

**BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE**

**April 17, 2026, 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 F06-26
Approval of Policy 5.11Rev., Media, Social Media, & Web Sites**

Ms. Elizabeth Blevins, Chief of Staff, will present an update to Policy 5.11Rev. for approval.

**3.2 Resolution F07-26
Approval of Policy 4.97, Professional Appearance Policy**

Ms. Malonda Johnson, Chief Operating Officer, will present the resolution to approve the Professional Appearance policy.

**3.3 Resolution F08-26
Approval of Policy 4.98, Wellness Break Policy**

Ms. Johnson will present the resolution to approve the Wellness Break policy.

**3.4 Resolution F09-26
Approval of Policy 5.48, Misbranded Meat and Egg Products**

Mr. Michael McPhillips, General Counsel, will present the resolution to approve the policy regarding misbranded meat and egg products.

4.0 Information and Reports

4.1 Cash Reserves and Investment Portfolio Report

Mr. Ballengee, Chief Financial Officer, will report on cash reserves and the investment portfolio.

4.2 Bond Brief

Mr. Ballengee will report on the bond status.

4.3 Personnel Activity Report

Ms. Johnson will report on recent personnel activity.

4.4 Major Projects Status Report

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

4.5 ADA/Web Content Accessibility Guidelines (WCAG)

Ms. Johnson will report on the annual compliance report, along with the ADA Course Accessibility Project.

4.6 Door and Camera Assessment

Ms. Johnson will report on the door and camera project.

4.7 Implementation Plan for Policy 5.47, Employee, Athletics, Student Leader Training

Ms. Johnson will report on the implementation plan for Policy 5.47.

4.8 Borrower Defense Cases

Mr. McPhillips will provide a briefing on the Borrower Defense Cases.

4.9 Foundation Historical Growth

Ms. Aimee Welch, Executive Director, SSU Foundation, will review Foundation historical growth.

5.0 Adjournment

RESOLUTION F06-26

**REVISION OF POLICY 5.11REV
MEDIA, SOCIAL MEDIA AND WEB SITES**

WHEREAS, Policy 5.11Rev., Media, Social Media and Web Sites, addresses creation and management of social media and web sites; and

WHEREAS, the establishment of a Chief Communications Officer position and delegation of responsibilities among the Communications and Enrollment departments warrants revisions and updates to the policy to reflect current operations;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves revised Policy 5.11Rev., Media, Social Media, and Web Sites effective April 17, 2026.

(April 17, 2026)

Shawnee State University

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|-------------------------|---|
| POLICY TITLE: | MEDIA, SOCIAL MEDIA, & WEB SITES |
| POLICY NO.: | 5.11REV |
| ADMIN CODE: | 3362-5-12 |
| PAGE NO.: | 1 OF 4 |
| EFFECTIVE DATE: | 01/18/2023 <u>04/17/2026</u> |
| NEXT REVIEW DATE: | 01/2026 <u>04/2031</u> |
| RESPONSIBLE OFFICER(S): | VPA&EM <u>CHIEF COMMUNICATIONS OFFICER</u> |
| APPROVED BY: | BOARD OF TRUSTEES |

1.0 OVERVIEW

1.1 Shawnee State University is committed to sharing timely, accurate, and consistent information with its various audiences, including current and prospective students, parents and families, alumni and friends, neighbors and the community, through whatever practical means are relevant and available, including media sources, social media sites, and websites.

1.2 ~~The Office of Marketing & Communications is the official source of information to the media and manages Shawnee State University's official web and social media presence.~~ Chief Communications Officer serves as the official university spokesperson, is responsible for internal and external crisis communications, and will coordinate designation of appropriate sources regarding specific areas of operational information or subject matter expertise.

~~1.3 The Executive Director of Marketing & Communications serves as the official university spokesperson and will coordinate designation of an appropriate source regarding specific areas of expertise. Chief Communications Officer is the official source of information to campus, to the media, and to the public.~~

~~1.4 The University Communications department manages Shawnee State University's official web site and social media channels and is responsible for all non-enrollment-related content thereon.~~

~~1.3.1.5 The Chief Enrollment Officer is responsible for all admissions, enrollment, and retention messaging, marketing, advertising, and promotion content on the Shawnee State University's official web site and social media channels.~~

2.0 DISSEMINATION OF INFORMATION TO MEDIA SOURCES

2.1 All official University information (events, program news, general news items, information concerning crisis situations) for dissemination to the media will be coordinated through the ~~Office of Marketing &~~

~~Communications~~University Communications department.

- 2.2 The ~~Office of Marketing & Communications~~University Communications department is responsible for developing a process that ensures University information is routinely shared with the public, including faculty and staff personal achievements.

3.0 CREATION AND MANAGEMENT OF SOCIAL MEDIA SITES

- 3.1 The ~~Office of Marketing & Communications~~University Communications department is responsible for monitoring and managing all digital and social media platforms that officially represent Shawnee State University as an institution to ensure appropriateness of content and brand alignment. Sites officially representing SSU departments, programs, and/or services may be managed at the department level, with approval by and coordination with the ~~Office of Marketing & Communications~~University Communications department.
- 3.2 Users are encouraged to respectfully share their opinions and comment freely about topics posted on all official Shawnee State University social media platforms. Shawnee State does not discriminate against any views, but reserves the right to remove comments determined by ~~the Office of Marketing & Communications~~University Communications to contain nudity, obscenities, or hate speech; or that threaten to harm individuals, groups, or organizations; represent advertisements, solicitation of funds, or spam; constitute or encourage illegal activity; infringe upon someone's rights; contain private information; or are multiple off-topic or repetitive posts ~~will be removed~~.

4.0 CREATION AND MANAGEMENT OF WEB SITES

- 4.1 ~~The Office of Marketing & University~~ Communications is responsible for managing Shawnee State University's web presence, which includes the official shawnee.edu site, as well as all official University affiliated or representative websites (e.g. athletics), whether developed and maintained by third-party vendors, university departments, or campus affiliates. All official university websites must be approved by ~~the Office of Marketing & University~~ Communications.
- 4.2 All official university websites shall be managed within the campus Web Content Management System, unless exemption is granted by ~~the Office of Marketing & University~~ Communications. The Web Content Management System will provide templates for required information, enable incorporation of university branding, and facilitate site maintenance, while providing for centralized management and support. Except as described in this policy, all University offices are required to utilize the campus Web Content Management System for developing and maintaining their respective web

sites.

