BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE

November 20, 2026, 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 F26-26
Revision of Policy 5.32Rev., Ethics: Conflicts of Interest and Nepotism

Ms. Randalyn Worley, General Counsel, will present the resolution to approve the updates to Policy 5.32Rev., Ethics: Conflicts of Interest and Nepotism.

3.2 Resolution F27-26
Approval to Modify Policy 4.54Rev., Professional Development (Degree and Non-Degree)

Ms. Malonda Johnson, Chief Operating Officer, will present the resolution to approve the updates to Policy 4.54Rev., Professional Development (Degree and Non-Degree).

3.3 Resolution F28-26
Approval of the FY26 Efficiency Report

Mr. Craig Gilliland, Chief Financial Officer, will present the resolution to accept the FY26 Efficiency Report.

3.4 Resolution F29-26
Revision of Policy 4.10Rev., Travel Authority and Driving Rules

Mr. Gilliland will present the resolution to approve the updates to Policy 4.10Rev.

3.5 Resolution F30-26
Revision of Policy 4.00Rev., Purchasing Authority

Mr. Gilliland will present the resolution to approve the updates to Policy 4.00Rev.

4.0 Information and Reports

4.1 Budget Status Report

Ms. Aimee Welch, Executive Director, SSU Foundation and Finance, will provide a year-to-date budget status report.

4.2 Audit Update

Mr. Gilliland will provide an update on the FY26 audit.

4.3 Cash Reserves and Investment Portfolio Report

Mr. Gilliland will report on cash reserves and the investment portfolio.

4.4 Records Retention Task Force Update

Mr. Gilliland will report on activities of the Records Retention Task Force.

4.5 Personnel Activity Report

Ms. Johnson will report on recent personnel activity.

4.6 Major Projects Status Report

Mr. John Temponeras, Director of Planning and Construction, will report on major construction projects.

4.7 Foundation Annual Report and Endowment Report

Ms. Welch will present the SSU Foundation's Annual Report and Endowment Report.

5.0 Adjournment

RESOLUTION F26-26

REVISION OF POLICY 5.32REV
ETHICS: CONFLICTS OF INTEREST & NEPOTISM

WHEREAS, Policy 5.32Rev, Ethics: Conflicts of Interest & Nepotism, was last reviewed on January 12, 2023; and

WHEREAS, the policy has been updated to align with recent Advisory Opinions from the Ohio Ethics Commission;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the revisions to Board Policy 5.32Rev, Ethics: Conflicts of Interest & Nepotism.

(November 20, 2026)

Shawnee State University

POLICY TITLE:	ETHICS: CONFLICTS OF INTEREST & NEPOTISM
POLICY NO. :	5.32REV
ADMIN CODE:	3362-5-32
PAGE NO.:	1 OF 6
EFFECTIVE DATE:	~~01/12/2023~~11/20/2026
NEXT REVIEW DATE:	~~01/2026~~11/2031
RESPONSIBLE OFFICER:	GENERAL COUNSEL
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

This policy serves to promote compliance with Ohio's ethics laws that address conflicts of interest for public officials and employees. It is the policy that Shawnee State University officials and employees will conduct themselves in a manner that fosters public confidence in the integrity of the University, its processes, decisions and its accomplishments.

2.0 POLICY APPLICATION

This policy, except where specifically noted below, applies to all Shawnee State University employees and to the members of the Board of Trustees.

3.0 DEFINITIONS

3.1 University employees and officials. Unless the context indicates otherwise, means trustees, faculty, administrators, and all full-time and part-time employees, including adjunct faculty.

3.2 Senior Management or Senior Manager. Includes University President, Provost and Vice President for Academic and Student Affairs, ~~all vice presidents~~, chief officers, executive directors, deans, General Counsel, and employees at a director level or equivalent.

3.3 Honorarium. Any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or similar gathering. "Honorarium" does not include ceremonial gifts or awards that have insignificant or nominal monetary value.

3.4 Anything of Value. Includes anything of substantial value, including, but not limited to, money, gifts, promises of future employment, travel and lodging expenses, meals, and entertainment activities, such as golf outings or tickets to a professional or major sporting event.

3.5 Family Member. Means spouse; parent or step-parent; child or step-child, whether dependent or not; grandparent; grandchild; sibling or step-sibling; father or mother-in-law; ~~or~~ brother or sister-in-law; any other individual related to the public official or employee by blood or marriage if he or she lives in the same household with the official or employee; or domestic partner, meaning, a person living as a spouse; a "person living as a spouse" is defined as a person who is living with the public official or employee in a common law marital relationship or who otherwise is cohabitating with the public official or employee.~~.~~

3.6 Public Contract. For purposes of this policy a public contract is broadly defined to include formal and informal agreements, including:

3.6.1 The purchase or acquisition of property or services by or for the use of the University, including the employment of an individual by the University; and

3.6.2 The design, construction, alteration, repair, or maintenance of any University property.

3.7 For-Profit Board. As used in this policy and accompanying procedures, for-profit board shall mean the governing body of a business association operated for profit, whether based in Ohio or another state, and whether such board is called a board of trustees, board of directors, advisory board, or any similar name.

3.8 Business Associate. Means a person with whom a Trustee, official, or employee of the University is undertaking or has undertaken a financial transaction.

4.0 GENERAL DUTY TO AVOID CONFLICTS OF INTEREST

4.1 A conflict of interest exists when a University employee or official's financial or personal considerations compromise or have the appearance of compromising his or her objectivity in meeting University responsibilities.

4.2 University employees and officials may not use their respective University position for their personal benefit or for the benefit of a family member or business associate.

4.3 University employees and officials are expected to avoid circumstances that reasonably give the appearance that the individual acted for personal gain rather than the best interest of the University.

4.4 University employees and officials are prohibited from taking any action, participating in any decision, or approving any action or decision on behalf of

the University that will directly result in a benefit to themselves, family members or non-university business associates.

5.0 SOLICITING, ACCEPTING OR USING AUTHORITY FOR ANYTHING OF VALUE

5.1 General Prohibitions

5.1.1 University employees and officials may not solicit or accept "anything of value" (as defined by this policy) from anyone who does business with the University or is seeking to do business with the University.

5.1.2 University employees and officials may not use the authority of their University position to secure "anything of value" (as defined by this policy) from anyone who does business with the University or is seeking to do business with the University.

5.2 Honorarium

University employees, except for non-administrative faculty and as expressly authorized in O.R.C. 102.03(H), are prohibited from accepting an honorarium as defined by this policy.

5.3 Exceptions

5.3.1 The prohibitions described in this section do not apply to items of nominal value, which are typically items that are less than $25 in value. Examples include conference trinkets, a meal at a fast food or family restaurant, a promotional item, or inexpensive entertainment activity, so long as they are not viewed as having a substantial or improper influence over the University official or employee.

5.3.2 However, nominal items that are provided frequently or with regularity, such as a weekly or monthly lunch, or multiple smaller items may rise to something of substantial value and are prohibited.

5.3.3 University officials and employees may accept travel, meals and lodging or expenses in connection with conferences or meetings that are organized by an SSU associated organization, so long as the employee receives prior approval from the division chief officer. ~~vice president~~.

5.4 For examples and further discussion of the topic, see the following Ohio Ethics Commission bulletins:

https://ethics.ohio.gov/ethicslaw/factsheets.html

~~5.~~4

~~http://www.ethics.ohio.gov/education/factsheets/InfoSheet7-Gifts.pdf~~

~~http://www.ethics.ohio.gov/education/factsheets/Bulletin_gifts_and_entertainment.pdf~~

6.0 PUBLIC CONTRACTS

6.1 University employees and officials are prohibited from authorizing, approving or in any manner influencing others to secure a University contract in which the employee or official or family member or non-university business associate would have a financial or personal interest. In order to avoid even the appearance of impropriety, such individuals may not participate in any University decision- making process, formally or informally, regarding a University contract that could benefit the individual.

6.2 University officials and employees are prohibited from having an interest in the profits or benefits of a University contract that is not awarded by competitive bid.

6.3 Exception:

6.3.1 University officials and employees do not violate this section if their interest (or family's or business associate's interest) is limited to owning shares of a corporate contractor that do not exceed five percent (5%) of the outstanding shares, and the employee files an affidavit with the General Counsel of the University giving his/her exact status with the corporation at the time the contract is entered into.

6.3.2 An exception may also be recognized when a four-part statutory test is met as determined by the Chief Financial Officer ~~Vice President for Finance and Administration~~ or their designee, in consultation with the General Counsel. The four-part test is as follows:

6.3.2.1 The supplies or services that are the subject of the University contract are necessary for the University; and

6.3.2.2 The supplies or services are not obtainable elsewhere for the same or lower cost, or the supplies or services are being furnished as a part of a continuing contract; and

6.3.2.3 The treatment of the University is either preferential to or the same as the treatment of other customers or clients in similar transactions; and

6.3.2.4 The entire transaction is conducted at arm's length, with full knowledge of University administrators who are evaluating the

transaction of the individual official or employee's conflict and such official or employee takes no part in the deliberations or decision with respect to the contract.

7.0 NEPOTISM

No University official or employee may use their University position or influence to hire, promote, or give preferential treatment to any family member, as defined by this policy.

8.0 SENIOR MANAGEMENT PARTICIPATION ON FOR-PROFIT BOARDS

8.1 Active participation on for-profit boards by senior management can benefit the University by strengthening economic development, fostering a more complete understanding of the needs and challenges of the University and private business, and familiarizing University officials in areas of business efficiencies. Such participation can also enhance the outreach of the University with business leaders and other benefactors. Senior management shall be permitted to serve as a member of a for-profit board when such service:

8.1.1 would not pose a conflict of commitment to the University,

8.1.2 would not pose a conflict of interest or appearance of conflict of interest, and

8.1.3 is not otherwise incompatible with senior management member's duties to the University.

8.2 Any compensation paid in connection with membership on a for-profit board shall be reasonable and commensurate with the time and responsibilities required. Senior management's primary commitment must be to the University, and service on an outside board and any fiduciary duty to the outside entity must never conflict with the individual's duties and responsibilities to the University.

8.3 Members of senior management are individually responsible for ensuring that service on for-profit boards does not violate Ohio Ethics law, Chapters 102 and 2921 of the Ohio Revised Code, or diminish the reputation of the University.

8.4 The use of personal time is required to engage in for-profit board work either by performing such activities outside usual work hours or using accrued vacation time. The use of the University's name, logo, seal or letterhead in the conduct of the for-profit board activity is prohibited. Senior management engaging in for-profit board work must not use other University employees during designated work time. Incidental and occasional personal use of University computers, equipment and supplies is permitted so long as the use is consistent with other University policies and does not distract from University business

(e.g., due to volume or frequency).

9.0 SANCTIONS

Failure of any employee to abide by this policy and/or Ohio's ethics laws may result in discipline up to and including termination, as well as potential civil and criminal sanctions. Any disciplinary action will be in accordance with applicable University policies or collective bargaining agreements.

10.0 ETHICS OFFICER AND COMPLIANCE EFFORTS

10.1 The General Counsel will serve as the University's Ethics Officer and will coordinate efforts with other University officers to promote compliance with this policy and Ohio's Ethics laws. Such compliance efforts include education and training as well pro-active measures to identify potential employee conflicts of interest.

10.2 All employees shall receive a copy of this policy and a copy of Ohio's Ethics laws upon hire.

Ref: Ethics Guidelines

History
Effective: 06/15/2007
Revised: 11/20/2026; 05/06/2018; 02/09/2018;
Reviewed: 01/12/2023 with minor revisions

Applicable Procedure: 5.32:1 Senior Management Participation on For-Profit Boards

Shawnee State University

POLICY TITLE:	ETHICS: CONFLICTS OF INTEREST & NEPOTISM
POLICY NO. :	5.32REV
ADMIN CODE:	3362-5-32
PAGE NO.:	1 OF 6
EFFECTIVE DATE:	11/20/2026
NEXT REVIEW DATE:	11/2031
RESPONSIBLE OFFICER:	GENERAL COUNSEL
APPROVED BY:	BOARD OF TRUSTEES

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6.3.2.4 The entire transaction is conducted at arm's length, with full knowledge of University administrators who are evaluating the transaction of the individual official or employee's conflict and such official or employee takes no part in the deliberations or decision with respect to the contract.

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History
Effective: 06/15/2007
Revised: 11/20/2026; 05/06/2018; 02/09/2018;
Reviewed: 01/12/2023 with minor revisions

Applicable Procedure: 5.32:1 Senior Management Participation on For-Profit Boards

RESOLUTION F27-26

APPROVAL TO MODIFY 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 higher education industry standards; and

WHEREAS, a modification of the policy refines the criteria and approval process for employees to participate in an off-campus graduate program; and

WHEREAS, the revisions will ensure employees' participation in off-campus graduate programs is directly related to departmental needs and institutional priorities, and that such participation strengthens the employee's effectiveness and contribution to the University; and

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

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

(November 20, 2026)

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~~11/20/2026
NEXT REVIEW DATE:	~~09/2029~~11/2031
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 off-campus professional development degree program ~~off campus (degree and non-degree)~~, the employee's supervisor shall initiate a Professional Development Request Form with ~~must develop and submit~~ a written development plan and submit it through the applicable levels of ~~supervisory and~~ management ~~levels~~, including the Budget Director and President, for ~~requesting~~ approval ~~to participate in the program~~. The plan shall document the business need for the employee's participation in the program and the anticipated benefit to the department and the University. Employees may not participate in the elective degree

program unless the supervisor has completed and received approval of the required plan. 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 anticipated benefit and/or 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.

3.3 Participation in conferences, workshops, and other elective non-degree professional development activities requires submission of a Professional Development Request Form. Requests must identify the learning objectives, explain how the activity supports the employee's current role or career development, provide an estimate of associated costs, and identify the proposed funding source. Requests must be approved through the applicable supervisory and budget approval process before registration, travel arrangements, or other expenditures are made. Approval for activities occurring in the upcoming fiscal year must be obtained no later than June 30.

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/or 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.

7.3 To be eligible for off-campus graduate tuition reimbursement, the employee must be in good standing with the University at the time of application and throughout participation in the approved professional development program. For purposes of this policy, an employee in good standing is actively employed, meeting performance expectations, and not subject to disciplinary action, corrective action, or other employment-related restrictions that would affect eligibility for participation.

7.3.1 Employees who are on involuntary administrative leave, whether with or without pay, are ineligible to apply for, receive approval for, or participate in professional development benefits under this policy. An employee who is placed on involuntary administrative leave after approval has been granted may have participation suspended or terminated pending the outcome of the underlying matter and any resulting employment action.

~~7.2~~7.3.2 The University reserves the right to determine eligibility and good-standing status based on applicable University policies, employment records, and operational considerations.

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. All required approvals for programs planned during the upcoming fiscal year must be obtained by June 30.

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. Reimbursement requests must be submitted within forty-five (45) days of completing a course.

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 Proof of program completion, such as a degree conferral notice or unofficial transcript, must be submitted within forty-five (45) days of completing the final course. 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: 11/20/2026; 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 7
EFFECTIVE DATE:	11/20/2026
NEXT REVIEW DATE:	11/2031
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 off-campus professional development degree program, the employee's supervisor shall initiate a Professional Development Request Form with a written development plan and submit it through the applicable levels of management , including the Budget Director and President, for approval. The plan shall document the business need for the employee's participation in the program and the anticipated benefit to the department and the University. Employees may not

participate in the elective degree program unless the supervisor has completed and received approval of the required plan. 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 anticipated benefit and/or 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.

3.3 Participation in conferences, workshops, and other elective non-degree professional development activities requires submission of a Professional Development Request Form. Requests must identify the learning objectives, explain how the activity supports the employee's current role or career development, provide an estimate of associated costs, and identify the proposed funding source. Requests must be approved through the applicable supervisory and budget approval process before registration, travel arrangements, or other expenditures are made. Approval for activities occurring in the upcoming fiscal year must be obtained no later than June 30.

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

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

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

5.4.3 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/or 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.

7.3 To be eligible for off-campus graduate tuition reimbursement, the employee must be in good standing with the University at the time of application and throughout participation in the approved professional development program. For purposes of this policy, an employee in good standing is actively employed, meeting performance

expectations, and not subject to disciplinary action, corrective action, or other employment-related restrictions that would affect eligibility for participation.

7.3.1 Employees who are on involuntary administrative leave, whether with or without pay, are ineligible to apply for, receive approval for, or participate in professional development benefits under this policy. An employee who is placed on involuntary administrative leave after approval has been granted may have participation suspended or terminated pending the outcome of the underlying matter and any resulting employment action.

7.3.2 The University reserves the right to determine eligibility and good-standing status based on applicable University policies, employment records, and operational considerations.

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. All required approvals for programs planned during the upcoming fiscal year must be obtained by June 30.

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. Reimbursement requests must be submitted within forty-five (45) days of completing a course.

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 Proof of program completion, such as a degree conferral notice or unofficial transcript, must be submitted within forty-five (45) days of completing the final course. 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.

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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: 11/20/2026; 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 F28-26

APPROVAL OF FY26 EFFICIENCY REPORT

WHEREAS, Ohio higher education institutions are required to annually submit an efficiency report to the Ohio Department of Higher Education (ODHE); and

WHEREAS, in order to comply with the ODHE requested due date of October 23, 2026 the University's FY26 Efficiency Report was submitted to ODHE in draft form pending approval by the Board of Trustees; and

WHEREAS, the report reflects Shawnee State's continued commitment and efforts toward meeting or exceeding efficiency goals;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the FY26 Efficiency Report.

(November 20, 2026)

FY26 Efficiency Reporting Template

Introduction:

Ohio Revised Code section 3333.95 requires the chancellor of the Ohio Department of Higher Education (DHE) to maintain an "Efficiency Advisory Committee" that includes an "efficiency officer" from each state institution of higher education (IHE). Each IHE must then provide an "**efficiency report**" updated annually to DHE, which is compiled by the chancellor into a statewide report shared at year end with the governor and legislature. The committee itself meets at the call of the chancellor.

