

Midwestern State University Board of Regents Meetings



May 13 and 14, 2010

Midwestern State University

Board of Regents Meetings

J. S. Bridwell Board Room

Schedule

Thursday, May 13, 2010

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

Friday, May 14, 2010

9:00 a.m. Board of Regents Meeting

MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS

Carol Carlson Gunn, Ph.D., Chair
F. Lynwood Givens, Ph.D., Secretary
Michael Bernhardt
J. Kenneth Bryant
Tiffany Dawn Burks
Charles E. Engelman
Shawn G. Hessing
Samuel M. Sanchez
Jane W. Spears
Lenny Benton, Student Regent

Midwestern State University Administration

Dr. Jesse W. Rogers, President

Mr. Richard Ash, Interim Director, Museum

Ms. Debbie Barrow, Director, Board and Government Relations

Mr. Roger Lee, General Counsel

Mr. David Spencer, Internal Auditor

Ms. Dianne Weakley, Director, Human Resources

Dr. Russell Long, Interim Provost

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. Barbara Nemecek, Dean, Dillard College of Business Administration

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

Ms. Valarie Maxwell, Director, Budget and Management

Mr. Kyle Owen, Interim Director, Physical Plant

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

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

Ms. Leslee Ponder, Director, Alumni Relations

Mr. Kyle Williams, Director of Corporate and Sports Development

Vacant, Chief, University Police

Dr. 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. 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. Michael Mills, Director, Housing and Residence Life

Mr. Matthew Park, Director, Student Development and Orientation

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

Ms. Cassie Slaybaugh, Director, Institutional Research, Planning, and Assessment

Mr. Charlie Carr, Director of Athletics

Mr. Francis Bourgeois, 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/Life Skills 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

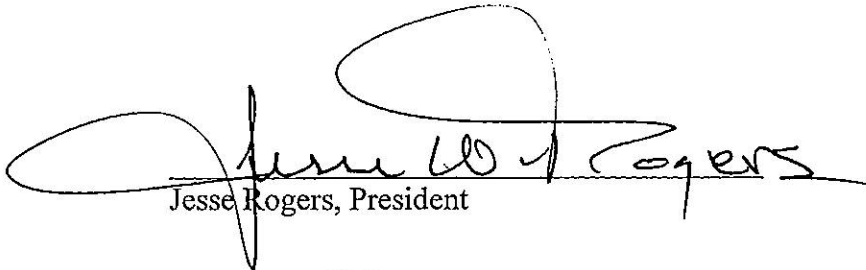
Mr. Chris Gore, Chairman, MSU Staff Senate

Mr. KeVaughn Graham, President, MSU Student Government Association

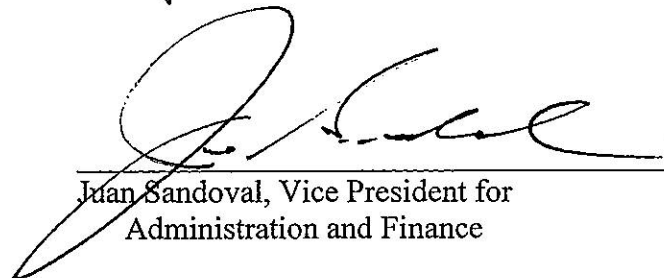


Financial Certification

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 28, 2010

COMMITTEE OF THE WHOLE

Board of Regents Meeting
May 13, 2010
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.

Appointment of Board Committees

10-93. Chair Gunn will appoint board committees as shown in Attachment 10-93.

Resolutions

10-94. Board resolutions will be presented as necessary.

COMMITTEE OF THE WHOLE
ATTACHMENT

**Board of Regents
Committee Assignments
Effective May 13, 2010**

Executive Committee (elected positions)

Carol Gunn, Chair
Vacant, Vice Chairman
Lynwood Givens, Secretary
Charles Engelman, Member-At-Large

Finance and Audit Committee

Shawn Hessing, Chairman
Charles Engelman
Lynwood Givens
Jane Spears

Investment Committee

Charles Engelman, Chairman
Mike Bernhardt
Kenny Bryant
Shawn Hessing

Personnel & Curriculum Committee

Lynwood Givens, Chairman
Tiffany Burks
Sam Sanchez
Jane Spears

Student Services Committee

Charles Engelman, Chairman
Tiffany Burks
Lynwood Givens
Sam Sanchez

University Development Committee

Jane Spears, Chair
Mike Bernhardt
Kenny Bryant
Tiffany Burks

Athletics Committee

Kenny Bryant, Chair
Mike Bernhardt
Shawn Hessing
Sam Sanchez

EXECUTIVE COMMITTEE

Executive Committee

Membership

Carol Gunn, Chair

Lynwood Givens, Secretary

Charles Engelman, 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

10-95. Minutes of the Executive Committee meeting February 11, 2010, are recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 10-95.

Energy Savings Project

10-96. At the February 2010 board meeting, the administration was asked to continue its review of a possible energy savings project. Since that meeting the administration was advised that the Texas Bond Review Board will not approve energy performance projects until the results of a statewide audit of performance contracts is disclosed. The administration intends to continue its review of this possible project and present information and recommendations to the board in August.

Capital Expenditure and MP1 Report FY 2011-2015

10-97. 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, 2010.

The administration will present its plan for review and approval. Current active projects previously approved by the Board of Regents will not appear on the proposed list.

McCullough Hall Renovation

10-98. The Academic Support Center is currently housed in McGaha Hall; the space is inadequate and renovations are needed, particularly with the planned expansion of academic support services. The engineering program was housed in McCullough Hall prior to moving into McCoy Hall. McCullough Hall is not currently being used. Following a review of these two facilities, the administration has determined that McGaha Hall has more significant deferred maintenance and life/safety concerns than does McCullough Hall, and that McCullough Hall would be the better facility to house the Academic Support Center and its services. The administration requests authorization to partially renovate McCullough Hall at a cost not to exceed \$320,000 and to award a construction contract for this project. Renovation of the facility would include a) building

upgrades for ADA/TAS compliance, b) conversion of two labs and classrooms to offices, a conference room, and smaller classrooms, c) replacement of the air conditioning system and related utility requirements to address air quality issues, d) replacement of the information technology system, and e) asbestos abatement to complete the noted renovations. Funding for this project would come from FY 2011 HEAF funds.

Women's Softball Field Locker Room Project

10-99. At the November 2009 meeting, the board authorized construction of a softball batting cage and locker room facilities at a cost of \$475,000, with funding coming from private funds. With savings from the Ligon Project Phase I, the administration requests authorization to utilize \$200,000 of Phase I private funds for the softball project, with \$275,000 coming from additional private funds.

Legislative Appropriations Request (LAR)

10-100. The Legislative Appropriations Request (LAR) for the biennial period of FY 2012 and FY 2013 will be prepared during the next few months in compliance with directives of the Legislative Budget Board and the Governor's Office of Budget, Planning, and Policies. While specific instructions have not yet been received, the administration will present information and make recommendations concerning possible items to be included in the request.

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

10-101. The minutes of the Finance and Audit Committee meeting February 11, 2010, are recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 10-101.

Review and Acceptance of Financial Reports

10-102. The Financial Reports for the months of January, February, and March 2010 will be recommended for acceptance. These reports were previously distributed to the board for their review.

