

**BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE**

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

Agenda

1.0 Action Items

**1.1 Records Management, Retention, and Disposal Policy 5.34 Action
And Records Retention Schedule Template
Resolution F07-12**

Policy 5.34, Records Management, Retention, and Disposal, and Records Retention Schedule Template are submitted for approval. This action is required to maintain compliance with the Ohio Revised Code, Section 149.33 which requires all public colleges and universities to maintain a system for the management and retention of records.

**1.2 AY12-13 Undergraduate Tuition Action
Resolution F08-12**

The proposed AY12-13 semester undergraduate tuition schedule is submitted for approval.

**1.3 AY12-13 Graduate Tuition Action
Resolution F09-12**

The proposed AY12-13 semester graduate tuition schedule is submitted for approval.

**1.4 AY12-13 Miscellaneous Fees Action
Resolution 10-12**

Your approval of the proposed AY12-13 miscellaneous student fees is requested.

**1.5 AY 12-13 Housing and Meal Plan Rates and 2012 Summer
Housing Rates Action
Resolution F11-12**

The proposed AY12-13 Housing and Meal Plan Rate schedules and 2012 summer term residential housing rates are submitted for approval.

2.0 Information Items

2.1 FY2013 Revenue Projections Information

Information will be shared about revenue projections as part of the FY2013 budget development process.

2.2 Senate Bill 6 (SB6) Ratio Information

The Senate Bill 6 ratio outcome for fiscal-year 2011 as distributed by the Ohio Board of Regents is presented.

2.3 Personnel Information

In accordance with Policy 5.16Rev, President's Authority University Personnel Actions, the attached report summarizes full-time employment changes processed during the reporting period.

2.4 Investment Report Information

This report reflects the University's investment performance for the reporting period.

2.5 Capital Status Report Information

This report provides updates on continuing major capital projects.

2.6 General Fund Revenue and Expenditures Report Information

The general operating fund budget status report will be reviewed.

3.0 Education:

The President will lead a discussion regarding the strategic role of the Board of Trustees in the development of University policies and setting fees.

RESOLUTION F07-12

RECORDS MANAGEMENT, RETENTION, AND DISPOSAL POLICY 5.34

WHEREAS, Ohio Revised Code, Section 149.33, enacted in 1992, 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 further states that “the boards shall apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposition of the records of their respective institutions”; and

WHEREAS, the SSU Board of Trustees had previously adopted resolutions 38-93 and 54-94, which charged the President to make appropriate personnel assignments to develop and oversee a records management system and establish a “records commission”; and

WHEREAS, a manual was developed by the Inter-University Council in 1992 titled “Records Retention for Public Colleges and Universities in Ohio” and the SSU records commission and records manager have instituted processes to follow the manual to the extent practical; and

WHEREAS, the Inter-University Council manual has been updated and revised, and includes a model records retention schedule; and

WHEREAS, a Records Management Retention and Disposal Policy is proposed for Board approval, which addresses a records retention schedule and other records management issues, including the appointments of records custodians and a records committee, along with a records manager.

WHEREAS, the SSU Records Manager and the President recommend that a records retention schedule template be utilized to cover all areas of the University, and is proposed by the President for Board adoption.

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 Retention Template and Policy 5.34, Records Management, Retention, and Disposal, effective March 9, 2012.

(March 9, 2012)

Shawnee State University

SUBJECT: RECORDS MANAGEMENT, RETENTION, AND DISPOSAL	POLICY NO. :	5.34
	ADMIN CODE:	3362-5-34
	PAGE NO.:	1 of 2
	EFFECTIVE DATE:	03/09/12
	NEXT REVIEW DATE:	03/09/15
	RESPONSIBLE OFFICER(S):	PRESIDENT
	APPROVED BY:	BOT

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 have full responsibility for establishing and administering a records program for their respective institutions. The boards will apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposition of the records of their respective institutions.”

2.0 MAINTENANCE AND RETENTION OF UNIVERSITY RECORDS

2.1 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.

