

**BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE**

**March 13, 2020
9:00 a.m., University Center, Room 214**

Agenda

1.0 Action Items

**1.1 Resolution F03-20
Approval of AY2020-2021 E-Campus Tuition Rates**

Dr. Boyles, VP for Finance and Administration, will present Resolution F03-20 that proposes AY20-21 e-campus tuition rates for undergraduate, graduate, and doctoral programs for the Committee's approval to recommend to the Board of Trustees.

**1.2 Resolution F04-20
Approval of Revised Tuition Schedule for the 2019 Guarantee Cohort**

Dr. Boyles will present Resolution F04-20 that guarantees the 2019 Cohort's out-of-state surcharge rate through 2023 for the Committee's approval to recommend to the Board of Trustees.

**1.3 Resolution F05-20
Approval to Rescind Selected Policies and Consolidate Into an Updated Retitled Policy**

Dr. Boyles and Malonda Johnson, Director of Human Resources, will present Resolution F05-20 that rescinds outdated professional development policies and consolidates their content into a single updated and retitled policy for the Committee's approval to recommend to the Board of Trustees.

**1.4 Resolution F06-20
Approval of Policy 5.30REV, Campus Computer and Network Use**

Dr. Boyles will present Resolution F06-20 that updates the campus computer and network use policy to safeguard these systems, protect institutional and confidential data, and remain in compliance with applicable laws and regulations for the Committee's approval to recommend to the Board of Trustees.

**1.5 Resolution F07-20
Revision of Policy 5.11Rev, Media, Social Media and Web Sites**

Eric Braun, VP for Advancement and Institutional Relations, will present Resolution F07-20 that makes minor technical changes to Policy 5.11Rev for the Committee's approval to recommend to the Board of Trustees.

**1.6 Resolution F08-20
Approval of Revisions to Policy 5.39, Marketing and Branding**

Mr. Braun will present Resolution F08-20 that makes minor technical changes to Policy 5.39 for the Committee's approval to recommend to the Board of Trustees.

2.0 Information and Reports

2.1 Greg Ballengee, Controller, will provide a report on the University's diversified investment portfolio.

2.2 Dr. Boyles and Ms. Johnson will provide an update on the HEALTH (Jefferson Health Plan) Consortium.

2.3 Dr. Boyles will provide an update on the FY20 operating budget

2.4 Dr. Boyles will review the Project Status Report.

2.5 Mr. Braun will review:

- Enrollment Management Report
- Advancement & Institutional Relations Executive Report

REVISED
RESOLUTION F03-20
APPROVAL OF AY2020-2021 *E-CAMPUS* TUITION RATES

WHEREAS, in response to the University's request, Wiley Education Services, Shawnee's contracted online management firm, conducted a competitive analysis of online programs that captured data from the region (150 miles) and from an online degree database that includes over 5,000 online program across the country; and

WHEREAS, the results of the competitive analysis reflect that Shawnee State's *e-campus* (exclusively online) tuition rates are highly competitive in the region as well as in the wider population; and

WHEREAS, based upon the data presented, the University proposes the following actions to the *e-campus* Tuition Rates:

- Undergraduate -
 - RN/BSN – seek a waiver of the AY20-21 undergraduate, in-state tuition per-credit hour rate of \$305.90 (non-guarantee) to \$240.00 per credit hour for the RN/BSN online program (e-campus) to respond to the highly competitive market in the region for this program,
 - All other undergraduate - maintain the established rate,
- Graduate – evidence indicates that an increase to online graduate rate is warranted and will maintain the University's competitive edge for graduate programs regionally and nationally,
- Occupational Therapy Doctoral – no increase, the established rate expected to secure a greater presence in the market for this particular program;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the *E-Campus* Tuition Rates Schedule (attached) effective fall 2020;

BE IT FURTHER RESOLVED, the Vice President for Finance and Administration is authorized to seek approval from the Chancellor of the Ohio Department of Higher Education (ref. Directive 2009-011) to waive the in-state undergraduate tuition rate for the RN/BSN program exclusively delivered via *E-Campus* for the AY2020-2021 biennium.

(March 13, 2020)



E-Campus Tuition Rate Schedule
(online courses/programs delivered exclusively online)
 effective Fall 2020

	AY19-20	AY20-21
Undergraduate		
	Credit Hour	
<i>In-State Tuition</i>	\$278.00	\$278.00
<i>Out-of-State Surcharge</i>	\$5.00	\$5.00
RN/BSN		
	Credit Hour	
<i>In-State Tuition</i>	\$278.00	240.00*
<i>Out-of-State Surcharge</i>	\$5.00	\$5.00
Graduate		
	Credit Hour	
<i>In-State Tuition</i>	\$402.00	\$452.00
<i>Out-of-State Surcharge</i>	\$10.00	\$10.00
Occupational Therapy Doctoral Program		
	Credit Hour	
<i>In-State Tuition</i>	\$600.00	\$600.00
<i>Out-of-State Surcharge</i>	\$50.00	\$50.00

*Pending ODHE approval

RESOLUTION F04-20
APPROVAL OF REVISED TUITION SCHEDULE
FOR THE 2019 GUARANTEE COHORT

WHEREAS, the guaranteed tuition schedule for the 2019 Cohort reflected an increase to the out-of-state surcharge for AY20-21 as permitted by the University's amended *Shawnee Advantage Principles* approved in July 2019; and

WHEREAS, after adoption of the increase, inconsistencies were found between the adjusted rate and the communications regarding the 2019 Cohort's guaranteed rates; and

WHEREAS, in order to reconcile the inconsistencies, it is recommended that the out-of-state surcharge rate remain at the 2019 amount and guaranteed at that rate through 2023;

THEREFORE, BE IT RESOLVED, the Board of Trustees approves guaranteeing the out-of-state surcharge rate for the 2019 Cohort as recommended.

(March 13, 2020)



Revised
2019-20 Academic Year
Shawnee Advantage Cohort (B)*
effective fall 2019 through spring 2023

Full-Time <i>(12 - 18 credit hours)</i>	AY 2019-20 <i>(per semester)</i>	AY 2020-21 <i>(per semester)</i>
<i>In-State Tuition</i>		
Total In-State Tuition	\$4,132.35	\$4,132.35
<i>Out-of-State Surcharge</i> (does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program)	\$2,904.12	\$2,904.12
Part-Time <i>(up to and including 11 and over 18 credit hours)</i>	AY 2019-20 <i>(per credit hour)</i>	AY 2020-21 <i>(per credit hour)</i>
<i>In-State Tuition</i>		
Total In-State Tuition (up to and including 11 credit hours)	\$344.36	\$344.36
Total In-State Tuition (over 18 credit hours)	\$331.86	\$331.86
<i>Out-of-State Surcharge</i> (does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program)	\$242.01	\$242.01

NOTE: Course and Special Program fees will be charged for designated courses/programs. These fees can be found at <http://www.shawnee.edu/offices/student-accounts/>

RESOLUTION F05-20

APPROVAL TO RESCIND SELECTED POLICIES AND CONSOLIDATE INTO AN UPDATED RETITLED POLICY

WHEREAS, a comprehensive review of Professional Development policies revealed that the existing policies are outdated and do not adequately provide for the current professional development needs of the University. Further, the content of the existing policies are closely related and their consolidation into a single, retitled policy provides for more effective administration; and

WHEREAS, the President recommends rescinding the following policies and consolidating and updating the content into a single policy:

- 4.58 On-Campus Education Benefits (08/19/2016)
- 4.66 Professional Leaves of Absence for Administrators with Pay (06/18/1993)
- 4.67 Professional Leaves of Absence for Administrators Without Pay (06/18/1993)

THEREFORE, BE IT RESOLVED, the Shawnee State University Board of Trustees approves the rescission of the above-listed policies and adopting the revised, consolidated policy retitled Policy 4.54Rev, Professional Development (Degree and Non-Degree), effective upon approval.

(March 13, 2020)

Shawnee State University

POLICY TITLE:	PROFESSIONAL DEVELOPMENT (DEGREE AND NON-DEGREE)
POLICY NO. :	4.54REV
ADMIN CODE:	3362-4-26
PAGE NO.:	1 OF 7
EFFECTIVE DATE:	03/13/2020
NEXT REVIEW DATE:	3/2022
RESPONSIBLE OFFICER(S):	VPF&A
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

The purpose of this policy is to provide administrative employees (administrators, public safety officers, and administrative technical support staff) with degree and non-degree professional development opportunities that encourage employees to pursue knowledge and skill enhancements important to career aspirations and that are vital to the success of the University. These programs are consistent with higher education industry standards and are an important component of the University's overall employee-benefit program.

2.0 UNIVERSITY APPROVED OR REQUIRED PROFESSIONAL DEVELOPMENT

- 2.1 The university supports both career and job-related professional development activities. It is expected that employees and supervisors will discuss professional development needs and opportunities.
- 2.2 When an employee is required to attend a University-approved development program, training or other educational activity, the time spent in attendance will be counted as time worked, and the associated fees and costs, (i.e., materials, travel and per diem, etc.) will be paid by their department.

3.0 LEAVE FOR ELECTIVE PROFESSIONAL DEVELOPMENT

- 3.1 The University will consider a request for unpaid leave to attend an elective (not required) training or professional development program. The time attending such training or program will be non-compensable and any related expenditures will not be reimbursable (i.e., materials, travel and per diem, etc.) unless otherwise specified in this policy.
- 3.2 Full-time administrative employees with two (2) years of continuous full-time service with the University and whose professional development program can be demonstrated to benefit the University, may request a one-time unpaid professional development leave for a period not to exceed one (1) year.
- 3.3 For consideration of such leave request, the employee must develop and submit a written plan through the applicable supervisory and management levels, including the President, requesting approval for the leave. In addition to providing the information

prescribed in this section, approval will be subject to scheduling, staffing, and budget considerations. The written plan must include the following:

- 3.3.1 A description of the program and a concise explanation of the necessity for the requested leave from active employment status;
 - 3.3.2 The requested period of time;
 - 3.3.3 The relation of the program to the employee's current job responsibilities, how the program enhances the employee's department and the University; how the program will assist the employee's transition into career-related positions at the University;
 - 3.3.4 The quality of the particular training as compared to similar programs that do not require leave time and an assessment of the reliability of the institution, organization, or other sponsor providing the training; and
 - 3.3.5 The impact on the employee's workload and the workload of colleagues within the department.
- 3.4 An employee requesting a leave of absence must utilize accrued paid leave balances before entering an unpaid (inactive) status.
- 3.5 If an unpaid leave of absence is approved and the employee's status is changed to inactive, the following benefits will be impacted as follows:
- 3.5.1 University-provided health insurance continues only while an employee is in active paid status. Coverage during an unpaid leave of absence may be continued by the employee by paying the total employee and employer monthly premiums pursuant to COBRA (Consolidated Omnibus Budget Reconciliation Act). Arrangements for such coverage should be made with the Department of Human Resources prior to an approved leave of absence.
 - 3.5.2 An employee on unpaid leave of absence will not receive pay for holidays falling within the dates of the leave of absence, excluding the week of closure for winter break.
 - 3.5.3 During an unpaid leave of absence, both the employer and the employee contributions to state retirement (OPERS, STRS or Alternative Retirement Plan) are discontinued. Additional information relative to accrued benefits, purchase of service credits, and related matters may be obtained by contacting the applicable state retirement system.
 - 3.5.4 An employee on unpaid leave of absence does not earn vacation or sick leave. However, the time spent on authorized leave of absence will count toward the employee's length of service for vacation accrual purposes.

4.0 WAIVER OF ON-CAMPUS TUITION (UNDERGRADUATE AND GRADUATE)

- 4.1 The University waives certain Shawnee State on-campus education costs for undergraduate and graduate courses as a means of encouraging administrative employees and their eligible dependents as defined in this policy to further their education.
- 4.2 The on-campus education benefit waives instructional, technology, and general fees for courses including those delivered online as outlined in this policy. Where applicable, out-of-state surcharge fees are waived.
- 4.3 The on-campus education benefit does not cover the costs of special fees including but not limited to: course fees, program fees, bond fees, late payment fees, books or supply fees. These costs, including those incurred by eligible dependent(s), are the responsibility of the employee.

