

**BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE**

**June 23, 2023 @ 9:00 a.m.
Morris University Center 214**

Agenda

1.0 Information Item

Ms. Malonda Johnson, Chief Operating Officer, will provide a report on recent personnel activity.

2.0 Action Items

**2.1 Resolution F12-23
Approval of Revision of Policy 5.16Rev, President's Authority to Appoint Personnel and Manage Positions**

Mr. Michael McPhillips, General Counsel, will present this resolution revising Policy 5.16Rev, President's Authority to Appoint Personnel and Manage Positions, authorizing the President to make executive staff appointments other than vice president, general counsel, associate provost, and dean positions without Board of Trustees approval.

**2.2 Resolution F13-23
Ratification of Executive Appointments**

Mr. McPhillips will present this resolution that ratifies the appointments of Malonda Johnson as Chief Operating Officer; Greg Ballengee as Chief Financial Officer; and Jim Farmer as Chief Enrollment Officer.

**2.3 Resolution F14-23
Reassigning Responsibilities to Chief Operating Officer**

Mr. McPhillips will present this resolution that arises out of the recent elimination of the Vice President for Finance and Administration (VPFA) position and would provide that all references to the VPFA position in certain listed Board policies shall be interpreted as meaning the Chief Operating Officer.

**2.4 Resolution F15-23
Reassigning Responsibilities to Chief Financial Officer**

Mr. McPhillips will present this resolution that arises out of the recent elimination of the Vice President for Finance and Administration (VPFA) position and would provide that all references to the VPFA position in certain listed Board policies shall be interpreted as meaning the Chief Financial Officer.

**2.5 Resolution F16-23
Approval of Revision to Policy 4.51Rev, Administrative Employees –
Employment Status and Other Employment Actions**

Mr. McPhillips will present this resolution revising Policy 4.51Rev, Administrative Employees – Employment Status and Other Employment Actions, to clarify its applicability to executive administrators.

**2.6 Resolution F17-23
Approval of Revision to Policy 4.53Rev, Compensation for Administrative
Employees**

Mr. McPhillips will present this resolution revising Policy 4.53Rev, Compensation for Administrative Employees, which clarifies all executive staff positions are exempt from Policy 4.53Rev.

**2.7 Resolution F18-23
Approval of Tuition and Student Fees**

Mr. Greg Ballengee, Chief Financial Officer, will present this resolution to approve AY2023-24 rates for student tuition and fees.

**2.8 Resolution F19-23
Approval of E-Campus Tuition Rates**

Mr. Ballengee will present this resolution to approve AY2023-24 tuition rates for fully online programs.

**2.9 Resolution F20-23
Adoption of Master's of Business Administration Tuition Rate**

Mr. Ballengee will present this resolution to adopt the tuition rate for the new Master's of Business Administration program.

**2.10 Resolution F21-23
Continuing University Spending Authority**

Mr. Ballengee will present this resolution to permit the continuation of the University's FY2023 spending level pending the approval of the FY2024 operating budget by the Board of Trustees.

3.0 Information and Reports

3.1 Ms. Aimee Welch, Director of Institutional Budgeting, will provide an FY23 year-to-date budget status report.

3.2 Mr. Greg Ballengee will report on the cash reserves investment portfolio.

3.3 Mr. John Temponeras, Interim Director of Facilities, Planning and Construction, will update the committee on capital projects.

PERSONNEL ACTIVITY REPORT FY23

June 23, 2023

New Hires

➤ Administrative

- Joshua Lawson – Program Facilitator, Kricker Innovation Hub, March 1, 2023
- Bethany McNeilan - Registrar Specialist, Office of the Registrar, April 26, 2023
- Michael Hunter – Head Coach, Men’s Basketball & AAD for Campus Relations, Athletics, May 15, 2023
- Linda Steele – Director EMS Programs, Center for Lifelong Learning, May 22, 2023
- Autumn Reffit – Accountant, Finance, June 5, 2023
- Rob Ehlers - Head Coach, Baseball & AAD for Facilities, Athletics, June 12, 2023

➤ Support Staff

- Dillon Hamilton – Maintenance Mechanic I, Facilities, June 5, 2023

Change of Status

➤ Administrative

- James Farmer – Chief Enrollment Officer, Office of the President, May 22, 2023
- Greg Ballengee – Chief Financial Officer, Office of the President, May 26, 2023
- Malonda Johnson – Chief Operating Officer, Office of the President, May 26, 2023
- Ashley Pitts – Project Bear Program Assistant, Center for Lifelong Learning, May 29, 2023
- Mark Russell – Senior Engineer, IT Services, May 29, 2023
- Christina Baker – General Studies Advisor, Student Success Center, June 1, 2023
- Heather Howard – Director, Children’s Learning Center, June 1, 2023
- Pamela Otworth – Operations Manager, Finance & Administration, June 1, 2023

Departures

➤ Resignations

- Sthefany Thomas – Assistant Director, Residence Life/Student Housing Operations, Student Affairs, May 5, 2023
- Jonica Burke – Vice President, Finance & Administration, May 25, 2023
- Heidi Bender – Academic Advisor, Student Success Center, June 9, 2023
- Jillian Willison – Talent Management Administrator, Human Resources, June 21, 2023

RESOLUTION F12-23

REVISION OF POLICY 5.16REV, PRESIDENT'S AUTHORITY TO APPOINT PERSONNEL AND MANAGE POSITIONS

WHEREAS, existing Policy, No. 5.16Rev provides that the President is authorized to employ and appoint all categories of employees, with limited exceptions; and

WHEREAS, Policy No. 5.16Rev, currently provides that Board of Trustees approval is required for executive staff appointments – specifically vice president, general counsel, associate provost, and dean positions; and

WHEREAS, the President has reorganized the management structure of the University through the creation of the new executive staff positions of Chief Financial Officer, Chief Operating Officer, and Chief Enrollment Officer; and

WHEREAS, continuing reorganization efforts may include creation of additional executive staff positions; and

WHEREAS, it is in the University's interest to give the President the flexibility to create executive staff positions and to appoint qualified individuals to those positions without Board of Trustees action;

NOW, THEREFORE, IT IS RESOLVED that the Board of Trustees amends Policy No. 5.16Rev to provide that the President is authorized to make executive staff appointments other than the vice president, general counsel, associate provost, and dean positions without Board of Trustees approval.

