

**BOARD OF TRUSTEES  
FINANCE AND ADMINISTRATION COMMITTEE**

**January 16, 2015  
9:00 a.m., University Center, Room 214**

**Agenda**

**1.0 Action Items**

**1.1 Resolution F01-15  
Update of Policy 4.78, Identity Theft/Red Flag Rules**

This resolution updates Policy 4.78, *Identity Theft/Red Flag Rules* for the Committee's review and recommendation to the Board of Trustees.

**1.2 Resolution F02-15  
Rescission of Policy 4.71, Voice Communications**

This resolution rescinds Policy 4.71, *Voice Communications* that is outdated and no longer relevant to the current technologies used on campus for the Committee's review and recommendation to the Board of Trustees.

**1.3 Resolution F03-15  
SSUDF Member Appointments**

This resolution identifies new Shawnee State University Development Foundation Board members and Officers nominated and approved at the November 6, 2014 SSUDF Board meeting for the Committee's review and recommendation to the SSU Board of Trustees.

**1.4 Resolution F04-15  
VPFA Retirement and Re-employment**

This Resolution is in conformance with Ohio Revised Code notification requirements of the service retirement and recommended re-employment of a vice president for the Committee's review and recommendation to the Board of Trustees.

**2.0 Information Items**

**2.1 FY15 Budget Status and FY16 Budget Planning Update** (Burke and Boyles)

**2.2 Quarterly Personnel Actions** (Boyles)

**2.3 University Investment Report** (Ballengee)

**2.4 Capital Projects Report** (Boyles)

**3.0 Education**

Greg Ballengee, Controller, and Michelle Finch, Supervisor, Procurement and Bear Card Services, will brief the Committee on recent additional enhancements to the University's automated accounts payable system.

**RESOLUTION F01-15**

**UPDATE OF POLICY 4.78REV,  
IDENTITY THEFT/RED FLAG RULES**

WHEREAS, a systematic review of institutional policies has been undertaken at the direction of the President in order to remove outdated policies, and to modify and update policies; and

WHEREAS, policy 4.78Rev, Identity Theft/Red Flag Rules, was last reviewed and approved by the Board of Trustees on October 1, 2009 and is updated to provide for the monitoring of these rules to determine the University's obligations as relates to current and future business practices;

THEREFORE BE IT RESOLVED that effective January 16, 2015, the Board of Trustees of Shawnee State University hereby approves Policy 4.78Rev, Identity Theft/Red Flag Rules.

(January 16, 2015)

# Shawnee State University

POLICY TITLE:	IDENTITY THEFT/RED FLAG RULES
POLICY NO. :	4.78 REV
ADMIN CODE:	3362-4-49
PAGE NO.:	1 OF 1
EFFECTIVE DATE:	01/16/15
NEXT REVIEW DATE:	01/2018
RESPONSIBLE OFFICER(S):	VPF&A/CONTROLLER
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

1.1 The purpose of this policy is to assure Shawnee State University's compliance with the Federal Trade Commission's (FTC) "red flag rules" in the detection, prevention, and mitigation of identity theft in connection with the opening of a covered account or transactions involving an existing covered account.

1.2 The University will monitor university operations and adopt appropriate procedures as required for compliance with applicable "red flag rules".

2.0 Responsibility for monitoring, developing, and implementing red flag rule requirements lies with the Vice President for Finance and Administration or the Vice President's designated Program Administrator. Program Administrator will be responsible for:

2.1 Determining the appropriate steps to prevent and mitigate identity theft related to covered accounts in particular circumstances.

2.2 Implementing and promulgating periodic changes to the "red flag rules" program to address new or revised university operations.

### History

Effective: 10/01/09

Revised: 01/16/15

## **RESOLUTION F02-15**

### **APPROVAL TO RESCIND POLICY 4.71, VOICE COMMUNICATIONS**

WHEREAS, Policy 5.00Rev, Policy on Policies and Procedures, addresses subjects appropriate for Board approval and directs the President to establish a process for the regular review of existing Board policies; and

WHEREAS, a systematic review of institutional policies has been undertaken at the direction of the President in order to remove outdated policies, and to modify and update policies; and

WHEREAS, the content of Policy 4.71, Voice Communications is no longer relevant to the current technologies used on campus and the various responsibilities for managing voice communications, security systems, and data are defined in the appropriate departments' position descriptions;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves rescission of Policy 4.71, Voice Communications.

