BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE

June 21, 2024, 9:00 a.m.
Morris University Center, Room 215

Agenda

1.0   Call to Order

2.0   Roll Call

3.0   Action Items

3.1   Resolution F07-24
Ratification of Shawnee State University Development Foundation Code of Regulations

Mr. Michael McPhillips, General Counsel, will present the resolution to ratify the updated SSU Development Foundation Code of Regulations.

3.2   Resolution F08-24
Revising Policy 4.44Rev., Use of University Facilities & Reservation of Space

Mr. McPhillips will present the resolution to update Policy 4.44Rev., Use of University Facilities.

3.3   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. McPhillips will present the resolution to authorize the President to accept the transfer of certain public properties conditioned on final approvals from the State of Ohio and the City of Portsmouth.

3.4   Resolution F10-24
Approval to Adopt Policy 5.30Rev., Digital Resource Management & Security

Mr. Mark Yarnell, Associate Director of Network & Infrastructure, will present the resolution to update the policy.

3.5   Resolution F11-24
Approval to Amend Policy 4.54Rev., Professional Development (Degree and Non-Degree)

Ms. Malonda Johnson, Chief Operating Officer, will present the resolution to update the professional development policy.

3.6 **Resolution F12-24**
Amending Policy 5.28Rev., University Parking

Ms. Johnson will present the resolution to update the university parking policy.

3.7 **Resolution F13-24**
Approval of AY2024-25 Course Fees, Program Fees, and Other Student Fees

Mr. Greg Ballengee, Chief Financial Officer, will present the resolution to approve the AY2024-25 course fees, program fees, and other student fees.

3.8 **Resolution F14-24**
Continuing University Spending Authority

Mr. Ballengee will present the resolution to permit the continuation of the University's FY2024 spending level pending the approval of the FY2025 operating budget by the Board of Trustees.

4.0 **Information and Reports**

4.1 Ms. Aimee Welch, Director of Institutional Budgeting, will provide a year-to-date budget status report and the FY2025 budget plan.

4.2 Mr. Ballengee will report on the cash reserves investment portfolio.

4.3 Ms. Johnson will report on recent personnel activity.

4.4 Mr. John Temponeras, Director of Facilities, Planning and Construction, will report on capital projects.

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)

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.

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

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

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

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.

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)

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——/2024303/13/15
NEXT REVIEW DATE:	03/2018____7 /20276
RESPONSIBLE OFFICER:	VPF&AVPF&A ????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 address the following:

    2.1 Identifyies 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 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.
    2.3

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 PEstablished 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.

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 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)

ATM Consultants, LLC
Professional Surveyors

Joseph K. Kaskey P.S.

879 Meadows Lane
Wheelersburg, Ohio 45694
Phone: (740) 574-2234

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;

SCE APPROVED

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 Danial 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.

SCE APPROVED

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 Salyer
2024.04.17 08:09:39 -04'00'

The City of Portsmouth — Boundary Survey

Charles Street (50.00' Wide)

N 79°02'31" E 32.31'

Brown Street (50.00' Wide)

William Street (50.00' Wide)

P.O.B.
N 266,146.79
E 1,831,228.75

N 91°06'10" E 843.89'

The City of Portsmouth

27.9741 Acres Total

Lot 1 | Lot 2 | Lot 3 | Lot 4 | Lot 5

Lot 2

Lot 3

Lot 4

Line Table

LINE	BEARING	DISTANCE
L1	N 85°31'21" E	15.55
L2	S 40°36'23" E	14.50
L3	S 80°23'02" E	18.08
L4	S 70°08'41" E	40.20
L5	S 73°54'30" E	39.67
L6	S 79°35'30" E	39.72
L7	S 66°42'34" E	39.77
L8	N 88°43'44" E	39.68
L9	N 87°53'24" E	39.54
L10	N 79°27'23" E	40.18
L11	N 72°03'40" E	39.57
L12	N 64°12'05" E	13.37
L13	S 86°17'19" W	64.97
L14	S 81°15'15" W	45.92
L15	S 88°37'21" W	50.69
L16	N 02°04'52" E	930.44
L17	S 02°04'52" W	907.81
L18	S 87°44'52" E	41.92

Area Summary

Tax Parcel #32-2208.000 - 18.2280 Acres
Tax Parcel #32-2208.001 - 6.6111 Acres
Tax Parcel #32-2203.000 - 3.1350 Acres
Total: 27.9741 Acres

