

**BOARD OF TRUSTEES  
FINANCE AND ADMINISTRATION COMMITTEE**

**March 13, 2015  
9:00 a.m., University Center, Room 214**

**Agenda**

**1.0 Action Items**

**1.1 Resolution F05-15  
Approval of AY 15-16 Fee Schedules for Student Residential Housing and Meal Plans and 2015 Summer Housing Rates**

The proposed housing rates, meal plan rates, and fees are submitted for the Committee's review and recommendation to the Board of Trustees.

**1.2 Resolution F06-15  
Approval of AY15-16 Course and Miscellaneous Student Fees**

The proposed AY15-16 course and miscellaneous student fees rates are submitted for the Committee's review and recommendation to the Board of Trustees.

**1.3 Resolution F07-15  
Update and Renaming of Policy 4.44Rev, Use of University Facilities to Policy 4.44Rev, Use of University Facilities and Reservation of Space**

Policy 4.44Rev, Use of University Facilities and Reservation of Space, incorporates the scheduling and reserving of university facilities in accordance with the current organizational responsibilities and is submitted for the Committee's review and recommendation to the Board of Trustees.

**1.4 Resolution F08-15  
Approval to Rescind Policy 4.70, Use of Volunteers and Interns**

The rescission of this policy is proposed because the content is incorporated in the University's *Employment Definitions and Guidelines* and is submitted for the Committee's review and recommendation to the Board of Trustees.

**1.5 Resolution F09-15  
Update and Renaming of Policy 5.10Rev, Outdoor Space and Use of University Facilities to Policy 5.10Rev, Solicitations and Demonstrations**

Revised policy 5.10Rev, Solicitations and Demonstrations, provides clarity on matters involving solicitation and demonstrations conducted on campus property

and is submitted for the Committee's review and recommendation to the Board of Trustees.

**1.6 Resolution F10-15  
Rescission of Policy 2.09, Establishing a Center**

This resolution rescinds policy 2.09, Establishing a Center, because the policy is outdated, administrative in nature, and not required by law and is submitted for the Committee's review and recommendation to the Board of Trustees.

**1.7 Resolution F11-15  
Revision of Policy 5.08, Smoking**

Revised policy 5.08, Smoking, extends the allowable distance for smoking near building entrances and is submitted for the Committee's review and recommendation to the Board of Trustees.

**2.0 Information Items**

**2.1 FY15 Budget Status and FY16 Budget Planning Update** (Burke and Boyles)

**2.2 Review of Fines and Cost Recovery Charges** (Burke)

**2.3 FY14 Senate Bill 6 (SB6) Ratio** (Boyles)

**2.4 University Investment Report** (Ballengee)

**2.5 Capital Projects Report** (Boyles)

**3.0 Education**

Bill Rockwell, Director of Events & Conferences and Chuck Warner, CIO, will review the transition from SSU-provided internet services for student residential housing to it being offered by private services.

## **RESOLUTION F05-15**

### **APPROVAL OF AY 2015-2016 RATE SCHEDULES FOR STUDENT RESIDENTIAL HOUSING AND MEAL PLANS AND 2015 SUMMER HOUSING**

WHEREAS, Shawnee State University is recognized as a higher education institution with a long-standing commitment to providing and sustaining affordable, high-quality student residential accommodations; and

WHEREAS, an inflationary adjustment to SSU's housing rates is necessary in order to meet contemporary student demands and maintain the existing high standards for the safety and security of residents; and

WHEREAS, the AY2015-2016 meal plan rates are subject to the CPI adjustment of 4.2% as stipulated by the food services contract; and

WHEREAS, a review of projected increases of housing rates by Ohio public universities reveals that the majority of respondents plan to increase housing rates from 2.0% to 3.5%; and

WHEREAS, the University has taken steps to improve the delivery and management of internet services for its residential students while containing these costs; and

WHEREAS, the President continues to be mindful of the impact of increased costs to students and their parents and having considered all factors, recommends the following:

- 2.5% increase to AY15-16 housing rates and 2015 summer housing rates
- No change to the established connectivity fee
- Application of a portion of the contractual food services increases to the AY15-16 meal plans (2% to 19-meal plan, 3% to 15-meal plan, and 4% to 12-meal plan)

THEREFORE BE IT RESOLVED that the Board of Trustees approves the attached proposed schedules reflecting AY15-16 and 2015 summer housing rates, AY15-16 connectivity fee, and AY15-16 meal plan rates.

(March 13, 2015)

**Shawnee State University  
Housing and Meal Plan Rates  
2015-2016 Academic Year**

**► Proposed ◀  
2.5% Housing Increase  
Variable Meal Plan Increases**

**Campus View**

Room Type	Semester Cost	Academic Year
Private	\$3,551	\$7,102
Double	\$2,964	\$5,928
Triple <sup>1</sup>	\$2,378	\$4,756

**Tanner Place/BridgeView Court/Carriage House**

Room Type	Semester Cost	Academic Year
Private <sup>2</sup>	\$3,551	\$7,102
Double	\$2,964	\$5,928
Triple <sup>1</sup>	\$2,378	\$4,756

**Cedar House**

Room Type	Semester Cost	Academic Year
Private <sup>2</sup>	\$3,228	\$6,456
Double	\$2,694	\$5,388
Triple <sup>1</sup>	\$2,160	\$4,320

**University Townhouse**

Room Type	Semester Cost	Academic Year
Private <sup>2</sup>	\$2,986	\$5,972
Double	\$2,446	\$4,892
Triple <sup>1</sup>	\$1,905	\$3,810

<sup>1</sup>Triple rooms are offered at the discretion of the University.

<sup>2</sup>Private Rooms are only available if space permits and at the discretion of the University.

**Meal Plan Options<sup>3</sup>**

Plan	Semester Cost	Academic Year
19 Meals per Week (2%)	\$1,799	\$3,598
15 Meals per Week (3%)	\$1,715	\$3,430
12 Meals per Week (4%)	\$1,545	\$3,090

<sup>3</sup>All meal plans include \$35 flex dollars per semester.

Freshmen campus residents are assigned the 19 meal plan; sophomores may select any option; juniors or seniors may opt not to participate in a meal plan.

**Residential Connectivity Fee  
(No Increase)**

Semester Cost	Academic Year
\$120	\$240

**Shawnee State University  
Housing Rates  
2015 Summer Term**

**► Proposed ◀  
2.5% Housing Increase**

**Campus View**

<b>Room Type</b>	<b>Full Semester</b>	<b>5 Week Term</b>
Private	\$1,832	\$916
Double	\$1,527	\$764

Summer residents are typically housed in Campus View buildings only. The buildings below are used only if overflow is required:

**Tanner Place/BridgeView Court/ Carriage House**

<b>Room Type</b>	<b>Full Semester</b>	<b>5 Week Term</b>
Double	\$1,527	\$764

**Cedar House**

<b>Room Type</b>	<b>Full Semester</b>	<b>5 Week Term</b>
Private <sup>1</sup>	\$1,669	\$835
Double	\$1,387	\$694

**University Townhouse**

<b>Room Type</b>	<b>Full Semester</b>	<b>5 Week Term</b>
Private <sup>1</sup>	\$1,536	\$768
Double	\$1,266	\$633

<sup>1</sup> Private rooms are only available if space permits in Cedar House and University Townhouse.

**Meal Plan Options**

**No food service is provided during Summer Term.**

**Residential Connectivity Fee**

<b>Full (10 wk.) Semester</b>	<b>5 Week Term</b>
\$70	\$35

## **RESOLUTION F06-15**

### **APPROVAL OF AY15-16 COURSE AND MISCELLANEOUS STUDENT FEES**

WHEREAS, the Board of Trustees of Shawnee State University approves course and miscellaneous student fees that are charged by the University; and

WHEREAS, a review was performed and it has been determined the General Assembly will not impose two of the previously established education fees and should therefore be eliminated; and

WHEREAS, no other changes to the attached course and miscellaneous fee schedule are proposed;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the AY15-16 course and miscellaneous student fee schedule, effective summer semester 2015.

