

**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
December 18, 2015**

Swearing-in of New Board Members

Chairperson Kay Reynolds administered the oath of office to newly appointed Board members, Mr. David Furbee and Ms. Sondra Hash. Chairperson Reynolds presented Mr. Furbee and Ms. Hash with a Shawnee State University lapel pin and congratulated each on their appointment.

Call to Order

Chairperson Reynolds called the meeting to order at 11:30 a.m. noting the meeting was in compliance with RC § 121.22(F).

Roll Call

Members Present: Mr. Scott Evans, Ms. Melissa Higgs-Horwell, Ms. Francesca Hartop, Mr. Robert Howarth, Ms. Kay Reynolds, Mr. Joseph Watson, Mr. Scott Williams, Mr. David Furbee, Ms. Sondra Hash and Mr. Brian Stiers

Members Absent: Ms. Marlee Martin

Approval of the December 18, 2015 Agenda

Mr. Howarth moved and Mr. Evans seconded a motion to approve the December 18, 2015 agenda. Without discussion, the Board unanimously approved said agenda.

Approval of the September 11, 2015 Board Meeting Minutes

Mr. Watson moved and Ms. Higgs-Horwell seconded a motion to approve the September 11, 2015 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

Committee Reports

Academic and Student Affairs Committee – Mr. Scott Williams, Chair

Mr. Williams reported on behalf of the Academic and Student Affairs Committee.

Action Items***Resolution ASA04-15, Approval of 2016-2017 Academic Calendar***

Mr. Williams moved and Ms. Higgs-Horwell seconded a motion to approve Resolution ASA04-15, Approval of 2016-2017 Academic Calendar, which has been developed and reviewed by the Calendar Advisory Committee, and approved by the Provost and President.

Ayes: Mr. Evans, Mr. Furbee, Ms. Hartop, Ms. Hash, Ms. Higgs-Horwell, Mr. Howarth, Ms. Reynolds, Mr. Watson, Mr. Williams

Nays: None

Resolution ASA05-15, Approval of Policy 2.08Rev, Academic Program Review

Mr. Williams reported that Policy 2.08Rev and associated procedure will provide for a more dynamic and comprehensive review of academic programs and will generate data that will be more valuable in decision-making.

Mr. Williams moved and Mr. Watson seconded a motion to approve Resolution ASA05-15, Approval of Policy 2.08Rev, Academic Program Review.

Ayes: Mr. Evans, Mr. Furbee, Ms. Hartop, Ms. Hash, Ms. Higgs-Horwell, Mr. Howarth, Ms. Reynolds, Mr. Watson, Mr. Williams

Nays: None

Resolution ASA06-15, Approval of Policy 5.37, Suicide Prevention Program

Mr. Williams reported that the purpose of this policy is to provide programs for advising and for providing information to students, faculty and staff of the resources available on and off the campus of Shawnee State University for the prevention of suicide. This policy serves to further the University's commitment in accordance with Ohio Revised Code Section 3345.37.

Mr. Williams moved and Mr. Evans seconded a motion to approve Resolution ASA06-15, Approval of Policy 5.37, Suicide Prevention Program.

Ayes: Mr. Evans, Mr. Furbee, Ms. Hartop, Ms. Hash, Ms. Higgs-Horwell, Mr. Howarth, Ms. Reynolds, Mr. Watson, Mr. Williams

Nays: None

Information Items

Mr. Williams reported on the following information and education items from the committee meeting:

Provost Bauer provided information on new legislation that requires the Board of Trustees to evaluate all courses and programs based on enrollment and student performance. The Board will be required to provide the Ohio Department of Higher Education with a report on academic program review on a five-year cycle beginning in January 2016.

Dr. Bauer also reported on a number of Academic Affairs highlights, including a visit by Deputy Chancellor Cheryl Hay regarding the university's career counseling plan, the Distinguished Lecture Series, campus conferences, progress toward a new General Education Program, SSU's first applied research agreement, and the development of a new office – the Office of Institutional Research and Sponsored Programs. In addition, Dr. Bauer reported fall commencement statistics and the continuing success of the High School Partnership Initiative.

Mr. Daniel Evory, President of Student Government Association, reported on the activities of the SGA. There are 52 clubs/organizations approved for status. SGA is working with Athletics to improve gym equipment. Working with Facilities to begin a SSU beautification project and creating a sand volleyball court. SGA is also working with Academic Affairs to implement a traditional grading scale, Evening of Honors, and Active Shooter Policy. Mr. Evory also reported SGA's work with Budget and Finance to implement Snap Chat filter to represent SSU. The Inter-Club Council is working on re-implementing Blue Week and the Parade of Clubs.

Education Item

Dr. Brenda Haas, Dean of University College, discussed Ensuring College and Career Access in Appalachia (RUS-DLT grant). The RUS-DLT grant project provides students access to career information and college readiness information by introducing them to professionals currently employed in career paths specific to this region. The high school students and their teachers will have access to career professionals, mentors and SSU guest faculty who will present live, face-to-face discussions via video conferencing with students so that they can learn about available majors/career pathways and be inspired to do what they have to do to succeed. The discussion continues with the work in the classroom.

Finance and Administration Committee – Mr. Robert Howarth, Chair

Mr. Howarth reported on behalf of the Finance and Administration Committee.

Action Items

Resolution F28-15, Acceptance of FY15 Audit Report

Mr. Howarth said representatives from the firm of Plante & Moran presented the preliminary FY15 financial audit. The report was an "unmodified" clean audit. As with all government entities, SSU was required under GASB68 to report its portion of the state's defined benefit pension unfunded obligations as a liability for the first time. This action resulted in a significant negative impact to the University's net assets. Such was the experience of all Ohio public universities.

Mr. Howarth moved and Mr. Furbee seconded a motion to approve Resolution F28-15, Acceptance of Audit Report.

Ayes: Mr. Evans, Mr. Furbee, Ms. Hartop, Ms. Hash, Ms. Higgs-Horwell, Mr. Howarth, Ms. Reynolds, Mr. Watson, Mr. Williams

Nays: None

Resolution F29-15, Appointment of Vice President for Enrollment Management & Student Affairs

Mr. Howarth reported that Dr. Anne Marie Gillespie's appointment to Vice President for Enrollment Management & Student Affairs will take effect January 18, 2016. Dr. Gillespie has extensive experience in student retention, recruitment and enrollment management.

Mr. Howarth moved and Mr. Evans seconded a motion to approve Resolution F29-15, Appointment of Vice President for Enrollment Management & Student Affairs.

Ayes: Mr. Evans, Mr. Furbee, Ms. Hartop, Ms. Hash, Ms. Higgs-Horwell, Mr. Howarth, Ms. Reynolds, Mr. Watson, Mr. Williams

Nays: None

Resolution F30-15, Creation of Administrative Position, Academic Advisor

Mr. Howarth reported the addition of a new academic advisor position is essential to meeting the institution's retention strategies that focus on specialized student advising. The funding for the position is through reallocation of existing resources within the Academic Affairs division.

Mr. Howarth moved and Mr. Watson seconded a motion to approve Resolution F30-15, Creation of Administrative Position, Academic Advisor.

Ayes: Mr. Evans, Mr. Furbee, Ms. Hartop, Ms. Hash, Ms. Higgs-Horwell, Mr. Howarth, Ms. Reynolds, Mr. Watson, Mr. Williams

Nays: None

Resolution F31-15, Approval to Amend the SSU 457(b) Deferred Compensation Plan

Mr. Howarth said the proposed amendment to the University's 457(b) Deferred Compensation Plan is necessary in order to have technical compliance with IRS expectations by providing a comprehensive definition of "eligible" employees.

Mr. Howarth moved and Mr. Furbee seconded a motion to approve Resolution F31-15, Approval to Amend the SSU 457(b) Deferred Compensation Plan.

Resolution F32-15, Adoption of Electronic Signatures Policy 4.94

Mr. Howarth described basic rules for the use of electronic signatures at SSU. Adoption of this policy is required under the Ohio Revised Code §1306.20(J). Detailed procedures are being developed.

Mr. Howarth moved and Ms. Higgs-Horwell seconded a motion to approve Resolution F32-15, Adoption of Electronic Signatures Policy 4.94.

Ayes: Mr. Evans, Mr. Furbee, Ms. Hartop, Ms. Hash, Ms. Higgs-Horwell, Mr. Howarth, Ms. Reynolds, Mr. Watson, Mr. Williams

Nays: None

Resolution F33-15, Revision of Policy 4.51REV, Administrators and ATSS Employment Actions

Mr. Howarth said the proposed modification removes the category of “executive administrators” from Policy 4.51Rev when an executive has an executive employment agreement or term contract that specifies employment terms and conditions.

Mr. Howarth moved and Ms. Hash seconded a motion to approve Resolution F33-15, Revision of Policy 4.51REV, Administrators and ATSS Employment Actions.

Ayes: Mr. Evans, Mr. Furbee, Ms. Hartop, Ms. Hash, Ms. Higgs-Horwell, Mr. Howarth, Ms. Reynolds, Mr. Watson, Mr. Williams

Nays: None

Resolution F34-15, Approval of Administrative Staff Salary Increase

Mr. Howarth said this resolution proposes a 2.0% increase to the base salaries of eligible administrative staff effective the first full pay in January 2016. This action recognizes that these employees have realized below-market salary adjustments in recent years and that they will be realizing increased contributions for health insurance beginning in January.

Mr. Howarth moved and Mr. Williams seconded a motion to approve Resolution F34-15, Approval of Administrative Staff Salary Increase.

Ayes: Mr. Evans, Mr. Furbee, Ms. Hartop, Ms. Hash, Ms. Higgs-Horwell, Mr. Howarth, Ms. Reynolds, Mr. Watson, Mr. Williams

Nays: None

Resolution F35-15, Approval of Adjunct Stipend Schedule

Mr. Howarth said this resolution approves a 2.0% increase to the adjunct faculty stipend schedule effective beginning spring semester 2016. The stipend scale has not been increased for three years.

Mr. Howarth moved and Mr. Williams seconded a motion to approve Resolution F35-15, Approval of Adjunct Stipend Schedule.

Ayes: Mr. Evans, Mr. Furbee, Ms. Hartop, Ms. Hash, Ms. Higgs-Horwell, Mr. Howarth, Ms. Reynolds, Mr. Watson, Mr. Williams

Nays: None

Information Items

Mr. Howarth reported on the following information items from the committee meeting:

FY16 First Quarter Budget Status

A report compared revenue and expenses for the first quarter (July 1 – September 30) of FY16 compared to the same period in FY15. The general fund report revealed that the University has received 42% of projected fiscal-year revenue which is comparable to FY15. The general fund expenditures for this quarter are about 1% less than the same period in FY15.

The auxiliary fund report revealed that revenue is down about 2.5% from the same period in FY15 and expenditures are running about 2% higher. This is due primarily to a decrease in the number of residential students this fall.

Mid-Year SSI Adjustment: SSU will realize about a half percent increase in state funding compared to FY15. This translates to \$175,430 more than was budgeted for FY16. This adjustment is due, in part, to an increase in the University's 3-year average for degree completions.

Preliminary FY15 Senate Bill 6 (SB6) ratios

Preliminary FY15 Senate Bill 6 ratios - the state's method of determining an institution's fiscal condition - measures the University's percent of debt and total expenses compared to available reserves and the year's change in net revenue. These ratios are assigned weights and then combined for a composite score that is compared to a 5-point maximum outcome. Two calculations were conducted at every university: without the GASB 68 adjustment and with the GASB 68 adjustment.

SSU's preliminary composite ratio for FY15 is:

3.4 (without GASB 68 adjustment)

0.2 (with GASB 68 adjustment)

This degree of significant impact due to the GASB 68 adjustment was experienced by all of the Ohio universities.

University Investment Report

The University's Investment report as of November 30, 2015 reflected the liquidation of \$1 million that occurred in July 2015 and a loss of \$274,816 related to market declines.

As a result of both the liquidation and market decline, the value of the University's investment portfolio as of November 30, 2015 was \$15,558,447 compared to the June 30, 2015 balance of \$16,833,263.

A discussion was held about possible changes in the management of the portfolio in order to respond to the University's near-term treasury needs

Reports from Board Liaisons with other Organizations

None.

President's Report

President Kurtz recognized that it was a day for celebration as SSU graduates complete commencement later today.

The President discussed the upcoming strategic planning community forums:

- Accessibility – how to define and implement going forward
- Academic programming – focus on competitive programs which can complete on a national level (pre-med, plastics, game design)
- Internal and external communities

Mr. Howarth inquired how the Board can help at this critical time. President Kurtz stated that members will be kept informed of progress and encouraged them to present questions that are not on the radar and to attend the community forums if possible.

The President recognized Ms. Cindy Keaton, Secretary in the President's Office, for her years of service and congratulated her upon her retirement.

New Business

None

Comments from Constituent Groups and the Public

None.

Executive Session

None.


Other Business

None.

Adjournment

The Board was adjourned by acclamation at 12:15 p.m.


Chairperson, Board of Trustees


Secretary, Board of Trustees

RESOLUTION ASA04-15


APPROVAL OF 2016-2017 ACADEMIC CALENDAR

WHEREAS, members of the Calendar Advisory Committee have developed and reviewed the proposed 2016-2017 Academic Calendar; and

WHEREAS, the Provost and the President have approved the proposed 2016-2017 Academic Calendar;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the Shawnee State University 2016-2017 Academic Calendar, attached hereto.

