

**BOARD OF TRUSTEES  
FINANCE AND ADMINISTRATION COMMITTEE**

**January 17, 2014  
9:00 a.m., University Center, Room 214**

**Agenda**

**1.0 Action Items**

**1.1 AY14-15 Undergraduate Tuition  
Resolution F01-14**

The proposed AY14-15 undergraduate tuition schedule reflecting adjustment allowable by H.B. 59 is submitted for recommendation for approval by the Board of Trustees.

**1.2 AY14-15 Graduate Tuition  
Resolution F02-14**

The proposed AY14-15 graduate tuition schedule reflecting zero increase over AY13-14 is submitted for recommendation for approval by the Board of Trustees.

**1.3 AY 14-15 Schedule for Residential Housing Rates, Meal Plans, and Fees, and  
2014 Summer Housing Rates Schedule  
Resolution F03-14**

The proposed schedules for AY14-15 Schedule for Residential Housing, Meal Plan Rates, and Fees, and 2014 summer schedule are submitted for recommendation for approval by the Board of Trustees.

**1.4 Adoption of new Policy 5.35, Emergency Management  
Resolution F04-14**

Policy 5.35, Emergency Management, provides for SSU's Emergency Response Plan (ERP) and related safety and security protocols and is submitted for recommendation for approval by the Board of Trustees.

**1.5 Revision and Retitling of Policy 4.64Rev, from Moving Expense  
Reimbursement to Policy 4.64Rev., Relocation Expense Reimbursement  
Resolution F05-14**

Revised Policy 4.64Rev, Relocation Expense Reimbursement, updates the previously approved policy dated 7/1/08 and is submitted for recommendation for approval by the Board of Trustees.

**1.6 Adoption of new Policy 4.91, Naming of University Buildings and Campus Areas  
Resolution F06-14**

Policy 4.91, Naming of University Buildings and Campus Areas, establishes a uniform method for naming University-owned and/or operated buildings and is submitted for recommendation for approval by the Board of Trustees.

**1.7 Rescission and converting of Policies 2.14 and 4.23 to procedures and Adoption of Policy 4.92, Student Enrollment: Business Functions  
Resolution F07-14**

This resolution rescinds two policies and consolidates the procedures under the auspices of a new Policy 4.92, Student Enrollment: Business Functions and is submitted for recommendation for approval by the Board of Trustees.

**1.8 Rescission of Policies 4.10REV and 4.76 and converting to procedures and Adoption of revised Policy 4.10REV, Travel Authority  
Resolution F08-14**

This resolution rescinds two policies addressing issues covering University-sponsored travel and converts them into applicable procedures and adopts Policy 4.10REV, Travel Authority and is submitted for recommendation for approval by the Board of Trustees.

**1.9 Rescission of outdated Policies 3.22, 4.31, 4.63, 5.12, 5.24  
Resolution F09-14**

This resolution which rescinds five outdated policies is submitted for recommendation for approval by the Board of Trustees.

**2.0 Information Items**

**2.1 Quarterly Personnel Actions**

**2.2 FY14 General Operating Budget Update**

**2.3 University Investment Report**

**2.4 Capital Projects Report**

**3.0 Education**

Dr. Boyles will brief the Committee on the purpose, organizational structure, and current activities of the University's Investment Committee.

## **RESOLUTION F01-14**

### **APPROVAL OF 2014-2015 UNDERGRADUATE TUITION SCHEDULE**

WHEREAS, undergraduate tuition and general fees are utilized for instructional needs, student support services and programming, and institutional operations; and

WHEREAS, the costs to deliver superior academic programs, meet the demands and expectations for student services and student life programming, and to expand technological capacity and adequately maintain facility and campus grounds require increasing allocations of resources; and

WHEREAS, H.B.59 set the allowable undergraduate tuition adjustments for state public universities for the 2014 academic year; and

WHEREAS, the President recommends applying the allowable adjustment to the AY14-15 undergraduate tuition rates reflecting an overall 2.73% increase over the prior year's tuition;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the attached 2014-2015 undergraduate tuition schedule, effective the summer semester 2014.

(January 17, 2014)



**2014-15 Academic Year**  
**Undergraduate Tuition Schedule**  
*effective Summer semester 2014*

<b>Full-Time</b> <i>(12 - 18 credit hours)</i>	<b>AY 2013-14</b> <i>(per semester)</i>	<b>AY 2014-15</b> <i>(per semester)</i>	<b>\$ Increase</b>	<b>% Increase</b>
<b><i>In-State Tuition</i></b>				
Instructional Fee	\$3,042.36	\$3,125.40	\$83.04	2.73%
General Fee	\$335.28	\$344.40	\$9.12	2.72%
Technology Fee	\$60.48	\$62.28	\$1.80	2.98%
<b>Total In-State Tuition</b>	<b>\$3,438.12</b>	<b>\$3,532.08</b>	<b>\$93.96</b>	<b>2.73%</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>				
	\$2,556.96	\$2,626.80	\$69.84	2.73%
<b><i>University Center Bond Fee</i></b> <small>(applies to Fall and Spring semesters only)</small>				
	\$150.00	\$150.00	\$0.00	0.00%
<b>Part-Time</b> <i>(up to and including 11 and over 18 credit hours)</i>	<b>AY 2013-14</b> <i>(per credit hour)</i>	<b>AY 2014-15</b> <i>(per credit hour)</i>	<b>\$ Increase</b>	<b>% Increase</b>
<b><i>In-State Tuition</i></b>				
Instructional Fee	\$253.53	\$260.45	\$6.92	2.73%
General Fee	\$27.94	\$28.70	\$0.76	2.72%
Technology Fee	\$5.04	\$5.19	\$0.15	2.98%
<b>Total In-State Tuition</b>	<b>\$286.51</b>	<b>\$294.34</b>	<b>\$7.83</b>	<b>2.73%</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>				
	\$213.08	\$218.90	\$5.82	2.73%
<b><i>University Center Bond Fee</i></b> <small>(applies to Fall and Spring semesters only)</small>				
	\$12.50	\$12.50	\$0.00	0.00%
<b>Alternative Course Tuition</b>	<b>AY 2013-14</b> <i>(per credit hour)</i>	<b>AY 2014-15</b> <i>(per credit hour)</i>	<b>\$ Increase</b>	<b>% Increase</b>
<b><i>Alternative Course Tuition</i></b>	\$50.00	\$50.00	\$0.00	0.00%

The course and miscellaneous student fee schedules will be submitted to the Board of Trustees in March.

## **RESOLUTION F02-14**

### **APPROVAL OF AY14-15 GRADUATE TUITION**

WHEREAS, the current higher education environment is increasingly competitive and requires dedicated faculty and resources to meet demands for excellent programming; and

WHEREAS, Shawnee State University has established a reputation for its strong graduate programs while responding to dire economic conditions in the region and the nation; and

WHEREAS, the President strives for SSU to meet the region's needs for graduate experiences in the most affordable manner possible and recommends adoption of the proposed AY14-15 graduate tuition schedule reflecting 0% adjustment from the prior academic year;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the attached AY14-15 graduate tuition schedule, effective summer semester 2014.

(January 17, 2014)



**2014-15 Academic Year  
Graduate Tuition Schedule**  
*effective Summer semester 2014*

<b>Full-Time</b> <i>(9 - 16 credit hours)</i>	<b>AY 2013-14</b> <i>(per semester)</i>	<b>AY 2014-15</b> <i>(per semester)</i>	<b>\$ Increase</b>	<b>% Increase</b>
<b><i>In-State Tuition</i></b>				
Instructional Fee	\$4,084.74	\$4,084.74	\$0.00	0.00%
General Fee	\$121.05	\$121.05	\$0.00	0.00%
Technology Fee	\$41.85	\$41.85	\$0.00	0.00%
<b>Total In-State Tuition</b>	<b>\$4,247.64</b>	<b>\$4,247.64</b>	<b>\$0.00</b>	<b>0.00%</b>
<b><i>Out-of-State Surcharge</i></b> <i>(does not apply to students from counties included in reciprocal agreements)</i>	\$5,898.69	\$5,898.69	\$0.00	0.00%
<b><i>University Center Bond Fee</i></b> <i>(applies to Fall and Spring semesters only)</i>	\$150.00	\$150.00	\$0.00	0.00%
<b>Part-Time</b> <i>(up to and including 8 and over 16 credit hours)</i>	<b>AY 2013-14</b> <i>(per credit hour)</i>	<b>AY 2014-15</b> <i>(per credit hour)</i>	<b>\$ Increase</b>	<b>% Increase</b>
<b><i>In-State Tuition</i></b>				
Instructional Fee	\$453.86	\$453.86	\$0.00	0.00%
General Fee	\$13.45	\$13.45	\$0.00	0.00%
Technology Fee	\$4.65	\$4.65	\$0.00	0.00%
<b>Total In-State Tuition</b>	<b>\$471.96</b>	<b>\$471.96</b>	<b>\$0.00</b>	<b>0.00%</b>
<b><i>Out-of-State Surcharge</i></b> <i>(does not apply to students from counties included in reciprocal agreements)</i>	\$655.41	\$655.41	\$0.00	0.00%
<b><i>University Center Bond Fee</i></b> <i>(applies to Fall and Spring semesters only)</i>	\$12.50	\$12.50	\$0.00	0.00%
<b>Graduate Workshop Credit</b>	<b>AY 2013-14</b> <i>(per credit hour)</i>	<b>AY 2014-15</b> <i>(per credit hour)</i>	<b>\$ Increase</b>	<b>% Increase</b>
<b><i>Graduate Workshop Credit</i></b>	\$130.00	\$130.00	\$0.00	0.00%

The course and miscellaneous student fee schedules will be submitted to the Board of Trustees in March.

