up/Down	% Up/Down	2018 Weekly Gain	2019 Weekly Gain
1/28/19	132	80	-52	-40%	
2/4/19	170	89	-81	-48%	38
2/12/19	183	116	-67	-37%	13
2/18/19	193	133	-60	-31%	10
2/25/19	214	165	-49	-23%	21
3/4/19	236	197	-39	-17%	22
3/12/19	264	224	-40	-15%	28
3/18/19	280	242	-38	-14%	16
3/25/19	304	270	-34	-11%	24
4/1/19	334	307	-27	-8%	30
4/8/19	365	347	-18	-5%	31

  
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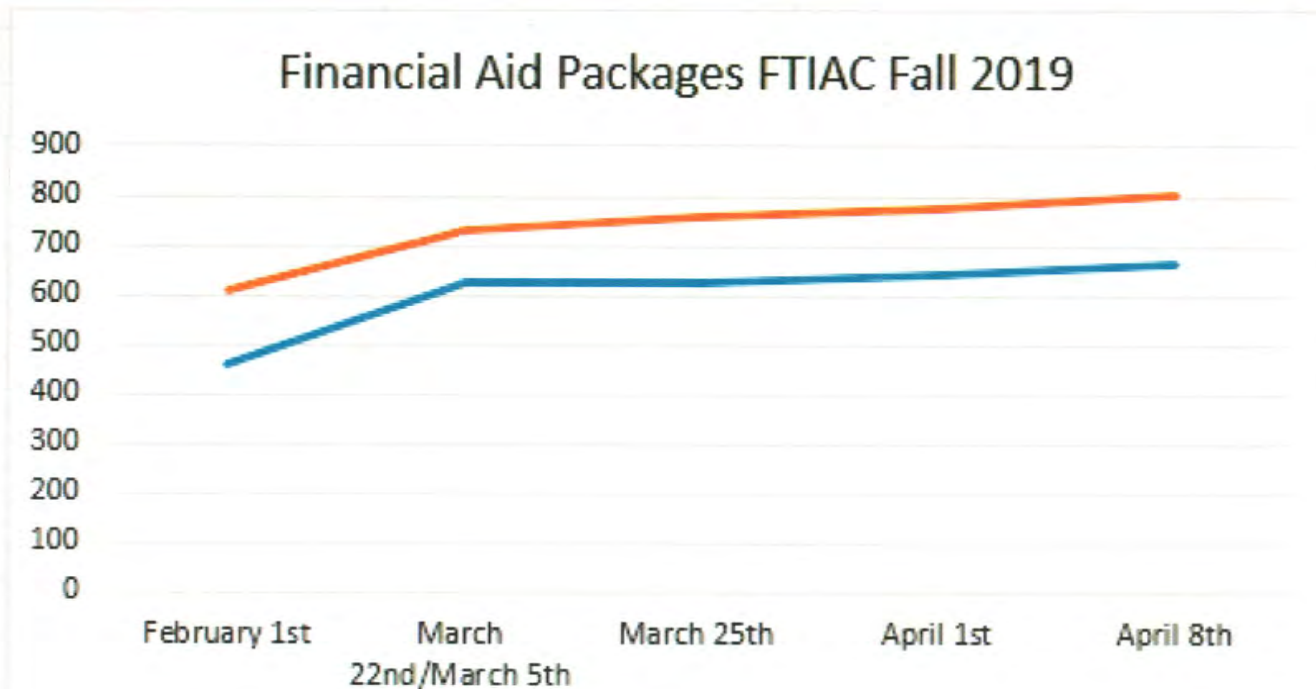
# Fall 2019 Orientation Early Session Registrations at Goal

## Weekly Orientation Pace Report




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# Fall 2019 First Time Freshman Financial Aid Pkgs Awarded Up 21%



Comparison Date	2018 FF	2019 FF
January 15th	398	545
February 1st	457	610
March 22nd/March 5th	625	733
March 25th	625	760
April 1st	642	775
April 8th	663	803

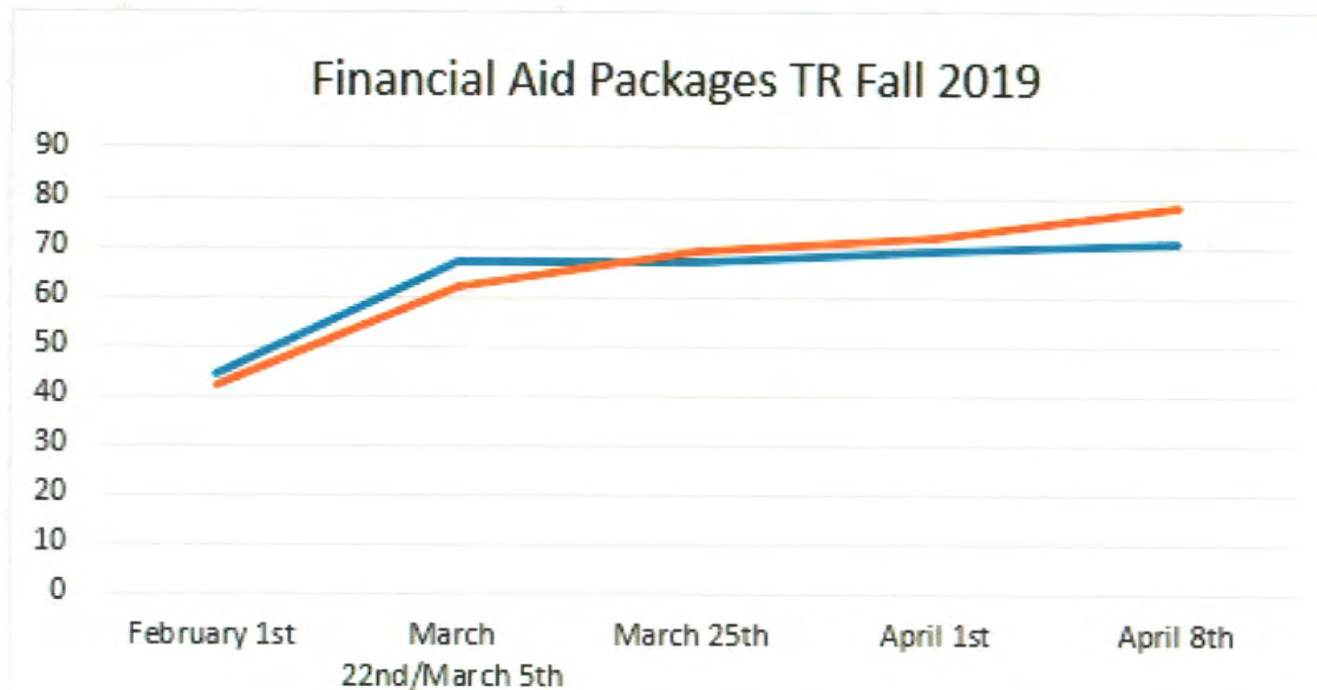
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## Fall 2019 Transfer Financial Aid Pkgs Awarded Up 9.8%