2.2 University records shall not be removed or destroyed, except in accordance with the University’s records retention schedule.

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.

3.0 UNIVERSITY RECORDS MANAGER, RECORDS CUSTODIANS, AND RECORDS COMMITTEE

3.1 The President will designate a Records Manager to be responsible for administration and primary oversight of the University records system and management program.

3.2 Each University department or office will have an employee who is designated to serve as its Records Custodian who will work under the direction of the Records Manager. The President or President’s designee will appoint the records custodians.

- 3.3 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 records.

4.0 RECORDS MANUAL AND RECORDS RETENTION SCHEDULE

- 4.1 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.
- 4.2 The IUC Manual will be used as the basis for establishing legal retention periods and developing a standardized schedule. Under the direction of the University Records Manager, the records custodians, will determine appropriate record series and retention periods and will develop schedules for each University department.
- 4.3 Attention will be given to records medium, including electronic records, as well as historic value or significance.
- 4.4 The University will utilize a records retention schedule template approved by the Board of Trustees.

5.0 PROCEDURES

The President will be responsible for establishing procedures to further implement this policy.

INFORMATION ONLY

PROCEDURE TITLE:	RECORDS MANAGEMENT, RETENTION & DISPOSAL
RELATED POLICY:	5.34
PAGE NO.:	1 OF 4
RESPONSIBLE OFFICER(S):	RECORDS MANAGER
EFFECTIVE DATE:	03/09/12
NEXT REVIEW DATE:	03/09/15

1.0 INTRODUCTION

This procedure applies to Records Management, Retention, and Disposal Policy 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.

- 1.1 All University staff who participate in creating, receiving, or maintaining University documents are required to follow the records management policy and procedure.
- 1.2 The Records Manager, in consultation with the Records Committee, is responsible for administration and primary oversight of the University records management system.
- 1.3 Under the direction of the Records Manager, the Records Custodian for each University department serves as the designated employee responsible for the inventory and maintenance of the department’s official records and is the department contact to the University’s Records Manager.
 - 1.3.1 The term “department,” as used in this procedure, includes department, office or unit of the University.

2.0 DEFINITIONS

- 2.1 Records. A record is a document, electronic record, device or item, regardless of physical form or characteristic, created or received, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the University. The records management system addresses retention of official University records.

INFORMATION ONLY

- 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 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.
- 2.4 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

An annual inventory of University records will be conducted within each University department.

- 3.1 Records Custodians, with guidance from the Records Manager, are responsible for their respective department's records inventory. The Records Management Worksheet will be used to record the department's inventory.
- 3.2 The Records Manager, in consultation with the Records Committee, is responsible for creating and updating a Records Management Worksheet template.
 - 3.2.1 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.
 - 3.2.2 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 maintain an official Records Retention Schedule.

INFORMATION ONLY

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 department 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 be determined by the Records Committee and the Records Manager.

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

6.0 DISPOSAL OF UNIVERSITY RECORDS

6.1 As noted on the Records Retention Schedule, University records shall 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 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 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.

INFORMATION ONLY

- 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.

Initial approval date: 03/09/12

TEMPLATE

SHAWNEE STATE UNIVERSITY RECORDS RETENTION SCHEDULE

ACCOUNTING & FINANCE RECORDS

	Record Series	IUC Retention Code	Retention Period	Medium	Disposition Instructions
EXAMPLE:	Accounts Payable Files	ACC1000	4 years	Paper & Electronic	Destroy

EDUCATION & STUDENT RECORDS

	Record Series	IUC Retention Code	Retention Period	Medium	Disposition Instructions
EXAMPLE:	Advising Records	EDU1010	Active + 1 year	Paper & Electronic	Destroy

GENERAL ADMINISTRATIVE RECORDS

	Record Series	IUC Retention Code	Retention Period	Medium	Disposition Instructions
EXAMPLE:	Transient Materials	ADM9906	Transient	Paper & Electronic	Destroy

