

**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
September 20, 2024**

Call to Order

Chair Edwards called the meeting to order at 1:25 p.m. noting the meeting was in compliance with RC § 121.22(F).

Roll Call

Members present: Mr. Edwards, Mr. Daniels, Mr. Furbee, Dr. Haas, Mr. Richey, Mrs. Schisler, and Ms. Blythe with Ms. Dennis joining remotely.

Members absent: Mr. Shah

Approval of the June 21, 2024 Board Meeting Minutes

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

Approval of the August 9, 2024 Board Meeting Minutes

Mr. Furbee moved and Mrs. Schisler seconded a motion to approve the August 9, 2024 Board meeting minutes. The motion was passed by unanimous roll call vote of all Board members present.

Approval of the September 20, 2024 Agenda

Mr. Furbee moved and Mr. Richey seconded a motion to approve the September 20, 2024 Board meeting agenda. The motion was passed by unanimous roll call vote of all Board members present.

Consent Agenda

1. Resolution F17-24, Granting Easement to Columbia Gas of Ohio for Construction and Operation of Gas Line
2. Resolution F18-24, Approval to Adopt Policy 4.54Rev., Professional Development (Degree and Non-Degree)
3. Resolution F19-24, Approval to Amend and Rename Policy 4.79Rev., Department of Public Safety Employment Status and Other Employment Actions
4. Resolution F20-24, Approval to Rescind Policy 4.82Rev., Department of Public Safety Leaves of Absence

5. Resolution F21-24, Approval of Policy 5.13Rev., Grants Application, Approval and Management

Chair Edwards directed the Board to review the action items on the Consent Agenda and asked if anyone wished to remove any items from the Consent Agenda. There being no objection, items 1-5 remain on the agenda. Mr. Furbee moved to accept the action items on the Consent Agenda and Mrs. Schisler seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

Executive Committee Report

Mr. Daniels reported on behalf of the Executive Committee.

1. Resolution E10-24, Requesting Academic Portfolio Review Pursuant to ORC Section 3345.35

Mr. Daniels moved that the Board adopt Resolution E10-24 and Mr. Richey seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

2. Resolution E11-24, Amendment of Policy 1.01Rev., Bylaws of the Board of Trustees and Rescission of Policy 1.06, Participation by Electronic Communication

Mr. Daniels moved that the Board adopt Resolution E11-24 and Mrs. Schisler seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

3. Resolution E12-24, Approval of Shawnee State University and Shawnee Education Association 2024-2027 Collectively Bargained Agreement

Mr. Daniels moved that the Board adopt Resolution E12-24 and Dr. Haas seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

Finance and Administration Committee Report

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

1. Resolution F15-24, Administration of Capital Facilities Projects

Mr. Daniels moved that the Board adopt Resolution F15-24 and Mr. Furbee seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

2. Resolution F16-24, Approval of FY25 Operating Budgets (General Fund and Auxiliary Fund)

Mr. Daniels moved that the Board adopt Resolution F16-24 and Mr. Furbee seconded the motion. The motion was passed by unanimous roll call vote of all Board members present.

3. Ms. Aimee Welch, Director of Institutional Budgeting, provided an FY24 end-of-year budget status report. The full report is attached to the minutes.

4. Mr. Greg Ballengee, Chief Financial Officer, reviewed the status of the University's cash and TIAA investment portfolio as of August 31, 2024. The total market value of the cash reserves and TIAA portfolio at that time was \$21.3M. The full report is attached to the minutes.
5. Ms. Malonda Johnson, Chief Operating Officer, updated the committee on recent personnel activity including information about new hires, change of status, and departures since the June 21, 2024 Board of Trustees meeting. The full report is attached to the minutes.
6. Mr. John Temponeras, Director of Facilities, Planning and Construction, updated the committee on the status of current capital projects, including the new campus gateway, campus wayfinding, roofing and infrastructure projects, the library renovation project, and the Health Science labs renovation project. The full report is attached to the minutes.
7. A required fraud prevention training video from the Auditor of State was viewed.

Academic and Student Affairs Committee Report

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

1. Dr. Kimberly Inman, Interim Provost and Vice President for Academic and Student Affairs, reported on recent activities in Academic and Student Affairs. A course and program review will ensue over the next year based on Ohio Revised Code section 3345.35 and accreditation requirements. The Higher Learning Commission (HLC) determined that we "met with concerns" three core components in two criteria that were reviewed. Our status with HLC was altered to "Action with Interim Monitoring" and we are required to submit an Interim Report by October 15, 2025. Data and discussions will inform strategic action planning across the Colleges, and allow us to address HLC concerns, deliver required reports, and ensure proper resources and staffing to meet strategic goals. The full report is attached to the minutes.
2. Dr. Inman reported on federal regulations requirements for student facing information about costs, financial aid, and outcomes and continued eligibility for Title IV funding. SSU Student Business Center leaders will need to report required information by January 15, 2025. The full report is attached to the minutes.
3. Mr. Jim Farmer, Chief Enrollment Officer, reported on Fall 2024 15th day student enrollment. Top majors were Natural Sciences (Pre-Health), various Teacher Education programs, and Accounting. There are 14 states represented at Shawnee State and 22 countries. The full report is attached to the minutes.
4. Dr. Jennifer Pauley, Associate Provost, reviewed improvements in first-year retention and completion, noting that first-year retention from autumn 2023 to spring 2024, retention was 72%, an increase from 70% the year prior. She also noted that the six-year completion rate in spring 2024 was 40.9%, an increase from 34.4% a year earlier. The full report is attached to the minutes.

5. Dr. Elizabeth Kline, Dean of Students, reported on 2024 Weekend of Welcome (WoW) outcomes and the framework for assessment being established in Student Affairs. Attendance at WoW was dominated by freshmen with 349 students attending. Sophomores came in at 112, with juniors and seniors in the high 90's. Changes are planned for 2025 with a team from multiple departments reviewing historical data, best practices, and population served. The full report is attached to the minutes.
6. Mr. Gerald Cadogan, Athletic Director, reported on enrollment numbers, staffing, and other updates from the Athletics program. The total number of athletes grew from 282 in 2023 to 323 in 2024. The full report is attached to the minutes.

Reports from Board Liaisons with other Organizations

None

President's Report

Dr. Braun reported on the following: The College of Health and Human Services is officially established and truly remarkable progress has been made under the leadership of Dr. Christine Raber; a \$5M renovation of our health science labs is funded with planning underway to begin that project this year; the Shawnee State University Rural Community Health Center received a \$500K grant from the Appalachian Regional Commission; the College of Business and Engineering is established with Mr. Adam Miller leading an expansion that allows us to take fundamentals of plastics engineering technology and apply them to other manufacturing areas; budget adjustments have been made that reflect our 15-day enrollment report and associated revenue position; we have reached some of the highest student retention levels in the institution's history due to the work of Dr. Jennifer Pauley and the Provost Task Force on Retention and Completion; the number of first-time freshmen and transfers failed to meet expectations and budget is being increased to overhaul and expand enrollment management functions; comprehensive review of academic portfolio is underway; successful negotiations were completed to deliver a faculty collective bargaining agreement; and strategic action planning has been launched at the program level. The full report is attached to the minutes.

New Business

None

Comments from Constituent Groups and the Public

None

Faculty Senate Report

Ms. Mariah Woodward, University Faculty Senate (UFS) President, reported the first UFS meeting will be held September 30, 2024. A new constitution will be proposed to include the new colleges. She expressed thanks on behalf of faculty to Dr. Inman for improved communication and inclusion of faculty input.

Executive Session

None

Other Business

None

Adjournment

Mr. Furbee moved and Mr. Daniels seconded a motion to adjourn. The motion was passed by unanimous roll call vote and the Board adjourned at 2:08 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

RESOLUTION F17-24

**GRANTING EASEMENT TO COLUMBIA GAS OF OHIO FOR CONSTRUCTION
AND OPERATION OF GAS LINE**

WHEREAS, the State of Ohio, through its Department of Administrative Services, granted a Right of Entry (the “ROE”) to Columbia Gas of Ohio, Inc., in June 2022 for the installation of a utility gas line starting at the southeast corner of Waller and 2nd Street and continuing south on Shawnee State University property on the east side of Waller Street, as well as going east off of Waller Street in between Shawnee State University Townhouses; and

WHEREAS, the aforementioned ROE expired on September 1, 2022; and

WHEREAS, Columbia Gas of Ohio, Inc., has requested the State grant an easement for the same area for twenty-five (25) years, commencing on October 1, 2024, and expiring on September 30, 2049, for the installation, construction, reconstruction, use, operation, maintenance, repair, replacement, removal, servicing, and improvement of the gas line; and

WHEREAS, the Ohio Revised Code requires that easements of up to 25 years on the University’s land be approved by the University Board of Trustees; and

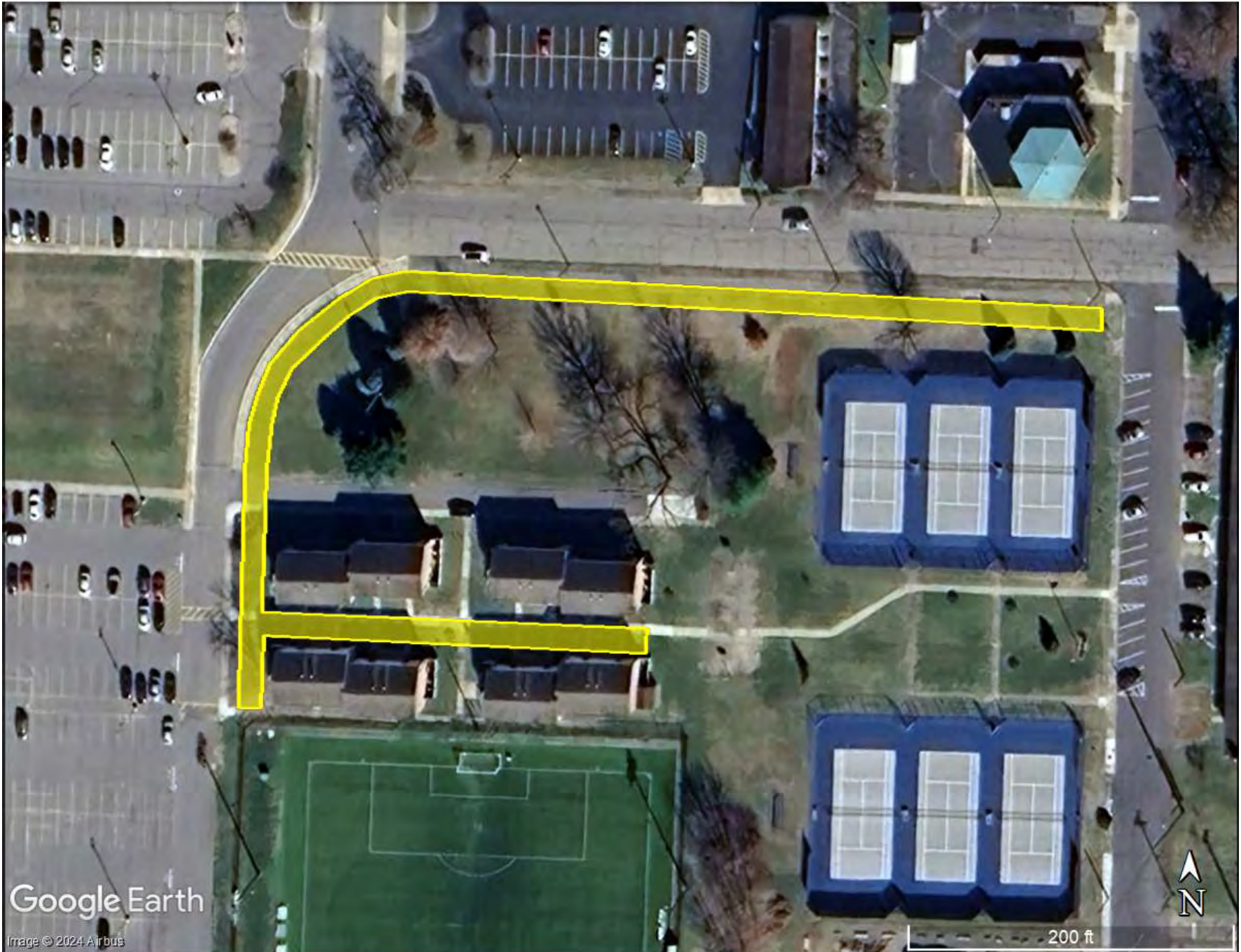
WHEREAS, the proposed uses for the easement are compatible with the uses and needs of the University;

NOW, THEREFORE, IT IS RESOLVED, the Shawnee State University Board of Trustees grants its approval for the Director of the Ohio Department of Administrative Services to execute an easement agreement with Columbia Gas of Ohio, Inc., for 25 years on the areas identified above, for the purposes described above, for the consideration of one dollar (\$1.00).

(September 20, 2024)

Certified as True and Correct
September 23, 2024


Secretary, SSU Board of Trustees



Google Earth

Image © 2024 Airbus

The State of Ohio does not make any warranties, express or implied, or representations as to the accuracy or completeness of the content of this map. The areas depicted by this map are for informational purposes only and are not necessarily accurate to surveying or engineering standards.

Certified as True and Correct
September 23, 2024
Michael C. McLeod
Secretary, SSU Board of Trustees

RESOLUTION F18-24

**APPROVAL TO ADOPT 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, 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

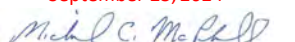
WHEREAS, a modification of the policy will expand on-campus graduate programs to eligible dependents, establish criteria and an approval process for employees to participate in an off-campus graduate program, and ensure funding from external sources is appropriately applied; and

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).

(September 20, 2024)

Certified as True and Correct
September 23, 2024


Secretary, SSU Board of Trustees

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:	09/20/2024 <u>12/01/2023</u>
NEXT REVIEW DATE:	09/2029 <u>7</u>
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 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.~~

~~3.3.2 For consideration of such leave request~~ To participate in an elective professional development program off campus (degree and non-degree), the employee must d

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:

~~3.3.13.2.1~~ 3.3.2.1 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;~~

~~3.3.23.2.2~~ 3.3.2.2 The ~~expected length of the program requested period of time;~~

~~3.3.33.2.3~~ 3.3.2.3 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~~

~~3.3.4~~ 3.3.2.4 ~~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~~

~~3.3.53.2.4~~ 3.3.2.4 The impact on the employee's workload and the workload of colleagues within the department.

~~3.4~~ 3.4 ~~An employee requesting a leave of absence must utilize accrued paid leave balances before entering an unpaid (inactive) status.~~

~~3.5~~ 3.5 ~~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:~~

~~3.5.1~~ 3.5.1 ~~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.~~

~~3.5.2~~ 3.5.2 ~~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.~~

~~3.5.3~~ 3.5.3 ~~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.~~

~~3.5.4~~ 3.5.4 ~~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.~~

4.0 ~~WAIVER OF~~ 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.

4.24.3.1 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.

4.34.4 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 ~~UNDERGRADUATE~~-TUITION ASSISTANCE COURSES (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.

~~5.2.1~~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. ~~Dependents may enroll in as many hours per semester as allowed under the University's academic policies.~~

~~5.2.2~~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 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.

5.3.3 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.

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 an ~~undergraduate~~ 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

~~5.5.1~~ 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 file the Free Application for Federal Student Aid (FAFSA) 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.~~

~~6.0 — ON-CAMPUS GRADUATE COURSES~~

~~6.1 — 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:~~

~~6.1.1 — Prior written approval of the degree program is required by all levels of respective employee's supervision up to and including the vice president;~~

~~6.1.2 — The employee must apply following the same application and selection criteria as all students;~~

~~6.1.3 — Class space must be available, preference will not be given to Shawnee employees;~~

~~6.1.4 — 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;~~

~~6.1.5 — Administrative employees may complete one (1) graduate degree program under this policy;~~

~~6.1.6 — 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~~

~~6.1.7 — Income tax will be applied as required by IRS regulations.~~

~~7.0 — CRITERIA FOR ON-CAMPUS TUITION WAIVER (UNDERGRADUATE AND GRADUATE)~~

~~7.1 — Administrative employees, spouses and dependents shall enroll during the regular registration processes.~~

~~7.2 — 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.~~

~~7.3 — 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.~~

- ~~7.4 — 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.~~
- ~~7.5 — All necessary and required forms must be completed according to University policies and timetables. Forms are available on the Financial Aid webpage.~~
- ~~7.6 — 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.~~

8-07.0 ELIGIBILITY FOR OFF-CAMPUS GRADUATE TUITION REIMBURSEMENT

~~8-17.1~~ 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.

8-28.0 CRITERIA FOR OFF-CAMPUS GRADUATE TUITION REIMBURSEMENT

~~8-38.1~~ 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.

~~8-48.2~~ The graduate degree, including online degrees, must be provided by an accredited institution of higher education.

~~8-58.3~~ 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.

~~8-68.4~~ 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.

~~8-78.5~~ 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.

~~8.8~~ — 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.

~~8.98.6~~ Only courses required for the attainment of the degree as identified in the initially approved course of study are eligible for reimbursement.

~~8.108.7~~ Reimbursement is limited to one graduate-level program.

~~8.118.8~~ An employee awarded this off-campus education benefit will agree in writing to 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. Employees who are receiving or have received this benefit prior to September 20, 2024, are not required to repay the tuition paid on their behalf if they voluntarily separate from the university on or before June 30, 2025.~~

~~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.

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).

History

Effective: 01/19/1991

Revised: 09/20/2024; 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

Shawnee State University

POLICY TITLE:	PROFESSIONAL DEVELOPMENT (DEGREE AND NON-DEGREE)
POLICY NO. :	4.54REV
ADMIN CODE:	3362-4-26
PAGE NO.:	1 OF 6
EFFECTIVE DATE:	09/20/2024
NEXT REVIEW DATE:	09/2029
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 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:

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Secretary, SSU Board of Trustees

- 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 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.

- 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 will agree in writing to 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. Employees who are receiving or have received this benefit prior to September 20, 2024, are not required to repay the tuition paid on their behalf if they voluntarily separate from the university on or before June 30, 2025.
- 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).

History

Effective: 01/19/1991

Revised: 09/20/2024; 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 F19-24

**APPROVAL TO AMEND AND RENAME POLICY 4.79REV
DEPARTMENT OF PUBLIC SAFETY EMPLOYMENT STATUS
AND OTHER EMPLOYMENT ACTIONS**

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 4.79Rev., currently titled Department of Public Safety Employment Status and Other Employment Actions, was last reviewed and approved by the Board of Trustees on January 24, 2023; and

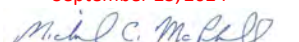
WHEREAS, the current version of Policy 4.79Rev. covers terms and conditions of employment of public safety officers; and

WHEREAS, since the last amendments to Policy 4.79Rev., public safety officers voted to organize as two separate employee organizations under Ohio Revised Code Chapter 4117, and thus the terms and conditions of those officers' employment are governed by a collective bargaining agreement encompassing some of the subjects of this policy;

NOW, THEREFORE, IT IS RESOLVED that the Board of Trustees of Shawnee State University approves amended Policy 4.79Rev. and renames the policy as Establishment of Department of Public Safety.

(September 20, 2024)

Certified as True and Correct
September 23, 2024


Secretary, SSU Board of Trustees

Shawnee State University

POLICY TITLE:	ESTABLISHMENT OF DEPARTMENT OF PUBLIC SAFETY—EMPLOYMENT STATUS AND OTHER EMPLOYMENT ACTIONS
POLICY NO. :	4.79REV
ADMIN CODE:	3362-4-59
PAGE NO.:	1 OF <u>1-4</u>
EFFECTIVE DATE:	01/24/2023 <u>09/20/2024</u>
NEXT REVIEW DATE:	01/2026 <u>09/2027</u>
RESPONSIBLE OFFICER:	VPP <u>ACHIEF OPERATING OFFICER</u>

1.0 PURPOSE

The purpose of this policy is to establish a Department of Public Safety, thereby creating measures and expectations for a safe and secure campus environment embracing the concept of community policing, to increase awareness of safety and security issues, assure the enforcement of university rules and laws for the preservation of good order, and prevent the disruption of the educational and business functions of the university.

A secure and safe environment is a shared responsibility between the Department of Public Safety and all stakeholders within the community. The university provides programs, systems, and processes that promote the safety and security of students, faculty, staff and visitors while balancing the need to maintain a quality, convenient, and affordable higher education environment.

2.0 ESTABLISHMENT OF THE DEPARTMENT OF PUBLIC SAFETY (DPS)

2.1 The Board of Trustees, by resolution F29-08 and in compliance with O.R.C. 3345.21, established a Department of Public Safety.

2.1.1 In accordance with O.R.C. 3345.21, the Shawnee State University Board of Trustees extends its authority to the President for the purpose of directing the adoption, implementation, approval, and ongoing review and revision of policies and procedures required to administer the operation of DPS.

2.1.2 Employees in the Department of Public Safety ~~shall~~may include, but not be limited to, Security Sergeants, Security Officers, Police Officers and Police Sergeants. These groups of employees may be referred to collectively in this policy as “officers” or “public safety officers.”