Comparison Date	2018 TR	2019 TR
January 15th	34	34
February 1st	44	42
March 22nd/March 5th	67	62
March 25th	67	69
April 1st	69	72
April 8th	71	78

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# Fall 2019 Scholarship Awards Even with Fall 2018 through Apr 1

	2019-2020	2018-2019	2017-2018	% to Total LY	% to Total 2017
	(1/16/2019 - current)	(1/17/18 - 6/4/18)	(1/17/17 - 6/2/17)	Jan through June	Jan through June
Shawnee Advantage (\$6000)	8	18	23	44%	35%
Shawnee Excellence (\$5000)	10	18	28	56%	36%
Shawnee Success (\$4000)	25	49	51	41%	49%
Blue & Gray (\$3000)	33	68	110	49%	30%
Shawnee Scholars (tuition)	Awarded all prior to January	8	8	NA	NA
				% to LY Total Scholarship Awards	% to LY Total Scholarship Awards
<b>Grand Total</b>	732	734	796	100%	92%

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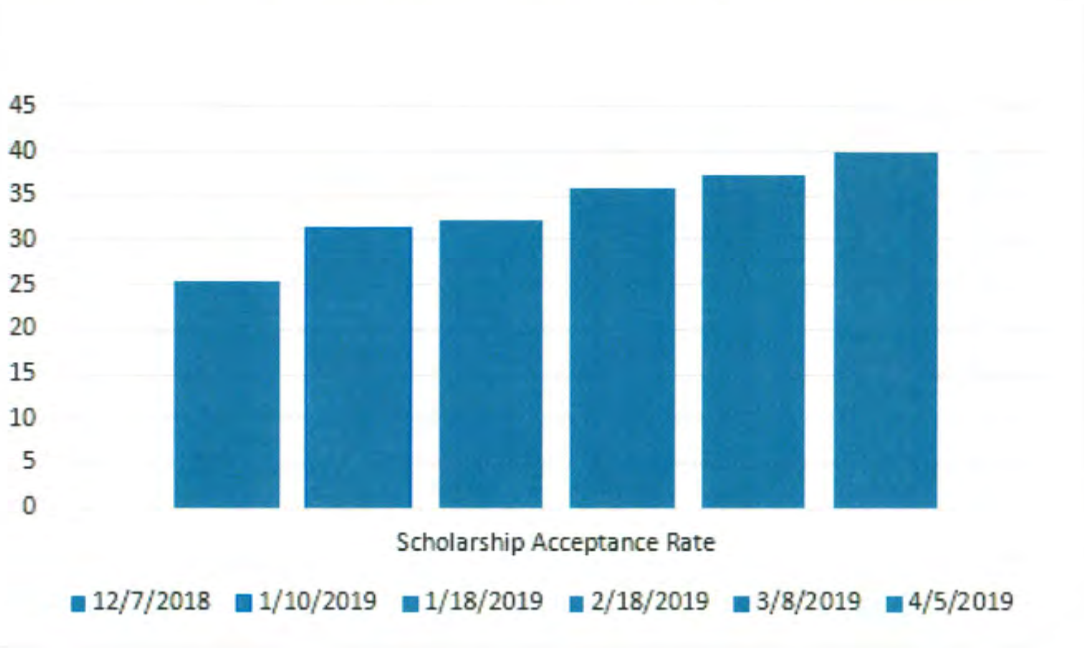


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# Fall 2019 Scholarship Awards Even with Fall 2018 through Apr 1

Report Date	Scholarship Acceptance Rate
12/7/2018	25.3
1/10/2019	31.3
1/18/2019	32.3
2/18/2019	35.8
3/8/2019	37.3
4/5/2019	40




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# Fall 2019 First Time Freshman Enrollment Yield Projected Up 11% Over 2018