(March 13, 2015)



**2015-16 Academic Year**  
**Course and Miscellaneous Student Fees**  
*effective Summer semester 2015*

<b>Course Fees</b>	<b>AY 2014-15</b>	<b>AY 2015-16</b>
<b>Course Fees (per term)</b>		
Education Field Fee (EDU1)	\$294.00	\$294.00
Education Field Fee (EDU2)	\$147.00	\$147.00
Education Field Fee - includes edTPA assessment (EDU3)	\$594.00	<b>eliminate</b>
Education Field Fee - includes edTPA assessment (EDU4)	\$447.00	<b>eliminate</b>
Study Abroad Course Fee (CIPA)	\$120.00	\$120.00
<b>Course Fees (per credit hour)</b>		
Arts - Tier 1 (ART1)	\$7.00	\$7.00
Arts - Tier 2 (ART2)	\$15.00	\$15.00
Arts - Tier 3 (ART3)	\$25.00	\$25.00
Athletic Training (ATTR)	\$25.00	\$25.00
Business (BUSI)	\$10.00	\$10.00
Dental Hygiene (DTHY)	\$35.00	\$35.00
Education (EDUC)	\$15.00	\$15.00
Education, Graduate (MEUC)	\$20.00	\$20.00
Education, Graduate Curriculum & Instruction (MECI)	\$20.00	\$20.00
Education, Graduate Intervention Specialist (MEIS)	\$20.00	\$20.00
Emergency Medical Technology (EMTP)	\$20.00	\$20.00
Engineering Technologies (ENGT)	\$22.00	\$22.00
Exercise Science (SSES)	\$15.00	\$15.00
Health Care Administration (BUHE)	\$20.00	\$20.00
Humanities (HUMA)	\$10.00	\$10.00
Mathematics, Graduate (MTH1)	\$15.00	\$15.00
Mathematics, Graduate (MTH3)	\$35.00	\$35.00
Mathematics, Undergraduate (MATH)	\$15.00	\$15.00
Medical Laboratory Technology (MLTC)	\$20.00	\$20.00
Natural Science (NSCI)	\$25.00	\$25.00
Nursing, A.A.S. (ADNR)	\$25.00	\$25.00
Nursing, B.S. (BSNR)	\$20.00	\$20.00
Occupational Therapy Assistant (OTAT)	\$20.00	\$20.00
Occupational Therapy, Graduate (MOT)	\$75.00	\$75.00
Physical Education (SSPE)	\$5.00	\$5.00
Physical Therapist Assistant (PTAT)	\$20.00	\$20.00
Radiologic Technology (RDLT)	\$20.00	\$20.00
Respiratory Therapy (RPTT)	\$20.00	\$20.00
Social Science (SSCI)	\$10.00	\$10.00
Sports Management (SSSM)	\$15.00	\$15.00
University College - Developmental Math, Reading and Writing (UNC1)	\$3.00	\$3.00
<b>Miscellaneous Fees</b>		
<b>Application Fees</b>		
Health Sciences Programs	\$30.00	\$30.00
International Admission	\$50.00	\$50.00
<b>Budget Payment Plan Fee</b>	\$10.00	\$10.00
<b>Budget Payment Plan Late Fees</b> (max \$180.00/semester)		
Late first payment	\$60.00	\$60.00
Late second payment	\$40.00	\$40.00
Late third payment	\$40.00	\$40.00
Late fourth payment	\$40.00	\$40.00
<b>Credit by Arrangement Administrative Fee, Undergraduate</b> (per credit hour)	\$150.00	\$150.00
<b>Credit by Arrangement Administrative Fee, Graduate</b> (per credit hour)	\$150.00	\$150.00
<b>Credit by Exam Fee</b> (per course)	\$150.00	\$150.00
<b>Graduation Petition Fee</b> (per degree)	\$55.00	\$55.00
<b>Graduation Re-Petition Fee</b> (per degree)	\$10.00	\$10.00
<b>International Student Exchange Program (ISEP) Administrative Fee</b>	\$100.00	\$100.00
<b>International Student Exchange Program (ISEP) Tuition Differential</b>	varies by destination	varies by destination
<b>Late Payment Fee</b> (per semester) - if not on budget payment plan	\$180.00	\$180.00
<b>Matriculation Fee</b>	\$50.00	\$50.00
<b>Overnight Orientation Fee</b>	\$37.00	\$37.00
<b>Overnight Orientation Fee (same day registration)</b>	\$47.00	\$47.00
<b>Portfolio Evaluation Fee</b> (per submission) - A.T.S. degree only		
First Course (per program discipline)	\$150.00	\$150.00
Second and Subsequent Courses (same discipline)	\$50.00	\$50.00

## **RESOLUTION F07-15**

### **UPDATE AND RENAMING OF POLICY 4.44REV, USE OF UNIVERSITY FACILITIES TO POLICY 4.44REV, USE OF UNIVERSITY FACILITIES AND RESERVATION OF SPACE**

WHEREAS, policy 4.44Rev, Use of University Facilities, was approved by the Board of Trustees on June 11, 2004; and

WHEREAS, this policy was rewritten to integrate the management of the use of campus facilities and space reservation processes that have been created and/or modified as a result of the newly established Office of Events and Conference Services; and

WHEREAS, the proposed renaming to “Use of University Facilities and Reservation of Space” reflects the broader content of the policy; and

WHEREAS, procedures to implement the revised policy are provided for information;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves policy 4.44Rev, Use of University Facilities and Reservation of Space.

(March 13, 2015)



# Shawnee State University

POLICY TITLE:	USE OF UNIVERSITY FACILITIES & RESERVATION OF SPACE
POLICY NO. :	4.44 REV
ADMIN CODE:	3362-4-21
PAGE NO.:	1 OF 1
EFFECTIVE DATE:	03/13/15
NEXT REVIEW DATE:	03/2018
RESPONSIBLE OFFICER(S):	VPF&A
APPROVED BY:	BOARD OF TRUSTEES

- 1.0 The uses of University facilities are primarily for the educational, student life and activities, and administrative functions of the University. It is recognized that designated University facilities and space may, with adequate administrative controls in place, be utilized by external or non-university groups.
- 2.0 Procedures and/or guidelines shall be established to ensure that use of University facilities and space does not interfere or conflict with University educational and/or administrative activities. Such procedures or guidelines shall address the following:
  - 2.1 Identifies specific University facilities and space available for non-University use;
  - 2.2 Provides an administrative process to schedule facilities and space and provides priority use for academic and other University activities;
  - 2.3 Provides sufficient restrictions and controls on the scheduling and use of University facilities and space to ensure the protection of University property and avoidance of disruption to University activities.
- 3.0 A fee schedule, approved by the President or designee, shall be established for the reserved use by external groups and individuals.
- 4.0 Established procedures for the scheduling and use of University facilities and space shall be approved by the President.

## History

Effective: 06/11/04  
Revised: 03/13/15

Applicable Procedures: 4.44:1 Use of University Facilities & Reservation of Space

## INFORMATION ONLY

PROCEDURE TITLE:	USE OF UNIVERSITY FACILITIES & RESERVATION OF SPACE
PROCEDURE NO.:	4.44:1
RELATED POLICY:	4.44REV
PAGE NO.:	1 OF 3
RESPONSIBLE ADMINISTRATOR(S):	VPF&A/DIRECTOR, EVENT & CONFERENCE SERVICES
EFFECTIVE DATE:	03/13/15
NEXT REVIEW DATE:	03/2018
APPROVED BY:	PRESIDENT

### 1.0 GENERAL GUIDELINES

- 1.1 The scheduling of official academic course offerings shall be given first priority for the use of University academic facilities.
- 1.2 After the release of academic space for the term, university facilities will be made available to the Event & Conference Services (ECS) office for scheduling/rental.
- 1.3 Should it become essential to accommodate a non-University event requiring the need to relocate or re-schedule a University class, meeting or activity, the Registrar and Director of ECS shall consider the relative impact or benefit of the event to the University.
- 1.4 The Director of Event and Conference Services (ECS) in consultation with the Vice President for Finance & Administration shall ensure the rental or use of facility space considers such factors as:
  - 1.4.1 The event must be consistent with the University's academic and community service role and mission.
  - 1.4.2 University facilities may not be contracted for the purpose of offering instruction of an on-going nature which is not a part of the University's academic or public service programs.
  - 1.4.3 The University reserves the right to reject the application of any event sponsor for use of University facilities and/or equipment if it determines that it is not in the University's best interest.

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- 1.5 Event sponsors may be required to provide the University a plan for the proposed disposition of any registration fees and/or admission fees charged to event attendees, income from sale of merchandise or sundries, food and/or beverages.
  - 1.6 The University shall assume no responsibility for any expressed or implied views, positions, statements or literature of the event sponsor. Nor shall the University condone or otherwise endorse such views.
  - 1.7 Event sponsors may not use University logos, service marks, or copyrights, in any advertisements or publications without the written consent of the University Office of Communications.
  - 1.8 Use of alcohol at any event is governed by BOT policy 3.19 and procedure 3.19:1.

## 2.0 MAKING ARRANGEMENTS FOR USE OF UNIVERSITY FACILITIES

### 2.1 University-Affiliated Groups

- 2.1.1 The Office of the Registrar is responsible for scheduling of classroom instructional use of University facilities for each academic term (dates, times and locations are listed in the final class schedule).
- 2.1.2 The Office of Event & Conference Services (ECS) is the primary contact for the scheduling of the use of all other facilities as follows:
  - 2.1.2.1 Coordination with the Director of Vern Riffe Center for the Arts for the requested use of the building and Director of Athletics for the requested use of the Rhodes Athletic Center and related areas.
  - 2.1.2.2 All requests for facilities use by official student organizations shall be submitted to the Student Life Office for approval before application is made to ECS.
  - 2.1.2.3 Charges for facilities use by University-affiliated groups may be assessed for usage, equipment, supplies and personnel time which exceeds the parameters of the normally scheduled workload of the facility or personnel involved in supervising, operating and maintaining facilities.

