

**BOARD OF TRUSTEES  
FINANCE AND ADMINISTRATION COMMITTEE**

**July 10, 2015  
9:00 a.m., University Center, Room 214**

**Agenda**

**1.0 Action Items**

**1.1 Resolution F22-15  
Approval of Policy 5.19Rev, Public Records**

Revised Policy 5.19Rev, Public Records, clarifies the University's authority to charge requesters for costs associated with copying records.

**1.2 Resolution F23-15  
Approval of Policy 5.11Rev, Media, Social Media, and Web Sites**

Revised Policy 5.11Rev is updated to identify responsibilities for the official Shawnee State University website including social media and the dissemination of information to the media.

**2.0 Information Items**

**2.1 FY15 Budget Status (projected) (Boyles and Burke)**

**2.2 Status of FY16 Tuition Rates; FY16 Revenue and Budget Status (Boyles and Burke)**

**2.3 University Investment Report (Ballengee)**

**2.4 Capital Projects Report (Boyles)**

**3.0 Education**

Dave Zender, Director, Human Resources will provide a demonstration of the University's newly implemented automated staff development and performance evaluation system.

## **RESOLUTION F22-15**

### **REVISION OF POLICY 5.19REV, PUBLIC RECORDS**

WHEREAS, Policy 5.19Rev, Public Records, addresses subjects under the Ohio Public Records Act to ensure and facilitate prompt access to the University's public records; and

WHEREAS, a systematic review of institutional policies has been undertaken in order to remove outdated policies, and to modify and update policies; and

WHEREAS, Policy 5.19Rev is scheduled for review and is being modified to clarify the University's authority for charging for costs associated with copying records, which is established by procedure; and

WHEREAS, a revised procedure is provided for informational purposes;

THEREFORE BE IT RESOLVED, that effective July 10, 2015, the Board of Trustees of Shawnee State University hereby approves Policy 5.19Rev, Public Records.

(July 10, 2015)

# Shawnee State University

POLICY TITLE:	PUBLIC RECORDS
POLICY NO. :	5.19 REV
ADMIN CODE:	3362-5-20
PAGE NO.:	1 OF 1
EFFECTIVE DATE:	07/10/15
NEXT REVIEW DATE:	07/2018
RESPONSIBLE OFFICER(S):	GENERAL COUNSEL
APPROVED BY:	BOT

## 1.0 PURPOSE

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

## 2.0 PUBLIC RECORDS OFFICER

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

## 3.0 PROCEDURES

A procedure will be established to identify public records request pathways and assist requestors, as well as set charges for costs associated with copying records. Procedures may also include, but are not limited to, establishing a process for an internal review of records prior to production to ensure that records produced are not exempt, in accordance with Ohio law.

### History

Effective: 09/14/07

Revised: 07/10/15; 07/13/12

Applicable Procedure: [5.19:1 Public Records Requests](#)

# Shawnee State University

SUBJECT: PUBLIC RECORDS	POLICY NO. :	5.19 REV
	ADMIN CODE:	3362-5-20
	PAGE NO.:	1 OF 1
	EFFECTIVE DATE:	07/10/1507/13/12
	NEXT REVIEW DATE:	07/201807/13/15
	RESPONSIBLE OFFICER(S):	General Counsel
	APPROVED BY:	BOT

## 1.0 PURPOSE

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

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

## 3.0 PROCEDURES

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

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

History:

Effective: 09/14/07

Revised: 07/10/15; 07/13/12

Applicable Procedure: [5.19.1 Public Records Requests](#)

## INFORMATION ONLY

PROCEDURE TITLE:	PUBLIC RECORDS REQUESTS
PROCEDURE NO.:	5.19:1
RELATED POLICY:	5.19 REV.
PAGE NO.:	1 of 4
RESPONSIBLE OFFICER(S):	GENERAL COUNSEL
EFFECTIVE DATE:	
NEXT REVIEW DATE:	<del>04/18/15</del> 07/2018
APPROVED BY:	PRESIDENT

### 1.0 INTRODUCTION

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

- 1.1 The term “University records” has the same meaning as the term “records” in O.R.C. 149.011, the Ohio Public Records Act.

### 2.0 PUBLIC RECORDS OFFICER

- 2.1 The President will designate a Public Records Officer to be responsible for facilitating University responses to requests for public records. The Public Records Officer will work in consultation with the University General Counsel.
- 2.2 The Public Records Officer is responsible for maintaining a record of public record requests, **including the date the request was received, name of requester (if known), a summary description of the requested records, the date such records were provided, and, the reason for redactions, if any.** ~~and University responses.~~
- 2.3 University staff who receive public records requests are required to promptly notify the Public Records Officer or the Office of General Counsel and provide a copy of the request. Employees in other university offices shall assist the Public Records Officer to ensure prompt production of records.