Fall 2019 Admissions Weekly Report - FTIAC									
4/8/2019	Fall 2019			Comp to LY	Comp to 2017	Fall 2018			Fall 2017
Inquiries	6235					6289*			7283*
Apps Received	2974			16%	12%	2557			2664
Complete Applications (decision ready files)	2272			19%	23%	1910			1854
% apps complete	76%					75%			70%
Pathways	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program	College Ready	University College	Bridge Program
Admits (% of all admits)	1036 (45%)	671 (30%)	565 (25%)	976 (51%)	349 (18%)	585 (31%)	1014 (55%)	363 (20%)	477 (25%)
	Coll Ready (45% Yield)	Univ Coll (25% Yield)	Bridge (9% Yield)	Total	% to 1000	% to LY	% to 2017		
Current projected Yield for 2019	466	168	51	685	69%	111%	98%		


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# Projected Fall 2019 First Time Freshman

Historical Data	Enrolled at SSU	Tier One
Orientation	85%	256.7
Visit But No Orientation	43%	36.98

High School GPA	2559	41%
Major Selected	5385	87%
App Competition	1730	28%
Orientation	302	5%
Campus Visit	110	2%
College Ready	2095	34%
All Six	16	0.26%

Enrollment Tier One	293.68	Running To
Tier Two (App Completed No Visit or Orientation with HS GPA and College Ready (30% Yield) )	431.2	724.88
Tier Three (Not Tier One or Two AND Not Weak Candidates)	201.024	925.904

Weak Candidates	4468
Not Weak Candidates (No GPA, ACT, Visit , App, Orientation)	1730

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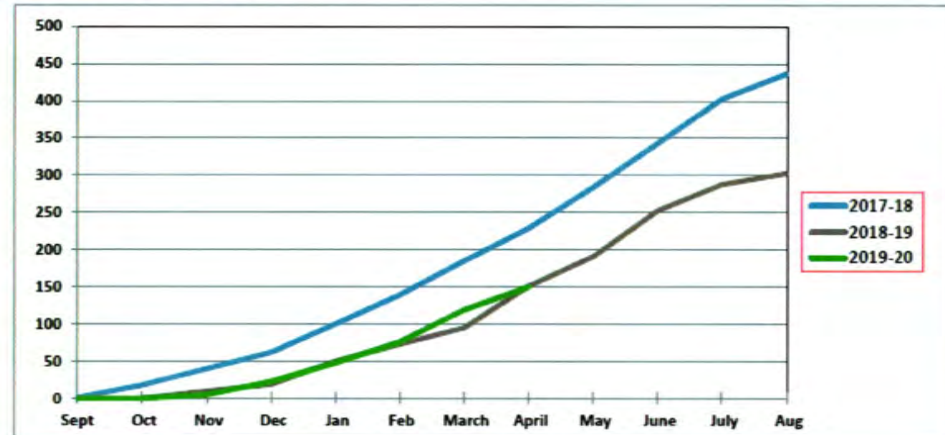
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# Housing & Residence Life: Fall 2019 Pace Report

## New Housing Applications - Net

Month	AY 2017-18	AY 2018-19	AY 2019-20
September	1	0	0
Total	1	0	0
October	17	0	0
Total	18	0	0
November	22	10	5
Total	40	10	5
December	22	9	18
Total	62	19	23
January	38	31	25
Total	100	50	48
February	39	23	28
Total	139	73	76
March	46	22	43
Total	185	95	119
April	44	56	31
Total	229	151	150
May	55	40	
Total	284	191	
June	59	62	
Total	343	253	
July	60	35	
Total	403	288	
August	34	15	
Total	437	303	

## Total (net) New Applications



## Monthly (net) New Applications



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## Academic and Student Affairs Report

April 12, 2019

### Events

- On February 19-22<sup>nd</sup>, the Teaching Learning Center sponsored the annual Faculty Festival of Achievement where 15 faculty members presented their research to students, staff, and their peers. Topics presented ranged from Using 3D Printed Models in the Science Classroom for Students with Visual Impairments to Three Kinds of Competitive Excellence.
- On March 27-28<sup>th</sup>, the annual Celebration of Scholarship showcasing student research and poster presentations was held. Several awards were given to many deserving students for their excellence in research and oral communication skills. I would like to thank Dr. Aaron Bruewer and Patricia Spradlin for organizing this event.
- Friday, April 5<sup>th</sup>, the Student Government Association sponsored an Evening of Honors where 45 students and their families were honored for their academic excellence in various categories.

### Faculty Awards

- Nominations for faculty awards have been submitted and winners were selected:
  - Outstanding New Faculty Teaching Award – Dr. Logan Minter
  - Shannon Lawson Faculty Service Award – Dr. Debra Scurlock
  - Outstanding Faculty Research Award – Dr. Jinlu Li
  - Distinguished Teaching Award – Dr. Kurt Shoemaker

### Counseling and Health Services

- Counseling has provided 2239 total counseling appointments
- Health Clinic has provided 894 visits, including faculty, staff, & students
- ADA Accessibility services provided 802

### Online Programs/The Learning House Partnership

- Our Learning House course offerings began the second half of this spring semester. New courses are slated to begin the first half of summer semester.



## **Veteran Affairs**

- Mr. Eric Ramaekers, Veterans Coordinator, is in the process of applying for membership in SALUTE – Veterans’ National Honor Society for next year. Membership will place SSU’s name on SALUTE website and provide access to additional services for the members.

