Board of Regents Meeting

May 6, 2021

Midwestern State University Campus
Clark Student Center Comanche Suites
3410 Taft Boulevard
Wichita Falls, TX 76308
Board Book - May 2021 Board of Regents Meeting
May 6, 2021

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**Board Matters**

- Agenda - Board Matters

**Minutes**

- Board of Regents Meeting Minutes - February 11, 2021
Midwestern State University

Board of Regents Meeting

Schedule

Thursday, May 6, 2021

11:00 a.m.  Meeting Begins

12:30 p.m.  Lunch Recess

~1:15 p.m.  Meeting Resumes

Meeting Location

Midwestern State University
3410 Taft Boulevard
Clark Student Center Comanche Suites
Wichita Falls, Texas 76308

Limited public seating will be available in the meeting room to allow for the appropriate social distancing of meeting participants.

The meeting will be streamed live at this link or webpage https://msutexas.edu/board-meetings/live-stream.php.

Face masks or appropriate face coverings are required in campus buildings.
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS

R. Caven Crosnoe, Chair
Nancy Marks, Vice Chair
Tiffany D. Burks, Secretary
Warren T. Ayres
Guy A. “Tony” Fidelie
Shawn G. Hessing
Oku Okeke
Karen Liu Pang
Shelley Sweatt, Ed.D.
Montes Martinez, Student Regent

Board Committee Assignments

Executive Committee (elected positions)
Caven Crosnoe, Chair
Nancy Marks, Vice Chair
Tiffany Burks, Secretary
Shelley Sweatt, Member-At-Large

Enrollment Management, Academic, and Student Affairs Committee
Nancy Marks, Chair
Oku Okeke
Shelley Sweatt
Montes Martinez (Ex-Officio)

Finance and Facilities Committee
Warren Ayres, Chair
Tony Fidelie
Shawn Hessing

Audit, Compliance, and Management Committee
Tiffany Burks, Chair
Karen Liu Pang
Caven Crosnoe
Midwestern State University Administration
April 20, 2021

Dr. Suzanne Shipley, President
Ms. Debbie Barrow, Director, Board and Government Relations and Secretary of the University
Ms. Leigh Kidwell, Chief Audit Executive
Mr. Barry Macha, General Counsel

Dr. James Johnston, Provost and Vice President for Academic Affairs
Ms. Cortny Bates, University Librarian, Moffett Library
Dr. Margaret Brown Marsden, Dean, McCoy College of Science, Mathematics and Engineering
Dr. Martin Camacho, Dean, Lamar D. Fain College of Fine Arts
Dr. Matthew Capps, Dean, Gordon T. and Ellen West College of Education
Dr. Steve Garrison, Director, Redwine Honors Program
Dr. Jeffrey Killion, Dean, Robert D. and Carol Gunn College of Health Sciences and Human Services
Dr. Pam Morgan Davis, Director, Academic Outreach and Distance Education
Ms. Tracee Robertson, Director, Wichita Falls Museum of Art at MSU
Dr. Jeff Stambaugh, Dean, Dillard College of Business Administration
Dr. Samuel E. Watson, III, Dean, Prothro-Yeager College of Humanities and Social Sciences
Dr. Kathryn Zuckweiler, Dean, Dr. Billie Doris McAda Graduate School
Dr. Kristen Garrison, Associate Vice President for Academic Affairs
  Dr. Lisa Estrada-Hamby, Director, Student Support Services
  Ms. Ashley Hurst, Director, Tutoring and Academic Support Programs (TASP)
  Dr. Stacia Miller (Whitworth), Interim Director, Undergraduate Research
  Dr. Melissa Nivens, Administrator, University Writing Program

Dr. Beth Reissenweber, Vice President for Administration and Finance
Mr. Paul Chappell, Chief Information Officer
Ms. Dawn Fisher, Director, Human Resources
Mr. Jim Hall, Chief Information Security Officer
Ms. Valarie Maxwell, Director, Budget and Management
Ms. Tracy Nichols, Director, Purchasing and Contract Management
Mr. Kyle Owen, Associate Vice President for Facilities Services
  Mr. David Percy, Director, Construction Services
Ms. Kathy Rice, Director, Payroll
Mr. Chris Stovall, Controller

Dr. Keith Lamb, Vice President for Student Affairs
Mr. Randy Canivel, Director, Flower Mound Site
Mr. Patrick Coggins, Chief, University Police
Ms. Cammie Dean, Assistant Vice President for Student Affairs and Director, MOSAIC Cross Cultural Center
Ms. Laura Hetrick, Director and Coordinator, Title IX
Ms. Debra Higginbotham, Director, Disability Support Services
Dr. Michael Mills, Director, Global Education Office (GEO)
Ms. Kristi Schulte, Director, Residence Life and Housing
Dr. Keith Williamson, Medical Director, Vinson Health Center
Mr. Matthew Park, Associate Vice President for Student Affairs and Dean of Students
  Dr. Pam Midgett, Director, Counseling Center
  Mr. Dail Neely, Director, Student Rights and Responsibilities
  Mr. Mario Ramirez, Director, Student Leadership and Involvement
  Ms. Angie Reay, Director of Recreational Sports/Wellness Center
  Mr. Dirk Welch, Director, Career Management and Testing Services
Mr. Fred Dietz, Vice President for Enrollment Management
Ms. Gayonne Beavers, Director, Admissions
Ms. Kathy Browning, Director, Financial Aid
Ms. Darla Inglish, Registrar
Ms. Cassandra O’Brian, Interim Director, Institutional Effectiveness

Mr. Anthony Vidmar, Vice President for University Advancement and Public Affairs
Ms. Julie Gaynor, Director, Marketing and Public Information
Ms. Rhonda McClung, Assistant Vice President for Gift Planning and Development
Ms. Leslee Ponder, Liaison, Alumni Engagement
Mr. Steve Shipp, Director, University Development

Mr. Kyle Williams, Director of Athletics
Ms. Valerie Armstrong, Head Volleyball Coach
Ms. Kelsey Bruce, Head Women’s Cross Country and Track Coach
Ms. Reagan Foster, Assistant Director of Athletics for Student-Athlete Development/Community Outreach
Mr. Justin Leslie, Head Men’s Basketball Coach
Mr. Scott Linn, Head Tennis Coach
Mr. Bill Maskill, Head Football Coach
Mr. Michael Meachum, Head Men’s Soccer Coach
Mr. Jeremy Pick, Head Strength and Conditioning Coach
Mr. Kurt Portmann, Executive Associate Director of Athletics
Mr. Jeff Ray, Head Golf Coach
Mr. Christopher Reay, Head Women’s Basketball Coach
Mr. Trey Reed, Assistant Director of Athletics for Sports Information
Mr. Mark Ryal, Head Softball Coach
Ms. Amanda Snodgrass, Assistant Director of Athletics for Business and Finance and Senior Woman Administrator
Mr. Ryan Spence, Head Women’s Soccer Coach

Dr. David Carlston, Chair, MSU Faculty Senate
Ms. Reagan Foster, Chair, MSU Staff Senate
Ms. Shelbi Stogdill, President, MSU Student Government Association (2020-2021)
Mr. Austin Strode, President, MSU Student Government Association (2021-2022)
### A. Enrollment

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<tr>
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</thead>
<tbody>
<tr>
<td>1. Total headcount enrollment</td>
<td>6,043</td>
<td>6,064</td>
<td>6,080</td>
<td>6,102</td>
<td>5,969</td>
<td>5,860</td>
<td>6,130</td>
<td>3,506</td>
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<tr>
<td>2. Fall undergraduate enrollment</td>
<td>5,287</td>
<td>5,319</td>
<td>5,330</td>
<td>5,372</td>
<td>5,226</td>
<td>5,141</td>
<td>5,350</td>
<td>3,300</td>
<td></td>
</tr>
<tr>
<td>3. Fall first-time, full-time undergraduates</td>
<td>554</td>
<td>628</td>
<td>630</td>
<td>669</td>
<td>546</td>
<td>511</td>
<td>600</td>
<td>n/a</td>
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<tr>
<td>4. Fall total semester credit hours taken through Flower Mound</td>
<td>n/a</td>
<td>n/a</td>
<td>561</td>
<td>1,949</td>
<td>2,250</td>
<td>3,168</td>
<td>3,500</td>
<td>n/a</td>
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<tr>
<td>5. Fall graduate headcount enrollment</td>
<td>756</td>
<td>745</td>
<td>750</td>
<td>730</td>
<td>743</td>
<td>719</td>
<td>780</td>
<td>209</td>
<td></td>
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<tr>
<td>6. Percent of fall undergraduate students receiving Pell grants</td>
<td>36.1%</td>
<td>36.96%</td>
<td>40.2%</td>
<td>38.9%</td>
<td>37.7%</td>
<td>37.9%</td>
<td>39.0%</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>7. Percent of undergraduate Hispanic students enrolled in fall</td>
<td>16.3%</td>
<td>16.5%</td>
<td>19.3%</td>
<td>20.5%</td>
<td>20.5%</td>
<td>21.7%</td>
<td>22.7%</td>
<td>6.0%</td>
<td></td>
</tr>
<tr>
<td>8. Percent of undergraduate Black students enrolled in fall</td>
<td>13.6%</td>
<td>14.3%</td>
<td>14.5%</td>
<td>14.8%</td>
<td>14.5%</td>
<td>15.2%</td>
<td>16.0%</td>
<td>5.0%</td>
<td></td>
</tr>
<tr>
<td>9. Percent of undergraduate students participating in study abroad</td>
<td>11,353</td>
<td>12,454</td>
<td>13,605</td>
<td>16,765</td>
<td>16,785</td>
<td>22,363</td>
<td>23,000</td>
<td>n/a</td>
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<tr>
<td>10. Fall semester credit hours generated by distance education</td>
<td>300</td>
<td>579</td>
<td>864</td>
<td>998</td>
<td>1,247</td>
<td>1,300</td>
<td>n/a</td>
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### B. Residential University Experience

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</thead>
<tbody>
<tr>
<td>1. Number of students living in campus run facilities in fall semester</td>
<td>1,460</td>
<td>1,500</td>
<td>1,566</td>
<td>1,643</td>
<td>1,616</td>
<td>1,496</td>
<td>1,650</td>
<td>1,319</td>
<td></td>
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<tr>
<td>2. Number of undergraduate students participating in a learning community during their first fall semester</td>
<td>279</td>
<td>287</td>
<td>295</td>
<td>284</td>
<td>282</td>
<td>300</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>3. Number of undergraduate students participating in EURECA</td>
<td>69,547</td>
<td>69,744</td>
<td>70,546</td>
<td>71,432</td>
<td>69,428</td>
<td>66,317</td>
<td>70,000</td>
<td>n/a</td>
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<tr>
<td>4. Percent of upper level undergraduate semester credit hours taught by tenure or tenure track faculty during the fall</td>
<td>58.5%</td>
<td>57.5%</td>
<td>63.0%</td>
<td>61.2%</td>
<td>59.0%</td>
<td>60.7%</td>
<td>61.0%</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>5. Number of undergraduate students participating in study abroad</td>
<td>115</td>
<td>78</td>
<td>115</td>
<td>143</td>
<td>0</td>
<td>145</td>
<td>n/a</td>
<td>n/a</td>
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### C. Student Success

<table>
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</thead>
<tbody>
<tr>
<td>1. Retention rate for first-time, full-time students</td>
<td>69.8%</td>
<td>70.5%</td>
<td>66.8%</td>
<td>64.6%</td>
<td>67.4%</td>
<td>65.9%</td>
<td>69.0%</td>
<td>73.0%</td>
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<tr>
<td>2. Retention to the second fall for first-time, full-time students</td>
<td>61.4%</td>
<td>55.3%</td>
<td>57.7%</td>
<td>51.4%</td>
<td>52.2%</td>
<td>53.5%</td>
<td>55.0%</td>
<td>n/a</td>
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<tr>
<td>3. Four year graduation rate for first-time, full-time students</td>
<td>20.2%</td>
<td>20.2%</td>
<td>20.8%</td>
<td>22.3%</td>
<td>23.5%</td>
<td>22.6%</td>
<td>25.0%</td>
<td>39.0%</td>
<td></td>
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<tr>
<td>4. Six year graduation rate for first-time, full-time students</td>
<td>44.2%</td>
<td>41.4%</td>
<td>44.5%</td>
<td>42.1%</td>
<td>45.6%</td>
<td>44.3%</td>
<td>47.0%</td>
<td>54.0%</td>
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<tr>
<td>5. Six year graduation rate for transfer students (ft and pt)</td>
<td>52.0%</td>
<td>50.7%</td>
<td>50.8%</td>
<td>49.6%</td>
<td>56.1%</td>
<td>60.8%</td>
<td>62.0%</td>
<td>n/a</td>
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<tr>
<td>6. Total degrees awarded in the academic year</td>
<td>1,260</td>
<td>1,309</td>
<td>1,409</td>
<td>1,452</td>
<td>1,415</td>
<td>1,425</td>
<td>1,470</td>
<td>730</td>
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<tr>
<td>7. Baccalaureate degrees awarded in the academic year</td>
<td>1,020</td>
<td>1,083</td>
<td>1,166</td>
<td>1,201</td>
<td>1,218</td>
<td>1,225</td>
<td>1,275</td>
<td>719</td>
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<tr>
<td>8. Master's degrees awarded in the academic year</td>
<td>240</td>
<td>226</td>
<td>243</td>
<td>251</td>
<td>197</td>
<td>200</td>
<td>53</td>
<td>n/a</td>
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<tr>
<td>9. Number of undergraduate degrees awarded in STEM fields</td>
<td>200</td>
<td>154</td>
<td>143</td>
<td>121</td>
<td>129</td>
<td>135</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>10. Number of undergraduate degrees awarded in health science fields (Nurs,Rads,Resp)</td>
<td>359</td>
<td>390</td>
<td>371</td>
<td>434</td>
<td>419</td>
<td>445</td>
<td>n/a</td>
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### D. Operational Effectiveness

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<tbody>
<tr>
<td>1. State appropriations per full time equivalent student</td>
<td>$5,023</td>
<td>$4,802</td>
<td>$5,194</td>
<td>$5,424</td>
<td>$5,440</td>
<td>n/a</td>
<td>$5,225</td>
<td>n/a</td>
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<tr>
<td>2. Total expenditures per full time equivalent student</td>
<td>$21,148</td>
<td>$21,905</td>
<td>$20,856</td>
<td>$23,972</td>
<td>$25,421</td>
<td>n/a</td>
<td>$26,640</td>
<td>n/a</td>
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<tr>
<td>3. Student to faculty ratio</td>
<td>3.2</td>
<td>3.2</td>
<td>3.2</td>
<td>3.2</td>
<td>3.2</td>
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<tr>
<td>4. Administrative cost as percent of operating budget</td>
<td>8.2%</td>
<td>8.1%</td>
<td>7.9%</td>
<td>8.05%</td>
<td>7.37%</td>
<td>n/a</td>
<td>7.40%</td>
<td>n/a</td>
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<tr>
<td>5. Average semester credit hours earned by those awarded a bachelor's degree</td>
<td>147.7</td>
<td>146.5</td>
<td>144.7</td>
<td>143.8</td>
<td>145.1</td>
<td>n/a</td>
<td>143.0</td>
<td>n/a</td>
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<tr>
<td>6. Average undergraduate student debt for graduates who started at MSU (those who graduated in the academic year)</td>
<td>$28,641</td>
<td>$26,965</td>
<td>$27,736</td>
<td>$27,034</td>
<td>n/a</td>
<td>$29,000</td>
<td>n/a</td>
<td>n/a</td>
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### E. Competitive Resources (in millions)

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<tbody>
<tr>
<td>1. Total new gifts and commitments</td>
<td>$5,858,547</td>
<td>$6,792,671</td>
<td>$15,913,359</td>
<td>$12,284,323</td>
<td>$9,579,684</td>
<td>$5,222</td>
<td>$5 million</td>
<td>n/a</td>
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<tr>
<td>2. Total university endowment at the end of the fiscal year.</td>
<td>$69,045,395</td>
<td>$73,817,341</td>
<td>$80,942,000</td>
<td>$88,692,107</td>
<td>$91,382,929</td>
<td>$92 million</td>
<td>$25 million</td>
<td>n/a</td>
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<tr>
<td>3. Amount of competitive state and federal grants received</td>
<td>$612,174</td>
<td>$455,504</td>
<td>$493,848</td>
<td>$1,351,979</td>
<td>$1,528,099</td>
<td>$1 million</td>
<td>n/a</td>
<td>n/a</td>
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The gray shaded areas are tabulated at end of fiscal year.
### Enrollment

<table>
<thead>
<tr>
<th>Race/Ethnicity</th>
<th>Number</th>
<th>Percent</th>
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<tbody>
<tr>
<td>White</td>
<td>2,708</td>
<td>50.3%</td>
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<tr>
<td>Hispanic</td>
<td>1,187</td>
<td>22.0%</td>
</tr>
<tr>
<td>African American</td>
<td>896</td>
<td>16.6%</td>
</tr>
<tr>
<td>Asian</td>
<td>150</td>
<td>2.8%</td>
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<tr>
<td>International</td>
<td>156</td>
<td>2.9%</td>
</tr>
<tr>
<td>Other &amp; Unknown</td>
<td>290</td>
<td>5.4%</td>
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<tr>
<td>Total</td>
<td>5,387</td>
<td>100.0%</td>
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</table>

<table>
<thead>
<tr>
<th>TX First Time Transfers</th>
<th>Number</th>
<th>% of UG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two-Year Institutions</td>
<td>434</td>
<td>9.1%</td>
</tr>
<tr>
<td>Other Institutions</td>
<td>58</td>
<td>1.2%</td>
</tr>
<tr>
<td>Total</td>
<td>492</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

### Admissions

<table>
<thead>
<tr>
<th>Test Section</th>
<th>ACT</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composite</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical Reading</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Baccalaureate Success

<table>
<thead>
<tr>
<th>Measure</th>
<th>Fall</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-year Rate Total</td>
<td>2018</td>
<td>25.5%</td>
</tr>
<tr>
<td>Same Institution</td>
<td></td>
<td>24.7%</td>
</tr>
<tr>
<td>Other Institutions</td>
<td></td>
<td>2.8%</td>
</tr>
<tr>
<td>5-year Rate Total</td>
<td>2015</td>
<td>45.7%</td>
</tr>
<tr>
<td>Same Institution</td>
<td></td>
<td>44.4%</td>
</tr>
<tr>
<td>Other Institutions</td>
<td></td>
<td>1.3%</td>
</tr>
<tr>
<td>6-year Rate Total</td>
<td>2014</td>
<td>49.3%</td>
</tr>
<tr>
<td>Same Institution</td>
<td></td>
<td>48.3%</td>
</tr>
<tr>
<td>Other Institutions</td>
<td></td>
<td>1.0%</td>
</tr>
</tbody>
</table>

### Costs

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Institution Average</th>
<th>Percent Increase</th>
<th>Peer Group Average</th>
<th>Percent Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>$8,300</td>
<td>.0%</td>
<td>$7,281</td>
<td>.0%</td>
</tr>
<tr>
<td>2017</td>
<td>$8,620</td>
<td>3.7%</td>
<td>$7,503</td>
<td>3.0%</td>
</tr>
<tr>
<td>2018</td>
<td>$8,694</td>
<td>.9%</td>
<td>$7,157</td>
<td>-4.8%</td>
</tr>
<tr>
<td>2019</td>
<td>$9,233</td>
<td>5.8%</td>
<td>$7,593</td>
<td>5.7%</td>
</tr>
<tr>
<td>2020</td>
<td>$9,601</td>
<td>3.8%</td>
<td>$7,791</td>
<td>2.5%</td>
</tr>
<tr>
<td>2021</td>
<td>$9,796</td>
<td>2.0%</td>
<td>$8,042</td>
<td>3.1%</td>
</tr>
</tbody>
</table>

### Financial Aid

<table>
<thead>
<tr>
<th>Type of Aid</th>
<th>% of UGs Receiving</th>
<th>Average Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants or Scholarships</td>
<td>76%</td>
<td>$8,922</td>
</tr>
<tr>
<td>Federal ( Pell) Grants</td>
<td>40%</td>
<td>$4,684</td>
</tr>
<tr>
<td>Federal Student Loans</td>
<td>48%</td>
<td>$6,950</td>
</tr>
</tbody>
</table>

### Degrees Awarded

<table>
<thead>
<tr>
<th>Type</th>
<th>FY 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor's</td>
<td>1,218</td>
</tr>
<tr>
<td>Master's</td>
<td>197</td>
</tr>
<tr>
<td>Doctoral</td>
<td>0</td>
</tr>
<tr>
<td>Professional</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>1,415</td>
</tr>
</tbody>
</table>

### First-time Licensure or Certification Examination Pass Rate

<table>
<thead>
<tr>
<th>Field</th>
<th>FY 2020</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law</td>
<td></td>
<td>%</td>
</tr>
<tr>
<td>Pharmacy</td>
<td></td>
<td>%</td>
</tr>
<tr>
<td>Nursing</td>
<td></td>
<td>87.7%</td>
</tr>
<tr>
<td>Engineering</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Grad Rates by Ethnicity

<table>
<thead>
<tr>
<th>Field</th>
<th>FY 2020</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law</td>
<td></td>
<td>%</td>
</tr>
<tr>
<td>Pharmacy</td>
<td></td>
<td>%</td>
</tr>
<tr>
<td>Nursing</td>
<td></td>
<td>87.7%</td>
</tr>
<tr>
<td>Engineering</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Instruction

<table>
<thead>
<tr>
<th>Measure of Excellence</th>
<th>Fall 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Classes with &lt; 20 Students</td>
<td>56.9%</td>
</tr>
<tr>
<td>Undergraduate Classes with &gt; 50 Students</td>
<td>4.3%</td>
</tr>
<tr>
<td>% of Teaching Faculty Tenured/Tenure-track *</td>
<td>63.8%</td>
</tr>
<tr>
<td>Student/Faculty Ratio *</td>
<td>16.1</td>
</tr>
</tbody>
</table>

* Fall 2019 Data

### Funding

<table>
<thead>
<tr>
<th>Source</th>
<th>FY 2020</th>
<th>Pct of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriated Funds</td>
<td>$36,079,451</td>
<td>34.0%</td>
</tr>
<tr>
<td>Federal Funds</td>
<td>$16,886,852</td>
<td>15.9%</td>
</tr>
<tr>
<td>Tuition &amp; Fees</td>
<td>$36,834,617</td>
<td>34.7%</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$106,117,657</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

### Definitions

#### Institution Home Page

Location: Wichita Falls, Northwest Region
Out-Of-State Peers: Ramapo College Of New Jersey, Southern Oregon University, Truman State University, University Of Illinois At Springfield, Western New Mexico University
Degrees Offered: Associate's, Bachelor's, Master's

#### Accountability System

#### Funding

<table>
<thead>
<tr>
<th>Source</th>
<th>FY 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriated Funds</td>
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</tr>
<tr>
<td>Total Revenue</td>
<td>$106,117,657</td>
</tr>
</tbody>
</table>
### MSU and Higher Education Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AACSB, Intl.</td>
<td>Association to Advance Collegiate Schools of Business – The accrediting body for the Dillard College of Business Administration.</td>
</tr>
<tr>
<td>ABET</td>
<td>Engineering program accrediting body, previously the Accreditation Board for Engineering and Technology.</td>
</tr>
<tr>
<td>AFR</td>
<td>Annual Financial Report – This report is prepared at the conclusion of MSU’s fiscal year – August 31 each year.</td>
</tr>
<tr>
<td>AY</td>
<td>Academic Year – the university’s academic year official begins September 1 and ends August 31</td>
</tr>
<tr>
<td>COPLAC</td>
<td>Council of Public Liberal Arts Colleges – This organization advances the aims of its member institutions -MSU is the only Texas member - and drives awareness of the value of high-quality, public liberal arts education in a student-centered residential environment.</td>
</tr>
<tr>
<td>CPUPC</td>
<td>Council of Public University Presidents and Chancellors – An organization made up of the presidents and chancellors of all Texas public universities.</td>
</tr>
<tr>
<td>CRM</td>
<td>Customer Relationship Management – MSU uses CRM software to provide communication management, event management, and process management for the student recruiting and admissions processes.</td>
</tr>
<tr>
<td>EURECA</td>
<td>Enhancing Undergraduate Research and Creative Activities – An MSU program designed to promote and facilitate undergraduate research by providing incentives and a support system for undergraduate students to engage in high-quality research and creative activities in an interdisciplinary environment.</td>
</tr>
<tr>
<td>E&amp;G</td>
<td>Educational and General – A fund group, these funds are used to provide educational services to MSU students.</td>
</tr>
<tr>
<td>FERPA</td>
<td>Family Educational Rights and Privacy Act – A Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.</td>
</tr>
<tr>
<td>FY</td>
<td>Fiscal Year – the university’s fiscal year begins September 1 and ends August 31</td>
</tr>
<tr>
<td>HEAF or HEF</td>
<td>Higher Education Assistance Fund – These funds, appropriated by the state to non-Permanent University Fund [PUF] schools, including MSU, can be</td>
</tr>
</tbody>
</table>
used to acquire land; construct, repair, and rehabilitate buildings; and purchase capital equipment and library materials.

**HIPAA**  

**IPEDS**  
Integrated Post-Secondary Education Data System – A postsecondary education data collection program within the U.S. Department of Education.

**LAR**  
Legislative Appropriations Request – Texas state agencies, including MSU, submit this request for funding to the legislature every two years, prior to the biennial legislative session.

**LBB**  
Legislative Budget Board – A joint committee of the Texas Legislature that develops budget and policy recommendations for legislative appropriations, completes fiscal analyses for proposed legislation, and conducts evaluations and reviews to improve the efficiency and performance of state and local operations.

**LSC**  
Lone Star Conference – MSU is a member of this NCAA Division II athletics conference.

**M&O**  
Maintenance and Operations (fund group)

**NCATE**  
National Council for Accreditation of Teacher Education – Accrediting body for MSU’s teacher education programs.

**NSSE**  
National Survey of Student Engagement – A survey MSU students participate in that reports participation in programs and activities that are provided for students’ learning and personal development. The results provide an estimate of how undergraduate students spend their time and what they gain from attending college.

**PUF**  
Permanent University Fund – A public endowment that provides support to 21 institutions of The University of Texas and the Texas A&M University Systems that were members of those systems prior to the creation of the HEF. These funds can be used to pay interest and principal due on PUF bonds; to provide support for a wide range of programs intended to develop excellence at The University of Texas at Austin, Texas A&M University, Prairie View University, and any new universities; and to provide for the expenses of the two respective System administrations.

**SACSCOC**  
Southern Association of Colleges and Schools Commission on Colleges – One of six regional accreditation organizations recognized by the U.S. Department of Education and the Council for Higher Education Accreditation. SACSCOC accredits public and private institutions of higher
education, including MSU. Midwestern State University’s accreditation was reaffirmed in 2013.

SCH  Semester Credit Hour

SGA  Student Government Association – the MSU SGA is a representative body of MSU students. Elections are held each year for a President, Vice President, Secretary, and various Student Senate positions. The Student Senate is made up of senators from registered student organizations, residence halls/apartments, and student classifications (freshman, sophomore, junior, senior, and graduate).

SORM  State Office of Risk Management provides risk management and insurance services to Texas state agencies, including MSU.

THECB  Texas Higher Education Coordinating Board oversees public higher education in Texas including developing and overseeing the state master plan for higher education.

TPFA  Texas Public Finance Authority must review requests by MSU to bond funds and administers the issuance of all MSU debt

TRB  Tuition Revenue Bond – A vehicle for funding capital improvement projects in Texas higher education. These bonds are paid from state appropriations specifically for this purpose.
The Board of Regents of Midwestern State University may deliberate and take action regarding any item on this agenda. This meeting will be continuous in that the Board reserves the right to take any agenda item out of the order or sequence that follows. The Board reserves the right to discuss any properly posted items in Executive Session whenever legally justified in accordance with the Texas Government Code Chapter 551.

The meeting will be streamed live at this link or webpage https://msutexas.edu/board-meetings/live-stream.php.

Call to Order

Introduction of Visitors

Opening Comments

Public Comment
A public comment period will be provided as required and outlined in Section 2.08 of the Bylaws of the MSU Board of Regents.

Reading and Approval of Minutes
21-58. The minutes of the February 11, 2021 Board of Regents meeting will be recommended for approval, as provided in the Board Book.
COVID-19 and Campus Operations Update
21-59. The Return to Campus Taskforce was reconvened in early March to review current Phase III operations and recommend a plan and timeline for returning to Phase IV operations as soon as it is safe to do so. Provost Johnston and Dr. Lamb will provide a report on this item.

Faculty Report
21-60. Dr. David Carlston, Chair of the MSU Faculty Senate, will report on behalf of the Faculty Senate.

Staff Report
21-61. Ms. Reagan Foster, Chair of the MSU Staff Senate, will provide information on behalf of the Staff Senate.

Student Government Report
21-62. Outgoing MSU Student Government Association (SGA) President Shelbi Stogdill's report is shown in the Board Book. She will provide additional information and introduce incoming SGA President Austin Strode.

Athletics Report
21-63. The MSU Athletics Report, prepared by Director of Athletics Kyle Williams, is included in the Board Book as a point of information. Mr. Williams will provide additional information as needed.

Enrollment Management Report
21-64. Vice President for Enrollment Management Fred Dietz prepared the report shown in the Board Book and will provide additional information.

Academic Affairs Report - Doctoral Programs Update
21-65. The new MSU Ed.D. in Educational Leadership was reviewed virtually by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) April 5-8, 2021. SACSCOC's final action as a result of that site visit will occur in June of 2021. The Radiologic Sciences doctoral degree proposal is pending desk review by the Texas Higher Education Coordinating Board (THECB). Pending the outcome of the desk review, a virtual site visit will be scheduled for mid-May.

Proposed Additions to Core Curriculum
21-66. The administration will recommend the addition of two new courses to the core curriculum. These courses are MUSC 2053 Testing the Limits: Arts Health and the Creative Artist, and HSHS 1023 Understanding Community and Public Health. Both courses were approved by the University Core Curriculum Committee and Academic Council. Information regarding these courses is provided in the Board Book.
Proposed Addition of Academic Minor
21-67. The administration will recommend the addition of a signature minor in Visual Communication. This is an interdisciplinary minor that will prepare students to design content for print and web platforms as well as mobile devices. Information regarding this proposed minor is provided in the Board Book.

Writing Proficiency Requirement Changes
21-68. The administration will recommend adding a third option for satisfying the Writing Proficiency Requirement and recommend allowing online administration of the Writing Proficiency Exam (WPE). The Board of Regents approved a pilot of the creation of writing-intensive courses at its August 2020 meeting. The pilot data demonstrated a high degree of correlation between the standard WPE and papers produced in the pilot courses. Further, during restricted operations, the WPE was administered using D2L. Surveys of students and analysis of examinations demonstrated this to be a secure and viable alternative to in-person testing or the use of testing centers.

Wichita Falls Museum of Art at Midwestern State University – Ratification of Artwork Accessions
21-69. In compliance with the Museum's Collection Management Policy, the Museum Director and Curator have recommended the artwork shown in the Board Book for accession to the Museum's Permanent Collection. The Museum Advisory Board approved this action, and the administration will recommend ratification of this action by the Board of Regents.

Proposed Room and Board Rates - 2021-2022
21-70. The administration will propose increases to annual room and board rates. As can be seen on the comparison table presented in the Board Book, the 2021-2022 recommendations continue to position MSU below the median on traditional-style housing (Pierce and Killingsworth Halls), suite-style housing (McCullough-Trigg Hall), and apartments (Sunwatcher Village and Sundance Court). It is important to note that proposed 2021-2022 rates are being compared to other institutions' 2020-2021 rates; therefore, MSU's relative position will remain below median after other institutions' price adjustments. Another factor considered is the total price of room and board to a student. Comparing traditional-style residence hall housing with an all-access meal plan, MSU's proposed 2021-2022 rates are well below the median of other institutions' 2020-2021 rates.

The proposed annual room increases range from 1.36% to 2.49%, depending on the room type. Resident meal plans are required of students residing in Killingsworth, Legacy, McCullough-Trigg, and Pierce Halls; the requested increases for said meal plans range from 2.62% to 2.96%.

Emeritus Status
21-71. The administration will make recommendations concerning emeritus status for retiring faculty in closed session as allowed by Texas Government Code, Section 551.074. University Policy 3.317 provides that emeritus status may be granted to eligible faculty or
administrators who have faithfully served the university for ten or more consecutive years in a full-time position. Faculty must have a record of either extraordinary contributions to teaching or scholarly/creative production or service, or have continuously been productive in teaching, scholarship/creative activities, and service.

Faculty Tenure and Promotion

21-72. The administration will make recommendations concerning the awarding of faculty tenure and the promotion of individual faculty members in closed session as allowed by Texas Government Code, Section 551.074. University Policy 3.120 provides that the granting of tenure indicates that the faculty member is considered an asset to the academic community and presumes a reciprocal commitment by the faculty member to the goals and mission of the university. Promotion in rank is recognition of the achievements of the individual and signifies the expectation of continuing professional growth and greater achievement.
Spring 2021 Accomplishments/Events

**February/March:**
February kicked off with a month long programming to celebrate Black History Month. These events ranged from movies that had overall themes of diversity and inclusion, talks that students could participate in, and displays in the Clark Student Center highlighting important African-American figures throughout history. This annual celebration for MSU students, faculty, and staff furthered the commitment to diversity and inclusion at MSU, and created a stronger sense of community amongst the MSU community. The month ended with the Black Excellence Gala, where Black and African-American student leaders were recognized and celebrated. I would like to express the appreciation of SGA seeing the range of faculty and staff from the university at these events. February was also met with the weeklong winter storm and campus closure where many of our students, faculty, and staff in the local community were without power or water. The students were grateful of the warming stations MSU hosted, keeping the student center and wellness center open, and for canceling all forms of classes, including online, during this incredibly challenging and stressful week. March was the celebration of Women’s History Month, where critical conversations and other talks were hosted about feminism, movies were put on by student organizations, and displays celebrating women leaders were on campus. Diverse groups of student organizations co-hosted and participated in events during the month that showed our campus’ commitment to celebrating women. Weekend Stampedes were also held throughout February and March. Movies were hosted, scavenger hunts were put on, and various outdoor competitions that students always enjoy participating in were successful in not only keeping students busy, safe, and on campus, but also giving us a greater sense of community at MSU during these difficult times of the pandemic when students feel socially detached and isolated. The last big event hosted in March was StangFest. StangFest had a lot of similar traditions to our usual Homecoming week, with a Cardboard Boat Race, Maverick’s Day of Service, Masked Dancer Competition, Spring Court, and various sporting events students went to that showed our Mustangs pride. Students also enjoyed the events during StangFest that made the week unique. These were events like the Fireworks, Outdoor Concert, and Food Trucks. This was a week many students participated in and enjoyed, which helped alleviate a lot of stress the middle of the semester had created. It gave students a break in between daily classes and homework. On behalf of SGA, we greatly appreciate the efforts of the students and staff in the Office of Student Leadership and Involvement, and all of the many departments and organizations that made StangFest a reality.

**April:**
April began with a much needed short holiday break for students, and it is safe to say it was enjoyed by all of us, especially since Spring Break was cancelled due to COVID. Our Model United Nations team competed at their annual conference and won the highest delegation award for the second time in the team’s history. The annual Take Back the Night event was also held during this month. This event is inclusive of the entire MSU community to help raise awareness about sexual violence and offer support to survivors. SGA would like to thank the Title IX and Residence Life & Housing offices for hosting such an important event. MSU also held their first COVID-19 vaccine clinic on campus for students, faculty, staff, and the Wichita Falls community. SGA passed five pieces of legislation and one Bylaw amendment. The first was a bill requesting the installation of feminine hygiene product dispensers in some CSC restrooms as a pilot program for the campus. The second bill relates to the implementation of the new SGA reserve textbook project at Moffett Library and requests that instructors include a statement about the free resource on course syllabi to help students know it exists. The third bill supports the Student Emergency Fund by requesting one dollar from each student’s tuition/fees be directed toward that resource starting next fall. The fourth bill requests overnight student travel be permitted starting next fall so our students and student organizations can continue their pursuits toward academic, leadership and diversity development at conferences. The final bill proposes students and employees be allowed appropriate absence from class or leave on election day to vote in local, state, and federal elections to perform a civic duty and demonstrate MSU’s commitment to civic responsibility. The Celebration of Scholarship was held virtually and students were able to upload their research presentations onto the online platform to share with members of the MSU community. This was a great way for students to share their hard work and research, and...
a great resume builder for students. The MSU honors recognition awards, where we recognize outstanding student leaders and academic pioneers, were presented virtually. The recipients greatly appreciated the photo opportunity with Dr. Johnston, Dr. Lamb, and various others where they could commemorate their achievements in scholarship, leadership, and service.

**Upcoming Initiatives/Events:**

As the 2020-2021 school year nears its conclusion, SGA is finalizing remaining initiatives and preparing to transition goals onto our successors. One initiative we completed was the President’s Networking Event for the presidents of every student organization on campus. This event was successful in gathering several student leaders where they were able to network, share similar goals and struggles, and plan for the future. With around thirty student organization presidents in attendance, the event was a success and we hope it continues next year. SGA also successfully hosted a Spring Court program during StangFest and conducted elections for the 2021-2022 school year. We have new incoming executive officers and class senators that will begin their term in May and work diligently throughout the upcoming year on their initiatives and goals. An ongoing initiative that will be continued next year is the reserve textbook program. Textbooks will go on course reserve at Moffett Library to provide a resource for financially insecure students so they can access required class materials and not miss important learning opportunities if they are unable to afford a textbook. As of now, we have over 100 textbooks donated to the reserve program and the Moffett Library will be continuing the program. The next ongoing initiative are clothing donation bins on campus. These will be placed on campus over the summer, where students and employees, beginning next fall, can donate used clothes they no longer use or want to benefit students in need or be donated to local non-profit organizations. The final event for the 2020-2021 SGA is our annual banquet, where we will celebrate the accomplishments made during this trying year, new executive officers will be sworn in, and we will present our end of year awards. The new executives and class senators are participating in a national virtual student government association conference to help inspire them and get the upcoming year off to a great start. The new SGA executives for 2021-2022 are: Austin Strode (President), Brittany Roberts (Vice President), and Cadence Talbot (Secretary).

**General Campus Climate:**

The students are finishing up their spring semester a bit earlier than normal, but are excited about the upcoming year at MSU. With the centennial celebration and transferring into the Texas Tech system, every new year at MSU seems to be filled with anticipation as the university grows and develops. Students are nervous going into finals week, and the graduating seniors and graduate students are appreciative knowing the end of finals week will be met with an in-person commencement ceremony. Recent alumni of the university who missed out on the opportunity to graduate in-person were grateful that MSU announced its plan to host a separate graduation event for the 2020 graduates. As the end of the academic year comes to a close, there is a sense of relief and accomplishment amongst the students. Making it to the end of a very uncertain year and having to adapt to constant changes and new protocols was taxing on everyone. Students were met with financial hardships, academic pressure, and environmental and cultural uncertainties, but persevered through the year. We are appreciative of the university for being flexible and forthcoming with the changes made, the faculty and staff for working with students to accommodate their needs and further the strong sense of community at MSU, and for allowing us the opportunity to be on campus and attending classes in person to grow and develop our academic careers, as this was not provided at many universities. As we move into the summer and new academic year, I can only stress the paramount importance of keeping students in mind and included in discussions that impact them as I am sure more unique and unprecedented times may arise that we must adapt to.

Being my final report, I want to express my gratitude and appreciation for you all on the Board. Thank you for listening to student input and being present amongst the students at our events and celebrations. As my personal time at MSU Texas comes to a close, I cannot put into words how much the MSU community has shaped me into the confident leader I am today. MSU has furthered my motivation and drive to use the skills I learned and developed here, and take those with me in my future endeavors. As a once nervous, unsure, and unaware first-generation college student, I could not be leaving college more prepared for my future life. There is no greater institution I could have found myself attending, and I know future Mustangs will only benefit from the tremendous developments taking place.

Respectfully submitted,

Shelbi Stogdill
2020-2021 SGA President
MSU Athletics
Board of Regents Meeting
May 2021

- MSU Texas decided to play 12 sports in the spring. This decision was based on COVID protocol and a willingness to adhere to NCAA guidelines, along with local and university standards.

- MSU Football played four games, going 2-2 and allowing our freshmen and sophomores to gain great experience. The plan is to play 11 games in the fall.

- Men’s Basketball went 11-8 in a shortened season. Having no seniors on the team, the future looks extremely bright as Coach Leslie implements his philosophy on and off the court. The team placed three on the All-Lone Star Conference (LSC) Conference Squad.

- Women’s Basketball was 11-7 in their shortened season. Coach Christopher Reay did a good job in his first real season as head coach. The team ended the regular season #6 in the Regional Rankings. The women also placed three on the LSC All-Conference Squad.

- Men’s Soccer ended the season 7-3, placing second in the LSC tournament, losing 1-0 to West Texas A&M. It was a great season again for the Mustangs and Coach Meachum.

- Women’s Soccer showed promise in a season where they went 2-7. Although the record didn’t show it, Coach Spence has set the program up to have his best year upcoming. Goals are in place.

- MSU Volleyball did something this year that the program has never done, with a post-season Lone Star Conference game. The program went 10-7 overall and 8-4 in conference play. Coach Armstrong has a young team, and the future looks very promising. Three All-LSC Conference Players represented the Mustangs.

- MSU Cross Country/Track and Field has a new coach as Kelsey Bruce took over the program in February. Kelsey comes from Dallas Baptist University, where she was a stellar athlete and had a five-year stint as an assistant coach. She currently maintains a top 20 ranking in the United States in the marathon. Kelsey brings strong leadership and great communication skills, and we look forward to a great future with her.

- Men’s and Women’s Golf teams are preparing for the conference tournament. The goal for both teams is to qualify for the NCAA Tournament in May.

- Men’s and Women’s Tennis are preparing for the LSC Conference tournament as well. Both teams have had good success with the goal of going back to the NCAA Championships. The
men’s program received the Division II ITA Indoor Sportsmanship Award at the National Tournament in Oklahoma City.

- MSU Softball continues to compete in a very competitive conference as five teams in the LSC are in the top 20 in NCAA rankings. Our team will represent MSU well as they play to attempt a slot in the LSC tournament.

- MSU Athletics was able to continue with an awards presentation for our student-athletes. While we did not provide a meal, all of the student-athletes received a CRUMBL Cookie on their way out of Ligon. The students felt that getting together (with masks and social distancing) one last time this year would be good. We gave out 12 Robert Gray’s Teammate of the Year Awards, 12 Academic Best GPA awards, and two Marie Morgan awards. The Marie Morgan recipients were Men’s Golfer Jake Doggett and Cross Country/Track Athlete Katie Till. These students are great representatives of MSU Texas.

- COVID-19 has obviously created some challenges for MSU Athletics and all of Midwestern State University. I am incredibly proud of this university and our shared leadership that has been instrumental in getting us through this past year. Student health and the well-being of our students and student-athletes were first and foremost. Although we weren’t perfect, our athletes were given the opportunity to compete on the academic side and on the field or court. MSU Athletics is truly grateful for the chance to do so. Bring on 2021-2022. Go Mustangs!
Dual Credit
MSU is anticipating a strong fall 2021 enrollment for students pursuing dual credit. MSU was approached by Founders Academy out of Lewisville, Texas, to provide dual credit offerings to their 140-150 students for the fall 2021 semester. Following is information regarding the partnership details. Chair Crosnoe and President Shipley approved the proposal and authorized the administration to pursue this partnership.

Summary
Founders Classical Academy of Lewisville (the “Founders Academy”) approached MSU about taking over the dual credit program for approximately 143+ students. Founders Academy has campuses in Lewisville, Corinth, Frisco, Flower Mound, and Mesquite. The academy is a public charter school with a mission of providing students with a traditional liberal arts and sciences educational focus. This opportunity would allow MSU to increase its headcount enrollment, further dual credit activity, and provide an avenue for growth.

Currently, Founders Academy partners with another institution in the DFW area to offer dual credit courses. Founders Academy would prefer to partner with MSU as the only public COPLAC designated school in Texas. Founders Academy considers MSU’s liberal arts designation along with its Flower Mound Center a great opportunity in which to partner on this initiative. Additionally, this partnership may lead to further dual credit opportunities with the Corinth, Frisco, Flower Mound, and Mesquite campuses.

Founders Academy will provide qualified instructors to teach the courses that meet SACSCOC requirements. Students will be responsible for securing their materials (textbooks, supplies, etc.) for the courses.

The partnership aims to enroll 143+ students from Founders Academy as part of the MSU dual credit program. The long-term goal is to add the campuses in Corinth, Frisco, Flower Mound, and Mesquite to this partnership.

Students in grades 10 through 12 will be identified to take dual credit courses. Students must meet MSU eligibility requirements for admission as well as meet TSI requirements.

Course Offerings and Schedule
Course offerings are designed to meet Texas core requirements. The following courses would be offered, taught by Founders Academy, SACSCOC-qualified instructors.

10th Grade
1. Fall – English Literary Masterpieces *Identified as British Lit* (up to 35 students)
2. Spring – Intro to World Lit (up to 35 students)

11th Grade
1. Fall – Government (up to 40 students)
2. Fall – English Comp I (up to 35 students)
3. Spring – English Comp I (up to 35 students)
4. Spring – US History I (up to 50 students)

12th Grade
1. Fall – Economics (up to 40 students)
2. Fall – Ethics/Moral Philosophy (up to 40 students)*
3. Spring – Economics (up to 40 students)
4. Spring – US History II (up to 50 students)

*3000 level course that does not meet core

Tuition and Instructor Costs
Currently, Founders Academy students are charged $195 per three-hour course. With approval from Chair Crosnoe and President Shipley, MSU agreed to this tuition rate, which represents a discount of $55 per course from the $250 current tuition rate. This discounted rate is based on an expectation that Founders Academy is a third-party payer, thus eliminating the added expense for separate billing of its dual credit students. (Four credit hour courses would be charged a pro-rata amount of $265.) It is also based on the opportunity for growth and the low-cost dollar impact to generate such growth.

Additionally, MSU was approached by another academy in the DFW area to consider offering dual credit courses for the fall 2021 semester, and discussions are underway. The administration also continues to discuss additional dual credit options with local area schools.

Texas Transfer Alliance
MSU was asked to participate in the Texas Transfer Alliance, a collaboration of Texas universities and community colleges focused on improving transfer student outcomes. It is designed to make the transfer process for community college students more efficient and seamless to four-year institutions. As a participant, MSU will receive a $4,000 grant to help offset expenses associated with the project. MSU will partner with one of the community colleges in the state and begin looking at processes that will improve transferability.

Summer Enrollment Campaign
For Summer I and II enrollment initiatives, MSU will continue with the campaign “Take MSU with You.” This is an effort for students to continue summer studies through MSU and stay on track towards degree completion. Additionally, it is an excellent opportunity for students to complete core course requirements.

Registrar
In conjunction with numerous other MSU offices, the Office of the Registrar is coordinating three commencement ceremonies over the next couple of months. As part of preparing for graduation, Chair Crosnoe and President Shipley approved the list of candidates for May graduation as authorized by the Board of Regents in February.

On April 30, we will conduct a graduate degree commencement ceremony in D.L. Ligon Coliseum on the MSU campus beginning at 6 p.m. Of the 83 spring 2021 graduate students receiving a degree, approximately 50 will attend the ceremony. The last time a commencement ceremony was held on the MSU campus was May 2008.
On May 1, we will conduct the undergraduate commencement ceremony in the Kay Yeager Coliseum beginning at 10 a.m. Of the 636 spring 2021 undergraduates receiving a degree, approximately 500 will attend the ceremony.

On June 5, we will conduct a recognition ceremony for May, August, and December 2020 graduates. These students missed out on an in-person ceremony, so this will be an opportunity to be recognized. Approximately 1,400 students graduated in 2020 and were contacted about participating on June 5. The location of this ceremony will be determined based on the number of students who choose to participate.

All three ceremonies will have modifications due to safety protocols, such as social distancing and mask requirements. Additionally, each graduate will be limited to five tickets for their friends and family. We are excited to offer these commencement ceremonies as we slowly return to normal activities.

Admissions

Admissions operations are returning to normal as the pandemic is beginning to wind down. Visitors are touring the campus and participating in face-to-face discussions with admissions, financial aid, housing, and advising.

Orientation programs for students entering the fall 2021 semester will be offered face to face, but an online option will be available for those who want to remain distanced. The orientation program provides families with the opportunity to learn about academic and student life as well as the many resources available to students.
Proposed Additions to Core Curriculum  
May 6, 2021

A. MUSC 2053 Testing the Limits: Arts Health and the Creative Artist is proposed for addition to the Component Area Option (CAO), Undergraduate Inquiry and Creativity. This is a course designed to teach students to identify, address, predict, and prevent occupational health concerns of creative artists. Through the study and application of quantitative research, students will conduct a scientific research study with Arts Health as the area of focus.

Course Prefix: MUSC  
Course Number: 2053  
Course Title: Testing the Limits: Arts Health and the Creative Artist  
Description: Students will identify, address, predict, and prevent occupational health concerns of creative artists. Through the study and application of quantitative research, students will conduct a scientific research study with Arts Health as the area of focus.

Lecture/Lab Hours: 3(3-0)  
Type of course: Lecture

Course objectives: The successful student will:
1. Discuss the history, scope, and relevance of occupational health to the arts’ disciplines
2. Interpret basic and applied scientific literature
3. Think, reflect, and interact critically and creatively, independently and collaboratively
4. Develop a quantitative research study, analyze the empirical data, and present the findings correctly and clearly in forms and styles appropriate for the arts health profession
5. Select and explore topics for further study

B. HSHS 1023 Understanding Community and Public Health is proposed for addition to the Foundational Component Area (FCA), Social and Behavioral Sciences and Component Area Option (CAO), Undergraduate Inquiry and Creativity. This course is an inquiry of community and public health and the competencies required of public health providers and educators, including the exploration and examination of philosophies, ethics, and current trends.

Course Prefix: HSHS  
Course Number: 1023  
Course Title: Understanding Community and Public Health  
Description: This course is an inquiry of community and public health and the competencies required of public health providers and educators, including the exploration and examination of philosophies, ethics, and current trends. This course will deliver an overview of the major content areas and critical issues related to community and public health promotion. This course will also provide an examination of community and public health and its role in society and discuss current trends, research, and anticipated future challenges.
Lecture/Lab Hrs: 3(3-0)
Type of course: Lecture

Course Objectives:
1. Describe the scope of community and public health
2. Define key concepts related to community and public health
3. Recognize ethical considerations in health research and health promotion practices
4. Effectively identify, retrieve, and analyze journal articles and develop research questions based on previous studies
5. Work cooperatively through communication and discussion exercises
6. Identify the influence of community and public health on society and social responsibility issues
7. Calculate incidence and prevalence of a communicable disease and how community and public health can potentially alter/improve these outcomes
Proposed Addition of Academic Minor  
Visual Communication  
May 6, 2021

Description: The signature minor in Visual Communication will prepare students to design content for print and web platforms as well as mobile devices. Graphic Design and Mass Communication courses attract students from various majors, as there are overlapping features. A minor in Visual Communication, regardless of major, encourages the power to think conceptually and apply technical skills in various forms of design while also building analytical and marketing skills. Graphic Design courses taken in the signature minor will provide students with an understanding of design processes, principles, and typography. Projects will focus on branding, packaging, and time-based design media. Mass Communication courses outlined in the signature minor will provide students with an understanding of media production, content creation, and strategies for advertising and marketing.

Students will take three courses (9 hours total) in art and three courses (9 hours total) in mass communication.

Art  
Choose one course from:
- ART 1333 – Computers For Artists
- ART 2013 – Photography I

Choose two courses from:
- ART 1333 or ART 2013 (depending on what is taken above)
- ART 2713 – Graphic Design I
- ART 3013 – Photography II
- ART 3703 – Graphic Design II
- ART 3713 – Graphic Design III
- ART 4703 – Graphic Design IV

Mass Communication  
Choose three courses from:
- MCOM 2403 – Social Media
- MCOM 3103 – Photojournalism
- MCOM 3223 – Advertising
- MCOM 3253 – Publication Design
- MCOM 3313 – Foundations of Media Production
- MCOM 3613 – Field and Studio Production
- MCOM 3823 – Creation of the Advertising Message
- MCOM 4163 – Newspaper Practicum
- MCOM 4183 – Internship
- MCOM 4323 – Web Site Design
- MCOM 4423 – Multimedia
The Writing Proficiency Requirement  
Effective August 2017 – 2021

Midwestern State University requires all students seeking baccalaureate degrees to fulfill the Writing Proficiency Requirement. Students may fulfill this requirement in ONE of the three following ways:

- Take and pass the Writing Proficiency Examination
- Take and pass ENGL 2113 Intermediate Composition and Grammar.
- Take and pass two courses designated as Writing Intensive (WI). One of these WI courses may be a Texas Core Curriculum Course, but one of those courses must be outside of the core.

between the completion of their 60th and 90th semester credit hour, either by passing the Writing Proficiency Examination or by enrolling in and passing ENGL 2113, Intermediate Composition and Grammar.

Students transferring to MSU with more than 90 semester credit hours must should take the Writing Proficiency Examination during their second long (fall or spring) semester at MSU and if necessary enroll in and pass 2113 in their third semester. Alternatively, they may choose to enroll in and pass 2113 in their first semester without attempting the examination or enroll in and pass two Writing Intensive courses before graduation.

Students who transfer to MSU-Texas with designated (noted on transcript) Writing Intensive courses from another university may use one of those courses to partially fulfill the Writing Proficiency Requirement. At least one of the two WI courses must be completed at MSU-Texas.

Each student’s academic advisor and major program are responsible for making the student aware of the Writing Proficiency Requirement and the ways in which it can be fulfilled.

The Writing Proficiency Examination

Administration. The Writing Proficiency Examination is administered by the Writing Program Administrator (WPA), who reports directly to the Associate Vice President of Undergraduate Education and Assessment, of Academic Affairs. The WPA appoints English faculty as necessary to assist in grading the exam. In consultation with the Provost and the AVP, the WPA recommends a fee schedule for the compensation of the graders, proctors and clerical assistants as necessary, and for incidental handling of off-campus exams. These fees then require the approval of the Board of Regents.

The Office of Writing Proficiency, under the supervision of the WPA, is responsible for the following:
• preparing the exam
• scheduling specific dates and locations for the exam
• disseminating information about the exam and about testing times and places
• assigning proctors for each exam
• overseeing the grading of the exams to ensure fairness and consistency
• recording exam results and maintaining comparative statistics of present and past results
• arranging special accommodations for students with disabilities and/or at a distance
• clearing holds placed on students who have not fulfilled the Writing Proficiency Requirement by 90 hours and/or who did not pass the Writing Proficiency Exam.

Nature of the Exam. The Writing Proficiency Examination tests the ability of juniors to write a college-level persuasive essay. Each test-taker responds to one of two prompts by writing an essay of at least 300 words in a two-hour period. (Extra time and alternative locations may be arranged for students with documented disabilities.)

Criteria for Grading. A passing essay responds to one of the prompts with a clearly stated thesis, which then receives adequate support and development in the rest of the essay. Additionally, a passing essay presents a clearly organized argument, demonstrates reasonable command of sentence structure and vocabulary, and adheres to standard American conventions of spelling, usage, and punctuation. Exam instructions and the descriptive rubric used by the graders are available on the Writing Proficiency Requirement website along with additional exam preparation materials.

Who May Take the Exam. Students may take the exam only after completing 60 semester hours of university credit hours (junior standing) and only after passing the both Communication Core courses (6 hours). Students may take the exam only once.

When and Where the Exam Is Given. The Writing Proficiency Examination is given several times on the MSU campus midway through the spring and fall semesters and early in the second summer term through the university’s online learning management system (Desire2Learn) and proctored by its internal security services (Respondus-Lockdown Browser). Each academic year, three exam windows are scheduled by the Office of Writing Proficiency. Exact dates and locations are published in each semester’s Schedule of Classes and on the MSU web page. Beginning approximately six (6) weeks prior to each exam cycle window, students will be able to register online at the Writing Proficiency Requirement website.

For an additional fee, distance education students and students enrolled at a Midwestern State satellite campus (Flower Mound or WCWC) may take the WPE online through MSU’s D2L interface. To do so, students must apply for a proctored exam and purchase an online test ticket. Then they must schedule an appointment with a designated online proctoring service within one of the scheduled testing periods.

Exam Procedures. Test takers must arrive on time (late comers will not be admitted) and bring a photo identification, a pen or pencil, and a receipt confirming online payment of the test fee. All other permitted materials will be provided, including an acknowledgment of the Writing Proficiency Requirement to be signed by each test-taker. Not permitted at the testing site are
notebooks, paper, dictionaries, thesauri, book bags or back packs, or any electronic devices, including spell-checkers, grammar-checkers, and cell phones.

The proctor will distribute materials, and he or she will then explain the format for the examination, review the criteria by which the exam is evaluated, and answer questions. (Students who take the exam off campus cannot expect the online proctor to answer questions beyond those covered in the written test materials the proctor has been provided.) Test takers then have two hours in which to complete essays of at least 300 words. Some may wish to write a rough draft and then a final draft. In such cases the final draft must be clearly indicated since only the final draft will be evaluated.

Potential test-takers must complete an online survey to ensure that they qualify for the exam. Then they should purchase tickets through an online link. Once the students have been vetted and tickets purchased, students will be added to a WPE D2L course. Students self-select the day and time of their examination within the exam window (usually 5 consecutive days between the hours of 8:00AM CT and 11:59PM CT).

Before beginning the exam, students launch the Respondus-Lockdown Browser and provide photo identification to the security system and verify that their testing area is secure. Students may use scratch paper, but no other materials or aids are permitted. Test-takers have 120 minutes to complete and submit their written response.

Special Accommodations. Students with documented disabilities who wish to arrange special accommodations for the Writing Proficiency Examination should do so through the Office of Disability Support Services at least two weeks before the date of the exam. Midwestern State University will make any reasonable accommodation that does not directly affect the skills being tested in this exam.

Exam Evaluation. The final draft of each essay is read by two full-time members of the English faculty, who have no knowledge of the writer’s name or of the other reader’s evaluation. No marks are placed directly on the essay, but each grader notes errors, records his or her evaluation of the essay based on the writing proficiency rubric, and assigns an overall grade of pass or fail. If the two graders do not agree on whether the essay passes or fails, it is read in the same manner by a third member of the English faculty, also without knowledge of the writer’s name, for a final determination. The evaluation of the graders is final, and though a student, on request, may review his or her rubrics, there is no appeal. Essays and rubrics will not be returned to the student.

Exam Results. The results of the Writing Proficiency Examination are confidential; therefore, results cannot be given out over the phone or via e-mail. They are reported via confidential memo from the Office of Writing Proficiency to the deans of the colleges, to the Provost, and to the Registrar. The Registrar posts each passing result to the individual student’s transcript. Students should check their transcripts through the MSU website approximately four weeks after the test date window to determine if they passed the exam. A “Writing Proficiency Exam Failed” hold will be applied to students whose essays do not pass the exam. The hold must be released by our office.
ENGL 2113: Intermediate Composition and Grammar
Skill in clear composition and control of standard English usage are the primary objectives of the course. The course can be used to satisfy the Writing Proficiency Requirement, but it must be taken through MSU; no substitutions are permitted. Several sections, both online and on-campus, are offered every long semester and during the summer sessions.

Writing Intensive Courses

For a Writing Intensive designation, a course must:

- Maintain a recommended cap of no more than 25 students
- Assign at least three formal, graded writing assignments comprising at least 50% of the final course grade
- Give attention to writing process (planning, drafting, revising), including the opportunity to revise at least one assignment
- Provide instructor feedback (notes or suggestions for revision) on writing
- Use common, but flexible WI rubric on at least one writing assignment for program assessment purposes

All MSU courses are eligible for WI designation except the required List A Communication Core Course (ENGL 1143 Academic Research and Writing). Potential WI Courses are proposed to the University Writing Council by academic colleges or departments.
WFMA Accessions for Ratification by the MSU Board of Regents

Approved by the Museum Advisory Board March 2021

NOTE: In compliance with the approved Collections Management Policy of the WFMA at MSU, the following acquired artworks are recommended by the Museum Director and Curator for accession into the Permanent Collection. The artworks are consistent with the Museum’s mission, scope of collection, and code of ethics. All of the artworks under consideration were gifts to the Museum’s Permanent Collection and no state funds were used to purchase the artworks. Upon the recommendation of the Museum Advisory Board and the ratification of the MSU Board of Regents, the art will be formally accessioned into the Museum’s Permanent Collection in a timely manner, the donors will be thanked, and the artworks properly cared for.

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<thead>
<tr>
<th>Artwork Image</th>
<th>Artwork Description</th>
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<td><img src="image1.jpg" alt="Artwork Image" /></td>
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Date Donated: December 2020 |
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Date Donated: December 2020 |
| ![Artwork Image](image4.jpg) | Artwork: Katherine Liontas-Warren, *Terrafirma*, no date, Pastel on archival paper, 22 x 30 inches, framed, $600  
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> Date Donated: December 2020 |
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Date Donated: December 2020 |
| ![Artwork Image](artwork2.jpg) | Artwork: Katherine Liontas-Warren, *And the Wave is My Heart*, 2018, Linocut, ed. 2/6, 22 x 15 inches, $350  
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Date Donated: December 2020 |
Donor: Katherine Liontas-Warren  
Date Donated: December 2020 |
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## 2021-2022 Annual Room and Board Rates (proposed)

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<th>2020-2021</th>
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<td><strong>Pierce Hall</strong></td>
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<tr>
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<tr>
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<td>2.04%</td>
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<td>2 bedroom/2 bath</td>
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## 2021-22 MSU Annual Housing Rates (Proposed) Compared to Rates at Peer Institutions (Current)

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<th>Residence Hall</th>
<th>Apartment</th>
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</tr>
</thead>
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<td>Suite: Semi-Private</td>
<td>4 bedroom unit</td>
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<tr>
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<td>$6,258</td>
<td>$7,000</td>
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<tr>
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<td>$8,676</td>
<td>$8,874</td>
<td>$10,310</td>
</tr>
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<td>$7,010</td>
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<td>N/A</td>
</tr>
<tr>
<td>University of Texas - Arlington</td>
<td>$5,925</td>
<td>$5,390</td>
<td>$6,860</td>
<td>$7,590</td>
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<tr>
<td>Texas State - San Marcos</td>
<td>$5,818</td>
<td>$6,792</td>
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<td>$9,358</td>
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<td>N/A</td>
<td>$9,150</td>
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<td>$5,980</td>
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<tr>
<td>University of Texas - Tyler</td>
<td>$5,656</td>
<td>$6,420</td>
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<td>Angelo State</td>
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<td>$6,100</td>
</tr>
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<tr>
<td>Stephen F. Austin</td>
<td>$4,496</td>
<td>$8,368</td>
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<tr>
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**RANK**  
10 out of 15  
12 out of 15  
6 out of 10  
9 out of 14

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## 2021-22 MSU Annual Room + Board Rates (Proposed)
### Compared to Peer Institutions (Current)

*Traditional Residence Hall (semi-private) with All Access/Highest Meal Plan*

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**RANK** 12 out of 16
Summaries of Financial Support and Comprehensive Campaign Update
21-73. The following reports are presented in the Board Book as a point of information. Additional information will be provided at the meeting regarding external financial support.

A. Comprehensive Campaign Comparison New Gifts and Commitments Through 3-31-2021
B. FY 21 Monthly Comparison New Gifts and Commitments Through 3-31-2021
C. Year by Year Comparison – Monthly Year to Date Cumulative Number of Donors Through 3-31-2021
D. Year by Year Comparison – Monthly Number of Gifts Through 3-31-2021
E. 1922 Legacy Society FY 21 Through 3-31-2021

Financial Report
21-74. The administration will recommend the January, February, and March 2021 Financial Reports for acceptance. Vice President Beth Reissenweber will provide a Financial Update to include information on federal stimulus funds. The monthly reports, Dr. Reissenweber’s summary report, and presentation are included in the Board Book.

Investment Report
21-75. The administration will recommend the second quarter FY 2021 investment report for acceptance. This report and Vice President Reissenweber’s summary report are shown in the Board Book.

Salary/Title/Position Changes in FY 2021 Budget
21-76. The reports of personnel changes in January, February, and March will be presented for information, as shown in the Board Book. Additionally, salary, title, and position changes approved by the President will be presented for ratification, as shown below.

