

**BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE**

**February 9, 2018
9:00 a.m., University Center, Room 214**

Agenda

1.0 Action Items

**1.1 Resolution F01-18
Approval of Revisions to Policy 5.32Rev., Ethics: Conflicts of Interest and Nepotism**

This resolution approves revisions to Policy 5.32Rev. for technical updates and to include provisions for senior management to obtain approval to participate on for-profit boards.

**1.2 Resolution F02-18
Revision of Resolution F23-17, Approval of the Give Back Go Forward Program**

This resolution replaces Resolution F23-17 to include the duration of the Give Back Go Forward Program required to gain ODHE approval.

2.0 Information and Reports

2.1 Status of FY18 2nd Quarter General and Auxiliary Funds Budgets

2.2 Cash Reserves Investment Report

2.3 Quarterly Personnel Activity

2.4 Capital Projects

2.5 2018 Fines & Cost Recovery Charges

3.0 Discussion: Achieving a Balanced Budget in 2020

RESOLUTION F01-18
REVISION OF POLICY 5.32REV
ETHICS: CONFLICTS OF INTEREST & NEPOTISM

WHEREAS, Policy 5.32Rev, Ethics: Conflicts of Interest & Nepotism, was last reviewed and approved by the Board of Trustees on May 5, 2016; and

WHEREAS, the policy has been updated for clarity and technical corrections and to include provisions for senior management to obtain approval to participate on for-profit boards;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the revisions to Board Policy 5.32Rev, Ethics: Conflicts of Interest & Nepotism.

(February 9, 2018)

Shawnee State University

POLICY TITLE:	ETHICS: CONFLICTS OF INTEREST & NEPOTISM
POLICY NO. :	5.32REV
ADMIN CODE:	3362-5-32
PAGE NO.:	1 OF 46
EFFECTIVE DATE:	05/06/2016 02/09/2018
NEXT REVIEW DATE:	05/2019 02/2021
RESPONSIBLE OFFICER(S):	GENERAL COUNSEL
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

This policy serves to promote compliance with Ohio's ethics laws that address conflicts of interest for public officials and employees. It is the policy that Shawnee State University officials and employees will conduct themselves in a manner that fosters public confidence in the integrity of the University, its processes, decisions and its accomplishments.

2.0 POLICY APPLICATION

This policy, except where specifically noted below, applies to all Shawnee State University employees and to the members of the Board of Trustees.

3.0 DEFINITIONS

3.1 University employees and officials. Unless the context indicates otherwise, means trustees, faculty, administrators, and all full-time and part-time employees, including adjunct faculty.

~~3.2~~ Senior Management or Senior Manager. Includes University President, all vice presidents, deans, General Counsel, and employees at a director level or equivalent.

~~3.32~~ Honorarium. Any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or similar gathering. "Honorarium" does not include ceremonial gifts or awards that have insignificant or nominal monetary value.

~~3.43~~ Anything of Value. Includes anything of substantial value, including, but not limited to, money, gifts, promises of future employment, travel and lodging expenses, meals, and entertainment activities, such as golf outings and/or tickets to a professional or major sporting event.

~~3.54~~ Family Member. Means spouse, parent/ step-parent, child/step-child,

grandparent, grandchild, or sibling/step-sibling; father/mother-in-law;
brother/sister-in-law.

3.65 Public Contract. For purposes of this policy a public contract is broadly defined to include formal and informal agreements, including:

3.65.1 The purchase or acquisition of property or services by or for the use of the University, including the employment of an individual by the University; and

3.65.2 The design, construction, alteration, repair, or maintenance of any University~~public~~ property.

3.7 For-Profit Board. As used in this policy and accompanying procedures, for-profit board shall mean the governing body of a business association operated for profit, whether based in Ohio or another state, and whether such board is called a board of trustees, board of directors, advisory board, or any similar name.

45.0 GENERAL DUTY TO AVOID CONFLICTS OF INTEREST

45.1 A conflict of interest exists when a University employee or official's financial or personal considerations compromise or have the appearance of compromising his or her~~an individual's~~ objectivity in meeting uUniversity responsibilities.

45.2 University employees and officials may not use their respective University position for their personal benefit or for the benefit of a family member or business associate.

45.3 University employees and officials are expected to avoid circumstances that reasonably give the appearance~~imply~~ that the individual acted for personal gain rather than the best interest of the University.

45.4 University employees and officials are prohibited from taking any action, participating in any decision, or approving any action or decision on behalf of the University that will directly result in a benefit to themselves, family members or non-university business associates.

56.0 SOLICITING, ACCEPTING OR USING AUTHORITY FOR ANYTHING OF VALUE

56.1 General Prohibitions

56.1.1 University employees and officials may not solicit or accept "anything of value" (as defined by this policy) from anyone who does business with the University or is seeking to do business with the University.

56.1.2 University employees and officials may not use the authority of their

University position to secure “anything of value” (as defined by this policy) from anyone who does business with the University or is seeking to do business with the University.

56.2 Honorarium

56.2.1 University employees, except for non-administrative faculty and as expressly authorized in O.R.C. 102.03(H), are prohibited from accepting an honorarium as defined by this policy.

56.3 Exceptions

56.3.1 The prohibitions described in this section do not apply to items of nominal value, which are typically items that are less than \$25 in value. Examples include conference trinkets, a meal at a fast food or family restaurant, a promotional item, or inexpensive entertainment activity, so long as they are not viewed as having a substantial or improper influence over the University official or employee.

56.3.2 However, nominal items that are provided frequently or with regularity, such as a weekly or monthly lunch, or multiple smaller items may rise to something of substantial value and ~~would be~~ are prohibited.