HUMAN RESOURCES RECORDS

	Record Series	IUC Retention Code	Retention Period	Medium	Disposition Instructions
EXAMPLE:	Affirmative Action Files	PER2000	3 years	Paper	Destroy

INFORMATION TECHNOLOGY RECORDS

	Record Series	IUC Retention Code	Retention Period	Medium	Disposition Instructions
EXAMPLE:	Help Desk Logs and Reports	ADM9900	1 year	Electronic	Destroy

LEGAL RECORDS

	Record Series	IUC Retention Code	Retention Period	Medium	Disposition Instructions
EXAMPLE:	Patents	LEG7000	Active + 6 years	Paper	Storage/Archival Review

PLANT OPERATIONS & MAINTENANCE RECORDS

	Record Series	IUC Retention Code	Retention Period	Medium	Disposition Instructions
EXAMPLE:	Grounds Maintenance Records	ADM2020	Active + 6 years	Paper	Destroy

PUBLICITY & MARKETING RECORDS

	Record Series	IUC Retention Code	Retention Period	Medium	Disposition Instructions
EXAMPLE:	SSU Branding Materials	PUB3000	Indefinite	Paper	N/A

SECURITY & POLICE RECORDS

	Record Series	IUC Retention Code	Retention Period	Medium	Disposition Instructions
EXAMPLE:	Parking Tickets, Paid	ACC1000	4 years	Paper	Destroy

Records Retention Schedules are guided by the IUC document, *Records Retention for Public Colleges and Universities in Ohio* provided at this link:

<http://www.yzu.edu/recordsmgmt/pdfs/RecordsRetentionManual.pdf>

General Explanation

The SSU Records Retention Schedule is divided into nine General Categories, for ease of organization and reference. These categories include transient and non-transient records. The Categories are:

- Accounting & Finance Records
- Education & Student Records
- General & Administrative Records
- Human Resources Records
- Information Technology Records
- Legal Records
- Plant Operations & Maintenance Records
- Publicity & Marketing Records
- Security & Police Records

To aid in further organization and maintain compliance with the guidelines established by the IUC, the following items are further noted within each category:

<u>Column Title</u>	<u>Explanation</u>
Record Series	A more specific identification than the broad category. For example, within the general category of "Accounting," there are Accounts Payable Invoices, Journal Entries, etc.
IUC Retention Code	The alpha-numeric code assigned by IUC to connect the record series categories with records retention rules.
Retention Period	The amount of time the record should be retained as defined by the IUC records retention rules.
Medium	Indicates the various mediums to which the retention rule applies (Paper, electronic).
Disposition Instructions	Indicates specific instructions as to the disposition of the item (Destroy-Secured, Destroy, Transfer to Storage, etc.).

RESOLUTION F08-12

**APPROVAL OF AY12-13
UNDERGRADUATE TUITION SCHEDULE**

WHEREAS, undergraduate tuition is a critical component that sustains the viability of Shawnee State University's undergraduate instructional needs, student service programming, and institutional operations; and

WHEREAS, the President recommends applying the full percentage increase permitted under H.B. 153 in the amount of 3.5% to SSU's prior year's undergraduate tuition schedule;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the attached undergraduate tuition schedule, effective summer semester 2012.

(March 9, 2012)

SHAWNEE STATE UNIVERSITY				
AY 2012-13				
Undergraduate Tuition Schedule				
UNDERGRADUATE		AY 11-12	AY 12-13	% Increase
Full-time In-State (12 - 18 credit hours)		(per semester)	(per semester)	
Instructional		\$2,859.00	\$2,959.20	3.50%
General		\$324.00	\$335.28	3.48%
Technology		\$48.00	\$49.68	3.50%
Total		\$3,231.00	\$3,344.16	3.50%
Full-time Out-of-State Surcharge (does not apply to students from counties included in reciprocal agreements)		\$2,403.00	\$2,487.12	3.50%
Full-time UC Bond Fee (applies to Fall and Spring Semesters only)		\$150.00	\$150.00	0.00%
Part-time In-State (up to and including 11 and over 18 credit hours)		(per credit hour)	(per credit hour)	
Instructional		\$238.25	\$246.60	3.50%
General		\$27.00	\$27.94	3.48%
Technology		\$4.00	\$4.14	3.50%
Total		\$269.25	\$278.68	3.50%
Part-time Out-of-State Surcharge (does not apply to students from counties included in reciprocal agreements)		\$200.25	\$207.26	3.50%
Part-time UC Bond Fee (applies to Fall and Spring Semesters only)		\$12.50	\$12.50	0.00%
Alternative Course Tuition (per credit hour)		\$50.00	\$50.00	0.00%
See separate schedules for Course/Lab and Miscellaneous Student Fees.				