(December 18, 2015)

Certified as True and Correct	
	1-8-16
Secretary, SSU Board of Trustees	Date

Summer Semester 2016-2017

May 9	Summer intersession – classes begin
May 20	Final exams and last day (Summer intersession)
May 23	Summer classes begin (full and first five week sessions)
May 24	Grades due in Office of the Registrar by noon (Summer intersession)
May 30	Memorial Day (<i>University Closed</i>)
June 24	Last day of first five-week session (final exams during last scheduled class period)
June 27	Second five-week session – classes begin
June 28	Grades due in Office of the Registrar by noon (first five-week session)
July 4	Independence Day (<i>University Closed</i>)
July 29	Last day of full and second five-week session (final exams during last scheduled class period)
	Summer semester ends
August 2	Grades due in Office of the Registrar by noon (full and second five week session)

Fall Semester 2016-2017

August 1	Fall intersession – classes begin
August 19	Final exams and last day (Fall intersession)
August 22	Fall semester classes begin (full and first eight-week sessions)
August 23	Grades due in Office of the Registrar by noon (Fall intersession)
September 5	Labor Day (<i>University Closed</i>)
October 6-7	Fall Break (<i>No Classes, University Open</i>)
October 14	Last day of first eight-week session (final exams during last scheduled class period)
October 17	First day of second eight- week session
October 18	Grades due in Office of the Registrar by noon (first eight-week session)
November 11	Veterans Day (<i>University Closed</i>)
November 23	Thanksgiving Break (<i>No Classes, University Open</i>)
November 24	Thanksgiving Day (<i>University Closed</i>)
November 25	Thanksgiving Holiday (<i>University Closed</i>)
November 28	Classes resume
December 9	Last day of classes (full session and second 8 week session)
Dec 10-16	Final Exams (full and second eight-week sessions)
December 16	Fall Commencement – semester ends
December 20	Grades due in Office of the Registrar by noon (full and second eight week session)
December 26	Christmas Holiday observed (<i>University Closed</i>)
December 27	Christmas Holiday (<i>University Closed</i>)
January 2	New Year's Holiday observed (<i>University Closed</i>)

Spring Semester 2016-2017

December 19	Spring intersession – classes begin
January 6	Final exams and last day (Spring intersession)
January 9	Spring semester classes begin (full and first eight week session)
January 10	Grades due in Office of the Registrar by noon (Spring intersession)
January 16	Martin Luther King, Jr. Day (<i>University Closed</i>)
March 4	Last day of first eight-week session (final exams during last scheduled class period)
March 6-12	Spring Break (<i>No Classes, University Open</i>)
March 7	Grades due in Office of the Registrar by noon (first eight-week session)
March 13	Spring full session classes resume
	First day of second eight- week session
April 28	Last day of classes (full session and second 8 week session)
April 29-May 5	Final Exams (full and second eight-week sessions)
May 6	Commencement – semester ends
May 9	Grades due in Office of the Registrar by noon (full and second eight week session)

RESOLUTION ASA05-15

APPROVAL OF POLICY 2.08REV, ACADEMIC PROGRAM REVIEW

WHEREAS, Policy 2.08Rev, Academic Program Review, was last reviewed and approved by the Board of Trustees on March 13, 1995 and requires updating; and

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

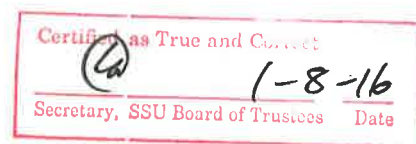
WHEREAS, a modification of the policy is recommended in order to provide a more comprehensive evaluation of academic programs; and

WHEREAS, Revised Policy 2.08Rev, Academic Program Review, has been recommended by the President for Board of Trustees approval; and

WHEREAS, revised procedures are provided for information;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves revision of Policy 2.08Rev, Academic Program Review.

(December 18, 2015)



Shawnee State University

POLICY TITLE:	ACADEMIC PROGRAM REVIEW
POLICY NO. :	2.08 REV
ADMIN CODE:	3362-2-09
PAGE NO.:	1 OF 4
EFFECTIVE DATE:	12/18/15
NEXT REVIEW DATE:	12/2018
RESPONSIBLE OFFICER(S):	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

1.0 INTRODUCTION

- 1.1 An effective academic program review process is essential for the health of Shawnee State University's academic programs. The academic program review process strives to ensure the quality and academic integrity of all programs through continuous program improvement. At its most basic, the program review process is simply a review of the good works, processes, procedures, and measured learning outcome results that programs develop as they strive for continuous improvement.
- 1.2 Program review is a best practice in American higher education that involves stakeholders in the continuous improvement process. Such a review includes an assessment of past and current performance that is used to inform future directions and decision-making. Those charged with overseeing and coordinating program review activities should be engaged in some aspect of assessment and program review year-round.
- 1.3 The academic program review process provides an opportunity for program faculty and administration to evaluate the goals and effectiveness of a program and make appropriate changes that will lead to improvement in the quality of instruction and curricular requirements, improved career and life preparation for students, and effective and efficient use of University resources.

2.0 PURPOSE

- 2.1 Assist programs in the identification, evaluation and assessment of their mission and goals and the development of short and long-term strategic plans.
- 2.2 Assist programs in the determination of their relationship to the Mission of the University, College, and department
- 2.3 Assist programs in assessing the quality of instruction, instructional methodology, student learning, and the strengths and challenges in their curriculum.

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- 2.4 Provide programs the opportunity to compare their curriculum, resources, and facilities with those at peer institutions.
- 2.5 Assist programs in the identification of existing resources and determination of the resources needed to carry out identified mission and goals.
- 2.6 Assist the University in the evaluation of the value, quality, effectiveness and efficient use of resources for the academic programs at Shawnee State University.
- 2.7 Provide direction and priorities for the University that can be used for needs assessment, resource allocation, and planning.
- 2.8 Provide structure, a plan of action, and information for continuous program improvement.

3.0 DEFINITIONS

- 3.1 Academic Program – refers to any and all coherent instructional activities of Shawnee State University and includes degree and certificate programs, concentrations, and other non-degree curricular entities, such as the Honors and General Education programs.
- 3.2 Degree Program – refers to any prescribed course of study which constitutes an area of specialization leading to a recognized degree. This is the same as the term “discipline specialty” used in reporting to the U.S. Department of Education’s Higher Education General Information Survey (HEGIS). In baccalaureate degrees or higher, the term “degree program” is the same as “major.”
 - 3.2.1 Degree Programs must be significantly distinct from one another. Where two proposed degree programs have sixty percent or more of their program course requirements in common, they may be classified as concentrations within a single degree program, rather than as separate degree programs. When deemed appropriate by their College Dean, programs with curricular links (for example, associate and baccalaureate programs in the same area or programs with concentrations, minors, or associated certificates) will be combined into a single review.
- 3.3 Preliminary Self-Study– refers to a structured reflection of a program’s faculty, staff, students, and alumni concerning the educational effectiveness of its academic program. It is not a description of the unit, but a data- and constituent-informed analysis that leads to the identification of key issues and recommendations of potential steps to address them.
- 3.4 On-Site Visits & External Reviewer Reports – On-site visits by external reviewers are not mandatory, but generally recommended, and ought to be considered a justifiable expense in conducting a proper program review.

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- 3.5 Final Program Review Report – The end product of a program review shall take the form of a final report, which includes recommendations and a timeline for their implementation.
- 3.6 Interim Progress Report – The Provost, upon consideration of the final Program Review Report, can mandate a special review and Interim Progress Report. Such Interim Progress Report shall be conducted under the procedures approved for a regular program review.

4.0 ACADEMIC PROGRAM REVIEW

4.1 Organization

- 4.1.1 The cornerstone of a program review is the development of the academic program's Preliminary Self-Study. Following its submission, a review to clarify, verify, and amplify the Self-Study will be conducted by external reviewer(s) appointed by the respective Dean or the appropriate administrator within the Office of the Provost in consultation with the unit under review.
- 4.1.2 The Preliminary Self-Study becomes the core component of the final Program Review Report, which will be submitted to the respective College Dean. In the case of non-degree curricular entities, such as the Honors or General Education programs and similar non-departmental academic programs, final reports will be submitted to the appropriate administrator within the Office of the Provost.

4.2 Timeline

- 4.2.1 Programs will be scheduled to undergo review on a recurring five-year cycle. Program Reviews shall be scheduled so that no department shall have to conduct more than one program review per academic year, except in cases when departments are home to more than five programs or when a previous review requires a more frequent program review. Reviews, when possible, should be spread out along the five-year cycle to evenly distribute a department's program review efforts.
- 4.2.2 Whenever possible, programs with outside accreditation will be put on a program review schedule that will allow those programs to complete review and analysis for the accreditation self-study with a timeline for submission that corresponds with the university's program review cycle.
- 4.2.3 Programs that are accredited by an outside body may submit their most recent self-study produced to satisfy accreditation in place of the Final Program Review Report. The Dean of the program's college may require a supplemental report, providing data or material required in the standard

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review (as outlined in this guide) if such information is not sufficiently up-to-date or not found in their accreditation study.

4.3 Annual Data

In addition to a periodic program review, this policy also stipulates each academic program submit quantitative data on degree programs to the Office of the Provost on an annual basis. These annual data will serve to track the development of academic programs over time and provide quantitative data for the program's next five-year review or interim progress report. The Office of the Provost shall issue guidelines that specify any supplemental data required in the annual report from each academic program.

5.0 PROCEDURES


The President or his/her designee will ensure the establishment of procedures necessary to effectively implement this policy. These procedures will be revised and developed based upon the recommendations of the University Faculty Senate.

History

Effective: 07/30/90

Revised: 12/18/15, 03/13/95

Applicable Procedures: 2.08:1 Academic Program Review

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Secretary, SSU Board of Trustees Date

INFORMATION ONLY

PROCEDURE TITLE:	ACADEMIC PROGRAM REVIEW
PROCEDURE NO.:	2.08:1
RELATED POLICY:	2.08REV
PAGE NO.:	1 OF 5
RESPONSIBLE ADMINISTRATOR(S):	PROVOST
EFFECTIVE DATE:	12/18/15
NEXT REVIEW DATE:	12/2018
APPROVED BY:	PRESIDENT

1.0 INTRODUCTION

- 1.1 An effective academic program review process is essential for the health of Shawnee State University's academic programs. The academic program review process strives to ensure the quality and academic integrity of all programs through continuous program improvement. At its most basic, the program review process is simply a review of the good works, processes, procedures, and measured learning outcome results that programs develop as they strive for continuous improvement.
- 1.2 Regular academic program review fulfills one of the criteria that the University must meet for regional accreditation by the High Learning Commission (HLC). Core Component 4a.1 of Criterion Four (Teaching and Learning: Evaluation and Improvement) in the Handbook of Accreditation states: "The institution demonstrates responsibility for the quality of its educational programs. (And) maintains a practice of regular program reviews."
- 1.3 The academic program review process provides an opportunity for program faculty and administrators to evaluate the goals and effectiveness of a program and make appropriate changes that will lead to improvement in the quality of instruction and curricular requirements, improved career and life preparation for students, and effective and efficient use of University resources.

2.0 GOALS OF ACADEMIC PROGRAM REVIEW


- 2.1 Assist programs in the identification, evaluation, and assessment of their mission and goals and the development of short and long-term strategic plans.
- 2.2 Assist programs in the determination of their relationship to the mission of the University, College, and Department.
- 2.3 Assist programs in assessing the quality of instruction, instructional methodology, student learning, and the strengths, and challenges in their curriculum.



- 2.4 Provide programs the opportunity to compare their curriculum, resources, and facilities with those at peer institutions.
- 2.5 Assist programs in the identification of existing resources and determination of the resources needed to carry out identified mission and goals.
- 2.6 Assist the University in the evaluation of the value, quality, effectiveness, and efficient use of resources for the academic programs at Shawnee State University.
- 2.7 Provide direction and priorities for the University that can be used for needs assessment, resource allocation, and planning.
- 2.8 Provide structure, a plan of action, and information for continuous program improvement.

3.0 OVERVIEW OF PROGRAM REVIEW PROCESS

- 3.1 The program review process requires seven steps:
 - 3.1.1 Appointment of a Program Review Committee (PRC) and Chair
 - 3.1.2 Creation of a Program Review Plan and Budget
 - 3.1.3 Completion of a Preliminary Self-Study
 - 3.1.4 Completion of a Preliminary Administrative Review
 - 3.1.5 Completion of External Reviewer Reports
 - 3.1.6 Completion of a final Program Review Report (PRP), including a response to the administrative and external reviews, and a list of recommendations for program improvements
 - 3.1.7 Planning for implementation of recommendations
- 3.2 Overseeing the review is the Program Review Committee, which is charged with aggregating and analyzing data concerning the program, evaluation of that data, and making recommendations with regard to future direction of the program based on its findings. Once the Program Review Committee and Chair have been chosen and a Program Review Plan and Budget have been approved by the respective College Dean or associated administrator in the Office of the Provost, the Program Review Committee begins work on the Preliminary Self-Study.
- 3.3 The Preliminary Self-Study becomes the core component of the final Program Review Report, which will be submitted to the respective College Dean. In the

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case of non- degree curricular entities, such as the Honors or General Education programs and similar non-departmental academic-programs, final reports will be submitted to the appropriate administrator within the Office of the Provost.

3.4 Final Program Review Reports shall consist of:

3.4.1 Preliminary Self-Study

3.4.2 Preliminary Administrative Review

3.4.3 External Reviewer Reports

3.4.4 Program Review Committee's Response to the Preliminary

3.4.5 Program Review Committee's Response to External Reviewer Reports

3.4.6 Program Review Committee's Recommendations for Continuous Improvement

3.5 The Deans and the Office of the Provost will then complete the review process by making their own final recommendations for program improvements, based upon the Final Program Review Report. The administration's final recommendations will be discussed with the Program Review Committee. Progress towards meeting the recommendations will then be subject to evaluation during the program's next review.

3.6 During the process of preparing the Preliminary Self-Study, the Chair of the Program Review Committee and its members will solicit input from interested parties, such as current students, alumni, employers of graduates, applicable advisory committee members, full and part-time faculty who teach in the program, the Department Chair, the Program Leader/Coordinator, and the respective College Dean. Data on the program, its faculty, and students shall be aggregated and evaluated in consultation with the Office of Decision Support.

4.0 REQUIREMENTS AND REVIEW SCHEDULE

4.1 Identified degree programs and other non-degree curricular entities (hereafter referred to as "programs") must submit a Program Review Report on a regularly scheduled basis.

4.2 When deemed appropriate by their College Dean, programs with curricular links (for example, associate and baccalaureate programs in the same area or programs with concentrations, minors, or associated certificates) will be combined into a single review.

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- 4.3 Programs will be scheduled to undergo review on a recurring five-year cycle. Program Reviews shall be scheduled so that no department shall have to conduct more than one program review per academic year, except in cases when departments are home to more than five programs or when a previous review requires a more frequent program review. Reviews, when possible, should be spread out along the five-year cycle to evenly distribute a department's program review efforts.
- 4.4 When possible, programs with outside accreditation will be put on a program review schedule that will allow those programs to complete review and analysis for the accreditation self-study with a timeline for submission that corresponds with the University's program review cycle.
- 4.5 Programs that are accredited by an outside body may submit their most recent self-study produced to satisfy accreditation in place of the Final Program Review Report. The Dean of the program's college may require a supplemental report, providing data or material required in the standard review (as outlined in this guide) if such information is not sufficiently up-to-date or not found in their accreditation study.

