

**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
June 21, 2024**

Call to Order

Chair Evans called the meeting to order at 1:17 p.m. noting the meeting was in compliance with RC § 121.22(F).

Roll Call

Members present: Mr. Evans, Mr. Edwards, Mr. Furbee, Mr. Daniels, Mr. Richey, Mrs. Dennis, Mr. Shah, Ms. Blythe

Members absent: Dr. Haas, Mrs. Schisler, Ms. Ratliff

Approval of the April 19, 2024 Board Meeting Minutes

Mr. Furbee moved and Mr. Edwards seconded a motion to approve the April 19, 2024 Board meeting minutes. The motion was passed by unanimous roll call vote of all Board members present.

Approval of the June 21, 2024 Agenda

Mr. Richey moved and Mr. Furbee seconded a motion to approve the June 21, 2024 Board meeting agenda. The motion was passed by unanimous roll call vote of all Board members present.

Consent Agenda

1. Resolution E04-24, Ratifying the Appointment of Interim Provost and Vice President for Academic & Student Affairs
2. Resolution E05-24, Ratifying the Appointment of Interim Dean of the College of Arts & Sciences
3. Resolution E06-24, Appointment to the Position of Interim Dean of the College of Health & Human Services
4. Resolution E07-24, Appointment to the Position of Interim Dean of the College of Business & Engineering Technology
5. Resolution F07-24, Ratification of Shawnee State University Development Foundation Code of Regulations
6. Resolution F08-24, Revising Policy 4.44Rev, Use of University Facilities and Reservation of Space
7. Resolution F10-24, Approval to Adopt Policy 5.30Rev, Digital Resource Management and Security

8. Resolution F11-24, Approval to Amend Policy 4.54Rev, Professional Development (Degree and Non-Degree)
9. Resolution F12-24, Amending Policy 5.28Rev, University Parking
10. Resolution ASA06-24, Award of Faculty Tenure
11. Resolution ASA07-24, Approval of College Organizational Restructuring
12. Resolution ASA08-24, Approval of Completion Plan Update
13. Resolution ASA09-24, Naming of The Deal Arboretum at Shawnee State University
14. Resolution ASA10-24, Naming of Dental Clinic in Recognition of Dr. James R. Kadel

Chair Evans directed the Board to review the action items on the Consent Agenda and asked if anyone wished to remove any items from the Consent Agenda. There being no objection, items 1-14 remain on the agenda and are adopted.

Executive Committee Report

Mr. Edwards reported on behalf of the Executive Committee.

1. Resolution E08-24, Approval of Shawnee State University and Fraternal Order of Police Collectively Bargained Agreement

Mr. Edwards moved to postpone action on Resolution E08-24 until the full Board is advised on the proposed union contract in executive session. Mr. Furbee seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

2. Resolution E09-24, Renewal of Policy 1.03, Evaluation of the President

Mr. Edwards moved that the Board adopt Resolution E09-24 and Mr. Furbee seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

3. Mr. Edwards reported the Board of Trustees meeting schedule for the next three academic years was presented.

Finance and Administration Committee Report

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

1. Resolution F09-24, Authorizing President to Accept Transfer of Spartan Municipal Stadium, Branch Rickey Park, and Adjacent Real Estate Conditioned on Final Approvals from State of Ohio, City of Portsmouth, and Other Regulatory Bodies

Mr. Edwards moved that the Board adopt Resolution F09-24 and Mr. Richey seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

2. Resolution F13-24, Approval of AY2024-25 Course Fees, Program Fees, and Other Student Fees

Mr. Edwards moved that the Board adopt Resolution F13-24 and Mr. Richey seconded the

motion. The motion was passed by unanimous roll call vote of all Board members present.

3. Ms. Aimee Welch, Institutional Budgeting Director, provided a year-to-date budget status report and Dr. Braun reviewed the FY2025 budget plan. The full report is attached to the minutes.
4. Resolution F14-24, Continuing University Spending Authority

Mr. Edwards moved that the Board adopt Resolution F14-24 and Mr. Daniels seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

5. Mr. Greg Ballengee, Chief Financial Officer, reviewed the status of the University's cash and TIAA investment portfolio as of May 31, 2024. The total market value of the cash reserves and TIAA portfolio at that time was \$16.4M. The full report is attached to the minutes.
6. Ms. Malonda Johnson, Chief Operating Officer, updated the committee on recent personnel activity, including eleven new hires, six status changes for current employees, and ten departures. The full report is attached to the minutes.
7. Mr. John Temponeras, Interim Director of Facilities, Planning and Construction, updated the committee on the status of current capital projects, including a new campus gateway, campus wayfinding, a safety grant keyless entry project, roofing and infrastructure projects, and the library renovation project. The full report is attached to the minutes.

Academic and Student Affairs Committee Report

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

1. Dr. Kimberly Inman, Interim Provost and Vice President for Academic and Student Affairs, reported on recent activities in the division. She noted the faculty who successfully earned promotion or promotion with tenure during this academic year. She also recognized the Academic and Student Affairs Leadership team comprised of Associate Provost Jennifer Pauley, Dean of Students Elizabeth Kline, and the newly appointed Interim Dean positions, Interim Dean of the College of Health and Human Services Christine Raber, Interim Dean of the College of Arts and Sciences Michael Barnhart, and Interim Dean of the College of Business and Engineering Technologies Adam Miller. The Master's of Science in Nursing received final approval from the Higher Learning Commission and the Bachelor of Social Work program is in the proposal stage. Drs. Gay Lynn Shipley and Sandra Beam represented SSU before the Ohio House Higher Education Committee on June 12th to provide updates on our implementation of the Science of Reading into our Education Preparation Programs curriculum. The full report is attached to the minutes.
2. Ms. Elizabeth Blevins, Chief of Staff, presented the 15th day enrollment numbers from the current summer semester, contrasting them with those of summer 2023 and summer 2022. The presentation featured an overview of enrollment position for fall 2024. Additionally,

Ms. Blevins highlighted the new Parent Portal that launched in mid-April. The new portal engages parents with online blog posts using SSU News and parent guides on student transitions. It can be viewed as a feed or through daily/weekly emailed newsletters. There were over 1800 users in the first few months. The full report is attached to the minutes.

3. In light of the many well-publicized campus protests across the country over the past few months, General Counsel Michael McPhillips reviewed constitutional free speech principles, recent Ohio legislative developments regarding free expression on state university campuses, and the University's recently-enacted procedure on usage of outdoor spaces on campus. That was followed by Director of Public Safety Jon Peters' overview of the Campus Response Plan for demonstrations and protests. The full report is attached to the minutes.
4. Dr. Elizabeth Kline, Dean of Students, reported that Weekend of Welcome (WOW) has been expanded to four days this year to provide an engaging array of activities that promote holistic student development, engagement, and connection to the university. It is geared towards increasing student retention and student success. Activities are designed to acquaint students with university systems and supports, provide techniques for individual student success, and provide opportunities for students to make human connections. The full report is attached to the minutes.
5. Dr. Kimberly Inman reported on the recent high school Math Scholarship competition. Over 100 students from Ohio, Kentucky, and West Virginia participated. Individual winners were Srihan Malkaram (George Washington High School in West Virginia) and Xinrui Han and Aviva Woods (Athens High School). Team winners were George Washington High School and Eastern Local School. Special thanks to our Math faculty, staff, and students, Admissions, and Development Foundation teams. Each student attending was awarded a \$1000 SUMS+ Scholarship to be claimed when they enroll at SSU. The full report is attached to the minutes.

Election of Board of Trustees Chair and Vice Chair

Chair Evans stated he had asked Ed Daniels and David Furbee to serve as the Nominating Committee to accept nominations for Board of Trustees Chair and Vice Chair for the 2024-2025 academic year. Mr. Daniels presented nominations of Eddie Edwards as Board Chair and Ed Daniels as Board Vice Chair. Chair Evans called for nominations from the floor and no further nominations were proffered. Without discussion, the Board voted unanimously to approve the nominations.

Reports from Board Liaisons with other Organizations

None

President's Report

President Braun reported the university is on track to deliver a balanced budget in FY24 and

substantial progress has been made to increase our cash flow, reserve funds, and net financial position. A new academic leadership team has been appointed that is well situated to lead the very important work of our university over the next several years and to modernize our academic curricular and co-curricular portfolio. He announced the launch of the new College of Health and Human Services, the new College of Business and Engineering Technology, and a recommitment to the College of Arts and Sciences. The College of Health and Human Services has already been recognized in the pending state capital budget, with a \$5M appropriation. Portsmouth City Council is considering the transfer of riverfront stadium property to Shawnee State that includes Branch Rickey Park, Spartan Municipal Stadium, and several acres of adjacent practice fields and land. He reported the recent passing of former Board member Melissa Higgs-Horwell. He recognized faculty who were selected for promotion and tenure and the conferral of Faculty Emeritus status to Dr. Mark Mirabello. He recognized outgoing Board Chairman Scott Evans and thanked him for his leadership and years of service. The full report is attached to the minutes.

New Business

1. Mr. McPhillips provided the annual report on the enactment, amendment, rescission, and renewal of Board policies and University procedures during the 2023-2024 fiscal year.
2. According to the Bylaws of the Board of Trustees, Mr. Edwards, as Chair Elect for 2024-2025, appointed committees for the 2024-2025 academic year as follows:

To the Executive Committee:

Brenda Haas
David Furbee

To the Academic and Student Affairs Committee:

Chair – Dilip Shah
Vice Chair – David Richey
Member – Sallie Schisler
Student Member – Hannah Blythe

To the Finance and Administration Committee

Chair – Ed Daniels
Vice Chair – Brenda Haas
Member – David Furbee
Member – Markee Dennis

SSU Development Foundation Representative: Dilip Shah

SSU Investment Committee Representative: David Furbee

3. Mr. Evans recognized outgoing student Board member Hannah Ratliff and thanked her for her service.

Comments from Constituent Groups and the Public

None

Faculty Senate Report

None

Executive Session

Mr. Furbee moved to enter Executive Session to discuss collective bargaining with public employees concerning terms and conditions of their employment and Mr. Daniels seconded the motion. Following a unanimous roll call vote in accordance with Ohio Revised Code Section 121.22, the Board entered executive session at 1:58 p.m. Those in attendance for the executive session were Mr. Evans, Mr. Edwards, Mr. Furbee, Mr. Daniels, Mrs. Dennis, Mr. Richey, Mr. Shah, Dr. Braun, and Mr. McPhillips. Mr. Edwards moved and Mr. Shah seconded a motion to leave executive session and return to public meeting. The motion was passed by unanimous roll call vote of all Board members present and the Board exited executive session at 2:06 p.m.

Other Business

1. Resolution E08-24, Approval of Shawnee State University and Fraternal Order of Police Collectively Bargained Agreement

Mr. Edwards moved that the Board adopt Resolution E08-24 and Mr. Daniels seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

Adjournment

Mr. Daniels moved and Mr. Shah seconded a motion to adjourn. The motion was passed by unanimous roll call vote and the Board adjourned at 2:10 p.m.


Chairperson, Board of Trustees


Secretary, Board of Trustees

RESOLUTION E04-24

**RATIFYING THE APPOINTMENT OF INTERIM PROVOST
AND VICE PRESIDENT FOR ACADEMIC & STUDENT AFFAIRS**

WHEREAS, University Policy 5.16Rev requires approval by the Board of Trustees for appointments to designated executive positions, including the position of Interim Provost and Vice President for Academic and Student Affairs; and

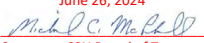
WHEREAS, the former Provost and Vice President for Academic and Student Affairs tendered his resignation, effective May 14, 2024, creating a vacancy in the position; and

WHEREAS, the President recommends the appointment of Kimberly Inman, Dean of the College of Arts and Sciences, to the position of Interim Provost and Vice President for Academic and Student Affairs; and

WHEREAS, Dr. Inman has agreed to assume the position and duties of Provost and Vice President for Academic and Student Affairs on an interim basis;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University ratifies the appointment of Dr. Kimberly Inman to the position of Interim Provost and Vice President for Academic and Student Affairs, effective May 17, 2024.

(June 21, 2024)

Certified as True and Correct
June 26, 2024

Secretary, SSU Board of Trustees

RESOLUTION E05-24

RATIFYING THE APPOINTMENT OF INTERIM DEAN OF THE COLLEGE OF ARTS AND SCIENCES

WHEREAS, University Policy 5.16Rev requires approval by the Board of Trustees for appointments to designated executive positions, including the position of Dean of the College of Arts and Sciences; and

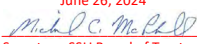
WHEREAS, the former Dean of the College of Arts and Sciences accepted the role of Interim Provost and Vice President for Academic and Student Affairs, effective May 17, 2024, creating a vacancy in the position; and

WHEREAS, the President recommends the appointment of Michael Barnhart, Chair of the Department of Fine, Digital, and Performing Arts, to the position of Interim Dean of the College of Arts and Sciences; and

WHEREAS, Dr. Barnhart has agreed to assume the position and duties of Dean of the College of Arts and Sciences on an interim basis;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University ratifies the appointment of Dr. Michael Barnhart to the position of Interim Dean of the College of Arts and Sciences, effective May 17, 2024.

(June 21, 2024)

Certified as True and Correct
June 26, 2024

Secretary, SSU Board of Trustees

RESOLUTION E06-24

APPOINTMENT TO THE POSITION OF INTERIM DEAN OF THE COLLEGE OF HEALTH AND HUMAN SERVICES

WHEREAS, University Policy 5.16Rev requires approval by the Board of Trustees for appointments to designated executive positions, including the position of Dean of the College of Health and Human Services; and

WHEREAS, the University has developed a plan for reorganizing existing colleges and establishing new colleges, including the new College of Health and Human Services; and

WHEREAS, Dr. Christine Raber has served as Interim Dean of the College of Professional Studies since July 1, 2023; and

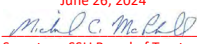
WHEREAS, the President recommends the appointment of Christine Raber, Interim Dean of the College of Professional Studies, to the position of Interim Dean of the College of Health and Human Services; and

WHEREAS, Dr. Raber has agreed to assume the position and duties of Dean of the College of Health and Human Services on an interim basis;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the appointment of Dr. Christine Raber to the position of Interim Dean of the College of Health and Human Services, effective July 1, 2024; and

IT IS FURTHER RESOLVED that Dr. Raber's current position as Interim Dean of the College of Professional Studies will terminate on June 30, 2024 when that college is eliminated as a result of the reorganization.

(June 21, 2024)

Certified as True and Correct
June 26, 2024

Secretary, SSU Board of Trustees

RESOLUTION E07-24

APPOINTMENT TO THE POSITION OF INTERIM DEAN OF THE COLLEGE OF BUSINESS AND ENGINEERING TECHNOLOGIES

WHEREAS, University Policy 5.16Rev requires approval by the Board of Trustees for appointments to designated executive positions, including the position of Dean of the College of Business and Engineering Technologies; and

WHEREAS, the University has developed a plan for reorganizing existing colleges and establishing new colleges, including the new College of Business and Engineering Technologies; and

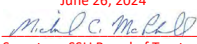
WHEREAS, Mr. Adam Miller has served as Chair of the Engineering Technologies Department since May 2019; and

WHEREAS, the President recommends the appointment of Adam Miller, Chair of the Engineering Technologies Department, to the position of Interim Dean of the College of Business and Engineering Technologies; and

WHEREAS, Mr. Miller has agreed to assume the position and duties of Dean of the College of Business and Engineering Technologies on an interim basis;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the appointment of Mr. Adam Miller to the position of Interim Dean of the College of Business and Engineering Technologies, effective July 1, 2024.

(June 21, 2024)

Certified as True and Correct
June 26, 2024

Secretary, SSU Board of Trustees

RESOLUTION F07-24

**RATIFICATION OF SHAWNEE STATE UNIVERSITY
DEVELOPMENT FOUNDATION CODE OF REGULATIONS**

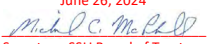
WHEREAS, in accordance with the bylaws of the Shawnee State University Development Foundation, the Board of Trustees of Shawnee State University must ratify the SSUDF Code of Regulations; and

WHEREAS, at its quarterly meeting on May 17, 2024, the Shawnee State University Development Foundation (“Foundation”) passed a Code of Regulations change, substituting the Chief Financial Officer for the University Vice President for Finance and Administration as the Foundation Secretary; and

WHEREAS, in accordance with the Foundation’s Bylaws, this change requires ratification by the University’s Board of Trustees;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby ratifies the SSU Development Foundation Code of Regulations, as amended.

(June 21, 2024)

Certified as True and Correct
June 26, 2024

Secretary, SSU Board of Trustees

**SHAWNEE STATE UNIVERSITY FOUNDATION
CODE OF REGULATIONS**

Article I Name

Section 1

The name of this organization shall be the Shawnee State University Foundation and shall at all times herein be referred to as the "Foundation."

Article II Member

Section 1

The sole member of the Foundation shall be the Board of Trustees of Shawnee State University ("University Board of Trustees").

Article III Trustees

Section 1 Purpose

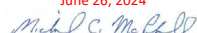
The Foundation Board of Trustees ("Foundation Board") shall act in an advisory capacity to the member and shall have as its major purpose the raising of funds and friends in support of Shawnee State University, and stewardship of those funds raised.

Section 2 Representation

The number of Foundation Board members shall be twenty (20).

The President of Shawnee State University and the Chairman of the University Board of Trustees shall be members of the Foundation Board so long as they occupy their offices. Additionally, the University Board of Trustees shall appoint one of its members to the Foundation Board.

Seventeen (17) additional members shall be from the community-at-large, with preference given to alumni, donors and friends who have a strong affinity to the University. Members shall be recommended by the Foundation Board and confirmed by the University Board of Trustees. The University Board of Trustees may also directly appoint members to the Foundation Board. The University Board of Trustees can, in its sole discretion, remove any member from the Foundation Board at any time. Community-at-large members shall serve three-year terms, and such terms may be renewed. At-large in-term vacancies shall be filled by this same process as soon as possible following the occurrence of the vacancy and such members shall serve for the balance of the unexpired term.

Certified as True and Correct
June 26, 2024

Secretary, SSU Board of Trustees

Article IV Officers

Section 1 Elected Officers

At its last meeting of the calendar year, the Foundation Board shall elect a Chair and Vice Chair from among the Foundation Board members. The Chair and Vice Chair shall take office on January 1 of the year immediately following and shall serve one-year terms, but may be re-elected to two one-year terms making a maximum of three years elected officers may serve in succession in any one officer role.

Section 2 Ex-Officio Officers

The Foundation Treasurer shall be the University Chief Financial Officer. The Secretary shall be appointed by the Foundation Board Chair. The Executive Director shall be hired by the university upon recommendation by the Foundation Board.

Section 3 Chair

The Foundation Chair shall chair all meetings and perform generally all duties usually incident to such office and such other and further duties as may be required from time to time by the Foundation Board. If the Chair or Vice Chair are unavailable to chair meetings or perform other duties, the Chair may appoint any Foundation Board member to serve temporarily in that capacity.

Section 4 Vice Chair

The Vice Chair shall serve in the absence of the Chair, chairing meetings and carrying out duties otherwise executed by the Chair.

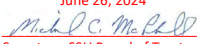
Section 5 Secretary

The Secretary shall keep an accurate record of all transactions of the Foundation Board, give all notices required by law or by this Code of Regulations, properly record and maintain records of Foundation business and the minutes of Foundation Board actions, and perform other duties as required.

Section 6 Treasurer

The Treasurer shall receive and safely keep all monies, rights, and chooses in action belonging to the corporation, and the same. It shall be the Treasurer's duty to keep an accurate account of the finances of the corporation, and all books shall be open for inspection and examination by the Foundation Board or any committee appointed for that purpose.

Section 7 Executive Director

Certified as True and Correct
June 26, 2024

Secretary, SSU Board of Trustees

The Executive Director shall serve as the chief operating officer of the Foundation, responsible for day-to-day operations of the Foundation and coordination with the University.

Section 8 Committees

Section 8.1 Standing Committees

The Foundation Board shall have the following Standing Committees:

- A. Executive Committee: To review and recommend policies, gift acceptance and valuation as required by policy, and other matters at the discretion of the Chair that are not otherwise addressed by other committees;
- B. Finance, Investment & Audit Committee: To provide review and oversight of the investment portfolio, the annual audit, the financial statements and related financial activity and operations, budgets, spending policies, endowment policies, investment policies and statements, and other matters related to finance and investment activity of the Foundation.
- C. Scholarships, Grants & Programs Committee: To review and recommend discretionary awards, scholarships, grants, and awards under the SSUF Grants program; assist in fundraising through organization and administration of campaigns; and providing support for annual giving programs and fundraising events.
- D. Nominating Committee: To refer names to the Foundation Board for board membership consideration.

Section 8.2 Project and Ad-Hoc Committees

Project and Ad hoc Committees may be appointed by the Foundation Chair for specific purposes.

Section 8.3 Committee Membership

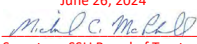
The Foundation Board Chair shall, after elected at the last Foundation Board meeting of the calendar year and prior to the first Foundation Board meeting of the year the Chair takes office, appoint committee members including a chair and vice chair for each committee.

Article V Amendments

Section 1

This Code of Regulations may be amended by a 2/3 vote of the Foundation Board and approved by the sole member.

Article VI Meetings

Certified as True and Correct
June 26, 2024

Secretary, SSU Board of Trustees

Section 1 Schedule

The Foundation Board shall meet regularly at least four times per year. Written notice of meetings shall be sent to Foundation Board members at least ten days prior to the meeting date. The first meeting of each calendar year shall be the annual meeting of the corporation.

Section 2 Special Meetings

Special Meetings may be called by the Foundation Chair on its motion or upon the request of three Foundation Board members. Five days written notice shall be given before all special meetings specifying the purpose of the meeting.

Section 3 Quorum

At all meetings a majority of the appointed and acting members of the Foundation shall constitute a quorum for the transaction of business.

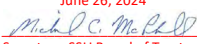
Section 4 Remote and Electronic Meetings and Vote

Any or all Foundation Board Members may participate and vote in all meetings via telephone, video phone, or internet as if they are present in-person.

Article VII Indemnification

Section 1

Subject to the conditions set out below, each person now or heretofore or hereafter a Foundation Trustee (also known as “Board Member”), whether or not such person continues to serve in any capacity at the time of incurring the costs or expenses hereinafter indicated, shall be indemnified by the corporation against all financial loss, damage, costs, and expenses (including counsel fees) reasonably incurred by or imposed upon that Trustee or Board Member in connection with or resulting from any civil or criminal action, suit, proceeding, claim, or investigation in which that Trustee or Board Member may be involved by reason of any action taken or omitted to be taken by him in good faith as such Trustee, Board Member, or officer of the Foundation. Such indemnification is subject to the condition that a majority of a quorum of the Foundation Board comprised of those Trustees or Board Members who are not parties to such action, suit, proceeding, claim or investigation, or if there be no such quorum, independent counsel selected by a quorum of the entire Foundation Board, shall be of the opinion that the person involved exercised and used the same degree of care and judgment as a prudent person would have exercised or used under the circumstances, or that such person took or omitted to take such action in reliance upon advice of counsel for the Foundation or upon information furnished by an officer of the Foundation and accepted in good faith by such person. The indemnification provided herein shall inure to the

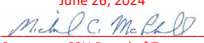
Certified as True and Correct
June 26, 2024

Secretary, SSU Board of Trustees

benefit of the heirs, executors, or administrators of any Trustee, Board Member, or officer and shall not be exclusive of any other rights to which such party may be entitled by law or under any resolutions adopted by the Foundation Board.

Article VIII Operating Policies & Procedures

Section 1

Operating policies of the Shawnee State University Foundation are contained in the Shawnee State University Foundation Policies as adopted by the Foundation Board and approved or amended by the University Board of Trustees. Shawnee State University Foundation Procedures shall be developed and approved by the Foundation Board.

Certified as True and Correct
June 26, 2024

Secretary, SSU Board of Trustees

RESOLUTION F08-24

**REVISING POLICY 4.44REV, USE OF UNIVERSITY FACILITIES
& RESERVATION OF SPACE**

WHEREAS, University Policy 4.44Rev., Use of University Facilities & Reservation of Space and its associated procedure authorize administrative controls over the use of University buildings and spaces by University and outside groups; and

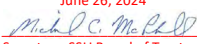
WHEREAS, it is in the University's interest to implement certain controls over the use of outdoor spaces on campus so as to avoid disruption of teaching, learning, studying, research, student life, and other activities to which the campus is primarily dedicated; and

WHEREAS, the University is cognizant that any restrictions on the use of outdoor campus spaces must be consistent with the federal and state constitutions and laws; and

WHEREAS, amendments to Policy 4.44Rev. have been recommended by the President;

NOW, THEREFORE, IT IS RESOLVED that the Board of Trustees of Shawnee State University amends Policy 4.44Rev.

(June 21, 2024)

Certified as True and Correct
June 26, 2024

Secretary, SSU Board of Trustees

Shawnee State University

POLICY TITLE:	USE OF UNIVERSITY FACILITIES & RESERVATION OF SPACE
POLICY NO. :	4.44 REV
ADMIN CODE:	3362-4-21
PAGE NO.:	1 OF 1
EFFECTIVE DATE:	6/21 /2024 03/13/15
NEXT REVIEW DATE:	03/2018 /2027 6
RESPONSIBLE OFFICER:	VPF&A VPF&A ??? <u>CHIEF OPERATING OFFICER</u>
APPROVED BY:	BOARD OF TRUSTEES

- 1.0 The uses of University facilities and grounds are primarily for the educational, student life and activities, and administrative functions of the University. It is recognized that designated University facilities and space may, with adequate administrative controls in place, be utilized by external or non-university groups.
- 2.0 Procedures and/or guidelines shall be established to ensure that use of indoor and outdoor University facilities and space does not interfere or conflict with University educational and/or administrative activities. Such procedures or guidelines shall ~~address the following:~~
 - 2.1 ~~Identifies~~ specific University facilities and space available for non-University use;
 - 2.2 ~~Provides~~ an administrative process to schedule facilities and space and ~~provides~~ priority use for academic and other University activities;
 - ~~2.3~~ 2.3 ~~Provides~~ sufficient restrictions and controls on the scheduling and use of University facilities and space to ~~ensure the protection of~~ University property and ~~avoidance of~~ disruption to University activities.
- 3.0 A fee schedule, approved by the President or designee, shall be established for the reserved use by external groups and individuals.
- 4.0 ~~P~~Established procedures on the usage of indoor and outdoor spaces on campus, including ~~for~~ the scheduling and use of University facilities and space, shall be approved by the President.

History

Effective: 06/11/04
Revised: ~~03/13/16~~ 6/21/5/24; 03/13/15

Applicable Procedures: [4.44:1 Use of University Facilities & Reservation of Space](#)

[4.44:2 Use of Outdoor Spaces](#)

Shawnee State University

POLICY TITLE:	USE OF UNIVERSITY FACILITIES & RESERVATION OF SPACE
POLICY NO. :	4.44 REV
ADMIN CODE:	3362-4-21
PAGE NO.:	1 OF 1
EFFECTIVE DATE:	6/21/2024
NEXT REVIEW DATE:	6/2027
RESPONSIBLE OFFICER:	CHIEF OPERATING OFFICER
APPROVED BY:	BOARD OF TRUSTEES

- 1.0 The uses of University facilities and grounds are primarily for the educational, student life and activities, and administrative functions of the University. It is recognized that designated University facilities and space may, with adequate administrative controls in place, be utilized by external or non-university groups.
- 2.0 Procedures and/or guidelines shall be established to ensure that use of indoor and outdoor University facilities and space does not interfere or conflict with University educational and/or administrative activities. Such procedures or guidelines shall:
 - 2.1 Identify specific University facilities and space available for non-University use;
 - 2.2 Provide an administrative process to schedule facilities and space and provide priority use for academic and other University activities;
 - 2.3 Provide sufficient restrictions and controls on the scheduling and use of University facilities and space to protect University property and avoid disruption to University activities.
- 3.0 A fee schedule, approved by the President or designee, shall be established for the reserved use by external groups and individuals.
- 4.0 Procedures on the usage of indoor and outdoor spaces on campus, including the scheduling and use of University facilities and space, shall be approved by the President.

History

Effective: 06/11/04

Revised: 6/21//24; 03/13/15

Applicable Procedures: [4.44:1 Use of University Facilities & Reservation of Space](#)
[4.44:2 Use of Outdoor Spaces](#)

PROCEDURE TITLE:	USE OF OUTDOOR SPACES
PROCEDURE NO.:	4.44:2
RELATED POLICY:	4.44REV
PAGE NO:	1 OF 4
RESPONSIBLE ADMINISTRATOR:	CHIEF OPERATING OFFICER
EFFECTIVE DATE:	6/21/2024
NEXT REVIEW DATE:	6/2027
APPROVED BY:	PRESIDENT

1.0 APPLICATION AND SCOPE

- 1.1 This procedure establishes rules for the use of outdoor spaces on the Shawnee State University campus, and other outdoor real property that is owned, leased or managed by Shawnee State University.
- 1.2 Outdoor spaces are dedicated primarily for use by the university community for purposes consistent with the University’s mission and related teaching, learning, studying, research, academic, extracurricular and student life, and administrative activities.
- 1.3 Outdoor spaces intended for vehicular transportation and parking, including university-owned roads and parking lots, must be used solely for those purposes absent prior permission from the Chief Operating Officer or Director of Public Safety.
- 1.4 Usage of stadiums, ballparks, and other fields that are used by intercollegiate athletic teams may be restricted by rules established by the Athletic Director.
- 1.5 Additional rules may apply to particular locations and/or during certain times, which may be communicated by signage at the location.

2.0 USE OF OUTDOOR SPACE, GENERALLY

- 2.1 Outdoor spaces are generally available for use by the University community and the public with or without advance reservation or notification. When required, issuance of reservations shall be made without reference to the expression associated with the activity.
- 2.2 The University may designate certain outdoor spaces that are available for reservation by the University community and the public granting certain users exclusive use of a space during the reserved time.

3.0 DEMONSTRATIONS AND PROTESTS

- 3.1 Subject to additional restrictions stated in this procedure, any individual or group may participate in a demonstration, protest, picketing, or rally in a non-restricted outdoor area, without prior notification.
- 3.2 Protests and demonstrations may not occur inside university buildings, on porches or porticos of University buildings or facilities, nor may demonstrations impede ingress or egress to any University property, parking lot, building, facility, or event.
- 3.3 Protests and demonstrators must be at least 25 feet from any University building during classroom hours.
- 3.4 Protests and demonstrators, including individuals who are distributing literature must stay at least 25 feet from any outdoor University event or approved event.

4.0 AMPLIFIED SOUND AND SIGNS

- 4.1 The use of amplified sound such as microphones, speakers, amplifiers, and bullhorns is prohibited unless approved in advance through the University and Community Events Office. Requests will be evaluated based on the nature of the space and other activities and events that may be occurring at the time. Amplified sound may also be regulated by local ordinance.
- 4.2 Signs, equipment, and other items may not be taped to or otherwise attached to and left on trees, bushes, light poles, furniture, automobiles, permanent signs, walls, or other structures, except in areas clearly dedicated to public posting of materials such as public bulletin boards.

5.0 CAMPING, TENTS, AND OVERNIGHT SLEEPING

- 5.1 Overnight outdoor sleeping or camping is prohibited without prior permission.
- 5.2 No person may erect tents or structures requiring stakes, poles, or other attachments in outdoor University spaces. Requests for approval under this subsection will be evaluated according to security, safety, and other logistical considerations by the Chief Operating Officer in consultation with the Department of Public Safety and/or Director of Facilities.
- 5.3 No tents or other temporary structures intended to serve as a shelter, temporary building, or with an intended use for sleeping or camping may be set up without prior approval from the Chief Operating Officer or his/her designee.

6.0 FOOD AND ALCOHOL

Food, beverages, and alcohol may not be sold or served in outdoor areas except as permitted by Policy 3.19 and exclusive food service and beverage agreements, and alcohol permits held by the University or its food services vendor. Open flames, including grills, are not permitted with the exception of University-approved and installed permanent charcoal grill pits.

7.0 CLEANUP AND DAMAGE

Users of outdoor spaces are responsible for not causing property damage, and for cleaning up trash and other items at the conclusion of their activity. Cleanup and/or damage fees may be assessed to the responsible individual or group in instances where an outdoor event results in property damage.

8.0 DISRUPTION

8.1 The University reserves the right to control or regulate any demonstration, protest, rally, or other activity if the Director of Public Safety or his/her designee determines such activity is disruptive, as defined below, or that it materially and substantially interferes with the University's operations, programs or activities. Disruption is dependent on context, including the number of participants, size of the space, and proximity to academic or administrative functions. Determinations of disruption will be made without regard to the content of any expression associated with the activity. When an activity is disruptive, the Director of Public Safety reserves the right to terminate the activity or direct the activity to another campus location.

