

**BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE**

**January 20, 2012
9:00 a.m., University Center, Room 214**

Agenda

1.0 Action Items

1.1 Graduate Workshop Fee Resolution F01-12 Action

The establishment of a Graduate Workshop Fee of \$130/credit hour is proposed.

1.2 Administrators & ATSS Employment Actions Policy 4.51Rev Resolution F02-12 Action

Policy 4.51Rev, Administrators and ATSS Employment Actions, is submitted for approval. This action updates and consolidates two existing related policies into one policy. Procedures are provided for information.

1.3 Rescission: Policy 4.61Rev, Performance Evaluations of Administrators Resolution F03-12 Action

Due to the incorporation of the provisions of Policy 4.61Rev (dated 12/7/95) into Policy 4.51Rev, Administrator and ATSS Employment Actions, Policy 4.61Rev is no longer needed.

1.4 Cash Management Policy 4.21Rev Resolution F04-12 Action

Policy 4.21Rev, Cash Management, is submitted for approval. This action updates the University's policy related to the management of monies to present operational standards. Procedures are provided for information.

1.5 Licensed Clinical Counselor Position Resolution F05-12 Action

The continuation of this position beyond the initial 3-year duration (ref. Resolution F09-09) is necessary in order to sustain these essential services to SSU's student population.

1.6 New Residence Life Coordinator Position Resolution F06-12 Action

Due to the programmatic, safety, and security demands realized with the University's expanded student residential population, the need to add a Residence Life Coordinator position has been determined.

2.0 Information Items

2.1 Personnel Information

In accordance with Policy 5.16Rev, President's Authority University Personnel Actions, the attached listing summarizes personnel action(s). All personnel activity is reported in the attached consolidated report.

2.2 Investment Report Information

The University's investment activity performance report reflects current activity.

2.3 Capital Status Report Information

The capital status report reflects current information on major capital projects.

2.4 VRCFA Revenue and Expenditures Report Information

The Vern Riffe Center for the Arts budget status report will be reviewed.

2.5 General Fund Revenue and Expenditures Report Information

The general operating fund budget status report will be reviewed.

3.0 Education:

A briefing covering the operation of the Vern Riffe Center for the Arts (VRCFA) will be presented.

RESOLUTION F01-12

APPROVAL OF GRADUATE WORKSHOP CREDIT FEE

WHEREAS, Shawnee State University Graduate Workshop Credit offered in response to professional development needs in the region, is in addition to the University's graduate program offerings, and enhances the University's role as provider for continuing education and professional development; and

WHEREAS, the Graduate Workshop Credit fee will be assessed on a per credit hour basis to individuals who complete an approved workshop course offering that may be used for professional development credit or continuing education units (CEUs); and

WHEREAS, a fee of \$130 per credit hour is comparable to Graduate Workshop Credit fees assessed by other colleges and universities in the region;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the Graduate Workshop Credit fee in the amount of \$130 per credit hour beginning with the summer AY12 term.

(January 20, 2012)

RESOLUTION F02-12

ADMINISTRATORS AND ATSS EMPLOYMENT ACTIONS POLICY 4.51REV

(Consolidates 4.51Rev (2/8/02) and 4.61Rev (12/07/95))

WHEREAS, a systematic review of institutional policies has been undertaken at the direction of the President in order to correct outdated technical language and to modify and update policies to reflect current operational needs; and

WHEREAS, the Board of Trustees last reviewed and approved Policy 4.51Rev, Administrative Appointments on February 8, 2002 and Policy 4.61Rev, Performance Evaluations on December 7, 1995; and

WHEREAS, the proposed Policy 4.51Rev retitled as “Administrators and ATSS Employment Actions” incorporates the primary components of both prior policies consolidating matters relevant to administrative and administrative/technical support staff (ATSS) employment actions and performance evaluations; and

WHEREAS, procedures established to comply with the revised policy are provided for informational purposes; and

WHEREAS, the policy and procedures have been reviewed with the affected governance body;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves Policy 4.51Rev, Administrators and ATSS Employment Actions, effective January 20, 2012.

(January 20, 2012)

RESOLUTION F03-12

RESCISSION OF POLICY 4.61REV (12/8/95) PERFORMANCE EVALUATION OF ADMINISTRATORS

WHEREAS, a systematic review of institutional policies has been undertaken at the direction of the President in order to correct outdated technical language and to modify and update policies to reflect current operational needs; and

WHEREAS, the Board of Trustees last reviewed and approved Policy 4.61Rev, Performance Evaluation of Administrators on December 7, 1995; and

WHEREAS, Policy 4.51Rev (01/20/2012), Administrator and ATSS Employment Actions incorporates provisions that were previously addressed in Policy 4.61Rev (12/7/95);

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves the rescission of Policy 4.61Rev, Performance Evaluation of Administrators, effective January 20, 2012.

(January 20, 2012)

Shawnee State University

SUBJECT: ADMINISTRATORS AND ATSS EMPLOYMENT ACTIONS	POLICY NO. : 4.51 ADMIN CODE: 3362-4-24 PAGE NO.: 1 of 4 EFFECTIVE DATE: 1/20/2012 NEXT REVIEW DATE: 1/20/2014 RESPONSIBLE OFFICER(S): DIRECTOR HR, VPFA APPROVED BY: BOARD OF TRUSTEES
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1.0 INTRODUCTION

This policy addresses employment actions and performance evaluations applicable to administrators and administrative technical support staff (ATSS).

2.0 DEFINITIONS

- 2.1 Administrators are those employees who are assigned professional, managerial, and/or supervisory responsibilities as described in an approved job description. Administrators are generally paid on a salaried basis, with assigned duties that are exempt from (not governed by) the Fair Labor Standards Act (FLSA) overtime payment rules, and not subject to the provisions of the Ohio Revised Code (ORC), Chapter 4117.
- 2.2 Administrative Technical Support Staff (ATSS) includes employees typically paid on a per-hour basis (but can be paid on a salaried basis), assigned confidential and/or other duties exempt from (not governed by) provisions of ORC 4117 and are subject to FLSA overtime rules.

3.0 CONTRACT STATUS

- 3.1 Administrators who are employed in positions funded by a source other than grants and/or “soft” or external sources and with undefined contract durations shall be eligible for continuous contract status upon successful completion of a probationary period.
- 3.2 Administrators who are employed in positions funded by grants and/or “soft” or external sources shall be hired for a defined contract period. Such employees must successfully complete a probationary period.
- 3.3 Contracts are not required for the hiring of administrative technical support staff (ATSS). Such employees must successfully complete a probationary period.

4.0 ESTABLISHMENT OF EMPLOYMENT

- 4.1 Employment is established for administrators when the Department of Human Resources receives the signed offer letter/contract from the prospective employee.
- 4.2 Employment is established for ATSS when a prospective employee acknowledges in writing the acceptance of a written offer.

5.0 PROBATIONARY PERIODS

- 5.1 Newly hired Administrators and ATSS are required to successfully complete an initial six (6) month probationary period.
- 5.2 A probationary period shall be established for continuing employees (after completion of new-hire probation) if subject to a Performance Improvement Plan (PIP). The length of a probationary period will be determined in accordance with procedures for this policy.