Status Report on Reduction in Appropriations for the 2010-11 Biennium

10-103. In February, the board approved the administration's plan for returning 5% of appropriated funds to the state of Texas during the current biennium. Recognizing that the plan was based on estimates, the board requested that updates be presented at each board meeting to indicate the status of the plan. A status report will be provided as requested.

Salary/Title/Position Changes in 2009-2010 Budget Approved per Board Authorization

10-104. Salary, title, and position changes approved by the president are presented for ratification as shown below. New positions were approved by the president and the Board of Regents Chairman.

<u>Position/Title</u>	<u>New Position/Title</u>	<u>FY 2010 Budget Change</u>	<u>Justification/Explanation</u>
	Residence Caretaker	\$14,333	New position/off-campus properties
	Custodian, Custodial Services (1/2 time)	6,067	New position/special events
Associate Professor, Radiological Science		1,667	Salary increase/earned doctorate
Coordinator, Writing Proficiency Exam		1,001	Salary increase/earned doctorate
Electronics Technician II, Utilities Maintenance		2,333	Equity adjustment

Director, Housing		(3,090)	Filled position below budgeted amount.
Coordinator, Testing Department		(333)	Filled position below budgeted amount.
Coordinator, Greek Life		(56)	Filled position below budgeted amount.
PC/Network Services Technician, Information Systems		(8,232)	Filled position below budgeted amount.
Secretary I, Campus Card Services		(280)	Filled position below budgeted amount.
Programmer/Analyst II, Information Systems		(2,296)	Filled position below budgeted amount.
A/C Refrigeration Mechanic II, Utilities Maintenance		(3,136)	Filled position below budgeted amount.
Electronics Technician II, Utilities Maintenance		(4,713)	Filled position below budgeted amount.
Assistant Women's Volleyball Coach		(2,001)	Filled position below budgeted amount.
Admissions Evaluator		(2,199)	Filled position below budgeted amount.
Central Operator II, Physical Plant		(4,770)	Filled position below budgeted amount.
Groundskeeper, Physical Plant		(3,726)	Filled position below budgeted amount.
Admissions Assistant	Admissions Evaluator	0	Title change to reflect change in duties
Coordinator, Physical Plant	Facilities Services Business Manager	0	Title change to reflect change in duties
Various Positions		28,750	Staff equity adjustments – ½ year
TOTAL		\$19,319	

Credit Card Service Fee

10-105. In February, the board authorized the administration to assess a credit card service fee of 2.75% of the payment amount charged to individuals who choose to make payments on university accounts with a credit card, effective September 1, 2010. In order to recoup an estimated loss of \$75,000 in the current fiscal year, the administration requests that the credit card service fee take effect August 1, 2010.

Nursing Course Fee

10-106. MSU nursing students receive a portion of their instruction through the North Texas Regional Simulation Center. The administration recommends that the nursing course fee be increased from \$30 per semester credit hour to \$35 per semester credit hour effective with the spring 2011 semester. These funds will assist in providing necessary funding for the Simulation Center.

Summer Budget 2010

10-107. As reported in February, additional funding is needed to support an expanded summer school offering in 2010. The administration will request an allocation of \$220,000 for this purpose from unallocated local tuition.

Operating Budget for Fiscal Year 2011

10-108. The operating budget for the 2010-2011 fiscal year, which was previously distributed to the Board of Regents, will be recommended for approval.

INVESTMENT COMMITTEE

Investment Committee

Membership

Charles Engelman, Chairman

Mike Bernhardt

Kenny Bryant

Shawn Hessing

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Reading and Approval of Minutes

10-109. The minutes of the Investment Committee meeting February 11, 2010, are recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 10-109.

Review and Acceptance of Investment Report

10-110. The administration recommends the second quarter 2010 investment report for acceptance. This report was previously distributed to the board.

Investment Management Services/Redwine Estate

10-111. Following receipt of the ruling from the Office of the Attorney General regarding the investment of funds received from the Redwine Estate, a Request for Proposals (RFP) was prepared for the purpose of reviewing investment management services firms. The administration will present recommendations as necessary.

PERSONNEL & CURRICULUM
COMMITTEE

Personnel and Curriculum Committee

Membership

Lynwood Givens, Chairman
Tiffany Burks
Sam Sanchez
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

10-112. The minutes of the Personnel and Curriculum Committee meeting February 11, 2010, are recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 10-112.

Faculty Report

10-113. A representative of the MSU Faculty Senate will update the board on faculty-related issues.

Staff Report

10-114. A representative of the MSU Staff Senate will update the board on staff-related issues.

Small Class Report – Spring 2010

10-115. A copy of the final small class report for the spring 2010 is shown as Attachment 10-115 as a point of information only. This report varies slightly from the preliminary report that was presented in February.

Review of Personnel Reports for FY 09-10 Budget

10-116. The reports on personnel changes in January, February, and March, 2010, are presented for information as shown in Attachment 10-116.

Holiday Schedules for Staff Employees – 2010-2011

10-117. The holiday schedules for MSU staff employees for the 2010-2011 fiscal year are recommended for approval as shown in Attachment 10-117.

May 2010 Graduating Class

10-118. The administration recommends approval of the list of candidates for May 2010 graduation with the provision that they meet all requirements as prescribed by the faculty and administration (see Attachment 10-118).

Addition of Major – Master of Science in Exercise Physiology; Approval of Mission Statement

10-119. The administration requests authorization to offer a new Master of Science in Exercise Physiology degree program. This major is designed to prepare students for a number of careers in exercise science and related fields. No new faculty or facilities are required

with this addition. The administration further recommends approval of the mission statement for this program as shown below.

MISSION STATEMENT: The goal of the graduate program in exercise physiology is to encourage critical and reflective thinking in students to enable them to synthesize the knowledge and skills necessary to apply the principles of human movement in a variety of community, research, clinical, or athletic settings, or to pursue advanced study at the doctoral level.

MSU Catalog Changes

10-120. The administration recommends changes to the MSU graduate catalog as shown in Attachment 10-120. The recommended changes relate to the comprehensive exam, Master of Business Administration, and Master of Arts in psychology requirements.

MSU Policies and Procedures Manual Changes

10-121. 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 1.3 – Mission/Philosophy – the administration will recommend a new mission statement as well as a statement of university values (see Attachment 10-121a).
- b. Policy 3.216 – Staff Termination/Discharge – modifications are recommended to clarify the policy and to reflect current procedures (see Attachment 10-121b).
- c. Policy 3.228 – Staff Employee Disciplinary Procedures – modifications were recommended by the Data Standards Committee to address intentional misuse of computer systems and disclosure of confidential information (see Attachment 10-121c).
- d. Policy 3.317 – Academic Emeritus Status - Faculty and Administration – this policy was previously approved by the board to go into effect September 1, 2010. As part of the budget reduction plan, the administration intends to cancel computer dial-up access to the university computer system. Policy 3.317 is the only policy that indicates this service will be provided and a change is recommended as shown in Attachment 10-121d.
- e. Policy 3.330 – Student Employment – modifications to the policy are recommended to reflect changes in procedures required by the E-Verify process (see Attachment 10-121e).
- f. Policy 4.181 – Information Systems Policies and Procedures – modifications are recommended to reflect current procedures and to address needed security issues (see Attachment 10-121f).
- g. NEW POLICY – Staff Emeritus Status – in September, the new Academic Emeritus Status – Faculty and Administration policy (3.317) will go into effect and emeritus status will no longer be available to university administrators unless they are

academic administrators in the positions of dean, provost, or president. The Staff Senate developed the proposed policy to address emeritus status for individuals serving as vice president, associate vice president, dean, director, or department head (see Attachment 10-121g).