5.0 UNDERGRADUATE COURSES

- 5.1 Full-time Administrative Employees (Actively employed)
 - 5.1.1 Upon completion of the new-hire probationary period, full-time administrative employees may take two (2) courses per semester (including main campus courses delivered online). Those who are enrolled in an e-campus program are permitted to take one (1) course per sub-session within a semester.
 - 5.1.2 Administrative employees who are actively enrolled in a course of study prior to the commencement of an approved leave of absence (does not include involuntary administrative leave), temporary layoff or furlough status may continue that course of study.
 - 5.1.3 Administrative employees are expected to register for classes that meet outside of their regular work schedules. In situations in which the course must be taken during the employee's regular work schedule, with written approval from his/her supervisor, an administrative employee may arrange for a flexible schedule in order to complete the required course. In no case will a schedule that would result in the employee being in overtime work status be approved.
 - 5.1.4 The maximum benefit for a full-time administrative employee is 160 attempted credit hours.
- 5.2 Dependents of Actively-Employed Full-Time Administrative Employees
 - 5.2.1 As used in this policy, an eligible dependent is defined as the spouse, or child 25 years of age or younger, and dependent as defined under IRS rulings, of full-time actively-employed administrative employees. Dependents may enroll in as many hours per semester as allowed under the University's academic policies.

5.2.2 The maximum benefit for each dependent under this policy is 160 attempted credit hours.

5.3 Retired Full-Time Administrative Employees and Dependents

5.3.1 A full-time administrative employee who has formally retired (disability or service) under an Ohio state pension system or approved alternative retirement system (ARP), receiving a pension benefit payment, not actively working as a re-employed retiree, and who has served at Shawnee State University for ten (10) continuous years or more in full-time status ("eligible retiree"), is eligible to receive undergraduate fee waiver benefits on a space-available basis not to exceed 160 attempted credit hours.

5.3.2 A dependent of an eligible retiree who is enrolled in an undergraduate degree program at the time of the eligible retiree's retirement may continue to receive waivers for instructional, general, and technology fees and out of state surcharge where applicable in order to complete the current course of study, not to exceed a total of 160 attempted credit hours.

5.3.3 Re-employed retirees will be eligible for undergraduate fee waiver benefits based upon full or part-time status as defined in this policy.

5.4 Dependents of Full-Time Employees Deceased While In Active Status

5.4.1 A widow or widower and/or dependent child of a deceased full-time administrative employee with ten (10) years of continuous service is eligible to receive on-campus education benefits, as follows:

5.4.1.1 Must be enrolled in an undergraduate degree program within one year of the active employee's date of death;

5.4.1.2 Will be registered on a space-available basis; and

5.4.1.3 Maximum tuition waiver is not to exceed 160 attempted credit hours.

5.5 Part-time Administrative Employees and Eligible Dependents

5.5.1 Upon completion of the new-hire probationary period, actively-employed part-time administrative employees regularly working at least 20 hours and their eligible dependents may take one (1) course per semester (including main campus courses delivered online). Those who are enrolled in an e-campus program are permitted to take one (1) course during the semester (one of the sub sessions). No special provisions will be made in employees' work schedules to accommodate taking the class. The maximum tuition waiver is 160 attempted credit hours.

6.0 ON-CAMPUS GRADUATE COURSES

- 6.1 Actively-employed full-time administrative employees (but not dependents) with at least two (2) years of continuous service with the University are eligible to receive a waiver of instructional, general, and technology fees and out-of-state surcharge fees where applicable for the successful completion of a Shawnee State on-campus graduate program, as follows:
 - 6.1.1 Prior written approval of the degree program is required by all levels of respective employee's supervision up to and including the vice president;
 - 6.1.2 The employee must apply following the same application and selection criteria as all students;
 - 6.1.3 Class space must be available, preference will not be given to Shawnee employees;
 - 6.1.4 The employee may take two (2) courses per semester (including main campus courses delivered online). Those who are enrolled in an e-campus program are permitted to take one (1) course per sub-session within a semester;
 - 6.1.5 Administrative employees may complete one (1) graduate degree program under this policy;
 - 6.1.6 Prior approval by the respective employee's supervisor to flex work or modify work schedules (including using earned vacation or comp time) is required in order to maintain a full-time workload; and
 - 6.1.7 Income tax will be applied as required by IRS regulations.

7.0 CRITERIA FOR ON-CAMPUS TUITION WAIVER (UNDERGRADUATE AND GRADUATE)

- 7.1 Administrative employees, spouses and dependents shall enroll during the regular registration processes.
- 7.2 Programs or classes which have special admission requirements or limited class sizes will be available for enrollment in the same manner as made available to the general student body; and administrative employees, spouses and dependents will be required to compete for admission into these programs or courses with other student applicants.
- 7.3 Administrative employees, spouses and dependents must remit payment for special fees and charges as defined in this policy in accordance with University student payment deadlines.
- 7.4 The administrative employee, spouse or dependent may be required to file the Free Application for Federal Student Aid (FAFSA) and complete the verification process if determined necessary by the Financial Aid office.

- 7.5 All necessary and required forms must be completed according to University policies and timetables. Forms are available on the [Financial Aid](#) webpage.
- 7.6 No employee or his/her dependent will be entitled to on-campus education benefits, nor will the University be required to pay, for any classes that have already been taken by the employee or dependent and failed or otherwise not successfully completed by the employee or dependent.

8.0 OFF-CAMPUS GRADUATE TUITION REIMBURSEMENT

- 8.1 The University supports full-time administrative employees taking graduate courses at other institutions of higher education when the graduate program will increase the skills necessary in their present positions and enhances their contribution to the University.
- 8.2 Any graduate program offered by Shawnee State University (on-campus or online through E-campus) is not eligible for tuition reimbursement at a different institution.
- 8.3 The off-campus education benefit allows full-time administrative employees to apply for Master's and Doctoral program tuition and fee reimbursement as specified herein after two years of continuous full-time service with the University.
- 8.4 The graduate degree, including online degrees, must be provided by an accredited institution of higher education.
- 8.5 To ensure the proposed course of study meets conditions outlined in this policy, prior approvals by the employee's supervisor, the department budget manager, and concurrence of the appropriate vice president are required.
- 8.6 Reimbursement is provided for approved courses with a grade of B or higher. Should the program not provide a grade, the employee must submit evidence of satisfactory progress (e.g. dissertation credits as PR, etc.) Documentation from the institution granting the grade and/or progress report must be attached to the reimbursement request.
- 8.7 The maximum reimbursement tuition rate for employees who commence their graduate study after the effective date of this policy will be at Shawnee State's Master's or Doctoral in-state tuition rate. The rare exception to this maximum rate requires approval of the vice president of the employee's division.
- 8.8 In the case of employees whose course of study commenced prior to the effective date of this policy, reimbursement will be calculated based upon the average credit hour cost from all Ohio public universities' relevant or related Master's or Doctoral programs, whichever is applicable to the approved program. This rate will be determined at the start of each academic year and will apply for that full year.

- 8.9 Only courses required for the attainment of the degree as identified in the initially approved course of study are eligible for reimbursement.
- 8.10 Reimbursement is limited to one graduate-level program.
- 8.11 An employee awarded this off-campus education benefit will agree in writing to remain employed at the University for at least two (2) years from the end date of the term of the approved coursework. If not, the employee agrees to repay the tuition reimbursement amount received. The repayment amount will be pro-rated based on the employee's length of service.
- 8.12 Repayment requirements set forth in Section 8.11 shall not apply in cases of: 1) the elimination of the employee's position, or 2) a workforce reduction in which the employee is laid off for at least 21 months duration.

History

Effective: 01/19/1991

Revised: 03/13/2020 (Replaces Policies 4.58, 4.66 and 4.67. Policies 4.58, 4.66 and 4.67 rescinded); 03/15/2008; 02/08/2002

Shawnee State University

AREA:	FINANCE AND ADMINISTRATION	POLICY NO.	4.54REV
		ADMIN. CODE:	3362-4-26
		PAGE NO.	1 OF 2
SUBJECT:	ADMINISTRATIVE STAFF DEVELOPMENT	EFFECTIVE DATE:	3-15-08
	TUITION REIMBURSEMENT – OFF CAMPUS	RECOMMENDED BY:	VPFA
		APPROVED BY:	BOT

1.0 Introduction

Shawnee State University supports a professional development program for full-time Administrators and ATSS employees taking graduate courses at other institutions of higher education that enhance the skills necessary in their present positions.

2.0 Program Qualifications

- 2.1 The Administrator/ATSS is eligible to apply for Master's and Doctoral program tuition and fee reimbursement as specified herein after two year of continuous full-time service at Shawnee State University;
- 2.2 The graduate course of study must be provided by a regionally accredited institution of higher education;
- 2.3 The graduate course of study must be relevant to the employee's position.
- 2.4 Prior approvals of the course of study by the employee's supervisor, the department budget manager, and concurrence of the appropriate Vice President are required.
 - 2.4.1 After the initial approval of the course of study, subsequent requests for reimbursement for the same course of study will be submitted through the supervisor to the department budget manager for approval.
- 2.5 Any graduate program also offered by Shawnee State University is not eligible for tuition reimbursement provided a tuition benefit is offered for the Shawnee program.

3.0 Tuition Reimbursement

- 3.1 Reimbursement is provided for approved courses with a grade of B or higher. Should the program not provide a grade, the employee must submit evidence of satisfactory progress (e.g. dissertation credits as PR, etc.) Documentation from the institution granting the grade and/or progress report must be attached to reimbursement request.

- 3.2 The maximum reimbursement is 8 semester and 10 quarter hours per semester/quarter.
- 3.3 Non-traditionally structured graduate programs may be reimbursed based on pro-rated basis equivalent to the above.
- 3.4 Only courses required for the attainment of the course of study are eligible for reimbursement.
- 3.5 Reimbursement is limited to one graduate-level program.

4.0 Funding

- 4.1 Reimbursement will be calculated based upon the average credit hour cost from all Ohio public universities' relevant or related Masters or Doctoral programs, whichever is applicable to the approved program. This rate will be determined at the start of each Academic Year and will apply for that full year.

5.0 Continuous Service

- 5.1 An employee awarded benefits as permitted by policy will agree, in writing, to remain employed at the University for at least two (2) years from the end date of the term of the approved coursework. If not, the employee agrees to repay the tuition reimbursement amount received. This agreement applies for all reasons for departure except for: elimination of the employee's position or force reduction in which the employee is laid off for at least 21 months duration.

6.0 Effective

- 6.1 This policy become effective upon approval by the Board of Trustees and applies to all approved courses of study beginning the term following the adoption of this policy.

Shawnee State University

POLICY TITLE:	ON CAMPUS EDUCATION BENEFITS
POLICY NO. :	4.58REV
ADMIN CODE:	3362-4-30
PAGE NO.:	1 OF 5
EFFECTIVE DATE:	08/19/2016
NEXT REVIEW DATE:	08/2019
RESPONSIBLE OFFICER(S):	VPF&A
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

The purpose of this policy is to provide administrative employees (administrators, public safety officers, and administrative technical support staff) with degree and non-degree professional development opportunities that encourage employees to pursue knowledge and skill enhancements important to career aspirations and that are vital to the success of the University. These programs are consistent with higher education industry standards and are an important component of the University's overall employee-benefit program.

2.0 UNIVERSITY APPROVED OR REQUIRED PROFESSIONAL DEVELOPMENT

- 2.1 The university supports both career and job-related professional development activities. It is expected that employees and supervisors will discuss professional development needs and opportunities.
- 2.2 When an employee is required to attend a University-approved development program, training or other educational activity, the time spent in attendance will be counted as time worked, and the associated fees and costs, (i.e., materials, travel and per diem, etc.) will be paid by their department.

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- 3.2 Full-time administrative employees with two (2) years of continuous full-time service with the University and whose professional development program can be demonstrated to benefit the University, may request a one-time unpaid professional development leave for a period not to exceed one (1) year.

