

**SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**Meeting Minutes  
May 6, 2016**

**Call to Order**

Chairperson Reynolds called the meeting to order at 1:23 p.m. noting the meeting was in compliance with RC § 121.22(F).

**Roll Call**

Members Present: Mr. Scott Evans, Ms. Francesca Hartop, Mr. Robert Howarth, Ms. Kay Reynolds, Mr. Joseph Watson, Mr. Scott Williams; Mr. David Furbee, Ms. Sondra Hash, Mr. Brian Stiers and Ms. Marlee Martin

Members Absent: Ms. Melissa Higgs-Horwell

**Approval of the May 6, 2016 Agenda**

Mr. Howarth moved and Ms. Hash seconded a motion to approve the May 6, 2016 agenda.

Without discussion, the Board unanimously approved said agenda.

**Approval of the March 11, 2016 Board Meeting Minutes**

Mr. Watson moved and Mr. Evans seconded a motion to approve the March 11, 2016 Board meeting minutes.

Without discussion, the Board unanimously approved said minutes.

**Academic and Student Affairs Committee Report – Mr. Scott Williams, Chair**

Mr. Williams reported on behalf of the Academic and Student Affairs Committee.

**Action Items**

***Resolution ASA06-16, Approval of Policy 2.16, Intellectual Property Rights for Students, and Approval of 2.10Rev, Administration of Inventions, Discoveries, and Patents for Faculty and Staff***

Mr. Williams reported that Policy 2.16 assures student ownership of their intellectual property. All student works created from independent work, research and/or academic work, whether supported by University resources or facilities, belong exclusively to the student.



Mr. Williams further reported that the revision of Policy 2.10 removes all language concerning student intellectual property from the original so that there is no conflict between Policy 2.16 and 2.10. Policy 2.10Rev is currently under further review for additional revision.

Mr. Williams moved and Mr. Howarth seconded a motion to approve Resolution ASA06-16, Approval of Policy 2.16, Intellectual Property Rights for Students, and Approval of 2.10Rev, Administration of Inventions, Discoveries, and Patents for Faculty and Staff.

Without discussion, the Board unanimously approved Resolution ASA06-16.

### **Information and Education Items**

Mr. Williams reported on the following information and education items from the committee meeting:

Dr. Mitra Devkota was selected for the Distinguished Teaching Award. Dr. Devkota is finishing his second year at Shawnee State and teaches Statistics in the Department of Mathematics. He has shown outstanding dedication to his students and has made significant contributions to the University and to his discipline.

Dr. Bauer discussed recent activities in Academic Affairs. The following were described:

- The 12th annual Celebration of Scholarship Conference took place on April 13 and 14. A total of 153 students, mentored by 40 faculty, presented their research or creative activities. The keynote speaker was Dr. Sara Webb-Sunderhaus, Associate Professor of English from Indiana University-Purdue University Fort Wayne, and closing speaker was Mr. Phil Jamison, Professor of Mathematics, Appalachian Music and Dance from Warren Wilson College in North Carolina.
- Evening of Honors was held on April 8. This event recognizes outstanding student achievements. In addition to the student awards, Dr. Kimberly Inman was recognized as this year's Bear Hug Award winner.
- Shawnee State's First-Year-Experience course will be offered for the first time in fall 2016. The course will provide new students with financial literacy, career and degree information.
- The University will be offering a summer bridge program for incoming freshmen who have need for college preparation in areas of English and Mathematics. The program is offered at minimal cost and will allow students to enter college in the fall, debt-free and with the tools they need to be successful.
- Shawnee State will be sending six students to Tanzania, Costa Rica, Germany, Italy, and China as part of its membership in the Kentucky Institute of International Studies program. In addition, three faculty will be teaching abroad as part of the program.

Mr. Mark Moore, Registrar, reported on our graduation numbers for the current academic year. The graduation totals represent an eight percent decline from the previous two years of record graduations. The University will confer 489 degrees for spring commencement.



Dr. Gillespie reported on recent highlights in Student Affairs. The following were described:

- The search for an admissions director has been closed and will be reposted in the fall;
- On Thursday, May 5th, the summer orientation that occurred as a “dry run” for the upcoming orientations for fall was successfully executed; and
- Planning for the upcoming year (e.g., strategic planning, structural realignment, weekend of welcome, alumni weekend, and student programming) is proceeding.

Ms. Cassandra Mullins, Student Programming Board President, reported on the activities of the Student Programming Board.

Dr. Gillespie presented the University’s recruitment plan.

### **Finance and Administration Committee Report – Mr. Robert Howarth, Chair**

Mr. Howarth reported on behalf of the Finance and Administration Committee.

#### **Action Items**

#### ***Resolution F10-16, Revision of Policy 4.75Rev, Use of University Resources***

Mr. Howarth reported that the revisions to this policy reinforce and clarify that University employees are permitted to use university property for business purposes with approval of their supervisors.

Mr. Howarth moved and Mr. Williams seconded a motion to approve Resolution F10-16, Approval of Policy 4.75Rev, Use of University Resources.

Without discussion, the Board unanimously approved Resolution F10-16.

#### ***Resolution F11-16, Consolidation of Policies 5.06 and 5.07, renaming Drug Free Campus & Workplace and rescission of Policy 5.07***

Mr. Howarth reported that this resolution consolidates the contents of two policies (5.06 and 5.07) and renames Policy 5.06Rev as Drug Free Campus & Workplace, and rescinds Policy 5.07 that is no longer necessary.

Mr. Howarth moved and Mr. Evans seconded a motion to approve Resolution F11-16, Consolidation of Policies 5.06 and 5.07, renaming Drug Free Campus & Workplace and rescission of Policy 5.07.

Without discussion, the Board unanimously approved Resolution F11-16.

#### ***Resolution F12-16, Rescission of Policy 5.26, Business Enterprise Development***

Mr. Howarth reported that Policy 5.26 is recommended for rescission because it has not been utilized and is not necessary for the University to continue to actively participate in the region’s economic development.



Mr. Howarth moved and Mr. Watson seconded a motion to approve Resolution F12-16, Rescission of Policy 5.26, Business Enterprise Development.

Without discussion, the Board unanimously approved Resolution F12-16.

***Resolution F13-16, Revision of Policy 5.32, Ethics***

Mr. Howarth reported that Policy 5.32 is renamed Ethics: Conflicts of Interest & Nepotism and is revised to address conflicts pertaining to university employees and officers that involve university purchasing and employment decisions.

Mr. Howarth moved and Mr. Williams seconded a motion to approve Resolution F13-16, Revision of Policy 5.32, Ethics.

Without discussion, the Board unanimously approved Resolution F13-16.

***Resolution F14-16, Appointment of Provost and Vice President for Academic Affairs***

Mr. Howarth reported that this resolution recommends the appointment of Dr. Jeffrey Bauer as Provost and Vice President for Academic Affairs.

Mr. Howarth moved and Mr. Evans seconded a motion to approve Resolution F14-16, Appointment of Provost and Vice President for Academic Affairs.

Without discussion, the Board unanimously approved Resolution F14-16.

***Resolution F15-16, Creation of Vice President for Advancement and External Affairs Position***

Mr. Howarth reported that this resolution creates a vice president position to oversee the reconfigured and newly established division of Advancement and External Affairs.

Mr. Howarth moved and Mr. Furbee seconded a motion to approve Resolution F15-16, Creation of Vice President for Advancement and External Affairs Position.

Without discussion, the Board unanimously approved Resolution F15-16.

***Resolution F16-16, Appointment to Vice President for Advancement and External Affairs***

Mr. Howarth reported that this resolution recommends the appointment of Mr. Eric Braun as Vice President for Advancement and External Affairs.

Mr. Howarth moved and Ms. Hartop seconded a motion to approve Resolution F16-16, Appointment to Vice President for Advancement and External Affairs.

Without discussion, the Board unanimously approved Resolution F16-16.

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Secretary, SSU Board of Trustees	Date

***Resolution F17-16, Investment Committee Member Reappointment***

Mr. Howarth reported that this resolution recommends Mr. Steven Boden be reappointed to the SSU Investment Committee for the period of July 1, 2016 through June 30, 2019.

Mr. Howarth moved and Mr. Evans seconded a motion to approve Resolution F17-16, Investment Committee Member Reappointment.

Without discussion, the Board unanimously approved Resolution F17-16.

***Resolution F18-16, SSUDF New Member Appointment***

Mr. Howarth reported that this resolution affirms the SSUDF appointment of Mr. Barry Rodbell to the Shawnee State University Development Foundation Board. Mr. Rodbell's nomination was approved at the March 9, 2016 SSUDF Board meeting.

Mr. Howarth moved and Mr. Furbee seconded a motion to approve Resolution F18-16, SSUDF New Member Appointment.

Without discussion, the Board unanimously approved Resolution F18-16.

***Resolution F19-16, Continuing Budget Fiscal Year 2017***

Mr. Howarth reported that this resolution permits the continuation of the University's FY16 spending level pending the approval of the FY17 operating budget.

Mr. Howarth moved and Mr. Evans seconded a motion to approve Resolution F19-16, Continuing Budget Fiscal Year 2017.

Without discussion, the Board unanimously approved Resolution F19-16.

**Information and Education Items**

Mr. Howarth reported on the following information and education items from the committee meeting:

Dr. Burke reviewed the University's Schedule of Fees, Fines and Charges that becomes effective summer 2016. The University examines this schedule every year to make adjustments as necessary and provides to the Board annually for information. The changes include: charges for bike rentals for international students, charges for airport transportation for international students, and increases to several parking fines.

A briefing was provided on the 2015 Statewide Efficiency Report in which Shawnee received eleven mentions for efficient processes and/or projects. Also, the University is in the process of completing the 2016 Institutional Efficiency Report due August 1.



The personnel actions processed by the Department of Human Resources through March 31, 2016 were reviewed.

Discussion was held about the University's investments performance as of the end of April and upcoming management changes.

Drs. Boyles and Bauer briefed the Committee on the status of the Health Sciences/STEMM construction project slated to begin construction this summer. Funding for this multi-phased project relies primarily upon a state capital allocation of \$4M.

#### **Executive Committee – Ms. Kay Reynolds**

Ms. Reynolds reported on behalf of the Executive Committee.

#### **Action Items**

##### ***Resolution E01-16, Revision of Policy 1.01, Bylaws of the Board of Trustees***

Ms. Reynolds reported that this resolution revises Policy 1.01, Bylaws of the Board of Trustees to enhance the Board's ability to streamline meetings where action items do not require discussion.

Mr. Howarth moved and Mr. Williams seconded a motion to approve Resolution E01-16, Revision of Policy 1.01, Bylaws of the Board of Trustees.

Without discussion, the Board unanimously approved Resolution E01-16.

##### ***Resolution E02-16, 2016/2017 Schedule of Meetings – Shawnee State University Board of Trustees and its Committees***

Ms. Reynolds reported that this resolution establishes the 2016/17 Board of Trustees meeting schedule.

Mr. Watson moved and Mr. Williams seconded a motion to approve Resolution E02-16, 2016/2017 Schedule of Meetings – Shawnee State University Board of Trustees and its Committees.

Without discussion, the Board unanimously approved Resolution E02-16.

##### ***Resolution E03-16, Emeritus Administrator – Mary Cummings***

Ms. Reynolds reported that this resolution confers the title of Emeritus Administrator on Ms. Mary Cummings, together with all rights and privileges of the position.



Mr. Williams moved and Mr. Furbee seconded a motion to approve Resolution E03-16, Emeritus Administrator – Mary Cummings.

Without discussion, the Board unanimously approved Resolution E03-16.

### **Nominating Committee – Ms. Francesca Hartop**

According to the Bylaws of the Board of Trustees, at its last regular meeting of each fiscal year, the Board shall elect a Chairperson and Vice Chairperson for the next fiscal year. Francesca Hartop nominated Robert Howarth to serve as Chairperson and Scott Williams to serve as Vice Chairperson of the Board of Trustees for fiscal year 2017.

Ms. Reynolds called for nominations from the floor.

Mr. Evans moved and Ms. Hash seconded a motion to close nominations from the floor.

Ms. Hash moved and Mr. Furbee seconded a motion to accept the report of the nominating committee.

Without discussion, the Board unanimously approved nominations of Robert Howarth to serve as Chairperson and Scott Williams to serve as Vice Chairperson of the Board of Trustees for fiscal year 2017.

### **Committee Appointments – Ms. Reynolds**

According to the Bylaws of the Board of Trustees, Committee chairpersons and vice chairpersons shall be appointed by the Chairperson of the Board.

Kay Reynolds appointed the following for fiscal year 2017:

Academic and Student Affairs Committee Chair: Melissa Higgs-Horwell

Academic and Student Affairs Committee Vice Chair: Scott Evans

Finance and Administration Chair: Scott Williams

Finance and Administration Vice Chair: Joe Watson

According to the Board of Trustees Investment policy, the Chair shall each fiscal year appoint a member of the Board of Trustees Finance and Administration Committee to serve as Investment Committee Chair. Kay Reynolds appointed David Furbee, Investment Committee Chair.

The Executive Committee consists of the Board Chair, Board Vice Chair, and the Committee Chairs. According to the Bylaws of the Board of Trustees, The Board Chair may appoint an additional Board member to the Executive Committee when the Board Chair and Vice Chair are also Committee Chairs. For the next fiscal year, Kay Reynolds appointed Joe Watson to serve on the Executive Committee.



**Reports from Board Liaisons with other Organizations**

None.

**President's Report**

President Kurtz reflected that although tomorrow's commencement is a time of celebration, it is also bittersweet, as we bid farewell to Ms. Marlee Martin who has served as student trustee for two years and Ms. Kay Reynolds, Board Chair. Ms. Reynolds served one term and was re-appointed to serve an unexpired term of a fellow Board member. President Kurtz expressed his appreciation for Ms. Reynolds' dedication to Shawnee State and her willingness to call the tough shots when making Board decisions.

President Kurtz recognized Mary Elizabeth Cummings and Joanne Charles for their service to the university and conferred Emeritus Administrator status to each.

Cheryl Hacker, General Counsel, provided an update on an Ohio Supreme Court decision regarding Board of Trustees correspondence specifically dealing with email exchanges.

**New Business**

Mr. Bob Howarth, Vice Chair, acknowledged and thanked two retiring Board of Trustees members, Marlee Martin and Kay Reynolds, for their service to the Board and for their commitment to Shawnee State University.

Bob Howarth moved the adoption of Resolution E04-16, Expression of Appreciation and Conferral of the Title of Trustee Emeritus to Ms. Kay Reynolds as follows:

WHEREAS, Klara "Kay" Reynolds served a nine-year term as a member of the Board of Trustees of Shawnee State University from 1999 to 2008, and

WHEREAS, Ms. Reynolds returned to the Board in 2011, three years after completing her term, to fill an unexpired term of a fellow trustee, and

WHEREAS, Ms. Reynolds led the Board as Chairperson for three annual terms, and

WHEREAS, Ms. Reynolds served as Chair of the Finance & Administration Committee of the Board for seven annual terms, and

WHEREAS, Ms. Reynolds served as Chair of the Academic & Student Affairs Committee of the Board for one annual term, and

WHEREAS, Ms. Reynolds' commitment to the community and passion for ensuring opportunities for higher education in southern Ohio impacted planning and progress of major University initiatives during her term, and





WHEREAS, Mrs. Reynolds' experience and direction were critical in providing stability and leadership through multiple presidential searches and transitions, expansion of numerous academic programs, addition of graduate programs, development and expansion of the Morris University Center, expansion of the SSU campus to Fourth Street, and significant growth of our residential student population, and

WHEREAS, the Trustees of Shawnee State University wish to express their sincere appreciation to Ms. Reynolds for her many contributions and invaluable service to the Board, to the entire University community, and to the people of the state of Ohio, all of whom have benefitted from her dedication;

THEREFORE BE IT RESOLVED, that the Board of Trustees of the Shawnee State University confers upon Ms. Klara Reynolds the title of Trustee Emeritus, effective July 1, 2016.