## 2.2 Non-University Organizations

2.2.1 When possible, University facilities will be made available to other organizations or groups for meetings or other approved activities.

2.2.2 The Director of ECS in consultation with the Vice President for Finance & Administration is responsible for developing proposed fees and charges for facilities rental usage. Such schedule of charges shall be approved by the President and reviewed annually.

## 3.0 SPACE RESERVATION FORM

The reservation of space/facilities requires the completion of a space reservation form and submission to the ECS office and are available at:

<http://shawnee.edu/offices/event-conference-services/media/Student-Organization-Space-Reservation-Request-Form.pdf>

<http://shawnee.edu/offices/event-conference-services/media/Space-Reservation-Form.pdf>

## 4.0 EVENT & CONFERENCE SERVICES (ECS)

The Office of Event & Conference Services maintains a web page which provides links to applicable forms, pricing, information, and additional guidelines.

<http://shawnee.edu/offices/event-conference-services/>

### History

Effective: 03/13/15

## **RESOLUTION F08-15**

### **APPROVAL TO RESCIND POLICY 4.70, USE OF VOLUNTEERS AND INTERNS**

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, the content of policy 4.70, Use of Volunteers and Interns is appropriately incorporated in the University's Employment Definitions and Guidelines making this policy unnecessary;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves rescission of policy 4.70, Use of Volunteers and Interns.

(March 13, 2015)

# Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.70
		ADMIN. CODE:	3362-4-41
		PAGE NO.:	1 OF 1
		EFFECTIVE DATE:	5/21/90
		RECOMMENDED BY:	R. Neil Hawk
SUBJECT:	USE OF VOLUNTEERS AND INTERNS	APPROVED BY:	

- 1.0 Shawnee State University may accept the volunteer services of individuals or interns on a part-time or full-time basis with approval of the President. Duties or services of the volunteer may include a variety of functions such as research assistant, program development, continuing education instruction, etc.
- 2.0 Duties shall not include formal student advising, group or individual counseling or teaching courses for credit. Duties of interns enrolled in graduate programs are under the direction and coordination of the Vice President in charge of the area in which the intern functions.
- 3.0 Volunteer or intern arrangements may be terminated at will.

# Employment Definitions & Guidelines

## Positions & Appointments

<b>Position</b>	A group of duties and responsibilities that are assigned to an employee. Actions taken which affect a position typically include the following: (a) the establishment of a new position, (b) revision or reclassification of an existing position, and (c) search and selection process to fill an open position. <ul style="list-style-type: none"> <li>• Board of Trustees' approval is required for the creation of all new full-time administrative and faculty positions. New positions are initiated through a <a href="#">Position Information Questionnaire</a> and authorized through a <a href="#">Requisition</a> form.</li> <li>• The President is authorized to create all other categories of positions in accordance with established procedures. <a href="#">[per Board of Trustees Policy 5.16, Section 3]</a>.</li> </ul>
<b>Open Position</b>	A vacancy, created by the transfer, promotion, demotion or loss of an employee, or the addition of a position with approval by the Board of Trustees &/or appropriate administrator.
<b>Appointment</b>	A formal action taken to assign an individual to a position, which specifies the terms of employment. Appointments include, but not limited to, the following actions: (a) new hire, (b) transfer, and (c) promotion.
<b>Appointing Authority</b>	The Board of Trustees delegates to the President of the University authority to appoint and remove University personnel and establish compensation within the guidelines set forth by the Board of Trustees and in conformance with the laws of the State of Ohio. The President may delegate his/her authority to appoint classified employees. Vice President appointments must be approved by the Board of Trustees. <a href="#">[per Board of Trustees Policy 5.16, Section 1 &amp; 2]</a>

## Fair Labor Standards Act (FLSA)

[The Fair Labor Standards Act \(FLSA\)](#) sets minimum hourly wage, overtime pay, equal pay, record keeping and child labor standards for employees covered by the Act. Non-exempt employees are covered by FLSA. This Act also addresses which employees are exempt (see definition below) from specific provisions of the act, such as overtime pay. Administration and enforcement of FLSA and related statutes are the responsibility of the Department of Labor. Shawnee State is obligated to comply with both federal and state wage regulations.

<b>Non-Exempt</b>	Employees who are subject to all provisions of the FLSA as amended. These employees receive overtime pay for hours worked beyond 40 hours in any workweek at one and a half times their regular hourly rate.
<b>Exempt</b>	Executive, professional, administrative, outside sales and some computer professional employees who are excluded from the overtime provisions of the FLSA as amended. These employees do not receive overtime pay for hours worked beyond 40 hours in any workweek.

## Ohio Revised Code (O.R.C) Classification

<b>Classified</b>	A classified employee's terms and conditions of employment are governed by Ohio civil service law (Ohio Revised Code, Chapter 124) &/or a collective bargaining agreement. Classified employees are typically non-exempt under FLSA.
<b>Unclassified</b>	An unclassified employee serves at the pleasure of the appointing authority. Their terms and conditions of employment are governed by Board of Trustee policy. These individuals are typically exempt under FLSA.

## Employment Status

Within some categories of employment, the University makes further distinction with respect to the employment relationship. These designations are discussed below:

<b>Full-Time</b>	<p>Employees who work the normal workweek (40 hours or 100% FTE) for at least nine months.</p> <ul style="list-style-type: none"> <li>FTE (Full-Time Equivalency) is the percentage of time worked (based on 40 hours per work week) during the period covered by a given appointment (i.e. 50% FTE equals 20 hours of work per week).</li> <li>Full-time under the Affordable Care Act is equivalent to 30 hours per week (75% FTE) - for benefit purposes only.</li> </ul>
<b>Part-Time</b>	Employees who work less than the normal workweek.
<b>Tenured</b>	Bargaining unit faculty members holding earned rank to continue employment following successful completion of the tenure-track process as outlined in the Shawnee State Education Associate (SEA) Contract Agreement <a href="#">[per 2012-2015 SEA Contract, Article 2, Section 2D and Article 9, Section 1]</a> . The University must show cause to discipline or terminate the employment of a tenured bargaining unit member.
<b>Non-Tenured</b>	Bargaining unit faculty members whose employment generally does not automatically continue from year to year. Unless there is a specific provision to the contrary in a collective bargaining agreement, continuation of this employment status is at the sole discretion of the University.
<b>Probationary Period</b>	The probationary period constitutes a trial or testing period for the employee at the beginning of an original appointment, or immediately following a promotion. During the probationary period (generally 90 or 120 days) an employee may be terminated or reduced in pay grade.
<b>Grant Funded</b>	Positions funded by a grant. The length of the appointment is determined by the duration of grant funding.
<b>Continuous Contract Status</b>	Administrators, and in some cases faculty, employed in positions funded by a source other than grants and/or "soft" or external sources and with undefined contract durations. Status follows the successful completion of a probation period.
<b>Defined Contract Status</b>	Administrators who are employed in positions funded by grants and/or "soft" or external sources for a defined contract period.

## Employment Actions

<b>Transfer</b>	The movement of an individual and/or position from one reporting entity to another. A transfer can be lateral (no change in grade or wages), or a promotion (to an entirely new position), or an upgrade (the position that is being transferred is the same but additional duties were added resulting in a grade and/or wage increase).
<b>Upgrade</b>	The change of a position's grade due to additional assigned duties resulting in a change in the position's established grade placement (in accordance with University's position classification systems).
<b>Downgrade</b>	The change of a position's grade due to elimination of assigned duties resulting in a change in the position's established grade placement (in accordance with University's position classification systems).
<b>Promotion</b>	The action resulting from an individual being assigned to an entirely new position resulting in an increase in grade placement and salary/wages. This action differs from an upgrade which occurs when the individual's existing position is modified.
<b>Lateral Assignment</b>	This action can result when an individual is transferred to another position and the position grade is the same as the individual's prior position (e.g., lateral transfer).



