

**BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE**

**September 20, 2024, 9:00 a.m.
Morris University Center, Room 214**

Agenda

1.0 Call to Order

2.0 Roll Call

3.0 Action Items

**3.1 Resolution F15-24
Administration of Capital Facilities Projects**

Mr. Greg Ballengee, Chief Financial Officer, will present the resolution authorizing the University to notify the Chancellor of the Ohio Department of Higher Education of its intent to locally administer capital facilities projects under the \$4 million threshold.

**3.2 Resolution F16-24
Approval of FY25 Operating Budgets (General Fund and Auxiliary Fund)**

Mr. Ballengee will present the resolution for approval of the proposed operating budgets for fiscal year 2025.

**3.3 Resolution F17-24
Granting Easement to Columbia Gas of Ohio for Construction and
Operation of Gas Line**

Ms. Malonda Johnson, Chief Operating Officer, will present the resolution to approve an easement with Columbia Gas.

**3.4 Resolution F18-24
Approval to Adopt Policy 4.54Rev., Professional Development (Degree and
Non-Degree)**

Ms. Johnson will present updates to Policy 4.54Rev.

**3.5 Resolution F19-24
Approval to Amend and Rename Policy 4.79Rev., Department of Public
Safety Employment Status and Other Employment Actions**

Ms. Isaac will present updates to Policy 4.79Rev.

**3.6 Resolution F20-24
Approval to Rescind Policy 4.82Rev., Department of Public Safety Leaves of
Absence**

Ms. Isaac will present the resolution to rescind Policy 4.82Rev.

**3.7 Resolution F21-24
Approval of Policy 5.13Rev., Grants Application, Approval & Management**

Ms. Heather Craft, Director, Grants and Sponsored Programs, will present updates to Policy 5.13Rev.

4.0 Information and Reports

4.1 Ms. Aimee Welch, Director of Institutional Budgeting, will provide the FY24 end-of-year budget report.

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

4.3 Ms. Johnson will report on recent personnel activity.

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

4.5 Mr. Ballengee will introduce a required Board member fraud prevention training video from the Auditor of State.

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)



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:


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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)

RESOLUTION F14-24

CONTINUING UNIVERSITY SPENDING AUTHORITY

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

WHEREAS, the FY2025 budget is anticipated to be presented to the Board of Trustees for review and approval at the Board's September 2024 meeting; and

WHEREAS, it is necessary to continue to meet financial obligations, including payment of salaries and other operating expenditures until such time that the FY2025 operating budget is approved;

THEREFORE, BE IT RESOLVED that the Board of Trustees approves University spending authority consistent with the level of resources as approved for FY2024 until such time the FY2025 operating budget is approved by the Board.

(June 21, 2024)

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

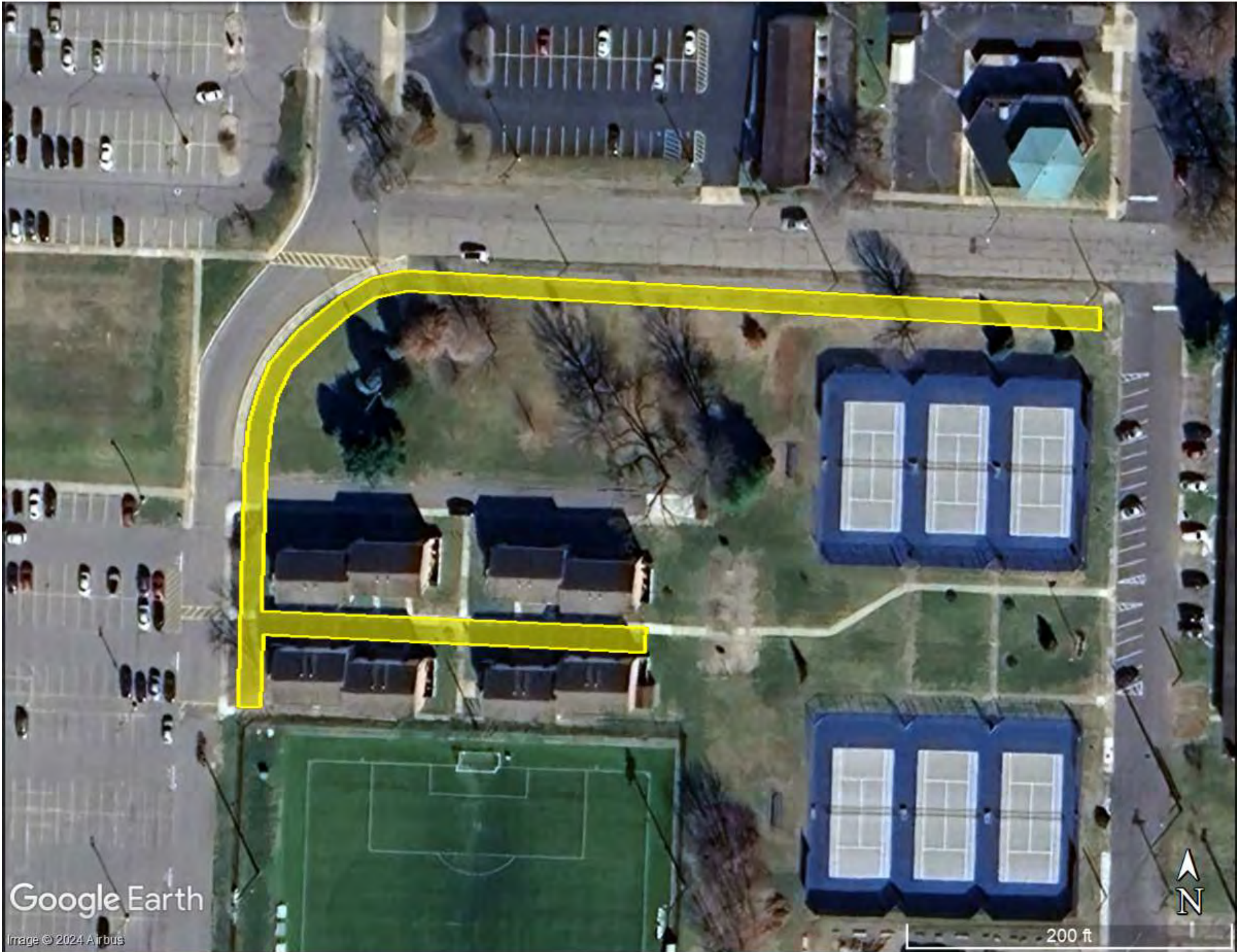
WHEREAS, Columbia Gas of Ohio, Inc., has requested the State grant an easement for the same area for twenty-five (25) years, commencing on October 1, 2024, and expiring on September 30, 2049, for the installation, construction, reconstruction, use, operation, maintenance, repair, replacement, removal,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