~~3.0 — ROLES OF PUBLIC SAFETY OFFICERS~~

~~3.1 — Police Officer~~

~~Police Officers are appointed by the University as state university law enforcement officers to provide police services to the University. Officers properly appointed under section 3345.04, Ohio Revised Code, are peace officers for the University and have the power to arrest and detain, investigate offenses, and provide such other services as provided by law. Such officers shall have the powers provided for in Chapter 2935, Ohio Revised Code.~~

~~3.2 — Security Officer~~

~~Security officers are charged with protecting the peace, reporting violations of the law, and crime prevention. Security officers are to be proactive, observe, report, document, and assist when needed, focus on assuring that a safe and secure environment is established on University owned properties, and make professional observations that determine the proper course of action that is required, such as calling EMS, etc.~~

~~3.3 — Public Safety Officer Appointments~~

~~3.3.1 — No person shall be appointed, selected, or promoted as an Officer at Shawnee State University in any manner or by any means other than those prescribed in the rules herein. Intermittent or temporary appointments are unclassified positions.~~

~~3.3.2 — Procedures for the recruitment, selection, and appointment of security officers or security sergeants are found in DPS Standard Operating Procedure (SOP) 4.79.2 & DPS SOP 4.79.3.~~

~~3.4 — Equal Employment Opportunity~~

~~The university adheres to state and federal laws regarding equal opportunity for employment and prohibits discrimination based on race, color, religion, sex, sexual orientation, gender, gender identity or expression, age (law enforcement exception ORC 124.41), national origin, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, veteran status, military status, genetic information, or disability. This applies to all terms and conditions associated with the employment process, including hiring, promotions, demotions, termination, discipline, performance evaluations, and interviews, layoff, transfer, rate of compensation, and eligibility for in-service training programs.~~

~~4.0 — PERFORMANCE EVALUATIONS AND PROBATIONARY PERIOD~~

- ~~4.1 — Security Officer and Security Sergeant appointees shall serve a 180-day probationary period. No appointment is final until the appointee has satisfactorily served the probationary period.~~
- ~~4.2 — Police Officer and Police Sergeant appointees shall serve a 365-day probationary period. No appointment is final until the appointee has satisfactorily served the probationary period.~~
- ~~4.3 — The successful completion of the new hire probationary period requires a performance evaluation of “meets basic expectations,” for continued employment.~~
- ~~4.4 — Annual performance evaluation — Upon completion of the new hire probationary evaluation, performance evaluations are completed at least annually or on a periodic basis as determined by the supervisor.~~
- ~~4.5 — Performance Improvement Plan (PIP) — A written performance improvement plan (PIP) may be initiated by the supervisor at any time in which the public safety officer is not demonstrating satisfactory performance based on the assigned responsibilities and/or established objectives.~~

~~5.0 — STANDARDS AND RULES OF CONDUCT~~

~~In addition to compliance with applicable university policies, public safety officers shall conduct themselves in accordance with departmental SOPs including the standards and rules of conduct set forth in SOP No. 2.5.~~

~~6.0 — CORRECTIVE ACTION~~

- ~~6.1 — The corrective action process may be initiated in the following circumstances, but is not limited to the following reasons:~~
- ~~6.1.1 — Incompetence, inefficiency, dishonesty, use or being under the influence of alcohol or illegal drugs at work or inappropriate use of prescription drugs, immoral conduct, insubordination, discourteous treatment of the public, students and staff, neglect of duty, unsatisfactory job performance, conviction of a felony, falsification of official documents, or violations of the DPS Standards and Rules of Conduct found in SOP No. 2.5 (not an exhaustive list).~~
- ~~6.1.2 — Violation of an official regulation or failure to obey reasonable directions given by a supervisor when such violation or failure to obey amounts to insubordination or a serious breach of University policies and/or work rules or puts the University and/or its employees or students at serious risk.~~

~~6.1.3—Conviction of an offense involving moral turpitude.~~

~~6.1.4—Demonstration of abusive or threatening behavior in the treatment of students, fellow employees or other persons.~~

~~6.2—Progressive discipline will be used if appropriate, but serious infractions may necessitate that corrective actions start at any level in the process, as outlined in DPS SOP 4.79.4.~~

~~7.0—CLASSIFICATION / COMPENSATION~~

~~7.1—Shawnee State University desires a competitive and equitable compensation system that will attract and retain qualified police and security personnel. To that end, the Director of Human Resources or their designee is responsible for managing the structure of the police and security compensation system(s) and for reviewing the applicable structure relative to the appropriate market, including the assessment of position responsibilities, placement within the University's compensation structure relying upon market benchmarking methodology, and consideration of internal equity for comparable responsibilities.~~

~~7.2—The allocation of an approved budgeting salary pool is at the discretion of the University President who may allocate all, a portion, or none of the salary pool. The salary allocation may be applied evenly to all DPS employees (across the board) or to individual employees based on factors such as, but not limited to, market benchmarking, internal equity analyses, and/or performance.~~

~~7.3—The evaluation and placement of officer positions within the compensation structure will follow DPS SOP 4.79.4 to ensure the effective administration of any salary adjustments, special duty pay, and/or shift differential payments.~~

~~8.0—REDUCTION IN FORCE~~

~~—In the event of a reduction in force, the procedures set forth in SOP No. 4.79.6, Reduction in Force, shall be followed.~~

History

Effective: 09/10/10 (Policies 4.80, 4.81, 4.84, 4.85, 4.86 and 4.89 converted to procedures)

Revised: 09/20/2024; 04/12/19, 8/24/2018

Reviewed: 01/24/2023 with minor revision; 12/08/2022 with minor revisions

Shawnee State University

POLICY TITLE:	ESTABLISHMENT OF DEPARTMENT OF PUBLIC SAFETY
POLICY NO. :	4.79REV
ADMIN CODE:	3362-4-59
PAGE NO.:	1 OF 1
EFFECTIVE DATE:	09/20/2024
NEXT REVIEW DATE:	09/2029
RESPONSIBLE OFFICER:	CHIEF OPERATING OFFICER
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

The purpose of this policy is to establish a Department of Public Safety, thereby creating measures and expectations for a safe and secure campus environment embracing the concept of community policing, to increase awareness of safety and security issues, assure the enforcement of university rules and laws for the preservation of good order, and prevent the disruption of the educational and business functions of the university.

A secure and safe environment is a shared responsibility between the Department of Public Safety and all stakeholders within the community. The university provides programs, systems, and processes that promote the safety and security of students, faculty, staff and visitors while balancing the need to maintain a quality, convenient, and affordable higher education environment.

2.0 ESTABLISHMENT OF THE DEPARTMENT OF PUBLIC SAFETY (DPS)

2.1 The Board of Trustees, by resolution F29-08 and in compliance with O.R.C. 3345.21, established a Department of Public Safety.

2.1.1 In accordance with O.R.C. 3345.21, the Shawnee State University Board of Trustees extends its authority to the President for the purpose of directing the adoption, implementation, approval, and ongoing review and revision of policies and procedures required to administer the operation of DPS.

2.1.2 Employees in the Department of Public Safety may include, but not be limited to, Security Sergeants, Security Officers, Police Officers and Police Sergeants. These groups of employees may be referred to collectively in this policy as “officers” or “public safety officers.”

History

Effective: 09/10/10 (Policies 4.80, 4.81, 4.84, 4.85, 4.86 and 4.89 converted to procedures)

Revised: 09/20/2024; 04/12/19, 8/24/2018

Reviewed: 01/24/2023 with minor revision; 12/08/2022 with minor revisions

Certified as True and Correct
September 23, 2024


Secretary, SSU Board of Trustees

RESOLUTION F20-24

**APPROVAL TO RESCIND POLICY 4.82REV
DEPARTMENT OF PUBLIC SAFETY LEAVES OF ABSENCE**

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 4.82Rev., Department of Public Safety Leaves of Absence, was last reviewed and approved by the Board of Trustees on August 24, 2018; and

WHEREAS, the current version of Policy 4.82Rev. covers terms and conditions of employment of public safety officers; and

WHEREAS, since the last amendments to Policy 4.82Rev., public safety officers voted to organize as two separate employee organizations under Ohio Revised Code Chapter 4117, and thus the terms and conditions of those officers' employment are governed by a collective bargaining agreement encompassing the subject of this policy;

NOW, THEREFORE, IT IS RESOLVED that the Board of Trustees of Shawnee State University rescinds Policy 4.82Rev., Department of Public Safety Leaves of Absences.

(September 20, 2024)

Certified as True and Correct
September 23, 2024


Secretary, SSU Board of Trustees

Shawnee State University

POLICY TITLE:	DEPARTMENT OF PUBLIC SAFETY LEAVES OF ABSENCE
POLICY NO. :	4.82REV
ADMIN CODE:	3362-4-57
PAGE NO.:	1 OF 10
EFFECTIVE DATE:	08/24/2018
NEXT REVIEW DATE:	08/2021
RESPONSIBLE OFFICER(S):	VPF&A, Director of Public Safety
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

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

2.0 HOLIDAYS

2.1 The following are designated University holidays:

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

2.2 The University will develop a schedule each year that will allow for designated holidays to be observed. The two holidays marked with an asterisk (*) on the list will be observed on the Friday after Thanksgiving and on the day before Christmas Day.

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

2.4 The University reserves the right to require work on observed holidays at its discretion. All Officers working on an observed holiday shall be paid for the holiday and for the actual time worked at one and one-half (1 ½) times their base salary per-hour rate of pay.

2.4.1 Eligible Officers /Holiday Pay

2.4.1.1 All Officers will receive pay for all holidays except as described in “i” below.

- i. Officers who are on unpaid leave of absence, suspension, or layoff shall not receive holiday pay.
- ii. All eligible DPS Officers that are on their regularly scheduled day off shall receive an additional day off, which is to be scheduled within 30 days of the actual holiday.

3.0 WINTER BREAK

3.1 The University will be closed for Winter break each year from December 26 through December 31.

3.2 In order to provide for the safekeeping of the University, the Department of Public Safety (DPS) will remain open and DPS Officers will continue their normal work schedules during this time. DPS Officers regularly scheduled to work shall receive their regular per hour rate of pay. Vacation accrual structures for DPS Officers continue to accrue in recognition of this duty.

4.0 VACATION

4.1 The University regards a vacation as a period of rest and relaxation earned for past service. Since the annual vacation is important to the wellbeing of employees and their families, employees are encouraged to utilize all earned vacation.

4.2 For accrual purposes, the vacation year shall be based on an employee’s anniversary date.

4.3 Full-time Police Officer employees and Security Sergeants accrue vacation leave based upon schedule “I” below. Part-time Police Officers will accrue vacation leave on a pro-rata basis. Full-time Security Officers accrue vacation leave based upon schedule “II” below. Part-time Security Officers will also accrue vacation leave on a pro-rata basis.

I. Police, Police Sergeant, and Security Sergeant Accrual Structure

Years of Completed Service	# Days	Hours of Vacation	Accrual Rate	Maximum Balance
Years 0-2	20	160	6.15	320.00
Years 3-5	21	168	6.46	336.00
Years 6-8	22	176	6.77	352.00
Years 9-11	23	184	7.08	368.00
Years 12-14	24	192	7.38	384.00
Year 15+	25	200	7.69	400.00

II. Security Officer Accrual Structure

Years of Completed Service	# Days	Hours of Vacation	Accrual Rate	Maximum Balance
Years 0-5	10	80	3.08	160
Years 6-12	15	120	4.62	240
Year 13	21	168	6.46	336
Year 14	22	176	6.77	352
Year 15	23	184	7.08	368
Year 16	24	192	7.38	384
Year 17+	25	200	7.69	400

- 4.4 An employee may accumulate a maximum of two (2) times the accrued days of vacation earned in one year. This amount may be carried over from year to year.
- 4.5 Employees who retire or resign will be paid for earned but unused vacation up to a maximum of two times the accrued days of vacation in one year at the time of their departure. In the event of the death of an employee, vacation pay for vacation earned but not taken up to a maximum of two times the accrued hours of vacation in one year will be paid to the estate of the employee.

5.0 SICK LEAVE

- 5.1 Sick leave may be used for an authorized absence from scheduled duties due to illness, accident, exposure to contagious disease, health examinations or treatment (medical, dental or optical) for self or immediate family members when employee's presence is required, family emergencies requiring the attendance of the employee, pregnancy and/or childbirth and related conditions, or death in the

immediate family. The definition of an immediate family member includes: grandparents, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father, father-in-law, mother, mother-in-law, spouse, child, grandchild, legal guardian, or other person who stands in the place of a parent.

- 5.2 Upon hire, a full-time DPS Officer employee will receive one hundred and twenty (120) hours of sick leave credited to his/her leave account.
- 5.3 After the first year of employment and thereafter, sick leave will accrue for full-time DPS Officers pro-rated each pay period for a maximum of 120 hours per year.
- 5.4 Upon hire, the part-time DPS Officers will receive a pro-rated amount of sick leave credited to his/her leave account, based upon the employee's full-time equivalency (FTE) percentage determined at the time of hire. For example, a half-time employee (.50 FTE) will be eligible for a credit of sixty (60) hours of sick leave.
- 5.5 After the first year of employment and thereafter, sick leave shall accrue for part-time DPS Officers at a pro-rated amount based upon the employee's FTE.
- 5.6 A DPS Officer may transfer into his/her University sick leave account any accumulated, documented, and verified sick leave balance that has been accumulated in the public service in the State of Ohio, provided that his/her re-employment takes place within ten (10) years of the date on which the employee was last terminated from public service. If the employee elects to do so and informs the Department of Human Resources, he/she may elect to transfer any unused and unpaid sick leave balance above one-hundred and twenty (120) hours to their Shawnee State University sick leave account. This amount will be in addition to the University credited amount. For example, if the employee had six hundred and twenty (620) hours of unused and unpaid sick leave from a prior state of Ohio employer, then five hundred (500) hours could be transferred to Shawnee State University.
- 5.7 There is no maximum amount of sick leave that may be accumulated during active employment.
- 5.8 The sick leave account balance will be reduced an hour for each hour of sick leave used. As an alternative to using up sick leave hours, the employee and supervisor may use flexible scheduling (working fewer hours of the normal schedule and making those hours up another time or day) to account for time off for medical appointments or other reasons which would otherwise be used as sick leave hours.

- 5.9 If an employee is expected to be off more than five (5) consecutive work days, a signed or official doctor's statement must be submitted in advance to the supervisor or Human Resources. If an employee does not have advance warning, the doctor's statement must be provided to the supervisor or Human Resources as soon as practicable after the employee knows he/she will be off more than five (5) consecutive days and in no event any later than the date the employee returns to work (unless more time is granted by the Director of Human Resources or designee).
- 5.10 In situations of sick leave involving less than five (5) consecutive work days, where suspicious patterns of leave exist (e.g., leave taken immediately before or after weekends or days off), a doctor's statement may be required upon the request of the supervisor or Human Resources. All doctors' statements shall be in the form of a signed or official statement from the attending physician, stating the general nature of the illness, date of medical treatment, and the conditions under which the employee is released to return to work or a statement from the attending physician verifying the illness or injury of the employee's immediate family member. The failure to submit doctors' statements, or the failure to submit proper leave forms to Human Resources, may result in delay of payment for the time missed.

6.0 SICK LEAVE RETIREMENT PAYMENT

- 6.1 The DPS Officer upon official state retirement from active service or upon separation of employment by an alternative retirement plan (ARP) participant who meets the eligibility requirements under the state pensions systems (PERS) and with ten or more years of service with the State of Ohio or any of its political subdivisions, will be paid as follows:
- 6.1.1 For DPS Officers who retire prior to January 1, 2021 payment shall be for one-fourth of the value of sick leave balance, up to a maximum payment of 320 hours.
- 6.1.2 DPS Officers who retire on or after January 1, 2021 will be paid for one-fourth of the value of accumulated sick leave balance, up to a maximum payment of 240 hours.
- 6.1.3 Payment will be based upon the DPS Officer's base per hour rate of pay at the time of retirement. Any unpaid leave remaining on the Shawnee State sick leave account will be available for use upon rehire (unless hired into a position that does not provide sick leave).
- 6.1.4 In the event of an eligible DPS Officer's death prior to retirement, the sick leave retirement payout is not subject to payment to the employee's estate.

- 6.2 The payout of sick leave balance as provided in this policy will be made only once to any DPS Officer. A DPS Officer who received such cash payout and who was rehired post retirement, may accrue and use sick leave while actively employed but shall not be eligible for payment of any unused sick leave balance.
- 6.3 Intentional misuse of the sick leave provision herein may be considered grounds for disciplinary action. Non-compliance with sick leave rules and regulations may result in the DPS Officer not receiving pay for the requested sick leave.

7.0 FAMILY AND MEDICAL LEAVE (FMLA)

- 7.1 Employees with at least one year of service with the University and who have worked for 1,250 hours in the previous 12-month period are eligible for up to twelve weeks of paid (existing sick leave and/or vacation) and/or unpaid leave for qualifying events, in a twelve-month period (rolling year, see 29 CFR, Part 825.200). Qualifying events are:
- 7.1.1 Childbirth (due to the birth or to care for the newborn child).
- 7.1.2 Adoption or foster care.
- 7.1.3 Serious personal illness
- 7.1.3.1 A serious health condition that results in a period of incapacity for more than three days during which the employee is unable to work, or
- 7.1.3.2 A chronic condition requiring a regimen of ongoing care by a health care provider that intermittently (less than three days) renders the employee unable to work while seeking treatment or while recovering from the condition.
- 7.1.4 The serious health condition of a member of the employee's immediate family (as defined in 5.1 above) which requires the employee to provide care.
- 7.1.5 Qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on active duty, or has been called to active duty, in support of a contingency operation.
- 7.1.6 Care for a covered service member with a serious injury or illness if the employee is the spouse, child, parent or next of kin of the service member.
- 7.2 Length of leave/paid or unpaid

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

Employees will use vacation and any comp time prior to any unpaid leave after sick leave is exhausted or for events where sick leave is inappropriate. Family Medical Leave coordinates and runs concurrently with other paid and unpaid leaves.

7.3 Childbirth and adoption timeframe

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

7.4 Certification for health leave

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

7.5 Notice of the leave

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

7.6 Employment and benefits protection

Any employee who takes leave under the provisions of Section 7.0, on return from such leave shall be restored by the University to the position of employment held by the employee when the leave commenced or be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

7.7 Continuation of health plan coverage

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

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

7.8 Return from leave

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

8.0 Disability Leave

8.1 Application

- 8.1.1 Full-time DPS Officers may be granted a disability leave of absence in the event of a disabling illness or injury (except work related in which case workers' compensation rules will apply) that extends beyond leave provided under FMLA.
- 8.1.2 Approval of such leave is contingent upon the employee submitting a satisfactory written physician's statement attesting that the essential functions of the assigned position cannot be performed.
- 8.1.3 The University can request that an examination be completed by a physician of its choosing. In such case, the University will pay for the cost of the examination.
- 8.1.4 Written application to the Department of Human Resources should be made as early as possible and must include a statement from the attending physician with a projected return date.

8.2 Duration and retention

- 8.2.1 The duration of disability leave will be based on the projected return date provided by the attending physician. An initial request for disability leave may be for one year or less. A disability leave may be extended one additional year with a request for such extension to be made no later than sixty (60) days prior to the originally scheduled return date. The total amount of time on such leave, paid or unpaid, for the same injury or illness, may not exceed two years. The amount of time shall be reduced by family medical leave used for the same injury or illness.
- 8.2.2 In order to be paid for disability leave, the employee will use all earned but unused sick leave, vacation leave, personal leave, and comp time. All types of paid leave must be used prior to unpaid leave.

- 8.2.3 Prior to returning to work, the employee must provide the University with the attending physician's release attesting to his/her ability to perform the essential job duties. The University may request an independent examination as identified in "a. III" above.
- 8.2.4 The employee will retain reinstatement rights to his/her current position if the disability leave is six (6) months or less. If such leave time exceeds six (6) months, up to a maximum of twelve (12) months, the University will place such employee in the same or similar position in which the employee possesses the required qualifications necessary to perform the essential responsibilities. The University will make reasonable efforts to reinstate an employee to the same or similar position if such leave exceeds one year.

8.3 Insurance Coverage

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

8.4 Disability Retirement Reinstatement

In the case of an employee who has been granted a disability retirement through OPERS, the period of reinstatement shall be in accordance with the prevailing rules of the state retirement system.

9.0 Workers' Compensation Leave

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

10.0 Court / Jury Leave

- 10.1 An employee who is required to report for jury duty or is subpoenaed to appear before any court, commission, board, or other legally constituted body, where the employee is not a party to the action, shall be entitled to leave with pay for the scheduled work hours lost as the result of such duty. DPS Officers will receive their normal pay while on jury duty, less the amount received by the DPS Officer from the government for such appearance. A DPS Officer who reports for such duty and is excused shall immediately contact his/her immediate supervisor and report for work, as scheduled, if requested.
- 10.2 In order to be paid by the University for such leave the DPS Officer must submit to Human Resources written proof, executed by an authorized employee of the court, showing the duration of such duty and the amount of compensation received for such duty.

11.0 Military Leave

An employee who is unable to report for regularly scheduled work because the employee is required to report for duty as an active duty member of the armed forces, a reserve member of the armed forces, or as a member of the Ohio National Guard shall be compensated in accordance with Ohio law.

12.0 Request for Leaves

- 12.1 Request for leaves as identified in this policy are provided electronically via the BearTrax system. In order to assure accuracy of leave balances and to properly secure approvals for leaves, every effort should be made to make requests prior to the end of the pay period in which the leave is to occur. In rare circumstances in which this cannot be done due to emergency or oversight, the employee must submit such request at the earliest date upon return from leave. Prior notification to the employee's supervisor of anticipated leaves is expected.
- 12.2 Additional guidelines regarding leaves of absences may be found on the Department of Human Resources website.

History

Effective: 07/9/10; Policy 4.83 rescinded

Revised: 8/24/2018

Rescinded: 9/20/2024

RESOLUTION F21-24

**REVISION OF POLICY 5.13REV
GRANTS APPLICATION, APPROVAL, AND MANAGEMENT**

WHEREAS, Policy 5.13Rev., Grants Application, Approval, and Management, addresses the mission of the Department of Grants and Sponsored Programs and the role of grant funding within the University; and

WHEREAS, the University incurs personnel, facilities, and other overhead costs associated with the administration of grant funding; and

WHEREAS, the University has the opportunity to recover a portion of those costs through the Indirect Cost Recovery process; and

WHEREAS, a modification of the policy is recommended to require all grant proposals to maximize the use of Indirect Cost Recovery to the extent allowable; and

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

NOW, THEREFORE, IT IS RESOLVED that the Board of Trustees of Shawnee State University approves amended Policy 5.13Rev., Grants Application, Approval, and Management.

(September 20, 2024)

Certified as True and Correct
September 23, 2024


Secretary, SSU Board of Trustees

Shawnee State University

POLICY TITLE:	GRANTS APPLICATION, APPROVAL & MANAGEMENT
POLICY NO. :	5.13REV
ADMIN CODE:	3362-5-14
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	11/18/2022 09/20/2024
NEXT REVIEW DATE:	09/2029 11/2025
RESPONSIBLE OFFICER:	VPAEM-DIRECTOR, GRANTS AND SPONSORED <u>PROGRAMS</u>
APPROVED BY:	BOARD OF TRUSTEES

1.0 THE OFFICE OF GRANTS MANAGEMENT

The Office of Grants and Sponsored Programs has the mission of facilitating the orderly transmission of information about grant opportunities associated with the local, state, and federal governments and other agencies. Staff, faculty, students, and partner community organizations may work with Grants and Sponsored Programs to generate grants. These groups must utilize the funding to support teaching, research, public service, and other scholarly pursuits to benefit the University, its programs, and students.

1.1 Pre-award: The Office of Grants and Sponsored Programs is responsible for stimulating the development of grant applications and contract proposals that are consistent with the University's mission. Any grant or sponsored research project that is part of any official Shawnee State University activity must go through the intent to apply process. This process includes coordinating the proposal submission through University channels to the appropriate external funding agencies. The Office of Grants and Sponsored Programs serves as the clearinghouse for the internal administrative review process and the subsequent submission of the proposal to the funding agency.

1.2 Post-award: After a grantee makes an award, Grants and Sponsored Programs shall assist with the establishment and maintenance of project records, internal and external communications, and monitoring of project budgetary procedures.

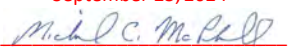
2.0 ~~THE~~ GOALS FOR GRANTS AND SPONSORED RESEARCH PROGRAMS

~~2.0~~ The goals for ~~FOR~~ the grant and sponsored research components of the grants and sponsored programs include the following:

2.1 Stimulate research and public service efforts by faculty, staff, and students.

2.2 Coordinate the development of University policies which will nurture and encourage research programs and other grant funded programs consistent with the University's mission.

Certified as True and Correct
September 23, 2024


Secretary, SSU Board of Trustees

- 2.3 Act as the University liaison with pertinent funding agencies.
- 2.4 Coordinate the process by which proposals are approved for transmittal to funding agencies.
- 2.5 Work on final project reports that accurately reflect the completed work.

3.0 GRANTS

- 3.1 This policy covers the application, approval, and acceptance requirements for all grant proposals submitted on behalf of the University wherever they originate (i.e., Athletics, Academic Affairs, Student Affairs, Administration, Public Safety, Recycling, Energy, etc.).
- 3.2 The Office of Grants and Sponsored Programs will jointly coordinate SSU ~~Development~~ Foundation grants administration with the Development Office in order to maximize funding opportunities and to avoid duplication of effort.

4.0 INDIRECT COST RECOVERY

- 4.1 In order to maximize the recovery of Indirect Costs, also referred to as Overhead Costs or Facilities and Administrative (F&A) Costs, all grant proposals should account for the maximum allowable recovery of Indirect Costs within the project budget.
- 4.2 Grant proposals may include the use of all or a portion of allowable Indirect Costs as matching funds when necessary or appropriate; however, preference should be given to the recovery of Indirect Costs directly from grant funding whenever possible.
- 4.3 Submission of grant proposals that do not maximize the recovery of allowable Indirect Costs is prohibited unless required in exceptional circumstances. In such circumstances, the Chief Financial Officer must approve, in writing, the decision to voluntarily forgo the maximum allowable recovery of Indirect Costs.