## **RESOLUTION F03-14**

### **APPROVAL OF AY 2014-2015 SCHEDULE FOR STUDENT RESIDENTIAL HOUSING AND MEAL PLANS AND 2014 SUMMER RATES**

WHEREAS, Shawnee State University is recognized as an institution committed to high-quality, yet affordable, student residential housing and meal plans; and

WHEREAS, a survey that reflects preliminary projected increases of housing rates anticipated by other Ohio public universities reveals that SSU costs are nearly the lowest; and

WHEREAS, the AY2014-2015 meal plan rates are adjusted based upon provisions of the current food-services contract tied to a consumer price index for the cost of food; and

WHEREAS, the President is dedicated to the priority of affordability for SSU students through the implementation of housing management efficiencies and ongoing initiatives designed to constrain costs; and

WHEREAS, considering all factors, the President recommends an increase of 2.0% over the prior year's housing rates, variable adjustments to the meal plan rates, and no increase to the residential connectivity fee;

THEREFORE BE IT RESOLVED that the Board of Trustees approves the proposed 2014 summer residential housing schedule and fees, and the AY14-15 housing schedule, meal-plan rates, and fees for AY2014-15.

(January 17, 2014)



**Shawnee State University  
Housing and Meal Plan Rates  
2014-2015 Academic Year**

**► Proposed ◀  
2% Housing Increase  
Variable Meal Plan Increases**

**Campus View**

Room Type	Semester Cost	Academic Year
Private	\$3,464	\$6,928
Double	\$2,892	\$5,784
Triple <sup>1</sup>	\$2,320	\$4,640

**Tanner Place/BridgeView Court/Carriage House**

Room Type	Semester Cost	Academic Year
Private <sup>2</sup>	\$3,464	\$6,928
Double	\$2,892	\$5,784
Triple <sup>1</sup>	\$2,320	\$4,640

**Cedar House**

Room Type	Semester Cost	Academic Year
Private <sup>2</sup>	\$3,149	\$6,298
Double	\$2,628	\$5,256
Triple <sup>1</sup>	\$2,107	\$4,214

**University Townhouse**

Room Type	Semester Cost	Academic Year
Private <sup>2</sup>	\$2,913	\$5,826
Double	\$2,386	\$4,772
Triple <sup>1</sup>	\$1,859	\$3,718

<sup>1</sup>Triple rooms are offered at the discretion of the University.

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

**Meal Plan Options<sup>3</sup>**

Plan	Semester Cost	Academic Year
19 Meals per Week (2%)	\$1,764	\$3,528
15 Meals per Week (3%)	\$1,665	\$3,330
12 Meals per Week (4%)	\$1,486	\$2,972

<sup>3</sup>All meal plans include \$25 flex dollars per semester.

Freshmen campus residents are assigned the 19 meal plan; sophomores may select any option; juniors or seniors may opt not to participate in a meal plan.

**Residential Connectivity Fee**

Semester Cost	Academic Year
\$120	\$240

**Shawnee State University**  
**Housing Rates**  
**2014 Summer Term**

**► Proposed ◀**  
**2% Housing Increase**

**Campus View**

Room Type	Full Semester	5 Week Term
Private	\$1,787	\$894
Double	\$1,490	\$745

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

**Tanner Place/BridgeView Court/ Carriage House**

Room Type	Full Semester	5 Week Term
Double	\$1,490	\$745

**Cedar House**

Room Type	Full Semester	5 Week Term
Private <sup>1</sup>	\$1,628	\$814
Double	\$1,353	\$677

**University Townhouse**

Room Type	Full Semester	5 Week Term
Private <sup>1</sup>	\$1,499	\$750
Double	\$1,235	\$618

<sup>1</sup> Private rooms are only available if space permits in Cedar House and University Townhouse.

**Meal Plan Options**

No food service is provided during Summer Term.

**Residential Connectivity Fee**

Full (10 wk.) Semester	5 Week Term
\$70	\$35

**Percentage Housing Increases of Ohio Public Universities  
Academic Year 2014 – 2015**

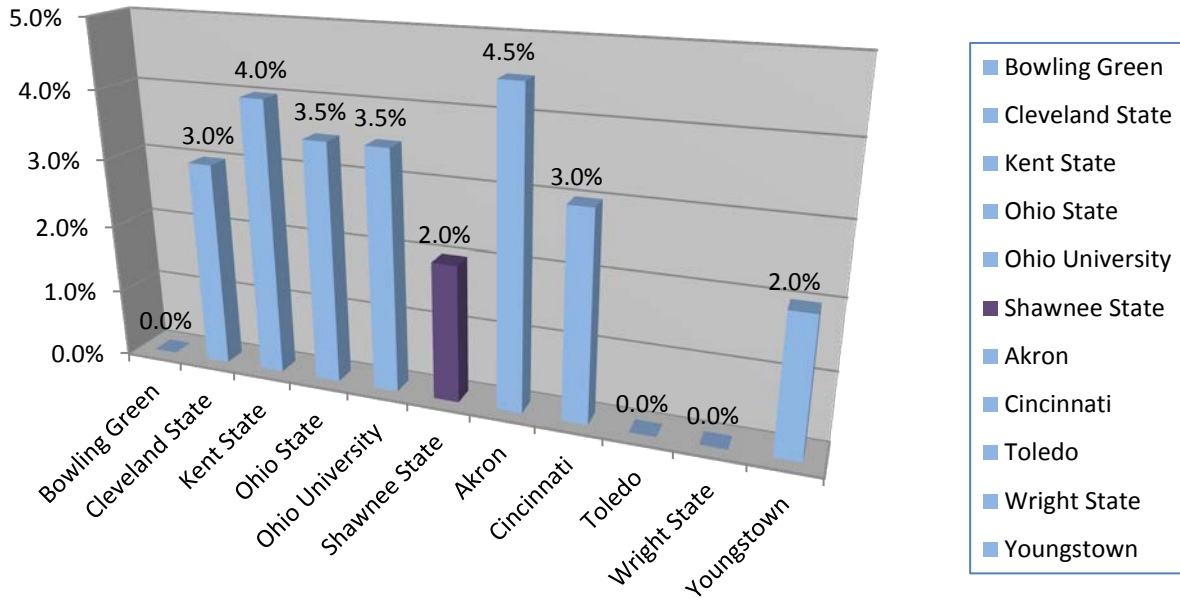
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<b>Institution</b>	<b>Percent Increase</b>	<b>2013-14 Average Housing Rate<sup>2</sup></b>
Bowling Green State University	No Increase	\$5,500
Central State	No Information	\$4,862
Cleveland State University	3%	\$6,456
Kent State University	4% <sup>1</sup>	\$7,876
Miami University	No Information	\$5,860
Ohio State University	3.5% <sup>1</sup>	\$7,500
Ohio University	3.5%	\$6,511
<b>Shawnee State University</b>	<b>2%</b>	<b>\$ 5,167</b>
University of Akron	4.5% <sup>1</sup>	\$7,194
University of Cincinnati	3% <sup>1</sup>	\$7,500
University of Toledo	4% <sup>1</sup>	\$6,476
Wright State University	No Increase (lowering some)	\$5,802
Youngstown State University	2% <sup>1</sup>	\$6,890

