

**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
November 14, 2014**

Call to Order

Chairperson Higgs-Horwell called the meeting to order at 1:15 p.m. noting the meeting was in compliance with RC § 121.22(F).

Roll Call

Members Present: Ms. Melissa Higgs-Horwell, Ms. Hartop, Mr. Robert Howarth, Mr. Jack McCoy, Mr. Gary Paine, Ms. Kay Reynolds, Mr. Scott Williams, Ms. Chelsey Ferry, Ms. Marlee Martin

Members Absent: None

Approval of the November 14, 2014 Agenda

Mr. Paine moved and Mr. McCoy seconded a motion to approve the November 14, 2014 agenda. Without discussion, the Board unanimously approved said agenda.

Approval of the September 19, 2014 Board Meeting Minutes

Mr. Williams moved and Ms. Reynolds seconded a motion to approve the September 19, 2014 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

Committee Reports

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

Mr. Williams reported on behalf of the Academic and Student Affairs Committee. Mr. Williams said the Committee had two action items and several information items.

Action Items

Resolution ASA07-14, 2015-2016 Academic Calendar

Mr. Williams moved and Mr. Paine seconded a motion to approve Resolution ASA07-14, 2015-2016 Academic Calendar. Mr. Williams said Mr. Mark Moore, Registrar, presented the 2015-2016 Academic Calendar which was developed and reviewed by the Calendar Advisory

Committee and approved by the Provost and President. Mr. Williams said a tentative academic calendar for 2016-2017 was also presented.

Ayes: Ms. Higgs-Horwell, Ms. Hartop, Mr. Howarth, Mr. McCoy, Mr. Paine, Ms. Reynolds, Mr. Williams

Nays: None

Resolution ASA08-14, Adoption of Policy 3.22, Student Service Members and Veterans

Mr. Williams moved and Mr. Paine seconded a motion to approve Resolution ASA08-14, Adoption of Policy 3.22, Student Service Members and Veterans. Mr. Williams said Dr. Alan Walker, Interim Provost and Vice President for Academic Affairs, reported on Policy 3.22 and said that recently enacted ORC Section 3345.421, requires the Board of Trustees of each state institution of higher education to adopt a policy regarding the support and assistance that the institution will provide to veterans and service members.

Information Items

Ms. Katherine Bauer, Vice President of the Student Government Association, reported on the Activities of the SGA. There are 62 organizations and clubs with approved Student Organization status. Recently, the SGA held a Pool Appreciation Week. Currently, members are discussing the installation of a "Spirit Rock", expanding gym hours, and are seeking to bring attention to smoking around campus entrances.

Education

The Committee moved to the Plastics Engineering lab area in the ATC building for a demonstration of the Coperian Twin Screw Extruder. The Plastics Engineering faculty demonstrated the newly acquired technology and shared about its impact upon the program's curriculum.

Finance and Administration Committee – Mr. Gary Paine, Chair

Mr. Paine reported on behalf of the Finance and Administration Committee. He said the Committee had six action items and several information items.

Action Items

Resolution F31-14, Acceptance of FY14 Audit Report

Mr. Paine moved and Mr. McCoy seconded a motion to approve Resolution F31-14, Acceptance of FY14 Audit Report. Mr. Paine said representatives from the firm of Plante & Morgan presented the preliminary fiscal year 2014 financial audit results to the Committee and recommended for acceptance by the Board of Trustees.

Ayes: Ms. Higgs-Horwell, Ms. Hartop, Mr. Howarth, Mr. McCoy, Mr. Paine, Ms. Reynolds, Mr. Williams

Nays: None

Resolution F32-14, Appointment of Vice President for Student Affairs

Mr. Paine moved and Ms. Reynolds seconded a motion to approve Resolution F32-14, Appointment of Vice President for Student Affairs. Mr. Paine said the appointment of Mr. Robert Trusz as Vice President for Student Affairs was presented for the Committee's review and recommended to the Board of Trustees.

Ayes: Ms. Higgs-Horwell, Ms. Hartop, Mr. Howarth, Mr. McCoy, Mr. Paine, Ms. Reynolds, Mr. Williams

Nays: None

Resolution F33-14, Approval of Graduate Center Administrator

Mr. Paine moved and Ms. Hartop seconded a motion to approve Resolution F33-14, Approval of Graduate Center Administrator. Mr. Paine said this resolution creates a Graduate Center Administrator position and was reviewed with the Committee and recommended to the Board of Trustees.

Ayes: Ms. Higgs-Horwell, Ms. Hartop, Mr. Howarth, Mr. McCoy, Mr. Paine, Ms. Reynolds, Mr. Williams

Nays: None

Resolution F34-14, Approval of Veterans and Test Center Coordinator

Mr. Paine moved and Ms. Reynolds seconded a motion to approve Resolution F34-14, Approval of Veterans and Test Center Coordinator. Mr. Paine said the Veterans and Test Center Coordinator position would fulfill the requirements of ORC Section 3345.421 and was submitted to the Committee for review and recommended to the Board of Trustees.

Ayes: Ms. Higgs-Horwell, Ms. Hartop, Mr. Howarth, Mr. McCoy, Mr. Paine, Ms. Reynolds, Mr. Williams

Nays: None

Resolution F35-14, Approval of the Rescission of Policy 4.12, Supplementing Credit Cards for Travel and Update to Procedure 4.10:1, Travel Authority - Business Rules

Mr. Paine moved and Mr. McCoy seconded a motion to approve Resolution F35-14, Approval of the Rescission of Policy 4.12, Supplementing Credit Cards for Travel and Update to Procedure

4.10:1, Travel Authority – Business Rules. Mr. Paine said this resolution rescinds an outdated policy and incorporates updated applicable provisions into existing Procedure 4.10:1, Travel Authority – Business Rules and was presented to the Committee for review and recommended to the Board of Trustees.

Ayes: Ms. Higgs-Horwell, Ms. Hartop, Mr. Howarth, Mr. McCoy, Mr. Paine, Ms. Reynolds, Mr. Williams

Nays: None

Resolution F36-14, Approval of the Rescission of Policy 4.20, Agency Fund

Mr. Paine moved and Ms. Reynolds seconded a motion to approve Resolution F36-14, Approval of the Rescission of Policy 4.20, Agency Fund. Mr. Paine said this resolution rescinds outdated Policy 4.20, Agency Fund Policy, and was presented to the Committee for review and recommended to the Board of Trustees.

Ayes: Ms. Higgs-Horwell, Ms. Hartop, Mr. Howarth, Mr. McCoy, Mr. Paine, Ms. Reynolds, Mr. Williams

Nays: None

Information Items

FY15 Budget Status Update

Drs. Boyles and Burke reviewed the status of the FY15 modified budget.

FY16 Budget Planning Strategy

Dr. Morris discussed the Planning Process for Development of the FY16 Budget which will involve campus budget managers developing three reduction scenarios in order to be responsive to significant multiple revenue uncertainties.

University Investment Report

The University's FY15 investment performance report revealed a loss for September and a gain for October. With an overall negative adjustment, the portfolio has realized a very minimal loss in the amount of \$1,104 for the reporting period (July 1, 2014 – October 31, 2014).

Capital Status Report

Dr. Boyles updated the Committee on the status of the Founders Plaza Project which is pending final owner acceptance and the Hatcher Hall (Nursing) renovation which is now complete.

Education

David Thoroughman, Director of Public Safety, and Joe VanDeusen, Associate Director, Environmental Health and Safety, presented an overview of the newly implemented *NaviGate Prepared School Safety Response System*.

Executive Committee – Ms. Higgs-Horwell, Chair

Ms. Higgs-Horwell reported on the Executive Committee Meeting held on October 17, 2014.

Ms. Higgs-Horwell said the Committee approved Resolution E09-14, Approval of Modified FY2015 General Fund Budget. Ms. Higgs-Horwell said the need to modify the General Fund Budget was due to the significant decline in enrollment, increased medical claims and increased scholarship costs.

Ms. Higgs-Horwell said the Committee approved Resolution E10-14, Approval of Modified FY2015 Auxiliary and Agency Fund Budget. She said the need to modify the FY2015 Auxiliary and Agency Fund Budget was due to additional utilization of selected Auxiliary and Agency funds' balances beyond those in the previously approved FY2015 Auxiliary and Agency Fund Budget which will preserve the current year's allocation to the affected areas while reducing reliance upon the General Fund for these operations.