(June 23, 2023)

Shawnee State University

POLICY TITLE:	PRESIDENT'S AUTHORITY TO APPOINT PERSONNEL & MANAGE POSITIONS
POLICY NO. :	5.16REV
ADMIN CODE:	3362-5-17
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	<u>2/10/2023</u> 6/23/2023
NEXT REVIEW DATE:	<u>2/2026</u> 6/2026
RESPONSIBLE OFFICER:	PRESIDENT
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

The Board of Trustees delegates to the President of the University authority to manage positions within the approved budget, and as set forth by this policy, appoint and terminate University personnel and establish compensation in conformance with other Board of Trustee policies and directives and the laws of the State of Ohio.

2.0 POSITION AUTHORIZATION

- 2.1 The Board of Trustees authorizes the President to determine the appropriate numbers of executives (vice president, general counsel, associate provost, and dean positions), senior level administrators (director positions), other administrators, faculty, and support staff that are necessary to effectively manage the University.
- 2.2 The President will provide the Board of Trustees with proposed numbers of needed positions for each above employment category for budgetary approval on an annual basis.
- 2.3 The President or designee has the authority to determine faculty positions as tenure-track or non-tenure track.
- 2.4 The President is authorized to create all other categories of positions in accordance with established procedures.

3.0 PERSONNEL ACTIONS

- 3.1 Board of Trustees approval is required for executive appointments to the positions of (vice president, general counsel, associate provost, and dean.) All other executive appointments shall be made by the president. Board of Trustees approval is required~~and~~ for the award of tenure for faculty.
- 3.2 The President, with advance notice to and written approval from the Chair of the Board of Trustees, has the authority to demote or terminate an executive and appoint an interim replacement pending a search for a successor to the position.

- 3.3 The President is given authority to employ, appoint, promote, and discipline (up to and including termination) all other categories of employees, including faculty.
- 3.4 The President or designee is the appointing authority for classified employees.
- 3.5 The President may delegate the authority to extend offers of employment for approved positions. The President also may delegate authority to perform any of the functions discussed in section 3.3, above, in accordance with Board of Trustees policies or applicable collective bargaining agreements.

4.0 PROCEDURES

The President may establish procedures to effectively administer this policy, including the delegation of personnel-related functions.

History

Effective: 10/13/2006

Revised: 06/23/2023; 02/10/2023; 12/16/2016; 11/18/2011

Applicable Procedure: 5.16:1 Delegation of Appointing Authority Roles

Shawnee State University

POLICY TITLE:	PRESIDENT'S AUTHORITY TO APPOINT PERSONNEL & MANAGE POSITIONS
POLICY NO. :	5.16REV
ADMIN CODE:	3362-5-17
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	06/23/2023
NEXT REVIEW DATE:	06/2026
RESPONSIBLE OFFICER:	PRESIDENT
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

The Board of Trustees delegates to the President of the University authority to manage positions within the approved budget, and as set forth by this policy, appoint and terminate University personnel and establish compensation in conformance with other Board of Trustee policies and directives and the laws of the State of Ohio.

2.0 POSITION AUTHORIZATION

- 2.1 The Board of Trustees authorizes the President to determine the appropriate numbers of executives (vice president, general counsel, associate provost, and dean positions), senior level administrators (director positions), other administrators, faculty, and support staff that are necessary to effectively manage the University.
- 2.2 The President will provide the Board of Trustees with proposed numbers of needed positions for each above employment category for budgetary approval on an annual basis.
- 2.3 The President or designee has the authority to determine faculty positions as tenure-track or non-tenure track.
- 2.4 The President is authorized to create all other categories of positions in accordance with established procedures.

3.0 PERSONNEL ACTIONS

- 3.1 Board of Trustees approval is required for executive appointments to the positions of vice president, general counsel, associate provost, and dean. All other executive appointments shall be made by the president. Board of Trustees approval is required for the award of tenure for faculty.
- 3.2 The President, with advance notice to and written approval from the Chair of the Board of Trustees, has the authority to demote or terminate an executive and appoint an interim replacement pending a search for a successor to the position.

- 3.3 The President is given authority to employ, appoint, promote, and discipline (up to and including termination) all other categories of employees, including faculty.
- 3.4 The President or designee is the appointing authority for classified employees.
- 3.5 The President may delegate the authority to extend offers of employment for approved positions. The President also may delegate authority to perform any of the functions discussed in section 3.3, above, in accordance with Board of Trustees policies or applicable collective bargaining agreements.

4.0 PROCEDURES

The President may establish procedures to effectively administer this policy, including the delegation of personnel-related functions.

History

Effective: 10/13/2006

Revised: 06/23/2023; 02/10/2023; 12/16/2016; 11/18/2011

Applicable Procedure: 5.16:1 Delegation of Appointing Authority Roles

RESOLUTION F13-23

RATIFICATION OF EXECUTIVE APPOINTMENTS

WHEREAS, prior to revisions enacted at the June 23, 2023 Board of Trustees meeting, Policy No. 5.16Rev provided that Board of Trustees approval was required for executive appointments; and

WHEREAS, a reorganization that occurred prior to the June 23, 2023 Board meeting resulted in the creation of the new executive staff positions of Chief Operating Officer, Chief Financial Officer, and Chief Enrollment Officer; and

WHEREAS, the President selected Malonda Johnson to serve as Chief Operating Officer; Greg Ballengee to serve as Chief Financial Officer; and Jim Farmer to serve as Chief Enrollment Officer, based on their qualifications and professional experience; and

WHEREAS, the Board wishes to formalize the appointments of Ms. Johnson, Mr. Ballengee, and Mr. Farmer;

NOW, THEREFORE, IT IS RESOLVED that the Board of Trustees ratifies the appointments of Malonda Johnson as Chief Operating Officer; Greg Ballengee as Chief Financial Officer; and Jim Farmer as Chief Enrollment Officer.