Mr. Evans seconded the motion to approve Resolution E04-16, Expression of Appreciation and Conferral of the Title of Trustee Emeritus to Ms. Kay Reynolds.

Without discussion, the Board unanimously approved Resolution E04-16.

**Comments from Constituent Groups and the Public**

None.

**Executive Session**

None.

**Other Business**

None.

**Adjournment**

The Board was adjourned by acclamation at 2:11 p.m.



Chairperson, Board of Trustees



Secretary, Board of Trustees

**RESOLUTION E01-16**

**APPROVAL OF REVISIONS TO BYLAWS OF THE BOARD OF TRUSTEES,  
BOARD POLICY 1.01**

WHEREAS, the Ohio Revised Code directs the Board of Trustees of Shawnee State University to adopt and amend bylaws for the conduct of the board; and

WHEREAS, the bylaws can enhance a Board's ability to effectively govern; and

WHEREAS, this Board has reviewed its current bylaws and has expressed a desire to revise the bylaws to enhance the Board's ability to streamline meetings where action items do not require discussion;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the attached revision to Board Policy 1.0, Bylaws of the Board of Trustees of Shawnee State University.

(May 6, 2016)



# Shawnee State University

POLICY TITLE:	BYLAWS OF THE BOARD OF TRUSTEES
POLICY NO.:	1.01REV
ADMIN. CODE:	3362-1-01
PAGE NO.:	1 OF 8
EFFECTIVE DATE:	05/06/2016
NEXT REVIEW DATE:	05/2017
RESPONSIBLE OFFICER(S):	BOARD OF TRUSTEES
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 MEMBERS OF THE BOARD OF TRUSTEES

Shawnee State University is governed by its Board of Trustees and the members of the Board are appointed by the Governor, in accordance with Section 3362.01 of the Ohio Revised Code. In accordance with Ohio law, students do not have voting authority, although their opinions and advice during deliberations are encouraged.

## 2.0 OFFICERS OF THE BOARD OF TRUSTEES AND THEIR DUTIES

2.1 At its last regular meeting of each fiscal year, the Board shall elect a Chairperson and Vice Chairperson for the next fiscal year, who shall serve for a term of one year or until their successors are elected whichever occurs later.

2.2 The chairperson shall preside at all meetings of the Board and shall decide all questions of order. It shall be the chairperson's duty to see that the Board's bylaws are properly followed and its orders properly executed. The chairperson shall, on behalf and in the name of the University and the Board, sign all instruments authorized by the Board, except as such duties may be delegated to administrative officers.

2.3 In the absence of the Chairperson, the Vice Chairperson shall be invested with the powers and discharge the duties of the Chairperson. In the absence of the Chairperson and the Vice Chairperson, the duties of Chairperson will be discharged by the Trustee in the following order: Chairperson of Finance and Administration; Chairperson of Academic and Student Affairs; Vice Chairperson of Finance and Administration; Vice Chairperson of Academic and Student Affairs.

## 3.0 PRESIDENT'S ROLE AT BOARD OF TRUSTEE MEETINGS

The President is expected to attend all full board and committee meetings, including executive session, unless directed otherwise by the Board. At such meetings, the



President will, in an advisory role, have a voice in Board deliberations and have the authority to initiate any subject.

#### 4.0 SECRETARY OF THE BOARD

4.1 The Chairperson of the Board may appoint a secretary of the board. The Secretary may, if not a member of the Board, hold an administrative position with the University. The Secretary shall be responsible for ensuring that meeting notices are provided in accordance with Ohio law. The Secretary shall also be custodian of all board records and shall attest as required, by his or her signature, all instruments executed by the Chairperson or other authorized person on behalf and in the name of the University and the Board.

4.2 The Secretary shall be responsible for accurate minutes of all board meetings and of committee meetings as needed.

4.3 The Secretary may, if called upon by the Board Chairperson, serve as board parliamentarian.

4.4 The Secretary serves at the pleasure of the Board.

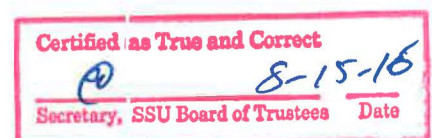
#### 5.0 TREASURER OF THE BOARD

The Chairperson of the Board may appoint a treasurer of the Board to take custody and control of all moneys due and owing to the University and to properly account for all moneys coming into his or her care and the expenditures of said moneys on behalf of the University. The Treasurer may, if not a member of the Board, hold an administrative position with the University. The Treasurer's appointment is continuing but may be terminated at any time, with or without cause, by the Board. The Treasurer will be bonded or insured for faithful performance of his or her duties in conformance with Ohio Revised Code Section 3362.02.

#### 6.0 BOARD OF TRUSTEES COMMITTEES

6.1 Standing committees of the Board consisting of no fewer than three members each shall be appointed yearly, or at any time a vacancy occurs, by the Chairperson of the Board. Committee chairpersons and vice chairpersons shall be appointed by the Chairperson of the Board. Matters considered and recommended by any standing committee for board approval, including any board or university policy, shall be brought to the Board in the form of a resolution.

6.2 A majority of a committee's voting members constitute a quorum. With the exception of the Executive Committee, in the event a majority of the voting members are not present to take committee action, a quorum may be established with at least one voting member of the committee plus any two additional voting members of the Board. The Board Chairperson, Vice Chairperson or any



committee chairperson or vice chairperson has authority to make such temporary appointments and may self-appoint.

- 6.3 Academic and Student Affairs Committee shall consider and make recommendations to the Board on matters pertaining to academic and student affairs programs and resources. Specific matters that may be presented to the Academic and Student Affairs Committee include, but are not limited to, the following: proposed and existing degree programs; awarding of degrees; commencement and other major university events; research and community development; faculty and staff matters including faculty promotions, organizational structures for academics and student affairs; admissions and enrollment; financial aid; student life and housing; and other matters as assigned to the committee by the Board or Chairperson of the Board.
- 6.4 Finance and Administration Committee shall consider and make recommendations to the Board on matters pertaining to financial, business, facilities and administration of the University. Specific matters that may be presented to the Finance and Facilities Committee include, but are not limited to, the following: university capital and operating budgets; submission of appropriation and capital requests; tuition and student fees; annual audits; business organization and practices; borrowing and investment of funds; facilities and grounds, including naming, planning, construction, and maintenance; real property matters; purchasing policies; organization and staffing of Finance and Administration; personnel policies and matters; collective bargaining matters; safety and security; information technology; auxiliary operations and services; and other matters as assigned to the committee by the Board or Chairperson of the Board.
- 6.5 Executive Committee, comprised of the Board Chairperson (serving as chairperson) and Board Vice Chairperson and the chairpersons of the committees on Academic and Student Affairs, and Finance and Administration. In the event either or both the Chairperson and Vice Chairperson of the Board also chairs a committee, the Board Chairperson may appoint an additional Board member(s). The Executive Committee shall consider and make recommendations to the board on the following matters: proposed university policies on matters not assigned to another committee; bargaining unit agreements; personnel actions that pertain to any of the vice presidents or other personnel requested by the President or Chairperson of the Board. The Executive Committee shall also have responsibility for: orienting and mentoring new board members; evaluating the performance of the President and make a recommendation to the Board on the President's compensation and benefits package. The Executive Committee shall also act/recommend on behalf of the Board on issues needing immediate attention and report such actions to the Board. To act on behalf of the Board, a quorum of the Executive Committee (three members) must be present. Executive Committee actions taken on behalf of the Board shall be reported to the Board and made a part of the official record by including such action in the record of the next

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Secretary, SSU Board of Trustees

8-15-16

Date

regularly scheduled board meeting. Any meeting of the Executive Committee at which binding action is taken shall adhere to all applicable provisions of Ohio Revised Code 121.22, the Open Meetings law.

- 6.6 The Chairperson of the Board shall be a voting member of the Board, the Executive Committee, and one other standing committee and an ex-officio (non-voting) member of all other committees.
- 6.7 The President will appoint at least one Vice President or other appropriate administrative personnel to staff the Academic and Student Affairs Committee and the Finance and Administration Committee.

## 7.0 MEETINGS OF THE BOARD OF TRUSTEES

- 7.1 The Board of Trustees shall comply with all provisions of the Ohio Open Meetings Law set forth in section 121.22 of the Revised Code. The Secretary shall be responsible for ensuring that all required notifications are issued. Any person desiring specific notification of Board meetings may request copies of board agendas upon providing a self-addressed stamped envelope to the Secretary.
- 7.2 Meetings
- 7.2.1 The annual organizational meeting of the Board is its first regularly scheduled meeting of the fiscal year. Other regular meetings will be scheduled and posted for public notice at least five days in advance.
- 7.2.2 Special meetings may be held upon the call of the chairperson or upon written request to the secretary by three board members.
- 7.2.3 A majority of the Board, when duly convened, shall constitute a quorum to do business, and a majority vote of those present shall be sufficient to adopt any motion or resolution, provided that the vote of a majority of all the Board shall be necessary to make or confirm the making of any contract involving the expenditure of money not provided for in the annual budget; to adopt and revise the annual budget; and to amend or repeal previously adopted policies or bylaws of the Board.
- 7.2.4 A roll call vote shall be taken whenever directed by the Chairperson or requested by two members of the Board and shall be necessary when electing or removing a President.
- 7.3 Order of business  
The usual order of business at board meetings shall be as follows:  
Call to order  
Roll call



Approval of Minutes  
Approval of Agenda  
Consent agenda  
Committee reports  
Non-consent action items  
Reports, if any, from board liaisons with other organizations  
President's report  
New business  
Comments from constituent groups (if any) and the public  
Executive session, if necessary  
Other business  
Adjournment

#### 7.3.1 Business to be considered.

The President is responsible for development of the agenda for the Chairperson's final approval. Any proposed action or business item by a board member should be presented to other board members and the President at least five days prior to the board meeting.

#### 7.3.2 Consent agenda.

Items requiring a decision that are expected to require no discussion or debate by the board may be presented as a "Consent Agenda" as part of the agenda described in Section 7.3.1. Items may be removed from the Consent Agenda on the request of any board member and without a motion or vote. Removed items may be taken up by the board either immediately after the Consent Agenda or placed later on the agenda at the discretion of the Chairperson. Items not removed may be adopted by general consent and in accordance with Section 7.2.3. Consent Agenda items may include items recommended to the board by any of the standing committees of the board, except for any items that involve the expenditure of money not provided for in the annual budget, or adoption or revision of the annual budget.

#### 7.4 Public and constituent participation

It is the policy of the Board to require persons who wish to address the Board in the Comment portion of the Board meeting to limit their remarks to no more than five minutes, or for a length of time determined by the chairperson, and to speak at the appropriate time during the agenda. The Chairperson may institute a sign-in process for persons who wish to speak and also limit the number of speakers commenting on any one subject. The Board may or may not respond to speakers' comments.

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#### 7.5 Parliamentary rules

The proceedings of the Board, when not otherwise provided for by its rules, shall be governed by the most current edition of "Robert's Rules of Order." Any motion shall be reduced to writing upon the request of a member.

#### 7.6 Recording Meetings

Members of the public and the news media may record public sessions of board and committee meetings. Use of recording devices may not interfere with the meeting or other attendees' view or hearing of the proceedings. Any recording devices must be fixed to one location in the room throughout the meeting. No flashes or other light enhancing devices may be used. The location of recording devices will be determined by the Chairperson prior to the meeting. Where multiple parties desire to record the meeting, the Chairperson may limit the number of recording devices in the meeting to no more than two.

### 8.0 THE PRESIDENT OF THE UNIVERSITY

8.1 Serving at the pleasure of the Board of Trustees, the President is the Chief Executive Officer of the University.

8.2 The President is responsible for recommending policies to the Board and for implementing those policies approved by the Board. The President must provide leadership in establishing a vision and goals to guide the University in fulfilling its mission. While the Board has the ultimate responsibility for the governance of the institution to ensure its proper maintenance and successful and continuous operation, it is the President's responsibility to execute board policies and administer the University to fulfill its mission. Specific responsibilities of the President include, but are not limited to, the following:

8.2.1 Administer board policies to achieve the institutional mission.

8.2.2 Direct strategic and short-range planning.

8.2.3 Develop, maintain and evaluate academic programs in furtherance of the University's mission.

8.2.4 Develop and maintain an administrative organization and governance structure to facilitate both input into policy development and effective utilization of the resources required to achieve the University's goals and mission.

8.2.5 Develop and maintain a system that will receive, screen and recommend for employment the most qualified personnel required to carry out the





mission of the University. In addition, this system must assign, supervise, evaluate and promote all personnel employed by the University.

- 8.2.6 Plan and develop a process to secure and maintain the resources necessary to achieve the University's mission at the highest level of quality. This responsibility shall include the presentation of these needs before the Board of Regents, the Executive Office, and the legislature.
- 8.2.7 Prepare and present for Board of Trustees approval the annual operating and capital budgets; in addition, make budgetary allocations and supervise the expenditure of all funds.
- 8.2.8 Present for Board of Trustees approval matters that are required by law or university policy to be presented to the Board.
- 8.2.9 Develop and maintain facilities and equipment required to support the mission of the University.
- 8.2.10 Communicate to the Board the current condition and potential problems facing the University.
- 8.2.11 Represent the University before external public and private sector constituencies.

8.3 The President will be evaluated by the Board according to Policy No. 1.03.

#### 9.0 ADOPTION, AMENDMENT, AND REPEAL OF BYLAWS AND OF UNIVERSITY POLICY AND PROCEDURES

- 9.1 The foregoing bylaws are intended to provide a general framework for the administration, and operation of the University. Detailed policies and procedure for the organization, administration, and operation of the University may be adopted, amended, and repealed by the Board of Trustees.
- 9.2 New bylaws may be adopted and existing bylaws amended or repealed by a majority vote of the Board of Trustees at any regular meeting of the Board, providing that notice of the meeting specifies that adoption, amendment, or repeal of the bylaws is to be considered.

#### 10.0 TRUSTEE EMERITUS

The Board may grant emeritus status to a board member who's term has ended, about to end or who departed from the Board in good standing and had, during the member's board term, made an exemplary contribution to the Board. Nominations may be made by any current board member in writing to the chairperson of the Board or to the President and should fully describe the reasons for the nomination. A trustee emeritus is an



honorary title, without compensation, and, unless compelling circumstances arise that affect the integrity of the institution, the title is a life time honor. A majority of two-thirds of the full board is necessary to remove an emeritus status.

History

Effective: 10/16/89

Revised: 05/06/16; 05/02/14; 11/18/11; 01/14/11; 03/13/09; 06/10/05; 12/10/98; 02/18/95;  
10/15/93; 05/04/92

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Secretary, SSU Board of Trustees

8-15-16

Date

## Shawnee State University

POLICY TITLE:	BYLAWS OF THE BOARD OF TRUSTEES
POLICY NO.:	1.01 REV
ADMIN. CODE:	3362-1-01
PAGE NO.:	1 OF 8
EFFECTIVE DATE:	5/2/14
NEXT REVIEW DATE:	5/2/17
RESPONSIBLE OFFICER(S):	BOT
APPROVED BY:	BOT

### 1.0 MEMBERS OF THE BOARD OF TRUSTEES

Shawnee State University is governed by its Board of Trustees and the members of the Board are appointed by the Governor, in accordance with Section 3362.01 of the Ohio Revised Code. In accordance with Ohio law, students do not have voting authority, although their opinions and advice during deliberations are encouraged.