6.0 NEW-HIRE PROBATIONARY EVALUATION

- 6.1 Newly hired Administrators and ATSS must complete a six (6) month new-hire probationary period and receive a rating of “meets basic expectations” or higher to be eligible for continued employment.
- 6.2 Procedures will be established for the evaluation of performance during the new-hire probationary period.

7.0 ANNUAL PERFORMANCE EVALUATION

- 7.1 Upon completion of the new-hire probationary evaluation, Administrators and ATSS will receive performance evaluations from their immediate supervisors at least annually.
- 7.2 Supervisors are required to follow procedures that are created for conducting annual performance evaluations as set forth in the Procedures for Administrators and ATSS Performance Evaluations and Performance Improvement Plan (PIP).

8.0 PERFORMANCE IMPROVEMENT PLAN (PIP)

- 8.1 A written performance improvement plan (PIP) may be initiated at any time. Upon the initiation of a PIP, the employee’s performance rating will be identified as “does not meet basic expectations.”
- 8.2 Prior to the initiation of a PIP, the Administrator who is responsible for the PIP should demonstrate, in writing, that steps have been taken to correct performance related issues, i.e., coaching, mentoring, formal warning.

8.3 Failure to meet basic expectations that are established in a PIP by the end of the probationary period may result in the termination of employment with the University. The process related to the unsuccessful completion of a PIP will be defined in the Procedures for Performance Evaluation and Performance Improvement Plans (PIP).

9.0 REDUCTION IN FORCE

9.1 Should the President determine that a reduction in force is necessary notification to affected administrators and ATSS shall be as follows:

9.1.1 Employees with up to three (3) years of service will receive thirty (30) days written notice.

9.1.2 Employees with service of three (3) years or more will receive ninety (90) days written notice.

9.2 Administrators employed under Defined Period Contracts and ATSS in positions funded by grants “soft” or external sources shall continue employment for the defined contract period or until funding is discontinued. Where possible in such cases, advance notification of the discontinuation of employment will be provided.

9.3 Unsatisfactory performance issues shall be managed separately from the reduction in force process.

9.4 During any reduction in force, attempts will be made to reassign affected employees to other open positions for which they are qualified.

10.0 REAPPOINTMENT

10.1 If an Administrator or ATSS is terminated due to a reduction in force, the affected person will be eligible for automatic reappointment to the exited position should it become available within a period of two (2) years from the date of the force reduction. The decision to fill a position that has been eliminated through a reduction in force will be at the sole discretion of the University.

10.2 If reappointed under this Section, an Administrator or ATSS will be reinstated at his/her prior employment status as governed by existing University policies.

11.0 ADMINISTRATIVE LEAVE

11.1 When the need for an investigation or assessment of an incident involving an Administrator or ATSS is required, an administrative leave with pay may be

implemented upon the recommendation of the Director of Human Resources and the approval of the appropriate Vice President and/or the President.

- 11.2 Access to University facilities and resources will be restricted or denied while placed on an administrative leave unless otherwise authorized by the Director of Human Resources.

12.0 CORRECTIVE ACTION AND TERMINATION FOR CAUSE

- 12.1 Corrective action, when necessary, shall be reasonable and commensurate with the offense and may include but not be limited to a letter to the personnel file, unpaid suspension, and/or termination of employment.
- 12.2 With the approval of the President or designee, an Administrator or ATSS may be terminated immediately for cause for reasons that include but not limited to:
 - 12.2.1 Violation of an official regulation or failure to obey reasonable directions given by a supervisor when such violation or failure to obey amounts to insubordination or a serious breach of University policies and/or work rules or puts the University and/or its employees and students at serious risk.
 - 12.2.2 Conviction of a felony or of an offense involving moral turpitude.
 - 12.2.3 Demonstration of abusive or threatening behavior in the treatment of students, fellow employees, or other persons.

13.0 PROCEDURES

- 13.1 Procedures for the completion of performance evaluations (new-hire and annual) and performance improvement plans (PIP) will be detailed in the accompanying Procedures for Performance Evaluations and Performance Improvement Plan – Administrators and ATSS.

History: Replaces 4.51REV 2/8/02; 4.61REV 12/7/95 (*Eff.1/20/12*)

INFORMATION ONLY

PROCEDURE TITLE:	ADMINISTRATORS AND ADMINISTRATIVE TECHNICAL SUPPORT STAFF (ATSS): PERFORMANCE EVALUATIONS AND PERFORMANCE IMPROVEMENT PLAN (PIP)
RELATED POLICY:	4.51REV (1/20/12)
PAGE NO.:	1 of 4
RESPONSIBLE OFFICER(S):	DIRECTOR OF HUMAN RESOURCES/VPFA
EFFECTIVE DATE:	1/20/2012
NEXT REVIEW DATE:	1/20/2014
APPROVED BY:	PRESIDENT

1.0 INTRODUCTION

These procedures apply to University Administrators and Administrative Technical Support Staff (ATSS) as established by Board of Trustees' Policy 4.51REV (11/18/11), Administrators and ATSS Employment Actions.

2.0 GUIDING PRINCIPLES

Shawnee State University supports the concept of continuous improvement and the principle that new-hire probationary evaluations, annual performance evaluations and performance improvement plans (PIP), when done systematically, can serve to enhance the performance of individuals resulting in the improvement of the overall performance of the institution.

3.0 NEW-HIRE PROBATIONARY STATUS AND EVALUATION

- 3.1 The new-hire probationary period for administrators and administrative technical support staff (ATSS) is six (6) months from the date of hire.
- 3.2 Within 30 days of hire, the supervisor will schedule a meeting with the new employee to set objectives for the 6-month probationary period.
- 3.3 After completion of the third month of employment, employees will receive an initial performance evaluation by their immediate supervisor.
 - 3.3.1 If an employee's performance meets expectations the probationary period will continue.
 - 3.3.2 If the employee's performance does not meet expectations the employee will be advised in writing of the areas of deficiency and the supervisor will either provide the employee with a plan of action to correct the deficiencies or make a recommendation to the appropriate Vice President that employment be terminated.
 - 3.3.3 Termination of employment will be effective immediately if the new-hire probationary period is not extended.

- 3.4 During the sixth month of employment, employees will receive an overall performance evaluation by their immediate supervisor. If an employee's performance meets expectations the employee will be granted continuous contract status, defined period contract status, or regular employment status (as applicable).
- 3.5 A supervisor may recommend to the next level of management an extension of the new-hire probationary status up to an additional three (3) months if s/he believes the additional time is needed in order to fully assess the employee's performance. Such extension must be approved by the appropriate Vice President and/or the President.
- 3.6 The six-month new-hire probationary evaluation must result in a "meets expectations" rating in order for the employee to continue employment with the University. Termination of employment will be effective immediately if the new-hire evaluation does not meet expectations.
- 3.7 The step-by-step process for evaluating employees during the new-hire probationary period is outlined in the Performance Management Resource Guide.

