

**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
July 13, 2012**

Call to Order

Chairperson Mooney called the meeting to order at 1:15 p.m. noting the meeting was in compliance with RC § 121.22(F).

Roll Call

Members Present: Mr. Robert Howarth, Mr. David Lodwick, Mr. Dan Mooney, Mr. Gary Paine, Ms. Kay Reynolds, Dr. Rita Roberts, Ms. Elizabeth Seif, and Mr. Christopher Aaron Shaw

Members Absent: Ms. Melissa Higgs-Horwell

Approval of the July 13, 2012 Agenda

Mr. Lodwick moved and Dr. Roberts seconded a motion to approve the July 13, 2012 agenda. Without discussion, the Board unanimously approved said agenda.

Approval of the May 4, 2012 Board Meeting Minutes

Mr. Howarth moved and Mr. Payne seconded a motion to approve the May 4, 2012 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

Approval of the June 22, 2012 Executive Committee Meeting Minutes

Ms. Seif moved and Dr. Roberts seconded a motion to approve the June 22, 2012 Executive Committee meeting minutes. Without discussion, the Board unanimously approved said minutes.

Committee Reports

Academic and Student Affairs Committee – Dr. Rita Roberts

Dr. Roberts reported on behalf of the Academic and Student Affairs Committee that included one action item and several information items.

Action Item

Resolution ASA04-12, Rescission of Policy 3.18, Policy on Student Organizations

Dr. Roberts moved approval of Resolution ASA04-12, Rescission of Policy 3.18, Policy on Student Organizations. This policy is no longer needed as procedures have been adopted for regular revision and communication about guidelines for student clubs and organizations. Mr. Howarth seconded the motion.

Ayes: Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

Information Items**New Faculty Hires Summary**

Dr. Dave Todt, Provost and Vice President for Academic Affairs, presented a summary of the 2012 faculty hires. A total of 16 new faculty have been hired for the fall of 2012 across 10 programs/departments. Nine of the new faculty are in permanent, full-time positions. Four of the hires were for one-year and three were for fall semester only. This is the largest group of new hires that Shawnee State University has had in a number of years.

International Conference

Dr. Paul Madden, Associate Provost, provided a report on faculty participation in a recent international education conference held at Ludwigsburg University of Education in Ludwigsburg, Germany. In addition to Dr. Madden, Dr. Gay Lynn Shipley, Dr. Ken Carlson, and Ms. Debbie Weber attended the conference representing Shawnee State University. During the conference SSU faculty provided an introduction to educational systems in the US and Ohio and identified critical issues facing teacher preparation. Colleagues from Ludwigsburg provided the same types of information for schools and teacher preparation in Germany. The faculty hopes that this conference is just the beginning to a stronger institutional exchange program between the two universities.

Learning Communities at SSU

Dr. Todt and Dr. Mary Oling-Sisay, Vice President for Student Affairs, presented an overview of academic learning communities in Shawnee State University Residence Halls. The purpose of the Learning Communities at SSU is to assist with the transition to SSU and to facilitate persistence, retention and academic success.

The current Living Learning Communities (LLCs) consists of four different focuses. Housed within the Cedar House for the 2012/13 academic year will be the Honors and Global Village (International students), in Campus View (CV) 500 will be the Gaming Living and Learning Community, and in Campus View 800 will be the Health Sciences communities. Each Learning Community has a faculty Advisor and a staff liaison.

This Fall, we will be implementing a new Commuter Learning Community for First Year students. Cohorts of commuters will be assigned to a Commuter Advisor (About 3 out of every 4 SSU students is a commuter and about 4 out of every 5 SSU students is a first generation student).

Beginning in 2013/14, in partnership with University College, the Office of Residence Life will begin placing students based on academic interest/focus.

Dean of Students

Dr. Oling-Sisay provided information on the new Dean of Students. Dr. Jessie L. Grant joined Shawnee State on July 2, 2012, as Dean of Students, filling the position left vacant with Dr. Barb Bradbury's retirement. Jessie most recently served as Dean of Students for the University of Alaska Southeast in Juneau, Alaska and has more than 19 years' experience in higher education.