## Appointment Types & Guidelines

<b>Regular Appointment</b>	<p>Employment within an approved budgeted position that is not limited to a specific period of time or purpose. Regular appointments are intended to be ongoing, subject to the needs of the university and with no designated end date.</p> <ul style="list-style-type: none"> <li>• Regular appointments are made through a search process in accordance with the university’s affirmative action guidelines, unless waived by the President. <a href="#">[per Affirmative Action Hiring Guidelines]</a>. Searches are initiated and authorized through a <a href="#">Requisition</a> form.</li> <li>• Regular full-time appointments are eligible for all university benefits.</li> <li>• Regular part-time appointments typically will not exceed 62.5% (greater than 25 hours per week).</li> <li>• Regular part-time appointments may be eligible for some university benefits. Regular part-time appointments less than 20 hours per week are only eligible for benefits mandated by law.</li> <li>• Regular appointments are initiated by managers through a <a href="#">Request to Hire</a> form; upon approval Human Resources initiates an Appointment Letter.</li> </ul>
<b>Term Appointment</b>	<p>Employment for a designated period of time, normally between one and three years, unless determined by the duration of external sources (i.e., grant funding).</p> <ul style="list-style-type: none"> <li>• Term appointments are made through a search process in accordance with the university’s affirmative action guidelines, unless waived by the President. <a href="#">[per Affirmative Action Hiring Guidelines]</a>. Searches are initiated and authorized through a <a href="#">Requisition form</a>.</li> <li>• Full-time term appointments are eligible for all university benefits.</li> <li>• Part-time term appointments typically will not exceed 62.5% (greater than 25 hours per week).</li> <li>• Part-time term appointments may be eligible for some university benefits. Part-time term appointments less than 20 hours per week are only eligible for benefits mandated by law.</li> <li>• Term appointments are initiated by managers through the <a href="#">Request to Hire</a> form; upon approval Human Resources initiates an Appointment Letter.</li> </ul>
<b>Temporary Appointment</b>	<p>Employment that is limited to a specific period of time or purpose.</p> <ul style="list-style-type: none"> <li>• Full-time temporary appointments will not exceed 12 months.</li> <li>• Part-time temporary appointments typically will not exceed 12 months in duration or a 62.5% FTE (greater than 25 hours per week).</li> <li>• Temporary appointments by the same person in the same position require a six (6) month break in service. A rare exception may be authorized by Human Resources/Payroll based upon stated evidence of need for a short period of</li> </ul>

	<p>time. This requirement does not apply to adjuncts (part-time faculty) or non-tenured faculty positions (which are governed by the SSU/SEA Contract Agreement).</p> <ul style="list-style-type: none"> <li>• Full-time temporary appointments that exceed 90 days are eligible for some university benefits.</li> <li>• Part-time temporary appointments are only eligible for benefits mandated by law.</li> <li>• Temporary appointments are initiated by managers through the <a href="#">Request to Hire</a> form; upon approval managers may initiate the <a href="#">Temporary/Supplemental Employment Contract</a>.</li> </ul>
<p><b>Intermittent Appointment</b></p>	<p>Employment with irregular hours or days on an as needed basis. Examples of intermittent appointments are: VRCFA Workers, Tutors/Note Takers, Models, Substitute Teachers, Game Workers, After School Mall and Phoneathon staff.</p> <ul style="list-style-type: none"> <li>• Intermittent appointments work less than 1300 hours (62.5% FTE) over the appointment year.</li> <li>• Intermittent appointments are only eligible for benefits mandated by law.</li> <li>• Intermittent appointments for students paid through the student employment funding account (object code 5500) should be initiated through an <a href="#">Authorization to Hire or Change Notice</a> form, which will remain in effect for one year (May 1 through April 30); this form must be completed before students begin working.</li> <li>• All other intermittent appointments are initiated by managers through the <a href="#">Request to Hire</a> form which will remain in effect for one year (July 1 through June 30); Request to Hire forms for intermittent appointments must be submitted annually for the upcoming year.</li> <li>• Managers may initiate pay for hours worked (hourly rate) via <a href="#">Payroll Timesheet</a> (or spreadsheet template established by Payroll). Examples include VRCFA, Tutors/Note Takers, After School Mall.</li> <li>• Managers may initiate pay for days worked (daily rate) via <a href="#">One-Time Pay</a> contract. Examples include Substitutes, Game workers, Models.</li> </ul>
<p><b>Special Administrative Appointments</b></p>	<p>Short Notice or Emergency Appointments to Full-Time Positions</p> <ul style="list-style-type: none"> <li>• The spirit and intent of affirmative action guidelines for this type of appointment will be followed as closely as possible.</li> <li>• The President may appoint an individual on a temporary contract with consideration for reappointment based on individual's qualifications, performance, and/or affirmative action obligations.</li> </ul> <p>Internal Appointments</p> <ul style="list-style-type: none"> <li>• The President may appoint university employees to available positions if the employee is fully qualified for the position, an external search is considered unnecessary, and the affirmative action guidelines are considered.</li> </ul> <p>Acting or Interim Appointments</p> <ul style="list-style-type: none"> <li>• An acting appointment is when an SSU employee performs duties of a vacated position for a designated period of time, or covers for an employee during an extended leave of</li> </ul>

	<p>absence or reassignment.</p> <ul style="list-style-type: none"> <li>• An interim appointment is when an individual from outside the University is hired to perform duties of a vacated position for a designated period of time.</li> <li>• The spirit and intent of affirmative action guidelines for this type of appointment will be followed as closely as possible.</li> <li>• Acting or “interim” appointments will generally be for a maximum duration of one year; the President may extend the appointment if conditions warrant.</li> </ul> <p>“Assistant To” Appointments</p> <ul style="list-style-type: none"> <li>• Appointments may exist with or without a search.</li> <li>• Terms of appointment coincides with the term of the supervisor or may be terminated before the end of the supervisor’s term of office.</li> </ul> <p>External appointments follow Regular or Term Appointment Guidelines; Internal appointments require a <a href="#">Change of Status</a> form.</p>
<p><b>Supplemental Pay/ Supplemental Appointment</b></p>	<p>Payments to an employee that are not regular wages. These payments are typically made to regular full-time employees who perform duties in addition to their primary job assignment. Examples of supplemental pay/supplemental appointments are: bonuses, program leader and chair duties, pay for instruction, and interim assignments.</p> <ul style="list-style-type: none"> <li>• Supplemental appointments must be approved by Human Resources/Payroll before employees begin performing additional duties.</li> <li>• FLSA pay rates must be applied for non-exempt employees.</li> <li>• Supplemental payments are typically initiated through a <a href="#">Temporary/Supplemental Pay Contract</a>. Payments for non-academic purposes require prior authorization from Human Resources/Payroll.</li> <li>• Payments for instruction are initiated through the <a href="#">Temporary Instructional Contract</a>.</li> <li>• Payments for overloads and faculty advising are initiated through a <a href="#">One-Time Pay</a> contract.</li> </ul>
<p><b>Multiple Appointments</b></p>	<p>Employees may have multiple part-time appointments.</p> <ul style="list-style-type: none"> <li>• The sum total of multiple part-time appointments may not exceed 25 hours per week (62.5% FTE).</li> <li>• FLSA pay rates must be applied for non-exempt employees.</li> <li>• Human Resources/Payroll must authorize an individual to have multiple appointments.</li> </ul>
<p><b>Volunteer</b></p>	<p>Services provided by an individual on an unpaid basis.</p> <ul style="list-style-type: none"> <li>• <b>A Volunteer Agreement and Personal Data form is required prior to services being provided.</b></li> <li>• <b>Volunteers may be subject to a background check prior to providing services.</b></li> </ul>
<p><b>Consultant/Independent Contractor</b></p>	<p>Services of consultants and independent contractors (non-employees) on a short-term, temporary, or part-time basis. Examples of a consultant/independent contractor are: consultants with signed contract, guest speakers, game officials, piano tuner, and Jacks Lock and Key. A consultant or independent contractor is not an employee. The IRS has strict criteria for determining whether an individual is an independent contractor or an employee.</p>

	<ul style="list-style-type: none"> <li>• Departments must submit a <a href="#">Bear e-Buy New Vendor</a> form before a consultant or independent can be paid for services rendered.</li> <li>• Consultants and independent contractors must sign an <a href="#">OPERS Acknowledgement</a> form indicating they are not a public employee.</li> <li>• Human Resources/Payroll should be consulted to determine whether an individual is an independent contractor before entering into a contract with a consultant or independent contractor.</li> <li>• Payment for services provided by a consultant or independent contractor will be initiated through the <a href="#">Request for Payment</a> form.</li> </ul>
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### Employment Categories/Classification – Regular or Term Appointments

<b>Presidential</b>	The University’s Chief Executive Officer whose appointment, compensation and other terms of employment is determined by the Board of Trustees. <a href="#">[per Board of Trustees Policy 1.02 and 1.03]</a>
<b>Executive</b>	A University Vice President whose appointment, compensation and other terms of employment is determined by the President, with approval of the Board of Trustees. <a href="#">[per Board of Trustees Policy 5.16]</a>
<b>Administrator</b>	Employees who are assigned professional, managerial, and/or supervisory responsibilities as described in an approved job description. Administrators are generally paid on a salaried basis, with assigned duties that are exempt from (not governed by) the Fair Labor Standards Act (FLSA) overtime payment rules, and not subject to the provisions of the Ohio Revised Code (ORC), Chapter 4117. <a href="#">[per Board of Trustees Policy 4.51, Section 2.1]</a>
<b>Administrative Technical Support Staff (ATSS)</b>	Employees typically paid on a per-hour basis (but can be paid on a salaried basis), assigned confidential and/or other duties exempt from (not governed by) provisions of ORC 4117 and are subject to FLSA overtime rules. <a href="#">[per Board of Trustees Policy 4.51, Section 2.2]</a>
<b>Support Staff</b>	Employees included in the Communications Workers of America (CWA) bargaining unit encompassed by the SSU/CWA Agreement. Support Staff includes all full-time and regular part-time hourly employees including but not limited to the job classifications outlined in Appendix A of the CWA Agreement. Support staff excludes all professional, managerial, supervisory, confidential, seasonal and casual employees as defined under O.R.C. 4117.01 and all other employees not expressly included in the bargaining unit. <a href="#">[per 2013-2016 CWA Contract]</a>
<b>Security</b>	Classified employees who are hired to ensure the safety, security, and welfare of students, staff, faculty, and campus property. Security officers are hourly-paid, non-exempt employees subject to the provisions of the Ohio Revised Code and Fair Labor Standards Act. <a href="#">[per Board of Trustees Policy 4.80]</a>
<b>Full-Time Faculty</b>	Faculty members with earned rank, whose primary duties are instruction, scholarship, and service and who are tenure-track, non-tenure track, continuing contract, or tenured <a href="#">[per 2012-2015 SEA Contract, Article 2]</a> .