56.3.3 University officials and employees may accept travel, meals and lodging or expenses in connection with conferences or meetings that are organized by an SSU associated organization, so long as the employee receives prior approval from the division vice president.

56.4 For examples and further discussion of the topic, see the following Ohio Ethics Commission bulletins:

<http://www.ethics.ohio.gov/education/factsheets/InfoSheet7-Gifts.pdf>

http://www.ethics.ohio.gov/education/factsheets/Bulletin_gifts_and_entertainment.pdf

67.0 PUBLIC CONTRACTS

67.1 University employees and officials are prohibited from authorizing, approving or in any manner influencing others to secure a University contract in which the employee or official or family member or non-university business associate would have a financial or personal interest. In order to avoid even the appearance of impropriety, such individuals may not participate in any University decision-making process, formally or informally, regarding a University contract that could benefit the individual.

67.2 University officials and employees are prohibited from having an interest in the profits or benefits of a uUniversity contract that is not ~~let~~awarded by competitive bid.

67.3 Exception:

67.3.1 University officials and employees do not violate this section if his/her interest (or family's or business associate's interest) is limited to owning shares of a corporate contractor that do not exceed five percent (5%) of the outstanding shares, and the employee files an affidavit with the General Counsel of the University giving his/her exact status with the corporation at the time the contract is entered into.

67.3.2 An exception may also be recognized when a four-part statutory test is met when determined by the Vice President for Finance or designee in consultation with the General Counsel. The four-~~part~~ test is as follows:

67.3.2.1 The supplies or services that are the subject of the uUniversity contract is necessary for the uUniversity; and

67.3.2.2 The supplies or services are not obtainable elsewhere for the same or lower cost, or the supplies or services are being furnished as a part of a continuing contract; and

67.3.2.3 The treatment accorded the University is either preferential to or the same as that accorded other customers or clients in similar transactions

67.3.2.4 The entire transaction is conducted at arm's length, with full knowledge of uUniversity administrators who are evaluating the transaction of the individual official or employee's conflict and such official or employee takes no part in the deliberations or decision with respect to the contract.

78.0 NEPOTISM

No uUniversity official or employee may use his/her uUniversity position or influence to hire, promote or give preferential treatment to any family member, as defined by this policy.

8.0 SENIOR MANAGEMENT PARTICIPATION ON FOR-PROFIT BOARDS

8.1 Active participation on ~~outside~~ for-profit boards by ~~Senior M~~management can benefit the University by— strengthening economic development, fostering a more complete understanding of the needs and challenges of the University and private business, and familiarizing University officials in areas of business

efficiencies. Such participation can also enhance the outreach of the University with business leaders and other benefactors. Senior management shall be permitted to serve as a member of a for-profit board when such service:

8.1.1 would not pose a conflict of commitment to the University,

8.1.2 would not pose a conflict of interest or appearance of conflict of interest, and

8.1.3 is not otherwise incompatible with Ssenior Mmanagement member's duties —to the University.

8.2 Any compensation paid in connection with membership on a for-profit board shall be reasonable and commensurate with the time and responsibilities required. Senior Mmanagement's primary commitment must be to the University, and service on an outside board and any fiduciary duty to the outside entity must never conflict with the individual's duties and responsibilities to the University.

8.3 Members of Ssenior Mmanagement are individually responsible for ensuring that service on for-profit boards does not violate Ohio Ethics law, Chapters 102 and 2921 of the Ohio Revised Code, or diminish the reputation of the University.

8.4 The use of personal time is required to engage in for-profit board work either by performing such activities outside usual work hours or using accrued vacation time. The use of the University's name, logo, seal or letterhead in the conduct of the for-profit board activity is prohibited. Senior Mmanagement engaging in for-profit board work must not use other University employees during designated work time. Incidental and occasional personal use of University computers, equipment and supplies is permitted so long as the use is consistent with other University policies and doeses not distract from University business (e.g., due to volume or frequency).

9.0 SANCTIONS

Failure of any employee to abide by this policy and/or Ohio's ethics laws may result in discipline up to and including termination, as well as potential civil and criminal sanctions. Any disciplinary action will be in accordance with applicable uUniversity policies or collective bargaining agreements.

10.0 ETHICS OFFICER AND COMPLIANCE EFFORTS

10.1 The General Counsel will serve as the University's Ethics Officer and will coordinate efforts with other uUniversity officers to promote compliance withof this policy and Ohio's Eethics Hlaws. Such compliance efforts include education and training as well pro-active measures to identify potential employee conflicts of interest.

10.2 All employees shall receive a copy of this policy and a copy of Ohio's Ethics laws upon hire.

[Ref: Ethics Guidelines](#)

History

Effective: 06/15/07

Revised: 02/09/2018, 05/06/16

Applicable Procedures: 5.32:1 Senior Management Participation on For-Profit Boards

INFORMATIONAL ONLY

PROCEDURE TITLE:	SENIOR MANAGEMENT PARTICIPATION ON FOR-PROFIT BOARDS
PROCEDURE NO.:	5.32.1
RELATED POLICY:	5.32
PAGE NO.:	1 OF 2
RESPONSIBLE ADMINISTRATOR(S):	GENERAL COUNSEL
EFFECTIVE DATE:	02/09/18
NEXT REVIEW DATE:	02/2021
APPROVED BY:	PRESIDENT

1.0 PURPOSE

This procedure establishes the process for a member of senior management to request and receive authorization to participate on an outside for-profit board as permitted by Policy 5.32Rev, Section 8.0.

