

Midwestern State University Board of Regents Meetings



May 14 and 15, 2009

Midwestern State University

Board of Regents Meetings

Hardin Administration Building Board Room

Schedule

Thursday, May 14, 2009

1:30 p.m. Board of Regents Meeting
 Executive Committee
 Finance and Audit Committee
 Personnel and Curriculum Committee
 Student Services Committee
 University Development Committee
 Athletics Committee

Friday, May 15, 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

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. Grant McCasland, Head Men's Basketball 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 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

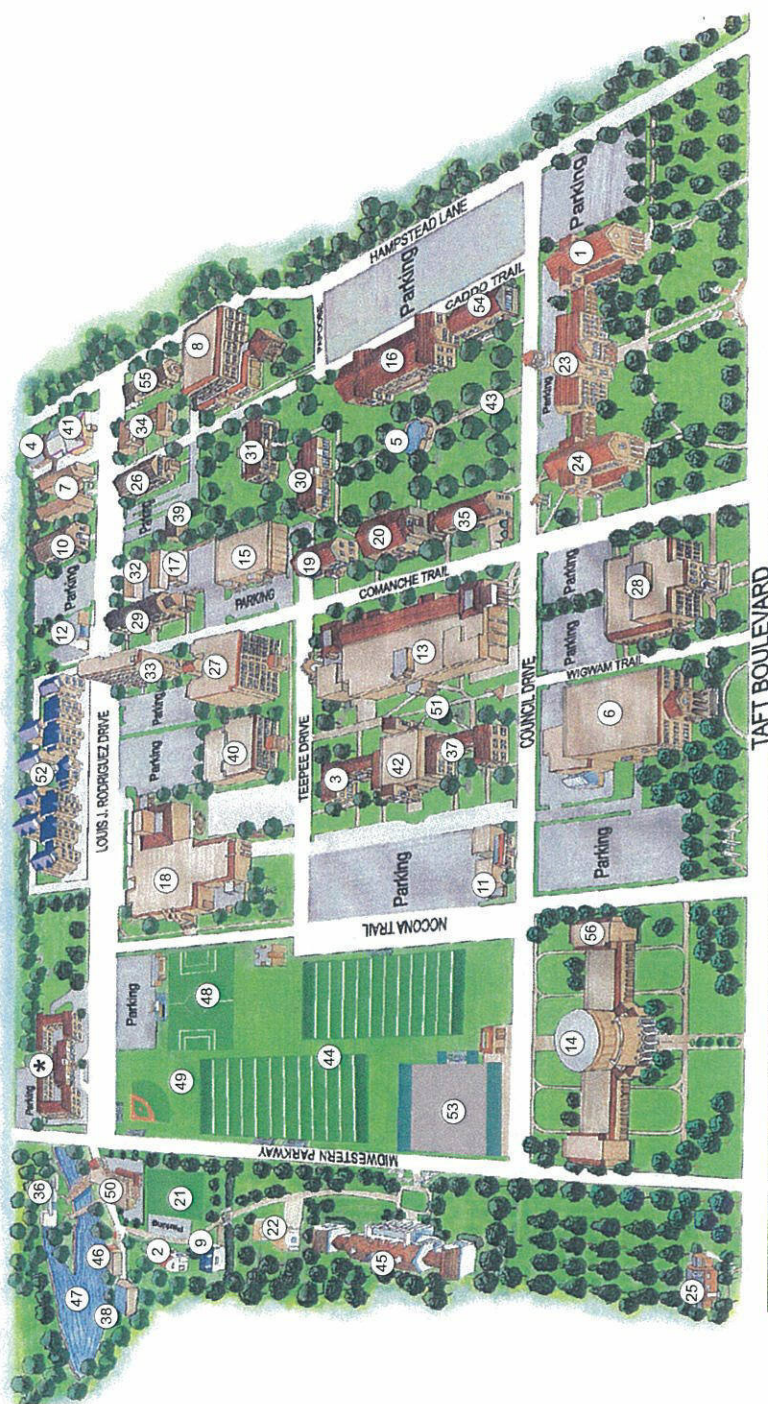
Mr. Larry Wiggins, Head Tennis Coach

Ms. Ann Medford, Chair, MSU Faculty Senate

Mr. Chris Gore, Chair, MSU Staff Senate

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

MIDWESTERN STATE UNIVERSITY

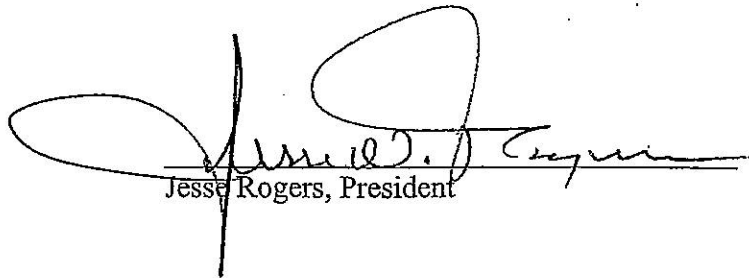


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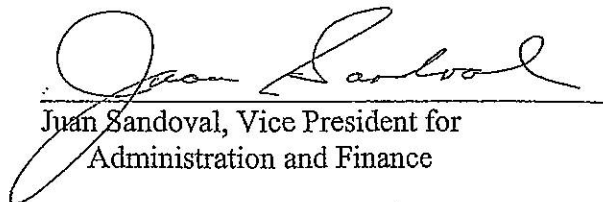
1	Akin Auditorium (Hardin North) (HA)	4121	9	Carriage House (CH)	4121	4775	Art, The Jantia & Ralph Harvey School of Visual	4264
2	Alumni Center (AL)	4121	10	Catholic Student Center (CA)	4121	4775	Box Office	4264
3	Bea Wood Hall (BW)	4000	11	Central Plant (CP)	4202	4772	Lamar D. Fain College of Fine Arts	4243
4	Biology House (residence house) (BI)	4300	12	Church of Christ Student Center (CC)	4520	4772	Mass Communication	4243
5	Bolin Fountain (BF)	4217	13	Clark Student Center (CS)	4203	6329	Music	4267
6	Bolin Hall (BO)	4217	14	Armark Dining Services	4203	4232	Public Relations	4243
7	Bridwell Courts (residence living) (BC)	4217	15	Barnes and Noble Bookstore	4225	4766	Speech Communication	4243
8	Bridwell Hall (BH)	4217	16	Clark Student Center	4500	4771	Theatre	4243
9	College of Health Sciences and Human Services	4217	17	Clark Student Center	4223	4771	TV Studio	4704
10	College of Sciences and Mathematics	4217	18	Clark Student Center	4223	4771	Wichitan Newspaper	4704
11	Computer Science	4217	19	Clark Student Center	4223	4771	Fain Hall (sororities) (FN)	4704
12	Geosciences	4217	20	Clark Student Center	4223	4771	Chi Omega Sorority	4704
13	Environmental Science	4217	21	Clark Student Center	4223	4771	Gamma Phi Beta Sorority	4704
14	General Science	4217	22	Clark Student Center	4223	4771	Sigma Kappa Sorority	4704
15	Geosciences	4217	23	Clark Student Center	4223	4771	Free Play Fields (FP)	4704
16	Mathematics	4217	24	Clark Student Center	4223	4771	Hardin Administration Building (HA)	4704
17	Nursing, Wilson School of	4217	25	Clark Student Center	4223	4771	Akin Auditorium (Hardin North) (HA)	4704
18	Radiologic Sciences	4217	26	Clark Student Center	4223	4771	Business Office	4704
19	Respiratory Care	4217	27	Clark Student Center	4223	4771	Dean of Graduate Studies	4704
20	Student Health & Wellness Center	4217	28	Clark Student Center	4223	4771	Donor Services	4704
21	Student Health & Wellness Center	4217	29	Clark Student Center	4223	4771	Extended Education	4704
22	Student Health & Wellness Center	4217	30	Clark Student Center	4223	4771	Human Resources	4704
23	Student Health & Wellness Center	4217	31	Clark Student Center	4223	4771	Institutional Research	4704
24	Student Health & Wellness Center	4217	32	Clark Student Center	4223	4771		
25	Student Health & Wellness Center	4217	33	Clark Student Center	4223	4771		
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89	Student Health & Wellness Center	4217	97	Clark Student Center	4223	4771		
90	Student Health & Wellness Center	4217	98	Clark Student Center	4223	4771		
91	Student Health & Wellness Center	4217	99	Clark Student Center	4223	4771		
92	Student Health & Wellness Center	4217	100	Clark Student Center	4223	4771		

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

April 29, 2009

Board of Regents Meeting
May 14, 2009
1:30 p.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.

Resolution of Congratulations

09-81. Sigma Kappa sorority was the first Greek organization on the Midwestern State University campus and was chartered May 23, 1959. In recognition of its 50th anniversary on the MSU campus, a resolution of congratulations will be presented for consideration of the board.

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

09-82. Minutes of the Executive Committee meeting February 12, 2009, are recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 09-82.

Capital Expenditure and MP1 Report FY 2010-2014

09-83. The Texas Higher Education Coordinating Board (THECB) requests an update of the university's five-year plan for construction, land acquisition, and major repair and renovation projects each year. This plan must include:

- a. any proposed new construction greater than \$1 million;
- b. any repair and rehabilitation greater than \$1 million;
- c. information resource projects that cumulatively would total \$1 million or greater in one year; and
- d. property purchases that cumulatively would total \$1 million or greater in one year.

The deadline for submitting this plan is June 30, 2009. The administration developed the plan as shown in Attachment 09-83. The administration requests approval of this plan for submission to THECB.

Fencing and Landscaping -- New Housing/Gladney Drive

09-84. The administration recommends that funding be authorized to provide fencing and landscaping needs on the north side of the new housing project facing Gladney Drive. The initiative will add to the architectural design of the facility and address landscaping concerns along that area. The project cost is estimated not to exceed \$130,000 over two budget years and would include a 400 foot brick/iron fence with brick columns on 25 foot centers and a steel "picket" panel between them. The landscaping should be completed in November 2009. The recommended sources of funds include the following:

Housing Reserves	\$ 85,000
Local Funds	15,000
Funds determined in 09-10 Budget	<u>30,000</u>
	\$130,000

EXECUTIVE COMMITTEE
ATTACHMENT

**Capital Projects - MP1
Midwestern State University
For Fiscal Years 2010-2014**

<u>Projects</u>	<u>Priority</u>	<u>Sources</u>
Moffett Library Reconstruction	1	\$40,000,000 Future TRB
D.L. Ligon Coliseum - Phase II	2	\$7,000,000 Future TRB Funding & Private Funds
Renovation of Bolin Science Hall	3	\$17,500,000 Future TRB Funding & Private Funds
Renovation of Christ Academy Facilities	4	\$6,000,000 Private Funds
Renovation of Hardin Administration Building	5	\$36,000,000 Future TRB Funding
Renovation of Fain Fine Arts	6	\$30,000,000 Future TRB Funding & Private Funds
Information Technology Building	7	\$8,000,000 Future TRB Funding
Ferguson Academic Building	8	\$25,000,000 Future TRB Funding
Renovation of Wichita Falls Museum of Art at MSU	9	\$4,000,000 Private Funds
Acquisition of Property Contiguous to Campus	10	\$5,000,000 Private Funds
Student Housing - Greek Housing	11	\$6,000,000 Housing Income
Renovation of Clark Student Center	12	\$37,500,000 Student Union Fees
Total		<u><u>\$222,000,000</u></u>

FINANCE & AUDIT
COMMITTEE

Finance and Audit Committee

Membership

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

09-85. The minutes of the Finance and Audit Committee meeting February 12, 2009, are recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 09-85.

Review and Acceptance of Financial Reports

09-86. The administration recommends the January, February, and March 2009 Financial Reports for acceptance. These reports were previously distributed to the board for their review.

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

09-87. 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>
23241 3200 10	Local Tuition	23313 3300 24	Physical Plant	EPA Initiative	\$ 16,550
23200 23200 10	Course Fees	23200 22504 12	Dental Hygiene	Funding for dental instruments used by students	7,000
23313 3300 24	Local Tuition	23200 22505 12	Respiratory Care	Faculty attendance at Int'l Congress of the American Association for Respiratory Care for recruiting	14,268.70
	Total				\$37,848.70

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

09-88. 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
Director, Corporate & Sports Development		\$2,000	Increase inadvertently left out of 2008-09 budget.
Assistant Professor Education/Reading		\$1,008	Filled position above budgeted salary.
	Graduate Recruiter/Grant Coordinator	\$12, 896	Increased .5 FTE to full-time position. Paid from grant funds.
Secretary I Disability Support		(\$552)	Filled position below budgeted salary.
Secretary II Housing		(\$516)	Filled position below budgeted salary.
Processor/Counselor Financial Aid		(\$4,356)	Filled position below budgeted salary.
TV Tech Assistant Mass Communication		(\$2,952)	Filled position below budgeted salary.
	Police Office II Campus Police	\$25,908	New position (temporary addition – due to employee illness).
Custodial Foreperson Physical Plant		\$720	Filled position above budgeted salary.
Asst. Custodial Supt Physical Plant		(\$7,008)	Filled position below budgeted salary.
Teller II Business Office		(\$516)	Filled position below budgeted salary.
Accountant II Business Office		(\$1,031)	Filled position below budgeted salary.
Accounting Asst. II Business Office		(\$480)	Filled position below budgeted salary.
Assistant Director Student Development		\$4,284	Filled position above budgeted salary.
Total		\$29,405	

Redwine Estate

09-89. Mr. Bruce Redwine left a large portion of his estate to Midwestern State University. The administration will make recommendations concerning these funds.

MSU Promise/Mustangs Tuition Guarantee Program

09-90. The Board of Regents previously approved the “MSU Promise” which guaranteed that tuition and mandatory fees would not be increased by more than 5% from one academic year to the next, with the exception of student initiated fees. The administration has continued to review various other tuition and fee guarantee programs offered throughout

the state, particularly those that provide tuition and fees for students from families with a certain income level and below. The administration may make recommendations concerning a Mustangs Tuition Guarantee Program beginning with the fall 2009 semester.

Dual Credit Courses –Tuition and Fees

09-91. The administration will make recommendations concerning tuition and fees charged for dual credit courses.

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

09-92. The minutes of the Personnel and Curriculum Committee meeting February 12, 2009, are recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 09-92.

Faculty Report

09-93. A representative of the MSU Faculty Senate will update the board on faculty-related issues.

Staff Report

09-94. A representative of the MSU Staff Senate will update the board on staff-related issues.

Review of Personnel Report for FY 08-09 Budget

09-95. The report on personnel changes in January, February, and March, 2009, is presented for information as shown in Attachment 09-95.

Holiday Schedule for Staff Employees – 2009-2010

09-96. It is recommended that the following holiday schedule for MSU staff employees be approved for the period beginning September 1, 2009, and ending August 31, 2010:

Date	Holiday	No. of Days
September 7, 2009	Labor Day	1
November 26-27, 2009	Thanksgiving	2
December 24-31, 2009	Christmas	6
January 1, 2010	New Year's	1
January 18, 2010	Martin Luther King Day	1
March 18-19, 2010	Spring Break	2
May 31, 2010	Memorial Day	<u>1</u>
	TOTAL DAYS	14

May 2009 Graduating Class

09-97. The administration recommends approval of the list of candidates for May 2009 graduation with the provision that they meet all requirements as prescribed by the faculty and administration (see Attachment 09-97).

New Positions – Maintenance Technician and Custodian I/Housing and Residence Life

09-98. The administration requests authorization to create a Maintenance Technician position and a Custodian I position for the new on-campus apartments. In order to assist with the final stages of construction, initial set up of the facility, and to become familiar with the facility prior to student occupancy, it is recommended that both positions be filled July 1, 2009. The annual salary for the Maintenance Technician position would be \$22,716 plus benefits, and the salary for the Custodian I position would be \$16,812 plus benefits. Funds required for these positions in 2009 (\$6,588) have been included in the construction budget as part of the start-up costs. The annual salaries for subsequent fiscal years will be allocated from housing revenues. The positions will report to Housing and Residence Life.

Program Name Change

09-99. Due to a requirement by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), which accredits MSU's Athletic Training Program, the administration recommends changing the name of the "Bachelor of Science with a major in Athletic Training" to "Bachelor of Science in Athletic Training."

MSU Catalog Change – Admissions Requirements

09-100. The Texas Education Code 51.803 acknowledges automatic admission for the top ten percent of the student's high school graduating class. It also includes curriculum requirements for recommended or advanced high school diploma programs required for admission to public institutions of higher education in Texas. It is recommended that the following changes be made to bring MSU's unit requirements in compliance with the Education Code. No changes are recommended with regard to class rank or SAT/ACT requirements for admission.

For unconditional admission students must graduate from a high school accredited by a regional accrediting agency or from a high school accredited by the Texas Education Agency. and must meet the following high school unit, class rank, and ACT/SAT score requirements:

Units Required

4 English (non-remedial)

3 mathematics (2 at Algebra I level or above)

2 science

*6 academic electives**

**Academic electives: mathematics, science, U.S. history, U.S. government, world history, world geography, economics, social sciences, foreign languages, fine arts, computer science, business, journalism, speech, and physical education (limit of 2 units from band, choir, or P.E.).*

Prospective students must complete a high school curriculum that is equivalent in content and rigor to the curriculum requirements established for the recommended or advanced high school diploma programs in Texas. Those curriculum requirements may be found on the TEA website - <http://www.tea.state.tx.us/>

Prospective students seeking admission should have all official scores sent from ACT and/or the College Board to MSU Admissions. The writing portions of the ACT and/or SAT are required to complete their application files. The ACT composite and the SAT combined score (Critical Reading and Mathematics) below exclude the writing portion.

<u>CLASS RANK</u>	<i>and</i>	<u>SAT/ACT SCORES:</u>
Top 10%		Automatic Admission by HB 588
Next 15%		870/18
2 nd Quarter		950/20
3 rd Quarter		1030/22
4 th Quarter		1110/24

NO CHANGE RECOMMENDED IN REMAINING PARAGRAPHS

MSU Catalog Change – Required Hours in the Core Curriculum

09-101. With the change to 120 semester credit hours required for a baccalaureate degree, Kinesiology activity courses were reduced from two to one credit hour. Since these activity courses are included in the core curriculum, the administration recommends reducing the core curriculum requirement by one hour.

MSU Policies and Procedures Manual Changes

09-102. 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 2.333, Organization – Provost – the responsibilities of deans and academic chairs have been reviewed and changes are recommended to reflect MSU’s current practice (see Attachment 09-102A).
- B. Policy 2.338, Academic Council and Enrollment Management Council – personnel changes are recommended (see Attachment 09-102B).
- C. Policy 3.146, Protection of Human Subjects in Research – it is recommended that the title of this policy be changed to Institutional Review Board and the policy changed in order to be in alignment with most universities nationwide (see Attachment 09-102C).
- D. Policy 3.347, Dependent Educational Assistance Program – it is recommended that requirements for participation in this program be modified as proposed by the MSU Staff Senate (see Attachment 09-102D).
- E. Policy 4.163, Smoking/Use of Tobacco Products – the administration recommends that in order to promote health and safety on the Midwestern State University

campus, smoking or other tobacco use be prohibited on the campus effective January 1, 2010 (see Attachment 09-102E).

- F. NEW POLICY, Worksite Wellness – in an effort to promote wellness among faculty, staff, and students at Midwestern State University, this policy is recommended (see Attachment 09-102F).
- G. NEW POLICY, Identity Theft Prevention Program – this policy is recommended pursuant to the Federal Trade Commission's Red Flags Rule, as required by Section 114 of the Fair and Accurate Credit Transactions Act of 2003 (see Attachment 09-102G).

Emeritus Status for Retiring Faculty

09-103. The administration will make recommendations concerning emeritus status for retiring faculty.

Faculty Promotions

09-104. The administration will make recommendations concerning the promotion of certain faculty members.

Faculty Tenure

09-105. The administration will make recommendations concerning the awarding of tenure for certain faculty.

