

**BOARD OF TRUSTEES
ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

**April 14, 2017
10:15 a.m., University Center, Room 215**

Agenda

1.0 Action Items

1.1 Resolution ASA04-17

Approval of Policy 5.34Rev, Records Management, Retention & Disposal

Dr. Jeffrey Bauer, Provost and Vice President for Academic Affairs, will present Resolution ASA04-17, Policy 5.34Rev, Records Management, Retention & Disposal Policy.

2.0 Information Items

2.1 Academic Affairs Executive Report

Dr. Bauer will report on recent activities in Academic Affairs.

2.2 Shawnee Showcase

Ms. Amanda Means, Director of Admissions, will report on Shawnee Showcase numbers and trends.

2.3 Student Government Association

Ms. Abby Brinkman, SGA President, will report on the activities of the Student Government Association.

2.4 Enrollment Management & Student Affairs Executive Report

Dr. Anne Marie Gillespie, Vice President for Enrollment Management & Student Affairs, will report on recent activities in Enrollment Management & Student Affairs.

3.0 Education

Ms. Elizabeth Blevins, Director of Marketing and Communications, will present information on the “Impact of the SSU App on Student Retention and Assessment”.

RESOLUTION ASA04-17

**APPROVAL OF POLICY 5.34REV
RECORDS MANAGEMENT, RETENTION & DISPOSAL**

WHEREAS, Ohio Revised Code 149.33 states that “the boards of trustees of state-supported institutions of higher education shall have full responsibility for establishing and administering records programs for their respective institutions”; and

WHEREAS, the University’s guideline for records management is the Inter-University Council of Ohio’s “Records Retention for Public Colleges and Universities in Ohio: A Manual”; and

WHEREAS, the University utilizes a records retention schedule template previously approved by the Board of Trustees; and

WHEREAS, a Records Management, Retention & Disposal Policy, which addresses a records retention schedule and other records management issues is proposed for Board approval; and

WHEREAS, procedures established to enforce the new policy are provided for informational purposes;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves the Shawnee State University Records Management, Retention & Disposal Policy 5.34REV, effective April 14, 2017.

(April 14, 2017)

Shawnee State University

POLICY TITLE:	RECORDS MANAGEMENT, RETENTION & DISPOSAL
POLICY NO. :	5.34 REV
ADMIN CODE:	3362-5-34
PAGE NO.:	1 of 2
EFFECTIVE DATE:	04/14/17
NEXT REVIEW DATE:	04/2020
RESPONSIBLE OFFICER(S):	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

The purpose of this policy is to ensure compliance with the State of Ohio’s records management and retention statutes. In accordance with Ohio Revised Code Section 149.33, university and college boards of trustees “~~will~~shall have full responsibility for establishing and administering a records program for their respective institutions. The boards ~~will~~shall apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposition of the records of their respective institutions.”

2.0 DEFINITION

“University records” has the same meaning as the term “records” in Ohio Revised Code Section 140.011.

2.03.0 MAINTENANCE AND RETENTION OF UNIVERSITY RECORDS

32.1 Shawnee State University shall have a records system that covers all University departments and offices to ensure that all official records of the University, both public and exempt, are maintained and disposed in accordance with the University’s records retention schedule. The records system will adequately reflect the organization, functions, policies, decisions, procedures, operations and other activities of the University.

32.2 University records shall not be removed or destroyed, except in accordance with the University’s records retention schedule and applicable state and federal laws. If there is a discrepancy between the records retention schedule, the prescribed retention period directed by law shall will be followed. ~~2.3 The term “University records” has the same meaning as the term “records” in O.R.C. 149.011, the Ohio Public Records Act.~~

43.0 UNIVERSITY RECORDS MANAGER, AND RECORDS CUSTODIANS, AND RECORDS COMMITTEE

- 4.1 The ~~University's President will designate a~~ Records Manager ~~isto be~~ responsible for ~~the~~ administration and primary oversight of the University records system and management program. The Provost is responsible for designating the Records Manager.
- 4.2 Each University ~~division department or office~~ will have ~~at least one an~~ employee ~~its who is designated to serve as its~~ designated as Records Custodian ~~for the~~ division's units and offices and who will work under the direction of the Records Manager. ~~The vice presidents are responsible for designating a sufficient number of records custodians for their respective division. President or President's designee will appoint the records custodians. The President will appoint a standing Records Committee to work with the Records Manager and to oversee compliance of the University's records management program. The Committee will include representation from the major functional areas of the University, as well as from key supporting areas, such as the University Information Services (UIS) and the University Library. As part of its compliance function, the Committee's responsibilities will include review of the records retention schedule template and this policy, identifying methods to improve the records system and management program, and working with the Records Manager to ensure that all employees who handle University records are sufficiently aware of their obligations to properly manage and dispose of University reco~~