2.0 REQUEST

2.1 Prior to July 1 of each year, any member of senior management who wishes to serve on or continue to serve on a for-profit board in the next fiscal year must submit a written request to his or her immediate supervisor.

2.2 The request must contain sufficient details about the business entity in question to permit the supervisor to assess the request, including:

- Name of the outside business association
- Nature of the outside entity's business
- Title and/or office that the senior manager would hold
- The approximate number of hours of commitment that would be involved

2.2.1 In instances where the senior manager previously received approval for a substantially similar for-profit position, he or she must annually submit any material changes in the for-profit position including changes in compensation, changes in office to be held, changes in the organization's relationship with the University, and changes that might cause reputational risk to the University.

3.0 SUPERVISOR REVIEW OF THE REQUEST

3.1 The supervisor will review the request and determine whether it poses a conflict of commitment with the University duties of the senior manager.

- 3.2 In consultation with the General Counsel, the supervisor will determine whether the request poses a conflict of interest, appearance of conflict of interest, or other potential ethical concern.
- 3.3 When such a request for participation on a for-profit board is made by the General Counsel, the supervisor will consult with the Ohio Attorney General's Office to determine whether a conflict of interest, appearance of conflict, or other ethical concern is implicated.
- 3.4 The supervisor will provide final written approval or denial of the request to the senior manager and retain a copy of the correspondence in accordance with the University's record retention procedures.
- 3.5 In any instance in which a conflict of interest, appearance of conflict of interest or conflict of commitment is present, or where the for-profit position would otherwise be incompatible with the University duties of the requester, the request will be denied.

History

Effective: 02/09/18

RESOLUTION F02-18
APPROVAL OF GIVE BACK GO FORWARD PROGRAM
REVISED

WHEREAS, Shawnee State desires to launch the Give Back Go Forward program, a statewide initiative that has grown out of partnerships between public universities, the Ohio Department of Higher Education, and the Ohio Department of Aging; and

WHEREAS, Shawnee State's program is unique because it calls on the voluntary efforts of Shawnee State undergraduate students majoring in health professions to assist the senior community surrounding the University; and

WHEREAS, the experience and networking that the program provides will be invaluable for these students, as they enter their chosen career pathways and will have a positive impact on our students and community; and

WHEREAS, the Program's participants will "give back" at least 100 hours of their time to local senior citizens in return for a three-credit-hour tuition waiver that can be used for undergraduate courses in the immediate following summer term; and

WHEREAS, if the student cannot utilize the three-credit-hour waiver the immediate following summer term because the University does not offer required courses, a one-time extension of the waiver to the next academic year's summer term will be honored; and

WHEREAS, Section 369.180 of Am. Sub. H.B. 64 of the 131th General Assembly requires any waiver of tuition for any particular student or any class of students not otherwise permitted by law at a state-assisted institution of higher education be approved by the Chancellor of the Ohio Department of Higher Education;

THEREFORE, BE IT RESOLVED, the Shawnee State University Board of Trustees approves the Give Back Go Forward Program and approves the waiver of three undergraduate credit hours to participants in accordance with Ohio Department of Higher Education Directive 2009-011;

BE IT FURTHER RESOLVED, the Program will be available beginning fall semester 2017 through summer 2019, pending approval of the waiver by the Chancellor of the Ohio Department of Higher Education;

BE IT FINALLY RESOLVED, this resolution supersedes Resolution F23-17 and to the extent that F23-17 conflicts with or is inconsistent with this resolution in any way, it is rescinded.

(February 9, 2018)

RESOLUTION F23-17
APPROVAL OF THE
GIVE BACK GO FORWARD PROGRAM

WHEREAS, Shawnee State desires to launch the Give Back Go Forward program, a statewide initiative that has grown out of partnerships between public universities, the Ohio Department of Higher Education, and the Ohio Department of Aging; and

WHEREAS, Shawnee State's program is unique because it calls on the voluntary efforts of Shawnee State undergraduate students, majoring in health professions, to assist the senior community surrounding the University; and

WHEREAS, the experience and networking that the program provides will be invaluable for these students, as they enter their chosen career pathways and will have a positive impact on our students and community; and

WHEREAS, the Program's participants will "give back" at least 100 hours of their time to local senior citizens in return for a three-credit-hour tuition waiver that can be used for undergraduate courses the following summer semester; and

WHEREAS, 369.180 of Am. Sub. H.B. 64 of the 131th General Assembly requires any waiver of tuition for any particular student or any class of students not otherwise permitted by law at a state-assisted institution of higher education be approved by the Chancellor of the Ohio Department of Higher Education;

THEREFORE, BE IT RESOLVED, the Shawnee State University Board of Trustees approves the Give Back Go Forward Program and approves the waiver of three undergraduate credit hours to participants in accordance with Directive 2009-011;

BE IT FURTHER RESOLVED, the Program will be available beginning fall semester 2018, pending approval of the waiver by the Chancellor of the Ohio Department of Higher Education.

(December 15, 2017)

Shawnee State University
FY2018 2nd Qtr. Budget Status

Key Points

General Fund

• **Revenue**

- General Fund Revenue is lagging by \$1.26M compared to the same period in FY17.
- State funding is running as expected, and SSI will increase in the second half of the year by \$387K over the budgeted amount.
- Tuition and student fee revenue is currently \$1.12M below FY17.
 - Spring semester enrollments indicate a “melt” in billable hours from fall to spring of only 9.1%, compared to 12.1% the previous year.
 - This will mitigate somewhat the decrease in tuition revenue projected for spring semester.
- Other income is running slightly ahead of the previous year.
- Support transfers between funds will occur during 3Q.