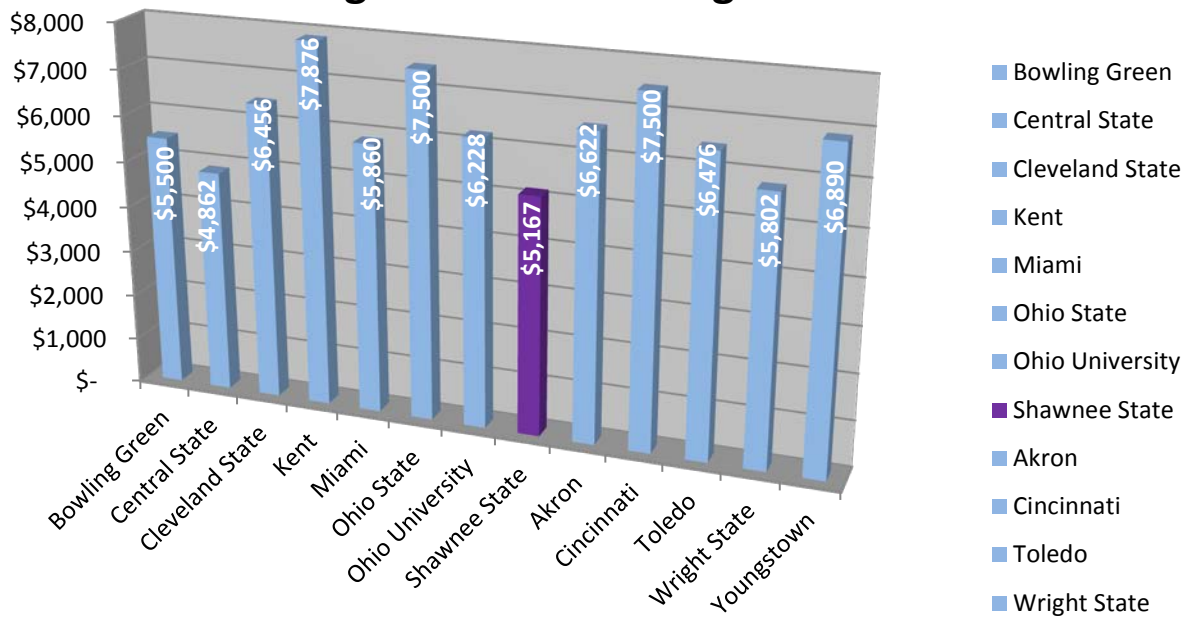
<sup>1</sup> Proposed or Anticipated

<sup>2</sup> Comparisons based on double occupancy rooms

## Percent Increase Housing Rates



## Average 2013-14 Housing Rates



**RESOLUTION F04-14**

**APPROVAL OF POLICY 5.35,  
EMERGENCY MANAGEMENT**

WHEREAS, Shawnee State University is committed to providing a safe and healthy environment to those who work, study, live, and visit the campus; and

WHEREAS, the University has implemented an Emergency Response Plan (ERP) including related safety and security protocols designed to provide a uniform and comprehensive approach for preparedness and the effective response to emergencies; and

WHEREAS, the President recommends adoption of this policy;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves Policy 5.35, Emergency Management effective January 17, 2014.

(January 17, 2014)

# Shawnee State University

SUBJECT: EMERGENCY MANAGEMENT	POLICY NO. :	5.35
	ADMIN CODE:	3362-5-35
	PAGE NO.:	1 OF 2
	EFFECTIVE DATE:	01/17/14
	NEXT REVIEW DATE:	01/2017
	RESPONSIBLE OFFICER(S):	PRESIDENT/VPF&A
	APPROVED BY:	BOT

## 1.0 POLICY PURPOSE

Shawnee State University is committed to providing a safe and secure environment to those who work, study, live, and visit the campus. In accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, 20 USC § 1092(f)*, this policy serves to ensure that an Emergency Response Plan (ERP) and relevant additional safety and security protocols are adopted for the campus community.

## 2.0 SCOPE AND APPLICATION OF EMERGENCY RESPONSE PLAN

2.1 There shall be an ERP, safety procedures, and security protocols that:

- 2.1.1 Identify an Emergency Response Coordinator (ERC) responsible for implementing the ERP and an Emergency Response Team responsible for executing assigned roles during an emergency appointed by the President.
- 2.1.2 Describe specific responses to emergencies that address campus and community communication and notification, ensure availability of essential equipment, include written procedures, and provide for ongoing training for safety and security personnel and campus constituents, where appropriate.
- 2.1.3 Provide for active emergency response planning, training, and exercises necessary to maintain peak efficiency and that describe the roles and responsibilities of departments as well as individuals in order to provide a uniform and comprehensive approach to prepare for, respond to, and reduce the impact of emergencies.

2.2 The preparation for emergencies that must occur as the result of the specialized operation of a single department or classroom will remain the responsibility of the individual who is responsible for that department or the faculty member(s) responsible for the classroom, working in conjunction with the University's Emergency Response Coordinator and/or the Office of Environmental Health & Safety.

### 3.0 COMPLIANCE

- 3.1 All University employees, students, and visitors of property owned, leased or controlled by the University are subject to this policy.
- 3.2 Persons who violate provisions this policy, refuse to evacuate any building or area, or refuse to follow the directions of emergency personnel during an emergency will be subject to the applicable corrective disciplinary process. In the case of student residents, non-adherence could result in termination of the student housing contract and other sanctions as dictated by the Student Code of Conduct.

### 4.0 PROCEDURES

- 4.1 The President shall ensure the development and maintenance of procedures and designate the appropriate University officials to effectively implement this policy.
- 4.2 Designated University officials charged with such responsibility shall:
  - 4.2.1 Oversee the day-to-day management of the University's Emergency Response Plan, procedures, and guidelines necessary to assure compliance with this policy for approval by the President or designee.
  - 4.2.2 Ensure the accuracy and currency of procedures, practices, and programs specific to the safety and security of the campus community, to execute measures that ensure compliance including meeting timely reporting requirements with applicable federal, state and local laws, to effectively and professionally enforce these laws and University policies, and to provide regular and specialized training and awareness activities as deemed essential to fulfill their assigned duties.

### 5.0 RELATED LINKS

- 5.1 [Shawnee State University Emergency Response Plan \(ERP\)](#)
- 5.2 [Shawnee State University Building Marshal Program Guidelines](#)
- 5.3 [Shawnee State University Emergency Alert System Guidelines & Procedures](#)

History: (Eff. 1/17/14)

## **RESOLUTION F05-14**

### **APPROVAL OF POLICY 4.64Rev RELOCATION EXPENSE REIMBURSEMENT**

WHEREAS, the President has initiated a systematic review of existing institutional policies in order to ensure their accuracy and application to current organizational needs; and

WHEREAS, a review of Policy 4.64Rev, Moving Expense Reimbursement (dated 7/1/08), revealed updates were required to modify for current needs, greater language clarity, and to address technical language revisions due to organizational changes; and

WHEREAS, Shawnee State University must provide for the reasonable reimbursement of relocation expenses in order to be competitive in the recruitment of faculty and administrators nationally and internationally;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves Policy 4.64Rev, Relocation Expense Reimbursement effective January 17, 2014.

(January 17, 2014)



# Shawnee State University

SUBJECT: RELOCATION EXPENSE REIMBURSEMENT	POLICY NO.:	4.64REV
	ADMIN CODE:	3362-4-35
	PAGE NO.:	1 OF 2
	EFFECTIVE DATE:	01/17/14
	NEXT REVIEW DATE:	01/2018
	RESPONSIBLE OFFICER(S):	PRESIDENT/VPF&A
	APPROVED BY:	BOT

## 1.0 POLICY PURPOSE

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

## 2.0 ELIGIBILITY

- 2.1 Newly hired full-time faculty and administrators from outside the Portsmouth area may be eligible for reimbursement of relocation expenses if accepting a position at the University requires that person to move his/her household to within the Portsmouth area.
- 2.2 The hiring department will determine and recommend when reimbursement is appropriate or necessary. The prior approval of the appropriate vice president or President must be secured before extending relocation expense reimbursement to a prospective employee under this policy. The reimbursement details must be incorporated in the employment offer letter.
- 2.3 Any exception to this policy requires the prior approval of the President.
- 2.4 Employees with employment contracts executed by the Board of Trustees shall not be subject to the provisions of this policy (except for Section 4.0 of the related procedures) as long as relocation arrangements are specified in his/her employment contract. The provisions of this Policy will apply when the employment contract does not expressly provide relocation reimbursement provisions.

## 3.0 GOVERNING REGULATIONS

Benefits provided by this policy have tax implications to the employees receiving the benefits. Employees should refer to the IRS website ([irs.gov](http://irs.gov)) and Publication 521

“Moving Expenses” and consult a tax professional for advice concerning possible income tax implications. The current information is subject to change by the IRS.

#### 4.0 PROCEDURES

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

History: Replaces 4.64Rev. 07/11/08; 4.64Rev. 10/08/99 (*Eff. 09/17/90*)

Applicable Procedure: 4.64:1 Relocation Expense Reimbursement

## INFORMATION ONLY

PROCEDURE TITLE:	RELOCATION EXPENSE REIMBURSEMENT
RELATED POLICY:	4.64REV
PAGE NO.:	1 OF 3
RESPONSIBLE ADMINISTRATOR(S):	VPF&A/CONTROLLER/DIRECTOR, HR
EFFECTIVE DATE:	01/17/14
NEXT REVIEW DATE:	01/2018
APPROVED BY:	PRESIDENT

### 1.0 PROCEDURE PURPOSE

This procedure serves to amplify and implement Policy 4.64Rev, Relocation Expense Reimbursement, approved by the Board of Trustees on 1/17/14.

### 2.0 REIMBURSEMENT OF RELOCATION EXPENSES

2.1 Qualified reimbursable relocation expenses (non-taxable) are expenses that meet “time and distance” tests as outlined by the IRS. If the time and distance tests are not met, all reimbursements are taxable and subject to withholding (non-qualified). Such expenses are expected to be reasonable, prudent, and commensurate for the position being filled, and may include:

2.1.1 Payment of charges for packing, crating, and shipping household goods and personal effects, including cost of packing supplies, insurance on such items as furniture and clothing, truck rental if self-moving, travel and lodging expenses for a single trip from the old residence to the new residence for the employee and family member which may include: actual cost of gas, tolls, and parking, based on original itemized receipts, or the current mileage rate for moving, as set periodically by the IRS; lodging while in transit, air fare (coach only) and related ground transportation.