PERSONNEL & CURRICULUM
COMMITTEE ATTACHMENTS

Summary of the Personnel Position Status Reports for 9/1/08 – 3/31/09

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)

January 2009 Instructor/Biology (decreased teaching load)
Net position change: -.25 (Faculty)

International Outreach Specialist
Net position change: +1 (Professional Non-Faculty)
Ratified by Board of Regents, 2/13/09

Director, Autism Support
Net position change: +1 (Professional Non-Faculty)
Ratified by Board of Regents, 2/13/09

March 2009 Police Officer II (temporary position addition)
Net position change: +1 (Police)
Recommended for Board ratification, 5/15/09

Total net new positions as of 3/31/09 = +3

Midwestern State University Reporting of Personnel Changes
Fiscal Year 2008-2009
January – March, 2009

I. ENTERING EMPLOYEES

1. Stacey Dagher - University Nurse, Vinson Health Center – 01/01/09
2. Robert Rhine – Storekeeper, Purchasing – 01/01/09
3. Pam Marshall – Secretary II, English – 01/01/09
4. Mary Lasseter – Secretary II, Housing – 01/01/09
5. Sara Labat – Administrative Assistant, Purchasing – 01/12/09
6. Debbie Villarreal – Custodian, Physical Plant – 01/12/09
7. Thomas Callahan – Instructor, Criminal Justice – 01/16/09
8. SuHua Huang – Assistant Professor, Education – 01/16/09
9. Michael Williams – Custodian, Physical Plant – 01/20/09
10. Katharine Krottinger – Grant Coordinator, Graduate Studies – 01/22/09
11. Jessica Dunn – Director, Autism Support, Education – 01/26/09
12. Corrine Hamre – Secretary I, Disability Support Services – 01/26/09
13. Shelby Moer – Human Resources Assistant II – 02/01/09
14. Sara Connolly – Financial Aid Processor/Counselor – 02/16/09
15. Dara Edelman – Secretary II, Dillard College of Business – 02/16/09
16. Lisa Moore – Television Technical Assistant, Mass Communications – 02/26/09
17. Jennifer Dunn – Teller II, Business Office – 02/26/09
18. Cammie Dean – Assistant Director, Student Development and Orientation – 03/09/09
19. Thurman Jones – Police Officer II, University Police – 03/23/09
20. Linda Rose – Accountant II, Business Office – 03/23/09

II. EXITING EMPLOYEES

1. Mary Cage – Assistant to Director, Information Systems – 01/31/09 *Retire*
2. Jennifer Pellegrin – Human Resources Assistant II – 01/31/09
3. Betty Ordonez – Assistant Director, International Services - 02/16/09
4. Robert Gallentine - Custodial Foreperson, Physical Plant - 02/16/09
5. Andre Lessears – Coordinator of Multicultural Affairs, Student Development – 02/27/09
6. Patricia Rogers – BSN Nurse Educator, Simulation Center – 02/27/09
7. Stacey Dagher – University Nurse, Vinson Health Center – 03/06/09
8. Randal Johnson – Custodian, Physical Plant – 03/24/09
9. Cynthia Eubanks – Accounting Assistant II, Business Office – 03/27/09

MIDWESTERN STATE UNIVERSITY
PERSONNEL POSITION STATUS REPORT
January 31, 2009

POSITIONS	APPROVED BUDGET		POSITIONS		SALARY		FILLED POSITIONS		VACANT POSITIONS		TOTAL CURRENT	
	9/1/2008		ADDED (DELETED)		(SAVED)		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
EXEC, ADMIN & MANAGERIAL	47.36	4,051,024					47.36	4,051,024			47.36	4,051,024
REGULAR FACULTY	240.25	14,545,242	0.00	(13,436)	697	231.75	14,364,001	8.50	168,500		240.25	14,532,501
PROFESSIONAL NON-FACULTY	115.35	4,633,521	2.00	70,531	(9,019)	114.35	4,588,774	3.00	106,259		117.35	4,695,033
CLERICAL AND SECRETARIAL	96.96	2,271,663	0.00	1,128	(3,594)	89.96	2,138,517	7.00	130,680		96.96	2,269,197
TECH & PARAPROFESSIONAL	23.00	1,027,104				21.50	918,552	1.50	108,552		23.00	1,027,104
SKILLED CRAFT	34.00	1,127,735				34.00	1,127,735				34.00	1,127,735
SERVICE & MAINTENANCE	65.84	1,348,163			(2,008)	61.00	1,243,423	4.84	102,732		65.84	1,346,155
POLICE	14.00	433,992	0.00	0	0	14.00	433,992	0.00	0		14.00	433,992
GRAND TOTALS	636.76	29,438,444	2.00	58,221	(13,924)	613.92	28,866,018	24.84	616,723		638.76	29,482,741

MIDWESTERN STATE UNIVERSITY
PERSONNEL POSITION STATUS REPORT
February 28, 2009

POSITIONS	APPROVED BUDGET 9/1/2008		POSITIONS ADDED (DELETED)		TOTAL POSITIONS		SALARY (SAVED)		FILLED POSITIONS		VACANT POSITIONS		TOTAL CURRENT POSITIONS	
	FTE	AMOUNT	FTE	AMOUNT	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	0.00	(13,438)	240.25	14,531,804	697		231.75	14,364,001	8.50	168,500	240.25	14,532,501
PROFESSIONAL NON-FACULTY	115.35	4,633,521	2.00	70,531	117.35	4,704,052	(14,707)		112.35	4,522,282	5.00	167,063	117.35	4,689,345
CLERICAL AND SECRETARIAL	96.96	2,271,663	0.00	1,128	96.96	2,272,791	(8,946)		94.96	2,224,869	2.00	38,976	96.96	2,263,845
TECH & PARAPROFESSIONAL	23.00	1,027,104			23.00	1,027,104	(2,952)		21.50	945,552	1.50	78,600	23.00	1,024,152
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	(2,008)		60.00	1,219,687	5.84	126,468	65.84	1,346,155
POLICE	14.00	433,992	0.00	0	14.00	433,992	0		14.00	433,992	0.00	0	14.00	433,992
GRAND TOTALS	636.76	29,438,444	2.00	58,221	638.76	29,496,665	(27,916)		615.92	28,889,142	22.84	579,607	638.76	29,468,749

MIDWESTERN STATE UNIVERSITY
PERSONNEL POSITION STATUS REPORT
March 31, 2009

POSITIONS	APPROVED BUDGET 9/1/2008		POSITIONS ADDED (DELETED)		TOTAL POSITIONS		SALARY (SAVED)		FILLED POSITIONS		VACANT POSITIONS		TOTAL CURRENT POSITIONS	
	FTE	AMOUNT	FTE	AMOUNT	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	0.00	(13,438)	240.25	14,531,804	697		231.75	14,364,001	8.50	168,500	240.25	14,532,501
PROFESSIONAL NON-FACULTY	115.35	4,633,521	2.00	70,531	117.35	4,704,052	(11,394)		112.78	4,542,794	4.57	149,864	117.35	4,692,658
CLERICAL AND SECRETARIAL	96.96	2,271,663	0.00	1,128	96.96	2,272,791	(8,946)		93.96	2,202,945	3.00	60,900	96.96	2,263,845
TECH & PARAPROFESSIONAL	23.00	1,027,104			23.00	1,027,104	(2,952)		21.50	945,552	1.50	78,600	23.00	1,024,152
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	(9,496)		59.00	1,196,791	6.84	141,876	65.84	1,338,667
POLICE	14.00	433,992	1.00	25,908	15.00	459,900	0		15.00	459,900	0.00	0	15.00	459,900
GRAND TOTALS	636.76	29,438,444	3.00	84,129	639.76	29,522,573	(32,091)		615.35	28,890,742	24.41	599,740	639.76	29,490,482

COLLEGE OF BUSINESS ADMINISTRATION

BACHELOR OF BUSINESS ADMINISTRATION

Sarah Lanette Allen	Brandy Nicole Long
Jonathan Augustin	Crystal Tamesha Louison
Lisa Ayanna Baptiste	John Curtis Lowery
Robert Michael Beard	Casey Lane McCleskey
Charles Albert Bearden	Kalynne Denise Meurer
Lauren Elisse Blackburn	Kathryn Jane Morath
Sheldon Andrez Blaize	Kevin Lee Murray
Edd Brian Blanchard	Aletha Newman
Crystal Denise Bratton	Matthew Bernardo Olaya
Michaela Bruckmayer	Christina Rae Orta
Crystal Jean Milburn Casey	Lindsey Elizabeth Paddock
Tiemonne T. Charles	Lindsay Nicole Patrick
Camilla Caneta Charles	Robert Marvin Paul, Jr.
Anthony Russell Chianese	Sherry Ann Outka Peterson
Joe Don Cross	Brock Anthony Peyrot
Gale Ann Stacy Cumberbatch	Tina Vivian Philbert
Christopher John Curlin	Alroy Cumanie Phillip
Thomas James Deasy, III	Arrin Scott Plowman
Jarrett Len Delaney	Chelsie Polk
Miteshbhai B. Desai	Cody Dawayne Polk
Sasha Dawn Dorall	Cody Lee Ramsey
Kerilyn Alyson Edwards	Jessica Lynne Ransom
Ashley Beth Elledge	Jeffery Lee Richesin
Tina J. English	Amanda Nichole Rodgers Ritchie
Keldon Glenn Fischer	Jason Henry Robinson
Russel Edward Fitzwater	Sarah Emily Rudock
Tremaine Maquis Forrest	Carlos Ruiz
Jaymie Lee Garcia	Roy Dewayne Russ
Kathryn Grace Gilbert	Francisco Salas
Kenneth Robert Gill	R. Miguel Saldarriaga
Chase Aaron Giossi	Ellis Kyle Searcy
Maurice Lamont Gipson	Pamela Jean Shaw
Michael John Grassi	Ryan Christopher Shierry
Kathleen Marie Guehler	Andrew Barry Smith
Russell Mark Guyette, Jr	Rebecca Jeanne Smith
Francine Natasha Hackshaw	Robert George Stahler
Christina Marie Hannaford	Katherine Joyce Stepp
Michelle Kathleen Harris	Casey Lee Taylor
Joel James Hawkins	Yubia Leticia Terrazas
Jace Russell Henry	Amanda Marie Tettleton
Kyle Russell Hilden	Darrell Franklin Tigh
Tracie Renee Hill	Amanda Cherry Trim
Sarah Diane Hood-Trevino	Hezron Kimani Wade
Camica Tamar Humphrey	Jessica Marie Warner
Chukuma Justin Ibe	Reinhard Weiss
Shannon Leigh Jackson	Jessica LaShawn Wesley
Alma Leticia Leal Jaramillo	Melinda Marie Wikel
Matthew Leonel Jaramillo	Lindsey Nicole Willis
Jennifer Suzanne Jones	Casey Lynn Wines
Linwyse Donna-May Joseph	Ross Anton Wolf
Lacy Reagan Lagow	Kenda Nicole Schroeder Wolf
Walter Ivy Lambert IV	Alicia Suzanne Woods
Todd Eric Lewis	Jerry Zak

COLLEGE OF EDUCATION

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Charise Michelle Bewley	Rachel Louise Seigler
Danielle Renee Taylor Block	Erin Ashley Shaver
Mindy Goode Bradley	Jenna Danielle Smith-Dozier
Crystal Lynne Carter	Brittany LaShae Spradling
Kyle Douglas Chaney	Ashley Renee Tuscana
Brandy Nicole Collins	Alisha Michelle Vinson
Samantha Brooke Darland	Kacie Janae Wade
Karen Larios Diaz-Zapata	Twaleena Maureen Watson
Sarita Kay Harrison	Tabitha Diane White
Breanna Dawn Jones	Caroline Rachel Williams
Audrey Lindsey Kirkland	

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Kristin Elizabeth Mullen	Andrew Lewis Weitner
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Meredith Dwana Ryan

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Briana Andrea Schulte
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Vy Thuy Tran

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Rory Scott Ellison
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Gloria Pauline Fadahunsi
Helen Marie Fekete
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Ekene Asike Kwazu
Titilope Afusat Lawal
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Chesley Rae Lohstreter
Chelsea Dawn Lott
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Chineye Chiamaka Offor
Hellen Kerubo Ombongi
Eucharika Chinatu Onuegbulem
Badiana Osabutey
Dhannya Abraham Pralel
Mirejildo Ramos
Cassandra Jo Reedy
Princy S. Saji
Tessa Lynn Sales
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Amanda Marie Adams Smith
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Shafhia Nicole Walker
James Yates Wallace
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Myra Kim White
Brandi Michelle White

BACHELOR OF SCIENCE IN RADIOLOGIC SCIENCES

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Hope Christine Newsome
Jennifer Michelle Nuanes
Karen Louise Reed

Cary Shane Darling
Neal Russell Fitzpatrick
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Ryan Paul Malone
Wagner, Jr. Marchesi
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Rockey Kendall Storie II
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Carolyn E. Mays Williams
Norma Gay Wood

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Betelhem Legesse Awano
Ramotalai Bakare
Brannon Christopher Calvert
Farzana Chowdhury
Chasteen Elizabeth Clow
Bri Anne Decoskey
Denisha C. Eaglin
Amber Dionne Henderson
Yollanda Isioma Hilliman
David Allen Horton
Holly Lauren House
Daniel Keith Ketchersid

Christopher M. Lusby
Elizabeth Martinez
Katherine Ann Moore
Julie Anne Perkins
Daniel Polk, Jr.
Jessica Diane Reeder
Rachel Naurite Reynolds
Nevinson Pradeep Sam
Susan Samuel
Loretta Perez Simmons
Tavia Trishe' Stewart
Chris Eugene Tovar
Demetria Shonta Tune
Heather Eileen Whitson

BACHELOR OF SOCIAL WORK

Morenike Ashake Akinlolu
Joe, III Armendarez
Amy Lea Brewer
Mary Terrill Burns
Mulu Work Argaw Dinka
Deborah Lynn Halvorson
Janet Lynn Harrison
Patrina Lynn Hein

Cassie Rene Knight
Blessing Ihechi Okoro
Marylou Muniz Perkins
Obelelea Campbell Rue
LaJarvis Nichole Sanders
Megan Ann Seaton
Le Thi Tuyet

COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

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Steven Allen McCreary
Joshua Aaron McFerrin
Michele Ruth Mercado

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Tim L. Dial
Michael Patrick Donahoe
Deborah Burkhalter Ellis
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Bryan Anthony Francis
Gordon Keith Gentry
Michael Gerke
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Rebekah Ireland
Elvin Brent King

Brandy Renay Millerschoen
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Eric Conlee Powell
William Clay Rutledge
Sandra King Shephard
Teana Michelle Smith
John Anthony Stanley
Dennis Allen Stapleton
Thomas James Swartz
Karl Vaughn Thomas, Jr
Shawn Barrington Walters
Jennifer Lee Watkins
James Deion West
Cheri Crystal West

BACHELOR OF ARTS

Denise Miller Booth
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Zahnela De Shawn Claxton
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Julie Wolhyang Cordova
Joycelyn LaRaine Downing
Dionne Durand
Anthony Edward Friday
Edith Galvan
Stephanie Joy Glidewell
Melissa Ann Groshans
Chelsey Brook Holcomb
Chelsea Maureen Humphrey
Robin James Humphrey
Julie Ann Johnston
Chad Christopher Kennedy
Whitney Michele Kindinger
Laura Diane Koetter

Justin Davis McCloskey
Catherine Denine Meurer
Joel Mathew Morrow
Brandy Nicole Navarrette
Rachel Leah Neuman
Toya Mary Okonkwo
Abdual Anwar Paramore
Karla Kay Phillips
Sara Elizabeth Riley
Christopher Michael Robertson
Jorge Rodolfo Tejada
Michelle Donahou Thompson
Michael Chase Thornton
Ian Van Reenen
Gina Dawn Michelle Walker
Ashley Brianne Watts
Karyl Andrine Williams

BACHELOR OF SCIENCE

Sarah Hunt Banducci
Ashley Mara Brewton
Misty Dawn Bridges-Wilson
Thomas Christiaan DeGrauwe
Zachary Scott Dillard
Kelli Kree Ferguson
Jared Dewayne Fisher
Meghan Erin Gentz
Chantel Ivy Grant

Rendie LaRae Haynes
Peter Morgan Lawrence
Jennifer Elizabeth Little
Daryll Royden Lloyd
Jason Kyle Magers
Alison Erin Payne
Whitney Deanne Pence
Lindsey Rose Rhine
Rachel Emily Sara Wachsmann

COLLEGE OF SCIENCE AND MATHEMATICS

BACHELOR OF SCIENCE

Jeston Clyde Alger
Tyler Lee Ashley
Deidra Nea Augustine

Kriston Nicole McLaughlin
Bryan Daniel Miller
Telly Consuelo Milnes

Douglas Anthony Bonner
Cody Allen Canafax
Maria Elena Cano
Aaron Matthew Claiborne
Leslie Renee Coble
Jonathan Ray Dressler
Robert Keith Enloe
Johnica Jo Fetsch
Jeanna Shari Francis
Zane Fulton
Jordan Michael Harrison
Matthew Thomas Havens
Felicia Ann Hoffman
John William Hunter Jr
Laura Catherine Johnson
Ryan Brent Jordan
Lafaille Lafaille, Jr.
David Jonathan Lowell
Stephanie Dawn Henry Manry
Kharene Anika Ellen Mason-Glean
Gerard Albert Matthew

Daniel Kirk Nix
Joshua B. Norris
Heather Le Ondricek
Allen Michael Pappas
John Michael Pearson
Cynthia Anne Prunte
Craig Andrew Rachel
Justin Scott Ritchie
Jessica Ashley Roffan
Bonnie Rae Ross
Ashley Brooke Sanchez
Aaron Curtis Schrick
Erin Kathleen Short
Ann Myra Smith
Daniel James Solesbee
Jacob Allen Staples
Thomas Tran
Courtney Claire Waldsmith
Ryan Grant Woody
Madeleine Ann Zaehring

BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING

Donley L. Antoine
Rayon Abate Austrie
Noel Catherine Baker
Clide Cadette
Matthew Louis Capps
Jason A. Clemans
Bevon Mario Daniel
Vernon Rogers Davenport III
Nathan Warren Davis
Dalton Elroy Eloi

Brittney Gaye Franklin
William Martin Lovelace
Leron Craig Marrast
David John Marshall
David Noel
Tabitha Vickey Pierre
Nathan Lewis Symank
Carrie Anne Taylor
Gregson Johann Thomas
Laura Whittle

COLLEGE OF BUSINESS ADMINISTRATION

MASTER OF BUSINESS ADMINISTRATION

Randy Deshun Allen
Cecelia Elizabeth Bellot
Brett Matthew Coats
Kim M. Eli
Tina J. English
Robert Carson Forrester
Gabriela Janelle George
Yoko Kawai

Christopher Alan Kuykendall
Marilyn Sherma Richards
Amanda Nichole Rodgers Ritchie
Christopher Glen Stovall
Alberto Surace
Amanda Marie Tettleton
Michele Lee Keelin Wood

COLLEGE OF EDUCATION

MASTER OF ARTS

Mileasha Lyn Grogan
Thomas Scott Harwell

Stephen Meadows
Mark David Mills

Douglas Ray Kabell
Patricia B. McBride

Vanessa Skyvone Selby
Dottie LeeAnn Dark Westbrook

MASTER OF EDUCATION

Anna Marie Mendez Albus
Heidi Broussard Brittain
Gary Lynn Browning
Jana Gayle Conner
Jennifer Dawn Edmondson
Joe Wayne Gordy
Raquel A. Hernandez
Terri Ann Lynch Hornsby

Merileigh Wuthrich Johnson
Diedrea Lynn King
Pamela Dawn McAfee Newton
Alefia Casandra Paris-Toulon
Brandon Scott Peavey
TiAda Hill Radtke
Rex A. Seigler
Stephanie Walker Spear

COLLEGE OF HEALTH SCIENCES AND HUMAN SERVICES

MASTER OF HEALTH ADMINISTRATION

Nikhil C. Gohokar
Anil D. Halappa

Prashant S. Kale
Rodney Gene Melton

MASTER OF PUBLIC ADMINISTRATION

Rafael Rodriguez

Alan Berry Shults

MASTER OF SCIENCE IN KINESIOLOGY

Elise Catherine Brown
Rishika Ajitkumar Motiani
David Verner Pino
Kimberly Noel Stiles

Koby Wayne Styles
Kennard Colt Trant
Svea Wanntke
Joshua Richard Wells

MASTER OF SCIENCE IN NURSING

Melody Gail Chandler
Joseph Lefiever Clark IV
Prashanthi Cynthia D'Silva

Cynthia Ann Uzl Less
Moby Anu Thomas

MASTER OF SCIENCE IN RADIOLOGIC SCIENCES

Lisa R. Aberle
Tonya R. Brightmon
Veronica Elizabeth Campbell
Sharon R. Douglas
Joel Matthew Hicks
Janet Kay Hirt
Traci Lee Kalar

Traci Barker Lang
Nan Elizabeth Miguel
Sonja Kay Robb-Belville
Taffi Nichole Robinson Rose
Stephanie Ane' Thiem
George Michael Wallish
Melissa Ann Whitley

COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

MASTER OF ARTS

Mary Temitope Akinwolemiwa
Ben Duain Atkins
Nathan Robert Brown
Jerri J. Grimsley Buerger
Hunter Collin Huffman
Marie Diane Ibarra
Dustin Joseph Jackson

Katherine Rose Kelsey
Amy Elizabeth Knowles
Daniel Wayne Lowe
Crystal Dawn Manuel
Ryan Garrett Psencik
Karil Ajanah Hilary Sampson
Danielle Elise Searles

COLLEGE OF SCIENCE AND MATHEMATICS

MASTER OF SCIENCE

James Dean Holman
Shinichi John Ozone

Sachin Anil Yawalkar

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ORGANIZATION - PROVOST

D. Deans of Colleges

1. Appointment

Deans are appointed by the President of the university who will consult with the Provost. They are responsible to the Provost ~~for the operation of their colleges.~~ Deans will be employed on a twelve-month basis and will hold faculty rank with all the attendant privileges and responsibilities of a faculty member. Deans will hold a terminal degree in an appropriate discipline. They will teach nine (9) semester hours in a twelve-month period. Each dean may request additional reduced load for him/herself, academic department chairs, and other faculty having administrative responsibilities in the college. Any such request should meet the guidelines embodied in the university's teaching load policy (See Policy 3.127).