### 3.0 MAKING A PUBLIC RECORDS REQUEST

- 3.1 Information containing a general description of the process for making public records requests and the contact information of the Public Records Officer will be posted in prominent University locations, including the University's website.
- 3.2 Public records requests may be made in person, by phone, or in writing, including via email to [publicrecords@shawnee.edu](mailto:publicrecords@shawnee.edu). ~~Email is the University's preferred method of receiving requests.~~ Requests to the email address is generally the most expedient pathway.
- 3.3 Public records requests will be honored as promptly as possible, depending upon the nature of the request, including the volume ~~and specificity of records requested, ease of retrieval, and the need for legal review and redaction of non-public information. of the request and the requester's ability to identify the specific records being requested.~~
  - 3.3.1 The University may work with the requester to establish timelines for responses to requests that are voluminous, or that require extensive research or review. In such cases, the University may work with the requester to identify records of priority to the requester.
- 3.4 Requesters need not identify themselves or the purpose for the request, except as specifically required or authorized by state or federal law.
  - 3.4.1 The University may inquire about the requester's identity and/or intended use of the records if reasonably believed it would help to clarify the request and/or enhance the ability of the University to identify, retrieve or deliver the records sought by the requester.
- 3.5 Although no specific language is required to make a request, the requester should at least identify records with sufficient clarity and specificity to enable the University to more quickly identify, and locate the records.
  - 3.5.1 The University may work with the requester to revise requests that are ambiguous or overly broad. In doing so, the University will assist the requester by informing the requester of the manner in which University records are customarily maintained and accessed by the University in its ordinary course of business.
  - 3.5.2 The Shawnee State University general records retention schedule can be found at <http://shawnee.edu/offices/records-retention/>

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

3.6 If a request is made for personnel records of a specified University employee, the University will endeavor to notify that employee that his/her records have been requested and, if known, the name of the person making the request.

#### 4.0 INSPECTION OF RECORDS

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

#### 5.0 REQUESTING COPIES

5.1 In accordance with Ohio law, the requester may request copies of records in the following mediums: (1) on paper, (2) in the same medium as the record is kept by the University office, or (3) on any medium upon which the University determines the record can reasonably be duplicated as an integral part of the normal operations of the University.

5.2 Requests for electronic copies of records maintained only in paper form will be honored to the extent the records can reasonably be duplicated in the normal course of operations.

#### 6.0 CHARGES/COSTS

6.1 The University may recover the actual cost associated with producing duplication of records, including copying and mailing expenses. Payment of these costs is expected in advance and copying requests may be held until receipt of payment. No charge will be assessed for staff time to review or make copies.

6.2 Charges for copying and/or scanning of records maintained only in paper form will be assessed at a rate of ~~\$.05~~ \$0.10 per ~~paper~~ page, \$0.05 per scan and \$1.00 for compact disc. ~~Other tangible mediums, such as compact discs,~~ will be assessed at cost. No charge will be assessed for electronic transfer of a record that is maintained in an electronic file.

6.3 Requests for transmission of public records via U.S. mail or other carrier system will be charged for copies along with postage or other delivery cost.

6.4 Charges may be assessed for costs associated with redaction of information subject to exemption under the Ohio Public Records Act.

6.5 The above fees may be waived for requests received from other government entities.

## 7.0 REQUESTING INCIDENT REPORTS AND INDIVIDUAL RECORDS

7.1 Requests for an incident report may be made either to the Public Records Officer, or directly to the Department of Public Safety. A request for multiple reports or more than one request in a month from the same requester should be directed ~~only~~ to the Public Records Officer.

7.2 Individuals may request review and/or copies of their own student transcripts directly from the University Registrar.

7.3 Individuals may request review and/or copies of their own personnel record directly from the Office of Human Resources.

## 8.0 DENIAL OF RECORDS IN WHOLE OR IN PART

8.1 Records will be reviewed to determine if the record itself or information contained within a record are subject to exemption in accordance with the Ohio Public Records Act. If a record is denied in whole or in part, the requester will be provided an explanation, including legal authority, setting forth the reason for denial of the request. Information which is not releasable, such as ~~S~~social ~~S~~security numbers, will be redacted in a visible manner prior to release.