History

Effective: 07/29/91

Revised: 09/20/24; 11/18/22; 03/13/2009 (Merged w/5.15); 12/10/2004; 08/28/92

Applicable Procedure: 5.13:1 Grants Application, Approval, and Management

Shawnee State University

POLICY TITLE:	GRANTS APPLICATION, APPROVAL & MANAGEMENT
POLICY NO. :	5.13REV
ADMIN CODE:	3362-5-14
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	09/20/2024
NEXT REVIEW DATE:	09/2029
RESPONSIBLE OFFICER:	DIRECTOR, GRANTS AND SPONSORED PROGRAMS
APPROVED BY:	BOARD OF TRUSTEES

1.0 THE OFFICE OF GRANTS MANAGEMENT

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1.1 Pre-award: The Office of Grants and Sponsored Programs is responsible for stimulating the development of grant applications and contract proposals that are consistent with the University's mission. Any grant or sponsored research project that is part of any official Shawnee State University activity must go through the intent to apply process. This process includes coordinating the proposal submission through University channels to the appropriate external funding agencies. The Office of Grants and Sponsored Programs serves as the clearinghouse for the internal administrative review process and the subsequent submission of the proposal to the funding agency.

1.2 Post-award: After a grantee makes an award, Grants and Sponsored Programs shall assist with the establishment and maintenance of project records, internal and external communications, and monitoring of project budgetary procedures.

2.0 GOALS FOR GRANTS AND SPONSORED RESEARCH PROGRAMS

The goals for the grant and sponsored research components of the programs include the following:

2.1 Stimulate research and public service efforts by faculty, staff, and students.

2.2 Coordinate the development of University policies which will nurture and encourage research programs and other grant funded programs consistent with the University's mission.

- 2.3 Act as the University liaison with pertinent funding agencies.
 - 2.4 Coordinate the process by which proposals are approved for transmittal to funding agencies.
 - 2.5 Work on final project reports that accurately reflect the completed work.
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 - 4.3 Submission of grant proposals that do not maximize the recovery of allowable Indirect Costs is prohibited unless required in exceptional circumstances. In such circumstances, the Chief Financial Officer must approve, in writing, the decision to voluntarily forgo the maximum allowable recovery of Indirect Costs.

History

Effective: 07/29/91

Revised: 09/20/24; 11/18/22; 03/13/2009 (Merged w/5.15); 12/10/2004; 08/28/92

Applicable Procedure: 5.13:1 Grants Application, Approval, and Management

RESOLUTION E10-24

**REQUESTING ACADEMIC PORTFOLIO REVIEW
PURSUANT TO ORC SECTION 3345.35**

WHEREAS, Ohio Revised Code section 3345.35 requires the board of trustees of each state institution of higher education to evaluate all courses and programs the institution offers based on enrollment and duplication of its courses and programs with those of other state institutions of higher education within a geographic area determined by the Chancellor of the Department of Higher Education; and

WHEREAS, the Board of Trustees must provide a summary of recommended actions for courses and programs with low enrollment and evaluate benefits of collaboration with other institutions of higher education in regard to duplicative programs no later than September 1, 2025; and

WHEREAS, the University must also provide an interim report no later than October 15, 2025 to its accreditor, the Higher Learning Commission (HLC), addressing progress on criteria which were “met with concerns” after the most recent mid-cycle review; and

WHEREAS, HLC requires review of whether faculty, staff, revenue, and resources are sufficient to realize University strategic initiatives to respond to concerns; and

WHEREAS, the University Faculty Senate (UFS) has defined Academic Program Performance Metrics and developed a Program Closure Process through shared governance; and

WHEREAS, the Interim Provost and the President have recommended the University undertake a comprehensive academic portfolio review in preparation for required reporting to the Chancellor and accrediting body;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby requests review of the academic portfolio during the Fall 2024 term pursuant to ORC section 3345.35. A report with a summary of the data and recommended actions is requested to be provided to the Board of Trustees of Shawnee State University prior to the February 14, 2025 Board of Trustees meeting.

(September 20, 2024)

Certified as True and Correct
September 23, 2024


Secretary, SSU Board of Trustees

RESOLUTION E11-24

**AMENDMENT OF POLICY 1.01REV, BYLAWS OF THE BOARD OF TRUSTEES
AND
RESCISSION OF POLICY 1.06, PARTICIPATION BY ELECTRONIC COMMUNICATION**

WHEREAS, the Ohio Revised Code authorizes the Board of Trustees of Shawnee State University to adopt and amend bylaws for the conduct of the board; and

WHEREAS, the bylaws can enhance a Board's ability to effectively govern; and

WHEREAS, this Board has reviewed its current bylaws and has expressed a desire to revise the bylaws to add provision for appointment of Assistant Secretary to the Board, give Chief-level positions authority formerly held by Vice Presidents, and incorporate provisions addressing electronic communication formerly in Policy 1.06;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University rescinds Policy 1.06 and amends Policy 1.01Rev., Bylaws of the Board of Trustees, effective upon approval.

(September 20, 2024)

Certified as True and Correct
September 23, 2024


Secretary, SSU Board of Trustees

Shawnee State University

POLICY TITLE:	BYLAWS OF THE BOARD OF TRUSTEES
POLICY NO.:	1.01REV
ADMIN. CODE:	3362-1-01
PAGE NO.:	1 OF 98
EFFECTIVE DATE:	069/230/20243
NEXT REVIEW DATE:	096/20296
RESPONSIBLE OFFICER(S):	BOARD OF TRUSTEES
APPROVED BY:	BOARD OF TRUSTEES

1.0 MEMBERS OF THE BOARD OF TRUSTEES

Shawnee State University is governed by its Board of Trustees and the members of the Board are appointed by the Governor, in accordance with Section 3362.01 of the Ohio Revised Code. In accordance with Ohio law, student trustees do not have voting authority, although their opinions and advice during deliberations are encouraged.

2.0 OFFICERS OF THE BOARD OF TRUSTEES AND THEIR DUTIES

2.1 At its last regular meeting of each fiscal year, the Board shall elect a Chairperson and Vice Chairperson for the next fiscal year. The terms of those elected will commence at the start of next fiscal year. At the Board's discretion, the Board may elect a Chair and/or Vice Chair to serve a term of one fiscal year or two fiscal years. Regardless of the length of appointment, a Chair's or Vice Chair's term will extend beyond the designated expiration date in instances where a successor has not yet been elected. However, under no circumstances may a Chair's or Vice Chair's term extend beyond the individual's term as Trustee.

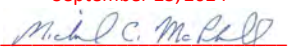
2.2 The Chairperson shall preside at all meetings of the Board and shall decide all questions of order. It shall be the Chairperson's duty to see that the Board's bylaws are properly followed and its orders properly executed. The Chairperson shall, on behalf of and in the name of the University and the Board, sign all instruments authorized by the Board, except as such duties may be delegated to administrative officers.

2.3 In the absence of the Chairperson, the Vice Chairperson shall be invested with the powers and discharge the duties of the Chairperson. In the absence of the Chairperson and the Vice Chairperson, the duties of Chairperson will be discharged by the Trustee in the following order: Chairperson of the Finance and Administration Committee; Chairperson of the Academic and Student Affairs Committee; Vice Chairperson of the Finance and Administration Committee; and Vice Chairperson of the Academic and Student Affairs Committee.

3.0 PRESIDENT'S ROLE AT BOARD OF TRUSTEE MEETINGS

The President is expected to attend all Board and committee meetings, including executive sessions, unless directed otherwise by the Board. At such meetings, the

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September 23, 2024


Secretary, SSU Board of Trustees

President will, in an advisory role, have a voice in Board deliberations and have the authority to initiate any subject.

4.0 SECRETARY OF THE BOARD

4.1 The Board may appoint a Secretary of the Board. The Secretary may, if not a member of the Board, hold an administrative position with the University. The Secretary shall be responsible for ensuring that meeting notices are provided in accordance with Ohio law. The Secretary shall also be custodian of all Board records and shall attest as required, by his or her signature, all instruments executed by the Chairperson or other authorized person on behalf and in the name of the University and the Board.

4.2 The Secretary shall be responsible for preparing accurate minutes of all Board meetings and of committee meetings as needed.

4.3 The Secretary may, if called upon by the Board Chairperson, serve as Board parliamentarian.

4.34.4 The Board may also appoint an Assistant Secretary, who may be a member of the Board or hold an administrative position with the University. The Assistant Secretary shall be responsible for preparing accurate minutes of Board meetings and committee meetings, as needed, when the Secretary is not in attendance at such meetings. The Assistant Secretary may also perform other duties set forth in sections 4.1, 4.2, and 4.3 when the Secretary is on an extended absence from his or her employment.

4.44.5 The Secretary and Assistant Secretary serves at the pleasure of the Board.

5.0 TREASURER OF THE BOARD

The Board may appoint a treasurer of the Board to take custody and control of all monies due and owing to the University and to properly account for all monies coming into his or her care and the expenditures of said monies on behalf of the University. The Treasurer may, if not a member of the Board, hold an administrative position with the University. The Treasurer's appointment is continuing but may be terminated at any time, with or without cause, by the Board. The Treasurer will be bonded or insured for faithful performance of his or her duties in conformance with Ohio Revised Code Section 3362.02.

6.0 BOARD OF TRUSTEES COMMITTEES

6.1 Standing committees of the Board consisting of no fewer than three members each shall be appointed yearly by the Chairperson of the Board. The Chairperson shall also appoint new members to committees any time a vacancy occurs. Committee chairpersons and vice chairpersons shall be appointed by the Chairperson of the Board. Matters considered and recommended by any standing committee for Board approval, including any Board or University policy, shall be brought to the Board in the form of a resolution.

~~6.1~~—A majority of a committee’s voting members constitutes a quorum. In the event a majority of the voting members are not present in person or through electronic communication (See Section 10.0 through 10.5, below) ~~Policy No. 1.06~~ to take committee action, a quorum may be established with at least one voting member of the committee plus any two additional voting members of the Board. The Board Chairperson, when present at the committee meeting, ~~has~~ authority to make such temporary appointment(s). If the Chairperson is not present, the priority for making temporary appointment(s)

6.2 shall be as follows when such individual is present: Board Vice Chairperson, Chair of the Committee, Vice Chair of the Committee, Chair of another standing committee. The authority to make temporary appointments under this subsection applies regardless of whether the individual authorized to make the appointment is present in person or through electronic communication.-

~~6.2~~6.3 The Academic and Student Affairs Committee shall consider and make recommendations to the Board on matters pertaining to academic and student affairs programs and resources. Specific matters that may be presented to the Academic and Student Affairs Committee include, but are not limited to, the following: proposed and existing degree programs; awarding of degrees; commencement and other major University events; research and community development; faculty and staff matters including faculty promotions, organizational structures for academics and student affairs; and other matters as assigned to the committee by the Board or Chairperson of the Board.

6.4 The Finance and Administration Committee shall consider and make recommendations to the Board on matters pertaining to financial, business, facilities and administration of the University. Specific matters that may be presented to the Finance and Administration Committee include, but are not limited to, the following: University capital and operating budgets; submission of appropriation and capital requests; tuition and student fees; annual audits; business organization and practices; borrowing and investment of funds; facilities and grounds, including naming, planning, construction, and maintenance; real property matters; purchasing policies; organization and staffing of Finance and Administration; personnel policies and matters; safety and security; information technology; auxiliary operations and services; and other matters as assigned to the committee by the Board or Chairperson of the Board.

~~6.3~~—

~~6.4~~—The Executive Committee shall be comprised of the Board Chairperson (serving as chairperson), Board Vice Chairperson, immediate past Board Chairperson, and the chairpersons of the committees on Academic and Student Affairs, and Finance and Administration. In the event either or both the Chairperson and Vice Chairperson of the Board also chairs a committee, the Board Chairperson may appoint an additional Board member(s) to the Executive Committee. In the event that the past Board Chairperson is no longer a member of the Board, the Board Chairperson shall appoint a sitting Board member to fill what would have been the Past Chairperson’s position. The Executive

Committee shall consider and make recommendations to the Board on the following matters: proposed University policies on matters not assigned to another committee; bargaining unit agreements; and personnel actions that pertain to any of the Vice Presidents, Senior Executives, or other personnel requested by the President or Chairperson of the Board. The Executive Committee shall also have responsibility for: orienting and mentoring new Board members; evaluating the performance of the President and making a recommendation to the Board on the President's compensation and benefits package. The Executive Committee shall also act/recommend on behalf of the Board on issues needing immediate attention and report such actions to the Board. To act on behalf of the Board, a quorum of the Executive Committee (three members), which may include temporary appointments pursuant to section 6.2, above, must be present in person or by electronic communication. Executive

6.5 Committee actions taken on behalf of the Board shall be reported to the Board and made a part of the official record by including such action in the record of the next regularly scheduled Board meeting. Any meeting of the Executive Committee at which binding action is taken shall adhere to all applicable provisions of Ohio Revised Code Section 121.22, the Open Meetings law, and Section 3345.82, Electronic Attendance of Board of Trustees' Meetings.

6.56.6 The Chairperson of the Board shall be a voting member of the Board, the Executive Committee, and one other standing committee and an ex-officio (non-voting) member of all other committees.

6.7 The President will appoint at least one Vice President, Senior Executive, or other appropriate administrative personnel to staff the Academic and Student Affairs Committee and the Finance and Administration Committee.

6.66.8 As used in this section, Senior Executive, shall mean the Chief Financial Officer, Chief Operating Officer, Chief of Staff, Chief Enrollment Officer, Chief Advancement Officer, and any other Vice President or Chief-level positions created in the future.

7.0 MEETINGS OF THE BOARD OF TRUSTEES

7.1 The Board of Trustees shall comply with all provisions of the Ohio Open Meetings Law set forth in section 121.22 of the Revised Code ~~and Policy No. 1.06~~. The Secretary shall be responsible for ensuring that all required notifications are issued. Any person desiring specific notification of Board meetings may request copies of Board agendas upon providing a self-addressed stamped envelope to the Secretary, or by providing an email address to which agendas may be sent electronically.

~~7.1~~

7.2 Meetings

7.2.1 The annual organizational meeting of the Board is its last regularly scheduled meeting of the fiscal year. Other regular meetings will be scheduled and posted for public notice at least five days in advance.

7.2.2 Special meetings may be held upon the call of the Chairperson or upon written request to the Secretary by three or more Board members. The Secretary or his/her designee shall provide notice of special meetings, including the time, location, and purpose of the special meeting, not less than 24 hours in advance to all media outlets that have requested such notification, except in the case of an emergency that requires immediate official action. When a special meeting is a rescheduled regular meeting, the meeting's purpose may be for "general purposes."

~~7.2.2~~

7.2.3 Emergency Meetings. When a situation requires immediate Board action and 24 hours' advance notice is not possible or practicable, the Secretary or his/her designee shall immediately notify all media outlets that have specifically requested such notice of the time, place and purpose of the emergency meeting.

~~7.2.3~~7.2.4 A majority of the then-current membership of the Board, when duly convened, shall constitute a quorum to do business, and a majority vote of those present in person or by electronic communication shall be sufficient to adopt any motion or resolution, provided that the vote of no fewer than five members shall be necessary to make or confirm the making of any contract involving the expenditure of money not provided for in the annual budget; to adopt and revise the annual budget; and to amend or repeal previously adopted policies or bylaws of the Board.

~~7.2.4~~7.2.5 A roll call vote shall be taken whenever any member is present through electronic communication. When all members in attendance are present in person, a roll call vote shall be taken whenever directed by the Chairperson or requested by two members of the Board and shall be necessary when electing or removing a President.

7.3 Order of business

The usual order of business at Board meetings shall be as follows:

Call to order
 Roll call
 Approval of Minutes
 Approval of Agenda
 Consent agenda
 Committee reports
 Non-consent action items
 Reports, if any, from Board liaisons with other organizations
 President's report
 New business

Comments from constituent groups (if any) and the public
Executive session, if necessary
Other business
Adjournment

7.3.1 Business to be considered.

The President is responsible for development of the agenda for the Chairperson's final approval. Any proposed action or business item by a Board member should be presented to other Board members and the President at least five days prior to the Board meeting.

7.3.2 Consent agenda.

Items requiring a decision that are expected to require no discussion or debate by the Board may be presented as a "Consent Agenda" as part of the agenda described in Section 7.3.1. Items may be removed from the Consent Agenda on the request of any Board member and without a motion or vote. Removed items may be taken up by the Board either immediately after the Consent Agenda or placed later on the agenda at the discretion of the Chairperson. Items not removed may be adopted by general consent and in accordance with Section 7.2.4 and 7.2.53. Consent Agenda items may include items recommended to the Board by any of the standing committees of the Board, except for any items that involve the expenditure of money not provided for in the annual budget, or adoption or revision of the annual budget.

7.4 Public and constituent participation

It is the policy of the Board to require persons who wish to address the Board in the Comment portion of the Board meeting to limit their remarks to no more than five minutes, and to speak at the appropriate time during the agenda. The Chairperson may institute a sign-in process for persons who wish to speak and also limit the number of speakers commenting on any one subject. The Board may or may not respond to speakers' comments.

7.5 Parliamentary rules

The proceedings of the Board, when not otherwise provided for by its rules, shall be governed by the most current edition of "Robert's Rules of Order." Any motion shall be reduced to writing upon the request of a member.

7.6 Recording Meetings

Members of the public and the news media may record public sessions of Board and committee meetings. Use of recording devices may not interfere with the meeting or other attendees' view or hearing of the proceedings. Any recording devices must be fixed to one location in the room throughout the meeting. No flashes or other light enhancing devices may be used. The location of recording

devices will be determined by the Chairperson prior to the meeting. Where multiple parties desire to record the meeting, the Chairperson may limit the number of recording devices in the meeting to no more than two.

8.0 THE PRESIDENT OF THE UNIVERSITY

- 8.1 Serving at the pleasure of the Board of Trustees, the President is the Chief Executive Officer of the University.
- 8.2 The President is responsible for recommending policies to the Board and for implementing those policies approved by the Board. The President must provide leadership in establishing a vision and goals to guide the University in fulfilling its mission. While the Board has the ultimate responsibility for the governance of the institution to ensure its proper maintenance and successful and continuous operation, it is the President's responsibility to execute Board policies and administer the University to fulfill its mission. Specific responsibilities of the President include, but are not limited to, the following:
 - 8.2.1 Administer Board policies to achieve the institutional mission.
 - 8.2.2 Direct strategic and short-range planning.
 - 8.2.3 Develop, maintain and evaluate academic programs in furtherance of the University's mission.
 - 8.2.4 Develop and maintain an administrative organization and governance structure to facilitate both input into policy development and effective utilization of the resources required to achieve the University's goals and mission.
 - 8.2.5 Develop and maintain a system that will receive, screen and recommend for employment the most qualified personnel required to carry out the mission of the University. In addition, this system must address the assignment, supervision, evaluation and promotion of e-all personnel employed by the University.
 - 8.2.6 Plan and develop a process to secure and maintain the resources necessary to achieve the University's mission at the highest level of quality. This responsibility shall include the presentation of these needs before the Ohio Department of Higher Education, the Governor's Office, and the legislature.
 - 8.2.7 Prepare and present for Board of Trustees approval the annual operating and capital budgets; in addition, make budgetary allocations and supervise the expenditure of all funds.
 - 8.2.8 Present for Board of Trustees approval matters that are required by law or University policy to be presented to the Board.

8.2.9 Develop and maintain facilities and equipment required to support the mission of the University.

8.2.10 Communicate to the Board the current condition and potential problems facing the University.

8.2.11 Represent the University before external public and private sector constituencies.

8.3 The President will be evaluated by the Board according to Policy No. 1.03.

9.0 ADOPTION, AMENDMENT, AND REPEAL OF BYLAWS AND OF UNIVERSITY POLICY AND PROCEDURES

9.1 The foregoing bylaws are intended to provide a general framework for the administration, and operation of the University. Detailed policies and procedures for the organization, administration, and operation of the University may be adopted, amended, and repealed by the Board of Trustees or President as specified in Board of Trustees Policy No. 5.00Rev.

9.2 The adoption, repeal, or amendment of bylaws requires the affirmative vote of five or more members at a regular meeting of the Board, providing that notice of the meeting specifies that adoption, amendment, or repeal of the bylaws is to be considered.

10.0 PARTICIPATION BY ELECTRONIC COMMUNICATION

10.1 To the extent permitted by Ohio law and in accordance with subsections 10.2, 10.3 and 10.4, below, members of the Board of Trustees may participate in Board meetings or committee meetings by electronic communication when it is impossible or difficult for them to be physically present at the meeting. Electronic Communication means live, audio-enabled communication that permits the trustees attending a meeting, the trustees present in person at the place where the meeting is conducted, and all members of the public present in person at the place where the meeting is conducted to simultaneously communicate with each other during the meeting.

9.2—10.2 A member's attendance at a Board or committee meeting by electronic communication is subject to the following limitations:

10.2.1 Each member of the Board shall be present in person at the place where the meeting is conducted for not less than one-half of the Board meetings annually.

10.2.2 At least one-third of trustees attending each Board meeting shall be present in person at the place where the meeting is conducted.

10.2.3 Any trustee who intends to attend a meeting by means of electronic communication shall notify the Board Chairperson of that intent not less than 48 hours before the meeting, except in case of a declared emergency.

10.3 Except as provided in subsections 10.2.1 through 10.2.3:

10.3.1 There shall be no additional limits on the number of trustees who may attend a meeting by means of electronic communication;

10.3.2 There shall be no limit on the number of meetings that the Board may conduct by means of electronic communication;

10.3.3 There shall be no further limits on the number of meetings in which any one trustee may attend by electronic communication; and

10.3.4 No additional limits or obligations shall be placed on any trustee because they attend a meeting by means of electronic communication.

10.4 Provided that the requirements of subsections 10.2.1 through 10.2.3 are satisfied, a trustee who attends a meeting by means of electronic communication shall be considered present at the meeting, shall be counted for quorum purposes, and may vote at the meeting.

10.5 When one or more trustees attends a Board or Board Committee meeting by means of electronic communication, all votes taken at that meeting will be by roll call vote.

~~10.0~~ 11.0 TRUSTEE EMERITUS

The Board may grant emeritus status to a Board member whose term has ended, is about to end, or who departed from the Board in good standing and had, during the member's Board term, made an exemplary contribution to the Board. Nominations may be made by any current Board member in writing to the Chairperson of the Board or to the President and should fully describe the reasons for the nomination. A grant of trustee emeritus

status requires approval of a resolution by a majority of Board members at a meeting in which a quorum is present in person or by electronic communication. A trustee emeritus is an honorary title, without compensation, and, unless compelling circumstances arise that affect the integrity of the institution, the title is a life time honor. A majority of two-thirds of the Board is necessary to remove an emeritus status.

History

Effective: 10/16/89

Revised: 09/20/24; 06/23/23; 11/19/21; 04/30/21; 05/06/16; 05/02/14; 11/18/11; 01/14/11; 03/13/09; 06/10/05; 12/10/98; 02/18/95; 10/15/93; 05/04/92

Shawnee State University

POLICY TITLE:	BYLAWS OF THE BOARD OF TRUSTEES
POLICY NO.:	1.01REV
ADMIN. CODE:	3362-1-01
PAGE NO.:	1 OF 9
EFFECTIVE DATE:	09/20/2024
NEXT REVIEW DATE:	09/2029
RESPONSIBLE OFFICER(S):	BOARD OF TRUSTEES
APPROVED BY:	BOARD OF TRUSTEES

1.0 MEMBERS OF THE BOARD OF TRUSTEES

Shawnee State University is governed by its Board of Trustees and the members of the Board are appointed by the Governor, in accordance with Section 3362.01 of the Ohio Revised Code. In accordance with Ohio law, student trustees do not have voting authority, although their opinions and advice during deliberations are encouraged.

