

**BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE**

August 24, 2018

9:00 a.m., Advanced Technology Center, Facilities Conference Room

Agenda

1.0 Action Items

1.1 Resolution F07-18

Approval to rescind selected department of public safety policies and consolidate into a single policy

This resolution approves the rescission of Policies 4.80, 4.81, 4.84, 4.85, 4.86, and 4.89 and the consolidation of their content into the revised and renamed policy titled Policy 4.79Rev. Department of Public Safety, Employment Status and Other Employment Actions.

1.2 Resolution F08-18

Approval to rescind Policy 4.83 and revise and rename Policy 4.82

This resolution approves the rescission of Policy 4.83 and the consolidation of its content into the revised and renamed policy titled Policy 4.82Rev, Department of Public Safety, Leaves of Absence.

1.3 Resolution F09-18

Approval to request ODHE waiver of AY18-19 undergraduate, in-state tuition rates for online courses/programs

This resolution authorizes the Vice President for Finance and Administration to apply to the Chancellor of the Ohio Department of Higher Education (ODHE) for a waiver of the University's AY18-19 in-state, undergraduate tuition for online students, effective spring 2019.

1.4 Resolution F10-18

Approval of online tuition rates

This resolution approves the establishment of tuition rates for undergraduate in-state (pending ODHE approval) and out-of-state surcharge, graduate in-state and out-of-state surcharge for online courses and programs, effective spring 2019.

1.5 Resolution F11-18

Shawnee State University Development Foundation (SSUDF) New Member Appointment

This resolution affirms the appointment of Donna Wrinkle as a new board member approved at the August 3, 2018 SSUDF Board meeting.

2.0 Executive Session

**3.0 Resolution F12-18
Approval of the FY2019 Operating Budgets**

This resolution approves the FY2019 General Fund and Auxiliary Fund budgets.

4.0 Information and Reports

4.1 Personnel Activity

4.2 Cash Reserves Investment Status Report

4.3 Capital Projects Status Report

RESOLUTION F07-18

APPROVAL TO RESCIND SELECTED DEPARTMENT OF PUBLIC SAFETY POLICIES AND CONSOLIDATE INTO A SINGLE POLICY

WHEREAS, a review of Department of Public Safety policies revealed that existing policies are closely related and their consolidation into a single policy provides for more effective administration; and

WHEREAS, the following policies are recommended to be rescinded and the content consolidated into a single policy, along with applicable procedures;

- 4.80 Security Officers – Recruitment, Selection & Appointment (1/15/2010)
- 4.81 Security – Probationary Period (1/15/2010)
- 4.84 Security – Performance Management (5/14/2010)
- 4.85 Security – Corrective Action (5/14/2010)
- 4.86 Security – Wages (1/14/2011)
- 4.89 Security – Reduction in Force (1/15/2010)

THEREFORE, BE IT RESOLVED that the Shawnee State University Board of Trustees hereby approves rescinding the above-listed policies and adopts the revised, consolidated policy retitled Policy 4.79Rev, Department of Public Safety, Employment Status and Other Employment actions, effective immediately.

(August 24, 2018)

Shawnee State University

POLICY TITLE:	DEPARTMENT OF PUBLIC SAFETY/ EMPLOYMENT STATUS AND OTHER EMPLOYMENT ACTIONS
POLICY NO. :	4.79REV
ADMIN CODE:	3362-4-59
PAGE NO.:	1 OF 4
EFFECTIVE DATE:	08/24/2018
NEXT REVIEW DATE:	08/2021
RESPONSIBLE OFFICER(S):	VPF&A, DIRECTOR, PUBLIC SAFETY
APPROVED BY:	BOARD OF TRUSTEES

1.0 Purpose

The purpose of this policy is to establish measures and expectations for a safe and secure campus environment embracing the concept of community policing, increase awareness of safety and security issues, assure the enforcement of university rules and laws for the preservation of good order, and to prevent the disruption of the educational and business functions of the university.

A secure and safe environment is a shared responsibility between the Department of Public Safety and all stakeholders within the community. The university provides programs, systems, and processes that promote the safety and security of students, faculty, staff and visitors while balancing the need to maintain a quality, convenient, and affordable higher education environment.

2.0 Establishment of the Department of Public Safety (DPS)

2.1 The Department of Public Safety is established by resolution of the Board of Trustees (Resolution F29-08) and in compliance with O.R.C. 3345.21.

2.1.1 In accordance with O.R.C. 3345.21, the Shawnee State University Board of Trustees extends its authority to the President for the purpose of directing the adoption, implementation, approval, and ongoing review and revision of policies and procedures required to administer the operation of DPS.

2.1.2 Employees in the Department of Public Safety shall include, but not be limited to, Security Sergeants, Security Officers, Police Officers and Police Sergeants. These groups of employees may be referred to collectively in this policy as “officers.”

3.0 Roles of Public Safety Officers

3.1 Police Officer

3.1.1 Police Officers are appointed by the University as state university law enforcement officers to provide police services to the University. Officers properly appointed under section 3345.04, Ohio Revised Code, are peace officers for the University and have power to arrest and detain, investigate offenses, and provide such other services as provided by law. Such officers shall have the powers provided for in Chapter 2935, Ohio Revised Code.

3.2 Security Officer

3.2.1 Security officers are sworn peace officers who report violations of the laws of the state to police officers having jurisdiction. Security officers are charged with protecting the peace, reporting violations of law, and crime prevention. Security officers are to be proactive, observe, report, document, and assist when needed, focus on assuring that a safe and secure environment is established on University owned properties, and make professional observations that determine the proper course of action that is required, such as calling EMS, etc.

3.3 Public Safety Officer Appointments

3.3.1 No person shall be appointed, selected, or promoted as an Officer at Shawnee State University in any manner or by any means other than those prescribed in the rules herein. Intermittent or temporary appointments are unclassified positions.

3.3.2 Procedures for the recruitment, selection, and appointment of security officer or security sergeant are found in DPS SOP 4.79.2 & DPS SOP 4.79.3. (insert link)

3.4 Equal Employment Opportunity

The university adheres to state and federal laws regarding the equal opportunity for employment regardless of race, color, religion, sex, sexual orientation, gender identity, age (law enforcement exception ORC 124.41), natural origin, veteran status, military status, or disability. This applies to all terms or conditions associated with the employment process, including hiring, promotions, termination, discipline, performance evaluations, and interviews.