## **Clark Memorial Library**

- Library staff members have been building the Digital Commons at SSU and slowly adding content. Currently, they are digitizing and uploading Faculty Senate Minutes dating back to the mid-1980s. The Celebration of Scholarship and Festival of Faculty Achievement conferences were set up in the repository and the staff hope to preserve the content of these conferences by uploading papers and presentations
- Everyone is invited to “Placemaking in Scioto County: How Newcomers and Returning Residents Impact Our Community” April 12<sup>th</sup>, 6:00 p.m. – 8:00 p.m. at the Kricker Innovation Hub. The event is hosted by the library in conjunction with the Kricker Innovation Hub and The Ohio State University’s Center for Folklore Studies. The event seeks to build local creative, social, and business networks all while recognizing community leaders and those making a positive difference in Portsmouth as well as the surrounding region.

## **Center for International Programs and Activities**

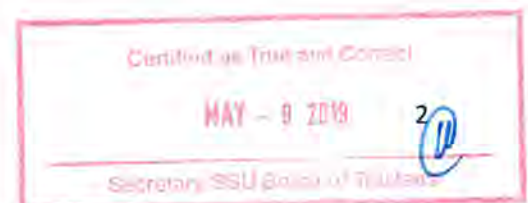
Ryan Warner, Director for CIPSA, was successful in securing SSU’s 2-year recertification from the Homeland Security for hosting international students. To date, Mr. Warner has recruited 30 new International Students for Fall 2019. In addition, he has arranged for a Chinese Visiting Professor for the Department of Business for the next academic year beginning in the Fall.

## **Student Life**

Tiffany Hartman, Director of Student Life, has coordinated with local businesses for donations to the Bear Necessities Pantry. Year to date numbers for the Pantry are at 1431 visits. The Pantry shelves are being restocked twice a week to keep up with student demand. Also the Weekend of Welcome, WOW will be held August 23-24<sup>th</sup> with a Carnival scheduled for Saturday for new and returning students to enjoy.

Respectfully submitted,

Becky A. Thiel  
Interim Provost and Vice President for Academic Affairs





**Division of Advancement & Institutional Relations Report  
To the Meeting of the Board of Trustees  
April 12, 2019**

**Alumni & Community Engagement**

**Hall of Fame Weekend** was held February 8 – 9 with the 20<sup>th</sup> annual Hall of Fame Banquet honoring four new members inducted into the Hall of Fame. The 2019 Hall of Fame Class included Tyler Morgan (Men’s Basketball), Tiffany Shanks-Moore (Softball, Soccer) and Heather Koehler Downing (Volleyball). Golden Bear Yvonne Bowman was also awarded the Ralph Kavanaugh Home Team Award. An Alumni Social was held at Port City Pub following the banquet where over 100 alumni gathered. Saturday was full of events including the second annual Staff vs. Students game, women’s and men’s Mid-South Conference basketball games vs. Lindsey Wilson and the annual Hall of Fame Alumni Game featuring past women alumni.

On Feb. 27, the Office of Alumni & Community Engagement participated in **Countdown to Commencement**. Information for the Senior Gift campaign and Senior Night which is held on Thursday, May 2 at Port City Pub was handed out.

Shawnee State **sponsored tables** for Main Street Portsmouth’s Celebrate Portsmouth Dinner and Auction on February 28, the Counseling Center’s Celebrity Chef Dinner and Auction on March 12 and the Red Cross’s final Dancing with Our Stars on March 23.

On March 1 and 2, SSU took a bus of Golden Bears and current students for a day trip to the **Mid-South Conference Basketball Tournament** in Pikeville, Kentucky for the first round of the women’s and men’s tournament.

On March 8, the Alumni Association held its second **Alumni Association Council Meeting** of the year. The Council voted on the 2019 Alumni Awards, which will be presented at the President’s Gala on April 27<sup>th</sup>. They decided to participate in the First Gen Mentorship program and steer alumni participation in the program for the FY20 school year.

On March 15, the Alumni Association held its first off-campus alumni event, **Shawnee State Night at the Columbus Blue Jackets**. Over 50 alumni were present. The event included a Pre-Game Social before the game on site and a Blue Jacket win over the Carolina Hurricanes.

**Athletics**

**Women’s Basketball** concluded their 2018-19 campaign in Billings, Montana at the NAIA Division I National Championship Tournament. This was their 9th consecutive trip to Nationals and 8th trip to the sweet 16. Junior, Bailey Cummins, earned 2nd Team All-American honors to go along with her 1st team MSC selection. Senior, Ashton Lovely, earned 3rd team All-American honors in addition to her 1st team MSC award. Two other seniors, Shania Massie and Hannah Miller, earned national honors for their work in the classroom as both were named NAIA Scholar-Athletes! **Men’s Basketball** standout, EJ Onu, was named second team All-Conference for his work this season.

**Men’s and Women’s Indoor Track** finished their season with success at the NAIA National Meet in Brookings, South Dakota. Junior Seth Farmer, from Piketon, claimed SSU’s first ever Individual National Championship by winning the 1-mile! ~~His time of 4:11.79 was a second~~



**Division of Advancement & Institutional Relations Report  
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April 12, 2019**

faster than the runner-up. By reaching the top of the podium, Farmer also earned his 3rd career NAIA All-American award as an SSU runner. Brooke Smith, a Senior from Wheelersburg, earned two NAIA All-American honors at the National Meet. Her 3rd place finish in the 1-mile was the highest placement ever for an SSU women's indoor track athlete, running a 4:56.46, also a personal best! She also ran a 3:01.97 in the 1,000 meters to place 7th and earn her third career All-American Award. SSU was also well represented at the Mid-South Conference Meet in Birmingham, AL:

Brooke Smith was named the MSC Athlete of the Year

Coach Eric Putnam was named Women's Coach of the Year

Women's First Team All-Conference: Brooke Smith

Second Team All-Conference: Abigail Blankenship, Jozi Brown, Jessica Cook, Chloe Elliott, Jessica Price, and Marissa Smith

Men's First Team All-Conference: Seth Farmer, Caleb Kennelly

Second Team All-Conference: Steven Adams, Hunter Bennington, Nathan Cox, Seth Farmer, TJ Hoggard, and Jacob Kemper.