8.2 As used in this section, disruption includes, but is not limited to:

- 8.2.1 Interfering, or attempting to interfere with the University's classes, events or normal operations;
- 8.2.2 Interfering, or attempting to interfere with or block the ingress or egress of any walkway, roadway, or building entrance;
- 8.2.3 Interfering with a university event by blocking views with signage or other objects or making sufficient noise to interfere with a speaker's or group's performance from being heard or enjoyed by others;
- 8.2.4 Committing any act likely to create a health or safety hazard to oneself or others;
- 8.2.5 Engaging in an act that destroys, or could lead to destruction of, University or personal property;
- 8.2.6 Using amplified sound without approval;

- 8.2.7 Speech or expression that is not constitutionally protected, including obscenity, fighting words, threats of imminent violence, physical harm to individuals, or damage to University or other personal property.
- 8.2.8 Violating any federal, state or local law, including an occupancy permit, building code, or fire code.
- 9.0 Any person or organization violating this procedure may be subject, upon proper notice, to sanctions up to and including a ban from university property and/or in cases of criminal activity, arrest. See Policy 5.36, Banning Individuals from University Property and Procedure 5.36:1, Circumstances & Processes to Ban Individuals from University Property. When enforcing these rules, an official or employee authorized to maintain order should make a reasonable attempt to warn and advise registered student organizations, students, faculty, staff, and non-affiliates to cease the prohibited conduct or activity before citing and/or arresting the individual for violation of these rules, except where the conduct reasonably appears to create a threat to endanger health, safety, or property.

History

Effective: 6/21/2024

RESOLUTION F10-24

**APPROVAL TO ADOPT POLICY 5.30REV
DIGITAL RESOURCE MANAGEMENT & SECURITY**

WHEREAS, an ongoing review of institutional policies has been undertaken in order to remove outdated policies, and to modify and update policies to ensure their accuracy and application to current organizational needs and regulatory requirements; and

WHEREAS, Policy 5.30Rev., Campus Computer and Network Use, was last reviewed and approved by the Board of Trustees on March 13, 2020; and

WHEREAS, the University is committed to managing its digital resources and protecting sensitive information in accordance with Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Gramm-Leach-Bliley Act (GLBA), General Data Protection Regulation (GDPR), Payment Card Industry Data Security Standards (PCI DSS) and other regulations; and

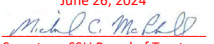
WHEREAS, a modification of the policy and the adoption of an information security procedure is warranted to comply with federal mandates and establish guidelines for the responsible management and security of the University's digital resources; and

WHEREAS, the proposed policy is renamed "Digital Resource Management & Security"; and

WHEREAS, these revisions have been recommended by the President for Board of Trustees approval; and

NOW, THEREFORE, IT IS RESOLVED that the Board of Trustees of Shawnee State University approves revisions to former Policy 5.30Rev., Campus Computer and Network Use, and renames the policy Digital Resource Management & Security.

(June 21, 2024)

Certified as True and Correct
June 26, 2024

Secretary, SSU Board of Trustees

Shawnee State University

POLICY TITLE:	DIGITAL RESOURCE MANAGEMENT AND SECURITY POLICY
POLICY NO. :	5.30REV
ADMIN CODE:	3362-5-30
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	6/21/2024
NEXT REVIEW DATE:	6/2027
RESPONSIBLE OFFICER:	CHIEF INFORMATION SECURITY OFFICER
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE AND APPLICATION

- 1.1 This policy outlines the guidelines for responsible management and security of Shawnee State University's (SSU) digital resources, ensuring alignment with relevant procedures (*SSU Information Security Program and Conditions for Use*), and compliance with applicable regulatory frameworks. It is designed to protect the integrity, confidentiality, security, and availability of SSU's technology services and applies to all individuals interacting with SSU's digital and network resources.
- 1.2 Universal in scope, this policy encompasses both on-campus and remote interactions with SSU's technology resources, covering all affiliated and non-affiliated individuals.

2.0 RESPONSIBILITIES AND AUTHORITY

- 2.1 All users are required to comply with this policy, its applicable procedures (*SSU Information Security Program and Conditions for Use*), and relevant legal and regulatory standards.
- 2.2 The Chief Information Security Officer (CISO) is tasked with the oversight of this policy, ensuring its ongoing relevance, compliance with legal and operational standards, and the implementation of requisite security measures.

3.0 ACCESS PRIVILEGES AND RESTRICTIONS OF USE

Access to digital resources is predicated on authenticated identity and relevant authorizations, managed in accordance with the *SSU Information Security Program and Conditions of Use procedures*.

4.0 PRIVACY EXPECTATIONS

- 4.1 Users should anticipate monitoring of university technology resources, in adherence to the *Information Security Program and Conditions of Use* procedures for operational and security purposes.
- 4.2 SSU commits to protecting sensitive information in accordance with Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Gramm-Leach-Bliley Act (GLBA), General Data Protection Regulation (GDPR), Payment Card Industry Data Security Standard (PCI DSS), and other regulations, as outlined in the *Information Security Program procedure*.

5.0 USE OF UNIVERSITY COMPUTING RESOURCES

- 5.1 Adherence to the *Information Security Program* and the *Conditions for Use procedures* is mandatory in order for users to be granted the privilege of access to the University's information technology systems.
- 5.2 All users are responsible for complying with the *Information Security Program* and the *Conditions for Use* procedures when accessing university resources, and networks. The *Information Security Program* and the *Conditions for Use procedures* shall be posted on the University Policies and the Information Technology Services web pages and made available upon request.

6.0 SANCTIONS

Violations of this policy and applicable procedures will be subject to discipline according to university policies and collective bargaining agreements.

History:

Effective: 9/11/2001

Revised: 06/21/2024; 03/13/2020; 02/09/2007

Applicable Procedures: 5.30:1 Conditions for Use
 5.30:2 Information Security Program

PROCEDURE TITLE:	CONDITIONS FOR USE OF UNIVERSITY COMPUTING RESOURCES
PROCEDURE NO.:	5.30:1
RELATED POLICY:	5.30REV
PAGE NO.:	1 OF 6
RESPONSIBLE ADMINISTRATOR:	DIRECTOR OF IT OPERATIONS
EFFECTIVE DATE:	06/21/2024
NEXT REVIEW DATE:	06/2027
APPROVED BY:	PRESIDENT

These *Conditions for Use* provide comprehensive details that serve as standard operating procedures for two major information technology areas: Section 1: Network Access; and Section 2: Application Computing.

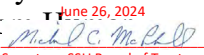
The information describes the conditions for users to gain access and authorized use of Shawnee State University’s information technology systems, network, and applications. Implementation of and adherence to security guidelines and best practices to protect confidential information and Institutional Data are the responsibility of all University users. All users are responsible for understanding and complying with these *Conditions for Use*, in addition to the Information Security Program procedures.

1.0 NETWORK ACCESS

As part of the physical, administrative and academic infrastructure, Shawnee State acquires, develops and maintains computers, computer systems and networks. These computing resources are intended for appropriate university related business performed by employees or designated delegates.

The use of university computing resources, similar to the use of any other University-provided resource, is subject to the requirements of legal, regulatory, and ethical behavior within the University community.

- 1.1 Policy 5.30Rev. permits access to computing resources and is applicable to current and former students, faculty and staff, agents, contractors, volunteers, vendors and sponsored guests of the academic and administrative units, and affiliated entities, and to all users of the University’s computing and network resources, regardless of location or device.
- 1.2 Access to computer programs and network resources requires a written request which must come from the department of Human Resources to the IT Service Desk. Access to information which is private or confidential will be restricted.
- 1.3 Employees who leave the employment of the institution shall have their account access disabled and all of their files will be deleted 30 days later after documents of a departmental nature are identified and appropriately dispositioned. Those employees who have been terminated or have received notification of termination will promptly be restricted from access to the system upon notification to the IT department from

Written as True and Correct
June 26, 2024

 Secretary, SSU Board of Trustees

Resources, a Senior Executive, or the department supervisor. In this procedure Senior Executive means the President, Vice President for Academic and Student Affairs/Provost, Chief Financial Officer, Chief Operating Officer, Chief Enrollment Officer, Chief Advancement Officer, Chief of Staff, and any other Vice President or Chief level positions created after the enactment of this procedure. Faculty, per the SEA collective bargaining unit, who retire with at least 10 years of service may request to keep the SSU email address they currently have. This request must be made during the exit interview with HR. The faculty account will be disabled on the last day of employment, deleted 30 days later and the new retiree email account will be created at that time with the same user name.

- 1.4 Access to on-campus computers and networks requires a means to authenticate a user's identity, usually with a username and password. The user, or account owner, is responsible for all actions originating from an assigned account. Passwords to protected accounts may not be shared or used by anyone other than the assigned user.
- 1.5 Users given access to university computing resources shall be advised of their access. Users may not go beyond or attempt to go beyond their assigned access without authorization.
- 1.6 The installation/execution of games and/or recreational programs and devices on Shawnee State systems excluding those required for academic coursework or the use of E-Sports team in designated labs and classrooms intended for gaming, is prohibited.
- 1.7 Use of University computer systems, resources, networks and/or services for unauthorized commercial activities, including use of Internet facilities for any commercial activities, is prohibited.
- 1.8 Access to all University networks via an approved personal computer or device is conditioned on adherence to meeting established prerequisites and specific rules listed below. Since the wireless network is an "always on connection" similar to commercial broadband, the University has a responsibility to both the wireless network users and the greater Internet community.
 - 1.8.1 Users are ultimately responsible for securing their personal computer systems. The University's network is continuously monitored for malicious, unauthorized and inappropriate activity. If issues are detected on a personal computer system, the owner of that computer will be notified of the action necessary to resolve the problem.
 - 1.8.2 If the action results in the disconnection of that user from the network, they will be advised of the required steps to be reconnected to the Network. Upon satisfaction that all steps for reconnection have been met, in order for the user to reconnect a device to the network after a virus or other malicious software has been removed, an appointment with an ITS Technician may be necessary to verify the hard drive in question has been cleaned.

- 1.9 Specific Rules: The following specific rules are not optional and apply to all individuals connecting to the wireless network:
- 1.9.1 No servers of any kind will be allowed on the network. Specific examples of servers are: Web servers (Apache, Windows Personal Web Server, etc.), FTP servers (Serv-U, WS-FTPD, etc.), File sharing servers, and Gaming servers.
 - 1.9.2 Personal devices are not allowed to connect to SSU's wired networks. Furthermore, devices such as wireless access points, thin-clients, hubs, switches, routers, print servers, and network appliances are strictly prohibited.
 - 1.9.3 Network port scans will not be allowed. Port scans may be performed by ITS to maintain the network. However, no individual is to perform a port scan of any host inside or outside of the Network. This will be considered a network attack.
 - 1.9.4 Network attacks of any kind will not be tolerated. Network attacks are serious concerns to ITS and should be to the individual user as well. They can result in expulsion from the University and federal criminal charges can be assessed.
 - 1.9.5 There will be no dissemination of libelous, slanderous or discriminatory material or any other material as prohibited by law via email or other electronic media.
 - 1.9.6 The Network services including all network wiring, hardware, access points and in-room jacks and physical wiring may not be modified or extended for any reason.
- 1.10 To make the University's network as useful, accessible, and effective as possible, there are certain expectations and rules for each user. In addition to common courtesy as network users, these terms of agreement and prerequisites must be adhered to by all users.
- 1.10.1 Use of the Network services is a privilege and it is the responsibility of each user to utilize these services appropriately. Failure to honor these terms can result in a suspension or loss of networking privileges.
 - 1.10.2 The University's network is provided with the understanding that it serves primarily as an academic and administrative tool. The University reserves the right to limit or prohibit those activities that might interfere with the network's academic or administrative use.
 - 1.10.3 A user's access may be suspended or disabled for violating these terms or provisions of the related policies/conditions/guidelines governing the use of network and computing services at Shawnee State University. Suspensions can also occur if the user's system is deemed a threat to other computers on the network (e.g., virus infection, security intrusion).
 - 1.10.4 By connecting a host (computer or any other approved device utilizing the network) to the network, users are bound to and required to adhere to

of Policy 5.30Rev. and applicable procedures as well as any and all University, city, county, state and federal regulations, and the network specific rules.

- 1.10.5 Network access is not permitted for non-affiliates of Shawnee State University without prior guest sponsorship by a university department and approval of IT.
- 1.10.6 Users may not assign their own IP addresses, change the IP address assigned to them by IT, or manually configure IP addresses.
- 1.10.7 The network connection may not be used to attempt unauthorized access to any system, or files of any system, or restricted portions of networks to monitor network traffic or to do network routing or serving.
- 1.10.8 Access to Personal Systems: ITS staff may require access to a user's computer or device to maintain network operations. Users are expected to provide reasonable access to their device and agree to the necessary modifications required to provide network communications and maintain acceptable performance standards.
- 1.11 Users connecting personal computers and other approved devices to the Network or seeking technical assistance in order to connect computers to the Network understand and agree that Shawnee State University, its contractors, employees, representatives and agents helping the user set up the computer assume no responsibility for a user's loss of time, data or other loss due to unavailable network services or network outages. With full knowledge of the risks involved the user waives any claim whether in tort, contract, or otherwise, for any damage to the user's personal device including but not limited to loss of data, programs, and hardware which may result from technical assistance that is provided by ITS. Furthermore, the user agrees to hold harmless Shawnee State University, its contractors, employees, and agents from any liability of damages the user might incur or cause to others. In addition to this waiver of any claim of damages, the user agrees to assume the risks associated with computer assistance. The user agrees to this waiver, hold harmless agreement and assumption of risk without reservation and certifies that the user has had the opportunity to ask any questions concerning the risks that might be involved with this computer assistance. ITS is charged with ensuring that the users can connect their personally owned devices to the Network. It is at the discretion of the ITS staff the extent to which it will troubleshoot and/or resolve issues related specifically to the equipment.
- 1.12 The installation of any wireless access device on SSU networks by any individual or group other than ITS is prohibited without prior authorization by the Associate Director of Network & Infrastructure. Any installation must comply with all health, safety, building, and fire codes.
- 1.13 ITS retains the right to enforce cessation of any unapproved access point, and/or disable network ports where unauthorized access points are found.
- 1.14 All IP addresses for the SSU Wireless Local Area Network (WLAN) will be :

and maintained by ITS.

- 1.15 Installation and Management: ITS will be the sole provider of design, specification, installation, operation, maintenance, and management services for all wireless access points on the SSU Network. The use of other electronic data and telecommunication devices that occupy the same frequency as the SSU WLAN is discouraged on campus. In cases of significant problems, users of other devices will be required to cease using those devices.
- 1.16 ITS shall resolve frequency conflicts in a manner which is in the best interest of the University and its academic mission.
- 1.17 Security/Access: It is critical that ITS maintains the necessary security measures consistent with current network practices and protocols. All access points in the SSU WLAN will use a Service Set Identifier (SSID) maintained by ITS. All access points in the SSU WLAN will use authentication and security measures maintained by ITS.

2.0 APPLICATION COMPUTING

Application Computing consists of one or more software programs designed to permit the end user to perform a group of coordinated functions. Application software is installed and operates on Shawnee State University's network and relies on network system software, utilities and resources to provide technology services to the end user. It includes the database management systems and data that are created, stored and transmitted on a daily basis to serve administrative, academic and research functions, operations, and mission of the University.

- 2.1 All data derived within SSU's enterprise software using campus-wide and departmental-specific applications are considered application computing. Web applications and internet-based technologies operating on the University's network that require the execution of an internet browser during operation are considered application computing.
- 2.2 ITS maintains sole responsibility for the installation, management and operation of software applications operating as a service on SSU's network. ITS maintains operational and performance standards for quality of service on the network and publishes minimum operating requirements for applications installed on one or more PC clients, or group of computers operating within a computer lab or office on campus.
- 2.3 Departmental managers and directors may authorize the implementation of application software on the University's network and have the responsibilities of meeting all vendor contractual terms, approvals, obligations and license compliance, and securing the necessary resources required by the application to operate on the network. ITS will advise departments on the conditions for meeting network prerequisites, and any necessary technology commitments and expenses, if applicable.

- 2.4 Software As A Service: Departments who select application software and/or platform as a service (SaaS/PaaS/Cloud service) as a preferred application provider are responsible for ensuring that all vendor obligations, budget obligations, license compliance and functional administration are met. For any applications that will integrate with current SSU network resources, or that share data and/or processes, managers and directors are responsible to work with ITS to define the scope of integration and requirement of ITS resources to develop and maintain the service.
- 2.5 Shawnee State email is designated as the primary means for distributing critical information to University employees. Unless otherwise provided in collective bargaining agreements or University policies, communication to University staff and faculty by University officials via campus email constitutes “notice” to the recipients.
- 2.6 Mass distribution of messages is permissible only for University business and official University sponsored activities.
- 2.7 Email Access - A University email account may be accessed without the user’s permission upon authorization from a Senior Executive (as defined in 1.3), for any employee placed on temporary or extended leave of absence or who otherwise is not reasonably available in order to secure documents or communications essential to the University mission, or when needed by the office of General Counsel for a legal proceeding.
- 2.8 ITS will ensure users are aware of the laws in effect to combat unauthorized distribution of copyrighted materials, the steps needed to protect individuals from potential civil and criminal liabilities, and what constitutes a violation of federal copyright laws.
- 2.9 Software and other materials that are protected by copyright, patent, trade secret, or another form of legal protection ("Protected Materials") may not be copied, altered, transmitted, or stored using SSU-owned or operated technology systems, except as permitted by law or by contract, license agreement, or express written consent of the owner of the Protected Materials. The use of software on a local area network or on multiple computers must be in accordance with the software license agreement.

History

Effective: 06/21/2024

PROCEDURE TITLE:	INFORMATION SECURITY PROGRAM
PROCEDURE NO.:	5.30:2
RELATED POLICY:	5.30REV
PAGE NO.:	1 OF 21
RESPONSIBLE ADMINISTRATOR:	CHIEF INFORMATION SECURITY OFFICER
EFFECTIVE DATE:	06/21/2024
NEXT REVIEW DATE:	06/2027
APPROVED BY:	PRESIDENT

These Information Security Program (ISP) procedures clarify the rationale, objectives, and the encompassing framework devised to protect the confidentiality, integrity, and availability of all information assets at SSU. It serves as the bedrock upon which our security initiatives and protocols are built, ensuring that every stakeholder, from faculty and students to administrative staff and partners, is aligned with our vision of a secure digital ecosystem.

Moreover, in an era where cyber threats evolve rapidly, and the landscape of digital information expands exponentially, this program underscores SSU's proactive stance. By embedding security into the fabric of our institution, we not only respond to current challenges but also anticipate and prepare for future threats.

In essence, this introduction is an invitation for every member of the SSU community to understand, embrace, and champion our collective responsibility towards information security. Through the subsequent sections of this ISP, we will delineate the specifics of our approach, ensuring that our commitment is not just stated, but acted upon, measured, and continually enhanced.

1.0 OBJECTIVES

At Shawnee State University (SSU), our vision for information security transcends the basic need for protection—it encompasses the broader ambition of fostering trust, facilitating uninterrupted academic and administrative operations, and safeguarding our reputation as a beacon of excellence. To realize this vision, the Information Security Program (ISP) revolves around clearly defined objectives. These objectives are the guiding pillars that shape our strategies, drive our initiatives, and define the metrics for our success.

- 1.1 Preservation of Confidentiality- We are committed to ensuring that sensitive and proprietary information remains accessible only to those authorized to view it. Whether it's the personal details of a student or employee, protected data, or sensitive administrative communication, the sanctity of confidentiality remains paramount.
- 1.2 Integrity Assurance – Beyond just preserving confidentiality, SSU stresses the importance of data integrity. Every piece of information, once entered or created, should remain unaltered unless subjected to an authorized modification. This ensures that decisions across the university, whether academic or administrative, are based on accurate and untampered data.

- 1.3 Continuous Availability - Our digital resources, systems, and data repositories are fundamental for the seamless operation of SSU. The ISP aims to ensure that these resources are available when needed, thereby minimizing downtime and ensuring that the academic and operational rhythm of the university remains uninterrupted.
- 1.4 Regulatory and Legal Compliance - In a world woven together by numerous legal and regulatory threads, SSU remains committed to full compliance with mandates such as Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Gramm-Leach-Bliley Act (GLBA), and the Safeguards Rule. Beyond just adherence, the university continuously seeks to be a model of best practices in regulatory compliance in the academic realm.
- 1.5 Cultivation of a Security-Conscious Culture - The most sophisticated security system can be rendered ineffective without the active participation and awareness of its users. Thus, our ISP stresses the importance of cultivating a security-conscious ethos across SSU, ensuring that each individual understands their role in the larger security framework.
- 1.6 Proactive Threat Identification and Management - Given the evolving nature of cyber threats, SSU's ISP aims for a proactive approach. By staying abreast of the latest vulnerabilities and potential risks, we position ourselves to preemptively counter threats before they can manifest as tangible challenges.
- 1.7 Comprehensive Incident Response Strategy - While prevention is our primary goal, preparedness for potential security incidents is equally critical. The ISP defines a clear framework for incident detection, response, recovery, and subsequent analysis to ensure that lessons are learned, and similar challenges are mitigated in the future.
- 1.8 Continuous Policy Improvement - The digital landscape and the threats within it are in constant flux. Recognizing this, one of our core objectives is the commitment to the iterative improvement of this ISP, ensuring it remains relevant, effective, and aligned with both current and anticipated challenges.

2.0 SCOPE

The scope of the Information Security Program (ISP) at Shawnee State University (SSU) defines the breadth and depth of its application, setting clear boundaries and ensuring comprehensive coverage. This section delineates the parameters within which the ISP operates, encompassing the myriad facets of the university's operations, resources, stakeholders, and information assets.

2.1 Information Assets Covered

- 2.1.1 Digital Data -All electronic data stored, processed, or transmitted, including databases, files, emails, application data, and backups.
- 2.1.2 Physical Documents - Paper-based records, files, reports, and any other form of written or printed information.

- 2.1.3 Media and Devices – Storage devices such as hard drives, USB drives, CDs/DVDs, servers, laptops, desktops, mobile devices and any other media that might store SSU’s data.
- 2.2 Systems and Infrastructure
 - 2.2.1 Information Technology (IT) Systems – All software applications, operating systems and network configurations.
 - 2.2.2 Communication Systems - Email platforms, instant messaging tools, telecommunication systems, and other communication infrastructures.
 - 2.2.3 Physical Infrastructure - All SSU premises, including classrooms, administrative offices, labs, Intermediate Distribution Framework (IDF), Main Distribution Framework (MDF), data centers, and storage areas.
- 2.3 Stakeholders and Entities
 - 2.3.1 Internal Stakeholders - Faculty, staff, students, research scholars, and any temporary or contractual personnel affiliated with SSU.
 - 2.3.2 External Entities - Vendors, third-party service providers, collaborators, partners, consultants, and any entity or individual interacting with SSU in a capacity that might involve accessing, processing, or storing SSU's data.
- 2.4 Geographical and Jurisdictional Parameters
 - 2.4.1 On-Campus Activities - All activities taking place within SSU's campuses and satellite locations.
 - 2.4.2 Remote and Online Operations - Online courses, remote administrative activities, virtual meetings, cloud-based operations, and any other off-campus endeavors that involve SSU's data.
 - 2.4.3 Global Interactions - Research collaborations, partnerships, or any interaction that SSU has with entities outside the United States, ensuring adherence to international data protection regulations and standards.
- 2.5 Timeframe
 - 2.5.1 Historical Data - Information stored or archived from SSU's inception to the present.
 - 2.5.2 Current Operations - Ongoing data collection, processing, and storage activities.

2.5.3 Future Endeavors - Anticipated projects, research, collaborations, and any future activity that would involve SSU's data, ensuring a forward-looking approach to information security.

2.6 Situational Considerations

2.6.1 Normal Operations - Routine academic, administrative, and extracurricular activities.

2.6.2 Emergency Scenarios - Crisis situations such as natural disasters, cyber-attacks, pandemic-related disruptions, and any other extraordinary circumstances that might impact SSU's information assets.

2.6.3 Transitional Activities - Mergers, acquisitions, partnerships, or any significant structural change in the university that could influence the way data is managed and protected.

2.7 Regulatory and Compliance Domains

2.7.1 Federal and State Laws - Compliance with regulations like Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and Gramm-Leach-Bliley Act (GLBA), including the Safeguards Rule, among others.

2.7.2 Industry Standards - Adherence to best practices and norms of the education sector and the broader IT industry.

2.7.3 International Regulations - Where applicable, compliance with international data protection and privacy regulations such as the General Data Protection Regulation (GDPR), which governs how personal data of individuals in the European Union may be processed.

3.0 ROLES AND RESPONSIBILITIES

Ensuring the security of SSU's information assets is a shared responsibility. A successful Information Security Program requires the active participation of all stakeholders. This section elaborates on the specific roles and responsibilities of various entities within SSU to foster a culture of shared accountability and vigilant protection of our data.

3.1 University Leadership

3.1.1 Oversight and Guidance - Provide strategic direction, ensuring that the Information Security Program aligns with SSU's overall vision and mission.

3.1.2 Resource Allocation - Commit necessary financial, human, and technical resources to support the program's initiatives and endeavors.

- 3.1.3 Policy Endorsement - Approve and advocate for the security policies and guidelines, emphasizing their importance at the highest levels of the institution.
- 3.2 Information Security Office (ISO) and Team
 - 3.2.1 Program Implementation - Oversee the practical application of the Information Security Program, ensuring all measures are executed correctly.
 - 3.2.2 Risk Management - Identify, evaluate, and manage potential risks, ensuring SSU's preparedness against evolving threats.
 - 3.2.3 Incident Response - Lead and coordinate responses to any security breaches or vulnerabilities, minimizing impact and ensuring rapid recovery.
 - 3.2.4 Training and Awareness - Organize regular workshops, training sessions, and awareness campaigns to instill a security-conscious culture.
- 3.3 Academic Departments
 - 3.3.1 Curriculum Integration - Embed cybersecurity principles in relevant courses, fostering a generation of students who understand and value data privacy.
 - 3.3.2 Secure Research - Ensure that research activities, especially those involving sensitive data, adhere to SSU's security protocols.
 - 3.3.3 Reporting - Promptly inform the ISO or concerned authorities about any suspected breaches or vulnerabilities.
 - 3.3.4 Responsible Behavior - Avoid sharing passwords, downloading unauthorized software, or engaging in actions that might compromise SSU's systems.
- 3.4 All Employees
 - 3.4.1 Daily Adherence - Follow security guidelines in daily operations, especially while handling sensitive student or staff data.
 - 3.4.2 Vendor Management - Ensure that third-party vendors or partners understand and comply with SSU's security expectations.
 - 3.4.3 Continuous Learning - Participate in training sessions and remain updated about the latest security procedures and protocols.
 - 3.4.4 Reporting - Promptly inform the ISO or concerned authorities about any suspected breaches or vulnerabilities.
 - 3.4.5 Responsible Behavior - Avoid sharing passwords, downloading unauthorized software, or engaging in actions that might compromise SSU's systems.

3.5 Students

- 3.5.1 Compliance - Adhere to all the university's cybersecurity measures, especially while accessing SSU's digital resources.
- 3.5.2 Responsible Behavior - Avoid sharing passwords, downloading unauthorized software, or engaging in actions that might compromise SSU's systems.
- 3.5.3 Reporting - Immediately inform the concerned department or the ISO about any suspicious activities or potential threats they encounter.

3.6 ITS Department

- 3.6.1 Systems Maintenance - Regularly update and patch software, ensuring the robustness of SSU's technical infrastructure.
- 3.6.2 Access Management - Implement and manage user access controls, ensuring only authorized individuals have access to specific data.
- 3.6.3 Backup and Recovery - Maintain regular data backups and establish a robust disaster recovery plan.

3.7 External Partners and Vendors

- 3.7.1 Contractual Compliance - Adhere to all security clauses and requirements stipulated in contracts or agreements with SSU.
- 3.7.2 Data Management - Handle any SSU data they access with the utmost care, respecting all confidentiality and security protocols.
- 3.7.3 Reporting and Collaboration - Collaborate transparently with SSU's ISO and related departments, especially in scenarios involving shared data or interconnected systems.

3.8 Periodic Review Committee

- 3.8.1 Annual Evaluations - Conduct a thorough review of the Information Security Program to assess its effectiveness and relevance.
- 3.8.2 Recommendations - Provide actionable feedback for improvements, upgrades, or modifications to the program.
- 3.8.3 Stakeholder Engagement - Engage with various university stakeholders to gather their insights, concerns, and feedback about the program's effectiveness.

4.0 RISK ASSESSMENT

Risk assessment is a foundational pillar of SSU's Information Security Program (ISP). It provides the blueprint for understanding, evaluating, and addressing potential threats to the university's information assets. This section delves deep into the risk assessment processes, methodologies, and protocols that will be followed to ensure the protection of SSU's digital and physical data ecosystem. All departments that work with regulated data will work with the IT department to do regular risk assessments.

4.1 Purpose of Risk Assessment

- 4.1.1 Identify Vulnerabilities - Detect weaknesses within our systems, processes, and operations that could be exploited.
- 4.1.2 Understand Threats - Recognize potential dangers, whether they be from cyber-attacks, human error, natural disasters, or any other source.
- 4.1.3 Prioritize Resources - Allocate resources more efficiently by addressing the most critical risks first.
- 4.1.4 Inform Strategy - Shape the overall security strategy based on actual, measurable risks, rather than perceived ones.

4.2 Risk Assessment Methodology

- 4.2.1 Data Collection - Gather comprehensive information on SSU's assets, including software, hardware, data repositories, and more.
- 4.2.2 Threat Analysis - Identify potential threats, categorizing them based on their likelihood and potential impact.
- 4.2.3 Vulnerability Assessment - Utilize tools, software, and expertise to scan for weaknesses in SSU's systems.
- 4.2.4 Risk Evaluation - Combine threat and vulnerability analyses to determine the overall risk levels.
- 4.2.5 Documentation - Maintain thorough records of all risk assessment findings for review, future reference, and compliance purposes.

4.3 Risk Categories

- 4.3.1 Technological Risks - Vulnerabilities within the IT infrastructure, outdated software, and potential for cyber-attacks.
- 4.3.2 Human Risks - Potential errors, negligence, or malicious activities by staff, students, or other stakeholders.

- 4.3.3 Environmental Risks - Natural disasters, power outages, or other environmental factors that could impact data integrity.
- 4.3.4 Legal and Regulatory Risks - Potential violations of regulations such as FERPA, HIPAA, GLBA, and others.
- 4.4 Risk Mitigation Strategies
 - 4.4.1 Prevention - Implement protective measures to avoid the risk altogether.
 - 4.4.2 Reduction - Limit the impact or likelihood of the risk through various controls.
 - 4.4.3 Transference - Shift the responsibility or repercussions of the risk, possibly through insurance or contractual agreements.
 - 4.4.4 Acceptance - Acknowledge the risk and prepare contingency plans without actively mitigating it.
 - 4.4.5 Avoidance - Change processes, operations, or activities to eliminate the risk.
- 4.5 Continuous Monitoring and Reassessment
 - 4.5.1 Periodic Reviews - Conduct risk assessments at regular intervals, at least annually or after significant changes to the IT environment.
 - 4.5.2 Real-time Monitoring - Deploy monitoring tools to identify and report potential threats in real-time.
 - 4.5.3 Stakeholder Feedback - Engage with SSU community members to gather insights and feedback, ensuring a holistic understanding of potential risks.
- 4.6 Collaboration with External Experts
 - 4.6.1 Third-party Assessments - Engage external agencies or consultants to conduct unbiased risk assessments.
 - 4.6.2 Industry Benchmarking - Compare SSU's risk posture with industry standards and best practices to ensure optimal protection.
 - 4.6.3 Threat Intelligence Sharing - Collaborate with other educational institutions and organizations to share information about evolving threats and best practices.

5.0 INFORMATION SECURITY CONTROLS

To safeguard the university's valuable digital assets, implementing comprehensive security controls is paramount. Information security controls are the mechanisms, procedure

measures designed to prevent, detect, and mitigate risks to data integrity, availability, and confidentiality. This section makes clear the various layers of security controls put in place under SSU's Information Security Program (ISP).

5.1 Administrative Controls

- 5.1.1 Policy Development and Management - Formulate, regularly update, and communicate clear and concise security policies and procedures for the entire SSU community.
- 5.1.2 Personnel Security - Conduct background checks, provide security training, and establish procedures for granting and revoking access to information systems.
- 5.1.3 Vendor Management - Establish protocols for the selection and management of third-party vendors, ensuring they adhere to SSU's security standards.
- 5.1.4 Incident Response Plan - Develop and regularly update a detailed plan outlining the steps to be taken in the event of a security incident.
- 5.1.5 Disaster Recovery and Business Continuity - Establish and periodically test plans for restoring services and data in the event of a significant disruption.

5.2 Technical Controls

- 5.2.1 Access Controls - Implement mechanisms such as user authentication, role-based access controls, Multi-Factor Authentication (MFA), and session management to ensure only authorized individuals can access relevant data.
- 5.2.2 Network Security - Utilize firewalls, switches, routers, Virtual Private Network (VPN)s, Network Access Control (NAC) servers, cloud services, AI and machine learning, intrusion detection and prevention systems, and secure network protocols to safeguard against unauthorized infiltrations.
- 5.2.3 Endpoint Protection - Deploy antivirus, anti-malware, and endpoint detection and response (EDR) solutions on all devices connected to SSU's network.
- 5.2.4 Encryption - Ensure data, both at rest and in transit, is encrypted using industry-standard algorithms.
- 5.2.5 Application Security - Regularly patch and update software applications, and implement security measures during the development phase of SSU-owned software.

5.3 Physical Controls

- 5.3.1 Facility Access - Restrict physical access to server rooms, data centers, and other sensitive areas using card access systems, biometrics, or other secure methods.
- 5.3.2 Surveillance - Employ CCTV cameras, security personnel, and intrusion detection systems at critical locations.
- 5.3.3 Equipment Security - Secure computing devices with locks, ensure proper disposal of obsolete equipment, and have measures against theft or loss.
- 5.3.4 Environmental Controls - Install fire suppression systems, uninterrupted power supplies, and climate control mechanisms to protect technological assets.

