

**BOARD OF TRUSTEES  
FINANCE AND ADMINISTRATION COMMITTEE**

**October 14, 2016  
9:00am, University Center 214**

**Agenda**

**1.0 Action Items**

**1.1 Resolution F25-16**

**University 2016 Financial Audit**

An overview of the fiscal year 2016 financial audit will be provided by representatives from the firm of Plante & Moran

**1.2 Resolution F26-16**

**Post-Issuance Compliance**

This resolution adopts post-issuance compliance procedures relating to the issuance of federally tax-exempt bonds.

**1.3 Resolution F27-16**

**Policy 4.52Rev Administrative Leaves**

This resolution corrects an inadvertent misstatement in the recently approved policy.

**1.4 Resolution F28-16**

**Policy 1.05Rev Investment Policy**

This resolution approves revisions to Policy 1.05Rev Investment recommended by the University's Investment Committee.

**2.0 Information Items**

**2.1** Status of the 2016 Series Bond Issuance

**2.2** Oracle ERP Implementation Status

**2.3** Update on University Capital Projects

**2.4** Personnel Actions (May – September 2016)

**3.0 Education**

A briefing on the status of the University's investment portfolio transition will be provided along with a guided discussion on the strategic management and use of general fund reserves.

**RESOLUTION F25-16**

**ACCEPTANCE OF SHAWNEE STATE UNIVERSITY'S  
FY2016 FINANCIAL AUDIT**

WHEREAS, pursuant to O.R.C. 117.11 the financials of Shawnee State University must be audited every year by an independent firm; and

WHEREAS, the University's designated independent firm of Plante & Moran, PLLC completed the required audit issuing an "unmodified" report; and

WHEREAS, the financial audit has been approved by the Auditor of State; and

WHEREAS, the 2016 financial audit has been reviewed with the Board of Trustees' Finance and Administration Committee;

THEREFORE BE IT RESOLVED that the Board of Trustees accepts the Shawnee State University 2016 financial audit;

BE IT FURTHER RESOLVED that the Board of Trustees extends its appreciation to University employees, representatives of Plante & Moran, and the Office of the Auditor of State for their collaboration in expediting this major undertaking in order to meet the University's unique timing needs for the 2016 financial audit.

(October 14, 2016)

## RESOLUTION F26-16

### A RESOLUTION ADOPTING POST-ISSUANCE COMPLIANCE PROCEDURES RELATING TO THE ISSUANCE OF FEDERALLY TAX-EXEMPT BONDS

WHEREAS, the Board of Trustees (the “Board”) of Shawnee State University (the “*University*”) is authorized by Sections 3345.11 and 3345.12 of the Ohio Revised Code to issue obligations to pay costs of University facilities and to refund obligations previously issued to pay costs of University facilities; and

WHEREAS, pursuant to the provisions of the Internal Revenue Code of 1986, as amended (the “*Code*”), and the regulations promulgated thereunder (the “*Regulations*”), the Internal Revenue Service (the “*IRS*”) strongly recommends that issuers establish written requirements and procedures to ensure compliance with the applicable provisions of the Code and the Regulations; and

WHEREAS, desires to adopt the below described procedures (the “*Post-Issuance Compliance Procedures*”) in order to ensure compliance with the provisions of the Code and the Regulations;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the following effective upon adoption:

#### **Adoption of Post-Issuance Compliance Procedures**

The Board hereby adopts the following Post-Issuance Compliance Procedures, the purpose of which is to establish written directives and procedures in connection with Bonds issued so as to ensure that all applicable post-issuance requirements of the Code and Regulations needed to preserve the tax-exempt status of Bonds are met. In addition, the University hereby adopts policies and procedures to assist it in complying with Rule 15c2-12 of the Securities and Exchange Commission (“SEC”). The University reserves the right to use its discretion, as necessary and appropriate, to make exceptions or establish additional requirements as it may from time to time reasonably determine. The University also reserves the right to change the directives and procedures herein set forth from time to time, without prior notice to any party to the Bonds, *provided*, any material changes to such directives and procedures shall be approved and documented as an amendment or supplement to this Resolution.

#### **General**

The University is the issuer of the Bonds and will bear full responsibility for all ongoing tax compliance matters relating to the Bonds.

The University expects to use a corporate trustee (the “*Trustee*”) to administer all Bonds. The Trustee will in each case be assigned certain document retention requirements in compliance with the University’s document retention policy. The University retains the right to inquire of the Trustee for any documentation regarding any issue of Bonds.

The University shall execute a continuing disclosure agreement in connection with the Bonds.

### **Designation of Responsible Person(s)**

The Board hereby designates its Vice President for Finance and Administration (the “*Compliance Officer*”) as the officer with responsibility to oversee compliance herewith. The Compliance Officer may seek the advice of any other officer of the University as may be necessary to comply herewith.

### **Post-Issuance Compliance Requirements**

#### Bond Closing Documentation

The Compliance Officer shall consult with bond counsel and other legal counsel and advisors, as needed, during the Bond issuance process to identify requirements and to establish procedures necessary or appropriate so that Bonds which are intended to be tax-exempt will continue to qualify for tax-exempt status. Those requirements and procedures shall be documented in the tax certificates and/or other documents finalized at or before issuance of the Bonds. Those requirements and procedures shall include actions to be taken in connection with future compliance with applicable arbitrage rebate requirements by both the University and the Trustee and all other applicable post-issuance requirements of federal tax law throughout (and in some cases beyond) the term or maturity of the Bonds.

#### External Advisors

The University shall consult with bond counsel and other legal counsel and advisors, as needed, following issuance of the Bonds to ensure that all applicable post-issuance requirements in fact are met. This shall include, without limitation, consultation in connection with the use of proceeds, as well as future contracts with respect to the use of Bond-financed or refinanced assets.

The University shall engage expert advisors, accountants or consultants (each a “*Rebate Analyst*”) to assist in the calculation of arbitrage rebate payable in respect of the investment of Bond proceeds, unless the tax certificate documents that arbitrage rebate will not be applicable to an issue of Bonds.

Unless otherwise provided by the indenture, tax certificates or other authorizing documents relating to the Bonds, unexpended Bond proceeds shall be held by the Trustee, and the investment of Bond proceeds shall be managed by the University. The University shall prepare (or cause the Trustee to prepare) regular, periodic statements regarding the investments and transactions involving Bond proceeds and such statements shall be delivered to the University if it so requests.

## Arbitrage Rebate and Yield

Unless the tax certificate documents state that arbitrage rebate will not be applicable to an issue of Bonds, the Board directs the Compliance Officer to be responsible for:

- engaging the services of a Rebate Analyst and, prior to each rebate calculation date, causing the Trustee or other account holder to deliver periodic statements concerning the investment of Bond proceeds to the Rebate Analyst;
- providing to the Rebate Analyst additional documents and information reasonably requested by the Rebate Analyst;
- monitoring efforts of the Rebate Analyst;
- assuring payment of required rebate amounts, if any, no later than 60 days after each 5-year anniversary of the issue date of the Bonds, and no later than 60 days after the last Bond of each issue is redeemed;
- during the construction period of each capital project financed in whole or in part by Bonds, monitoring the investment and expenditure of Bond proceeds and consulting with the Rebate Analyst to determine compliance with any applicable exceptions from the arbitrage rebate requirements during each 6-month spending period up to 6 months, 18 months or 24 months, as applicable, following the issue date of the Bonds; and
- retaining copies of all arbitrage reports and account statements as described below under “Record Keeping Requirements”.

The University, in the tax certificate relating to the Bonds and/or other documents finalized at or before the issuance of the Bonds, shall agree to undertake the tasks listed above (unless the tax certificate documents that arbitrage rebate will not be applicable to an issue of Bonds).

## Use of Bond Proceeds and Bond-Financed or Refinanced Assets:

The Board directs the Compliance Officer to be responsible for:

- monitoring the use of Bond proceeds and the use of Bond-financed or refinanced assets (e.g., facilities, furnishings or equipment) throughout the term of the applicable Bonds to ensure compliance with covenants and restrictions set forth in the tax certificate relating to the Bonds;
- maintaining records identifying the assets or portion of assets that are financed or refinanced with proceeds of each issue of Bonds, including a final allocation of Bond proceeds as described below under “Record Keeping Requirements”;
- consulting with bond counsel and other legal counsel and advisers in the review of (i) any

unrelated trade or business income generated by the University's use of Bond-financed or refinanced assets and (ii) any contracts, research agreements or other arrangements with private persons involving the use of Bond-financed or refinanced assets, all in order to ensure compliance with all covenants and restrictions set forth in the tax certificate relating to the Bonds;

- maintaining records of any contracts or arrangements involving the use of Bond-financed or refinanced assets as described below under "Record Keeping Requirements";
- conferring at least annually with personnel responsible for the use and/or operation of Bond-financed or refinanced assets to identify, discuss and review any existing or planned use of Bond-financed or refinanced assets, to ensure that such uses are consistent with all covenants and restrictions set forth in the tax certificate relating to the Bonds; and
- to the extent that the Compliance Officer discovers that any applicable tax restrictions regarding use of Bond proceeds and Bond-financed or refinanced assets will or may be violated, consulting promptly with bond counsel and other legal counsel and advisers to determine a course of action to remediate all nonqualified uses and all nonqualified use of Bond proceeds, if any (including, if necessary, utilization of the IRS's voluntary closing agreement program), if such counsel or adviser advises that remedial action is necessary.

The University, in the tax certificate relating to the Bonds and/or other documents finalized at or before the issuance of the Bonds, shall agree to undertake the tasks listed above.

All relevant records and contracts shall be maintained as described below.

#### Record Keeping Requirements

The Board directs the Compliance Officer to be responsible for maintaining the following documents for the term of each issue of Bonds (including refunding Bonds, if any) plus at least six years:

- a copy of the Bond closing transcript(s) and other relevant documentation delivered to at or in connection with closing of the issue of Bonds, including any elections made by the University in connection therewith and, if any, all post-issuance amendments or other modifications thereto;
- a copy of all material documents relating to capital expenditures financed or refinanced by Bond proceeds, including (without limitation) construction contracts, purchase orders, invoices, Trustee requisitions and payment records, draw requests for Bond proceeds and evidence as to the amount and date for each draw down of Bond proceeds, as well as documents relating to costs paid or reimbursed with Bond proceeds and records identifying the assets or portion of assets that are financed or refinanced with Bond proceeds, including a final allocation of Bond proceeds;
- a copy of all contracts and arrangements involving the use of Bond-financed or refinanced

assets; and

- a copy of all records of investments, investment agreements, swaps, arbitrage reports and underlying documents, including Trustee statements, in connection with any investment agreements, and copies of all related bidding documents, if any.

The University, in the tax certificate relating to the Bonds and/or other documents finalized at or before the issuance of the Bonds, shall agree to the foregoing records retention requirements and procedures.