(January 16, 2015)

# Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.71
		ADMIN. CODE:	3362-4-42
		PAGE NO.:	1 OF 4
		EFFECTIVE DATE:	8/20/90
SUBJECT:	VOICE COMMUNICATIONS	RECOMMENDED BY:	R. Neil Hawk
		APPROVED BY:	

The University Information Services Department (hereafter referred to as UIS) is charged with the responsibilities of providing various computing and telecommunications services to Shawnee State University faculty and staff. This policy outlines UIS's responsibility to the University community in regard to voice communications.

## 1.0 Central switch

### 1.1 Data base administration

Data base administration is provided, tailoring features to the needs of users.

### 1.2 Equipment

Capacity upgrades are provided as needed. Costs associated with the central systems, wiring, user connectivity, and telephones are funded through the UIS budget.

### 1.3 Traffic analysis

Periodic trunk and network traffic analysis are conducted to detect call traffic contention as an aid in related decision making processes.

## 2.0 Installation

### 2.1 Telephones and related equipment

UIS performs the installation of telephones and related equipment. This includes personnel/departmental moves, modem lines, and telefacsimile lines.

### 2.2 Connectivity

Additions, moves, and changes of wall faceplates (telephone connections) are provided for as needed. Requests for additional lines must be accompanied by written approval of the departmental budget authority due to monthly chargebacks for ongoing service.

### 2.3 Security alarms

UIS works with facilities personnel (security) in the installation and monitoring of University alarm systems in regard to connectivity via the University voice cabling system.

### 2.4 Provisions

All services and equipment outlined herein are provided within established University standards and are subject to approval by UIS upon submission of written justification to establish need.

### 2.5 Non-standard components

Any related component which has not been established as a University standard, including supply of item, training, support, and maintenance is the sole responsibility of the user. User departmental personnel will be held totally responsible for any adverse affects that may occur as a result of the implementation of unapproved, non-standard components. Further, UIS reserves the right to disallow any such components, but only after careful study and consultation with the appropriate vendor/s. UIS should be consulted during the planning stages for any facilities not provided centrally.

## 3.0 Call Data Recording system

### 3.1 Data base administration

Data base administration and maintenance of this system is performed by UIS.

### 3.2 Reporting and chargebacks

Monthly report printing and system "rollover" is performed by UIS. Printed monthly call accounting reports are provided, reflecting long distance charges, to all departmental budget authorities as well as to the Office of the Controller for departmental chargeback purposes.

### 3.3 Departmental responsibility

It is the sole responsibility of the budget authority within each department to budget for, audit, and control the long distance charges for his/her area.

#### 4.0 Voice Mail system

##### 4.1 Data base administration

UIS performs data base administration for this system, to include account creation and profiles to meet user needs.

##### 4.2 Availability

The University's Voice Mail facility is available to any and all full-time employees of the University. Since there is no chargeback for this service, departmental approval is not required. However, UIS reserves the right to require verification of employment upon employee request for an account.

#### 5.0 Training and support

Initial training and ongoing support of the proper utilization central switch features and functions, telephone handset features and functions, Voice Mail system, and interpretation of reports from the Call Data Recording system is provided.

#### 6.0 Central switchboard operations

Central switchboard operations during University business hours are provided by UIS.

#### 7.0 Class of service

##### 7.1 Method of establishment

Class of service is established in two ways: by station and by authorization code number. (Refer to UIS Procedural Handbook for explanation of "Class of Service" and method of establishing "Station Class of Service").

##### 7.2 Approval requirement

Requests for authorization codes must be accompanied by written approval of departmental budget authority.

#### 8.0 Incoming collect calls

The acceptance of personal incoming collect calls is prohibited except in emergency situations, in which cases employees are expected to reimburse the University for such calls or be prepared to offer proper justification for exception to this policy. Any individual accepting an incoming collect call is expected to notify the Office of the Director of UIS within 24 hours of acceptance.



## 9.0 Telephone credit cards

### 9.1 Availability

Telephone credit cards may be issued to full-time employees of the University upon establishment of need and written approval by departmental budget authority.

### 9.2 Chargebacks

UIS maintains a record of each card issued and charges for all calls placed utilizing these cards are charged back to the appropriate departmental budgets.

### 9.3 Confidentiality

Telephone credit cards or their numbers must not be given to another person under any circumstances. Employees violating this policy shall personally be held financially liable for all unauthorized use and lose the privilege of having a University telephone credit card.