2. Responsibilities

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

- ~~a. Overall strategic planning for the college~~
- ~~b. Serving as a member of the Academic Council~~
- ~~c. Recruiting and selecting of faculty~~
- ~~d. Evaluating faculty~~
- ~~e. Directing the preparation of all tenure/promotion documents for faculty in the college~~
- ~~f. Developing and managing the college's operating budgets~~
- ~~g. Seeking the advice of faculty on curricular matters~~
- ~~h. Overseeing and approving the development of academic curricula within the college~~
- ~~i. Developing advising procedures for majors in disciplines within the college~~
- ~~j. Representing the college on and off campus~~
- ~~k. Serving as spokesperson for the college.~~
- ~~l. Teaching in his/her discipline~~
- ~~m. Coordinating the preparation of Fall, Spring and Summer course schedules and approve them for submission to the Provost~~
- ~~n. Maintaining communication, cooperation and rapport among the faculty of the college~~
- ~~o. Ensuring the continuing assessment of academic programs within the college~~
- ~~p. Maintaining compliance with all accrediting body standards incumbent on the college~~
- ~~q. Planning a program of professional development for the faculty of the college~~
- ~~r. Advising and consulting with the Provost on matters of budget, faculty recruiting and selection, tenure, promotion and compensation~~
- ~~s. Hearing and rendering judgments on matters of intra-college controversy~~
- ~~t. Hearing and resolving student complaints not resolved at the department level~~
- ~~u. Planning the use of endowment monies available to the college~~

- ~~v. Assessing capital equipment needs of the college and recommending funding purchases~~
- ~~w. Promoting the college's programs and assisting faculty with student recruitment~~

a. Assessment and Planning

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

b. Faculty Performance and Development

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

c. Budget and Finance

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

d. Promotion

- i. Working with the Vice President for University Advancement and the Director of Donor Services and Special Projects to foster fund-raising for the college

- ii. Promoting the college, assisting Department Chairs and faculty in recruiting students, and helping students succeed
- iii. Representing the college on and off campus
- iv. Overseeing the maintenance and updating of the college's published promotional materials, including its web site
- e. Human Relations and Conflict Management
 - i. Fostering diversity at all levels of the college and across the university
 - ii. Cultivating inter-disciplinary cooperation and endeavors within the college and among colleges
 - iii. Fostering communication, cooperation, civility, and rapport among students, faculty, and staff
 - iv. Serving as advisor to the Provost
 - v. Fostering a climate within the college that encourages the free exchange of ideas and allows for the airing of differences of opinion
 - vi. Working to resolve disputes within the college
 - vii. Hearing and helping resolve student complaints not resolved at the departmental level
 - viii. Hearing and helping resolve faculty and staff complaints not resolved at the departmental level
 - ix. Ensuring due process for students, staff, and faculty who register complaints, appeals, or grievances
- f. Routine Responsibilities
 - i. Seeking to grow as an academic by teaching and by pursuing scholarship, creative activity, and/or professional development
 - ii. Serving as a spokesperson for the college and as a liaison between faculty and administration
 - iii. Serving on the Academic Council and the Teacher Education Committee
 - iv. Regularly convening, chairing, and consulting with, the College Council
 - v. Meeting and consulting regularly with the Provost and other Deans to address issues, solve problems, bring recommendations, and expedite planning
 - vi. Working with Department Chairs and other Deans to coordinate course and room scheduling
 - vii. Monitoring course enrollments and faculty loads in the college
 - viii. Establishing advisement procedures within the college that ensure effective academic, personal, and career counseling for students
 - ix. Establishing operational policies and procedures for the college, and ensuring that they are compatible with the University's policies and procedures
 - x. Establishing college committees as necessary
 - xi. Keeping faculty, staff, and students of the college informed by establishing and maintaining an effective flow of electronic, paper, and telephone communication
 - xii. Making recommendations or holding elections, as appropriate, to fill positions on college and university committees
 - xiii. Performing other duties and meeting other responsibilities assigned by the Provost

E. Dean of Graduate Studies

1. Appointment

The Dean of Graduate Studies is appointed by the President of the university who will consult with the Provost. He or she is responsible to the Provost, will be employed on a

twelve-month basis and will hold faculty rank with all the attendant privileges and responsibilities of a faculty member. The Dean will hold a terminal degree in an appropriate discipline. The Dean will teach nine semester hours in a twelve-month period and may request additional reduced load for him/herself

2. Responsibilities

The dean of graduate studies is responsible for the overall operation of graduate programs and sponsored programs. Specific duties/responsibilities of the dean include but are not limited to:

i. Supervision and Coordination

- a. Supervising the staff of the Graduate Office including the Assistant to the Dean and the Graduate Recruiter; ensuring that personnel policies are appropriately applied and that fair practices are used and documented
- b. Chairing the Graduate Council and implementing its policies and decisions, including the nomination, approval, and appointment of graduate faculty
- c. Working with Graduate Program Coordinators, Department Chairs, and Deans to coordinate recruiting initiatives, assemble a diverse pool of qualified applicants for graduate programs, and demonstrate a service-oriented philosophy
- d. Awarding final approval or disapproval of graduate theses, exhibitions, or dissertations
- e. Chairing the University Research Committee; working with its members to solicit and evaluate faculty research and developmental-leave proposals
- f. Chairing the Teaching and Learning Resource Center Committee; working with its members to promote faculty interaction, experimentation, innovation, and creativity in their efforts to ensure effective teaching
- g. Directing the Office of Sponsored Programs and, in that capacity, coordinating the university's pre- and post-award support of grants and contracts
- h. Serving as the university's designated representative to the Texas Higher Education Coordinating Board and, in that capacity, submitting reports to the THECB concerning the research productivity of MSU faculty

ii. Assessment and Planning

- a. Helping ensure the continual assessment and development of graduate programs
- b. Helping ensure graduate-program compliance with the standards of the Southern Association of Schools and Colleges and with the standards of other organizations that are incumbent on graduate programs
- c. Working with academic officers and faculty engaged in accreditation efforts for graduate programs
- d. Working with the Graduate Council as well as other academic officers and faculty members to develop and evaluate strategic-planning initiatives
- e. Working with the Graduate Council, Graduate Program Coordinators, Deans, and Department Chairs to consider curricular revisions or innovations and to present proposed changes to the Provost for consideration by the Academic Council

iii. Policy Development, Implementation, and Interpretation

- a. Ensuring that effective policies are developed and implemented to carry out the work of the Graduate Office and Graduate Council
- b. Interpreting graduate-program policies and adjudicating appeals concerning exceptions to these policies

- c. Working with the Graduate Council to establish and maintain standards, policies, and procedures by which graduate students are admitted, enrolled, supervised, retained, and awarded degrees
- d. Working with the University Research Committee to develop or revise policies and procedures for submission of grant and development leave applications by the faculty
- e. Keeping the Provost informed of graduate program and policy concerns
- iv. Promotion
 - a. Representing Midwestern State University at meetings concerning graduate education
 - b. Working with appropriate university personnel in encouraging community and state support for graduate programs
 - c. Working with the Graduate Recruiter to attract qualified, promising graduate students
 - d. Communicating university and graduate program information and policies to stakeholders: students, faculty, staff, alumni, and community members
 - e. Overseeing publication of the Graduate Catalog, graduate program brochures, and other relevant publications
- v. Budget and Finance
 - a. Preparing and administering the Graduate Studies budget and making budget recommendations to the Provost
 - b. Serving as a resource person for budget, space, and personnel decisions affecting graduate education
 - c. Recommending funding for graduate assistantships and scholarships, coordinating the allocation of these assistantships and scholarships to the colleges, and monitoring the administration of graduate assistantship funds and appointments
- vi. Routine Responsibilities
 - a. Meeting and consulting regularly with the Provost and other Deans to address issues, solve problems, bring recommendations, and expedite planning
 - b. Working with the Deans to promote faculty and student scholarship and research
 - c. Keeping administrators, faculty, staff, and students informed of graduate policy and program concerns by establishing and maintaining an effective flow of electronic, paper, and telephone communication
 - d. Performing other duties and meeting other responsibilities assigned by the Provost

F. Academic Department Chairs

1. Appointment

Academic department chairs are appointed by the dean of the respective college. Appointments require the approval of the Provost and the President. The appointment of an academic department chair for a discipline or disciplines will be based on the enrollment, degree level and complexity of the program or programs. The Provost and the President will approve all such appointments. Chairs are responsible to the respective college dean for the operation of their departments. Academic department chairs are full-time faculty members who possess a terminal degree in their discipline. Any exception must be approved by the Provost and the President. Department chairs work on a standard faculty contract but will be given load credit of up to three hours per semester for

administrative duties. Teaching load credit for administrative duties will be recommended by the dean and approved by the Provost. In justifiable cases, additional load credit for chairs may be requested by the dean of the college

1.—Degree Requirements

Academic department chairs are full-time faculty members who should possess a terminal degree in their discipline. Any exception to this policy must be approved by the Provost and the President. They serve as academic administrative assistants to the deans of colleges.

2.—Duties

The duties of an academic department chair may include but are not restricted to:

- a.—Supervisory responsibility for a specific program(s) within a college
- b.—Assisting the dean in strategic program planning
- c.—Assisting the dean in preparation of tenure/promotion documents
- d.—Developing and managing budgets assigned to their program(s)
- e.—Recommending Fall, Spring and Summer course schedules for review and approval by the dean
- f.—Recommending catalog changes
- g.—Approving academic degree plans for students majoring in the program
- h.—Consulting and assisting the dean in evaluating faculty
- i.—Identifying equipment needs for the program(s)
- j.—Maintaining communication, cooperation, and rapport among the faculty in their program(s)
- k.—Hearing and resolving complaints from students in their program(s)
- l.—Coordinating student recruitment efforts for their program(s)
- m.—

2. Responsibilities

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

- i. Assessment and Planning
 - a. Ensuring the continual assessment and development of the departmental program, including the establishment of learning goals and operational goals
 - b. Directing the strategic planning for the department, and consulting with the Dean and departmental faculty to expedite planning
 - c. Ensuring departmental compliance with the standards of the Southern Association of Schools and Colleges and with the standards of other programmatic-assessment organizations that are incumbent on the department
 - d. Working with the departmental faculty to develop the curriculum and presenting proposed changes to the Dean for consideration by the College Council

- e. Monitoring components of the Academic Core housed in the department; contributing help and advice in administering, assessing, revising, or developing the Core
 - f. Monitoring and implementing university and college policies and procedures, and conveying policy concerns or proposals to the Dean
- ii. Faculty Performance and Development
 - a. Conducting Annual Performance Reviews of the departmental faculty
 - b. Conducting a formal third-year review of tenure-track faculty in the department
 - c. Maintaining the Department's Tenure and Promotion Guidelines and overseeing their revision, as necessary, to reflect evolving expectations; ensuring that the departmental guidelines are compatible with the college guidelines and with the University's criteria for tenure and promotion
 - d. Evaluating applications for tenure and promotion, and writing recommendations
 - e. Evaluating applications for University Research Grants and Developmental Leaves, and writing recommendations
 - f. Encouraging, and providing support for, scholarly, creative, and professional endeavors by the departmental faculty
 - g. Working with the faculty, Dean, Provost, and Director of Human Resources to recruit, hire, and terminate faculty and staff; ensuring that personnel policies are appropriately applied and that fair practices are used and documented
- iii. Budget and Finance
 - a. Developing and managing the department's operating budgets
 - b. Making budget and salary recommendations to the Dean
 - c. Working with the departmental faculty and staff to identify facility and equipment needs and making recommendations for capital purchases to the Dean
 - d. Working with the Dean and the departmental faculty to plan the use of endowment monies available to the department
- iv. Promotion
 - a. Working with the Dean, the Vice President for University Advancement, and the Director of Donor Services and Special Projects to foster fund-raising for the department
 - b. Promoting the department, recruiting students, engaging departmental faculty in student recruitment, and helping students succeed
 - c. Representing the department on and off campus
 - d. Overseeing the maintenance and updating of the department's published promotional materials, including its web site
- v. Human Relations and Conflict Management
 - a. Fostering diversity within the department, and helping promote diversity throughout the college and across the university
 - b. Cultivating inter-disciplinary cooperation and endeavors among the college's departments and with departments in other colleges
 - c. Fostering communication, cooperation, civility, and rapport among the department's students, faculty, and staff; with the college's other Department Chairs; and with the College Dean
 - d. Fostering a climate within the department that encourages the free exchange of ideas and allows for the airing of differences of opinion
 - e. Working to resolve disputes within the department
 - f. Hearing and helping resolve student complaints at the departmental level
 - g. Hearing and helping resolve faculty and staff complaints at the departmental level

- h. Ensuring due process for students, staff, and faculty who register complaints, appeals, or grievances
- vi. Routine Responsibilities
 - a. Seeking to grow as an academic by effectively fulfilling teaching obligations in the department and by pursuing scholarship, creative activity, and/or professional development
 - b. Serving as a spokesperson for the department and as a liaison between the departmental faculty and the College Dean
 - c. Serving on the College Council
 - d. Meeting and consulting regularly with the departmental faculty
 - e. Meeting and consulting regularly with the Dean to address problems, bring recommendations, and expedite planning
 - f. Keeping faculty, staff, and students of the department informed by establishing and maintaining an effective flow of electronic, paper, and telephone communication
 - g. Working with departmental faculty, other Department Chairs, and the Dean to plan course and room scheduling
 - h. Monitoring course enrollments and faculty loads in the department
 - i. Establishing advisement procedures within the department that ensure effective academic, personal, and career counseling for students
 - j. Establishing operational policies and procedures for the department, and ensuring that they are compatible with college and university policies and procedures
 - k. Establishing departmental committees as necessary
 - l. Making appointments or holding elections, as appropriate, to fill positions on departmental committees
 - m. Being available during the summer months to help with planning and problem solving
 - n. Performing other duties and meeting other responsibilities assigned by the Dean

1.—Appointment

The appointment of an academic department chair for a discipline or disciplines will be based on the enrollment, degree level and complexity of the program or programs. The Provost and the President will approve all such appointments.

2.—Teaching Load

Department chairs work on a standard faculty contract but may be given load credit of up to three (3) hours per semester for administrative duties. Teaching load credit for administrative duties will be recommended by the dean and approved by the Provost. In justifiable cases, additional load credit for chairs may be requested by the dean of the college. Each department chair's performance will be evaluated by the dean using a standard evaluation instrument and with appropriate input from the faculty in that specific program.

F.—Dean of Graduate Studies

The Dean of Graduate Studies reports to the Provost and is responsible for general supervision of the university's graduate education concerns and for the overall coordination of all graduate programs. The responsibilities of the Dean of Graduate Studies include, but are not limited to, the following:

- ~~1. Working with graduate program coordinators, department chairs, and deans to coordinate recruiting initiatives to assemble a diverse pool of qualified applicants for graduate programs and implement a service-oriented philosophy on behalf of the university.~~
- ~~2. Chairing the Graduate Council and implementing its policies and decisions including nominations for membership on the graduate faculty.~~
- ~~3. Working with graduate program coordinators, department chairs, deans, and other academic officers and faculty in developing plans and implementing graduate programs and courses.~~
- ~~4. Working with the Graduate Council to approve graduate curriculum revisions.~~
- ~~5. Representing Midwestern State University at meetings concerning graduate education.~~
- ~~6. Working with academic officers and faculty in accreditation efforts for graduate programs.~~
- ~~7. Working with appropriate university personnel in encouraging community and statewide support for graduate programs.~~
- ~~8. Communicating university and graduate program policies to students and staff members.~~
- ~~9. Overseeing publication of documents such as the Graduate Catalog and graduate program brochures.~~
- ~~10. Serving as a resource person on budget, space and personnel decisions affecting graduate education.~~
- ~~11. Working with the Graduate Council in establishing and maintaining standards and procedures, by which graduate students are admitted, enrolled, supervised, retained and awarded advanced degrees.~~
- ~~12. Final approval of thesis, exhibition or dissertation documents.~~
- ~~13. Recommending funding for graduate assistantships and scholarships, coordinating allocation of graduate assistantships and scholarships to the colleges, monitoring budget execution of graduate assistantship funds and monitoring graduate assistantship appointments.~~
- ~~14. Preparing and administering the budget for the area of Graduate Studies.~~
- ~~15. Interpreting graduate program policy and adjudicating various appeals and exceptions.~~
- ~~16. Working with the Graduate Council and other academic officers to develop graduate program strategic planning and evaluation initiatives.~~
- ~~17. Working with the deans to promote faculty and student research and scholarship.~~
- ~~18. Other duties as assigned~~

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UNIVERSITY BOARDS, COUNCILS & COMMITTEES

Academic Council

A. Purpose

To serve as an advisory group to the Provost. The Academic Council will be primarily an oversight entity with major responsibilities relating to the university's total curriculum, faculty policies, and academic policies.

B. Personnel

The Deans of the six colleges, the Dean of Graduate Studies, the Vice Chair of the Faculty Senate, and the Vice President of the Student Government Association. Non-voting members are the Provost (chair), the Vice President for Institutional Effectiveness, ~~the Associate Provost~~, the Director of Extended Education, the Director of the Honors Program, the Director of the Academic Support Center, the University Librarian, the Director of International Programs, the Registrar, and the Director of Admissions.

C. Reports To: Provost

Enrollment Management Council

A. Purpose

To serve as an advisory group to the Vice President for Institutional Effectiveness.

B. Personnel

Director of Financial Aid, Registrar, Director of Admissions, Director of Testing Services, Director of International Services, Director of Upward Bound, Assistant to the Vice President for Institutional Effectiveness and Director of Institutional Research, ~~and Planning~~, and Assessment, a representative from the Faculty Senate, a representative from the Student Government Association, a representative from Extended Education, a representative from University Advancement and Student Affairs, a representative from the Business Office, and one of the college deans. The Vice President for Institutional Effectiveness (chair) and Provost will serve as non-voting members.

C. Reports To: Vice President for Institutional Effectiveness

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PROTECTION OF HUMAN SUBJECTS IN RESEARCH Institutional Review Board

A. Purpose

1. Midwestern State University places a special importance on a faculty member's commitment to quality teaching, scholarship, and service to the university, the community, and the professions. As a part of the scholarship component, students, both graduate and undergraduate, are encouraged to engage, with their teachers, in research as part of their Midwestern State University experience. Research is therefore viewed as a means for both enhancing teaching and learning, and for growing and promoting Midwestern State University. Because faculty and students of the university may utilize human subjects from time to time in conducting research, safeguarding the rights and welfare of human subjects is of prime concern to Midwestern State University. All personnel engaged in any given study are accountable for any actions or inactions that might contribute to injury of any persons placed at risk. The university will maintain such reviews as necessary to minimize the risks of injury to human subjects and to ensure protection of their rights and welfare.
2. The fundamental responsibilities outlined above are meant to suggest a preventive attitude with respect to potential injury to human subjects at risk. However, to better ensure that all human subjects are adequately protected, authority is delegated and responsibilities are fixed as indicated below.
3. The purpose of this policy is to allow for the protection of human subjects ~~involved~~ **involved** in research conducted by Midwestern State University faculty, staff, and students in a manner consistent with federal regulations as stated in 45 CFR 46 Protection of Human Subjects (Revised March 8, 1983) or any future federal regulation relating to the Protection of Human Subjects in Research. In conjunction with these federal regulations, Midwestern State University has established the Human Subjects Review Committee (HSRC) to serve as the Institutional Review Board required by 45 CFR 46.

B. Review

This policy will be reviewed by February 1 of each odd-numbered year by the Chair of the HSRC and the Provost, with recommendations for revision presented to the President by March 1.

C. Policy/Procedure

It is, and has been, the policy of Midwestern State University to implement a review process for ALL RESEARCH, which will involve human subjects. The following is a summary statement of procedures that the HSRC follows in this review process.

1. Committee Make-up and Appointment

a. Federal Requirements

The HSRC, in compliance with federal regulation 45 CFR 46.107, shall have at least five (5) members with varying backgrounds to promote complete and adequate review of research activities commonly conducted by Midwestern State University. The committee should be sufficiently qualified through the experience and expertise of its members. The committee shall be able to ascertain the acceptability of proposed research in terms of institutional commitments and regulations, applicable law, and standards of professional conduct and practice. The committee shall, therefore, include persons knowledgeable in these areas. If the committee regularly reviews research that involves a vulnerable category of subjects, it shall

include one or more individuals who are primarily concerned with the welfare of these subjects. The committee's make-up must also take the following factors into consideration.

- (1) The committee may not consist entirely of men or entirely of women, or entirely of members of one profession.
- (2) The committee shall include at least one member whose primary concerns are in nonscientific areas.
- (3) The committee shall have at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution.
- (4) The committee may not have a member participating in its initial or continuing review of any project in which the member has a conflicting interest, except to provide information requested by the committee.
- (5) The committee may, in its discretion, invite individuals with competence in special areas to assist in the review of complex issues that require expertise beyond or in addition to that available on the committee. These individuals may not vote with the committee.

b. Midwestern State University's Specifications

Membership of Midwestern State University's HSRC will include:

- (1) One member from the Wichita Falls community.
- (2) Six faculty members (one from each of the six colleges) from Midwestern State University. Members of the committee will be appointed by the president from a list of candidates from each of the six colleges as recommended by the Faculty Senate.

2. Criteria for Categorization of Research

The HSRC has incorporated into this policy the federal regulation's designations of "Research Exempt from Review" and "Research Suitable for Expedited Review." The category of "Research Subject to Full Committee Review" remains for research not suited to Exempt or Expedited Review. The following is an expanded summary of the criteria for research projects to be considered in each of these categories.

a. Research Exempt from Review

Research activities in which the only involvement of human subjects will be in one or more of the following categories:

- (1) The research will be conducted only in established or commonly accepted educational settings (like classrooms) and it involves normal educational practices such as research on regular and special educational instructional strategies, or research on the effectiveness of, or the comparison among instructional techniques, curricula, or classroom management methods.
- (2) The research will be conducted using only questionnaire or interview survey methods and the subjects are elected or appointed public officials or candidates for public office.
- (3) The research is limited to the collection and study of data, documents, records, pathological or diagnostic specimens that are available to the public.
- (4) The research is limited to the collection and study of data obtained using only the following techniques and the data or information obtained will be recorded in such a manner that subjects cannot be identified, directly or indirectly, through identifiers linked with the subjects.
 - (a) The data will be obtained through the use of educational tests (cognitive, diagnostic, aptitude, achievement, etc.): or

- (b) The data will be obtained by observing the public behavior of subjects; or
 - (c) The data will be obtained using survey or interview procedures; or
 - (d) The data will be obtained from existing documents, records, and pathological or diagnostic specimens.
- (5) The research is limited to the collection and study of data obtained by:
- (a) Observing the public behavior of the participants; or
 - (b) Using survey or interview procedures; and
 - (c) The information collected about the subjects' behavior does not involve sensitive subjects such as illegal or immoral conduct, drug or alcohol abuse, sexual behavior, mental illness, or other possible personally embarrassing subjects; and
 - (d) The information collected about subjects, if it became known to outsiders, could not reasonably be expected to place the subject at risk of civil or criminal liability, or be damaging to the subjects' social or financial standing or employability.

b. Examples of Research Suitable for Expedited Review

Most of the research projects that fall into this category of research have minimal or no risk for the subjects. Examples of research projects that are suited for expedited review include:

- (1) Recording of data from subjects ~~eighteen~~(18) years of age or older using noninvasive procedures routinely employed in clinical practice. This includes:
 - (a) The use of physical sensors that are applied either to the surface of the body or at a distance and does not involve input of matter or significant amounts of energy into the subject or an invasion of the subject's privacy.
 - (b) Such procedures as weighing, testing sensory acuity, electrocardiography, electroencephalography, thermography, detection of naturally occurring radioactivity, diagnostic echography, and electro-retinography. It does not include exposure to electromagnetic radiation outside the visible.
- (2) Collection of blood samples by venepuncture, in amounts not exceeding ~~fifty~~(50) milliliters in an eight-week period nor more often than two (2) times per week, from subjects ~~eighteen~~(18) years of age or older and who are in good health and not pregnant.
- (3) Collection of both supra-and-subgingival dental plaque and calculus, provided the procedure is not more invasive than routine prophylactic scaling of teeth and the process is accomplished in accordance with accepted prophylactic techniques.
- (4) Moderate exercise by health volunteers.
- (5) The study of existing data, documents, records, pathological specimens, or diagnostic specimens.
- (6) Research on individual or group behavior or characteristics of individuals, such as studies of perception, cognition, game theory, or test development where the investigator does not manipulate subjects' behavior and the research will not involve stress to subjects. (If, in the process of conducting an expedited review, the reviewer finds that the proposed

manipulation involves more than minimal risk, the research proposal will be submitted for full committee review.)

- (7) Research on drugs or devices for which an investigational new drug exemption or an investigational device exemption is not required.

c. **Research Subject to Full Committee Review**

The category of "full Committee Review" remains for research not eligible for either Exemption or Expedited Review.

