

**BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE**

**April 21, 2023 @ 9:00 a.m.
Morris University Center 214**

Agenda

1.0 Pre-Audit Briefing by Plante Moran

Plante Moran representative, Ms. Katie Veldman, Assurance Manager, will present the pre-audit communications to the Board.

2.0 Action Items

**2.1 Resolution F07-23
Approval of University Investment Committee Member Reappointment**

Dr. Jonica Burke, Vice President for Finance and Administration, will present the resolution that approves the extension of Mr. William Burke's membership on the University's Investment Committee for one year.

**2.2 Resolution F08-23
Resolution Authorizing Sale of Excess Internet Protocol Addresses**

Dr. Burke will present the resolution authorizing the University to sell its excess inventory of IPv4 addresses.

**2.3 Resolution F09-23
Approval to Extend Waivers of Standard Undergraduate Tuition for AY2023-24**

Dr. Burke will present the resolution, which extends waivers that reduce the standard undergraduate instructional and general fee rates through AY2023-24 for the following: College Credit Plus (non-public and homeschool students), Give Back Go Forward Program, E-Campus (fully online) undergraduate courses, and participants in Wiley's Tuitionmanager.com and Wiley Beyond programs, pending approval by the Chancellor of the Ohio Department of Higher Education.

**2.4 Resolution F10-23
Approval of Residential Housing Rates for Summer 2023**

Dr. Burke will present the resolution, which proposes residential housing rates for the summer term.

**2.5 Resolution F11-23
Approval of Policy 5.45, Naloxone Access for Emergency Use**

Dr. Burke will present the resolution, which proposes a new policy to enable the availability and use of naloxone on campus to respond to opioid overdose emergencies.

3.0 Information and Reports

- 3.1** Dr. Burke will discuss FY2023 year-end projections and the university's bond rating from Moody's.
- 3.2** Ms. Aimee Welch, Director of Institutional Budgeting, will provide a year-to-date budget status report.
- 3.3** Mr. Greg Ballengee, Controller, will report on the cash reserves investment portfolio.
- 3.4** Ms. Malonda Johnson, Executive Director for Human Resources and Chief Diversity Officer, will provide a report on recent personnel activity and discuss Procedure 4.95:1, Administration of Flexible Work Arrangements.
- 3.5** Mr. John Temponeras, Interim Director of Facilities, Planning and Construction, will update the Committee on capital projects.

Report on the Firm's System of Quality Control

December 16, 2022

To the Partners of
Plante & Moran, PLLC
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Plante & Moran, PLLC (the firm) applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended June 30, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

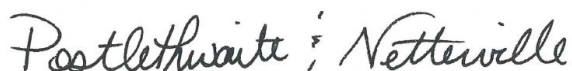
Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; an audit performed under FDICIA; and examinations of service organizations (SOC 1 and SOC 2 engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Plante & Moran, PLLC applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended June 30, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Plante & Moran, PLLC has received a peer review rating of *pass*.



Postlethwaite & Netterville, APAC
Baton Rouge, Louisiana



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Shawnee State University

Board of Trustees
Finance and Administration Committee
2023 Audit Planning Meeting



Shawnee State University

Audit Planning Agenda

- Shawnee State University Audit Team
- Reporting and Responsibilities
- Audit Approach
- Timing and Key Dates
- Peer Review Report and GAO Auditor Responsibilities
- Upcoming Pronouncements
- Appendix - Definitions



Shawnee State University

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Shawnee State University

Reporting and Responsibilities

Plante Moran Deliverables

- Opining on FY 2023 University financial statements and the University's federal programs
- Opining on FY 2023 for the Development Foundation financial statements
- Letter for state "Special Purpose" Report

Plante Moran Responsibilities

- To express an opinion on the University's and the Development Foundation's financial statements
- To express an opinion on the major federal programs of the University
- To provide reasonable, not absolute, assurance of detecting material misstatement
- To gain an understanding of internal controls, policies, and procedures to design an effective audit

Plante Moran Will Issue the Following Reports and Letters for 2023:

Planning Stage

- Engagement letter for the Shawnee State University audit (includes the federal programs audit)
- Engagement letter for the Development Foundation



Shawnee State University

Reporting and Responsibilities (continued)

Plante Moran Will Issue the Following Reports and Letters for 2023 (continued):

At completion of work:

- An opinion on the financial statements of the University and the Development Foundation
- Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with Government Auditing Standards (GAGAS report) for the University and the Development Foundation
- Report on the Conduct of the Audit (AU 260)
- Federal programs audit reports and schedules
 - Report on Compliance For Each Major Program and on Internal Control Over Compliance in Accordance with Uniform Guidance
 - A Schedule of Findings and Questioned Costs
- A Management Recommendation Letter, if applicable
- A letter regarding procedures performed for the state “Special Purpose” report



Shawnee State University

Audit Approach

Financial Statement Audit (includes the Development Foundation)

- General Controls Assessment and Paperless System testing (i.e., registration, tuition, and endowments)
- Risk-Based Approach – More time will be spent on those areas considered higher risk
 - Valuation of accounts receivable
 - Accounting for service concession arrangements
 - Any contingent liabilities
 - The net pension and OPEB liability
- In response to the above risks, we will perform the following:
 - Review the allowance for accounts receivable and also, review the assumptions used to determine collectability,
 - Review the revenue received from concession arrangements in accordance with applicable accounting standards,
 - Discuss pending litigation with Shawnee State University legal counsel,
 - Review the calculations surrounding the pension and OPEB liability and incorporated into the financial statements, test the census data used in the calculations, and review audited pension plan reports.



Shawnee State University

Audit Approach (continued)

Financial Statement Audits (includes the Development Foundation)

- Documentation and testing of key accounting processes and internal controls by major cycles – purchasing, expenditures and accounts payable, payroll and related year-end liabilities, revenue, receipts and accounts receivable, investments and related income, financial reporting
- Group Audit Standards – Plante Moran will be serving as the “Group Auditor” for all components of this audit (the University and the Development Foundation)

Federal Programs Audit

- Audit is performed in compliance with federal regulations and includes compliance and internal control categories as defined by Uniform Guidance
 - Programs expected to be tested in 2023
 - Student Financial Assistance Cluster
 - IDEA Cluster
 - Other programs will also be tested if required based on Uniform Guidance

Plante Moran Has Been Advised

- The University is in compliance with all regulatory, governmental, and grant requirements,
- There have been no material acts of fraud or embezzlement,
- There have been no significant acts of fraud related to federal programs,
- The University is not aware of any accounting entries made which are not in the normal course of business,
- The University is not aware of any material illegal or improper acts.