5.0 ACADEMIC PROGRAM REVIEW GUIDE

- 5.1 To assist departments in organizing and preparing the Academic Program Review, a guide to Academic Program Review has been prepared. The Academic Program Review Guide outlines specific information and timelines for:
- 5.1.1 Creating the Program Review Committee
 - 5.1.2 Establishing a Program Review Plan & Budget
 - 5.1.3 Selecting External Reviewers
 - 5.1.4 Preparing the Preliminary Self-Study
 - 5.1.4.1 Program Profile: Five Year Statistical Analysis of Program
 - 5.1.4.2 Contents of the Preliminary Self-Study
 - 5.1.5 Preparing the Final Program Review Report
 - 5.1.5.1 Preliminary Administrative Review
 - 5.1.5.2 On-Site Visits & External Reviewer Reports
 - 5.1.5.3 Committee Response to the Preliminary Administrative Review

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5.1.5.4 Committee Response to External Reviewer Reports

5.1.5.5 Committee Recommendations for Continuous Improvement

5.1.6 Writing the Reports

5.1.7 Submitting the Final Program Review Report


5.1.8 Implementing Recommendations – Special Review & Interim Progress Report

5.1.9 Program Review Timeline

Ref: Academic Program Review Guide

History


Effective: 12/18/15

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Secretary, SSU Board of Trustees Date

Academic Program Review Guide

Shawnee State University
Portsmouth, Ohio

Fall Semester 2015

Certified as True and Correct
 1-8-16
Secretary, SSU Board of Trustees Date

1. Introduction

An effective academic program review process is essential for the health of Shawnee State University's academic programs. The academic program review process strives to ensure the quality and academic integrity of all programs through continuous program improvement. At its most basic, the program review process is simply a review of the good works, processes, procedures, and measured learning outcome results that programs develop as they strive for continuous improvement.

Regular academic program review fulfills one of the criteria that the University must meet for regional accreditation by the Higher Learning Commission (HLC). Core Component 4a.1 of Criterion Four (Teaching and Learning: Evaluation and Improvement) in the Handbook of Accreditation states: "The institution demonstrates responsibility for the quality of its educational programs. (And) maintains a practice of regular program reviews."

As part of a larger institutional system that collects, disseminates, and evaluates institutional information, an effective academic program review process thus provides evidence that the University meets the criterion. Academic program review processes across the United States are administered by both administration and faculty. At Shawnee State University program review is a faculty-led process conducted with administrative input and support.

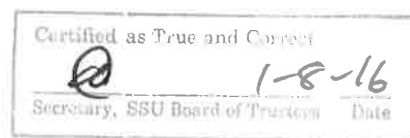
Any complex organization such as a university is composed of a number of constituencies with different responsibilities and perspectives. Three major constituencies in any university are the students, the faculty, and the administration. The primary responsibility of students is to obtain an education. The faculty facilitates instruction and guides the learning of those students. The administration is responsible for the management of the university and for providing an environment and the resources necessary for the faculty to carry out their responsibilities to students. Clear and continuing communication among these constituencies is essential for optimal function of the university and for an effective academic program review process.

The academic program review process provides an opportunity for program faculty and administration to evaluate the goals and effectiveness of a program and make appropriate changes that will lead to improvement in the quality of instruction and curricular requirements, improved career and life preparation for students, and effective and efficient use of University resources.

2. Goals of Academic Program Review

The goals of academic program review include:

1. Assist programs in the identification, evaluation and assessment of their mission and goals and the development of short and long-term strategic plans.
2. Assist programs in the determination of their relationship to the Mission of the University, College, and department.



3. Assist programs in assessing the quality of instruction, instructional methodology, student learning, and the strengths and challenges in their curriculum.
4. Provide programs the opportunity to compare their curriculum, resources, and facilities with those at peer institutions.
5. Assist programs in the identification of existing resources and determination of the resources needed to carry out identified mission and goals.
6. Assist the University in the evaluation of the value, quality, effectiveness and efficient use of resources for the academic programs at Shawnee State University.
7. Provide direction and priorities for the University that can be used for needs assessment, resource allocation, and planning.
8. Provide structure, a plan of action, and information for continuous program improvement.

3. Overview of the Program Review Process

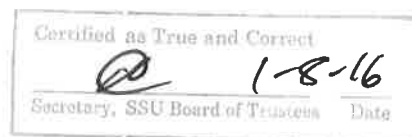
The program review process described in this document requires seven steps — 1) Appointment of a Program Review Committee (PRC) and Chair; 2) Creation of a Program Review Plan and Budget; 3) Completion of a Preliminary Self-Study; 4) Completion of a Preliminary Administrative Review; 5) Completion of External Reviewer Reports; 6) Completion of a final Program Review Report (PRP), including a response to the administrative and external reviews, and a list of recommendations for program improvements; and 7) Planning for implementation of recommendations.

Overseeing the review is the Program Review Committee, which is charged with aggregating and analyzing data concerning the program, evaluation of that data, and making recommendations with regard to future direction of the program based on its findings. Once the Program Review Committee and Chair has been chosen and a Program Review Plan and Budget has been approved by the respective College Dean or associated administrator in the Office of the Provost, the Program Review Committee begins work on the Preliminary Self-Study.

The Preliminary Self-Study becomes the core component of the final Program Review Report, which will be submitted to the respective College Dean. In the case of non-degree curricular entities, such as the Honors or General Education programs and similar non-departmental academic programs, final reports will be submitted to the appropriate administrator within the Office of the Provost.

Final Program Review Reports shall consist of:

1. Preliminary Self-Study
2. Preliminary Administrative Review



3. External Reviewer Reports
4. Program Review Committee's Response to the Preliminary Administrative Review
5. Program Review Committee's Response to External Reviewer Reports
6. Program Review Committee's Recommendations for Continuous Improvement

The Deans and the Office of the Provost will then complete the review process by making their own final recommendations for program improvements, based upon the Final Program Review Report. The administration's final recommendations will be discussed with the Program Review Committee. Progress towards meeting the recommendations will then be subject to evaluation during the program's next review.

During the process of preparing the Preliminary Self-Study, the Chair of the Program Review Committee and its members will solicit input from interested parties, such as current students, alumni, employers of graduates, applicable advisory committee members, full and part-time faculty who teach in the program, the Department Chair, the Program Leader/Coordinator, and the respective College Dean. Data on the program, its faculty, and students shall be aggregated and evaluated in consultation with the Office of Institutional Effectiveness.

4. Program Definitions, Requirements & Review Schedule

Identified degree programs and other non-degree curricular entities (hereafter referred to as 'programs') must submit a Program Review Report on a regularly scheduled basis.

When deemed appropriate by their College Dean, programs with curricular links (for example, associate and baccalaureate programs in the same area or programs with concentrations, minors, or associated certificates) will be combined into a single review.

Programs will be scheduled to undergo review on a recurring five-year cycle. Program Reviews shall be scheduled so that no department shall have to conduct more than one program review per academic year, except in cases when departments are home to more than five programs or when a previous review requires a more frequent program review. Reviews, when possible, should be spread out along the five-year cycle to evenly distribute a department's program review efforts.

Whenever possible, programs with outside accreditation will be put on a program review schedule that will allow those programs to complete review and analysis for the accreditation self-study with a timeline for submission that corresponds with the university's program review cycle.

Programs that are accredited by an outside body may submit their most recent self-study produced to satisfy accreditation in place of the Final Program Review Report. The Dean of the program's college may require a supplemental report, providing data or material required in the standard review (as outlined in this guide) if such information is not sufficiently up-to-date or not found in their accreditation study.

5. Creating the Program Review Committee



Each program that is scheduled for review must form a Program Review Committee (PRC). For programs housed in academic departments, membership of PRCs shall be selected according to Departmental Bylaws.

In the case of non-degree curricular entities, such as the Honors or General Education programs, the associated administrator from the Office of the Provost shall select the Program Director as the Chair of the PRC, who shall then meet with the program's advisory committee or board to determine the membership for the PRC.

The Program Review Committee shall consist of the following:

1. A program faculty member Chair. The PRC Chair shall be chosen according to Departmental Bylaws and shall be a tenured faculty member, except in situations when there are no tenured program faculty members. The Chair of the PRC has principal responsibility for writing the Preliminary Self-Study and final report.
2. The Department Chair in which the program is located.
3. Two additional departmental faculty (with preference given to program faculty). The Department Chair can be counted as one of these two additional faculty members.
4. An individual with special interest in the program. This person could be an alumnus/na, a program advisory committee member, an adjunct faculty member, or an interested Shawnee State University faculty member from outside the program.

6. Program Review Plan & Budget

The Provost's office will annually set aside a designated amount of funds for each Program Review Committee for successful completion of the final report. The PRC Chair will submit to the Provost's Office a Program Review Plan and Budget containing all anticipated expenses the committee may incur in the process of preparing the preliminary and final report. The plan shall also include the assignment of tasks and timeline for task completion.

7. Selection of External Reviewers

To ensure the maintenance of high quality programs and to secure objective perspectives from experts in a program's field or discipline each program review shall include reports by two external reviewers. External reviewers shall not be associated with Shawnee State University and must have faculty experience and expertise in the discipline and area of the program under review. Preference shall be given to external reviewers from what are considered to be peer institutions of Shawnee State University.

The PRC shall propose and forward three names, with contact information and short



biographies, to the respective College Dean or associated administrator in the Office of the Provost, who shall then select the two external reviewers. The administration shall then contact the external reviewers and secure a letter of agreement for their services. Once agreements are secured, the PRC Chair shall be notified as to who will be serving as the external reviewers.

8. Preparing the Preliminary Self-Study

Programs should prepare a Preliminary Self-Study using aggregated data they have determined important in the monitoring of program progress and for use in identifying program strengths and challenges that aid faculty and administration in continuous program improvement. Data shall be aggregated from departmental and programmatic annual reports, and supplemented as needed from data collected by the Office of Institutional Effectiveness.

8.1 Program Profile: Five Year Statistical Analysis of Program

A critical component of the Preliminary Self-Study is a program profile based upon the compilation and statistical analysis of institutional data associated with the program. The Chair of the PRC shall work with the Office of Institutional Effectiveness and his/her Department Chair to obtain the needed data. If five years of data are unavailable, as in the case of a newly created, never reviewed program, the analysis can be based upon the available data.

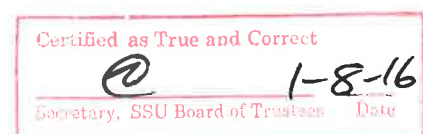
When conducting the analysis and program profile the following topics should be examined for each of the previous five years:

1. Enrollment in program courses, according to level (if applicable)
2. Number of declared majors
3. Number of majors graduated
4. Mean number of student credit hours achieved for a graduate
5. Assessment of Program's Student Learning Outcomes
6. Number & type of faculty teaching courses in the program
7. Mean number of course credits taught per academic year by course level
8. Mean number of students per class per academic year by course level

8.2 Contents of the Preliminary Self-Study

The following recommendations for a **minimum level** of information and rigor are made to aid programs in the development of a thorough, well-rounded review. It is up to individual programs to focus on those areas they deem most valuable to continued program improvement.

The Preliminary Self-Study should address the following:



1. Program Name and History
2. Program Mission
3. Role of Program in the Larger College & University Missions
4. Progress on Past Recommendations
5. Program Profile: Five Year Statistical Analysis of Program
6. Assessment of Student Learning Outcomes
7. Program Visibility and Distinctiveness
8. Faculty Accomplishments
9. Faculty Professional Development Activities
10. Program Faculty CVs
11. Current Program Curriculum & Changes Since Last Review
12. On-Line, Dual-Credit, and College Credit Plus Course Offerings
13. Program Administration, Staff, and Support
14. Facilities, Equipment, and Resources
15. Program Outreach and Engagement
16. Non-Quantitative Analysis of Overall Quality
17. Peer Program Comparisons
18. Strengths of Program
19. Weaknesses of Program
20. Future Program Plans

9. Preparing the Final Program Review Report

The final Program Review Report shall include: the Preliminary Self-Study, the Preliminary Administrative Review, the reports of the External Reviewers, the PRC's Response to the Preliminary Administrative Review, the PRC's Response to External Reviewer Reports, and the PRC's Recommendations for Continuous Improvement.

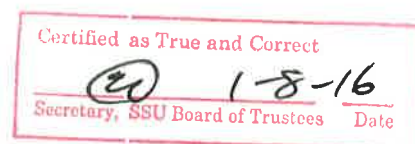
9.1 Preliminary Administrative Review

The respective College Dean or associated administrator from the Office of the Provost shall review the Preliminary Self-Study and complete a Preliminary Administrative Review. The Preliminary Administrative Review shall make recommendations based upon the data and narrative provided. Additional data may be included in this Preliminary Administrative Review.

9.2 On-Site Visits & External Reviewer Reports

On-site visits by the external reviewers are not mandatory, but generally recommended, and ought to be considered a justifiable expense in conducting a proper program review. The decision as to whether on-site visits are needed will be made by the PRC, in consultation with the respective College Dean or associated administrator in the Office of the Provost. This decision must be made during the preparation of the Program Review Plan and Budget to ensure proper budgeting and planning.

At least two weeks prior to an on-site visit, the External Reviewers shall receive a copy



of the Preliminary Self-Study and the Preliminary Administrative Review. On-site visits allow the Reviewer to place the content of the self-study and review in context and meet with faculty and students to discuss and clarify the strengths and weaknesses of the program. The PRC Chair shall be the primary contact and host of the Reviewers while they are on campus. The External Reviewers are to provide the discipline-related expertise and the PRC Chair is expected to provide the needed information about Shawnee State University.

The PRC Chair and External Reviewers must build an on-site visit schedule that includes the following:

1. Opportunities for all faculty members to meet with the Reviewers. This can take the form of one-on-one meetings, meetings with small groups, or a general faculty meeting.
2. An opportunity for students to meet with the reviewers without faculty present.
3. An opportunity for all probationary faculty members to meet with the reviewers without tenured faculty present. This can take the form of one-on-one meetings, meetings with small groups, or a general meeting of the probationary faculty.
4. Meetings with the Chair, Graduate Chair/Coordinator, and Undergraduate Chair/Coordinator.
5. An opportunity, when appropriate, to meet with program stakeholders.
6. An opportunity to meet with the College Dean, or his/her designee.
7. A tour of the facilities.
8. An opportunity to meet separately, individually or in small groups, with faculty having different levels of participation in interdisciplinary programs.
9. Sufficient time for the review. Programs typically require one to two days for a complete site visit with larger programs requiring longer visits.

External Review Reports are due in electronic form no later than two weeks from the date of a site visit. In such instances when no site visit is required, External Review Reports shall be due no later than three weeks following the Reviewers' reception of program review materials.

The External Reviewer Report shall address the following:

1. Overall Program Quality
2. Strengths of Program
3. Weaknesses of Program
4. Appraisal of Faculty and Curriculum
5. Appraisal of Facilities and Equipment (if applicable)
6. Adequacy of Administrative Support and Resource Allocation



7. Evaluation of Preliminary Self-Study and Preliminary Administrative Review
8. Recommendations for Continuous Improvement

9.3 Committee Response to the Preliminary Administrative Review

The PRC shall include a response addressing any concerns or disagreements they have with the contents of the Preliminary Administrative Review. If applicable, substantiating data should be included to support the response.