**Men's and Women's Bowling** swept Mid-South Conference Champions of Character Awards. Senior, Josie Wolfe a Nursing major from Oregonia, OH won the award for the women. On the men's side, SSU bowler Kevin Simpkins from Proctorville was named the award winner. The Electromechanical Engineering major was also the first bowler to earn All-Conference recognition earning 2nd Team accolades.

List of Winter Sport Mid-South Conference All-Academic Team Members:

Travis McNeilan	Men's Bowling
Kevin Simpkins	Men's Bowling
Bailey Cummins	Women's Basketball
Sydney King	Women's Basketball
Sienna King	Women's Basketball
Ashton Lovely	Women's Basketball
Shania Massie	Women's Basketball
Hagen Schaefer	Women's Basketball
Leah Wingeier	Women's Basketball
Juwan Grant	Men's Basketball
Jordan Hileman	Women's Bowling
Kelsey Pothast	Women's Bowling
Josie Wolfe	Women's Bowling
Samantha Young	Women's Bowling

All our spring teams are in full swing: Men's & Women's Golf, Men's & Women's Tennis, Softball, Baseball, Men's & Women's Track and Field, ESports, Archery

**Children's Learning Center**

On February 12, the children and staff of the CLC met with **Governor DeWine** to discuss the importance of early childhood education and how the university is making a positive impact on the region regarding literacy development in Appalachia. Director Amanda Hedrick, is meeting



**Division of Advancement & Institutional Relations Report  
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with the governor's deputy director for children's initiatives on April 1 to continue the conversation and bring needed resources to the region.

On February 12, the CLC held a **reception** to dedicate a new plaque to recognize the monetary gift from Dr. Miller and Genevieve Toombs. A **Scholastic Book Fair** was held February 11-15. The CLC sold over \$1200.00 in books and raised \$400.00 to purchase books and supplies for the school's library. **Dr. Seuss Week** was celebrated March 18-22. The week concluded with a field trip to the VRCFA to experience Seussical the Musical.

Over the past few months, CLC staff have attended and presented at **numerous events**. On February 18, the CLC teaching staff attended the OAEYC Winter Workshop in Columbus, Ohio. On March 13, Director, Amanda Hedrick spoke with nearly 400 high school students at a student expo held in Hillsboro, Ohio sponsored by the office of Opportunities for Ohioans with Disabilities. Classroom Teacher, Cile Partlow completed the PAX Heroes training. Classroom Teacher, Tashana Brown presented at SITE 2019 in Las Vegas, Nevada on March 19. Director, Amanda Hedrick and Classroom Teacher, Hayley Venturino attended ODE's Literacy Academy in Columbus, OH on March 18 and 19 to review Ohio's Plan to Raise Literacy Achievement and examine the changing emphasis of big ideas and how they apply to literacy instruction for children birth to age five focusing on phonological processing, print awareness and oral language. Classroom Teacher, Cile Partlow represented the CLC at the Early Childhood Regional Network Meeting held at the Scioto County Career and Technical Center.

The CLC took over **Cub Camp**, formerly known as Kids on Campus. Cub Camp is a summer academic enrichment camp for children completing grades PK-8. Early Bird Registration runs through April 15. Courses include Science, Wildlife, Seussville, Coding, Art, Reptiles, Muggle Treats & Fantastic Beasts, Cupcakes, Karate, Basketball, Soccer, Ninja Warrior, Esports, Video Productions, Swimming, Geology, Lego Robotics, Survivor, Graphic Design, and Water Works. Last year, 120 children attended. We currently have 50 students registered. More information is available at [shawnee.edu/cubcamp/](http://shawnee.edu/cubcamp/). Cub Camp is June 24-27, 2019.

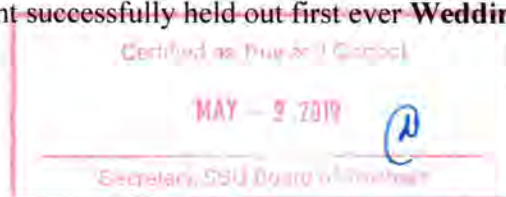
CLC Teaching Assistants, Macy Melvin, Merrill Melvin, Madison Lucas, Julia Hurst, Amber Harris, Anna DeHart, Tanner Miller and Classroom Teacher, Tashana Brown have been chosen to present **poster presentations** in Sandusky, OH on April 27 at the Ohio Association of Education of Young Children annual state conference.

Classroom Teacher, Tashana Brown presented at the **Celebration of Scholarship** and won the Dean's Award and the Trustees Award. She will graduate in May with her Masters of Education in Curriculum and Instruction.

Classroom Teacher, Tashana Brown will be featured in a Live Chat and Blog on March 31 titled "Classroom Transformation Tips & Tricks" hosted by Twinkl USA, an online educational publisher.

**University & Community Events**

The University & Community Events department ~~successfully held out first ever~~ **Wedding Expo**



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on February 24<sup>th</sup> with a total of 43 vendors and an estimated 250 brides and their guests in attendance.

We are currently preparing for many end of year events including Spring commencement with an estimated 500 students participating. Ticket distribution will begin April 15<sup>th</sup>.