2.0 OFFICERS OF THE BOARD OF TRUSTEES AND THEIR DUTIES

2.1 At its last regular meeting of each fiscal year, the Board shall elect a Chairperson and Vice Chairperson for the next fiscal year. The terms of those elected will commence at the start of next fiscal year. At the Board's discretion, the Board may elect a Chair and/or Vice Chair to serve a term of one fiscal year or two fiscal years. Regardless of the length of appointment, a Chair's or Vice Chair's term will extend beyond the designated expiration date in instances where a successor has not yet been elected. However, under no circumstances may a Chair's or Vice Chair's term extend beyond the individual's term as Trustee.

2.2 The Chairperson shall preside at all meetings of the Board and shall decide all questions of order. It shall be the Chairperson's duty to see that the Board's bylaws are properly followed and its orders properly executed. The Chairperson shall, on behalf of and in the name of the University and the Board, sign all instruments authorized by the Board, except as such duties may be delegated to administrative officers.

2.3 In the absence of the Chairperson, the Vice Chairperson shall be invested with the powers and discharge the duties of the Chairperson. In the absence of the Chairperson and the Vice Chairperson, the duties of Chairperson will be discharged by the Trustee in the following order: Chairperson of the Finance and Administration Committee; Chairperson of the Academic and Student Affairs Committee; Vice Chairperson of the Finance and Administration Committee; and Vice Chairperson of the Academic and Student Affairs Committee.

3.0 PRESIDENT'S ROLE AT BOARD OF TRUSTEE MEETINGS

The President is expected to attend all Board and committee meetings, including executive sessions, unless directed otherwise by the Board. At such meetings, the

Certified as True and Correct
September 23, 2024


Secretary, SSU Board of Trustees

President will, in an advisory role, have a voice in Board deliberations and have the authority to initiate any subject.

4.0 SECRETARY OF THE BOARD

- 4.1 The Board may appoint a Secretary of the Board. The Secretary may, if not a member of the Board, hold an administrative position with the University. The Secretary shall be responsible for ensuring that meeting notices are provided in accordance with Ohio law. The Secretary shall also be custodian of all Board records and shall attest as required, by his or her signature, all instruments executed by the Chairperson or other authorized person on behalf and in the name of the University and the Board.
- 4.2 The Secretary shall be responsible for preparing accurate minutes of all Board meetings and of committee meetings as needed.
- 4.3 The Secretary may, if called upon by the Board Chairperson, serve as Board parliamentarian.
- 4.4 The Board may also appoint an Assistant Secretary, who may be a member of the Board or hold an administrative position with the University. The Assistant Secretary shall be responsible for preparing accurate minutes of Board meetings and committee meetings, as needed, when the Secretary is not in attendance at such meetings. The Assistant Secretary may also perform other duties set forth in sections 4.1, 4.2, and 4.3 when the Secretary is on an extended absence from his or her employment.
- 4.5 The Secretary and Assistant Secretary serve at the pleasure of the Board.

5.0 TREASURER OF THE BOARD

The Board may appoint a treasurer of the Board to take custody and control of all monies due and owing to the University and to properly account for all monies coming into his or her care and the expenditures of said monies on behalf of the University. The Treasurer may, if not a member of the Board, hold an administrative position with the University. The Treasurer's appointment is continuing but may be terminated at any time, with or without cause, by the Board. The Treasurer will be bonded or insured for faithful performance of his or her duties in conformance with Ohio Revised Code Section 3362.02.

6.0 BOARD OF TRUSTEES COMMITTEES

- 6.1 Standing committees of the Board consisting of no fewer than three members each shall be appointed yearly by the Chairperson of the Board. The Chairperson shall also appoint new members to committees any time a vacancy occurs. Committee chairpersons and vice chairpersons shall be appointed by the Chairperson of the Board. Matters considered and recommended by any standing committee for Board approval, including any Board or University policy, shall be brought to the Board in the form of a resolution.

- 6.2 A majority of a committee's voting members constitutes a quorum. In the event a majority of the voting members are not present in person or through electronic communication (See Section 10.0 through 10.5, below) to take committee action, a quorum may be established with at least one voting member of the committee plus any two additional voting members of the Board. The Board Chairperson, when present at the committee meeting has authority to make such temporary appointment(s). If the Chairperson is not present, the priority for making temporary appointment(s) shall be as follows when such individual is present: Board Vice Chairperson, Chair of the Committee, Vice Chair of the Committee, Chair of another standing committee. The authority to make temporary appointments under this subsection applies regardless of whether the individual authorized to make the appointment is present in person or through electronic communication.
- 6.3 The Academic and Student Affairs Committee shall consider and make recommendations to the Board on matters pertaining to academic and student affairs programs and resources. Specific matters that may be presented to the Academic and Student Affairs Committee include, but are not limited to, the following: proposed and existing degree programs; awarding of degrees; commencement and other major University events; research and community development; faculty and staff matters including faculty promotions, organizational structures for academics and student affairs; and other matters as assigned to the committee by the Board or Chairperson of the Board.
- 6.4 The Finance and Administration Committee shall consider and make recommendations to the Board on matters pertaining to financial, business, facilities and administration of the University. Specific matters that may be presented to the Finance and Administration Committee include, but are not limited to, the following: University capital and operating budgets; submission of appropriation and capital requests; tuition and student fees; annual audits; business organization and practices; borrowing and investment of funds; facilities and grounds, including naming, planning, construction, and maintenance; real property matters; purchasing policies; organization and staffing of Finance and Administration; personnel policies and matters; safety and security; information technology; auxiliary operations and services; and other matters as assigned to the committee by the Board or Chairperson of the Board.
- 6.5 The Executive Committee shall be comprised of the Board Chairperson (serving as chairperson), Board Vice Chairperson, immediate past Board Chairperson, and the chairpersons of the committees on Academic and Student Affairs, and Finance and Administration. In the event either or both the Chairperson and Vice Chairperson of the Board also chairs a committee, the Board Chairperson may appoint an additional Board member(s) to the Executive Committee. In the event that the past Board Chairperson is no longer a member of the Board, the Board Chairperson shall appoint a sitting Board member to fill what would have been the Past Chairperson's position. The Executive Committee shall consider and make recommendations to the Board on the following matters: proposed University policies on matters not assigned to another committee; bargaining unit

agreements; and personnel actions that pertain to any of the Vice Presidents, Senior Executives, or other personnel requested by the President or Chairperson of the Board. The Executive Committee shall also have responsibility for: orienting and mentoring new Board members; evaluating the performance of the President and making a recommendation to the Board on the President's compensation and benefits package. The Executive Committee shall also act/recommend on behalf of the Board on issues needing immediate attention and report such actions to the Board. To act on behalf of the Board, a quorum of the Executive Committee (three members), which may include temporary appointments pursuant to section 6.2, above, must be present in person or by electronic communication. Executive Committee actions taken on behalf of the Board shall be reported to the Board and made a part of the official record by including such action in the record of the next regularly scheduled Board meeting. Any meeting of the Executive Committee at which binding action is taken shall adhere to all applicable provisions of Ohio Revised Code Section 121.22, the Open Meetings law, and Section 3345.82, Electronic Attendance of Board of Trustees' Meetings.

- 6.6 The Chairperson of the Board shall be a voting member of the Board, the Executive Committee, and one other standing committee and an ex-officio (non-voting) member of all other committees.
- 6.7 The President will appoint at least one Vice President, Senior Executive, or other appropriate administrative personnel to staff the Academic and Student Affairs Committee and the Finance and Administration Committee.
- 6.8 As used in this section, Senior Executive, shall mean the Chief Financial Officer, Chief Operating Officer, Chief of Staff, Chief Enrollment Officer, Chief Advancement Officer, and any other Vice President or Chief-level positions created in the future.

7.0 MEETINGS OF THE BOARD OF TRUSTEES

- 7.1 The Board of Trustees shall comply with all provisions of the Ohio Open Meetings Law set forth in section 121.22 of the Revised Code. The Secretary shall be responsible for ensuring that all required notifications are issued. Any person desiring specific notification of Board meetings may request copies of Board agendas upon providing a self-addressed stamped envelope to the Secretary, or by providing an email address to which agendas may be sent electronically.
- 7.2 Meetings
 - 7.2.1 The annual organizational meeting of the Board is its last regularly scheduled meeting of the fiscal year. Other regular meetings will be scheduled and posted for public notice at least five days in advance.
 - 7.2.2 Special meetings may be held upon the call of the Chairperson or upon written request to the Secretary by three or more Board members. The

Secretary or his/her designee shall provide notice of special meetings, including the time, location, and purpose of the special meeting, not less than 24 hours in advance to all media outlets that have requested such notification, except in the case of an emergency that requires immediate official action. When a special meeting is a rescheduled regular meeting, the meeting's purpose may be for "general purposes."

- 7.2.3 Emergency Meetings. When a situation requires immediate Board action and 24 hours' advance notice is not possible or practicable, the Secretary or his/her designee shall immediately notify all media outlets that have specifically requested such notice of the time, place and purpose of the emergency meeting.
- 7.2.4 A majority of the then-current membership of the Board, when duly convened, shall constitute a quorum to do business, and a majority vote of those present in person or by electronic communication shall be sufficient to adopt any motion or resolution, provided that the vote of no fewer than five members shall be necessary to make or confirm the making of any contract involving the expenditure of money not provided for in the annual budget; to adopt and revise the annual budget; and to amend or repeal previously adopted policies or bylaws of the Board.
- 7.2.5 A roll call vote shall be taken whenever any member is present through electronic communication. When all members in attendance are present in person, a roll call vote shall be taken whenever directed by the Chairperson or requested by two members of the Board and shall be necessary when electing or removing a President.

7.3 Order of business

The usual order of business at Board meetings shall be as follows:

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Approval of Agenda
Consent agenda
Committee reports
Non-consent action items
Reports, if any, from Board liaisons with other organizations
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New business
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Executive session, if necessary
Other business
Adjournment

7.3.1 Business to be considered

The President is responsible for development of the agenda for the Chairperson's final approval. Any proposed action or business item by a Board member should be presented to other Board members and the President at least five days prior to the Board meeting.

7.3.2 Consent agenda

Items requiring a decision that are expected to require no discussion or debate by the Board may be presented as a "Consent Agenda" as part of the agenda described in Section 7.3.1. Items may be removed from the Consent Agenda on the request of any Board member and without a motion or vote. Removed items may be taken up by the Board either immediately after the Consent Agenda or placed later on the agenda at the discretion of the Chairperson. Items not removed may be adopted by general consent and in accordance with Section 7.2.4 and 7.2.5. Consent Agenda items may include items recommended to the Board by any of the standing committees of the Board, except for any items that involve the expenditure of money not provided for in the annual budget, or adoption or revision of the annual budget.

7.4 Public and constituent participation

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8.0 THE PRESIDENT OF THE UNIVERSITY

- 8.1 Serving at the pleasure of the Board of Trustees, the President is the Chief Executive Officer of the University.
- 8.2 The President is responsible for recommending policies to the Board and for implementing those policies approved by the Board. The President must provide leadership in establishing a vision and goals to guide the University in fulfilling its mission. While the Board has the ultimate responsibility for the governance of the institution to ensure its proper maintenance and successful and continuous operation, it is the President's responsibility to execute Board policies and administer the University to fulfill its mission. Specific responsibilities of the President include, but are not limited to, the following:
- 8.2.1 Administer Board policies to achieve the institutional mission.
- 8.2.2 Direct strategic and short-range planning.
- 8.2.3 Develop, maintain and evaluate academic programs in furtherance of the University's mission.
- 8.2.4 Develop and maintain an administrative organization and governance structure to facilitate both input into policy development and effective utilization of the resources required to achieve the University's goals and mission.
- 8.2.5 Develop and maintain a system that will receive, screen and recommend for employment the most qualified personnel required to carry out the mission of the University. In addition, this system must address the assignment, supervision, evaluation and promotion of personnel employed by the University.
- 8.2.6 Plan and develop a process to secure and maintain the resources necessary to achieve the University's mission at the highest level of quality. This responsibility shall include the presentation of these needs before the Ohio Department of Higher Education, the Governor's Office, and the legislature.
- 8.2.7 Prepare and present for Board of Trustees approval the annual operating and capital budgets; in addition, make budgetary allocations and supervise the expenditure of all funds.
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8.2.10 Communicate to the Board the current condition and potential problems facing the University.

8.2.11 Represent the University before external public and private sector constituencies.

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9.0 ADOPTION, AMENDMENT, AND REPEAL OF BYLAWS AND OF UNIVERSITY POLICY AND PROCEDURES

9.1 The foregoing bylaws are intended to provide a general framework for the administration, and operation of the University. Detailed policies and procedures for the organization, administration, and operation of the University may be adopted, amended, and repealed by the Board of Trustees or President as specified in Board of Trustees Policy No. 5.00Rev.

9.2 The adoption, repeal, or amendment of bylaws requires the affirmative vote of five or more members at a regular meeting of the Board, providing that notice of the meeting specifies that adoption, amendment, or repeal of the bylaws is to be considered.

10.0 PARTICIPATION BY ELECTRONIC COMMUNICATION

10.1 To the extent permitted by Ohio law and in accordance with subsections 10.2, 10.3, and 10.4 below, members of the Board of Trustees may participate in Board meetings or committee meetings by electronic communication when it is impossible or difficult for them to be physically present at the meeting. Electronic Communication means live, audio-enabled communication that permits the trustees attending a meeting, the trustees present in person at the place where the meeting is conducted, and all members of the public present in person at the place where the meeting is conducted to simultaneously communicate with each other during the meeting.

10.2 A member's attendance at a Board or committee meeting by electronic communication is subject to the following limitations:

10.2.1 Each member of the Board shall be present in person at the place where the meeting is conducted for not less than one-half of the Board meetings annually.

10.2.2 At least one-third of trustees attending each Board meeting shall be present in person at the place where the meeting is conducted.

10.2.3 Any trustee who intends to attend a meeting by means of electronic communication shall notify the Board Chairperson of that intent not less than 48 hours before the meeting, except in case of a declared emergency.

- 10.3 Except as provided in subsections 10.2.1 through 10.2.3:
- 10.3.1 There shall be no additional limits on the number of trustees who may attend a meeting by means of electronic communication;
 - 10.3.2 There shall be no limit on the number of meetings that the Board may conduct by means of electronic communication;
 - 10.3.3 There shall be no further limits on the number of meetings in which any one trustee may attend by electronic communication; and
 - 10.3.4 No additional limits or obligations shall be placed on any trustee because they attend a meeting by means of electronic communication.
- 10.4 Provided that the requirements of subsections 10.2.1 through 10.2.3 are satisfied, a trustee who attends a meeting by means of electronic communication shall be considered present at the meeting, shall be counted for quorum purposes, and may vote at the meeting.
- 10.5 When one or more trustees attends a Board or Board Committee meeting by means of electronic communication, all votes taken at that meeting will be by roll call vote.

11.0 TRUSTEE EMERITUS

The Board may grant emeritus status to a Board member whose term has ended, is about to end, or who departed from the Board in good standing and had, during the member's Board term, made an exemplary contribution to the Board. Nominations may be made by any current Board member in writing to the Chairperson of the Board or to the President and should fully describe the reasons for the nomination. A grant of trustee emeritus status requires approval of a resolution by a majority of Board members at a meeting in which a quorum is present in person or by electronic communication. A trustee emeritus is an honorary title, without compensation, and, unless compelling circumstances arise that affect the integrity of the institution, the title is a life time honor. A majority of two-thirds of the Board is necessary to remove an emeritus status.

History

Effective: 10/16/89

Revised: 09/20/24; 06/23/23; 11/19/21; 04/30/21; 05/06/16; 05/02/14; 11/18/11; 01/14/11; 03/13/09; 06/10/05; 12/10/98; 02/18/95; 10/15/93; 05/04/92

FOR RESCISSION

Shawnee State University

POLICY TITLE:	PARTICIPATION BY ELECTRONIC COMMUNICATION
POLICY NO.:	1.06
ADMIN CODE:	3362-1-06
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	11/19/2021
NEXT REVIEW DATE:	11/2024
RESPONSIBLE OFFICER:	PRESIDENT
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

Technological advances make it possible for meaningful discussions, deliberations, and decisions on University matters within the authority of the Board of Trustees to take place when one or more trustees participating in a meeting is not physically present. While collegiality among Board members is enhanced when members are physically present at most meetings, it is in the University's interest to permit trustees to occasionally participate and vote when it is impossible or difficult for them to be physically present at a Board or Board Committee meeting. Accordingly, this policy permits trustees to attend meetings by means of electronic communication, as defined below, to the extent that state law, including the Open Meetings Act, permits it.

2.0 DEFINITION

As used in this policy, "electronic communication" means live, audio-enabled communication that permits the trustees attending a meeting, the trustees present in person at the place where the meeting is conducted, and all members of the public present in person at the place where the meeting is conducted to simultaneously communicate with each other during the meeting.

3.0 PARTICIPATION BY ELECTRONIC COMMUNICATION

3.1 Any member of the Board of Trustees may attend a Board or Board Committee meeting by means of electronic communication, subject to the following limitations:

3.1.1 Each member of the Board shall be present in person at the place where the meeting is conducted for not less than one-half of the Board meetings annually.

- 3.1.2 At least one-third of trustees attending each Board meeting shall be present in person at the place where the meeting is conducted.
 - 3.1.3 Any trustee who intends to attend a meeting by means of electronic communication shall notify the Board Chairperson of that intent not less than 48 hours before the meeting, except in case of a declared emergency.
- 3.2 Except as provided in subsections 3.1.1 through 3.1.3:
- 3.2.1 There shall be no additional limits on the number of trustees who may attend a meeting by means of electronic communication;
 - 3.2.2 There shall be no limit on the number of meetings that the Board may conduct by means of electronic communication;
 - 3.2.3 There shall be no further limits on the number of meetings in which any one trustee may attend by electronic communication; and
 - 3.2.4 No additional limits or obligations shall be placed on any trustee because they attend a meeting by means of electronic communication.
- 3.3 Provided that the requirements of subsections 3.1.1 through 3.1.3 are satisfied, a trustee who attends a meeting by means of electronic communication shall be considered present at the meeting, shall be counted for quorum purposes, and may vote at the meeting.
- 3.4 When one or more trustees attends a Board or Board Committee meeting by means of electronic communication, all votes taken at that meeting will be by roll call vote.

History

Effective: 11/19/2021

RESOLUTION E12-24

**APPROVAL OF SHAWNEE STATE UNIVERSITY
AND
SHAWNEE EDUCATION ASSOCIATION
2024-2027 COLLECTIVELY BARGAINED AGREEMENT**

WHEREAS, in accordance with O.R.C. 4117, formal negotiating sessions were held between the University (SSU) and Shawnee Education Association (SEA) resulting in the parties reaching a tentatively accepted agreement regarding wages, terms, and conditions of employment; and

WHEREAS, the tentative agreement was ratified in its entirety by the SEA membership; and

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

THEREFORE, BE IT RESOLVED that the Board of Trustees approves the 2024-2027 SSU/SEA collectively bargained agreement (CBA) and extends appreciation for the successful negotiations to the members of both negotiating teams.

(September 20, 2024)

Certified as True and Correct
September 23, 2024


Secretary, SSU Board of Trustees

RESOLUTION F15-24

ADMINISTRATION OF CAPITAL FACILITIES PROJECTS

WHEREAS, Shawnee State University received appropriations for capital facilities projects from the General Assembly pursuant to HB 2; and

WHEREAS, for state capital appropriations under \$4 million, Ohio Revised Code Section 3345.50 requires the Board of Trustees to notify the Chancellor of the Ohio Department of Higher Education in writing of its intent to locally administer the capital facilities projects; and

WHEREAS, the University's capital facilities projects are also subject to procedures developed in accordance with Ohio Revised Code Section 153.16 for the selection of consultants, preparation and approval of contract documents, receipt of bids, and award of contracts with respect to such projects;

THEREFORE, BE IT RESOLVED, the Shawnee State University Board of Trustees will ensure compliance with O.R.C. Section 153.16 and directs the Chief Financial Officer to submit the written notification of the University's intent to locally administer the capital facilities project, as required.

(September 20, 2024)

Certified as True and Correct
September 23, 2024


Secretary, SSU Board of Trustees



August 30,2024

Mike Duffey, Chancellor
Ohio Department of Higher Education
25 South Front Street, 7th Floor
Columbus, OH 43215

Re: Notification of intent to Locally Administer Capital Projects receiving less than \$4 Million in State Capital Appropriations per Ohio Revised Code Section 3345.50

Dear Chancellor Duffey:

This letter constitutes our Board of Trustees’ notification to the Department of Higher Education of our intent to locally administer capital projects as authorized by Section 3345.50 of the Revised Code.

The institution has complied with the requirements of Section 3345.50 of the Revised Code as follows:

1. The Board of Trustees of Shawnee State University notifies the Department of Higher Education of the capital facilities projects appropriated by the General Assembly in HB 2 to be locally administered as authorized by Section 3345.50 of the Revised Code. Those projects are as follows:


<u>Project</u>	<u>State Appropriation</u>
Basic Renovations	\$3,507,300

2. The Board of Trustees of Shawnee State University will pass a resolution on 9/20/24 stating its intent to comply with the guidelines established in accordance with Section 153.16 of the Revised Code (Board resolution attached).

This letter fulfills the requirements as set forth in Section 3345.50 of the Revised Code and establishes the institution’s intent to locally administer the capital facility projects noted above receiving less than \$4 million in state capital appropriations.

Sincerely,

DocuSigned by:


8EBCEFB1C9B941B...
 Chief Financial Officer

RESOLUTION F16-24

**APPROVAL OF FY25 OPERATING BUDGETS
(GENERAL FUND AND AUXILIARY FUND)**

WHEREAS, at the June 21, 2024 meeting of the Board of Trustees, Resolution F14-24 (copy attached) was approved to provide for continued spending for university operational needs pending the approval of the general fund and auxiliary fund budgets to be submitted at the September meeting; and

WHEREAS, the proposed FY25 operating budgets (general fund and auxiliary fund) have been generated that incorporate projected revenue resulting from academic year 2024-25 tuition and fees, state funding, and other sources of revenue, including residential housing and other auxiliary revenues; and

WHEREAS, the FY25 operating budgets (general fund and auxiliary fund) include measures to mitigate negative financial impacts and control spending throughout the year, while supporting instructional priorities and student services needs during the fiscal year; and

WHEREAS, the proposed budget establishes a net operating surplus that enables the university to allocate funding to reserves and strengthen the university's long-term financial health; and

WHEREAS, the President recommends the adoption of the budget;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the proposed FY25 operating budgets (general fund and auxiliary fund) effective July 1, 2024.