RESOLUTION F09-12

APPROVAL OF AY12-13 GRADUATE TUITION

WHEREAS, Shawnee State University offers quality graduate programs and strives to contain costs in order to provide affordable graduate program options within the region; and

WHEREAS, a review of the University graduate tuition reveals that an increase of 3.5% continues to maintain the University's competitive position for comparable graduate programs; and

WHEREAS, the President recommends that the prior year's graduate tuition rates be increased by 3.5%;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the attached graduate tuition schedule, effective summer semester 2012.

(March 9, 2012)

SHAWNEE STATE UNIVERSITY				
AY 2012-13				
Graduate Tuition Schedule				
GRADUATE		AY 11-12	AY 12-13	% Increase
Full-time In-State (9 - 16 credit hours)		(per semester)	(per semester)	
Instructional		\$3,946.50	\$4,084.74	3.50%
General		\$117.00	\$121.05	3.46%
Technology		\$40.50	\$41.85	3.33%
Total		\$4,104.00	\$4,247.64	3.50%
Full-time Out-of-State Surcharge (does not apply to students from counties included in reciprocal agreements)		\$5,699.25	\$5,898.69	3.50%
Full-time UC Bond Fee (applies to Fall and Spring Semesters only)		\$150.00	\$150.00	0.00%
Part-time In-State (up to and including 8 and over 16 credit hours)		(per credit hour)	(per credit hour)	
Instructional		\$438.50	\$453.86	3.50%
General		\$13.00	\$13.45	3.46%
Technology		\$4.50	\$4.65	3.33%
Total		\$456.00	\$471.96	3.50%
Part-time Out-of-State Surcharge (does not apply to students from counties included in reciprocal agreements)		\$633.25	\$655.41	3.50%
Part-time UC Bond Fee (applies to Fall and Spring Semesters only)		\$12.50	\$12.50	0.00%
Graduate Workshop Credit (per credit hour) - approved January 2012		\$0.00	\$130.00	-
See separate schedules for Course/Lab and Miscellaneous Student Fees.				

RESOLUTION F10-12

APPROVAL OF AY12-13 MISCELLANEOUS FEES

WHEREAS, state law requires that the Board of Trustees of Shawnee State University approve all student fees charged by the University; and

WHEREAS, minimal changes are proposed to the miscellaneous student fees in the University's ongoing effort to contain these types of fees; and

WHEREAS, the President recommends adoption of the changes to the attached Miscellaneous Fee Schedule;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the attached miscellaneous student fee schedule, effective summer semester 2012.

(March 9, 2012)