Shawnee State University

Audit Approach (continued)

Materiality

- The concept of materiality is inherent in the audit
 - We place greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than with those items of lesser importance or those in which the possibility of material error is remote

Communications with the Finance and Administration Committee

- Required fraud inquiries during planning process
- All services provided by Plante Moran to Shawnee State University
- Independence, in compliance with GAO requirements
- Passed adjustments schedules
- Changes in report presentation (if applicable)



Shawnee State University

Timing and Key Dates

Audit Scope Presentation to Finance and Administration Committee	April 21
Preliminary fieldwork begins (excluding single audit)	May 15
Preliminary fieldwork begins (single audit)	June 5
Year-end fieldwork begins – University, including single audit and Development Foundation	August 21
Draft financial statements to Plante Moran	September 8
Year-end fieldwork ends – University including single audit and Development Foundation	September 8
Closing meeting with management & final draft of financial statements	September 22
Submission of Draft Management Letter to Executive Management, if applicable	September 22
Submission of final University financial statements to State Auditor	Prior to October 15
Submission of final Development Foundation financial statements to State Auditor	Prior to October 15
Submission of final management letter to State Auditor	Prior to October 15



Shawnee State University

Peer Review Report and GAO Auditor Responsibilities

Under the Government Accounting Office (GAO) requirements, if an audit is completed in accordance with *Government Auditing Standards*, the Audit Committee and/or Board of Trustees are required to receive from the audit firm the following document:

- Peer Review Report (this is performed every three years)

In addition, we are required to communicate the following items (if applicable):

- Noncompliance with laws, regulations, contracts or grants that have material effect on the financial statements
- Any instances of abuse identified that could be material to the financial statements



Shawnee State University

New Pronouncements

GASB 94 – Public-Private and Public-Public Partnerships and Availability Payment Arrangements

- Effective for the fiscal year ending June 30, 2023
- Requires transferors in public-private or public-public arrangements to recognize receivables for installment payments, deferred inflows of resources, and, when applicable, capital assets. Operators will recognize liabilities for installment payments and intangible right-to-use assets, and when applicable, deferred outflows of resources and liabilities for assets being transferred.
- Provides guidance for accounting and financial reporting for availability payment arrangements, in which a government compensates an operator for services such as designing, constructing, financing, maintaining, or operating an underlying asset for a period of time in an exchange of exchange-like transaction.

GASB 96 – Subscription-Based Information Technology Arrangements

- Effective for the fiscal year ending June 30, 2023
- Requires a government to recognize a subscription liability and an intangible right-to-use subscription asset for SBITAs



Shawnee State University

Upcoming Pronouncements

GASB 101 – Compensated Absences

- Effective for the fiscal year ending June 30, 2025
- Requires liabilities for compensated absences be recognized for leave that has not been used and leave that has been used but not yet paid. Also, establishes guidance for
- Provides guidance for measuring a liability for leave that has not been used and updates disclosure requirements for compensated absences.



Shawnee State University

Appendix - Definitions

- **Deficiency**
 - A “deficiency” exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing or (b) an existing control is not properly designed so that even if the control operates as designed, the control objective is not always met. A deficiency in operation exists when a properly designed control does not operate as designed or when the person performing the control does not possess the necessary authority or qualifications to perform the control effectively. Deficiencies may involve one or more of the five interrelated components of internal control.
- **Significant Deficiency**
 - A “significant deficiency” is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.
- **Material Weakness**
 - A “material weakness” is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and correct on a timely basis.
- **Fraud**
 - The term “fraud” includes “misstatements” arising from fraudulent financial reporting and misstatements arising from misappropriation of assets.
 - “Misstatements” arising from “fraudulent financial reporting” are intentional misstatements, or omissions of amounts or disclosures in financial statements intended to deceive financial statement users.
 - “Misstatements” arising from “misappropriation of assets” involve the theft of assets where the effect of the theft causes the financial statements not to be presented in conformity with GAAP.
 - The University is responsible for the design and implementation of programs and controls to prevent and detect fraud.



Shawnee State University

Appendix - Definitions

- **GAAP**
 - Generally Accepted Accounting Principles. Used by almost all entities in the USA to prepare periodic financial statements.
- **Allowance**
 - An estimate determined by management based on past history of the amount of student and contribution receivables at June 30 that are not expected to be received.
- **Federal Programs Audit**
 - Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards sets forth standards for obtaining consistency and uniformity among Federal agencies for the audit of states, local governments, and non-profit organizations expending federal awards. This is also known as “Single Audit” and is focused on programs funded with federal dollars. At Shawnee State University, this primarily consists of student financial aid.
- **990-T**
 - Corporate income tax form for exempt organization unrelated income. This primarily relates to income earned on limited partnerships that is considered taxable by the IRS (real estate and natural resources), and non-educational use of institutional property.



Shawnee State University

Appendix - Definitions

- **Nonexchange Transaction**
 - Revenues received by the University that are deemed not related to the University providing a service. They consist primarily of gifts, investment income, federal Pell grant revenue and state operating appropriations. State appropriations are subject to annual approval by state legislature and are reported based on the state operating budget that funds the appropriation to the University.
- **FASB**
 - Financial Accounting Standards Board is the governing accounting body that issues reporting pronouncements for private sector organizations. The Development Foundation prepares its financial statements in accordance with these pronouncements and guidance.
- **GAAS**
 - Generally Accepted Auditing Standards. The standards that govern the conduct of independent audits of non-public companies, as determined by the Auditing Standards Board (ASB) of the AICPA.
- **GAGAS**
 - Generally Accepted Governmental Auditing Standards. Informally known as “Yellow Book,” these standards guide all audits of governmental units.
- **GASB**
 - Governmental Accounting Standards Board is the governing accounting body that issues reporting pronouncements. Shawnee State University prepares their financial statements in accordance with these pronouncements and guidance.



Thank you!

*We look forward to continuing
to serve Shawnee State
University!*

RESOLUTION F07-23

**APPROVAL OF UNIVERSITY INVESTMENT
COMMITTEE MEMBER REAPPOINTMENT**

WHEREAS, on June 30, 2023, Mr. William Burke will have completed a three-year term as a member of Shawnee State University's Investment Committee; and

WHEREAS, Mr. Burke is a long-standing member of the committee, continues to demonstrate exemplary service and expertise, and is willing to continue as a member for a period of one year; and

WHEREAS, Mr. David Furbee, Investment Committee Chairperson, nominates Mr. Burke for reappointment for an additional one-year period, beginning July 1, 2023 and ending June 30, 2024; and

WHEREAS, the President concurs with this reappointment;

THEREFORE, BE IT RESOLVED that the Board of Trustees approves the one-year reappointment of Mr. Burke to the University's Investment Committee and extends its appreciation to Mr. Burke for his continued service to the University.