5.0 RECORDS MANUAL AND RECORDS RETENTION SCHEDULE

- 5.1 The University's guideline for records management is the Inter-University Council of Ohio's "Records Retention for Public Colleges and Universities in Ohio: A Manual" (IUC Manual), and any subsequent updates.
- 5.2 The IUC Manual will be used as the basis for establishing legal retention periods and developing a standardized schedule, unless a federal or state law directs a longer retention period. ~~Where additional federal or state regulations or statutes exist, records will be retained in accordance with the applicable law highest authority.~~ Under the direction of the University Records Manger, the records custodians, will determine appropriate record series and retention periods and will develop schedules for each University department.
- 5.3 Attention will be given to records medium, including electronic records, as well as historic value or significance.

5.4 ~~—The~~ University offices will utilize a records retention schedule template approved by the Board of Trustees.

6.0 PROCEDURES

~~The President will be responsible for establishing procedures to further implement this policy.~~ Procedures will be established to implement this policy that will include processes or directives that address a records inventory, storage areas and disposal of university records.

History

Effective: 03/09/12

Revised: 04/14/17

Applicable Procedure: [5.34:1 Records Management, Retention & Disposal](#)

INFORMATION ONLY

PROCEDURE TITLE:	RECORDS MANAGEMENT, RETENTION & DISPOSAL
PROCEDURE NO.:	5.34:1
RELATED POLICY:	5.34 REV
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR(S):	RECORDS MANAGER
EFFECTIVE DATE:	04/14/2017
NEXT REVIEW DATE:	04/2020
APPROVED BY:	PRESIDENT

1.0 INTRODUCTION

1.1 This procedure applies to Records Management and Retention Policy ~~No.~~ 5.34. In accordance with this policy, the records management process will be guided by the manual titled “Records Retention for Public Colleges and Universities in Ohio” (IUC Manual), published by the Inter-University Council, which may be periodically updated, and will be made available on the University’s website. The process will similarly be guided by any applicable Federal or State statutes and regulations. ~~for the specific University departments.~~”

1.1.1 All University ~~employees~~ staff who participate in creating, receiving, or maintaining University documents are required to follow the records management policy and procedure.

1.1.2 The Records Manager ~~, in consultation with the Records Committee,~~ is responsible for administration and primary oversight of the University records management system.

1.1.3 Under the direction of the Records Manager, the Records Custodian(s) ~~for from the each~~ University’s ~~divisions~~ department is/are ~~is/are~~ reserves as the designated employee responsible for the inventory and maintenance of the ~~division~~ department’s official records and those of the departments and offices within the division and ~~is/are~~ the division’s ~~department~~ contact to the University’s Records Manager.

~~1.1.3.1 The term “department,” as used in this procedure, includes department, office or unit of the University.~~

2.0 DEFINITIONS

2.1 University Records. A University record is a document, electronic record, device or item, regardless of physical form or characteristic, which is created or received

in the course of University business. The records management system addresses retention of official University records.

- 2.2 Records Management Worksheet. A worksheet each University department utilizes during the annual inventory and other times to catalogue the official documents generated or received within their respective department. The Records Management Worksheet identifies the record series, IUC code, retention period, medium, and disposal instructions for each series of records retained.

2.3 Record Series. A group of related records filed and/or used together as a unit and therefore evaluated as a unit for retention and disposition purposes.

2.32.4 Records Retention Schedule. The Records Retention Schedule is created and maintained by the Records Manager, and it serves as the official list of the University's entire inventoried record holdings, and it identifies record retention periods and disposition instructions.

2.42.5 Records Management Disposal Form. The Records Management Disposal Form is used by records custodians to request the Records Manager's approval of identified department records that have reached their retention period, as described in the section titled "disposal of University records."

3.0 RECORDS MANAGEMENT INVENTORY AND WORKSHEET

3.1 An annual inventory of University records will be conducted within the departments and offices of each University ~~division~~department. Submission dates will be determined based upon departmental needs and operations of the departments and offices .