### History

Effective: 07/13/12

Revised: 07/10/15; 03/19/14



**RESOLUTION F23-15**

**UPDATE AND RETITLING OF POLICY 5.11, MEDIA INFORMATION  
TO  
POLICY 5.11REV, MEDIA, SOCIAL MEDIA, AND WEB SITES**

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

WHEREAS, Policy 5.11Rev, Media Information, was last reviewed and approved by the Board of Trustees on June 15, 1990 and is updated to address responsibilities for management of the official Shawnee State University website, dissemination of information to the media, and the creation and management of social media sites;

THEREFORE BE IT RESOLVED that effective July 10, 2015, the Board of Trustees of Shawnee State University hereby approves Policy 5.11Rev, Media, Social Media and Web Sites.

(July 10, 2015)

# Shawnee State University

POLICY TITLE:	MEDIA, SOCIAL MEDIA, & WEB SITES
POLICY NO. :	5.11 REV
ADMIN CODE:	3362-5-12
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	07/10/15
NEXT REVIEW DATE:	07/2018
RESPONSIBLE OFFICER(S):	DIRECTOR OF COMMUNICATIONS
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 OVERVIEW

- 1.1 Shawnee State University is committed to sharing timely, accurate, and consistent information with its various audiences, including current and prospective students, parents and families, alumni and friends, neighbors and the community through whatever practical means are relevant and available, including media sources, social media sites, and websites.
- 1.2 The Office of Communications is the official source of information to the media and manages Shawnee State University's official web and social media presence.
- 1.3 The Director of Communications serves as the official university spokesperson and will coordinate designation of an appropriate source regarding specific areas of expertise.

## 2.0 DISSEMINATION OF INFORMATION TO MEDIA SOURCES

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

## 3.0 CREATION AND MANAGEMENT OF SOCIAL MEDIA SITES

- 3.1 The Office of Communications is responsible for monitoring and managing all social media platforms that officially represent Shawnee State University as an institution. Sites officially representing SSU departments, programs, and/or services may be managed at the department level, with approval by and coordination with the Office of Communications.

- 3.2 Users are encouraged to respectfully share their opinions and comment freely about topics posted on all official Shawnee State University social media platforms. Comments determined by the Office of Communications to be off-topic; represent advertisements or spam; constitute or encourage illegal activity; infringe upon someone's rights; contain nudity or obscenities; or direct and target physical threats; will be removed.

#### 4.0 CREATION AND MANAGEMENT OF WEB SITES

- 4.1 The Office of Communications is responsible for managing Shawnee State University's web presence, which includes the official shawnee.edu site, as well as all official University affiliated or representative websites (e.g. athletics), whether developed and maintained by third-party vendors, university departments, or campus affiliates. All official university websites must be approved by the Office of Communications.
- 4.2 All official university websites shall be managed within the campus Web Content Management System, unless exemption is granted by the Office of Communications. The Web Content Management System will provide templates for required information, enable incorporation of university branding, and facilitate site maintenance, while providing for centralized management and support. Except as described in this policy, all University offices are required to utilize the campus Web Content Management System for developing and maintaining their respective web sites.
- 4.3 Permission may be granted by the Office of Communications to develop and maintain pages outside of the Web Content Management System based on the nature and requirements of the site, technical limitations, ability for ongoing and consistent management of the site, and relationship of the unit to the university.
- 4.4 University offices are responsible to ensure that their web pages within the campus Web Content Management System, as well as those outside the system but officially connected to shawnee.edu, meet standards of accessibility conforming to Section 504 of the Rehabilitation Act of 1973, compliance with copyright and trademark laws, university web guidelines, and university branding guidelines.
- 4.5 University offices are responsible to ensure that sites containing, soliciting, or collecting protected or personal data comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) and University Policy 3.04, Student Education Records Privacy and Release.
- 4.6 Commercial advertising on [www.shawnee.edu](http://www.shawnee.edu) is prohibited. Websites hosted under official university domains may not advertise or promote private individuals, firms, or corporations, or imply in any manner that Shawnee State

University endorses or favors any specific commercial product, commodity or service.

- 4.7 Sponsorship acknowledgements and/or links to outside commercial sites for sponsorship purposes for any University related event must have prior approval from the Office of Development Director. Images, logos, graphics or text used to denote sponsorship affiliations or links to commercial sites may not in any way imply that the university is endorsing a product, service or company. Collection of money online must be coordinated through the Office of Development.