Boundary Survey
A Division of the Properties of
The City of Portsmouth
Part of Fractional Sections 19 & 20, T 1 N, R 21 W
City of Portsmouth, County of Scioto, State of Ohio

Joseph R. Kadar
Professional Surveyor #7319
State of Ohio
Date: April 11, 2024

ATM Consultants, LLC - Professional Surveyors

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)

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 Human

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 all aspects

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 contactors, 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 assigned

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, procedures, and

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, professional development is an important component of the University's overall employee-benefit program; and

WHEREAS, the University is committed to offering administrative employees professional development opportunities that are consistent with other employee groups and higher education industry standards; and

WHEREAS, a modification of the policy will expand access to on-campus graduate programs for eligible dependents, establish criteria and an approval process for employees to participate in off-campus graduate programs, and ensure funding from external sources is appropriately applied; and

WHEREAS, these revisions will enhance the University's employee-benefit program while having a positive impact on student enrollment and 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 amended Policy 454Rev., Professional Development (Degree and Non-Degree).

(June 21, 2024)

Shawnee State University

POLICY TITLE:	PROFESSIONAL DEVELOPMENT
	(DEGREE AND NON-DEGREE)
POLICY NO. :	4.54REV
ADMIN CODE:	3362-4-26
PAGE NO.:	1 OF 7
EFFECTIVE DATE:	6/21/2024~~12/01/2023~~
NEXT REVIEW DATE:	7/2027
RESPONSIBLE OFFICER:	CHIEF OPERATING OFFICER
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

The purpose of this policy is to provide eligible administrative employees (administrators, ~~public safety officers,~~ and administrative technical support staff) with degree and non-degree professional development opportunities that encourage employees to pursue knowledge and skill enhancements important to career aspirations and that are vital to the success of the University. These programs are consistent with higher education industry standards and are an important component of the University's overall employee-benefit program.

2.0 UNIVERSITY APPROVED OR REQUIRED PROFESSIONAL DEVELOPMENT

2.1 The university supports both career and job-related professional development activities. It is expected that employees and supervisors will discuss professional development needs and opportunities during the annual performance evaluation process.

2.2 When an employee is required to attend a University-approved development program, training, or other educational activity, the time spent in attendance will be counted as time worked, and the associated fees and costs, (i.e., materials, travel, and per diem, etc.) will be paid by their department.

3.0 ~~LEAVE FOR~~ ELECTIVE PROFESSIONAL DEVELOPMENT

3.1 The University will consider a request for an employee ~~unpaid leave~~ to enroll in ~~attend~~ an elective (not required) training or professional development program. The time attending such training or program will be non-compensable and any related expenditures will not be reimbursable (i.e., materials, travel, and per diem, etc.) unless otherwise specified in this policy.

~~3.2 Full-time administrative employees with two (2) years of continuous full-time service with the University and whose professional development program can be demonstrated to benefit the University, may request a one-time unpaid professional development leave for a period not to exceed one (1) year.~~

~~4.0~~

4.~~1~~3.2 ~~For consideration of such leave request~~To participate in an elective professional development program off campus (degree and non-degree), the employee must develop

and submit a written plan through the applicable supervisory and management levels, including the President, requesting approval to participate in the program for the leave. In addition to providing the information prescribed in this section, approval will be subject to scheduling, staffing, and budget considerations. The written plan must include the following:

4.1.13.2.1 A description of the program and a concise explanation of the necessity to participate in such program; for the requested leave from active employment status;

4.1.23.2.2 The expected length of the program requested period of time;

4.1.33.2.3 The relation of the program to the employee's current job responsibilities, how the program enhances the employee's department and the University, and how the program will assist the employee's transition into career-related positions at the University; and

4.1.4 The quality of the particular training as compared to similar programs that do not require leave time and an assessment of the reliability of the institution, organization, or other sponsor providing the training; and

4.1.53.2.4 The impact on the employee's workload and the workload of colleagues within the department.

4.2 An employee requesting a leave of absence must utilize accrued paid leave balances before entering an unpaid (inactive) status.

4.3 If an unpaid leave of absence is approved and the employee's status is changed to inactive, the following benefits will be impacted as follows:

4.3.1 University-provided health insurance continues only while an employee is in active paid status. Coverage during an unpaid leave of absence may be continued by the employee by paying the total employee and employer monthly premiums pursuant to COBRA (Consolidated Omnibus Budget Reconciliation Act). Arrangements for such coverage should be made with the Department of Human Resources prior to an approved leave of absence.