2.1.2 In certain cases the University will agree to direct pay a commercial moving vendor. The Procurement and Payables Department will communicate guidelines to the employee regarding the requirements for the direct payment, including a clear statement that there is no guarantee of payment in excess of the approved moving estimate. All expenses will be reviewed by the Procurement and Payables department and appropriate expenses will be paid. Non-approved expenses will be the responsibility of the employee.

## INFORMATION ONLY

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

## 3.0 LIMITATIONS AND CONTROLS

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

### INFORMATION ONLY

- 3.7 The Vice President for Finance and Administration, or designee, is authorized to adjust the maximum dollar amount for each fiscal year by a Consumer Price Index inflation series.
- 3.8 Any exception involving maximum amounts or covered expenses must be made before the employee accepts the offer of employment by the express written permission of the President.

#### 4.0 RELOCATION EXPENSE REPAYMENT

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

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

- 4.3 If it is found that the employee obtained employment fraudulently (e.g., under falsified credentials) then repayment will be for 100% of relocation costs previously paid by the University regardless of the number of days employed.
- 4.4 At the University's discretion, the repayment may be paid, in whole or in part, by deduction from amounts otherwise owed by the University to the employee (e.g., final pay). See the *Relocation Expense Repayment Agreement* text for complete details. The REPA should be completed and returned with the employee's acceptance letter.

Initial effective date: 01/17/14

**RESOLUTION F06-14**

**APPROVAL OF POLICY 4.91  
NAMING OF UNIVERSITY BUILDINGS AND CAMPUS AREAS**

WHEREAS, Shawnee State University requires uniformity and consistency in the identification of University owned and/or operated buildings; and

WHEREAS, the process for commemorative naming opportunities are addressed under the auspices of the SSU Development Foundation policies; and

WHEREAS, the President recommends the adoption of an effective method of identifying campus buildings and areas that have not been named for commemorative purposes;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves Policy 4.91, Naming of University Buildings and Campus Areas effective January 17, 2014.

(January 17, 2014)

# Shawnee State University

SUBJECT: NAMING OF UNIVERSITY BUILDINGS AND CAMPUS AREAS	POLICY NO.: ADMIN CODE: PAGE NO.: EFFECTIVE DATE: NEXT REVIEW DATE RESPONSIBLE OFFICERS: APPROVED BY:	4.91 3362-4-61 1 OF 1 01/17/14 01/2019 PRESIDENT/VPF&A BOT
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## 1.0 POLICY STATEMENT

This policy provides for the naming of University owned and/or operated buildings and campus areas following an orderly and efficient process in order to provide uniformity and consistency in the identification of these areas by students, staff, and visitors.

## 2.0 EXCEPTION

The process for the “naming” of University buildings, campus areas, or features as a result of credit for commemorative/naming opportunities are covered under the auspices of the SSU Development Foundation policies (Sections 11.0 and 12.0).

## 3.0 PROCEDURE

The President will ensure procedures will be established for the naming of University owned and/or operated buildings and campus areas that follow a consistent framework, effectively communicate the approved identification, and provide for revision or discontinuation of such names when required due to a change in the status of the building or campus area.

History: *(Eff. 01/17/14)*

Applicable Procedure(s): 4.91:1 Naming of University Buildings and Campus Areas

## INFORMATION ONLY

PROCEDURE TITLE:	NAMING OF UNIVERSITY BUILDINGS AND CAMPUS AREAS
RELATED POLICY:	4.91
PAGE NO.:	1 OF 2
RESPONSIBLE ADMINISTRATOR(S):	DIRECTOR OF FACILITIES/VPF & A
EFFECTIVE DATE:	01-17-2014
NEXT REVIEW DATE:	01/2019
APPROVED BY:	PRESIDENT

### 1.0 NAMING OF UNIVERSITY BUILDINGS AND CAMPUS AREAS

- 1.1 The naming of University buildings and campus areas will be based upon an established process and will not typically be based upon academic or administrative functions that may be housed at the location.
- 1.2 When appropriate, information describing the function within a building or area may be identified via appropriate signage.

### 2.0 FRAMEWORK FOR NAMING

- 2.1 Except for the gifting policies created by the SSU Development Foundation and approved by the Board of Trustees, the naming of University owned and/or operated buildings and campus areas shall rely upon a predetermined list recommended by the President and approved by the Board of Trustees.
- 2.2 The predetermined list will be based upon a theme that provides for uniformity and to ensure the appropriateness of names for Shawnee State University buildings and campus areas.
- 2.3 Names for campus areas or features may reflect the specific functions of that area or feature (e.g., courtyard).
- 2.4 The officially designated identification will be used in all University communications, maps, and course schedules.

### 3.0 MANAGEMENT OF THE IDENTIFICATION PROCESS

- 3.1 The Director of Facilities shall:



## INFORMATION ONLY

- 3.1.1 Select an appropriate identification for a specific building, campus area or feature utilizing the Board of Trustees' approved theme for approval of the President.
  - 3.1.2 Collaborate with the Office of Communications for the effective communication of newly designated building or area identification.
  - 3.1.3 Ensure adequate signage is placed.
  - 3.1.4 Ensure a comprehensive and current list of all buildings, campus areas, and features will be maintained for insurance and reporting purposes.
- 3.2 Individuals requesting consideration that a University location be formally named in accordance with this procedure may submit a written request to the Director of Facilities who will evaluate the request and determine if naming is warranted and within the pre-approved theme. If appropriate to do so, the recommendation will be forwarded to the President for approval.

## 4.0 CHANGE OF STATUS

- 4.1 When a named University facility is sold, demolished, substantially renovated, or rebuilt, the University may continue to use the name, transfer the name to another comparable location, or discontinue the use of the name upon approval of the President.

Initial effective date: 01/17/14

**RESOLUTION F07-14**

**APPROVAL OF THE RESCISSION OF POLICIES 2.14 AND 4.23,  
CONVERTING TO PROCEDURES  
AND  
ADOPTION OF NEW POLICY 4.92, BUSINESS FUNCTIONS  
SUPPORTING STUDENT ENROLLMENT**

WHEREAS, Shawnee State University is committed to encouraging and supporting its prospective and existing students through efficient and student-friendly business operations that facilitate student enrollment; and

WHEREAS, a review of Policy 2.14, Registration and Payment, and Policy 4.23, Collection of Student Accounts, revealed that these policies were no longer current and required technical corrections; and

WHEREAS, the proposed new Policy 4.92, Business Functions Supporting Student Enrollment, incorporates the topics of the previous policies;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby rescinds Policies 2.14 and 4.23, converts them to procedures, and approves Policy 4.92, Business Functions Supporting Student Enrollment effective January 17, 2014.

(January 17, 2014)

# Shawnee State University

SUBJECT: STUDENT ENROLLMENT: BUSINESS FUNCTIONS	POLICY NO. :	4.92
	ADMIN CODE:	3362-4-62
	PAGE NO.:	1 OF 1
	EFFECTIVE DATE:	01/17/14
	NEXT REVIEW DATE:	01/2019
	RESPONSIBLE OFFICER(S):	PRESIDENT/ VPF&A
	APPROVED BY:	BOT

## 1.0 POLICY PURPOSE

The University is committed to enabling prospective and existing students to complete enrollment and related business functions required to remain in good standing with the University in an efficient, streamlined and student-friendly manner. The purpose of this policy is to ensure the establishment of business functions required for student business matters such as, but not limited to: enrollment and registration processes, course and laboratory schedules, deadlines for all required business actions such as the payment of tuition and fees, housing and meal plan rates, etc., payment due-dates for each term, refund schedules for drops and withdrawals, placement of student-account “holds” for non-payment, and guidelines for the collection of outstanding account balances.

## 2.0 PROCEDURES

The President will ensure the adoption of procedures and guidelines including the delegation of responsibility to University officials for the effective administration of this policy including the communication and distribution of information in a variety of formats.

History: Replaces: 2.14 (*Eff. 3/14/08*) and 4.23Rev. (*Eff. 2/9/07*)

Applicable Procedure: 4.92:1 Business Functions

## INFORMATION ONLY

PROCEDURE TITLE:	STUDENT BUSINESS FUNCTIONS
RELATED POLICY:	4.92
PAGE NO.:	1 OF 3
RESPONSIBLE ADMINISTRATOR(S):	VPF&A/CONTROLLER/BURSAR
EFFECTIVE DATE:	01/17/14
NEXT REVIEW DATE:	01/2018
APPROVED BY:	PRESIDENT

### 1.0 PROCEDURE PURPOSE

This procedure provides for the implementation of Policy 4.92, Student Enrollment: Business Functions effective 1/17/14.