He brings a wealth of experience having overseen student housing, student judicial affairs, summer conferences, student activities, disability support services, Native and Rural Student services, TRIO programs and student health services. At SSU, he will facilitate interventions for student conduct and will be responsible for the student judicial process. He will also work to collaborate with faculty and University offices to create learning opportunities that integrate academic experiences with life outside the classroom for our growing number of students.

A native of Akron, Ohio, he earned a Bachelor of Arts in Sociology from Kent State University, a Master of Arts, Counselor Education, from the University of Iowa, and a Doctor of Philosophy, Educational Leadership, from Western Michigan University. He also received a Certificate in Enrollment Management from Capella University.

Nursing BSN

This new program will be a traditional 4-year baccalaureate degree program as compared to our currently offered bachelor of nursing completion program which is specifically designed for associate degree licensed nurses.

Ten students have registered for the new BSN program to begin this fall semester. Preparations will be made for an increasing number of entering students each year. To accommodate the increased numbers, as well as students entering the second, third, and fourth years of the program, additional classroom and laboratory spaces will be required as well as additional faculty members.

University Housing Update

Dr. Oling-Sisay gave an update on fall student housing occupancy. As of July 9, 2012, the Office of Residence Life had received 548 new housing applications for fall, 2012, and 416 returning housing students for fall, 2012. New applications are received daily. The Office of

Residence Life places incoming students in order of the application date, and considers all requests.

Educational Session

Dr. Todt shared the Shawnee State University process for curriculum and educational policy development and new program approval which is largely driven by faculty through the governance system. Course changes, new courses, policy changes, and new programs receive extensive review at the department, institutional and administrative level. Attention to improving quality, meeting educational needs, and cost effectiveness are included in the process.

Finance and Facilities Committee – Ms. Elizabeth Seif

Ms. Seif reported on behalf of the Finance and Facilities Committee and presented four action items and several information items.

Action Items

Resolution F16-12, Policy on Public Records, Policy 5.19Rev

Ms. Seif moved approval of Resolution F16-12, Policy on Public Records, Policy 5.19Rev. This action is required to maintain compliance with Ohio Revised Code, Section 149.43 *et seq.* which requires the University to ensure and facilitate prompt access to the University's public records. Ms. Reynolds seconded the motion.

Ayes: Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

Resolution F17-12, Shawnee State University Development Foundation Policy – Alumni Association

Ms. Seif moved approval of Resolution F17-12, Shawnee State University Development Foundation Policy – Alumni Association. The Shawnee State University Development Foundation approved the proposed amendment to SSUDF Policy 21.0 by SSUDF Resolution 2012.1. Dr. Roberts seconded the motion.

Ayes: Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

Resolution F18-12, Shawnee State University Development Foundation Code of Regulations Membership Representation

Ms. Seif moved approval of Resolution F18-12, Shawnee State University Development Foundation Code of Regulations Membership Representation. The Shawnee State University Development Foundation approved the proposed amendment of the SSUDF Code of Regulations by SSUDF Resolution 2012.2. Mr. Paine seconded the motion.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Dr. Roberts, Ms. Seif

Nays: None

Resolution F19-12, SSU and SSUDF Joint Engagement of Investment Committee Consultant

Ms. Seif moved approval of Resolution F19-12, SSU and SSUDF Joint Engagement of Investment Committee Consultant. As a result of an extended formal University bid process, the Shawnee State University Investment Committee and the SSUDF Finance Committee proposed a joint engagement of an investment consulting firm. Mr. Lodwick seconded the motion.