3. **Review Procedures**

Forms necessary to begin the review process may be obtained from the Human Subjects Review Committee website Chair of the HSRC Committee. The HSRC recommends that students or faculty planning to conduct research complete NIH human subjects training (the web link is available through the HSRC website). Credit for completing the training is available. Training takes approximately two to three hours to complete.

No investigator(s) should begin research involving human subjects without first receiving approval from the HSRC on a claim for exemption, an expedited review, or a full review. Approval for research cannot be granted after research has been conducted.

a. **Exempt Research**

- (1) The principal investigator and the department chairperson will make preliminary determination as to whether the project is exempt from institutional review; however, the final determination rests with the HSRC. The investigator(s) will prepare and submit a Claim for Exemption form, and a Consent form if needed, to the HSRC. Questionnaires to be used in the course of the proposed research must be submitted with the Claim for Exemption forms.
- (2) Research qualifying for exemption will usually be of the anonymous survey or interview type, or research conducted in traditional education settings for evaluation of instructional programs, etc (See Section 2 (a) for a more complete definition of Research Exempt from Review.)
- (3) ~~(3)~~ *Claims for Exemption* are handled on an "as needed" basis. ~~The Chair of the HSRC, upon receipt, will forward the Claim for Exemption to an appropriate committee member assigned for review.~~ Each application must have the appropriate signature indicating that the proposal has been read, reviewed, and approved within the originating department and college and that the proposal conforms to accepted practical and ethical standards of the discipline. This must occur prior to submission for HSRC consideration. Data Collection may begin as soon as the claim has received committee approval and has been properly filed with the HSRC. The Chair of the HSRC will notify the principal investigator regarding the final status of the *Claim for Exemption*.
- (4) ~~Data collection may begin as soon as the Expediting Reviewer has approved the proposal, and the Statement of Expediting Reviewer has been properly filed with the HSRC. In the event that the Expediting Reviewer does not approve the proposal, it will be forwarded to the full committee for review. The Chair of the HSRC will notify the principal investigator regarding the~~

status of the proposal.

b. Expedited Research

- (1) If the principal investigator and department chairperson determine that a project does not meet the criteria for exemption from institutional review, investigator(s) will prepare and submit a *Claim for Expedited Research, a Cover Sheet, and a Consent form* to the HSRC. Questionnaires to be used in the course of the proposed research must be submitted with the Claim for Expedited Review forms.
- (2) Research qualifying for expedited review will usually involve little or no risk to participants who are under the age of 18 or adults who will be audio or video taped. (See Examples of Research suitable for Expedited Review.)
- (3) Claims for Expedited Review are handled on an “as needed” basis. Each application must have the appropriate signatures indicating that the proposal has been read, reviewed, and approved within the originating department and college and that the proposal conforms to accepted practical and ethical standards of the discipline. This must occur prior to submission for HSRC consideration. Data collection may begin as soon as the Expediting Reviewer has approved the proposal, and the Statement of Expediting Reviewer has been properly filed with the HSRC. In the event that the Expediting Reviewer does not approve the proposal, it will be forwarded to the full committee for review. The Chair of the HSRC will notify the principal investigator regarding the status of the proposal.

c. Research Subject to Full Committee Review

- (1) Research projects not eligible for either exemption or expedited review, will be subject to full ~~committee~~ **committee** review. Research subject to full committee review requires appropriate informed-consent forms (a copy of which should be given to the subjects to keep), together with a full description of the project. The committee meets on a ~~monthly~~ **an as needed** basis to review research projects. ~~Additional meetings may be called as needed.~~
- (2) Each application must have the appropriate signatures indicating that the proposal has been read, reviewed, and approved within the originating department and college and that the proposal conforms to accepted practical and ethical standards of the discipline. This must occur prior to submission for HSRC consideration. The investigator(s) ~~committee member from that college~~ will prepare and submit a *Proposal for Activity Using Human Subjects, a Sample Consent Form* and any questionnaires to be used in the course of the proposed research to the Chair of the HSRC. **The HSRC Chair will disseminate the complete proposal with attachments to all committee members** at least one week prior to the ~~review committee meeting at which the project is scheduled to be reviewed.~~
- (3) The investigator(s) may choose to be available for the committee meeting at which the project proposal will be reviewed in order to answer any questions the committee may have regarding the proposal. Attendance by the investigator(s) at this committee meeting is not required.

- (4) Data collection may begin immediately upon the approval of the proposal by the ~~full~~ majority of committee members. The Chair of the HSRC will notify the principal investigator regarding the status of the proposal. ¹

Policy 3.347 Human Resources
Dependent Educational Assistance Program

MSU Educational Assistance Program for Employee Dependents

A. General

This program provides educational assistance to attend Midwestern State University for eligible dependents of MSU faculty or staff members.

B. Eligibility Requirements

1. The spouse/parent/guardian of the dependent must be a current, regular faculty or staff member employed in a retirement-eligible position at MSU.
2. The individual must meet the Employees Retirement System of Texas definition of an eligible dependent:
 - a. A spouse, including a common law spouse,
 - b. any child, regardless of age, who lives with or whose care is provided by an employee on a regular basis, if the child is physically or mentally disabled to such an extent as to be dependent on the employee for care and support, or
 - c. a child in any of the following categories who is under age 25 and unmarried:
 - i. A natural or adopted child of an employee,
 - ii. a stepchild whose primary residence is with the employee,
 - iii. a foster child whose primary residence is with the employee,
 - iv. a grandchild who is claimed as a dependent on the employee's federal income tax return,
 - v. a child for whom the employee is the legal guardian and whose primary place of residence is with the employee, or
 - vi. a child who has a legally recognized parent-child relationship with the employee and whose primary residence is with the employee.
3. For eligibility verification purposes, appropriate documentation, as determined by the MSU Director of Human Resources, must be submitted with the first application to the Human Resources Department. Acceptable documents for a spouse include a copy of the marriage license, income tax return, or declaration of informal marriage. For a child dependent, acceptable documents include a birth certificate and/or legal documents as appropriate.
4. Dependents who meet applicable requirements for unconditional admission to the university are eligible. ~~Dependents who are continuing students must have a minimum 2.0 undergraduate cumulative grade point average or a 3.0 graduate cumulative grade point average to be eligible.~~
5. The faculty/staff member and dependent must not have any outstanding debt with the university, including but not limited to returned checks, tuition, student loans, fines and applicable fees, at the time the application is processed and the award is applied to the student's account.

C. Application Requirements

An Education Assistance Program application must be submitted to the Human Resources Department every semester that the dependent enrolls at MSU. A completed application and necessary supporting documentation, if not previously provided, must be submitted to the Human

Resources Department on or before the appropriate semester deadline, which is the same as the final day of semester registration. This date is published in the MSU Undergraduate Catalog, the MSU Graduate Catalog, and the MSU Schedule of Classes for each semester, and is listed on the university's website.

D. Scholarship Authorization Process

At the beginning of each semester, the Human Resources Department will certify the eligibility of each applicant and provide a list of approved applicants to the MSU Controller's Office. The Controller's Office will be responsible for determining the amount of each scholarship, applying scholarships to the appropriate accounts, and ensuring compliance with applicable Internal Revenue Service rules and regulations.

E. Explanation of Benefit

The eligible dependent will receive a scholarship equal to the amount of local board authorized tuition only. This benefit cannot be applied to previous semesters.

F. Advisory/Appeal Committee

The MSU Fringe Benefits Committee will serve as the advisory/appeals committee regarding disputes and/or application denials. All decisions of the committee shall be final unless the president of the university determines that the decision was rendered in violation of university policy. The president's decision is final.

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

4.163 President's Office

SMOKING/USE OF TOBACCO PRODUCTS

Midwestern State University seeks to provide a safe, healthy and pleasant environment for its students, faculty, staff, and guests. Toward this objective, the use of all tobacco products will be prohibited in all indoor facilities on the Midwestern State University campus (excluding designated apartments, floors and rooms in University Housing), and will also be prohibited in all university-owned vehicles. Additionally, smoking will be prohibited within twenty (20) feet of university building entrances and exits. Smoking and the use of tobacco products will be allowed in all other outdoor areas only.

A. General

1. Midwestern State University wishes to promote a safe, healthy, and pleasant environment for the campus community.
2. Tobacco use has adverse health effects on users and non-users who share the same space as convincingly documented in the Surgeon General's report of 2006.
3. There is no safe exposure level to tobacco, a class A carcinogen.
4. Bans are more effective than restrictions in terms of decreasing the initiation of tobacco use, promoting cessation, and limiting exposure to tobacco.

B. Policy

Smoking or other tobacco use, tobacco advertising, tobacco sales, and free distribution of tobacco products are prohibited on the Midwestern State University campus.

C. Definitions

1. Midwestern State University campus
 - a. All university owned or leased buildings
 - b. All university owned or leased vehicles
 - c. All public outdoor areas under the jurisdiction of Midwestern State University
2. Tobacco use includes the possession of any lighted tobacco product or the use of any oral tobacco product.
3. Tobacco products are defined as any product consisting in whole or in part of tobacco.

D. Enforcement

1. It is the responsibility of all members of the campus community and campus visitors to observe the provisions of this policy.
2. It is the responsibility of all students, faculty, staff, and campus visitors to uphold the honor of the university by affirming our commitment to this policy.

NEW POLICY - WORKSITE WELLNESS PROGRAM

- A. Purpose. Establish a Worksite Wellness Program to foster the adoption of a wellness culture in order to promote the benefits of improved health, reduced medical expenses, heightened personal performance, reduced absenteeism, and improved employee satisfaction.**
- B. Eligibility for Leave-Time. This policy applies to all employees who are eligible to participate in a health benefits program administered under Chapter 1551, Insurance Code.**
- C. Responsibility. The Department of Recreational Sports/Wellness Center is the office with primary responsibility for the implementation of this policy.**
- D. General. Chapter 664 of the Government Code acknowledges the benefit of worksite wellness programs to effective state administration and provides that public money spent for these programs serves important public purposes.**
- E. Eligibility for Participation in Wellness Programs. All Midwestern State University employees are eligible for voluntary participation in the Worksite Wellness Program. Domestic partners may participate in selected activities provided through the program as long as their participation does not preclude participation by an agency employee, and they pay any applicable wellness fees associated with their participation. All persons who intend to participate in a Worksite Wellness Program activity involving physical exertion or exercise are encouraged to complete a Physical Fitness Readiness Questionnaire provided by the Department of Recreational Sports/Wellness Center and consult with a physician before beginning physical activity as needed. The questionnaire is retained by the employee, and will not be reviewed or retained by Midwestern State University. All persons must complete a Release of Liability prior to participation in any Worksite Wellness Program activity. Releases will be kept in a file maintained by the Coordinator of Wellness Programs.**
- F. Program Content. The Worksite Wellness Program may consist of, but not be limited to, activities that raise awareness, promote lifestyle changes and provide assistance and support to employees participating in the program. Generally, wellness programs target major risk factors for chronic disease and factors that contribute to diminished quality of life. Wellness activities include, but are not limited to:**
- 1. nutritious eating seminars;**
 - 2. increasing physical activity;**
 - 3. on-site preventative screenings;**
 - 4. a tobacco-free campus (see policy 4.163);**
 - 5. tobacco cessation assistance;**
 - 6. stress reduction initiatives; and,**
 - 7. supporting healthy choices such as the prevention/reduction of substance dependency.**

- G. Program Scheduling. Worksite Wellness Program activities may be scheduled before, during, between, or after normal working hours as deemed appropriate and authorized by the Director of Recreational Sports/Wellness Center.
- H. Exercise During Working Hours. Pursuant to Texas Government Code §664.061(1),
Midwestern State University grants each eligible employee who participates in a health benefits
program administered under Chapter 1551 (Insurance Code) 30 minutes to exercise, three
times per week, during normal working hours. Employees are not required to make-up this
time or use leave. Exercise time may only be used in 30 minute increments. Exercise time does
not accumulate and may not be carried forward for use at another time. Exercise time may be
used at any time during the work day, or combined with lunch to give the employee more time
for wellness activities. Employees must coordinate with their supervisor and schedule exercise
time so that it does not conflict with their job duties or division priorities. Employees must
submit a monthly report to their supervisor to document their use of exercise time. The
scheduling of exercise time is at the discretion of the supervisor and will ensure that the
operations of the department are not impacted.
- I. Wellness Leave. Pursuant to Texas Government Code §664.061(3), the agency may award eight
hours of additional leave time each 12 month period to eligible employees who participate in a
health benefits program administered under Chapter 1551, Insurance Code and who receive a
physical examination and complete the Health Risk Assessment designated by Midwestern
State University. Supporting documentation required by the university must be submitted to
the Coordinator of Wellness Programs. Wellness Leave must be scheduled in advance with the
approval of the employee's supervisor. Wellness Leave expires if not used within 12 months
from the date it is earned, and will not be paid to the employee upon separation from
employment.
- J. Injury. Employees injured by participating in the Worksite Wellness Program are not eligible
for workers' compensation benefits unless their participation in the Worksite Wellness
Program event was in the course and scope of their job duties and employment.
- K. Funds and Facilities for Wellness Programs. Midwestern State University may provide funds
each fiscal year to supplement health fitness education and activities for employees, or for other
costs related to the Worksite Wellness Program. Available facilities may be used for the
Worksite Wellness Program, including available conference or meeting rooms, auditoria and
outdoor areas suitable for instruction or fitness activities
- L. Providers of Instruction. Providers of instruction or services for the Worksite Wellness
Program may include local, state, or federal agencies; hospital or medical care professionals;
health educators; nutritionists; dietitians; physiologists; community organizations; consultants;
or other individuals or groups with expertise in a particular health or fitness area. Only
persons with accepted degrees, certification, or recognized training will be selected as providers
of instruction or services. Midwestern State University may contract with qualified providers of
instruction and services related to the program.

NEW POLICY - IDENTITY THEFT PREVENTION PROGRAM

A. Program Adoption

This policy was developed pursuant to the Federal Trade Commission's Red Flags Rule ("Rule"), which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003.

B. Purpose

The purpose of this policy is to establish an Identity Theft Prevention Program designed to detect, prevent, and mitigate identity theft in connection with the opening of a covered account or an existing covered account, and to provide for continued administration of the program.

The program shall include reasonable policies and procedures to:

1. identify relevant red flags for covered accounts it offers or maintains and incorporate those red flags into the program;
2. detect red flags that have been incorporated into the program;
3. respond appropriately to any red flags that are detected to prevent and mitigate identity theft; and
4. ensure the program is updated periodically to reflect changes in risks to students, staff, or faculty and to the safety and soundness of the creditor from identity theft.

The program shall, as appropriate, incorporate existing policies and procedures that control reasonably foreseeable risks.

C. Definitions

1. Identity Theft: Fraud committed or attempted using the identifying information of another person without authority.
2. Red Flag: Pattern, practice, or specific activity that indicates the possible existence of identity theft.
3. Covered Account: An account offered by or maintained by the university involving or permitting multiple payments or transactions, including extension of credit or a deposit account. Examples: Installment payments for tuition accounts, emergency loans, One Card.
4. Program Administrator: The individual designated with primary responsibility for oversight of the program. See Section H below.
5. Identifying information: Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person. Examples: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, student, staff, or faculty identification number, computer's Internet Protocol address, or routing code.

D. Identification of Risk Factors

In order to identify relevant red flags, the university considers the types of accounts that it offers and maintains, methods it provides to open its accounts, methods it provides to access its accounts, and its previous experiences with identity theft. Areas must be identified where there is a potential for identity theft. The program considers the following risk factors in identifying relevant red flags for covered accounts:

1. The types of covered accounts as noted above;
2. The information required to open covered accounts:
 - a. Common application with personally identifying information
 - b. Bank information
 - c. High school/previous college transcript

- d. Official ACT or SAT scores
- e. Letters of recommendation
- f. Entrance medical record
- g. Medical history
- h. Immunization history
- i. Insurance information
- j. Background check
- k. Educational background
- l. Educational certification
- 3. The methods provided to access covered accounts:
 - a. ID's and passwords for web based transactions.
 - b. Photo identification for in-person transactions.
 - c. Information sent to individuals via provided e-mail based information.
- 4. The university's previous history of identity theft.

E. Identification of Red Flags

The university identifies the following red flags:

- 1. A request to mail something to an address not listed on file
- 2. Notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts.
- 3. Notifications and Warnings from Credit Reporting Agencies
 - a. Report of fraud accompanying a credit report;
 - b. Notice or report from a credit agency of a credit freeze on an applicant;
 - c. Notice or report from a credit agency of an active duty alert for an applicant;
 - d. Receipt of a notice of address discrepancy in response to a credit report request; and
 - e. Indication from a credit report of activity that is inconsistent with an applicant's usual pattern or activity.
- 4. Suspicious Documents
 - a. Documents provided for identification appear to have been altered, forged or inauthentic;
 - b. The photograph or physical description on the identification is not consistent with the appearance of the student, staff, or faculty presenting the identification;
 - c. Other document with information that is not consistent with existing student, staff, or faculty information; and
 - d. Application for service that appears to have been altered or forged.
- 5. Suspicious Personal Identifying Information
 - a. Identifying information presented that is inconsistent with other information the student, staff, or faculty provides (example: inconsistent birth dates);
 - b. Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a loan application);
 - c. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
 - d. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
 - e. Social security number presented that is the same as one given by another student, staff, or faculty, or is unissued or listed on the SSA's Death Master File;
 - f. An address or phone number presented that is the same as that of another person;
 - g. A person fails to provide complete personal identifying information on an application when reminded to do so; and

h. A person's identifying information is not consistent with the information that is on file for the student, staff, or faculty. For example, there is a lack of correlation between the SSN range and date of birth.

6. Unusual use of the covered account.

- a. Change of address for an account followed by a request for replacement card or addition of authorized user.
- b. Payments stop on an otherwise consistently up-to-date account;
- c. Account used in a way that is not consistent with prior use (example: very high activity);
- d. Mail sent to the account holder is repeatedly returned as undeliverable;
- e. Notice to the university that a customer is not receiving mail sent by the university;
- f. Notice to the university that an account has unauthorized activity;
- g. Breach in the university's computer system security; and
- h. Unauthorized access to or use of customer account information.

7. Alerts from Others

Notice to the university from a student, staff, or faculty identity theft victim, law enforcement or other person that the university has opened or is maintaining a fraudulent account for a person engaged in identity theft.

F. Detecting Red Flags

1. Student Enrollment

In order to detect any of the red flags identified above associated with the enrollment of a student, university personnel will take the following steps to obtain and verify the identity of the person opening the account:

- a. Require certain identifying information such as name, date of birth, academic records, home address or other identification; and
- b. Verify the student's identity at time of issuance of student identification card (review of driver's license or other government-issued photo identification).

2. Existing Accounts

In order to detect any of the red flags identified above for an existing covered account, university personnel will take the following steps to monitor transactions on an account:

- a. Verify the identification of students if they request information (in person, via telephone, via facsimile, via email);
- b. Verify the validity of requests to change billing addresses by mail or email and provide the student a reasonable means of promptly reporting incorrect billing address changes; and
- c. Verify changes in banking information given for billing and payment purposes.

3. Consumer ("Credit") Report Requests

In order to detect any of the red flags identified above for an employment or volunteer position for which a credit or background report is sought, university personnel will take the following steps to assist in identifying address discrepancies:

- a. Require written verification from any applicant that the address provided by the applicant is accurate at the time the request for the credit report is made to the consumer reporting agency; and
- b. In the event that notice of an address discrepancy is received, verify that the credit report pertains to the applicant for whom the requested report was made and report to the consumer reporting agency an address for the applicant that the university has reasonably confirmed is accurate.

G. Preventing and Mitigating Identity Theft

In the event university personnel detect any identified red flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the red flag:

1. Continue to monitor a covered account for evidence of identity theft;
2. Deny access to the covered account until other information is available to eliminate the red flag;
3. Contact the student or applicant;
4. Change any passwords or other security devices that permit access to covered accounts;
5. Not open a new covered account;
6. Provide the student, faculty, or staff with a new identification number;
7. Notify the program administrator for determination of the appropriate step(s) to take;
8. Notify law enforcement;
9. File or assist in filing a Suspicious Activities Report ("SAR"); or
10. Determine that no response is warranted under the particular circumstances.

In order to further prevent the likelihood of identity theft occurring with respect to covered accounts, the university will take the following steps with respect to its internal operating procedures to protect student identifying information:

1. Ensure that its website is secure or provide clear notice that the website is not secure;
2. Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information;
3. Ensure that office computers with access to covered account information are password protected;
4. Avoid use of social security numbers;
5. Ensure computer virus protection is up to date; and
6. Require and keep only the kinds of student information that are necessary for university purposes.

H. Program Administration

1. Oversight

Responsibility for developing, implementing and updating this program lies with the Vice President for Administration and Finance. The program administrator will be responsible for the program administration, for ensuring appropriate training of university staff, for reviewing any staff reports regarding the detection of red flags and the steps for preventing and mitigating identity theft, determining which steps of prevention and mitigation should be taken in particular circumstances, and considering periodic changes to the program.

2. Staff Training and Reports

University staff responsible for implementing the program shall be trained either by or under the direction of the program administrator in the detection of red flags and the responsive steps to be taken when a red flag is detected. University staff shall be trained, as necessary, to effectively implement the program. University employees are expected to notify the program administrator once they become aware of an incident of identity theft or of the university's failure to comply with this program. At least annually or as otherwise requested by the program administrator, university staff responsible for development, implementation, and administration of the program shall report to the program administrator on compliance with this program. The report should address such issues as effectiveness of the policies and procedures in addressing the risk of identity theft in

connection with the opening and maintenance of covered accounts, service provider arrangements, significant incidents involving identity theft and management's response, and recommendations for changes to the program.

3. Service Provider Arrangements

In the event the university engages a service provider to perform an activity in connection with one or more covered accounts, the university will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft.

- a. Require, by contract, that service providers have such policies and procedures in place; and
- b. Require, by contract, that service providers review the university's program and report any red flags to the program administrator or the university employee with primary oversight of the service provider relationship.

4. Non-disclosure of Specific Practices

For the effectiveness of this Identity Theft Prevention Program, knowledge about specific red flag identification, detection, mitigation and prevention practices may need to be limited to the committee that developed this program and to those employees with a need to know them. Any documents that may have been produced or are produced in order to develop or implement this program that list or describe such specific practices and the information those documents contain are considered "confidential" and should not be shared with other university employees or the public. The program administrator shall inform the committee and those employees with a need to know the information of those documents or specific practices which should be maintained in a confidential manner.