9.4 Committee Response to External Reviewer Reports

The PRC shall include a response addressing any concerns or disagreements they have with the contents of the External Reviewer Reports. If applicable, substantiating data should be included to support the response.

9.5 Committee Recommendations for Continuous Improvement

Upon review of the Preliminary Administrative Review and External Reviewer Reports, the PRC shall develop and adopt its own Recommendations for Continuous Improvement, including a proposed timeline for implementation of recommendations. Any recommendations that impact allocation of university resources should include projected costs or savings.

10. Writing the Reports

It is recommended that Program Review Committees adhere to the following in the development and writing of their Preliminary Self-Study and the final Program Review Report:

1. PRC Chair will coordinate the development of a schedule that delineates responsibility and deadlines for completion of the report.
2. After data are aggregated for analysis, the PRC Chair will provide the information to the members of the committee.
3. The PRC chair will invite the Dean to attend a meeting with the PRC in which the results of data collection and analyses are discussed and input is solicited from all individuals in attendance regarding the general health of the program, future goals, and processes and procedures recommended to reach the identified goals. The data analysis should identify variables impacting data trends and include explanations for fluctuations.
4. The PRC Chair will call meetings, as needed, during the report writing phase to provide members of the PRC an opportunity to critically discuss and edit the draft. The Chair of the Program Review Committee and its members will solicit input from interested parties, such as current students, alumni, employers of

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graduates, applicable advisory committee members, full and part-time faculty who teach in the program, the Department Chair, the Program Leader/Coordinator, and the respective College Dean. Documentation of these data should be retained by the Chair of the PRC.

5. Once the Preliminary Self-Study and the Preliminary Administrative Review have been completed, the Chair of the PRC will forward these materials to the External Reviewers.
6. Once the External Reviewers have submitted their specific analysis of the program and made their recommendations for improvements, the Chair of the PRC will share the External Reviewer Reports and the Preliminary Administrative Review with the members of the PRC and solicit input on the final report's Recommendations for Continuous Improvement.
7. The PRC chair will present a draft of the final report, including the Committee's Responses to the Preliminary Administrative Review and the External Reviewer Reports, and Recommendations for Continuous Improvement, to all faculty members of the program and solicit suggestions for revisions.
8. The PRC Chair will submit a final draft of the report to the full PRC for their consideration and approval.


11. Submitting the Final Program Review Report

All final reports are to be submitted electronically in PDF format to the appropriate College Dean and the Office of the Provost. Reports should be numbered consecutively. The first page of the report (whether a cover page or not) should be labeled page number one. It is acceptable to break the report into section headings (with hyperlinks from a table of contents) but the pages must begin with page one and continue straight through to the last page.

12. Implementation of Recommendations

The academic program review process should be seen as one action in a program's drive for continuous improvement. The final Program Review Report shall include a list of Recommendations for Continuous Improvement, which have the endorsement of the PRC. The final recommendations of the PRC, the College Dean, or associated administrator in the Office of Provost should be addressed in a timely manner. How the program, department, and college addresses the recommendations will be taken into consideration when the program submits its annual reports and undergoes its next program review. Recommendations not addressed will have to be explained by faculty and administration responsible for program oversight.

12.1. Special Review & Interim Progress Report

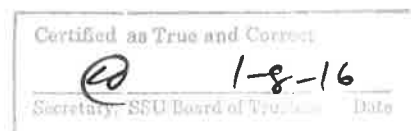
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In certain rare and unusual instances (i.e. dramatic declines in program enrollment, course completion, or graduation rates, or as the result of mandated changes by the state government, professional organizations, accrediting bodies, or licensing agencies), the Provost can require a special review and Interim Progress Report. Unless mandated by state law, regulation, or an accreditor, such a report would be due two years from the date of the Provost's notification and shall be conducted according to the regular guidelines, as outlined herein.

13. Program Review Timeline

Each academic year, the University's program review process will follow the general schedule and procedures outlined below:

1. No later than the last day of classes Fall semester, the Department Chairs and Program Coordinators/Directors for programs under review will be asked to meet with their respective College Dean or appropriate administrator in the Office of the Provost to discuss the procedures of their programmatic reviews, as outlined in this guide.
2. Following the requirements outlined in this guide, Program Review Committee and Chairs are appointed. See "Creating the Program Review Committee."
3. No later than the 31st of January, the PRC Chair submits their Program Review Plan and Budget to the Provost's Office for approval.
4. No later than the 15th of February, the Provost approves the Program Review Plan and Budget
5. Once approval to proceed has been communicated from the Provost to the PRC Chair, the PRC aggregates and analyzes the information necessary to complete the Preliminary Self-Study, as outlined in this guide.
6. No later than the last day of classes of Spring semester, the PRC submits the Preliminary Self-Study to their respective College Dean or administrator in the Office of the Provost.
7. No later than the first day of classes of Fall Semester, the Dean or associated administrator will review the Preliminary Self-Study and complete the Preliminary Administrative Review. The Dean and the Chair of the Program Review Committee will work out any deficiencies in the Self-Study. Any revisions to the Preliminary Self-Study will then be completed prior to its submission to the External Reviewers.
8. No later than November 15th, the Program Review Committee shall finalize their Program Review Report. The PRC Chair shall electronically submit the final report (as one document in a PDF format) to the respective College Dean or program supervisor in the Office of the Provost.



9. Following the submission of the final Program Review Report, the Program Review Committee will meet with their respective College Dean or associated administrator from the Office of the Provost to discuss the report's findings and the implementation of recommended improvements.

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① 1-8-16
Secretary, SSU Board of Trustees Date

RESOLUTION ASA06-15

APPROVAL OF POLICY 5.37, SUICIDE PREVENTION PROGRAM

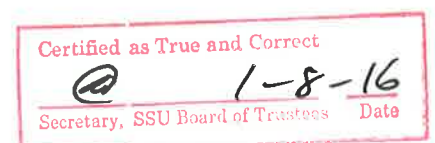
WHEREAS, Shawnee State University has a long and firmly established commitment to the wellbeing of its students, faculty and staff; and

WHEREAS, Ohio Revised Code Section 3345.37, recently enacted, requires the board of trustees of each state institution of higher education to adopt a policy to implement programs for advising and providing information to students, faculty and staff of resources available on and off campus related to mental health topics, including depression and suicide; and

WHEREAS, Policy 5.37, Suicide Prevention Program, has been recommended by the President for Board of Trustees approval;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves adoption of Policy 5.37, Suicide Prevention Program, effective December 18, 2015.

(December 18, 2015)



Shawnee State University

POLICY TITLE:	SUICIDE PREVENTION PROGRAM
POLICY NO. :	5.37
ADMIN CODE:	3362-5-37
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	12/18/15
NEXT REVIEW DATE:	12/2018
RESPONSIBLE OFFICER(S):	VPMSA/ VPFA
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

Shawnee State University is committed to the health and wellbeing of its students, faculty and staff. The purpose of this policy is to provide programs for advising and for providing information to students, faculty and staff of the resources available on and off the campus of Shawnee State University for the prevention of suicide. This policy serves to further the University's commitment in accordance with Ohio Revised Code Section 3345.37.

2.0 SUICIDE PREVENTION PROGRAMMING


2.1 The Vice President for Enrollment Management and Student Affairs, whose division includes Counseling Services, and the Vice President for Finance and Administration, whose division includes Human Resources, shall be responsible for establishing and identifying avenues for students, faculty, and staff of available on-campus and off-campus programming and other resources for suicide prevention. Such programming and other resources shall include, but not be limited to:

2.1.1 Crisis intervention access that includes information for national, state and local suicide prevention hotlines;

2.1.2 Mental health program access that includes information on the availability of local mental health clinics, and student health and counseling services;

2.1.3 Multimedia application access that includes crisis hotline contact information, suicide warning signs, resources offered, and free-of-cost applications;

2.1.4 Student communication plans that include educational and outreach activities on suicide prevention;

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- 2.1.5 Postvention plans that include a strategic plan to effectively communicate with students, staff, and parents following the loss of a person to suicide.

3.0 MENTAL HEALTH INFORMATION

The Vice President for Enrollment Management and Student Affairs shall ensure that all incoming students are provided with information about mental health topics, including depression and suicide prevention resources available to students. The information provided to students shall include available mental health services and other support services, including student-run organizations for individuals at risk of or affected by suicide.

4.0 UNIVERSITY WEB PAGE

- University web pages shall be established for students, faculty and staff that provide information on suicide prevention as described in this policy.

Related Links:

[Counseling & Psychological Services](#)

[When to Refer a Student](#)

[Traumatic Event Information](#)

[Student Resources](#)

[Employee Assistance Program](#)

History

Effective: 12/18/15



**Board of Trustees Meeting
December 18, 2015**

Prepared by the Office of the Registrar

Fall 2015 Preliminary Commencement Report					
Total # of Degrees:		211		MASTERS:	
Total Masters Degrees:		34		Education	12
Total Bachelor Degrees:		114		Occupational Therapy	22
Total Associate Degrees:		63		Mathematics	0
				Total Masters Degrees:	34
					34
BACHELORS:			ASSOCIATES:		
College of Professional Studies			College of Professional Studies		
	TOTAL			TOTAL	
Sports Studies	12		Dental Hygiene	0	
Business Administration	24		Emergency Medical Tech	5	
Nursing	0		Medical Laboratory Tech	0	
Plastics Engin. Tech.	0		Nursing	40	
Computer Engin. Tech.	0		Occupational Therapy Asst.	0	
Environmental Engin. Tech.	0		Physical Therapy Asst.	0	
Digital & Sim. Gaming Engin.	0		Radiologic Technology	0	
Athletic Training	4		Respiratory Therapy	0	
Educational Studies	0		Computer Aided Drafting/Des	0	
Early Childhood Educ PreK-3	3		Electromechanical Engin. Tech	1	
Early Childhood Intervention Spec	0		Plastics Engineering Tech	0	
Intervention Specialist K-12	0		Accounting	5	
Middle Childhood Education	1		Business Management Tech	0	
TOTAL	44	44	Legal Assisting	0	
			Office Administration Tech	0	
			Information Tech. Management	1	
			Technical Studies	0	
			Early Childhood Development	0	
			TOTAL	52	52
College of Arts & Sciences			College of Arts & Sciences		
Social Sciences	16		Arts & Humanities	2	
Sociology	10		Social Science	0	
International Relations	1		Mathematics	0	
Psychology	13		Natural Science	0	
History	2		TOTAL	2	2
English Humanities	5				
Mathematical Sciences	2				
Fine Arts	7				
Natural Science	14				
Biology	0				
Chemistry	0				
Philosophy and Religion	0				
TOTAL	70	70			
University College			University College		
Individualized Studies	0		Individualized Studies	7	
			General Studies	2	
TOTAL	0	0	TOTAL	9	9
TOTAL BACHELOR DEGREES		114	TOTAL ASSOCIATE DEGREES		63

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 Secretary, SSU Board of Trustees
 Date: 1-8-16

**Student Government Association Report
Board of Trustees Meeting
December 18, 2015**

Current Projects

- Collaborating with the General Education Advisory Council to implement revisions to the GEP.
- Addressing specific student concerns such as internet issues, graduation fees, cafeteria food quality, smoking on campus, housing guest policies, student business center/financial aid office concerns.
- Further simplifying the process for organizations to receive and spend funding. Moving towards an online application process.

Student Organizations

- Fifty-two (52) organizations/clubs approved for status.
- Each funded \$150 (Fall 2015)

Committee Projects

- **Student Life**
 - Working with Jeff Hamilton and Athletics to improve gym equipment.
 - Working with facilities to begin a Shawnee State University beautification project, and create a sand volleyball court.
- **Academic Affairs**
 - Working with Provost Jeff Bauer to implement a traditional grading scale for midterm reports.
 - Evening of Honors
 - Active shooter policy
- **Budget and Financing**
 - Snap Chat filter representing Shawnee State University
- **Inter-Club Council**
 - Re-Implementing Blue Week
 - Parade of clubs

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**Student Government Association Report
Board of Trustees Meeting
December 18, 2015**

Approved Student Organizations

Admission Impossible	History Club
Delta Phi Epsilon	SSU Table Tennis Club
Intervention Specialist Club	Fantanime
Sociology Club	HEALS
Hip Hop Dance Club	Tau Kappa Epsilon
Catholic Association	GSSA
Chem Club	Blue Crew
College Republicans	Alpha Phi Omega
Theta Phi Alpha	Association Greek Life
SSU Dance	SSU Cheer
Pre-med Club	Student Veterans of America
Hurricane Free running Parkour Club	SSU Outdoor Pursuits
Art Club	Political Science Club
Psychology Club	
AHANA	
Revive	
Revolution On Campus	
WISE	
League of Legends	
Society of Plastics Engineers	
Phi Mu Delta	
SSU Jedi Order	
Athletic Training Club	
Alpha Psi Omega	
Physical Therapy Assistants Club	
Tri-Beta	
SOTA	
Operation Christmas Child	
Dungeon Crawlers	
Floppy Discs	
Shawnee Environmental Action	
Rotaract Club	
SSU Student Nurses Association	
Geology Club	
Student Peer Club	
Intermission	
SSU Students for Christ	
National Society of Leadership and Success	
International Forum	

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Secretary, SSU Board of Trustees Date 1-8-16

**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE**

**Meeting Minutes
September 11, 2015**

Call to Order

Chairperson Howarth called the meeting to order at 8:30 a.m.

Roll Call

Members Present: Mr. Robert Howarth, Ms. Kay Reynolds.

Members Absent: Mr. Scott Evans, Ms. Francesca Hartop, Mr. Brian Stiers

Temporary Appointment

Ms. Reynolds moved to temporarily appoint Board of Trustees member Melissa Higgs-Horwell to the Finance and Administration committee for the purpose of establishing a quorum. Chairman Howarth noted that Ms. Higgs-Horwell was present.

Executive Session

Ms. Reynolds moved and Melissa Higgs-Horwell seconded a motion to enter executive session for the purpose of reviewing negotiations or bargaining sessions with public employees concerning their compensation and other terms and conditions of their employment; and to consider the employment of a university employee.

Ayes: Mr. Howarth, Ms. Reynolds, Ms. Higgs-Horwell


Nays: None

The committee entered executive session at 8:33 a.m. Committee member Scott Evans arrived late and joined executive session in progress. The committee exited executive session at 9:32 a.m.