SHAWNEE STATE UNIVERSITY
AY 2012-13
Miscellaneous Student Fee Schedule

MISCELLANEOUS STUDENT FEES	AY 11-12	AY 12-13	Proposed Increase (\$)	Proposed Increase (%)
Application Fees				
Health Sciences Programs	\$30.00	\$30.00	\$0.00	0.00%
International Admission	\$65.00	\$40.00	-\$25.00	-38.46%
Automated Clearinghouse (ACH) Return Fee	-	\$50.00	-	-
Bad Check Fee	\$50.00	\$50.00	\$0.00	0.00%
Budget Payment Plan Fee	\$10.00	\$10.00	\$0.00	0.00%
Budget Payment Plan Late Fees (maximum \$180.00/semester)				
Late first payment	\$60.00	\$60.00	\$0.00	0.00%
Late second payment	\$40.00	\$40.00	\$0.00	0.00%
Late third payment	\$40.00	\$40.00	\$0.00	0.00%
Late fourth payment	\$40.00	\$40.00	\$0.00	0.00%
Credit by Arrangement Administrative Fee (per credit hour)	\$150.00	\$150.00	\$0.00	0.00%
Credit by Exam Fee (per course)	\$150.00	\$150.00	\$0.00	0.00%
Graduation Petition Fee (per degree)	\$55.00	\$55.00	\$0.00	0.00%
Graduation Re-Petition Fee (per degree)	\$10.00	\$10.00	\$0.00	0.00%
Late Payment Fee (per semester) - if not on budget payment plan	\$180.00	\$180.00	\$0.00	0.00%
Matriculation Fee	\$30.00	\$45.00	\$15.00	50.00%
Portfolio Evaluation Fee (per submission) - A.T.S. degree only				
First Course (per program discipline)	\$150.00	\$150.00	\$0.00	0.00%
Second and Subsequent Courses (same discipline)	\$50.00	\$50.00	\$0.00	0.00%
Private Music Lessons	\$120.00	\$0.00	-\$120.00	-100.00%
Replacement Fees				
One-Card	\$10.00	\$10.00	\$0.00	0.00%
Parking Tag	\$25.00	\$25.00	\$0.00	0.00%
Student Refund Card	\$10.00	\$10.00	\$0.00	0.00%
Study Abroad Course Fee	\$120.00	\$120.00	\$0.00	0.00%

RESOLUTION F11-12

APPROVAL OF AY 2012-2013 STUDENT RESIDENTIAL HOUSING AND MEAL PLAN RATES AND 2012 SUMMER RATES FOR STUDENT HOUSING

WHEREAS, Shawnee State University student residential housing and food service operations are self-supporting and charge rates that are comparable with similar operations or contractual in order to generate revenue sufficient to cover actual and planned costs; and

WHEREAS, a survey of anticipated increases and estimated average housing rates for Ohio public universities reveals the continued competitive position of SSU's housing; and

WHEREAS, an increase of 3.5% from the prior year's rates is proposed for University housing units in Campus View, Tanner Place, Cedar House, and University Townhouse, with BridgeView Court and Carriage House rates adjusted to comparable accommodations; and

WHEREAS, the increase of 3.5% from the prior year's rates is proposed for Student Residential Housing for the 2012 summer term; and

WHEREAS, the AY2012-2013 meal plan rates increase of 4% is derived based upon contractual provisions; and

WHEREAS, the setting of the 2012 -2013 communication fee that will be assessed to students residing in residential student housing is deferred pending the completion of a cost/benefit analysis; and

WHEREAS, the President has directed the continued examination of the University's housing rate structure and communication fee, and recommends the proposed increases in the attached Student Residential Housing and Meal Plan schedules;

THEREFORE BE IT RESOLVED that the Board of Trustees approves the proposed Residential Student Housing and Meal Plan rates for 2012-2013 academic year and Residential Student Housing Rates for 2012 summer term as identified on the attached schedules, effective summer semester 2012.

(March 9, 2012)

**Shawnee State University
Housing and Meal Plan Rates
2012-2013 Academic Year**

**► Proposed ◀
3.5% Housing Increase¹
4.0% Meal Plan Increase**

Campus View

Room Type	Semester Cost	Academic Year
Private	\$3,281	\$6,562
Double	\$2,739	\$5,478
Triple ²	\$2,197	\$4,394

Tanner Place/BridgeView Court (Glover Street)

Room Type	Semester Cost	Academic Year
Double	\$2,739	\$5,478

Carriage House

Room Type	Semester Cost	Academic Year
Double	\$2,739	\$5,478

Cedar House

Room Type	Semester Cost	Academic Year
Private ³	\$2,983	\$5,966
Double	\$2,489	\$4,978
Triple ²	\$2,005	\$4,010

University Townhouse

Room Type	Semester Cost	Academic Year
Private ³	\$2,759	\$5,518
Double	\$2,260	\$4,520
Triple ²	\$1,761	\$3,522

¹ 3.5% increase for all buildings, except BridgeView Court (14%) and Carriage House (3.9%).