5. Program Updates

The committee will periodically review and update this program to reflect changes in risks to students and the soundness of the university from identity theft. In doing so, the committee will consider the university's experiences with identity theft situations, changes in identity theft methods, changes in identity theft detection and prevention methods, and changes in the university's business arrangements with other entities. After considering these factors, the program administrator will determine whether changes to the program, including the listing of red flags, are warranted. If warranted, the committee will update the program.

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

09-106. The minutes of the Student Services Committee meeting February 12, 2009, are recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 09-106.

Student Government Report

09-107. A representative of the MSU Student Government Association will update the board on recent activities.

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

09-108. The minutes of the University Development Committee meeting February 12, 2009, are recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 09-108.

Summary of Financial Support 9/1/08- 4/17/09

09-109. This report is shown as Attachment 09-109 and is presented as information only.

Naming of University Facilities

09-110. 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	10/4/2008	1/17/2009	Total
	10/3/2008	1/16/2009	4/17/2009	Year to Date
MSU General Support (Scholarships, Museum, etc.)	\$2,700	\$47,903	\$9,944	\$60,547
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
Waggoner Foundation			\$15,000	\$15,000
Greater Texas Foundation			\$25,000	\$25,000
National Science Foundation/Dalquest Station			\$23,711	\$23,711
Mustang Sculpture		\$150,000		\$150,000
Robert D. Gunn - Geosciences		\$150,000		\$150,000
Redwine Estate		\$1,621,253	\$2,000,000	\$3,621,253
Contributions to MSU Foundation Endowments	\$9,720	\$208,110	\$69,770	\$287,600
Contributions to MSU Charitable Trust Endowments	\$960	\$156,250	\$100,000	\$257,210
President's Excellence Circle 2008/2009	\$9,067	\$172,126	\$41,550	\$222,743
WF Museum of Art				
Cash		\$22,787	\$2,300	\$25,087
Gifts in Kind			\$12,100	\$12,100
Annual Fund	\$19,883	\$128,888	\$56,341	\$205,112

	9/1/2008 10/3/2008	10/4/2008 1/16/2009	1/17/2009 4/17/2009	Total Year to Date
Alumni Association				
1,843 (2008-2009 membership) (includes 546 lifetime members)	\$5,145	\$9,685	\$4,175	\$19,005
Athletics				
Mustangs Athletic Club				
Cash	\$8,758	\$36,197	\$12,916	\$57,871
In-Kind				
Corporate Sponsors				
Contributed Services	\$172,750	\$3,500		\$176,250
Cash	\$30,125	\$38,875	\$875	\$69,875
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	\$12,000	\$135,825
Gifts in Kind				
2708 Hamilton Boulevard			\$1,400,000	\$1,400,000
Fantasy of Lights	\$18,051	\$20,272		\$38,323
Scholarship Funds from Outside Sources	\$79,618	\$117,302	\$121,783	\$318,703
TOTAL	\$500,727	\$4,341,863	\$3,907,465	\$8,750,055

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

09-111. The minutes of the Athletics Committee meeting February 12, 2009, are recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 09-111.

Athletics Status Report

09-112. Information will be provided concerning the athletics program at Midwestern State University.

BOARD OF REGENTS
MEETING AGENDA

Board of Regents Meeting Agenda
May 15, 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

09-113. Minutes of the regular Board of Regents meeting February 12, 2009, are recommended for approval as shown in the minutes' section of this agenda as Minutes Attachment 09-113.

Reading and Approval of Minutes

09-114. Minutes of the regular Board of Regents meeting February 13, 2009, are recommended for approval as shown in the minutes' section of this agenda as Minutes Attachment 09-114.

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

09-115. The special Nominating Committee appointed at the February Board meeting will make recommendations concerning the election of a Chairperson, Vice Chairperson, Secretary, and Member-at-Large of the Executive Committee of the Board of Regents for the upcoming biennium. The terms of office will begin September 1, 2009.

President's Report and Discussion

09-116. Information will be presented to the board concerning the following university matters.

- A. AACSB Update
- B. Construction Update
- C. Legislative Update

MINUTES

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

**Executive Committee
February 12, 2009**

The Board of Regents, Midwestern State University, met in regular session in the Board Room, Hardin Administration Building, Wichita Falls, Texas, at 1:33 p.m., Thursday, February 12, 2009. Executive Committee members in attendance were Mr. Munir Lalani, Chairman; Dr. Carol Gunn, Vice Chair; 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; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the MSU Student Government Association was Mr. Ian van Reenen, SGA President, and Mr. Robert Stewart, SGA Observer. Representing the news media was Ms. Ann Work, reporter for the *Times Record News*.

Chairman Lalani called the meeting to order at 1:33 p.m.

Reading and Approval of Minutes

09-44. The minutes of the Executive Committee meeting November 13, 2008, were approved as presented.

General Architectural Services

09-45. Mr. Lalani reported that the administration solicited Requests for Qualifications for Architectural Services from general architectural firms. Fourteen proposals were received and reviewed. The administration recommended the following firms to provide general architectural services for miscellaneous campus projects with architectural fees that do not exceed \$50,000:

Bundy Young Sims and Potter – Wichita Falls
Hahnfeld Hoffer Stanford (HHS) – Fort Worth
Harper Perkins Architects – Wichita Falls
KSQ Architects – Fort Worth
Rees Architects - Dallas

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

Dr. Rogers noted that having a group of approved architects such as this helps the university move ahead with projects in a timely manner while having options that will meet the needs of the various campus projects. He added that the term of these contracts is one year, with an option for renewal.

Mr. Lalani asked if each of these firms has done work on campus in the past. Mr. Goldapp responded that other than the two Wichita Falls firms, none have done work on campus. He added that he feels very confident with their body of work and experience.

There being no further discussion the motion was approved.

Ligon Coliseum Project

09-46. Mr. Lalani presented the administration's recommendation that the scope of the project be increased from \$9,368,000 to \$10,500,000, with the following sources of funds:

Tuition Revenue Bond Funds	\$7,700,000
Interest Earnings	200,000
Private Gifts	900,000
Capital Lease (designated funds and/or HEAF)	<u>1,700,000</u>
 TOTAL	 \$10,500,000

He noted that all of the funds are currently on hand, with the exception of the funds that would be obtained through the lease program. The administration further requested authorization to enter into a Master Lease agreement with the Texas Public Finance Authority.

Dr. Rogers reported that the Coliseum is one of the most heavily scheduled buildings on campus. He noted that the original estimate for renovating the building was \$12 million. The state legislature provided \$7.7 million in Tuition Revenue Bond (TRB) funding for the project three years ago. The administration previously proposed and the board approved a \$9.368 project funded through the TRB funding, Higher Education Assistance Fund (HEAF) monies, and donations. While the project was not going to address all of the identified needs, the lack of available funding for the project limited the scope of the project.

Dr. Rogers reported that since the project was approved, construction costs have gone down and additional contributions for athletics have been received. The engineers have finalized their plans with regard to what needs to be accomplished in the project from an infrastructure and ADA perspective. He explained that a Master Lease program is offered through the Texas Public Finance Authority (TPFA) whereby MSU can borrow funds with a 1.5% interest rate. Additionally, the university can determine the payback time of ten or twenty years. He stated that the Dillard Building will be paid off in 2014 and the funds that currently go toward the Dillard debt could be used to pay off this master lease at one time.

The administration's recommendation would change the source of financing and increase the scope of the project to \$10.5 million. Dr. Rogers added that he did not feel comfortable pushing the project beyond this level given the current state and national economy of the state and nation. He indicated that this plan represented a good balance between expanding the project and providing sound financing.

Mr. Lalani asked if 1.5% was the interest rate and not the lease factor. Mr. Sandoval responded that it was the pure interest rate. Mr. Engelman noted the university budget shows that 8.5% is going to interest and depreciation. He asked if that figure covers any balloon payments that will need to be made in the future. Dr. Rogers responded that this proposed Master Lease will be the only balloon payment that will be outstanding and it will be paid off when the Dillard Building HEAF debt is retired.

Mr. Lalani asked if all of the gifts to athletics were secure. Dr. Rogers responded that they are secured with contracts and the major contribution is already in hand. Mr. Carr stated that approximately two-thirds of the \$900,000 is on hand and that most would be received over a five-year period. Dr. Rogers added that since not all of the private gifts will be put into the project, there will be enough cash on hand to cover the cost of the renovation.

Mr. Lalani asked what was in the original scope of the project that would not be included with this proposed project. Dr. Rogers responded that coaches' offices will not be included in this project. He stated that Charlie asked the coaches for priorities and they all agreed that new dressing rooms and weight rooms were more important than offices. He added that the coaches' offices would likely be cubicles rather than finished out offices. Charlie added that the football houses would also be utilized. Mr. Lalani stated that he did not want to see the project approved and then have the administration ask the board for a new renovation project in 18 months. He added that he would like to see this work put the Coliseum in good shape for the next five to ten years. Dr. Rogers noted that while small projects would be accomplished when donations or other funds become available, he stated that he did not see the university requesting TRB funding for the Coliseum for some time.

Dr. Rogers asked Mr. Goldapp to further identify those items that will not be included in the project. Mr. Goldapp reported that certain electrical work had been pulled from the project and put on hold for a later time. He added that there are large portions of the building architecturally that will not be touched, including open areas, public restrooms, offices, classrooms, and athletic offices. He noted that these areas can be done incrementally as funds become available. He stated that all ADA and life-safety code issues will be addressed and the mechanical needs in the building will be addressed. He noted that new roofs will be placed on the building and two primary dressing room areas will be remodeled. He added that while all of the windows and doors need to be replaced, that is a good incremental project that can be done when the funding is available. Dr. Rogers added that the windows could be replaced without shutting the building down completely.

Mr. Lalani stated that given limited resources, this was a good approach. He noted his concern that there would be a certain amount of money that could be saved if everything could be done at one time. He indicated his understanding that what Mr. Goldapp and Dr. Rogers were saying was that some of these additional things would not have made a difference in terms of cost if they were added to this project. Mr. Goldapp responded that even if there was substantially more money the approach wouldn't have been drastically different because the building can't be totally vacated. He noted that there is likely more than \$1.5 million in work to be done on the building. Dr. Rogers added that this is not the time to expand the project further.

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

Ms. Spears asked how many coaches' offices are located in the two houses on Hampstead. Mr. Carr responded that all of the football coaches have offices in the houses. Dr. Rogers responded that as soon as the new Student Wellness Center is complete and the current weight room is vacated, the coaches will be moved to cubicles in the area that is currently the weight room.

Dr. Givens asked if there was a list of items that were needed but would not be included in the project at this time. Dr. Rogers responded that there was and that the administration had reviewed it many times. Dr. Givens expressed his understanding that if it was wiser to expand the project now we would, but the administration believes it is better to wait and address those needs incrementally in the future. Dr. Rogers added his feeling that this expansion of the project was pushing the university's financial situation to a comfortable point.

There being no further discussion the motion was approved.

Instrumental Music Hall Project

09-46a. Mr. Lalani noted that the administration recommended that funding for the Instrumental Music Hall Project be modified to include the following sources of funds:

Sale of Revenue Bonds	\$1,950,000
Interest Earnings	250,000
Capital Lease (designated funds and/or HEAF)	<u>430,000</u>
TOTAL	\$2,630,000

He noted that all of the funds are currently on hand, with the exception of the funds that would be obtained through the lease program. The administration further requested authorization to enter into a Master Lease agreement with the Texas Public Finance Authority.

Dr. Rogers stated that the project was previously approved by the board and this recommendation is for only a change in the source of funds. He added that, if approved, the total Master Lease for the two projects would be \$2.13 million. He noted that it is possible the project can be rebid and the cost may be reduced.

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

Reduction of State Appropriations

09-46b. Mr. Lalani reported that the administration recently received a request from the Lieutenant Governor and Speaker of the House to recommend how the university could achieve a 2.5% general revenue appropriations savings in the current fiscal year. The administration recommended the following preliminary course of action should a return of funds become necessary:

Reduction in operations	\$222,506
Utility savings	50,000
Flexible hiring freeze	<u>150,000</u>
Estimated Return	\$422,506

The administration further requested board authorization to work with the chairman of the board and the chairman of the Board of Regents Finance and Audit Committee to finalize this action should such return of funds be necessary prior to the next regular Board of Regents meeting.

Dr. Rogers reported that state leaders are concerned about the economic downturn in the economy and therefore asked for this recommendation. He noted that in developing this plan for returning funds, higher education institutions throughout the state, including MSU, determined that HEAF, local board designated tuition, and Tuition Revenue Bond (TRB) debt payments would not be included in the calculation.

Dr. Rogers explained that the proposed reduction in operations would include things like limiting travel, slowing down on the computer conversion, and cancelling minor projects. He added that the administration would look at mothballing buildings in the summer if necessary to save on utility costs. Finally, a flexible hiring freeze would be put in place and some positions will not be filled or will be delayed.

Mr. Lalani indicated that he wanted everyone to understand that this request is to reduce operations in the current year, even though one-half of the year is complete and funds have been designated. He noted that the bulk of the funds would have to come out of the summer budget. Ms. Spears asked if the request for the return of funds could come at any time. Mr. Lalani indicated that it could. Mr. Hessing asked to make certain everyone was clear that this is currently only a request to review and recommend and not a request to return funds at this time.

Dr. Gunn moved approval of the plan as presented. Mr. Wible seconded the motion and it 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 09-47 (Deliberations About Real Property) and 09-48

(Deliberations Regarding Gifts and Donations). The closed session was properly announced at 2:20 p.m. Board members, Dr. Rogers, Mr. Sandoval, Dr. Farrell, Mr. Goldapp, Mr. Spencer, and Ms. Barrow remained for the discussion.

Open Meeting Resumes

The closed session ended at 3:05 p.m. with an announcement by Mr. Lalani that no action was taken during Executive Session.

Deliberations About Real Property

09-47. Mr. Wible moved the board authorize the purchase of property and buildings located at 3801 Louis J. Rodriguez Drive, subject to restrictions of approval of the Texas Higher Education Coordinating Board (THECB) or THECB committee, at a price not to exceed the independent appraised value of the property. One-half of the purchase price would be paid at closing and the balance would be paid at possession. The sources of funds for this purchase would be as follows:

HEAF	\$1,220,000
Plant Funds	600,000
Private Gift	<u>500,000</u>
 TOTAL	 \$2,320,000

Dr. Gunn seconded the motion and it was approved.

Deliberations Regarding Gifts and Donations

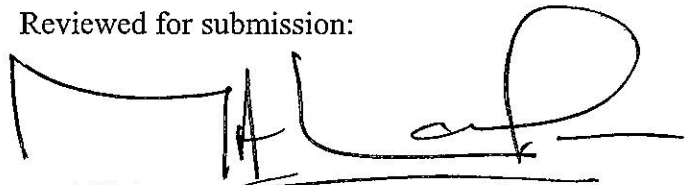
09-48. Dr. Gunn moved the board accept the gift of property (Lot Two, Block Ten of the Country Club Estates), together with the house and improvements located thereon, at 2708 Hamilton Boulevard, Wichita Falls, Texas.

Mr. Wible seconded the motion and it was approved.

Adjournment

There being no further business, the Executive Committee discussion concluded at 3:06 p.m.

Reviewed for submission:



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

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

**Finance and Audit Committee
February 12, 2009**

The Board of Regents, Midwestern State University, met in regular session in the Board Room, Hardin Administration Building, Wichita Falls, Texas, at 3:15 p.m., Thursday, February 12, 2009. Finance and Audit Committee members in attendance were Mr. Shawn Hessing, Chairman; Mr. Charles Engelman; Dr. Lynwood Givens; and Ms. Jane Spears. Other regents attending the meeting were Ms. Charlye Farris, Dr. Carol Gunn, 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. 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; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the MSU Student Government Association was Mr. Ian van Reenen, SGA President, and Mr. Robert Stewart, SGA Observer. Representing the news media was Ms. Ann Work, reporter for the *Times Record News*.

Chairman Hessing called the meeting to order at 3:15 p.m.

Reading and Approval of Minutes

09-49. The minutes of the Finance and Audit Committee meeting November 13, 2008, were approved as presented.

Review and Acceptance of Financial Report

09-50. The administration recommended the August, September, October, November, and December, 2008, Financial Reports, and the quarterly investment report for the quarter ending November 30, 2008 for acceptance.

Mr. Sandoval noted that these reports were previously distributed to the board for review. He noted that as of December 31, 2008, revenues and expenditures are in line with where they should be at this time of year.

Mr. Hessing asked Mr. Sandoval to talk specifically about the Annual Financial Report (AFR) for the year ending August 31, 2008. Mr. Sandoval reviewed the summary presentation (see Attachment 1) with the board. He reported that the university is obliged

by general provisions of the state appropriations act to comply with certain reporting requirements. He noted that the university's balance sheet is presented on the second page of the report including current assets and liabilities and non-current assets and liabilities. The next page shows the composition of funds. He noted that the university's primary assets are in real property and buildings. He explained that restricted cash must be used for specific purposes, as designated by the government or the donor. Unrestricted cash makes up the core of the operating budget. Mr. Sandoval pointed out that state appropriations made up 31.86% of the FY 2008 budget while tuition and fees comprised 33.86% of the budget.

Mr. Sandoval thanked and congratulated Gail Ferguson for her work on the AFR and expressed appreciation for the work she does for the university. Mr. Hessing thanked Mr. Sandoval and Ms. Ferguson for their work.

Mr. Engelman moved acceptance of the reports as presented. Ms. Spears seconded the motion. Mr. Lalani expressed appreciation for the presentation. There being no further discussion, the motion was approved.

Installment Plan Changes

09-51. Mr. Hessing reported that the administration had recommended changing the installment plan for the long semesters and initiating an installment plan for the summer terms as shown in the agenda document. Dr. Rogers noted that the current installment plan for the payment of tuition and fees during the long semesters 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. The proposed installment plan would 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 the 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 proposed summer installment 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. He indicated his hope that this would be helpful to the students and would be manageable from an administrative perspective.

Dr. Givens moved approval of these recommended actions as presented. Mr. Engelman seconded the motion and it was approved.

Mr. Lalani asked if the affect on cash flow would be acceptable. Mr. Sandoval indicated that it would not be a problem from a business office perspective. Ms. Ferguson added that it would affect cash flow, but not significantly. Mr. Hessing asked if this was consistent with what other universities are doing. Dr. Rogers responded that it was.

There being no further discussion, the motion was approved.

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

09-52. Mr. Hessing reported that in accordance with board policy, President Rogers authorized increases to the budget of \$50,000 and under for the 2008-2009 fiscal year and they were presented for ratification.

Dr. Rogers noted that two budget increases were made from unallocated student service fees. The first was funding for the MSU Cheerleaders to travel to the national competition in Florida this spring and the second provided funds for travel and leadership opportunities for student groups.

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

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

09-53. Mr. Hessing noted that salary, title, and position changes approved by the president were presented for ratification as shown in the agenda document. Dr. Rogers stated that the first item changed Dr. Clark's title so that it would be clearer. He added that enrollment management and the oversight of those areas that currently report to him are still included in his area of responsibility.

He reviewed the three positions that have been added since the budget was approved. These positions are in the international office, institutional effectiveness, and autism support. He noted that the autism support director position is being funded with outside sources. He noted that the remaining changes represent budget savings that were realized after positions were filled.

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

Faculty Positions 2009-2010 Budget – Critical Faculty Needs

09-54. The administration requested permission to initiate searches for faculty positions for the fall 2009 semester as presented in the agenda document. Dr. Rogers noted that these positions included the director of the honors program, a chair/professor in kinesiology, and a faculty member in mathematics. Three other new positions in the Dillard College of Business Administration were recommended and would only be filled if outside funding was raised for this purpose.

Ms. Spears moved approval of this item as presented. Mr. Engelman seconded the motion.

Mr. Lalani asked how these proposed positions would be affected by the flexible hiring freeze. Dr. Rogers responded that these positions would be for the fall 2009 semester. Mr. Lalani indicated that the administration would know by that time if funds needed to be returned to the state as previously discussed. Mr. Engelman asked if the university might find faculty among those individuals that lose their jobs in private industry during the economic downturn. Dr. Rogers responded that it may happen.

Ms. Spears asked about the business program accreditation process. Dr. Rogers reported that all but one of the faculty members are qualified professionally or by experience. The only thing lacking is faculty. Dr. Wiedemann indicated that the final visit would be accomplished during the fall 2009 semester. Mr. Lalani asked if Dr. Tony Chelte could attend the May Board of Regents meeting to brief the board on the accreditation process and to discuss some of the exciting things he is working on, including an executive MBA program. Dr. Rogers acknowledged that Dr. Chelte would be scheduled to attend.

There being no further discussion the motion was approved.

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

09-55. Dr. Rogers reported that early registration for the fall semester will be held prior to the next board meeting. He noted that it is time to set tuition and fees for the 2009-2010 academic year. He stated that the administration is committed to keeping MSU as affordable as possible. He added that a university president recently testified before the Senate Finance Committee and commented that his university could offer a cheap education a good education, but they couldn't offer a good, cheap education. Dr. Rogers stated that the cost of education must be balanced against providing an education that will allow students to compete in the marketplace.

A number of pieces of legislation have been filed with the legislature that deal with tuition and fees. Among these is a bill that caps tuition and fee increases at 5% each year, another freezes tuition and fees for two years, and another requires universities to guarantee tuition for each entering class for a four-year period. There is a great deal of concern about the escalating cost of higher education. However, the largest reason tuition and fees have increased is because universities have received no new operational funding since the late 1990's. While the state has put a great deal of money into other programs that benefit higher education, such as tuition revenue bonds, basic operational dollars have not been maintained by the state. He noted that the current projects that are being completed at MSU are being completed with gift money and funds constitutionally dedicated to building projects; No operational funds are being used to fund these projects. He added that he felt the legislature would pass some sort of bill that will affect tuition and fees. It is just unknown as to what it will be.

The base budget the Legislative Budget Board submitted for Midwestern State University for the upcoming biennium is \$900,000 less in operational dollars for each of the next two years. That is the base number the House and Senate will consider in developing a budget. We have reviewed MSU's position in terms of tuition and fees relative to other schools in the state and we are below average in total costs and significantly below the average in tuition.

Dr. Rogers noted that the administration was not recommending any change to the MSU Promise at this time. He then presented the administration's recommendation for increases in tuition and fees beginning with the fall 2009 semester:

- A. Increase University Designated Tuition by \$5 per semester credit hour, from the current \$88.60 to \$93.60.