#### Modification of Bond Terms and Provisions

The Board directs the Compliance Officer to be responsible for identifying any events resulting in (i) changes or modifications of any of the contractual terms of Bonds (including without limitation modifications of the bond interest rates, maturity dates or payment schedule), (ii) changes to any credit enhancement of or liquidity facility for Bonds, (iii) changes in the nature of the security for Bonds, (iv) purchase of Bonds by the University, or (v) any deferral or default of payment of principal and interest due on Bonds. The Compliance Officer shall consult with bond counsel and other legal counsel and advisors, as needed, prior to authorizing or undertaking any of the events described in the preceding sentence.

#### IRS Correspondence and Audits

The Board directs the Compliance Officer to consult with bond counsel and other legal counsel and advisors, as needed, in connection with any correspondence received from the IRS or the opening of any IRS examination of any type with respect to Bonds. The Compliance Officer designated as the responsible person for these Post-Issuance Compliance Procedures shall be named (or shall designate a person to be named) on any Form 8038 for any issue of Bonds as the person whom the IRS is to contact regarding matters connected with the Bonds.

#### Post-Issuance Securities Law Requirements

In each year that has Bonds or taxable obligations outstanding subject to SEC Rule 15c2-12, no later than the date 210 days after the end of the University's fiscal year (the "Annual Report Filing Date"), the Compliance Officer shall file, or cause its dissemination agent, if applicable, to file, its annual audited financial statements in addition to other financial and operating data (the "Annual Report") with the Municipal Securities Rulemaking Board (the "MSRB") through its Electronic Municipal Market Access facility for municipal securities disclosure ("EMMA"). In preparing its Annual Report, the Compliance Officer shall review each of its outstanding Continuing Disclosure Certificates (individually, the "Certificate", and collectively, the "Certificates") to determine the financial information and operating data which, together with the University's annual audited financial statements, shall constitute the content of the Annual Report. Each Certificate shall be included as an Exhibit to this document.

For its Certificates with respect to bonds or other obligations issued on or after December 1, 2010, the Compliance Officer shall monitor the following events and provide notice of

such events to the MSRB through EMMA as required by the applicable Certificate, but not later than ten (10) business days after occurrence:

- i. Principal and interest payment delinquencies;
- ii. Nonpayment related defaults;
- iii. Unscheduled draws on debt service reserves reflecting financial difficulties;
- iv. Unscheduled draws on credit enhancements reflecting financial difficulties;
- v. Substitution of credit or liquidity providers, or their failure to perform;
- vi. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701 TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
- vii. Modifications to rights of security holders;
- viii. Bond calls, except for mandatory scheduled redemptions not otherwise contingent upon the occurrence of an event;
- ix. Defeasances;
- x. Release, substitution or sale of property securing repayment of the securities;
- xi. Rating changes;
- xii. Bankruptcy, insolvency, receivership or similar event<sup>1</sup>;
- xiii. The consummation of a merger, consolidation or acquisition;
- xiv. Appointment of a successor or additional trustee or the change of name of a trustee if material; and
- xv. Tender offers.

The SEC requires the listing of (i) through (xv) although some of such events may not be applicable to the Bonds.

---

<sup>1</sup> This event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the University, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the University.



Successor Responsible Person(s)

The Board directs the Compliance Officer as the responsible person to inform any successor of the requirements set forth in these Post-Issuance Compliance Procedures. The Compliance Officer may undertake such training of the University employees as is necessary to accomplish these Post-Issuance Compliance Procedures.

(October 14, 2016)

**RESOLUTION F27-16**

**POLICY 4.52REV, ADMINISTRATIVE LEAVES CORRECTION**

WHEREAS, as part of the University's systematic review of policies, Policy 4.52Rev, Administrative Leaves was updated and approved by the Board of Trustees by Resolution F20-16 (copy attached) on August 19, 2016; and

WHEREAS, subsequent to this approval a review of the policy identified that Section 3.5 contained a substantive error and did not accurately convey the intended meaning; and

WHEREAS, Section 3.5 has been corrected to state: *“An employee may accumulate a maximum of two (2) times the accrued days of vacation earned in one year. This amount may be carried over from year to year. With approval of the division vice president, an additional amount may be carried over when vacation cannot be taken due to operational needs outside the employee's control;”* and

WHEREAS, all other provisions of the approved Policy 4.52Rev remain unchanged;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the correction to Section 3.5 of Policy 4.52Rev, Administrative Leaves.

(October 14, 2016)

**RESOLUTION F20-16**

**REVISION OF POLICY 4.52REV, ADMINISTRATIVE LEAVES**

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

WHEREAS, Policy 4.52Rev, Leaves of Absence, Holidays, and Vacation for Administrative Staff/ATSS, was approved by the Board of Trustees on September 19, 2014; and

WHEREAS, the provisions of this policy were reviewed for consistency with other employee groups, updated to reflect current operations, and modified the pro-rated vacation leave for 9 and 10 month employees to two personal leave days, retaining flexibility for unexpected business day matters for these employees; and

WHEREAS, these revisions are recommended by the President;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves Policy 4.52Rev, Administrative Leaves, effective August 19, 2016.

(August 19, 2016)

# Shawnee State University

POLICY TITLE:	ADMINISTRATIVE LEAVES
POLICY NO. :	4.52REV
ADMIN CODE:	3362-4-23
PAGE NO.:	1 OF 13
EFFECTIVE DATE:	08/19/2016
NEXT REVIEW DATE:	08/2019
RESPONSIBLE OFFICER(S):	VPF&A
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

The University is committed to providing administrators and administrative technical support staff (ATSS) with appropriate avenues for employees to take time away from work assignments and for the University to remain fully compliant with applicable regulatory provisions for various forms of leaves that are essential to the health and wellbeing of University employees. This policy identifies the holidays that are observed by the University, provides for the accrual and use of vacation, and defines the various forms of leaves of absences (LOAs) that are available.

## 2.0 HOLIDAYS

2.1 The following are designated University holidays:

<u>Holiday</u>	<u>Date</u>
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day*	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day*	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

2.2 The University will develop a schedule each year that will allow for designated holidays to be observed. The two holidays marked with an asterisk (\*) on the list

will be observed on the Friday after Thanksgiving and on the day before Christmas Day.

- 2.3 If any of the holidays as provided herein falls on Saturday, the Friday immediately preceding shall be observed as the holiday. If any of the holidays as provided herein falls on Sunday, the Monday immediately succeeding shall be observed as the holiday.

### 3.0 VACATION LEAVE AND PERSONAL LEAVE

- 3.1 The University regards a vacation as a period of rest and relaxation earned for past service. Since the annual vacation is important to the wellbeing of employees and their families, employees are encouraged to utilize all earned vacation.
- 3.2 The vacation year upon which accrual is based is July 1 through June 30.
- 3.3 Full-time employees accrue vacation leave based upon the schedule below. Part time employees who work twelve months will receive pro-rated vacation.

<u>Years of Service</u>	<u>Days of Vacation/Employment Year</u>
Less than 3 years	20
3 – 5 years	21
6 – 8 years	22
9 – 11 years	23
12 – 14 years	24
15 years or more	25

- 3.4 Employees working less than twelve months per year will not accrue vacation. Instead they will receive two personal days per year on July 1<sup>st</sup> which may be used with sufficient notice to arrange coverage and supervisor approval. Unused personal days will not carry over from year to year. These days will be added to the employee's leave balance upon hire and will expire each year on June 30<sup>th</sup>.

- 3.5 An employee may accumulate a maximum of two (2) times the accrued days of vacation earned in one year. This amount may be carried over from year to year. With approval of the division vice president, an additional amount may be carried over when vacation cannot be taken due to operational needs outside the employee's control. An employee may carry over unused vacation leave from year to year as required by operational needs.

- 3.6 A newly hired employee's vacation accrual rate may include previous full time service with a State of Ohio state agency or political subdivision with the following conditions:
- 3.6.1 The employee must inform and provide written documentation to the Department of Human Resources within ninety (90) days of employment that s/he has full time service with a state agency or political subdivision of the State of Ohio. In such case, the employee's accrual will be adjusted to the appropriate rate from the date of employment with the University.
  - 3.6.2 Notification by the employee to the Department of Human Resources received after ninety (90) days of employment with the University will be applied to the employee's accrual rate beginning the next full pay period in which the request and required documentation are received by Human Resources.
  - 3.6.3 The employee's adjusted accrual balance (whether retroactive to the employment date or a later date) will be reflected on the pay records beginning with the next full pay period after receipt of required documentation.
  - 3.6.4 A year of full time service with a state agency or political subdivision is considered as twenty-six (26) biweekly periods.
- 3.7 Employees requesting vacation leave must complete and sign a [Request for Leave Form](#), obtain the signature of their supervisor and send the original form to Human Resources prior to the end of the pay period in which the leave occurs.
- 3.8 Consistent, excessive vacation leave requests (over 3 weeks in a single instance) may have a negative impact on the operation and will be considered only as an exception with accompanying extenuating circumstances. Requests of this nature will require a written rationale with supervisor approval, as well as the approval of the division vice president.
- 3.9 When an official University observed holiday falls within an employee's vacation that day will not be charged as vacation.
- 3.10 All accrued vacation must be exhausted before an unpaid leave of absence commences.

- 3.11 Employees who retire or resign will be paid for earned but unused vacation up to a maximum of two times the accrued days of vacation in one year at the time of his/her departure. In the event of the death of an employee, vacation pay for vacation earned but not taken up to a maximum of two times the accrued days of vacation in one year will be paid to the estate of the employee.
- 3.12 The Department of Human Resources will maintain an up-to-date record of vacation for each employee. Any questions concerning vacation record-keeping should be directed to Human Resources.

#### 4.0 SICK LEAVE

- 4.1 Sick leave shall be used for an absence from work because of illness, medical, dental or optical examination or treatment of the employee or immediate family member or death of a member of the employee's immediate family. The definition of an immediate family member includes: grandparents, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father, father-in-law, mother, mother-in-law, spouse, child, grandchild, legal guardian, or other person who stands in the place of a parent.
- 4.2 Upon hire, a full-time Administrator or ATSS employee will receive one hundred and twenty (120) hours of sick leave credited to his/her leave account.
- 4.3 After the first year of employment and thereafter, sick leave will accrue for full-time Administrators and ATSS pro-rated each pay period for a maximum of 120 hours per year.
- 4.4 Upon hire, the part-time Administrator or ATSS employee will receive a pro-rated amount of sick leave credited to his/her leave account, based upon the employee's full-time equivalency (FTE) percentage determined at the time of hire. For example, a half-time employee (.50 FTE) will be eligible for a credit of sixty (60) hours of sick leave, etc.
- 4.5 After the first year of employment and thereafter, sick leave shall accrue for part-time administrators and ATSS at a pro-rated amount based upon the employee's FTE for each day in any given pay period.
- 4.6 An Administrator or ATSS may transfer into their University sick leave account any accumulated, documented, and verified sick leave balance that has been

accumulated by a school system, government agency, department or institution of the government of the State of Ohio. If the employee elects to do so and informs the Department of Human Resources within ninety (90) days of his/her employment date, he/she may elect to transfer any unused and unpaid sick leave balance above one-hundred and twenty (120) hours to their Shawnee State University sick leave account. This amount will be in addition to the University credited amount. For example, if the employee had six hundred and twenty (620) hours of unused and unpaid sick leave from a prior state of Ohio employer, then five hundred (500) hours could be transferred to Shawnee State University.