- 4.3 Permission may be granted by ~~the Office of Marketing & University~~ Communications to develop and maintain pages outside of the Web Content Management System based on the nature and requirements of the site, technical limitations, ability for ongoing and consistent management of the site, and or that relationship of the unit to the university.
- 4.4 University offices are responsible to ensure that their web pages within the campus Web Content Management System, as well as those outside the system but officially connected to shawnee.edu, meet standards of accessibility conforming to Section 504 of the Rehabilitation Act of 1973, compliance with copyright and trademark laws, university web guidelines, and university branding guidelines.
- 4.5 University offices are responsible to ensure that sites containing, soliciting, or collecting protected or personal data pertaining to students comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) and University Policy 3.04, Student Education Records Privacy and Release.
- 4.6 Commercial advertising on www.shawnee.edu is prohibited. Websites hosted under official university domains may not advertise or promote private individuals, firms, or corporations, or imply in any manner that Shawnee State University endorses or favors any specific commercial product, commodity or service.
- 4.7 Sponsorship acknowledgments and/or links to outside commercial sites for sponsorship purposes for any University related event must have prior approval from the ~~Office of Development Director~~ Chief Advancement Officer. Images, logos, graphics or text used to denote sponsorship affiliations or links to commercial sites may not in any way imply that the university is endorsing a product, service or company.

5.0 EMERGENCY INFORMATION

- 5.1 The ~~Office of Marketing & Communications~~ Chief of Staff and Chief Communications Officer ~~are is~~ responsible for coordinating crisis communications with other appropriate University officials, including the Department of Public Safety, depending on the nature and type of crisis or situation.
- 5.2 The ~~Office of Marketing & Communications~~ Chief of Staff, Chief Communications Officer, and ~~and~~ the Department of Public Safety; in coordination with University Communications, are responsible for developing a procedure for disseminating emergency notifications in the event of school closings or crisis.

6.0 GUIDELINES

Guidelines related to the dissemination of information to the media, management of University social media sites, and the construction of official University web sites shall be established and posted on the ~~Office of Marketing & University~~ Communications web ~~site~~-page at: <http://www.shawnee.edu>

History

Effective: 06/15/90

Revised: 04/17/26; 01/18/23; 03/13/20; 02/10/17; 07/10/15

Shawnee State University

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|-------------------------|----------------------------------|
| POLICY TITLE: | MEDIA, SOCIAL MEDIA, & WEB SITES |
| POLICY NO.: | 5.11REV |
| ADMIN CODE: | 3362-5-12 |
| PAGE NO.: | 1 OF 3 |
| EFFECTIVE DATE: | 04/17/2026 |
| NEXT REVIEW DATE: | 04/2031 |
| RESPONSIBLE OFFICER(S): | CHIEF COMMUNICATIONS OFFICER |
| APPROVED BY: | BOARD OF TRUSTEES |

1.0 OVERVIEW

- 1.1 Shawnee State University is committed to sharing timely, accurate, and consistent information with its various audiences, including current and prospective students, parents and families, alumni and friends, neighbors and the community, through whatever practical means are relevant and available, including media sources, social media sites, and websites.
- 1.2 The Chief Communications Officer serves as the official university spokesperson, is responsible for internal and external crisis communications, and will coordinate designation of appropriate sources regarding specific areas of operational information or subject matter expertise.
- 1.3 The Chief Communications Officer is the official source of information to campus, to the media, and to the public.
- 1.4 The University Communications department manages Shawnee State University's official web site and social media channels and is responsible for all non-enrollment-related content thereon.
- 1.5 The Chief Enrollment Officer is responsible for all admissions, enrollment, and retention messaging, marketing, advertising, and promotion content on the Shawnee State University's official web site and social media channels.

2.0 DISSEMINATION OF INFORMATION TO MEDIA SOURCES

- 2.1 All official University information (events, program news, general news items, information concerning crisis situations) for dissemination to the media will be coordinated through the University Communications department.
- 2.2 The University Communications department is responsible for developing a process that ensures University information is routinely shared with the public, including faculty and staff personal achievements.

3.0 CREATION AND MANAGEMENT OF SOCIAL MEDIA SITES

- 3.1 The University Communications department is responsible for monitoring and managing all digital and social media platforms that officially represent Shawnee State University as an institution to ensure appropriateness of content and brand alignment. Sites officially representing SSU departments, programs, and/or services may be managed at the department level, with approval by and coordination with the University Communications department.
- 3.2 Users are encouraged to respectfully share their opinions and comment freely about topics posted on all official Shawnee State University social media platforms. Shawnee State does not discriminate against any views, but reserves the right to remove comments determined by University Communications to contain nudity, obscenities, or hate speech; or that threaten to harm individuals, groups, or organizations; represent advertisements, solicitation of funds, or spam; constitute or encourage illegal activity; infringe upon someone's rights; contain private information; or are multiple off-topic or repetitive posts.

4.0 CREATION AND MANAGEMENT OF WEB SITES

- 4.1 University Communications is responsible for managing Shawnee State University's web presence, which includes the official shawnee.edu site, as well as all official University affiliated or representative websites (e.g., athletics), whether developed and maintained by third-party vendors, university departments, or campus affiliates. All official university websites must be approved by University Communications.
- 4.2 All official university websites shall be managed within the campus Web Content Management System, unless exemption is granted by University Communications. The Web Content Management System will provide templates for required information, enable incorporation of university branding, and facilitate site maintenance, while providing for centralized management and support. Except as described in this policy, all University offices are required to utilize the campus Web Content Management System for developing and maintaining their respective web sites.
- 4.3 Permission may be granted by University Communications to develop and maintain pages outside of the Web Content Management System based on the nature and requirements of the site, technical limitations, ability for ongoing and consistent management of the site, and/or that relationship of the unit to the university.
- 4.4 University offices are responsible to ensure that their web pages within the

campus Web Content Management System, as well as those outside the system but officially connected to shawnee.edu, meet standards of accessibility conforming to Section 504 of the Rehabilitation Act of 1973, compliance with copyright and trademark laws, university web guidelines, and university branding guidelines.

