

Midwestern State University Board of Regents Meetings



February 12 and 13, 2009

President's Office
Permanent Copy

Midwestern State University

Board of Regents Meetings

Hardin Administration Building Board Room

Schedule

Thursday, February 12, 2009

- 11:00 a.m. Board of Regents Meeting
 Committee of the Whole - Campus Tour
- 12:30 p.m. Lunch
- 1:30 p.m. Meeting Resumes
 Executive Committee
 Finance and Audit Committee
 Personnel and Curriculum Committee
 Student Services Committee
 University Development Committee
 Athletics Committee

Friday, February 13, 2009

- 9:00 a.m. Board of Regents Meeting

MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS

Munir A. Lalani, Chairman
Carol Carlson Gunn, Ph.D., Vice Chair
Stephen A. Gustafson, Secretary
Charles E. Engelman
Charlye O. Farris
F. Lynwood Givens, Ph.D.
Shawn G. Hessing
Jane W. Spears
Ben F. Wible
Haley Lain, Student Regent

- Midwestern State University Administration

Dr. Jesse W. Rogers, President

Ms. Debbie Barrow, Director, Board and Government Relations

Mr. Cohn Drennan, Director, Museum

Mr. David Spencer, Internal Auditor

Ms. Dianne Weakley, Director, Human Resources

Dr. Friederike Wiedemann, Provost

Ms. Dana Barnett, Coordinator, Writing Proficiency Exam

Dr. Anthony Chelte, Dean, Dillard College of Business Administration

Ms. Naoma Clark, Director, Academic Support Center

Dr. Mark Farris, Director, Honors Program

Dr. Ron Fischli, Dean, Lamar D. Fain College of Fine Arts

Dr. Patti Hamilton, Dean, Graduate Studies

Dr. Clara Latham, University Librarian

Dr. Pam Morgan, Director, Extended Education

Dr. Grant Simpson, Dean, Gordon T. and Ellen West College of Education

Dr. Susan Sportsman, Dean, College of Health Sciences and Human Services

Dr. Betty Stewart, Dean, College of Science and Mathematics

Dr. Samuel Watson, III, Dean, Prothro-Yeager College of Humanities and Social Sciences

Dr. Larry Williams, Director, International Education

Mr. Juan Sandoval, Vice President for Administration and Finance

Mr. Michael Dye, Director, Information Systems

Ms. Gail Ferguson, Controller

Mr. Allen Goldapp, Associate Vice President for Facilities Services

Ms. Valarie Maxwell, Director, Budget and Management

Ms. Kathy Rice, Payroll Supervisor

Mr. Stephen Shelley, Director, Purchasing

Dr. Howard Farrell, Vice President for University Advancement and Student Affairs

Ms. Kristal Amador, Director, Annual Fund

Ms. Janus Buss, Director, Public Information and Marketing

Mr. Mike Hagy, Chief, University Police

Ms. Anne Opperman, Director, Donor Services and Special Projects

Ms. Leslee Ponder, Director, Alumni Relations

Mr. Kyle Williams, Director of Corporate and Sports Development

Mr. Keith Lamb, Associate Vice President for Student Affairs

Ms. Peggy Boomer, Director, Student Health Services

Mr. Michael Clifton, Director, Dining Services

Ms. Jenny Denning, Manager, Barnes and Noble Bookstore

Ms. Debra Higginbotham, Director, Disability Support Services

Ms. Sherry Kingcade, Director, Campus Card Services

Ms. Cindy Loveless, Campus Postal Supervisor

Dr. Pam Midgett, Director, Counseling Center

Mr. Dirk Welch, Director, Career Management Center

Mr. Dail Neely, Dean of Students

Dr. Joey Greenwood, Director, Recreational Sports and Wellness Programs

Mr. Matthew Park, Director, Student Development and Orientation

Mr. Danny Reddick, Director, Housing and Residence Life

Dr. Robert E. Clark, Vice President for Institutional Effectiveness and Enrollment Management

Ms. Julie Carter, Director, MSU Cycling

Ms. Lynn Ducioame, Director, Testing Center

Ms. Lisa Estrada-Hamby, Director, Upward Bound

Dr. Randy Glean, Director, International Services

Ms. Darla English, Registrar

Ms. Barbara Merkle, Director, Admissions

Ms. Kathy Pennartz, Director, Student Financial Aid

Dr. C. Dan Stoicescu, Director, Institutional Research, Planning, and Assessment

Mr. Charlie Carr, Director of Athletics

Mr. Justin Carrigan, Strength and Conditioning Coach

Mr. Doug Elder, Head Men's Soccer Coach

Ms. Venera Flores-Stafford, Associate Director of Athletics/Senior Woman
Administrator/Head Volleyball Coach

Ms. Noel Johnson, Head Women's Basketball Coach

Mr. Bill Maskill, Head Football Coach

Mr. Kurt Portmann, Executive Associate Director of Athletics

Mr. Bill Powers, Assistant Athletic Director for Marketing, Promotions, and Public Relations

Mr. Jeff Ray, Head Men's Basketball and Golf Coach

Mr. Trey Reed, Sports Information Director

Mr. Koby Styles, Head Women's Cross Country Coach

Mr. Brady Tigert, Head Softball Coach

Mr. Jeff Trimble, Head Women's Soccer Coach

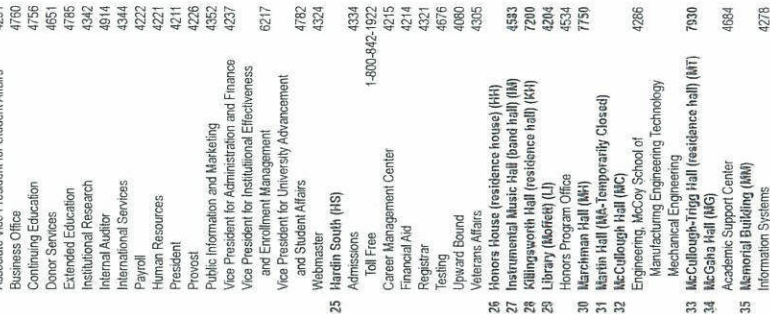
Mr. Larry Wiggins, Head Tennis Coach

Ms. Ann Medford, Chair, MSU Faculty Senate

Mr. Chris Gore, Chair, MSU Staff Senate

Mr. Ian Van Reenen, President, MSU Student Government Association

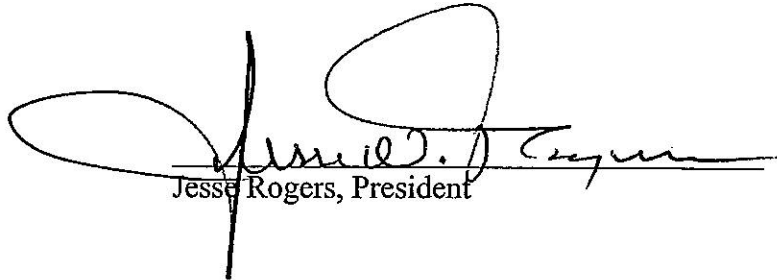
21 Fowler Hall (FO)
22 Free Play Fields (FP)
23 Guest House
24 Hardin Administration Building (HA)

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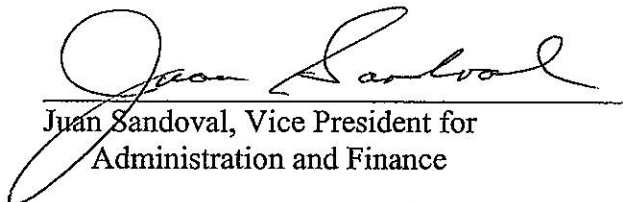
Rev 10/07

Financial Certification

We certify that financial transactions included in this report are correct to the best of our knowledge, and we further certify that funds to cover allocations listed in this report are available subject to realization of estimated income as budgeted.



Jesse Rogers, President



Juan Sandoval, Vice President for
Administration and Finance

January 28, 2009
Date

**Board of Regents Meeting
February 12, 2009
11:00 a.m.**

Meeting Location: MSU Campus – 3410 Taft Boulevard
Hardin Administration Building Board Room

The Board of Regents of Midwestern State University may deliberate and take action regarding any item on this agenda. 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.

Call to Order

Invocation

Introduction of Visitors

Opening Comments

Public Comment

A public comment period concerning agenda items will be provided in accordance with the Board of Regents By-Laws, MSU Policy 2.22.

Campus Tour

The board will review campus property and buildings, including McCoy Hall, the Student Health and Wellness Center, and Moffett Library.

EXECUTIVE COMMITTEE

Executive Committee

Membership

Munir Lalani, Chairman
Carol Gunn, Vice Chair
Stephen Gustafson, Secretary
Ben Wible, Member-At-Large

The Board of Regents of Midwestern State University may deliberate and take action regarding any item on this agenda. 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.

Reading and Approval of Minutes

09-44. Minutes of the Executive Committee meeting November 13, 2008, are recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 09-44.

General Architectural Services

09-45. The administration solicited Requests for Qualifications for Architectural Services from general architectural firms. General architectural services provides for architectural services for miscellaneous campus projects with architectural fees that do not exceed \$50,000. Fourteen proposals were received and reviewed. The administration will make a recommendation for consideration by the Board of Regents.

Ligon Coliseum Project

09-46. Information will be presented and recommendations made with regard to the scope, funding, and financing of this project.

Deliberations About Real Property

09-47. The administration will present information and make recommendations as necessary concerning the possible purchase of property adjacent to the MSU campus.

Deliberations Regarding Gifts and Donations

09-48. The administration will present information and make recommendations as necessary concerning gifts and donations to MSU.

FINANCE & AUDIT
COMMITTEE

Finance and Audit CommitteeMembership

Shawn Hessing, Chairman
Charles Engelman
Lynwood Givens
Jane Spears

The Board of Regents of Midwestern State University may deliberate and take action regarding any item on this agenda. 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.

Reading and Approval of Minutes

09-49. The minutes of the Finance and Audit Committee meeting November 13, 2008, are recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 09-49.

Review and Acceptance of Financial Reports/Discussion of Financial and Investment Position

09-50. The administration recommends the August, September, October, November, and December, 2008 Financial Reports, and the quarterly investment report for the quarter ending November 30, 2008 for acceptance. These reports were previously distributed to the board for their review. The administration and board will discuss the 2007-2008 Annual Financial Report as well as the university's financial and investment position and strategies. Recommendations will be made as necessary.

Installment Plan Changes

09-51. The current installment plan for the payment of tuition and fees requires one-half of all tuition and fees to be paid prior to the first class day, with an additional one-fourth due prior to the sixth class week, and the final one-fourth due prior to the eleventh class week. No summer installment plan is currently available.

As permitted by Section 54.007 of the Education Code, the administration requests authorization to allow students to pay tuition and fees for the fall and spring semesters by installment using a three-payment plan. The plan would require the first one-third to be paid prior to the beginning of each long semester, with the second one-third being due prior to the sixth class week, and the final one-third being due prior to the eleventh class week of the semester. This change would be implemented for the fall semester of 2009.

The administration further requests authorization to allow students to pay tuition and fees for the summer semesters by installment using a two-payment plan. The summer plan would require the first one-half to be paid prior to the beginning of each summer semester, with the final one-half being due prior to the last two weeks of the semester. This change would be implemented for the first summer semester of 2009.

FY 2008-2009 Items \$50,000 & Under Approved by President

09-52. In accordance with board policy, President Rogers authorized the following increases to the budget of \$50,000 and under for the 2008-2009 fiscal year. The administration recommends the following budget changes for ratification.

From Account:To Account:

| <u>Number</u> | <u>Title</u> | <u>Number</u> | <u>Title</u> | <u>Purpose</u> | <u>Amount</u> |
|---------------|--------------|---------------|---------------------|-----------------------|-----------------|
| 26000 | Unallocated | 24826 | | Attend National | |
| 23260 | Student | 4820 | | Competition in April | |
| 10 | Services | 20 | Cheerleaders | 2009 | \$ 13,871 |
| 26000 | Unallocated | 26000 | | Travel and leadership | |
| 23260 | Student | 24005 | | opportunities for | |
| 10 | Services | 20 | Student Service Fee | student groups | \$10,000 |
| | Total | | | | \$23,871 |

Salary/Title/Position Changes in 2008-2009 Budget Approved per Board Authorization

09-53. Salary, title, and position changes approved by the president are presented for ratification as shown below. New positions approved by the president and the board chairman are also presented for ratification.

| Position/Title | New Position/Title | Annual Budget Change | Justification |
|--|---|-----------------------------|---|
| V.P. for Institutional Effectiveness and Enrollment Mgmt | Vice President for Institutional Effectiveness | \$0 | Title change only. |
| | International Outreach Specialist International Services | \$34,531 | New position needed to provide additional services to students. |
| | Institutional Effectiveness Assessment Specialist | \$50,000 | New position needed to address demands for assessment data. |
| | Director, Autism Support | \$36,000 | New position (funded by outside sources). |
| Assistant to Dean Graduate Studies | | \$3,770 | Additional responsibilities associated with Interdisciplinary Nursing Research Grant/GSO. |
| Instructor Criminal Justice | | (\$984) | Filled position below budgeted amount. |
| Professor/Chair McCoy Engineering | Professor McCoy Engineering | (\$1,556) | Stepped down as department chair. |
| Professor/Chair Kinesiology | Professor Kinesiology | (\$2,333) | Stepped down as department chair. |
| Professor Kinesiology | Prof/Interim Chair Kinesiology | \$2,334 | Serving as interim department chair for remainder of year. |
| Secretary II Radiologic Sciences | | (\$480) | Filled position below budgeted amount. |
| Secretary II Math Labs | | (\$3,216) | Filled position below budgeted amount. |

| | | | |
|---|---------------------------|-----------------|---|
| Instructor Biology | | (\$9,720) | Effective 1-16-09, changed from 100% to 50% FTE. |
| Admissions Asst II Admissions | | (\$480) | Filled position below budgeted amount. |
| Assistant to Director Information Systems | | (\$2,964) | Filled position below budgeted amount. |
| Secretary II English | | (\$2,904) | Filled position below budgeted amount. |
| Assistant to Dean Dillard COBA | | (\$2,724) | Filled position below budgeted amount. |
| Adm. Assistant Dillard COBA | | (\$480) | Filled position below budgeted amount. |
| Grounds Maintenance Superintendent | | (\$2,008) | Filled position below budgeted amount. |
| Storekeeper Purchasing | | (\$540) | Filled position below budgeted amount. |
| Storekeeper Purchasing | Adm. Assistant Purchasing | \$1,128 | Changed storekeeper position to administrative assistant and hired above the budgeted salary. |
| Total | | \$97,374 | |

Faculty Positions 2009-2010 Budget – Critical Faculty Needs

09-54. The administration requests permission to initiate searches for the following continuing faculty positions for the fall 2009 semester.

| College | Department | Estimated Cost | Justification |
|------------------------------------|----------------------------------|-------------------------------|--|
| | Honors Program (Director) | \$50,000-70,000 plus benefits | Current director wishes to return to full time teaching |
| Health Sciences and Human Services | Kinesiology (Chair/Professor) | \$45,000-60,000 plus benefits | Current chair needed to teach full time. |
| Science and Mathematics | Mathematics | \$60,000-80,000 plus benefits | To meet increased enrollment in mathematics due to engineering program |
| Business Administration | Management (Assistant Professor) | \$80,000-85,000 plus benefits | To meet accreditation requirements – will be filled only if outside funding is available |
| Business Administration | Economics | \$60,000-65,000 plus benefits | To meet accreditation requirements – will be filled only if outside funding is available |
| Business Administration | Economics | \$60,000-65,000 plus benefits | To meet accreditation requirements – will be filled only if outside funding is available |

2009-2010 Budget Discussion/Tuition and Fee Review and Proposed Increases

09-55. Information will be presented concerning budget planning for 2009-2010. As part of this planning process, the administration may recommend tuition and fee increases and changes.

PERSONNEL & CURRICULUM
COMMITTEE

Personnel and Curriculum Committee

Membership

Carol Gunn, Chair
Lynwood Givens
Jane Spears
Ben Wible

The Board of Regents of Midwestern State University may deliberate and take action regarding any item on this agenda. 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.

Reading and Approval of Minutes

09-56. The minutes of the Personnel and Curriculum Committee meeting November 13, 2008, are recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 09-56.

Faculty Report

09-57. A representative of the MSU Faculty Senate will update the board on faculty-related issues.

Staff Report

09-58. A representative of the MSU Staff Senate will update the board on staff-related issues.

Enrollment Report – Spring 2009

09-59. The spring enrollment report will be presented at the board meeting.

Small Class Report – Spring 2009

09-60. Section 51.403(d) of the Texas Education Code requires MSU to present a small class report to the Board of Regents. This report for the spring semester will be presented at the board meeting.

Beginning and Last Day Enrollment Reports, Fall 2008 Semester

09-61. Section 51.403(b) of the Texas Education Code specifies that reports will be presented to the Board of Regents comparing student enrollments in each class at the beginning and the last day of each fall and spring semester. This report was previously distributed to the Board for their information and review.

Review of Personnel Report for FY 08-09 Budget

09-62. The report on personnel changes in October, November, and December, 2008, is presented for information as shown in Attachment 09-62.

Posthumous Degree – Marcus Robinson

09-63. The administration recommends the awarding of a posthumous degree to Marcus Deon Robinson. Mr. Robinson passed away in June, 2008, while enrolled at MSU. He was

working towards his degree in English with a minor in Sociology. At the time of his death he was a senior with 104 earned hours.

Proposed Faculty Development Leaves – 2009-2010

09-64. Recommendations will be made concerning faculty development leaves for the 2009-2010 academic year.

MSU Catalog Change – Upper Level Credits Required for Graduation

09-65. Due to the recent reduction of baccalaureate degree requirements to 120 semester credit hours, the administration recommends reducing the minimum number of upper level credit hours required for a Bachelor of Arts degree from 42 to 39 semester credit hours.

MSU Policies and Procedures Manual Changes

09-66. The following changes to the *MSU Policies and Procedures Manual* are recommended for approval. Items recommended for deletion are shown with an overstrike (-); new wording is shown in **bold and underlined** format.

- A. Policy 2.338, Student Traffic Appeals Committee – personnel changes are recommended to add alternate student members to this committee (see Attachment 09-66A).
- B. Policy 3.227, Retirement: Faculty and Staff - changes are recommended to clarify and update the wording of the policy (see Attachment 09-66B).
- C. Policy 3.313, Vehicle Operator's License Requirement – changes are recommended to update and clarify the policy (see Attachment 09-66C).
- D. Policy 3.317, Emeritus Status – the current policy addresses the awarding of emeritus status to faculty and administrators. With the proposed policy change, the policy would only address the awarding of emeritus status to faculty and academic administrators. An emeritus policy for other members of the administration will be addressed at a later date (see Attachment 09-66D). It is recommended that this policy go into effect September 1, 2010.
- E. Policy 4.138, Key Authorization – changes are recommended to clarify and update the policy (see Attachment 09-66E).
- F. NEW POLICY – Mobile Communication Devices – this new policy is recommended to bring university policy in line with Internal Revenue Service regulations (see Attachment 09-66F). It is recommended that this policy go into effect September 1, 2009.