5.4 Environmental Controls

- 5.4.1 Regular Audits - Conduct routine security audits to identify potential vulnerabilities and rectify them before they can be exploited.
- 5.4.2 Security Awareness Training - Provide regular training sessions to faculty, staff, and students, ensuring they're aware of security best practices and potential threats.
- 5.4.3 Patch Management - Routinely update and patch software and hardware components to address known vulnerabilities.

5.5 Detective Controls

- 5.5.1 Monitoring and Logging - Continuously monitor system activities and maintain detailed logs for forensic purposes and to detect any anomalies.
- 5.5.2 Intrusion Detection Systems - Utilize advanced systems that scan for, report, and respond to unauthorized system activities.
- 5.5.3 Regular Security Assessments - Perform vulnerability assessments and penetration testing to identify potential security gaps.

5.6 Corrective Controls

- 5.6.1 Incident Response - Have a defined set of actions to isolate, mitigate, and recover from security breaches.
- 5.6.2 Backup and Restore Procedures - Maintain regular backups of critical data and ensure efficient procedures for data restoration.

- 5.6.3 System Rollbacks - Implement mechanisms to restore systems to their state prior to any unauthorized changes or breaches.

6.0 THIRD-PARTY AND VENDOR MANAGEMENT

Recognizing the potential risks posed by third-party vendors and service providers, SSU places a premium on stringent vendor management. A rigorous system ensures that third parties adhere to the same exacting standards of information security that SSU upholds. This section details the guidelines, protocols, and procedures associated with the management of third-party interactions and vendor relationships.

6.1 Vendor Selection and Onboarding

- 6.1.1 Due Diligence - Before establishing any relationship, a comprehensive review of the potential vendor's security policies, practices, and reputation in the industry is conducted. This includes assessing past incidents, financial health, and references.
- 6.1.2 Security Audits - Require potential vendors to undergo third-party security audits to ensure their systems and practices are up to par with SSU's standards.
- 6.1.3 Contractual Agreements - Every contract with a vendor must include clear clauses on data protection, breach notification, regular security audits, and the right of SSU to evaluate security practices.

6.2 Continuous Monitoring and Assessment

- 6.2.1 Periodic Reviews- Conduct regular reviews of vendor performance, security practices, and adherence to the terms of the contract.
- 6.2.2 Vulnerability Assessments - Vendors with access to SSU systems or data must undergo periodic vulnerability assessments to ensure the integrity of their connection to SSU's systems.
- 6.2.3 Incident Reporting - Vendors are contractually obligated to promptly report any security incidents or breaches that might impact SSU.

6.3 Data Access and Management

- 6.3.1 Principle of Least Privilege - Vendors are given access only to the data and systems absolutely necessary for the services they provide, and for a limited time.
- 6.3.2 Data Transfer Protocols - Establish strict guidelines for how data is transferred between SSU and third parties, ensuring encrypted, secure channels.

- 6.3.3 Data Retention and Deletion - Stipulate the duration for which vendors can retain SSU's data and mandate secure methods for data deletion post-contract or after project completion.
- 6.4 Training and Collaboration
 - 6.4.1 Vendor Security Training - Vendors with access to SSU systems are required to undergo SSU-specific security training to familiarize them with our protocols and expectations.
 - 6.4.2 Collaboration Forums - Establish regular collaborative sessions between SSU and vendors to share updates on emerging threats and best practices, and to review performance metrics.
- 6.5 Offboarding and Contract Termination
 - 6.5.1 Data Return/Deletion/Access Revocation - Upon the completion of a contract, or when a vendor relationship is terminated, ensure that all SSU data in the vendor's possession is securely returned or deleted, and immediately revoke all system and data access privileges granted to the vendor.
 - 6.5.2 Post-contract Audit - Perform an audit to ensure no residual data remains with the vendor and that all obligations have been met.
- 6.6 Compliance and Regulatory Adherence
 - 6.6.1 Regulatory Adherence - Vendors who handle data subject to regulations including but not limited to FERPA, HIPAA, GLBA and Safeguards Rule must be prepared to provide documented proof of their adherence to these regulations.
 - 6.6.2 Indemnity Clauses - Contracts should incorporate indemnity clauses, ensuring that vendors are held responsible for breaches or non-compliance on their part, shielding SSU from potential liabilities.
- 6.7 Relationship Management
 - 6.7.1 Dedicated Vendor Managers - Assign dedicated personnel to manage specific vendor relationships, fostering better communication and oversight.
 - 6.7.2 Performance Metrics - Establish clear metrics to evaluate vendor performance, both in terms of service delivery and security adherence.
 - 6.7.3 Feedback Loops - Facilitate channels through which both SSU and the vendor can provide feedback, ensuring continuous improvement.

7.0 INCIDENT RESPONSE

Incidents in the realm of information security can range from minor discrepancies in data access to major breaches that threaten the confidentiality, integrity, and availability of our data assets. SSU's incident response strategy is designed to provide a structured and effective approach to detect, respond to, and recover from these incidents. This section delineates the processes, roles, and protocols to manage and mitigate incidents promptly.

7.1 Incident Definition and Classification

7.1.1 Definition - An incident is defined as any real or suspected adverse event related to the security of information assets or systems.

7.1.2 Classification - Incidents are classified based on their severity and potential impact:

- Minor: Affects individual users or non-critical systems.
- Moderate: Affects several users or contains potential to escalate.
- Major: Affects large parts of the community or critical university functions.

7.2 Incident Detection and Reporting

7.2.1 Monitoring - Employ continuous monitoring tools and techniques to detect unusual activities or breaches.

7.2.2 Reporting - Any SSU community member who identifies or suspects an incident must report it immediately to the designated authority, using predefined channels which can be found on the IT Incident Reporting website.

7.2.3 Whistleblower Protection - Ensure individuals reporting incidents are protected against potential backlash or retaliation.

7.3 Incident Response Team (IRT)

7.3.1 Composition - IRT is comprised of members from IT, Legal, Communications, and relevant departments, depending on the nature of the incident.

7.3.2 Roles and Responsibilities - Define clear roles, such as Incident Manager, Communications Lead, Technical Lead, etc., ensuring each stage of the response is effectively handled.

7.4 Response Process

7.4.1 Initial Assessment - Upon receipt of an incident report, IRT conducts a preliminary assessment to determine its veracity and severity.

- 7.4.2 Containment - Immediate actions are taken to contain the incident, preventing further damage or data loss. This involves both short-term (temporary measures) and long-term (permanent measures) containment strategies.
 - 7.4.3 Eradication - Identify and remove the root cause of the incident, ensuring the threat is entirely neutralized.
 - 7.4.4 Recovery - Restore affected systems and validate their security before bringing them back online.
 - 7.4.5 Communication - Inform stakeholders, including potentially affected individuals, regulatory bodies, and the larger SSU community, based on the severity and nature of the incident. Maintain transparency while ensuring no compromising details are disclosed.
- 7.5 Post-Incident Analysis
- 7.5.1 Debriefing - Once an incident is resolved, the IRT conducts a thorough debriefing to understand the sequence of events, what went well, and areas of improvement.
 - 7.5.2 Documentation - Document all actions taken, decisions made, and findings in an Incident Report. This report will be crucial for auditing, training, and potential legal proceedings.
 - 7.5.3 Lessons Learned - Identify lessons from the incident and integrate them into future response strategies, training modules, and potential system enhancements.
- 7.6 Periodic Testing and Drills
- 7.6.1 Simulations - Periodically simulate security incidents to test the efficiency and effectiveness of the response strategy.
 - 7.6.2 Training - Based on the outcomes of these simulations, adjust training modules for both the IRT and the larger SSU community.
- 7.7 External Communication and Legal Considerations
- 7.7.1 Media Interaction - Designate specific spokespeople to interact with the media to ensure accurate, consistent, and non-detrimental information is conveyed.
 - 7.7.2 Legal Obligations - Understand and adhere to legal obligations concerning breach notifications, especially considering regulations like FERPA, HIPAA, GLBA, and the Safeguards Rule.

8.0 POLICY ENFORCEMENT

Ensuring the integrity, confidentiality, and availability of our information assets requires not just a strong policy framework but also rigorous enforcement mechanisms. Without strict adherence and accountability, even the most comprehensive policies risk being ineffective. This section of the Information Security Program outlines the processes, procedures, and consequences associated with policy enforcement.

8.1 Monitoring and Auditing

- 8.1.1 Continuous Monitoring - Employ state-of-the-art monitoring tools to oversee all activities on the network, especially focusing on sensitive information access points.
- 8.1.2 Periodic Audits - Conduct comprehensive internal audits periodically to verify adherence to the information security policy. External third-party audits should also be arranged annually to ensure impartiality and comprehensive scrutiny.

8.2 Violation Reporting

- 8.2.1 Reporting Channels - Establish secure and confidential channels, both electronic and manual, through which potential policy violations can be reported.
- 8.2.2 Whistleblower Protection - Ensure that those reporting potential violations are safeguarded against retaliation or backlash.

8.3 Investigation of Reports

- 8.3.1 Immediate Action - Any reported violation triggers an immediate preliminary investigation to ascertain its veracity.
- 8.3.2 Comprehensive Examination - If the preliminary investigation warrants, initiate a full-scale inquiry, ensuring thoroughness while respecting individual rights and privacy.

8.4 Consequences of Violations

- 8.4.1 Graded Responses - All policy violations are not equal. Develop a graded consequence system based on the severity and impact of the violation:
 - Minor Violations: These could result in warnings or mandatory attendance at additional training sessions.
 - Moderate Violations: Consequences might include temporary suspension, probationary monitoring, or a revocation of certain access privileges.

- Major Violations: These could lead to termination of employment or expulsion from the institution, alongside potential legal action.

8.4.2 Escalation Procedures - Ensure that more severe actions, such as termination or expulsion, follow a clear escalation process, involving higher administrative levels and, when appropriate, the Board of Trustees.

8.5 Feedback Mechanisms

8.5.1 Continuous Feedback - Provide avenues for the SSU community to give feedback on the enforcement processes, ensuring they are fair and transparent.

8.5.2 Periodic Reviews - Based on feedback and the changing information landscape, periodically review the enforcement mechanisms to maintain their effectiveness and relevance.

8.6 Training and Awareness

8.6.1 Regular Sessions - Hold regular training sessions for all SSU community members, emphasizing the importance of policy adherence and the potential consequences of violations.

8.6.2 Onboarding - As part of the orientation process for new employees or students, introduce them to the Information Security Program and ensure they understand their roles and responsibilities.

8.7 Legal Recourse

8.7.1 Legal Action - Retain the right to pursue legal action against severe violations that might endanger the institution's reputation, assets, or members.

8.7.2 Cooperation with Authorities - In instances where a violation breaks not only SSU policies but also state or federal laws, commit to fully cooperating with the relevant authorities.

9.0 REVIEW AND UPDATES

The digital landscape is ever-evolving, with emerging technologies, challenges, threats, and regulatory requirements. As such, the Information Security Program cannot remain static; it must adapt and grow in response to these changes. This section describes the rigorous processes that SSU employs to ensure that our Information Security Program remains current, comprehensive, and effective.

9.1 Periodic Review Schedule

9.1.1 Annual Review - At a minimum, conduct a comprehensive review of the entire Information Security Program annually to ensure alignment with current best practices and emerging challenges.

9.1.2 Trigger-based Review - Beyond the annual examination, reviews will also be initiated based on specific triggers, such as significant security incidents, major technological implementations, or new regulatory requirements.

9.2 Stakeholder Involvement

9.2.1 Interdepartmental Collaborations - Ensure that reviews involve representatives from all relevant departments, including IT, Legal, Human Resources, and Academic Affairs, among others.

9.2.2 External Expertise - Engage with third-party cybersecurity experts or consultants during reviews to bring in fresh perspectives and specialized knowledge.

9.2.3 Community Feedback - Create channels for feedback from students, faculty, and staff to incorporate the broader SSU community's experiences and concerns.

9.3 Documentation and Versioning

9.3.1 Version Control - Implement strict version control procedures to ensure that only the latest, approved version of the Information Security Program is in circulation and use.

9.3.2 Change Logs - Maintain detailed change logs for every update, detailing what was changed, why, and by whom.

9.3.3 Archiving - Archive older versions of the program in a secure manner to ensure historical reference and potential audit needs.

9.4 Communication of Changes

9.4.1 Notification - Upon approval of significant changes, notify all SSU community members promptly, emphasizing critical adjustments.

9.4.2 Training on Updates - Conduct training sessions or workshops for specific updates, ensuring that all relevant parties understand and can effectively implement the changes.

9.4.3 Updated Policy Availability - Ensure that the most current version of the Information Security Program is easily accessible, preferably through the university's internal portal or website.

9.5 Regulatory Alignment

- 9.5.1 Continuous Monitoring - Monitor local, state, and federal regulatory environments continuously to ensure that the Information Security Program aligns with all legal and regulatory requirements.
- 9.5.2 Regulatory Engagement - Engage with regulatory bodies, where appropriate, to gain insights into upcoming changes and ensure SSU's proactive compliance.
- 9.5.3 External Audits - Undergo external audits periodically to independently assess SSU's alignment with regulatory standards and best practices.

9.6 Continuous Improvement

- 9.6.1 Improvement Metrics - Define and measure key metrics that indicate the program's effectiveness, using them to guide areas of improvement.
- 9.6.2 Best Practices Adoption - Stay abreast of global best practices in information security, integrating them into SSU's program as relevant.
- 9.6.3 Lessons from Incidents - Leverage learnings from any security incidents, whether faced by SSU or other institutions, to fortify the Information Security Program.

10.0 COMPLIANCE

Compliance ensures that Shawnee State University (SSU) not only adheres to its own policies and standards but also meets external regulatory and legal requirements. A strong compliance framework acts as a testament to SSU's unwavering commitment to information security, upholding its reputation and fostering trust within its community and external stakeholders. This section elaborates on the processes and mechanisms that ensure SSU remains in complete compliance.

10.1 Regulatory Framework

- 10.1.1 Comprehensive- Maintain a detailed, continuously updated list of all relevant local, state, federal, and international regulations that SSU must comply with, including FERPA, HIPAA, GLBA, and the Safeguards Rule.
- 10.1.2 Regulatory Mapping – Map specific provisions of each regulation to corresponding elements of the Information Security Program, ensuring every requirement is addressed.

10.2 Compliance Monitoring

10.2.1 Dedicated Compliance Team – Establish a team solely dedicated to monitoring and ensuring SSU’s adherence to internal and external compliance requirements.

10.2.2 Periodic Checks – Conduct regular compliance checks, both announced and unannounced, to ensure ongoing adherence and to identify potential areas of non-compliance.

10.3 Reporting and Documentation

10.3.1 Compliance Reports – Generate quarterly compliance reports highlighting SSU's adherence status, any non-compliance areas, and corrective actions taken.

10.3.2 Record Keeping – Maintain detailed records of all compliance activities, checks, and training sessions, ensuring they are readily available for audits or reviews.

10.3.3 Regulatory Reporting - When required by specific regulations, prepare and submit detailed compliance reports to relevant regulatory bodies.

10.4 Training and Awareness

10.4.1 Regular Training – Hold periodic training sessions specifically focusing on compliance for staff, faculty, and other relevant stakeholders.

10.4.2 Onboarding Process – Integrate compliance awareness and training into the onboarding process for new employees, ensuring they start with a clear understanding of SSU's compliance obligations.

10.4.3 Compliance Resources - Provide readily accessible resources, guidelines, and manuals related to compliance for the SSU community.

10.5 Third-party Compliance

10.5.1 Vendor Assessment - Before engaging with any third-party or vendor who will have access to our network and/or regulated data, assess their compliance posture, ensuring they meet SSU's standards and any relevant regulations.

10.5.2 Compliance Clauses – Incorporate compliance obligations into all contracts with vendors, partners, and third-parties, who have access to our network and/or regulated data making them accountable for maintaining the required compliance standards.

10.5.3 Periodic Audits – Conduct regular compliance audits of third-parties, ensuring they consistently adhere to required standards.

10.6 Non-compliance Management

10.6.1 Immediate Rectifications - Upon detecting a non-compliance issue, initiate immediate remedial measures to rectify the situation.

10.6.2 Escalation Mechanism - Implement a clear escalation mechanism for severe or repeated non-compliance issues, ensuring they receive appropriate attention from senior management.

10.6.3 Continuous Feedback - Establish channels for feedback after any non-compliance incident, enabling a culture of continuous learning and improvement.

10.7 Review and Amendments

10.7.1 Regulatory Updates – Monitor for updates or changes in relevant regulations, ensuring that SSU's Information Security Program is amended promptly to stay in line with them.

10.7.2 Feedback Loop - Solicit feedback from the SSU community and external stakeholders on compliance processes, incorporating constructive suggestions into the compliance framework.

History

Effective: 06/21/2024

RESOLUTION F11-24

**APPROVAL TO AMEND POLICY 4.54REV
PROFESSIONAL DEVELOPMENT (DEGREE AND NON-DEGREE)**

WHEREAS, an ongoing review of institutional policies has been undertaken in order to remove outdated policies, and to modify and update policies to ensure their accuracy and application to current organizational needs and regulatory requirements; and

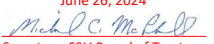
WHEREAS, Policy 4.54Rev, Professional Development (Degree and Non-Degree), was last reviewed and approved by the Board of Trustees on March 13, 2020; and

WHEREAS, the current version of Policy 4.54Rev. provides that the policy applies to public safety officers; and

WHEREAS, since the last amendments to Policy 4.54Rev., public safety officers voted to organize as two separate employee organizations under Ohio Revised Code Chapter 4117, and thus the terms and conditions of those officers' employment will be governed by a collective bargaining agreement;

NOW, THEREFORE, IT IS RESOLVED that the Board of Trustees of Shawnee State University approves amended Policy 4.54Rev., Professional Development (Degree and Non-Degree).

(June 21, 2024)

Certified as True and Correct
June 26, 2024

Secretary, SSU Board of Trustees

RESOLUTION F12-24

AMENDING POLICY 5.28REV, UNIVERSITY PARKING

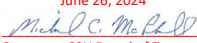
WHEREAS, the existing Shawnee State University Parking Policy, No. 5.28Rev, provides that the rules and regulations governing the use of automobiles and other vehicles on campus will be periodically reviewed and updated; and

WHEREAS, the parking policy currently authorizes the President to adopt procedures pertaining to, among other things, parking rules and the issuance of parking permits; and

WHEREAS, upon review of the policy, the administration recommends that it be amended to specifically authorize the President to establish parking fees;

NOW, THEREFORE, IT IS RESOLVED that the Board of Trustees of Shawnee State University approves amended Policy 5.28Rev, University Parking.

(June 21, 2024)

Certified as True and Correct
June 26, 2024

Secretary, SSU Board of Trustees

Shawnee State University

POLICY TITLE:	UNIVERSITY PARKING
POLICY NO. :	5.28REV
ADMIN CODE:	3362-5-29
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	12/21/2022 7/1/2024
NEXT REVIEW DATE:	12/2025 06/2027
RESPONSIBLE OFFICER:	COO VPFA2027
APPROVED BY:	COO

1.0 PURPOSE

The purpose of this policy is to ~~ensure the safety of the University community by establishing parameters and enforcing applicable~~ rules and regulations for the control and ~~regulated~~ use of ~~vehicles, automobiles,~~ motorized cycles, and bicycles on University grounds (owned or leased).

2.0 ENFORCEMENT

The enforcement of vehicle parking statutes, rules and regulations ~~pursuant to the direction and authority contained in Chapter 3345 of the Ohio Revised Code and~~ as directed by the President shall rest with the Department of Public Safety.

3.0 REVIEW OF RULES AND REGULATIONS

The specific rules and regulations relating to vehicles on University grounds will be periodically reviewed and updated by the Director of Public Safety in consultation with the appropriate University governance structure.

4.0 COMPLIANCE

All persons who operate, park, or leave a vehicle on the grounds of Shawnee State University shall comply with the terms of this policy, implementing procedures and relevant state and/or municipal regulations.

5.0 PROCEDURES

The Board of Trustees authorizes the President to ~~enact ensure the adoption of~~ written procedures for parking and control of vehicles on campus and to effectively administer this policy. These procedures ~~may will~~ provide for the issuance of ~~parking permits~~ ~~parking permits~~ ~~gate keys,~~ ~~establishment of parking fees,~~ ~~enactment of~~ ~~establish~~ rules for parking on University grounds, ~~and~~ ~~establishment of~~ a fine and penalty schedule for violations and an appeal process for citations issued.

History

Effective: 04/01/99

Revised: 07/11/14

Reviewed: ~~12/21/2022~~ 7/1/2024 with minor revision

Applicable Procedure: [5.28:1 University Parking](#)

Shawnee State University

POLICY TITLE:	UNIVERSITY PARKING
POLICY NO. :	5.28REV
ADMIN CODE:	3362-5-29
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	6/21/2024
NEXT REVIEW DATE:	06/2027
RESPONSIBLE OFFICER:	CHIEF OPERATING OFFICER
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

The purpose of this policy is to establish rules and regulations for the control and use of automobiles, motorized cycles, and bicycles on University grounds (owned or leased).

2.0 ENFORCEMENT

The enforcement of vehicle parking statutes, rules and regulations as directed by the President shall rest with the Department of Public Safety.

3.0 REVIEW OF RULES AND REGULATIONS

The specific rules and regulations relating to vehicles on University grounds will be periodically reviewed and updated by the Director of Public Safety in consultation with the appropriate University governance structure.

4.0 COMPLIANCE

All persons who operate, park, or leave a vehicle on the grounds of Shawnee State University shall comply with the terms of this policy, implementing procedures and relevant state and/or municipal regulations.

5.0 PROCEDURES

The Board of Trustees authorizes the President to enact written procedures for parking and control of vehicles on campus and to effectively administer this policy. These procedures may provide for the issuance of parking permits, establishment of parking fees, enactment of rules for parking on University grounds, and establishment of a fine and penalty schedule for violations and an appeal process for citations issued.

History

Effective: 04/01/99

Revised: 06/21/2024; 07/11/2014

Reviewed: 12/21/2022 with minor revision

Applicable Procedure: [5.28:1 University Parking](#)

RESOLUTION ASA06-24

AWARD OF FACULTY TENURE

WHEREAS, Shawnee State University and the Shawnee Education Association entered into an agreement in June, 2012 for the purpose of granting tenure to faculty; and

WHEREAS, effective fall semester, 2013, the University implemented a tenure system; and

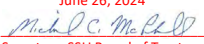
WHEREAS, in accordance with Board of Trustees Policy 2.15Rev., awarding of tenure at Shawnee State University is earned by faculty members on the basis of their past performance during the tenure-track period as evaluated by tenured faculty, the academic administration, University President, and the Board of Trustees; and

WHEREAS, after recent actions of the College Promotion Committees, College Deans, Provost, and President, the following faculty were nominated for tenure:

- Dr. Jason Lovins
- Dr. Alice Stephens
- Ms. Marie Richey
- Ms. Roberta Andrea Zaph
- Ms. Jessica Carrington
- Mr. Paul (A.J.) Foit
- Ms. Ruby Gray

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University grants tenure to the above-named faculty.

(June 21, 2024)

Certified as True and Correct
June 26, 2024

Secretary, SSU Board of Trustees

RESOLUTION ASA07-24

APPROVAL OF COLLEGE ORGANIZATIONAL RESTRUCTURING

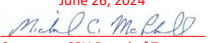
WHEREAS, the University desires to position its academic programming to better align with student demand, to respond effectively to regional needs for a prepared workforce, and to expand opportunities for external funding and philanthropic support; and

WHEREAS, the University has made formal notification according to the University Faculty Senate (“UFS”) and the Shawnee Education Association (“SEA”); and

WHEREAS, the University has engaged with internal and external stakeholders, and is working with the UFS and SEA to reorganize and realign the university’s colleges and schools;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves the attached College Reorganization and Restructuring Plan.

(June 21, 2024)

Certified as True and Correct
June 26, 2024

Secretary, SSU Board of Trustees

As of July 1, 2024 the College of Professional Studies will be discontinued. The academic divisions of Shawnee State University will be as follows:

College	Division Leader	Academic Departments
College of Arts and Sciences	Dean of College of Arts and Sciences	School of Education
		Department of English and Humanities
		Department of Fine, Digital, and Performing Arts
		Department of Mathematics
		Department of Natural Sciences
		Department of Social Sciences
College of Business and Engineering Technologies	Dean, College of Business and Engineering Technologies	C.H. Lute School of Business
		Department of Engineering Technologies
College of Health and Human Services	Dean, College of Health and Human Services	School of Nursing
		Department of Allied Health Sciences
		Department of Rehabilitation Sciences
Office of Academic Affairs	Associate Provost	Graduate School
		Individualized Studies
		First Year Experience
		General Studies

RESOLUTION ASA08-24

APPROVAL OF COMPLETION PLAN UPDATE

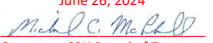
WHEREAS, Ohio Revised Code section 3345.81 requires each state university's Board of Trustees to submit a Strategic Completion Plan to the Chancellor of the Ohio Department of Higher Education that is designed to increase the number of degrees and certificates awarded to students; and

WHEREAS, the University is statutorily required to update its Completion Plan at least once every two years; and

WHEREAS, the Interim Provost and the President have recommended the 2024 Completion Plan Update for Board of Trustees approval;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves the attached 2024 Completion Plan Update.

(June 21, 2024)

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June 26, 2024

Secretary, SSU Board of Trustees

Shawnee State University
Strategic Completion Plan
2024 Update

Shawnee State University (SSU) submits to the Ohio Department of Higher Education the following update to its Strategic Completion Plan, originally submitted in 2014 and updated in 2016, 2018, 2020, and 2022 in compliance with ORC 3345.81.

1. University Mission

SSU's mission is to prepare today's students to succeed in tomorrow's world. Our vision is to be a best-value university offering a wide range of high-quality signature programs. Best-value means combining academic excellence with affordable tuition to make college possible for more students. A growing number of Shawnee State programs are gaining national attention for high quality and low cost.

SSU's enduring values are:

- **Student-Focused Service:** We place students at the center of everything we do and every decision we make.
- **Community Engagement:** We value the diverse perspectives of the people within our community — on and off campus — and our role in enriching the lives of those who work, live, and discover here.
- **Authentic Dialogue:** We respect open, honest, and sincere two-way communication.
- **Thoughtful Risk-Taking:** We value innovation and encourage those around us to dream big and explore new possibilities.
- **Culture of Continuous Improvement:** We look for opportunities to make what we do well today even better tomorrow.

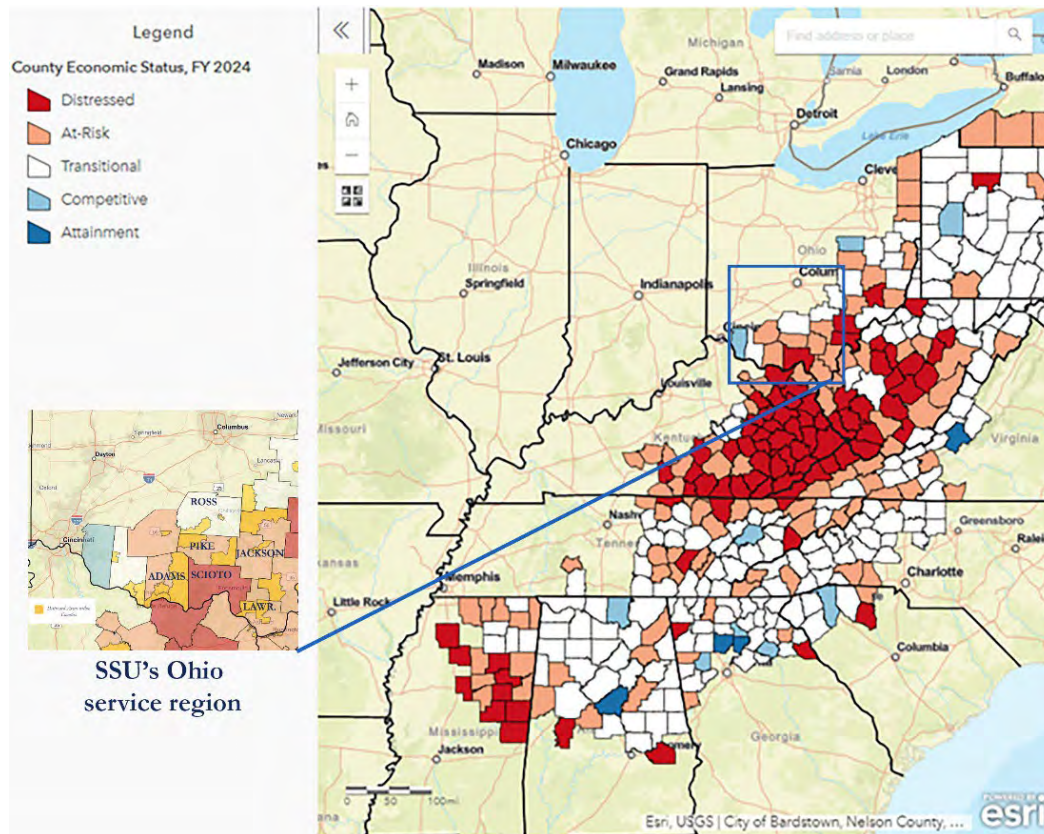
In Fall 2023, SSU enrolled 2300 degree seeking undergraduate, 223 graduate, and 689 non-degree seeking students. As of AY23-24, SSU offers 1 doctoral, 5 master's, 42 bachelor's, 12 associate, and 7 associate of technical studies degree programs. There are also 16 credit-bearing certificates.

2. Barriers to Persistence and Completion

SSU is located in the heart of Appalachian Ohio. The majority of SSU students attended high school in Scioto, Lawrence, Pike, Adams, Jackson, and Ross Counties, which are among the most socio-economically challenged counties in the state, region, and nation. This six-county Ohio SSU service region has an unemployment rate 20% higher than the national average and 26% higher than the average for Appalachia. The absolute poverty in the region is over 19% compared to 14.5% for the rest of Appalachia, and 12.6% for the rest of the country.

The opioid epidemic has severely impacted our service region, which may have negative effects for generations to come. However, the combined efforts of city, county, and community leaders, the State, and SSU in economic development, downtown rejuvenation, workforce partnerships, and development of a behavioral health ecosystem are addressing many of these barriers with the goal of improving the long-term future of the region.

The Appalachian Regional Commission (ARC) monitors each of the 420 counties in Appalachia. Every federal fiscal year, ARC releases a report classifying the economic status of each county based on unemployment rates, poverty, and per capita income. In fiscal year 2024, four of the six counties in the SSU region are classified as at-risk; Scioto County is classified as Distressed and Ross County is classified as Transitional.



SSU is primarily a commuter university, and commuter students pose challenges in terms of engagement and consistency of attendance. Although the student body at Shawnee State has increased in diversity, most students continue to be Appalachian, first in their family to attend college, Pell eligible, and nearly half have one or more developmental needs as entering freshmen. Many SSU students have significant work and family commitments that the University must consider as we develop a plan to help students persist and succeed.

These characteristics have a strong influence on and indeed provide the context for the development and implementation of Shawnee State’s completion plan. Our mission and values

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 June 26, 2024
Michael C. McCall
 Secretary, SSU Board of Trustees

focus on student success and behaviors that serve as a foundation for helping students reach their education and career goals. SSU meets students where they are and seeks to address their unique barriers to persistence and completion.

3. Progress Towards Goals Established in the Previous Completion Plans and Completion Strategies

Shawnee State described three goals in its 2022 Completion Plan:

1. Increase Enrollment
2. Develop a Diverse and Sustainable Student Body
3. Improve Retention and Student Success

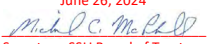
Increase Enrollment

During the 2022-24 timeframe, SSU engaged in a variety of aggressive strategies to increase enrollment based on the university’s strategic plan entitled *Shawnee at 40: Resilient, Responsive, and Relevant*, which was adopted in 2021 for a five-year period from 2021-2026. Taking into consideration Ohio’s in-demand jobs list as well as local needs and student interest, our plan seeks to develop new programs in key areas; enhance enrollment activities related to graduate, online, international, and transfer student populations; enhance partnerships with regional K-12, Career Technical Centers (CTCs), and community colleges; and improve effectiveness of scholarships, among other efforts.

In the past two years, SSU has been strategic in developing programming in key areas of business, engineering, healthcare, and the liberal arts. At the undergraduate level, SSU has added a B.S. in Computer Science in the Department of Engineering Technologies, a B.A. in Communication in the Department of English and Humanities, and a 9-hour MRI Certificate in the Department of Allied Health Sciences. At the graduate level, SSU launched a Master of Business Administration program in Fall 2023 as well as a Master of Science in Nursing and a 15-hour graduate certificate in Deafblindness Education, both of which will launch in Fall 2024. The Department of Rehabilitation Sciences converted its Master’s of Occupational Therapy program to a hybrid format to better meet the needs of current and future students. In addition, the Department of Health Sciences is developing a Master of Public Health program. The MPH has received all internal approvals and will launch in the Fall of 2025 (pending state and HLC approval).