<table>
<thead>
<tr>
<th>Current Position</th>
<th>Action</th>
<th>Additional Funding</th>
<th>Net Current FY Actual Cost (Savings)</th>
<th>Annual Budget Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Five staff positions</td>
<td>Title/Salary changes due to position reclassifications</td>
<td>Salary Savings</td>
<td>$3,735</td>
<td>$20,971</td>
</tr>
<tr>
<td>Eleven staff positions</td>
<td>Filled above and below budget</td>
<td></td>
<td>(54,813)</td>
<td>(14,646)</td>
</tr>
<tr>
<td>One staff position</td>
<td>Filled above budget with department restructure</td>
<td>Salary Savings</td>
<td>1,453</td>
<td>3,171</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$(49,624)</td>
<td>$9,496</td>
</tr>
</tbody>
</table>
Campus Construction Update
21-77. The Board Book includes reports regarding current construction, repair and rehabilitation projects, and a presentation on current projects that will be reviewed during the meeting.

Capital Expenditure Plan (MP1) Report – FY 2022-2026
21-78. The Texas Higher Education Coordinating Board (THECB) requests an update of the university’s five-year plan for construction, land acquisition, information resource projects, and major repair and renovation projects each year. The report includes projects that may be considered within the next five years, regardless of funding source to include:

A. New construction projects $1,000,000 or more;
B. Repair and renovation projects $1,000,000 or more;
C. Information resource projects that cumulatively would total $1,000,000 or more in one year; and
D. Property purchases that cumulatively would total $1,000,000 or more in one year.

The proposed plan is included in the Board Book. Current active projects previously approved by the Board of Regents are not included on the list. The deadline for submitting this report to the THECB is June 30, 2021.

Tuition and Fee Rates for 2021-2022
21-79. The administration will recommend tuition and fee rates as outlined below and presented in the Board Book in more detail. Overall the proposal represents an increase of 1.9% for new entering students in fall 2021 and aligns with the FY2020 Higher Education Price Increase of 1.9%.

A. Designated Tuition – In fall 2014, Midwestern State University established a fixed tuition plan for all students for four years (12 consecutive terms – fall, spring, and summer terms). The administration will recommend increasing designated tuition for new students beginning fall 2021 of $5.65 per semester credit hour (SCH). With this increase, new students taking 15 SCH would pay $84.75 more in designated tuition per semester than current students with the same course load. This rate would be fixed for these individuals for 12 semesters (four academic years).

B. Doctoral Tuition – The administration will recommend increasing graduate tuition to $50.00 per SCH for MSU doctoral programs, effective with the fall 2021 semester. Currently, graduate students pay $40.00 per SCH for master’s level courses, which will remain the same.

C. Athletic Fee – The administration will recommend increasing the Athletic Fee $1.10 per SCH and increasing the cap to $145.20 from its current maximum of $132.00.

D. IEF Differential Fees for Dental Hygiene – The administration will recommend increasing the Instructional Enhancement Differential Fee for Dental Hygiene from $32.00 to $40.00. This fee has not been increased since 2014-15. Based on estimated semester credit hour enrollments, the rate increase will provide $9,000 in
much-needed revenue to support the higher costs of the program to comply with accreditation standards, including the Gaines Dental Hygiene Clinic.

E. IEF Differential Fees for Nursing – The administration will recommend increasing the Instructional Enhancement Differential Fee for Nursing from $32.00 to $37.00. This fee has not been increased since 2018-19, when it was increased from $25.00 to $32.00. Based on estimated semester credit hour enrollments, the rate increase will provide $47,000 in much-needed revenue to support the costs of the Simulation Center located in the new Centennial Hall.

F. IEF Differential Fees for Respiratory Care – The administration will recommend implementing a new Instructional Enhancement Differential Fee for Respiratory Care at $7.00. Based on estimated semester credit hour enrollments, the rate increase will provide $19,000 in much-needed revenue to support having a dedicated Simulation Lab since moving to the new Centennial Hall in fall 2019.
## Comprehensive Campaign Comparison of New Gifts and Commitments

<table>
<thead>
<tr>
<th>Gift Type</th>
<th>FY17</th>
<th>FY18</th>
<th>FY19</th>
<th>FY20</th>
<th>FY21 9/1/2020 - 3/31/2021</th>
<th>FY22</th>
<th>FY23</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bequest Intentions</td>
<td>$ -</td>
<td>$ 1,883,924</td>
<td>$ 66,245</td>
<td>$ 689,152</td>
<td>$ 5,985</td>
<td>-</td>
<td>-</td>
<td>$ 2,645,306</td>
</tr>
<tr>
<td>Pledges</td>
<td>$ 4,893,063</td>
<td>$ 15,747,109</td>
<td>$ 682,556</td>
<td>$ 5,819,935</td>
<td>$ 161,305</td>
<td>-</td>
<td>-</td>
<td>$ 27,303,968</td>
</tr>
<tr>
<td>Realized Bequests</td>
<td>$ 6,030</td>
<td>$ 556,694</td>
<td>$ 260,764</td>
<td>$ 64,275</td>
<td>$ 14,953</td>
<td>-</td>
<td>-</td>
<td>$ 902,716</td>
</tr>
<tr>
<td>Gifts-In-Kind</td>
<td>$ 222,338</td>
<td>$ 11,489,502</td>
<td>$ 9,777,819</td>
<td>$ 5,299,105</td>
<td>$ 735,466</td>
<td>-</td>
<td>-</td>
<td>$ 27,524,230</td>
</tr>
<tr>
<td>Outright Gifts</td>
<td>$ 1,671,241</td>
<td>$ 3,092,054</td>
<td>$ 2,683,685</td>
<td>$ 2,733,259</td>
<td>$ 1,561,999</td>
<td>-</td>
<td>-</td>
<td>$ 11,742,238</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$ 6,792,672</td>
<td>$ 32,769,283</td>
<td>$ 13,471,069</td>
<td>$ 14,605,726</td>
<td>$ 2,479,708</td>
<td>-</td>
<td>-</td>
<td>$ 70,118,458</td>
</tr>
</tbody>
</table>

### NG&C Bar - by Gift Type

- **Bequest Intentions**
- **Pledges**
- **Realized Bequests**
- **Gifts-In-Kind**
- **Outright Gifts**

Progress toward Goal of $50,000,000

Source: Office of University Development

Prepared: 4/5/2021
### FY2021 Monthly Comparison of New Gifts and Commitments

<table>
<thead>
<tr>
<th>Gift Type</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bequest Intentions</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>$ 5,985</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>$ 5,985</td>
</tr>
<tr>
<td>Pledges</td>
<td>$ 28,600</td>
<td>$ 4,541</td>
<td>$ 22,000</td>
<td>$ 56,540</td>
<td>$ 50</td>
<td>$ 18,774</td>
<td>$ 30,800</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Realized Bequests</td>
<td>$ 8,486</td>
<td>- $</td>
<td>- $</td>
<td>$ 2,984</td>
<td>- $</td>
<td>- $</td>
<td>$ 3,484</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>$ 14,953</td>
</tr>
<tr>
<td>Gifts-In-Kind</td>
<td>$ 711,685</td>
<td>$ 13,500</td>
<td>$ 4,631</td>
<td>$ 5,650</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>$ 735,466</td>
</tr>
<tr>
<td>Outright Gifts</td>
<td>$ 129,481</td>
<td>$ 34,240</td>
<td>$ 126,283</td>
<td>$ 509,766</td>
<td>$ 402,937</td>
<td>$ 87,909</td>
<td>$ 271,384</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>$ 1,561,999</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$ 878,252</td>
<td>$ 52,281</td>
<td>$ 158,899</td>
<td>$ 574,939</td>
<td>$ 402,987</td>
<td>$ 106,683</td>
<td>$ 305,667</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>$ 2,479,708</td>
</tr>
</tbody>
</table>

### NG&C Bar - by Gift Type

![NG&C Bar Chart](chart.png)

Source: Office of University Development

Prepared: 4/5/2021
### Year by Year Comparison - Monthly YTD Cumulative Number of Donors

<table>
<thead>
<tr>
<th></th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2021</td>
<td>657</td>
<td>938</td>
<td>1,233</td>
<td>1,525</td>
<td>1,617</td>
<td>1,720</td>
<td>1,860</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY1920</td>
<td>701</td>
<td>1,356</td>
<td>1,677</td>
<td>1,984</td>
<td>2,096</td>
<td>2,276</td>
<td>2,329</td>
<td>2,441</td>
<td>2,504</td>
<td>2,586</td>
<td>2,672</td>
<td>2,777</td>
</tr>
<tr>
<td>FY1819</td>
<td>597</td>
<td>1,065</td>
<td>1,380</td>
<td>1,897</td>
<td>2,071</td>
<td>2,254</td>
<td>2,459</td>
<td>2,660</td>
<td>2,758</td>
<td>2,802</td>
<td>2,894</td>
<td>2,979</td>
</tr>
<tr>
<td>FY1718</td>
<td>544</td>
<td>1,148</td>
<td>1,509</td>
<td>1,783</td>
<td>2,062</td>
<td>2,249</td>
<td>2,507</td>
<td>2,822</td>
<td>2,891</td>
<td>2,856</td>
<td>2,788</td>
<td>2,925</td>
</tr>
</tbody>
</table>

**Three Year Average:** 2,894

---

Report includes cash, grants, GIK, planned gifts and pledges. Report includes soft credits.
Year by Year Comparison - Monthly Number of Gifts

<table>
<thead>
<tr>
<th></th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2021</td>
<td>480</td>
<td>341</td>
<td>373</td>
<td>442</td>
<td>239</td>
<td>237</td>
<td>293</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,405</td>
</tr>
<tr>
<td>FY1920</td>
<td>506</td>
<td>591</td>
<td>382</td>
<td>453</td>
<td>234</td>
<td>315</td>
<td>213</td>
<td>278</td>
<td>209</td>
<td>242</td>
<td>211</td>
<td>271</td>
<td>3,905</td>
</tr>
<tr>
<td>FY1819</td>
<td>374</td>
<td>359</td>
<td>355</td>
<td>528</td>
<td>243</td>
<td>217</td>
<td>220</td>
<td>292</td>
<td>174</td>
<td>149</td>
<td>190</td>
<td>231</td>
<td>3,332</td>
</tr>
<tr>
<td>FY1718</td>
<td>379</td>
<td>419</td>
<td>387</td>
<td>401</td>
<td>315</td>
<td>211</td>
<td>180</td>
<td>263</td>
<td>221</td>
<td>141</td>
<td>161</td>
<td>268</td>
<td>3,346</td>
</tr>
</tbody>
</table>

Three Year Average: 3,528

Report includes cash, grants, GiK, planned gifts and pledges. Report does not include soft credits.

Prepared: 4/5/2021
Living Members (Bequest Intentions)

Anonymous (2)
Donna L. Adams
Tom Beatty, MU 1960
Ed Blankenship ('04)
David* and Marsha Borman
Vikki Chaviers ('77, '99)
Lydia Copeland ('75, '82)
Max C. Folmar ('66)
Glynn and Judy Germany
John and Hitomo Greening ('64)
Kay McBroom Hannah (Retired Staff)
Darla Inglish ('86, '97)
Leigh Kidwell ('88)
Dr. Patricia Perryman ('84)
Ramona Rodriguez
Bill ('84) and Gladys Sharp
Dr. Anthony E. “Tony” Stephens ('64)
H.P. and Kristin Schuele
Margaret Stevens ('49)
Janis James Steward ('83)
Brenda Joyce Terry
Dr. R. Steven Tipps (Former Faculty)
Betty R. Wagner
Barbara McDonald White
Linda Wilson ('79)
Dr. Patricia ('74) and Michael Wooten

<table>
<thead>
<tr>
<th></th>
<th>FY 18</th>
<th>FY 19</th>
<th>FY 20</th>
<th>FY 21</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Gifts Confirmed</td>
<td>19</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>28</td>
</tr>
<tr>
<td>Actual Amount Confirmed</td>
<td>$3,241,162.00</td>
<td>$119,436.00</td>
<td>$715,000.00</td>
<td>$509,500.00</td>
<td>$4,585,098.00</td>
</tr>
<tr>
<td>Campaign Value Confirmed</td>
<td>$1,883,925.00</td>
<td>$66,233.00</td>
<td>$689,152.00</td>
<td>$5,985.00</td>
<td>$2,645,295.00</td>
</tr>
</tbody>
</table>
Financial Summary Report

Looking back, Midwestern State University successfully managed through the fall and spring semesters of the ongoing pandemic and its resulting economic impact. The operating budget incorporated a framework of flexibility in revenues and expenses to ensure a balanced year-end result.

To date this year, tuition and fee revenue is tracking above budget, while auxiliary revenues are lower. Federal stimulus funds provide levers to offset lost revenues and reimburse for COVID-related costs, and support continued technology and distance education tools that promote contemporary teaching, learning, and research models. Additionally, Federal and State grants provide critical funding to address emergency needs and help students continue their studies.

Looking forward, students will soon graduate with in-person commencement celebrations scheduled for both graduate and undergraduate students. For students that graduated in 2020 and were limited to a virtual event, Midwestern State University will host a special in-person celebration in June.

Fall planning includes new and enhanced strategies to attract new students and retain current students. Federal stimulus funds continue to augment resources and promote investments supporting a more sustainable fiscal model and strengthened university. The need to invest in growth while aligning expenses to available resources continues to be a guiding principle as we plan for the future.
To: Dr. Suzanne Shipley, President  
Board of Regents of Midwestern State University  

From: Dr. Beth Reissenweber  
Vice President for Administration and Finance  


Enclosed is the unaudited financial report for Midwestern State University (MSU) for the seven months ended March 31, 2021. The report is comprised of four schedules that provide 1) comparative operating results, 2) budget activity to-date, 3) tuition and fees, and auxiliary revenue by term, and 4) cash flow changes by fund. Together the financial schedules summarize the university’s ability to generate revenue, manage expenses, and enhance fiscal sustainability through careful use of restricted working capital.

Financial overview

The key to successfully navigating the first seven months of the fiscal year has been flexible and ongoing planning, supported by a conservative and prudent budget. Careful planning to reopen campus in Fall 2020 promoted solid enrollments and residential occupancy which carried through to the Spring 2021 semester. Additional Federal stimulus grants, part of the Higher Education Emergency Relief Fund II (HEERF II), provided direct emergency aid to students in March to support persistence. These grants also will mitigate institutional costs directly related to the pandemic and further support investments in technology.

With the spring term almost complete, tuition and fee revenues are ahead of budget given conservative planning to lessen any adverse enrollment impact caused by the ongoing pandemic. Room and board revenue however was under budget primarily due to the inability of new international students to obtain VISAs and travel to Wichita Falls. With the available vaccine and anticipated re-opening of borders, the Global Education Office has been pursuing new international enrollment pipelines while reinforcing long-term relationships.

The Flower Mound site continues to exceed expectations and grow by reaching out to new corporate partners for the adult learners and to high schools for dual credit opportunities. Both areas of opportunity are promising and suggest continued double-digit growth. Such students tend to take part-time course loads rather than the traditional full-time undergraduate, resulting in lower overall semester credit hour average university-wide.

Expenditures overall are lower than prior year and even under budget levels. This is especially apparent in the dramatic reduction in travel costs from prior years. While compensation and controllable costs are minimized, the economic recession has increased student need for scholarship support in the form of grant and aid. MSU received a generous new Texas GEER grant in the Fall, as part of the Federal CARES Act, totaling $1 million, along with the $2.2M of HEERF II funds noted above.
Commentary for each of the four schedules is provided below:

Schedule 1 - Comparison of Operating Results and Margin. The monthly and year-to-date revenue and expense actual activity is lower for fall 2020 than prior year. This is a direct result of the challenges created by the long-running pandemic and economic downturn which began in Spring 2020. The ability to navigate such challenging times is seen by reduction in expenses that offset the decline in revenues, along with important Federal stimulus funding, which has resulted in a positive improvement of $791k over prior year.

Operating and Non-Operating Revenues

After seven months and the majority of the academic year, actual revenues totaled $86.0M, representing a net increase of $1.9M or 2.3% from prior year’s total of $83.7M. This increase was the result of federal and state stimulus funding to offset the impact of the pandemic and economic recession on enrollment and housing occupancy. The complexity of the global emergency has impacted the university’s results on multiple levels which is explained further below.

Student tuition and fees were down $1.6 million or 5.4% given a shift in mix of student enrollments from the full-time traditional undergraduate to the adult learner who take a lesser course load. New international student enrollments were put on hold as the US borders remained closed and no new VISAs were being issued. Additionally, first year residential students seemed to take a wait-and-see approach before beginning their program of studies amidst ongoing pandemic concerns and economic recession.

Gift income, which typically exceeds budget each year, totals $4.1 M compared with $5.0M the prior year. This is mainly due to timing of an anticipated renewal of a significant in-kind software maintenance gift of $1M. The Advancement Office has noted resilience in giving to MSU during the pandemic as the number of gifts has increased although the average gift is somewhat lower. Even with the start of the pandemic, FY2020 saw a record number of gifts of 3,905.

Somewhat offsetting the declines described above is the increase in Federal Grants and Texas GEER funds of approximately $5.6M. These critical funds are used to directly support student enrollment and persistence, and provide important emergency relief from the pandemic.

Operating Expenditures

Total Expenses decreased $1.4M from $92.0M to $90.6M, or 1.5%. This decline can be seen in the following expenditures: 1) compensation, 2) materials and supplies, 3) repairs and maintenance, and 4) travel, which were offset somewhat by an increase in investment in scholarship support related to the federal and state grants as well as institutional merit and need-based programs to help students finance their educations.

Compensation costs for salaries, wages and other payroll related expenses decreased $904k with the difficulty of filling vacancies given lack of candidates coupled with the need to be disciplined about filling vacant positions in order to align costs within available resources. MSU has implemented a new
strategy to re-imagine position and talent requirements in order to meet current and future student-service and mission-centric needs and continues to require a 30-day waiting period before filling vacancies.

Materials and supplies have declined to $5.4M with savings of 14.8% or $1M compared with prior year spend levels of $6.4M. This is attributed both to prudent expense spending along with constrained activities on campus with the ongoing pandemic prohibiting large, social gatherings and events as in prior years. Repairs and maintenance is down substantially at $620k or 20.8% over the prior year due to a timing issue in receipt of an annual in-kind software gift anticipated later this fiscal year.

Travel costs have all but stopped since March 2020 and this has had a significant impact on expenditures. Expense levels declined 76% from $1M in 2020 to $251k in 2021. Spring 2021 has seen partial recovery as local and domestic travel begins to re-open. There was some travel by the student athletes to attend scrimmages and sporting events, and one study abroad trip is still scheduled for summer session II.

Besides the various savings and reductions in expenditures to-date, the university has seen continued demand for scholarship and aid by students and their families to promote accessibility and affordability. This is noted in the increased investment of $3M in scholarship activity totaling $28.4M up from $25.3M the prior year and directly the result of the increased funding from the Federal CARES Act and Texas GEER grant programs.

Schedule 2 – Comparison of Budget to Actual. This schedule provides a comparison of original budgets with adjusted budgets and actual activity, by fund type, through March 31, 2021. The comparison of budgeted total revenue shows 96.12% of revenues have been received with five months remaining in the fiscal year. This compares favorably to last year which was lower at 92.8%.

Most of the State Appropriation revenue has been booked at this time, a total of $31.4M, and on par with the budget. The State however has requested that 5% of the biennium appropriation be returned due to its economic hardship. This represents approximately $1.5M which MSU intends to return later this fiscal year and had anticipated in its conservative expense budget.

Fall and spring tuition and fees total $43.4M and represent 89.2% of the year’s budget. This compares favorably to last year which was lower at 86.1%. Sales and services of auxiliary operations total $12.9M or 91.4% which is due to the lower room occupancy and student meal plans. This shortfall can be offset through support from the HEERF II grant and under further review and consideration.

Expenses overall are tracking as expected at 56.4% of budget expended through March, with 58.3% of the year completed. Expenses include scholarship awards at 95.3% given the majority of awards made in the fall and spring semesters. There will be minimal summer awards for institutional aid, and some ongoing federal and state grant support.

Schedule 3 – Comparison of Budget Revenue to Actual Revenue. This schedule provides an informative recap by semester for tuition, fees, and auxiliary revenues. Overall, total funds from the fall and spring semesters were slightly ahead of budget by $76k or 0.2% given careful and conservative
budgeting which anticipated the potential adverse impact of the ongoing pandemic on enrollment. Auxiliary revenue fell short by $351k or 2.7%, given lower room occupancy, an allocation of 48 rooms to manage COVID cases on campus, along with lower board plans for residential students. Room occupancy totaled 1,500 fall 2020 on a budget of 1,610, and 1,334 for spring 2021 on a budget of 1,437. Given that Fall 2019 was 1,573 and Spring 2020 was 1,419, MSU’s Residence Life team has done remarkable work maintaining occupancy levels for residential students during the pandemic.

Strong Distance Learning fees because of the increase in online course offerings resulted in Total Designated Funds being over budget by over $461,000. This additional revenue more than offset the shortfall in Education and General tuition and fees revenue of $385,000, for an overall net positive tuition and fee revenue result of $76,000 for the academic year.

In terms of enrollment headcount and semester credit hours, the university’s fall 2020 student count totaled 5,860 on a budget of 5,670, and somewhat lower than fall 2019 at 5,969 students. Actual semester credit hours for fall 2020 totaled 66,317 compared with budget of 65,829, with actual fall 2019 credit hour production totaling 69,428.

For Spring 2021, headcount also exceeded budget, at 5,373 compared with budget of 5,282. Semester credit hours were under budget by 1,125 credit hours at 59,825 compared with budget of 60,950. Given the mix of students and the shift to more part-time adult learners especially at the Flower Mound site, the level of course load is less which has caused lower credit revenue generation.

Management continues to implement strategies to increase enrollment and improve retention rates. This includes a first ever doctorate degree in education that welcomed its first cohort of 18 students in Spring 2020 with another cohort planned to start in Spring 2021. Growing the pipeline for international students will regain the credit hour average as these students tend to be full-time and residential. Finally, the implementation of the new Navigate student retention system is already serving over 1,000 new students and continues to roll-out to continuing students to promote student persistence.

Schedule 4 – Changes in Available Working Capital. This schedule reflects the use of tuition and fee reserves. All of the uses of reserves shown in this schedule were included in the FY2021 budget as presented to the Board of Regents in August 2020.

Summary

The first seven months of the university’s fiscal year demonstrate the importance of conservative planning, and directing resources towards new revenue opportunities and enhancement of the student experience. This has challenged the university to reallocate resources and reconsider where best to invest funds, while curtailing other needs. The federal and state provided critical relief to help manage through the pandemic and address the needs both for students and the institution.
With commencement ceremonies on the horizon, MSU graduates remind us of our collective purpose, and the amazing year through which they and we have persevered. We will celebrate their accomplishments as we continue to navigate the future together for the well-being of our students and community.
### Midwestern State University

Comparison of Operating Results and Margin

For the Seven Months Ended March 31, 2021

(With Comparative Totals for the Seven Months Ended March 31, 2020)

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Tuition and Fees</td>
<td>$4,068,846</td>
<td>$4,244,447</td>
<td>$28,515,742</td>
<td>33.3%</td>
<td>$30,141,553</td>
<td>36.0%</td>
<td>($1,625,810)</td>
<td>-5.4%</td>
</tr>
<tr>
<td>Federal Grants</td>
<td>150,239</td>
<td>197,125</td>
<td>794,081</td>
<td>0.9%</td>
<td>815,761</td>
<td>1.0%</td>
<td>(21,680)</td>
<td>-2.7%</td>
</tr>
<tr>
<td>State Grants</td>
<td>-</td>
<td>-</td>
<td>4,248,519</td>
<td>5.0%</td>
<td>4,504,912</td>
<td>5.4%</td>
<td>(256,393)</td>
<td>-5.7%</td>
</tr>
<tr>
<td>Other Grants and Contracts</td>
<td>9,399</td>
<td>103,901</td>
<td>2,725,867</td>
<td>3.2%</td>
<td>2,891,435</td>
<td>3.5%</td>
<td>(65,568)</td>
<td>-2.2%</td>
</tr>
<tr>
<td>Sales &amp; Serv. of Educational Activities</td>
<td>43,250</td>
<td>199</td>
<td>241,145</td>
<td>0.3%</td>
<td>260,208</td>
<td>0.3%</td>
<td>(19,063)</td>
<td>-7.3%</td>
</tr>
<tr>
<td>Sales &amp; Serv. of Auxiliary Enterprises</td>
<td>1,611,120</td>
<td>1,161,926</td>
<td>8,713,412</td>
<td>10.2%</td>
<td>8,103,579</td>
<td>9.7%</td>
<td>609,834</td>
<td>7.5%</td>
</tr>
<tr>
<td>Other Operating Revenue</td>
<td>145,061</td>
<td>131,740</td>
<td>995,716</td>
<td>1.2%</td>
<td>1,367,897</td>
<td>1.6%</td>
<td>(372,181)</td>
<td>-27.2%</td>
</tr>
<tr>
<td>Total Operating Revenues</td>
<td>$6,027,914</td>
<td>$5,839,338</td>
<td>$46,234,483</td>
<td>54.0%</td>
<td>$48,085,344</td>
<td>57.5%</td>
<td>($1,850,860)</td>
<td>-3.8%</td>
</tr>
<tr>
<td><strong>Non-Operating Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Appropriations</td>
<td>1,720,763</td>
<td>1,728,799</td>
<td>12,045,343</td>
<td>14.1%</td>
<td>12,101,594</td>
<td>14.5%</td>
<td>(56,251)</td>
<td>-0.5%</td>
</tr>
<tr>
<td>Additional State Appropriations</td>
<td>486,874</td>
<td>476,118</td>
<td>3,416,701</td>
<td>4.0%</td>
<td>3,320,054</td>
<td>4.0%</td>
<td>96,647</td>
<td>2.9%</td>
</tr>
<tr>
<td>Federal Grants (Pell, CARES, GEER)</td>
<td>4,340,704</td>
<td>33,653</td>
<td>15,368,203</td>
<td>18.0%</td>
<td>9,782,152</td>
<td>11.7%</td>
<td>5,586,051</td>
<td>57.1%</td>
</tr>
<tr>
<td>Gifts</td>
<td>816,145</td>
<td>186,757</td>
<td>4,144,713</td>
<td>4.8%</td>
<td>5,015,197</td>
<td>6.0%</td>
<td>(870,484)</td>
<td>-17.4%</td>
</tr>
<tr>
<td>Investment Income</td>
<td>288,090</td>
<td>259,077</td>
<td>1,470,398</td>
<td>1.7%</td>
<td>2,409,595</td>
<td>2.9%</td>
<td>(939,197)</td>
<td>-39.0%</td>
</tr>
<tr>
<td>Other Non-Operating Revenue</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total Non-Operating Revenue</td>
<td>$7,652,576</td>
<td>$2,684,404</td>
<td>$36,445,358</td>
<td>42.6%</td>
<td>$32,628,593</td>
<td>39.0%</td>
<td>$3,816,765</td>
<td>11.7%</td>
</tr>
<tr>
<td>Other Revenues (HEAF Appropriation)</td>
<td>411,100</td>
<td>421,784</td>
<td>2,877,700</td>
<td>3.4%</td>
<td>2,952,490</td>
<td>3.5%</td>
<td>(74,790)</td>
<td>-2.5%</td>
</tr>
<tr>
<td><strong>TOTAL ALL REVENUES</strong></td>
<td>$14,091,590</td>
<td>$8,945,527</td>
<td>$85,557,541</td>
<td>100.0%</td>
<td>$83,666,427</td>
<td>100.0%</td>
<td>$1,891,115</td>
<td>2.3%</td>
</tr>
<tr>
<td><strong>Operating Expenses:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>3,688,485</td>
<td>3,796,372</td>
<td>25,679,985</td>
<td>28.3%</td>
<td>26,421,734</td>
<td>28.7%</td>
<td>(741,750)</td>
<td>-2.8%</td>
</tr>
<tr>
<td>Payroll Related Costs</td>
<td>1,210,448</td>
<td>1,244,069</td>
<td>8,581,701</td>
<td>9.5%</td>
<td>8,744,228</td>
<td>9.5%</td>
<td>(162,312)</td>
<td>-1.9%</td>
</tr>
<tr>
<td>Professional Fees and Services</td>
<td>361,629</td>
<td>436,264</td>
<td>3,658,686</td>
<td>4.0%</td>
<td>4,416,169</td>
<td>4.8%</td>
<td>(757,483)</td>
<td>-17.2%</td>
</tr>
<tr>
<td>Travel</td>
<td>75,304</td>
<td>43,224</td>
<td>250,876</td>
<td>0.3%</td>
<td>1,033,484</td>
<td>1.1%</td>
<td>(782,608)</td>
<td>-75.7%</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>1,366,940</td>
<td>607,250</td>
<td>5,405,012</td>
<td>6.0%</td>
<td>6,343,373</td>
<td>6.9%</td>
<td>(939,362)</td>
<td>-14.8%</td>
</tr>
<tr>
<td>Communications and Utilities</td>
<td>335,072</td>
<td>270,414</td>
<td>1,444,713</td>
<td>4.8%</td>
<td>5,015,197</td>
<td>6.0%</td>
<td>(870,484)</td>
<td>-17.4%</td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>54,787</td>
<td>76,328</td>
<td>2,357,635</td>
<td>0.3%</td>
<td>2,978,362</td>
<td>0.3%</td>
<td>(620,727)</td>
<td>-75.7%</td>
</tr>
<tr>
<td>Communications and Utilities</td>
<td>97,633</td>
<td>117,505</td>
<td>754,714</td>
<td>0.8%</td>
<td>933,974</td>
<td>1.0%</td>
<td>(179,260)</td>
<td>-19.2%</td>
</tr>
<tr>
<td>Printing and Reproduction</td>
<td>25,951</td>
<td>28,287</td>
<td>202,476</td>
<td>0.2%</td>
<td>272,844</td>
<td>0.3%</td>
<td>(70,368)</td>
<td>-25.8%</td>
</tr>
<tr>
<td>Bad Debt Expense</td>
<td>27,083</td>
<td>12,500</td>
<td>189,583</td>
<td>0.2%</td>
<td>87,500</td>
<td>0.1%</td>
<td>102,083</td>
<td>116.7%</td>
</tr>
<tr>
<td>Interest</td>
<td>-</td>
<td>-</td>
<td>100</td>
<td>0.0%</td>
<td>315</td>
<td>0.0%</td>
<td>(215)</td>
<td>0.0%</td>
</tr>
<tr>
<td>Depreciation</td>
<td>1,500,000</td>
<td>1,500,000</td>
<td>10,500,000</td>
<td>11.6%</td>
<td>10,500,000</td>
<td>11.4%</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Scholarships</td>
<td>2,385,203</td>
<td>270,414</td>
<td>2,841,698</td>
<td>31.4%</td>
<td>2,541,192</td>
<td>27.5%</td>
<td>308,494</td>
<td>12.1%</td>
</tr>
<tr>
<td>Total Operating Expenses</td>
<td>$11,579,099</td>
<td>$8,718,751</td>
<td>$90,614,329</td>
<td>100.0%</td>
<td>$92,038,122</td>
<td>100.0%</td>
<td>($1,423,793)</td>
<td>-1.5%</td>
</tr>
<tr>
<td><strong>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Expense on Debt</td>
<td>450,563</td>
<td>469,264</td>
<td>3,153,942</td>
<td>3.5%</td>
<td>3,284,846</td>
<td>3.6%</td>
<td>(130,904)</td>
<td>-4.0%</td>
</tr>
<tr>
<td><strong>TOTAL INCREASE (DECREASE) IN NET ASSETS</strong></td>
<td>$2,419,932</td>
<td>$131,647</td>
<td>$(5,433,020)</td>
<td></td>
<td>$(6,224,350)</td>
<td></td>
<td>$791,330</td>
<td></td>
</tr>
</tbody>
</table>

### Notes:

1. Variance and Variance % calculations are based on YTD figures.
2. All percentages are rounded to two decimal places.
3. Variance % is calculated as (Variance / YTD Value) * 100.
4. Net assets are expressed in $ millions.
Unaudited

Midwestern State University
Comparison of Budget to Actual
Current Operating Funds
For the Seven Months Ended March 31, 2021

<table>
<thead>
<tr>
<th>Educational &amp; General Funds:</th>
<th>Original Budget</th>
<th>Adjusted Budget</th>
<th>Actual (Over) Under Budget Year to Date</th>
<th>% of Budget Completed</th>
<th>% of Year Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Appropriations</td>
<td>$31,357,751</td>
<td>$31,357,751</td>
<td>$31,424,848 $ (67,097) $</td>
<td>100.2%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Registration Tuition and Fees</td>
<td>7,132,139</td>
<td>7,113,271</td>
<td>5,933,387 1,179,884 $</td>
<td>83.4%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Sales and Services Educational</td>
<td>200</td>
<td>200</td>
<td>25 175 $</td>
<td>12.5%</td>
<td>58.3%</td>
</tr>
<tr>
<td>State Operating Grants</td>
<td>28,179</td>
<td>28,179</td>
<td>28,179 $</td>
<td>100.0%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Federal Non-Operating Grants</td>
<td>-</td>
<td>1,079,585</td>
<td>1,079,585 $</td>
<td>100.0%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>1,000</td>
<td>1,000</td>
<td>- 1,000 $</td>
<td>0.0%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Other Non-Operating Revenues</td>
<td>-</td>
<td>-</td>
<td></td>
<td>- 58.3%</td>
<td></td>
</tr>
<tr>
<td>Investment Income</td>
<td>35,500</td>
<td>35,500</td>
<td>10,839 24,661 $</td>
<td>30.5%</td>
<td>58.3%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$38,554,769</td>
<td>$39,615,486</td>
<td>$38,476,863 $1,138,623 $</td>
<td>97.1%</td>
<td>58.3%</td>
</tr>
</tbody>
</table>

| Expenditures:               |                 |                 |                                        |                       |                     |
| Regular Salaries            | $6,048,426       | $6,048,426      | $3,365,983 $2,682,443 $               | 55.7%                | 58.3%               |
| Faculty Salaries            | 13,092,483       | 13,092,483      | 7,746,702 5,345,781 $                | 59.2%                | 58.3%               |
| Student Salaries            | - 28,179        | 47,396          | (19,217) 168.2%                      | 58.3%               |
| Non-Student Wages and Allowances | -               | 4,844           | (4,844) 58.3%                        |
| Fringe Benefits             | 8,685,264        | 8,685,264       | 4,811,989 3,873,275 $                | 55.4%                | 58.3%               |
| Maintenance and Operations  | 49,478           | 4,334,106       | 1,929,769 2,404,337 $                | 44.5%                | 58.3%               |
| Travel                      | -               | -               |                                        | - 58.3%             |
| Utilities                   | 1,518,000        | 1,518,000       | 712,082 805,918 $                    | 46.9%                | 58.3%               |
| Capital Outlay (HEAF)       | 3,524,774        | 555,244         | 440,388 114,857 $                    | 79.3%                | 58.3%               |
| Scholarships                | - 1,079,585     | 1,035,335       | 44,250 95.9%                         | 58.3%               |
| **Total Expenditures**      | $32,918,425      | $35,341,287     | $20,094,488 $15,246,799 $             | 56.9%                | 58.3%               |

Designated Funds:

| Revenues:                    |                 |                 |                                        |                       |                     |
| Registration Tuition and Fees | $40,955,008     | $41,249,399     | $37,170,060 $4,079,340 $              | 90.1%                | 58.3%               |
| Other Operating Grants and Contracts | -               | -               | -                                        | - 58.3%             |
| Sales and Services Educational | 613,206        | 697,067         | 238,720 458,347 $                    | 34.3%                | 58.3%               |
| Other Operating Revenues     | 1,506,731       | 1,742,638       | 869,105 873,533 $                    | 49.9%                | 58.3%               |
| Federal Non-Operating Grants | - 1,048         | 1,048           |                                          | 58.3%               |
| Gifts                        | 271,201          | 395,249         | 415,005 (19,756) 105.0%               | 58.3%               |
| Other Non-Operating Revenues | -               | -               |                                          | - 58.3%             |
| Investment Income            | 1,274,000        | 1,011,004       | 692,541 318,463 $                    | 68.5%                | 58.3%               |
| **Total Revenues**           | $44,620,146      | $45,096,405     | $39,386,479 $5,709,926 $              | 87.3%                | 58.3%               |

| Expenditures:                |                 |                 |                                        |                       |                     |
| Regular Salaries             | $11,994,857      | $12,081,336     | $7,477,245 4,604,091 $                | 61.9%                | 58.3%               |
| Faculty Salaries             | 7,173,647        | 7,252,089       | 3,882,737 3,369,353 $                | 53.5%                | 58.3%               |
| Grad Assistant Salaries      | 1,077,789        | 1,562,168       | 556,680 1,005,488 $                 | 35.6%                | 58.3%               |
| Student Salaries             | 1,058,612        | 1,014,916       | 486,959 527,957 $                    | 48.0%                | 58.3%               |
| Non-Student Wages and Allowances | 322,046        | 486,857         | 314,650 172,207 $                    | 64.6%                | 58.3%               |
| Fringe Benefits              | 6,087,105        | 6,130,481       | 3,362,920 2,767,561 $                | 54.9%                | 58.3%               |
| Maintenance and Operations   | 8,183,328        | 17,824,485      | 4,294,172 13,530,313 $               | 24.1%                | 58.3%               |
| Travel                       | 695,449          | 732,473         | 228,353 504,120 $                    | 31.2%                | 58.3%               |
| Utilities                    | 372,932          | 379,192         | 102,679 276,513 $                    | 27.1%                | 58.3%               |
| Capital Outlay               | 422,287          | 53,091          | 577,366 100.1%                        | 58.3%               |
| Scholarships                 | 6,888,746        | 5,800,443       | 5,223,077                                      | 58.3%               |
| **Total Expenditures**       | $44,276,798      | $53,317,531     | $26,096,151 $27,221,380 $              | 48.9%                | 58.3%               |

Transfers to plant funds:

| ($75,000) |
## Auxiliary Funds:

### Revenues:
- **Sales and Services Auxiliaries**: $13,907,898 $14,147,385 $12,926,500 $1,220,885 91.4% 58.3%
- **Registration Tuition and Fees**: 273,248 273,248 260,245 13,003 95.2% 58.3%
- **Other Operating Revenues**: 11,300 11,300 - 11,300 0.0% 58.3%
- **Gifts**: - - 1,815 (1,815) 58.3%

**Total Revenues** $14,192,446 $14,431,933 $13,188,560 $1,243,373 91.4% 58.3%

### Expenditures:
- **Regular Salaries**: $926,158 $927,173 $545,229 $381,944 58.8% 58.3%
- **Grad Assistant Salaries**: 37,500 37,500 - 37,500 0.0% 58.3%
- **Student Salaries**: 288,750 277,220 172,861 104,359 62.4% 58.3%
- **Non-Student Wages and Allowances**: 23,000 29,000 31,839 (2,839) 109.8% 58.3%
- **Fringe Benefits**: 317,105 317,105 170,008 147,097 53.6% 58.3%
- **Maintenance and Operations**: 5,935,432 5,948,624 4,819,253 1,129,372 81.0% 58.3%
- **Travel**: 12,625 10,670 3,596 7,074 33.7% 58.3%
- **Utilities**: 1,300,316 1,300,316 643,014 657,302 49.5% 58.3%
- **Capital Outlay**: 166,625 160,845 - 160,845 0.0% 58.3%
- **Scholarships**: 98,000 98,000 52,067 45,933 53.1% 58.3%

**Total Expenditures** $9,105,511 $9,106,453 $6,437,867 $2,668,586 70.7% 58.3%

## Restricted Funds:

### Revenues:
- **Sales and Services Educational**: $10,000 $10,000 $2,400 $7,600 24.0% 58.3%
- **Federal Operating Grants**: 1,385,927 1,385,927 794,081 591,846 57.3% 58.3%
- **State Operating Grants**: 5,005,518 5,005,518 4,220,340 785,178 84.3% 58.3%
- **Other Operating Grants and Contracts**: 2,700,000 2,700,000 2,725,867 (25,867) 101.0% 58.3%
- **Other Operating Revenues**: 136,377 136,377 65,858 70,519 48.3% 58.3%
- **Federal Non-Operating Grants**: 12,058,607 12,058,607 14,287,570 (2,228,963) 118.5% 58.3%
- **Other Non-Operating Revenues**: - 35,554 - 58.3%
- **Gifts**: 1,146,218 1,146,218 3,727,893 (2,581,675) 325.2% 58.3%
- **Investment Income**: 695,417 695,417 678,517 16,900 97.6% 58.3%

**Total Revenues** $23,138,064 $23,138,064 $26,502,525 $(3,364,461) 114.5% 58.3%

### Expenditures:
- **Regular Salaries**: $690,436 $840,097 $420,305 $419,792 50.0% 58.3%
- **Faculty Salaries**: 563,078 1,897,932 341,361 1,556,571 18.0% 58.3%
- **Grad Assistant Salaries**: - 35,554 - 58.3%
- **Student Salaries**: 218,110 379,877 129,429 250,448 34.1% 58.3%
- **Non-Student Wages and Allowances**: 76,500 389,725 155,766 233,959 40.0% 58.3%
- **Fringe Benefits**: 396,418 890,735 236,998 653,737 26.6% 58.3%
- **Maintenance and Operations**: 688,175 11,852,934 1,773,277 10,079,657 15.0% 58.3%
- **Travel**: 12,625 369,529 18,926 350,603 5.1% 58.3%
- **Utilities**: 180,973 5,363 1,944 3,419 36.3% 58.3%
- **Capital Outlay**: 166,625 160,845 - 160,845 0.0% 58.3%
- **Scholarships**: 17,884,287 22,840,994 22,109,207 731,787 96.8% 58.3%

**Total Expenditures** $20,748,805 $40,530,227 $25,405,216 $15,089,457 62.7% 58.3%

Transfers from plant funds $15,250

## Total Current Operating Funds Revenues

$120,505,425 $122,281,888 $117,554,427 $4,727,461 96.1% 58.3%

## Total Current Operating Funds Expenditures

$107,049,539 $138,295,499 $78,033,723 $60,261,776 56.4% 58.3%
Midwestern State University
Comparison of Budget to Actual
Current Operating Funds
For the Seven Months Ended March 31, 2021

<table>
<thead>
<tr>
<th>Total Revenues</th>
<th>Adjusted Budget</th>
<th>Actual Year to Date</th>
<th>(Over) Under Budget</th>
<th>% of Budget Completed</th>
<th>% of Year Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Appropriations</td>
<td>$31,357,751</td>
<td>$31,424,848</td>
<td>($67,097)</td>
<td>100.2%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Registration Tuition and Fees</td>
<td>$48,635,918</td>
<td>$43,363,692</td>
<td>$5,272,227</td>
<td>89.2%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Sales and Services Educational</td>
<td>$707,267</td>
<td>$241,145</td>
<td>$466,122</td>
<td>34.1%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Sales and Services Auxiliary</td>
<td>$14,147,385</td>
<td>$12,926,500</td>
<td>$1,220,885</td>
<td>91.4%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Federal Operating Grants (Restricted funds)</td>
<td>$1,414,106</td>
<td>$794,081</td>
<td>$620,025</td>
<td>56.2%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Federal Non-Operating Grants</td>
<td>$13,139,240</td>
<td>$15,368,203</td>
<td>($2,228,963)</td>
<td>117.0%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Other State Grants &amp; Contracts</td>
<td>$5,005,518</td>
<td>$4,248,519</td>
<td>$756,999</td>
<td>84.9%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Other Operating Grants and Contracts</td>
<td>$2,700,000</td>
<td>$2,725,867</td>
<td>($25,867)</td>
<td>101.0%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Gifts</td>
<td>$1,541,467</td>
<td>$934,963</td>
<td>$606,504</td>
<td>49.4%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>$1,891,315</td>
<td>$1,381,897</td>
<td>$509,418</td>
<td>268.9%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Other Non-Operating Revenues</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>58.3%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Investment Income</td>
<td>$1,741,921</td>
<td>$1,381,897</td>
<td>$360,024</td>
<td>79.3%</td>
<td>58.3%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$122,281,888</strong></td>
<td><strong>$117,554,427</strong></td>
<td><strong>$4,727,461</strong></td>
<td><strong>96.1%</strong></td>
<td><strong>58.3%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Expenditures</th>
<th>Adjusted Budget</th>
<th>Actual Year to Date</th>
<th>(Over) Under Budget</th>
<th>% of Budget Completed</th>
<th>% of Year Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Salaries</td>
<td>$19,897,032</td>
<td>$11,808,762</td>
<td>$8,088,270</td>
<td>59.4%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Faculty Salaries</td>
<td>$22,242,504</td>
<td>$11,970,799</td>
<td>$10,271,705</td>
<td>53.8%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Graduate Assistant Salaries</td>
<td>$1,635,222</td>
<td>$556,680</td>
<td>$1,078,542</td>
<td>34.0%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Student Salaries</td>
<td>$1,700,192</td>
<td>$836,645</td>
<td>$863,547</td>
<td>49.2%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Non-Student Wages and Allowances</td>
<td>$905,582</td>
<td>$507,098</td>
<td>$398,484</td>
<td>56.0%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$16,023,585</td>
<td>$8,581,916</td>
<td>$7,441,669</td>
<td>53.6%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Maintenance and Operations</td>
<td>$39,960,149</td>
<td>$12,816,470</td>
<td>$27,143,679</td>
<td>53.2%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Travel</td>
<td>$1,112,672</td>
<td>$250,876</td>
<td>$861,796</td>
<td>22.6%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Utilities</td>
<td>$3,202,871</td>
<td>$1,459,719</td>
<td>$1,743,151</td>
<td>46.5%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>$1,796,668</td>
<td>$825,071</td>
<td>$971,597</td>
<td>45.9%</td>
<td>58.3%</td>
</tr>
<tr>
<td>Scholarships</td>
<td>$29,819,022</td>
<td>$28,419,686</td>
<td>$1,399,336</td>
<td>95.3%</td>
<td>58.3%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$138,295,499</strong></td>
<td><strong>$78,033,723</strong></td>
<td><strong>$60,261,776</strong></td>
<td><strong>56.4%</strong></td>
<td><strong>58.3%</strong></td>
</tr>
</tbody>
</table>

| Reconciliation to Adjusted Budget: |
|-----------------------------|-----------------------------|
| Original budget | $121,640,086 |
| Includes fund transfers from plant funds | 15,250 |
| Includes fund transfers to plant funds* | (75,000) |
| Renewal and Replacement | - |
| Budgets increased with additional revenue and other budget adjustments | $12,117,165 |
| Debt service | ($13,027,274) |
| Unexpended budgets carried forward | $17,625,271 |
| Reconciled to original/adjusted budgets | $138,295,498 |

*Budgeted transfer from security fee to parking lot projects account | $75,000
## COMPARISON OF BUDGETED REVENUE TO ACTUAL REVENUE
### FOR THE SEVEN MONTHS ENDED MARCH 31, 2021

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Total</th>
<th>Over</th>
<th>Over</th>
<th>Over</th>
<th>Total</th>
<th>Over</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budget</td>
<td>Actual</td>
<td>Budget</td>
<td>Budget</td>
<td>Budget</td>
<td>Budget</td>
<td>Budget</td>
<td>Budget</td>
<td>Budget</td>
</tr>
<tr>
<td><strong>EDUCATIONAL &amp; GENERAL:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$3,236,664</td>
<td>$3,052,523</td>
<td>$184,141</td>
<td>$3,031,878</td>
<td>$2,834,744</td>
<td>$197,134</td>
<td>$6,268,542</td>
<td>$5,887,268</td>
<td>$381,274</td>
</tr>
<tr>
<td>Audit Fees</td>
<td>100</td>
<td>100</td>
<td>0</td>
<td>100</td>
<td>200</td>
<td></td>
<td>300</td>
<td>200</td>
<td>100</td>
</tr>
<tr>
<td>Applied Music Fees</td>
<td>6,300</td>
<td>6,090</td>
<td>(210)</td>
<td>5,000</td>
<td>5,670</td>
<td>670</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory Fees</td>
<td>19,359</td>
<td>18,720</td>
<td>(1,539)</td>
<td>18,000</td>
<td>15,745</td>
<td>(2,255)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Educational &amp; General</strong></td>
<td>3,262,423</td>
<td>3,076,433</td>
<td>(185,990)</td>
<td>3,054,978</td>
<td>2,856,184</td>
<td>(198,794)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DESIGNATED:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Tuition</td>
<td>8,310,283</td>
<td>8,364,728</td>
<td>54,445</td>
<td>7,720,301</td>
<td>7,585,174</td>
<td>(135,127)</td>
<td>16,030,584</td>
<td>15,949,902</td>
<td>(80,682)</td>
</tr>
<tr>
<td>Tier II Tuition</td>
<td>233,660</td>
<td>204,260</td>
<td>(29,400)</td>
<td>259,000</td>
<td>186,060</td>
<td>(72,940)</td>
<td>492,660</td>
<td>390,320</td>
<td>(102,340)</td>
</tr>
<tr>
<td>Global Prep Program Tuition</td>
<td>98,650</td>
<td>98,650</td>
<td></td>
<td>59,200</td>
<td>59,200</td>
<td></td>
<td>117,850</td>
<td>117,850</td>
<td></td>
</tr>
<tr>
<td>Distance Learning Tuition</td>
<td>87,681</td>
<td>82,670</td>
<td>(5,011)</td>
<td>91,343</td>
<td>83,270</td>
<td>(8,073)</td>
<td>179,024</td>
<td>165,940</td>
<td>(13,084)</td>
</tr>
<tr>
<td>Three Peat Tuition</td>
<td>69,700</td>
<td>62,185</td>
<td>(7,515)</td>
<td>66,200</td>
<td>14,400</td>
<td>(51,800)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security Fee</td>
<td>258,143</td>
<td>280,193</td>
<td>22,050</td>
<td>241,373</td>
<td>251,872</td>
<td>10,499</td>
<td>499,516</td>
<td>532,064</td>
<td>32,548</td>
</tr>
<tr>
<td>Student Union Fee</td>
<td>75,646</td>
<td></td>
<td>2,005</td>
<td>70,177</td>
<td>71,062</td>
<td>894</td>
<td>145,663</td>
<td>147,135</td>
<td>1,470</td>
</tr>
<tr>
<td>Instructional Enhancement Fee</td>
<td>1,291,887</td>
<td>1,301,579</td>
<td>9,692</td>
<td>1,209,185</td>
<td>1,183,629</td>
<td>(25,556)</td>
<td>2,501,072</td>
<td>2,485,208</td>
<td>(15,864)</td>
</tr>
<tr>
<td>Distance Learning Fee</td>
<td>770,669</td>
<td>1,059,066</td>
<td>288,397</td>
<td>760,055</td>
<td>1,059,795</td>
<td>299,740</td>
<td>1,530,724</td>
<td>2,118,860</td>
<td>588,136</td>
</tr>
<tr>
<td>Application Fee</td>
<td>55,000</td>
<td>64,830</td>
<td>9,830</td>
<td>40,000</td>
<td>46,760</td>
<td>6,760</td>
<td>95,000</td>
<td>111,590</td>
<td>16,590</td>
</tr>
<tr>
<td>Recreation Center Fee</td>
<td>508,448</td>
<td>504,643</td>
<td>(3,805)</td>
<td>467,744</td>
<td>462,856</td>
<td>(4,888)</td>
<td>976,192</td>
<td>966,928</td>
<td>(9,264)</td>
</tr>
<tr>
<td>Athletic Fee</td>
<td>586,472</td>
<td>581,759</td>
<td>(4,713)</td>
<td>542,462</td>
<td>523,858</td>
<td>(18,604)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Services Fees</td>
<td>5,471,492</td>
<td>5,495,540</td>
<td>24,048</td>
<td>5,066,014</td>
<td>4,959,778</td>
<td>(106,236)</td>
<td>10,537,050</td>
<td>10,455,318</td>
<td>(81,732)</td>
</tr>
<tr>
<td>Student Service Fee</td>
<td>1,171,754</td>
<td>1,196,231</td>
<td>24,477</td>
<td>1,083,488</td>
<td>1,080,973</td>
<td>(2,515)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Designated Funds</td>
<td>18,944,950</td>
<td>19,450,715</td>
<td>505,765</td>
<td>17,674,897</td>
<td>17,629,761</td>
<td>(45,136)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AUXILIARY:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Center Fee</td>
<td>132,401</td>
<td>135,887</td>
<td>3,486</td>
<td>122,550</td>
<td>124,358</td>
<td>1,808</td>
<td>254,951</td>
<td>260,245</td>
<td>5,294</td>
</tr>
<tr>
<td>Residence Halls</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Killingsworth</td>
<td>696,904</td>
<td>694,512</td>
<td>(2,392)</td>
<td>418,338</td>
<td>392,674</td>
<td>(25,664)</td>
<td>1,115,242</td>
<td>1,087,154</td>
<td>(28,088)</td>
</tr>
<tr>
<td>Pierce</td>
<td>363,206</td>
<td>433,419</td>
<td>70,213</td>
<td>228,216</td>
<td>238,169</td>
<td>9,953</td>
<td>591,422</td>
<td>671,588</td>
<td>80,166</td>
</tr>
<tr>
<td>Sunwatcher Village</td>
<td>1,278,428</td>
<td>1,071,941</td>
<td>(206,487)</td>
<td>773,636</td>
<td>707,857</td>
<td>(65,779)</td>
<td>2,052,064</td>
<td>1,779,798</td>
<td>(272,266)</td>
</tr>
<tr>
<td>Sundance Court</td>
<td>1,199,580</td>
<td>1,052,603</td>
<td>(66,977)</td>
<td>680,644</td>
<td>689,940</td>
<td>9,296</td>
<td>1,800,224</td>
<td>1,742,543</td>
<td>(57,681)</td>
</tr>
<tr>
<td>McCoylough-Trigg</td>
<td>468,662</td>
<td>462,554</td>
<td>(6,108)</td>
<td>284,774</td>
<td>262,987</td>
<td>(21,787)</td>
<td>753,436</td>
<td>725,540</td>
<td>(27,896)</td>
</tr>
<tr>
<td>Legacy Hall</td>
<td>1,748,691</td>
<td>1,530,687</td>
<td>(217,904)</td>
<td>936,408</td>
<td>923,405</td>
<td>(3,003)</td>
<td>2,796,093</td>
<td>2,520,905</td>
<td>(275,188)</td>
</tr>
<tr>
<td>Food Service</td>
<td>2,025,888</td>
<td>1,878,748</td>
<td>(147,140)</td>
<td>1,755,700</td>
<td>2,183,571</td>
<td>427,871</td>
<td>3,781,998</td>
<td>4,062,319</td>
<td>280,321</td>
</tr>
<tr>
<td>Total Auxiliary Funds</td>
<td>7,833,770</td>
<td>7,269,351</td>
<td>(564,419)</td>
<td>5,311,206</td>
<td>5,529,931</td>
<td>218,725</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total all Funds</strong></td>
<td>$30,041,143</td>
<td>$29,796,499</td>
<td>($244,644)</td>
<td>$26,041,081</td>
<td>$26,015,876</td>
<td>($25,205)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Headcount Enrollment
- Fall: 5,670
- Spring: 5,860
- Summer: 190
- Total: 10,925

### Semester Credit Hours
- Fall: 65,829
- Spring: 66,317
- Summer: 488
- Total: 126,779

### Room Occupancy
- Fall: 1,610
- Spring: 1,500
- Summer: (110)
- Total: 3,047

### Occupancy Percentage
- Fall: 91.8%
- Spring: 85.6%
- Summer: (6.2%)
- Total: 81.9%

### Room Occupancy
- Fall: 5,282
- Spring: 5,373
- Summer: 91
- Total: 10,574

### Room Occupancy
- Fall: 126,142
- Spring: 126,142
- Summer: (637)
- Total: 252,331

### Room Occupancy
- Fall: 3,047
- Spring: 2,834
- Summer: (213)
- Total: 8,245

### Room Occupancy
- Fall: 81.9%
- Spring: 76.1%
- Summer: (5.9%)
- Total: 76.1%
## Changes in Available Working Capital

**Midwestern State University**

**For the Seven Months Ended March 31, 2021**

<table>
<thead>
<tr>
<th>Source/Use Of Funds</th>
<th>09/01/20 Balance</th>
<th>Increase/ (Decrease)</th>
<th>03/31/21 Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E &amp; G Unallocated</strong></td>
<td>$2,964,056</td>
<td>($1,764,417)</td>
<td>$1,199,639</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HEAF Unallocated</strong></td>
<td>0</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>E&amp;G - Mineral Fund</strong></td>
<td>0</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Royalty Income</td>
<td>2,565</td>
<td>2,565</td>
<td></td>
</tr>
<tr>
<td><strong>Student Service Fees</strong></td>
<td>(26,891)</td>
<td>26,891</td>
<td></td>
</tr>
<tr>
<td>Budget transfers in process</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student Union/Ctr Fee</strong></td>
<td>27,211</td>
<td>-</td>
<td>27,211</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Course Fees</strong></td>
<td>84,489</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Distance Learning Fee</strong></td>
<td>448,839</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Local Tuition</strong></td>
<td>3,637,477</td>
<td>($1,672,557)</td>
<td>1,964,920</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>University Services Fee</strong></td>
<td>983,345</td>
<td>-</td>
<td>983,345</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Study Abroad Guest Tuition</strong></td>
<td>69,000</td>
<td></td>
<td>29,000</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Distance Learning Tuition</strong></td>
<td>140,003</td>
<td>($47,620)</td>
<td>92,383</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Application Fee</strong></td>
<td>42,504</td>
<td>-</td>
<td>42,504</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Athletic Fee</strong></td>
<td>(58,444)</td>
<td>58,444</td>
<td></td>
</tr>
<tr>
<td>Budget transfers in process</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Excess Credit Hours Fee</strong></td>
<td>20,241</td>
<td>($7,031)</td>
<td>13,210</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Three-Peat Tuition</strong></td>
<td>30,629</td>
<td>-</td>
<td>30,629</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tier II Tuition</strong></td>
<td>316,234</td>
<td>($137,690)</td>
<td>178,544</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Recreation Center Fee</strong></td>
<td>(76,070)</td>
<td>76,070</td>
<td></td>
</tr>
<tr>
<td>Budget transfers in process</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dual Credit Fee</strong></td>
<td>15,241</td>
<td>-</td>
<td>15,241</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Security Fee</strong></td>
<td>29,953</td>
<td>-</td>
<td>29,953</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>USF $6 Set-Aside</strong></td>
<td>699,841</td>
<td>($56,546)</td>
<td>977,563</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers from net USF fees</td>
<td>679,589</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond debt service</td>
<td>(161,252)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master Lease debt service</td>
<td>(184,068)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Midwestern State University
### Changes in Available Working Capital
#### For the Seven Months Ended March 31, 2021

<table>
<thead>
<tr>
<th>Source/Use Of Funds</th>
<th>09/01/20</th>
<th>Increase/ (Decrease)</th>
<th>03/31/21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plant Fund</td>
<td>$180,300</td>
<td>$18,755</td>
<td>$199,054</td>
</tr>
<tr>
<td>Income from sale of scrap equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renewal &amp; Replacement Fund</td>
<td>$265,884</td>
<td>-</td>
<td>$265,884</td>
</tr>
<tr>
<td>Renewal and replacement transfer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$9,793,843</td>
<td>$(3,633,928)</td>
<td>$6,159,915</td>
</tr>
</tbody>
</table>

Unaudited
Midwestern State University
Wichita Falls, Texas

Financial Report
(Unaudited)
For the Six Months Ended February 28, 2021
## Midwestern State University

**Comparison of Operating Results and Margin**

For the Six Months Ended February 28, 2021

(With Comparative Totals for the Six Months Ended February 29, 2020)

<table>
<thead>
<tr>
<th>Actual Feb., 2021</th>
<th>Actual Feb., 2020</th>
<th>YTD Feb., 2021</th>
<th>YTD Feb., 2020</th>
<th>% Variance</th>
<th>Var.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Tuition and Fees</td>
<td>$4,070,443</td>
<td>$4,250,093</td>
<td>$24,446,897</td>
<td>34.2%</td>
<td>34.7%</td>
</tr>
<tr>
<td>Federal Grants</td>
<td>38,292</td>
<td>143,304</td>
<td>643,842</td>
<td>0.9%</td>
<td>0.8%</td>
</tr>
<tr>
<td>State Grants</td>
<td>213,362</td>
<td>(133,118)</td>
<td>4,248,519</td>
<td>5.9%</td>
<td>6.0%</td>
</tr>
<tr>
<td>Other Grants and Contracts</td>
<td>-</td>
<td>23,280</td>
<td>23,280</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Sales &amp; Serv. of Educational Activities</td>
<td>26,482</td>
<td>43,433</td>
<td>197,896</td>
<td>0.3%</td>
<td>0.3%</td>
</tr>
<tr>
<td>Sales &amp; Serv. of Auxiliary Enterprises</td>
<td>1,065,759</td>
<td>1,093,836</td>
<td>7,102,293</td>
<td>9.9%</td>
<td>9.3%</td>
</tr>
<tr>
<td>Other Operating Revenue</td>
<td>5,205</td>
<td>152,885</td>
<td>850,656</td>
<td>1.2%</td>
<td>1.7%</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>5,419,544</td>
<td>5,573,713</td>
<td>40,206,570</td>
<td>56.3%</td>
<td>56.5%</td>
</tr>
<tr>
<td><strong>Non-Operating Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Appropriations</td>
<td>1,720,763</td>
<td>1,728,799</td>
<td>10,324,580</td>
<td>14.4%</td>
<td>13.9%</td>
</tr>
<tr>
<td>Additional State Appropriations</td>
<td>486,874</td>
<td>476,118</td>
<td>2,929,827</td>
<td>4.1%</td>
<td>3.8%</td>
</tr>
<tr>
<td>Federal Grants (Pell, CARES, GEER)</td>
<td>172,928</td>
<td>126,764</td>
<td>11,027,499</td>
<td>15.4%</td>
<td>13.0%</td>
</tr>
<tr>
<td>Gifts</td>
<td>144,240</td>
<td>113,431</td>
<td>3,328,569</td>
<td>4.7%</td>
<td>4.8%</td>
</tr>
<tr>
<td>Investment Income</td>
<td>185,484</td>
<td>622,711</td>
<td>1,182,308</td>
<td>1.7%</td>
<td>2.9%</td>
</tr>
<tr>
<td>Other Non-Operating Revenue</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Non-Operating Revenue</strong></td>
<td>2,710,289</td>
<td>3,067,823</td>
<td>28,792,782</td>
<td>40.3%</td>
<td>40.1%</td>
</tr>
<tr>
<td>Other Revenues (HEAF Appropriation)</td>
<td>411,100</td>
<td>421,784</td>
<td>2,466,600</td>
<td>3.5%</td>
<td>3.4%</td>
</tr>
<tr>
<td><strong>TOTAL ALL REVENUES</strong></td>
<td>8,540,933</td>
<td>9,063,321</td>
<td>71,465,952</td>
<td>100.0%</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Operating Expenses:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>3,649,848</td>
<td>3,782,672</td>
<td>21,991,499</td>
<td>27.8%</td>
<td>27.2%</td>
</tr>
<tr>
<td>Payroll Related Costs</td>
<td>1,214,370</td>
<td>1,248,663</td>
<td>7,371,468</td>
<td>9.3%</td>
<td>9.0%</td>
</tr>
<tr>
<td>Professional Fees and Services</td>
<td>237,958</td>
<td>419,685</td>
<td>3,297,057</td>
<td>4.2%</td>
<td>4.8%</td>
</tr>
<tr>
<td>Travel</td>
<td>22,855</td>
<td>171,326</td>
<td>175,572</td>
<td>0.2%</td>
<td>0.2%</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>199,304</td>
<td>787,873</td>
<td>4,038,072</td>
<td>5.1%</td>
<td>6.9%</td>
</tr>
<tr>
<td>Communications and Utilities</td>
<td>182,544</td>
<td>232,599</td>
<td>1,124,647</td>
<td>1.4%</td>
<td>1.7%</td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>126,004</td>
<td>41,223</td>
<td>2,302,848</td>
<td>2.9%</td>
<td>1.0%</td>
</tr>
<tr>
<td>Rentals and Leases</td>
<td>78,452</td>
<td>130,691</td>
<td>657,081</td>
<td>0.8%</td>
<td>1.0%</td>
</tr>
<tr>
<td>Printing and Reproduction</td>
<td>24,021</td>
<td>19,437</td>
<td>176,525</td>
<td>0.2%</td>
<td>0.2%</td>
</tr>
<tr>
<td>Bad Debt Expense</td>
<td>27,083</td>
<td>12,500</td>
<td>162,500</td>
<td>0.2%</td>
<td>0.1%</td>
</tr>
<tr>
<td>Interest</td>
<td>-</td>
<td>-</td>
<td>315,260</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Depreciation</td>
<td>150,000</td>
<td>150,000</td>
<td>9,000,000</td>
<td>11.4%</td>
<td>10.8%</td>
</tr>
<tr>
<td>Scholarships</td>
<td>393,352</td>
<td>969,581</td>
<td>26,034,483</td>
<td>42.9%</td>
<td>30.3%</td>
</tr>
<tr>
<td>Total Operating Expenses</td>
<td>7,655,791</td>
<td>9,316,250</td>
<td>76,331,851</td>
<td>96.6%</td>
<td>96.6%</td>
</tr>
<tr>
<td><strong>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excess (Deficit) of Revenues</td>
<td>341,928</td>
<td>(816,607)</td>
<td>(7,852,952)</td>
<td>34.2%</td>
<td>34.7%</td>
</tr>
</tbody>
</table>

