

**BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE**

**May 8, 2015
9:00 a.m., University Center, Room 214**

Agenda

1.0 Action Items

**1.1 Resolution F12-15
Approval to Rescind Policy 4.62, Advertising Vacant Positions**

The rescission of this policy is proposed because the process for advertising positions is incorporated in Policy 5.01, Equal Opportunity and Discrimination through the related Interim Procedure, 5.01:1, Affirmative Action Hiring Guidelines.

**1.2 Resolution F13-15
Adoption of Policy 4.93, Controlling Infectious & Communicable Diseases**

The new Policy 4.93, Controlling Infectious & Communicable Diseases, defines individual and office responsibilities and addresses efforts to control, improve campus awareness, and conduct training on matters involving infectious and communicable diseases.

**1.3 Resolution F14-15
Revision of Policy 5.00Rev, Policy on Policies and Procedures**

Revised Policy 5.00Rev clarifies the role of procedures and promotes consistency in terminology.

**1.4 Resolution F15-15
Revision and Renaming of Policy 5.31Rev, Shawnee State Development Foundation and the Shawnee State University Development Office to Policy 5.31Rev, Solicitation of Gifts and Private Funds**

Revised Policy 5.31Rev, Solicitation of Gifts and Private Funds, provides direction for the solicitation of gifts and private funds in the name of Shawnee State University.

**1.5 Resolution F16-15
Revision and Renaming of Policy 4.02Rev, Inventory of Equipment to Policy 4.02Rev, Asset Management**

Revised Policy 4.02Rev provides a broadened scope of issues and ensures appropriate managerial oversight and authority necessitated for the effective management of university assets.

**1.6 Resolution F17-15
Investment Committee Member Reappointment**

Mr. Marc Cottle is recommended for reappointment for a three-year term to the Shawnee State University Investment Committee.

**1.7 Resolution F18-15
Approval of Extending College Credit Plus Rates to Equivalent Summer Courses**

This resolution extends the State-established Course Credit Plus default rates to equivalent courses offered in the summer.

**1.8 Resolution F19-15
Authorization to Set AY15-16 Undergraduate Tuition and General Fees**

This resolution extends the Board of Trustees' authority to the President to set AY15-16 undergraduate tuition and generally-applied fees within the parameters that are established upon the enactment of the relevant legislation.

**1.9 Resolution F20-15
Approval of AY15-16 Graduate Tuition**

This resolution proposes the AY15-16 graduate tuition schedule reflecting an increase of 2.73% over AY14-15.

**1.10 Resolution F21-15
Fiscal Year 2016 Operating Budget**

This resolution establishes the University's FY16 operating budget.

2.0 Information Items

2.1 Affordable Care Act Transitional Tax (Hacker)

2.2 Policy Action Update (Hacker)

2.3 Quarterly Personnel Actions (Boyles)

2.4 University Investment Report (Ballengee)

2.5 Capital Projects Report (Boyles)

3.0 Education

Greg Ballengee, Controller, will review our current understanding of the potential impact of GASB 68 on SSU financials.

RESOLUTION F12-15

**APPROVAL TO RESCIND
POLICY 4.62, ADVERTISING VACANT POSITIONS**

WHEREAS, in keeping with the objective of completing a comprehensive assessment and upgrade of all Board policies, Policy 4.62, Advertising Vacant Positions, was found to be unnecessary because Policy 5.01Rev, Equal Opportunity & Non-Discrimination, provides for this topic and the process is established by existing Human Resources hiring guidelines;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves rescission of Policy 4.62, Advertising Vacant Positions.

(May 8, 2015)

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.62
		ADMIN. CODE:	3362-4-33
		PAGE NO.:	1 OF 3
		EFFECTIVE DATE:	4/2/90
SUBJECT:	ADVERTISING VACANT POSITIONS	RECOMMENDED BY:	R. Neil Hawk
		APPROVED BY:	

The University Personnel Office will be responsible for advertising all approved vacancies. The procedure for requesting advertising is as follows:

1.0 POSITIONS TO BE ADVERTISED

- 1.1 The University makes every effort to provide advancement opportunities within the institution. Those positions which are controlled by labor contracts will continue to be handled in compliance with the specifications of the labor agreement.
- 1.2 Job vacancies may be announced externally at the same time as internal announcements are made. The University will advertise externally in those cases in which it has determined that external candidates are necessary due to factors such as needed skills and abilities, needed professional or educational experience, or affirmative action considerations.

The determination of whether or not to advertise a position externally will be made by the appropriate Vice President in consultation with the President.

2.0 POSITION APPROVAL

Position approval requires use of the **Personnel Requisition for Staff** (form #PD:062689) and **Request for Advertising** (back side of form)

- 2.1 The **Personnel Requisition for Staff form** must be completed and all approvals secured for the filling of any staff vacancy. The requisition for any new position will be reviewed by the Assistant Vice President for Business Affairs/Budget Director for budgetary purposes prior to any action by the Personnel Department.
- 2.2 If advertising is required, the back side of the **Personnel Requisition for Staff form** must be completed by the requesting area. The information regarding the required advertising is to be provided on the form at the same time that approvals for the vacancy are secured.
- 2.3 Upon receipt of the fully approved **Personnel Requisition** by the Personnel Department (employment), the Personnel Representative will review the form for all necessary information and required approvals. The requesting area will be contacted in order to obtain more specific information regarding the vacancy and/or the advertising request.

3.0 REQUEST FOR ADVERTISING

In order to use University resources efficiently and ensure that placements of all employment ads are consistent, accurate and meet employment laws, it is very important that the requesting area provide all the information on the **Request for Advertising Form** as follows:

- 3.1 POSITION TITLE: Use approved title.
- 3.2 POSITION REPORTS TO: List direct supervisor.
- 3.3 PLACE THIS AD IN THE FOLLOWING PAPERS: List all newspapers, periodicals, trade magazines, etc. in which the ad is to be placed. Consider the market conditions in designating these papers and the amount of funds available for advertising. Consider newspapers that reach minorities and recruitment agencies.
- 3.4 SPECIAL INSTRUCTIONS FOR APPLICANTS: Write the ad in draft form. Focus upon clear instructions to be communicated to the applicants. Concentrate upon required qualifications and instructions for the applicants to follow. Job requirements should have been established through the job analysis procedure.
- 3.5 CUTOFF DATE FOR APPLICATIONS: Include in this estimate the amount of time required for mailing the ads. Most papers require ads in writing, and the Personnel Office should not be expected to read ads over the telephone due to the possibility of error. Applicants should be given sufficient time to respond. Normally estimate four to six weeks for this activity from the ad placement to the response time.
- 3.6 EXPECTED HIRE DATE: Project a hire date that can be reasonably expected considering all the required activities. You may indicate that applications will be accepted until position is filled.
- 3.7 TESTS REQUIRED: Indicate if a test is required. Consider the time involved if so.
- 3.8 ACCOUNT NUMBER FOR ADVERTISING CHARGES: All charges for advertising will be billed to the requesting area.
 - 3.8.1 The Personnel Office will attempt to reduce the ad cost by eliminating superfluous words in the ad. IF YOU DO NOT WISH THE AD TO BE REDUCED - INDICATE SO ON THE FORM. Please discuss the estimated ad cost with the Personnel Representative before insisting that the ad be placed in its entirety. Advertising costs are very high.

- 3.8.2 If you wish to review the ad prior to its being placed, indicate such directly on the request form. Also, the Personnel Department may at times have to alter the draft ad's wording and dates, but will at all times adhere as closely as possible to the requesting area's information. Such alterations will be discussed before being made.

4.0 EQUAL EMPLOYMENT/AFFIRMATIVE ACTION

In all cases, the University will include on any employment ad the words "Shawnee State University is an Affirmative Action/Equal Opportunity Employer" and "Shawnee State University seeks staff who share our commitment to students as our first priority."