PERSONNEL & CURRICULUM
COMMITTEE ATTACHMENTS

Summary of the Personnel Position Status Reports for 9/1/08 – 12/31/08

September 2008 Associate Professor/English (increased teaching load)
Net position change: +.25 (Faculty)

Assistant Professor/Nursing (increase teaching load – two positions)
Net position change: +.50 (Faculty)

Assistant Professor/Nursing (decreased teaching load)
Net position change: -.50 (Faculty)

Total net new positions as of 12/31/08 = +.25

MIDWESTERN STATE UNIVERSITY
PERSONNEL POSITION STATUS REPORT
October 31, 2008

| POSITIONS | APPROVED BUDGET | | POSITIONS | | TOTAL POSITIONS | | SALARY (SAVED) | | FILLED POSITIONS | | VACANT POSITIONS | | TOTAL CURRENT POSITIONS | |
|--------------------------|-----------------|------------|-----------|-----------|-----------------|------------|----------------|--|------------------|------------|------------------|--------|-------------------------|------------|
| | FTE | AMOUNT | ADDED | (DELETED) | FTE | AMOUNT | ADDED | | FTE | AMOUNT | FTE | AMOUNT | FTE | AMOUNT |
| EXEC, ADMIN & MANAGERIAL | 47.36 | 4,051,024 | | | 47.36 | 4,051,024 | | | 47.36 | 4,051,024 | | | 47.36 | 4,051,024 |
| REGULAR FACULTY | 240.25 | 14,545,242 | 0.25 | (3,718) | 240.50 | 14,541,524 | 2,228 | | 230.50 | 14,306,732 | 10.00 | | 240.50 | 14,543,752 |
| PROFESSIONAL NON-FACULTY | 115.35 | 4,633,521 | | | 115.35 | 4,633,521 | (10,085) | | 113.28 | 4,587,340 | 2.07 | | 115.35 | 4,623,436 |
| CLERICAL AND SECRETARIAL | 96.96 | 2,271,663 | | | 96.96 | 2,271,663 | 4,614 | | 89.96 | 2,133,357 | 7.00 | | 96.96 | 2,276,277 |
| TECH & PARAPROFESSIONAL | 23.00 | 1,027,104 | | | 23.00 | 1,027,104 | | | 21.50 | 948,504 | 1.50 | | 23.00 | 1,027,104 |
| SKILLED CRAFT | 34.00 | 1,127,735 | | | 34.00 | 1,127,735 | | | 34.00 | 1,127,735 | | | 34.00 | 1,127,735 |
| SERVICE & MAINTENANCE | 65.84 | 1,348,163 | | | 65.84 | 1,348,163 | | | 61.00 | 1,235,171 | 4.84 | | 65.84 | 1,348,163 |
| POLICE | 14.00 | 433,992 | 0.00 | 0 | 14.00 | 433,992 | 0 | | 14.00 | 433,992 | | | 14.00 | 433,992 |
| GRAND TOTALS | 636.76 | 29,438,444 | 0.25 | (3,718) | 637.01 | 29,434,726 | (3,243) | | 611.60 | 28,823,855 | 25.41 | | 637.01 | 29,431,483 |

MIDWESTERN STATE UNIVERSITY
PERSONNEL POSITION STATUS REPORT
November 30, 2008

| POSITIONS | APPROVED BUDGET | | POSITIONS | | SALARY | | TOTAL POSITIONS | | FILLED POSITIONS | | VACANT POSITIONS | | TOTAL CURRENT | |
|--------------------------|-----------------|--------|------------|-------|-----------|---------|-----------------|------------|------------------|------------|------------------|---------|---------------|------------|
| | 9/1/2008 | FTE | AMOUNT | ADDED | (DELETED) | (SAVED) | FTE | AMOUNT | FTE | AMOUNT | FTE | AMOUNT | FTE | AMOUNT |
| EXEC, ADMIN & MANAGERIAL | 47.36 | 47.36 | 4,051,024 | | | | 47.36 | 4,051,024 | 47.36 | 4,051,024 | | | 47.36 | 4,051,024 |
| REGULAR FACULTY | 240.25 | 240.25 | 14,545,242 | 0.25 | (3,718) | 673 | 240.50 | 14,541,524 | 230.50 | 14,305,177 | 10.00 | 237,020 | 240.50 | 14,542,197 |
| PROFESSIONAL NON-FACULTY | 115.35 | 115.35 | 4,633,521 | | | (6,315) | 115.35 | 4,633,521 | 113.28 | 4,591,110 | 2.07 | 36,096 | 115.35 | 4,627,206 |
| CLERICAL AND SECRETARIAL | 96.96 | 96.96 | 2,271,663 | | | 918 | 96.96 | 2,271,663 | 86.96 | 2,061,513 | 10.00 | 211,068 | 96.96 | 2,272,581 |
| TECH & PARAPROFESSIONAL | 23.00 | 23.00 | 1,027,104 | | | | 23.00 | 1,027,104 | 21.50 | 948,504 | 1.50 | 78,600 | 23.00 | 1,027,104 |
| SKILLED CRAFT | 34.00 | 34.00 | 1,127,735 | | | | 34.00 | 1,127,735 | 34.00 | 1,127,735 | | | 34.00 | 1,127,735 |
| SERVICE & MAINTENANCE | 65.84 | 65.84 | 1,348,163 | | | | 65.84 | 1,348,163 | 61.00 | 1,235,171 | 4.84 | 112,992 | 65.84 | 1,348,163 |
| POLICE | 14.00 | 14.00 | 433,992 | 0.00 | 0 | 0 | 14.00 | 433,992 | 14.00 | 433,992 | | | 14.00 | 433,992 |
| GRAND TOTALS | 636.76 | 636.76 | 29,438,444 | 0.25 | (3,718) | (4,724) | 637.01 | 29,434,726 | 608.60 | 28,754,226 | 28.41 | 675,776 | 637.01 | 29,430,002 |

MIDWESTERN STATE UNIVERSITY
PERSONNEL POSITION STATUS REPORT
December 31, 2008

| POSITIONS | APPROVED BUDGET | | POSITIONS | | TOTAL POSITIONS | | SALARY | | FILLED POSITIONS | | VACANT POSITIONS | | TOTAL CURRENT | |
|--------------------------|-----------------|------------|-----------|-----------|-----------------|------------|---------|-------|------------------|------------|------------------|---------|---------------|------------|
| | FTE | AMOUNT | ADDED | (DELETED) | FTE | AMOUNT | (SAVED) | ADDED | FTE | AMOUNT | FTE | AMOUNT | FTE | AMOUNT |
| EXEC, ADMIN & MANAGERIAL | 47.36 | 4,051,024 | | | 47.36 | 4,051,024 | | | 47.36 | 4,051,024 | | | 47.36 | 4,051,024 |
| REGULAR FACULTY | 240.25 | 14,545,242 | 0.25 | (3,718) | 240.50 | 14,541,524 | 673 | | 230.50 | 14,305,177 | 10.00 | 237,020 | 240.50 | 14,542,197 |
| PROFESSIONAL NON-FACULTY | 115.35 | 4,633,521 | | | 115.35 | 4,633,521 | (6,315) | | 113.28 | 4,591,110 | 2.07 | 36,096 | 115.35 | 4,627,206 |
| CLERICAL AND SECRETARIAL | 96.96 | 2,271,663 | | | 96.96 | 2,271,663 | 918 | | 87.96 | 2,064,061 | 9.00 | 188,520 | 96.96 | 2,272,581 |
| TECH & PARAPROFESSIONAL | 23.00 | 1,027,104 | | | 23.00 | 1,027,104 | | | 21.50 | 948,504 | 1.50 | 78,600 | 23.00 | 1,027,104 |
| SKILLED CRAFT | 34.00 | 1,127,735 | | | 34.00 | 1,127,735 | | | 34.00 | 1,127,735 | | | 34.00 | 1,127,735 |
| SERVICE & MAINTENANCE | 65.84 | 1,348,163 | | | 65.84 | 1,348,163 | | | 61.00 | 1,235,171 | 4.84 | 112,992 | 65.84 | 1,348,163 |
| POLICE | 14.00 | 433,992 | 0.00 | 0 | 14.00 | 433,992 | 0 | | 14.00 | 433,992 | | | 14.00 | 433,992 |
| GRAND TOTALS | 636.76 | 29,438,444 | 0.25 | (3,718) | 637.01 | 29,434,726 | (4,724) | | 609.60 | 28,776,774 | 27.41 | 553,228 | 637.01 | 29,430,002 |

Midwestern State University Reporting of Personnel Changes
Fiscal Year 2008-2009
October-December 2008

I. ENTERING EMPLOYEES

1. Lyndsey Newton – Secretary II, Radiologic Science – 10/01/08
2. Sammy Peoples – Custodian, Clark Student Center – 10/06/08
3. Perian Griner – University Cashier, Controller's Office – 10/06/08
4. Traci Williamson – Financial Aid Processor/Counselor – 10/07/08
5. Georgeanne Mudd – Police Communication Operator, University Police – 10/27/08
6. Rebecca Reddick – Admissions Assistant II, Admissions – 11/01/08
7. Antoinette Brown – Secretary II, Computer Science – 11/01/08

II. EXITING EMPLOYEES

1. Nancy Chavis – Custodian, Physical Plant – 10/10/08
2. Karen Gibson – Payroll Assistant I – 10/31/08
3. Andrew Durham - Storekeeper, Purchasing – 11/04/08
4. John Rodriguez - Storekeeper, Purchasing – 11/07/08
5. Katie Comello - Secretary I, Disability Support Services – 11/07/08
6. Nancy Frazier - Secretary II, Housing – 11/12/08
7. Sheila Taylor - Financial Aid Counselor/Processor – 11/14/08
8. William Chance Baskerville - TV Technical Assistant, Fine Arts – 12/12/08

2.338

UNIVERSITY BOARDS, COUNCILS & COMMITTEES

Student Traffic Appeals Committee

A. Purpose

To serve as a traffic hearing committee for students charged with on-campus traffic violations.

B. Personnel

The Student Government Association Vice President, Chair; four students (except during the summer, at which time the Board shall consist of three to five members), and a representative from Student Affairs (non-voting). **Four students shall be designated as alternates to be used only to replace members of the standing committee if a possible conflict of interest occurs, or to replace a member who is absent.** Student members must have a cumulative grade point average of 2.0 or above and must not have a record of previous disciplinary suspension taken by the university.

C. Reports To: Dean of Students

3.227 Human Resources**RETIREMENT: FACULTY AND STAFF****A. Purpose**

~~The purpose of This policy is to provide a uniform means of giving appropriate recognition to individuals retiring~~ **establishes criteria for granting privileges and presenting awards to faculty and staff upon their retirement** from Midwestern State University after specified lengths of service.

B. Retirement Age

There is No mandatory retirement age exists for MSU faculty or staff members (TX Labor Code 21.102).

C. Retirement Award Eligibility Eligibility Criteria

- ~~1. Retirement recognition/gifts are given only to faculty and staff who retire while employed by the university.~~
- ~~2. Only actual length of total service to MSU is counted toward retirement recognition. The service need not have been continuous; however, service at other state institutions or agencies can not be counted.~~
- ~~3. For recognition and gift purposes, an employee need only have completed six months of his/her final year of service in order to receive credit for the full year. For example, an employee who retires with 19 years, seven months of total service would be honored as a 20-year retiree.~~

- 1. To receive permanent identification cards and retirement service awards, retiring faculty and staff must (a) retire while employed by MSU and (b) have accumulated a minimum of ten (10) years of full-time, benefit-eligible service to MSU.**
- 2. Calculations of years of service will be based upon retirees' total number of years of service to MSU, whether service was rendered continuously or intermittently.**
- 3. Years of service at other state institutions or agencies cannot be counted toward service to Midwestern State.**
- 4. Employees who have completed a minimum of six months' service during their final year of employment at MSU will receive credit for the full year. (For example, an employee retiring with 19 years and seven months of total service to MSU would qualify as a 20-year retiree.)**

D. Retiree Privileges

In recognition of their contributions service to the university, faculty and staff members who retire with a minimum of ten (10) years of full-time, benefit-eligible service meet

the above prerequisites will receive a permanent identification cards. This These cards will allow retirees ~~them the same privileges as active faculty and staff which includes the use of access to the MSU library and entrance to all university activities, including athletic events.~~ admission to university events, including all regular season athletic events.

E. Recognition Awards Retirement Service Awards

Recognition Awards are will be made as follows: for employees who retire with the lengths of service indicated:

| | |
|------------------|---|
| 10 - 19 Years | Wall Plaque |
| 20 - 29 Years | Wall Plaque & Watch |
| 30 or more Years | Wall Plaque, Watch & \$500 <u>Cash</u> Award. |

The ~~Human Resources~~ Department of Human Resources will be is responsible for determining the eligibility of retiring employees and for ordering the appropriate awards.

F. Presentation of Awards

~~Recognition gifts~~ Retirement service awards will be presented at an annual retirement function.

G. Retirement Receptions

~~Retirement Receptions~~ for individual retirees are optional. and When receptions are held, they are the sole responsibility of the departments or programs from which the employees are is retiring.

3.313

VEHICLE OPERATOR'S LICENSE REQUIREMENT

A. General Requirements

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. 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.

B. ~~Application to MSU Drivers~~ License Requirements

1. For the operation of a passenger vehicle Gross Combined Vehicle Weight Rating (GCVWR) 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.
2. For the operation of a passenger vehicle GCVWR 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.
3. For the operation of a passenger vehicle GCVWR 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.
4. 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.

C. Required Driving Record Checks

1. ~~At the beginning of e~~Each new fiscal year, the Chief of Police Associate Vice President for Facilities Services will request from the Texas Department of Public Safety a copy of the driving records of all university employees with Texas driver's licenses who have university driving privileges. It shall be the responsibility of the Chief 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. The Chief shall advise the supervisor of any individuals in their respective areas who should not be allowed to drive.
2. Copies of the driving records of employees with out-of-state licenses will be requested by the Chief of Police through the university's insurance carrier.
3. 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:

- a. been convicted of driving while intoxicated (DWI) or driving under the influence (DUI);
 - b. 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
 - c. had ~~his or her~~ their driver's license suspended.
4. ~~Employees who drive university vehicles in violation of this policy will have their whose driving privileges withheld until such time as they are~~ have been revoked may have them reinstated by the President. One of the requirements of reinstatement ~~for a non-~~ for a non- DWI offense may be attendance at a defensive driving course or similar safety instruction program approved by the Chief of Police Associate Vice President for Facilities Services. Repeated violation will result in the permanent revocation of driving privileges or termination.
5. ~~In addition to requesting annual reports on all employees, the Chief of Police will request copies of the driving records of any employees hired during the year who might be reasonable expected to drive a university vehicle as part of their job responsibilities.~~ Employees whose job description requires them to operate university vehicles or equipment are subject to termination should they lose their driving privileges.
6. 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.

D. Rental Cars

Supervisors who authorize individuals to use rental cars to conduct university business are responsible for advising those individuals that ~~the State of Texas~~ 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.

E. Privately Owned Vehicles

Individuals who use their own vehicles to conduct university business are to meet 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.

G. Alcohol/Controlled Substances Testing

1. 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 A, B, C, D, and E above.

2. 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.
3. 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.

It is recommended that this policy go into effect September 1, 2010

3.317 President's Office

ACADEMIC EMERITUS STATUS - FACULTY AND ADMINISTRATION

Date Adopted/Most Recent Revision:

A. General

University faculty at the ranks of assistant professor, associate professor and professor and academic administrators in the positions of dean, provost, or president upon retirement may be named to an granted emeritus status upon retirement. on the recommendation of their dean, the faculty Senate, the Provost, the President of the university, and with the approval of the Board of Regents of Midwestern State University, if faculty; and the Provost or Vice-President of their specific area, the Administrative Council, the President of the university and final approval of the Board of Regents of Midwestern State University, if an administrator.

B. Eligibility

Emeritus status normally will may be granted to any eligible faculty or administrators who has have faithfully served the university for a minimum of ten (10) years. and Faculty who will have a record of (1) either extraordinary contributions to teaching or scholarly/creative production or service (2) or have continuously been productive in teaching, scholarship/creative activities, and service. Administrators in the positions of dean or provost will have notably contributed to the progress of the university. is retiring. A president who has served the university for a minimum of ten years will automatically be considered.

C. Process

Unless the provost or the president is under consideration, the provost will ask for independent recommendations of the Faculty Senate, the relevant chair, and dean, and report these recommendations together with his or her own appraisal to the President of the university. If the provost is under consideration, the president will ask for independent recommendations from the Faculty Senate, the relevant chair, and dean. If the president wishes emeritus status to be granted, he or she will so recommend to the Board of Regents of Midwestern State University. Self-recommendations are inappropriate.

D. Emeritus Office Space

Once emeritus status has been conferred, such individual will be eligible to continue scholarly pursuits in the name of Midwestern State University. Whenever possible, the university will offer laboratory and/or office space to permit the individual to continue his/her work and will support that work with whatever resources the institution can bring

to bear. The individual must make written application to the President requesting office and/or laboratory space. This space will be assigned on a "space available" basis. Should space conditions so warrant, emeritus office space may be reassigned by the President to regular full-time employees.

E. **Other Benefits**

Emeritus In addition to benefits extended to all MSU retirees who have served the university for ten years emeriti professors and administrators shall be entitled to:

1. **use of Midwestern State University's name in their scholarly pursuits**
1. ~~Attend faculty/staff meetings, but without vote;~~
2. **use of university laboratory and office space and other resources depending on availability and the president's approval (permission will be granted on a semester basis)**
3. **dial-up access to the campus computer network**
4. **maintenance of their MSU e-mail address**
5. **marching** in the appropriate position in the academic procession; **and**
6. **actively participating in university events and offerings;**
7. ~~Attend all social and ceremonial functions of the university;~~

4.138

KEY AUTHORIZATION

A. General

Building security is the responsibility of the department occupying the building or space within a building. Facilities Services is responsible for supporting the individual departments by developing key schedules for university buildings, issuing keys to users authorized by the senior administrator responsible for the building/area, and assisting the departments by maintaining key holder records. Facilities Services will maintain accurate key holder records on all keys issued and returned to Facilities Services. Keys issued and not returned by the department are not the responsibility of Facilities Services.

B. Authorized Users and Key Requests

1. All outside door keys, all room door keys, and all building/area master keys issued to faculty, staff, student employees, and graduate assistants require the approval of the senior administrator (Dean/Director) of the department. All outside door keys requested for students or non-university personnel, as well as all sub-masters, masters, grand-masters and great-grand-masters must be approved by the Administrative Council and the President of the university. All room keys and outside door keys issued to faculty members must be approved by the dean. A building master or sub-master (program area) key will be issued to any full time faculty member on condition:
 1. That he submit a building master key request and a written statement of the reasons for needing the key;
 2. That the request be reviewed and approved by the dean of each area that can be accessed by the key; and
 3. That the request be approved by the Administrative Council and the President. Students will only be issued individual room keys after completing the appropriate academic or administrative procedure outlined above. Exceptions to the above procedures will require the approval of the Administrative Council.
2. As a requirement for the approval of new key requests for security sensitive positions, all employees, including student employees, must have successfully completed a criminal background check (see MSU Policy 3.349). Departments issuing keys to non-university personnel for event or academic purposes are responsible for informing Facilities Services and the University Police Department as appropriate for the event.
3. Key requests will be made on the Key Request Form available from the Facilities Services and submitted through the department's senior administrator to the Associate Vice President for Facilities Services.
4. Grand master and great-grand master keys must be approved by the President.

C. Key Security

1. Upon request, the Director of the Physical Plant will submit to each budgetary unit head a list of the keys issued for his/her area. The budgetary unit head will be responsible for verifying the list for its accuracy and the existence of the noted keys. Discrepancies

should be reported by memo to the Director of the Physical Plant. Each memo will reflect the complete transaction concerning each discrepancy noted, including any correspondence, and the final action taken with regard to the lost keys.

2. Great-grandmaster keys should be given maximum security. Each key is reserved strictly for its authorized holder only and is not to be loaned to others for any reason.
3. Access to buildings is reserved to faculty and staff only. Students are not permitted in buildings unless accompanied by a faculty or staff member at all times when the buildings are normally closed. Exceptions are made by the Administrative Council when necessary.
4. The Director of the Physical Plant will number all keys in such a manner that positive identification can be made of each individual key. To ensure the integrity of the key system, no keys will be retained or stored at any location other than those areas approved by the Administrative Council. Duplicate keys will not be provided faculty, staff or students unless the original key has been lost. No locks will be re-coded or altered without correspondence as defined by this policy to the Director of the Physical Plant.
5. Any issuance or exception not covered by this policy must be cleared through the Administrative Council.

1. The Associate Vice President for Facilities Services will annually submit to each senior administrator a list of the keys issued for his/her area. The senior administrator will be responsible for verifying the list for accuracy and responding in writing to the Associate Vice President for Facilities Services with a detailed description of any discrepancy noted and the action taken to report or recover the lost key(s). Great-grand master keys should be given maximum security. Each key is reserved strictly for its authorized holder and is not to be loaned to others for any reason.
2. Facilities Services will develop and update procedures and processes to ensure key records and key holder records are accurately managed. Any issuance or exception not covered by this policy must be approved through the Associate Vice President for Facilities Services.

D. Lost Keys

All employees must Any person who loses an issued key will notify the respective senior administrator, the Associate Vice President for Facilities Services, and the Chief of University Police in writing if building security may be compromised by the loss of keys. budgetary unit head who signed the key request. The budgetary unit head will notify the Director of the Physical Plant by memo. The employee This memo shall provide a written description of the circumstances surrounding the loss of the key, including the name of the person, the key description code, and the key number. When it has been determined by the budgetary unit head senior administrator, in consultation with the Chief of University Police, that security has been lost, the affected cylinders will be replaced, and the respective costs charged to the appropriate department. All replaced keys will be returned to the Associate Vice President for Facilities Services Director of the Physical Plant and properly secured.

E. Security Charges for Lost Keys

The total cost of re-keying locks, issuing new keys, updating the key database, etc., shall be borne by the department of the key holder necessitating the re-keying project. If the lost keys are later recovered after an area has been re-keyed, there will be no reimbursement of charges.

Fees will be imposed on the person responsible for the lost keys to defray the cost of replacing the lost security and to encourage conscientious custodianship of all university keys. The fees for lost keys will be as follows:

| | | |
|--------------------------------|----------|---|
| Room Keys* | \$10/Key | \$20/ <u>Actual cost of Cylinder</u> |
| Outside Door Keys* | \$20/Key | \$20/Cylinder <u>Full cost to re-key building</u> |
| Master Keys* | \$50/Key | \$20/Cylinder <u>Full cost to re-key building</u> |
| <u>Grand Master Key*</u> | | <u>Full cost to re-key building</u> |
| <u>Great Grand Master Key*</u> | | <u>Full cost to re-key building</u> |

*NOTE: "Keys" include all keys/cylinders affected by the lost key.

The maximum fee per lost key incident will be \$100. All charges are to be assessed by Facilities Services the Physical Plant and paid to the Business Office.

F. Security Charges for Lost Keys (Residence Halls)

Fees for lost keys to the Residence Hall facilities will be established by the Director of Housing and Residence Life coordinator of student housing, but shall not be less than:

| | | |
|--------------------|----------|--------------------------------------|
| Room Keys* | \$10/Key | \$20/ <u>Actual cost of Cylinder</u> |
| Outside Door Keys* | \$20/Key | \$20/Cylinder |

All fees as noted above will be assessed by the ~~Director of Housing~~ and paid to the Director of Housing and Residence Life.

G. Key Responsibility

The person obtaining a key is responsible for the security and condition of the key. When the key is issued, the key recipient will receive a current key and cylinder count. Keys will not be loaned to another person to use for any reason, unless a key security system has been established and approved by the budgetary unit head or senior administrator. The person obtaining a key is directly responsible to the budgetary unit head who signed the request. The budgetary unit head is responsible to the Vice President for Administration and Finance. Keys issued by MSU will be duplicated only by Facilities Services ~~the Director of the Physical Plant~~ at MSU.

H. Key Return (Terminating Employees)

1. Faculty/Staff

All benefits-eligible faculty/ and staff (full-time or part-time) will shall return university keys to the Human Resources Department as the final step in the personnel

clearance process to the Human Resources Department, even for interdepartmental transfers. when exiting the university upon termination of employment or when transferring to another university department. In cases of involuntary termination, in coordination with the Human Resources Department, the hiring department may collect the university keys directly from the terminating employee and return them to the Associate Vice President for Facilities Services or designee.

2. Adjunct Faculty and Temporary Staff

Senior administrators or deans are responsible for the collection of university keys from adjunct faculty or temporary staff employees at the time of their termination. Senior administrators or deans may turn the keys in to Facilities Services or may hold and reissue keys to adjunct faculty or temporary staff employees upon submission of a key request form and approval as required. Keys not reissued must be forwarded to Facilities Services.

3. Students

Students shall return all non-housing university owned keys to the senior administrator budgetary unit head/dean responsible for initiating the original key request. Budgetary unit heads/deans Administrators should request return of keys upon termination of student employment, termination of right of access to facilities, impending graduation or academic dismissal. Budgetary unit heads/deans Administrators may hold and reissue those keys upon submission of key request form and approval (if required). Upon request, Facilities Services the Director of the Physical Plant will furnish provide a listing of all keys issued to students for a specific department. Budgetary unit heads/deans Administrators shall return all keys not issued to Facilities Services. Budgetary unit heads/deans, Administrators may request a "hold" be placed on a student's record for failure to pay lost key charges as specified in this policy.