**TOTAL EXPENDITURES** | 8,106,355 | 9,785,514 | 79,035,230 | 100.0% | 100.0% | (4,284,140) | -5.1% |

**INCREASE (DECREASE) IN NET ASSETS** | $341,928 | $(816,607) | $(7,852,952) | $6,355,998 | $1,496,955 |
### Midwestern State University

#### Comparison of Budget to Actual

**Current Operating Funds**

For the Six Months Ended February 28, 2021

<table>
<thead>
<tr>
<th></th>
<th>Original Budget</th>
<th>Adjusted Budget</th>
<th>Actual Year to Date</th>
<th>(Over) Under Budget</th>
<th>% of Budget Completed</th>
<th>% of Year Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Educational &amp; General Funds:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Appropriations</td>
<td>$31,357,751</td>
<td>$31,357,751</td>
<td>$31,424,848</td>
<td>$(67,097)</td>
<td>100.2%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Registration Tuition and Fees</td>
<td>$7,132,139</td>
<td>$7,113,271</td>
<td>$5,963,743</td>
<td>$1,149,528</td>
<td>83.8%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Sales and Services Educational</td>
<td>200</td>
<td>200</td>
<td>25</td>
<td>175</td>
<td>12.5%</td>
<td>50.0%</td>
</tr>
<tr>
<td>State Operating Grants</td>
<td>$28,179</td>
<td>$28,179</td>
<td>$28,179</td>
<td>-</td>
<td>100.0%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Federal Non-Operating Grants</td>
<td>-</td>
<td>1,079,585</td>
<td>1,079,585</td>
<td>-</td>
<td>100.0%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>$1,000</td>
<td>$1,000</td>
<td>-</td>
<td>1,000</td>
<td>0.0%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Other Non-Operating Revenues</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Investment Income</td>
<td>$35,500</td>
<td>$35,500</td>
<td>8,837</td>
<td>$26,663</td>
<td>24.9%</td>
<td>50.0%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$38,554,769</td>
<td>$39,615,486</td>
<td>$38,505,217</td>
<td>$1,110,269</td>
<td>97.2%</td>
<td>50.0%</td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Salaries</td>
<td>$6,048,426</td>
<td>$6,048,426</td>
<td>$2,905,018</td>
<td>$3,143,408</td>
<td>48.0%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Faculty Salaries</td>
<td>$13,092,483</td>
<td>$13,092,483</td>
<td>$6,644,460</td>
<td>$6,448,023</td>
<td>50.8%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Student Salaries</td>
<td>-</td>
<td>28,179</td>
<td>37,650</td>
<td>$(9,471)</td>
<td>133.6%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Non-Student Wages and Allowances</td>
<td>-</td>
<td>-</td>
<td>3,609</td>
<td>$(3,609)</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$8,685,264</td>
<td>$8,685,264</td>
<td>$4,136,867</td>
<td>$4,548,397</td>
<td>47.6%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Maintenance and Operations</td>
<td>$49,478</td>
<td>$4,476,917</td>
<td>$1,816,477</td>
<td>$2,660,440</td>
<td>40.6%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Travel</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>$1,518,000</td>
<td>$1,518,000</td>
<td>$440,089</td>
<td>$1,077,911</td>
<td>29.0%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Capital Outlay (HEAF)</td>
<td>$3,524,774</td>
<td>$412,433</td>
<td>$349,839</td>
<td>$(3,609)</td>
<td>133.6%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Scholarships</td>
<td>-</td>
<td>1,079,585</td>
<td>1,023,335</td>
<td>56,250</td>
<td>94.8%</td>
<td>50.0%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$32,918,425</td>
<td>$35,341,287</td>
<td>$17,357,344</td>
<td>$17,983,943</td>
<td>49.1%</td>
<td>50.0%</td>
</tr>
<tr>
<td><strong>Designated Funds:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Tuition and Fees</td>
<td>$40,955,008</td>
<td>$41,249,399</td>
<td>$37,174,540</td>
<td>$4,074,860</td>
<td>90.1%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Other Operating Grants and Contracts</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Sales and Services Educational</td>
<td>$613,206</td>
<td>$681,107</td>
<td>195,471</td>
<td>485,636</td>
<td>28.7%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>$1,506,731</td>
<td>$1,732,511</td>
<td>$743,932</td>
<td>$988,578</td>
<td>42.9%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Federal Non-Operating Grants</td>
<td>-</td>
<td>1,048</td>
<td>1,048</td>
<td>-</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td>$271,201</td>
<td>$388,958</td>
<td>$262,968</td>
<td>$125,990</td>
<td>67.6%</td>
<td>50.0%</td>
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<tr>
<td>Other Non-Operating Revenues</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Investment Income</td>
<td>$1,274,000</td>
<td>$1,011,004</td>
<td>$606,482</td>
<td>$404,522</td>
<td>60.0%</td>
<td>50.0%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$44,620,146</td>
<td>$45,064,027</td>
<td>$38,984,441</td>
<td>$6,079,586</td>
<td>86.5%</td>
<td>50.0%</td>
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<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Salaries</td>
<td>$11,994,857</td>
<td>$12,081,336</td>
<td>$6,416,235</td>
<td>$5,665,101</td>
<td>53.1%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Faculty Salaries</td>
<td>$7,173,647</td>
<td>$7,258,089</td>
<td>$3,327,977</td>
<td>$3,930,112</td>
<td>45.9%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Grad Assistant Salaries</td>
<td>$1,077,889</td>
<td>$1,562,168</td>
<td>$472,608</td>
<td>$1,089,561</td>
<td>30.3%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Student Salaries</td>
<td>$1,058,612</td>
<td>$1,021,396</td>
<td>$394,961</td>
<td>$626,435</td>
<td>38.7%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Non-Student Wages and Allowances</td>
<td>$322,046</td>
<td>$492,399</td>
<td>$263,078</td>
<td>$229,321</td>
<td>53.4%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$6,087,105</td>
<td>$6,130,481</td>
<td>$2,887,475</td>
<td>$3,243,006</td>
<td>47.1%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Maintenance and Operations</td>
<td>$8,183,328</td>
<td>$16,683,670</td>
<td>$3,751,673</td>
<td>$12,931,997</td>
<td>22.5%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Travel</td>
<td>$695,449</td>
<td>$748,973</td>
<td>$161,958</td>
<td>$587,015</td>
<td>21.6%</td>
<td>50.0%</td>
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<tr>
<td>Utilities</td>
<td>$372,932</td>
<td>$379,192</td>
<td>$92,385</td>
<td>$286,807</td>
<td>24.4%</td>
<td>50.0%</td>
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<tr>
<td>Capital Outlay</td>
<td>$422,287</td>
<td>$53,098</td>
<td>$16,363</td>
<td>$36,728</td>
<td>30.8%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Scholarships</td>
<td>$6,888,746</td>
<td>$5,800,363</td>
<td>$5,186,995</td>
<td>$613,368</td>
<td>89.4%</td>
<td>50.0%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$44,276,798</td>
<td>$52,211,158</td>
<td>$22,971,708</td>
<td>$29,239,449</td>
<td>44.0%</td>
<td>50.0%</td>
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</tbody>
</table>

**Transfers to Plant Funds:** $ (75,000)
## Auxiliary Funds:

### Revenues:

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Budget</th>
<th>Actual</th>
<th>Difference</th>
<th>Percentage</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales and Services Auxiliaries</td>
<td>13,907,898</td>
<td>13,919,006</td>
<td>12,418,860</td>
<td>1,500,146</td>
<td>89.2%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Registration Tuition and Fees</td>
<td>273,248</td>
<td>273,248</td>
<td>260,350</td>
<td>12,898</td>
<td>95.3%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>11,300</td>
<td>11,300</td>
<td>-</td>
<td>11,300</td>
<td>0.0%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td>-</td>
<td>-</td>
<td>25</td>
<td>(25)</td>
<td>50.0%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>14,192,446</td>
<td>14,203,554</td>
<td>12,679,235</td>
<td>1,524,319</td>
<td>89.3%</td>
<td>50.0%</td>
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</table>

### Expenditures:

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Budget</th>
<th>Actual</th>
<th>Difference</th>
<th>Percentage</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Salaries</td>
<td>926,158</td>
<td>926,298</td>
<td>466,464</td>
<td>459,834</td>
<td>50.4%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Grad Assistant Salaries</td>
<td>37,500</td>
<td>37,500</td>
<td>-</td>
<td>37,500</td>
<td>0.0%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Student Salaries</td>
<td>288,750</td>
<td>283,220</td>
<td>143,773</td>
<td>139,447</td>
<td>50.8%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Non-Student Wages and Allowances</td>
<td>23,000</td>
<td>23,000</td>
<td>-</td>
<td>23,000</td>
<td>0.0%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>317,105</td>
<td>317,105</td>
<td>145,374</td>
<td>171,731</td>
<td>45.8%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Maintenance and Operations</td>
<td>5,935,432</td>
<td>5,721,116</td>
<td>3,684,662</td>
<td>2,036,453</td>
<td>64.4%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>12,625</td>
<td>10,670</td>
<td>1,009</td>
<td>9,661</td>
<td>9.5%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>1,300,316</td>
<td>1,300,316</td>
<td>590,173</td>
<td>710,143</td>
<td>45.4%</td>
<td>50.0%</td>
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</tr>
<tr>
<td>Capital Outlay</td>
<td>166,625</td>
<td>160,845</td>
<td>-</td>
<td>160,845</td>
<td>0.0%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Scholarships</td>
<td>98,000</td>
<td>98,000</td>
<td>51,842</td>
<td>46,158</td>
<td>52.9%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>9,105,511</td>
<td>8,878,069</td>
<td>5,111,257</td>
<td>3,766,813</td>
<td>57.6%</td>
<td>50.0%</td>
<td></td>
</tr>
</tbody>
</table>

## Restricted Funds:

### Revenues:

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Budget</th>
<th>Actual</th>
<th>Difference</th>
<th>Percentage</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales and Services Educational</td>
<td>10,000</td>
<td>10,000</td>
<td>2,400</td>
<td>7,600</td>
<td>24.0%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Federal Operating Grants</td>
<td>1,385,927</td>
<td>1,385,927</td>
<td>643,842</td>
<td>742,085</td>
<td>46.5%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>State Operating Grants</td>
<td>5,005,518</td>
<td>5,005,518</td>
<td>4,220,340</td>
<td>785,178</td>
<td>84.3%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Other Operating Grants and Contracts</td>
<td>2,700,000</td>
<td>2,700,000</td>
<td>2,716,468</td>
<td>(16,468)</td>
<td>100.6%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>136,377</td>
<td>136,377</td>
<td>50,951</td>
<td>85,426</td>
<td>37.4%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Federal Non-Operating Grants</td>
<td>12,058,607</td>
<td>12,058,607</td>
<td>9,946,866</td>
<td>2,111,741</td>
<td>82.5%</td>
<td>50.0%</td>
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</tr>
<tr>
<td>Other Non-Operating Revenues</td>
<td>1,146,218</td>
<td>1,146,218</td>
<td>3,065,575</td>
<td>(1,919,357)</td>
<td>267.5%</td>
<td>50.0%</td>
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</tr>
<tr>
<td>Investment Income</td>
<td>695,417</td>
<td>695,417</td>
<td>486,747</td>
<td>208,670</td>
<td>70.0%</td>
<td>50.0%</td>
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</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>23,138,064</td>
<td>23,138,064</td>
<td>21,133,189</td>
<td>2,004,875</td>
<td>91.3%</td>
<td>50.0%</td>
<td></td>
</tr>
</tbody>
</table>

### Expenditures:

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Budget</th>
<th>Actual</th>
<th>Difference</th>
<th>Percentage</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Salaries</td>
<td>690,436</td>
<td>840,097</td>
<td>290,415</td>
<td>549,682</td>
<td>34.6%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Faculty Salaries</td>
<td>563,078</td>
<td>1,879,589</td>
<td>359,462</td>
<td>1,520,127</td>
<td>19.1%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Grad Assistant Salaries</td>
<td>-</td>
<td>35,554</td>
<td>-</td>
<td>-</td>
<td>50.0%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Student Salaries</td>
<td>218,110</td>
<td>378,027</td>
<td>105,650</td>
<td>272,377</td>
<td>28.0%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Non-Student Wages and Allowances</td>
<td>76,500</td>
<td>387,453</td>
<td>132,179</td>
<td>255,274</td>
<td>34.1%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>396,418</td>
<td>888,259</td>
<td>201,752</td>
<td>686,507</td>
<td>22.7%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Maintenance and Operations</td>
<td>688,175</td>
<td>13,206,894</td>
<td>1,656,764</td>
<td>11,550,130</td>
<td>12.5%</td>
<td>50.0%</td>
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</tr>
<tr>
<td>Travel</td>
<td>180,973</td>
<td>366,925</td>
<td>12,605</td>
<td>354,320</td>
<td>3.4%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>828</td>
<td>2,863</td>
<td>2,000</td>
<td>862</td>
<td>69.9%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>50,000</td>
<td>1,027,488</td>
<td>218,004</td>
<td>809,484</td>
<td>21.2%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Scholarships</td>
<td>17,884,287</td>
<td>22,674,200</td>
<td>19,772,311</td>
<td>2,901,890</td>
<td>87.2%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>20,748,805</td>
<td>41,687,349</td>
<td>22,751,143</td>
<td>18,900,652</td>
<td>54.6%</td>
<td>50.0%</td>
<td></td>
</tr>
</tbody>
</table>

**Total Current Operating Funds Revenues** | $120,505,425 | $122,021,131 | $111,302,082 | $10,719,050 | 91.2% | 50.0% |

**Total Current Operating Funds Expenditures** | $107,049,539 | $138,117,863 | $68,191,451 | $69,926,411 | 49.4% | 50.0% |
## Midwestern State University
### Comparison of Budget to Actual
#### Current Operating Funds
##### For the Six Months Ended February 28, 2021

### Total Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>Adjusted Budget</th>
<th>Actual Year to Date</th>
<th>(Over) Under Budget</th>
<th>% of Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Appropriations</td>
<td>$31,357,751</td>
<td>$31,424,848</td>
<td>$(67,097)</td>
<td>100.2%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Registration Tuition and Fees</td>
<td>48,635,918</td>
<td>43,398,632</td>
<td>5,237,286</td>
<td>89.2%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Sales and Services Educational</td>
<td>691,307</td>
<td>197,896</td>
<td>493,411</td>
<td>28.6%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Sales and Services Auxiliary</td>
<td>13,919,006</td>
<td>12,418,860</td>
<td>1,500,146</td>
<td>89.2%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Federal Operating Grants (Restricted funds)</td>
<td>1,414,106</td>
<td>643,842</td>
<td>770,264</td>
<td>45.5%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Federal Non-Operating Grants</td>
<td>13,139,240</td>
<td>11,027,499</td>
<td>2,111,741</td>
<td>83.9%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Other State Grants &amp; Contracts</td>
<td>5,005,518</td>
<td>4,248,519</td>
<td>756,999</td>
<td>84.9%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Other Operating Grants and Contracts</td>
<td>2,700,000</td>
<td>2,716,468</td>
<td>(16,468)</td>
<td>100.6%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Gifts</td>
<td>1,535,176</td>
<td>794,883</td>
<td>1,086,304</td>
<td>42.3%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Other Non-Operating Revenues</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Investment Income</td>
<td>1,741,921</td>
<td>639,855</td>
<td>1,102,066</td>
<td>63.3%</td>
<td>50.0%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$122,021,131</td>
<td>$111,302,082</td>
<td>$10,719,050</td>
<td>91.2%</td>
<td>50.0%</td>
</tr>
</tbody>
</table>

### Total Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>Adjusted Budget</th>
<th>Actual Year to Date</th>
<th>(Over) Under Budget</th>
<th>% of Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Salaries</td>
<td>19,896,157</td>
<td>10,078,131</td>
<td>9,818,025</td>
<td>50.7%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Faculty Salaries</td>
<td>22,230,161</td>
<td>10,331,899</td>
<td>11,898,262</td>
<td>46.5%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Graduate Assistant Salaries</td>
<td>1,635,222</td>
<td>472,608</td>
<td>1,162,614</td>
<td>28.9%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Student Salaries</td>
<td>1,710,822</td>
<td>682,034</td>
<td>1,028,788</td>
<td>39.9%</td>
<td>50.0%</td>
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<tr>
<td>Non-Student Wages and Allowances</td>
<td>902,851</td>
<td>426,827</td>
<td>476,025</td>
<td>47.3%</td>
<td>50.0%</td>
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<tr>
<td>Fringe Benefits</td>
<td>16,021,109</td>
<td>7,371,468</td>
<td>8,649,641</td>
<td>46.0%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Maintenance and Operations</td>
<td>40,088,597</td>
<td>10,909,577</td>
<td>29,179,020</td>
<td>72.7%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Travel</td>
<td>1,126,568</td>
<td>175,572</td>
<td>950,996</td>
<td>15.6%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Utilities</td>
<td>3,200,371</td>
<td>1,124,647</td>
<td>2,075,724</td>
<td>35.1%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>1,653,857</td>
<td>584,206</td>
<td>1,069,651</td>
<td>35.3%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Scholarships</td>
<td>29,652,149</td>
<td>26,034,483</td>
<td>3,617,666</td>
<td>87.8%</td>
<td>50.0%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$138,117,863</td>
<td>$68,191,451</td>
<td>$69,926,411</td>
<td>49.4%</td>
<td>50.0%</td>
</tr>
</tbody>
</table>

### Reconciliation to Adjusted Budget:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original budget</td>
<td>$121,640,086</td>
</tr>
<tr>
<td>Includes fund transfers from plant funds</td>
<td>15,250</td>
</tr>
<tr>
<td>Includes fund transfers to plant funds*</td>
<td>(75,000)</td>
</tr>
<tr>
<td>Renewal and Replacement</td>
<td>-</td>
</tr>
<tr>
<td>Budgets increased with additional revenue and</td>
<td>11,939,530</td>
</tr>
<tr>
<td>other budget adjustments</td>
<td></td>
</tr>
<tr>
<td>Debt service</td>
<td>(13,027,274)</td>
</tr>
<tr>
<td>Unexpended budgets carried forward</td>
<td>17,625,271</td>
</tr>
<tr>
<td>Reconciled to original/adjusted budgets</td>
<td>$138,117,863</td>
</tr>
</tbody>
</table>

*Budgeted transfer from security fee to parking lot projects account | $75,000
### MIDWESTERN STATE UNIVERSITY

COMPARISON OF BUDGETED REVENUE TO ACTUAL REVENUE

FOR THE SIX MONTHS ENDED FEBRUARY 28, 2021

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ELECTRONIC &amp; GENERAL:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tuition</strong></td>
<td>$3,236,664</td>
<td>$3,052,973 (183,691)</td>
<td>$3,031,878 (18,505)</td>
<td>$6,268,542 (15,948,927)</td>
</tr>
<tr>
<td><strong>Audit Fees</strong></td>
<td>100 (100)</td>
<td>100</td>
<td>100</td>
<td>200</td>
</tr>
<tr>
<td><strong>Applied Music Fees</strong></td>
<td>6,300 (210)</td>
<td>5,000</td>
<td>6,700</td>
<td>11,300</td>
</tr>
<tr>
<td><strong>Laboratory Fees</strong></td>
<td>19,359 (1,529)</td>
<td>18,000 (15,725)</td>
<td>(2,275)</td>
<td>37,599</td>
</tr>
<tr>
<td><strong>Total Educational &amp; General</strong></td>
<td>$3,262,423 (185,530)</td>
<td>$3,076,893 (185,530)</td>
<td>$1,983,978 (31,869)</td>
<td>$6,317,401 (5,962,973)</td>
</tr>
<tr>
<td><strong>DESIGNATED:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Local Tuition</strong></td>
<td>8,310,283 (51,095)</td>
<td>7,720,301 (7,587,549)</td>
<td>(132,752)</td>
<td>16,030,584 (15,948,927)</td>
</tr>
<tr>
<td><strong>Tier II Tuition</strong></td>
<td>233,660 (29,400)</td>
<td>259,000 (188,160)</td>
<td>(70,840)</td>
<td>492,660 (392,420)</td>
</tr>
<tr>
<td><strong>Global Prep Program Tuition</strong></td>
<td>98,650 (98,650)</td>
<td>59,200 (59,200)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Distance Learning Tuition</strong></td>
<td>87,681 (5,011)</td>
<td>91,343 (83,270)</td>
<td>(8,073)</td>
<td>179,024 (165,940)</td>
</tr>
<tr>
<td><strong>Three Peat Tuition</strong></td>
<td>69,700 (7,515)</td>
<td>66,200 (12,150)</td>
<td>(54,050)</td>
<td>135,900 (73,435)</td>
</tr>
<tr>
<td><strong>Security Fee</strong></td>
<td>258,143 (22,250)</td>
<td>241,373 (252,042)</td>
<td>10,669</td>
<td>499,516 (532,434)</td>
</tr>
<tr>
<td><strong>Student Union Fee</strong></td>
<td>75,646 (2,005)</td>
<td>70,017 (71,122)</td>
<td>1,105</td>
<td>145,663 (148,773)</td>
</tr>
<tr>
<td><strong>Instructional Enhancement Fee</strong></td>
<td>1,291,887 (9,692)</td>
<td>1,209,185 (1,183,423)</td>
<td>(25,762)</td>
<td>2,501,072 (2,485,002)</td>
</tr>
<tr>
<td><strong>Distance Learning Fee</strong></td>
<td>770,669 (289,387)</td>
<td>760,055 (1,059,300)</td>
<td>299,245</td>
<td>1,530,724 (2,119,355)</td>
</tr>
<tr>
<td><strong>Application Fee</strong></td>
<td>55,000 (9,830)</td>
<td>40,000 (31,090)</td>
<td>(8,910)</td>
<td>95,000 (95,920)</td>
</tr>
<tr>
<td><strong>Recreation Center Fee</strong></td>
<td>508,448 (3,805)</td>
<td>467,744 (462,675)</td>
<td>(5,069)</td>
<td>976,192 (967,318)</td>
</tr>
<tr>
<td><strong>Athletic Fee</strong></td>
<td>586,472 (5,011)</td>
<td>542,462 (523,836)</td>
<td>(18,626)</td>
<td>1,128,934 (1,155,792)</td>
</tr>
<tr>
<td><strong>University Services Fees</strong></td>
<td>5,471,492 (7,515)</td>
<td>5,066,014 (4,961,291)</td>
<td>(104,723)</td>
<td>10,537,506 (10,458,414)</td>
</tr>
<tr>
<td><strong>Student Service Fee</strong></td>
<td>45,450 (21,750)</td>
<td>45,350 (49,980)</td>
<td>4,630</td>
<td>85,900 (112,280)</td>
</tr>
<tr>
<td><strong>Dual Credit Fee</strong></td>
<td>13,565 (1,167)</td>
<td>12,365 (11,666)</td>
<td>(700)</td>
<td>25,930 (26,397)</td>
</tr>
<tr>
<td><strong>Total Designated Funds</strong></td>
<td>18,944,950 (506,055)</td>
<td>17,674,897 (17,618,181) (56,716)</td>
<td></td>
<td>36,619,847 (37,069,185) (449,338)</td>
</tr>
<tr>
<td><strong>AUXILIARY:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student Center Fee</strong></td>
<td>132,401 (3,486)</td>
<td>122,550 (124,463)</td>
<td>1,913</td>
<td>254,951 (260,350)</td>
</tr>
<tr>
<td><strong>Residence Halls:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Killingsworth</strong></td>
<td>696,904 (2,392)</td>
<td>418,338 (393,986)</td>
<td>(24,352)</td>
<td>1,115,242 (1,088,499) (26,743)</td>
</tr>
<tr>
<td><strong>Pierce</strong></td>
<td>363,206 (72,239)</td>
<td>228,216 (237,932)</td>
<td>9,716</td>
<td>591,422 (673,377)</td>
</tr>
<tr>
<td><strong>Sunwatcher Village</strong></td>
<td>1,278,428 (206,487)</td>
<td>773,636 (709,879)</td>
<td>(63,757)</td>
<td>2,052,064 (1,781,820)</td>
</tr>
<tr>
<td><strong>Sundance Court</strong></td>
<td>1,119,580 (66,977)</td>
<td>680,644 (691,493)</td>
<td>10,849</td>
<td>1,800,224 (1,744,096)</td>
</tr>
<tr>
<td><strong>McCullough-Trigg</strong></td>
<td>468,662 (6,108)</td>
<td>284,774 (264,338)</td>
<td>(20,436)</td>
<td>753,436 (726,892)</td>
</tr>
<tr>
<td><strong>Legacy Hall</strong></td>
<td>1,748,691 (209,004)</td>
<td>1,047,348 (932,814)</td>
<td>116,534</td>
<td>2,796,039 (2,421,501)</td>
</tr>
<tr>
<td><strong>Food Service</strong></td>
<td>2,025,888 (147,150)</td>
<td>1,755,700 (1,749,242)</td>
<td>(6,458)</td>
<td>3,781,598 (3,672,990)</td>
</tr>
<tr>
<td><strong>Total Auxiliary Funds</strong></td>
<td>7,833,770 (562,393)</td>
<td>5,311,206 (5,104,148) (207,058)</td>
<td></td>
<td>13,144,976 (12,375,525) (769,451)</td>
</tr>
<tr>
<td><strong>Total all Funds</strong></td>
<td>$30,041,143 (241,868)</td>
<td>$26,041,081 (25,608,408) (432,673)</td>
<td></td>
<td>$56,082,224 (55,407,683) (674,541)</td>
</tr>
</tbody>
</table>

Headcount Enrollment
5,670 5,860 190 5,282 5,373 91

Semester Credit Hours
65,829 66,317 488 60,950 59,825 (1,125)

Room Occupancy
1,610 1,500 (110) 1,437 1,334 (103)

Occupancy Percentage
91.8% 85.6% (6.2%) 81.9% 76.1% (5.9%)
## Changes in Available Working Capital

*For the Six Months Ended February 28, 2021*

### Source/Use Of Funds

<table>
<thead>
<tr>
<th>Source/Use Of Funds</th>
<th>09/01/20 Balance</th>
<th>Increase/ (Decrease)</th>
<th>02/28/21 Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E &amp; G Unallocated</strong></td>
<td>$2,964,056</td>
<td>$(1,764,417)</td>
<td>$1,199,639</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HEAF Unallocated</strong></td>
<td>0</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>E&amp;G - Mineral Fund</strong></td>
<td>0</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Royalty Income</td>
<td>1,623</td>
<td>1,623</td>
<td>0</td>
</tr>
<tr>
<td><strong>Student Service Fees</strong></td>
<td>$(26,891)</td>
<td>26,891</td>
<td>0</td>
</tr>
<tr>
<td>Budget transfers in process</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student Union/Ctr Fee</strong></td>
<td>27,211</td>
<td>-</td>
<td>27,211</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Course Fees</strong></td>
<td>84,489</td>
<td>(84,489)</td>
<td>0</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Distance Learning Fee</strong></td>
<td>448,839</td>
<td>(340,571)</td>
<td>108,268</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Local Tuition</strong></td>
<td>3,637,477</td>
<td>(1,672,557)</td>
<td>1,964,920</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>University Services Fee</strong></td>
<td>983,345</td>
<td>-</td>
<td>983,345</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Study Abroad Guest Tuition</strong></td>
<td>69,000</td>
<td>(40,000)</td>
<td>29,000</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Distance Learning Tuition</strong></td>
<td>140,003</td>
<td>(47,620)</td>
<td>92,383</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Application Fee</strong></td>
<td>42,504</td>
<td>-</td>
<td>42,504</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Athletic Fee</strong></td>
<td>$(58,444)</td>
<td>58,444</td>
<td>-</td>
</tr>
<tr>
<td>Budget transfers in process</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Excess Credit Hours Fee</strong></td>
<td>20,241</td>
<td>(7,031)</td>
<td>13,210</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Three-Peat Tuition</strong></td>
<td>30,629</td>
<td>-</td>
<td>30,629</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tier II Tuition</strong></td>
<td>316,234</td>
<td>(137,690)</td>
<td>178,544</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Recreation Center Fee</strong></td>
<td>(76,070)</td>
<td>76,070</td>
<td>0</td>
</tr>
<tr>
<td>Budget transfers in process</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dual Credit Fee</strong></td>
<td>15,241</td>
<td>-</td>
<td>15,241</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Security Fee</strong></td>
<td>29,953</td>
<td>-</td>
<td>29,953</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>USF $6 Set-Aside</strong></td>
<td>699,841</td>
<td>(56,546)</td>
<td>643,295</td>
</tr>
<tr>
<td>Commitment to FY 20-21 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers from net USF fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond debt service</td>
<td>679,589</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master Lease debt service</td>
<td>(161,252)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond debt service</td>
<td>(184,068)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master Lease debt service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond debt service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master Lease debt service</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Midwestern State University
<table>
<thead>
<tr>
<th>Source/Use Of Funds</th>
<th>09/01/20 Beginning Balance</th>
<th>Increase/ (Decrease)</th>
<th>02/28/21 Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Plant Fund</strong></td>
<td>180,300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income from sale of scrap equipment</td>
<td>13,671</td>
<td></td>
<td>193,971</td>
</tr>
<tr>
<td><strong>Renewal &amp; Replacement Fund</strong></td>
<td>265,884</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renewal and replacement transfer</td>
<td>-</td>
<td></td>
<td>265,884</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$9,793,843</td>
<td>$(3,639,954)</td>
<td>$6,153,889</td>
</tr>
</tbody>
</table>
### Midwestern State University

Comparison of Operating Results and Margin

For the Five Months Ended January 31, 2021

(With Comparative Totals for the Five Months Ended January 31, 2020)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Tuition and Fees $4,072,691</td>
<td>$4,333,056</td>
<td>$20,376,454</td>
<td>33.0%</td>
<td>(1,270,558)</td>
<td>-5.9%</td>
</tr>
<tr>
<td>Federal Grants 251,115</td>
<td>182,469</td>
<td>605,550</td>
<td>0.7%</td>
<td>73,648</td>
<td>47.2%</td>
</tr>
<tr>
<td>State Grants 1,854,617</td>
<td>2,185,822</td>
<td>4,035,157</td>
<td>7.1%</td>
<td>(231,165)</td>
<td>-11.0%</td>
</tr>
<tr>
<td>Other Grants and Contracts 391,197</td>
<td>400,444</td>
<td>2,716,468</td>
<td>4.2%</td>
<td>(205,307)</td>
<td>-7.1%</td>
</tr>
<tr>
<td>Federal Grants (Pell, CARES, GEER) 4,481,715</td>
<td>4,509,982</td>
<td>10,854,571</td>
<td>14.7%</td>
<td>123,966</td>
<td>1.8%</td>
</tr>
<tr>
<td>Gifts 1,389,359</td>
<td>629,510</td>
<td>3,184,328</td>
<td>4.8%</td>
<td>(794,969)</td>
<td>-24.7%</td>
</tr>
<tr>
<td>Investment Income 264,525</td>
<td>539,071</td>
<td>996,824</td>
<td>1.5%</td>
<td>(477,346)</td>
<td>-47.4%</td>
</tr>
<tr>
<td>Total Operating Revenues 8,185,452</td>
<td>8,327,844</td>
<td>34,787,026</td>
<td>55.9%</td>
<td>(1,885,265)</td>
<td>-5.1%</td>
</tr>
<tr>
<td>Non-Operating Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Appropriations 1,720,763</td>
<td>1,728,799</td>
<td>8,603,817</td>
<td>13.2%</td>
<td>40,179</td>
<td>0.5%</td>
</tr>
<tr>
<td>Additional State Appropriations 486,874</td>
<td>472,527</td>
<td>2,442,953</td>
<td>3.6%</td>
<td>75,135</td>
<td>3.2%</td>
</tr>
<tr>
<td>Federal Grants (Pell, CARES, GEER) 4,481,715</td>
<td>4,509,982</td>
<td>10,854,571</td>
<td>14.7%</td>
<td>123,966</td>
<td>1.8%</td>
</tr>
<tr>
<td>Gifts 1,389,359</td>
<td>629,510</td>
<td>3,184,328</td>
<td>4.8%</td>
<td>(794,969)</td>
<td>-24.7%</td>
</tr>
<tr>
<td>Investment Income 264,525</td>
<td>539,071</td>
<td>996,824</td>
<td>1.5%</td>
<td>(477,346)</td>
<td>-47.4%</td>
</tr>
<tr>
<td>Other Non-Operating Revenue 411,100</td>
<td>421,784</td>
<td>2,055,500</td>
<td>3.2%</td>
<td>53,422</td>
<td>-2.5%</td>
</tr>
<tr>
<td>Total Non-Operating Revenue 8,343,237</td>
<td>7,879,890</td>
<td>26,082,493</td>
<td>40.9%</td>
<td>(793,872)</td>
<td>-3.0%</td>
</tr>
<tr>
<td>Other Revenues (HEAF Appropriation) 411,100</td>
<td>421,784</td>
<td>2,055,500</td>
<td>3.2%</td>
<td>53,422</td>
<td>-2.5%</td>
</tr>
<tr>
<td>TOTAL ALL REVENUES 16,939,788</td>
<td>16,629,518</td>
<td>62,925,020</td>
<td>100.0%</td>
<td>2,732,558</td>
<td>4.2%</td>
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<tr>
<td>Operating Expenses:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and Wages 3,644,111</td>
<td>3,723,054</td>
<td>18,341,652</td>
<td>25.6%</td>
<td>(501,038)</td>
<td>-2.7%</td>
</tr>
<tr>
<td>Payroll Related Costs 1,213,629</td>
<td>1,241,020</td>
<td>6,157,099</td>
<td>8.5%</td>
<td>34,195</td>
<td>0.5%</td>
</tr>
<tr>
<td>Professional Fees and Services 631,768</td>
<td>768,126</td>
<td>3,059,099</td>
<td>4.8%</td>
<td>(217,574)</td>
<td>-28.6%</td>
</tr>
<tr>
<td>Travel 20,595</td>
<td>77,923</td>
<td>152,717</td>
<td>0.2%</td>
<td>(57,328)</td>
<td>-73.1%</td>
</tr>
<tr>
<td>Materials and Supplies 445,233</td>
<td>537,869</td>
<td>3,838,767</td>
<td>5.7%</td>
<td>(62,974)</td>
<td>-1.6%</td>
</tr>
<tr>
<td>Communications and Utilities 240,540</td>
<td>241,169</td>
<td>942,103</td>
<td>1.6%</td>
<td>(1,508)</td>
<td>-0.2%</td>
</tr>
<tr>
<td>Repairs and Maintenance 1,052,836</td>
<td>161,975</td>
<td>2,176,844</td>
<td>3.9%</td>
<td>(683,968)</td>
<td>-23.9%</td>
</tr>
<tr>
<td>Rentals and Leases 117,826</td>
<td>80,246</td>
<td>578,629</td>
<td>0.9%</td>
<td>(107,149)</td>
<td>-15.6%</td>
</tr>
<tr>
<td>Printing and Reproduction 2,194</td>
<td>27,761</td>
<td>152,504</td>
<td>0.3%</td>
<td>(72,616)</td>
<td>-32.3%</td>
</tr>
<tr>
<td>Bad Debt Expense 27,083</td>
<td>12,500</td>
<td>135,417</td>
<td>0.2%</td>
<td>24,523</td>
<td>182.6%</td>
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<tr>
<td>Interest - 286</td>
<td>100</td>
<td>2,934</td>
<td>0.0%</td>
<td>1,830</td>
<td>183.0%</td>
</tr>
<tr>
<td>Depreciation 1,500,000</td>
<td>1,500,000</td>
<td>7,500,000</td>
<td>10.2%</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Scholarships 11,594,204</td>
<td>10,976,612</td>
<td>25,641,130</td>
<td>33.0%</td>
<td>1,386,792</td>
<td>5.7%</td>
</tr>
<tr>
<td>Total Operating Expenses 20,940,583</td>
<td>19,817,805</td>
<td>70,928,876</td>
<td>100.0%</td>
<td>2,604,980</td>
<td>-3.5%</td>
</tr>
<tr>
<td>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES (4,000,795)</td>
<td>(3,188,287)</td>
<td>(8,003,857)</td>
<td>(7,867,278)</td>
<td>(127,579)</td>
<td></td>
</tr>
<tr>
<td>Capital Contributions - 250,000</td>
<td>250,000</td>
<td>2,785,484</td>
<td>2,535,484</td>
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<td></td>
</tr>
<tr>
<td>Additions to Endowments 3,715</td>
<td>4,896</td>
<td>28,265</td>
<td>27,479</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers In 5,446</td>
<td>5,554</td>
<td>27,229</td>
<td>27,175</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers Out (108,569)</td>
<td>(111,865)</td>
<td>(542,846)</td>
<td>(559,324)</td>
<td>16,478</td>
<td></td>
</tr>
<tr>
<td>Legislative Transfers In 9,266</td>
<td>9,354</td>
<td>46,329</td>
<td>47,670</td>
<td>(1,341)</td>
<td></td>
</tr>
<tr>
<td>TOTAL INCREASE (DECREASE) IN NET ASSETS $ (4,090,938)</td>
<td>$ (3,030,168)</td>
<td>$ (8,194,880)</td>
<td>$ (5,539,390)</td>
<td>$ (2,655,490)</td>
<td></td>
</tr>
</tbody>
</table>
Unaudited

Midwestern State University
Comparison of Budget to Actual
Current Operating Funds
For the Five Months Ended January 31, 2021

<table>
<thead>
<tr>
<th>Financial Category</th>
<th>Original Budget</th>
<th>Adjusted Budget</th>
<th>Actual Year to Date</th>
<th>(Over) Under Budget</th>
<th>% of Budget Completed</th>
<th>% of Year Completed</th>
</tr>
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<tbody>
<tr>
<td><strong>Educational &amp; General Funds:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Appropriations</td>
<td>$31,357,751</td>
<td>$31,357,751</td>
<td>$31,424,848</td>
<td>($67,097)</td>
<td>100.2%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Registration Tuition and Fees</td>
<td>7,132,139</td>
<td>7,113,271</td>
<td>6,008,299</td>
<td>1,104,972</td>
<td>84.5%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Sales and Services Educational</td>
<td>200</td>
<td>200</td>
<td>25</td>
<td>175</td>
<td>12.5%</td>
<td>41.7%</td>
</tr>
<tr>
<td>State Operating Grants</td>
<td>28,179</td>
<td>28,179</td>
<td>28,179</td>
<td>-</td>
<td>100.0%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Federal Non-Operating Grants</td>
<td>-</td>
<td>1,079,585</td>
<td>1,079,585</td>
<td>-</td>
<td>100.0%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>1,000</td>
<td>1,000</td>
<td>-</td>
<td>1,000</td>
<td>0.0%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Other Non-Operating Revenues</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>41.7%</td>
</tr>
<tr>
<td>Investment Income</td>
<td>35,500</td>
<td>35,500</td>
<td>7,697</td>
<td>27,803</td>
<td>21.7%</td>
<td>41.7%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$38,554,769</td>
<td>$39,615,486</td>
<td>$38,548,633</td>
<td>$1,066,853</td>
<td>97.3%</td>
<td>41.7%</td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Salaries</td>
<td>$6,048,426</td>
<td>$6,048,426</td>
<td>$2,437,889</td>
<td>$3,610,537</td>
<td>40.3%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Faculty Salaries</td>
<td>13,092,483</td>
<td>13,092,483</td>
<td>5,542,218</td>
<td>7,550,265</td>
<td>42.3%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Student Salaries</td>
<td>-</td>
<td>28,179</td>
<td>30,666</td>
<td>(2,487)</td>
<td>108.8%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Non-Student Wages and Allowances</td>
<td>-</td>
<td>-</td>
<td>2,434</td>
<td>(2,434)</td>
<td>-</td>
<td>41.7%</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>8,685,264</td>
<td>8,685,264</td>
<td>3,457,871</td>
<td>5,227,393</td>
<td>39.8%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Maintenance and Operations</td>
<td>49,478</td>
<td>4,476,917</td>
<td>1,300,431</td>
<td>3,176,486</td>
<td>29.1%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Travel</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>41.7%</td>
</tr>
<tr>
<td>Utilities</td>
<td>1,518,000</td>
<td>1,518,000</td>
<td>378,485</td>
<td>1,139,515</td>
<td>24.9%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Capital Outlay (HEAF)</td>
<td>3,524,774</td>
<td>412,433</td>
<td>105,286</td>
<td>969,761</td>
<td>74.4%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Scholarships</td>
<td>-</td>
<td>1,079,585</td>
<td>56,250</td>
<td>108,8%</td>
<td>41.7%</td>
<td>41.7%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$32,918,425</td>
<td>$35,341,287</td>
<td>$14,480,234</td>
<td>$20,861,053</td>
<td>41.0%</td>
<td>41.7%</td>
</tr>
<tr>
<td><strong>Designated Funds:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Tuition and Fees</td>
<td>$40,955,008</td>
<td>$41,249,399</td>
<td>$37,169,430</td>
<td>$4,079,969</td>
<td>90.1%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Other Operating Grants and Contracts</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>41.7%</td>
</tr>
<tr>
<td>Sales and Services Educational</td>
<td>613,206</td>
<td>668,611</td>
<td>169,288</td>
<td>499,323</td>
<td>25.3%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>1,506,731</td>
<td>1,718,247</td>
<td>1,048</td>
<td>699,761</td>
<td>43.6%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Federal Non-Operating Grants</td>
<td>-</td>
<td>1,048</td>
<td>1,048</td>
<td>1,048</td>
<td>100.0%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Gifts</td>
<td>271,201</td>
<td>387,653</td>
<td>261,063</td>
<td>126,590</td>
<td>74.4%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Other Non-Operating Revenues</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>41.7%</td>
</tr>
<tr>
<td>Investment Income</td>
<td>1,274,000</td>
<td>1,274,001</td>
<td>829,133</td>
<td>43.6%</td>
<td>41.7%</td>
<td>41.7%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$44,620,146</td>
<td>$45,298,959</td>
<td>$38,794,183</td>
<td>$6,504,776</td>
<td>85.6%</td>
<td>41.7%</td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Salaries</td>
<td>$11,994,857</td>
<td>$12,081,336</td>
<td>$5,342,627</td>
<td>$6,738,709</td>
<td>44.2%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Faculty Salaries</td>
<td>7,173,647</td>
<td>7,258,089</td>
<td>2,761,933</td>
<td>4,496,156</td>
<td>38.1%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Grad Assistant Salaries</td>
<td>1,077,789</td>
<td>1,562,168</td>
<td>391,425</td>
<td>1,170,743</td>
<td>25.1%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Student Salaries</td>
<td>1,058,612</td>
<td>1,021,396</td>
<td>335,089</td>
<td>686,307</td>
<td>32.8%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Non-Student Wages and Allowances</td>
<td>322,046</td>
<td>480,605</td>
<td>224,669</td>
<td>255,937</td>
<td>46.8%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>6,087,105</td>
<td>6,130,481</td>
<td>2,411,099</td>
<td>3,719,382</td>
<td>39.3%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Maintenance and Operations</td>
<td>8,183,328</td>
<td>16,740,167</td>
<td>3,078,319</td>
<td>13,661,849</td>
<td>18.4%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Travel</td>
<td>695,449</td>
<td>744,473</td>
<td>139,216</td>
<td>605,257</td>
<td>18.7%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Utilities</td>
<td>372,932</td>
<td>376,029</td>
<td>76,659</td>
<td>299,370</td>
<td>20.4%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>422,287</td>
<td>53,091</td>
<td>12,869</td>
<td>40,222</td>
<td>24.2%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Scholarships</td>
<td>6,888,746</td>
<td>5,800,283</td>
<td>5,105,781</td>
<td>694,502</td>
<td>88.0%</td>
<td>41.7%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$44,276,798</td>
<td>$52,248,119</td>
<td>$19,879,685</td>
<td>$32,368,434</td>
<td>38.1%</td>
<td>41.7%</td>
</tr>
</tbody>
</table>
**Midwestern State University**  
**Comparison of Budget to Actual**  
**Current Operating Funds**  
**For the Five Months Ended January 31, 2021**

### Auxiliary Funds:

#### Revenues:

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Adjusted</th>
<th>Actual</th>
<th>Adjusted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales and Services Auxiliaries</td>
<td>$13,907,898</td>
<td>$13,918,606</td>
<td>$12,554,482</td>
<td>$1,364,124</td>
<td>90.2% 41.7%</td>
</tr>
<tr>
<td>Registration Tuition and Fees</td>
<td>273,248</td>
<td>273,248</td>
<td>260,332</td>
<td>12,916</td>
<td>95.3% 41.7%</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>11,300</td>
<td>11,300</td>
<td>-</td>
<td>11,300</td>
<td>0.0% 41.7%</td>
</tr>
<tr>
<td>Gifts</td>
<td>-</td>
<td>-</td>
<td>25</td>
<td>(25)</td>
<td>41.7%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$14,192,446</td>
<td>$14,203,154</td>
<td>$12,814,839</td>
<td>$1,388,315</td>
<td>90.2% 41.7%</td>
</tr>
</tbody>
</table>

#### Expenditures:

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Adjusted</th>
<th>Actual</th>
<th>Adjusted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Salaries</td>
<td>$926,158</td>
<td>$926,298</td>
<td>$387,025</td>
<td>$539,273</td>
<td>41.8% 41.7%</td>
</tr>
<tr>
<td>Grad Assistant Salaries</td>
<td>37,500</td>
<td>37,500</td>
<td>-</td>
<td>37,500</td>
<td>0.0% 41.7%</td>
</tr>
<tr>
<td>Student Salaries</td>
<td>288,750</td>
<td>283,220</td>
<td>120,295</td>
<td>162,925</td>
<td>42.5% 41.7%</td>
</tr>
<tr>
<td>Non-Student Wages and Allowances</td>
<td>23,000</td>
<td>23,000</td>
<td>-</td>
<td>23,000</td>
<td>0.0% 41.7%</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>317,105</td>
<td>317,105</td>
<td>121,096</td>
<td>196,009</td>
<td>38.2% 41.7%</td>
</tr>
<tr>
<td>Maintenance and Operations</td>
<td>5,935,432</td>
<td>5,720,711</td>
<td>3,587,868</td>
<td>2,132,843</td>
<td>62.7% 41.7%</td>
</tr>
<tr>
<td>Travel</td>
<td>12,625</td>
<td>10,670</td>
<td>954</td>
<td>9,717</td>
<td>8.9% 41.7%</td>
</tr>
<tr>
<td>Utilities</td>
<td>1,300,316</td>
<td>1,300,316</td>
<td>485,488</td>
<td>814,828</td>
<td>37.3% 41.7%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>166,625</td>
<td>160,845</td>
<td>-</td>
<td>160,845</td>
<td>0.0% 41.7%</td>
</tr>
<tr>
<td>Scholarships</td>
<td>98,000</td>
<td>98,000</td>
<td>51,842</td>
<td>46,158</td>
<td>52.9% 41.7%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$9,105,511</td>
<td>$8,877,664</td>
<td>$4,778,511</td>
<td>$4,099,153</td>
<td>53.8% 41.7%</td>
</tr>
</tbody>
</table>

### Restricted Funds:

#### Revenues:

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Adjusted</th>
<th>Actual</th>
<th>Adjusted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales and Services Educational</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$2,100</td>
<td>$7,900</td>
<td>21.0% 41.7%</td>
</tr>
<tr>
<td>Federal Operating Grants</td>
<td>1,385,927</td>
<td>1,385,927</td>
<td>605,550</td>
<td>780,377</td>
<td>43.7% 41.7%</td>
</tr>
<tr>
<td>State Operating Grants</td>
<td>5,005,518</td>
<td>5,005,518</td>
<td>4,006,978</td>
<td>998,540</td>
<td>80.1% 41.7%</td>
</tr>
<tr>
<td>Other Operating Grants and Contracts</td>
<td>2,700,000</td>
<td>2,700,000</td>
<td>2,716,468</td>
<td>(16,468)</td>
<td>100.6% 41.7%</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>136,377</td>
<td>136,377</td>
<td>42,190</td>
<td>94,187</td>
<td>28.6% 41.7%</td>
</tr>
<tr>
<td>Federal Non-Operating Grants</td>
<td>12,058,607</td>
<td>12,058,607</td>
<td>9,773,938</td>
<td>2,284,669</td>
<td>81.1% 41.7%</td>
</tr>
<tr>
<td>Other Non-Operating Revenues</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Gifts</td>
<td>1,146,218</td>
<td>1,146,218</td>
<td>2,923,240</td>
<td>(1,777,022)</td>
<td>255.0% 41.7%</td>
</tr>
<tr>
<td>Investment Income</td>
<td>695,417</td>
<td>695,417</td>
<td>483,345</td>
<td>212,072</td>
<td>69.5% 41.7%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$23,138,064</td>
<td>$23,138,064</td>
<td>$20,553,810</td>
<td>$2,584,254</td>
<td>88.8% 41.7%</td>
</tr>
</tbody>
</table>

#### Expenditures:

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Adjusted</th>
<th>Actual</th>
<th>Adjusted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Salaries</td>
<td>$690,436</td>
<td>$829,271</td>
<td>$298,172</td>
<td>$531,099</td>
<td>36.0% 41.7%</td>
</tr>
<tr>
<td>Faculty Salaries</td>
<td>563,078</td>
<td>1,887,092</td>
<td>238,358</td>
<td>1,648,734</td>
<td>12.6% 41.7%</td>
</tr>
<tr>
<td>Grad Assistant Salaries</td>
<td>-</td>
<td>3,554</td>
<td>-</td>
<td>-</td>
<td>41.7%</td>
</tr>
<tr>
<td>Student Salaries</td>
<td>218,110</td>
<td>316,142</td>
<td>90,529</td>
<td>225,613</td>
<td>28.6% 41.7%</td>
</tr>
<tr>
<td>Non-Student Wages and Allowances</td>
<td>76,500</td>
<td>362,513</td>
<td>114,380</td>
<td>248,133</td>
<td>31.6% 41.7%</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>396,418</td>
<td>878,694</td>
<td>167,033</td>
<td>711,661</td>
<td>19.0% 41.7%</td>
</tr>
<tr>
<td>Maintenance and Operations</td>
<td>688,175</td>
<td>13,097,466</td>
<td>1,655,711</td>
<td>11,441,755</td>
<td>12.6% 41.7%</td>
</tr>
<tr>
<td>Travel</td>
<td>180,973</td>
<td>357,435</td>
<td>12,548</td>
<td>344,887</td>
<td>3.5% 41.7%</td>
</tr>
<tr>
<td>Utilities</td>
<td>828</td>
<td>2,863</td>
<td>1,471</td>
<td>1,392</td>
<td>51.4% 41.7%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>50,000</td>
<td>970,352</td>
<td>218,004</td>
<td>752,349</td>
<td>22.5% 41.7%</td>
</tr>
<tr>
<td>Scholarships</td>
<td>17,884,287</td>
<td>22,427,596</td>
<td>19,460,172</td>
<td>3,012,424</td>
<td>86.6% 41.7%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$20,748,805</td>
<td>$41,177,976</td>
<td>$22,256,376</td>
<td>$18,918,046</td>
<td>54.1% 41.7%</td>
</tr>
</tbody>
</table>

**Transfers from plant funds**  
$15,250

### Total Current Operating Funds:

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Adjusted</th>
<th>Actual</th>
<th>Adjusted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$120,505,425</td>
<td>$122,255,663</td>
<td>$110,711,464</td>
<td>$11,544,199</td>
<td>90.6% 41.7%</td>
</tr>
<tr>
<td>Expenditures</td>
<td>$107,049,539</td>
<td>$137,645,046</td>
<td>$61,394,807</td>
<td>$76,250,240</td>
<td>44.6% 41.7%</td>
</tr>
</tbody>
</table>
## Midwestern State University
### Comparison of Budget to Actual
#### Current Operating Funds

For the Five Months Ended January 31, 2021

<table>
<thead>
<tr>
<th></th>
<th>Adjusted Budget</th>
<th>Actual Year to Date</th>
<th>(Over) Under Budget</th>
<th>% of Completed Budget</th>
<th>% of Completed Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Appropriations</td>
<td>$31,357,751</td>
<td>$31,424,848</td>
<td>$(67,097)</td>
<td>100.2%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Registration Tuition and Fees</td>
<td>48,635,918</td>
<td>43,438,061</td>
<td>5,197,857</td>
<td>89.3%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Sales and Services Educational</td>
<td>678,811</td>
<td>171,413</td>
<td>507,398</td>
<td>25.3%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Sales and Services Auxiliary</td>
<td>13,918,606</td>
<td>12,554,482</td>
<td>1,364,124</td>
<td>90.2%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Federal Operating Grants (Restricted funds)</td>
<td>1,414,106</td>
<td>605,550</td>
<td>808,556</td>
<td>42.8%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Federal Non-Operating Grants</td>
<td>13,139,240</td>
<td>10,854,571</td>
<td>2,284,669</td>
<td>82.6%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Other State Grants &amp; Contracts</td>
<td>5,005,518</td>
<td>4,035,157</td>
<td>970,361</td>
<td>80.6%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Other Operating Grants and Contracts</td>
<td>2,700,000</td>
<td>2,716,468</td>
<td>(16,468)</td>
<td>100.6%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Gifts</td>
<td>1,533,871</td>
<td>3,184,328</td>
<td>(1,650,457)</td>
<td>207.6%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>1,866,924</td>
<td>790,676</td>
<td>1,076,248</td>
<td>42.4%</td>
<td>41.7%</td>
</tr>
<tr>
<td>Other Non-Operating Revenues</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>41.7%</td>
<td></td>
</tr>
<tr>
<td>Investment Income</td>
<td>2,004,918</td>
<td>935,909</td>
<td>1,069,008</td>
<td>46.7%</td>
<td>41.7%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$122,255,663</td>
<td>$110,711,464</td>
<td>$11,544,199</td>
<td>90.6%</td>
<td>41.7%</td>
</tr>
</tbody>
</table>

| **Total Expenditures**      |                 |                     |                     |                       |                     |
| Regular Salaries            | $19,885,331     | $8,465,713          | $11,419,617         | 42.6%                | 41.7%               |
| Faculty Salaries            | 22,237,664      | 8,542,509           | 13,695,155          | 38.4%                | 41.7%               |
| Graduate Assistant Salaries | 1,603,222       | 391,425             | 1,211,797           | 24.4%                | 41.7%               |
| Student Salaries            | 1,648,937       | 576,578             | 1,072,359           | 35.0%                | 41.7%               |
| Non-Student Wages and Allowances | 866,118     | 365,426             | 500,692             | 42.2%                | 41.7%               |
| Fringe Benefits             | 16,011,544      | 6,157,099           | 9,854,445           | 38.5%                | 41.7%               |
| Maintenance and Operations  | 40,035,260      | 9,622,328           | 30,412,932          | 24.0%                | 41.7%               |
| Travel                      | 1,112,578       | 152,717             | 959,860             | 13.7%                | 41.7%               |
| Utilities                   | 3,197,208       | 942,103             | 2,255,104           | 29.5%                | 41.7%               |
| Capital Outlay              | 1,596,721       | 537,778             | 1,058,943           | 33.7%                | 41.7%               |
| Scholarships                | 29,450,464      | 25,641,130          | 3,809,334           | 87.1%                | 41.7%               |
| **Total Expenditures**      | $137,645,046    | $61,394,807         | $76,250,240         | 44.6%                | 41.7%               |

| **Total Current Operating Funds Revenues** | $122,255,663 | $110,711,464 | $11,544,199 | 90.6% | 41.7% |
| **Total Current Operating Funds Expenditures** | $137,645,046 | $61,394,807 | $76,250,240 | 44.6% | 41.7% |

### Reconciliation to Adjusted Budget:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original budget</td>
<td>$121,640,086</td>
</tr>
<tr>
<td>Includes fund transfers from plant funds</td>
<td>15,250</td>
</tr>
<tr>
<td>Includes fund transfers to plant funds</td>
<td>-</td>
</tr>
<tr>
<td>Renewal and Replacement</td>
<td>-</td>
</tr>
<tr>
<td>Budgets increased with additional revenue and other budget adjustments</td>
<td>11,391,713</td>
</tr>
<tr>
<td>Debt service</td>
<td>(13,027,274)</td>
</tr>
<tr>
<td>Unexpended budgets carried forward</td>
<td>17,625,271</td>
</tr>
<tr>
<td>Reconciled to original/adjusted budgets</td>
<td>$137,645,046</td>
</tr>
</tbody>
</table>
Unaudited

Schedule 3

MIDWESTERN STATE UNIVERSITY
COMPARISON OF BUDGETED REVENUE TO ACTUAL REVENUE
FOR THE FIVE MONTHS ENDED JANUARY 31, 2021
FALL
Revenue Source
EDUCATIONAL & GENERAL:
Tuition
Audit Fees
Applied Music Fees
Laboratory Fees
Total Educational & General
DESIGNATED:
Local Tuition
Tier II Tuition
Global Prep Program Tuition
Distance Learning Tuition
Three Peat Tuition
Security Fee
Student Union Fee
Instructional Enhancement Fee
Distance Learning Fee
Application Fee
Recreation Center Fee
Athletic Fee
University Services Fee
Student Service Fee
NCTC Program Fee
Dual Credit Fee
Total Designated Funds
AUXILIARY:
Student Center Fee
Residence Halls:
Killingsworth
Pierce
Sunwatcher Village
Sundance Court
McCullough-Trigg
Legacy Hall
Food Service
Total Auxiliary Funds

Fall
Budget
$

3,236,664
100
6,300
19,359
3,262,423

Fall
Actual
$

3,054,686
6,090
17,830
3,078,606

8,310,283
233,660
87,681
69,700
258,143
75,646
1,291,887
770,669
55,000
508,448
586,472
5,471,492
1,171,754
40,550
13,565
18,944,950

8,364,323
205,520
98,650
82,670
62,185
280,493
77,691
1,301,921
1,060,551
64,830
504,903
582,188
5,498,970
1,197,030
62,300
14,732
19,458,955

132,401

135,957

696,904
363,206
1,278,428
1,119,580
468,662
1,748,691
2,025,898
7,833,770

694,512
435,445
1,072,677
1,053,339
449,642
1,539,687
1,878,748
7,260,007

$ 30,041,143

$ 29,797,568

Headcount Enrollment

5,670

5,860

Semester Credit Hours

65,829

Room Occupancy
Occupancy Percentage

Total all Funds

SPRING

Over
(Under)
Budget
$

(181,978)
(100)
(210)
(1,529)
(183,817)
54,040
(28,140)
98,650
(5,011)
(7,515)
22,350
2,045
10,034
289,882
9,830
(3,545)
(4,284)
27,478
25,276
21,750
1,167
514,005

Spring
Budget
$

3,031,878
100
5,000
18,000
3,054,978

Spring
Actual
$

2,908,110
25
5,670
15,705
2,929,510

SUMMER

Over
(Under)
Budget
$

Summer
Budget

(123,768)
(75)
670
(2,295)
(125,468)

Over
(Under)
Budget

Summer
Actual
$

TOTAL
Total
Actual
Revenue

Total
Revenue
Budget

-

-

-

-

16,030,584
492,660
179,024
135,900
499,516
145,663
2,501,072
1,530,724
95,000
976,192
1,128,934
10,537,506
2,255,242
85,900
25,930
36,619,847

15,947,560
391,860
157,550
165,790
72,985
532,479
148,763
2,484,851
2,118,915
82,970
967,253
1,105,949
10,457,420
2,278,016
112,280
26,397
37,051,038

1,825

-

254,951

260,332

(2,418)
16,728
(59,743)
16,781
(2,738)
(81,188)
61,411
(49,342)

-

1,115,242
591,422
2,052,064
1,800,224
753,436
2,796,039
3,781,598
13,144,976

1,110,432
680,389
1,786,570
1,750,764
731,678
2,505,847
3,695,859
12,521,871

-

$ 56,082,224

$ 55,581,025

10,952

11,233

281

-

6,268,542
200
11,300
37,359
6,317,401

$

5,962,796
25
11,760
33,535
6,008,116

$

(305,746)
(175)
460
(3,824)
(309,285)

7,720,301
259,000
91,343
66,200
241,373
70,017
1,209,185
760,055
40,000
467,744
542,462
5,066,014
1,083,488
45,350
12,365
17,674,897

7,583,236
186,340
58,900
83,120
10,800
251,987
71,072
1,182,930
1,058,365
18,140
462,350
523,761
4,958,450
1,080,986
49,980
11,666
17,592,083

122,550

124,375

(2,392)
72,239
(205,751)
(66,241)
(19,020)
(209,004)
(147,150)
(573,763)

418,338
228,216
773,636
680,644
284,774
1,047,348
1,755,700
5,311,206

415,920
244,944
713,893
697,425
282,036
966,160
1,817,111
5,261,864

(243,575)

$ 26,041,081

$ 25,783,457

190

5,282

5,373

66,317

488

60,950

59,825

(1,125)

126,779

126,142

(637)

1,610

1,500

(110)

1,437

1,334

(103)

3,047

2,834

(213)

91.8%

85.6%

81.9%

76.1%

3,556

$

(6.2%)

(137,065)
(72,660)
58,900
(8,223)
(55,400)
10,614
1,055
(26,255)
298,310
(21,860)
(5,394)
(18,701)
(107,564)
(2,502)
4,630
(700)
(82,814)

$

Over
(Under)
Budget

$

(257,624)

91

-

$

-

$

-

$

(83,024)
(100,800)
157,550
(13,234)
(62,915)
32,963
3,100
(16,221)
588,191
(12,030)
(8,939)
(22,985)
(80,086)
22,774
26,380
467
431,191
5,381
(4,810)
88,967
(265,494)
(49,460)
(21,758)
(290,192)
(85,739)
(623,105)
$

(501,199)

(5.9%)

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## Changes in Available Working Capital

For the Five Months Ended January 31, 2021

<table>
<thead>
<tr>
<th>Source/Use Of Funds</th>
<th>09/01/20 Beginning Balance</th>
<th>01/31/21 Ending Balance</th>
<th>Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>E &amp; G Unallocated</td>
<td>$2,964,056</td>
<td>$1,199,639</td>
<td>$(1,764,417)</td>
</tr>
<tr>
<td>HEAF Unallocated</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>E&amp;G - Mineral Fund</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Student Service Fees</td>
<td>(26,891)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Student Union/Ctr Fee</td>
<td>27,211</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Course Fees</td>
<td>84,489</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Distance Learning Fee</td>
<td>448,839</td>
<td>108,268</td>
<td>(340,571)</td>
</tr>
<tr>
<td>Local Tuition</td>
<td>3,637,477</td>
<td>1,964,920</td>
<td>(1,672,557)</td>
</tr>
<tr>
<td>University Services Fee</td>
<td>983,345</td>
<td>983,345</td>
<td>-</td>
</tr>
<tr>
<td>Study Abroad Guest Tuition</td>
<td>69,000</td>
<td>29,000</td>
<td>(40,000)</td>
</tr>
<tr>
<td>Distance Learning Tuition</td>
<td>140,003</td>
<td>92,383</td>
<td>(47,620)</td>
</tr>
<tr>
<td>Application Fee</td>
<td>42,504</td>
<td>42,504</td>
<td>-</td>
</tr>
<tr>
<td>Athletic Fee</td>
<td>(58,444)</td>
<td>0</td>
<td>58,444</td>
</tr>
<tr>
<td>Excess Credit Hours Fee</td>
<td>20,241</td>
<td>13,210</td>
<td>(7,031)</td>
</tr>
<tr>
<td>Three-Peat Tuition</td>
<td>30,629</td>
<td>30,629</td>
<td>-</td>
</tr>
<tr>
<td>Tier II Tuition</td>
<td>316,234</td>
<td>178,544</td>
<td>(137,690)</td>
</tr>
<tr>
<td>Recreation Center Fee</td>
<td>(76,070)</td>
<td>0</td>
<td>76,070</td>
</tr>
<tr>
<td>Dual Credit Fee</td>
<td>15,241</td>
<td>15,241</td>
<td>-</td>
</tr>
<tr>
<td>Security Fee</td>
<td>29,953</td>
<td>29,953</td>
<td>-</td>
</tr>
<tr>
<td>USF $6 Set-Aside</td>
<td>699,841</td>
<td>897,450</td>
<td>358,861</td>
</tr>
</tbody>
</table>

Notes:
- E & G Unallocated: Commitment to FY 20-21 Budget
- HEAF Unallocated: Commitment to FY 20-21 Budget
- E&G - Mineral Fund: Commitment to FY 20-21 Budget, Royalty Income
- Student Service Fees: Budget transfers in process
- Student Union/Ctr Fee: Commitment to FY 20-21 Budget
- Course Fees: Commitment to FY 20-21 Budget
- Distance Learning Fee: Commitment to FY 20-21 Budget
- Local Tuition: Commitment to FY 20-21 Budget
- University Services Fee: Commitment to FY 20-21 Budget
- Study Abroad Guest Tuition: Commitment to FY 20-21 Budget
- Distance Learning Tuition: Commitment to FY 20-21 Budget
- Application Fee: Commitment to FY 20-21 Budget
- Athletic Fee: Budget transfers in process, Commitment to FY 20-21 Budget
- Excess Credit Hours Fee: Commitment to FY 20-21 Budget
- Three-Peat Tuition: Commitment to FY 20-21 Budget
- Tier II Tuition: Commitment to FY 20-21 Budget
- Recreation Center Fee: Budget transfers in process
- Dual Credit Fee: Commitment to FY 20-21 Budget
- Security Fee: Commitment to FY 20-21 Budget
- USF $6 Set-Aside: Commitment to FY 20-21 Budget, Transfers from net USF fees, Bond debt service, Master Lease debt service
## Midwestern State University
### Changes in Available Working Capital
#### For the Five Months Ended January 31, 2021

<table>
<thead>
<tr>
<th>Source/Use Of Funds</th>
<th>09/01/20</th>
<th>Increase/ (Decrease)</th>
<th>01/31/21</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Plant Fund</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income from sale of scrap equipment</td>
<td>180,300</td>
<td>13,244</td>
<td>193,544</td>
</tr>
<tr>
<td><strong>Renewal &amp; Replacement Fund</strong></td>
<td>265,884</td>
<td></td>
<td>265,884</td>
</tr>
<tr>
<td>Renewal and replacement transfer</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$ 9,793,843</td>
<td>$ (3,720,494)</td>
<td>$ 6,073,349</td>
</tr>
</tbody>
</table>

Unaudited
<table>
<thead>
<tr>
<th>CARES Act 2020</th>
<th>Institutional support</th>
<th>Student grants</th>
<th># students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sources:</td>
<td>$2,424k</td>
<td>$2,207k</td>
<td></td>
</tr>
<tr>
<td>Uses:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refund housing and dining</td>
<td>$1,727k</td>
<td></td>
<td>1,306</td>
</tr>
<tr>
<td>Lost revenue</td>
<td>207k</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency grants</td>
<td>1k</td>
<td>$2,207k</td>
<td>4,007</td>
</tr>
<tr>
<td>Salary and Wages</td>
<td>45k</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology and support</td>
<td>355k</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning and PP&amp;E</td>
<td>89k</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>$2,424k</td>
<td>$2,207k</td>
<td></td>
</tr>
</tbody>
</table>
## Federal Stimulus funding – HEERF II

<table>
<thead>
<tr>
<th>HEERF II 2021</th>
<th>Institutional support</th>
<th>Student grants</th>
<th># students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sources:</td>
<td>$5,472k</td>
<td>$2,207k</td>
<td></td>
</tr>
<tr>
<td>Uses:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lost revenue</td>
<td>$2,231k</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency grants</td>
<td>30k</td>
<td>$2,207k</td>
<td>4,804</td>
</tr>
<tr>
<td>Salary and Wages</td>
<td>179k</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology and support*</td>
<td>193k</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning and PP&amp;E</td>
<td>24k</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>Total to-date April 14</strong></td>
<td><strong>$2,657k</strong></td>
<td><strong>$2,207k</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Annualized costs for new software licenses for online learning $200k.*
Investment Summary Report

The quarterly investment report received is through February 28, 2021, as required by the Public Funds Investment Act.