4.0 Performance Evaluations and Probationary Period

- 4.1 Security Officer and Security Sergeant appointments shall serve a 180-day probationary period. No appointment is final until the appointee has satisfactorily served the probationary period.
- 4.2 Police Officer and Police Sergeant appointments shall serve a 365-day probationary period. No appointment is final until the appointee has satisfactorily served the probationary period.
- 4.3 The successful completion of the new-hire probationary period requires a performance evaluation of “meets basic expectations,” for continued employment.
- 4.4 Annual performance evaluation – upon completion of the new-hire probationary evaluation, performance evaluations are completed at least annually or on a periodic basis as determined by the supervisor.
- 4.5 Performance Improvement Plan (PIP) – a written performance improvement plan (PIP) may be initiated by the supervisor at any time in which the public safety officer is not demonstrating satisfactory performance based on the assigned responsibilities and/or established objectives. (insert link)

5.0 STANDARDS AND RULES OF CONDUCT

In addition to compliance with applicable university policies, public safety officers shall conduct themselves in accordance with departmental standard operating procedures (SOPs) including the standards and rules of conduct set forth in SOP No. 2.5.

6.0 CORRECTIVE ACTION

- 6.1 The corrective action process may be initiated but is not limited to the following reasons:
 - 6.1.1 Incompetence, inefficiency, dishonesty, use or being under the influence of alcohol or illegal drugs at work or inappropriate use of prescription drugs, immoral conduct, insubordination, discourteous treatment of the public, students and staff, neglect of duty, unsatisfactory job performance, conviction of a felony, falsification of official documents or violations of the DPS Standards and Rules of Conduct found in SOP No. 2.5 (not an exhaustive list).

6.1.2 Violation of an official regulation or failure to obey reasonable directions given by a supervisor when such violation or failure to obey amounts to insubordination or a serious breach of University policies and/or work rules or puts the University and/or its employees or students at serious risk.

6.1.3 Conviction of an offense involving moral turpitude.

6.1.4 Demonstration of abusive or threatening behavior in the treatment of students, fellow employees or other persons.

6.2 Serious infractions may necessitate that corrective actions start at any level in the process, as outlined in DPS SOP 4.79.4.

7.0 CLASSIFICATION / COMPENSATION

7.1 Shawnee State University desires a competitive and equitable compensation system that will attract and retain qualified police and security personnel. To that end, the Director of Human Resources or delegate is responsible for managing the structure of the police and security compensation system(s) and for reviewing the applicable structure relative to the appropriate market, including:

7.1.1 Assessment of position responsibilities, placement within the University's compensation structure relying upon market benchmarking methodology, and consideration of internal equity for comparable responsibilities.

7.2 The allocation of an approved budgeting salary pool is at the discretion of the University President who may allocate all, a portion, or none of the salary pool. The salary allocation may be applied evenly to all DPS employees (across-the-board) or to individual employees based on factors such as, but not limited to, market benchmarking, internal equity analyses, and/or performance.

7.3 The evaluation and placement of officer positions within the compensation structure will follow DPS SOP 4.79.4 to ensure the effective administration of any salary adjustments, special duty pay, and/or shift differential payments.

8.0 REDUCTION IN FORCE

In the event of a reduction in force, the procedures set forth in SOP No. 4.79.6 Reduction in Force shall be followed.

History Effective: 09/10/10; Policies 4.80, 4.81, 4.84, 4.85, 4.86 and 4.89 converted to procedures

Revised: 8/24/2018

RESOLUTION F08-18

APPROVAL TO RESCIND POLICY 4.83 AND REVISE AND RENAME POLICY 4.82

WHEREAS, Policy 4.82, Security – Holiday, and Policy 4.83, Security Vacation, were adopted as separate policies by the Board of Trustees on July 9, 2010; and

WHEREAS, it has been determined that consolidating these topics into a single policy provides for better organization and improved administration of these benefits; and

WHEREAS, Policy 4.82, Security – Holiday will include the content of both policies;

THEREFORE, BE IT RESOLVED that the Shawnee State University Board of Trustees hereby rescinds Policy 4.83, Security – Vacation and approves the revision and renaming of Policy 4.82Rev, Department of Public Safety, Leaves of Absence

(August 24, 2018)

Shawnee State University

POLICY TITLE:	DEPARTMENT OF PUBLIC SAFETY LEAVES OF ABSENCE
POLICY NO. :	4.82REV
ADMIN CODE:	3362-4-57
PAGE NO.:	1 OF 10
EFFECTIVE DATE:	08/24/2018
NEXT REVIEW DATE:	08/2021
RESPONSIBLE OFFICER(S):	VPF&A, Director of Public Safety
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

The University is committed to providing Department of Public Safety officers with appropriate avenues for employees to take time away from work assignments and for the University to remain fully compliant with applicable regulatory provisions for various forms of leaves that are essential to the health and wellbeing of University employees. This policy identifies the holidays that are observed by the University, provides for the accrual and use of vacation, and defines the various forms of leaves of absences (LOAs) that are available.

2.0 HOLIDAYS

2.1 The following are designated University holidays:

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

2.2 The University will develop a schedule each year that will allow for designated holidays to be observed. The two holidays marked with an asterisk (*) on the list will be observed on the Friday after Thanksgiving and on the day before Christmas Day.

2.3 If any of the holidays as provided herein fall on Saturday, the Friday immediately preceding shall be observed as the holiday. If any of the holidays as provided herein fall on Sunday, the Monday immediately succeeding shall be observed as the holiday.

2.4 The University reserves the right to require work on observed holidays at its discretion. All Officers working on an observed holiday shall be paid for the holiday and for the actual time worked at one and one-half (1 ½) times their base salary per-hour rate of pay.

2.4.1 Eligible Officers /Holiday Pay

2.4.1.1 All Officers will receive pay for all holidays except as described in “i” below.

- i. Officers who are on unpaid leave of absence, suspension, or layoff shall not receive holiday pay.
- ii. All eligible DPS Officers that are on their regularly scheduled day off shall receive an additional day off, which is to be scheduled within 30 days of the actual holiday.