Action Items

Resolution F24-15, Approval of FY2016 Operating Budget

Ms. Reynolds moved and Ms. Higgs-Horwell seconded a motion to approve Resolution F24-15, Approval of FY2016 Operating Budget.

Certified as True and Correct
 1-8-16
Secretary, SSU Board of Trustees Date

Ayes: Mr. Evans, Mr. Howarth, Ms. Reynolds, Ms. Higgs-Horwell
Nays: None

Resolution F25-15, Approval of Shawnee State University and Shawnee Education Association 2015-2018 Collectively Bargained Agreement

Ms. Higgs-Horwell moved and Ms. Reynolds seconded a motion to approve Resolution F25-15, Approval of Shawnee State University and Shawnee Education Association 2015-2018 Collectively Bargained Agreement.

Ayes: Mr. Evans, Mr. Howarth, Ms. Reynolds, Ms. Higgs-Horwell
Nays: None

Resolution F26-15, Approval of Policy 4.69Rev, Concern Resolution for Administrators

Ms. Reynolds moved and Ms. Higgs-Horwell seconded a motion to approve Resolution F26-15, Approval of Policy 4.69Rev, Concern Resolution for Administrators.

Ayes: Mr. Evans, Mr. Howarth, Ms. Reynolds, Ms. Higgs-Horwell
Nays: None

Resolution F27-15, Approval of Plan for Student Cost Reduction

Ms. Reynolds moved and Ms. Higgs-Horwell seconded a motion to approve Resolution F27-15, Approval of Plan for Student Cost Reduction.

Ayes: Mr. Evans, Mr. Howarth, Ms. Reynolds, Ms. Higgs-Horwell
Nays: None

Other Business


Chairman Howarth suggested that in the interest of time the scheduled education topic on the agenda be moved to the December meeting.

Adjournment

The committee was adjourned by acclamation at 10:13 a.m.



Chairperson, F&A Committee



Secretary, Board of Trustees

RESOLUTION F28-15

ACCEPTANCE OF FY15 AUDIT REPORT

WHEREAS, pursuant to O.R.C. 117.11 the financial statements 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 and is pending Auditor of State acceptance; and

WHEREAS, the results of the audit have been reviewed with the Board of Trustees' Finance and Administration Committee; and

WHEREAS, the auditor has issued an "unmodified" report;

THEREFORE BE IT RESOLVED, that the Shawnee State University Board of Trustees accepts the 2015 report of independent auditors.

(December 18, 2015)

Certified as True and Correct
Secretary, SSU Board of Trustees Date
1-8-16

RESOLUTION F29-15

**APPOINTMENT OF VICE PRESIDENT FOR ENROLLMENT
MANAGEMENT & STUDENT AFFAIRS**

WHEREAS, University Policy 5.16 Rev. President's Authority, University Personnel Actions, requires approval by the Board of Trustees for appointment to the executive position of vice president; and

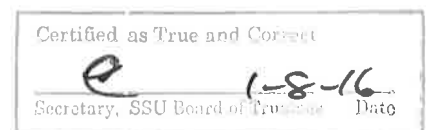
WHEREAS, Dr. Anne Marie Gillespie underwent an extensive candidate review process that included interviews and meetings with various constituency leaders and a campus presentation; and

WHEREAS, Dr. Gillespie's experience and credentials fulfill the requirements for this position; and

WHEREAS, the President recommends approval of this appointment;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the appointment of Dr. Anne Marie Gillespie to the position of Vice President for Enrollment Management and Student Affairs, effective January 18, 2016, at a fiscal-year salary of \$134,800 and further authorizes the President to execute an executive employment agreement with Dr. Gillespie consistent with applicable university policies.

(December 18, 2015)



RESOLUTION F30-15

**CREATION OF ADMINISTRATIVE POSITION
ACADEMIC ADVISOR**

WHEREAS, University Policy 5.16 Rev. President's Authority, University Personnel Actions, requires Board of Trustees' approval of newly created full-time administrative positions; and

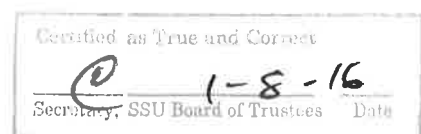
WHEREAS, as an integral component of the institution's retention strategies, the need to expand and enhance the University's delivery of highly specialized student advising is essential; and

WHEREAS, the Provost recommends and the President concurs that the creation of an academic advisor position will complement the current professional advisor providing broader coverage of services and enabling the specialization of these services as required by the institution's student demographics (e.g., college credit plus, graduate, etc.); and

WHEREAS, this proposed position will be funded through the reallocation of existing resources within the academic affairs budgets;

THEREFORE BE IT RESOLVED, that Shawnee State University's Board of Trustees approves the creation of this position.

(December 18, 2015)



Estimated Salary & Benefit Data November 2015

Academic Advisor

Funding Source: Reallocation of existing funds
Pay Range (Grade 42): \$33,614 (Min) \$41,849 (Mid) \$50,085 (Max)

Typical Starting Salary: \$33,614 - \$37,732 (Minimum to 25% range penetration)
Fixed Benefits: \$19,890 (Health & Life)
Variable Benefits (16.95%): \$5,698 - \$6,396 (Retirement, Medicare, Unemployment, Worker's Compensation)

Total Compensation: \$59,202 - \$64,018

Corrected as True and Correct
Secretary, SSU Board of Trustees
1-8-16
Date

**RESOLUTION F31-15
REVISED**

**APPROVAL FOR AUTHORITY TO AMEND THE SHAWNEE STATE
UNIVERSITY
457(b) DEFERRED COMPENSATION PLAN**

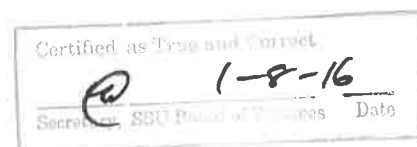
WHEREAS, the Board of Trustees originally adopted the Shawnee State University 457(b) Deferred Compensation Plan (“the Plan”), effective May 21, 2002 and amended December 20, 2011; and

WHEREAS, Section 9.01 of the Plan provides for the amendment of the Plan; and

WHEREAS, the University desires, in the normal course of business, to amend the 457(b) Plan document (or to any ancillary documents to the 457(b) Plan) that are of a technical, non-discretionary nature, to (1) secure or maintain compliance with the Internal Revenue Code or other applicable laws; or (2) conform to amendments of the governing provisions of the Ohio Revised Code;

THEREFORE BE IT RESOLVED, the Shawnee State University Board of Trustees authorizes the Vice President for Finance and Administration to effectuate such technical or non-discretionary amendments without further review or resolution by the Board.

(December 18, 2015)



RESOLUTION F32-15

**ADOPTION OF POLICY 4.94
ELECTRONIC SIGNATURES**

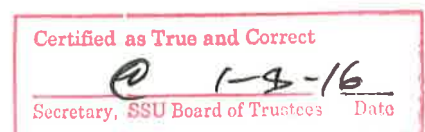
WHEREAS, the University utilizes electronic signatures as an efficient means of conducting official university business including the approval by authorized persons to execute contracts, submit grant applications, accept grant terms, and other business actions normally performed; and

WHEREAS, Section 1306.20(J) of the Ohio Revised Code requires the adoption of a policy for the use and permission of the use of electronic signatures; and

WHEREAS, upon the adoption of authentication technology the University shall implement necessary processes and training for persons authorized to conduct financial transactions utilizing an electronic signature;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves Policy 4.94, Electronic Signatures.

(December 18, 2015)



Shawnee State University

POLICY TITLE:	ELECTRONIC SIGNATURES
POLICY NO. :	4.94
ADMIN CODE:	3362-4-64
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	12/18/2015
NEXT REVIEW DATE:	12/2018
RESPONSIBLE OFFICER(S):	VPF&A/CONTROLLER/CIO
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

The purpose of this policy is to establish rules regarding electronic signatures at the University in conformance with the Ohio Revised Code §1306.20(J).

2.0 AUTHORITY

The Vice President for Finance and Administration, Controller, and Chief Information Officer are responsible for the effective oversight and management of electronic signatures.

3.0 USE OF ELECTRONIC SIGNATURES

- 3.1 The use of electronic signatures shall be consistent with established operational policies and procedures, including Board of Trustee Policy 5.27Rev, Signature Authority for Contracts.
- 3.2 The University recognizes an authorized electronic signature as legally binding to the fullest extent permitted by law.
- 3.3 The Vice President for Finance and Administration or designee has discretion to opt out of conducting business electronically with any party or in any transaction.
- 3.4 The University's Chief Information Officer shall be responsible for establishing a process and security protocol for authentication, nonrepudiation, and integrity to the extent that is reasonable for each electronic signature. An electronic signature that does not comply with an approved authentication method at the time of signature may not be binding on the University.
- 3.5 Documentation of individual electronic signatures shall be maintained in accordance with the University's record retention schedule.

Certified as True and Correct
@ 1-8-16
Secretary, SSU Board of Trustees Date

4.0 PROCEDURES

Procedures developed by the appropriate university offices for the effective implementation of this Policy, including the authentication method for electronic signatures and identification of responsibilities for individuals and units regarding the use of electronic signatures, will be approved by the President.

History

Effective: 12/18/15

Certified as True and Correct

@ 1-8-16

Secretary, SSU Board of Trustees Date

RESOLUTION F33-15

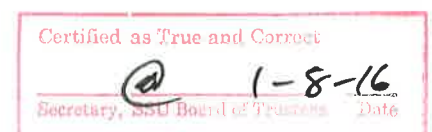
**APPROVAL OF POLICY 4.51REV
ADMINISTRATORS AND ATSS EMPLOYMENT ACTIONS**

WHEREAS, subsequent to the approval of Policy 4.51Rev Administrators and ATSS Employment Actions, on December 18, 2015, the need for clarification regarding definition of Administrators and Executive Administrators executed by the Board of Trustees was identified; and

WHEREAS, the revised language clarifies that Policy 4.51Rev applies to Administrators and ATSS and does not include Vice Presidents, General Counsel, and Deans who have executive employment agreements or term contracts with the University;

THEREFORE BE IT RESOLVED, that the SSU Board of Trustees hereby approves the amended Policy 4.51Rev, Administrators and ATSS Employment Actions.

(December 18, 2015)



Shawnee State University

POLICY TITLE:	ADMINISTRATORS AND ATSS EMPLOYMENT ACTIONS
POLICY NO. :	4.51 REV
ADMIN CODE:	3362-4-24
PAGE NO.:	1 OF 5
EFFECTIVE DATE:	12/18/15
NEXT REVIEW DATE:	12/2016
RESPONSIBLE OFFICER(S):	DIRECTOR HR, VPF&A
APPROVED BY:	BOARD OF TRUSTEES

1.0 INTRODUCTION AND SCOPE


- 1.1 This policy addresses employment actions and performance evaluations applicable to administrators and administrative technical support staff (ATSS).
- 1.2 This policy does not apply to executive administrators who have an executive employment agreement with the University.

2.0 DEFINITIONS

- 2.1 Administrators are those employees who are assigned professional, managerial, and/or supervisory responsibilities as described in an approved job description. Administrators are generally paid on a salaried basis, with assigned duties that may be exempt from (not governed by) the Fair Labor Standards Act (FLSA) overtime payment rules, and are not under a collectively bargained agreement
- 2.2 Executive administrators are senior level administrators which include vice presidents, deans, and the general counsel.
- 2.3 Administrative Technical Support Staff (ATSS) includes employees typically paid on a per-hour basis (but can be paid on a salaried basis), assigned confidential and/or other duties exempt from (not governed by) provisions of ORC 4117 and are subject to FLSA overtime rules.

3.0 CONTRACT STATUS

- 3.1 Administrators who are employed in positions funded by a source other than grants and/or “soft” or external sources and with undefined contract durations shall be eligible for continuous contract status upon successful completion of a probationary period.
- 3.2 Administrators who are employed in positions funded by grants and/or “soft” or external sources shall be hired for a defined contract period. Such employees must successfully complete a probationary period.

Certified as True and Correct	
	1-8-16
Secretary, SSU Board of Trustees	Date

3.3 Contracts are not required for the hiring of administrative technical support staff (ATSS). Such employees must successfully complete a probationary period.

4.0 ESTABLISHMENT OF EMPLOYMENT

4.1 Employment is established for administrators when the Department of Human Resources receives the signed offer letter/contract from the prospective employee.

4.2 Employment is established for ATSS when a prospective employee acknowledges in writing the acceptance of a written offer.

5.0 PROBATIONARY PERIODS

5.1 Newly hired Administrators and ATSS are required to successfully complete an initial six (6) month probationary period.

5.2 A probationary period shall be established for continuing employees (after completion of new-hire probation) if subject to a Performance Improvement Plan (PIP). The length of a probationary period will be determined in accordance with procedures for this policy.

6.0 NEW-HIRE PROBATIONARY EVALUATION

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

6.2 Procedures will be established for the evaluation of performance during the new-hire probationary period.


7.0 ANNUAL PERFORMANCE EVALUATION

7.1 Upon completion of the new-hire probationary evaluation, Administrators and ATSS will receive performance evaluations from their immediate supervisors at least annually.

7.2 Supervisors are required to follow procedures that are created for conducting annual performance evaluations as set forth in the Procedures for Administrators and ATSS Performance Evaluations and Performance Improvement Plan (PIP).

8.0 PERFORMANCE IMPROVEMENT PLAN (PIP)

8.1 A written performance improvement plan (PIP) may be initiated at any time. Upon the initiation of a PIP, the employee’s performance rating will be identified as “does not meet basic expectations.”

Certified as True and Correct
 1-8-16
Secretary, SSU Board of Trustees Date

- 8.2 Prior to the initiation of a PIP, the Administrator who is responsible for the PIP should demonstrate, in writing, that steps have been taken to correct performance related issues, i.e., coaching, mentoring, formal warning.
- 8.3 Failure to meet basic expectations that are established in a PIP by the end of the probationary period may result in the termination of employment with the University. The process related to the unsuccessful completion of a PIP will be defined in the Procedures for Performance Evaluation and Performance Improvement Plans (PIP).

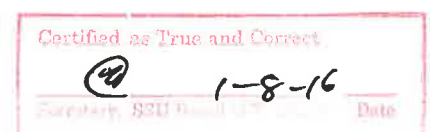
9.0 REDUCTION IN FORCE

- 9.1 Should the President determine that a reduction in force is necessary, notification to affected administrators and ATSS shall be as follows:
- 9.1.1 Employees with up to three (3) years of service will receive thirty (30) days written notice.
- 9.1.2 Employees with service of three (3) years or more will receive ninety (90) days written notice.
- 9.2 Administrators employed under Defined Period Contracts and ATSS in positions funded by grants "soft" or external sources shall continue employment for the defined contract period or until funding is discontinued. Where possible in such cases, advance notification of the discontinuation of employment will be provided.
- 9.3 Unsatisfactory performance issues shall be managed separately from the reduction in force process.
- 9.4 During any reduction in force, attempts will be made to reassign affected employees to other open positions for which they are qualified.