## 5.0 EMERGENCY INFORMATION

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

## 6.0 PROCEDURES/GUIDELINES

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

### History

Effective: 06/15/90

Revised: 07/10/15

Guidelines found at: <http://www.shawnee.edu/offices/communications/>

# Shawnee State University

AREA:	UNIVERSITY-WIDE POLICY	POLICY NO.:	5.11
		ADMIN. CODE:	3362-5-12
		PAGE NO.:	1 OF 2
		EFFECTIVE DATE:	6 / 15 / 9 0
		RECOMMENDED BY:	President's Council
SUBJECT:	MEDIA INFORMATION	APPROVED BY:	

It is the policy of Shawnee State University to be a good neighbor in the community and to foster community and individual relationships in the most positive way. To achieve this goal, the University will share information whenever possible with the broader community in a timely and accurate manner. The Office of Development and Community Relations will be the official spokesperson for the University and will be the conduit for disseminating official University information, except in the case of athletics, which will be handled through the Athletic Office.

## 1.0 Guidelines for Coordinating the Dissemination of University Information to the Media

- 1.1 The Assistant Director of Public Relations, working with the Director of Development and Community Relations, who reports directly to the President, will coordinate news releases, press conferences, public service announcements, media kits, etc.
- 1.2 Official University information will be sent from only the Office of Development and Community Relations.
- 1.3 Anyone within the University community--i.e., administrators, faculty; staff, or students--shall release official information and University events to the media only with the knowledge and assistance of the President or the Office of Development and Community Relations.

Examples of information typically released include but are not limited to the following:

- announcements of events new employee information
- academic information on programs, divisions, academic units
- official general news items

## 2.0 Guidelines for Disseminating Individual Information

Individuals within the institution are encouraged to disseminate private or personal information through the Office of Development and Community Relations, which provides them with broader and more certain media access than individual efforts at publicity.

## 2.0 (Continued)

Examples of information typically released include but are not limited to the following:

- scholarly achievements professional honors and awards individual accomplishments

## 3.0 News Gathering

### 3.1 Individual News

The Office of Development and Community Relations encourages faculty and staff to inform the Assistant Director of any activities that may be considered noteworthy so that the information can be shared with the public. Information about travel, honors, publishing, offices held in professional organizations, and other accomplishments is newsworthy and serves to promote the individual involved as well as the University.

### 3.2 Program News

Each dean, division chairperson, and program director is encouraged to inform the Assistant Director about accomplishments within the administrative unit so as to promote the program, its faculty, staff; students, and the University.

## 4.0 Emergency Information

News of school closing due to weather emergency or other causes or conditions will be disseminated under the direction of the Provost.

## 5.0 Sensitive Information

It is the policy of Shawnee State University to share all information concerning the University, even that which may be considered sensitive. Sensitive information will be discussed with the President, however, prior to being disseminated by the Assistant Director of Public Relations.



MEMORANDUM

To: Elinda Boyles  
From: Rita Rice Morris, President *Rita*  
Date: June 30, 2015  
Subject: AY15-16 Tuition Rates

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In accordance with authority extended to me by the Board of Trustees via Resolution F19-15, *Authorization to Set AY15-16 Undergraduate Tuition and General Fees*, and Revised Resolution F20-15, *Authorization to Set Graduate Tuition and Fees (copies attached)*, the following adjustments are approved:

- Undergraduate tuition and general fees (in-state) shall comply with the legislated requirement to remain at the AY14-15 rate (0% adjustment); Undergraduate out-of-state surcharge increased 2.73% above the AY14-15 approved rates,
- Graduate tuition and fees (in-state and out-of-state surcharge) increased 2.73% above the AY14-15 approved rates,
- College Credit Plus and Summer College Credit Plus equivalent programs are set at the State-established default rates.

Please proceed with appropriate actions necessary to ensure the timely and consistent application of AY15-16 tuition and fees as reflected on the attached schedules, effective fall semester 2015.

Pc: Rick Kurtz  
Alan Walker  
Bob Trusz

Att: 2015-16 Academic Year Undergraduate Tuition Schedule  
2015-16 Academic Year Graduate Tuition Schedule

## **RESOLUTION F19-15**

### **AUTHORIZATION TO SET AY15-16 UNDERGRADUATE TUITION AND GENERAL FEES**

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

WHEREAS, the legislative process that governs the allocation of the University's state share of instruction (SSI) and sets the maximum rate increase for undergraduate tuition and generally applied fees has not yet concluded; and

WHEREAS, the President wishes to provide returning and prospective students and their families with the approved rates for undergraduate tuition and general fees that will be charged for AY15-16 at the earliest possible time;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University authorizes the President to adjust the AY15-16 undergraduate tuition and generally applied fees up to the maximum that is allowable upon enactment of the applicable legislation.