Ms. Higgs-Horwell said the Committee received an update on the Preliminary FY2014 University Financials re: Notice of Change in Accounting Principles (GASB 34/35). She said Dr. Boyles reported on the necessary financial implementation for a change in account principles to recognize depreciation expense related to the University's library book collection based on interpretation of GASB 34/35.

Approval of the October 17, 2014 Executive Committee Meeting Minutes

Ms. Higgs-Horwell moved and Mr. Williams seconded a motion to approve the October 17, 2014 Executive Committee meeting minutes. Without discussion, the Board unanimously approved said minutes.

President's Report

President Morris welcomed Mr. Howarth back with the rest of the Board. She also stated that former trustee, David Lodwick, was on the mend and at home. President Morris updated the Board on several items, including the upcoming Trustee Conference and fall commencement. She said Hatcher Hall was recently dedicated and the nursing faculty were excited to have such a nice facility. President Morris passed out an ethics summary for university trustees prepared by the Ohio Ethics Commission that supplemented their ethics training conducted by Ms. Cheryl Hacker, General Counsel and Special Assistant to the President, and additional information regarding an app developed by Professor Drew Feight on the history of Scioto County.

President Morris then invited Mr. Eric Braun, Executive Director of Development and Special Assistant to the President for Government Relations, to update the Board on Workforce Development activities. A copy of Mr. Braun's presentation materials is attached.

Reports, if any, from Board Liaisons with other Organizations

None.

New Business

Mr. McCoy gave an update on the President Search. Mr. McCoy said in mid-October, an Executive Profile was made available on the web and copies of the Executive Profile were distributed to Board members. He said a letter was sent to all private and public universities in Ohio inviting their Presidents to nominate candidates. Mr. McCoy said a second meeting of the Search Committee was held on November 20 to prepare members for on-sight interviews.

Ms. Reynolds updated the Board on planning for retirement events. She said a committee was appointed to develop events and tie into existing events with the President's Club, President's Gala and an event to be held in Columbus. Ms. Reynolds also said that an inauguration committee would be appointed.

Comments from Constituent Groups (if any) and the Public

None.

Executive Session

None.

Other Business

None.

Adjournment

The Board was adjourned by acclamation at 2:07 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

RESOLUTION ASA 07-14

2015-2016 ACADEMIC CALENDAR

WHEREAS, members of the Calendar Advisory Committee have developed and reviewed the proposed 2015-2016 Academic Calendar; and

WHEREAS, the Provost and the President have approved the proposed 2015-2016 Academic Calendar; and

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the Shawnee State University 2015-2016 Academic Calendar, attached hereto.

(November 14, 2014)

Checked as True per Contract
Cheryl Hacker 1-6-15
Date

Summer Semester 2015-2016

May 11	Summer intersession – classes begin
May 22	Final exams and last day (Summer intersession)
May 25	Memorial Day (<i>University Closed</i>)
May 26	Summer classes begin (full and first five week sessions) Grades due in Office of the Registrar by noon (Summer intersession)
June 26	Last day of first five-week session (final exams during last scheduled class period)
June 29	Second five-week session – classes begin
June 30	Grades due in Office of the Registrar by noon (first five-week session)
July 3	Independence Day observed (<i>University Closed</i>)
July 31	Last day of full and second five-week session (final exams during last scheduled class period) Summer semester ends
August 4	Grades due in Office of the Registrar by noon (full session and second five week session)

Fall Semester 2015-2016

August 3	Fall intersession – classes begin
August 21	Final exams and last day (Fall intersession)
August 24	Fall semester classes begin (full and first eight-week sessions)
August 25	Grades due in Office of the Registrar by noon (Fall intersession)
September 7	Labor Day (<i>University Closed</i>)
October 8-9	Fall Break (<i>No classes, University Open</i>)
October 16	Last day of first eight-week session (final exams during last scheduled class period)
October 19	First day of second eight- week session
October 20	Grades due in Office of the Registrar by noon (first eight-week session)
November 11	Veterans Day observed (<i>University Closed</i>)
November 25	Thanksgiving Break (<i>No Classes, University Open</i>)
November 26	Thanksgiving Day (<i>University Closed</i>)
November 27	Thanksgiving Holiday (<i>University Closed</i>)
November 28	Classes resume
December 11	Last day of classes (full session and second 8 week session)
Dec 12-18	Final Exams (full and second eight-week sessions)
December 18	Fall Commencement – semester ends
December 22	Grades due in Office of the Registrar by noon (full and second eight week session)
December 24	Christmas Holiday (<i>University Closed</i>)
December 25	Christmas Holiday (<i>University Closed</i>)
January 1	New Year's Holiday (<i>University Closed</i>)

Spring Semester 2015-2016

December 21	Spring intersession – classes begin
January 8	Final exams and last day (Spring intersession)
January 11	Spring semester classes begin (full and first eight week session)
January 12	Grades due in Office of the Registrar by noon (Spring intersession)
January 18	Martin Luther King, Jr. Day (<i>University Closed</i>)
March 6	Last day of first eight-week session (final exams during last scheduled class period)
March 7-13	Spring Break (<i>No Classes, University Open</i>)
March 8	Grades due in Office of the Registrar by noon (first eight-week session)
March 14	Spring full session classes resume First day of second eight- week session
April 29	Last day of classes (full session and second 8 week session)
April 30-May 6	Final Exams (full and second eight-week sessions)
May 7	Commencement – semester ends
May 10	Grades due in Office of the Registrar by noon (full and second eight week session)

Reviewed as True and Correct

 Secretary, CSU Board of Trustees Date

Summer Semester 2016-2017

May 9	Summer intersession – classes begin
May 20	Final exams and last day (Summer intersession)
May 23	Summer classes begin (full and first five week sessions)
May 24	Grades due in Office of the Registrar by noon (Summer intersession)
May 30	Memorial Day (<i>University Closed</i>)
June 24	Last day of first five-week session (final exams during last scheduled class period)
June 27	Second five-week session – classes begin
June 28	Grades due in Office of the Registrar by noon (first five-week session)
July 4	Independence Day (<i>University Closed</i>)
July 29	Last day of full and second five-week session (final exams during last scheduled class period)
	Summer semester ends
August 2	Grades due in Office of the Registrar by noon (full and second five week session)

Fall Semester 2016-2017

August 1	Fall intersession – classes begin
August 19	Final exams and last day (Fall intersession)
August 22	Fall semester classes begin (full and first eight-week sessions)
August 23	Grades due in Office of the Registrar by noon (Fall intersession)
September 5	Labor Day (<i>University Closed</i>)
October 6-7	Fall Break (<i>No Classes, University Open</i>)
October 14	Last day of first eight-week session (final exams during last scheduled class period)
October 17	First day of second eight- week session
October 18	Grades due in Office of the Registrar by noon (first eight-week session)
November 11	Veterans Day (<i>University Closed</i>)
November 23	Thanksgiving Break (<i>No Classes, University Open</i>)
November 24	Thanksgiving Day (<i>University Closed</i>)
November 25	Thanksgiving Holiday (<i>University Closed</i>)
November 26	Classes resume
December 9	Last day of classes (full session and second 8 week session)
Dec 10-16	Final Exams (full and second eight-week sessions)
December 16	Fall Commencement – semester ends
December 20	Grades due in Office of the Registrar by noon (full and second eight week session)
December 26	Christmas Holiday observed (<i>University Closed</i>)
December 27	Christmas Holiday (<i>University Closed</i>)
January 2	New Year's Holiday observed (<i>University Closed</i>)

Spring Semester 2016-2017

December 19	Spring intersession – classes begin
January 6	Final exams and last day (Spring intersession)
January 9	Spring semester classes begin (full and first eight week session)
January 10	Grades due in Office of the Registrar by noon (Spring intersession)
January 16	Martin Luther King, Jr. Day (<i>University Closed</i>)
March 4	Last day of first eight-week session (final exams during last scheduled class period)
March 6-12	Spring Break (<i>No Classes, University Open</i>)
March 7	Grades due in Office of the Registrar by noon (first eight-week session)
March 13	Spring full session classes resume
	First day of second eight- week session
April 28	Last day of classes (full session and second 8 week session)
April 29-May 5	Final Exams (full and second eight-week sessions)
May 6	Commencement – semester ends
May 9	Grades due in Office of the Registrar by noon (full and second eight week session)

Entered as True and Correct

Secretary, OSU Board of Trustees Date

RESOLUTION ASA 08-14
ADOPTION OF POLICY 3.22,
STUDENT SERVICE MEMBERS AND VETERANS

WHEREAS, Shawnee State University has a long and firmly established commitment to providing assistance and support for its student service members and veterans; and

WHEREAS, Ohio Revised Code Section 3345.421, which was recently enacted, requires the board of trustees of each state institution of higher education to adopt a policy regarding the support and assistance that the institution will provide to veterans and service members;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves adoption of Policy 3.22, Student Service Members and Veterans, effective November 14, 2014.