RESOLUTION F13-15

ADOPTION OF POLICY 4.93 CONTROLLING INFECTIOUS AND COMMUNICABLE DISEASES

WHEREAS, Shawnee State University is dedicated to providing an environment that includes programs and controls that safeguard the campus community against infectious and communicable diseases; and

WHEREAS, the Policy defines the responsibilities of offices and personnel, requires the delivery of education and training programs that include methods of self-protection, ensures the adoption of protocols for specific audiences, and establishes monitoring of compliance with applicable regulations and prudent health standards; and

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

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves Policy 4.93, Controlling Infectious and Communicable Diseases.

(May 8, 2015)

Shawnee State University

POLICY TITLE:	CONTROLLING INFECTIOUS AND COMMUNICABLE DISEASES
POLICY NO. :	4.93
ADMIN CODE:	3362-4-63
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	05/08/15
NEXT REVIEW DATE:	05/2018
RESPONSIBLE OFFICER(S):	VPF&A/VPSA
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

This Policy is established to ensure the campus community has adequate knowledge to safeguard against infectious and communicable diseases, to define the responsibilities of offices and personnel in case of a communicable disease, to ensure that education and training programs that provide methods of self-protection are presented, and to ensure compliance with applicable reporting requirements.

2.0 DEFINITIONS

- 2.1 Infectious or communicable disease – An infectious or communicable disease is the presence and growth of a microorganism that produces a disease that may be transmitted directly or indirectly from one individual to another. An infectious or communicable disease may be transmitted by inhalation of airborne pathogens, ingestion into the gastrointestinal tract from contaminated food, water or utensils, direct contact with a pathogen with a normally protected part of the body or insects.
- 2.2 Other health-related conditions - Any condition that may not pose a serious risk to health or life safety but, if not controlled, could result in a considerable impact on daily operations of the university. These conditions may be something that is being transmitted from off campus which could require some action be taken at home or at the origin of the issue. Examples of these conditions can include but are not limited to scabies, fleas, bed bugs, lice etc.

3.0 SCOPE

- 3.1 This policy addresses infectious & communicable diseases commonly found in the university population and which can be transmitted by air, object or through casual contact. Some examples of these infectious & communicable diseases include but are not limited to:

- 3.1.1 Chicken Pox – Varicella

- 3.1.2 Rubella - 3-day measles
- 3.1.3 Rubeola - 9-day measles
- 3.1.4 Meningitis - viral and bacterial
- 3.1.5 Hepatitis A
- 3.1.6 Tuberculosis (TB)
- 3.1.7 Severe Adult Respiratory Syndrome (SARS)
- 3.2 Other conditions (i.e. scabies, fleas etc.) that pose risks of contagion and that would put the university community at risk.
- 3.3 Excluded from this policy are diseases transmitted through sexual contact, or through needle use, such as Hepatitis B and HIV (see [Policy 5.21 Bloodborne Pathogens](#)).

4.0 PROCEDURES

Procedures will be implemented that define a process for addressing students, faculty and/or staff that may contract an infectious or communicable disease.

History

Effective: 05/08/15

Applicable Procedures: 4.93:1 Infectious and Communicable Disease Procedure

INFORMATION ONLY

PROCEDURE TITLE:	INFECTIOUS AND COMMUNICABLE DISEASE PROCEDURE
PROCEDURE NO.:	4.93:1
RELATED POLICY:	4.93
PAGE NO.:	1 OF 6
RESPONSIBLE ADMINISTRATOR(S):	VPF&A/VPSA
EFFECTIVE DATE:	05/08/15
NEXT REVIEW DATE:	05/2018
APPROVED BY:	PRESIDENT

1.0 PURPOSE

- 1.1 To specify responsibilities of individuals and groups involved in instances of possible and/or confirmed infectious or communicable diseases in order to ensure effective management and compliance with reporting and regulatory obligations.
- 1.2 To establish processes designed to aid in proactively responding to instances of possible and/or confirmed infectious & communicable diseases (as defined by policy) as well as other health-related conditions that may impact the university community.
- 1.3 To provide for training and information sessions for the University community, as appropriate.

2.0 RESPONSIBILITIES

- 2.1 The Vice President for Student Affairs or designee will have oversight in the event that a student is diagnosed with an infectious and/or a communicable disease.
- 2.2 The Vice President for Finance and Administration or designee will have oversight in the event that an employee is diagnosed with an infectious and/or a communicable disease.
- 2.3 The Office of Environmental Health & Safety will be responsible for monitoring the status, collaborating with appropriate University offices, personnel, and/or health officials regarding students or employees having been diagnosed with an infectious and/or a communicable disease.
- 2.4 The Office of Environmental Health & Safety, has authority to:

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- 2.4.1 Arrange for routine and special custodial services for the affected areas in which a patient is convalescing.
 - 2.4.2 Inform custodial and maintenance staff who are assigned to the isolation area of the diagnosis and mode of transmission of the disease.
 - 2.4.3 Inform the custodial staff of the recommended methods of self-protection that should be used in carrying out routine and special custodial service. Proper procedures can be found at: <http://www.cdc.gov/HAI/settings/outpatient/outpatient-care-gl-standared-precautions.html>
- 2.5 The Director of Public Safety has authority to:
- 2.5.1 Consult with the Health Clinic and Office of Environmental Health & Safety in instances in which the police/security officers need to be aware that a person with an infectious or communicable disease is convalescing on campus.
 - 2.5.2 Insure the police/security officers have information about the disease, the location where the patient is convalescing, and the recommended methods of self-protection should the officers come into contact with the infected person.
- 2.6 The Director of Communications, or designee, will as necessary, prepare appropriate news releases and coordinate public inquiries.
- 2.7 All Employees
- 2.7.1 It is the responsibility of any contracted employee to report if he/she has been diagnosed with an infectious or communicable disease to their supervisor.
 - 2.7.2 The supervisor is expected to report this information to the appropriate department head.
- 3.0 STUDENTS: INFECTIOUS AND COMMUNICABLE DISEASE PROCEDURES
- 3.1 RESIDENTIAL STUDENTS (University-owned or managed properties)
- 3.1.1 It is the responsibility of a residential student to report any suspected contagious condition to his/her resident coordinator (RC) or the Dean of

Students and to visit the University's Health Clinic or other health care provider.

- 3.1.2 A student suspected of having a communicable or infectious disease will be evaluated by University's Health Clinic or other health care provider.
- 3.1.3 Students will provide medical documentation to confirm or verify absence of communicable disease or infection that will include:
 - 3.1.3.1 Diagnoses and treatment, wound care if applicable
 - 3.1.3.2 Anticipated length of isolation
 - 3.1.3.3 Activity restrictions
 - 3.1.3.4 Ability to return to school, campus, residence halls i.e., student is no longer infectious
 - 3.1.3.5 Continued plan of care and the duration of such care
- 3.1.4 Measures to prevent further transmission of disease or infection will be enacted by University's Health Clinic and/or Office of Environmental Health & Safety. These measures may include, but are not limited to:
 - 3.1.4.1 Basic Hygiene
 - 3.1.4.2 Covering of open wounds
 - 3.1.4.3 Discouraging students from sharing personal items
 - 3.1.4.4 Appropriate laundering of soiled clothing and linens
 - 3.1.4.5 Cleaning of environmental surfaces
 - 3.1.4.6 Distribution of information to the campus community
- 3.1.5 If a student is diagnosed as having an infectious or communicable disease by the University's Health Clinic or other health care provider:
 - 3.1.5.1 The preferred action is for the student to return to his/her home if at all possible.
 - 3.1.5.2 In the event the student is unable to leave campus, the Associate Director of Housing and Residence Life will make every effort to isolate the patient on campus as quickly as possible.