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- 4.6 Commercial advertising on www.shawnee.edu is prohibited. Websites hosted under official university domains may not advertise or promote private individuals, firms, or corporations, or imply in any manner that Shawnee State University endorses or favors any specific commercial product, commodity or service.
- 4.7 Sponsorship acknowledgments and/or links to outside commercial sites for sponsorship purposes for any University related event must have prior approval from the Chief Advancement Officer. Images, logos, graphics or text used to denote sponsorship affiliations or links to commercial sites may not in any way imply that the university is endorsing a product, service or company.

5.0 EMERGENCY INFORMATION

- 5.1 The Chief of Staff and Chief Communications Officer are responsible for coordinating crisis communications with other appropriate University officials, including the Department of Public Safety, depending on the nature and type of crisis or situation.
- 5.2 The Chief of Staff, Chief Communications Officer, and the Department of Public Safety in coordination with University Communications, are responsible for developing a procedure for disseminating emergency notifications in the event of school closings or crisis.

6.0 GUIDELINES

Guidelines related to the dissemination of information to the media, management of University social media sites, and the construction of official University web sites shall be established and posted on the University Communications web page at: <http://www.shawnee.edu>

History

Effective: 06/15/90

Revised: 04/17/26; 01/18/23; 03/13/20; 02/10/17; 07/10/15

RESOLUTION F07-26

APPROVAL OF POLICY 4.97 PROFESSIONAL APPEARANCE POLICY

WHEREAS, Policy 4.97, Professional Appearance, addresses the need to establish consistent, transparent, and equitable guidelines for appropriate workplace attire; and

WHEREAS, the policy supports the University's commitment to maintaining high standards of employment, fostering a supportive and inclusive work environment, and ensuring compliance with applicable employment laws; and

WHEREAS, the policy establishes a business casual standard where employees are expected to present a professional appearance while engaged in work-related activities, which is particularly important for employees with student-facing or front office responsibilities; and

WHEREAS, the policy allows department leaders to determine when workplace attire may vary based on job duties, work environment, and safety requirements, and includes procedures for communicating expectations, addressing concerns, and handling accommodation requests; and

WHEREAS, Policy 4.97, Professional Appearance, has been recommended by the President for Board of Trustees approval;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves Policy 4.97, Professional Appearance.

(April 17, 2026)

Shawnee State University

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| POLICY TITLE: | PROFESSIONAL APPEARANCE POLICY |
| POLICY NO. : | 4.97 |
| ADMIN CODE: | 3362-4-97 |
| PAGE NO.: | 1 OF 2 |
| EFFECTIVE DATE: | 04/17/2026 |
| NEXT REVIEW DATE: | 04/2031 |
| RESPONSIBLE OFFICER: | CHIEF OPERATING OFFICER |
| APPROVED BY: | BOARD OF TRUSTEES |

1.0 POLICY STATEMENT

Shawnee State University departments may determine appropriate workplace attire for their areas consistent with this policy. Supervisors are responsible for communicating department-specific attire expectations to employees during the hiring process, orientation, and performance evaluation periods. Questions regarding workplace attire should be discussed with the immediate supervisor.

Workplace attire, whether on campus, during remote work, or when representing the University in the community, must be clean, neat, and appropriate for the work being performed and the setting in which the work occurs. Professional attire may vary based on job duties, work environment, and safety requirements.

Employees whose primary duties include student-facing or front-office responsibilities are expected to maintain a level of professional appearance that supports student trust, approachability, and the University's educational mission.

2.0 GENERAL GUIDELINES

Employees are expected to present a professional appearance while engaged in work-related activities. Clothing and footwear must be clean, neat, and in good condition. Attire must not include profane, indecent, discriminatory, or otherwise unprofessional language or imagery. Accessories and personal expression are permitted, with reasonable consideration for workplace health and safety.

Employees are expected to present a professional image that supports the University's institutional identity. While performing official duties, employees may not wear apparel displaying the name, logo, or branding of other colleges or universities. This expectation is intended to promote clarity for visitors, prospective students, donors, and community partners regarding institutional affiliation. No college or university-branded apparel that displays any school other than Shawnee State is permitted.

3.0 BUSINESS CASUAL STANDARD

Employees are expected to dress in business casual attire at a minimum, unless their role or work environment requires a different standard. Athleisure wear (i.e., sweat attire, leggings, shorts, etc.) while performing official duties is prohibited. Business casual attire may include slacks, khakis, dress capris, professional skirts or dresses, blouses, button-down shirts, sweaters, polo or crewneck shirts, closed-toe shoes, dress sandals, and University-branded apparel. Jeans are acceptable as part of business casual attire, provided they are:

- Dark wash or black;
- Without rips, distressing, fading, or fraying;
- Well-fitted (not baggy or overly tight); or
- Paired with professional items (i.e., blazer, structured cardigan, button-down, blouse, or polished sweater)

Employees may be required to dress in business professional attire when appropriate for meetings or external engagement.

4.0 BEAR WEAR WEDNESDAYS

To promote school spirit and community engagement, Shawnee State University recognizes Bear Wear Wednesdays as a University spirit day. On Bear Wear Wednesdays, employees may wear Shawnee State University-branded apparel. Jeans are authorized for all employees on this day, provided they are clean, neat, and free from excessive wear or distress. Participation is voluntary and subject to operational requirements.

5.0 REASONABLE ACCOMMODATIONS

The University will provide reasonable accommodations as required by applicable law, including accommodations related to disability or religious beliefs. Requests should be directed to Human Resources.

6.0 POLICY APPLICABILITY

This policy applies to all Shawnee State University employees.

History: 4/17/2026

INFORMATION ONLY

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|----------------------------|-----------------------------------|
| PROCEDURE TITLE: | PROFESSIONAL APPEARANCE PROCEDURE |
| PROCEDURE NO.: | 4.97:1 |
| RELATED POLICY: | 4.97 |
| PAGE NO.: | 1 OF 2 |
| RESPONSIBLE ADMINISTRATOR: | CHIEF OPERATING OFFICER |
| EFFECTIVE DATE: | 04/17/2026 |
| NEXT REVIEW DATE: | 04/2031 |
| APPROVED BY: | PRESIDENT |

1.0 PURPOSE

This procedure provides guidance for the consistent implementation of the University Professional Appearance Policy. It supports supervisors and employees in understanding expectations related to professional appearance while ensuring compliance with applicable federal and state laws.

