

**BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE**

**November 8, 2013
9:00 a.m., University Center, Room 214**

Agenda

1.0 Action Items

**1.1 Audit Report
Resolution F15-13**

Representatives from the firm of Crowe Horwath, LLP, will present the preliminary fiscal year 2013 audit results for Committee consideration and recommendation for approval by the Board of Trustees.

**1.2 Smoking Policy 5.08
Resolution F16-13**

Policy 5.08, Smoking Policy, is submitted for recommendation for Board of Trustees approval.

2.0 Information Items

2.1 FY14 General Operating Budget Update

2.2 University Investment Report

2.3 Capital Projects Report

3.0 Education

Chuck Warner, Chief Information Officer, will brief the Committee on the status of the IT infrastructure and VoIP project.

RESOLUTION F15-13

ACCEPTANCE OF FY13 AUDIT REPORT

WHEREAS, pursuant to O.R.C. 117.11 the financial statements of Shawnee State University must be audited every year; and

WHEREAS, the required audit has been performed by Crowe Horwath LLP, an independent accounting firm engaged by the Auditor of State, in accordance with O.R.C. 117.11; and

WHEREAS, the results of the audit have been reported to the Board of Trustees' Finance and Administration Committee; and

WHEREAS, the auditor has issued an "unqualified" report:

THEREFORE, be it resolved that the Shawnee State University Board of Trustees, accept the Report of Independent Auditors on Financial Statements of the Shawnee State University, as reported.

(November 8, 2013)

RESOLUTION F16-13

APPROVAL OF POLICY 5.08 SMOKING

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

WHEREAS, the health hazards of smoking and use of tobacco products is widely known; 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a systematic review of institutional policies has been undertaken at the direction of the President in order to remove outdated policies, and to modify and update policies; and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, current Policy 5.08, Use of Tobacco Products, does not clearly address non-tobacco smoking devices or smoking restrictions at outdoor athletic facilities or University outdoor events, including commencement;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves the rescission and replacement of Policy 5.08, Use of Tobacco Products with Policy 5.08, Smoking, effective November 8, 2013.

(November 8, 2013)

Shawnee State University

SUBJECT:	SMOKING	POLICY NO. :	5.08
		ADMIN CODE:	3362-5-09
		PAGE NO.:	1 of 3
		EFFECTIVE DATE:	11/08/13
		NEXT REVIEW DATE:	11/08/16
		RESPONSIBLE OFFICER(S):	PRESIDENT
		APPROVED BY:	BOT

1.0 PURPOSE

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

2.0 DEFINITIONS

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

3.0 PROHIBITION

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

3.1.2 Within 25 feet of any entrance or other outside access to a building so as to insure that tobacco smoke does not enter the area through entrances, windows, ventilation systems or any other means.

3.1.3 Any vehicle owned or leased by the University.

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

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

4.0 DESIGNATED OUTDOOR NON-SMOKING AREAS

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

4.1.1 Outdoor athletic facilities

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

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

5.0 SIGNAGE AND SMOKING RECEPTACLES

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

5.2 Locations of smoking receptacles will be placed at least 25 feet away from any building entrance that are not along any primary walkway. Any person who moves a smoking receptacle without appropriate authority will be in violation of this policy and subject to discipline.

6.0 COMPLIANCE AND ENFORCEMENT

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

History: Replaces 5.08, Use of Tobacco Products (*Eff. 6/9/06*)

Shawnee State University

AREA:	UNIVERSITY –WIDE POLICY	POLICY NO. 5.08Rev ADMIN. CODE 3362-5-09 PAGE NO. 1 of 1 EFFECTIVE DATE: 6-9-06 RECOMMENDED BY: APPROVED BY: Board of Trustees
SUBJECT:	USE OF TOBACCO PRODUCTS	

Shawnee State University recognizes the need to create and maintain an environmental quality which sustains and enhances the general health and well-being of its students, faculty, staff, and visitors. The following is, therefore, the University's policy.

1.0 Campus

1.1 Buildings

Smoking and the use of smokeless tobacco products shall be prohibited in all buildings and other enclosed structures owned or leased by the University except for rooms within University buildings used primarily as residence of students or other persons affiliated with the University. Use of tobacco products in housing units owned or managed by the University is not governed by this policy.

1.2 Entrances and Other Areas Adjacent to Buildings

Except as provided in paragraph 1.3 of this policy, smoking is prohibited within 25 feet of any entrance or other outside access to a building so as to insure that tobacco smoke does not enter the area through entrances, windows, ventilation systems or any other means.

1.3 Designated Smoking Areas and Entrances

As an exception to paragraph 1.2, one designated smoking entrance to a building may be established by the University-wide Facilities Committee after consultation with employees who work in the building and giving due consideration to students and visitors to that particular building. The decision to establish a smoking entrance or area, may be revisited in any subsequent academic term by the petition of at least one employee in the building or five students who attend class in that building. Nothing in this paragraph requires the establishment of a smoking entrance or area for a building. No smoking entrance may be established for any building that has only one public entrance.

2.0 Vehicles

Smoking and the use of smokeless tobacco products shall be prohibited in all vehicles owned or leased by the University or groups and organizations connected with the University,

3.0 Coordinating Responsibility

3.1 Communication

The vice presidents and provost will be responsible for communicating this policy to the academic community. The Facilities Department will be charged with posting appropriate signs and entrance receptacles.

3.2 Enforcement

Vice presidents, provost, deans, chairpersons, administrative officials and supervisors are generally responsible for the implementation and enforcement of this policy. It is the responsibility of everyone in the academic community, including visitors, to comply with this policy. Disputes or complaints should be referred to the appropriate vice president or president and disciplinary action may result.

Status of Construction/Renovation Projects through October 31, 2013

Project	Status	Projected Budget	Funding Source
Founders Plaza Project	<ul style="list-style-type: none"> • Total renovation of Founder's Plaza - area between the Administration Building and the Athletic Center. • Demolition complete; new storm drain system complete; sidewalks, stairs, planters, steel structures, site lighting, and water feature 95% complete. • Project to be completed by mid-November, 2013. 	\$1,426,845	State Capital
Administration Building Renovation	<ul style="list-style-type: none"> • New classroom, academic, and administrative offices. • 99% complete. • Only project close-out paperwork remaining. 	\$1,307,969	State Capital/Local

(November 8, 2013)