- 3.1.5.3 In order to prevent the spread of the disease or condition the student will remain in observation at the Health Clinic or other designated location while arrangements are being made for isolation.
 - 3.1.6 The Associate Director of Housing and Residence Life will follow internal communication protocol to inform appropriate personnel about the student and to ensure steps are taken to provide for his/her needs, including coordinating meal plan needs with the University's food services contractor.
 - 3.1.7 The Dean of Students will follow internal communication protocol to ensure that the appropriate academic faculty and staff are advised of any needed academic support.
 - 3.1.8 Before a student is removed from isolation and before the patient may be permitted to return to classes at the university, provide the Dean of Students with medical documentation to confirm or verify absence of communicable disease or infection.
- 3.2 STUDENTS RESIDING OFF CAMPUS (COMMUTING STUDENTS)
- 3.2.1 It is the responsibility of the student to report any suspected contagious condition to the Dean of Students. A student suspected of having a communicable or infectious disease will be evaluated by University's Health Clinic or other health care provider.
 - 3.2.2 Student will provide medical documentation to confirm or verify absence of communicable disease or infection that will include:
 - 3.2.2.1 Diagnoses and treatment, wound care if applicable
 - 3.2.2.2 Anticipated length of isolation
 - 3.2.2.3 Activity restrictions
 - 3.2.2.4 Ability to return to school, campus, residence halls i.e., student is no longer infectious
 - 3.2.2.5 Continued plan of care and the duration of such care
 - 3.2.3 Upon determining the student has an infectious or communicable disease, the Dean of Students will work with the student and his/her health care provider to determine when the student may return to campus.

3.2.4 Before a student may return to campus, he/she must provide the Dean of Students medical documentation to confirm or verify absence of communicable disease or infection. The Dean will ensure that such certification will be timely provided to the Health Clinic.

3.2.5 The Health Clinic will retain the certification in the student's medical file.

4.0 EMPLOYEES: INFECTIOUS AND COMMUNICABLE DISEASE PROCEDURES

4.1 It is the responsibility of an employee who has a confirmed infectious or communicable disease to report that information to his/her supervisor.

4.2 For the health and safety of the university community, the employee is expected to remain off work until the risk of infecting others has ended and until he/she can return to full duties. Any associated leave would be managed according to current university policy and the applicable bargaining unit agreements.

4.3 The employee's supervisor will notify the Offices of Human Resources and Environmental Health & Safety.

4.4 Any employee who has been diagnosed with an infectious or communicable disease or condition shall be required to present a doctor's certificate to his/her supervisor before being permitted to return to work. The doctor's certificate must certify that the employee poses no risk to the university community as a result of the communicable disease.

5.0 CHILDREN'S LEARNING CENTER

5.1 When the occurrence of an infectious or communicable disease involving a child enrolled in the Children's Learning Center (CLC) has been confirmed, CLC personnel will notify the Office of Environmental Health & Safety.

5.2 The CLC staff will follow the requirements of the *Ohio Department of Job and Family Services Child Care Center Manual section 5101:2-12-33*.

5.3 Per CLC policy, prior to returning to the program the parents of the child will be required to present a doctor's certificate to the CLC Director, certifying that the child is no longer contagious to others and that the child presents no risk to the university community.

6.0 UNIVERSITY-SPONSORED CAMPS AND CONFERENCES

6.1 When needed, the participant will be isolated until such time the individual can be picked up and taken off campus.

- 6.2 Prior to returning to the program, the participant must present a doctor's certificate to the program supervisor certifying that he/she is no longer contagious to others and that he/she presents no risk to the university community.

7.0 TRAINING

- 7.1 The Offices of Environmental Health & Safety and Human Resources will collaborate on offering training and awareness opportunities to employees as well as serve as advisors to the Dean of Students to provide awareness opportunities for students.
- 7.2 Such training will cover at minimum an overview of the definition of infectious and communicable diseases, the University's policy and procedures, and methods of self-protection.

8.0 MANAGING AN EPIDEMIC INVOLVING AN INFECTIOUS OR COMMUNICABLE DISEASE ON CAMPUS

- 8.1 Any infectious or communicable disease outbreak that rises to the level of an epidemic will be managed as an emergency and will involve the activation of the campus Emergency Response Team (ERT).
- 8.2 The ERT will convene to formulate a reasonable and proper response to the epidemic.

History

Effective: 05/08/15

RESOLUTION F14-15

REVISION OF POLICY 5.00REV, POLICY ON POLICIES AND PROCEDURES

WHEREAS, Policy 5.00Rev, Policy on Policies and Procedures, addresses policy subjects appropriate for Board of Trustees (“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, a modification of the policy is recommended to promote consistency in terminology; and

WHEREAS, revised procedures are provided for information;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves revision of Policy 5.00Rev, Policy on Policies and Procedures.

(May 8, 2015)

Shawnee State University

POLICY TITLE:	POLICY ON POLICIES AND PROCEDURES
POLICY NO. :	5.00 REV
ADMIN CODE:	3362-5-01
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	05/08/15
NEXT REVIEW DATE:	05/2018
RESPONSIBLE OFFICER(S):	PRESIDENT
APPROVED BY:	BOT

1.0 PURPOSE

Board of Trustees approved policies reflect the Board's principles for University governance and set direction for institutional decision-making and practices. The purpose of this policy is to ensure a uniform process for the adoption and review of Board of Trustees approved policies and the establishment of supporting procedures.

2.0 POLICIES SUBJECT TO BOARD APPROVAL

- 2.1 In general, policies that address subjects of significance to the University or that could substantially impact the University are appropriate for Board review and approval.
- 2.2 Policy subjects that are appropriate for Board of Trustee approval include, but are not limited to, the following:
 - 2.2.1 Core functions of the University
 - 2.2.2 Matters required by law to be the direct responsibility of the Board;
 - 2.2.3 Matters that address state or federal requirements;
 - 2.2.4 Matters that utilize or have the potential to utilize significant University resources;
 - 2.2.5 Auxiliary operations of the University; and
 - 2.2.6 Matters directed by the Board.

2.3 Board policies may only be enacted, amended or rescinded with approval by the Board of Trustees

3.0 PROCEDURES

3.1 Procedures may only be enacted, amended or rescinded with approval by the President.

3.2 Procedures serve to effectively administer or implement a policy, so long as they are within the scope or framework of the policy. A Board policy may also direct that specific areas or topics be addressed through an underlying procedure

4.0 POLICY & PROCEDURE FORMULATION AND REVIEW PROCESS

4.1 The President is responsible for establishing a procedure to implement this policy that will identify a system and process for developing new policies for Board of Trustees approval and to ensure the regular review of existing Board policies. The President is also responsible for establishing a system for the development and approval process for procedures.

4.2 The President will report, at least annually, to the Board of the administration's review of existing policies and procedures.

History

Effective: 02/25/90

Revised: 05/08/15; 09/14/12

Applicable Procedure: [5.00 Policy and Procedure System and Review Process](#)

Shawnee State University

SUBJECT: POLICY ON POLICIES AND PROCEDURES	POLICY NO. :	5.00REV
	ADMIN CODE:	3362-5-01
	PAGE NO.:	1 of 2
	EFFECTIVE DATE:	05/08/15
	NEXT REVIEW DATE:	05/2018
	RESPONSIBLE OFFICER(S):	PRESIDENT
	APPROVED BY:	BOT

1.0 PURPOSE

- 1.1 ~~Board of Trustees approved policies reflect the Board's principles for University governance and set direction for institutional decision-making and practices.~~ **Board of Trustees approved policies reflect the Board's principles for University governance and set direction for institutional decision-making and practices.** The purpose of this policy is to ensure a uniform process for the adoption and review of Board of Trustees approved policies and the establishment of supporting procedures.
- 1.2 ~~Board of Trustees approved policies reflect the Board's principles for University governance and set direction for decision making and accountability. The University administration is responsible for establishing procedures to amplify and implement Board approved policies.~~

2.0 POLICIES SUBJECT TO BOARD APPROVAL

- 2.1 In general, policies that address subjects of significance to the University or that could substantially impact the University are appropriate for Board review and approval.
- 2.2 Policy subjects that are appropriate for Board of Trustee approval include, but are not limited to, the following:
 - a) Core functions of the university
 - b) Matters ~~that are~~ required by law to be the direct responsibility of the Board;
 - c) Matters that address ~~major~~ state or federal requirements;
 - d) Matters that ~~could~~ utilize **or have the potential to utilize** significant University resources;
 - e) Auxiliary operations of the university; and
 - f) Matters ~~that are~~ directed by the Board.