4.0 ANNUAL PERFORMANCE EVALUATIONS

- 4.1 An Administrator on continuous contract status or defined contract status, or an ATSS on regular employment status will be subject to an annual performance evaluation.
- 4.2 The annual performance evaluation period is from April 1 through March 31.
- 4.3 The supervisor and employee should routinely discuss the employee's performance and progress towards goals and objectives throughout the year.
- 4.4 During the month of April, supervisors must conduct a formal meeting with the employee to review performance results, revise job descriptions (if applicable) and complete evaluation forms.
- 4.5 Supervisors must submit completed evaluations to the next level of management for review.
- 4.6 All performance evaluation documentation must be submitted to the Department of Human Resources within 30 days of the end of the evaluation period. The documentation shall be placed in the employee's personnel file.
- 4.7 If the employee is not satisfied with the results of their evaluation, s/he can submit a written rebuttal to the supervisor within ten (10) working days of the date of the evaluation for reconsideration. The rebuttal will be attached to the performance evaluation document and placed in the employee's personnel file.

- 4.8 The supervisor and employee must develop performance expectations and/or goals and objectives for the next evaluation period. These goals and objectives should be aligned with the University's mission and goals and retained to be referred to in the upcoming evaluation period.

5.0 **PERFORMANCE IMPROVEMENT PLAN (PIP) – ADMINISTRATORS AND ATSS**

- 5.1 If a supervisor makes a determination that an Administrator or ATSS has continuously failed, after coaching and instruction, to demonstrate satisfactory performance, (i.e., the employee's performance does not meet expectations) the supervisor may initiate, after consultation with the next level of management (if appropriate) and the appropriate Vice President and/or the President a performance improvement plan (PIP).
- 5.2 The Director of Human Resources or designee will assist the supervisor in the development of a PIP.
- 5.3 In all cases in which a PIP is implemented, the supervisor must provide the employee with written documentation of observed deficiencies for the current appraisal period.
- 5.4 Upon the adoption of a PIP, the employee's status will change to probationary and the employee will not be eligible for the annual pay increase that may be awarded for the PIP appraisal period.
- 5.5 Supervisors must conduct a meeting with the employee to identify specific plans and goals designed to correct performance deficiencies and to develop a timeline for progress reviews.
- 5.6 The duration of the PIP is up to three (3) months with possible extension upon the recommendation of the supervisor to the next level of management (if applicable) and concurrence of the Vice President and/or the President, up to an additional three (3) months.
- 5.7 Employees who do not successfully complete the terms of the PIP may be subject to termination. If termination is recommended, the employee will be placed upon administrative leave with pay during which time an informal hearing will be scheduled by the Director of Human Resources with the employee and appropriate managers. The employee will be permitted to voice his/her concerns and submit a written statement contesting the proposed termination. Within ten (10) working days, the appropriate Vice President and/or the President will consider the matter and make a recommendation regarding the employee's continued employment. The President shall review the recommendation for termination and if it is upheld the termination will become effective immediately.

- 5.8 Upon successful completion of the PIP, the employee will return to his/her prior employment status. The employee will then be eligible to receive any approved pay increase that may have been awarded while they were functioning under the PIP. This increase in pay would become effective on the date the employee returns to regular status and will be prorated for the remainder of the fiscal year in which the increase was awarded.
- 5.9 The Department of Human Resources is responsible for developing a Performance Management Resource Guide that will include steps for developing and implementing a PIP.

RESOLUTION F04-12

CASH MANAGEMENT, POLICY 4.21REV

WHEREAS, a systematic review of institutional policies has been undertaken at the direction of the President in order to correct outdated technical language and to modify and update policies to reflect current operational needs; and

WHEREAS, Policy 4.21Rev, Cash Management, was last reviewed and approved by the Board of Trustees on December 2, 1989 and requires technical language revisions due to organizational changes and to update for current operations; and

WHEREAS, procedures established to comply with the revised policy are provided for informational purposes;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves Policy 4.21Rev, Cash Management effective January 20, 2012.

(January 20, 2012)

Shawnee State University

SUBJECT: CASH MANAGEMENT	POLICY NO. :	4.21REV
	ADMIN CODE:	3362-4-11
	PAGE NO.:	1 of 2
	EFFECTIVE DATE:	01/20/2012
	NEXT REVIEW DATE:	01/20/2015
	RESPONSIBLE OFFICER(S):	Bursar, Controller, VPFA
	APPROVED BY:	Board of Trustees

1.0 Oversight and Authority

- 1.1 Shawnee State University shall manage the handling and depositing of all forms of currency including cash and other receipts in accordance with accepted fiscal regulatory standards.
- 1.2 The oversight authority for this effort resides with the Vice President for Finance and Administration or designee. The Office of the Controller is charged with establishing appropriate controls for the effective day-to-day handling of currency.
- 1.3 The Office of the Controller is the only entity authorized to open and/or operate a Shawnee State University bank account. All others, including student organizations, are prohibited from opening a separate bank account which utilizes the name or tax identification number of Shawnee State University.

2.0 Collection/Handling of Money

- 2.1 Requests for approval to charge admission, or to collect money, in any form, must be obtained in writing from the Office of the Controller. Such requests must be submitted through the administrative chain of officials and authorized by the appropriate vice president or president (for direct reports).
- 2.2 Per Section 9.38 of the Ohio Revised Code, all University departments or individuals receiving cash, checks or credit card payments from any source are required to deposit such funds in the Bursar's office within 24 hours of receipt or on the next business day.
- 2.3 University representatives receiving cash must maintain auditable records and follow procedures set by the Office of the Controller (e.g., retain copies of Deposit receipts, Deposit Transmittal Forms, etc.).

3.0 Credit Cards

3.1 University offices interested in accepting credit card payments must obtain approval from the Office of the Controller **prior** to executing any agreements related to the acceptance and/or handling of credit card payments following established procurement guidelines

4.0 Charitable Gifts

4.1 All charitable gifts to Shawnee State University are to be forwarded to the Shawnee State University Development Foundation (SSUDF) following the established timelines in accordance with University and SSUDF guidelines.

5.0 Procedures

5.1 Procedures for cash management and related functions shall be established and made available at the Office of the Controller's website.

Information

PROCEDURE TITLE:	Cash Management
RELATED POLICY:	4.21REV
PAGE NO.:	1 OF 11
RESPONSIBLE OFFICERS:	Controller, Bursar, VP F & A
EFFECTIVE DATE:	1/20/2012
NEXT REVIEW DATE:	1/20/2012
APPROVED BY:	PRESIDENT

1.0 BASIC INFORMATION

Purpose

This document defines and outlines University procedures for handling, receiving, transporting and depositing cash funds. The term "cash" includes currency, checks, money orders, negotiable instruments and charge card transactions. University funds are monies received from tuition, room, board, fees, contracts, grants, revenues from University services, state and federal appropriations, gifts, deposits and all other sources of revenue or expense reimbursements. All checks made payable to the University, or any subdivisions of the University, are considered University funds and must be processed accordingly. and must be processed accordingly.

Introduction

At Shawnee State University, the collection and control of cash are very important duties. The Office of the Bursar is the University's primary cash handling agent. Ideally, the control, collection and oversight of cash receipts should be centralized in one location. However, this is not always possible or practical. The procedures for handling cash receipts in decentralized situations are explained in this document.

Historical practices shall not constitute justification for deviation from the following guidelines. The material contained in this document regarding the handling of cash supersedes any previous procedure followed within the University and/or within departments. **The University Controller reserves the right to make interpretations and exceptions to the procedures contained in this document.**

Changes in University cash handling procedures will be communicated via email and will be available for review at: <http://www.shawnee.edu/off/controller/index.html>. These procedures will be effective upon issuance unless stated otherwise.