Ayes: Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

Information Items

Personnel

The following personnel actions were processed in the Department of Human Resources during the period of April 12, 2012 through June 22, 2012:

- *Administrative Appointments/Resignations:* Dr. Paul Madden was appointed Associate Provost effective May 9, 2012; Dr. Jessie L. Grant was appointed Dean of Students effective July 2, 2012; and Jonathan F. James was appointed Residence Coordinator effective May 29, 2012. H. Bane Sylvia, Director of Human Resources/Payroll; Jerry D. Blanchard, Project Director of 21st Century Community Learning Centers, and Dr. Carl Daehler, Executive Director of the Vern Riffe Center for the Arts submitted resignations.
- *Full Service Faculty Appointments:* Dr. Filiz S. Edizer, Assistant Professor in the Department of Teacher Education; Dr. Derek R. Jones and Dr. Jennifer M. Napper, Assistant Professors in the Department of Natural Sciences; Dr. Mich Y. Nyawalo and Marc A. Scott, Assistant Professors in the Department of English and Humanities; and Brad W. Teeters, Senior Instructor in the Department of Engineering Technologies.

- *End of Contract:* Four faculty members concluded their one year contract term on May 8, 2012. Amy B. Adkins, Senior Instructor in the Department of Mathematical Sciences, Cynthia A. Ferguson, Senior Instructor in the Department of Teacher Education, Aimee N. Taylor, Instructor in the Department of English and Humanities, Lisa Whitten, Senior Instructor in the Department of Health Sciences.

Investment Report

The University's investment performance report revealed a loss of \$523,195 in May with a gain of \$218,032 in June. The portfolio realized an overall 0.26% gain in the amount of \$34,519 for the 2011/2012 fiscal year ending June 30, 2012.

Capital Status Report

- Administration Building - programming is nearly complete and construction documents are being developed.
- Founders Plaza Project – revised scope of work and schedule is being developed.
- 310 Chillicothe - programming has started with first floor renovation to be completed by January 2013.
- Library Fire Alarm Panel Upgrade – new fire alarm system being installed.

Intrastate Mutual Aid Compact (IMAC)

David Thoroughman, Director of Public Safety, presented an overview of the Intrastate Mutual Aid Compact, SB243, which was enacted July 3, 2012, and expands inclusion of higher education institutions in the compact.

Education Session

Michelle Finch, Accountant, gave a presentation on the current, expanded and future features and services available to students via the Bear Card.

President's Report

The President thanked the Board members who were able to attend the Retreat on June 23 for their time and participation and indicated that she had enjoyed the work of the consultant, Terry MacTaggart, and thought that he had led a good discussion. She and the Board members discussed possible dates in January for the next Retreat and she agreed to follow-up with them to confirm something as soon as possible.

Board members were provided with information about their attendance over the past two years and the President indicated that such information would be made available to members at each successive meeting.

The President described changes in leadership at VRCFA; Dr. Carl Daehler has retired from this role but will continue teaching for another year. Dr. Tim Scheurer will assume the role of Interim Director on a part-time basis and Joanne Charles will provide continuity with finances and staff supervision. Dr. Morris will chair a search committee for a new Director.

Dr. Morris told the Board about a gift received by the Foundation from the estate of Eloise Smith which fulfills a pledge made during the "Reach for the Stars" Campaign. Income from the \$1 million gift will be used to ensure upkeep of the Vern Riffe Center for the Arts and a naming opportunity is being discussed with the estate.

The status of distance education offerings at the University was provided to the Board through a power-point presentation by Chris Shaffer, Director of the Office of Institutional Effectiveness, and the President indicated that there will be further discussion of distance education at upcoming Board meetings.

Reports, if any, from Board Liaisons with other Organizations

None.

New Business

None.

Comments from Constituent Groups (if any) and the Public

None.

Other Business

Mr. Mooney recognized Dr. Mary Oling-Sisay, Malonda Johnson and Denise Gregory who recently completed the Leadership Portsmouth program.

Executive Session

Ms. Reynolds moved and Mr. Howarth seconded a motion to move into Executive Session to consider the employment and compensation of a public employee under RC § 121.22(G)(1).

Ayes: Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

The Board moved into Executive Session at 2:26 p.m.

The Board returned from Executive Session at 3:24 p.m. and returned to Regular Session.

Adjournment

The Board was adjourned by acclamation at 3:26 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

RESOLUTION ASA04-12

POLICY ON STUDENT ORGANIZATIONS, POLICY 3.28

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, the Policy on Student Organizations Policy 3.18 was last reviewed and approved by the Board on May 21, 1990; and

WHEREAS, much of Policy 3.18 is outdated and the substance is largely administrative in nature; and

WHEREAS, the Division of Student Affairs and Student Government Association is responsible for student organizations and has developed and has regularly reviewed the Guidelines for Clubs and Organizations, which are posted on the University website;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves rescission of Policy 3.18 Policy on Student Organizations, effective July 13, 2012.