(April 21, 2023)

RESOLUTION F08-23

**RESOLUTION AUTHORIZING SALE OF
EXCESS INTERNET PROTOCOL ADDRESSES**

WHEREAS, in 1991, Shawnee State University purchased 65,536 Internet Protocol version 4 (“IPv4”) addresses to assist with the routing of traffic through the Internet; and

WHEREAS, the University currently uses a relatively small number of the IPv4 addresses and does not foresee a need for a large number of the addresses in the near or distant future; and

WHEREAS, there is a significant demand for IPv4 addresses from cloud service providers and other entities, creating a market for the University’s excess IPv4 addresses;

THEREFORE, BE IT RESOLVED that the University administration is authorized to sell its excess inventory of IPv4 addresses, consistent with recommendations and guidance from the Director of Information Technology Operations; and

BE IT FURTHER RESOLVED that any agreement to sell IPv4 addresses shall be approved by the President and the Vice President for Finance and Administration, subject to review by the Office of General Counsel as to legal form and sufficiency.

(April 21, 2023)

RESOLUTION F09-23

APPROVAL TO EXTEND WAIVERS OF STANDARD UNDERGRADUATE TUITION FOR AY2023-24

WHEREAS, per §381.170 of Am. Sub. H.B. 110 of the 134th General Assembly, reductions of the standard undergraduate instructional and general tuition rates are allowable upon approvals by the Board of Trustees and the Chancellor of the Ohio Department of Higher Education; and

WHEREAS, Shawnee State University desires to continue previously approved reductions of standard tuition rates by extending the waivers described below:

- 1) College Credit Plus (CCP) for non-public school and home-schooled students. CCP enrolled Students who are in non-public schools or are home schooled who do not receive funding under CCP due to state fiscal limitations for up to 30 credit hours each academic year are permitted to self-pay. This waiver extends the state-approved CCP rates to these students for AY2023-24.
- 2) Give Back Go Forward (GBGF) Program. The GBGF program provides undergraduate students the opportunity to earn a waiver of the standard tuition for one course each summer (3 credit hours) by completing 100 volunteer hours that directly support local area senior citizens.
- 3) E-Campus (fully online) undergraduate courses. This would extend the waiver of standard undergraduate tuition rates that allows lower rates to be charged for fully online (e-campus) students.
- 4) Wiley's employer discount programs, Tuitionmanager.com and WileyBeyond. This would extend the tuition waiver of 10% below e-campus tuition rates for students enrolled in these programs, through which Wiley partners with businesses to market Shawnee State's programs to degree-seeking employees.

THEREFORE, BE IT RESOLVED that the Shawnee State University Board of Trustees approves extending the above-identified waivers of standard undergraduate tuition, pending approval by the Chancellor of the Ohio Department of Higher Education.

(April 21, 2023)

RESOLUTION F10-23

**APPROVAL OF RESIDENTIAL HOUSING RATES
FOR SUMMER 2023**

WHEREAS, the Ohio legislature has not yet completed the biennial budgetary process that will incorporate rules and regulations related to university tuition and fees; and

WHEREAS, the Summer 2023 term will begin in early May; and

WHEREAS, the University will introduce 7-week sessions this summer, requiring the creation of a new rate; and

WHEREAS, the President recommends that the Board approve the proposed housing rates (schedule attached) for Summer 2023;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the proposed residential housing rates for Summer 2023.

(April 21, 2023)

Summer 2023 Residential Rates

Campus View/Tanner/Bridgeview Court/Townhouse/Cedar House			% Change
Room Type	Full Semester	7 Week Term*	
Private	\$1,534	\$1,074.00	0%
Double	\$1,278	\$895.00	0%

All buildings - same rate to encourage residents to stay

Meal Plan Options

No food service is provided during Summer Term.

Residential Connectivity Fee

Full (10 wk.) Semester

\$79	\$40.00	0%
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* 7-week rates are calculated from last year's 5-week rates.

RESOLUTION F11-23

**APPROVAL OF POLICY 5.45
NALOXONE ACCESS FOR EMERGENCY USE**

WHEREAS, Governor Mike DeWine's RecoveryOhio initiative, the Ohio Department of Higher Education, and the Ohio Department of Health have collaborated to provide emergency naloxone cabinets for installation on public college and university campuses; and

WHEREAS, the University has been allotted five emergency access cabinets to be installed in public settings around campus; and

WHEREAS, the University wishes to supplement the emergency cabinets with training and access to naloxone for its public safety officers; and

WHEREAS, Policy 5.45 provides for the availability and use of naloxone on campus to respond to emergencies;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves Policy 5.45, Naloxone Access for Emergency Use.

(April 21, 2023)

Shawnee State University

POLICY TITLE:	NALOXONE ACCESS FOR EMERGENCY USE
POLICY NO.:	5.45
ADMIN CODE:	3362-5-45
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	04/21/23
NEXT REVIEW DATE:	04/2026
RESPONSIBLE OFFICER:	VPFA
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

The purpose of this policy is to establish guidelines governing the use of Naloxone for emergency situations on campus. Naloxone may be carried and administered by officers of the Shawnee State University Department of Public Safety, or accessed and administered by other members of the community via cabinets maintained by the University. This policy is intended to recognize the potential life-saving role first responders and bystanders can play when encountering persons suffering from apparent opioid overdose.

2.0 DEFINITIONS

- 2.1 EMS - “Emergency Medical Services” that provide pre-hospital emergency medical care; such practitioners provide out-of-hospital care for those with an illness or injury.
- 2.2 Naloxone - An opioid receptor antagonist and antidote for opioid overdose produced in intramuscular, intranasal, or intravenous forms.
- 2.3 Opioid - A drug containing opium or similar synthetic compound derived from opium or synthetically produced from opium, including but not limited to heroin, oxycodone, and fentanyl.
- 2.4 Opioid Overdose - An acute condition including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death resulting from the consumption or use of an opioid, or another substance with which an opioid was combined, or a condition that a layperson would reasonably believe to be an opioid-related drug overdose that requires medical assistance.
- 2.5 Universal Precautions - An approach to infection control to treat all human blood and certain human body fluids as if they were known to be infectious for HIV, HBV and other blood-borne pathogens.

3.0 DEPARTMENT OF PUBLIC SAFETY

- 3.1 Police and Security Officers in the Department of Public Safety will be trained in the use and administration of Naloxone.
- 3.2 The University will make reasonable best efforts to have officers carry Naloxone doses in their vehicles and to have ready access to Naloxone in the Department of Public Safety offices.

4.0 PUBLIC ACCESS

- 4.1 Shawnee State University will provide public access to Naloxone for the purpose of aiding, or assisting in the aid of, any person(s) who may be suffering from an apparent opioid overdose. This access will be accomplished through the installation of Naloxone Emergency Cabinets in various buildings around campus.
- 4.2 All participation in this program and/or the administration of Naloxone by employees, students, or the general public is strictly voluntary. All are encouraged to understand the universal precautions required to administer this treatment.