3.0 WINTER BREAK

3.1 The University will be closed for Winter break each year from December 26 through December 31.

3.2 In order to provide for the safekeeping of the University, the Department of Public Safety (DPS) will remain open and DPS Officers will continue their normal work schedules during this time. DPS Officers regularly scheduled to work shall receive their regular per hour rate of pay. Vacation accrual structures for DPS Officers continue to accrue in recognition of this duty.

4.0 VACATION

4.1 The University regards a vacation as a period of rest and relaxation earned for past service. Since the annual vacation is important to the wellbeing of employees and their families, employees are encouraged to utilize all earned vacation.

4.2 For accrual purposes, the vacation year shall be based on an employee’s anniversary date.

4.3 Full-time Police Officer employees and Security Sergeants accrue vacation leave based upon schedule “I” below. Part-time Police Officers will accrue vacation leave on a pro-rata basis. Full-time Security Officers accrue vacation leave based upon schedule “II” below. Part-time Security Officers will also accrue vacation leave on a pro-rata basis.

I. Police, Police Sergeant, and Security Sergeant Accrual Structure

Years of Completed Service	# Days	Hours of Vacation	Accrual Rate	Maximum Balance
Years 0-2	20	160	6.15	320.00
Years 3-5	21	168	6.46	336.00
Years 6-8	22	176	6.77	352.00
Years 9-11	23	184	7.08	368.00
Years 12-14	24	192	7.38	384.00
Year 15+	25	200	7.69	400.00

II. Security Officer Accrual Structure

Years of Completed Service	# Days	Hours of Vacation	Accrual Rate	Maximum Balance
Years 0-5	10	80	3.08	160
Years 6-12	15	120	4.62	240
Year 13	21	168	6.46	336
Year 14	22	176	6.77	352
Year 15	23	184	7.08	368
Year 16	24	192	7.38	384
Year 17+	25	200	7.69	400

- 4.4 An employee may accumulate a maximum of two (2) times the accrued days of vacation earned in one year. This amount may be carried over from year to year.
- 4.5 Employees who retire or resign will be paid for earned but unused vacation up to a maximum of two times the accrued days of vacation in one year at the time of their departure. In the event of the death of an employee, vacation pay for vacation earned but not taken up to a maximum of two times the accrued hours of vacation in one year will be paid to the estate of the employee.

5.0 SICK LEAVE

- 5.1 Sick leave may be used for an authorized absence from scheduled duties due to illness, accident, exposure to contagious disease, health examinations or treatment (medical, dental or optical) for self or immediate family members when employee's presence is required, family emergencies requiring the attendance of the employee, pregnancy and/or childbirth and related conditions, or death in the immediate family. The definition of an immediate family member includes:

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

- 5.2 Upon hire, a full-time DPS Officer employee will receive one hundred and twenty (120) hours of sick leave credited to his/her leave account.
- 5.3 After the first year of employment and thereafter, sick leave will accrue for full-time DPS Officers pro-rated each pay period for a maximum of 120 hours per year.
- 5.4 Upon hire, the part-time DPS Officers will receive a pro-rated amount of sick leave credited to his/her leave account, based upon the employee's full-time equivalency (FTE) percentage determined at the time of hire. For example, a half-time employee (.50 FTE) will be eligible for a credit of sixty (60) hours of sick leave.
- 5.5 After the first year of employment and thereafter, sick leave shall accrue for part-time DPS Officers at a pro-rated amount based upon the employee's FTE.
- 5.6 A DPS Officer may transfer into his/her University sick leave account any accumulated, documented, and verified sick leave balance that has been accumulated in the public service in the State of Ohio, provided that his/her re-employment takes place within ten (10) years of the date on which the employee was last terminated from public service. If the employee elects to do so and informs the Department of Human Resources, he/she may elect to transfer any unused and unpaid sick leave balance above one-hundred and twenty (120) hours to their Shawnee State University sick leave account. This amount will be in addition to the University credited amount. For example, if the employee had six hundred and twenty (620) hours of unused and unpaid sick leave from a prior state of Ohio employer, then five hundred (500) hours could be transferred to Shawnee State University.
- 5.7 There is no maximum amount of sick leave that may be accumulated during active employment.
- 5.8 The sick leave account balance will be reduced an hour for each hour of sick leave used. As an alternative to using up sick leave hours, the employee and supervisor may use flexible scheduling (working fewer hours of the normal schedule and making those hours up another time or day) to account for time off for medical appointments or other reasons which would otherwise be used as sick leave hours.
- 5.9 If an employee is expected to be off more than five (5) consecutive work days, a signed or official doctor's statement must be submitted in advance to the

supervisor or Human Resources. If an employee does not have advance warning, the doctor's statement must be provided to the supervisor or Human Resources as soon as practicable after the employee knows he/she will be off more than five (5) consecutive days and in no event any later than the date the employee returns to work (unless more time is granted by the Director of Human Resources or designee).

- 5.10 In situations of sick leave involving less than five (5) consecutive work days, where suspicious patterns of leave exist (e.g., leave taken immediately before or after weekends or days off), a doctor's statement may be required upon the request of the supervisor or Human Resources. All doctors' statements shall be in the form of a signed or official statement from the attending physician, stating the general nature of the illness, date of medical treatment, and the conditions under which the employee is released to return to work or a statement from the attending physician verifying the illness or injury of the employee's immediate family member. The failure to submit doctors' statements, or the failure to submit proper leave forms to Human Resources, may result in delay of payment for the time missed.

6.0 SICK LEAVE RETIREMENT PAYMENT

- 6.1 The DPS Officer upon official state retirement from active service or upon separation of employment by an alternative retirement plan (ARP) participant who meets the eligibility requirements under the state pensions systems (PERS) and with ten or more years of service with the State of Ohio or any of its political subdivisions, will be paid as follows:
- 6.1.1 For DPS Officers who retire prior to January 1, 2021 payment shall be for one-fourth of the value of sick leave balance, up to a maximum payment of 320 hours.
- 6.1.2 DPS Officers who retire on or after January 1, 2021 will be paid for one-fourth of the value of accumulated sick leave balance, up to a maximum payment of 240 hours.
- 6.1.3 Payment will be based upon the DPS Officer's base per hour rate of pay at the time of retirement. Any unpaid leave remaining on the Shawnee State sick leave account will be available for use upon rehire (unless hired into a position that does not provide sick leave).
- 6.1.4 In the event of an eligible DPS Officer's death prior to retirement, the sick leave retirement payout is not subject to payment to the employee's estate.