The report shows that at the end of February the university held a total of $52.1 million in cash and cash investments. Of that, $15.3 million was in highly liquid cash investments, plus $4.4 million at the state treasury. Texas A&M University System (TAMUS) held $32.4 million of the funds. TAMUS cash investments earned a substantially higher level of interest and dividends the past quarter at $518,475, after only $163,848 the previous quarter. Unrealized gains on TAMUS investments since inception total approximately $6.9 million. The institution kept $15.3 million in government pools (Texpool, Logic, and Class) and FDIC-insured money market investments at American National Bank (ANB) and First National Bank. These investments are all highly liquid, short-term over-night investment vehicles.

The university had also invested tuition revenue bond proceeds in a flexible repurchase agreement that matured January 2021. At that time, the institution had fully expended the bond proceeds. During the quarter ended February 28, 2021, approximately $1.8 million was withdrawn from the flexible repurchase agreement, processed through the Logic overnight investment, and then provided to the university to pay the current monthly construction invoices. The balance of the proceeds total $10,819 and have earned interest income of approximately $3,749 for the quarter. The remaining balance will be drawn shortly.

The university’s endowed funds are held at both ANB with $11.1 million, and since March 1, 2015, at TAMUS with $18.2 million for a total of $29.3 million. Endowment investments at TAMUS include three separate funds: pooled true endowments, the Redwine quasi-endowment, and the Donohoo quasi-endowment. The funds held by ANB had net unrealized gains of approximately $3.0 million for the quarter given strong U.S. Equities performance especially in technology stocks. Overall, the endowment portfolio has appreciated in market value by 37.6% since obtaining the funds. The university received a $31,907 distribution from these funds for the quarter. The TAMUS Endowment Pool had distributed realized gains of $186,693 in market value for the quarter, with an overall market gain of 16.8% since inception. The university also received approximately $3,234 in income distributions net of fees for the quarter.
April 16, 2021

TO:       The Board of Regents of Midwestern State University, and  
Dr. Suzanne Shipley, President

SUBJECT: Quarterly Investment Reports

Attached are the quarterly investment reports for the second quarter ended February 28, 2021, as required by the amended Public Funds Investment Act.

The investment portfolio is in compliance with Midwestern State University's investment policies. The portfolio and the accompanying reports are in compliance with the provisions of the Public Funds Investment Act, TX. Gov't Code, Ch. 2256.

Chris Stovall  
Controller

Dr. Beth Reissenweber  
Vice President, Administration and Finance

MIDWESTERN STATE UNIVERSITY
An Equal Opportunity/Affirmative Action Employer and Educator
Midwestern State University
Wichita Falls, Texas

Quarterly Investment Report
(Unaudited)
For the Second Quarter Ended February 28, 2021
### Summary of Investments

(Pooled Investments)

At February 28, 2021

<table>
<thead>
<tr>
<th></th>
<th>Book Value</th>
<th>%</th>
<th>Market Value</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Long-term Investment Pools</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Texas A&amp;M System Investment Pool</td>
<td>25,502,844</td>
<td>56.50%</td>
<td>32,426,896</td>
<td>62.28%</td>
</tr>
<tr>
<td><strong>Total Long-term Securities</strong></td>
<td>25,502,844</td>
<td>56.50%</td>
<td>32,426,896</td>
<td>62.28%</td>
</tr>
<tr>
<td><strong>Short-term Securities:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANB ICS Money Market</td>
<td>5,056,369</td>
<td>11.20%</td>
<td>5,056,369</td>
<td>9.71%</td>
</tr>
<tr>
<td>FNB ICS Money Market</td>
<td>5,057,826</td>
<td>11.20%</td>
<td>5,057,826</td>
<td>9.71%</td>
</tr>
<tr>
<td>TexPool</td>
<td>1,041,778</td>
<td>2.31%</td>
<td>1,041,778</td>
<td>2.00%</td>
</tr>
<tr>
<td>LOGIC</td>
<td>2,053,367</td>
<td>4.55%</td>
<td>2,053,367</td>
<td>3.94%</td>
</tr>
<tr>
<td>Texas CLASS</td>
<td>2,063,954</td>
<td>4.57%</td>
<td>2,063,954</td>
<td>3.96%</td>
</tr>
<tr>
<td><strong>Total Short-term Securities</strong></td>
<td>15,273,294</td>
<td>33.83%</td>
<td>15,273,294</td>
<td>29.34%</td>
</tr>
<tr>
<td><strong>Total Investment Assets</strong></td>
<td>40,776,138</td>
<td>90.33%</td>
<td>47,700,190</td>
<td>91.62%</td>
</tr>
<tr>
<td><strong>Cash and Cash Equivalents:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Held at State Treasury</td>
<td>4,364,636</td>
<td>9.67%</td>
<td>4,364,636</td>
<td>8.38%</td>
</tr>
<tr>
<td><strong>Total Cash and Cash Equivalents</strong></td>
<td>$45,140,774</td>
<td>100.00%</td>
<td>$52,064,826</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Average Rate of Return</strong></td>
<td>5.13%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Unaudited

Midwestern State University
Statement of Changes in Investment Assets
(Pooled Investments)
For the Second Quarter Ended February 28, 2021

<table>
<thead>
<tr>
<th></th>
<th>Book Value</th>
<th>Market Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Investment Assets - 11-30-20</strong></td>
<td>$29,752,949</td>
<td>$35,639,952</td>
</tr>
<tr>
<td>Principal Payments received</td>
<td>(5,500,000)</td>
<td>(5,500,000)</td>
</tr>
<tr>
<td>Investment Income</td>
<td>523,189</td>
<td>523,189</td>
</tr>
<tr>
<td>Realized Gain (Loss)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Distributions and Other</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Securities Purchased</td>
<td>16,000,000</td>
<td>16,000,000</td>
</tr>
<tr>
<td>Changes in Net Unrealized Appreciation/(Depreciation)</td>
<td></td>
<td>1,037,048</td>
</tr>
<tr>
<td><strong>Investment Assets - 02-28-21</strong></td>
<td>$40,776,138</td>
<td>$47,700,190</td>
</tr>
</tbody>
</table>
Unaudited

Midwestern State University
Summary of Investments
(Internal reporting)
At February 28, 2021

<table>
<thead>
<tr>
<th></th>
<th>Book Value</th>
<th>%</th>
<th>Market Value</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Long-term Securities:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Equity Securities:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Common Stock, Mutual Funds and ETFs</td>
<td>$5,389,167</td>
<td>66.79%</td>
<td>$8,391,373</td>
<td>75.56%</td>
</tr>
<tr>
<td><strong>Total Equity Securities</strong></td>
<td>$5,389,167</td>
<td>66.79%</td>
<td>$8,391,373</td>
<td>75.56%</td>
</tr>
<tr>
<td><strong>Other Securities:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Government Agencies</td>
<td>108,690</td>
<td>1.35%</td>
<td>112,820</td>
<td>1.02%</td>
</tr>
<tr>
<td>Corporate Bonds &amp; Notes</td>
<td>2,132,255</td>
<td>26.43%</td>
<td>2,292,570</td>
<td>20.64%</td>
</tr>
<tr>
<td>Real Estate Investment Trusts (REIT)</td>
<td>189,870</td>
<td>2.35%</td>
<td>60,351</td>
<td>0.54%</td>
</tr>
<tr>
<td><strong>Total Fixed Income Securities</strong></td>
<td>2,430,815</td>
<td>30.13%</td>
<td>2,465,741</td>
<td>21.66%</td>
</tr>
<tr>
<td><strong>Total Long-term Securities</strong></td>
<td>7,819,982</td>
<td>96.92%</td>
<td>10,857,114</td>
<td>97.76%</td>
</tr>
<tr>
<td><strong>Cash and Cash Equivalents:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Dollars</td>
<td>0.00%</td>
<td>0.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goldman Sachs - Cash Equivalent</td>
<td>248,606</td>
<td>3.08%</td>
<td>248,606</td>
<td>2.24%</td>
</tr>
<tr>
<td><strong>Total Cash and Cash Equivalents</strong></td>
<td>248,606</td>
<td>3.08%</td>
<td>248,606</td>
<td>2.24%</td>
</tr>
<tr>
<td><strong>Total Cash and Investments</strong></td>
<td>$8,068,588</td>
<td>100.00%</td>
<td>$11,105,720</td>
<td>100.00%</td>
</tr>
</tbody>
</table>
Unaudited

Midwestern State University
Statement of Changes in Investment Assets
(MSU Endowments at American Natl. Bank Trust Dept.)
For the Second Quarter Ended February 28, 2021

<table>
<thead>
<tr>
<th></th>
<th>Book Value</th>
<th>Market Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Investment Assets - 11-30-20</strong></td>
<td>$7,841,293</td>
<td>$10,799,372</td>
</tr>
<tr>
<td>Principal Payments Received</td>
<td>(566,908)</td>
<td>(566,908)</td>
</tr>
<tr>
<td>Investment Income</td>
<td>44,147</td>
<td>44,147</td>
</tr>
<tr>
<td>Realized Gain (Loss)</td>
<td>196,324</td>
<td>196,324</td>
</tr>
<tr>
<td>Management Fees</td>
<td>(12,240)</td>
<td>(12,240)</td>
</tr>
<tr>
<td>Distributions and Other</td>
<td>(229,167)</td>
<td>(229,167)</td>
</tr>
<tr>
<td>Securities Purchased</td>
<td>795,139</td>
<td>795,139</td>
</tr>
<tr>
<td>Changes in Net Unrealized Appreciation/(Depreciation)</td>
<td>$79,053</td>
<td>$79,053</td>
</tr>
</tbody>
</table>

| **Investment Assets - 02-28-21**           | $8,068,588 | $11,105,720  |
### Midwestern State University
**Summary of Investments**

(MSU Endowments Invested with the Texas A&M University System)

**At February 28, 2021**

<table>
<thead>
<tr>
<th></th>
<th>Book Value</th>
<th>%</th>
<th>Market Value</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Long-term Investment Pools:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Texas A&amp;M System Endowment Pool</td>
<td>$764,742</td>
<td>100.00%</td>
<td>$883,811</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Total Long-term Investments</strong></td>
<td>764,742</td>
<td>100.00%</td>
<td>883,811</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Total Investments</strong></td>
<td>$764,742</td>
<td>100.00%</td>
<td>$883,811</td>
<td>100.00%</td>
</tr>
</tbody>
</table>
### Midwestern State University

Statement of Changes in Investment Assets

**(MSU Endowments Invested with the Texas A&M University System)**

*For the Second Quarter Ended February 28, 2021*

<table>
<thead>
<tr>
<th></th>
<th>Book Value</th>
<th>Market Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Investment Assets - 11-30-20</strong></td>
<td>$764,742</td>
<td>$849,645</td>
</tr>
<tr>
<td>Principal Payments Received</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment Income</td>
<td>1,732</td>
<td>1,732</td>
</tr>
<tr>
<td>Realized Gain (Loss)</td>
<td>9,061</td>
<td>9,061</td>
</tr>
<tr>
<td>Management Fees</td>
<td>(1,575)</td>
<td>(1,575)</td>
</tr>
<tr>
<td>Distributions and Other</td>
<td>(9,218)</td>
<td>(9,218)</td>
</tr>
<tr>
<td>Securities Purchased and Funds Transferred</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Changes in Net Unrealized Appreciation/(Depreciation)</td>
<td></td>
<td>34,166</td>
</tr>
</tbody>
</table>

| **Investment Assets - 02-28-21**     | $764,742   | $883,811     |
Unaudited

Midwestern State University
Summary of Investments

(Redwine Quasi-Endowment Invested with the Texas A&M University System)
At February 28, 2021

<table>
<thead>
<tr>
<th></th>
<th>Book Value</th>
<th>%</th>
<th>Market Value</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Long-term Investment Pools:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Texas A&amp;M System Endowment Pool</td>
<td>$11,527,331</td>
<td>100.00%</td>
<td>$13,583,229</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Total Long-term Investments</strong></td>
<td>11,527,331</td>
<td>100.00%</td>
<td>13,583,229</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Total Investments</strong></td>
<td>$11,527,331</td>
<td>100.00%</td>
<td>$13,583,229</td>
<td>100.00%</td>
</tr>
</tbody>
</table>
### Midwestern State University

#### Statement of Changes in Investment Assets

**(Redwine Quasi-Endowment Invested with the Texas A&M University System)**

For the Second Quarter Ended February 28, 2021

<table>
<thead>
<tr>
<th>Book Value</th>
<th>Market Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Investment Assets - 11-30-20</strong></td>
<td>$11,527,331</td>
</tr>
</tbody>
</table>

Principal Payments Received

<table>
<thead>
<tr>
<th>Investment Income</th>
<th>26,622</th>
<th>26,622</th>
</tr>
</thead>
<tbody>
<tr>
<td>Realized Gain (Loss)</td>
<td>139,251</td>
<td>139,251</td>
</tr>
<tr>
<td>Management Fees</td>
<td>(24,210)</td>
<td>(24,210)</td>
</tr>
<tr>
<td>Distributions and Other</td>
<td>(141,664)</td>
<td>(141,664)</td>
</tr>
</tbody>
</table>

Securities Purchased and Funds Transferred

| Changes in Net Unrealized Appreciation/(Depreciation) | 525,089 |

**Investment Assets - 02-28-21**

| $11,527,331 | $13,583,229 |
Unaudited

### Midwestern State University
### Summary of Investments
#### (Donohoo Quasi-Endowment Invested with the Texas A&M University System)

At February 28, 2021

<table>
<thead>
<tr>
<th></th>
<th>Book Value</th>
<th>Market Value</th>
<th>%</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Long-term Investment Pools:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Texas A&amp;M System Endowment Pool</td>
<td>$3,306,753</td>
<td>$3,743,852</td>
<td>100.00%</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Total Long-term Investments</strong></td>
<td>3,306,753</td>
<td>3,743,852</td>
<td>100.00%</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Total Investments</strong></td>
<td>$3,306,753</td>
<td>$3,743,852</td>
<td>100.00%</td>
<td>100.00%</td>
</tr>
</tbody>
</table>
Midwestern State University
Statement of Changes in Investment Assets
(Donohoo Quasi-Endowment Invested with the Texas A&M University System)
For the Second Quarter Ended February 28, 2021

<table>
<thead>
<tr>
<th></th>
<th>Book Value</th>
<th>Market Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment Assets - 11-30-20</td>
<td>$3,306,753</td>
<td>$3,599,126</td>
</tr>
</tbody>
</table>

Principal Payments Received
- Investment Income: 7,338
- Realized Gain (Loss): 38,381
- Management Fees: (6,673)
- Distributions and Other: (39,046)

Securities Purchased and Funds Transferred
- Changes in Net Unrealized Appreciation/(Depreciation): 144,727

Investment Assets - 02-28-21
- $3,306,753
- $3,743,852
### Investment Portfolio Activity

#### For the Second Quarter Ended February 28, 2021

**ANB ICS Money Market**
- Rate: 0.24%
- Maturity: Daily
- Book Value: 1,554,595.12
- Market Value: 1,554,595.12
- Unrealized Gain (Loss): 4,500,000.00
- Realized Gain (Loss): 1,000,000.00
- Interest Payments Received: 1,733.58
- For the Qtr.: 5,056,368.70

**FNB ICS Money Market**
- Rate: 0.26%
- Maturity: Daily
- Book Value: 1,555,957.83
- Market Value: 1,555,957.83
- Unrealized Gain (Loss): 4,500,000.00
- Realized Gain (Loss): 1,000,000.00
- Interest Payments Received: 1,686.26
- For the Qtr.: 5,057,826.09

**TEXPOOL Investment Pool (1)**
- Rate: 0.04%
- Maturity: Daily
- Book Value: 541,602.74
- Market Value: 541,602.74
- Unrealized Gain (Loss): 1,500,000.00
- Realized Gain (Loss): 174.97
- Interest Payments Received: 463.61
- For the Qtr.: 2,063,954.06

**LOGIC Investment Pool (1)**
- Rate: 0.10%
- Maturity: Daily
- Book Value: 552,933.16
- Market Value: 552,933.16
- Unrealized Gain (Loss): 2,500,000.00
- Realized Gain (Loss): 434.15
- Interest Payments Received: 2,053,676.31
- For the Qtr.: 2,053,676.31

**TX CLASS Investment Pool (1)**
- Rate: 0.11%
- Maturity: Daily
- Book Value: 563,490.45
- Market Value: 563,490.45
- Unrealized Gain (Loss): 3,000,000.00
- Realized Gain (Loss): 1,500,000.00
- Interest Payments Received: 434.15
- For the Qtr.: 2,063,954.06

**TX A&M System Pool**
- Rate: 8.44%
- Maturity: Variable
- Book Value: 24,984,369.54
- Market Value: 30,871,372.84
- Unrealized Gain (Loss): 5,887,003.30
- Realized Gain (Loss): 3,735.14
- Interest Payments Received: 25,502,844.33
- For the Qtr.: 32,426,896.04

**Total Investments**
- Book Value: 29,752,948.84
- Market Value: 35,639,952.14
- Unrealized Gain (Loss): 5,887,003.30
- Realized Gain (Loss): 3,735.14
- Interest Payments Received: 523,189.36
- For the Qtr.: 47,700,189.91

*As of February 28, 2021

### Comparison to U.S. and State Treasuries

**Comparison to U.S. and State Treasuries**

<table>
<thead>
<tr>
<th>Month</th>
<th>Book Rate</th>
<th>Book Yield</th>
<th>Treasury Bill Yield</th>
<th>Spread to U.S. Treasury</th>
<th>Book Basis Point</th>
<th>Treasury Basis Point</th>
<th>Book Spread to State Treasury</th>
<th>Treasury Spread to State Treasury</th>
</tr>
</thead>
<tbody>
<tr>
<td>December, 2020</td>
<td>3.37</td>
<td>0.09</td>
<td>0.51</td>
<td>3.28</td>
<td>2.86</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>January, 2021</td>
<td>6.73</td>
<td>0.08</td>
<td>0.45</td>
<td>6.65</td>
<td>6.28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February, 2021</td>
<td>5.29</td>
<td>0.04</td>
<td>0.45</td>
<td>5.25</td>
<td>4.84</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Total Bond Investments

<table>
<thead>
<tr>
<th>Rate</th>
<th>Maturity</th>
<th>Book Value</th>
<th>Market Value</th>
<th>Unrealized Gain (Loss)</th>
<th>Realized Gain (Loss)</th>
<th>Interest Payments Received/ Accretion of Value Gain (Loss)</th>
<th>For the Qtr.</th>
<th>Book Value</th>
<th>Market Value</th>
<th>Unrealized Gain (Loss)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOGIC Investment Pool</td>
<td>0.10%</td>
<td>Daily</td>
<td>$1,23</td>
<td>$1,23</td>
<td>$1,787,307.96</td>
<td>$1,776,503.52</td>
<td>$13.53</td>
<td>$10,819.20</td>
<td>$10,819.20</td>
<td>$10,819.20</td>
</tr>
<tr>
<td>BLB Flexible Repo Agreement</td>
<td>0.96%</td>
<td>Monthly</td>
<td>1,783,572.82</td>
<td>1,783,572.82</td>
<td>1,783,572.82</td>
<td>1,783,572.82</td>
<td>3,735.14</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Bond Investments</strong></td>
<td></td>
<td></td>
<td><strong>$1,783,574.05</strong></td>
<td><strong>$1,783,574.05</strong></td>
<td><strong>$1,783,574.05</strong></td>
<td><strong>$1,783,574.05</strong></td>
<td><strong>$3,735.14</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
</tr>
</tbody>
</table>

*As of February 28, 2021

Interest Rate on Bonds issued: 2.00% - 5.00%

This report is prepared in conformity with Midwestern State University Investment Policy and state statutes and guidelines including the Public Funds Investment Act (Tx. Gov't Code, Ch. 2256).
## MIDWESTERN STATE UNIVERSITY
### INVESTMENT PORTFOLIO ACTIVITY
#### MSU ENDOWMENT INVESTMENTS - AMERICAN NATL. BANK TRUST DEPT. MANAGERS
##### FOR THE SECOND QUARTER ENDED FEBRUARY 28, 2021

### Cash and Cash Equivalents:

<table>
<thead>
<tr>
<th></th>
<th>Book Value 11-30-20</th>
<th>Market Value 11-30-20</th>
<th>Unrealized Gain (Loss)</th>
<th>Purchases</th>
<th>Principal Payments Received</th>
<th>Realized Gain (Loss)</th>
<th>Interest/Dividends Received</th>
<th>Amortization/Accretion in the Qtr.</th>
<th>Book Value 02-28-21</th>
<th>Market Value 02-28-21</th>
<th>Unrealized Gain (Loss)</th>
<th>Market Value Gain Percentage of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$30,408.91</td>
<td>$30,408.91</td>
<td>$437,055.25</td>
<td></td>
<td></td>
<td>12.82</td>
<td></td>
<td>(12,227.46)</td>
<td>$248,605.62</td>
<td>$248,605.62</td>
<td>2.24%</td>
<td></td>
</tr>
<tr>
<td>Goldman Sachs</td>
<td>$30,408.91</td>
<td>$30,408.91</td>
<td>$437,055.25</td>
<td></td>
<td></td>
<td>12.82</td>
<td></td>
<td>(12,227.46)</td>
<td>$248,605.62</td>
<td>$248,605.62</td>
<td>2.24%</td>
<td></td>
</tr>
</tbody>
</table>

### Purchased Interest Receivable

<table>
<thead>
<tr>
<th>Fixed Income:</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Government Agencies</td>
<td>120,402.22</td>
<td>122,994.11</td>
<td>$2,591.89</td>
<td>11,584.04</td>
<td></td>
<td>852.23</td>
<td></td>
<td>(108,689.77)</td>
<td>112,819.64</td>
<td>112,819.64</td>
<td>1.02%</td>
<td></td>
</tr>
<tr>
<td>Municipal Bonds</td>
<td>2,133,062.60</td>
<td>2,309,787.94</td>
<td>$176,725.34</td>
<td>6,781.25</td>
<td></td>
<td>(807.63)</td>
<td></td>
<td>2,132,254.97</td>
<td>2,292,570.49</td>
<td>160,315.52</td>
<td>20.64%</td>
<td></td>
</tr>
<tr>
<td>Devonshire - REIT</td>
<td>189,869.83</td>
<td>76,350.86</td>
<td>(113,518.97)</td>
<td></td>
<td></td>
<td>$1,496.23</td>
<td></td>
<td>189,869.83</td>
<td>60,350.87</td>
<td>(129,518.96)</td>
<td>0.54%</td>
<td></td>
</tr>
</tbody>
</table>

### Total Fixed Income Securities:

|                                      | 2,443,334.65                    | 2,509,132.91          | $65,798.26             | 11,584.04 |                             | 7,635.48               |                             | (310,47)                          | 2,430,814.57          | 2,465,741.00          | 34,926.43               |                                           |

### Common Stock - Equities:

<table>
<thead>
<tr>
<th>U.S. Equities</th>
<th>4,701,410.76</th>
<th>7,371,667.40</th>
<th>2,670,256.64</th>
<th>358,083.57</th>
<th>336,465.43</th>
<th>196,634.51</th>
<th>33,444.69</th>
<th>4,723,028.90</th>
<th>7,435,865.23</th>
<th>2,712,836.33</th>
<th>66.96%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Equities</td>
<td>288,713.49</td>
<td>452,981.46</td>
<td>164,267.97</td>
<td>1,483.34</td>
<td>1,483.34</td>
<td>461,490.55</td>
<td>172,777.06</td>
<td>288,713.49</td>
<td>461,490.55</td>
<td>172,777.06</td>
<td>4.16%</td>
</tr>
<tr>
<td>Equity ETFs</td>
<td>377,425.09</td>
<td>435,181.42</td>
<td>57,756.33</td>
<td>1,672.72</td>
<td>1,672.72</td>
<td>494,017.16</td>
<td>116,592.07</td>
<td>377,425.09</td>
<td>494,017.16</td>
<td>116,592.07</td>
<td>4.45%</td>
</tr>
</tbody>
</table>

### Total Equities:

| 5,367,549.34 | 8,259,830.28 | 2,892,280.94 | 358,083.57 | 336,465.43 | 196,634.51 | 36,500.75 | 5,389,167.48 | 8,391,372.94 | 3,002,205.46 | 75.52% |

### Total Endowment Investments at American National Bank Trust:

| $7,841,292.90 | $10,799,372.10 | $2,958,079.20 | $795,136.82 | $566,908.01 | $196,324.04 | $31,906.77 | $8,068,587.67 | $11,105,719.56 | $3,037,131.89 | 100.00% |

### Dec, Nov, and Jan activity:

Simple yield excluding mkt.value change: (Realized gain + Int.Div.Recd. + Amort/Accr.) / (Average Book Value) = 

Annualized

Dec, Nov, and Jan activity

Simple yield excluding mkt.value change: (Realized gain + Int.Div.Recd. + Amort/Accr.) / (Average Book Value) = 

(Annualized)

This report is prepared in conformity with Midwestern State University Investment Policy and state statutes and guidelines including the Uniform Prudent Management of Institutional Funds Act (Texas Property Code Chapter 163).
### Texas A&M University System

#### Long-term Investment Pools:
- **Investment management fee**: ($1,575.22)

<table>
<thead>
<tr>
<th></th>
<th>Book Value 11-30-20</th>
<th>Market Value 11-30-20</th>
<th>Unrealized Gain (Loss)</th>
<th>Purchases</th>
<th>Principal Payments Received</th>
<th>Realized Gain (Loss)</th>
<th>Amortization/ Accretion of Prem./Disc.</th>
<th>Realized In the Qtr.</th>
<th>Amortization/ Accretion of Prem./Disc.</th>
<th>Realized in the Qtr.</th>
<th>Book Value 02-28-21</th>
<th>Market Value 02-28-21</th>
<th>Unrealized Gain (Loss)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Texas A&amp;M System Endowment Pool</strong></td>
<td>$764,741.99</td>
<td>$849,645.25</td>
<td>$84,903.26</td>
<td>0.00</td>
<td>9,060.57</td>
<td>9,060.57</td>
<td>156.96</td>
<td>$764,741.99</td>
<td>$883,810.86</td>
<td>$119,068.87</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Long-term Investments</strong></td>
<td>764,741.99</td>
<td>849,645.25</td>
<td>84,903.26</td>
<td>0.00</td>
<td>9,060.57</td>
<td>9,060.57</td>
<td>156.96</td>
<td>764,741.99</td>
<td>883,810.86</td>
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<td><strong>Total Endowment Assets</strong></td>
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<td>119,068.87</td>
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<td></td>
</tr>
</tbody>
</table>

Dec, Nov, and Jan activity

Simple yield excluding mkt.value change: (Realized gain + Int.Div.Recvd. + Amort./Accr.) / (Average Book Value) = 4.82%

Market Value gain = 119,068.87 = 15.57%

(Annualized) 764,741.99 764,741.99

#### Texas A&M University System

#### Grand Total Endowment Assets
- **Grand Total Endowment Assets**: $15,598,825.93

<table>
<thead>
<tr>
<th></th>
<th>Book Value 11-30-20</th>
<th>Market Value 11-30-20</th>
<th>Unrealized Gain (Loss)</th>
<th>Purchases</th>
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<th>Realized Gain (Loss)</th>
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<th>Book Value 02-28-21</th>
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<th>Unrealized Gain (Loss)</th>
</tr>
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<tbody>
<tr>
<td><strong>Texas A&amp;M System Endowment Pool</strong></td>
<td>$11,527,330.78</td>
<td>$13,058,140.23</td>
<td>$1,530,809.45</td>
<td>0.00</td>
<td>139,251.28</td>
<td>139,251.28</td>
<td>2,412.36</td>
<td>$11,527,330.78</td>
<td>$13,583,229.17</td>
<td>$2,055,898.39</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Total Long-term Investments</strong></td>
<td>11,527,330.78</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dec, Nov, and Jan activity

Simple yield excluding mkt.value change: (Realized gain + Int.Div.Recvd. + Amort./Accr.) / (Average Book Value) = 4.92%

Market Value gain = 2,055,898.39 = 17.83%

(Annualized) 11,527,330.78 11,527,330.78

#### Texas A&M University System

#### Grand Total Endowment Assets
- **Grand Total Endowment Assets**: $15,598,825.93

<table>
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<tr>
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<th>Amortization/ Accretion of Prem./Disc.</th>
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<td>$292,372.44</td>
<td>0.00</td>
<td>$38,380.87</td>
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<td>3,743,852.26</td>
<td>437,099.10</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dec, Nov, and Jan activity

Simple yield excluding mkt.value change: (Realized gain + Int.Div.Recvd. + Amort./Accr.) / (Average Book Value) = 4.72%

Market Value gain = 437,099.10 = 13.22%

(Annualized) 3,306,753.16 3,306,753.16

This report is prepared in conformity with Midwestern State University Investment Policy and state statutes and guidelines including the Uniform Prudent Management of Institutional Funds Act (Texas Property Code Chapter 163).
Midwestern State University
Historical Yields

Percent

05/01/12 07/01/12 11/01/12 03/01/13 07/01/13 11/01/13 03/01/14 07/01/14 11/01/14 03/01/15 07/01/15 11/01/15 03/01/16 07/01/16 11/01/16 03/01/17 07/01/17 11/01/17 03/01/18 07/01/18 11/01/18 03/01/19 07/01/19 11/01/19 03/01/20 07/01/20 11/01/20 05/01/21

MSU Yield
3 Mo. Treasury
Texas Treasury
Texas Texpool
Midwestern State University
Pooled Investments
Total Invested
Summary of the Personnel Position Status Reports for 9/1/20 – 3/31/21

September 2020  
New Position (Grant Funded) – Geoscience Outreach Coordinator  
Net position change: +1 (Professional, Non-Faculty)  
Ratified by Board of Regents, 11/12/2020

New Position (Grant Funded) – Coordinator, Priddy Scholars  
Net position change: +1 (Clerical/Secretarial)  
Ratified by Board of Regents, 11/12/2020

Restructuring in Student Affairs with addition of Asst. Vice President for Student Affairs & Director, MOSAIC  
Elimination of MOSAIC Director and First2Go Director positions, and Addition of MOSAIC Asst. Director position  
Net position change: -1 (Executive, Administrators & Managerial)  
Ratified by Board of Regents, 11/12/2020

New Position – Coordinator – MOSAIC Cross Cultural Center  
Net position change: +1 (Clerical/Secretarial)  
Ratified by Board of Regents, 11/12/2020

Restructuring in Admissions/Coordinator changed to Counselor  
Net position change: -1 (Clerical/Secretarial) +1 (Professional Non-Faculty)  
Ratified by Board of Regents, 11/12/2020

Restructuring in Admissions/Coordinator, Dual Credit Position Eliminated  
Net position change: -.5 (Clerical/Secretarial)  
Ratified by Board of Regents, 11/12/2020

Total net new positions as of 3/31/21 = 1.50
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<th>Positions</th>
<th>Salary</th>
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### Midwestern State University
Personnel Position Status Report
February 28, 2021

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Midwestern State University
Reporting of Personnel Changes
January – March 2021

I. ENTERING EMPLOYEES
1. Nathaniel Brown – Assistant Coach, Football – 01/01/2021
2. Brooklyn Martin – Police Telecommunicator – 01/01/2021
3. Ismael Peoria – Veterans Affairs Counselor/Degree Audit Specialist, Registrar – 01/01/2021
4. Jeffrey Brasher – Assistant Professor, Education – 01/04/2021
5. Wendy Risner – Assistant Professor, Education – 01/04/2021
6. Leslie Crosley – Administrative Assistant, Registrar – 01/06/2021
7. Tammylee Watford – Police Telecommunicator – 01/11/2021
8. Lidia Garcia – Visiting Instructor, Athletic Training/Exercise Physiology – 01/16/2021
9. Sandra Groth – Visiting Instructor, Nursing – 01/16/2021
10. Jeffrey Brasher – Assistant Professor, Education – 01/04/2021
11. Wendy Risner – Assistant Professor, Education – 01/04/2021
12. Leslie Crosley – Administrative Assistant, Registrar – 01/06/2021
14. Lidia Garcia – Visiting Instructor, Athletic Training/Exercise Physiology – 01/16/2021
15. Sandra Groth – Visiting Instructor, Nursing – 01/16/2021
16. Jeffrey Brasher – Assistant Professor, Education – 01/04/2021
17. Wendy Risner – Assistant Professor, Education – 01/04/2021
18. Leslie Crosley – Administrative Assistant, Registrar – 01/06/2021
20. Lidia Garcia – Visiting Instructor, Athletic Training/Exercise Physiology – 01/16/2021

II. EXITING EMPLOYEES
1. Aaron Williams – Police Officer III – 01/02/2021
2. Bowen Stimelsky – Groundskeeper, Facilities Services – 01/13/2021
3. Terry Ortiz – Accountant II, Business Office – 01/15/2021
4. Jonathan Henderson – Admissions Counselor, Flower Mound – 01/19/2021
5. Darcy Brown-Minter – BSN Nurse Educator, Simulation Center – 01/31/2021
7. Kelvin Smith – Groundskeeper, Facilities Services – 02/14/2021
8. Janette Keen – Assistant Director, Student Services Flower Mound – 02/17/2021
9. Victoria Hurtt – Assistant Coach, Volleyball – 02/22/2021
10. Daria Close, Assistant Professor, Nursing – 02/23/2021
11. Kathy Mendenhall – Custodial Foreperson, Facilities Services – 02/28/2021
13. Kelly Murphy – Associate Director, Admissions – 03/12/2021
14. Martina Galvan – Custodian, Facilities Services – 03/16/2021

III. RETIRING EMPLOYEES
1. Ronald Hall – AC Refrigeration Mechanic II, Central Plant – 01/31/2021
2. Connie Strickland – Payroll Specialist – 01/31/2021
3. David Strickland – Electronics Technician, Central Plant – 01/31/2021
4. Frank Brasher – Custodian, Facilities Services – 02/28/2021
Construction Projects Status Report – Item 21-77

Bridwell Activities Center: $5.0M
- First floor renovation of the Daniel Building for Student Services and Greek Life to include meeting spaces, chapter rooms, and collaboration spaces.
- Most of the underslab plumbing has been installed, interior walls have been framed, support steel welded in place for exterior openings, elevator pit is in place, and will begin placing sheetrock on one side of the studs shortly.
- Previously unknown underground utilities issues have been resolved but will result in a completion day of ~+5 weeks (i.e., late September instead of mid-August).

Facilities’ Shops Complex: $2.79M
- Construction of a Facilities Services’ shops building and fleet storage yard began summer 2019 on the previous site of the University Police Department location.
- The contractor has been very slow to complete the remaining items, although the building has been occupied by Facilities Services personnel since mid-August.
- The remaining construction issues include proper gate operation and some minor building punch list items. While progress has occurred during the last three months, several items need to be corrected before final payment is issued.

J.S. Bridwell Renovation: $420k
- Renovation of J.S. Bridwell Room 108 to a kinesiology lab for the West College of Education.
- The project has been designed, and bids were received in late March. A Best and Final Offer was issued in mid-April, with the responses being reviewed. Work to occur between May and September, although it may extend through December if an alternate for wooden flooring is accepted.

Projects <$100k
- Initiated the purchase and installation of energy meters for Ligon and Legacy for more accurate billing of utility costs for these two buildings (~$7k each).
- Responded to various issues related to the extremely low temperatures and excessive snow in mid-February (~$64k total).
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<th>Architect/Engineering Firm</th>
<th>BOR Approved Project Budget</th>
<th>Project Budget After Reallocated Contingencies (1)</th>
<th>Encumbered/Spent Dollars</th>
<th>Additional Projected Costs</th>
<th>Total Project Cost</th>
<th>Over/(Under) Reallocated Budget</th>
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(1) Reallocated contingency dollars among TRB projects per approved August 1, 2019 BOR agenda item 19-136.
(2) Budget increased due to sod addition ($30k) and TAS/ADA access to two horses ($20k).
(3) TRB contingency funds availability increased project budget to include Alternate 2 to renovate 4 rooms into 2 larger rooms/PC lab (~$100k).
(4) Facilities Complex Project, Bridwell Activities Center, and Bridwell 108 are not funded with TRB dollars.
(5) Budget increased by $72k for brick pilasters along fence.
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</tbody>
</table>
Construction Update Status

May 6, 2021

By

Kyle Owen
Associate Vice President for Facilities Services
Bridwell Activities Center Project: West Side

Before as of October 29, 2020

Current as of March 26, 2021
Before as of October 29, 2020

Current as of March 26, 2021
Bridwell Activities Center Project: South Side

Before as of October 29, 2020

Current as of March 26, 2021
Typical Greek suite framing as of March 26, 2021
McCullough-Trigg roof level coil freeze failure caused major water leak; shorted out two elevator control panels ($20k).

Restroom pipe froze/broke in Housing offices; flooded flooring ($500).
Blizzard Damage: Daniel Building

Chill water line break due to frozen pipe.

Frozen water in heat exchanger created large cracks ($30k).

Frozen water in steam trap fractured trap.
Blizzard Damage: University Police Department

Water line in exterior closet froze when power was lost at UPD. Pipe was in common wall with IT data closet. When power was restored, pipe broke and damaged IT equipment ($3.5k).
Blizzard Damage: Campus Grounds

Provided path to Clark Student Center dining access from residence halls.

Bolin Fountain underground pump room, flooded as a result of a broken pipe (~$5k).
## Midwestern State University
### Capital Projects - MP 1
#### Fiscal Years 2022-2026 Item 21-78

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Priority</th>
<th>Project Cost</th>
<th>Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bolin Science Renovations and Addition</td>
<td>1</td>
<td>$40,000,000</td>
<td>Special Item Funding/Tuition Revenue Bonds (TRB) and Private Funds</td>
</tr>
<tr>
<td>Infrastructure Improvements</td>
<td>2</td>
<td>15,000,000</td>
<td>Tuition Revenue Bonds (TRB)</td>
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<tr>
<td>Daniel Building Student Services - Student Life Renovations, Phase II</td>
<td>3</td>
<td>5,000,000</td>
<td>Private Funds</td>
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<tr>
<td>Daniel Building Hardscaping</td>
<td>4</td>
<td>2,000,000</td>
<td>HEAF</td>
</tr>
<tr>
<td>Parking Facilities</td>
<td>5</td>
<td>8,000,000</td>
<td>Parking Fees &amp; HEAF</td>
</tr>
<tr>
<td>South Hardin Renovations &amp; Welcome Center</td>
<td>6</td>
<td>3,000,000</td>
<td>Private Funds &amp; HEAF</td>
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<tr>
<td>Hardin Building Infrastructure Renovation</td>
<td>7</td>
<td>8,000,000</td>
<td>HEAF</td>
</tr>
<tr>
<td>West Campus Annex Facilities Renovation</td>
<td>8</td>
<td>1,200,000</td>
<td>Private Funds &amp; HEAF</td>
</tr>
<tr>
<td>Acquisition of Property</td>
<td>9</td>
<td>3,000,000</td>
<td>Private Funds</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$85,200,000</strong></td>
<td></td>
</tr>
</tbody>
</table>

Projects <$1 MM not reported to THECB.

A. New construction projects $1,000,000 or more;
B. Repair and renovation projects $1,000,000 or more;
C. Information resource projects that cumulatively would total $1,000,000 or more in one year; and
D. Property purchases that cumulatively would total $1,000,000 or more in one year.
## 2021-22 Tuition and Fee Proposal

### Fall 2021 based on 15 credit hours

<table>
<thead>
<tr>
<th></th>
<th>New</th>
<th>Sophomores</th>
<th>Juniors</th>
<th>Seniors</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Tuition</td>
<td>$750.00</td>
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<tr>
<td>University Designated Tuition</td>
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<tr>
<td>Student Union/Center Fee</td>
<td>55.00</td>
<td>55.00</td>
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<td>55.00</td>
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<tr>
<td>Recreational Center Fee</td>
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<tr>
<td>Student Service Fee</td>
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<td>250.00</td>
<td>250.00</td>
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<tr>
<td>Athletic Fee</td>
<td>145.20</td>
<td>145.20</td>
<td>145.20</td>
<td>145.20</td>
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<tr>
<td>Instruct Enhancement Fees - average</td>
<td>270.00</td>
<td>270.00</td>
<td>270.00</td>
<td>270.00</td>
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<tr>
<td>University Services Fee</td>
<td>1,319.25</td>
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<tr>
<td>Security Fee</td>
<td>50.00</td>
<td>50.00</td>
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</table>

**Total for 15 SCH**

<table>
<thead>
<tr>
<th></th>
<th>New</th>
<th>Sophomores</th>
<th>Juniors</th>
<th>Seniors</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>$5,157.95</td>
<td>$5,073.20</td>
<td>$5,002.70</td>
<td>$4,964.45</td>
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### Per Semester Credit Hour:

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<thead>
<tr>
<th></th>
<th>$145.90</th>
<th>$140.25</th>
<th>$135.55</th>
<th>$133.00</th>
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<tbody>
<tr>
<td>Designated Tuition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletic Fee (capped at $145.20)</td>
<td>12.10</td>
<td>12.10</td>
<td>12.10</td>
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<tr>
<td>Doctral Tuition rate</td>
<td>$50.00</td>
<td></td>
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</table>

*For new and continuing doctoral students*
## 2021-22 Tuition and Fee Proposal

### Instructional Enhancement differential fees -

<table>
<thead>
<tr>
<th>Program</th>
<th>Current</th>
<th>Proposed</th>
<th>$ Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Hygiene</td>
<td>$32.00</td>
<td>$40.00</td>
<td>$8.00</td>
</tr>
<tr>
<td>Nursing</td>
<td>$32.00</td>
<td>$37.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Respiratory Care</td>
<td>n.a.</td>
<td>$7.00</td>
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</tr>
</tbody>
</table>
Standards of Conduct, Conflict of Interest Disclosure, Ethics, and Compliance with Ethics Commission Filing Requirements

21-80. Each year, Regents are asked to review copies of the Texas Government Code Section 572.051, "Standards of Conduct; State Agency Ethics Policy" and the Midwestern State University Policy 2.25, "Ethics Policy for the Board of Regents of Midwestern State University." Regents are also asked to certify their understanding of their responsibilities to comply with these standards, policies, and other state laws and rules governing conflicts of interest. Finally, Board members are asked to certify their filing of the required Personal Financial Statement with the Texas Ethics Commission, which is due this year on June 30.

Compliance Update

21-81. The Board Book includes an update on compliance activities for information only.

Internal Audit Update

21-82. The Board Book includes an update on internal audit activities for information only.

Payroll-Timekeeping Audit Report 21-03

21-83. The Payroll-Timekeeping Audit Report is included in the Board Book and will be presented for the Board's acceptance.

Holiday Schedule for Staff Employees – 2021-2022

21-84. State agency employees are entitled to a paid day off from work on a national, state, and skeleton crew holiday that the state of Texas observes as outlined in Texas Government Code, Chapter 662. Institutions of higher education may establish this holiday schedule for their institution. MSU staff employees will receive 12 paid holidays in FY 22, aligned with the approved academic calendar. The administration will recommend approval of the schedule presented in the Board Book.

Diversity, Equity, and Inclusion (DEI) Strategic Plan

21-85. In 2020, MSU Texas began a formal examination pertaining to its commitment to and improved support of diversity, equity, and inclusion for all its constituents. Grounded in the liberal arts tradition and based on its mission and values supporting social justice, the Diversity, Equity and Inclusion (DEI) Task Force was formed. The charge given to the Task Force was to engage in discussion that would provide the framework for future institutional actions aimed at improving the current DEI environment. The Task Force's primary purpose was to formulate a plan to achieve a progressive and deep culture change, with the ultimate challenge of creating a transformational and sustainable institutional environment of diversity, equity, and inclusion.

The resulting work of the Task Force will be recommended for approval as the DEI Strategic Plan as shown in the Board Book. This strategic plan has received and incorporated feedback throughout the campus, including governance groups. Dr. Martin Camacho, a member of the DEI Task Force, will present this item.
Establishment and Naming of Charlye O. Farris Social Justice Resource Center

21-86. Goal 5 of the DEI Strategic Plan relates to supporting DEI efforts in the community. Doing so will directly benefit MSU community members' off-campus experiences and serve as a catalyst for the Wichita Falls region to retain talent after graduation. As an important source of education, cultural capital, and economic prosperity, the University will establish a social justice resource center (SJRC) this fall. The SJRC will create space for reflection, dialogue, and collaboration around issues of diversity, equity, and inclusion in our Wichita Falls community.

Charlye Ola Farris, a Wichita Falls native, received her Bachelor's Degree (1948) in Political Science from Prairie View A&M University and went on to study law at Howard University. She was the first Black woman to be licensed to practice law in the State of Texas, the first Black lawyer to practice actively in Wichita County, and the first Black person to serve as a judge in the south since Reconstruction. She served on the Board of Regents at Midwestern State University from 2006 to 2010; poignantly, she would not have been permitted to attend MSU 60 years prior. Ms. Farris was a tireless advocate for equity and an inspiration to all who knew her.

The administration will recommend naming the new SJRC as the Charlye O. Farris Social Justice Resource Center when it opens in the fall.

Student-Initiated Naming Opportunities

21-87. The MSU Student-Athlete Advisory Committee (SAAC) and the Student Government Association (SGA) recommended and endorsed proposals to rename the football practice field the "Robert Tyree Grays Field" and the women's locker room in D. L. Ligon Coliseum the "Noel Johnson Locker Room." Consistent with the proposals from SAAC and SGA presented in the Board Book, the administration will recommend approval of these namings.

Update on Youth Protection Guidebook

21-88. At the February 2021 meeting of the Board of Regents, the Regents approved the Guidebook as presented with the understanding that the administration would review issues related to whether more than one individual should be present when dealing with a minor and the matter of gender. The administration was asked to report on these questions at the May 2021 meeting.

As approved, the Youth Protection Guidebook recommends that adults not be alone with youth on page nine as part of the transportation plan and on page 12 under tips for working effectively with minors. Additionally, MSU Operating Policy 62.04, Youth Protection Program, which will be presented to the Board for consideration in August 2021, contains the following language: "[N]o one-on-one contact with minors is permitted outside the presence of others." The administration believes the presence of two adults mitigates the need for the same gender.

MSU Policies and Procedures Manual – Proposed Changes

21-89. Policy modifications and additions to the MSU Policies and Procedures Manual will be recommended for approval as presented in the Board Book and summarized below. All of the policies have been adapted to the new policy format.
A. **NEW MSU OP 2.33 Shared Governance** – A basic tenet of higher education and one of its most distinctive values is its commitment to shared governance: the process by which various constituents - governing boards, senior administration, faculty, staff, and students - contribute to decision making related to college or university policy and procedure. When done well, shared governance strengthens the quality of leadership and decision making at an institution, enhances its ability to achieve its vision and to meet strategic goals, and increases the odds that the very best thinking by all parties to shared governance is brought to bear on institutional challenges. When done well, shared governance engenders an institutional culture of collective ownership and accountability for the institution's present and future. Further, when faculty, staff, students, administrators, and boards are actively and collaboratively involved in decision-making processes, decisions are implemented more quickly and more effectively. The proposed shared governance policy is in keeping with best practices and recommendations by the Association of Governing Boards of Universities and Colleges (AGB).

B. **MSU OP 02.25 Organization - Provost and Vice President for Academic Affairs (formerly Policy 2.333)** – This policy was updated to reflect the current duties and expectations of the Provost and all direct reports to the Provost.

C. **MSU OP 2.29 Purpose and Responsibilities of the Vice President for Student Affairs (formerly Policy 2.340)** – This policy was updated to reflect the current duties and expectations of the Vice President for Student Affairs (VPSA) and all areas that report to the VPSA.

D. **MSU OP 06.19 Office Hours for Faculty (formerly Policy 3.144)** – the administration requested a suspension of MSU Policy 3.144 to allow the pilot of a reduction in office hours at the request of the Faculty Senate. The pilot was complete, with no issues reported. Provost Johnston worked with the Deans and Faculty Senate to revise the policy. This policy is supported by the Deans and Faculty Senate and was approved by the Administrative Council.

E. The following seven policy revisions and additions are in response to a site visit conducted by the State Office of Risk Management (SORM) in spring 2020. While SORM's formal report was highly complimentary of the risk practices and procedures on the MSU campus, SORM recommended management develop a risk management manual that would include a number of standard policies. These policies memorialize procedures and practices already in place and were not due to any deficiency in risk mitigation.

1. **NEW MSU OP 34.10, Lockout/Tagout Program** – This new policy primarily affects Facilities Services personnel and those working on energized equipment to require equipment be de-energized and a lock placed on the energy source before working on it.

2. **NEW MSU OP 34.11, Campus Hot Work Usage** – This new policy primarily affects Facilities Services personnel to require precautions to be taken related to cutting, grinding, and welding operations to prevent fires. This policy does not apply to hot work related to academic classes.
3. **NEW MSU OP 34.12, Elevator Malfunction Response** – This new policy clarifies the response procedures when an elevator fails to operate, with or without occupants.

4. **NEW MSU OP 34.13, Storm Water Compliance Program** – This new policy primarily affects Facilities Services personnel, especially with construction projects in proper storm water discharge management.

5. **NEW MSU OP 34.18, Fire and Life Safety** – This new policy confirms established departmental responsibilities regarding fire and life safety.

6. **MSU OP 36.02, University Vehicles** – This policy combines two existing policies, 3.313 (Vehicle Operator's License Requirements) and 3.334 (Vehicle Use Policy), with policy 3.313 to be deleted as a result of the proposed new version. The proposed and combined policy documents current procedures and does not create new requirements.

7. **MSU OP 52.60, Workers Compensation** – This policy incorporates existing policy 3.336 (Workers' Compensation) and more clearly defines current procedures with no new requirements.

F. **MSU OP 52.25, Criminal Background Checks – Employees and Volunteers** – This policy has been updated in response to an internal audit regarding minors on campus. The changes outline the specific procedures related to background checks for volunteers of activities involving youth. Clarifying language was also added to define these activities, including camps, programs, or youth events.

G. **NEW MSU OP 56.05 Misconduct in Research** – This is a new policy to provide an institutional response to accusations of misconduct and, at the same time, to ensure that the individual accused of such misconduct has full opportunity to refute the allegations and present the pertinent facts. It is a required policy as part of a National Institutes of Health Grant awarded to MSU Office of Sponsored Programs and Research to expand its operations and services to include post-award support to faculty and staff.

H. **NEW MSU OP 56.06, Disclosure of Significant Financial Interests That May Represent Conflicts of Interest** – This is a new policy to provide a process for the disclosure of financial conflicts of interests that may relate to externally funded research in accordance with federal and state regulations. It further provides for procedures for addressing and managing such conflicts of interest.
Compliance Activities Update

In accordance with the requirements set forth in Policy 2.26(C)3(b), Institutional Compliance and Ethics Program, the following is an update regarding the content and operation of the University’s compliance and ethics program.

- MSU Texas enrolled and qualified as a COVID-19 vaccine provider which includes access to Texas Department of State Health Services VAOS (Vaccine Allocation and Ordering System). Beginning on April 8, and continuing each Tuesday and Thursday throughout April, the University will partner with the Texas Department of Emergency Management (TDEM) and the Texas Military Department (TMD) to host COVID-19 vaccine clinics. In addition, the Vinson Health Center will be providing immunizations daily after receipt of the allotted vaccines.

- The Return to Campus Taskforce was reactivated to review all areas of restricted campus operations and make recommendations regarding timeline and steps that would be needed to returning to Phase IV-Normal Campus when it is safe to do so. The following are highlights of those recommendations:
  - Triggers for moving between Phases were updated to include vaccine availability and vaccine rate in the area population.
  - Online courses, designed and listed as such, will not change.
  - Face-to-face courses may have increased capacity and modified distancing if safe to do so based on University use of local, state, and federal guidance.
  - Hybrid courses may be modified to transition to more face-to-face as determined by the instructor, chair, and dean and based on University use of local, state, and federal guidance.
  - Campus activities may increase in capacity, and the Taskforce presented a time frame needed to do so once a decision is made.

- The Title IX Director and Coordinator has been attending ongoing, biweekly training with D. Stafford and Associates covering changes in regulations and recent court rulings. On February 25, 2021, a luncheon was held for all Title IX investigators to cover the new regulations. January was national stalking awareness month. Separate events were held in each of the residence halls educating students on stalking behaviors and how to ask for help if being stalked. The Title IX Office held an event on Human Trafficking and Sex Trafficking on March 17, 2021. Guest Speaker, Catherine Earley, spoke to students about command strategies to trick youth and young adults into trafficking. The Take Back the Night Event was held on April 9, 2021, sponsored by the Title IX Office and the VIP Peer Educators. Take Back the Night is a University program where the campus community becomes part of a worldwide effort to combat sexual violence and violence against women.
Students, faculty, and staff will be encouraged to wear jeans on Denim Day, April 28, 2021 for the annual sexual assault awareness event.

- The University’s biennial review of its drug and alcohol prevention program for students and employees was published in December 2020 and is on file in the Student Affairs and Human Resources Office. The biennial review includes the following information, as required by the Drug-Free Schools and Communities Act: (1) documentation of the number of all alcohol and drug referrals adjudicated at the institution and the accompanying sanctions issued for these violations; (2) identification of methods in place to educate members of the university community about policies related to alcohol and drugs, and sanctions in place to enforce these policies; (3) identification of alcohol and drug programming that occurs on the university campus; (4) identification of resources and intervention assistance available to individuals, (5) review of the university’s alcohol and drug-related policies, procedures, programming, and intervention methods; and, (6) recommendations for improving alcohol and drug-related policies, procedures, programs and overall coordination.

- All MSU police officers received training in the following topics in January: Self-Aid, Buddy Aid, and Implicit Bias. Other individual employees received the following various trainings: (1) Human Trafficking, (2) Field Training Officer, (3) Crisis Communications, (4) Responding to Mental Illness, (5) De-escalation Tactics, (6) Child Abuse Prevention and Investigation, and (7) Missing and Exploited Children.

- The Environmental Health, Safety, and Risk Management Committee (EHSRM) met on March 8, 2021. EHSRM members reported: (1) utilizing Desire 2 Learn (D2L) to train for chemical hygiene has seen an increase in the number of attendees, and (2) a Fieldwork Safety Manual was created by the McCoy College of Science, Mathematics & Engineering to help prepare for health and safety concerns encountered when conducting fieldwork, to assess and minimize risk and provide aid in case of an emergency in the field. The next EHSRM meeting is scheduled for June, 2021. The Accident Review Board (ARB) reported there were no worker’s compensation claims and no vehicle accidents during the second quarter.

- One complaint was received between January 2021 and March 2021 through the EthicsPoint anonymous hotline. This complaint did not involve fraud. Four complaints remain open and are under investigation.

- Eighty-nine (89) contracts were processed through the University’s Contract Management System in the second quarter of 2021 (December 1, 2020 – February 28, 2021). As of February 28, 2021, a total of 4,461 contracts were included in the repository, with 1,181 being active.
Internal Audit Update

I am pleased to provide an update on this quarter’s Office of Internal Audits activities.

I. The Payroll-Timekeeping Audit #21-03 is complete. The overall objective of our audit was to evaluate the adequacy and effectiveness of processes and controls for managing time and attendance. Based on the audit procedures performed, we conclude access to TimeClock Plus is not appropriately limited, and Payroll Department processes and controls can be enhanced with the recommendations noted in the report.

II. The implementation status of prior audit recommendations were monitored. The following audits have outstanding recommendations as of the date of this report:
   - FY 2016 - Information Security Audit.
   - FY 2017 - Clery Act Compliance assessment.
   - FY 2019 - Minors on Campus Audit.
   - FY 2021 - Safety and Security Audit, Athletics Return to Play Project, Internal Audit Quality Review.

III. In-progress projects from the Fiscal Year 2021 Audit Plan include:
   a. Began the Contract Management Audit.
   b. Provide audit assistance to the State Auditor’s Office for their Audit of Endowments at Selected Higher Education Institutions.
   c. Provide ethics and compliance advisory services to various University departments.
   d. Continued work on three projects from the previous fiscal year that were in progress at December 31, 2020.
      - One project was completed in February 2021; Disaster Recovery Plan.
      - Two projects are still on-going; Business Continuity Plan, and Policy Management Software Project.

IV. Internal audit focus for the next quarter:
   a. Outsourced Information Security, Texas Administrative Code 202 Compliance Audit
   b. Admissions Audit
   c. Academic Outreach Audit

Respectfully submitted,

Leigh Kidwell

Leigh Kidwell, CPA, CIA, CGMA
Chief Audit Executive
April 6, 2021
Payroll-Timekeeping Audit
Report 21-03
as of December 31, 2020

Office of Internal Audits

Leigh Kidwell, CPA, CIA, CGMA,
Chief Audit Executive

3410 Taft Blvd.
Wichita Falls, TX 76308
Phone: (940) 397-4914
Fax: (940) 397-4037
www.msutexas.edu/internal-audits
April 12, 2021

Dr. Suzanne Shipley, President
3410 Taft Blvd.
Midwestern State University
Wichita Falls, TX 76308

Dear Dr. Shipley:

The Office of Internal Audits has completed a Payroll - Timekeeping Audit at Midwestern State University (the University or MSU). This engagement was included in our annual audit plan for the year ending August 31, 2021. We performed this audit in conformance with the Institute of Internal Auditors’ International Standards for the Professional Practice of Internal Auditing. Additionally, we conducted the audit in accordance with generally accepted government auditing standards (GAGAS). Those standards define conditions that provide organizational independence for internal auditors and facilitate our ability to carry out our responsibilities in an unbiased manner. Our office is independent per those standards. The standards also require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions. Our internal review processes indicate that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

The objectives of our audit were to evaluate the adequacy and effectiveness of processes and controls for managing time and attendance; determine if timekeeping policies and procedures adequately define time and attendance requirements, expectations, roles, and responsibilities; determine if time clock data is appropriately reviewed and authorized by management; determine if manual adjustments are appropriate and adequately supported; and determine if authorized user access to TimeClock Plus is appropriately limited. The scope of our audit included University timekeeping records, policies, procedures, systems, and controls for calendar year 2020.

Based on the audit procedures performed, we conclude access to TimeClock Plus is not appropriately limited, and Payroll Department processes and controls can be enhanced with the recommendations noted in this report. We identified an opportunity to strengthen the process of granting supervisor approval authority. We also identified opportunities to ensure electronic timesheets are approved timely, and Payroll Department processed manual adjustments are adequately supported.

Additional information, audit recommendations and management’s responses are included in the attached Details of Audit Findings. Management agrees with all recommendations provided, and is responsible for implementing the course of action.

Our Standards require that we monitor audit findings to ensure that management action plans have been effectively implemented. Our follow-up procedures will vary based on the significance of the findings and may include reviewing policies and processes or we may perform limited procedures to ensure the action plan is working as intended.

Our recommendations are provided to assist University management in enhancing its operations and managing its risks. We appreciate the courtesies extended to us during this engagement.
Sincerely,

Leigh Kidwell, CPA, CIA, CGMA
Chief Audit Executive

REPORT DISTRIBUTION:

MSU Responsible Party:
   Dr. Beth Reissenwebber, Vice President of Administration and Finance
   Kathy Rice, Payroll Director

Members of the Audit, Compliance and Management Committee:
   Tiffany Burks
   Caven Crosnoe
   Karen Liu Pang

State of Texas Agencies:
   Governor’s Budget and Policy Division
   Legislative Budget Board
   State Auditor’s Office

AUDIT REPORT

Background

The Payroll Department is responsible for processing the University’s payroll, preparing federal and state payroll reporting while complying with federal, state and University guidelines. In addition, the Payroll Department assists employees and departments with time and leave reporting activities.

The University began a phased-in approach to implement TimeClock Plus (TCP), an electronic timekeeping system in late 2017 which extended to January 2020. TCP is a web-based application that utilizes physical time clock terminals to capture employee attendance for payroll purposes. Non-exempt staff, students, and temporary part-time employees are required to clock in and out using TCP.

Objective, Scope, Methodology, and Criteria

Based on an engagement risk assessment, the overall objective of our audit was to evaluate the adequacy and effectiveness of processes and controls for managing time and attendance. Specifically, the objectives of this audit were to provide assurance that:
• Timekeeping policies and procedures adequately define time and attendance requirements, expectations, roles, and responsibilities.
• Time clock data is appropriately reviewed and authorized by management.
• Manual adjustments are appropriate and adequately supported.
• Authorized user access to TimeClock Plus is appropriately limited.

The scope of our audit included current timekeeping processes, University policies, Information Security Handbook (revised May 2018), Midwestern State University Timekeeping System Guidelines, TCP’s Security Overview, and TCP’s System and Organization Controls Report (SOC3). Additionally, we communicated with the University’s Chief Information Security Officer. The audit period included operations during the period January 1, 2020 through December 31, 2020.

Internal control is a process used by management to help an entity achieve its objectives, run its operations efficiently and effectively, report reliable information, and comply with applicable laws and regulations. Government Auditing Standards require auditors to assess and report on internal controls significant to the audit objectives using the Committee of Sponsoring Organizations of the Treadway Commission’s (COSO) internal control components and underlying principles. COSO includes five components: Control Environment; Risk Assessment; Control Activities; Information and Communication; and Monitoring; along with seventeen related principles.