5.0 NALOXONE CABINET CONTENTS

- 5.1 Each cabinet will include:
 - 5.1.1 Bilingual instructions (tear-away cards) for administering intranasal Naloxone that include specific instructions to call EMS.
 - 5.1.2 Two doses of intranasal Naloxone.
 - 5.1.3 One rescue breathing barrier device with gloves and alcohol.

6.0 STORAGE AND REPLACEMENT

- 6.1 Inspection of cabinets installed by Shawnee State University shall be the responsibility of the University. In accordance with section 3715.50 of the Ohio Revised Code, such inspections shall be conducted within a reasonable time period and shall ensure the following:
 - 6.1.1 Each unit is securely fastened to a permanent structure.
 - 6.1.2 The Naloxone is intact and not expired.
 - 6.1.3 Rescue breathing barrier device, gloves, and alcohol are present.

- 6.1.4 SSU Department of Public Safety contact information, along with signs of an opioid overdose, are listed on the box.
- 6.1.5 Instructions for use are present.
- 6.1.6 The unit safety seal is functional.
- 6.1.7 Naloxone is stored in accordance with manufacturer instructions to avoid extreme cold, heat, and direct sunlight to the extent possible.

Information on the Ohio Department of Health's Project DAWN:

<https://odh.ohio.gov/know-our-programs/violence-injury-prevention-program/projectdawn/>

History

Effective: 04/21/2023

	Consolidated Budget	Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals	YTD Actuals	% of Budget
Revenue							
State Funding	\$19,221,054	\$4,805,263	\$4,805,263	\$4,805,263	\$0	\$14,415,789	75.0%
Tuition & Student Fees	\$29,809,710	\$14,653,513	(\$206,717)	\$12,000,852	(\$1,422)	\$26,446,227	88.7%
Scholarship	(\$6,170,569)	(\$2,378,015)	(\$264,605)	(\$2,433,038)	\$1,040	(\$5,074,618)	82.2%
Transfers In	\$0	\$0	\$0	\$3,379	\$0	\$3,379	
Other Income							
Commissions	\$490,950	\$54,407	\$48,096	\$205,971	\$0	\$308,474	62.8%
Grants	\$129,000	\$168,235	\$50,317	(\$45,753)	\$10,000	\$182,798	141.7%
Miscellaneous Revenue	\$604,000	\$272,956	\$166,572	\$237,131	\$20,073	\$696,733	115.4%
Service Fees/Memberships	\$285,000	\$70,827	\$69,183	\$63,170	\$1,296	\$204,475	71.7%
Ticket Sales/Rentals	\$549,900	\$196,766	\$134,843	\$118,182	\$5,228	\$455,019	82.7%
Other Income Total	\$2,058,850	\$763,191	\$469,011	\$578,700	\$36,597	\$1,847,499	89.7%
Revenue Total	\$44,919,045	\$17,843,951	\$4,802,952	\$14,955,157	\$36,216	\$37,638,276	83.8%
Expense							
Compensation							
Benefits	\$9,542,134	\$1,866,345	\$2,089,793	\$2,015,309	\$141,524	\$6,112,971	64.1%
Salaries	\$22,944,326	\$3,872,326	\$6,127,937	\$5,397,138	\$863,581	\$16,260,981	70.9%
Compensation Total	\$32,486,460	\$5,738,670	\$8,217,730	\$7,412,447	\$1,005,105	\$22,373,952	68.9%
Non-Compensation							
Equipment	\$192,827	\$127,711	\$14,551	\$35,506	\$376	\$178,143	92.4%
External Professional Services	\$955,150	\$132,662	\$386,462	\$220,526	\$8,736	\$748,385	78.4%
Information/Comm/Shipping	\$861,361	\$308,042	\$163,713	\$199,099	\$13,456	\$684,309	79.4%
Maintenance & Service Contracts	\$3,026,025	\$1,641,688	\$829,369	\$547,720	\$91,795	\$3,110,572	102.8%
Meal Plan Expense	\$1,641,448	\$310,340	\$679,030	\$495,659	\$116,302	\$1,601,332	97.6%
Miscellaneous Expense	\$1,546,327	\$544,189	\$60,424	\$244,157	\$10,556	\$859,326	55.6%
Supplies	\$1,566,754	\$239,412	\$264,468	\$205,971	\$9,663	\$719,514	45.9%
Travel	\$631,679	\$172,736	\$289,752	\$197,051	\$11,774	\$671,313	106.3%
Utilities	\$1,434,000	\$340,670	\$291,591	\$410,338	\$5,839	\$1,048,438	73.1%
Non-Compensation Total	\$11,855,571	\$3,817,449	\$2,979,359	\$2,556,027	\$268,497	\$9,621,331	81.2%
Expense Total	\$44,342,031	\$9,556,119	\$11,197,089	\$9,968,474	\$1,273,602	\$31,995,283	72.2%
Net Transfer to Capital Fund	\$1,563,925	\$0	\$0	\$0	\$0	\$0	0.0%
Operating Budget Surplus (Deficit)	(\$986,911)	\$8,287,832	(\$6,394,137)	\$4,986,683	(\$1,237,386)	\$5,642,993	

Shawnee State University

Asset Allocation – As of March 31, 2023



Asset Class	Market Value	% of Assets	Target %
Cash Equivalents			
TIAA Cash Deposit Account	\$308,977	3.8%	
Total Cash Equivalents	\$308,977	3.8%	5.0%
Fixed Income			
Fixed Income Separately Managed Account	\$3,305,666	41.1%	
Vanguard Short Term Bond Index Fund	\$349,351	4.3%	
TIAA-CREF Short-Term Bond Fund	\$441,484	5.5%	
DFA Inflation Protected SEC Fund	\$128,536	1.6%	
PIMCO 1-5 Year U.S. TIPS Index Exchange Traded Fund	\$125,048	1.6%	
Total Fixed Income	\$4,350,085	54.0%	60.0%
Domestic Equity			
TIAA-CREF Large Cap Growth Index Fund	\$1,192,704	14.8%	
TIAA-CREF Large Cap Value Index Fund	\$1,158,393	14.4%	
Vanguard Mid Cap Growth Index Fund	\$147,570	1.8%	
iShares Russell Mid Cap Value ETF	\$148,999	1.9%	
TIAA-CREF Small Cap Blend Index Fund	\$128,494	1.6%	
Vanguard REIT Index Fund	\$53,294	0.7%	
Cohen & Steers Real Estate Fund	\$37,689	0.5%	
Total Domestic Equity	\$2,867,143	35.6%	29.0%
International Equity			
iShares Core MSCI EAFE ETF	\$194,600	2.4%	
iShares MSCI International Quality Factor ETF	\$197,786	2.5%	
iShares Core MSCI Emerging Markets ETF	\$131,928	1.6%	
Total International Equity	\$524,314	6.5%	6.0%
Total Equity	\$3,391,457	42.1%	35.0%
Total Portfolio Market Value	\$8,050,519	100.0%	100.0%