• **Expenditures**

- General Fund Expenses are \$563K higher than the same point in FY17.
- Compensation:
 - Salaries are currently \$300K below FY17.
 - Benefits are tracking \$100K ahead of last year, a pattern that may worsen significantly by year-end based on recent medical claims data.
 - Incentive payments and leave payout for the retirement incentive participants will total about \$425K in FY18; a positive savings will be realized in FY19 for this group of positions.
- Non-Compensation:
 - Expenditures are \$753K ahead of last year.
 - The increased spending is nearly across the board, except for External Professional Services, which included a locally funded renovation project during FY17.
 - Note: while institutional scholarships are in essence an offset to revenue, the offset amount is recorded as expense.
- Support transfers between funds will occur during 3Q.

Auxiliary Fund

• **Revenue**

- Auxiliary Fund Revenue is lagging by \$668K compared to the same period in FY17.
- All revenue categories related to students are running behind, while sales and rentals are \$70K ahead of last year.
- Support transfers between funds will occur during 3Q.

- **Expenditures**
 - Auxiliary Fund Expenses are \$290K lower than the same point in FY17.
 - \$197K of this decrease is driven by lower payments to Sodexo for student meal plans.
 - Support transfers between funds will occur during 3Q.

One-Time Use of Reserves

- **General Fund**
 - Costs to complete the Oracle ERP implementation and needed technical support are running higher than anticipated, at \$100K above the budgeted one-time use of reserves.
- **Auxiliary Fund**
 - Costs related to the athletics expansion are running \$71K ahead of last year, but within the budgeted amount for one-time use of Auxiliary reserves.



FY18 General Fund Budget
Second Quarter Status
(July-December)

REVENUE	FY17			FY18		
	ACTUAL AS OF 12/31	ACTUAL FULL YEAR	% AS OF 12/31	ACTUAL AS OF 12/31	BUDGET FULL YEAR	% AS OF 12/31
State Funding						
Capital Component	\$13,630	\$27,260	50.00%	\$13,630	\$27,260	50.00%
State Share of Instruction (SSI)	\$6,497,813	\$13,092,476	49.63%	\$6,428,772	\$12,857,543	50.00%
State Share of Instruction (Access Challenge)	\$181,838	\$363,675	50.00%	\$0	\$0	-
Student Support Services (Disabilities)	\$0	\$2,026	0.00%	\$0	\$2,026	0.00%
Supplement	\$1,163,048	\$2,326,097	50.00%	\$1,268,728	\$2,537,456	50.00%
	<u>\$7,856,328</u>	<u>\$15,811,534</u>	<u>49.69%</u>	<u>\$7,711,130</u>	<u>\$15,424,285</u>	<u>49.99%</u>
Tuition & Student Fees						
Course Fees	\$1,131,057	\$1,217,991	92.86%	\$1,453,544	\$1,374,502	105.75%
General Fee	\$2,162,585	\$2,293,640	94.29%	\$2,007,383	\$2,226,407	90.16%
Instructional Fee	\$20,963,465	\$22,401,817	93.58%	\$19,498,986	\$22,630,342	86.16%
Miscellaneous Fees	\$201,867	\$372,478	54.20%	\$655,159	\$729,978	89.75%
Non-Resident Surcharge	\$1,154,999	\$1,295,210	89.17%	\$974,497	\$1,893,955	51.45%
Technology Fee	\$396,652	\$421,660	94.07%	\$368,452	\$412,987	89.22%
University Center Bond Fee	\$930,579	\$939,106	99.09%	\$866,323	\$886,863	97.68%
	<u>\$26,941,203</u>	<u>\$28,941,902</u>	<u>93.09%</u>	<u>\$25,824,344</u>	<u>\$30,155,033</u>	<u>85.64%</u>
Other Income						
Indirect Cost Recovery	\$24,815	\$161,425	15.37%	\$0	\$160,000	0.00%
Miscellaneous Income	\$272,693	\$597,670	45.63%	\$299,665	\$575,000	52.12%
	<u>\$297,508</u>	<u>\$759,095</u>	<u>39.19%</u>	<u>\$299,665</u>	<u>\$735,000</u>	<u>40.77%</u>
Transfers from Other Funds						
Auxiliary Fund	\$0	\$289,550	0.00%	\$0	\$289,550	0.00%
	<u>\$0</u>	<u>\$289,550</u>	<u>0.00%</u>	<u>\$0</u>	<u>\$289,550</u>	<u>0.00%</u>
TOTAL REVENUE	<u>\$35,095,039</u>	<u>\$45,802,081</u>	<u>76.62%</u>	<u>\$33,835,139</u>	<u>\$46,603,868</u>	<u>72.60%</u>
EXPENDITURES & TRANSFERS						
Compensation Expenditures						
Benefits	\$4,504,897	\$10,120,679	44.51%	\$4,612,809	\$9,532,165	48.39%
Salaries	\$10,510,840	\$23,933,773	43.92%	\$10,212,175	\$23,899,305	42.73%
	<u>\$15,015,737</u>	<u>\$34,054,451</u>	<u>44.09%</u>	<u>\$14,824,984</u>	<u>\$33,431,470</u>	<u>44.34%</u>
Non-Compensation Expenditures						
Equipment, Buildings, Property	\$234,455	\$567,143	41.34%	\$482,218	\$775,254	62.20%
External Professional Services	\$861,339	\$1,205,364	71.46%	\$445,254	\$622,491	71.53%
Information, Communication, Shipping	\$517,828	\$839,155	61.71%	\$549,034	\$1,186,797	46.26%
Maintenance, Rentals, Service Contracts	\$1,230,170	\$1,705,172	72.14%	\$1,249,485	\$1,621,638	77.05%
Miscellaneous	\$171,295	\$1,170,671	14.63%	\$182,204	\$1,101,467	16.54%
Oracle Cloud Subscriptions	\$0	\$241,640	0.00%	\$286,099	\$481,476	59.42%
Scholarships	\$1,436,517	\$2,788,555	51.51%	\$1,721,563	\$2,968,000	58.00%
Supplies	\$353,325	\$900,231	39.25%	\$614,455	\$941,382	65.27%
Travel, Entertainment	\$234,251	\$463,329	50.56%	\$268,429	\$435,583	61.63%
Utilities	\$589,042	\$1,306,593	45.08%	\$583,238	\$1,423,400	40.97%
	<u>\$5,628,221</u>	<u>\$11,187,851</u>	<u>50.31%</u>	<u>\$6,381,978</u>	<u>\$11,557,489</u>	<u>55.22%</u>
Transfers to Other Funds						
Agency Fund	\$0	\$121,399	0.00%	\$0	\$123,107	0.00%
Auxiliary Fund	\$0	\$1,931,907	0.00%	\$0	\$1,914,561	0.00%
Plant Fund	\$0	\$1,251,022	0.00%	\$0	\$1,251,022	0.00%
	<u>\$0</u>	<u>\$3,304,328</u>	<u>0.00%</u>	<u>\$0</u>	<u>\$3,288,691</u>	<u>0.00%</u>
TOTAL EXPENDITURES & TRANSFERS	<u>\$20,643,958</u>	<u>\$48,546,631</u>	<u>42.52%</u>	<u>\$21,206,962</u>	<u>\$48,277,650</u>	<u>43.93%</u>
OPERATING SURPLUS (DEFICIT)	\$14,451,081	(\$2,744,550)		\$12,628,177	(\$1,673,783)	