- B. Increase the Student Service Fee by \$1.25 per semester credit hour, from the current \$14.25 to \$15.50.
- C. Increase the Technology Fee by \$2 per semester credit hour, from the current \$20 to \$22.
- D. Increase the Library Fee by \$2 per semester credit hour, from the current \$5 to \$7.

He noted that this is \$10.25 per hour increase and represents an increase of 4.95% for a student taking 12 hours. The overall dollar increase per semester for such a student would be \$120.

Ms. Spears moved approval of the recommendation as presented. Dr. Givens seconded the motion.

Mr. Lalani noted that in 2008 the MSU Promise was expanded to include fees as well as tuition. He added that if the legislature freezes tuition for entering freshmen for four years the administration and board would need to review this action. Mr. Hessing noted that the actions of the board are based on the facts available at the time the decision is made.

There being no further discussion, the motion was approved.

Adjournment

The Finance and Audit Committee discussion concluded at 4:04 p.m.

Reviewed for submission:



Shawn G. Hessing Chairman
Midwestern State University
Board of Regents Finance & Audit Committee

ATTACHMENT:

- 1. Annual Financial Report Presentation



Midwestern State University

Annual Financial Report

Results of Operations

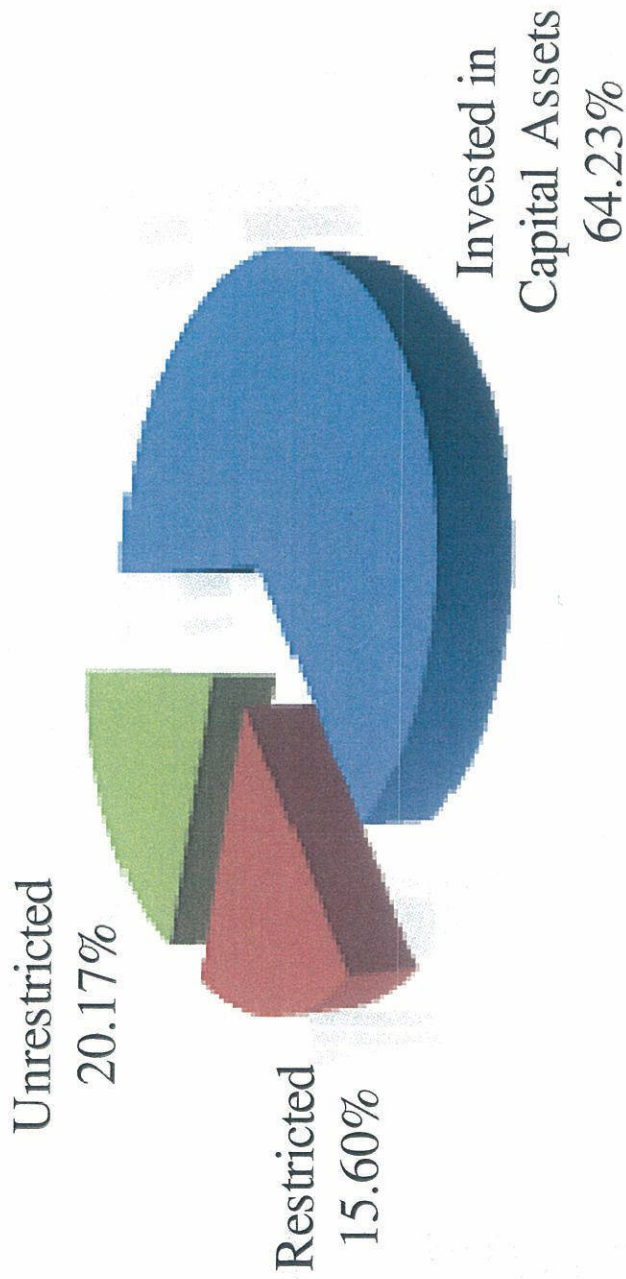
For the year ended August 31, 2008

Balance Sheet

	<u>FY 2008</u>	<u>FY 2007</u>
Current Assets	\$35,742,292	\$38,181,840
Current Liabilities	<u>\$30,254,804</u>	<u>\$25,182,350</u>
Subtotal	<u>\$ 5,487,488</u>	<u>\$12,999,490</u>
Non-Current Assets	\$160,153,400	\$115,939,214
Non-Current Liabilities	<u>\$ 90,984,826</u>	<u>\$ 56,392,929</u>
Subtotal	<u>\$ 69,168,574</u>	<u>\$ 59,546,285</u>
TOTAL NET ASSETS	<u>\$ 74,656,062</u>	<u>\$ 72,545,775</u>

\$13 million moved from current assets to noncurrent short term investments, taking advantage of better interest rates for longer periods.

Net Assets - August 31, 2008



FY 2008 \$74.6 million

The University reports unrestricted net assets of 20.17% for the year ended August 31, 2008 and although unrestricted, most of these funds have been designated for specific purposes.

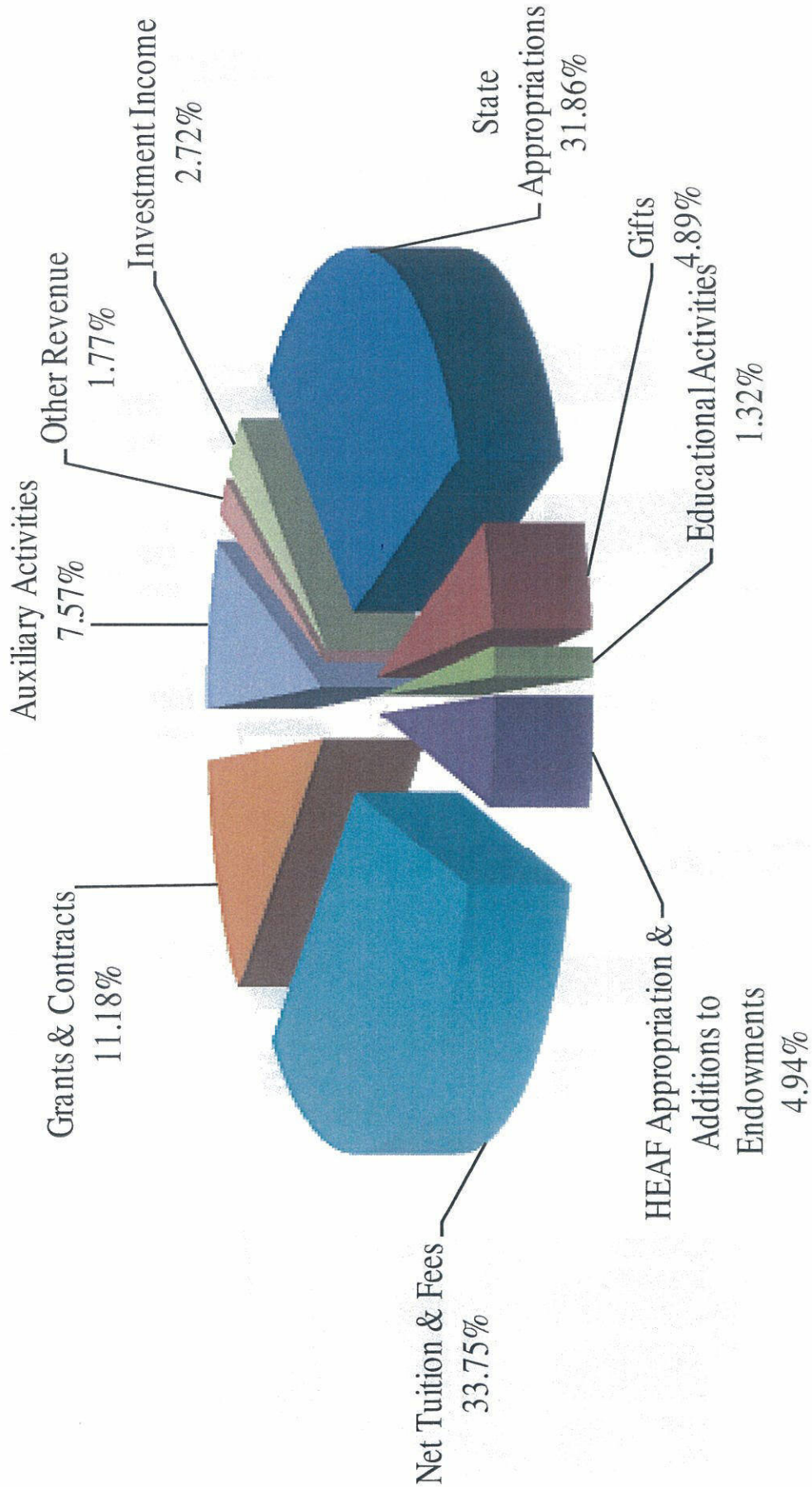
Total Net Assets by Fund

	FY 2008	FY 2007	FY 2006
Educational & General	\$2,571,048	\$ 1,261,761	\$ 1,809,461
Designated	7,342,536	7,890,219	9,710,252
Auxiliary	<u>1,481,979</u>	<u>2,449,406</u>	<u>3,422,435</u>
Subtotal – Unrestricted	<u>11,395,563</u>	<u>11,601,386</u>	<u>14,942,148</u>
Restricted	3,359,591	1,953,743	1,973,435
Loan Funds	1,682,294	1,670,150	1,590,244
Endowment Funds	4,249,129	4,431,986	4,427,144
Unexpended Plant	6,016,064	5,783,431	907,902
Plant	<u>47,953,421</u>	<u>47,105,079</u>	<u>48,758,888</u>
Total	<u>\$ 74,656,062</u>	<u>\$ 72,545,775</u>	<u>\$ 72,599,761</u>

Net Assets are total resources available at the end of the year for operations. Plant funds represent the amounts invested in capital assets net of debt and depreciation.

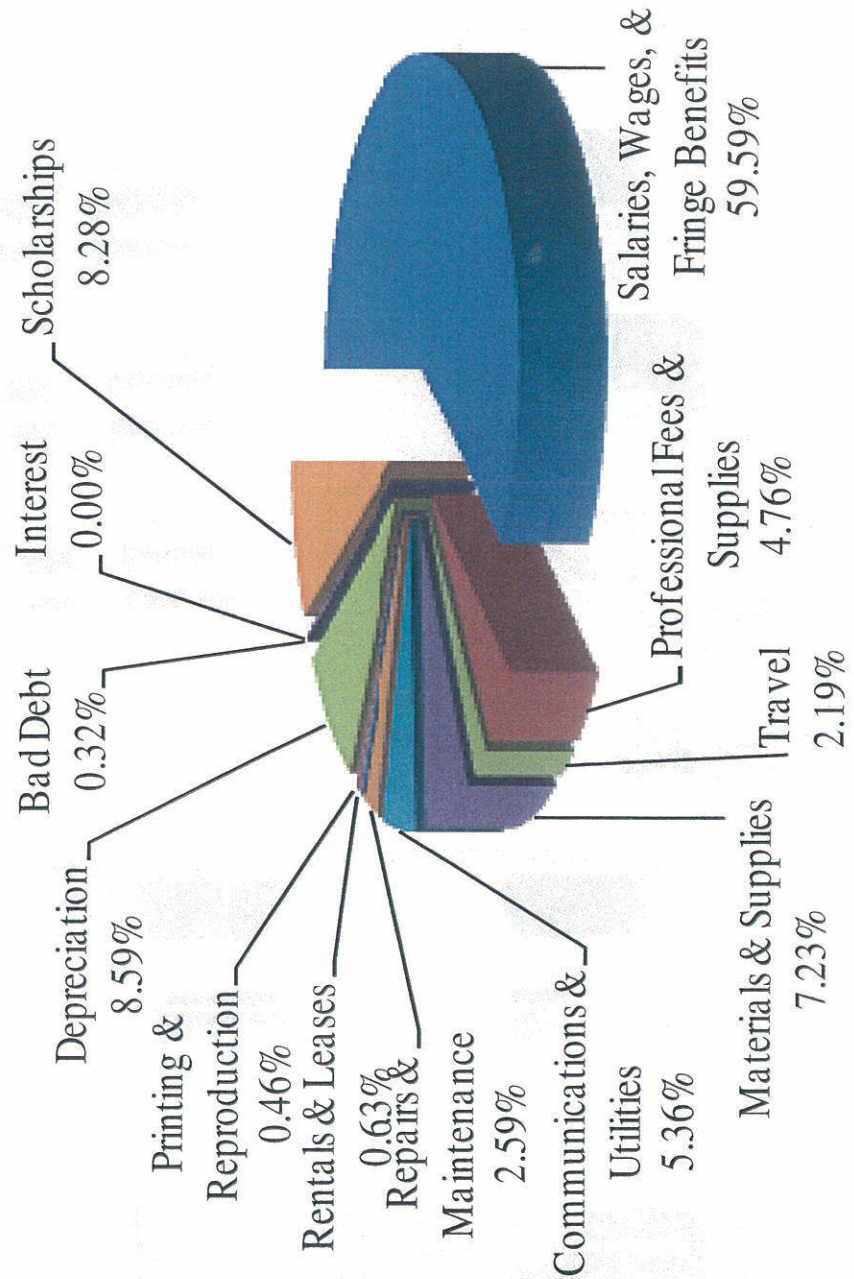
Total Revenue – August 31, 2008

\$73,225,188



Total Operating Expenses - August 31, 2008

\$70,140,465



Observations

- State appropriations are reported as non-operating revenues (2.7% increase), but only addressed increase in debt service costs
- Revenue increases include:

Tuition & Fees	\$3.3 million
Gifts, Federal Grants	\$1.6 million
HEAF Funds	\$1.1 million

Includes a full year of student-supported Recreation Center Fees
- Personnel costs account for the majority of expenditures increase at \$1.7 million
- Net increase in cash flows from operations at \$1.3 million

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

**Personnel and Curriculum Committee
February 12, 2009**

The Board of Regents, Midwestern State University, met in regular session in the Board Room, Hardin Administration Building, Wichita Falls, Texas, at 4:04 p.m., Thursday, February 12, 2009. 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. 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. 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. 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; Mr. Kyle Williams, Director of Corporate and Sports Development; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the MSU Student Government Association was Mr. Ian van Reenen, SGA President, and Mr. Robert Stewart, SGA Observer.

Chair Gunn called the meeting to order at 4:04 p.m.

Reading and Approval of Minutes

09-56. The minutes of the Personnel and Curriculum Committee meeting November 13, 2008, were approved as presented.

Faculty Report

09-57. Ms. Ann Medford, chair of the MSU Faculty Senate, expressed appreciation for the opportunity to address the Board of Regents. She reported that the Faculty Senate continues to work on sustainability issues and will soon meet with Student Government concerning the matter. The Senate has worked on the faculty evaluation process and has met with Dr. Rogers to discuss parking on campus. She added that the Faculty Senate Executive Committee plans to meet more regularly with Dr. Rogers in the future.

Staff Report

09-58. Mr. Chris Gore, Chairman of the MSU Staff Senate, reported that the senate is working on the design of its web site, reviewing proposed by-laws, and preparing to survey the university staff for additional input on the summer schedule. He noted that he was invited to visit with the custodial staff to tell them about the work of the Staff Senate and to hear

their concerns regarding effective communication on campus. The Staff Senate is also looking at initiatives to meet training needs.

Enrollment Report – Spring 2009

09-59. The spring enrollment report was presented for information of the board as shown in Attachment 1. Dr. Clark reported that enrollment and semester credit hours showed an increase. He added that Mustangs Rally will be held Saturday, February 14. Mr. Gore noted that 365 students and 656 parents and guests have registered to attend.

Small Class Report – Spring 2009

09-60. The spring small class report was presented for information of the board as shown in Attachment 2. Dr. Wiedemann stated that the majority of the courses listed are offered when at least one student needs the class to graduate in a timely manner. She added that the Manufacturing Engineering Technology classes were all small because the program is ending.

Beginning and Last Day Enrollment Reports, Fall 2008 Semester

09-61. Dr. Gunn noted that these reports were previously distributed to the board for their information and review. Dr. Rogers added that approximately 94% of MSU students complete their classes.

Review of Personnel Reports for FY 08-09 Budget

09-62. The report on personnel changes in October, November, and December, 2008, was presented in the agenda document. Dr. Gunn noted that this was presented as a point of information only.

Posthumous Degree – Marcus Robinson

09-63. Dr. Gunn presented the administration's recommendation to award 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.

Dr. Rogers stated that Marcus was a fine young man who would have been the first in his family to receive a degree. Dr. Wiedemann added that his brother is on schedule to graduate in May. She stated that Marcus died from an asthma attack. She added that the Academic Council recommended this action.

Ms. Spears asked if the university has awarded posthumous degrees in the past. Dr. Wiedemann indicated that it has been done, but rarely. Mr. Lalani asked if the degree would be dated last December. Dr. Wiedemann responded that the diploma would likely not include a specific date. Ms. Spears asked if the state would credit the university for the degree awarded. Dr. Rogers responded that they would not.

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

Proposed Faculty Development Leaves – 2009-2010

09-64. Dr. Gunn presented the administration's recommendations for the granting of two developmental leaves during the fall 2009 semester.

- a. Dr. Everett Kindig (History) plans to spend the semester researching the lives and careers of Allen and Susan Parmer, sister and brother-in-law of Frank and Jesse James, who resided for a time in Clay, Wichita, and Archer counties. Dr. Kindig has published an article on the couple in the past and intends to author a book. In accordance with developmental leave guidelines, Dr. Kindig will earn his regular salary during this period if the leave is granted. The estimated replacement cost is \$5,000.
- b. Dr. Mary Ann Coe (Educational Technology) plans to spend the semester devising a template for hybrid and on-line courses, as well as developing a number of these courses for the West College of Education. As a result, all courses offered by the West College of Education will have the same look and structure, which is one of the qualities of good technological design, and will engage the student through interactive learning opportunities. In accordance with developmental leave guidelines, Dr. Coe will earn her regular salary during this period if the leave is granted. The estimated replacement cost is \$7,500.

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

MSU Catalog Change – Upper Level Credits Required for Graduation

09-65. Dr. Gunn reported that due to the recent reduction of baccalaureate degree requirements to 120 semester credit hours, the administration was recommending reducing the minimum number of upper level credit hours required for a Bachelor of Arts degree from 42 to 39 semester credit hours.

Dr. Wiedemann commented that since the number of hours required to graduate has been reduced, the percentage of upper level courses required should be decreased as well. She noted that the recommendation came from one of the deans through the Academic Council. She added that this change would be implemented in the fall of 2009.

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

MSU Policies and Procedures Manual Changes

09-66. The following changes to the *MSU Policies and Procedures Manual* were recommended for approval as presented.

- A. Policy 2.338, Student Traffic Appeals Committee – personnel changes were recommended to add alternate student members to this committee.
- B. Policy 3.227, Retirement: Faculty and Staff - changes were recommended to clarify and update the wording of the policy.

- C. Policy 3.313, Vehicle Operator's License Requirement – changes were recommended to update and clarify the policy.
- D. Policy 3.317, Emeritus Status – the current policy addresses the awarding of emeritus status to faculty and administrators. Dr. Gunn noted that 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. It was recommended that this proposed policy change go into effect September 1, 2010. Dr. Rogers added that this policy came at his request to Dr. Wiedemann because of his feeling that emeritus status is quite an honor for retiring faculty at high-quality institutions. He added his hope that over time the faculty retiring from MSU would feel the honor that is intended through this policy change.
- E. Policy 4.138, Key Authorization – changes were recommended to clarify and update the policy. Dr. Rogers thanked Mr. Goldapp for his work in updating this policy.
- F. NEW POLICY – Mobile Communication Devices – this new policy was recommended to bring university policy in line with Internal Revenue Service regulations. It was recommended that this policy go into effect September 1, 2009. Dr. Rogers explained that MSU employees that need cell phones or Blackberries are provided such by the university. In order to meet IRS requirements employees would need to identify each call made or received to determine if it was for business or personal purposes. The other option that meets IRS regulations would require the university to provide a stipend to employees and each employee would then be responsible for maintaining cell phone service.

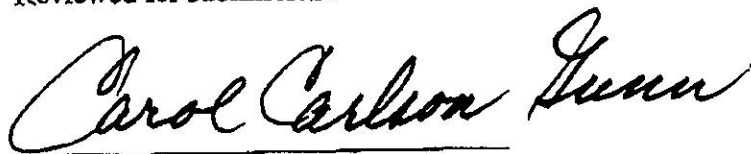
Mr. Lalani asked how many employees are covered under this policy. Mr. Sandoval indicated that the vice presidents would be responsible for providing a list and justifying the individuals to the president. Dr. Givens asked if a cost impact study had been done. Mr. Sandoval responded that the proposed action was revenue neutral. He noted that the funds currently used to pay cell phone bills would instead be provided as stipends. Mr. Hessing asked about the amount of the estimated stipends. Mr. Sandoval responded that the average stipend would be \$50 for cellular phones and \$75 for Blackberries. He added that some departments, such as athletics and admissions, will need to be reviewed individually because of their high usage of these services for student recruiting. Mr. Lalani asked Mr. Sandoval to keep the board informed in the event the overall cost is much more than anticipated.

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

Adjournment

There being no further business, the Personnel and Curriculum Committee discussion concluded at 4:39 p.m.

Reviewed for submission:

A handwritten signature in cursive script that reads "Carol Carlson Gunn". The signature is written in dark ink and is positioned above a horizontal line.

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

ATTACHMENT:

1. Enrollment Report – Spring 2009
2. Small Class Report – Spring 2009

*Enrollment Report***Spring 2009**

	2008	2009
Beginning Freshmen	36	43
Re-Enrolling Freshmen	938	868
Sophomore	1,061	1,086
Junior	1,161	1,264
Senior	1,870	1,816
Graduate/Post-Baccalaureate	<u>670</u>	<u>708</u>
TOTAL	5,736	5,785

Personnel & Curriculum Committee
SMALL CLASS REPORT
 Spring 2009

February 12, 2009

Attachment 2 – Page 2

The following organized classes had enrollments below the established minima of ten (10) students for undergraduate classes and five (5) students for graduate classes on the twentieth class day.

The following courses are required for majors in fields of study within the state's STEM (Science, Technology, Engineering and Mathematics) initiative.