- 3.3 For consideration of such leave request, the employee must develop and submit a written plan through the applicable supervisory and management levels, including the President, requesting approval for the leave. In addition to providing the information prescribed in this section, approval will be subject to scheduling, staffing, and budget considerations. The written plan must include the following:
- 3.3.1 A description of the program and a concise explanation of the necessity for the requested leave from active employment status;
 - 3.3.2 The requested period of time;
 - 3.3.3 The relation of the program to the employee's current job responsibilities, how the program enhances the employee's department and the University; how the program will assist the employee's transition into career-related positions at the University;
 - 3.3.4 The quality of the particular training as compared to similar programs that do not require leave time and an assessment of the reliability of the institution, organization, or other sponsor providing the training; and
 - 3.3.5 The impact on the employee's workload and the workload of colleagues within the department.
- 3.4 An employee requesting a leave of absence must utilize accrued paid leave balances before entering an unpaid (inactive) status.
- 3.5 If an unpaid leave of absence is approved and the employee's status is changed to inactive, the following benefits will be impacted as follows:
- 3.5.1 University-provided health insurance continues only while an employee is in active paid status. Coverage during an unpaid leave of absence may be continued by the employee by paying the total employee and employer monthly premiums pursuant to COBRA (Consolidated Omnibus Budget Reconciliation Act). Arrangements for such coverage should be made with the Department of Human Resources prior to an approved leave of absence.
 - 3.5.2 An employee on unpaid leave of absence will not receive pay for holidays falling within the dates of the leave of absence, excluding the week of closure for winter break.
 - 3.5.3 During an unpaid leave of absence, both the employer and the employee contributions to state retirement (OPERS, STRS or Alternative Retirement Plan) are discontinued. Additional information relative to accrued benefits, purchase of service credits, and related matters may be obtained by contacting the applicable state retirement system.

- 3.5.4 An employee on unpaid leave of absence does not earn vacation or sick leave. However, the time spent on authorized leave of absence will count toward the employee's length of service for vacation accrual purposes.

4.0 WAIVER OF ON-CAMPUS TUITION (UNDERGRADUATE AND GRADUATE)

- 4.1 The University waives certain Shawnee State on-campus education costs for undergraduate and graduate courses as a means of encouraging administrative employees and their eligible dependents as defined in this policy to further their education.
- 4.2 The on-campus education benefit waives instructional, technology, and general fees for courses including those delivered online as outlined in this policy. Where applicable, out-of-state surcharge fees are waived.
- 4.3 The on-campus education benefit does not cover the costs of special fees including but not limited to: course fees, program fees, bond fees, late payment fees, books or supply fees. These costs, including those incurred by eligible dependent(s), are the responsibility of the employee.

5.0 UNDERGRADUATE COURSES

- 5.1 Full-time Administrative Employees (Actively employed)
- 5.1.1 Upon completion of the new-hire probationary period, full-time administrative employees may take two (2) courses per semester (including main campus courses delivered online). Those who are enrolled in an e-campus program are permitted to take one (1) course per sub-session within a semester.
- 5.1.2 Administrative employees who are actively enrolled in a course of study prior to the commencement of an approved leave of absence (does not include involuntary administrative leave), temporary layoff or furlough status may continue that course of study.
- 5.1.3 Administrative employees are expected to register for classes that meet outside of their regular work schedules. In situations in which the course must be taken during the employee's regular work schedule, with written approval from his/her supervisor, an administrative employee may arrange for a flexible schedule in order to complete the required course. In no case will a schedule that would result in the employee being in overtime work status be approved.
- 5.1.4 The maximum benefit for a full-time administrative employee is 160 attempted credit hours.

- 5.2 Dependents of Actively-Employed Full-Time Administrative Employees
- 5.2.1 As used in this policy, an eligible dependent is defined as the spouse, or child 25 years of age or younger, and dependent as defined under IRS rulings, of full-time actively-employed administrative employees. Dependents may enroll in as many hours per semester as allowed under the University's academic policies.
- 5.2.2 The maximum benefit for each dependent under this policy is 160 attempted credit hours.
- 5.3 Retired Full-Time Administrative Employees and Dependents
- 5.3.1 A full-time administrative employee who has formally retired (disability or service) under an Ohio state pension system or approved alternative retirement system (ARP), receiving a pension benefit payment, not actively working as a re-employed retiree, and who has served at Shawnee State University for ten (10) continuous years or more in full-time status ("eligible retiree"), is eligible to receive undergraduate fee waiver benefits on a space-available basis not to exceed 160 attempted credit hours.
- 5.3.2 A dependent of an eligible retiree who is enrolled in an undergraduate degree program at the time of the eligible retiree's retirement may continue to receive waivers for instructional, general, and technology fees and out of state surcharge where applicable in order to complete the current course of study, not to exceed a total of 160 attempted credit hours.
- 5.3.3 Re-employed retirees will be eligible for undergraduate fee waiver benefits based upon full or part-time status as defined in this policy.
- 5.4 Dependents of Full-Time Employees Deceased While In Active Status
- 5.4.1 A widow or widower and/or dependent child of a deceased full-time administrative employee with ten (10) years of continuous service is eligible to receive on-campus education benefits, as follows:
- 5.4.1.1 Must be enrolled in an undergraduate degree program within one year of the active employee's date of death;
- 5.4.1.2 Will be registered on a space-available basis; and
- 5.4.1.3 Maximum tuition waiver is not to exceed 160 attempted credit hours.

5.5 Part-time Administrative Employees and Eligible Dependents

5.5.1 Upon completion of the new-hire probationary period, actively-employed part-time administrative employees regularly working at least 20 hours and their eligible dependents may take one (1) course per semester (including main campus courses delivered online). Those who are enrolled in an e-campus program are permitted to take one (1) course during the semester (one of the sub sessions). No special provisions will be made in employees' work schedules to accommodate taking the class. The maximum tuition waiver is 160 attempted credit hours.

6.0 ON-CAMPUS GRADUATE COURSES

6.1 Actively-employed full-time administrative employees (but not dependents) with at least two (2) years of continuous service with the University are eligible to receive a waiver of instructional, general, and technology fees and out-of-state surcharge fees where applicable for the successful completion of a Shawnee State on-campus graduate program, as follows:

6.1.1 Prior written approval of the degree program is required by all levels of respective employee's supervision up to and including the vice president;

6.1.2 The employee must apply following the same application and selection criteria as all students;

6.1.3 Class space must be available, preference will not be given to Shawnee employees;

6.1.4 The employee may take two (2) courses per semester (including main campus courses delivered online). Those who are enrolled in an e-campus program are permitted to take one (1) course per sub-session within a semester;

6.1.5 Administrative employees may complete one (1) graduate degree program under this policy;

6.1.6 Prior approval by the respective employee's supervisor to flex work or modify work schedules (including using earned vacation or comp time) is required in order to maintain a full-time workload; and

6.1.7 Income tax will be applied as required by IRS regulations.

7.0 CRITERIA FOR ON-CAMPUS TUITION WAIVER (UNDERGRADUATE AND GRADUATE)

- 7.1 Administrative employees, spouses and dependents shall enroll during the regular registration processes.
- 7.2 Programs or classes which have special admission requirements or limited class sizes will be available for enrollment in the same manner as made available to the general student body; and administrative employees, spouses and dependents will be required to compete for admission into these programs or courses with other student applicants.
- 7.3 Administrative employees, spouses and dependents must remit payment for special fees and charges as defined in this policy in accordance with University student payment deadlines.
- 7.4 The administrative employee, spouse or dependent may be required to file the Free Application for Federal Student Aid (FAFSA) and complete the verification process if determined necessary by the Financial Aid office.
- 7.5 All necessary and required forms must be completed according to University policies and timetables. Forms are available on the [Financial Aid](#) webpage.
- 7.6 No employee or his/her dependent will be entitled to on-campus education benefits, nor will the University be required to pay, for any classes that have already been taken by the employee or dependent and failed or otherwise not successfully completed by the employee or dependent.

8.0 OFF-CAMPUS GRADUATE TUITION REIMBURSEMENT

- 8.1 The University supports full-time administrative employees taking graduate courses at other institutions of higher education when the graduate program will increase the skills necessary in their present positions and enhances their contribution to the University.
- 8.2 Any graduate program offered by Shawnee State University (on-campus or online through E-campus) is not eligible for tuition reimbursement at a different institution.
- 8.3 The off-campus education benefit allows full-time administrative employees to apply for Master's and Doctoral program tuition and fee reimbursement as specified herein after two years of continuous full-time service with the University.
- 8.4 The graduate degree, including online degrees, must be provided by an accredited institution of higher education.

- 8.5 To ensure the proposed course of study meets conditions outlined in this policy, prior approvals by the employee's supervisor, the department budget manager, and concurrence of the appropriate vice president are required.
- 8.6 Reimbursement is provided for approved courses with a grade of B or higher. Should the program not provide a grade, the employee must submit evidence of satisfactory progress (e.g. dissertation credits as PR, etc.) Documentation from the institution granting the grade and/or progress report must be attached to the reimbursement request.
- 8.7 The maximum reimbursement tuition rate for employees who commence their graduate study after the effective date of this policy will be at Shawnee State's Master's or Doctoral in-state tuition rate. The rare exception to this maximum rate requires approval of the vice president of the employee's division.
- 8.8 In the case of employees whose course of study commenced prior to the effective date of this policy, reimbursement will be calculated based upon the average credit hour cost from all Ohio public universities' relevant or related Master's or Doctoral programs, whichever is applicable to the approved program. This rate will be determined at the start of each academic year and will apply for that full year.
- 8.9 Only courses required for the attainment of the degree as identified in the initially approved course of study are eligible for reimbursement.
- 8.10 Reimbursement is limited to one graduate-level program.
- 8.11 An employee awarded this off-campus education benefit will agree in writing to remain employed at the University for at least two (2) years from the end date of the term of the approved coursework. If not, the employee agrees to repay the tuition reimbursement amount received. The repayment amount will be pro-rated based on the employee's length of service.
- 8.12 Repayment requirements set forth in Section 8.11 shall not apply in cases of: 1) the elimination of the employee's position, or 2) a workforce reduction in which the employee is laid off for at least 21 months duration.

History

Effective: 01/19/1991

Revised: 03/13/2020, 03/15/08, 02/08/02, 01/19/91

Shawnee State University

AREA: BUSINESS AFFAIRS

POLICY NO.: 4.66

PAGE NO.: 1 OF 2

EFFECTIVE DATE: 6/18/93

SUBJECT: PROFESSIONAL LEAVES OF ABSENCE
FOR ADMINISTRATORS, WITH PAY

RECOMMENDED BY: D. Creamer
APPROVED BY:

1.0 PURPOSE

1.1 Professional Leave With Pay is to prepare individual administrators to better serve the educational process, the academic community, and thus the institution as a whole by increasing the effectiveness of the staff member in a current assignment or preparing the individual to assume a position of new responsibilities. The spirit of the program is to permit the administrator and his/her supervisors maximum flexibility in planning the individual's professional development.

2.0 CRITERIA FOR ELIGIBILITY

2.1 Any administrator who has served for seven years as a full-time administrator is eligible to request leave with pay. To be eligible again, an administrator must complete another seven years of service at the University. (Eligibility alone does not guarantee that a professional development leave will be granted.)

2.2 Proposals will be reviewed according to the following criteria:

2.2.1 Evidence of potential value of the professional development leave to the University.

2.2.2 Performance of the individual in his/her administrative assignment.

2.2.3 Potential contribution of the individual to the University following the professional development leave.

2.2.4 Ability of the administrative unit to absorb the work or suspend responsibilities during the period of the professional development leave.

3.0 LENGTH/SALARY

3.1 Administrative staff could be granted one of the following leave options:

3.1.1 Four months leave or less at 100% pay.

3.1.2 Five to eight months leave at 75% pay.

3.1.2 Up to twelve months at 66% pay.

POLICY NO.: 4.66

PAGE NO.: 2 OF 2

3.2 Creative methods of proposing leaves are encouraged. It is not necessary for the leave time to be continuous.

4.0 BENEFITS

- 4.1 An administrator on a professional development leave will still receive all eligible University benefits, e.g. insurance, retirement, worker's compensation, consistent with applicable law, rules and regulations, off-campus tuition reimbursements, etc.

5.0 APPLICATION PROCEDURES

- 5.1 An administrator will discuss a proposal for a professional development leave with his/her appropriate supervisors to assure that the purpose for leave will be of significant benefit to the University. Requests for a professional development leave is to be made in writing to the appropriate supervisor no later than six months prior to leave date. The supervisor will evaluate the administrators proposal and send the application and his/her recommendations to the appropriate vice president. The evaluation should include a specific analysis as to how the work load will be handled during the development leave.
- 5.2 The vice president will review all proposals in his/her administrative or college area and make recommendations to the President for final approval. The administrator will be given written notification of the action in a reasonable length of time. The proposal must include a well-considered plan presented with a reasonable degree of specificity, showing how the leave will contribute to the administrator's professional development and the goals of the institution.
- 5.3 The terms of the leave will be clearly stated in writing in the form of an agreement between the individual and the appropriate supervisor and executive officer.