Though all five components of COSO were generally relevant, we determined that the University’s Control Environment (CE), Risk Assessment (RA), and Control Activities (CA) were significant to the audit objectives including the following specific principles:

<table>
<thead>
<tr>
<th>Component</th>
<th>Principle #</th>
<th>COSO Principle</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE</td>
<td>1</td>
<td>The oversight body and management should demonstrate a commitment to integrity and ethical values.</td>
</tr>
<tr>
<td>RA</td>
<td>8</td>
<td>Management should consider the potential for fraud when identifying, analyzing, and responding to risks.</td>
</tr>
<tr>
<td>CA</td>
<td>11</td>
<td>Management should design control activities to achieve objectives and respond to risks.</td>
</tr>
<tr>
<td>CA</td>
<td>12</td>
<td>The organization deploys control activities through policies that establish what is expected and procedures that put policies into action.</td>
</tr>
</tbody>
</table>

The audit methodology included:
• Performing a risk assessment;
• Reviewing applicable policies, procedures, and best practices;
• Assessing internal controls;
• Obtaining representations from University employees through interviews or questionnaires;
• Analyzing timekeeping transactions;
• Performing risk-based testing;
• Other procedures as deemed necessary.
Our audit was based upon criteria and standards set forth in the following:
- Midwestern State University *Timekeeping System Guidelines*;
- University Policies;
- Information Security Handbook (May 2018 Revision);
- Committee of Sponsoring Organizations (COSO) Internal Control Framework.

**Finding Ratings**

Auditors used professional judgment to rate the audit findings identified in this report. The ratings were determined based on the degree of risk or effect of the findings in relation to the audit objective. In determining the ratings, auditors considered factors such as financial impact, potential failure to meet program objectives, noncompliance, and other requirements or criteria, and the inadequacy of the design and/or operating effectiveness of internal controls. The following table provides a description of the finding ratings presented in this report.

<table>
<thead>
<tr>
<th>Finding Ratings</th>
<th>Description of Rating</th>
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</thead>
<tbody>
<tr>
<td>Low</td>
<td>The findings identified do not present significant risks or effects that would negatively affect the program audited.</td>
</tr>
<tr>
<td>Medium</td>
<td>Findings identified present risks or effects that if not addressed could moderately affect the program’s ability to effectively administer the functions audited. Action is needed to address the noted concerns and reduce risks to a more desirable level.</td>
</tr>
<tr>
<td>High</td>
<td>Findings identified present risks or effects that if not addressed could substantially affect the program’s ability to effectively administer the functions audited. Prompt action is essential to address the noted concerns and reduce risks.</td>
</tr>
<tr>
<td>Priority</td>
<td>Findings identified present risks or effects that if not addressed could critically affect the program’s ability to effectively administer the functions audited. Immediate action is required to address the noted concerns and reduce risks.</td>
</tr>
</tbody>
</table>

**Summary of Findings**

Based on the audit procedures performed, we conclude access to TimeClock Plus is not appropriately limited, and Payroll Department processes and controls can be enhanced with the recommendations noted in this report. Additional information for the high rated audit findings, recommendations and management’s responses are included in the attached Details of Audit Findings. Low and medium rated audit observations were communicated separately to the appropriate management in writing.

**Management Responsibility**

Management is responsible for establishing and maintaining effective risk management, internal control, and governance processes. This engagement was performed using a risk-based audit approach that did not include evaluation of every process, transaction, or activity occurring during the scope period. As a result, complete assurance cannot be provided that all processes are effectively
controlled and that all errors, irregularities, and instances of noncompliance occurring during the scope period were identified.

Acknowledgements

We appreciate the assistance provided and courtesies extended to us during our audit by the Vice President of Administration and Finance, Payroll Director, Payroll Specialist (retired), and Payroll Assistant.

DETAILS OF AUDIT FINDINGS

Finding 1 – TimeClock Plus User Access

Background

Departments using cloud based, software as a service are held to the same security standards as outlined in MSU Policy 4.197, Information Resources Use and Security Policy, and the University’s Information Security Handbook. Departmental Information Resource Owners that authorize or deny access to specialty software utilized in their department, typically are not information security controls experts in regards to ensuring the confidentiality, integrity and availability of resources and information.

Specific audit findings, recommendations, and management’s corrective action plans are considered security sensitive and are not for public distribution. Texas Government Code, Section 551.076
DETAILS OF AUDIT FINDINGS
Finding 2 – Granting Supervisor Approval Authority

Background
We performed tests to determine if TimeClock Plus (TCP) data is appropriately reviewed and authorized by supervisors. Specifically, we tested if electronic timesheets were reviewed and approved by the appropriate department supervisor. The Payroll Department requires each department's budgetary head to complete a Time Approval Authorization Form to grant a supervisor approval authority. The authorization form identifies the department’s primary approver and an alternative (proxy) approver.

Findings
Twenty-nine supervisors were selected for testing. We requested copies of the Time Approval Authorization Forms from the Payroll Department for approvals made between September 27, 2020 and October 24, 2020. After reviewing the authorization forms, we found incomplete or inaccurate documentation exists to support budgetary department head’s granting supervisors the authority to approve timesheets. Specifically:

- Eleven of the twenty-nine supervisors selected did not have a Time Approval Authorization Form on file.
- Three of the eighteen Time Approval Authorization Forms provided to the auditors were for departments the supervisor no longer worked in.

Recommendation
The Payroll Director should design a process to ensure Time Approval Authorization Forms are obtained when approvers and proxy approvers are assigned or changed, and when approvers transfer to other departments.

Management Response
On February 8, 2021, the Payroll Department requested that all Supervisors/Approvers submit an updated Time Approval Authorization Form. A process will be developed to monitor Electronic Personnel Action Forms for employee staffing changes to confirm that Payroll receives new Time Approval Authorization Forms as appropriate. The Payroll Department will also ensure that forms are received by the departmental budgetary head for any new employee access to the TimeClock Plus system.

Responsible Party
Payroll Director
DETAILS OF AUDIT FINDINGS

Finding 3 – Timely Electronic Timesheet Approval

**Background**

Supervisor/ approvers are expected to review their department’s timesheets and leave requests each week no later than the following Tuesday. Reminder emails are automatically sent to supervisors every Tuesday and Thursday when their approval is needed. Payroll Department employees spend a considerable amount of time every week following up with supervisors with pending timesheets and leave requests. Untimely approvals by supervisor/approvers prevent Payroll Department employees from performing their jobs efficiently.

**Findings**

We tested to determine if TimeClock Plus (TCP) data is timely reviewed and authorized by supervisor/approvers. A TCP Audit Log report was generated for time punches recorded between September 27, 2020 and October 24, 2020. Auditors reviewed a 7% sample from the Audit Log report for 39 employees with 1,004 time punches approved by 29 supervisors.

We noted 115 time punches (11%) were not approved by the following Tuesday. Those 115 time punches were attributable to twelve supervisors. Based on tests performed, supervisor/approvers do not consistently approve timesheets by Tuesday of the following week.

**Recommendation**

The Vice President of Administration and Finance and Payroll Director should establish and enforce the timesheet approval deadline for supervisors. A process should be developed to identify habitual offenders, to promote compliance, and to report recurrences to department budgetary heads.

**Management Response**

The TimeClock Guidelines were updated to include the timesheet approval deadline requirement for approvers/supervisors. The updated version will be distributed to all approvers, as well as, posted on the Payroll website. Payroll will explore TimeClock Plus reporting capabilities to identify approvers that continually miss deadlines in order to promote compliance, and to escalate to departmental budgetary heads, as appropriate. An online training program will be developed.

**Responsible Party**

Payroll Director
DETAILS OF AUDIT FINDINGS

Finding 4 – Payroll Department Processed Manual Adjustments

Background

Tests were performed to determine if manual adjustments processed by Payroll Department employees were appropriate and supported. Appropriateness was determined by roles and responsibilities assigned to supervisor/approvers versus complex adjustments typically performed by Payroll Department employees.

We reviewed 100% or 291 manual entries performed by Payroll Department employees between September 27, 2020 and October 24, 2020. We noted fifteen manual adjustments performed by Payroll Department employees to resolve conflicting segments and to approve missed time punches, which should have been performed by supervisor/approvers. Payroll Department employees spend time every week following up with supervisors and/or employees. When timesheets or leave requests remain unapproved, Payroll Department employees are forced to process these items to ensure payroll is processed on time.

Findings

The amount of time spent following up with supervisors and employees each month appears to take a significant amount of Payroll Department employees’ time. While the exact amount of follow up effort cannot be determined due to lack of documentation, the auditors believe it affects the efficiency of payroll processing. We also noted opportunities to strengthen internal controls regarding supporting documentation for manual adjustments entered by Payroll Department employees. During testing, we noted:

- Corrections that occur after the close of the workweek require documentation that must be signed by a supervisor/approver and submitted to the Payroll Department. 28 of the 37 paper timesheets obtained did not have an employee signature to certify the hours worked were true and correct even though the form includes a certifying statement.
- Manual punches were entered by Payroll Department employees for four telecommuting employees and for four supervisor requests. Documentation provided to the auditors for these entries were copies of emails which had to be obtained from a Payroll Department employee’s email folder.
- Two international student workers’ hours were recorded on paper timesheets, which were held by their supervisor for several months while the students’ social security applications were processing.
- Nineteen manual adjustments performed by Payroll Department employees to record vacation time had no documentation to support the Payroll Department communications with the employee or their supervisor.

Recommendations

The Payroll Director should ensure Payroll Department employees receive and file the appropriate documentation to support manual adjustments, supervisor requests, and employee certifications.
Management Response

Payroll staff have been instructed to obtain proper documentation for adjustments and attach to the employee’s record. Employees will be notified if adjustments are made by the Payroll Department.

Responsible Party

Payroll Director
Proposed Holiday Schedule
For Staff Employees
2021-2022

Schedule I
(Employees on Four-Day, 40 Hour Summer Work Schedule)

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
<th>No. of Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 6, 2021</td>
<td>Labor Day</td>
<td>1</td>
</tr>
<tr>
<td>November 24-25, 2021</td>
<td>Thanksgiving</td>
<td>2</td>
</tr>
<tr>
<td>December 24-31, 2021</td>
<td>Winter Break</td>
<td>6</td>
</tr>
<tr>
<td>January 17, 2022</td>
<td>Martin Luther King Day</td>
<td>1</td>
</tr>
<tr>
<td>March 18, 2022</td>
<td>Spring Break</td>
<td>1</td>
</tr>
<tr>
<td>May 30, 2022</td>
<td>Memorial Day</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Holidays 12

*The university will be closed Monday, July 4, 2022 for Independence Day. Employees on Schedule I, the four-day workweek, will work Friday of that week totaling 40 hours; therefore, this day is not counted as a holiday as it will be observed during Spring Break.

Schedule II
(Employees on Five-Day, 40 Hour Summer Work Schedule)

<table>
<thead>
<tr>
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</tr>
<tr>
<td>July 4, 2022</td>
<td>Independence Day</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Holidays 12
Background

During 2020, MSU Texas began a formal process of examination pertaining to its commitment to and improved support of diversity, equity, and inclusion for all its constituents. Grounded in the liberal arts tradition and based on its mission and values supporting social justice, the Diversity, Equity and Inclusion (DEI) Task Force was formed and charged with engaging in discussion that would provide the framework for future institutional actions aimed at improving the current DEI environment. The task force’s main purpose was to formulate a plan to achieve a progressive and deep culture change, with the ultimate challenge of creating a transformational and sustainable institutional environment of diversity, equity, and inclusion.

The Action Plan Subcommittee began meeting in January of 2021 and follows an intensive effort developed by the Campus Culture Subcommittee and the Human Resources Subcommittee in the Fall 2020. The Action Plan Subcommittee, through this document, intends to provide a long-term strategic plan that will allow MSU Texas further discussion and implementation of actions with the goal of a transformational culture where its diverse student, faculty, staff, and community populations develop a sense of belonging, inclusion, and equity.

The DEI Task Force recognizes and acknowledges MSU Texas’ historical and progressive support towards DEI issues and culture. However, the spirit of the work of the Task Force represents a strong statement to embed DEI as part of the permanent culture and environment of the institution – to formulate a way to live. The Task Force recognizes that change is more often gradual and not sudden, sought not mandated. Thus, the committee hopes to inspire the campus with a strong aspirational change – one that will make MSU Texas a better institution for us all. The Task Force also recognizes that, although some initiatives may not require initial financial or material resources, the most valuable resource in this process is always the talent, dedication, work, and willingness of students, faculty and staff.

DEI Statement and Values

DEI Statement:
A strong institutional environment of diversity, equity, and inclusion fuels creativity, scholarship, respect, innovation, and social justice – all values of our core liberal arts principles and identity. It is our belief that our path of excellence towards teaching and service can be completely fulfilled only with a strong plan and transformational environment that values and
**DEI Statement and Values**

supports diversity, seeks to achieve equity, reflects multiculturalism, and promotes inclusion and social justice at all levels.

We strive to create an environment that celebrates differences, respects diversity, provides equity for opportunities, and fulfills the potential of everyone.

**Values:**
- We commit to diversity in its myriad of expressions.
- We pledge to welcome our differences in an environment of civility and respect.
- We offer an environment of belonging for all.
- We commit to eliminate discrimination, bias, and harassment at MSU Texas.
- We believe in inclusive cross-cultural understanding and intercultural engagement.
- We adopt curiosity, civility, and multi-cultural approaches as guiding principles.
- We strive to be an agent of change for our external community.

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**Desired Outcomes**

**I. Mission/Vision:** To have a clearer DEI message in the MSU Texas mission, vision, and strategic plan

**II. Accountability:** To promote institutional DEI accountability aimed at the creation of a welcoming multicultural environment

**III. Diverse Staffing:** To hire and retain more faculty and staff that better reflects the diversity of the MSU Texas student population and the state of Texas

**IV. Educational Environment:** To educate students in experiences that promote greater awareness of multiple perspectives and build capacity to work effectively across cultural differences

**V. Community:** To connect MSU Texas DEI actions and awareness with the Wichita Falls community

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**Goals**

Goal 1: Identify DEI as critical to the mission, vision, and strategic plan of MSU Texas

Goal 2: Establish mechanisms and programs to increase accountability for DEI programs

Goal 3: Create processes and policies to ensure increased diversity in faculty and staff

Goal 4: Develop curricular and co-curricular options aimed at providing diverse educational experiences, intercultural competency, and improving diverse student recruiting and retention

Goal 5: Create a community-oriented DEI program and organization to serve as liaison between MSU Texas and the Wichita Falls community
### Strategic Actions/Initiatives

#### For Goal 1: Identify DEI as critical to the mission, vision, and strategic plan of MSU Texas

1.1. Include clear and robust DEI language in the MSU Texas mission and vision as well as clear DEI goals in the MSU Texas strategic plan
   1.1.1. Revise institutional mission, vision, values, and strategic plan to include language that explicitly states MSU Texas’s commitment to DEI
   Timeline to completion: Spring 2022
   Additional resources needed: No initial financial or material resources anticipated
   Responsible unit for completion: President
   Measure of success: Clear DEI language and commitment is added to the mission, vision, values, and strategic plan of MSU Texas.

1.2. Formulate strong plan for communicating MSU Texas’s DEI commitment
   1.2.1. Create a marketing and multiple channel communication campaign spreading the values reflected in the revised 1.1.1. across the institution and into the community
   Timeline to completion: Spring 2022
   Additional resources needed: Coordination among several units, budget for printing materials, website revisions, and visible representations of DEI
   Responsible unit for completion: Marketing and public information, MOSAIC, SGA, Charlye O. Farris Social Justice Resource Center, campus wide (for distribution)
   Measure of success: Upon a completion survey, 50% of respondents will express awareness of DEI institutional values.

1.3. Development of overall DEI policies to ensure a sustainable diverse environment
   1.3.1. Creation of specific policies aimed at the institutionalization, promotion and support of DEI actions and programs
   Time to completion: Spring 2022
   Additional resources needed: No initial financial or material resources anticipated
   Responsible unit for completion: Office of General Counsel, Human Resources to coordinate with all governing bodies, VPs for coordination in their divisions
   Measure of success: Upon completion, MSU Texas policies in support of DEI programs will have been established in MSU Texas policy manual.

#### For Goal 2: Establish mechanisms and programs to increase accountability for DEI programs

2.1. Include a DEI impact statement as a regular process for all MSU Texas proposals policies, and decisions
   2.1.1. Develop a mandatory DEI impact statement, on all new proposals, existing policies, budget proposals, new or modified initiatives, incorporating the question of how the new or revised policy or proposal supports equity, diversity, and inclusion
   Time to completion: Spring 2024, then continued permanently
   Additional resources needed: No initial financial or material resources anticipated
Strategic Actions/Initiatives

Responsible unit for completion: MOSAIC, Office of General Counsel for institutional policies, for all others each individual unit, university committees, and departmental units must incorporate a DEI audit for all university presented proposals.

Measure of success: All proposals and approved new policies (and those under review) will include a DEI impact statement or DEI impact plan.

2.2. Establish and track DEI performance expectations for each unit

2.2.1. Distribute unit-level employee and program diversity data and trends and outcomes disparities (e.g., retention and success rates) to campus units and engage units, coupled with resources and support, to utilize this information into their unit planning.

Time to completion: Fall 2023 for phase one, then continuous.

Additional resources needed: No initial financial or material resources anticipated.

Responsible unit for completion: MOSAIC, Institutional Effectiveness for compilation and distribution of information, individual units for use of the data.

Measure of success: MOSAIC will report 80% of all units regularly receive and report data and use of information in their decisions.

2.3. Create response mechanisms for climate concerns and challenges

2.3.1. Develop an incident manual for faculty and staff, and incorporate education of the response process into training of all campus constituents, to include “safe zones,” “inclusion havens,” or “certified safe space areas.”

Time to completion: Spring 2023 and then continuous.

Additional resources needed: No initial financial or material resources anticipated.

Responsible unit for completion: MOSAIC, Student Rights and Responsibilities, Human Resources.

Measure of success: Through campus climate surveys, 50% of students, faculty and staff will report a good to excellent response of their concerns related to DEI challenges.

2.3.2. Specifically include funding in budget for annual diversity programs, such as the Black Leadership Summit, Carifest, Voices of Change, Inclusion Now! Festival, Hispanic Heritage Month, Black History Month Activities, International Education Week, Human Rights Week, Earth Day, Cultural Graduation Celebrations, etc.

Time to completion: Spring 2023.

Additional resources needed: No initial financial or material resources anticipated.

Responsible for completion: Budget Oversight Committee, Student Allocations Committee, MOSAIC as administrator.

Measure of success: Upon funding, the Black Leadership Summit, Black History Month activities, Hispanic Heritage Month activities, and other co-curricular programs will increase their participation by 20% by year two.
Strategic Actions/Initiatives

3.1. Conduct a self-study to establish the current status of diversity in the demographics of MSU Texas’ workforce and students
   3.1.1. Gather and distribute available demographic data of students, faculty, and staff and create reports with aggregate information, as well as disaggregated by individual divisions and units
   Time to completion: Fall 2022
   Additional information needed: No initial financial or material resources anticipated
   Responsible for completion: Institutional Research in coordination with Human Resources
   Measure of success: All individual division and academic units will receive updated demographic information each year.

3.2. Implement mandatory and optional resources for DEI training for all employees
   3.2.1. Require chairs and members of hiring committees to complete the Intercultural Development Inventory (IDI) individual assessment and feedback process
   Time to completion: Spring 2023
   Additional resources needed: Budget for administration of IDI
   Responsible for completion: MOSAIC, Human Resources in coordination with VPs
   Measure of success: In year 1 all chairs of search committees will have completed IDI, by year 2, 50% of committee members will be serving having completed IDI.

   3.2.2. Require supervisors of benefit eligible employees to complete intercultural training through the University - or comparable training - individual assessment and feedback process.
   Time to completion: Spring 2025
   Additional resources needed: Budget for administration of training
   Responsible for completion: MOSAIC and Human Resources
   Measure of success: By spring 2025, all supervisors of professional staff will have completed the IDI individual assessment and feedback process.

3.3. Establish DEI hiring success markers and distribute to hiring units
   3.3.1. Provide units with tools to build an aspirational diverse hiring plan
   Time to completion: Fall 2023
   Additional resources: Campus inclusion planning specialist position
   Responsible for completion: Human Resources and each divisional VP
   Measure of success: Each unit will have an aspirational diverse hiring plan with specific metrics and possible completion times.

3.4. Systematize data collection for DEI experiences with faculty and staff
   3.4.1. Systematize and analyze applicant demographic data though HR
   Time to completion: Spring 2023
   Additional resources needed: No initial financial or material resources anticipated
   Responsible for completion: Human Resources
Strategic Actions/Initiatives

Measure of success: Human Resources will analyze in real time and provide demographic information analysis to hiring committees during searches

3.4.2. Audit matrices on faculty and staff searches
Time to completion: Spring 2022
Additional resources needed: No initial financial or material resources anticipated
Responsible for completion: HR in coordination with hiring units
Measure of success: All searches will review matrices with HR and hiring supervisor before finalists are approved for on-campus interviews.

3.5. Creation of a mandatory implicit bias, DEI, and IDI training for employees serving on hiring committees or with hiring authority

3.5.1. Implementation of a mandatory training for all hiring supervisors, chairs and members of search committees on implicit bias; and strengthening of a system for hiring focused on both skills and credentials
Time to completion: Fall 2022
Additional resources needed: Budget for the formulation of the training
Responsible for completion: Human Resources
Measure of success: In the first phase, all chairs of hiring committees and hiring supervisors undergo the training, in the second phase all committee members.

3.6. Permanently modify faculty and staff recruiting processes to align with hiring practices and policies that facilitate diversity of demographics among MSU Texas employees

3.6.1. Modify recruitment process flow by implementing additions proposed by the Human Resources Subcommittee charts (attached)
Time to completion: Spring 2022
Additional resources needed: Addition of diverse planning specialist
Responsible for completion: Human Resources and each divisional VP
Measure of success: All searches will follow the recommended new chart flow.

3.6.2. Increase posting of job opportunities in systems targeting underrepresented populations. Create ads promoting and clearly stating values for institutional DEI
Time to completion: Spring 2021
Additional resources needed: Up to $10K annually for advertising
Responsible for completion: Human Resources in coordination with each hiring unit
Measure of success: All ads will include reference and need for applicants to demonstrate alignment to DEI institutional values, and all ads will be posted in at least two diverse systems.

3.6.3. Increase the pool for faculty finalists by providing budget options for including a third candidate representing underrepresented populations
Time to completion: Spring 2024
Additional resources needed: $2K for travel per additional applicant
Responsible for completion: Provost and academic deans
Strategic Actions/Initiatives

Measure of success: 70% of all searches will include a finalist of a diverse or minority group.

3.6.4. Include at least one search committee member outside of relevant department
Time to completion: Fall 2022
Additional resources needed: No initial financial or material resources anticipated
Responsible for completion: Human Resources, Provost and divisional VPs
Measure of success: At least 80% of all faculty searches and 70% of staff searches will have a committee member outside of the relevant unit.

3.6.5. Creation and distribution of an inclusive diversity practices manual for hiring committees
Time for completion: Fall 2023
Additional resources needed: No initial financial or material resources anticipated
Responsible for completion: Human Resources and MOSAIC
Measure of success: All searches will be conducted in accordance with the diversity manual.

For Goal 4: Develop curricular and co-curricular options aimed at providing diverse educational experiences, developing intercultural competency, and improving diverse student recruiting and retention

4.1. Incentivize development of inclusive, multicultural and diverse curricula across programs
4.1.1. Core curriculum committee will urge faculty to include a DEI statement in proposals for approval, explaining how the content or delivery of the course will enhance, support or adhere to MSU Texas DEI values statement or DEI strategic plan
Time to completion: Fall 2022
Additional resources needed: No initial financial or material resources anticipated
Responsible for completion: Core curriculum committee
Measure of success: 80% of approved courses from the committee will have added a DEI plan and statement.

4.1.2. New program curricular offerings will include a diversity statement, explaining how the content or delivery of the course will enhance, support or adhere to MSU Texas DEI values statement or DEI strategic plan
Time to completion: Fall 2022
Additional resources needed: No initial financial or material resources anticipated
Responsible for completion: Academic Council and Registrar’s office
Measure of success: 90% of all new approved courses will comply with the above requirement.
4.1.3. Recognize and provide credit in the tenure and promotion process for faculty who promote diversity in their teaching content, has modified instruction for diverse populations, has modified content of a course to include multi-cultural or diversity topics, developed new courses focused on DEI topics and issues, actively participated in service promoting DEI with students and the community, or actively conducted research focused on DEI related issues.

Time for completion: Fall 2021

Additional resources needed: No initial financial or material resources anticipated

Responsible for completion: Provost office, Tenure and Promotion Review Committee

Measure of success: Revised policy for tenure and promotion will include clear language recognizing faculty work and contribution as explained above.

4.1.4. First year experience program will dedicate a section of its content addressing MSU Texas DEI values, practices, opportunities, and activities available for students

Time for completion: Fall 2022

Additional resources needed: No initial financial or material resources anticipated

Responsible for completion: Provost office

Measure of success: all students in the first-year experience course will successfully complete the above-mentioned content to pass the class.

4.1.5. Faculty will be encouraged to include a diversity statement in their syllabi, explaining how the delivery and content of the course will enhance, support or adhere to MSU Texas DEI values statement or DEI strategic plan.

Time for completion: Fall 2022

Additional resources needed: No initial financial or material resources anticipated

Responsible for completion: Provost office, all academic units

Measure of success: A randomized selection of publicly posted syllabi will reflect 50% of syllabi to include the above-mentioned explanation.

4.2. Develop and require DEI training for all students

4.2.1. Develop and require DEI training for all students, via student orientation, online modules, annual student organization trainings, and a council to MOSAIC composed by non-minority students.

Time for completion: Spring 2023

Additional resources: budget to obtain online training

Responsible for completion: VP student affairs, MOSAIC

Measure of success: 80% of students will complete a DEI training module in their first two years at MSU Texas.

4.3. Increase the visible and physical representations of diversity on campus

4.3.1. Assess and update campus aesthetics to be more inclusive of various identities, use dedicated campus bulletins to raise DEI awareness, continue promoting internal and external marketing and social media reflecting diversity and inclusion, and adopt a
DEI standard to designate programs, services, events, and activities as “DEI certificate of excellence.”
Time for completion: Spring 2024
Additional resources needed: dedicated budget for completion
Responsible for completion: Facilities, colleges, MOSAIC, Marketing and Public Information, SGA, Provost office and respective VPs for student affairs, public affairs, finance, and enrollment management.
Measure of success: Upon a completion survey, 70% of respondents will respond to have awareness of DEI symbols on campus.

4.4. Increase the number and recruiting of diverse student populations
4.4.1. Create and execute a recruiting and marketing plan to increase and attract a larger and diverse student population, to include added financial aid, effective marketing, and targeted recruiting efforts
Time for completion: Spring 2024
Additional resources needed: additional budget for completion
Responsible for completion: VP enrollment management, VP university advancement and public affairs
Measure of success: MSU undergraduate enrollment will mirror or exceed the average of public, four-year institutions in ESC Regions 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, and 18, as reported to the Texas Higher Education Coordinating Board.

4.4.2. Increase recruiting and retention of Hispanic students aimed at meeting criteria for a Hispanic Serving Institution
Time for completion: Spring 2024
Additional resources needed: dedicated budget for targeted recruiting
Responsible for completion: VP enrollment management, VP university advancement and public affairs
Measure of success: MSU TEXAS gains HSI status and obtains external federal funding to support those operations.

4.5. Solidify institutional co-curricular activities and programs to enhance students’ inter-cultural competence, increasing their capacity to work effectively across cultural differences
4.5.1. In coordination with 2.3.2., enhance opportunities to coordinate co-curricular activities that promote DEI values with class instruction in classes, and increase the number of activities listed in 2.3.2.
Time for completion: Spring 2024
Additional resources: Create a dedicated budget to support these activities
Responsible for completion: VP student affairs, MOSAIC, VP Academic Affairs
Measure of success: Number of DEI co-curricular that coordinate with class activities will growth in number by 10% annually for the first 2 years.

4.6. Enhance scholarship opportunities for minority students
### Strategic Actions/Initiatives

| 4.6.1. | Fund the Ernest A. Dover Jr. Scholarship Endowment and seek expanding internal and external funding to provide Black students the opportunity to have financial support.  
Time for completion: Spring 2023  
Additional resources: Funding of a minimum of $50K for an endowment fund  
Responsible for completion: VP advancement and public affairs  
Measure of success: The endowment will be established, funded. Other funding will have been identified and in the process of being secured. |

| 4.6.2. | Aggressively pursue external funding to support diverse student populations to include HSI Title V funding, DACA recipients, and other external sources of scholarship funding for minority students.  
Time for completion: Fall 2024  
Additional resources: Funding for endowments towards minority scholarships  
Responsible for completion: VP advancement and public affairs, VP student affairs  
Measure of success: MSU Texas will have obtained HSI status and funding. Other funding will have been identified and in the process of being secured. |

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For Goal 5: Create a community-oriented DEI program and organization to serve as liaison between MSU Texas and the Wichita Falls community

| 5.1. | Establish an MSU Texas organization for the purpose of promoting and coordinating DEI efforts and quality of life issues external to campus  
5.1.1. Fund and establish a Social Justice Resource Center, to serve as a hub for education and advocacy and to build community connections and activities and to liaison with MSU Texas DEI strategic plan.  
Time for completion: Fall 2021  
Additional resources: provide budget as needed  
Responsible for completion: President’s office  
Measure of success: The center will be established, funded and operating.  

| 5.1.2. | Create affinity groups on campus that will increase community and support for activities that coordinate with MSU Texas DEI actions  
Time for completion: Fall 2024  
Additional resources: secure budget as needed  
Responsible for completion: Social Justice Resource Center, Human Resources for employee affinity groups  
Measure of success: (1) Several community organizations will effectively participate in campus activities and in coordination with MSU Texas organizations in DEI activities and programs. (2) improved reported climate on a faculty/staff campus climate survey. |
APPENDIX A

Key Definitions and Concepts

Diversity: Socially, the principle of diversity refers to the wide range of identities. A broad definition includes race, ethnicity, gender, age, national origin, religion, disability, sexual orientation, socioeconomic status, education, marital status, language, veteran status, physical appearance, etc. It also involves different ideas, perspectives, and values.

Equity: The fair treatment, access, opportunity, and advancement for all people while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups. The principle of equity acknowledges that there are historically excluded, underserved, and underrepresented populations and that fairness regarding these unbalanced conditions is needed to assist in the provision of adequate opportunities to all groups.

Inclusion: The act of creating environments in which any individual or group can be and feel welcomed, respected, supported, and valued as a fully participating member. An inclusive and welcoming climate embraces differences, provides safe places for difficult conversations, and offers respect in words and actions for all people.

Intercultural Competence: Intercultural competence is the capability to shift perspective and adapt behavior to cultural difference and commonality. Intercultural competence reflects the degree to which cultural differences and commonalities in values, expectations, beliefs, and practices are effectively bridged, an inclusive environment is achieved, and specific differences that exist in your organization or institution are addressed from a “mutual adaptation” perspective.

Social Justice: Attempting to determine how we can best contribute to the creation of a more equitable, respectful, and just society for everyone. Both process and goal, social justice demands we address the policies, practices and behaviors that slow our progress toward being an equitable campus. Social justice, as a framework, guides us to recognize and resist unfairness in decision-making and resource distribution – and to cultivate a community that is safe and secure for everyone.

Underrepresented: More characteristic of historical and cultural access/opportunity, racial, ethnic and/or gender identities are often considered underrepresented. The term is a recognition of limited presence, lack of inclusion or inequitable levels of participation by one or more groups. Which groups are underrepresented can vary, depending on the organization; differences may even be noticeable between departments or subdivisions of one organization. Though not an exhaustive list, some examples of groups that may be underrepresented at MSU Texas include the following.

- First generation students and employees
- Diverse students/faculty/staff by ethnicity, race, gender identity or expression, or age
• Members of the LGBTQIA+ (Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual) community
• Non-traditional students (adult learners, homeless, single parents, etc.)
• Culturally/linguistically diverse students and employees
• Student or employees from a low socio-economic background
• Persons with disabilities
• Practitioners of certain religious affiliations
• Veterans
Faculty Recruitment Process Workflow

1. Requisition
   a. Department: Submit Faculty Hiring Plan
   b. Department: Create and route Requisition, Job Description, and Committee List to Provost for approval, CC Human Resources (HR verifies IDI training up to date for committee members (initially committee chairs)
   c. Provost: Notify Department of approved Requisition, Job Description, and Committee List
   d. Department: Request HR post position
      i. HR posts position: MSU Texas careers page, Workforce Commission, Indeed, Workplacediversity.com and possibly Job Elephant
   e. Department: Advertise position
      i. Provost pays for two ads from $350-$600 each; Department pays for any advertising above the 2 ads
   f. Human Resources: Send matrix and job information to Department
   g. Collection of applications by department

2. Applicant Review/Hire
   a. Department: Applicant Statistical Data Sheet sent to each applicant by HR
      i. NOTE: would require Departments to drop applications into shared folder as they are received OR set guidelines from Provost for all Departments regarding distribution of survey link
   b. Department: Screen and rank applicants on matrix
      i. Committee members to complete and submit conflict of interest form to HR
   c. Department: Sends matrix to HR for approval
      i. HR reviews applications and approves matrix
   d. Department: Schedules interviews of chosen applicants
   e. Department: Conducts interviews
   f. Department: Select final candidate
      i. Department conducts reference checks on candidates
      ii. HR completes background check on candidate
   g. Department: Seeks approval from Provost to make offer/conditional verbal offer accepted by candidate
   h. Formal offer made in form of contract from the President’s Office

3. Close Job
   a. Human Resources: Close job posting
   b. Department: Email remaining candidates that position has been filled
   c. Human Resources: Complete Applicant Breakdown and Request Recruitment Results from Hiring Supervisor
   d. Department: Hiring Supervisor Complete and Return Recruitment form to HR
   e. Human Resources: Close Job File
Staff Recruitment Process Workflow

1. Requisition
   a. Department: Determine Hiring Need
      i. Review and update Job Description/Request Reclass if appropriate
   b. Human Resources: Approve updated job description
   c. Department: Select committee members if required
      i. Human Resources: Approve committee list/verify committee ID training
   d. Department: Create and Route Requisition
   e. Human Resources: Post Position for Recruitment
      i. Degree Positions posted: MSU Texas careers page, TAMU, UT, Texas State, TTU TWC, DARS, North Texas Work Solutions, Workplacediversity.com and possibly Job Elephant
      ii. Non-Degree Positions posted; MSU Texas careers page, TWC, DARS, North Texas Work Solutions, Interfaith Ministries, Wichita Falls.Net, Workplacediversity.com
   f. Human Resources: Sends matrix and additional job search info
   g. Collection of applications and statistical data by HR/Distribution to Hire Supervisor

2. Applicant Review/Hire
   a. Department: Screen and Rank Applicants on Matrix
      i. Committee member to complete and submit conflict of interest form to HR
   b. Department: Submit matrix, interview questions, and desired interview schedule for HR approval
      i. Human Resources: Approves matrix, questions, and schedules interviews
   c. Department: Conducts interviews
      i. Department: Return Interview Evaluation Forms to HR
   d. Department: Submit offer selection to HR
      i. Human Resources: Completes reference checks and background check
   e. Human Resources: Extends Offer/Candidate accepts offer
   f. HR Notifies department of acceptance and start date

3. Close Job
   a. Human Resources: Close job posting
   b. Department: Email remaining candidates that position has been filled
   c. Human Resources: Complete Applicant Breakdown and Request Recruitment Results from Hiring Supervisor
   d. Department: Hiring Supervisor Complete and Return Recruitment form to HR
   e. Human Resources: Close Job File
A PROPOSAL RECOMMENDING THAT THE BOARD OF REGENTS
NAME THE ATHLETICS/FOOTBALL PRACTICE FIELD
IN HONOR OF ROBERT TYREE GRAYS

WHEREAS, the Student Athlete Advisory Committee (SAAC) and Student Government Association (SGA) represent the collective voice and interests of student athletes and the student body at Midwestern State University; AND

WHEREAS, Robert Grays enjoyed a standout prep career at Fort Bend L.V. Hightower High School in Missouri City, Texas. He was a two-time, first-team all-district performer helping the Hurricanes to three league titles; AND

WHEREAS, Robert Grays was a sophomore general business major and football player at MSU; AND

WHEREAS, Robert Grays tragically passed away on September 19, 2017 at the age of 19 as a result of a severe neck injury suffered while making a tackle with 3:24 remaining in the fourth quarter of MSU's 35-13 win over Texas A&M-Kingsville on Saturday, September 16, 2017 at Memorial Stadium; AND

WHEREAS, MSU Head Football Coach Bill Maskill was quoted as saying, "We are saddened by the loss of Robert Grays, one of our own. This is not an easy time for anyone associated with the football program. He was a tremendous individual. I really believe he might have been the most popular man on our team. He always had a smile on his face. I never saw him have a bad day. He was an uplifting spirit for all of us. He was an exciting, fun loving guy. He's going to be sorely missed. Somehow, someway we'll find a way to fight through it. Robert would want us to forge ahead."; AND

WHEREAS, MSU established the “24 Strong Week”, where more than 150 Midwestern State University student-athletes took part in a spree of kindness, spending more than 400 hours volunteering in the Wichita Falls community and impacting a countless number of people; AND

WHEREAS, MSU received the 2019 NCAA Division II Award of Excellence because the examples of kindness that Robert Grays showed us; AND

WHEREAS, The family of Robert Grays is forever part of the MSU Texas community, respected and beloved,

THEREFORE BE IT RECOMMENDED BY THE STUDENT ATHLETE ADVISORY COMMITTEE AND ENDORSED BY THE STUDENT GOVERNMENT ASSOCIATION, the Athletics/Football Practice Field at Midwestern State University be renamed the ‘Robert Tyree Grays Field’ to honor Robert and his family and to benefit the Midwestern State University community.

Respectfully submitted,

Student Athlete Advisory Committee (SAAC)

[Signature]

SAAC President

April 12, 2021

Student Government Association (SGA)

[Signature]

SGA President

April 12, 2021
A PROPOSAL RECOMMENDING THAT THE BOARD OF REGENTS
NAME THE WOMEN’S BASKETBALL LOCKER ROOM
IN HONOR OF COACH NOEL JOHNSON

WHEREAS, the Student Athlete Advisory Committee (SAAC) and Student Government Association (SGA) represent the collective voice and interests of student athletes and the student body at Midwestern State University; AND

WHEREAS, MSU Head Coach of Women’s Basketball, Noel Johnson, passed away on June 9, 2020; AND

WHEREAS, Coach Johnson devoted many years to the success of Midwestern State University and its students since first becoming Head Coach of Women’s Basketball in 2009; AND

WHEREAS, Coach Johnson received numerous awards including the Texas Tech Hall of Honor (2005), Texas Lone Star Conference Coach of the Year (2013), Texas Association of Basketball Texas Small College Coach of the Year (2013), Texas High School Basketball Hall of Fame (2018), and Southwest Conference Hall of Fame (2019); AND

WHEREAS, Coach Johnson led the Lady Mustangs to win the Lone Star Conference regular season and tournament championship during the 2012-2013 season; AND

WHEREAS, Coach Johnson was proud to hold one of the highest student graduation rates for teams in MSU Texas Athletics; AND

WHEREAS, Coach Johnson became the all-time winningest coach in the history of MSU Women’s Basketball; AND

WHEREAS, Coach Johnson dedicated her life to mentoring young women for life after the game of basketball,

THEREFORE BE IT RECOMMENDED BY THE STUDENT ATHLETE ADVISORY COMMITTEE AND ENDORSED BY THE STUDENT GOVERNMENT ASSOCIATION, the Women’s Basketball Locker Room located in D.L. Ligon Coliseum be renamed the ‘Noel Johnson Locker Room’ in honor and memory of Coach Johnson’s dedicated service to Midwestern State University and its students.

Respectfully submitted,

Student Athlete Advisory Committee (SAAC)

SAAC President

Student Government Association (SGA)

SGA President

April 12, 2021

Date

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I. Policy Statement

One of higher education’s most distinctive values is its commitment to shared governance. Simply put, shared governance is a fundamental principle of inclusion in key areas of institutional responsibility and decision making. As the governing body of the institution, the Board of Regents (“Board”) of Midwestern State University (“MSU” or “University”) holds ultimate authority for the institution, as defined in bylaws and other foundational documents as well as state fiduciary principles. However, through MSU’s time-honored tradition of shared governance, this authority is delegated to—or “shared with”—institutional leaders, faculty, staff, and students. The President of the University is charged with institutional leadership, strategic planning, and daily management, while the faculty is charged with educational design and delivery in congruence with the University’s strategic plan. And broad consultation with other stakeholders such as staff and students provides valuable insight and input.

II. Reason for Policy

Shared governance is a basic and essential tenet in higher education. It adds substantial value to institutional progress and innovation. Effective shared governance provides the context for meaningful engagement and decision making in the University. It strengthens the University by providing the means of aligning priorities and including key constituents in mission-related decision making. When working well, it brings a wealth of ideas to critical conversations and creates a sense of inclusiveness that strengthens support for decisions and their implementation. Effective shared governance creates a healthy campus environment that can more easily act on needed change and emerging opportunity.

III. Application of Policy

This policy applies to the President and to all employees and students of the University.
IV. Definitions

**Administrative Council** - Serves as an advisory group to the President. See [OP 02.31: University Boards, Councils, and Committees](#). The Council provides an opportunity for the major segments of the University to discuss important University issues. Actions recommended by the Faculty Senate or other University councils that require Board approval by the President and/or the Board of Regents are reviewed by the Administrative Council, as are all recommended changes to the MSU Policies and Procedures Manual.

The Council consists of the President who serves as chair, the Provost and Vice President for Academic Affairs, the Vice Presidents, the Chair of the Faculty Senate, the Chair of the Staff Senate, the President of the Student Government Association or his/her representative, the Associate Vice Presidents, General Counsel, the Director of Athletics, the Director of Marketing and Public Information, the Director of Human Resources, and the Director of Board and Government Relations. Other members of the faculty or administration are invited to participate in meetings of the Council as needed.

**President’s Cabinet** – Consists of the Provost and Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Administration and Finance, Vice President for University Advancement and Public Affairs, Vice President for Enrollment Management, Director of Athletics, Director of Board and Government Relations, Director of Marketing and Public Information, and General Counsel.

The President’s Cabinet exists to advise the President on any subject the President may require relating to the duties of each member’s respective office or division; assign tasks to and consider recommendations from University councils and committees; and serve as the initiating body for approval of University operational policies and institutional-wide matters.

The President chairs the cabinet, with the Provost and Vice President for Academic Affairs acting as vice-chair. The cabinet generally meets on a weekly basis or as convened by the President.

**Shared Governance** – Refers to structures and processes through which the University’s President, administrative leaders, faculty, staff, and students participate in the development of policies and decision-making that affect the institution. The governance of an academic institution is ultimately controlled by the governing board - the Board of Regents - which has legal authority over the institution. In practice, the Board of Regents delegates authority to the Chancellor/President, who in turn delegates various aspects of daily management to other officials. Shared governance can bring together different ideas and create an inclusive environment for decision-making when faculty, staff, and students join administrative leaders to provide institutional leadership and participate in decision-making processes involving operating policies, programs, and other key issues.

**University Administrative Officers** – The University’s major administrative positions are described in [OP 02.20: Administration Selection Process](#).

**University Boards, Councils, and Committees** – Created to aid in the spirit of shared governance of the University, they are representative groups of faculty, staff, and students who serve in advisory capacities to the University’s administration as needs arise and
contribute to the policy making and operational functions of the University. See OP 02.31: University Boards, Councils, and Committees.

V. Procedures and Responsibilities

A. Governance of the University

1. The Board of Regents (“Board”) is the governing body of the University. The Texas Legislature has delegated the organization, control, and management of the University to the Board.

2. As the governing authority, the Board appoints the President who serves as the chief executive officer of the University. The President works under the direction of the Board and is responsible for every phase of the University’s operation, including recommending a plan of organization and the appointment of employees of the University. In addition, the President is responsible for the preparation and, as may be required, approval by the Board of a policies and procedures manual for the operation of the University.

3. The President may delegate authority to administrative officers of the University. A complete list of the administrative officers of the University is in OP 02.20: Administration Selection Process.

(a) The Provost and Vice President of Academic Affairs (“Provost”) is the chief academic officer of the institution. The Provost is appointed by the President, subject to Board approval, and reports to the President. The Provost is the second ranking officer of the institution and, in the absence or incapacity of the President, shall assume the duties and responsibilities of the office.

(b) Vice Presidents are executive administrative officers of the University, are appointed by the President and report to the President.

(c) Academic Deans, Directors, and their equivalents of the University’s academic colleges, schools, and centers are responsible for the operation and management of their respective college, school, or center. They report through the Provost and Vice President for Academic Affairs.

The Deans are responsible for the academic activities of their respective college and report to the Provost and Vice President for Academic Affairs. Their responsibilities include the allocation and administration of resources, appointment and evaluation of faculty and support staff, and curriculum development.

The colleges are comprised of academic departments and/or schools. Departments are under the supervision of department chairs or school directors, who report to the Dean of the college. Department Chairs and Directors are responsible for the growth and vigor of academic programs, recruitment and retention of faculty, administration of the curriculum, and the budget of their department/school. In certain cases, some of these responsibilities may be delegated.
Each dean will nominate Academic Department Chairs and Directors as needed for the programs in that college. The nomination is subject to approval by the Provost and Vice President for Academic Affairs and the President and should be made in consultation with the faculty who teach in that program.

Faculty committees are integral to departmental and college governance and are formed in departments/schools to make recommendations and otherwise assist the Chair or Director and in the selection of new faculty, and in the determination and application of policies.

(d) Associate Vice Presidents, Assistant Vice Presidents, Directors, and their counterparts in the University’s executive administrative offices, divisions, and departments are appointed by the President upon recommendation of the respective Vice President, to whom each reports.

(e) The Director of Athletics (“Athletics Director”) manages the men’s and women’s intercollegiate athletics programs, including operational logistics, coaching and team activities, and the promotional and fiscal aspects of the Intercollegiate Athletics Department. The Athletics Director is also responsible for NCAA compliance, student-athlete academic success, and ensuring competitive success for the University’s intercollegiate sports teams. The Athletics Director is appointed by the President and reports directly to the President.

Associate/Assistant Athletics Directors and Coaches are appointed by the President upon recommendation by the Athletics Director, to whom each reports.

(f) The Director of Board and Government Relations serves as the University’s liaison to the Board of Regents and to communities in north central Texas by building and promoting positive relationships with federal, state, and local policymakers and the public and private sectors. This officer is appointed by the President and reports directly to the President.

(g) The Director of Internal Audits serves as the Chief Audit Executive and is hired by the Board of Regents and reports functionally to the Board through its Audit, Compliance, and Management Committee and administratively to the President.

(h) The General Counsel provides legal advice and counsel to the President and other University officials, advising on applicable laws, rules, regulations, policies, and procedures. This officer coordinates the University’s response to lawsuits, various claims and demands, settlement proposals, government agency filings, and subpoenas. The General Counsel is appointed by the President and reports to both the Board of Regents and the President.

The Board of Regents endorses the principle of reasonable consultation with faculty, staff, and students in the selection of administrative officers of the University. The President will endeavor to determine selection of these officers using reasonable consultation, including those procedures outlined in OP 02.20: Administration Selection Process.
4. The President’s Cabinet exists to advise the President on any subject the President may require relating to the duties of each member’s respective office or division; assign tasks to and consider recommendations from University boards, councils and committees (see OP 02.31: University Boards, Councils, and Committees); and serve as the initiating body in the approval process for University operational policies and institutional-wide matters.

5. Faculty and Staff Senates, Student Government Association, and University Boards, Commissions, and Committees [To Whom Each Reports Listed in Brackets]

There is a wide recognition of the complexity of University governance and general acknowledgment of the need for faculty, staff, and student participation in the conduct of University affairs. The Faculty and Staff Senates, Student Government Association (SGA), and the University boards, councils, and committees provide organizational structure through which faculty, staff, student, and administrative priorities and concerns are shared and fulfilled, including the development and amendment of University operating policies and procedures (see Flow Chart – MSU Operating Policy Development Process).

In accordance with OP 02.22: Purpose and Responsibilities – President, the President presides over all sessions of the Administrative Council and all faculty-staff meetings or delegating such to a representative (Section C.11); appoints the University committees and councils to advise her/him in decision-making and policy formulations (Section C.15); and presides over the Faculty-Staff meetings held for communication on University policies, procedures and programs, for discussion and recommendation of agenda matters, for educational and inspirational programs, and for other necessary reasons (Section C.16).

The Administrative Council, for example, serves as an advisory group to the President. The Council provides an opportunity for the major segments of the University to discuss important University issues. Actions recommended by the Faculty Senate or other University boards, councils, or committees that require Board approval are reviewed by the Administrative Council, as are all recommended changes to the MSU Operating Policies and Procedures Manual.

(a) Faculty Senate [President / Provost and VP Academic Affairs]:

OP 06.03: Faculty Senate Constitution, provides that the Faculty Senate shall be an advisory committee to the President of the University, and shall advise administrative officers of the University on proposed changes in policy. The Senate shall periodically review and make recommendations to appropriate administrative officers on existing policies in each of the following areas: faculty affairs, student affairs, and academic affairs.

In addition, the Faculty Senate is involved in the development of new/revised University policies and procedures for review/recommendations (see OP 2.33: Operating Policies and Procedures Manual for MSU; Flow Chart – MSU Operating Policy Development Process).
(b) Staff Senate [President / VP Administration and Finance]:

**OP 02.32**: Staff Senate Purpose and Constitution, provides that the Staff Senate shall serve as an advisory body to the President regarding matters affecting staff employees.

In addition, the Staff Senate is involved in the development of new/revised University policies and procedures for review/recommendations (see **OP 02.33**: Operating Policies and Procedures Manual for MSU; Flow Chart – MSU Operating Policy Development Process).

(c) Student Government Association [President / VP Student Affairs]:

**Student Government Association (SGA): Student Handbook (2020-2021)** (Student Rights, Section E, p. 10: “Students have the opportunity to participate in the formulation of policy directly affecting them through membership on appropriate committees as determined by the President of the University, the Student Government Association, and other registered organizations within the University.”).

In addition, the SGA is involved in the development of new/revised University policies and procedures for review/recommendations (see **OP 02.33**: Operating Policies and Procedures Manual for MSU; Flow Chart – MSU Policy Development Process).

A Midwestern State University student may be seek appointment by the Governor of Texas to serve as a student regent on the University’s Board of Regents as provided in **Texas Education Code** Section 51.356. See also **Article III: Student Regent of The Bylaws of the Midwestern State University Board of Regents (OP 02.12)**.

(d) University Boards, Councils, and Committees:

**OP 02.31**: University Boards, Councils, and Committees, are populated by faculty, staff, and students and include members of the leadership and governing bodies of the University. The specific processes for appointment are noted on the University boards, councils, and committees list with each board, council, and committee. Once populated, the appointees are approved by the President at the recommendation of the Provost and Vice President for Academic Affairs. A current roster of University boards, councils, and committees is maintained by the office of the Provost and Vice President for Academic Affairs and may be found at: [https://msutexas.edu/academics/academic-affairs/](https://msutexas.edu/academics/academic-affairs/) under the “Documents and Forms” link.

(e) And graduates of the University, as well as families and friends, are welcome to join the **MSU Alumni Association**:

Our Vision
To unite students and alumni as one to benefit Midwestern State University through fellowship and progress.

Our Mission
The mission of the Office of Alumni Relations is to identify, cultivate and strengthen relationships among former students, graduates and friends while promoting and enhancing the University's mission and commitment to academic excellence, productive scholarship, and personal growth.

The Board of Regents endorses the principle of reasonable consultation with faculty, staff, and students of the University’s Faculty/Staff Senates, Student Government Association, and University boards, councils, and committees. The President will endeavor to use reasonable consultation with these bodies in the conduct of University affairs. The President will be guided but not bound by nominations or recommendations of advisory bodies in the execution of her or his duties.

B. Principles to Help Guide the President and Those Who Work with the President to Achieve and Support Healthy and High-Functioning Shared Governance

1. The President is committed to ensuring a broad understanding of shared governance and the value it offers MSU.
   
   (a) For shared governance to work, the President, administrative leaders, faculty, staff, and students need a solid understanding of what shared governance is and what its history is at MSU.

   (b) New administrative officers and faculty members should receive a grounding in the fiduciary responsibility of the President and the manner in which the President operates.

   (c) Each person should also be informed about the nature of the faculty work specific to the University, including governance roles and responsibilities.

   (d) The President should develop faculty, staff, and student orientation that emphasizes the traditions and the policies of shared governance within the institution. Examples include:

   (1) The Budget Oversight Committee annually serves as an advisory group to the President concerning the University’s operating budget for budget strategy and planning purposes. Furthering an inclusive MSU community, personnel on the committee include:
      
      i. Vice President for Administration and Finance (Chair);
      ii. Two Classified Employee Representatives;
      iii. Two Non-classified Employee Representatives;
      iv. Two Faculty Senate Representatives;
      v. Two Student Representatives;
      vi. Two Academic Deans; and
      vii. Ex-Officio: One Cabinet Member selected by the President; and Support Staff: Director and Associate Director, Budget and Management.

   (2) The MOSAIC Cross Cultural Center is a support, resource, and advocacy center providing multicultural opportunities for the MSU community that promotes self-awareness, identity, and culture.
The fiduciary duty of care requires that the University seek to assure the institution’s future and protect its long-term viability, as well as serve its current needs as defined by mission, values, and strategic plan. The University must integrate justice, diversity, equity, and inclusion (“JDE&I”) into its institutional policies and practices to ensure student success and inclusivity. These principles are imperatives for our democracy and, therefore, should be understood as central to higher education’s role to contribute to society and serve the public good.

The principles of JDE&I are defined as follows:

• **Racial Justice**: Working to eliminate racial disparities resulting from individual, institutional, and structural racism. Equitable outcomes for all are central to racial justice efforts.

• **Social Justice**: Attempting to determine how we can best contribute to the creation of a more equitable, respectful, and just society for everyone. Concerning both process and goal, social justice demands we address the policies, practices, and behaviors that slow our progress toward being an equitable campus. Social justice, as a framework, guides us to recognize and resist unfairness in decision-making and resource distribution – and to cultivate a community that is safe and secure for everyone.

• **Diversity**: Socially, the principle of diversity refers to the wide range of identities. A broad definition includes race, ethnicity, gender, age, national origin, religion, disability, sexual orientation, socioeconomic status, education, marital status, language, veteran status, physical appearance, etc. It also involves different ideas, perspectives, and values.

• **Equity**: The fair treatment, access, opportunity, and advancement for all people while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups. The principle of equity acknowledges that there are historically excluded, underserved, and underrepresented populations and that fairness regarding these unbalanced conditions is needed to assist in the provision of adequate opportunities to all groups.

• **Inclusion**: The act of creating environments in which any individual or group can be and feel welcomed, respected, supported, and valued as a fully participating member. An inclusive and welcoming climate embraces differences, provides safe places for difficult conversations, and offers respect in words and actions for all people.

MOSAIC symbolizes MSU’s diverse community’s ability to create a welcoming campus environment:

**Vision**: To create a campus community where all students feel included, are affirmed, and are successful.

**Mission**: To serve as a support, resource and advocacy center that effectively engages historically minoritized and marginalized student populations in culturally-responsive programming that
encourages a sense of belonging that promotes student success. In addition, the mission is to increase awareness, engagement and action on critical social issues throughout the MSU community.

Objectives:

i. Develop co-curricular, culturally affirming, and high-impact programming targeting historically minoritized and marginalized student populations to improve sense of belonging and academic performance.

ii. Work collaboratively with campus partners to identify and reduce gaps in retention, performance and graduation.

iii. Offer students, faculty, and staff the skills, training, and space for dialogue on critical social issues utilizing workshops, educational series, and events to improve campus climate.

In addition, MOSAIC is apprised of new/revise draft University policies and procedures for review/recommendations particularly with respect to effects involving justice, diversity, equity, and inclusion (see OP 2.33: Operating Policies and Procedures Manual for MSU).

(e) Participation in and commitment to shared governance can stimulate institutional progress by ensuring the inclusion of a range of voices and ideas in the formulation of goals, priorities, and strategies including, for example, strategic planning, institutional budgeting, development of operating policies and procedures, and discussion of critical issues such as campus climate and student-learning outcomes.

(f) Effective shared governance strengthens an institution by serving as a vehicle for necessary change. It facilitates a culture that welcomes input, broadens commitment, and fosters creative ideas.

2. For shared governance to work, it must be based on a culture of meaningful engagement.

(a) The President should make a formal commitment to shared governance and her/his expectations of collaboration between institutional leaders, faculty, staff, and students.

(b) Establishing meaningful opportunities to include faculty, staff, and students in substantive discussions with the President on crosscutting issues is one way the President can facilitate engagement.

(c) The President should seek ways to benefit from faculty engagement, experience, and expertise by including faculty members in the work of University committees and task forces. Likewise, staff and student inclusion can contribute to a vibrant culture of shared governance.

(d) The President’s Cabinet should address issues related to shared governance, and it should benefit from engagement with faculty on such critical topics as educational quality, student success, and completion.

(e) The most important resources the President and faculty can provide to shared governance are time, attention, and commitment. Just as time...
constraints can sometimes limit administration attention to shared governance, faculty often struggle with time commitments, especially given the challenges facing universities, leaving fewer faculty to fulfill the responsibilities of governance. In addition, loyalty to academic discipline and individual scholarship can outweigh faculty commitment to institutional priorities. The result is a strain on shared governance. The President can be helpful in these situations by taking an interest in the faculty’s capacity to engage in governance.

(f) The President and faculty can also help one another understand issues confronting higher education and how those issues could affect the University’s strategic direction. Accepting and acknowledging the value of such engagement are important elements of building and sustaining a culture of shared governance.

3. Shared governance requires a consistent commitment by institutional leaders.

(a) The President of the University, along with the Provost, must play a central role in building, encouraging, and maintaining effective shared governance. The Board is intentional in assigning appropriate accountability for shared governance to the President, and the President will work to help the Board understand the complexity of that task and encourage the Board to partner with the President rather than delegate away that responsibility.

(b) As stated earlier, it cannot be overemphasized that establishing meaningful opportunities to include faculty, staff, and students in substantive discussions with the President on crosscutting issues is one way the President can facilitate engagement.

(c) Good faith efforts to share information in real time—while acknowledging circumstantial challenges during a period of urgency or even crisis—build trust, a necessary feature of shared governance.

4. University policies that define shared governance should be reviewed periodically to ensure their currency and applicability.

(a) The President and the faculty should be attentive to the effectiveness of their governance practices on an ongoing basis. They must be confident that the University’s operational policies agree with one another and codify decision-making responsibility in a clear and practical way.

(b) The University’s General Counsel should monitor the timing of policy reviews and bear responsibility for recommending necessary updates for consistency across all related policies.

(c) The goal is to establish clarity of roles and processes in a way that facilitates the engagement of the President, the faculty, staff, and students on mission-related and strategic matters.

C. Threshold Conditions for High-Functioning Shared Governance

1. A shared commitment on the part of faculty and administration to the principles of shared governance (See the American Association of University Professors (AAUP) 1966 Statement on Government of Colleges and
Universities), and a current, shared understanding among faculty and President of what shared governance actually is and how it operates/functions/works at MSU.

2. A shared and clearly articulated commitment to trust, collaboration, communication, transparency, inclusiveness, honesty, and integrity.

3. An institutional culture of good will, good intentions, and commitment to common values that is reinforced through the practice of shared governance. Clear policies concerning authority and standard operating protocol are important to develop, but without good will and commitment to shared values, they can’t lead to effective decision making on meaningful issues.

4. A shared commitment among all parties to focus the practice of shared governance on the University’s strategic goals, aspirations, and challenges.

5. Constitutional documents (such as policy statements and faculty handbooks) that clearly codify decision-making authority as well as a thorough, nuanced understanding on the part of the President and faculty of their own respective roles in shared governance, as well as those of their colleagues.

6. A shared appreciation by the students, faculty, and staff of the complexity of the President’s role in facilitating a constructive relationship with the faculty.

7. A recognition that while students, staff, and contingent faculty often do not have a formal role in shared governance, the President and faculty should create regular opportunities to include their voices in the discussion of important issues and major decisions.

8. A shared recognition that institutional change is necessary, constant, and inevitable; the dynamically changing external environment and continued institutional relevance demand it. All stakeholders must be open to doing things differently when circumstances require.

9. A recognition that the most important decisions are often the most difficult and contentious, but the preservation of relationships is vital to sustained effectiveness in governance.

10. A recognition by the President and faculty leadership that they have collective responsibility to ensure that the above conditions exist.

VI. Related Statutes, Rules, Policies, Forms, and Websites

Related Statutes/Rules:

* Texas Education Code, Chapter 103 (Midwestern State University)
* Statement of Expectations of the Members of the Board of Regents

Related Policies:

* The Bylaws of the Midwestern State University Board of Regents (OP 02.12)
* OP 02.20: Administration Selection Process
* OP 02.31: University Boards, Councils, and Committees
* OP 06.02: Faculty Senate Purpose
* OP 06.03: Faculty Senate Constitution
OP 52.81: Staff Senate – Purpose and Constitution
Student Handbook (2020-2021) (Student Rights, Section E, p. 10: “Students have the opportunity to participate in the formulation of policy directly affecting them through membership on appropriate committees as determined by the President of the University, the Student Government Association, and other registered organizations within the University.”).
Student Government Association – Constitution
Student Government Association – By-Laws
OP 2.33: Operating Policies and Procedures Manual for MSU
Flow Chart – MSU Policy Development Process

Related Resources:
American Association of University Professors (AAUP) 1966 Statement on Government of Colleges and Universities (Describing the “shared responsibility among the different components of institutional government and the specific areas of primary responsibility for governing boards, administrations, and faculties.”)

VII. Responsible Office(s)
General Counsel
Phone: (940) 397-6225
Email: barry.macha@msutexas.edu

VIII. History
Approved by the MSU Board of Regents.
University Operating Policy/Procedure (OP)
OP 02.25: Organization - Provost and Vice President for Academic Affairs

Approval Authority: Board of Regents
Policy Type: University Operating Policy and Procedure
Policy Owner: President’s Office
Responsible Office: Provost and Vice President for Academic Affairs
Next Scheduled Review: 05/01/2022

I. Policy Statement
The Provost and Vice President for Academic Affairs (“Provost”) at Midwestern State University (“MSU” or “University”) is the chief academic officer of the institution. The Provost is appointed by the President, subject to Board approval, and reports to the President and serves as a key member of the University’s senior leadership team and President’s Cabinet. The Provost is the second ranking officer of the institution and, in the absence or incapacity of the President, shall assume the duties and responsibilities of the President.

II. Reason for Policy
This policy describes the general duties and responsibilities of the Provost and Vice President for Academic Affairs.

III. Application of Policy
This policy applies to all personnel reporting to the Provost and Vice President for Academic Affairs.

IV. Definitions
Not applicable.

V. Procedures and Responsibilities
The area of the Provost and Vice President for Academic Affairs is composed of six academic colleges, Dr. Billie Doris McAda Graduate School, the Moffett Library, Academic Outreach and Distance Education, the Redwine Honors Program, the Wichita
Falls Museum of Art at Midwestern State University, and the Associate Vice President for Academic Affairs.

A. Purpose

The purpose of the Provost and Vice President for Academic Affairs Office is to provide a liberal education from a quality program of specialized study in order to equip a student for his/her chosen profession or vocation. This is to be accomplished through continuous study of the curricula; encouraging research; developing class schedules; studying instructional methods for improvement; maintaining library services; procuring instructional personnel; and providing community service through the resources of the academic programs.

B. Academic Deans

Deans of Colleges

1. Appointment

The Deans are appointed by the President of the University in consultation with the Provost and Vice President for Academic Affairs. They are responsible to the Provost and Vice President for Academic Affairs. Deans will be employed on a twelve-month basis and will hold faculty rank with all the attendant privileges and responsibilities of a faculty member. Deans will hold a terminal degree in an appropriate discipline. They will teach nine semester hours in a twelve-month period. Each dean may request additional reduced load for him/herself, academic department chairs, and other faculty having administrative responsibilities in the college. Any such request should meet the guidelines embodied in the University's teaching load policy (See OP 06.17).

