

## **RESOLUTION F10-13**

### **SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION ADOPTION OF POLICY 17.0 AND CODE OF REGULATIONS**

WHEREAS, as the sole member of the Shawnee State University Development Foundation, the board of Trustees of Shawnee State University must ratify Foundation policies and members; and

WHEREAS, the Shawnee State University Development Foundation has acted and approved Resolution 2013.1 and Resolution 2013.2 at their April 8, 2013 quarterly meeting;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves the attached Development Foundation Resolutions 2013.1 and 2013.2.

(May 3, 2013)

## RESOLUTION 2013.1

### Shawnee State University Development Foundation Code of Regulations

#### SUMMARY OF CHANGES TO “Article III Trustees, *Section 2 Representation*”

The number of the Foundation Trustees shall be twenty (20). ~~The founding nine are as follows:~~

<u>Name</u>	<u>Address</u>	<u>Until</u>
<del>Paul E. Flohr</del>	<del>3133 Sheridan Road Portsmouth, OH 45662</del>	<del>1-1-1990</del>
<del>William H. Horr</del>	<del>1119 23rd Street Portsmouth, OH 45662</del>	<del>1-1-1990</del>
<del>Lacey A. Curtis</del>	<del>2206 Timlin Hill Portsmouth, OH 45662</del>	<del>1-1-1990</del>
<del>Marika Esham</del>	<del>2001 Mt. Tabor Portsmouth, OH 45662</del>	<del>1-1-1990</del>
<del>Frank D. Hyland</del>	<del>P.O. Box 465 South Webster, OH 45682</del>	<del>1-1-1989</del>
<del>Victor W. Morgan</del>	<del>Stout, OH 45684</del>	<del>1-1-1989</del>
<del>Robert L. Ewigleben</del>	<del>3407 Orchard Drive Portsmouth, OH 45662</del>	<del>1-1-1989</del>
<del>Shirley Crothers</del>	<del>P.O. Box 690 Portsmouth, OH 45662</del>	<del>1-1-1989</del>
<del>Elizabeth Stevison</del>	<del>736 Hillsdale Drive Wheelersburg, OH 45694</del>	<del>1-1-1990</del>

The President of Shawnee State University and the Chairman of the Board of Trustees of Shawnee State University (or Designee) shall be members of the Foundation Board of Trustees so long as they occupy their offices. Additionally, the Board of Trustees of Shawnee State University shall appoint one of its members as its further representative on the Foundation Board of Trustees.

~~The Faculty of the University shall appoint one of its members as its representative on the Foundation Board of Trustees. An alumni representative shall also be appointed to serve the Board.~~

~~The terms of all faculty and alumni representative members and all community-at-large members shall not exceed three (3) years with a limit of three (3) consecutive terms. This policy shall apply retroactively to include any continuing members serving a third term at the time this policy is adopted.~~

The seventeen additional Foundation Trustees shall be elected by the Board of Trustees of the University from the community-at-large. The community-at-large members shall serve for three year terms, with a limit of three (3) consecutive terms. Community-at-large members may serve additional terms non-consecutively. This policy shall apply retroactively to include any continuing members serving a third term at the time this policy is adopted.

At-large in-term vacancies on the Foundation Board of Trustees shall be filled by the University Board of Trustees following the occurrence of a vacancy, and the new Trustee shall serve for the balance of the unexpired term. Replacement of other Trustees shall be appointed from the constituencies of the Trustees they replace.

## RESOLUTION 2013.2

### Shawnee State University Development Foundation Policy 17.0

#### SUMMARY OF CHANGES TO “17.0 Funding for the Development Effort”

##### 17.0 Funding for the Development Effort.

17.1 Salaries, benefits, office equipment, and general fund-raising expenses shall be shared by the University general fund and the Development Foundation. Funding from the Foundation will come from unrestricted funds, short-term earnings on restricted funds, and a modest fee from the earnings of endowments. Funds will never be allocated from the corpus of restricted funds, endowed or short-term.

17.1.1 Unrestricted funds will be used to underwrite the Foundation budget (see Policy 19.2), particularly Foundation grants as well as the expenses associated with the operations of capital or major gift campaigns. They will also be used for projects at the request of the President and approval of the Foundation board.

17.1.2 Earnings from non-endowed fund balances shall be posted to the Operating Reserve Fund and used to fund the Foundation budget.

17.1.3 As has been the practice, the spending policy adopted annually by the Foundation will be applied to the endowed unrestricted fund account to be used as are unrestricted funds, to include operation. (See Policy 19.4).

17.1.4 As of July 1, 1997 new restricted endowed gifts will have a portion of their earnings allocated to the Operating Reserve Fund to help defray operating costs. Specifically a percentage, not to exceed 1% of a three year moving average value of the restricted endowment gift, will be allocated to the unrestricted category for the above purpose. That percentage is subject to a review, not less than biannually or annually, by the Board. The value of the restricted endowment gift is measured as of December 31 of each year. Until the three years of value can be determined, the allocation will be determined on the value of the restricted endowment gift as of December 31 of the current year.

**17.1.5 Gift Fee Procedure: All gifts in excess of \$5,000 will automatically be assessed a 5% fee on gift principal at the time of receipt for the purpose of funding Development Foundation operations unless one of the following conditions are met: (1) The department or division benefiting from the gift may elect to pay the fee (rather than the fee being deducted from the gift principal) when the terms of the gift specifically disallow a fee or cost recovery; or (2) The University President has the authority to grant a waiver from the gift fee and this is used in rare cases only.**

17.2 Expenses for special events--dinner, receptions, etc.-- will be subtracted from the funds raised by that event. The net earned will go into the Development Foundation and may be earmarked for a specific benefit, if appropriate.

## **Quarterly Meeting**

**April 8, 2013**

### **Agenda**

1. Welcome and call to order- Barry Rodbell, President
2. Approval of minutes from December 10, 2012 Quarterly Meeting  
Action Item: Accept November 10, 2012 Quarterly Meeting Minutes
3. Investment Consultant & Accounting Update- Elinda Boyles
4. Gifts, Grants, & Special Projects Committee
5. 2013 President's Gala
6. Committee Reports
  - a. Finance & Treasurer's Report- Elinda Boyles  
Action Item: Accept Treasurer's Report
  - b. SOPAA
  - c. Policy
    - i. Comprehensive Policy Review
    - ii. Trustee Representation  
Action Item: Adopt Resolution 2013.1
    - iii. Gift Fee  
Action Item: Adopt Resolution 2013.2
7. Development Foundation Director's Report- Eric Braun
8. University President's Report- Dr. Rita Morris