(November 14, 2014)

Checked as True and Correct
<i>Cheryl Hacker</i> 1-6-15
Secretary, SSU Board of Trustees Date

Shawnee State University

POLICY TITLE:	STUDENT SERVICE MEMBERS AND VETERANS
POLICY NO. :	3.22
ADMIN CODE:	3362-3-14
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	11/14/2014
NEXT REVIEW DATE:	11/2016
RESPONSIBLE OFFICER(S):	VPAA & VPSA
APPROVED BY:	BOT

1.0 PURPOSE

Shawnee State University is committed to providing assistance and support for student and prospective student service members and veterans as they pursue an advanced degree or certificate. This policy serves to further this University's commitment in accordance with Ohio Revised Code §3345.421.

2.0 DEFINITIONS

2.1 "Service member" means a person who is serving in the armed forces of the United States.

2.2 "Veteran" means any person who has completed service in the armed forces, including the national guard of any state or a reserve component of the armed forces, and who has been discharged under honorable conditions from the armed forces or who has been transferred to the reserve with evidence of satisfactory service.

3.0 UNIVERSITY CONTACT PERSON FOR SERVICE MEMBERS AND VETERANS

There will be a University employee who will serve as a contact person for student and prospective student service members and veterans. The responsibilities of the University contact person will include advising and assisting service members and veterans, including issues related to earning University credit, as well as to help ensure state and federal compliance with veterans' matters.

I hereby certify that this is a true and correct copy.

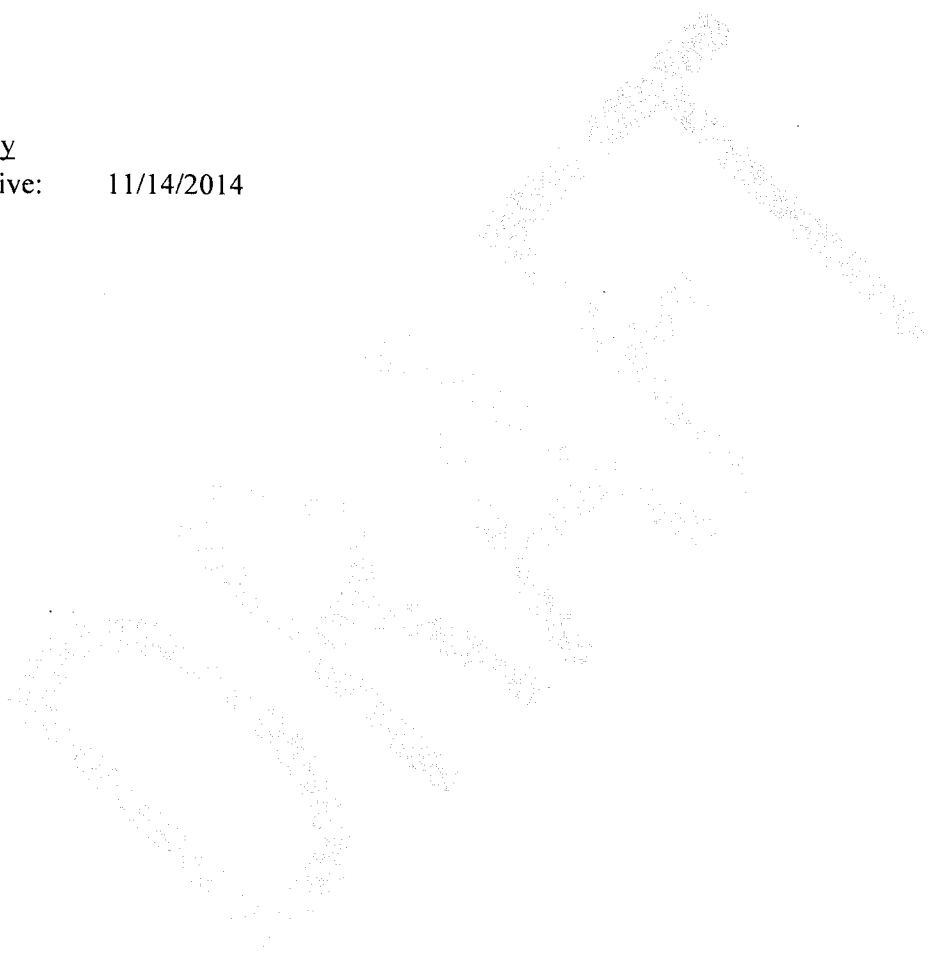
Secretary, SSU Board of Trustees Date

4.0 DELEGATION OF AUTHORITY TO UNIVERSITY PRESIDENT

The Board of Trustees has delegated its authority and responsibility to the University President to address matters regarding the assistance and support to service members and veterans as identified in O.R.C. §§ 3345.421 through 3345.423 and to ensure compliance with these and other related state and federal laws.

History

Effective: 11/14/2014



General Counsel

Secretary of the Board of Trustees Date

Student Government Association Report
Board of Trustees
11-14-14

- **Current Projects**
 - Collaborating with the General Education Advisory Council to make relevant revisions to the GEP.
 - Holding a “Pool Appreciation Week” featuring events highlighting the Warsaw Natatorium.
 - Building student traditions by installing a “Spirit Rock” on which student organizations can paint and advertise events.
 - Addressing specific student concerns such as gym hours and pool usage, cafeteria food quality, smoking on campus, and advising issues.
 - Attending the annual American Student Government Association Ultimate SGA Conference in Chicago.
 - Further simplifying the process for organizations to receive funding.

- **Student Organizations**
 - 62 organizations/clubs approved for status.
 - \$150 for funding (Fall 2014)

- **Committee Projects**
 - **Student Life**
 - Planning events for Pool Appreciation Week.
 - Working with Jeff Hamilton and Athletics to improve gym hours and install lights over the turf.
 - **Academic Affairs**
 - Addressing advising concerns with Interim Provost Alan Walker.
 - Collaborating with Phil Blau and the General Education Advisory Council on revisions being made to the GEP.
 - **Budget and Financing**
 - Discussing the installation of a “Spirit Rock” with Butch Kotcamp and Bob Trusz.
 - **Inter-Club Council**
 - Implementing last year’s changes to the organization application process.

Working on an annual organization Halloween program: “Late-Night Halloween.”