- 4.7 There is no maximum applied to the amount of sick leave that may be accumulated during active employment.
- 4.8 The sick leave account balance will be reduced an hour for each hour of sick leave used. As an alternative to using up sick leave hours, the employee and supervisor may use flexible scheduling (working less hours of the normal schedule and making those hours up another time or day) to account for time off for medical appointments or other reasons which would otherwise be used as sick leave hours. For ATSS, hours must be made up within the same week, or if not, the sick leave account will be reduced an hour for each hour of sick leave used.
- 4.9 Sick leave may be utilized for an authorized absence from scheduled duties due to illness, accident, exposure to contagious disease, family emergencies requiring the attendance of the employee, dental or optical examination or treatment, pregnancy and/or childbirth and related conditions, or death in the immediate family.
- 4.10 Employees requesting sick leave (including leave that qualifies under the Family and Medical Leave Act – FMLA) must complete and sign a [Request for Leave Form](#), obtain the signature of their supervisor and send the original form to Human Resources prior to the end of the pay period in which the leave occurs, thirty (30) days in advance of the need, if foreseeable and such notice is practicable. If it is not possible for the leave request form to be submitted in advance of the leave, it must be approved by supervision and submitted to Human Resources upon return from the absence. Time on approved sick leave will run concurrent with an approved leave under FMLA (refer to section 5.0 below).
- 4.11 If an employee is expected to be off more than five (5) consecutive work days, a signed or official doctor's statement must be submitted in advance to the supervisor or Human Resources. If an employee does not have advance warning, the doctor's statement must be provided to the supervisor or Human Resources as



soon as practicable after the employee knows he/she will be off more than five (5) consecutive days and in no event any later than the date the employee returns to work (unless more time is granted by the Director of Human Resources or designee).

- 4.12 In situations involving Family and Medical Leave, or leave involving less than five (5) consecutive work days, and there are habitual absences, a doctor's statement may be required upon the request of the supervisor or Human Resources. All doctors' statements shall be in the form of a signed or official statement from the attending physician, stating the general nature of the illness, date of medical treatment, and the conditions under which the employee is released to return to work or a statement from the attending physician verifying the illness or injury of the employee's immediate family. The failure to submit doctor's statements, or the failure to submit proper leave forms to Human Resources, may result in delay of payment for the time missed.
- 4.13 The Administrator or ATSS, upon official state retirement from active service or upon separation of employment by an ARP participant who meets the eligibility requirements under the OPERS or STRS retirement systems and with ten or more years of full-time service with the University (including predecessor institutions), will be paid in cash for one-fourth of the value of their sick leave balance, up to one hundred sixty days (320 hours). Payment will be based upon the employee's rate of pay at the time of retirement. Any unpaid leave remaining on the Shawnee State sick leave account will be available for use upon rehire (unless hired into a position that does not provide sick leave). In the event of an employee's death, the estate is not entitled to unused sick leave.
- 4.14 The cash payout of sick leave balance as provided in section 4.13 will be made only once to any Administrator or ATSS. An employee, who received such cash payout rehired by the University after retirement, may accrue and use sick leave while actively employed but shall not convert to cash any unused sick leave balance at the time of a second retirement.
- 4.15 Intentional misuse of the sick leave provision herein may be considered grounds for disciplinary action. Non-compliance with sick leave rules and regulations may result in the Administrator or ATSS not receiving pay for the requested sick leave.

## 5.0 FAMILY AND MEDICAL LEAVE POLICY

### 5.1 SCOPE

Employees with one year of service with the University and who have worked for 1,250 hours in the previous 12 month period are eligible for up to twelve weeks of paid (existing sick leave and/or vacation) and/or unpaid leave for qualifying events, in a twelve month period (rolling year, see CFR 29, Part 825.200).

Qualifying events are:

- 5.1.1 Childbirth (due to the birth or to care for the newborn child) – within twelve months following the birth of the employee’s child.
- 5.1.2 Adoption or foster care – within twelve months of the adoption or placement of a child for foster care.
- 5.1.3 Serious personal illness –
  - 5.1.3.1 A serious health condition that results in a period of incapacity for more than three days during which the employee is unable to work, or
  - 5.1.3.2 A chronic condition requiring a regimen of ongoing care by a health care provider that intermittently (less than three days) renders the employee unable to work while seeking treatment or while recovering from the condition.
- 5.1.4 Serious illness of a member of the employee’s immediate family – a serious health condition (as defined in 5.1.1.3 above) which requires the employee to provide care. Immediate family is: father, mother, spouse and child (under 18 or over 18 if incapable of self-care.)
- 5.1.5 Qualifying exigency arising out of the fact that the employee’s spouse, child, or parent is a covered military member on active duty, or has been called to active duty, in support of a contingency operation.
- 5.1.6 Care for a covered service member with a serious injury or illness if the employee is the spouse, child, parent or next of kin of the service member.

## 5.2 LENGTH OF LEAVE/PAID OR UNPAID

Family and Medical Leave provides an eligible employee to take up to twelve workweeks of leave per rolling twelve-month period. Employees will first use sick leave, where appropriate, prior to vacation and any unpaid leave. Employees will use vacation and any comp time prior to any unpaid leave after sick leave is

exhausted or for events where sick leave is inappropriate. Family Medical Leave coordinates and runs concurrently with other paid and unpaid leaves.

### 5.3 CHILDBIRTH AND ADOPTION TIMEFRAME

Leave under this policy which pertains to care for a newborn, adopted, or foster child may only be taken within twelve months of the child's birth or placement into the employee's home.

### 5.4 CERTIFICATION FOR HEALTH LEAVE

If an employee requires leave for a serious health condition for himself/herself or a spouse, parent, or child a health care provider's certification shall be required stating the commencement date and probable duration of the condition and the medical facts substantiating the condition. The University may require an independent examination at no cost to the employee.

### 5.5 NOTICE OF THE LEAVE

Employees must provide at least thirty days' advance notice if the leave is foreseeable. If the leave must begin within fewer than thirty days, the employee must provide notice as soon as practicable.

### 5.6 EMPLOYMENT AND BENEFITS PROTECTION

Any employee who takes leave under the provisions of this policy, on return from such leave shall be restored by the University to the position of employment held by the employee when the leave commenced or be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

### 5.7 CONTINUATION OF HEALTH PLAN COVERAGE

If after the exhaustion of all forms of paid leave, a period of unpaid leave is required to complete the twelve week leave given through this policy, the University shall maintain the coverage under the group health plan for this period under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of the leave. Upon return to work, the employee must make arrangements with the Department of Human

Resource to make up the employee contributions missed for insurance coverage while on unpaid leave.

## 5.8 RETURN FROM LEAVE

If the employee fails to return from Family and Medical Leave, the University may recover the premium that the employer paid for maintaining coverage for the employee under the group health plan during any period of unpaid leave.

## 6.0 DISABILITY LEAVE

### 6.1 APPLICATION

6.1.1 Full-time Administrators and ATSS may be granted a disability leave of absence in the event of a disabling illness or injury (except work related in which case workers' compensation rules will apply) that extends beyond leave provided under FMLA.

6.1.2 Approval of such leave is contingent upon the employee submitting a satisfactory written physician's statement attesting that the essential functions of the assigned position cannot be performed.

6.1.3 The University can request that an examination be completed by a physician of its choosing. In such case, the University will pay for the cost of the examination.

6.1.4 Written application to the Department of Human Resources should be made as early as possible and must include a statement from the attending physician with a projected return date.

### 6.2 DURATION AND RETENTION

6.2.1 The duration of disability leave will be based on the projected return date provided by the attending physician. An initial request for disability leave may be for one year or less. A disability leave may be extended one additional year with a request for such extension to be made no later than sixty (60) days prior to the originally scheduled return date. The total amount of time on such leave, paid or unpaid, for the same injury or illness, may not exceed two years. The amount of time shall be reduced by family medical leave used for the same injury or illness.

- 6.2.2 In order to be paid leave, the employee will use earned but unused sick, vacation, or comp time. All types of paid leave must be used prior to unpaid leave.
- 6.2.3 Prior to returning to work, the employee must provide the University with the attending physician's release attesting to his/her ability to perform the essential job duties. The University may request an independent examination as identified in 6.1.3 above.
- 6.2.4 The employee will retain reinstatement rights to his/her current position if the disability leave is six (6) months or less. If such leave time exceeds six (6) months, up to a maximum of twelve (12) months, the University will place such employee in the same or similar position in which the employee possesses the required qualifications necessary to perform the essential responsibilities. The University will make every effort to reinstate an employee to the same or similar position if such leave exceeds one year.

### 6.3 INSURANCE COVERAGE

- 6.3.1 The University will continue group health insurance throughout the period of an approved paid leave.
- 6.3.2 The University will continue group health insurance throughout the period of an approved unpaid leave for a maximum of six (6) months.
- 6.3.3 While on an approved unpaid leave (other than FMLA), the employee must timely remit the established insurance contribution payments for the duration of the leave. If the employee payment contributions are not timely remitted, the employee will forfeit University-provided health plan coverage and may elect health plan continuation under COBRA at 102% of the full cost of the University's health plan.
- 6.3.4 The University will continue group health insurance as provided in the Family and Medical Leave Act (FMLA) of 1993 as currently amended, and offer group health continuation and conversion benefits as provided under the Consolidated Omnibus Reconciliation Act (COBRA).

### 6.4 DISABILITY RETIREMENT REINSTATEMENT

In the case of an employee who has been granted a disability retirement through OPERS or STRS, the period of reinstatement shall be in accordance with the prevailing rules of the state retirement system. An employee who wishes to be reinstated from disability retirement must make written application to the appropriate Vice President and must complete a "fit to return to duty" examination showing recovery from the disability or injury and attest that the essential functions of the position can be performed. The physical examination shall be given by a licensed physician designated by the University or in the case of disability retirement, by a physician designated by the state retirement system. The cost of such examination will be borne by the individual. No application for reinstatement will be valid if filed after the date that an employee is eligible for service retirement with the state retirement system. The University will consider an application submitted under this provision, however, reinstatement is not guaranteed.

- 6.5 Employees requesting disability leave must complete and sign a [Request for Leave Form](#), obtain the signature of their supervisor and send the original form to Human Resources prior to the end of the pay period in which the leave occurs.

## 7.0 WORKERS' COMPENSATION LEAVE

Workers' compensation leave will be provided as set forth in the Ohio statutes (ORC Chapter 4123) for workplace injuries and/or occupational diseases. Additional information may be found on the University website at the [Office of Human Resources](#) webpages.