2.3 Board policies may only be **enacted**, amended or rescinded with approval **by** of the Board of Trustees

3.0 PROCEDURES

3.1 Procedures may only be enacted, amended or rescinded with approval by the President.

3.2 Procedures serve to effectively administer or implement a policy, so long as they are within the scope or framework of the policy. A Board policy may also direct that specific areas or topics be addressed through an underlying procedure

4.0 POLICY & PROCEDURE FORMULATION AND REVIEW PROCESS

4.1 The President is responsible for establishing a procedure to implement this policy that will identify a system and process for developing new policies for Board of Trustees approval and to ensure the regular review of existing Board policies. The President is also responsible for establishing a **system for the development and approval** ~~similar~~ process for procedures.

4.2 The President will report, at least annually, to the Board of the administration's review of existing policies and procedures.

~~History: Replaces 5.00 (Eff. 2/25/90)~~

History

Effective: 02/25/90

Revised: 05/08/15; 09/14/12

Applicable Procedure: [5.00 Policy and Procedure System and Review Process](#)

INFORMATION ONLY

PROCEDURE TITLE:	POLICY AND PROCEDURE SYSTEM AND REVIEW PROCESS
PROCEDURE NO.:	5.00:1
RELATED POLICY:	5.00REV
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR(S):	PRESIDENT
EFFECTIVE DATE:	05/08/15
NEXT REVIEW DATE:	05/2018
APPROVED BY:	PRESIDENT

This procedure serves to amplify and implement the Policy on Policies 5.00Rev.

1.0 POLICY AND PROCEDURE MANAGEMENT AND REVIEW SCHEDULE

- 1.1 The President's Office is responsible for managing and maintaining all current and former policies and procedures and for establishing an official schedule for their regular and systematic review.
- 1.2 Policies will be scheduled for review every three years. A listing of policies that are scheduled for review during the current fiscal year will be posted on the University policies web page. Procedures will be reviewed during the same period as the applicable policy.
- 1.3 Archiving
 - 1.3.1 Copies of newly approved policies and procedures will be directed to the President's archive system. When policies and procedures are revised or rescinded, an electronic copy of the retired policy or procedure will be maintained in the President's office.

2.0 POLICIES AND PROCEDURE REVIEW AND DEVELOPMENT PROCESS

- 2.1 A least one university official will be responsible for the review, draft and implementation of a policy and /or underlying procedure. The President or a vice president normally will be the identified responsible officer on a policy. A

vice president or other high level administrator will be the identified responsible administrator on a procedure.

2.2 Review of current policies and procedures

2.2.1 The responsible university officer will conduct an initial review of the current policy and its underlying procedure(s) to determine whether the policy and/or procedure should be revised or rescinded or whether the policy or procedure(s) should stand unchanged.

2.2.1.1 Unchanged policies will be automatically extended and scheduled for review in another three years. Such action does not need Board approval, but should be reported to the Board as part of the President's annual report.

2.2.1.2 Policies and procedures identified for revision or possible rescission will be directed for review and, if applicable Drafting and review.

2.3 Drafting and Review Process

2.3.1 The identified responsible university official(s) is responsible for the drafting, review and comment, and implementation of all new and revised policies. The review process should seek review and comment from applicable constituencies and appropriate university groups and individuals.

3.0 APPROVAL PROCESS

3.1 The final draft of all proposed policies and procedures will be submitted to the President or President's designee for final review.

3.2 All proposed new and revised policies and proposed rescissions must receive the President's recommendation prior to submission to the Board of Trustees for approval.

3.3 All proposed new and revised procedures and proposed rescissions must be approved by the President.

4.0 POLICY AND PROCEDURE NUMBERING SYSTEM

4.1 The President's office is responsible for the numbering of all policies and procedures.

4.2 Policy numbers

4.2.1. Each policy will have two assigned numbers.

4.2.1.1 The first number is the University series number that normally reflects its University status as follows: 1) Board of Trustees; 2) Academic Affairs; 3) Student Affairs; 4) Finance and Administration; and 5) University-wide.

4.2.1.2 The second number is the Ohio Administrative Code number, in accordance with the Ohio Legislative Service Commission's numbering system.

4.3 Procedures will be assigned a number that reflects the applicable University policy number.

5.0 POLICY AND PROCEDURE STANDARD FORMATS

5.1 Policies and procedures will follow a standard format as identified on templates that are provided on the University's policy web page.

5.2 Each policy header box will include the following information:

5.2.1 Subject (name) of the policy.

5.2.2 University policy number

5.2.3 Administrative code number

5.2.4 Pagination

5.2.5 Effective date of the most current version

5.2.6 Next review date

- 5.2.7 Responsible officer(s)
- 5.2.8 Approving body (Board of Trustees)

5.3 Each procedure header box will include the following information:

- 5.3.1 Procedure title
- 5.3.2 Procedure number
- 5.3.3 Related policy number
- 5.3.4 Pagination
- 5.3.5 Responsible administrator(s)
- 5.3.6 Effective date of most current version
- 5.3.7 Next review date
- 5.3.8 Identification of President's approval

6.0 POSTING CURRENT POLICIES AND PROCEDURES

- 6.1 All current policies and procedures will be made readily available to the public on the University's policy web page. Policies, along with their underlying procedures will be organized both numerically (University number) and by category as established by the President's office.
- 6.2 A listing of all policies identified for review for the current fiscal year will also be posted on the University policy web page.

History:

Effective: 09/14/12

Revised: 05/08/15

RESOLUTION F15-15

**REVISION AND RENAMING OF POLICY 5.31 REV,
SHAWNEE STATE DEVELOPMENT FOUNDATION AND THE
SHAWNEE STATE UNIVERSITY DEVELOPMENT OFFICE TO
POLICY 5.31REV, SOLICITATION OF GIFTS AND PRIVATE FUNDS**

WHEREAS, Policy 5.31., Shawnee State Development Foundation and the Shawnee State University Development Office, addresses fundraising and other forms of financial support for Shawnee State University; 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, the proposed renaming to “Solicitation of Gifts and Private Funds” reflects the broader content of the policy; and

WHEREAS, a modification of the policy is recommended to provide direction for the solicitation of gifts and private funds in the name of Shawnee State University;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves Policy 5.31 REV, Solicitation of Gifts and Private Funds.

(May 8, 2015)

Shawnee State University

POLICY TITLE:	SOLICITATION OF GIFTS AND PRIVATE FUNDS
POLICY NO. :	5.31 REV
ADMIN CODE:	3362-5-31
PAGE NO.:	1 OF 1
EFFECTIVE DATE:	05/08/2015
NEXT REVIEW DATE:	05/2018
RESPONSIBLE OFFICER(S):	PRESIDENT/DEVELOPMENT DIRECTOR
APPROVED BY:	BOT

- 1.0 The purpose of this policy is to provide direction for the solicitation of gifts and private funds in the name of Shawnee State University.
- 2.0 All fundraising and solicitation for gifts and private funds to the university, or any fundraising and solicitation of any kind utilizing university resources, shall be approved and coordinated by the university development office.
- 3.0 In no case shall any university resources be used for fundraising or solicitation of any kind, nor shall fundraising or solicitation in the name of or for the benefit of Shawnee State University, the Shawnee State University Development Foundation, or Shawnee State University faculty, staff, students, student organizations, groups, or student athletic teams be undertaken without approval from the development office in accordance with established procedures.
- 4.0 The development office shall develop and from time-to-time review and update procedures to provide for reasonable and efficient fundraising guidelines and processes for faculty, staff, students and student groups

History

Effective: 12/10/2004

Revised: 05/08/2015

RESOLUTION F16-15

**REVISION AND RENAMING OF
POLICY 4.02REV, INVENTORY OF EQUIPMENT
TO
POLICY 4.02REV, ASSET MANAGEMENT**

WHEREAS, policy 4.02Rev, Inventory of Equipment, was adopted by the Board of Trustees on February 14, 1997; and

WHEREAS, a review of this policy resulted in a comprehensive revision that broadens the scope of the policy to strengthen managerial oversight, enhance the monitoring efforts for the capitalization thresholds, and ensure the effective internal handling of all aspects of University assets; and

WHEREAS, the title of Asset Management reflects the broader content of this policy; and

WHEREAS, procedures that implement the policy are provided for information;

THEREFORE BE IT RESOLVED the Board of Trustees of Shawnee State University hereby approves Policy 4.02Rev, Asset Management.

