

**BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE**

**September 19, 2025, 9:00 a.m.
Morris University Center, Room 214**

Agenda

1.0 Call to Order

2.0 Roll Call

3.0 Action Items

3.1 Resolution F11-25

Approval of Policy 4.52Rev., Leaves of Absences (Paid and Unpaid)

Ms. Malonda Johnson, Chief Operating Officer, will present the resolution to approve updates to the Leaves of Absences (Paid and Unpaid) policy.

3.2 Resolution F12-25

Resolution Adopting Pre-tax Parking Plan for Employees

Mr. Michael McPhillips, General Counsel, will present the resolution to adopt the Pre-tax Parking Plan For Employees.

3.3 Resolution F13-25

Approval of FY26 Operating Budgets (General Fund and Auxiliary Fund)

Mr. Ballengee, Chief Financial Officer, will present the resolution for approval of the proposed operating budgets for fiscal year 2026.

4.0 Information and Reports

4.1 FY25 Budget Status Report

Ms. Aimee Welch, Director of Institutional Budgeting, will provide the FY25 end-of-year budget report.

4.2 Cash Reserves and Investment Portfolio Report

Mr. Ballengee will report on cash reserves and the investment portfolio.

4.3 Net Tuition Revenue and Discount Rate

Mr. Ballengee will report on tuition revenue.

4.4 Report of AY25-26 Tuition Rates and Student Fees

Mr. Ballengee will report on AY2025-26 tuition and student fees as required by Resolution F08-25 approved at the June 2025 Board of Trustees meeting.

4.5 Bond Brief

Mr. Ballengee will report on the current and future capacity for University bond financing.

4.6 Children's Learning Center Brief

Ms. Johnson will report on the Children's Learning Center transition.

4.7 Personnel Activity Report

Ms. Johnson will report on recent personnel activity.

4.8 Major Projects Status Report

Mr. John Temponeras, Director of Facilities, Planning and Construction, will report on major construction projects.

4.9 Enrollment Management Report

Mr. Michael Villanella, Chief Enrollment Officer, will report on enrollment management.

5.0 Adjournment

RESOLUTION F11-25

APPROVAL OF POLICY 4.52REV. LEAVES OF ABSENCES (PAID AND UNPAID)

WHEREAS, an ongoing review of institutional policies has been undertaken in order to remove outdated policies, and to modify and update policies to ensure their accuracy and application to current organizational needs; and

WHEREAS, a modification of the policy is recommended to reflect the closure of the University each year around the Independence Day holiday to achieve energy efficiency savings; and

WHEREAS, the specific closure dates will be determined by the University and the viability of continuing such closure will be examined by the President each year to determine the impact upon the delivery of services and operational needs and may be modified to respond to these needs; and

WHEREAS, these revisions have been recommended by the President for Board of Trustees approval;

NOW, THEREFORE, IT IS RESOLVED that the Board of Trustees of Shawnee State University approves amended Policy 4.52Rev., Leaves of Absences, Paid and Unpaid.

(September 19, 2025)

Shawnee State University

POLICY TITLE:	LEAVES OF ABSENCES (PAID & UNPAID)
POLICY NO.:	4.52REV
ADMIN CODE:	3362-4-23
PAGE NO.:	1 OF 11
EFFECTIVE DATE:	09/19/2025
NEXT REVIEW DATE:	09/20302
RESPONSIBLE OFFICER:	CHIEF OPERATING OFFICER
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

The University is committed to providing administrators and administrative technical support staff (ATSS) with appropriate avenues to take time away from work assignments and for the University to remain fully compliant with applicable regulatory provisions for various forms of leave that are essential to the health and wellbeing of University employees. This policy identifies the holidays that are observed by the University, provides for the accrual and use of vacation, and defines the various forms of leaves of absence (LOAs) that are available or that the administration may impose.

2.0 HOLIDAYS

2.1 The following are designated University holidays:

<u>Holiday</u>	<u>Date</u>
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day*	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day*	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

2.2 The University will develop a schedule each year that will allow for designated holidays to be observed. The two holidays marked with an asterisk (*) on the list

will be observed on the Friday after Thanksgiving and on the day before Christmas Day.

- 2.3 If any of the holidays as provided herein falls on Saturday, the Friday immediately preceding shall be observed as the holiday. If any of the holidays as provided herein falls on Sunday, the Monday immediately succeeding shall be observed as the holiday.
- 2.4 The University reserves the right to require work on observed holidays at its discretion. Non-exempt salaried employees working on an observed holiday shall be paid for the holiday and for the actual time worked at one and one-half (1 ½) times their base salary per-hour rate of pay.

3.0 WINTER & SUMMER BREAK

The University will be closed for Winter break each year from December 26 through December 31. In the event that the observance of Christmas Eve, Christmas Day, or New Year's Day occurs during the December 26-31 period, an additional vacation day shall not be provided to employees.

University offices will be closed for Summer break each year during the week the Independence Day holiday is observed.

The University may close additional days around the Christmas, New Year's Day, and/or Independence Day holidays as determined by the President, who shall report any such changes to and receive approval from the Chair of the Board of Trustees.

4.0 VACATION LEAVE

- 4.1 The University regards a vacation as a period of rest and relaxation earned for past service. Since the annual vacation is important to the wellbeing of employees and their families, employees are encouraged to utilize all earned vacation.
- 4.2 For accrual purposes, the vacation year shall be based on an employee's anniversary date.
- 4.3 Employees accrue vacation leave based upon the schedule reflected in table 4.4 below. Part time benefit eligible employees who work twelve months will receive pro-rated vacation. Benefit eligible full-time employees employed for less than twelve months will receive vacation at one-half (.50) of the applicable accrual rate.

4.4 Admin/ATSS Vacation Accrual Structure

Years of Completed Service	# Days	Hours of Vacation	Accrual Rate	Maximum Balance
Years 0-2	17	136	5.23	272.00
Years 3-5	18	144	5.54	288.00
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Year 15+	22	176	6.77	352.00

- 4.5 An employee may accumulate a maximum of two (2) times the accrued hours of vacation earned in one year. This amount may be carried over from year to year. With approval of the division senior executive, an additional amount may be carried over when vacation cannot be taken due to operational needs outside the employee's control. Division senior executive shall mean the Provost/Vice President for Academic and Student Affairs; Chief Financial Officer; Chief Operating Officer; Chief Enrollment Officer; Chief Advancement Officer; Chief of Staff; and the President for employees who report directly to the President.
- 4.6 A newly hired employee's vacation accrual rate may include prior public service with the State of Ohio or any of its political subdivisions or regional councils of government, with the following conditions:
- 4.6.1 The employee must inform and provide written documentation to the Department of Human Resources within ninety (90) days of employment that s/he has service with the State of Ohio or any of its political subdivisions or regional councils of government. In such case, the employee's accrual will be adjusted to the appropriate rate from the date of employment with the University.
 - 4.6.2 Notification by the employee to the Department of Human Resources received after ninety (90) days of employment with the University will be applied to the employee's accrual rate beginning the next full pay period in which the request and required documentation are received by Human Resources.
 - 4.6.3 The employee's adjusted accrual balance (whether retroactive to the employment date or a later date) will be reflected on the pay records beginning with the next full pay period after receipt of required documentation.
 - 4.6.4 A year of service with the State of Ohio or a political subdivision or regional council of government is considered as twenty-six (26) biweekly periods.
 - 4.6.5 An employee who has retired in accordance with the provisions of any retirement plan offered by the State of Ohio and is reemployed will not have prior service with the State of Ohio, any political subdivision of the State or a

regional council of government counted for purposes of computing vacation leave.

- 4.7 To assure accurate leave balances, employees requesting vacation leave must submit their request electronically through the BearTrax system.
- 4.8 Extended vacation requests (over 3 weeks in a single instance) may have a negative impact on the operation and will be considered only as an exception with accompanying extenuating circumstances. Requests of this nature will require a written rationale with supervisor approval, as well as the approval of the division senior executive (as defined in section 4.5, above).
- 4.9 When an official University observed holiday falls within an employee's vacation, that day will not be charged as vacation.
- 4.10 All accrued vacation must be exhausted before an unpaid leave of absence commences. This subsection does not apply when an employee opts to take some or all of the time off without pay during a university shutdown as permitted by section 4.13.
- 4.11 Employees who retire or resign will be paid for earned but unused vacation up to a maximum of two times the accrued hours of vacation in one year at the time of their departure. In the event of the death of an employee, vacation pay for vacation earned but not taken up to a maximum of two times the accrued hours of vacation in one year will be paid to the estate of the employee.
- 4.12 The Department of Human Resources will maintain an up-to-date record of vacation for each employee. Any questions concerning vacation record-keeping should be directed to Human Resources.
- 4.13 In order to provide for continuous payment during a Board-approved University closure, temporary changes to vacation accruals will be permitted as follows:
 - 4.13.1 employees will be permitted to use accrued vacation leave hours during hours they will not be working as a result of the shutdown to offset lost pay, or
 - 4.13.2 employees will be permitted to use unearned vacation leave hours that they are scheduled to earn during the remainder of that calendar year in exchange for a reduced vacation accrual rate for the remainder of the calendar year. These actions will not be considered a reduction in pay, layoff, or furlough.

5.0 SICK LEAVE

- 5.1 Sick leave may be used for an authorized absence from scheduled duties due to personal illness (which may include physical and/or mental health issues); personal injury; exposure to contagious disease that poses a reasonable risk of contagion to the University (the University may require documentation); medical, mental health, dental, or optical examination or treatment for self or immediate family members when the employee's attendance is required; family emergencies requiring the attendance of the employee; pregnancy and/or childbirth and related conditions; or death in the immediate family. The definition

of an immediate family member includes: grandparents, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father, father-in-law, mother, mother-in-law, spouse, child, grandchild, legal guardian, or other person who stands in the place of a parent.

- 5.2 Upon hire, a full-time Administrator or ATSS employee will receive one hundred and twenty (120) hours of sick leave credited to his/her leave account.
- 5.3 After the first year of employment and thereafter, sick leave will accrue for full-time Administrators and ATSS pro-rated each pay period for a maximum of 120 hours per year.
- 5.4 Upon hire, the part-time Administrator or ATSS employee will receive a pro-rated amount of sick leave credited to his/her leave account, based upon the employee's full-time equivalency (FTE) percentage determined at the time of hire. For example, a half-time employee (.50 FTE) will be eligible for a credit of sixty (60) hours of sick leave.
- 5.5 After the first year of employment and thereafter, sick leave shall accrue for part-time administrators and ATSS at a pro-rated amount based upon the employee's FTE.
- 5.6 An Administrator or ATSS may transfer into his/her University sick leave account any accumulated, documented, and verified sick leave balance that has been accumulated in the public service in the State of Ohio, provided that his/her re-employment takes place within ten (10) years of the date on which the employee was last terminated from public service. If the employee elects to do so and informs the Department of Human Resources, he/she may elect to transfer any unused and unpaid sick leave balance above one-hundred and twenty (120) hours to their Shawnee State University sick leave account. This amount will be in addition to the University credited amount. For example, if the employee had six hundred and twenty (620) hours of unused and unpaid sick leave from a prior state of Ohio employer, then five hundred (500) hours could be transferred to Shawnee State University.
- 5.7 There is no maximum applied to the amount of sick leave that may be accumulated during active employment.
- 5.8 The sick leave account balance will be reduced an hour for each hour of sick leave used. As an alternative to using up sick leave hours, the employee with advance approval from his/her supervisor, may use flexible scheduling (working less hours of the normal schedule and making those hours up another time or day) to account for time off for medical appointments or other reasons which would otherwise be used as sick leave hours. For ATSS, hours must be made up within the same week, or if not, the sick leave account will be reduced an hour for each hour of sick leave used.
- 5.9 Employees requesting sick leave (including leave that qualifies under the Family and Medical Leave Act – FMLA) must submit their request electronically through the BearTrax system. When the leave is foreseeable, the employee must make every effort to request the leave thirty (30) days in advance of the leave. When it is not possible for the leave request ~~form~~ to be submitted in advance of the leave, it must be

approved by the employee's supervisor and submitted ~~through the BearTrax system to Human Resources~~ upon the employee's return from the absence. Time on approved sick leave will run concurrent with an approved leave under FMLA (refer to section 7.0 below).