4.3.2 An employee on unpaid leave of absence will not receive pay for holidays falling within the dates of the leave of absence, excluding the week of closure for winter break.

4.3.3 During an unpaid leave of absence, both the employer and the employee contributions to state retirement (OPERS, STRS or Alternative Retirement Plan) are discontinued. Additional information relative to accrued benefits, purchase of service credits, and related matters may be obtained by contacting the applicable state retirement system.

4.3.4 An employee on unpaid leave of absence does not earn vacation or sick leave. However, the time spent on authorized leave of absence will count toward the employee's length of service for vacation accrual purposes.

5.04.0 ~~WAIVER OF~~ ON-CAMPUS TUITION ASSISTANCE (UNDERGRADUATE AND GRADUATE)

> 5.14.1 The University waives certain Shawnee State on-campus education costs for undergraduate and graduate courses as a means of encouraging administrative employees and their eligible dependents as defined in this policy to further their education.
>
> 4.2   The on-campus undergraduate education benefit waives instructional, technology, and general fees for courses including those delivered online as outlined in this policy. Where applicable, out-of-state surcharge fees are waived.
>
> 4.3   Employees and eligible dependents enrolled in a graduate program will be responsible for paying the difference between the on-campus graduate and undergraduate tuition rates for instructional, general, and technology rates, and out-of-state surcharge, if applicable, for one (1) graduate program.
>
> > 5.1.14.3.1   Employees enrolled in a graduate program prior to July 1, 2024 will not be responsible for paying the difference between the on-campus graduate and undergraduate tuition rates.
>
> 5.24.4 The on-campus education benefit does not cover the costs of special fees including but not limited to: course fees, program fees, bond fees, late payment fees, books, or supply fees. These costs, including those incurred by eligible dependent(s), are the responsibility of the employee.
>
> 4.5   If an employee and dependent is eligible for Pell or OCOG grants, such funds will apply against applicable educational expenses as stipulated by the grant.

6.05.0 ELIGIBILITY FOR ON-CAMPUS ~~UNDERGRADUATE~~ TUITION ASSISTANCE ~~COURSES~~ (UNDERGRADUATE AND GRADUATE)

> 6.15.1 Full-time Administrative Employees (Actively employed)
>
> > 6.1.15.1.1   Upon completion of the new-hire probationary period, full-time administrative employees may take two (2) courses per semester (including main campus courses delivered online). Those who are enrolled in an e-campus or hybrid program are permitted to take one (1) course per sub-session within a semester.
> >
> > 6.1.25.1.2   Administrative employees who are actively enrolled in a course of study prior to the commencement of an approved leave of absence (does not include involuntary administrative leave), temporary layoff or furlough status may continue that course of study.
> >
> > 6.1.35.1.3   Administrative employees are prohibited from completing coursework during work hours and are expected to register for classes that meet outside of

their regular work schedules. In situations in which the course must be taken during the employee's regular work schedule, with written approval from his/her supervisor, an administrative employee may arrange for a flexible schedule in order to complete the required course. In no case will a schedule that would result in the employee being in overtime work status be approved.

6.1.45.1.4   The maximum benefit for a full-time administrative employee is 160 attempted credit hours for undergraduate courses and one (1) graduate degree program.

6.25.2 Dependents of Actively-Employed Full-Time Administrative Employees

5.2.1   Upon completion of the new-hire probationary period, dependents of full-time employees may enroll in as many hours per semester as allowed under the University's academic policies.

6.2.15.2.2   As used in this policy, an eligible dependent is defined as the spouse, or child 25 years of age or younger, and dependent as defined under IRS rulings, of full-time actively-employed administrative employees. Dependents may enroll in as many hours per semester as allowed under the University's academic policies.

6.2.25.2.3   The maximum benefit for each dependent under this policy is 160 attempted credit hours for undergraduate courses and one (1) graduate degree program.

6.35.3 Retired Full-Time Administrative Employees and Dependents

6.3.15.3.1   A full-time administrative employee who has formally retired (disability or service) under an Ohio state pension system or approved alternative retirement system (ARP), receiving a pension benefit payment, not actively working as a re-employed retiree, and who has served at Shawnee State University for ten (10) continuous years or more in full-time status ("eligible retiree"), is eligible to receive undergraduate fee waiver benefits on a space-available basis not to exceed 160 attempted credit hours.