I. Residence Hall Key Policy

All outside and room keys to residence halls will be stored, issued, returned, and accounted for by the ~~Coordinator~~ Director of Housing and Residence Life. Master keys issued to residence assistants will be transacted through the ~~Coordinator~~ Director of Housing and Residence Life, Dean of Students, and the Vice President for University Advancement and Student Affairs. Facilities Services The Director of Physical Plant will issue the keys to these students upon completion of the appropriate approval. All residence hall keys will be returned to Facilities Services the Director of the Physical Plant when no longer required.

It is recommended that this policy go into effect September 1, 2009.

NEW POLICY

MOBILE COMMUNICATION DEVICES

A. Introduction and Purpose

This policy provides guidelines for the use of mobile communication devices for university business purposes.

B. Definitions

1. *Mobile Communication Device.* A mobile communication device is a mobile telephone, e-mail appliance, wireless personal digital assistant (PDA), or a device combining two or more of those functions. Mobile telephones are broadly construed here to include devices based on CDMA, TDMA, GSM, and PCS digital technologies to include satellite telephones.
2. *Adequate Service.* A mobile communication device service is adequate when it is sufficiently fast, sufficiently convenient, and sufficiently secure to allow the user to conduct university business in an efficient manner that safeguards the integrity and security of sensitive university information.
3. *Essential personal calls.* These are defined as personal calls of minimal duration and frequency that are essential to allowing the employee to continue working and cannot be made at another time or from a different telephone. Examples of essential personal calls are calls to arrange for unscheduled or immediate care of a dependent or family emergency or to alert others of an unexpected delay due to a change in work or travel schedule.
4. *Authorization for Cellular Phone Stipends.* The president, with delegated authorization to the respective vice presidents or provost for departments under their purview, will review requests for cellular phone stipends and approve stipends, based on the device being authorized, when justified.
5. *Temporary Loan.* University-owned mobile communication devices may be loaned to employees for temporary use. When traveling on university business, an employee may keep a university device in his or her possession full time but must return it to university property promptly at the end of the travel period.

C. Description

In general, the university will not contract for mobile communication service plans for permanent assignment to individual employees. Employees whose job duties include the frequent need for a mobile communication device may be reimbursed for the initial cost of such a device, and may receive extra compensation, in the form of a mobile communication device stipend allowance, to cover business-related use of a device and/or service plan. The monthly stipend, upon appropriate authorization, will vary based on the device being used and the determined need.

The university may, in some cases, purchase and own mobile communication devices to be assigned to groups (departments, offices, laboratories, etc.) and may be loaned temporarily to individual employees or be shared by groups of employees for specific business purposes.

Mobile communication devices should not be selected as an alternative to other means of communication -- e.g., land-lines, pagers, and radio devices -- when such alternatives would provide adequate but less costly service to the university.

D. Procedures

If a university employee's job duties include the frequent need for a mobile communication device, the employee is eligible for an allowance to cover mobile communication device expenses. An allowance may be requested using the MSU Mobile Communication Device Allowance Request Form. The request may be made any time during the fiscal year but the authorized stipend will start after the full month following approval. Stipends will not be pro-rated.

Once an allowance has been established it will continue until a new allowance form is submitted, documenting a change or termination. The employee is required to notify his/her supervisor immediately when any change to the employee's mobile communication device contract is made, and is required to submit a revised allowance form immediately.

This allowance does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades, etc.

By U.S. Internal Revenue Service directive, allowances for mobile communication devices are treated as taxable income even if the device is required for the employee's job.

E. Use of Device

The employee must retain an active mobile communication service contract providing adequate service as long as a mobile communication device allowance is in place. Because the mobile communication device is owned personally by the employee and the allowance provided is taxable income, the employee may use the device for both business and personal purposes, as needed. The employee may, at his or her own expense, add extra services or equipment features, as desired.

Use of the device in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the mobile communication device allowance.

F. Documentation and Review Requirements

A copy of the Allowance Request Form, and of the employee's related mobile communication device contract, must be kept on file in the employee's university department. Department files are subject to audit at any time by MSU Internal Audit or external auditors engaged by the state or federal government.

At the university's discretion, an employee is responsible for providing to his/her supervisor and the MSU Business Office evidence (a page from the most recent bill or credit card statement, for example) to document that the employee still has the device.

The dean, director, or department head is responsible for an annual review of employee business-related mobile-device use, to determine if existing mobile communication device allowances should be continued as-is, changed, or discontinued.

G. Fees for Contract Changes or Cancellations

If for any reason unrelated to university business needs the mobile communication service contract is modified or terminated prior to the end of the contract period, the employee will bear the cost of any fees associated with that change or cancellation. For example, the employee quits and no longer wants to retain the current mobile communication service plan for personal purposes.

If, prior to the end of the mobile communication service contract period, a university decision makes it necessary or desirable for the employee to terminate or change the mobile communication service contract, the university will bear the cost of any fees associated with that change or cancellation. For example, the employee's supervisor has changed the employee's duties and the mobile communication device is no longer needed for university purposes. If the employee does not want to retain the current contract for personal use, any change or cancellation fees will be reimbursed by the university.

H. Exceptions to the Stipend/Allowance Method

While the university generally will not pay monthly service plan fees directly, there are some exceptions to this rule.

The university, through its Information Systems Department, will own and retain a certain number of mobile communication devices for short term rental, emergency use, or disaster response/recovery purposes. Additionally, mobile communication devices that are (1) assigned to groups or (2) required to conduct research projects and charged to contract/grant budgets may be obtained through Information Systems.

In all cases, when the university provides mobile communication devices and/or service plans for use by employees, the use of those devices is strictly limited to official MSU business and essential personal calls, as defined above.

Requests for other exceptions to this policy may be made by submitting a written request to the Vice President for Administration and Finance. All exception requests require the signature of the appropriate vice president, the provost, or the president. The Business Office may require that the employee submit relevant auditable documents to substantiate any exception request, and may consult with other university administrative offices in determining the propriety of the exception.

**STUDENT SERVICES
COMMITTEE**

Student Services Committee

Membership

Charlye Farris, Chair

Lynwood Givens

Carol Gunn

Shawn Hessing

The Board of Regents of Midwestern State University may deliberate and take action regarding any item on this agenda. 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.

Reading and Approval of Minutes

09-67. The minutes of the Student Services Committee meeting November 13, 2008, are recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 09-67.

Student Government Report

09-68. A representative of the MSU Student Government Association will update the board on recent activities.

Housing Rates

09-69. Housing rates for fall 2009, spring 2010, and summer 2010 will be recommended for approval as shown in Attachment 09-69.

Dining Service Rates

09-70. Food service rates for summer 2009, fall 2009, and spring 2010 will be recommended for approval as shown in Attachment 09-70.

**STUDENT SERVICES
COMMITTEE ATTACHMENT**

**Proposed Housing Rates
2009-2010**

| | | 2008-2009 | | 2009-2010 | % Change |
|--|-----------------------------|------------------|----|------------------|-----------------|
| <i>Killingsworth and Pierce Halls</i> | | | | | |
| | Semi-Private Room | \$ 1,450.00 | \$ | 1,495.00 | 3.10 |
| | Private Room | \$ 1,910.00 | \$ | 1,975.00 | 3.40 |
| <i>McCullough-Trigg Hall</i> | | | | | |
| | Semi-Private Room | \$ 1,570.00 | \$ | 1,620.00 | 3.18 |
| | Private Room | \$ 2,030.00 | \$ | 2,090.00 | 2.96 |
| <i>Bridwell Courts Apartments</i> | | | | | |
| | Semi-Private Room | \$ 1,390.00 | \$ | 1,440.00 | 3.60 |
| | Private Room | \$ 1,850.00 | \$ | 1,910.00 | 3.24 |
| | Private Efficiency | \$ 2,050.00 | \$ | 2,095.00 | 2.20 |
| | One Bedroom Family | \$ 575.00 | \$ | 595.00 | 3.48 |
| | Two Bedroom Family | \$ 675.00 | \$ | 695.00 | 2.96 |
| | <i>Biology House</i> | \$ 1,340.00 | \$ | 1,390.00 | 3.73 |
| | <i>Honors House</i> | \$ 1,340.00 | \$ | 1,390.00 | 3.73 |
| <i>Sunwatcher Village</i> | | | | | |
| | Two Bedroom-12 mo. Lease | \$ 570.00 | \$ | 585.00 | 2.63 |
| | Two Bedroom-9 mo. Lease | \$ 655.00 | \$ | 675.00 | 3.05 |
| | Four Bedroom-12 mo. Lease | \$ 480.00 | \$ | 495.00 | 3.13 |
| | Four Bedroom-9 mo. Lease | \$ 565.00 | \$ | 585.00 | 3.54 |
| <i>New Project</i> | | | | | |
| | Two Bedroom-12 mo. Lease | | \$ | 620.00 | |
| | Two Bedroom-9 mo. Lease | | \$ | 690.00 | |
| | Four Bedroom-12 mo. Lease | | \$ | 530.00 | |
| | Four Bedroom-9 mo. Lease | | \$ | 620.00 | |

**Proposed Housing Rates
2009-2010**

| | | 2008-2009 | 2009-2010 | % Change |
|-----------------------------------|----|------------------|------------------|-----------------|
| <i>Temporary Guest Fee</i> | | | | |
| Killingsworth and Pierce | \$ | 20.00 | \$ 20.00 | 0.00 |
| McCullough-Trigg | \$ | 20.00 | \$ 20.00 | 0.00 |
| <i>Linen Service</i> | | | | |
| Per Set | \$ | 7.00 | \$ 7.00 | 0.00 |
| <i>Summer Rates</i> | | | | |
| Killingsworth and Pierce Halls | | | | |
| Semi-Private Room | \$ | 510.00 | \$ 530.00 | 3.92 |
| Private Room | \$ | 665.00 | \$ 685.00 | 3.01 |
| McCullough-Trigg Hall | | | | |
| Semi-Private Room | \$ | 570.00 | \$ 590.00 | 3.51 |
| Private | \$ | 720.00 | \$ 740.00 | 2.78 |
| Bridwell Courts | | | | |
| Semi-Private | \$ | 550.00 | \$ 570.00 | 3.64 |
| Private | \$ | 710.00 | \$ 730.00 | 2.82 |
| Sunwatcher Village | | | | |
| Four Bedroom | \$ | 480.00 | \$ 490.00 | 2.08 |
| Two Bedroom | \$ | 570.00 | \$ 580.00 | 1.75 |
| New Project | | | | |
| Four Bedroom | | | \$ 530.00 | |
| Two Bedroom | | | \$ 625.00 | |

Proposed Dining Service Rates 2009-2010

| | | 2008-2009 | 2009-2010 | % Change |
|---|--|-----------|-------------|----------|
| Board Rates | | | | |
| | 19 Meal Plan \$ | 1,350.00 | \$ 1,390.00 | 2.96% |
| | 14 Meal Plan \$ | 1,290.00 | \$ 1,325.00 | 2.71% |
| | 10 Meal Plan \$ | 1,250.00 | \$ 1,285.00 | 2.80% |
| | Summer 10 Meal Plan \$ | 260.00 | \$ 270.00 | 3.85% |
| Summer Conference (per meal, before tax) | | | | |
| | Breakfast \$ | 4.35 | \$ 4.69 | 7.82% |
| | Lunch \$ | 5.26 | \$ 5.69 | 8.17% |
| | Dinner \$ | 6.30 | \$ 6.69 | 6.19% |
| Cash Price (per meal, before tax) | | | | |
| | Breakfast \$ | 5.45 | \$ 5.80 | 6.42% |
| | Lunch \$ | 6.20 | \$ 6.60 | 6.45% |
| | Dinner \$ | 6.40 | \$ 6.80 | 6.25% |
| Commuter Plans (before tax) | | | | |
| | 25 Meal Block \$ | 132.50 | \$ 140.85 | 6.30% |
| | 100 Meal Block (no expiration date) \$ | 620.00 | \$ 660.00 | 6.45% |

UNIVERSITY DEVELOPMENT
COMMITTEE

University Development Committee

Membership

Stephen Gustafson, Chairman

Charles Engelman

Charlye Farris

Jane Spears

The Board of Regents of Midwestern State University may deliberate and take action regarding any item on this agenda. 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.

Reading and Approval of Minutes

09-71. The minutes of the University Development Committee meeting November 13, 2008, are recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 09-71.

Summary of Financial Support 9/1/08- 1/16/09

09-72. This report is shown as Attachment 09-72 and is presented as information only.

Naming of University Facilities

09-73. In accordance with university policy the administration may make recommendations concerning naming opportunities on the Midwestern State University campus.

UNIVERSITY DEVELOPMENT
COMMITTEE ATTACHMENT

Summary of Financial Support
Midwestern State University, Midwestern State University Foundation Endowments
and MSU Charitable Trust Endowments

| | 9/1/2008 10/3/2008 | 10/4/2008 1/16/2009 | Total Year to Date |
|---|-----------------------|------------------------|-----------------------|
| MSU General Support | | | |
| (Scholarships, Museum, etc.) | \$2,700 | \$47,903 | \$50,603 |
| West Foundation | | | |
| West College of Education grant | \$100,250 | | \$100,250 |
| Joint Proposal with WFISD | \$12,700 | | \$12,700 |
| Shaw Foundation | \$6,000 | | \$6,000 |
| Texas Pioneer Foundation | \$25,000 | | \$25,000 |
| Hardin Foundation | | \$9,890 | \$9,890 |
| Kirk Edwards Foundation | | \$40,000 | \$40,000 |
| Wichita County Educational Foundation | | \$10,000 | \$10,000 |
| Mustang Sculpture | | \$150,000 | \$150,000 |
| Robert D. Gunn - Geosciences | | \$150,000 | \$150,000 |
| Redwine Estate | | \$1,621,253 | \$1,621,253 |
| Contributions to MSU Foundation Endowments | \$9,720 | \$208,110 | \$217,830 |
| Contributions to MSU Endowments | \$585 | \$28,000 | \$28,585 |
| Contributions to MSU Charitable Trust Endowments | \$960 | \$156,250 | \$157,210 |
| President's Excellence Circle 2008/2009 | \$9,067 | \$172,126 | \$181,193 |
| WF Museum of Art at MSU | | \$22,787 | \$22,787 |
| Annual Fund | \$19,883 | \$128,888 | \$148,771 |
| Alumni Association | | | |
| 1,357 (2008-2009 membership) | \$5,145 | \$9,685 | \$14,830 |
| (includes 540 lifetime members) | | | |
| Athletics | | | |
| Mustangs Athletic Club | | | |
| Cash | \$8,758 | \$36,197 | \$44,955 |
| In-Kind | | | |

| | 9/1/2008 10/3/2008 | 10/4/2008 1/16/2009 | Total Year to Date |
|--|-----------------------|------------------------|-----------------------|
| Corporate Sponsors | | | |
| Contributed Services | \$172,750 | \$3,500 | \$176,250 |
| Cash | \$30,125 | \$38,875 | \$69,000 |
| Alfred B. Guinn - Ligon Renovation | | \$50,000 | \$50,000 |
| Michael Bernhardt - Unrestricted | | \$150,000 | \$150,000 |
| Danny Mowrey - Mustang Athletic Club | | \$75,000 | \$75,000 |
| Hollis Sullivan - Unrestricted | | \$1,000,000 | \$1,000,000 |
| Other | | \$123,825 | \$123,825 |
| Fantasy of Lights | \$18,051 | \$20,272 | \$38,323 |
| Scholarship Funds from Outside Sources | \$79,618 | \$117,302 | \$196,920 |
| TOTAL | \$501,312 | \$4,369,863 | \$4,871,175 |

ATHLETICS COMMITTEE

Athletics Committee

Membership

Ben Wible, Chairman
Charles Engelman
Stephen Gustafson
Shawn Hessing

The Board of Regents of Midwestern State University may deliberate and take action regarding any item on this agenda. 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.

Reading and Approval of Minutes

09-74. The minutes of the Athletics Committee meeting November 13, 2008, are recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 09-74.

Athletics Status Report

09-75. Information will be provided concerning the athletics program at Midwestern State University.

**BOARD OF REGENTS
MEETING AGENDA**

**Board of Regents Meeting Agenda
February 13, 2009
9:00 a.m.**

Board of Regents Membership:

Munir A. Lalani, Chairman
Carol Carlson Gunn, Ph.D., Vice Chair
Stephen A. Gustafson, Secretary
Charles E. Engelman
Charlye O. Farris
F. Lynwood Givens, Ph.D.
Shawn G. Hessing
Jane W. Spears
Ben F. Wible
Haley Lain, Student Regent

Meeting Location: MSU Campus – 3410 Taft Boulevard
Hardin Administration Building Board Room

The Board of Regents of Midwestern State University may deliberate and take action regarding any item on this agenda. 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.

Call to Order

Invocation

Introduction of Visitors

Opening Comments

Public Comment Period

A public comment period concerning agenda items will be provided in accordance with the Board of Regents By-Laws, MSU Policy 2.22.

Reading and Approval of Minutes

09-76. Minutes of the regular Board of Regents meeting November 13, 2008, are recommended for approval as shown in the minutes' section of this agenda as Minutes Attachment 09-76.

Reading and Approval of Minutes

09-77. Minutes of the regular Board of Regents meeting November 14, 2008, are recommended for approval as shown in the minutes' section of this agenda as Minutes Attachment 09-77.

Executive Committee Consent Agenda, Items and Report

Finance and Audit Committee Consent Agenda, Items and Report

Personnel and Curriculum Committee Consent Agenda, Items and Report

Student Services Committee Consent Agenda, Items and Report

University Development Committee Consent Agenda, Items and Report

Athletics Committee Consent Agenda, Items and Report

Nominating Committee for Board Officers for the 2009-2010/2010-2011 Biennium

09-78. Mr. Lalani will appoint a special Nominating Committee to make recommendations concerning the election of a Chair, Vice Chair, Secretary, and Member-at-Large of the Executive Committee of the Board of Regents for the upcoming biennium. The election of officers will take place at the May 2009 meeting of the board in accordance with Section 2.22 of the *MSU Policies and Procedures Manual*.

University President's Annual Performance Review

09-79. The board will review the president's performance and will make recommendations as necessary.

President's Report and Discussion

09-80. Information will be presented to the board concerning the following university matters.

- A. P-16 Report (Dr. Grant Simpson)
- B. Campus Sustainability (Mr. Allen Goldapp)
- C. Campus Parking
- D. Construction Update
- E. Legislative Update

MINUTES

MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS
Executive Committee
November 13, 2008

The Board of Regents, Midwestern State University, met in regular session in the Board Room, Hardin Administration Building, Wichita Falls, Texas, at 1:35 p.m., Thursday, November 13, 2008. Executive Committee members in attendance were Mr. Munir Lalani, Chairman; Dr. Carol Gunn, Vice Chair; Mr. Stephen Gustafson, Secretary; and Mr. Ben Wible, Member-at-Large. Other regents attending the meeting were Mr. Charles Engelman, Ms. Charlye Farris, Dr. Lynwood Givens, Mr. Shawn Hessing, Ms. Jane Spears, and Student Regent Haley Lain.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Friederike Wiedemann, Provost; Mr. Juan Sandoval, Vice President for Administration and Finance; Dr. Howard Farrell, Vice President for University Advancement and Student Affairs; and Dr. Robert Clark, Vice President for Institutional Effectiveness and Enrollment Management. Other university personnel attending the meeting included Mr. Keith Lamb, Associate Vice President for Student Affairs; Mr. Allen Goldapp, Associate Vice President for Facilities Services; Mr. Charlie Carr, Director of Athletics; Mr. David Spencer, Internal Auditor; Ms. Dianne Weakley, Director of Human Resources; Ms. Ann Medford, Chair of the MSU Faculty Senate; Mr. Chris Gore, Chairman of the MSU Staff Senate; Ms. Gail Ferguson, Controller; Ms. Valarie Maxwell, Director of Budget and Management; Dr. Dan Stoicescu, Director of Institutional Research, Planning, and Assessment; Ms. Janus Buss, Director of Public Information and Marketing; Ms. Cindy Ashlock, Executive Assistant to the President; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the MSU Student Government Association was Mr. Ian Van Reenen, 08-09 SGA President, and Mr. Robert Stewart, SGA Observer. Representing the architectural firm of Harper Perkins was Mr. Ralph Perkins. Representing the news media was Ms. Brittany Norman, reporter for *The Wichitan*, and Ms. Sara DiMura, reporter for KFDX TV III.

Chairman Lalani called the meeting to order at 1:35 p.m.

Reading and Approval of Minutes

09-01. The minutes of the Executive Committee meeting August 7, 2008, were approved as presented.

Maintenance Plan Update – MP2 and MP4

09-02. Mr. Lalani reported that each year the Texas Higher Education Coordinating Board (THECB) requests an update of the university's plans for deferred maintenance needs (MP2), as well as a report on completed deferred maintenance (MP4). The administration developed and submitted the reports as shown in the agenda document.

Dr. Rogers reported that deferred maintenance is one of the major issues facing higher education in the United States. Midwestern is one of the older schools in the state public higher education system with the majority of the MSU campus being built in the early 1960's. The MP2 is the university's plan for addressing deferred maintenance issues on campus during the next five years. The MP4 is a report of the deferred maintenance

projects that were accomplished during the 2007-2008 fiscal year. Dr. Rogers noted that MSU primarily utilizes Higher Education Assistance Funds (HEAF) to address deferred maintenance issues. Unfortunately, MSU's HEAF allocation was reduced by over \$1 million per year for two years, causing the funds dedicated to deferred maintenance to be reduced dramatically. However, the HEAF allocation has been restored and in FY 2008 approximately \$600,000 was put into deferred maintenance projects. The plan for FY 2009 is to dedicate a minimum of \$500,000 for this purpose, although this figure would need to be doubled and committed each year to address the needs of the five-year plan. Dr. Rogers noted that Mr. Goldapp has done a very good job of planning and completing these projects.