<i>Course Number</i>			<i>Course Title</i>	<i>Instructor</i>	<i>Students</i>
Athletic Training	1203	201	Health and Wellness	Lindsay Linder	9
Athletic Training	3813	201	Evaluation of Athletic Injuries II	Katie Lyman	5
Biology	3003	201	Intro to Clinical Lab Science	Asma Javed	5
Biology	3344	201	Developmental Biology	Jon Scales	7
Chemistry	3405	201	Analytical Chemistry II	Jianguo Shao	8
Chemistry	4001	201	Seminar	Randal Hallford	8
Chemistry	4133	201	Adv Organic Chemistry	Christopher Hansen	5
Chemistry	4943	280	Chemical Topics	Randal Hallford	4
Computer Science	1053	280	Computer Science II	Stewart Carpenter	8
Geosciences	3234	201	Petrology	Brent Elliott	8
Geosciences	4034	280	Petroleum Geology	Brian Brister	8
Mathematics	2053	201	Structure of Number Sys III	Terry McDonald	4
Mathematics	3133	201	Foundations of Geometry	Jeffrey Hood	4
Mathematics	3293	201	Abstract Algebra I	Michelle Knox	6
Mathematics	4033	280	Foundations of Discrete Math	Terry McDonald	4
Mechanical Engineering	3212	201	Introduction to Engineering Design	Dale McDonald	8
Man Eng Technology	1342	201	Fluid Power II	Jan Brink	1
Man Eng Technology	2134	201	Computer Aided Drafting	Jerry Faulk	1
Man Eng Technology	2143	201	Manufacturing Processes II	Jan Brink	2
Man Eng Technology	3503	201	Automation II	Jan Brink	3
Man Eng Technology	4103	201	Strength of Materials	Jan Brink	5
Man Eng Technology	4113	201	Basic Instrumentation	Jerry Faulk	5
Man Eng Technology	4213	201	Thermodynamics	Dale McDonald	7
Man Eng Technology	4742	201	Capstone Project	Jan Brink	3
Physics	3333	01	Thermodynamics	Jacqueline Dunn	4
Physics	4323	01	Electromagnetic Field II	Richard Fleming	3

The following courses are required for majors in their fields of study and should be completed this semester to keep the proper sequences in courses.

<i>Course Number</i>			<i>Course Title</i>	<i>Instructor</i>	<i>Students</i>
Art	4923	201	Senior Exhibition	E. Yarosz-Ash	6
Bilingual Education	3213	280	Foundations of Bilingual Ed	David Barbosa	9
Criminal Justice	4333	201	Contemporary Correction Issues	T. Callahan	4
Mass Communication	4243	201	Senior Production	James Gorham	8
Mass Communication	42/4363	201	Broadcast News I and II	James Gorham	5
Public Administration	5963	X20	Capstone: Case St. in Dec. Makg	Phyllis Behrens	4
Public Administration	6063	209	Grad Sem in Adv Research	Roe Roberts	2
Respiratory Care	4243	X20	Advanced Practice Applications	Ann Medford	9
Respiratory Care	4443	X20	Mgmt of Health Care Services	Ann Medford	8
Theatre	1613	201	Performance Makeup	E. Lewandowski	7
Theatre	4213	201	Voice for Theatre/Stage Dialects	Ronald Fischli	8

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

**Student Services Committee
February 12, 2009**

The Board of Regents, Midwestern State University, met in regular session in the Board Room, Hardin Administration Building, Wichita Falls, Texas, at 4:39 p.m., Thursday, February 12, 2009. Student Services Committee members in attendance were Ms. Charlye Farris, Chair; Dr. Lynwood Givens; Dr. Carol Gunn; and Mr. Shawn Hessing. Other regents attending the meeting were Mr. Charles Engelman, Mr. Munir Lalani, 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. 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; Mr. Kyle Williams, Director of Corporate and Sports Development; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the MSU Student Government Association was Mr. Ian van Reenen, SGA President, and Mr. Robert Stewart, SGA Observer.

Chair Farris called the meeting to order at 4:39 p.m.

Reading and Approval of Minutes

09-67. The minutes of the Student Services Committee meeting November 13, 2008, were approved as presented.

Student Government Report

09-68. Student Government Association (SGA) President Ian van Reenen stated that the new health and wellness center will likely change the culture of the campus and will have a positive effect on the student body. By promoting health and well being it will affect current students as well as future generations. Ian reported that SGA is working closely with Dr. Joey Greenwood and Dr. Keith Williamson to propose programs that will contribute to and promote holistic wellness for the student body. He noted that the SGA is working with Mr. Goldapp and the Faculty Senate and hopes to have a comprehensive, practical recycling proposal finalized by the end of the academic year.

Mr. van Reenen reported that Senator Robert Stewart and a fellow student senator recently co-authored a research paper that documented the integration policies of Midwestern State in its early stages. This year SGA is planning to plant a tree in honor of the men and women who took the first steps in integrating this university. The SGA

bylaws are also being reviewed in an effort to make it easier for the student body to become involved in student government and to run for executive officer positions.

Ian thanked Dr. Rogers for addressing the parking situation on campus. Mr. Engelman asked what had been done to help with the lack of parking. Dr. Rogers stated that he would provide a full report at Friday's board meeting, but noted that consultants were hired to review parking on the MSU campus. The consultants recommended restriping the parking lots, changing the angles and width of the spaces, and moving curbs in certain areas. Some of the restriping was done during the holiday break. Additional work will be accomplished in the summer. He added that the parking lot behind McCoy Engineering Hall is also now open. Ms. Buss stated that 107 additional slots have opened since September.

Housing Rates

09-69. Ms. Farris noted that housing rates for fall 2009, spring 2010, and summer 2010 were recommended for approval as presented in the agenda document. Mr. Lamb summarized the recommendations. He noted that rates for Killingsworth Hall and Pierce Hall, primarily freshmen male and female halls, are recommended to increase by 3.1%. McCullough-Trigg Hall is typically for sophomores and juniors, while some seniors reside there as well. It is a semi-private configuration and the administration recommends a 3.18% rate increase. The new project, with the exception of the two-bedroom, nine month lease apartments, are recommended at \$35 per month more than Sunwatcher because they have larger rooms, nicer amenities, and walk in closets. The second page of the recommendations included small changes in summer and temporary housing rates.

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

Dining Service Rates

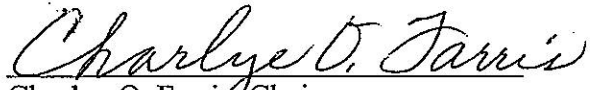
09-70. Ms. Farris reported that food service rates for summer 2009, fall 2009, and spring 2010 were recommended for approval as presented in the agenda. Mr. Lamb reviewed the proposed rates. He noted that students living in Pierce, Killingsworth, or McCullough-Trigg Halls are required to purchase a meal plan. They can choose between the ten, fourteen, or nineteen meal per week plan. There is also an optional summer meal plan. With the exception of the summer plan, all of the recommended increases were below 3%. Mr. Lamb reported that summer conference rates are those charged for camps and conferences held on the MSU campus during the summer. While those increases are higher, they are still reasonable and are well below what others charge. He reported that the cash price per meal is the price people pay at the door in the dining hall if they are not on a meal plan. Approximately 75% of those individuals are not students. Plans are also available for commuter students.

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

Adjournment

The Student Services Committee discussion concluded at 4:53 p.m.

Reviewed for submission:

A handwritten signature in cursive script that reads "Charlye O. Farris". The signature is written in dark ink and is positioned above the printed name.

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

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

**University Development Committee
February 12, 2009**

The Board of Regents, Midwestern State University, met in regular session in the Board Room, Hardin Administration Building, Wichita Falls, Texas, at 4:53 p.m., Thursday, February 12, 2009. University Development Committee members in attendance were Mr. Charles Engelman, Ms. Charlye Farris, and Ms. Jane Spears. Mr. Munir Lalani stated that he would chair the committee in the absence of Mr. Gustafson. Other regents attending the meeting were Dr. Lynwood Givens, Dr. Carol Gunn, Mr. Shawn Hessing, 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. 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; Mr. Kyle Williams, Director of Corporate and Sports Development; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the MSU Student Government Association was Mr. Robert Stewart, SGA Observer.

Acting Chairman Lalani called the meeting to order at 4:53 p.m.

Reading and Approval of Minutes

09-71. The minutes of the University Development Committee meeting November 13, 2008, were approved as presented.

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

09-72. This report was presented in the agenda document as a point of information only. Dr. Farrell noted the following gifts.

1. Ms. Kay Dillard donated \$150,000 for completion of the mustang sculpture.
2. Mr. and Mrs. Robert D. Gunn gave \$150,000 to fund a geosciences faculty position for the next two years.
3. To date, MSU has received \$1,621,253 from the Bruce Redwine estate.
4. Mr. and Mrs. Hollis Sullivan have donated \$1,000,000 to MSU's athletics program. Dr. Farrell acknowledged Kyle Williams, Director of Corporate and Sports Development, for his initiative and leadership in raising resources for athletics. He

added that the administration wanted to publicly recognize Kyle for his outstanding work. Board members expressed their appreciation to Mr. Williams for his efforts on behalf of the university.

Naming of University Facilities

09-73. Mr. Lalani reported that Midwestern State University continues to receive gifts from local individuals and foundations, without which the university's pursuit of excellence would not be possible. The administration recommended that the group exercise room in the new student wellness center be named the "Vicki McCoy Group Fitness Room." The McCoy family's commitment to Midwestern State University has been significant over the years, and Vicki's dedication to MSU's group fitness program has been impressive.

Dr. Rogers indicated that the administration felt this was an appropriate way to recognize the McCoy's gifts to the university. Dr. Farrell noted that in addition to the McCoy's well-publicized gifts to the university, they have also been generous in supporting the wellness programs at MSU.

Mr. Engelman moved approval of this item as presented. Ms. Farris seconded the motion.

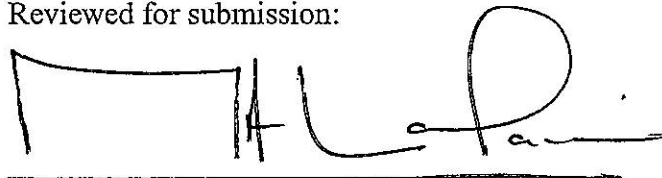
Ms. Spears asked if it was appropriate for the regents to write thank you notes to university donors. Mr. Lalani indicated that it was very appropriate once the gifts are finalized. Ms. Spears added that she serves on another board and at the board meetings the members are given thank you notes and addresses of donors. The board members are then able to write thank you notes during the meetings. Mr. Lalani asked that the administration make this information and thank you notes available at upcoming board meetings.

There being no further discussion the motion was approved.

Adjournment

The University Development Committee discussion concluded at 5:02 p.m.

Reviewed for submission:

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

Munir A. Lalani, Acting Chairman
Midwestern State University
Board of Regents University Development Committee

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

**Athletics Committee
February 12, 2009**

The Board of Regents, Midwestern State University, met in regular session in the Board Room, Hardin Administration Building, Wichita Falls, Texas, at 5:02 p.m., Thursday, November 13, 2008. Athletics Committee members in attendance were Mr. Ben Wible, Chairman; Mr. Charles Engelman; 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. 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. 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; 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 5:02 p.m.

Reading and Approval of Minutes

09-74. The minutes of the Athletics Committee meeting November 13, 2008, were approved as presented.

Athletics Status Report

09-75. Mr. Charlie Carr presented information concerning the athletics program.


1. Mr. Carr presented a "pink-out" T-shirt to the women regents. He reported that the women's basketball team worked with the sororities and student athlete advisory committee to raise funds for the fight against breast cancer. The group raised over \$1,000 at the game.
2. The men's basketball team is doing very well and is currently 15-7. Mr. Carr reported that Coach Jeff Ray's father recently suffered his second stroke and this has been a difficult time for Jeff, his family, and the team. He added that Mr. Ray has been a volunteer coach for the men's basketball team during Jeff's tenure at MSU. Mr. Carr added that Coach Ray is a fantastic representative for MSU on and off the court.

3. The Lone Star Conference has invited the University of the Incarnate Word to become the sixteenth conference member. Mr. Carr noted that the conference will now be equally divided between the north and south divisions. Midwestern State will maintain a south membership and have continued rivalries with Tarleton State, Texas A&M Commerce, Angelo State, and others.
4. MSU student athletes maintained a 2.52 average grade point average in the fall 2008 semester.

Adjournment

There being no further business, the Athletics Committee discussion concluded at 5:13 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
February 12, 2009**

The Board of Regents, Midwestern State University, met in regular session in the Board Room, Hardin Administration Building, Wichita Falls, Texas, at 11:00 a.m., Thursday, February 12, 2009. Regents in attendance were Mr. Munir Lalani, Chairman; Dr. Carol Gunn, Vice Chairperson; 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. Ann Medford, Chair of the MSU Faculty Senate; Mr. Chris Gore, Chairman of the MSU Staff Senate; Ms. Janus Buss, Director of Public Information and Marketing; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the MSU Student Government Association was Mr. Robert Stewart, SGA Observer. Representing the news media was Ms. Ann Work, reporter for the *Times Record News*.

Chairman Lalani called the meeting to order at 11:03 a.m. Dr. Clark presented the invocation and Ms. Buss introduced the guests.

Opening Comments

Mr. Lalani welcomed everyone to the February Board of Regents meeting. He noted that Mr. Gustafson was absent due to illness.

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.

Campus Tour

The individuals were then led on a campus tour via campus bus. The group was joined during the tour by Mr. Kyle Owen, Associate Director of Facilities Services.

The board was first shown the building site of the new Instrumental Music Hall. Mr. Lalani asked about the size of the facility. Mr. Sandoval responded that it would be 6,800 square feet.

The group stopped at the new Student Wellness Center and Vinson Health Center and was met by Dr. Joey Greenwood, Director of Recreational Sports and Wellness Programs. The tour began in the large basketball area. Dr. Greenwood noted that a one-eighth mile track weaves through the facility on the second level. He stated that Louis J. Rodriguez Drive will tie into the front of the building. The main entrance will include a control desk where students will check in before moving to an exercise area. The building will include two group fitness rooms that are 1,000 square feet each. These rooms will house spinning, yoga, Pilates, and other group classes. Dr. Greenwood showed areas where treadmills, elliptical machines, free weights, and Selectorized fitness equipment will be placed. He pointed out the outdoor aquatic area that will be used for water aerobics and water spinning. Dr. Greenwood was asked about the hours of the wellness center. He responded that the current hours are 6:00 a.m. to 12 midnight Monday through Friday, and 12 noon to 10:00 p.m. on Saturday and Sunday. He indicated that the hours for the new facility have not been set and could possibly be expanded depending on the demand.

Dr. Greenwood then walked the group through the new Vinson Health Center. This is a much larger, more spacious area than the current facility that will provide numerous exam rooms, offices, and an x-ray room. He noted that the x-ray room was particularly notable because currently students have to be sent off campus for x-rays.

The group boarded the bus and continued the tour. Ms. Farris asked about lighting on campus and indicated that some students had mentioned dark areas on campus at night. Dr. Rogers responded that the administration has a lighting plan and campus police are asked to watch for and report dark areas on campus. Dr. Farrell added that the student affairs division asks students for their input regarding lighting needs on campus.

The next stop was the McCoy Engineering Hall where Dr. Betty Stewart, Dean of the College of Science and Mathematics, provided a tour. Dr. Stewart noted that the theme of the building is "Opening Science" and that the glassed labs will help individuals to feel a part of the work the students are doing within the labs. The group looked at The Priddy Foundation Thermofluid Laboratory and the Phil and Aurora Bolin Engineering Laboratories. Dr. Stewart pointed out the laboratory where senior students will work on their senior projects. Dr. Stewart added that they celebrated texture and materials throughout the building, including concrete, wood, copper and brick throughout. On the second floor the group looked at study areas known as "student pods." It was pointed out that no vending machines will be placed in the building and the men's restroom includes waterless urinals. Dr. Stewart thanked Mr. Goldapp and Mr. Owen for their assistance with the project. Mr. Goldapp indicated that Mr. Owen had done yeoman's work on this project. He noted that native plants would be used to landscape the building.

The last stop on the tour was Moffett Library. Dr. Clara Latham, University Librarian, led the group through the library. She noted that the building was built in 1964 and was added to and renovated in 1986. She pointed out the poor lighting and lack of seating. She added that the current elevators and restrooms are not ADA accessible. She noted that a wireless computer signal is available on the first floor and needs to be available throughout the building.

Mr. Lalani asked about student use of the library. Ms. Lain responded that she uses the library regularly. Mr. Stewart added that student government worked with the administration to extend library hours at the request of students. Ms. Medford noted that students in the respiratory care program use it frequently, particularly as a group study area. Ms. Latham noted that the book collection numbers are down while the number of people coming to the library is up.

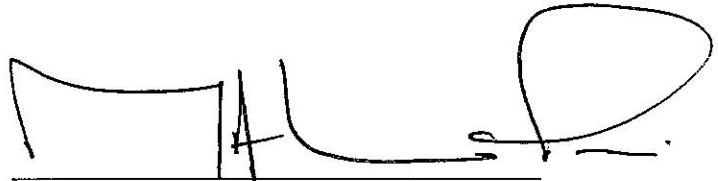
Mr. Lalani asked if there were Texas university libraries that were recently renovated that could be visited. Dr. Latham indicated that she and Mr. Goldapp recently attended a seminar concerning current techniques in building and rebuilding libraries and that they would be looking for recently built or renovated libraries to tour and study.

Mr. Lalani expressed appreciation to Dr. Rogers and the administration for the campus tour.

Adjournment

There being no further business, the meeting adjourned at 12:35 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

**MINUTES
BOARD OF REGENTS
MIDWESTERN STATE UNIVERSITY**

February 13, 2009

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, February 13, 2009. Regents in attendance were Mr. Munir Lalani, Chairman; Dr. Carol Gunn, Vice Chair; Mr. Charles Engelman; Ms. Charlye Farris; Dr. Lynwood Givens; Mr. Shawn Hessing; Ms. Jane Spears; Mr. Ben Wible; and Student Regent Haley Lain. Mr. Stephen Gustafson was unable to attend due to illness.

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 Ms. Valarie Maxwell, Director of Budget and Management; Ms. Cassie Slaybaugh, Assistant Director of Institutional Research, Planning, and Assessment; Ms. Janus Buss, Director of Public Information and Marketing; Ms. Deborah Cornelius, Executive Director, Region IX P-16 Council; Dr. Grant Simpson, Dean of the West College of Education; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the Student Government Association was Mr. Chase Thornton, acting SGA Observer. Representing the news media was reporter Ann Work, Wichita Falls *Times Record News*.

Chairman Lalani called the meeting to order at 9:03 a.m. Dr. Farrell presented the invocation and Ms. Buss introduced the guests. Mr. Lalani expressed appreciation to the board and administration for their participation in the committee meetings.

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

09-76 & 77. Minutes of the regular Board of Regents meetings November 13 and 14, 2008, were approved as presented.

Executive Committee Report

Mr. Lalani noted the item presented at the Executive Committee Meeting for committee approval only. Information concerning this item can be found in the minutes of the Executive Committee Meeting held February 12, 2009.

Item Presented for Committee Approval Only

09-44. Committee Minutes, 11/13/08 – approved by Committee as presented.

Executive Committee Consent Agenda

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

09-45. General Architectural Services – approved contracts as presented with the following firms to provide general architectural services for miscellaneous campus projects with architectural fees that do not exceed \$50,000:

Bundy Young Sims and Potter – Wichita Falls
Hahnfeld Hoffer Stanford (HHS) – Fort Worth
Harper Perkins Architects – Wichita Falls
KSQ Architects – Fort Worth
Rees Architects - Dallas

09-46. Ligon Coliseum Project – approved increasing the scope of the project from \$9,368,000 to \$10,500,000, with the following sources of funds:

Tuition Revenue Bond Funds	\$7,700,000
Interest Earnings	200,000
Private Gifts	900,000
Capital Lease (designated funds and/or HEAF)	<u>1,700,000</u>
TOTAL	\$10,500,000

Further authorized the administration to enter into a master lease agreement with the Texas Public Finance Authority.

09-46a. Instrumental Music Hall Project – approved modification of funding sources for this project as follows:

Sale of Revenue Bonds	\$1,950,000
Interest Earnings	250,000
Capital Lease (designated funds and/or HEAF)	<u>430,000</u>
TOTAL	\$2,630,000

Further authorized the administration to enter into a master lease agreement with the Texas Public Finance Authority.

09-46b. Reduction of State Appropriations – authorized the administration to work with the chairman of the board and the chairman of the Board of Regents Finance and Audit Committee to finalize the return of funds to the state should such action be necessary prior to the next regular board meeting. Approved the preliminary plan of funding as follows:

Reduction in operations	\$222,506
Utility savings	50,000
Flexible hiring freeze	<u>150,000</u>
Estimated Return	\$422,506

- 09-47. Deliberations About Real Property – approved the purchase of property and buildings located at 3801 Louis J. Rodriguez Drive, subject to restrictions of approval of the Texas Higher Education Coordinating Board (THECB), at a price not to exceed \$2,320,000. The sources of funds for this purchase would be:

Higher Education Assistance Funds (HEAF)	\$1,220,000
Plant Funds	600,000
Private Gift	<u>500,000</u>
TOTAL	\$2,320,000

- 09-48. Deliberations Regarding Gifts and Donations – accepted the gift of property (Lot Two, Block Ten of the Country Club Estates), together with the house and improvements thereon, located at 2708 Hamilton Boulevard, Wichita Falls, Texas.

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

Finance and Audit Committee Report

Mr. Hessing 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 February 12, 2009.

Item Presented for Committee Approval Only

- 09-49. Committee Minutes, 11/13/08 – 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.

- 09-50. Review and Acceptance of Financial Reports/Discussion of Financial and Investment Position – accepted the August, September, October, November, and December, 2008 Financial Reports, and the quarterly investment report for the quarter ending November 30, 2008 as presented.

- 09-51. Installment Plan Changes – authorized the administration to allow students to pay tuition and fees for the fall and spring semesters by installment using a three-payment plan, and for the summer terms using a two-payment plan as presented.

- 09-52. FY 2008-2009 Items \$50,000 & Under Approved by President – ratified the budget changes as presented.

09-53. Salary/Title/Position Changes in 2008-2009 Budget Approved per Board Authorization – ratified the changes as presented.

09-54. Faculty Positions 2009-2010 Budget – Critical Faculty Needs – authorized the administration to initiate searches for faculty positions for the fall 2009 semester as presented.

09-55. 2009-2010 Budget Discussion/Tuition and Fee Review and Proposed Increases – authorized the following increases in tuition and fees beginning with the fall 2009 semester:

- A. Increase University Designated Tuition by \$5 per semester credit hour, from the current \$88.60 to \$93.60.
- B. Increase the Student Service Fee by \$1.25 per semester credit hour, from the current \$14.25 to \$15.50.
- C. Increase the Technology Fee by \$2 per semester credit hour, from the current \$20 to \$22.
- D. Increase the Library Fee by \$2 per semester credit hour, from the current \$5 to \$7.