2. Responsibilities

The dean of a college is responsible for its overall operation. Specific duties/responsibilities of the dean include but are not limited to:

a. Assessment and Planning
   i. Ensuring the continual assessment and development of programs within the college, including the establishment of learning goals and operational goals
   ii. Directing the overall strategic planning for the college, and consulting with Chairs and faculty to expedite planning within the departments
   iii. Ensuring college compliance with the standards of the Southern Association of Colleges and Schools Commission on Colleges and with the standards of other programmatic-assessment organizations that are incumbent on the college and its departments
   iv. Overseeing the development and approval of curricula within the college and presenting proposed changes to the Academic Council for consideration
   v. Monitoring components of the Academic Core curriculum housed in the college; contributing help and advice in administering, assessing, revising, and developing the Core
vi. Monitoring and implementing university policies and procedures and conveying policy concerns or proposals to the Academic Council and Provost and Vice President for Academic Affairs

b. Faculty Performance and Development
   i. Reviewing Annual Personal Reports of the Department Chairs, and maintaining official files of all faculty performance reviews within the college
   ii. Maintaining the College’s Tenure and Promotion Guidelines and overseeing their revision, as necessary, to reflect evolving expectations; ensuring that the guidelines are compatible with the University’s criteria for tenure and promotion
   iii. Evaluating applications for tenure and promotion, and writing recommendations
   iv. Evaluating applications for University Research Grants and Developmental Leaves, and writing recommendations
   v. Encouraging, and providing support for, scholarly, creative, and professional endeavors by the faculty of the college
   vi. Working with Department Chairs, faculty, the Provost and Vice President for Academic Affairs, and the Director of Human Resources to recruit, hire, and terminate faculty and staff; ensuring that personnel policies are appropriately applied and that fair practices are used and documented

c. Budget and Finance
   i. Developing and managing the college’s operating budgets
   ii. Consulting with Department Chairs to develop departmental budgets
   iii. Making budget and salary recommendations to the Provost and Vice President for Academic Affairs
   iv. Working with the Department Chairs, faculty, and staff to identify facility and equipment needs and making recommendations for capital purchases to the Provost and Vice President for Academic Affairs
   v. Establishing and directing a process for planning the use of endowment monies available to the college

d. Promotion
   i. Working with the Vice President for University Advancement and Public Affairs to foster fund-raising for the college
   ii. Promoting the college, assisting Department Chairs and faculty in recruiting students, and helping students succeed
   iii. Representing the college on and off campus
   iv. Overseeing the maintenance and updating of the college’s published promotional materials, including its web site

e. Human Relations and Conflict Management
i. Fostering diversity at all levels of the college and across the university

ii. Cultivating inter-disciplinary cooperation and endeavors within the college and among colleges

iii. Fostering communication, cooperation, civility, and rapport among students, faculty, and staff

iv. Serving as advisor to the Provost and Vice President for Academic Affairs.

v. Fostering a climate within the college that encourages the free exchange of ideas and allows for the airing of differences of opinion.

vi. Working to resolve disputes within the college

vii. Hearing and helping resolve student complaints not resolved at the departmental level

viii. Hearing and helping resolve faculty and staff complaints not resolved at the departmental level

ix. Ensuring due process for students, staff, and faculty who register complaints, appeals, or grievances

f. Routine Responsibilities

i. Seeking to grow as an academic by teaching and by pursuing scholarship, creative activity, and/or professional development

ii. Serving as a spokesperson for the college and as a liaison between faculty and administration

iii. Serving on the Academic Council and the Teacher Education Committee

iv. Regularly convening, chairing, and consulting with, the College Council

v. Meeting and consulting regularly with the Provost and Vice President for Academic Affairs and other Deans to address issues, solve problems, bring recommendations, and expedite planning

vi. Working with Department Chairs and other Deans to coordinate course and room scheduling

vii. Monitoring course enrollments and faculty loads in the college

viii. Establishing advisement procedures within the college that ensure effective academic, personal, and career counseling for students

ix. Establishing operational policies and procedures for the college, and ensuring that they are compatible with the University’s policies and procedures

x. Establishing college committees as necessary

xi. Keeping faculty, staff, and students of the college informed by establishing and maintaining an effective flow of electronic, paper, and telephone communication

xii. Making recommendations or holding elections, as appropriate, to fill positions on college and university committees

xiii. Performing other duties and meeting other responsibilities assigned by the Provost and Vice President for Academic Affairs.
3. Academic Department Chairs

a. Appointment

Academic department chairs are appointed by the dean of the respective college. Appointments require the approval of the Provost and Vice President for Academic Affairs and the President. Chairs are responsible to the respective college dean for the operation of their departments. Academic department chairs are full-time faculty members who possess a terminal degree in their discipline. Any exception must be approved by the Provost and Vice President for Academic Affairs and the President. Department chairs work on a standard faculty contract but will be given load credit of up to three hours per semester for administrative duties. Teaching load credit for administrative duties will be recommended by the dean and approved by the Provost and Vice President for Academic Affairs. In justifiable cases, additional load credit for chairs may be requested by the dean of the college.

b. Responsibilities

The academic department chair is responsible for the overall operation of the respective department. Specific duties/responsibilities of the department chair include but are not limited to:

(1) Assessment and Planning

i. Ensuring the continual assessment and development of the departmental program, including the establishment of learning goals and operational goals

ii. Directing the strategic planning for the department, and consulting with the Dean and departmental faculty to expedite planning

iii. Ensuring departmental compliance with the standards of the Southern Association of Schools and Colleges and with the standards of other programmatic-assessment organizations that are incumbent on the department

iv. Working with the departmental faculty to develop the curriculum and presenting proposed changes to the Dean for consideration by the College Council

v. Monitoring components of the Academic Core housed in the department; contributing help and advice in administering, assessing, revising, or developing the Core

vi. Monitoring and implementing university and college policies and procedures, and conveying policy concerns or proposals to the Dean

(2) Faculty Performance and Development

i. Reviewing Annual Personal Reports of the departmental faculty

ii. Maintaining the Department’s Tenure and Promotion Guidelines and overseeing their revision, as necessary, to reflect evolving expectations; ensuring that the departmental
guidelines are compatible with the college guidelines and with the University’s criteria for tenure and promotion

iii. Evaluating applications for tenure and promotion, and writing recommendations

iv. Evaluating applications for University Research Grants and Developmental Leaves, and writing recommendations

v. Encouraging, and providing support for, scholarly, creative, and professional endeavors by the departmental faculty

vi. Working with the faculty, Dean, Provost and Vice President for Academic Affairs, and Director of Human Resources to recruit, hire, and terminate faculty and staff; ensuring that personnel policies are appropriately applied and that fair practices are used and documented

(3) Budget and Finance

i. Developing and managing the department’s operating budgets

ii. Making budget and salary recommendations to the Dean

iii. Working with the departmental faculty and staff to identify facility and equipment needs and making recommendations for capital purchases to the Dean

iv. Working with the Dean and the departmental faculty to plan the use of endowment monies available to the department

(4) Promotion

i. Working with the Dean and the Vice President for University Advancement and Public Affairs to foster fund-raising for the department

ii. Promoting the department, recruiting students, engaging departmental faculty in student recruitment, and helping students succeed

iii. Representing the department on and off campus

iv. Overseeing the maintenance and updating of the department’s published promotional materials, including its web site

(5) Human Relations and Conflict Management

i. Fostering diversity within the department, and helping promote diversity throughout the college and across the University

ii. Cultivating inter-disciplinary cooperation and endeavors among the college’s departments and with departments in other colleges

iii. Fostering communication, cooperation, civility, and rapport among the department’s students, faculty, and staff; with the college’s other Department Chairs; and with the College Dean

iv. Fostering a climate within the department that encourages the free exchange of ideas and allows for the airing of differences of opinion

v. Working to resolve disputes within the department
vi. Hearing and helping resolve student complaints at the departmental level
vii. Hearing and helping resolve faculty and staff complaints at the departmental level
vi. Ensuring due process for students, staff, and faculty who register complaints, appeals, or grievance.

(6) Routine Responsibilities
i. Seeking to grow as an academic by effectively fulfilling teaching obligations in the department and by pursuing scholarship, creative activity, and/or professional development
ii. Serving as a spokesperson for the department and as a liaison between the departmental faculty and the College Dean
iii. Serving on the College Council
iv. Meeting and consulting regularly with the departmental faculty
v. Meeting and consulting regularly with the Dean to address problems, bring recommendations, and expedite planning
vi. Keeping faculty, staff, and students of the department informed by establishing and maintaining an effective flow of electronic, paper, and telephone communication
vii. Working with departmental faculty, other Department Chairs, and the Dean to plan course and room scheduling
viii. Monitoring course enrollments and faculty loads in the department
ix. Establishing advisement procedures within the department that ensure effective academic, personal, and career counseling for students
x. Establishing operational policies and procedures for the department, and ensuring that they are compatible with college and university policies and procedures
xii. Establishing departmental committees as necessary
xiii. Making appointments or holding elections, as appropriate, to fill positions on departmental committees
xiv. Being available during the summer months to help with planning and problem solving
xv. Performing other duties and meeting other responsibilities assigned by the Dean.

Dean of the Graduate School

1. Appointment
The Dean of the Graduate School is appointed by the President of the University who will consult with the Provost and Vice President for Academic Affairs. He or she is responsible to the Provost and Vice President for Academic Affairs, will be employed on a twelve-month basis and will hold faculty rank with all the attendant privileges and responsibilities of a faculty member. The Dean will hold a terminal degree.
in an appropriate discipline. The Dean will teach nine semester hours in a twelve-month period and may request additional reduced load for him/herself.

2. Responsibilities
   a. Supervision and Coordination
      i. Supervising the staff of the Graduate Office including the Assistant to the Dean and the Assistant Director of Graduate Admissions; ensuring that personnel policies are appropriately applied and that fair practices are used and documented
      ii. Approval of Graduate Program Coordinators: Each dean will nominate Graduate Program Coordinators needed for the programs in that college. The nomination is subject to approval by the Graduate Dean and should be made in consultation with the faculty who teach in that program.
      iii. Chairing the Graduate Council and implementing its policies and decisions, including the nomination, approval, and appointment of graduate faculty
      iv. Working with Graduate Program Coordinators, Department Chairs, and Deans to coordinate recruiting initiatives, assemble a diverse pool of qualified applicants for graduate programs, and demonstrate a service-oriented philosophy
      v. Awarding final approval or disapproval of graduate theses, exhibitions, or dissertations
      vi. Chairing the University Research Committee; working with its members to solicit and evaluate faculty research and developmental-leave proposals
      vii. Directing the Office of Sponsored Programs and Research and, in that capacity, coordinating the University’s pre- and post-award support of grants and contracts
      viii. Serving as the university’s designated representative to the Texas Higher Education Coordinating Board and, in that capacity, submitting reports to the THECB concerning the research productivity of MSU faculty
   b. Assessment and Planning
      i. Helping ensure the continual assessment and development of graduate programs
      ii. Helping ensure graduate-program compliance with the standards of the Southern Association of Colleges and Schools Commission on Colleges and with the standards of other organizations that are incumbent on graduate programs
      iii. Working with academic officers and faculty engaged in accreditation efforts for graduate programs
iv. Working with the Graduate Council as well as other academic officers and faculty members to develop and evaluate strategic-planning initiatives

v. Working with the Graduate Council, Graduate Program Coordinators, Deans, and Department Chairs to consider curricular revisions or innovations and to present proposed changes to the Provost and Vice President for Academic Affairs for consideration by the Academic Council

c. Policy Development, Implementation, and Interpretation
   i. Ensuring that effective policies are developed and implemented to carry out the work of the Graduate Office and Graduate Council
   ii. Interpreting graduate-program policies and adjudicating appeals concerning exceptions to these policies
   iii. Working with the Graduate Council to establish and maintain standards, policies, and procedures by which graduate students are admitted, enrolled, supervised, retained, and awarded degrees
   iv. Working with the University Research Committee to develop or revise policies and procedures for submission of grant and development leave applications by the faculty
   v. Keeping the Provost and Vice President for Academic Affairs informed of graduate program and policy concerns

d. Promotion
   i. Representing Midwestern State University at meetings concerning graduate education
   ii. Working with appropriate University personnel in encouraging community and state support for graduate programs
   iii. Working with the Assistant Director of Graduate Admissions to attract qualified, promising graduate students
   iv. Communicating university and graduate program information and policies to stakeholders: students, faculty, staff, alumni, and community members
   v. Overseeing publication of the Graduate Catalog, graduate program brochures, and other relevant publications

e. Budget and Finance
   i. Preparing and administering the Graduate School, Office of Sponsored Programs and Research, Lifelong Learning Center, Center for Continuing Education, and Teaching and Learning Resource Center budgets and making budget recommendations to the Provost and Vice President for Academic Affairs
   ii. Serving as a resource person for budget, space, and personnel decisions affecting graduate education
   iii. Recommending funding for graduate assistantships and scholarships, coordinating the allocation of these assistantships and scholarships to the colleges, and monitoring the administration of graduate assistantship funds and appointments
f. Routine Responsibilities
   i. Meeting and consulting regularly with the Provost and Vice President for Academic Affairs and other Deans to address issues, solve problems, bring recommendations, and expedite planning
   ii. Working with the Deans to promote faculty and student scholarship and research
   iii. Keeping administrators, faculty, staff, and students informed of graduate policy and program concerns by establishing and maintaining an effective flow of electronic, paper, and telephone communication
   iv. Performing other duties and meeting other responsibilities assigned by the Provost and Vice President for Academic Affairs

3. Graduate Coordinators
   a. Duties
      Graduate coordinators are full-time faculty members who are appointed in the academic supervisory role for select graduate programs. They serve as administrative associates to Department Chairs or Deans and provide leadership of the graduate programs and direction over student programs in order to give them the opportunity to excel in advanced studies.
   b. Appointment and Teaching Load
      The appointment of graduate coordinators will be based upon demonstrated administrative need specific to the academic program. The Graduate Dean will approve all such appointments. Coordinators may be given load credits of up to three (3) hours per semester for administrative duties. Additional load credit for coordinators may be requested by the dean of the college in justifiable cases.

C. Moffett Library
   The Moffett Library will serve as the University reference source and will also provide assistance to university alumni and area residents as well as faculty and students. The University Librarian is directly responsible to the Provost and Vice President for Academic Affairs for the administration of the University library. The University Librarian will prepare the library budget and submit to the Provost and Vice President for Academic Affairs; administer the library budget; recommend the appointment, promotion, or termination of appointment of all library personnel; assign and supervise their work; and review all purchase requisitions for library materials from funds allocated to educational units within the University.

D. Academic Outreach and Distance Education
   The Director of Academic Outreach and Distance Education is directly responsible to the Provost and Vice President for Academic Affairs and responsible for the overall coordination and administration of the University's distance learning programs, and compliance issues regarding State Authorization, Federal Regulation Chapter 34, 600.9(c). Responsible for coordinating mutually beneficial articulation agreements and memorandums of understanding (MOU) with community colleges,
universities, and other potential academic partners. Prepares reports to applicable agencies concerning compliance with regulations and contractual agreements involving areas of responsibility. Supervises staff and manages the budgets of DE and academic outreach and assists in all areas of the University as assigned.

E. Redwine Honors Program
The Director of the Redwine Honors program is directly responsible to the Provost and Vice President for Academic Affairs and responsible for the overall coordination and administration of the Redwine Honors program. The director will periodically assesses student standing and make decisions regarding student progress and continuation in the program. He/she will be responsible for program assessment and evaluation. He/she will develop strategies for enhancing student opportunities for internships, undergraduate research, study abroad, and other academic opportunities.

F. Wichita Falls Museum of Art at Midwestern State University
The Director of the Wichita Falls Museum of Art at Midwestern State University is directly responsible to the Provost and Vice President for Academic Affairs and responsible for the overall coordination and administration of the Museum. The Museum Director is responsible for the management and operations of the Museum of Art at Midwestern State University. The Director coordinates museum initiatives with the University; cultivates support and fundraising initiatives; and has oversight of strategic and long-range planning for the mission of the Museum as developed in collaboration with the Museum Advisory Board and the Provost.

G. Associate Vice President for Academic Affairs
The Associate Vice President for Academic Affairs is responsible for assisting the Provost and Vice-President for Academic Affairs in planning, developing, facilitating, evaluating and refining undergraduate academic programs and curricula. The Associate Vice President supervises the Student Support Services, Office of Undergraduate Research, Tutoring and Academic Support Programs, and the University Writing Program.

H. University Colleges
1. **Dillard College of Business Administration**
   The mission of the Dillard College is to graduate students ready to succeed professionally in a dynamic environment. The Dillard College also provides specialized services that fuel the economic development and empowerment of our region and beyond. The University’s Liberal Arts tradition establishes a strong foundation upon which Dillard College’s commitment to professional, high quality business education is built. Our academic programs reflect a strong commitment to a tradition of excellence. The College’s global perspective is illustrated by the curricular opportunities as well as the cultural and geographical diversity of our students and faculty. This diverse environment fosters the multicultural and sustainable perspectives critical to success in the dynamic global market. The culture of Dillard College is characterized by meaningful interaction between students and faculty amid continuous improvement in teaching excellence. Faculty research in applied, pedagogical, and basic traditions further strengthens the educational experience.

2. **Gordon T. and Ellen West College of Education**
The purpose of the Gordon T. and Ellen West College of Education is to provide high-quality, research-based, undergraduate and graduate programs of instruction in each of the areas included in the college as well as coordinate the campus components in teacher education. The college prepares professional educators, and counselors for successful careers in elementary and secondary schools, business, allied health, industry, government and higher education institutions. Programs in education and kinesiology provide learning opportunities through organized classes and field experiences, internships, or practica. Students are prepared to use current technology and to work with a diverse population.

3. **Lamar D. Fain College of Fine Arts**
The primary purpose of the Lamar D. Fain College of Fine Arts is to equip students with the knowledge and skills necessary to pursue a career in art, mass communication, music, or theatre. To accomplish this purpose, stress is placed on applying classroom learning to process and performance. The college prides itself on ensuring that its students do what they study: in its art studios, in its newspaper and television laboratories, and in its concerts, recitals, and dramatic productions. Besides providing knowledge and training that will qualify students for jobs, graduate study or professional school, the college endeavors to help students develop aesthetic sensibility, cultural awareness and social responsibility. Not only are students taught to create within their disciplines, but they are challenged to evaluate the quality of what they have created, to assess the effect of their creations on the wider culture, and to aspire to professionalism and excellence. The goal is to empower students to use their talents to enrich and advance society. Thus, the Fain College of Fine Arts adopts a twofold mission designed to produce graduates who are both competent professionals, and sensitive, reliable, constructive citizens.

4. **Robert D. and Carol Gunn College of Health Sciences and Human Services**
The Robert D. & Carol Gunn College of Health Sciences and Human Services includes undergraduate study in athletic training, exercise physiology, criminal justice, dental hygiene, nursing, radiologic sciences, respiratory care, and social work and graduate programs in criminal justice, exercise physiology, nursing, radiologic sciences, and health service administration. There are also degree programs designed specifically for working radiographers, registered nurses, and respiratory therapists and a certification course in health service administration. The mission of the college is to prepare students to successfully function in their chosen professions within the rapidly changing health care and human services environments. All programs are based upon a comprehensive liberal arts and sciences foundation and include both clinical and didactic learning opportunities in the courses of the major. Graduates of the athletic training, dental hygiene, nursing, respiratory care, radiologic sciences, and social work programs are eligible for licensure or certification in their discipline.

5. **Prothro-Yeager College of Humanities and Social Sciences**
The purpose of the Prothro-Yeager College of Humanities and Social Sciences is threefold. First, the college provides for students throughout the University a broadly based liberal arts curriculum designed to empower them with the
fundamental language and communication skills as well as the critical thinking skills necessary for a lifetime of learning and achievement. Secondly, the college offers general education courses in the modern languages, literature, history, philosophy, humanities, political science, sociology, and psychology which provide a foundation of knowledge necessary in the development of those cultural and aesthetic values that enrich the individual and are essential for a meaningful and productive life. Lastly, the college affords preparation for careers in teaching and a wide range of further graduate and professional studies in fields such as English, history, political science, psychology, the law, the ministry, library science, museum management, and public administration.

6. McCoy College of Science, Mathematics, and Engineering

The mission of the McCoy College of Science, Mathematics and Engineering is to provide students with knowledge and skills for life-long learning, to help them understand the world in which they live, and to apply engineering, mathematical, and scientific advancements for the benefit of future generations. The McCoy College of Science, Mathematics and Engineering seeks to cultivate high quality teaching, research and scholarship to create new knowledge of the world and connect to STEM initiatives in the local, state and international communities. The six academic departments provide broad coverage of STEM and include biology, chemistry and physics, computer science, Kimbell School of Geosciences, mathematics, and the McCoy School of Engineering. The college also supports pre-professional tracks in pre-medicine, pre-dentistry, pre-veterinary, pre-pharmacy and pre-physical therapy. Undergraduate research is vital to the college and is conducted collaboratively by faculty and students..

VI. Related Statutes, Rules, Policies, Forms, and Websites

Related Statutes/Rules:

- Texas Education Code, Chapter 51 (Provisions Generally Applicable to Higher Education), Sec. 51.352 (b) (governing board shall provide the policy direction).
- Texas Education Code, Chapter 103 (Midwestern State University), Section 103.02 (organization, control, and management of the University is vested in the Board of Regents); See University of Houston v. Barth, 403 S.W. 3d 851, 855 (Tex. 2013) (policies adopted by Board of Regents under its enabling statute have the force of law).

Related Policies:

Related Forms:

VII. Responsible Office(s)

Provost and Vice President for Academic Affairs
Phone: (940) 397-4226
Email: james.johnston@msutexas.edu

VIII. History

Adopted and Approved: DD/MM/YYYY
Revised DD/MM/YYYY: [date and gist of each revision]
The area of the Provost and Vice President for Academic Affairs is composed of six academic colleges, Dr. Billie Doris McAda Graduate School, the Moffett Library, Academic Outreach and Distance Education, the Redwine Honors Program, the Wichita Falls Museum of Art at Midwestern State University, and the Associate Vice President for Academic Affairs.

**Provost and Vice President for Academic Affairs Office**

The purpose of the Provost and Vice President for Academic Affairs Office is to provide a liberal education from a quality program of specialized study in order to equip a student for his/her chosen profession or vocation. This is to be accomplished through continuous study of the curricula; encouraging research; developing class schedules; studying instructional methods for improvement; maintaining library services; procuring instructional personnel; and providing community service through the resources of the academic programs.

A. President for Academic Affairs.

B. **Academic Outreach and Distance Education**

The Director of Academic Outreach and Distance Education is directly responsible to the Provost and Vice President for Academic Affairs and responsible for the overall coordination and administration of the University's distance learning programs, and compliance issues regarding State Authorization, Federal Regulation Chapter 34, 600.9(c). Responsible for coordinating mutually beneficial articulation agreements and memorandums of understanding (MOU) with community colleges, universities, and other potential academic partners. Prepares reports to applicable agencies concerning compliance with regulations and contractual agreements involving areas of responsibility. Supervises staff and manages the budgets of DE and academic outreach and assists in all areas of the university as assigned.

C. **Moffett Library**

The Moffett Library will serve as the university reference source and will also provide assistance to university alumni and area residents as well as faculty and students. The University Librarian is directly responsible to the Provost and Vice President for Academic Affairs for the administration of the university library. The University Librarian will prepare the library budget and submit to the Provost and Vice President for Academic Affairs; administer the library budget; recommend the appointment, promotion, or termination of appointment of all library personnel; assign and supervise their work; and review all purchase requisitions for library materials from funds allocated to educational units within the university.

D. **Registrar**

The Office of the Registrar is committed to serving the students, faculty, and public by providing the permanent academic records of Midwestern State University, verifying enrollment, directing the student registration process, and auditing student records for completion of graduation requirements. The Registrar is directly responsible to the Provost and Vice President for Academic Affairs and supervises the work of the individuals assisting in these student record functions. Other areas of responsibility that are in the Office of the Registrar include veteran's affairs and certification of athletes, and compliance with state policies regarding the TSI (Texas Success Initiative). The Office of the Registrar is responsible for the production of the Schedule of Classes and serves as the editor for the production of the MSU Catalog. The Office of the Registrar will be responsible for the organization of statistical material for use by various college and state agencies; will submit reports concerning the official standing of students to the students and appropriate academic offices; and will provide transcripts of students records subject to appropriate limitations. Other areas in which the Office of the Registrar provides assistance are new student orientation, Imagine Graduation and commencement ceremonies.

E. **Deans of Colleges**

1. **Appointment**

Deans are appointed by the President of the university in consultation with the Provost and Vice President for Academic Affairs. They are responsible to the Provost and Vice President for Academic Affairs. Deans will be employed on a twelve-month basis and will hold faculty rank with all the attendant privileges and responsibilities of a faculty member. Deans will hold a terminal degree in an appropriate discipline. They will teach nine semester hours in a twelve-month period. Each dean may request additional reduced load for him/herself, academic department chairs, and other faculty having administrative responsibilities in the...
college. Any such request should meet the guidelines embodied in the university's teaching load policy (See Policy 3.127).

2. Responsibilities
The dean of a college is responsible for its overall operation. Specific duties/responsibilities of the dean include but are not limited to:

a. Assessment and Planning
   i. Ensuring the continual assessment and development of programs within the college, including the establishment of learning goals and operational goals
   ii. Directing the overall strategic planning for the college, and consulting with Chairs and faculty to expedite planning within the departments
   iii. Ensuring college compliance with the standards of the Southern Association of Colleges and Schools Commission on Colleges and with the standards of other programmatic-assessment organizations that are incumbent on the college and its departments
   iv. Overseeing the development and approval of curricula within the college and presenting proposed changes to the Academic Council for consideration
   v. Monitoring components of the Academic Core curriculum housed in the college; contributing help and advice in administering, assessing, revising, and developing the Core
   vi. Monitoring and implementing university policies and procedures and conveying policy concerns or proposals to the Academic Council and Provost and Vice President for Academic Affairs

b. Faculty Performance and Development
   i. Conducting Annual Performance Reviews of the Department Chairs, and maintaining official files of all faculty performance reviews within the college
   ii. Ensuring that tenure-track faculty in the college undergo a formal third-year review
   iii. Maintaining the College’s Tenure and Promotion Guidelines and overseeing their revision, as necessary, to reflect evolving expectations; ensuring that the guidelines are compatible with the University’s criteria for tenure and promotion
   iv. Evaluating applications for tenure and promotion, and writing recommendations
   v. Evaluating applications for University Research Grants and Developmental Leaves, and writing recommendations
   vi. Encouraging, and providing support for, scholarly, creative, and professional endeavors by the faculty of the college
   vii. Working with Department Chairs, faculty, the Provost and Vice President for Academic Affairs, and the Director of Human Resources to recruit, hire, and terminate faculty and staff; ensuring that personnel policies are appropriately applied and that fair practices are used and documented

c. Budget and Finance
   i. Developing and managing the college’s operating budgets
   ii. Consulting with Department Chairs to develop departmental budgets
   iii. Making budget and salary recommendations to the Provost and Vice President for Academic Affairs
   iv. Working with the Department Chairs, faculty, and staff to identify facility and equipment needs and making recommendations for capital purchases to the Provost and Vice President for Academic Affairs
   v. Establishing and directing a process for planning the use of endowment monies available to the college

d. Promotion
   i. Working with the Vice President for University Advancement and Public Affairs to foster fund-raising for the college
   ii. Promoting the college, assisting Department Chairs and faculty in recruiting students, and helping students succeed
   iii. Representing the college on and off campus
   iv. Overseeing the maintenance and updating of the college’s published promotional materials, including its web site

e. Human Relations and Conflict Management
   i. Fostering diversity at all levels of the college and across the university
   ii. Cultivating inter-disciplinary cooperation and endeavors within the college and among colleges
   iii. Fostering communication, cooperation, civility, and rapport among students, faculty, and staff
   iv. Serving as advisor to the Provost and Vice President for Academic Affairs
   v. Fostering a climate within the college that encourages the free exchange of ideas and allows for the airing of differences of opinion
   vi. Working to resolve disputes within the college
   vii. Hearing and helping resolve student complaints not resolved at the departmental level
viii. Hearing and helping resolve faculty and staff complaints not resolved at the departmental level
ix. Ensuring due process for students, staff, and faculty who register complaints, appeals, or grievances

f. Routine Responsibilities
i. Seeking to grow as an academic by teaching and by pursuing scholarship, creative activity, and/or professional development
ii. Serving as a spokesperson for the college and as a liaison between faculty and administration
iii. Serving on the Academic Council and the Teacher Education Committee
iv. Regularly convening, chairing, and consulting with, the College Council
v. Meeting and consulting regularly with the Provost and Vice President for Academic Affairs and other Deans to address issues, solve problems, bring recommendations, and expedite planning
vi. Working with Department Chairs and other Deans to coordinate course and room scheduling
vii. Monitoring course enrollments and faculty loads in the college
viii. Establishing advisement procedures within the college that ensure effective academic, personal, and career counseling for students
ix. Establishing operational policies and procedures for the college, and ensuring that they are compatible with the University’s policies and procedures
x. Establishing college committees as necessary
xi. Keeping faculty, staff, and students of the college informed by establishing and maintaining an effective flow of electronic, paper, and telephone communication
xii. Making recommendations or holding elections, as appropriate, to fill positions on college and university committees
xiii. Performing other duties and meeting other responsibilities assigned by the Provost and Vice President for Academic Affairs.

Dean of the Graduate School

1. Appointment
The Dean of the Graduate School is appointed by the President of the university who will consult with the Provost and Vice President for Academic Affairs. He or she is responsible to the Provost and Vice President for Academic Affairs, will be employed on a twelve-month basis and will hold faculty rank with all the attendant privileges and responsibilities of a faculty member. The Dean will hold a terminal degree in an appropriate discipline. The Dean will teach nine semester hours in a twelve-month period and may request additional reduced load for him/herself.

2. Responsibilities
The Dean of the Graduate School is responsible for the overall operation of graduate programs and sponsored programs. Specific duties/responsibilities of the dean include but are not limited to:

a. Supervision and Coordination
i. Supervising the staff of the Graduate Office including the Assistant to the Dean and the Graduate Recruiter; ensuring that personnel policies are appropriately applied and that fair practices are used and documented
ii. Approval of Graduate Program Coordinators: Each dean will nominate Graduate Program Coordinators needed for the programs in that college. The nomination is subject to approval by the Graduate Dean and should be made in consultation with the faculty who teach in that program.
iii. Chairing the Graduate Council and implementing its policies and decisions, including the nomination, approval, and appointment of graduate faculty
iv. Working with Graduate Program Coordinators, Department Chairs, and Deans to coordinate recruiting initiatives, assemble a diverse pool of qualified applicants for graduate programs, and demonstrate a service-oriented philosophy
v. Awarding final approval or disapproval of graduate theses, exhibitions, or dissertations
vi. Chairing the University Research Committee; working with its members to solicit and evaluate faculty research and developmental-leave proposals
vii. Directing the Office of Sponsored Programs and Research and, in that capacity, coordinating the university’s pre- and post-award support of grants and contracts
viii. Serving as the university’s designated representative to the Texas Higher Education Coordinating Board and, in that capacity, submitting reports to the THECB concerning the research productivity of MSU faculty
ix. Directing the Life Long Learning Center.
x. Directing the Teaching and Learning Resource Center.

b. Assessment and Planning
i. Helping ensure the continual assessment and development of graduate programs
ii. Helping ensure graduate-program compliance with the standards of the Southern Association of Colleges and Schools Commission on Colleges and with the standards of other organizations that are incumbent on graduate programs
iii. Working with academic officers and faculty engaged in accreditation efforts for graduate programs
iv. Working with the Graduate Council as well as other academic officers and faculty members to develop and evaluate strategic-planning initiatives
v. Working with the Graduate Council, Graduate Program Coordinators, Deans, and Department Chairs to consider curricular revisions or innovations and to present proposed changes to the Provost and Vice President for Academic Affairs for consideration by the Academic Council

c. Policy Development, Implementation, and Interpretation
   i. Ensuring that effective policies are developed and implemented to carry out the work of the Graduate Office and Graduate Council
   ii. Interpreting graduate-program policies and adjudicating appeals concerning exceptions to these policies
   iii. Working with the Graduate Council to establish and maintain standards, policies, and procedures by which graduate students are admitted, enrolled, supervised, retained, and awarded degrees
   iv. Working with the University Research Committee to develop or revise policies and procedures for submission of grant and development leave applications by the faculty
   v. Keeping the Provost and Vice President for Academic Affairs informed of graduate program and policy concerns

d. Promotion
   i. Representing Midwestern State University at meetings concerning graduate education
   ii. Working with appropriate university personnel in encouraging community and state support for graduate programs
   iii. Working with the Graduate Recruiter to attract qualified, promising graduate students
   iv. Communicating university and graduate program information and policies to stakeholders: students, faculty, staff, alumni, and community members
   v. Overseeing publication of the Graduate Catalog, graduate program brochures, and other relevant publications

e. Budget and Finance
   i. Preparing and administering the Graduate School budget and making budget recommendations to the Provost and Vice President for Academic Affairs
   ii. Serving as a resource person for budget, space, and personnel decisions affecting graduate education
   iii. Recommending funding for graduate assistantships and scholarships, coordinating the allocation of these assistantships and scholarships to the colleges, and monitoring the administration of graduate assistantship funds and appointments

f. Routine Responsibilities
   i. Meeting and consulting regularly with the Provost and Vice President for Academic Affairs and other Deans to address issues, solve problems, bring recommendations, and expedite planning
   ii. Working with the Deans to promote faculty and student scholarship and research
   iii. Keeping administrators, faculty, staff, and students informed of graduate policy and program concerns by establishing and maintaining an effective flow of electronic, paper, and telephone communication
   iv. Performing other duties and meeting other responsibilities assigned by the Provost and Vice President for Academic Affairs

G. Academic Department Chairs

1. Appointment
   Academic department chairs are appointed by the dean of the respective college. Appointments require the approval of the Provost and Vice President for Academic Affairs and the President. Chairs are responsible to the respective college dean for the operation of their departments. Academic department chairs are full-time faculty members who possess a terminal degree in their discipline. Any exception must be approved by the Provost and Vice President for Academic Affairs and the President. Department chairs work on a standard faculty contract but will be given load credit of up to three hours per semester for administrative duties. Teaching load credit for administrative duties will be recommended by the dean and approved by the Provost and Vice President for Academic Affairs in justifiable cases; additional load credit for chairs may be requested by the dean of the college.

2. Responsibilities
   The academic department chair is responsible for the overall operation of the respective department. Specific duties/responsibilities of the department chair include but are not limited to:
a. Assessment and Planning
   i. Ensuring the continual assessment and development of the departmental program, including the establishment of learning goals and operational goals
   ii. Directing the strategic planning for the department, and consulting with the Dean and departmental faculty to expedite planning
   iii. Ensuring departmental compliance with the standards of the Southern Association of Schools and Colleges and with the standards of other programmatic-assessment organizations that are incumbent on the department
   iv. Working with the departmental faculty to develop the curriculum and presenting proposed changes to the Dean for consideration by the College Council
   v. Monitoring components of the Academic Core housed in the department; contributing help and advice in administering, assessing, revising, or developing the Core
   vi. Monitoring and implementing university and college policies and procedures, and conveying policy concerns or proposals to the Dean

b. Faculty Performance and Development
   i. Conducting Annual Performance Reviews of the departmental faculty
   ii. Conducting a formal third-year review of tenure-track faculty in the department
   iii. Maintaining the Department’s Tenure and Promotion Guidelines and overseeing their revision, as necessary, to reflect evolving expectations; ensuring that the departmental guidelines are compatible with the college guidelines and with the University’s criteria for tenure and promotion
   iv. Evaluating applications for tenure and promotion, and writing recommendations
   v. Evaluating applications for University Research Grants and Developmental Leaves, and writing recommendations
   vi. Encouraging, and providing support for, scholarly, creative, and professional endeavors by the departmental faculty

   v. Working with the faculty, Dean, Provost and Vice President for Academic Affairs, and Director of Human Resources to recruit, hire, and terminate faculty and staff; ensuring that personnel policies are appropriately applied and that fair practices are used and documented

c. Budget and Finance
   i. Developing and managing the department’s operating budgets
   ii. Making budget and salary recommendations to the Dean
   iii. Working with the departmental faculty and staff to identify facility and equipment needs and making recommendations for capital purchases to the Dean
   iv. Working with the Dean and the departmental faculty to plan the use of endowment monies available to the department

d. Promotion
   i. Working with the Dean, the Vice President for University Advancement and Public Affairs to foster fund-raising for the department
   ii. Promoting the department, recruiting students, engaging departmental faculty in student recruitment, and helping students succeed
   iii. Representing the department on and off campus
   iv. Overseeing the maintenance and updating of the department’s published promotional materials, including its website

e. Human Relations and Conflict Management
   i. Fostering diversity within the department, and helping promote diversity throughout the college and across the university
   ii. Cultivating inter-disciplinary cooperation and endeavors among the college’s departments and with departments in other colleges
   iii. Fostering communication, cooperation, civility, and rapport among the department’s students, faculty, and staff; with the college’s other Department Chairs; and with the College Dean
   iv. Fostering a climate within the department that encourages the free exchange of ideas and allows for the airing of differences of opinion
   v. Working to resolve disputes within the department
   vi. Hearing and helping resolve student complaints at the departmental level
   v. Hearing and helping resolve faculty and staff complaints at the departmental level
   vi. Ensuring due process for students, staff, and faculty who register complaints, appeals, or grievance.

f. Routine Responsibilities
   i. Seeking to grow as an academic by effectively fulfilling teaching obligations in the department and by pursuing scholarship, creative activity, and/or professional development
   ii. Serving as a spokesperson for the department and as a liaison between the departmental faculty and the College Dean
   iii. Serving on the College Council
iv. Meeting and consulting regularly with the departmental faculty
v. Meeting and consulting regularly with the Dean to address problems, bring recommendations, and expedite planning
vi. Keeping faculty, staff, and students of the department informed by establishing and maintaining an effective flow of electronic, paper, and telephone communication
vii. Working with departmental faculty, other Department Chairs, and the Dean to plan course and room scheduling
viii. Monitoring course enrollments and faculty loads in the department
ix. Establishing advisement procedures within the department that ensure effective academic, personal, and career counseling for students
x. Establishing operational policies and procedures for the department, and ensuring that they are compatible with college and university policies and procedures
xii. Establishing departmental committees as necessary
xiii. Making appointments or holding elections, as appropriate, to fill positions on departmental committees
xiv. Being available during the summer months to help with planning and problem solving
xv. Performing other duties and meeting other responsibilities assigned by the Dean.

H G. Graduate Coordinators
1. Duties
Graduate coordinators are full-time faculty members who are appointed in the academic supervisory role for select graduate programs. They serve as administrative associates to Department Chairs or Deans and provide leadership of the graduate programs and direction over students' programs in order to give them the opportunity to excel in advanced studies.

2. Appointment and Teaching Load
The appointment of graduate coordinators will be based upon demonstrated administrative need specific to the academic program. The Graduate Dean will approve all such appointments. Coordinators may be given load credits of up to three (3) hours per semester for administrative duties. Additional load credit for coordinators may be requested by the dean of the college in justifiable cases.

I. University Colleges

1. Dillard College of Business Administration
   The mission of the Dillard College of Business Administration is to prepare students for positions of leadership in business, professional, and public sectors of a global society. There is a commitment to first provide students with a broad education based upon the university's core curriculum followed by a general exposure to economic institutions and the complex relationships existing between government, business, and consumers. In their upper-level studies, students receive a concentrated education in one of the specialized areas of accounting, business computer information systems, economics, finance, general business, international trade, management, or marketing. The college also offers graduate studies in business leading to the MBA degree. Additionally, the college contributes to the further development of the North Texas region through consultation, continuing education, research, and technical assistance. The Bureau of Business and Government Research, the Mamie Raborn Center for Economic Education, and the Small Business Development Center play a major role in this regard. In order to provide quality education and these services, the Dillard College of Business Administration maintains highly qualified faculty members who are committed to teaching excellence and staying abreast of new developments through scholarship and professional development.

2. Gordon T. and Ellen West College of Education
   The purpose of the Gordon T. and Ellen West College of Education is to provide high-quality, research-based, undergraduate and graduate programs of instruction in each of the areas included in the college as well as coordinate the campus components in teacher education. The college prepares professional educators, and counselors for successful careers in elementary and secondary schools, business, allied health, industry, government and higher education institutions. Programs in education and kinesiology provide learning opportunities through organized classes and field experiences, internships, or practica. Students are prepared to use current technology and to work with a diverse population.

3. Lamar D. Fain College of Fine Arts
   The primary purpose of the Lamar D. Fain College of Fine Arts is to equip students with the knowledge and skills necessary to pursue a career in art, mass communication, music,
4. Robert D. & Carol Gunn College of Health Sciences and Human Services
   The Robert D. & Carol Gunn College of Health Sciences and Human Services includes undergraduate study in athletic training, exercise physiology, criminal justice, dental hygiene, nursing, radiologic sciences, respiratory care, and social work and graduate programs in criminal justice, exercise physiology, nursing, radiologic sciences, and health service administration. There are also degree programs designed specifically for working radiographers, registered nurses, and respiratory therapists and a certification course in health service administration. The mission of the college is to prepare students to successfully function in their chosen professions within the rapidly changing health care and human services environments. All programs are based upon a comprehensive liberal arts and sciences foundation and include both clinical and didactic learning opportunities in the courses of the major. Graduates of the athletic training, dental hygiene, nursing, respiratory care, radiologic sciences, and social work programs are eligible for licensure or certification in their discipline.

5. Prothro-Yeager College of Humanities and Social Sciences
   The purpose of the Prothro-Yeager College of Humanities and Social Sciences is threefold. First, the college provides for students throughout the university a broadly based liberal arts curriculum designed to empower them with the fundamental language and communication skills as well as the critical thinking skills necessary for a lifetime of learning and achievement. Secondly, the college offers general education courses in the modern languages, literature, history, philosophy, humanities, political science, sociology, and psychology which provide a foundation of knowledge necessary in the development of those cultural and aesthetic values that enrich the individual and are essential for a meaningful and productive life. Lastly, the college affords preparation for careers in teaching and a wide range of further graduate and professional studies in fields such as English, history, political science, psychology, the law, the ministry, library science, museum management, and public administration.

6. McCoy College of Science, Mathematics, and Engineering
   The primary mission of the McCoy College of Science, Mathematics, and Engineering is teaching of the highest quality at both the undergraduate and graduate levels. The college, through its faculty and programs in biology, chemistry, geology, environmental science, physics, math, computer science, and engineering, provides students with the knowledge and skills necessary for life-long learning, an ability to understand the world in which they live, and the ability to comprehend scientific and mathematical advancements and their benefit to future generations. To assist in the accomplishment of this mission, the McCoy College of Science, Mathematics, and Engineering fosters research and scholarship of high quality among the faculty and graduate programs in biology and computer science. To provide outreach as an educational institution, the College assists its faculty in utilizing their expertise to the benefit of the university community and regional, state, national and international communities.

J1. Associate Vice President for Academic Affairs

Purpose
   The Associate Vice President for Academic Affairs is responsible for assisting the Provost and Vice- President for Academic Affairs in planning, developing, facilitating, evaluating and refining undergraduate academic program and curricula. The Associate Vice President supervises the, Student Support Services, Office of Undergraduate Research, Tutoring and Academic Support Programs, and the University Writing Program,
I. Policy Statement

The Vice President for Student Affairs at Midwestern State University ("MSU" or "University") oversees the division of student affairs, which serves a critical role in ensuring the education of the whole student body and provides programs, services, and support related to all aspects of campus life. The Vice President for Student Affairs is appointed by the President and serves as a key member of the University’s senior leadership team and President’s Cabinet. Members of Cabinet work collaboratively and strategically across divisions and disciplines to promote the University’s mission and strategic plan.

II. Reason for Policy

This policy describes the general duties and responsibilities of the Vice President for Student Affairs.

III. Application of Policy

This policy applies to all personnel reporting to the Vice President for Student Affairs.

IV. Definitions

Not applicable.

V. Procedures and Responsibilities

A. Purpose
The Vice President for Student Affairs is directly responsible to the President to provide leadership, coordination, planning, and administration of student affairs programs which are compatible with the philosophy and objectives of the University.

The Student Affairs program is based on the knowledge of human development and learning characteristics and reflective of the demographic and developmental profiles of the student body. The educational experience of students consists of both academic efforts in the classroom and developmental opportunities through Student Affairs. The Vice President for Student Affairs is also responsible for the coordination and supervision of services, programs, and activities in the areas of counseling, residence life, student rights, student discipline, student activities, student development programs, social regulations, Title IX, student medical services, disability services, the student center, wellness programs, the bookstore, dining services, postal services, recreational sports, leadership development, first generation support, multicultural programs, international recruiting, study abroad, student immigration, Intensive English Language Institute, career services, testing services, university police, MSU Cycling, and cheerleaders. The Vice President for Student Affairs additionally is responsible for the operation of the Flower Mound Learning Center.

B. Student Affairs Offices

1. Global Education Office

The Global Education Office (GEO) is responsible for international student recruitment; immigration of international students; study abroad programs; and the Intensive English Language Institute (IELI).

The Director of Global Education maintains a vigorous outreach program to recruit and retain students. Includes foreign students studying locally and all Midwestern State University students studying globally. When necessary, ensures international students studying locally receive additional language training before enrollment in credit-bearing classes. Serves as liaison between the study abroad staff and all academic offices. Responsible for faculty outreach in study abroad, selection of faculty to lead study abroad programs/classes, working with Registrar’s Office for grading purposes (including grade appeals, course substitutions, and transfers). Identify, cultivate and work with new foreign recruitment markets and agents. Leads the national British Studies Program Consortium, administered by Midwestern State University. The Director reports to the Vice President for Student Affairs.

2. University Police

The Chief of Police directs the campus police department which provides police services to the University community and its visitors. The Chief of Police is directly responsible to the Vice President for Student Affairs for all security and law enforcement related issues. The police department investigates all reported offenses on campus and is responsible for maintaining all official records pertaining to criminal activity, traffic and parking, and security related issues. The Chief of Police is responsible for annually publishing MSU’s Annual Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime
Statistics Act. The office is responsible for enrollment into and maintenance of the MSU ALERT emergency notification system that has the ability to send urgent and emergency information quickly by email and/or text message.

3. **Residence Life and Housing**

The Director of Residence Life and Housing is responsible for planning, administration, and management of all University housing facilities. The Director administers the residence life education program and the residence life conduct program. Duties of this office include providing support to resident students, supervision of resident assistants, peer educators, and student assistants, interpreting and administering housing policies, and maintenance and upkeep of residential living facilities. The Director provides oversight to University Postal Services and Dining Services. The Director of Residence Life and Housing reports to the Vice President for Student Affairs.

a. **Postal Services**

The University Post Office receives and disseminates external and internal University mail and handles general postal services for the university departments and residents. The Postal Services Supervisor oversees campus-wide postal service and directs postal workers in the proper methods of handling and distributing campus and U. S. mail. The Postal Services Supervisor reports to the Director of Residence Life and Housing.

b. **Dining Services**

University Dining Services are provided on a contractual arrangement with a private company. The Director of Dining Services works in coordination with the Director of Residence Life and Housing to provide a quality dining experience to the campus community.

4. **Title IX**

The Director and Coordinator of Title IX oversees all Title IX complaints and reports/allegations of sex and/or gender-based discrimination, sexual harassment, sexual violence, and sexual misconduct. The Director works with campus departments to ensure Title IX policies are communicated and followed. The Director communicates with law enforcement personnel and other relevant administrators to assure that reports and complaints of gender discrimination, sexual violence, and sexual misconduct are handled appropriately. The Title IX Coordinator's responsibilities are critical to the development, implementation, and monitoring of meaningful efforts to comply with Title IX legislation, regulation, and case law. The Director reports to the Vice President for Student Affairs.

5. **Flower Mound Learning Center**

The Director of the Flower Mound Campus provides leadership to the University's Dallas/Fort Worth (DFW) operations. Working collaboratively with campus officials, this position identifies and implements opportunities for the growth of Midwestern State University's DFW programming and student
population. Provides oversight to the Flower Mound Learning Center and serves as primary liaison with MSU’s North Central Texas College partnership. Responsible for collaborating with officials in the respective DFW communities to identify programs required by the local population. Reports to the Vice President for Student Affairs.

6. **Disability Support Services**
The Disability Support Services (DSS) provides equal access for qualified students with disabilities to all University courses and programs, and by law, all students with disabilities are guaranteed a learning environment that provides reasonable accommodation of their disability. The Director works in cooperation with the Director of Human Resources to evaluate employee requests for disability accommodations. The DSS Director is responsible for receiving all formal grievances from students and employees related to discrimination or lack of accommodation on the basis of a disability. The Director reports to the Vice President for Student Affairs.

7. **Vinson Health Center**
The Vinson Health Center provides ambulatory care services for the exclusive benefit of MSU students. The emphasis of the center includes prevention of illness; treatment of minor injuries or illnesses; education of students to allow for efficient access of health care; counseling related to specific medical concerns; screening and/or administering immunizations; reviewing physical education exemption requests; serving as a resource for developmental programming in areas of health promotion; tracking and reporting of immunization compliance for academic areas under allied health care; and serving as a consultant to the university regarding public health issues. The Medical Director of Vinson Health Center reports to the Vice President for Student Affairs.

8. **Associate Vice President for Student Affairs and Dean of Students**
The Associate Vice President for Student Affairs and Dean of Students is responsible for designing, implementing, and maintaining programs that contribute to the development, engagement, and success of students. Reporting to the Vice President for Student Affairs, the Associate Vice President for Student Affairs provides leadership to the following areas:

   a. **Student Rights and Responsibilities**
The Office of Student Rights and Responsibilities provides restorative justice programs, alternative dispute resolution programs, and oversees and manages the student conduct process and Code of Student Conduct. The Director chairs the Behavioral Intervention Team and manages referrals for student behavior. The Director further advocates for and advises students through the process of general complaints, academic withdrawals, absence notifications, welfare checks, and referrals to community-based resources. Manages online primary prevention and awareness program for new students. Monitors institutional compliance with the Drug Free Schools and Communities Act and prepares reports. Reports to the Associate Vice President for Student Affairs and Dean of Students.
b. **Clark Student Center**
The Clark Student Center provides lounge space, meeting rooms, computer lab, and a recreational room for the campus community. The hub of campus life, the Clark Student Center further offers dining locations, the campus Post Office, the Campus Bookstore, and various administrative offices. The Clark Student Center oversees the administration of the Campus Card program. The Campus Card is the official identification card of the University, and may serve as an optional ATM/Debit Card.

c. **University Bookstore**
The University Bookstore is operated through a contractual agreement with a private vendor. The Bookstore manager works in coordination with the Dean of Students/Director of Clark Student Center to provide textbooks, supplies, and services to meet the needs of the student population and campus community.

d. **Career Management Center and Testing Services**

(1) **Career Management Center**
The Career Management Center (CMC) serves the University, its students and alumni, as well as employers in the greater Wichita Falls economic region through the facilitation of employment opportunities. The CMC presents opportunities for students to be introduced and guided through the professional development process using a wide variety of services. The center’s focus is on preparing students and alumni for significant and personally satisfying careers and teaching them how to market their skills and abilities effectively to prospective employers. The CMC offers professional workshops/seminars; online career services, on-campus interviewing, career placement services, and summer internship programs for students and alumni. The Director reports to the Associate Vice President for Student Affairs and Dean of Students.

(2) **Testing Services**
The Testing Services center provides an overall school-testing program for students and for the general public. Testing services offers exams in both computer-based and paper/pencil formats. The testing staff proctors examinations for admission into undergraduate, graduate, and specialty schools, placement and correspondence tests, and testing necessary for licensure of professionals or graduation from the university. The Associate Director of the Career Management Center and Testing Services office is responsible for direct oversight of the Testing Services Center and reports to the Director of Career Management Center and Testing Services.

e. **Student Leadership and Involvement**
The Director of Student Leadership and Involvement plans, implements, and supervises various social and educational programs to improve and expand the students’ campus life experience. The office serves as a liaison for all student organizations and is responsible for student programming and activities through the University Programming Board (UPB), Homecoming,
and student leadership training and programs. In addition, the office provides oversight to Greek Life and the MSU cheerleaders. The Director reports to the Associate Vice President for Student Affairs and Dean of Students.

f. Recreational Sports and Wellness Center
The Director of Recreational Sports and the Wellness Center is responsible for the organization, administration, coordination, and promotion of a quality holistic wellness program which includes fitness and recreational sports. The Wellness Center provides state-of-the-art exercise equipment for MSU students and provides fitness classes to students, faculty, and staff. The MSU recreational sports program provides competition for both men and women in archery, badminton, basketball, basketball free throw, bowling, flag football, Frisbee golf, softball, soccer, table tennis, track, volleyball, miniature golf and darts, among others. The Director of Recreational Sports and the Wellness Center reports to the Associate Vice President for Student Affairs and Dean of Students.

g. Counseling Center
The Counseling Center provides individual counseling, intake and evaluation, crisis intervention and consultation services. The Director is responsible for the planning and development of a comprehensive Counseling Center to assist students with personal, academic, and career concerns. Additional responsibilities include providing academic advising and coordination with various departments in student development programming. The Director reports to the Associate Vice President for Student Affairs and Dean of Students.

9. Assistant Vice President for Student Affairs and Director of the MOSAIC Cross Cultural Center
The Assistant Vice President for Student Affairs and Director of the MOSAIC Cross Cultural Center serves as the institution’s Chief Diversity Officer. This position is responsible for creating, implementing, and administering programs and services that increase the success of marginalized and underrepresented populations in higher education. Reporting to the Vice President for Student Affairs, the Assistant Vice President and Director of the MOSAIC Cross Cultural Center is responsible for the following:

a. MOSAIC Cross Cultural Center
The Director of the MOSAIC Cross Cultural Center leads the University’s efforts to create a sustainable, inclusive campus climate that embraces the foundation of social justice and change that is integral to a liberal arts education. MOSAIC provides campus education and programs related to diversity, equity, and inclusion. MOSAIC oversees various student councils, tasked with education and advocacy. MOSAIC facilitates community partnerships that benefit the development of students and the efficacy of community organizations. The Assistant Vice President and Director reports to the Vice President for Student Affairs.

b. First2Go
First2Go advances institutional support of first generation students (FGEN) for the purpose of increasing FGEN development, success, and retention. First2Go convenes stakeholders for the purpose of cross-functional engagement in efforts to improve outcomes; builds a community of advocates to promote a networked approach to service; and establishes a successful environment for entering FGEN. First2Go develops year-long integrated programming, including student success workshops and faculty development seminars for supporting FGEN. Reports to the Assistant Vice President for Student Affairs and Director of the MOSAIC Cross Cultural Center.

c. The Priddy Scholars Program
The Priddy Scholars Program reports directly to the Assistant Vice President for Student Affairs and Director of the MOSAIC Cross Cultural Center. This grant-funded program provides full cost of attendance for four years to 40 first-generation, middle-income college students. The program oversees learning activities, a living-learning community, and philanthropic efforts on behalf of the students.

VI. Related Statutes, Rules, Policies, Forms, and Websites

Related Statutes/Rules:
- Texas Education Code, Chapter 51 (Provisions Generally Applicable to Higher Education), Sec. 51.352 (b) (governing board shall provide the policy direction).
- Texas Education Code, Chapter 103 (Midwestern State University), Section 103.02 (organization, control, and management of the University is vested in the Board of Regents); See University of Houston v. Barth, 403 S.W. 3d 851, 855 (Tex. 2013) (policies adopted by Board of Regents under its enabling statute have the force of law).

Related Policies:
MSU Rules and Regulations
The Bylaws of the Midwestern State University Board of Regents (OP 02.12, Section 7.05)
University Operating Policies and Procedures
OP 06.03: Faculty Senate Constitution, provides that the Faculty Senate shall be an advisory committee to the President of the University, and shall advise, when appropriate, administrative officers of the University on proposed changes in policy. The Senate shall periodically review and make recommendations to appropriate administrative officers on existing policies in each of the following areas: faculty affairs, student affairs, and academic affairs.
OP 52.81: Staff Senate Purpose and Constitution, provides that the Staff Senate shall serve as an advisory body to the President regarding matters affecting staff employees.
Student Handbook (2020-2021) (Student Rights, Section E, p. 10: “Students have the opportunity to participate in the formulation of policy directly affecting them through membership on appropriate committees as determined by the President of the University, the Student Government Association, and other registered organizations within the University.”).

Related Forms:
2.340 Vice President for Student Affairs and Enrollment Management

A. Purpose
The Vice President for Student Affairs and Enrollment Management is directly responsible to the President to provide leadership, coordination, planning, and administration of student affairs and enrollment management programs which are compatible with the philosophy and objectives of the University.

1. Student Affairs
The Student Affairs program is based on the knowledge of human development and learning characteristics and reflective of the demographic and developmental profiles of the student body. The educational experience of students consists of both academic efforts in the classroom and developmental opportunities through Student Affairs. The Vice President for Student Affairs and Enrollment Management is also responsible for the coordination and supervision of services, programs, and activities in the areas of counseling, student orientation, student housing, residence life, student rights, student discipline, student activities, student development programs, social regulations, the yearbook, Title IX, student medical services, disability services, the student center, wellness programs, the bookstore, dining services, postal services, recreational sports, leadership development, first generation support, multicultural programs, international recruiting, study abroad, student...
immigration, Intensive English Language Institute, career services, testing services, university police, MSU Cycling, and cheerleaders. The Vice President for Student Affairs additionally is responsible for the operation of the Flower Mound Learning Center.

2. Enrollment Management

Enrollment Management provides an environment that fosters student success beginning with recruitment and culminating with graduation. The Vice President for Student Affairs and Enrollment Management is responsible for a collaborative program to attract, admit, enroll, and retain a qualified and diverse student body by providing and managing a comprehensive program of enrollment activities, including recruitment, admissions, financial aid, career management and testing, and international services.

B. Student Affairs and Enrollment Management Offices and Programs

1. Admissions Office

The purpose of the Admissions Office is to manage the recruitment and admission of students to the University. Activities include attending college day/night programs, creating recruitment communication plans and hosting special events for prospective students. This office is also responsible for recruiting students through high school/junior college visits, campus visits, college fairs, inquiry by phone, mail and internet, follow-up contacts. Duties include processing and maintaining undergraduate and graduate applications; evaluating transcripts, assessing residency for tuition purposes, maintaining receipt and entry of entrance exams, and deadlines. Other duties include issuing clearance of admission permits, awarding general academic merit undergraduate scholarships, and managing competitive tuition waivers and students on academic probation/suspension. The Director of Admissions reports to the Vice President for Student Affairs and Enrollment Management.

2. Financial Aid Office

The Financial Aid Office (FAO) provides financial assistance to eligible students in the form of federal, state, university, and private grants, loans, and student-work programs and educates current and prospective students regarding various financial aid processes and programs. Responsibilities include processing electronic financial aid applications; processing student awards; certification and receipt of loan funds through electronic
transfer; processing scholarship forms and refunds to students’ accounts; and completion of federal and state reporting. In the event a student fails to enroll at the University, the office is responsible for the return of federal/state funds to the proper accounts. Activities also include providing counseling on debt management, short-term payment plans, and textbook voucher information, as well as, financial aid workshops for current and prospective students and high school counselors. The Director of Financial Aid reports to the Vice President for Student Affairs and Enrollment Management.

1. **Global Education Office International Services**

   International Services (IS) The **Global Education Office (GEO)** is responsible for international student recruitment; immigration of international students; study abroad programs; and the **Intensive English Language Institute (IELI)**, verifying visa documentation and status for international employees and provides support services to international students in the form of orientations, seminars, counseling, preparation of immigration documents, and cultural exchange/learning activities. Additionally, IS processes admission of international students and evaluates all international transcripts. The IS office also coordinates housing for international students and raises scholarship funds. The Director of International Services recruits international students; organizes discounted housing and travel; assists in raising scholarship funds; acts as liaison with embassy and government officials; counsels students on academic requirements, financial planning, and legal compliance; and acts as a Designated School Official (DSO) for immigration purposes. The Director verifies international employees’ credentials and work authorization status and determines whether foreign national employees meet the federal guidelines for permanent residency sponsorship. The **Director of Global Education maintains a vigorous outreach program to recruit and retain students. Includes foreign students studying locally and all Midwestern State University students studying globally. When necessary, ensures international students studying locally receive additional language training before enrollment in credit-bearing classes. Serves as liaison between the study abroad staff and all academic offices. Responsible for faculty outreach in study abroad, selection of faculty to lead study abroad programs/classes, working with Registrar’s Office for grading purposes (including grade appeals, course substitutions, and transfers). Identify, cultivate and work with new foreign recruitment markets and agents. Leads the national British Studies Program**
Consortium, administered by Midwestern State University.
The Director reports to the Vice President for Student Affairs and Enrollment Management.

2. University Police
The Chief of Police directs the campus police department which provides police services to the university community and its visitors. The Chief of Police is directly responsible to the Vice President for Student Affairs and Enrollment Management for all security and law enforcement related issues. The police department investigates all reported offenses on campus and is responsible for maintaining all official records pertaining to criminal activity, traffic and parking, and security related issues. The Chief of Police is responsible for annually publishing MSU’s Annual Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act reports on criminal activity and related issues in accordance with the Crime Awareness and Campus Security Act. The office is responsible for enrollment into and maintenance of the MSU ALERT emergency notification system that has the ability to send urgent and emergency information quickly by email and/or text message.

3. Residence Life and Housing
The Director of Residence Life and Housing is responsible for planning, administration, and management of all university housing facilities. The Director administers the residence life education program and the residence life conduct program. Duties of this office include providing support to resident students, supervision of resident assistants, peer educators, and student assistants, interpreting and administering housing policies, and maintenance and upkeep of residential living facilities. The Director provides oversight to University Postal Services and Dining Services. The Director of reports to the Vice President for Student Affairs.

   a. Postal Services
   The University Post Office receives and disseminates external and internal university mail and handles general postal services for the university departments and residents. The Postal Services Supervisor oversees campus-wide postal service and directs postal workers in the proper methods of handling and distributing campus and U.S.
mail. The Postal Services Supervisor reports to the Director of Residence Life and Housing.

b. **Dining Services**
University Dining Services are provided on a contractual arrangement with a private company. The Director of Dining Services works in coordination with the Director of Residence Life and Housing to provide a quality dining experience to the campus community.

4. **Title IX**
The Director and Coordinator of Title IX oversees all Title IX complaints and reports/allegations of sex and/or gender-based discrimination, sexual harassment, sexual violence, and sexual misconduct. The director works with campus departments to ensure Title IX policies are communicated and followed. The Director communicates with law enforcement personnel and other relevant administrators to assure that reports and complaints of gender discrimination, sexual violence, and sexual misconduct are handled appropriately. The Title IX Coordinator’s responsibilities are critical to the development, implementation, and monitoring of meaningful efforts to comply with Title IX legislation, regulation, and case law. The Director reports to the Vice President for Student Affairs.

5. **Flower Mound Learning Center**
The Director of the Flower Mound Campus provides leadership to the university's Dallas/Fort Worth (DFW) operations. Working collaboratively with campus officials, this position identifies and implements opportunities for the growth of Midwestern State University's DFW programming and student population. Provides oversight to the Flower Mound Learning Center and serves as primary liaison with MSU's North Central Texas College partnership. Responsible for collaborating with officials in the respective DFW communities to identify programs required by the local population. Reports to the Vice President for Student Affairs.

6. **Disability Support Services**
The Disability Support Services (DSS) provides equal access for qualified students with disabilities to all university courses and programs, and by law, all students with disabilities are guaranteed a learning environment that provides reasonable accommodation of their disability. The Director works in cooperation with the Director of Human Resources to evaluate employee requests for disability accommodations. The DSS Director is responsible for receiving all formal grievances from students and employees related to discrimination or lack of accommodation on the basis of a disability. The Director reports to the Vice President for Student Affairs.

7. Vinson Health Center
The Vinson Health Center provides ambulatory care services for the exclusive benefit of MSU students. The emphasis of the center includes prevention of illness; treatment of minor injuries or illnesses; education of students to allow for efficient access of health care; counseling related to specific medical concerns; screening and/or administering immunizations; reviewing physical education exemption requests; serving as a resource for developmental programming in areas of health promotion; tracking and reporting of immunization compliance for academic areas under allied health care; and serving as a consultant to the university regarding public health issues. The Medical Director of Vinson Health Center reports to the Vice President for Student Affairs.

3. Dean of Students / Director of Clark Student Center
The Dean of Students/Director of Clark Student Center is directly responsible for student advocacy and discipline and for Clark Student Center operations, as well as, the contracted services of the University Bookstore. The Dean of Students/Director of Clark Student Center reports to the Vice President for Student Affairs and Enrollment Management.

a. University Bookstore
The University Bookstore is operated through a contractual agreement with a private vendor. The Bookstore manager works in coordination with the Dean of Students/Director of Clark Student Center to provide textbooks, supplies, and services to meet the needs of the student population and
b. Campus Card
The Campus Card is the official identification card of the University which is issued by the Office of the Dean of Students/Director of Clark Student Center to students, faculty, and staff and which may serve as an optional ATM/Debit Card.