There are a number of topics that are required to be addressed per the Ohio Revised Code. Specifically, ORC Section 3333.951(C) requires IHEs to report on their annual study to determine the cost of textbooks for students enrolled in the institution. ORC 3333.951(B) requires Ohio's co-located colleges and universities to annually review best practices and shared services and report their findings to the Efficiency Advisory Committee. ORC 3345.59(E) requires information on efficiencies gained as a result of the "regional compacts" created in 2018.

The reporting template also requests information regarding college debt and debt collection practices, among other things.

Your Efficiency Report Contact: ***Alex Penrod***, Director of External Affairs, 614-995-7754 or apenrod@highered.ohio.gov. Your institution's efficiency report must be submitted to ODHE by **Friday, October 23, 2026** via email.

As in previous years, the Efficiency Reporting Template is structured into the following sections:

- **Section I: Efficiency and Effectiveness –** This section captures information on progress made from strategic partnerships and practices that are likely to yield significant savings and/or enhance program offerings.

- **Section II: Academic Practices –** This section covers areas more directly related to instruction, with an emphasis on actions taken to reduce the costs to students of textbooks, including the options of Inclusive Access and Open Educational Resources.

- **Section III: Additional Practices** – This section requests information about ways to create efficiencies that have not been captured in the previous sections.

For purposes of this report, efficiency is defined on a value basis as a balance of quality versus cost:

- Direct cost savings to students (reducing costs)
- Direct cost savings to the institution (reducing costs)
- Cost avoidance for students (reducing costs)
- Cost avoidance to the college/university (reducing costs)
- Enhanced advising, teaching (improving quality)
- IP commercialization (improving quality)
- Graduation/completion rates (improving quality)
- Industry-recognized credentials (improving quality)
- Experiential learning (improving quality)

Shawnee State University

Section I: Efficiency and Effectiveness

Benchmarking

Each institution should regularly identify and evaluate its major cost drivers, along with priority areas that offer the best opportunities for efficiencies. Institutions should also track their progress in controlling costs and improving effectiveness.

1. *Other than HEI, what other data, metrics, or benchmarks does your institution utilize to evaluate operational efficiencies and the appropriate balance of instructional vs. administrative expenses?*

Beyond the Higher Education Information (HEI) system maintained by the Ohio Department of Higher Education, Shawnee State University evaluates operational efficiencies and monitors the balance between instructional and administrative costs using multi-source datasets, primary among which are national benchmarks from the U.S. Department of Education's National Center for Education Statistics (NCES) via the Integrated Postsecondary Education Data System (IPEDS) Data Feedback Reports (NCES, 2026). SSU systematically benchmarks its financial and operational performance against a custom peer cohort consisting of 39 regional public institutions across 27 states. To ensure consistent accounting across state and national datasets, SSU applies functional expense standards established by the National Association of College and University Business Officers (NACUBO, 2024) and Statement No. 35 of the Governmental Accounting Standards Board (GASB, 2024), specifically drawing from the 2025–26 IPEDS Data Collection Cycle (Spring 2026 Finance Survey Component), to categorize direct instruction, academic support, and administrative overhead.

According to IPEDS financial metrics for the most recent year that data is available, Shawnee State University's core expenses per Full-Time Equivalent (FTE) student enrollment remain 14.0% lower than the median of its national peer group, reflecting a cost-efficient operational footprint. Within this 39-institution comparison group, SSU evaluates itself alongside three in-state public peers: Central State University, Cleveland State University, and Youngstown State University, with Central State representing the closest peer in total student enrollment. Relative to these three Ohio public institutions, SSU's core expenses per FTE enrollment align closely with state benchmarks, remaining within 2.9% of the peer median and 4.7% of the peer group average. These empirical data points from the FY25 reporting period demonstrate that Shawnee State University maintains a lean administrative structure while maximizing core expenditure allocations toward direct classroom instruction and student support services.

2. How is such data utilized by your institution? Please summarize and provide an overview of your performance based on each measure.

Shawnee State University utilizes functional expense data from the 2025–26 IPEDS Data Collection Cycle (Spring 2026 Finance Survey Component) and internally audited financial statements to conduct multi-year trend analyses, guide strategic budget allocations, and fulfill reporting requirements mandated by the Chancellor's Efficiency Advisory Committee (ODHE Affordability & Efficiency Framework, 2025). By monitoring functional expenditure distributions, executive leadership and the Board of Trustees ensure administrative overhead remains lean while fiscal resources directly support student learning and campus infrastructure.
An evaluation of core functional expenses for Fiscal Year 2025 (FY25) reveals specific operational distinctions between Shawnee State University and its peer benchmark group:

• Instructional & Academic Support Expenses: Shawnee State University allocates 48.0% of its core operating budget to combined direct instruction and academic support, compared to a median allocation of 57.0% among its 39 national peer institutions (NCES IPEDS, 2026). While this proportion is lower than the national median, it reflects an intentional balancing of operational expenditures across campus physical infrastructure, technology investments, and essential administrative support services.

• Institutional Support Expenditures: Shawnee State University devotes 24.0% of its core expenditures to Institutional Support, compared to 15.0% among its national peer group median and 15.4% across regional Ohio comparison institutions (Central State University, Cleveland State University, and Youngstown State University). This variance is primarily driven by centralized operational requirements, including campus-wide Information Technology (IT) enterprise infrastructure, state and federal regulatory compliance management, and administrative support necessary to maintain 27 specialized, externally accredited academic programs (e.g., nursing, health sciences, and engineering technologies).

• Student Services Realignment & External Healthcare Partnership: Notably, functional expenditure distributions reflect a strategic operational shift between reporting periods. In the Fiscal Year 2024 IPEDS report, SSU exhibited higher per-FTE expenditures for Student Services due to its internal staffing structure. In Fiscal Year 2025, Student Services expenditures were aligned with Ohio peer benchmarks. This functional shift corresponds with a strategic transition from internally operated mental health counseling models in FY24 to a third-party healthcare partnership established with Compass Community Health (a Federally Qualified Health Center) in FY25 (SSU Health Services, 2025; Compass Community Health, 2025). This partnership established the on-campus Bear Care Health Clinic, expanding student access to comprehensive primary medical care, first aid, and clinical mental health services while streamlining SSU's internal administrative overhead.

Through ongoing IPEDS benchmark reviews and ODHE efficiency evaluations, Shawnee State University continues to optimize the distribution of functional spending to ensure that institutional support costs remain well managed while maintaining robust support for classroom instruction, student health, and campus operations.

Source / Entity	Data Citation / Document	Description / Metric Covered
NCES / IPEDS	2025–26 IPEDS Collection Cycle (Spring 2026 Finance Survey)	FY25 core expenses/FTE (-14% peer median), functional expense % breakdowns (48% instructional, 24% institutional support, 15% peer median).
ODHE	Chancellor's Efficiency Advisory Committee / Affordability & Efficiency Guidelines (2025)	HEI system reporting framework, statewide higher education efficiency guidelines, and reporting standards.
NACUBO & GASB	NACUBO Financial Accounting Manual & GASB Statement No. 35 (2024)	Standardized functional accounting classifications for higher education expense categories.
SSU Controller's Office	Shawnee State University Financial Statements (June 30, 2025)	Audited financial reporting for Fiscal Year 2025 (July 1, 2024 – June 30, 2025).
SSU / Compass Community Health	Bear Care Health Clinic & Campus Support Services Agreement (2025)	External FQHC partnership details for on-campus health/counseling services realigning FY25 Student Services expenses.

Facilities Planning

3. *Has your institution changed the use of campus space to reduce costs and increase efficient use of capital resources? If so, please describe. Approximately how many buildings have been affected and what is the projected average annual savings of the efforts?*

In summer 2023, Shawnee State University systematically transitioned from long-term, aspirational master planning to an active, phased capital planning model structured across short-term (2-year), mid-term (4–6 years), and long-term (7+ years) execution horizons. This strategic shift enables the institution to address immediate capital allocation needs while realizing operational and utility cost savings within current and upcoming fiscal cycles. The primary objectives of this space utilization framework are to reduce the university's active physical square footage, implement energy-efficient renovations in core operational spaces, and expand cross-departmental resource sharing across classrooms, laboratories, and instructional facilities.

Capital and space efficiency initiatives have directly affected multiple campus facilities through strategic relocations and service model realignments:

- Student Health & Counseling Services Realignment (FY25–FY26): By restructuring its health and mental health counseling delivery model through a third-party partnership with Compass Community Health, the university eliminated the need for approximately 6,000 square feet of dedicated internal facility footprint. This spatial consolidation yielded a direct reduction of approximately $12,000 in annual utility expenditures, while simultaneously expanding student access to comprehensive healthcare services.
- Property Divestment & Academic Facility Consolidation (Projected FY27–FY28): The university has finalized plans to divest from an off-campus property and relocate the School of Education into existing on-campus facility space. Projected for completion in FY27 or early FY28, this relocation will eliminate an additional 14,000 square feet from the university's active facility footprint. Beyond immediate capital and maintenance savings, integrating the School of Education into existing core academic space maximizes classroom capacity utilization, fosters interdisciplinary faculty collaboration, and increases the efficient use of shared instructional spaces and technological resources.

Through these combined initiatives, Shawnee State University is actively eliminating 20,000 square feet of physical space from its operational footprint, reducing recurring utility and facility overhead while optimizing academic space utilization across campus.

4. *What benchmarks or data sources does your institution use to assess demand for physical space?*

Shawnee State University systematically links its physical facility planning to academic program demands, lab safety compliance, and capital investment priorities. Over 20% of the university's undergraduate offerings consist of two-year applied degree programs, while an additional 20% of four-year degree offerings are concentrated in the natural sciences and engineering disciplines. Collectively, enrollment in these specialized, lab-intensive programs accounts for more than 27% of the total student body.

Due to the technical and clinical nature of these academic fields, instruction requires specialized equipment housed in dedicated physical spaces. To ensure instructional quality and occupational safety, the university adheres to laboratory space and capacity standards endorsed by the National Science

Teachers Association (NSTA) and the American Chemical Society (ACS), which are grounded in safety studies conducted by the National Fire Protection Association (NFPA). Shawnee State University applies these national recommendations by maintaining target allocation standards of 50 to 60 net square feet per student and maintaining a maximum 24:1 student-to-faculty ratio in instructional laboratories. While standard laboratory spaces are designed for a section capacity of 24 students, physical space constraints in older facilities necessitate reducing course capacity to 12-16 students per section to maintain required safety margins.

To optimize capital allocation and address facility needs, the Department of Facilities, Planning, and Construction maintains a comprehensive physical space inventory. This database tracks deferred maintenance costs and calculates the Facility Condition Index (FCI) for every campus building, directly informing the university's capital renovation strategy. Furthermore, the university recently completed a campus repurposing study to evaluate spatial utilization efficiency, identify programmatic space deficits, and prioritize areas requiring modernization.

As a direct result of these empirical evaluations, Shawnee State University prioritized its Allied Health Sciences programs, Natural Sciences laboratories, and central library facilities for comprehensive capital upgrades. In June 2026, the State of Ohio awarded Shawnee State University a special capital appropriation of $28.5 million to carry out these critical renovations and facility-repurposing projects. This capital investment will modernize instructional laboratories to meet current safety standards, expand programmatic capacity, and maximize the efficient utilization of campus physical assets.

Regional Compacts

ORC Section 3345.59 requires regional compacts of Ohio's public institutions, with an executed agreement in place by June 30, 2018, for institutions to collaborate more fully on shared operations and programs. The section identifies areas to be addressed to improve efficiencies, better utilize resources and enhance services to students and their regions. Per paragraph E of that section:

> *(E) Each state institution of higher education shall include in its annual efficiency report to the chancellor the efficiencies produced as a result of each compact to which the institution belongs.*

Specific to the Regional Compact in which your institution is a member, please describe collaborations that have occurred within the regional compacts and the efficiencies or enhanced services provided in any of the relevant categories below.

ODHE Efficiency Category	Shawnee State University Implementation & Outcomes
Reducing duplication of academic programming	Shawnee State University conducted a comprehensive academic portfolio review to evaluate duplicative programming across Ohio public institutions and reported these findings to ODHE. For 18 of the 32 programs evaluated alongside Ohio University, no action was recommended. Targeted actions, including program combinations, consolidations, and eliminations, were recommended and implemented for the remainder to maximize instructional efficiency. In 2025-2026, SSU closed 15 degree programs based on low-enrollments and low-graduate numbers. The Academic Resource Management Committee, led by the Provost, reviewed annual program metrics and made recommendations for programs that may be in need of

	additional resources, whether that is related to a decline or increase in enrollment trends.
Implementing strategies to address workforce education needs of the region	• Center for Lifelong Learning: Aligns short-term certificate pathways with regional labor market data (OhioMeansJobs) to address acute healthcare staffing shortages across regional hospitals, EMS providers, and long-term care facilities, supported by partnerships with the Grit Project and Future Plans. • College of Health & Human Services: Partners with regional hospitals and health care providers to expand clinical placements, cohort sizes, and develop additional locations for our in-demand nursing, rehabilitation sciences, and allied health sciences programs. Key partners are members of advisor boards and partner in grant awards to benefit employers, SSU students, and the region. • College of Business & Engineering Technology: Partners with the Ohio Manufacturing Association and the Best Ohio Industry Sector Partnership to expand manufacturing career exposure, hands-on training, and paid internships for underrepresented groups (women, individuals in recovery, and re-entry candidates). Collaborators include the STAR Community Justice Center, ODJFS, and Workforce Board Area 1. Key partners are members of advisor boards and partner in grant awards to benefit employers, SSU students, and the region. • Employer Engagement: Engaged directly with regional healthcare, energy, industrial chemistry, and advanced manufacturing employers to ensure ongoing curricular alignment, establishing mutually beneficial workforce pathways.
Sharing resources to align educational pathways and to increase access within the region	SSU maintains active partnerships with regional K-12 school districts, educational service centers (ESCs), community colleges, and career-technical centers to provide streamlined College Credit Plus (CCP), transfer and articulation agreements, admissions, and dual-enrollment pathways. SSU launched a healthcare partnership with Adena Health System to expand Nursing and Radiologic Technology program access, leveraging facilities at Adena Medical Center and the Pickaway-Ross Career Technical Center in Chillicothe, Ohio.
Reducing operational and administrative costs to provide more learning opportunities and collaboration in the region	SSU actively participates in the Regionally Aligned Priorities in Delivering Skills (RAPIDS) program alongside regional compact partner institutions to align capital equipment applications with regional workforce demands. SSU secured a third Appalachian Regional Commission (ARC) INSPIRE grant to develop healthcare certificate programs including a community health worker certification and engage residents of the STAR Community Justice Center in short workforce aligned credentials and access to college courses during their incarceration. The program includes a re-entry navigator position to support enrollment in SSU during their STAR CJC residency and as they re-enter our community. SSU also received a ARC POWER award to develop credentials in Industrial Chemistry including a 3-year BS Industrial Chemistry program, provide STEM outreach to K-12 partners in the region, and purchase state-of-the-art chemistry instrumentation to the Natural

	Sciences labs as they undergo renovation. Shawnee State received multiple Campus Safety grants from ODHE that have purchase exterior lightning near our residence halls, provided safer golf-cart transportation for after hours student events, and allowed purchase and installation of electronic door locks, new classroom locks that instructors may easily lock without a key, and security cameras.
Enhancing career counseling and experiential learning opportunities for students	SSU established the Office of Personal and Professional Development. Overseeing Career Services, this office establishes a unified framework ensuring every SSU student completes a significant experiential learning component as a graduation requirement. The Office has developed a work-based learning plan to align with the requirements of HB96. Internal policy and procedures have been developed with faculty and staff input to establish criteria for study abroad, internship, undergraduate research, and work experiences that will fulfill the graduation requirement. The Office is also expanding our network of employers who engage with SSU for internships, work experiences, and attend on-campus and virtual career fairs.
Collaboration and pathways with information technology centers, adult basic and literacy education programs, and school districts	The SSU School of Education partners with K-12 school districts across Scioto, Lawrence, and Pike counties to provide direct literacy instruction, professional development, and resources grounded in the Science of Reading to build foundational skills from birth onward. Additionally, SSU expanded College Credit Plus (CCP) partnerships across several new regional high schools. Current CCP enrollment in SSU is 912.

Co-located Campuses

ORC Section 3333.951(B) requires Ohio's co-located colleges and universities to annually review best practices and shared services in order to improve academic and other services and reduce costs for students, and to report their findings to the Efficiency Advisory Committee.

> *(B) Each state institution of higher education that is co-located with another state institution of higher education annually shall review best practices and shared services in order to improve academic and other services and reduce costs for students. Each state institution shall report its findings to the efficiency advisory committee established under section 3333.95 of the Revised Code. The committee shall include the information reported under this section in the committee's annual report.*

Co-located campus: _____

N/A

Type of Shared Service or Best Practice (IE: Administrative, Academic, etc.)	Please include an explanation of this shared service.	Monetary Impact from Shared Service
N/A		

Section II: Academic Practices

This section covers areas more directly related to instruction, with an emphasis on savings strategies related to the cost of textbooks, and the expanded use of alternative instructional materials.

Textbook Affordability

Textbook Cost Study and Reducing Textbook Costs for Students

ORC Section 3333.951(D) requires Ohio's public colleges and universities to do the following on an annual basis:

> *(D) Each state institution of higher education shall conduct a study to determine the current cost of textbooks for students enrolled in the institution, and shall submit the study to the chancellor of higher education annually by a date prescribed by the chancellor.*

ORC Section 3333.951(C) requires Ohio's public colleges and universities to report their efforts toward reducing textbook costs for students.

> *(C) Each state institution of higher education annually shall report to the efficiency advisory committee on its efforts to reduce textbook costs to students.*

Your institution's submission of information via the annual Efficiency Report is used to satisfy these statutory requirements. ***Please attach one spreadsheet with two tabs.*** *The first tab should include the analysis of textbook costs developed by your institution as shown in Table 1 below. The second tab should include the analysis of the number of courses that utilized other sources of information as shown in Table 2 below.*

Table 1	
Category	Amount
Average cost for textbooks that are new	$100.00
Average cost for textbooks that are used	$74.07
Average cost for rental textbooks	$57.28
Average cost for eBook	$71.81

Table 2	
Category	Number of Courses
Did not require students to purchase course materials; includes OER and/or institutionally provided materials	90
Exclusively used OER materials	88
Used OER materials together with purchased course materials	4
Provided course materials through inclusive access	63

Other Textbook Affordability Practices

What other practices, if any, does your institution utilize to improve college textbook affordability?