² Triple rooms are offered at the discretion of the University.

³ Private Rooms in Cedar House and University Townhouse are only available if space permits.

Meal Plan Options⁴

Plan	Semester Cost	Academic Year
19 Meals per Week	\$1,665	\$3,330
15 Meals per Week	\$1,557	\$3,114
12 Meals per Week	\$1,376	\$2,752

⁴ All meal plans include \$25 flex dollars per semester.

Freshmen campus residents are assigned the 19 meal plan; sophomores may select any option; juniors or seniors may opt not to participate in a meal plan.

Communication Fee

Semester Cost	Academic Year
TBD	TBD

**Shawnee State University
Housing Rates
2012 Summer Term**

**► Proposed ◀
3.5% Housing Increase¹**

Campus View

Room Type	Full Semester	5 Week Term
Private	\$1,693	\$847
Double	\$1,412	\$706

Summer residents are typically housed in Campus View buildings only. The buildings below are used only if overflow is required:

Tanner Place/BridgeView Court (Glover Street)

Room Type	Full Semester	5 Week Term
Double	\$1,412	\$706

Carriage House

Room Type	Full Semester	5 Week Term
Double	\$1,412	\$706

Cedar House

Room Type	Full Semester	5 Week Term
Private ²	\$1,542	\$771
Double	\$1,281	\$641

University Townhouse

Room Type	Full Semester	5 Week Term
Private ²	\$1,420	\$710
Double	\$1,170	\$585

¹ 3.5% increase for all buildings, except BridgeView Court (14%) and Carriage House (3.9%).

² Private rooms are only available if space permits in Cedar House and University Townhouse.

Meal Plan Options

No food service is provided during Summer Term.

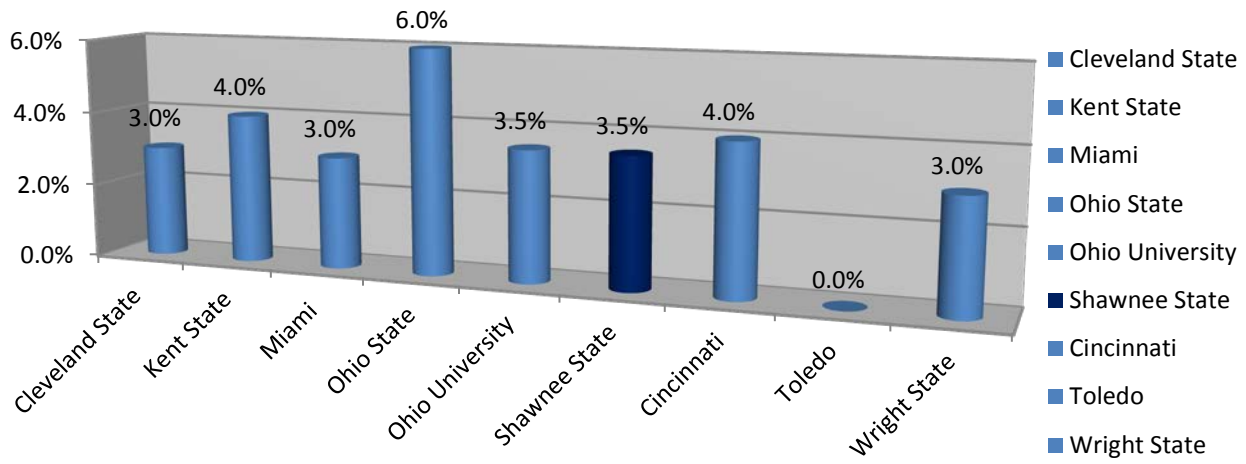
Percentage Housing Increases of Ohio Public Universities¹
Academic Year 2012 – 2013