## 8.0 COURT/JURY DUTY LEAVE

- 8.1 An employee who is required to report for jury duty or is subpoenaed to appear before any court, commission board, or other legally constituted body, where the employee is not a party to the action, shall be entitled to leave with pay for the scheduled work hours lost as the result of such duty. For ATSS employees, the employees will be compensated by the University in an amount equal to his/her straight-time (non-overtime) rate of pay. For both Administrators and ATTS employees, their normal pay will be paid to them while on jury duty, less the amount received by the employee from the government for such appearance. An employee who reports for such duty and is excused shall immediately contact his/her immediate supervisor and report for work, if requested. In order to be paid by the University for such leave the employee must submit to Human Resources written proof, executed by the administrator of the court showing the duration of such duty and the amount of compensation received for such duty.

- 8.2 Employees requesting court/jury duty leave must complete and sign a [Request for Leave Form](#), obtain the signature of their supervisor and send the original form to Human Resources prior to the end of the pay period in which the leave occurs.

## 9.0 MILITARY LEAVE

- 9.1 An employee who is unable to report for regularly scheduled work because the employee is required to report for duty as an active duty member of the armed forces, a reserve member of the armed forces, or as a member of the Ohio National Guard shall be compensated in accordance with Ohio law.
- 9.2 The University will adhere to any federal or state laws enacted during the term of this Agreement regarding employer responsibilities toward active employees who are members of the armed forces.
- 9.3 To be eligible for this leave and in accordance with federal and state law, the employee is expected to provide the order or written statement from the appropriate military commander to his/her supervisor which shall be forwarded to Human Resources.
- 9.4 Employees requesting military leave must complete and sign a [Request for Leave Form](#), obtain the signature of their supervisor and send the original form to Human Resources prior to the end of the pay period in which the leave occurs.

## 10.0 REQUIRED LEAVE FORMS/OTHER REQUIREMENTS

- 10.1 Employees are required to complete [Request for Leave Forms](#) to document leaves of absence as indicated in the above sections. These forms must be completed by the employee, signed by the supervisor and turned in to Human Resources by the end of the pay period in which the absence occurs.
- 10.2 The Department of Human Resources may provide for additional guidelines and requirements which may be found on the [Office of Human Resources](#) webpages.

### History

Effective: 09/19/14 (Replaces 4.55REV; 4.56REV; 4.57REV; 4.65 and 4.68)

Revised: 08/19/16

# Shawnee State University

POLICY TITLE:	ADMINISTRATIVE LEAVES
POLICY NO. :	4.52REV
ADMIN CODE:	3362-4-23
PAGE NO.:	1 OF 13
EFFECTIVE DATE:	10/14/16
NEXT REVIEW DATE:	10/2019
RESPONSIBLE OFFICER(S):	VPFA
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

The University is committed to providing administrators and administrative technical support staff (ATSS) with appropriate avenues for employees to take time away from work assignments and for the University to remain fully compliant with applicable regulatory provisions for various forms of leaves that are essential to the health and wellbeing of University employees. This policy identifies the holidays that are observed by the University, provides for the accrual and use of vacation, and defines the various forms of leaves of absences (LOAs) that are available.

## 2.0 HOLIDAYS

2.1 The following are designated University holidays:

<u>Holiday</u>	<u>Date</u>
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day*	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day*	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

2.2 The University will develop a schedule each year that will allow for designated holidays to be observed. The two holidays marked with an asterisk (\*) on the list



will be observed on the Friday after Thanksgiving and on the day before Christmas Day.

- 2.3 If any of the holidays as provided herein falls on Saturday, the Friday immediately preceding shall be observed as the holiday. If any of the holidays as provided herein falls on Sunday, the Monday immediately succeeding shall be observed as the holiday.

### 3.0 VACATION LEAVE AND PERSONAL LEAVE

- 3.1 The University regards a vacation as a period of rest and relaxation earned for past service. Since the annual vacation is important to the wellbeing of employees and their families, employees are encouraged to utilize all earned vacation.
- 3.2 The vacation year upon which accrual is based is July 1 through June 30.
- 3.3 Full-time employees accrue vacation leave based upon the schedule below. Part time employees who work twelve months will receive pro-rated vacation.

<u>Years of Service</u>	<u>Days of Vacation/Employment Year</u>
Less than 3 years	20
3 – 5 years	21
6 – 8 years	22
9 – 11 years	23
12 – 14 years	24
15 years or more	25

- 3.4 Employees working less than twelve months per year will not accrue vacation. Instead they will receive two personal days per year on July 1<sup>st</sup> which may be used with sufficient notice to arrange coverage and supervisor approval. Unused personal days will not carry over from year to year. These days will be added to the employee's leave balance upon hire and will expire each year on June 30<sup>th</sup>.
- 3.5 An employee may accumulate a maximum of two (2) times the accrued days of vacation earned in one year. This amount may be carried over from year to year. With approval of the division vice president, an additional amount may be carried over when vacation cannot be taken due to operational needs outside the employee's control.

- 3.6 A newly hired employee's vacation accrual rate may include previous full time service with a State of Ohio state agency or political subdivision with the following conditions:
- 3.6.1 The employee must inform and provide written documentation to the Department of Human Resources within ninety (90) days of employment that s/he has full time service with a state agency or political subdivision of the State of Ohio. In such case, the employee's accrual will be adjusted to the appropriate rate from the date of employment with the University.
  - 3.6.2 Notification by the employee to the Department of Human Resources received after ninety (90) days of employment with the University will be applied to the employee's accrual rate beginning the next full pay period in which the request and required documentation are received by Human Resources.
  - 3.6.3 The employee's adjusted accrual balance (whether retroactive to the employment date or a later date) will be reflected on the pay records beginning with the next full pay period after receipt of required documentation.
  - 3.6.4 A year of full time service with a state agency or political subdivision is considered as twenty-six (26) biweekly periods.
- 3.7 Employees requesting vacation leave must complete and sign a [Request for Leave Form](#), obtain the signature of their supervisor and send the original form to Human Resources prior to the end of the pay period in which the leave occurs.
- 3.8 Consistent, excessive vacation leave requests (over 3 weeks in a single instance) may have a negative impact on the operation and will be considered only as an exception with accompanying extenuating circumstances. Requests of this nature will require a written rationale with supervisor approval, as well as the approval of the division vice president.
- 3.9 When an official University observed holiday falls within an employee's vacation that day will not be charged as vacation.
- 3.10 All accrued vacation must be exhausted before an unpaid leave of absence commences.

- 3.11 Employees who retire or resign will be paid for earned but unused vacation up to a maximum of two times the accrued days of vacation in one year at the time of his/her departure. In the event of the death of an employee, vacation pay for vacation earned but not taken up to a maximum of two times the accrued days of vacation in one year will be paid to the estate of the employee.
- 3.12 The Department of Human Resources will maintain an up-to-date record of vacation for each employee. Any questions concerning vacation record-keeping should be directed to Human Resources.

#### 4.0 SICK LEAVE

- 4.1 Sick leave shall be used for an absence from work because of illness, medical, dental or optical examination or treatment of the employee or immediate family member or death of a member of the employee's immediate family. The definition of an immediate family member includes: grandparents, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father, father-in-law, mother, mother-in-law, spouse, child, grandchild, legal guardian, or other person who stands in the place of a parent.
- 4.2 Upon hire, a full-time Administrator or ATSS employee will receive one hundred and twenty (120) hours of sick leave credited to his/her leave account.
- 4.3 After the first year of employment and thereafter, sick leave will accrue for full-time Administrators and ATSS pro-rated each pay period for a maximum of 120 hours per year.
- 4.4 Upon hire, the part-time Administrator or ATSS employee will receive a pro-rated amount of sick leave credited to his/her leave account, based upon the employee's full-time equivalency (FTE) percentage determined at the time of hire. For example, a half-time employee (.50 FTE) will be eligible for a credit of sixty (60) hours of sick leave, etc.
- 4.5 After the first year of employment and thereafter, sick leave shall accrue for part-time administrators and ATSS at a pro-rated amount based upon the employee's FTE for each day in any given pay period.
- 4.6 An Administrator or ATSS may transfer into their University sick leave account any accumulated, documented, and verified sick leave balance that has been

accumulated by a school system, government agency, department or institution of the government of the State of Ohio. If the employee elects to do so and informs the Department of Human Resources within ninety (90) days of his/her employment date, he/she may elect to transfer any unused and unpaid sick leave balance above one-hundred and twenty (120) hours to their Shawnee State University sick leave account. This amount will be in addition to the University credited amount. For example, if the employee had six hundred and twenty (620) hours of unused and unpaid sick leave from a prior state of Ohio employer, then five hundred (500) hours could be transferred to Shawnee State University.

- 4.7 There is no maximum applied to the amount of sick leave that may be accumulated during active employment.
- 4.8 The sick leave account balance will be reduced an hour for each hour of sick leave used. As an alternative to using up sick leave hours, the employee and supervisor may use flexible scheduling (working less hours of the normal schedule and making those hours up another time or day) to account for time off for medical appointments or other reasons which would otherwise be used as sick leave hours. For ATSS, hours must be made up within the same week, or if not, the sick leave account will be reduced an hour for each hour of sick leave used.
- 4.9 Sick leave may be utilized for an authorized absence from scheduled duties due to illness, accident, exposure to contagious disease, family emergencies requiring the attendance of the employee, dental or optical examination or treatment, pregnancy and/or childbirth and related conditions, or death in the immediate family.
- 4.10 Employees requesting sick leave (including leave that qualifies under the Family and Medical Leave Act – FMLA) must complete and sign a [Request for Leave Form](#), obtain the signature of their supervisor and send the original form to Human Resources prior to the end of the pay period in which the leave occurs, thirty (30) days in advance of the need, if foreseeable and such notice is practicable. If it is not possible for the leave request form to be submitted in advance of the leave, it must be approved by supervision and submitted to Human Resources upon return from the absence. Time on approved sick leave will run concurrent with an approved leave under FMLA (refer to section 5.0 below).
- 4.11 If an employee is expected to be off more than five (5) consecutive work days, a signed or official doctor's statement must be submitted in advance to the supervisor or Human Resources. If an employee does not have advance warning, the doctor's statement must be provided to the supervisor or Human Resources as

soon as practicable after the employee knows he/she will be off more than five (5) consecutive days and in no event any later than the date the employee returns to work (unless more time is granted by the Director of Human Resources or designee).