(July 13, 2012)

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| Certified as True and Correct | |
| _____ Secretary, SSU Board of Trustees | _____ Date |

Shawnee State University

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|----------|---------------------------------|-----------------|---------------|
| AREA: | STUDENT AFFAIRS | POLICY NO.: | 3.18 |
| | | ADMIN CODE: | 3362-3-10 |
| | | PAGE NO.: | 1 OF 5 |
| | | EFFECTIVE DATE: | 5/21/90 |
| | | RECOMMENDED BY: | Paul Crabtree |
| SUBJECT: | POLICY ON STUDENT ORGANIZATIONS | APPROVED BY: | |

The University shall provide opportunities for student involvement in extracurricular activities through recognized student organizations.

Printed guidelines for recognition and operation of student organizations on campus are available in the Office of the Director of Student Activities.

I.0 Conditions for Recognition of Student Organizations:

- 1.1 All student organizations shall abide by all federal, state, and local laws as well as all University regulations.
- 1.2 No organization with restrictive membership that discriminates on the basis of race, creed, color, national ethical origin, sex, sexual preference, age, marital status, or handicap as defined by law shall obtain or maintain recognition status except for religious qualifications which may be required by organizations whose aims are primarily sectarian, and social fraternities and sororities that are permitted by federal law to discriminate on the basis of sex.
- 1.3 Only currently registered students and currently employed administrators, faculty and staff may hold office and solicit funds on campus on behalf of a recognized student organization. Other persons may be admitted to membership if the organization's constitution permits.
- 1.4 A minimum of ten (10) currently registered student members shall be required as a condition of recognition.
- 1.5 In order for a student organization to achieve or maintain recognition status, the officers of that organization shall be in good academic standing.
- 1.6 The purpose(s) of a student organization may not conflict with the mission or established policies of the university.
- 1.7 No student organization may use the name of any other student organization for the purpose of recognition or any other purpose.
- 1.8 Faculty or staff advisers are required as a condition of recognition. However, exception can be made upon recommendation to the Vice President of Student Affairs by the Director of Student Activities.
- 1.9 Recognized student organizations must submit a copy of a Student Activities Report with the Director of Student Activities within four (4) weeks after the start of fall quarter each year in order to maintain status.

Continued as True and Correct

Secretary, SSU Board of Trustees Date

- 1.10 Recognition of student organizations shall not constitute endorsement, approval or ratification by the university of any doctrine, act or omission of the student organization.
- 2.0 Procedures for Recognition of Student Organizations
 - 2.1 The students concerned must consult the Office of Student Activities to secure guidelines for forming a student organization constitution.
 - 2.1.1 The organization may be required to provide evidence that the membership consists of a minimum of ten (10 currently registered students at the time recognition is sought and in order that recognition status be maintained).
 - 2.1.2 The students must write the constitution following the guidelines given.
 - 2.2 Two copies of the typed proposed constitution must be submitted along with a list of current officers. Upon submission, an initial review shall be done by the Director of Student Activities.
 - 2.3 If no major corrections are needed, the constitution shall be forwarded to the Student Senate for approval.
 - 2.4 The approved constitution shall be kept on file in the Office of the Student Activities and the second copy returned to the student organizations.
 - 2.5 Recognition shall be granted on a year to year basis. Any student organization failing to re-apply for active recognition status through submission of the Student Activities Report shall be considered inactive and no longer a recognized student organization.
 - 2.6 Inactive organizations with no change in constitutional provisions may petition the Student Senate at any time for reinstatement. Any changes in a constitution shall need to be approved by all above mentioned bodies and offices involved in the recognition process.
 - 2.7 Objections to recognition status for any student organization may be filed with the Office of Student Activities.
 - 2.7.1 Any appeal of a decision against recognition of a student organization may be made by that organization to the next higher level in the recognition process and eventually to the President of the University.
- 3.0 Recognized Student Organizations shall be granted certain privileges. It should be noted, however, that with these privileges goes the responsibility for the consequences of the organization's decisions and activities as a group. Privileges of recognized student organizations shall include:
 - 3.1 Use of the name of the University in their titles.