8. Associate Vice President for Student Affairs and Dean of Students
The Associate Vice President for Student Affairs and Dean of Students is responsible for designing, implementing, and maintaining programs that contribute to the development, engagement, and success of students. Reporting to the Vice President for Student Affairs and Enrollment Management, the Associate Vice President for Student Affairs provides leadership to the following areas:

c. Housing and Dining Services
This Director of Housing and Dining Services is responsible for planning, administration, and management of all university housing facilities. The Director administers the residence life judicial program. Duties of this office include personal and social counseling, supervision of resident assistants and student assistants, interpreting and administering housing policies, and maintenance and upkeep of residential living facilities. The Director of Housing and Dining Services reports to the Associate Vice President for Student Affairs.

i. Postal Services
The University Post Office receives and disseminates external and internal university mail and handles general postal services for the university departments and residents. The Postal Services Supervisor oversees campus-wide postal service and directs postal workers in the proper methods of handling and distributing campus and U. S. mail. The Postal Services Supervisor reports to the Director of Housing and Dining Services.
ii. Dining Services

University Dining Services are provided on a contractual arrangement with a private company. The Director of Dining Services works in coordination with the Director of Housing and Dining Services to provide a quality dining experience to the campus community.

a. Student Rights and Responsibilities

The Office of Student Rights and Responsibilities provides restorative justice programs, alternative dispute resolution programs, and oversees and manages the student conduct process and Code of Student Conduct. The Director chairs the Behavioral Intervention Team and manages referrals for student behavior. The Director further advocates for and advises students through the process of general complaints, academic withdrawals, absence notifications, welfare checks, and referrals to community-based resources. Manages online primary prevention and awareness program for new students. Monitors institutional compliance with the Drug Free Schools and Communities Act and prepares reports. Reports to the Associate Vice President for Student Affairs and Dean of Students.

b. Clark Student Center

The Clark Student Center provides lounge space, meeting rooms, computer lab, and a recreational room for the campus community. The hub of campus life, the Clark Student Center further offers dining locations, the campus Post Office, the Campus Bookstore, and various administrative offices. The Clark Student Center oversees the administration of the Campus Card program. The Campus Card is the official identification card of the University, and may serve as an optional ATM/Debit Card.

c. University Bookstore

The University Bookstore is operated through a contractual agreement with a private vendor. The
Bookstore manager works in coordination with the Dean of Students/Director of Clark Student Center to provide textbooks, supplies, and services to meet the needs of the student population and campus community.

d. Career Management Center and Testing Services
   i. Career Management Center
      The Career Management Center (CMC) serves the university, its students and alumni, as well as employers in the greater Wichita Falls economic region through the facilitation of employment opportunities. The CMC presents opportunities for students to be introduced and guided through the professional development process using a wide variety of services. The center’s focus is on preparing students and alumni for significant and personally satisfying careers and teaching them how to market their skills and abilities effectively to prospective employers. The CMC offers professional workshops/seminars; on-line career services, on-campus interviewing, career placement services, and summer internship programs for students and alumni. The Director reports to the Associate Vice President for Student Affairs and Dean of Students.

   ii. Testing Services
      The Testing Services center provides an overall school-testing program for students and for the general public. Testing services offers exams in both computer-based and paper/pencil formats. The testing staff proctors examinations for admission into undergraduate, graduate, and specialty schools, placement and correspondence tests, and testing necessary for licensure of professionals or graduation from the university. The Associate Director of the Career Management Center and Testing Services office is responsible for direct oversight of the Testing Services Center and reports to the Director of Career Management Center and Testing Services.
e. Student Development and Orientation Leadership and Involvement
The Director of Student Leadership and Involvement Development and Orientation plans, implements, and supervises various multicultural, social, and educational programs to improve and expand the students' campus life experience. The office serves as a liaison for all student organizations and is responsible for student programming and activities through the University Programming Board (UPB), new student orientation (including Spirit Days), Homecoming, and student leadership training and programs the Wai Kung (yearbook). In addition, the office provides administrative support oversight to for Greek Life and oversight of the MSU cheerleaders. The Director reports to the Associate Vice President for Student Affairs and Dean of Students.

f. Recreational Sports and Wellness Center
The Director of Recreational Sports and the Wellness Center is responsible for the organization, administration, coordination, and promotion of a quality holistic wellness program which includes fitness, and recreational sports. The Wellness Center provides state-of-the-art exercise equipment for MSU students and provides fitness classes to students, faculty, and staff. The MSU recreational sports program provides competition for both men and women in archery, badminton, basketball, basketball free throw, bowling, flag football, Frisbee golf, softball, soccer, table tennis, track, volleyball, miniature golf and darts, among others. The Director of Recreational Sports and the Wellness Center reports to the Associate Vice President for Student Affairs and Dean of Students.

g. Counseling Center
The Counseling Center provides individual counseling, intake and evaluation, crisis intervention and consultation services. The Director is responsible for the planning and development of a comprehensive Counseling Center to assist students with personal, academic, and career concerns. Additional responsibilities include providing academic advising and coordination with various departments in student development programming. The Director reports to

Purpose and Responsibilities of Vice President for Student Affairs  Page 17 of 20
the Associate Vice President for Student Affairs and Dean of Students.

a. Disability Support Services
The Disability Support Services (DSS) provides equal access for qualified students with disabilities to all university courses and programs, and by law, all students with disabilities are guaranteed a learning environment that provides reasonable accommodation of their disability. The Director works in cooperation with the Director of Human Resources to evaluate employees’ requests for disability accommodations. The DSS Director is responsible for receiving all formal grievances from students and employees related to discrimination or lack of accommodation on the basis of a disability. The Director reports to the Associate Vice President for Student Affairs.

b. Vinson Health Center
The Vinson Health Center provides ambulatory care services for the exclusive benefit of MSU students. The emphasis of the center includes prevention of illness; treatment of minor injuries or illnesses; education of students to allow for efficient access of health care; counseling related to specific medical concerns; screening and/or administering immunizations; reviewing physical education exemption requests; serving as a resource for developmental programming in areas of health promotion; tracking and reporting of immunization compliance for academic areas under allied health care; and serving as a consultant to the university regarding public health issues. The Medical Director of Vinson Health Center reports to the Associate Vice President for Student Affairs.

c. Coordinator of Social Media
The Coordinator of Social Media coordinates and supervises all social media accounts for the Student Affairs and Enrollment Management areas. The Coordinator is responsible for promoting the university through positive and transparent communication in all public facets. Working in
conjunction with the Webmaster and Director of Marketing and Public Information, the Coordinator reports to the Associate Vice President for Student Affairs.

9. Assistant Vice President for Student Affairs and Director of the MOSAIC Cross Cultural Center

The Assistant Vice President for Student Affairs and Director of the MOSAIC Cross Cultural Center serves as the institution’s Chief Diversity Officer. This position is responsible for creating, implementing, and administering programs and services that increase the success of marginalized and underrepresented populations in higher education. Reporting to the Vice President for Student Affairs, the Assistant Vice President and Director of the MOSAIC Cross Cultural Center is responsible for the following:

a. MOSAIC Cross Cultural Center
   The Director of the MOSAIC Cross Cultural Center leads the university’s efforts to create a sustainable, inclusive campus climate that embraces the foundation of social justice and change that is integral to a liberal arts education. MOSAIC provides campus education and programs related to diversity, equity, and inclusion. MOSAIC oversees various student councils, tasked with education and advocacy. MOSAIC facilitates community partnerships that benefit the development of students and the efficacy of community organizations. The Assistant Vice President and Director reports to the Vice President for Student Affairs.

b. First2Go
   First2Go advances institutional support of first generation students (FGEN) for the purpose of increasing FGEN development, success, and retention. First2Go convenes stakeholders for the purpose of cross-functional engagement in efforts to improve outcomes; builds a community of advocates to promote a networked approach to service; and establishes a successful environment for entering FGEN. First2Go develops year-long integrated programming, including student
success workshops and faculty development seminars for supporting FGEC. Reports to the Assistant Vice President for Student Affairs and Director of the MOSAIC Cross Cultural Center.

c. The Priddy Scholars Program
The Priddy Scholars Program reports directly to the Assistant Vice President for Student Affairs and Director of the MOSAIC Cross Cultural Center. This grant-funded program provides full cost of attendance for four years to 40 first-generation, middle-income college students. The program oversees learning activities, a living-learning community, and philanthropic efforts on behalf of the students.
I. Policy Statement

It is essential to the mission of Midwestern State University ("MSU" or "University"), as an institution of higher education, that faculty be accessible to students and post and maintain regular office hours during which they are available for in-person consultation with students. Faculty office hours reserve time and space for student-faculty interaction, a benchmark for engaging students in educationally purposive activities; and represent institutional commitment to student-faculty interaction, which research roundly regards as a best practice in undergraduate education.

II. Reason for Policy

The purpose of this policy is to provide minimum office hours required of MSU faculty to allow students an opportunity to have interactions with faculty to discuss matters such as the material being presented in class, to get advice about course options and career paths, or other related interests. Student-faculty interaction plays a key role in the collegiate experience, and faculty office hours remain an institutional policy on most U.S. campuses.

III. Application of Policy

This policy applies to all MSU faculty.

IV. Definitions

For purposes of this policy:

Faculty Office Hours – Are reserved time and space opportunities for students to have in-person consultation with faculty concerning matters that may include:

- Discussing any special needs or challenges facing the student; or to share any information about extenuating personal circumstances that may be affecting the student’s learning and class performance.
OP 06.19

- Clarifying information and answering questions from class.
- Discussing or getting feedback about class assignments and tests.
- Discussing academic and/or career goals.
- Seeking recommendation letters for jobs and further education.
- Discussing research opportunities, and other forms of productive and purposeful student-faculty interactions.

*In Residence* - Means the faculty member’s office or space on campus assigned by the University.

V. Procedures and Responsibilities

A. General

Midwestern State University's faculty are members of a learned profession characterized by high standards and accompanied by a demanding concept of responsibility. All faculty should make themselves available as much as possible for consultations with students during regularly scheduled terms in addition to fulfilling their duties as outlined in the Annual Personal Report.

B. Faculty Office Hours Requirements

Each faculty member is expected to keep at least ten (10) five (5) office hours in residence per week exclusively for the availability to students. These hours are to be held over three (3) different days of the week as determined by the department chairs and the dean of each college, working in conjunction with faculty. A schedule of these hours must be posted for the convenience of students and others and made available to students.

VI. Related Constitutional Provisions, Statutes, Rules, Policies, Forms, and Websites

Related Constitutional Provisions/Statutes/Rules/Policies:

- Rules and Regulations of the Board of Regents: Chapter 04 – Academic Affairs
- OP 06.17: Faculty Workload (Teaching Load Policy)
- OP 06.20: Faculty Performance Review

VII. Responsible Office

Provost and Vice President for Academic Affairs
Phone: (940) 397-4226
E-mail: james.johnston@msutexas.edu

VIII. History

_ _/__/2021: Renumbered from 3.114 to OP 06.19 and added sections I – VIII. Also revised language in section V to include: (1) added the following language to the end of the last sentence in subsection A: “in addition to fulfilling their duties as outlined in the annual performance report”; and (2) reduced the minimum required faculty office hours in subsection B from 10 to 5;
and require such hours to be held over 3 different days of the week as determined by the department chairs and dean of each college/school, working in conjunction with its faculty.

3.144 Provost and Vice President for Academic Affairs
OFFICE HOURS FOR FACULTY
Date Adopted/Most Recent Revision: 11/07/03 XX/XX/2021

A. General

Midwestern State University's faculty are members of a learned profession characterized by high standards and accompanied by a demanding concept of responsibility. All faculty should make themselves available as much as possible for consultations with students during regularly scheduled terms in addition to fulfilling their duties as outlined in the annual performance report.

B. Office Hour Requirements

Each faculty member is expected to keep at least ten (10) five (5) office hours in residence per week exclusively for the availability to students. These hours are to be held over three (3) different days of the week as determined by the department chair and the college dean working in conjunction with faculty. A schedule of these hours must be posted for the convenience of students and others and made available to students.
University Operating Policy/Procedure (OP)
OP 34.10: Lockout/Tagout Program

Approval Authority: President
Policy Type: University Policy and Procedure
Policy Owners: Vice President for Administration and Finance
Responsible Offices: Associate Vice President for Facilities Services
Manager, Risk Management & Safety
Next Scheduled Review: 05/01/2023

I. Policy Statement

It is the policy of Midwestern State University (“MSU” or “University”) to generate awareness and administer/enforce standards while working on components of an energized system based upon 29 Code of Federal Regulations (CFR) 1910.147.

II. Reason for Policy

The purpose of this Operating Policy/Procedure (OP) is to prevent personal injury and property damage because of the unexpected energization or start-up of machines and equipment or release of stored energy where repairs and/or maintenance are under way.

III. Application of Policy

This policy applies to all University students and employees, as well as contractors.

IV. Definitions

For purposes of this policy:

Affected Employee – An employee whose job requires him/her to operate or use a machine or equipment under lockout/tagout or whose job requires him/her to work in an area where repairs or maintenance are being performed under lockout/ tagout procedures.

Authorized Employee – A person who locks or tags a machine or equipment to perform repair or maintenance. The authorized employee and the affected employee can be the same person.
**Capable of Being Locked Out** – An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy control capability.

**Energized** – Connected to an energy source or containing residual or stored energy, and includes kinetic energy (such as spring steel under tension).

**Energy-Isolating Device** – A mechanical device that physically prevents the release of energy. Examples: manually operated circuit breaker, a disconnect switch, a line valve, or a block. This does not include a push button, selector switch, or other circuit-type devices.

**Energy Source** – Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy, including kinetic energy.

**Lockout** – The placement of a lockout device on an energy-isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

**Lockout Device** – A device with the positive means to hold an energy-isolating device in the safe position and prevent the energizing of a machine or equipment. This could be a keyed or combination lock.

**Servicing and/or Maintenance** – Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, maintaining, and/or servicing machines or equipment. These activities include lubrication, cleaning, or unjamming machines or equipment and making adjustments or changes where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

**Tagout** – The placement of a tag on the energy-isolating device to indicate that the machine or equipment may not be operated until the tag is removed.

**Tagout Device** – A prominent warning device such as a tag with means of attachment that can be secured to an energy-isolating device to indicate that the energy-isolating device and the machine or equipment may not be operated until the tagout device is removed.

## V. Procedures and Responsibilities

### A. General Provisions

1. De-energizing many devices can typically be accomplished by removing the plug from a power outlet, or removing the pressurized air or water source. For hard-wired equipment or equipment supplied with hard-piped connections, de-energization can be more complex and should only be performed by a person familiar with lockout/tagout procedures and the identification of energy sources such as electric, steam, water, air, and stored energy (i.e., springs, air, and
elevated weights). Contact Facilities Services for assistance in determining the applicability of this policy and de-energization of equipment if there is ANY question.

2. When any new equipment is acquired or equipment is updated, the equipment will be designed in such a way that it will accommodate a locking device as required by OSHA Standard 29 CFR 1910.147.

3. A lockout device and tag shall be affixed to an energy-isolating device to disable machines or equipment from unexpected energization, startup, or release of stored energy.

4. When a lockout device cannot be attached to the machine or equipment physically, a tag shall be attached to the energy-isolating device.

5. Protective materials and hardware such as locks, tags, etc. shall be provided by the employer and used only for controlling energy and not any other purpose and shall meet the following requirements:
   a. Lockout and tagout devices shall be capable of withstanding the environment in which they will be used.
   b. Tagout devices shall be constructed and printed in such a way to ensure that exposure to weather conditions or damp locations will not cause the tag to deteriorate or the message on the tag to become illegible.
   c. Tags shall not deteriorate when used in corrosive environments such as around acid and alkali chemicals.
   d. All locks and tags shall be standardized in at least one of the following criteria: color, shape, or size. Tags shall have the same print and format.
   e. Tags shall include a legend such as the following: DO NOT START, DO NOT OPEN, DO NOT CLOSE, DO NOT ENERGIZE, or DO NOT OPERATE.

6. Procedures shall clearly outline rules and techniques to be used for the control of hazardous energy and the means to enforce compliance, including specific:
   a. Steps for shutting down, isolating, blocking, and securing machines or equipment and warning employees;
   b. Steps for placement, removal, and transfer of lockout devices or tags and identification of the person responsible for them;
   c. Requirements for testing to determine and verify effectiveness of lockout devices and other control measures;
   d. Steps in situations when a lock or tag must be removed in order to move or reposition a machine or equipment for repair;
e. Procedures to be incorporated when outside personnel engage in on-site activities that are within the scope of this policy;

f. Procedures when group lockout or tagout is required; and

g. Procedures for a change of shift or personnel involved in a lockout/tagout.

7. Inspections shall be performed at least annually to ensure that the procedures and requirements are being followed.

a. The inspection shall be performed by an authorized person other than the person using the lockout/tagout procedure.

b. The inspection shall be used to identify any deviations and discrepancies in the procedure.

c. The inspection must include at least two components: 1) an inspection of each energy control procedure, and 2) a review of each employee’s responsibilities under the energy control procedure being inspected.

d. Where lockout is used, the inspection shall include a review between the inspector and each authorized employee to ensure that procedures are being used.

e. Where tagout is used, the inspection shall include a review between the inspector and each authorized employee and affected employees to ensure that employees are performing the procedures correctly.

f. The employer shall certify that the inspections have been performed. The certificate shall identify the machine or equipment on which the energy control procedure was being used. It shall include the date, person performing the inspection, and the employees included in the inspection.

8. Training and communication shall be provided by shop or department supervisors to ensure that energy control programs are understood and that knowledge and skills required for safe application are acquired by employees. The training shall include the following:

a. Employees shall receive training in recognition of hazardous energy sources and methods necessary for energy isolation and control.

b. Employees who operate or work in areas where lockout procedures are used shall be trained to ensure that they do not attempt to restart machines or equipment that are locked out or tagged out without permission.

9. When tags are used, employees shall be trained in the limitations of tags.

a. Tags are only warning devices and do not provide the physical restraint that locks do.
b. When a tag is attached to an energy source, it shall not be removed without the permission of the authorized person who put it there. It shall not be bypassed, ignored, or defeated.

c. Tags must be legible and understandable by affected employees in order to be effective.

d. Tags must be made of material that will withstand the environmental conditions in which they are used.

e. Tags must be attached so as not to be accidentally detached during use.

B. Lockout/Tagout Procedures

1. Each employee whose work requires him/her to be in the lockout/tagout program will be issued locks that are keyed alike for that one employee. These can be colored coded to identify that particular employee or shop. The employee will be issued tags to be used in conjunction with the lock. In cases where a lock cannot be used, the employee or shop will use a tag.

   Exception: When the authorized employee who applied the lock or tag is not available, the device may be removed only by the supervisor, provided that:

   a. It has been verified that the authorized employee is not available.

   b. Every reasonable effort has been made to contact the employee and let him or her know that his/her device has been removed.

   c. Ensure that the authorized employee is informed before returning to work that his/her device has been removed.

   Unauthorized removal of a lockout device and/or tag is grounds for disciplinary action up to and including immediate termination.

2. When a locking device cannot be used to physically prevent start-up, a tag should be used and, if possible, circuit elements, valve handles, etc. should be removed to make it as safe as possible.

3. The lockout/tagout procedure will follow a sequence and will be done only by authorized personnel.

   The process is as follows:

   a. The type of energy, hazards associated with it, and how to control the hazards shall be determined.

   b. A determination shall be made as to which employees will be affected and, therefore, notified of the lockout/tagout procedure to be used.

   c. All energy-isolating devices shall be installed in a manner that will hold the machine or equipment in a safe on/off position.
d. Tagout devices will be fixed in such a way that operation of machine or equipment is prohibited.

e. Tags will be used with locks. The tags shall be placed at the same location as the lock. If doing so is not possible, the tag shall be placed in such a place as to make it obvious not to operate the device.

f. Following the lockout or tagout of the energy device, all potentially hazardous stored or residual energy shall be released, disconnected, or restrained to a safe condition, including kinetic energy.

g. Prior to working on a machine or equipment that has been locked out or tagged out, the authorized person shall verify that the energy source has been isolated. If there is a chance of re-accumulation of energy, the authorized person shall continue to monitor the job to ensure that re-energization does not occur.

4. Release from Lockout or Tagout Procedures

Before lockout or tagout devices are removed, steps shall be taken by the authorized person. The procedures are as follows:

a. The work area shall be checked to ensure that all employees are clear before the lockout devices are removed and the energy resupplied to the equipment. Affected employees shall be notified that the lockout has been removed.

b. Each lockout/tagout device shall be removed by the employee who placed it there.

5. When the authorized employee who applied the lock or tag cannot be contacted, steps shall be followed to ensure the safety of all employees involved in the lockout/tagout procedure.

Management shall make a thorough search to contact the employee who has a locking device on equipment to inform him/her that the equipment has been energized. Documentation will be placed in a file to verify that this procedure was followed. It shall be signed and dated by the management. The employee shall be notified by some means that the lockout/tagout has been released before he/she returns to work.

6. In situations where lockout/tagout devices must be removed in order to reposition or move a machine to complete work, the following procedures shall be followed:

a. Clear the machine of employees, tools, and material.

b. The employee who installed the locking device shall be the one to remove it.

c. Energize to run or position the equipment.
d. De-energize the equipment and reapply the lockout/tagout procedure before continuing work on the equipment.

7. Group lockout/tagout shall use a procedure that affords a level of protection equal to a single person lockout/tagout situation. The procedure is as follows:

   a. An authorized person will be responsible for a set number of employees working under the protection of a group lockout/tagout device.

   b. Each authorized person shall attach his/her lock and tag to a group lockout device such as a scissor device for multiple locks. Employees shall remove their own lock and tag when they have completed their part of the job.

   NOTE: A group lockbox will be maintained by one authorized person in the event there is not enough room to install a scissor-type device to a main isolating switch. This will be a box with a multiple locking device to which each employee can attach his/her lock before beginning work. The lockbox will contain the key to the main isolating device. After all employees have finished their job and removed their lock from the lockbox, the responsible employee will take the main isolating device key and clear the lockout/tagout procedure as per releasing lockout/tagout protocol.

8. When a lockout/tagout operation overlaps a shift, the following procedure shall be followed:
   The authorized person shall ensure that when one employee removes his/her lock from the isolating device, the employee coming on duty will install his/her lock. All affected employees will be notified of the personnel or shift change.

9. Whenever outside servicing personnel/contractors are to be engaged in lockout/tagout procedures, the on-site manager will ensure that the contractor has a copy of the MSU lockout/tagout procedures. MSU will also request a copy of the contractor's lockout/tagout plan to ensure that it is using safe practices while working for the university. This shall be documented and signed by both parties concerned and filed in the lockout/tagout file. If there are any differences between the two plans, the affected employees shall be notified of the differences.

10. Employee training shall be provided by shop and department supervisors to ensure that the purpose and function of the energy control programs are understood and knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by employees. The training procedure shall include:

   a. Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

   b. Each affected employee shall be instructed in the purpose and use of the energy control procedure.
c. All other employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.

d. Retraining shall be provided if there is a change in the process, in job assignment, in machines, or in the energy control procedure. Retraining shall also be performed if the periodic inspection reveals any deviations from the energy control procedures.

e. A record of the lockout/Tagout training containing the employee’s name and dates of training shall be retained by their supervisor for each employee each time they participate in training and retraining.

11. A periodic inspection of the energy control procedure shall be performed by the supervisor of the overseeing department at least annually to ensure that the requirements of the program are being met. The periodic inspection procedure is as follows:

a. A periodic inspection shall be performed by an authorized employee other than the one using the energy control procedure.

b. The inspection shall be used to correct any deviations observed.

c. Where lockout is used, a review between the inspector and each authorized and affected employee of that employee's responsibilities under the energy control procedure will be included.

d. Where tagout is used, a review between the inspector and each authorized and affected employee of that employee's responsibilities under the energy control procedure will be included.

VI. Related Constitutional Provisions, Statutes, Rules, Policies, Forms, and Websites

Related Statutes/Rules:

Section § 1910.147 - The Control of Hazardous Energy (Lockout/Tagout)

United States Department of Labor, Occupational Safety and Health Administration - The Control of Hazardous Energy (Lockout/Tagout)

Related University Policies and Procedures: N/A.

VII. Responsible Offices

Contact: Associate Vice President for Facilities Services
Phone: 940-397-4648
E-mail: AVPFS@msutexas.edu
VIII. History

__/__/2021: Adopted and approved by the Board of Regents as MSU Policy and Procedure 34.10 – Lockout/Tagout Program.
University Operating Policy/Procedure (OP)
OP 34.11: Campus Hot Work Usage

Approval Authority: President
Policy Type: University Policy and Procedure
Policy Owners: Vice President for Administration and Finance
Responsible Offices: Associate Vice President for Facilities Services
Manager, Risk Management & Safety

Next Scheduled Review: 05/01/2023

I. Policy Statement

It is the policy of Midwestern State University (“MSU” or “University”) to provide guidance and regulation to the use of open flames and/or heat and/or spark producing equipment for the purpose of scheduled maintenance or construction on university owned property.

II. Reason for Policy

The purpose of this policy is to mitigate the potential risk to our property by recognizing the increased risk of fire surrounding the nature of hot work.

III. Application of Policy

This policy applies to all University students and employees, as well as contractors.

IV. Definitions

For purposes of this policy:

**Hot Work** - Any maintenance or construction work being conducted on university property that involves the use or operation of an open flame, heat producing equipment or spark producing equipment. This definition includes, but is not limited to: brazing, cutting, grinding, soldering, unfreezing pipes, torch-applied roofing and welding.

**Fire** - Any ignition of two sources to create combustion in a manner that creates a flame of any size or scope.
**Employee** - Any individual that is employed by the university to complete a set of expectations associated with job responsibilities.

**Contractor** - Any individual not employed by the university who is completing work on university owned property.

**V. Procedures and Responsibilities**

**A. Prior to Hot Work**

1. Employee or contractor should establish if hot work could possibly be avoided by performing work in an alternate manner.

2. Employee or contractor should take precautions which include, but is not limited to, obtaining a fire extinguisher, having such equipment present in the area, and have a fire watch observe the work. Designated work areas should be free of combustible materials, hazardous fumes or other flammable/combustible materials and gases.

**B. Start of Hot Work**

1. Employee or contractor should notify occupants in the immediate area of hot work operations.

2. Employee or contractor should follow all National Fire Protection Association (NFPA) code precautions to the use of open flame, heat producing equipment, or spark emitting equipment.

**C. After Completion of Hot Work**

1. Designated fire watch employee or contractor must monitor the hot work area for not less than 1 hour after the work is completed, including breaks and lunch times. This monitoring includes, but is not limited to, periodically checking on area affected by hot work and mitigating any potential increased risk, including all adjacent areas to which sparks and heat might have spread.

**D. Additional Responsibilities**

1. Academic Laboratory Areas

   a. Academic laboratory spaces using equipment such as, but not limited to, Bunsen burners and hot plates are exempt from this policy and procedures because of the controlled nature of the environment in which hot work is being performed.

2. Emergency Notification
a. In the event hot work generates a combustible materials fire, the employee or contractor should take appropriate action.

i. Call 9-1-1,

ii. Activate the fire alarm,

iii. Notify occupants in the surrounding areas,

iv. Notify the University Police Department at 940-397-4239, and


VI. Related Constitutional Provisions, Statutes, Rules, Policies, Forms, and Websites

Related Statutes/Rules:

NFPA 51B, Standard for Fire Prevention During Welding, Cutting, and Other Hot Work

Related University Policies and Procedures: N/A.

VII. Responsible Offices

Contact: Associate Vice President for Facilities Services
Phone: 940-397-4648
E-mail: AVPFS@msutexas.edu

Contact: Mgr, Risk Management & Safety
Phone: 940-397-4032
E-mail: Risk&SafetyMgrFS@msutexas.edu

VIII. History

_/__/2021: Adopted and approved by the Board of Regents as MSU Policy and Procedure 34.11 – Campus Hot Work Usage.
University Operating Policy/Procedure (OP)
OP 34.12: Elevator Malfunction Response

Approval Authority:  President
Policy Type: University Operating Policy and Procedure
Policy Owners: Vice President for Administration and Finance
Responsible Offices: Associate Vice President for Facilities Services
                     Manager, Risk Management & Safety

Next Scheduled Review: 05/01/2023

I. Policy Statement

It is the policy of Midwestern State University (“MSU” or “University”) to comply with State and Federal requirements for safely de-energizing elevator systems for repair.

II. Reason for Policy

The purpose of this policy is to define the response procedures when an elevator fails to operate properly, including when the failure results in the entrapment of elevator occupants.

III. Application of Policy

This policy applies to all University students, faculty, staff, and contractors.

IV. Procedures

A. If an elevator has stopped operating and no one is trapped inside the cab, the University Police Department (UPD) dispatcher will contact Central Plant to investigate once the issue is reported. Signage indicating the elevator is out of order will be installed on all floors as soon as possible by a Residence Life and Housing staff member (i.e., in dorms) or by UPD (other buildings). If the problem occurs when it is not normal business hours, Central Plant personnel will address the issue the next business day unless mitigating circumstances as determined by Facilities Services deems otherwise. Physically challenged individuals stranded on upper floors due to an elevator failure should contact UPD for assistance in returning to the ground level.
1. Exception: Elevators in dorms for Housing may require an immediate response, regardless of the time or day. For such instances, the Housing Director should be contacted to authorize calling the elevator repair company out on an emergency repair (typical rates are very expensive and well into four figures).

B. In the event people are stranded on an elevator that will not open its doors to allow the occupants to exit safely, the occupants’ removal from the elevator’s cab will occur per the following:

1. Occupants should use the phone inside the elevator’s cab to immediately contact the UPD dispatcher (940-397-4239).

2. The UPD dispatcher will contact Central Plant personnel to call an electrician to cycle the elevator’s power on/off to see if the system can be reset. (If the incident is not during normal business hours, Central Plant personnel and an electrician will respond promptly.)

3. If powering the elevator off/on does not correct the problem, Central Plant personnel will contact the elevator repair contractor to respond. The response time from the elevator repair contractor may be as long as another 1.25 hours. UPD personnel will remain with the elevator and entrapped passengers until the repair contractor arrives or until another responsible staff/faculty person can assume the situation-monitoring responsibilities.

4. Attempts to force the cab doors by ANYONE should NOT occur as long as there is power to the system.

5. If the health or well-being of an occupant is seemingly jeopardized by the entrapment, the Wichita Falls Fire Department (WFFD) will be contacted by UPD to force the doors open. Central Plant personnel will contact an electrician to lock out all power to the elevator prior to WFFD attempting to pry open the doors.

V. Related Constitutional Provisions, Statutes, Rules, Policies, Forms, and Websites

Related Codes:

American Society of Mechanical Engineers A17.1, Safety Code for Elevators and Escalators.

Related University Policies and Procedures: N/A.

VI. Responsible Offices

Contact: Associate Vice President for Facilities Services
VII. History

___/___/2021: Adopted and approved by the Board of Regents as MSU Policy and Procedure 34.12: Elevator Malfunction Response.
University Operating Policy/Procedure (OP)
OP 34.13: Storm Water Compliance Program

Approval Authority: President
Policy Type: University Policy and Procedure
Policy Owners: Vice President for Administration and Finance
Responsible Offices: Associate Vice President for Facilities Services
                    Director of Construction Services
                    Manager, Risk Management & Safety

Next Scheduled Review: 05/01/2026

I. Policy Statement

It is the policy of Midwestern State University ("MSU" or "University") to comply with State and Federal requirements related to storm water discharge from campus.

II. Reason for Policy

The purpose of this policy is to ensure the university and its contractors are in compliance with the Clean Water Act (CWA) requirements of the U.S. Environmental Protection Agency (EPA) and the Texas Pollution Discharge Elimination System (TPDES) requirements of the Texas Commission on Environmental Quality (TCEQ).

III. Application of Policy

This policy applies to all University employees and contractors.

IV. Background

The university has the authority and responsibility for designing, implementing, monitoring, maintaining, and revising a Storm Water Pollution Prevention Plan (SW3P) for construction projects where more than one acre of land is disturbed. A similar responsibility exists for the minimization of pollutant discharge from other campus activities.

V. Responsibilities & Program Requirements

A. Responsibilities
1. The university is required to develop a program to protect storm water quality from construction projects where more than one acre of land is disturbed, or projects which are part of a larger common plan of development. In accordance with Texas Pollutant Discharge Elimination System (TPDES) General Construction Permit TXR150000, the university is required to obtain a SW3P permit.

2. The Associate Vice President for Facilities Services and the Director of Construction are responsible for developing, monitoring and enforcing compliance with and providing guidance on the SW3P. The program will be implemented in accordance with § 402 (p)(3)(B) of the Clean Water Act, the Storm Water Regulations (40 CFR 122.26) of the EPA, and the Texas Water Code, Chapter 26, to: (1) effectively prohibit the discharge of non-storm water; and (2) to reduce the discharge of pollutants to the maximum extent practical.

3. Facilities Services shall include compliance with storm water management and TPDES as a contractual requirement for affected construction projects. Contractors’ SWP3 plans shall be forwarded to the Director of Construction prior to beginning on-site construction activities. The Director of Construction shall conduct regular inspections to ensure the contractor’s controls are consistent with the SW3P.

B. Program Requirements

1. Structural Controls and Storm Water Collection System Operations

   Storm water structural controls shall be operated in a manner to reduce the discharge of pollutants to the maximum extent practicable.

2. Roadways

   Roadways and driveways shall be operated and maintained in a manner to minimize discharge of pollutants, including those pollutants related to de-icing or sanding activities. In addition, organic matter (e.g., leaf litter, grass clippings, mulching, and excessive plant material) shall be effectively removed or prevented from becoming a potential pollutant.

3. Pesticide, Herbicide, and Fertilizer Application

   The university shall implement controls to reduce the discharge of pollutants related to the storage and application of pesticides, herbicides, and fertilizers applied by employees of Grounds and contractors of the university. Typical controls efforts include integrated pest control of targeted pests, spot spraying, and broadcast spraying with drift protection.

4. Illicit Discharges and Improper Disposal
a. Every reasonable effort will be made to reduce the amount of floatables (e.g., litter) from entering the storm sewer system, without potentially creating flood control issues.

b. The discharge or disposal of used motor vehicle fluids and household hazardous wastes and the disposal of grass clippings, leaf litter, and animal wastes into the storm sewers are prohibited. Facilities Services has a hazardous waste collection system in place for the proper disposal of such hazardous materials (e.g., used motor oil, anti-freeze, paint, solvents, pesticides, herbicides, spent chemicals, bio-hazardous material, and radiological wastes).

c. Construction site runoff must be controlled. The following actions, at a minimum, are required to ensure this control:

   i. The use and maintenance of appropriate structural and non-structural control measures to reduce pollutants discharged from construction sites;

   ii. Inspection of construction sites and enforcement of control measures;

   iii. Appropriate education and training measures for construction site operators; and

   iv. Compliance with TPDES Construction General Permit, permit number TXR150000.

VI. Related Constitutional Provisions, Statutes, Rules, Policies, Forms, and Websites

Related Statutes/Rules:

- Environmental Protection Agency, Storm Water Regulations, 40 CFR 122.26
- Clean Air Act, Section 402, (p)(3)(B)
- Texas Water Code, Chapter 26
- TPDES Construction General Permit, permit number TXR150000.

Related University Policies and Procedures: N/A.

VII. Responsible Offices

Contact: Associate Vice President for Facilities Services
Phone: 940-397-4648
E-mail: AVPFS@msutexas.edu

Contact: Director of Construction Services
VIII. History

__/__/2021: Adopted and approved by the Board of Regents as MSU Policy and Procedure 34.13 – Storm Water Compliance Program.
I. Policy Statement

Awareness of potential life-threatening risks, and proper response to them, protects university lives and facilities.

II. Reason for Policy

The purpose of this policy is to establish responsibilities regarding fire and life safety.

III. Application of Policy

This policy applies to all university students, faculty, staff, and contractors.

IV. Policy/Procedures

A. Responsibilities

1. All university employees are responsible for immediately correcting or reporting fire and life safety hazardous conditions. Issues not able to resolve immediately should be reported to Facilities Services at 940-397-4228. Emergencies and accidents resulting in property damage or personal injury should be reported immediately to the MSU Police Department at 940-397-4239.

2. Colleges/Departments/Supervisors are responsible for:
   a. maintaining an environment free of fire and life safety hazards,
   b. correcting or reporting fire and life safety hazards,
c. ensuring employees are aware of emergency procedures.

3. Facilities Services is responsible for:
   a. providing oversight of campus fire and life safety conditions,
   b. conducting and documenting periodic inspections,
   c. advising departments in developing emergency procedures,
   d. responding to reports of unsafe conditions,
   e. coordinating inspections with the State Fire Marshal’s Office.

4. University Police Department is responsible for:
   a. monitoring the fire alarm systems 24/7,
   b. responding to and assessing all fire alarms,
   c. overseeing the safe evacuation of facility occupants,
   d. assuming first responder duties until relieved by fire department responders, and
   e. maintaining the Campus Fire Safety Log (part of the Clery Reports/Logs).

5. Facilities Services will coordinate all annual fire alarm and fire suppression system inspections and maintain documentation.

6. Residence Life & Housing staff shall implement emergency plans/procedures in coordination with university police and the safety manager.

7. The Texas State Fire Marshal’s Office is the designated authority having jurisdiction (AHJ) for all fire and life safety matters on Midwestern State University property pursuant to Texas Government Code §417.0082(c). The Texas State Fire Marshal’s Office may coordinate with, use the services of, or defer to the City of Wichita Falls Fire Marshal at its discretion.

B. Notifications and Reports

1. In the event of visible smoke or fire in a facility, occupants shall take the following actions:
   a. activate the nearest fire alarm pull station,
   b. evacuate the facility via the nearest exit,
c. call 9-1-1, and
d. notify University Police at 940-397-4239.

2. University Police shall report any fires or fire alarm activation to the Safety Manager within 72 hours of the incident.

3. Employees should correct unsafe conditions or report to their supervisors any of the following conditions:
   a. accumulation of combustible materials or other potential fire hazard,
   b. inoperative or damaged fire or life safety equipment,
   c. blocked egress pathways or facility exits.

V. Related Constitutional Provisions, Statutes, Rules, Policies, Forms, and Websites

Related Codes:

Texas Government Code §417.0082(c)

Related University Policies and Procedures: N/A.

VI. Responsible Offices

Contact: Associate Vice President for Facilities Services
Phone: 940-397-4648
E-mail: AVPFS@msutexas.edu

Contact: Manager, Risk Management & Safety
Phone: 940-397-4032
E-mail: Risk&SafetyMgrFS@msutexas.edu

VII. History

_ _/ _/ _/2021: Adopted and approved by the Board of Regents as MSU Policy and Procedure 34.18 – Fire and Life Safety.
University Operating Policy/Procedure (OP)

OP 36.02: University Vehicles

Approval Authority: President
Policy Type: University Policy and Procedure
Policy Owners: Vice President for Administration and Finance
Responsible Offices: Associate Vice President for Facilities Services
Manager, Risk Management & Safety
Budget Manager, Facilities Services
Auto Mechanic Foreperson

Next Scheduled Review: 05/01/2024

(Italicized info is verbatim text from former HR Policies 3.313 and 3.334 which were fully incorporated into this revised version of OP 36.02; 3.313 will be deleted.)

I. Policy Statement

It is the policy of Midwestern State University (“MSU” or “University”) to comply with the Texas State Vehicle Fleet Management Plan as it relates to the administration and operation of the university’s vehicle fleet.

II. Reason for Policy

House Bill 3125, of the 76th Legislature and the Office of Vehicle Fleet Management (OVFM) of the General Services Commission (GSC), as directed by the State Council on Competitive Government (CCG), mandates Midwestern State University develop a management plan for the university’s fleet.

III. Application of Policy

This policy applies to all university students, faculty, and staff.

IV. Policy/Procedures

A. University Vehicle Management

The university’s vehicle fleet will be managed by the Facilities Services Business Manager. Facilities Services is the central motor pool for the university and allows the university to manage the use and maintenance of all vehicles. It is the intent of
this office to provide a fleet that is adequate in size to meet the needs of the university in an efficient manner.

The university must maintain a fleet reporting system that is compatible with the system indicated by OVFM and maintain detailed supporting documentation for all reporting requirements. It is the responsibility of the Auto Mechanic Foreperson to gather all information and report the information in the OVFM System. The fleet reporting system is to be maintained with current software upgrades, and the operators will be trained when upgrades/software changes occur.

The Fleet Manager will maintain a calendar of scheduled trips and the vehicle to be used. Departmental charges for vehicle use will be prepared monthly by the Fleet Manager and will be sent to the Business Office for posting to the appropriate accounts. Mileage charges will vary according to the type of vehicle used. Information on specific vehicle charges is available from the Fleet Manager.

It shall be the Auto Mechanic Foreperson’s responsibility to keep current with State reporting requirements and to notify the Facilities Services Budget Manager of any significant changes in the reporting requirements.

B. Vehicle Use and Efficiency

1. Authorized Vehicle Use
   
   a. University-owned vehicles may be used only for approved purposes and may be driven only by duly-authorized full-time, part-time or temporary employees, graduate assistants, or paid student workers. They may not be driven by individuals, including students, who are not being paid by the university for work performed. Students receiving academic, athletic or need-based scholarships are not considered to be employees.
   
   b. Department heads are responsible for ensuring that the provisions of this policy are followed and that all drivers approved by them meet the necessary requirements.

2. Efficiency

   a. The policies identified are intended to increase vehicle use, improve fleet efficiency and reduce maintenance costs, and are identified as “best practices” within the state and private sector. Because of the nature of the fleet of the university, some of the guidelines adopted may vary from the recommendations of the OVFM; however, these variations are a result of the many uses of the vehicles on campus and the lower than normal annual mileage.

   Midwestern State University maintains a fleet of vehicles by various departments and for various uses. A complete listing of the vehicles owned by the university is on file in Facilities Services.
C. Fleet Fueling Policy

Midwestern State University will abide by the guidelines established by the Texas State Vehicle Fleet Management Plan. A summary of these guidelines is provided below.

1. Unless specifically prohibited by manufacturer warranty or recommendations, all university vehicles operating on gasoline shall use regular unleaded gasoline.

2. All university employees will use self-service islands when refueling at retail fueling stations.

D. Driver Eligibility

1. General Requirement
   University employees transporting passengers must possess a valid Texas driver's license appropriate for the type of vehicle being driven. Passengers in university-owned vehicles may be transported only by university employees 21 years of age or older who are acting within the scope of their employment and who are being compensated for such duty. Exceptions to the minimum age requirement can be requested in writing to the Associate Vice President for Facilities Services. Such individuals will be limited to on campus driving only and without passengers. Employee supervisors are responsible for ensuring the validity of the driver's licenses of any employee appointed by them to drive university vehicles on official business and/or transport passengers.

2. License Requirements
   a. For the operation of a passenger vehicle Gross Combined Vehicle Weight Rating (GCWWR) of 26,001 pounds or more and the vehicle is designed to transport 24 passengers or more (including the driver) the operator must possess a valid CLASS B Commercial Driver's License (CDL) (with endorsement for passengers). Example: Model 05 Eagle, 46 passenger.

   b. For the operation of a passenger vehicle GCWWR less than 26,001 pounds and the vehicle is designed to transport 24 passengers or more (including the driver) the operator must possess a CLASS B-CDL (with endorsement for passengers). Example: Ford Mini-Bus, 25 passenger.

   c. For the operation of a passenger vehicle GCWWR less than 26,001 pounds and the vehicle is designed to transport 16-23 passenger (including the driver) the operator must possess a CLASS C-CDL (with endorsement for passengers). Note: None owned by MSU, but could be leased from outside vendors.

   d. For the operation of a passenger vehicle designed to transport 15 or fewer passengers the operator must possess a valid TEXAS OPERATOR'S PERMIT, CLASS C, or an equivalent license issued by another state. Example: 15 passenger vans.
3. **Required Driving Record Checks**

a. Prior to driving a university vehicle for the first time or renting a vehicle for university purposes, employees must submit a Driver Request Form to Facilities Services. For employees with Texas driver’s licenses, Facilities Services will request from the Texas Department of Public Safety a copy of the three-year driving history report (Motor Vehicle Record). This record will be reviewed annually for all employees who maintain university driving privileges. It shall be the responsibility of the Associate Vice President for Facilities Services, in consultation with the Chief of Police, to determine if an employee's driving record is such that it would be imprudent to allow him/her to drive a university vehicle. Facilities Services shall advise the supervisor of any individuals in their respective areas who should not be allowed to drive.

b. Employees with out-of-state licenses shall furnish the university with his/her official driving record from all states where they have held licenses for the three prior years. Employees who maintain university driving privileges must provide this annually. Employees are to be reimbursed by their department for the driving record cost.

c. Employees will not be allowed to drive vehicles to conduct university business if they are deemed to be unacceptable to the university’s insurance carrier or have within three (3) years prior to the date of their individual driver’s license checks:

   i. been convicted of driving while intoxicated (DWI) or driving under the influence (DUI);

   ii. received two (2) or more moving violations within the last 12 months, or three (3) during the last three (3) year reporting period, or have been involved in two (2) or more accidents where they have been determined to have been at fault; or

   iii. had their driver’s license suspended.

d. Employees whose driving privileges have been revoked may have them reinstated by the President. One of the requirements of reinstatement may be attendance at a defensive driving course or similar safety instruction program approved by the Associate Vice President for Facilities Services. Repeated violation will result in the permanent revocation of driving privileges or termination.

e. Employees whose job description requires them to operate university vehicles or equipment are subject to termination should they lose their driving privileges.

f. In addition to requesting annual reports on all employees, the Associate Vice President for Facilities Services will request copies of the driving records of any employees hired during the year who might be reasonably expected to drive a university vehicle as part of their job responsibilities.
4. **Privately Owned Vehicles**

Individuals who use their own vehicles to conduct university business shall operate their vehicle with the same standards as those employees who drive university vehicles. Insurance costs are considered to be a part of mileage reimbursement payments, and supervisors who authorize employees to use their own vehicles are responsible to make certain such employees have adequate insurance and to advise them that their personal liability insurance carriers are the primary insurers. In the event an employee has an accident while using his or her own vehicle to conduct university business, it should be reported to both the insurance carrier and the immediate university supervisor. If the employee's personal insurance is not sufficient to cover the damages, the state may assume the additional costs as an excess carrier.

5. **Alcohol/Controlled Substances Testing**

   a. It is the policy of Midwestern State University to prohibit the use of alcohol or any controlled substance that may impair the employee's ability to perform safety-sensitive functions. For the purposes of this policy, safety-sensitive positions are university drivers as defined in 1, 2, 3, 4, and 5 above.

   b. As required by the Department of Transportation (DOT) Employee Testing Act of 1991, all applicants for employment or existing employees required to obtain a commercial driver's license (CDL) as a prerequisite for employment at Midwestern State University must be tested for drug, alcohol or controlled substance usage. Testing for alcohol, drug or substance abuse will be required during an employment physical exam, for reasonable suspicion, at random and for post-accident episodes.

   c. Violations of drug/substance use tests may result in disciplinary measures up to and including termination. Employees who test positive during a drug or substance abuse test may be offered and encouraged to participate in an employee assistance program, counseling or rehabilitation treatment program.

E. **Operator Conduct and Responsibilities**

1. Any employee requesting to drive a university-owned vehicle must have the appropriate driver's license (see Section E.2, License Requirements).

2. Drivers will comply with all applicable traffic laws and regulations.

3. Do NOT allow the number of passengers to exceed the authorized vehicle capacity or operate the vehicle unless all occupants are wearing seat belts/restraints.

4. Do NOT allow illicit drugs to be transported or consumed in the vehicle.

5. Alcohol can be transported per state laws in an inaccessible compartment such as a trunk, but not in the passenger compartment. The president may authorize alcohol for special events within the passenger compartment of buses.
6. Hazardous or flammable materials are only authorized to be transported in approved vehicles.

7. Do NOT smoke or allow passengers to smoke in the vehicle. Use of e-cigarettes in vehicles is also prohibited.

8. Use of radar or laser detection devices is prohibited.

9. Use of headphones or earphones covering both ears is prohibited when driving.

10. Do NOT text message, read or compose e-mails, or use a handheld cell phone while driving.

11. Towing trailers or other equipment items must be preapproved by the Facilities Services.

12. Citations for all traffic violations will be the personal responsibility of the operator. Approved drivers must notify their supervisors and Facilities Services when they have received any type of citation relating to vehicle operation (on or off the job).

13. Vehicle operators are responsible for:
   a. Identifying any mechanical problems associated with the vehicle they are operating.
   b. Reporting accidents immediately and to complete the necessary accident paperwork.
   c. Complying with the university vehicle fleet management program.
   d. Operating the vehicle in a safe manner.

F. University Vehicle Reservations

1. Reservations and Use Policy:
   a. Approved Driver
      i. Complete the Driver Request Form (search “Driver Request Form” in the search menu to download the form) and submit the form to Facilities Services for approval.
      ii. Drivers of university vehicles or vehicles rented for university purposes must be approved to drive prior to scheduled trips.
   b. Vehicle Reservation Form & Reserving Vehicles
To reserve a vehicle, a [Vehicle Reservation Form](#) should be submitted it to Facilities Services with a funded account code. Vehicles are issued on a first come, first serve basis and it is recommended reservations be submitted at least three days in advance of departure. The reservation will be confirmed via email.

c. Cancellations

Cancellations for all vehicles should be forwarded to Facilities Services at least 24 hours prior to the event. Cancelation of a bus <24 hours prior to departure will result in the requesting department being charged a fee equivalent to five hours of the bus driver’s time, unless the cancellation was made because of weather conditions or unforeseen emergency circumstances.

d. Picking Up Vehicles

The faculty or staff driver whose name is on the vehicle request form as the scheduled driver must pick up the vehicle. The department requesting the vehicle(s) and the designated driver(s) will be responsible for the care of the vehicle(s). Facilities Services will be responsible for ensuring that all drivers are approved to drive. Vehicles must be picked up during normal working hours of 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m., Monday through Friday. Requests for special vehicles will be honored, unless conditions or situations exist that will require a change. Facilities Services reserves the right to change vehicles, when necessary.

e. Returning of the Vehicles

Vehicles can be returned to the Facilities Services Shops building at Hampstead and Louis J. Rodriguez Drive (24) twenty-four hours a day. Park the vehicle in the space corresponding to the vehicle number in the Shop’s Yard area. Remove all trash from the vehicle and return the keys to the Vehicle Shop. After hours, place the keys in the drop box slot outside the Vehicle Shop. Should a vehicle be returned with any damages or excessive cleaning needs, the cost to repair the damages or clean the vehicle will be charged to the department that was responsible for the vehicle at the time of the damage. It is the policy to repair any damaged vehicle to its original condition.

f. Drivers for Buses

The renting department will be responsible for scheduling and providing a funded account code to pay the drivers for buses.

G. Operating Carts and Utility Vehicles
All electric or gas-powered golf carts or utility vehicles, hereafter “carts,” operated by students, faculty, and staff must be utilized in a safe manner. Failure to follow these procedures or follow the rules of the road for the State of Texas could result in suspension of an operator’s cart driving privileges.

1. To be eligible to operate a cart on university property, employees and students must meet all of the following requirements:
   a. Must meet the driver eligibility criteria defined in section IV.E above,
   b. Must be using the vehicle to conduct official university business,
   c. Must be a university employee.

2. Cart operators will adhere to the following safety procedures:
   a. Ensure passengers remain seated and body parts are inside the cart while in motion.
   b. Adhere to the passenger capacity of the cart.
   c. Operate carts from the driver’s seat at all times.
   d. Operate carts at a safe speed based on terrain and weather conditions and do not exceed 15 mph.
   e. Operate carts on campus property using sidewalks or other hardened surfaces to travel.
   f. Avoid congested areas during heavy pedestrian traffic when practicable.
   g. Slow down and always yield the right-of-way to pedestrians.
   h. Do not wear headsets, earphones, or use cell phones while operating carts.
   i. Do not operate carts inside facilities.
   j. Use headlights when operating carts during hours of darkness or reduced visibility such as fog or rain.
   k. Loads must be properly secured.
   l. Use extreme caution when towing; ensuring the cart is capable and equipped to tow.
   m. When leaving the cart unattended, set the brake, secure the keys, and do not block roads, sidewalks, facility entrances or ADA ramps.
3. Using departments will also be responsible for damages and repairs to carts.

H. Renting, Leasing, or Chartering Vehicles

1. University travelers should contact MSU’s contractor (currently Enterprise) to rent a vehicle; Facilities Services is not involved with rentals.

2. Drivers must obtain approval from their department head prior to renting/leasing a vehicle.

3. Reservations must be made by an accountable employee in the department. Students and temporary/casual employees are not authorized to reserve vehicles.

4. Supervisors who authorize individuals to use rental cars to conduct university business are responsible for advising those individuals that Midwestern State University will not pay for liability insurance coverage as part of a vehicle rental agreement. Rental vehicles used to conduct university business are to be rented in the name of the university, not in the name of the employee. If the vehicle is rented in the name of the employee, that employee's personal liability insurance carrier becomes the primary insurer.

I. University Liability Insurance & Trip Insurance

The university carries insurance for vehicles used for road trips, work fleet vehicles, and yard equipment. If an employee is injured while traveling on state official business, the employee is covered under workers’ compensation. Volunteers are not covered by workers’ compensation and their personal insurance will be primarily responsible for any liability that may arise while driving for the university. Midwestern State University does not provide trip accident insurance for individuals not employed by the university.

J. Vehicle Security

1. The security of university vehicles and their contents is the responsibility of the operator. When vehicles are left unattended for any reason, set the parking brake, remove the keys from the ignition, and lock the vehicle. (Make sure you have the keys in hand when locking the vehicle.)

2. Vehicles that become disabled on the road will be secured with all possible precautions taken to prevent theft or vandalism. In the event that a vehicle cannot be secured in its present location, the driver will have the vehicle towed to a facility where it can be secured until assistance arrives. The operator is responsible for vehicle security. Vehicles will not be left along highways or in any area where vandalism would be easily accomplished.

K. Vehicle Accident/Incident Procedures
1. In the event of a vehicle incident such as a flat tire or vehicle breakdown, notify the Facilities Services at 940-397-4699 or if rented/leased, contact the company at the number provided for roadside assistance on the agreement form. The employee or sponsor accompanying the students will also notify his/her department to provide an update on the travel itinerary.

2. In the event of a vehicle accident, immediately assess the seriousness of the situation and call 911 to report your location and the nature of any injuries and/or damage to vehicles or property. Should a vehicle accident occur off-campus, either within or outside of the state of Texas, it should be investigated by the law enforcement agency having jurisdiction (contact University Police if it occurred on campus at 940-397-4239). It is the responsibility of the driver to obtain a copy of the police accident report and forward it to the Facilities Services as soon as possible. The employee or sponsor accompanying the students must contact his/her department to provide an update on the travel itinerary.

3. All Occurrences

   Facilities Services is responsible for processing reports and related insurance claims for all motor vehicle accidents.

   a. Do not discuss fault with anyone other than Facilities Services, a MSU attorney, or MSU insurance adjuster (i.e., State Office of Risk Management). Contact Facilities Services to confirm the identity of persons identifying themselves as a MSU attorney or adjuster.

   b. The responsible driver will contact the Facilities Services as soon as possible and submit a copy of SORM’s Preliminary Accident Report form. A hard copy of the form is available in the glove compartment of all vehicles.

   c. Should the accident not be the fault of the university driver, an attempt will be made to collect for damages to university property.

   d. Employees found to be negligent in the use of a university vehicle are subject to administrative action and possible suspension of driver authorization.

V. Related Constitutional Provisions, Statutes, Rules, Policies, Forms, and Websites

Related Forms, Policies, & Codes:

Driver Request Form (search “Driver Request Form” in the search menu to download the form)
SORM Preliminary Accident Report Form
Texas State Vehicle Fleet Management Plan
Vehicle Reservation Form
VI. Responsible Offices

Contact: Associate Vice President for Facilities Services
Phone: 940-397-4648
E-mail: AVPFS@msutexas.edu

Contact: Manager, Risk Management & Safety
Phone: 940-397-4032
E-mail: Risk&SafetyMgrFS@msutexas.edu

Contact: Business Manager, Facilities Services
Phone: 940-397-4649
E-mail: BusinessMgrFS@msutexas.edu

Contact: Auto Mechanic Foreperson
Phone: 940-397-4699
E-mail: AutoMechForeperson@msutexas.edu

VII. History

_/_/_/2021: Adopted and approved by the Board of Regents as MSU Policy and Procedure 36.02 – University Vehicles.
I. Policy Statement

Workers’ Compensation provides medical treatment, income and other benefits to workers who are injured or acquire an occupational disease on the job. University employees with injuries arising out of and in the course and scope of employment may be entitled to coverage by the State Office of Risk Management (SORM).

II. Reason for Policy

The purpose of this policy is to establish procedure for administration of the Workers’ Compensation Insurance in coordination with the investigation and analysis programs that are needed to promote prevention of work-related accidents, injuries, and illnesses. This policy and its implementation will be in conformance with the policies and guidelines of the State Office of Risk Management, the Texas Department of Insurance/Division of Workers’ Compensation (TDI/DWC), and collaborating policies of Midwestern State University (“MSU” or “University”).

III. Application of Policy

Workers’ Compensation Insurance (WCI) is regulated by the state of Texas and provides medical benefits and income indemnity for injuries and occupational illnesses that arise within the course and scope of employment. This program covers all University employees whose names appear on the payroll, including student employees.

IV. Definitions
**WCI** – Workers’ Compensation Insurance, provides medical benefits and income indemnity for injuries and occupational illnesses that arise within the course and scope of employment.

**SORM** – State Office of Risk Management, the agency directly responsible for administering the program for state employees.

**TDI/DWC** – Texas Department of Insurance/Division of Workers’ Compensation, promulgates rules and regulations governing WCI.

**Workers’ Comp Claims Coordinator** - The point of contact for all workers’ compensation claims and the interface between the employee, supervisor or administrator, and SORM. This person can be contacted in the department of Facilities Services.

**Work Status Report** - A form used to inform SORM, the University, and injured employee of the nature of any injury or illness including any physical limitations or work restrictions as they relate to the injured employee’s ability to work. It is completed by the attending physician.

**V. Procedures and Responsibilities**

**A. Supervisor’s Responsibilities**

All supervisors with managerial authority over employees’ job duties shall provide the following assistance, as appropriate, when work-related accidents, injuries, or occupational illnesses occur.

1. Call the Workers Compensation Claims Coordinator in Facilities Services and verbally report the injury or incident as soon as possible. **Facilities Services must be notified before the close of business the next working day following the injury or illness.**

2. If requested by Facilities Services, complete a Supervisors Investigation form and provide any relevant information regarding the employee’s injury or illness.

**B. Employee Responsibilities**

Employees are required to report immediately to a departmental supervisor all on-the-job accidents, injuries, or occupational illnesses, regardless of whether medical expenses were incurred or time away from work was involved. Failure to report your injury or illness within 30 days from the date of injury may result in your claim being denied.

1. Employees should notify his or her supervisor or call the Workers’ Compensation Claims Coordinator in Facilities Services and verbally report the injury or incident as soon as possible.
2. If medical treatment is sought, employees must complete the following forms and submit them to Facilities Services. The Workers Compensation Claims Coordinator can assist the employee in locating a physician that treats workers compensation patients. Medical expenses resulting from a work related injury cannot be submitted to an employee’s personal health insurance carrier.
   a) Employee’s Report of Injury (SORM-29)
   b) Authorization for Release of Information (SORM-16)
   c) Witness Statement (SORM-74)
   d) Employee’s Election Regarding Utilization of Sick and Annual Leave form (SORM-80)
3. Employees should obtain a copy of the Work Status Report completed by the attending physician and submit to the Workers Compensation Claims Coordinator.
4. Employees must notify the Workers Compensation Claims Coordinator of any sick leave, vacation leave, or leave without pay used due to a workers’ compensation injury or illness. This includes leave time used for doctor’s appointments associated with the reported injury or illness.

All related forms and attachments are available online on the MSU Forms Library website at https://forms.msutexas.edu/library/tblFormLibrary_list.asp

C. The Workers’ Compensation Claims Coordinator’s Responsibilities:

The Workers’ Compensation claims coordinator is the point of contact for all workers’ compensation claims and is the interface between the employee, supervisor, administrator, and SORM. The claims coordinator assists employees in properly applying for benefits and coordinates reporting to SORM as outlined below.

1. Assist the injured employee in obtaining medical care, if needed.
2. Within one working day following notification, complete and submit the Employer’s First Report of Injury of Illness (DWC-1S), if necessary, to SORM.
3. Meet with the employee and ensure that all necessary forms have been completed and signed.
4. Submit to SORM the various forms required to complete the WCI claim as described in SORM Workers’ Compensation Claims Coordinator Handbook.
5. Review the physicians Work Status Report with the employee’s supervisor to determine if the employee is physically restricted or can return to work, according to the MSU Return to Work policy.
6. Submit to Human Resources the appropriate forms notifying them of the employee’s use of leave and work status.
The Workers’ Compensation Claims Coordinator must comply with all rules enacted by SORM, as well as those of the Division of Workers’ Compensation. The Workers’ Compensation Claims Coordinator will establish and maintain an incident or injury file on each case.

D. Return to Work

The Work Status Report from the attending physician will be used to determine if an employee can return to work, with restrictions, if such job is available, or without restrictions. Refer to https://msutexas.edu/human-resources/policy/3.3-employee-policies/3.345-Return_to_Work.asp for more information on returning to work.

E. Recovery of Workers’ Compensation Benefits

Recovery of workers’ compensation benefits is the exclusive remedy of an employee covered by the workers’ compensation insurance coverage. For the death of an employee as a result of a work related injury, the employee’s surviving legal beneficiary may be eligible for these remedies. The Texas Labor Code does not authorize a cause of action or damages against the State, a state agency, or the university beyond the actions and damages authorized by Chapter 101 of the Texas Civil Practice and Remedies Code.

F. Employer’s Rights and Responsibilities

The University is entitled to certain rights under the Texas Workers’ Compensation Act. These rights include the following:

1. The right to be present at all administrative proceedings relating to an employee’s claim;

2. The right to present relevant evidence relating to an employee’s claim at any proceeding;

3. The right to report suspected fraud;

4. The right to contest the compensability of an injury if the insurance carrier accepts liability for the payment of benefits;

5. The right to receive notice, after making a written request to the insurance carrier of:
   a) A proposal to settle a claim; or
   b) An administrative or judicial proceeding relating to the resolution of a claim; and

6. The right to contest the failure of the insurance carrier to provide accident prevention services.
VI. Related Statutes, Rules, Policies, Forms, and Websites

Related Statutes, Rules and Regulations:

Texas Workers’ Compensation Act: Texas Labor Code, Title 5
  • Benefits
    WCI benefits are legislated by the Texas Workers’ Compensation Act. The TDI/DWC promulgates rules and regulations governing WCI, and SORM adjudicates claims for benefits made by state employees, including employees of Midwestern State University.

Texas Civil Practice and Remedies Code Chapter 101

Related Websites:


SORM forms for employee filing a claim: https://www.sorm.state.tx.us/claims-operations/claims-coordinator-resources
or available on MSU Forms Library website at https://forms.msutexas.edu/library/tblFormLibrary_list.asp

More information about injured employee rights and responsibilities and dispute resolution can be found here: https://www.tdi.texas.gov/wc/employee/index.html

Related MSU Policies:
OP 52.44: Return to Work

Related Forms:
Authorization for Release of Information (SORM-16)
Employee’s Election Regarding Utilization of Sick and Annual Leave form (SORM-80)
Employer’s First Report of Injury of Illness (DWC-1S)
Employee’s Report of Injury (SORM-29)
Witness Statement (SORM-74)
Workers’ Compensation Claims Coordinator Handbook (SORM)

VII. Responsible Office(s)

Contact: Associate Vice President for Facilities Services
Phone: 940-397-4648
E-mail: AVPFS@msutexas.edu

Contact: Business Manager, Facilities Services
Phone: 940-397-4649
E-mail: BusinessMgrFS@msutexas.edu
VIII. History

00/00/0000: MSU Policy 3.336 (Workers’ Compensation is adopted by the MSU Board of Regents as MSU Policy and Procedure 3.336).
08/04/2006: Revised by_.
05/06/2021: Completely revised the former policy. Adopted and approved by the Board of Regents as MSU Policy and Procedure 34.12: Workers’ Compensation.

3.336 Business Affairs & Finance
WORKERS' COMPENSATION
Date Adopted/Most Recent Revision: 08/04/2006

A. General
All employees (whether they are full-time, part-time, faculty, staff, or student) are covered by Workers' Compensation for job-related injury or illness.

B. Reporting Requirements
Any job-related injury or illness of such a nature that results in medical treatment, medicine costs, hospital costs, doctor bills, and/or time off from work should be reported as soon as possible to the Environmental Safety Coordinator by the employee or the employee's supervisor. Such illness or accident must be reported within thirty (30) days of the accident or evidence of illness.

C. Extent of Coverage
Workers' Compensation generally covers 100% of medical and medicine costs incurred as a result of job-related injury or illness. Workers' Compensation also partially compensates the employee for wages lost as a result of such injury or illness. Further information is available through the Office of the Environmental Safety Coordinator.
I. Policy Statement

It is the policy of Midwestern State University (“MSU” or “University”) to outline and delineate the procedures that will be followed in the event that allegations of misconduct in research or scholarly activity or of retaliation because of such allegations are made against a member of the faculty, a member of the staff, or a student at MSU.