6.3.25.3.2   A dependent of an eligible retiree who is enrolled in an undergraduate degree program at the time of the eligible retiree's retirement may continue to receive waivers for instructional, general, and technology fees and out of state surcharge where applicable in order to complete the current course of study, not to exceed a total of 160 attempted credit hours for undergraduate courses or one (1) graduate degree program.

6.3.35.3.3   Re-employed retirees will be eligible for tuition assistance undergraduate fee waiver benefits based upon full or part-time status as defined in this policy.

6.45.4 Dependents of Full-Time Employees Deceased While In Active Status

6.4.15.4.1   A widow or widower and/or dependent child of a deceased full-time administrative employee with ten (10) years of continuous service is eligible to receive on-campus education benefits, as follows:

6.4.1.15.4.1.1 Must be enrolled in an undergraduate degree program within one year of the active employee's date of death;

6.4.1.25.4.1.2 Will be registered on a space-available basis; and

6.4.1.35.4.1.3 Maximum tuition waiver is not to exceed 160 attempted credit hours for undergraduate courses or one (1) graduate degree program.

6.55.5 Part-time Administrative Employees and Eligible Dependents

6.5.1 Upon completion of the new-hire probationary period, actively-employed part-time administrative employees regularly working at least 20 hours and their eligible dependents may take one (1) course per semester (including main campus courses delivered online). Those who are enrolled in an e-campus program are permitted to take one (1) course during the semester (one of the sub sessions). No special provisions will be made in employees' work schedules to accommodate taking the class. The maximum tuition waiver is 160 attempted credit hours for undergraduate courses or one (1) graduate degree program.

6.0   CRITERIA FOR ON-CAMPUS TUITION ASSISTANCE (UNDERGRADUATE AND GRADUATE)

6.1   Administrative employees, spouses and dependents shall enroll during the regular registration processes.

6.2   Programs or classes which have special admission requirements or limited class sizes will be available for enrollment in the same manner as made available to the general student body; and administrative employees, spouses and dependents will be required to compete for admission into these programs or courses with other student applicants.

6.3   Administrative employees, spouses and dependents must remit payment for special fees and charges as defined in this policy in accordance with University student payment deadlines.

6.4   The administrative employee, spouse or dependent may be required to shall file the Free Application for Federal Student Aid (FAFSA) for each year of enrollment and complete the verification process if determined necessary by the Financial Aid office.

6.5   All necessary and required forms must be completed according to University policies and timetables. Forms are available on the Financial Aid webpage.

6.6   No employee or his/her dependent will be entitled to on-campus education benefits, nor will the University be required to pay, for any classes that have already been taken by

the employee or dependent and failed or otherwise not successfully completed by the employee or dependent.

6.7   Applicable educational benefits awarded will be reported as required by IRS regulations.

7.0   ON-CAMPUS GRADUATE COURSES

7.1   Actively-employed full-time administrative employees (but not dependents) with at least two (2) years of continuous service with the University are eligible to receive a waiver of instructional, general, and technology fees and out-of-state surcharge fees where applicable for the successful completion of a Shawnee State on-campus graduate program, as follows:

7.1.1   Prior written approval of the degree program is required by all levels of respective employee's supervision up to and including the vice president;

7.1.2   The employee must apply following the same application and selection criteria as all students;

7.1.3   Class space must be available, preference will not be given to Shawnee employees;

7.1.4   The employee may take two (2) courses per semester (including main campus courses delivered online). Those who are enrolled in an e-campus program are permitted to take one (1) course per sub-session within a semester;

7.1.5   Administrative employees may complete one (1) graduate degree program under this policy;

7.1.6   Prior approval by the respective employee's supervisor to flex work or modify work schedules (including using earned vacation or comp time) is required in order to maintain a full-time workload; and

7.1.7   Income tax will be applied as required by IRS regulations.

8.0   CRITERIA FOR ON-CAMPUS TUITION WAIVER (UNDERGRADUATE AND GRADUATE)

8.1   Administrative employees, spouses and dependents shall enroll during the regular registration processes.

8.2   Programs or classes which have special admission requirements or limited class sizes will be available for enrollment in the same manner as made available to the general student body; and administrative employees, spouses and dependents will be required to compete for admission into these programs or courses with other student applicants.