Date and Current

Date

Approved Student Organizations

1. Pre-Med
2. Health and Fitness
3. Bear Buddies
4. Mana Dorks
5. Sigma Alpha Pi
6. IGDA
7. 21st Century Followers of Christ
8. Bible Study
9. Operation Christmas Child
10. Philosophy
11. AGL
12. GSSA (Gay Straight Student Alliance)
13. AHANA
14. SOTA (Student Occupational Therapy Association)
15. SSU Dance
16. Life Drawing
17. ZED (Zombie Educational Defense)
18. Dungeon Crawlers
19. Geology
20. MAL (Model Arab League)
21. T.E.A.C.H. (The Environmental Action Club Heritage)
22. Rotaract
23. International Forum
24. HEALS (Health Executives & Administrators Learning Society)
25. Theta Phi Alpha
26. Tri Beta
27. Athletic Training
28. Respiratory Therapy
29. Psychology
30. CAC (Collegians Against Cancer)
31. Technology Development
32. Slow Pitch Softball
33. Softball (Traditional)
34. Delta Phi Epsilon
35. Art Club
36. Math Club
37. Catholic Association
38. Hip Hop Dance Club
39. SSU Republicans
40. Jedi Order
41. Tau Kappa Epsilon
42. Chemistry
43. Alpha Psi Omega
44. Plastic Engineering
45. Phi Mu Delta
46. BBQ
47. League of Legends
48. Sociology
49. History
50. Fantanime
51. Innermission
52. SSU Students for Christ
53. Sigma Tau Delta
54. Cheerleading Association
55. Floppy Disk
56. Student Nurses Association
57. Intervention Specialists
58. Dance Company
59. Phi Eta Sigma
60. Student Physical Therapy Assistants
61. EmpowHer
62. Student Entrepreneurship Club

RESOLUTION F31-14

ACCEPTANCE OF FY14 AUDIT REPORT

WHEREAS, pursuant to O.R.C. 117.11 the financial statements of Shawnee State University must be audited every year; and

WHEREAS, the required audit has been performed by Plante & Moran, PLLC, an independent accounting firm engaged by the Auditor of State, in accordance with O.R.C. 117.11; and

WHEREAS, the results of the audit have been reported to the Board of Trustees' Finance and Administration Committee; and

WHEREAS, the auditor has issued an "unmodified" report;

THEREFORE, be it resolved that the Shawnee State University Board of Trustees accept the Report of Independent Auditors on Financial Statements of the Shawnee State University, as reported.

(November 14, 2014)

Certified as True and Correct	
<i>Cheryl Haack</i>	1-6-15
Secretary, Board of Trustees	Date

RESOLUTION F32-14

APPOINTMENT OF VICE PRESIDENT FOR STUDENT AFFAIRS

WHEREAS, Mr. Robert Trusz has served as Interim Vice President for Student Affairs since August 20, 2013, bringing leadership and stability to the position and the Division of Student Affairs; and

WHEREAS, University-wide Policy 5.16Rev "President's Authority, University Personnel Actions," requires Board of Trustees' approval for appointment to the position of Vice President; and

WHEREAS, it is the desire of the Board of Trustees to provide stability in senior leadership through the upcoming leadership transition; and

WHEREAS, it is the desire of the Board of Trustees to transition all Vice Presidents to contracts of employment; and

WHEREAS, the President recommends the appointment of Mr. Trusz as Vice President for Student Affairs;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the appointment of Mr. Robert Trusz as Vice President for Student Affairs, effective November 14, 2014, at his AY15 salary, and directs the President to enter into a two-year contract with Mr. Trusz, eligible for extension.

(November 14, 2014)

Cheryl Hacker 1-6-15

RESOLUTION F33-14

APPROVAL OF GRADUATE CENTER ADMINISTRATOR

WHEREAS, University-wide Policy 5.16Rev, President's Authority, University Personnel Actions, requires Board of Trustees' approval of newly created full-time administrative positions; and

WHEREAS, recent and planned growth in graduate education requires enhanced infrastructure and support to ensure consistency of service and support for students and faculty; and

WHEREAS, the Provost and the President recommend the creation of an administrative position titled Graduate Center Administrator in the Provost's office to serve as the primary point of contact for graduate education and to manage the supporting infrastructure required by all SSU graduate programs, in accordance with University employment policies; and

WHEREAS, this proposed position would be funded through the elimination of an open administrative position;

THEREFORE, BE IT RESOLVED, that Shawnee State University's Board of Trustees approves the creation of a full-time Graduate Center Administrator position effective November 14, 2014.

(November 14, 2014)

Charles H. Harker 1-6-15

RESOLUTION F34-14

APPROVAL OF VETERANS AND TEST CENTER COORDINATOR

WHEREAS, University-wide Policy 5.16Rev, President's Authority, University Personnel Actions, requires Board of Trustees' approval of newly created full-time administrative positions; and

WHEREAS, Ohio Revised Code, Section 3345.421, states that "not later than December 31, 2014, the board of trustees of each state institution of higher education shall designate at least one person employed by the institution to serve as the contact person for veterans and service member affairs. Such a person shall assist and advise veterans and service members on issues related to earning college credit for military training, experience, and coursework."; and

WHEREAS, the University has determined the quality of service to veterans and compliance with regulatory requirements can best be provided by a realignment of duties of existing roles within the University College, and designating an incumbent to focus on these services to Veterans, compliance with the regulations, and complementary services in the Test Center; and

WHEREAS, the President recommends the creation of an administrative position titled Veterans and Test Center Coordinator for the purpose of developing and implementing programs and services to recruit, educate, and support students who are veterans or members of the United States Armed Forces, in accordance with University employment policies;

THEREFORE, BE IT RESOLVED, that Shawnee State University's Board of Trustees approves the creation of a full-time Veterans and Test Center Coordinator position effective November 14, 2014.

(November 14, 2014)

Cheryl Hacker 1-6-15

RESOLUTION F35-14

**APPROVAL OF THE RESCISSION OF POLICY 4.12,
SUPPLEMENTING CREDIT CARDS FOR TRAVEL
AND
UPDATE TO PROCEDURE 4.10:1
TRAVEL AUTHORITY - BUSINESS RULES**

WHEREAS, a review of Policy 4.12, Supplementing Credit Cards for Travel, reveals that this policy is outdated and the content is procedural in nature; and

WHEREAS, Procedure 4.10:1, Travel Authority-Business Rules has been updated to include the processes related to cash advances for University-approved travel and is provided for information purposes;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby rescinds Policy 4.12 and updates Procedure 4.10:1 Travel Authority - Business Rules effective November 14, 2014.

(November 14, 2014)

Called as True and Correct
Cheryl Hada 1-6-15
Secretary, SSB Board of Trustees Date

INFORMATION ONLY

PROCEDURE TITLE:	TRAVEL AUTHORITY – BUSINESS RULES
PROCEDURE NO.:	4.10:1
RELATED POLICY:	4.10REV
PAGE NO.:	1 OF 7
RESPONSIBLE ADMINISTRATOR(S):	VPF&A / CONTROLLER
EFFECTIVE DATE:	11/14/14
NEXT REVIEW DATE:	01/2017
APPROVED BY:	PRESIDENT

1.0 AUTHORITY FOR TRAVEL

- 1.1 All travel (same-day and overnight) in-country and international must be authorized and approved in advance by the appropriate administrative supervisor responsible. Such approval indicates that the employee is authorized to travel on official university business and that related travel expenses will be covered per this policy.
- 1.2 For overnight travel, an Authorization for Official Overnight Travel form at <http://www.shawnee.edu/offices/controller/media/overnighttravel-2.pdf> must be completed, approved by the administrative supervisor, and submitted to the Finance Office *prior* to the expenditure of any University funds for travel expenses.
- 1.3 A supervisor's signature on the Travel Expense Report found at <http://www.shawnee.edu/offices/controller/travel.aspx> must be submitted after the travel has been completed, indicates approval and the propriety of all expenses and allowances listed as necessary to the performance of travel on official University business. Persons traveling on University business are expected to incur the lowest practical and reasonable expense while completing the travel process in an efficient and timely manner.

2.0 RULES REQUIRED FOR DRIVING

- 2.1 Rules addressing driving for University-sponsored travel are found at: Driving Rules for University Sponsored Activities.

3.0 REIMBURSEMENT OF TRAVEL EXPENSES

- 3.1 To ensure the proper handling of deposits and appropriateness of expenses, prior to approving a University-sponsored trip, the supervising official should contact

the Controller's office to review the purpose of the trip, the source(s) of funding, and the nature of the anticipated expenditures.

3.2 For reimbursement purposes, headquarters is Shawnee State University, 940 Second Street, Portsmouth, OH.

3.3 Travel Expenses – Use of purchasing card (PCard)

3.3.1 The preferred method of payment for all travel expenses, EXCLUDING meals and fuel for personal vehicles, is the Shawnee State University purchasing card (PCard). Personal credit cards are discouraged as a method of payment for any travel expenses allowed on the PCard.