Required Authorization to Collect Money

Before undertaking any new cash handling operation or activity, prior written approval for the activity must be received from the Controller's Office.

Bank Accounts for Departments and Student Groups

University departments and student groups must use Shawnee State as a fiduciary for University funds. The use of outside bank accounts bearing the name and/or tax identification number of Shawnee State University for the depositing and/or safekeeping of

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funds is strictly prohibited regardless of the funding source. Any requests to deviate from this policy must be submitted in writing to the University Controller for proper authorization.

Guidelines in the Event of a Robbery

The following guidelines are provided to help ensure staff safety and minimize loss to the University. **Unnecessary risks should never be taken.**

- Cooperate with the robber. Avoid any confrontation and facilitate a rapid departure.
- Stay as calm as possible. Take no risks. Try not to panic or show any signs of anger or confusion.
- Make a mental note of any descriptive features or distinguishing marks on the robber, such as race, height, weight, his/her clothing, hair color, eye color, scars, tattoos, etc. Touch nothing in areas where robbers were, and note specific objects touched by robbers.
- If it is safe to observe, note the direction the robber went when leaving. If possible, observe the license number, color and make of the vehicle leaving the scene.
- Call 911 and the Department of Public Safety (extension 3232) when it is safe to do so.
- The robbery should not be discussed with anyone until law enforcement or Campus Security arrives.
- Cooperation with law enforcement and the Department of Public Safety is important.
- The victim should, above all else, remain calm and try to remember the details. Write them down. At your request, the Department of Public Safety will assist in devising specific procedures for your department or area.

Check Cashing

The University does not permit check cashing of any kind.

Charitable Gifts

Charitable gifts to Shawnee State University should not be deposited with the Office of the Bursar but should be forwarded to the Shawnee State University Development Foundation for Processing. Centralized depositing of charitable gifts ensures proper receipting and acknowledgement of donors. Without an official Development Foundation receipt, the donor may not be able to take an IRS tax deduction for the gift amount. Donor information is recorded in a database for historical tracking of the donor's relationship to the University.

Grants

To ensure proper accounting for and tracking of grant awards, all grant funds received should be forwarded to the Controller for subsequent deposit by the Bursar's Office.

2.0 DEPARTMENT CASH HANDLING RESPONSIBILITIES

Compliance with University Policy & Procedures

Departments are responsible for complying with Policy 4.21 – Management of Cash Operations, implementing the procedures outlined in this document, developing and maintaining detailed written departmental cash handling procedures, and training

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employees to handle cash as defined in these procedures. Evaluate the completeness of your internal procedures by answering the questions in **APPENDIX A**. The Office of the Bursar and Office of the Controller are available for consultation and review of departmental procedures. A copy of the department's cash handling procedures must be provided to the Office of the Controller.

Timely Deposits

As required by Ohio Revised Code (ORC) §9.38 (Payment or deposit of public moneys), all deposits are to be made within 24 hours of receipt, or on the following business day, to facilitate proper posting of accounts and to insure the security of University funds. All deposits are to be made at the Office of the Bursar located in the Student Business Center on the 2nd floor of the University Center. The Office of the Bursar accepts deposits Monday through Thursday between 8 a.m. and 4 p.m., and Friday between 9 a.m. and 4 p.m.

Safekeeping of Funds

Each department is responsible for making the necessary provisions to properly safeguard cash in their area. Deposits should be maintained in a fire-proof safe or reinforced lockable file cabinet. Cash should not be retained in desk drawers or standard file cabinets since they are easily accessible and provide no security or safe-guarding of funds. In the event that a safe is not available, large deposits along with a Deposit Transmittal Form must be delivered to the Office of the Bursar between regular office hours.

Transportation of cash deposits to the Office of the Bursar by a fulltime University employee should not conform to any regular time or day. Such transfers should be made at differing times, subject to change without notice, with times known only to a select few. Consult the Department of Public Safety and the Office of the Bursar regarding arrangements for transfers of large cash amounts.

Segregation of Duties

When possible, there must be a separation of duties between the person receiving/processing/depositing cash and the person responsible for maintaining the accounting records and reconciling them to the General Ledger.

Identification of Counterfeit Currency

All authorized, cash handling personnel are responsible for exercising reasonable care in screening cash transactions for counterfeit currency. Currency denominations of \$20 and above should be marked with a counterfeit pen prior to processing the transaction. If a questionable bill is received, the department should retain possession of the bill(s) and contact the Department of Public Safety (extension 3232) immediately. Do not return the bill to the payer. For more information about recognizing counterfeit currency, please visit www.moneyfactory.gov.

3.0 COLLECTION AND RECEIPT OF CASH

Purpose

This section summarizes the proper procedures for collecting currency, checks and credit/debit card payments.

Information

Manual Processing

Checks and currency presented in person must be recorded in an official, pre-numbered Shawnee State University receipt book available from the Office of the Controller. The only exception would be when pre-numbered event tickets obtained from the Office of the Controller are used. Accountability over cash transactions within a department, or at an event, should be assigned to a specific individual or individuals. Sales proceeds during an event should be kept in a locked metal box or cash drawer at all times.

All cash collected should be balanced daily to the income recorded (per the receipt book or ticket copies) and deposited per the requirements defined above in the section entitled "**Timely Deposits**". If pre-numbered event tickets are used for an activity, a reconciliation of tickets sold (as evidenced by Deposit Transmittal form copies) and unused tickets should be provided to the Controller's Office within seven (7) days of the event.

CHECKS

- Checks are to be made payable to "Shawnee State University." Any other information on the payee line is for the convenience of the department only and is not necessary for proper credit or validation.
- Checks must have the name, address, and check number pre-printed on the face of the check.
- Starter checks or blank checks should not be accepted without approval of the Bursar.

Endorsement of Checks

Endorse all University checks immediately upon receipt by stamping the back of the check before putting it in the cash drawer. Contact the Office of the Bursar to purchase an official University endorsement stamp.

The endorsement must include the following:

For Deposit Only
Shawnee State University
Department Name

The Federal Reserve has established a regulation to standardize check endorsements. All depositors' endorsements are limited to the top 1.5 inches on the back of the check.

Any marks below 1.5 inches on the check may obscure the bank routing number, cause delays in returning checks, and forfeit the University's right to recovery. The purpose of this regulation is to speed collection and returns. Failure to follow the above instructions may result in charge-backs to your department.

Limitations on Acceptance of Payments by Check

- Checks **MUST** only be written for the amount owed to the University. ***Departments are not authorized to return currency to the payer in the event that the check exceeds the amount due to the University.***
- Departments may not accept post-dated checks.
- Currency or checks received as a refundable deposit for services or goods (such as the

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rental of a University owned math calculator) may not be held in the department in lieu of depositing funds and later issuing refunds.

Returned Check Procedures

Any checks returned by Shawnee State University's depository bank as uncollectable are sent to the Office of the Bursar. Examples of returned checks include: non-sufficient funds (NSF), account closed, payer's signature missing, refer to maker and postdated or stale dated checks.