6.0 CONTINUING SERVICE

- 6.1 It is expected that, under normal circumstances, a staff member will return to Shawnee State University for a minimum of one additional year of service following the leave period. An individual who elects not to return to their position from leave shall be required to refund the university an amount equal to the compensation received while on paid leave.

7.0 REPORT

- 7.1 A report on the completed professional development leave shall be submitted in a form mutually agreed upon following the return of the administrator to his/her duties at Shawnee State University.

Shawnee State University

AREA: BUSINESS AFFAIRS

POLICY NO.: 4.67

PAGE NO.: 1 OF 2

EFFECTIVE DATE: 6/18/93

SUBJECT: PROFESSIONAL LEAVES OF ABSENCE
FOR ADMINISTRATORS, WITHOUT PAY

RECOMMENDED BY: D. Creamer

APPROVED BY:

1.0 PURPOSE

- 1.1 Leaves of absence without pay may be granted to administrative staff for study, research, and professional development when, in the University's sole determination, it is deemed that the leave will enhance the employee's value to the University.

2.0 DURATION

- 2.1 The duration of such a leave may be for any period up to a year, with renewal possible for a second year.

3.0 PROCEDURE

- 3.1 All leaves must be approved six months prior to departure accompanied by an acceptable written justification. If circumstances do not allow compliance with this time frame, consideration will be made on a case by case basis.
- 3.2 Such leaves may be requested from the employee's supervisor, to the next level supervisor and to the appropriate Vice-President. Final approval must be given by the President.

4.0 CONTINUATION OF BENEFITS

- 4.1 The individual granted professional leave may continue uninterrupted health care insurance by making premium payments through the Department of Personnel. In some circumstances, the President may authorize that health care and other benefits (including tuition reimbursement) be maintained at University expense for a period of up to one year.
- 4.2 The University contribution toward retirement will continue for administrators on leave of absence providing:
- 4.2.1 The leave is consistent with the Public Employees Retirement System membership requirements.
- 4.2.2 The staff member shall contribute his/her normal retirement contribution of the period of leave.

- 4.2.3 That all other avenues of funding the University retirement payments through grant, contracts, or other means, to the University have been exhausted.
- 4.2.4 The appropriate vice president for the employee's area of employment deems that leave to be of further benefit to the University and that the appropriate vice president gives in writing advance approval for payment.

5.0 RETURN FROM LEAVE

- 5.1 An employee may, upon request, return to work prior to the expiration of a leave of absence if such early return is agreed to by the employee's supervisor, appropriate vice president and the President and if the position has not been filled on a temporary basis.
- 5.2 Upon completion of an approved leave of absence the employee will be returned to his/her former position. If leave extends beyond one year, the University will attempt to return the employee to his/her former position or a position at an equivalent grade.
- 5.3 If a staff member decides not to return from a leave, he/she should notify the supervisor not less than 60 days prior to the date of termination of leave. Should the staff member not return at the conclusion of the leave, he/she will be considered as separated from the University.

6.0 CONTINUING SERVICE

- 6.1 It is expected that a staff member will return to Shawnee State a minimum of one additional year OF service following the leave period. If benefits are extended, an individual who elects not to return from leave will be required to refund the University an amount equal to the compensation received while on unpaid leave.

RESOLUTION F06-20
APPROVAL OF POLICY 5.30REV, CAMPUS COMPUTER
AND NETWORK USE

WHEREAS, Policy 5.30Rev, Campus Computer and Network Use, was last updated on February 9, 2007 and required updates for modern technologies, compliance with applicable federal, state or local laws and regulatory mandates, and pertinent system and network access protocols that achieves the highest level of confidentiality, integrity, security, and availability of technology services to the University community; and

WHEREAS, the accompanying updated procedure 5.30:1, Conditions for the Use of Campus Computing Systems, specifies standards covering three major information technology areas: Network Security, Network Access, and Application Computing are provided for information;

THEREFORE, BE IT RESOLVED, the Board of Trustees of Shawnee State University approves the revised Policy 5.30Rev, Campus Computer and Network Use.

(March 13, 2020)

Shawnee State University

AREA:	UNIVERSITY WIDE	POLICY NO.:	5.30Rev
		ADMIN. CODE:	3362-5-30
		PAGE NO.:	1 OF 1
		EFFECTIVE DATE:	2-9-07
SU&JECT:	CAMPUS COMPUTER AND NETWORK USE POLICY	RECOMMENDED BY:	CABINET
		APPROVED BY:	Board of Trustees

1.0 Purpose and Application

1.1 The purpose of this policy is to establish the obligations of users and managers of University-provided technologies and related resources. All users and managers of University-provided and supported information technologies are required to abide by applicable federal and state laws, relevant regulations, *Conditions for Use-procedures*, and best practices to ensure the highest level of confidentiality, integrity, security, and availability of technology services that can be afforded by the University.

1.2 This Policy applies to all users of campus computing and network resources, whether or not employed by or affiliated with the University, and for all uses of computing and network resources whether on campus or from remote locations.

2 Responsibilities and Authority

2.1 All users are responsible for complying with this policy; *Conditions for Use and other procedures, if any, adopted hereto;* and any laws or regulations applicable to computer systems, information security, network access, and application computing.

2.2 The University's Chief Information Officer (CIO) is responsible to maintain applicable policies and procedures to ensure the *Conditions for Use* reflect current operational expectations, incorporate best practices and technical updates, and to implement measures required for compliance with applicable laws and regulations that ensure privacy and security of data and delivery of appropriate access to network resources.

2.03 Access Privileges and Restrictions of Use

3.1 Access privileges are contingent upon the authentication of an identity (individual employee, student, or entity) and authorization of that identity to access specific technologies required to fulfill assigned roles or to complete the applications and activities of that identity at the University. Such access depends upon the role assigned by the Department of Human Resources upon employment or contractual relationship with the University. Additional accesses may be managed by department supervisors in accordance with University policies.

3.2 Use of the University's computing systems, resources and networks (on-site and remote) is granted solely to Shawnee State active employees and retirees with ten (10) years of continuous service, currently enrolled students, contractual and term employees, and others who have a business or operational need for access and are authorized/designated in writing by the President or Vice President for Finance and Administration. The University will adopt

measures necessary to protect its computing systems and network including implementation of multi-factor authentication.

- 3.3 Commercial use of the University's computing systems, resources, and networks is prohibited without prior written consent from the Office of the General Counsel.
- 3.4 Once on-site and remote access to technology systems is assigned in accordance with Human Resources policies, student policies, or contractor or agent agreements, any modification of that access that involves personal and shared data may be extended to or retracted from the initial authorized account users with written consent of the respective appropriate vice president.
- 3.5 The University reserves the right to limit, restrict, extend or deny computing privileges and access to its resources.
- 3.6 Testing and monitoring of security will be routinely conducted as well as the regular review of files or information resident on University systems to guard against unacceptable use. All accounts assigned to authorized individuals will be treated as an individual's private account by university employees who are charged with managing University computer systems, resources, and networks.
- 3.7 An account may be accessed without the user's permission by the appropriately assigned ITS officials upon authorization by the President or the President's designee for any employee who is placed on temporary or extended leave of absence; or otherwise is not reasonably available; or when there is probable suspicion of violation of University policies or evidence of criminal activity; or when required by law. The University reserves the right to deny access to its computer systems, resources and networks until such access is re-authorized e-
~~onsent to access the account is provided by the President or President's designee.~~ Chief Information Officer.

4 Privacy Expectations

- 4.1 Users are expected to be aware that their uses of University computing systems, resources, and networks are not private. The University routinely monitors individual and campus-wide usage on a regular basis for suspicious activity and targeted threats. Service vendors often require the examination of institutional files, data transmissions, and system-generated logging files to maintain normal operations.
- 4.2 Shawnee State is subject to the Gramm Leach Bliley Act related to providing financial services to students and must protect financial information it collects during the normal course of business. Users authorized to maintain financial information must adhere to all state and federal mandates and compliance required to meet external or internal audit requirements.
- 4.3 As an institution of higher education, Shawnee State is obligated to protect confidential information restricted by Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Gramm Leach Bliley Act (GLBA), General Data Protection Regulation (GDPR), Payment Card Industry Data Security Standard (PCI), Ohio Revised Code (ORC) and other regulatory requirements (e.g. Red Flag Rule), and is not releasable to the public under state or federal law.

5 Use of University Computing Resources

5.1 Adherence to the *Conditions for Use* is mandatory in order for users to be granted the privilege of access to the University's information technology systems.

5.2 All users are responsible for complying with the *Conditions for Use* of Shawnee State's computer systems, resources, and networks. *Conditions for Use* shall be distributed to users via e-mail when substantive modifications are adopted. They shall be posted on the University Information Services web page and -made available upon request.

~~4.1~~

4.25.3 As a member of the Ohio Academic Research Network (OARnet), Shawnee State is expected ~~to ensure~~to ensure compliance ~~with policies~~with policies and procedures of OARnet and related networks. Therefore, users granted privileges to access OARnet and other networks must comply with the policies and procedures of those networks.

6 ~~3.0~~ Sanctions

6.1 Violation of computer use policies or ~~non-adherence to the~~ *Conditions for Use* may result in sanctions by the University, up to and including loss of computing privileges, termination of employment and dismissal from the University in accordance with the appropriate policies and collective bargaining agreements regarding disciplinary actions.

6.2 The process outlined in the student handbook will determine sanctions for students.

6.3 Disciplinary actions do not preclude additional civil or criminal prosecution by ~~other~~the appropriate authorityies.

Replaces Policy 5.30 dated 9-11-01; ~~and~~ 2-09-07

Procedures: 5.30.1 Conditions for Use of University Computing Resources

Shawnee State University

POLICY TITLE:	CAMPUS COMPUTER AND NETWORK USE
POLICY NO. :	5.30REV
ADMIN CODE:	3362-5-30
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	03/13/2020
NEXT REVIEW DATE:	3/2022
RESPONSIBLE OFFICER(S):	VPF&A
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE AND APPLICATION

- 1.1 The purpose of this policy is to establish the obligations of users and managers of University-provided technologies and related resources. All users and managers of University-provided and supported information technologies are required to abide by applicable federal and state laws, relevant regulations, *Conditions for Use*, and best practices to ensure the highest level of confidentiality, integrity, security, and availability of technology services that can be afforded by the University.
- 1.2 This Policy applies to all users of campus computing and network resources, whether or not employed by or affiliated with the University, and for all uses of computing and network resources whether on campus or from remote locations.

2.0 RESPONSIBILITIES AND AUTHORITY

- 2.1 All users are responsible for complying with this policy, *Conditions for Use*, and other procedures, if any, adopted hereto; and any laws or regulations applicable to computer systems, information security, network access, and application computing.
- 2.2 The University's Chief Information Officer (CIO) is responsible to maintain applicable policies and procedures to ensure the *Conditions for Use* reflect current operational expectations, incorporate best practices and technical updates, and to implement measures required for compliance with applicable laws and regulations that ensure privacy and security of data and delivery of appropriate access to network resources.

3.0 ACCESS PRIVILEGES AND RESTRICTIONS OF USE

- 3.1 Access privileges are contingent upon the authentication of an identity (individual employee, student, or entity) and authorization of that identity to access specific technologies required to fulfill assigned roles or to complete the applications and activities of that identity at the University. Such access depends upon the role assigned by the Department of Human Resources upon employment or contractual relationship with the University. Additional accesses may be managed by department supervisors in accordance with University policies.
- 3.2 Use of the University's computing systems, resources and networks (on-site and remote) is

granted solely to Shawnee State active employees and retirees with ten (10) years of continuous service, currently enrolled students, contractual and term employees, and others who have a business or operational need for access and are authorized in writing by the President or Vice President for Finance and Administration. The University will adopt measures necessary to protect its computing systems and network including implementation of multi-factor authentication.