### 2.0 REGISTRATION

2.1 The University will publish a schedule of classes prior to the beginning of each term. The schedule shall indicate the courses to be offered, the time, day(s) and locations. After registration has been completed, applicable tuition and fees as established by the Board of Trustees will be charged to the student in accordance with the procedures contained herein.

2.2 Registration periods, add/drop, and withdrawal deadlines will be established by the Registrar and approved by the Provost and publicized using a variety of formats.

### 3.0 STUDENT PAYMENTS

3.1 The establishment and publication of deadlines for the payment of fees required of all students each term will be completed by the Bursar after consultation with the Controller and approved by the Vice President for Finance and Administration.

3.1.1 Failure to meet the fee payment deadline will result in a penalty assessment (when applicable) unless excused by the Bursar.

3.1.2 Students may be administratively withdrawn for nonpayment

3.2 The Bursar may place past-due student accounts on the status of "Bursar's hold." Until this status is cleared or satisfactorily addressed with the Office of the Bursar, this status may preclude further registration by the student for courses at the University or the release of student transcripts.

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## 4.0 WITHDRAWALS AND REFUNDS

- 4.1 Students who wish to withdraw from classes for any reason may receive a refund for tuition, or program/course fees and housing/meals based on the refund schedule developed and published by the Bursar.
- 4.2 The date of withdrawal to be used in determining eligibility for a refund shall be the date the official, written request is received by the Office of the Registrar or posted to the student account via MySSU website.
  - 4.2.1 Failure to attend class, giving notice to an instructor, or verbal notice to any University office shall not be considered official notice of withdrawal.

## 5.0 AUDITING OF CLASSES

- 5.1 Students who choose to take classes for no credit must pay all fees, but will not receive a grade or credit for the course.
  - 5.1.1 Students may elect to take a course for no credit according to dates published by the Office of the Registrar.
  - 5.1.2 Senior citizens must meet registration requirements in order to take non-credit classes with tuition and fees being waived.

## 6.0 COLLECTION OF STUDENT ACCOUNTS RECEIVABLE

- 6.1 Student bills will be provided to students registered for classes in advance of the last day to pay fees. The last day to pay fees or to submit a short term loan application (including the initial payment) will be identified on the student's statement of account.
- 6.2 All students with outstanding receivables will be billed on a routine basis. Such billings shall indicate the past due nature of the balance and consequences for nonpayment.
- 6.3 Student accounts with open balances and without a documented payment plan established by the end of the academic year may be turned over to the State of Ohio Attorney General for collection. The related collection costs are the responsibility of the student.
- 6.4 The Controller will ensure the development of parameters for the recording (write off) of student receivables deemed uncollectible.

## INFORMATION ONLY

## 7.0 REGISTRATION AND PAYMENT APPEALS

The Controller will establish an appeal process in which students may request an official review of their registration/payment history for possible account adjustment. This appeal process will be accessible via the websites of the Offices of Bursar and Registrar.

Effective date: 01/17/14

Hyperlinks: Bursar <http://www.shawnee.edu/offices/student-accounts/>

Registrar <http://www.shawnee.edu/offices/registration/>

**RESOLUTION F08-14**

**APPROVAL OF REVISED POLICY 4.10REV, TRAVEL AUTHORITY  
AND DRIVING RULES,  
AND  
APPROVAL OF RESCISSION OF EXISTING POLICIES 4.10REV, IN-  
STATE/OUT-OF-STATE TRAVEL AND 4.76 MOTOR VEHICLE  
PROCEDURES, CONVERTING BOTH TO PROCEDURES**

WHEREAS, a systematic review of existing policies has been undertaken to ensure their continued applicability to the current organization; and

WHEREAS, a review of Policy 4.10REV, In-State/Out-of-State Travel, revised on July 1, 2008, revealed required technical modifications and updating; and

WHEREAS, Policy 4.76, Motor Vehicle Procedures, adopted June 14, 2002, required updating in order to ensure clarity and consistency with rules involving student travel; and

WHEREAS, both existing policies address procedural guidelines that continue to be relevant for the effective administration of travel-related business as well as the awareness and enforcement of travel safety; and

WHEREAS, the President recommends the proposed rescissions and conversions of the policies to procedures along with the adoption of the proposed revised Policy 4.10REV, Travel Authority, be approved in order to establish parameters required for University-sponsored travel;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby rescinds policies 4.10REV, In-state/Out-of-State Travel and 4.76, Motor Vehicle Procedures, converts policies to the procedures titled (respectively): Travel Authority: Business Rules, and Travel Authority: Driving Rules for University-Sponsored Travel, and approves the revised Policy 4.10REV, Travel Authority And Driving Rules, effective January 17, 2014.

(January 17, 2014)

# Shawnee State University

SUBJECT: TRAVEL AUTHORITY AND DRIVING RULES	POLICY NO. :	4.10REV
	ADMIN CODE:	3362-4-04
	PAGE NO.:	1 OF 2
	EFFECTIVE DATE:	01/17/14
	NEXT REVIEW DATE:	01/2017
	RESPONSIBLE OFFICER(S):	PRESIDENT/VPF&A
	APPROVED BY:	BOARD OF TRUSTEES

## 1.0 POLICY PURPOSE

Shawnee State University desires for its employees and students to experience the educational benefits of traveling, to represent the University at appropriate venues, and to broaden the reach of the University community to other regions of the nation and the world. Further, Shawnee State University is committed to the safety of its faculty, staff, students and visitors while traveling for any University-sponsored activity. The purpose of this policy is to establish and manage reasonable rules that govern the travel and assures the safety of all travelers for University-sponsored activities.

## 2.0 AUTHORITY FOR TRAVEL

All travel (same-day and overnight) in-country and international must be authorized and approved in advance by the appropriate administrative supervisor. Such approval indicates that the employee is authorized to travel on official university business and that related travel expenses will be covered per this policy.

## 3.0 RULES REQUIRED FOR DRIVING

In addition to obtaining prior approval for the travel, all drivers to University-sponsored activities must have in their possession a valid driver's license at all times, proof of insurance as required by law, and a current (within the prior 12 month period) motor vehicle record check that demonstrates the proposed driver(s) and the trip comply with all standards established in the procedures found at: {insert hyperlink to: Driving Rules for University Sponsored Activities}

## 4.0 BUSINESS RULES REQUIRED FOR TRAVELING

All travelers to University-sponsored activities must also comply with business rules including but not limited to: reimbursement of travel expenses, travel by privately-owned vehicles, travel by common carrier or rental vehicles, lodging for overnight travel and meal expenses, conference registration fees, and expenses associated with interviewing applicants as established by University business procedures found at:{HYPERLINK: Travel Authority: Business



Rules }

## 5.0 OTHER PROCEDURES

The President will ensure that the appropriate procedures are developed and maintained as well as the delegation of authority to University officials necessary to effectively manage matters involving University-sponsored travel.

History: Replaces 4.10Rev. 07/11/08; 4.10Rev. 11/01/05; 4.10Rev. 06/10/94 (*Eff. 12/08/89*)

Applicable Procedures:     4.10:1 Travel Authority: Business Rules  
                                  4.10:2 Driving Rules for University Sponsored Activities

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PROCEDURE TITLE:	TRAVEL AUTHORITY – BUSINESS RULES
RELATED POLICY:	4.10REV TRAVEL AUTHORITY
PAGE NO.:	1 OF 6
RESPONSIBLE ADMINISTRATOR(S):	VPF&A / CONTROLLER
EFFECTIVE DATE:	01/17/14
NEXT REVIEW DATE:	01/2017
APPROVED BY:	PRESIDENT

### 1.0 AUTHORITY FOR TRAVEL

- 1.1 All travel (same-day and overnight) in-country and international must be authorized and approved in advance by the appropriate administrative supervisor responsible. Such approval indicates that the employee is authorized to travel on official university business and that related travel expenses will be covered per this policy.
- 1.2 For overnight travel, an Authorization for Official Overnight Travel form at <http://www.shawnee.edu/offices/controller/media/overnighttravel-2.pdf> must be completed, approved by the administrative supervisor, and submitted to the Finance Office *prior* to the expenditure of any University funds for travel expenses.
- 1.3 A supervisor's signature on the Travel Expense Report found at <http://www.shawnee.edu/offices/controller/travel.aspx> must be submitted after the travel has been completed, indicates approval and the propriety of all expenses and allowances listed as necessary to the performance of travel on official University business. Persons traveling on University business are expected to incur the lowest practical and reasonable expense while completing the travel process in an efficient and timely manner.

### 2.0 RULES REQUIRED FOR DRIVING

- 2.1 Rules addressing driving for University-sponsored travel are found at: {hyperlink: Driving Rules for University Sponsored Activities}.

### 3.0 REIMBURSEMENT OF TRAVEL EXPENSES

- 3.1 To ensure the proper handling of deposits and appropriateness of expenses, prior to approving a University-sponsored trip, the supervising official should contact the Controller's office to review the purpose of the trip, the source(s) of funding, and the nature of the anticipated expenditures.