FY18 Auxiliary Fund Budget
Second Quarter Status
(July-December)

REVENUE	FY17			FY18		
	ACTUAL AS OF 12/31	ACTUAL FULL YEAR	% AS OF 12/31	ACTUAL AS OF 12/31	BUDGET FULL YEAR	% AS OF 12/31
Operating Income						
Commissions	\$391,459	\$815,355	48.01%	\$140,954	\$779,697	18.08%
Meal Plan Fees	\$2,683,132	\$2,614,655	102.62%	\$2,416,434	\$2,709,768	89.17%
Service Fees, Memberships	\$154,679	\$310,434	49.83%	\$152,686	\$289,202	52.80%
Student Housing Fees	\$1,042,891	\$1,019,774	102.27%	\$836,169	\$1,057,111	79.10%
Ticket Sales, Rentals	\$308,748	\$422,073	73.15%	\$378,097	\$391,728	96.52%
	<u>\$4,580,908</u>	<u>\$5,182,291</u>	<u>88.40%</u>	<u>\$3,924,341</u>	<u>\$5,227,506</u>	<u>75.07%</u>
Other Income						
Grants	\$146,086	\$243,133	60.08%	\$95,274	\$224,320	42.47%
Miscellaneous Income	\$76,884	\$93,987	81.80%	\$115,967	\$37,524	309.05%
	<u>\$222,970</u>	<u>\$337,119</u>	<u>66.14%</u>	<u>\$211,241</u>	<u>\$261,844</u>	<u>80.67%</u>
Transfers from Other Funds						
General Fund	\$0	\$1,931,907	0.00%	\$0	\$1,914,561	0.00%
	<u>\$0</u>	<u>\$1,931,907</u>	<u>0.00%</u>	<u>\$0</u>	<u>\$1,914,561</u>	<u>0.00%</u>
TOTAL REVENUE	<u>\$4,803,877</u>	<u>\$7,451,317</u>	<u>64.47%</u>	<u>\$4,135,582</u>	<u>\$7,403,911</u>	<u>55.86%</u>
EXPENDITURES & TRANSFERS						
Compensation Expenditures						
Benefits	\$266,934	\$618,625	43.15%	\$288,363	\$642,991	44.85%
Salaries	\$700,035	\$1,537,299	45.54%	\$714,177	\$1,538,767	46.41%
	<u>\$966,970</u>	<u>\$2,155,924</u>	<u>44.85%</u>	<u>\$1,002,540</u>	<u>\$2,181,758</u>	<u>45.95%</u>
Non-Compensation Expenditures						
Equipment, Buildings, Property	\$38,733	\$129,962	29.80%	\$42,905	\$119,000	36.05%
External Professional Services	\$424,866	\$567,081	74.92%	\$145,301	\$438,142	33.16%
Information, Communication, Shipping	\$67,270	\$110,175	61.06%	\$64,260	\$115,773	55.51%
Maintenance, Rentals, Service Contracts	\$231,928	\$485,663	47.75%	\$187,667	\$642,032	29.23%
Meal Plan Expense	\$1,046,990	\$1,951,270	53.66%	\$949,505	\$1,848,330	51.37%
Miscellaneous	\$295,505	\$524,180	56.37%	\$313,921	\$434,975	72.17%
Scholarships	\$291,840	\$582,410	50.11%	\$314,923	\$594,000	53.02%
Supplies	\$87,794	\$159,083	55.19%	\$108,197	\$143,153	75.58%
Travel, Entertainment	\$131,056	\$305,169	42.95%	\$170,473	\$246,611	69.13%
Utilities	\$44,507	\$97,091	45.84%	\$37,493	\$111,250	33.70%
	<u>\$2,660,490</u>	<u>\$4,912,084</u>	<u>54.16%</u>	<u>\$2,334,645</u>	<u>\$4,693,266</u>	<u>49.74%</u>
Transfers to Other Funds						
Agency Fund	\$0	\$3,704	0.00%	\$0	\$3,704	0.00%
General Fund	\$0	\$289,550	0.00%	\$0	\$289,550	0.00%
Plant Fund	\$0	\$235,633	0.00%	\$0	\$235,633	0.00%
	<u>\$0</u>	<u>\$528,887</u>	<u>0.00%</u>	<u>\$0</u>	<u>\$528,887</u>	<u>0.00%</u>
TOTAL EXPENDITURES & TRANSFERS	<u>\$3,627,459</u>	<u>\$7,596,895</u>	<u>47.75%</u>	<u>\$3,337,185</u>	<u>\$7,403,912</u>	<u>45.07%</u>
OPERATING SURPLUS (DEFICIT)	\$1,176,418	(\$145,579)		\$798,397	\$0	