- 5.10 If an employee is expected to be off more than five (5) consecutive work days, a signed or official doctor's statement must be submitted in advance to the supervisor or Human Resources. If an employee does not have advance warning, the doctor's statement must be provided to the supervisor or Human Resources as soon as practicable after the employee knows he/she will be off more than five (5) consecutive days and in no event any later than the date the employee returns to work (unless more time is granted by the Director of Human Resources or designee).
- 5.11 In situations of sick leave involving less than five (5) consecutive work days, where suspicious patterns of leave exist (e.g., leave taken immediately before or after weekends or days off), a doctor's statement may be required upon the request of the supervisor or Human Resources. All doctors' statements shall be in the form of a signed or official statement from the attending physician, stating the general nature of the illness, date of medical treatment, and the conditions under which the employee is released to return to work or a statement from the attending physician verifying the illness or injury of the employee's immediate family member. The failure to submit a doctor's statement or the failure to submit a proper leave form to Human Resources may result in delay of payment for the time missed.
- 5.12 Intentional misuse of the sick leave provision herein may be considered grounds for disciplinary action. Non-compliance with sick leave rules and regulations may result in the Administrator or ATSS not receiving pay for the requested sick leave.

6.0 SICK LEAVE RETIREMENT PAYMENT

- 6.1 The Administrator or ATSS, upon official state retirement from active service or upon separation of employment by an alternative retirement plan (ARP) participant who would meet the age and service eligibility requirements under a state pension system (OPERS or STRS), and with ten or more years of service with the State of Ohio or any of its political subdivisions, will be paid for one-fourth of the value of accumulated sick leave balance, up to a maximum payment of 240 hours. Payment will be based upon the employee's base per hour rate of pay at the time of retirement. Any unpaid leave remaining on the Shawnee State sick leave account will be available for use upon rehire (unless hired into a position that does not provide sick leave). In the event of an eligible employee's death prior to retirement, the sick leave retirement payout is not subject to payment to the employee's estate.
- 6.2 The payout of sick leave balance as provided in this policy will be made only once to any Administrator or ATSS. An employee who received such cash payout and who was rehired post retirement may accrue and use sick leave while actively employed but shall not be eligible for payment of any unused sick leave balance.
- 6.3 The payment discussed in Section 6.1 will only be available to employees

who formally notify the Department of Human Resources of their retirement and meet all other eligibility requirements.

7.0 FAMILY AND MEDICAL LEAVE POLICY

7.1 Scope

Employees with at least one year of service with the University and who have worked for 1,250 hours in the previous 12-month period are eligible for up to twelve weeks of paid (existing sick leave and/or vacation) and/or unpaid leave for qualifying events, in a twelve-month period (rolling year, see Title 29, Section 825.200 of Code of Federal Regulations). Qualifying events are:

7.1.1 Childbirth (due to the birth of or to care for the newborn child)

7.1.2 Adoption or foster care

7.1.3 Serious personal illness –

7.1.3.1 A serious health condition that results in a period of incapacity for more than three days during which the employee is unable to work, or

7.1.3.2 A chronic condition requiring a regimen of ongoing care by a health care provider that intermittently renders the employee unable to work for periods of less than three days while seeking treatment or while recovering from the condition.

7.1.4 The serious health condition of a member of the employee's immediate family (as defined in 5.1 above) which requires the employee to provide care.

7.1.5 Qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on active duty, or has been called to active duty, in support of a contingency operation.

7.1.6 Care for a covered service member with a serious injury or illness if the employee is the spouse, child, parent or next of kin of the service member.

7.2 Length of leave/paid or unpaid

Family and Medical Leave provides an eligible employee to take up to twelve workweeks of leave per rolling twelve-month period except for leave under section 7.1.6 which may be taken for up to 26 workweeks. Employees will first use sick leave, where appropriate, prior to vacation and any unpaid leave. Employees will use vacation and any comp time prior to any unpaid leave after sick leave is exhausted or for events where sick leave is inappropriate. Family Medical Leave coordinates and runs concurrently with other paid and unpaid leaves.

7.3 Childbirth and adoption timeframe

Leave under this policy which pertains to care for a newborn, adopted, or foster child may only be taken within twelve months of the child's birth or placement into the employee's home.

7.4 Certification for health leave

If an employee requires leave for a serious health condition for himself/herself or a spouse, parent, or child, a health care provider's certification shall be required stating

the commencement date and probable duration of the condition and the medical facts substantiating the condition. The University may require an independent examination at no cost to the employee.

7.5 Notice of the leave

Employees must provide at least thirty days' advance notice if the leave is foreseeable. If the leave must begin within fewer than thirty days, the employee must provide notice as soon as practicable.

7.6 Employment and benefits protection

Any employee who takes leave under the provisions of this policy, on return from such leave, shall be restored by the University to the position of employment held by the employee when the leave commenced or be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

7.7 Continuation of health plan coverage

If after the exhaustion of all forms of paid leave, a period of unpaid leave is needed up to the twelve week maximum provided under this policy (or 26 week maximum, as applicable), the University shall maintain the coverage under the group health plan for this period under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of the leave. Upon return to work, the employee must make arrangements with the Department of Human Resources to make up the employee contributions missed for insurance coverage while on unpaid leave.

7.8 Return from leave

If the employee fails to return from Family and Medical Leave, the University may recover the premium that the employer paid for maintaining coverage for the employee under the group health plan during any period of unpaid leave.

8.0 DISABILITY LEAVE

8.1 Application

8.1.1 Full-time Administrators and ATSS may be granted a disability leave of absence in the event of a disabling illness or injury (except work related in

which case workers' compensation rules will apply) that extends beyond leave provided under FMLA.

- 8.1.2 Approval of such leave is contingent upon the employee submitting a satisfactory written physician's statement attesting that the essential functions of the assigned position cannot be performed.
- 8.1.3 The University may request that an examination be completed by a physician of its choosing. In such case, the University will pay for the cost of the examination.
- 8.1.4 Written application to the Department of Human Resources should be made as early as possible and must include a statement from the attending physician with a projected return date.

8.2 Duration and retention

- 8.2.1 The duration of disability leave will be based on the projected return date provided by the attending physician. An initial request for disability leave may be for one year or less. A disability leave may be extended one additional year with a request for such extension to be made no later than sixty (60) days prior to the originally scheduled return date. The total amount of time on such leave, paid or unpaid, for the same injury or illness, may not exceed two years. The amount of time shall be reduced by family medical leave used for the same injury or illness.
- 8.2.2 In order to be paid for disability leave, the employee will use all earned but unused sick leave, vacation leave, personal leave, and comp time. All types of paid leave must be used prior to unpaid leave.
- 8.2.3 Prior to returning to work, the employee must provide the University with the attending physician's release attesting to his/her ability to perform the essential job duties. The University may request an independent examination as identified in 8.1.3 above.
- 8.2.4 The employee will retain reinstatement rights to his/her current position if the disability leave is six (6) months or less. If such leave time exceeds six (6) months, up to a maximum of twelve (12) months, the University will place such employee in the same or similar position in which the employee possesses the required qualifications necessary to perform the essential responsibilities. The University will make reasonable efforts to reinstate an employee to the same or similar position if such leave exceeds one year.

8.3 Insurance coverage

- 8.3.1 The University will continue group health insurance throughout the period of an approved paid leave.
- 8.3.2 The University will continue group health insurance throughout the period of an

approved unpaid leave that is not FMLA leave for a maximum of six (6) months.

- 8.3.3 While on an approved unpaid leave other than FMLA, the employee must timely remit the established insurance contribution payments for the duration of the leave. If the employee payment contributions are not timely remitted, the

employee will forfeit University-provided health plan coverage and may elect health plan continuation under COBRA at 102% of the full cost of the University's health plan.

- 8.3.4 The University will continue group health insurance as provided in the Family and Medical Leave Act (FMLA) of 1993 as currently amended, and offer group health continuation and conversion benefits as provided under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

8.4 Disability retirement reinstatement

In the case of an employee who has been granted a disability retirement through OPERS or STRS, the period of reinstatement shall be in accordance with the prevailing rules of the state retirement system.

- 8.5 An Employee requesting disability leave must submit his/her request electronically through the BearTrax System.

9.0 WORKERS' COMPENSATION LEAVE

Workers' compensation leave will be provided as set forth in the Ohio statutes (ORC Chapter 4123) for workplace injuries and/or occupational diseases. Additional information may be found on the University website at the [Office of Human Resources](#) webpages.

10.0 COURT/JURY DUTY LEAVE

- 10.1 An employee who is required to report for jury duty or is subpoenaed to appear before any court, commission, board, or other legally constituted body, where the employee is not a party to the action, shall be entitled to leave with pay for the scheduled work hours lost as the result of such duty. For ATSS employees, the employees will be compensated by the University in an amount equal to his/her straight-time (non-overtime) rate of pay. Any monetary payment received from the court shall be submitted to Human Resources for deposit as a condition of receiving full pay from the University. ~~For both Administrators and ATSS~~ employees, their normal pay will be paid to them while on jury duty, less the amount received by the employee from the government for such appearance. An employee who reports for such duty and is excused shall immediately contact his/her immediate supervisor and report for work, if requested.

- 10.2 In order to be paid by the University for such leave the employee must submit to Human Resources written proof, executed by an authorized administrator of the court, showing the duration of such duty and the amount of compensation received for such duty.

11.0 MILITARY LEAVE

- 11.1 An employee who is unable to report for regularly scheduled work because the employee is required to report for duty as an active-duty member of the armed forces, a reserve member of the armed forces, or as a member of the Ohio National Guard shall be compensated in accordance with Ohio law.
- 11.2 The University will adhere to any federal or state laws enacted regarding employer responsibilities toward active employees who are members of the armed forces.
- 11.3 To be eligible for this leave and in accordance with federal and state law, the employee upon request, shall provide the order or written statement from the appropriate military commander to his/her supervisor which shall be forwarded to Human Resources.

12.0 FURLOUGHS

A furlough is a non-permanent, unpaid leave of absence from work for a specified period of time. The President may impose furloughs in accordance with Ohio law. The President shall enact a procedure setting forth the terms and conditions under which furloughs may be imposed.

13.0 REQUEST FOR LEAVE ~~PROCESS FORMS~~

- 13.1 Except in the case of an emergency, prior notification to the employee's supervisor of anticipated leaves is required. Employees shall notify his/her immediate supervisor by telephone or electronic message prior to the scheduled start time that they are unable to report to work due to a qualifying reason. In cases where an employee is incapacitated, they may designate a family member or third-party representative to communicate with the University.
- 13.2 Requests for leave as identified in this policy must be submitted electronically via the BearTrax system. In order to assure accuracy of leave balances and to properly secure approvals for leaves, every effort should be made to make requests prior to the end of the pay period in which the leave is to occur. In rare circumstances in which this cannot be done due to emergency or oversight, the employee must submit such request at the earliest date upon return from leave.
- 13.3 Additional guidelines regarding leaves of absences may be found on the Department of Human Resources website.

History:

Effective: 09/19/14 (Replaces 4.55Rev; 4.56Rev; 4.57Rev; 4.65 and 4.68)

Revised: 09/19/25; 09/03/24; 12/01/23; 09/15/23; 02/08/19; 10/13/17; 10/14/16; 08/19/16

Shawnee State University

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 - 4.6.2 Notification by the employee to the Department of Human Resources received after ninety (90) days of employment with the University will be applied to the employee's accrual rate beginning the next full pay period in which the request and required documentation are received by Human Resources.
 - 4.6.3 The employee's adjusted accrual balance (whether retroactive to the employment date or a later date) will be reflected on the pay records beginning with the next full pay period after receipt of required documentation.
 - 4.6.4 A year of service with the State of Ohio or a political subdivision or regional council of government is considered as twenty-six (26) biweekly periods.
 - 4.6.5 An employee who has retired in accordance with the provisions of any retirement plan offered by the State of Ohio and is reemployed will not have

prior service with the State of Ohio, any political subdivision of the State or a regional council of government counted for purposes of computing vacation leave.

- 4.7 To assure accurate leave balances, employees requesting vacation leave must submit their request electronically through the BearTrax system.
- 4.8 Extended vacation requests (over 3 weeks in a single instance) may have a negative impact on the operation and will be considered only as an exception with accompanying extenuating circumstances. Requests of this nature will require a written rationale with supervisor approval, as well as the approval of the division senior executive (as defined in section 4.5, above).
- 4.9 When an official University observed holiday falls within an employee's vacation, that day will not be charged as vacation.
- 4.10 All accrued vacation must be exhausted before an unpaid leave of absence commences. This subsection does not apply when an employee opts to take some or all of the time off without pay during a university shutdown as permitted by section 4.13.
- 4.11 Employees who retire or resign will be paid for earned but unused vacation up to a maximum of two times the accrued hours of vacation in one year at the time of their departure. In the event of the death of an employee, vacation pay for vacation earned but not taken up to a maximum of two times the accrued hours of vacation in one year will be paid to the estate of the employee.
- 4.12 The Department of Human Resources will maintain an up-to-date record of vacation for each employee. Any questions concerning vacation record-keeping should be directed to Human Resources.
- 4.13 In order to provide for continuous payment during a Board-approved University closure, temporary changes to vacation accruals will be permitted as follows:
 - 4.13.1 employees will be permitted to use accrued vacation leave hours during hours they will not be working as a result of the shutdown to offset lost pay, or
 - 4.13.2 employees will be permitted to use unearned vacation leave hours that they are scheduled to earn during the remainder of that calendar year in exchange for a reduced vacation accrual rate for the remainder of the calendar year. These actions will not be considered a reduction in pay, layoff, or furlough.