Mr. Lalani asked if there were items any member wanted to remove from the Consent Agenda. There being none, Ms. Spears 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 February 12, 2009.

Item Presented for Committee Approval Only

09-56. Committee Minutes, 11/13/08 – approved by Committee as presented.

Items Presented for Information Only

09-57. Faculty Report

09-58. Staff Report

09-59. Enrollment Report – Spring 2009

09-60. Small Class Report – Spring 2009

09-61. Beginning and Last Day Enrollment Reports, Fall 2008 Semester

09-62. Review of Personnel Reports 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.

- 09-63. Posthumous Degree – authorized the awarding of a posthumous degree to Marcus Deon Robinson.
- 09-64. Proposed Faculty Development Leaves – 2009-2010 – authorized leaves during the fall 2009 semester for Dr. Everett Kindig and Dr. Mary Ann Coe as presented.
- 09-65. MSU Catalog Change – Upper Level Credits Required for Graduation – authorized reducing the minimum number of upper level credit hours required for a Bachelor of Arts degree from 42 to 39 semester credit hours effective with the fall 2009.
- 09-66. *MSU Policies and Procedures Manual* Changes – approved changes to the following policies as presented:
 - A. Policy 2.338 – Student Traffic Appeals Committee
 - B. Policy 3.227 – Retirement: Faculty and Staff
 - C. Policy 3.313 – Vehicle Operator's License Requirements
 - D. Policy 3.317 – Academic Emeritus Status – Faculty and Administration
 - E. Policy 4.138 – Key Authorization
 - F. NEW Policy – Mobile Communication Devices

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

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 February 12, 2009.

Item Presented for Committee Approval Only

- 09-67. Committee Minutes, 11/13/08 – approved by Committee as presented.

Item Presented for Information Only

- 09-68. Student Government Report

Student Services Committee Consent Agenda

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

- 09-69. Housing Rates – approved housing rates for the fall 2009, spring 2010, and summer 2010 as presented.

09-70. Dining Service Rates – approved food service rates for summer 2009, fall 2009, and spring 2010 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 as presented. Dr. Givens seconded the motion and it was approved unanimously.

University Development Committee Report

Mr. Lalani 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 February 12, 2009.

Item Presented for Committee Approval Only

09-71. Committee Minutes, 11/13/08 – approved by Committee as presented.

Item Presented for Information Only

09-72. Summary of Financial Support 9/1/08-1/16/09

University Development Committee Consent Agenda

The following item was approved by the University Development Committee and placed on the Consent Agenda for consideration by the board.

09-73. Naming of University Facilities – authorized naming the group exercise room in the new student wellness center the “Vicki McCoy Group Fitness Room.”

Mr. Lalani asked if any member would like to remove this item from the Consent Agenda. There being none, Mr. Engelmann moved approval of the Consent Agenda as presented. Ms. Farris seconded the motion and it was approved unanimously.

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 February 12, 2009.

Item Presented for Committee Approval Only

09-74. Committee Minutes, 11/13/08 – approved by Committee as presented.

Item Presented for Information Only

09-75. Athletics Status Report

Other Business

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

09-78. Mr. Lalani appointed 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. He asked Dr. Carol Gunn to chair the committee with Dr. Lynwood Givens and Mr. Charles Engelman serving with her. He noted that the election of officers would take place at the May 2009 meeting of the board in accordance with Section 2.22 of the *MSU Policies and Procedures Manual*.

President's Report and Discussion

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

- A. P-16 Report – Dr. Rogers reported that the 80th Legislature established P-16 Councils out of the recognition that although the population of Texas is growing, the percentage of college students is either flat or going down. This does not bode well for the state of Texas. When these councils were established and funded, Dr. Grant Simpson and the West College of Education stepped forward to lead this effort for our region of the state. They have made tremendous progress and will report to the board on what is being done with this initiative.

Dr. Simpson thanked the board for the opportunity to report on the accomplishments of the Region IX P-16 Council. Ms. Deborah Cornelius has been on the job for one month as Executive Director and is already doing a great job. Dr. Simpson presented information included in a power point presentation (see Attachment 1). He noted that the Texas Higher Education Master Plan, Closing the Gaps, targeted 500,000 new students in Texas higher education by the year 2015. The target is now 650,000 while the actual numbers are flat and are particularly low in the Hispanic community. Dr. Simpson's presentation included a description of legislated initiatives. The Region IX P-16 Council began working together in the summer 2007. The council represents all 39 districts in Region IX and is working with the MSU mass communication program to develop a logo and brand. Dr. Simpson then noted that five goals for the Council. The data in the presentation represented information from four school districts. However, the information will be expanded in the future to include all 39 districts.

In explaining Goal 2, Dr. Simpson reported that presentations have been made to counselors, principals, superintendents and others regarding college readiness standards. Additionally, MSU began a dual credit program at Hirschi High School in January. The courses offered are College Algebra and Biology; they are team taught by MSU faculty and Hirschi teachers and the students are first generation college students. Twelve students are enrolled in the biology course and 13 are in algebra. The courses are being taught within the lens of the college readiness standards.

Goal 3 included the various recruitment projects that have been developed and implemented and Goal 4 outlined specific programs for Hispanic and African-American communities. Ms. Cornelius noted that an event was held at St. Williams Catholic Church in Montague. She reported that 26 prospective students and their family members attended to learn about higher education opportunities. Dr. Simpson stated that the group recently received a College Access Challenge Grant to operate GO Centers in the area. He explained that GO Centers will be staffed with part-time counselors who will provide college and career advising. He indicated that the work they will do is similar to the work Loaned Counselors provided in a

program previously offered by MSU. Plans are to have GO Centers in Montague, Wichita Falls, Vernon, and Graham.

Dr. Simpson reported that since June of 2008 the Council has raised \$371,000. Ms. Cornelius presented information concerning the website for the group – <http://www.region9p16.org>. The final slide in the presentation showed the slogan “Manana Empieza Hoy” or “Tomorrow Starts Today.”

Ms. Spears indicated that she read the article about the P-16 Council in the *Times Record News* and was very impressed with the slogan. Mr. Lalani expressed appreciation on behalf of the board to Dr. Simpson and Ms. Cornelius for attending the meeting and presenting this important information.

- B. Campus Sustainability – Mr. Goldapp presented a report regarding sustainability on campus (see Attachment 2). He noted that he used the eight primary areas of sustainability as identified by The Kirksey Guide to a Green Facility. He reported that Dr. Rogers is committed to the university incorporating as many lead principles as possible into future buildings. Additionally, the administration continues to look at energy saving measures that can be accomplished on campus. Dr. Rogers asked Mr. Goldapp to comment on the appearance of the campus in terms of plant materials and future landscaping plans. Mr. Goldapp noted that he is moving toward adaptable species and native materials for future campus projects. He noted that the area around the mustangs sculpture would include Buffalo Grass as the sod to enhance the appearance of the location.

Mr. Sandoval asked if there were other areas we needed to address. Mr. Goldapp responded that there was not. He added that the area he would like to improve on is water use on campus, particularly from an irrigation standpoint. Mr. Engelman asked if the water table on campus is something that can be used to water the grass. Mr. Goldapp responded that this has been looked at in the past and there are wells on campus. He noted that the production in gallons per minute out of the wells is quite low and a large storage facility would be needed to make use of the well water. The cost estimate for storage tanks and pumping systems is between \$180,000 and \$250,000. Other projects on campus have had a higher priority in the recent past and this project has not moved forward. Mr. Lalani commented that with the cost of water increasing perhaps the priority of the water well project should be elevated.

Mr. Engelman asked about the integrated pest management practices. Mr. Goldapp responded that the focus is on prevention and the chemicals used are less toxic and more environmentally friendly than what was used in the past.

Dr. Givens commended Mr. Goldapp for his work. He asked if there were standards with regard to utilization of water and energy. Mr. Goldapp responded that there was not.

- C. Campus Parking – Dr. Rogers noted that as previously reported some work has been done to address campus parking. Mr. Goldapp reported that during the Christmas holiday four lots were restriped, changing the size and angle of the spaces. He added that 106 parking spaces have been gained since the beginning of the fall 2008

semester. The consultant originally estimated 182 spaces could be added. He noted that the remaining numbers would include more costly construction.

Mr. Lalani stated that adding 200 parking spaces on a campus the size of MSU is a large increase. He added that when the time comes to require all freshmen and sophomore students to live on campus the board and administration should consider the option of not giving those students car permits. He stated that this might be drastic, but it is something to consider before a parking garage is built on campus. Dr. Rogers noted that while students need a place to put their cars, they don't have to have a space next to each classroom building. He added that there are many issues to balance.

Ms. Spears asked if students are ticketed for parking in the neighborhoods. Dr. Rogers noted that if students park in a no parking zone they are ticketed. Dr. Farrell added that the city police would monitor parking off campus rather than campus police. He added that large numbers of students park in the church parking lots along Taft Boulevard. The university has maintained a good relationship with the churches for many years.

Mr. Engelman asked if the administration might encourage bicycles and motor scooters on campus. Dr. Rogers responded that putting nice bike racks around campus is part of the master plan.

D. Construction Update – Dr. Rogers provided information concerning the following campus projects:

- Recreation Center – the final inspection is currently set for May 15. Cold weather combined with difficult arch construction requirements slowed the project.
- McCoy Engineering Hall – the building is occupied and the dedication should be held in late March.
- Student Housing – the project is on time and should be ready for occupancy at the end of the summer.
- Ligon – bids have been received for the roof and scheduling requirements for necessary shutdowns are being planned.
- Band Hall - a second opinion on the soil conditions and slab requirements was obtained; it was in agreement with the original recommendation of using a structural slab. The construction manager at risk negotiated a \$49,000 decrease in cost.
- Martin Hall – the work on the building is complete and it is now occupied.
- Bridwell Hall – Cornerstone Engineering has begun design work to improve runoff drainage and minimize the moisture problem in the building.

- Liberty Bell – the installation is complete except for a safety modification. The project was Phil Bolin's idea and it is a beautiful addition to the campus.

E. Legislative Update – Dr. Rogers noted that he and Ms. Barrow have spent quite a bit of time in Austin during this first month of the legislative session. He noted that he met personally with Senators Duncan, Ogden, and Shapiro and met with the senior staff of Senator Zaffirini. The meetings went well and it was his opportunity to talk about Midwestern State University. He added that he testified before the Senate Finance Committee and presented MSU's request for the upcoming biennium.

Recess

The board recessed at 10:36 a.m. and resumed open session at 10:45 a.m.

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 551.074, Personnel Matters (University President's Annual Performance). The closed session was properly announced at 10:45 a.m. Board members remained for the discussion. Dr. Rogers was asked to join the group after approximately 45 minutes. Ms. Barrow was asked to join the meeting just prior to its conclusion.

Open Meeting Resumes

The closed session ended at 12:33 p.m. with an announcement by Mr. Lalani that no action was taken during Executive Session.

University President's Annual Performance Review

09-81. Dr. Gunn presented the following statement and moved its approval as part of the minutes of the meeting:

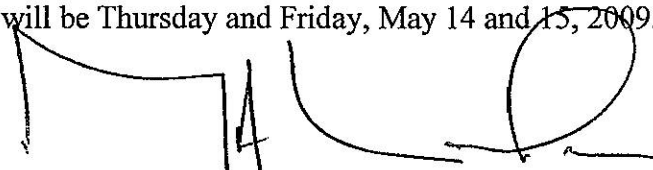
"The Board of Regents extends its most sincere appreciation to Dr. Jesse Rogers for his dedicated service as president of Midwestern State University. He continues to move the university forward in an outstanding manner and we look forward to his continuing service. We thank you Dr. Rogers for your dedication to our university, to our community, and to higher education."

All of the regents joined in seconding Dr. Gunn's motion and it was unanimously approved.

Dr. Rogers thanked the board for the opportunity to serve the university as president.

Adjournment

There being no further business, the meeting was adjourned at 12:35 a.m. The next regularly scheduled meetings of the Board of Regents will be Thursday and Friday, May 14 and 15, 2009.



Munir A. Lalani, Chairman

I, Munir Lalani, the fully appointed and qualified Chairman 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 February 13, 2009.

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

Munir A. Lalani, Chairman

ATTACHMENTS:

1. P-16 Report Presentation
2. Sustainability Report

REGION IX P-16 COUNCIL

February 13, 2009
MSU Board of Regents

Background

- * Students are graduating from high school and are not college ready
 - 2006: 40% meet TSI of 2200 in English/LA
 - 2006: 51% meet TSI of 2200 in mathematics
- * THECB is not meeting Closing the Gaps goals in participation and success
 - Student participation has flattened in terms of numbers
 - 50,000 behind in 2006
 - 63% who start college do not complete their programs

Legislated Initiatives = HB1

- ◆ P-16 Regional Councils
- ◆ College and Career Readiness Standards
- ◆ Summer Bridge/Developmental Education Innovations
- ◆ Course Redesign
- ◆ End of Course Tests/HS
- ◆ New HS math and science courses = strengthen senior year!

Region IX P-16 Council

- ◆ MSU, Vernon, NCTC
- ◆ WFISD, Burkburnett, Vernon, Iowa Park, ESC Region 9
- ◆ AT&T Wireless, Air Tractor, BCI, North Texas Tech Prep Consortium
- ◆ Boys/Girls Club, Community in Schools, Zavala Organization, Community Foundation
- ◆ Parents

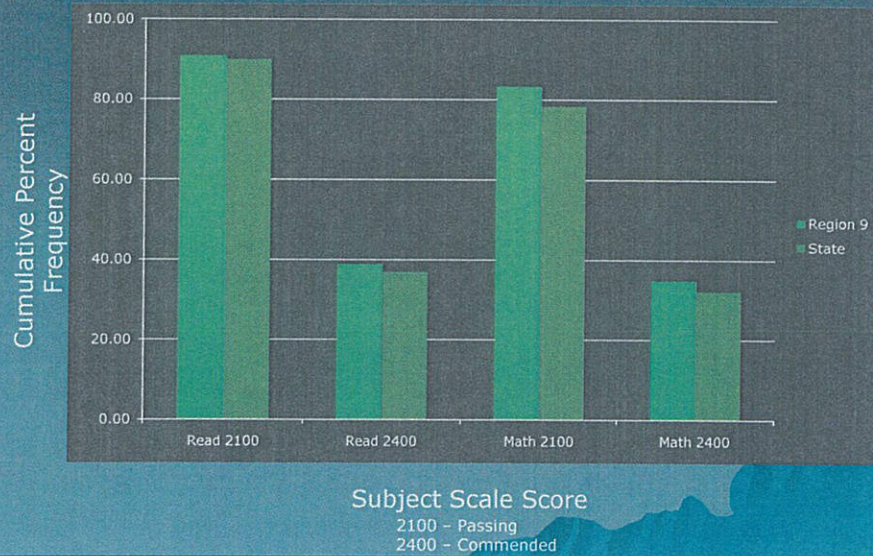
VISION = To increase access rates and successful participation in higher education in North Texas.

- ◆ **MISSION = The Region 9 P-16 Council will harness diverse collaborative potential into creative, sustainable efforts that support and develop a college going culture.**

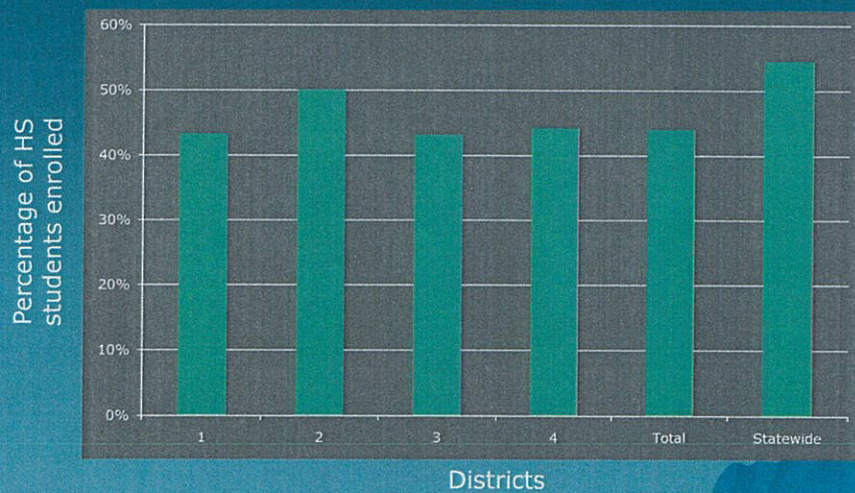
GOAL #1

- ◆ **To increase the post secondary participation rates in Region 9.**
 - **Specific regional data**
 - **12 statewide data points**

2008 6th Grade Math & Reading Scores



Texas High School Graduates Enrolled in Texas Colleges & Universities



Goal #2

- ◆ **To enhance the dialogue requisite to P-16 curriculum articulation and alignment, including an increase in dual enrollment opportunities.**
 - Panel of teachers/college bound curriculum
 - CCRS presentations
 - Regional conferences
 - Hirschi dual credit

Goal #3

- ◆ **To develop, implement, and evaluate recruitment projects that support a college going culture at all levels.**
 - College Bound Kids = 150 3rd gr.
 - QuickStep Academy = 22 6th gr.
 - Summer Bridge Programs
 - Scholarship database
 - Increase scholarships

Goal #4

- ◆ **To actively reach out to the Hispanic and African-American communities to increase engagement at all levels.**
 - Summer bridge programs
 - Hispanic Leadership Banquet
 - MLK Center scholarship
 - St. Williams/Montague
 - GO Center/CACG grant

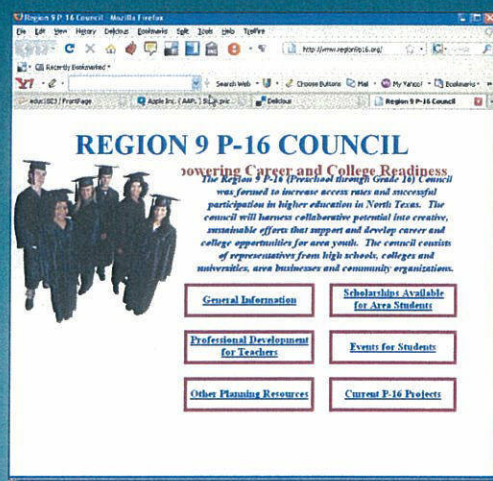
Goal #5

- ◆ **To upgrade teacher education and professional development.**
 - CCRS presentations to regional counselors, principals, and superintendents
 - MSU/NCTC/VC workshop on course redesign
 - TEKS alignment workshops

Sustainability = \$371,000 since 6/08

- ◆ AT&T = \$25,000 summer bridge
- ◆ THECB = \$50,000 exec. director
- ◆ CACG = \$196,000 GO Centers in WF, Vernon, Graham, Montague
- ◆ CACG = \$100,000 College Connections

<http://www.region9p16.org/>





Mañana empieza hoy.

Sustainability at MSU

General Comments

Student Government and the Faculty Senate support sustainability at MSU. The Biology Club and Mechanical Engineering student organization have been active in recycling. Also Dr. McDonald has a class working on solar powered lighting for a location on campus. Facilities' management staff training includes sustainability. Associate VP attended a Carbon Footprint Seminar in November and the Facilities' staff is scheduled to view a webinar, **Environmental Building in the Educational Sector**, on March 5th.

Leadership in Energy and Environmental Design (LEED) – University is committed to incorporating more LEED elements in new building projects.

Eight Primary Areas of Sustainability (taken from the Kirksey Guide to a Green Facility)

- I. Energy
 - a. New and fully renovated buildings meet the requirements of the State Energy Conservation Office.
 - b. Campus HVAC control system was replaced in 2004-2005.
 - c. Indoor lighting retrofits were completed in 2004.
 - d. ME class is working on solar power project.
 - e. Reroof of Ligon increases insulation in the roof and energy efficiency of the building.
 - f. Renovation of Hardin 207 includes improved insulation.
 - g. Dr. Rebecca Dodge's class will be using infrared imaging to assist facilities in determining heat losses on campus.
 - h. Energy Audits were conducted by the State Energy Conservation Office and Chevron Energy – Facilities plans to issue an RFP for design work in the near future.
- II. Facilities Services and Information Systems are working on a joint analysis of computer software designed to reduce power use in computer labs.
- III. Daylight and View
The design of both McCoy and the Wellness Center make use of natural light.
- IV. Site and Landscape
 - a. The McCoy landscape uses adapted or native species
 - b. Dr. Dodge's class work may include analysis of the heat island effects on campus.
 - c. Mustang sculptures will incorporate native species.
 - d. The new housing project will incorporate native and adapted species. The design also contains elements to control storm water runoff.
 - e. Central Plant staff has developed and is installing devices to collect large litter items before they enter the storm drain system.
- V. Water
 - a. Facilities Services is replacing old plumbing fixtures as funds are available.
 - b. McCoy includes waterless urinals.
 - c. Drip irrigation systems have been incorporated in McCoy landscape and the LJR islands have been converted to drip irrigation.

VI. Pest Management

New pest contract incorporates integrated pest management practices.

VII. Transportation

- a. City bus service is now available on campus.
- b. Facilities Services uses a large number of electric carts.
- c. Bicycle Racks – Locations for new bicycle parking and racks are being analyzed and new installation will begin as funds are available.

VIII. Housekeeping

- a. Custodial is changing chemical suppliers and cleaning techniques to reduce cleaning chemical use.
- b. Recycling of construction materials
 - Exterior shell of McCoy and some interior features were saved.
 - Mercantile demolition – steel framing was recycled.
 - Ligon bleachers were completely recycled.
- c. Desk side recycling – Facilities continues efforts to expand desk-side recycling.
 - Hired a student assistant to coordinate recycling efforts.
 - Inventoried the current locations picked up by state hospital.
 - Custodial is tracking fill rates on trash dumpsters.
 - Plans include reviewing tipping fees charged by the city.
 - Plan to work with the city to assess tonnage.
 - Paper recycling market is in a slump (American Recycling in Fort Worth has stopped taking paper).
 - State Hospital is the only entity in Wichita Falls that provides on campus pickup of paper and cardboard. Their service is erratic.
 - Steve Hilton in Art has a strong interest in recycling; we met with him to discuss his ideas. He suggested a residence hall move out day collection at the end of each semester (housing currently does this on a limited scale).
 - Currently working to schedule a meeting with Cooperative Teamwork and Recycling Assistance out of Austin.