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- 3.2 For reimbursement purposes, headquarters is Shawnee State University, 940 Second Street, Portsmouth, OH.
- 3.3 Travel Expenses – Use of purchasing card (PCard)
- 3.3.1 The preferred method of payment for all travel expenses, EXCLUDING meals and fuel for personal vehicles, is the Shawnee State University purchasing card (PCard). Personal credit cards are discouraged as a method of payment for any travel expenses allowed on the PCard.
- 3.3.2 Requests for reimbursement of travel expenses not eligible for PCard use shall be made on the Travel Expense Report, at the conclusion of travel. For procedures, forms and details on authorized travel expenses refer to the procurement and payables department web site at: <http://www.shawnee.edu/offices/procurement-services/>

## 4.0 TRAVEL BY PRIVATELY-OWNED VEHICLES

- 4.1 Travel by a privately-owned vehicle is authorized only if the owner is insured under a policy of liability insurance as required by Ohio Revised Code Section 4509.51 and compliant with Driving Rules for University Sponsored Activities {hyperlink}
- 4.2 Reimbursement is authorized at the Internal Revenue Service personal use automobile rate per mile. Current rates can be found at: <http://www.shawnee.edu/off/bus/resources.html>
- 4.3 For safety and liability reasons, motorcycles are not authorized to be used and will not be reimbursed.
- 4.4 Travel Expense Reports shall indicate all intermediate destinations between the commencement and termination of travel and vicinity mileage after arrival at destination. Reimbursement shall be made to only one of two or more employees traveling in the same privately-owned vehicle. The names of all personnel traveling in the same vehicle shall be listed on the Authorization for Official Overnight Travel form and the Travel Expense Report.
- 4.5 Allowable Mileage  
Allowable mileage is the mileage from either the employee's headquarters or home address (whichever is less) as the starting location using an approved online mapping tool. Any additional mileage must be explained on the Travel Expense Report.

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- 4.6 When using a personal vehicle on University business, the owner of the vehicle must carry automobile liability insurance. The owner's automobile liability insurance coverage is the primary coverage.
- 4.7 There is no physical damage coverage through the University on a personal vehicle. The employee is responsible for the deductible portion of the personal collision coverage and is responsible for any increased personal automobile insurance premiums as a result of an accident.
- 4.8 The owner's automobile liability insurance card received from his/her insurance agent needs to be in the driver's possession when using personal vehicles for University business.

## 5.0 TRAVEL BY COMMON CARRIER

- 5.1 Travel by common carrier (e.g., commercial airline) is authorized at the lowest available rate. Authorized travel expenses include, tickets purchased directly from the carrier (or agency if at a lower total rate), luggage charges (up to two bags), and any supplemental fees assessed to all passengers by the carrier. Whenever possible transportation by common carrier should be charged to the PCard and should not be included on the Travel Expense Report.
- 5.2 Employees not using a PCard are encouraged to order their tickets through the University's purchase order process. In that case, payment will be made directly by the University to the travel agent, and the expense will not be listed on the Travel Expense Report. Travelers who purchase tickets with a personal credit card will be reimbursed after the date(s) the trip was to have been taken or was taken. Tickets which are unused, but for which the traveler has been reimbursed, may only be later used for travel on official University business. It is expected the traveler will reschedule unused tickets for approved University travel within the time allowed by the carrier.

## 6.0 RENTAL VEHICLES

Employees not using the PCard will be reimbursed for automobile rental when traveling on official business provided such mode of transportation is advantageous to the University over other means of transportation. Rental must have prior approval of the appropriate administrative supervisor and compliant with Driving Rules for University Sponsored Vehicles {[hyperlink](#)}

## 7.0 LODGING EXPENSES REQUIRING OVERNIGHT LODGING

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## 7.1 Lodging

- 7.1.1 Reimbursement for lodging for those employees not using a PCard will be for reasonable rates as established by the University. If the rates exceed the established per-night ceiling, justification for the employee staying at this location must be provided and approved by the supervisor. Employees must ask for the "governmental rate" when reserving lodging.
- 7.1.2 The per-night ceiling rate is subject to adjustment each fiscal year with the CPI change as a basis for this adjustment.
- 7.1.3 A per-night lodging rate will be established for "high cost cities" effective each fiscal year. International travel will be reimbursed at the applicable "high cost city" per-night lodging rate.
- 7.1.4 Current lodging rates can be found at:  
[www.shawnee.edu/off/resouces.html](http://www.shawnee.edu/off/resouces.html)
- 7.1.5 Non-commercial lodging, such as in a private home, will be reimbursed at the rate of \$12 per night.

## 8.0 MEALS WHILE IN TRAVEL

- 8.1 Breakfast is reimbursable if the employee is in travel status beginning at 6 a.m. or earlier and continuing through 11 a.m.
- 8.2 Lunch is reimbursable if the employee is in travel status beginning at 11 a.m. or earlier and continuing through 2 p.m.
- 8.3 Dinner is reimbursable if the employee is in travel status beginning at 2 p.m. and returns home after 7 p.m.
- 8.4 If an employee is in travel status beginning at 6 a.m. or earlier and continuing overnight, s/he is entitled to the daily per diem rate.
  - 8.4.1 Each meal and its per-diem amount must be listed on the Travel Expense Report.
  - 8.4.2 Expenses for meals are prohibited from being paid via a University-provided purchasing card (PCard).
  - 8.4.3 Current fiscal-year meal rates are posted at the Finance and Administration website at <http://www.shawnee.edu/off/bus/resources.html>. Per-diem meal

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rates are subject to adjustments effective the beginning of each fiscal year using CPI change as a basis for rate adjustments.

- 8.4.4 Reimbursement for “same-day” meal expenditures are subject to taxation as required under applicable IRS rules.

## 9.0 CONFERENCE REGISTRATION FEES

- 9.1 For employees not using the PCard for conference registration, registration fees may be paid directly by the University if verification of the fee is provided by the employee. The Request for Pay form should be submitted to the Purchasing Department, along with a copy of the registration form for fee verification.
- 9.2 If registration fees are paid by the employee and reimbursement requested, the registration fee and other expenses under this section must be verified by receipt, conference brochure identifying applicable cost, and/or other documentation with similar validity.
- 9.3 Reimbursement is authorized for reasonable meals and lodging expenses if they are an integral part of the conference. Reimbursement of any expenses under section 8.0 of this policy must be verified by receipt, conference brochure identifying applicable cost and/or other documentation with similar validity.

## 10.0 MISCELLANEOUS TRAVEL EXPENSES

- 10.1 For employees not utilizing the PCard for approved miscellaneous travel expenses, reimbursement may be requested for parking charges, highway tolls, and other reasonably incurred travel expenses directly related to authorized travel.
- 10.2 Other out-of-pocket expenses, such as road services and towing and miscellaneous gratuities above \$5.00/day (i.e., baggage handlers, taxi drivers), will not be reimbursed. Miscellaneous travel expenses must be listed separately on the Travel Expense Report.
- 10.3 Miscellaneous expenses required for official University business, such as photocopying charges, storage of baggage, telephone calls or internet fees, rental of equipment, or temporary meeting or office facilities, may be reimbursed to those employees not utilizing a PCard. However, rental of equipment, meeting, or office facilities must be approved by the administrative supervisor prior to agreements being consummated for such rentals.
- 10.4 Expenses incurred for alcoholic beverages are not reimbursable.

## 11.0 CLAIMS FOR REIMBURSEMENT

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- 11.1 Reimbursement claims for transportation, lodging, meals, and incidentals must be itemized on the Travel Expense Report. The lodging and incidental claims must be accompanied by original itemized receipts. Credit card slips are not acceptable.
- 11.2 Miscellaneous expenses must be itemized on the Travel Expense Report. Original itemized receipts shall be submitted for all miscellaneous expenditures in excess of five dollars (\$5.00). Personal credit card slips are not acceptable.
- 11.3 Limitations on Reimbursement of Expenses

## 12.0 EXPENSES ASSOCIATED WITH INTERVIEWING APPLICANTS

- 12.1 When not utilizing the PCard, reimbursement may be requested for expenses for transportation by common carrier and for lodging expenses associated with interviewing applicants for approved University position openings. The following travel expenses associated with interviewing applicants for approved University position openings will also be reimbursed:
  - 12.1.1 Reasonable meal and lodging costs
  - 12.1.2 Transportation costs in accordance with this policy
- 12.2 Costs associated with a spouse to accompany the applicant will not be reimbursed.
- 12.3 Costs incurred by Shawnee State University employees will be reimbursed per policy 4.13 "Entertainment Policy."

Ref: [HYPERLINK: Driving Rules for University Sponsored Activities](#)

Initial effective date: 01/17/14

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PROCEDURE TITLE:	DRIVING RULES FOR UNIVERSITY-SPONSORED ACTIVITIES
RELATED POLICY:	4.10REV TRAVEL AUTHORITY
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR(S):	VPF&A / DIRECTOR OF HR
EFFECTIVE DATE:	01/17/14
NEXT REVIEW DATE:	01/2017
APPROVED BY:	PRESIDENT

### 1.0 PURPOSE

- 1.1 Shawnee State University is committed to the safety of faculty, staff, students and visitors. The purpose of this document is to communicate procedures regarding driving for Shawnee State University sponsored activities. Drivers may include employees, students, or volunteers.
- 1.2 Drivers are to have in their possession a valid driver's license at all times and proof of insurance as required by applicable law.