(June 23, 2023)

RESOLUTION F14-23

REASSIGNING RESPONSIBILITIES TO CHIEF OPERATING OFFICER

WHEREAS, in numerous policies previously enacted, amended, and/or renewed by the Board of Trustees, rights and responsibilities were delegated to the Vice President for Finance and Administration; and

WHEREAS, under a recent reorganization, the University eliminated the position of Vice President for Finance and Administration; and

WHEREAS, in order to most effectively implement various of the aforementioned policies, it is appropriate to reassign rights and duties contained therein to the newly-established position of Chief Operating Officer;

THEREFORE, BE IT RESOLVED that with respect to the following policies, “Chief Operating Officer” shall be substituted for “Vice President for Finance and Administration” and/or “VPFA” with respect to rights or duties that had previously been assigned to the Vice President for Finance and Administration, including but not limited to the designation of the Vice President for Finance and Administration as a Responsible Officer for the policy:

Policy	Title
3.19REV	Alcohol-General Rules
4.40REV	Access to University Buildings
4.44REV	Use of University Facilities & Reservation of Space
4.51REV	Administrative Employees – Employment Status and Other Employment Actions
4.52REV	Leaves of Absences (Paid and Unpaid)
4.53REV	Compensation for Administrative Employees
4.54REV	Professional Development (Degree and Non-Degree)
4.64REV	Relocation Expense Reimbursement
4.69REV	Concern Resolution for Administrators
4.73REV	On-Campus Education Benefits for Adjunct Faculty
4.75REV	Use of University Resources
4.77REV	Retirement and Re-Employment of Retirees
4.78REV	Identity Theft Red Flags
4.79REV	Department of Public Safety – Employment Status and Other Employment Actions
4.82REV	Department of Public Safety Leaves of Absence
4.95	Flexible Work Arrangements
5.06REV	Drug-Free Campus & Workplace
5.28REV	University Parking
5.30REV	Campus Computer and Network Use
5.35REV	Emergency Management

5.36	Banning Individuals from University Property
5.37REV	Suicide Prevention Program
5.38	Equal Opportunity Policy
5.40	Protection of Minors on Campus
5.43	Animals on Campus
5.45	Naloxone Access for Emergency Use

and

IT IS FURTHER RESOLVED that the President is directed to review the University's formal Procedures and in instances where a Procedure assigns rights or responsibilities to the Vice President for Finance and Administration and/or designates the Vice President for Finance and Administration as a Responsible Officer, the President shall reassign such rights and/or responsibilities to the Chief Operating Officer when the President deems it appropriate.

(June 23, 2023)

RESOLUTION F15-23

REASSIGNING RESPONSIBILITIES TO CHIEF FINANCIAL OFFICER

WHEREAS, in numerous policies previously enacted, amended, and/or renewed by the Board of Trustees, rights and responsibilities were delegated to the Vice President for Finance and Administration; and

WHEREAS, under a recent reorganization, the University eliminated the position of Vice President for Finance and Administration; and

WHEREAS, in order to most effectively implement various of the aforementioned policies, it is appropriate to reassign rights and duties contained therein to the newly-established position of Chief Financial Officer;

THEREFORE, BE IT RESOLVED that with respect to the following policies, “Chief Financial Officer” shall be substituted for “Vice President for Finance and Administration” and/or “VPFA” with respect to rights or duties that had previously been assigned to the Vice President for Finance and Administration, including but not limited to the designation of the Vice President for Finance and Administration as a Responsible Officer for the policy:

Policy	Title
1.05REV	Investment Policy
3.20REV	University Housing
4.00REV	Purchasing Authority
4.02REV	Asset Management
4.10REV	Travel Authority and Driving Rules
4.13REV	Meeting Expenditures
4.21REV	Cash Management
4.90REV	Tuition and Other Student Fees, Fines and Charges
4.92REV	Student Enrollment Business Functions
4.93REV	Controlling Infectious and Communicable Diseases
4.94REV	Electronic Signatures
5.21REV	Bloodborne Pathogens – Exposure Control Plan
5.22REV	Chemical Hazards
5.27REV	Signature Authority for Contracts
5.32REV	Ethics: Conflicts of Interest & Nepotism

and

IT IS FURTHER RESOLVED that the President is directed to review the University’s formal Procedures and in instances where a Procedure assigns rights or responsibilities to the Vice President for Finance and Administration and/or designates the Vice President for Finance and Administration as a Responsible Officer, the President shall reassign such rights and/or responsibilities to the Chief Financial Officer when the President deems it appropriate.

(June 23, 2023)

RESOLUTION F16-23

**REVISION OF POLICY 4.51REV, ADMINISTRATIVE EMPLOYEES –
EMPLOYMENT STATUS AND OTHER EMPLOYMENT ACTIONS**

WHEREAS, Policy, No. 4.51Rev addresses various terms and conditions of employment for administrative employees, including but not limited to probationary periods, performance evaluations, discipline, and reductions in force; and

WHEREAS, the existing language of Policy 4.51Rev provides that it is not applicable to executive administrators who are subject to executive employment agreements; and

WHEREAS, it is in the University's interest to have certain provisions of Policy 4.51Rev apply to executive administrators when those provisions do not conflict with the administrators' executive employment contract or executive appointment letter, whichever is applicable;

NOW, THEREFORE, IT IS RESOLVED that the Board of Trustees amends Policy No. 4.51Rev to clarify its applicability to executive administrators.

(June 23, 2023)

Shawnee State University

POLICY TITLE:	ADMINISTRATIVE EMPLOYEES – EMPLOYMENT STATUS AND OTHER EMPLOYMENT ACTIONS
POLICY NO. :	4.51REV
ADMIN CODE:	3362-4-24
PAGE NO.:	1 OF 5
EFFECTIVE DATE:	<u>04/13/1806/23/2023</u>
NEXT REVIEW DATE:	<u>04/202006/2026</u>
RESPONSIBLE OFFICER(S):	<u>DIRECTOR HR, VPF&ACHIEF OPERATING OFFICER</u>
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE AND SCOPE

The purpose of this policy is to establish provisions that address various employment matters for administrative employees, as identified in Section 2.0, including but not limited to: probationary periods, performance evaluations, performance improvement plans, discipline, and reduction in force.

2.0 INCLUDED

- 2.1 The term “administrative employee” refers to an administrator as defined in this Section and administrative technical support staff (ATSS).
- 2.2 Administrators (full and part time) include employees 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 the Fair Labor Standards Act (FLSA) overtime payment rules, and are not “public employees” as defined by ORC Chapter 4117.
- 2.3 Administrative Technical Support Staff (ATSS) (full or part time) include employees typically paid on a per-hour basis (but can be paid on a salaried basis), assigned confidential duties, subject to FLSA overtime rules, and who are not “public employees” as defined by ORC Chapter 4117.
- 2.4 Temporary or intermittent administrative employees employed at will are subject to all provisions of this policy except that such employees may be terminated without a prior performance improvement plan (PIP).

3.0 EXCLUSIONS

- 3.1 This policy does not apply to:

- 3.1.1 Executive administrators who are subject to executive employment agreements, to the extent that such agreements are inconsistent with this policy. Executive administrators who do not have executive employment

agreements shall be subject to this policy to the extent that the provisions herein are not inconsistent with their executive appointment letter; specific provisions in executive appointment letters shall govern over terms contained in this policy. To the extent that executive employment agreements or appointment letters are silent as the matters contained in this policy, the terms of this policy shall apply.~~Executive administrators (vice-presidents, deans, and the general counsel) who are subject to executive employment agreements.~~

3.1.2 Department of Public Safety (DPS) law enforcement officers whose terms of employment are described in applicable DPS policies and procedures.