- 3.3 Commercial use of the University's computing systems, resources, and networks is prohibited without prior written consent from the Office of the General Counsel
- 3.4 Once on-site and remote access to technology systems is assigned in accordance with Human Resources policies, student policies, or contractor, agent agreements, any modification of that access that involves personal and shared data may be extended to or retracted from the initial authorized account users with written consent of the appropriate vice president.
- 3.5 The University reserves the right to limit, restrict, extend or deny computing privileges and access to its resources.
- 3.6 Testing and monitoring of security will be routinely conducted as well as the regular review of files or information resident on University systems to guard against unacceptable use. All accounts assigned to authorized individuals will be treated as an individual's private account who are charged with managing University computer systems, resources, and networks.
- 3.7 An account may be accessed without the user's permission by the appropriately assigned ITS officials upon authorization by the President or the President's designee for any employee who is placed on temporary or extended leave of absence or otherwise is not reasonably available, when there is probable suspicion of violation of University policies or evidence of criminal activity; or when required by law. The University reserves the right to deny access to its computer systems, resources and networks until such access is re-authorized by the Chief Information Officer.

4.0 PRIVACY EXPECTATIONS

- 4.1 Users are expected to be aware that their uses of University computing systems, resources, and networks are not private. The University routinely monitors individual and campus-wide usage on a regular basis for suspicious activity and targeted threats. Service vendors often require the examination of institutional files, data transmissions, and system-generated logging files to maintain normal operations.
- 4.2 Shawnee State is subject to the Gramm Leach Bliley Act related to providing financial services to students and must protect financial information it collects during the normal course of business. Users authorized to maintain financial information must adhere to all state and federal mandates to meet external or internal audit requirements.
- 4.3 As an institution of higher education, Shawnee State is obligated to protect confidential information restricted by Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Gramm Leach Bliley Act (GLBA), General Data Protection Regulation (GDPR), Payment Card Industry Data Security

Standard (PCI), Ohio Revised Code (ORC) and other regulatory requirements (e.g. Red Flag rules), and is not releasable to the public under state or federal law.

5.0 USE OF UNIVERSITY COMPUTING RESOURCES

- 5.1 Adherence to the *Conditions for Use* is mandatory in order for users to be granted the privilege of access to the University's information technology systems.
- 5.2 All users are responsible for complying with the *Conditions for Use* of Shawnee State's computer systems, resources, and networks. *Conditions for Use* shall be distributed to users via e-mail when substantive modifications are adopted. They shall be posted on the University Information Services web page and made available upon request.
- 5.3 As a member of the Ohio Academic Research Network (OARnet), Shawnee State is expected to ensure compliance with policies and procedures of OARnet and related networks. Therefore, users granted privileges to access OARnet and other networks must comply with the policies and procedures of those networks.

6.0 SANCTIONS

- 6.1 Violation of computer use policies or non-adherence to the *Conditions for Use* may result in sanctions by the University, up to and including loss of computing privileges, termination of employment and dismissal from the University in accordance with the appropriate policies and collective bargaining agreements regarding disciplinary actions.
- 6.2 The process outlined in the student handbook will determine sanctions for students.
- 6.3 Disciplinary actions do not preclude additional civil or criminal prosecution by the appropriate authority.

History:

Effective: 9/11/01

Revised: 03/13/20; 2/9/07; 9/11/01;

Applicable Procedures: 5.30:1 Conditions for Use of University Computing Resources

PROCEDURE TITLE:	CONDITIONS FOR USE OF UNIVERSITY COMPUTING RESOURCES
PROCEDURE NO.:	5.30:1
RELATED POLICY:	5.30REV
RESPONSIBLE ADMINISTRATOR(S):	CIO
EFFECTIVE DATE:	03/13/2020
NEXT REVIEW DATE:	03/2023
APPROVED BY:	PRESIDENT/VPF&A

These *Conditions for Use* provide comprehensive details that serve as standard operating procedures for three major information technology areas: Section 1: Network Security; Section 2: Network Access; and Section 3: Application Computing. Additional sections may be incorporated to respond to modern technology processes and the delivery of new systems capabilities.

The information describes the conditions for users to gain access and authorized use of Shawnee State University's information technology systems, network, and applications. These conditions incorporate rules and regulations that cover a broad range of technology matters. Users are responsible for understanding and complying with these *Conditions for Use*. They are designed to protect Shawnee State's computing systems from unauthorized access and electronic attacks and to safeguard the University and users.

SECTION 1: NETWORK SECURITY

Information Security is critical to the interests of the University and the many constituencies it serves. As a result of the University's dependency on electronic information, information and information systems must be protected from unauthorized access and electronic attacks to ensure the University can operate without interruption. Priority objectives are safeguarding Institutional Data and protecting confidential information from unauthorized access.

1.0 DEFINITIONS

1.1 Institutional Data: Includes information created, collected, maintained, stored or managed by the University's staff and agents working on the University's behalf. It includes data for the administrative, academic and research functions, operations, and mission of the University. All data derived within the University's enterprise and departmental systems, including but not limited to: Oracle, Jenzabar, Blackboard, FEITH and Cognos applications are considered Institutional Data. Data stored in Microsoft Azure cloud services storage is considered institutional data.

1.1.1 Institutional data do not include personal data created, collected, maintained, transmitted, or recorded on University-owned resources that are not related to University business.

1.2 Confidential Information: Includes information covered and with restrictions governed by laws, such as: FERPA, HIPAA, GLBA, GDPR, PCI, Ohio Revised

Code and other regulatory requirements (e.g., Red Flag rules), and is not releasable to the public under state or federal law. These restricted data could reasonably be used to perpetrate identity theft, constitute a serious and unwarranted invasion of personal privacy, compromise the physical security of University employees or property, or compromise the University's computer systems. Examples of "Confidential Information" include but are not limited to the following:

- 1.2.1 "Personal information" includes an individual's name, consisting of the individual's first name or first initial and last name, in combination with and linked to any one or more of the following data elements, when the data elements are not encrypted, redacted, or altered by any method or technology in such a manner that the data elements are unreadable: social security number, driver's license number or state identification card number, account number or credit or debit card number, in combination with and linked to any required security code, access code, or password that would permit access to an individual's financial account.
- 1.2.2 "Personal Financial Information" that links an individual with nonpublic information about that individual's tax return, gross income, investments, financial aid, etc. Note: A public employee's salary is not "personal financial information."
- 1.2.3 Educational Records: "Any record with certain exceptions, maintained by an institution that is directly related to a student or students. This record can contain a student's name, or students' names, or information from which an individual student or students can be individually identified that include: files, documents, and materials in whatever medium (handwriting, print, tapes, disks, microfilm, microfiche, etc.) that contain information directly related to students and from which students can be personally identified.
- 1.2.4 "Medical Treatment Records" as defined under state and federal law. The HIPAA Privacy Rule defines protected health information (PHI) as individually identifiable health information, held or maintained by a covered entity (e.g., Shawnee State's group health plan) or its business associates acting for the covered entity, that is transmitted or maintained in any form or medium (including the individually identifiable health information of non-U.S. citizens). This includes identifiable demographic and other information relating to the past, present, or future physical or mental health or condition of an individual, or the provision or payment of health care to an individual that is created or received by a health care provider, health plan, employer, or health care clearinghouse.
- 1.2.5 Security and Infrastructure records include records or information concerning the protection of a University office against sabotage or attack.

- 1.2.6 Information that would allow unauthorized access to University computer systems or electronic files.

2.0 DEPARTMENTAL AUTHORITY AND RESPONSIBILITIES

- 2.1 The department of Information Technology Services (ITS) has overall responsibility for the security of the University's information systems. Implementation of and adherence to security guidelines and best practices to protect confidential information and Institutional Data are the responsibility of all University users.
- 2.2 All academic and administrative unit managers/directors have the primary responsibility and authority to ensure their respective departments comply with University requirements for privacy and security of specific types of confidential information (e.g., student education records, personnel records, health records, and financial transaction data). These unit managers/directors are responsible for general security issues (e.g., legal issues, security compliance, physical security and communications) as well as for completing risks assessments and assisting in the development of University IT security policies, standards and best practices in the areas of their responsibility.
- 2.3 Officially protected or confidential information created or maintained by the University including student academic records may reside only on systems or networks operated and maintained by the Department of Information Technology Services (ITS) or contracted vendors unless prior written authorization is given by the University's Chief Information Officer (CIO).
- 2.4 Upon recommendation of the CIO, the President or designee, may authorize other networks solely for academic purposes which do not come under the supervision of ITS, provided the department understands its responsibility for the security of such networks under its domain of control and responsibility, and may not use the network to host officially protected or confidential information. These responsibilities include but are not limited to responsibility for general security issues, e.g., legal issues, security compliance and reporting, physical security, communications, and IT infrastructure security on wired and wireless networks. Authorization may be revoked if it is determined that the network is operating contrary to University policy or the law.

3.0 INDIVIDUAL USER RESPONSIBILITIES TO PROTECT INSTITUTIONAL DATA:

- 3.1 The University's Institutional Data is a valuable asset and must be maintained and protected as well as remain in compliance with University records retention rules. Further, the privacy of University employees' personal information as defined as Institutional Data must be protected to the greatest possible extent.

- 3.2 University employees are assigned roles that require access to Institutional Data in support of the University's teaching, research, and operational objectives. Those employees who use stored Institutional Data during the normal course of business have the responsibility to comply with all state and federal mandates and other applicable laws. These employees are responsible to abide by University guidelines and policies that protect University Institutional Data as well.
- 3.3 Individuals who use University or personally-owned devices to access University resources are responsible for the security of Institutional Data originating on or downloaded to the mobile device and are subject to guidelines for reporting lost/stolen confidential or Institutional Data, and any associated University-owned data storage device found at <https://www.shawnee.edu/areas-study/clark-memorial-library/information-technology-services/information-security/breach-or>

4.0 CONDITIONS

- 4.1 Adherence to the *Conditions for Use* is necessary to protect the University's Institutional Data from accidental or intentional unauthorized access, damage, alteration or disclosure while preserving the ability of authorized users to access and use Institutional Data for authorized University purposes.
- 4.2 Emailing Stored Institutional Documents
 - 4.2.1 All electronic documents stored within the University-approved database are considered institutional documents, comprised of Institutional Data necessary for University business and potentially confidential and protected information.
 - 4.2.2 Emailing electronic documents created within the University-approved storage databases, to other University employees is permissible using University email and the user's authorized network account access.
 - 4.2.3 Emailing Institutional Data to third-party email systems is not permissible without prior written permission from the direct administrative supervisor.
- 4.3 Remotely Accessing Confidential Data
 - 4.3.1 Individuals who need remote access to the University's computer network from off-campus require written authorization from the President or Vice President of their respective division. Upon approval, ITS will establish a secure connection to the user's desktop computer. The user is responsible for insuring that data accessed remotely are secured and protected from unauthorized access. Additionally, ITS recommends:

- 4.3.1.1 Remote access to SSU-managed computing resources is enabled by securely connecting an approved user device to the user's University-managed office computer.
- 4.3.1.2 Adherence to multi-factor authentication implemented by ITS as a condition of remote access.
- 4.3.1.3 The user acknowledges in writing to his/her supervisor these conditions and associated responsibilities of the remote access granted to him/her.

4.4 Secured Storage of University Institutional Data

- 4.4.1 Electronic files with student or employee confidential information or Institutional Data should not be locally (C: drive) stored, stored on departmental Web-shared spaces, or stored on unapproved third-party internet storage mediums. If departmental files need to be locally accessible, a request for a department share should be forwarded to Help_Desk@Shawnee.edu to ensure appropriate security access protocols are established in advance.
- 4.4.2 Any use of "Cloud" services for storing University Institutional Data or confidential information should be reviewed and approved by ITS prior to such usage.

5.0 SECURITY VIOLATIONS

- 5.1 Reporting suspected violations of prohibited actions or behavior is the responsibility of all members of the University community.
- 5.2 Prohibited (actual or attempted) behaviors include but are not limited to:
 - 5.2.1 Allowing institutionally or personally-owned devices with officially protected or personal confidential information to leave the campus without prior written authorization by the departmental supervisor and reasonable efforts by ITS to apply campus-standard security technologies and protocols on the device.
 - 5.2.2 Allowing others to use your personal accounts to access any SSU computing resource or network.
 - 5.2.3 Any attempt involving campus-computing resources for the purpose of hacking. Hacking is defined as attempting (either successfully or unsuccessfully) to break into or gain unauthorized access or rights on a computer system or network. Any unauthorized attempts to access non-university systems will be reported to the administrators of these non-university systems.