**Housing and Residence Life**

HRL has continued its efforts to incorporate more **campus programming** in addition to our Resident Assistant's monthly programs. In February, we hosted a Black History Month movie night and in March we hosted Are You Smarter Than SSU Faculty & Staff?

We have concluded our hire and rehire process for next year's staff of **Resident Assistants**. Our RA's play a fundamental role in the experience we work to provide our residential students and we're excited with the group that we have selected!

**New Student applications** are continuing to roll in. Our net monthly applications have been up in comparison to our February and March for AY 18-19.

Returning students will be able to re-apply for Housing with the conclusion of finals week. We launched a new campaign called **DIBS**, that will allow our students to hand select their housing placement for next year by either reclaiming their current placement, if applicable, or to "call dibs" on a new space.

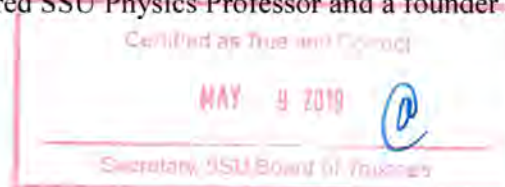
**Development Foundation**

The Development Foundation received a \$15,000 grant from the **Ohio Children's Fund** to benefit the Dr. Miller and Genevieve Toombs Children's Learning Center's expansion. The CLC is working on a partnership with ODE, ODHE, SSU School of Education and local early childhood programs to positively impact literacy instruction for all children in Scioto County birth to age five and enhance teachers' and pre-service teachers' knowledge of how children learn to read.

The foundation board awarded 12 grants totaling \$17,680 to campus constituents for Spring 2019. These grants are made possible through **The Shawnee Fund**. The Fall 2019 grant applications are being accepted through May 3, 2019 and will be decided at the next SSUDF board meeting.

A President's Club Reception was held in the Kahl Studio Theater on Thursday, March 7th prior to the SOPAA series event, Ladies of Longford. Musical theatre faculty including Dr. Michael Barnhart, John Huston, and Summer Logan were in attendance to help soft launch the program's new campaign **Make Tomorrow's Stars**. One month in to the year-long initiative, gifts totaling \$26,000 have been received.

A SSU faculty and staff giving challenge was issued to support the **2019 Celebration of Scholarship Conference**. Gary Gemmer, retired SSU Physics Professor and a founder of the



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annual SSU Celebration of Scholarship Conference, offered a \$2,500 matching gift toward a campaign goal of \$5,000. The campaign kicked-off March 25th and ended on April 5th, exceeding the 5K goal with support totaling \$5,050 from 34 donors.

The **2019 President's Gala** is scheduled for Saturday April 27th and will be held in the Sodexo Ballroom. Proceeds from this year's Gala will benefit the SSU Development Foundation Grants Program. Tickets are still available and can be purchased at [givetossu.com/gala](http://givetossu.com/gala).

**Marketing & Communications**

**Kricker Innovation Hub & Entrepreneurship**

**Startup Weekend** was held April 5th-7th. This is the first year this event is being organized, with the goal of making it an annual event.

Our **Entrepreneurial Journey Speaker Series** brought artist and entrepreneur David Griesmyer to the Innovation Hub, and he was able to interact and have individual conversations with a dozen students. Our next speaker is Eric Zimmer April 16th.

We held the **Glockner Dare to Dream** high school business pitch competition at the Innovation Hub, and packed the building with attendees.

The Innovation Hub was awarded \$5,200 from the **PepsiCo Recycling Zero Impact Fund** for sustainable LED lights fixtures and a water bottle refill station.

We are moving ahead with **EDA**, with the goal of completing all renovations by the end of 2020.

SSU plans to submit a grant for **ARC POWER funding** in conjunction with eight LIGHTS Network partners for operational funding at the Innovation Hub.

We completed a project for the **Scioto Foundation**, compiling and analyzing data and presenting findings at their downtown revitalization summit. Three student workers contributed to and learned from the opportunity to work on this project.

**Vice President's Report**

**NOTE: DeWine/Duffey on 2/11; Bryn Stepp w/Lt. Gov office on 2/21; Rep. Carfagna on 3/8**

*Respectfully Submitted,  
Eric Andrew Braun, JD  
VP for Advancement & Institutional Relations*



## President's Report to the Board of Trustees

April 12, 2019

Thank you Madam Chair.

Our campus looks great! Our grounds crew does a phenomenal job and, especially now, when the trees are in bloom, it showcases one of the prettiest campuses in the state and region. This really is a special place where people learn.

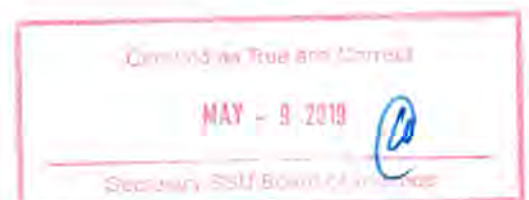
We are getting ready for commencement on May 4. John Carey, Director of the Governor's Office on Appalachia, will deliver our commencement address. John is a good friend of SSU and a long-time leader and advocate for southern Ohio and higher education. I am looking forward to 400 new Shawnee graduates participating in an event that will be held outside on the Alumni Green at 10.

As we scan our beautiful campus, there are some important physical needs that the University must address. We are meeting with the city, ODOT, and planners in an effort to create and execute a plan for the University's perimeter including roads and entry points into the campus. It is critical that we get this one right. We want our campus to be as inviting and visible from the outside as it is from the inside. We also want to create a corridor, a physical connection, a bridge into the downtown and the community.