3.3.2 Requests for reimbursement of travel expenses not eligible for PCard use shall be made on the Travel Expense Report, at the conclusion of travel. For procedures, forms and details on authorized travel expenses refer to the procurement and payables department web site at:
<http://www.shawnee.edu/offices/procurement-services/>

3.4 Travel Expense Advances

3.4.1 University personnel may obtain cash advances prior to embarking on official overnight travel to cover eligible expenditures reimbursable to the traveler. Expenditures eligible to be reimbursed to the traveler are listed under the Reimbursable to Traveler section of the Authorization for Travel form. The Authorization for Travel form can be found at:
<http://www.shawnee.edu/offices/controller/media/overnighttravel-2.pdf>.

3.4.2 Personnel wishing travel advances shall request the advance by checking the Yes box under the Reimbursable to Traveler section of the Authorization for Travel form. The traveler may request an advance of 90% of the total reimbursable amount.

3.4.3 Once the Procurement Services Office receives a properly approved Authorization for Travel form requesting an advance, a check will be printed and available for the employee no less than two business days prior to the anticipated departure date of the travel.

3.4.4 Upon delivery of the check for the advance, the Procurement Services Office personnel shall explain the conditions for providing the advance, including the procedures for recovery of the advance by either:

3.4.4.1 subtracting the travel advance amount from the total amount

reimbursable to the employee on the Travel Expense Report filed after the travel, or

3.4.4.2 depositing the advance amount at the Bursar Office if the advance amount was greater than the amount of reimbursable expenses noted on the Travel Expense Report filed after the travel, or

3.4.4.3 the University may deduct the advance amount from the employee's pay check if Travel Expense Report is not filed by the employee within thirty days of the anticipated travel date.

3.4.5 As a condition of the advance, the Procurement Services Office personnel shall obtain a completed Authorized Travel Advance form from the employee prior to the distribution of the travel advance check. A copy of the Authorized Travel Advance form is available on the Controller's web site at: <http://www.shawnee.edu/offices/controller/> .

3.4.6 If an employee has been provided a travel advance for a trip but is delinquent in repayment of the advance by one of the methods noted in Section 3.4.4 above, no additional travel advances will be issued to the employee until the initial advance has been recovered.

4.0 TRAVEL BY PRIVATELY-OWNED VEHICLES

4.1 Travel by a privately-owned vehicle is authorized only if the owner is insured under a policy of liability insurance as required by Ohio Revised Code Section 4509.51 and compliant with Driving Rules for University Sponsored Activities.

4.2 Reimbursement is authorized at the Internal Revenue Service personal use automobile rate per mile. Current rates can be found at: <http://www.shawnee.edu/offices/controller/perdiem.aspx#Mileage>

4.3 For safety and liability reasons, motorcycles are not authorized to be used and will not be reimbursed.

4.4 Travel Expense Reports shall indicate all intermediate destinations between the commencement and termination of travel and vicinity mileage after arrival at destination. Reimbursement shall be made to only one of two or more employees traveling in the same privately-owned vehicle. The names of all personnel traveling in the same vehicle shall be listed on the Authorization for Official Overnight Travel form and the Travel Expense Report.

- 4.5 Allowable Mileage
Allowable mileage is the mileage from either the employee's headquarters or home address (whichever is less) as the starting location using an approved online mapping tool. Any additional mileage must be explained on the Travel Expense Report.
- 4.6 When using a personal vehicle on University business, the owner of the vehicle must carry automobile liability insurance. The owner's automobile liability insurance coverage is the primary coverage.
- 4.7 There is no physical damage coverage through the University on a personal vehicle. The employee is responsible for the deductible portion of the personal collision coverage and is responsible for any increased personal automobile insurance premiums as a result of an accident.
- 4.8 The owner's automobile liability insurance card received from his/her insurance agent needs to be in the driver's possession when using personal vehicles for University business.

5.0 TRAVEL BY COMMON CARRIER

- 5.1 Travel by common carrier (e.g., commercial airline) is authorized at the lowest available rate. Authorized travel expenses include, tickets purchased directly from the carrier (or agency if at a lower total rate), luggage charges (up to two bags), and any supplemental fees assessed to all passengers by the carrier. Whenever possible transportation by common carrier should be charged to the PCard and should not be included on the Travel Expense Report.
- 5.2 Employees not using a PCard are encouraged to order their tickets through the University's purchase order process. In that case, payment will be made directly by the University to the travel agent, and the expense will not be listed on the Travel Expense Report. Travelers who purchase tickets with a personal credit card will be reimbursed after the date(s) the trip was to have been taken or was taken. Tickets which are unused, but for which the traveler has been reimbursed, may only be later used for travel on official University business. It is expected the traveler will reschedule unused tickets for approved University travel within the time allowed by the carrier.

6.0 RENTAL VEHICLES

Employees not using the PCard will be reimbursed for automobile rental when traveling on official business provided such mode of transportation is advantageous to the University over other means of transportation. Rental must have prior approval of the appropriate administrative supervisor and compliant with Driving Rules for University Sponsored Vehicles.

7.0 LODGING EXPENSES REQUIRING OVERNIGHT LODGING

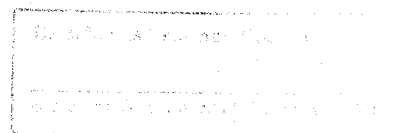
Certified as True and Correct
Secretary, SSU Board of Trustees Date

7.1 Lodging

- 7.1.1 Reimbursement for lodging for those employees not using a PCard will be for reasonable rates as established by the University. If the rates exceed the established per-night ceiling, justification for the employee staying at this location must be provided and approved by the supervisor. Employees must ask for the "governmental rate" when reserving lodging.
- 7.1.2 The per-night ceiling rate is subject to adjustment each fiscal year with the CPI change as a basis for this adjustment.
- 7.1.3 A per-night lodging rate will be established for "high cost cities" effective each fiscal year. International travel will be reimbursed at the applicable "high cost city" per-night lodging rate.
- 7.1.4 Current lodging rates can be found at:
<http://www.shawnee.edu/offices/controller/perdiem.aspx#Lodging>
- 7.1.5 Non-commercial lodging, such as in a private home, will be reimbursed at the rate of \$12 per night.

8.0 MEALS WHILE IN TRAVEL

- 8.1 Breakfast is reimbursable if the employee is in travel status beginning at 6 a.m. or earlier and continuing through 11 a.m.
- 8.2 Lunch is reimbursable if the employee is in travel status beginning at 11 a.m. or earlier and continuing through 2 p.m.
- 8.3 Dinner is reimbursable if the employee is in travel status beginning at 2 p.m. and returns home after 7 p.m.
- 8.4 If an employee is in travel status beginning at 6 a.m. or earlier and continuing overnight, s/he is entitled to the daily per diem rate.
 - 8.4.1 Each meal and its per-diem amount must be listed on the Travel Expense Report.
 - 8.4.2 Expenses for meals are prohibited from being paid via a University-provided purchasing card (PCard).
 - 8.4.3 Current fiscal-year meal rates are posted at the Finance and Administration website at: <http://www.shawnee.edu/offices/controller/perdiem.aspx>. Per-diem meal rates are subject to adjustments effective the beginning of each fiscal year using CPI change as a basis for rate adjustments.



8.4.4 Reimbursement for “same-day” meal expenditures are subject to taxation as required under applicable IRS rules.

9.0 CONFERENCE REGISTRATION FEES

- 9.1 For employees not using the PCard for conference registration, registration fees may be paid directly by the University if verification of the fee is provided by the employee. The Request for Pay form should be submitted to the Procurement Services Department, along with a copy of the registration form for fee verification.
- 9.2 If registration fees are paid by the employee and reimbursement requested, the registration fee and other expenses under this section must be verified by receipt, conference brochure identifying applicable cost, and/or other documentation with similar validity.
- 9.3 Reimbursement is authorized for reasonable meals and lodging expenses if they are an integral part of the conference. Reimbursement of any expenses under section 8.0 of this policy must be verified by receipt, conference brochure identifying applicable cost and/or other documentation with similar validity.

10.0 MISCELLANEOUS TRAVEL EXPENSES

- 10.1 For employees not utilizing the PCard for approved miscellaneous travel expenses, reimbursement may be requested for parking charges, highway tolls, and other reasonably incurred travel expenses directly related to authorized travel.
- 10.2 Other out-of-pocket expenses, such as road services and towing and miscellaneous gratuities above \$5.00/day (i.e., baggage handlers, taxi drivers), will not be reimbursed. Miscellaneous travel expenses must be listed separately on the Travel Expense Report.
- 10.3 Miscellaneous expenses required for official University business, such as photocopying charges, storage of baggage, telephone calls or internet fees, rental of equipment, or temporary meeting or office facilities, may be reimbursed to those employees not utilizing a PCard. However, rental of equipment, meeting, or office facilities must be approved by the administrative supervisor prior to agreements being consummated for such rentals.
- 10.4 Expenses incurred for alcoholic beverages are not reimbursable.