- 5.2.4 Accessing or using a protected computer account assigned to another person or the unauthorized sharing of a password to a protected account with another person without prior authorization by the CIO.
- 5.2.5 Misuse or abuse of computer equipment, networks, software, or peripheral devices.
- 5.2.6 Any act which interferes with the appropriate access rights of others.
- 5.2.7 Transmitting or posting fraudulent, defamatory, harassing, obscene, or threatening messages, or any communications prohibited by law.
- 5.2.8 Use of any computer network for a purpose contrary to the stated purpose of that network.
- 5.2.9 Software theft or piracy, data theft, or any other action which violates the intellectual property rights of others.
- 5.2.10 Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent.
- 5.2.11 Forgery (or attempted forgery) of electronic mail messages.
- 5.2.12 Deliberate interference with the ability of other users to send/receive electronic mail.
- 5.2.13 Installation of departmental or enterprise systems intended to support the University's mission and operations without prior authorization by ITS.
- 5.2.14 Unauthorized decryption of system or user passwords and files.
- 5.2.15 The copying of copyrighted materials, or unauthorized sharing of electronic files (audio/video) or third party software without the express written permission of the owner of the copyright.
- 5.2.16 Intentional attempts to crash systems or programs to disrupt normal operations.
- 5.2.17 Any improper or unauthorized attempts to secure a higher level of privilege on University systems.
- 5.2.18 A physical connection of any computer to any of the University's networks without proper authorization from the appropriate network administrator.

- 5.2.19 Misrepresenting one's identity or relationship to the University when obtaining or using University computer or network privileges.
- 5.2.20 Creating, installing, or knowingly distributing a computer virus, "trojan horse", phishing attempt, or other surreptitiously destructive program on any University computer or network, regardless of whether any demonstrable harm results.
- 5.2.21 Adding, modifying or reconfiguring (without proper authorization) the software or hardware of any University computer or network.
- 5.2.22 Loading of software on campus computers for the purpose of accessing unauthorized network resources.
- 5.2.23 Any unauthorized access (or attempted access) of student identifiable data.
- 5.2.24 Using any University computer or network resources to perpetrate a violation of state or federal law or University policies.
- 5.3 Reporting a Data Security Breach or Loss of Data
 - 5.3.1 Reporting a perceived incident involving Information Security and the potential loss or breach of University confidential information is the responsibility of all members of the University community. Employees are charged to take immediate action when made aware so that responsible persons can meet the institution's obligation to protect the confidential information and limit the institution's risk of loss.
 - 5.3.2 Immediately complete and submit the form titled *Confidential Information-Data Loss or Breach of Security Incident Notification Report* accessed from <https://www.shawnee.edu/areas-study/clark-memorial-library/information-technology-services/information-security/breach-or> .

6.0 COMPLIANCE WITH BEST PRACTICES

- 6.1 Users are required to know and comply with best practices established by ITS, the University, and applicable federal, state, or other regulatory standards. Failure to comply with these practices may result in loss of computing privileges and/or disciplinary action.
 - 6.1.1 Lock down console (using <Ctrl-Alt-Delete> function) when not at user station.
 - 6.1.2 Do not share passwords. Passwords should be complex in nature i.e. uses upper/lower case, numbers, special characters.

- 6.1.3 Log-off or lock down computer when leaving office for the day.
- 6.1.4 Lock doors when not in office.
- 6.1.5 Do not share personal office computers with unauthorized users.
- 6.1.6 Do not share confidential information via the Internet without a secure connection.
- 6.1.7 Do not respond to emails phishing for personal or institutional information.
- 6.1.8 Do not store passwords or usernames in a non-secure location.
- 6.1.9 Do not allow unauthorized individuals into your office or to access your computer. Request ID information from unfamiliar individuals.
- 6.1.10 Notify Help_Desk@Shawnee.edu when a student or departmental employee terminates employment with SSU or leaves the department.
- 6.1.11 Notify Help_Desk@Shawnee.edu when an electronic data transmit process (file transmission or the Internet) is needed to complete a University business function.
- 6.1.12 Access to the Internet from computers with confidential files stored on the personal office computers local hard drive.
- 6.1.13 Change passwords to third-party software on a frequent basis, using complex passwords (at least every 90 days or as required by the third-party).
- 6.1.14 Do not keep paper reports with confidential information in non-secured areas and shred all reports and electronic media when no longer needed.
Decommissioning of electronic storage devices requires an evaluation by ITS for stored drives/data that must be destroyed prior to related equipment leaving campus.
- 6.1.15 Do not download (from the Internet) unauthorized, non-work related software onto your computer (i.e. Screensavers, Pointers, etc).
- 6.1.16 Do not utilize computing resources to the extent that it negatively impacts normal usage by others.
- 6.1.17 Respect the privacy of other users and their accounts regardless of whether those accounts are securely protected.
- 6.1.18 Use only those computing resources you are authorized to use and use them only in the manner and to the extent authorized.

- 6.1.19 Review SSU's educational and training resources for security awareness at <https://www.shawnee.edu/areas-study/clark-memorial-library/information-technology-services/information-security/reducing>

SECTION 2: NETWORK ACCESS

- 7.0 As part of the physical, administrative and academic infrastructure, Shawnee State acquires, develops and maintains computers, computer systems and networks. These computing resources are intended for University-specific purposes, including the support of University academic needs for delivery of instruction, academic and application research and service missions, University administrative functions and student business, student support, and campus-life activities.
- 8.0 The use of University computing resources, similar to the use of any other University-provided resource, is subject to the requirements of legal, regulatory, and ethical behavior within the University community. Responsible use of computing resources does not extend to just what is technically possible. Users must abide by all applicable restrictions, whether or not a component of the operating system or network or could be circumvented by technical means.
- 9.0 APPLICABILITY
- 9.1 Policy 5.30Rev permits access to computing resources and is applicable to current and previous students, faculty and staff, agents, contractors, volunteers, vendors and sponsored guests of the academic and administrative units, and affiliated entities, and to all users of the University's computing and network resources, regardless of location or device.
- 9.2 Access to some computer programs and network resources may require a written request. Access to information which is private or confidential may be restricted.
- 9.3 Employees who leave the institution shall have their account access disabled and then deleted after documents of a departmental nature are identified and appropriately dispositioned. Those employees who have been terminated or have received notification of termination will be restricted from access to the system, unless authorized by the President or President's designee.
- 9.4 Access to some on-campus computers and to external networks requires a means to authenticate a user's identity, usually with a username and password. The user, or account owner, is responsible for all actions originating from an assigned account. Passwords to protected accounts may not be shared or used by anyone other than the assigned user.

- 9.5 Users given access to University computing resources shall be advised of their domain (resources authorized for their use). Users may not go beyond or attempt to go beyond their respective domain without authorization.
- 9.6 The installation/execution of games and/or recreational programs and devices on Shawnee State systems excluding those required for academic coursework in designated labs and classrooms intended for gaming, is prohibited.
- 9.7 Use of University computer systems, resources, networks and/or services for unauthorized commercial activities, including use of Internet facilities for any commercial activities, is prohibited without prior written consent from the Office of the General Counsel.
- 10.0 Access to University Networks (wired and wireless)
- 10.1 Access to all University networks via an approved personal computer or device is conditioned on adherence to meeting established prerequisites and specific rules listed below. Since the wireless network is an “always on connection” similar to commercial broadband, the University has a responsibility to both the wireless network users and the greater Internet community.
- 10.2 Users are ultimately responsible for securing their personal computer systems. The University’s network is continuously monitored for malicious, unauthorized and inappropriate activity. If issues are detected on a system, the owner of that computer will be notified of the action taken to resolve the problem.
- 10.2.1 If the action results in the disconnection of that user from the network, s/he will be advised of the required steps to be reconnected to the Network. Upon satisfaction that all steps for reconnection have been met, in order for the user to reconnect his/her device to the network after a virus or other malicious software has been removed, an appointment with an ITS Technician may be necessary to verify the hard drive in question has been cleaned.
- 10.3 Specific Rules: The following specific rules are not optional and apply to all individuals connecting to the wireless network:
- 10.3.1 No servers of any kind will be allowed on the network.
- 10.3.1.1 Specific examples of servers are: Web servers (Apache, Windows Personal Web Server, etc.), FTP servers (Serv-U, WS-FTPD, etc.), File sharing servers, and Gaming servers.
- 10.3.1.2 Personal computing devices are not permitted to act as a service provider on the SSU Network.

10.3.1.3 File sharing applications, web servers, gaming servers, including native operating system file sharing services are not permitted.

10.3.2 Network port scans will not be allowed.

Port scans may be performed by ITS to maintain the network. However, no individual is to perform a port scan of any host inside or outside of the Network. This will be considered a Network attack.

10.3.3 Network attacks of any kind will not be tolerated.

10.3.3.4 Network attacks are serious concerns to ITS and should be to the individual user as well. They can result in expulsion from the University and Federal charges can be assessed.

10.3.3.5 There will be no dissemination of libelous, slanderous or racist material, or other material prohibited by law.

10.3.4 Software and hardware devices specifically prohibited by the University and ITS will not be permitted on the Network. Devices include network products (e.g. Apple Airport), thin-clients, hubs, switches, routers, print servers, and network appliances.

10.3.5 The Network services and physical wiring may not be modified or extended for any reason, including all network wiring, hardware, access points and in-room jacks.

11.0 Terms of Agreement

11.1 To make the University's network as useful, accessible, and effective as possible, there are certain expectations and rules for each user. In addition to common courtesy as network users, these terms of agreement and prerequisites must be adhered to by all users.

11.2 Use of the Network services is a privilege and it is the responsibility of each user to utilize these services appropriately. Failure to honor these terms can result in a suspension or loss of networking privileges.

11.3 The University's network is provided with the understanding that it serves primarily as an academic tool. Except for the student residential portion of the network, the University reserves the right to limit or prohibit those activities that might interfere with the network's academic or administrative use.

11.4 A user's access may be suspended or disabled for violating these terms or provisions of the related policies/conditions/guidelines governing the use of

network and computing services at Shawnee State University. Suspensions can also occur if the User's system is deemed a threat to other computers on the network (e.g., virus infection, security intrusion).

- 11.5 By connecting a host (computer or any other approved device utilizing the Network) to the Network, users are bound to and required to adhere to all aspects of Policy 5.30Rev and Conditions for Use of Campus Computing Resources as well as any and all University, city, county, state and federal regulations, and the network specific rules.
- 11.6 Network access is not permitted for non-affiliates of Shawnee State University without prior Guest approval by a supporting University department.
- 11.7 Users may not assign their own IP addresses, change the IP address assigned to them by UIS, or manually configure IP addresses.
- 11.8 The network connection may not be used to attempt unauthorized access to any system, or files of any system, or restricted portions of networks to monitor network traffic or to do network routing or serving.
- 11.9 Access to Personal Systems: ITS staff may require access to a User's computer or device to maintain network operations. User agrees to provide reasonable access to their machine and to the necessary modifications required to provide network communications and maintain acceptable performance standards.
- 11.10 Network Access Prerequisites:
 - 11.10.1 To successfully connect to the Network, each User must first install the required software on their computer. ITS uses Network Access Control technology to ensure that current MS Windows updates and the required anti-virus/anti-malware software are properly installed and running. To continue Network access users must ensure that they have properly configured their computer to receive the latest definition files for each required product. Failure to comply with these prerequisites will result in disconnection from the network until all prerequisites are met.
 - 11.10.2 For other devices that have been approved to connect to the network refer to the Gaming Consoles document posted on the ITS web site.
 - 11.10.3 Periodic Host Scans:
 - 11.10.3.1 ITS reserves the right to perform periodic host scans to ensure there are no vulnerabilities on computers connected to the Network.

11.10.3.2 If a computer is found vulnerable the User will be contacted and advised to make the necessary corrections within a specified time period. If the vulnerability is severe the User will be temporarily disconnected until corrective action is taken.

11.11 Responsibility for All Users: Users are ultimately responsible for any and all network use or communication traffic originating from their personally-owned computer/devices, regardless of the actual author of such traffic.

11.12 Disclaimer of Liability:

11.12.1 Users connecting personal computers and other approved devices to the Network or seeking technical assistance in order to connect computers to the Network understand and agree that Shawnee State University, its contractors, employees, representatives and agents helping the user set up the computer assumes no responsibility for a user's loss of time, data or other loss due to unavailable network services or network outages. With full knowledge of the risks involved the User waives any claim whether in tort, contract, or otherwise, for any damage including but not limited to loss of data, programs, and hardware which may result from work, as well as suggested or required downloads on the User's personal computer. Furthermore, the User agrees to hold harmless, Shawnee State University, its contactors, employees, and agents from any liability of damages the User might incur or cause to others. In addition to this waiver of any claim of damages, the User agrees to assume the risks associated with computer assistance. The User agrees to this waiver, hold harmless agreement and assumption of risk without reservation and certifies that the User has had the opportunity to ask any questions concerning the risks that might be involved with this computer assistance. ITS is charged with ensuring that the Users can connect their personally owned devices to the Network. It is at the discretion of the ITS staff the extent to which it will trouble shoot and/or resolve issues related specifically to the equipment.