3.1.1 Records custodians, with guidance from the Records Manager, are responsible for ~~their respective department's~~ the records inventory for the divisions and offices within their respective division. The Records Management Worksheet will be used to record the ~~department's~~ inventory.

3.1.2 The Records Manager ~~, in consultation with the Records Committee,~~ is responsible for creating and updating a Records Management Worksheet template.

3.1.2.1 The Records Management Worksheet will identify the following: the names of the records series, descriptions or purposes for each series, mediums, IUC Codes, retention date(s), and disposition instructions of each series. The IUC Manual may be consulted to help assign codes to new records and to verify codes of existing records. When applicable, retention dates will reflect the retention period prescribed by law.

3.1.2.2 Upon completion of the ~~department's~~ annual inventory, records custodians will submit completed records management worksheets to the Records Manager for preparation or update of the University Records Retention Schedule.

4.0 RECORDS MANAGEMENT SCHEDULE

4.1 The University ~~shall~~will maintain an official Records Management Schedule.

4.2 The Records Manager is responsible for maintaining and annually updating the Records Retention Schedule.

4.2.1 The records management worksheets ~~from each departmen~~ will serve as a guide and/or draft for creating or updating the Records Retention Schedule.

5.0 STORAGE AND PRESERVATION OF UNIVERSITY RECORDS

5.1 The method of storage and preservation of records held indefinitely, including those required to be held for multiple years but not currently in use, ~~shall~~will be determined by ~~the Records Committee and~~ the Records Manager.

5.2 Records in current use ~~shall~~will be stored in a designated area(s) in each ~~division~~department. Records custodians are responsible for designating the storage area(s) within their respective ~~division~~department.

6.0 DISPOSAL OF UNIVERSITY RECORDS

6.1 As noted on the Records Retention Schedule, University records ~~shall~~will be archived until their scheduled retention date expires. When a records custodian determines that records within the department have reached or exceeded the retention period, he or she will first obtain written approval, and then arrange for proper disposal of the records.

6.2 A Records Disposal Form must be submitted to the Records Manager for written approval prior to disposal.

6.2.1 The Records Manager ~~, in consultation with the Records Committee,~~ is responsible for ~~establishing~~ providing a Records Disposal Form template ~~to each University department.~~

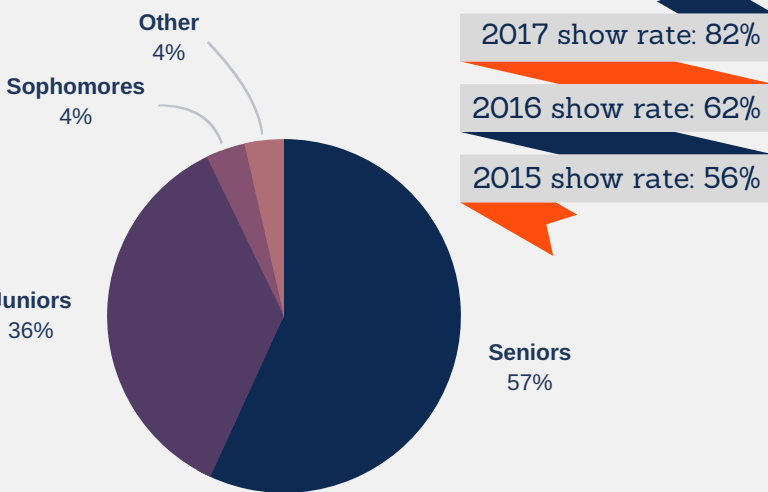
6.2.2 The Records Manager is responsible for maintaining an accurate record of all records disposal actions.

- 6.3 The disposal methods, which ~~shall~~will be identified on the Records Disposal Form, are as follows:
- 6.3.1 Destroy: The record does not contain confidential information and a disposal method is at the discretion of the owner.
 - 6.3.2 Destroy-Secured: The record is confidential and must be shredded. Examples of such sensitive records include student identifiable records, payroll records, etc.
 - 6.3.3 Transfer to Storage: The record is required to be kept indefinitely, or the record is of historic value. These records are transferred to designated storage areas.