- 6.2 The payout of sick leave balance as provided in this policy will be made only once to any DPS Officer. A DPS Officer who received such cash payout and who was rehired post retirement, may accrue and use sick leave while actively employed but shall not be eligible for payment of any unused sick leave balance.
- 6.3 Intentional misuse of the sick leave provision herein may be considered grounds for disciplinary action. Non-compliance with sick leave rules and regulations may result in the DPS Officer not receiving pay for the requested sick leave.

7.0 FAMILY AND MEDICAL LEAVE (FMLA)

- 7.1 Employees with at least one year of service with the University and who have worked for 1,250 hours in the previous 12-month period are eligible for up to twelve weeks of paid (existing sick leave and/or vacation) and/or unpaid leave for qualifying events, in a twelve-month period (rolling year, see 29 CFR, Part 825.200). Qualifying events are:
- 7.1.1 Childbirth (due to the birth or to care for the newborn child).
 - 7.1.2 Adoption or foster care.
 - 7.1.3 Serious personal illness
 - 7.1.3.1 A serious health condition that results in a period of incapacity for more than three days during which the employee is unable to work, or
 - 7.1.3.2 A chronic condition requiring a regimen of ongoing care by a health care provider that intermittently (less than three days) renders the employee unable to work while seeking treatment or while recovering from the condition.
 - 7.1.4 The serious health condition of a member of the employee's immediate family (as defined in 2.1(a) above) which requires the employee to provide care.
 - 7.1.5 Qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on active duty, or has been called to active duty, in support of a contingency operation.
 - 7.1.6 Care for a covered service member with a serious injury or illness if the employee is the spouse, child, parent or next of kin of the service member.
- 7.2 Length of leave/paid or unpaid

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

7.3 Childbirth and adoption timeframe

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

7.4 Certification for health leave

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

7.5 Notice of the leave

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

7.6 Employment and benefits protection

Any employee who takes leave under the provisions of Section 7.0, on return from such leave shall be restored by the University to the position of employment held by the employee when the leave commenced or be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

7.7 Continuation of health plan coverage

If after the exhaustion of all forms of paid leave, a period of unpaid leave is needed up to the twelve-week maximum provided under this policy, the University shall maintain the coverage under the group health plan for this period under the conditions coverage would have been provided if the employee had continued in employment for the duration of the leave. Upon return to work, the employee must make arrangements with the Department of

Human Resources to make up the employee contributions missed for insurance coverage while on unpaid leave.

7.8 Return from leave

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

8.0 Disability Leave

8.1 Application

8.1.1 Full-time DPS Officers may be granted a disability leave of absence in the event of a disabling illness or injury (except work related in which case workers' compensation rules will apply) that extends beyond leave provided under FMLA.

8.1.2 Approval of such leave is contingent upon the employee submitting a satisfactory written physician's statement attesting that the essential functions of the assigned position cannot be performed.

8.1.3 The University can request that an examination be completed by a physician of its choosing. In such case, the University will pay for the cost of the examination.

8.1.4 Written application to the Department of Human Resources should be made as early as possible and must include a statement from the attending physician with a projected return date.

8.2 Duration and retention

8.2.1 The duration of disability leave will be based on the projected return date provided by the attending physician. An initial request for disability leave may be for one year or less. A disability leave may be extended one additional year with a request for such extension to be made no later than sixty (60) days prior to the originally scheduled return date. The total amount of time on such leave, paid or unpaid, for the same injury or illness, may not exceed two years. The amount of time shall be reduced by family medical leave used for the same injury or illness.

8.2.2 In order to be paid for disability leave, the employee will use all earned but unused sick leave, vacation leave, personal leave, and comp time. All types of paid leave must be used prior to unpaid leave.

- 8.2.3 Prior to returning to work, the employee must provide the University with the attending physician's release attesting to his/her ability to perform the essential job duties. The University may request an independent examination as identified in "a. III" above.
- 8.2.4 The employee will retain reinstatement rights to his/her current position if the disability leave is six (6) months or less. If such leave time exceeds six (6) months, up to a maximum of twelve (12) months, the University will place such employee in the same or similar position in which the employee possesses the required qualifications necessary to perform the essential responsibilities. The University will make reasonable efforts to reinstate an employee to the same or similar position if such leave exceeds one year.

8.3 Insurance Coverage

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

8.4 Disability Retirement Reinstatement

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

9.0 Workers' Compensation Leave

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

10.0 Court / Jury Leave

10.1. An employee who is required to report for jury duty or is subpoenaed to appear before any court, commission, board, or other legally constituted body, where the employee is not a party to the action, shall be entitled to leave with pay for the scheduled work hours lost as the result of such duty. DPS Officers will receive their normal pay while on jury duty, less the amount received by the DPS Officer from the government for such appearance. A DPS Officer who reports for such duty and is excused shall immediately contact his/her immediate supervisor and report for work, as scheduled, if requested.

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

11.0 Military Leave

An employee who is unable to report for regularly scheduled work because the employee is required to report for duty as an active duty member of the armed forces, a reserve member of the armed forces, or as a member of the Ohio National Guard shall be compensated in accordance with Ohio law.

12.0 Request for Leaves

12.1 Request for leaves as identified in this policy are provided electronically via the BearTrax system. In order to assure accuracy of leave balances and to properly secure approvals for leaves, every effort should be made to make requests prior to the end of the pay period in which the leave is to occur. In rare circumstances in which this cannot be done due to emergency or oversight, the employee must submit such request at the earliest date upon return from leave. Prior notification to the employee's supervisor of anticipated leaves is expected.