5.0 SICK LEAVE

- 5.1 Sick leave may be used for an authorized absence from scheduled duties due to personal illness (which may include physical and/or mental health issues); personal injury; exposure to contagious disease that poses a reasonable risk of contagion to the University (the University may require documentation); medical, mental health, dental, or optical examination or treatment for self or immediate

family members when the employee's attendance is required; family emergencies requiring the attendance of the employee; pregnancy and/or childbirth and related conditions; or death in the immediate family. The definition of an immediate family member includes: grandparents, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father, father-in-law, mother, mother-in-law, spouse, child, grandchild, legal guardian, or other person who stands in the place of a parent.

- 5.2 Upon hire, a full-time Administrator or ATSS employee will receive one hundred and twenty (120) hours of sick leave credited to his/her leave account.
- 5.3 After the first year of employment and thereafter, sick leave will accrue for full-time Administrators and ATSS pro-rated each pay period for a maximum of 120 hours per year.
- 5.4 Upon hire, the part-time Administrator or ATSS employee will receive a pro-rated amount of sick leave credited to his/her leave account, based upon the employee's full-time equivalency (FTE) percentage determined at the time of hire. For example, a half-time employee (.50 FTE) will be eligible for a credit of sixty (60) hours of sick leave.
- 5.5 After the first year of employment and thereafter, sick leave shall accrue for part-time administrators and ATSS at a pro-rated amount based upon the employee's FTE.
- 5.6 An Administrator or ATSS may transfer into his/her University sick leave account any accumulated, documented, and verified sick leave balance that has been accumulated in the public service in the State of Ohio, provided that his/her re-employment takes place within ten (10) years of the date on which the employee was last terminated from public service. If the employee elects to do so and informs the Department of Human Resources, he/she may elect to transfer any unused and unpaid sick leave balance above one-hundred and twenty (120) hours to their Shawnee State University sick leave account. This amount will be in addition to the University credited amount. For example, if the employee had six hundred and twenty (620) hours of unused and unpaid sick leave from a prior state of Ohio employer, then five hundred (500) hours could be transferred to Shawnee State University.
- 5.7 There is no maximum applied to the amount of sick leave that may be accumulated during active employment.
- 5.8 The sick leave account balance will be reduced an hour for each hour of sick leave used. As an alternative to using up sick leave hours, the employee with advance approval from his/her supervisor, may use flexible scheduling (working less hours of the normal schedule and making those hours up another time or day) to account for time off for medical appointments or other reasons which would otherwise be used as sick leave hours. For ATSS, hours must be made up within the same week, or if not, the sick leave account will be reduced an hour for each hour of sick leave used.
- 5.9 Employees requesting sick leave (including leave that qualifies under the Family and

Medical Leave Act – FMLA) must submit their request electronically through the BearTrax system. When the leave is foreseeable, the employee must make every effort to request the leave thirty (30) days in advance of the leave. When it is not possible for the leave request to be submitted in advance of the leave, it must be approved by the employee's supervisor and submitted through the BearTrax system upon the employee's return from the absence. Time on approved sick leave will run concurrent with an approved leave under FMLA (refer to section 7.0 below).

- 5.10 If an employee is expected to be off more than five (5) consecutive work days, a signed or official doctor's statement must be submitted in advance to the supervisor or Human Resources. If an employee does not have advance warning, the doctor's statement must be provided to the supervisor or Human Resources as soon as practicable after the employee knows he/she will be off more than five (5) consecutive days and in no event any later than the date the employee returns to work (unless more time is granted by the Director of Human Resources or designee).
- 5.11 In situations of sick leave involving less than five (5) consecutive work days, where suspicious patterns of leave exist (e.g., leave taken immediately before or after weekends or days off), a doctor's statement may be required upon the request of the supervisor or Human Resources. All doctors' statements shall be in the form of a signed or official statement from the attending physician, stating the general nature of the illness, date of medical treatment, and the conditions under which the employee is released to return to work or a statement from the attending physician verifying the illness or injury of the employee's immediate family member. The failure to submit a doctor's statement or the failure to submit a proper leave form to Human Resources may result in delay of payment for the time missed.
- 5.12 Intentional misuse of the sick leave provision herein may be considered grounds for disciplinary action. Non-compliance with sick leave rules and regulations may result in the Administrator or ATSS not receiving pay for the requested sick leave.

6.0 SICK LEAVE RETIREMENT PAYMENT

- 6.1 The Administrator or ATSS, upon official state retirement from active service or upon separation of employment by an alternative retirement plan (ARP) participant who would meet the age and service eligibility requirements under a state pension system (OPERS or STRS), and with ten or more years of service with the State of Ohio or any of its political subdivisions, will be paid for one-fourth of the value of accumulated sick leave balance, up to a maximum payment of 240 hours. Payment will be based upon the employee's base per hour rate of pay at the time of retirement. Any unpaid leave remaining on the Shawnee State sick leave account will be available for use upon rehire (unless hired into a position that does not provide sick leave). In the event of an eligible employee's death prior to retirement, the sick leave retirement payout is not subject to payment to the employee's estate.
- 6.2 The payout of sick leave balance as provided in this policy will be made only once to any Administrator or ATSS. An employee who received such cash payout and who was rehired post retirement may accrue and use sick leave while actively employed but shall

not be eligible for payment of any unused sick leave balance.

- 6.3 The payment discussed in Section 6.1 will only be available to employees who formally notify the Department of Human Resources of their retirement and meet all other eligibility requirements.

7.0 FAMILY AND MEDICAL LEAVE POLICY

7.1 Scope

Employees with at least one year of service with the University and who have worked for 1,250 hours in the previous 12-month period are eligible for up to twelve weeks of paid (existing sick leave and/or vacation) and/or unpaid leave for qualifying events, in a twelve-month period (rolling year, see Title 29, Section 825.200 of Code of Federal Regulations). Qualifying events are:

7.1.1 Childbirth (due to the birth of or to care for the newborn child)

7.1.2 Adoption or foster care

7.1.3 Serious personal illness –

7.1.3.1 A serious health condition that results in a period of incapacity for more than three days during which the employee is unable to work, or

7.1.3.2 A chronic condition requiring a regimen of ongoing care by a health care provider that intermittently renders the employee unable to work for periods of less than three days while seeking treatment or while recovering from the condition.

7.1.4 The serious health condition of a member of the employee's immediate family (as defined in 5.1 above) which requires the employee to provide care.

7.1.5 Qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on active duty, or has been called to active duty, in support of a contingency operation.

7.1.6 Care for a covered service member with a serious injury or illness if the employee is the spouse, child, parent or next of kin of the service member.

7.2 Length of leave/paid or unpaid

Family and Medical Leave provides an eligible employee to take up to twelve workweeks of leave per rolling twelve-month period except for leave under section 7.1.6 which may be taken for up to 26 workweeks. Employees will first use sick leave, where appropriate, prior to vacation and any unpaid leave. Employees will use vacation and any comp time prior to any unpaid leave after sick leave is exhausted or for events where sick leave is

inappropriate. Family Medical Leave coordinates and runs concurrently with other paid and unpaid leaves.

7.3 Childbirth and adoption timeframe

Leave under this policy which pertains to care for a newborn, adopted, or foster child may only be taken within twelve months of the child's birth or placement into the employee's home.

7.4 Certification for health leave

If an employee requires leave for a serious health condition for himself/herself or a spouse, parent, or child, a health care provider's certification shall be required stating the commencement date and probable duration of the condition and the medical facts substantiating the condition. The University may require an independent examination at no cost to the employee.

7.5 Notice of the leave

Employees must provide at least thirty days' advance notice if the leave is foreseeable. If the leave must begin within fewer than thirty days, the employee must provide notice as soon as practicable.

7.6 Employment and benefits protection

Any employee who takes leave under the provisions of this policy, on return from such leave, shall be restored by the University to the position of employment held by the employee when the leave commenced or be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

7.7 Continuation of health plan coverage

If after the exhaustion of all forms of paid leave, a period of unpaid leave is needed up to the twelve week maximum provided under this policy (or 26 week maximum, as applicable), the University shall maintain the coverage under the group health plan for this period under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of the leave. Upon return to work, the employee must make arrangements with the Department of Human Resources to make up the employee contributions missed for insurance coverage while on unpaid leave.

7.8 Return from leave

If the employee fails to return from Family and Medical Leave, the University may recover the premium that the employer paid for maintaining coverage for the employee under the group health plan during any period of unpaid leave.

8.0 DISABILITY LEAVE

8.1 Application

- 8.1.1 Full-time Administrators and ATSS may be granted a disability leave of absence in the event of a disabling illness or injury (except work related in which case workers' compensation rules will apply) that extends beyond leave provided under FMLA.
- 8.1.2 Approval of such leave is contingent upon the employee submitting a satisfactory written physician's statement attesting that the essential functions of the assigned position cannot be performed.
- 8.1.3 The University may request that an examination be completed by a physician of its choosing. In such case, the University will pay for the cost of the examination.
- 8.1.4 Written application to the Department of Human Resources should be made as early as possible and must include a statement from the attending physician with a projected return date.

8.2 Duration and retention

- 8.2.1 The duration of disability leave will be based on the projected return date provided by the attending physician. An initial request for disability leave may be for one year or less. A disability leave may be extended one additional year with a request for such extension to be made no later than sixty (60) days prior to the originally scheduled return date. The total amount of time on such leave, paid or unpaid, for the same injury or illness, may not exceed two years. The amount of time shall be reduced by family medical leave used for the same injury or illness.
- 8.2.2 In order to be paid for disability leave, the employee will use all earned but unused sick leave, vacation leave, personal leave, and comp time. All types of paid leave must be used prior to unpaid leave.
- 8.2.3 Prior to returning to work, the employee must provide the University with the attending physician's release attesting to his/her ability to perform the essential job duties. The University may request an independent examination as identified in 8.1.3 above.
- 8.2.4 The employee will retain reinstatement rights to his/her current position if the disability leave is six (6) months or less. If such leave time exceeds six (6) months, up to a maximum of twelve (12) months, the University will place such employee in the same or similar position in which the employee possesses the required qualifications necessary to perform the essential responsibilities. The University will make reasonable efforts to reinstate an employee to the same or

similar position if such leave exceeds one year.

8.3 Insurance coverage

- 8.3.1 The University will continue group health insurance throughout the period of an approved paid leave.
- 8.3.2 The University will continue group health insurance throughout the period of an approved unpaid leave that is not FMLA leave for a maximum of six (6) months.
- 8.3.3 While on an approved unpaid leave other than FMLA, the employee must timely remit the established insurance contribution payments for the duration of the leave. If the employee payment contributions are not timely remitted, the employee will forfeit University-provided health plan coverage and may elect health plan continuation under COBRA at 102% of the full cost of the University's health plan.
- 8.3.4 The University will continue group health insurance as provided in the Family and Medical Leave Act (FMLA) of 1993 as currently amended, and offer group health continuation and conversion benefits as provided under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

8.4 Disability retirement reinstatement

In the case of an employee who has been granted a disability retirement through OPERS or STRS, the period of reinstatement shall be in accordance with the prevailing rules of the state retirement system.

- 8.5 An Employee requesting disability leave must submit his/her request electronically through the BearTrax System.

9.0 WORKERS' COMPENSATION LEAVE

Workers' compensation leave will be provided as set forth in the Ohio statutes (ORC Chapter 4123) for workplace injuries and/or occupational diseases. Additional information may be found on the University website at the [Office of Human Resources](#) webpages.

10.0 COURT/JURY DUTY LEAVE

- 10.1 An employee who is required to report for jury duty or is subpoenaed to appear before any court, commission, board, or other legally constituted body, where the employee is not a party to the action, shall be entitled to leave with pay for the scheduled work hours lost as the result of such duty. For ATSS employees, the employees will be compensated by the University in an amount equal to his/her straight-time (non-overtime) rate of pay. Any monetary payment received from the court shall be submitted to Human Resources for deposit as a condition of receiving full pay from the University. An employee who reports for such duty and is excused shall immediately contact his/her immediate supervisor and report for work, if requested.

- 10.2 In order to be paid by the University for such leave the employee must submit to Human Resources written proof, executed by an authorized administrator of the court, showing the duration of such duty and the amount of compensation received for such duty.