- 4.12 In situations involving Family and Medical Leave, or leave involving less than five (5) consecutive work days, and there are habitual absences, a doctor's statement may be required upon the request of the supervisor or Human Resources. All doctors' statements shall be in the form of a signed or official statement from the attending physician, stating the general nature of the illness, date of medical treatment, and the conditions under which the employee is released to return to work or a statement from the attending physician verifying the illness or injury of the employee's immediate family. The failure to submit doctor's statements, or the failure to submit proper leave forms to Human Resources, may result in delay of payment for the time missed.
- 4.13 The Administrator or ATSS, upon official state retirement from active service or upon separation of employment by an ARP participant who meets the eligibility requirements under the OPERS or STRS retirement systems and with ten or more years of full-time service with the University (including predecessor institutions), will be paid in cash for one-fourth of the value of their sick leave balance, up to one hundred sixty days (320 hours). Payment will be based upon the employee's rate of pay at the time of retirement. Any unpaid leave remaining on the Shawnee State sick leave account will be available for use upon rehire (unless hired into a position that does not provide sick leave). In the event of an employee's death, the estate is not entitled to unused sick leave.
- 4.14 The cash payout of sick leave balance as provided in section 4.13 will be made only once to any Administrator or ATSS. An employee, who received such cash payout rehired by the University after retirement, may accrue and use sick leave while actively employed but shall not convert to cash any unused sick leave balance at the time of a second retirement.
- 4.15 Intentional misuse of the sick leave provision herein may be considered grounds for disciplinary action. Non-compliance with sick leave rules and regulations may result in the Administrator or ATSS not receiving pay for the requested sick leave.

## 5.0 FAMILY AND MEDICAL LEAVE POLICY

### 5.1 SCOPE

Employees with one year of service with the University and who have worked for 1,250 hours in the previous 12 month period are eligible for up to twelve weeks of paid (existing sick leave and/or vacation) and/or unpaid leave for qualifying events, in a twelve month period (rolling year, see CFR 29, Part 825.200).

Qualifying events are:

- 5.1.1 Childbirth (due to the birth or to care for the newborn child) – within twelve months following the birth of the employee’s child.
- 5.1.2 Adoption or foster care – within twelve months of the adoption or placement of a child for foster care.
- 5.1.3 Serious personal illness –
  - 5.1.3.1 A serious health condition that results in a period of incapacity for more than three days during which the employee is unable to work, or
  - 5.1.3.2 A chronic condition requiring a regimen of ongoing care by a health care provider that intermittently (less than three days) renders the employee unable to work while seeking treatment or while recovering from the condition.
- 5.1.4 Serious illness of a member of the employee’s immediate family – a serious health condition (as defined in 5.1.1.3 above) which requires the employee to provide care. Immediate family is: father, mother, spouse and child (under 18 or over 18 if incapable of self-care.)
- 5.1.5 Qualifying exigency arising out of the fact that the employee’s spouse, child, or parent is a covered military member on active duty, or has been called to active duty, in support of a contingency operation.
- 5.1.6 Care for a covered service member with a serious injury or illness if the employee is the spouse, child, parent or next of kin of the service member.

### 5.2 LENGTH OF LEAVE/PAID OR UNPAID

Family and Medical Leave provides an eligible employee to take up to twelve

workweeks of leave per rolling twelve-month period. Employees will first use sick leave, where appropriate, prior to vacation and any unpaid leave. Employees will use vacation and any comp time prior to any unpaid leave after sick leave is exhausted or for events where sick leave is inappropriate. Family Medical Leave coordinates and runs concurrently with other paid and unpaid leaves.

### 5.3 CHILDBIRTH AND ADOPTION TIMEFRAME

Leave under this policy which pertains to care for a newborn, adopted, or foster child may only be taken within twelve months of the child's birth or placement into the employee's home.

### 5.4 CERTIFICATION FOR HEALTH LEAVE

If an employee requires leave for a serious health condition for himself/herself or a spouse, parent, or child a health care provider's certification shall be required stating the commencement date and probable duration of the condition and the medical facts substantiating the condition. The University may require an independent examination at no cost to the employee.

### 5.5 NOTICE OF THE LEAVE

Employees must provide at least thirty days' advance notice if the leave is foreseeable. If the leave must begin within fewer than thirty days, the employee must provide notice as soon as practicable.

### 5.6 EMPLOYMENT AND BENEFITS PROTECTION

Any employee who takes leave under the provisions of this policy, on return from such leave shall be restored by the University to the position of employment held by the employee when the leave commenced or be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

### 5.7 CONTINUATION OF HEALTH PLAN COVERAGE

If after the exhaustion of all forms of paid leave, a period of unpaid leave is required to complete the twelve week leave given through this policy, the University shall maintain the coverage under the group health plan for this period under the conditions coverage would have been provided if the employee had

continued in employment continuously for the duration of the leave. Upon return to work, the employee must make arrangements with the Department of Human Resource to make up the employee contributions missed for insurance coverage while on unpaid leave.

## 5.8 RETURN FROM LEAVE

If the employee fails to return from Family and Medical Leave, the University may recover the premium that the employer paid for maintaining coverage for the employee under the group health plan during any period of unpaid leave.

## 6.0 DISABILITY LEAVE

### 6.1 APPLICATION

6.1.1 Full-time Administrators and ATSS may be granted a disability leave of absence in the event of a disabling illness or injury (except work related in which case workers' compensation rules will apply) that extends beyond leave provided under FMLA.

6.1.2 Approval of such leave is contingent upon the employee submitting a satisfactory written physician's statement attesting that the essential functions of the assigned position cannot be performed.

6.1.3 The University can request that an examination be completed by a physician of its choosing. In such case, the University will pay for the cost of the examination.

6.1.4 Written application to the Department of Human Resources should be made as early as possible and must include a statement from the attending physician with a projected return date.

### 6.2 DURATION AND RETENTION

6.2.1 The duration of disability leave will be based on the projected return date provided by the attending physician. An initial request for disability leave may be for one year or less. A disability leave may be extended one additional year with a request for such extension to be made no later than sixty (60) days prior to the originally scheduled return date. The total amount of time on such leave, paid or unpaid, for the same injury or



illness, may not exceed two years. The amount of time shall be reduced by family medical leave used for the same injury or illness.

- 6.2.2 In order to be paid leave, the employee will use earned but unused sick, vacation, or comp time. All types of paid leave must be used prior to unpaid leave.
- 6.2.3 Prior to returning to work, the employee must provide the University with the attending physician's release attesting to his/her ability to perform the essential job duties. The University may request an independent examination as identified in 6.1.3 above.
- 6.2.4 The employee will retain reinstatement rights to his/her current position if the disability leave is six (6) months or less. If such leave time exceeds six (6) months, up to a maximum of twelve (12) months, the University will place such employee in the same or similar position in which the employee possesses the required qualifications necessary to perform the essential responsibilities. The University will make every effort to reinstate an employee to the same or similar position if such leave exceeds one year.

### 6.3 INSURANCE COVERAGE

- 6.3.1 The University will continue group health insurance throughout the period of an approved paid leave.
- 6.3.2 The University will continue group health insurance throughout the period of an approved unpaid leave for a maximum of six (6) months.
- 6.3.3 While on an approved unpaid leave (other than FMLA), the employee must timely remit the established insurance contribution payments for the duration of the leave. If the employee payment contributions are not timely remitted, the employee will forfeit University-provided health plan coverage and may elect health plan continuation under COBRA at 102% of the full cost of the University's health plan.
- 6.3.4 The University will continue group health insurance as provided in the Family and Medical Leave Act (FMLA) of 1993 as currently amended, and offer group health continuation and conversion benefits as provided under the Consolidated Omnibus Reconciliation Act (COBRA).

#### 6.4 DISABILITY RETIREMENT REINSTATEMENT

In the case of an employee who has been granted a disability retirement through OPERS or STRS, the period of reinstatement shall be in accordance with the prevailing rules of the state retirement system. An employee who wishes to be reinstated from disability retirement must make written application to the appropriate Vice President and must complete a "fit to return to duty" examination showing recovery from the disability or injury and attest that the essential functions of the position can be performed. The physical examination shall be given by a licensed physician designated by the University or in the case of disability retirement, by a physician designated by the state retirement system. The cost of such examination will be borne by the individual. No application for reinstatement will be valid if filed after the date that an employee is eligible for service retirement with the state retirement system. The University will consider an application submitted under this provision, however, reinstatement is not guaranteed.

- 6.5 Employees requesting disability leave must complete and sign a [Request for Leave Form](#), obtain the signature of their supervisor and send the original form to Human Resources prior to the end of the pay period in which the leave occurs.

#### 7.0 WORKERS' COMPENSATION LEAVE

Workers' compensation leave will be provided as set forth in the Ohio statutes (ORC Chapter 4123) for workplace injuries and/or occupational diseases. Additional information may be found on the University website at the [Office of Human Resources](#) webpages.

#### 8.0 COURT/JURY DUTY LEAVE

- 8.1 An employee who is required to report for jury duty or is subpoenaed to appear before any court, commission board, or other legally constituted body, where the employee is not a party to the action, shall be entitled to leave with pay for the scheduled work hours lost as the result of such duty. For ATSS employees, the employees will be compensated by the University in an amount equal to his/her straight-time (non-overtime) rate of pay. For both Administrators and ATTS employees, their normal pay will be paid to them while on jury duty, less the amount received by the employee from the government for such appearance. An employee who reports for such duty and is excused shall immediately contact his/her immediate supervisor and report for work, if requested. In order to be paid

by the University for such leave the employee must submit to Human Resources written proof, executed by the administrator of the court showing the duration of such duty and the amount of compensation received for such duty.

- 8.2 Employees requesting court/jury duty leave must complete and sign a [Request for Leave Form](#), obtain the signature of their supervisor and send the original form to Human Resources prior to the end of the pay period in which the leave occurs.

## 9.0 MILITARY LEAVE

- 9.1 An employee who is unable to report for regularly scheduled work because the employee is required to report for duty as an active duty member of the armed forces, a reserve member of the armed forces, or as a member of the Ohio National Guard shall be compensated in accordance with Ohio law.
- 9.2 The University will adhere to any federal or state laws enacted during the term of this Agreement regarding employer responsibilities toward active employees who are members of the armed forces.
- 9.3 To be eligible for this leave and in accordance with federal and state law, the employee is expected to provide the order or written statement from the appropriate military commander to his/her supervisor which shall be forwarded to Human Resources.
- 9.4 Employees requesting military leave must complete and sign a [Request for Leave Form](#), obtain the signature of their supervisor and send the original form to Human Resources prior to the end of the pay period in which the leave occurs.

## 10.0 REQUIRED LEAVE FORMS/OTHER REQUIREMENTS

- 10.1 Employees are required to complete [Request for Leave Forms](#) to document leaves of absence as indicated in the above sections. These forms must be completed by the employee, signed by the supervisor and turned in to Human Resources by the end of the pay period in which the absence occurs.
- 10.2 The Department of Human Resources may provide for additional guidelines and requirements which may be found on the [Office of Human Resources](#) webpages.

### History

Effective: 09/19/14 (Replaces 4.55REV; 4.56REV; 4.57REV; 4.65 and 4.68)

Revised: 10/14/16; 08/19/16

**RESOLUTION F28-16**

**REVISION OF POLICY 1.05REV INVESTMENT**

WHEREAS, the University's Investment Policy was approved by the Board of Trustees on May 2, 2014; and

WHEREAS, the transition of the management of the University's diversified portfolio to TIAA is nearly complete: and

WHEREAS, the University's Investment Committee and TIAA representatives exchanged relevant materials and met on October 5, 2016 to complete a comprehensive review of the University' Investment policy to ensure a smooth transition to TIAA management; and

WHEREAS, after careful consideration, the University Investment Committee recommends the proposed revisions reflected on the attached Policy;

THEREFORE, the Shawnee State University Board of Trustees approves the revised Policy 1.05REV Investment, effective upon adoption.