8.3   ~~Administrative employees, spouses and dependents must remit payment for special fees and charges as defined in this policy in accordance with University student payment deadlines.~~

8.4   ~~The administrative employee, spouse or dependent may be required to file the Free Application for Federal Student Aid (FAFSA) and complete the verification process if determined necessary by the Financial Aid office.~~

8.5   ~~All necessary and required forms must be completed according to University policies and timetables. Forms are available on the Financial Aid webpage.~~

8.6   ~~No employee or his/her dependent will be entitled to on-campus education benefits, nor will the University be required to pay, for any classes that have already been taken by the employee or dependent and failed or otherwise not successfully completed by the employee or dependent.~~

~~8.7~~

9.07.0 ELIGIBILITY FOR OFF-CAMPUS GRADUATE TUITION REIMBURSEMENT

9.17.1 The University supports full-time administrative employees with at least two (2) years of continuous service taking graduate courses at other institutions of higher education when the graduate program will increase the skills necessary in their present positions and enhances their contribution to the University. Employees seeking off-campus tuition reimbursement must receive written approval of the degree program, as outlined in Section 3 of this policy.

7.2   Any graduate program offered by Shawnee State University (on-campus or online through E-campus) is not eligible for tuition reimbursement at a different institution.

10.08.0   CRITERIA FOR OFF-CAMPUS GRADUATE TUITION REIMBURSEMENT

10.18.1   The off-campus education benefit allows full-time administrative employees to apply for Master's and Doctoral program tuition and fee reimbursement as specified herein after two years of continuous full-time service with the University.

10.28.2   The graduate degree, including online degrees, must be provided by an accredited institution of higher education.

10.38.3   To ensure the proposed course of study meets conditions outlined in this policy, prior approvals by the employee's supervisor, the department budget manager, and concurrence of the appropriate chief officer or vice president are required.

10.48.4   Reimbursement is provided for approved courses with a grade of B or higher. Should the program not provide a grade, the employee must submit evidence of satisfactory progress (e.g. dissertation credits as PR, etc.) Documentation from the institution granting the grade and/or progress report must be attached to the reimbursement request.

10.58.5   The maximum reimbursement tuition rate ~~for employees who commence their graduate study after the effective date of this policy~~ will be at the appropriate Shawnee State's Master's or Doctoral in-state tuition rate. The rare exception to this maximum rate requires approval of the chief officer or vice president of the employee's division.

~~10.6   In the case of employees whose course of study commenced prior to the effective date of this policy, reimbursement will be calculated based upon the average credit hour cost from all Ohio public universities' relevant or related Master's or Doctoral programs, whichever is applicable to the approved program. This rate will be determined at the start of each academic year and will apply for that full year.~~

10.78.6   Only courses required for the attainment of the degree as identified in the initially approved course of study are eligible for reimbursement.

10.88.7   Reimbursement is limited to one graduate-level program.

10.98.8   An employee awarded this off-campus education benefit ~~will agree in writing to~~ shall remain employed at the University for at least two (2) years from the end date of the term of the approved coursework. If not, the employee agrees to repay the tuition reimbursement amount received. ~~The repayment amount will be pro-rated based on the employee's length of service. See the pro-rated repayment schedule noted in Board of Trustee Procedure 4.64:1, Section 4.2.1 for applicable repayment percentages.~~

8.9   Repayment requirements set forth in Section 8.8~~11~~ shall not apply in cases of: 1) the elimination of the employee's position, or 2) a workforce reduction in which the employee is laid off for at least 21 months duration.

11.09.0   POSITIONS FUNDED BY EXTERNAL SOURCES

Employees whose positions are funded by external sources are only eligible for off-campus education benefits to the extent allowed and funded by the external source(s).

Shawnee State University

1.0   PURPOSE

The purpose of this policy is to provide eligible administrative employees (administrators and administrative technical support staff) with degree and non-degree professional development opportunities that encourage employees to pursue knowledge and skill enhancements important to career aspirations and that are vital to the success of the University. These programs are consistent with higher education industry standards and are an important component of the University's overall employee-benefit program.

2.0   UNIVERSITY APPROVED OR REQUIRED PROFESSIONAL DEVELOPMENT

2.1   The university supports both career and job-related professional development activities. It is expected that employees and supervisors will discuss professional development needs and opportunities during the annual performance evaluation process.