The Higher Learning Commission or HLC has given its final ruling and has placed SSU on the Standard Pathway. This 10-year accreditation cycle includes a 4-year and 10-year comprehensive review. We are now beginning the process of preparing for the next review in 2023. Today you've passed a complaint review procedure and credit hour policy. These will help us meet a requirement by HLC but more importantly they will help us better understand our shortcomings and allow us to provide greater consistency in the application of credit for both on-ground and online learning.

Speaking of online ... we launched our first four academic programs online just a few weeks ago. We have 34 students enrolled in online programs this semester. SSU anticipates growing online both in number of academic programs and students over the next five years. I expect that as many as 15% to 20% of our enrollment in 2025 will be for online programs. Most of those students will be post-traditional, an audience we've all but lost over the last decade.

Today you approved an increase in tuition for AY 2019-20. The tuition will apply to new students, not those enrolled in the 2018 Shawnee Advantage, our guaranteed 4-year tuition rate. We do not take increasing student cost for education lightly. In spite of this increase, SSU will remain one of the lowest cost institutions in Ohio and will continue to address the needs of our students for affordable education.



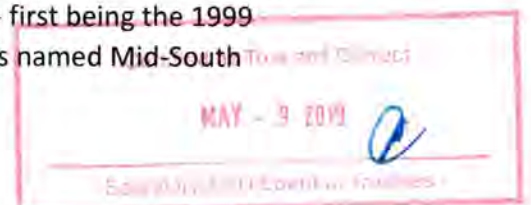
The state of higher education is rapidly changing. More competitive. Less forgiving. As you may have noticed, many small privates as well as for-profit institutions have disappeared. For institutions like ours, it is paramount that we change and diversify our educational offerings and our service to students in order to remain competitive. We've taken some important first steps. Our admissions and recruitment services have undergone a significant transformation. Our Student Business Center is currently undergoing adjustments to better serve our students. Shawnee is uniquely positioned in southern Ohio to be first choice for many prospective students but we will have to continue to step up our game so that our message is clear to all.

A large part of serving students is providing state-of-the-art facilities. Following on the heels of upgrades to the Health Science, Kricker, and ATC Buildings, we are now beginning renovation of the Rhodes Center. I'm sure that most of you remember the tour that you were given a little over a year ago. You might also remember that this recreation facility is in desperate need of an upgrade. Sometime in late fall semester, our students will have access to a modern recreation facility that will provide a much needed boost to the University's extracurricular and co-curricular activities.

The 7th Annual Inter-University Council (IUC) Day at the Statehouse was held in Columbus on Tuesday of this week. Four of our students - Leen Heresh, Brett Rappold, Hailey Edmondson, and Zack Messer - participated. They met with IUC representatives, Representative Brian Baldrige, Representative Ryan Smith, and Senator Joe Uecker. Along with student participation, the University presidents spent an hour with the Governor and Lieutenant Governor. May I also mention that Governor DeWine visited our campus in February. This was his second visit to campus in a little over a year. Governor DeWine has an education and access agenda that is aligned well with our mission. In his budget, funding for the Ohio College Opportunity Grant (OCOG), Choose Ohio First Scholarship, and State Share of Instruction (SSI) are all increased. Not as much as needed but an excellent step forward.

Speaking of SSI, I sent a letter to all of the state university presidents last month and asked for a review and change to the SSI formula. During this past fiscal year, our SSI took a devastating dip dropping by over \$500 K during the mid-year adjustment. SSI is supposed to support access institutions with a high numbers of at-risk students. SSI is also supposed to provide greater support to institutions that improve performance, higher course completion, retention, and graduation numbers. We have met all of the criteria for increased SSI and yet we receive less. The SSI formula is broken and I hope we will be able to open it up for revision as early as this summer. In lieu of SSI reductions, we have asked for an increase in Shawnee State's supplement. Representative Baldrige and Senator Uecker have enthusiastically agreed to assist us in this venture.

Turning to athletics ... Shawnee welcomes its first individual NAIA national champion, Seth Farmer, who ran the race of his life and finished first in the mile at the NAIA Track and Field National Championship. This is our second national championship - first being the 1999 women's basketball national championship team. Brooke Smith was named Mid-South



Conference Athlete of the Year in track and field and also earned NAIA All-American honors in Indoor Track and Field for the second year and finished third in the mile at the NAIA National Championship. One other major award in Track and Field, Mr. Eric Putnam was selected as Mid-South Conference Coach of the Year in Indoor Track and Field.

SSU was awarded an OhioCorps grant for \$498,000. This grant will support a mentoring program for at-risk high school students whose families have been impacted by opiates and drug addiction. The program will be patterned after our successful Upward Bound Program and will employ college students as mentors for high school juniors and seniors. The grant runs for two years.

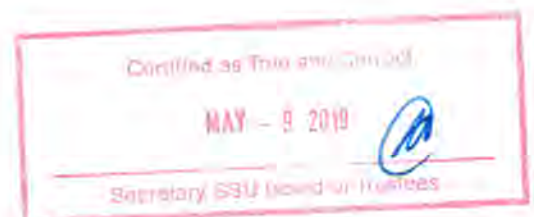
At this point in the academic year, just a few weeks before the end of the semester, I would be remiss if I did not mention the accomplishments of our faculty. They are completing a very challenging year with extraordinary success. This year, the Faculty Senate recognizes four faculty members for their accomplishments. Let me announce the following outstanding faculty members:

- Dr. Kurt Shoemaker (2007) was selected for BOT Distinguished Teaching Award
- Dr. Logan Minter (2017) was recognized for the Early Career Faculty Teaching Award
- Dr. Debra Scurlock (2000) was selected for the Shannon Lawson Service Award
- Dr. Jinlu Li (1989) was selected for the Faculty Research Award.