The Office of the Bursar will forward copies of the returned check and related bank information to the Office of the Controller. The Office of the Controller will prepare a journal entry to remove the income from the originating department's account. A copy of the transaction and returned check will be provided to the originating department for collection. It is the originating department's responsibility to notify the check writer and use due diligence to collect the amount of the check. Generally, restitution should be in the form of currency, a money order, a cashier's check or a certified check to ensure that the funds are actually being received. If after proper due diligence has been performed and restitution has not been received within 90 days of the date of the check, contact the Office of the Bursar for possible submission to the Ohio Attorney General's Office for collection.

VISA, MASTERCARD, AND DISCOVER CREDIT AND DEBIT CARDS

To accommodate individuals desiring to pay by credit or debit card, authorized departments may accept Visa, MasterCard, and Discover card payments. This process is consistent with other cash handling procedures, though some additional steps are required and are outlined in the following paragraphs.

Charge card transactions are monetary transactions, and are therefore subject to the same control and reconciliation procedures as cash transactions. A daily accounting of receipts, from sales or deposits, should be balanced against these electronic transactions. Funds related to the charge card transaction are automatically electronically deposited into the University's bank account and are reconciled by the Office of the Controller. All personnel authorized to accept credit and debit card payments must exercise reasonable care in screening transactions to reduce card misuse and loss of funds.

4.0 DEPOSIT REQUIREMENTS

VERIFY THE APPROPRIATENESS OF THE FUNDS RECEIVED

CHECKS: Verify that the checks are:

- Restrictively endorsed (Deposit Only-Shawnee State University, etc.)
- Not stale-dated or post-dated
- Made payable to "Shawnee State University" or if made payable to a person or program that they are properly endorsed
- Written amount and numerical amount agree
- Signed
- Drawn on a U.S. bank and in U.S. funds

Information

NOTE: Write the department account number on the check for identification purposes in case it is returned for non-sufficient funds, or any other reason.

CASH & COIN

- If only a small number of coins exist, they should be placed in an envelope and attached to the deposit. (Please do **NOT** tape loose coins to a Deposit Transmittal Form.) Contact the Office of the Bursar for instructions on handling large deposits of coins
- Verify that the count is accurate
- Look for counterfeit currency – refer to the section on “**Counterfeit Currency**”.
- Look for altered currency

CREDIT AND DEBIT CARDS (Master Card, Visa, and Discover Cards)

If a department does not have a credit card terminal or if a terminal is inoperative:

- The department will provide all requested information on a paper credit card form available from the Office of the Bursar. Do NOT provide a receipt for the charge card payment until the Office of the Bursar verifies that the payment against the card has been accepted.
- Batch these charge card forms and prepare a separate daily Deposit Transmittal Form for their total. Do NOT combine other department deposit activity (i.e., cash or checks) with this charge card Deposit Transmittal Form.
- The Office of the Bursar will process the transactions through their credit card terminal.
- Any charge card transactions rejected for insufficient funds when processed by the Office of the Bursar will need to be removed from the Deposit Transmittal Form. See “**Bursar Office Deposit Reconciliation Procedures**” for the handling of deposit discrepancies.
- Charge-backs and rejected card transactions will be removed from the departmental account.
- Bank reports reflecting rejected and/or charge-back transactions will be sent to the originating department from the Office of the Controller.

If a department has an operative credit card terminal:

- A Batch Settlement report consisting of an Audit List and Card Summary report must be printed from the credit card machine at the end of each day. After balancing the day’s charge card transactions against the Batch Settlement report, the batch on the credit card terminal must be closed.
- Enclose the printed Batch Settlement report with the Deposit Transmittal Form and all other deposits.
- The credit card terminal will electronically remit daily totals directly to the bank.
- Charge-backs and rejected card transactions will be removed from the departmental account.
- Bank reports reflecting rejected and/or charge-back transactions will be sent to the originating department from the Office of the Controller.

DEPOSIT FORMS AND SUPPORTING INFORMATION

Deposits should be made on a Shawnee State University Deposit Transmittal Form (available from the Office of the Bursar). This form is used to record, communicate and

Information

document deposits made by departments to General Ledger accounts. Once the form has been completed,

- check the form for mathematical accuracy
- verify cash, check & credit card totals are listed properly
- verify that the account number field has been filled in
- verify that the funds received equal the denominations and total on the deposit form
- verify that the source of funds has been listed
- check that the form has been signed by an authorized departmental employee

All deposits should be counted twice prior to being delivered to the Office of the Bursar. In addition, please attach an adding machine tape reflecting the cash amount by denomination (total of \$1, total of \$5, etc.) and listing each check individually. The inclusion of this information will assist in quickly identifying and reconciling any discrepancy between the funds being deposited and the total on the Deposit Transmittal Form.

MONEY DEPOSITED INTACT

Money should be deposited promptly and intact at the Office of the Bursar. Cashing checks from University deposits, borrowing cash for personal use, lapping receipts to cover shortages in cash receipts, withholding checks for deposit in order to float checks, commingling of personal and University funds, and modification of cash records are all serious offenses and may result in an immediate referral to the Department of Public Safety and the Human Resources Office for proper disciplinary action and/or termination.

TRANSPORTING DEPOSITS TO THE OFFICE OF THE BURSAR

Care in transporting funds to the Office of the Bursar must always be a high priority.

- **NO** deposit should ever be sent through campus mail.
- All deposits should be hand-carried to the Office of the Bursar by a fulltime department representative. Please do not ask student employees to perform this function. Contact the Department of Public Safety to accompany employees making large deposits.

BURSAR OFFICE DEPOSIT RECONCILIATION PROCEDURES

The Office of the Bursar will count the funds and validate the accuracy of the Deposit Transmittal Form in the presence of the department employee making the deposit. Any discrepancies **must** be reconciled before the deposit is processed and applied to the department account. If authorized, the depositor will be asked to correct and initial any required changes while in the Office of the Bursar. If the individual delivering the deposit is not authorized to do so, a call will be placed to an authorized individual in the originating department requesting permission to correct the Deposit Transmittal Form. If that individual is not available at the time of the call, the funds and the form will be returned to that department for correction. Upon reconciliation, the deposit will be processed and applied to the department account. A Bursar staff member will date, sign and enter the amount of the deposit in the Bursar Office box on the Deposit Transmittal Form. A receipt and a copy of Deposit Transmittal Form will be given

Information

to the depositing department employee.

5.0 PETTY CASH FUNDS

Purpose

A petty cash process has been established which permits employees, with supervisory approval, to personally make, and be reimbursed for, emergency purchases of **\$20 or less**. *Personal funds may ONLY be used in those situations where an official University purchasing method (such as a procurement card) is not accepted.* The intended purpose and frequency of use determine the amount of the fund.

Request and Authorization

Any department wishing to establish a petty cash fund should contact the Office of the Controller to discuss the circumstances creating the need for such a fund. If approved, the department will submit a Request for Payment form (RFP) payable to the individual designated as the department custodian of the funds. If approved, a check will be issued. The custodian will cash the check at a local bank and place the funds in a secure, locked location. Refer to “**Safekeeping of Funds**”.

Use of the Funds

Petty cash fund purchases must comply with Purchasing Policy 4.0 and all related procedures.