4.0 EMPLOYMENT CONTRACT STATUS AND PROBATIONARY PERIODS

4.1 Employment for eligible administrative employees includes the status of:

4.1.1 Defined contract period appointments that have a defined duration and end date with specific terms and conditions of employment incorporated into an agreement/contract, or

4.1.2 Continuous contract appointments which do not specify an end date as employment is expected to be continuous.

4.2 Both appointment types require the successful completion of a probationary period, satisfactory performance on an ongoing basis, and are subject to University policies and procedures.

4.3 Administrative employees in positions funded by university funds (general operating, auxiliary, etc.) and that are not employed for a defined contract period, are eligible for continuous contract status upon successful completion of a six-month probationary period.

4.4 Administrative employees in temporary or intermittent positions, or positions funded by grants and/or “soft” or external sources will be hired for a defined contract period and are not eligible for continuous contract status. Such employees must successfully complete a six (6) month probationary period.

5.0 PERFORMANCE EVALUATIONS (PROBATIONARY AND ANNUAL)

5.1 New-hire probationary evaluation – successful completion of the six (6) month new-hire probationary period with a minimum overall rating of “meets basic expectations,” is required for continued employment.

5.2 Annual performance evaluation – upon completion of the new-hire probationary evaluation, performance evaluations are completed at least annually or on a

periodic basis as determined by the supervisor.

- 5.3 Performance Improvement Plan (PIP) – a written performance improvement plan (PIP) may be initiated by the supervisor at any time in which the employee is not demonstrating satisfactory performance based on the assigned responsibilities and/or established objectives.
- 5.4 An employee whose performance rating states that he or she “does not meet basic expectations” in his/her essential job competencies and/or performance will be subject to Procedure 4.51:1.

6.0 ADMINISTRATIVE LEAVE

- 6.1 Should an investigation or assessment of an alleged incident of misconduct involving an administrative employee be required and/or in any instance in which the health or safety of an employee or any person or property entrusted to the employee’s care could be adversely affected, 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. The administrative employee will receive appropriate notice in such case.
- 6.2 Access to University facilities and resources may be restricted or denied to an employee placed on an administrative leave unless otherwise authorized by the Director of Human Resources.
- 6.3 The university may place an employee on administrative leave without pay for a period not to exceed two (2) months, if the employee has been charged with a violation of law that is punishable as a felony. If the employee subsequently does not plead guilty to or is not found guilty of a felony with which the employee is charged or any other felony, the university shall pay the employee at the employee’s base rate of pay, plus interest, for the period the employee was on the unpaid administrative leave.

7.0 PRE-DISCIPLINARY HEARING

- 7.1 If a demotion, suspension, or termination may be imposed based on the findings of an investigation or employee’s unsatisfactory completion of a PIP, an informal pre-disciplinary hearing will be scheduled prior to any imposition of such actions. Written notice will be provided to the administrative employee prior to the hearing date. At the pre-disciplinary hearing, the employee will be provided with a summary of the evidence against him or her and given an opportunity to respond to it in person at the hearing or in writing within 48 hours of the hearing.
- 7.2 A decision to impose a demotion, suspension, or termination will be communicated in writing to the administrative employee as soon as reasonably

possible but no more than fifteen (15) calendar days after the conclusion of a pre-disciplinary hearing.

8.0 CORRECTIVE ACTIONS

- 8.1 Corrective action that results from the findings of an investigation will be reasonable and commensurate with the offense, and may include, but not be limited to, a letter to the personnel file, unpaid suspension, demotion, and/or termination of employment. Except in unusual circumstances, the unsatisfactory completion of a PIP will result in termination.
- 8.2 With the authorization of the President or designee, an administrative employee may be disciplined for reasons that include but are not limited to:
 - 8.2.1 Incompetence, inefficiency, dishonesty, use or being under the influence of alcohol or illegal drugs at work or inappropriate use of prescription drugs, discourteous treatment of the public, neglect of duty, failure to return from a leave of absence, or other failure of good behavior.
 - 8.2.2 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.
 - 8.2.3 Misfeasance in office, malfeasance in office, nonfeasance in office, conviction of a felony or of an offense involving moral turpitude.
 - 8.2.4 Demonstration of abusive or threatening behavior in the treatment of students, fellow employees, or other persons.

9.0 REDUCTION IN FORCE

- 9.1 In case of a reduction in force, notification to affected administrative employees will be as follows:
 - 9.1.1 Those with up to three (3) years of service will receive thirty (30) days written notice.
 - 9.1.2 Those with service of three (3) years or more will receive ninety (90) days written notice.
- 9.2 Administrative employees with defined-period contracts or in positions funded by “soft” grant funds or external sources will continue employment for the defined contract period or until funding is discontinued, provided they are not subject to

discipline as detailed in this policy.

- 9.3 Unsatisfactory performance issues will be managed separately from the reduction in force process.
- 9.4 Attempts will be made to reassign affected employees to other open positions for which they are qualified.
- 9.5 If an administrative employee is terminated due to a reduction in force, the employee will be eligible for reappointment to the last held position should it become available within a period of two (2) years from the date of the force reduction.
- 9.6 The decision to fill a position that has been eliminated through a reduction in force is at the sole discretion of the University.
- 9.7 If reappointed to the last held position following a reduction in force action, an administrative employee will be reinstated at his/her prior employment status as governed by existing University policies.

10.0 PROCEDURES

Procedures necessary to implement the provisions of this policy will be adopted following the university's process.

History

Effective: 08/13/93

Revised: 06/23/2023; 04/13/2018; 12/18/15; 01/20/12; 02/08/02

Applicable Procedures: [4.51:1 Performance Evaluations and Performance Improvement Plan \(PIP\)](#)

Shawnee State University

POLICY TITLE:	ADMINISTRATIVE EMPLOYEES – EMPLOYMENT STATUS AND OTHER EMPLOYMENT ACTIONS
POLICY NO. :	4.51REV
ADMIN CODE:	3362-4-24
PAGE NO.:	1 OF 5
EFFECTIVE DATE:	06/23/2023
NEXT REVIEW DATE:	06/2026
RESPONSIBLE OFFICER(S):	CHIEF OPERATING OFFICER
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE AND SCOPE

The purpose of this policy is to establish provisions that address various employment matters for administrative employees, as identified in Section 2.0, including but not limited to: probationary periods, performance evaluations, performance improvement plans, discipline, and reduction in force.