Legislative Appropriations Request (LAR)

09-03. Mr. Lalani reported that the LAR for the biennial period of FY 2010 and FY 2011 was submitted to state offices in August, as approved by the MSU Board of Regents. MSU's first hearing before the Legislative Budget Board (LBB) and the Governor's Office of Budget, Planning, and Policies was held September 17. During this hearing it was noted that MSU did not include requests for Tuition Revenue Bond (TRB) projects in the LAR. It was suggested that MSU could include any such requests in the October LAR submission. The Board of Regents previously approved the Moffett Library project and the Ligon Coliseum Phase II project as the top two priorities for Midwestern State University in the MP1 report. These two projects were added to the LAR in the event TRB funding is provided during the upcoming legislative session. Funding requested for the Moffett Library project was \$40 million and funding requested for the Ligon Phase II Project was \$6.4 million.

Dr. Rogers reported that in the past the state legislature has appropriated TRB funding every four years, wherein a university pledges its tuition to construct a building or renovate a facility. The state then makes the principle and interest payments on that debt. The best information the administration had when putting together the LAR was that the state would not issue TRBs during the 2009 legislative session and it was not necessary to include such requests in the LAR. When the legislative hearings began it became apparent that the other state universities included TRB requests in their legislative requests. During MSU's testimony Dr. Rogers discussed the matter with LBB and Governor's Office representatives and determined that a request for TRB funding could be added to MSU's LAR. The administration determined that the top two priority projects that were approved as part of MSU's MP1 should be included in the TRB request.

Dr. Gunn moved approval of this item as presented. Mr. Gustafson seconded the motion.

Dr. Rogers noted that Moffett Library was built in 1964 and was renovated and enlarged in 1985. He added that libraries have changed dramatically since the building was built and it is time for this facility to be fully renovated and reconfigured. Mr. Engelman asked if the renovated library would have additional computer capabilities. Dr. Rogers responded that it would. He stated that the building will be rewired so that it is very accessible to electronic information and has wireless capability throughout.

Mr. Lalani asked Dr. Rogers if he was comfortable with being able to provide library space for students to use while the structure is thoroughly renovated. Dr. Rogers

responded that while there is not a definite plan at this time, he is confident that it can be accomplished. He added that the administration has discussed the possibility of building a new library facility and renovating the current building to be used for another purpose. However, THECB space model for state universities shows MSU to have an excess amount of space for the number of students enrolled. It would be unlikely that such a project would be approved because it would add so much new square footage to the campus.

Mr. Lalani reminded the board that the administration was seeking board approval to modify the LAR to include these two TRB requests. If funding is provided, the projects would need further approval by the board before moving forward.

There being no further discussion, the motion was approved.

Instrumental Music Hall Project

09-04. The Board of Regents previously authorized the Instrumental Music Hall Project at a cost of \$1.5 million. Rising construction costs and other unforeseen issues relating to site utility relocations, engineer recommendations for a structural slab, and the cost of design elements and mechanical systems have caused the price to exceed this amount. Mr. Lalani presented the administration's recommendation that the scope of the project be increased to \$2.63 million and that the administration seek approval of the expanded project from THECB. The administration further requested authorization to finance \$1.13 million of these costs through the Texas Public Finance Authority (TPFA) and the Texas Bond Review Board, and commit HEAF to support the repayment of these funds during the next five years.

Dr. Rogers noted that the administration originally proposed constructing an inexpensive bricked metal building. However, as the project developed it became apparent that it was important to have a building that would not only meet the needs of the instrumental music program, but would be an attractive addition to the campus. While the board previously approved a \$1.5 million project, project cost increases have continued.

The best location for the building is just east of the existing Fain Fine Arts Building. This will provide close proximity to the current music department, a loading dock, and space for parking. Unfortunately, that area contains underground utilities that must be relocated. Additionally, connecting the building to the existing utility tunnel will add costs at this time, but will be more cost efficient over time. Dr. Rogers noted that he had approved adding porches to the facility so that it would look more like the rest of the campus. He added that since the first estimates were provided, the cost of steel has gone up 27%, drywall has gone up 18%, and plumbing has gone up 22%.

Dr. Rogers reported that there is a question concerning the type of slab that is required for the building. The original recommendation was that the building include a structural slab foundation. The construction manager at risk believes that if a slab on grade foundation was used it would cost up to \$125,000 less than a structural slab. Dr. Rogers noted that another geotechnologist is going to analyze another soil sample and make a recommendation concerning this matter. Mr. Perkins stated that the recommended

foundation is not consistent with what has been used on the rest of the campus and the construction team felt an additional review was warranted.

Dr. Rogers asked for authorization to work with the Board of Regents Executive Committee as necessary should a decision be required concerning the building's foundation. Mr. Lalani asked if the additional \$125,000 was included in the \$2.64 million estimate. Dr. Rogers responded that it was.

Mr. Gustafson moved approval of the original motion. Dr. Gunn seconded the motion.

Dr. Givens asked if the structural slab foundation would give the university the option of adding a third or fourth floor to the building without any structural changes. Mr. Perkins responded that the building is not currently designed to extend any higher.

Dr. Gunn moved the original motion be amended to include the authorization for the president to work with the Executive Committee on the foundation issue. Mr. Gustafson seconded the motion and the amendment was approved.

The committee then voted on the amended motion which was to expand the scope of the project to \$2.63 million and authorize the administration to seek approval from THECB; to further authorize the financing of \$1.13 million of these costs through TPFA and the Texas Bond Review Board, and commit HEAF to support the repayment of these funds during the next five years; and to finally authorize the president to work with the Board of Regents Executive Committee as necessary should a decision be required concerning the building's foundation. The amended motion was approved.

Office of General Counsel – 2009-2010 Budget

09-05. Mr. Lalani presented the administration's request for authorization to establish an Office of General Counsel beginning with the 2009-2010 budget. He noted that it is anticipated that this will be a one-person office and that the attorney will be hired on a part-time basis. This action should eliminate the need for an Outside Counsel contract each year. The administration further recommended that General Counsel report to the president and to the Board of Regents and that the board and president share hiring responsibilities.

Dr. Rogers noted that MSU has used an outside counsel, which is approved by the Texas Attorney General, since 1980. He indicated that more legal issues arise each year and the time has come to have a general counsel office on campus.

Mr. Wible moved approval of this recommendation as presented. Dr. Gunn seconded the motion.

Mr. Hessing asked about the cost differential in having a person on campus versus the current arrangement. Mr. Lalani responded that it would likely cost approximately \$30,000 more each year when compared to what is currently being spent for these services. He added his belief that the cost benefit would far outweigh the additional cost. Mr. Hessing expressed his support of this action. Mr. Gustafson asked if a full-time position should be added rather than part-time. Dr. Rogers responded that his preference was to hire a part-time individual at this time while it is likely that the position will be

expanded in time. He added that the university will not lose the support of the attorney general's office.

There being no further discussion, the motion was approved.

Wichita Falls Museum of Art at Midwestern State University – By-Laws Change/Advisory Board Student Member

09-06. At the request and recommendation of the Board of the Wichita Falls Museum of Art at Midwestern State University, the administration recommended the addition of a student member position to the Museum Board. An individual appointed to serve in this position would serve a one year term and may be reappointed. The Board of Regents would approve the appointment of the student member in August of each year. Should the Board of Regents approve this recommendation, the administration further recommended naming Michelle Harris as the student member for the 2008-2009 academic year.

Dr. Rogers noted that Michelle is a senior majoring in kinesiology and marketing. She is a Student Ambassador and is also a captain of the MSU Women's Soccer Team. He indicated that the Museum Board felt that student input was important in the development of the museum.

Mr. Gustafson moved approval of this item as presented. Dr. Gunn seconded the motion and it was approved.

MSU Charitable Trust Membership

09-07. Mr. Lalani reported that the by-laws of the MSU Charitable Trust require that individuals appointed as trustees be approved by the MSU Board of Regents. The current trustees of the MSU Charitable Trust are Frank Gibson, Kay Yeager, Mac Cannedy, Jr., and Jesse Rogers. Dr. Rogers serves by virtue of his position as president of Midwestern State University. The administration recommended that the Chairperson of the MSU Board of Regents and the Chairperson of the Board of Regents Finance and Audit Committee serve as trustees of the MSU Charitable Trust, effective immediately. It was further recommended that the Board of Regents request that the trustees of the MSU Charitable Trust meet no less than twice each year.

Dr. Rogers reported that Midwestern State University has a trust and a foundation that exist to benefit the university. The MSU Foundation, Inc. is a separate 501(c)(3) with its own board of directors. Each year the foundation board determines the amount of available funds and the administration requests funding for various purposes. A large amount of the yearly allocation funds student scholarships.

The MSU Charitable Trust has existed since the late 1980's and the MSU Board of Regents appoints the trustees of the trust. This action by the MSU Board of Regents would add two ex-officio trustees to serve and represent the MSU Board of Regents to the Charitable Trust.

Mr. Wible moved approval of this recommendation as presented. Dr. Gunn seconded the motion.

Mr. Lalani noted that the MSU Foundation, Inc. is an independent operation although MSU is the beneficiary of the funds. The Charitable Trust is not independent from the university. Since the trust was developed it has happened that the chairperson of the MSU board was also a member of the trust through Kay Yeager and then Mac Cannedy. He indicated that since neither individual currently serves on the MSU board it was an appropriate time to review board representation on the trust. This action will ensure that two MSU regents will serve on the MSU Charitable Trust board. He added that when the trust began it held approximately \$2 million. At the current time the trust is valued at over \$20 million.

There being no further discussion, the motion was approved.

Executive Session

Mr. Lalani announced that the Board of Regents would go into closed session as allowed by the Texas Government Code Chapter 551, Section 551.072, Real Property, and Section 551.073, Gifts and Donations, to consider Items 09-08 (Deliberations About Real Property) and 09-09 (Deliberations Regarding Gifts and Donations). The closed session was properly announced at 2:30 p.m. Board members, Dr. Rogers, Dr. Wiedemann, Dr. Sandoval, Dr. Farrell, Dr. Clark, Mr. Spencer, and Ms. Barrow remained for the entire discussion. Mr. Lamb and Mr. Goldapp stayed for the first portion of the discussion.

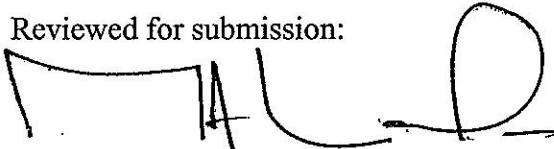
Open Meeting Resumes

The closed session ended at 3:58 p.m. with an announcement by Mr. Lalani that no action was taken during Executive Session.

Adjournment

There being no further business, the Executive Committee discussion concluded at 3:59 p.m.

Reviewed for submission:



Munir Lalani, Chairman
Midwestern State University
Board of Regents Executive Committee

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

**Finance and Audit Committee
November 13, 2008**

The Board of Regents, Midwestern State University, met in regular session in the Board Room, Hardin Administration Building, Wichita Falls, Texas, at 4:10 p.m., Thursday, November 13, 2008. Finance and Audit Committee members in attendance were Mr. Munir Lalani, Chairman; Mr. Charles Engelman; Dr. Lynwood Givens; and Mr. Shawn Hessing. Other regents attending the meeting were Ms. Charlye Farris, Dr. Carol Gunn, Mr. Stephen Gustafson, Ms. Jane Spears, Mr. Ben Wible, and Student Regent Haley Lain.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Friederike Wiedemann, Provost; Mr. Juan Sandoval, Vice President for Administration and Finance; Dr. Howard Farrell, Vice President for University Advancement and Student Affairs; and Dr. Bob Clark, Vice President for Institutional Effectiveness and Enrollment Management. Other university personnel attending the meeting included Mr. Keith Lamb, Associate Vice President for Student Affairs; Mr. Allen Goldapp, Associate Vice President for Facilities Services; Mr. Charlie Carr, Director of Athletics; Mr. David Spencer, Internal Auditor; Ms. Dianne Weakley, Director of Human Resources; Ms. Ann Medford, Chair of the MSU Faculty Senate; Mr. Chris Gore, Chairman of the MSU Staff Senate; Ms. Gail Ferguson, Controller; Ms. Valarie Maxwell, Director of Budget and Management; Dr. Dan Stoicescu, Director of Institutional Research, Planning, and Assessment; Ms. Janus Buss, Director of Public Information and Marketing; Ms. Cindy Ashlock, Executive Assistant to the President; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the MSU Student Government Association was Mr. Ian Van Reenen, 08-09 SGA President, and Mr. Robert Stewart, SGA Observer. Representing the news media was Ms. Brittany Norman, reporter for *The Wichitan*.

Chairman Lalani called the meeting to order at 4:10 p.m.

Reading and Approval of Minutes

09-10. The minutes of the Finance and Audit Committee meeting August 7, 2008, were approved as presented.

Review and Acceptance of Financial Report

09-11. The administration recommended the July, 2008, Financial Report for acceptance as previously distributed. Dr. Rogers reported that the final 2008 Annual Financial Report will be completed soon and will be distributed to the board for acceptance at the February meeting.

Mr. Sandoval reported that for the 11 months ended July 31, 2008 net assets increased by almost \$1 million, while the same period in 2007 showed a decrease in net assets of \$3.26 million. He added that preliminary data for FY 2008 shows that the overall dependence on reserves was \$200,000 while the budget was predicated on a \$2.4 million dependence on reserves.

Mr. Sandoval noted that Schedule 1 of the financial report was restructured following the August board meeting based on input from the regents. Mr. Engelman thanked Mr. Sandoval for this change in reporting format. Mr. Sandoval added that he would continue to provide the trend analysis information that was requested by Mr. Hessing.

Mr. Engelman moved the board accept this report as presented. Mr. Hessing seconded the motion.

Mr. Engelman asked how the university received a \$300,000 credit on repairs and maintenance in July. Ms. Ferguson responded that this represented a capitalization of construction items that were previously classified to repairs and maintenance.

There being no further discussion, the motion was approved.

Degree Completion Scholarship Fund

09-12. The administration recommended an allocation of \$50,000 to provide scholarships for students who are within 30 hours of completing the undergraduate degree. Mr. Lalani reported that this fund would be available for those students whose previous MSU scholarships have expired. The source of funds would be Undesignated Local Tuition.

Dr. Rogers noted that he would present information Friday concerning the incentive funds that MSU received. He reported that the funding received was in excess of that estimated and he wanted to allocate \$50,000 of the funding to provide these scholarships. He added that some students attend MSU with a four year scholarship and when the scholarship runs out they have difficulty finishing their degrees. This scholarship fund would help these students complete their degrees.

Dr. Givens moved approval of this recommendation as presented. Mr. Hessing seconded the motion and it was approved.

FY 2007-2008 Item \$50,000 & Under Approved by President

09-13. A budget increase authorized by the president was presented for ratification as shown in the agenda document. Dr. Rogers noted that peer review is an important evaluation tool for the university's academic programs. These funds were provided to the College of Fine Arts for this purpose.

Mr. Engelman moved the ratification of this item as presented. Dr. Givens seconded the motion and it was approved.

Salary/Title/Position Changes in 2008-2009 Budget Approved per Board Authorization

09-14. Salary, title, and position changes approved by the president were presented for ratification as shown in the agenda document. Dr. Rogers noted that the majority of changes were in the colleges of education and health sciences and human services. He added that in a number of cases the additional funding was provided through grants. As an example, funding from the West Foundation provided the salary for an educator in the field of dyslexia. He noted that when the nursing staff at United Regional Health Care System received a salary increase it was necessary to give a similar increase to MSU's

nurse educators that work in the simulation center at the hospital. He indicated that all of these additions and changes were important.

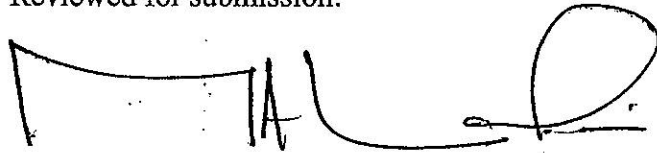
Mr. Hessing noted that while the total budget increase was \$106,000, only \$25,000 was funded from university funds outside of private funds and grants.

Mr. Hessing moved the ratification of these items as presented. Mr. Engelman seconded the motion and it was approved.

Adjournment

The Finance and Audit Committee discussion concluded at 4:28 p.m.

Reviewed for submission:

A handwritten signature in black ink, appearing to read 'Munir A. Lalani', written over a horizontal line.

Munir A. Lalani, Chairman
Midwestern State University
Board of Regents Finance & Audit Committee

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

**Personnel and Curriculum Committee
November 13, 2008**

The Board of Regents, Midwestern State University, met in regular session in the Board Room, Hardin Administration Building, Wichita Falls, Texas, at 4:28 p.m., Thursday, November 13, 2008. Personnel and Curriculum Committee members in attendance were Dr. Carol Gunn, Chair; Dr. Lynwood Givens; Ms. Jane Spears; and Mr. Ben Wible. Other regents attending the meeting were Mr. Charles Engelman, Ms. Charlye Farris, Mr. Stephen Gustafson, Mr. Shawn Hessing, Mr. Munir Lalani, and Student Regent Haley Lain.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Friederike Wiedemann, Provost; Mr. Juan Sandoval, Vice President for Administration and Finance; Dr. Howard Farrell, Vice President for University Advancement and Student Affairs; and Dr. Bob Clark, Vice President for Institutional Effectiveness and Enrollment Management. Other university personnel attending the meeting included Mr. Keith Lamb, Associate Vice President for Student Affairs; Mr. Charlie Carr, Director of Athletics; Mr. David Spencer, Internal Auditor; Ms. Dianne Weakley, Director of Human Resources; Ms. Ann Medford, Chair of the MSU Faculty Senate; Mr. Chris Gore, Chairman of the MSU Staff Senate; Dr. Dan Stoicescu, Director of Institutional Research, Planning, and Assessment; Ms. Janus Buss, Director of Public Information and Marketing; Ms. Cindy Ashlock, Executive Assistant to the President; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the MSU Student Government Association was Mr. Ian Van Reenen, 08-09 SGA President, and Mr. Robert Stewart, SGA Observer.

Chair Gunn called the meeting to order at 4:28 p.m.

Reading and Approval of Minutes

09-15. The minutes of the Personnel and Curriculum Committee meeting August 7, 2008, were approved as presented.

Faculty Report

09-16. Ms. Ann Medford, new chair of the MSU Faculty Senate, expressed appreciation for the opportunity to address the Board of Regents. She reported that she recently attended a conference of the Texas Council of Faculty Senates in Austin. She noted that she came away from the meeting very pleased with the relationship of the MSU faculty, administration, and board. She added that the stability and accessibility of the administration to the faculty is not something that is apparent at all other universities.

Ms. Medford reported that during this academic year the Faculty Senate has made recommendations concerning emeritus status, worked through security issues with advising and the Banner system, held elections for the Piper and the Faculty Awards, addressed faculty concerns about course evaluations, and heartily endorsed Dr. Rogers' commitment to implementing greater sustainability efforts on campus.

She noted that faculty at universities throughout the state are working diligently to gain access into board meetings with the hope of one day being able to address the board on behalf of the Faculty Senate. She thanked the board for the opportunity and noted that the privilege is not taken for granted.

Staff Report

09-17. Mr. Chris Gore, Chairman of the MSU Staff Senate, thanked Dr. Rogers for having a vision and supporting the initiation of a staff senate. He also thanked Dianne Weakley and her committee for their research and groundwork in the formation of the senate. He noted that the senate has met twice. Officers have been elected and committees have been developed. The group is in the process of developing by-laws and addressing concerns that have been presented.

Enrollment Report – Fall 2008

09-18. The fall enrollment report was presented in the agenda document. Dr. Rogers noted that this was the first enrollment increase since admissions standards were raised in 2006. He added that credit hour production increased by almost 1%.

Small Class Report – Fall 2008

09-19. The small class report for the fall 2008 semester was presented in the agenda document. Dr. Wiedemann indicated that the majority of small classes are offered because a student needs the class to graduate. Additionally, some of the programs are new, such as a new emphasis on computer research in the field of mass communication. She added that students are no longer being admitted to the Manufacturing Engineering Technology program and the classes will be small until the current students graduate. She noted that class numbers starting with an X are distance education courses, those indicating a 70 or 80 are taught at night, N courses are taught for international students, and H is honors classes.

Ms. Spears asked if the university could afford to have a class with one or two students enrolled. Dr. Wiedemann responded that it does not happen often and added that some of the courses are taught together, such as Broadcast News I and II. The enrollments show as two separate classes on this report, but the classes are combined.

Mr. Engelman asked if the administration sometimes allows students to substitute a course for a required course. Dr. Wiedemann responded that when possible this is allowed.

Review of Personnel Reports for FY 07-08 Budget

09-20. The reports of personnel changes in July and August, 2008, were presented for information in the agenda document. Dr. Rogers noted that the summary page indicated the additions and deletions for the entire academic year.

Review of Personnel Report for FY 08-09 Budget

09-21. The report of personnel changes in September, 2008, was presented for information in the agenda document.

December 2008 Graduating Class

09-22. The administration recommended approval of the list of candidates for December 2008 graduation with the provision that they meet all requirements as prescribed by the faculty and administration. Ms. Barrow reported that this is the largest number of candidates for December graduation, with 511 students. This is 98 more than last year. Dr. Rogers added that 77 of the candidates are nursing students.

Ms. Spears moved approval of this list as presented. Mr. Wible seconded the motion and it was approved.

Approval of Revised 2008-2009 Academic Calendar

09-23. Dr. Gunn noted that the administration recommended approval of the revisions to the academic calendar for the 2008-2009 academic year as shown in the agenda document. She added that the proposed changes related to the summer class schedule.

Dr. Clark reported that the university implemented a four-day work and class schedule in the summer several years ago in an effort to save on utility costs. After serious discussion and consideration, the administration determined that campus offices need to be open five days a week to conduct the business of the university. In the summer 2008 a five-day work and class schedule was initiated. Because of changes in public school calendars the university schedule was such that summer classes lasted two hours. Following the summer term faculty and students asked that the summer schedule be reviewed to see if a better schedule could be developed for the summer 2009. The registrar developed options and they were submitted to the Academic Council for review. The proposed calendar change includes a four-day class schedule with two hour classes, and a five-day work schedule for the staff and administration. Dr. Clark added that only one area school will still be in school when MSU's first summer term begins. However, the superintendent has indicated that his students would be able to enroll and start summer school without any difficulty.

Mr. Wible moved approval of this calendar change. Ms. Spears seconded the motion and it was approved.