Next Board meeting is June 14 followed by the Board Retreat on June 15. During the retreat, senior leadership will be unveiling our strategic enrollment plan. Currently, we are circulating a draft for feedback from our key stakeholders. We are already implementing parts of the plan but you will soon have the formal document to review. The plan is already having a positive effect. For fall 2019 ... I have assurances now that Shawnee will be up in enrollment of first-time freshmen. Projection on overall enrollment remains fluid but I hope to have a reasonably accurate projection by the June meeting.... Our first orientation is tomorrow and we will be welcoming the first 150 students to the fall 2019 class.

And that concludes my report.

Jeffrey A. Bauer





## University Faculty Senate President Remarks

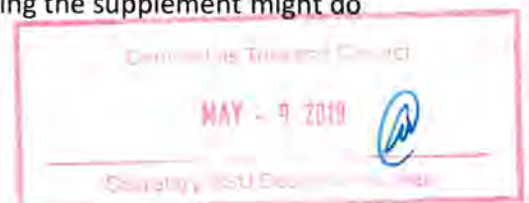
Friday, April 12<sup>th</sup>, 2019 Board of Trustees Meeting

Faculty have been informed about the parking fees coming in the fall. The majority of faculty I've spoken to about the parking fees have expressed their disappointment and frustration. However, there has also been an acknowledgement of the university financial situation and that parking fees are, unfortunately, also paid by employees at other institutions. So while faculty are not thrilled about paying parking fees, I think a majority understand the logic behind them.

As usual, April is a busy time for faculty and students. As I mentioned in February, faculty have been involved in preparing assessment plans which is a key step in responding to the Higher Learning Commission's (HLC's) site visit report. In the upcoming academic year, we'll put those plans into practice and begin collecting student work, conducting assessment of student learning, and learning what we do well and where we might improve. Speaking of HLC, four faculty members joined our academic deans and Interim President Bauer in Chicago earlier this week for the annual HLC conference. The feedback I've heard from the faculty attending is that the conference was quite helpful and put into context some of the feedback we've received from our accreditors. The faculty attending also made some important contacts and learned about how other institutions conduct program review, learning assessment, and report their work to HLC.

The Senate's committees are also busy deliberating on curricular and policy proposals. The Board has voted today on one such proposal, the Credit Hour Policy, that made its way through the governance process, and we anticipate passage of a textbook selection policy that the Board may consider over the summer. We're currently in the process of passing changes to the Senate Constitution and the program warehousing process, which we believe will bring more transparency and clarity to the process. In the upcoming academic year, we're hoping to produce or clarify policies and procedures regarding online courses and programs. Dean Kacir hosted representatives from Learning House and we learned about policies and procedures that can support the growth of online programs.

The faculty Senate leadership has also been paying attention to developments in Columbus, particularly with respect to the Governor's biennium budget recommendation. We appreciate the modest increases to state share of instruction. We firmly believe that the State benefits from supporting Shawnee State's access mission, which is made possible through the supplement. I've spoken with the President and Vice President of Advancement and expressed the Senate leadership's willingness to lend its support and communicating to our area representatives the need for the supplement and the good increasing the supplement might do here at Shawnee State and in our community.



Faculty are also quite keen to learn more about the future of Shawnee State, and I believe the Board will soon discuss the university's succession plan. From a faculty perspective, we urge the board to implement a process that is as transparent as possible and that involves faculty and a wide array of university constituents. I believe the Board wants the next President to succeed as much as we do, and I even suspect there is a good deal of overlap in that definition of success. To place the next President in the best position possible, we urge a transparent process, a frank conversation about the criteria used to rank candidates, and meaningful participation from a diverse field of stakeholders. Such a process can communicate what we value to prospective leaders and can serve an instrumental role in getting the next President's tenure started on the best standing possible.

Finally, I'd also like to note the recipients of faculty awards this academic year. Our Teaching and Learning Committee and Research and Scholarly Affairs Committee have considered nominations for faculty excellence in teaching, service, and research, and we are proud to announce the following winners.

- The winner of the Board of Trustee's Distinguished Teaching Award is Dr. Kurt Shoemaker, a Professor of Geology in the Natural Sciences Department.
- The Shannon Lawson Award for Excellence in Service is awarded to Dr. Deb Scurlock, a Professor in the Rehabilitation and Sports Professions Department, the current chair of her department, and the current chair of the Graduate Council. Dr. Scurlock has played an essential role in the development of the Occupational Therapy Doctorate and has served the institution in a number of leadership positions.
- The Early Career Faculty Award for Teaching Excellence is awarded to Dr. Logan Minter. Dr. Minter is an Assistant Professor of Biology in the Natural Sciences Department, and in his brief tenure at SSU, he has directed the university's Upward Bound Math Science Program.
- The Faculty Research Award is awarded to Jinlu Li. Dr. Li is a prolific scholar, having published over forty articles in the last six or seven years. His work has impacted other disciplines, particularly Economics, and scholars from around the world have consulted Dr. Li for his expertise.

We are quite proud of our excellent faculty and we congratulate them on their hard work.

That's the news from the University Faculty Senate. With the chair's permission I'll take any questions or comments you might like to share with faculty.

Marc Scott, PhD  
University Faculty Senate President