10.0 REAPPOINTMENT

- 10.1 If an Administrator or ATSS is terminated due to a reduction in force, the affected person will be eligible for automatic reappointment to the exited position should it become available within a period of two (2) years from the date of the force reduction. The decision to fill a position that has been eliminated through a reduction in force will be at the sole discretion of the University.
- 10.2 If reappointed under this Section, an Administrator or ATSS will be reinstated at his/her prior employment status as governed by existing University policies.

11.0 ADMINISTRATIVE LEAVE



- 11.1 When the need for an investigation or assessment of an incident involving an Administrator or ATSS is required, an administrative leave with pay may be implemented upon the recommendation of the Director of Human Resources and the approval of the appropriate Vice President and/or the President.
- 11.2 Access to University facilities and resources will be restricted or denied while placed on an administrative leave unless otherwise authorized by the Director of Human Resources.

12.0 CORRECTIVE ACTION AND TERMINATION FOR CAUSE

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

13.0 PROCEDURES

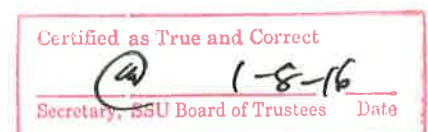
Procedures for the completion of performance evaluations (new-hire and annual) and performance improvement plans (PIP) will be detailed in the accompanying Procedures for Performance Evaluations and Performance Improvement Plan – Administrators and ATSS.

History

Effective: 08/13/93

Revised: 12/18/15; 01/20/12; 02/08/02

Applicable Procedures: [4.51:1 Performance Evaluations and Performance Improvement Plan \(PIP\)](#)
[4.51:2 New Hire Probationary Status](#)



Shawnee State University

POLICY TITLE:	ADMINISTRATORS AND ATSS EMPLOYMENT ACTIONS
POLICY NO. :	4.51 REV
ADMIN CODE:	3362-4-24
PAGE NO.:	1 OF 4
EFFECTIVE DATE:	1/20/2015 12/18/15
NEXT REVIEW DATE:	1/20/2014 12/2018
RESPONSIBLE OFFICER(S):	DIRECTOR HR, VPF&A
APPROVED BY:	BOARD OF TRUSTEES

1.0 INTRODUCTION AND SCOPE

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This policy does not apply to executive administrators who have an executive employment agreement with the University.

2.0 DEFINITIONS

2.1 Administrators are those employees who are assigned professional, managerial, and/or supervisory responsibilities as described in an approved job description. Administrators are generally paid on a salaried basis, with assigned duties that ~~may be are~~ exempt from (not governed by) the Fair Labor Standards Act (FLSA) overtime payment rules, and ~~are not under a not subject to the collectively bargained agreement provisions of the Ohio Revised Code (ORC), Chapter 4117.~~

2.1.2 Executive administrators are senior level administrators who include vice president, deans, and the general counsel.

2.2.3 Administrative Technical Support Staff (ATSS) includes employees typically paid on a per-hour basis (but can be paid on a salaried basis), assigned confidential and/or other duties exempt from (not governed by) provisions of ORC 4117 and are subject to FLSA overtime rules.

3.0 CONTRACT STATUS

3.1 Administrators who are employed in positions funded by a source other than grants and/or "soft" or external sources and with undefined contract durations shall be eligible for continuous contract status upon successful completion of a probationary period.

Certified as True and Correct

 1-8-16
Secretary, SSU Board of Trustees Date

3.2 Administrators who are employed in positions funded by grants and/or “soft” or external sources shall be hired for a defined contract period. Such employees must successfully complete a probationary period.

3.3 Contract are not required for the hiring of administrative technical support staff (ATSS). Such employees must successfully complete a probationary period.

4.0 ESTABLISHMENT OF EMPLOYMENT

4.1 Employment is established for administrators when the Department of Human Resources receives the signed offer letter/contract from the prospective employee.

4.2 Employment is established for ATSS when a prospective employee acknowledges in writing the acceptance of a written offer.

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5.2 A probationary period shall be established for continuing employees (after completion of new-hire probation) if subject to a Performance Improvement Plan (PIP). The length of a probationary period will be determined in accordance with procedures for this policy.

6.0 NEW-HIRE PROBATIONARY EVALUATION


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

6.2 Procedures will be established for the evaluation of performance during the new-hire probationary period.

7.0 ANNUAL PERFORMANCE EVALUATION

7.1 Upon completion of the new-hire probationary evaluation, Administrators and ATSS will receive performance evaluations from their immediate supervisors at least annually.

Certified as True and Correct

 1-8-16
Secretary, SSU Board of Trustees Date

7.2 Supervisors are required to follow procedures that are created for conducting annual performance evaluations as set forth in the Procedures for Administrators and ATSS Performance Evaluations and Performance Improvement Plan (PIP).

8.0 PERFORMANCE IMPROVEMENT PLAN (PIP)

8.1 A written performance improvement plan (PIP) may be initiated at any time. Upon the initiation of a PIP, the employee's performance rating will be identified as "does not meet basic expectations."

8.2 Prior to the initiation of a PIP, the Administrator who is responsible for the PIP should demonstrate, in writing, that steps have been taken to correct performance related issues, i.e., coaching, mentoring, formal warning.

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

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


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

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

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

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

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

Certified as True and Correct
 1-8-16
Secretary, SSU Board of Trustees Date

10.0 REAPPOINTMENT

- 10.1 If an Administrator or ATSS is terminated due to a reduction in force, the affected person will be eligible for automatic reappointment to the exited position should it become available within a period of two (2) years from the date of the force reduction. The decision to fill a position that has been eliminated through a reduction in force will be at the sole discretion of the University.
- 10.2 If reappointed under this Section, an Administrator or ATSS will be reinstated at his/her prior employment status as governed by existing University policies.

11.0 ADMINISTRATIVE LEAVE

- 11.1 When the need for an investigation or assessment of an incident involving an Administrator or ATSS is required, an administrative leave with pay may be implemented upon the recommendation of the Director of Human Resources and the approval of the appropriate Vice President and/or the President.
- 11.2 Access to University facilities and resources will be restricted or denied while placed on an administrative leave unless otherwise authorized by the Director of Human Resources.

12.0 CORRECTIVE ACTION AND TERMINATION FOR CAUSE

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

Certified as True and Correct
 1-8-16
Secretary, SSU Board of Trustees Date

12.2.3 Demonstration of abusive or threatening behavior in the treatment of students, fellow employees, or other persons.

13.0 PROCEDURES

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



History

Effective: 9/10/10

Revised: 12/18/15

Reviewed: [This is used only for a review with no changes.]

Applicable Procedures: [4.51:1 Performance Evaluations and Performance Improvement Plan \(PIP\)](#)
[4.51:2 New Hire Probationary Status](#)

Certified as True and Correct
 1-8-16
Secretary,  Board of Trustees Date

RESOLUTION F34-15

APPROVAL OF ADMINISTRATIVE STAFF SALARY INCREASE

WHEREAS, University administrative staff includes the employment categories of administrators, administrative technical support staff (ATSS), and department of public safety personnel; and

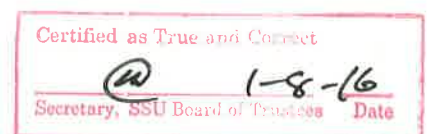
WHEREAS, a review of 2015 survey data provided by the college and university public administrators (CUPA) reveals salary adjustments awarded to administrative staff ranging from 2.2 to 2.5%; and

WHEREAS, beginning January 1, 2016 the administrative staff will realize increased employee contributions for health insurance plans along with the typical increased inflationary costs of goods and services and the most recent years' salary adjustments have been below comparable market adjustments; and

WHEREAS, the President acknowledges the impact of these increased costs, desires to provide comparable salary adjustments with peer institutions, and recommends a salary adjustment of 2% for these University employees;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State approves a 2.0% increase to the base salaries of eligible administrative employees effective the first full pay in January 2016.

(December 18, 2015)



RESOLUTION F35-15

APPROVAL OF ADJUNCT FACULTY STIPEND SCALE

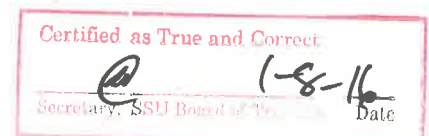
WHEREAS, Shawnee State University employs adjunct faculty to augment the instructional services provided by full-time faculty; and

WHEREAS, a review of the records reveals that the adjunct faculty stipend scale was last adjusted spring semester 2013; and

WHEREAS, the President recommends an increase to the adjunct faculty stipend scale in order to continue to retain qualified adjunct faculty;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the attached stipend scale reflecting a 2.0% increase above the prior year's rates based upon experience and education levels, effective beginning spring semester 2016.

(December 18, 2015)



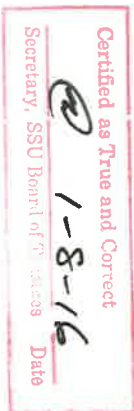
ADJUNCT STIPEND

(Effective Date Beginning Spring Semester 2016)

STIPEND SCALE

	Board Approved Rate Effective Fall Semester 2013	Proposed Rate Effective Spring Semester 2016	Board Approved Rate Effective Fall Semester 2013	Proposed Rate Effective Spring Semester 2016
B.S./B.A. Degree	\$461/Lec. Hr.	\$470/Lec. Hr.	\$383/Lab Hr.	\$391/Lab Hr.
Master's Degree	\$554/Lec. Hr.	\$565/Lec. Hr.	\$440/Lab Hr.	\$449/Lab Hr.
Ph.D. or Other Terminal Degree*	\$636/Lec. Hr.	\$649/Lec. Hr.	\$513/Lab Hr.	\$523/Lab Hr.

* Note: As determined by the appropriate Dean and the Provost according to the appropriate accreditation standards for baccalaureate degrees.




(December 18, 2015)



FY16 General Fund Budget
First Quarter Status


REVENUE	FY15			FY16		
	ACTUAL AS OF 9/30	ACTUAL FULL YEAR	% AS OF 9/30	ACTUAL AS OF 9/30	BUDGET FULL YEAR	% AS OF 9/30
State Funding						
Capital Component	\$9,672	\$38,688	25.00%	\$9,672	\$38,688	25.00%
State Share of Instruction (SSI)	\$3,197,721	\$12,790,864	25.00%	\$3,261,172	\$13,044,689	25.00%
State Share of Instruction (Access Challenge)	\$203,706	\$1,091,025	18.67%	\$181,838	\$727,350	25.00%
Student Support Services (Disabilities)	\$0	\$11,183	0.00%	\$0	\$5,000	0.00%
Supplement	\$581,524	\$2,326,097	25.00%	\$581,524	\$2,326,097	25.00%
	<u>\$3,992,623</u>	<u>\$16,257,877</u>	<u>24.56%</u>	<u>\$4,034,206</u>	<u>\$16,141,824</u>	<u>24.99%</u>
Tuition & Student Fees						
Course Fees	\$691,731	\$1,325,961	52.17%	\$648,033	\$1,299,442	49.87%
General Fee	\$1,342,552	\$2,572,352	52.19%	\$1,263,298	\$2,382,856	53.02%
Instructional Fee	\$12,690,305	\$24,277,259	52.27%	\$11,980,280	\$23,061,320	51.95%
Miscellaneous Fees	\$302,006	\$565,229	53.43%	\$278,578	\$552,345	50.44%
Non-Resident Surcharge	\$549,372	\$1,143,241	48.05%	\$689,391	\$1,278,040	53.94%
Technology Fee	\$245,570	\$470,832	52.16%	\$231,800	\$437,571	52.97%
University Center Bond Fee	\$564,709	\$1,052,210	53.67%	\$527,556	\$968,797	54.45%
	<u>\$16,388,244</u>	<u>\$31,407,084</u>	<u>52.17%</u>	<u>\$15,618,936</u>	<u>\$29,980,372</u>	<u>52.10%</u>
Other Income						
Indirect Cost Recovery	\$554	\$192,004	0.29%	\$55	\$130,000	0.04%
Miscellaneous Income	\$245,439	\$788,224	31.14%	\$192,826	\$702,908	27.43%
	<u>\$245,993</u>	<u>\$980,228</u>	<u>25.10%</u>	<u>\$192,881</u>	<u>\$832,908</u>	<u>23.16%</u>
Transfers From Other Funds						
Agencies	\$0	\$51,547	0.00%	\$0	\$0	0.00%
Auxiliaries	\$0	\$584,742	0.00%	\$0	\$262,256	0.00%
	<u>\$0</u>	<u>\$636,289</u>	<u>0.00%</u>	<u>\$0</u>	<u>\$262,256</u>	<u>0.00%</u>
TOTAL REVENUE	<u>\$20,624,860</u>	<u>\$49,281,478</u>	<u>41.85%</u>	<u>\$18,846,023</u>	<u>\$47,217,360</u>	<u>42.03%</u>
EXPENDITURES & TRANSFERS						
Compensation Expenditures						
Benefits	\$2,117,658	\$9,985,195	21.21%	\$2,077,360	\$11,051,397	18.80%
Salaries	\$4,284,114	\$24,257,292	17.66%	\$4,247,710	\$23,594,100	18.00%
	<u>\$6,401,772</u>	<u>\$34,242,487</u>	<u>18.70%</u>	<u>\$6,325,070</u>	<u>\$34,645,498</u>	<u>18.26%</u>
Non-compensation Expenditures						
Equipment, Buildings, Property	\$804,321	\$1,615,684	49.78%	\$324,716	\$1,178,694	27.55%
External Professional Services	\$377,840	\$923,683	40.91%	\$155,444	\$367,889	42.25%
Information, Communication, Shipping	\$290,790	\$962,106	29.61%	\$369,537	\$1,204,207	30.69%
Maintenance, Rentals, Service Contracts	\$609,134	\$1,837,668	33.15%	\$703,499	\$1,711,891	41.09%
Miscellaneous	\$175,010	\$1,117,179	15.67%	\$118,957	\$1,217,277	9.77%
Scholarships	\$1,414,925	\$2,998,218	47.19%	\$1,569,104	\$2,968,000	52.87%
Supplies	\$287,946	\$1,106,221	26.03%	\$389,609	\$973,929	40.00%
Travel, Entertainment	\$93,158	\$448,457	20.77%	\$57,452	\$463,798	12.39%
Utilities	\$338,946	\$1,480,019	22.90%	\$216,056	\$1,521,297	14.20%
	<u>\$4,392,071</u>	<u>\$12,509,235</u>	<u>35.11%</u>	<u>\$3,904,374</u>	<u>\$11,606,962</u>	<u>33.64%</u>
Transfers To Other Funds						
Agencies	\$0	\$139,530	0.00%	\$0	\$139,530	0.00%
Auxiliaries	\$0	\$1,902,312	0.00%	\$0	\$2,015,791	0.00%
Plant Funds	\$0	\$1,329,964	0.00%	\$0	\$1,228,548	0.00%
	<u>\$0</u>	<u>\$3,371,806</u>	<u>0.00%</u>	<u>\$0</u>	<u>\$3,383,870</u>	<u>0.00%</u>
TOTAL EXPENDITURES & TRANSFERS	<u>\$10,793,843</u>	<u>\$50,123,527</u>	<u>21.53%</u>	<u>\$10,229,443</u>	<u>\$49,636,349</u>	<u>20.61%</u>
OPERATING SURPLUS (DEFICIT)	\$9,831,018	(\$842,050)		\$9,616,580	(\$2,418,990)	