2.2   When an employee is required to attend a University-approved development program, training, or other educational activity, the time spent in attendance will be counted as time worked, and the associated fees and costs, (i.e., materials, travel, and per diem, etc.) will be paid by their department.

3.0   ELECTIVE PROFESSIONAL DEVELOPMENT

3.1   The University will consider a request for an employee to enroll in an elective (not required) training or professional development program. The time attending such training or program will be non-compensable and any related expenditures will not be reimbursable (i.e., materials, travel, and per diem, etc.) unless otherwise specified in this policy.

3.2   To participate in an elective professional development program off campus (degree and non-degree), the employee must develop and submit a written plan through the applicable supervisory and management levels, including the President, requesting approval to participate in the program . In addition to providing the information prescribed in this section, approval will be subject to scheduling, staffing, and budget considerations. The written plan must include the following:

3.2.1   A description of the program and a concise explanation of the necessity to participate in such program;

3.2.2   The expected length of the program;

3.2.3   The relation of the program to the employee's current job responsibilities, how the program enhances the employee's department and the University, and how the program will assist the employee's transition into career-related positions at the University; and

3.2.4   The impact on the employee's workload and the workload of colleagues within the department.

4.0   ON-CAMPUS TUITION ASSISTANCE (UNDERGRADUATE AND GRADUATE)

4.1   The University waives certain Shawnee State on-campus education costs for undergraduate and graduate courses as a means of encouraging administrative employees and their eligible dependents (as defined in this policy) to further their education.

4.2   The on-campus undergraduate education benefit waives instructional, technology, and general fees for courses including those delivered online as outlined in this policy. Where applicable, out-of-state surcharge fees are waived.

4.3   Employees and eligible dependents enrolled in a graduate program will be responsible for paying the difference between the on-campus graduate and undergraduate tuition rates for instructional, general, and technology rates, and out-of-state surcharge, if applicable, for one (1) graduate program.

4.3.1   Employees enrolled in a graduate program prior to July 1, 2024 will not be responsible for paying the difference between the on-campus graduate and undergraduate tuition rates.

4.4   The on-campus education benefit does not cover the costs of special fees including but not limited to: course fees, program fees, bond fees, late payment fees, books, or supply fees. These costs, including those incurred by eligible dependent(s), are the responsibility of the employee.

4.5   If an employee and dependent is eligible for Pell or OCOG grants, such funds will apply against applicable educational expenses as stipulated by the grant.

5.0   ELIGIBILITY FOR ON-CAMPUS TUITION ASSISTANCE (UNDERGRADUATE AND GRADUATE)

5.1   Full-time Administrative Employees (Actively employed)

5.1.1   Upon completion of the new-hire probationary period, full-time administrative employees may take two (2) courses per semester (including main campus

courses delivered online). Those who are enrolled in an e-campus or hybrid program are permitted to take one (1) course per sub-session within a semester.

5.1.2 Administrative employees who are actively enrolled in a course of study prior to the commencement of an approved leave of absence (does not include involuntary administrative leave), temporary layoff or furlough status may continue that course of study.

5.1.3 Administrative employees are prohibited from completing coursework during work hours and are expected to register for classes that meet outside of their regular work schedules. In situations in which the course must be taken during the employee's regular work schedule, with written approval from his/her supervisor, an administrative employee may arrange for a flexible schedule in order to complete the required course. In no case will a schedule that would result in the employee being in overtime work status be approved.

5.1.4 The maximum benefit for a full-time administrative employee is 160 attempted credit hours for undergraduate courses and one (1) graduate degree program.

5.2 Dependents of Actively-Employed Full-Time Administrative Employees

5.2.1 Upon completion of the new-hire probationary period, dependents of full-time employees may enroll in as many hours per semester as allowed under the University's academic policies.

5.2.2 As used in this policy, an eligible dependent is defined as the spouse, or child 25 years of age or younger, and dependent as defined under IRS rulings, of full-time actively-employed administrative employees.

5.2.3 The maximum benefit for each dependent under this policy is 160 attempted credit hours for undergraduate courses and one (1) graduate degree program.

5.3 Retired Full-Time Administrative Employees and Dependents

5.3.1 A full-time administrative employee who has formally retired (disability or service) under an Ohio state pension system or approved alternative retirement system (ARP), receiving a pension benefit payment, not actively working as a re-employed retiree, and who has served at Shawnee State University for ten (10) continuous years or more in full-time status ("eligible retiree"), is eligible to receive undergraduate fee waiver benefits on a space-available basis not to exceed 160 attempted credit hours.