(May 8, 2015)

Shawnee State University

POLICY TITLE:	ASSET MANAGEMENT
POLICY NO. :	4.02 REV
ADMIN CODE:	3362-4-03
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	05/08/15
NEXT REVIEW DATE:	05/2018
RESPONSIBLE OFFICER(S):	VPF&A
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

The purpose of this policy is to ensure the appropriate managerial oversight and authority is established for the effective control, recording, and reporting of the University's assets.

2.0 OVERSIGHT AUTHORITY AND RESPONSIBILITY

2.1 The Vice President for Finance and Administration will be authorized to oversee the management of assets including setting and/or modifying asset capitalization thresholds considering generally accepted accounting principles, federal grant guidelines, valuations performed by appropriate officials, objective assessments, and practices followed by comparable institutions.

2.2 The Office of the Controller will manage the University's asset management program including assuring the accuracy in the recording and reporting of the University's assets as well as monitoring regulations and industry trends to identify the necessity for policy modification.

3.0 REPORTING

3.1 The Board of Trustees will be informed of any proposed changes to capitalization thresholds that may have substantial financial implications.

4.0 PROCEDURES

A procedure shall be established that addresses the management of the University's assets.

History

Effective: 03/04/91

Revised: 05/08/15; 02/14/97; 07/01/96

Applicable Procedures: 4.02:1 Asset Management Procedures

INFORMATION

PROCEDURE TITLE:	ASSET MANAGEMENT PROCEDURES
PROCEDURE NO.:	4.02:1
RELATED POLICY:	ASSET MANAGEMENT
PAGE NO.:	1 OF 2
RESPONSIBLE ADMINISTRATOR(S):	CONTROLLER/VPF&A
EFFECTIVE DATE:	05/08/15
NEXT REVIEW DATE:	05/2018
APPROVED BY:	PRESIDENT

1.0 CAPITALIZATION THRESHOLD

- 1.1 All buildings, building improvements, infrastructure and movable equipment at or above the thresholds established below with a useful life of at least five years must be:
 - 1.1.1 Capitalized (“depreciated”) in the University’s financial statements over their estimated useful life.
 - 1.1.2 Assigned a Shawnee State University inventory number
- 1.2 Beginning fiscal year 2015, additional buildings, building improvements, and infrastructure with a purchase price or donated fair market value (as determined by the University) of \$100,000 or greater will be capitalized.
- 1.3 Beginning fiscal year 2015, additional movable equipment with a purchase price or donated fair market value (as determined by the University) of \$5,000 or greater will be capitalized.
- 1.4 The University will capitalize the purchase price or donated fair market value (as determined by the University) of all additions to the University’s library book collection. The cost of the additions will be depreciated over a 10-year period.

2.0 CAPITALIZED ASSET INVENTORY CONTROLS

- 2.1 The Vice President for Finance and Administration and Controller will periodically review the University’s capitalization thresholds and adjust the amounts as considered appropriate.
- 2.2 The Office of the Controller is responsible for establishing the asset’s value and maintaining the University’s master file of all capitalized assets.

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- 2.3 Directors/Managers are responsible for the custody and control of movable equipment acquired through purchase or assignment. This responsibility includes loss prevention, periodic verification of the physical location and condition of all assigned capitalized assets, and reporting of significant changes in status or values to the Office of the Controller.
 - 2.4 All capitalized assets are to be assigned a Shawnee State University inventory number. In addition, movable equipment valued at \$5,000 or above will be tagged.
 - 2.5 The disposal of any University asset other than the method established by the applicable procedure is prohibited.

3.0 EQUIPMENT ACTION AUTHORIZATION FORM – ALL PROPERTY

- 3.1 The movement of any University property (e.g., computer, furniture, file cabinet, etc.) *whether tagged as capitalized asset or not tagged* within the university requires the completion of an [Equipment Action Authorization Form](#) and submission to Procurement Services. If the property is tagged, the tag number must be noted on the [Equipment Action Authorization Form](#) before submission.
- 3.2 Trade-In on New Purchase or Acquisition – Consideration for trading property for a new purchase or other acquisition may be initiated by the budget manager's submission of a completed [Equipment Action Authorization Form](#) to Procurement Services.
- 3.3 Release of Property to Surplus or Salvage – When a department budget manager determines that movable equipment or furniture is no longer of value to their department, a completed [Equipment Action Authorization Form must be submitted](#) to Procurement Services for appropriate action.
- 3.4 Upon notification from Procurement Services, a Facilities' department representative will contact the department representative to arrange the removal and determine the disposition of the item(s).
- 3.5 University property may be stored, offered for use by other departments, or appropriately disposed of as permitted by Procedure 4.00:4, Surplus Property.

History

Effective: 05/08/15

RESOLUTION F17-15

INVESTMENT COMMITTEE MEMBER REAPPOINTMENT

WHEREAS, on June 30, 2015 Mr. Marc Cottle will have completed a three-year appointment serving on the Shawnee State University Investment Committee; and

WHEREAS, Mr. Cottle has regularly attended committee meetings, demonstrated exemplary service and expertise since his initial appointment on July 1, 2006, and has indicated a willingness to continue as a member of the committee; and

WHEREAS, the President recommends reappointment of Mr. Cottle; and

WHEREAS, Ms. Melissa Higgs-Horwell, Chairperson of the SSU Board of Trustees, nominates Mr. Cottle for reappointment, and the nomination is supported by Ms. Kay Reynolds, Chairperson of the Investment Committee; and

WHEREAS, member reappointments by policy are for three years;

THEREFORE BE IT RESOLVED that Mr. Marc Cottle is appointed to the SSU Investment Committee for a three-year term, effective July 1, 2015 through June 30, 2018;

THEREFORE BE IT FURTHER RESOLVED that the Board of Trustees extends its appreciation to Mr. Cottle for his service to the University.

(May 8, 2015)

RESOLUTION F18-15

APPROVAL OF EXTENDING COLLEGE CREDIT PLUS RATES TO EQUIVALENT SUMMER COURSES

WHEREAS, the State-established default rates for the College Credit Plus courses are applicable to partner high school students only during the Fall and Spring semesters; and

WHEREAS, the University intends to extend equivalent arrangements to partner high school students during the summer semester;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves applying the College Credit Plus rates to equivalent courses during the summer semester.

(May 8, 2015)

RESOLUTION F19-15

AUTHORIZATION TO SET AY15-16 UNDERGRADUATE TUITION AND GENERAL FEES

WHEREAS, undergraduate tuition and general fees are utilized for instructional needs, student support services and programming, and institutional operations; and

WHEREAS, the legislative process that governs the allocation of the University's state share of instruction (SSI) and sets the maximum rate increase for undergraduate tuition and generally applied fees has not yet concluded; and

WHEREAS, the President wishes to provide returning and prospective students and their families with the approved rates for undergraduate tuition and general fees that will be charged for AY15-16 at the earliest possible time;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University authorizes the President to adjust the AY15-16 undergraduate tuition and generally applied fees up to the maximum that is allowable upon enactment of the applicable legislation.

(May 8, 2015)

RESOLUTION F20-15

APPROVAL OF AY15-16 GRADUATE TUITION

WHEREAS, the current higher education environment is increasingly competitive and requires dedicated faculty and resources to meet demands for excellent programming; and

WHEREAS, Shawnee State University has maintained a reputation for its strong graduate programs without increasing graduate tuition rates for a two-year period; and

WHEREAS, the costs to deliver superior graduate experiences require increasing allocations of resources; and

WHEREAS, the President recommends adoption of the proposed AY15-16 graduate tuition and generally applied fee schedule reflecting a 2.73% adjustment from the prior academic year;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the attached AY15-16 graduate tuition and general fee schedule, beginning Fall semester 2015.