## 10.0 Voice communications security

### 10.1 Lost cards

Any lost or misplaced "Telephone Access Code Card" or long distance credit card must be reported to UIS immediately so that the lost number may be taken out of service. At that time a new number may be issued.

### 10.2 Ethics and disciplinary action

#### 10.2.1 Use of other's confidential numbers

The unauthorized use of another individual's authorization code or long distance credit card is unethical and any person in violation of this policy is subject to disciplinary action by the University.

#### 10.2.2 Observance of conversations

Unauthorized observance of telephone conversations of others, by any means, is unethical and any person in violation of this policy is subject to disciplinary action by the University.

## **RESOLUTION F03-15**

### **SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION MEMBER APPOINTMENTS**

WHEREAS, as the sole member of the Shawnee State University Development Foundation, the Board of Trustees of Shawnee State University ratifies Foundation policies and members; and

WHEREAS, the Shawnee State University Development Foundation recommended the appointment of new board members and officers at its November 6, 2014 quarterly meeting;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves the appointment of the following members to the Development Foundation Board for the term expiring December 31, 2017, and the election of the following new officers.

#### Three-year Term:

Dan Cassidy  
Ed Daniels  
Dr. James Kadel  
Dr. Wayne Wheeler

#### Officers – 2015

President – Mark Morgan  
Vice President – Cynthia Jenkins  
Secretary – Janice Darnell

(January 16, 2015)

**RESOLUTION F04-15**

**PUBLIC NOTICE OF VICE PRESIDENT FOR FINANCE &  
ADMINISTRATION INTENT TO RETIRE  
AND  
APPROVAL OF RE-EMPLOYMENT**

WHEREAS, in accordance with Ohio Revised Code (O.R.C.) Section 145.381; and

WHEREAS, this is public notice per ORC that Dr. Elinda C. Boyles is retiring and is seeking re-employment, in the same position of Vice President for Finance and Administration. The retirement date is January 31, 2015 and the re-employment date is February 1, 2015; and

WHEREAS, the notice of Dr. Boyles' intent to apply for re-employment as Vice President for Finance and Administration was publically posted on December 1, 2014 as required by the ORC; and

WHEREAS, the university-wide policy 5.16Rev, President's Authority, University Personnel Actions, requires Board of Trustees' approval of the appointment of University Vice Presidents; and

WHEREAS, the President recommends approval of this appointment to provide continuity in the ongoing leadership transition;

THEREFORE, BE IT RESOLVED, that Shawnee State University's Board of Trustees approves the reappointment of Dr. Elinda Boyles as Vice President for Finance and Administration, effective February 1, 2015, at her FY15 salary, and directs the President to enter into a two-year contract with Dr. Boyles, subject to extension.

(January 16, 2015)

**PERSONNEL INFORMATION ITEMS**  
Board of Trustees

Personnel Action	Name	Employment Status		Effective	Salary	Comments
		From	To			
<b>Appointments</b>	Ryan Gamm		Assistant Professor, Teacher Education	08/18/14	\$46,625	Instructor at Miami University 2012-2014; Ph.D., Miami University; M.A.T., Miami University; B.A. Miami University
<b>Changes of Status</b>	Barbara Warnock	Academic Field Coord/OTA	Academic Field Coord/MOT	08/18/14	\$50,425	Lateral transfer for 2014-15 Academic Year
	Beck Thiel	Nursing Professor/Chair	Acting Associate Provost	08/18/14	\$120,000	Internal appointment for 2014-15 Academic Year
	Leeann Denning	Assoc. Professor Nursing	Interim Chair Nursing	08/19/14	\$90,263	Internal appointment for 2014-15 Academic Year
	Denise Gregory	Advising Assistant	Veterans & Test Center Coord	11/17/14	\$34,782	Internal appointment/promotion
	Bob Trusz	Interim VP for Student Affairs	VP for Student Affairs	11/22/14	\$112,200	Board-approved appointment
<b>Terminations</b>	Rebekah Kilzer	Library Director		09/12/14		Resignation

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



## Status of Construction/Renovation Projects through December 31, 2014

Project	Status	Projected Budget	Funding Source
VRCFA Roof Project	<ul style="list-style-type: none"><li>• Replace roof on the academic wing of the fine arts building.</li><li>• New roof will replace original system with a single membrane EPDM system that includes a 20 year warranty.</li></ul>	\$200,000	State Capital/Local

(December 31, 2014)