Google Earth

Image © 2024 Airbus

200 ft



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 approximate and are not necessarily accurate to surveying or engineering standards.

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)

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 develop

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

~~3.3.13.2.1~~ 3.3.13.2.1 A description of the program and a concise explanation of the necessity ~~to participate in such program; for the requested leave from active employment status;~~

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

~~3.3.33.2.3~~ 3.3.33.2.3 The relation of the program to the employee's current job responsibilities, how the program enhances the employee's department and the University; ~~and~~ how the program will assist the employee's transition into career-related positions at the University; ~~and~~

~~3.3.4~~ 3.3.4 ~~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~~ 3.3.53.2.4 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 ~~8.811~~ 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:

- 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)

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:	VPPFA <u>CHIEF 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

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)

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)

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.

- 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

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



FY24 Operating Budget Status

Report Date 06.30.2024

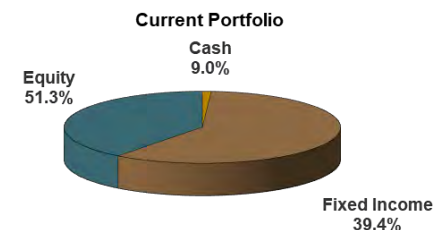
	FY24 Budget	Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals	YTD Actuals	% of Budget
Revenue							
Tuition & Student Fees	\$ 27,344,306	\$ 14,983,783	\$ (371,405)	\$ 12,126,630	\$ 1,060,972	\$ 27,799,981	101.7%
State Share of Instruction	\$ 13,560,724	\$ 3,390,644	\$ 3,407,103	\$ 3,390,027	\$ 3,396,611	\$ 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%

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%



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
- 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

➤ **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

CAPITAL PROJECTS STATUS REPORT

September 20, 2024

Gateway and Third Street Re-Opening - \$3M - Capital

- A new campus gateway will be developed as well as a plan to reopen Third Street between Gay and Waller Streets. This will include traffic calming strategies, incorporate bicycle traffic, landscape features, and pedestrian crossings. Design activity and associated estimating continue.
- Funding has been granted to the City of Portsmouth for the Third & Gay Streets intersection (\$1.5 million). Preliminary design of crosswalks has begun; estimates being developed.
- Construction phase for 3rd Street Re-opening Project has been bid. Lowest responsible bidder contract set for approval at Controlling Board hearing on September 30, 2024.

Campus Wayfinding Project - \$750,000 – Capital

- Wayfinding scope has been revised to include an interior signage phase. Exterior and interior signage packages to be bid together in single phase.
- In process of completing final design and construction documents; project to be advertised for bid upon completion.

Roof and Infrastructure Project - \$1.25M – Capital

- Project will include complete/partial roof replacements and building envelope integrity updates of Kricker Hall and the Rhodes Athletic Center.
- Added possible alternates for Massie Hall roof and flashing items. Final construction documents in process; project to be advertised for bid upon completion.

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

- Design contract on agenda for approval at the September 9, 2024 Controlling Board hearing.

Health Science Labs Renovations Project - \$3M – Capital

- Design firms have been vetted and top architect has been selected; design technical proposal under development. Contract and Controlling Board approval process to begin.



FRAUD PREVENTION TRAINING

Now **REQUIRED** for
ALL Ohio public employees
(*BUT IT'S ONLY 8 MINUTES LONG!* :)

OHIO AUDITOR OF STATE
KEITH FABER



Scan the QR code at right
with your smartphone's
camera to find out more!