	<p><b>Tenured:</b> Bargaining unit faculty members holding earned rank to continue employment following successful completion of the tenure-track process as outlined in the Shawnee State Education Associate (SEA) Contract Agreement [<a href="#">per 2012-2015 SEA Contract, Article 2, Section 2D and Article 9, Section 1</a>]. The University must show cause to discipline or terminate the employment of a tenured bargaining unit member.</p> <p><b>Tenure Track:</b> Bargaining unit faculty members employed in a tenure-track position, and thus the right of those holding earned rank to continue employment following successful completion of the tenure-track process as outlined in the Shawnee State Education Association (SEA) Contract Agreement [<a href="#">per 2012-2015 SEA Contract, Article 2, Section 2D and Article 9, Section 1</a>]</p> <p><b>Full-Time Instructor/Non-Tenure Track:</b> Faculty whose primary duties are to provide classroom, laboratory, and clinical instruction for credit and whose annual faculty employment contract specifies appointment to a full-time position with the rank of instructor or senior instructor. There is no limit to the number of contracts that can be awarded to an individual, however employment does not automatically continue from year to year. Continuation of this employment status beyond the assigned academic year is at the sole discretion of the University. [<a href="#">per 2012-2015 SEA Contract, Article 2, Section 2F</a>]</p> <p><b>Full-Time Temporary Faculty:</b> Faculty holding a full-time temporary contract for one (1) semester. Such persons shall not teach more than fifteen (15) contractual hours in a term, and shall receive prorated salary based upon assignment. These individuals are assigned only teaching responsibilities. [<a href="#">per 2012-2015 SEA Contract, Article 2, Section 3A</a>]</p> <p><b>Visiting Faculty:</b> Faculty with full-time contracts that clearly indicate their visiting status. Such contracts will normally not exceed two (2) years. Contracts will be awarded for such purposes as: the temporary filling of vacancies due to bargaining unit faculty on leave, inability to obtain qualified faculty for an established bargaining unit position, unforeseen circumstances. [<a href="#">per 2012-2015 SEA Contract, Article 2, Section 3B</a>]</p>
<b>Athletic Coach</b>	<p>Part-time employees providing coaching services as described in position descriptions provided by the Athletic Director and/or assigned by the Athletic Director or President.</p> <ul style="list-style-type: none"> <li>• Coaches will work less than 125 hours per month, or 1500 hours over the appointment year.</li> <li>• Coaches are only eligible for benefits mandated by law.</li> <li>• A <a href="#">Request to Hire</a> form must be completed to initiate employment for Coaches; upon approval a <a href="#">Part-Time Athletics Contract</a> may be initiated.</li> </ul>
<b>Athletic Professional</b>	Part-time employees who provide non-coaching services to the

	<p>Athletic department as assigned by the Athletic Director or President.</p> <ul style="list-style-type: none"> <li>• Athletic professionals work less than 1300 hours (62.5% FTE) over the appointment year.</li> <li>• Athletic professionals are only eligible for benefits mandated by law.</li> <li>• A <a href="#">Request to Hire</a> form must be completed to initiate employment for Coaches; upon approval a <a href="#">Part-Time Athletics Contract</a> may be initiated.</li> </ul>
<b>Consulting Professional</b>	<p>Professionals employed by the University who possess specialized knowledge, experience, as well as, up to date licenses and certifications. They are often required by regulatory authorities and accreditation boards to provide professional oversight of student activities and decision making. They are assigned professional, instructional leadership, managerial, and/or supervisory responsibilities as described in an approved job description. Consulting Professionals are generally paid on a salaried basis, with assigned duties that are exempt from (not governed by) the Fair Labor Standards Act (FLSA) overtime payment rules, and not subject to the provisions of the Ohio Revised Code (ORC), Chapter 4117.</p> <ul style="list-style-type: none"> <li>• Consulting Professionals will work no more than 1300 hours (62.5% FTE) over the appointment year.</li> <li>• Consulting Professionals are only eligible for benefits mandated by law.</li> <li>• A <a href="#">Request to Hire</a> form must be completed to initiate employment for a Consulting Professional; upon approval Human Resources initiates an Appointment Letter.</li> </ul>

### Employment Categories/Classification – Temporary Appointments

<b>Temporary Employee</b>	<p>An individual employed for a short period of time (12 months or less) to: assist with a specific project, provide relief during a regular employee's absence, provide relief when a position is vacated, or other conditions that may create a short term need.</p>
<b>Part-Time Faculty (Adjuncts)</b>	<p>Faculty who teach twelve (12) or fewer contractual hours per semester and no more than nineteen (19) contractual hours per academic year. [<a href="#">per 2012-2015 SEA Contract, Article 2, Section 3C</a>]</p> <ul style="list-style-type: none"> <li>• Workloads must comply with requirements established in the SSU/SEA Collective Bargaining Agreement and the Workload Equivalency Rubric/Guidelines under the Affordable Care Act.</li> <li>• Part-time faculty who also serve in a non-exempt position must be paid in accordance with FLSA.</li> <li>• Part-time faculty are only eligible for benefits mandated by law.</li> <li>• Part-time faculty appointments are initiated by managers through the <a href="#">Request to Hire</a> form; upon approval managers may initiate the <a href="#">Temporary Instructional Contract</a>. An addendum addressing the University's pay obligations under FLSA will supplement instructional contracts for all non-exempt employees holding a part-time faculty position.</li> </ul>

<p><b>Student Assistant</b></p>	<p>Student Assistants serve in a support role to gain practical experience related to his/her major or career focus.</p> <ul style="list-style-type: none"> <li>• Work schedules for Student Assistants will not exceed 62.5% (greater than 25 hours per week).</li> <li>• Student Assistants are only eligible for benefits mandated by law.</li> <li>• A <u>Request to Hire</u> form must be completed to initiate employment for a Student Assistant; upon approval a <u>Temporary/Supplemental Employment Contract</u> may be initiated.</li> </ul> <p><b>NOTE:</b> This employment category will be reviewed to respond to the future employment of Interns related to academic or University programs. Typically, Interns may serve in paid or unpaid appointments and may require being an advanced student or graduate who needs to gain supervised practical experience related to his/her major or career focus. Often Interns can also receive course credit for their work; that infrastructure would need to be established by Academic Affairs. Specific employment provisions will be established as needed and the "student assistant" category may be replaced or defined differently.</p>
<p><b>Graduate Assistant</b></p>	<p>A Graduate Assistant is a person who serves in a support role (assistantship) at a university, while completing post-graduate education. The individual typically assists professors with instructional responsibilities as classroom assistants or with academic research responsibilities as research assistants, aids coaches with an athletic team, or is employed by other university departments (such as housing or academic advising) in an entry-level capacity.</p> <ul style="list-style-type: none"> <li>• Graduate programs are limited to one (1) Graduate Assistant position per cohort. Each program follows a formal search process, in accordance with established guidelines, to determine who is awarded Graduate Assistant positions.</li> <li>• Graduate Assistants are expected to work 20 hours per week, but in no case will exceed 125 hours per month, or 1500 hours over the appointment year.</li> <li>• Graduate Assistants are only eligible for benefits mandated by law.</li> <li>• A <u>Request to Hire</u> form must be completed to initiate employment for a Graduate Assistant; upon approval a <u>Temporary/Supplemental Employment Contract</u> may be initiated.</li> </ul>
<p><b>Resident Advisor</b></p>	<p>Resident Advisors are required to live in an assigned residence hall to keep the University informed of activities, problems, and needs of the residents and the community.</p> <ul style="list-style-type: none"> <li>• In addition to university housing, Resident Advisors are paid an annual stipend to provide 6 hours of service each week. Resident Advisors will be assigned duties throughout campus to account for the 6 hours of service.</li> <li>• Resident Advisors are authorized to have intermittent appointments (i.e. Orientation Leader) throughout the appointment year, but are not permitted to serve in ongoing student employment positions.</li> </ul>