2.0 SCOPE

This procedure applies to all Shawnee State University employees and should be used in conjunction with the Professional Appearance Policy. Nothing in this procedure is intended to restrict legally protected expression or rights.

3.0 SUPERVISOR RESPONSIBILITIES

Supervisors are responsible for communicating department-specific dress expectations consistent with the Professional Appearance Policy. Expectations should be shared during onboarding, periodically reinforced, and applied consistently across similarly situated employees.

4.0 ADDRESSING ATTIRE CONCERNS

If a supervisor determines that an employee's attire does not align with the Professional Appearance Policy or department expectations, the supervisor should address the matter promptly and privately. Conversations should focus on professional standards and workplace impact rather than personal preference.

In most cases, concerns should be resolved through informal coaching. Supervisors may allow the employee reasonable time to correct attire concerns when appropriate.

5.0 STUDENT-FACING AND FRONT-OFFICE ROLES

Supervisors of employees in student-facing or front-office roles should develop and communicate clear guidelines and expectations to their employees ensuring that appearance

standards support student trust, approachability, and the University's service mission. Expectations may be higher for these roles based on daily interaction with students, families, and visitors.

6.0 BEAR WEAR WEDNESDAYS

On Bear Wear Wednesdays, employees may wear Shawnee State University-branded apparel and jeans, consistent with the Professional Appearance Policy. Supervisors retain discretion to restrict participation where operational, safety, or job-specific requirements apply.

7.0 ACCOMMODATIONS

Requests for accommodation related to disability, religion, or other legally protected needs should be directed to Human Resources. Supervisors should not deny accommodation requests without HR consultation.

8.0 ESCALATION AND HR CONSULTATION

Supervisors are encouraged to consult Human Resources when questions arise regarding interpretation, consistency, or potential corrective action. Human Resources will provide guidance to ensure fair and lawful application of the policy.

9.0 RECORDS AND DOCUMENTATION

Informal coaching related to professional appearance concerns generally does not require formal documentation. If attire concerns become recurring and corrective action is considered, supervisors should consult Human Resources regarding appropriate documentation.

History

Effective: 4/17/2026

INFORMATION ONLY

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|----------------------------|---|
| PROCEDURE TITLE: | STUDENT EMPLOYEES - PROFESSIONAL APPEARANCE PROCEDURE |
| PROCEDURE NO.: | 4.97:2 |
| RELATED POLICY: | 4.97 |
| PAGE NO.: | 1 OF 3 |
| RESPONSIBLE ADMINISTRATOR: | CHIEF OPERATING OFFICER |
| EFFECTIVE DATE: | 04/17/2026 |
| NEXT REVIEW DATE: | 04/2031 |
| APPROVED BY: | PRESIDENT |

1.0 PURPOSE

This procedure provides guidance for the consistent implementation of the University Professional Appearance Policy. It supports supervisors and employees in understanding expectations related to professional appearance while ensuring compliance with applicable federal and state laws.

2.0 SCOPE

This procedure applies to all Shawnee State University student employees and should be used in conjunction with the Professional Appearance Policy. Nothing in this procedure is intended to restrict legally protected expression or rights.

3.0 STUDENT EMPLOYEES IN STUDENT-FACING OR FRONT-OFFICE ROLES

- 3.1 Supervisors of employees in student-facing or front-office roles should ensure that appearance standards support student trust, approachability, and the University's service mission. Expectations may be higher for these roles based on daily interaction with students, families, and visitors.
- 3.2 Student employees serving in student-facing or front-office roles represent the University through daily interaction with students, families, visitors, and external partners. Supervisors should communicate appearance expectations that promote professionalism, trust, approachability, and a welcoming campus environment while recognizing that student employees may have limited financial resources and varying access to professional attire.
- 3.3 The University does not require students to purchase specialized or high-cost clothing to perform their roles. Departments are encouraged to support student employees through flexibility, clear guidance, and reasonable accommodations.

4.0 GENERAL EXPECTATIONS

- 4.1 Student employees in student-facing or front-office roles should maintain a clean, neat, and presentable appearance appropriate to the work environment. Acceptable attire typically includes:
 - 4.1.1 Clean jeans, khakis, or casual slacks;
 - 4.1.2 University-branded apparel (e.g., polos, quarter-zips, spirit wear);
 - 4.1.3 Casual skirts or dresses of appropriate length;
 - 4.1.4 Closed-toe or neat casual footwear (e.g., sneakers in good condition, flats, casual shoes);
 - 4.1.5 Layered attire such as cardigans, hoodies, or jackets that are clean and in good repair;
 - 4.1.6 Items that may be discouraged for front-office or high-visibility roles include:
 - 4.1.6.1 Clothing that is excessively torn, stained, or visibly unclean;
 - 4.1.6.2 Attire with offensive language or imagery;
 - 4.1.6.3 Beachwear or sleepwear (e.g., pajamas, slippers);
 - 4.1.6.4 Clothing that presents safety concerns for the specific work setting.
- 4.2 Supervisors should use reasonable judgment and coaching rather than strict enforcement, recognizing the developmental nature of student employment.

5.0 DEPARTMENTAL SUPPORT AND FLEXIBILITY

- 5.1 To support student employees, departments are encouraged to:
 - 5.1.1 Provide University-branded shirts or name badges for student employees in high-visibility roles when feasible;
 - 5.1.2 Allow reasonable flexibility during academic stress periods (e.g., finals week);
 - 5.1.3 Consider loaner apparel, shared uniform pieces, or relaxed dress days where appropriate;
 - 5.1.4 Focus expectations on professional behavior and service quality, not solely on clothing.
- 5.2 Role-Specific Adjustments

Some offices (e.g., Admissions, President's Office, Career Services) may require a slightly elevated standard, such as business casual attire during events, tours, or high-profile visits. When higher standards are required, supervisors should

provide advance notice and reasonable options. These expectations are intended to support student confidence, skill development, and workplace readiness, consistent with the University's mission to prepare students for professional environments.

6.0 ESCALATION AND HR CONSULTATION

Supervisors are encouraged to consult Human Resources when questions arise regarding interpretation, consistency, or potential corrective action. Human Resources will provide guidance to ensure fair and lawful application of the policy.