II. Reason for Policy

The intent of this policy is to provide an institutional response to accusations of misconduct and, at the same time, to ensure that the individual accused of such misconduct has full opportunity to refute the allegations and present the pertinent facts. Purposeful misconduct in research and scholarship is unethical. All members of the University community are responsible for reporting instances of misconduct in research or scholarly activity or of retaliation.

III. Application of Policy

This policy applies to all research, scholarly, and creative activity conducted at MSU. The policy does not apply to course work and other academic class activities that are covered by other policies (e.g. Student Handbook and Code of Student Conduct). This policy applies to any member of the faculty, a member of the staff, or a student at MSU. This policy and the procedures herein will be followed when the Research Integrity Officer (RIO) of the institution receives an allegation of misconduct in scientific or other scholarly activity or of retaliation because of such allegations. Circumstances of the reported case may require deviation from the normal procedure in order to meet the interests of the University and parties involved. Any change in procedures must ensure fair treatment of the individual subject to the allegation, and any substantive changes of the procedure must be approved by the Provost and Vice President of Academic Affairs (PVPAA) in advance of the change.
IV. Definitions (specific to this policy)

For purposes of this policy:

**Allegation**: Any written statement or indication of possible misconduct.

**Complainant(s)**: A person or persons who make an allegation.

**Conflict of Interest**: A conflict of interest refers to a situation in which an employee’s financial, professional, or other personal considerations may directly or indirectly affect or have the appearance of affecting the employee’s judgment in exercising any duty or responsibility, including the conduct or reporting of research, owed to the institution.

**Inquiry**: Preliminary information gathering and fact finding to conclude whether an allegation warrants an investigation.

**Investigation**: The formal examination and evaluation of all relevant facts to determine if misconduct has occurred and, if so, to determine the responsible person and the seriousness of the conduct.

**Good Faith Allegation**: An allegation made with the honest belief that scientific, scholarly, or creative activity misconduct may have occurred. An allegation is not in good faith if made with reckless disregard for or willful ignorance of facts that would disprove the allegation.

**Malicious Intent**: Intent to do harm in the making of an allegation: a report made when the report was not true and the complainant knew it was not true, but made the report anyway to harm the respondent.

**Misconduct**: Includes fabrication, falsification, or plagiarism in proposing, performing, or reviewing research or in reporting research results. It also includes ordering, advising, or suggesting that subordinates engage in research misconduct. The misconduct must depart significantly from accepted practices of the relevant research community and must be committed intentionally, knowingly, or recklessly. It does not include honest error or differences of opinion. Misconduct includes the material failure to comply with federal requirements for protection of researchers, human subjects, or the public, or for ensuring the welfare of laboratory animals. Misconduct also includes, but is not limited to, the failure to meet other legal requirements governing research and scholarly activity.

a. **Fabrication** – Making up data or results and recording or reporting them.

b. **Falsification** – Manipulating search materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

c. **Plagiarism** – The appropriation of another person’s ideas, processes, results, or words without giving appropriate credit.

**Research Integrity Officer (RIO)**: Graduate School dean who is the institutional official responsible for assessing allegations of research misconduct to determine if they fall within the definition of research misconduct and warrant an inquiry on the basis that the allegation is sufficiently credible and specific so that potential evidence of research misconduct may be identified.

**Respondent(s)**: The person against whom an allegation of scientific, scholarly, or creative activity misconduct is directed or the person whose actions are the subject of the inquiry or
investigation. There can be more than one respondent in any inquiry or investigation.

Retaliation: Any adverse action or credible threat of an adverse action taken by a covered institution, or member thereof, in response to a complainant’s good faith allegation of research, scholarly, or creative misconduct.

V. Procedures and Responsibilities

A. Procedure

If an allegation of misconduct in research or other scholarly activity is made against a member of the Midwestern State University faculty, staff, or student body, and the alleged misconduct involves extramural funding, the RIO, in consultation with the PVPAA, shall consult with the source of the extramural funds for guidance on investigating, reporting, and responding to such allegations. MSU shall first look to any interested organized entity for guidelines in responding to allegations of misconduct in research or scholarly activity. If an allegation of misconduct in research or other scholarly activity is made against a member of the MSU faculty, staff, or student body, the allegation shall be dealt in the following manner:

1. Reporting Misconduct or Retaliation
   a. Difficulties are presented when an allegation of misconduct is brought after a significant passage of time from when the alleged misconduct occurred. As a result, it is common for institutions or other governmental bodies to restrict allegations that may be brought after the passage of a predetermined amount of time.
   b. All reports of alleged fraud, misconduct, and retaliation under this policy shall be directed to the RIO. Upon receipt of a formal, written, and signed allegation of fraud, misconduct, or retaliation, the RIO shall initiate an inquiry. If the RIO has a possible conflict of interest, the allegations will be referred to the PVPAA.
   c. There shall be no retaliation against any complainant who makes a good faith report or complaint under this policy.

2. Cooperation with Research Misconduct Proceedings

Institutional members will cooperate with the RIO and other institutional officials in the review of allegations and the conduct of inquiries and investigations. Institutional members, including respondents, have an obligation to provide evidence relevant to research misconduct allegations to the RIO or other institutional officials. The RIO will apprise the PVPAA of all allegations of misconduct in research and scholarship.

B. Preliminary Assessment and Inquiry

1. The RIO shall immediately assess the allegation to determine:
   a. Whether the subject matter and individuals accused in the reported allegation are within the scope of this policy.
   b. Whether the allegation is sufficiently credible and specific to allow potential evidence of research misconduct to be identified.
c. Whether the allegation falls within the definition of research misconduct.

An inquiry must be conducted if these criteria are met.

2. Prior to beginning an inquiry, the RIO shall make a good faith effort to notify the respondent in writing. If the inquiry later identifies additional respondents, the RIO shall notify them in writing. On or before the date on which the respondent is notified or the inquiry begins, whichever is earlier, the RIO shall take all reasonable and practical steps to obtain custody of all research records, including computer records, and evidence needed to conduct the inquiry, inventory the records and evidence, and sequester them in a secure manner. If the research records or evidence comprise instruments shared by a number of users, custody may be limited to copies of the data or evidence on such instruments, as long as those copies are substantially equivalent to the evidentiary value of the instruments. The RIO shall conduct the inquiry utilizing all materials and persons necessary to resolve the matter fairly and justly. This includes, but is not limited to, reviewing documents, materials, and other pertinent information from research, as well as conducting interviews of personnel. Normally, at the inquiry stage, the interviews will only include the complainant and respondent; however, the RIO may interview other persons relevant to the investigation if necessary.

3. Inquiry procedures will be determined by the circumstances of the allegations, but shall include notification of the individual against whom the allegation is made. The inquiry shall be completed within 30 days after receipt of the allegation. Any extension of this period will be based on good cause, approved in advance by the PVPAA, and recorded in the inquiry file. If deemed necessary, the RIO may appoint a Research Integrity Officer Assistant (RIOA) to aid in securing relevant materials and conduct interviews. Interviews with the complainant(s) and respondent(s) must be transcribed. Once transcribed, the complainant(s) and the respondent(s) will proofread their respective document. If errors are found in either transcription, the complainant(s) and the respondent(s) will have an opportunity to report those errors to the RIO to have them corrected.

4. As a part of the inquiry, the RIO shall take appropriate action to preserve original research records and materials and all documents relevant to the inquiry. If appropriate, the RIO shall take interim administrative actions to protect federal funds and ensure that the purposes of the grant or contract are being carried out.

5. All persons involved in the inquiry shall make diligent efforts to protect the identity of the complainant during the inquiry phase. If the process reaches the investigative phase, the right of the respondent to confront the complainant may require that the identity of the complainant be revealed. There shall be no retaliation against a complainant for his/her good faith allegation of misconduct.

6. A report of the findings from the inquiry shall be made in writing to the PVPAA. Reports of inquiries shall be maintained in the office of the RIO for a
period of three years. The respondent shall have the opportunity to review drafts of the inquiry reports and to be informed of the results of the inquiry.

7. If relevant, the RIO will determine whether the complainant’s allegations of research misconduct were made in good faith or whether a witness or committee member acted in good faith. If the RIO determines there was an absence of good faith, he/she will, in consultation with the Provost, determine whether administrative action should be taken against the person or persons who failed to act in good faith.

8. After reviewing documentation from the complainant(s) and after consultation with the PVPAA and University counsel, the RIO has the authority to recommend an appropriate disciplinary action (if needed) for the respondent(s). The respondent(s) will have the opportunity to agree or disagree with the RIO’s decision. If the RIO and respondent(s) cannot reach an agreement on the disciplinary action, a formal investigation will be initiated by the RIO. No presumption that misconduct occurred is created if the RIO determines that an investigation is warranted.

C. Investigation

1. If an investigation is warranted or in the case where the RIO and respondent disagree on disciplinary actions, the RIO shall appoint an ad hoc Research Integrity Committee (RIC) within 10 days after completion and/or reception of the report finding an investigation is warranted. The RIO will ensure that all original research records and materials relevant to the allegation are immediately secured. The purpose of the investigation is to:

   a. Explore in detail the allegations;
   
   b. Examine all evidence in depth;
   
   c. Determine if misconduct has occurred, and if so, by whom, and to what extent; and
   
   d. Report to the RIO the committee’s findings as to whether or not the allegations have, in the committee’s opinion, sufficient basis in fact for the University to consider disciplinary action against the individual.

The investigation should also determine whether additional circumstances exist that warrant the expansion of the scope of the investigation beyond the initial allegations.

2. Under certain circumstances, as defined by the applicable federal regulations, the institution may be expected to notify the sponsoring agency or funding source prior to the initiation of an investigation.

3. The RIO will appoint no less than three persons to serve on the Research Integrity Committee (RIC). At least two members will be tenured faculty holding the rank of associate professor or professor, who are without conflict of interest, hold no appointment in the departments of either the complainant(s) or the respondent(s), and preferably have appropriate expertise for evaluating the information relevant to the case.
4. The RIO will notify the respondent(s) of the proposed committee membership within 5 working days. If the respondent(s) submits a written objection to any appointed member of the RIC based on bias or conflict of interest within 5 working days of the respondent(s)’s receipt of the committee membership, the RIO will determine whether to replace the challenged member or members with a qualified substitute.

5. Every effort should be made to complete the investigation within 30 working days; however, it is acknowledged that in some cases this time period may be difficult to meet. In such cases, the RIC shall compile a progress report, identify reasons for the delay, and notify the RIO in writing of the additional time necessary for the investigation.

6. The complainant(s), respondent(s) and members of the RIC may be accompanied by counsel to meetings. However, the counsel may not ask questions or offer testimony.

7. The RIO, with the assistance of University counsel, will convene the first meeting of the RIC to review the charge, the inquiry report, and the prescribed procedures and standards for the conduct of the investigation, including the necessity for confidentiality. The RIC will elect a chairperson to handle procedural and administrative matters at this first meeting.

8. The investigation normally will include examination of all documentation, including, but not necessarily limited to, relevant research data and proposals, publications, correspondence, and memoranda of telephone calls. The committee will make every attempt to interview all individuals who have information regarding key aspects of the allegations. All interviews must be recorded and transcribed.

9. The investigation must be sufficiently thorough to permit the committee to reach a decision about the validity of the allegation(s) and the scope of the wrongdoing. In addition to making a judgment on the veracity of the charges, the committee may recommend to the RIO appropriate disciplinary actions if warranted.

10. For good cause, interim administrative sanctions may be initiated by the RIO prior to conclusion of the investigation when the continuing actions of the respondent(s) pose a danger to persons or property or pose an ongoing threat of disrupting the academic process.

11. Nothing herein shall prohibit the University from instituting disciplinary proceedings against the respondent(s) under University rules, regulations, and policies.

D. Findings

1. After all evidence has been received and hearings completed, the RIC shall meet in closed sessions to deliberate and prepare its findings and recommendations. The committee shall find no research misconduct unless a majority of the members conclude that the preponderance of the credible
evidence substantiates the allegations(s).

2. Upon completion of the investigation, the committee will submit to the RIO a full written report that details the committee's findings and recommendations. The report must describe the policies and procedures under which the investigation was obtained, state the findings and explain the basis for the findings. If any individual(s) is (are) found to have engaged in misconduct, the report will include the actual text or an accurate summary of the views of this (these) individual(s) as well as a description of any disciplinary actions taken by the institution.

3. The RIO will provide the respondent(s) with a copy of the draft investigation report for comment and rebuttal. The respondent(s) will be allowed 5 working days to review and comment on the draft report. The respondent(s)’s comments will be attached to the final report. The findings of the final report will take into account the respondent(s)’s comments in addition to all the other evidence.

4. The RIO will provide the complainant(s) with those portions of the draft investigation report that address the complainant(s)’s role and opinions in the investigation. The report will be modified, as appropriate, based on the complainant(s)’s comments.

5. The draft investigation report will be transmitted to the institutional counsel for a review. Comments will be incorporated into the report as appropriate.

6. In distributing the draft report, or portions thereof, the RIO will inform the recipient of the confidentiality under which the draft report is made available. The RIO may request the recipient to sign a confidentiality statement or to come to his or her office to review the report.

7. Once all documentation is finalized, the RIO will review the report and make a recommendation of disciplinary action to the PVPAA.

E. Appeal

1. Any person who has been found by the preceding procedures to have committed misconduct in research or scholarly activity may appeal that finding to the PVPAA Midwestern State University if the person alleges the decision is:
   a. Not based on consideration of all available evidence;
   b. Not constitutionally permissible; or
   c. Significantly noncompliant with the University’s established standards or procedures.

   This appeal must be filed in writing within 14 days after the accused is informed of the committee's finding. Failure of the accused to appeal to the PVPAA within the prescribed time limits will make the decision of the RIO final.

2. Within 14 days of receiving an appeal, the PVPAA shall begin a review and investigation of the committee's finding and shall issue a decision on the appeal within 30 days of the appeal. In considering the appeal, the PVPAA may act...
alone or involve others, as appropriate. The decision of the appeal shall be final.

F. Record Retention

After completion of a case and all ensuing related actions, the RIO will prepare a complete file, including the record of any inquiry or investigation and copies of all documents and materials furnished to the RIC. The RIO will keep the file for three years after completion of the case or, in the case of an externally funded project, for the duration of the funding agency’s minimum records retention period, to permit later assessment of the case by the Office of Research Integrity or other authorized federal agency personnel.

VI. Related Statutes, Rules, Policies, and Websites

Related Statutes/Rules:

Related MSU Policies:
2.510: Protection of Human Subjects in Research
3.124: Dismissal of Tenured Faculty for Cause
3.125: Faculty Due Process
3.143: Faculty Grievance Procedure
3.325: Conflict of Interest, Conflict of Commitment, and Outside Employment and Activities

Related Websites:
- Department of Health & Human Services Office of Research Integrity Statutes and Regulations (https://ori.hhs.gov/statutes-regulations)
- Department of Health & Human Services Office of Research Integrity Federal Policies (https://ori.hhs.gov/federal-policies)

VII. Responsible Office

Contact: Dean, Dr. Billie Doris McAda Graduate School
Phone: (940) 397-4315
Email: kathryn.zuckweiler@msutexas.edu

VIII. Revision History

05/06/2021: MSU Policy 3.150 (Misconduct in Research) is adopted by the MSU Board of Regents.
University Operating Policy/Procedure (OP)
OP 56.06: Disclosure of Significant Financial Interests That May Represent Conflicts of Interest

Approval Authority: President
Policy Type: University Operating Policy and Procedure
Policy Owner: Provost and Vice President for Academic Affairs
Responsible Office: Office of Sponsored Programs & Research
Next Scheduled Review: 05/01/2022

I. Policy Statement

Midwestern State University (“MSU” or “University”) has developed this policy regarding conflicts of interest in accordance with Title 2, Part 200, Section 112 and Title 42, Part 50, Subpart F of the Code of Federal Regulations (CFR), and other federal and state regulations.

II. Reason for Policy

The purpose of this operating policy is to promote objectivity in the conduct of sponsored projects by ensuring the disclosure of significant financial interests and the appropriate management of conflicts of interest on externally sponsored projects in accordance with federal, state, and institutional regulations and policies.

III. Application of Policy

This policy applies to all MSU employees, including faculty, staff, and student workers, and to subgrantees, contractors, consortium participants, collaborators, and consultants responsible for the design, conduct, or reporting of research and educational programs funded by external sponsors.

Provided that their home institution has a written and enforced policy that meets the federal and state requirements for disclosure of significant financial interests, subgrantees, contractors, consortium participants, collaborators, and/or consultants may follow their home institution’s policy and procedure in lieu of this operating policy.

A. Section 3 applies to all MSU employees and to subgrantees, contractors, consortium participants, collaborators, or consultants who are not covered by Section 4.
B. Section 4 applies to all MSU employees and to subgrantees, contractors, consortium participants, collaborators, or consultants who are planning to participate in or are participating in Public Health Service (PHS) and/or other agencies requiring adherence to PHS regulations for promoting objectivity in research funding received as a grant or cooperative agreement.

IV. Definitions
See Sections V.A and V.B of this policy.

V. Procedures and Responsibilities
A. For All MSU Employees, Subgrantees, Contractors, Consortium Participants, Collaborators, or Consultants Who Are Not Covered by Section V.B of this Policy

1. Definitions for Purposes of Section V.A of this policy:

   **Investigator** means the principal investigator (PI), project director (PD), co-principal investigators (co-PIs), and any other person who is responsible for the design, conduct, or reporting of research or educational activities funded or proposed for funding by an external agency. For the purposes of the requirements of this policy relating to financial interests, “Investigator” includes the investigator’s spouse and dependent relatives or household members.

   **Manage** means taking action to address a financial conflict of interest, which can include reducing or eliminating the financial conflict of interest, to ensure, to the extent possible, that the design, conduct, and reporting of research or educational activities will be free from bias.

   **Significant Financial Interest** means anything of monetary value including, but not limited to, salary or other payments for services (e.g., consulting fees or honoraria); equity interests (e.g., stocks, stock options, or other ownership interests); and intellectual property rights (e.g., patents, copyrights, and royalties from such rights). The term does not include:

   a. Salary, royalties, or other remuneration from Midwestern State University;

   b. Royalties and honoraria for published scholarly or creative works;

   c. Income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;

   d. Income from service on advisory committees or review panels for public or nonprofit entities;

   e. An equity interest that, when aggregated for the investigator and the investigator's spouse and dependent relatives or household members, meets both of the following tests: (1) does not exceed $10,000 in value, as determined through reference to public prices or other reasonable measures of fair market value, and (2) does not represent more than a 5 percent ownership interest in any single entity; or
f. Salary, royalties, or other payments that, when aggregated for the investigator and the investigator's spouse and dependent relatives or household members, are not expected to exceed $10,000 from any single entity during the next 12-month period.

**Unit Head** means the dean of a college, or in the case of departments that do not report to a dean, a vice president.

**Designated Official** means the Vice President of Administration and Finance or his/her designee.

2. Procedure
   a. Annual Disclosure

   All employees planning to act as investigators shall, prior to the submission of each sponsored project application and by October 1 of each year thereafter if the project is funded, disclose to the unit head the following significant financial interests, including interests of their spouse and dependent relatives or household members:

   (1) Any significant financial interest that would reasonably appear to be affected by the research or educational activities funded, or proposed for funding, by an external sponsor; or

   (2) Any significant financial interest in an entity whose financial interest would reasonably appear to be affected by the research or educational activities funded, or proposed for funding, by an external sponsor.

   Employees planning to act as investigators who have no significant financial interests as described above shall submit a certification to that effect.

   The **Significant Financial Interest Disclosure Statement for non-PHS Funds** (Attachment A) will be used for certification of no significant financial interests and disclosure of significant financial interests. Employees with no significant financial interests should complete and sign only Attachment A. Employees with significant financial interests or financial interests that may appear to be significant should complete and sign Attachment A and the **Supplemental Disclosure Form for non-PHS Funds** (Attachment B) for each entity in which they have a significant financial interest.

   The forms should be forwarded first to the unit head, then from the unit head to the designated official, and finally from the designated official to the Office of Sponsored Programs and Research (OSPR), which is responsible for retaining the significant financial interest disclosure forms in accordance with funding agency requirements.

   If there is a change in the reported information during the year, the employee will submit an updated form within thirty (30) days of discovering or acquiring a new financial interest.

   Regardless of the above minimum requirements, an employee may choose to disclose any other financial or related interest that could present an actual...
Disclosure of Significant Financial Interests That May Represent Conflicts of Interest

Disclosure is a key factor in protecting one's reputation and career from potentially embarrassing or harmful allegations of misconduct.

Such reporting shall not predate any required submissions to the Securities and Exchange Commission, nor shall such reports contain information that would be restricted under insider information regulations of the SEC.

b. Certification at the Time of Proposal Submission

Prior to submitting a proposal for funding to any external agency, each investigator shall certify that he/she has disclosed any significant financial interests, including those of a spouse and dependent relatives or household members, that would reasonably appear to be affected by the project for which funding is sought, and the unit head shall certify that, based on the investigator's disclosure, either: (1) no conflicts of interest exist, or (2) existing conflicts will be managed prior to the expenditure of funds under the award. These certifications shall be made by signing the Office of Sponsored Programs and Research’s Grant Approval Form.

c. Review of Disclosures

The unit head shall initially determine whether (1) no conflicts of interest exist or (2) conflicts of interest exist or may exist. In making this determination, the unit head shall act in accordance with the guidelines provided in this policy. The unit head shall forward this determination along with the employee's disclosure form to the designated official within 30 days of receipt of the disclosure statement.

The designated official shall review the disclosure and the determination of the unit head. If the designated official determines that no conflict of interest exists, the designated official shall make the appropriate notation on the form. The designated official shall make his/her determination within 30 days of receipt of the disclosure.

If the designated official determines that a conflict of interest exists, the designated official shall take such actions as necessary to ensure that such conflicting interests will be managed. In making this determination, the designated official may choose to seek the advice of a committee appointed by the designated official, of the Office of the General Counsel, or of other university or system administrators. The designated official, in concert with the investigator and his/her dean, will prepare a resolution plan for managing the conflict; this document will be signed by the investigator and the designated official. The designated official shall report in writing to the Dean of the Graduate School (DGS) the determination and forward a copy of the signed plan.

If, 30 days following determination as to whether a conflict exists, the designated official and the investigator have not agreed upon a resolution plan, the investigator may seek the intervention of the DGS.

The designated official shall maintain records of all financial disclosures and all actions taken with respect to each conflicting interest for three years.
years after the latter of the termination or completion of the award to which they relate or the resolution of any government action involving those records, whichever is longer.

The unit head and designated official shall maintain, insofar as possible, the confidentiality of disclosures and resolution plans. Disclosures should be forwarded in sealed envelopes marked "confidential" and records related to the disclosure should be stored in locked offices.

3. External Reporting

The Dean of the Graduate School (DGS) shall be responsible for all reporting requirements to external agencies. These include the following:

a. The DGS or his/her designee will sign institutional certifications required in proposals.

b. The DGS will report the existence of a conflict and its management plan to the Provost and Vice President for Academic Affairs.

c. The DGS or his/her designee will notify the sponsoring agency in the event an employee has failed to comply with the university's policy.

d. The DGS or his/her designee will notify the sponsoring agency in the event that MSU is unable to manage a conflict of interest satisfactorily.

e. In the event a conflict of interest is identified after the expenditure of funds under an award, the DGS or his/her designee will, within 60 days of identifying the conflict (less time if required by the sponsoring agency), notify the agency of the existence of the conflict and assure that the conflict has been managed.

f. Upon request from any sponsoring agency or other authorized government entity, the DGS or his/her designee will provide information regarding all conflicting interests identified by MSU and describe how those interests have been managed.

g. In the event that an investigator fails to comply with the university's conflict of interest policy and has biased the design, conduct, or reporting of an externally funded project, the DGS or his/her designee will notify the agency of corrective action taken.

4. Guidelines

A conflict of interest exists when the designated official reasonably determines that a significant financial interest could directly and significantly affect the design, conduct, or reporting of externally funded research, service, or educational activities.

Significant financial interests in companies submitting proposals to Small Business Innovation Research Programs and Small Business Technology Transfer Programs are specifically excluded from the federal definition of conflict of interest.

a. Examples of manageable conflicts of interest include, but are not limited to,
the following:
(1) Situations in which the outside activity will conflict with previously established responsibilities to the university;
(2) Situations that might allow a university employee to influence the university's dealings with an outside organization such that personal gain for the employee or improper advantage for anyone is the result; and
(3) Supervision of student research activities when research in that area might lead to financial or personal gain for the faculty member.

b. Examples of unacceptable conflicts of interest include, but are not limited to, the following:
(1) Use for personal profit of unpublished information originating from university research or other confidential university sources;
(2) Consulting under arrangements that impose obligations that conflict with the university's intellectual property policy or with the university's obligations to research sponsors, or that inhibit the publication of research results obtained within the university; and
(3) Circumstances in which a substantial body of research that could and ordinarily would be carried on within the university is conducted elsewhere to the disadvantage of the university and its legitimate interests.

c. Examples of conditions or restrictions that might be imposed to manage conflicts of interest include, but are not limited to:
(1) Public disclosure of significant financial interests;
(2) Review of research protocol by independent reviewers;
(3) Monitoring of research by independent reviewers;
(4) Modification of the research plan;
(5) Disqualification from participation in the portion of the externally funded research that would be affected by the significant financial interests;
(6) Divestiture of significant financial interests; or
(7) Severance of relationships that create conflicts.

5. Compliance
No proposals will be submitted without the required certifications. If a conflict is identified, the proposal may be submitted before the resolution plan is implemented if the designated official determines that the conflict can be managed or eliminated prior to the award of funds. No awarded funds will be spent until the conflict is resolved.

If breaches of the policy occur, sanctions will be imposed. Breaches include, but
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are not limited to: failure to file; intentionally filing an incomplete, erroneous, or misleading disclosure form; failing to provide additional information as required by the unit head or designated official; or violation of terms outlined in the resolution plan. If sanctions are necessary, they will be imposed in accordance with the university's operating policies and procedures (e.g., UPP 3.150 on Misconduct in Research). The potential sanctions may include, but are not limited to, the following:

- Letter of admonition;
- Ineligibility of the employee for grant applications or supervision of graduate students;
- Suspension;
- Non-renewal of appointment; and/or
- Dismissal

Impending actions may be appealed by the employee to the University in accordance with procedures outlined in OP 06.08 on Faculty Grievance Procedure or OP 52.92 on Grievance Procedures for Non-Teaching Employees.

For additional information on conflicts of interest, see MSU OP 02.46, the Texas Government Code §572.051, and/or applicable sections of the Code of Federal Regulations.

B. For All MSU Employees, Subgrantees, Contractors, Consortium Participants, Collaborators, or Consultants Participating in, or Planning to Participate in, PHS Research Funding Received as a Grant or Cooperative Agreement

1. Definitions for Purposes of Section V.B of this policy:

   **Investigator** means the principal investigator, project director, and any other person at MSU, or its subgrantees, contractors, or collaborators, regardless of title or position, who is responsible for the design, conduct, or reporting of research funded by the Public Health Service (PHS), or proposed for such funding. The definition of investigator includes the investigator’s family members, defined as a spouse and dependent relatives or household members. These definitions align with those in MSU OP 02.46 regarding conflicts of interest.

   **Manage** means taking action to address a financial conflict of interest, which can include reducing or eliminating the financial conflict of interest, to ensure, to the extent possible, that the design, conduct, and reporting of research will be free from bias.

   **PHS** means the Public Health Service of the U.S. Department of Health and Human Services, and any components of the PHS to which the authority involved may be delegated, including the National Institutes of Health (NIH).

   **Senior/Key Personnel** means the PD/PI and any person identified as senior/key personnel by MSU in the grant application, progress report, or any other report submitted to the PHS by MSU under this section.
**Significant Financial Interest** means:

a. A financial interest consisting of one or more of the following interests of the investigator (and those of the investigator’s spouse and dependent relatives or household members) that reasonably appears to be related to the investigator’s institutional responsibilities:

   (1) With regard to any publicly traded entity, a significant financial interest exists if the value of any remuneration received from the entity in the twelve months preceding the disclosure and the value of any equity interest in the entity as of the date of disclosure, when aggregated, exceeds $5,000. For purposes of this definition, remuneration includes salary and any payment for services not otherwise identified as salary (e.g., consulting fees, honoraria, paid authorship); equity interest includes any stock, stock option, or other ownership interest, as determined through reference to public prices or other reasonable measures of fair market value;

   (2) With regard to any non-publicly traded entity, a significant financial interest exists if the value of any remuneration received from the entity in the twelve months preceding the disclosure, when aggregated, exceeds $5,000, or when the investigator (or the investigator’s spouse or dependent relatives or household members) holds any equity interest (e.g., stock, stock option, or other ownership interest); or

   (3) Intellectual property rights and interests (e.g., patents, copyrights), upon receipt of income related to such rights and interests

b. Investigators also must disclose the occurrence of any reimbursed or sponsored travel (i.e., that which is paid on behalf of the investigator and not reimbursed to the investigator so that the exact monetary value may not be readily available), related to their institutional responsibilities; provided, however, that this disclosure requirement does not apply to travel that is reimbursed or sponsored by a federal, state, or local government agency, an institution of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an institution of higher education. Disclosure will include the purpose of the trip, the identity of the sponsor/organizer, the destination, and the duration. The DGS will determine if further information is needed, including a determination or disclosure of monetary value, in order to determine whether the travel constitutes a financial conflict of interest (FCOI) with the PHS-funded research.

c. The term significant financial interest does not include the following types of financial interests:

   (1) salary, royalties, or other remuneration paid by MSU to the investigator if the investigator is currently employed or otherwise appointed by MSU, including intellectual property rights assigned to MSU and agreements to share in royalties related to such rights;
(2) income from investment vehicles, such as mutual funds and retirement accounts, as long as the investigator does not directly control the investment decisions made in these vehicles;

(3) income from seminars, lectures, or teaching engagements sponsored by a federal, state, or local government agency, an institution of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an institution of higher education; or

(4) income from service on advisory committees or review panels for a federal, state, or local government agency, an institution of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an institution of higher education.

Unit Head means the dean of a college, or in the case of departments that do not report to a dean, a vice president.

Designated Official means the Vice President of Administration and Finance or his/her designee.

2. Procedure
   a. Training
      All employees planning to act as investigators must complete training regarding financial conflict of interest prior to engaging in research related to any PHS-funded grant and at least every four years, and immediately when any of the following circumstances apply:
      (1) MSU revises its financial conflict of interest policies or procedures in any manner that affects the requirements of investigators;

      (2) An investigator is new to MSU; or

      (3) MSU finds that an investigator is not in compliance with MSU’s financial conflict of interest policy or management plan.

      Appropriate training is provided by Collaborative Institutional Training Initiative (CITI) https://www.citiprogram.org/Default.asp. To identify appropriate training and submit training records, an investigator should contact the Office of Sponsored Programs and Research.

   b. Annual Disclosure
      All employees planning to act as investigators shall disclose, no later than the time of application for PHS-funded research and annually thereafter, by October 1 of each year, to the unit head the following significant financial interests, including interests of their spouse and dependent relatives or household members:

      (1) Any significant financial interest that would reasonably appear to be affected by the research or educational activities funded, or proposed for funding, by and external sponsor; or
(2) Any significant financial interest in an entity whose financial interest would reasonably appear to be affected by the research or educational activities funded, or proposed for funding, by an external sponsor.

The annual disclosures shall include any information that was not disclosed initially to MSU or in a subsequent disclosure of significant financial interests (e.g., any financial conflict of interest identified on a PHS-funded project that was transferred from another institution), and shall include updated information regarding any previously disclosed significant financial interest (e.g., the updated value of a previously disclosed equity interest).

Each investigator who is participating in the PHS-funded research shall submit an updated disclosure of significant financial interests within 30 days of discovering or acquiring (e.g., through purchase, marriage, or inheritance) a new significant financial interest.

Employees planning to act as investigators who have no significant financial interests as described above shall submit a certification to that effect. The general disclosure form, Significant Financial Interest Disclosure Statement for PHS Funded Research (Attachment C), and the detailed disclosure form, Supplemental Disclosure Form for PHS Funded Research (Attachment D), shall be used for general declarations and detailed disclosures. Employees with no significant financial interests should complete and sign only Attachment C. Employees with significant interests should complete and sign both Attachment C and Attachment D for each entity in which they have a significant financial interest.

All forms (those reporting no significant financial interests and those reporting significant financial interests) should be forwarded first to the unit head, then from the unit head to the designated official, and finally from the designated official to the Office of Sponsored Programs and Research (OSPR), which is responsible for retaining the disclosure forms in accordance with funding agency requirements.

If there is a change in the reported information during the year, the investigator shall submit updated forms to the DGS.

Regardless of the above minimum requirements, an investigator may choose to disclose any other business, financial, or related interest that could present an actual conflict of interest or be perceived to present a conflict of interest. Disclosure is a key factor in protecting one's reputation and career from potentially embarrassing or harmful allegations of misconduct.

Such reporting shall not predate any required submissions to the Securities and Exchange Commission (SEC), nor shall such reports contain information that would be restricted under insider information regulations of the SEC.

c. Certification at the Time of Proposal Submission
Prior to submitting a proposal for funding to the Public Health Service (PHS), each investigator shall certify that he/she has disclosed any significant financial interests that would reasonably appear to be affected by the project for which funding is sought, and the unit head shall certify that, based on the investigator's disclosure, either: (1) no conflicts of interest exist; or (2) existing conflicts will be managed prior to expenditure of funds under the award. These certifications shall be made by signing the Office of Sponsored Programs and Research Grant Approval Form.

d. Review of Disclosures
The process outlined in section V.B.2.b above is applicable.

The Dean of the Graduate School (DGS) shall review the disclosure. If the DGS determines that no conflict of interest exists, the DGS or his/her designee shall make the appropriate notation on the form and the form will be stored in a manner to protect confidentiality. The DGS or designee shall make his/her determination within 30 days of receipt of the disclosure.

If the DGS determines that a conflict of interest exists, the DGS shall take actions necessary to ensure that such conflicting interests will be managed. In making this determination, the DGS may choose to seek the advice of individuals, chairpersons, deans, a committee appointed by the DGS, the Office of the General Counsel, or other University administrators. The DGS, in concert with the investigator, shall prepare a resolution plan for managing the conflict; this document will be signed by the investigator, unit head, designated official, and DGS.

If the DGS and the investigator have not agreed upon a resolution plan 30 days following a determination that a conflict exists, the investigator may seek the intervention of the Provost and Vice President for Academic Affairs.

The DGS shall maintain records of all financial disclosures and all actions taken with respect to each conflicting interest for three years beyond the termination or completion of the award to which they relate, or until the resolution of any government action involving those records, whichever is longer.

The DGS shall maintain, insofar as possible, the confidentiality of disclosures and resolution plans. Disclosures should be forwarded as per instructions in the disclosure forms.

3. External Reporting
The DGS or his/her designee shall be responsible for all reporting requirements to external agencies. These include the following:

a. The DGS or his/her designee will sign institutional certifications required in proposals.

b. The DGS will report the existence of a conflict and its management plan to the Provost and Vice President for Academic Affairs.
c. For proposals to the PHS, the DGS or designee will report to PHS the existence of a conflict, but not the details of the conflict, prior to the expenditure of funds and within 60 days of any subsequently identified FCOI. Furthermore, whenever MSU implements a management plan in accordance with PHS policy, the DGS shall monitor investigator compliance with the management plan on an ongoing basis until the completion of the PHS-funded research project.

Prior to expenditure of any funds under a PHS-funded research project, MSU shall provide to the PHS awarding component a FCOI report regarding any investigator’s significant financial interest found by the DGS to be conflicting and ensure that MSU has implemented a management plan in accordance with this section. In cases in which the DGS identifies a financial conflict of interest and eliminates it prior to the expenditure of PHS-awarded funds, MSU shall not submit a FCOI report to the PHS awarding component.

For any significant financial interest that the DGS identifies as conflicting subsequent to MSU’s initial FCOI report during an ongoing PHS-funded research project (e.g., upon the participation of an investigator who is new to the research project), MSU shall provide to the PHS awarding component, within 60 days, a FCOI report regarding the financial conflict of interest and ensure that MSU has implemented a management plan in accordance with this section. Pursuant to subsection g below, where such FCOI report involves a significant financial interest that was not disclosed in a timely manner by an investigator or, for whatever reason, was not previously reviewed or managed by the institution (e.g., it was not reviewed in a timely manner or reported by a subrecipient), MSU is required to complete a retrospective review to determine whether any PHS-funded research, or portion thereof, conducted prior to the identification and management of the financial conflict of interest was biased in the design, conduct, or reporting of such research. Additionally, if bias is found, MSU is required to notify the PHS awarding component promptly and submit a mitigation report to the PHS awarding component.

d. Any required FCOI report shall include sufficient information to enable the PHS awarding component to understand the nature and extent of the financial conflict, and to assess the appropriateness of MSU’s management plan. Elements of the FCOI report shall include, but are not necessarily limited to, the following:

(1) Project number;
(2) PI/PD or contact PI/PD if a multiple PI/PD model is used;
(3) Name of the investigator with the financial conflict of interest;
(4) Name of the entity with which the investigator has a financial conflict of interest;
(5) Nature of the financial interest (e.g., equity, consulting fee, travel reimbursement, honorarium);
(6) Value of the financial interest (dollar ranges are permissible: $0–$4,999; $5,000–$9,999; $10,000–$19,999; amounts between $20,000–$100,000 by increments of $20,000; amounts above $100,000 by increments of $50,000), or a statement that the interest is one whose value cannot be readily determined through reference to public prices or other reasonable measures of fair market value;

(7) A description of how the financial interest relates to the PHS-funded research and the basis for MSU’s determination that the financial interest conflicts with such research; and

(8) A description of the key elements of MSU’s management plan including:
   (a) Role and principal duties of the conflicted investigator in the research project;
   (b) Conditions of the management plan;
   (c) How the management plan is designed to safeguard objectivity in the research project;
   (d) Confirmation of the investigator’s agreement to the management plan;
   (e) How the management plan will be monitored to ensure investigator compliance; and
   (f) Other information as needed.

For any financial conflict of interest previously reported by MSU with regard to an ongoing PHS-funded research project, MSU shall provide to the PHS awarding component an annual FCOI report that addresses the status of the financial conflict of interest and any changes to the management plan for the duration of the PHS-funded research project. The annual FCOI report shall specify whether the financial conflict is still being managed or explain why the financial conflict of interest no longer exists. MSU shall provide annual FCOI reports to the PHS awarding component for the duration of the project period (including extensions with or without funds) in the time and manner specified by the PHS awarding component.

e. Whenever, in the course of an ongoing PHS-funded research project, an investigator who is new to participating in the research project discloses a significant financial interest or an existing investigator discloses a new significant financial interest to MSU, the DGS shall, within 60 days: (1) review the disclosure of the significant financial interest; (2) determine whether it is related to PHS-funded research; (3) determine whether a financial conflict of interest exists; and, if so, (4) implement, on at least an interim basis, a management plan that shall specify the actions that have been and will be taken to manage such financial conflict of interest. Depending on the nature of the significant financial interest, MSU may determine that additional interim measures are necessary with regard to the investigator’s
participation in the PHS-funded research project between the date of disclosure and the completion of MSU’s review.

f. The DGS or his/her designee will notify the sponsoring agency in the event an employee has failed to comply with the University’s policy.

g. Whenever MSU identifies a significant financial interest that was not disclosed in a timely manner by an investigator or, for whatever reason, was not previously reviewed by MSU during an ongoing PHS-funded research project (e.g., was not reviewed in a timely manner or reported by a subrecipient), the DGS shall, within 60 days: (i) review the significant financial interest; (ii) determine whether it is related to PHS-funded research; (iii) determine whether a financial conflict of interest exists; and, if so:

1) Implement, on at least an interim basis, a management plan that shall specify the actions that have been and will be taken to manage such financial conflict of interest going forward.

2) Conduct a Retrospective Review. In addition, whenever (i) a financial conflict of interest is not identified or managed in a timely manner, including failure by the investigator to disclose a significant financial interest that is determined by MSU to constitute a financial conflict of interest; (ii) failure by MSU to review or manage such a financial conflict of interest; or (iii) failure by the investigator to comply with a financial conflict of interest management plan, MSU shall, within 120 days of MSU’s determination of noncompliance, complete a retrospective review of the investigator’s activities and the PHS-funded research project to determine whether any PHS-funded research, or portion thereof, conducted during the time period of the noncompliance, was biased in the design, conduct, or reporting of such research.

By PHS policy, MSU is required to document the retrospective review; such documentation shall include, but not necessarily be limited to, all of the following key elements:

(a) Project number;

(b) Project title;

(c) PD/PI or contact PD/PI if a multiple PD/PI model is used;

(d) Name of the investigator with the FCOI;

(e) Name of the entity with which the investigator has a financial conflict of interest;

(f) Reason(s) for the retrospective review;

(g) Detailed methodology used for the retrospective review (e.g. methodology of review process, composition of the review panel, documents reviewed);

(h) Findings of the review; and
(i) Conclusions of the review.

(3) Based on the results of the retrospective review, if appropriate, MSU shall update the previously submitted FCOI report, specifying the actions that will be taken to manage the financial conflict of interest going forward. If bias is found, MSU is required to notify the PHS awarding component promptly and submit a mitigation report to the PHS awarding component. The mitigation report must include, at a minimum, the key elements documented in the retrospective review above, a description of the impact of the bias on the research project, and MSU’s plan of action or actions taken to eliminate or mitigate the effect of the bias (e.g., impact on the research project; extent of harm done, including any qualitative and quantitative data to support any actual or future harm; analysis of whether the research project is salvageable). Thereafter, MSU will submit FCOI reports annually, as specified above. Depending on the nature of the financial conflict of interest, MSU may determine that additional interim measures are necessary with regard to the investigator’s participation in the PHS-funded research project between the date that the financial conflict of interest or the investigator’s noncompliance is determined and the completion of MSU’s retrospective review.

h. The DGS or his/her designee will notify the sponsoring agency in the event that MSU is unable to manage a conflict of interest satisfactorily.

i. In the event a conflict of interest is identified after the expenditure of funds under an award, the DGS will or his/her designee, within 60 days of identifying the conflict (or in less time if required by the sponsoring agency), notify the agency of the existence of the conflict and assure that the conflict has been managed.

j. Upon request from any sponsoring agency or other authorized government entity, the DGS or his/her designee will provide information regarding all conflicting interests identified by MSU and describe how those interests have been managed.

k. In the event that an investigator fails to comply with the university's conflict of interest policy and has biased the design, conduct, or reporting of PHS-funded research, the DGS or his/her designee shall promptly notify the PHS awarding component of the corrective action taken or to be taken.

l. Prior to MSU’s expenditure of any funds under a PHS-funded research project, MSU shall ensure public accessibility, via written response from the DGS to any requestor within five business days of a request, of information concerning any significant financial interest disclosed to MSU that meets the following three criteria:

(1) The significant financial interest was disclosed and is still held by the senior/key personnel as defined in section 4.a.(3) above;
(2) MSU determines that the significant financial interest is related to the PHS-funded research; and

(3) MSU determines that the significant financial interest is a financial conflict of interest.

The information that MSU makes available via written response to any requestor within five business days of a request shall include, at a minimum, the following: the investigator’s name; the investigator’s title and role with respect to the research project; the name of the entity in which the significant financial interest is held; the nature of the significant financial interest; and the approximate dollar value of the significant financial interest (dollar ranges are permissible: $0–$4,999; $5,000–$9,999; $10,000–$19,999; amounts between $20,000–$100,000 by increments of $20,000; amounts above $100,000 by increments of $50,000), or a statement that the interest is one whose value cannot be readily determined through reference to public prices or other reasonable measures of fair market value.

Information concerning the significant financial interests of an individual subject to this section shall remain available for responses to written requests for at least three years from the date that the information was most recently updated.

4. Guidelines

A conflict of interest exists when the designated official reasonably determines that a significant financial interest could directly and significantly affect the design, conduct, or reporting of externally funded research, service, or educational activities.

Significant financial interests in companies submitting proposals to Small Business Innovation Research Programs and Small Business Technology Transfer Programs are specifically excluded from the federal definition of conflict of interest.

a. Examples of manageable conflicts of interest include, but are not limited to, the following:

   (1) Situations in which the outside activity will conflict with previously established responsibilities to the University;

   (2) Situations that might allow a University employee to influence the University's dealings with an outside organization such that personal gain for the employee or improper advantage for anyone is the result; and

   (3) Supervision of student research activities when research in that area might lead to financial or personal gain for the faculty member.

b. Examples of unacceptable conflicts of interest include, but are not limited to, the following:
(1) Use for personal profit of unpublished information originating from university research or other confidential University sources;

(2) Consulting under arrangements that impose obligations that conflict with the university's intellectual property policy or with the University's obligations to research sponsors or that inhibit the publication of research results obtained within the University; and

(3) Circumstances in which a substantial body of research that could and ordinarily would be carried on within the University is conducted elsewhere to the disadvantage of the university and its legitimate interests.

c. Examples of conditions or restrictions that might be imposed to manage conflicts of interest include, but are not limited to:

(1) Public disclosure of financial conflicts of interest (e.g., when presenting or publishing the research);

(2) For research projects involving human subjects research, disclosure of financial conflicts of interest directly to participants;

(3) Appointment of an independent monitor capable of taking measures to protect the design, conduct, and reporting of the research against bias resulting from the financial conflict of interest

(4) Modification of the research plan;

(5) Change of personnel or personnel responsibilities, or disqualification of personnel from participation in all or a portion of the research;

(6) Reduction or elimination of the financial interest (e.g., sale of an equity interest); or

(7) Severance of relationships that create conflicts.

d. In any case in which the Department of Health and Human Services determines that a PHS-funded research project of clinical research whose purpose is to evaluate the safety or effectiveness of a drug, medical device, or treatment has been designed, conducted, or reported by an investigator with a FCOI that was not managed or reported by the institution as required by the regulation, the institution shall require the investigator involved to:

(1) Disclose the FCOI in each publication of the results of the research; and

(2) Request an addendum to previously published presentations.

e. Compliance

No proposals will be submitted without the required certifications. If a conflict is identified, the proposal may be submitted before the resolution plan is implemented if the designated official determines that the conflict can be managed or eliminated prior to the award of funds. No awarded funds will be spent until the conflict is resolved.
If breaches of the policy occur, sanctions will be imposed. Breaches include, but are not limited to: failure to file; intentionally filing an incomplete, erroneous, or misleading disclosure form; failing to provide additional information as required by the unit head or designated official; or violation of terms outlined in the resolution plan. If sanctions are necessary, they will be imposed in accordance with the university's operating policies and procedures (e.g., OP 56.02, Misconduct in Research). The potential sanctions may include, but are not limited to, the following:

1. Letter of admonition
2. Ineligibility of the investigator for grant applications or supervision of graduate students
3. Suspension
4. Non-renewal of appointment
5. Dismissal

Impending actions may be appealed by the employee to the University in accordance with procedures outlined in OP 06.08 on Faculty Grievance Procedure or OP 52.92 on Grievance Procedures for Non-Teaching Employees.

For additional information on conflicts of interest, see MSU OP 02.46, the Texas Government Code §572.051, and/or applicable sections of the Code of Federal Regulations.

VI. Related Statutes, Rules, Policies, Forms, and Websites

Related Statutes/Rules:

*Code of Federal Regulations:* Title 2, Part 200, Section 112, and Title 42, Part 50, Subpart F,

*Texas Government Code,* Section 572.051

Related Policies:

OP 02.46: Conflict of Interest, Conflict of Commitment, and Outside Employment and Activities.
OP 06.08: Faculty Grievance Procedure
OP 52.92: Grievance Procedures for Non-Teaching Employees

Related Forms:

Attachment A: Significant Financial Interest Disclosure Statement for non-PHS Funds
Attachment B: Supplemental Disclosure Form for non-PHS Funds
Attachment C: Significant Financial Interest Disclosure Statement for PHS Funded Research
Attachment D: Supplemental Disclosure Form for PHS Funded Research

VII. Responsible Office(s)

Contact: Dean, Dr. Billie Doris McAda Graduate School

*Disclosure of Significant Financial Interests That May Represent Conflicts of Interest* 18 of 19
VIII. History

Adopted and Approved: DD/MM/YY
Revised DD/MM/YY: [date and gist of each revision]
University Leadership Report
21-90. President Shipley will provide information regarding the legislative session, to include the legislation related to MSU and the Texas Tech University System.

Executive Session
21-91. The Board will convene in Executive Session as necessary to consider matters permissible under Chapter 551 of the Texas Government Code, that may include:

A. Consultation with Attorney Regarding Legal Matters, Pending and/or Contemplated Litigation, or Settlement Offers, or on a Matter in which the Duty of the Attorney to the Governmental Body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas Clearly Conflicts with Chapter 551 of the Texas Government Code (Texas Government Code, Chapter 551.071).

B. Deliberations Regarding the Purchase, Exchange, Lease, or Value of Real Property (Texas Government Code, Chapter 551.072).

C. Deliberations Regarding Prospective Gifts or Donations (Texas Government Code, Chapter 551.073) to include discussion/action concerning a Restricted Fund Gift Agreement.

D. Deliberation Regarding Individual Personnel Matters Relating to the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of Officers or Employees, or to Hear a Complaint or Charge Against an Officer or Employee of Midwestern State University (Texas Government Code, Chapter 551.074).

1. Consideration, discussion, and appropriate action regarding President’s duties, assignments, and expectations, and annual performance, compensation, and contract review.
2. Consideration, discussion, and appropriate action regarding Chief Audit Executive’s annual performance and compensation review.
3. Consideration, discussion, and appropriate action regarding other personnel matters including the duties, performance, and evaluation of Midwestern State University officers and employees.

Closing Comments

Adjournment
The Board of Regents, Midwestern State University, met virtually on Thursday, February 11, 2021, at 11:00 a.m. The meeting was live-streamed, and there was, therefore, no meeting location.

Individuals participating in the virtual meeting were:

Regents: Mr. Caven Crosnoe, Chair
Ms. Nancy Marks, Vice Chair
Ms. Tiffany Burks, Secretary
Mr. Warren Ayres
Mr. Tony Fidelie
Mr. Shawn Hessing
Mr. Oku Okeke
Ms. Karen Liu Pang
Dr. Shelley Sweatt
Mr. Montes Martinez, Student Regent

University Administration: President Suzanne Shipley
Provost and Vice President for Academic Affairs James Johnston
Vice President for Student Affairs Keith Lamb
Vice President for Administration and Finance Beth Reissenweber
Vice President for Enrollment Management Fred Dietz
Vice President for University Advancement and Public Affairs Tony Vidmar
Associate Vice President for Facilities Services Kyle Owen
Director of Athletics Kyle Williams
General Counsel Barry Macha
Chief Audit Executive Leigh Kidwell
Controller Chris Stovall
Chief Information Security Officer Jim Hall
Director of Marketing and Public Information Julie Gaynor
Director of Board and Government Relations Debbie Barrow

Governance Representatives: Dr. David Carlston, Faculty Senate Chair
Ms. Reagan Foster, Staff Senate Chair
Ms. Shelbi Stogdill, Student Government Association President

Per a duly posted notice and a quorum present, Chair Crosnoe called the meeting to order at 11:00 a.m.
Opening Comments and Introductions
Chair Crosnoe welcomed and thanked everyone for being adaptable and joining the meeting virtually. Ms. Barrow introduced the individuals participating in the meeting.

Public Comment
Chair Crosnoe noted that the Board provides an opportunity for public comment concerning agenda items at the beginning of each meeting. He stated that in addition to the standard option for in-person public comment, a dedicated e-mail address was available for individuals to provide comments. Ms. Barrow reported that no one had signed up to speak or submitted comments via e-mail.

Reading and Approval of Minutes
21-29. The Board of Regents approved the minutes of the November 11, 2020 Board meeting as presented.

COVID-19 and Campus Operations Update
21-30. Provost Johnston and Vice President Lamb, co-chairs of the Return-To-Campus Task Force, provided information to bring the Board up-to-date on the reboarding of students for the spring semester. Dr. Lamb reported on the screening of students upon their return to campus following the winter break, and indicated students seemed to have more energy and less anxiety. Dr. Johnston discussed technology and infrastructure updates made to improve course delivery. They reported on the Incident Management Team's work, the creation of a 24/7 hotline for COVID-related questions and concerns, and student compliance with COVID protocols. The Board received information on the increasing number of student life activities and athletic events on campus. The Board expressed appreciation to the Incident Management Team, the Task Force members, the administration, faculty, staff, and students for their efforts this spring.

Faculty Report
21-31. Dr. Dave Carlston, Faculty Senate Chair, reported on the work of the Faculty Senate. He noted that the Senate had continued to meet and recently reviewed their initiatives and areas of focus. Dr. Carlston expressed appreciation to Dr. Johnston for regularly meeting with the Faculty Senate, and the Incident Management Team for being responsive to faculty concerns and needs. He reported on several items, including the faculty's ongoing work on the faculty Tenure and Promotion policy review, course evaluation challenges with online instruction, and the upcoming policy review as MSU policies are reconciled with those of the Texas Tech University (TTU) System. He indicated the faculty's commitment to the culture of shared governance at MSU and the hope that it will remain strong as the university aligns with the TTU System.

Staff Report
21-32. Ms. Reagan Foster, Staff Senate Chair, reported on behalf of the staff. She stated that 413 staff members are employed at MSU with a combined 3,595 years of experience. Ms. Foster noted that the staff of MSU are essential to the university's success. She expressed appreciation to the Board of Regents and administration for maintaining the employment
of faculty and staff during the pandemic without layoffs and furloughs. She added that the Staff Senate appreciates the strength of shared governance at MSU Texas.

**Student Government Report**
21-33. The Student Government Association (SGA) President Shelbi Stogdill's report was presented in the Board Book, and she reviewed highlights. She thanked Dr. Carlston and the faculty for the smooth transition, especially with online finals. She also thanked the staff, and Ms. Reagan Foster, for their hard work keeping up with cleaning procedures and planning all of the great events scheduled for the spring semester. Finally, she thanked the administration for always answering questions and moving the course drop deadline later in the semester. Ms. Stogdill highlighted the upcoming initiatives and events listed in her report.

**Athletics Report**
21-34. Athletics Director Williams' report was presented in the Board Book as a point of information only. Mr. Williams indicated he was proud to share in his report the strong academic records of the student-athletes. He noted that information comparing MSU student-athlete GPA's to those of other Lone Star Conference schools would not be available until after the spring semester. He reported on upcoming football games and other athletic events, and noted that COVID testing was a key component of team protocols.

**Enrollment Management Report**
21-35. Vice President for Enrollment Management Fred Dietz reviewed his report in the Board Book, including the spring 2021 enrollment report. He noted that new first-time freshmen and dual credit enrollment improved this spring, and the first doctoral students were enrolled at MSU Texas. He discussed enrollment challenges facing MSU and Texas to include lower numbers of transfer and international students. The administration and regents discussed staffing levels, recruiting in the Metroplex and throughout Texas, and how the process has changed during the pandemic.

**Academic Affairs Report**
21-36. Provost Johnston reviewed the information provided in the Board Book regarding the tenure and promotion policy revision updates, review of the faculty office hours policy, and the new doctoral programs. He also provided an update regarding the process of the university's reaffirmation of accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and notification to SACSCOC regarding MSU's potential alliance with the TTU System.

**May 2021 Graduating Class**
21-37. The administration noted that with the change in the spring academic calendar, the May graduation would be May 1, one week before the scheduled Board of Regents meeting. So that the required Board approval of the candidates for graduation will be approved on time, Regent Marks moved that the Board authorize the Chair of the Board and the President to approve the list of candidates on the Board's behalf. Dr. Sweatt seconded the motion and it was approved.
Proposed Change/Addition to Core Curriculum
21-38. Provost Johnston reviewed the information shown in the Board Book regarding the addition of American Popular Music (MUSC 1043) to the core curriculum as a Component Area Option (CAO) under Cultural and Global Understanding. Regent Marks moved approval of this action as presented. Regent Okeke seconded the motion and it was approved.

Wichita Falls Museum of Art at Midwestern State University – Ratification of Artwork Accessions
21-39. The Board Book included information regarding artwork recommended for accession to the Museum's Permanent Collection. Regent Marks moved the Board ratify this action as presented. Regent Fidelie seconded the motion and it was approved.

Summaries of Financial Support and Comprehensive Campaign Update
21-40. Regent Ayres highlighted gifts received since the last meeting of the Board of Regents. Vice President Vidmar reviewed the summaries of financial support that were presented in the Board Book. Regents and administration discussed the importance of keeping donors informed of the progress of the campaign and the impact gifts have on students' lives.

Financial Reports
21-41. The FY 2020 Annual Financial Report and the September, October, November, and December 2020 Financial Reports were accepted upon a motion by Regent Ayres and a second by Regent Hessing. Vice President Reissenweber reviewed a Financial Update to include information on this year's budget activity, funding from the federal stimulus package, and budget planning for FY 22 as shown in the Board Book.

Regents and administration discussed how the new federal funds would be allocated to students and the number of students that would be served through these funds. Questions were raised about the funds spent on hardware and software in the last fiscal year as a result of the move to more online learning and working, and the anticipated ongoing costs. This information was not available and will be provided to the Board in May.

Recess
The meeting recessed at 12:45 p.m. for lunch. The meeting resumed at 1:15 p.m.

Investment Report
21-42. The Board accepted the first quarter FY 21 investment report upon a motion by Regent Ayres and second by Regent Fidelie.

Salary/Title/Position Changes in FY 21 Budget
21-43. The Board Book included reports of personnel changes that were presented for information only. The salary, title, and position changes were ratified upon Regent Ayres' motion and a second by Regent Sweatt.
Information Technology Presentation
21-44. Chief Information Security Officer Jim Hall presented a high-level overview of the information security activities completed at MSU for 2020, as shown in the Board Book. The presentation included information about the 2020 Texas State Security Plan, applications risk assessed, monthly simulated phishing of the campus, security incidents, security awareness training, the information security handbook, work on the continuity of operations plan and the IT disaster recovery plan, the new data center, and redundancy in the MSU network. The presentation ended with a brief review of planned information security activities for 2021.

Construction Update
21-45. The Board Book included several reports on current construction projects for the Regents' information. Associate Vice President Owen reviewed the photographs of current projects, as shown in the Board Book.

Detention Facility Agreement
21-46. Mr. Macha presented information on a Detention Facility Agreement required under the City of Wichita Falls regulations for stormwater detention basins on the real property owned by Midwestern State University and leased to the Wichita Falls Metropolitan YMCA as presented in the Board Book. The administration requested authorization for the President to work with the Chair of the Board of Regents to approve the agreement. Regent Ayres moved approval of this item as presented. Regent Pang seconded the motion and it was approved.

Tuition and Fee Rates for 2021-2022 – Discussion
21-47. President Shipley stated that MSU is one of the few universities in the state with a tuition guarantee for four years for every entering student. She reviewed the information in the Board Book indicating that the proposal for consideration represents an increase of 1.9% for new entering students in fall 2021 and aligns with the FY 20 Higher Education Price Index increase of 1.9%. She noted that this item was presented as a point of discussion only, and the recommendation regarding tuition and fees would be presented to the Board for approval in May.

Vice President Reissenweber reported that she and Vice President Lamb reviewed the proposal with the Student Senate during their recent meeting and received favorable responses overall. She noted that for new students beginning in the fall, there would be a 1.9% increase, which would be less than $100 per semester. The overall cost adjustment is made up of increases to designated tuition (which is held flat for four years) and the athletic fee as shown in the Board Book. The Board Book also presented a comparison of athletic fees across the Lone Star Conference (LSC). Dr. Reissenweber added that the increase in the athletic fee would affect all students. A new tuition of $50 for doctoral students as allowed by statute would also be recommended.

Discussion centered on the athletic fee, what it was used for, and the disparity between MSU's fee and those charged at other LSC institutions. It was noted that the fee was increased during the current year. Regents encouraged the administration to pursue a
student referendum if needed to bring the MSU fee more in line with our LSC peers. The administration will continue looking at how best to support athletics, including enhanced donor support, while remaining focused on overall affordability for students.

Compliance Update
21-48. The Compliance Update was included in the Board Book as a point of information.

Internal Audit Update
21-49. The Internal Audit Update was included in the Board Book as a point of information.

Independent Validation Report/Office of Internal Audits Quality Assurance and Improvement Program
21-50. Ms. Kidwell presented the Texas Tech University System auditors' review report of the MSU Office of Internal Audits' conformance with auditing standards for the Board's acceptance. Regent Burks moved acceptance of the report as presented. Regent Marks seconded the motion and it was approved. Regents commended Ms. Kidwell for her efforts and work at MSU as Chief Audit Executive.

Quality Assurance Review Self-Assessment Report
21-51. Ms. Kidwell presented the Office of Internal Audits' self-assessment report of the internal audit program's conformance with auditing standards. Regent Burks moved acceptance of this report as presented. Regent Marks seconded the motion and it was approved.

Youth Protection Program Guidebook
21-52. Pursuant to Audit Report 19-01, the administration recommended approval of a Youth Protection Program Guidebook as presented in the Board Book. Vice President Lamb noted that this document supports Policy 4.129, Protection of Minor Children on Campus, and reviewed the information provided in the Board Book. He stated that the Guidebook was modeled after similar documents at The University of Texas at Austin and Rutgers University.

Regents raised questions about whether two adults should always be present rather than just one when dealing with a minor and whether workers needed to be the same gender as the youth. Following discussion, Regent Burks moved that the Board approve the document as presented with the understanding that the administration would consider the questions and suggestions made by the Board and report back to the Board in May on any changes needed to the Guidebook. Regent Hessing seconded the motion and it was approved.

Interlocal Cooperation Agreements
21-53. Mr. Macha reviewed the four interlocal cooperation agreements between the university and local governmental units to establish formal working mutual-aid relationships in support of police, fire, and emergency services as shown in the Board Book. The administration recommended approval of these agreements. Regent Burks moved approval of these four agreements as presented. Regent Fidelie seconded the motion and it was approved.
**MSU Policies and Procedures Manual – Proposed Changes**

21-54. Regent Burks noted that updated policies, UPP 4.146 (Honorific and Gift-Related Namings) and UPP 4.197 (Information Resources Use and Security Policy), were outlined and described in the Board Book and were presented for approval. There being no questions, Regent Burks moved approval of these policy changes as presented. Regent Ayres seconded the motion and it was approved.

**University Leadership Report**

21-55. President Shipley presented information regarding the legislative session, the university's alliance with the TTU System, and the work of the Diversity, Equity, and Inclusion (DEI) Task Force. She reported that the legislative session began January 11, and HB 1522 by Rep. James Frank and SB 447 by Senator Drew Springer to move MSU into the TTU System were filed. Much more information will be available in May regarding the progress of the state budget and these pieces of legislation at that time. Additionally, a strategic plan recommended by the DEI Task Force will be presented to the Board in May.

Chair Crosnoe, on behalf of the Board, commended President Shipley, the administration, faculty, staff, and students for how they handled everything during the pandemic. He noted for the record that everyone did a magnificent job.

**Presidential Performance and Compensation Review**

21-56. Chair Crosnoe stated that the President's Performance and Compensation Review would be accomplished in May. He asked Dr. Shipley to forward to the Board her self-evaluation at least three weeks before the May Board meeting. He noted that the Board would also evaluate Ms. Kidwell's performance in May. Chair Crosnoe added that since the Board had her audit plan, annual report, and quality assurance reports, there was no need for the Board to receive additional information at this time.

**Executive Session**

21-57. Chair Crosnoe announced that the Board of Regents would go into Executive Session to discuss Item 21-57A (Consultation with Attorney), Item 57B (Real Property), and Item 21-57D (Personnel Matters) as allowed by Texas Government Code Sections 551.071, .072, and .074. He noted that no action would be taken in Executive Session, and the Board would reconvene in Open Session when the Executive Session concluded.

The Executive Session began at 2:18 p.m. Individuals remaining for the complete session were Regents Crosnoe, Burks, Hessing, Marks, Sweatt, Ayres, Fidelie, Okeke, Pang, and Martinez, President Shipley, Mr. Macha, and Ms. Barrow. Vice President Reissenweber, Vice President Vidmar, and Associate Vice President Owen participated in the Executive Session until 2:37 p.m. The Executive Session concluded at 3:04 p.m.

**Open Meeting**

The open meeting resumed at 3:05 p.m. Mr. Crosnoe reported that the closed session was complete; the only items discussed were the items announced, and no votes were taken.
Closing Comments
Chair Crosnoe thanked the Regents for their participation in the meeting. He noted that the next regular meeting of the Board would be Thursday, May 6, 2021.

Adjournment
There being no further business, the meeting adjourned at 3:06 p.m.

I, Tiffany Burks, the fully appointed and qualified Secretary of the Midwestern State University Board of Regents, hereby certify that the above and foregoing is a true and correct copy of the minutes of the Midwestern State University Board of Regents meeting on February 11, 2021.

Tiffany Burks, Secretary
Midwestern State University
Board of Regents