Note: Shawnee State University is exempt from Ohio state sales tax. If the vendor requires a tax exempt certificate or tax I.D. number, a form containing this information is available for printing on the Purchasing website at: <http://www.shawnee.edu/off/prch/Forms.htm>

Fund Disbursements

- Every reimbursement from the petty cash fund must be supported by a properly initiated and approved Petty Cash Voucher. These forms are available from the Office of the Controller.
- The purchaser enters the date and amount of the purchase, a general description of the item(s) purchased, and the department name and account number, along with their signature. The original vendor's sales slip showing the detail and cost of the items purchased is then attached. This documentation must be attached to receive reimbursement. A personal credit card slip without any detail is not sufficient.
- The individual with signature authority for the department account being expensed signs the Voucher approving the use of the funds and subsequent reimbursement.
- The completed Voucher and documentation are then taken to the petty cash fund custodian who checks the form for appropriate use and completeness. The reimbursement is given to the purchaser, who then signs the form acknowledging receipt of the funds. The paid voucher and related documentation are then kept with the petty cash fund.

Custodian Responsibilities

Information

- The custodian **MUST** be a fulltime University employee who accepts responsibility for the safekeeping of the fund and its proper usage.
- The fund should be locked at all times and the key should be kept in the possession of the fund custodian. At no time should the fund be left in an unlocked desk drawer or a regular file cabinet.
- The petty cash fund should be reconciled at least weekly by adding together the remaining cash and the total of the paid vouchers. This amount should match the overall total of the petty cash fund. If cash is short or over the original amount, notify the University Controller.
- The fund custodian establishes the point at which the petty cash fund is replenished. This should occur at some point prior to exhausting all of the funds. To replenish the fund, a Request for Payment form (RFP) made payable to the fund custodian should be prepared. Enter the account numbers and amounts from the paid Vouchers and attach them to the RFP. Request the signature of the individual authorized to sign for the department. The individual approving the RFP **MUST** be someone other than the fund custodian. When processed, a check will be produced and the applicable general ledger expense accounts will be charged for the purchases. The check will then be cashed by the custodian at a local bank, and the cash placed back into the petty cash fund.
- At the conclusion of its use, the petty cash fund must be deposited back into the account from which it originated. Refer to “**Deposit Requirements**”.

Loss of Funds

- Funds lost due to circumstances beyond the control of the custodian must be repaid from the department’s account or other available operating funds.
- In the case of burglary or theft, the Office of Public Safety should be notified as soon as it is safe to do so. Refer to “**Guidelines in the Event of a Robbery**”.

6.0 CHANGE FUNDS

Purpose

Change funds are made available to authorized cash handling personnel for the purpose of making change for currency sales and/or services. If a department has a one-time need for change, please see a Bursar Specialist for assistance.

Request and Authorization

A Request for Payment form (RFP) should be sent to the Finance and Administration Office listing the name of the individual designated as the custodian of the funds, identifying the department account number, the amount of the request, and the purpose/use for the funds. If approved, a check will be issued to the requesting department. The fund custodian will cash the check at a local bank and place the funds in a secure, locked location. Refer to the “**Safekeeping of Funds**”.

Custodian Responsibilities

- The custodian of the fund is fully responsible for the safekeeping of the fund and for its proper usage.

Information

- The fund should be locked at all times and the key should be kept in the possession of the custodian. At no time should the funds be left in unlocked desk drawers or a regular file cabinet.
- Any discrepancies in the fund are the responsibility of the custodian.
- Change funds must not be commingled with other funds or used for any other purpose.

Fund Restrictions

- The change fund is to be used only for making change in cashiering operations such as the selling of tickets for athletic or student activity events.
- The change fund cannot be used for expenditures. It is merely for making change.
- At the conclusion of its use, a change fund must be deposited back into the account from which it originated. Refer to “**Deposit Requirements**”.

Loss of Funds

- Funds lost due to circumstances beyond the control of the custodian must be repaid from the department’s account or other available operating funds.
- In the case of burglary or theft, the Office of Public Safety should be notified as soon as it is safe to do so. Refer to “**Guidelines in the Event of a Robbery**”.

Information

APPENDIX A

CASH CONTROLS WITHIN DEPARTMENTS

The following list of questions will help you evaluate the cash controls in your area. If you answer "NO" to any of these questions, consult The Office of the Controller to determine actions necessary to minimize risks.

Segregation of Duties

- If practical, are the following responsibilities distributed among personnel so one person is not responsible for all aspects?
 - Opening mail
 - Preparing deposits
 - Reconciling the applicable general ledger accounts
- Are billing and collection duties distributed among personnel?

Safeguarding of Cash Items

- Are cash items kept in a secure location until the time of deposit? ***Refer to the "Safekeeping of Funds" section of these procedures.***
- Is access to credit card terminals and cash drawers restricted to authorized personnel?

Cash Receipt Processing

- Are you using an official University pre-numbered receipt book to record funds received in person on campus?
- Are deposits made daily and/or in compliance with Ohio Revised Code and Shawnee State University's cash handling procedures?
- Are processed credit card charges/credits handled properly and in a timely manner?
- Are pre-numbered event tickets obtained from the Controller's Office? Are reports, copies of Deposit Transmittals, and unused tickets reconciled and turned in to the Controller's Office within 7 days of an event?

Nature and Source of Revenue

- Are revenue sources properly classified by object code?
- Are potential sponsored program revenues (i.e., grants, Development Foundation funds, etc.) channeled through the Office of the Controller rather than through the department?

Petty Cash Fund

- Is access to the petty cash fund restricted to the petty cash custodian?
- Are petty cash disbursements made upon presentation of approved petty cash payout forms with supporting documentation (e.g., receipts)?
- Is the petty cash fund replenished frequently enough to ensure sufficient funds are available and expenses are charged to the proper fiscal year?
- Is the petty cash fund in agreement with the general ledger?

RESOLUTION F05-12

CONTINUATION OF POSITION

**Licensed Clinical Counselor with AOD Specialization
(REF. RESOLUTION F09-09)**

WHEREAS, the University-wide policy 5.16Rev, President's Authority, University Personnel Actions, requires Board of Trustees' approval of new full-time administrative positions; and

WHEREAS, at its July 10, 2009 meeting the Shawnee State University Board of Trustees approved the position of Licensed Clinical Counselor with AOD (Alcohol and Other Drugs) Specialization for a three-year duration to allow the University to provide these services and to assess the ongoing need for them; and

WHEREAS, the Vice President for Student Affairs has provided evidence that demonstrates that these targeted counseling services are providing critical support for the continuing needs of SSU's student population; and

WHEREAS, the President recommends that this position be continued in conformance with the University's applicable employment policies and funded by auxiliary funding sources;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees approves the continuation of the Counselor position.

(January 20, 2012)

RESOLUTION F06-12

ADDITION OF NEW RESIDENCE LIFE COORDINATOR POSITION

WHEREAS, the University-wide policy 5.16Rev, President's Authority, University Personnel Actions, requires Board of Trustees' approval of new full-time administrative positions; and

WHEREAS, SSU's expanded residential housing population and related operational issues including safety and security matters have created a critical need for additional residential administrative staffing; and

WHEREAS, the Vice President for Student Affairs has submitted data to the President that clearly justifies the addition of a Residence Life Coordinator (RC) position; and

WHEREAS, the President has examined these data and recommends the creation of this administrative position to be funded by auxiliary funding sources;

THEREFORE, BE IT RESOLVED, that Shawnee State University's Board of Trustees approves the creation of a full-time Residence Life Coordinator position in accordance with applicable University employment policies, effective this date.