New Academic Program Option – Psychiatric Mental Health Nurse Practitioner (PMHNP)

09-24. Dr. Gunn presented the administration's request for authorization to add a Psychiatric Mental Health Nurse Practitioner (PMHNP) Program as an online option within the Master of Science in Nursing (MSN) degree program to MSU's graduate offerings.

Dr. Wiedemann reported that there is a shortage of psychiatrists in Texas, particularly in rural areas. She indicated that this program would provide additional nurse practitioners to help in areas where psychiatrists are not available. The University of Texas at Arlington is the only university in Texas currently offering this degree and it is a residential program. This proposed program at MSU would be offered completely on-line and should not compete with UTA for students. The nursing faculty surveyed state mental health administrators and nurses concerning the need for the program and received a very positive response.

Dr. Rogers noted that MHMR professionals in the area and local legislators contacted the university concerning the possibility of offering this degree program. Mr. Lalani asked if adequate clinical sites would be available. Dr. Wiedemann responded that since this is an on-line program many of the students will not be within this area and will be near another clinical site.

Dr. Givens moved approval of this recommendation as presented. Ms. Spears seconded the motion and it was approved.

MSU Catalog Change - Student Drop Date

09-25. Dr. Gunn presented the administration's recommendation to change the final drop date during the long semester from the tenth week of the semester to the eighth, and to institute similar changes to the summer terms as presented in the agenda document.

Dr. Rogers reported that the Commissioner of Texas Higher Education Coordinating Board (THECB) has recommended to the state legislature that funding for semester credit hours be based on hours completed rather than hours enrolled. While the legislature has not taken action regarding this recommendation, the administration reviewed the current student drop date to ensure that it was the most efficient for the student and the university. The Academic Council reviewed this matter and supports this recommended change. With the deadline moved to the eighth week, students will still have results of mid-term examinations or assignments and will have a good idea concerning how they are progressing in the course.

Mr. Wible moved approval of this item as presented. Ms. Spears seconded the motion and it was approved.

MSU Catalog Change – Graduation Requirements

09-26. Dr. Gunn presented the administration's recommendation to reduce the number of hours required for the baccalaureate degree from 124 hours to 120 hours in accordance with Texas Education Code §61.0515, and the further recommendation to remove the minor from MSU's baccalaureate degree requirements, as presented in the agenda document.

Dr. Rogers noted that the change from 124 hours to 120 hours is now state law, although it is not something he supports. He indicated that it will be difficult for a number of programs to be offered with the requirement of only 120 hours. Dr. Wiedemann added that the university can petition THECB for permission to go beyond the 120 limit in special cases, such as engineering.

Dr. Wiedemann added that currently a minor is generally required of all degrees, except those listed in the catalog. In order to meet the 120 hour rule, the administration recommends removing the requirement of a minor. She noted that this does not mean that majors cannot include a minor, but the minor would have to be included within the 120 hours. This will allow additional flexibility for the academic departments.

Mr. Lalani asked about the rationale behind this action by the state. Dr. Rogers responded that it was part of the effort to get more students through the baccalaureate degree in Texas.

Dr. Givens moved approval of this item as presented. Mr. Wible seconded the motion and it was approved.

Requirements for Double Major

09-27. Dr. Gunn reported that students wishing to double major may not count a course required in both majors toward the completion of both. The administration recommended changing this requirement to allow students to count a course among the requirements in more than one major. This change would remove the need to enroll in courses not required in either major and will allow students who double major in fields that share required courses to graduate in a more timely manner.

Ms. Spears moved approval of this item as presented. Mr. Wible seconded the motion and it was approved.

MSU Policies and Procedures Manual Changes

09-28. The following changes to the *MSU Policies and Procedures Manual* were recommended for approval as presented.

- A. Policy 2.24, Board Contract Signing Authorization– the administration recommended changes to the policy as shown in Attachment 1, which was modified from the wording included in the original agenda document. Dr. Rogers reported that when Mr. Sandoval was hired as vice president he asked about the university's contract review and signing procedures. The administration recently reviewed the current policy and discussed the matter with Mr. Lalani. Roger Lee then reviewed the document and it was presented for the Board's review and approval.

Mr. Hessing expressed concern that the policy is not clear with regard to whether the approval process begins at the lowest level and moves up. Ms. Barrow responded that she would work with Roger Lee on modified wording for the board to consider Friday. Mr. Lalani noted that this item could be pulled from the consent agenda for further discussion Friday.

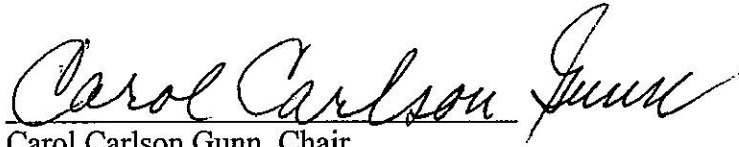
- B. Policy 2.338, University Boards, Councils & Committees – the administration recommended the following council and committee changes:
- i. Administrative Council - add Chair of Staff Senate to the committee structure.
 - ii. Competitive Scholarship Committee – add international services office representative to the committee.
 - ii. University Data Standards/Security Committee – clarify purpose and reporting structure, and add Banner Project Manager and University Webmaster to the committee structure.
- C. Policy 3.212, Staff Hiring Procedures – a revision was proposed to add the requirements for prior approval of new titles, title changes, and departmental reorganizations. Additionally, the overall statement of the policy was modified for clarity.

Mr. Wible moved approval of these policy changes as presented. Ms. Spears seconded the motion and it was approved.

Adjournment

There being no further business, the Personnel and Curriculum Committee discussion concluded at 5:24 p.m.

Reviewed for submission:



Carol Carlson Gunn, Chair
Midwestern State University
Board of Regents Personnel & Curriculum Committee

ATTACHMENT:

1. Policy 2.24 – Board Contract Signing Authority (as proposed)

Policy 2.24

BOARD CONTRACT SIGNING AUTHORIZATION

Date Adopted/Most Recent Revision: 5/11/01

A. General

The President of Midwestern State University, or his designate, is authorized to sign all contracts for the purchase of goods or services if the total amount of the specific contract is:

1. previously approved by the Board; or
2. part of a local, state, or national grant for educational services to the university; or
3. \$50,000 or less; or
4. within the range specified by the Board of Regents for construction contracts.

B. Contract Review Requirements

1. All contracts in the amount of \$10,000 or less may be authorized at the department level; the signature of one vice president, the provost, or the president is required.
2. All contracts ranging from \$10,000.01 - \$50,000 must be authorized by one vice president, the Provost, or the President, and the Vice President for Administration and Finance.
3. All contracts that exceed \$50,000 must be approved by the university's General Counsel, and signed by the President or the Vice President for Administration and Finance. Should the university's General Counsel not approve the contract, Board of Regents authorization will be required.

Service Contracts

~~The President, or his designate, is also authorized to sign all service contracts relating to the on-going operations of the university which do not involve the expenditure or receipt of funds.~~

C. Employment Contracts & Notices of Employment

The President, or his designate, is ~~further~~ authorized to sign all contracts and notices of employment for university personnel.

D. Real Estate

Contracts for the purchase or sale of real property must be signed by ~~an appropriate member~~ the chairperson of the Board of Regents or his/her designate.

E. Designate Authorization

Delegation of signature authority to a designate by either the chairperson of the Board of Regents or the President of the university shall only be done in writing, but an informal letter or memorandum that is specific o the contract or the contract subject matter may suffice for this purpose.

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

**Student Services Committee
November 13, 2008**

The Board of Regents, Midwestern State University, met in regular session in the Board Room, Hardin Administration Building, Wichita Falls, Texas, at 5:24 p.m., Thursday, November 13, 2008. Student Services Committee members in attendance were Ms. Charlye Farris, Chair; Dr. Lynwood Givens; Dr. Carol Gunn; and Ms. Jane Spears. Other regents attending the meeting were Mr. Charles Engelman, Mr. Stephen Gustafson, Ms. Shawn Hessing, Mr. Munir Lalani, Mr. Ben Wible, and Student Regent Haley Lain.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Friederike Wiedemann, Provost; Mr. Juan Sandoval, Vice President for Administration and Finance; Dr. Howard Farrell, Vice President for University Advancement and Student Affairs; and Dr. Bob Clark, Vice President for Institutional Effectiveness and Enrollment Management. Other university personnel attending the meeting included Mr. Keith Lamb, Associate Vice President for Student Affairs; Mr. Charlie Carr, Director of Athletics; Mr. David Spencer, Internal Auditor; Ms. Dianne Weakley, Director of Human Resources; Ms. Ann Medford, Chair of the MSU Faculty Senate; Mr. Chris Gore, Chairman of the MSU Staff Senate; Dr. Dan Stoicescu, Director of Institutional Research, Planning, and Assessment; Ms. Janus Buss, Director of Public Information and Marketing; Ms. Cindy Ashlock, Executive Assistant to the President; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the MSU Student Government Association was Mr. Ian Van Reenen, 08-09 SGA President, and Mr. Robert Stewart, SGA Observer.

Chair Farris called the meeting to order at 5:24 p.m.

Reading and Approval of Minutes

09-29. The minutes of the Student Services Committee meeting August 7, 2008, were approved as presented.

Student Government Report

09-30. Student Government Association (SGA) President Ian Van Reenen thanked Dr. Rogers and the administration for putting the plan in place requesting funding for the renovation of Moffett Library. He indicated that during the fall semester SGA has worked on issues such as skateboarding on campus, the English Usage Exam, and student evaluations of faculty. He stated he was pleased to report that the administration listens to and works with the students.

Ian noted that Ms. Medford mentioned the Faculty Senate's interest in the issue of sustainability and finding ways to make the university more environmentally conscious. SGA has bold plans regarding this matter and should have a proposal to present to the administration and the board in the future.

Mr. Lalani thanked Ian for his leadership. Dr. Rogers apologized to Ian for not being able to attend the recent Student Senate meeting. He noted that 138 new parking spaces would be added to the campus in the near future. Ian responded that while he did not mention the lack of parking, it was always a topic of discussion among students. He expressed appreciation to the administration for taking active steps to improve the parking situation on campus.

Mr. Engelman asked if bicycling to and from campus could be encouraged. Mr. Van Reenen responded that he would support such an initiative. Mr. Lalani noted that if 100 bicycles were provided to be kept on campus students might use them as needed. He indicated his belief that it would be best if such a plan came from the students.

Americans with Disabilities Act (ADA) Annual Report

09-31. This report was presented as information and was shown in the agenda document.

Adjournment

The Student Services Committee discussion concluded at 5:31 p.m.

Reviewed for submission:



Charlye O. Farris, Chair
Midwestern State University
Board of Regents Student Services Committee

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

**University Development Committee
November 13, 2008**

The Board of Regents, Midwestern State University, met in regular session in the Board Room, Hardin Administration Building, Wichita Falls, Texas, at 5:31 p.m., Thursday, November 13, 2008. University Development Committee members in attendance were Mr. Stephen Gustafson, Chairman; Mr. Charles Engelman, Ms. Charlye Farris, and Ms. Jane Spears. Other regents attending the meeting were Dr. Lynwood Givens, Dr. Carol Gunn, Mr. Shawn Hessing, Mr. Munir Lalani, Mr. Ben Wible, and Student Regent Haley Lain.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Friederike Wiedemann, Provost; Mr. Juan Sandoval, Vice President for Administration and Finance; Dr. Howard Farrell, Vice President for University Advancement and Student Affairs; and Dr. Bob Clark, Vice President for Institutional Effectiveness and Enrollment Management. Other university personnel attending the meeting included Mr. Keith Lamb, Associate Vice President for Student Affairs; Mr. Charlie Carr, Director of Athletics; Mr. David Spencer, Internal Auditor; Ms. Dianne Weakley, Director of Human Resources; Ms. Ann Medford, Chair of the MSU Faculty Senate; Mr. Chris Gore, Chairman of the MSU Staff Senate; Dr. Dan Stoicescu, Director of Institutional Research, Planning, and Assessment; Ms. Janus Buss, Director of Public Information and Marketing; Ms. Cindy Ashlock, Executive Assistant to the President; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the MSU Student Government Association was Mr. Robert Stewart, SGA Observer.

Chairman Gustafson called the meeting to order at 5:31 p.m.

Reading and Approval of Minutes

09-32. The minutes of the University Development Committee meeting August 7, 2008, were approved as presented.

Summary of Gifts, Grants and Pledges 9/1/07- 8/31/08

09-33. Dr. Farrell reported that approximately \$6 million was received in gifts and grants during FY 2008. Some of the gifts received in the last quarter included the following:

1. Mr. and Mrs. Jim McCoy gave \$666,667 for the McCoy Engineering Building. This is the second of three installments of their \$2 million pledge.
2. Mr. and Mrs. Phil Bolin donated an additional \$134,000 for completion of the Liberty Bell Replica. Dr. Farrell added that the bell should be installed in the next few weeks.

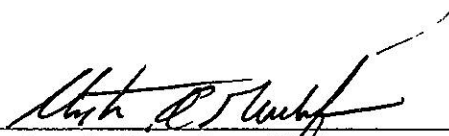
Summary of Financial Support 9/1/08- 10/03/08

09-34. Dr. Farrell noted that in the first month of FY 2009 a total of \$800,000 in gifts and grants was received. He added that he just received a commitment of \$150,000 which will finalize funding for the mustangs sculpture. He indicated his hope that it would be complete and installed in February.

Adjournment

The University Development Committee discussion concluded at 5:35 p.m.

Reviewed for submission:

A handwritten signature in dark ink, appearing to read "Stephen A. Gustafson", is written over a horizontal line.

Stephen A. Gustafson, Chairman
Midwestern State University
Board of Regents University Development Committee

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

**Athletics Committee
November 13, 2008**

The Board of Regents, Midwestern State University, met in regular session in the Board Room, Hardin Administration Building, Wichita Falls, Texas, at 5:35 p.m., Thursday, November 13, 2008. Athletics Committee members in attendance were Mr. Ben Wible, Chairman; Mr. Charles Engelman; Mr. Stephen Gustafson; and Mr. Shawn Hessing. Other regents attending the meeting were Ms. Charlye Farris, Dr. Carol Gunn, Dr. Lynwood Givens, Mr. Munir Lalani, Ms. Jane Spears, and Student Regent Haley Lain.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Friederike Wiedemann, Provost; Mr. Juan Sandoval, Vice President for Administration and Finance; Dr. Howard Farrell, Vice President for University Advancement and Student Affairs; and Dr. Bob Clark, Vice President for Institutional Effectiveness and Enrollment Management. Other university personnel attending the meeting included Mr. Keith Lamb, Associate Vice President for Student Affairs; Mr. Charlie Carr, Director of Athletics; Mr. David Spencer, Internal Auditor; Ms. Dianne Weakley, Director of Human Resources; Ms. Ann Medford, Chair of the MSU Faculty Senate; Mr. Chris Gore, Chairman of the MSU Staff Senate; Dr. Dan Stoicescu, Director of Institutional Research, Planning, and Assessment; Ms. Janus Buss, Director of Public Information and Marketing; Ms. Cindy Ashlock, Executive Assistant to the President; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the MSU Student Government Association was Mr. Robert Stewart, SGA Observer.

Chairman Wible called the meeting to order at 5:35 p.m.

Reading and Approval of Minutes

09-35. The minutes of the Athletics Committee meeting August 7, 2008, were approved as presented.

Athletics Status Report

09-36. Mr. Charlie Carr presented information concerning the athletics program.

1. The football team went 6-4 this year. While it was a difficult year, Coach Maskill did a fine job.
2. The volleyball team posted their best record (25-8) and is playing in the Lone Star Conference (LSC) tournament. Two students were named to the All-Conference Team (Allison Schreiber and Alysha Pritt). Additionally, Allison was named to the Regional All-Academic Team.
3. Women's soccer finished the season at 14-7. Kelsey Hill was named Freshman of the Year in the LSC.
4. The men's soccer team qualified for the NCAA regional tournament, which will be held on the MSU campus. The team produced the Defensive Player of the Year,

Freshman of the Year, and seven all-conference players. Additionally, Coach Elder was named conference coach of the year. Tyler Murphy repeated as the Southwest Soccer Conference Academic Player of the Year.

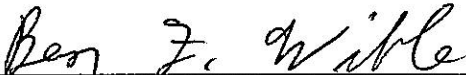
5. The women's Cross Country team will participate in the national championship competition for the first time in MSU history. Lindsey Pate was named Freshman of the Year, and Katie Stepp and Kayla Hendrix were named to the All-Conference Team. Additionally, Hassie Sutton was named LSC All-Academic Cross Country Runner of the Year.
6. Coach Ray has done a tremendous job of helping recruit women to play golf at MSU beginning in the fall 2009. An announcement will be made soon concerning the first four commitments to women's golf.
7. The athletics department has begun an initiative to connect with former lettermen. Members of the 1988 football team were honored at Homecoming and the Maroon and Gold Club was announced. The Alumni Association has identified over 1200 former athletes and they will be contacted. There has been great interest expressed among these individuals.
8. The overall grade point average for student athletes in 2007-2008 was 2.7 which compares favorably to the overall student grade point average.

Mr. Carr presented a plaque and expressed appreciation to Mr. Gustafson for his assistance in recognizing the fall sports.

Adjournment

There being no further business, the Athletics Committee discussion concluded at 5:47 p.m.

Reviewed for submission:


Ben F. Wible, Chairman
Midwestern State University
Board of Regents Athletics Committee

MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS
Committee of the Whole
November 13, 2008

The Board of Regents, Midwestern State University, met in regular session in the Board Room, Hardin Administration Building, Wichita Falls, Texas, at 1:30 p.m., Thursday, November 13, 2008. Regents in attendance were Mr. Munir Lalani, Chairman; Dr. Carol Gunn, Vice Chairperson; Mr. Stephen Gustafson, Secretary; Mr. Charles Engelman; Ms. Charlye Farris; Dr. Lynwood Givens; Mr. Shawn Hessing; Ms. Jane Spears; Mr. Ben Wible; and Student Regent Haley Lain.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Friederike Wiedemann, Provost; Mr. Juan Sandoval, Vice President for Administration and Finance; Dr. Howard Farrell, Vice President for University Advancement and Student Affairs; and Dr. Robert Clark, Vice President for Institutional Effectiveness and Enrollment Management. Other university personnel attending the meeting included Mr. Keith Lamb, Associate Vice President for Student Affairs; Mr. Allen Goldapp, Associate Vice President for Facilities Services; Mr. Charlie Carr, Director of Athletics; Mr. David Spencer, Internal Auditor; Ms. Dianne Weakley, Director of Human Resources; Ms. Ann Medford, Chair of the MSU Faculty Senate; Mr. Chris Gore, Chairman of the MSU Staff Senate; Ms. Gail Ferguson, Controller; Ms. Valarie Maxwell, Director of Budget and Management; Dr. Dan Stoicescu, Director of Institutional Research, Planning, and Assessment; Ms. Janus Buss, Director of Public Information and Marketing; Ms. Cindy Ashlock, Executive Assistant to the President; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the MSU Student Government Association was Mr. Ian Van Reenen, 08-09 SGA President, and Mr. Robert Stewart, SGA Observer. Representing the architectural firm of Harper Perkins was Mr. Ralph Perkins. Representing the news media was Ms. Brittany Norman, reporter for *The Wichitan*, and Ms. Sara DiMura, reporter for KFDX TV III.

Chairman Lalani called the meeting to order at 1:32 p.m. Ms. Barrow presented the invocation and Ms. Buss introduced the guests.

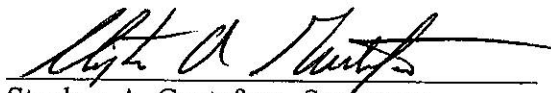
Public Comment Period

Mr. Lalani stated that in accordance with the Board of Regents By-Laws, MSU Policy 2.22, members of the public are invited to address the Board of Regents. He noted that no one signed up to speak during this time.

Adjournment

There being no further business, the meeting adjourned at 1:35 p.m.

Reviewed for submission:


Stephen A. Gustafson, Secretary
Midwestern State University
Board of Regents

**MINUTES
BOARD OF REGENTS
MIDWESTERN STATE UNIVERSITY**

November 14, 2008

The Board of Regents, Midwestern State University, met in regular session in the Board Room, Hardin Administration Building, Wichita Falls, Texas, at 9:00 a.m., Friday, November 14, 2008. Regents in attendance were Mr. Munir Lalani, Chairman; Dr. Carol Gunn, Vice Chair; Mr. Stephen Gustafson, Secretary; Mr. Charles Engelman; Ms. Charlye Farris; Dr. Lynwood Givens; Mr. Shawn Hessing; Ms. Jane Spears; Mr. Ben Wible; and Student Regent Haley Lain.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Friederike Wiedemann, Provost; Mr. Juan Sandoval, Vice President for Administration and Finance; Dr. Howard Farrell, Vice President for University Advancement and Student Affairs; and Dr. Robert Clark, Vice President for Institutional Effectiveness and Enrollment Management. Other university personnel attending the meeting included Mr. Keith Lamb, Associate Vice President for Student Affairs; Mr. Allen Goldapp, Associate Vice President for Facilities Services; Mr. Charlie Carr, Director of Athletics; Mr. David Spencer, Internal Auditor; Ms. Dianne Weakley, Director of Human Resources; Ms. Ann Medford, Chair of the MSU Faculty Senate; and Mr. Chris Gore, Chairman of the MSU Staff Senate. Also attending the meeting were Dr. Patti Hamilton, Dean of Graduate Studies; Ms. Barbara Merkle, Director of Admissions; Ms. Gail Ferguson, Controller; Ms. Valarie Maxwell, Director of Budget and Management; Dr. Dan Stoicescu, Director of Institutional Research, Planning, and Assessment; Ms. Janus Buss, Director of Public Information and Marketing; Ms. Cindy Ashlock, Executive Assistant to the President; Ms. Julie Gaynor, Public Information and Marketing Assistant; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the news media was reporter Ann Work, Wichita Falls *Times Record News*.

Chairman Lalani called the meeting to order at 9:02 a.m. Dr. Farrell presented the invocation and Ms. Buss introduced the guests.

Public Comment

Mr. Lalani stated that in accordance with the Board of Regents By-Laws, MSU Policy 2.22, members of the public are invited to address the Midwestern State University Board of Regents through written and oral testimony. He noted that no one signed up to speak during this time.