2.0 INCLUDED

- 2.1 The term “administrative employee” refers to an administrator as defined in this Section and administrative technical support staff (ATSS).
- 2.2 Administrators (full and part time) include employees 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 the Fair Labor Standards Act (FLSA) overtime payment rules, and are not “public employees” as defined by ORC Chapter 4117.
- 2.3 Administrative Technical Support Staff (ATSS) (full or part time) include employees typically paid on a per-hour basis (but can be paid on a salaried basis), assigned confidential duties, subject to FLSA overtime rules, and who are not “public employees” as defined by ORC Chapter 4117.
- 2.4 Temporary or intermittent administrative employees employed at will are subject to all provisions of this policy except that such employees may be terminated without a prior performance improvement plan (PIP).

3.0 EXCLUSIONS

- 3.1 This policy does not apply to:
 - 3.1.1 Executive administrators who are subject to executive employment agreements, to the extent that such agreements are inconsistent with this policy. Executive administrators who do not have executive employment

agreements shall be subject to this policy to the extent that the provisions herein are not inconsistent with their executive appointment letter; specific provisions in executive appointment letters shall govern over terms contained in this policy. To the extent that executive employment agreements or appointment letters are silent as the matters contained in this policy, the terms of this policy shall apply.

- 3.1.2 Department of Public Safety (DPS) law enforcement officers whose terms of employment are described in applicable DPS policies and procedures.

4.0 EMPLOYMENT CONTRACT STATUS AND PROBATIONARY PERIODS

- 4.1 Employment for eligible administrative employees includes the status of:

- 4.1.1 Defined contract period appointments that have a defined duration and end date with specific terms and conditions of employment incorporated into an agreement/contract, or

- 4.1.2 Continuous contract appointments which do not specify an end date as employment is expected to be continuous.

- 4.2 Both appointment types require the successful completion of a probationary period, satisfactory performance on an ongoing basis, and are subject to University policies and procedures.

- 4.3 Administrative employees in positions funded by university funds (general operating, auxiliary, etc.) and that are not employed for a defined contract period, are eligible for continuous contract status upon successful completion of a six-month probationary period.

- 4.4 Administrative employees in temporary or intermittent positions, or positions funded by grants and/or “soft” or external sources will be hired for a defined contract period and are not eligible for continuous contract status. Such employees must successfully complete a six (6) month probationary period.

5.0 PERFORMANCE EVALUATIONS (PROBATIONARY AND ANNUAL)

- 5.1 New-hire probationary evaluation – successful completion of the six (6) month new-hire probationary period with a minimum overall rating of “meets basic expectations,” is required for continued employment.

- 5.2 Annual performance evaluation – upon completion of the new-hire probationary evaluation, performance evaluations are completed at least annually or on a periodic basis as determined by the supervisor.

- 5.3 Performance Improvement Plan (PIP) – a written performance improvement plan (PIP) may be initiated by the supervisor at any time in which the employee is not demonstrating satisfactory performance based on the assigned responsibilities and/or established objectives.
- 5.4 An employee whose performance rating states that he or she “does not meet basic expectations” in his/her essential job competencies and/or performance will be subject to Procedure 4.51:1.

6.0 ADMINISTRATIVE LEAVE

- 6.1 Should an investigation or assessment of an alleged incident of misconduct involving an administrative employee be required and/or in any instance in which the health or safety of an employee or any person or property entrusted to the employee’s care could be adversely affected, 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. The administrative employee will receive appropriate notice in such case.
- 6.2 Access to University facilities and resources may be restricted or denied to an employee placed on an administrative leave unless otherwise authorized by the Director of Human Resources.
- 6.3 The university may place an employee on administrative leave without pay for a period not to exceed two (2) months, if the employee has been charged with a violation of law that is punishable as a felony. If the employee subsequently does not plead guilty to or is not found guilty of a felony with which the employee is charged or any other felony, the university shall pay the employee at the employee’s base rate of pay, plus interest, for the period the employee was on the unpaid administrative leave.

7.0 PRE-DISCIPLINARY HEARING

- 7.1 If a demotion, suspension, or termination may be imposed based on the findings of an investigation or employee’s unsatisfactory completion of a PIP, an informal pre-disciplinary hearing will be scheduled prior to any imposition of such actions. Written notice will be provided to the administrative employee prior to the hearing date. At the pre-disciplinary hearing, the employee will be provided with a summary of the evidence against him or her and given an opportunity to respond to it in person at the hearing or in writing within 48 hours of the hearing.
- 7.2 A decision to impose a demotion, suspension, or termination will be communicated in writing to the administrative employee as soon as reasonably possible but no more than fifteen (15) calendar days after the conclusion of a pre-disciplinary hearing.

8.0 CORRECTIVE ACTIONS

- 8.1 Corrective action that results from the findings of an investigation will be reasonable and commensurate with the offense, and may include, but not be limited to, a letter to the personnel file, unpaid suspension, demotion, and/or termination of employment. Except in unusual circumstances, the unsatisfactory completion of a PIP will result in termination.
- 8.2 With the authorization of the President or designee, an administrative employee may be disciplined for reasons that include but are not limited to:
- 8.2.1 Incompetence, inefficiency, dishonesty, use or being under the influence of alcohol or illegal drugs at work or inappropriate use of prescription drugs, discourteous treatment of the public, neglect of duty, failure to return from a leave of absence, or other failure of good behavior.
 - 8.2.2 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.
 - 8.2.3 Misfeasance in office, malfeasance in office, nonfeasance in office, conviction of a felony or of an offense involving moral turpitude.
 - 8.2.4 Demonstration of abusive or threatening behavior in the treatment of students, fellow employees, or other persons.

9.0 REDUCTION IN FORCE

- 9.1 In case of a reduction in force, notification to affected administrative employees will be as follows:
- 9.1.1 Those with up to three (3) years of service will receive thirty (30) days written notice.
 - 9.1.2 Those with service of three (3) years or more will receive ninety (90) days written notice.
- 9.2 Administrative employees with defined-period contracts or in positions funded by “soft” grant funds or external sources will continue employment for the defined contract period or until funding is discontinued, provided they are not subject to discipline as detailed in this policy.
- 9.3 Unsatisfactory performance issues will be managed separately from the reduction

in force process.