	<ul style="list-style-type: none"> <li>• In no case will Resident Advisors work more than 125 hours per month, or 1500 hours over the appointment year.</li> <li>• Resident Advisors are only eligible for benefits mandated by law.</li> <li>• A <a href="#">Request to Hire</a> form must be completed to initiate employment for a Resident Advisor; upon approval a <a href="#">Resident Advisor Contract</a> may be initiated.</li> </ul>
<b>Student Employee</b>	<p>Students employed through university funds allocated by a department/area, or Federal College Work Study students who are paid from federal funds as part of their financial aid package.</p> <ul style="list-style-type: none"> <li>• Student employment is initiated through an <a href="#">Authorization to Hire or Change Notice</a> form, which will remain in effect for one year (May 1 through April 30); this form must be completed before students begin working.</li> <li>• Student employees with more than one position shall not exceed 25 hours per week (62.5% FTE) total, with the exception of summer employment.</li> <li>• Student employees are only eligible for benefits mandated by law.</li> <li>• Hours of work and compensation must be applied in accordance with <a href="#">Student Employment Guidelines</a> and the Federal College Work Study program.</li> </ul>



**RESOLUTION F09-15**

**UPDATE AND RENAMING OF  
POLICY 5.10REV, OUTDOOR SPACE AND USE OF UNIVERSITY  
FACILITIES  
TO  
POLICY 5.10REV, SOLICITATIONS AND DEMONSTRATIONS**

WHEREAS, policy 5.10Rev, Outdoor Space and Use of University Facilities, was approved by the Board of Trustees on March 11, 2011; and

WHEREAS, at the time of its approval this policy incorporated the subjects of solicitations and demonstrations on campus and use of university facilities; and

WHEREAS, the content of this policy has been modified to focus solely on the subject of solicitations and demonstrations including identifying reasonable controls to prevent disruption of the University's administrative and educational functions; and

WHEREAS, the subject of "use of university facilities" has been removed and incorporated into a separate policy; and

WHEREAS, procedures related to the updated policy are provided for information;

THEREFORE BE IT RESOLVED the Board of Trustees of Shawnee State University hereby approves policy 5.10Rev, Solicitations and Demonstrations.

(March 13, 2015)

# Shawnee State University

POLICY TITLE:	SOLICITATIONS AND DEMONSTRATIONS
POLICY NO:	5.10 REV
ADMIN CODE:	3362-5-11
PAGE NO:	1 OF 1
EFFECTIVE DATE:	3/16/15
NEXT REVIEW DATE:	3/2018
RESPONSIBLE OFFICER(S)	PRESIDENT
APPROVED BY:	BOARD OF TRUSTEES

- 1.0 Shawnee State University's campus, including its buildings, grounds and other property, serve to support the mission of the University. The University intends that its facilities be utilized in a manner that respects the rights of expression, affiliation and peaceful assembly. As such, there shall be procedures that:
  - 1.1 Place reasonable controls and safeguards on solicitation activity in University facilities and on University grounds.
  - 1.2 Establish reasonable controls and safeguards on protests and demonstrations on University grounds to ensure that the University's administrative and educational functions are not disrupted.

## History

Effective: 4/11/97

Revised: 3/11/11; 03/16/15

Applicable Procedure: [5.10:1 Solicitation, Distribution of Material and Demonstrations and Distribution Activity](#)

## INFORMATION ONLY

PROCEDURE TITLE:	SOLICITATIONS, DISTRIBUTION OF MATERIAL, AND OUTDOOR DEMONSTRATIONS
PROCEDURE NO.:	5.10:1
RELATED POLICY:	5.10 REV
PAGE NO:	1 OF 5
RESPONSIBLE ADMINISTRATOR(S):	PUBLIC SAFETY
EFFECTIVE DATE:	3/16/15
NEXT REVIEW DATE:	3/2018
APPROVED BY:	PRESIDENT

### 1.0 APPLICATION

- 1.1 This procedure governs all University owned, operated or managed facilities and property, including university student housing.
- 1.2 This procedure does not apply to:
  - 1.2.1 Shawnee State University initiated or approved solicitations and events;
  - 1.2.2 Shawnee State University Development Foundation approved solicitations and events.
- 1.3 Students and student organizations are not subject to this procedure but are subject to the solicitation guidelines established in the [Student Organizations Guidelines](#).

### 2.0 DEFINITIONS

- 2.1 "Solicitation" means any activity conducted for the purpose of advertising, promoting, fund raising, purchasing for commercial purposes, or selling any product or service, encouraging membership in any group, association or organization, or distributing printed or other material.
- 2.2 "Non-work area" means areas where employees generally do not perform their official duties, and generally includes lobbies, cafeterias, public areas or parking lots, except as to employees, such as maintenance and custodial employees, whose responsibilities include such areas.

2.3 “Protests” and/or “Demonstrations” includes, as used in this procedure, but is not limited to, picketing, petition circulation, public speech making or group rallies.

2.4 “University Property” means, as used in this procedure, university grounds and any facility and surrounding real property that is owned, leased or managed by Shawnee State University.

### 3.0 SOLICITATION AND DISTRIBUTION ACTIVITIES BY NON-UNIVERSITY INDIVIDUALS OR GROUPS

#### 3.1 General Prohibition on Solicitation for Funds, Sales, and Commercial Purposes

3.1.1 Non-university solicitation for funds, sales, subscriptions or commercial purchases by non-university organizations and individuals are prohibited on university grounds, and in university buildings and other university property, including student housing, except upon written permission of the President or Vice President for Finance and Administration or respective designee. This prohibition does not apply to university authorized stores, food operations, departments, divisions or units of the university.

#### 3.2 Distribution of Literature Restrictions

3.2.1 Outdoor Space. Except as otherwise noted in this procedure, non-university individuals or groups may, without advanced notice, distribute literature or other material on university grounds that are open to the general public, so long as such activity does not disrupt or interfere with University educational or administrative activities and is in compliance with local ordinances.

3.2.1.1 Distribution or placement of literature upon any automobile or vehicle parked on university grounds is prohibited.

3.2.1.2 Space must be reserved if tables, platforms, standing displays or similar items will be utilized. See [Event and Conference Services](#) for reservation and cost information.

3.2.2 Indoor Space. Non-university individual or groups may, with written permission by an authorized University official, solicit or distribute material in certain University indoor spaces. An organization or non-

employee of the University wishing to solicit or distribute literature must request permission from the Director of Event and Conference Services in writing at least forty-eight hours in advance of the proposed visit.

See [Event and Conference Services](#) for reservation and cost information.

#### 4.0 SOLICITATION AND DISTRIBUTION ACTIVITIES BY EMPLOYEES

4.1 Employees may solicit or distribute literature to other employees in non-work areas only to employees who are on non-work time, and it is not be disruptive to employees who are on working time.

4.2 Employees are prohibited from using the University's internal mail system, electronic systems or any other university equipment facilities or materials such as telephones, copying machines, stationery, for solicitation purposes. Such use is considered an abuse of university property.

#### 5.0 PROTESTS AND DEMONSTRATIONS

##### 5.1 General Statement

5.1.1 Subject to additional restrictions stated in this procedure, any individual or group may publicly express views or demonstrate on non-restricted outdoor areas, without prior notification, as long as they do not disrupt classes or university functions.

##### 5.2 Prohibited Areas

5.2.1 Protests and demonstrations may not occur inside university buildings, on porches or porticos of University buildings or facilities. Nor may demonstrations impede ingress or egress to the University, any University property, parking lot, building, facility, or event.

5.2.2 Protests and demonstrators must be at least 25 feet from any University building during classroom hours.

5.2.3 Protests and demonstrators, including individuals who are distributing literature must stay at least 25 feet from any outdoor University event or approved event.

##### 5.3 Other Restrictions

5.3.1 Amplified sound can quickly and easily create a disruption on the SSU campus, due to the campus' size and close proximity between buildings. Therefore, use of amplified sound is prohibited unless it is approved in advance through the Events and Conference office for a scheduled event at a time that would not interfere with University classes and other University operations.

5.3.2 Protests and demonstrations may be subject to local ordinances.

## 6.0 UNIVERSITY RIGHT TO PREVENT DISRUPTION

6.1 The University reserves the right to control or regulate any solicitation or distribution activity if the Director of Public Safety or his/her designee determines such activity is disruptive or that it interferes with the University's operations, programs or activities. This includes the right to direct the solicitation or distribution activity to another location or terminate the activity.

6.2 Disruption includes, but is not limited to:

- 6.2.1 Interfering, or attempting to interfere with the University's classes, events or normal operations;
- 6.2.2 Interfering, or attempting to interfere with or block the ingress or egress of any building;
- 6.2.3 Interfering with a university event by blocking views with signage or other objects or making sufficient noise to interfere with a speaker's or group's performance from being heard or enjoyed by others;
- 6.2.4 Committing any act likely to create a health or safety hazard to oneself or others;
- 6.2.5 Engaging in an act that destroys, or could lead to destruction of, University or personal property;
- 6.2.6 Using amplified sound without approval as described in this procedure;
- 6.2.7 Blocking walkways or roadways;

6.2.8 Violating any federal, state or local law, regulation or fire code.

7.0 Any person or organization violating this procedure shall be subject, upon proper notice, to a ban from university property and/or arrest. See [Policy 5.36, Banning Individuals from University Property](#) and [Procedure 5.36:1, Circumstances & Processes to Ban Individuals from University Property](#).