Institution	Percent Increase	2012-13 Average Housing Rate
Cleveland State University	3%	\$7,888
Kent State University	4%	\$6,618
Miami University	3%	\$6,706
Ohio State University	6% ²	\$7,218
Ohio University	3.5% ²	\$6,291
Shawnee State University	3.5%²	\$5,541
University of Cincinnati	4%	\$6,913
University of Toledo	0%	\$8,043
Wright State University	3%	\$5,610

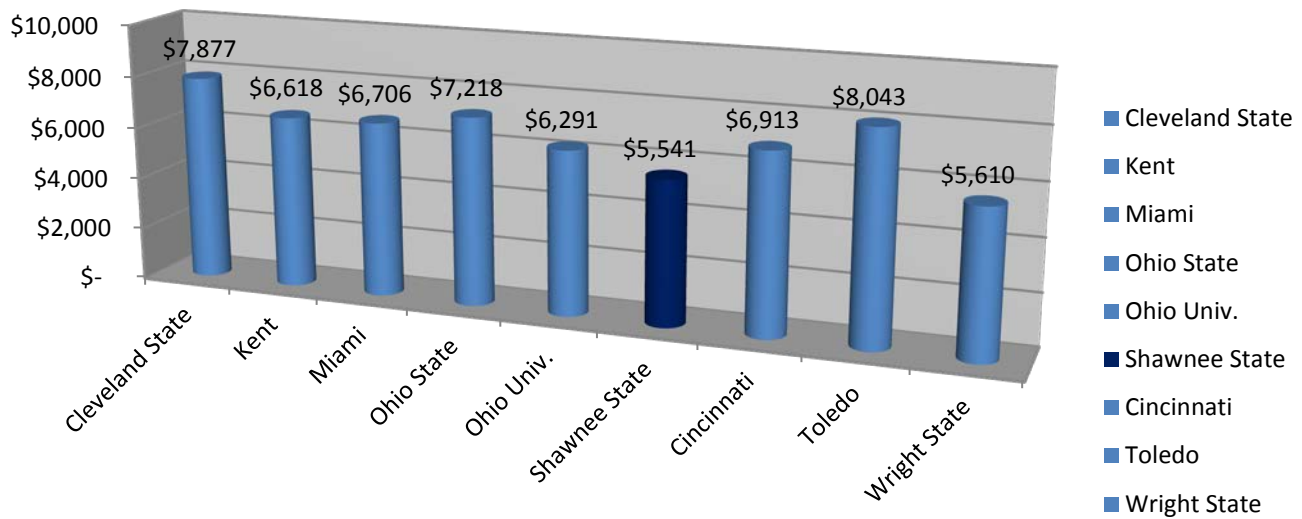
¹ Akron, Bowling Green, and Central State indicated they have not yet started the process and therefore provided no data.

² Proposed

Percent Increase Housing Rates



Average 2012-13 Housing Rates



PERSONNEL INFORMATION ITEMS
MARCH 2012 BOT MEETING
Changes processed January 1 to February 15, 2012
(Developed from information received in the HR Department through February 15, 2012)

DIVISION OF ACADEMIC AFFAIRS

Appointment – Administrative

Caroline “Grace” Hatfield, Admission Officer, effective May 28, 2012, at a fiscal year salary of \$31,000. Ms. Hatfield possesses a Bachelor of Arts in Psychology from Shawnee State University and has served as a temporary Admission Officer since July 2011.

Resignation – Administrative

Henrietta “Hetty” Phillips, Lead Teacher at the Dr. Miller and Genevieve Toombs Children’s Learning Center, resignation effective June 30, 2012.

Retirement – Administrative

Connie Salyers Stoner, Director of the Clark Memorial Library, retirement effective May 1, 2012.

Retirement – Faculty

Dr. Janna B. Gallaher, Professor of Computer Engineering Technology in the Department of Engineering Technologies, retirement effective June 1, 2012.