11.0 CLAIMS FOR REIMBURSEMENT

- 11.1 Reimbursement claims for transportation, lodging, meals, and incidentals must be itemized on the Travel Expense Report. The lodging and incidental claims must be accompanied by original itemized receipts. Credit card slips are not acceptable.

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

- 11.2 Miscellaneous expenses must be itemized on the Travel Expense Report. Original itemized receipts shall be submitted for all miscellaneous expenditures in excess of five dollars (\$5.00). Personal credit card slips are not acceptable.

12.0 EXPENSES ASSOCIATED WITH INTERVIEWING APPLICANTS

- 12.1 When not utilizing the PCard, reimbursement may be requested for expenses for transportation by common carrier and for lodging expenses associated with interviewing applicants for approved University position openings. The following travel expenses associated with interviewing applicants for approved University position openings will also be reimbursed:

12.1.1 Reasonable meal and lodging costs

12.1.2 Transportation costs in accordance with this policy

- 12.2 Costs associated with a spouse to accompany the applicant will not be reimbursed.

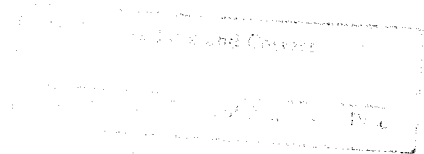
- 12.3 Costs incurred by Shawnee State University employees will be reimbursed per policy 4.13 "Entertainment Policy."

Ref: Driving Rules for University Sponsored Activities

History

Effective: 01/17/14

Revised: 11/14/14



RESOLUTION F36-14

**APPROVAL OF THE RESCISSION OF POLICY 4.20,
AGENCY FUND**

WHEREAS, Policy 5.00REV, Policy on Policies and Procedures, addresses policy subjects appropriate for Board approval and directs the President to establish a process for the regular review of existing Board policies; and

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

WHEREAS, Policy 4.20, Agency Fund Policy, is outdated and its contents appropriately incorporated with processes that are relevant to student clubs and fund raising activities; and

WHEREAS, Policy 5.00REV, requires Board approval for rescission of any Board policy;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves rescission of Policy 4.20, Agency Fund Policy, effective November 14, 2014.

(November 14, 2014)

Cheryl Harker 11-16-15
Shawnee State Board of Trustees



INVESTMENT PORTFOLIO PERFORMANCE

INVESTMENT COMPANY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL YTD GAIN/(LOSS)
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 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	\$ 243,230.33	\$ (134,360.28)	\$ 234,760.98	\$ 122,358.88	\$ 127,171.87	\$ 40,337.61	\$ 44,228.22	\$ 136,867.72	\$ 11,348.87	\$ 25,090.16	\$ 19,335.89	\$ (306.05)	\$ 1,177,542.05
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 32,004.69	\$ (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	\$ 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)	\$ 27,086.40	\$ 33,087.09	\$ (306.05)	\$ 138,490.86
TAMRO CAPITAL PARTNERS	\$ 43,771.31	\$ (14,313.20)	\$ 50,070.05	\$ 21,980.20	\$ 22,948.02	\$ 2,442.37	\$ (40,289.37)	\$ 51,229.37	\$ (11,716.38)	\$ (7,683.67)	\$ 9,373.53	\$ 51,968.74	\$ 119,802.26
MANNING & NAPIER	\$ 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	\$ 17,187.20	\$ 26,140.05	\$ 27,974.30	\$ 246,142.71
CURRENT MTD TOTAL GAIN/(LOSS)	\$ 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
INVESTMENT FUND BALANCES:													
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	\$ 3,028,564.29
U.S. BANK EQUITY MUTUAL FUNDS	\$ 5,270,811.63	\$ 5,136,251.35	\$ 5,371,012.33	\$ 5,588,993.73	\$ 5,711,352.60	\$ 5,838,524.47	\$ 5,996,715.93	\$ 5,868,848.15	\$ 5,909,185.76	\$ 5,953,413.98	\$ 6,090,281.70	\$ 6,204,923.35	\$ 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	\$ 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	\$ 2,868,071.93	\$ 2,895,259.33	\$ 2,928,946.42	\$ 2,928,640.37	\$ 2,928,640.37
TAMRO CAPITAL PARTNERS	\$ 954,785.13	\$ 940,471.93	\$ 990,541.98	\$ 1,015,522.18	\$ 1,035,470.20	\$ 1,037,912.57	\$ 997,623.20	\$ 1,048,852.81	\$ 1,037,136.43	\$ 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	\$ 1,727,527.35
TOTAL	\$ 14,872,104.20	\$ 14,683,934.79	\$ 15,047,711.01	\$ 15,429,190.69	\$ 15,591,353.90	\$ 15,733,638.69	\$ 15,484,104.08	\$ 15,945,574.41	\$ 15,986,965.48	\$ 16,029,551.18	\$ 16,310,581.33	\$ 16,545,543.41	\$ 16,545,543.41

INVESTMENT COMPANY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL YTD GAIN/(LOSS)
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ (22,964.54)	\$ 13,873.79	\$ (40,794.95)	\$ 22,018.55	\$ 105,050.06	\$ 19,313.78	\$ 22,446.76	\$ 71,388.85	\$ 3,029.81	\$ 34,027.80	\$ (56,823.97)	\$ 3,029.81	\$ 3,029.81
U.S. BANK EQUITY MUTUAL FUNDS	\$ (100,679.37)	\$ 186,247.24	\$ (147,747.04)	\$ 105,050.06	\$ 105,050.06	\$ 105,050.06	\$ 105,050.06	\$ 105,050.06	\$ 105,050.06	\$ 105,050.06	\$ 105,050.06	\$ 105,050.06	\$ 105,050.06
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ (12,651.87)	\$ 26,218.20	\$ (22,954.25)	\$ 19,313.78	\$ 19,313.78	\$ 19,313.78	\$ 19,313.78	\$ 19,313.78	\$ 19,313.78	\$ 19,313.78	\$ 19,313.78	\$ 19,313.78	\$ 19,313.78
AGINCOURT CAPITAL	\$ (7,478.21)	\$ 34,138.73	\$ (24,940.36)	\$ 22,446.76	\$ 22,446.76	\$ 22,446.76	\$ 22,446.76	\$ 22,446.76	\$ 22,446.76	\$ 22,446.76	\$ 22,446.76	\$ 22,446.76	\$ 22,446.76
TAMRO CAPITAL PARTNERS	\$ (71,975.70)	\$ 42,445.82	\$ (49,588.72)	\$ 71,388.85	\$ 71,388.85	\$ 71,388.85	\$ 71,388.85	\$ 71,388.85	\$ 71,388.85	\$ 71,388.85	\$ 71,388.85	\$ 71,388.85	\$ 71,388.85
MANNING & NAPIER	\$ (24,704.72)	\$ 34,027.80	\$ (56,823.97)	\$ 3,029.81	\$ 3,029.81	\$ 3,029.81	\$ 3,029.81	\$ 3,029.81	\$ 3,029.81	\$ 3,029.81	\$ 3,029.81	\$ 3,029.81	\$ 3,029.81
CURRENT MTD TOTAL GAIN/(LOSS)	\$ (240,454.41)	\$ 338,951.58	\$ (342,849.29)	\$ 243,247.81	\$ 243,247.81	\$ 243,247.81	\$ 243,247.81	\$ 243,247.81	\$ 243,247.81	\$ 243,247.81	\$ 243,247.81	\$ 243,247.81	\$ 243,247.81
INVESTMENT FUND BALANCES:													
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 3,005,598.75	\$ 3,019,473.54	\$ 2,978,678.59	\$ 3,000,697.14	\$ 3,000,697.14	\$ 3,000,697.14	\$ 3,000,697.14	\$ 3,000,697.14	\$ 3,000,697.14	\$ 3,000,697.14	\$ 3,000,697.14	\$ 3,000,697.14	\$ 3,000,697.14
U.S. BANK EQUITY MUTUAL FUNDS	\$ 6,104,243.98	\$ 6,292,493.22	\$ 6,144,744.18	\$ 6,245,794.24	\$ 6,245,794.24	\$ 6,245,794.24	\$ 6,245,794.24	\$ 6,245,794.24	\$ 6,245,794.24	\$ 6,245,794.24	\$ 6,245,794.24	\$ 6,245,794.24	\$ 6,245,794.24
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,612,420.10	\$ 1,636,638.30	\$ 1,615,684.05	\$ 1,634,997.83	\$ 1,634,997.83	\$ 1,634,997.83	\$ 1,634,997.83	\$ 1,634,997.83	\$ 1,634,997.83	\$ 1,634,997.83	\$ 1,634,997.83	\$ 1,634,997.83	\$ 1,634,997.83
AGINCOURT CAPITAL	\$ 2,921,162.16	\$ 2,955,300.89	\$ 2,890,360.53	\$ 2,952,807.29	\$ 2,952,807.29	\$ 2,952,807.29	\$ 2,952,807.29	\$ 2,952,807.29	\$ 2,952,807.29	\$ 2,952,807.29	\$ 2,952,807.29	\$ 2,952,807.29	\$ 2,952,807.29
TAMRO CAPITAL PARTNERS	\$ 958,840.38	\$ 1,001,286.20	\$ 951,697.48	\$ 1,023,086.33	\$ 1,023,086.33	\$ 1,023,086.33	\$ 1,023,086.33	\$ 1,023,086.33	\$ 1,023,086.33	\$ 1,023,086.33	\$ 1,023,086.33	\$ 1,023,086.33	\$ 1,023,086.33
MANNING & NAPIER	\$ 1,702,822.63	\$ 1,736,650.43	\$ 1,680,026.46	\$ 1,683,056.27	\$ 1,683,056.27	\$ 1,683,056.27	\$ 1,683,056.27	\$ 1,683,056.27	\$ 1,683,056.27	\$ 1,683,056.27	\$ 1,683,056.27	\$ 1,683,056.27	\$ 1,683,056.27
TOTAL	\$ 16,305,089.00	\$ 16,644,640.58	\$ 16,301,191.29	\$ 16,301,191.29	\$ 16,301,191.29	\$ 16,301,191.29	\$ 16,301,191.29	\$ 16,301,191.29	\$ 16,301,191.29	\$ 16,301,191.29	\$ 16,301,191.29	\$ 16,301,191.29	\$ 16,301,191.29