(May 8, 2015)





**2015-16 Academic Year  
Undergraduate Tuition Schedule**  
*effective Fall semester 2015*

<b>Full-Time</b> <i>(12 - 18 credit hours)</i>	<b>AY 2014-15</b> <i>(per semester)</i>	<b>AY 2015-16</b> <i>(per semester)</i>	<b>\$ Increase</b>	<b>% Increase</b>	
<b><i>In-State Tuition</i></b>					
Instructional Fee	\$3,125.40	\$3,125.40	\$0.00	0.00%	
General Fee	\$344.40	\$344.40	\$0.00	0.00%	
Technology Fee	\$62.28	\$62.28	\$0.00	0.00%	
<b>Total In-State Tuition</b>	<b>\$3,532.08</b>	<b>\$3,532.08</b>	<b>\$0.00</b>	<b>0.00%</b>	
<b><i>Out-of-State Surcharge</i></b> <small>(does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program)</small>					
	\$2,626.80	\$2,698.44	\$71.64	2.73%	
<b><i>University Center Bond Fee</i></b> <small>(applies to Fall and Spring semesters only)</small>					
	\$150.00	\$150.00	\$0.00	0.00%	
<b>Part-Time</b> <i>(up to and including 11 and over 18 credit hours)</i>	<b>AY 2014-15</b> <i>(per credit hour)</i>	<b>AY 2015-16</b> <i>(per credit hour)</i>	<b>\$ Increase</b>	<b>% Increase</b>	
<b><i>In-State Tuition</i></b>					
Instructional Fee	\$260.45	\$260.45	\$0.00	0.00%	
General Fee	\$28.70	\$28.70	\$0.00	0.00%	
Technology Fee	\$5.19	\$5.19	\$0.00	0.00%	
<b>Total In-State Tuition</b>	<b>\$294.34</b>	<b>\$294.34</b>	<b>\$0.00</b>	<b>0.00%</b>	
<b><i>Out-of-State Surcharge</i></b> <small>(does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program)</small>					
	\$218.90	\$224.87	\$5.97	2.73%	
<b><i>University Center Bond Fee</i></b> <small>(applies to Fall and Spring semesters only)</small>					
	\$12.50	\$12.50	\$0.00	0.00%	
<b>Alternative Tuition for High School Programs</b>		<b>AY 2014-15</b> <i>(per credit hour)</i>	<b>AY 2015-16</b> <i>(per credit hour)</i>	<b>\$ Increase</b>	<b>% Increase</b>
<b><i>Alternative Course Tuition (dual credit)</i></b>		\$50.00	eliminate	-	-
<b><i>College Credit Plus*</i></b>		State-established default rates			
<b><i>Summer College Credit Plus equivalent programs</i></b>		State-established default rates			

\*College Credit Plus "Option A" students pay standard undergraduate tuition rates.

**REVISED**

**RESOLUTION F20-15**

**AUTHORIZATION TO SET AY15-16 GRADUATE TUITION AND FEES**

WHEREAS, a continuing lack of clarity about legislative considerations and other external factors that could impact the setting of graduate tuition rates and related fees; and

WHEREAS, this uncertainty makes it imprudent to finalize the FY16 operating budget (general and auxiliary funds) until more information about revenue becomes available; and

WHEREAS, the President wishes to provide returning and prospective students and their families with the approved rates for graduate tuition and related fees that will be charged for AY15-16 at the earliest possible time;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University authorizes the President to adjust the AY15-16 graduate tuition and related fees in accordance with applicable legislation not to exceed 2.73%.

(May 8, 2015)