### 2.0 OFFICERS OF THE BOARD OF TRUSTEES AND THEIR DUTIES

- 2.1 At its last regular meeting of each fiscal year, the Board shall elect a Chairperson and Vice Chairperson for the next fiscal year, who shall serve for a term of one year or until their successors are elected whichever occurs later.
- 2.2 The chairperson shall preside at all meetings of the Board and shall decide all questions of order. It shall be the chairperson's duty to see that the Board's bylaws are properly followed and its orders properly executed. The chairperson shall, on behalf and in the name of the University and the Board, sign all instruments authorized by the Board, except as such duties may be delegated to administrative officers.
- 2.3 In the absence of the Chairperson, the Vice Chairperson shall be invested with the powers and discharge the duties of the Chairperson. In the absence of the Chairperson and the Vice Chairperson, the duties of Chairperson will be discharged by the Trustee in the following order: Chairperson of Finance and Administration; Chairperson of Academic and Student Affairs; Vice Chairperson of Finance and Administration; Vice Chairperson of Academic and Student Affairs.

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### 3.0 PRESIDENT'S ROLE AT BOARD OF TRUSTEE MEETINGS

The President is expected to attend all full board and committee meetings, including executive session, unless directed otherwise by the Board. At such meetings, the President will, in an advisory role, have a voice in Board deliberations and have the authority to initiate any subject.

### 4.0 SECRETARY OF THE BOARD

4.1 The Chairperson of the Board may appoint a secretary of the board. The Secretary may, if not a member of the Board, hold an administrative position with the University. The Secretary shall be responsible for ensuring that meeting notices are provided in accordance with Ohio law. The Secretary shall also be custodian of all board records and shall attest as required, by his or her signature, all instruments executed by the Chairperson or other authorized person on behalf and in the name of the University and the Board.

4.2 The Secretary shall be responsible for accurate minutes of all board meetings and of committee meetings as needed.

4.3 The Secretary may, if called upon by the Board Chairperson, serve as board parliamentarian.

4.4 The Secretary serves at the pleasure of the Board.

### 5.0 TREASURER OF THE BOARD

The Chairperson of the Board may appoint a treasurer of the Board to take custody and control of all moneys due and owing to the University and to properly account for all moneys coming into his or her care and the expenditures of said moneys on behalf of the University. The Treasurer may, if not a member of the Board, hold an administrative position with the University. The Treasurer's appointment is continuing but may be terminated at any time, with or without cause, by the Board. The Treasurer will be bonded or insured for faithful performance of his or her duties in conformance with Ohio Revised Code Section 3362.02.

### 6.0 BOARD OF TRUSTEES COMMITTEES

6.1 Standing committees of the Board consisting of no fewer than three members each shall be appointed yearly, or at any time a vacancy occurs, by the Chairperson of the Board. Committee chairpersons and vice chairpersons shall be appointed by the Chairperson of the Board. Matters considered and recommended by any standing committee for

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board approval, including any board or university policy, shall be brought to the Board in the form of a resolution.

- 6.2 A majority of a committee's voting members constitute a quorum. With the exception of the Executive Committee, in the event a majority of the voting members are not present to take committee action, a quorum may be established with at least one voting member of the committee plus any two additional voting members of the Board. The Board Chairperson, Vice Chairperson or any committee chairperson or vice chairperson has authority to make such temporary appointments and may self-appoint.
- 6.3 Academic and Student Affairs Committee shall consider and make recommendations to the Board on matters pertaining to academic and student affairs programs and resources. Specific matters that may be presented to the Academic and Student Affairs Committee include, but are not limited to, the following: proposed and existing degree programs; awarding of degrees; commencement and other major university events; research and community development; faculty and staff matters including faculty promotions, organizational structures for academics and student affairs; admissions and enrollment; financial aid; student life and housing; and other matters as assigned to the committee by the Board or Chairperson of the Board.
- 6.4 Finance and Administration Committee shall consider and make recommendations to the Board on matters pertaining to financial, business, facilities and administration of the University. Specific matters that may be presented to the Finance and Facilities Committee include, but are not limited to, the following: university capital and operating budgets; submission of appropriation and capital requests; tuition and student fees; annual audits; business organization and practices; borrowing and investment of funds; facilities and grounds, including naming, planning, construction, and maintenance; real property matters; purchasing policies; organization and staffing of Finance and Administration; personnel policies and matters; collective bargaining matters; safety and security; information technology; auxiliary operations and services; and other matters as assigned to the committee by the Board or Chairperson of the Board.
- 6.5 Executive Committee, comprised of the Board Chairperson (serving as chairperson) and Board Vice Chairperson and the chairpersons of the committees on Academic and Student Affairs, and Finance and Administration. In the event either or both the Chairperson and Vice Chairperson of the Board also chairs a committee, the Board Chairperson may appoint an additional Board member(s). The Executive Committee shall consider and make recommendations to

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the board on the following matters: proposed university policies on matters not assigned to another committee; bargaining unit agreements; personnel actions that pertain to any of the vice presidents or other personnel requested by the President or Chairperson of the Board. The Executive Committee shall also have responsibility for: orienting and mentoring new board members; evaluating the performance of the President and make a recommendation to the Board on the President's compensation and benefits package. The Executive Committee shall also act/recommend on behalf of the Board on issues needing immediate attention and report such actions to the Board. To act on behalf of the Board, a quorum of the Executive Committee (three members) must be present. Executive Committee actions taken on behalf of the Board shall be reported to the Board and made a part of the official record by including such action in the record of the next regularly scheduled board meeting. Any meeting of the Executive Committee at which binding action is taken shall adhere to all applicable provisions of Ohio Revised Code 121.22, the Open Meetings law.

- 6.6 The Chairperson of the Board shall be a voting member of the Board, the Executive Committee, and one other standing committee and an ex-officio (non-voting) member of all other committees.
- 6.7 The President will appoint at least one Vice President or other appropriate administrative personnel to staff the Academic and Student Affairs Committee and the Finance and Administration Committee.

## 7.0 MEETINGS OF THE BOARD OF TRUSTEES

- 7.1 The Board of Trustees shall comply with all provisions of the Ohio Open Meetings Law set forth in section 121.22 of the Revised Code. The Secretary shall be responsible for ensuring that all required notifications are issued. Any person desiring specific notification of Board meetings may request copies of board agendas upon providing a self- addressed stamped envelope to the Secretary.
- 7.2 Meetings
- 7.2.1 The annual organizational meeting of the Board is its first regularly scheduled meeting of the fiscal year. Other regular meetings will be scheduled and posted for public notice at least five days in advance.



7.2.2 Special meetings may be held upon the call of the chairperson or upon written request to the secretary by three board members.

7.2.3 A majority of the Board, when duly convened, shall constitute a quorum to do business, and a majority vote of those present shall be sufficient to adopt any motion or resolution, provided that the vote of a majority of all the Board shall be necessary to make or confirm the making of any contract involving the expenditure of money not provided for in the annual budget; to adopt and revise the annual budget; and to amend or repeal previously adopted policies or bylaws of the Board.

7.2.4 A roll call vote shall be taken whenever directed by the \_\_\_\_\_Chairperson or requested by two members of the Board and shall be necessary when electing or removing a President.

### 7.3 Order of business

The usual order of business at board meetings shall be as follows:

Call to order

Roll call

Approval of Minutes

Approval of Agenda

Consent agenda (Approval of agenda)

~~Approval of minutes~~

Committee reports

Non-consent action items

Reports, if any, from board liaisons with other organizations

President's report

New business

Comments from constituent groups (if any) and the public

Executive session, if necessary

Other business

Adjournment

#### 7.3.1 Business to be considered.

The President is responsible for development of the agenda for the Chairperson's final approval. Any proposed action or business item by a board member should be presented to other board members and the President at least five days prior to the board meeting.

#### 7.3.2 Consent agenda.



Items requiring a decision that are expected to require no discussion or debate by the board may be presented as a "Consent Agenda" as part of the agenda described in Section 7.3.1. Items may be removed from the Consent Agenda on the request of any board member and without a motion or vote. Removed items may be taken up by the board either immediately after the Consent Agenda or placed later on the agenda at the discretion of the Chairperson. Items not removed may be adopted by general consent and in accordance with Section 7.2.3. Consent Agenda items may include items recommended to the board by any of the standing committees of the board, except for any items that involve the expenditure of money not provided for in the annual budget, or adoption or revision of the annual budget.

#### 7.4 Public and constituent participation

It is the policy of the Board to require persons who wish to address the Board in the Comment portion of the Board meeting to limit their remarks to no more than five minutes, or for a length of time determined by the chairperson, and to speak at the appropriate time during the agenda. The Chairperson may institute a sign-in process for persons who wish to speak and also limit the number of speakers commenting on any one subject. The Board may or may not respond to speakers' comments.

#### 7.5 Parliamentary rules

The proceedings of the Board, when not otherwise provided for by its rules, shall be governed by the most current edition of "Robert's Rules of Order." Any motion shall be reduced to writing upon the request of a member.

#### 7.6 Recording Meetings

Members of the public and the news media may record public sessions of board and committee meetings. Use of recording devices may not interfere with the meeting or other attendees' view or hearing of the proceedings. Any recording devices must be fixed to one location in the room throughout the meeting. No flashes or other light enhancing devices may be used. The location of recording devices will be determined by the Chairperson prior to the meeting. Where multiple parties desire to record the meeting, the Chairperson may limit the number of recording devices in the meeting to no more than two.

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## 8.0 THE PRESIDENT OF THE UNIVERSITY

- 8.1 Serving at the pleasure of the Board of Trustees, the President is the Chief Executive Officer of the University.
- 8.2 The President is responsible for recommending policies to the Board and for implementing those policies approved by the Board. The President must provide leadership in establishing a vision and goals to guide the University in fulfilling its mission. While the Board has the ultimate responsibility for the governance of the institution to ensure its proper maintenance and successful and continuous operation, it is the President's responsibility to execute board policies and administer the University to fulfill its mission. Specific responsibilities of the President include, but are not limited to, the following:
- 8.2.1 Administer board policies to achieve the institutional mission.
- 8.2.2 Direct strategic and short-range planning.
- 8.2.3 Develop, maintain and evaluate academic programs in furtherance of the University's mission.
- 8.2.4 Develop and maintain an administrative organization and governance structure to facilitate both input into policy development and effective utilization of the resources required to achieve the University's goals and mission.
- 8.2.5 Develop and maintain a system that will receive, screen and recommend for employment the most qualified personnel required to carry out the mission of the University. In addition, this system must assign, supervise, evaluate and promote all personnel employed by the University.
- 8.2.6 Plan and develop a process to secure and maintain the resources necessary to achieve the University's mission at the highest level of quality. This responsibility shall include the presentation of these needs before the Board of Regents, the Executive Office, and the legislature.
- 8.2.7 Prepare and present for Board of Trustees approval the annual operating and capital budgets; in addition, make budgetary allocations and supervise the expenditure of all funds.
- 8.2.8 Present for Board of Trustees approval matters that are required by law or university policy to be presented to the Board.

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8.2.9 Develop and maintain facilities and equipment required to support the mission of the University.

8.2.10 Communicate to the Board the current condition and potential problems facing the University.

8.2.11 Represent the University before external public and private sector constituencies.

8.3 The President will be evaluated by the Board according to Policy No. 1.03.

## 9.0 ADOPTION, AMENDMENT, AND REPEAL OF BYLAWS AND OF UNIVERSITY POLICY AND PROCEDURES

9.1 The foregoing bylaws are intended to provide a general framework for the administration, and operation of the University. Detailed policies and procedure for the organization, administration, and operation of the University may be adopted, amended, and repealed by the Board of Trustees.

9.2 New bylaws may be adopted and existing bylaws amended or repealed by a majority vote of the Board of Trustees at any regular meeting of the Board, providing that notice of the meeting specifies that adoption, amendment, or repeal of the bylaws is to be considered.

## 10.0 TRUSTEE EMERITUS

The Board may grant emeritus status to a board member who's term has ended, about to end or who departed from the Board in good standing and had, during the member's board term, made an exemplary contribution to the Board. Nominations may be made by any current board member in writing to the chairperson of the Board or to the President and should fully describe the reasons for the nomination. A trustee emeritus is an honorary title, without compensation, and, unless compelling circumstances arise that affect the integrity of the institution, the title is a life time honor. A majority of two-thirds of the full board is necessary to remove an emeritus status.

### History

Effective: 10/16/89

Revised: 05/04/92, 10/15/93, 02/18/95, 12/10/98, 06/10/05, 03/13/09, 01/14/11, 11/18/11, 05/02/14, 05/06/16



**RESOLUTION E02-16**  
**2016/2017 SCHEDULE OF MEETINGS**  
**SHAWNEE STATE UNIVERSITY BOARD OF TRUSTEES**  
**AND ITS COMMITTEES**

WHEREAS, the Shawnee State University meets as a public body under Ohio law, with meetings publicized and open to those who wish to attend; and

WHEREAS, a 2016/2017 Shawnee State University Board of Trustees meeting schedule has been developed so that it can be released well in advance, and that schedule of meetings is now being recommended for approval;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University adopts the 2016/2017 schedule of meetings for the Board and its committees.

(May 6, 2016)



**2016/2017 SCHEDULE OF MEETINGS  
SHAWNEE STATE UNIVERSITY BOARD OF TRUSTEES  
AND ITS COMMITTEES**

<b>Board of Trustees</b>	<b>Finance &amp; Administration Committee</b>	<b>Academic and Student Affairs Committee</b>
<b>August 19, 2016 (Friday)</b> Selby Board Room 1:15 p.m.	University Center 214 9:00 a.m.	University Center 215 10:15 a.m.
<b>October 14, 2016 (Friday)</b> Selby Board Room 1:15 p.m.	University Center 214 9:00 a.m.	University Center 215 10:15 a.m.
<b>December 16, 2016 (Friday)</b> University Center 214 11:30 a.m.	University Center 214 9:00 a.m.	University Center 215 10:15 a.m.
<b>February 10, 2017 (Friday)</b> Selby Board Room 1:15 p.m.	University Center 214 9:00 a.m.	University Center 215 10:15 a.m.
<b>April 14, 2017 (Friday)</b> Selby Board Room 1:15 p.m.	University Center 214 9:00 a.m.	University Center 215 10:15 a.m.
<b>June 9, 2017 (Friday)</b> Selby Board Room 1:15 p.m.	University Center 214 9:00 a.m.	University Center 215 10:15 a.m.

**Graduation Dates**

<b>December 16, 2016 (Friday)</b> COMMENCEMENT Vern Riffe Center for the Arts 3:00 p.m.	<b>May 6, 2017 (Saturday)</b> COMMENCEMENT Alumni Green 9:00 a.m.
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**Board Retreats**

<b>June 25, 2016 (Saturday)</b>	Time and Location TBD
<b>June 10, 2017 (Saturday)</b>	Time and Location TBD

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 Secretary, SSU Board of Trustees      **8-15-16**      Date

**RESOLUTION E03-16**

**MS. MARY ELIZABETH CUMMINGS**

**EMERITUS ADMINISTRATOR**

WHEREAS, colleagues of Ms. Mary Elizabeth Cummings have recommended her for consideration for Emeritus status; and

WHEREAS, university policy 5.33 provides the criteria for consideration of Emeritus Administrator status, which are:

- At least ten years of full-time employment as an administrator with Shawnee State University, and
- Evidence of outstanding contributions to the University beyond normal performance expectations, and

WHEREAS, Ms. Cummings served as Reference Librarian at Shawnee State University for 28 years; and

WHEREAS, Ms. Cummings devoted her time at Shawnee State University to enriching the information literacy skills of students; and

WHEREAS, Ms. Cummings served as the Clark Memorial Library's liaison to many departments on campus, and

WHEREAS, Ms. Cummings assisted many faculty with their classes and research; and

WHEREAS, the Provost and the President strongly recommend this action.

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees confers the title of Emeritus Administrator on Ms. Mary Elizabeth Cummings, together with all rights and privileges of the position herein granted.