Shawnee State University (SSU) employs a multi-faceted approach to reduce course material costs for students through strategic academic, library, and bookstore partnerships:

- OhioLINK Resource Sharing Consortium: SSU actively leverages its membership in OhioLINK, Ohio's academic library consortium. Through OhioLINK, SSU students and faculty can borrow academic books and research materials from 121 member libraries across the state at no personal cost. Additionally, OhioLINK negotiates group purchasing contracts and statewide consortial electronic resource licenses, allowing the Clark Memorial Library to provide digital access to core course materials, e-books, and journals without adding fees to students.
- Course Reserves & Digital Reserves: The Clark Memorial Library maintains a robust physical and digital Course Reserves program. Faculty deposit required course textbooks and high-cost reference materials at the library circulation desk for short-term student loan use. The library also facilitates processes with the Copyright Clearance Center (CCC), enabling faculty to digitize, license, and post required readings directly into the university's Learning Management System (LMS) at a nominal cost to the university and zero cost to students.
- Inclusive Access ("First Day™" Program): In partnership with the campus bookstore (Barnes & Noble College), SSU utilizes the First Day™ Inclusive Access model. Under this program, the university negotiates deeply discounted, below-market digital rates directly with major academic publishers. Required digital textbooks and publisher software platforms are delivered directly through the LMS on or before the first day of class, with costs billed directly to student accounts at significantly reduced prices.
- Textbook Rental & Digital Solutions: For courses relying on traditional publisher textbooks, the official SSU Bookstore prioritizes Textbook Rentals (in both physical and e-book formats) and used textbook solutions to provide students with lower-cost options compared to purchasing new print editions.
- Open Educational Resources (OER) Infrastructure: SSU supports faculty awareness and adoption of zero-cost Open Educational Resources (OER) through membership in national open education networks (such as the Open Education Network) and statewide OER initiatives, providing faculty with tools to review, adopt, and adapt peer-reviewed open textbooks.

Summary Table of Initiatives

Initiative	Explanation of Initiative	Cost Savings / Impact to Students
OhioLINK Consortial Resource Sharing	Provides no-cost borrowing across 121 Ohio academic libraries and state-funded digital journal/e-book access.	Eliminates personal purchase costs for research and supplemental text materials.
Library Course Reserves & Copyright Clearance	Library holds physical copies of required course texts on reserve and licenses digitized articles/chapters via CCC for LMS integration.	Provides zero-cost access to required course readings on campus or via LMS.
First Day™ Inclusive Access Program	Negotiates below-market digital textbook and courseware pricing with publishers delivered via LMS on Day 1.	Delivers direct publisher discount savings billed conveniently through student fee statements.
Textbook Rental & Format Options	Offers rental options for physical print books, used books, and loose-leaf formats through the campus bookstore.	Saves students up to 50% or more compared with purchasing new print textbooks.
OER Adoption & Faculty Support	Encourages adoption of open-licensed textbooks and zero-cost instructional materials.	Completely eliminates required course material costs for participating sections.

Please provide contact information for the person completing this section of the Efficiency Report, so that we may follow up if we have questions.

Section III: Additional Practices

Some IHE's may implement practices that make college more affordable and efficient, but which have not been the topic of a specific question in this reporting template. This section invites your institution to share any positive practices you have implemented that benefit student affordability and/or institutional efficiency.

1. *Please share any additional best practices your institution is implementing or has implemented.*

Shawnee State University systematically implements targeted affordability programs and campus-wide operational efficiency measures to expand access to higher education across Appalachian Ohio while optimizing resource utilization.

1. Student Affordability & Regional Access Initiatives
   - Free-Tuition Guarantee for Appalachian Ohio & Regional Kentucky: Shawnee State University maintains its flagship Free-Tuition Guarantee Program to eliminate financial barriers for students across underrepresented regional communities. Eligible full-time, first-time undergraduate students who qualify for the Federal Pell Grant, hold a high school GPA of at least 3.0, and achieve an ACT composite score of at least 18 pay zero out-of-pocket tuition. The program

serves residents across ten southern Ohio counties (Scioto, Lawrence, Adams, Pike, Jackson, Ross, Gallia, Brown, Highland, and Vinton) and three contiguous Kentucky counties (Greenup, Boyd, and Lewis). This initiative makes higher education attainable for hundreds of regional students who otherwise would not pursue a postsecondary degree.

- Middle-Income & Stop-Out Completion Scholarships: Recognizing financial gaps faced by students just above the Pell eligibility threshold, SSU is continuing and expanding targeted scholarship programs. These include completion grants for middle-income regional families and targeted re-enrollment pathways for "stop-out" students seeking to return and finish their degree programs.

- Scioto County Metro Housing & Board Rate: To increase on-campus residential affordability and improve academic retention, SSU established a specialized "Metro Rate" for housing and dining. First-time freshmen residing in Scioto County receive a 50% reduction in room and board expenses, making campus living accessible while significantly enhancing student engagement and graduation outcomes.

2. Energy Management & Operational Efficiency Initiatives
   - Emergency Response Load Shedding Program (Enel X Partnership): SSU actively participates in an automated demand-response energy management program coordinated by Enel X. When regional electrical grid demand peaks, automated programming scales back non-critical building loads across campus. The university earns direct financial compensation for participating while retaining the operational flexibility to override or decline requests based on real-time campus event schedules.

   - Dynamic Building HVAC & Consumption Reduction: SSU's Department of Facilities, Planning, and Construction actively aligns automated HVAC and electrical system scheduling with daily facility reservation data. By dynamically setting back climate controls in unused or underutilized spaces, the university reduced overall energy consumption by more than 10.5% over the past calendar year.

Thank you for completing the FY26 Efficiency Reporting Template. We appreciate the important role Ohio's colleges and universities play in supporting Ohio students, economic growth, world-class research and the overall success for our state.

RESOLUTION F29-26

APPROVAL OF REVISIONS TO
POLICY 4.10REV, TRAVEL AUTHORITY AND DRIVING RULES

WHEREAS, a review of Policy 4.10Rev, Travel Authority and Driving Rules, last updated on November 8, 2019, was conducted to ensure the policy aligns with current operational needs; and

WHEREAS, minor language revisions were made for clarity; and

WHEREAS, the related procedures established for travel business rules and driving rules for university-sponsored activities required modification to incorporate changes to internal processes and are provided for information;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the revised Policy 4.10Rev, Travel Authority and Driving Rules, effective November 20, 2026.

(November 20, 2026)

Shawnee State University

POLICY TITLE:	TRAVEL AUTHORITY AND DRIVING RULES
POLICY NO.:	4.10REV
ADMIN CODE:	3362-4-04
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	~~11/08/19~~11/20/2026
NEXT REVIEW DATE:	~~11/2022~~11/2031
RESPONSIBLE OFFICER(S):	~~VPF&A~~CHIEF FINANCIAL OFFICER
APPROVED BY:	BOARD OF TRUSTEES

1.0 POLICY PURPOSE

Shawnee State University desires for its employees and students to experience the educational benefits of traveling, to represent the University at appropriate venues, and to broaden the reach of the University community to other regions of the nation and the world. Further, Shawnee State University is committed to the safety of its faculty, staff, students and visitors while traveling for any University-sponsored activity. The purpose of this policy is to establish and manage reasonable rules governing travel and promote the safety of travelers participating in University-sponsored activities~~establish and manage reasonable rules that govern the travel and assures the safety of all travelers for University-sponsored activities~~. Reasonable accommodations related to disability or accessibility needs shall be administered in accordance with applicable law and University policy.

2.0 AUTHORITY FOR TRAVEL

All travel (same-day and overnight) domestic and international must be authorized and approved in advance by the appropriate administrative supervisor. Such approval indicates that the employee is authorized to travel on official university business and that related travel expenses will be covered per this policy and associated procedures. All travel conducted under this policy must comply with applicable federal, state, and local laws, University policies, and associated procedures. The University reserves the right to deny, restrict, or revoke travel authorization when necessary to address safety, financial, operational, or compliance concerns. International travel must additionally comply with applicable export control requirements, travel advisories, sanctions restrictions, and other applicable federal regulations.

3.0 PROCEDURES

To ensure the effective management of University-sponsored travel, The President or designee shall establish procedures and designate appropriate University officials responsible for approving and administering travel under this policy.~~, the President shall enact procedures to extend the delegation of authority to appropriate University officials to approve such travel and to~~

~~ensure compliance with established procedures.~~

3.1 TRAVEL AUTHORITY - BUSINESS RULES

Travelers must comply with business rules including but not limited to those that address: reimbursement of travel expenses, travel by privately-owned vehicles, travel by common carrier or rental vehicles, lodging for overnight travel and meal expenses, conference registration fees, and expenses associated with interviewing applicants as established by University business procedures ~~found~~ listed below (4.10:1 & 4.10:2)~~at: Travel Authority: Business Rules~~. The University may amend associated business procedures as necessary to maintain operational, legal, and regulatory compliance.

3.2 DRIVING RULES – UNIVERSITY SPONSORED ACTIVITIES

~~Drivers to University-sponsored activities must have in their possession at all times a valid driver's license and proof of insurance as required by law~~ Drivers to University-sponsored activities must have in their possession at all times a valid driver's license and proof of insurance as required by law. ~~.~~ Where applicable, driver(s) must complete a motor vehicle record check in accordance with ~~Procedure 4.10:2 Driving Rules for University Sponsored Activities~~Procedure 4.10:2 Driving Rules for University Sponsored Activities. Compliance with these requirements does not create or imply University assumption of personal liability for privately owned vehicles or personal property. Drivers are responsible for maintaining eligibility to operate vehicles for university-sponsored activities throughout the duration of authorized travel.

History
Effective: 12/08/89
Revised: 11/20/2026; 11/08/19; 07/11/08; 11/01/05; 06/10/94

Applicable Procedures: 4.10:1 Travel Authority: Business Rules
4.10:2 Driving Rules for University Sponsored Activities

Shawnee State University

POLICY TITLE:	TRAVEL AUTHORITY AND DRIVING RULES
POLICY NO.:	4.10REV
ADMIN CODE:	3362-4-04
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	11/20/2026
NEXT REVIEW DATE:	11/2031
RESPONSIBLE OFFICER:	CHIEF FINANCIAL OFFICER
APPROVED BY:	BOARD OF TRUSTEES

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History
Effective: 12/08/89
Revised: 11/20/2026; 11/08/19; 07/11/08; 11/01/05; 06/10/94

Applicable Procedures: 4.10:1 Travel Authority: Business Rules
4.10:2 Driving Rules for University Sponsored Activities

PROCEDURE TITLE:	TRAVEL AUTHORITY – BUSINESS RULES
PROCEDURE NO.;	4.10:1
RELATED POLICY:	4.10REV TRAVEL AUTHORITY
PAGE NO.:	1 OF 5
RESPONSIBLE ADMINISTRATOR: CFO	~~VPF&A / CONTROLLER/DIR. PROCUREMENT~~
EFFECTIVE DATE:	~~11/08/19~~11/20/2026
NEXT REVIEW DATE:	11/20~~22~~31
APPROVED BY:	PRESIDENT

1.0 PURPOSE

The purpose of these procedures is to establish rules and guidelines for traveling on university business and for university-sponsored activities.

2.0 AUTHORITY FOR TRAVEL

2.1 Travel and business expense reimbursements are made in accordance with IRS accountable plan rules. To qualify for reimbursement, expenses must have a valid business purpose, be properly substantiated with required documentation, and be submitted within a reasonable period of time. Employees must return any advance, allowance, or reimbursement that exceeds the approved and substantiated business expense. Amounts that are not properly substantiated or not returned when required may be treated as taxable wages in accordance with IRS rules. Failure to comply with documentation and substantiation requirements may result in reimbursement amounts being treated as taxable wages.

~~2.1~~2.2 Prior approval for travel (same-day and overnight), domestic and international, is necessary from the appropriate administrative supervisor. This approval authorizes the employee to travel on official university business and the coverage of related travel expenses per this policy.

2.2.1 Approval for same-day and normal business travel that is regularly scheduled should be gained through timely communication (~~verbal or~~ email) with the appropriate supervisor, which will then be attached to the reimbursement.

~~2.1.1~~2.2.2 S~~.~~hawnee does not reimburse meals incurred during same-day travel (travel without an overnight stay). Under IRS guidelines (Publications 15 and 15-B), these meals are generally considered taxable income and must be tracked and reported

through payroll. Due to the tax implications, Shawnee has eliminated same-day meal reimbursements. Meal expenses are only eligible for reimbursement when associated with approved overnight business travel.

~~2.1.2~~ Approval for overnight travel must be obtained through the BearTrax system. Guidance for completing this process can be found at *Create Overnight Travel Authorization*. The request must include details of the travel, including a cost comparison when applicable (for example, comparing airfare to mileage and other driving-related costs). Supporting documentation for the cost comparison should be included with the request. Employees should also consider whether participation can be accomplished virtually instead of in person and evaluate sustainability considerations when selecting travel methods.~~Approval for overnight travel is obtained through the BearTrax system. Guidance to complete this task can be found at Create Overnight Travel Authorization~~

2.3 Travelers are expected to incur the lowest practical and reasonable expenses. Amounts exceeding the approved per diem limits will not be reimbursed. Travelers are expected to compare a minimum of two options when selecting lodging or flights to ensure the lowest reasonable cost. Documentation of these comparisons must be maintained and may be requested by the Controller's Office at any time.

~~2.2~~2.4 Reasonable accommodations related to disability, medical necessity, or accessibility requirements will be administered in accordance with applicable law and University policy.

3.0 RULES REQUIRED FOR DRIVING

Guidance and rules for drivers for University-sponsored travel are found at Driving Rules for University Sponsored Activities.

4.0 TRAVEL EXPENSES

4.1 The preferred method of payment for travel expenses is the Shawnee State University Pcard~~travel card~~. The use of personal credit cards is discouraged as a method of payment for any travel expenses. ~~allowable on the travel card.~~

4.1.1 Requests for reimbursement of travel expenses not allowable on the

University-provided ~~travel card~~Pcard may be submitted at the conclusion of the trip (i.e meals, tips). For guidance on reimbursement of such expenditures through BearTrax go to: Create and Submit an Expense Report

5.0 TRAVEL BY PRIVATELY-OWNED VEHICLES

5.1 Travel by a privately-owned vehicle is authorized only if the owner is insured under a policy of liability insurance as required by Ohio Revised Code Section 4509.51 and compliant with ~~Driving Rules for University Sponsored Activities~~Procedure 4.10:2, Driving Rules for University Sponsored Activities. When using a personal vehicle on University business, the owner of the vehicle must be in possession of proof of insurance. The owner's automobile liability insurance coverage is the primary coverage. Any applicable University insurance coverage shall be secondary and subject to the terms, conditions, and limitations of the applicable policy.

5.2 There is no physical damage coverage through the University on a personal vehicle. The employee is responsible for the deductible portion of the personal collision coverage and is responsible for any increased personal automobile insurance premiums as a result of an accident.

5.3 The owner's automobile liability insurance card received from his/her insurance agent needs to be in the driver's possession when using personal vehicles for University business.

5.4 Mileage for the use of a personal vehicle is payable in accordance with the Internal Revenue Service personal use automobile rate per mile. Allowable mileage is the mileage from either the employee's headquarters or home address (whichever is less) as the starting location using an approved online mapping tool. ~~.~~ The employee is required to attach supporting documents to indicate the distance.

5.5 Current rates can be found at the Controller's Office website.

~~5.6~~ For safety and liability reasons, the use of motorcycles is not authorized and travel expenses will not be reimbursed.

~~5.7~~5.6 Employees involved in an accident, injury, citation, or vehicle damage while conducting University business must notify their supervisor and any designated

University office, including Risk Management and/or Campus Police when applicable, as soon as reasonably possible.

6.0 TRAVEL BY COMMON CARRIER

6.1 Travel by common carrier (e.g., commercial airline) is authorized at the lowest available rate. Authorized travel expenses include, tickets purchased directly from the carrier (or agency if at a lower total rate), luggage charges (up to one~~two~~ bags), and any supplemental fees (excluding overweight baggage, wrapping fee, seat selection fee, insurance, etc.) assessed to all passengers by the carrier.

6.2 If it is not possible to use a University Pcard~~travel card~~ to order commercial travel tickets, the employee should order his/her commercial travel tickets through the University's purchase order process so that payment can be remitted by the University to the vendor.

6.3 Travelers who purchase commercial travel tickets with a personal credit card will be reimbursed after the trip's end date. Tickets which are unused, but for which the traveler has been reimbursed, may only be later used for travel on official University business. It is expected the traveler will reschedule unused tickets for approved University travel within the time allowed by the carrier. For full-time employees, personal cards should only be used as a last resort.

7.0 RENTAL VEHICLES

7.1 The use of rental vehicles is permitted when traveling on official business provided such mode of transportation is advantageous to the University over other means of transportation. Prior approval is necessary to use a rental vehicle by the appropriate administrative supervisor. The driver must comply with Procedure 4.10:2, Driving Rules for University Sponsored Activities. Employees should follow University and Pcard guidance regarding acceptance or declination of optional rental vehicle insurance coverage.

~~7.2~~ The University's P-card should be used by full-time employees to reserve rental vehicles.~~The University's travel card should be used to reserve rental vehicles.~~

8.0 EXPENSES FOR OVERNIGHT LODGING

8.1 Lodging

8.1.1 Reservations for lodging accommodations will be made using the University ~~travel~~ Pcard.

8.1.2 In the rare case in which lodging is reserved using a personal credit card, reimbursement will be at the end of the trip in accordance with established rates.

8.1.3 If lodging rates exceed the current per-night ceiling rates found at the Controller's Office website, justification and approval for staying at the higher rate location is required. Employees are expected to request the ~~"governmental~~ lowest rate~~"~~ when reserving lodging.