FY18 One Time Use of Reserves
Second Quarter Status
(July-December)

	FY17			FY18		
	ACTUAL AS OF 12/31	ACTUAL FULL YEAR	% AS OF 12/31	ACTUAL AS OF 12/31	BUDGET FULL YEAR	% AS OF 12/31
General Fund						
Oracle Implementation Costs	\$27,674	\$414,379	6.68%	\$386,580	\$237,500	162.77%
Oracle Project Support	\$1,261	\$75,745	1.67%	\$26,854	\$75,000	35.81%
STEMM Enabling Project	\$0	\$161,574	0.00%	\$0	\$0	-
AD ASTRA Grant Support	\$0	\$0	-	\$0	\$0	-
Massie Hall Chiller	\$70,850	\$70,850	100.00%	\$0	\$0	-
	<u>\$99,786</u>	<u>\$722,548</u>	<u>13.81%</u>	<u>\$413,434</u>	<u>\$312,500</u>	<u>132.30%</u>
Auxiliary Fund						
Athletic Expansion - Phase 1	\$29,169	\$111,707	26.11%	\$59,075	\$151,360	39.03%
Athletic Expansion - Phase 2	\$0	\$0	-	\$41,266	\$94,542	43.65%
Bond Debt Service Increase	\$0	\$0	-	\$0	\$68,573	0.00%
	<u>\$29,169</u>	<u>\$111,707</u>	<u>26.11%</u>	<u>\$100,341</u>	<u>\$314,475</u>	<u>31.91%</u>
TOTAL	<u><u>\$128,955</u></u>	<u><u>\$834,255</u></u>	<u><u>15.46%</u></u>	<u><u>\$513,776</u></u>	<u><u>\$626,975</u></u>	<u><u>81.95%</u></u>

Shawnee State University

Cash Reserves Status

Key Points

- **Diversified Portfolio - July 2017 – January 25, 2018**
 - June 30, 2017 value of \$17,484,245
 - University liquidated \$2.7 million July 2017
 - July ending value of \$15,030,609
 - From July 2017 – January 25, 2018, value increased \$1,172,760 (represents approximately 13% annualized rate of return for the 7-month period)

- **Liquidity Investment Allocations – October 2017 – January 25, 2018**
 - Results of investment portfolio restructuring to meet anticipated cash needs spring and summer.
 - As of January 25, 2018, approximately \$4.5 million (about 22% of portfolio) in cash reserves

**LIQUIDITY INVESTMENT ALLOCATIONS
FROM OCTOBER 2017 TO JANUARY 25 2018**

	October 2017		November 2017		December 2017		January 25, 2018		Total Change Since Oct 2017	
	\$	%	\$	%	\$	%	\$	%	\$	%
Total Cash and Equivalents	\$ 1,104,912	7.21%	\$ 2,331,791	15.04%	\$ 2,771,357	17.74%	\$ 3,478,866	21.80%	\$ 2,373,954	214.85%
Total Equity Securities	\$ 7,985,005	52.10%	\$ 7,340,936	47.33%	\$ 7,047,721	45.12%	\$ 7,090,381	44.43%	\$ (894,624)	-11.20%
Total Fixed Income Securities	\$ 6,235,258	40.69%	\$ 5,835,903	37.63%	\$ 5,801,884	37.14%	\$ 5,387,759	33.76%	\$ (847,499)	-13.59%
	<u>\$ 15,325,175</u>	<u>100.00%</u>	<u>\$ 15,508,630</u>	<u>100.00%</u>	<u>\$ 15,620,962</u>	<u>100.00%</u>	<u>\$ 15,957,006</u>	<u>100.00%</u>	<u>\$ 631,831</u>	

INVESTMENT PORTFOLIO PERFORMANCE

FISCAL YEAR 18:

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2017	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	TOTAL YTD GAIN/(LOSS)
TIAA FUNDS	\$ 17,484,245.47	\$ 246,363.62	\$ 21,257.99	\$ 154,390.16	\$ 118,917.76	\$ 183,454.61	\$ 112,332.73	As of 1/25/2018 \$ 336,043.07						\$ 1,172,759.94
CURRENT MTD TOTAL GAIN/(LOSS)		\$ 246,363.62	\$ 21,257.99	\$ 154,390.16	\$ 118,917.76	\$ 183,454.61	\$ 112,332.73	\$ 336,043.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,172,759.94
INVESTMENT FUND BALANCES:														
TIAA FUNDS		\$ 15,030,609.09	\$ 15,051,867.08	\$ 15,206,257.24	\$ 15,325,175.00	\$ 15,508,629.61	\$ 15,620,962.34	\$ 15,957,005.41						
TOTAL	\$ 17,484,245.47	\$ 15,030,609.09	\$ 15,051,867.08	\$ 15,206,257.24	\$ 15,325,175.00	\$ 15,508,629.61	\$ 15,620,962.34	\$ 15,957,005.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** During the month of July 2017, the University liquidated \$2,700,000 from the TIAA portfolio. The proceeds from the liquidation were transferred to the University Operating Cash account to meet July and August cash needs.