11.0 MILITARY LEAVE

- 11.1 An employee who is unable to report for regularly scheduled work because the employee is required to report for duty as an active-duty member of the armed forces, a reserve member of the armed forces, or as a member of the Ohio National Guard shall be compensated in accordance with Ohio law.
- 11.2 The University will adhere to any federal or state laws enacted regarding employer responsibilities toward active employees who are members of the armed forces.
- 11.3 To be eligible for this leave and in accordance with federal and state law, the employee upon request, shall provide the order or written statement from the appropriate military commander to his/her supervisor which shall be forwarded to Human Resources.

12.0 FURLOUGHS

A furlough is a non-permanent, unpaid leave of absence from work for a specified period of time. The President may impose furloughs in accordance with Ohio law. The President shall enact a procedure setting forth the terms and conditions under which furloughs may be imposed.

13.0 REQUEST FOR LEAVE PROCESS

- 13.1 Except in the case of an emergency, prior notification to the employee's supervisor of anticipated leaves is required. Employees shall notify his/her immediate supervisor by telephone or electronic message prior to the scheduled start time that they are unable to report to work due to a qualifying reason. In cases where an employee is incapacitated, they may designate a family member or third-party representative to communicate with the University.
- 13.2 Requests for leave as identified in this policy must be submitted electronically via the BearTrax system. In order to assure accuracy of leave balances and to properly secure approvals for leaves, every effort should be made to make requests prior to the end of the pay period in which the leave is to occur. In rare circumstances in which this cannot be done due to emergency or oversight, the employee must submit such request at the earliest date upon return from leave.
- 13.3 Additional guidelines regarding leaves of absences may be found on the Department of Human Resources website.

History:

Effective: 09/19/14 (Replaces 4.55Rev; 4.56Rev; 4.57Rev; 4.65 and 4.68)

Revised: 09/19/25; 09/03/24; 12/01/23; 09/15/23; 02/08/19; 10/13/17; 10/14/16; 08/19/16;

RESOLUTION F12-25

RESOLUTION ADOPTING PRE-TAX PARKING PLAN FOR EMPLOYEES

WHEREAS, in June 2024, in Resolution F12-24, the Board of Trustees of Shawnee State University amended Policy 5.28REV by authorizing the President establish parking fees on campus; and

WHEREAS, during the 2024-2025 fiscal year, the University enacted parking fees; and

WHEREAS, it is in the interest of the University to offer employees the option of paying their parking fees on a pre-tax basis to the extent permitted under Internal Revenue Service regulations; and

WHEREAS, the University executive staff, working with outside tax counsel, has drafted a Shawnee State University Pre-tax Parking Plan which sets forth, among other things, eligibility requirements, periods of coverage, and steps for participating in the plan; and

WHEREAS, the Plan names the University as Administrator of the Plan and allows the Administrator to delegate its authority and responsibilities under the Plan to any individual(s), group, or committee;

NOW, THEREFORE, it is resolved that the Board of Trustees of Shawnee State University adopts the Pre-tax Parking Plan and authorizes the President to execute the plan; and

IT IS FURTHER RESOLVED that the Board of Trustees delegates to the President the role of Administrator of the Plan and authorizes the President to sub-delegate the Administrator duties to an individual, group, or committee as he sees fit.

(September 19, 2025)



Shawnee State University Pre-tax Parking Plan

Shawnee State University (the “University”) established the Shawnee State University Pre-tax Parking Plan (the “Plan”) effective August 1, 2025. The Plan allows eligible faculty and staff to use pre-tax dollars to purchase parking permits.

The Plan is intended to qualify as a “qualified transportation fringe” benefit plan under Section 132(f) of the Code and shall be interpreted to accomplish that objective. The Qualified Parking Benefits provided under the Plan are intended to be eligible for exclusion from participating Employees’ gross income under Code Section 132(f).

The provisions of the Plan shall be as follows.

Article I. Format and Definitions

Capitalized terms used in this Plan that are not otherwise defined in this plan document (as amended from time to time) shall have the meanings set forth in this Article I unless the context in which they are used clearly indicates that some other meaning is intended.

1.1 Administrator.

“Administrator” means the University. The Administrator may delegate its authority and responsibilities under this Plan to any individual(s), group, or committee.

1.2 Code.

“Code” means the Internal Revenue Code of 1986, as amended, and any valid regulations issued thereunder.

1.3 Compensation.

“Compensation” means wages that are paid to an Employee by the Employer.

1.4 Compensation Reduction.

“Compensation Reduction” means the amount by which the Participant’s Compensation is reduced and applied by the Employer under this Plan to pay on a pre-tax basis for Qualified Parking Benefits elected by the Participant.

1.5 Election Form/Compensation Reduction Agreement.

“Election Form/Compensation Reduction Agreement” means a form provided by the Administrator for the purpose of allowing an Eligible Employee to elect Qualified

Parking Benefits and any Compensation Reductions required to pay for those Qualified Parking Benefits. It includes an agreement pursuant to which a Participant who is also an Eligible Employee authorizes the Employer to make any required Compensation Reductions. To be effective, an Election Form/Compensation Reduction Form must be filed by the Eligible Employee on a form and in the manner authorized by the Administrator. Subject to the preceding sentence, an Election Form/Compensation Reduction Agreement shall become effective and shall terminate as provided in Article III.

1.6 Eligible Employee.

“Eligible Employee” means an Employee who is classified as faculty or staff by the Employer. Solely for the purpose of determining whether an Employee is an Eligible Employee, an Employee who is on authorized leave of absence shall be considered employed throughout the period of authorized leave at the regular schedule in effect for that Employee at the time the leave of absence began. An Employee must be an Eligible Employee to become a Participant in the Plan.

1.7 Employee.

“Employee” means an individual that the Employer classifies as a common-law employee and who is on the Employer’s W-2 payroll, but it does not include any of the following, regardless of whether the individual is on the Employer’s W-2 payroll or is determined by the IRS or others to be a common-law employee of the Employer: (a) any leased employee (including but not limited to those individuals defined as leased employees in Code Section 414(n)); (b) any individual classified by the Employer as a contract worker, independent contractor, temporary employee, or casual employee for the period during which such individual is so classified; or (c) any individual who performs services for the Employer but who is paid by a temporary or other employment or staffing agency for the period during which such individual is paid by such agency, whether or not such individual is determined by the IRS or others to be a common-law employee of the Employer.

1.8 Employer.

“Employer” means Shawnee State University.

1.9 Enrollment Period.

“Enrollment Period” means the period as may be prescribed by the Administrator during which an Eligible Employee may elect to participate in the Plan.

1.10 Participant.

“Participant” means a person who has become a Participant in accordance with Section 2.1, and whose Participant status has not ceased in accordance with Section 2.2.

1.11 Period of Coverage.

“Period of Coverage” means one (1) calendar month, beginning with the first day of the month and ending on the last day of the month, except in an employee’s initial month

of employment, in which case the first calendar month begins the first day of employment.

1.12 Plan.

“Plan” means the Shawnee State University Pre-tax Parking Plan as set forth herein and as amended from time to time.

1.13 Qualified Parking Account.

“Qualified Parking Account” means the recordkeeping account for the purpose of keeping track of contributions and determining forfeitures under Article III.

1.14 Qualified Parking Benefits.

“Qualified Parking Benefits” means parking provided to an Employee by the Employer on the Employers’ business premises. Parking is provided by an Employer if the parking is on property that the Employer owns or leases.

1.15 Qualified Parking Expenses.

“Qualified Parking Expenses” means the expenses incurred or paid for “Qualified Parking Benefits. Qualified Parking Expenses does not include: (i) parking on or near property used by the Employee for residential purposes, unless such property is owned or managed by the Employer; (ii) the value of parking provided to an Employee that is excludable from their gross income as a working condition fringe under Code Section 132(a)(3); or (iii) reimbursements paid to the Employee for parking costs that are excludable from their gross income as an amount paid under an accountable plan under Treas. Reg. Section 1.62-2.

Article II. Participation

2.1 Commencement of Participation.

An Eligible Employee who is not a Participant in the Plan shall become a Participant on the first day of employment after the date they become an Eligible Employee for which they have completed an Election Form/Compensation Reduction Agreement, provided the Employee is still an Eligible Employee on that first day. If the Employee is not an Eligible Employee on that first day, the Employee who has completed an Election Form/Compensation Reduction Agreement shall become a Participant when they are an Eligible Employee on the first day of a later Period of Coverage.

2.2 Termination of Participation.

An Employee who is a Participant will cease to be a Participant when the first of the following occurs:

- (a) the Employee ceases to be an Employee;
- (b) the Employee is no longer an Eligible Employee and has no balance in their Qualified Parking Account;
- (c) the Employee opts out of automatic monthly renewal; or
- (d) the Plan terminates.

2.3 Participation Following Termination of Employment or Loss of Eligibility

An individual (whether or not a Participant) who ceases to be Participant for any reason other than termination of the Plan must satisfy the requirements of Section 2.1 in order to once again become a Participant.

Article III. Qualified Parking Benefits

3.1 Compensation Reductions.

Participants must elect Compensation Reductions to pay the cost of Qualified Parking Benefits. Compensation Reductions shall be made as elected in the applicable Election Form/Compensation Reduction Agreement, which will be provided by the Administrator during the Enrollment Period or at any other time upon request of the Employee. As provided in Section 3.2, a Participant's Election Form/Compensation Reduction Agreement shall terminate as soon as administratively feasible after the Participant ceases to be an Eligible Employee or elects not to have his or her participation automatically renewed. Elections to not participate in the Plan shall be submitted to Human Resources by the 15th of each month. If they are not timely used to pay Qualified Parking Benefits in accordance with the terms of this Plan, Compensation Reductions shall be forfeited as provided in Section 3.5.

3.2 Elections.

Compensation Reductions may only be elected by the timely submission of a properly completed Election Form/Compensation Reduction Agreement. An Eligible Employee's Compensation Reduction election, which may be submitted but cannot be effective before the Eligible Employee becomes a Participant pursuant to Article II, shall be made by submitting a properly completed Election Form/Compensation Reduction Agreement to the Administrator before (a) the first day of the Period of Coverage in which Compensation Reductions will commence (or such earlier deadline as the Administrator shall determine in its sole discretion) and (b) the date on which the Qualified Parking Benefits to which the election relates (*i.e.*, the Qualified Parking Benefits that will be paid in whole or in part by the Compensation Reductions) are provided. An Eligible Employee's Compensation Reduction election will stay in effect for the period elected in the Election Form/Compensation Reduction Agreement and will automatically renew for subsequent monthly Periods of Coverage unless the Eligible Employee timely notifies the Administrator that he or she is opting out of automatic renewal. Elections to not participate in the Plan shall be submitted to Human Resources by the 15th of each month. Notwithstanding anything in this Plan to the contrary, a Participant's Election Form/Compensation Reduction Agreement, and all future Compensation Reductions authorized by that Agreement, shall terminate as soon as administratively feasible after the Participant ceases to be an Eligible Employee.

3.3 Elections Irrevocable During Period of Coverage.

A Compensation Reduction election under the Plan is irrevocable for the duration of each Period of Coverage to which it relates.

3.4 Statutory Limits.

Compensation Reductions for Qualified Parking Expenses will not exceed the applicable monthly limit described in Code Section 132(f), as adjusted for inflation. The Employer may make Compensation Reductions for Qualified Parking Expenses incurred in more than one month, provided that the Compensation Reduction for each month is calculated separately and does not exceed the applicable statutory monthly limit. All Qualified Parking Benefits shall be valued in accordance with Treas. Reg. Section 1.132-9, Qs-8, -9, -20, and -21, as applicable.

3.5 Forfeiture of Payroll Deduction.

Employees who pay for parking permits with pre-tax dollars through payroll deduction shall forfeit any unused funds at the time their participation is terminated under section 3.1, 3.2, or 5.3. Amounts forfeited under this Plan shall be forfeited to the Employer, who may use them at any time and for any purpose. A Participant shall have no rights whatsoever with respect to forfeited amounts.

Article IV. Administration

4.1 Administrator.

The administration of this Plan shall be under the supervision of the Administrator. It is the principal duty of the Administrator to see that this Plan is carried out, in accordance with its terms, for the exclusive benefit of persons entitled to participate in the Plan.

4.2 Powers of the Administrator.

The Administrator shall have such duties and powers it considers necessary or appropriate to discharge its duties. It shall have the exclusive right to interpret the Plan and decide all matters thereunder, and all determinations of the Administrator with respect to any matter hereunder shall be conclusive and binding on all persons.

4.3 Provision for Third-Party Plan Service Providers.

The Administrator, subject to the approval of the Employer, may employ the services of such persons as it may deem necessary or desirable in connection with the operation of the Plan. Unless otherwise provided in the service agreement, obligations under this Plan shall remain the obligation of the Employer.