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| Secretary, SSU Board of Trustees | Date |

- 3.2 Petition for the use of Student Senate funds by submitting requests to the Student Senate.
 - 3.3 Services of the Office of Student Activities including consultation, assignment of a mailbox and access to assigned bulletin board(s).
- 4.0 Financial Guidelines and Procedures
- 4.1 Recognized student organizations seeking funds from the Student Senate budget either on an annual budget basis or for a special project, event or program may seek such funding by making application to the Student Senate.
 - 4.1.1 The Student Senate, in consultation with the Student Activities Director, shall make recommendations to the Vice President of Student Affairs with respect to the proposed annual budgets of all student organizations funded and with respect to other special funding requests by student organizations.
 - 4.1.2 After due consideration, the Vice President of Student Affairs shall, in turn, advise the President who shall then make the final decision.
 - 4.2 The Student Senate shall use the following guidelines for acting on requests for funding brought before it for consideration.
 - 4.2.1 The Student Senate Budget may be used to support activities, items and services which benefit registered students.
 - 4.2.1.1 The Student Senate may require that 75% of the current membership of the student organization requesting funds be registered students in the quarter that request is made. If request is made during summer quarter, or during a period between quarters, the committee may require that 75% of the student organization were registered in the preceding quarter.
 - 4.2.1.2 When deemed appropriate, the Director of Student Activities may require such evidence of student membership as a complete list of the names of members. The Director of Student Activities or his/her designee may check the list with the Office of the Registrar and shall subsequently report his/her findings to the Student Senate.
 - 4.3 Organizations or groups who are funded on the basis of Student Activities recommendation shall be required to conform to University regulations relating to the expenditure of funds and the keeping of receipts and records.
 - 4.4 The Office of Student Activities shall be responsible for giving detailed information on the format of funding requests, guidelines for constructing a budget proposal, and other related information.
- 5.0 Soliciting (See also Section 5.12, Solicitation Policy)

Certified as True and Correct

Secretary, SSU Board of Trustees Date

- 5.1 Any solicitation shall be permitted only if approved in advance by the Director, Development and Community Relations.
- 5.2 The use of the University name and/or symbols shall be permitted only if approved in advance by the Director, Development and Community Relations who shall have the right of copy review before final authorization.
- 5.3 Recognized student organizations may be permitted to solicit funds for their own group or for non-university charitable organizations but only when the following requirements are met.
 - 5.3.1 All solicitation activities shall be approved in advance by the Director of Student Activities and Director of Development and Community Relations.
 - 5.3.2 All charities shall be required to certify their tax exempt status.
 - 5.3.3 All solicitation activities shall comply with all applicable university policies, and local, state, and federal laws.
 - 5.3.4 All proceeds of solicitations by organizations receiving university financial support shall be promptly deposited in the appropriate university account. If there is no University account, arrangements for handling proceeds shall be made with the Director of Student Activities.
 - 5.3.5 The event shall be scheduled in accordance with University policy.
 - 5.3.6 The Director of Student Activities may prohibit the scheduling of concurrent solicitation activities in order to maintain order and to prevent conflicts between organizations.
 - 5.3.7 At all locations, solicitors must be members of the recognized student organization conducting the solicitation.
- 5.4 Only organizations recognized by the University, and University departments shall be eligible to post material on campus.
- 5.5 Individuals may post individual notices on bulletin boards to be designated by the Director of Student Activities and in the format approved by the Director of Student Activities. This may include notices of items for sale by individuals who are not regularly engaged in the business of such sales.
- 5.6 Campus groups not officially recognized by the University may be permitted to post material on campus if it is determined that the items to be posted do not adversely affect the University and if approved in advance by the Director of Development and Community Relations and Director of Student Activities when involving students.
- 5.7 Appropriate disciplinary action shall be taken to violators of this rule.