(September 20, 2024)

Certified as True and Correct
September 23, 2024


Secretary, SSU Board of Trustees

FY25 Operating Budget

	FY25 Budget - Proposed	FY25 Budget - Preliminary	FY24 Budget	FY25 Proposed v. FY24 Budget % Variance
Revenue				
Tuition & Student Fees	\$ 28,108,054	\$ 28,065,762	\$ 27,344,306	2.8%
State Share of Instruction	\$ 13,235,852	\$ 13,235,852	\$ 13,560,724	-2.4%
Shawnee Supplement	\$ 9,000,000	\$ 9,000,000	\$ 9,000,000	0.0%
Scholarship	\$ (5,446,200)	\$ (5,780,581)	\$ (4,813,677)	13.1%
Other Income				
Commissions	\$ 442,500	\$ 521,136	\$ 481,728	-8.1%
General Fund Operating Grants	\$ 1,120,535	\$ 1,120,535	\$ 218,585	412.6%
Miscellaneous Revenue	\$ 2,250,789	\$ 2,265,000	\$ 2,396,273	-6.1%
Service Fees/Memberships	\$ 277,500	\$ 277,500	\$ 287,000	-3.3%
Ticket Sales/Rentals	\$ 620,000	\$ 664,000	\$ 592,400	4.7%
Transfer In	\$ 1,500,000			
Revenue Total	\$ 51,109,030	\$ 49,369,204	\$ 49,067,339	4.2%
Expense				
Compensation				
Salaries	\$ 24,406,126	\$ 24,145,425	\$ 23,267,474	4.9%
Benefits	\$ 9,549,885	\$ 9,534,278	\$ 8,809,232	8.4%
Non-Compensation				
Equipment	\$ 216,772	\$ 189,312	\$ 215,535	0.6%
External Professional Services	\$ 715,491	\$ 685,491	\$ 671,418	6.6%
Information/Comm/Shipping	\$ 800,605	\$ 833,289	\$ 859,038	-6.8%
Maintenance & Service Contracts	\$ 4,028,131	\$ 3,866,435	\$ 3,375,501	19.3%
Meal Plan Expense	\$ 2,021,009	\$ 2,137,610	\$ 2,249,844	-10.2%
Miscellaneous Expense	\$ 1,394,783	\$ 1,444,084	\$ 1,662,562	-16.1%
Supplies	\$ 1,970,594	\$ 1,891,063	\$ 1,750,165	12.6%
Travel	\$ 874,220	\$ 873,720	\$ 758,366	15.3%
Utilities	\$ 1,647,728	\$ 1,647,728	\$ 1,593,636	3.4%
Expense Total	\$ 47,625,344	\$ 47,248,435	\$ 45,212,771	5.3%
Net Transfer to Capital Fund	\$ 1,564,825	\$ 1,564,825	\$ 1,564,825	0.0%
Net Operating Budget	\$ 1,918,861	\$ 555,944	\$ 2,289,743	-16.2%



Certified as True and Correct
September 23, 2024

Michael C. McLeod
Secretary, SSU Board of Trustees



FY24 Operating Budget Status

Report Date 06.30.2024

	FY24 Budget	Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals	YTD Actuals	% of Budget
Revenue							
Tuition & Student Fees	\$ 27,344,306	\$ 14,983,783	\$ (371,405)	\$ 12,126,630	\$ 1,060,972	\$ 27,799,981	101.7%
State Share of Instruction	\$ 13,560,724	\$ 3,390,644	\$ 3,407,103	\$ 3,390,027	\$ 3,396,611	\$ 13,584,385	100.2%
Shawnee Supplement	\$ 9,000,000	\$ 2,250,000	\$ 2,250,000	\$ 2,250,000	\$ 2,250,000	\$ 9,000,000	100.0%
Scholarship	\$ (4,813,677)	\$ (2,553,757)	\$ (63,198)	\$ (2,448,946)	\$ (57,404)	\$ (5,123,305)	106.4%
Other Income	\$ 3,975,986	\$ 781,411	\$ 439,918	\$ 2,429,401	\$ 1,134,236	\$ 4,784,966	120.3%
Commissions	\$ 481,728	\$ 76,101	\$ 2,534	\$ 235,957	\$ 272,311	\$ 586,904	121.8%
General Fund Operating Grants	\$ 218,585	\$ 37,996	\$ 22,359	\$ 29,301	\$ 61,518	\$ 151,173	69.2%
Miscellaneous Revenue	\$ 2,396,273	\$ 310,137	\$ 201,568	\$ 1,942,664	\$ 584,035	\$ 3,038,403	126.8%
Service Fees/Memberships	\$ 287,000	\$ 82,072	\$ 53,979	\$ 59,325	\$ 91,541	\$ 286,918	100.0%
Ticket Sales/Rentals	\$ 592,400	\$ 275,104	\$ 159,479	\$ 162,153	\$ 124,831	\$ 721,568	121.8%
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ 3,193,506	\$ 3,193,506	
Revenue Total	\$ 49,067,339	\$ 18,852,080	\$ 5,662,418	\$ 17,747,112	\$ 10,977,922	\$ 53,239,532	108.5%
Expense							
Compensation	\$ 32,076,706	\$ 5,290,690	\$ 7,701,815	\$ 7,523,950	\$ 10,735,665	\$ 31,252,120	97.4%
Salaries	\$ 23,267,474	\$ 3,545,760	\$ 5,811,036	\$ 5,467,008	\$ 7,810,416	\$ 22,634,221	97.3%
Benefits	\$ 8,809,232	\$ 1,744,930	\$ 1,890,780	\$ 2,056,941	\$ 2,925,248	\$ 8,617,899	97.8%
Non-Compensation	\$ 13,136,065	\$ 3,753,789	\$ 2,976,026	\$ 2,877,044	\$ 2,699,936	\$ 12,306,795	93.7%
Equipment	\$ 215,535	\$ 205,325	\$ 230,672	\$ 57,695	\$ 1,026,565	\$ 1,520,257	705.3%
External Professional Services	\$ 671,418	\$ 204,859	\$ 228,450	\$ 256,477	\$ 205,875	\$ 895,661	133.4%
Information/Comm/Shipping	\$ 859,038	\$ 292,336	\$ 70,960	\$ 221,796	\$ 159,243	\$ 744,334	86.6%
Maintenance & Service Contracts	\$ 3,375,501	\$ 1,523,697	\$ 971,246	\$ 587,037	\$ (230,288)	\$ 2,851,692	84.5%
Meal Plan Expense	\$ 2,249,844	\$ 327,018	\$ 671,878	\$ 664,931	\$ 348,435	\$ 2,012,261	89.4%
Miscellaneous Expense	\$ 1,662,562	\$ 532,428	\$ 92,844	\$ 267,581	\$ 21,634	\$ 914,486	55.0%
Supplies	\$ 1,750,165	\$ 206,815	\$ 188,238	\$ 222,099	\$ 310,462	\$ 927,613	53.0%
Travel	\$ 758,366	\$ 86,967	\$ 225,839	\$ 216,842	\$ 304,994	\$ 834,642	110.1%
Utilities	\$ 1,593,636	\$ 374,344	\$ 295,901	\$ 382,586	\$ 553,018	\$ 1,605,849	100.8%
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ 3,193,506	\$ 3,193,506	
Expense Total	\$ 45,212,771	\$ 9,044,479	\$ 10,677,842	\$ 10,400,994	\$ 16,629,107	\$ 46,752,421	103.4%
Net Transfer to Capital Fund	\$ 1,564,825	\$ -	\$ -	\$ -	\$ 1,564,825	\$ 1,564,825	100.0%
Net Operating Budget	\$2,289,743	\$9,807,601	(\$5,015,423)	\$7,346,118	(\$7,216,010)	\$4,922,286	215%

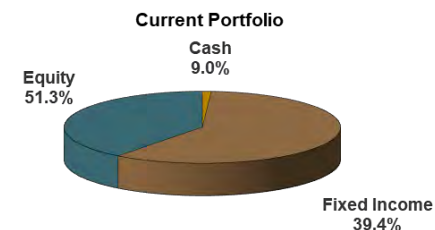
Certified as True and Correct
September 23, 2024

Secretary, SSU Board of Trustees

Shawnee State University Asset Allocation – As of August 31, 2024



Asset Class	Market Value	% of Assets	Target %
Cash Equivalents			
TIAA Trust Cash Deposit Account	\$1,050,773	9.0%	
Total Cash Equivalents	\$1,050,773	9.0%	2.0%
Fixed Income			
Fixed Income Separately Managed Account	\$3,504,415	30.1%	
PGIM High Yield Fund	255,268	2.2%	
Vanguard Intermediate-Term Bond Index	\$419,986	3.6%	
VanEck J. P. Morgan EM Local Currency Bond ETF	\$149,735	1.3%	
DFA Inflation Protected SEC Fund	\$126,932	1.1%	
PIMCO 1-5 Year U.S. TIPS Index Exchange Traded Fund	\$128,037	1.1%	
Total Fixed Income	\$4,584,373	39.4%	48.0%
Domestic Equity			
TIAA-CREF Large Cap Growth Index Fund	\$2,597,118	22.3%	
TIAA-CREF Large Cap Value Index Fund	\$1,846,418	15.9%	
iShares Russell Mid-Cap Growth ETF	\$240,986	2.1%	
iShares Russell Mid Cap Value ETF	\$244,128	2.1%	
iShares Russell 2000 Growth ETF	151,076	1.3%	
iShares Russell 2000 Value ETF	148,609	1.3%	
Total Domestic Equity	\$5,228,335	45.0%	45.0%
International Equity			
iShares Core MSCI EAFE ETF	\$224,700	1.9%	
iShares MSCI International Quality Factor ETF	\$326,129	2.8%	
iShares MSCI EAFE Small-Cap ETF	\$26,070		
iShares Core MSCI Emerging Markets ETF	\$184,020	1.6%	
Total International Equity	\$760,919	6.3%	5.0%
Total Equity	\$5,989,254	51.3%	50.0%
Total Portfolio Market Value	\$11,624,400	99.8%	100.0%



Certified as True and Correct
September 23, 2024

Michael C. McLeod
Secretary, SSU Board of Trustees

FY25 Operating Budget

	FY25 Budget - Proposed	FY25 Budget - Preliminary	FY24 Budget	FY25 Proposed v. FY24 Budget % Variance
Revenue				
Tuition & Student Fees	\$ 28,108,054	\$ 28,065,762	\$ 27,344,306	2.8%
State Share of Instruction	\$ 13,235,852	\$ 13,235,852	\$ 13,560,724	-2.4%
Shawnee Supplement	\$ 9,000,000	\$ 9,000,000	\$ 9,000,000	0.0%
Scholarship	\$ (5,446,200)	\$ (5,780,581)	\$ (4,813,677)	13.1%
Other Income				
Commissions	\$ 442,500	\$ 521,136	\$ 481,728	-8.1%
General Fund Operating Grants	\$ 1,120,535	\$ 1,120,535	\$ 218,585	412.6%
Miscellaneous Revenue	\$ 2,250,789	\$ 2,265,000	\$ 2,396,273	-6.1%
Service Fees/Memberships	\$ 277,500	\$ 277,500	\$ 287,000	-3.3%
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Transfer In	\$ 1,500,000			
Revenue Total	\$ 51,109,030	\$ 49,369,204	\$ 49,067,339	4.2%
Expense				
Compensation				
Salaries	\$ 24,406,126	\$ 24,145,425	\$ 23,267,474	4.9%
Benefits	\$ 9,549,885	\$ 9,534,278	\$ 8,809,232	8.4%
Non-Compensation				
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Maintenance & Service Contracts	\$ 4,028,131	\$ 3,866,435	\$ 3,375,501	19.3%
Meal Plan Expense	\$ 2,021,009	\$ 2,137,610	\$ 2,249,844	-10.2%
Miscellaneous Expense	\$ 1,394,783	\$ 1,444,084	\$ 1,662,562	-16.1%
Supplies	\$ 1,970,594	\$ 1,891,063	\$ 1,750,165	12.6%
Travel	\$ 874,220	\$ 873,720	\$ 758,366	15.3%
Utilities	\$ 1,647,728	\$ 1,647,728	\$ 1,593,636	3.4%
Expense Total	\$ 47,625,344	\$ 47,248,435	\$ 45,212,771	5.3%
Net Transfer to Capital Fund	\$ 1,564,825	\$ 1,564,825	\$ 1,564,825	0.0%
Net Operating Budget	\$ 1,918,861	\$ 555,944	\$ 2,289,743	-16.2%



Certified as True and Correct
September 23, 2024

Michael C. McLeod
Secretary, SSU Board of Trustees

CASH AND INVESTMENT SUMMARY

Asset Class/Security	Market Value as of August 31, 2024	Market Value as of June 30, 2024	Market Value as of June 30, 2023
OPERATING CASH:			
U.S. Bank	\$ 8,236,531	\$ 7,648,535	\$ 5,381,923
Total Operating Cash Balance	\$ 8,236,531	\$ 7,648,535	\$ 5,381,923
LIQUID POOL INVESTMENT PORTFOLIO:			
STAROhio	\$ 1,227,859	\$ 1,216,621	\$ 203,642
Total Liquid Investment Pool Balance	\$ 1,227,859	\$ 1,216,621	\$ 203,642
TIAA DIVERSIFIED INVESTMENT POOL SUMMARY:			
Cash Equivalents:	\$ 1,522,245	\$ 1,809,159	\$ 427,436
% of Total TIAA Portfolio	12.9%	16.2%	5.2%
Fixed Income Holdings:			
Fixed Income Managed Acct (US and Agency Securities)	\$ 2,179,613	\$ 2,161,706	\$ 3,157,590
DFA Inflation Protected Securities Portfolio	\$ 126,932	\$ 123,610	\$ 124,641
iShares MBS ETF	\$ 1,030,306	\$ 993,201	\$ -
PGIM High Yield Fund	\$ 253,803	\$ 247,998	\$ -
PIMCO 1-5 Year U.S. TIPS Index ETF	\$ 128,037	\$ 126,518	\$ 123,235
TIAA-CREF Short-Term Bond Fund	\$ -	\$ -	\$ 436,366
VanEck J.P.Morgan EM Local Currency Bond ETF	\$ 149,735	\$ 143,750	\$ -
Vanguard Intermediate Term Bond Fund	\$ 418,666	\$ 404,670	\$ -
Vanguard Short Term Bond Index Fund	\$ -	\$ -	\$ 344,546
Total Fixed Income	\$ 4,287,091	\$ 4,201,452	\$ 4,186,378
% of Total TIAA Portfolio	36.3%	37.5%	50.8%
Domestic Equity Holdings:			
iShares Russell 2000 Growth ETF	\$ 151,076	\$ 136,253	\$ -
iShares Russell 2000 Value ETF	\$ 148,609	\$ 129,912	\$ -
iShares Russell Mid-Cap Growth ETF	\$ 240,986	\$ 228,756	\$ -
iShares Russell Mid Cap Value ETF	\$ 244,128	\$ 221,075	\$ 154,106
TIAA-CREF Large Cap Growth Index Fund	\$ 2,597,118	\$ 2,057,838	\$ 1,307,298
TIAA-CREF Large Cap Value Index Fund	\$ 1,846,418	\$ 1,689,018	\$ 1,245,680
TIAA-CREF Small Cap Blend Index Fund	\$ -	\$ -	\$ 135,165
Vanguard Mid-Cap Growth Index	\$ -	\$ -	\$ 155,725
Vanguard REIT Index Fund	\$ -	\$ -	\$ 53,565
Cohen & Steers Real Estate Fund	\$ -	\$ -	\$ 38,543
Total Domestic Equity	\$ 5,228,334	\$ 4,462,852	\$ 3,090,082
% of Total TIAA Portfolio	44.3%	39.9%	37.5%
International Equity Holdings:			
iShares Core MSCI EAFE ETF	\$ 224,700	\$ 211,455	\$ 196,492
iShares Core MSCI Emerging ETF	\$ 184,020	\$ 180,878	\$ 133,280
iShares MSCI EAFE Small-Cap ETF	\$ 26,070	\$ 24,348	\$ -
iShares MSCI International Quality Factor ETF	\$ 326,129	\$ 299,006	\$ 199,467
Total International Equity	\$ 760,920	\$ 715,687	\$ 529,239
% of Total TIAA Portfolio	6.4%	6.4%	6.4%
Total Equity	\$ 5,989,254	\$ 5,178,538	\$ 3,619,321
% of Total TIAA Portfolio	50.8%	46.3%	44.0%
TOTAL TIAA DIVERSIFIED POOL PORTFOLIO MARKET VALUE	\$ 11,798,590	\$ 11,189,149	\$ 8,233,135
	100.0%	100.0%	100.0%
TOTAL CASH AND INVESTMENTS BALANCE	\$ 21,262,980	\$ 20,054,305	\$ 13,818,701

**TOTAL TIAA
PORTFOLIO**

Value as of June 30, 2024	\$ 11,189,149
Value as of August 31, 2024	\$ 11,798,590
Diff \$	\$ 609,441
Diff %	5.30%

Certified as True and Correct
September 23, 2024

Michael C. McReel
Secretary, SSU Board of Trustees

PERSONNEL ACTIVITY REPORT FY25

September 20, 2024

New Hires

➤ **Administrative Staff**

- Kimberley Dinsey-Read – Director, School of Nursing, July 15, 2024
- Tiffany Buckmaster – Compliance and Operations Manager, Athletics, August 5, 2024
- Joseph McCauley – Head Coach Women’s Soccer, Athletics, August 5, 2024
- Stanley Rodrigues – Head Coach Men’s Soccer, Athletics, August 5, 2024
- Catherine Toller – Teacher, Children’s Learning Center, August 12, 2024
- Alexander Morris – Associate, Admissions, August 12, 2024
- John Redoutey – Director, EMS, Center for Lifelong Learning, August 26, 2024
- Ronald Wheeler – Coordinator, Educational Opportunity Center, September 1, 2024

➤ **Faculty**

- Larry ‘Skip’ Miller – Professor, Engineering Technologies, August 26, 2024
- Joe Barnett – Assistant Professor, Rehabilitation Sciences, August 26, 2024
- Kayleigh Meier – Assistant Professor, School of Nursing, August 26, 2024
- Claudia Hanrahan – Assistant Professor, School of Business, August 26, 2024
- Anna Hutcheson – Assistant Professor, Social Sciences, August 26, 2024
- Amanda Page – Senior Instructor, College of Arts and Sciences, August 26, 2024
- Eric Brown – Instructor, English and Humanities, August 26, 2024
- Michelle Martin – Instructor, English and Humanities, August 26, 2024
- Melissa Robinson – Visiting Instructor/Academic Fieldwork Coord, Rehab. Sciences, August 26, 2024

➤ **Support Staff**

- Megan Cooper – Administrative Assistant I, Student Success Center, July 8, 2024

PERSONNEL ACTIVITY REPORT FY25

September 20, 2024

Change of Status

➤ **Administrative Staff**

- Allison Hurst – Director, Project Bear, School of Education, July 29, 2024
- Hayley Venturino – Assistant Director, Center for Lifelong Learning, August 1, 2024

➤ **Faculty**

- Douglas Sturgeon – Professor, School of Education, August 26, 2024
- Sandra Beam – Professor, School of Education, August 26, 2024
- Derek Jones – Professor, Natural Sciences, August 26, 2024
- Brian Richards – Professor, Social Science, August 26, 2024
- Catherine Bailey – Professor, School of Nursing, August 26, 2024
- Ruby Gray – Associate Professor, School of Nursing, August 26, 2024
- Jessica Carrington – Associate Professor, School of Nursing, August 26, 2024
- Paul Foit – Associate Professor, School of Nursing, August 26, 2024
- Jason Lovins – Associate Professor, School of Business, August 26, 2024
- Roberta Zaph – Associate Professor, Allied Health Sciences, August 26, 2024
- Alice Stephens – Associate Professor, Allied Health Sciences, August 26, 2024
- Marie Richey – Associate Professor, Allied Health Sciences, August 26, 2024
- Michael Reynolds – Assistant Professor, Fine, Digital and Performing Arts, August 26, 2024
- Jeong Ok – Assistant Professor, Engineering Technologies, August 26, 2024

➤ **Support Staff**

- Kimberly Weddington – Administrative Assistant I, CLL/AHS, September 16, 2024

PERSONNEL ACTIVITY REPORT FY25

September 20, 2024

Departures

➤ **Administrative Staff**

- Crystal Haskins – Teacher, Children’s Learning Center, June 27, 2024
- Jean Eagle – Coordinator, School of Education, June 30, 2024
- Robin Coleman – Literacy Specialist, Children’s Learning Center, June 30, 2024
- Candy Loper – Head Teacher, Children’s Learning Center, August 14, 2024
- Jacob Harris – Success Coach, Student Success Center, September 17, 2024
- Maria Payne – Lab Assistant, Natural Sciences, September 18, 2024

➤ **Faculty**

- Kimberly Cassidy – Associate Professor, School of Education, July 30, 2024
- Kimberly Moore – Associate Professor/Program Director, Rehabilitation Sciences (OTA), July 31, 2024

➤ **Support Staff**

- Jessica Fitzer – Administrative Assistant I, CLL/AHS, July 5, 2024
- Dana Buckler – Executive Assistant, Office of the Provost, August 13, 2024

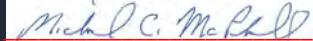


Finance & Administration Committee

September 20, 2024

 **Shawnee State**

UNIVERSITY
Certified as a True and Correct Copy
September 23, 2024



Secretary, SSU Board of Trustees

Resolution F15-24

Administration of Capital Facilities Projects

- HB 2 and ORC Section 3345.50 provides universities with guidelines and requirements to locally administer capital projects.
- HB 2 created a restrictive turnaround schedule for Board of Trustees to notify Ohio Department of Education (ODHE) of intent to locally administer state funded capital projects.
- ODHE agreed to accept a letter of intent to seek a board resolution as soon as practicable but no later than October 30, 2024.



Certified as True and Correct

September 23, 2024

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

Secretary, SSU Board of Trustees

Resolution F15-24

Administration of Capital Facilities Projects

- The “Notification of Intent to Locally Administer Capital Projects Receiving less than \$4 Million in State Capital Appropriations” was executed and sent to ODHE on August 30 2024 stating the Resolution would be presented to the Board of Trustees at the September 20, 2024 meeting.
- University may receive up to 1.5% of eligible construction costs for state capital funded projects locally administered by the university.



Certified as True and Correct

September 23, 2024

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Resolution F16-24

Approval of FY25 Operating Budgets (General Fund and Auxiliary Fund)

- Board of Trustees approved a Continuing University Spending Authority Resolution (F14-24) at the June 21, 2024 meeting to allow the University to meet financial obligations until the FY 2025 general fund and auxiliary operating budgets were presented and approved at the September 2024 meeting.



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Resolution F16-24

Approval of FY25 Operating Budgets (General Fund and Auxiliary Fund)

- University completed a review of financial matters that materially impact FY 2025 budget projections:
 - Tuition and fees
 - State funding
 - Grant funding opportunities
 - Compensation, including CBA agreement impacts



Resolution F16-24

Approval of FY25 Operating Budgets (General Fund and Auxiliary Fund)

- The proposed FY 2025 general fund and auxiliary budget establishes a net operating surplus (\$1.9 M).
- The projected increase in revenue and continued efforts to control spending allows funding of reserves as part of the university's long-term financial health improvement.



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Resolution F16-24

Approval of FY25 Operating Budgets (General Fund and Auxiliary Fund)

- Selected Variances between FY 2024 and FY 2025 budgets:
 - Total Revenue increase of 4.2%
 - Tuition and Student Fees increase of 2.8% result of increased student retention and FY 2025 student fee increases.
 - Increase of \$900 K in General Fund Operating Grants and \$1.5 M in State Funded Grant Transfer to support university strategic programs such as College of Health and Human Services.
 - University Scholarship budget increase of \$632K.