(May 6, 2016)



**RESOLUTION ASA06-16**

**APPROVAL OF POLICY 2.16  
INTELLECTUAL PROPERTY RIGHTS FOR STUDENTS**

**And**

**APPROVAL OF 2.10REV  
ADMINISTRATION OF INVENTIONS, DISCOVERIES AND PATENTS FOR  
FACULTY AND STAFF**

WHEREAS, Shawnee State University is committed to providing an educational environment that fosters student creativity and the sharing of ideas; and

WHEREAS, intellectual property rights for students are not adequately addressed in Policy 2.10, Administration of Inventions, Discoveries and Patents; and

WHEREAS, a new policy is recommended in order to clearly define students' rights to their intellectual property; and

WHEREAS, revision of Policy 2.10 is required in order to remove statements concerning intellectual property rights for students; and

WHEREAS, Policy 2.16 and Policy 2.10Rev have 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 2.16, Intellectual Property Rights for Students and 2.10Rev, Administration of Inventions, Discoveries and Patents for Faculty and Staff.

(May 6, 2016)



# Shawnee State University

POLICY TITLE:	INTELLECTUAL PROPERTY RIGHTS FOR STUDENTS
POLICY NO. :	2.16
ADMIN CODE:	3362-2-16
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	05/06/16
NEXT REVIEW DATE:	05/2019
RESPONSIBLE OFFICER(S):	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE AND APPLICATION

- 1.1. Shawnee State University is committed to providing an educational environment that fosters student creativity and the sharing of ideas. The University is committed to making its resources available to its students to support this effort.
- 1.2. This Policy is applicable to all Shawnee State enrolled and continuing students.

## 2.0 DEFINITIONS

These definitions apply to all sections of the policy.

- 2.1 A "Copyrighted Intellectual Property" describes original works of authorship that have been fixed in a tangible medium of expression, including, but not limited to, written materials, dissertations, papers, articles, books, poems, audiovisual materials, videos, audio recordings, architectural drawings, on-line instructional materials, musical compositions, dramatic creations, software, databases, photographs, or sculptures that are likely to be subject to protection under United States copyright law.
- 2.2 "Patentable Intellectual Property" describes inventions, discoveries, and manufacturing designs that have been reduced to practice, and are considered novel and likely to be subject to protection under United States patent law.
- 2.3 "Work for Hire" is a work prepared by an employee, who may be a student employee, within the scope of his or her employment, or is a work or project directed by or specially ordered or commissioned by the University.

## 3.0 COPYRIGHT

- 3.1 All rights granted under copyright law for a particular work remain with the authors (creators) of the work.



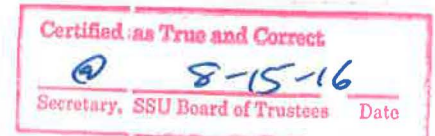
- 3.2 All student works created from independent work, research and/or academic work, whether supported by University resources or facilities, belong exclusively to the student, unless excepted by written agreement, expressly waived, or if prohibited by law.
- 3.3 The University will not have an interest in copyright ownership of student work, except in the following instances:
- 3.3.1 When the work is a “work for hire.”
- 3.3.2 When the work is created as a result from a prior University agreement with an outside sponsor from a grant agreement.

#### 4.0 PATENTS

Ownership of patent rights to inventions or discoveries created independently by students, whether supported by University resources or facilities, belongs exclusively to the student, unless excepted by written agreement, expressly waived or if prohibited by law.

#### History

Effective: 05/06/16





# Shawnee State University

POLICY TITLE:	ADMINISTRATION OF INVENTIONS, DISCOVERIES, AND PATENTS FOR FACULTY & STAFF
POLICY NO. :	2.10REV
ADMIN CODE:	3362-2-11
PAGE NO.:	1 OF 5
EFFECTIVE DATE:	05/06/16
NEXT REVIEW DATE:	05/2019
RESPONSIBLE OFFICER(S):	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE AND APPLICATION

- 1.1 Research is recognized as an integral part of the educational process to generate new knowledge, to encourage the spirit of inquiry, and to develop scientists, engineers, and other scholars. As a result of such research, new discoveries and inventions (hereinafter collectively referred to as "inventions") may be made by faculty members, staff, and students of the University, which could have material commercial value or potential as revenue producers and which could contribute significantly to scientific, technological, social, and cultural progress. Such inventions may qualify for patent protection. Patents are created by the Constitution and the laws of the United States to recognize the ownership of inventions by individuals in return for publication of the inventions by issued patents and ultimate dedication to the public after the limited period for which the law grants patent protection.
- 1.2 This policy applies to faculty and staff and encourages them to evaluate the results of their research activities in terms of potential commercial value and the public interest, as well as for scholarly significance.

## 2.0 BASIC OBJECTIVES

- 2.1 The basic objectives of Shawnee State University's Policy on Inventions, Discoveries, and Patents (hereinafter referred to as "Policy") are:
- 2.1.1 To comply with the public policy of the State of Ohio with respect to the University's right to, and interest in inventions, including patents thereon, mandated by Section 3345.14 of the Ohio Revised Code.
- 2.1.2 To make inventions developed in the course of University research



available in the public interest under conditions that will promote their effective development and utilization.

- 2.1.3 To assure that inventions developed in the course of University research will not be used to the detriment of the public interest by the unnecessary exclusion of any qualified user or otherwise.
- 2.1.4 To provide adequate recognition and incentive to inventors and discoverers (hereinafter collectively referred to as "inventors") by assuring them an equitable share in any proceeds from their inventions, since, unlike normal commercial practice, University salary scales are not based on the expectation by the University of income from inventions.
- 2.1.5 To advance and encourage research within the University with the proceeds accruing to the University from inventions which are developed in the course of research supported by funds or facilities of, or administered by, the University.
- 2.1.6 To recognize the entitlement of any outside sponsor of research conducted by the University to share in the proceeds resulting from inventions developed in the course of such research by making reasonable provisions for the granting of limited patent rights to such sponsor, consistent with the University's other objectives above outlined.

### 3.0 ADMINISTRATION OF THE PATENT POLICY

- 3.1 The Board of Trustees shall be responsible for the general supervision of this policy, "Inventions, Discoveries, and Patents."
- 3.2 An "IDP [Inventions, Discoveries, and Patents]" Committee (one faculty member representing each college, the appropriate Dean/Vice President, and the Provost or his/her designee, hereinafter referred to as the "Committee") chaired by the Provost or his/her designee shall review and make recommendations to the President and the Board of Trustees with respect to:
  - 3.2.1 The management of inventions subject to this Policy, including their processing, development, patenting, and exploitation in accordance with the objectives of this Policy and the best interest of the University. Such recommendations shall be made with all reasonable promptness after an invention is brought to the Committee's attention.
  - 3.2.2 The adoption of regulations and procedures appropriate to implement this Policy; and



- 3.2.3 The employment of any independent consultants or patent management agents necessary to assist in perfecting or evaluating inventions and securing adequate patent protection.

#### 4.0 OBLIGATION OF UNIVERSITY FACULTY AND STAFF; REPORTS AND PROCEDURES

- 4.1 All faculty members and staff, in consideration of their affiliation with the University and the approval of this Policy by the University Faculty Assembly and Trustees of the University, agree to handle all inventions, and patents resulting therefrom, which are developed from research or investigation supported by, or conducted in any facility of the University as follows:
- 4.1.1 A faculty member, staff member, or student shall promptly report and refer any such invention in writing to the Provost or his designee in such form and detail and with such supporting information as the Provost shall from time to time, by general announcement, request.
- 4.1.2 When an invention is referred to the Provost, she or he will see to it that the invention together with all necessary supporting information is submitted to the Committee. The Committee will review the merits of the invention and make recommendations to the President and Board of Trustees for the management of the invention including its development, patenting, and exploitation.
- 4.1.3 After consultation with the inventor(s), the Committee may suggest that the University return the invention to the inventor(s) to manage on his or her own initiative, subject to the policies of any external sponsor who may have an interest.
- 4.1.4 The determination of the Board of Trustees with respect to the management of any invention submitted hereunder shall be binding upon the inventor(s) and the inventor(s) shall execute all documents appropriate for such management.

#### 5.0 RIGHTS TO INVENTIONS AND PATENTS; DISTRIBUTION OF FINANCIAL RETURNS

- 5.1 All rights with respect to inventions resulting from research activities of faculty members or staff of the University which are supported entirely or predominantly by University resources or facilities shall be assigned to and controlled by the University. Unless in exceptional cases, the Board of Trustees, upon the recommendation of the Committee, awards a large percentage of the net financial returns to the inventor(s), the inventor(s)

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shall receive fifty percent (50%) of the net financial returns from the exploitation of the invention and the assignment, licensing, or other exploitation of patent and other rights pertaining thereto. In the event the patent is assigned to any outside patent management organization (such as a research/development corporation) the inventor(s) would receive 50% of net revenues received by the University.

- 5.2 All rights with respect to inventions resulting from research activities of faculty members or staff which are supported, but less than predominantly supported, by University resources or facilities shall be assigned to and controlled by the University. The Committee shall recommend to the President and Board of Trustees the appropriate percentage of the net financial returns from exploitation of the invention, and the assignment, licensing, or other exploitation of patent and other rights pertaining thereto, to be paid to the inventor(s). In no case shall the inventor(s) receive less than fifty percent (50%) of such net financial returns.
- 5.3 All rights with respect to inventions resulting from the personal and independent research activities of University faculty members or staff, unsupported by University resources or facilities shall be the sole property of the inventor(s). The inventor(s) may assign such inventions to the University under the terms and conditions of Section 5.2.
- 5.4 At the request of the Committee, the appropriate University department chairperson or dean shall investigate and report to the Committee upon the extent to which University facilities and resources were used to support research activities resulting in an invention referred to the Provost in accordance with the Policy.
- 5.5 Determination of net financial returns as used in this Policy shall be made and reported by the University in accordance with generally accepted accounting principles.
- 5.6 All rights to inventions resulting from sponsored research grants, contracts, fellowships, or other such special arrangements, shall be controlled by the terms of those grants, contracts, fellowships, or special arrangements. Faculty members and staff accepting sponsored research grants shall execute such agreements as will enable the University to conform with the mandatory requirements of the sponsoring agencies and shall abide by the provisions of such agreements and Section 6 of this Policy.
- 5.7 Reasonable diligence will be exercised by the University to ensure the expeditious development, patenting, and exploitation of such inventions.

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- 5.8 The University may within 180 days of the date of an inventor's submission of an adequate disclosure of an invention to the University, elect not to exercise its rights with respect to an invention subject to this Policy. In such event, the University shall promptly notify the inventor(s) in writing of its election. Thereafter, in response to a written request by the inventor(s), the University shall relinquish, reassign, or otherwise transfer all rights with respect to such invention to the inventor(s), subject to the rights and policies of any external sponsor.

## 6.0 SPONSORED RESEARCH

- 6.1 When the University and a third party (hereafter referred to as "outside sponsor") enter into an agreement for research to be conducted with funds or facilities provided in whole or in part by such outside sponsor, any faculty or staff member who conducts such research, utilizing such funds or facilities, may be required by the University to enter into an agreement assigning all rights to inventions arising from such research to the University or the outside sponsor or both.
- 6.2 No agreement, respecting the assignment, licensing, or other exploitation of any patent or other rights to any invention developed in the course of research supported by funds or utilizing facilities administered by the University pursuant to an agreement with an outside sponsor, may be entered into by any faculty or staff member without the written consent of the University. Such consent shall be given or withheld in accordance with the objectives set forth in this Policy by the Board of Trustees after consideration of the recommendation of the Committee.

## 7.0 ADVISORY ARBITRATION

If a dispute should arise between an inventor(s) and the University with respect to the application or interpretation of the provisions of this Policy, the dispute shall be submitted to arbitration in accordance with the rules and regulations of the American Arbitration Association. The award of such arbitrators shall be advisory only and not binding upon the inventor(s) or the University, unless specifically agreed to by the parties.

### History

Effective: 06/18/93

Revised: 05/06/16



Board of Trustees Meeting

May 6, 2016

**Spring 2016 Preliminary Commencement Report**

<b>Total # of Degrees:</b>		<b>489</b>		<b>MASTERS:</b>			
Total Masters Degrees:		<b>16</b>		Education		<b>15</b>	
Total Bachelor Degrees:		<b>294</b>		Occupational Therapy		<b>0</b>	
Total Associate Degrees:		<b>179</b>		Mathematics		<b>1</b>	
				Total Masters Degrees:		<b>16</b>	<b>16</b>
<b>BACHELORS:</b>				<b>ASSOCIATES:</b>			
<b>College of Professional Studies</b>			<b>TOTAL</b>	<b>College of Professional Studies</b>			<b>TOTAL</b>
Sports Studies		20		Dental Hygiene		18	
Business Administration		45		Emergency Medical Tech		0	
Nursing		10		Medical Laboratory Tech		12	
Plastics Engineering Tech		12		Nursing		40	
Computer Engineering Tech		9		Occupational Therapy Asst.		27	
Environmental Engin. Tech.		4		Physical Therapy Asst.		15	
Digital & Simulation/Gaming		12		Radiologic Technology		13	
Athletic Training		12		Respiratory Therapy		16	
Educational Studies		4		Computer Aided Drafting/Des		1	
Early Childhood Educ PreK-3		18		Electromechanical Engin. Tech		7	
Early Childhood Intervention Spec		12		Plastics Engineering Tech		0	
Intervention Specialist K-12		0		Accounting		2	
Middle Childhood Education		1		Business Management Tech		10	
<b>TOTAL</b>		<b>159</b>	<b>159</b>	Legal Assisting		5	
				Office Administration Tech		0	
				Information Tech. Management		1	
				Technical Studies		0	
<b>College of Arts &amp; Sciences</b>				Early Childhood Development		1	
Social Sciences		12		<b>TOTAL</b>		<b>168</b>	<b>168</b>
Sociology		18					
International Relations		4					
Psychology		23		<b>College of Arts &amp; Sciences</b>			
History		8		Arts & Humanities		4	
English Humanities		3		Social Science		2	
Mathematical Sciences		0		Mathematics		0	
Fine Arts		22		Natural Science		2	
Natural Science		17		<b>TOTAL</b>		<b>8</b>	<b>8</b>
Biology		13					
Chemistry		2					
Philosophy and Religion		2					
<b>TOTAL</b>		<b>124</b>	<b>124</b>				
<b>University College</b>				<b>University College</b>			
Individualized Studies		11		Individualized Studies		0	
				General Studies		3	
<b>TOTAL</b>		<b>11</b>	<b>11</b>	<b>TOTAL</b>		<b>3</b>	<b>3</b>
<b>TOTAL BACHELOR DEGREES</b>			<b>294</b>	<b>TOTAL ASSOCIATE DEGREES</b>			<b>179</b>

Secretary, SSU Board of Trustees  
 Date: 5-15-16  
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Student Programming Board  
Board of Trustees Meeting  
May 22, 2016

**New President for 2016-2017**

- Jasmine Heard

**The 2015-2016 Programming Chairs**

- Advertising (Digital Advertising Chair & Mixed Media Advertising Chair)
- Special Events
- Thursday Late Night (2 positions)
- Gaming
- Weekend
- Treasurer
- Diversity

**Upcoming Changes to SPB**

- More cohesive relationship between the Executive Board and Advisors
  - Becoming more integrated through Shawnee State's campus
  - Executive Board members will be Welcome Ambassadors during fall move-in
- Intentional Programming
  - Continuation of traditions that work well, experimenting with new out of the box ideas
  - Increased use of social media through the use of all Executive Board positions
  - Clear and concise allocation of funds through the Treasurer position for a more consistent record of the budget
  - Programming toward/around SSU Athletics

**Recap of Spring 2016**

**1. Homecoming Week**

- Stuff Your Own Spirit Bear, Fishbowl Frenzy, SSU Game Show, Taco Tailgate, SSU Spirit Signs, Homecoming Dance

**2. Springfest**

- Airbrush T-shirts, Balloon Art & Face Paint, Pool Party, Music Jeopardy, Laser Tag

**3. Late Night Thursdays**

- Bingo, Volleyball Tournament, Euchre, Sled Making, Battle of the Sexes

**4. Other Highlights**

- Valentines for Veterans
- Gaming in the Stars
- Spread the Word to End the Word
- Diversity Block Party
- Painting Class
- 4<sup>th</sup> Friday Movies
- Valentine Crafts
- Gaming Tournaments
- SPB Interest Sessions



**RESOLUTION F10-16**

**APPROVAL OF REVISED POLICY 4.75REV, USE OF UNIVERSITY RESOURCES**

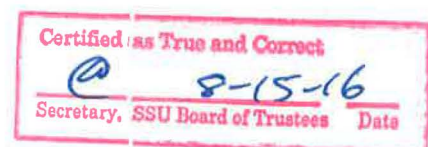
WHEREAS, Shawnee State University is performing a systematic review of university policies and Policy 4.75Rev, Use of University Property (moveable equipment) by Employees has undergone a review by the appropriate university offices; and

WHEREAS, this policy was last reviewed and approved by the Board of Trustees on April 16, 2004 and requires updating for current business practices; and

WHEREAS, the proposed modifications clarifies that University employees may use University resources (e.g., vehicles, equipment, computers, internet, telephone, software, etc.) for business purposes and with appropriate approval;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves the revision and renaming of Policy 4.75Rev, Use of University Resources.