- h. NEW POLICY – Space Management & Construction Project Review – a recent peer audit team recommended the addition of this policy as shown in Attachment 10-121h.
- i. POLICY DELETION – Policy 4.129 – Electronic Message Center – the electronic message center no longer exists and this policy should be deleted (see Attachment 10-121i).

Proposed Faculty Development Leaves – 2010-2011

10-122. Information will be presented and recommendations made concerning faculty development leaves for the 2010-2011 academic year in accordance with Policy 3.136 (see Attachment 10-122).

Request for Faculty Leave of Absence – Fall 2010

10-123. Information will be presented and a recommendation made concerning a faculty member who has requested a leave of absence for the fall 2010 semester.

Emeritus Status for Retiring Faculty

10-124. The administration will make recommendations concerning emeritus status for retiring faculty.

Faculty Promotions

10-125. The administration will make recommendations concerning the promotion of certain faculty members.

Faculty Tenure

10-126. The administration will make recommendations concerning the awarding of tenure for certain faculty.

PERSONNEL & CURRICULUM
COMMITTEE ATTACHMENTS

Class Report

Course Sections Offered, Spring 2010

Class Level	Method of Instruction	Number of Sections	Percent of Total Sections
Undergraduate	Independent Study	43	4.0%
	Laboratory	199	18.3%
	Lecture	583	53.6%
	Combined Lecture & Lab	140	12.9%
	Practicum	79	7.3%
	Private Lesson	34	3.1%
	Seminar	8	0.7%
	Seminar/Laboatory	1	0.1%
	Total	1087	100%
	Small Classes*	42	3.9%
Graduate	Independent Study	20	10.5%
	Laboratory	10	5.2%
	Lecture	98	51.3%
	Combined Lecture & Lab	5	2.6%
	Lecture/Practicum	7	3.7%
	Practicum	7	3.7%
	Seminar	14	7.3%
	Thesis	30	15.7%
	Total	191	100%
	Small Classes*	9	4.7%

*Classes having enrollments below the established minima of ten (10) students for undergraduate classes and five (5) students for graduate classes on the twentieth class day, excluding courses identified as independent study, lecture, thesis, practicum, apprenticeship, internship, etc.

Summary of the Personnel Position Status Reports for 9/1/09 – 3/31/10

September 2009 Secretary, Writing Proficiency
Net position change: +.75 (Clerical and Secretarial)
Ratified by Board of Regents, 11/06/09

October 2009 Secretary, Dillard College of Business Administration
Net position change: +1 (Clerical and Secretarial)
Approved by Board of Regents, 11/06/09

January 2010 Professor, Marketing (.5 FTE)
Net position change: +.5 (Regular Faculty)
Approved by Board of Regents, 11/06/09

Residence Caretaker
Net position change: +1 (Service & Maintenance)
Presented for Board Ratification, 5/14/10

February 2010 Custodian (.5 FTE)
Net position change: +.5 (Service & Maintenance)
Presented for Board Ratification, 5/14/10

Total net new positions as of 3/31/10 = +3.75

Midwestern State University Reporting of Personnel Changes
Fiscal Year 2009-2010
January-March

I. ENTERING EMPLOYEES

1. Alan Dubinsky – Professor, Dillard College of Business, Marketing – 01/16/10
2. Linda Motl – Coordinator, Testing Center – 01/14/10
3. Joslyn Johnson – Residence Hall Director, Housing and Residence Life– 01/19/10
4. Kevin Bazner – Coordinator, Greek Life, Office of Student Development and Orientation – 01/20/10
5. Christopher Thames – PC Network Services Technician, Information Systems – 01/25/10
6. Susie Pinheiro – Custodian (50%) – 02/01/10
7. Daniel Kastelic – Secretary I, Campus Card Services – 02/22/10
8. Natalie Rawson – Assistant Coach, Volleyball/Instructor – 03/01/10
9. Gary Miller – Electrician II, Physical Plant – 03/01/10
10. George Suarez – Groundskeeper, Physical Plant – 03/01/10
11. Armand Hernandez - Groundskeeper, Physical Plant – 03/01/10
12. Ronald Jordan – Custodian, Physical Plant – 03/08/10

II. EXITING EMPLOYEES

1. Jennifer Dodson – Coordinator, Testing Center – 01/13/10
2. Megan Strickland – Secretary II, Dillard College of Business – 01/13/10
3. Brent Elliott – Associate Professor, Geosciences – 01/15/10
4. Daniel Reddick – Director, Housing and Residence Life – 01/16/10
5. Maudeline Evan – Secretary I, Campus Card Services – 02/01/10
6. Michael Carney – Residence Hall Maintenance Technician, Housing – 02/16/10
7. Anthony Diniz – Custodian, Physical Plant – 02/17/10
8. Elizabeth Hastings – Secretary I, Social Work – 02/26/10
9. Alexis Wright – College Coordinator, Career Management Center – 03/01/10
10. Kayla Crowley – Secretary II, Dillard College of Business – 03/08/10
11. Annette Shook – Admissions Evaluator, Admission – 03/10/10
12. Jaime Lewis – Library Assistant II, Moffett Library – 03/16/10

Retiring

13. Nellie Dickson – Programmer Analyst II, Information Systems – 01/31/10
14. James Gray – Electronics Technician II, Central Plant – 01/31/10
15. Sherry Kingcade – Director, Campus Card Services – 01/31/10
16. Daniel Lopez – Groundskeeper, Physical Plant – 01/31/10
17. Nadine Stowe – Secretary I, Moffett Library – 01/31/10
18. Michael Hagy – Chief of Police, University Police – 03/31/10

MIDWESTERN STATE UNIVERSITY
PERSONNEL POSITION STATUS REPORT

January 31, 2010

POSITIONS	APPROVED BUDGET		POSITIONS		SALARY		FILLED POSITIONS		VACANT POSITIONS		TOTAL CURRENT POSITIONS		
	9/1/2009	FTE	AMOUNT	ADDED	FTE	AMOUNT	TOTAL POSITIONS	(SAVED)	ADDED	FTE	AMOUNT	FTE	AMOUNT
EXEC, ADMIN & MANAGERIAL	49.25		4,296,557				49.25	4,296,557	(6,180)	49.25	4,290,377	49.25	4,290,377
REGULAR FACULTY	238.08		14,727,105	0.50	55,000		238.58	14,782,105	(5,220)	232.51	14,622,135	6.07	154,750
PROFESSIONAL NON-FACULTY	126.88		5,150,991				126.88	5,150,991	2,412	122.45	5,003,287	4.43	150,116
CLERICAL AND SECRETARIAL	102.96		2,375,494	1.75	54,096		104.71	2,429,590	(7,236)	102.71	2,379,706	2.00	42,648
TECH & PARAPROFESSIONAL	24.00		1,060,152				24.00	1,060,152		21.50	949,200	2.50	110,952
SKILLED CRAFT	34.00		1,127,735				34.00	1,127,735	(18,612)	32.00	1,045,403	2.00	63,720
SERVICE & MAINTENANCE	68.00		1,367,467	1.00	21,500		69.00	1,388,967	(1,752)	63.00	1,284,471	6.00	102,744
POLICE	13.75		436,416	0.00	0		13.75	436,416		12.75	417,240	1.00	19,176
GRAND TOTALS	556.92		30,541,917	3.25	130,596		660.17	30,672,513	(36,588)	636.17	29,991,819	24.00	644,106
												13.75	436,416
												660.17	30,635,925