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Resolution F16-24

Approval of FY25 Operating Budgets (General Fund and Auxiliary Fund)

- Selected Variances between FY 2024 and FY 2025 budgets:
 - Total Expenditures increase of 5.3%
 - Increase of 4.9% in Compensation
 - Increase of 8.4% in Benefits
 - Increase of 4.1% in total Non-compensation items, including reduction of 16.1% in Miscellaneous Expense



FY25 Operating Budget

	FY25 Budget - Proposed	FY25 Budget - Preliminary	FY24 Budget	FY25 Proposed v. FY24 Budget % Variance
Revenue				
Tuition & Student Fees	\$ 28,108,054	\$ 28,065,762	\$ 27,344,306	2.8%
State Share of Instruction	\$ 13,235,852	\$ 13,235,852	\$ 13,560,724	-2.4%
Shawnee Supplement	\$ 9,000,000	\$ 9,000,000	\$ 9,000,000	0.0%
Scholarship	\$ (5,446,200)	\$ (5,780,581)	\$ (4,813,677)	13.1%
Other Income				
Commissions	\$ 442,500	\$ 521,136	\$ 481,728	-8.1%
General Fund Operating Grants	\$ 1,120,535	\$ 1,120,535	\$ 218,585	412.6%
Miscellaneous Revenue	\$ 2,250,789	\$ 2,265,000	\$ 2,396,273	-6.1%
Service Fees/Memberships	\$ 277,500	\$ 277,500	\$ 287,000	-3.3%
Ticket Sales/Rentals	\$ 620,000	\$ 664,000	\$ 592,400	4.7%
Transfer In	\$ 1,500,000			
Revenue Total	\$ 51,109,030	\$ 49,369,204	\$ 49,067,339	4.2%

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Expense

Compensation							
Salaries	\$	24,406,126	\$	24,145,425	\$	23,267,474	4.9%
Benefits	\$	9,549,885	\$	9,534,278	\$	8,809,232	8.4%
Non-Compensation							
Equipment	\$	216,772	\$	189,312	\$	215,535	0.6%
External Professional Services	\$	715,491	\$	685,491	\$	671,418	6.6%
Information/Comm/Shipping	\$	800,605	\$	833,289	\$	859,038	-6.8%
Maintenance & Service Contracts	\$	4,028,131	\$	3,866,435	\$	3,375,501	19.3%
Meal Plan Expense	\$	2,021,009	\$	2,137,610	\$	2,249,844	-10.2%
Miscellaneous Expense	\$	1,394,783	\$	1,444,084	\$	1,662,562	-16.1%
Supplies	\$	1,970,594	\$	1,891,063	\$	1,750,165	12.6%
Travel	\$	874,220	\$	873,720	\$	758,366	15.3%
Utilities	\$	1,647,728	\$	1,647,728	\$	1,593,636	3.4%
Expense Total	\$	47,625,344	\$	47,248,435	\$	45,212,771	5.3%
Net Transfer to Capital Fund	\$	1,564,825	\$	1,564,825	\$	1,564,825	0.0%
Net Operating Budget	\$	1,918,861	\$	555,944	\$	2,289,743	-16.2%

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Resolution F17-24

Granting Easement to Columbia Gas

Right of Entry for a utility gas line along the southeast corner of Waller and 2nd Street expired September 1, 2022



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Resolution F18-24

Approval to Adopt Policy 4.54Rev. Professional Development (Degree and Non-Degree)

Policy updated to:

- Expand access to on-campus graduate programs for eligible dependents
- Establish criteria and approval process for employees to receive off-campus education benefits
- Ensure funding from external sources are appropriately applied
- Align with organizational needs & operational practices



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Resolution F19-24

Approval to Amend and Rename Policy 4.79Rev. Department of Public Safety Employment Status and Other Employment Actions

- Many components of Policy 4.79REV were absorbed by the FOP CBA.
- Removal of those components from the policy necessitates renaming of the policy.



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Resolution F20-24

Approval to Rescind Policy 4.82Rev. Department of Public Safety Leaves of Absence

- All components of Policy 4.82REV have been absorbed into the FOP CBA.



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Resolution F21-24

Approval of Policy 5.13Rev. Grants Application, Approval, and Management

- Requires the inclusion of Indirect Cost Recovery to the maximum extent allowable in all grant proposals.
- Indirect Cost Recovery is intended to offset overhead costs associated with grant project administration.





FY24 Operating Budget Status

Report Date 06.30.2024

	FY24 Budget	Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals	YTD Actuals	% of Budget
Revenue							
Tuition & Student Fees	\$ 27,344,306	\$ 14,983,783	\$ (371,405)	\$ 12,126,630	\$ 1,060,972	\$ 27,799,981	101.7%
State Share of Instruction	\$ 13,560,724	\$ 3,390,644	\$ 3,407,103	\$ 3,390,027	\$ 3,396,611	\$ 13,584,385	100.2%
Shawnee Supplement	\$ 9,000,000	\$ 2,250,000	\$ 2,250,000	\$ 2,250,000	\$ 2,250,000	\$ 9,000,000	100.0%
Scholarship	\$ (4,813,677)	\$ (2,553,757)	\$ (63,198)	\$ (2,448,946)	\$ (57,404)	\$ (5,123,305)	106.4%
Other Income	\$ 3,975,986	\$ 781,411	\$ 439,918	\$ 2,429,401	\$ 1,134,236	\$ 4,784,966	120.3%
Commissions	\$ 481,728	\$ 76,101	\$ 2,534	\$ 235,957	\$ 272,311	\$ 586,904	121.8%
General Fund Operating Grants	\$ 218,585	\$ 37,996	\$ 22,359	\$ 29,301	\$ 61,518	\$ 151,173	69.2%
Miscellaneous Revenue	\$ 2,396,273	\$ 310,137	\$ 201,568	\$ 1,942,664	\$ 584,035	\$ 3,038,403	126.8%
Service Fees/Memberships	\$ 287,000	\$ 82,072	\$ 53,979	\$ 59,325	\$ 91,541	\$ 286,918	100.0%
Ticket Sales/Rentals	\$ 592,400	\$ 275,104	\$ 159,479	\$ 162,153	\$ 124,831	\$ 721,568	121.8%
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ 3,193,506	\$ 3,193,506	
Revenue Total	\$ 49,067,339	\$ 18,852,080	\$ 5,662,418	\$ 17,747,112	\$ 10,977,922	\$ 53,239,532	108.5%

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Expense

Compensation	\$	32,076,706	\$	5,290,690	\$	7,701,815	\$	7,523,950	\$	10,735,665	\$	31,252,120	97.4%
Salaries	\$	23,267,474	\$	3,545,760	\$	5,811,036	\$	5,467,008	\$	7,810,416	\$	22,634,221	97.3%
Benefits	\$	8,809,232	\$	1,744,930	\$	1,890,780	\$	2,056,941	\$	2,925,248	\$	8,617,899	97.8%
Non-Compensation	\$	13,136,065	\$	3,753,789	\$	2,976,026	\$	2,877,044	\$	2,699,936	\$	12,306,795	93.7%
Equipment	\$	215,535	\$	205,325	\$	230,672	\$	57,695	\$	1,026,565	\$	1,520,257	705.3%
External Professional Services	\$	671,418	\$	204,859	\$	228,450	\$	256,477	\$	205,875	\$	895,661	133.4%
Information/Comm/Shipping	\$	859,038	\$	292,336	\$	70,960	\$	221,796	\$	159,243	\$	744,334	86.6%
Maintenance & Service Contracts	\$	3,375,501	\$	1,523,697	\$	971,246	\$	587,037	\$	(230,288)	\$	2,851,692	84.5%
Meal Plan Expense	\$	2,249,844	\$	327,018	\$	671,878	\$	664,931	\$	348,435	\$	2,012,261	89.4%
Miscellaneous Expense	\$	1,662,562	\$	532,428	\$	92,844	\$	267,581	\$	21,634	\$	914,486	55.0%
Supplies	\$	1,750,165	\$	206,815	\$	188,238	\$	222,099	\$	310,462	\$	927,613	53.0%
Travel	\$	758,366	\$	86,967	\$	225,839	\$	216,842	\$	304,994	\$	834,642	110.1%
Utilities	\$	1,593,636	\$	374,344	\$	295,901	\$	382,586	\$	553,018	\$	1,605,849	100.8%
Transfers Out	\$	-	\$	-	\$	-	\$	-	\$	3,193,506	\$	3,193,506	
Expense Total	\$	45,212,771	\$	9,044,479	\$	10,677,842	\$	10,400,994	\$	16,629,107	\$	46,752,421	103.4%
Net Transfer to Capital Fund	\$	1,564,825	\$	-	\$	-	\$	-	\$	1,564,825	\$	1,564,825	100.0%
Net Operating Budget		\$2,289,743		\$9,807,601		(\$5,015,423)		\$7,346,118		(\$7,216,010)		\$4,922,286	215%

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Cash and Investment History

Market Value

Total Cash and Investments

06/30/2022		\$ 9,630,163
06/30/2023		\$13,818,701
06/30/2024		\$20,054,305
08/31/2024		\$21,262,980

- Additional transfers from Cash to Investments of \$2M will be scheduled during the second half of FY 2025 as part of commitment to strengthen university's long-term financial health.
- Provide update on Fiscal Year 2024 financial statements and Senate Bill 6 Score.



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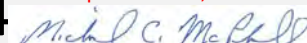
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Asset Allocation and Performance

- Added \$1M to STAROhio portfolio in June 2024.
- Cash portion of TIAA portfolio added in FY 2024 is being invested over time into Equity Securities.
- Security Gain FY 2025 year-to-date is \$609,441 (5.3% return) as of August 31, 2024.
- At September 12, 2024 Investment Committee meeting, Committee discussed current allocation ranges and will review the Investment Policy for possible revisions at the December 5, 2024

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TIAA Investment Allocation as of 8/31/24

Total Cash Equivalents	\$1,522,245
Total Fixed Income	\$4,287,091
Total Equity	\$5,989,254

Total Portfolio Market Value	\$11,798,590
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Personnel Activity

Eighteen (18) New Hires

Eight (8) Administrative Staff

Nine (9) Faculty

One (1) Support Staff

Ten (10) Resignations

Six (6) Administrative Staff

Two (2) Faculty

Two (2) Support Staff

Seventeen (17) Change of Status

Two (2) Administrative Staff

Fourteen (14) Faculty

One (1) Support Staff



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Capital Projects

**Gateway and Third
Street Development**
\$3.0M

Campus Wayfinding
\$750,000

Roof and Infrastructure
\$1.25M

**Clark Memorial
Library Renovation**
\$4.5M

Health Science Labs Renovation
\$3.0M



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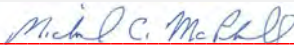
Auditor of State Mandatory Training

- All state employees must now receive training about requirements to report fraud, theft in office, or misuse or misappropriation of public money (per Senate Bill 91 and House Bill 33).
- Ohio Auditor of State (Bulletin 2024-005) developed the required training materials and stated compliance will be part of FY25 audit requirements.
- University is required to obtain documentation that all employees have completed training by October 29, 2024.

- shawnee.edu/fraud-training 

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**Academic and Student Affairs Report
Board of Trustees Meeting
September 20, 2024**

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

Interim Provost Report

Chairman Shah,

The summer has been quite active across Academic and Student Affairs. A team led by Associate Provost Jennifer Pauley, myself, and Chief Operating Officer Malonda Johnson negotiated with the Shawnee Education Association team to develop the 2024-2027 Collective Bargaining Agreement between SSU and the SEA. The conversations, discussion, and listening on both sides of the table were invaluable to me as I assumed leadership over Academic Affairs. I look forward to a strong and collaborative relationship with SEA.

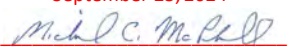
In preparation for reporting to the Chancellor of the Ohio Department of Higher Education and our accreditors, the Higher Learning Commission, I have worked closely with the Office of Institutional Research, Reporting, and Analytics and multiple offices on campus to assemble the data necessary to undertake a review of the academic portfolio. This process begins September 15th on campus with the release of data and will continue throughout the academic year. This will enable the delivery of both reports in the Fall 2025 term.

The College Deans and I have been engaged in launching our reorganized three-college structure. Each leader will launch strategic action planning with their departments and schools this fall that will be linked to broader University level key performance indicators such as enrollment, retention, completion, and career outcomes of graduates. Similarly, I have worked with the Dean of Students to envision the structure of Student Affairs needed to serve a changed (and changing) population of students with the goals of increased student engagement, retention, and co-curricular learning outcomes.

My report includes many of the activities happening throughout the academic and student affairs division. I direct your attention to several important updates. I celebrate the success of our Multiage (K-12) Intervention Specialist and Primary (K-5) Intervention Specialist spring 2024 graduates who earned 100% pass rates on their required OAE licensure exams. Congratulations and pride are extended to alumni from Fine, Digital, and Performing Arts and Mathematics as well. Trevin Wyant (BFA Studio Arts 2014) has accepted a tenure-track Assistant Professor of Illustration position at University of Indianapolis. Gavin Gilbert (BS Math, Actuarial Sciences 2023) has passed his third actuarial exam and begins a selective internship with American Modern Insurance Group in Cincinnati. Scott Ferrell (BS Math, Actuarial Sciences 2023) has been employed with Cincinnati Insurance Group for two years and recently passed his fourth actuarial exam.

I also highlight the increased grant activity across academic affairs with grants awarded or renewed in the School of Education, Social Sciences, Engineering Technologies, the College of Health and Human Services, and Allied Health Sciences. There are additional grant applications in progress or nearing the award stage to support student success, expansion of programs and much needed renovations, with plans to apply for more opportunities. This work is time-consuming and important to delivering our desired

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outcomes for students and the community. I deeply appreciate the teamwork demonstrated between our faculty, staff, and leadership across the division and the Office of Grants and Sponsored Research.

There is much more in the submitted report that detail our recent activities. Please review and reach out to our division with any questions.

College of Arts and Sciences

School of Education

- In June, Dr. Sandra Beam and Mrs. Paula Nance wrapped up a **\$10,000 grant from the Ohio Dean's Compact** that focused on integrating more adolescent literacy concepts into the reading courses.
- The School of Education also hosted the first **SSU Science of Reading Symposium** in July, which drew a total of 107 classroom teachers to campus.
- Dr. Michelle Moohr and her primary intervention team secured a second year of funding for the **Teachers For All Students Revised grant** that will establish collaborative field experiences for our students with Clay and Valley schools.
- **Our K-12 Intervention Specialist and Primary Intervention Specialist teacher candidates achieved a 100% pass rate on their OAE exams.**
- **Project BEAR** has expanded its host sites and now serves over 1,000 students from 66 classrooms in 17 school districts across 3 counties.
- Drs Sturgeon and Koehler are launching the **Certificate in Deaf/Blind Education** program this semester with 15 students. We have 11 students in the Teacher of Deaf and Hard of Hearing Program, 14 in Teacher of the Visually Impaired Program, and 10 in the Intervener Technical Certificate Program.

Fine, Digital, and Performing Arts

- **Alumnus Trevin Wyant** has been hired as a **tenure-track assistant professor of Illustration** at the University of Indianapolis.
- The **Appleton Gallery** in the Vern Riffe Center for the Arts will host a show curated in partnership with local nonprofit The Trillium Project which was founded by SSU art alumnus Amanda Lewis. The show entitled **"Here"** runs from **September 9th through November 8th** and features works by regional artists. An **opening reception** with light refreshments will be held on **Thursday September 12th at 6pm**. Many of the artists with works in the show will be in attendance.
- **Shawnee Game Conference** has announced its keynote speaker **Benjamin Carcich**, former producer for Riot Games who worked on the popular games League of Legends and VALORANT.
- **Associate professor Bastien Lecouffe** is celebrating the **publication** of a 450-page artbook reviewing his 20+ year career. He was a recent **invited speaker** at the Promised Land conference in Poland and the Lightbox conference in Los Angeles. He is scheduled to speak at Mosaicon in Spain in March. He recently **curated art** for the 50-year anniversary of **Dungeons and Dragons** for publisher Wizards of the Coast. He is also currently **developing games for Activision, Blizzard, and Neuro.**

Mathematical Sciences

- Senior instructor **Heather Waugh** received the Continued Service Award from the Alumni Association.

- The department will be holding their **annual picnic** at Earl Thomas Conley Park beginning at **3 PM on Friday September 27th** which is also homecoming weekend.
- **Professor Emeritus Dr. Jinlu Li** continues his extraordinary scholarly output with a number of recent papers and is planning visits to three different universities in China to collaborate with their faculty.
- **Recent alumnus Gavin Gilbert passed his third actuarial exam and got a year-long internship with American Modern Insurance Group in Cincinnati.**
- **Scott Ferrell, who has been working as an actuary for the Cincinnati Insurance Company for 2 years, just passed his fourth actuarial exam.**

Natural Sciences

- This June, physics professor **Dr. Tim Hamilton** took our **Apollo Space Flight Simulator** to the Radio Observatory in Green Bank, West Virginia for their annual Star Quest event. Visitors simulated launching and flying the Saturn V rocket. The reentry failures seem to be the most fun for the crew and Mission Control, with a lot of laughter and cheering.
- **Dr. Sarah Ivers** successfully took a group of 11 students to **Costa Rica for a week-long field experience** at the [Cano Palma Biological Research Station](#) this August. The students had close encounters with endangered Green sea turtles, howler and spider monkeys, green and scarlet macaws, coral snakes, fer de lance vipers, geckos, anoles, poison dart frogs, blue morphino butterflies, caimans, crocodiles, and iguanas.
- **Dr. Erik Larson** traveled to the **Hiawatha National Forest in Michigan's Upper Peninsula** to conduct groundwater dye traces with colleagues from the University of Arkansas at Fort Smith. The non-toxic dyes are used to map where groundwater travels. This work is the first of its kind in the area and will help with future resource management.

Social Sciences

- **Dr. Lavanya Vemsani** published a book *Hinduism in Middle India* with Bloomsbury Press.
- **Professors Chip Poirot, Thomas Bunting, and Scott Duryea** worked this summer on chapters in forthcoming books. Poirot began work on a new book for Routledge entitled *Capitalism, Socialism and Evolutionary Social Theory*.
- **Dr. Andrew Feight** continues his work through the **Center for Public History** including the Appalachian Freedom Initiative which is an ARC POWER Grant focusing on the history of the Underground Railroad, with two primary community partners, Southern Ohio Folklife and Scioto Literary.
- In alignment with our acquisition of **Spartan Stadium**, our **SSU Athletics Director Gerald Cadogan** and **Dr. Andrew Feight** from the Center for Public History participated in a very positive Detroit-based news profile of the stadium's important role in the history of the NFL and the Lions franchise. You can view the piece [here](#).
- Our new Political Science faculty member, **Dr. Anna Hutcheson** will present a paper at a conference this fall.
- **Dr. Kyle Vick** had **two students** present research at the Midwest Psychological Association in Chicago.
 - *Neural Activity of Schadenfreude*, **Alexander Cram** and Kyle Vick and
 - *Cortical Processing of Curiosity*, **Kaitlin Smith** and Kyle Vick
- History professor **Dr. Amr Al Azm** has a new article this Fall: **"The Pillaging of Dura Europos: Islamic State and the Illicit Trade in Antiquities"**. In Chen, A. and Brody, L. (eds) *Dura-Europos Past, Present, Future*.

- Dr. Al Azm will and deliver a lecture on Cultural Property Protection (CPP) at the **NATO Stability Policing Center of Excellence – Pilot Course on Cultural Property Protection as a Means of Countering Terrorism Finance, September 29th in Vicenza, Italy.**
- The film **Artifact War** is being premiered at the **Austin film festival** this October (24-31). The film features Dr. Al Azm’s research and efforts to protect Syria’s cultural heritage and antiquities during the ongoing war there. The film includes scenes shot at Shawnee State University.
 - This is the film synopsis: *An intrepid archeology professor and his team of students are the only ones who stand in the way of an ISIS illicit antiquities network. Faced with losing their cultural heritage they become spies, and they go undercover in ISIS territory. They dodge bombs and militia to create a system to monitor theft and destruction of Syrian antiquities. During this process, they discover more than they anticipated, discovering thousands of trafficked items and that the crimes committed are being enabled by terrorists and multinational corporations. The tragedy continues because the sale of illegal goods is uncovered in the most unsuspecting place.*
 - Links to Artifact War Press Kit and Austin Film Festival film announcement:
 - <https://www.mysterybox.us/artifact-war>
 - <https://austinfilmfestival.com/blog/news/aff-first-wave-2024/>

College of Business and Engineering Technology

Center for Lifelong Learning

- **Bear Tracks**, SSU’s summer workforce training program, served 92 students June 3-28. Courses included CompTia A+, Child Development Associate, Phlebotomy Technician, Social Media for Business, Microsoft Office, Chemical Dependency Counseling Assistant, and Basic EMT. 15% were placed in jobs, 30% are pursuing additional education, 40% are completing their senior year of high school.
- The upcoming **educator speaker series** program is finalized and information will be distributed to schools next week. The attached program provides further details on speakers and topics covered (see attachment 1).
- We are pleased to announce the hiring of **John Redoutey** as the **new EMS Director**. John’s extensive experience will be instrumental in leading our EMS initiatives.
- We have begun planning the **2025 Science of Reading Symposium**. We are now extending invitations to teachers for the next planning meeting to ensure their input and participation in the planning process.
- We will be partnering with Motorcycle Ohio at the **MCS Safety Fair September 4**. This collaboration aims to enhance community engagement and promote safety awareness.
- **High School Tech Interns** will be concluding their internship at the end of the month. We are currently finalizing their projects, which includes creating a VR experience of the campus using a 3D camera.
- **Project BEAR** resumed activities this week with 68 new members ready to start across Scioto, Pike, and Lawrence counties. This AmeriCorps Ohio initiative provides direct literacy instruction to young children, birth-age five, building early literacy skills.

Kricker Innovation Hub

- **"Building a Tech-Based Ecosystem in Portsmouth"** will take place on Tuesday, September 24th from 4-5:30 PM at the Hub. This event, part of our **Entrepreneurial Journey Speaker Series**, features speakers Paul Yost (Founder and CTO of Yost Labs), Garrett Davis (ShawneeXP

Gaming Accelerator Director), and Alexandria Foreman (Economic Recovery Corps Fellow). The session will explore the creation of a thriving tech hub in Portsmouth and provide insights into the future of technology in the region. Refreshments will be served. Registration is free and open now.

- The **Shawnee State University's EDA-funded Gaming Accelerator Program** kicks off September 5. This 10-week program is designed to empower game developers by providing a combination of education, mentorship, community support, and investment. The program aims to address the need for financial sustainability in the game development industry.
- The **Shawnee Game Conference** is scheduled for November 1-2, 2024. We are excited to announce that **Benjamin Carcich**, co-host of the Building Better Games Podcast and former Riot Games producer, will be the **keynote speaker**. This event remains a key platform for academic and industry discussions in game design and development.
- A weekly networking event, "**Coffee at the Kricker**," is set to begin every Monday at 8 AM. This event aims to foster connections among local businesses, community members, and students.
- The **Ignite Appalachia Maker Market** is seeking vendors for its upscale outdoor market. This event is an opportunity for artists, craftsmen, and entrepreneurs to showcase and sell their products.
- **Food Truck Friday** will return this fall, providing a platform for local food vendors and a community gathering spot at the Hub.
- **Code & Coffee**, a networking event for the tech community will be held on Saturday, September 28th, featuring free coffee, refreshments, and snacks.
- Registration is open for the **Ice House Entrepreneurship Program**. This program is perfect for artists and creatives interested in launching their own businesses. It meets on Thursday from 3-5 PM September 5 – October 24.
- The next workshop in the **Non-Profit Academy** series, facilitated by SSU Professor Lincoln D. Pettaway, is scheduled for Saturday, September 19th at 1 PM.
- SSU students can still register for the **Entrepreneur Fellows Program**, which offers a blend of theoretical learning and practical experience in entrepreneurship. This two-credit hour course meets on Tuesday from 5-7 PM.
- The upcoming **Lunch & Learn Series** session focusing on web design will be held on Monday, September 23rd at noon.

We encourage board members and community stakeholders to participate in these events and programs to support the Hub's mission of fostering entrepreneurship, innovation, and creativity in our region. Please visit our [website](#) for more updates and registration information.

C.H. Lute School of Business

- The **Autumn 2024 MBA Enrollment** is 30 students which necessitated the addition of four extra course sections to accommodate them. 22 are SSU graduates, 18 are new students, while 12 are returning part-time students. 53% of of MBA students are attending full-time in the program.
- LSB enrolled our **first international MBA student**, Gloria Atuahene, from Ghana. She was awarded one of our two Graduate Assistant positions.
- LSB has partnered with the Kricker Innovation Hub to offer the Hub's "**Ice House**" **year-long Entrepreneurship Program** to all SSU students, for academic credit, to encourage students from all majors to explore entrepreneurship. Students can earn two credit hours in both the fall and spring semesters by enrolling in a special topics course, "Entrepreneurship Fellows."

- **Dr. Seongcheol Paeng**, Assistant Professor of Finance, has had two papers accepted for **presentation at conferences** this year, with another paper **accepted for publication** in the journal of *Accounting and Finance*. His presentations include:
 - Christian Business Faculty Association, hosted by Calvin University (MI), October 31-November 2)
 - American Economic Association, January 3-5, 2025, San Francisco.