In terms of outcomes, the number of graduate students at SSU has steadily increased as follows:

	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023
Graduate Count	138	156	175	181	191	206	223

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Secretary, SSU Board of Trustees

The number of international students has seen fluctuations in recent years, as have all institutions in the United States, but that number is rebounding at SSU as follows:

	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023
International Count	48	32	44	39	51	56	64

The number of transfer students, however, has seen a decline (as shown below), although we have been actively working on strategies to enhance that number:

	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023
New Transfer Student Count	183	153	195	134	138	149	146

Additionally, SSU has enhanced its partnerships with community colleges, Career Technical Centers, and area high schools to provide opportunities for students to continue their education at SSU and receive credit for the college-level work they completed regardless of where they completed it. SSU increased the number of CCP sections offered in area high schools from 82 sections in AY20-21 to 106 in AY22-23. The Department of Nursing has established or enhanced its partnership agreements with regional CTCs and community colleges to accept additional transfer credit and to build seamless pathways to our degree programs at the associate and baccalaureate levels. SSU developed an MOT articulation agreement with Ohio University. Bilateral agreements, in collaboration with TechPrep, have also been established with the Scioto County Career Technical Center, etc. in areas such as Criminal Justice.

SSU continues to expand its scholarship initiatives. In 2022, the university introduced a Pell-Eligible Free Tuition program for nearby counties in Ohio and Kentucky, which was expanded in 2023 to include additional Appalachian counties. Additionally, in 2024, SSU launched the Paws Up award to support students who do not qualify for either merit-based or need-based aid. The SSU Honors Award has also been reinstated, providing full tuition for four years to 15 students from Scioto County. As part of accepting the award, students will be admitted into SSU’s Honors Program to bolster the program with additional high-achieving students.

Develop a Diverse and Sustainable Student Body

Ensuring an appropriate mix of students that enables shared experiences with peers from diverse backgrounds can be both meaningful and increase student affiliation with the University. Further, as an open-access institution in an educationally underprepared region of the state, SSU seeks to establish an appropriate balance of support for underprepared students and high expectations for everyone. The strategies that have been developed to achieve this balanced student body include an increase in enrollment of post-traditional, minority, and international students as well as increased support for our student veterans.

Between Fall 2013 and Fall 2020, 7.7% of SSU first-time freshmen or transfer students were 24 years of age or older. While the low numbers of adult learners make the retention rate in any given year unreliable, the pattern since 2013 indicates that adult learners demonstrate significantly lower rates of retention than traditionally-aged SSU students. To further engage with and attract non-traditional students, SSU is a participant in ODHE’s College Comeback initiative and has participated in Second Chance grant funding.

Cohort Year	>= 24 Years Undergraduate Retention	All Undergraduate Retention
2013	44%	60%
2014	48%	70%
2015	43%	75%
2016	58%	75%
2017	58%	76%
2018	66%	78%
2019	62%	72%
2020	53%	70%
2021	100%	65%
2022	100%	70%

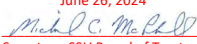
Approximately 12% of degree-seeking undergraduate students at SSU have identified as racial/ethnic minorities. This percentage has remained stable over the past seven years. Retention rates for minority students have increased significantly over the years (see below), but remain lower than SSU’s overall retention rates and the rates for white students. While the number and percentage of minority students has dropped over the last two years, SSU is intentionally addressing the enrollment cycle (recruitment, admission, persistence, retention, and completion) for minority students.

Number of SSU Minority Students

	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023
Minority Student Count	335	291	313	240	206	291	266

SSU Minority Student Percentage

	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023
Minority Student Percentage	9.35%	8.95%	8.60%	6.89%	6.41%	8.8%	8.3%

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 Secretary, SSU Board of Trustees

Retention Rates for SSU Minority Students

Cohort Year	Retention: First time, bachelor's seeking Freshmen Count	Retention 1 Year	Retention 2 Years	Retention 3 Years	Retention 4 Years	Retention 5 Years	Retention 6 Years
2010	69	39.1%	27.5%	17.4%	13.0%	5.8%	2.9%
2011	74	35.1%	18.9%	13.5%	8.1%	2.7%	1.4%
2012	104	34.6%	22.1%	16.3%	6.7%	1.0%	4.8%
2013	114	40.4%	28.1%	24.6%	17.5%	7.0%	0.0%
2014	24	70.8%	58.3%	50.0%	20.8%	8.3%	0.0%
2015	31	67.7%	61.3%	45.2%	16.1%	6.5%	6.5%
2016	27	77.8%	51.9%	44.4%	22.2%	7.4%	7.4%
2017	21	66.7%	52.4%	38.1%	19.0%	4.8%	0.0%
2018	54	68.5%	46.3%	33.3%	18.5%	7.4%	
2019	23	78.3%	65.2%	47.8%	21.7%		
2020	18	50.0%	33.3%	27.8%			
2021	15	66.7%	46.7%				
2022	8	62.5%					
2023	22						

Lastly, as indicated above, the number of international students has held steady and indeed is increasing again.

Shawnee State is committed to building a diverse student body by offering co-curricular programs that attract students from marginalized groups. The Office of Student Affairs, encompassing Student Life, Student Belonging, Residence Life, and Military and Veterans Services, has spearheaded many of these efforts. Examples include creating and building on existing peer networking programs for students of diverse backgrounds and creating a service-learning corp. To achieve these goals, SSU hired an additional full-time staff in Student Belonging and Military. Student Affairs has also worked to address basic needs of various student populations such as incorporating food and durable goods in the on-campus food pantry to make students feel at home and keep them focused on academics. A variety of student programming seeks to embrace all students to make them feel welcome and celebrated. For example, Student Affairs offers various opportunities and events for international students to share their cultures. These activities also promote student retention and success.

Since our last update, SSU has also increased efforts to improve the experience of student veterans. Such efforts include hiring a full-time staff member in Veterans Services and relocating Veterans Services to a more spacious location. Prompted by requests from our student veterans, we also began offering tutoring, advising, and library research consultations in the new space in Spring of 2024.

Improve Retention and Student Success

Improving retention and student success is a campus-wide effort, and SSU has strategically increased such efforts through the creation of a retention task force, by adding additional personnel in the Student Success Center, and by expanding retention and persistence efforts within Student Affairs.

The Student Success Center remains at the heart of SSU’s retention and completion efforts. The SSC supports the Early Alert program, which allows faculty to identify students who are struggling academically or in other areas that interfere with students’ success. During the 2022-23 and 2023-24 academic years, the Student Success Center processed an average of 585 Early Alerts, allowing for key interventions that help with retention and completion. Advisors in the SCC reach out to students who haven’t registered for the upcoming semester and are available year-round to provide advising when faculty advisors are not on campus.

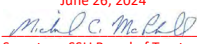
Since our last report was submitted in June of 2022, SSU has added a full-time General Studies Advisor to work exclusively with students who have tested into one or more developmental courses. The institution has also added two Success Coaches and added a success coaching program that will provide an additional layer of support, especially for students on academic probation or those who are struggling to adjust to college life. The Success Coaches will provide support in time management, study skills, and accountability check-ins as well as navigating SSU systems such as Blackboard and MySSU.

In Fall of 2022, SSU launched the Provost’s Task Force on Retention and Completion, which is made up of administrators, faculty, and staff from across campus. Since its creation, the Task Force has analyzed data on SSU’s first-time-freshman class, developed a survey to learn more about our students’ study habits and support systems, and undertaken a process-mapping exercise to chart the experience of new, returning, and transfer students from the time of application/re-enrollment to the first day of classes. In doing so, the task force has pinpointed potential barriers to student success and recommended improvements. The task force also developed a Registration Fair, which is held each term, to assist students with financial aid, bursar, registration, and advising questions in a central location. The task force also implemented pulse surveys to identify students who are unaware of campus resources or who have become dissatisfied with their experience on campus and provide intervention for such students.

The institution-wide efforts described above have yielded impressive results; SSU’s retention rate rose from 65.3% in 2021 to 70% in 2022.

Retention Rates for All SSU Students

Freshman Cohort	First time, bachelor's seeking Freshmen	Retention 1 Year	Retention 2 Years	Retention 3 Years	Retention 4 Years	Retention 5 Years	Retention 6 Years
2010	452	54.9%	37.8%	29.2%	19.5%	8.8%	2.9%

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Secretary, SSU Board of Trustees

2011	527	48.8%	34.2%	27.1%	13.9%	5.5%	3.0%
2012	536	52.4%	37.9%	31.2%	16.2%	6.2%	2.1%
2013	723	60.3%	45.0%	38.3%	19.4%	7.7%	3.9%
2014	387	69.8%	54.8%	45.2%	17.6%	6.5%	2.3%
2015	400	75.0%	64.0%	51.8%	22.0%	11.0%	4.8%
2016	361	74.5%	57.6%	48.5%	23.3%	9.4%	3.6%
2017	320	76.3%	61.3%	48.8%	17.8%	10.6%	5.0%
2018	302	78.1%	65.6%	55.6%	20.9%	14.9%	
2019	339	72.3%	60.2%	49.0%	35.4%		
2020	311	69.8%	52.7%	42.4%			
2021	222	65.3%	49.5%				
2022	253	70.0%					
2023	289						

First Generation students account for the majority of SSU’s student population (63% of all SSU students between 2013 and 2019 identified as First Generation). Retention rates for First Generation students are typically a bit lower than SSU’s overall retention rates, although not appreciably so, and in 2022 the retention rate for First Generation students was slightly higher than SSU’s overall retention rate. This is largely attributable to a renewed campus-wide focus on retention.

Retention Rates for SSU First-Generation Students

Freshman Cohort	First-time, bachelor's seeking Freshmen	Retention 1 Year	Retention 2 Years	Retention 3 Years	Retention 4 Years	Retention 5 Years	Retention 6 Years
2010	391	52.7%	35.8%	27.4%	18.7%	7.9%	3.1%
2011	428	47.4%	32.5%	25.5%	13.1%	4.9%	2.6%
2012	419	50.1%	35.1%	27.0%	13.8%	6.0%	1.7%
2013	459	52.7%	37.0%	32.5%	17.6%	6.1%	2.8%
2014	240	67.5%	52.1%	44.6%	18.3%	5.4%	2.1%
2015	232	72.4%	60.8%	50.0%	20.3%	11.2%	4.7%
2016	201	74.6%	58.2%	47.3%	21.4%	7.0%	2.0%
2017	169	73.4%	56.8%	48.5%	13.0%	8.9%	3.6%
2018	159	74.8%	61.6%	52.8%	15.7%	6.6%	
2019	175	69.1%	54.9%	41.7%	14.5%		
2020	197	68.5%	52.3%	39.6%			
2021	132	61.4%	46.2%				
2022	102	71.6%					
2023	25						

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June 26, 2024

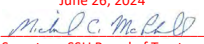
Michael C. McLeod
Secretary, SSU Board of Trustees

Completion Rates for All SSU Students

Freshman Cohort Year	All First Time Freshmen Count	Graduated in 4 Years with Associates	Graduated in 4 Years with Bachelors	Graduated in 5 Years with Associates	Graduated in 5 Years with Bachelors	Graduated in 6 Years with Associates	Graduated in 6 Years with Bachelors	Overall 6 Year Completion Rate
2010	1066	2.0%	11.5%	2.4%	17.7%	2.7%	20.8%	22.1%
2011	1079	3.8%	17.1%	4.2%	22.1%	4.8%	23.6%	26.9%
2012	1081	2.0%	20.3%	2.9%	27.0%	3.1%	28.3%	29.5%
2013	1086	4.4%	21.7%	5.8%	29.4%	6.8%	31.9%	35.2%
2014	905	11.8%	19.0%	13.2%	24.6%	13.3%	26.7%	36.4%
2015	869	8.8%	21.9%	10.6%	28.5%	10.8%	30.1%	37.4%
2016	864	9.3%	22.6%	10.5%	30.6%	11.2%	32.5%	39%
2017	700	10.1%	26.8%	10.7%	32.0%	11.9%	34.4%	40.9%
2018	616	14.3%	28.8%	15.0%	37.4%	15%	40.9%	49.3%
2019	808	9.7%	22.7%	10.5%	32.1%			
2020	627	13.5%	24.5%					
2021	552							
2022	639							
2023	639							

As shown above, SSU has experienced a noteworthy increase in completion since we submitted our 2022 update. In 2023, we realized our highest ever six-year-baccalaureate and six-year-overall completion rates. Data from the Higher Education Institute shows that SSU students in the 2017 cohort who earned a bachelor’s degree within 6 years completed their degrees with a mean of 3.51 years to degree attainment. This is a shorter time than the average completion time for the total of four-year campuses in the state. Students represented in this group also had an average of 123 credit hours earned toward their degree. The Provost’s Task Force on Retention and Completion has strategically worked to improve SSU’s completion percentage by gathering data on sophomore exits, implementing a survey for continuing students, and connecting students with appropriate campus resources based on survey results.

Several in-house initiatives through the Student Success Center have helped SSU further its completion goals. Examples include the Bear Completion Grant, which provides up to \$1000 in last dollar funds for students in their final semester at Shawnee State University, and the Finish Line program, which provides debt relief up to \$5000 and academic forgiveness, if needed, of up to 45 credit hours of final grades of C- and below. These initiatives have helped us achieve modest increases in completion. During the 2023-2024 academic year, 5 students completed their degrees with the help of the Bear Completion Grant. In spring, 2024, a student who had been stopped out for 2 years took advantage of the Finish Line program and graduated. The opportunity to earn a bachelor’s degree is life changing for many of SSU’s students, and we approach completion with an awareness that every student counts.

Certified as True and Correct
 June 26, 2024

 Secretary, SSU Board of Trustees

The Office of Student Affairs is also engaging in activities that facilitate a sense of belonging for SSU students and increase their likelihood of completing. In academic year 2023-2024, student life activities started to resume to pre-pandemic levels with over 90 Student Life-sponsored events (excluding student-sponsored events and events from other departments) reaching over 2,000 individual students. Student Affairs is committed to increasing student engagement by including future programming focused on the needs of commuter students with programs in the late afternoon/evening, students residing on campus on the weekends, and non-traditional students, which comprise three unique student groups. For example, the service-learning corps will help engage those students that wish to be a part of the university and give back to campus and the community, going beyond the typical student life events.

Through these campus-wide efforts, SSU looks forward to continued gains in retention and completion in the coming years.

4. Updated Completion Goals for 2024-2026

1. Increase Enrollment
2. Improve Retention and Student Success
3. Achieve Financial Sustainability

5. Completion Strategies

SSU's strategies to realize the aforementioned Completion Goals for 2022-2024 (encapsulated in *Shawnee at 40* strategic plan) are as follows:

- Determine what is mission-critical versus mission-supporting and right-size programmatically or otherwise where necessary and maximize investment in student success.
- In terms of the institution's academic portfolio, focus resources on establishing a core base of academic programs in four key areas of business, engineering technology, healthcare, and the liberal arts coupled with ensuring appropriate resources for SSU's known signature programs.
- Keep tuition affordable, particularly with SSU student population and the geographic region in mind.
- Ensure faculty and staff skillsets, services, facilities, and technology are appropriate for current enrollment patterns and changing student needs.
- Increase conversations about sustainability and move toward sustainability best practices.

In terms of metrics for 2024-26 goals related to improving retention and completion, SSU has established the following targets:

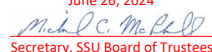
	2024-2025	2025-2026
Retention – Overall	71%	72%
Completion (6-year) - All	44%	46%

To work toward these targets, the Provost’s Taskforce on Retention and Completion will continue gathering data about incoming and continuing students, working to meet the needs of those students, and addressing institutional and financial barriers to completion. In addition, SSU has expanded the charge of the Student Affairs Committee. In the coming years, the committee will evaluate the performance of student service operations and recommend actions to improve new student recruitment and enrolled student outcomes of the Admissions and Enrollment Management, ITS, the Student Business Center, the Student Success Center, Student Life, and Residence Life. This deep-dive into student service operations will help maximize efficiency and help improve our internal processes and procedures.

6. Workforce

Shawnee State University has made significant investments to develop programs aligned with the state’s workforce development priorities. The university recognized the trends in higher education and the increasing demands for upskilling, stackable credentials, and short-term certificates. In response, an internal audit was completed to assess the current state of professional and continuing education opportunities available. The audit included surveys and interviews with key stakeholders from across campus and looked specifically at non-degree programs. In Spring of 2021, Shawnee State University's Workforce Development Office and various academic departments offered a diverse range of adult and professional education programs and initiatives:

1. Workforce Development Office:
 - o Collaborative efforts with external partners such as Hondros College, Ed2Go, and Ohio TechNet to provide workforce training and development opportunities.
 - o Participation in statewide initiatives like the Ohio Manufacturing Workforce Partnership and Ohio Means Jobs Internships and Co-ops to enhance workforce readiness.
2. Health Sciences:
 - o Offerings included certificates in Behavioral Health Paraprofessional, Community Healthcare Worker, Basic EMT and Paramedic.
 - o Partnerships with institutions like Scioto County Career and Technical Center LPN program to expand educational opportunities.
3. Graduate Certificate in Mathematical Sciences:
 - o Provided specialized education in mathematical sciences.
4. Business:
 - o Initiatives included developing certifications in Social Media and utilizing the Marketing minor to support certification programs.
5. VRCFA (Vern Riffe Center for the Arts):

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 June 26, 2024

 Secretary, SSU Board of Trustees

- Offerings included Kendo training and Continuing Education Units (CEUs) for music teachers.
- 6. Kricker Innovation Hub:
 - Focused on digital skilling initiatives, offering badges, micro-credentials, and certificates in areas like Data Analytics, Tableau, Business Analytics, and Accounting.
 - Engaged in the Power Grant program to further support skill development.
- 7. Sustainable Landscape Management Certificate:
 - Offers specialized education in sustainable landscaping practices.
- 8. ARMC Approval Process:
 - New certificate programs requiring additional resources must go through a shared governance process involving ARMC (Academic Review and Management Council), EPCC (Educational Policies and Curriculum Committee), and UFS (University Faculty Senate).

Overall, SSU's adult and professional education landscape in Spring of 2021 reflected a commitment to meeting workforce demands through diverse certificate programs, partnerships with industry stakeholders, and ongoing efforts to enhance skill development in emerging fields.

The identified needs for the enhancement of professional and continuing educational programming at Shawnee State University included:

1. Master Campus Community Calendar:
 - Establishing a centralized calendar to coordinate and communicate events and programs across campus.
2. Communications Plan:
 - Developing a comprehensive plan to improve communication strategies, ensuring effective dissemination of information to the community.
3. Infrastructure:
 - Expanding university infrastructure to accommodate the offering of professional and continuing education programs.
 - Streamlining enrollment and registration processes to make them more user-friendly.
 - Addressing scheduling challenges to better meet the needs of adult learners.
4. Staffing:
 - Recruiting additional staff, including clerical personnel, curriculum developers, and instructors, to support the implementation and delivery of professional and continuing education programs.
5. Curriculum:
 - Developing and refining curriculum offerings to ensure relevance and alignment with adult learners' needs and interests.
6. Formal Campus-Wide Plan and Collaboration:
 - Establishing a formal, organized campus-wide plan for professional and continuing education programs and fostering better collaboration among departments and stakeholders involved in program development and delivery.
7. Simulators:

- Acquiring simulators or simulation technology to enhance hands-on learning experiences in certain program areas.
- 8. Learning Management System (LMS):
 - Implementing a robust Learning Management System to facilitate online course delivery and management for adult learners.
- 9. Cashnet Sites:
 - Implementing or improving Cashnet sites for financial transactions related to professional and continuing education program enrollment and fees.
- 10. Budgetary Control:
 - Implementing measures for better budgetary control to ensure efficient allocation of resources and financial sustainability for professional and continuing education programming initiatives.

In the Fall of 2021, the Center for Lifelong Learning was launched to focus on the following projects: 1) Expand and develop certificate programs, 2) Increase enrollment of adult learners, and 3) coordinate delivery of services.

In the Summer of 2022, the Center for Lifelong Learning piloted a program in partnership with the GRIT Project called Bear Tracks, a summer workforce training program for students with no defined pathway post high school graduation from Pike, Adams, Lawrence, Brown, Highland, Ross, Vinton, Scioto, Clermont, and Lawrence Counties. Fifty-two students completed the program, and the following information provides a breakdown of their success:

- Five students enrolled in the business track and studied human resource management. They earned 6 hours of college credit, enrolled in BUIS 1010 and BUOA 1150, and earned the Microsoft Office Certificate. Five students completed the program and planned to enroll at SSU upon completion.
- Nine students enrolled in the education track and completed 120 hours of training required for the Child Development Associate credential. Eight students completed the program and six planned to enroll at SSU upon completion.
- Twenty-five students enrolled in the healthcare track and studied EKG and phlebotomy. Twenty-three students completed the program.
- All students completed BLS training and were certified in CPR.
- Students sat for the EKG Technician (CET) Online Exam through the National Healthcareer Association (NHA). Eight of the 25 students passed the exam after 1 week of intense training. The passing score was 390, and scores ranged from 363 to 454.
- Students also sat for the Certified Phlebotomy Technician (CPT) Online Exam through the NHA. Nine of the 23 students passed the exam. Scores ranged from 353 to 414.
- Eleven of the 23 students that completed the program passed at least one exam. Three students planned to enroll at SSU upon completion.
- Fifteen students enrolled in the technology track and studied cybersecurity. Fourteen completed the program. Students sat for the CompTIA Security+ Exam and 3 of 14 passed. Eight students planned to enroll at SSU upon completion.

Student participants reported that they felt prepared for future jobs in their chosen career path, enjoyed experiencing college, and learned how to step out of the comfort zone and be successful. At the conclusion of the program, students participated in a career fair and were connected with additional support services provided by Ohio Means Jobs. Twenty-one of the 52 students decided to pursue higher education. One student that completed the CompTia Security+ certification was asked to attend a meeting with a delegation from the Department of Commerce from Washington DC. While speaking about his lack of accessible broadband internet and his desire to pursue a career in technology, Scioto County Education Service Center Superintendent Sandy Mers took notice and lined up a job interview for him with their IT department immediately following the meeting. He got the job, interned for 1 year at the ESC, and started a new position at Jackson City Schools in their IT department Fall of 2023.

[Success Story Kyle Glispie \(youtube.com\)](#)

Photos, student goals and testimonial videos from Bear Tracks 2022 are available here:

<https://www.gritohio.org/bear-tracks-program/>

In the Summer of 2023, the Bear Tracks program expanded to include additional tracks and an internship in partnership with Building Bridges to Careers. Courses included Phlebotomy, Basic EMT, Social Media for Business and Microsoft Office, Child Development Associate, IT Desktop Support Specialist, and Manufacturing with the Certified Production Technician 4.0 credential and the Lean Six Sigma Yellow Belt. Fifty-six students completed the program. In the second year, SSU experienced considerable improvements in passage rates. Phlebotomy improved from 47.8% year one to 94.3% year two. While there were many success stories, one particular student exemplified hard work, dedication, and success. He enrolled in the Basic EMT course, passed his certification on his first attempt, and went to work for a local EMS agency. He later enrolled in nursing school, is currently working as an EMT while advancing his career, and reported how well-prepared he was for nursing school because of his preparation in the Bear Tracks EMT course.

[Shawnee Bear Tracks Summer Workforce Training - 2023 Closing Ceremony \(youtube.com\)](#)

In the Summer of 2024, the Bear tracks program is prepared to host 112 students in Phlebotomy, Behavioral Health, Basic EMT, CompTIA A+, Child Development Associate, Social Media for Business and Microsoft Office, and Manufacturing and Logistics.

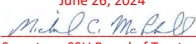
Other initiatives of the CLL include building certificate opportunities within degree programs that provide immediate employment opportunities for working students and additional career opportunities for graduates. One example includes the Associate Degree in Medical Laboratory Technology. Students enrolling in this degree program starting Fall 2024 will now earn the certified phlebotomy technician credential. This fall, the CLL will pilot a program for Basic EMT utilizing a hybrid format where students come to campus for clinicals once per month and do lectures online.

Current CLL certificates includes:

Emergency Medical Technician (EMT) Certificate
Advanced Emergency Medical Technician Certificate
Paramedic Certificate
Phlebotomy
EKG Technician
Chemical Dependency Counselor Assistant
CompTia A+
CompTia Security+
Ethical Hacking
Child Development Associate Credential
Microsoft Office
Social Media for Business
IT Fundamentals
Cisco: Introduction to Networks
Cisco: Introduction to Cybersecurity
Google: Project Management
Google: IT Support
Google: Data Analytics
Google: Cybersecurity
Google: UX Design
Google: IT Automation with Python
Certified Production Technician 4.0
Lean Six Sigma Leadership
Lean Six Sigma White Belt
Lean Six Sigma Yellow Belt
Certified Logistics Associate
Certified Clinical Medical Assistant
Degreed Non-Certified Medical Laboratory Employee: Hematology
Degreed Non-Certified Medical Laboratory Employee: Clinical Chemistry
Degreed Non-Certified Medical Laboratory Employee: Immunohematology/Serology
Degreed Non-Certified Medical Laboratory Employee: Clinical Microbiology
Degreed Non-Certified Medical Laboratory Employee: Urinalysis and Body Fluids
Degreed Non-Certified Medical Laboratory Employee: Hemostasis

In addition, the Workforce Development Office:

1. launched the BESTOhio Industry Sector Partnership in February 2022 to focus on the hiring and training needs of regional manufacturers. Industry partners are GE Aerospace and General Mills, and the board also includes representatives from Kenworth Trucking Company, Bellisio Foods, Sole Choice, YSK, Seal-Tite, and Austin Powder.
2. collaborated with external partners such as Lorain County Community College, the Ohio Manufacturers' Association, Ohio Technet, Ohio Cooperative Education Association,

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June 26, 2024

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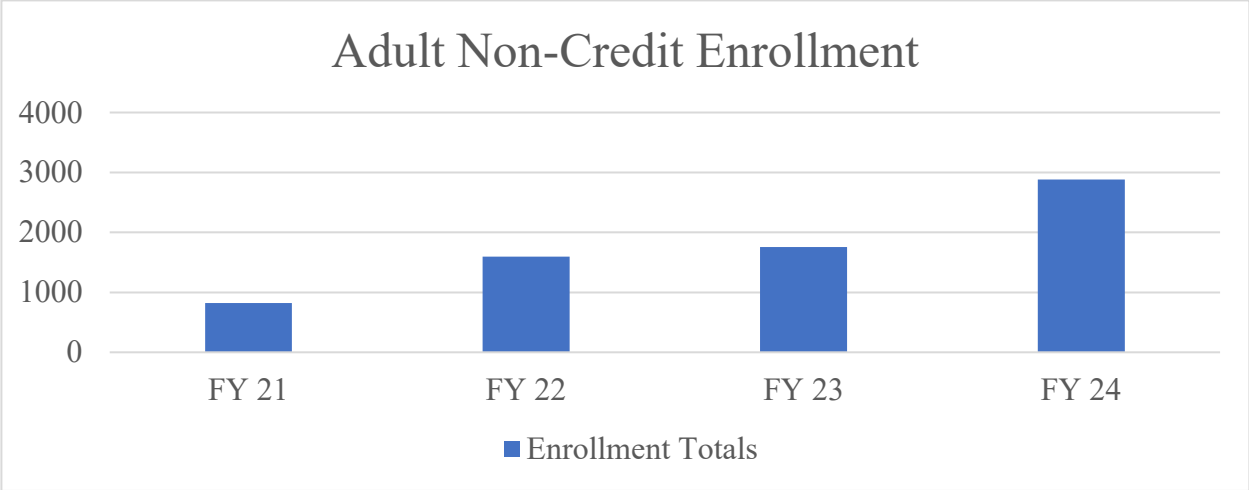
Hondros College, Ed2Go, and Cisco to provide workforce training and development opportunities.

3. participated in statewide initiatives as follows:

- Ohio Manufacturing Workforce Partnership – This grant has been used to establish a number of working relationships with manufacturing partners by providing training, funding and other opportunities to grow their workforce. This is a subaward through Lorain County Community College (EDA funding).
- Good Jobs Challenge – This grant is implementing the proven Work Advance model to train and prepare individuals for manufacturing careers. Through this program, SSU is training residents of STAR Community Justice Center for entry-level manufacturing positions.
- Ohio Cyber Range Institute – Shawnee State serves as a Regional Programming Center for the OCRI to assist with the growing number of available careers in cybersecurity. SSU has representation on the OCRI Advisory Board and on the OC3 Workforce and Education committee. Grant funding through OCRI has been used to sponsor the annual TechFest, a Capture the Flag exercise, trade memberships for Information Security students, a high school teacher cyber bootcamp, the Bear Tracks 2024 Technology program, and a Network Operations Center for the Information Security lab. Third Frontier funding is supporting two more cyber-related bootcamps in 2024-25.
- Insuring Ohio Futures. – This organization is working to fill the worker gaps in Ohio’s industry with thousands projected to retire over the next few years.

Over the next two years, the university plans to address the critical workforce needs by creating a Bachelor of Social Work degree to prepare students to obtain certification upon graduation. This is being funded by an Inspire grant through the Appalachian Regional Commission in collaboration with five local mental health providers. The School of Business and Engineering Technologies will be created to advance computer science programs, information security programs, and advanced manufacturing. The CLL will be working with all academic departments to identify and create certificate pathways that lead to credentials and degrees.

Since the audit was completed in 2021, the university has taken steps to address each identified need. For example, an Administrative Assistant (.35 FTE) was hired Fall of 2023 to support the CLL. An Assistant Director (1.0 FTE) was hired with an anticipated start date of August 2024. This will allow for better integration with admissions and academic departments to support continued growth.



As demonstrated in the chart above, adult enrollments in non-degree seeking programs continues to increase. The university is committed to supporting this growth to build Ohio’s workforce in emerging and growing occupations.

Review of Student Records for Associate Degree Eligibility

In compliance with ORC 3345.351, SSU has identified 591 students who do not currently hold an associate’s or bachelor’s from SSU or a degree from another institution. These students have been disenrolled for four or more semesters, including summer sessions; have a grade point average of 2.0 or higher on a 4.0 scale; and have completed at least forty-five credit hours. During the 2024-25 AY, advisors in the Student Center Success will review these students’ records to determine which ones are eligible or close to being eligible for an associate degree from SSU. Upon completion of this review, the Office of Admission will contact students to inform them of their academic standing and proximity to graduation.

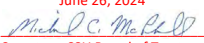
Summary of the Update

As outlined in this update, SSU continued its sustained strides toward the goals of increasing enrollment, developing a diverse and sustainable student body, and improving retention and completion over the last two years, despite its highly resource-constrained environment. Efforts to ensure that we offer an appropriate academic portfolio, pertinent support services for SSU’s student population, and necessary attention to retention and student success have continued unabatedly.

Shawnee State University offers transformative possibilities for the students it serves. The last two years have allowed us to plan and prepare to meet our students where they are and help them succeed. A recalibration of the academic portfolio, reallocation of institutional resources, and maximization of investment in student success are aimed at advancing the Completion Goals for 2024-2026 identified above. Included in these efforts are strategic initiatives such as free tuition

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 June 26, 2024
Michael C. McCall
 Secretary, SSU Board of Trustees

for Pell-eligible students in the region, enhancing enrollment through traditional as well as graduate (adult), international, and transfer student populations, and renewed focus on retention and completion issues. Evolving workforce needs have brought new issues to the fore for everyone in higher education. In all, however, SSU remains committed to academic excellence and workforce preparation in service to its enduring values, its mission, and the Southern Ohio region.

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June 26, 2024

Secretary, SSU Board of Trustees

RESOLUTION ASA09-24

NAMING OF THE DEAL ARBORETUM AT SHAWNEE STATE UNIVERSITY

WHEREAS, Policy 4.91Rev., Naming of University Buildings and Campus Areas, authorizes the Board to remove and/or change names of buildings and structures, spaces, units or entities; and

WHEREAS, Dr. Robert Deal served Shawnee State with distinction as Professor of Biology for 29 years; and

WHEREAS, Dr. Deal served on the Shawnee State University Tree Care Committee and Portsmouth City Shade Tree Commission, and was instrumental in attaining Tree Campus USA status for the campus; and

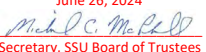
WHEREAS, Dr. Deal spent the majority of his career ensuring that the collection of trees growing on the Shawnee State campus represented the diversity of the Eastern deciduous forest, were well-cared for, and were properly cataloged to create a population spanning over 65 acres, containing 400 trees, and 100 distinct species; and

WHEREAS, the joint efforts of the University Facilities, Planning, and Construction Office, the Department of Natural Sciences, and the campus Tree Care Committee have resulted in approval from ArbNet to designate the tree collection as a level II accredited arboretum; and

WHEREAS, the Trustees of Shawnee State University wish to recognize Dr. Deal's years of service to the institution in his role as professor and overseer of the health and diversity of the campus tree population;

THEREFORE, BE IT RESOLVED that the population of trees on the Shawnee State University Campus will be named in honor of Dr. Robert Deal and known as The Deal Arboretum at Shawnee State University.

(June 21, 2024)

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June 26, 2024

Secretary, SSU Board of Trustees

The Deal Arboretum at Shawnee State University

BoT Meeting
June 2024



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June 26, 2024

Michael C. McLeod



Campus Tree Care Committee

Members

- Dr. Erik Larson
- Dan Chaffin
- Dr. Sarah Ivers
- Kevin Bradbury (community member)
- John Temponeras
- Jim Nause
- Murray Smith
- Travis McKenzie
- Kenneth Howard (student member)

Purpose:

“The purpose of this campus tree care plan is to conserve and enhance aesthetic of the landscape of the Shawnee State University (SSU). Essentially, the ultimate goal is to transform the campus grounds into an arboretum that will serve as an example for the community of best management practices for landscape trees and urban forests.”

- Tree Care Plan (2023)

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Secretary, SSU Board of Trustees

Who is Dr. Robert Deal?

Professor Emeritus

Professor of Biology (Botany)

Retired in 2017

Original Member of Tree Care Committee

Collaborated with groundskeeping staff on species selection, procurement, and placement.