8.1.4 Non-commercial lodging, such as in a private home, will be reimbursed at the rate of $25~~12~~ per night.

9.0 MEALS WHILE IN TRAVEL

9.1 Guidance and rules related to the University's established per-diem meal rates for travelers are found at Controller's Office website.

9.2 Processing and reimbursement, when required, of per-diem meal rates occurs through the BearTrax expense module. These expenses should not be paid via the University ~~travel~~ Pcard.

9.3 Per-diem meal rates are subject to adjustments effective the beginning of each fiscal year. ~~using Consumer Price Index change as a basis for rate adjustments~~.

9.4 The University does not reimburse meal expenses for same-day travel (travel that does not include an overnight stay). In accordance with Internal Revenue Service guidelines, meal reimbursements provided when an employee is not in overnight travel status may be considered taxable income. To ensure compliance with federal tax regulations and to avoid additional administrative burden, such expenses are not eligible for reimbursement.

~~9.4 Reimbursement for "same-day" meal expenditures occurs through the BearTrax expense module and such reimbursement is subject to taxation as required under applicable IRS rules.~~

10.0 CONFERENCE REGISTRATION FEES

10.1 The ~~travel~~ Pcard is the primary method to register for a conference.

10.2 If an employee registers for a conference by a means other than the ~~travel~~ Pcard, reimbursement will occur after the conference end date and must be supported by receipts.

10.3 If meals are provided as part of the conference and the employee chooses to eat elsewhere, thereby incurring additional expense, reimbursement for the additional expense will not be approved. These expenses will be the responsibility of the employee.

10.4 Reimbursement of any travel-related expenses as described in this policy must be verified by receipt, conference brochure identifying applicable cost and/or other documentation with similar validity.

11.0 MISCELLANEOUS TRAVEL EXPENSES

11.1 The University's ~~travel~~ Pcard is the primary method for payment of travel-related expenditures, including parking, highway tolls, and other reasonably incurred travel-related expenses. For employees not utilizing the ~~travel~~ Pcard for approved miscellaneous travel expenses, reimbursement may be requested by the submission of receipts through BearTrax.

11.2 Expenses incurred for alcoholic beverages are not reimbursable.

11.3 Reimbursement of other out-of-pocket expenses, such as road services, towing and miscellaneous gratuities, not to exceed $~~5.00~~10.00, (i.e., baggage handlers, taxi drivers) will be handled on a case-by-case basis at the discretion of the administrative supervisor.

11.4 Travel expenditures are to be submitted for processing via BearTrax within five (5) days after the trip ends. Reimbursement requests submitted outside required timelines may be denied or treated as taxable income in accordance with IRS accountable plan requirements.

11.5 Reimbursement claims for transportation, lodging, meals, and incidentals must be itemized and requested electronically through the BearTrax system. The lodging and incidental claims must be accompanied by itemized receipts.

~~11.5~~11.6 Compensation for travel time for non-exempt employees will be administered in accordance with applicable federal and state wage and hour laws.~~Credit card slips are not acceptable.~~

12.0 EXPENSES ASSOCIATED WITH INTERVIEWING APPLICANTS

12.1 The University's Pcard ~~travel card~~ is the primary method for expenditures related to applicant interviews.

12.2 When not utilizing the ~~travel~~ Pcard, expenses that are incurred for transportation by common carrier and for lodging expenses associated with interviewing applicants for approved University position openings may be reimbursable for ~~reasonable~~ meal and lodging costs and transportation costs in accordance with this policy and Human Resources limitations. Reimbursement determinations for applicants should be applied consistently for similarly situated candidates.

12.3 Costs associated with a spouse to accompany the applicant will not be reimbursed.

12.4 Costs incurred by Shawnee State University employees during the interviewing of applicants will be reimbursed per ~~Policy 4.13 "Meeting Expenditures~~Policy 4.13, "Meeting Expenditures."

History
Effective: 01/17/14
~~-~~Revised: 11/20/2026; 11/08/19

PROCEDURE TITLE:	TRAVEL AUTHORITY – BUSINESS RULES
PROCEDURE NO.;	4.10:1
RELATED POLICY:	4.10REV TRAVEL AUTHORITY
PAGE NO.:	1 OF 6
RESPONSIBLE ADMINISTRATOR:	CHIEF FINANCIAL OFFICER
EFFECTIVE DATE:	11/20/2026
NEXT REVIEW DATE:	11/2031
APPROVED BY:	PRESIDENT

1.0 PURPOSE

The purpose of these procedures is to establish rules and guidelines for traveling on university business and for university-sponsored activities.

2.0 AUTHORITY FOR TRAVEL

2.1 Travel and business expense reimbursements are made in accordance with IRS accountable plan rules. To qualify for reimbursement, expenses must have a valid business purpose, be properly substantiated with required documentation, and be submitted within a reasonable period of time. Employees must return any advance, allowance, or reimbursement that exceeds the approved and substantiated business expense. Amounts that are not properly substantiated or not returned when required may be treated as taxable wages in accordance with IRS rules. Failure to comply with documentation and substantiation requirements may result in reimbursement amounts being treated as taxable wages.

2.2 Prior approval for travel (same-day and overnight), domestic and international, is necessary from the appropriate administrative supervisor. This approval authorizes the employee to travel on official university business and the coverage of related travel expenses per this policy.

2.2.1 Approval for same-day and normal business travel that is regularly scheduled should be gained through timely communication (email) with the appropriate supervisor, which will then be attached to the reimbursement.

2.2.2 Shawnee does not reimburse meals incurred during same-day travel (travel without an overnight stay). Under IRS guidelines (Publications 15 and 15-B), these meals are generally considered taxable income and must be tracked and reported through payroll. Due to the tax implications, Shawnee has eliminated same-day meal reimbursements. Meal expenses are only eligible for reimbursement when associated with approved overnight business travel.

2.3 Approval for overnight travel must be obtained through the BearTrax system. Guidance for completing this process can be found at *Create Overnight Travel Authorization.* The request must include details of the travel, including a cost

comparison when applicable (for example, comparing airfare to mileage and other driving-related costs). Supporting documentation for the cost comparison should be included with the request. Employees should also consider whether participation can be accomplished virtually instead of in person and evaluate sustainability considerations when selecting travel methods.

2.4 Travelers are expected to incur the lowest practical and reasonable expenses. Amounts exceeding the approved per diem limits will not be reimbursed. Travelers are expected to compare a minimum of two options when selecting lodging or flights to ensure the lowest reasonable cost. Documentation of these comparisons must be maintained and may be requested by the Controller's Office at any time.

2.5 Reasonable accommodations related to disability, medical necessity, or accessibility requirements will be administered in accordance with applicable law and University policy.

3.0 RULES REQUIRED FOR DRIVING

Guidance and rules for drivers for University-sponsored travel are found in Procedure 4.10:2, Driving Rules for University Sponsored Activities.

4.0 TRAVEL EXPENSES

The preferred method of payment for travel expenses is the Shawnee State University Pcard. The use of personal credit cards is discouraged as a method of payment for any travel expenses.

4.1 Requests for reimbursement of travel expenses not allowable on the University-provided Pcard may be submitted at the conclusion of the trip (i.e meals, tips). For guidance on reimbursement of such expenditures through BearTrax go to: Create and Submit an Expense Report.

5.0 TRAVEL BY PRIVATELY-OWNED VEHICLES

5.1 Travel by a privately-owned vehicle is authorized only if the owner is insured under a policy of liability insurance as required by Ohio Revised Code Section 4509.51 and compliant with Procedure 4.10:2, Driving Rules for University Sponsored Activities. When using a personal vehicle on University business, the owner of the vehicle must be in possession of proof of insurance. The owner's automobile liability insurance coverage is the primary coverage. Any applicable University insurance coverage shall be secondary and subject to the terms, conditions, and limitations of the applicable policy.

5.2 There is no physical damage coverage through the University on a personal vehicle. The employee is responsible for the deductible portion of the personal collision coverage and is responsible for any increased personal automobile insurance premiums as a result of an accident.

5.3 The owner's automobile liability insurance card received from his/her insurance agent needs to be in the driver's possession when using personal vehicles for University business.

5.4 Mileage for the use of a personal vehicle is payable in accordance with the Internal Revenue Service personal use automobile rate per mile. Allowable mileage is the mileage from either the employee's headquarters or home address (whichever is less) as the starting location using an approved online mapping tool. The employee is required to attach supporting documents to indicate the distance.

5.5 Current rates can be found at the Controller's Office webpage.

5.6 For safety and liability reasons, the use of motorcycles is not authorized and travel expenses will not be reimbursed. Employees involved in an accident, injury, citation, or vehicle damage while conducting University business must notify their supervisor and any designated University office, including Risk Management and/or Campus Police when applicable, as soon as reasonably possible.

6.0 TRAVEL BY COMMON CARRIER

6.1 Travel by common carrier (e.g., commercial airline) is authorized at the lowest available rate. Authorized travel expenses include, tickets purchased directly from the carrier (or agency if at a lower total rate), luggage charges (up to one bag), and any supplemental fees (excluding overweight baggage, wrapping fee, seat selection fee, insurance, etc.) assessed to all passengers by the carrier.

6.2 If it is not possible to use a University Pcard to order commercial travel tickets, the employee should order his/her commercial travel tickets through the University's purchase order process so that payment can be remitted by the University to the vendor.

6.3 Travelers who purchase commercial travel tickets with a personal credit card will be reimbursed after the trip's end date. Tickets which are unused, but for which the traveler has been reimbursed, may only be later used for travel on official University business. It is expected the traveler will reschedule unused tickets for approved University travel within the time allowed by the carrier. For full-time employees, personal cards should only be used as a last resort.

7.0 RENTAL VEHICLES

The use of rental vehicles is permitted when traveling on official business provided such mode of transportation is advantageous to the University over other means of transportation. Prior approval is necessary to use a rental vehicle by the appropriate administrative supervisor. The driver must comply with Procedure 4.10:2, Driving Rules for University Sponsored Activities. Employees should follow University and Pcard

guidance regarding acceptance or declination of optional rental vehicle insurance coverage.

The University's P-card should be used by full-time employees to reserve rental vehicles.

8.0 EXPENSES FOR OVERNIGHT LODGING

8.1 Reservations for lodging accommodations will be made using the University Pcard.

8.2 In the rare case in which lodging is reserved using a personal credit card, reimbursement will be at the end of the trip in accordance with established rates.

8.3 If lodging rates exceed the current per-night ceiling rates found at the Controller's Office webpage, justification and approval for staying at the higher rate location is required. Employees are expected to request the lowest rate when reserving lodging.

8.4 Non-commercial lodging, such as in a private home, will be reimbursed at the rate of $25 per night.

9.0 MEALS WHILE IN TRAVEL

9.1 Guidance and rules related to the University's established per-diem meal rates for travelers are found at Controller's Office webpage.

9.2 Processing and reimbursement, when required, of per-diem meal rates occurs through the BearTrax expense module. These expenses should not be paid via the University Pcard.

9.3 Per-diem meal rates are subject to adjustments effective the beginning of each fiscal year.

9.4 The University does not reimburse meal expenses for same-day travel (travel that does not include an overnight stay). In accordance with Internal Revenue Service guidelines, meal reimbursements provided when an employee is not in overnight travel status may be considered taxable income. To ensure compliance with federal tax regulations and to avoid additional administrative burden, such expenses are not eligible for reimbursement.

10.0 CONFERENCE REGISTRATION FEES

10.1 The Pcard is the primary method to register for a conference.

10.2 If an employee registers for a conference by a means other than the Pcard, reimbursement will occur after the conference end date and must be supported by receipts.

10.3 If meals are provided as part of the conference and the employee chooses to eat elsewhere, thereby incurring additional expense, reimbursement for the additional expense will not be approved. These expenses will be the responsibility of the employee.

10.4 Reimbursement of any travel-related expenses as described in this policy must be verified by receipt, conference brochure identifying applicable cost and/or other documentation with similar validity.

11.0 MISCELLANEOUS TRAVEL EXPENSES

11.1 The University's Pcard is the primary method for payment of travel-related expenditures, including parking, highway tolls, and other reasonably incurred travel-related expenses. For employees not utilizing the Pcard for approved miscellaneous travel expenses, reimbursement may be requested by the submission of receipts through BearTrax.

11.2 Expenses incurred for alcoholic beverages are not reimbursable.

11.3 Reimbursement of other out-of-pocket expenses, such as road services, towing and miscellaneous gratuities, not to exceed $10.00, (i.e., baggage handlers, taxi drivers) will be handled on a case-by-case basis at the discretion of the administrative supervisor.

11.4 Travel expenditures are to be submitted for processing via BearTrax within five (5) days after the trip ends. Reimbursement requests submitted outside required timelines may be denied or treated as taxable income in accordance with IRS accountable plan requirements.

11.5 Reimbursement claims for transportation, lodging, meals, and incidentals must be itemized and requested electronically through the BearTrax system. The lodging and incidental claims must be accompanied by itemized receipts.

11.6 Compensation for travel time for non-exempt employees will be administered in accordance with applicable federal and state wage and hour laws.

12.0 EXPENSES ASSOCIATED WITH INTERVIEWING APPLICANTS

12.1 The University's Pcard is the primary method for expenditures related to applicant interviews.

12.2 When not utilizing the Pcard, expenses that are incurred for transportation by common carrier and for lodging expenses associated with interviewing applicants for approved University position openings may be reimbursable for meal and lodging costs and transportation costs in accordance with this policy and Human

Resources limitations. Reimbursement determinations for applicants should be applied consistently for similarly situated candidates.

12.3 Costs associated with a spouse to accompany the applicant will not be reimbursed.

12.4 Costs incurred by Shawnee State University employees during the interviewing of applicants will be reimbursed per Policy 4.13, "Meeting Expenditures".

History
Effective: 01/17/14
Revised: 11/20/2026; 11/08/19

PROCEDURE TITLE:	DRIVING RULES FOR UNIVERSITY SPONSORED ACTIVITIES
PROCEDURE NO:	4.10:2
RELATED POLICY:	4.10REV TRAVEL AUTHORITY
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR(S):	VPF&A / DIRECTOR OF HR
EFFECTIVE DATE:	11/08/19
NEXT REVIEW DATE:	11/2022
APPROVED BY:	PRESIDENT

1.0 PURPOSE

1.1 Shawnee State University is committed to the safety of faculty, staff, students and visitors. These procedures establish rules for drivers for University-sponsored activities. Drivers may include employees, students, or volunteers.

1.2 Drivers are to have in their possession a valid driver's license at all times and proof of insurance as required by applicable law. Employees or authorized drivers using personal vehicles for university business are responsible for maintaining insurance coverage meeting Ohio minimum legal requirements. Personal automobile insurance shall be primary for any accident involving a personal vehicle used for university business

2.0 MOTOR VEHICLE RECORD CHECKS

2.1 A motor vehicle record (MVR) will be obtained every 12 months for:

2.1.1 Drivers of a university vehicle

2.1.2 Drivers transporting students on any university business/activity

2.1.3 Drivers using a university-sponsored rental vehicle (e.g. van)

2.1.4 Drivers whose positions require driving as an essential/integral part of assigned responsibilities

2.2 MVRs will be evaluated against the driving violations outlined in paragraph 4.0 of this procedure. The violations identified in Section 4.0 represent the minimum standards for determining driving eligibility. The University may also consider the severity, frequency, and recency of violations, at-fault accidents, pending driving-related charges, and other risk-related driving factors when determining whether a driving record is acceptable.

2.3 The Department of Human Resources will retain MVR's separately from the employee's personnel file.

2.4 MVRs will be retained for a period of 12 months from date of approval.

2.5 Employees, students, and other authorized drivers must notify the Department of Human Resources within seventy-two (72) hours of any of the following occurring during the period in which they are authorized to drive for university business:

2.5.1 License suspension or revocation
2.5.2 Loss of driving privileges
2.5.3 Conviction or plea related to impaired driving
2.5.4 Major moving violations
2.5.5 Loss of required insurance coverage

Failure to provide notification may result in suspension or revocation of University driving privileges

~~2.4~~

3.0 POSITIONS REQUIRING DRIVING

3.1 An MVR will be obtained and reviewed prior to employment of an individual seeking a position that requires driving students or whose position includes driving as an essential component.

3.2 Applicants for such positions who have driving violations as identified in paragraph 4.0 will be ineligible for hire.

4.0 DRIVING VIOLATIONS AND PENALTIES

4.1 Any driver (as defined herein) whose current-year MVR contains one of the following violations will have University driving privileges temporarily revoked until the driving record is deemed acceptable as determined by the Director of Human Resources:

4.1.1 Driving while license is suspended or revoked

4.1.2 Knowingly leaving the scene of an accident

4.1.3 Driving while intoxicated or impaired by liquor, drugs, chemicals, or organic solvents, etc.

4.1.4 Reckless driving

4.1.5 Felony with Vehicle

4.1.6 Involuntary Manslaughter

4.1.7 Speeding (3 or more tickets in 36 month period)

4.1.8 Any other moving violations (3 or more in 36 month period)

4.2 In instances of speeding and/or other moving violations as identified in section 4.1.7 and 4.1.8, the Director of Human Resources has the discretion to permit the completion of an acceptable driver improvement program as an alternative to the temporary revocation of driving privileges.

4.3 If driving is an essential function of a particular position, it will be stated in writing as a requirement on the official job description, job analysis questionnaire, internal posting and/or external announcement. Anyone who applies for a position with driving as an essential function will be given notice of this requirement prior to acceptance of the position.

4.4 During the period of temporary revocation any additional citations received by the driver could lead to the permanent revocation of university driving privileges. A second temporary revocation will normally result in the permanent revocation of university driving privileges, unless exceptional circumstances are presented.

4.4.1 The decision to permanently revoke driving privileges will take into consideration the severity and frequency of the violations and will be made by the Director of Human Resources in consultation with the vice president/chief or President (for directly reporting staff). Any necessary employment action as a result of the permanent revocation will be in accordance with policy, procedure, and/or labor agreement.