Engineering Technologies

- Associate Professor Adam Miller has transitioned to Interim Dean of the new College of Business of Engineering Technology. **Professor Jason Witherell** has transitioned to the interim Department Chair role.
- A new emphasis on **“Imagine, Design, Create”** is being embedded in the Computer Science, Computer Engineering, and Game Programming programs in the department. These courses share a common core, and building connections between the degrees is a current goal of the department. Exploratory planning is also starting to look into the possibility of ABET or similar accreditation of these programs.
- **Faculty searches** are open for Plastics, Information Security, and Computer Science.
- **Gaming and Computer Engineering Technology** successfully completed the 5-year program review. The external reviewers were especially helpful and validated that the programs are strong and vibrant and poised for growth.
- Information Security hosted several summer workshops including **BearTracks and Ethical Hacking Essentials** that served as STEM outreach and professional development for the region.
- **Information Security** continues to experience growth and anticipates 33% enrollment growth compared to Fall 2023;
- **Professor Emeritus Dr. Larry (Skip) Miller** has returned to teach full-time to support the Plastics Engineering Technology program as the department seeks new faculty.
- An industry visit was hosted for leadership of **Trillium H2Power**.
- The **BS Computer Science** degree is now officially “live” and has attracted a cohort of 14 students with limited marketing period after launch. A “machine learning / artificial intelligence” certificate and minor housed within this major are being explored.
- Faculty have completed the first-year revision of the **Computer Engineering Technology** degree in response to external program reviewers, internal discussions, and alumni interviews. Students now get to experience, in a limited form, all the topics that are going to be covered in more depth in later semesters, this telling a better story of what this “maker-related” degree is all about. The new first-year courses now provide a much stronger foundation for student success and retention is much higher than in previous years.
- There are planned integrations with the upcoming **Gaming Accelerator Program** at the Kricker Innovation Hub. The Accelerator program has selected two SSU-graduate-based-teams for the initial cohort of funding.
- A SSU **academic gaming programs advisory board** is being formed to help inform the BS Digital Simulation and Gaming Engineering Technology and the BFA Game Simulation Development Arts faculty on industry needs as well as to connect to Kricker Innovation Hub-related activities.
- The **BS Digital Simulation and Gaming Engineering Technology (ETGG)** program continues to build the **Oxford-style “house” system** in which students participate in educational (and fun) team-building exercises between four houses (led by the four main faculty in the program).

- ETGG Students regularly participate in **4 annual game jams**. These jams produce prime portfolio pieces for students, and some lead to marketable game demos. Work is underway to partner with the Kricker Innovation Hub and external game companies to include “scouting” of marketable ideas that might warrant further development.
- **The ASCENT/Intel sub-grant** has supported \$81,000 in Engineering Technology scholarships. 26 students from Appalachian counties, including 18 first-generation college students) have received scholarships. The budget was recently amended to support an additional \$54,000 in scholarships to be awarded.
- A preliminary National Science Foundation grant proposal for **Enabling Partnerships to Increase Innovation Capacity (EPIIC)** has been accepted and advanced to the NSF Workshop phase, with Dr. Amanda Hedrick, Dr. Duane Skaggs, and Dean Adam Miller participating in the workshop phase.
- In the **Electromechanical Engineering Technologies program**, \$300k worth of grant funded robotics and automation are expected to arrive in October for the use in classroom and STEM outreach. Dr. Jeong Tae OK has completed Fanuc robotics training (joining Mr. Terry Hammonds) to provide certification to students.

College of Health and Human Services

The leadership team from all selective admission programs worked over the summer on the review of existing admission practices, resulting in the development of the **Selective Admission Framework**. The Framework provides guiding principles that all selective admission programs will use as the basis for admission requirements, processes, and decisions.

The College received an **ARC ARISE Planning grant** to work with seven central Appalachian regional public colleges and universities to formalize a consortium that will address workforce needs by increasing health professions education opportunities.

School of Nursing

- The **MSN program** was approved in early June and recruitment efforts have yielded much interest and enrollment for the fall semester, including selection of the first graduate assistant for the program.
- The School is piloting a **structured pre-licensure preparation and coaching initiative** to support success in passing the NCLEX examination. In addition, a review of best practices in testing across both ADN and BSN curricula is underway.
- Dr. Dinsey-Read and Dr. Bailey collaborated on a **major HRSA grant submission** this summer focused on increased opportunities for nursing students in acute and long-term care settings.

Department of Allied Health Sciences

- The Respiratory Therapy program received a **\$10,000 grant from the National Board for Respiratory Care** to support recruitment and retention efforts.
- Progress continues on the **Master of Public Health** graduate degree, and a market analysis has been completed by consultant Tripp Umbach.

- **Medical Laboratory Technology program** is in the initial stages of working on the accreditation self-study, which will be submitted in 2025. **Delta Dental grant of \$100,000** was awarded to the Dental Hygiene program for the purchase of new chairs for the clinic.
- The **Health Science laboratory renovation project** is moving forward, with architect selection completed. The next step will be engaging with the team on designs to improve the function and update lab environments to current practice standards.

Department of Rehabilitation Sciences

- The **Bachelor of Social Work (BSW)** program proposal was approved by the Academic Resource Management committee in July. The program and all new courses have been submitted for internal approval by the Educational Policies and Curriculum Committee and the Distance Learning Committee, as the program will be delivered using a hybrid approach.
- The department welcomes **Dr. Joe Barnett**, new tenure track faculty member in the **Criminal Justice program**. Dr. Barnett brings expertise with juvenile and adult populations, as well as experience delivering law enforcement training for the state of Kentucky. He will be involved in recruitment efforts to increase enrollment in the program.
- The **OTA program** welcomes **Ms. Melissa Robinson**, Visiting Instructor and Academic Fieldwork Coordinator. Program director **Erica Parsley** is working on the accreditation self-study, which will be due in 2025.
- Faculty in the **MOT hybrid program** are using upgraded technology installed in Kricker 150 classroom for synchronous class sessions. The MOT program was recognized for the **“Fall Free Fridays” program**, conducted in partnership with the Area Agency on Aging District 7. The initiative received a 2024 Aging Achievement Award from USAging.

Office of Student Affairs

Student Life

- The academic year is off to a strong start with WOW kicking off the semester. Events are planned for the entire month of **September including a block party and ending with Homecoming festivities**.
- SGA is working to **increase club and Greek participation** on campus.
- Other activities include **training the student body** on topics of importance, such as hazing and Title IX.
- The **Bear-to-Bear Network** will launch in September, which will include two certified peer educators. Sub-groups of the network include a group for First Generation students and a group focusing on providing support to non-traditional students.

Residence Life

- Fall move-ins were successful with the move-in of freshmen and returners over four days in August. The move-in coincided with the WOW activities. The RAs have held building meetings and are now planning building events for the semester to keep students engaged.

Military and Veteran’s Services

- The Military and Veteran’s Services are working hard to plan the **Veteran’s Day event**. In addition, **the Service Corps** is launching this semester.

Clark Memorial Library

Collections Review

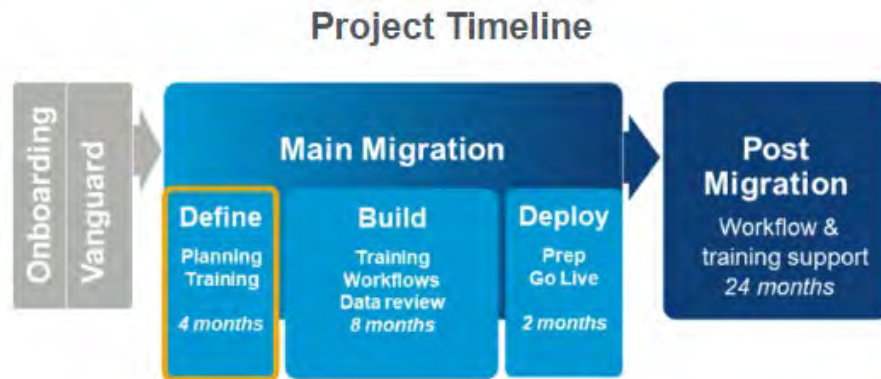
- Over the summer we reviewed the collection for both relevancy, and physical condition. We recycled our microforms which created additional space on the lower level. We removed physically damaged titles, including books damaged during recent roof leaks from the heavy rain this summer.

Building Renovation Update

- Controlling Board approval is anticipated for the architect’s contract to get the building renovation project officially underway. A sub-committee of the Renovation Committee selected GBBN Architects for the project.
- Over the summer GBBN released this article that discusses design decisions made for the Hillman Library in Pittsburgh. It is an interesting look at how use of the library’s physical space has changed in the last 50 years <https://www.gbbn.com/insights/libraries-are-for-people-space-supports-programming-changes-at-university-of-pittsburghs-hillman-library/>.

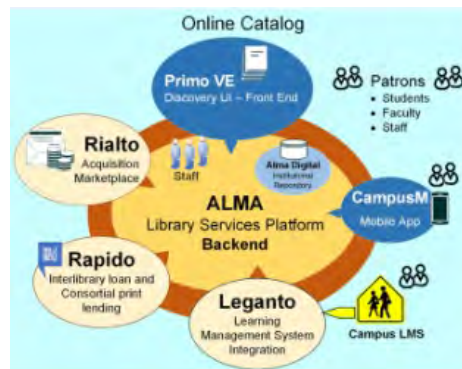
Software Migration Update

- Staff made excellent progress with the migration project, specifically configuration and migration forms. We expect to receive our test environment in the next two weeks so we can test settings and begin applying all the concepts we’ve been learning about the new system.
- Testing will go on until early in 2025 (eight months) when any changes to migration and configuration forms will be submitted and applied for the final data load. **We are halfway through the Define phase.**



- The library was fortunate to receive OTIS funding for new computers for this project. It is our hope to have the machines in place in time for the Build phase as we prepare to review our data load but also look at how the new system will affect library workflows. This equipment will be crucial in helping us test and train on the new platform as **we prepare to launch the new interface in June 2025.**
- Additionally, OhioLINK has formed several working groups, in all areas of functionality, to help the community **prepare for the move to Alma.** There are several components/platforms included with our new platform that streamline and integrate library services for stakeholders.
 - **Primo VE** will replace our current Discovery Service. Our current workflow requires that all content must be manually loaded from our ILS into the Discovery Service. Once the migration is complete content will update in real time without manual intervention.

- **Rapido** will fully integrate Interlibrary Loan services into the platform which will streamline the process for staff and patrons. As it works now, staff must access ILL services in a separate interface, and patrons must fill out a form to request titles/articles. Rapido will allow requests to be made and fulfilled from within Alma.
- **Leganto** provides an integration interface for library resources with BlackBoard. The product suite also includes a fully developed mobile app called CampusM. CampusM allows user access to the full range of services from their phone – a service that isn't currently available to patrons.



Center for International Programs and Study Abroad

- As of the beginning of the Fall 2024 term, SSU has **54 active international students** including those on post-completion Optional Practical Training (OPT) and STEM OPT.
 - **17 new** international students have arrived on campus
 - 2 are in the MBA program (Canada and Ghana are their home countries).
 - **46 Registered Studying Students**
 - 8 OPT (in North Carolina, Texas, Washington, and Ohio)
- 5 students are from our sister school in Spain, Universitat Jaume I (UJI)
- **22 Countries Actively Represented at SSU:** Ghana, Spain, France, Bahamas, Antigua, Romania, India, Colombia, England, Paraguay, Belgium, Vietnam, Greece, Trinidad and Tobago, Italy, Canada, Mexico, Peru, Malawi, Brazil, Netherlands, Uganda, Indonesia.
- **12 Summer 2024 Study Abroad Students** completed programming in Costa Rica and Austria.

Respectfully submitted,

Kimberly Inman, Ph.D.

Interim Provost and Vice President of Academic and Student Affairs

Fall 2024 Weekly Registration Main and eCampus Comparison Report

	Main Campus	eCampus	Fall 2024 9/9/2024
15th Day			
New Undergraduate Enrollment			
First-time Freshmen	522	17	539
Transfer	109	19	128
Total New	631	36	667
Continuing Undergraduate Enrollment			
Freshmen	174	23	197
Sophomore	415	29	444
Junior	364	31	395
Senior	469	78	547
Total Continuing	1422	161	1583
Total Degree Seeking Undergraduate	2053	197	2250
New Graduate Enrollment			
Graduate - New	26	27	53
Total New	26	27	53
Continuing Graduate Enrollment			
Graduate - 1	54	68	122
Graduate - 2	27	9	36
Graduate - 3	12	0	12
Doctorial	0	6	6
Total Continuing	93	83	176
Total Graduate	119	110	229
Non-Degree Enrollment			
NC - Non-Degree Certificate	23	1	24
ND - Returner	0	0	0
NH - Highschool not CCP	0	0	0
NO - Non-degree	10	0	10
NP - College Credit Plus	721	0	721
NS - Senior Citizen	3	0	3
NT - Visiting	0	0	0
Total Non-Degree	757	1	758
Grand Total	2929	308	3237
% of Total Headcount	90%	10%	

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Fall 15th Day Comparison

	Fall 2022 15th Day	Fal 2023 15th Day	Fal 2024 15th Day	
New Undergraduate Enrollment				
First-time Freshmen	652	639	539	
Transfer	149	146	128	
Total New	801	785	667	
Difference from prior year		-16	-118	-15.03%
Continuing Undergraduate Enrollment				
Freshmen	298	196	197	
Sophomore	352	385	444	
Junior	448	355	395	
Senior	535	579	547	
Total Continuing	1633	1515	1583	
Difference from prior year		-118	68	4.49%
Total Degree Seeking Undergraduate	2434	2300	2250	
Difference from prior year		-134	-50	-2.17%
New Graduate Enrollment				
Graduate - New	56	55	53	
Total New	56	55	53	
Difference from prior year		-1	-2	-3.64%
Continuing Graduate Enrollment				
Graduate - 1	99	123	122	
Graduate - 2	17	28	36	
Graduate - 3	21	8	12	
Doctorial	13	8	6	
Total Continuing	150	167	176	
Difference from prior year		17	9	5.39%
Total Graduate	206	222	229	
Difference from prior year		16	7	3.15%
Total Degree-Seeking Enrollment	2640	2522	2479	
Difference from prior year		-118	-43	-1.70%
Non-Degree Enrollment				
NC - Non-degree Certificate	29	19	24	
ND - Returner CCP and non-CCP	0	0	0	
NH - Highschool not CCP	0	0	0	
NO - Non-degree	21	20	10	
NP - College Credit Plus	603	656	721	
NS - Senior Citizen	11	6	3	
NT - Visiting	0	0	0	
Total Non-Degree	664	701	758	
Difference from prior year		37	57	8.13%
Grand Total	3304	3223	3237	
Difference from prior year		-81	14	0.43%

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Academic & Student Affairs Committee

September 20, 2024



Shawnee State
UNIVERSITY

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Academic and Student Affairs Executive Report

Context for Academic Portfolio Review



OHIO REVISED CODE | SECTION 3345.35

- *SSU Board of Trustees must report action plan on low-enrolled courses, programs, and duplicated programs by September 1, 2025*



HLC Interim Report

- *Following the Spring 2023 Mid-Cycle Review, SSU "met with concerns" 3 core components in 2 Criteria (3C, 5B, 5C)*
- *Requires review of faculty, staff, and revenue levels to support academic programs and SSU Shawnee at 40 strategic plan initiatives.*



Strategic Plan Updates/ Action Plans

- *Deans lead strategic action planning in each College*
- *Must have understanding of current resource allocation and needs.*

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Academic and Student Affairs Executive Report

Fall 2024 Review Activities

Data shared with campus leaders

- Academic Resource Management Committee began work this week

Initial recommendations may include

- No action at this time
- Action needed – assess need for improvements
- Action needed – assess resource needs
- Action needed – review for duplication
- Action needed – review for discontinuation

Goals for Fall Term

- Those with recommended actions will need further examination including qualitative metrics, discussion with the program faculty
- Any recommendations for discontinuation must be shared with programs by November 1



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Academic and Student Affairs Executive Report

Strategic Action Planning

• Academic Affairs

- College Deans lead Department and School leaders and faculty
- Seek action projects that will align with broader KPIs
 - Enrollment
 - Retention
 - Completion
 - Career Outcomes

• Student Affairs

- Proposed plan for reshaping Student Affairs
- Changing population with 80% of students commuting to campus
- Goals:
 - Increased Student Engagement
 - Focus on improved student retention
 - Co-curricular learning outcomes



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Academic and Student Affairs Executive Report

Celebrations

- School of Education
 - Teacher candidates from the Multiage (K-12) Intervention Specialist and the Primary (K-5) Intervention
 - 100% pass-rate on the OAE licensure exams
- Alumnus Trevin Wyant (BFA Studio Arts, '14)
 - Asst. Professor of Illustration at University of Indianapolis.
- Alumni Gavin Gilbert (BS Mathematics '23) and Scott Ferrell (BS Mathematics '23)
 - Passed additional actuarial exams.
 - Both are working for insurance groups in Cincinnati.



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Academic and Student Affairs Executive Report

Grant Activity

- School of Education
 - Teachers for All Students
 - establishing collaborative field experiences with Clay Local and Valley Local Schools
- Center for Public History
 - Appalachian Freedom Initiative ARC POWER grant enters 3rd year
- Kricker Innovation Hub
 - EDA-funded Gaming Accelerator Program kicked-off September 5th
- Allied Health Sciences
 - National Board for Respiratory Care
 - Support recruitment/retention efforts in Respiratory Therapy program



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Academic and Student Affairs Executive Report

Grant Activity

- Engineering Technologies
 - ASCENT/Intel sub-grant has been awarded additional \$54,000 in student scholarship support
 - \$300,000 in grant-funded robotics and automation equipment expected on campus in October
 - Preliminary proposal NSF Enabling Partnerships to Increase Innovation Capacity has entered workshop stage
- College of Health and Human Services
 - ARC ARISE Planning Grant collaboration
 - 7 central Appalachian regional publics to develop consortium addressing healthcare workforce needs



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Department of Education Financial Value Transparency and Gainful Employment Regulations

- July 1, 2024 FVT/GE Regulations from Dept. of Education took effect
- (1) address concerns about educational programs that prepare students for gainful employment in a recognized occupation
- (2) provide information on earnings potential to prospective students
- Compliance required for continued program eligibility for Title IV HEA funds



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Department of Education Financial Value Transparency and Gainful Employment Regulations

- FVT – Financial Value Transparency Framework
 - Metrics for enhance earnings associated with post-secondary degrees compared to high school only education.
 - Includes performance benchmarks to alert prospective students to any adverse financial consequences associated with earning a specific degree from a specific institution
 - Data to be presented in a DoE dashboard
 - Required of ALL programs offered at SSU that are eligible for Title IV funds



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Department of Education Financial Value Transparency and Gainful Employment Regulations

- GE – Gainful Employment Accountability Framework
 - Regulations apply to non-degree programs for which we award Title IV funds AND that provide a certification in a recognized occupation
 - SSU will need to report data on our EMT program for a short period. We have other certificate programs, but they are not eligible for Title IV funding.



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Department of Education Financial Value Transparency and Gainful Employment Regulations

- Metrics: DE calculates (1) annual earnings of students who completed programs in the reporting window & (2) annual loan payment of these completers.
- Median values are used to calculate measures
- FVT:
 - Debt-to-Earnings (D/E) – Discretionary income rate & Annual earnings rate
 - Benchmarks for passing: <20% for discretionary, and <8% for annual earnings
 - Earnings Premium (EP) – compares median earnings to individuals (25 to 34 yo) in state who completed SSU programs with same population who only have high school diplomas. Completers median earnings must exceed this earnings threshold.



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Department of Education Financial Value Transparency and Gainful Employment Regulations

- Deadline for reporting is January 15, 2025
 - Extension recently given by DoE.
- SSU will work with National Student Clearinghouse (NSC) to provide data on all of our degree granting programs and a few GE programs for the FVT requirements.
 - Currently finalizing contract
- NSC will provide student level information. SSU will need to provide this information at the program level for the report.



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Department of Education Financial Value Transparency and Gainful Employment Regulations

- DE will present data online with ratings for each program and measure.
- If a GE program fails in any one measure, SSU must send warnings to our enrolled students within 30 days.
 - Prospective students must sign acknowledgement of viewing the data before enrolling.
 - Failing in 2 of 3 consecutive years makes the GE program ineligible for Title IV funds.
- FVT failure to meet thresholds leads to loss of reputation of degree programs with prospective students.



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Enrollment Report

2024 Fall 15th Day

	<u>FA22</u>	<u>FA23</u>	<u>FA24</u>	<u>Δ22-24</u>	<u>Δ23-24</u>
First-Time Freshman	652	639	539	-17%	-16%
Transfer	149	146	128	-14%	-12%
Graduate	99	123	122	23%	Flat
College Credit Plus	603	656	721	20%	10%
Total FA Enrollment	3304	3223	3237	-2%	Flat



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SHAWNEE STATE UNIVERSITY 2024 INCOMING CLASS PROFILE

COUNTIES

SCIOTO
329

PIKE
53

ROSS
20

LAWRENCE
36

ADAMS
27

JACKSON
18

GREENUP
38

BOYD
15

LEWIS
5



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SHAWNEE STATE UNIVERSITY 2024 INCOMING CLASS PROFILE

TOP MAJORS

NATURAL SCIENCES (PRE-HEALTH)	57
VARIOUS TEACHER EDUCATION	48
ACCOUNTING	24
PRE-MED	24
HEALTH SCIENCES (B.S.)	23
DIGITAL SIMULATION AND GAMING	22
GAMING FINE ARTS	22
SPORT MANAGEMENT	22
EXERCISE SCIENCE	21
COMPUTER SCIENCE (YEAR 1)	7



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SHAWNEE STATE UNIVERSITY 2024 INCOMING CLASS PROFILE

14 STATES

CALIFORNIA

ILLINOIS

INDIANA

KENTUCKY

MICHIGAN

MISSOURI

NORTH CAROLINA

NEW YORK

OHIO*

OREGON

SOUTH CAROLINA

TENNESSEE

TEXAS

WEST VIRGINIA

*47/88 OHIO COUNTIES REPRESENTED



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SHAWNEE STATE UNIVERSITY 2024 INCOMING CLASS PROFILE

OUR STUDENTS REPRESENT

22

COUNTRIES



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Student Success

Retention Context:

What are we measuring?

- FTF seeking a bachelor's degree
- Fall to Fall (1st year to 2nd year)
- Retention goal for Cohort Year 2023: 71%



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Fall-to-Fall Retention Snapshot:

Cohort Year	Retention %
Fall 2021	65.3%
Fall 2022	70%
Fall 2023	72%



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Fall-to-Spring Retention Snapshot:

Cohort Year	Fall-to-Spring Retention %	Fall GPA of Non-Retained Spring Students
Fall 2021	82.9%	1.49
Fall 2022	84.6%	1.91
Fall 2023	84.8%	1.48



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Plan to Address Fall-to-Spring Loss:

Addition of:

- Two full-time success coaches
- Success Coach Program

Continued use of:

- Early Alerts in Aviso
- Fall survey for FTF
- Fall survey for continuing students
- Pulse surveys for all students



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Completion Outcomes:

Freshman Cohort Year	Graduated in 6 Years with Bachelor's
2016	32.5%
2017	34.4%
2018	40.9%



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Future Goals for Retention and Completion:

Retention:

- 72%: next year's first-year retention goal (sent to ODHE)
- 78.1%: the highest first-year retention rate SSU has achieved (Freshman Cohort Year 2018)

Completion:

- 40.9%: our highest completion rate thus far
- Completion numbers will likely dip this year and remain flat next year as the Covid cohorts cycle through.