TIAA INVESTMENT MARKET VALUE CHANGE FOR FY23

Asset Class/Security	Ticker	Market Value as of April 11, 2023	Market Value as of March 31, 2023	Market Value as of June 30, 2022
<u>CASH EQUIVALENTS:</u>		\$ 512,508	\$ 508,301	\$ 255,492
% of Total Portfolio		6.4%	6.3%	3.3%
<u>FIXED INCOME:</u>				
Fixed Income Managed Acct (US and Agency Securities)	Various	\$ 3,094,208	\$ 3,086,547	\$ 3,169,578
DFA Inflation Protected Securities Portfolio	DIPSX	\$ 129,108	\$ 128,536	\$ 201,332
PIMCO 1-5 Year U.S. TIPS Index ETF	STPZ	\$ 124,975	\$ 125,048	\$ 201,683
TIAA-CREF Short-Term Bond Fund	TISIX	\$ 440,366	\$ 439,921	\$ 540,222
Vanguard Short Term Bond Index Fund	VBIRX	\$ 349,073	\$ 348,725	\$ 347,717
Total Fixed Income		\$ 4,137,730	\$ 4,128,777	\$ 4,460,532
% of Total Portfolio		51.4%	51.4%	57.9%
<u>DOMESTIC EQUITY:</u>				
Cohen & Steers Real Estate Fund	CREFX	\$ 36,641	\$ 37,689	\$ 40,210
iShares Russell Mid Cap Value ETF	IWS	\$ 150,177	\$ 148,999	\$ 142,503
TIAA-CREF Large Cap Growth Index Fund	TILIX	\$ 1,181,162	\$ 1,192,704	\$ 971,764
TIAA-CREF Large Cap Value Index Fund	TILVX	\$ 1,168,420	\$ 1,158,393	\$ 1,047,399
TIAA-CREF Small Cap Blend Index Fund	TISBX	\$ 127,372	\$ 128,494	\$ 139,116
Vanguard Mid-Cap Growth Index	VMGMX	\$ 145,672	\$ 147,570	\$ 132,366
Vanguard REIT Index Fund	VGSLX	\$ 53,307	\$ 53,293	\$ 57,762
Total Domestic Equity		\$ 2,862,751	\$ 2,867,142	\$ 2,531,120
% of Total Portfolio		35.6%	35.7%	32.8%
<u>INTERNATIONAL EQUITY:</u>				
iShares Core MSCI EAFE ETF	IEFA	\$ 196,056	\$ 194,600	\$ 268,709
iShares Core MSCI Emerging ETF	IEMG	\$ 133,469	\$ 131,928	\$ 132,658
iShares MSI EAFE Small-Cap ETF	SCZ	\$ -	\$ -	\$ 61,414
iShares MSCI International Quality Factor ETF	IQLT	\$ 201,204	\$ 197,786	\$ -
Total International Equity		\$ 530,729	\$ 524,314	\$ 462,781
% of Total Portfolio		6.6%	6.5%	6.0%
Total Equity		\$ 3,393,480	\$ 3,391,456	\$ 2,993,901
% of Total Portfolio		42.2%	42.2%	38.8%
TOTAL PORTFOLIO MARKET VALUE		\$ 8,043,718	\$ 8,028,534	\$ 7,709,925
		100.0%	100.0%	100.0%

	TOTAL PORTFOLIO	CASH	FIXED INCOME	DOMESTIC EQUITY	INTERNATIONAL EQUITY
Value as of June 30, 2022	\$ 7,709,925	\$ 255,492	\$ 4,460,532	\$ 2,531,120	\$ 462,781
Value as of April 11, 2023	\$ 8,043,718	\$ 512,508	\$ 4,137,730	\$ 2,862,751	\$ 530,729
Increase/(Decrease) in YTD Value (\$)	\$ 333,793	\$ 257,016	\$ (322,802)	\$ 331,631	\$ 67,948
Increase/(Decrease) in YTD Value (%)	4.24%		-7.51%	12.30%	13.68%

PERSONNEL ACTIVITY REPORT FY23

April 21, 2023

New Hires

➤ Support Staff

- Levi Conley – Maintenance Mechanic II, Facilities, March 6, 2023
- Charlotte Matney – Custodian, Facilities, April 3, 2023
- Robin McKenzie – Custodian, Facilities, April 4, 2023

➤ Administrative Staff

- Faith James – Payroll Services Coordinator, Controller, January 30, 2023
- Shaina Elrod – Lab Coordinator, Nursing, March 6, 2023

➤ Faculty

- Ryan Powell – Assistant Professor, Natural Sciences, January 9, 2023

Change of Status

➤ Administrative Staff

- DeAnn McKenzie – Manager Grants Accounting & Compliance, Controller, December 5, 2022
- John Temponeras – Interim Director, Facilities, Planning & Construction, January 1, 2023
- Jesse James – Manager General Accounting Services, Controller, January 3, 2023
- Vickie Crawford – Interim Director, IT Operations, Information Technology, February 27, 2023

Departures

➤ Support Staff

- Christopher Canter – Custodian, Facilities, March 15, 2023
- Sarah Faulkner – Custodian, Facilities, March 15, 2023

➤ Public Safety Staff

- Lisa Darnell – Public Safety Assistant, Department of Public Safety, March 24, 2023
- Curtis Combs – Police Officer, Department of Public Safety, April 17, 2023

➤ Administrative Staff

- D'Andre Price – Admissions Associate, Office of Admissions, February 10, 2023
- Lisa Chaffin – Paralegal/Contract Services Manager, General Counsel, February 15, 2023

PERSONNEL ACTIVITY REPORT FY23

- Phillip John Butler – Head Baseball Coach, Athletics, February 27, 2023
- Robert Wampler – Program Assistant, Upward Bound Math Science, March 17, 2023
- Jonathan Elrod – Coordinator, Enrollment Marketing, Marketing & Communications, March 26, 2023
- Megan Widdig – Admissions Associate, Office of Admissions, April 1, 2023
- Noel Payne – Assistant Director, Office of Diversity, Equity & Inclusion, April 21, 2023
- Delano Thomas – Head Men’s Basketball Coach/AAD for Campus Relations, Athletics, April 28, 2023
- Jacob Bolen – Director E-Campus, Office of the Provost (Associate Provost), May 24, 2023
- Chuck Warner – Chief Information Officer, Information Technology, May 25, 2023
- William Hawk – Associate Director, Application Computing & Operations, Information Technology, May 25, 2023
- Jean Eagle – Education Clinical & Field Coordinator, School of Education, May 29, 2023