Dr. Dan M. Moore, Professor of Business in the Department of Business Administration, retirement effective May 1, 2012.

William “Bill” Penn, Associate Professor of Computer Aided Design and Drafting (CADD) in the Department of Engineering Technologies, retirement effective June 1, 2012.

DIVISION OF FINANCE & ADMINISTRATION

Change of Status – Administrative

Nicholas H. Broughton, change of status from Sergeant of Security Services to Police Officer in the Department of Public Safety, effective January 23, 2012.

Corey J. Fischer, change of status from Lead Security Officer to Police Officer in the Department of Public Safety, effective January 23, 2012.

Tiffany D. Keller, change of status from Sergeant of Security Services to Police Officer in the Department of Public Safety, effective January 23, 2012.

PRESIDENT’S OFFICE / CENTRAL ADMINISTRATION

Nothing to report

DIVISION OF STUDENT AFFAIRS

Retirement – Administrative

Dr. Barbara L. Bradbury, Dean of Students, retirement effective June 1, 2012.

Eustace “Matt” Matthews, Coordinator of Multicultural Student Affairs, retirement effective June 1, 2012.

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: 2/15/12

CAROLINE GRACE HATFIELD

922 GAY STREET, PORTSMOUTH, OH 45662

POSITION OFFERED

Admission Officer

Effective Date: May 28, 2012

EDUCATION

Bachelor of Arts, Psychology 2010
Shawnee State University

RELATED WORK EXPERIENCE

Admission Officer – Temporary Contract 2011 - Present
Shawnee State University

Temporary Office Assistance, Financial Aid 2011
Shawnee State University

University Center Attendant 2011
Shawnee State University

Substitute Teacher 2011
Waverly City and Scioto Valley School Districts

Temporary Office Assistance, Office of Communications 2010
Shawnee State University

NOTABLE AWARDS, ACCOMPLISHMENTS & SERVICE ACTIVITIES

- James and Mabel Blair Scholarship Recipient (2008 & 2009)
- Intern – Southern Ohio Medical Center (SOMC) Cancer Center (2010)
- Volunteer – Scioto Paint Valley Mental Health - Crisis Center (2008 - 2010)
- Volunteer – Pike County Dog Shelter/Pike Pet Pals (2011 – Present)
- Volunteer - 14th Street Community Center (2008)

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	\$ 215,425.86	\$ 139,049.19					\$ 22,839.90
COMMONFUND	\$ 6,921,649.62	\$ (18,353.60)	\$ (258,313.79)	\$ (275,661.82)	\$ 345,059.48	\$ (54,158.11)	\$ 48,784.33	\$ 206,901.12	\$ 139,659.12					\$ 133,916.73
CURRENT MTD TOTAL GAIN/(LOSS)		\$ (75,034.79)	\$ (504,571.88)	\$ (593,977.72)	\$ 680,794.73	\$ (104,438.89)	\$ 52,949.89	\$ 422,326.98	\$ 278,708.31					\$ 156,756.63
PRIOR WEEK'S REPORT TOTAL GAIN/(LOSS) FROM PRIOR WEEK									\$ 166,709.55					
									\$ 111,998.76					
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	\$ 6,113,620.90	\$ 6,252,670.09					
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	\$ 6,915,907.23	\$ 7,055,566.35					
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	\$ 13,029,528.13	\$ 13,308,236.44	\$ -	\$ -	\$ -	\$ -	\$ -

Status of Projects through February 29, 2012

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	20%	6%	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	99%	99%	Occupancy/Accepted	Boilers, pumps, and piping installed. New boiler flue pipe installed. Fine Arts plant is online supplying heating water to the Library as well as the Fine Arts Building. These newly installed boilers will reduce energy consumption significantly in both buildings.	\$ 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 January, 2013.	TBD	Local
5. Smokestack Building	B	V	99%	99%	Occupancy/Accepted	New offices and operational spaces completed for the Department of Public Safety; DPS occupied the space on 1/20/12. Minor punch list items remain.	\$ 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

Updated 2/15/12