12.2 Additional guidelines regarding leaves of absences may be found on the Department of Human Resources website.

History

Effective: 07/9/10; Policy 4.83 rescinded

Revised: 8/24/2018

RESOLUTION F09-18
APPROVAL TO REQUEST ODHE WAIVER OF AY18-19 UNDERGRADUATE, IN-STATE TUITION RATES FOR ONLINE COURSES/PROGRAMS

WHEREAS, the University has engaged the services of The Learning House, Inc. (TLH), an online management firm, to promote and manage the planned growth of the University's online course and program offerings; and

WHEREAS, the contractual share of the online tuition revenue has been thoroughly examined and determined to be a prudent investment essential for the robust marketing, programming, registration, and admissions infrastructure support critical to entering and sustaining a viable presence in regional, national, and international online course and program markets; and

WHEREAS, based upon market analyses performed by TLH, offering competitive tuition rates is a critical component, along with other strategies, to the successful growth of online programs; and

WHEREAS, 369.180 of Am. Sub. H.B. 64 of the 131th General Assembly requires any waiver of tuition for any particular student or any class of students not otherwise permitted by law at a state-assisted institution of higher education to be approved by the Chancellor of the Ohio Department of Higher Education (ODHE) following Directive 2009-011; and

WHEREAS, Shawnee State University recommends seeking a waiver of the AY18-19 undergraduate, in-state tuition per-credit hour rate of \$348.14 (Shawnee State Advantage) and \$294.34 (continuing students) to \$278 per credit hour for all undergraduate, in-state online courses/programs, a reduction of 17.6% of the Shawnee State Advantage rate and 2.5% of the continuing undergraduate, in-state tuition rate;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University supports the growth initiative for expanded online course and program offerings with the assistance of the online management firm;

BE IT FURTHER RESOLVED, the vice president for finance and administration is authorized to seek approval to waive AY18-19 undergraduate, in-state tuition rates for online course and program offerings in accordance with Ohio Department of Higher Education Directive 2009-011, effective Spring 2019 and continuing through Summer 2021.

(August 24, 2018)

RESOLUTION F10-18

APPROVAL OF ONLINE TUITION RATES

WHEREAS, based upon the advice of The Learning House, Inc. (TLH), an online management firm, the establishment of competitive tuition rates is essential to the successful entry and growth of the University's online programming; and

WHEREAS, a market analysis performed by TLH indicates the proposed credit hour and course rates are competitive regionally and nationally for Shawnee State's undergraduate and graduate online courses and programs; and

WHEREAS, the revenue share of the published tuition rates for online programming has been set at 48% in accordance with the terms of the agreement between Shawnee State University and The Learning House, Inc.;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the attached online tuition schedule that reflects the published tuition rates for online programming, beginning spring 2019.

(August 24, 2018)

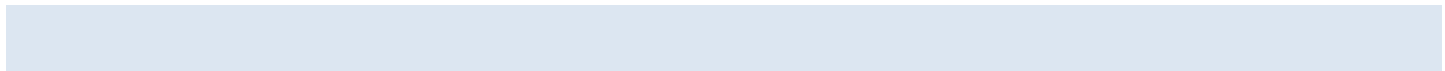


Online Tuition Schedule
effective Spring semester 2019

Undergraduate	Credit Hour	Course
<i>In-State Tuition</i>	\$278.00*	\$834.00*
<i>Out-of-State Surcharge</i>	\$5.00	\$15.00

Graduate	Credit Hour	Course
<i>In-State Tuition</i>	\$402.00	\$1,206.00
<i>Out-of-State Surcharge</i>	\$10.00	\$30.00

*Pending ODHE approval



RESOLUTION F11-18
SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION
NEW MEMBER APPOINTMENT

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

WHEREAS, SSUDF appointed a new board member at its Quarterly Meeting to replace a vacancy resulting from the retirement of an existing board member;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby affirms the appointment of Ms. Donna Wrinkle to the Development Foundation Board for partial term expiring December 31, 2020.

(August 24, 2018)

RESOLUTION F12-18

APPROVAL OF FY2019 OPERATING BUDGETS

WHEREAS, the University has been operating under the FY2018 continuing spending authority since July 1, 2018 as provided by Resolution F05-18 (copy attached) adopted at the June 9, 2018 meeting; and

WHEREAS, FY2019 general fund revenue projections have been constructed using the Ohio Department of Higher Education's projected FY2019 state funding and projected AY 2018-19 tuition and other fees revenue; and

WHEREAS, FY2019 auxiliary fund revenue projections have been constructed using projections of auxiliary fund revenue such as housing fees, meal plan fees, and other relevant income; and

WHEREAS, expenditures for the general fund and auxiliary fund budgets have been appropriately adjusted to AY2018-19 enrollment projections; and

WHEREAS, the President of the University recommends adoption of the proposed budgets;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the proposed FY2019 General Fund and Auxiliary Fund budgets, effective July 1, 2018.

(August 24, 2018)

RESOLUTION F05-18

CONTINUING UNIVERSITY SPENDING AUTHORITY

WHEREAS, strategic budgeting initiatives are underway that will impact university revenue and expenditure assumptions for the FY2019 budget year; and

WHEREAS, the FY2019 budget is anticipated to be presented to the Board of Trustees for review and approval at the Board's August 2018 meeting; and

WHEREAS, it is necessary to continue to meet financial obligations, including payment of salaries and other operating expenditures until such time that the FY2019 operating budget is approved;

THEREFORE, BE IT RESOLVED, the Board of Trustees approves University spending authority consistent with the level of resources as approved for FY2018 until such time the FY2019 operating budget is approved by the Board.

(June 8, 2018)