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Status of Construction/Renovation Projects through October 31, 2014

Project	Status	Projected Budget	Funding Source
Founders Plaza Project	<ul style="list-style-type: none"> • Total renovation of Founder's Plaza - area between the Administration Building and the Athletic Center. • Pending final owner acceptance 	\$1,426,845	State Capital
Nursing/Hatcher Hall Renovation	<ul style="list-style-type: none"> • 6,300 square feet of the newly acquired Hatcher Hall is being renovated to house the Nursing Program. • Project complete 	\$700,000	Local

Building Workforce Development Capacity to Support the Mission



Workforce Development is integral to the SSU Mission

SSU is a regional comprehensive state university with a mission that includes providing area employers with a highly qualified workforce

SSU is building capacity to support workforce development in response to new Ohio law mandates and in concert with Board of Regents initiatives

SSU workforce development activities yield better alignment with the needs of regional employers, more field experiences for SSU students, and higher job placement rates for SSU graduates

Factors Shaping SSU Workforce Development Activities

Workforce Development Mandates

MBR HB 484 (Higher Ed)

MBR HB 486 (Workforce)

MBR HB 488 (Veterans)

Workforce Development Commitments

Chancellor's Plan for Shawnee State (2011)

Completion Plan for Shawnee State (2014)

Workforce Development Initiatives

Office of Workforce Transformation

OhioMeansJobs

Ohio Means Internships & Co-ops

Workforce Development Mandates: HB 484

Requires SSU to contribute to Chancellor's inventory of education programs that focus on workforce development and training

Workforce Development Mandates: HB 486

Compel use state in-demand jobs data to coordinate training for in-demand jobs with education and training institutions

Require increase experiential learning opportunities, including internships and co-ops

Engage higher education counselors to inform K-12 students about in-demand career paths

Require information be provided on in-demand careers and Ohio's training programs for students and those searching for employment

Workforce Development Mandates: HB 488

Adopted a policy regarding the support and assistance the institution will provide to veterans and service members

Integrate existing career services to create and encourage meaningful collaborative relationships between student service members and veterans and alumni of the institution, that links student service members and veterans with prospective employers, and that provides student service members and veterans with social opportunities

Continuing Commitments: 2011 Chancellor's Plan

Expand regional business, industry and civic partnerships to increase SSU field experience programs and student internship placements

Leveraged OMIC Grant Funds to establish a dedicated internship program situated within the Office of the President

Enhanced collaboration with regional employers, alumni, and community members to strengthen curricula and increase internship and mentoring opportunities for students

Work collaboratively with regional partners to enhance the curriculum to meet the needs of our business community

Continuing Commitments: 2011 Chancellor's Plan

Survey alumni to assess job placement and preparedness

Alumni Relations expanded the use of social media tools to establish and maintain contact with alumni, gather employment and post graduation education information, and seek out alumni support to provide mentoring for current students prior to their graduation

Strengthen academic and programmatic offerings based on survey feedback

Survey results are shared with academic leadership for consideration in academic program review. Alumni participants are provided information on job opportunities, Ohio workforce initiatives, SSU Career Service activities

Continuing Commitments: 2014 Completion Plan

Incorporate 21st Century Workforce Skills into degree program

Adopted a program recommended by BOR for use in University College Success Curriculum, Student Employee Training, and Student Government Programming

Enhance Career Services to improve services for alumni

Increased activity and communication through LinkedIn to post weekly job opportunities and career focused messaging on Website, Facebook, and Bear Tracks

Continuing Commitments: 2014 Completion Plan

Coordinate the efforts of the programmatic advisory committees with the University's comprehensive workforce development agenda

President's Workforce Advisory Council, Program Advisory Committees for all accredited programs

Enhance current mentoring programs to encourage early major selection and internship experiences

Alumni and community members in the Alumni Mentoring Program are regularly recruited and trained to provide career awareness and advice to SSU students

Continuing Commitments: 2014 Completion Plan

Identify funds for commuting and living expenses to enable students to pursue internship opportunities outside the local community

Internship Opportunity Scholarship Fund and Poised for Tomorrow Campaign

Expand enrollment in programs leading to careers aligned with Ohio's Job Priorities

The EWDT reviews the Ohio in-demand jobs list and provides reports to academic leadership for review and consideration

Workforce Development Initiatives: OWT, OMJ, OMIC

Development of a single unified integrated plan

One-Stop Career Center for Individuals and Employers

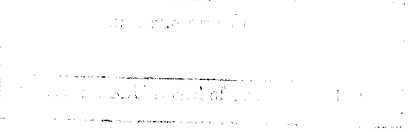
All-New OhioMeansJobs.com

Identifying Business Needs Through In-Demand Jobs Reports

Ohio Means Internships & Co-ops

Supporting Veterans as a Ready Workforce in Ohio

Build Industry Workforce Alliances



Building Student Career Development Capacity

SCD Services for Students and Alumni

Career and Major Exploration (Career Counseling)

Skills and Personality Indicator Assessment Tools (Career Exploration)

Skill Building (Networking, Interviewing)