**2015-16 Academic Year  
Graduate Tuition Schedule**  
*effective Fall semester 2015*

<b>Full-Time</b> <i>(9 - 16 credit hours)</i>	<b>AY 2014-15</b> <i>(per semester)</i>	<b>AY 2015-16</b> <i>(per semester)</i>	<b>\$ Increase</b>	<b>% Increase</b>
<b><i>In-State Tuition</i></b>				
Instructional Fee	\$4,084.74	\$4,196.34	\$111.60	2.73%
General Fee	\$121.05	\$124.29	\$3.24	2.68%
Technology Fee	\$41.85	\$42.93	\$1.08	2.58%
<b>Total In-State Tuition</b>	<b>\$4,247.64</b>	<b>\$4,363.56</b>	<b>\$115.92</b>	<b>2.73%</b>
<b><i>Out-of-State Surcharge</i></b> <i>(does not apply to students from counties included in reciprocal agreements)</i>				
	\$5,898.69	\$6,059.70	\$161.01	2.73%
<b><i>University Center Bond Fee</i></b> <i>(applies to Fall and Spring semesters only)</i>				
	\$150.00	\$150.00	\$0.00	0.00%
<b>Part-Time</b> <i>(up to and including 8 and over 16 credit hours)</i>	<b>AY 2014-15</b> <i>(per credit hour)</i>	<b>AY 2015-16</b> <i>(per credit hour)</i>	<b>\$ Increase</b>	<b>% Increase</b>
<b><i>In-State Tuition</i></b>				
Instructional Fee	\$453.86	\$466.26	\$12.40	2.73%
General Fee	\$13.45	\$13.81	\$0.36	2.68%
Technology Fee	\$4.65	\$4.77	\$0.12	2.58%
<b>Total In-State Tuition</b>	<b>\$471.96</b>	<b>\$484.84</b>	<b>\$12.88</b>	<b>2.73%</b>
<b><i>Out-of-State Surcharge</i></b> <i>(does not apply to students from counties included in reciprocal agreements)</i>				
	\$655.41	\$673.30	\$17.89	2.73%
<b><i>University Center Bond Fee</i></b> <i>(applies to Fall and Spring semesters only)</i>				
	\$12.50	\$12.50	\$0.00	0.00%
<b>Graduate Workshop Credit</b>	<b>AY 2014-15</b> <i>(per credit hour)</i>	<b>AY 2015-16</b> <i>(per credit hour)</i>	<b>\$ Increase</b>	<b>% Increase</b>
<b><i>Graduate Workshop Credit</i></b>	\$130.00	\$130.00	\$0.00	0.00%



### INVESTMENT PORTFOLIO PERFORMANCE

#### FISCAL YEAR 13/14

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2013	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	TOTAL YTD
		JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	GAIN/(LOSS)
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 2,826,942.55	\$ 31,910.00	\$ (32,434.87)	\$ 41,414.28	\$ 44,067.90	\$ (5,258.90)	\$ (5,007.21)	\$ 16,097.97	\$ 30,575.86	\$ (1,267.07)	\$ 10,304.63	\$ 49,871.60	\$ 21,347.55	\$ 201,621.74
U.S. BANK EQUITY MUTUAL FUNDS	\$ 5,027,381.30	\$ 243,230.33	\$ (134,360.28)	\$ 234,760.98	\$ 217,981.39	\$ 122,358.88	\$ 127,171.87	\$ (241,808.54)	\$ 272,132.22	\$ 40,337.61	\$ 44,228.22	\$ 136,867.72	\$ 114,641.65	\$ 1,177,542.05