5.3.2 A dependent of an eligible retiree who is enrolled in a degree program at the time of the eligible retiree's retirement may continue to receive waivers for instructional, general, and technology fees and out of state surcharge where applicable in order to complete the current course of study, not to exceed a total of 160 attempted credit hours for undergraduate courses or one (1) graduate degree program.

5.3.3   Re-employed retirees will be eligible for tuition assistance based upon full or part-time status as defined in this policy.

5.4   Dependents of Full-Time Employees Deceased While In Active Status

5.4.1   A widow or widower and/or dependent child of a deceased full-time administrative employee with ten (10) years of continuous service is eligible to receive on-campus education benefits, as follows:

5.4.1.1   Must be enrolled in a degree program within one year of the active employee's date of death;

5.4.1.2   Will be registered on a space-available basis; and

5.4.1.3   Maximum tuition waiver is not to exceed 160 attempted credit hours for undergraduate courses or one (1) graduate degree program.

5.5   Part-time Administrative Employees and Eligible Dependents

Upon completion of the new-hire probationary period, actively-employed part-time administrative employees regularly working at least 20 hours and their eligible dependents may take one (1) course per semester (including main campus courses delivered online). Those who are enrolled in an e-campus program are permitted to take one (1) course during the semester (one of the sub sessions). No special provisions will be made in employees' work schedules to accommodate taking the class. The maximum tuition waiver is 160 attempted credit hours for undergraduate courses or one (1) graduate degree program.

6.0   CRITERIA FOR ON-CAMPUS TUITION ASSISTANCE (UNDERGRADUATE AND GRADUATE)

6.1   Administrative employees, spouses and dependents shall enroll during the regular registration processes.

6.2   Programs or classes which have special admission requirements or limited class sizes will be available for enrollment in the same manner as made available to the general student body; and administrative employees, spouses and dependents will be required to compete for admission into these programs or courses with other student applicants.

6.3   Administrative employees, spouses and dependents must remit payment for special fees and charges as defined in this policy in accordance with University student payment deadlines.

6.4   The administrative employee, spouse or dependent shall file the Free Application for Federal Student Aid (FAFSA) for each year of enrollment and complete the verification process if determined necessary by the Financial Aid office.

6.5   All necessary and required forms must be completed according to University policies and timetables. Forms are available on the Financial Aid webpage.

6.6   No employee or his/her dependent will be entitled to on-campus education benefits, nor will the University be required to pay, for any classes that have already been taken by the employee or dependent and failed or otherwise not successfully completed by the employee or dependent.

6.7   Applicable educational benefits awarded will be reported as required by IRS regulations.

7.0   ELIGIBILITY FOR OFF-CAMPUS GRADUATE TUITION REIMBURSEMENT

7.1   The University supports full-time administrative employees with at least two (2) years of continuous service taking graduate courses at other institutions of higher education when the graduate program will increase the skills necessary in their present positions and enhances their contribution to the University. Employees seeking off-campus tuition reimbursement must receive written approval of the degree program, as outlined in Section 3 of this policy.

7.2   Any graduate program offered by Shawnee State University (on-campus or online through E-campus) is not eligible for tuition reimbursement at a different institution.

8.0   CRITERIA FOR OFF-CAMPUS GRADUATE TUITION REIMBURSEMENT

8.1   The off-campus education benefit allows full-time administrative employees to apply for Master's and Doctoral program tuition and fee reimbursement as specified herein after two years of continuous full-time service with the University.

8.2   The graduate degree, including online degrees, must be provided by an accredited institution of higher education.

8.3   To ensure the proposed course of study meets conditions outlined in this policy, prior approvals by the employee's supervisor, the department budget manager, and concurrence of the appropriate chief officer or vice president are required.

8.4   Reimbursement is provided for approved courses with a grade of B or higher. Should the program not provide a grade, the employee must submit evidence of satisfactory progress (e.g., dissertation credits as PR, etc.) Documentation from the institution granting the grade and/or progress report must be attached to the reimbursement request.

8.5   The maximum reimbursement tuition rate will be at the appropriate Shawnee State's Master's or Doctoral in-state tuition rate. The rare exception to this maximum rate requires approval of the chief officer or vice president of the employee's division.