4.4 Liability.

To the extent permitted by law, the Administrator shall not incur any liability for any acts or failure to act.

4.5 Effect of Mistake.

In the event of a mistake as to the eligibility or participation of an Employee, the amount of benefits paid or to be paid under the Plan, or the debiting and crediting of Qualified Parking Accounts, the Administrator shall, to the extent it deems possible, cause to be allocated or cause to be withheld or accelerated, or otherwise make

adjustment of, such amounts as it will in its judgment accord to such Participant or other person the credits to the account to which they are properly entitled under the Plan. Such action by the Administrator may include the withholding of any amounts due to the Plan or the Employer from Compensation paid by the Employer.

Article V. Miscellaneous

5.1 Expenses.

All reasonable expenses incurred or paid in administering the Plan are currently paid by the Employer.

5.2 No Contract of Employment.

Nothing contained in this Plan is intended to be or shall be construed as constituting a contract or other arrangement between any Employee and the Employer to the effect that such Employee will be employed for any specific period of time.

5.3 Amendment and Termination.

This Plan has been established with the intent of being maintained for an indefinite period of time. Nevertheless, the Employer may amend or terminate all or any part of this Plan at any time by resolution of the Employer or by any person or persons authorized to take such action.

5.4 Governing Law.

The Plan shall be construed, administered, and enforced according to the laws of the State of Ohio, to the extent not superseded by the Code or any other federal law.

5.5 Code Compliance.

It is intended that this Plan meet all applicable requirements of the Code, and of all regulations issued thereunder. This Plan shall be construed, operated, and administered accordingly, and in the event of any conflict between any part, clause, or provision of this Plan and the Code, the provisions of the Code shall be deemed controlling, and any conflicting part, clause, or provision of this Plan shall be deemed superseded to the extent of the conflict.

5.6 No Guarantee of Tax Consequences.

Neither the Administrator nor the Employer makes any commitment or guarantee that any amounts paid to or for the benefit of a Participant under this Plan will be excludable from the Participant's gross income for federal, state, or local income tax purposes. It shall be the obligation of each Participant to determine whether each payment under this Plan is excludable from the Participant's gross income for federal, state, and local income tax purposes, and to notify the Administrator if the Participant has any reason to believe that such payment is not so excludable.

5.7 Plan Provisions Controlling.

In the event that the terms or provisions of any summary or description of this Plan, or

of any other instrument, are in any construction interpreted as being in conflict with the provisions of this Plan as set forth in this document, the provisions of this Plan shall be controlling.

5.8 Severability.

Should any part of this Plan subsequently be invalidated by a court of competent jurisdiction, the remainder of the Plan shall be given effect to the maximum extent possible.

This document is executed this ____ day of _____, 2025.

Shawnee State University

By:_____

Its: _____

RESOLUTION F13-25

APPROVAL OF FY26 OPERATING BUDGETS (GENERAL FUND AND AUXILIARY FUND)

WHEREAS, at the June 27, 2025 meeting of the Board of Trustees, Resolution F09-25 (copy attached) was approved to provide for continued spending for university operational needs pending the approval of the general fund and auxiliary fund budgets to be submitted at the September meeting; and

WHEREAS, the proposed FY26 operating budgets (general fund and auxiliary fund) have been generated that incorporate projected revenue resulting from academic year 2025-26 tuition and fees, state funding, and other sources of revenue, including residential housing and other auxiliary revenues; and

WHEREAS, the FY26 operating budgets (general fund and auxiliary fund) include measures to mitigate negative financial impacts and control spending throughout the year, while supporting instructional priorities and student services needs during the fiscal year; and

WHEREAS, the proposed budget establishes a net operating surplus that enables the university to allocate funding to reserves and strengthen the university's long-term financial health; and

WHEREAS, the President recommends the adoption of the budget;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the proposed FY26 operating budgets (general fund and auxiliary fund) effective July 1, 2025.

(September 19, 2025)

RESOLUTION F09-25

CONTINUING UNIVERSITY SPENDING AUTHORITY

WHEREAS, strategic budgeting initiatives are underway that will impact university revenue and expenditure assumptions for the FY26 budget year; and

WHEREAS, the FY26 budget is anticipated to be presented to the Board of Trustees for review and approval at the Board's September 2025 meeting; and

WHEREAS, it is necessary to continue to meet financial obligations, including payment of salaries and other operating expenditures until such time that the FY26 operating budget is approved;

THEREFORE, BE IT RESOLVED that the Board of Trustees approves University spending authority consistent with the level of resources as approved for FY25 until such time the FY26 operating budget is approved by the Board.

(June 27, 2025)



FY25 Operating Budget Status

Report Date 06.30.2025

		FY25 Budget		Q1 Actuals		Q2 Actuals		Q3 Actuals		Q4 Actuals		YTD Actuals	% of Budget
Revenue													
Tuition & Student Fees	\$	27,926,427	\$	15,331,367	\$	(327,952)	\$	12,106,716	\$	1,322,367	\$	28,432,499	101.8%
State Share of Instruction	\$	13,235,852	\$	3,308,961	\$	3,308,961	\$	3,308,964	\$	3,308,966	\$	13,235,852	100.0%
Shawnee Supplement	\$	9,000,000	\$	2,250,000	\$	2,250,000	\$	2,250,000	\$	2,250,000	\$	9,000,000	100.0%
Scholarship	\$	(5,130,533)	\$	(2,751,749)	\$	62,249	\$	(2,404,564)	\$	(88,053)	\$	(5,182,117)	101.0%
Other Income	\$	7,651,324	\$	947,065	\$	599,618	\$	1,793,598	\$	4,083,178	\$	7,423,458	97.0%
Commissions	\$	442,500	\$	73,356	\$	65,673	\$	226,921	\$	201,522	\$	567,473	128.2%
General Fund Operating Grants	\$	1,120,535	\$	43,517	\$	53,607	\$	35,320	\$	936,895	\$	1,069,340	95.4%
Miscellaneous Revenue	\$	3,050,789	\$	501,755	\$	247,445	\$	350,226	\$	1,310,169	\$	2,409,596	79.0%
Service Fees/Memberships	\$	277,500	\$	79,128	\$	47,596	\$	87,659	\$	56,085	\$	270,469	97.5%
Ticket Sales/Rentals	\$	620,000	\$	249,308	\$	185,297	\$	148,173	\$	132,318	\$	715,096	115.3%
* Property & Flood Claim	\$	2,140,000	\$	-	\$	-	\$	945,298	\$	1,446,188	\$	2,391,486	111.8%
Transfers In	\$	2,500,000	\$	-	\$	-	\$	-	\$	2,500,000	\$	2,500,000	100.0%
Revenue Total	\$	55,183,070	\$	19,085,644	\$	5,892,876	\$	17,054,715	\$	13,376,458	\$	55,409,692	100.4%
Expense													
Compensation	\$	34,313,541	\$	5,923,815	\$	8,560,034	\$	7,375,445	\$	11,733,018	\$	33,592,312	97.9%
Salaries	\$	24,674,802	\$	4,098,884	\$	6,436,366	\$	5,386,773	\$	8,565,380	\$	24,487,402	99.2%
Benefits	\$	9,638,739	\$	1,824,931	\$	2,123,668	\$	1,988,673	\$	3,167,639	\$	9,104,910	94.5%
Non-Compensation	\$	16,969,333	\$	4,020,456	\$	3,739,274	\$	5,097,288	\$	4,391,672	\$	17,248,691	101.6%
Equipment	\$	216,772	\$	187,010	\$	114,105	\$	88,266	\$	335,995	\$	725,377	334.6%
External Professional Services	\$	1,615,491	\$	223,094	\$	406,836	\$	465,063	\$	700,526	\$	1,795,519	111.1%
Information/Comm/Shipping	\$	800,605	\$	264,639	\$	128,455	\$	330,291	\$	111,998	\$	835,382	104.3%
Maintenance & Service Contracts	\$	4,128,131	\$	1,861,203	\$	1,147,654	\$	705,166	\$	546,617	\$	4,260,641	103.2%
Meal Plan Expense	\$	2,021,009	\$	251,266	\$	633,486	\$	741,185	\$	410,858	\$	2,036,795	100.8%
Miscellaneous Expense	\$	1,394,783	\$	460,073	\$	92,773	\$	155,403	\$	924,020	\$	1,632,268	117.0%
Supplies	\$	1,970,594	\$	217,620	\$	199,123	\$	247,806	\$	235,466	\$	900,014	45.7%
Travel	\$	874,220	\$	191,216	\$	281,110	\$	305,313	\$	313,976	\$	1,091,616	124.9%
Utilities	\$	1,647,728	\$	364,336	\$	372,280	\$	395,083	\$	480,183	\$	1,611,882	97.8%
* Property & Flood Expense	\$	2,300,000	\$	-	\$	363,452	\$	1,663,713	\$	332,032	\$	2,359,197	102.6%
Transfers Out	\$	-	\$	-	\$	-	\$	-	\$	820,000	\$	820,000	
Expense Total	\$	51,282,874	\$	9,944,271	\$	12,299,308	\$	12,472,733	\$	16,944,690	\$	51,661,003	100.7%
Net Transfer to Capital Fund	\$	1,564,825	\$	-	\$	-	\$	-	\$	1,564,825	\$	1,564,825	100.0%
Net Operating Budget		\$2,335,371		\$9,141,373		(\$6,406,433)		\$4,581,982		(\$5,133,058)		\$2,183,864	94%

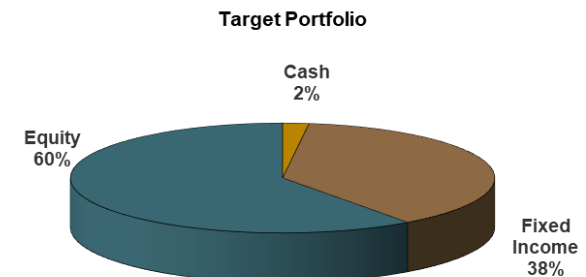
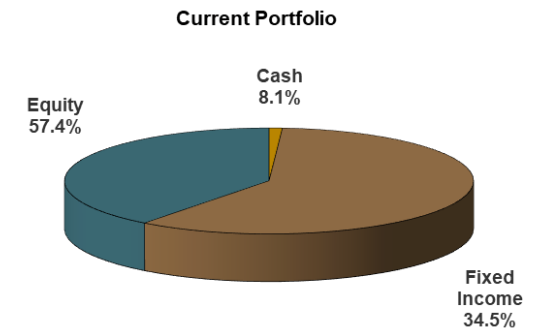
* Claim reimbursements and actual expenses related to Hurricane Helene event

Shawnee State University

Asset Allocation – As of August 31, 2025



Asset Class	Market Value	% of Assets	Target %
Cash Equivalents			
TIAA Trust Cash Deposit Account	\$1,216,931	8.1%	
Total Cash Equivalents	\$1,216,931	8.1%	2.0%
Fixed Income			
Fixed Income Separately Managed Account	\$3,611,044	24.1%	
PGIM High Yield Fund	\$193,465	1.3%	
iShares Broad USD Investment Grade Corporate Bond ETF	\$193,791	1.3%	
Vanguard Intermediate-Term Bond Index	\$309,088	2.1%	
VanEck J. P. Morgan EM Local Currency Bond ETF	\$229,711	1.5%	
PIMCO International Bond Fund	\$332,302	2.2%	
DFA Inflation Protected SEC Fund	\$139,879	0.9%	
PIMCO 1-5 Year U.S. TIPS Index Exchange Traded Fund	\$148,730	1.0%	
Total Fixed Income	\$5,158,010	34.5%	38.0%
Domestic Equity			
TIAA-CREF Large Cap Growth Index Fund	\$3,562,246	23.8%	
TIAA-CREF Large Cap Value Index Fund	\$2,441,343	16.3%	
iShares Russell Mid-Cap Growth ETF	\$352,130	2.4%	
iShares Russell Mid Cap Value ETF	\$304,759	2.0%	
iShares Russell 2000 Growth ETF	\$236,314	1.6%	
iShares Russell 2000 Value ETF	\$224,202	1.5%	
Total Domestic Equity	\$7,120,994	47.6%	50.0%
International Equity			
iShares Core MSCI EAFE ETF	\$537,259	3.6%	
iShares MSCI International Quality Factor ETF	\$404,955	2.7%	
Goldman Sachs International Small Cap	\$112,986	0.8%	
iShares Core MSCI Emerging Markets ETF	\$413,023	2.8%	
Total International Equity	\$1,468,223	9.8%	10.0%
Total Equity	\$8,589,217	57.4%	60.0%
Total Portfolio Market Value	\$14,964,158	100.0%	100.0%