(May 6, 2016)





# Shawnee State University

POLICY TITLE:	USE OF UNIVERSITY RESOURCES
POLICY NO. :	4.75REV
ADMIN CODE:	3362-4-46
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	5/06/16
NEXT REVIEW DATE:	5/2019
RESPONSIBLE OFFICER(S):	VPF&A
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

The purpose of this policy is to establish expectations regarding the temporary use of university property and resources that are determined to be appropriate to an employee's assigned role with the university.

## 2.0 GENERAL STATEMENT OF POLICY

2.1 The use of university resources must have a business purpose and may include the use of vehicles, equipment, computers, internet, telephone, and software.

2.2 Abuse of such resources may result in restitution to the university or, if deemed necessary, disciplinary action, up to and including termination in accordance with applicable policies and/or collective bargaining agreements.

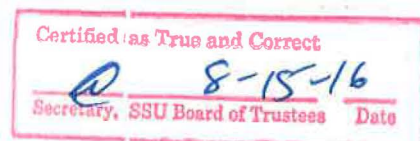
2.3 Abuse could be determined when either of the following occurs:

2.3.1 The use is outside the boundaries of that which is customarily provided or reasonably needed by the employee to function in his or her position.

2.3.2 The use conflicts with federal, state, or local laws or regulations, or with an existing University policy.

3.0 Brief personal use of the university's communication resources that operate on a flat-rate basis (land line phones for local calls, internet, or email) is allowable during work hours. Such use should be infrequent in nature and of short duration. After-hours personal use of internet and email services is permitted, subject to Policy 5.30 Campus Computer and Network Use.

4.0 Long distance telephone charges for personal calls must be charged to a personal calling card or personal cellular device.



- 5.0 To the extent that university property is to be used at locations other than on campus for an extended period of time, the following conditions will apply:
- 5.1 A written request specifying the need for the item, identifying that such use is for business purposes, and an estimated duration for the use, must be submitted to the employee's supervisor.
  - 5.2 Use of university property off-campus must not interfere with normal on-campus activities and operations of the University.
  - 5.3 The property may not be used for personal gain or personal profit-making purposes.
  - 5.4 The university will not be responsible for claims by employees for damages arising from the use of university property and equipment off-campus.
  - 5.5 Permission to use university property can be withdrawn at any time.
- 6.0 Policies and procedures related to the use of specific university resources are found under the applicable department website.

History

Effective: 04/16/04

Revised: 05/06/16



POLICY TITLE:	USE OF UNIVERSITY <del>PROPERTY</del> <u>RESOURCES(MOVEABLE EQUIPMENT) BY</u> <u>EMPLOYEES</u>
POLICY NO. :	4.75 REV
ADMIN CODE:	3362-4-46
PAGE NO.:	1 OF <del>32</del>
EFFECTIVE DATE:	<del>5/1/15</del> <u>XX06/16</u>
NEXT REVIEW DATE:	<del>5/1/2019</del>
RESPONSIBLE OFFICER(S):	VPF&A
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

~~The purpose of this policy is to establish provide uniform guidelines for the expectations regarding the temporary use of uUniversity property and resources that are determined to be appropriate to an employee's assigned role with the university. The purpose of this policy is to provide uniform guidelines for the use of University resources. University property (defined here as moveable equipment) is acquired and maintained to support the mission and operation of Shawnee State University. Such property shall be devoted, therefore, to support University-related activities. To the extent that University property is available for uses at locations other than the campus, without impairing or interfering with University needs and without exposing the University to unreasonable liability, Shawnee State University may permit employees to use such property under specified conditions.~~

## 2.0 GENERAL STATEMENT OF POLICY

~~2.1 The use of university monies or resources must have a business purpose and may include the use of vehicles, equipment, computers, internet, telephone and; and intangibles such as software, and employee time.~~

~~The use of university monies or resources (such as vehicles and equipment) must have a business purpose. This includes (but is not limited to) computers, internet and phone usage, and the use of intangibles such as software and employee time.~~

~~2.2 Abuse of university such resources may result in the need to make restitution to the uUniversity or, if deemed necessary, in disciplinary action, up to and including termination in accordance with applicable policies and/or collective bargaining agreements.~~

~~2.3 Use of uUniversity resources is considered a Abuse could be determined when either of the following occurs:~~

~~2.1 Abuse of university resources may result in the need to make restitution to the University or in disciplinary action, up to and including termination. Use of University resources is considered abuse when either of the following occurs:~~

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 @ 8-15-16  
 Secretary, SSU Board of Trustees Date

~~2.1.1~~2.3.1 The use is outside the boundaries of that which is customarily provided or reasonably needed by the employee to function in his or her position, job.

2.3.2 The use conflicts with federal, state, or local laws or regulations, or with any other existing University policies. ~~President or designee may authorize full-time employees of Shawnee State University to use University property in compliance with this policy and procedures and conditions placed on such use by the President's designee. At the minimum, the policy includes the following:~~

3.0 ~~Non-interference with the normal activities and operations of the University; Brief personal use of the uUniversity's communication resources that operate on a flat-rate basis (land line phones for local calls, internet, or email) is allowable during the daywork hours. Such use should be infrequent in nature and of short duration. After-hours personal use of internet and email services is permitted, subject to Policy 5.30 Campus Computer and Network Use.~~

4.0 ~~Long distance telephone charges for personal calls should must never be incurred by the University. They should instead be charged to a personal calling card or personal cellular device.~~

5.0 ~~To the extent that university property is to be used at locations other than on campus; for an extended period of time, the following conditions will apply:~~

~~— A written request specifying the need for the item, identifying that such use is for business purposes, and an estimated duration for the use, submitted to the employee's supervisor;~~

5.1

~~— A Property Authorization Form must be completed and approved by the division's vice president or the president;~~

~~— Use of university property off-campus shall be for business purposes only;~~

5.2 ~~Use of university property off-campus shall must not interfere with normal on-campus activities and operations of the University.~~

5.3 ~~The property shall may not be used for personal gain or personal profit-making purposes.~~

~~— Such use shall be in compliance with the terms of negotiated agreements with authorized employee bargaining unit representatives;~~

5.4 ~~The uUniversity shall will not be responsible for claims by employees for damages arising from the use of university property and equipment off-campus.~~

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Secretary, SSU Board of Trustees Date

5.5 Permission to use university property can be withdrawn at any time.

—Policies and procedures related to the use of specific university resources (electronic equipment,

6.0 buildings and grounds, etc.) are located found under on the applicable department's University website.

Other university policies that address the use of specific university resources include

Policy 4.00 — Purchasing Authority

Policy 4.02 — Asset Management

Policy 4.10 — Travel Authority and Driving Rules

Policy 4.13 — Retreats and University Entertainment

Policy 4.14 — Entertainment Policy On- & Off-Campus

Policy 4.21 — Cash Management

Policy 4.40 — Access to University Buildings

Policy 4.44 — Use of University Facilities & Reservation of Space

Policy 5.28 — University Parking

Policy 5.30 — Campus Computer and Network Use

1.1 — Prohibition on use for personal gain or profit-making purposes;

1.2 — Reimbursement to the University for losses and/or damage, or to cover normal — “wear and tear,” operating expenses, or additional costs except as these may be — specifically waived by the University.

1.3 — Protection of Shawnee State University from claims by employees for damages arising from any use of University property and equipment; and

1.4 — Compliance with the terms of negotiated agreements with authorized employee bargaining representatives;

1.5 — Completion of a most recent Property Authorization Form as provided by Shawnee State University

The use of University property by employees is an accommodation to employees. It must be clearly understood by all parties to such relationships that the use of SSU property is a privilege that can be withdrawn immediately by the President and/or designee at their discretion except where such use is specifically protected by a negotiated agreement.

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8-15-16

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~~2.0 CELL PHONES, PAGERS, AND OTHER ELECTRONIC~~

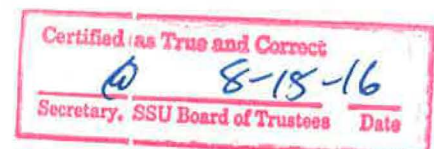
- ~~2.1 Vice presidents may authorize the purchase and use of cell phones, pagers, and other personal communication devices in their divisions where there is a demonstrated University need. The president may authorize the purchase of this equipment for vice presidents and the vice president of Business Affairs may authorize these purchases for the president.~~
- ~~2.2 Personal (non University) use of these devices is permitted provided any additional costs incurred for such use is reimbursed to the University upon receipt of cost information. Personal usage which does not incur additional cost beyond basic service fees does not require reimbursement.~~
- ~~2.3 Any invoices for these devices must be reviewed and approved by the employee's supervisor prior to payment. Validation of payment for reimbursable personal use (Bursar Office receipt) must be attached to the invoice at the time it is submitted to the supervisor for review.~~
- ~~2.4 Within 45 days of adoption of this policy, the appropriate vice president/president will review for appropriateness all existing University cell phones, pagers, and other personal communication devices within their division. Documentation of this review will be provided to the Controller's Office.~~

History

Effective: 04/16/04

Revised: ~~0501/0615/16~~

Reviewed: [This is used only for a review with no changes.]



**RESOLUTION F11-16**

**APPROVAL OF CONSOLIDATED POLICY 5.06REV, DRUG FREE CAMPUS &  
WORKPLACE**

**APPROVAL OF RESCISSION OF POLICY 5.07,  
DRUG FREE WORKPLACE**

WHEREAS, a systematic review of institutional policies has been undertaken for the purpose of updating or removing policies to reflect current institutional needs; and

WHEREAS, Board Policy 5.06Rev Drug Free Campus, and 5.07Rev Drug Free Workplace were last reviewed and approved by the Board of Trustees on March 13, 1989 and October 15, 1990 respectively and are found to be outdated; and

WHEREAS, consolidation of both policies into a single policy provides a more cohesive approach with improved clarity surrounding campus compliance of applicable federal regulations; and

WHEREAS, with this consolidation of content Policy 5.07Rev Drug Free Workplace is no longer needed as a separate policy;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves rescission of Policy 5.07, Drug Free Workplace and adoption of the consolidated and renamed Policy 5.06Rev, Drug Free Campus & Workplace effective May 6, 2016.

(May 6, 2016)



# Shawnee State University

POLICY TITLE:	DRUG-FREE CAMPUS & WORKPLACE
POLICY NO. :	5.06REV
ADMIN CODE:	3362-5-07
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	05/06/16
NEXT REVIEW DATE:	5/2018
RESPONSIBLE OFFICER(S):	VPF&A/VPEM&SA
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE AND APPLICATION

1.1 Shawnee State University is committed to maintaining a workplace and educational environment free of illegal drugs. Recognizing that illegal drug use poses health and safety hazards to employees, students, and to the community at large, the university prohibits the possession or use of illegal drugs on all university property and at other locations where the public, students, or employees of the university are conducting university business or participating in any sponsored activities.

1.2 This policy applies to university visitors, faculty, staff, and students.

## 2.0 EMPLOYEE AND STUDENT RESPONSIBILITIES

It is the responsibility of each campus visitor, faculty member, staff member, and student to adhere to this policy. If a violation of this policy occurs, support programs will be made available where appropriate. Disciplinary action may be taken, up to and including termination or dismissal from the University, in accordance with the applicable university policy, collective bargaining agreement or student conduct code, and possible criminal prosecution.

## 3.0 SUBSTANCE ABUSE AWARENESS

3.1 In accordance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act, the university will promote substance-abuse awareness that may include the following:

3.1.1 Resource information (booklets, brochures, pamphlets, etc.) regarding health and safety concerns from substance abuse and information regarding the availability of and/or referral to community-based, approved substance abuse counseling and rehabilitation services are available through the Department of Counseling and Health Services for students.





- 3.1.2 Employees seeking additional resources are encouraged to contact the University's Employee Assistance Provider (EAP) where confidential assistance is available seven days a week, 24 hours per day. Information about the plan, resources, and services is available at [www.shawnee.edu/offices/human-resources/media/IMPACT-EAP-Overview-for-SSU.pdf](http://www.shawnee.edu/offices/human-resources/media/IMPACT-EAP-Overview-for-SSU.pdf)
- 3.1.3 Education concerning substance abuse, especially of alcohol and drugs, will be provided periodically on campus. The university community is encouraged to take advantage of these opportunities to become more aware of the effects of substance abuse.

#### 4.0 FEDERAL GRANTS AND CONTRACTS

The University will establish a process to ensure compliance with the notification requirements of the Drug Free Workplace Act of 1988 as applied to employees who work under a federal grant or contract.

#### History

Replaces: 5.07 (Eff. 03/13/89)  
Effective: 10/15/90  
Revised: 05/06/16

Certified as True and Correct

@ 8-15-16

Secretary, SSU Board of Trustees Date

# Shawnee State University

POLICY TITLE:	DRUG FREE CAMPUS POLICY
POLICY NO. :	5.06
ADMIN CODE:	3362-5-07
PAGE NO.:	1 OF 5
EFFECTIVE DATE:	10/15/1990
NEXT REVIEW DATE:	
RESPONSIBLE OFFICER(S):	PAUL CRABTREE
APPROVED BY:	

## 1.0 GENERAL BACKGROUND

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 require all federal contractors, federal grant recipients and recipients of any federal funds whatsoever to implement a comprehensive substance and alcohol abuse policy. Some regulatory compliance requirements under this act were effective March 18, 1989. The Drug-Free Schools and Communities Act Amendment of 1989 is effective October 1, 1990. Shawnee State University shall comply with all provisions of these Acts. This policy shall apply to the entire university community, faculty, staff, and students.

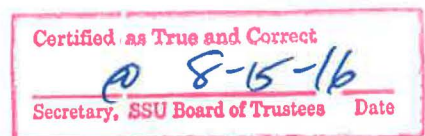
## 2.0 STANDARD OF CONDUCT

The university is committed to maintaining a workplace free of illegal drugs or the unlawful use of alcohol. Shawnee State University prohibits the possession, manufacture, distribution, dispensation, or use of illegal drugs and the unlawful use, possession, or distribution of alcohol on all university property, at any locations where employees or students are conducting university related business or activities, when using university vehicles and when using private vehicles on university business or in the conduct of university activities.

## 3.0 LEGAL SANCTIONS

3.1 Applicable legal sanctions under local, State or Federal law for the unlawful possession or distribution of illicit drugs and alcohol are set forth in the referenced laws.

- 3.1.1 LOCAL Codification Ordinance of Portsmouth  
Chapter 624 - Drugs
- 3.1.2 STATE Ohio Revised Code Chapters
  - 2925 – Drug Offenses
  - 3179 – Controlled Substances
  - 4301 – Liquor Control Laws



3.1.3 FEDERAL Federal (Harrison) Narcotic Act  
Federal Narcotic Drugs Import and Export Act  
Federal Food, Drug and Cosmetic Act  
Federal Alcohol Administration Act

3.2 These sanctions can include probation, fines, driver's license suspension or incarceration.

3.3 Future revisions, amendments or additions to these or other applicable codes are incorporated in this policy by this reference.