(October 14, 2016)

# Shawnee State University

POLICY TITLE:	INVESTMENT POLICY
POLICY NO. :	1.05-REV
ADMIN CODE:	3362-1-05
PAGE NO.:	1 OF 5
EFFECTIVE DATE:	<del>10/14/2016</del> <u>05/02/14</u>
NEXT REVIEW DATE:	<del>10/2019</del> <u>05/2017</u>
RESPONSIBLE OFFICER(S):	INVESTMENT COMMITTEE
APPROVED BY:	BOT

## 1.0 PURPOSE

- 1.1 The Shawnee State University Board of Trustees has title to University investments and these funds are held in trust. The investments are to be made consistent with this investment policy as stipulated below.
- 1.2 All fiduciaries implementing this investment policy are required to discharge their duties with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims.

## 2.0 MEMBERSHIP

- 2.1 Effective beginning July 1, 2002, the Shawnee State University Investment Committee is established.
- 2.2 Chair: A member of the Board of Trustees Finance and Administration Committee as appointed by the Chair, Shawnee State University Board of Trustees. Term: A fiscal year appointment, renewable, at the discretion of the Chair, Shawnee State University Board of Trustees.
- 2.3 Member: The Shawnee State University Vice President for Finance and Administration or delegate.
- 2.4 Members: Three members nominated by the Chair, Shawnee State University Board of Trustees and approved by the Shawnee State University Board of Trustees. Term: Initial appointments of one, two and three years respectively. Thereafter, appointments are for three fiscal years or parts thereof.
- 2.5 The Investment Committee shall meet at least quarterly.
- 2.6 The Investment Committee shall review and recommend revision to this

investment policy and shall advise the Shawnee State University Board of Trustees through its Finance and Administration Committee on its investments.

- 2.7 The Investment Committee is authorized to retain an investment advisor that meets the credential criteria as outlined in law.
- 2.8 Each Investment Committee member must sign an agreement indicating that they will avoid conflicts of interest in performing their duties as committee members.

### 3.0 INVESTMENT OBJECTIVE

- 3.1 The primary objectives of the University's investment activities shall be:
  - 3.1.1 Safety: Assets of the University shall be undertaken in a manner that diversifies its investments mitigating the magnitude of potential capital loss inherent in investment risk.
  - 3.1.2 Return on Investment: To have, over time, return net-of-fees that at least equals common indexes in capital markets in which the University's assets are invested.

### 4.0 INVESTMENT ALLOCATION

- 4.1 Liquid pool and diversified investment pool are established.
  - 4.1.1 The liquid pool investments can only be made in securities of the United States Government or of its agencies or instrumentalities, the treasurer of state's pooled investment program, obligation of this state or any political subdivision of this state, certificates of deposit of any national bank located in this state, written repurchase agreements with any eligible Ohio financial institution that is a member of the federal reserve system or federal home loan bank, money market funds, or bankers acceptances maturing in two hundred seventy days or less which are eligible for purchase by the federal reserve system, as a reserve.
    - 4.1.1.1 A minimum of 25% of the prior fiscal year's average investment portfolio will be invested in eligible liquid pool securities. The actual percentage may be higher than this figure dependent upon anticipated cash flow needs with some buffer for unanticipated needs as determined by Section 4.4 of this Policy.
    - 4.1.1.2 The administration of this pool is to remain with the Shawnee State University Finance Office as an agent of the Investment

Committee. Returns will be reported quarterly to the Investment Committee, in-turn to the Board of Trustees.

- 4.2 The diversified investment pool will be invested in publicly traded securities with the following ranges of asset allocation within that pool:

		<u>Range</u>
<del>4.2.1 Equities</del>	<del>50% +/- 10%</del>	<del>40% to 60%</del>
<del>Fixed Income/Bonds</del>	<del>50% +/- 10%</del>	<del>40% to 60%</del>
<del>Total*</del>	<del>100%</del>	

~~\*Including as a percentage of the total portfolio up to:~~

~~20% International Securities~~

~~20% Alternative Investments (as defined in 6.0)~~

<del>4.2.1 Total Equity</del>	<del>54%</del>	<del>45% to 65%</del>
<del>Total Fixed Income</del>	<del>45%</del>	<del>35% to 55%</del>
<del>Cash</del>	<del>1%</del>	<del>0% to 10%</del>
<del>Total Alternative Assets</del>	<del>0%</del>	<del>0% to 5%</del>

- 4.2.2 The Vice President for Finance and Administration or delegate has authority to allocate funds between these pools.

- 4.3 The University may transfer a portion of the Diversified Investment Pool to the Liquid Investment Pool if the following conditions exist:

4.3.1 The University may transfer up to 2.5% times the Diversified Investment Pool's previous twelve quarter moving average of market value from the Diversified Investment Pool to the Liquid Investment Pool.

4.3.2 This calculation will be applied to the twelve quarters ending on December 31 of the current fiscal year so the level of additional funding will be available during the subsequent year's budgeting process.

4.3.3 The amount eligible to be transferred may be moved as a lump sum or periodically during the fiscal year but the total of the transfer(s) may not exceed the original calculated amount (other than for exceptions noted in other sections of the Investment Policy).

4.3.4 The Vice President for Finance and Administration will recommend the amount (and the related investment accounts from which the funds will be withdrawn) of eligible funds to be transferred from the Diversified Investment Pool to the Liquid Investment Pool based on the University's

anticipated cash needs and consultation with the University's Investment Consultant. The transfer will require the approval of the University President and subsequently reported to the Investment Committee and the Board of Trustees at their respective meetings following the transfer.

- 4.4 The Vice President for Finance and Administration may request a transfer from the Diversified Investment Pool to either the Liquid Investment Pool or the University's Main Operating checking account outside of the formula restrictions noted in Section 4.3 based on unanticipated cash needs of the University. Based upon the amount of the request, the recommendation will require the approval of:

4.4.1	<u>Requested Transfer Amount:</u> \$1 to \$1,000,000	<u>Requires Approval From:</u> Vice President of Finance & Administration
	\$1,000,001 to \$2,500,000	University President
	\$2,500,001 to \$5,000,000	Chair-Shawnee State University Board of Trustees

- 4.4.2 The transfer will also be reported to the Investment Committee and the Board of Trustees at their respective meetings following any transfer.

## 5.0 INVESTMENT SECURITIES DIVERSIFICATION AND QUALITY

- 5.1 No more than 5% of the Diversified Investment Pool portfolio can be invested in any single issue except U. S. government securities.
- 5.2 Investment in fixed income securities shall be limited to government and agency issues ~~and other issues in the top four quality ratings of recognized credit services. and other issues in the top four quality ratings of recognized credit services. Other than for alternative investments (see 6.0 below), p~~Prohibited investments include bonds rated below investment grade and derivatives which comprise a substantial part of an investment fund. ~~Again, other than for alternative investments, investments are prohibited in: the purchase or sale of futures or options for speculation or leverage, purchase or sale of commodities, commodity contracts, or illiquid interest in real estate or mortgages.~~

## 6.0 ALTERNATIVE INVESTMENTS

Inclusion of alternative investments ~~has the effect of improving the return versus risk outlook of the portfolio, over time is at the discretion of the investment committee.~~ Alternative investment categories may include: ~~Hedge Funds, Private Equity/Venture Capital, gold and other Real Estate, C~~ commodities ~~and High Yield Bonds. Certain~~



~~alternative investments invest in assets with limited liquidity and may also use derivatives such as futures and/or options to achieve their objectives. Accordingly, some of these alternative investment vehicles themselves may have limited liquidity. Additionally, some alternative investment vehicles may invest in fixed income investments with below-investment grade (not in the top four quality ratings of recognized credit services) bond ratings.~~

## 7.0 MARKET BENCHMARKS

7.1 Given short-term market fluctuations, it is intended investment manager(s) will achieve the following performance objectives over a 5-year moving period, net of investment fees. It is understood that performance evaluation will occur in shorter intervals, the results of which may cause the Investment Committee to make an investment manager change.

7.2 ~~Liquid pool return will exceed the 3-month U.S. Treasury bills return~~Policy Benchmarks are: 45% Barclays Capital U.S. Aggregate Bond Index, 36% Russell 3000 Index, 18% MSCI ACWI, and 1% Lipper Money Market Fund.~~Diversified investment pool return will exceed a balanced index composed of: 30% S&P 500 Index, 6% S&P Mid Cap 400 Index, 4% S&P Small Cap 600 Index, 10% MSCI EAFE Index, 50% Barclays Capital U.S. Aggregate Bond Index.~~

## 8.0 EVALUATION OF INVESTMENT MANAGERS

8.1 Investment managers will be reviewed quarterly based upon the following criteria:

8.1.1 Ability to exceed the performance objectives stated in this policy.

8.1.2 Adherence to the philosophy and style that were articulated to the Investment Committee at, or subsequent to, the time an investment manager was retained.

8.1.3 Ability to exceed the investment performance (net of fees) of other investment managers who adhere to the same or similar style.

8.1.4 Continuity of personnel and practices at the firm.

### History

Effective: 10/11/02

Revised: 10/14/16, 05/02/14, 06/14/12, 11/18/11, 04/13/07, 04/22/05

~~Reviewed:-~~

# Shawnee State University

POLICY TITLE:	INVESTMENT POLICY
POLICY NO. :	1.05REV
ADMIN CODE:	3362-1-05
PAGE NO.:	1 OF 5
EFFECTIVE DATE:	10/14/2016
NEXT REVIEW DATE:	10/2019
RESPONSIBLE OFFICER(S):	INVESTMENT COMMITTEE
APPROVED BY:	BOT

## 1.0 PURPOSE

- 1.1 The Shawnee State University Board of Trustees has title to University investments and these funds are held in trust. The investments are to be made consistent with this investment policy as stipulated below.
- 1.2 All fiduciaries implementing this investment policy are required to discharge their duties with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims.

## 2.0 MEMBERSHIP

- 2.1 Effective beginning July 1, 2002, the Shawnee State University Investment Committee is established.
- 2.2 Chair: A member of the Board of Trustees Finance and Administration Committee as appointed by the Chair, Shawnee State University Board of Trustees. Term: A fiscal year appointment, renewable, at the discretion of the Chair, Shawnee State University Board of Trustees.
- 2.3 Member: The Shawnee State University Vice President for Finance and Administration or delegate.
- 2.4 Members: Three members nominated by the Chair, Shawnee State University Board of Trustees and approved by the Shawnee State University Board of Trustees. Term: Initial appointments of one, two and three years respectively. Thereafter, appointments are for three fiscal years or parts thereof.
- 2.5 The Investment Committee shall meet at least quarterly.
- 2.6 The Investment Committee shall review and recommend revision to this

investment policy and shall advise the Shawnee State University Board of Trustees through its Finance and Administration Committee on its investments.