Reading and Approval of Minutes

09-37. The minutes of the regular Board of Regents meeting August 7, 2008, were approved as presented.

Reading and Approval of Minutes

09-38. The minutes of the regular Board of Regents meeting August 8, 2008, were approved as presented.

Executive Committee Report

Mr. Lalani noted the items presented at the Executive Committee Meeting for committee approval and for information only, and items discussed with no action taken. Information

concerning these items can be found in the minutes of the Finance and Audit Committee Meeting held November 13, 2008.

Item Presented for Committee Approval Only

09-01. Committee Minutes, 8/7/08 – approved by Committee as presented.

Item Presented for Information Only

09-02. Maintenance Plan Update – MP2 and MP4

Items Discussed/No Action Taken

09-08. Deliberations about Real Property

09-09. Deliberations Regarding Gifts and Donations

Executive Committee Consent Agenda

The following items were approved by the Executive Committee and placed on the Consent Agenda for consideration by the board.

09-03. Legislative Appropriations Request (LAR) – authorized the addition of requests for Tuition Revenue Bond (TRB) projects to the MSU LAR as presented.

09-04. Instrumental Music Hall Project – authorized expanding the scope of the project to \$2.63 million and authorized the administration to seek approval from the Texas Higher Education Coordinating Board (THECB). Further authorized the financing of \$1.13 million of these costs through the Texas Public Finance Authority (TPFA) and the Texas Bond Review Board, and committed Higher Education Assistance Funds (HEAF) to support the repayment of these funds during the next five years. Finally authorized the president to work with the Board of Regents Executive Committee as necessary should a decision be required concerning the building's foundation.

09-05. Office of General Counsel – 2009-2010 Budget – authorized the administration to establish an Office of General Counsel beginning with the 2009-2010 budget as presented.

09-06. Wichita Falls Museum of Art at Midwestern State University – By-Laws Change/Student Member – authorized the addition of a student member position on the Museum Board as presented in the agenda document and further approved Michelle Harris as the student member for the 2008-2009 academic year.

09-07. MSU Charitable Trust Membership – approved adding the Chairperson of the MSU Board of Regents and the Chairperson of the Board of Regents Finance and Audit Committee as trustees of the MSU Charitable Trust, effective immediately. Further approved requesting that the trustees of the MSU Charitable Trust meet no less than twice each year.

Mr. Lalani asked if there were items any member wanted to remove from the Consent Agenda. There being none, Mr. Gustafson moved approval of the Consent Agenda. Mr. Wible seconded the motion and it was approved.

Finance and Audit Committee Report

Mr. Lalani noted the item presented at the Finance and Audit Committee Meeting for committee approval only. Information concerning this item can be found in the minutes of the Finance and Audit Committee Meeting held November 13, 2008.

Item Presented for Committee Approval Only

09-10. Committee Minutes, 8/7/08 – approved by Committee as presented.

Finance and Audit Committee Consent Agenda

The following items were approved by the Finance and Audit Committee and placed on the Consent Agenda for consideration by the board.

Items Approved by Committee and Placed on Consent Agenda

09-11. Review and Acceptance of Financial Report – accepted the July, 2008, financial report as presented.

09-12. Degree Completion Scholarship Fund – authorized the allocation of \$50,000 from Undesignated Local Tuition to provide scholarships for students who are within 30 hours of completing the undergraduate degree and whose previous MSU scholarships have expired.

09-13. FY 2007-2008 Item \$50,000 & Under Approved by President – ratified the budget change as presented.

09-14. Salary/Title/Position Changes in 2008-2009 Budget Approved per Board Authorization – ratified the changes as presented.

Mr. Lalani asked if there were items any member wanted to remove from the Consent Agenda. There being none, Mr. Hessing moved approval of the Consent Agenda. Mr. Engelman seconded the motion and it was approved.

Personnel and Curriculum Committee Report

Dr. Gunn noted the items presented at the Personnel and Curriculum Committee Meeting for committee approval and information only. Information concerning these items can be found in the minutes of the Personnel and Curriculum Committee Meeting held November 13, 2008.

Item Presented for Committee Approval Only

09-15. Committee Minutes, 8/7/08 – approved by Committee as presented.

Items Presented for Information Only

- 09-16. Faculty Report
- 09-17. Staff Report
- 09-18. Enrollment Report – Fall 2008
- 09-19. Small Class Report – Fall 2008
- 09-20. Review of Personnel Reports for FY 07-08 Budget
- 09-21. Review of Personnel Report for FY 08-09 Budget

Personnel and Curriculum Committee Consent Agenda

The following items were approved by the Personnel and Curriculum Committee and placed on the Consent Agenda for consideration by the board.

- 09-22. List of December 2008 Candidates for Graduation – approved the list of candidates for graduation as presented with the provision that they meet all requirements as prescribed by the faculty and administration.
- 09-23. Approval of Revised 2008-2009 Academic Calendar – approved the revised summer 2009 academic calendar and four-day class schedule as presented.
- 09-24. New Academic Program Option – Psychiatric Mental Health Nurse Practitioner (PMHNP) – authorized the addition of this program as an online option within the Master of Science in Nursing degree program, pending approval by THECB.
- 09-25. MSU Catalog Change – Student Drop Date – authorized changing the final drop date during the long semester and summer terms as presented.
- 09-26. MSU Catalog Change – Graduation Requirements – authorized that the maximum number of semester credit hours required for a baccalaureate degree will not exceed 120 as required by Texas Education Code §61.0515, with the understanding that the university may request an exception for certain degree programs if it is determined that there is a compelling academic reason for additional required hours. Further authorized removing the minor from MSU's baccalaureate degree requirements.
- 09-27. Requirements for a Double Major – authorized allowing students to count a course among the requirements in more than one major.
- 09-28. *MSU Policies and Procedures Manual* Changes – approved changes to the following policies as presented:
 - A. Policy 2.24 – Board Contract Signing Authority
 - B. Policy 2.338 – Administrative Council, Competitive Scholarship Committee, and University Data Standards/Security Committee.
 - C. Policy 3.212 – Staff Hiring Procedures

Mr. Lalani asked if there were items any member wanted to remove from the Consent Agenda. Mr. Hessing asked that Item 09-28A be removed from the Consent Agenda for further discussion. Dr. Gunn moved approval of the Consent Agenda with the exception of that item. Mr. Wible seconded the motion and it was approved unanimously.

MSU Policies and Procedures Manual Changes

09-28A. Policy 2.24, Board Contract Signing Authorization. Ms. Barrow presented a revised recommended policy as shown in Attachment 1. She indicated that this revised wording (Section B of the policy) was approved by Roger Lee.

Mr. Hessing moved approval of this revised policy as presented. Mr. Gustafson seconded the motion and it was approved.

Student Services Committee Report

Ms. Farris noted the items presented at the Student Services Committee Meeting for committee approval and information only. Information concerning these items can be found in the minutes of the Student Services Committee Meeting held November 13, 2008.

Item Presented for Committee Approval Only

09-29. Committee Minutes, 8/7/08 -- approved by Committee as presented.

Items Presented for Information Only

09-30. Student Government Report

09-31. Americans with Disabilities Act (ADA) Annual Report

University Development Committee Report

Mr. Gustafson noted the items presented at the University Development Committee Meeting for committee approval and information only. Information concerning these items can be found in the minutes of the University Development Committee Meeting held November 13, 2008.

Item Presented for Committee Approval Only

09-32. Committee Minutes, 8/7/08 -- approved by Committee as presented.

Items Presented for Information Only

09-33. Summary of Gifts, Grants, and Pledges 9/1/07 -- 8/31/08

09-34. Summary of Financial Support 9/1/08-10/03/08

Athletics Committee Report

Mr. Wible noted the items presented at the Athletics Committee Meeting for committee approval and information only. Information concerning these items can be found in the minutes of the Athletics Committee Meeting held November 13, 2008.

Item Presented for Committee Approval Only

09-35. Committee Minutes, 8/7/08 – approved by Committee as presented.

Item Presented for Information Only

09-36. Athletics Status Report

Other Business

Presidential Performance and Compensation Review Committee Appointment

09-39. Mr. Lalani noted that in the past a special Presidential Performance and Compensation Review Committee has been appointed to make recommendations to the Board of Regents concerning the university president's contract and compensation. The full board has then participated in the performance review process. He stated that since the board recently extended Dr. Rogers' contract and addressed the compensation issue, he would not appoint a committee at this time. He indicated that he would ask the full board to review the president's performance at the February board meeting. Mr. Lalani asked Dr. Rogers to submit a self-evaluation for the board's review. He asked that copies be sent to all of the regents at least two or three weeks prior to the next board meeting.

Board Committee Appointments

09-40. Mr. Lalani reported that when he became chairman of the Board of Regents he retained his position as chairman of the Finance and Audit Committee. He indicated that he wanted to allow the new board members time to get acquainted with the workings of the board and time for him to determine who might have the time and be interested in chairing this committee. He noted that prior to the next meeting of the board he would name a chair for the committee and that this would likely result in other committee membership changes.

MSU Marketing Program Presentation

09-41. Dr. Rogers reported that he had asked Ms. Buss to present information to the regents concerning the efforts being made to market the university. Ms. Buss presented a power point presentation as shown in Attachment 2. She reported that the Board of Regents provided financial support in 2001 to establish a full-fledged marketing campaign. The goal of the campaign was to improve the university's name recognition and create a spirit of pride among students, faculty, staff, business leaders, donors, alumni, and potential students. The university embarked on the program using the slogan "It's My University, Make It Yours!" Ms. Buss's presentation included information regarding various efforts that have been initiated including painted vans, billboards, cinema advertising, print advertising, transit ads, brochures and mailing pieces, book covers, radio advertising, flags, pole banners, the university website, and *Sunwatcher* magazine. Dr. Rogers asked Janus about the cost of this marketing program. Ms. Buss responded that the cost is approximately \$240,000 each year for these efforts.

Mr. Lalani asked how often the copy on the billboards is changed. Ms. Buss responded that the billboards are made of vinyl and are kept up for one year. Mr. Lalani noted that although the same slogan has been used for a number of years, the message continues to

be fresh. Dr. Givens indicated that he was very impressed with what the university is doing in this regard. He added that he was surprised that the cost was not more, given the quality and breadth of the marketing program. Dr. Rogers indicated that he was very proud of what has been accomplished.

Mr. Lalani asked Janus if she had considered increasing the distribution of some of these efforts. He noted that once the creative and production costs are paid it would likely take a minor increase in funds to expand the distribution. Ms. Buss responded that she would like to do more, but the lack of available funds has been a hindrance to further expansion. Mr. Lalani encouraged her to consider the possibility. He noted that if the university could extend its reach by 50-60% at an additional cost of only 10-20%, it would be worth considering.

Dr. Givens noted that he currently teaches part time at a private high school. He indicated that while the students there are considering attending Harvard, MIT, and Stanford, they are also strongly considering MSU, not because of the cost, but because of the sports programs and the education provided.

Ms. Buss distributed MSU bags to the regents and reported that these would be given to faculty, staff, and students. She added that the bags are made with recycled material which fits in with the student body's conservation efforts.

MSU Student Recruiting Program

09-42. Dr. Rogers noted that when Ms. Merkle became Director of School Relations the university could not use state appropriated funds to recruit students. He stated that this is now such an important part of the university's operation a report must be submitted each year to THECB regarding recruiting efforts. Dr. Rogers then introduced Dr. Patti Hamilton, MSU's new Dean of Graduate Studies. He noted that Dr. Hamilton is a Professor of Nursing and previously taught at Texas Woman's University. A few days after she arrived on campus it was announced that she had been awarded a \$300,000 grant for her research. He explained that Dr. Hamilton uses statistical analysis for planning and analyzing the field nursing. He noted that she has developed a recruiting plan for the graduate program, which was included in the packet of information provided by Ms. Merkle (see Attachment 3). Dr. Hamilton thanked the board for the privilege of attending the meeting and being a part of the MSU administration.

Ms. Merkle presented a packet containing Admissions Office information, general merit scholarship information, graduate recruitment information and plan, and an international recruitment plan and information piece (see Attachment 4 for complete listing of items included). Ms. Merkle reported that her office deals with recruitment of all students and is responsible for application processing for undergraduate and graduate students. Her office makes admissions decisions for undergraduate, post-baccalaureate, and teacher certification students. She added that while her office processes and preliminarily evaluates graduate applications and transcripts, the decision to admit is made by the graduate dean and the graduate coordinators. Ms. Merkle reported that MSU is a member of the Texas Association for Collegiate Registrar and Admissions Officers (TACRAO). This organization determines the college day and night schedule for the year and MSU participates in these events. MSU has six admissions officers and they recruit throughout

the states of Texas and Oklahoma. Ms. Merkle reviewed with the board many of the items in the packet. She noted that her office coordinates Mustangs Rally, which is the MSU college day preview event, in the fall and the spring. Ms. Merkle presented an MSU bag and t-shirt to the regents. She noted that these items would be given to the Mustangs Rally participants the following day. She presented the MSU Viewbook and noted that this information piece is mailed to every student who submits an application to the university.

Ms. Merkle reported that her office participated in the High School Plus program whereby admissions officers meet with eighth graders as they are selecting their high school curriculum and beginning to consider colleges. Currently 25 schools in the area participate in this program. She added that MSU also participates in the University Crossroads program. Through this program fourteen institutions work with the Dallas ISD high school counselors and assist students in completing college applications.

Ms. Merkle then provided additional information as a power point presentation (see Attachment 5). She noted that her office only processes applications for those students who have paid the application fee. She noted that 45% of the students who were accepted for admission enrolled at MSU. Ms. Merkle presented maps indicating freshmen prospects for the fall 2009 by state and in Texas by county.

Dr. Clark commended Ms. Merkle and her staff for the tremendous job they do with the resources they are given. He added that when the Board of Regents authorized the administration to offer resident tuition plus \$30 per semester credit hour to any United States citizen, this presented a great recruiting opportunity and challenge. Dr. Clark noted that additional resources are needed to get the MSU message to potential students.

Ms. Farris asked about international recruiting. Ms. Merkle noted that an information piece prepared by Dr. Randy Glean was in the packet (see Attachment 6). She added that the Office of International Student Services recruits all international students. Ms. Farris asked about the percentage of international students enrolled at MSU. Dr. Rogers responded that international students represent 7% of the overall enrollment. Mr. Lalani asked how many of the international students are from the Caribbean. Dr. Clark responded that approximately two-thirds are from the Caribbean. He noted that this is the longest established program at MSU and that it has been very successful.

Dr. Rogers reported that Dr. Grant Simpson, Dean of the West College of Education, would present a report at the February board meeting concerning MSU's efforts with the P-16 Council in Region IX. He added that he would soon invite Dr. Hamilton to make a presentation to the board concerning graduation recruiting and graduate programs at MSU.

President's Report and Discussion

09-43. Dr. Rogers presented information to the board concerning various university matters.

- A. Construction Update – Dr. Rogers thanked Mr. Allen Goldapp, Mr. Kyle Owen, and Mr. Juan Sandoval for their leadership with construction projects at MSU. He then provided the following information concerning campus projects:

Student Health and Wellness Center:

- Glass windows are being installed and the building will be in the dry by Thanksgiving.
- The bridge raising is complete.
- Final inspection is currently set for March 17, 2009, assuming no additional lost weather days.

McCoy Engineering Hall:

- Substantial Completion Inspection should be held the week of November 17.
- Landscaping will be completed by late December.
- The project is within budget and will be occupied at the start of the spring semester.

Ligon Coliseum:

- The schedule is being developed and finalized; the project is moving forward.
- An in-depth evaluation of the dome's roof revealed its poor condition and it must be reroofed. This was not part of the original infrastructure repairs budget.

Band Hall:

- Design is complete and bids have been received.

Martin Hall:

- Humidity control HVAC system installation is 80% complete.
- Sheet rocking and painting of walls, including two classrooms converted to offices, is complete.
- Estimated completion is January 2, 2009.

Liberty Bell:

- The structure is in place; delivery and placement of the bell is scheduled for November 18.
- Project completion is anticipated by Thanksgiving.

Ms. Spears added that the wall at the front of the museum has been removed and it looks very nice. Dr. Rogers noted that the Museum Board is working with the director on the strategic plan, which will include the renovation of the museum.

- B. Incentive Funds and Nursing Growth Funds – Dr. Rogers reported that the university received its incentive funds. The model that was finally adopted provided funds based on the numbers of graduates from each university. Additional funds were provided based upon numbers of graduates in the science, technology, engineering, and mathematics areas, as well as graduates who were considered at-risk students. The administration estimated incentive funding in the amount of \$700,000 when the budget was developed. The funds received totaled over \$950,000.


He added that the university also received funds through the Nursing Shortage Reduction Act and Program. Funds in the amount of \$274,357 were received in recognition of the expansion of the university's nursing program. MSU ranked 5th out of the 35 universities in absolute dollars because of the increase in the number of nursing graduates at MSU.

Mr. Lalani asked if a campus tour might be included in the schedule for the February board meeting. Specific locations mentioned included McCoy Engineering Hall, the new Student Health and Wellness Center, and the Library.

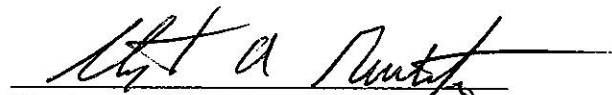
Mr. Lalani encouraged regents to participate in Commencement December 13 if their schedule permitted.

Adjournment

There being no further business, the meeting was adjourned at 10:44 a.m. The next regularly scheduled meetings of the Board of Regents will be Thursday and Friday, February 12 and 13, 2009.


Stephen A. Gustafson, Secretary

I, Stephen Gustafson, 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 November 14, 2008.


Stephen A. Gustafson, Secretary

ATTACHMENTS:

1. Policy 2.24 – Board Contract Signing Authority (FINAL)
2. Marketing Program Power Point Presentation
3. Graduate Recruitment Information and Plan
4. List of Recruiting Program Handouts
5. Recruiting Program Power Point Presentation
6. International Recruitment Plan

Policy 2.24

BOARD CONTRACT SIGNING AUTHORIZATION

Date Adopted/Most Recent Revision: 5/11/01

A. General

The President of Midwestern State University, or his designate, is authorized to sign all contracts for the purchase of goods or services if the total amount of the specific contract is:

1. previously approved by the Board of Regents; or
2. part of a local, state, or national grant for educational services to the university; or
3. \$50,000 or less; or
4. within the range specified by the Board of Regents for construction contracts.

B. Contract Review Requirements

1. The contract review process will begin with the initiating department.
2. All contracts in the amount of \$10,000 or less may must be authorized at signed by the department level; the signature of one vice president, the Provost, or the President is required.
3. All contracts ranging from \$10,000.01 - \$50,000 must be additionally signed by authorized by one vice president, the Provost, or the President, and the Vice President for Administration and Finance.
4. All contracts that exceed \$50,000 must be additionally approved by the university's General Counsel, and signed by the President or the Vice President for Administration and Finance. Should the university's General Counsel not approve the contract, Board of Regents authorization will be required.

Service Contracts

~~The President, or his designate, is also authorized to sign all service contracts relating to the on-going operations of the university which do not involve the expenditure or receipt of funds.~~

C. Employment Contracts & Notices of Employment

The President, or his designate, is ~~further~~ authorized to sign all contracts and notices of employment for university personnel.

D. Real Estate

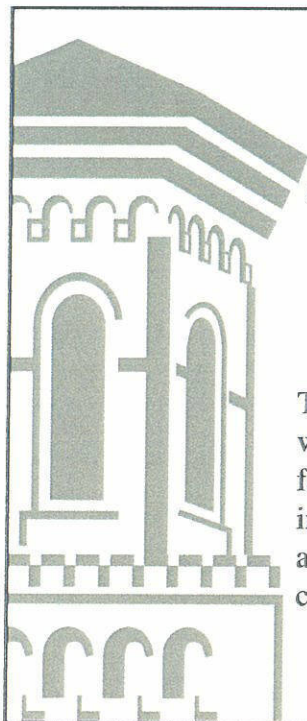
Contracts for the purchase or sale of real property must be signed by an appropriate member the chairperson of the Board of Regents or his/her designate.

E. Designate Authorization

Delegation of signature authority to a designate by either the chairperson of the Board of Regents or the President of the university shall only be done in writing, but an informal letter or memorandum that is specific o the contract or the contract subject matter may suffice for this purpose.

Office of Public Information and Marketing

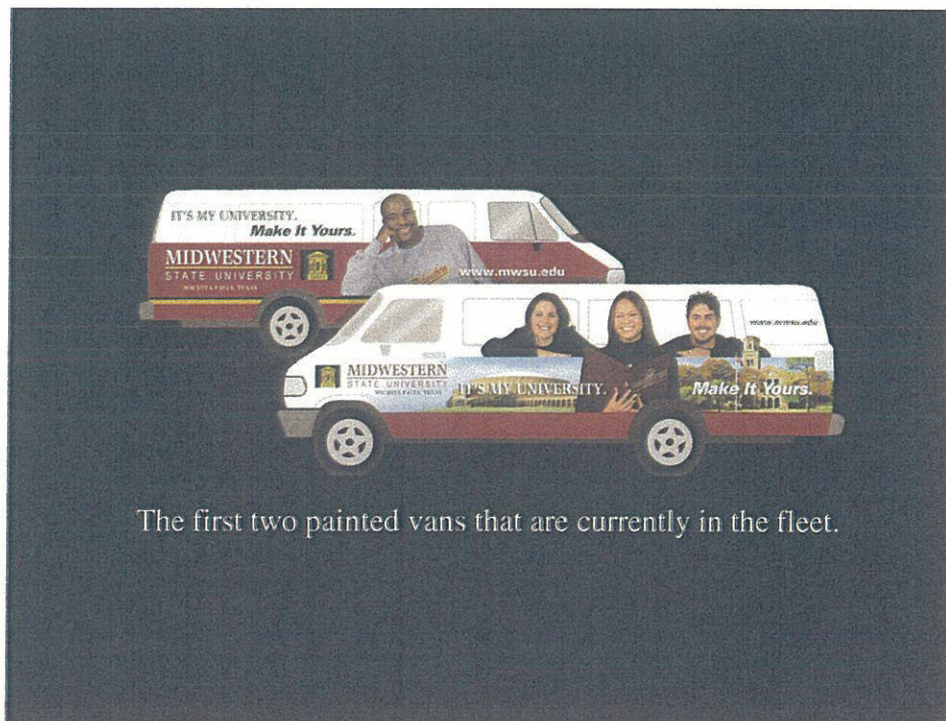
Board of Regents
November 14, 2008

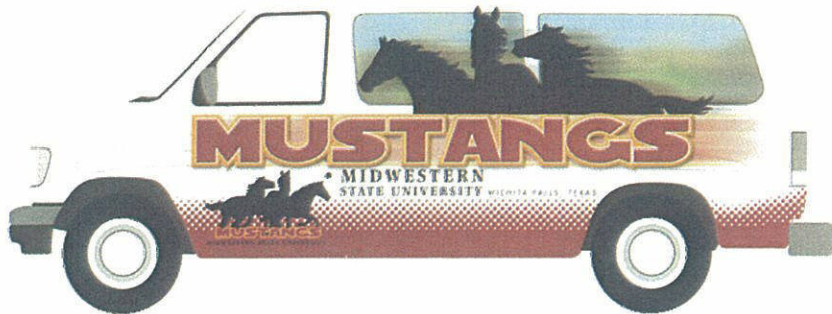


Office of Public Information and Marketing

Marketing Campaign Mission

To present an image of the university that will create a sense of pride and ownership for the many communities we serve including faculty, staff, students, alumni, and donors throughout Texas and the country.