#### 4.0 HEALTH RISKS

The following describe the health risks of some of those substances that may cause physical or psychological damage when abused.

4.1 ALCOHOL. Alcohol consumption causes a number of marked changes in behavior. Even low doses impair judgment and coordination, and increase the incidence of aggressive behavior. Very high doses can cause respiratory depression and death. Alcohol intoxication is equivalent to a drug overdose. If combined with other depressants of the central nervous system, the effects of alcohol are multiplied. Repeated use of alcohol can lead to change in tolerance and dependence. Cessation of alcohol intake can produce withdrawal symptoms including tremors, hallucinations, convulsions, and death. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and the liver. Women who drink even small amounts of alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. Children of alcoholic parents have a 40% greater risk of developing alcoholism than children of parents who are not alcoholic.

4.2 CANNABIS. The mood altering effects of marijuana are the result of the chemical delta-9 tetrahydrocannabinol (THC). THC is fat soluble and remains in the body up to three weeks after smoking one marijuana cigarette. Consequently, even the occasional user can be detected through urinalysis. Research indicates that regular use may have long term effects on the user's brain, heart and reproductive organs. The numerous carcinogenic chemicals found in marijuana smoke make it particularly harmful to the lungs. Loss of memory, lack of motivation and diminished attention span are some of the effects of regular marijuana use. Long-term use may result in psychological dependence and change in tolerance.

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@ 8-15-16  
Secretary, SSU Board of Trustees Date

- 4.3 DEPRESSANTS. The use of depressants can result in a change in tolerance and physical, as well as psychological dependency. The combining of several depressants (e.g. valium and alcohol) will potentiate the depressant effects, multiplying the health hazards. Withdrawal symptoms include anxiety, vomiting, acute psychotic episodes, seizures and death.
- 4.4 STIMULANTS. High doses of stimulant drugs result in intense personality disturbances including visual and auditory hallucinations, delusions and paranoia. Tolerance develops rapidly. Cross tolerance does develop among stimulant drugs, (e.g. methamphetamine and cocaine). The use of cocaine can cause death by cardiac arrest or respiratory failure. Stimulants are addictive, and while withdrawal from stimulants is less dangerous than with depressants, depression can make the person vulnerable to suicide.
- 4.5 NARCOTICS. Tolerance, especially to the euphoric effects of narcotics, and physical dependence develop rapidly. In order to avoid the abstinence syndrome, the addict becomes preoccupied with acquiring the drug. Withdrawal symptoms are extremely uncomfortable; however, they are seldom life threatening.
- 4.6 HALLUCINOGENS Phencyclidine (PCP). Large doses of PCP may result in convulsive seizure, coma and death. Mood disorders occur and the user may become violent, irrational and potentially harmful to self and others. Lysergic acid (LSD), mescaline and phencyclidine cause sensations and feelings to change rapidly. The user may experience panic, confusion, anxiety, depersonalization and loss of control. While relatively rare, flashbacks, the spontaneous reappearance of the drug experience after use has ceased, may occur.
- 4.7 ANABOLIC-ANDROGENIC STEROIDS. Steroid users can experience serious cardiovascular, liver, central nervous system, gastrointestinal and reproductive disorders. In males, use can result in testicular atrophy, sterility, impotence and arrested growth. Irreversible masculinization and sterility can result when women use steroids. Psychological impairments include mood swings, depression and very aggressive behavior.

## 5.0 SUBSTANCE ABUSE COUNSELING AND EDUCATION

- 5.1 Resource information (booklets, brochures, pamphlets, etc.) regarding health and safety concerns from substance abuse and information regarding the availability of and/or referral to community-based, approved substance abuse counseling and rehabilitation services are available through the Counseling and Assessment Center of Shawnee State University.



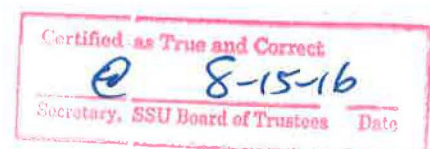
- 5.2 Education concerning substance abuse, especially of alcohol and drugs, will be provided periodically on campus. The university community is encouraged to take advantage of these opportunities to become more aware of the effects of substance abuse.

## 6.0 SANCTIONS FOR VIOLATIONS OF STANDARDS OF CONDUCT

Shawnee State University has used and will continue to use progressive discipline in administering sanctions for violations of this policy; however, the university reserves the right to determine when the serious nature of a violation or arrest without adjudication requires that the university take immediate action up to and including dismissal. Appropriate law enforcement authorities will be notified if any illegal substances are found on the university campus. All action will be in compliance with the negotiated contracts of SEA and CWA except in serious cases where immediate action is necessary and mandated by law. Such action may include, but is not limited to the following:

- 6.1 Possible sanctions for employees may include
- 6.1.1 Written reprimands
  - 6.1.2 Transfer to other duties
  - 6.1.3 Suspension
  - 6.1.4 Demotion
  - 6.1.5 Termination
  - 6.1.6 Referral to appropriate authorities for prosecution for violations of the standards of conduct described in this policy
  - 6.1.7 See 6.3
- 6.2 Possible sanctions for students may include
- 6.2.1 Disciplinary probation
  - 6.2.2 Suspension
  - 6.2.3 Dismissal
  - 6.2.4 Referral to appropriate authorities for prosecution for violations of the standards of conduct described in this policy
  - 6.2.5 See 6.3
- 6.3 Both students and employees may be referred to appropriate drug or alcohol abuse treatment facilities for treatment as a condition of continued employment and/or student standing.

## 7.0 CONVICTION OF ILLEGAL DRUG VIOLATION ON THE WORKSITE



It is a condition of employment with Shawnee State University that an employee who is convicted of criminal drug statute violation occurring in the workplace, notify appropriate administrative personnel no later than five days after such conviction.

The University will notify the appropriate federal funding agency within ten days after receiving notice of an employee's conviction with respect to a drug-law violation occurring in the workplace.

Within 30 days of such notice, the University will either take appropriate personnel action, or require the successful completion of a certified drug abuse assistance or rehabilitation program by the convicted employee.

#### 8.0 DISTRIBUTION OF POLICY

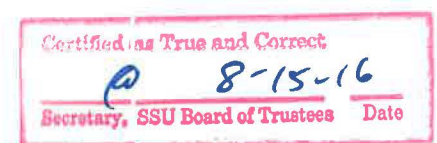
- 8.1 SSU Policy for a Drug-Free Campus shall be distributed annually to each current employee and student, whether they are full-time or part-time, effective October 1, 1990. The division of Student Affairs shall formulate the procedure for the distribution to students. Distribution to employees shall comply with SSU's Policy on Policies and Procedures, Section 6.0.
- 8.2 A copy of the policy shall be issued to each new full-time or part-time employee by the Personnel Office effective October 1, 1990.
- 8.3 A copy of the policy shall be issued to every new full or part-time student effective October 1, 1990.
- 8.4 The official SSU policy for a Drug-Free Campus shall also be published in the university policies and procedures manual.

#### 9.0 CERTIFICATION

The Counseling & Assessment Office shall submit the drug-free campus certification as required by Section 22 of the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226) to the Secretary of the U.S. Department of Education.

#### 10.0 POLICY REVIEW

The Drug Education Committee shall do a biennial review of this policy to determine the effectiveness of the policy and to insure that sanctions are being consistently enforced. When recommended, changes shall be forwarded by the DEC to appropriate authority for review and for amendment of the policy.



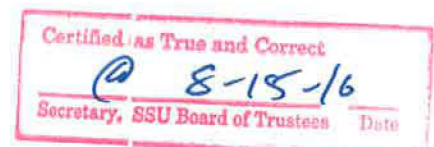
# Shawnee State University

## RESCIND

POLICY TITLE:	DRUG-FREE WORKPLACE
POLICY NO. :	5.07
ADMIN CODE:	3362-5-08
PAGE NO.:	1 OF 1
EFFECTIVE DATE:	03/13/1989
NEXT REVIEW DATE:	
RESPONSIBLE OFFICER(S):	PAUL CRABTREE
APPROVED BY:	

It is the policy of Shawnee State University to maintain a drug-free workplace in compliance with federal regulations. The following policy provisions shall apply:

- 1.0 The University is committed to maintaining a workplace free of illegal drugs. Recognizing that illegal drug use poses health and safety hazards to employees and to the community at large, the university prohibits the possession or use of illegal drugs on all university property and at other locations where employees are conducting university business.
- 2.0 Employees manufacturing, distributing, dispensing, possessing or using illegal drugs on university property and at other locations during the conduct of university business are subject to dismissal.
- 3.0 The university will establish and maintain a drug-free awareness program including the following topics of concern:
  - 3.1 Health and safety concerns from drug abuse.
  - 3.2 University policy regarding illegal drug use.
  - 3.3 Availability of approved drug counseling and rehabilitation services.
  - 3.4 Penalties that may be imposed upon employees for drug-abuse violations.
- 4.0 In compliance with the Drug-Free Workplace Act of 1988, employees engaged in work under a federal grant or contract may be subject to additional requirements to ensure a drug-free workplace.
- 5.0 In accordance with federal regulations, the violation of this policy could result in the suspension, termination or debarment of the individual or the institution from federal



**RESOLUTION F12-16**

**APPROVAL TO RESCIND  
POLICY 5.26, BUSINESS ENTERPRISE DEVELOPMENT**

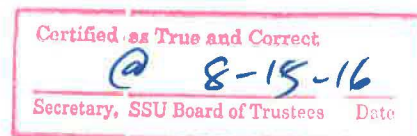
WHEREAS, a systematic review of institutional policies has been undertaken to update or remove policies to reflect current needs; and

WHEREAS, the University encourages the ongoing development of new business enterprises in the region through a variety of ways and fully intends to continue to actively participate in the regional economic development; and

WHEREAS, the President recommends rescission of Policy 5.26, Business Enterprise Development because it is not necessary for the University to provide economic development support;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves the rescission of Policy 5.26, Business Enterprise Development, effective May 6, 2016.

(May 6, 2016)





# Shawnee State University

**RESCIND**

AREA: UNIVERSITY-WIDE POLICY	POLICY NO.: 5.26
	ADMIN. CODE: 3362-5-27
	PAGE NO.: 1 of 2
	EFFECTIVE DATE: 7 / 1 / 9 6
SUBJECT: BUSINESS ENTERPRISE DEVELOPMENT	RECOMMENDED BY: Steve Donohue
	APPROVED BY:

## 1.0 Policy

It is the policy of Shawnee State University to encourage the development of new business enterprises in the South-central Ohio region which meet the following criteria:

- 1.1 The enterprise will contribute to the economic development of the region.
- 1.2 It is compatible with the university's existing programs.
- 1.3 It will not subject the university to any significant risk of liability.
- 1.4 It will not directly compete with existing businesses in the region which offer the same services or products.

## 2.0 Mission

The mission of the Shawnee State University Business Enterprise Development Program is to provide equipment, advice, and nonmonetary support services to foster economic development in South-central Ohio; provide a test environment for the marketability of new technology or products utilizing the expertise of faculty, staff, and students; create a source of revenue for the University and the University's participating departments; and provide an opportunity for students and faculty to experience the business applications of new products and technology.

## 3.0 Legal Restrictions

The Constitution of the State of Ohio prohibits the University from entering joint enterprises or owning stock in private enterprises (Art. VIII § 4). The Constitution encourages the University to assist in the creation of jobs and employment opportunities and to improve the economic welfare of the people of the state through the sale, lease, exchange or disposal of property, structures, equipment or facilities for industry, commerce, distribution, and research (Art. VII § 13).

Any project or program sponsored by the university must meet Ohio Constitutional requirements. Any questions concerning permissible involvement with private enterprises should be submitted to the University's general counsel.



4.0 Implementation

The president may execute this policy through implementing procedures. Any procedures approved by the president will be forwarded to the Board of Trustees and University Senate for informational purposes. This policy will be reviewed periodically with recommendations for changes forwarded to the Board of Trustees by the president.

*Approved by University Senate 5/23/96*

Certified as True and Correct  
@ 8-15-16  
Secretary, SSU Board of Trustees Date

**RESOLUTION F13-16**

**APPROVAL OF POLICY 5.32REV  
ETHICS: CONFLICTS OF INTEREST & NEPOTISM**

WHEREAS, Shawnee State University is conducting a systematic review of university policies and Policy 5.32Rev, Ethics, has undergone a review by the university General Counsel with input from other University offices; and

WHEREAS, this policy revision, which includes a renaming of the policy focuses on conflicts of interest matters that pertain to current university employees and officers, with particular focus on university purchasing and employment processes; and

WHEREAS, Revised Policy 5.32Rev, Ethics: Conflicts of Interest and Nepotism, has been recommended by the President for Board of Trustees approval; and

WHEREAS, guidelines will be linked to the policy and are provided for information;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves revision of Policy 5.32Rev, Ethics: Conflicts of Interest and Nepotism.

(May 6, 2016)



# Shawnee State University

POLICY TITLE:	ETHICS: CONFLICTS OF INTEREST & NEPOTISM
POLICY NO. :	5.32REV
ADMIN CODE:	3362-5-32
PAGE NO.:	1 OF 5
EFFECTIVE DATE:	05/06/2016
NEXT REVIEW DATE:	05/2019
RESPONSIBLE OFFICER(S):	GENERAL COUNSEL
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

This policy serves to promote compliance with Ohio's ethics laws that address conflicts of interest for public officials and employees. It is the policy that Shawnee State University officials and employees will conduct themselves in a manner that fosters public confidence in the integrity of the University, its processes, decisions and its accomplishments.

## 2.0 POLICY APPLICATION

This policy applies to all Shawnee State University employees and to the members of the Board of Trustees.

## 3.0 DEFINITIONS

- 3.1 University employees and officials. Unless the context indicates otherwise, means trustees, faculty, administrators, and all full-time and part-time employees, including adjunct faculty.
- 3.2 Honorarium. Any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or similar gathering. "Honorarium" does not include ceremonial gifts or awards that have insignificant or nominal monetary value.
- 3.3 Anything of Value. Includes anything of substantial value, including, but not limited to, money, gifts, travel and lodging expenses, meals, entertainment activities, such as golf outings and tickets to a professional or major sporting event.
- 3.4 Family Member. Means spouse, parent/ step-parent, child/step-child, grandparent, grandchild, or sibling/step-sibling; father/mother-in-law; brother/sister-in-law.
- 3.5 Public Contract. For purposes of this policy a public contract is broadly defined



to include formal and informal agreements, including:

- 3.5.1 The purchase or acquisition of property or services by or for the use of the university, including the employment of an individual by the University; and
- 3.5.2 The design, construction, alteration, repair, or maintenance of any public property.

#### 4.0 GENERAL DUTY TO AVOID CONFLICTS OF INTEREST

- 4.1 A conflict of interest exists when financial or personal considerations compromise or have the appearance of compromising an individual's objectivity in meeting university responsibilities.
- 4.2 University employees and officials may not use their respective university position for their personal benefit or for the benefit of a family member or business associate.
- 4.3 University employees and officials are expected to avoid circumstances that reasonably imply that the individual acted for personal gain rather than the best interest of the University.
- 4.4 University employees and officials are prohibited from taking any action, participating in any decision, or approving any action or decision on behalf of the University that will directly result in a benefit to themselves, family members or non-university business associates.

#### 5.0 SOLICITING, ACCEPTING OR USING AUTHORITY FOR ANYTHING OF VALUE

##### 5.1 General Prohibitions

- 5.1.1 University employees and officials may not solicit or accept "anything of value" (as defined by this policy) from anyone who does business with the University or is seeking to do business with the University.
- 5.1.2. University employees and officials may not use the authority of their University position to secure "anything of value" (as defined by this policy) from anyone who does business with the University or is seeking to do business with the University.