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Secretary, SSU Board of Trustees Date

- 6.0 No student, group of students, of student organizations may represent the university without proper authorization.

Certified as True and Correct

Secretary, SBC Board of Trustees Date

Learning/Living Communities at Shawnee State University

Learning communities (LCs) “link together learning opportunities-whether they be courses, co-curricular activities, special topics, or interactions and conversations with faculty and peers-to help students integrate and obtain a deeper understanding of their knowledge” (Korotsuchi, Inkelas, and Weisman, 2006).

There are four major types of learning communities: a) paired or clustered courses; b) cohorts in large courses (most often referred to as “FIGS” or First-Year Interest Groups); c) team-taught programs; and d) residence-based programs, most often referred to as living-learning programs (Shapiro and Levine, 2004).

Living-learning programs differ from other learning communities in that members live as a community of learners in a specific residence hall (or intentionally clustered portion of the hall), and participate in intentional learning initiatives, and/or coordinated curricular programs and services designed specifically for them.

History

- Early learning/living communities pre-date Shawnee State University with the residence halls and athletic living groups of Shawnee State Community College.
- First organized learning communities began in the mid-1980's about the time the SSU was created. Evergreen State College in Washington was a pioneer in this movement.
- The idea grew rapidly in the 1980's and 1990's and is widely accepted and used today in higher education.
- Real advantage to student's in the same courses and programs also living in the same area. Formal parts of learning can occur in the living area, but most importantly informal learning and interactions are occurring. These interactions have been found to increase retention.

Shawnee State University

- The rapid expansion in housing and enrollment during the last decade at SSU led to our first learning communities.
- Faculty learning communities have been a staple of the Teaching and Learning Center for the last five years.
- Some of the health programs and the gaming and simulation programs were the first.
- The 2007 Facilities Master Plan included growth in housing that would lead to more “themed” housing
- Current Existing are: the Honors and Global Village (International students & Domestic students interested in international affairs) in Cedar House, in Campus View (CV) 500 the

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Secretary, SSU Board of Trustees

Date

Gaming Living and Learning Community, and in Campus View 800 the Health Sciences communities.

- This fall, we will be implementing a new Commuter Learning Community for First Year students. Cohorts of commuters will be assigned to a Commuter Advisor.

Future Plans

- More learning/living communities that are part of SSU's retention and success initiatives.
- Greater faculty engagement in the creation and implementation of learning/living communities.
- Find more ways to involve commuter students in learning communities.
- Beginning in 2013/14, in partnership with University College, the Office of Residence Life will begin placing students in Residential Colleges based on academic interest/focus.
- The LLC initiative will be divided into First Year Students and Second Year Students. Housing assignment will focus on placing First Year Students (under 30 credit hours) together, and Second Year (under 60 credit hours) together.
- To remain current and attuned to the needs of our residential and non-residential students, assessment efforts to ensure our learning outcomes are being met and retention/persistence tracking will be developed with support from the office of Institutional Effectiveness.

Prepared by Dave Todt and Mary Oling-Sisay for Board of Trustees, Academic and Student Affairs
Committee Meeting, July 13, 2012

Certified as True and Correct

SSU Board of Trustees Date

RESOLUTION F16-12

POLICY ON PUBLIC RECORDS, POLICY 5.19 REV

WHEREAS, per the Ohio Public Records Act, Ohio Revised Code Section 149.43 *et seq.*, the University is required to ensure and facilitate prompt access to the University's public records; 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, the Policy on Requests For Access to and/or Copies of Public Records, Policy 5.19 Rev was last reviewed and submitted for Board approval on September 14, 2007; and

WHEREAS, the procedures established to comply with the revised policy are provided for informational purposes;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves Policy 5.19 REV, Policy on Public Records.