~~4.4.1~~4.4.2 The University reserves the right to temporarily suspend or permanently revoke driving privileges when necessary to protect the safety of students, employees, or the University community.

4.5 Refusal to release information necessary to conduct a motor vehicle record check when requested will result in loss of University driving privileges.

4.6 Employees may appeal an action resulting from an MVR check to the applicable vice president/chief or President (for directly reporting staff) within five (5) business days of notification. Appeals should be submitted in writing and should include any supporting documentation the employee wishes to have considered. The decision of the vice president/chief or President shall be final~~Employees may appeal an action resulting from an MVR check to the applicable vice president/chief or President (for directly reporting staff~~).

4.7 These rules are in addition to any applicable federal, state or local mandates regarding the attainment and ongoing use of Commercial Driving License (CDL).

4.8 Employees operating a vehicle for Shawnee State University business must comply with Ohio's distracted driving law and are prohibited from using, holding, or physically supporting a cell phone or other electronic wireless communications device while driving, including texting, emailing, browsing, or other manual device use. Drivers must keep their attention on the safe operation of the vehicle and may only use electronic devices as permitted by law, such as hands-free use or emergency communications. This policy is based on **Ohio Revised Code Section 4511.204, "Driving while texting,"** and related distracted-driving provisions under **Ohio Revised Code Section 4511.991**.

~~4.7~~4.9 Employees, students, and authorized drivers operating a vehicle for university business must immediately report any accident, citation, injury, or vehicle damage occurring during university-sponsored travel to their supervisor and any other office designated by the University, including Campus Police and/or Risk Management when applicable.

5.0 DRIVING RULES FOR ACADEMIC FIELD TRIPS/STUDENT

ACTIVITIES/ATHLETICS

5.1 Students who are 21 years or older, with a valid driver's license, and acceptable driving record as demonstrated via an MVR check as described above, may be pre-approved (email/form) ~~-~~as a driver by the appropriate Dean or second-level administrative manager (Director, Associate Director, etc.).

5.2 Academic field trips are trips which are part of an academic course offered by the University for credit and where the participants are accompanied by the faculty member assigned to teach that course.

5.3 Trips associated with University sponsored athletic events require that the participants are accompanied by an approved administrative coach.

5.4 Student activities trips, including trips by student organizations, require the submission of a Student Organization Travel Authorization Form. Furthermore, every student participating must complete the Release from Liability form. The forms must be on file in the Student Life Office, ~~University Center 222~~, prior to the departure date.

5.5 Commercial buses will be the normal mode of transportation for trips over eight hours traveling time or 400 miles round trip. Pre-approval is required by the supervising vice president, chief or president to use vans in lieu of buses. If vans are approved for the trip, at least two drivers will be designated per van for trips longer than 400 road miles one way.

~~5.5~~5.6

~~In no event will the use of 15-passenger vans and other vehicles that may be prohibited as determined by the University's Risk Manager be permitted to be used for University-sponsored travel.~~

5.7

5.8 For any University-sponsored student travel, the coach, administrator, or designated full-time employee responsible for the trip must have access to student emergency contact information while traveling. This information should be kept readily available and used only as necessary in the event of an emergency, illness, injury, or other situation requiring notification of a student's designated emergency contact.

~~5.6~~5.9 ~~Except in emergency situations, only a designated driver with a University-approved MVR may operate a van or serve as a driver for University-sponsored travel. No University driver should have a duty day, including driving time, longer than 14 hours. Duty time includes time spent riding as a passenger.~~Except in emergency situations, only a designated driver with a University-approved MVR may operate a van or serve as a driver for University-sponsored travel. To reduce fatigue and promote safe travel, University drivers should follow driving limits consistent with applicable commercial driver safety standards, including the Federal Motor Carrier Safety Administration Hours of Service rules. A driver should not drive more than 10 hours following at least 8 consecutive hours off duty and should not drive after being on duty for 15 hours following at least 8 consecutive hours off duty. For purposes of this policy, duty time includes all time spent driving, riding as a passenger during University travel, supervising students, attending University-related activities, or otherwise performing responsibilities related to the trip. These standards are modeled after the passenger-carrying vehicle limits in **49 C.F.R. § 395.5**

~~5.7~~5.10 The supervising vice president/ chief or president may make an exception to these driving rules when necessary ~~and~~ as long as student and faculty safety are not compromised.

History
Effective: 01/17/14
Revised: 11/20/2026~~11/8/19~~; 04/03/14

PROCEDURE TITLE:	DRIVING RULES FOR UNIVERSITY SPONSORED ACTIVITIES
PROCEDURE NO:	4.10:2
RELATED POLICY:	4.10REV TRAVEL AUTHORITY
PAGE NO.:	1 OF 5
RESPONSIBLE ADMINISTRATOR:	CHIEF FINANCIAL OFFICER
EFFECTIVE DATE:	11/20/2026
NEXT REVIEW DATE:	11/2031
APPROVED BY:	PRESIDENT

1.0 PURPOSE

1.1 Shawnee State University is committed to the safety of faculty, staff, students and visitors. These procedures establish rules for drivers for University-sponsored activities. Drivers may include employees, students, or volunteers.

1.2 Drivers are to have in their possession a valid driver's license at all times and proof of insurance as required by applicable law. Employees or authorized drivers using personal vehicles for university business are responsible for maintaining insurance coverage meeting Ohio minimum legal requirements. Personal automobile insurance shall be primary for any accident involving a personal vehicle used for university business.

2.0 MOTOR VEHICLE RECORD CHECKS

2.1 A motor vehicle record (MVR) will be obtained every 12 months for:

2.1.1 Drivers of a university vehicle

2.1.2 Drivers transporting students on any university business/activity

2.1.3 Drivers using a university-sponsored rental vehicle (e.g. van)

2.1.4 Drivers whose positions require driving as an essential/integral part of assigned responsibilities

2.2 MVRs will be evaluated against the driving violations outlined in paragraph 4.0 of this procedure. The violations identified in Section 4.0 represent the minimum standards for determining driving eligibility. The University may also consider the severity, frequency, and recency of violations, at-fault accidents, pending driving-related charges, and other risk-related driving factors when determining whether a driving record is acceptable.

2.3 The Department of Human Resources will retain MVR's separately from the employee's personnel file.

2.4 MVRs will be retained for a period of 12 months from date of approval.

2.5 Employees, students, and other authorized drivers must notify the Department of Human Resources within seventy-two (72) hours of any of the following occurring during the period in which they are authorized to drive for university business:

2.5.1 License suspension or revocation

2.5.2 Loss of driving privileges

2.5.3 Conviction or plea related to impaired driving

2.5.4 Major moving violations

2.5.5 Loss of required insurance coverage

2.6 Failure to provide notification may result in suspension or revocation of University driving privileges.

3.0 POSITIONS REQUIRING DRIVING

3.1 An MVR will be obtained and reviewed prior to employment of an individual seeking a position that requires driving students or whose position includes driving as an essential component.

3.2 Applicants for such positions who have driving violations as identified in paragraph 4.0 will be ineligible for hire.

4.0 DRIVING VIOLATIONS AND PENALTIES

4.1 Any driver (as defined herein) whose current-year MVR contains one of the following violations will have University driving privileges temporarily revoked until the driving record is deemed acceptable as determined by the Director of Human Resources:

4.1.1 Driving while license is suspended or revoked

4.1.2 Knowingly leaving the scene of an accident

4.1.3 Driving while intoxicated or impaired by liquor, drugs, chemicals, or organic solvents, etc.

4.1.4 Reckless driving

4.1.5 Felony with Vehicle

4.1.6 Involuntary Manslaughter

4.1.7 Speeding (3 or more tickets in 36-month period)

4.1.8 Any other moving violations (3 or more in 36-month period)

4.2 In instances of speeding and/or other moving violations as identified in section 4.1.7 and 4.1.8, the Director of Human Resources has the discretion to permit the completion of an acceptable driver improvement program as an alternative to the temporary revocation of driving privileges.

4.3 If driving is an essential function of a particular position, it will be stated in writing as a requirement on the official job description, job analysis questionnaire, internal posting and/or external announcement. Anyone who applies for a position with driving as an essential function will be given notice of this requirement prior to acceptance of the position.

4.4 During the period of temporary revocation any additional citations received by the driver could lead to the permanent revocation of university driving privileges. A second temporary revocation will normally result in the permanent revocation of university driving privileges, unless exceptional circumstances are presented.

4.4.1 The decision to permanently revoke driving privileges will take into consideration the severity and frequency of the violations and will be made by the Director of Human Resources in consultation with the vice president/chief or President (for directly reporting staff). Any necessary employment action as a result of the permanent revocation will be in accordance with policy, procedure, and/or labor agreement.

4.4.2 The University reserves the right to temporarily suspend or permanently revoke driving privileges when necessary to protect the safety of students, employees, or the University community.

4.5 Refusal to release information necessary to conduct a motor vehicle record check when requested will result in loss of University driving privileges.

4.6 Employees may appeal an action resulting from an MVR check to the applicable vice president/chief or President (for directly reporting staff) within five (5) business days of notification. Appeals should be submitted in writing and should include any supporting documentation the employee wishes to have considered. The decision of the vice president/chief or President shall be final).

4.7 These rules are in addition to any applicable federal, state or local mandates regarding the attainment and ongoing use of Commercial Driving License (CDL).

4.8 Employees operating a vehicle for Shawnee State University business must comply with Ohio's distracted driving law and are prohibited from using, holding, or physically supporting a cell phone or other electronic wireless communications device while driving, including texting, emailing, browsing, or other manual device use. Drivers must keep their attention on the safe operation of the vehicle and may only use electronic devices as permitted by law, such as hands-free use or emergency communications. This policy is based on **Ohio Revised Code Section 4511.204, "Driving while texting,"** and related distracted-driving

provisions under **Ohio Revised Code Section 4511.991**.

4.9 Employees, students, and authorized drivers operating a vehicle for university business must immediately report any accident, citation, injury, or vehicle damage occurring during university-sponsored travel to their supervisor and any other office designated by the University, including Campus Police and/or Risk Management when applicable.

5.0 DRIVING RULES FOR ACADEMIC FIELD TRIPS/STUDENT ACTIVITIES/ATHLETICS

5.1 Students who are 21 years or older, with a valid driver's license, and acceptable driving record as demonstrated via an MVR check as described above, may be pre-approved (email/form) as a driver by the appropriate Dean or second-level administrative manager (Director, Associate Director, etc.).

5.2 Academic field trips are trips which are part of an academic course offered by the University for credit and where the participants are accompanied by the faculty member assigned to teach that course.

5.3 Trips associated with University sponsored athletic events require that the participants are accompanied by an approved administrative coach.

5.4 Student activities trips, including trips by student organizations, require the submission of a Student Organization Travel Authorization Form. Furthermore, every student participating must complete the Release from Liability form. The forms must be on file in the Student Life Office, , prior to the departure date.

5.5 Commercial buses will be the normal mode of transportation for trips over eight hours traveling time or 400 miles round trip. Pre-approval is required by the supervising vice president, chief or president to use vans in lieu of buses. If vans are approved for the trip, at least two drivers will be designated per van for trips longer than 400 road miles one way.

5.6 For any University-sponsored student travel, the coach, administrator, or designated full-time employee responsible for the trip must have access to student emergency contact information while traveling. This information should be kept readily available and used only as necessary in the event of an emergency, illness, injury, or other situation requiring notification of a student's designated emergency contact.

5.7 Except in emergency situations, only a designated driver with a University-approved MVR may operate a van or serve as a driver for University-sponsored travel. To reduce fatigue and promote safe travel, University drivers should follow driving limits consistent with applicable commercial driver safety standards, including the Federal Motor Carrier Safety Administration Hours of Service rules. A driver should not drive more than 10 hours following at least 8

consecutive hours off duty and should not drive after being on duty for 15 hours following at least 8 consecutive hours off duty. For purposes of this policy, duty time includes all time spent driving, riding as a passenger during University travel, supervising students, attending University-related activities, or otherwise performing responsibilities related to the trip. These standards are modeled after the passenger-carrying vehicle limits in **49 C.F.R. § 395.5**

5.8 The supervising vice president/ chief or president may make an exception to these driving rules, when necessary, as long as student and faculty safety are not compromised.

History
Effective: 01/17/14
Revised: 11/20/2026; 11/8/19; 04/03/14

RESOLUTION F30-26

REVISION OF POLICY 4.00REV, PURCHASING AUTHORITY

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

WHEREAS, Policy 4.00Rev, Purchasing Authority, was last reviewed and approved by the Board of Trustees on June 26, 2020, and requires updating; and

WHEREAS, a modification of the policy is recommended to reflect current operations and recent organizational changes; and

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

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves amended Policy 4.00Rev, Purchasing Authority.

(November 20, 2026)

Shawnee State University

POLICY TITLE:	PURCHASING AUTHORITY
POLICY NO. :	4.00REV
ADMIN CODE:	3362-4-01
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	~~06/26/2020~~11/20/2026
NEXT REVIEW DATE:	~~06/2023~~11/2031
RESPONSIBLE OFFICER:	~~VPF&A~~CHIEF FINANCIAL OFFICER
APPROVED BY:	BOARD OF TRUSTEES

1.0 GENERAL PURCHASING POLICY

1.1 Pursuant to Ohio Revised Code, Section 3362.04, the Board of Trustees of Shawnee State University has statutory authority to make and enter into all contracts and agreements necessary or incidental to the operation of the University.

1.2 The Board of Trustees has delegated, to designated positions within the University, the authority to sign contracts on behalf of the University as outlined in Policy 5.27.

2.0 PROCUREMENT SERVICES

2.1 Procurement Services is charged with the responsibility of organizing and administering procurements for all departments of the University in accordance with this policy, state law, and where applicable, the rules and programs of the Department of Administrative Services.

2.2 University departments may purchase supplies or services from external vendors following established procedures that identify the methods for purchasing goods and services.

2.3 Procedures related to this policy describe the established processes that are to be followed for University procurement, including but not limited to, competitive bidding, minority set asides, conditions required for bid waiver, use of a university credit card, and disposal of surplus property.

3.0 UNAUTHORIZED PURCHASES

Except as noted in this policy, no individual has the authority to enter into purchase contracts or to in any way obligate the University for procurement indebtedness unless specifically authorized to do so by the ~~Vice President for Finance and Administration~~Chief Financial Officer. Individuals who make or participate in making unauthorized purchases or contracts may be personally liable to the vendor. Exclusive of the petty cash procedures, the University will not reimburse officers or employees for the cost of any such purchases unless approval is received. Purchases involving noncompetitive procurement, contractual commitments, elevated institutional risk, or amounts exceeding established procurement thresholds must

receive prior review by Procurement Services in accordance with applicable University procedures. Approval of a purchase requisition does not independently authorize an employee to execute a contract or otherwise obligate the University.

4.0 ETHICAL AND LEGAL ISSUES RELATED TO THE PURCHASING PROCESS

4.1 Conflict of Interest. University personnel will not enter into contracts for the purchase of materials or services which would constitute an unlawful interest in a public contract as addressed in Ohio's ethics statutes and advisories from the Ethics Commission.

4.2 Personal Gifts. Some vendors, particularly vendors of office and computer supplies, may offer free gifts (such as video games, briefcases, and accessory items) with an order. Acceptance of such gifts by any university employee is inappropriate and prohibited.

4.3 Personal Purchases. Purchases for personal use utilizing the name of the University are prohibited.

4.4 Purchases by Individuals for University Use. Purchases by individuals for University use, whether by cash, credit card, or check are strictly prohibited, except when approval by the budget manager is obtained prior to the purchase being made. All purchases must comply with the University's established purchasing procedures, including restrictions on unauthorized purchases. Recurring exceptions for the benefit of the same individual/department also requires the approval of the Director of Procurement Services or designee.

4.5 Promotional Items. Shawnee State University regulates and controls the use of the University's name or other marks, logos, and symbols. All requests for use of the University's name or other marks, logos, and symbols must be forwarded to the Director of ~~Communications~~Branding & Digital Engagement for prior approval. The procurement of all promotional and award-related items on behalf of the entire university is to be handled through Procurement Services. The items include but are not limited to printed items; marketing items, such as pens, pencils, bookmarks, balloons, and T-shirts; and award items such as plaques and trophies.

History
Effective: 05/21/90
Revised: 11/20/2026; 06/26/2020; 02/11/15; 09/11/11
Reviewed: 10/14/16 with no revision

Applicable Procedures: 4.00:1 Procurement Services and Selection of Vendors
4.00:2 Bidding, Minority Vendors, Waivers
4.00:3 Purchasing Card
4.00:4 Surplus Property

Shawnee State University

POLICY TITLE:	PURCHASING AUTHORITY
POLICY NO. :	4.00REV
ADMIN CODE:	3362-4-01
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	11/20/2026
NEXT REVIEW DATE:	11/2031
RESPONSIBLE OFFICER:	CHIEF FINANCIAL OFFICER
APPROVED BY:	BOARD OF TRUSTEES

1.0 GENERAL PURCHASING POLICY

1.1 Pursuant to Ohio Revised Code, Section 3362.04, the Board of Trustees of Shawnee State University has statutory authority to make and enter into all contracts and agreements necessary or incidental to the operation of the University.

1.2 The Board of Trustees has delegated, to designated positions within the University, the authority to sign contracts on behalf of the University as outlined in Policy 5.27.

2.0 PROCUREMENT SERVICES

2.1 Procurement Services is charged with the responsibility of organizing and administering procurements for all departments of the University in accordance with this policy, state law, and where applicable, the rules and programs of the Department of Administrative Services.

2.2 University departments may purchase supplies or services from external vendors following established procedures that identify the methods for purchasing goods and services.

2.3 Procedures related to this policy describe the established processes that are to be followed for University procurement, including but not limited to, competitive bidding, minority set asides, conditions required for bid waiver, use of a university credit card, and disposal of surplus property.