Position Eliminations

- Admissions Associate (2)
- Associate Director, Application Computing & Operations
- Chief Information Officer
- Coordinator, Education Clinical & Field
- Coordinator, Enrollment Marketing
- Director, E-Campus
- Paralegal/Contract Services Manager

PROCEDURE TITLE:	ADMINISTRATION OF FLEXIBLE WORK ARRANGEMENTS
PROCEDURE NO.:	4.95:1
RELATED POLICY:	4.95
PAGE NO.:	1 OF 10
RESPONSIBLE ADMINISTRATOR:	VPFA
EFFECTIVE DATE:	04/07/2023
NEXT REVIEW DATE:	04/2026
APPROVED BY:	PRESIDENT

1.0 GUIDING PRINCIPLES

Flexible work arrangements allow staff to balance work and personal commitments while ensuring the business needs of the University are met. The University understands that offering flexible work arrangements can result in improved productivity, recruitment and retention of top talent, and improved employee satisfaction. To improve employee wellness and promote a work-life balance among our campus community, managers are encouraged to support alternative work arrangements where appropriate.

2.0 DEFINITIONS

- 2.1 Student-facing role – interaction with students is an integral part of the employee’s role, or the employee works in an area that provides in-person student service.
- 2.2 Front-office role – interaction with the campus community or the public is an integral part of the employee’s role, or the employee works in an area that provides in-person service to these audiences.
- 2.3 Back-office role – the employee’s role does not include in-person customer service; most interactions with others occur electronically (phone, email, video conferencing), even when the employee is working on site.
- 2.4 Campus-based role – the employee must be physically located on campus to perform all or most of their assigned duties.
- 2.5 On-site work – working on campus only.
- 2.6 Remote work – working off campus only, at an identified location(s).
- 2.7 Hybrid work – performing work both on and off campus, at an identified location(s) and at defined intervals.
- 2.8 Compressed Work Week – an arrangement which condenses one or more standard workweeks into fewer, longer days.
 - 2.8.1 Examples: Instead of working five days, a full-time employee works four 10-hour days, or four 9-hour days and one 4-hour day.
- 2.9 Flexible Scheduling – an arrangement that allows an employee to alter the start and/or end time of their workday. Employees still work the same number of scheduled hours as they would under a traditional schedule.

2.9.1 Example: A staff member works a Monday–Thursday 9:00 a.m. until 6:00 p.m. schedule and a 7:00 a.m. until 4:00 p.m. Friday schedule.

2.10 Divisional Vice President – as used in this procedure, means anyone who holds the title of Vice President, and also shall mean the President with respect to positions that report directly to the President and not through a Vice President.

3.0 ELIGIBILITY

3.1 All staff members are eligible to request flexible work arrangements, however, not all positions lend themselves to flexible work. A flexible work arrangement may be approved when it is in the best interest of, and consistent with the operational needs of, the University. The decision is at management’s discretion and must take into consideration numerous factors, including specific job duties, the nature of the work performed, operational and business requirements, and impact on the department. Eligibility will vary based on the specific role an employee holds.

3.1.1 Most student-facing and front-office roles are not eligible for remote or hybrid arrangements.

3.1.2 Back-office roles may be eligible for remote or hybrid arrangements, but specific duties, such as supervisory responsibilities, may limit eligibility.

3.1.3 Campus-based roles are not eligible for remote or hybrid arrangements.

3.1.4 Many roles may be eligible for flexible scheduling or a compressed work week, so long as office coverage, quality customer service, and team communication needs are met.

4.0 POSITIONS APPROPRIATE FOR FLEXIBLE WORK ARRANGEMENTS

4.1 Supervisors, in consultation with the department head and Divisional Vice President, will analyze the nature of a position and how work is performed and determine which positions are appropriate to designate or approve for a flexible work arrangement. Many factors should be considered in determining the feasibility of a flexible work arrangement, including the congruence of remote work with the University’s mission and goals, the ability to supervise the employee adequately, and whether any duties require use of certain equipment or tools that cannot be accommodated at a location other than SSU. Other important considerations include:

4.1.1 The extent to which job duties involve face-to-face interaction and coordination of work with other employees and students;

4.1.1.1 Some roles have a cyclical nature, making them ineligible for flexible work arrangements during specific periods of the academic calendar.

4.1.2 The need for and frequency of in-person interactions with external colleagues, clients and customers;

- 4.1.3 What access to on-campus resources will be needed to effectively perform the work;
 - 4.1.4 Whether service quality, University operations, or the workload of others will be impacted;
 - 4.1.5 Whether the position can be performed independently based on the level of support and face-to-face interaction needed; and
 - 4.1.6 Whether performance can be assessed accurately and working hours appropriately documented.
- 4.2 It is the responsibility of the supervisor, in consultation with the department head and Divisional Vice President, to demonstrate that remote or hybrid work provides an advantage or benefit to the University and its mission and that the duties of the position can be performed without any degradation in the quality of services to be provided.
- 4.2.1 If the position has been approved for remote or hybrid work, and the position is not filled, the terms of the remote work arrangement may be incorporated into the position description and into the position posting as long as it includes the following statement: “Remote work is not a right, it is an arrangement that can be modified or revoked by Shawnee State University at any time for any reason, including the convenience of the University.”
 - 4.2.2 If the position has been approved for remote or hybrid work and the position is filled, the Divisional Vice President may approve one or more employees in the approved position as suitable for a remote work assignment. It is the responsibility of the Divisional Vice President to demonstrate that assigning the individual for remote work is appropriate and the job duties can be performed without any degradation in the quality of service provided.
- 5.0 EMPLOYEES APPROPRIATE FOR FLEXIBLE WORK ARRANGEMENTS
- 5.1 In addition to assessing the position’s appropriateness for flex work arrangements, the employee also must be eligible, as determined by their supervisor, department head, and Divisional Vice President. In considering whether to approve an employee for a flexible work arrangement, the University will consider:
 - 5.1.1 Length of time in position (employee must have been employed in the position for at least 6 consecutive months, unless initially hired into a position with an approved arrangement);
 - 5.1.2 Documented disciplinary actions or attendance concerns;
 - 5.1.3 Demonstrated ability to independently work productively (as shown by consistent and satisfactory performance of essential functions);
 - 5.1.4 Evaluations in the previous evaluation cycle (employee must have at least an overall “Meets Expectations” on the most recent performance

evaluation – the absence of an evaluation will be considered a “Meets Expectations”).