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,426,777.01	\$ 32,404.69	\$ (25,307.22)	\$ 21,735.57	\$ 36,845.07	\$ 22,437.20	\$ 19,247.22	\$ (19,566.70)	\$ 37,895.43	\$ 16,828.78	\$ 11,348.87	\$ 25,090.16	\$ 19,335.89	\$ 198,294.96
AGINCOURT CAPITAL	\$ 2,790,149.51	\$ 13,003.09	\$ (16,865.75)	\$ 23,621.16	\$ 28,695.54	\$ (6,411.82)	\$ (19,078.82)	\$ 46,364.18	\$ 16,279.51	\$ (7,683.67)	\$ 27,186.40	\$ 33,687.09	\$ (306.05)	\$ 138,490.86
TAMRO CAPITAL PARTNERS	\$ 911,013.82	\$ 43,771.31	\$ (14,313.20)	\$ 50,070.05	\$ 21,980.20	\$ 22,948.02	\$ 2,442.37	\$ (40,289.37)	\$ 51,229.61	\$ (11,716.38)	\$ (67,662.62)	\$ 9,373.53	\$ 51,968.74	\$ 119,802.26
MANNING & NAPIER	\$ 1,481,384.64	\$ 44,135.95	\$ (16,888.09)	\$ 44,174.18	\$ 31,909.58	\$ 6,089.83	\$ 17,509.36	\$ (10,332.15)	\$ 53,357.70	\$ 4,889.80	\$ 17,182.20	\$ 26,140.05	\$ 27,974.30	\$ 246,142.71
<b>CURRENT MTD TOTAL GAIN/(LOSS)</b>		\$ 408,455.37	\$ (240,169.41)	\$ 415,776.22	\$ 381,479.68	\$ 162,163.21	\$ 142,284.79	\$ (249,534.61)	\$ 461,470.33	\$ 41,389.07	\$ 42,587.70	\$ 281,030.15	\$ 234,962.08	\$ 2,081,894.58
<b>INVESTMENT FUND BALANCES:</b>														
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 2,858,852.55	\$ 2,826,417.68	\$ 2,867,831.96	\$ 2,911,899.86	\$ 2,906,640.96	\$ 2,901,633.75	\$ 2,917,731.72	\$ 2,948,307.58	\$ 2,947,040.51	\$ 2,957,345.14	\$ 3,007,216.74	\$ 3,028,564.29		
U.S. BANK EQUITY MUTUAL FUNDS	\$ 5,270,611.63	\$ 5,136,251.35	\$ 5,371,012.33	\$ 5,588,993.72	\$ 5,711,352.60	\$ 5,838,524.47	\$ 5,596,715.93	\$ 5,868,848.15	\$ 5,909,185.76	\$ 5,953,413.98	\$ 6,090,281.70	\$ 6,204,923.35		
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,459,181.70	\$ 1,433,874.48	\$ 1,455,610.05	\$ 1,492,455.12	\$ 1,514,892.32	\$ 1,534,139.54	\$ 1,514,572.84	\$ 1,552,468.27	\$ 1,569,297.05	\$ 1,580,645.92	\$ 1,605,736.08	\$ 1,625,071.97		
AGINCOURT CAPITAL	\$ 2,803,152.60	\$ 2,786,286.85	\$ 2,809,908.01	\$ 2,838,603.55	\$ 2,832,191.73	\$ 2,813,112.91	\$ 2,859,477.09	\$ 2,875,756.60	\$ 2,868,072.93	\$ 2,895,259.33	\$ 2,928,946.42	\$ 2,928,640.37		
TAMRO CAPITAL PARTNERS	\$ 954,785.13	\$ 940,471.93	\$ 990,541.98	\$ 1,012,522.18	\$ 1,035,470.20	\$ 1,037,912.57	\$ 997,623.20	\$ 1,048,852.81	\$ 1,037,136.43	\$ 969,473.81	\$ 978,847.34	\$ 1,030,816.08		
MANNING & NAPIER	\$ 1,525,520.59	\$ 1,508,632.50	\$ 1,552,806.68	\$ 1,584,716.26	\$ 1,590,806.09	\$ 1,608,315.45	\$ 1,597,983.30	\$ 1,651,341.00	\$ 1,656,230.80	\$ 1,673,413.00	\$ 1,699,553.05	\$ 1,727,527.35		
<b>TOTAL</b>	\$ 14,463,648.83	\$ 14,872,104.20	\$ 14,631,934.79	\$ 15,047,711.01	\$ 15,429,190.69	\$ 15,591,353.90	\$ 15,733,638.69	\$ 15,484,104.08	\$ 15,945,574.41	\$ 15,986,963.48	\$ 16,029,551.18	\$ 16,310,581.33	\$ 16,545,543.41	