3.0 UNAUTHORIZED PURCHASES

Except as noted in this policy, no individual has the authority to enter into purchase contracts or to in any way obligate the University for procurement indebtedness unless specifically authorized to do so by the Chief Financial Officer. Individuals who make or participate in making unauthorized purchases or contracts may be personally liable to the vendor. Exclusive of the petty cash procedures, the University will not reimburse officers or employees for the cost of any such purchases unless approval is received. Purchases involving noncompetitive procurement, contractual commitments, elevated institutional risk, or amounts exceeding established procurement thresholds must receive prior review by Procurement Services in accordance with applicable University procedures.

Approval of a purchase requisition does not independently authorize an employee to execute a contract or otherwise obligate the University.

4.0 ETHICAL AND LEGAL ISSUES RELATED TO THE PURCHASING PROCESS

4.1 Conflict of Interest. University personnel will not enter into contracts for the purchase of materials or services which would constitute an unlawful interest in a public contract as addressed in Ohio's ethics statutes and advisories from the Ethics Commission.

4.2 Personal Gifts. Some vendors, particularly vendors of office and computer supplies, may offer free gifts (such as video games, briefcases, and accessory items) with an order. Acceptance of such gifts by any university employee is inappropriate and prohibited.

4.3 Personal Purchases. Purchases for personal use utilizing the name of the University are prohibited.

4.4 Purchases by Individuals for University Use. Purchases by individuals for University use, whether by cash, credit card, or check are strictly prohibited, except when approval by the budget manager is obtained prior to the purchase being made. All purchases must comply with the University's established purchasing procedures, including restrictions on unauthorized purchases. Recurring exceptions for the benefit of the same individual/department also requires the approval of the Director of Procurement Services or designee.

4.5 Promotional Items. Shawnee State University regulates and controls the use of the University's name or other marks, logos, and symbols. All requests for use of the University's name or other marks, logos, and symbols must be forwarded to the Director of Branding & Digital Engagement for prior approval. The procurement of all promotional and award-related items on behalf of the entire university is to be handled through Procurement Services. The items include but are not limited to printed items; marketing items, such as pens, pencils, bookmarks, balloons, and T-shirts; and award items such as plaques and trophies.

History
Effective: 05/21/90
Revised: 11/20/2026; 06/26/2020; 02/11/15; 09/11/11
Reviewed: 10/14/16 with no revision

Applicable Procedures: 4.00:1 Procurement Services and Selection of Vendors
4.00:2 Bidding, Minority Vendors, Waivers
4.00:3 Purchasing Card
4.00:4 Surplus Property

PROCEDURE TITLE:	PROCUREMENT SERVICES AND SELECTION OF VENDORS
PROCEDURE NO.:	4.00:1
RELATED POLICY:	4.00REV
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR:	~~VPFA/ DIRECTOR, CONTRACTS SERVICES~~ CHIEF FINANCIAL OFFICER
EFFECTIVE DATE:	~~06/26/2020~~11/20/2026
NEXT REVIEW DATE:	~~06/2022~~11/2031
APPROVED BY:	PRESIDENT

1.0 PROCUREMENT SERVICES

1.1 The Procurement Services has been given the following primary responsibilities:

1.1.1 Oversee the purchase of all equipment, supplies, materials, and services required by university departments.

1.1.2 Manage the procurement function in compliance with applicable law, university policies and procedures, and related contracts.

1.1.3 Establish all purchasing rules and procedures, including those related to the Purchasing Card program.

1.1.4 Apply principles of value analysis to the purchase transaction to obtain the best quality and quantity for the price and delivery within the desired time frame.

1.1.5 Test and evaluate various commodities to insure proper balance of quality for the price.

1.1.6 Establish standards for equipment and materials of common use throughout the University.

1.1.7 Develop term contracts on behalf of all university departments (i.e., office supply contract, photocopier contract).

1.1.8 Contract for goods and services, in accordance with Policy 5.27Rev.

1.1.9 Participate in the development of inter-university contracts and state of Ohio term contracts.

1.1.10 Oversee vendor relations.

1.1.11 Archive all purchasing related documents.

1.2 University departments may purchase supplies or services from external vendors, using one of the following methods, except as noted by Board action:

1.2.1 A Requisition/Purchase Order is the preferred method for making purchases from external vendors. If the Requisition/Purchase Order method is selected, the BearTrax requisition must be completed prior to the purchase being made.

1.2.2 Purchasing Cards may be used in cases where the requisition process is not feasible or appropriate. For additional guidance regarding the use of Purchasing Cards, refer to Procedure 4.00:3, Purchasing Card.

1.2.3 Blanket Purchase Orders should be used when recurring charges are anticipated (e.g. contracts, monthly payments etc.).

2.0 SELECTION OF VENDORS

2.1 Vendor Relations. Shawnee State University recognizes the importance of having strong, mutual relationships with the vendors with whom it does business. The University seeks to maintain and improve these relationships by treating vendors in a fair and equitable manner. Individuals authorized to place orders on behalf of their departments shall not allow relationships with these vendors or their employees to influence the award of an order.

2.2 Selection of Vendors. The selection of a vendor is the responsibility of Procurement Services. However, the vendor suggested by the requisitioning party will be given consideration when in the best interest of the University and when the purchase does not require competitive bidding.

2.3 "Buy America," "Buy Ohio". The university shall give preference in its purchasing activities to products that are produced or mined in Ohio and to bidders that qualify as having a significant Ohio economic presence in accordance with Ohio Revised Code §125.11(B). This requirement may be waived when compliance would result in the university paying an excessive price for the product or acquiring a disproportionately inferior product." Existing state law gives preference to products that are produced or mined in the United States and in Ohio.

3.0 GRANTS PROCUREMENT

3.1 When purchasing goods or services with grant funds, the purchase is subject to applicable federal procurement standards, including the Federal Uniform Guidance (UG) (2 CFR 200), when applicable, as well as relevant state laws, ~~and~~ University purchasing policies and procedures, and award-specific terms and conditions. Where multiple requirements apply, the most restrictive applicable requirement shall govern. ~~It is important to note that the UG only applies to federal grants (financial assistance) and not federal contracts~~. All ~~evidence~~ supporting documentation (e.g. bid waivers,

quotes, etc.) ~~of the following processes will~~ shall be maintained in the grant file for audit purposes.

3.2 Non-federal entities are prohibited from contracting with or making sub-awards under covered transactions with parties that are suspended, ~~or~~ debarred, ~~or~~ ~~whose principals are suspended or debarred~~ otherwise excluded from participation in federal programs, in accordance with applicable federal requirements. ~~(*OMB Circular A-110, Appendix A, Contract Provisions*) "Covered transactions" include those procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed $25,000 or meet certain other specified criteria.~~ Prior to entering into covered transactions, t~~T~~he Project Director must verify that the entity and its principals ~~is~~ are not suspended, ~~or~~ debarred, or otherwise excluded. ~~This V~~verification may be accomplished by checking the *System for Award Management* (SAM.gov), ~~Formerly the Excluded Parties List System,~~ collecting a certification from the entity, or including ~~or adding~~ an appropriate clause or condition ~~to the covered~~ in the transaction, as permitted by federal regulations ~~with that entity.~~ Documentation of verification shall be maintained in the grant file for audit purposes.

3.3 All grant expenditures ~~with a cost exceeding $10,000~~shall be subject to competitive quotation and price-reasonableness requirements in accordance with applicable federal regulations and University purchasing procedures. When competitive quotations ~~require~~are required~~s~~, supporting documentation demonstrating that ~~at least two~~ price ~~quotes~~ comparisons were obtained ~~for cost comparison~~ shall be maintained. This documentation ~~can~~ may be in the form of formal vendor quotes or screenshots of online vendor pricing. All supporting documentation shall be maintained in the grant file for audit purposes.

3.4 The UG allows for "piggybacking" off of existing contracts that were competitively bid. You should ask the supplier you are working with whether they have public contracts, such as those with a government (federal, state, county, city, etc.) or a co-operative entity (IUC, E&I, U.S. Communities, NJPA, NASPO Valuepoint etc.).

3.5 Grants Procurement ~~Threshold Table~~Methods and Thresholds

~~Amount~~	~~Procurement Type~~	~~Description~~
~~$0 - $10,000~~	~~Micro-purchases~~	~~- No competitive quotes required if the price is considered reasonable~~ ~~- Distribute purchases equitably among qualified suppliers as practical~~

~~10,001 – $150,000~~	~~Small purchases~~	~~- Price quotations must be obtained from at least two qualified sources~~ ~~- Quotes can be obtained directly from suppliers or through screenshots of online prices~~
~~$150,001+~~	~~Sealed bids~~	~~- Publicly advertised and solicited from adequate suppliers~~ ~~- Lowest responsive and responsible bidder wins~~ ~~- Contract is a firm fixed price~~
~~$150,001+~~	~~Competitive proposals~~	~~- Publicly advertised and solicited from adequate suppliers~~ ~~- Most advantageous bid (price and other factors considered) wins~~ ~~- Contract can be either a fixed price or cost-reimbursement type~~
~~Any~~	~~Non-competitive proposals~~ ~~(sole source)~~	~~- Good/service is only available from a single source; or~~ ~~- Only one source can provide good/service in the time frame required; or~~ ~~- After solicitation of a number of sources, competition is determined inadequate.~~ ~~- Written pre-approval from the Federal awarding agency is required~~

Procurements involving federal awards shall follow the applicable procurement methods established under the Federal Uniform Guidance (2 CFR 200.320), as well as University purchasing procedures. The following procurement methods shall apply in accordance with current federal thresholds and any more restrictive applicable requirements:

3.5.1 **Micro-Purchases.** Purchases within the University's established and federally authorized micro-purchase threshold may be made without obtaining competitive quotations, provided the price is determined to be reasonable and supporting documentation is maintained. Purchases should be distributed equitably among qualified suppliers to the extent practicable.

3.5.2 **Simplified Acquisitions.** Purchases exceeding the applicable micro-purchase threshold but not exceeding the University's established simplified acquisition threshold shall require price quotations from an adequate number of qualified sources. Quotations may be obtained directly from suppliers or through documented online pricing when appropriate.

3.5.3 **Formal Procurement.** Purchases exceeding the University's established simplified acquisition threshold shall be conducted through an authorized formal competitive procurement method, including sealed bids or competitive proposals, in accordance with applicable requirements.

3.5.4 **Noncompetitive Procurement.** Purchases may be made without competition only when permitted under applicable federal regulations and University purchasing procedures. Such purchases shall require appropriate supporting justification, documentation, and approvals.

When multiple requirements apply, the most restrictive applicable requirement shall govern. Changes in federal or state procurement thresholds shall be recognized in accordance with applicable laws and regulations, subject to any required University authorization, certification, or approval.

History
Effective: 09/11/11
Revised: 11/26/2026; 06/26/2020
Reviewed: 10/14/16 with no revision

PROCEDURE TITLE:	PROCUREMENT SERVICES AND SELECTION OF VENDORS
PROCEDURE NO.:	4.00:1
RELATED POLICY:	4.00REV
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR:	CHIEF FINANCIAL OFFICER
EFFECTIVE DATE:	11/20/2026
NEXT REVIEW DATE:	11/2031
APPROVED BY:	PRESIDENT

1.0 PROCUREMENT SERVICES

Procurement Services has been given the following primary responsibilities:

1.1 Oversee the purchase of all equipment, supplies, materials, and services required by university departments.

1.2 Manage the procurement function in compliance with applicable law, university policies and procedures, and related contracts.

1.3 Establish all purchasing rules and procedures, including those related to the Purchasing Card program.

1.4 Apply principles of value analysis to the purchase transaction to obtain the best quality and quantity for the price and delivery within the desired time frame.

1.5 Test and evaluate various commodities to insure proper balance of quality for the price.

1.6 Establish standards for equipment and materials of common use throughout the University.

1.7 Develop term contracts on behalf of all university departments (i.e., office supply contract, photocopier contract).

1.8 Contract for goods and services, in accordance with Policy 5.27Rev.

1.9 Participate in the development of inter-university contracts and state of Ohio term contracts.

1.10 Oversee vendor relations.

1.11 Archive all purchasing related documents.

1.12 University departments may purchase supplies or services from external vendors, using one of the following methods, except as noted by Board action:

1.12.1 A Requisition/Purchase Order is the preferred method for making purchases from external vendors. If the Requisition/Purchase Order method is selected, the BearTrax requisition must be completed prior to the purchase being made.

1.12.2 Purchasing Cards may be used in cases where the requisition process is not feasible or appropriate. For additional guidance regarding the use of Purchasing Cards, refer to Procedure 4.00:3, Purchasing Card.

1.12.3 Blanket Purchase Orders should be used when recurring charges are anticipated (e.g. contracts, monthly payments etc.).

2.0 SELECTION OF VENDORS

2.1 "Vendor Relations". Shawnee State University recognizes the importance of having strong, mutual relationships with the vendors with whom it does business. The University seeks to maintain and improve these relationships by treating vendors in a fair and equitable manner. Individuals authorized to place orders on behalf of their departments shall not allow relationships with these vendors or their employees to influence the award of an order.

2.2 "Selection of Vendors". The selection of a vendor is the responsibility of Procurement Services. However, the vendor suggested by the requisitioning party will be given consideration when in the best interest of the University and when the purchase does not require competitive bidding.

2.3 "Buy America," "Buy Ohio". The university shall give preference in its purchasing activities to products that are produced or mined in Ohio and to bidders that qualify as having a significant Ohio economic presence in accordance with Ohio Revised Code §125.11(B). This requirement may be waived when compliance would result in the university paying an excessive price for the product or acquiring a disproportionately inferior product. Existing state law gives preference to products that are produced or mined in the United States and in Ohio.

3.0 GRANTS PROCUREMENT

3.1 When purchasing goods or services with grant funds, the purchase is subject to applicable federal procurement standards, including the Federal Uniform Guidance (UG) (2 CFR 200), when applicable, as well as relevant state laws, University purchasing policies and procedures, and award-specific terms and conditions. Where multiple requirements apply, the most restrictive applicable requirement shall govern. All supporting documentation (e.g. bid waivers, quotes, etc.) shall be maintained in the grant file for audit purposes.

3.2 Non-federal entities are prohibited from contracting with or making sub-awards under covered transactions with parties that are suspended, debarred, or otherwise excluded from participation in federal programs, in accordance with applicable federal

requirements. Prior to entering into covered transactions, the Project Director must verify that the entity and its principals are not suspended, debarred, or otherwise excluded. Verification may be accomplished by checking the *System for Award Management* (SAM.gov), collecting a certification from the entity, or including an appropriate clause or condition in the transaction, as permitted by federal regulations. Documentation of verification shall be maintained in the grant file for audit purposes.

3.3 All grant expenditures shall be subject to competitive quotation and price-reasonableness requirements in accordance with applicable federal regulations and University purchasing procedures. When competitive quotations are required, supporting documentation demonstrating that price comparisons were obtained shall be maintained. This documentation may be in the form of formal vendor quotes or screenshots of online vendor pricing. All supporting documentation shall be maintained in the grant file for audit purposes.

3.4 The UG allows for "piggybacking" off of existing contracts that were competitively bid. You should ask the supplier you are working with whether they have public contracts, such as those with a government (federal, state, county, city, etc.) or a co-operative entity (IUC, E&I, U.S. Communities, NJPA, NASPO Valuepoint etc.).

3.5 Grants Procurement Methods and Thresholds: Procurements involving federal awards shall follow the applicable procurement methods established under the Federal Uniform Guidance (2 CFR 200.320), as well as University purchasing procedures. The following procurement methods shall apply in accordance with current federal thresholds and any more restrictive applicable requirements:

3.5.1 **Micro-Purchases.** Purchases within the University's established and federally authorized micro-purchase threshold may be made without obtaining competitive quotations, provided the price is determined to be reasonable and supporting documentation is maintained. Purchases should be distributed equitably among qualified suppliers to the extent practicable.

3.5.2 **Simplified Acquisitions.** Purchases exceeding the applicable micro-purchase threshold but not exceeding the University's established simplified acquisition threshold shall require price quotations from an adequate number of qualified sources. Quotations may be obtained directly from suppliers or through documented online pricing when appropriate.

3.5.3 **Formal Procurement.** Purchases exceeding the University's established simplified acquisition threshold shall be conducted through an authorized formal competitive procurement method, including sealed bids or competitive proposals, in accordance with applicable requirements.

3.5.4 **Noncompetitive Procurement.** Purchases may be made without competition only when permitted under applicable federal regulations and University purchasing procedures. Such purchases shall require appropriate supporting

justification, documentation, and approvals.

4.0 When multiple requirements apply, the most restrictive applicable requirement shall govern. Changes in federal or state procurement thresholds shall be recognized in accordance with applicable laws and regulations, subject to any required University authorization, certification, or approval.

History
Effective: 09/11/11
Revised: 11/26/2026; 06/26/2020
Reviewed: 10/14/16 with no revision

PROCEDURE TITLE:	BIDDING, MINORITY VENDORS, & WAIVERS
PROCEDURE NO.:	4.00:2
RELATED POLICY:	4.00REV
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RESPONSIBLE ADMINISTRATORS(S):	~~VPFA/DIRECTOR, CONTRACTS SERVICES~~ CFO
EFFECTIVE DATE:	~~06/26/2020~~11/20/2026
NEXT REVIEW DATE:	~~06/2022~~11/2031
APPROVED BY:	PRESIDENT

1.0 BIDDING, MINORITY VENDORS, AND WAIVERS

1.1 Bidding

1.1.1 Formal Bids. The Office of Contract Services will solicit formal, sealed bids for goods and/or services estimated to be in excess of specified dollar amounts (see par. 1.1.3). Such bids are normally publicly opened and read. However, the ~~Director of Contract Services~~Executive Director of Finance may note in the Request for Proposal that no public bid opening will be held, if the proposals are expected to be complex and/or require committee review. Advertising for "goods and services" may appear on the Procurement Services web pages or in other forms of media if deemed to be in the best interests of the University. The time allowed for the return of responses to a Request for Proposal is generally 10-30 days, depending on the complexity and need for advertising.

1.1.2 Request for Quotations. Quotations for purchases, services, and/or leases will be obtained through the Office of Contract Services, based on written descriptions or specifications. The ~~Director of Contract Services~~Executive Director of Finance may encourage departmental correspondence or consultation with vendors to help establish required specifications and approximate costs of a proposed purchase.