Certified as True and Correct

 1-8-16
 Secretary, SSU Board of Trustees Date



FY16 Auxiliary Fund Budget
First Quarter Status


REVENUE	FY15			FY16		
	ACTUAL AS OF 9/30	ACTUAL FULL YEAR	% AS OF 9/30	ACTUAL AS OF 9/30	BUDGET FULL YEAR	% AS OF 9/30
Operating Income						
Athletics	\$6,837	\$16,612	41.15%	\$13,049	\$15,000	86.99%
Bookstore Commission	\$0	\$222,950	0.00%	\$0	\$235,000	0.00%
Center for the Arts	\$257,349	\$424,984	60.56%	\$244,829	\$433,620	56.46%
Children's Learning Center	\$66,186	\$289,937	22.83%	\$82,390	\$336,226	24.50%
Event & Conference Services	\$10,951	\$175,156	6.25%	\$19,119	\$195,000	9.80%
Housing Operations	\$1,988,871	\$4,067,809	48.90%	\$1,925,400	\$4,325,196	44.52%
Natorium/Sports Center	\$11,295	\$44,745	25.24%	\$9,048	\$47,200	19.17%
	<u>\$2,341,489</u>	<u>\$5,241,993</u>	<u>44.67%</u>	<u>\$2,293,835</u>	<u>\$5,587,242</u>	<u>41.05%</u>
Transfers to Auxiliary Funds						
General Fee to Athletics	\$0	\$1,101,238	0.00%	\$0	\$1,102,932	0.00%
General Fee to Athletic Scholarships	\$0	\$534,000	0.00%	\$0	\$534,000	0.00%
General Fee to Health Clinic	\$0	\$70,706	0.00%	\$0	\$70,706	0.00%
General Fee to Natorium/Sports Center	\$0	\$101,153	0.00%	\$0	\$101,153	0.00%
General Fee to Student Life	\$0	\$0	0.00%	\$0	\$0	0.00%
General Fee to University Center	\$0	\$0	0.00%	\$0	\$0	0.00%
General Fund to Center for the Arts	\$0	\$95,000	0.00%	\$0	\$207,000	0.00%
General Fund to Residence Life	\$0	\$0	0.00%	\$0	\$0	0.00%
General Fund to Student Life	\$0	\$0	0.00%	\$0	\$0	0.00%
	<u>\$0</u>	<u>\$1,902,097</u>	<u>0.00%</u>	<u>\$0</u>	<u>\$2,015,791</u>	<u>0.00%</u>
TOTAL REVENUE	<u>\$2,341,489</u>	<u>\$7,144,090</u>	<u>32.78%</u>	<u>\$2,293,835</u>	<u>\$7,603,033</u>	<u>30.17%</u>
EXPENDITURES & TRANSFERS						
Operating Expenditures						
Athletics	\$275,013	\$1,237,283	22.23%	\$273,074	\$1,119,412	24.39%
Athletic Scholarships	\$311,693	\$610,574	51.05%	\$259,004	\$534,000	48.50%
Bookstore Utilities	\$3,534	\$11,252	31.41%	\$2,760	\$10,000	27.60%
Center for the Arts	\$101,400	\$709,710	14.29%	\$111,340	\$652,882	17.05%
Children's Learning Center	\$85,099	\$496,183	17.15%	\$94,406	\$524,990	17.98%
Event & Conference Services	\$144,747	\$600,140	24.12%	\$110,570	\$535,799	20.84%
Health Clinic	\$5,800	\$128,500	4.51%	\$2,400	\$117,468	2.04%
Housing Operations	\$497,069	\$2,379,882	20.89%	\$718,013	\$2,680,084	26.79%
Natorium/Sports Center	\$24,992	\$130,031	19.22%	\$24,970	\$148,353	16.83%
Residence Life	\$296,910	\$836,291	35.50%	\$282,756	\$796,452	35.50%
	<u>\$1,746,256</u>	<u>\$7,139,846</u>	<u>24.46%</u>	<u>\$1,879,293</u>	<u>\$7,119,441</u>	<u>26.40%</u>
Transfers From Auxiliary Funds						
Agencies	\$0	\$3,671	0.00%	\$0	\$3,704	0.00%
General Fund	\$0	\$567,027	0.00%	\$0	\$262,256	0.00%
Plant Funds	\$0	\$110,552	0.00%	\$0	\$235,633	0.00%
	<u>\$0</u>	<u>\$681,250</u>	<u>0.00%</u>	<u>\$0</u>	<u>\$501,593</u>	<u>0.00%</u>
TOTAL EXPENDITURES & TRANSFERS	<u>\$1,746,256</u>	<u>\$7,821,096</u>	<u>22.33%</u>	<u>\$1,879,293</u>	<u>\$7,621,033</u>	<u>24.66%</u>
OPERATING SURPLUS (DEFICIT)	\$595,233	(\$677,006)		\$414,542	(\$18,000)	

Certified as True and Correct

 Secretary, SSU Board of Trustees, 1-8-16



FY16 Agency Fund Budget
First Quarter Status

REVENUE	FY15			FY16		
	ACTUAL AS OF 9/30	ACTUAL FULL YEAR	% AS OF 9/30	ACTUAL AS OF 9/30	BUDGET FULL YEAR	% AS OF 9/30
Operating Income						
Intramural Sports	\$0	\$0	0.00%	\$0	\$0	0.00%
Student Government Association	\$0	\$20	0.00%	\$0	\$0	0.00%
Student Programming Board	\$23,132	\$38,179	60.59%	\$3,058	\$35,000	8.74%
University Chronicle	(\$480)	\$403	-119.11%	\$0	\$0	0.00%
	<u>\$22,652</u>	<u>\$38,602</u>	<u>58.68%</u>	<u>\$3,058</u>	<u>\$35,000</u>	<u>8.74%</u>
Transfers From Auxillary Fund						
Housing Operations to Intramural Sports	\$0	\$3,671	0.00%	\$0	\$3,704	0.00%
Transfers From General Fund						
General Fee to Intramural Sports	\$0	\$15,336	0.00%	\$0	\$23,635	0.00%
General Fee to Silhouette	\$0	\$6,210	0.00%	\$0	\$6,210	0.00%
General Fee to Student Government Association	\$0	\$34,685	0.00%	\$0	\$34,685	0.00%
General Fee to Student Programming Board	\$0	\$60,000	0.00%	\$0	\$60,000	0.00%
General Fee to University Chronicle	\$0	\$15,000	0.00%	\$0	\$15,000	0.00%
	<u>\$0</u>	<u>\$131,231</u>	<u>0.00%</u>	<u>\$0</u>	<u>\$139,530</u>	<u>0.00%</u>
TOTAL REVENUE	<u>\$22,652</u>	<u>\$173,504</u>	<u>13.06%</u>	<u>\$3,058</u>	<u>\$178,234</u>	<u>1.72%</u>
EXPENDITURES & TRANSFERS						
Operating Expenditures						
Intramural Sports	\$586	\$18,358	3.19%	\$3,552	\$27,339	12.99%
Silhouette	\$0	\$11,127	0.00%	\$0	\$6,210	0.00%
Student Government Association	\$157	\$44,331	0.35%	\$189	\$34,685	0.54%
Student Programming Board	\$13,836	\$104,974	13.18%	\$9,120	\$95,000	9.60%
University Chronicle	\$113	\$17,227	0.66%	\$39	\$15,000	0.26%
	<u>\$14,692</u>	<u>\$196,017</u>	<u>7.50%</u>	<u>\$12,900</u>	<u>\$178,234</u>	<u>7.24%</u>
Transfers To General Fund						
Agency Fund Balance	\$0	\$51,547	0.00%	\$0	\$0	0.00%
TOTAL EXPENDITURES & TRANSFERS	<u>\$14,692</u>	<u>\$247,564</u>	<u>5.93%</u>	<u>\$12,900</u>	<u>\$178,234</u>	<u>7.24%</u>
OPERATING SURPLUS (DEFICIT)	\$7,959	(\$74,060)		(\$9,842)	\$0	

Certified as True and Correct
 1-8-16
 Secretary, SSU Board of Trustees Date



FY16 Plant Fund Budget
First Quarter Status

REVENUE	FY15			FY16		
	ACTUAL AS OF 9/30	ACTUAL FULL YEAR	% AS OF 9/30	ACTUAL AS OF 9/30	BUDGET FULL YEAR	% AS OF 9/30
Operating Income						
Investment Interest Income	\$0	\$31	0.00%	\$0	\$0	0.00%
Cisco Funding	\$0	\$14,639	0.00%	\$0	\$0	0.00%
Debt Retirement	\$0	\$804,236	0.00%	\$0	\$0	0.00%
State Gift/Grant	\$0	\$213,636	0.00%	(\$26,140)	\$0	0.00%
Miscellaneous Income	\$0	\$202,143	0.00%	\$0	\$0	0.00%
	<u>\$0</u>	<u>\$1,234,685</u>	<u>0.00%</u>	<u>(\$26,140)</u>	<u>\$0</u>	<u>0.00%</u>
Transfers From Auxillary Fund						
Housing Operations to Plant	\$0	\$110,552	0.00%	\$0	\$235,633	0.00%
Transfers From General Fund						
General Fee to Plant	\$0	\$259,751	0.00%	\$0	\$259,751	0.00%
Student Bond Fee to Bond Debt repayment	\$0	\$1,070,213	0.00%	\$0	\$968,797	0.00%
	<u>\$0</u>	<u>\$1,329,964</u>	<u>0.00%</u>	<u>\$0</u>	<u>\$1,228,548</u>	<u>0.00%</u>
TOTAL REVENUE	<u>\$0</u>	<u>\$2,675,201</u>	<u>0.00%</u>	<u>(\$26,140)</u>	<u>\$1,464,181</u>	<u>-1.79%</u>
EXPENDITURES						
Debt Service						
IT Infrastructure Upgrade Project Capital Lease	\$0	\$798,257	0.00%	\$331,911	\$663,822	50.00%
University Center Bond Issue (2007)	\$0	\$1,345,819	0.00%	\$0	\$1,187,600	0.00%
	<u>\$0</u>	<u>\$2,144,076</u>	<u>0.00%</u>	<u>\$331,911</u>	<u>\$1,851,422</u>	<u>17.93%</u>
TOTAL EXPENDITURES	<u>\$0</u>	<u>\$2,144,076</u>	<u>0.00%</u>	<u>\$331,911</u>	<u>\$1,851,422</u>	<u>17.93%</u>
OPERATING SURPLUS (DEFICIT)	\$0	\$531,125		(\$358,051)	(\$387,241)	

Certified as True and Correct
 1-8-16
 Secretary, SSU Board of Trustees Date

State Share of Instruction (SSI) Formula – *Influences and Outcomes for SSU*

- **Earmarks**

- **Access Challenge**
 - Affects six universities (Akron, Cincinnati, Cleveland State, Central State, SSU, and Youngstown)
 - FY16 represents first year of 1/3 per year phase-out
 - Reduction of \$363,675 for SSU in FY16
 - Reduces to \$0 in FY18
- **Plant Operation and Maintenance (POM)**
 - In effect, redistributes funding from twelve IUC campuses to the remaining two (Central State and Toledo)
 - FY16 represents first year of 1/3 per year phase-out
 - SSU's retains an additional \$3,091 in SSI funding as a result

- **Degree Completions**

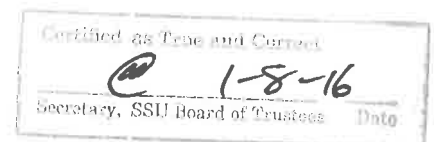
- Degrees (not graduation rates) drive 50% of the formula, but are difficult to project because of degree pro-ration (each Ohio public university that contributed credits to the degree receives a proportional share of the SSI proceeds)
- SSU's degrees increased by 111 (17.5%) from FY12 to FY15
- SSU's 3-year average for degree completion increased by 44.3 (6.3%) from FY14 to FY15
- At-risk degrees receive the applicable statewide average weight, based on the sixteen possible combinations of the defined risk factors (financial, academic, age and race)
- Non-resident degrees are funded at 50% *if* the student is still in Ohio one year after graduation (this is done based on an institution-specific "rate of stay" moving average).

- **Course Completions**

- After earmarks, the medical/doctoral set-asides (not applicable for SSU), and degree completions, course completions drive the remainder of the funding formula (about 30%)
- SSU's total completed FTE decreased by 305.8 (9.2%) from FY12 to FY15

- SSU's at-risk completed FTE decreased by 316 (15.0%) from FY12 to FY15
- SSU's 3-year average for total completed FTE declined by 101.9 (3.2%) from FY14 to FY15
- SSU's 3-year average for at-risk completed FTE declined by 105.4 (5.2%) from FY14 to FY15
- At-risk weights are uniform state-wide, but there is also a campus-specific index
 - This index was calculated based on the financial and academic risk of the FY08 and FY09 cohorts
 - The index range is 1.02 (Miami) to 1.13 (Central State)
 - At 1.08, SSU ties for second highest with Cleveland State, NEOMED, and Youngstown
- Non-resident course completions are not SSI-eligible
- **SSI Results for Shawnee State University**
 - SSI allocations for the first half of each fiscal year are based on projections, then revised at mid-year, once complete data are available for the prior year.
 - For FY16, draft calculations indicate that final SSI will be \$65,560 (0.47%) more than in FY15; this is \$175,430 more than the first half projection, on which the university's budget was based.
 - This funding shift results from a decrease of 0.01% in SSU's share of total IUC course completions, and an increase of 0.02% in SSU's share of degree completions.
 - The projected State support of \$13,947,469 represents 28.1% of SSU's general fund budget.