- 9.4 Attempts will be made to reassign affected employees to other open positions for which they are qualified.
- 9.5 If an administrative employee is terminated due to a reduction in force, the employee will be eligible for reappointment to the last held position should it become available within a period of two (2) years from the date of the force reduction.
- 9.6 The decision to fill a position that has been eliminated through a reduction in force is at the sole discretion of the University.
- 9.7 If reappointed to the last held position following a reduction in force action, an administrative employee will be reinstated at his/her prior employment status as governed by existing University policies.

10.0 PROCEDURES

Procedures necessary to implement the provisions of this policy will be adopted following the university's process.

History

Effective: 08/13/93

Revised: 06/23/2023; 04/13/2018; 12/18/15; 01/20/12; 02/08/02

Applicable Procedures: [4.51:1 Performance Evaluations and Performance Improvement Plan \(PIP\)](#)

RESOLUTION F17-23

**REVISION OF POLICY 4.53REV, COMPENSATION FOR
ADMINISTRATIVE EMPLOYEES**

WHEREAS, Policy No. 4.53Rev addresses compensation for administrative employees;
and

WHEREAS, by its terms, Policy 4.53Rev does not apply to specified executive staff
positions - vice presidents, associate provosts, deans, and general counsel; and

WHEREAS, the University has created new executive staff positions other than those
described in Policy 4.53Rev, and may create additional executive staff positions in the future;
and

WHEREAS, the University wishes to exempt all executive staff positions from the
policy;

NOW, THEREFORE, IT IS RESOLVED that the Board of Trustees amends Policy No.
4.53Rev to clarify it does not apply to any executive staff positions at the University.

(June 23, 2023)

Shawnee State University

POLICY TITLE:	COMPENSATION FOR ADMINISTRATIVE EMPLOYEES
POLICY NO. :	4.53REV
ADMIN CODE:	3362-4-25
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	06/23/2023
NEXT REVIEW DATE:	06/2026
RESPONSIBLE OFFICER:	CHIEF OPERATING OFFICER
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE AND SCOPE

- 1.1 Shawnee State University desires a competitive and equitable compensation system that will attract and retain qualified administrative personnel. The purpose of this policy is to establish and maintain an administrative compensation system that considers comparable positions in similar markets, internal equity, the performance of employees, and the availability and allocation of funds as determined by the President.
- 1.2 This policy applies to administrative employees in approved administrative positions for either “regular” or “term” appointments, regardless of the funding source, and who are not in positions that are under a collective bargaining unit.
 - 1.2.1 Regular appointments are expected to be ongoing, subject to the needs of the university, with no designated end date.
 - 1.2.2 Term appointments are for a designated period of time, normally between one and three years. The duration may be determined by the funding source (e.g., externally funded grants) or by authorization of the President.
- 1.3 This policy does not apply to executive staff (~~vice presidents, associate provost, deans, and the general counsel~~) who are subject to executive employment agreements; the Department of Public Safety (DPS) law enforcement and security officers whose terms of employment are described in applicable DPS policies and procedures; faculty and staff covered by a collective bargaining agreement; or temporary and intermittent staff with at will employment agreements.

2.0 CATEGORIES OF ADMINISTRATIVE POSITIONS

- 2.1 Administrator – an administrative position with professional, managerial, supervisory, or fiduciary responsibilities that is exempt from collective bargaining under Ohio Revised Code Section 4117.01, and may meet the exemption criteria under the Fair Labor Standards Act (FLSA).
 - 2.1.1 Employees in administrator positions that meet FLSA exemption criteria for duties and salary tests will be classified as “exempt.”

2.1.2 Employees in administrator positions that meet the FLSA exemption criteria for the duties test, but not the salary test, will be classified as “non-exempt.”

2.2 Administrative Technical Support Staff (ATSS) – an administrative position that is confidential in nature and is exempt from collective bargaining under Ohio Revised Code Section 4117.01. ATSS employees do not meet the exemption criteria under the Fair Labor Standards Act (FLSA) based on the duties test. ATSS employees will be classified as “non-exempt.”

3.0 FAIR LABOR STANDARDS ACT (FLSA) STATUS

Administrative employees classified by the department of human resources as “non-exempt” due to not meeting the FLSA exemption criteria (based on salary and/or duties test) will be compensated for their work in accordance with the FLSA and its associated administrative regulations.

4.0 CLASSIFICATION/COMPENSATION STRUCTURE

4.1 The Director of Human Resources is responsible for managing the structure of the administrative compensation system(s) and for reviewing the applicable structure relative to the appropriate market.

4.2 The Director of Human Resources or designee will assess all administrative positions’ responsibilities and determine the placement of each within the University’s compensation structure, relying upon market benchmarking methodology, with consideration of internal equity for comparable responsibilities.

5.0 SALARY BUDGET AND ALLOCATION

The allocation of an approved salary pool in the annual operating budget is at the discretion of the President, who may allocate all, a portion, or none of the salary pool. The salary allocation may be applied evenly to all administrative employees (across-the-board) or to individual employees based on factors such as, but not limited to, market benchmarking, internal equity analyses, and/or performance.

6.0 PROCEDURES

The Board of Trustees authorizes the President to establish procedures to effectively implement this policy.

History

Effective: 06/15/90

Revised: [06/23/2023](#); 02/27/2023; 12/16/16; 03/15/08; 09/01/99

Applicable Procedure: 4.53:1 Administration of Compensation for Administrative Employees

RESOLUTION F18-23

APPROVAL OF AY2023-24 TUITION AND STUDENT FEES

WHEREAS, tuition and general fees are utilized for instructional needs, student support services and programming, and institutional operations; and

WHEREAS, Shawnee State University, like all public universities, must proceed with pricing of services in order to perform normal business operations and finalize the University's FY2024 operating budget, the President recommends approval of the tuition and fees schedules (attached) for the following categories:

- Undergraduate Tuition
 - Shawnee Advantage (Autumn 2023 – Spring 2027)
 - Shawnee Advantage – returning cohorts
 - Continuing Cohorts (Non-Guarantee)
- Graduate Tuition
- Course and Program Fees
- Other Student Fees
- Residential
 - Autumn 2023 Shawnee Advantage
 - Housing and Meal Plan Rates, Residential Connectivity Fee, Residential Student Programming Fee (effective Autumn 2023 – Spring 2027)
 - Autumn 2023 Continuing and Returning
 - Housing and Meal Plan Rates, Residential Connectivity Fee, Residential Student Programming Fee

THEREFORE, BE IT RESOLVED that the Board of Trustees approves the proposed tuition and fees schedules subject to the adoption of the Ohio biennial budget for fiscal years 2024 and 2025, and contingent upon approval by the Ohio Department of Higher Education (ODHE).