CASH AND INVESTMENT SUMMARY

Asset Class/Security	Market Value as of August 31, 2025	Market Value as of June 30, 2025	Market Value as of June 30, 2024
OPERATING CASH:			
U.S. Bank	\$ 8,124,278	\$ 9,506,251	\$ 7,648,535
Total Operating Cash Balance	\$ 8,124,278	\$ 9,506,251	\$ 7,648,535
LIQUID POOL INVESTMENT PORTFOLIO:			
STAROhio	\$ 3,309,320	\$ 3,284,408	\$ 1,216,621
Total Liquid Investment Pool Balance	\$ 3,309,320	\$ 3,284,408	\$ 1,216,621
TIAA DIVERSIFIED INVESTMENT POOL SUMMARY:			
Cash Equivalents:	\$ 1,437,132	\$ 1,957,959	\$ 1,809,159
% of Total TIAA Portfolio	9.6%	13.5%	16.2%
Fixed Income Holdings:			
Fixed Income Managed Acct (US and Agency Securities)	\$ 3,891,470	\$ 2,687,099	\$ 2,161,706
DFA Inflation Protected Securities Portfolio	\$ 139,879	\$ 127,390	\$ 123,610
iShares MBS ETF	\$ -	\$ 1,015,702	\$ 993,201
PGIM High Yield Fund	\$ 192,284	\$ 180,711	\$ 247,998
PIMCO 1-5 Year U.S. TIPS Index ETF	\$ 148,730	\$ 146,901	\$ 126,518
VanEck J.P.Morgan EM Local Currency Bond ETF	\$ 229,711	\$ 194,435	\$ 143,750
Vanguard Intermediate Term Bond Fund	\$ 308,023	\$ 281,192	\$ 404,670
Total Fixed Income	\$ 4,910,097	\$ 4,633,430	\$ 4,201,452
% of Total TIAA Portfolio	32.9%	31.9%	37.5%
Domestic Equity Holdings:			
iShares Russell 2000 Growth ETF	\$ 236,314	\$ 214,681	\$ 136,253
iShares Russell 2000 Value ETF	\$ 224,202	\$ 198,304	\$ 129,912
iShares Russell Mid-Cap Growth ETF	\$ 352,130	\$ 341,708	\$ 228,756
iShares Russell Mid Cap Value ETF	\$ 304,759	\$ 290,576	\$ 221,075
TIAA-CREF Large Cap Growth Index Fund	\$ 3,562,246	\$ 3,360,954	\$ 2,057,838
TIAA-CREF Large Cap Value Index Fund	\$ 2,441,343	\$ 2,263,366	\$ 1,689,018
Total Domestic Equity	\$ 7,120,994	\$ 6,669,589	\$ 4,462,852
% of Total TIAA Portfolio	47.7%	45.9%	39.9%
International Equity Holdings:			
Goldman Sachs Intl Small Cap Insights Fund	\$ 112,986	\$ 70,741	
iShares Core MSCI EAFE ETF	\$ 537,259	\$ 457,136	\$ 211,455
iShares Core MSCI Emerging ETF	\$ 413,023	\$ 340,190	\$ 180,878
iShares MSCI International Quality Factor ETF	\$ 404,955	\$ 405,706	\$ 299,006
Total International Equity	\$ 1,468,223	\$ 1,273,773	\$ 715,687
% of Total TIAA Portfolio	9.8%	8.8%	6.4%
Total Equity	\$ 8,589,217	\$ 7,943,362	\$ 5,178,538
% of Total TIAA Portfolio	57.5%	54.7%	46.3%
TOTAL TIAA DIVERSIFIED POOL PORTFOLIO MARKET VALUE	\$ 14,936,446	\$ 14,534,751	\$ 11,189,149
	100.0%	100.0%	100.0%
TOTAL CASH AND INVESTMENTS BALANCE	\$ 26,370,044	\$ 27,325,411	\$ 20,054,305

TOTAL TIAA PORTFOLIO

Value as of June 30, 2025	\$ 14,534,751
Value as of August 31, 2025	\$ 14,936,446
Diff \$	\$ 401,695
Diff %	2.73%



Shawnee Advantage Cohort (H)

effective Autumn 2025 through Spring 2029

Full-Time per Semester <i>(12 - 18 credit hours)</i>	AY 2024-25 Cohort G	AY 2025-26 Cohort H	% Change From AY24-25
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In-State Tuition	\$4,949.16	\$5,090.19	2.85%
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Part-Time per Credit Hour <i>(up to and including 11 credit hours and over 18 credit hours)</i>	AY 2024-25 Cohort G	AY 2025-26 Cohort H	% Change From AY24-25
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In-State Tuition	\$412.43	\$424.18	2.85%
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Notes:

*Special program course fees, pass-through, and other direct-charge fees are additional.

* See "RN & Non-Guarantee Undergraduate Tuition" Schedule for Out-of-State surcharges. Out-of-State surcharge does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program.

* Fee schedule subject to review by ODHE.



2025-26 Academic Year
RN¹ & Non-Guarantee Undergraduate Tuition Schedule
effective Autumn Semester 2025

Full-Time (12-18 credit hours)	AY 2024-25 (per semester)	AY 2025-26 (per semester)	% Change
In-State Tuition			
Instructional Fee	\$3,378.84	\$3,378.84	0.00%
General Fee	\$372.84	\$372.84	0.00%
Technology Fee	\$67.44	\$67.44	0.00%
Total In-State Tuition	\$3,819.12	\$3,819.12	0.00%
Other Fees			
Career Services Fee	\$48.00	\$48.00	0.00%
Student Services Fee	\$25.00	\$25.00	0.00%
Health & Wellness Fee	\$25.00	\$25.00	0.00%
University Center Bond Fee	\$150.00	\$150.00	0.00%

Part-Time (up to and including 11 credit hours and over 18 credit hours)	AY2024-25 (per semester)	AY2025-26 (per semester)	% Change
In-State Tuition			
Instructional Fee	\$281.57	\$281.57	0.00%
General Fee	\$31.07	\$31.07	0.00%
Technology Fee	\$5.62	\$5.62	0.00%
Total In-State Tuition	\$318.26	\$318.26	0.00%
Other Fees			
Career and Advising Services Fee**	\$4.00	\$4.00	0.00%
Student Services Fee*	\$25.00	\$25.00	0.00%
Health & Wellness Fee*	\$25.00	\$25.00	0.00%
University Center Bond Fee**	\$12.50	\$12.50	0.00%

Out-of-State Tuition Surcharge ²	AY2024-25 (per semester)	AY2025-26 (per semester)	% Change
Full-Time (12-18 credit hours)	\$3,365.77	\$3,534.06	5.00%
Part-Time (up to and including 11 credit hours and over 18 credit hours)	\$280.48	\$294.50	5.00%

Alternative Tuition for Special Programs (per Credit Hour)	AY2024-25 (per semester)	AY2025-26 (per semester)	% Change
***CCP (Off Campus Instruction)	\$41.64	41.64	0.00%
***CCP (On Campus Instruction) and equivalent programs	\$166.55	166.55	0.00%

Notes:

¹ RN Students formerly charged "E-campus" RN tuition rates.

² Applies to applicable guarantee cohorts and non-guarantee students. Does not apply to in-state students and students from counties included in reciprocal agreement; Kentucky residents may be eligible for the Kentucky Scholars Program

* Flat fee billed to students enrolled in 6 or more credit hours.

** Maximum of \$150 per semester (UC Bond) and Maximum of \$48.00 (Career & Advising Service Fee); not charged for hours over 18.

*** College Credit Plus Rates determined by State of Ohio.

*Fee schedule subject to review by ODHE.



2025-26 Academic Year Graduate Tuition Schedule

effective Autumn Semester 2025

Full-Time (9 - 16 credit hours)	AY 2024-25	AY 2025-26	%
	(per semester)	(per semester)	Change
In-State Tuition			
Instructional Fee	\$5,110.89	\$5,366.43	5.00%
General Fee	\$147.48	\$154.85	5.00%
Technology Fee	\$51.00	\$53.55	5.00%
Total In-State Tuition	\$5,309.37	\$5,574.84	5.00%
Out-of-State Surcharge*	\$4,581.56	\$4,810.64	5.00%
Other Fees			
Student Services Fee	\$25.00	\$25.00	0.00%
Health & Wellness Fee	\$25.00	\$25.00	0.00%
University Center Bond Fee	\$150.00	\$150.00	0.00%

Part-Time (up to and including 9 credit hours and over 16 credit hours)	AY 2024-25	AY 2025-26	%
	(per credit hr)	(per credit hr)	Change
In-State Tuition			
Instructional Fee	\$567.88	\$596.27	5.00%
General Fee	\$16.39	\$17.21	5.00%
Technology Fee	\$5.67	\$5.95	5.00%
Total In-State Tuition	\$589.93	\$619.43	5.00%
Out-of-State Surcharge*	\$509.06	\$534.51	5.00%
Other Fees			
Student Services Fee**	\$25.00	\$25.00	0.00%
Health & Wellness Fee**	\$25.00	\$25.00	0.00%
University Center Bond Fee***	\$12.50	\$12.50	0.00%

Graduate Workshop Credit	AY 2024-25	AY 2025-26	%
	(per credit hr)	(per credit hr)	Change
Graduate Workshop Credit	\$150.00	\$150.00	0.00%

Notes:

* Out-of-State surcharge does not apply to students from counties included in reciprocal agreements.

** Flat fee billed to students enrolled in 6 or more credit hours.

*** Maximum of \$150 per semester; not charged for hours over 16.

• Fee schedule subject to review by ODHE.



2025-26 Academic Year
MBA Graduate Tuition Schedule
effective Autumn Semester 2025

Full-Time (9 - 16 credit hours)	AY 2024-25 (per semester)	AY 2025-26 (per semester)	% Change
In-State Tuition			
Instructional Fee	\$5,621.95	\$5,903.05	5.00%
General Fee	\$162.27	\$170.38	5.00%
Technology Fee	\$56.13	\$58.94	5.00%
Total In-State Tuition	\$5,840.34	\$6,132.36	5.00%
Out-of-State Surcharge*	\$5,039.71	\$5,291.70	5.00%
Other Fees			
Student Services Fee	\$25.00	\$25.00	0.00%
Health & Wellness Fee	\$25.00	\$25.00	0.00%
University Center Bond Fee	\$150.00	\$150.00	0.00%
Part-Time (up to and including 9 credit hours and over 16 credit hours)	AY 2024-25 (per credit hr)	AY 2025-26 (per credit hr)	% Change
In-State Tuition			
Instructional Fee	\$624.66	\$655.89	5.00%
General Fee	\$18.03	\$18.93	5.00%
Technology Fee	\$6.23	\$6.54	5.00%
Total In-State Tuition	\$648.93	\$681.38	5.00%
Out-of-State Surcharge*	\$559.97	\$587.97	5.00%
Other Fees			
Student Services Fee**	\$25.00	\$25.00	0.00%
Health & Wellness Fee**	\$25.00	\$25.00	0.00%
University Center Bond Fee***	\$12.50	\$12.50	0.00%

Notes:

* Out-of-State surcharge does not apply to students from counties included in reciprocal agreements.

** Flat fee billed to students enrolled in 6 or more credit hours.

*** Maximum of \$150 per semester; not charged for hours over 16.

* Fee schedule subject to review by ODHE.



2025-26 Academic Year Graduate Online Tuition Schedule

effective Autumn Semester 2025

Master of Education Intervention Specialist, Master of Education Curriculum & Instruction, Master of Arts in Composition and Rhetoric, & Certificate in Composition and Rhetoric.

	AY 24-25*	AY 25-26*	% Diff
In-State Tuition	\$ 486.98	\$ 511.33	5.00%
Out-of-State Surcharge	\$ 37.71	\$ 39.60	5.00%
Total Surcharge	\$ 524.69	\$ 550.92	5.00%

M.S. Math/Certificate in Mathematical Science (all students)

	AY 24-25*	AY 25-26*	% Diff
In-State Tuition	\$ 538.69	\$ 565.62	5.00%
Out-of-State Surcharge	\$ 37.71	\$ 39.60	5.00%
Total Surcharge	\$ 576.40	\$ 605.22	5.00%

Occupational Therapy Doctoral Program

	AY 24-25*	AY 25-26*	% Diff
In-State Tuition	\$ 646.43	\$ 678.75	5.00%
Out-of-State Surcharge	\$ 80.80	\$ 84.84	5.00%
Total Surcharge	\$ 727.23	\$ 763.59	5.00%

Notes:

* The rate is per credit hour

• Fee schedule subject to review by ODHE.