History

Effective: 03/11/11

Revised: 03/16/15

**RESOLUTION F10-15**  
**APPROVAL TO RESCIND**  
**POLICY 2.09, ESTABLISHING A CENTER**

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 2.09, Establishing a Center, is outdated, administrative in nature, and has not been utilized;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves rescission of policy 2.09, Establishing a Center.

(March 13, 2015)



# Shawnee State University

SUBJECT: ESTABLISHING A CENTER	POLICY NO.:	2.09
	ADMIN. CODE:	3362-2-10
	PAGE NO.:	1 OF 1
	EFFECTIVE DATE:	06/1//93
	NEXT REVOEW DATE:	09/2014
	RESPONSIBLE OFFICER(S):	PROVOST
	APPROVED BY:	BOT

## 1.0 INTRODUCTION

1.1 The development of a new center or institute, requires the submission of a preliminary proposal of intent to the appropriate vice president. The proposer must receive authorization from the vice president before a formal detailed proposal is developed for full consideration. Detailed proposals must receive endorsements from other existing organizational units at SSU that interact with the proposed center. The President and Board of Trustees must give approval for the establishment or discontinuance of all centers (or other organizational units).

## 2.0 PURPOSE

2.1 A center is an organizational unit that has some specialized function/mission and may supervise, directly or indirectly, credit and/or non-credit courses and/or degree programs. The appropriate vice president appoints center directors, who are or may be recommended by the immediate supervisor when appropriate. The center director reports directly to the appropriate vice president or dean.

2.2 Each center will have an advisory council that reports to the center's (unit's) director and dean and/or appropriate vice president/Provost. Any center established within the academic area will have a faculty advisory council which may include practicing professionals.

## **RESOLUTION F11-15**

### **APPROVAL OF POLICY 5.08REV SMOKING**

WHEREAS, Shawnee State University recognizes the importance of creating and maintaining an environmental quality that sustains and enhances the general health and well-being of its students, faculty, staff, and visitors; and

WHEREAS, policy 5.08Rev, Smoking, was last reviewed and approved by the Board of Trustees on November 8, 2013 and is updated to increase the distance from building entrances in which smoking is permitted to address the needs of individuals entering the buildings; and

WHEREAS, this policy modification is supported by the University's Student Government Association (SGA) and Wellness Committee;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves policy 5.08Rev, Smoking.

(March 13, 2015)

# Shawnee State University

POLICY TITLE:	SMOKING
POLICY NO. :	5.08 REV
ADMIN CODE:	3362-5-09
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	3/13/15
NEXT REVIEW DATE:	3/2018
RESPONSIBLE OFFICER(S):	PRESIDENT
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

- 1.1 Shawnee State University recognizes the need to create and maintain an environmental quality that sustains and enhances the general health and well-being of its students, faculty, staff, and visitors.
- 1.2 As such, smoking of any material and the use of any tobacco product are prohibited in all University owned, leased, and managed buildings and other designated areas established by this policy.

## 2.0 DEFINITIONS

- 2.1 Smoking: The burning of tobacco or any other material in any type of smoking device, including, but not restricted to, cigarettes, cigars, electronic cigarettes or pipes.
- 2.2 Tobacco: All tobacco derived or containing products, including, and not limited to, cigarettes, electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes, and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring, or deliver nicotine other than for the purpose of cessation.

## 3.0 PROHIBITION

- 3.1 Smoking and the use of any tobacco product, including chewing tobacco, are prohibited in or at the following locations:
  - 3.1.1 Any building and designated outdoor non-smoking area that is owned, leased, or managed by the University.

3.1.2 Within 50 feet of any entrance or other outside access to a building so as to insure that tobacco smoke does not enter the area through entrances, windows, ventilation systems or any other means.

3.1.3 Any vehicle owned or leased by the University.

3.2 Sale of tobacco is prohibited on University owned, managed, or leased property.

3.3 Disposal of cigarettes and other smoking products in any place on University owned, managed or leased property, other than a smoking receptacle.

#### 4.0 DESIGNATED OUTDOOR NON-SMOKING AREAS

4.1 The following outdoor areas will be designated as non-smoking areas:

4.1.1 Outdoor athletic facilities

4.1.2 Outdoor areas utilized by the University and/or the Shawnee State University Development Foundation for scheduled events, including commencement.

4.2 The President may approve the establishment of other designated non-smoking outdoor areas, as well as designated outdoor areas for smoking.

#### 5.0 SIGNAGE AND SMOKING RECEPTACLES

5.1 “No Smoking” signs or the international “No Smoking” symbol will be conspicuously posted at all University building entrances and inside all University vehicles. All such signs will include the State of Ohio’s contact information for reporting violations.

5.2 Locations of smoking receptacles will be placed at least 50 feet away from any building entrance that are not along any primary walkway. Any person who moves a smoking receptacle without appropriate authority will be in violation of this policy and subject to discipline.

#### 6.0 COMPLIANCE AND ENFORCEMENT

6.1 The President will designate the University department(s) responsible for ensuring compliance.

- 6.2 The University will provide smoking cessation information for employees and students who wish to quit smoking.
- 6.3 The University will identify contact information to enable employees, students and visitors to report any violation of this policy.
- 6.4 Any violation of this policy will be addressed through the standard disciplinary process appropriate to the individual's relationship to the University. Visitors who violate this policy may be denied future access to the University campus.

#### History

Effective: 06/09/06

Revised: 03/13/15; 11/08/13



**2015-16 Academic Year**  
**Fines and Cost Recovery Charges<sup>1</sup>**  
*effective Summer semester 2015*

<b>Cost Recovery Charges</b>	<b>AY 2014-15</b>	<b>AY 2015-16</b>
<b>Equipment:</b>		
Calculator rental	\$100.00 (includes \$60.00 deposit)	\$100.00 (includes \$60.00 deposit)
Ipad damaged, lost, or stolen	-	<b>\$1,000.00</b>
Ipad missing pieces	-	<b>\$200.00</b>
Laptop replacement charge	variable, depending on laptop replacement cost	<b>\$1,200.00</b>
<b>Library:</b>		
Copies - black & white	\$0.10	\$0.10
Copies - color	\$0.25	\$0.25
Transparencies	\$0.35	\$0.35
Lost/damaged item	\$60.00	\$60.00
OhioLINK item replacement charge	\$125.00	\$125.00
OhioLINK overdue or billed item	.50/day, max \$50.00 per item	.50/day, max \$50.00 per item
Visiting borrower card	\$25.00	\$25.00
<b>Student Business Center:</b>		
Postage charge for rush transcript	current USPS rate for priority mail express	current USPS rate for priority mail express
<b>University College:</b>		
Lost/damaged item	cost of item	cost of item
<b>Disciplinary Charges &amp; Fines</b>		
	<b>AY 2014-15</b>	<b>AY 2015-16</b>
Defacing University property	\$50.00 - \$400.00 plus costs	\$50.00 - \$400.00 plus costs
Discharging fire extinguisher	\$750.00 plus costs	\$750.00 plus costs
E-Chug	\$100.00	\$100.00
E-Toke	\$100.00	\$100.00
Misuse of campus computer network	\$100.00	\$100.00
Misuse of phone system	\$100.00	\$100.00
Moving or tampering with fire or safety equipment	\$750.00	\$750.00
My Student Body	\$100.00	<b>eliminate</b>
Skateboarding or in-line skating	up to \$20.00 plus restitution	up to \$20.00 plus restitution
Violation of alcohol policy - second violation	\$150.00	\$150.00
Violation of alcohol policy - third violation	\$250.00	\$250.00
<b>Housing Charges &amp; Fines:</b>		
Damages	variable, depending on type of damage	variable, depending on type of damage
Failure to dispose of trash	\$25.00 - \$100.00	\$25.00 - \$100.00
Housing during University breaks	\$25.00/day	\$25.00/day
Improper checkout	\$25.00	\$25.00
Key replacement - hard key	\$90.00	\$90.00
Key replacement - swipe card	\$12.00	\$12.00
Lock core replacement	\$90.00	\$90.00
Lockout charge	\$10.00	\$10.00
Pets in living units	\$35.00/day plus costs	\$35.00/day plus costs
Smoking in residence hall - first violation	-	<b>\$250.00</b>
Smoking in residence hall - second and subsequent violations	-	<b>\$500.00</b>
Violation of noise policy	\$25.00	\$25.00
Violation of visitation policy	\$25.00	\$25.00
<b>Parking Fines:</b>		
Bicycles in buildings	\$20.00	\$20.00
Driving or parking on grass	\$20.00 plus restitution of damages	\$20.00 plus restitution of damages
Immobilization	\$50.00 plus outstanding parking fines	\$50.00 plus outstanding parking fines
Improper use of permit	\$40.00	\$40.00
Parking along curb	\$20.00 plus towing & storage charge	\$20.00 plus towing & storage charge
Parking hang tag not displayed	\$20.00	\$20.00
Parking in fire lane	\$20.00	\$20.00
Parking in handicapped zone	\$50.00	<b>\$250.00</b>
Parking in prohibited lot	\$20.00	\$20.00
Parking outside permitted areas	\$20.00 plus surface repair cost	\$20.00 plus surface repair cost
Parking reinstatement charge	\$20.00	\$20.00
Parking with disregard for painted lines	\$20.00	\$20.00
Parking within 10 feet of fire hydrant	\$20.00	\$20.00
Parking within 20 feet of crosswalk	\$20.00	\$20.00
Parking within 30 feet of stop sign	\$20.00	\$20.00
Parking/stopping in other prohibited zone (posted)	\$20.00 plus towing & storage charge	\$20.00 plus towing & storage charge
Vehicle not registered	\$20.00	\$20.00
<b>Payment Return Charges:</b>		
Automated Clearinghouse (ACH) Return Charge	\$50.00	\$50.00
Bad Check Charge	\$50.00	\$50.00
<b>Replacement Charges:</b>		
Bear Card	\$10.00	\$10.00
Parking Tag	\$25.00	\$25.00
Student Refund Card	\$10.00	\$10.00