7.0 RECORDS AND DOCUMENTATION

Informal coaching related to professional appearance concerns generally does not require formal documentation. If attire concerns become recurring and corrective action is considered, supervisors should consult Human Resources regarding appropriate documentation.

History

Effective: 4/17/2026

RESOLUTION F08-26

**APPROVAL OF POLICY 4.98
WELLNESS BREAK POLICY**

WHEREAS, Policy 4.98, Wellness Break, addresses the need to establish a structured wellness break opportunity that encourages employees to engage in brief, restorative activities during the workday; and

WHEREAS, the policy aligns with the University's commitment to promote wellness and to support the overall health, safety, and productivity of employees; and

WHEREAS, the policy allows eligible employees to take up to twenty (20) minutes per workday to engage in approved wellness activities designated to promote holistic wellbeing; and

WHEREAS, the policy provides guidelines for administering the wellness break; and

WHEREAS, Policy 4.98, Wellness Break, has been recommended by the President for Board of Trustees approval;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves Policy 4.98, Wellness Break.

(April 17, 2026)

Shawnee State University

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|----------------------|-------------------------|
| POLICY TITLE: | WELLNESS BREAK POLICY |
| POLICY NO.: | 4.98 |
| ADMIN CODE: | 3362-4-98 |
| PAGE NO.: | 1 OF 4 |
| EFFECTIVE DATE: | 04/17/2026 |
| NEXT REVIEW DATE: | 04/2031 |
| RESPONSIBLE OFFICER: | CHIEF OPERATING OFFICER |
| APPROVED BY: | BOARD OF TRUSTEES |

1.0 PURPOSE

Shawnee State University values the health, engagement, and overall well-being of its employees. This policy establishes a structured Wellness Break opportunity that encourages employees to engage in brief, restorative activities during the workday. These breaks are intended to promote physical and mental wellness, reduce stress, and increase workplace productivity — consistent with the mission of the Bear Well program (www.shawnee.edu/bearwell).

2.0 POLICY STATEMENT

Eligible employees may take up to 20 minutes per workday (in one or two increments) to engage in approved wellness activities designed to promote holistic well-being. These breaks are voluntary, supervisor-approved, and non-cumulative (they do not carry over from day to day).

The university encourages employees to use these breaks to foster healthier habits, community connection, and self-care while maintaining operational continuity and productivity.

3.0 LEGAL COMPLIANCE

This policy complies with applicable Ohio state and federal labor laws, including U.S. Department of Labor regulations which provide that short breaks of 20 minutes or less are considered compensable time, while breaks exceeding 20 minutes must be designated as unpaid and recorded appropriately.

Employees with approved accommodations under the Americans with Disabilities Act, Rehabilitation Act, or similar state law that include rest or wellness time shall remain eligible for such accommodations concurrent with the rest and wellness time provided by this policy.

Supervisors must ensure accurate timekeeping and fair access for all employees.

4.0 ELIGIBILITY

This policy applies to:

1. All full-time and part-time non-student employees (f administrative, executive, public safety, and support staff).
2. Student employees may participate in wellness activities outside of scheduled work hours.

Supervisors are responsible for approving the timing of wellness breaks to ensure departmental operations continue effectively.

5.0 BEAR WELL PROGRAM MEMBERSHIP

Employees are encouraged to participate in the Bear Well Program to support their health and well-being. To become a member, employees must register through the official Bear Well website or visit the Bear Well Center in person. Membership provides access to a variety of wellness resources, activities, and support services designed to promote a healthy lifestyle. Participation in the program is voluntary and open to all full-time and part-time non-student employees (faculty, administrative, and support staff).

6.0 DURATION AND SCHEDULING

6.1 Employees may take up to 20 minutes per workday, either:

6.1.1 As a single 20-minute block (if workload allows), or

6.1.2 As two shorter breaks (e.g., 10 minutes each) subject to the approval of their supervisor.

6.2 Breaks shall be scheduled to avoid disruption of classes, meetings, or service operations.

6.3 Breaks shall not be combined with meal periods or used to alter arrival/departure times.

6.4 Supervisors may reasonably deny or reschedule breaks based on operational needs, but are encouraged to support participation whenever possible.

7.0 APPROVED WELLNESS ACTIVITIES

Employees may engage in a variety of individual or group wellness activities, including but not limited to:

7.1 Physical Wellness:

7.1.1 Walking, stretching, or light exercise (indoors or outdoors).

- 7.1.2 Use of the Bear Well Fitness (members only) & Recreation Center (www.shawnee.edu/bearwell) for treadmill use, yoga, or strength training.
- 7.1.3 Participation in Bear Well fitness classes or health challenges (members only).
- 7.2 Mental & Emotional Wellness:
 - 7.2.1 Guided meditation, breathing exercises, or mindfulness sessions.
 - 7.2.2 Quiet time in reflection or relaxation spaces.
 - 7.2.3 Bear Well workshops on stress management or resilience (members only).
- 7.3 Social & Community Wellness:
 - 7.3.1 Peer wellness walks or team challenges.
 - 7.3.2 University-sponsored volunteer or community wellness events.
 - 7.3.3 Visiting Bear Well areas for health screenings or events (members only).
- 7.4 Environmental & Occupational Wellness:
 - 7.4.1 Refreshing workspace or ergonomic stretches.
 - 7.4.2 Attending quick safety or wellness learning sessions via HR or Bear Well.
- 8.0 COMPENSATION AND TIMEKEEPING
 - 8.1 Breaks up to 20 minutes are considered paid and part of the workday.
 - 8.2 Breaks over 20 minutes, up to 30 minutes, may be designated as unpaid and must be recorded accurately on the employee's time record (for hourly/non-exempt employees).
 - 8.3 Supervisors should ensure consistent application across their teams and prevent abuse of time.
- 9.0 SUPERVISOR RESPONSIBILITIES
 - Supervisors are expected to:
 - 9.1 Support employee participation in wellness breaks while balancing department needs;
 - 9.2 Model wellness behavior by participating in wellness activities, where possible;
 - 9.3 Monitor fair and consistent access among all team members; and

- 9.4 Ensure proper timekeeping and prevent misuse (e.g., extending lunches or early departures).