- 2.7 The Investment Committee is authorized to retain an investment advisor that meets the credential criteria as outlined in law.
- 2.8 Each Investment Committee member must sign an agreement indicating that they will avoid conflicts of interest in performing their duties as committee members.

### 3.0 INVESTMENT OBJECTIVE

- 3.1 The primary objectives of the University's investment activities shall be:
  - 3.1.1 Safety: Assets of the University shall be undertaken in a manner that diversifies its investments mitigating the magnitude of potential capital loss inherent in investment risk.
  - 3.1.2 Return on Investment: To have, over time, return net-of-fees that at least equals common indexes in capital markets in which the University's assets are invested.

### 4.0 INVESTMENT ALLOCATION

- 4.1 Liquid pool and diversified investment pool are established.
  - 4.1.1 The liquid pool investments can only be made in securities of the United States Government or of its agencies or instrumentalities, the treasurer of state's pooled investment program, obligation of this state or any political subdivision of this state, certificates of deposit of any national bank located in this state, written repurchase agreements with any eligible Ohio financial institution that is a member of the federal reserve system or federal home loan bank, money market funds, or bankers acceptances maturing in two hundred seventy days or less which are eligible for purchase by the federal reserve system, as a reserve.
    - 4.1.1.1 A minimum of 25% of the prior fiscal year's average investment portfolio will be invested in eligible liquid pool securities. The actual percentage may be higher than this figure dependent upon anticipated cash flow needs with some buffer for unanticipated needs as determined by Section 4.4 of this Policy.
    - 4.1.1.2 The administration of this pool is to remain with the Shawnee State University Finance Office as an agent of the Investment

Committee. Returns will be reported quarterly to the Investment Committee, in-turn to the Board of Trustees.

- 4.2 The diversified investment pool will be invested in publicly traded securities with the following ranges of asset allocation within that pool:

		<u>Range</u>
4.2.1	Total Equity	54% 45% to 65%
	Total Fixed Income	45% 35% to 55%
	Cash	1% 0% to 10%
	Total Alternative Assets	0% 0% to 5%

- 4.2.2 The Vice President for Finance and Administration or delegate has authority to allocate funds between these pools.

- 4.3 The University may transfer a portion of the Diversified Investment Pool to the Liquid Investment Pool if the following conditions exist:

4.3.1 The University may transfer up to 2.5% times the Diversified Investment Pool's previous twelve quarter moving average of market value from the Diversified Investment Pool to the Liquid Investment Pool.

4.3.2 This calculation will be applied to the twelve quarters ending on December 31 of the current fiscal year so the level of additional funding will be available during the subsequent year's budgeting process.

4.3.3 The amount eligible to be transferred may be moved as a lump sum or periodically during the fiscal year but the total of the transfer(s) may not exceed the original calculated amount (other than for exceptions noted in other sections of the Investment Policy).

4.3.4 The Vice President for Finance and Administration will recommend the amount (and the related investment accounts from which the funds will be withdrawn) of eligible funds to be transferred from the Diversified Investment Pool to the Liquid Investment Pool based on the University's anticipated cash needs and consultation with the University's Investment Consultant. The transfer will require the approval of the University President and subsequently reported to the Investment Committee and the Board of Trustees at their respective meetings following the transfer.

- 4.4 The Vice President for Finance and Administration may request a transfer from the Diversified Investment Pool to either the Liquid Investment Pool or the

University's Main Operating checking account outside of the formula restrictions noted in Section 4.3 based on unanticipated cash needs of the University. Based upon the amount of the request, the recommendation will require the approval of:

4.4.1	<u>Requested Transfer Amount:</u>	<u>Requires Approval From:</u>
	\$1 to \$1,000,000	Vice President of Finance & Administration
	\$1,000,001 to \$2,500,000	University President
	\$2,500,001 to \$5,000,000	Chair-Shawnee State University Board of Trustees

4.4.2 The transfer will also be reported to the Investment Committee and the Board of Trustees at their respective meetings following any transfer.

## 5.0 INVESTMENT SECURITIES DIVERSIFICATION AND QUALITY

- 5.1 No more than 5% of the Diversified Investment Pool portfolio can be invested in any single issue except U. S. government securities.
- 5.2 Investment in fixed income securities shall be limited to government and agency issues and other issues in the top four quality ratings of recognized credit services. Prohibited investments include bonds rated below investment grade and derivatives which comprise a substantial part of an investment fund.

## 6.0 ALTERNATIVE INVESTMENTS

Inclusion of alternative investments is at the discretion of the investment committee. Alternative investment categories may include: gold and other commodities.

## 7.0 MARKET BENCHMARKS

- 7.1 Given short-term market fluctuations, it is intended investment manager(s) will achieve the following performance objectives over a 5-year moving period, net of investment fees. It is understood that performance evaluation will occur in shorter intervals, the results of which may cause the Investment Committee to make an investment manager change.
- 7.2 Policy Benchmarks are 45% Barclays Capital U.S. Aggregate Bond Index, 36% Russell 3000 Index, 18% MSCI ACWI Index, and 1% Lipper Money Market Fund.

## 8.0 EVALUATION OF INVESTMENT MANAGERS

- 8.1 Investment managers will be reviewed quarterly based upon the following criteria:

- 8.1.1 Ability to exceed the performance objectives stated in this policy.
- 8.1.2 Adherence to the philosophy and style that were articulated to the Investment Committee at, or subsequent to, the time an investment manager was retained.
- 8.1.3 Ability to exceed the investment performance (net of fees) of other investment managers who adhere to the same or similar style.
- 8.1.4 Continuity of personnel and practices at the firm.

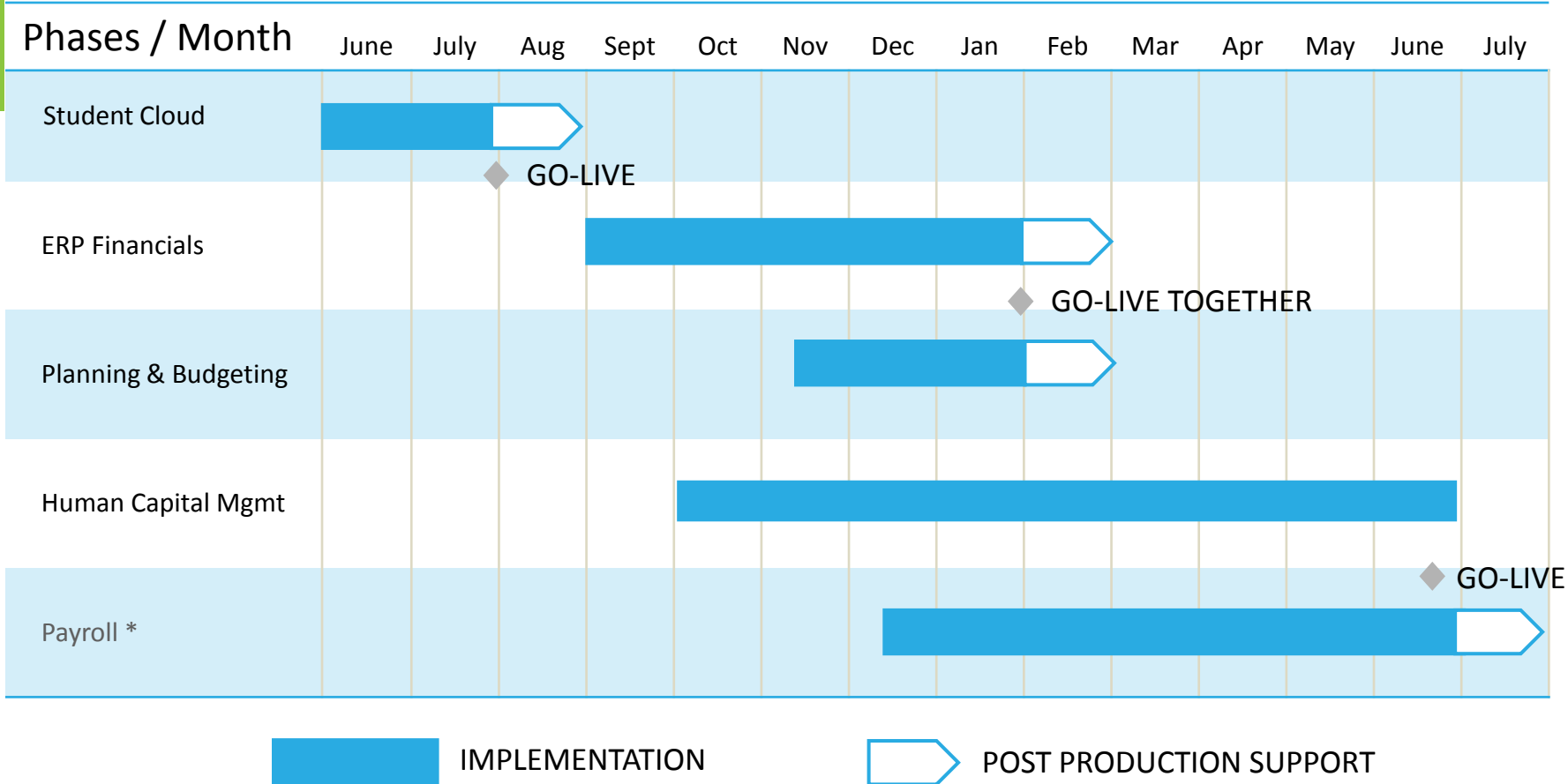
History

Effective: 10/11/02

Revised: 10/14/16, 05/02/14, 06/14/12, 11/18/11, 04/13/07, 04/22/05

# Practical Path to the Modern Campus

## Project Roadmap Timeline – Phase 1



## Status of Construction/Renovation Projects through September 30, 2016

Project	Status	Projected Budget	Funding Source
<b>Health Sciences Program Expansion (STEMM) Phase 1</b>	<ul style="list-style-type: none"> <li>• Kricker Hall, Health Science, and ATC Buildings space programming complete.</li> <li>• Phase I ATC &amp; Kricker Hall scheduled for completion 12/1/16. This will renovate approximately 6,000 square feet to house the Business Faculty and includes 13 new office spaces, a 20 seat conference room, group study areas, and teacher student collaboration spaces all conveniently located on the first floor of the ATC Building. All Kricker classrooms will be re-configured to house the M.O.T., P.T., and Sports Profession Classrooms and Laboratories. This will provide over 20,000 square feet of space to allow growth in all 3 programs.</li> <li>• All underground piping complete. All ductwork, framing, and drywall 50% complete in both the ATC and Kricker Building.</li> </ul>	\$4,000,000 \$350,000	State Capital Local Funds
<b>Health Sciences Program Expansion (STEMM) Phase 2</b>	<ul style="list-style-type: none"> <li>• The space that will be vacated by the M.O.T., P.T., and Sports Professions will be renovated to add additional space for both ADN and BSN programs. This includes a new zoned air handling unit, central vacuum and compressed air for the labs, and all new finishes. This project will also allow all Nursing Faculty to have offices in the space as well as classrooms sized for the larger enrollment..</li> <li>• Project advertised</li> </ul>		