MIDWESTERN STATE UNIVERSITY
PERSONNEL POSITION STATUS REPORT
February 28, 2010

POSITIONS	APPROVED BUDGET		POSITIONS		SALARY		FILLED POSITIONS		VACANT POSITIONS		TOTAL CURRENT POSITIONS	
	FTE	AMOUNT	ADDED	(DELETED)	FTE	AMOUNT	ADDED	(SAVED)	FTE	AMOUNT	FTE	AMOUNT
EXEC, ADMIN & MANAGERIAL	49.25	4,296,557			49.25	4,296,557	(6,180)		48.25	4,240,697	1.00	49,680
REGULAR FACULTY	238.08	14,727,105	0.50	55,000	238.58	14,782,105	(5,220)		232.51	14,622,135	6.07	154,750
PROFESSIONAL NON-FACULTY	126.88	5,150,991			126.88	5,150,991	2,412		122.45	5,003,287	4.43	150,116
CLERICAL AND SECRETARIAL	102.96	2,375,494	1.75	54,096	104.71	2,429,590	(7,716)		101.71	2,352,142	3.00	69,732
TECH & PARAPROFESSIONAL	24.00	1,060,152			24.00	1,060,152	(3,936)		20.50	896,604	3.50	159,612
SKILLED CRAFT	34.00	1,127,735			34.00	1,127,735	(26,068)		31.00	1,016,503	3.00	85,164
SERVICE & MAINTENANCE	68.00	1,367,467	1.50	31,904	69.50	1,399,371	(1,752)		61.50	1,253,343	8.00	144,276
POLICE	13.75	436,416	0.00	0	13.75	436,416			12.75	417,240	1.00	19,176
GRAND TOTALS	656.92	30,541,917	3.75	141,000	660.67	30,682,917	(48,460)		630.67	29,801,951	30.00	832,506
											660.67	30,634,457

POSITIONS	APPROVED BUDGET		POSITIONS		SALARY (SAVED)	FILLED POSITIONS		VACANT POSITIONS		TOTAL CURRENT	
	9/1/2009 FTE	AMOUNT	ADDED FTE	(DELETED) AMOUNT		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
EXEC, ADMIN & MANAGERIAL	49.25	4,296,557			(6,180)	48.25	4,240,697	1.00	49,660	49.25	4,290,377
REGULAR FACULTY	238.08	14,727,105	0.50	55,000	(5,900)	232.70	14,627,455	5.88	148,750	238.58	14,776,205
PROFESSIONAL NON-FACULTY	126.88	5,150,991			1,092	121.70	5,005,889	5.18	146,194	126.88	5,152,083
CLERICAL AND SECRETARIAL	102.96	2,375,494	1.75	54,096	(12,114)	98.71	2,288,344	6.00	129,132	104.71	2,417,476
TECH & PARAPROFESSIONAL	24.00	1,060,152			(3,936)	20.50	896,604	3.50	159,612	24.00	1,056,216
SKILLED CRAFT	34.00	1,127,735			(35,608)	32.00	1,047,367	2.00	44,760	34.00	1,092,127
SERVICE & MAINTENANCE	68.00	1,367,467	1.50	31,904	(9,204)	64.50	1,283,247	5.00	106,920	69.50	1,390,167
POLICE	13.75	436,416	0.00	0		12.75	417,240	1.00	19,176	13.75	436,416
GRAND TOTALS	656.92	30,541,917	3.75	141,000	(71,850)	631.11	29,806,843	29.56	804,224	660.67	30,611,067

Proposed Holiday Schedule 2010-2011
(Employees on Four-Day, 40 Hour Summer Work Schedule)

Date	Holiday	No. of Days
September 6, 2010	Labor Day	1
November 25-26, 2010	Thanksgiving	2
December 24-31, 2010	Christmas/New Year's	6
January 17, 2011	Martin Luther King Day	1
March 17-18, 2011	Spring Break	<u>2</u>
	TOTAL DAYS	12*

- The university will be closed for Memorial Day and July the 4th in 2011. Employees on the four day workweek will still work 40 hours in each of those weeks and will thus not be charged for the holiday time.

Proposed Holiday Schedule 2010-2011
(Employees on Five-Day, 40 Hour Summer Work Schedule)

Date	Holiday	No. of Days
September 6, 2010	Labor Day	1
November 25-26, 2010	Thanksgiving	2
December 24-31, 2010	Christmas/New Year's	6
January 17, 2011	Martin Luther King Day	1
May 30, 2011	Memorial Day	1
July 4, 2011	Fourth of July	<u>1</u>
	TOTAL DAYS	12

Candidates for Degrees P&C Attachment– Page 8

DILLARD COLLEGE OF BUSINESS ADMINISTRATION

Master of Business Administration

Ajitkumar L. Baridun
Alda Lenot Bedminister
John Travis Bohannon
Mindy Dawn Burns
Delca Fiona Cornelius
Matthew Jacob Stephen Joseph

Marlon Lord
Amanda Addiene Martin
Trisha Mellisa Rawlins
Sujatha Raju Shetty
Paula Andrea Stavely
Wayne Joseph Toulon

GORDON T. AND ELLEN WEST COLLEGE OF EDUCATION

Master of Arts

Rudolph Bomes
Lynn Anne Ducioame
Kimberly Ann French
Allison Corinne Hontz
Teresa Carol Jennings
Courtney Schultz Killian
Daniel John Madden
Pamela Smith McSpadden

Brandi Goble Menard
Wynne L. Richardson
Janet Denise Rollings
James Michael Rose II
Sabrina Leslie Kingston Sparkman
Laura Elizabeth Talbott
Antoinette L. Reed Turner
Melissa Ken-Nea Yip

Master of Education

Emily Alicia Adams
Donna Sue Bacchus
Stacia Lynn Bell
Reesa Jean Blackburn
Rana Andrea Brown
Richelle DeLynn Cook
Amanda Darter
David Eugene Durnil
Ann Curran Ezell
Sacha Harden
Raquel A. Hernandez
Ashley René Jacobson
Douglas Lee Jones

Sheri Lynne Leamon
Crystal Ann Lear
Kelli Nicole Lorne
Carol Zimmerer Luttmner
Stephen Turner Lyman
Tina Louise Marten
Jennifer Ann Moser
Tammi Davett Raney
Brian Louis Roberts
Jeffrey Allen Spurgers
Nicki Jo Noah Suttle
Thorney Prince Taylor II
Christie Lynne Walker

COLLEGE OF HEALTH SCIENCES AND HUMAN SERVICES

Master of Health Administration

Shani Chandrakant Kotadia
Abdul Sajjad Pathan

Punit Bipinbhai Vasa

Master of Public Administration

Jonathan Wayne Griffith

John Christopher Kinlaw

Master of Science in Kinesiology

P&C Attachment– Page 9

Nikesh Norman Almeida
Nitin Kanayalal Galani
Audra Leigh Harrison
Roderick Martin Jacobs
Nikunj Hiralal Kalivada
Nehaben Kishorbhai Mehta
Stutee K. Nandola

Diptesh Ashwinkumar Patel
Jayeshkumar Mahendrakumar Patel
Sigal Vishnubhai Patel
Kinnari Kirankumar Prajapati
Kristal Suzanne Robeson
Kyle Richard Williams

Master of Science in Nursing

Cindy Cope Hoff

Gary Lee Schofield, Jr.