10.0 PROGRAM RESOURCES AND SUPPORT

- 10.1 The Bear Well Center offers its members a variety of wellness programs and resources, including:

10.1.1 Fitness classes, personal training, and open gym access;

10.1.2 Nutrition counseling, wellness challenges, and health screenings; and

10.1.3 Educational workshops on mindfulness, work-life balance, and resilience.

- 10.2 Additional recommended resources:

10.2.1 Ohio Employee Assistance Program (EAP) for mental health and stress support;

10.2.2 Ohio Public Employees Retirement System (OPERS) Well-Being Partner Resources for retirement-linked wellness incentives; and

10.2.3 Local Community Wellness Partners, such as the Scioto County Health Department and Southern Ohio Medical Center (SOMC) Wellness Center.

11.0 POLICY VIOLATIONS AND ACCOUNTABILITY

Abuse or misuse of wellness breaks (e.g., repeated extended absences, combining with meal periods, or using for non-wellness personal errands) may result in corrective action consistent with university policy.

Supervisors should document concerns and consult Human Resources (HR) prior to initiating disciplinary steps.

12.0 REVIEW AND CONTINUOUS IMPROVEMENT

The HR department and Bear Well leadership will regularly review this policy to:

12.1 Assess participation and effectiveness;

12.2 Identify improvements or expanded offerings; and

12.3 Ensure continued compliance with applicable laws and institutional priorities.

History

Effective: 4/17/2026

RESOLUTION F09-26

**APPROVAL OF POLICY 5.48
MISBRANDED MEAT AND EGG PRODUCTS**

WHEREAS, Ohio House Bill 10 of the 136th General Assembly requires each state institution of higher education to adopt a policy to prevent the purchase of cultivated-protein food products and food misbranded as a meat or egg product; and

WHEREAS, Policy 5.48 Misbranded Meat and Egg Products, attached hereto and incorporated herein by reference, states that the University may not purchase cultivated-protein products for institutional meal programs, and University departments may not procure misbranded imitation meat or egg products using University funds; and

WHEREAS, Policy 5.48 Misbranded Meat and Egg Products, in accordance with Ohio House Bill 10, clarifies that the University may purchase cultivated-protein food products or food misbranded as a meat or egg product for research purposes; and

WHEREAS, Policy 5.48 Misbranded Meat and Egg Products has been recommended by the President for approval;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves Policy 5.48.

(April 17, 2026)

Shawnee State University

| | |
|----------------------|----------------------------------|
| POLICY TITLE: | MISBRANDED MEAT AND EGG PRODUCTS |
| POLICY NO.: | 5.48 |
| OHIO ADM. CODE: | 3362-5-48 |
| PAGE NO.: | 1 OF 3 |
| EFFECTIVE DATE: | 04/17/2026 |
| NEXT REVIEW DATE: | 4/2031 |
| RESPONSIBLE OFFICER: | CHIEF FINANCIAL OFFICER |
| APPROVED BY: | BOARD OF TRUSTEES |

1.0 PURPOSE

This policy establishes institutional requirements to ensure compliance with Ohio law governing the labeling, purchase, and use of alternative protein, imitation meat, and imitation egg products, consistent with Ohio House Bill 10 of the 136th General Assembly and the Ohio Revised Code.

2.0 SCOPE OF AUTHORITY

2.1 This policy applies to:

2.1.1 All University culinary, dining, and catering services;

2.1.2 All departments purchasing food products for institutional use;

2.1.3 All campus retail food operations;

2.1.4 Any University-sponsored meal programs;

2.1.5 All employees involved in food procurement, preparation, or distribution.

3.0 DEFINITIONS

3.1 For the purposes of this policy:

3.1.1 **Cultivated-protein product.** A food having one or more sensory attributes that resemble a type of tissue originating from an agricultural food animal, but that, in lieu of being derived from meat processing, is derived from manufacturing cells in which one or more stem cells are initially isolated from an agricultural food animal, are grown in vitro, and may be manipulated, as part of a manufacturing operation.

3.1.2 **Qualifying Meat Term.** A word, compound word, or phrase that would clearly disclose to a reasonable purchaser of meat products from a food processing establishment that a food is not a meat product. "Qualifying meat term" includes cell-cultivated, cell-cultured, fake, grown in a lab, imitation, insect, insect-based, insect-protein, lab-created, lab-grown, meat free,

meatless, plant, plant-based, vegan, vegetable, vegetarian, veggie, or a comparable word or phrase as approved by the department.

3.1.3 **Qualifying Egg Term.** A word, compound word, or phrase that would clearly disclose to a reasonable purchaser of egg products from a food processing establishment that a food product is not an egg product. "Qualifying egg term" includes fake, imitation, egg-free, plant, plant-based, vegan, vegetable, vegetarian, veggie, or a comparable word or phrase as approved by the state Department of Agriculture.

3.2 To the extent that the Ohio General Assembly may in the future revise definitions used in this policy, the policy shall be deemed to be amended to conform to the then-existing statutory definition(s).

4.0 MISBRANDED FOOD PRODUCTS

4.1 **Meat products.** Food is considered misbranded as a meat product if all of the following apply:

4.1.1 The food is a manufactured-protein food product or contains a manufactured-protein food product;

4.1.2 The food is offered for sale by a food processing establishment;

4.1.3 A label that is part of or placed on the package or other container storing the manufactured-protein food product includes an identifying meat term; and

4.1.4 The label that is part of or placed on the package or other container storing the manufactured-protein food product does not contain a conspicuous and prominent qualifying meat term in close proximity to the identifying meat term.

4.2 **Egg products.** Food is considered misbranded as an egg product if all of the following apply:

4.2.1 The food is a fabricated-egg product or contains a fabricated-egg product;

4.2.2 The food is offered for sale or sold by a food processing establishment;

4.2.3 A label that is part of or placed on the package or other container storing the food includes an identifying egg term; and

4.2.4 The label that is part of or placed on the package or other container storing the food does not contain a conspicuous and prominent qualifying egg term in close proximity to an identifying egg term.