FISCAL YEAR 17:

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2016	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	TOTAL YTD GAIN/(LOSS)
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 2,951,039.35	\$ 60,856.28	\$ 28,604.63	\$ (13,883.25)	\$ 6,863.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,440.85
U.S. BANK EQUITY MUTUAL FUNDS	\$ 5,697,585.84	\$ 223,311.89	\$ 28,808.37	\$ (82,072.03)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170,048.23
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,553,039.73	\$ 36,099.33	\$ 14,522.87	\$ (20,569.99)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,052.21
AGINCOURT CAPITAL	\$ 2,893,061.15	\$ 59,107.77	\$ (28,805.75)	\$ (27,006.56)	\$ 514.65	\$ (805.95)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,004.16
TAMRO CAPITAL/VAUGHAN NELSON##	\$ 1,108,562.07	\$ 50,204.12	\$ 12,725.38	\$ (30,269.68)	\$ 254.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,914.57
MANNING & NAPIER	\$ 1,596,122.59	\$ 49,995.92	\$ 676.82	\$ (3,082.02)	\$ 481.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,072.31
TIAA FUNDS	\$ -	\$ -	\$ -	\$ 183,914.82	\$ (157,209.20)	\$ 81,256.40	\$ 160,037.97	\$ 281,321.02	\$ 282,655.97	\$ 82,404.94	\$ 218,548.91	\$ 159,148.25	\$ 26,223.33	\$ 1,318,302.41
CURRENT MTD TOTAL GAIN/(LOSS)		\$ 479,575.31	\$ 56,532.32	\$ 7,031.29	\$ (149,095.02)	\$ 80,450.45	\$ 160,037.97	\$ 281,321.02	\$ 282,655.97	\$ 82,404.94	\$ 218,548.91	\$ 159,148.25	\$ 26,223.33	\$ 1,684,834.74
INVESTMENT FUND BALANCES:														
U.S. BANK FIXED INCOME MUTUAL FUNDS		\$ 3,011,895.63	\$ 3,040,500.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
U.S. BANK EQUITY MUTUAL FUNDS		\$ 5,920,897.73	\$ 5,949,706.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS		\$ 1,589,139.06	\$ 1,603,661.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AGINCOURT CAPITAL		\$ 2,952,168.92	\$ 2,923,363.17	\$ 24,262.02	\$ 19,096.35	\$ 18,290.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VAUGHAN NELSON		\$ 1,158,766.19	\$ 1,171,491.57	\$ 460.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MANNING & NAPIER		\$ 1,646,118.51	\$ 1,646,795.33	\$ 514.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TIAA FUNDS		\$ -	\$ -	\$ 16,317,313.04	\$ 16,174,358.28	\$ 16,255,614.68	\$ 16,433,943.05	\$ 16,715,264.07	\$ 16,997,920.04	\$ 17,080,324.98	\$ 17,298,873.89	\$ 17,458,022.14	\$ 17,484,245.47	
TOTAL	\$ 15,799,410.73	\$ 16,278,986.04	\$ 16,335,518.36	\$ 16,342,549.65	\$ 16,193,454.63	\$ 16,273,905.08	\$ 16,433,943.05	\$ 16,715,264.07	\$ 16,997,920.04	\$ 17,080,324.98	\$ 17,298,873.89	\$ 17,458,022.14	\$ 17,484,245.47	

PERSONNEL ACTIVITY

February, 2018

Personnel Action	Employment Status		Name	Effective	Comments
	From	To			
Appointments					
New Hire					
		Police Officer	Andrew James Keeton	10/16/17	2 years prior experience with Scioto County Sheriff's Office, OPOTA Peace Officer Certification, OC Certification, Taser Certification, Baton Certification.
		Human Resources Fellowship	Shana Lawhorn	10/30/17	SSU Graduate in 2016, Bachelor of Science in Business Administration
		Accounting Fellowship	Misty Moore	11/20/17	SSU Graduate in 2016, Bachelor of Science in Business Administration
		Tech Prep Regional Coordinator	Harmoni Keller	12/13/17	Masters in Business Administration, Prior Tech Prep Experience with SSU
Promotions					
	President's Assistant	Executive Assistant to the Office of the President	Sandra Duduit	11/04/17	Position Reclassification
Departures					
		Payroll Representative	Angel Tackett	11/24/17	Resignation
		Tech Prep Regional Director	Rita Graf	12/29/17	Resignation
		Instructor, Fine, Digital, & Performing Arts	Howard Dortch	12/31/17	Retirement (effective 1/1/2018)
		Professor, Social Sciences	Stylios Hadjiyannis	12/31/17	Retirement (effective 1/1/2018)