Master of Science in Radiologic Sciences

Nathan Tait Aho
Fermin Gabaldon
Felix André Guillory
Amy René Westbrook Hughes
Purna Mallavarapu

Ashley Walker Putnam
Teal Ann Sander
Debra Leatherwood Smith
Kimberly Heather Walton

**PROTHRO-YEAGER COLLEGE OF
HUMANITIES AND SOCIAL SCIENCES**

Master of Arts

Nathaniel Jay Bell
Jubilee Joy Dickson
James Richard Gregg
Robert Michael Gresham
Amy E. Knowles
Juliana Kay Lehman-Felts
Rebecca Lorraine Mounsey

Katie R. Ortiz
Melissa Marie Gannon Picard
Jennifer Jean Stone
Chad A. Tomaselli
Jared Lee Willden
Darylie D. Williams

COLLEGE OF SCIENCE AND MATHEMATICS

Master of Science

Sigmund Jerome Courtney
Ainsley W. Joseph
Rezarta Krasniqi
Craig Alan Shrum

Juli Ann Weger
Nicholas E. Whittington
Sreya Reddy Yerragonda

DILLARD COLLEGE OF BUSINESS ADMINISTRATION

Bachelor of Business Administration

Christopher Allen Arnold
Gerard Clifford Austrie
Obed R. Becerra
Samantha Benson
Michelle Ashley Billing
Sonya Resa Boddie
Shirmoy Colene Boland

Everil Kindra Lavern Bonaparte
Darius Eugene Bortters
Mindy Dawn Burns
Edward Steven Carpio
Lyndsay Ann Cash
Kelsey Anne Chilstrom
Abigail S. Christopher

Elizabeth Ann Clower
 Austin Andrew Cobb
 Jeremy Paul Cohen
 Kimberley Ann Coleman
 Todd Alan Cook
 Rachel Elizabeth Cross
 Todd Merlin Elenz
 Stephanie Anne Evers
 Lovell Felix
 Diana Debbie Francis
 Ryo Funato
 Anna Garcia
 Shenell Joni Melissa George
 Grant Adam Glass
 Kevaughan Kelon Graham
 Brit Neil Greathouse
 Brandi Townzen Hobson
 Miranda Lea Hoff
 Andrew Hunter Holt
 Monica Loraine Holt
 Joseph Luke Hoover
 Taryn Marie Howard
 Berkley Ann Hucks
 Thomas Edward Hutson II
 Kayla Lynn Jackson
 Ashley Elaine Kimbrough
 Benedikt Gerd Paul Kling
 William Stephen Koontz
 Cornelia V. Lewis
 Tiffany Lyntal Liburd
 Patrick Michael Lyne
 Majak Marek
 Veronica R. Martin
 Vanessa Alexandria Martinez
 Noah Strother Mathews
 Amanda Rene McMillan
 Cooper Elaine McMillin
 Clay Dylan Mills
 Jessica Lyn Minniear

Mikel Paige Moore
 Hector Manuel Morales, Jr.
 Justin Heath Morath
 Leisha Shiandra Nalls
 Jessica Lee Owens
 Jaclyn Marie Paschel
 Mary Ann Payton
 Jennifer Nicole Pendergrass
 Andrew Jacob Pond
 Ethan Avery Pratt
 Michael Blaine Rehkemper
 Lacey Dawnnell Reneau
 Grant Jonathan Rogers
 Rosella Marie Salinas
 Gregory Joe Saxon
 Evan K. Shabak
 Tyler Paul Shoemaker
 Sheryl Parks Smith
 Bonnie Noel Smithee
 Jimmy Lee Solis
 Sarah Jo Spaniel
 Jacob Nathaniel Springstead
 Edward Lee Stamper
 Robert Travis Stegner
 Jennifer Lynn Sydlik
 Jennifer Danielle Symank
 Claudia April Thomas
 Tievil J. Thomas
 Curtis Y. Tomah
 Margaret Leohmia Tubbs
 Lauren Paige Tucker
 Alexandra Reneé VanWinkle
 Myca Marie Vinson
 Nathan Lawton Vinson
 Andre M. Wagle
 Terrell Dwaine Williams
 Brittany Kaye Wilson
 Jennifer Leigh Woodward

GORDON T. AND ELLEN WEST COLLEGE OF EDUCATION

Bachelor of Arts

Lindsey Rae Doty

Lindsay Lea Robinson

Bachelor of Science

Christopher Michael Blue
 Tyrick De'won Byrd
 Melissa Alicia Collins
 Walter Raynor Durham
 Haley Candace Hays
 Melissa Ashley Higgs
 Micah Isaiah Hill
 Jake M. Landon
 Steven D. Law
 Timothy McNeil III

Sosaia T. Moeakiola
 Mellisa Arredondo Moncibaiz
 Christopher Eric Rhodes
 Christopher Michael Riley
 Nicholas J. Rogers
 Robert Alan Swann
 Robert Stephen Turner
 Tyler Murphey Womack
 Steven Cole Woodward

Bachelor of Science in Interdisciplinary Studies

Emily Haile Alaniz
 Eleazar Alarcon

Tiffany Lee Alsup
 Summer Leigh Ashley

Megan Dillon Barrera
 Carol Michelle Barton
 Katie Jean Birkett
 Amber Nicole Blasingame
 Andrea Michelle Borgman
 Casandra Lynn Cook
 Jenna Kae Daily
 Megan Renee Dangelmayr
 Elizabeth Anne Demmel
 Kristi Marie Donica
 Brittany Ann Elwell
 Crystal Laraine Girard
 Jessica Rachel Greenberg
 Jillian B. Hughes
 Whitney Renee Humpert
 Jennifer Melissa Kennedy
 Casey Dawn Kiper
 Laci Janay Lane
 Allison Leigh Lerner
 Katelyn Page Lukert

Keysha Josephine Martinez
 Amanda Leigh McGregor
 Christine Louise McMillion
 Jennifer DeAnne McMurry
 Danielle Beth Michaud
 Paola B. Montjojo
 Sarah Annette Ostermann
 Megan Elizabeth Payne
 John Paul Peña
 Suprena L. Rhodes
 Candice Marie Rodgers
 Kalyn Paige Shaffer
 Megan Michelle Shed
 Meagan Nicole Stanaland
 Jeremy Charles Stewart
 Amy Diane Taylor
 Carolyn C. Thomas
 Elizabeth Ashley Trigg
 Jennifer Lynn West
 Christin Michelle Whitecotton

LAMAR D. FAIN COLLEGE OF FINE ARTS

Bachelor of Arts

Ama A. Baffoe-Bonnie
 Christopher Kyle Catlin
 Katherine Carrollldine Fisher
 Phillis Marie Frank
 Jennifer Ann Gaylor
 Sean Michael Hasling
 Daniel Klay Hayden
 Kelley Jean Hughes
 Laura Anne Elizabeth Hull