(May 8, 2015)



**2015-16 Academic Year
Graduate Tuition Schedule**
effective Fall semester 2015

Full-Time <i>(9 - 16 credit hours)</i>	AY 2014-15 <i>(per semester)</i>	AY 2015-16 <i>(per semester)</i>	\$ Increase	% Increase
<i>In-State Tuition</i>				
Instructional Fee	\$4,084.74	\$4,196.34	\$111.60	2.73%
General Fee	\$121.05	\$124.29	\$3.24	2.68%
Technology Fee	\$41.85	\$42.93	\$1.08	2.58%
Total In-State Tuition	\$4,247.64	\$4,363.56	\$115.92	2.73%
<i>Out-of-State Surcharge</i> <i>(does not apply to students from counties included in reciprocal agreements)</i>				
	\$5,898.69	\$6,059.70	\$161.01	2.73%
<i>University Center Bond Fee</i> <i>(applies to Fall and Spring semesters only)</i>				
	\$150.00	\$150.00	\$0.00	0.00%
Part-Time <i>(up to and including 8 and over 16 credit hours)</i>	AY 2014-15 <i>(per credit hour)</i>	AY 2015-16 <i>(per credit hour)</i>	\$ Increase	% Increase
<i>In-State Tuition</i>				
Instructional Fee	\$453.86	\$466.26	\$12.40	2.73%
General Fee	\$13.45	\$13.81	\$0.36	2.68%
Technology Fee	\$4.65	\$4.77	\$0.12	2.58%
Total In-State Tuition	\$471.96	\$484.84	\$12.88	2.73%
<i>Out-of-State Surcharge</i> <i>(does not apply to students from counties included in reciprocal agreements)</i>				
	\$655.41	\$673.30	\$17.89	2.73%
<i>University Center Bond Fee</i> <i>(applies to Fall and Spring semesters only)</i>				
	\$12.50	\$12.50	\$0.00	0.00%
Graduate Workshop Credit	AY 2014-15 <i>(per credit hour)</i>	AY 2015-16 <i>(per credit hour)</i>	\$ Increase	% Increase
<i>Graduate Workshop Credit</i>	\$130.00	\$130.00	\$0.00	0.00%

RESOLUTION F21-15

APPROVAL OF THE FY2016 OPERATING BUDGET

WHEREAS, revenue projections have been developed based on estimated state share of instruction, state supplement, tuition and other fees approved by the Board of Trustees, and enrollment projections for the upcoming academic year; and

WHEREAS, planned expenditures have been estimated anticipating operational, personnel, and programmatic needs of the University that include known and estimated inflationary factors; and

WHEREAS, the proposed operating budget acknowledges remaining revenue uncertainties, and establishes expenditure restrictions and reallocation parameters accordingly; and

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

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the proposed operating budget for fiscal year 2016 as summarized in the accompanying exhibits.

(May 8, 2015)

FY2016 GENERAL FUND BUDGET

REVENUE	ACTUAL 13	ACTUAL 14	PROJECTED 15	BUDGET 16	Variance	%
STATE FUNDING						
Capital Component	64,520	64,520	38,688	38,688	0	0.0%
State Share of Instruction (SSI) - Formula	12,484,972	12,433,613	12,790,884	12,433,613	(357,271)	-2.8%
State Share of Instruction (SSI) - Access Challenge	1,091,025	1,091,025	1,091,025	727,350	(363,675)	-33.3%
Student Support Services (Disabilities)	0	1,047	0	0	0	-
Supplement	2,326,097	2,326,097	2,326,097	2,326,097	0	0.0%
	<u>15,966,614</u>	<u>15,916,302</u>	<u>16,246,694</u>	<u>15,525,748</u>	<u>(720,946)</u>	<u>-4.4%</u>
TUITION & STUDENT FEES						
Course Fees	1,185,572	1,180,749	1,319,521	1,319,521	0	0.0%
General Fee	2,904,867	2,740,658	2,587,788	2,692,380	104,593	4.0%
Instructional Fee	26,188,552	25,505,939	24,331,259	25,382,828	1,051,569	4.3%
Miscellaneous Fees	532,067	527,908	527,908	467,880	(60,028)	-11.4%
Non-Resident Surcharge	767,429	909,236	1,066,830	1,103,555	36,725	3.4%
Technology Fee	434,727	496,337	473,675	492,617	18,942	4.0%
University Center Bond Fee	1,196,970	1,134,143	1,052,560	1,052,560	0	0.0%
	<u>33,210,184</u>	<u>32,494,970</u>	<u>31,359,541</u>	<u>32,511,340</u>	<u>1,151,800</u>	<u>3.7%</u>
OTHER INCOME						
Indirect Cost Recovery	193,416	197,357	197,357	190,000	(7,357)	-3.7%
Miscellaneous Income	622,342	756,379	689,361	680,000	(9,361)	-1.4%
	<u>815,758</u>	<u>953,736</u>	<u>886,718</u>	<u>870,000</u>	<u>(16,718)</u>	<u>-1.9%</u>
TRANSFERS FROM AGENCY FUND						
Agency Fund Balance	0	0	51,547	0	(51,547)	-100.0%
	<u>0</u>	<u>0</u>	<u>51,547</u>	<u>0</u>	<u>(51,547)</u>	<u>-100.0%</u>
TRANSFERS FROM AUXILIARY FUND						
Auxiliary Fund Balance	0	301,048	410,306	0	(410,306)	-100.0%
Event & Conference Services	13,000	13,000	13,000	14,300	1,300	10.0%
Housing Operations	140,903	143,721	143,721	158,093	14,372	10.0%
	<u>153,903</u>	<u>457,769</u>	<u>567,027</u>	<u>172,393</u>	<u>(394,634)</u>	<u>-69.6%</u>
TOTAL REVENUE	50,146,460	49,822,778	49,111,527	49,079,481	(32,045)	-0.1%
EXPENSES & TRANSFERS						
COMPENSATION EXPENSES						
Benefits	10,839,889	9,906,765	9,785,777	11,200,000	1,414,223	14.5%
Salaries	26,580,219	24,924,865	24,229,900	24,582,466	352,566	1.5%
	<u>37,420,108</u>	<u>34,831,630</u>	<u>34,015,677</u>	<u>35,782,466</u>	<u>1,766,789</u>	<u>5.2%</u>
NON-COMPENSATION EXPENSES						
Equipment, Buildings, Property	1,034,226	1,347,579	1,586,573	1,180,014	(406,559)	-25.6%
External Professional Services	0	138,242	766,733	611,198	(155,535)	-20.3%
Information, Communication, Shipping	949,516	898,476	997,285	904,507	(92,778)	-9.3%
Maintenance, Rentals, Service Contracts	1,963,503	1,805,153	1,788,967	1,722,571	(66,396)	-3.7%
Miscellaneous	1,298,181	1,074,704	1,107,971	1,251,162	143,191	12.9%
Scholarships	2,835,046	2,822,031	3,004,441	2,968,000	(36,441)	-1.2%
Strategic Planning Effort	0	0	0	100,000	100,000	-
Supplies	981,403	943,507	1,020,203	973,969	(46,234)	-4.5%
Travel, Entertainment	610,786	484,412	512,086	463,798	(48,288)	-9.4%
Utilities	1,561,744	1,478,533	1,564,255	1,521,297	(42,958)	-2.7%
	<u>11,234,404</u>	<u>10,992,636</u>	<u>12,348,514</u>	<u>11,696,516</u>	<u>(651,998)</u>	<u>-5.3%</u>
TRANSFERS TO AGENCY FUND						
General Fee to Intramural Sports	22,657	16,300	23,635	23,635	0	0.0%
General Fee to Silhouette (Literary and Arts Magazine)	6,210	6,210	6,210	6,210	0	0.0%
General Fee to Student Government Association	29,685	34,685	34,685	34,685	0	0.0%
General Fee to Student Programming Board	66,300	60,000	60,000	60,000	0	0.0%
General Fee to University Chronicle	15,000	15,000	15,000	15,000	0	0.0%
	<u>139,852</u>	<u>132,195</u>	<u>139,530</u>	<u>139,530</u>	<u>0</u>	<u>0.0%</u>
TRANSFERS TO AUXILIARY FUND						
General Fee to Athletics	1,168,042	1,145,793	1,101,238	1,101,238	0	0.0%
General Fee to Athletic Scholarships	618,000	618,000	534,000	534,000	0	0.0%
General Fee to Health Clinic	67,500	67,500	70,706	70,706	0	0.0%
General Fee to Natatorium/Sports Center	90,714	96,934	101,153	101,153	0	0.0%
General Fee to Student Life	333,571	171,525	0	0	0	-
General Fee to University Center	186,965	0	0	0	0	-
General Fund to Center for the Arts	199,704	198,000	95,000	207,000	112,000	117.9%
General Fund to Residence Life	1,900	0	0	0	0	-
General Fund to Student Life	12,272	0	0	0	0	-
	<u>2,678,668</u>	<u>2,297,752</u>	<u>1,902,097</u>	<u>2,014,097</u>	<u>112,000</u>	<u>5.9%</u>
TRANSFERS TO PLANT FUND						
General Fee to Plant	259,751	259,751	259,751	259,751	0	0.0%
Student Bond Fee to Bond Debt Repayment	1,196,970	1,134,143	1,052,560	1,052,560	0	0.0%
	<u>1,456,721</u>	<u>1,393,894</u>	<u>1,312,311</u>	<u>1,312,311</u>	<u>0</u>	<u>0.0%</u>
TOTAL EXPENSES & TRANSFERS	52,929,753	49,648,107	49,718,129	50,944,920	1,226,791	2.5%
ANTICIPATED NET BUDGET REDUCTIONS				(400,000)		
OPERATING SURPLUS (DEFICIT)	(2,783,293)	174,671	(606,602)	(1,465,439)		
Change in Investment Value	1,302,222	2,112,213	309,957	0		
Change in General Fund Reserves	(1,481,071)	2,286,884	(296,645)	(1,465,439)		