Legacy

Mentored 1,000's of students

🔗 Dozens of MS and PhD degrees

Forest to Classroom

Made it possible for students and visitors to campus to experience the diversity of the eastern deciduous forest at SSU.



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“Tree Campus Higher Education was founded in 2008 to foster that tradition of excellence. The program provides a simple framework for colleges and universities to grow their community forests, achieve national recognition, and create a campus their students and staff are proud of.”

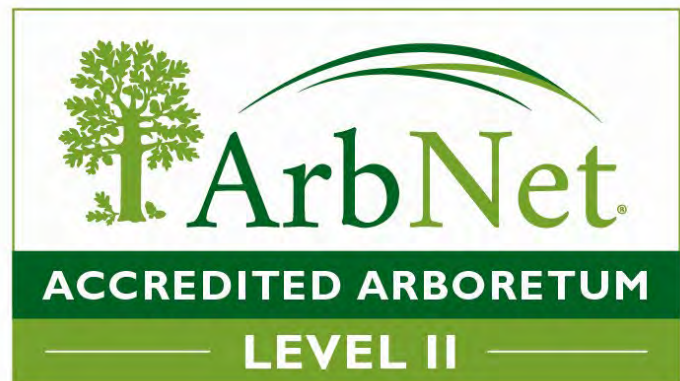
- <https://www.arboday.org/programs/tree-campus-higher-education/>



- National Arbor Day Foundation
- Awarded April 2024
- 7th consecutive year (2018 – 2024)
- SSU is 1 of 410 campuses recognized

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ArbNet Accreditation

The Deal Arboretum at Shawnee State University stretches across the 65 acres of our campus in Portsmouth, Ohio. Housed within the arboretum are approximately 400 trees representing more than 100 species. Our arboretum grants students and visitors to our campus access to the arboricultural diversity of the eastern deciduous forest, one of the most biodiverse ecosystems in the northern hemisphere. Four Tree Trails have been established on campus. Trails highlight; trees of economic value, trees of significance to Appalachia, trees from around the world, and relics from geological history. Corresponding maps are available to the public on our website and can be accessed in real time as each tree is visited along a trail. Our in-house Tree Care Committee works year-round to support tree management, procure new specimens, and shape the landscape of our campus. The Deal Arboretum at Shawnee State University is one of many features that makes our small regional campus exceptional.

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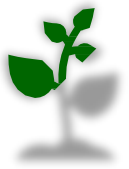
<https://arbnet.org/morton-register/deal-arboretum-shawnee-state-university>



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The Deal Arboretum at a Glance



120+ Species

of trees and woody
plant species on
SSU grounds



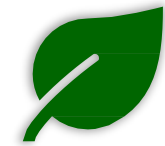
Regionally Unique

only arboretum within
several hours drive in
all directions



Experiential Learning Opportunities

gives student direct
access to
arboricultural
diversity and
management skills



Campus Beautification

+ environmentally
conscious and
marketable
attraction

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Shawnee State University Tree Trails



4 Established Trails

- Appalachian Tree Trail
- Around the World Tree Trail
- Money Grows on Trees Trail
- Relics of the Past Tree Trail



Greenlawn Cemetery Trails

- Medicinal Tree Trail
- Journey Around the World with Trees Trail



On the Web

Inventory, Trail Maps, and Tree Care Plan are available to public online

<https://www.shawnee.edu/campus-life/trees>

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June 26, 2024


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Celebration

Tentatively:

September 27th

Campus Event

Date Significance

One Tree Planted, Plant a Tree Day

www.onetreeplanted.org



*Verified as True and Correct
June 26, 2024*

Michael C. McRae
Secretary, SSU Board of Trustees

Thank you

Contact:

Dr. Sarah Ivers

sivers@shawnee.edu



An Arbor Day Foundation Program

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June 26, 2024


Secretary, SSU Board of Trustees

RESOLUTION ASA10-24

**HONORARY NAMING OF DENTAL CLINIC
IN RECOGNITION OF DR. JAMES KADEL**

WHEREAS, Policy 4.91Rev., Naming of University Buildings and Campus Areas, authorizes the Board of Trustees to remove and/or change names of buildings and structures, spaces, units or entities; and

WHEREAS, Dr. James Kadel began his career at then Shawnee State Community College in 1981 as the dental hygiene program director; and

WHEREAS, Dr. Kadel has served as the supervising clinic dentist of the community college's and then University's dental hygiene clinic for 44 years, providing instruction to students and compassionate care to patients; and

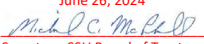
WHEREAS, Dr. Kadel has taught and influenced virtually all dental hygiene students and graduates of the dental hygiene program since 1981; and

WHEREAS, Dr. Kadel has also provided exceptional leadership to the University through his administrative appointments as Dean for the College of Allied Health and Nursing, Dean for the College of Professional Studies, Interim Dean for the College of Engineering Technologies, Interim Chair for the Department of Business Administration, and Interim Provost; and

WHEREAS, the Board of Trustees of Shawnee State University wish to recognize Dr. Kadel's 44 years of service and leadership to the institution in his roles as Professor, Chair, Dean, Provost, and Dentist for the dental clinic;

NOW, THEREFORE, IT IS RESOLVED that the Dental Clinic shall be named in honor of Dr. James Kadel.

(June 21, 2024)

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June 26, 2024

Secretary, SSU Board of Trustees

RESOLUTION E08-24

**APPROVAL OF SHAWNEE STATE UNIVERSITY AND
FRATERNAL ORDER OF POLICE
COLLECTIVELY BARGAINED AGREEMENT**

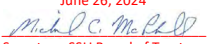
WHEREAS, in accordance with O.R.C. Chapter 4117, formal negotiating sessions were held with the University (SSU) and Fraternal Order of Police (FOP) resulting in the parties reaching a tentatively accepted agreement regarding wages, hours, terms, and other conditions of employment concerning two separate FOP units within the University's Department of Public Safety; and

WHEREAS, the tentative agreement was ratified in its entirety by both of the FOP's memberships; and

WHEREAS, the President recommends that the Board of Trustees approve the tentative agreement;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the SSU/FOP collectively bargained agreement, effective July 1, 2024 through June 30, 2027, and extends its appreciation to the members of both negotiating teams.

(June 21, 2024)

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June 26, 2024

Secretary, SSU Board of Trustees

RESOLUTION E09-24

RENEWING POLICY 1.03, EVALUATION OF THE PRESIDENT

WHEREAS, Board of Trustees Policy 1.03 sets forth the process for annual evaluation of the President; and

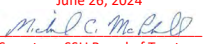
WHEREAS, the Board of Trustees is responsible for periodically reviewing Policy 1.03 and deciding whether it should be renewed, revised, or rescinded; and

WHEREAS, the current language in Policy 1.03 sets forth an effective process for the Executive Committee to conduct an annual evaluation of the President, which may include soliciting input from internal and external constituencies and stakeholders, and reporting its findings to the full Board; and

WHEREAS, the Executive Committee has reviewed Policy 1.03 and recommends that it be renewed without changes;

NOW, THEREFORE, IT IS RESOLVED, that the Shawnee State University Board of Trustees renews Policy 1.03, Evaluation of the President.

(June 21, 2024)

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Secretary, SSU Board of Trustees

Shawnee State University

POLICY TITLE:	EVALUATION OF THE PRESIDENT
POLICY NO.:	1.03 REV
ADMIN CODE:	3362-1-03
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	06/21/2024
NEXT REVIEW DATE:	06/2029
RESPONSIBLE OFFICER(S):	BOT

1.0 PURPOSE

1.1 The Board of Trustees is charged by the Ohio Revised Code to employ and compensate the University president. It is therefore the Board's responsibility to periodically evaluate the President to insure that the President is providing effective leadership and performing at the highest level.

1.2 The purposes of the Board's evaluation of the President are as follows:

1.2.1 To assess the effectiveness of the President;

1.2.2 To enable the Board and President to establish and evaluate mutually agreed-upon goals and objectives;

1.2.3 To facilitate the President's continuing professional development; and

1.2.4 To determine appropriate compensation adjustments and other terms of employment.

2.0 THE EVALUATION PROCESS AND TIME FRAME

2.1 The Executive Committee of the Board of Trustees shall conduct an annual performance evaluation of the President that follows a process established by the Chairperson of the Board and includes input from the President. The Executive Committee may, at its discretion, solicit viewpoints of internal and external constituencies and stakeholders.

2.2 At least once during each contract term and before another contract is negotiated or extended, the Executive Committee is encouraged to conduct

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Secretary, SSU Board of Trustees

a comprehensive performance review (360 degree review) using an external entity.

- 2.3 Upon completion of its performance evaluation of the President, the Executive Committee shall report the evaluation results and make recommendations to the full Board. The recommendations may include compensation adjustments and other employment terms, as deemed appropriate. Any compensation adjustment or other employment term that modifies the President's employment agreement shall require full Board approval.

3.0 WRITTEN MANAGEMENT LETTER AND STAKEHOLDER COMMUNICATIONS

- 3.1 Within thirty (30) days after the full Board has reviewed the results and recommendations of the Executive Committee's report, the Board Chairperson shall issue a written management letter to the President confirming agreed upon goals.
- 3.2 The Board Chairperson is responsible for communicating with identified stakeholders regarding the evaluation review process and its outcomes, if appropriate.

4.0 EXECUTION OF THE PRESIDENT'S EMPLOYMENT CONTRACT

The Board Chairperson, acting on behalf of the Board, shall execute any new or amended presidential employment contract(s) as required as a result of this process.

History


Effective: 03/14/08

Revised: 06/21/24; 01/16/15

**BOARD OF TRUSTEES MEETING SCHEDULE
 ACADEMIC YEARS 2024-2025, 2025-2026, 2026-2027**

(All meetings to be held in Morris University Center 215 unless otherwise noted.)

Date	Finance and Administration Committee	Academic and Student Affairs Committee	Board of Trustees Meeting
Friday, September 20, 2024	9:00 a.m.	10:15 a.m.	1:15 p.m.
Friday, November 15, 2024	9:00 a.m.	10:15 a.m.	1:15 p.m.
Friday, February 14, 2025	9:00 a.m.	10:15 a.m.	1:15 p.m.
Friday, April 18, 2025	9:00 a.m.	10:15 a.m.	1:15 p.m.
Friday, June 27, 2025	9:00 a.m.	10:15 a.m.	1:15 p.m.
Friday, September 19, 2025	9:00 a.m.	10:15 a.m.	1:15 p.m.
Friday, November 21, 2025	9:00 a.m.	10:15 a.m.	1:15 p.m.
Friday, February 13, 2026	9:00 a.m.	10:15 a.m.	1:15 p.m.
Friday, April 17, 2026	9:00 a.m.	10:15 a.m.	1:15 p.m.
Friday, June 26, 2026	9:00 a.m.	10:15 a.m.	1:15 p.m.
Friday, September 18, 2026	9:00 a.m.	10:15 a.m.	1:15 p.m.
Friday, November 20, 2026	9:00 a.m.	10:15 a.m.	1:15 p.m.
Friday, February 12, 2027	9:00 a.m.	10:15 a.m.	1:15 p.m.
Friday, April 16, 2027	9:00 a.m.	10:15 a.m.	1:15 p.m.
Friday, June 25, 2027	9:00 a.m.	10:15 a.m.	1:15 p.m.
Commencement Dates			
Saturday, December 14, 2024	11:00 a.m.	Vern Riffe Center for the Arts	
Saturday, May 3, 2025	11:00 a.m.	Alumni Green	
Saturday, December 13, 2025	11:00 a.m.	Vern Riffe Center for the Arts	
Saturday, May 2, 2026	11:00 a.m.	Alumni Green	
To Be Determined	11:00 a.m.	Vern Riffe Center for the Arts	
To Be Determined	11:00 a.m.	Alumni Green	
Board Retreat			
Friday, August 9, 2024	Kricker Innovation Hub, Room 302		
Friday, August 8, 2025	Time and location to be determined		
Friday, August 14, 2026	Time and location to be determined		
Friday, August 13, 2027	Time and location to be determined		

Certified as True and Correct
 June 26, 2024

 Secretary, SSU Board of Trustees

RESOLUTION F09-24

AUTHORIZING PRESIDENT TO ACCEPT TRANSFER OF SPARTAN MUNICIPAL STADIUM, BRANCH RICKEY PARK, AND ADJACENT REAL ESTATE CONDITIONED ON FINAL APPROVALS FROM STATE OF OHIO, CITY OF PORTSMOUTH, AND OTHER REGULATORY BODIES

WHEREAS, University officials have been engaged in discussions with City of Portsmouth officials regarding a potential transfer of approximately 28 acres of real estate including Spartan Municipal Stadium, Branch Rickey Park, and adjacent properties which are currently owned by the City (collectively, the “Property”); and

WHEREAS, the University contracted with a professional surveyor, who has completed a survey and property description of the Property, which has been forwarded to the City; and

WHEREAS, the University has engaged a title company to issue a title opinion and commitment of title insurance for the Property; and

WHEREAS, it is anticipated that the Portsmouth City Council will review an ordinance during the summer of 2024 that would effectuate the transfer of the Property to the University for nominal consideration; and

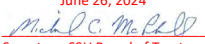
WHEREAS, in addition to approval by the Portsmouth City Council, the transfer of the Property would require approvals from various State of Ohio agencies and other regulatory bodies; and

WHEREAS, such final approvals may occur during the summer of 2024 prior to the next regular Board of Trustees meeting; and

WHEREAS, the acquisition of the Property for the benefit of the University would present significant opportunities for Shawnee State’s intercollegiate athletic teams, recreational programs and other activities;

NOW, THEREFORE, IT IS RESOLVED that on the condition that all required approvals are obtained from the City of Portsmouth, State of Ohio, and other regulatory bodies, the Board of Trustees of Shawnee State University authorizes the President to take any and all actions necessary to finalize the acquisition of Spartan Municipal Stadium, Branch Rickey Field, and adjacent real estate, totaling approximately 28 acres, for nominal consideration, and to accept one or more deeds of transfer of the Property for the benefit of Shawnee State University.

(June 21, 2024)

Certified as True and Correct
June 26, 2024

Secretary, SSU Board of Trustees

**Legal Description
A Division of the Properties of
The City of Portsmouth
27.9741 Acres**

Being the following described real estate situated in the City of Portsmouth, County of Scioto, State of Ohio, part of fractional Sections 19 & 20, T-1-N, R-21-W, part of Lots 1, 2, 3, 4 & 5 of the John Funk Sub. as found in Portsmouth abstract 5 at insert page 151, part of Lots 3 & 4 of the Martin Funk Estate as found in Portsmouth abstract 5 at insert page 151 and part of The City of Portsmouth parcels as recorded in deed book 273 at page 95 (First Tract), official record 689 at page 763, deed book 166 at page 561, deed book 189 at page 472 (Tracts 1 & 2), deed book 197 at page 331 (First and Second Tracts) and deed book 195 at page 646 (Part of Tax Parcels #32-2208.000, #32-2208.001 and #32-2203.000), more particularly described as follows:

Beginning at an iron pipe set [N:266,146.79 E:1,831,226.75] in the east line of the Umberto J. Milani parcel as recorded in official record 491 at page 461 marking the intersection of the west line of Brown Street (50.00' Wide) with the south line of William Street (50.00' Wide);

thence with the said south line of William Street, **North 78°46'41" East, 158.21 feet** to an iron pipe set;

thence continuing with the said south line of William Street, **North 81°06'10" East, 643.65 feet** to a mag spike set;

thence continuing with the said south line of William Street, **North 85°31'01" East, 15.55 feet** to a mag spike set;

thence leaving the said south line of William Street and through all of the above referenced The City of Portsmouth parcels the following courses:

South 40°09'23" East, 14.50 feet to a mag spike set;
South 60°29'20" East, 18.08 feet to a mag spike set;
South 70°08'41" East, 40.20 feet to a mag spike set;
South 73°54'30" East, 39.67 feet to a mag spike set;
South 79°05'35" East, 39.72 feet to a mag spike set;
South 85°42'24" East, 39.73 feet to a mag spike set;
North 88°42'44" East, 39.88 feet to a mag spike set;
North 83°53'24" East, 39.94 feet to a mag spike set;
North 79°07'23" East, 40.16 feet to a mag spike set;
North 72°03'46" East, 39.57 feet to a mag spike set;
North 64°12'05" East, 13.37 feet to a mag spike set;
South 01°40'00" West, 270.82 feet to a mag spike set;
South 87°51'51" East, 257.48 feet to an iron pipe set;
South 47°49'12" East, 76.28 feet to an iron pipe set;
South 57°00'09" East, 74.95 feet to an iron pipe set;
South 42°38'49" East, 66.32 feet to an iron pipe set;



South 19°59'47" East, 186.31 feet to an iron pipe set;
South 69°33'11" West, 289.53 feet to an iron pipe set;
South 67°49'52" West, 77.67 feet to an iron pipe set;
South 86°17'19" West, 64.97 feet to a mag spike set;
South 81°15'15" West, 45.92 feet to a mag spike set;
South 86°31'21" West, 50.89 feet to an iron pipe set;
South 86°55'39" West, 277.54 feet to a mag spike set;
North 89°11'39" West, 359.71 feet to an iron pipe set;
North 86°26'21" West, 213.49 feet to an iron pipe set;
North 82°26'23" West, 339.36 feet to an iron pipe set;
North 82°38'54" West, 290.27 feet to an iron pipe set;
North 86°19'42" West, 121.96 feet to an iron pipe set;
North 01°52'00" East, 468.10 feet to an iron pipe set in the south line of the Dudley C. Nichols, III parcel as recorded in official record 369 at page 330;

thence with the said south line of the Dudley C. Nichols, III parcel, the south line of the Ricky Lowell and Amy Kay Fenton parcel as recorded in deed book 967 at page 163 (Second Tract), the south line of the David Andrew and Daniel Lee Adkins parcel as recorded in official record 603 at page 149, the south line of the Lawrence G. Fitch Trust parcel as recorded in official record 161 at page 403 (Tract Eight), the south line of the Debra A. Pitts parcel as recorded in deed book 991 at page 789 (Second Tract) and the south line of the said Umberto J. Milani parcel, **North 86°08'35" East, 451.89 feet** to a mag nail set in concrete at the bottom of a corner fence post;

thence with the said east line of the Umberto J. Milani parcel, **North 02°12'46" East, 42.50 feet** to the point of beginning.

Containing 27.9741 Acres. Of which 18.2280 Acres lie within said Tax Parcel #32-2208.000, 6.6111 Acres lie within said Tax Parcel #32-2208.001 and 3.1350 Acres lie within said Tax Parcel #32-2203.000.

Together with a nonexclusive 25.00' wide Ingress and Egress Easement (Easement #2 on Plat) situated in the City of Portsmouth, County of Scioto, State of Ohio, lying over, upon and across part of fractional Section 20, T-1-N, R-21-W, Lot 5 of the John Funk Sub. as found in Portsmouth abstract 5 at insert page 151, Lots 2 & 3 of the Martin Funk Estate as found in Portsmouth abstract 5 at insert page 151 and The City of Portsmouth parcels as recorded in deed book 197 at page 331 (First & Second Tracts) and deed book 193 at page 381 (Tax Parcels #32-2208.000, #32-2202.000 and #32-2203.000), more particularly described as follows:

Beginning at point within The City of Portsmouth parcel as recorded in 197 at page 331 (Second Tract), said point being, South 83°07'00" East, 1156.11 feet from an iron pipe set [N:266,146.79 E:1,831,226.75] in the east line of the Umberto J. Milani parcel as recorded in official record 491 at page 461 marking the intersection of the west line of Brown Street (50.00' Wide) with the south line of William Street (50.00' Wide);

thence through all of the above referenced The City of Portsmouth parcels the following courses:

South 87°51'51" East, 257.69 feet to a point;
South 02°08'09" West, 25.00 feet to an iron pipe set;
North 87°51'51" West, 257.48 feet to a mag spike set;
North 01°40'00" East, 25.00 feet to the point of beginning.



Together with a nonexclusive Ingress and Egress Easement (Easement #1 on Plat) situated in the City of Portsmouth, County of Scioto, State of Ohio, lying over, upon and across fractional Section 19, T-1-N, R-21-W and The City of Portsmouth parcels as recorded in 401 at page 288, deed book 273 at page 95 (Second Tract) and deed book 273 at page 95 (First Tract) (Tax Parcel #32-2208.000), more particularly described as follows:

Beginning at point in the south line of Charles Street (50.00' Wide) marking the northwest corner of the Dudley C. Nichols, III parcel as recorded in official record 369 at page 330, said point being, North 70°00'52" West, 516.25 feet from an iron pipe set [N:266,146.79 E:1,831,226.75] in the east line of the Umberto J. Milani parcel as recorded in official record 491 at page 461 marking the intersection of the west line of Brown Street (50.00' Wide) with the south line of William Street (50.00' Wide);

thence leaving the said south line of Charles Street and with the west line of the said Dudley C. Nichols, III parcel and through The City of Portsmouth parcel as recorded in deed book 273 at page 95 (First Tract) the following courses:

South 02°04'59" West, 307.81 feet to a point;
South 87°44'52" East, 41.92 feet to a point;
South 01°52'00" West, 30.00 feet to a point;
North 87°44'52" West, 73.52 feet to a point;

thence continuing through The City of Portsmouth parcel as recorded in deed book 273 at page 95 (First Tract) and with the east line of the Brittany and Matthew Mader parcel as recorded in official record 797 at page 371, **North 02°04'59" East, 330.44 feet** to a point in the said south line of Charles Street marking the northeast corner of the said Brittany and Matthew Mader parcel;


thence with the said south line of Charles Street, **North 79°03'58" East, 32.31 feet** to the point of beginning.

Bearings based on the Ohio State Plane Coordinate System, South Zone, NAD83, 2011. Utilizing ODOT's VRS Network. Distances are at ground.

All iron pipes set are made of 1" outside diameter black iron gas pipe and have an aluminum identification cap, labeled Joseph K. Kaskey PS #7519, Property Survey Monument.

This description was made in accordance with a recent survey and is more particularly described and delineated on a plat dated: 04/02/24 and signed: 04/11/24, attached hereto and on file at the Scioto County Engineers' office, both made a part hereof.

Aforesaid references recorded among the land records of Scioto County, Ohio.


Joseph K. Kaskey
Professional Surveyor #7519
State of Ohio
April 11, 2024

NOT SUBJECT TO
Planning Commission
Approval
Angie Malone 4/17/24


APPROVED FOR TRANSFER
SCIOTO COUNTY ENGINEER
Sam Salye
2024.04.17 08:09:39 -04'00'



Charles Street
(50.00' Wide)

Brown Street
(50.00' Wide)

William Street
(50.00' Wide)

P.O.B.
N 200.146.79
E 1,831.228.75

27.9741 Acres Total

Line Table

LINE	BEARING	DISTANCE
L1	N 40° 31' 01" E	15.50
L2	S 40° 59' 25" E	4.50
L3	S 80° 29' 25" E	18.00
L4	S 70° 08' 41" E	40.20
L5	S 73° 54' 30" E	39.22
L6	S 79° 08' 30" E	39.72
L7	S 66° 40' 24" E	34.68
L8	N 68° 42' 44" E	35.54
L9	N 82° 53' 24" E	40.18
L10	N 79° 07' 32" E	34.18
L11	N 72° 03' 48" E	34.57
L12	N 64° 12' 00" E	13.37
L13	S 60° 17' 18" W	64.97
L14	S 81° 15' 15" W	45.92
L15	S 88° 21' 21" W	50.69
L16	N 02° 54' 58" E	130.44
L17	S 02° 54' 58" W	130.44
L18	S 87° 44' 52" E	47.90

Area Summary

Tax Parcel #32-2208-000 - 18.2280 Acres
 Tax Parcel #32-2208-001 - 0.6111 Acres
 Tax Parcel #32-2208-002 - 0.1350 Acres
 Total: 27.9741 Acres

Certified as True and Correct
 June 26, 2024

Michael C. McRell
 Secretary, SSU Board of Trustees

- General Notes:**
- 1) No title report furnished
 - 2) This survey does not purport to reflect all easements and/or encumbrances affecting the title to the subject property.
 - 3) Bearings & Coordinates based on the Ohio State Plane Coordinate System, South Zone (NAD83, 2011). Using GDA's WRS Network. Distances are at ground.
 - 4) This survey does not depict all visible or subsurface improvements.
 - 5) No zoning requirements were ascertained or verified for this survey.
 - 6) Evidence of occupation (if any) found along boundary lines are noted below.
 - 7) All structures listed are in good condition unless noted otherwise.



Michael C. McRell
 Professional Surveyor #10518
 State of Ohio
 Date: 6/26/2024

RESOLUTION F13-24

APPROVAL OF AY2024-25 COURSE FEES, PROGRAM FEES, AND OTHER STUDENT FEES

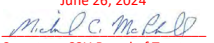
WHEREAS, tuition and general fees are utilized for instructional needs, student support services and programming, and institutional operations; and

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 FY2025 operating budget, the President recommends approval of the fee schedules (attached) for the following categories:

- Course and Program Fees
- Other Student Fees

THEREFORE, BE IT RESOLVED that the Board of Trustees approves the proposed fee schedules contingent upon approval by the Ohio Department of Higher Education (ODHE).

(June 21, 2024)

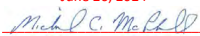
Certified as True and Correct
June 26, 2024

Secretary, SSU Board of Trustees

2024-25 Academic Year
Course Fees
effective Autumn 2024

Course Fees	AY 2023-24	AY 2024-25
Per Term		
Education Field Fee (EDU1)	\$ 350.00	\$ 350.00
Education Field Fee (EDU2)	\$ 175.00	\$ 175.00
Study Abroad Course Fee (CIPA)	\$ 120.00	\$ 120.00
Transition to Registered Nursing (AHNR)	\$ 85.00	\$ 85.00
Per Credit Hour		
Arts - Tier 1 (ART1)	\$ 10.00	\$ 10.00
Arts - Tier 2 (ART2)	\$ 20.00	\$ 20.00
Arts - Tier 3 (ART3)	\$ 30.00	\$ 30.00
Athletic Training (ATTR)	\$ 25.00	\$ 25.00
Biology (BIOL)	\$ 30.00	\$ 30.00
Health Science (BSHS)	\$ 5.00	\$ 5.00
Business (BUSI)	\$ 10.00	\$ 10.00
Chemistry (CHEM)	\$ 30.00	\$ 30.00
Dental Hygiene (DTHY)	\$ 45.00	\$ 45.00
Developmental Mathematics (UNC3)	\$ 17.00	\$ 17.00
Developmental Reading and Writing (UNC1)	\$ 3.00	\$ 3.00
Education (EDUC)	\$ 15.00	\$ 15.00
Education, Graduate (MEUC)	\$ 20.00	\$ 20.00
Education, Graduate Curriculum & Instruction (MECI)	\$ 20.00	\$ 20.00
Education, Graduate Intervention Specialist (MEIS)	\$ 20.00	\$ 20.00
Emergency Medical Technology (EMTP)	\$ 20.00	\$ 20.00
Engineering Technologies (ENGT)	\$ 27.00	\$ 27.00
Exercise Science (SSES)	\$ 25.00	\$ 25.00
First Year Experience (UNC2)	\$ 12.00	\$ 12.00
Health Care Administration (BUHE)	\$ 20.00	\$ 20.00
Humanities (HUMA)	\$ 10.00	\$ 13.00
Information Security (INSE)	\$ 45.00	\$ 45.00
Information Systems (BUIS)	\$ 45.00	\$ 45.00
Information Systems (ISMA)	\$ 45.00	\$ 45.00
Mathematics, Graduate - Off-Campus Cohorts (MTH4)	\$ 60.00	\$ 30.00
Mathematics, Graduate (MTH1)	\$ 15.00	\$ 15.00
Mathematics, Graduate (MTH3)	\$ 35.00	\$ 30.00
Mathematics, Undergraduate (MATH)	\$ 15.00	\$ 15.00
Medical Laboratory Technology (MLTC)	\$ 25.00	\$ 25.00
Natural Science (NSCI)	\$ 30.00	\$ 30.00
Nursing, A.A.S. (ADNR)	\$ 35.00	\$ 35.00
Nursing, B.S. (BSNR)	\$ 35.00	\$ 35.00
Nursing, M.S.N. (MSNR)	\$ -	\$ 20.00
Occupational Therapy Assistant (OTAT)	\$ 20.00	\$ 20.00
Occupational Therapy, Graduate (MOT)	\$ 75.00	\$ 75.00
Physical Education - Tier 1 (SPST1)	\$ 10.00	\$ 10.00
Physical Education - Tier 2 (SPST2)	\$ 15.00	\$ 15.00
Physical Education - Tier 3 (SPST3)	\$ 20.00	\$ 20.00
Physical Therapist Assistant (PTAT)	\$ 20.00	\$ 20.00
Radiologic Technology (RDLT)	\$ 25.00	\$ 25.00
Respiratory Therapy (RPTT)	\$ 25.00	\$ 25.00
Rhetoric, Graduate (RHET)	\$ 20.00	\$ 20.00
Social Science (SSCI)	\$ 12.00	\$ 12.00
Sports Management (SSSM)	\$ 15.00	\$ 15.00

Note: Fee schedule subject to approval by ODHE.

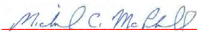
BOT 6/21/2024

Certified as True and Correct
June 26, 2024

Secretary, SSU Board of Trustees

**2024-25 Academic Year
Program Fees**
effective Autumn 2024

Programs	AY 2023-24	AY 2024-25
AAS, Dental Hygiene (DTHY)	\$80	\$80
AAS, Emergency Medical Technology (EMTA, EMTPT)	\$100	\$100
AAS, Medical Laboratory (MLTC)	\$100	\$100
AAS, Occupational Therapy Assistant (OTAT)	\$55	\$55
AAS, Physical Therapist Assistant (PTAT)	\$60	\$60
AAS, Radiologic Technology (RDLT)	\$100	\$100
AAS, Respiratory Therapy (RPTT)	\$100	\$100
ADN, Nursing (ADNR)	\$50	\$50
BA/BS, Adolescent to Young Adult Education (ADLA, MAVA, ADMA, ADLS)	\$60	\$60
BFA, Fine Arts/Gaming and Simulation (GSDA)	\$100	\$100
BFA, Fine Arts/Graphic Design (VIDD, VIAN, VIDS, VIMT, VIIM, VAD)	\$90	\$90
BS, Biology/Pre-Med (BIOM, PMED, BIOB, BIOO)	\$100	\$100
BS, Computer Engineering Technology (ETCO)	\$100	\$100
BS, Digital Simulation and Gaming Engineering Technology (ETGG)	\$100	\$100
BS, Electromechanical Engineering Technology (ETEM)	\$50	\$50
BS, Information Security (BINS)	\$100	\$100
BS, Plastics Engineering Technology (ETPL)	\$100	\$100
BS, NS, Environmental Science		\$100
BSE, Early Childhood PreK-3 (ECIS, EDEC, EDIS)	\$60	\$60
BSE, Middle Childhood (EDMC)	\$60	\$60
BSE, Multiage Intervention Specialist (EDIS)	\$60	\$60
BSHS, Health Science (BSHS)	\$25	\$25
BSN, Nursing (BSNR-BSNT)	\$50	\$50
EDUC, Education (ADLA, ADMA, ADLS, ADSB, ADSP, ADSE, ADSC, ADES, ADPS, ADSS, ADHI, ADSO, EDPE, EDPI, ECSE, EDIS, EMLM EMLS, EMLT, EMMS, EMMT, EMST, ENLA , ENLS, MAVA, NTES, NTIS , NTLs, NTPS)	\$60	\$60
MEd, Curriculum & Instruction (C&I)	\$60	\$60
MEd, Multiage Intervention Specialist (EDIS)	\$60	\$60
MBA, Masters in Business		\$50
MSN, Masters in Nursing		\$60
MOT, Occupational Therapy (MOT)	\$100	\$100

Note: Fee schedule subject to approval by ODHE.

Certified as True and Correct
June 26, 2024

Secretary, SSU Board of Trustees

BOT 6/21/2024

2024-25 Academic Year Other Additional Student Fees

effective Autumn Semester 2024

Additional Student Fees	AY 2023-24	AY 2024-25
Application Fees		
Graduate Admission	\$ 30.00	\$ 30.00
International Admission	\$ 50.00	\$ 50.00
Career Services**	\$4/cr hr (max \$48)	\$4/cr hr (max \$48)
CashNet Payment Plan Fall/Spring: First Late Fee	\$ 45.00	\$ 45.00
CashNet Payment Plan Fall/Spring: Second Late Fee	\$ 35.00	\$ 35.00
CashNet Payment Plan Fall/Spring: Third Late Fee	\$ 35.00	\$ 35.00
CashNet Payment Plan Fall/Spring: Fourth Late Fee	\$ 35.00	\$ 35.00
Credit by Arrangement Administrative Fee, Undergraduate	\$150/per cr hr*	\$150/per cr hr*
Credit by Arrangement Administrative Fee, Graduate	\$225/per cr hr*	\$225/per cr hr*
Credit by Exam Fee (per course)	\$ 150.00	\$ 150.00
Graduation Petition Fee (per degree)	\$ 50.00	\$ 50.00
Int'l Student Exchange Program (ISEP) Admin. Fee	\$ 100.00	\$ 100.00
Int'l Student Exchange Program (ISEP) Tuition Differential	varies by destination	varies by destination
Late Registration Fee/Re-enrollment Fee	\$ 150.00	\$ 150.00
Non-Payment Plan Late Fees	max \$180.00 per sem.	max \$180.00 per sem.
Orientation Fee	\$ 50.00	\$ 50.00
Overnight Orientation Fee	\$ 37.00	\$ 37.00
Overnight Orientation Fee (same day registration)	\$ 47.00	\$ 47.00
General Parking Fee (Course Credit Student)***	\$30- Autumn & Spring Semesters	\$75 per semester / \$150 Annual
General Parking Fee (Non-Credit Student)***	-	\$36 per semester / \$72 Annual
Reserved Parking (if requested)	-	\$150 per semester / \$300 Annual
Payment Plan Summer: First Late Fee	\$ 90.00	\$ 90.00
Payment Plan Summer: Second Late Fee	\$ 90.00	\$ 90.00
Student Athletic	\$150/per sem.	\$150/per sem.
Student Service Fees (students with 6 or more credit hours)**	\$25/per sem.	\$25/per sem.
Student Health & Wellness (students with 6 or more cr hrs)**	\$25/per sem.	\$25/per sem.
Study Abroad	\$120/per sem.	\$120/per sem.