##### 5.2 Honorarium

- 5.2.1 University employees, except for non-administrative faculty and as expressly authorized in O.R.C. 102.03(H), are prohibited from accepting an honorarium as defined by this policy.

Certified as True and Correct  
A 8-15-16  
Secretary, SSU Board of Trustees Date

### 5.3 Exceptions

5.3.1 The prohibitions described in this section do not apply to items of nominal value, which are typically items that are less than \$25 in value. Examples include conference trinkets, a meal at a fast food or family restaurant, a promotional item, inexpensive entertainment activity, so long as they are not viewed as having a substantial or improper influence over the university official or employee.

5.3.2 However, nominal items that are provided frequently or with regularity, such as a weekly or monthly lunch, or multiple smaller items may rise to something of substantial value and would be prohibited.

5.3.3 University officials and employees may accept travel, meals and lodging or expenses in connection with conferences or meetings that are organized by an SSU associated organization, so long as the employee receives prior approval from the division vice president.

5.4 For examples and further discussion of the topic, see the following Ohio Ethics Commission bulletins:

<http://www.ethics.ohio.gov/education/factsheets/InfoSheet7-Gifts.pdf>

[http://www.ethics.ohio.gov/education/factsheets/Bulletin\\_gifts\\_and\\_entertainment.pdf](http://www.ethics.ohio.gov/education/factsheets/Bulletin_gifts_and_entertainment.pdf)

## 6.0 PUBLIC CONTRACTS

6.1 University employees and officials are prohibited from authorizing, approving or in any manner influencing others to secure a university contract in which the employee or official or family or non-university business associate would have a financial or personal interest. In order to avoid even the appearance of impropriety, such individuals may not participate in any university decision-making process, formally or informally, regarding a university contract that could benefit the individual.

6.2 University officials and employees are prohibited from having an interest in the profits or benefits of a university contract that is not let by competitive bid.

6.3 Exception:

6.3.1 University officials and employees do not violate this section if his/her interest (or family's or business associate's interest) is limited to owning shares of a corporate contractor that do not exceed five percent (5%) of the outstanding shares, and the employee files an affidavit with the General Counsel of the University giving his/her exact status with the corporation at the time the contract is entered into.

Certified as True and Correct  
8-15-16  
Secretary, SSU Board of Trustees Date

6.3.2 An exception may also be recognized when a four-part statutory test is met when determined by the Vice President for Finance & Administration or designee in consultation with the General Counsel. The four part test is as follows:

6.3.2.1 The supplies or services that are the subject of the university contract are necessary for the university; and

6.3.2.2 The supplies or services are not obtainable elsewhere for the same or lower cost, or the supplies or services are being furnished as a part of a continuing contract; and

6.3.2.3 The treatment accorded the University is either preferential to or the same as that accorded other customers or clients in similar transactions

6.3.2.4 The entire transaction is conducted at arm's length, with full knowledge of university administrators who are evaluating the transaction of the individual official or employee's conflict and such official or employee takes no part in the deliberations or decision with respect to the contract.

## 7.0 NEPOTISM

No university official or employee may use his/her university position or influence to hire, promote or give preferential treatment to any family member, as defined by this policy.

## 8.0 SANCTIONS

Failure of any employee to abide by this policy and/or Ohio's ethics laws may result in discipline up to and including termination, as well as potential civil and criminal sanctions. Any disciplinary action will be in accordance with applicable university policies or collective bargaining agreements.

## 9.0 ETHICS OFFICER AND COMPLIANCE EFFORTS

9.1 The General Counsel will serve as the University's Ethics Officer and will coordinate efforts with other university officers to promote compliance of this policy and Ohio's ethics laws. Such compliance efforts include education and training as well as pro-active measures to identify potential employee conflicts of interest.

9.2 All employees shall receive a copy of this policy and a copy of Ohio's Ethics laws upon hire.

History

Effective: 06/15/07

Revised: 05/06/16

Certified as True and Correct  
① 8-15-16  
Secretary, SSU Board of Trustees Date



INFORMATION ONLY

**ETHICS GUIDELINES FOR SSU EMPLOYEES**

The following guidance is intended to illustrate the application of Policy 5.32REV, Ethics: Conflicts of Interest & Nepotism, and the Ohio Ethics laws.

1. Employees are expected to conduct themselves in a manner that instills public trust in how they perform their jobs, ensuring public dollars are well spent, third parties are treated fairly and that the employee receives no personal benefits because of their public employment other than their contract wage or salary.
2. Employees are prohibited from accepting gifts of any kind that are of “substantial value” from any person or entity doing business or seeking to do business with the University. If an unsolicited gift is delivered, employees should immediately notify their supervisor of the gift. The supervisor should then determine an appropriate course of action, in consultation with the General Counsel. An appropriate course of action may include disposal, return, sharing or giving the gift to others. The decided action should be documented.  
<http://www.ethics.ohio.gov/education/factsheets/InfoSheet7-Gifts.pdf>
3. Employees attending a national or regional conference may participate in luncheons, meals, and other functions that are sponsored by third parties, including vendors, if all attendees or a significant subset of attendees are invited.  
[http://www.ethics.ohio.gov/education/factsheets/Bulletin\\_gifts\\_and\\_entertainmet.pdf](http://www.ethics.ohio.gov/education/factsheets/Bulletin_gifts_and_entertainmet.pdf)
4. Employees are prohibited from selling goods or services to the University or influencing other university employees to make a university purchase that would benefit the employee or employee’s family member. An exception may be made if the purchase or contract is preapproved by an authorized Finance Department employee. <http://www.ethics.ohio.gov/education/factsheets/InfoSheet3-StateContracts.pdf>
5. Employees should not use their position or influence to have the University hire their family members. Even the appearance of influence should be avoided during the hiring process, or other employment action, by removing oneself from the process.  
<http://www.ethics.ohio.gov/education/factsheets/InfoSheet1-Nepotism.pdf>



**RESOLUTION F14-16**

**APPOINTMENT TO THE POSITION OF PROVOST AND VICE PRESIDENT  
FOR ACADEMIC AFFAIRS**

WHEREAS, University Policy 5.16Rev President's Authority, University Personnel Actions, requires approval by the Board of Trustees for appointment to the executive position of vice president; and

WHEREAS, the University engaged in a national search in which a comprehensive process was undertaken to select a highly qualified candidate for the position of Provost and Vice President for Academic Affairs; and

WHEREAS, Dr. Jeffrey Bauer competed as a candidate through this national search process and, based upon his academic experience and credentials, emerged as the candidate most fully meeting the requirements for this position; and

WHEREAS, the President recommends Dr. Bauer for this appointment;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the appointment of Dr. Jeffrey Bauer to the position of Provost and Vice President for Academic Affairs, effective July 1, 2016, at a fiscal-year salary of \$158,000 and further authorizes the President to execute an executive employment agreement with Dr. Bauer consistent with applicable university policies.

(May 6, 2016)



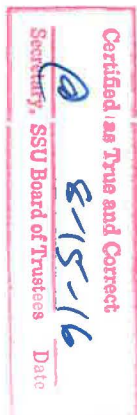
## Estimated Salary & Benefit Data May 2016

### Provost & Vice President for Academic Affairs

Funding Source: Reallocation of existing funds  
Pay Range (Grade E 3): (Min) - \$112,714 (Mid)-\$152,165 (Max) \$191,615

Proposed Starting Salary: \$158,000  
Fixed Benefits: \$19,890 (Health & Life)  
Variable Benefits (16.95%): \$ 26,781 (Retirement, Medicare, Unemployment, Worker's Compensation)

**Total Compensation: \$ 204,671**  
**(Actual added cost to position through this action = \$25,439)**



**RESOLUTION F15-16**

**CREATION OF VICE PRESIDENT POSITION**

WHEREAS, in accordance with Policy 5.16Rev President's Authority, University Personnel Actions, the Board of Trustees approves the creation of executive positions; and

WHEREAS, it is essential that the institution be organizationally structured to maximize the institution's growth strategies and be responsive to those initiatives that expand and enhance the University's outreach and partnerships with regional, community, and government entities; and

WHEREAS, after assessing the current organization's needs, the President has reconfigured the existing Executive Affairs Division and renamed it the Advancement and External Affairs Division effective July 1, 2016; and

WHEREAS, a newly created division vice president position is required that will be charged with the executive-level oversight and managerial responsibility to oversee functionally related existing departments (see attached organization chart); and

WHEREAS, this newly created executive position will be funded with the resources within the existing budgets;

THEREFORE BE IT RESOLVED, that Shawnee State University's Board of Trustees acknowledges the establishment of the Advancement and External Affairs Division, replacing the Executive Affairs Division, and approves the creation of the vice president for Advancement and External Affairs Division effective July 1, 2016.

(May 6, 2016)



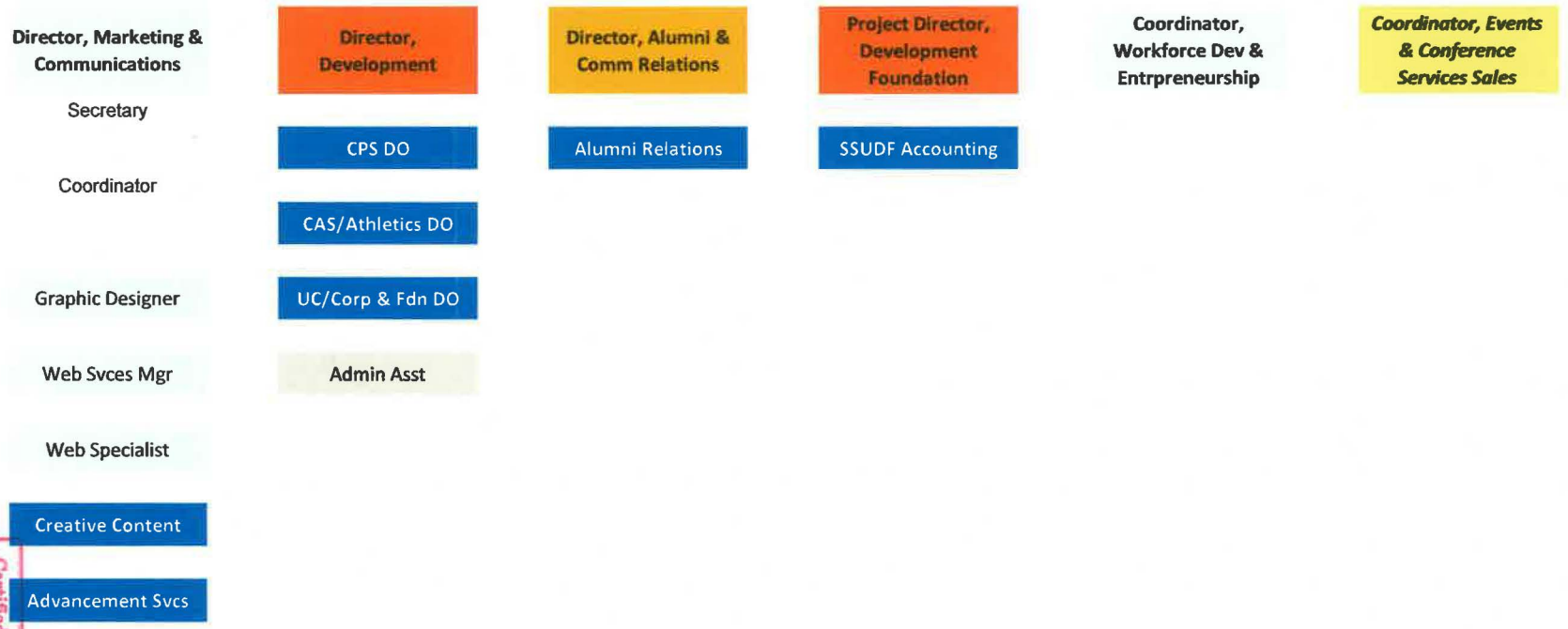
# Advancement and External Affairs Division

**Draft**

*"Under Review"; and other functions consistent with Strategic Planning Initiatives*

*New positions are term appts; funded by foundation; more capacity for fundraising and marketing; workforce development experience*

VP, Advancement & External Affairs



Certified as True and Correct  
 Secretary, SSU Board of Trustees  
 2-15-16

**RESOLUTION F16-16**

**APPOINTMENT OF VICE PRESIDENT FOR ADVANCEMENT AND  
EXTERNAL AFFAIRS**

WHEREAS, University Policy 5.16Rev President's Authority, University Personnel Actions, requires approval by the Board of Trustees for appointment to the executive position of vice president; and

WHEREAS, the Board of Trustees has created the executive position of Vice President for Advancement and External Affairs (ref. Board Resolution F15-16); and

WHEREAS, Mr. Eric Braun, Esq., has served in a distinguished manner as Special Assistant to the President for the past year, has willingly accepted and excelled with additional high-level and sensitive assignments related to government relations and workforce development, and has actively managed many of the departments being incorporated within the newly formed Advancement and External Affairs Division; and

WHEREAS, Mr. Braun possesses the experience and credentials to fulfill the requirements for this position; and

WHEREAS, the President recognizes and appreciates Mr. Braun's performance and dedication to the University and recommends his appointment to this position;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the appointment of Mr. Eric Braun to the position of Vice President for Advancement and External Affairs, effective July 1, 2016, at a fiscal-year salary of \$128,000 and further authorizes the President to execute an executive employment agreement with Mr. Braun consistent with applicable university policies.

(May 6, 2016)



**Estimated Salary & Benefit Data**  
**May 2016**

**Vice President, Advancement and External Affairs**

Funding Source: Reallocation of existing funds  
Pay Range (Grade E 3): (Min) - \$106,462 (Mid)-\$142,871 (Max) \$179, 175

Proposed Starting Salary: \$128,000  
Fixed Benefits: \$19,890 (Health & Life)  
Variable Benefits (16.95%): \$21,696 (Retirement, Medicare, Unemployment, Worker's Compensation)

**Total Compensation: \$ 169,586**  
**(Actual added cost to position through this action (including benefits) = \$18,837)**



**RESOLUTION F17-16**

**INVESTMENT COMMITTEE MEMBER REAPPOINTMENT**

WHEREAS, on June 30, 2016 Mr. Steven Boden will have completed a three-year appointment serving on the Shawnee State University Investment Committee; and

WHEREAS, Mr. Boden has regularly attended committee meetings, demonstrated exemplary service and expertise, and indicated a willingness to continue as a member of the committee; and

WHEREAS, the President recommends reappointment of Mr. Boden; and

WHEREAS, Ms. Kay Reynolds, Chairperson of the SSU Board of Trustees, and Chairperson of the Investment Committee nominates Steven Boden for reappointment, and

WHEREAS, member reappointments by policy are for three years;

THEREFORE BE IT RESOLVED that Mr. Steven Boden is appointed to the Shawnee State University Investment Committee for the period of July 1, 2016 through June 30, 2019;

THEREFORE BE IT FURTHER RESOLVED that the Board of Trustees extends its appreciation to Mr. Boden for his service to the University.

(May 6, 2016)





**RESOLUTION F18-16**

**SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION MEMBER  
APPOINTMENTS**

WHEREAS, as the sole member of the Shawnee State University Development Foundation, the Board of Trustees of Shawnee State University ratifies Foundation policies and members; and

WHEREAS, the Shawnee State University Development Foundation recommended the appointment of a new board member at its March 9, 2016 quarterly meeting;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby affirms the appointment of the following member to the Development Foundation Board for the term expiring December 31, 2018.

Three-year Term:

Barry Rodbell

(May 6, 2016)



**RESOLUTION F19-16**

**CONTINUING UNIVERSITY SPENDING AUTHORITY**

WHEREAS, strategic budgeting initiatives are underway that will significantly impact university revenue and expenditure assumptions for the FY17 budget year; and

WHEREAS, detailed planning efforts are in progress to reduce the operating budget deficit for FY17; and

WHEREAS, due to these uncertainties and timing constraints, it is necessary to take steps to continue to meet University financial obligations, including payment of salaries and the reallocation of resources for identified needs prior to the time that the FY17 operating budget will be finalized and approved;

THEREFORE BE IT RESOLVED, effective July 1, 2016 the SSU Board of Trustees approves continuing University spending authority consistent with the level of resources approved for fiscal year 2016 until such time that the FY17 operating budget is approved by the Board.