FY2016 AUXILIARY FUND BUDGET

REVENUE	ACTUAL 13	ACTUAL 14	PROJECTED 15	BUDGET 16	Variance	%
OPERATING INCOME						
Athletics	60,804	78,252	16,612	13,000	(3,612)	-21.7%
Bookstore Commission	222,807	204,240	222,950	235,000	12,050	5.4%
Center for the Arts	466,922	409,539	424,984	482,018	57,034	13.4%
Children's Learning Center	247,081	260,643	289,937	243,000	(46,937)	-16.2%
Event & Conference Services	165,729	157,012	175,156	148,000	(27,156)	-15.5%
Housing Operations	4,074,510	4,169,824	4,067,609	4,230,182	162,573	4.0%
Natorium/Sports Center	59,857	50,760	44,745	44,063	(682)	-1.5%
	<u>5,297,710</u>	<u>5,330,270</u>	<u>5,241,993</u>	<u>5,395,263</u>	<u>153,270</u>	<u>2.9%</u>
TRANSFERS FROM GENERAL FUND						
General Fee to Athletics	1,168,042	1,145,793	1,101,238	1,101,238	0	0.0%
General Fee to Athletic Scholarships	618,000	618,000	534,000	534,000	0	0.0%
General Fee to Health Clinic	67,500	67,500	70,706	70,706	0	0.0%
General Fee to Natatorium/Sports Center	90,714	96,934	101,153	101,153	0	0.0%
General Fee to Student Life	333,571	171,525	0	0	0	-
General Fee to University Center	186,965	0	0	0	0	-
General Fund to Center for the Arts	199,704	198,000	95,000	207,000	112,000	117.9%
General Fund to Residence Life	1,900	0	0	0	0	-
General Fund to Student Life	12,272	0	0	0	0	-
	<u>2,678,668</u>	<u>2,297,752</u>	<u>1,902,097</u>	<u>2,014,097</u>	<u>112,000</u>	<u>5.9%</u>
TOTAL REVENUE	7,976,378	7,628,022	7,144,090	7,409,360	265,270	3.7%
EXPENSES & TRANSFERS						
OPERATING EXPENSES						
Athletics	1,338,980	1,282,796	1,237,283	1,119,349	(117,934)	-9.5%
Athletic Scholarships	631,015	623,592	610,574	534,000	(76,574)	-12.5%
Bookstore Utilities	11,455	10,019	11,252	10,000	(1,252)	-11.1%
Center for the Arts	642,588	595,369	709,710	682,911	(26,799)	-3.8%
Children's Learning Center	461,379	477,316	496,183	445,246	(50,937)	-10.3%
Event & Conference Services	279,681	395,799	600,140	627,154	27,014	4.5%
Health Clinic	133,340	90,778	128,500	117,468	(11,032)	-8.6%
Housing Operations	2,404,794	2,611,462	2,379,882	2,585,086	205,204	8.6%
Natorium/Sports Center	135,004	149,475	130,031	140,105	10,074	7.7%
Residence Life	811,690	697,361	836,291	845,955	9,664	1.2%
Student Engagement	318,308	178,976	0	0	0	-
	<u>7,168,234</u>	<u>7,112,943</u>	<u>7,139,846</u>	<u>7,107,274</u>	<u>(32,572)</u>	<u>-0.5%</u>
TRANSFERS TO AGENCY FUND						
Housing Operations to Intramural Sports	0	0	3,671	0	(3,671)	-100.0%
	<u>0</u>	<u>0</u>	<u>3,671</u>	<u>0</u>	<u>(3,671)</u>	<u>-100.0%</u>
TRANSFERS TO GENERAL FUND						
Auxiliary Fund Balance	0	301,048	410,306	0	(410,306)	-100.0%
Event & Conference Services	13,000	13,000	13,000	14,300	1,300	10.0%
Housing Operations	140,903	143,721	143,721	158,093	14,372	10.0%
	<u>153,903</u>	<u>457,769</u>	<u>567,027</u>	<u>172,393</u>	<u>(394,634)</u>	<u>-69.6%</u>
TRANSFER TO PLANT FUND						
Housing Operations to Plant	176,000	176,000	110,552	176,000	65,448	59.2%
	<u>176,000</u>	<u>176,000</u>	<u>110,552</u>	<u>176,000</u>	<u>65,448</u>	<u>59.2%</u>
TOTAL EXPENSES & TRANSFERS	7,498,137	7,746,712	7,821,096	7,455,667	(365,429)	-4.7%
OPERATING SURPLUS (DEFICIT)	478,241	(118,690)	(677,006)	(46,307)	630,699	-93.2%