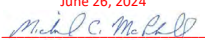
*Course Credit by Arrangement Administrative Fee will not be charged to conditionally admitted graduate students taking undergraduate-level prerequisite courses by arrangement.

**Listed on Tuition Schedules

***excludes CCP students

Note: Fee schedule subject to approval by ODHE.

BOT 6/21/2024

Certified as True and Correct
June 26, 2024

Secretary, SSU Board of Trustees

**2024-25 Academic Year
Fines and Cost Recovery Charges***

effective Autumn Semester 2024

Cost Recovery Charges	AY 2023-24	AY 2024-25
Equipment:		
Bike rental for international students (new)	\$30.00	\$30.00
Bike rental for international students (used)	\$25.00 refundable deposit	\$25.00 refundable deposit
Calculator rental	\$100.00 (includes \$60.00 deposit)	\$100.00 (includes \$60.00 deposit)
Lost/damaged item	cost of item	cost of item
International Programs:		
Airport transportation - Cincinnati, Columbus	\$150.00	\$150.00
Airport transportation - Huntington	\$100.00	\$100.00
Costs:		
Copies - black & white	\$0.05	\$0.10
Copies - color	\$0.15	\$0.25
Library Costs:		
OhioLINK item replacement charge	\$125.00	\$125.00
OhioLINK overdue or billed item	.50/day, max \$50.00 per item	.50/day, max \$50.00 per item
Office of the Registrar:		
Transcript Service Fee	\$5.00	\$5.00
Postage charge for rush transcript	current USPS rate for priority mail express	current USPS rate for priority mail express
Charges & Fines	AY 2023-24	AY 2024-25
Disciplinary:		
Defacing University property	\$50.00 - \$400.00 plus costs	\$50.00 - \$400.00 plus costs
Discharging fire extinguisher	\$750.00 plus costs	\$750.00 plus costs
Misuse of campus technology	\$100.00	\$100.00
Moving or tampering with fire or safety equipment	\$750.00	\$750.00
Skateboarding or in-line skating	up to \$20.00 plus restitution	up to \$20.00 plus restitution
Housing Charges & Fines:		
Damages	variable, depending on type of damage	variable, depending on type of damage
Failure to dispose of trash	\$25.00 - \$100.00	\$25.00 - \$100.00
Housing during University breaks	pro-rated daily rate	pro-rated daily rate
Improper housing check-in	\$100, plus cost	\$100, plus cost
Improper stay during break	\$100	\$100
Use of unassigned housing	\$100, plus cost	\$100, plus cost
Improper checkout	\$25.00	\$25.00
Key replacement - hard key	\$90.00	\$90.00
Key replacement - swipe card	\$12.00	\$12.00
Lock core replacement	\$90.00	\$90.00
Lockout charge	\$12.00	\$12.00
Pets in living units	\$35.00/day plus costs	\$35.00/day plus costs
Smoking in residence hall - first violation	\$250.00	\$250.00
Smoking in residence hall - second and subsequent violations	\$500.00	\$500.00
Violation of noise policy - second violation	\$25.00	\$25.00
Violation of visitation policy - second violation	\$25.00	\$25.00
Violation of visitation policy - third violation	\$50.00	\$50.00
Violation of guest policy - second violation	\$25.00	\$25.00
Violation of guest policy - third violation	\$50.00	\$50.00
Charges & Fines	AY 2023-24	AY 2024-25
Parking Fines:		
Bicycles in buildings	\$25.00	\$25.00
Driving or parking on grass	\$25.00, plus restitution of damages	\$25.00, plus restitution of damages
Immobilization	\$50.00, plus outstanding parking fines	\$50.00, plus outstanding parking fines
Improper use of permit	\$40.00	\$40.00
Parking along curb	\$25.00, plus towing & storage charge	\$25.00, plus towing & storage charge
Parking hang tag not displayed	\$25.00	\$25.00
Parking in fire lane	\$25.00	\$25.00
Parking in handicapped zone	\$250 (minimum)	\$250 (minimum)
Parking in prohibited lot	\$25.00	\$25.00
Parking outside permitted areas	\$25.00, plus surface repair cost	\$25.00, plus surface repair cost
Parking reinstatement charge	\$25.00	\$25.00
Parking with disregard for painted lines	\$25.00	\$25.00
Parking within 10 feet of fire hydrant	\$25.00	\$25.00
Parking within 20 feet of crosswalk	\$25.00	\$25.00
Parking within 30 feet of stop sign	\$25.00	\$25.00
Parking/stopping in other prohibited zone (posted)	\$25.00, plus towing & storage charge	\$25.00, plus towing & storage charge
Vehicle not registered	\$25.00	\$25.00

Certified as True and Correct
June 26, 2024

Michael C. McLeod
Secretary, SSU Board of Trustees

2024-25 Academic Year Other Additional Student Fees

effective Autumn Semester 2024

Additional Student Fees	AY 2023-24	AY 2024-25
Application Fees		
Graduate Admission	\$ 30.00	\$ 30.00
International Admission	\$ 50.00	\$ 50.00
Career Services**	\$4/cr hr (max \$48)	\$4/cr hr (max \$48)
CashNet Payment Plan Fall/Spring: First Late Fee	\$ 45.00	\$ 45.00
CashNet Payment Plan Fall/Spring: Second Late Fee	\$ 35.00	\$ 35.00
CashNet Payment Plan Fall/Spring: Third Late Fee	\$ 35.00	\$ 35.00
CashNet Payment Plan Fall/Spring: Fourth Late Fee	\$ 35.00	\$ 35.00
Credit by Arrangement Administrative Fee, Undergraduate	\$150/per cr hr*	\$150/per cr hr*
Credit by Arrangement Administrative Fee, Graduate	\$225/per cr hr*	\$225/per cr hr*
Credit by Exam Fee (per course)	\$ 150.00	\$ 150.00
Graduation Petition Fee (per degree)	\$ 50.00	\$ 50.00
Int'l Student Exchange Program (ISEP) Admin. Fee	\$ 100.00	\$ 100.00
Int'l Student Exchange Program (ISEP) Tuition Differential	varies by destination	varies by destination
Late Registration Fee/Re-enrollment Fee	\$ 150.00	\$ 150.00
Non-Payment Plan Late Fees	max \$180.00 per sem.	max \$180.00 per sem.
Orientation Fee	\$ 50.00	\$ 50.00
Overnight Orientation Fee	\$ 37.00	\$ 37.00
Overnight Orientation Fee (same day registration)	\$ 47.00	\$ 47.00
General Parking Fee (Course Credit Student)***	\$30- Autumn & Spring Semesters	\$75 per semester / \$150 Annual
General Parking Fee (Non-Credit Student)***	-	\$36 per semester / \$72 Annual
Reserved Parking (if requested)	-	\$150 per semester / \$300 Annual
Payment Plan Summer: First Late Fee	\$ 90.00	\$ 90.00
Payment Plan Summer: Second Late Fee	\$ 90.00	\$ 90.00
Student Athletic	\$150/per sem.	\$150/per sem.
Student Service Fees (students with 6 or more credit hours)**	\$25/per sem.	\$25/per sem.
Student Health & Wellness (students with 6 or more cr hrs)**	\$25/per sem.	\$25/per sem.
Study Abroad	\$120/per sem.	\$120/per sem.

*Course Credit by Arrangement Administrative Fee will not be charged to conditionally admitted graduate students taking undergraduate-level prerequisite courses by arrangement.

**Listed on Tuition Schedules

***excludes CCP students, and e-Campus

Note: Fee schedule subject to approval by ODHE.

BOT 6/21/2024

Certified as True and Correct
June 26, 2024


Secretary, SSU Board of Trustees

RESOLUTION F14-24

CONTINUING UNIVERSITY SPENDING AUTHORITY

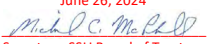
WHEREAS, strategic budgeting initiatives are underway that will impact university revenue and expenditure assumptions for the FY2025 budget year; and

WHEREAS, the FY2025 budget is anticipated to be presented to the Board of Trustees for review and approval at the Board's September 2024 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 FY2025 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 FY2024 until such time the FY2025 operating budget is approved by the Board.

(June 21, 2024)

Certified as True and Correct
June 26, 2024

Secretary, SSU Board of Trustees



FY24 Operating Budget Status

Report Date 06.07.2024

	FY24 Budget	Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals	YTD Actuals	% of Budget
Revenue							
Tuition & Student Fees	\$ 27,344,306	\$ 14,983,783	\$ (371,255)	\$ 12,126,630	\$ 2,686,826	\$ 29,425,985	107.6%
State Share of Instruction	\$ 13,560,724	\$ 3,390,644	\$ 3,407,103	\$ 3,390,027	\$ 1,130,009	\$ 11,317,783	83.5%
Shawnee Supplement	\$ 9,000,000	\$ 2,250,000	\$ 2,250,000	\$ 2,250,000	\$ -	\$ 6,750,000	75.0%
Scholarship	\$ (4,813,677)	\$ (2,553,757)	\$ (63,198)	\$ (2,448,946)	\$ (78,288)	\$ (5,144,190)	106.9%
Other Income	\$ 3,975,986	\$ 781,587	\$ 436,672	\$ 2,412,769	\$ 419,032	\$ 4,050,060	101.9%
Commissions	\$ 481,728	\$ 76,101	\$ 2,534	\$ 235,957	\$ 62,463	\$ 377,056	78.3%
General Fund Operating Grants	\$ 218,585	\$ 37,996	\$ 22,359	\$ 29,301	\$ 14,658	\$ 104,314	47.7%
Miscellaneous Revenue	\$ 2,396,273	\$ 310,335	\$ 198,322	\$ 1,926,032	\$ 159,976	\$ 2,594,665	108.3%
Service Fees/Memberships	\$ 287,000	\$ 82,072	\$ 53,979	\$ 59,325	\$ 76,918	\$ 272,294	94.9%
Ticket Sales/Rentals	\$ 592,400	\$ 275,083	\$ 159,479	\$ 162,153	\$ 105,017	\$ 701,732	118.5%
Transfers In	\$ -	\$ (198)	\$ (2,323)	\$ -	\$ -	\$ (2,521)	
Revenue Total	\$ 49,067,339	\$ 18,852,059	\$ 5,657,000	\$ 17,730,480	\$ 4,157,579	\$ 46,397,118	94.6%
Expense							
Compensation	\$ 32,076,706	\$ 5,306,340	\$ 7,682,939	\$ 7,516,496	\$ 6,457,477	\$ 26,963,252	84.1%
Salaries	\$ 23,267,474	\$ 3,545,069	\$ 5,791,563	\$ 5,463,607	\$ 4,898,286	\$ 19,698,524	84.7%
Benefits	\$ 8,809,232	\$ 1,761,271	\$ 1,891,376	\$ 2,052,889	\$ 1,559,192	\$ 7,264,728	82.5%
Non-Compensation	\$ 13,136,065	\$ 3,753,789	\$ 2,971,876	\$ 2,876,424	\$ 2,101,698	\$ 11,703,787	89.1%
Equipment	\$ 215,535	\$ 118,253	\$ 227,426	\$ 49,949	\$ 124,508	\$ 520,136	241.3%
External Professional Services	\$ 671,418	\$ 204,859	\$ 228,450	\$ 256,477	\$ 144,091	\$ 833,877	124.2%
Information/Comm/Shipping	\$ 859,038	\$ 292,336	\$ 70,960	\$ 223,416	\$ 127,911	\$ 714,622	83.2%
Maintenance & Service Contracts	\$ 3,375,501	\$ 1,610,769	\$ 971,246	\$ 581,797	\$ 430,040	\$ 3,593,852	106.5%
Meal Plan Expense	\$ 2,249,844	\$ 327,018	\$ 671,878	\$ 664,931	\$ 358,892	\$ 2,022,719	89.9%
Miscellaneous Expense	\$ 1,662,562	\$ 532,428	\$ 91,939	\$ 268,032	\$ 101,900	\$ 994,300	59.8%
Supplies	\$ 1,750,165	\$ 206,815	\$ 188,238	\$ 233,199	\$ 222,086	\$ 850,337	48.6%
Travel	\$ 758,366	\$ 86,967	\$ 225,839	\$ 216,037	\$ 246,027	\$ 774,870	102.2%
Utilities	\$ 1,593,636	\$ 374,344	\$ 295,901	\$ 382,586	\$ 346,243	\$ 1,399,074	87.8%
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expense Total	\$ 45,212,771	\$ 9,060,129	\$ 10,654,815	\$ 10,392,920	\$ 8,559,175	\$ 38,667,039	85.5%
Net Transfer to Capital Fund	\$ 1,564,825	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Net Operating Budget	\$2,289,743	\$9,791,930	(\$4,997,815)	\$7,337,560	(\$4,401,596)	\$7,730,079	338%

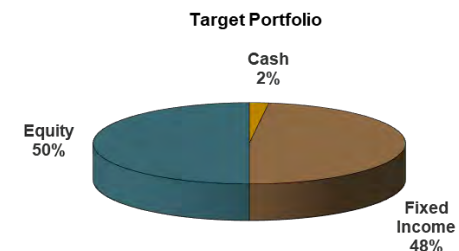
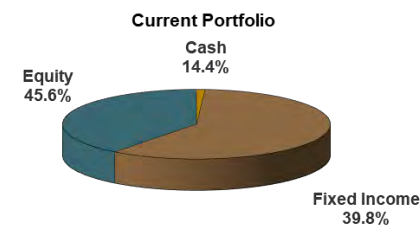
Certified as True and Correct
June 26, 2024

Melinda C. McLeod
Secretary, SSU Board of Trustees

Shawnee State University Asset Allocation – As of June 3, 2024



Asset Class	Market Value	% of Assets	Target %
Cash Equivalents			
TIAA Trust Cash Deposit Account	\$1,594,627	14.4%	
Total Cash Equivalents	\$1,594,627	14.4%	2.0%
Fixed Income			
Fixed Income Separately Managed Account	\$3,361,394	30.3%	
PGIM High Yield Fund	248,052	2.2%	
Vanguard Intermediate-Term Bond Index	\$403,994	3.6%	
VanEck J. P. Morgan EM Local Currency Bond ETF	\$146,686	1.3%	
DFA Inflation Protected SEC Fund	\$124,870	1.1%	
PIMCO 1-5 Year U.S. TIPS Index Exchange Traded Fund	\$126,665	1.1%	
Total Fixed Income	\$4,411,661	39.8%	48.0%
Domestic Equity			
TIAA-CREF Large Cap Growth Index Fund	\$1,938,414	17.5%	
TIAA-CREF Large Cap Value Index Fund	\$1,695,896	15.3%	
iShares Russell Mid-Cap Growth ETF	\$223,801	2.0%	
iShares Russell Mid Cap Value ETF	\$223,675	2.0%	
iShares Russell 2000 Growth ETF	136,378	1.2%	
iShares Russell 2000 Value ETF	132,206	1.2%	
Total Domestic Equity	\$4,350,370	39.2%	45.0%
International Equity			
iShares Core MSCI EAFE ETF	\$220,334	2.0%	
iShares MSCI International Quality Factor ETF	\$306,893	2.8%	
iShares MSCI EAFE Small-Cap ETF	\$25,600		
iShares Core MSCI Emerging Markets ETF	\$179,560	1.6%	
Total International Equity	\$732,387	6.4%	5.0%
Total Equity	\$5,082,757	45.6%	50.0%
Total Portfolio Market Value	\$11,089,045	99.8%	100.0%



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June 26, 2024

Michael C. McCall
Secretary, SSU Board of Trustees

CASH AND INVESTMENT HISTORY

Asset Class/Security	Market Value as of May 31, 2024	Market Value as of June 30, 2023	Market Value as of June 30, 2022
OPERATING CASH:			
U.S. Bank	\$ 5,154,534	\$ 5,381,923	\$ 1,724,399
Total Operating Cash Balance	\$ 5,154,534	\$ 5,381,923	\$ 1,724,399
LIQUID POOL INVESTMENT PORTFOLIO:			
STAROhio	\$ 214,172	\$ 203,642	\$ 195,839
Total Liquid Investment Pool Balance	\$ 214,172	\$ 203,642	\$ 195,839
TIAA DIVERSIFIED INVESTMENT POOL SUMMARY:			
Cash Equivalents:	\$ 1,973,842	\$ 427,436	\$ 255,492
% of Total TIAA Portfolio	17.9%	5.2%	3.3%
Fixed Income Holdings:			
Fixed Income Managed Acct (US and Agency Securities)	\$ 2,147,653	\$ 3,157,590	\$ 3,169,578
DFA Inflation Protected Securities Portfolio	\$ 124,297	\$ 124,641	\$ 201,332
iShares MBS ETF	\$ 984,546	\$ -	\$ -
PGIM High Yield Fund	\$ 246,943	\$ -	\$ -
PIMCO 1-5 Year U.S. TIPS Index ETF	\$ 126,518	\$ 123,235	\$ 201,683
TIAA-CREF Short-Term Bond Fund	\$ -	\$ 436,366	\$ 540,222
VanEck J.P.Morgan EM Local Currency Bond ETF	\$ 146,591	\$ -	\$ -
Vanguard Intermediate Term Bond Fund	\$ 391,921	\$ -	\$ -
Vanguard Short Term Bond Index Fund	\$ -	\$ 344,546	\$ 347,717
Total Fixed Income	\$ 4,168,469	\$ 4,186,378	\$ 4,460,532
% of Total TIAA Portfolio	37.8%	50.8%	57.9%
Domestic Equity Holdings:			
iShares Russell 2000 Growth ETF	\$ 127,065	\$ -	\$ -
iShares Russell 2000 Value ETF	\$ 122,989	\$ -	\$ -
iShares Russell Mid-Cap Growth ETF	\$ 215,275	\$ -	\$ -
iShares Russell Mid Cap Value ETF	\$ 215,565	\$ 154,106	\$ 142,503
TIAA-CREF Large Cap Growth Index Fund	\$ 1,868,212	\$ 1,307,298	\$ 971,764
TIAA-CREF Large Cap Value Index Fund	\$ 1,664,625	\$ 1,245,680	\$ 1,047,399
TIAA-CREF Small Cap Blend Index Fund	\$ -	\$ 135,165	\$ 139,116
Vanguard Mid-Cap Growth Index	\$ -	\$ 155,725	\$ 132,366
Vanguard REIT Index Fund	\$ -	\$ 53,565	\$ 57,762
Cohen & Steers Real Estate Fund	\$ -	\$ 38,543	\$ 40,210
Total Domestic Equity	\$ 4,213,731	\$ 3,090,082	\$ 2,531,120
% of Total TIAA Portfolio	38.2%	37.5%	32.8%
International Equity Holdings:			
iShares Core MSCI EAFE ETF	\$ 219,635	\$ 196,492	\$ 268,709
iShares Core MSCI Emerging ETF	\$ 162,713	\$ 133,280	\$ 132,658
iShares MSCI EAFE Small-Cap ETF	\$ 10,518	\$ -	\$ 61,414
iShares MSCI International Quality Factor ETF	\$ 290,989	\$ 199,467	\$ -
Total International Equity	\$ 683,856	\$ 529,239	\$ 462,781
% of Total TIAA Portfolio	6.2%	6.4%	6.0%
Total Equity	\$ 4,897,587	\$ 3,619,321	\$ 2,993,901
% of Total TIAA Portfolio	44.4%	44.0%	38.8%
TOTAL TIAA DIVERSIFIED POOL PORTFOLIO MARKET VALUE	\$ 11,039,897	\$ 8,233,135	\$ 7,709,925
TOTAL CASH AND INVESTMENTS BALANCE	\$ 16,408,604	\$ 13,818,701	\$ 9,630,163

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June 26, 2024
M. D. C. McLeod
Secretary, SSU Board of Trustees

TOTAL TIAA PORTFOLIO	
Value as of June 30, 2023	\$ 8,233,135
Value as of May 31, 2024	\$ 11,039,897
Diff \$	\$ 2,806,762
Diff %	29.13%
Without \$2M Cash Addition to Portfolio during FY24	8.37%

PERSONNEL ACTIVITY REPORT FY24

June 21, 2024

New Hires

➤ **Administrative Staff**

- Avery Reuter – Coordinator, Grants and Sponsored Programs, April 22, 2024
- Camryn Zornes – Coordinator, Mental Health and Wellness, May 1, 2024
- Lexi Smith – Testing Coordinator, Admissions, May 13, 2024
- Kathy Goins – Coordinator, Educational Opportunities Center, June 1, 2024
- James Barker – Director, Institute for Appalachian Public Policy, June 3, 2024
- Erin Rice – Success Coach, Student Success Center, June 3, 2024
- Rebecca Miller – Coordinator, Educational Opportunities Center, June 10, 2024
- Alexandria Holbrook – Specialist, Registrar, June 10, 2024

➤ **Faculty**

- Courtney Ruggles – Assistant Professor, Rehabilitation Sciences, BSW, May 13, 2024

➤ **Support Staff**

- Justin Smallwood – Custodian, Planning, Construction & Facilities, April 8, 2024
- Jenny Lawson – Selective Admission Specialist, College of Professional Studies, May 20, 2024

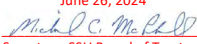
Change of Status

➤ **Executive Staff**

- Kimberly Inman – Interim Vice President and Provost, Academic and Student Affairs, May 17, 2024
- Michael Barnhart – Interim Dean, College of Arts and Sciences, May 17, 2024
- Christine Raber – Interim Dean, College of Health and Human Services, July 1, 2024
- Adam Miller – Interim Dean, College of Business and Engineering Technology, July 1, 2024

➤ **Administrative Staff**

- Bethany McNeilan – Assistant Registrar, Registrar, April 15, 2024

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June 26, 2024

Secretary, SSU Board of Trustees

PERSONNEL ACTIVITY REPORT FY24

June 21, 2024

➤ **Athletic Staff**

- Conner Flynn – Head Coach, M/W Track/Cross Country Director, March 1, 2024

Departures

➤ **Executive Staff**

- Sunil Ahuja – Vice President and Provost, Academic and Student Affairs, May 14, 2024

➤ **Administrative Staff**

- Linda Steele – Program Director, Campus Partnerships and CLL, May 24, 2024
- Gabriel Brown – Director, Upward Bound Math Science, June 3, 2024

➤ **Faculty**

- Barbara Wilson-Battles – Instructor, English and Humanities, April 30, 2024
- Mark Mirabello – Professor, Social Sciences (History), May 1, 2024
- Sherri Powell – Senior Instructor, First Year Experience, May 1, 2024

➤ **Athletic Staff**

- Natasha Ademakinwa – Director, Athletics & Fitness Studies Faculty/Soccer, April 9, 2024
- Charles “Bill” Rockwell – Manager, Athletic Operations, May 31, 2024

➤ **Support Staff**

- Robert Holtgrewe – Mechanic II, Planning, Construction & Facilities, February 1, 2024
- Tonetta Wiley – Custodian (PT), Planning, Construction & Facilities, April 26, 2024

CAPITAL PROJECTS STATUS REPORT

June 21, 2024

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. Design activity and associated estimating continue.
- Funding has been granted to the City of Portsmouth for the Third & Gay Streets intersection (\$1.5 million). Preliminary design of crosswalks has begun; estimates being developed.

Campus Wayfinding Project - \$150,000 - Capital

- Wayfinding scope has been revised to include an interior signage phase. Full scope currently being solidified. Multi-phase project being considered.

Campus Safety Grant Keyless Entry - \$75,570 - Capital

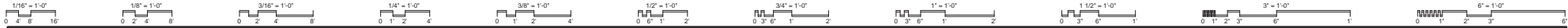
- Project complete; all buildings online.

Roof and Infrastructure Project - \$1.25M - Capital

- Project will include complete/partial roof replacements and building envelope integrity updates of Kricker Hall and the Rhodes Athletic Center.
- Construction documents submission to State for plan approval forthcoming.

Clark Memorial Library Renovation Project - \$4.5 million - Capital

- Architect selected; technical fee proposal forthcoming. Controlling Board submission process begun.



SSC0100074

Campus Gateway/Third Street Developments

Shawnee State University



Preliminary Design

ARCHITECT:



4333-A TULLER ROAD
DUBLIN, OHIO 43017

IN ASSOCIATION WITH:

LANDSCAPE ARCHITECT:

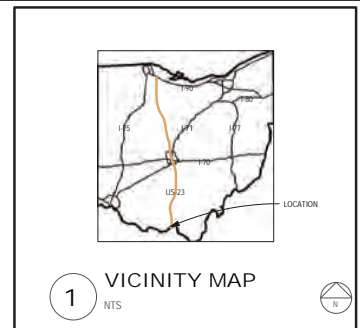


4333-A TULLER ROAD
DUBLIN, OHIO 43017

CIVIL ENGINEERS:

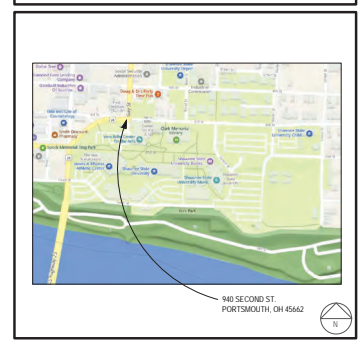


6612 SINGLETREE DRIVE
COLUMBUS, OHIO 43229



NOT FOR CONSTRUCTION

SPGB Architects
4333-A TULLER ROAD
DUBLIN, OHIO 43017
PHONE: (614) 771-8963



DESIGNED BY: DMG
DRAWN BY: WCS
CHECKED BY: BAM

DATE	REVISIONS

SHEET INDEX	
Sheet Number	Sheet Name
G-000	COVER SHEET
C-100	SCHEMATIC LONG-TERM TRIPS PLAN
C-101	PLAN AND PROFILE - STA. 7+00.00 TO STA. 12+00.00
C-102	PLAN AND PROFILE - STA. 12+00.00 TO STA. 17+00.00
C-103	PLAN AND PROFILE - STA. 17+00.00 TO STA. 22+00.00
C-104	PLAN AND PROFILE - STA. 22+00.00 TO STA. 27+00.00
L-101	TREE PLANTING PLAN
L-102	TREE PLANTING PLAN
L-103	TREE PLANTING PLAN - BID ALTERNATE
L-104	UNDERSTORY PLANTING PLAN
L-105	UNDERSTORY PLANTING PLAN
L-106	UNDERSTORY PLANTING PLAN - BID ALTERNATE

SSC0100074
Campus Gateway/Third Street Developments
Shawnee State University
940 Second Street
Portsmouth, OH 45662

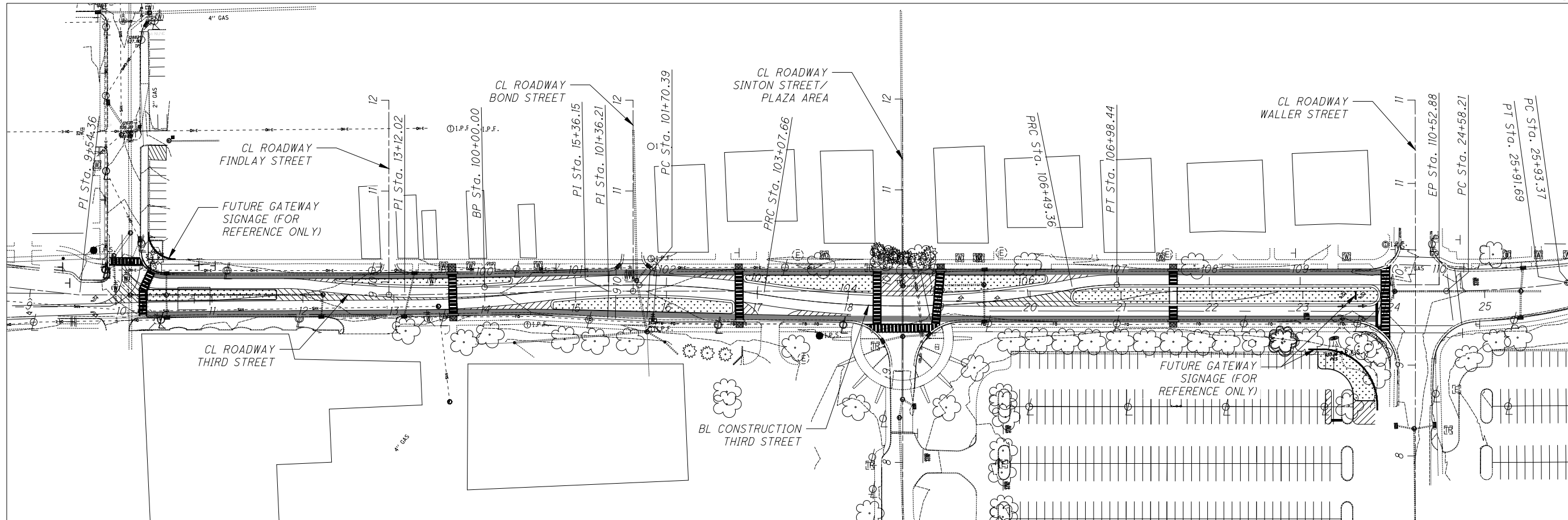
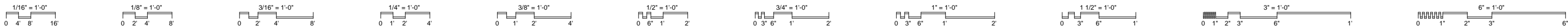
COVER SHEET

SCALE: N/A

G-000

JOB NO.: SPGB 21019
DATE: 5/16/2024

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June 26, 2024
Michael C. McLeod
Secretary, SSU Board of Trustees



NOT FOR CONSTRUCTION

SPGB Architects
4333-A TULLER ROAD
DUBLIN, OHIO 43017
PHONE: (614) 771-8863

DESIGNED BY: DMG
DRAWN BY: WCS
CHECKED BY: BAA

REVISIONS:

DATE:	DESCRIPTION:

PROJECT CONTROL						
CL OF ROADWAY THIRD STREET			PROJECT GROUND COORDINATES		ELEVATION	DESCRIPTION
POINT NUMBER	STATION*	OFFSET	NORTH (Y) U.S. FT.	EAST (X) U.S. FT.		
CP01	26+16.53	29.07' RT	266988.68	1829011.80	531.82	IRON PIN SET
CP02	17+68.38	49.07' RT	266993.43	1828160.38	533.25	IRON PIN SET
CP03	9+69.86	49.04' LT	267122.29	1827366.76	529.10	IRON PIN SET

CENTERLINE REFERENCES AND BENCHMARKS - THIRD STREET						
STATION*	OFFSET (FT)	SIDE	NORTHING	EASTING	ELEVATION	DESCRIPTION
4+23.10	0	CL	267119.59	1826820.53	----	P.O.T.
7+16.07	0	CL	267106.80	1827113.22	----	P.C.
7+81.93	0	CL	267100.33	1827178.73	----	P.T.
9+54.36	0	CL	267073.98	1827349.13	----	P.I.
13+12.02	0	CL	267058.37	1827706.45	----	P.I.
13+36.15	0	CL	267052.58	1827930.51	----	P.I.
24+58.21	0	CL	267012.34	1828851.69	----	P.C.
25+91.69	0	CL	267015.64	1828985.02	----	P.T.
25+93.37	0	CL	267015.80	1828986.69	----	P.C.
27+27.56	0	CL	267019.11	1829120.74	----	P.T.
29+18.72	0	CL	267010.77	1829311.72	----	P.O.T.

BASELINE OF CONSTRUCTION REFERENCES - THIRD STREET						
STATION	OFFSET (FT)	SIDE	NORTHING	EASTING	ELEVATION	DESCRIPTION
114+00.00	0	BL	267063.42	1827798.23	----	P.O.T.
115+36.21	0	BL	267059.90	1827934.40	----	P.I.
115+70.39	0	BL	267058.41	1827968.55	----	P.C.
117+07.66	0	BL	267041.52	1828104.62	----	P.R.C.
120+49.36	0	BL	267032.93	1828444.41	----	P.R.C.
120+98.44	0	BL	267035.60	1828493.34	----	P.T.
124+52.88	0	BL	267020.14	1828847.44	----	P.O.T.

CENTERLINE REFERENCES - FINDLAY STREET						
STATION	OFFSET (FT)	SIDE	NORTHING	EASTING	ELEVATION	DESCRIPTION
9+85.75	0	CL	267059.12	1827689.12	----	P.O.T.
12+00.00	0	CL	267273.17	1827698.42	----	P.O.T.

CENTERLINE REFERENCES - BOND STREET						
STATION	OFFSET (FT)	SIDE	NORTHING	EASTING	ELEVATION	DESCRIPTION
9+89.75	0	CL	267051.40	1827957.65	----	P.O.T.
12+00.00	0	CL	267261.45	1827966.77	----	P.O.T.