12.0 Conditions for Wireless Installation and Usage

12.1 To guide the deployment and usage of wireless networking on the SSU campus, to protect the security of SSU's information resources and electronic communications as well as to abate possible interference in the FCC unlicensed 2.4 GHz and 5 GHz radio frequency spectrum, Conditions for Wireless Installation and Usage serve as a prerequisite to implementing and using wireless networks on the SSU campus.

12.2 Installing Personal Wireless Access Points

12.2.1 The installation of any wireless access device on SSU networks by any individual or group other than University Information Services (ITS) is

prohibited without prior authorization by the Chief Information Officer. Any Installation must comply with all health, safety, building, and fire codes.

- 12.2.2 Students may not install or operate wireless local area network (LAN) access points in the residence halls or any other areas on campus.
- 12.2.3 ITS retains the right to enforce cessation of any unapproved access point, and/or disable Network ports where unauthorized access points are found.
- 12.2.4 All IP addresses for the SSU WLAN will be assigned and maintained by ITS.
- 12.2.5 **Acceptable Technology:** The Institute of Electrical and Electronic Engineers (IEEE) is responsible for defining and publishing telecommunications and data communications standards. ITS will use these standards as a basis for establishing and keeping current its wireless protocols for the campus.
- 12.2.6 **Installation and Management:** University Information Services (ITS) will be the sole provider of design, specification, installation, operation, maintenance, and management services for all wireless access points on the SSU Network. Departments wanting WLAN capability will schedule with ITS for installation and maintenance.

12.3 Radio Signal Interference

- 12.3.1 The use of other electronic data and telecommunication devices that occupy the same frequency as the SSU WLAN is discouraged on campus. In cases of significant problems, users of other devices will be required to cease using those devices.
- 12.3.2 ITS shall resolve frequency conflicts in a manner which is in the best interest of the University and its academic mission.

- 12.4 **Security/Access:** It is critical that ITS maintains the necessary security measures consistent with current network practices and protocols. All access points in the SSU WLAN will use a Service Set Identifier (SSID) maintained by Information Technology Services. All access points in the SSU WLAN will use authentication and security measures maintained by ITS.

SECTION 3: APPLICATION COMPUTING

- 13.0 Application Computing consists of one or more software programs designed to permit the end user to perform a group of coordinated functions. Application software is installed and operates on Shawnee State's network and relies on network system software, utilities and

resources to provide technology services to the end user. It includes the database management systems and data that are created, stored and transmitted on a daily basis to serve administrative, academic and research functions, operations, and mission of the University.

- 14.0 All data derived within SSU's enterprise software using campus-wide and departmental-specific applications are considered application computing. Web applications and internet-based technologies operating on the University's network that requires the execution of an internet browser during operation is considered application computing.
- 15.0 Information Technology Services maintains sole responsibility for the installation, management and operation of software applications operating as a service on SSU's network. ITS maintains operational and performance standards for quality of service on the network and publishes minimum operating requirements for applications installed on one or more PC clients, or group of computers operating within a computer lab on campus. A catalog of managed server-based applications and services maintained by ITS is published on the SSU web site.
- 16.0 Departmental Managers and Directors may authorize the implementation of application software on the University's network and have the responsibilities of meeting all vendor contractual terms, approvals, obligations and license compliance, and securing the necessary resources required by the application to operate on the network. ITS will advise departments on the Conditions for meeting network prerequisites, any necessary technology commitments and expenses if applicable.
- 17.0 Software As A Service: Departments who select application software and/or platform as a service (SaaS/PaaS/Cloud service) as a preferred application provider are responsible for ensuring all vendor obligations, budget obligations, license compliance and functional administration are met. For any applications that will integrate with current SSU network resources, share data and/or processes, managers and directors are responsible to work with ITS to define the scope of integration and requirement of ITS resources to develop and maintain the service.
- 18.0 Campus Email
 - 18.1 The campus unified communications system is designated as the primary means for distributing critical information to University employees. Unless otherwise provided in collective bargaining agreements or University policies, communication to University staff and faculty by University officials via campus email constitutes "notice" to the recipients.
 - 18.2 Official University business communications to students is delivered through the Official Notifications portal on the MyInfo tab, within MySSU, and via campus email sent by the student business areas or the Office of Communications. Any communication sent from student business units to the Official Notifications portal on the MyInfo tab within MySSU, constitutes "notice" to the recipients.

- 18.3 Intended Recipients - Electronic mail (email) is intended for communication between individuals and clearly identified groups of interested individuals, not for mass distribution.
- 18.4 Mass Distribution is defined as sending an email to a group of University users, who have not otherwise indicated their desire to receive messages that are not directly related to their University position or the University's mission. Sending multiple copies of the same message to multiple groups is also mass distribution. Mass distribution of messages is permissible only for University business and official University-sponsored activities. Mass distribution of other non-University business and non-University-sponsored activities may be considered "spamming" and a violation of the Conditions for Use of Campus Computing Resources as determined by the President or President's designee.
- 18.5 Email Access - A University email account may be accessed without the user's permission upon authorization from the President or Vice President of their respective division, for any employee placed on temporary or extended leave of absence, or otherwise is not reasonably available in order to secure documents or communications essential to the mission.
- 19.0 Software Use and Intellectual Property Rights
- 19.1 Shawnee State is committed to educating its students, faculty and staff on the importance of understanding its role as an institution of higher education and the regulations it must adhere to as defined within the Higher Education Opportunity Act (HEOA). Combating the unauthorized distribution of copyrighted materials by users of the Shawnee State network, without interfering with the purpose of educational and research use of the network, is an overall goal of ITS.
- 19.2 It is the University's shared responsibility to protect the institution from copyright infringement. Overall campus awareness, policy enforcement and technology are all deterrents that comprise safeguards in place to protect students, faculty and staff. Each of us needs to be aware of the laws in effect to combat unauthorized distribution of copyrighted materials, and the steps needed to protect individuals from potential civil and criminal liabilities, and disciplinary action for violation of federal copyright laws.
- 19.3 ITS understands its role in accepting the responsibility to implement industry-standard technologies that deter copyright infringement and actively monitors traffic on the network for unauthorized use and distribution of content, and responds to any notice from an authority charged to protect copyrighted material as reported under the Digital Millennium Copyright Act (DMCA).
- 19.4 Respect for the scholarly work and intellectual property rights of others is essential to the educational mission of any University. Shawnee State University, therefore,

endorses the following 1987 EDUCOM/ADAPSO statement on *Software and Intellectual Rights*:

"Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against the violator."

19.5 Protecting Against Copyright Infringement

Software and other materials that are protected by copyright, patent, trade secret, or another form of legal protection ("Protected Materials") may not be copied, altered, transmitted, or stored using SSU-owned or operated technology systems, except as permitted by law or by contract, license agreement, or express written consent of the owner of the Protected Materials. The use of software on a local area network or on multiple computers must be in accordance with the software license agreement.

History:

Effective: 03/13/2020

RESOLUTION F07-20

**REVISION OF POLICY 5.11REV
MEDIA, SOCIAL MEDIA AND WEB SITES**

WHEREAS, Policy 5.11Rev, Media, Social Media and Web Sites, was last reviewed and approved by the Board of Trustees on February 10, 2017; and

WHEREAS, the policy was edited to clarify conditions which would warrant removal of a post on any social media platform;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves revised Policy 5.11Rev, Media, Social Media and Web Sites effective March 13, 2020.

(March 13, 2020)

Shawnee State University

POLICY TITLE:	MEDIA, SOCIAL MEDIA, & WEB SITES
POLICY NO. :	5.11REV
ADMIN CODE:	3362-5-12
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	03/13/20
NEXT REVIEW DATE:	03/2023
RESPONSIBLE OFFICER(S):	VPAIR
APPROVED BY:	BOARD OF TRUSTEES

1.0 OVERVIEW

- 1.1 Shawnee State University is committed to sharing timely, accurate, and consistent information with its various audiences, including current and prospective students, parents and families, alumni and friends, neighbors and the community through whatever practical means are relevant and available, including media sources, social media sites, and websites.
- 1.2 The Office of Marketing & Communications is the official source of information to the media and manages Shawnee State University's official web and social media presence.
- 1.3 The Director of Marketing & Communications serves as the official university spokesperson and will coordinate designation of an appropriate source regarding specific areas of expertise.

2.0 DISSEMINATION OF INFORMATION TO MEDIA SOURCES

- 2.1 All official University information (events, program news, general news items, information concerning crisis situations) for dissemination to the media will be coordinated through the Office of Marketing & Communications.
- 2.2 The Office of Marketing & Communications is responsible for developing a process that ensures University information is routinely shared with the public, including faculty and staff personal achievements.

3.0 CREATION AND MANAGEMENT OF SOCIAL MEDIA SITES

- 3.1 The Office of Marketing & Communications is responsible for monitoring and managing all social media platforms that officially represent Shawnee State University as an institution. Sites officially representing SSU departments, programs, and/or services may be managed at the department level, with approval by and coordination with the Office of Marketing & Communications.

- 3.2 Users are encouraged to respectfully share their opinions and comment freely about topics posted on all official Shawnee State University social media platforms. Shawnee State does not discriminate against any views, but comments determined by the Office of Marketing & Communications to contain nudity, obscenities, or hate speech; threaten to harm individuals, groups, or organizations; represent advertisements, solicitation of funds, or spam; constitute or encourage illegal activity; infringe upon someone's rights; contain private information; or are multiple off-topic or repetitive posts will be removed.

4.0 CREATION AND MANAGEMENT OF WEB SITES

- 4.1 The Office of Marketing & Communications is responsible for managing Shawnee State University's web presence, which includes the official shawnee.edu site, as well as all official University affiliated or representative websites (e.g. athletics), whether developed and maintained by third-party vendors, university departments, or campus affiliates. All official university websites must be approved by the Office of Marketing & Communications.
- 4.2 All official university websites shall be managed within the campus Web Content Management System, unless exemption is granted by the Office of Marketing & Communications. The Web Content Management System will provide templates for required information, enable incorporation of university branding, and facilitate site maintenance, while providing for centralized management and support. Except as described in this policy, all University offices are required to utilize the campus Web Content Management System for developing and maintaining their respective web sites.
- 4.3 Permission may be granted by the Office of Marketing & Communications to develop and maintain pages outside of the Web Content Management System based on the nature and requirements of the site, technical limitations, ability for ongoing and consistent management of the site, and relationship of the unit to the university.
- 4.4 University offices are responsible to ensure that their web pages within the campus Web Content Management System, as well as those outside the system but officially connected to shawnee.edu, meet standards of accessibility conforming to Section 504 of the Rehabilitation Act of 1973, compliance with copyright and trademark laws, university web guidelines, and university branding guidelines.
- 4.5 University offices are responsible to ensure that sites containing, soliciting, or collecting protected or personal data comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) and University Policy 3.04, Student Education Records Privacy and Release.

- 4.6 Commercial advertising on www.shawnee.edu is prohibited. Websites hosted under official university domains may not advertise or promote private individuals, firms, or corporations, or imply in any manner that Shawnee State University endorses or favors any specific commercial product, commodity or service.
- 4.7 Sponsorship acknowledgements and/or links to outside commercial sites for sponsorship purposes for any University related event must have prior approval from the Office of Development Director. Images, logos, graphics or text used to denote sponsorship affiliations or links to commercial sites may not in any way imply that the university is endorsing a product, service or company. Collection of money online must be coordinated through the Office of Development.

5.0 EMERGENCY INFORMATION

- 5.1 The Office of Marketing & Communications is responsible for coordinating crisis communications with other appropriate University officials, including the Department of Public Safety, depending on the nature and type of crisis or situation.
- 5.2 The Office of Marketing & Communications and the Department of Public Safety are responsible for developing a procedure for disseminating emergency notifications in the event of school closings or crisis.