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Student Affairs Update

Weekend of Welcome



Purpose

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



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Student Affairs Update

Weekend of Welcome

Activities designed to...

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



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Weekend of Welcome

WOW 2024



- Day 1 – Residential Community Building
- Day 2 – All things Shawnee
- Day 3 – Student Success Skills
- Day 4 – Trainings, Meet the Greeks



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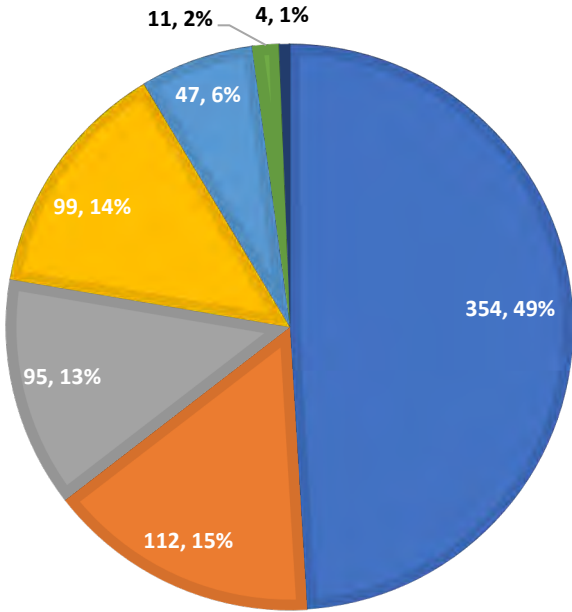
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Weekend of Welcome

WOW by the Numbers

ATTENDANCE BY CLASS

■ Freshmen ■ Sophomore ■ Junior ■ Senior ■ Transfer ■ Graduate ■ CCP



Attendance for WOW 2024			
	Unique Attendees	Fall 2024 Student Population	Percent of Population
Incoming	405	667	61%
Returning	306	1583	19%
Total	711	2250	32%

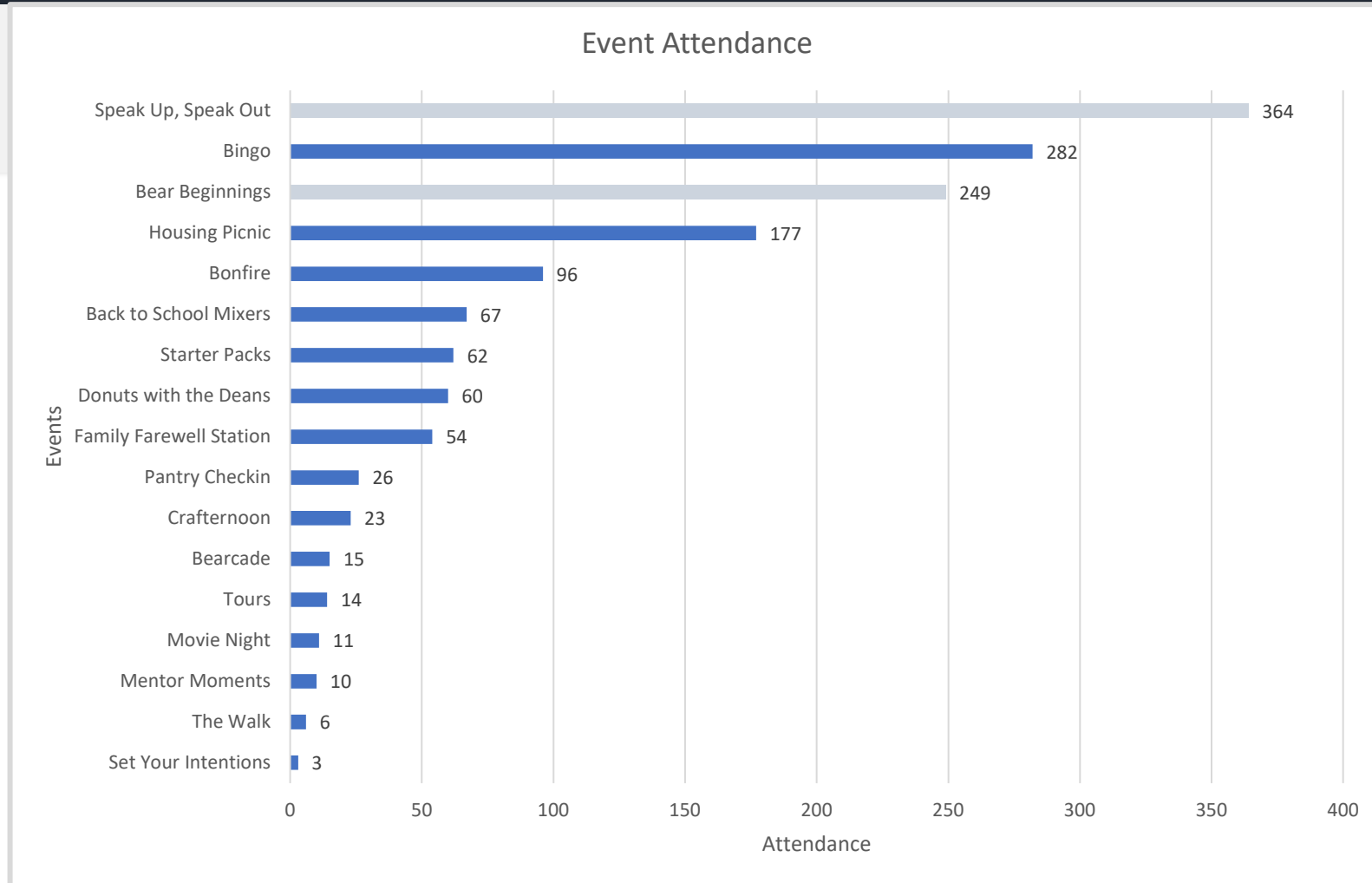
Historical Attendance for WOW	
	Unique Attendees
Fall 2022	835
Fall 2023	615
Fall 2024	711



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Weekend of Welcome



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Michael C. McRae
Secretary, SSU Board of Trustees

Weekend of Welcome

WOW Student Feedback

6. How satisfied were you with Weekend of Welcome?

[More Details](#)

Extremely satisfied	49
Very satisfied	38
Somewhat satisfied	5
Not so satisfied	1
Other	1



Favorite Events: Bingo, Carnival



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September 23, 2024

Secretary, SSU Board of Trustees

Weekend of Welcome

Changes for WOW 2025

- Planning has started with a new team from multiple departments
- The new team will discuss the following:
 - Evaluate historical data and results/feedback from WOW 2024
 - Research best practices from sister institutions
 - Evaluate purpose, population served, and structure
 - Lead the planning of WOW 2025 based on above recommendations



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Michael C. McCall
Secretary, SSU Board of Trustees

Athletics Update



SHAWNEE STATE ATHLETICS

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Secretary, SSU Board of Trustees

NEW STAFF/COACHING STAFF



TIFFANY BUCKMASTER

*Athletics Compliance and
Operations Manager*



GREG GEREMIA

Head Tennis Coach



STANLEY RODRIGUES

Men's Soccer Head Coach



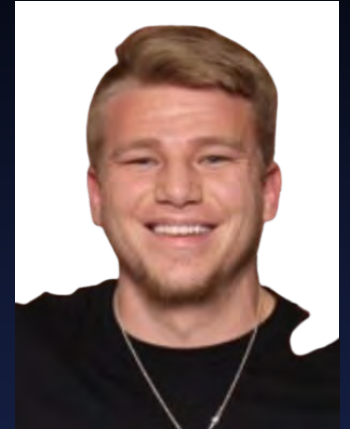
JOSEPH McCAULEY

Women's Soccer Head Coach



PATRICIA BOGGS

Swimming Head Coach



DALTON MEYERS

*Strength And Conditioning
Coach*

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25 SPORTS TEAMS

MEN'S + WOMEN'S

- | | |
|---------------|----------------|
| Basketball | Baseball (M) |
| Bowling | Softball (W) |
| Cross Country | Volleyball (W) |
| Golf | |
| Soccer | |
| Tennis | |
| Swimming | |
| Track & Field | |

COED SPORTS

- Esports
- Cheerleading

CLUB SPORTS

- Volleyball (M)
- Competitive Dance



RIVER STATES CONFERENCE



- Alice Lloyd College
- Brescia University
- Indiana University
- Columbus (IU Columbus)
- Indiana University East (IU East)
- Indiana University Kokomo (IU Kokomo)
- Indiana University Southeast (IU Southeast)
- Midway University
- Oakland City University
- University of Rio Grande
- Saint Mary-of-the-Woods College
- Shawnee State University
- West Virginia University Institute of Technology

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Athletic Department Growth

323

Total Number of Athletes 2024

3.16

Average Student-Athlete GPA

282

Total Number of Athletes 2023

3.09

Average Non Student-Athlete GPA

\$4139

AVERAGE ATHLETIC AID PER ATHLETE

\$7333

AVERAGE OF ALL SCHOLARSHIP AID PER ATHLETE

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Secretary, SSU Board of Trustees

SSU ATHLETES - WORLD MAP



**GUILHERME
BITENCOURT**
Men's Soccer | Brazil



**CLAIRE
FAVRE**
Women's Soccer | France

18 COUNTRIES REPRESENTATION

- | | |
|-----------------|---------------------|
| Indonesia | Antigua |
| Ghana | England |
| Brazil | Trinidad and Tobago |
| Spain | France |
| Italy | Romania |
| Greece | Belgium |
| Canada | Malawi |
| The Netherlands | Uganda |

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September 21, 2024

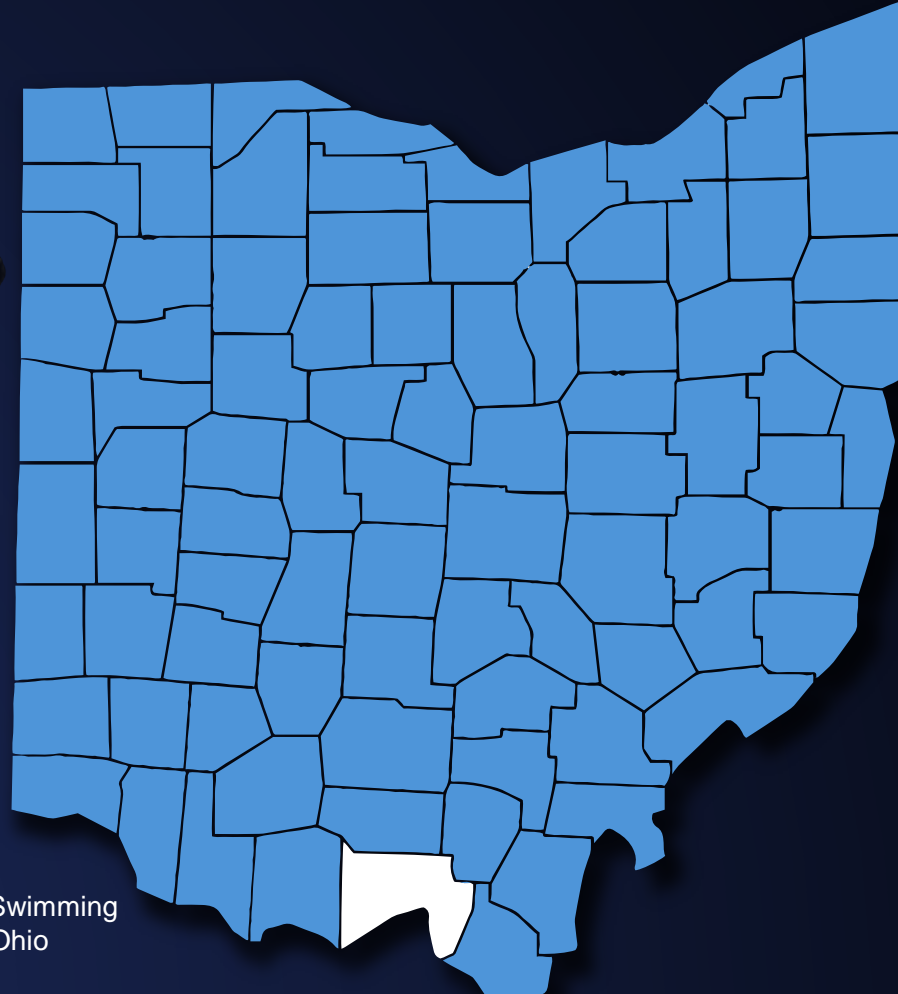
Michael C. McCall
Secretary, SSU Board of Trustees

LOCAL ATHLETE TALENT

H Aidyn Wamseley
Volleyball & TF |
McDermott Ohio



Eric Green
Men's Soccer & Swimming
| Wheelersburg Ohio



51

**ATHLETES FROM
SCIOTO COUNTY**

169

**ATHLETES FROM
TRI-STATE AREA
(OH/KY/WV)**

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September 23, 2024*

Michael C. McCall
Secretary, SSU Board of Trustees

Five Star Champions of Character

Student Athletic Advisory
Board

Mission

Lead By Example to:
Impact Our Team
Impact Campus
Impact Our Community

International Student
Athlete Committee

Mission:

Be the Change and
Ensure Every Athlete is:
WELCOMED,
RESPECTED, and
VALUED

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Secretary, SSU Board of Trustees



STUDENT ATHLETE CAREER DEVELOPMENT FAIR

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Secretary, SSU Board of Trustees

President's Report to the Board of Trustees
Board of Trustees Regular Meeting
September 20, 2024

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

This time of year is my favorite on campus. The fall weather setting in and leaves beginning to change reminds me of my own first impressions of college as a freshman student thirty years ago. It was this time of year that, fifteen years ago, I again returned to a college campus – to start as the new fundraiser here at Shawnee State. The start of the autumn semester marks new beginnings for many others – new friendships, new classes, and new athletic seasons.

This academic year we take note of several new beginnings for this university. The College of Health and Human Services is officially established. Under the leadership of Dr. Christine Raber, Interim Dean of the College, truly remarkable progress has been made to engage the region's largest and most significant federal, state, and local health care agencies, hospital systems and providers, and clinical professionals who work with patients and clients daily. The net result is a coordinated regional effort to expand the pipeline of a well-qualified health care workforce in Appalachian Ohio and a serious look at moving the needle on a range of health outcomes for our population.

A \$5M renovation of our health science labs – radiologic technology, respiratory therapy, medical laboratory technology, and dental hygiene – is funded and planning underway to begin that project within the year. We are working diligently to recruit the faculty necessary to expand capacity in our programs with waitlists and employer demand. We will soon have a very big announcement to share about partnerships to deliver degree programs on-site in partnership with regional hospitals.

We are not only expanding our workforce capabilities, we are also developing applied research capacity. The Shawnee State University Rural Community Health Center received its first public acknowledgement this week in the form of a \$500K grant from the Appalachian Regional Commission and we will be excited to make some very big announcements about the Center in the next few months when it is officially launched January 1.

The College of Business and Engineering is established as well and this fall marks the beginning of a campaign to develop the Shawnee Advanced Manufacturing Center, a multi-million-dollar lab expansion in direct response to industry demand for process engineering, automation, and robotics. As you heard earlier, we are finalist for a National Science Foundation capacity-building grant, a very big deal for Shawnee State. For years, Adam Miller has led our plastics engineering technology program to be a true first-in-class leader, and now as Interim Dean of the College, he is leading an expansion that allows us to take fundamentals of plastics engineering technology and apply them to other manufacturing areas. We are also leveraging plastics engineering technology and our natural sciences departments to stand-up an R&D facility for sustainable alternatives to petroleum-based plastics. We will have an announcement soon.

In anticipation of these programs, we have made budget adjustments that reflect our 15-day enrollment report and associated revenue position. Our fall enrollment report is mixed for the new academic year. On one hand, we have reached some of the highest student retention

levels in the institution's history: 72%. That means that more students are overcoming the rigors of a college education and of life to progress along their journey to college completion. And, in fact our completion rates are up too: rising from 32.5% for students who started in 2016 to 40.9% for students who started in 2018. It is with great pride that I recognize the Provost's Task Force on Retention and Completion, its chair Associate Provost Jennifer Pauley, and all the faculty and administrators providing excellent instruction, support, and wrap-around services that our students demand.

Reaching this level is remarkable in an open access college environment and exceeds national benchmarks for schools of our type. It makes possible something that could not have been reasonably contemplated just a few short years ago: 75% retention. And so today, with full knowledge of the difficulty this mandate presents, I am challenging us as university to achieve a 75% retention level in three years. As I make the call for this ambitious goal, I pledge that the university will provide the resources and support necessary to reach that goal.

Thanks to the outstanding performance of our continuing students, our enrollment entering the new academic year is level with last academic year. We forecasted and budgeted for this. However, the number of first-time freshmen and transfers that we enrolled as new students failed to meet expectations. Despite headwinds facing regional public universities in rural areas, the Shawnee State University program portfolio is strong, our campus is in great shape, our students have great experiences, and our price point is fantastic. We should have landed a stronger freshman class.

As you all know, the SSU brand is strong among those who know us. The problem remains that not enough people know us. For over five years, we have operated a marketing and recruiting apparatus that reflected cost-cutting and austerity. It caused us to lose ground during a time when marketing and advertising has become increasingly complex and higher education has become fiercely competitive.

Today, with your support, I am announcing that we will launch a national search for a Chief Enrollment Officer and Chief Marketing Officer to redefine our marketing and recruiting apparatus commensurate with the other outstanding work underway on campus. We will triple our budget for recruitment staff and advertising to properly fuel an overhaul and expansion of the institution's brand, outreach, advertising, and student recruitment functions.

This, together with the comprehensive review of our academic portfolio that is underway will position us for strong undergraduate and graduate classes in the fall of 2025. I want to thank the Interim Provost, Dr. Kimberly Inman for her work over the past few weeks responding to the Board's call for a review of low-enrolled programs and courses this year. The framework is set for meaningful review of the academic portfolio, and information is flowing. We are looking forward to a cooperative and collegial process working with faculty, academic leadership, and our university-wide committees to deliver good information to you in the spring for your consideration and future action.

A special thank you to the Shawnee Education Association membership, its President Barry Lucas, and its negotiating team. Likewise, to the university negotiating team, led by Dr. Pauley, our COO Malonda Johnson, and the Provost. Together, the university and faculty union worked diligently together to deliver a faculty CBA that you approved today. President Lucas met with me very early last year to set the stage for a cooperative process, the negotiations were

productive, and I am proud to say we landed on an agreement that recognizes how hard our faculty work, and the pressures they have faced with all of us over the past several years with COVID, budget challenges, and the like. Thank you to the Board of Trustees for its recognition of the faculty by ratifying and funding the CBA. I truly appreciate our partnership with the SEA.

Homecoming is next weekend. In addition to a slate of student and alumni activities, we will host our annual Alumni Awards banquet on Friday morning and on Friday afternoon will hold ceremonies to name the Dental Hygiene Clinic in honor of SSU Founder's Medal recipient Dr. James Kadel, and to announce the establishment of the Robert Deal Arboretum at Shawnee State University, which was named in honor of Dr. Deal by this board at its June meeting.

Thank you for your time and work at the Board of Trustees Retreat in August. I remind you about the Ohio Public University Trustees Symposium on October 7 in the Statehouse Atrium.

[Insert Slides re: Activities, Organization Building, and FY24 Initiatives and Projects.]

Thank you for your continued service to Shawnee State University.

Respectfully submitted,



Dr. Eric Andrew Braun
President



President's Report

Activities Update
Organization Building
**FY25 Initiatives &
Projects**

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September 23, 2024


Secretary, SSU Board of Trustees

President's Report: **Activities Update**

FY24 ended with positive net position

FY25 balanced budget on-track YTD

SSU Outlook Upgraded to “Positive”

\$5M Awarded to SSU College of Health & Human Services

Athletics Complex transferred to land bank

Executed faculty CBA with SEA



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September 23, 2024

Michael C. McCall

Secretary, SSU Board of Trustees

President's Report: **Activities Update**



Attended 24 Select USA Investment Summit

Attended in AASCU New President's Academy

Selected to Academy of Innovative Higher Education Leadership 2025 Cohort

Established contact with Chief Barnes of the Shawnee Tribe

Served as Grand Marshal of the 2024 River Days Parade

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September 23, 2024


Secretary, SSU Board of Trustees

President's Report: **Activities Update**

Hosted Ohio Chamber of Commerce Summit
with American Electric Power & Intel



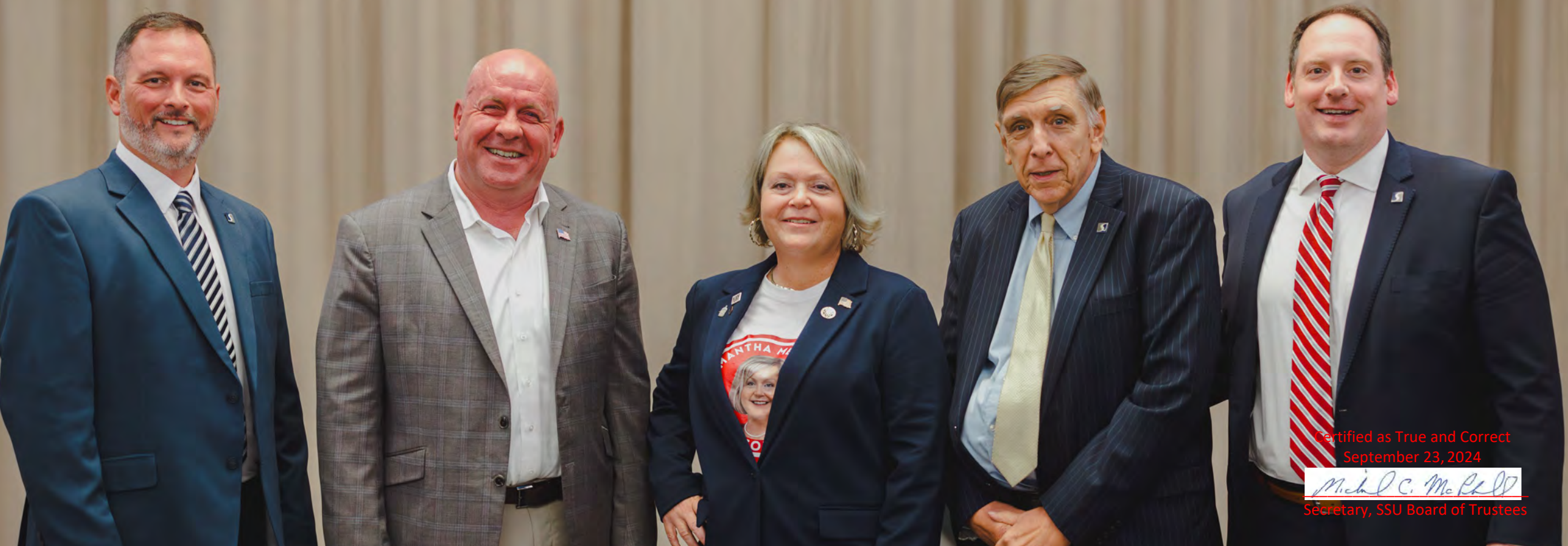
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September 23, 2024

Michael C. McCall

Secretary, SSU Board of Trustees

President's Report: **Activities Update**

Hosted 2024 Shawnee State University's Chairman's Dinner
featuring candidates for Ohio 2nd Congressional District



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September 23, 2024

Michael C. McCall
Secretary, SSU Board of Trustees

President's Report: **Activities Update**



Conducted **Campus
Accessibility Assessment**

Finalized **Placemaking Study
and Recommendation
Report**

Restored **Fall Convocation**

Secured \$500K in ARC
funding for **SSU Center for
Rural Community Health**

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Secretary, SSU Board of Trustees

Launched Strategic Action Planning at Program Level for 2024-2025



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Secretary, SSU Board of Trustees

President's Report

September 20, 2024



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September 23, 2024

Michael C. McCall

Secretary, SSU Board of Trustees