(July 13, 2012)

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| Certified as True and Correct | |
| _____ Secretary, SSU Board of Trustees | _____ Date |

Shawnee State University

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| SUBJECT: PUBLIC RECORDS | POLICY NO. : | 5.19 REV |
| | ADMIN CODE: | 3362-5-20 |
| | PAGE NO.: | 1 OF 1 |
| | EFFECTIVE DATE: | 07/13/12 |
| | NEXT REVIEW DATE: | 07/13/15 |
| | RESPONSIBLE OFFICER(S): | General Counsel |
| | APPROVED BY: | BOT |

1.0 PURPOSE

The purpose of this policy is to ensure University-wide compliance with the Ohio Public Records Act, Ohio Revised Code Section 149.43 *et seq.*, as well as to facilitate prompt access to the University's public records.

2.0 PUBLIC RECORDS OFFICER

The President will designate a Public Records Officer who will be primarily responsible for establishing and administering a university-wide system to promptly respond to public records requests. The Public Records Officer will work with University offices to establish such system and promote understanding of Ohio's public records laws for all university employees.

3.0 PROCEDURES

Procedures will be created that are approved by the President to implement this policy. Such procedures will address a process for making a public records request, as well as costs and charges associated with copying records. Procedures may also include, but are not limited to, establishing a process for an internal review of records prior to production in order to ensure that records that are produced are truly public records and are not exempt, in accordance with Ohio law.

History: Replaces 5.19 (Eff. 09/14/07)

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| Secretary, SSU Board of Trustees | Date |

INFORMATION ONLY

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| PROCEDURE TITLE: | PUBLIC RECORDS REQUESTS |
| RELATED POLICY: | 5.19 REV. |
| PAGE NO.: | 1 of 4 |
| RESPONSIBLE OFFICER(S): | GENERAL COUNSEL |
| EFFECTIVE DATE: | 07/13/12 |
| NEXT REVIEW DATE: | 07/13/15 |
| APPROVED BY: | PRESIDENT |

1.0 INTRODUCTION

This procedure applies to Public Records Policy 5.19 and is intended to ensure compliance with the Ohio Public Records Act, Ohio Revised Code §149.43 *et seq.*

1.1 The Public Records Officer, in consultation with the General Counsel, is responsible for facilitating University responses to requests for public records.

1.1.1 The Public Records Officer is responsible for maintaining a record of public record requests and University's responses.

1.2 University staff who receive public records requests are responsible for promptly notifying the Public Records Officer or the Office of General Counsel and providing a copy of the request. Employees are expected to assist the Public Records Officer in responding to requests for public records.

1.3 Information containing a general description of the process for making public records requests and the contact information of the Public Records Officer will be posted in prominent University locations, including the University's website.

2.0 MAKING A PUBLIC RECORDS REQUEST

2.1 Public records requests may be made in writing (including email directed to publicrecords@shawnee.edu), by telephone, or in person in the Office of General Counsel.

Certified as True and Correct

Secretary, SSU Board of Trustees Date

INFORMATION ONLY

2.2 Public records requests will be honored as promptly as possible, depending upon the nature of the request, including the volume of the request and the requester's ability to identify the specific records being requested.

2.2.1 The University may work with the requester to establish timelines for responses to requests that are voluminous, or that require extensive research or review. In such cases, the University may work with the requester to identify records of priority to the requester.

2.3 Requesters need not identify themselves or the purpose for the request, except as specifically required or authorized by state or federal law.

2.3.1 The University may inquire about the requester's identity and/or intended use of the records if reasonably believed it would help to clarify the request and/or enhance the ability of the University to identify, retrieve or deliver the records sought by the requester.

2.4 Although no specific language is required to make a request, the requester should at least identify records with sufficient clarity and specificity to enable the University to more quickly identify, and locate the records.

2.4.1 The University may work with the requester to revise requests that are ambiguous or overly broad. In doing so, the University will assist the requester by informing the requester of the manner in which University records are customarily maintained and accessed by the University in its ordinary course of business.

2.5 The University may decline to create a record that contains the information requested if the record does not already exist, or to seek out and retrieve records that contain specific information if the record itself is not sufficiently identified.

3.0 INSPECTION OF RECORDS

3.1 Requesters may make an appointment to inspect public records during regular University business hours by contacting the Office of General Counsel.

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| Certified as True and Correct | |
| Secretary, SSU Board of Trustees | Date |