1.1.3 Dollar Guidelines. Formal bids and requests for quotations are solicited by ~~the~~ Procurement Services in accordance with the following guidelines:

1.1.3.1 ~~$1,000-$49,999~~Purchases below the University's established competitive bidding threshold~~—~~ Quotations may or may not be solicited, as determined by Contract Services. Note: Contract Services reserves the right to bid at any estimated dollar amount if deemed to be in the best interest of the University.

1.1.3.2 ~~$50,000 and up~~Purchases meeting or exceeding the University's established competitive bidding threshold~~—~~ ~~Whenever quotations for goods or services exceed a total value of $50,000, it is necessary to execute~~ a formal~~, sealed bid~~ competitive procurement process shall be required to obtain the best overall value in the procurement of ~~such~~ goods or services, unless and

authorized exception applies.

Calendar Year	Annual Adjustment	Bidding Threshold
2023 (Oct 3 onward)	Initial Threshold	$75,000
2024	No increase	$75,000
2025	3%	$77,250
2026	3%	$79,568
2027	3%	$81,955*
2028	3%	$84,414*

**2027 and 2028 are projected amounts based on a compounded annual increase of 3% rounded to the nearest dollar. Official thresholds are determined and published annually by the Ohio Department of Commerce.*

1.1.3.3 The competitive bidding threshold shall be adjusted annually in accordance with Ohio Revised Code Section 9.17, as determined and published by the Ohio Department of Commerce. Projected thresholds are provided for informational purposes only. The officially published threshold for the applicable calendar year shall govern, subject to any more restrictive requirements imposed by applicable law, University policy, or funding-source restrictions.

1.1.4 The use of multiple requisitions to circumvent the bidding process (pyramiding of orders) is prohibited.

1.1.5 Professional Design Services. When professional design services are employed (such as a consulting engineer, architect, or designer), all contracts that are above the specified dollar amount in Ohio Revised Code 153.71 will follow a formal bid process.

1.1.6 Uses of Competitive Bidding. Competitive bidding is utilized not only to establish prices but also to seek out new vendors and alternative equipment and materials. The purchase or lease of all equipment, materials, supplies, and services shall be awarded to the lowest, most responsive and responsible bidder pursuant to Section 9.312 of the Ohio Revised Code, subject to prescribed dollar amounts. However, Contract Services reserves the right to obtain competitive quotations or bids, regardless of dollar value, whenever, in its judgment, obtaining such quotations or bids would serve the best interest of the University.

1.1.7 Awarding the Contract. The University's policy on awarding contracts is based on the concept of the lowest, most responsive and responsible bid.

1.1.7.1 Cost can be determined by several factors such as life-cycle cost, delivery, maintenance, upgrade ability, and cash discount terms, which meet the specifications of the bid document and can be supplied by a reputable supplier. Bidders are to quote items exactly as specified. Should alternates or items perceived by the bidder to be "equals" be proposed by the supplier, the items must be clearly marked as "alternates." In the event that a lower-cost item is bid other than specified, it is the responsibility of the bidder to prove that his/her alternate bid meets all the specifications set forth in the bid document pertaining to suitability and function. The final determination as to suitability shall be made by the University.

1.1.7.2 A bidder shall be considered responsive if the bidder's proposal responds to bid specifications in all material respects and contains no irregularities or deviations from the specifications which would affect the amount of the bid or otherwise give the bidder a competitive advantage.

1.1.7.3 Factors used to determine whether a bidder is responsible include the experience of the bidder, the bidder's financial condition, conduct and performance on previous contracts, facilities, management skills, and ability to execute the contract properly.

1.1.8 Rejection of Bids. Contract Services in consultation with the Vice President for Finance and Administration or designee reserves the right to reject any or all bids whenever the best interest of the University will be served by so doing.

2.0 MINORITY SET-ASIDE PURCHASES

2.1 The University will strive to meet the State of Ohio law (Ohio Revised Code, Chapters 123 and 125) goal for purchases in the area of goods and services to be "set-aside" for bidding by or placed with minority businesses that have been certified by the state of Ohio Department of Administrative Services, Equal Opportunity Division. The University will seek to utilize qualified certified minority enterprise businesses for individual purchases that do not require formal bidding, whenever possible.

2.2 The present set-aside bidding practice only applies to goods and services. It is not applicable to construction contracts.

2.3 The list of state certified minority businesses will be consulted when researching for

certified suppliers or contractors.

2.4 There must be at least three (3) qualified, responsible Minority Business Enterprise (MBE) certified bidders capable of providing the identified goods or services in order to be considered for set-aside bidding. A set-aside bidding process will only include certified minority businesses that have been certified by the state of Ohio.

2.5 If bids or proposals resulting from set-aside bidding are not received from invited MBE firms, or submitted pricing is over budget or cannot be provided in a timely manner, a second bid process may become necessary in which the goods or services may be made available for "open-market" bidding. Open-market bidding allows for non-minority owned businesses to participate. If rebidding becomes necessary, additional time may be necessary to conduct the process.

3.0 WAIVER OF COMPETITIVE BIDDING

3.1 Competitive bidding requirements may be waived for the purchase or lease of equipment, materials, supplies, and services in the following instances:

3.1.1 Whenever the Director of Contract Services in consultation with the Vice President for Finance and Administration or designee has determined that an emergency situation, which requires such action, exists.

3.1.2 Whenever, the Director of Contract Services has determined through market research that it is not possible or practical to obtain more than one bid because the product is a used item or a single (sole) source item, or for any other sufficient economic reason.

3.1.3 When in the University's best interest, the University may use special contract pricing that is available from organizations including but not limited to:

3.1.3.1 Inter-University Council Purchasing Group (IUCPG)

3.1.3.2 State of Ohio

3.1.3.3 Ohio Department of Transportation (ODOT)

3.1.3.4 Contracts by State of Ohio colleges and universities which have provisions for usage by other state schools

3.1.3.5 Midwestern Higher Education Conference (MHEC)

3.1.3.6 OhioLink

3.1.3.7 Educational and Institutional Cooperative Service (E&I) when competitively bid

3.1.3.8 Other consortiums or organizations in which the University participates which have competitively bid contracts for use by the membership

History
Effective: 09/09/11
Revised: 11/20/2026; 6/26/2020, 06/01/14
Reviewed: 10/14/16 with no revision

PROCEDURE TITLE:	BIDDING, MINORITY VENDORS, & WAIVERS
PROCEDURE NO.:	4.00:2
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RESPONSIBLE ADMINISTRATORS:	CHIEF FINANCIAL OFFICER
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NEXT REVIEW DATE:	11/2031
APPROVED BY:	PRESIDENT

1.0 BIDDING, MINORITY VENDORS, AND WAIVERS

1.1 Formal Bids. The Office of Contract Services will solicit formal, sealed bids for goods and/or services estimated to be in excess of specified dollar amounts (see par. 1.1.3). Such bids are normally publicly opened and read. However, the Executive Director of Finance may note in the Request for Proposal that no public bid opening will be held, if the proposals are expected to be complex and/or require committee review. Advertising for "goods and services" may appear on the Procurement Services web pages or in other forms of media if deemed to be in the best interests of the University. The time allowed for the return of responses to a Request for Proposal is generally 10-30 days, depending on the complexity and need for advertising.

1.2 Request for Quotations. Quotations for purchases, services, and/or leases will be obtained through the Office of Contract Services, based on written descriptions or specifications. The Executive Director of Finance may encourage departmental correspondence or consultation with vendors to help establish required specifications and approximate costs of a proposed purchase.

1.3 Dollar Guidelines. Formal bids and requests for quotations are solicited by Procurement Services in accordance with the following guidelines:

1.3.1 Purchases below the University’s established competitive bidding threshold— Quotations may or may not be solicited, as determined by Contract Services. Note: Contract Services reserves the right to bid at any estimated dollar amount if deemed to be in the best interest of the University.

1.3.2 Purchases meeting or exceeding the University’s established competitive bidding threshold—a formal competitive procurement process shall be required to obtain the best overall value in the procurement of goods or services, unless an authorized exception applies.

Calendar Year	Annual Adjustment	Bidding Threshold
2023 (Oct 3 onward)	Initial Threshold	$75,000
2024	No increase	$75,000
2025	3%	$77,250
2026	3%	$79,568
2027	3%	$81,955*
2028	3%	$84,414*

**2027 and 2028 are projected amounts based on a compounded annual increase of 3% rounded to the nearest dollar. Official thresholds are determined and published annually by the Ohio Department of Commerce.*

1.3.3 The competitive bidding threshold shall be adjusted annually in accordance with Ohio Revised Code Section 9.17, as determined and published by the Ohio Department of Commerce. Projected thresholds are provided for informational purposes only. The officially published threshold for the applicable calendar year shall govern, subject to any more restrictive requirements imposed by applicable law, University policy, or funding-source restrictions.

1.4 The use of multiple requisitions to circumvent the bidding process (pyramiding of orders) is prohibited.

1.5 Professional Design Services. When professional design services are employed (such as a consulting engineer, architect, or designer), all contracts that are above the specified dollar amount in Ohio Revised Code 153.71 will follow a formal bid process.

1.6 Uses of Competitive Bidding. Competitive bidding is utilized not only to establish prices but also to seek out new vendors and alternative equipment and materials. The purchase or lease of all equipment, materials, supplies, and services shall be awarded to the lowest, most responsive and responsible bidder pursuant to Section 9.312 of the Ohio Revised Code, subject to prescribed dollar amounts. However, Contract Services reserves the right to obtain competitive quotations or bids, regardless of dollar value, whenever, in its judgment, obtaining such quotations or bids would serve the best interest of the University.

1.7 Awarding the Contract. The University's policy on awarding contracts is based on the concept of the lowest, most responsive and responsible bid.

1.7.1 Cost can be determined by several factors such as life-cycle cost, delivery, maintenance, upgrade ability, and cash discount terms, which meet the

specifications of the bid document and can be supplied by a reputable supplier. Bidders are to quote items exactly as specified. Should alternates or items perceived by the bidder to be "equals" be proposed by the supplier, the items must be clearly marked as "alternates." In the event that a lower-cost item is bid other than specified, it is the responsibility of the bidder to prove that his/her alternate bid meets all the specifications set forth in the bid document pertaining to suitability and function. The final determination as to suitability shall be made by the University.

1.7.2 A bidder shall be considered responsive if the bidder's proposal responds to bid specifications in all material respects and contains no irregularities or deviations from the specifications which would affect the amount of the bid or otherwise give the bidder a competitive advantage.

1.7.3 Factors used to determine whether a bidder is responsible include the experience of the bidder, the bidder's financial condition, conduct and performance on previous contracts, facilities, management skills, and ability to execute the contract properly.

1.8 Rejection of Bids. Contract Services in consultation with the Vice President for Finance and Administration or designee reserves the right to reject any or all bids whenever the best interest of the University will be served by so doing.

2.0 MINORITY SET-ASIDE PURCHASES

2.1 The University will strive to meet the State of Ohio law (Ohio Revised Code, Chapters 123 and 125) goal for purchases in the area of goods and services to be "set-aside" for bidding by or placed with minority businesses that have been certified by the state of Ohio Department of Administrative Services, Equal Opportunity Division. The University will seek to utilize qualified certified minority enterprise businesses for individual purchases that do not require formal bidding, whenever possible.

2.2 The present set-aside bidding practice only applies to goods and services. It is not applicable to construction contracts.

2.3 The list of state certified minority businesses will be consulted when researching for certified suppliers or contractors.

2.4 There must be at least three (3) qualified, responsible Minority Business Enterprise (MBE) certified bidders capable of providing the identified goods or services in order to be considered for set-aside bidding. A set-aside bidding process will only include certified minority businesses that have been certified by the state of Ohio.

2.5 If bids or proposals resulting from set-aside bidding are not received from invited MBE firms, or submitted pricing is over budget or cannot be provided in a timely

manner, a second bid process may become necessary in which the goods or services may be made available for "open-market" bidding. Open-market bidding allows for non-minority owned businesses to participate. If rebidding becomes necessary, additional time may be necessary to conduct the process.

3.0 WAIVER OF COMPETITIVE BIDDING

Competitive bidding requirements may be waived for the purchase or lease of equipment, materials, supplies, and services in the following instances:

3.1 Whenever the Director of Contract Services in consultation with the Vice President for Finance and Administration or designee has determined that an emergency situation, which requires such action, exists.

3.2 Whenever, the Director of Contract Services has determined through market research that it is not possible or practical to obtain more than one bid because the product is a used item or a single (sole) source item, or for any other sufficient economic reason.

3.3 When in the University's best interest, the University may use special contract pricing that is available from organizations including but not limited to:

3.3.1 Inter-University Council Purchasing Group (IUCPG)

3.3.2 State of Ohio

3.3.3 Ohio Department of Transportation (ODOT)

3.3.4 Contracts by State of Ohio colleges and universities which have provisions for usage by other state schools

3.3.5 Midwestern Higher Education Conference (MHEC)

3.3.6 OhioLink

3.3.7 Educational and Institutional Cooperative Service (E&I) when competitively bid

3.3.8 Other consortiums or organizations in which the University participates which have competitively bid contracts for use by the membership

History
Effective: 09/09/11
Revised: 11/20/2026; 6/26/2020, 06/01/14
Reviewed: 10/14/16 with no revision

PROCEDURE TITLE:	PURCHASING CARD
PROCEDURE NO.:	4.00:3
RELATED POLICY:	4.00REV
PAGE NO.:	1 OF 2
RESPONSIBLE ADMINISTRATORS:	~~VPFA/DIRECTOR OF PROCUREMENT SERVICES~~CFO
EFFECTIVE DATE:	~~02/21/2022~~11/26/2026
NEXT REVIEW DATE:	~~06/2023~~11/2031
APPROVED BY:	PRESIDENT

The following provisions shall apply to PCards issued by the University:

1.0 The Purchasing Card (Pcard~~) – also includes Travel Card)~~ is a University credit card that delegates purchasing power, up to a specific dollar limit, to individual University employees. The Purchasing Card allows the cardholder to charge work-related expenses directly to the appropriate University account.

2.0 Only non-student University employees may be issued a PCard. Upon completion of the PCard application with appropriate signatures, the Director of Procurement Services will order PCards for University employees.

3.0 PCards are not transferable, nor may they be shared.

4.0 The PCard may be used for University business purposes only.

5.0 To retain use of the card, cardholders and their PCard purchases must comply with Shawnee State University policies and procedures. Any questions that a cardholder has about the appropriateness of using the card for a purchase should be raised with the employee's supervisor and/or the Director of Procurement Services before the purchase is made. See list of Unauthorized Purchases on the Procurement Services PCard web page.

6.0 Cardholders must reconcile their outstanding transactions in BearTrax, so the appropriate account can be charged. The timeline for reconciling is as follows:

- If transactions are outstanding after 30 days, cardholders will receive a reminder.
- If transactions are still outstanding after 45 days, cardholders will receive a warning.
- If transactions are still outstanding after 60 days, cardholders will have their card privileges suspended.

To reinstate PCard privileges after suspension, cardholders must supply a written justification signed by their VP. Repeat offenses may result in permanent suspension of privileges.

7.0 Budget managers/approvers are responsible for reviewing and approving Expense Reports in a timely manner.

8.0 Misuse of the PCard may result in disciplinary action, up to and including termination of employment.

9.0 In lieu of, or in addition to, disciplinary action, the University may pursue restitution of monies improperly spent with a PCard.

History
Effective: 09/09/11
Reviewed: 11/20/2026; 10/14/16 with no revision
Revised: 02/21/2022; 06/26/2020

PROCEDURE TITLE:	PURCHASING CARD
PROCEDURE NO.:	4.00:3
RELATED POLICY:	4.00REV
PAGE NO.:	1 OF 2
RESPONSIBLE ADMINISTRATOR:	CHIEF FINANCIAL OFFICER
EFFECTIVE DATE:	11/20/2026
NEXT REVIEW DATE:	11/2031
APPROVED BY:	PRESIDENT

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History
Effective: 09/09/11
Reviewed: 11/20/2026; 10/14/16 with no revision
Revised: 02/21/2022; 06/26/2020

INFORMATION ONLY

PROCEDURE TITLE:	SURPLUS PROPERTY
PROCEDURE NO.:	4.00:4REV
RELATED POLICY:	4.00REV
PAGE NO.:	1 OF 2
RESPONSIBLE ADMINISTRATOR:	~~VPFA/DIRECTOR OF PROCUREMENT SERVICES~~CFO
EFFECTIVE DATE:	~~06/26/2020~~11/20/2026
NEXT REVIEW DATE:	~~06/2023~~11/2031

1.0 SURPLUS PROPERTY

1.1 Procurement Services is responsible for disposing of the University's surplus or excess property in a manner that serves the best interests of the University and secures the best available price, in accordance with this procedure.

1.2 University property is any item, whether or not operable or a complete unit, purchased by, donated to or otherwise owned by the University. As used in this procedure, University property does not include hazardous materials.

1.3 Chairpersons, directors, or designees of departments in whose custody and care University property is placed may declare such property as surplus. The relinquishing department is responsible for verifying ownership of all equipment and material before proceeding with disposal.

1.4 Property purchased with sponsored program funds, including federal, state, local, and private awards, may not be declared surplus, transferred, traded, donated, sold, or otherwise disposed of without prior review and approval by the Office of Grants & Sponsored Programs. Disposition shall be conducted in accordance with the applicable award agreement, sponsor requirements, and University policy. Equipment and supplies acquired under federal awards shall be managed and disposed of in accordance with 2 CFR §§ 200.313 and 200.314, including any sponsor approval, reporting, reimbursement, or disposition requirements.

~~1.4~~1.5 If a department is replacing an item with an identical or like item, trade-in must be considered. The Director of Procurement Services shall determine whether trade-in or outright sale is more economically advantageous to the University.

~~1.5~~1.6 The disposition of property identified as surplus shall proceed as follows:

~~1.5.1~~1.6.1 The first and preferred option for surplus property shall be the re-purposing of same to another department of the University.