CENTERLINE REFERENCES - SINTON STREET						
STATION	OFFSET (FT)	SIDE	NORTHING	EASTING	ELEVATION	DESCRIPTION
6+93.52	0	CL	266743.73	1828241.11	----	P.O.T.
9+88.52	0	CL	267038.46	1828253.92	----	P.I.
12+00.00	0	CL	267249.74	1828263.10	----	P.O.T.

CENTERLINE REFERENCES - WALLER STREET						
STATION	OFFSET (FT)	SIDE	NORTHING	EASTING	ELEVATION	DESCRIPTION
6+86.50	0	CL	266719.14	1828804.24	----	P.O.T.
9+81.50	0	CL	267013.84	1828817.53	----	P.I.
12+00.00	0	CL	267223.90	1828826.41	----	P.O.T.

SURVEYING PARAMETERS

PRIMARY PROJECT CONTROL MONUMENTS GOVERN ALL POSITIONING ON ODOT PROJECTS. SEE THE TABLE ON THIS SHEET CONTAINING PROJECT CONTROL INFORMATION.

USE THE FOLLOWING PROJECT CONTROL, VERTICAL POSITIONING, AND HORIZONTAL POSITIONING PARAMETERS FOR ALL SURVEYING:

PROJECT CONTROL
POSITIONING METHOD: ODOT VRS
MONUMENT TYPE: TYPE B

VERTICAL POSITIONING
ORTHOMETRIC HEIGHT DATUM: NAVD 88
GEOID: 18

HORIZONTAL POSITIONING
REFERENCE FRAME: NAD83 (2011)
ELLIPSOID: GRS-80
MAP PROJECTION: LAMBERT CONFORMAL CONIC
COORDINATE SYSTEM: OHIO STATE PLANE SOUTH ZONE
COMBINED SCALE FACTOR: 1.00000000

ORIGIN OF COORDINATE SYSTEM: 0,0,0

TO GO FROM GRID TO GROUND DIVIDE BY 1.00000000

USE THE POSITIONING METHODS AND MONUMENT TYPE USED IN THE ORIGINAL SURVEY TO RESTORE ALL MONUMENTS RELATED TO PRIMARY PROJECT CONTROL THAT ARE DAMAGED OR DESTROYED BY CONSTRUCTION ACTIVITIES. RESTORE THE DAMAGED OR DESTROYED MONUMENTS IN ACCORDANCE WITH SUPPLEMENTAL SPECIFICATION 623.

UNITS ARE IN U.S. SURVEY FEET. USE THE FOLLOWING CONVERSION FACTOR: 1 METER = 3.280833333 U.S. SURVEY FEET.

Certified as True and Correct
June 26, 2024

Michael C. Markel
Secretary, SSU Board of Trustees

NOTES

* STATIONING BASED ON CL OF ROADWAY THIRD STREET.

SSC0100074
Campus Gateway/Third Street Developments
Shawnee State University
940 Second Street
Perrintonville, OH 46602

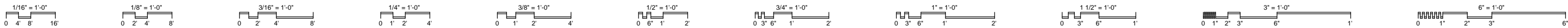
SCHEMATIC/ GEOMETRICS PLAN

SCALE: 60 SCALE

C-100

JOB NO.: SPGB 21019

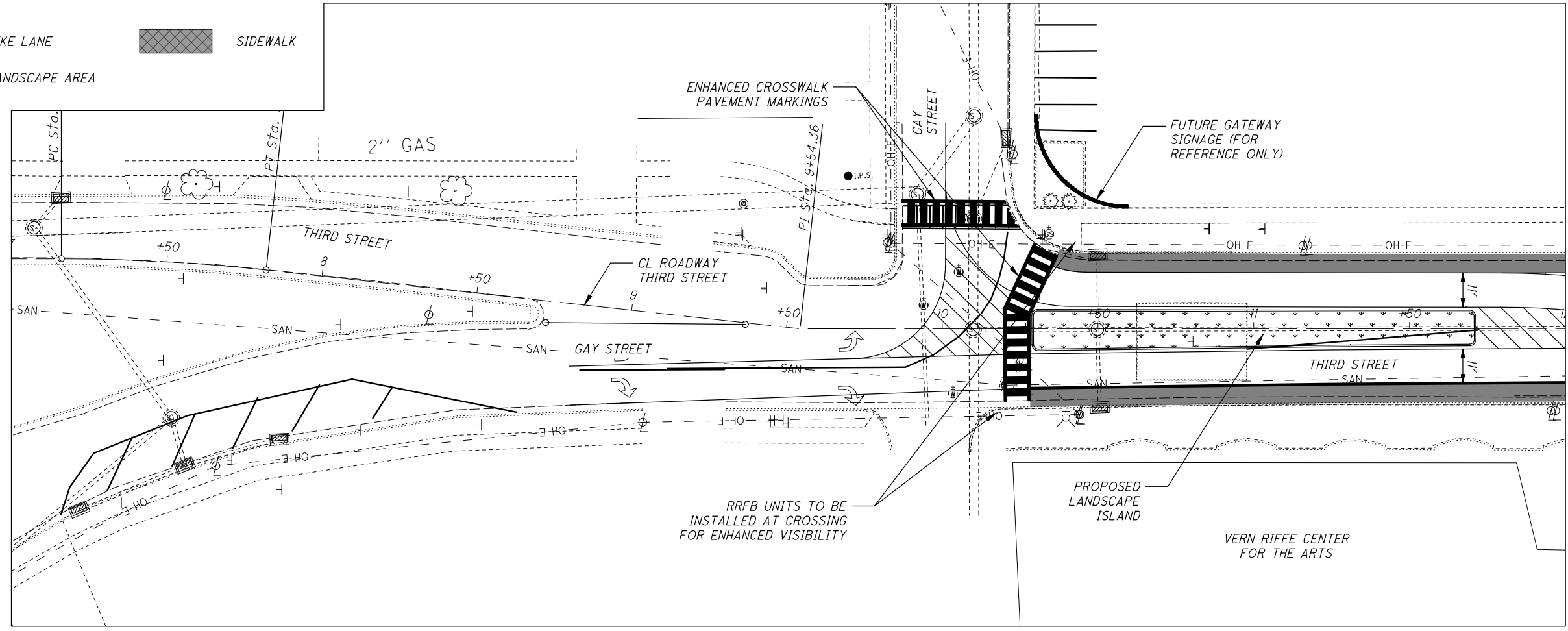
DATE: 5/16/2024



NOTES
 * STATIONING BASED ON CL ROADWAY THIRD STREET

LEGEND

- BIKE LANE
- SIDEWALK
- LANDSCAPE AREA



NOT FOR CONSTRUCTION

SPGB Architects
 4333-A TULLER ROAD
 DUBLIN, OHIO 43017
 PHONE: (614) 771-8863

DESIGNED BY: DMG
 DRAWN BY: WCS
 CHECKED BY: BAA

DATE:				

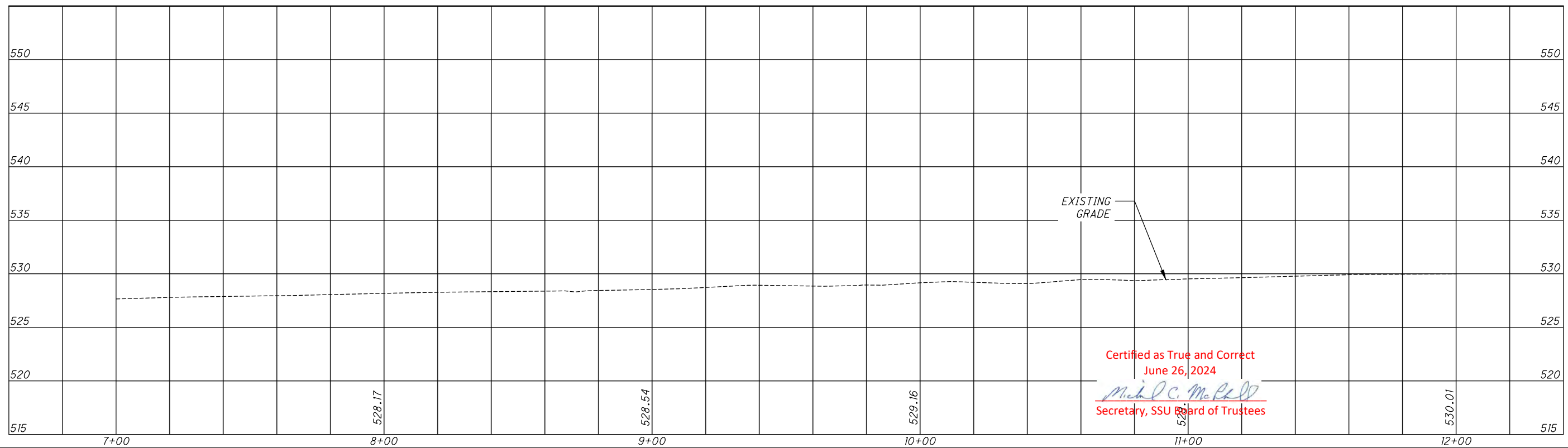
SSC0100074
Campus Gateway/Third Street Developments
 Shawnee State University
 940 Second Street
 Portsmouth, OH 45662

PLAN AND PROFILE
 STA. 7+00.00 TO STA. 12+00.00

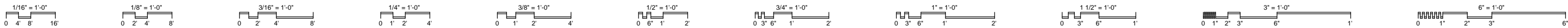
SCALE: 20 SCALE

C-101

JOB NO.: SPGB 21019
 DATE: 5/16/2024



Certified as True and Correct
 June 26, 2024
Michael C. McLeod
 Secretary, SSU Board of Trustees

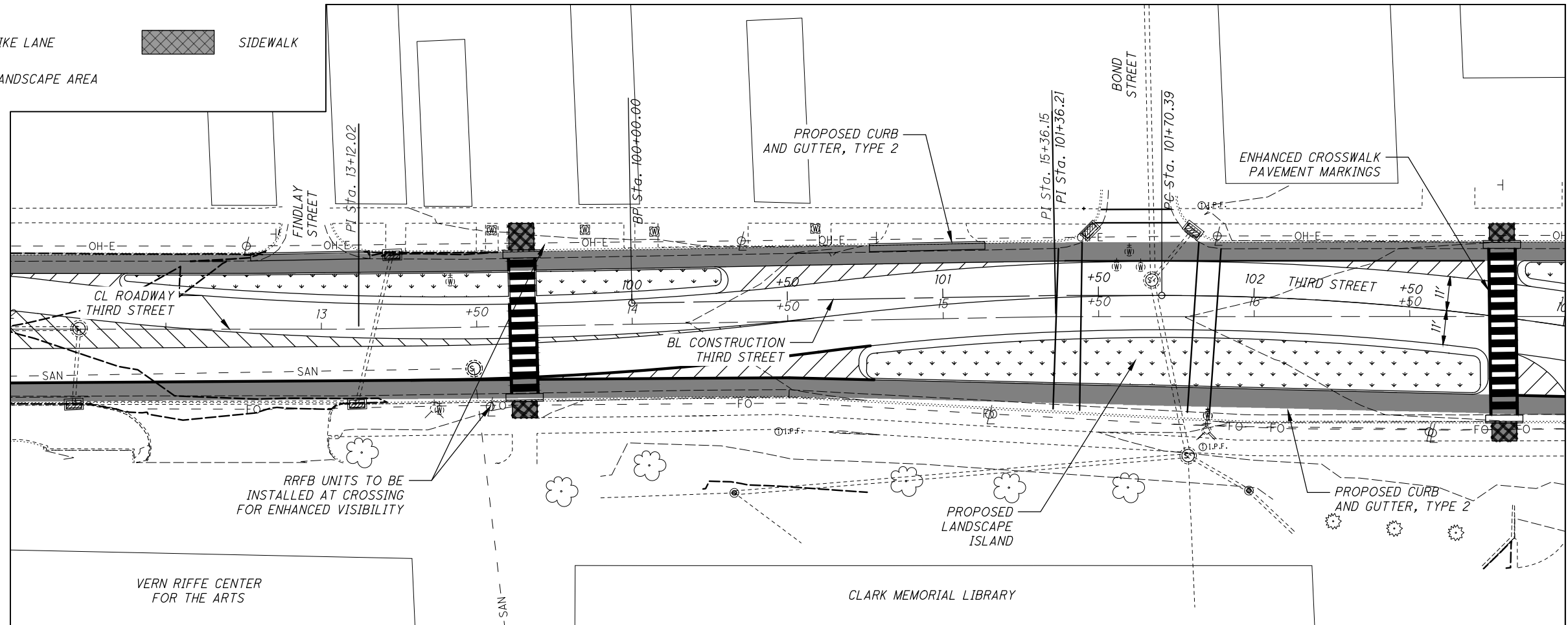


NOTES

* STATIONING BASED ON CL ROADWAY THIRD STREET

LEGEND

- BIKE LANE
- SIDEWALK
- LANDSCAPE AREA



NOT FOR CONSTRUCTION

SPGB Architects
 4333-A TULLER ROAD
 DUBLIN, OHIO 43017
 PHONE: (614) 771-8863

DESIGNED BY: DMG
 DRAWN BY: WCS
 CHECKED BY: BAA

DATE:				

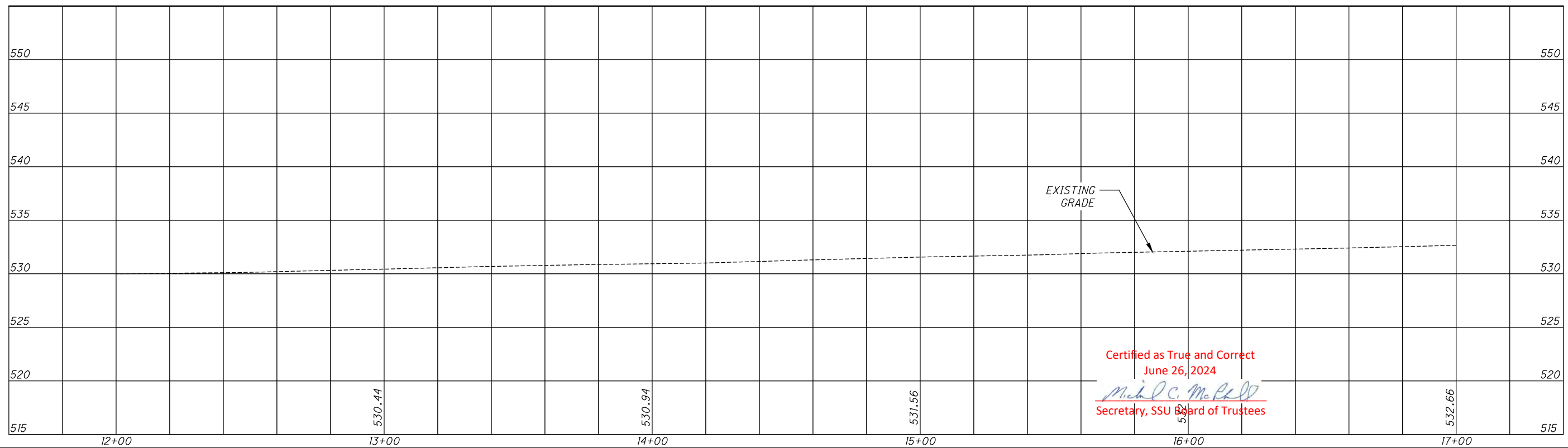
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Campus Gateway/Third Street Developments
 Shawnee State University
 940 Second Street
 Portsmouth, OH 45662

PLAN AND PROFILE
 STA. 12+00.00 TO STA. 17+00.00

SCALE: 20 SCALE

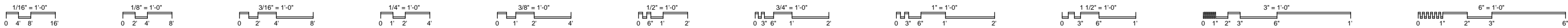
C-102

JOB NO.: SPGB 21019
 DATE: 5/16/2024



Certified as True and Correct
 June 26, 2024

 Secretary, SSU Board of Trustees



NOTES

* STATIONING BASED ON CL ROADWAY THIRD STREET

LEGEND

- BIKE LANE
- SIDEWALK
- LANDSCAPE AREA



NOT FOR CONSTRUCTION

SPGB Architects
 4333-A TULLER ROAD
 DUBLIN, OHIO 43017
 PHONE: (614) 771-8863

DESIGNED BY: DMG
 DRAWN BY: WCS
 CHECKED BY: BAA

DATE:				

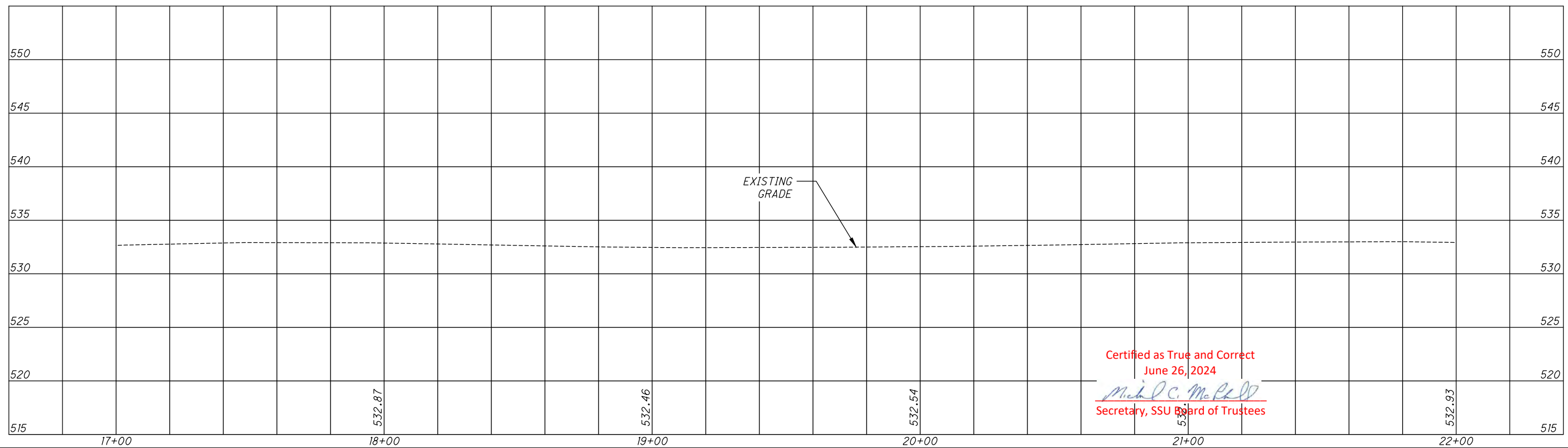
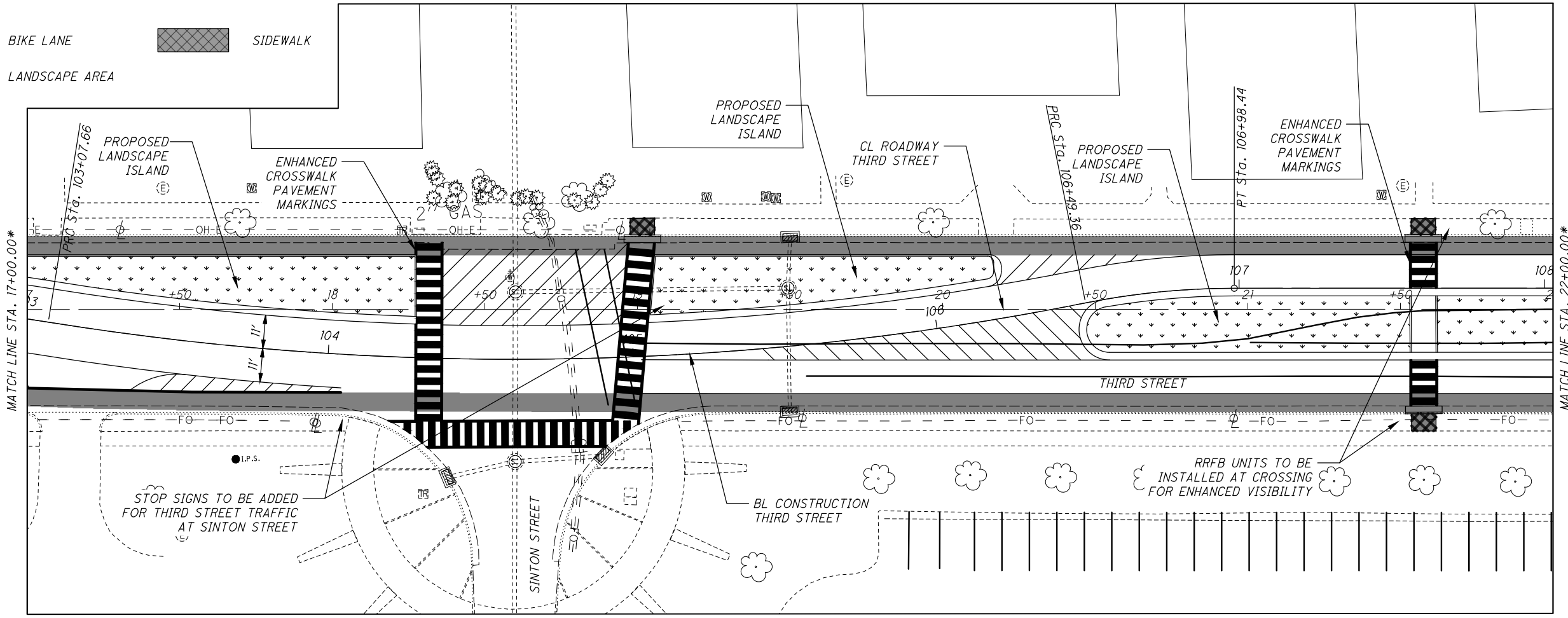
SSC0100074
Campus Gateway/Third Street Developments
 Shawnee State University
 940 Second Street
 Portsmouth, OH 45862

PLAN AND PROFILE
 STA. 17+00.00 TO STA. 22+00.00

SCALE: 20 SCALE

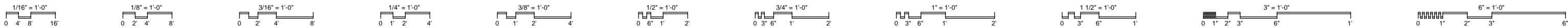
C-103

JOB NO.: SPGB 21019
 DATE: 5/16/2024



Certified as True and Correct
 June 26, 2024

 Secretary, SSU Board of Trustees



NOTES

* STATIONING BASED ON CL ROADWAY THIRD STREET

LEGEND

- BIKE LANE
- SIDEWALK
- LANDSCAPE AREA



NOT FOR CONSTRUCTION

SPGB Architects
 4333-A TULLER ROAD
 DUBLIN, OHIO 43017
 PHONE: (614) 771-8863

DESIGNED BY: DMG
 DRAWN BY: WCS
 CHECKED BY: BAA

DATE:				

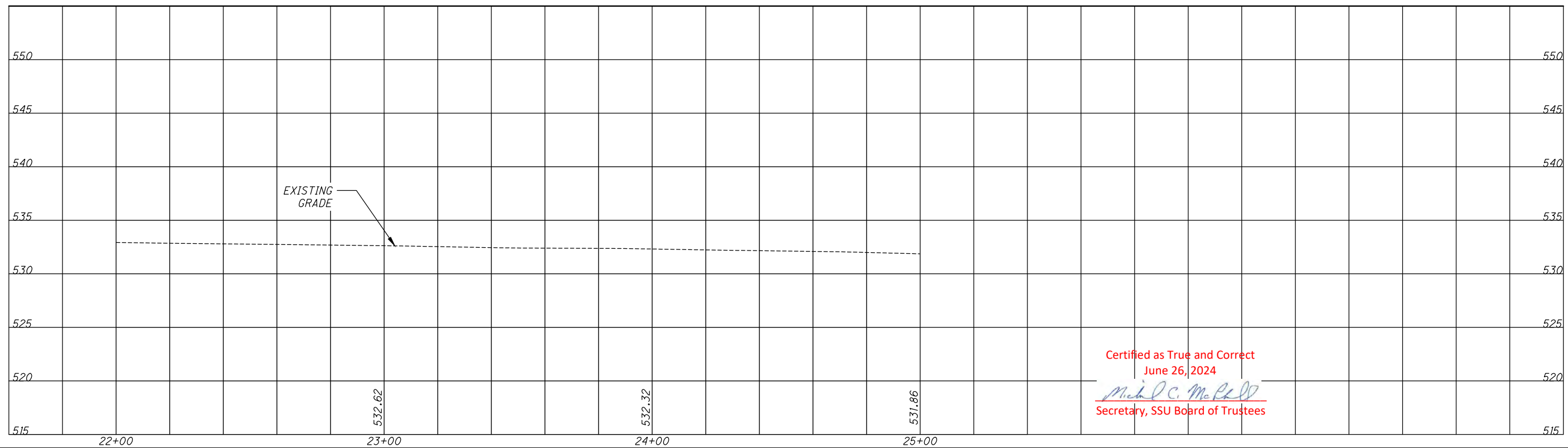
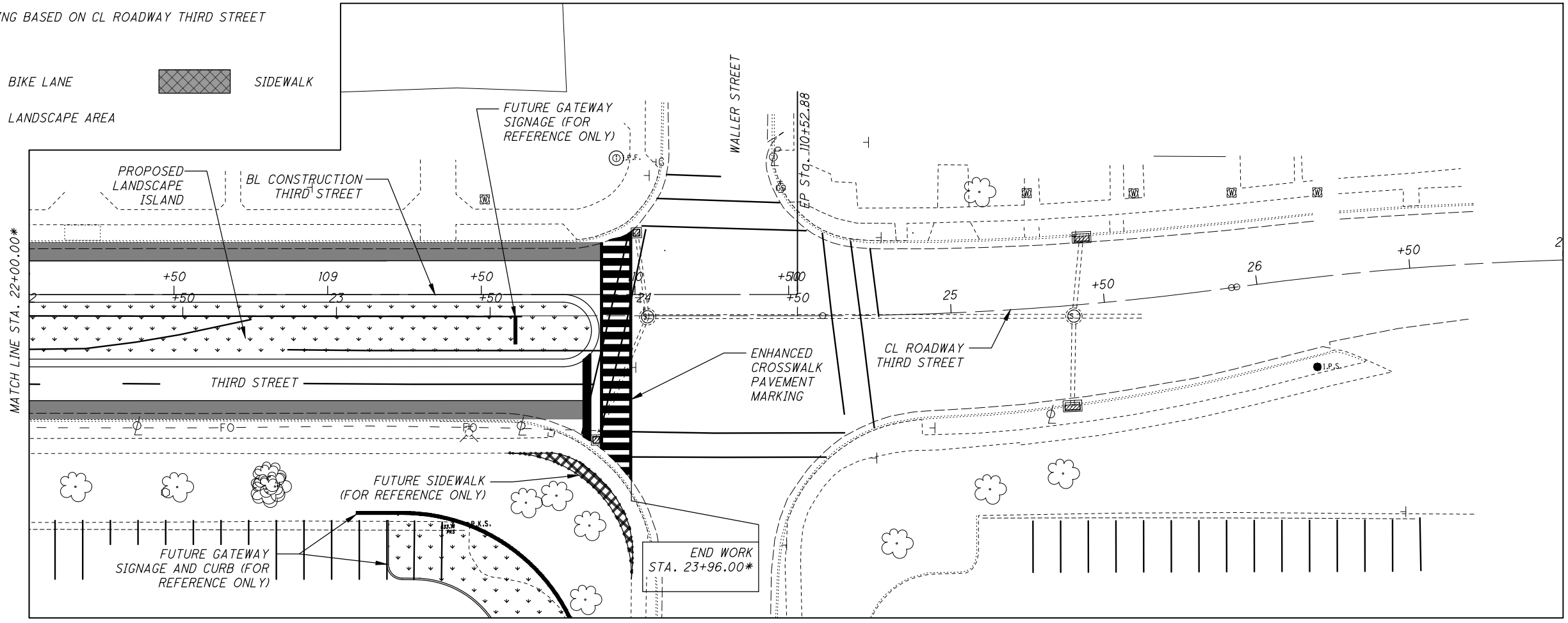
SSC0100074
Campus Gateway/Third Street Developments
 Shawnee State University
 940 Second Street
 Portsmouth, OH 45862

PLAN AND PROFILE
 STA. 22+00.00 TO STA. 27+00.00

SCALE: 20 SCALE

C-104

JOB NO.: SPGB 21019
 DATE: 5/16/2024



Certified as True and Correct
 June 26, 2024
Michael C. McLeod
 Secretary, SSU Board of Trustees

Academic and Student Affairs Report
Board of Trustees Meeting
June 21, 2024

I am pleased to present the following Academic and Student Affairs Report to the Academic and Student Affairs Committee of the Board of Trustees and to the Board.

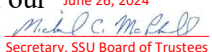
Provost Report

Chairman Shah, I wish to recognize the achievement of the faculty who have successfully earned promotion or promotion with tenure during this academic year. The faculty promoted to the rank of Professor include Dr. Sandra Beam, Dr. Derek Jones, Dr. Brian Richards, and Dr. Douglas Sturgeon. The faculty earning promotion to the rank of Associate Professor with tenure include Ms. Jessica Carrington, Mr. Paul A.J. Foit, Ms. Ruby Gray, Dr. Jason Lovins, Ms. Marie Richey, Dr. Alice Stephens, and Ms. Roberta Andrea Zaph. We also have issued two-year contracts to the following faculty who hold the rank of Assistant Professor: Dr. Alissa Cannoy, Dr. Lincoln Pettaway, Dr. Ryan Powell, and Dr. Nathaniel Mull. Three-year contracts for tenure-track faculty have been issued to Dr. Sandra Allen, Ms. Erica Parsley, and Dr. Dawn Summers. These are significant and well-earned achievements in recognition of the faculty commitment to teaching, service, and scholarship. I extend my thanks and congratulations to these faculty members.

I also wish to share the new faculty who are joining us for the coming academic year. We have transitioned to tenure-track Assistant Professor Ms. Ali Givan, Dr. Jong Tae “J.T” Ok, and Mr. Mike Reynolds. These faculty have all served us in Visiting Faculty roles. In the C.H. Lute School of Business, we welcome Dr. Claudia Hanrahan as Assistant Professor of Management. In the Department of Social Sciences, we welcome Dr. Anna Hutcheson as Assistant Professor of Political Science, and in the Department of Rehabilitation Sciences we welcome Dr. Courtney Ruggles as Assistant Professor of Social Work. In the School of Nursing we welcome Ms. Kayleigh Meier as Assistant Professor of Nursing and Dr. Kim Dinsey-Read as the Director of the School of Nursing. She brings a wealth of leadership, scholarship, and clinical practice experience to the role and will lead the School in developing the vision to achieve increased enrollment and completion goals. In the College of Professional Studies, we welcome Ms. Jenny Lawson as the Selective Admissions Specialist who is already coordinating with the selective admission programs throughout the College to serve the faculty and students in these areas.

As I begin in my new role leading Academic and Student Affairs, I am joined by a strong and experienced leadership team. I want to recognize Associate Provost Jennifer Pauley and Dean of Students Elizabeth Kline who continue in their roles, and Interim Dean of the College of Health and Human Services Christine Raber, Interim Dean of the College of Arts and Sciences Michael Barnhart, and Interim Dean of the College of Business and Engineering Technologies Adam Miller. I have worked closely with each of these leaders and deeply appreciate their dedication to our academic and student affairs mission. They are a tremendous team.

My report includes many of the activities happening throughout the academic and student affairs division. I direct your attention to several important updates. Our Master of Science in Nursing, with concentrations in Nursing Education and Nursing Leadership has received final approvals with the Higher Learning Commission. We have begun marketing the program to enroll the Fall 2024 cohort. I want to recognize Dr. Adair Carroll and Dr. Catherine Bailey for their efforts in creating this program and preparing to launch the program in the fall. Dr. Courtney Ruggles is already preparing the required proposals to create our Bachelor of Social Work program. She will be leading that process through our

Certified as True and Correct
June 26, 2024

Secretary, SSU Board of Trustees

internal committees this fall. Drs. Gay Lynn Shipley and Sandra Beam did an excellent job as they represented SSU before the Ohio House Education Committee on June 12th to provide updates on our implementation of the Science of Reading into our Education Preparation Programs curriculum. I also want to celebrate our recent graduates in the Fine, Digital, and Performing Arts. All of our BFA Graphic Design graduates have already found employment in their field. Additionally, a group BFA Games Simulation Development Arts graduates are embarking on a professional venture together utilizing the business accelerator opportunities afforded to them through the Kricker Innovation Hub. There is much more in the submitted report that detail our recent activities.

College of Arts and Sciences

School of Education

- The First Southern Ohio Science of Reading Symposium will be hosted on campus July 16th and 17th bringing together admins, faculty, and researchers from our region and beyond to discuss the latest developments in literacy instruction for PK-12
- Drs. Shipley and Beam will testify before the Ohio House Education Committee on June 12th. Their testimony will describe what SSU faculty have done at this stage to prepare for legislative changes that require Science of Reading to be implemented in teacher education curriculum.
- Work continued in April on the Teachers for All Students grant project. Six department faculty are involved in this grant project which also supports a program review of SSU's Primary Intervention / Primary Education licensure programs.
- Dr. Kemp attended the Ohio Department of Education and Workforce's Alternative Assessment Advisory Committee which advises the state on alternative assessment for students with significant cognitive disabilities. This is his 10th year of service on this important committee.
- 63 students from all licensure areas participated in a recent Senior Research Capstone poster session. Seniors Madison Williams and Lexi Graf received Best of Show awards. Additionally, Lauren Carter and Noah Nichols received awards for their research at the Celebration of Scholarship.
- Three students from the School of Education, Ricky Massengale, Alexis Brammer, and Harley Hawes won President's Awards for Innovation, Collaboration, and Learning and were honored at President Braun's inauguration.
- The school of education is finalizing program reviews for their Master's programs in Curriculum and Instruction and Intervention Specialist. External reviewers have visited and meetings with administration to discuss the results will follow this summer.
- Four types of scholarships are being developed for newly enrolling master's students. Categories include returning alumni, regional students (10 Ohio counties and 9 in Kentucky), 3-person cohorts (from the same school) and 6-person cohorts. Advertising has been distributed in all 19 counties; ITS and the School of Education are collaborating on a system to track the progress of these students through their programs.
- The 2-year Addressing Educator Shortages grant which draws to a close at the end of this month has paid for all or part of the graduate coursework for 15 area students enrolled in the Alternative Licensure Program. Many of them have already become practicing teachers.
- Education faculty member Dr. Karen Koehler published two peer reviewed articles on teaching students with visual impairments in international journals. One was in Sage Journal and the other appeared in the British Journal of Visual Impairments.