#### FISCAL YEAR 14/15

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2014	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	TOTAL YTD
		JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	GAIN/(LOSS)
<b>End of Month</b>														
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)	24704.49	21446.39	18672.95	66687.94	11048.91	(33194.08)	\$ (975.25)
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)	(131068.64)	332317.50	(87091.72)	118715.71	48615.06	(26030.57)	\$ 319,687.38
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)	(22908.17)	50545.77	(21624.74)	16956.59	2235.39	(1698.35)	\$ 47,227.67
AGINCOURT CAPITAL	\$ 2,928,640.37	\$ (7,478.21)	\$ 34,138.73	\$ (24,940.36)	\$ 22,446.76	\$ 21,899.08	\$ (2,560.38)	76608.78	(33603.69)	13386.81	(19587.56)	(13830.58)	(54982.79)	\$ 11,496.59
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	(40699.29)	65361.87	5534.42	(31286.02)	25373.34	35171.63	\$ 74,135.58
MANNING & NAPIER	\$ 1,727,527.35	\$ (24,704.72)	\$ 34,027.80	\$ (56,823.97)	\$ 3,029.81	\$ 22,815.42	\$ (20,199.70)	(16825.64)	66126.25	(26806.54)	22406.25	(6608.22)	5241.78	\$ 1,678.52
<b>CURRENT MTD TOTAL GAIN/(LOSS)</b>		\$ (240,454.41)	\$ 338,951.58	\$ (342,849.29)	\$ 243,247.81	\$ 200,070.20	\$ (205,026.63)	(110188.47)	502194.09	(97928.82)	173892.91	66833.90	(75492.38)	\$ 453,250.49
<b>INVESTMENT FUND BALANCES:</b>														
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 3,005,599.75	\$ 3,019,473.54	\$ 2,978,678.59	\$ 3,000,697.14	\$ 2,992,138.53	\$ 2,918,222.44	\$ 2,942,926.93	\$ 2,964,373.32	\$ 2,983,046.27	\$ 3,049,734.21	\$ 3,060,783.12	\$ 3,027,589.04		
U.S. BANK EQUITY MUTUAL FUNDS	\$ 6,104,243.98	\$ 6,292,491.22	\$ 6,144,744.18	\$ 6,249,794.24	\$ 6,381,801.56	\$ 6,269,153.39	\$ 6,138,084.75	\$ 6,470,402.25	\$ 6,383,310.53	\$ 6,502,026.24	\$ 6,550,641.30	\$ 6,524,610.73		
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,612,420.10	\$ 1,638,638.30	\$ 1,615,684.05	\$ 1,634,997.83	\$ 1,659,470.55	\$ 1,648,793.15	\$ 1,625,884.98	\$ 1,676,430.75	\$ 1,654,806.01	\$ 1,671,762.60	\$ 1,673,997.99	\$ 1,672,299.64		
AGINCOURT CAPITAL	\$ 2,921,162.16	\$ 2,955,300.89	\$ 2,930,360.53	\$ 2,952,807.29	\$ 2,974,706.37	\$ 2,972,145.99	\$ 3,048,754.77	\$ 3,015,151.08	\$ 3,028,537.89	\$ 3,008,950.33	\$ 2,995,119.75	\$ 2,940,136.96		
TAMRO CAPITAL PARTNERS	\$ 958,840.38	\$ 1,001,286.20	\$ 951,697.48	\$ 1,023,086.33	\$ 1,030,520.60	\$ 1,045,495.71	\$ 1,004,796.42	\$ 1,070,158.29	\$ 1,075,692.71	\$ 1,044,406.69	\$ 1,069,780.03	\$ 1,104,951.66		
MANNING & NAPIER	\$ 1,702,822.63	\$ 1,736,850.43	\$ 1,680,026.46	\$ 1,683,056.27	\$ 1,705,871.69	\$ 1,685,671.99	\$ 1,668,846.35	\$ 1,734,972.60	\$ 1,708,166.06	\$ 1,730,572.31	\$ 1,723,964.09	\$ 1,729,205.87		
<b>TOTAL</b>	\$ 16,545,543.41	\$ 16,305,089.00	\$ 16,644,040.58	\$ 16,301,191.29	\$ 16,544,439.10	\$ 16,744,509.30	\$ 16,539,482.67	\$ 16,429,294.20	\$ 16,931,488.29	\$ 16,833,559.47	\$ 17,007,452.38	\$ 17,074,286.28	\$ 16,998,793.90	

## Status of Construction/Renovation Projects through June 30, 2015

Project	Status	Projected Budget	Funding Source
<b>VRCFA Roof Project</b>	<ul style="list-style-type: none"> <li>• <b>Replace roof on the academic wing of the Fine Arts building.</b></li> <li>• New roof will replace original system with a single membrane EPDM system that includes a 20 year warranty.</li> <li>• Work started 6/15/15.</li> <li>• Scheduled for completion 7/30/15.</li> </ul>	\$200,000	State Capital/Local
<b>Townhouse Renovation Project (Summer, 2015)</b>	<ul style="list-style-type: none"> <li>• <b>Complete renovation of 4 Townhouse apartments (1 quad).</b></li> <li>• Work started 5/11/15; 60% complete.</li> <li>• Scheduled for completion 8/7/15.</li> </ul>	\$314,250	Local
<b>Administration Building LAN Room HVAC Upgrade</b>	<ul style="list-style-type: none"> <li>• <b>Purchase and install a 7.5 ton rooftop HVAC unit.</b></li> <li>• System to provide an economizer function to utilize outdoor air resulting in a substantial savings in energy.</li> <li>• Necessary to support additional servers required for the voice over IP (VOIP) conversion.</li> <li>• Will receive approximately \$3,000 from the AEP energy incentive program.</li> <li>• Project complete.</li> </ul>	\$26,140	State Capital
<b>Founder's Plaza Renovation</b>	<ul style="list-style-type: none"> <li>• <b>Total renovation of Founder's Plaza - area between the Administration Building and the Athletic Center.</b></li> <li>• Remaining close-out and warranty issues identified and in process of completion.</li> <li>• Settlement agreement reached between the University and the Surety Company.</li> <li>• \$159,000 of held project funds will be released as part of the agreement to finish the project.</li> </ul>	\$1,426,845	State Capital