Two new designs were added to the fleet
making a total of four painted vans.

IT'S MY UNIVERSITY. *Make It Yours.*

 **MIDWESTERN**
STATE UNIVERSITY

 www.mwsu.edu
WICHITA FALLS, TEXAS

IT'S MY UNIVERSITY. *Make It Yours.*



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MIDWESTERN
STATE UNIVERSITY

3 boards in Wichita Falls
2 boards in Dallas/Fort Worth

1 board in Decatur
1 board in Vernon
1 board in Hillsboro

Advertisements in Dallas/Fort Worth area

Greg
An MSU freshman & 2007 Garland high graduate

There's a strong pride in the MSU Athletic Department. It's a great experience as far as elevating yourself. For those who like to enjoy and challenge themselves at the same time, MSU is the school for that.

Kristen
An MSU freshman & 2007 Garland graduate

I chose MSU because of the small-town setting. I like that just about everything can be found on campus. I am currently a member of the EMBRACE dance team.

Melissa
An MSU sophomore & 2006 Cypress graduate

I chose MSU because it is very affordable and we have a great student-to-teacher ratio.

Zach
An MSU student & 2007 Plano East graduate

I chose MSU for three reasons - because of the football program and the cost to attend (costed \$1 in nation for value). But the best reason: it's close to home.

Times Record News
PROUD SPONSOR OF MIDWESTERN STATE UNIVERSITY

MIDWESTERN
STATE UNIVERSITY

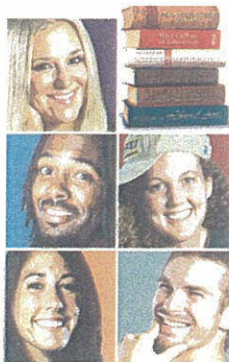
Times Record News
PROUD SPONSOR OF MIDWESTERN STATE UNIVERSITY

MIDWESTERN
STATE UNIVERSITY

Metroplex transit ads



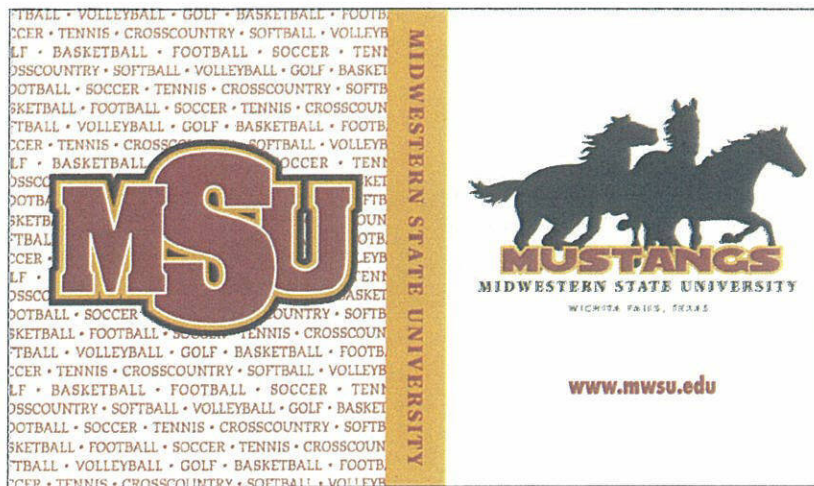
College of Health Sciences
and Human Services



MIDWESTERN
STATE UNIVERSITY

Brochures

- Artist-Lecture Series
- Campus Card Services
- Dillard College of Business Administration
- Housing & Residence Life
- Mustangs Athletic Club
- President's Excellence Circle
- Recreational Sports
- Student Affairs
- West College of Education



Bookcovers

50,000 covers are distributed to all schools in Region IX.



Community publications

Ads are placed in a variety of community and nonprofit publications including high schools.



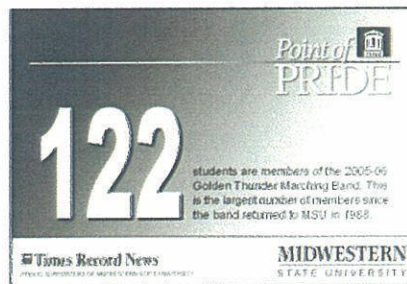
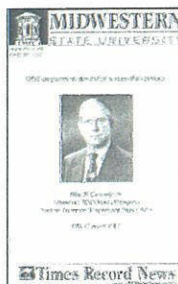
Texas Monthly

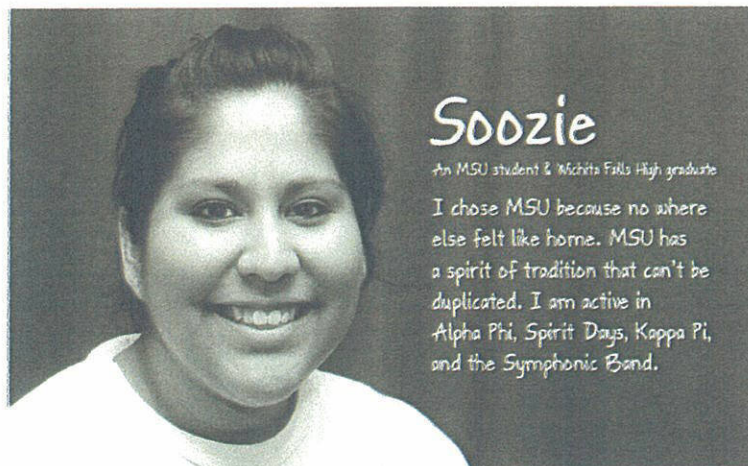
Distribution of the magazine is 210,000 in Texas alone.

We run ads in two issues per year.

Newspaper advertising

Ads run every Sunday on the op-ed page of the *Times Record News*.





Soozie

An MSU student & Michita Falls High graduate

I chose MSU because no where else felt like home. MSU has a spirit of tradition that can't be duplicated. I am active in Alpha Phi, Spirit Days, Kappa Pi, and the Symphonic Band.

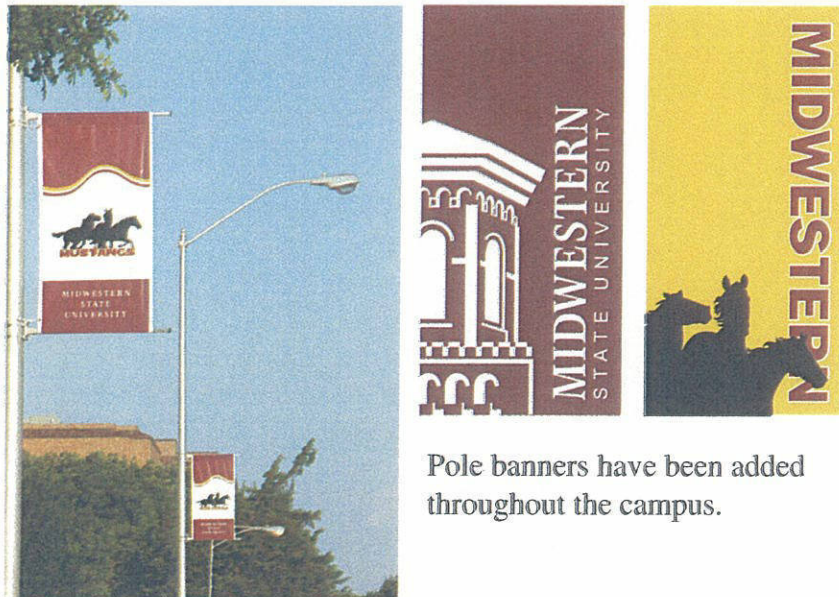
Times Record News
PROUD SUPPORTERS OF MIDWESTERN STATE UNIVERSITY

MIDWESTERN
STATE UNIVERSITY

This year's ads in *Times Record News*
spotlight our students.



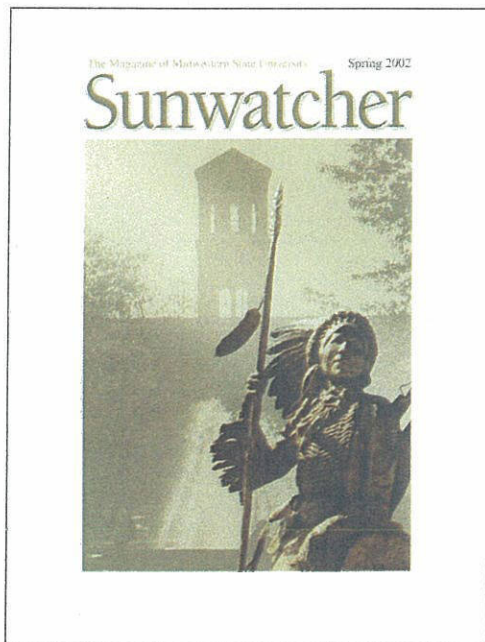
The flag campaign has brightened the campus and increased
MSU spirit in the community.



Pole banners have been added throughout the campus.



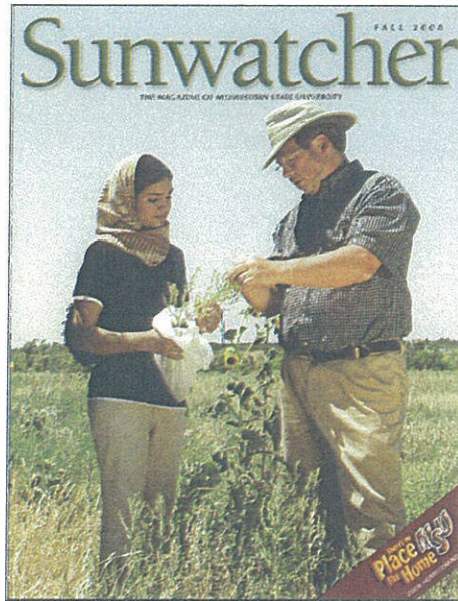
www.mwsu.edu
Information about our website



Sunwatcher Magazine

In 2002 we published the first *Sunwatcher* magazine as a 16-page, 2-color publication mailed to 20,000 alumni, donors and businesses.





Sunwatcher has grown to a 32-page, full-color publication mailed to 35,000.



Graduate Studies Comprehensive Growth Plan

2009-2011

This comprehensive growth plan was prepared in response to Dr. Rogers' goal that 25% of total MSU enrollment be graduate students. Graduate student enrollment has held constant at 12% of total enrollment since 2004.

Centralized graduate student recruitment activities at MSU have been minimal up until now. Graduate recruitment has fallen to individual departments and colleges. Thus, MSU graduate recruiting materials have no distinctive appearance and the quality of materials varies greatly.

The Graduate Studies Office could increase graduate enrollment slightly by 1) working closely with public information to seek recognition for MSU scholarship, 2) revitalizing the Graduate Student Organization, 3) attending at least three Graduate Fairs each Fall, 4) building strong relationships with feeder universities and 5) writing recruiting letters to outstanding MSU seniors.

However, to significantly increase graduate enrollment at MSU we need to employ more assertive and coordinated tactics for recruitment. Of equal importance, we also need to build the type of research infrastructure and interdisciplinary opportunities essential for outstanding graduate programs. To those ends, the following plan is proposed.

Over the next three years MSU will:

- Establish a named Graduate School
- Mount a development campaign for endowment of graduate scholarships and programs
- Create "branded" graduate recruiting materials
- Hire an additional person in the Office of Graduate Studies to recruit graduate students
- Support faculty teaching teams to offer graduate student seminars on-line and on-campus for a) beginning graduate students and b) for graduate students working on terminal projects
- Offer tutoring and enrichment activities for graduate students and support for faculty
- Host an annual graduate and undergraduate student Research and Liberal Arts Day
- Support cross-disciplinary graduate programming
- Form a Graduate Studies Advisory Board with state-wide representation
- Establish a travel fund to support graduate student travel to attend professional/academic meetings
- Form an office of research and sponsored programs within the Graduate Studies office
- Hire a Minority Recruiter for Graduate Programs
- Increase GA/TA salaries to 10th percentile of GA/TA salaries at area universities
- Equip and maintain a graduate faculty & student research laboratory

COST

With gradual implementation, the plan would initially require \$100,000 over current expenditures increasing to \$570,000 over current levels by 2011.

Evaluation of the plan will begin immediately. Within two years, we expect increases in graduate enrollment, semester credit hours, and retention rates. We also expect reduction in time-to-completion of graduate programs (current average is 48 months). Further success will be evidenced by increased engagement of graduate faculty and students in scholarship and professional development activities. Finally, we expect growth in external funding received for graduate programs and faculty scholarship through grants and donations.

Source of the plan Dr. Hamilton, Dean of Graduate Studies, developed this plan with input from faculty, the Provost, Vice President Clark and his staff, students, Graduate Council members, and Deans. Each item in the plan is directly linked to a specific portion of MSU's current strategic plan.

Graduate Studies' Proposed Comprehensive Growth Plan 2009-2011

| Suggested Activity (Links to Current MSU Strategic Plan) | | Added MSU Cost |
|---|--|----------------|
| <u>Current budget level efforts focusing primarily on increasing interest in MSU</u> | | |
| • Update our Graduate Studies website (Infrastructure 4.d) | | 0 |
| • Revitalize the Graduate Student Organization (Student Success 1.c) | | 0 |
| • Attend four selected Graduate Fairs each Fall (MSU in Community 5.a&b) | | 0 |
| • Build strong relationships with feeder universities (MSU in Community 5.a&b) | | 0 |
| • Write recruiting letters to outstanding MSU seniors (Student Success 1.b) | | 0 |
| • Work closely with public information to seek recognition for MSU scholarship (MSU in Community 5.a) | | 0 |

The activities listed in the table above represent steps the MSU Office of Graduate Studies can take to increase graduate recruiting efforts without additional funding or personnel. Each activity has been linked with the current MSU strategic plan. The suggested activities represent minor changes in past practices. Past practices have yielded flat enrollment figures for the past 5 academic years as shown in the table below.

| Fall Semester | MSU Total Enrollment | Graduate Students | |
|---------------|----------------------|-------------------|-----------------|
| | | N | % International |
| 2004 | 6,348 | 742 | 7% |
| 2005 | 6,279 | 735 | 8% |
| 2006 | 6,042 | 675 | 9.6% |
| 2007 | 6,027 | 677 | 10.2% |
| 2008 | 6,093 | 733 | 17.2% |

PH 2008

| Suggested Activity (Links to Current MSU Strategic Plan) | Added MSU Cost |
|---|-----------------|
| <u>Efforts requiring additional resources to increase interest in MSU and support student success. Includes past practices, plus:</u> | |
| <ul style="list-style-type: none"> • Create "branded" graduate recruiting materials that have high impact and appeal (Student Success 5.a) | \$4,000 |
| <ul style="list-style-type: none"> • Hire an additional person in the Office of Graduate Studies to recruit graduate students (Staff 3.a&b) | \$25,000 |
| <ul style="list-style-type: none"> • Support faculty teaching teams to offer graduate student seminars on-line and on-campus for a) beginning graduate students and b) for graduate students working on terminal projects (theses and file papers) (Student Success 1.a,b&c) | \$12,800 |
| <ul style="list-style-type: none"> • Assign two GA's to Graduate Studies each semester to assist with tutoring and enrichment activities for graduate students and support for faculty (Student Success 1.a,b&c) | \$17,000 |
| <ul style="list-style-type: none"> • Host an annual graduate and undergraduate student <i>Research and Liberal Arts Day</i> (Student Success 1.c) | \$2,500 |
| <ul style="list-style-type: none"> • Supplement college funds to provide re-assignment for developing cross-disciplinary graduate programming (Cost calculated for reassigning 3 faculty working together across departments) (MSU in Community 5.a) | \$18,000 |
| <ul style="list-style-type: none"> • Form a Graduate Studies Advisory Board with state-wide representation (Student Success 1.a) | \$3,000 |
| <ul style="list-style-type: none"> • Establish a travel fund to support graduate student travel to attend professional/academic meetings (Student Success 1.b&e) | \$12,000 |
| <u>Total</u> | <u>\$94,300</u> |

Activities presented here require increased investment in personnel and materials above and beyond current levels in order to make significant progress toward increasing the quality and quantity of graduate programs and students at MSU. These activities were decided on after analyzing research on "best practices" university recruiting, planning with the MSU Graduate Council, querying MSU deans and administrators, talking with faculty and staff, meeting with the MSU Admissions Office Director and conferring with members of the Association of Texas Graduate Schools at their annual meeting. The activities include strategies shown to effectively recruit diverse and well-qualified applicants, provide them with appropriate academic support, engage them with faculty in learning

communities, and promote timely graduate program completion. Employing tactics listed above, we expect to reduce the “time to graduation” for MSU graduate students from our current average of 48.7 months to less than 40 months and increase graduate enrollment at MSU to 12-15% of total enrollment.

| Suggested Activity (Links to Current MSU Strategic Plan) | | Added MSU Cost |
|---|--|---|
| Strongest commitment and resource allocations to increase interest in MSU, support student success and stimulate faculty scholarship. Includes all of the efforts above, plus: | | |
| <ul style="list-style-type: none"> Establish a named Graduate School where graduate recruiting, admissions, and support services can be efficiently coordinated and evaluated (MSU in Community 5.d) | | Advancement Office resources |
| <ul style="list-style-type: none"> Form an office of research and sponsored programs within the Graduate School in order to target funding opportunities to support graduate students and faculty (a minimum of two staff FTEs will be required initially) (Faculty 2.e and Student Success 1.a) | | \$100,000 |
| <ul style="list-style-type: none"> Mount a development campaign for endowment of graduate scholarships and programs (Student Success 1.b and MSU in Community 5.d) | | Advancement Office resources |
| <ul style="list-style-type: none"> Hire a Minority Recruiter for Graduate Programs (MSU in Community 5.b) | | \$25,000 |
| <ul style="list-style-type: none"> Increase GA/TA salaries to 10th percentile of GA/TA salaries at area universities | | \$316,200 |
| <ul style="list-style-type: none"> Graduate faculty & student research lab (10 computers, printer, furniture, etc=\$48,000 initially in 2009 ; annual software licenses, supplies, and staff=\$32,000 in 2010 and beyond) | | \$48,000 initially \$32,000 annually |
| | | <u>\$489,200</u> |
| | | <u>\$473,200</u> |

Activities at this level of commitment are necessary to realize long-term growth of graduate studies at MSU. Graduate education is built on collaboration among faculty and students engaged in creating new knowledge and improving human lives. Graduate programs cannot thrive in an environment lacking in active scholarship. Active scholarship depends on external funding and sponsored programming. If MSU is to become a leading Master's university and increase the quality and quantity of our graduate programs and students, we must increase our external research and sponsored programs funding. In the 2007 Accountability Report, MSU was below our peer Carnegie group in research and funding. Taking the steps suggested above will allow MSU to move toward its goal of graduate enrollment at the level of 25% of total MSU enrollment.

Summary

This plan reflects MSU's commitment to providing a stimulating liberal arts learning community for diverse and highly qualified graduate students and faculty. The costs listed are primarily annual costs, above current funding levels and require long term commitment to excellent graduate programs at MSU. The cost of the plan would be offset by added graduate level semester credit hours (currently 4 times greater than those of undergraduates in formula funding calculations), increased external funding, and increased donor activity targeted at graduate students and programs. I recommend phasing in the proposed plan over a 3 year period, beginning in January, 2009.

| | |
|-----------------------------|-----------|
| Year One Budget Additions | \$ 94,300 |
| Year Two Budget Additions | \$583,500 |
| Year Three Budget Additions | \$567,500 |

Note: These figures represent costs in addition to present funding levels in the Graduate Studies Office

A special caution is in order. This proposed plan only addresses costs specific to the Office of Graduate Studies. As graduate programs grow, there will, of course, be additional program-specific costs. Offering competitive salaries and research support for current graduate faculty as well as recruiting new graduate faculty will require additional resources not included here. Finding ways to compensate faculty appropriately for directing theses and evaluating creative culminating projects for significantly more graduate students will be crucial. Greater technology and space demands also need to be considered. MSU's Strategic Plan will be an excellent roadmap to follow to address these anticipated needs.

Evaluation of the plan will begin immediately. Within two years we expect increases in graduate enrollment, semester credit hours, and retention rates. We also expect reduction in time-to-completion of graduate programs. Further success will be evidenced by increased engagement of graduate faculty and students in scholarship and professional development activities along with growth in the amount of external funding received for graduate programs and faculty scholarship.

Thank you for the opportunity to work with my university colleagues to envision an attainable future for graduate studies here at MSU.

Plan Prepared by
Patti Hamilton, RN, PhD Dean of Graduate Studies

First Tab – Recruitment printed pieces from MSU Admissions

TACRAO schedule – Texas recruitment schedule for college day/night programs

Region IX service area – Admissions Officers assigned schools

SAT summary – based on scores submitted for the 2008 class

Mustangs Apply Card – Table display and mailed to all inquiries

Mustangs Rally – sent out to all prospective high school junior/seniors and in mail

HSC Card- Used at college day/night programs and campus presentations

Tuition and Fees Card – figures from Fall 2008

ACT/SAT recipient- mailed to students who send us ACT/SAT scores

ACT/SAT date card – mailed to high school prospects announcing dates

Student Search piece mailed to U.S. citizens

Travel Piece – for mail, college day/night programs, and any departmental requests

Viewbook – mailed to all applicants with personal letter from B. Merkle

College Visit poster- sent to schools when we accept invitations.