GENERAL FUND FY18 PRELIMINARY

July 1, 2017 - June 30, 2018

	FY18 BUDGET FULL YEAR	ACTUAL as of 6/30/18	VAR from BUDGET \$	VAR from budget %
REVENUE AND TRANSFERS IN				
State Funding				
Capital Component	\$27,260	27,260	0	0.0%
State Share of Instruction (SSI)	\$12,857,543	13,244,283	386,740	3.0%
State Share of Instruction (Access Challenge)	\$0	0	0	0.0%
Student Support Services (Disabilities)	\$2,026	2,798	772	38.1%
Supplement	\$2,537,456	2,537,456	0	0.0%
Total State Funding	\$15,424,285	\$15,811,797	387,512	2.5%
Tuition & Student Fees				
Course Fees	\$1,374,502	\$1,619,332	244,830	17.8%
General Fee	\$2,226,407	\$2,217,056	(9,351)	-0.4%
Instructional Fee	\$22,630,342	\$20,909,708	(1,720,634)	-7.6%
Miscellaneous Fees	\$729,978	\$864,192	134,214	18.4%
Non-Resident Surcharge	\$1,893,955	\$1,069,043	(824,912)	-43.6%
Technology Fee	\$412,987	\$408,042	(4,945)	-1.2%
University Center Bond Fee	\$886,863	\$875,119	(11,744)	-1.3%
Total Tuition and Fees	\$30,155,033	\$27,962,492	(2,192,541)	-7.3%
<i>Institutional Funded Scholarships (estimate)</i>	<i>(\$2,374,400)</i>	<i>(\$2,800,000)</i>		
Adjusted Total Tuition & Student Fees	\$27,780,633	\$25,162,492	(2,618,141)	-9.4%
Other Income				
Indirect Cost Recovery	\$160,000	\$161,425	1,425	0.9%
Miscellaneous Income	\$575,000	\$634,943	59,943	10.4%
Total Other Income	\$735,000	\$796,368	61,368	8.3%
Transfers from Other Funds				
Auxiliary Fund				
Total Transfers	\$289,550	\$289,550	0	0.0%
Total Revenue	\$44,229,468	\$42,060,206	(2,169,261)	-4.9%
EXPENDITURES & TRANSFERS OUT				
Compensation Expenditures				
Health Plan	\$5,469,283	\$6,328,606	859,323	15.7%
Mandatory Benefits (STRS, OPERS, OBES, BWC)	\$4,062,882	\$4,109,416	46,534	1.1%
Salaries	\$23,899,305	\$24,173,036	273,731	1.1%
Total Compensation	\$33,431,470	\$34,611,058	1,179,588	3.5%
Non-Compensation Expenditures				
Equipment, Buildings, Property	\$775,254	\$759,083	(16,171)	-2.1%
External Professional Services	\$622,491	\$870,072	247,581	39.8%
Information, Communication, Shipping	\$1,186,797	\$1,041,550	(145,247)	-12.2%
Maintenance, Rentals, Service Contracts	\$2,103,114	\$2,941,455	838,341	39.9%
Miscellaneous	\$1,101,467	\$785,354	(316,113)	-28.7%
Scholarships	\$593,600	\$611,217	17,617	3.0%
Supplies	\$941,382	\$1,187,555	246,173	26.2%
Travel, Entertainment	\$435,583	\$585,966	150,383	34.5%
Utilities	\$1,423,400	\$1,381,687	(41,713)	-2.9%
Total Non-Compensation	\$9,183,088	\$10,163,938	980,850	10.7%
Transfers to Other Funds				
Agency Fund	\$123,107	\$128,407	5,300	4.3%
Auxiliary Fund	\$1,914,561	\$1,927,761	13,200	0.7%
Plant Fund (Bond fees)	\$1,251,022	\$1,251,022	0	0.0%
Total Transfers	\$3,288,690	\$3,307,190	18,500	0.6%
TOTAL EXPENDITURES & TRANSFERS OUT	\$45,903,248	\$48,082,186	2,178,938	4.7%
PROJECTS FROM RESERVES	(\$312,500)			
GENERAL FUND OPERATING SURPLUS (DEFICIT)	(\$1,673,781)	(\$6,021,980)		
Estimated Investment Portfolio Gain	N/A	\$832,000		
PREL. GENERAL FUND SURPLUS (DEFICIT)	(\$1,986,281)	(\$5,189,980)		



UNIVERSITY

24-Aug-18

FY18 Auxiliary Fund - Preliminary

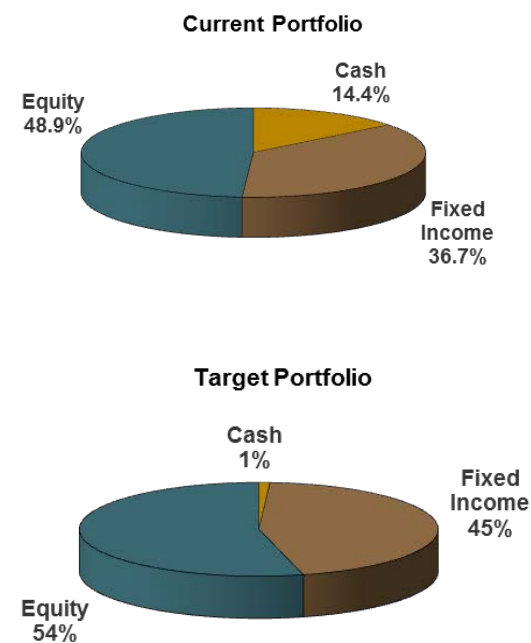
	FY18 BUDGET	ACTUAL as of EOY	VARIANCE from FY18 budget	
REVENUE	\$	\$	\$	%
Operating Income				
Commissions	779,697	744,466	(35,231)	-4.52%
Housing Fees	1,057,111	806,399	(250,712)	-23.72%
Meal Plan Fees	2,709,768	2,368,268	(341,500)	-12.60%
Service Fees, Memberships	289,202	331,179	41,977	14.51%
Ticket Sales, Rentals	391,728	604,951	213,223	54.43%
	<u>5,227,506</u>	<u>4,855,263</u>	(372,243)	-7.12%
Other Income				
Grants	224,320	228,468	4,148	1.85%
Miscellaneous Income	37,524	151,865	114,341	304.71%
	<u>261,844</u>	<u>380,332</u>	118,488	45.25%
Transfers from Other Funds				
General Fund	1,914,561	2,057,348	142,787	7.46%
TOTAL REVENUE	<u>7,403,911</u>	<u>7,292,943</u>	(110,968)	-1.50%
EXPENDITURES & TRANSFERS				
Compensation Expenditures				
Helath care	381,401	316,710	(64,690)	-16.96%
Mandatory benefits	261,590	274,896	13,305	5.09%
Salaries	1,538,767	1,617,033	78,266	5.09%
	<u>2,181,758</u>	<u>2,208,639</u>	26,881	1.23%
Non-Compensation Expenditures				
Equipment, Buildings, Property	119,000	70,143	(48,857)	-41.06%
External Professional Services	438,142	295,066	(143,076)	-32.66%
Information, Communication, Shipping	115,773	113,416	(2,357)	-2.04%
Maintenance, Rentals, Service Contracts	642,032	469,097	(172,935)	-26.94%
Meal Plan Expense	1,848,330	1,709,188	(139,142)	-7.53%
Miscellaneous	434,975	833,151	398,176	91.54%
Scholarships	594,000	706,874	112,874	19.00%
Supplies	143,153	207,241	64,088	44.77%
Travel, Entertainment	246,611	488,813	242,202	98.21%
Utilities	94,539	94,539	0	0.00%
	<u>4,676,555</u>	<u>4,987,528</u>	310,973	6.65%
Transfers to Other Funds				
Agency Fund	3,704	0	(3,704)	-100.00%
General Fund	289,550	289,550	0	0.00%
Plant Fund	235,633	235,633	0	0.00%
	<u>528,887</u>	<u>525,183</u>	(3,704)	-0.70%
TOTAL EXPENDITURES & TRANSFERS	<u>7,387,200</u>	<u>7,721,350</u>	334,150	4.52%
OPERATING SURPLUS (DEFICIT)	0	(428,407)		