Internship, Job Shadowing, Job and Graduate School Search Assistance

Resume and Cover Letter Development

Free Resume Printing Services

Student Career Development Events

Dining Etiquette

Dress for Success

Graduate & Professional School Fair

Graduate School Forum

Interviewing 101

JobFest

Networking 101

Part-Time Job & Volunteer Fair

Preparing for a Job Fair

Professional Headshots

Resume Clinics

Resume & Cover Letter 101

Social Media Etiquette

Your Career Development Starts Now

Student Career Development Impact

1,500 students participated in SCD programming in 2013-2014

481 students attended Job Fairs

766 students participated in Internships, Co-ops, and Practicums

1,000+ students already serviced by SCD in 2014-2015

Building Workforce Development Capacity

President's Workforce Advisory Council

Economic and Workforce Development Team

Commercialization Projects

21 Century Skills Initiatives

OhioMeansJobs Workforce Development Board

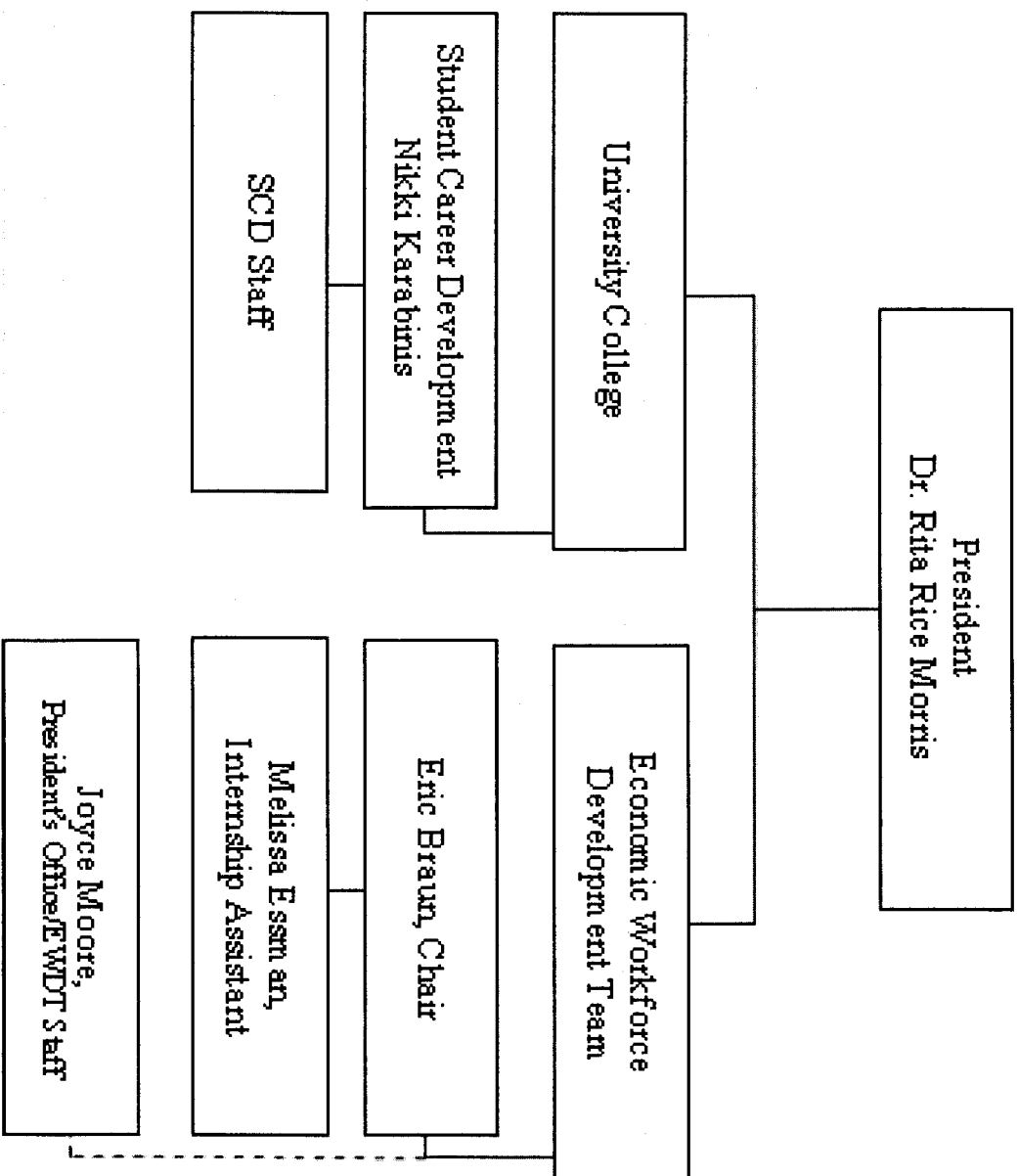
Business Resource Network Member

Incumbent Workforce Training Programs

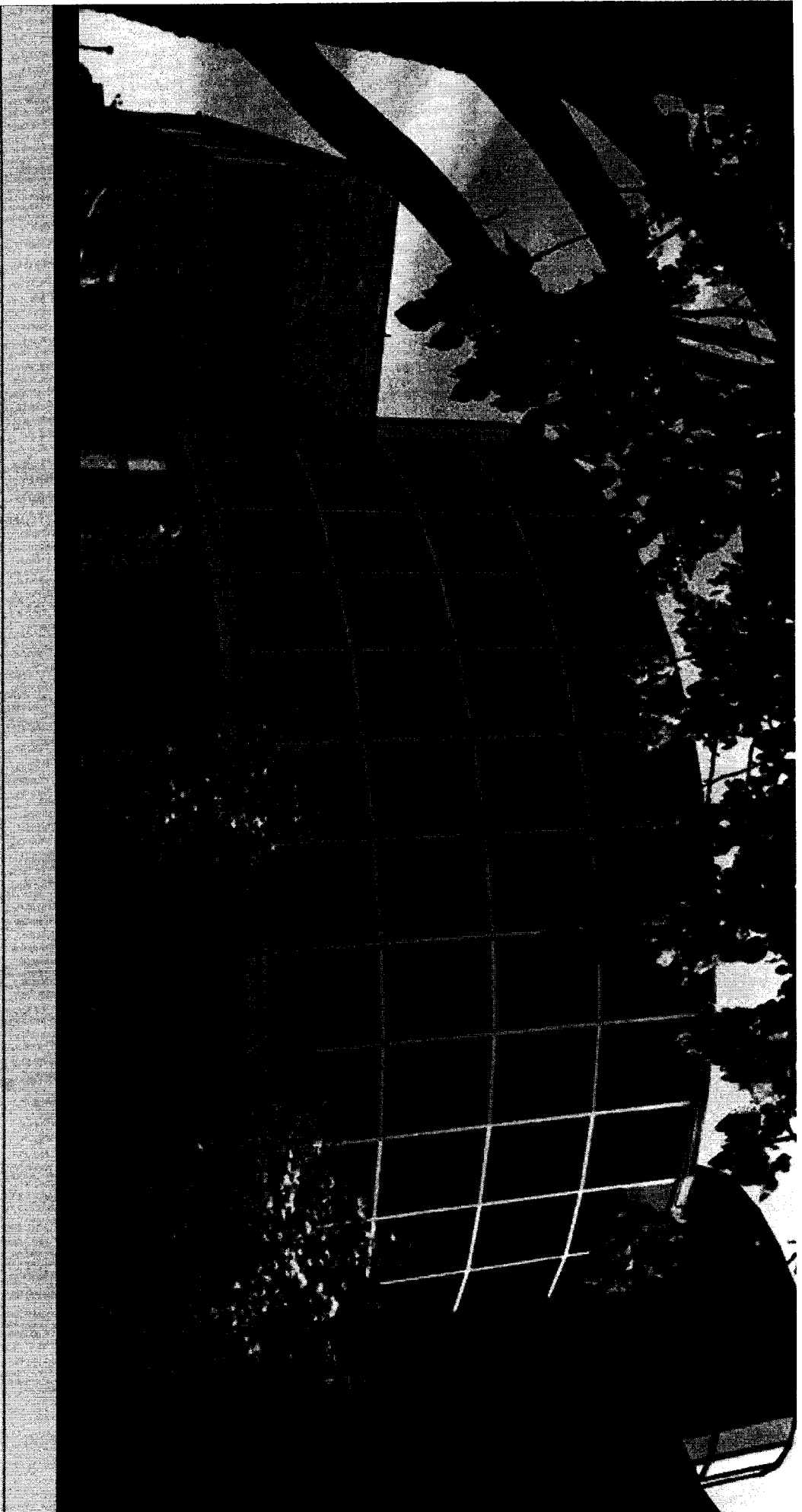
Workforce Equipment Inventory

Regional Aligned Priorities In Delivering Skills (RAPIDS)

Using Existing Resources to Build WD Capacity



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