Chartoya Jordan Jamison
 Russell Glendon Lawrenz
 Summer Kelton Matthews
 Jacob Charles McDaniel
 Jamie Michelle Monroe
 Abigail Kristine Scott
 Karmen Chardae Simmons
 Carolyn Tesha Telesford

Bachelor of Fine Arts

David Shea Henne
 Christie Tuyet Hoang
 Marsha Lynn Hofbauer
 Brittany Alyse Hunt
 William Read Palmer

Samantha Jean Pecor
 Sydney LeAnne Stockton
 Johnathon A. Thompson
 Simon Daniel Welch

Bachelor of Music

Nathan Daniel Ascano
 Anna-Maria Tabotabo Eckert
 Lauren Ashley Kenerly
 Sharon Kaye Bock Mills

Kevin Duong Nguyen
 Daniel Scott Timmerman
 Jeffrey Howard Waldmuller

COLLEGE OF HEALTH SCIENCES AND HUMAN SERVICES

Bachelor of Science

Heather Marie Alvarado
 Eron Wade Awakuni

Kalla Nichole Ricketts
 Hassie Danielle Sutton

Daisy M. Alejandro
 Cassandra Leigh Clark
 Joseph Isaiah Cole
 George Robinson Cornwall
 Mack Clark Cumby III
 DaZohn LaDarion Fisher
 James Alan Fouts
 Gage Ellis Grogan
 Nicole Danielle Hamilton
 Matthew McClean Hanson
 Cari Jane Howard
 Traveon Leshun Jefferson

Khristy Lee Kirk
 Crystal Ruth Lee
 Rachel Lopez
 Alexandria Dantel McConnel
 Luzmila Emilia Moreno
 Justin Eli Muncy
 Krystina Nicole Musielak
 Steven Corey Rawl II
 Colby James Sandell
 Jacob Noah Tuggle
 John Denny Warner, Jr.

Bachelor of Science in Dental Hygiene

Brianne Laura Beaudin
 Amanda Michele Boutin
 Jillian Louise Bryant
 Amanda Nicole Eade
 Candace Nicole Huffman
 Tiffany Renée Johnston
 Britney Nicole Lauer
 Bethany Karel Lawson

Kristal Lea Maxwell McCarley
 Michelle Ann Payne
 Charles Allan Reinert
 Lauren Elizabeth Tuggle
 Michelle Eilean Weaver
 Jessica Nicole Wilkins
 Gretchen Germaine Wolf
 Marian Im Woods

Bachelor of Science in Nursing

Nelson Fon Achu
 Ibukun Omolola Acosta
 Uyiosa Sandra Aigbedion
 Evaristus Ifeanyi Ajaero
 Iyen O. Ajayi
 Obinna Benjamin Akah
 Audrey Michelle Ali
 L. Anthony Ancona, Jr.
 Oluchi Ihuoma Anosikeh
 Norma Asiedu
 Valaree Love Bell
 Ninnet Benjamin
 Amy Michele Berend
 Kimberly Bounsavy
 Christy N. Breeding
 Craig William Briggs
 Emily Michelle Burleson
 Bethany Jean Butler
 Edson E. Charles, Jr.
 Lorena Brooke Clark
 Carolina Contreras
 Afua Serwaa-Bonsu Dankwa
 John Paul Del Rio
 Dorene Ebangha Etarock
 Nicole Acosta Ezzell
 Kristine Nichole Furlong
 Sylvia Ann Garnica-Soto
 Susan George
 Albert Dane Hall
 Audrey Jayne Hammon
 Erin Michelle Hardin
 Katherine Elaine Harrill
 Clayton Watters Harvey
 Maureen Irabor
 Ciara Nicole Jeffcoat
 Channing Nicole Jones
 Rebekka Kurien
 Karina Cáliz LeBlanc

Jacqueline Renée Lockhart
 David Michael Mahler
 Jacquie Mbiakop
 Whitney Lauren McShan
 Monica Margarita Mendoza
 Jennifer Holley Meyer
 Naureen Astra Mitchell
 Lysette Humura Ngirabakunzi
 Beatrice E. Ngondo
 Teashia Jewell Noll
 Njideka Chikaodili Offor
 Elizabeth Oluwatosin Oke
 Celina Anyaku Onwuchekwa
 Sandra Adaku Onyejiaka
 Chinwe Barbara Onyekwere
 Katy Lynette Page
 Cindy T. Paul
 Nathaniel J. Pratt
 Elyse Nicole Reeves
 Amanda Jane Robinson
 Shamiqwa Denae Robinson
 Beverly Summer Rodriguez
 Aaron Aguilar Romero
 Praisyl Samuel
 Philip Gregory Schlabs
 Augusta Lyn Schmidt Slocum
 Amy Maryl Smith
 Ross Allan Spruiell
 Emily Mae Tichacek
 Mayu Tsuchida
 Erica Francesc Turay
 Chioma Ugoala
 Beverly Chioma Unegbu
 Kristi Lynne Bean Verbeck
 Kinda Missie Williams
 Cassidy Ann Wink
 Tabitha Jo Yannetti

Bachelor of Science in Radiologic Sciences

P&C Attachment– Page 13

Joshua Shane Allen
 Carla Jean Antley
 Kimberly Michele Argo
 Karen Lynn Howard Barger
 Lydia Renice Burton
 Stephanie Marie Catalano
 Sadaf Charania
 Daniel Kison Coffey
 Angel J. Colón
 Sara Laine Crosslin
 Angela Kay Cyza
 Danny Dale Davis, Jr.
 Emily Ann Edgecomb
 Nicholas O'Bryan Evans
 Lisa Michelle Fawcett
 Sarah Elizabeth Fitch
 Melissa Arlene Frazer
 Heather Nicole Frederick
 Jeffrey R. Gardner
 John Frederick Garmong
 Misty Dawn Gieb
 Arturo Gomez

Joseph Orien Grigg
 Whitney Rachelle Hill
 Michelle Lynn Kight
 Melissa Anne Larkin
 Kristopher A. Lawrence
 Russell Wade Lightfoot
 LaShawn N. Mills
 Lisa Renee Moreland
 Ashley Nicole Moseley
 Tiffany Jean Martin Novak
 Rhoda Lee Rainer
 Jamie Dell Ross
 Wade Edward Satsky
 Holly Ann Saunders
 Leslie Carroll Schmerber
 Courtney Ann Shows
 Arun Skaria
 Jeannie Annette Smith
 Lydia J. Tanui
 Michelle Evette Upson
 Sarah Elizabeth Viscarra
 Mathew Joseph Widnick

Bachelor of Science in Respiratory Care

Anthony John Alderette
 Terrence Jovan Arceneaux
 Dawn Ann Burks
 Michael R. Byfield, Jr.
 Bobbie Gayle Davis
 Sherin Leigh Davis
 Denisha Eaglin
 Marcie Lynn Vincovich Everett
 Darrin Jeffrey French
 Mesfin K. Galata
 Tonya Marie Hartman
 Brandon A. Hernandez
 Sarah Esele Iyoha
 Deirdre Carolyn Johnson

Ashley Marie Lebowsky
 Eric Wayne Medaris
 Tara Michelle Merchant
 Deanna Witt Merrell
 Kimberly Vanessa Morgan
 David Kee Payne
 Shar'meon D. Price
 Rashid Ahmed Riaz
 Carrie Emeline Robertson
 Debra Kay Smith
 Jason Charles Smith
 Nhu Truc Tran
 Maria Elisa Varela