- 5.1.5 The circumstances or rationale provided for consideration of a flexible work arrangement.
- 5.2 None of the factors in subsections 5.1.1 through 5.1.5 shall be determinative. The supervisor, department head, and Divisional Vice President may weigh the factors as they deem appropriate.

6.0 ESTABLISHING FLEXIBLE WORK ARRANGEMENTS

- 6.1 An employee interested in a flexible work arrangement may present a written request to their supervisor, identifying the justification for and the duration of the arrangement.
- 6.2 Each request will be reviewed by the supervisor and department head, in consultation with the Divisional Vice President, to determine if the flexible work arrangement request (as originally made or as modified during the review process) is consistent with this procedure.
 - 6.2.1 While discussing flexible work arrangements with employees, an employee may disclose a physical or mental limitation. Flexible work arrangements are not intended to be used in place of ADA reasonable workplace accommodations. Should the employee disclose such limitation, the supervisor and department head should refer the employee to the Department of Human Resources.
- 6.3 The approval or disapproval of a flexible work arrangement will be communicated to the employee in writing (email is permissible) by the Divisional Vice President. Employees with an approved flexible work arrangement must complete the [Flexible Work Arrangement](#) form before the arrangement goes into effect.
- 6.4 A flexible work arrangement is typically in effect for one year or less and will expire at the end of that term unless modified or terminated under section 7, below. Renewal is possible but not guaranteed; employee performance, business operations, and other circumstances will be considered in determining whether to renew the arrangement. The renewal or non-renewal of a flexible work arrangement will be communicated in writing (email is permissible) by the Divisional Vice President. Employees will be required to complete a new [Flexible Work Arrangement](#) form if there are changes to the initial arrangement.

7.0 MODIFICATION OR EARLY TERMINATION OF A FLEXIBLE WORK ARRANGEMENT

- 7.1 A supervisor, in consultation with the department head and Divisional Vice President, may modify or terminate a flexible work arrangement for performance concerns or to meet operational needs.

- 7.2 Reasonable notice should be given to an employee when terminating a flexible work arrangement, preferably not less than two weeks. However, it is within management's discretion to terminate the arrangement immediately if the needs of the operation are not being met or if the employee's performance diminishes.

8.0 GENERAL EXPECTATIONS FOR MANAGING FLEXIBLE WORK ARRANGEMENTS

- 8.1 Supervisors should consider the impact on the department/unit and other department/units' workload and productivity; other faculty, staff, students, and customers; cost; and business needs.
- 8.2 Supervisors have a responsibility to achieve the goals of their units and to provide the guidance, support, training and organization for their staff to ensure success. Before implementing flexible work arrangements, supervisors should consult with their department head and Divisional Vice President to establish parameters for scheduling and availability of their staff:
- 8.2.1 Define on-site needs for the department/unit – identify days/times employees are needed for in-person support of students or colleagues, specific job functions that require being on-site, number of staff and position types needed for on-site support/functions, and needs for staff connection on-site (meetings, collaborative work, etc.).
- 8.2.2 Set the non-negotiable schedule principles – before getting into the details of individual schedules, decide how your department's business objectives dictate the department/unit schedule. For example, the principles of your department might be:
- 8.2.2.1 Telephone coverage must be in place five days a week, from 8:00 a.m. to 5:00 p.m.
- 8.2.2.2 Everyone must attend Tuesday afternoon staff meetings.
- 8.2.2.3 Everyone must be available for a weekly check-in at a mutually convenient time.
- 8.2.2.4 Everyone must be reachable by phone or email during regular business hours.
- 8.2.2.5 Everyone should honor designated project work time every Friday from 8:00-12:00 by not scheduling meetings and eliminating all but essential communications.
- 8.2.3 Establish core business hours – the hours in a work day when the department/unit determines that all staff are needed. Meetings are typically scheduled during this time. For example, every day from 8 to 11 a.m., or all day on Tuesdays and Thursdays.
- 8.2.4 Establish core obligations – the employee must be present for certain commitments, agree to be reachable during normal working hours, be available to be present at short notice, and be prepared to work on a regularly scheduled day off within reason.

- 8.2.5 Establish peak time obligations – the time periods when flexible work arrangements may not be permitted due to operational needs.
- 8.2.6 Establish communication standards – expected response times and acceptable means of communication (i.e., phone, Microsoft Teams, email, texting, etc.).
- 8.2.7 Establish flexible work parameters based on the needs of the department/unit (e.g., employees are eligible for a flexible schedule or a hybrid arrangement, but not both).
- 8.3 Supervisors should notify their employees verbally and in writing when they are expected to be present at the campus worksite, how they are to be available during their off-site work time, and how they are to communicate their specific availability if the flexible work arrangement is approved.
- 8.4 Each department/unit will communicate its flexible work arrangements to relevant constituents (e.g., post office hours on suite door, include office hours in voicemail greeting, require all team members to log into Microsoft Teams during work hours, etc.).
- 8.5 It is the responsibility of the Divisional Vice President to ensure that flexible work arrangements are offered in a manner that does not violate the University's policies against discrimination.

9.0 GENERAL EXPECTATIONS FOR EMPLOYEES WITH FLEXIBLE WORK ARRANGEMENTS

- 9.1 Flexible work arrangements do not alter the employee's work relationship with the University and do not relieve an employee from the obligation to observe all applicable University rules, policies and procedures.
- 9.2 Employee job responsibilities and standards of performance when working under a flexible work arrangement remain the same as when working a traditional schedule and employees will continue to be evaluated for performance regularly. The quantity, quality, and timeliness of employees' work are expected to be maintained or enhanced. Employees who are given a flexible work arrangement are expected to meet the same standards of performance as employees in the same job classifications who do not have a flexible work arrangement.
- 9.3 Flexible work arrangements do not alter the employee's workday schedule unless the approved work arrangement provides otherwise. All existing terms and conditions of employment, including but not limited to the position requirements, salary, benefits, and requesting time off work (e.g., vacation and sick leave) remain the same as employees without flexible work arrangements.
 - 9.3.1 Employees will work and be accessible during their regularly scheduled hours, regardless of the location at which they work.
 - 9.3.2 Employees in a flexible work arrangement are required to request manager approval to use vacation, sick, or other leave in the same manner as employees who are not in a flexible work arrangement.