(May 6, 2016)






**2016-17 Academic Year**  
**Fines and Cost Recovery Charges<sup>1</sup>**  
*effective Summer semester 2016*

<b>Cost Recovery Charges</b>	<b>AY 2015-16</b>	<b>AY 2016-17</b>
<b>Equipment:</b>		
Bike rental for International students (new)	-	\$30.00
Bike rental for International students (used)	-	\$25.00 refundable deposit
Calculator rental	\$100.00 (includes \$60.00 deposit)	\$100.00 (includes \$60.00 deposit)
Ipad damaged, lost, or stolen	\$1,000.00	\$1,000.00
Ipad missing pieces	\$200.00	\$200.00
Laptop replacement charge	\$1,200.00	\$1,200.00
<b>International Programs:</b>		
Airport transportation - Cincinnati, Columbus	-	\$160.00
Airport transportation - Huntington	-	\$100.00
<b>Library:</b>		
Copies - black & white	\$0.10	\$0.10
Copies - color	\$0.25	\$0.25
Transparencies	\$0.35	\$0.35
Lost/damaged item	\$60.00	\$60.00
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
Visiting borrower card	\$25.00	\$25.00
<b>Student Business Center:</b>		
Postage charge for rush transcript	current USPS rate for priority mail express	current USPS rate for priority mail express
<b>University College:</b>		
Lost/damaged item	cost of item	cost of item
<b>Disciplinary Charges &amp; Fines</b>	<b>AY 2015-16</b>	<b>AY 2016-17</b>
Defacing University property	\$50.00 - \$400.00 plus costs	\$50.00 - \$400.00 plus costs
Discharging fire extinguisher	\$750.00 plus costs	\$750.00 plus costs
E-Chug	\$100.00	\$100.00
E-Token	\$100.00	\$100.00
Misuse of campus computer network	\$100.00	\$100.00
Misuse of phone system	\$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
Violation of alcohol policy - second violation	\$150.00	\$150.00
Violation of alcohol policy - third violation	\$250.00	\$250.00
<b>Housing Charges &amp; Fines:</b>		
Damages	variable, depending on type of damage	variable, depending on type of damage
Failure to dispose of trash	\$25.00 - \$100.00	\$25.00 - \$100.00
Housing during University breaks	\$25.00/day	\$25.00/day
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	\$10.00	\$10.00
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	\$25.00	\$25.00
Violation of visitation policy	\$25.00	\$25.00
<b>Parking Fines:</b>		
Bicycles in buildings	\$20.00	\$25.00
Driving or parking on grass	\$20.00 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	\$20.00 plus towing & storage charge	\$25.00 plus towing & storage charge
Parking hang tag not displayed	\$20.00	\$25.00
Parking in fire lane	\$20.00	\$25.00
Parking in handicapped zone	\$250.00	\$250.00
Parking in prohibited lot	\$20.00	\$25.00
Parking outside permitted areas	\$20.00 plus surface repair cost	\$25.00 plus surface repair cost
Parking reinstatement charge	\$20.00	\$25.00
Parking with disregard for painted lines	\$20.00	\$25.00
Parking within 10 feet of fire hydrant	\$20.00	\$25.00
Parking within 20 feet of crosswalk	\$20.00	\$25.00
Parking within 30 feet of stop sign	\$20.00	\$25.00
Parking/stopping in other prohibited zone (posted)	\$20.00 plus towing & storage charge	\$25.00 plus towing & storage charge
Vehicle not registered	\$20.00	\$25.00
<b>Payment Return Charges:</b>		
Automated Clearinghouse (ACH) Return Charge	\$50.00	\$50.00
Bad Check Charge	\$50.00	\$50.00
<b>Replacement Charges</b>	<b>AY 2015-16</b>	<b>AY 2016-17</b>
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

<sup>1</sup> Fines and charges listed on this schedule may include an administrative surcharge.

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

Personnel Action	Name	Employment Status		Effective	Salary	Comments
		From	To			
<b>Appointments</b>	Paul Foit		Instructor, Allied Health Science/ EMT	01/11/16	\$44,213	BA Nursing, Associate Nursing, Paramedic Certification, Member ENA, NAEMT, 14 years professional experience.
	Anne Marie Gillespie		Vice-President for Enrollment Management & Student Affairs, Student Affairs	01/18/16	\$134,800	Appointment, 1/18/16-1/18/19
	Meagan Earls		Residence Coordinator, Student Affairs	02/29/16	\$31,286	Temporary Appointment, 1/25/16-2/28/16, MA Arts & Leadership, 4 years professional experience. Offered a regular appointment effective 2/29/16
	Logan Minter		Project Director, Upward Bound/Upward Bound Math Science	03/07/16	\$46,255	Appointment, grant-funded
<b>Change of Status</b>	Jenna Heresh	Teacher, Children's Learning Center	Acting Head Teacher, Children's Learning Center	01/04/16	\$29,975	Reassignment- Acting Appointment
	Joanne Charles	Acting Vice-President for Enrollment Management & Student Affairs, Student Affairs	Associate Vice-President, Finance & Administration	01/30/16	\$100,909	Acting appointment ended 1/29/16. Term appointment extended to 6/30/2016.
	Jonica Burke	Associate Vice-President, Finance & Administration	Director, Budget & Financial Analysis	01/30/16	\$84,047	Acting appointment ended 1/29/16
	Chris Shaffer	Director, Department of Institutional Research & Sponsored Programs		02/13/16	\$88,366	Position market adjustment
	Zachary Lewis	Library Specialist 1, Clark Memorial Library	Access Service Librarian, Clark Memorial Library	02/14/16	\$41,000	Internal Promotion
	Ali Thompson	Procurement Specialist, Finance & Administration	Budget & Financial Analyst, Finance & Administration	02/15/16	\$50,757	Internal Promotion
	Brittany Corsaro	Residence Coordinator, Student Affairs	Academic Advisor, University College	02/29/16	\$37,732	Internal Promotion
<b>Terminations</b>	Brandon Lamma	Associate Director, University Housing & Residence Life		01/08/16		Resignation
	Mary Cummings	Librarian, Research & Instruction		03/01/16		Retirement
	Cathy Mullins	Officer, Academic Grants		03/11/16		Resignation; Temporary Contract from 1/1/2016.
	Shawna Singler	Coordinator, Clinical & Field Teacher Education		04/12/16		Resignation

Secretary, SSU Board of Trustees  
 5-15-16  
 Certified as True and Correct

INVESTMENT PORTFOLIO PERFORMANCE

FISCAL YEAR 15:

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2014	GAIN/(LOSS) JULY	GAIN/(LOSS) AUGUST	GAIN/(LOSS) SEPTEMBER	GAIN/(LOSS) OCTOBER	GAIN/(LOSS) NOVEMBER	GAIN/(LOSS) DECEMBER	GAIN/(LOSS) JANUARY	GAIN/(LOSS) FEBRUARY	GAIN/(LOSS) MARCH	GAIN/(LOSS) APRIL	GAIN/(LOSS) MAY	GAIN/(LOSS) JUNE	TOTAL YTD GAIN/(LOSS)
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 3,028,564.29	\$ (22,964.54)	\$ 13,873.79	\$ (40,794.95)	\$ 22,018.55	\$ (8,558.61)	\$ (73,916.09)	\$ 24,704.49	\$ 21,446.39	\$ 18,672.95	\$ 66,687.94	\$ 11,048.91	\$ (38,560.98)	\$ (6,342.15)
U.S. BANK EQUITY MUTUAL FUNDS	\$ 6,204,923.35	\$ (100,679.37)	\$ 188,247.24	\$ (147,747.04)	\$ 105,050.06	\$ 132,007.32	\$ (112,648.17)	\$ (131,068.64)	\$ 332,317.50	\$ (87,091.72)	\$ 118,715.71	\$ 48,615.06	\$ (131,976.01)	\$ 213,741.94
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,625,071.97	\$ (12,651.87)	\$ 26,218.20	\$ (22,954.25)	\$ 19,313.78	\$ 24,472.72	\$ (10,677.40)	\$ (22,908.17)	\$ 50,545.77	\$ (21,624.74)	\$ 16,956.59	\$ 2,235.39	\$ (29,856.92)	\$ 19,069.10
AGINCOURT CAPITAL	\$ 2,928,640.37	\$ (7,478.21)	\$ 34,138.73	\$ (24,940.36)	\$ 22,446.76	\$ 21,899.08	\$ (2,560.38)	\$ 76,608.78	\$ (33,603.69)	\$ 13,386.81	\$ (19,587.56)	\$ (13,830.58)	\$ (34,999.80)	\$ 31,479.58
TAMRO CAPITAL PARTNERS	\$ 1,030,816.08	\$ (71,975.70)	\$ 42,445.82	\$ (49,588.72)	\$ 71,388.85	\$ 7,434.27	\$ 14,975.11	\$ (40,699.29)	\$ 65,361.87	\$ 5,534.42	\$ (31,286.02)	\$ 25,373.34	\$ 13,471.86	\$ 52,435.81
MANNING & NAPIER	\$ 1,727,527.35	\$ (24,704.72)	\$ 34,027.80	\$ (56,823.97)	\$ 3,029.81	\$ 22,815.42	\$ (20,199.70)	\$ (16,825.64)	\$ 66,126.25	\$ (26,806.54)	\$ 22,406.25	\$ (6,608.22)	\$ (19,100.90)	\$ (22,664.16)
<b>CURRENT MTD TOTAL GAIN/(LOSS)</b>	<b>\$ (240,454.41)</b>	<b>\$ 338,951.58</b>	<b>\$ (342,849.29)</b>	<b>\$ 243,247.81</b>	<b>\$ 200,070.20</b>	<b>\$ (205,026.63)</b>	<b>\$ (110,188.47)</b>	<b>\$ 502,194.09</b>	<b>\$ (97,928.82)</b>	<b>\$ 173,892.91</b>	<b>\$ 66,833.90</b>	<b>\$ (241,022.75)</b>	<b>\$ 287,720.12</b>	

FISCAL YEAR 16:

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2015	GAIN/(LOSS) JULY**	GAIN/(LOSS) AUGUST	GAIN/(LOSS) SEPTEMBER	GAIN/(LOSS) OCTOBER	GAIN/(LOSS) NOVEMBER	GAIN/(LOSS) DECEMBER	GAIN/(LOSS) JANUARY	GAIN/(LOSS) FEBRUARY	GAIN/(LOSS) MARCH	GAIN/(LOSS) APRIL	GAIN/(LOSS) MAY	GAIN/(LOSS) JUNE	TOTAL YTD GAIN/(LOSS)
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 3,022,222.14	\$ 5,260.30	\$ (62,605.80)	\$ (55,395.64)	\$ 50,165.16	\$ (2,961.15)	\$ (66,808.66)	\$ (26,149.34)	\$ 6,004.61	\$ 69,299.02	\$ -	\$ -	\$ -	\$ (83,191.50)
U.S. BANK EQUITY MUTUAL FUNDS	\$ 6,418,665.29	\$ 55,995.83	\$ (390,614.80)	\$ (158,383.34)	\$ 428,121.77	\$ (18,274.26)	\$ (101,591.66)	\$ (290,606.64)	\$ (31,856.12)	\$ 356,145.33	\$ -	\$ -	\$ -	\$ (151,063.89)
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,644,141.07	\$ 10,066.57	\$ (54,657.92)	\$ (29,765.25)	\$ 68,234.75	\$ (1,466.04)	\$ (23,138.00)	\$ (54,863.03)	\$ (793.52)	\$ 61,127.55	\$ -	\$ -	\$ -	\$ (25,254.89)
AGINCOURT CAPITAL	\$ 2,960,119.95	\$ 19,723.76	\$ (7,704.81)	\$ 21,679.28	\$ (576.49)	\$ (6,821.46)	\$ (17,134.21)	\$ 30,164.91	\$ 18,188.45	\$ 17,657.18	\$ -	\$ -	\$ -	\$ 17,657.61
TAMRO CAPITAL/VAUGHAN NELSON##	\$ 1,083,251.89	\$ (10,859.54)	\$ (63,955.47)	\$ (71,593.87)	\$ 35,941.01	\$ 6,626.04	\$ (53,856.88)	\$ (93,826.49)	\$ (5,249.41)	\$ 80,118.15	\$ -	\$ -	\$ -	\$ (176,656.46)
MANNING & NAPIER	\$ 1,704,863.19	\$ 3,757.17	\$ (68,126.27)	\$ (37,697.40)	\$ 71,060.30	\$ (9,989.05)	\$ (27,833.04)	\$ (32,746.53)	\$ (6,919.65)	\$ 60,460.72	\$ -	\$ -	\$ -	\$ (48,035.75)
<b>CURRENT MTD TOTAL GAIN/(LOSS)</b>	<b>\$ 83,944.09</b>	<b>\$ (647,665.07)</b>	<b>\$ (331,156.22)</b>	<b>\$ 652,946.50</b>	<b>\$ (32,835.92)</b>	<b>\$ (290,364.45)</b>	<b>\$ (468,027.12)</b>	<b>\$ (20,625.64)</b>	<b>\$ 644,807.95</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (409,025.88)</b>

\*\* During the month of July 2015, the University liquidated the following investment amounts from their respective portfolios. The proceeds from the liquidation were transferred to the University Operating Cash account to meet July and August cash needs.

U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 100,000.00
U.S. BANK EQUITY MUTUAL FUNDS	\$ 475,000.00
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 100,000.00
AGINCOURT CAPITAL	\$ 225,000.00
MANNING & NAPIER	\$ 100,000.00
<b>TOTAL AMOUNT OF WITHDRAWALS FROM INVESTMENT PORTFOLIO</b>	<b>\$ 1,000,000.00</b>

## During the month of July 2015, the University terminated their investment contract with TAMRO Capital Partners and entered into a new agreement with Vaughan Nelson to manage the Equity portion of our investment portfolio. In addition to receiving the funding from the TAMRO Capital Partners portfolio, \$200,000 from the U.S. Bank Equity Mutual Fund Account (Vanguard 500 Index Fund) was placed under Vaughan Nelson's management in July 2015.

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 8-15-16  
 Secretary, SSU Board of Trustees Date

## Status of Construction/Renovation Projects through April 30, 2016

Project	Status	Projected Budget	Funding Source
<b>VRCFA Roof Project</b>	<ul style="list-style-type: none"> <li>• Replace roof on the academic wing of the Fine Arts building.</li> <li>• New roof will replace original system with a single membrane EPDM system that includes a 20 year warranty.</li> <li>• Additional section is complete. Only punch list items and close-out documents remain.</li> </ul>	\$200,000	State Capital/Local
<b>Center for Fine Arts Cooling Tower Replacement</b>	<ul style="list-style-type: none"> <li>• Cooling towers will be replaced on VRCFA.</li> <li>• The existing towers are 20 years old and are obsolete.</li> <li>• New tower includes increased capacity to allow existing chiller plant to be upsized to serve chilled water to other buildings.</li> <li>• Tower installation complete; only close-out items remain.</li> </ul>	\$188,000	State Capital/Local
<b>Health Sciences Program Expansion</b>	<ul style="list-style-type: none"> <li>• Kricker Hall, Health Science, and ATC Buildings space programming complete.</li> <li>• Architect selected; program verification and conceptual design complete.</li> <li>• Design development underway.</li> <li>• Phase I ATC/T&amp;I tentative schedule for completion 1/1/17.</li> <li>• Phase II &amp; III to completed by Fall, 2017.</li> </ul>	\$4,000,000	State Capital

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 Secretary, SSU Board of Trustees  
 Date 8-15-16