FY2016 AGENCY FUND BUDGET

REVENUE	ACTUAL 13	ACTUAL 14	PROJECTED 15	BUDGET 16	Variance	%
OPERATING REVENUE						
Intramural Sports	0	20	0	0	0	-
Student Government Association	0	25	0	0	0	-
Student Programming Board	46,483	37,296	35,918	35,000	(918)	-2.6%
University Chronicle (Newspaper)	848	1,280	403	0	(403)	-100.0%
	<u>47,331</u>	<u>38,621</u>	<u>36,321</u>	<u>35,000</u>	<u>(1,321)</u>	<u>-3.6%</u>
TRANSFERS FROM AUXILIARY FUND						
Housing Operations to Intramural Sports	0	0	3,671	0	(3,671)	-100.0%
	<u>0</u>	<u>0</u>	<u>3,671</u>	<u>0</u>	<u>(3,671)</u>	<u>-100.0%</u>
TRANSFERS FROM GENERAL FUND						
General Fee to Intramural Sports	22,657	16,300	23,635	23,635	0	0.0%
General Fee to Silhouette (Literary and Arts Magazine)	6,210	6,210	6,210	6,210	0	0.0%
General Fee to Student Government Association	29,685	34,685	34,685	34,685	0	0.0%
General Fee to Student Programming Board	66,300	60,000	60,000	60,000	0	0.0%
General Fee to University Chronicle	15,000	15,000	15,000	15,000	0	0.0%
	<u>139,852</u>	<u>132,195</u>	<u>139,530</u>	<u>139,530</u>	<u>0</u>	<u>0.0%</u>
TOTAL REVENUE	187,183 0	170,816 0	179,522	174,530	(4,992)	-2.8%
EXPENSES & TRANSFERS						
OPERATING EXPENSES						
Intramural Sports	23,325	17,423	17,423	23,635	6,212	35.7%
Silhouette	4,200	5,607	4,210	6,210	2,000	47.5%
Student Government Association	53,239	27,791	33,616	34,685	1,069	3.2%
Student Programming Board	138,456	90,522	93,343	95,000	1,657	1.8%
University Chronicle	10,867	12,658	13,416	15,000	1,584	11.8%
	<u>230,087</u>	<u>154,001</u>	<u>162,008</u>	<u>174,530</u>	<u>12,522</u>	<u>7.7%</u>
TRANSFERS TO GENERAL FUND						
Agency Fund Balance	0	0	51,547	0	(51,547)	-100.0%
	<u>0</u>	<u>0</u>	<u>51,547</u>	<u>0</u>	<u>(51,547)</u>	<u>-100.0%</u>
TOTAL EXPENSES & TRANSFERS	230,087	154,001	213,555	174,530	(39,025)	-18.3%
OPERATING SURPLUS (DEFICIT)	(42,904)	16,815	(34,033)	0		

FY2016 PLANT FUND BUDGET

REVENUE	ACTUAL 13	ACTUAL 14	PROJECTED 15	BUDGET 16	Variance	%
TRANSFERS FROM GENERAL FUND						
General Fee to Plant	259,751	259,751	259,751	259,751	0	0.0%
Student Bond Fee to Bond Debt Repayment	1,196,970	1,134,142	1,052,560	1,052,560	0	0.0%
	<u>1,456,721</u>	<u>1,393,893</u>	<u>1,312,311</u>	<u>1,312,311</u>	0	0.0%
TRANSFER FROM AUXILIARY FUND						
Housing Operations to Plant	176,000	176,000	110,552	176,000	65,448	59.2%
	<u>176,000</u>	<u>176,000</u>	<u>110,552</u>	<u>176,000</u>	65,448	59.2%
TOTAL REVENUE	1,632,721	1,569,893	1,422,863	1,488,311	65,448	4.6%
EXPENSES						
DEBT SERVICE						
IT Infrastructure Upgrade Project Capital Lease	0	0	663,822	663,822	0	0.0%
University Center Bond Issue (2007)	1,321,800	1,314,400	1,186,400	1,187,600	1,200	0.1%
	<u>1,321,800</u>	<u>1,314,400</u>	<u>1,850,222</u>	<u>1,851,422</u>	1,200	0.1%
TOTAL EXPENSES	1,321,800	1,314,400	1,850,222	1,851,422	1,200	0.1%
OPERATING SURPLUS (DEFICIT)	310,921	255,493	(427,359)	(363,111)		

Personnel Action	Effective	Name	Employment Status		Salary	Comments
			From	To		
Appointments	01/01/15	Charles, Joanne	Associate VP, Finance & Administration	No change	\$98,930	OPERS Retirement; re-employment term of 1 year with extension per Policy 4.77.
	02/01/15	Boyles, Elinda	Vice President, Finance & Administration	No change	\$124,576	OPERS Retirement; re-employment term of 2 years with extension per Policy 4.77.
	02/09/15	Monihen, Lindsay	New Hire	CPS Advising & Student Support Coordinator	\$45,000	2008-2014 Juniata College, Huntingdon, PA, Office of Diversity and Inclusion and the Center for International Education, working with first generation, underrepresented students.
	02/16/15	Aji Sylvester, James	New Hire	CAS Advising & Student Support Coordinator	\$45,000	2012-2013 Ohio University, Athens, OH, Teacher Education Department. 2010-2012 Grand Canyon University, Phoenix, AZ, Adjunct and Student Teaching Supervisor 2002-2010 Ohio University, Athens, OH, Academic Advising and Retention Services.
Changes in Status	04/27/15	Merritt, Penny	Registrar Specialist	Graduate Center Administrator	\$45,000	Promotion and transfer to full time administrative position.
Departures	01/17/14	Mathuews, Katy	Librarian, Learning & Outreach			Resignation
	01/21/15	Hoft, Tom	Labor & Employee Relations Manager			Resignation
	03/23/15	Franz, Teresa	CLC Teacher			Resignation
	05/01/15	Watson, Debbie	Academic Advising Coordinator			Retirement
	05/12/15	Maxson, Krista	Professor/Chair Mathematics			Resignation
	06/01/15	Carlson, Kenneth	Associate Professor/Teacher Education			Retirement
	06/01/15	Huang, Xiaodan	Professor/Teacher Education			Retirement
	06/01/15	Powell, Sherri	Coordinator, Institutional and Continuity Workflow			Retirement
	06/01/15	Priode, Carl	Professor/DIET			Retirement
06/01/15	Warfield, Kenneth	Associate Professor, DIET			Retirement	

Ref: Policy 5.16Rev., President's Authority University Personnel Actions



INVESTMENT PORTFOLIO PERFORMANCE

FISCAL YEAR 13/14

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2013	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	TOTAL YTD
		JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE AS OF EOY	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
CURRENT MTD TOTAL GAIN/(LOSS)		\$ 408,455.37	\$ (240,169.41)	\$ 415,776.22	\$ 381,479.68	\$ 162,163.21	\$ 142,284.79	\$ (249,534.61)	\$ 461,470.33	\$ 41,389.07	\$ 42,587.70	\$ 281,030.15	\$ 234,962.08	\$ 2,081,894.58
INVESTMENT FUND BALANCES:														
U.S. BANK FIXED INCOME MUTUAL FUNDS		\$ 2,858,852.55	\$ 2,826,417.68	\$ 2,867,831.96	\$ 2,911,899.86	\$ 2,906,640.96	\$ 2,901,633.75	\$ 2,917,731.72	\$ 2,948,307.58	\$ 2,947,040.51	\$ 2,957,345.14	\$ 3,007,216.74	\$ 3,028,564.29	
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	
TOTAL	\$ 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)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	GAIN/(LOSS)	TOTAL YTD
		JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	GAIN/(LOSS)
End of Month														
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	\$ 18,672.95	\$ 52,434.78			\$ 6,916.76
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	\$ (87,091.72)	\$ 171,381.97			\$ 349,769.15
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	\$ (21,624.74)	\$ 18,570.17			\$ 48,304.21
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)	\$ 13,386.81	\$ (32,733.23)			\$ 67,164.29
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	\$ 5,534.42	\$ 1,815.19			\$ 46,691.82
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	\$ (26,806.54)	\$ 21,618.38			\$ 2,257.09
CURRENT MTD TOTAL GAIN/(LOSS)		\$ (240,454.41)	\$ 338,951.58	\$ (342,849.29)	\$ 243,247.81	\$ 200,070.20	\$ (205,026.63)	\$ (110,188.47)	\$ 502,194.09	\$ (97,928.82)	\$ 233,087.26			\$ 521,103.32
INVESTMENT FUND BALANCES:														
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	\$ 2,983,046.27	\$ 3,035,481.05			
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	\$ 6,383,310.53	\$ 6,554,692.50			
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	\$ 1,654,806.01	\$ 1,673,376.18			
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	\$ 3,028,537.89	\$ 2,995,804.66			
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	\$ 1,075,692.71	\$ 1,077,507.90			
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	\$ 1,708,166.06	\$ 1,729,784.44			
TOTAL	\$ 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	\$ 16,833,559.47	\$ 17,066,646.73	\$ -	\$ -	

Status of Construction/Renovation Projects through April 30, 2015

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