(June 23, 2023)

RESOLUTION F19-23

APPROVAL OF AY2023-24 E-CAMPUS TUITION RATES

WHEREAS, E-Campus tuition rates were established in AY2020-21 to remain competitive with comparable online programs; and

WHEREAS, the University desires to continue competitive online tuition rates (schedule attached) for undergraduate and graduate programs that are delivered exclusively online; and

WHEREAS, extending a waiver of the standard undergraduate rate for fully online undergraduate tuition for AY2023-24, requires approval of the Board and the Chancellor of the Ohio Department of Higher Education (ODHE);

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the E-Campus Tuition Rate Schedule effective fall 2023, contingent upon ODHE's approval of waivers from the standard in-state undergraduate tuition rate.

(June 23, 2023)

RESOLUTION F20-23

**ADOPTION OF TUITION RATE FOR
MASTER'S OF BUSINESS ADMINISTRATION PROGRAM**

WHEREAS, the University desires to establish tuition rates for the Master's of Business Administration program; and

WHEREAS, the University has received approval by the Ohio Department of Higher Education and the Higher Learning Commission (HLC) to deliver the Master's of Business Administration program during academic year 2023-24; and

WHEREAS, based upon a review of comparable graduate program rates, the Provost recommends and the President concurs with establishing the rates as attached for the Master's of Business Administration program;

THEREFORE, BE IT RESOLVED that the Board of Trustees approves the tuition rate as presented and adopts the proposed Master's of Business Administration tuition rate effective fall 2023.

(June 23, 2023)

RESOLUTION F21-23

CONTINUING UNIVERSITY SPENDING AUTHORITY

WHEREAS, strategic budgeting initiatives are underway that will impact university revenue and expenditure assumptions for the FY2024 budget year; and

WHEREAS, the FY2024 budget is anticipated to be presented to the Board of Trustees for review and approval at the Board's September 2023 meeting; and

WHEREAS, it is necessary to continue to meet financial obligations, including payment of salaries and other operating expenditures until such time that the FY2024 operating budget is approved;

THEREFORE, BE IT RESOLVED that the Board of Trustees approves University spending authority consistent with the level of resources as approved for FY2023 until such time the FY2024 operating budget is approved by the Board.

(June 23, 2023)

FY23 Consolidated Operating Budget Status

Report Date 06.16.2023

	Consolidated Budget	Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals	YTD Actuals	% of Budget
Revenue							
State Funding	\$19,221,054	\$4,805,263	\$4,805,263	\$4,805,263	\$3,654,282	\$18,070,071	94.0%
Tuition & Student Fees	\$29,809,710	\$14,653,511	(\$206,717)	\$12,001,292	\$2,127,046	\$28,575,132	95.9%
Scholarship	(\$6,170,569)	(\$2,378,015)	(\$264,605)	(\$2,433,038)	(\$13,071)	(\$5,088,728)	82.5%
Transfers In	\$0	\$0	\$0	\$3,379	\$0	\$3,379	
Other Income							
Commissions	\$490,950	\$54,407	\$48,096	\$205,971	\$661	\$309,135	63.0%
Grants	\$129,000	\$168,235	\$50,317	(\$45,753)	\$44,949	\$217,748	168.8%
Miscellaneous Revenue	\$604,000	\$272,918	\$166,572	\$295,624	\$323,527	\$1,058,641	175.3%
Service Fees/Memberships	\$285,000	\$70,827	\$69,183	\$63,170	\$91,222	\$294,401	103.3%
Ticket Sales/Rentals	\$549,900	\$196,766	\$134,843	\$118,450	\$154,739	\$604,797	110.0%
Other Income Total	\$2,058,850	\$763,153	\$469,011	\$637,461	\$615,098	\$2,484,723	120.7%
Revenue Total	\$44,919,045	\$17,843,912	\$4,802,952	\$15,014,358	\$6,383,355	\$44,044,577	98.1%
Expense							
Compensation							
Benefits	\$9,542,134	\$1,866,345	\$2,089,793	\$2,006,202	\$1,936,194	\$7,898,534	82.8%
Salaries	\$22,944,326	\$3,917,326	\$6,127,937	\$5,395,369	\$5,363,427	\$20,804,059	90.7%
Compensation Total	\$32,486,460	\$5,783,670	\$8,217,730	\$7,401,571	\$7,299,621	\$28,702,593	88.4%
Non-Compensation							
Equipment	\$192,827	\$127,711	\$14,836	\$35,506	\$106,679	\$284,731	147.7%
External Professional Services	\$955,150	\$132,662	\$386,462	\$226,451	\$175,029	\$920,604	96.4%
Information/Comm/Shipping	\$861,361	\$308,042	\$163,713	\$182,770	\$72,524	\$727,049	84.4%
Maintenance & Service Contracts	\$3,026,025	\$1,668,023	\$931,029	\$343,741	\$361,799	\$3,304,592	109.2%
Meal Plan Expense	\$1,641,448	\$310,340	\$679,030	\$495,659	\$349,545	\$1,834,574	111.8%
Miscellaneous Expense	\$1,546,327	\$544,189	\$60,424	\$227,312	\$184,293	\$1,016,218	65.7%
Supplies	\$1,566,754	\$239,412	\$264,468	\$206,640	\$155,843	\$866,363	55.3%
Travel	\$631,679	\$172,622	\$289,467	\$193,855	\$155,647	\$811,591	128.5%
Utilities	\$1,434,000	\$340,670	\$291,591	\$410,338	\$264,612	\$1,307,211	91.2%
Non-Compensation Total	\$11,855,571	\$3,843,670	\$3,081,019	\$2,322,272	\$1,825,971	\$11,072,932	93.4%
Expense Total	\$44,342,031	\$9,627,340	\$11,298,749	\$9,723,844	\$9,125,592	\$39,775,525	89.7%
Net Transfer to Capital Fund	\$1,563,925	\$0	\$0	\$0	\$0	\$0	0.0%
Operating Budget Surplus (Deficit)	(\$986,911)	\$8,216,572	(\$6,495,797)	\$5,290,514	(\$2,742,236)	\$4,269,052	