12/18/2015





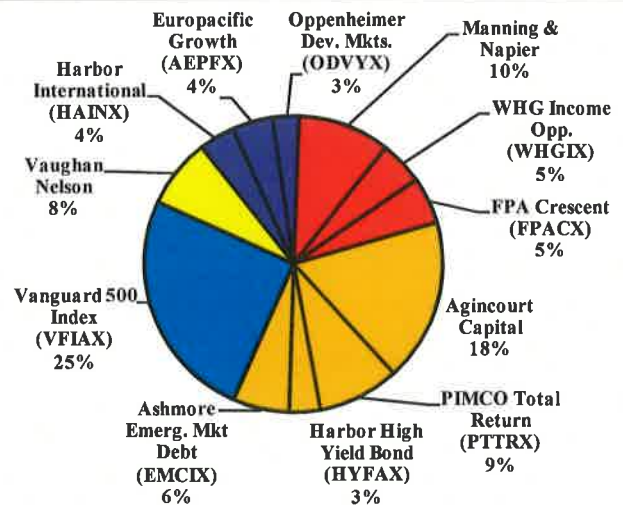
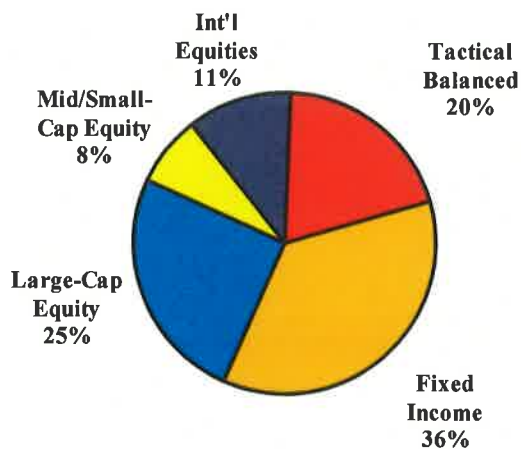
University Portfolio

Asset Allocation

Period Ending November 30, 2015

	Domestic Large-Cap Equity	Domestic Mid/Small- Cap Equity	Int'l Equity	Tactical Balanced	Fixed Income	Cash	Total	
Vanguard 500 Index (VFIAX)	\$ 3,920,245	-	-	-	-	-	\$ 3,920,245	25%
Vaughan Nelson	-	\$ 1,179,410	-	-	-	-	\$ 1,179,410	8%
Harbor International (HAINX)	-	-	\$ 608,332	-	-	-	\$ 608,332	4%
Europacific Growth (AEPFX)	-	-	\$ 677,570	-	-	-	\$ 677,570	4%
Oppenheimer Dev. Mkts. (ODVYX)	-	-	\$ 453,440	-	-	-	\$ 453,440	3%
Manning & Napier	-	-	-	\$ 1,563,868	-	-	\$ 1,563,868	10%
WHG Income Opp. (WHGIX)	-	-	-	\$ 743,147	-	-	\$ 743,147	5%
FPA Crescent (FPACX)	-	-	-	\$ 793,981	-	-	\$ 793,981	5%
Agincourt Capital	-	-	-	-	\$ 2,761,420	-	\$ 2,761,420	18%
PIMCO Total Return (PTTRX)	-	-	-	-	\$ 1,380,073	-	\$ 1,380,073	9%
Harbor High Yield Bond (HYFAX)	-	-	-	-	\$ 524,242	-	\$ 524,242	3%
Ashmore Emerg. Mkt Debt (EMCIX)	-	-	-	-	\$ 950,838	-	\$ 950,838	6%
Money Market Funds	-	-	-	-	-	\$ 3,438	\$ 3,438	0%
Total Investment Portfolio	\$3,920,245	\$1,179,410	\$1,739,342	\$3,100,996	\$5,616,573	\$ 3,438	\$ 15,560,004	
<i>Actual Asset Allocation</i>	25%	8%	11%	20%	36%	0%	100%	
<i>Neutral Target Asset Allocation</i>	24%	8%	8%	20%	40%	0%	100%	

Investment Portfolio Asset Allocation



Certified as True and Correct

(Signature)

1-8-16

Secretary, SSU Board of Trustees Date

INVESTMENT PORTFOLIO PERFORMANCE

FISCAL YEAR 15:

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2014	GAIN/(LOSS) JULY	GAIN/(LOSS) AUGUST	GAIN/(LOSS) SEPTEMBER	GAIN/(LOSS) OCTOBER	GAIN/(LOSS) NOVEMBER	GAIN/(LOSS) DECEMBER	GAIN/(LOSS) JANUARY	GAIN/(LOSS) FEBRUARY	GAIN/(LOSS) MARCH	GAIN/(LOSS) APRIL	GAIN/(LOSS) MAY	GAIN/(LOSS) JUNE	TOTAL YTD GAIN/(LOSS)
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 3,028,564.29	\$ (22,964.54)	\$ 13,873.79	\$ (40,794.95)	\$ 22,018.55	\$ (8,558.61)	\$ (73,916.09)	\$ 24,704.49	\$ 21,446.39	\$ 18,672.95	\$ 66,687.94	\$ 11,048.91	\$ (38,560.98)	\$ (6,342.15)
U.S. BANK EQUITY MUTUAL FUNDS	\$ 6,204,923.35	\$ (100,679.37)	\$ 188,247.24	\$ (147,747.04)	\$ 105,050.06	\$ 132,007.32	\$ (112,648.17)	\$ (131,068.64)	\$ 332,317.50	\$ (87,091.72)	\$ 118,715.71	\$ 48,615.06	\$ (131,976.01)	\$ 213,741.94
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,625,071.97	\$ (12,651.87)	\$ 26,218.20	\$ (22,954.25)	\$ 19,313.78	\$ 24,472.72	\$ (10,677.40)	\$ (22,908.17)	\$ 50,545.77	\$ (21,624.74)	\$ 16,956.59	\$ 2,235.39	\$ (29,856.92)	\$ 19,069.10
AGINCOURT CAPITAL	\$ 2,928,640.37	\$ (7,478.21)	\$ 34,138.73	\$ (24,940.36)	\$ 22,446.76	\$ 21,899.08	\$ (2,560.38)	\$ 76,608.78	\$ (33,603.69)	\$ 13,386.81	\$ (19,587.56)	\$ (13,830.58)	\$ (34,999.60)	\$ 31,479.58
TAMRO CAPITAL PARTNERS	\$ 1,030,816.08	\$ (71,975.70)	\$ 42,445.82	\$ (49,588.72)	\$ 71,388.85	\$ 7,434.27	\$ 14,975.11	\$ (40,699.29)	\$ 65,361.87	\$ 5,534.42	\$ (31,286.02)	\$ 25,373.34	\$ 13,471.86	\$ 52,435.81
MANNING & NAPIER	\$ 1,727,527.35	\$ (24,704.72)	\$ 34,027.80	\$ (56,823.97)	\$ 3,029.81	\$ 22,815.42	\$ (20,199.70)	\$ (16,825.64)	\$ 66,126.25	\$ (26,806.54)	\$ 22,406.25	\$ (6,608.22)	\$ (19,100.90)	\$ (22,664.16)
CURRENT MTD TOTAL GAIN/(LOSS)		\$ (240,454.41)	\$ 338,951.58	\$ (342,849.29)	\$ 243,247.81	\$ 200,070.20	\$ (205,026.63)	\$ (110,188.47)	\$ 502,194.09	\$ (97,928.82)	\$ 173,892.91	\$ 66,833.90	\$ (241,022.75)	\$ 287,720.12

INVESTMENT FUND BALANCES:

U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 3,005,599.75	\$ 3,019,473.54	\$ 2,978,678.59	\$ 3,000,697.14	\$ 2,992,138.53	\$ 2,918,222.44	\$ 2,942,926.93	\$ 2,964,373.32	\$ 2,983,046.27	\$ 3,049,734.21	\$ 3,060,783.12	\$ 3,022,222.14	
U.S. BANK EQUITY MUTUAL FUNDS	\$ 6,104,243.98	\$ 6,292,491.22	\$ 6,144,744.18	\$ 6,249,794.24	\$ 6,381,801.56	\$ 6,269,153.39	\$ 6,138,084.75	\$ 6,470,402.25	\$ 6,383,310.53	\$ 6,502,026.24	\$ 6,550,641.30	\$ 6,418,665.29	
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,612,420.10	\$ 1,638,638.30	\$ 1,615,684.05	\$ 1,634,997.83	\$ 1,659,470.55	\$ 1,648,793.15	\$ 1,625,884.98	\$ 1,676,430.75	\$ 1,654,806.01	\$ 1,671,762.60	\$ 1,673,997.99	\$ 1,644,141.07	
AGINCOURT CAPITAL	\$ 2,921,162.16	\$ 2,955,300.89	\$ 2,930,360.53	\$ 2,952,807.29	\$ 2,974,706.37	\$ 2,972,145.99	\$ 3,048,754.77	\$ 3,015,151.08	\$ 3,028,537.89	\$ 3,008,950.33	\$ 2,995,119.75	\$ 2,995,119.95	
TAMRO CAPITAL PARTNERS	\$ 958,840.38	\$ 1,001,286.20	\$ 951,697.48	\$ 1,023,086.33	\$ 1,030,520.60	\$ 1,045,495.71	\$ 1,004,796.42	\$ 1,070,158.29	\$ 1,075,692.71	\$ 1,044,406.69	\$ 1,069,780.03	\$ 1,083,251.89	
MANNING & NAPIER	\$ 1,702,822.63	\$ 1,736,850.43	\$ 1,680,026.46	\$ 1,683,056.27	\$ 1,705,871.69	\$ 1,685,871.99	\$ 1,668,846.35	\$ 1,734,972.60	\$ 1,708,166.06	\$ 1,730,572.31	\$ 1,723,964.09	\$ 1,704,863.19	
TOTAL	\$ 16,545,543.41	\$ 16,305,089.00	\$ 16,644,040.58	\$ 16,301,191.29	\$ 16,544,439.10	\$ 16,744,509.30	\$ 16,539,482.67	\$ 16,429,294.20	\$ 16,931,488.29	\$ 16,833,559.47	\$ 17,007,452.38	\$ 17,074,286.28	\$ 16,833,263.53

FISCAL YEAR 16:

INVESTMENT COMPANY	VALUE AS OF JUNE 30, 2015	GAIN/(LOSS) JULY**	GAIN/(LOSS) AUGUST	GAIN/(LOSS) SEPTEMBER	GAIN/(LOSS) OCTOBER	GAIN/(LOSS) NOVEMBER	GAIN/(LOSS) DECEMBER	GAIN/(LOSS) JANUARY	GAIN/(LOSS) FEBRUARY	GAIN/(LOSS) MARCH	GAIN/(LOSS) APRIL	GAIN/(LOSS) MAY	GAIN/(LOSS) JUNE	TOTAL YTD GAIN/(LOSS)
U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 3,022,222.14	\$ 5,260.30	\$ (62,805.80)	\$ (55,395.64)	\$ 50,165.16	\$ (2,961.15)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (65,537.13)
U.S. BANK EQUITY MUTUAL FUNDS	\$ 6,418,665.29	\$ 55,995.83	\$ (390,614.80)	\$ (158,383.34)	\$ 428,121.77	\$ (18,274.26)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (83,154.80)
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,644,141.07	\$ 10,066.57	\$ (54,657.92)	\$ (29,765.25)	\$ 68,234.75	\$ (1,466.04)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (7,587.89)
AGINCOURT CAPITAL	\$ 2,960,119.95	\$ 19,723.76	\$ (7,704.81)	\$ 21,679.28	\$ (576.49)	\$ (6,821.04)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,300.28
TAMRO CAPITAL/VAUGHAN NELSON##	\$ 1,083,251.89	\$ (10,859.54)	\$ (63,955.47)	\$ (71,593.87)	\$ 35,941.01	\$ 6,626.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (103,841.83)
MANNING & NAPIER	\$ 1,704,863.19	\$ 3,757.17	\$ (68,126.27)	\$ (37,697.40)	\$ 71,060.30	\$ (9,899.05)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (40,995.25)
CURRENT MTD TOTAL GAIN/(LOSS)		\$ 83,944.09	\$ (647,685.07)	\$ (331,156.22)	\$ 652,946.50	\$ (32,885.92)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (274,816.62)

INVESTMENT FUND BALANCES:

U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 2,927,482.44	\$ 2,864,876.64	\$ 2,809,481.00	\$ 2,859,646.16	\$ 2,856,685.01
U.S. BANK EQUITY MUTUAL FUNDS	\$ 5,799,661.12	\$ 5,409,046.32	\$ 5,250,662.98	\$ 5,678,784.75	\$ 5,660,510.49
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 1,554,207.64	\$ 1,499,549.72	\$ 1,469,784.47	\$ 1,538,019.22	\$ 1,536,553.18
AGINCOURT CAPITAL	\$ 2,754,843.71	\$ 2,747,138.90	\$ 2,768,818.18	\$ 2,768,241.69	\$ 2,761,420.23
TAMRO CAPITAL/VAUGHAN NELSON##	\$ 1,272,392.35	\$ 1,208,436.88	\$ 1,136,843.01	\$ 1,172,784.02	\$ 1,179,410.06
MANNING & NAPIER	\$ 1,608,620.36	\$ 1,540,494.09	\$ 1,502,796.69	\$ 1,573,856.99	\$ 1,563,867.94
TOTAL	\$ 16,833,263.53	\$ 15,917,207.62	\$ 15,269,542.55	\$ 14,938,386.33	\$ 15,591,332.83

** During the month of July 2015, the University liquidated the following investment amounts from their respective portfolios. The proceeds from the liquidation were transferred to the University Operating Cash account to meet July and August cash needs.

U.S. BANK FIXED INCOME MUTUAL FUNDS	\$ 100,000.00
U.S. BANK EQUITY MUTUAL FUNDS	\$ 475,000.00
U.S. BANK TACTICAL BALANCED MUTUAL FUNDS	\$ 100,000.00
AGINCOURT CAPITAL	\$ 225,000.00
MANNING & NAPIER	\$ 100,000.00
TOTAL AMOUNT OF WITHDRAWALS FROM INVESTMENT PORTFOLIO	\$ 1,000,000.00

During the month of July 2015, the University terminated their investment contract with TAMRO Capital Partners and entered into a new agreement with Vaughan Nelson to manage the Equity portion of our investment portfolio. In addition to receiving the funding from the TAMRO Capital Partners portfolio, \$200,000 from the U.S. Bank Equity Mutual Fund Account (Vanguard 500 Index Fund) was placed under Vaughan Nelson's management in July 2015.

Certified as True and Correct
 Secretary, SSU Board of Trustees
 1-8-16
 Date