Personnel Action	Employment Status		Name	Effective	Comments
	From	To			
Appointments					
New Hire					
		Program Assistant, Upward Bound Math Science	Kasie Leightenheimer	06/01/18	Prior Experience with Upward Bound/Math Science Programs, SSU Alumna, Bachelor of Arts
Promotions					
	Coordinator, Marketing & Communications	Assistant Director, Alumni & Community Engagement	Kara Bobo-Stump	06/01/18	Promotion
	Associate Director, Alumni Engagement	Director, Development Foundation	Ali Givan	05/01/18	Promotion
Change of Status					
	Director, Development Foundation	Associate Director, Development	Aimee Welch	04/15/18	Position Reclassification
Departures					
		Director, Development Foundation	Ali Givan	06/30/18	Resignation
		Disability Services Coordinator	James Weaver	06/30/18	Retirement (Effective 7/1/2018)
		Classroom Teacher, Children's Learning Center	Taryn Webb	06/22/18	Resignation
		Professor, Business Administration	Karen Crummie	05/31/18	Retirement (effective 6/1/2018)
		Associate Professor, Nursing	Margaret Selby	05/31/18	Retirement (effective 6/1/2018)
		Professor, Social Sciences	Anthony Dzik	05/31/18	Retirement (effective 6/1/2018)
		Assistant Professor, Business Administration	David Conley	05/31/18	Retirement (effective 6/1/2018)
		Associate Professor, Engineering Technologies	Steven Ison	05/31/18	Retirement (effective 6/1/2018)
		Professor, Business Administration	Steven Doster	05/31/18	Retirement (effective 6/1/2018)
		Head Teacher, Children's Learning Center	Jeanna Heresh	05/18/18	Resignation
		Professor, Allied Health Sciences	Marla Thoroughman	05/08/18	Retirement (effective 6/1/2018)
		Assistant Professor, Nursing	Genoma Bender	05/08/18	End of Contract
		Senior Instructor, English & Humanities	Melody Sands	05/08/18	End of Contract
		Assistant Professor, Engineering Technologies	Kassiani Kotsidou	05/08/18	End of Contract

Shawnee State University Asset Allocation – As of July 31, 2018



Asset Class	Market Value	% of Assets	Target %
Cash Equivalents			
TIAA Cash Deposit Account	\$1,759,428	14.4%	
Total Cash Equivalents	\$1,759,428	14.4%	1.0%
Fixed Income			
U.S. Treasury Obligations	1,273,449	10.4%	
U.S. Government Agencies	420,381	3.4%	30.0%
Corporate Bonds	1,266,876	10.3%	
DFA Inflation Protected SEC Fund	\$1,537,625	12.5%	15.0%
Total Fixed Income	\$4,498,331	36.7%	45.0%
Domestic Equity			
TIAA-CREF Large Cap Value Index Fund	\$1,117,512	9.1%	10.0%
TIAA-CREF Large Cap Growth Index Fund	\$1,070,788	8.7%	9.0%
AMG MG Fairpointe Mid Cap Fund	\$583,885	4.8%	5.0%
Nationwide Geneva Mid-Cap Growth Fund	\$584,461	4.8%	5.0%
Nuveen NWQ Small Cap Value Fund	\$118,096	1.0%	1.0%
Wasatch Small Cap Growth Fund	\$123,572	1.0%	1.0%
TIAA-CREF Small Cap Blend Index Fund	\$114,807	0.9%	1.0%
Cohen & Steers Real Estate Fund	\$150,036	1.2%	2.0%
Vanguard REIT Index Fund	\$150,351	1.2%	2.0%
Total Domestic Equity	\$4,013,508	32.7%	36.0%
International Equity			
TIAA-CREF International Equity Index Fund	\$1,103,876	9.0%	10.0%
DFA Emerging Markets Portfolio Fund	\$237,327	1.9%	2.0%
DFA Emerging Markets Small Cap Fund	\$228,621	1.9%	2.0%
MFS International New Discovery Fund	\$214,107	1.7%	2.0%
DFA International Small Cap Value Fund	\$200,091	1.6%	2.0%
Total International Equity	\$1,984,022	16.2%	18.0%
Total Portfolio Market Value	\$12,255,289	100.0%	100.0%