Bachelor of Social Work

Cari Jo Anzaldúa
 Macey Brooke Ayres
 Brice Jason Byrd
 Karissa Beth Caldwell
 Giovanna Alexandra Canales
 Wendell Bernard Castle
 Edward Brent Carihfield
 Crystal Denett Daniel
 Ricka Jolena Garlington
 Kristian Elizabeth Harris
 John Lester Jenkins

Sabrina Erica Luckey
 Doris Obianuju Okafor
 Sarah Adele Oster
 Lucinda Lynn Paris
 Carmel Pena
 Tiffany De'Shon Price
 Samantha Danielle Rohde
 Kandy Lynn Sowards
 Krystal Rachelle Liles Webb
 Ashley Nicole Zamora

PROTHRO-YEAGER COLLEGE OF P&C Attachment– Page 14
HUMANITIES AND SOCIAL SCIENCES

Bachelor of Applied Arts and Sciences

Tina Delores Bernal
 Kristin Ann Bick
 Michael D. Carraway
 Eddie Charles Carter
 David Lamar Collins
 Isaiah Conway, Jr.
 Alejandro Coss
 Janine Marie Depp
 William Marvis Diggs, Jr.
 Janet Sheyanne Dollins
 Glen Gayle Farmer II
 Helen Maria Holstein Farson
 Donna Linn Foster
 John Wayne Foster
 Michael Colin Foust
 Kimberly Rae Gallegos
 Shawn Michael Gilliard
 Susan Marie Eckhardt Gross
 Laurie Jeanne Gunter

Barry Leonard Hanke
 Joseph Laird Hopkins
 Diannia Jackson
 Ryan Scott Jenkins
 Sarah Dione Johnson
 Patricia LaNette Yaites Kelsick
 Kari Ann Keesee Lankford
 Whitney N. Maxwell
 Raul Munguia
 David Clarke Norred
 David L. Palmer
 Rebecca Fay Noll Reddick
 Randi Denise Sinclair
 Albert Lee Standridge, Jr.
 Brandon Ray Stribling
 Patsy Swan
 Lester Todd Tumlinson
 Ruth Ann Varughese
 Jay Spence Weaver

Bachelor of Arts

Jennifer Alvarez del Castillo
 Michael Douglas Baggs
 Clifford Edmond Ball, Jr.
 Melissa Anne Barry
 Jesse Wayne Beckham
 Kristan Sidney Berry
 Cassie Shalene Bricker
 Brianna LaShell Brown
 Stephanie Ann Burris
 Ashley Nicole Campana
 Erin Michele Carstens
 Amy Elizabeth Cobb
 Bronwyn Adar De Vore
 Joycelyn LaRaine Downing
 Carrie Gayl Farr
 DeAnna Renee Fought
 Matthew Joseph Fox
 Mayra Evelyn Gonzales
 Dana Diane Hodges
 Colby Chad Huffman
 Ashley Danielle Hurd
 Amber Suzanne Lee
 Traci Lee Moser
 Adrienne Nicole Nash
 Jarret Wayne Noll

Nehemiah Philip O'Neal
 Kaysi Dawn Overby
 William Read Palmer
 Sarah Suzanne Price
 Larissa Jonann Propest
 Kevin Scott Pugh
 Vicky Ramirez
 Michael Sheldon Rawl
 Daniel Leslie Reiser
 Rosa Marie Marrero Reiser
 Rosalie Kaitlin Saenz
 Sandra Jean Smith
 Vickie West Starr
 Robert Jefferson Stewart III
 Joseph Michael Sullivan
 Brittany Beth Teague
 Matthew William Tisdale
 Steven Wayne Trahan
 Kaci Ann Underwood
 Suzanne Elizabeth Wallace
 Nancy Galvez Ward
 Victoria Washburn
 Abi Gail Williams
 John Robert Wright

Bachelor of Science

Julie Michelle Callahan
 Lauren Candence Craig
 Dominique Ellis
 Matthew Aaron Fox
 Sesley Simone Graves
 Jon H. Horry
 Travis Edward Janousek

Malisa Dawn McPherson
 Stephanie Ann Nelson
 Katelyn Suzanne Staller
 Casey Marie Stegall
 Erin Michelle Torres
 Kelly Ann McErlean Warner

COLLEGE OF SCIENCE AND MATHEMATICS***Bachelor of Science***

Christopher Ryan Adamcik
 Alicia Samantha Covarrubias Amaya
 Timothy Joseph Bannin
 Tara Michelle Boddie
 Christian C. Boddy
 Thomas Lawrence Bucag
 Thomas Edward Curran
 Landon Miles Delaney
 Sabrina Kay Periman Everette
 Christian Virgil Frando
 Liam Matthew Guthrie
 Joseph Clayton Hendrix
 Darryl Paul Hofer
 Jason Thomas Hoffman
 Todd Howard Huff
 Stephanie Lynn Janowski

Carolyn Maria Johnson
 Chase Parker Lawrence
 Alex Anthony Miller
 Carly Victoria Moree
 Tyler Riley Murphy
 Michael Anthony Nauman
 Maryellen Michelle Otto
 Michael Richard Pebworth
 Rachael Karen Phillips
 Laura Dawn Rogers
 Christopher Paul Schumacher
 Rafael G. Solais
 Trudy Marie Horton Ware
 Crystal Daisy Wong
 Ryan Grant Woody

Bachelor of Science in Mechanical Engineering

Karu Anto
 Anthony Ray Burson
 Faye Stefanie M. D'Hamecourt
 Charles Douglas Hall
 Mark Virun Harkoo
 Ahmad Ihmeidan
 Nicholas Barry Jorgensen

Ashley Erin Meek
 R. Nicholas Moore
 Phillip Isaiah Ray
 Kolby Rom Shelby
 Aaron Kyle Smith
 Jason Seth Talbot
 Jared Micah Teel

COLLEGE OF HEALTH SCIENCES AND HUMAN SERVICES***Associate of Applied Science in Radiography***

Elizabeth Ellen Biggerstaff
 Nicole Ashton Brownlow
 Lisel Alicia Bynoe
 Brandon Eugene Douglass Clark
 Lauren Ann Cole
 Courtney Dawn Davison
 Janey N. Fair
 Mary Rodriguez Flores
 Amanda Joy Folse
 Anthony Miguel Garcia
 Sean Jemell Gaskins
 Ashlie Nichole Granberry
 Ashley Brianne Griffin
 Kassie Marie Haines
 Reneé Nicole Hamby
 CaSandra Denay Hisaw
 April C. Hobbs
 Samuel Jason Hodge
 Sarah Michelle Hollingsworth
 Paige Nicole Kirkpatrick
 Queen Elizabeth Laffitte

Meggan Lynn Minor
 Ashley Nicole Mitchell
 Haley Marie Moynihan
 Dawit Nega
 Kimberly A. Nobles
 Sangini Shashikant Patel
 Michelle René Polliard
 Anya Wynsday Porter
 Sajjan Poudyal
 Lyndsey Lenae Reid
 Philip Jordan Rivera
 Ariana Rodriguez
 Evan Michael Ruffinengo
 Gabriela Serrano
 Jessica Leigh Temple
 Kendall Reneé Upchurch
 Luke Jacob Vierkant
 Elizabeth Diane Walker
 Courtney Leigh Weicht
 Diane Christine Williams

**Proposed Graduate Catalog Changes
2010-2012**

A. Overall Graduate Degrees

Revise the statement regarding comprehensive exams to allow departments to determine whether students are required to complete a comprehensive exam as shown below.