### 2.0 MOTOR VEHICLE RECORD CHECKS

- 2.1 A motor vehicle record (MVR) will be obtained every 12 months for:
  - 2.1.1 Drivers of a university vehicle
  - 2.1.2 Drivers transporting students on university business/activity
  - 2.1.3 Drivers using a university-sponsored rental vehicle (e.g. van)
  - 2.1.4 Drivers whose positions require driving as an essential/integral part of assigned responsibilities
- 2.2 MVRs will be evaluated against the maximum driving standards outlined below.
- 2.3 MVRs will be retained in a separate file.
- 2.4 MVRs will be discarded after a period of 36 months.

### 3.0 POSITIONS REQUIRING DRIVING

- 3.1 An MVR will be obtained and reviewed prior to employment of an individual seeking a position that requires driving students or whose position includes driving as an essential component. Applicants for such positions who meet or exceed the listed driving standards within the most recent 36-month period will be ineligible to be hired. A new



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hire's driving record will be checked according to the established MVR schedule.

## 4.0 STANDARDS AND PENALTIES

- 4.1 Any driver (as defined herein) whose current-year MVR meets or exceeds the following maximum driving criteria standards during a 36-month period will have University driving privileges temporarily revoked until the driving record is acceptable:
  - 4.1.1 Driving while license is suspended or revoked
  - 4.1.2 Knowingly leaving the scene of an accident
  - 4.1.3 Driving while intoxicated or impaired by liquor, drugs, chemicals, or organic solvents, etc.
  - 4.1.4 Reckless driving
  - 4.1.5 Felony with Vehicle
  - 4.1.6 Involuntary Manslaughter
  - 4.1.7 Speeding (3 or more in 36 month period)
  - 4.1.8 Any other moving violations (3 or more in 36 month period)
- 4.2 In instances of meeting or exceeding the speeding and/or other moving violations standards, the Director of Human Resources has the discretion to permit the completion of an acceptable driver improvement program as an alternative to the temporary revocation of driving privileges.
- 4.3 Temporary revocation of driving privileges will not cause the loss of employment. If driving is an essential function of a particular position, it will be stated in writing as a requirement on the official job description, job analysis questionnaire, internal posting and/or external announcement. Anyone who applies for a position with driving as an essential function will be given notice of this requirement prior to acceptance of the position.
- 4.4 During the period of temporary revocation (a minimum of 6-months or until the MVR is in compliance with the established standards), any additional citations received by the driver could lead to the permanent revocation of university driving privileges. Meeting or exceeding the maximum criteria following two temporary revocations may result in the permanent revocation of university driving privileges.
  - 4.4.1 The decision to permanently revoke driving privileges will take into consideration the severity and frequency of the violations and will be made by the Director of Human

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Resources and the applicable vice president or President (for directly reporting staff).

- 4.5 Refusal to release information necessary to conduct a motor vehicle record check when requested will result in loss of University driving privileges.
- 4.6 Employees may appeal an action resulting from an MVR check via the applicable labor agreement or concern resolution policy.
- 4.7 These rules are in addition to any applicable federal, state or local mandates regarding the attainment and ongoing use of Commercial Driving License (CDL).

**5.0 DRIVING RULES FOR ACADEMIC FIELD TRIPS/STUDENT ACTIVITIES/ATHLETICS**

- 5.1 Students who are 21 years or older, with a valid driver's license, and acceptable driving record as demonstrated via an MVR check as described above, may be pre-approved as a driver by the appropriate Dean or second-level administrative manager (Director, Associate Director, etc.).
- 5.2 Academic field trips are trips which are part of an academic course offered by the University for credit and where the participants are accompanied by the faculty member assigned to teach that course.
- 5.3 Student activities include trips associated with University sponsored student activities including athletic events and where the participants are accompanied by an approved administrative coach or employee.
- 5.4 Commercial buses will be the normal mode of transportation for trips over eight hours traveling time or 400 miles round trip. Pre-approval is required by the supervising vice president or president to use vans in lieu of buses. If vans are approved for the trip, at least two drivers will be designated per van for trips longer than 400 road miles one way.
- 5.5 In no event will the use of 15-passenger vans and other vehicles that may be prohibited be permitted to be used for University-sponsored travel.
- 5.6 Except in emergency situations, only a designated driver with a University-approved MVR may operate a van or serve as a driver for University-sponsored travel. No University driver should have a

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duty day, including driving time, longer than 14 hours. Duty time includes time spent riding as a passenger.

- 5.7 The supervising vice president or president may make an exception to these driving rules when necessary and as long as student and faculty safety are not compromised.

Ref: [HYPERLINK](#): Travel Authority: Business Rules

Initial effective date: 01/17/14

## **RESOLUTION F09-14**

### **APPROVAL TO RESCIND OUTDATED BOARD OF TRUSTEES POLICIES (Policies 3.22, 4.31, 4.63, 5.12, 5.24)**

WHEREAS, Policy 5.00REV, Policy on Policies and Procedures, addresses policy subjects appropriate for Board approval and directs the President to establish a process for the regular review of existing Board policies; and

WHEREAS, a systematic review of institutional policies has been undertaken at the direction of the President in order to remove outdated policies, and to modify and update policies; and

WHEREAS, Policy 3.22, Guidelines for Students Called for Military Service, is outdated and is administrative in nature; and

WHEREAS, Policy 4.31, Workers' Compensation, is outdated and the subject-matter is addressed by state law; and

WHEREAS, Policy 4.63, Exit Interview for Non-Returning Employees, is outdated and administrative in nature, and would be more appropriate as a human resources guideline; and

WHEREAS, Policy 5.12, Guidelines for Printing and Publication, is outdated and administrative in nature, and would be more appropriate as a guideline;

WHEREAS, Policy 5.24, Prevention/Response to Sexual Assaults, is outdated and is the subject-matter is addressed in newly revised Policy 5.01, Equal Opportunity and Non-Discrimination/ Harassment; and

WHEREAS, Policy 5.00REV, requires Board approval for rescission of any Board policy;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves rescission of the following University policies: Policy 3.22, Guidelines for Students Called to Military Service; Policy 4.31, Workers Compensation, Policy 4.63; Exit Interviews for Non-Returning Employees; Policy 5.12, Guidelines for Printing and Publication; and Policy 5.24, Prevention/Response to Sexual Assaults.

(January 17, 2014)

Personnel Action	Name	Employment Status		Effective	Salary	Comments
		From	To			
<b>Appointments</b>	Michelle Patrick		Disability Coordinator	09/03/13	\$51,201	M.S. - Counselor Education; 10 years SSU experience as Coordinator of Academic Assessment; Licensed LPCC counselor
	Kevin Lewis		Police Officer	12/09/13	\$35,380	Peace officer Training Academy - Hocking College 2009; New Boston Police Department 2009-present
	Debra Stevenson		Trio Project Assistant	08/04/13	\$28,485	M.S. - Studies in Human Behavior; B.A. Sociology
<b>Changes in Status</b>	Bob Trusz	Associate VP Enrollment Management/Director, Admissions	Interim VP of Student Affairs	08/20/13	\$110,000	Interim assignment
	Roger Rick Merb	Associate Director, Admissions	Interim Director, Admissions	08/17/13	\$41,482	Interim assignment
	Chaylee Liberator	Admissions Officer	Assistant Director, Admissions	08/17/13	\$41,482	Reclassification
	Nikki Karabinis	Coordinator, Community Services	Assistant Director, Student Career Development	08/31/13	\$41,132	Promotion
	Katy Mathuews	Associate Director, Institutional Effectiveness	Circulation Librarian	11/18/13	\$46,255	Position eliminated; salary reduced commensurate with role
	Denise Gregory	Alumni Services Coordinator	Advising Assistant - Student Success Center	10/19/13	\$31,284	Position eliminated; salary reduced commensurate with role
	Paul Madden	Associate Provost	Interim Dean, CPS	08/17/13	\$116,926	Interim assignment
	Lee Ann Pate	BS Degree	Masters Degree	12/14/13	\$47,075	Advanced degree conferred; step and salary increase (prorated)
	James Reneau	Masters Degree	PhD	11/30/13	\$61,875	Advanced degree conferred; step and salary increase (prorated)
	Jessica Priode	Clinical Counselor - Part-time	Clinical Counselor - Full-time	08/17/13	\$40,950	Added hours to make full time
<b>Terminations</b>	Carla Stokes	Coordinator, Student Activities and Cross Cultural Inclusion		09/20/13		Resignation
	Don Washburn	Director, University Outreach Services		11/04/13		Position eliminated
	Dale Taylor	Supervisor, SSC and Assessment Center		12/01/13		Retirement
	Kim Mitchell	Budget/Risk Analyst		12/31/13		Retirement