6.0 GUIDELINES

Guidelines related to the dissemination of information to the media, management of University social media sites, and the construction of official University web sites shall be established and posted on the Office of Marketing & Communications web site at: <http://www.shawnee.edu>

Guidelines may also be found on the Marketing & Communications page on www.shawnee.edu

History

Effective: 06/15/90

Revised: 03/13/20; 02/10/17; 07/10/15

Shawnee State University

POLICY TITLE:	MEDIA, SOCIAL MEDIA, & WEB SITES
POLICY NO. :	5.11REV
ADMIN CODE:	3362-5-12
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	02/10/17 <u>03/13/20</u>
NEXT REVIEW DATE:	02/2020 <u>03/2023</u>
RESPONSIBLE OFFICER(S):	VPA&EA <u>AIR</u>
APPROVED BY:	BOARD OF TRUSTEES

1.0 OVERVIEW

- 1.1 Shawnee State University is committed to sharing timely, accurate, and consistent information with its various audiences, including current and prospective students, parents and families, alumni and friends, neighbors and the community through whatever practical means are relevant and available, including media sources, social media sites, and websites.
- 1.2 The Office of Marketing & Communications is the official source of information to the media and manages Shawnee State University's official web and social media presence.
- 1.3 The Director of Marketing & Communications serves as the official university spokesperson and will coordinate designation of an appropriate source regarding specific areas of expertise.

2.0 DISSEMINATION OF INFORMATION TO MEDIA SOURCES

- 2.1 All official University information (events, program news, general news items, information concerning crisis situations) for dissemination to the media will be coordinated through the Office of Marketing & Communications.
- 2.2 The Office of Marketing & Communications is responsible for developing a process that ensures University information is routinely shared with the public, including faculty and staff personal achievements.

3.0 CREATION AND MANAGEMENT OF SOCIAL MEDIA SITES

- 3.1 The Office of Marketing & Communications is responsible for monitoring and managing all social media platforms that officially represent Shawnee State University as an institution. Sites officially representing SSU departments, programs, and/or services may be managed at the department level, with approval by and coordination with the Office of Marketing & Communications.

- 3.2 Users are encouraged to respectfully share their opinions and comment freely about topics posted on all official Shawnee State University social media platforms. ~~Comments~~ Shawnee State does not discriminate against any views, but comments determined by the Office of Marketing & Communications to ~~be off-topic~~ contain nudity, obscenities, or hate speech; threaten to harm individuals, groups, or organizations; represent advertisements, solicitation of funds, or spam; constitute or encourage illegal activity; infringe upon someone's rights; contain private information; or are multiple off-topic or repetitive posts ~~contain nudity or obscenities; or direct and target physical threats;~~ will be removed.

4.0 CREATION AND MANAGEMENT OF WEB SITES

- 4.1 The Office of Marketing & Communications is responsible for managing Shawnee State University's web presence, which includes the official shawnee.edu site, as well as all official University affiliated or representative websites (e.g. athletics), whether developed and maintained by third-party vendors, university departments, or campus affiliates. All official university websites must be approved by the Office of Marketing & Communications.
- 4.2 All official university websites shall be managed within the campus Web Content Management System, unless exemption is granted by the Office of Marketing & Communications. The Web Content Management System will provide templates for required information, enable incorporation of university branding, and facilitate site maintenance, while providing for centralized management and support. Except as described in this policy, all University offices are required to utilize the campus Web Content Management System for developing and maintaining their respective web sites.
- 4.3 Permission may be granted by the Office of Marketing & Communications to develop and maintain pages outside of the Web Content Management System based on the nature and requirements of the site, technical limitations, ability for ongoing and consistent management of the site, and relationship of the unit to the university.
- 4.4 University offices are responsible to ensure that their web pages within the campus Web Content Management System, as well as those outside the system but officially connected to shawnee.edu, meet standards of accessibility conforming to Section 504 of the Rehabilitation Act of 1973, compliance with copyright and trademark laws, university web guidelines, and university branding guidelines.
- 4.5 University offices are responsible to ensure that sites containing, soliciting, or collecting protected or personal data comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) and University Policy 3.04, Student Education Records Privacy and Release.

- 4.6 Commercial advertising on www.shawnee.edu is prohibited. Websites hosted under official university domains may not advertise or promote private individuals, firms, or corporations, or imply in any manner that Shawnee State University endorses or favors any specific commercial product, commodity or service.
- 4.7 Sponsorship acknowledgements and/or links to outside commercial sites for sponsorship purposes for any University related event must have prior approval from the Office of Development Director. Images, logos, graphics or text used to denote sponsorship affiliations or links to commercial sites may not in any way imply that the university is endorsing a product, service or company. Collection of money online must be coordinated through the Office of Development.

5.0 EMERGENCY INFORMATION

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6.0 GUIDELINES

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Guidelines [may also be found at: http://www.shawnee.edu/offices/communications/](http://www.shawnee.edu/offices/communications/) on the [Marketing & Communications](http://www.shawnee.edu) page on www.shawnee.edu

History

Effective: 06/15/90

Revised: 03/13/20; 02/10/17; 07/10/15

RESOLUTION F08-20

**APPROVAL OF REVISIONS TO
POLICY 5.39Rev, MARKETING AND BRANDING**

WHEREAS, Policy 5.39Rev, Marketing and Branding, was last reviewed and approved by the Board of Trustees on February 10, 2017; and

WHEREAS, minor technical revisions and updates were made to reflect current operations;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves revised Policy 5.39Rev, Marketing and Branding effective March 13, 2020.

(March 13, 2020)

Shawnee State University

POLICY TITLE:	MARKETING & BRANDING
POLICY NO. :	5.39
ADMIN CODE:	3362-5-39
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	03/13/20
NEXT REVIEW DATE:	03/2023
RESPONSIBLE OFFICER(S):	VPAIR
APPROVED BY:	BOARD OF TRUSTEES

1.0 OVERVIEW

- 1.1 Shawnee State University is the owner of all right, title and interest in its trademarks, trade names, graphic images, logos, seals, symbols, mascot, taglines, and any other marks associated with the University and its brand.
- 1.2 Shawnee State's brand is a valuable asset and should be promoted and protected. Consistent use of Shawnee State University's brand (colors, images, style, fonts, logos, marks) reinforce the University's image, reputation, and relationship with key stakeholders, including students and families, prospective students, donors, alumni and community partners.
- 1.3 The Office of Marketing & Communications is the official manager of the SSU brand and is charged with establishing and enforcing branding guidelines that are available on the Office of Marketing & Communications website and overseeing appropriate use of Shawnee State University's logos, identity marks and brand elements.
- 1.4 The Office of Marketing & Communications will function to support institution-level priorities, including the university website; recruiting for enrollment management and admissions; development, alumni & community relations; and executive communications. Students, colleges, departments and programs will receive direct brand design support from the Office of Marketing & Communications only where sponsored by the corresponding Vice President. Design services for publications and materials not supported by the Office of Marketing & Communications are accessible through University Printing Services.

2.0 BRAND COMPLIANCE

- 2.1 Admissions Recruitment, Development, Alumni Relations and Athletics Promotion

2.1.1 All materials used in official marketing campaigns, to recruit new students, build relationships with alumni and donors, fundraise, or promote athletics must be coordinated through the Office of Marketing & Communications to adhere to established marketing strategies.

2.2 Internal Divisions, Departments & Units

2.2.1 Units, staff, students departments, and divisions carrying out activities that would enhance the University's reputation and that carry the University's logo must follow established branding guidelines available on the Office of Marketing & Communications website. Design services may be accessed through University Printing Services.

3.0 LICENSING

3.1 Use of Shawnee State University trademarked name, logos and brand are prohibited by external vendors without a license agreement or other contractual agreement.

3.2 License agreements may be obtained through the Office of Marketing & Communications who will coordinate with Procurement Services.

4.0 EXCEPTIONS

Promotional materials, including posters, flyers, and t-shirts, that are event-specific, are not a part of a marketing campaign, and do not carry the University logo are not subject to the branding guidelines

5.0 GUIDELINES

Official branding guidelines will be established and posted on the Office of Marketing and Communications web site at www.shawnee.edu.

History

Effective: 02/10/17

Revised: 03/13/20

Shawnee State University

POLICY TITLE:	MARKETING & BRANDING
POLICY NO. :	5.39
ADMIN CODE:	3362-5-39
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	02/10/17 <u>03/13/20</u>
NEXT REVIEW DATE:	02/2020 <u>03/2023</u>
RESPONSIBLE OFFICER(S):	VPA & EA <u>IR</u>
APPROVED BY:	BOARD OF TRUSTEES

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History

Effective: 02/10/17

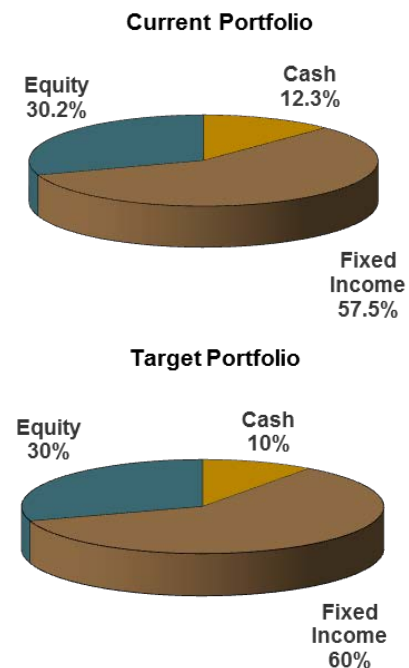
Revised: 03/13/20

Shawnee State University

Asset Allocation – As of January 31, 2020



Asset Class	Market Value	% of Assets	Target %
Cash Equivalents			
TIAA Cash Deposit Account	\$1,040,086	12.3%	
Total Cash Equivalents	\$1,040,086	12.3%	10.0%
Fixed Income			
Fixed Income Separately Managed Account	\$3,175,579	37.5%	40.0%
Vanguard Short Term Bond Index Fund	\$842,974	10.0%	10.0%
DFA Inflation Protected SEC Fund	\$427,449	5.1%	5.0%
PIMCO 1-5 Year U.S. TIPS Index Fund	\$419,307	5.0%	5.0%
Total Fixed Income	\$4,865,309	57.5%	60.0%
Domestic Equity			
TIAA-CREF Large Cap Value Index Fund	\$837,664	9.9%	10.0%
TIAA-CREF Large Cap Growth Index Fund	\$793,201	9.4%	9.0%
iShares Russell Mid Cap Value ETF	\$146,272	1.7%	1.8%
Nationwide Geneva Mid-Cap Growth Fund	\$152,222	1.8%	1.8%
Wasatch Small Cap Growth Fund	\$45,084	0.5%	0.5%
TIAA-CREF Small Cap Blend Index Fund	\$83,144	1.0%	1.0%
Cohen & Steers Real Estate Fund	\$41,687	0.5%	0.5%
Vanguard REIT Index Fund	\$41,700	0.5%	0.5%
Total Domestic Equity	\$2,140,974	25.3%	25.0%
International Equity			
iShares Core MSCI EAFE ETF	\$246,313	2.9%	3.0%
Harding Loevner Institutional Emerging Markets Fund	\$84,716	1.0%	1.0%
MFS International New Discovery Fund	\$41,970	0.5%	0.5%
DFA International Small Cap Value Fund	\$41,542	0.5%	0.5%
Total International Equity	\$414,541	4.9%	5.0%
Total Equity	\$2,555,515	30.2%	30.0%
Total Portfolio Market Value	\$8,460,910	100.0%	100.0%



Status
Construction/Renovation Projects
as of February 29, 2020

PROJECT	STATUS	PROJECT BUDGET	FUNDING SOURCE(S)
Library/CFA HVAC Renovation	<ul style="list-style-type: none"> ● Construction documents complete. Advertise for bids March 2020. ● Includes replacement of all pneumatic and obsolete DDC controls for multiple air handlers in both buildings; an assessment of all existing equipment is required to set priorities on replacement. 	\$1.1M	State Capital
Kricker Innovation Hub	<ul style="list-style-type: none"> ● EDA grant secured. Architect short list created; interviews scheduled early March, 2020. 	\$3.4M (est.)	EDA/Capital/Private
Rhodes – Phase 1B	<ul style="list-style-type: none"> ● Project complete. Punch list and closeout remain. 	\$3.3M (est.)	Bond proceeds
ATC Roof Replacement	<ul style="list-style-type: none"> ● All roof systems on the ATC and T&I buildings will be replaced with new 30-year EPDM single membrane system. 	\$892,000	State Capital