5.0 PURCHASING RESTRICTIONS

- 5.1 Shawnee State University shall not purchase cultivated-protein products for institutional meal programs as defined herein and in section 3715.601 of the Revised Code.
- 5.2 Shawnee State University departments may not procure misbranded imitation meat or egg products using University funds.
- 5.3 All purchasing must comply with applicable state requirements and University procurement policies.

6.0 RESEARCH AND ACADEMIC EXCEPTIONS

Cultivated protein products as described in this policy may be purchased or used solely for academic instruction, scientific research, or demonstration purposes, provided such products are not served as part of a meal program and are clearly identified as research materials.

7.0 ENFORCEMENT

Shawnee State University is committed to active enforcement of this policy and to ensuring all procurement and campus food operations comply with applicable Ohio law.

Important Links:

HB 10

https://search-prod.lis.state.oh.us/api/v2/general_assembly_136/legislation/hb10/05_EN/pdf/

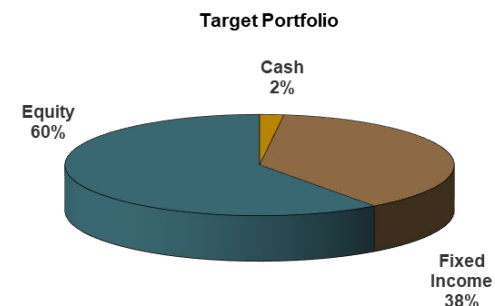
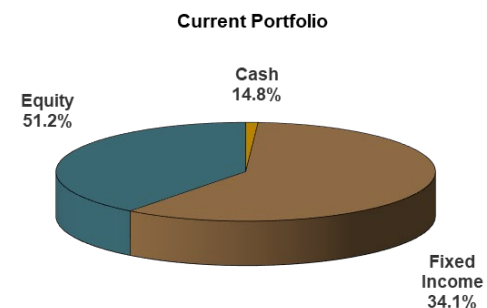
History

Effective: 04/17/2026

Shawnee State University Asset Allocation – As of March 31, 2026



| Asset Class | Market Value | % of Assets | Target % |
|---|---------------------|---------------|---------------|
| Cash Equivalents | | | |
| TIAA Trust Cash Deposit Account | \$2,627,233 | 14.8% | |
| Total Cash Equivalents | \$2,627,233 | 14.8% | 2.0% |
| Fixed Income | | | |
| Fixed Income Separately Managed Account | \$4,412,490 | 24.8% | |
| Vanguard Intermediate-Term Bond Index Fund | \$420,190 | 2.4% | |
| iShares Broad USD Investment Grade Corporate Bond ETF | \$192,215 | 1.1% | |
| VanEck J. P. Morgan EM Local Currency Bond ETF | \$330,674 | 1.9% | |
| PIMCO International Bond Fund U.S. Dollar-Hedged | \$397,819 | 2.2% | |
| DFA Inflation Protected Securities Portfolio | \$167,444 | 0.9% | |
| PIMCO 1-5 Year U.S. TIPS Index Exchange Traded Fund | \$147,711 | 0.8% | |
| Total Fixed Income | \$6,068,543 | 34.1% | 38.0% |
| Domestic Equity | | | |
| TIAA-CREF Large Cap Growth Index Fund | \$3,333,420 | 18.7% | |
| TIAA-CREF Large Cap Value Index Fund | \$2,693,442 | 15.1% | |
| iShares Russell Mid-Cap Growth ETF | \$315,688 | 1.8% | |
| iShares Russell Mid Cap Value ETF | \$320,482 | 1.8% | |
| iShares Russell 2000 Growth ETF | \$245,713 | 1.4% | |
| iShares Russell 2000 Value ETF | \$249,500 | 1.4% | |
| Total Domestic Equity | \$7,158,245 | 40.2% | 50.0% |
| International Equity | | | |
| iShares Core MSCI EAFE ETF | \$764,616 | 4.3% | |
| iShares MSCI International Quality Factor ETF | \$433,961 | 2.4% | |
| Goldman Sachs International Small Cap | \$179,556 | 1.0% | |
| iShares Core MSCI Emerging Markets ETF | \$569,788 | 3.2% | |
| Total International Equity | \$1,947,921 | 10.9% | 10.0% |
| Total Equity | \$9,106,166 | 51.2% | 60.0% |
| Total Portfolio Market Value | \$17,801,942 | 100.0% | 100.0% |