Fine, Digital, and Performing Arts

- Graphic Design Professor Chuck Davis is currently rebranding product lines for Bass Pro Shop and Red Wing Boots. All of the recent graduates of the Bachelor of Fine Arts in graphic design program found jobs in their field.
- Many of the graduating seniors from the 2024 Senior Game Project group “Snow Day Studios” have decided to continue to work together on a professional venture. They are taking advantage of some of the new business accelerator opportunities provided by the Kricker Innovation Hub to develop their business plan and continue project development.
- In April, Dr. Michael Barnhart’s music was featured on a percussion ensemble concert at the University of Cincinnati College-Conservatory of Music directed by Professor James Culley, an International Percussive Arts Society Hall of Fame member. A recording of two of Barnhart’s pieces was also released last month with sponsorship from the University of North Carolina.

Mathematical Sciences

- The Math department attracted over 150 high school students to campus for the SUMS Math Contest.
- Professor Emeritus Dr. Jinlu Li presented an invited talk, “Frechet and Mordukhovich derivatives of the metric projection operator in Banach spaces” at the 2024 Inverse Problems: Modeling and Simulation conference in Malta.

Center for Public History

- CuriosiD, a podcast of Detroit Public Radio, interviewed Dr. Feight regarding the history of the Portsmouth Spartans and Detroit Lions. See <https://wdet.org/2024/05/30/curiosid-why-do-the-detroit-lions-wear-honolulu-blue/>
- On 6/14, students in the Upward Bound program will assist with the sorting and inventory of over forty years of *Portsmouth Blade* newspapers in preparation for a federal grant application.
- In July, the CPH will host regional managers from the National Park Service’s Underground Railroad Network to Freedom program to coordinating a workshop on site-marker applications and future visits.

College of Professional Studies

Department of Allied Health Sciences

- The Respiratory Therapy program held their Case Study event on April 16, 2024, in which graduating students presented case studies based on their clinical experiences. Over thirty respiratory therapists and nurses earned CEU credit at this continuing education event, and other participants included first year students and clinical instructors.
- Celebrations that recognized and honored graduating students in Medical Laboratory technology, Radiologic Technology, and Respiratory Therapy were held during the week of April 22, 2024
- Master of Public Health graduate degree program development is ongoing, with a goal of submitting to CCGS in early fall.

C. H. Lute School of Business

- Ten students are enrolled in the final capstone course and will complete all requirements of the MBA program this summer. There are twelve returning students in the MBA program, and 19 applications for fall admission, which includes two international students from Canada and Ghana. Current anticipated enrollment for fall 2024 is 22 students.

- In faculty news, Ms. Ali Givan has been recommended and approved to move from visiting faculty to tenure-track Assistant professor in Accounting and Management. Mr. David Furbee will be teaching BUFI 3500 – Investments, as an adjunct professor this fall.

Department of Engineering Technologies

- In May, Engineering Technologies hosted alumni on campus from Computer Engineering Technology, Plastics Engineering Technology and Electromechanical Engineering Technology to participate in an alumni panel with Ohio Senators to talk about their experiences, manufacturing, automation, and the value of an Engineering Technology education from Shawnee State. Six alumni were in attendance from GE Aerospace, Proctor and Gamble, Honda, Stanley Electric, and KraussMaffei.
- Engineering Technologies was represented at the BestOhio Industry Partnership meeting in Greenfield, OH on May 21. On May 23, Engineering Technologies in collaboration with Workforce Development and Kricker Innovation Hub, hosted Centrus for a tour of the Engineering Technology labs and a discussion on workforce and training needs.
- Information Security is hosting CyberBoot camp and BearTracks camps in June in collaboration with Kricker Innovation Hub, Center for Lifelong Learning and other partners.
- Engineering Technologies, in cooperation with the Kricker Innovation Hub, hosted 28 middle school students for the Jackson County Manufacturing Camp on May 29th, where students learned about 3D Printing, Design, Gaming and Manufacturing.
- Adam Miller participated in the Scioto CTC Advisory Board on May 20th to continue partnership in the region.

School of Nursing

- The School welcomes Dr. Kim Dinsey-Read who will begin as the new director July 15, 2024. She brings a wealth of leadership, scholarship, and clinical practice experience to the role and will lead the School in developing the vision to achieve increased enrollment and completion goals. The revised ADN curriculum will be begin in Fall 2024.
- ODHE approval and HLC approval for the MSN program has been received, allowing the School to move forward with offering the MSN program.
- As of June 5, 2024, the 2024 NCLEX First Time Tester Pass Rate for ADN is 85.19% with 5 graduates yet to test, and the BSN pass rate is 100% with 1 graduate yet to test. The School held its ADN and BSN Program New Student Orientation on May 31, 2024; 35 ADN and 15 BSN students will enter Fall 2024. The School has re-opened the application window for additional students this fall.
- Heather Johnson and Dawn Summers will represent the School of Nursing at KDMC Boot Camp on Friday, June 7, 2024, which is designed for high school students who are interested in the profession.

Department of Rehabilitation Sciences

- Dr. Courtney Ruggles began her role as the program director of social work on May 13, 2024, and she is working on the initial proposal for the Academic Resource Management committee as well as establishing the BSW Advisory Board. The Criminal Justice program's faculty search is ongoing until filled.
- The Physical Therapist Assistant program has a full cohort of 24 students accepted for fall 2024. Erica Parsley accepted the director position of the OTA program, with Kim Moore shifting to fieldwork coordinator.

- Celebration of Scholarship graduate Poster award went to Dr. Barbara Warnock’s team for their research project “Using a Sensory Adapted Dental Environment to Determine a Change in Dental Anxiety for Neurotypical Individuals”. Dr. Warnock’s research team includes Audrey
- Jenkins, B.A., S/OT, Zayden Rinehart, B.S., S/OT, Cassidy Shumate, B.S., S/OT, and Alexis Tompkins, B.S., S/OT.
- All approvals have been received for the MOT hybrid program and the incoming class will be the first cohort to participate in this mode of delivery. The MOT program also partnered with the Area Agency on Aging District 7 and presented at select locations in Scioto, Pike, Ross and Jackson counties about the benefits of occupational therapy, exercises to improve mobility and strength, and available adaptive equipment.

Update for Selective Admission Programs

- All selective admission programs in the School of Nursing, Allied Health Sciences, and Rehabilitation Sciences welcome the new selection admission specialist, Jenny Lawson MEd, B.S., who began in the role on May 20, 2024. Ms. Lawson is an SSU alumni and her diverse experiences will benefit all students seeking acceptance in our selective admission programs.

Office of Academic Affairs

- In January of 2024, the Office of Academic Affairs began the process of implementing a new course evaluation system with Watermark. Implementation was complete in early April, and the university-wide response rate improved from 27% to 75% in one semester.

Office of Student Affairs

Student Life

- The academic year included numerous Student Life events meant to engage students and help them grow. A total of 90 events (excluding Weekend of Welcome) were hosted by Student Life this academic year. For the purposes of this analysis, Student Life includes the Student Programming Board and Student Government Association. This number does not include other events hosted by individual student groups or departments within Student Affairs.
- A total of 3,953 students attended these events with the average attendance approximately 44 students. The total population that attended the events was composed of 851 unique students, indicating that students attended multiple events over the course of the year.
- With respect to Weekend of Welcome in Fall 2023, there were over 1,239 total attendees. It should be noted that Presence had technical difficulties during WOW and not all attendees were recorded in the software. Planning is ongoing this summer for Fall 2024 WOW with exciting changes in the works to accommodate a greater number and needs of students.

Residence Life

- The Residence Life team is rapidly gearing up for Fall 2024 move-in while they work with the summer residents. Activities include re-vamping the move-in process and WOW, planning Resident Assistant training, and critically analyzing other residence life processes to maximize efficiency.

Military and Veteran’s Services

- The Military and Veteran’s Services are planning Fall 2024 activities in addition to making sure the students have their documents in place for enrollment. Upcoming activities include the establishment of a Service Learning Corp and planning Veteran’s Day celebrations.

Clark Memorial Library

- OhioLINK libraries reached a major milestone in the migration to the new platform in May – all libraries successfully completed the data mapping forms. The data mapping forms provide specific details on how the current data in our systems will be moved into the new platform. OhioLINK announced its selection of Ex Libris Alma/Primo VE (<https://exlibrisgroup.com/products/alma-library-services-platform/unified-management>) as its next shared library services platform (LSP), replacing Sierra and INN-Reach last year.
- Libraries are expected to receive their test environments in September. At that time, we will work to verify, and correct if needed, the mapping for the final move in Spring 2025.
- Initial data extractions from our current platform were completed in April.
- The library services platform upgrade will better position the Clark Memorial Library to support 21st century teaching, learning, and research, while streamlining day-to-day operations; and enhance stability and security. The cloud-based, multi-tenant structure also will enable OhioLINK to provide more direct support for member libraries in such areas as systems and e-resources. The completion of the data mapping forms puts the project at the Main Migration phase of the timeline.



- Part of the migration process includes the creation of working groups that will explore migration related issues for specific functional areas of OhioLINK such as cataloging, interlibrary loan and metadata to name a few. Shawnee State is well represented on the working groups to help assure a smooth transition. Meetings about the integration of university systems will begin with ITS the first week of June. The first topics to be covered will be automated patron record loading and Single Sign On integration. Moving forward staff will focus on self-paced training in preparation for the release of the test environments.
- The library continued our tradition of coffee and snacks for finals week. Student traffic was up 13% during finals week this year compared to spring finals week 2023. Yeti the Therapy Dog visited for three nights and impacted nearly fifty students. Our students look forward to Yeti’s visits to ease their stress during finals. Yeti has a new sister, Storm, who in training to become a therapy dog. She tagged along for one visit and was very well received.
- Library hours this summer will be Monday through Thursday, 8:00 am until 9:00 pm; Friday 8:00 am until 5:00 pm; Saturday 10:00 am until 6:00 pm, and Sunday 11:00 am until 9:00 pm.

Center for International Programs and Study Abroad

- As of the completion of the Spring 2024 term, SSU has 44 active international students, including those on post-completion Optional Practical Training (OPT) and STEM OPT.
- For the Fall 2024 semester, we plan to welcome 26 international students. This includes 6 exchange students from the Netherlands and Spain and three student athletes, one each in basketball, baseball, and swimming.
- We also will welcome our first Sharda University partner student from India.
- Our Level-Up Foundation Program has been approved by the U.S. State Department. The program preparation is complete, and we are currently accepting applications. We are planning for 10-20 J-1 Visiting Scholars for FY25.

Respectfully submitted,

Kimberly Inman, Ph.D.

Interim Provost and Vice President of Academic and Student Affairs

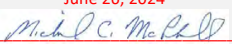


Enrollment Report

2024 Summer 15th Day

	<u>SM22</u>	<u>SM23</u>	<u>SM24</u>	<u>Δ22-24</u>	<u>Δ23-24</u>
First-Time Freshman	14	17	20	43%	18%
Transfer	9	16	26	188%	63%
Graduate	39	25	24	-38%	Flat
College Credit Plus	95	143	133	40%	-7%
Total SM Enrollment	857	942	994	16%	6%



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2024 Fall Enrollment Indicators Point in Time (June 2024)

	<u>FA19</u>	<u>FA23</u>	<u>FA24</u>	<u>Δ19-24</u>	<u>Δ23-24</u>
First Time Freshman					
Applications	3184	2612	2244	-30%	-14%
Admitted Students	2417	2167	1907	-21%	-12%
Application Conversion	76%	83%	85%		
Registered Students	613	525	523	-15%	Flat
Orientation Registrations	646	616	554	-14%	-10%
New Housing Applications	229	191	153		
Total Housing Applications	732*	543*	506		

Housing Numbers are totals for cycle



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Secretary, SSU Board of Trustees

PALSJR

		<u>FA19</u>	<u>FA23</u>	<u>FA24</u>	<u>Δ19-24</u>	<u>Δ23-24</u>
PALSJR Counties	Adams	101	81	86	-15%	6%
FTF Applications	Jackson	92	105	112	22%	7%
	Lawrence	158	205	193	22%	-6%
	Pike	165	168	163	-1%	-3%
	Ross	126	213	154	22%	-28%
	Scioto	482	442	473	-2%	7%



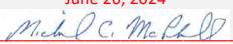
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Secretary, SSU Board of Trustees

PALSJR +

PALSJR+ Counties		<u>FA23</u>	<u>FA24</u>	<u>3yr Avg</u>
FTF Applications	Brown	83	71	68
	Gallia	44	32	34
	Highland	64	80	66
	Vinton	18	16	15
	Hocking	40	23	27
	Pickaway	32	37	42
	Greenup, KY	106	141	121
	Boyd, KY	49	95	63
	Lewis, KY	39	53	28



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Transfer/Graduate

	<u>AU22</u>	<u>AU23</u>	<u>AU24</u>	<u>Δ22-24</u>	<u>Δ23-24</u>
TR Applications	274	273	264	-4%	-3%
TR Admits	160	132	147	-8%	11%
TR Registrations	67	55	78	16%	42%
	<u>AU23</u>	<u>AU24</u>	<u>Δ23-24</u>		
GR Applications	54	88	63%		
GR Admits	43	31	-28%		
GR Registrations	39	41	5%		



New Parent Portal

- Launched in mid-April
- Engages parents with online blog posts using SSU News and generic parent guides on student transitions
- Can view as a feed, or have daily/weekly emailed newsletters
- Over 1800 users in the first few months



New Parent Portal

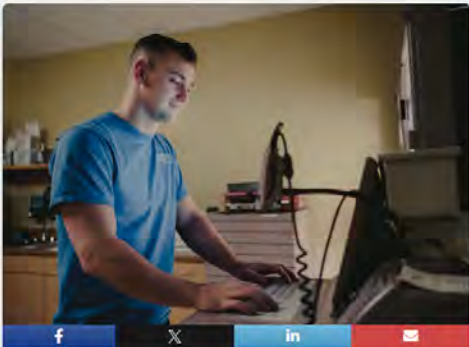


Shawnee News

- Posts >
- Events >
- Back to news feed <

I'd like to...

- Add a new Post
- Add a new Event
- Leave this Community



Shawnee State University announces Master of Science in Nursing program to further nursing profession in region

Posted 1 day ago in Shawnee News

Calendar

- Calendar of Events

Resources

- About Shawnee State University
- Explore Degrees
- Housing and Residence Life
- Scholarships
- Tuition and Fees
- Parent Resources

Support

Need help? Feel free to contact us by phone or email using the information below.

Phone: 740-351-4778
Email: admissions@shawnee.edu

Community Snapshot

Last Year

Families of First-Generation Students



Community Snapshot

Last Year

Student Type - Transfer



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June 26, 2024

Michelle C. McLeod
Secretary, SSU Board of Trustees

Shawnee State University

POLICY TITLE:	FREEDOM OF EXPRESSION
POLICY NO. :	5.10REV
ADMIN CODE:	3362-5-11
PAGE NO.:	1 OF 4
EFFECTIVE DATE:	11/18//2022
NEXT REVIEW DATE:	11/2025
RESPONSIBLE OFFICER:	GENERAL COUNSEL
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE AND SCOPE

1.1 Shawnee State University believes that the right of expression is as necessary as the right of inquiry and that both must be preserved as essential to the pursuit and dissemination of knowledge and truth. The Shawnee State University community, including students, recognized student groups (and those seeking recognition), faculty, staff, and their invited guests enjoy expansive rights to free expression on campus as permitted by the United States and Ohio Constitutions. The University is committed to the following principles:

- 1.1.1 Students have a fundamental constitutional right to free speech;
- 1.1.2 Students have broad latitude to speak, write, listen, challenge, learn, and discuss any issue, subject to the restrictions set forth in sections 2.0, 4.1.1, 4.1.2, 4.1.3, 4.1.4, 4.1.5, 4.3, and 8.0, below;
- 1.1.3 The campus is a marketplace of ideas for all students, faculty, and staff, in which the free exchange of ideas is not to be suppressed because the ideas put forth are thought by some or most members of the community to be offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed (hereinafter collectively referred to as “offensive”);
- 1.1.4 Individual students, faculty, and staff may make judgements about ideas for themselves and may act on those judgments not by seeking to suppress free speech, but by openly and vigorously contesting ideas they oppose;
- 1.1.5 The University should not attempt to shield individuals from free speech, because some ideas and opinions may be deemed offensive;

- 1.1.6 Civility and mutual respect are greatly valued, but should never be used to justify closing off discussion of ideas, however offensive the ideas may be to some students, faculty, or staff;
- 1.1.7 Students, faculty, and staff are free to state their own views about and contest views expressed on campus, including those of invited speakers, but they may not substantially obstruct or substantially interfere with the freedom of others to express views they reject or loathe. The University is responsible for promoting a lively and fearless freedom of debate and deliberation and protecting that freedom;
- 1.1.8 The campus atmosphere should be conducive to speculation, experimentation, and creation by all students and faculty, who shall remain free to inquire, study, evaluate, and gain new understanding.
- 1.1.9 The primary responsibility of faculty is to engage in an honest, courageous, and persistent effort to search out and communicate the truth that lies in the areas of their competence.

1.2 This policy applies to University students, student groups, faculty, staff, and visitors.

2.0 LAWFUL, NON-COMMERCIAL EXPRESSION

The University and its administration will not prohibit any member of the campus community from engaging in lawful, noncommercial free expression to the extent that it does not materially and substantially disrupt the functioning of the University. These rights apply to verbal, written, and electronic means, including protests, speeches, literature distribution, and the circulation of petitions (collectively, “expressive activity”)

3.0 OUTDOOR AREAS OF CAMPUS

Except as noted below, expressive activity is permitted in outdoor areas of campus where the campus community is generally allowed, such as grassy areas, walkways, and common areas.

4.0 LIMITATIONS ON FREE EXPRESSION

4.1 The University’s commitment to freedom of expression does not extend to speech that takes place on property owned, leased, or controlled by the University, and that:

- 4.1.1 Is not protected under the United States or Ohio Constitutions (“unprotected speech”); and/or

4.1.2 Constitutes “harassment.” Harassment is defined as unprotected speech that is both:

4.1.2.1 Unwelcome; and

4.1.2.2 So severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the individual’s education program or activity.

4.1.3 Takes place in a nonpublic forum and is restricted in a way that is reasonable and viewpoint-neutral.

4.1.4 Is subject to content restrictions that are reasonably related to a legitimate pedagogical purpose, including classroom rules enacted by teachers.

4.1.5 Is disruptive to previously scheduled or reserved activities occurring in a public forum.

4.2 Nothing within this policy shall be interpreted as preventing the University from restricting speech described in sections 4.1.1, 4.1.2, 4.1.3, 4.1.4, or 4.1.5.

4.3 The University may maintain and enforce reasonable time, place, and manner limitations on expressive activity as permitted by law.

5.0 REPORTING

5.1 Complaints under this policy shall be made to Human Resources or through the University’s online complaint reporting system (Maxient or any similar successor program).

5.2 Visitors shall report alleged violations of this policy to the Department of Public Safety, which shall notify Human Resources of the complaint.

5.3 Any complaint under this policy against an employee whose terms and conditions of employment are governed by a collective bargaining agreement shall follow the procedures for investigation, hearing, and potential discipline set forth in the CBA.

6.0 COMPLAINTS, INVESTIGATION, AND RESOLUTION

Any student, student group, faculty or staff member, or visitor may submit a complaint about an alleged violation of this policy by a University employee, including any alleged penalty imposed on a student’s grade for an assignment or coursework that is unrelated to ordinary academic standards of substance and relevance, including legitimate pedagogical

concerns, and is instead based on the contents of the student's free speech. The University will investigate the alleged violation and conduct a fair and impartial hearing, pursuant to a procedure approved by the President. In instances where a hearing determines this policy was violated, the Board of Trustees delegates to the President (or a sub-delegate named by the President) the authority to determine a resolution to address the violation and prevent further violation of the policy.

Complaints that allege a student violated an individual's rights under this policy shall be addressed through the Student Conduct Code.

7.0 RETALIATION

Members of the University community are prohibited from taking or attempting to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right to free speech as set forth in this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The procedures set forth in this policy and accompanying procedure shall apply to complaints of retaliation under this section.

8.0 OTHER ANTI-DISCRIMINATION LAWS, POLICIES, AND PROCEDURES

Nothing within this policy shall be interpreted as impairing the University's obligations under federal law including, but not limited to, Title IV of the Higher Education Act of 1965; Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans With Disabilities Act; the Age Discrimination in Employment Act; the Age Discrimination Act of 1975; or any similar state laws, as addressed through the University's non-discrimination and Title IX policies and procedures.

History

Effective: 4/11/97

Revised: 11/18/22; 7/21/22; 03/19/21; 03/13/15; 3/11/11

Applicable Procedures:

[5.10:1 Solicitation, Distribution of Material and Demonstrations and Distribution Activity](#)

[5.10:2 Complaints Against Employees for Violations of Free Expression Rights](#)

The First Amendment and Campus Protests

General 1A Principles

- “Congress shall make no law ... abridging the freedom of speech ...”
- Applies to actions by states, including state universities
- Historically unprotected: obscenity, defamation, “fighting words,” inciting imminent lawless action
- In schools, speech causing material and substantial disruption of operations is unprotected
- In non-public parts of campus (classrooms, other indoor settings)- reasonable time/place/manner restrictions that are viewpoint neutral are permitted
- But . . . 1A does not protect unlawful conduct associated with speech



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June 26, 2024

A handwritten signature in blue ink that reads "Michael C. McRell".

Secretary, SSU Board of Trustees

Ohio Legislative Activity on Free Speech

SB 40 –Forming Open and Robust University Minds (FORUM) Act (2021)

- Outdoor campus areas of state colleges & universities are public forums (“free speech zones” not allowed)
- In outdoor areas, universities must allow lawful non-commercial speech that does not substantially disrupt
- Time/place/manner restrictions must be viewpoint neutral and provide alternatives for speaker(s)
- Required wide distribution of policies to students & those responsible for imposing discipline



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A handwritten signature in blue ink, appearing to read "Michael C. McCall".

Secretary, SSU Board of Trustees

Ohio Legislative Activity on Free Speech

SB 135 – Higher Education Enhancement Act (2022)

- Addressed rights of students and faculty to free expression w/out fear of retribution
- Each university required to adopt policy affirming nine free expression principles (SSU Policy 5.10)
- Universities must establish & publicize process for student & faculty complaints (investigation, hearings, appeals)
- Annual reporting to Chancellor



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Secretary, SSU Board of Trustees

First Amendment and Outdoor Campus Protests

New SSU Procedure 4.44:2 – Use of Outdoor Spaces

- Tailored to comply with Constitution and Ohio legislation
 - Regulates conduct and serious disruptions to university operations
- Generally, outdoor protests, demonstrations, pickets are permitted without advance notification
- Examples of prohibited use of outdoor spaces
 - Blocking roads, sidewalks, entrances to buildings
 - Amplified sound without permission
 - Taping signs on trees, light poles, walls
 - Overnight sleeping or camping
 - Interfering with classes or university events
- Restrictions cannot be based on the content of the message



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Academic & Student Affairs Committee

April 19, 2024



Shawnee State

UNIVERSITY

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June 26, 2024

Michael C. McLeod

Secretary, SSU Board of Trustees

Weekend of Welcome

Purpose



- Promote holistic student development, engagement, and connection to the university.
- Increase student retention and success.



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Michael C. McRell

Secretary, SSU Board of Trustees

Weekend of Welcome

Historical Data WOW 2023

- Limited data collected using Presence.
- August 18, 2023
 - 1,060 total attendees
 - 563 unique attendees)
- Activities included Bear Beginnings 2023, WOW Carnival, Breakfast, Lunch, and Academic Truths



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Secretary, SSU Board of Trustees

Weekend of Welcome

Learning Outcomes and Assessment

Students who engage in activities at WOW will exhibit increased student engagement and connection with the university as demonstrated by:

- The number of extra/co-curricular events attended during Fall 2024 semester
- GPA achievement for Fall 2024 as compared to GPAs of students that did not attend WOW
- Retention rates to Spring 2025 semester as compared to those students that did not attend WOW
- Satisfaction with the WOW and university experience as compiled through qualitative and quantitative sources



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A handwritten signature in blue ink, reading "Michael C. McCall".

Secretary, SSU Board of Trustees

Weekend of Welcome

How we will do it!

Activities designed to...

- Introduce university systems and supports.
- Provide techniques for individual student success.
- Make human connections.



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Michael C. McCall
Secretary, SSU Board of Trustees

Weekend of Welcome

Schedule for WOW 2024



- Day 1 – Residential Community Building
- Day 2 – All things Shawnee
- Day 3 – Student Success Skills and The Portsmouth Connection
- Day 4 – Trainings, Meet the Greeks, and Self-care Extravaganza



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Weekend of Welcome

Changes for WOW 2024

- Family Farewell picnic to help with transitions
- Resource stations
- Back to School Mixers with faculty and staff
- Return of Meet the Greeks afternoon
- Emphasize community involvement
- Trainings completed as part of WOW (Title IX, Hazing, Athletes, Student Clubs)
- Highlight success skills like mentorship, goal setting, time management, self-care



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June 26, 2024

Michael C. McCall

Secretary, SSU Board of Trustees

President's Report to the Board of Trustees
Board of Trustees Regular Meeting
June 21, 2024

Good afternoon. It is my pleasure to share with you this President's Report:

As we move toward the close of the 2023-2024 academic year, it is important to reflect on significant priorities set at the start of the year to evaluate our performance and guide our planning for the next year. Let's start with budget as we are on track to deliver a balanced budget and we have made substantial progress increasing our cash flow, reserve funds, and net financial position.

These are critical accomplishments for which I want to thank my colleagues in cabinet, our budget manager, budget managers and staff throughout the university, faculty and even students for recognizing the importance of financial health to SSU's future. We remain committed to a similar approach with similar results in FY25 and appreciate the board's support to that end.

Leadership change has occurred throughout the university over the past year, from my position to the redevelopment of a C-suite, the expansion of cabinet, intentional engagement of administrative, staff, and student constituent groups, and increased dialogue with faculty. And now new academic leadership.

Thank you for your support in appointing a new academic leadership team across the board that is well situated to provide lead the very important work of our university over the next several years. Dr. Inman as the new Provost and Vice President for Academic and Student Affairs, Dr. Chris Raber as Dean, Professor Adam Miller as a new Dean, and Dr. Michael Barnhart as a new Dean. All are experts in their respective fields. They all know Shawnee State University and have demonstrated a commitment to the institution and its mission.

Moreover, they recognize that to be competitive SSU must be dynamic and forward-looking, and we must take aggressive steps to deliver programs and an experience that meets our students where they are and connects them to good jobs and other demonstrable outcomes. I look forward to working with this team to tackle the modernization of our academic curricular and co-curricular portfolio.

Our first step in this direction is development of a new college structure at SSU. I am pleased today to announce the launch of the new College of Health and Human Services, the new College of Business and Engineering Technology, and a recommitment to the College of Arts and Sciences. This new structure provides a more defined identity for what we do and expands our ability to align resources and raised funds so that we can better invest in programs and expand enrollments.

The College of Health and Human Services has already been recognized in the pending state capital budget, with a \$5M appropriation. I am excited to announce the addition of Dr. Courtney Ruggles as program director of our new Social Work program and Dr. Kim Dinsey-

Read as the new Director of our School of Nursing. Both professionals were drawn to SSU for its commitment to the rural health mission and bring a passion that will have an immediate positive impact on our university and region.

This is just the beginning as we will be revealing several new educational and health care provider partnerships in the coming year that will enhance enrollment pipelines and clinical expertise. The College of Business and Engineering Technology is likewise well situated with state and federal funders lining up to support advanced manufacturing, cybersecurity, and computer science. Increased revenue to the university through these colleges will also allow us to reallocate support to necessary but under-resourced programs in the College of Arts and Sciences. I look forward to our Board Retreat in August where we will begin a developing a framework for the new SSU academic plan.

On Monday, the Portsmouth City Council will consider the transfer of riverfront stadium property to Shawnee State that includes Branch Rickey Park, Spartan Stadium, and several acres of adjacent practice fields and land. We will soon begin a redevelopment plan for this property and these facilities. Community support has been strong for the concept, and we are beginning to identify donors with the capacity to anchor a transformational project for our athletic programs and the region.

I am sad to report the passing of former Board of Trustees member Melissa Higgs-Horwell. Melissa was a library scientist who served for over twenty years at the Pickaway Ross Career Center, was a Technology Coordinator for the South-Central Ohio Computer Association and retired from INFO Ohio. She spent a lifetime supporting education in southern Ohio and served on this Board from 2008 to 2017. Melissa was a great board member and a good friend to many of us. She will be missed.

I want to thank Sallie Schisler, Dilip Shah, Ed Daniels, Hannah Ratliffe, and Hannah Blythe for attending the Ohio Department of Higher Education Trustees Conference with me earlier this month. We heard from Governor DeWine, Chancellor Duffey, and presenters on a number of topics regarding university governance and institutional improvement.

It is my privilege as the university president to officially recognize and congratulate all the faculty who were selected for promotion and tenure today. We look forward to benefitting from their continued commitment to teaching, scholarship, and service. It is also my pleasure to report to the board that I have conferred the designation of Faculty Emeritus status to Dr. Mark Mirabello.

Finally, today is the last Board of Trustees meeting for our Chairman Scott Evans. Scott has served as a board member during a time of significant transition and disruption in higher education. Being a university board member and a university president the past several years has been particularly challenging. Chairman Evans has leaned into that challenge as committee chair and as chairman has provided the board and me with leadership and support that has set the university on an exciting new path. Mr. Chairman, your service is appreciated, you will be missed, and we truly hope that you will remain connected to the Shawnee State University for years to come.

Thank you for your continued service to Shawnee State University.

Respectfully submitted,



Dr. Eric Andrew Braun
President



**Board of Trustees Committee Appointments
2024-2025**

Board Officers	Eddie Edwards	Chair
	Ed Daniels	Vice Chair
Executive Committee	Eddie Edwards	By position
	Ed Daniels	By position
	Dilip Shah	By position
	Brenda Haas	By appointment
	David Furbee	By appointment
Finance and Administration Committee	Ed Daniels	Chair
	Brenda Haas	Vice Chair
	David Furbee	
	Markee Dennis	
	Vacant	Student member
Academic and Student Affairs Committee	Dilip Shah	Chair
	David Richey	Vice Chair
	Sallie Schisler	
	Vacant	
	Hannah Blythe	Student member
Representatives to SSUDF	Eddie Edwards	By position
	Dilip Shah	Board Chair appointment
Representative to Investment Committee	David Furbee	
Board Treasurer	Greg Ballengee	
Board Secretary	Michael McPhillips	

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June 26, 2024


 Secretary, SSU Board of Trustees



To: Shawnee State University Board of Trustees
From: Eric Andrew Braun, JD, Ed.D., President
Re: Report on Policies and Procedures - 2023-2024
Date: June 21, 2024

I am submitting this report pursuant to Board of Trustees Policy No. 5.00REV, which directs the President to report to the Board at least annually on the administration's enactment, amendment, rescission, and renewal of policies and procedures that occurred during the 2023-2024 fiscal year.

The restructuring of administrative divisions, particularly the elimination of the Vice President for Finance and Administration and Vice President for Advancement and Enrollment Management positions and the creation of various Chief-level positions necessitated the ongoing updating of policies and procedures to eliminate reference to non-existent positions and oftentimes assign a new position as responsible party for the policy or procedure. These revisions are ongoing.

Including actions taken at today's meeting, two policies were newly enacted this fiscal year, dealing with information security and name, image, and likeness rules for student-athletes. In addition, seven policies underwent revision by Board action this fiscal year. I enacted or revised four University procedures.

Below is a summary of the policies and procedures that were acted upon during the 2023-2024 year:

Newly Enacted Policies and Procedures

3.26	Name, Image, and Likeness for Student Athletes	December 1, 2023
5.30	Digital Resource Management and Security	June 21, 2024

Policies Revised by Board Action

4.52Rev.	Leaves of Absence (Paid and Unpaid)	September 15, 2023
3.20Rev.	University Housing	December 1, 2023
1.05Rev.	Investment Policy	December 1, 2023
4.52Rev.	Leaves of Absence (Paid and Unpaid)	December 1, 2023
4.02Rev.	Asset Management	February 14, 2024

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4.44Rev.	Use of University Facilities and Reservation of Space	June 21, 2024
4.54Rev.	Professional Development (Degree and Non-Degree)	June 21, 2024
5.28Rev.	University Parking	June 21, 2024

Newly-Enacted Procedures

4.44:2	Use of Outdoor Spaces	June 21, 2024
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Procedures Renewed with Substantive Changes

4.52:1	Furlough Procedures	September 15, 2023
5.01:5	Accommodation for Employees with Disabilities	March 1, 2024
5.01:6	Accommodation for Students with Disabilities	March 13, 2024



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