- 9.3.3 An employee with an approved flexible work arrangement may be required to revert to the standard workweek or return to on-site work for any given workweek to meet the needs of the University. Managers may temporarily suspend or modify an employee's flexible work arrangement without formally terminating the arrangement.
- 9.4 Once a flexible work arrangement is in place, an employee must discuss any deviation from their established schedule with their supervisor in advance. A standard expectation is that this conversation would happen at least one week in advance.
- 9.4.1 If a medical appointment is scheduled during established working hours, the employee is required to use accrued sick leave, unless a deviation from the employee's standard schedule is approved in advance by the supervisor.
- 9.4.2 If an employee needs to take time off work for illness or injury during established work hours, accrued sick leave must be used unless the employee and supervisor agree to an alternative arrangement to make up the hours. A standard expectation is that the missed time would be made up within the same pay period. Non-exempt employees must make up the missed time within the same workweek.
- 9.4.3 If an employee wishes to deviate from the established schedule for non-health reasons, they must use accrued vacation time, unless a deviation from the employee's standard schedule is approved in advance by the supervisor.
- 9.4.4 Under no circumstances may a non-exempt employee work more than 40 hours in a week without prior approval from their supervisor. Violations of this requirement may subject the employee to discipline.
- 9.5 In the event of a campus closure or delay, employees must consult with their immediate supervisor to determine if/how any flexible work arrangement would be affected.
- 9.6 While at an alternate work location, employees shall practice the same safety habits that they would use while working at their regular workplace and maintain safe work conditions. Employees shall promptly notify their supervisor and the Department of Human Resources of any injury that occurs while working remotely.
- 9.7 At the end of the flexible work arrangement, or if the employee ceases employment with the University, the employee must return all SSU equipment, supplies, and work-related data, documents, and other materials that are property of the University within three working days unless otherwise specified in writing by the University.

10.0 TECHNICAL SUPPORT FOR EMPLOYEES WITH REMOTE OR HYBRID WORK ARRANGEMENTS

- 10.1 Information Technology Services (ITS) will provide technical support for employees working remotely on a remote basis only. ITS will provide full support for University-owned hardware only. If an issue arises where a technician physically needs to work on a University-owned device, the employee is responsible for bringing the device back to campus for ITS service.
- 10.2 Employees who are working remotely must have a device (personal or University property) that allows them to connect to all necessary work content.
- 10.2.1 Employees have the ability to use Office products either online (office.com) or via a download to a personal device. All SSU-owned equipment comes with this software installed.
- 10.2.2 Any employee who needs access to secured University data not already available on the cloud (cloud-based examples: Bear Trax, Blackboard, email, iContracts, DocuSign, etc.) must request and use a VPN provided by the University on the remote device. VPN allows access to your local office computer files, departmental shares, Feith etc. VPN requests should be submitted to ITService@shawnee.edu.
- 10.2.3 If using a personal device for remote work, an employee should never save restricted University data (data containing any personal identifiers of students or staff) to that device. All files should be maintained on the office computer or departmental share that you are connecting to via VPN, or the cloud drive you are provided on office.com. If any restricted data is temporarily or accidentally saved to a personal device, the employee is responsible for removing/deleting those files from the personal equipment.
- 10.2.4 The employee or their department or unit is responsible for the purchase, installation, support, and maintenance of any remote device and any additional accessories needed to telecommute (monitor, printer, keyboard, mouse, etc.).
- 10.3 An employee who has requested remote or hybrid work is ultimately responsible for ensuring that they can perform their job responsibilities while working remotely. In order to enter into a remote or hybrid work arrangement, an employee must ensure the off-campus worksite meets the following requirements:
- 10.3.1 The worksite must have adequate broadband internet access to allow remote work. The employee is responsible, at their own cost, for the purchase, setup and installation, support, and maintenance of Internet service at their off-campus location. Employees who work forty per cent time or more away from campus should have at least fifty Mbps connection from their ISP for software updates and automated backups. Service will degrade below this level.
- 10.3.1.1 Should a remote employee lose connectivity during the workday, at their supervisors' discretion, they will be directed

to report to campus, identify a temporary alternative work location, or arrange to make up the hours.

- 10.3.2 While working remotely, the employee is responsible for making the changes needed to receive phone calls made to their University extension. Any associated costs are the responsibility of the employee or their department or unit.

11.0 INFORMATION SECURITY REQUIREMENTS FOR EMPLOYEES WITH REMOTE OR HYBRID WORK ARRANGEMENTS

Employees with remote or hybrid arrangements accept responsibility for maintaining the security, condition, and confidentiality, if required, of all work-related data, documents, and other materials kept at their off-campus workplace or stored on electronic equipment. Work-related data, documents, and/or other materials should not be stored on personal electronic equipment. Any documents or items, including electronic records, created or received by University employees – which serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the University – are subject to disclosure under Ohio public records law and may not be deleted except as provided for in the University’s record retention schedule.

12.0 CONFIDENTIALITY REQUIREMENTS FOR EMPLOYEES WITH REMOTE OR HYBRID WORK ARRANGEMENTS

12.1 While working remotely, an employee may receive work-related data, documents, or other materials protected by the Family Educational Rights and Privacy Act (FERPA), the Gramm-Leach-Bliley Act (GLBA), the Health Insurance Portability and Accountability Act (HIPAA), or other state or federal privacy laws or regulations. Those items will be considered “Confidential Information” for purposes of this procedure.

12.1.1 The employee will hold all Confidential Information in strict confidence. The employee will not use or disclose Confidential Information except as required to perform their job duties and permitted by law.

12.1.2 The employee will protect all Confidential Information according to commercially reasonable standards and use appropriate administrative, technical, and physical security measures to preserve the confidentiality, integrity and availability of all Confidential Information. Specific standards and appropriate programs/safeguards will be provided by the University.

12.1.3 In the event of an actual or suspected breach of security, the employee will promptly notify their supervisor and Information Technology Services.

12.1.4 The employee will ensure privacy before discussing confidential information via phone or web meeting at a remote location.

12.1.5 During University-related meetings held via Teams, Zoom, Webex, or a similar video conferencing platform, the meeting organizer and/or the employee’s supervisor may require that an employee activate their camera

during some or all of the meeting. In such instances, an employee participating from a remote location is responsible for ensuring that private or confidential material at their location does not appear on camera, unless such material is relevant to the meeting.

History

Effective: 04/07/2023

CAPITAL PROJECTS STATUS REPORT

March 31, 2023

Library/CFA HVAC Renovation - \$2.2M - Capital

- Generator is installed and operational for the library; awaiting components to complete the CFA.
- HVAC and controls complete for both buildings; training to be scheduled. Project 99% complete.

Kricker Innovation Hub - \$3.4M (est.) - EDA Grant/Capital/Private

- Project approximately 99% complete.
- Project close-out underway.
- Building is now occupied.

Campus Master Plan Update - \$150,000 - Capital

- This project will update and revise previous master planning efforts. The 2017 campus assessment will be used to prioritize projects for infrastructure updates. The plan will include all initiatives in the Shawnee at 40 Strategic Plan.
- Project development and prioritizing continue.

Gateway and Third Street Development - TBD

- Phase I construction documents complete. Project scope and estimate in review as part of Campus Master Plan process.