TIAA-CREF Core Bond Strategy includes Cash of \$286,190 as of 3/31/2026

CASH AND INVESTMENT SUMMARY

| Asset Class/Security | Market Value as of March 31, 2026 | Market Value as of June 30, 2025 |
|---|---|--|
| OPERATING CASH: | | |
| U.S. Bank | \$ 8,445,939 | \$ 9,506,251 |
| Total Operating Cash Balance | \$ 8,445,939 | \$ 9,506,251 |
| LIQUID POOL INVESTMENT PORTFOLIO: | | |
| STAROhio | \$ 5,911,375 | \$ 3,284,408 |
| Total Liquid Investment Pool Balance | \$ 5,911,375 | \$ 3,284,408 |
| TIAA DIVERSIFIED INVESTMENT POOL SUMMARY: | | |
| Cash Equivalents: | | |
| | \$ 2,903,827 | \$ 1,957,959 |
| % of Total TIAA Portfolio | 16.4% | 13.5% |
| Fixed Income Holdings: | | |
| Fixed Income Managed Acct (US and Agency Securities) | \$ 3,518,628 | \$ 2,687,099 |
| DFA Inflation Protected Securities Portfolio | \$ 167,444 | \$ 127,390 |
| iShares MBS ETF | \$ 1,164,277 | \$ 1,015,702 |
| PGIM High Yield Fund | \$ - | \$ 180,711 |
| PIMCO 1-5 Year U.S. TIPS Index ETF | \$ 147,711 | \$ 146,901 |
| VanEck J.P.Morgan EM Local Currency Bond ETF | \$ 330,674 | \$ 194,435 |
| Vanguard Intermediate Term Bond Fund | \$ 418,667 | \$ 281,192 |
| Total Fixed Income | \$ 5,747,399 | \$ 4,633,430 |
| % of Total TIAA Portfolio | 32.4% | 31.9% |
| Domestic Equity Holdings: | | |
| iShares Russell 2000 Growth ETF | \$ 245,713 | \$ 214,681 |
| iShares Russell 2000 Value ETF | \$ 249,500 | \$ 198,304 |
| iShares Russell Mid-Cap Growth ETF | \$ 315,688 | \$ 341,708 |
| iShares Russell Mid Cap Value ETF | \$ 320,482 | \$ 290,576 |
| TIAA-CREF Large Cap Growth Index Fund | \$ 3,333,420 | \$ 3,360,954 |
| TIAA-CREF Large Cap Value Index Fund | \$ 2,693,442 | \$ 2,263,366 |
| Total Domestic Equity | \$ 7,158,246 | \$ 6,669,589 |
| % of Total TIAA Portfolio | 40.3% | 45.9% |
| International Equity Holdings: | | |
| Goldman Sachs Intl Small Cap Insights Fund | \$ 179,556 | \$ 70,741 |
| iShares Core MSCI EAFE ETF | \$ 764,616 | \$ 457,136 |
| iShares Core MSCI Emerging ETF | \$ 569,788 | \$ 340,190 |
| iShares MSCI International Quality Factor ETF | \$ 433,961 | \$ 405,706 |
| Total International Equity | \$ 1,947,921 | \$ 1,273,773 |
| % of Total TIAA Portfolio | 11.0% | 8.8% |
| Total Equity | \$ 9,106,167 | \$ 7,943,362 |
| % of Total TIAA Portfolio | 51.3% | 54.7% |
| TOTAL TIAA DIVERSIFIED POOL PORTFOLIO MARKET VALUE | \$ 17,757,394 | \$ 14,534,751 |
| | 100.0% | 100.0% |
| TOTAL CASH AND INVESTMENTS BALANCE | \$ 32,114,708 | \$ 27,325,411 |
| | | |
| | TOTAL TIAA PORTFOLIO | TOTAL TIAA PORTFOLIO |
| Value as of June 30, 2025 | \$ 14,534,751 | \$ 11,189,149 |
| Value as of March 31, 2026 | \$ 17,757,394 | \$ 14,534,751 |
| Diff \$ | \$ 3,222,643 | \$ 3,345,602 |
| Diff % | 19.96% | 26.01% |

| | |
|---|---|
| 4.48% | 10.46% |
| Without \$2.5M Cash addition to Portfolio during FY26 | Without \$2M Cash Addition to Portfolio during FY25 |

PERSONNEL ACTIVITY REPORT FY26

April 17, 2026

New Hires

➤ **Executive Staff**

- Jason Yeager – Chief Enrollment Officer (Interim), Advancement & Enrollment Management, February 16, 2026
- Mark Snyder – Head Coach, Football, Athletics, March 24, 2026
- Craig Gilliland – Special Assistant to the President for Finance, Finance & Administration, April 6, 2026

➤ **Administrative Staff**

- Lucas Chess – Workforce Navigator - Adena, Advancement & Enrollment Management, February 16, 2026

Change of Status

➤ **Administrative Staff**

- Rikki Butler – Director (Interim), Admissions, February 16, 2026
- Kelcie Jenkins – Senior Admissions Associate, Admissions, February 16, 2026

➤ **Support Staff**

- Joyce Packard – Library Specialist II, Clark Memorial Library, February 17, 2026
- Jordan Holstein – Academic Administrative Assistant I, Social Sciences, March 9, 2026

➤ **Public Safety**

- Troy Comer – Security Officer, Department of Public Safety, March 23, 2026

PERSONNEL ACTIVITY REPORT FY26

April 17, 2026

Departures

➤ **Administrative Staff**

- Gary Featheringham – Assistant Director, Selective Admissions, CHHS, February 9, 2026
- William Martin – Coordinator, Academic Advisor & Student Support, CBET, March 13, 2026

➤ **Support Staff**

- Jordan Holstein – Academic Administrative Assistant I, Social Sciences, April 9, 2026

➤ **Public Safety**

- Tanner McCleese – Police Officer, Department of Public Safety, February 26, 2026
- Trenton Hicks – Security Officer, Department of Public Safety, March 10, 2026

CAPITAL PROJECTS STATUS REPORT

April 17, 2026

Campus Wayfinding Project - \$1.5M – Capital

- Limestone caps installed on exterior monumental signage.
- Interior signage in the fabrication stage.
- Completion date estimated for Spring 2026.

Roof and Infrastructure Project - \$1.25M – Capital

- Rhodes Center (gym) roof to begin in May, 2026.

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

- Additional funding was requested through the recent Six-Year Capital Plan submission.

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

- Lab project in the final design stage.
- Campus-wide space repurposing study continues.

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

- Design continues.

Alumni Green ADA Ramp Project - \$500,000 - Capital

- Construction continues; footings and foundation walls have been poured.

Spartan Athletic Complex/Softball Field - \$1,800,000 - Foundation

- Demolition of the site is complete; site has been cut to subgrade.

Advanced Manufacturing Lab - \$3,850,070 – ARC Grant/Local

- Design development stage complete; construction document stage ongoing.

Accessibility of Web Content & Mobile Apps Provided by State and Local Governments

Scope of WCAG (Web Content Accessibility Guidelines) AA Guidelines

All digital content and services offered by public higher education institutions must be accessible, making all navigational features and interactive elements accessible, ensuring compatibility with assistive technologies. This includes providing alternative text for images and using captions for videos. The regulations apply to online learning platforms, course content, university websites, and all applications and software used by or contracted with the university. The regulations apply broadly to web content, which is anything viewable via a web browser and encompasses all course-related materials, including those behind a login. They apply to all public-facing, student-facing, and employee-facing content.

Academic Systems

- Learning Management Systems and all course materials
- Digital textbooks, research databases, library systems
- Online lectures, videos (requiring captions and transcripts)
- Virtual labs, simulations, and interactive content
- Student assessment and testing platforms

Administrative Systems

- Application and admissions
- Financial aid systems
- Student information systems
- Housing and dining services platforms

Public-Facing Content

- Main university websites and departmental sites
- Social media content and mobile apps

Employment Systems (Often overlooked but required)

- Employee Portals
- Faculty/staff training platforms
- Internal communication tools

Deadline

The deadlines are not clear, so, on the advice of counsel, we plan to be compliant by April 24, 2026, which is the first deadline.

Additional details can be found at:

<https://www.ada.gov/resources/2024-03-08-web-rule/#top>