Second Tab – other printed pieces from MSU Admissions

Sample of poster to schools – sent when we respond to request for materials

BFR Requirements – used in mail, campus visits, college day/night, Mustangs Rally

Checklist – same as above

Dr. Sportsman's letter – sample of dean's letters to specific majors

VC equivalency guide – hard copy of what is available on all TX community colleges/OK

ACCESS application/information- high school concurrent program and report

Counselor guide- given to all counselors, Go Centers, AVID etc

High School Plus- Middle school students' information piece

Campus visit information – confirmation card, campus map, comparison chart

Third Tab- General merit scholarship information from MSU Admissions

Honors information piece

Scholarship application confirmation card

Scholarship application for general merit

President's Distinguished Scholarship application

Competitive Waiver report for non-TX residents eligible for TX resident rates

Fourth Tab

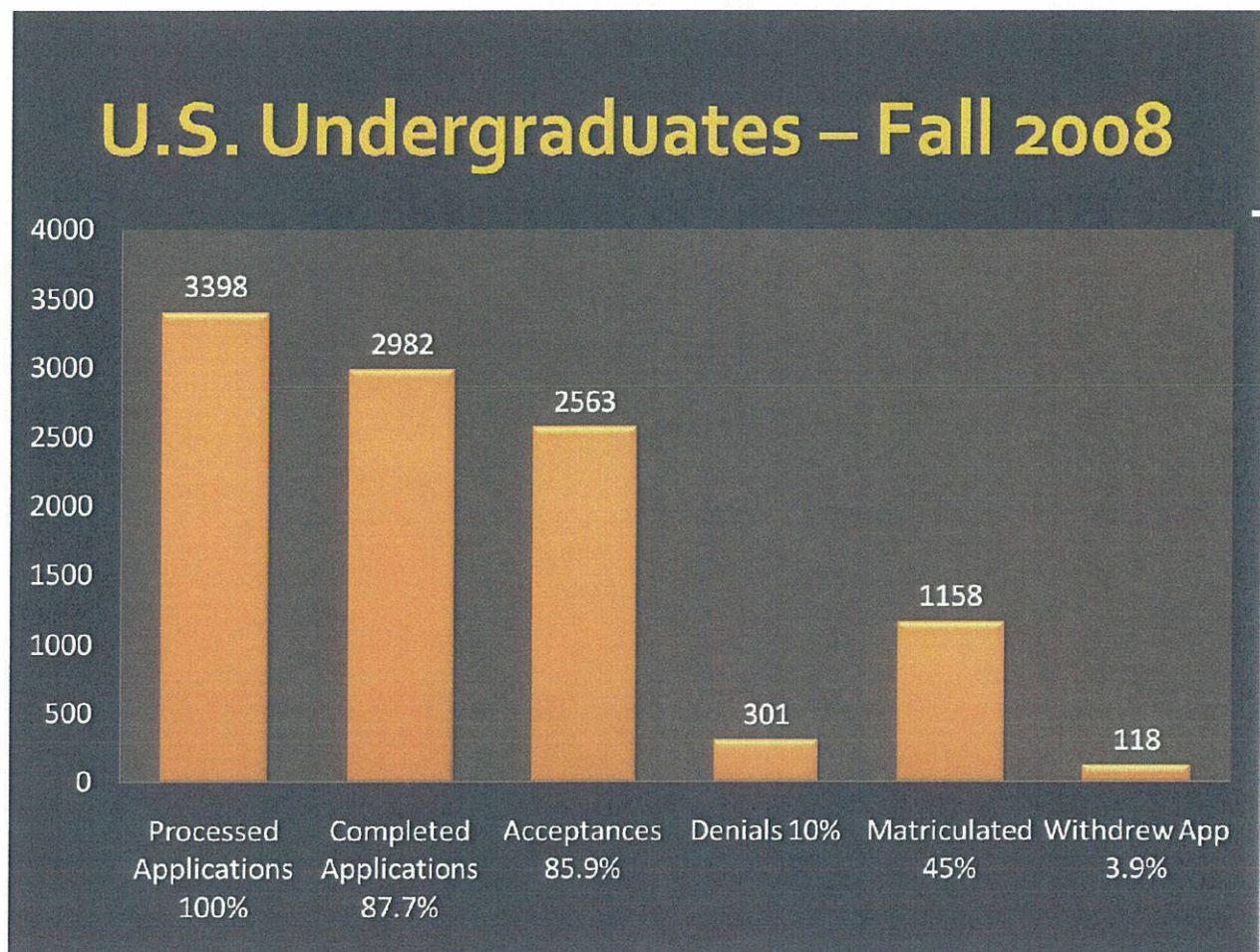
Graduate Recruitment Information and Plan from Dr. Patti Hamilton

Fifth Tab

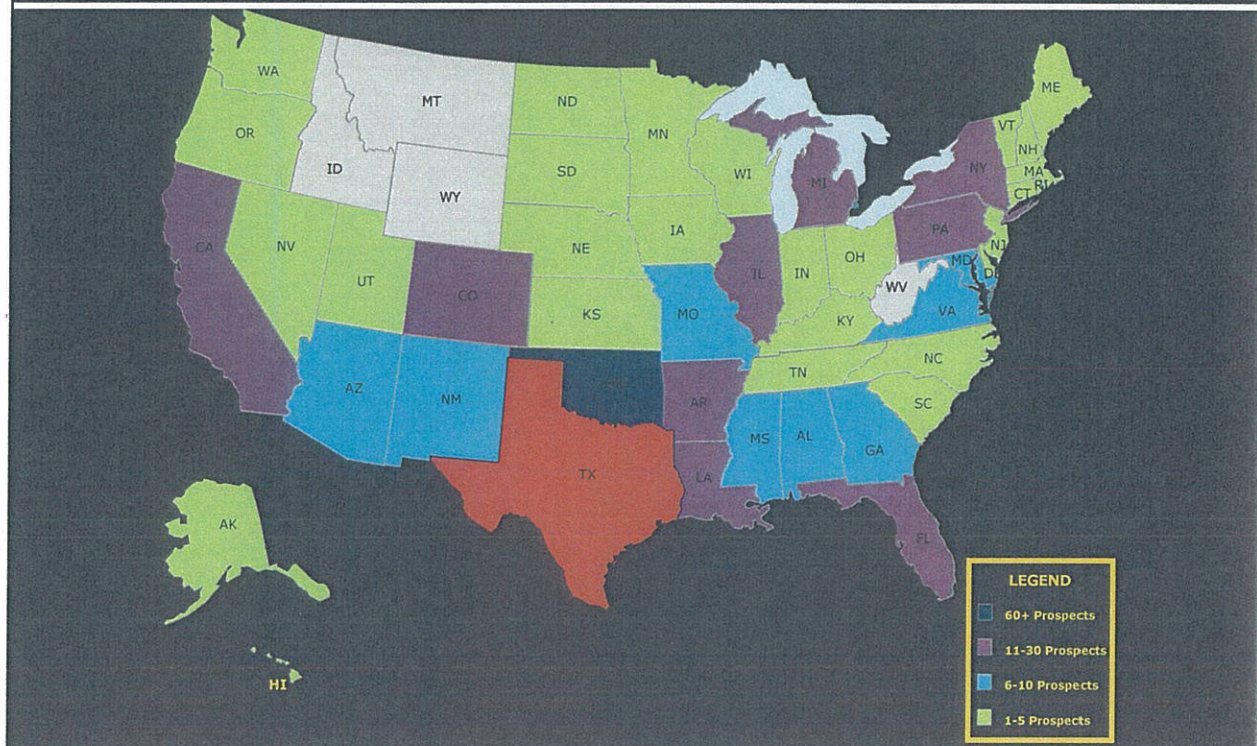
International Recruitment Plan and information piece from Dr. Randy Glean

MSU Admissions Presentation University Recruitment

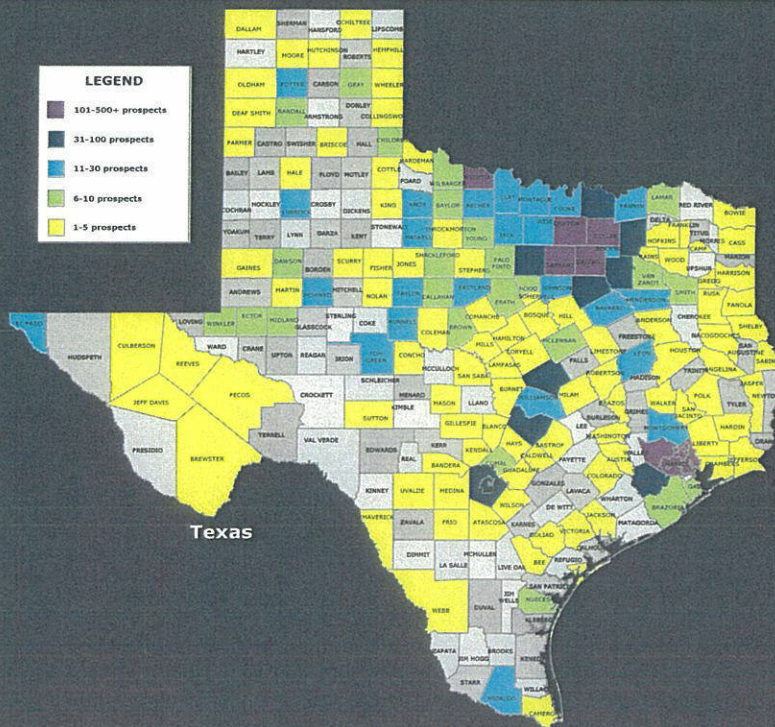




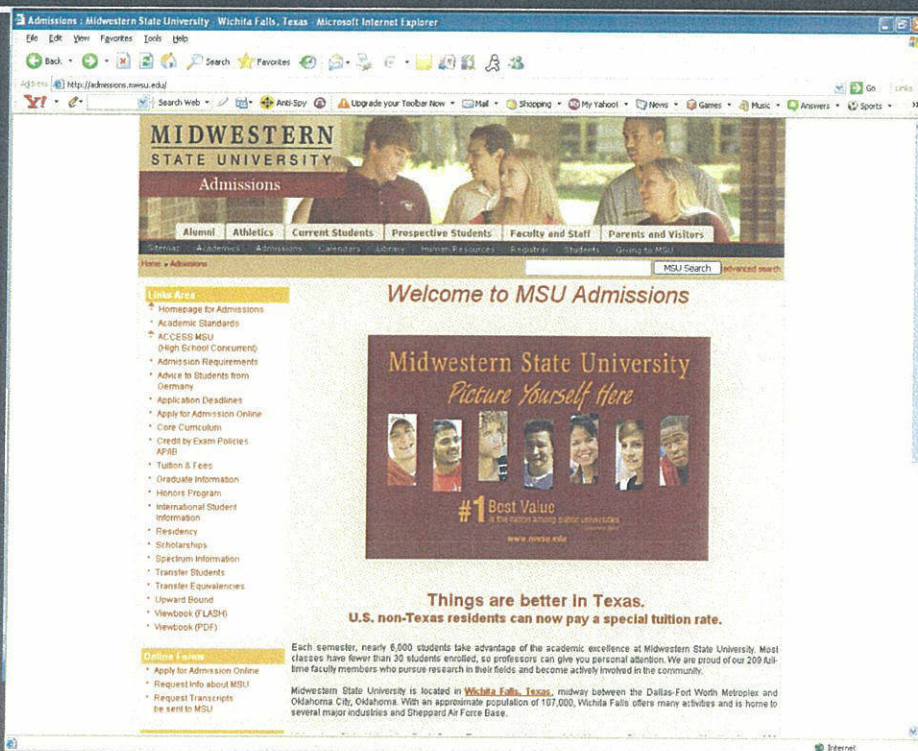
Fall 2009 Freshmen Prospects by State



Fall 2009 Freshmen Prospects by County



MSU Admissions Homepage



MSU Promise

Admissions : Midwestern State University - Wichita Falls, Texas - Microsoft Internet Explorer

Back Forward Stop Search Favorites Home

Address http://admissions.msu.edu/fees.asp

Search web Anti-Spy Upgrade your Toolbar Now Mail Shopping My Yahoo! News Games Music Answers Sports

MIDWESTERN STATE UNIVERSITY
Admissions

Alumni Athletics Current Students Prospective Students Faculty and Staff Parents and Visitors

Admissions Admissions Candidates Library Human Resources Registrar Students Going to MSU

Home » Admissions


Link Area

- Homepage for Admissions
- Academic Standards
- ACCESS MSU (High School Concurrent)
- Admission Requirements
- Advice to Students from Germany
- Application Deadlines
- Apply for Admission Online
- Core Curriculum
- Credit by Exam Policies
- JAFID
- Tuition & Fees
- Graduate Information
- Honors Program
- International Student Information
- Residency
- Scholarships
- Spectrum Information
- Transfer Students
- Transfer Equivalencies
- Upward Bound
- Viewbook (FLASH)
- Viewbook (PDF)

Online Forms

- Apply for Admission Online
- Request info about MSU
- Request Transcripts be sent to MSU

Fees: Estimate of cost per semester



MSU PROMISE
Our promise is that students at Midwestern State University are guaranteed through 2012 that with the exception of student-initiated fee increases, tuition and fees at MSU will not increase more than five percent in any academic year.

Texas Residents taking 15 semester credit hours:

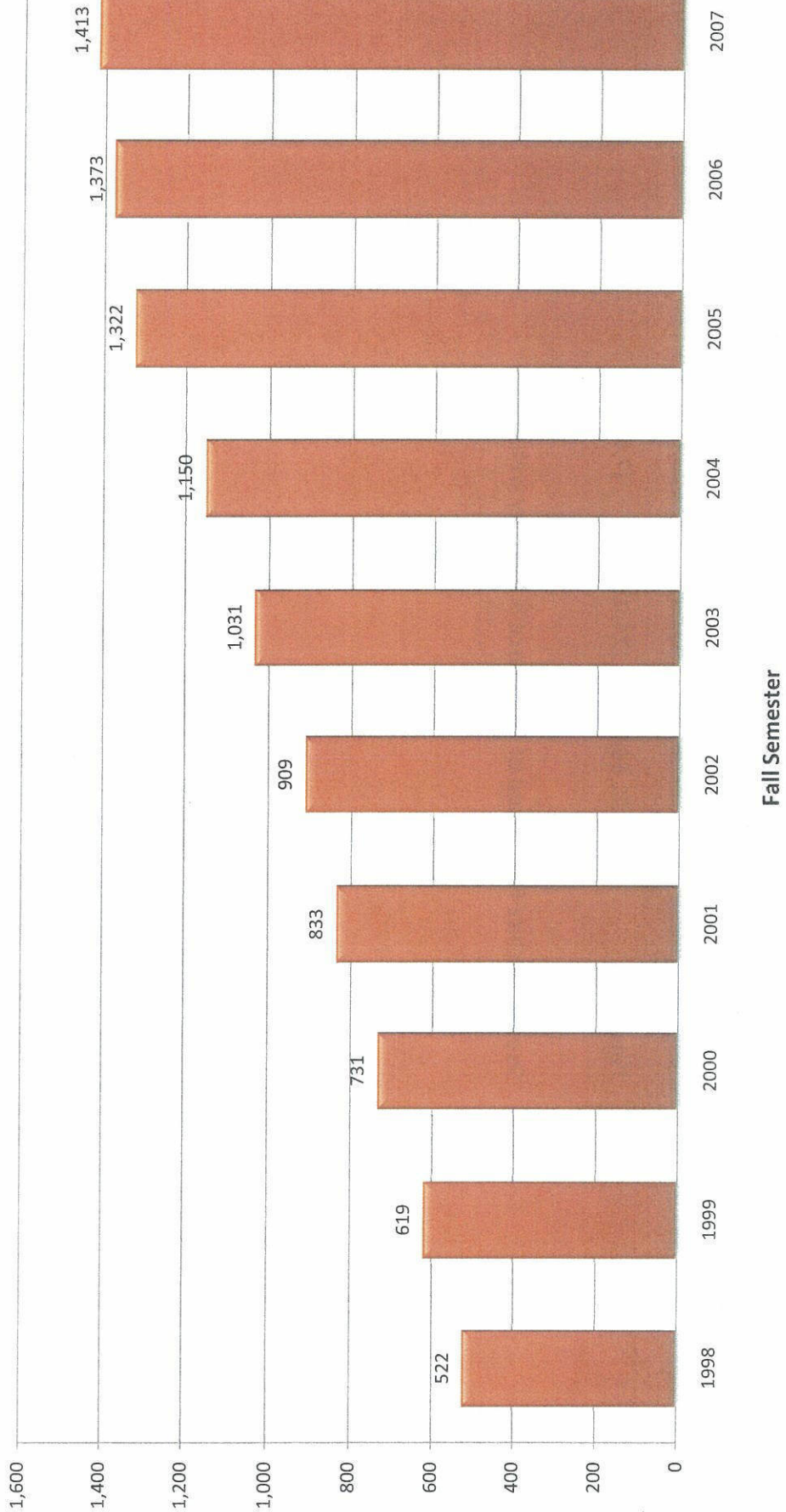
| | |
|--|-------------|
| Tuition and Fees Fall 2008 | \$ 2,959.25 |
| Course Fees (estimated) | 200.00 |
| Vehicle Registration (second decal \$5.00) | 32.00 |
| Books (estimated) | \$20.00 |
| | \$3,761.25 |

Room and Board Rates Approved for Fall 2008

| | |
|----------------------------------|------------|
| Room & Board (14 meals per week) | \$2,740.00 |
|----------------------------------|------------|

Internet

Midwestern State University Student Enrollment From The Dallas/Fort Worth Metroplex Ten-Year Trend



Note: According to 2003 Census Bureau definition, Dallas/Fort Worth Metropolitan Statistical Area includes: Collin County, Dallas County, Delta County, Denton County, Ellis County, Hunt County, Johnson County, Kaufman County, Parker County, Rockwall County, Tarrant County, and Wise County.

International Recruiting Plan

Goal: The goal of the recruiting plan is to identify, assist, and register students with excellent academic profiles who are motivated and dedicated to commencing and completing their selected programs at Midwestern State University. Our recruits must, whenever possible, be at the level of our domestic students or higher.

Current Profile: Our current international student population represents 37 countries mainly from the developing nations. Just over half of our 450 international students are from the Caribbean. Our 16 year history of dedicated recruiting in that area has yielded almost 1000 recruits since 1991. Our second largest contingent is approximately 125 students from the Indian Sub Continent—specifically India, Sri Lanka, and Nepal make up the bulk of that population. Our third area of concentration is the continent of Africa with approximately 75 students mainly from Nigeria, Cameroon, and Ghana. Another 50 or so students are from nations in Latin America, Europe, and other Asian countries.

Our Recruiting Materials: We utilize mainly the standard printed materials used by the Admissions Office and supplement it with departmental brochures. We also use our website, and one dedicated brochure that outlines our basic functions. (See attached copy)!

Ongoing Recruiting: Our current plan is to increase the international population to approximately ten percent of the university's total enrollment or about 600 students. That ratio places us in the highest echelon of schools with international representation as a percentage of its overall student population. The goal is achievable by Fall 2010.

Two factors make this goal attainable: first, we have instituted a TIER II tuition aimed at populations in the developing world desirous of a US education but unable to pay the cost of full out-of-state tuition; second, our aggressive recruiting and packaging of Midwestern State as an international brand utilizing our well earned reputation as a gentle, caring, yet sophisticated and challenging institution.

Geographic outreach: Our new areas of focus will be China and Korea. Initial forays into this country this year will yield modest returns of mainly graduate but some undergraduate students for fall 2009. However, this is likely to bring larger dividends of undergraduate students on board by fall 2010 when the 10% cap is likely to be reached.

Sri Lanka, Nepal, and India will all increase in enrollment with undergrads being the focus of the recruiting from Nepal and Sri Lanka, and graduates from India. Partnerships currently in the works with India will bring at least 40 MBA students to campus by fall 2010 and at least a dozen

will commence by fall 2009. Expect an overall enrollment of 75 students from these countries by fall 2009 and 100 by fall 2010.

Partnerships are being formulated with two institutions in collaboration with Dilliard College. The partnerships are geared towards dual degree programs wherein the students will receive a post graduate diploma in India and do the 12 month MBA at Dilliard. The two partners are SIES in India and SLIIT in Sri Lanka. The programmatic structure is being refined with a projected fall 2009 intended commencement date.

Cameroon, Nigeria, Ghana, Kenya and Tanzania are all stable African countries who send large numbers of students to the US. Currently we have over 125 citizens of those countries enrolled. Recent recruiting trips have yielded over 200 applicants with over 2000 prospective student contacts. Expect approximately 75 students to enroll from these countries in fall 2009 and 100 by fall 2010.

The Caribbean has been both consistent and steady. Not only is the recruitment yield high but the quality of students has also remained consistently high. Moreover, the retention rate of 99% makes each recruit infinitely more valuable. We expect to continue to recruit 100 students per year from the Caribbean. No major change is solicited here. Additionally, we do garner some financial support from the Caribbean governments that aids in our travel and scholarship budget lines.

Caribbean Governments contribute to the general scholarship fund in proximate proportion to the number of students on campus. While the total contributions reached as high as \$85000 in the past, it is now at approximately \$55-60,000 per year. The disbursements are made by check to the Vice President for Business who then confirms and acknowledges receipt. We add thank you letters from Dr. Clark. The contributions pay for all our international recruiting travel and supplements scholarships for continuing international students. Access to those supplementary scholarships is not restricted to Caribbean students.

Overall, our plan is to target those countries that are not necessarily on the radar of larger, better known schools. While we welcome students from all countries and offer first class accommodation, assistance, and service to them, we believe that those students who seek lower cost, high value institutions such as ours are the most appropriate targets. Our success is best manifested in our remarkable retention rate of over 95% of all international students. We seldom lose a student in mid semester and transfers are infrequent out of the university.