8.6   Only courses required for the attainment of the degree as identified in the initially approved course of study are eligible for reimbursement.

8.7   Reimbursement is limited to one graduate-level program.

8.8   An employee awarded this off-campus education benefit shall remain employed at the University for at least two (2) years from the end date of the term of the approved coursework. If not, the employee agrees to repay the tuition reimbursement amount received.

8.9   Repayment requirements set forth in Section 8.8 shall not apply in cases of: 1) the elimination of the employee's position, or 2) a workforce reduction in which the employee is laid off for at least 21 months duration.

9.0   POSITIONS FUNDED BY EXTERNAL SOURCES

Employees whose positions are funded by external sources are only eligible for off-campus education benefits to the extent allowed and funded by the external source(s).

<u>History</u>
Effective: 01/19/1991
Revised: 6/21/2024; 03/13/2020 (Replaces Policies 4.58, 4.66 and 4.67. Policies 4.58, 4.66 and 4.67 rescinded); 03/15/2008; 02/08/2002

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)

Shawnee State University

POLICY TITLE:	UNIVERSITY PARKING
POLICY NO. :	5.28REV
ADMIN CODE:	3362-5-29
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	12/21/20227/1/2024
NEXT REVIEW DATE:	12/202506/2027
RESPONSIBLE OFFICER:	COOVPFA2027
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 permitsparking 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 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)

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.

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, EMTP)	$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.

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.

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

Payment Return Charges:			
Automated Clearinghouse (ACH) Return Charge		$25.00	$25.00
Bad Check Charge		$50.00	$50.00
Background Check Charges:			
Background Check BCI		$27.00	$27.00
Background Check FBI		$30.25	$30.25
Replacement Charges:			
Bear Card		$10.00	$10.00
Parking Lot Swipe Card		$10.00	$10.00
Parking Tag		$25.00	$25.00
Office Key		$10.00	$10.00
Student Refund Card		$10.00	$10.00
*Fines and charges listed on this schedule may include an administrative surcharge.			
Note: Fee schedule subject to approval by ODHE.			
			BOT 6/21/2024

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)

	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%**

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%**

Current Portfolio

Cash 14.4%
Equity 45.6%
Fixed Income 39.8%

Target Portfolio

Cash 2%
Equity 50%
Fixed Income 48%
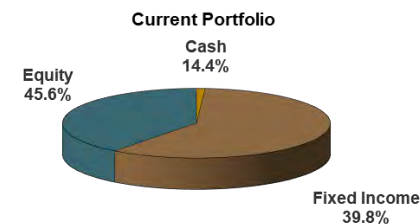
Asset Class/Security	Market Value as of May 31, 2024	Market Value as of June 30, 2023	Market Value as of June 30, 2022
OPERATING CASH:			
U.S. Bank	$ 5,154,534	$ 5,381,923	$ 1,724,399
Total Operating Cash Balance	$ 5,154,534	$ 5,381,923	$ 1,724,399
LIQUID POOL INVESTMENT PORTFOLIO:			
STAROhio	$ 214,172	$ 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

	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**

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

➢ **Faculty**

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

➢ **Support Staff**

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

Change of Status

➢ **Executive Staff**

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

➢ **Administrative Staff**

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

- ➤ **Athletic Staff**
  - o Conner Flynn – Head Coach, M/W Track/Cross Country Director, March 1, 2024

Departures

- ➤ **Executive Staff**
  - o Sunil Ahuja – Vice President and Provost, Academic and Student Affairs, May 14, 2024
- ➤ **Administrative Staff**
  - o Linda Steele – Program Director, Campus Partnerships and CLL, May 24, 2024
  - o Gabriel Brown – Director, Upward Bound Math Science, June 3, 2024
- ➤ **Faculty**
  - o Barbara Wilson-Battles – Instructor, English and Humanities, April 30, 2024
  - o Mark Mirabello – Professor, Social Sciences (History), May 1, 2024
  - o Sherri Powell – Senior Instructor, First Year Experience, May 1, 2024
- ➤ **Athletic Staff**
  - o Natasha Ademakinwa – Director, Athletics & Fitness Studies Faculty/Soccer, April 9, 2024
  - o Charles "Bill" Rockwell – Manager, Athletic Operations, May 31, 2024
- ➤ **Support Staff**
  - o Robert Holtgrewe – Mechanic II, Planning, Construction & Facilities, February 1, 2024
  - o 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.