Housing and Meal Plan Rates Shawnee Advantage Cohort H

effective Autumn 2025 through Summer 2029

Campus View / Tanner Place ¹

Room Type	Semester Cost	Academic Year	
Private	\$5,500	\$11,000	18.94%
Double	\$3,888	\$7,776	5.00%
Double Buyout (Campus View)	\$6,000	\$12,000	17.95%
ADA Double at Private Rate	\$3,888	\$7,776	

Cedar House

Room Type	Semester Cost	Academic Year	
Private ¹	\$5,000	\$10,000	27.58%
Double	\$3,209	\$6,418	5.00%

University Townhouse

Room Type	Semester Cost	Academic Year	
Private ¹	\$5,000	\$10,000	27.58%
Double	\$3,209	\$6,419	5.00%

Meal Plan Options²

Plan	Semester Cost	Academic Year	
Unlimited Meal Plan	\$2,517	\$5,034	5.00%
15 Meals per Week	\$2,400	\$4,800	5.00%
12 Meals per Week	\$2,162	\$4,324	5.00%
5 Meals per Week	\$1,088	\$2,176	5.00%

Residential Connectivity Fee

Semester Cost	Academic Year	
\$141.75	\$283.50	5.00%

Residential Student Programming Fee

Semester Cost	Academic Year	
\$16.80	\$33.60	5.00%

¹ Private Rooms are only available if space permits and at the discretion of the University. Residents may "buy-out" double rooms, at the private room rate shown, at the discretion of the University.

² All meal plans except 5 meals per week include \$35 flex dollars per semester.

Notes:

• Freshmen campus residents are assigned the Unlimited Meal Plan; sophomores may select 12 or 15 Meal Plan; juniors or seniors may opt not to participate in a meal plan. 5 meals per week only available to juniors, seniors, and commuters.

• Fee schedule subject to review by ODHE.



Residential and Meal Plan Rates
2025-2026 Academic Year
Non-guarantee (continuing)

Campus View/Tanner Place ¹			% Change
Room Type	Semester Cost	Academic Year	
Private	\$4,482	\$8,964	5.00%
Double	\$3,741	\$7,482	5.00%
Double Buyout (Campus View)	\$4,930	\$9,860	5.00%

Cedar House			% Change
Room Type	Semester Cost	Academic Year	
Private ¹	\$3,770	\$7,540	5.00%
Double	\$3,087	\$6,174	5.00%

University Townhouse			% Change
Room Type	Semester Cost	Academic Year	
Private ¹	\$3,770	\$7,540	5.00%
Double	\$3,087	\$6,174	5.00%

Meal Plan Options ²	Semester Cost	Academic Year	% Change
19 Meals per Week (Unlimited)	\$2,408	\$4,816	5.00%
15 Meals per Week	\$2,294	\$4,588	5.00%
12 Meals per Week	\$2,066	\$4,132	5.00%
5 Meals per Week	\$1,088	\$2,176	5.00%

Block Plans for All Students and Staff	Semester Cost	Academic Year	
50 Meals	\$391.61	\$783.22	5.00%
20 Meals	\$163.44	\$326.89	5.00%
10 Meals	\$87.19	\$174.38	5.00%

Residential Connectivity Fee	Semester Cost	Academic Year	% Change
	\$141.75	\$283.50	5.00%

Residential Student Programming Fee	Semester Cost	Academic Year	% Change
	\$16.80	\$33.60	5.00%

¹ Private Rooms are only available if space permits and at the discretion of the University. Residents may "buy-out" double rooms at the private room rate shown, at the discretion of the University. ADA residents may receive a double room at Private Rate.

² All meal plans, except 5 meals per week, include \$35 flex dollars per semester.

Note:

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

* Fee schedule subject to review by ODHE.



Summer 2025 Residential Rates

Campus View / Tanner / Bridgeview Court / Townhouse / Cedar House

Room Type	7 Week Term	Full Semester
Private	\$1,123.00	\$1,604.00
Double	\$936.00	\$1,336.00

All buildings - same rate to encourage residents to stay

Meal Plan Options

No food service is provided during Summer Term.

Residential Connectivity Fee	7 Week Term	Full (10 wk) Semester
	\$40	\$79



2025-26 Academic Year Course Fees

*effective Autumn 2025

Course Fees	AY 2024-25	AY 2025-26
Per Term		
Education Field Fee (EDU1)	\$350.00	\$350.00
Education Field Fee (EDU2)	\$175.00	\$175.00
Study Abroad Course Fee (CIPA)	\$120.00	\$120.00
Transition to Registered Nursing (AHNR)	\$85.00	\$85.00
EDUC 1115 (EDU5)	\$15/per Credit Hour	\$115.00 Flat Fee
Per Credit Hour		
Arts - Tier 1 (ART1)	\$10.00	\$10.00
Arts - Tier 2 (ART2)	\$20.00	\$20.00
Arts - Tier 3 (ART3)	\$30.00	\$30.00
Athletic Training (ATTR)	\$25.00	\$25.00
Biology (BIOL)	\$30.00	\$30.00
Health Science (BSHS)	\$5.00	\$5.00
Business (BUSI)	\$10.00	\$10.00
Chemistry (CHEM)	\$30.00	\$30.00
Dental Hygiene (DTHY)	\$45.00	\$45.00
Developmental Mathematics (UNC3)	\$17.00	\$17.00
Developmental Reading and Writing (UNC1)	\$3.00	\$3.00
Education (EDUC)	\$15.00	\$15.00
Education, Graduate (MEUC)	\$20.00	\$20.00
Education, Graduate Curriculum & Instruction (MECI)	\$20.00	\$20.00
Education, Graduate Intervention Specialist (MEIS)	\$20.00	\$20.00
Emergency Medical Technology (EMTP)	\$20.00	\$20.00
Engineering Technologies (ENGT)	\$27.00	\$27.00
Exercise Science (SSES)	\$25.00	\$25.00
First Year Experience (UNC2)	\$12.00	\$12.00
Health Care Administration (BUHE)	\$20.00	\$20.00
Humanities (HUMA)	\$13.00	\$13.00
Information Security (INSE)*	\$45.00	\$45.00
Information Systems (BUIS)	\$45.00	\$45.00
Information Systems (ISMA)	\$45.00	\$45.00
Mathematics, Graduate - Off-Campus Cohorts (MTH4)	\$30.00	\$30.00
Mathematics, Graduate (MTH1)	\$15.00	\$15.00
Mathematics, Graduate (MTH3)	\$30.00	\$30.00
Mathematics, Undergraduate (MATH)	\$15.00	\$15.00
Medical Laboratory Technology (MLTC)	\$25.00	\$25.00
Natural Science (NSCI)	\$30.00	\$30.00
Nursing, A.A.S. (ADNR)	\$35.00	\$45.00
Nursing, A.A.S. (ADNA)	\$35.00	\$45.00
Nursing, B.S. (BSNR)	\$35.00	\$45.00
Nursing, B.S. (BSNA)	\$35.00	\$45.00
Nursing, M.S.N. (MSNR)	\$20.00	\$20.00
Occupational Therapy Assistant (OTAT-OTSS)	\$20.00	\$20.00
Occupational Therapy, Graduate (MOT)	\$75.00	\$75.00
Physical Education - Tier 1 (SPST1)	\$10.00	\$10.00
Physical Education - Tier 2 (SPST2)	\$15.00	\$15.00
Physical Education - Tier 3 (SPST3)	\$20.00	\$20.00
Physical Therapist Assistant (PTAT)	\$20.00	\$20.00
Radiologic Technology (RDLT)	\$25.00	\$25.00
Respiratory Therapy (RPTT)	\$25.00	\$25.00
Rhetoric, Graduate (RHET)	\$20.00	\$20.00
Social Science (SSCI)	\$12.00	\$12.00
Social Work (SOWK)	-	\$15.00
Sports Management (SSSM)	\$15.00	\$15.00

Note: Fee schedule subject to review by ODHE.



**2025-26 Academic Year
Program Fees**
effective Autumn 2025

Programs	AY 2024-25	AY 2025-26
AAS, Dental Hygiene (DTHY)	\$80	\$80
AAS, Emergency Medical Technology (EMTA, EMTP)	\$100	\$100
AAS, Medical Laboratory (MLTC)	\$100	\$100
AAS, Occupational Therapy Assistant (OTAT)	\$55	\$55
AAS, Physical Therapist Assistant (PTAT)	\$60	\$60
AAS, Radiologic Technology (RDLT)	\$100	\$100
AAS, Respiratory Therapy (RPTT)	\$100	\$100
ADN, Nursing (ADNR)	\$50	\$60.00
ADN, Nursing (ADNA) (New Prefix for Adena)	\$50	\$60.00
BA/BS, Adolescent to Young Adult Education (ADLA, MAVA, ADMA, ADLS)		
ADSB, ADSP, ADSE, ADSC, ADES, ADPS, ADSS, ADHI, ADSO)	\$60	\$60
BFA, Fine Arts/Gaming and Simulation (GSDA)	\$100	\$100
BFA, Fine Arts/Graphic Design (VIDD, VIAN, VIDS, VIMT, VIIM, VAD)	\$90	\$90
BS, Biology/Pre-Med (BIOM, PMED, BIOB, BIOO)	\$100	\$100
BS, Computer Engineering Technology (ETCO)	\$100	\$100
BS, Digital Simulation and Gaming Engineering Technology (ETGG)	\$100	\$100
BS, Electromechanical Engineering Technology (ETEM)	\$50	\$50
BS, Computer Science (ETCS)	-	\$75.00
Cyber Security (ITCS)	-	\$50.00
BS, Information Security (BINS)	\$100	\$100
BS, Plastics Engineering Technology (ETPL)	\$100	\$100
BS, Environmental Science (ENSC)	\$100	\$100
BSE, Early Childhood PreK-3 (ECIS, EDEC, EDIS)	\$60	\$60
BSE, Middle Childhood (EDMC)	\$60	\$60
BSE, Multiage Intervention Specialist (EDIS)	\$60	\$60
BSHS, Health Science (BSHS)	\$25	\$25
BSN, Nursing (BSNR-BSNT)	\$50	\$60.00
BSW, Bachelor of Social Work (BSWK) (PBSW)	-	\$60.00
EDUC, Education (ADLA, ADMA, ADLS, ADSB, ADSP, ADSE, ADSC, ADES, ADPS, ADSS, ADHI, ADSO, EDPE, EDPI, ECSE, EDIS, EMLM EMLS, EMLT, EMMS, EMMT, EMST, ENLA, ENLS, MAVA, NTES, NTIS, NTLS, NTPS)	\$60	\$60
MEd, Curriculum & Instruction (C&I)	\$60	\$60
MEd, Multiage Intervention Specialist (EDIS)	\$60	\$60
MBA, Masters in Business Full-Time	\$50	\$50
MSN, Masters in Nursing	\$60	\$60
MOT, Occupational Therapy (MOT)	\$100	\$100

Note: Fee schedule subject to review by ODHE.



2025-26 Academic Year
Other Additional Student Fees
effective Autumn Semester 2025

Additional Student Fees	AY 2024-25	AY 2025-26
Application Fees		
Graduate Admission	\$30.00	\$30.00
International Admission	\$50.00	\$50.00
Career Services**	\$4/cr hr (max \$48)	\$4/cr hr (max \$48)
CashNet Payment Plan Fall/Spring: First Late Fee	\$45.00	\$45.00
CashNet Payment Plan Fall/Spring: Second Late Fee	\$35.00	\$35.00
CashNet Payment Plan Fall/Spring: Third Late Fee	\$35.00	\$35.00
CashNet Payment Plan Fall/Spring: Fourth Late Fee	\$35.00	\$35.00
Credit by Arrangement Administrative Fee, Undergraduate	\$150/per cr hr*	\$150/per cr hr*
Credit by Arrangement Administrative Fee, Graduate	\$225/per cr hr*	\$225/per cr hr*
Credit by Exam Fee (per course)	\$150.00	\$150.00
Graduation Petition Fee (per degree)	\$50.00	\$50.00
Int'l Student Exchange Program (ISEP) Admin. Fee	\$100.00	\$100.00
Int'l Student Exchange Program (ISEP) Tuition Differential	varies by destination	varies by destination
Late Registration Fee/Re-enrollment Fee	\$150.00	\$150.00
Non-Payment Plan Late Fees	max \$180.00 per sem.	max \$180.00 per sem.
Orientation Fee	\$50.00	\$50.00
Overnight Orientation Fee	\$37.00	\$37.00
Overnight Orientation Fee (same day registration)	\$47.00	\$47.00
General Parking Regular Fee (Full-Time Regular Student)	\$75 / per semester / \$150 Annual	\$81.50 / per semester / \$163 Annual
General Parking Special Fee (Non-Degree, temporary and intermittent students)***	\$36 per semester / \$72 Annual	\$40.50 per semester / \$81 Annual
Reserved Parking (if requested)	\$150 per semester / \$300 Annual	\$160 per semester / \$320 Annual
Payment Plan Summer: First Late Fee	\$90.00	\$90.00
Payment Plan Summer: Second Late Fee	\$90.00	\$90.00
Student Athletic	\$150/per sem.	\$150/per sem.
Student Service Fees (students with 6 or more credit hours)**	\$25/per sem.	\$25/per sem.
Student Health & Wellness (students with 6 or more cr hrs)**	\$25/per sem.	\$25/per sem.
Study Abroad	\$120/semester	\$120/semester

* Course Credit by Arrangement Administrative Fee will not be charged to conditionally admitted graduate students taking undergraduate-level prerequisite courses by arrangement.