Status of Construction/Renovation Projects through January 31, 2018

Project	Status	Projected Budget	Funding Source
Advanced Technology Center/Technology and Industrial Buildings Rehabilitation	<ul style="list-style-type: none"> • Project scope reduced. • Project re-bid. • The revised scope will include only the south portion (1978) of the ATC complex. This project will renovate the Plastics lab and create a new space for the Gaming program. 	\$ 3,881,000	State Capital
Athletic Complex (Rhodes Center)/Recreation, Student Health & Wellness	<ul style="list-style-type: none"> • Master planning complete. • Soccer field lighting - \$97,938 COMPLETE • The planned facility improvements include, but are not limited to: upgrading of the building's life safety systems, ADA access, and facility infrastructure; replacement of the original (circa 1983) pool filtration systems. • Phase 1A includes the pool filtration system and mechanical equipment as well as all new locker rooms. The drawings are submitted to the State for review. This phase is scheduled to be bid in March 2018 with completion scheduled for August 2018. 	\$ 7,150,000	Bond & Local
Library Rehabilitation	<ul style="list-style-type: none"> • Repurpose and modernize existing library space into a more dynamic academic/student-focused learning environment. 	\$ 1,800,000	State Capital
Facilities Campus Master Plan Update	<ul style="list-style-type: none"> • All buildings will be evaluated as part of the Campus Facility Assessment. • Assessment 70% complete • Campus facility assessment to be completed by March, 2018. 	\$ 80,000	State Capital
Hatcher Hall Repurpose	<ul style="list-style-type: none"> • Renovate vacated Nursing lab to house Health Clinic and Counseling Services. • Project complete 	\$118,275.00	Bond Funds

Shawnee State University

Fines & Cost Recovery Charges Updates For Information

Key Points

- **All fines and cost recovery charges reviewed by areas/departments**
- **No new charges added for 2018**
- **Modifications**
 - Implementation of print management controls effective fall 2018
 - Students provided 300 copies
 - After 300 copies, students charged:
 - Black/white 5 cents/copy
 - Color copies 15 cents/copy



2018-19 Academic Year
Fines and Cost Recovery Charges¹
effective Summer semester 2018

Cost Recovery Charges	AY 2017-18	AY 2018-19
Equipment:		
Bike rental for international students (new)	\$30.00	\$30.00
Bike rental for international students (used)	\$25.00 refundable deposit	\$25.00 refundable deposit
Calculator rental	\$100.00 (includes \$60.00 deposit)	\$100.00 (includes \$60.00 deposit)
Ipad damaged, lost or stolen	\$1,000.00	-
Ipad missing pieces	\$200.00	-
Laptop replacement charge	\$1,200.00	\$1,200.00
International Programs:		
Airport transportation - Cincinnati, Columbus	\$150.00	\$150.00
Airport transportation - Huntington	\$100.00	\$100.00
Library:		
Copies - black & white	\$0.10	\$0.10
Copies - color	\$0.25	\$0.25
Transparencies	\$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
Student Business Center:		
Transcript Service Fee	\$3.00	\$3.00
Postage charge for rush transcript	current USPS rate for priority mail express	current USPS rate for priority mail express
University College:		
Lost/damaged item	cost of item	cost of item

2018-19 Academic Year
Fines and Cost Recovery Charges¹
effective Summer semester 2018

Disciplinary Charges & Fines	AY 2017-18	AY 2018-19
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 technology	\$100.00	\$100.00
Moving or tampering with fire or safety equipment	\$750.00	\$750.00
Skateboarding or in-line skating	up to \$20.00 plus restitution	up to \$20.00 plus restitution
Housing Charges & Fines:		
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	Pro-Rated Daily Rate	Pro-Rated Daily Rate
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	\$12.00	\$12.00
Pets in living units	\$35.00/day plus costs	\$35.00/day plus costs
Smoking in residence hall - first violation	\$250.00	\$250.00
Smoking in residence hall - second and subsequent violations	\$500.00	\$500.00
Violation of noise policy - second violation	\$25.00	\$25.00
Violation of visitation policy - second violation	\$25.00	\$25.00
Violation of visitation policy - third violation	\$50.00	\$50.00
Violation of guest policy - second violation	\$25.00	\$25.00
Violation of guest policy - third violation	\$50.00	\$50.00
Parking Fines:		
Bicycles in buildings	\$25.00	\$25.00
Driving or parking on grass	\$25.00 plus restitution of damages	\$25.00 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	\$25.00 plus towing & storage charge	\$25.00 plus towing & storage charge
Parking hang tag not displayed	\$25.00	\$25.00
Parking in fire lane	\$25.00	\$25.00
Parking in handicapped zone	\$250.00	\$250.00
Parking in prohibited lot	\$25.00	\$25.00
Parking outside permitted areas	\$25.00 plus surface repair cost	\$25.00 plus surface repair cost
Parking reinstatement charge	\$25.00	\$25.00
Parking with disregard for painted lines	\$25.00	\$25.00
Parking within 10 feet of fire hydrant	\$25.00	\$25.00
Parking within 20 feet of crosswalk	\$25.00	\$25.00
Parking within 30 feet of stop sign	\$25.00	\$25.00
Parking/stopping in other prohibited zone (posted)	\$25.00 plus towing & storage charge	\$25.00 plus towing & storage charge
Vehicle not registered	\$25.00	\$25.00
Payment Return Charges:		
Automated Clearinghouse (ACH) Return Charge	\$25.00	\$25.00
Bad Check Charge	\$50.00	\$50.00
Replacement Charges		
Bear Card	\$10.00	\$10.00
Parking Lot Swipe Card	\$10.00	\$10.00
Parking Tag	\$25.00	\$25.00
Office Key	\$10.00	\$10.00
Student Refund Card	\$10.00	\$10.00

¹ Fines and charges listed on this schedule may include an administrative surcharge.