(January 20, 2012)

ANNUAL COST ESTIMATION

RESIDENCE LIFE COORDINATOR

Full-time, 12-month administrative

FLSA Exempt

O.R. C. Unclassified

Student Housing (Auxiliary) Budget

Estimated Salary \$34,447 (based on a F/T 12-month position at mid-range (50%) placement
of grade 40 Administrative Salary Structure)

Estimated Benefits \$29,386 (assumes family insurance) [18.25% + insurances at \$23,099]

Total estimated

Salary and benefits \$63,833

(January 20, 2012)

PERSONNEL INFORMATION ITEMS
JANUARY 2012 BOT MEETING
Changes processed October 29 to December 30, 2011
(Developed from information received in the HR Department through December 30, 2011)

DIVISION OF ACADEMIC AFFAIRS

Nothing to report

DIVISION OF FINANCE & ADMINISTRATION

Appointment – Administrative

Laura K. Davis, Police Sergeant in the Department of Public Safety, effective January 3, 2012, at a fiscal year salary of \$51,000. Sgt. Davis is a certified Ohio Peace Officer and sworn police officer with over twenty-one (21) years of experience in law enforcement. She most recently served as a Police Sergeant and School Resource Officer with the Portsmouth Police Department.

Shane D. Hatfield, Police Sergeant in the Department of Public Safety, effective February 6, 2012, at a fiscal year salary of \$48,000. Sgt. Hatfield is a certified Ohio Peace Officer and sworn police officer with nearly nineteen (19) combined years of experience in military and law enforcement. He most recently served as a Police Officer with the Portsmouth Police Department.

Jonathan G. Peters, Police Sergeant in the Department of Public Safety, effective January 4, 2012, at a fiscal year salary of \$48,000. Sgt. Peters is a certified Ohio Peace Officer and sworn police officer with nearly twenty-eight (28) combined years of experience in military and law enforcement. He most recently served as a Police Officer with the Portsmouth Police Department.

Retirement – Administrative

Michael D. Pinson, Systems & Network Manager in the Department of University Information Services (UIS), retirement effective January 1, 2012.

PRESIDENT'S OFFICE / CENTRAL ADMINISTRATION

Appointment – Administrative

John A. Carey, Jr., Assistant to the President for Government Relations & Strategic Initiatives, effective January 1, 2012, at a fiscal year salary of \$82,000. Mr. Carey possesses a Bachelor of Arts in Political Science from Ohio University and has served as an elected public official for nearly twenty-three (23) years. Since 2011, Mr. Carey represented the 87th District in the Ohio House of Representatives. Previously, Mr. Carey served in Ohio House of Representatives from 1995 to 2002 and the Ohio State Senate from 2003 to 2011.

DIVISION OF STUDENT AFFAIRS

Nothing to report

Per University Personnel Actions Policy 5.16:

4.1 The Board of Trustees will be informed of all appointments, separations, removals and changes in status for full-time employees including faculty

Prepared: 12/30/11

JOHN A. CAREY, JR.

238 MCGHEE LANE, WELLSTON, OH 45692

POSITION OFFERED

Assistant to the President for Government Relations & Strategic Initiatives

Effective Date: January 1, 2012

EDUCATION

Bachelor of Arts, Political Science 1981
Ohio University

PROFESSIONAL EXPERIENCE

State Representative (Second Tenure) 2011 - present
Ohio House of Representatives

State Senator 2003 - 2011
Ohio State Senate

State Representative 1995 - 2002
Ohio House of Representatives

Mayor 1988 - 1994
City of Wellston

Congressional Aide to U.S. Congressman Clarence Miller 1981 - 1988
United States House of Representatives

NOTABLE AWARDS & HONORS

Awarded "Legislator of the Year" by the following agencies:
Ohio Area Agency on Aging (twice), Developmental Disabilities (twice), National Association of Mental Illness, Ohio Career Colleges, Ohio Libraries, Joint Vocational Schools, Voices for Ohio Children, and Corporation of Ohio Appalachian Development.

Received Honorary Doctorate Degree for Public Service
University of Rio Grande

Named Outstanding State Government Alumnus
Ohio University

Received Southern State Community College Friend Designation

Recognized as "Man of the Year" by Wellston and Jackson Area Chamber of Commerce

LAURA K. DAVIS

1033 24TH STREET, PORTSMOUTH, OH 45662

POSITION OFFERED

Police Sergeant, Department of Public Safety

Effective Date: January 3, 2012

EDUCATION

Officer Training 1992
Southern Ohio Police Academy (SCJVS)

RELATED EXPERIENCE

Police Sergeant & School Resource Officer 2000 - present
Portsmouth Police Department

Patrolman 1998 - 2000
Portsmouth Police Department

Probation Officer 1997 - 1998
Portsmouth Municipal Court

Deputy Sheriff 1994 - 1997
Scioto County Sheriff's Office

Assistant 911 Coordinator 1993 - 1994
Scioto County Sheriff's Office

NOTABLE HONORS, TRAINING & CERTIFICATIONS

- CPR & AED Certification
- Crisis Management for School-based Incidents Training
- Safe and Secure Schools Workshop
- Mock Disaster in the School Setting
- National School Safety Center-Cops in Schools Conference & Training.
- Active Shooter Training
- Safety & Violence Prevention Training in the School Setting
- Community Emergency Response Training
- Creating Safe Learning Environments in Ohio Schools Conference & Training

SHANE D. HATFIELD

3974 BONSER RUN ROAD, PORTSMOUTH, OH 45662

POSITION OFFERED

Police Sergeant, Department of Public Safety

Effective Date: February 6, 2012

EDUCATION

Officer Training 2006
Ohio State Highway Patrol Academy

RELATED EXPERIENCE

Police Officer 2006 - present
Portsmouth Police Department

E-6 / SSG / Squad Leader 2007 - present
Ohio Army National Guard

Sergeant / Platoon Sgt / Squad Leader / Instructor / Guard / Infantry 1993 - 2000
United States Marine Corps

NOTABLE HONORS, TRAINING & CERTIFICATIONS

- Open Water Dive School
- Hurricane Gustav Deployment
- Camp Victory, Iraq Deployment
- Combat Life Savers Course
- Advanced Leaders Course
- Expert Weapons Qualifications
- Close Combat – Instructor Course
- Military Operations in Urban Terrain – Instructor Course

JONATHAN G. PETERS

4042 ROSEMOUNT ROAD, PORTSMOUTH, OH 45662

POSITION OFFERED

Police Sergeant, Department of Public Safety

Effective Date: January 4, 2012

EDUCATION

Officer Training <i>New Boston Police Academy</i>	1996
Leadership/Supervisory School Graduate <i>United States Air Force (USAF)</i>	1991
Professional Military Education Graduate <i>United States Air Force (USAF)</i>	1988

RELATED EXPERIENCE

Police Officer <i>Portsmouth Police Department</i>	1996 - present
Security Specialist / Element Leader <i>USAF - Keflavik Naval Air Station, Iceland</i>	1992
Security Specialist / Team Leader <i>USAF - Sawyer Air Force Base, Michigan</i>	1983 - 1991