**LIQUIDITY INVESTMENT ALLOCATIONS
FROM OCTOBER 2017 TO AUGUST 10, 2018**

	October 2017		November 2017		December 2017		January 2018	
	\$	%	\$	%	\$	%	\$	%
Total Cash and Equivalents	\$ 1,104,912	7.21%	\$ 2,331,791	15.04%	\$ 2,771,357	17.74%	\$ 3,539,802	22.25%
Total Equity Securities	\$ 7,985,005	52.10%	\$ 7,340,936	47.33%	\$ 7,047,721	45.12%	\$ 6,988,220	43.93%
Total Fixed Income Securities	\$ 6,235,258	40.69%	\$ 5,835,903	37.63%	\$ 5,801,884	37.14%	\$ 5,379,711	33.82%
	<u>\$ 15,325,175</u>	<u>100.00%</u>	<u>\$ 15,508,630</u>	<u>100.00%</u>	<u>\$ 15,620,962</u>	<u>100.00%</u>	<u>\$ 15,907,733</u>	<u>100.00%</u>
	February 2018		March 2018		April 2018		May 2018	
	\$	%	\$	%	\$	%	\$	%
Total Cash and Equivalents	\$ 3,615,455	23.21%	\$ 4,023,451	25.87%	\$ 4,866,629	31.32%	\$ 3,178,571	23.30%
Total Equity Securities	\$ 6,509,479	41.78%	\$ 6,298,167	40.50%	\$ 5,931,274	38.17%	\$ 5,862,258	42.97%
Total Fixed Income Securities	\$ 5,454,070	35.01%	\$ 5,228,298	33.62%	\$ 4,740,693	30.51%	\$ 4,601,335	33.73%
	<u>\$ 15,579,004</u>	<u>100.00%</u>	<u>\$ 15,549,916</u>	<u>100.00%</u>	<u>\$ 15,538,596</u>	<u>100.00%</u>	<u>\$ 13,642,164</u>	<u>100.00%</u>
	June 2018		July 2018		August 10, 2018		Total Change Since October 2017	
	\$	%	\$	%	\$	%	\$	%
Total Cash and Equivalents	\$ 3,201,454	23.48%	\$ 1,759,428	14.33%	\$ 1,755,632	14.27%	\$ 650,720	58.89%
Total Equity Securities	\$ 5,844,955	42.86%	\$ 5,997,530	48.86%	\$ 6,030,207	49.03%	\$ (1,954,798)	-24.48%
Total Fixed Income Securities	\$ 4,590,439	33.66%	\$ 4,516,841	36.80%	\$ 4,514,085	36.70%	\$ (1,721,173)	-27.60%
	<u>\$ 13,636,848</u>	<u>100.00%</u>	<u>\$ 12,273,799</u>	<u>100.00%</u>	<u>\$ 12,299,924</u>	<u>100.00%</u>	<u>\$ (3,025,251)</u>	

INVESTMENT PORTFOLIO PERFORMANCE

FISCAL YEAR 19:

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2018	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)
TIAA FUNDS	\$ 13,636,847.58	\$ 136,952.13												\$ 136,952.13
CURRENT MTD TOTAL GAIN/(LOSS)														<u>\$ 136,952.13</u>
INVESTMENT FUND BALANCES:														
TIAA FUND END OF MONTH BALANCE		\$ 12,273,799.71												
TOTAL	<u>\$ 13,636,847.58</u>	<u>\$ 12,273,799.71</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

** During the month of July 2017, the University liquidated \$1,500,000 from the TIAA portfolio. The proceeds from the liquidation were transferred to the University Operating Cash account to meet July and August 2018 cash needs.

FISCAL YEAR 18:

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2017	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)
TIAA FUNDS	\$ 17,484,245.47	\$ 246,363.62	\$ 21,257.99	\$ 154,390.16	\$ 118,917.76	\$ 183,454.61	\$ 112,332.73	\$ 286,770.83	\$ (328,729.36)	\$ (29,087.46)	\$ (11,320.80)	\$ 103,568.81	\$ (5,316.78)	\$ 852,602.11
CURRENT MTD TOTAL GAIN/(LOSS)		<u>\$ 246,363.62</u>	<u>\$ 21,257.99</u>	<u>\$ 154,390.16</u>	<u>\$ 118,917.76</u>	<u>\$ 183,454.61</u>	<u>\$ 112,332.73</u>	<u>\$ 286,770.83</u>	<u>\$ (328,729.36)</u>	<u>\$ (29,087.46)</u>	<u>\$ (11,320.80)</u>	<u>\$ 103,568.81</u>	<u>\$ (5,316.78)</u>	<u>\$ 852,602.11</u>
INVESTMENT FUND BALANCES:														
TIAA FUND END OF MONTH BALANCE		\$ 15,030,609.09	\$ 15,051,867.08	\$ 15,206,257.24	\$ 15,325,175.00	\$ 15,508,629.61	\$ 15,620,962.34	\$ 15,907,733.17	\$ 15,579,003.81	\$ 15,549,916.35	\$ 15,538,595.55	\$ 13,642,164.36	\$ 13,636,847.58	
TOTAL	<u>\$ 17,484,245.47</u>	<u>\$ 15,030,609.09</u>	<u>\$ 15,051,867.08</u>	<u>\$ 15,206,257.24</u>	<u>\$ 15,325,175.00</u>	<u>\$ 15,508,629.61</u>	<u>\$ 15,620,962.34</u>	<u>\$ 15,907,733.17</u>	<u>\$ 15,579,003.81</u>	<u>\$ 15,549,916.35</u>	<u>\$ 15,538,595.55</u>	<u>\$ 13,642,164.36</u>	<u>\$ 13,636,847.58</u>	

** During the month of July 2017, the University liquidated \$2,700,000 from the TIAA portfolio. The proceeds from the liquidation were transferred to the University Operating Cash account to meet July and August 2017 cash needs.

++ During the month of May 2018, the University liquidated \$2,000,000 from the TIAA portfolio. The proceeds from the liquidation were transferred to the University Operating Cash account to meet May and June 2018 cash needs.

Status of Construction/Renovation Projects through July 31, 2018

Project	Status	Projected Budget	Funding Source
Advanced Technology Center/Technology and Industrial Buildings Rehabilitation	<ul style="list-style-type: none"> • Phase 1 scheduled substantial completion date 7/28/18. • The revised scope will include only the south portion (1978) of the ATC complex. This project will renovate the Plastics lab and create a new space for the Gaming program. 	\$ 3,881,000	State Capital
Athletic Complex (Rhodes Center)/Recreation, Student Health & Wellness	<ul style="list-style-type: none"> • The planned facility improvements include, but are not limited to: upgrading of the building's life safety systems, ADA access, and facility infrastructure; replacement of the original (circa 1983) pool filtration systems. • Phase 1A includes the pool filtration system and mechanical equipment as well as all new locker rooms. • Phase 1A budget is \$1.2 million. Scheduled completion 9/18/18. 	\$ 7,150,000	Bond & Local
Library/CFA HVAC Renovation	<ul style="list-style-type: none"> • This will include evaluation of mechanical and building automation systems for both buildings, including air handling units, pumps, chillers, and controls. Once evaluation is complete, the systems will be replaced based on age of equipment, as well as energy consumption. • RFQ submissions being reviewed. 	\$ 1,100,000	State Capital
Facilities Campus Master Plan Update	<ul style="list-style-type: none"> • All buildings under evaluation as part of the Campus Facility Assessment. • Assessment complete. • Will be used to develop energy conservation projects and other basic renovation plans. 	\$ 80,000	State Capital