TIAA INVESTMENT MARKET VALUE CHANGE FOR FY23

Asset Class/Security	Ticker	Market Value as of May 31, 2023	Market Value as of June 30, 2022
CASH EQUIVALENTS:			
		\$ 452,762	\$ 255,492
	% of Total Portfolio	5.6%	3.3%
FIXED INCOME:			
Fixed Income Managed Acct (US and Agency Securities)	Various	\$ 3,147,903	\$ 3,169,578
DFA Inflation Protected Securities Portfolio	DIPSX	\$ 127,046	\$ 201,332
PIMCO 1-5 Year U.S. TIPS Index ETF	STPZ	\$ 123,799	\$ 201,683
TIAA-CREF Short-Term Bond Fund	TISIX	\$ 438,588	\$ 540,222
Vanguard Short Term Bond Index Fund	VBIRX	\$ 347,332	\$ 347,717
	Total Fixed Income	\$ 4,184,668	\$ 4,460,532
	% of Total Portfolio	52.0%	57.9%
DOMESTIC EQUITY:			
Cohen & Steers Real Estate Fund	CREFX	\$ 36,811	\$ 40,210
iShares Russell Mid Cap Value ETF	IWS	\$ 142,405	\$ 142,503
TIAA-CREF Large Cap Growth Index Fund	TILIX	\$ 1,259,137	\$ 971,764
TIAA-CREF Large Cap Value Index Fund	TILVX	\$ 1,130,423	\$ 1,047,399
TIAA-CREF Small Cap Blend Index Fund	TISBX	\$ 125,003	\$ 139,116
Vanguard Mid-Cap Growth Index	VMGMX	\$ 144,371	\$ 132,366
Vanguard REIT Index Fund	VGSLX	\$ 51,312	\$ 57,762
	Total Domestic Equity	\$ 2,889,462	\$ 2,531,120
	% of Total Portfolio	35.9%	32.8%
INTERNATIONAL EQUITY:			
iShares Core MSCI EAFE ETF	IEFA	\$ 192,213	\$ 268,709
iShares Core MSCI Emerging ETF	IEMG	\$ 128,656	\$ 132,658
iShares MSI EAFE Small-Cap ETF	SCZ	\$ -	\$ 61,414
iShares MSCI International Quality Factor ETF	IQLT	\$ 194,480	\$ -
	Total International Equity	\$ 515,349	\$ 462,781
	% of Total Portfolio	6.4%	6.0%
	Total Equity	\$ 3,404,811	\$ 2,993,901
	% of Total Portfolio	42.3%	38.8%
	TOTAL PORTFOLIO MARKET VALUE	\$ 8,042,241	\$ 7,709,925
		100.0%	100.0%

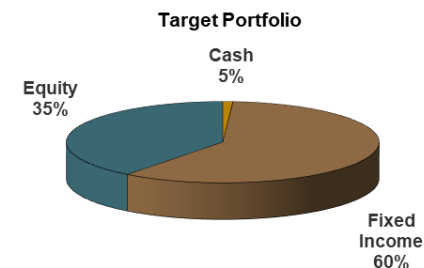
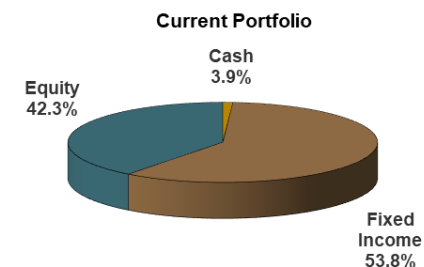
	TOTAL PORTFOLIO	CASH	FIXED INCOME	DOMESTIC EQUITY	INTERNATIONAL EQUITY
Value as of June 30, 2022	\$ 7,709,925	\$ 255,492	\$ 4,460,532	\$ 2,531,120	\$ 462,781
Value as of May 31, 2023	\$ 8,042,241	\$ 452,762	\$ 4,184,668	\$ 2,889,462	\$ 515,349
Diff \$	\$ 332,316	\$ 197,270	\$ (275,864)	\$ 358,342	\$ 52,568
Diff %	4.31%		-6.18%	14.16%	11.36%

Shawnee State University

Asset Allocation – As of April 30, 2023



Asset Class	Market Value	% of Assets	Target %
Cash Equivalents			
TIAA Cash Deposit Account	\$316,967	3.9%	
Total Cash Equivalents	\$316,967	3.9%	5.0%
Fixed Income			
Fixed Income Separately Managed Account	\$3,315,968	40.9%	
Vanguard Short Term Bond Index Fund	\$350,393	4.3%	
TIAA-CREF Short-Term Bond Fund	\$442,144	5.5%	
DFA Inflation Protected SEC Fund	\$128,879	1.6%	
PIMCO 1-5 Year U.S. TIPS Index Exchange Traded Fund	\$125,097	1.5%	
Total Fixed Income	\$4,362,481	53.8%	60.0%
Domestic Equity			
TIAA-CREF Large Cap Growth Index Fund	\$1,204,527	14.9%	
TIAA-CREF Large Cap Value Index Fund	\$1,175,808	14.5%	
Vanguard Mid Cap Growth Index Fund	\$144,231	1.8%	
iShares Russell Mid Cap Value ETF	\$149,041	1.8%	
TIAA-CREF Small Cap Blend Index Fund	\$126,187	1.6%	
Vanguard REIT Index Fund	\$53,442	0.7%	
Cohen & Steers Real Estate Fund	\$38,177	0.5%	
Total Domestic Equity	\$2,891,413	35.7%	29.0%
International Equity			
iShares Core MSCI EAFE ETF	\$200,189	2.5%	
iShares MSCI International Quality Factor ETF	\$203,221	2.5%	
iShares Core MSCI Emerging Markets ETF	\$131,361	1.6%	
Total International Equity	\$534,771	6.6%	6.0%
Total Equity	\$3,426,184	42.3%	35.0%
Total Portfolio Market Value	\$8,105,632	100.0%	100.0%



CAPITAL PROJECTS STATUS REPORT

May 31, 2023

Library/CFA HVAC Renovation - \$2.2M - Capital

- Components for CFA installed; demo and removal of existing CFA generator continues.
- HVAC controls training and project close-out continue.

Kricker Innovation Hub - \$3.4M (est.) - EDA Grant/Capital/Private

- Project close-out nearing completion.

Gateway and Third Street Development - \$3M (est.)

- A new campus gateway will be developed as well as a plan to reopen Third Street between Gay and Waller Streets. This will include traffic calming strategies, incorporate bicycle traffic, landscape features, and pedestrian crossings.
- Phase I construction documents complete. Project schedule and estimate in review.

Campus Master Plan Update - \$150,000 - Capital

- Planning phase of project nearing completion; architect finalizing priorities.
- Architect contract amended to include initial construction phase of Campus Master Plan that will relocate the Student Success Center, Career Services and the Education Department.