NOTABLE HONORS, TRAINING & CERTIFICATIONS

- CPR Certification
- Field Training Officer Certification
- LIDAR & RADAR Instructor
- First Line Supervisor Training I & II
- Police Mountain Bike Certification
- Terrorism Liaison Officer Certification
- Crash Investigator Certification

INVESTMENT PORTFOLIO PERFORMANCE

FISCAL YEAR 11:

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2010	GAIN/(LOSS) JULY	GAIN/(LOSS) AUGUST	GAIN/(LOSS) SEPTEMBER	GAIN/(LOSS) OCTOBER	GAIN/(LOSS) NOVEMBER	GAIN/(LOSS) DECEMBER	GAIN/(LOSS) JANUARY	GAIN/(LOSS) FEBRUARY	GAIN/(LOSS) MARCH	GAIN/(LOSS) APRIL	GAIN/(LOSS) MAY	GAIN/(LOSS) JUNE	TOTAL YTD GAIN/(LOSS)
BNY MELLON	\$ 5,328,868.28	\$ 219,800.04	\$ (88,146.49)	\$ 273,190.96	\$ 104,225.41	\$ (24,286.16)	\$ 202,429.41	\$ 36,738.70	\$ 109,010.96	\$ 45,608.30	\$ 143,011.32	\$ (45,264.49)	\$ (75,356.05)	\$ 900,961.91
COMMONFUND	\$ 5,882,715.14	\$ 233,988.81	\$ (87,613.27)	\$ 292,732.99	\$ 143,135.79	\$ (12,048.85)	\$ 187,537.17	\$ 72,259.60	\$ 131,507.57	\$ (1,166.48)	\$ 169,965.40	\$ (26,385.58)	\$ (64,978.67)	\$ 1,038,934.48
CURRENT MTD TOTAL GAIN/(LOSS)	\$ 11,211,583.42	\$ 453,788.85	\$ (175,759.76)	\$ 565,923.95	\$ 247,361.20	\$ (36,335.01)	\$ 389,966.58	\$ 108,998.30	\$ 240,518.53	\$ 44,441.82	\$ 312,976.72	\$ (71,650.07)	\$ (140,334.72)	\$ 1,939,896.39

INVESTMENT FUND BALANCES:

BNY MELLON	\$ 5,548,668.32	\$ 5,460,521.83	\$ 5,733,712.79	\$ 5,837,938.20	\$ 5,813,652.04	\$ 6,016,081.45	\$ 6,052,820.15	\$ 6,161,831.11	\$ 6,207,439.41	\$ 6,350,450.73	\$ 6,305,186.24	\$ 6,229,830.19
COMMONFUND	\$ 6,116,703.95	\$ 6,029,090.68	\$ 6,321,823.67	\$ 6,464,959.46	\$ 6,452,910.61	\$ 6,640,447.78	\$ 6,712,707.38	\$ 6,844,214.95	\$ 6,843,048.47	\$ 7,013,013.87	\$ 6,986,628.29	\$ 6,921,649.62
TOTAL	\$ 11,665,372.27	\$ 11,489,612.51	\$ 12,055,536.46	\$ 12,302,897.66	\$ 12,266,562.65	\$ 12,656,529.23	\$ 12,765,527.53	\$ 13,006,046.06	\$ 13,050,487.88	\$ 13,363,464.60	\$ 13,291,814.53	\$ 13,151,479.81

FISCAL YEAR 12:

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2011	GAIN/(LOSS) JULY	GAIN/(LOSS) AUGUST	GAIN/(LOSS) SEPTEMBER	GAIN/(LOSS) OCTOBER	GAIN/(LOSS) NOVEMBER	GAIN/(LOSS) DECEMBER	GAIN/(LOSS) JANUARY	GAIN/(LOSS) FEBRUARY	GAIN/(LOSS) MARCH	GAIN/(LOSS) APRIL	GAIN/(LOSS) MAY	GAIN/(LOSS) JUNE	TOTAL YTD GAIN/(LOSS)
BNY MELLON	\$ 6,229,830.19	\$ (56,681.19)	\$ (246,258.09)	\$ (318,315.90)	\$ 335,735.25	\$ (50,280.78)	\$ 4,165.56	\$ 44,915.63						\$ (286,719.52)
COMMONFUND	\$ 6,921,649.62	\$ (18,353.60)	\$ (258,313.79)	\$ (275,661.82)	\$ 345,059.48	\$ (54,158.11)	\$ 48,784.33	\$ 52,753.59						\$ (159,889.92)
CURRENT MTD TOTAL GAIN/(LOSS)		\$ (75,034.79)	\$ (504,571.88)	\$ (593,977.72)	\$ 680,794.73	\$ (104,438.89)	\$ 52,949.89	\$ 97,669.22						\$ (446,609.44)
PRIOR WEEK'S REPORT TOTAL GAIN/(LOSS) FROM PRIOR WEEK								\$ -						
								\$ 97,669.22						

INVESTMENT FUND BALANCES:

BNY MELLON	\$ 6,173,149.00	\$ 5,926,890.91	\$ 5,608,575.01	\$ 5,944,310.26	\$ 5,894,029.48	\$ 5,898,195.04	\$ 5,943,110.67						
COMMONFUND	\$ 6,903,296.02	\$ 6,644,982.23	\$ 6,369,320.41	\$ 6,714,379.89	\$ 6,660,221.78	\$ 6,709,006.11	\$ 6,761,759.70						
TOTAL	\$ 13,076,445.02	\$ 12,571,873.14	\$ 11,977,895.42	\$ 12,658,690.15	\$ 12,554,251.26	\$ 12,607,201.15	\$ 12,704,870.37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Status of Projects through December 31, 2011

PROJECT TITLE	PROJECT TYPE	PHASE	PHASE % COMPLETE	TOTAL PROJECT % COMPLETE	SCHEDULE NEXT ACTION	REMARKS	PROJECTED CONSTRUCTION BUDGET	FUNDING SOURCE
1. Founders Plaza Project	B/C/D	III	0%	30%	Construction	The plaza area between the Administration Building and the Athletic Center will be totally renovated. Construction documents complete. Pending capital budget approval.	TBD	State Capital
2. Administration Building Renovation	B	I	10%	3%	Design	New office and classroom space being evaluated. New HVAC equipment will be installed in newly renovated areas. Programming underway to identify best utilization of space and construction budget.	TBD	State Capital
3. Fine Arts Boiler Replacement	B	IV	75%	83%	Occupancy/Accepted	Boilers, pumps, and piping installed. New boiler flue pipe installed. Library and Fine Arts Building will be supplied from the Library heating system until new Fine Arts plant is online. New boiler start-up scheduled early January, 2012.	\$ 440,000.00	State Capital
4. 310 Chillicothe Street	B	I	20%	6%	Design	Programming started. First floor will be renovated for office and classroom space by December, 2012.	TBD	Local
5. Smokestack Building	B	IV	80%	86%	Occupancy/Accepted	New offices and operational spaces being developed for the Department of Public Safety. Scheduled for completion early January, 2012.	\$ 200,000.00	Local

PROJECT TYPES

A = New Construction
 B = Remodeling
 C = Site work/Civil
 D = Landscaping
 E = Internally Funded Capital Projects
 F = Consulting

PROJECT PHASES

I = Programming
 II = Design
 III = Bid Documents
 IV = Construction
 V = Occupancy/Accepted