**APPOINTMENTS**

Eff		Name	Position	Salary	Comments
<b>FACULTY</b>					
08/22/16		Richard Bayless	Visiting Faculty, Natural Sciences	\$43,724	Masters in Geology / Hydrogeology, Teaching at collegiate level since 1981
08/22/16		Aaron Bruewer	Assistant Professor, Teacher Education	\$51,582	PhD in Educational Studies, 7 years teaching experience at collegiate level
08/22/16		Jeffrey Curley	Assistant Professor, Rehab & Sport Professions	\$53,056	Masters in Athletic Training, CAT since 1989, has taught several AT course at collegiate level
08/22/16		Vincent George	Visiting Faculty, Natural Sciences	\$44,973	Masters in Physics, 4 years teaching experience at collegiate level
08/22/16		Kassiani Kotsidou	Assistant Professor, Engineering Technologies	\$53,056	PhD in Electrical & Computer Engineering, more than 10 years teaching undergraduate courses
08/22/16		Bastien Lecouffe	Visiting Faculty, Fine Digital & Performing Arts	\$48,634	Masters in Fine Arts, Worked as an Adjunct at SSU since 2012
08/22/16		Margaret Lehman	Assistant Professor, Teacher Education	\$53,056	PhD in Education & Literacy, 7 years teaching experience at collegiate level
08/22/16		Diana Liu	Visiting Faculty, Social Sciences	\$47,161	PhD in Political Science, 5 years teaching experience
08/22/16		Cybele Lotti	Visiting Faculty, Engineering Technologies	\$53,056	PhD Materials Engineering/Polymeric Materials, undergraduate teaching experience, 15 years engineering experience
08/22/16		Randall Mills	Senior Instructor, University College	\$44,973	Masters in Arts in Mathematics, 14 years teaching experience
08/22/16		Sherri Powell	Visiting Faculty, University College	\$39,976	Masters in Education with an emphasis in Higher Education, 19 years experience teaching at collegiate level
08/22/16		Shane Shope	Visiting Faculty, Teacher Education	\$53,056	PhD in Education, 3 years teaching at collegiate level
08/22/16		Jeffrey Spriggs	Instructor, Engineering Technology	\$45,441	Bachelors in Applied Science/Plastics Engineering, 10 years teaching experience at collegiate level
08/22/16		Mikel Stone	Visiting Faculty, Rehab & Sport Professions	\$53,056	Masters in Occupational Therapy, 5 years teaching experience at collegiate level
08/22/16		Jessica Winck	Senior Instructor, English & Humanities	\$41,225	PhD in in Rhetoric and Composition with specialization in Developmental/Basic Writing, 8 years of experience teaching at collegiate level.

**APPOINTMENTS**

Eff		Name	Position	Salary	Comments
<b>ADMINISTRATIVE</b>					
04/25/16		Courtney Hayward	Grant Writer & Institutional Analyst, Institutional Research & Sponsored Programs	\$46,408	Masters in Public Administration, 4 years grant writing experience.
06/01/16		Danielle Cline	Fellowship, Development	\$24,000	SSU Graduate- Associate in Applied Business & Bachelors in Social Science & Legal Assisting
06/01/16		Kelcie Cook	Fellowship, Development	\$24,000	SSU Graduate- Bachelors in Business Administration
06/01/16		Aubrey Sherman	Fellowship, Development	\$24,000	SSU Graduate- Bachelors in Chemistry
06/20/16		Marla Beebe	Research & Instruction Librarian, Clark Memorial Library	\$51,500	Masters in Library Science & Master in Music Education, 6 years experience reference/research instruction librarian
07/01/16		Timothy Davis	Coordinator Clinical & Field Experience, Teacher Education	\$50,000	Masters of Science in Education & Applied Professionals, 16 Years exp as Elementary/Highschool Administrator
07/06/16		Amber Montavon	Fellowship, Marketing & Communications	\$24,000	SSU Graduate- Associate in Communications & Bachelors in Business Administration
08/17/16		Taryn McCauley	Classroom Teacher, Children's Learning Center	\$25,715	Bachelors of Science in Early Childhood Education, 6 Years elementary teaching experience. Change from LTC to Hired FT
09/01/16		Monique Harmon	Director, Housing & Residence Life/Title IX Coordinator	\$60,000	Master in Public Administration, 7 years experience in higher Ed, 9 years exp investigations
09/15/16		Jonathon Loughridge	Coordinator, Athletic Events & Sports Information	\$37,000	Bachelors in History/Sports Administration, 6 years experience with College Athletics

**CHANGE OF STATUS**

		<b>From</b>	<b>To</b>	<b>Salary</b>	<b>Comments</b>
<b>FACULTY</b>					
07/01/16	Andrew Napper	Dean, College of Arts & Sciences	Professor, Natural Sciences	\$70,388	Acting Appointment ended
08/22/16	Sarah Clausing	Visiting Faculty, Business Administration	Assistant Professor, Business Administration	\$50,108	Promotion
08/22/16	Matt Cram	Associate Professor, Fine, Digital, & Performing Arts	Professor, Fine, Digital, & Performing Arts	\$72,521	Promotion
08/22/16	Jodi Dunham	Visiting Faculty, Teacher Education	Assistant Professor, Teacher Education	\$51,582	Promotion
08/22/16	Timothy Hamilton	Associate Professor, Physics/Plantarium	Professor, Physics/Plantarium	\$68,255	Promotion
08/22/16	Andrew Holbrook	Senior Instructor, Gaming	Visiting Faculty, Gaming	\$42,985	Position Reassignment
08/22/16	Linda Hunt	Assistant Professor, Mathematics	Associate Professor, Mathematics	\$71,301	Promotion
08/22/16	Derek Jones	Assistant Professor, Chemistry	Associate Professor, Chemistry	\$55,543	Promotion
08/22/16	Georgeann Kamer	Senior Instructor, Dental Hygeine	Assistant Professor, Dental Hygeine	\$47,161	Promotion
08/22/16	Ann Linden	Assistant Professor, English & Humanities	Associate Professor, English & Humanities	\$55,543	Promotion
08/22/16	Sarah Minter	Assistant Professor, Natural Sciences	Associate Professor, Natural Sciences	\$55,543	Promotion
08/22/16	Kimberly Moore	Assistant Professor, Occupational Therapy	Associate Professor, Occupational Therapy	\$55,543	Promotion
08/22/16	Jennifer Napper	Assistant Professor, Biology & Philology	Associate Professor, Biology & Philology	\$55,543	Promotion
08/22/16	Mich Nyawalo	Assistant Professor, English & Humanities	Associate Professor, English & Humanities	\$55,543	Promotion
08/22/16	Marc Scott	Assistant Professor, English & Humanities	Associate Professor, English & Humanities	\$55,543	Promotion
08/22/16	Barbara Warnock	Assistant Professor, Masters Occupational Therapy	Associate Professor, Masters of Occupational Therapy	\$55,543	Promotion

**CHANGE OF STATUS**

		<b>From</b>	<b>To</b>	<b>Salary</b>	<b>Comments</b>
<b>ADMINISTRATIVE</b>					
05/09/16	Xiaodan Huang	Faculty Chair, Teacher Education	Administrative Chair, Teacher Education	\$100,822	Position Repurposed
05/16/16	Jaime Madden	ITS Project Manager	ITS Project Manager	\$52,657	FTE change from .5 to .75
07/01/16	Jeffrey Bauer	Acting Provost & VP for Academic Affairs	Provost & VP for Academic Affairs	\$158,000	Acting Appointment ended
07/01/16	Kara Bobo-Stump	Secretary, Communications	Coordinator, Promotions & Marketing Coordinator	\$44,813	Position Reclassification
07/01/16	Eric Braun	Executive Director, Advancement & External Affairs	VP for Advancement & External Affairs	\$128,000	Internal Promotion
07/01/16	Cheryl Hacker	General Counsel	General Counsel	\$123,000	Term Appointment
07/01/16	Amanda Hedrick	Acting Director, Children's Learning Center	Director, Children's Learning Center	\$60,573	Acting appointment ended
07/01/16	Malonda Johnson	Associate Director, Human Resources	Director, Human Resources	\$64,203	Internal Promotion
07/01/16	Roberta Milliken	Professor, English & Humanities	Acting Dean, College of Arts & Sciences	\$106,869	Acting Appointment
07/01/16	Astra Ng	Coordinator, Communications	Coordinator, Communications	\$38,380	FTE change from .5 to 1
07/01/16	Becky Thiel	Associate Provost, Academic Affairs	Acting Dean, Graduate Studies & Assessment	\$94,000	Position Repurposed
07/01/16	Aimee Welch	Project Coordinator, Development Foundation	Operations Manager, Development Foundation	\$44,813	Position Reclassification
07/01/16	Dave Zender	Director, Human Resources	Director, Labor & Organizational Development	\$93,636	Lateral Reassignment
08/18/16	Jeanna Heresh	Acting Head Teacher, Children's Learning Center	Head Teacher, Children's Learning Center	\$29,974	Acting appointment ended
09/06/16	Jennifer Hammonds	Associate Registrar, Enrollment Management & Student Affairs	Acting Registrar	\$58,669	Acting Appointment
09/06/16	Mark Moore	Registrar, Enrollment Management & Student Affairs	Enterprise Resource Planning Transition Manager, Budget & Financial Analysis	\$72,512	Position Reassignment
09/19/16	Janet Stewart	Librarian, Systems & Digital Initiatives, Clark Memorial Library	Acting Dean, Library Services	\$79,000	Acting Appointment

## TERMINATIONS

<b>Eff</b>	<b>Name</b>	<b>Position</b>	<b>Comment</b>
05/06/16	Dan O'Connor	Assistant Professor, Fine, Digital, & Performing Arts	Resigned
05/10/16	Erik Larson	Assistant Professor, Natural Science	Resigned
05/10/16	Justin Rex	Assistant Professor, Social Science	Resigned
05/10/16	Deborah Risner	Assistant Professor, Teacher Education	Resigned
05/31/16	Patric Leedom	Associate Professor, Teacher Education	Retired
06/01/16	Carl Hilgarth	Professor, Engineering Technology	Retired
06/30/16	Joanne Charles	Associate VP for Finance & Administration	End of Contract
06/30/16	Jacob Snyder	Coordinator, Sports Information	Resigned
07/01/16	Denise Gregory	Coordinator, Veterans Affairs	Retired
07/01/16	Deborah Weber	Director, Pre-professional Services	Retired
07/29/16	Ryan Boggs	Trainer, Athletics	Resigned
08/01/16	Hoai Tran	Senior Instructor, Mathematics	Resigned
08/04/16	Jerry Ross	Assistant Professor, Physics	Resigned
08/20/16	Valerie Long	Assistant Professor, Mathematics	Resigned