** Listed on Tuition Schedules

*** excludes CCP students

Note: Fee schedule subject to review by ODHE.



2025-26 Academic Year
Fines and Cost Recovery Charges*
effective Autumn Semester 2025

Cost Recovery Charges	AY 2024-25	AY 2025-26
Equipment:		
Bike rental for international students (new)	\$30.00	\$30.00
Bike rental for international students (used)	\$25.00 refundable deposit	\$25.00 refundable deposit
Calculator rental	\$100.00 (includes \$60.00 deposit)	\$100.00 (includes \$60.00 deposit)
Lost/damaged item	cost of item	cost of item
International Programs:		
Airport transportation - Cincinnati, Columbus	\$150.00	\$150.00
Airport transportation - Huntington	\$100.00	\$100.00
Costs:		
Copies - black & white	\$0.10	\$0.10
Copies - color	\$0.25	\$0.25
Library Costs:		
OhioLINK item replacement charge	\$125.00	\$125.00
OhioLINK overdue or billed item	.50/day, max \$50.00 per item	.50/day, max \$50.00 per item
Office of the Registrar:		
Transcript Service Fee	\$5.00	\$5.00
Postage charge for rush transcript	current USPS rate for priority mail express	current USPS rate for priority mail express
Replacement Diploma	\$20	\$20
Charges & Fines	AY 2024-25	AY 2025-26
Disciplinary:		
Defacing University property	\$50.00 - \$400.00 plus costs	\$50.00 - \$400.00 plus costs
Discharging fire extinguisher	\$750.00 plus costs	\$750.00 plus costs
Misuse of campus technology	\$100.00	\$100.00
Moving or tampering with fire or safety equipment	\$750.00	\$750.00
Skateboarding or in-line skating	up to \$20.00 plus restitution	up to \$20.00 plus restitution
Housing Charges & Fines:		
Damages	variable, depending on type of damage	variable, depending on type of damage
ESA Damages/Uncleanliness	\$50.00 +	\$50.00 +
Failure to dispose of trash	\$25.00 - \$100.00	\$25.00 - \$100.00
Housing during University breaks	pro-rated daily rate	pro-rated daily rate
Improper housing check-in	\$100, plus cost	\$100, plus cost
Improper stay during break	\$100	\$100
Use of unassigned housing	\$100, plus cost	\$100, plus cost
Improper checkout	\$25.00	\$25.00
Key replacement - hard key	\$90.00	\$90.00
Key replacement - swipe card	\$12.00	\$12.00
Lock core replacement	\$90.00	\$90.00
Lockout charge	\$12.00	\$12.00
Pets in living units	\$35.00/day plus costs	\$35.00/day plus costs
Smoking in residence hall - first violation	\$250.00	\$250.00
Smoking in residence hall - second and subsequent violations	\$500.00	\$500.00
Violation of noise policy - second violation	\$25.00	\$25.00
Violation of visitation policy - second violation	\$25.00	\$25.00
Violation of visitation policy - third violation	\$50.00	\$50.00
Violation of guest policy - second violation	\$25.00	\$25.00
Violation of guest policy - third violation	\$50.00	\$50.00
Violation of Alcohol Policy - second violation	\$150.00	\$150.00
Violation of Alcohol Policy - third violation	\$250.00	\$250.00
Charges & Fines	AY 2024-25	AY 2025-26
Parking Fines:		
Bicycles in buildings	\$25.00	\$25.00
Driving or parking on grass	\$25.00, plus restitution of damages	\$25.00, plus restitution of damages
Immobilization	\$50.00, plus outstanding parking fines	\$50.00, plus outstanding parking fines
Improper use of permit	\$40.00	\$40.00
Parking along curb	\$25.00, plus towing & storage charge	\$25.00, plus towing & storage charge
Parking hang tag not displayed	\$25.00	\$25.00
Parking in fire lane	\$25.00	\$25.00
Parking in handicapped zone	\$250 (minimum)	\$250 (minimum)
Parking in prohibited lot	\$25.00	\$25.00
Parking outside permitted areas	\$25.00, plus surface repair cost	\$25.00, plus surface repair cost
Parking reinstatement charge	\$25.00	\$25.00
Parking with disregard for painted lines	\$25.00	\$25.00
Parking within 10 feet of fire hydrant	\$25.00	\$25.00
Parking within 20 feet of crosswalk	\$25.00	\$25.00
Parking within 30 feet of stop sign	\$25.00	\$25.00
Parking/stopping in other prohibited zone (posted)	\$25.00, plus towing & storage charge	\$25.00, plus towing & storage charge
Vehicle not registered	\$25.00	\$25.00

Payment Return Charges:

Automated Clearinghouse (ACH) Return Charge	\$25.00	\$25.00
Bad Check Charge	\$50.00	\$50.00

Background Check Charges:

Background Check BCI	\$27.00	\$27.00
Background Check FBI	\$30.25	\$30.25

Replacement Charges:

Bear Card	\$10.00	\$10.00
Parking Lot Swipe Card	\$10.00	\$10.00
Parking Tag	\$25.00	\$25.00
Office Key	\$10.00	\$10.00
Student Refund Card	\$10.00	\$10.00

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

Note: Fee schedule subject to review by ODHE.

PERSONNEL ACTIVITY REPORT FY26

September 19, 2025

New Hires

➤ **Administrative Staff**

- Patricia Boggs – Head Coach, Men’s and Women’s Swim, Athletics, July 1, 2025
- Fred Lymas – Head Coach, Men’s Basketball, Athletics, July 1, 2025
- Marcie Barlow – Admissions Associate, Admissions, July 14, 2025
- James Caldwell – Assistant Athletic Director, Compliance, Athletics, July 14, 2025
- Sarah Williamson - Admissions Associate, Admissions, July 14, 2025
- Braxton Marcum - Admissions Associate, Admissions, July 22, 2025
- Kaci Foster – Special Assistant to the President, Office of the President, July 28, 2025
- Jessica Price - Admissions Associate, Admissions, July 28, 2025
- Benjamin Trout - Admissions Associate, Admissions, July 28, 2025
- Jacob Perkins – Coordinator, Grants & Sponsored Programs, August 18, 2025
- Adam Schuler – Director, eSports & Academic Engagement, College of Business & Engineering Technologies, August 20, 2025
- Jessica Bentley – Director, Human Resources, Finance & Administration, September 2, 2025
- Randalyn Worley – Assistant General Counsel, General Counsel, September 8, 2025

➤ **Faculty**

- Jordan Murrey – Assistant Professor, Engineering Technology, July 21, 2025
- Adrianna Adams – Assistant Professor, Social Work, August 25, 2025
- Eric Brown – Instructor (NTT), English and Humanities, August 25, 2025
- Alexandria Challenger – Assistant Professor (VF), Fine, Digital and Perf. Arts, August 25, 2025
- Megan Jeffreys – Instructor (NTT), Social Sciences, August 25, 2025
- Tial Ling – Assistant Professor (VF), Natural Sciences, August 25, 2025

PERSONNEL ACTIVITY REPORT FY26

September 19, 2025

New Hires (Continued)

➤ **Faculty (Continued)**

- Michelle Martin – Instructor (NTT), English and Humanities, August 25, 2025
- William Nance – Assistant Professor, Social Sciences, August 25, 2025
- Robert Newland – Assistant Professor (VF), Social Sciences, August 25, 2025
- Amanda Page – Instructor (NTT)/FYE Coordinator, Academic Affairs, August 25, 2025
- Leigh Anne Prugh – Assistant Professor, School of Education, August 25, 2025
- Melissa Robinson – Assistant Professor/Fieldwork Coord., Rehabilitation Sciences, August 25, 2025
- Christopher Zornes – Assistant Professor, Engineering Technology, August 25, 2025

➤ **Support Staff**

- Brecanna Ward – Specialist, Procurement & Payables Services, June 18, 2025
- Stephen Smith – Custodian, Planning, Construction & Facilities, June 26, 2025
- Christopher Manning - Custodian, Planning, Construction & Facilities, June 27, 2025
- Bruce Bartee - Custodian, Planning, Construction & Facilities, July 7, 2025
- Daniel Brohard – Support Specialist, Information Technology Services, July 7, 2025

PERSONNEL ACTIVITY REPORT FY26

September 19, 2025

Change of Status

➤ Executive Staff

- Chris Shaffer – Sr. Advisor, Education & Agency Partnerships, Office of the President, July 1, 2025
- Gerald Cadogan – Director, Athletics, Office of the President, July 1, 2025
- Jennifer Pauley – Associate Provost, Academic Affairs and Student Success, July 1, 2025
- Steven Rader – Associate Provost, Personal and Professional Development, July 1, 2025

➤ Administrative Staff

- Wes Bailey – Head Athletic Trainer, Athletics, July 1, 2025
- Orlando Currie – Business Operations, Housing and Residence Life, July 1, 2025
- Jason Lovins – Interim Director, Lute School of Business, July 1, 2025
- James Farmer – Director, Enrollment Operations, Admissions, August 18, 2025

➤ Faculty

- Jodi Dunham – Professor, School of Education, August 25, 2025
- Erik Larson – Professor, Natural Sciences, August 25, 2025
- Travis Lynn – Senior Instructor (NTT), Engineering Technology, August 25, 2025
- Heather Johnson – Associate Professor, School of Nursing, August 25, 2025
- Jennifer Scott – Professor, English and Humanities, August 25, 2025
- Pablo Salinas – Professor, English and Humanities, August 25, 2025
- Dawn Summers – Associate Professor, School of Nursing, August 25, 2025

➤ Support Staff

- Rebecca Hutchinson – Academic Administrative Assistant, Allied Health Sciences, August 8, 2025

PERSONNEL ACTIVITY REPORT FY26

September 19, 2025

Departures

➤ Executive Staff

- Christopher Moore – Chief Advancement Officer, Office of the President, August 22, 2025

➤ Administrative Staff

- Bobbi Madden – Assistant Director of Graduate Admissions, Admissions, July 4, 2025
- Avery Reuter – Grants Coordinator, Grants and Sponsored Programs, July 4, 2025
- Alison Hurley – Project BEAR Director, School of Education, July 24, 2025
- Hayley Venturino – Assistant Director, Center for Lifelong Learning, August 1, 2025
- Heather Howard – Director, Children's Learning Center, August 8, 2025
- Dakota Wrenn – Teacher, Children's Learning Center, August 8, 2025
- Elizabeth White – Teacher, Children's Learning Center, August 8, 2025
- Lori Bailey – Lead Teacher, Children's Learning Center, August 8, 2025
- Jenny Lawson – Assistant Director, Selective Admissions, College of Health & Human Services, August 12, 2025

➤ Faculty

- Michele Moohr – Associate Professor, School of Education, August 15, 2025
- Barbara Warnock – Associate Professor, Rehabilitation Sciences-MOT, August 19, 2025

➤ Support Staff

- Debra Schwamberger – Specialist, Procurement & Payable Services, July 31, 2025

MAJOR CONSTRUCTION PROJECTS STATUS REPORT

September 19, 2025

Campus Wayfinding Project - \$1.5M – Capital

- Controlling Board request approved on 8/25/25; construction contract in process.

Roof and Infrastructure Project - \$1.25M – Capital

- Notice to Proceed issued; pre-construction meeting to be scheduled.

Clark Memorial Library Renovation Project - \$4.5M - Capital

- Priority items are currently being determined with consideration of the project budget.

Health Science Labs Renovations Project - \$9.5M – Capital/Local

- Project budget expanded.
- Dental hygiene program to remain in Health Sciences building; health sciences labs to be designed accordingly.
- Campus-wide space utilization study continues.

Esports Arena – Kricker Innovation Hub Project - \$500,000 – Capital

- Architect selected; currently reviewing design technical proposal.

Alumni Green ADA Ramp Project - \$500,000

- Construction rebid to be scheduled.

Spartan Stadium Athletic Complex

- Softball stadium Phase I & II to begin in near future.
- Design for remainder of complex currently being initialized.