**INVESTMENT PORTFOLIO PERFORMANCE**

**FISCAL YEAR 13:**

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2012	GAIN/(LOSS) JULY	GAIN/(LOSS) AUGUST	GAIN/(LOSS) SEPTEMBER	GAIN/(LOSS) OCTOBER	GAIN/(LOSS) NOVEMBER	GAIN/(LOSS) DECEMBER	GAIN/(LOSS) JANUARY	GAIN/(LOSS) FEBRUARY	GAIN/(LOSS) MARCH	GAIN/(LOSS) APRIL	GAIN/(LOSS) MAY	GAIN/(LOSS) JUNE	TOTAL YTD GAIN/(LOSS)
													As of 6/30/13	
BNY MELLON	\$ 6,157,512.62	\$ 73,745.08	\$ 80,858.88	\$ 94,277.64	\$ (36,315.97)	\$ 51,979.03	\$ 74,966.98	\$ 146,777.71	\$ 26,390.36	\$ 100,622.14	\$ 1,086.09	\$ (5,776.24)	\$ (500.83)	\$ 608,110.87
COMMONFUND	\$ 7,037,262.90	\$ 74,674.88	\$ 121,415.79	\$ 124,250.49	\$ (49,354.17)	\$ 63,502.39	\$ 47,948.80	\$ 218,134.82	\$ 50,868.57	\$ 146,223.04	\$ -	\$ -	\$ -	\$ 797,664.61
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,837.62	\$ (43,093.17)	\$ (102,352.90)	\$ (123,608.45)
U.S. BANK EQUITY MUTUAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 104,071.74	\$ 148,115.13	\$ (199,805.57)	\$ 52,381.30
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,869.77	\$ 23,576.52	\$ (19,669.28)	\$ 26,777.01
AGINCOURT CAPITAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (15,360.41)	\$ (55,919.28)	\$ (38,570.80)	\$ (109,850.49)
TAMRO CAPITAL PARTNERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,186.05	\$ 33,721.43	\$ (13,893.66)	\$ 36,013.82
MANNING & NAPIER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,084.73	\$ 4,953.16	\$ (27,653.25)	\$ (18,615.36)
Accrued Interest Receivable Adjustment		\$ (10,126.48)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (10,126.48)
<b>CURRENT MTD TOTAL GAIN/(LOSS)</b>		\$ 138,293.48	\$ 202,274.67	\$ 218,528.13	\$ (85,670.14)	\$ 115,481.42	\$ 122,915.78	\$ 364,912.53	\$ 77,258.93	\$ 246,845.18	\$ 154,775.59	\$ 105,577.55	\$ (402,446.29)	\$ 1,258,746.83

**INVESTMENT FUND BALANCES:**

BNY MELLON	\$ 6,231,257.70	\$ 6,312,116.58	\$ 6,406,394.22	\$ 6,370,078.25	\$ 6,422,057.28	\$ 6,497,024.26	\$ 6,643,801.97	\$ 6,670,192.33	\$ 5,190.98	\$ 6,277.07	\$ 500.83	\$ -	\$ -
MELLON SALE PROCEEDS PENDING REINVESTMENT ON 3/31/2013	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,765,623.49	\$ -	\$ -	\$ -	\$ -
COMMONFUND	\$ 7,111,937.78	\$ 7,233,353.57	\$ 7,357,604.06	\$ 7,308,249.89	\$ 7,371,752.28	\$ 7,419,701.08	\$ 7,637,835.90	\$ 7,688,704.47	\$ 7,834,927.51	\$ -	\$ -	\$ -	\$ -
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,972,388.62	\$ 2,929,295.45	\$ 2,826,942.55	\$ -
U.S. BANK EQUITY MUTUAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,079,071.74	\$ 5,227,186.87	\$ 5,027,381.30	\$ -
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,422,869.77	\$ 1,446,446.29	\$ 1,426,777.01	\$ -
AGINCOURT CAPITAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,884,639.59	\$ 2,828,720.31	\$ 2,790,149.51	\$ -
TAMRO CAPITAL PARTNERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 891,186.05	\$ 924,907.48	\$ 911,013.82	\$ -
MANNING & NAPIER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,504,084.73	\$ 1,509,037.89	\$ 1,481,384.64	\$ -
<b>TOTAL</b>	\$ 13,343,195.48	\$ 13,545,470.15	\$ 13,763,998.28	\$ 13,678,328.14	\$ 13,793,809.56	\$ 13,916,725.34	\$ 14,281,637.87	\$ 14,358,896.80	\$ 14,605,741.98	\$ 14,760,517.57	\$ 14,866,095.12	\$ 14,463,648.83	\$ -

**FISCAL YEAR 14:**

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2013	GAIN/(LOSS) JULY	GAIN/(LOSS) AUGUST	GAIN/(LOSS) SEPTEMBER	GAIN/(LOSS) OCTOBER	GAIN/(LOSS) NOVEMBER	GAIN/(LOSS) DECEMBER	GAIN/(LOSS) JANUARY	GAIN/(LOSS) FEBRUARY	GAIN/(LOSS) MARCH	GAIN/(LOSS) APRIL	GAIN/(LOSS) MAY	GAIN/(LOSS) JUNE	TOTAL YTD GAIN/(LOSS)
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 2,826,942.55	\$ 31,910.00	\$ (32,434.87)	\$ 41,414.28	\$ 44,067.90	\$ (5,258.90)	\$ (6,063.24)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73,635.17
U.S. BANK EQUITY MUTUAL FUNDS	\$ 5,027,381.30	\$ 243,230.33	\$ (134,360.28)	\$ 234,760.98	\$ 217,981.39	\$ 122,358.88	\$ 108,180.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 792,151.87
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,426,777.01	\$ 32,404.69	\$ (25,307.22)	\$ 21,735.57	\$ 36,845.07	\$ 22,437.20	\$ 15,680.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 103,795.61
AGINCOURT CAPITAL	\$ 2,790,149.51	\$ 13,003.09	\$ (16,865.75)	\$ 23,621.16	\$ 28,695.54	\$ (6,411.82)	\$ (51,199.01)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (9,156.79)
TAMRO CAPITAL PARTNERS	\$ 911,013.82	\$ 43,771.31	\$ (14,313.20)	\$ 50,070.05	\$ 21,980.20	\$ 22,948.02	\$ 371.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124,827.66
MANNING & NAPIER	\$ 1,481,384.64	\$ 44,135.95	\$ (16,888.09)	\$ 44,174.18	\$ 31,909.58	\$ 6,089.83	\$ 12,338.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,759.47
<b>CURRENT MTD TOTAL GAIN/(LOSS)</b>		\$ 408,455.37	\$ (240,169.41)	\$ 415,776.22	\$ 381,479.68	\$ 162,163.21	\$ 79,307.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,207,012.99

**INVESTMENT FUND BALANCES:**

U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 2,858,852.55	\$ 2,826,417.68	\$ 2,867,831.96	\$ 2,911,899.86	\$ 2,906,640.96	\$ 2,900,577.72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
U.S. BANK EQUITY MUTUAL FUNDS	\$ 5,270,611.63	\$ 5,136,251.35	\$ 5,371,012.33	\$ 5,588,993.72	\$ 5,711,352.60	\$ 5,819,533.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,459,181.70	\$ 1,433,874.48	\$ 1,455,610.05	\$ 1,492,455.12	\$ 1,514,892.32	\$ 1,530,572.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AGINCOURT CAPITAL	\$ 2,803,152.60	\$ 2,786,286.85	\$ 2,809,908.01	\$ 2,838,603.55	\$ 2,832,191.73	\$ 2,780,992.72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TAMRO CAPITAL PARTNERS	\$ 954,785.13	\$ 940,471.93	\$ 990,541.98	\$ 1,012,522.18	\$ 1,035,470.20	\$ 1,035,841.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MANNING & NAPIER	\$ 1,525,520.59	\$ 1,508,632.50	\$ 1,552,806.68	\$ 1,584,716.26	\$ 1,590,806.09	\$ 1,603,144.11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ 14,463,648.83	\$ 14,872,104.20	\$ 14,631,934.79	\$ 15,047,711.01	\$ 15,429,190.69	\$ 15,591,353.90	\$ 15,670,661.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## Status of Construction/Renovation Projects through December 31, 2013

Project	Status	Projected Budget	Funding Source
<b>Founders Plaza Project</b>	<ul style="list-style-type: none"> <li>• <b>Total renovation of Founder's Plaza</b> - area between the Administration Building and the Athletic Center.</li> <li>• New storm drain system complete; sidewalks, stairs, planters, steel structures, site lighting, and water feature complete.</li> <li>• Project 95% complete; remaining landscaping to be completed in Spring.</li> </ul>	\$1,426,845	State Capital
<b>Massie Hall Cooling Tower Replacement</b>	<ul style="list-style-type: none"> <li>• <b>Replacement of cooling tower.</b></li> <li>• Design complete; tower ordered.</li> <li>• Installation portion of project has been advertised targeting spring break for replacement.</li> </ul>	\$160,000	State Capital

(December 30, 2013)