History

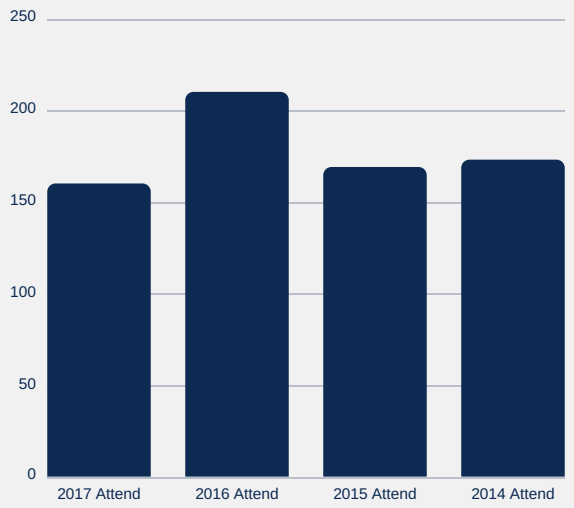
Effective: 03/09/12

Revised: 04/14/17



New Trends

- Targeting more students that are attending
- More intimate experience
- Additional events for more visits in the overall recruitment cycle
- Student focused
- More digital marketing and invitations vs. paper invites with few returns



2014-2015 Events

- Summer Preview Day
- Nov. Open House
- Plastics Day
- Pre-Med Day
- Feb. Open House



2015-2016 Events

- Summer Preview Day
- Nov. Open House
- Plastics Day
- Pre-Med Day
- Feb. Open House
- Health Science Day



2016-2017 Events

- Sept. Showcase Day
- Nov. Showcase Day
- Plastics Day
- Pre-Med Day
- Feb. Showcase Day
- Stand Out Day
- Health Science Day



New event: **Stand Out Day** ★ Includes information sessions (e.g. Financial Literacy, Student Success, etc.) ★ Planetarium Shows ★ Additional tours ★ Interactive Major Exploration ★ Shawn E Bear photos ★ Student Organizations ★ and more!

**Student Government Association Report
Board of Trustees Meeting
April 14, 2017**

Current Projects

- Collaborating with the office of the President and Communications to continue the campus legacy project as well as the student discount cards for the 2017-2018 school year.
- Addressing specific student concerns such as internet issues, cafeteria food quality, smoking on campus, and smaller maintenance issues.
- Creating a Student Government intern position with Janice Johnson.

Student Organizations

- Forty-eight (48) organizations/clubs approved for status.
- Each funded \$200 (Spring 2017)

Committee Projects

- **Student Life**
 - Working with Communications to place an updated parking map on the SSU app as well as better signage to promote Shawnee State.
 - Collaborating with Sodexo and Bill Rockwell to have a chalkboard wall in Jazzman's
 - Working with Chris Shaffer for an updated smoking policy survey.
- **Academic Affairs**
 - Working with Provost Jeff Bauer to complete and open the 24-hour study space.
 - Working with multiple departments and faculty to plan Evening of Honors.
 - Meeting with Chris Kacir to have SGA representatives at one class of the 1st year experience classes as well the Department of Public Safety for active shooter policies on campus to familiarize the incoming freshman.
 - Working jointly with Janet Stewart, Acting Dean of Library Services, regarding smaller library issues that have been addressed such as quick print stations, library hours, and librarian staffing.
- **Budget and Finance**
 - Campus Legacy Project
 - New "Stand Out" banners on light posts
 - Putting in place more directional signs on campus with names of buildings updated with the current logo.
 - Pencil sharpeners inside the classrooms of Massie Hall.
 - Paper towel dispensers in the Life Drawing classes in the Vern Riffe Center.

**Student Government Association Report
Board of Trustees Meeting
April 14, 2017**

- **Inter-Club Council**
 - Student Organization Executive Board Training

Approved Student Organizations

Intervention Specialist Club	Theta Phi Alpha
AHANA	International Forum
Pre-Med Club	SSU Dota 2 Club
Shawnee Panhellenic Council	Geology Club
Tau Kappa Epsilon	Political Science Club
Sociology Club	SMASH@Shawnee
Plastics Engineers Society	Art Club
Psychology Club	Dungeon Crawlers
Psi Chi	Shawnee State College Republicans
Beta Beta Beta	Alpha Psi Omega
League of Legends Club	Middle Childhood Education Club
Athletic Training Club	SSU Cheer
Rotaract	The National Society of Leadership and Success
Shawnee Students for Liberty	Food Recovery Network
SSU Jedi Order	Wallyball Club
Intrafraternity Council	Social Work Club
SOTA	Snail Mail
Zombie Educational Defense	