~~1.5.2~~1.6.2 If no other department of the University can make use of property deemed surplus by the relinquishing department, the property should preferably ~~it shall may donated as set forth in paragraph 1.6 or~~ be offered for sale to the general public by way of auction, sealed bidding or

other means so as to produce the highest proceeds to the University net of disposal. However, when deemed appropriate or in the best interest of the University, by the ~~Director of Procurement Services~~Chief Financial Officer, the property may be donated as set ~~fourth~~forth in paragraph 1.6.

~~1.5.3~~1.6.3 ~~If items offered for sale to the general public are not sold, they may be donated to organizations as set forth in paragraph 1.6~~.

~~1.5.4~~1.6.4 If the surplus property is not disposed of by way of options set forth in 1.5.1-1.5.2~~3~~, it may be discarded, with preference given to recycling of the property and/or its component to the greatest extent practical. When the Director of Procurement Services reaches a reasonably informed opinion that the costs of approved disposal methods under this procedure exceed the value of the property, the Director of Procurement Services may discard the property or permit the property to be removed from campus by an outside party at that party's own cost and risk.

~~1.6~~1.7 The following are approved organizations to which the University may donate or transfer surplus property:

~~1.6.1~~1.7.1 A state-supported or state assisted institutions of higher education.

~~1.6.2~~1.7.2 A tax-supported agency, municipal corporation, or other political subdivision of this state, private fire company, or private nonprofit emergency medical service organization.

~~1.6.3~~1.7.3 A nonpublic elementary and secondary school chartered by the state board of education under section 3301.16 of the Revised Code.

~~1.6.4~~1.7.4 Any other nonprofit organization or municipality if it is determined to be in the best interest of the University.

~~1.7~~1.8 Departments relinquishing surplus property should share any possible recipients for donation of that property with the Director of Procurement Services.

~~1.8~~1.9 Donation programs shall be reviewed, approved and established by the Director of Procurement Services. Legal Counsel shall review all requests by nonprofit organizations to verify their status.

~~1.9~~1.10 Excess and surplus supplies of food may be donated directly to nonprofit food pantries without notification to the Director of Procurement Services.

~~1.10~~1.11 Unauthorized removal, disposal, or expropriation of any property owned by the University, regardless of estimated value, constitutes a breach of University policy and can be construed as theft. (See University Policy 4.75).

History
Effective: 09/09/11
Reviewed: 11/20/2026; 06/26/2020; 10/14/16 with no revision

PROCEDURE TITLE:	SURPLUS PROPERTY
PROCEDURE NO.:	4.00:4REV
RELATED POLICY:	4.00REV
PAGE NO.:	1 OF 2
RESPONSIBLE ADMINISTRATOR:	CHIEF FINANCIAL OFFICER
EFFECTIVE DATE:	11/20/2026
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History
Effective: 09/09/11
Reviewed: 11/20/2026; 06/26/2020; 10/14/16 with no revision

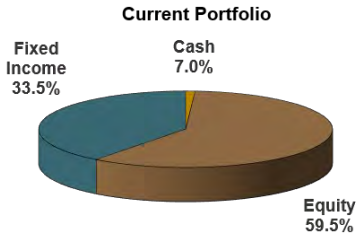
FY27 Operating Budget Status

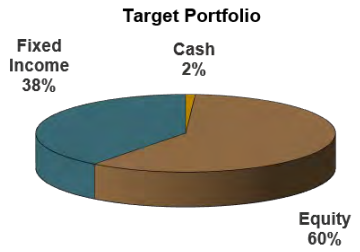
Report Date 10.28.2026

	FY27 Budget	Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals	YTD Actuals	% of Budget
Revenue							
Tuition & Student Fees	**$ 32,267,451**	**$ 17,299,438**	**$ (63,109)**	**$ -**	**$ -**	**$ 17,236,330**	**53.4%**
State Share of Instruction	**$ 13,458,901**	**$ 3,364,725**	**$ 1,121,575**	**$ -**	**$ -**	**$ 4,486,300**	**33.3%**
Shawnee Supplement	**$ 12,000,000**	**$ 3,000,000**	**$ -**	**$ -**	**$ -**	**$ 3,000,000**	**25.0%**
Scholarship	**$ (6,254,219)**	**$ (3,318,867)**	**$ (71,076)**	**$ -**	**$ -**	**$ (3,389,943)**	**54.2%**
Other Income	**$ 18,050,049**	**$ 4,527,087**	**$ 520,723**	**$ -**	**$ -**	**$ 5,047,810**	**28.0%**
Commissions	$ 521,829	$ 70,317	$ 3,314	$ -	$ -	$ 73,631	14.1%
General Fund Operating Grants	$ 511,370	$ -	$ 4,000,000	$ -	$ -	$ 4,000,000	782.2%
Miscellaneous Revenue	$ 16,470,600	$ 4,220,818	$ (3,535,925)	$ -	$ -	$ 684,893	4.2%
Service Fees/Memberships	$ 12,250	$ 300	$ 1,069	$ -	$ -	$ 1,369	11.2%
Ticket Sales/Rentals	$ 534,000	$ 235,652	$ 52,265	$ -	$ -	$ 287,917	53.9%
Transfers In	$ -	$ 70	$ -	$ -	$ -	$ 70	
Revenue Total	**$ 69,522,182**	**$ 24,872,454**	**$ 1,508,113**	**$ -**	**$ -**	**$ 26,380,567**	**37.9%**
Expense							
Compensation	**$ 40,100,429**	**$ 6,524,769**	**$ 4,222,149**	**$ -**	**$ -**	**$ 10,746,918**	**26.8%**
Salaries	$ 29,682,797	$ 4,595,498	$ 3,297,717	$ -	$ -	$ 7,893,216	26.6%
Benefits	$ 10,417,633	$ 1,929,271	$ 924,432	$ -	$ -	$ 2,853,703	27.4%
Non-Compensation	**$ 25,870,039**	**$ 5,155,383**	**$ 1,379,862**	**$ -**	**$ -**	**$ 6,535,245**	**25.3%**
Equipment	$ 261,071	$ 152,842	$ 33,608	$ -	$ -	$ 186,450	71.4%
External Professional Services	$ 862,460	$ 302,245	$ 168,304	$ -	$ -	$ 470,549	54.6%
Information/Comm/Shipping	$ 1,661,535	$ 298,281	$ 91,550	$ -	$ -	$ 389,832	23.5%
Maintenance & Service Contracts	$ 4,503,346	$ 2,495,950	$ 273,352	$ -	$ -	$ 2,769,303	61.5%
Meal Plan Expense	$ 2,234,608	$ 301,525	$ 294,315	$ -	$ -	$ 595,840	26.7%
Miscellaneous Expense	$ 11,263,188	$ 632,793	$ 158,057	$ -	$ -	$ 790,850	7.0%
Supplies	$ 2,080,602	$ 261,466	$ 92,027	$ -	$ -	$ 353,493	17.0%
Travel	$ 1,037,677	$ 181,269	$ 107,497	$ -	$ -	$ 288,766	27.8%
Utilities	$ 1,965,552	$ 529,011	$ 161,151	$ -	$ -	$ 690,161	35.1%
Transfers Out	$ -	$ -	$ -	$ -	$ -	$ -	
Expense Total	**$ 65,970,468**	**$ 11,680,152**	**$ 5,602,010**	**$ -**	**$ -**	**$ 17,282,163**	**26.2%**
Net Transfer to Capital Fund	$ 2,579,553	$ -	$ -	$ -	$ -	$ -	0.0%
Net Operating Budget	**$972,161**	**$13,192,301**	**($4,093,897)**	**$0**	**$0**	**$9,098,404**	**936%**

Shawnee State University
Asset Allocation – As of October 31, 2026

Asset Class	Market Value	% of Assets	Target %
Cash Equivalents			
TIAA Trust Cash Deposit Account	$1,336,345	7.0%	
Total Cash Equivalents	***$1,336,345***	***7.0%***	***2.0%***
Fixed Income			
Fixed Income Separately Managed Account	$4,541,058	23.8%	
Vanguard Intermediate-Term Bond Index Fund	$538,427	2.8%	
iShares Broad USD Investment Grade Corporate Bond ETF	$185,912	1.0%	
VanEck J. P. Morgan EM Local Currency Bond ETF	$371,867	1.9%	
PIMCO International Bond Fund U.S. Dollar-Hedged	$435,852	2.3%	
DFA Inflation Protected Securities Portfolio	$162,338	0.9%	
PIMCO 1-5 Year U.S. TIPS Index Exchange Traded Fund	$153,942	0.8%	
Total Fixed Income	***$6,389,396***	***33.5%***	***38.0%***
Domestic Equity			
TIAA-CREF Large Cap Growth Index Fund	$3,571,308	18.7%	
TIAA-CREF Large Cap Value Index Fund	$4,015,803	21.0%	
iShares Russell Mid-Cap Growth ETF	$333,970	1.7%	
iShares Russell Mid Cap Value ETF	$384,698	2.0%	
iShares Russell 2000 Growth ETF	$306,726	1.6%	
iShares Russell 2000 Value ETF	$316,291	1.7%	
Total Domestic Equity	***$8,928,796***	***46.8%***	***50.0%***
International Equity			
iShares Core MSCI EAFE ETF	$1,000,854	5.2%	
iShares MSCI International Quality Factor ETF	$483,936	2.5%	
Goldman Sachs International Small Cap	$246,960	1.3%	
iShares Core MSCI Emerging Markets ETF	$705,969	3.7%	
Total International Equity	***$2,437,719***	***12.8%***	***10.0%***
Total Equity	***$11,366,515***	***59.5%***	***60.0%***
Total Portfolio Market Value	**$19,092,256**	**100.0%**	**100.0%**





TIAA-CREF Core Bond Strategy includes Cash of $230,624 as of 10/31/2026

CASH & INVESTMENT SUMMARY AS OF 10/31/2026

Asset Class/Security	Market Value as of October 31, 2026	Market Value as of August 31, 2026	Market Value as of June 30, 2026
OPERATING CASH:			
U.S. Bank	$ 5,407,857	$ 11,149,728	$ 7,174,628
Total Operating Cash Balance	$ 5,407,857	$ 11,149,728	$ 7,174,628
LIQUID POOL INVESTMENT PORTFOLIO:			
STAROhio	$ 10,054,523	$ 6,006,665	$ 5,967,623
Total Liquid Investment Pool Balance	$ 10,054,523	$ 6,006,665	$ 5,967,623
TIAA DIVERSIFIED INVESTMENT POOL SUMMARY:			
Cash Equivalents:	$ 1,561,851	$ 1,837,843	$ 2,238,138
% of Total TIAA Portfolio	8.2%	9.5%	11.6%
Fixed Income Holdings:			
Fixed Income Managed Acct (US and Agency Securities)	$ 3,583,561	$ 3,559,003	$ 3,572,329
DFA Inflation Protected Securities Portfolio	$ 162,338	$ 164,740	$ 165,792
iShares MBS ETF	$ 1,309,595	$ 1,302,097	$ 1,321,957
PIMCO 1-5 Year U.S. TIPS Index ETF	$ 153,942	$ 143,462	$ 145,618
VanEck J.P.Morgan EM Local Currency Bond ETF	$ 371,867	$ 377,619	$ 366,914
Vanguard Intermediate Term Bond Index Fund	$ 536,328	$ 513,088	$ 451,378
Total Fixed Income	$ 6,117,631	$ 6,060,009	$ 6,023,987
% of Total TIAA Portfolio	32.1%	31.3%	31.3%
Domestic Equity Holdings:			
iShares Russell 2000 Growth ETF	$ 306,726	$ 318,934	$ 318,714
iShares Russell 2000 Value ETF	$ 316,291	$ 317,174	$ 301,496
iShares Russell Mid-Cap Growth ETF	$ 333,971	$ 356,347	$ 371,442
iShares Russell Mid Cap Value ETF	$ 384,698	$ 384,020	$ 372,325
TIAA-CREF Large Cap Growth Index Fund	$ 3,571,308	$ 3,668,852	$ 3,643,996
TIAA-CREF Large Cap Value Index Fund	$ 4,015,803	$ 3,916,283	$ 3,605,177
Total Domestic Equity	$ 8,928,797	$ 8,961,609	$ 8,613,150
% of Total TIAA Portfolio	46.9%	46.2%	44.8%
International Equity Holdings:			
Goldman Sachs Intl Small Cap Insights Fund	$ 246,960	$ 250,551	$ 227,063
iShares Core MSCI EAFE ETF	$ 1,000,854	$ 1,016,737	$ 892,206
iShares Core MSCI Emerging ETF	$ 705,969	$ 757,637	$ 747,548
iShares MSCI International Quality Factor ETF	$ 483,936	$ 494,112	$ 475,680
Total International Equity	$ 2,437,718	$ 2,519,037	$ 2,342,497
% of Total TIAA Portfolio	12.8%	13.0%	12.2%
Total Equity	$ 11,366,515	$ 11,480,647	$ 10,955,647
% of Total TIAA Portfolio	59.7%	59.2%	57.0%
TOTAL TIAA DIVERSIFIED POOL PORTFOLIO MARKET VALUE	$ 19,045,998	$ 19,378,499	$ 19,217,772
	100.0%	100.0%	100.0%
TOTAL CASH AND INVESTMENTS BALANCE	**$ 34,508,377**	**$ 36,534,892**	**$ 32,360,022**

	TOTAL TIAA PORTFOLIO	TOTAL TIAA PORTFOLIO	TOTAL TIAA PORTFOLIO
Value as of June 30, 2026	$ 19,217,772	$ 19,217,772	$ 14,534,751
Value as of October 31, 2026	$ 19,045,998	$ 19,378,499	$ 19,217,772
Diff $	$ (171,774)	$ 160,727	$ 4,683,021
Diff %	-0.90%	0.83%	27.75%

12.94%
Without $2.5M Cash addition to Portfolio during FY26

PERSONNEL ACTIVITY REPORT FY27

November 20, 2026

New Hires

- **Executive Staff**
  - Ashley Carlson – Dean, College of Arts & Sciences, October 5, 2026

- **Administrative Staff**
  - Kerstyn Donini – Assistant Director, Advancement Communications, Advancement, September 14, 2026
  - Aaron Hackworth – Controller, Finance & Administration, September 14, 2026
  - Jamaal Jackson – Director, Athletic Advancement, Advancement, September 21, 2026
  - Erin Berry – Director, Alumni Engagement, Advancement, September 28, 2026

- **Support Staff**
  - Heather Jones – Administrative Assistant I, Dental Hygiene, October 27, 2026

- **Public Safety**
  - Gabriel Hudson – Police Officer, Department of Public Safety, September 21, 2026

PERSONNEL ACTIVITY REPORT FY27

November 20, 2026

Change of Status

- **Executive Staff**
  - Amiee Welch – Executive Director, SSU Foundation & Finance, September 1, 2026

- **Administrative Staff**
  - Wendi Bennett – Assistant Director, Career Services, September 14, 2026
  - Kimberly Gold – Academic & Career Advisor, College of Arts & Sciences, September 14, 2026
  - Erin Rice – Academic & Career Advisor, College of Arts & Sciences, September 14, 2026
  - Marcus McGuire – Academic & Career Advisor, College of Health & Human Services, September 14, 2026
  - Danielle Everman – Testing & Tutoring Coordinator, Academic & Student Affairs, September 14, 2026
  - Jessica Price – CCP Advisor & Admissions Specialist, Admissions, September 18, 2026
  - Michael Barnhart – Special Assistant to the Dean, College of Business & Eng. Technology, October 5, 2026
  - Megan Cooper – Assistant Director, Grants & Sponsored Programs, October 12, 2026
  - Jared Opperman – Academic & Career Advisor, College of Health and Human Sciences, October 12, 2006
  - Ebenezar Asiaw – Academic & Career Advisor, College of Business & Eng. Technology, October 12, 2026
  - Cindi Remy – Director of Strategic Communications, Marketing & Communications, October 15, 2026
  - Heather Thacker – Executive Assistant, President & Board Relations, President's Office, November 7, 2026
  - DeAnn McKenzie – Grants Accountant, Grants & Sponsored Programs, November 14, 2026

- **Support Staff**
  - Brianna Mullen-Hayes – Academic Assistant II, Career Services & KIH, September 14, 2026

    Laurie Thornberry – Accounting Specialist, Finance and Administration, September 28, 2026

PERSONNEL ACTIVITY REPORT FY27

November 20, 2026

Departures

- **Administrative Staff**
  - Jessica Bentley – Director, Human Resources, August 31, 2026
  - Heather Cantrell – Assistant Director, Student Success Center, September 17, 2026
  - Joseph VanDeusen – Exec. Director, Business & Auxiliary Services, Finance & Adm., October 23, 2026
  - Marcie Barlow – Admissions Associate, Admissions, October 23, 2026
  - Erin Rice – Academic and Career Advisor, College of Arts & Sciences, November 2, 2026

- **Support Staff**
  - Kimberly Weddington – Administrative Assistant, KIH and Dental Hygiene, September 30, 2026
  - Chelsea Watkins – Specialist I, Clark Memorial Library, October 2, 2026

CAPITAL PROJECTS STATUS REPORT

October 31, 2026

Campus Wayfinding Project - $1.5M – Capital

- Both exterior and interior signage installation are near completion; estimated date for completion is November 30, 2026.
- Wayfinding Phase 2 Project – Design contract amendment Controlling Board request submitted for 11/30/26 meeting.

Clark Memorial Library Renovation Project - $7.0M - Capital

- Design contract amendment Controlling Board request submitted for 11/30/26 meeting.

Health Science Labs Renovations Project - $9.5M – Capital/Local

- Contractor contracts executed and Notice to Proceed issued on 10/23/26.

eSports Arena – Kricker Innovation Hub Project - $850,000 – Capital

- Re-bid scheduled 11/4/26.

Spartan Athletic Complex – Foundation/Bond

- Softball Phase 1
  - Field and dugouts complete with only punch list items remaining.

- Athletics Renovation Project
  - Design contract to Attorney General's office for approval; programming and design to begin immediately upon contract execution.

Advanced Manufacturing Lab - $3,850,070 – ARC Grant/Local

- Contractor contracts executed and Notice to Proceed issued on 10/23/26.