<sup>1</sup> Fines and charges listed on this schedule may include an administrative surcharge.

**SHAWNEE STATE UNIVERSITY SENATE BILL 6 RATIOS FOR FY 2014**

**VIABILITY RATIO**

$$\frac{\text{Expendable Net Assets}}{\text{Plant Debt}} = \frac{\$19,153,699}{\$16,120,070} = 1.188$$

**PRIMARY RESERVE RATIO**

$$\frac{\text{Expendable Net Assets}}{\text{Operating Expenses}} = \frac{\$19,153,699}{\$62,319,341} = 0.307$$

**NET INCOME RATIO**

$$\frac{\text{Change In Total Net Assets}}{\text{Total Revenues}} = \frac{\$2,705,706}{\$65,026,938} = 0.042$$

**COMPOSITE SCORE**

			<u>SSU</u>	<u>MAXIMUM POSSIBLE</u>
<b>Viability Ratio Score (x) 30%</b> 1.188 = 4	<b>4 (x) 30%</b>	<b>=</b>	<b>1.2</b>	<b>1.5</b>
<b>Primary Reserve Ratio Score (x) 50%</b> .307 = "4"	<b>4 (x) 50%</b>	<b>=</b>	<b>2.0</b>	<b>2.5</b>
<b>Net Income Ratio Score (x) 20%</b> .042 = "4"	<b>4 (x) 20%</b>	<b>=</b>	<b>0.8</b>	<b>1.0</b>
			<b><u>4.0</u></b>	<b><u>5.0</u></b>



### INVESTMENT PORTFOLIO PERFORMANCE

#### FISCAL YEAR 13/14

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

#### FISCAL YEAR 14/15

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2014	GAIN/(LOSS) JULY	GAIN/(LOSS) AUGUST	GAIN/(LOSS) SEPTEMBER	GAIN/(LOSS) OCTOBER End of Month	GAIN/(LOSS) NOVEMBER	GAIN/(LOSS) DECEMBER	GAIN/(LOSS) JANUARY	GAIN/(LOSS) FEBRUARY	GAIN/(LOSS) MARCH	GAIN/(LOSS) APRIL	GAIN/(LOSS) MAY	GAIN/(LOSS) JUNE	TOTAL YTD GAIN/(LOSS)
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 3,028,564.29	\$ (22,964.54)	\$ 13,873.79	\$ (40,794.95)	\$ 22,018.55	\$ (8,558.61)	\$ (73,916.09)	\$ 24,704.49	\$ 21,446.39					\$ (64,190.97)
U.S. BANK EQUITY MUTUAL FUNDS	\$ 6,204,923.35	\$ (100,679.37)	\$ 188,247.24	\$ (147,747.04)	\$ 105,050.06	\$ 132,007.32	\$ (112,648.17)	\$ (131,068.64)	\$ 332,317.50					\$ 265,478.90
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,625,071.97	\$ (12,651.87)	\$ 26,218.20	\$ (22,954.25)	\$ 19,313.78	\$ 24,472.72	\$ (10,677.40)	\$ (22,908.17)	\$ 50,545.77					\$ 51,358.78
AGINCOURT CAPITAL	\$ 2,928,640.37	\$ (7,478.21)	\$ 34,138.73	\$ (24,940.36)	\$ 22,446.76	\$ 21,899.08	\$ (2,560.38)	\$ 76,608.78	\$ (33,603.69)					\$ 86,510.71
TAMRO CAPITAL PARTNERS	\$ 1,030,816.08	\$ (71,975.70)	\$ 42,445.82	\$ (49,588.72)	\$ 71,388.85	\$ 7,434.27	\$ 14,975.11	\$ (40,699.29)	\$ 65,361.87					\$ 39,342.21
MANNING & NAPIER	\$ 1,727,527.35	\$ (24,704.72)	\$ 34,027.80	\$ (56,823.97)	\$ 3,029.81	\$ 22,815.42	\$ (20,199.70)	\$ (16,825.64)	\$ 66,126.25					\$ 7,445.25
<b>CURRENT MTD TOTAL GAIN/(LOSS)</b>		\$ (240,454.41)	\$ 338,951.58	\$ (342,849.29)	\$ 243,247.81	\$ 200,070.20	\$ (205,026.63)	\$ (110,188.47)	\$ 502,194.09					\$ 385,944.88
<b>INVESTMENT FUND BALANCES:</b>														
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 3,005,599.75	\$ 3,019,473.54	\$ 2,978,678.59	\$ 3,000,697.14	\$ 2,992,138.53	\$ 2,918,222.44	\$ 2,942,926.93	\$ 2,964,373.32						
U.S. BANK EQUITY MUTUAL FUNDS	\$ 6,104,243.98	\$ 6,292,491.22	\$ 6,144,744.18	\$ 6,249,794.24	\$ 6,381,801.56	\$ 6,269,153.39	\$ 6,138,084.75	\$ 6,470,402.25						
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,612,420.10	\$ 1,638,638.30	\$ 1,615,684.05	\$ 1,634,997.83	\$ 1,659,470.55	\$ 1,648,793.15	\$ 1,625,884.98	\$ 1,676,430.75						
AGINCOURT CAPITAL	\$ 2,921,162.16	\$ 2,955,300.89	\$ 2,930,360.53	\$ 2,952,807.29	\$ 2,974,706.37	\$ 2,972,145.99	\$ 3,048,754.77	\$ 3,015,151.08						
TAMRO CAPITAL PARTNERS	\$ 958,840.38	\$ 1,001,286.20	\$ 951,697.48	\$ 1,023,086.33	\$ 1,030,520.60	\$ 1,045,495.71	\$ 1,004,796.42	\$ 1,070,158.29						
MANNING & NAPIER	\$ 1,702,822.63	\$ 1,736,850.43	\$ 1,680,026.46	\$ 1,683,056.27	\$ 1,705,871.69	\$ 1,685,671.99	\$ 1,668,846.35	\$ 1,734,972.60						
<b>TOTAL</b>	\$ 16,545,543.41	\$ 16,305,089.00	\$ 16,644,040.58	\$ 16,301,191.29	\$ 16,544,439.10	\$ 16,744,509.30	\$ 16,539,482.67	\$ 16,429,294.20	\$ 16,931,488.29	\$ -	\$ -	\$ -	\$ -	\$ -



## Status of Construction/Renovation Projects through February 28, 2015

Project	Status	Projected Budget	Funding Source
<b>VRCFA Roof Project</b>	<ul style="list-style-type: none"> <li>• <b>Replace roof on the academic wing of the fine arts building.</b></li> <li>• New roof will replace original system with a single membrane EPDM system that includes a 20 year warranty.</li> <li>• Drawing complete; bidding by mid-March.</li> </ul>	\$200,000	State Capital/Local
<b>Townhouse Renovation Project (Summer, 2015)</b>	<ul style="list-style-type: none"> <li>• <b>Complete renovation of 4 Townhouse apartments (1 quad).</b></li> <li>• Design complete; drawing submitted for State approval.</li> </ul>	\$286,830	Local
<b>Administration Building LAN Room HVAC Upgrade</b>	<ul style="list-style-type: none"> <li>• <b>Purchase and install a 7.5 ton rooftop HVAC unit.</b></li> <li>• System to provide an economizer function to utilize outdoor air resulting in the savings of significant dollars in the utility budget.</li> <li>• Necessary to support additional servers required for the voice over IP (VOIP) conversion.</li> </ul>	\$26,140	State Capital