~~“All~~ Candidates for the master’s degree ~~are~~ **may be** required to successfully complete an oral **and/or** written comprehensive examination. See program area for specific requirements.”

B. Master of Business Administration

1. Delete the non-thesis option.
2. Reduce the semester credit hours required from 36 to 33.
3. Remove the comprehensive exam requirement.

C. Master of Arts in psychology

Remove psychology from the list of graduate degrees that require a foreign language component in graduate studies.

1.3 President's Office

MISSION/PHILOSOPHY OUR MISSION/OUR VALUES

Date Adopted/Most Recent Revision: ~~05/09/2008~~ 5/14/10

~~Midwestern State University is a leading public liberal arts university in the state of Texas. Faculty, administrators, staff, and students actively participate in an academic community that focuses, refines, and continuously challenges points of understanding. Liberal arts form the basis of the education provided in both traditional liberal arts areas and professional disciplines at the undergraduate and graduate levels.~~

~~The university is dedicated to excellence in teaching, enhanced by significant research, creative discovery, and service. Curricular and co-curricular activities support students' intellectual, emotional, ethical, social, and physical growth and foster the ability to see the past clearly, to examine the present fairly, and to act with judiciousness.~~

~~The university offers an affordable, nurturing, and challenging learning environment that serves citizens of Texas, other states, and many countries. The university strives to prepare its graduates to set high goals, be productive members of the global society, understand and relate to people and ideas different from their own, and continue to learn throughout their lives.~~

OUR MISSION

Midwestern State University is a leading public liberal arts university committed to providing students with rigorous undergraduate and graduate education in the liberal arts and the professions. Through a major emphasis on teaching, augmented by opportunities for students to join faculty in research and creative activities, and to participate in co-curricular and service programs, the university prepares them to embark upon their careers or undertake advanced study. The university's academic programming, particularly its undergraduate degrees, is based upon a comprehensive arts and sciences core curriculum. Students gain an understanding of themselves, others, and the social and natural world that prepares them to contribute constructively to society through their work and private lives.

OUR VALUES

Excellence in teaching, learning, scholarship, and artistic production

Intellectual curiosity and integrity

Critical thinking

Emotional and physical well-being

Mutual respect, civility, and cooperation

Social justice

Civic service

Responsible stewardship of financial and human resources

A safe, attractive, and well-designed campus

A commitment to sustaining environmental resources

3.216 Human Resources

STAFF-TERMINATION/DISCHARGE

Date Adopted/Most Recent Revision: 08/04/2006 5/14/10

A. Voluntary Terminations

Employees who wish to voluntarily terminate employment with the university shall submit their resignations in writing to their immediate supervisors, who shall accept and forward copies of the resignations through channels.

B. Involuntary Terminations other than for Cause

With regard to all non-faculty positions, Midwestern State University is an at-will employer and may terminate any employee at any time for any legal reason. Examples of such reasons might include, but are not limited to, lack of work or funds, or the redesign or restructuring of jobs or organizational changes.

1. Notification

Employees designated for these terminations will be provided as much advance notification as possible. The Provost, Vice President or Department Head will prepare a written notice of the termination action and provide copies to the employee, his/her immediate supervisor, the Human Resources Department and the President.

2. Other University Employment

Affected employees who express a desire to continue employment with the university may apply for other suitable vacant positions within the university. They shall be given assistance by the Human Resources Department which will give special notice to departments having vacancies of the availability of such employees. Such employees may be appointed without the necessity of job posting as is normally required for vacant positions.

C. Discharge for Cause

Examples of discharge for cause include, but are not limited to, theft; misappropriation or unauthorized use of university funds, computer systems, confidential information, or property; unsatisfactory performance; excessive absenteeism or tardiness; insubordination; or behavior which causes discredit to the university.

1. Prior Consultation

Discharge for cause actions should not be accomplished without prior consultation with the Director of Human Resources and the approval of the Provost or appropriate Vice President. ~~and the approval of the President.~~ If the immediate supervisor feels it is improper to leave the employee on duty until such approval can be obtained, the employee may be placed on suspension.

2. Notification

~~The Provost or appropriate Vice President will prepare a written notice of the termination action and provide copies to the employee, immediate supervisor, President and Human Resources Department.~~ Whenever possible, the employee's immediate supervisor will arrange a meeting and personally notify the employee of the termination action.

The Provost or appropriate Vice President will may prepare a written notice of the termination action and provide copies to the employee, immediate supervisor, President and Human Resources Department.

D. **Personnel Transaction Form**

A Personnel Transaction Form (PTF) must be prepared and completed by the employing department when an employee terminates employment for any reason (voluntary, involuntary, discharge, retirement, etc.).

E. **Final Clearance**

Upon notification of a termination action by receipt of the Personnel Transaction Form (PTF), the Human Resources Department will schedule the final clearance procedures and an exit interview.

In order to clear the university, the terminating employee must return all university office and building keys, Campus Card ID, parking hang-tag, uniforms, and all other university property under their control.

The employee's supervisor will complete a *Supervisor's Evaluation Form* immediately following the employee's final clearance procedures and forward it to the Human Resources Department. Authorization to hire replacement personnel will be in accordance with Policy 3.212 of this *Manual*.

Policy 3.228 Human Resources
Staff Employee Disciplinary Procedures
Date Adopted/Most Recent Revision: 08/04/2006 5/14/10

A. General

Midwestern State University is an at-will employer and retains the right to terminate the employment of any regular staff member with or without cause at any time. ~~however, the~~ The University also supports a program of progressive discipline whereby employees are given opportunities to correct misconduct and/or improve individual performance. Except in cases of gross misconduct, termination should be used only as the last step in a progressive series of administrative disciplinary actions.

B. Definitions

1. Gross Misconduct

Gross misconduct involves those actions that represent serious violations of university policy or state or federal law. Examples include, but are not limited to, flagrant insubordination; drug use or intoxication on the job; violence against co-workers, students or others; theft, fraud or embezzlement; deliberate falsification of official documents; intentional misuse of computer systems; disclosure of confidential information; sexual misconduct; or other actions of a blatantly irresponsible, dangerous or criminal nature. Acts of gross misconduct warrant immediate suspension or termination.

2. Misconduct

Misconduct involves those actions that represent minor violations of university policy or state or federal law. Examples include, but are not limited to, substandard performance; failure to comply fully with appropriate, legal directives; excessive absenteeism; minor safety violations; unintentional misuse of university or state property; inadvertent breach of computer network system security by responding to requests for secure passwords; or other actions of a non-criminal or non-violent nature.

C. Disciplinary Actions

Ideally, the normal progression of disciplinary action is described below; however, depending upon the nature of the misconduct, action may be taken at any point in the process.

1. Discussion of Problem

When an act of minor misconduct is observed by a supervisor, the supervisor should discuss the problem with the employee in a calm and reasonable manner with the goal of improving performance, not punishing or chastising the employee. The problem should be promptly and clearly identified and a course of corrective action prescribed.

2. Verbal Warning

If the problem persists, the employee should be verbally warned that the misconduct has not been corrected and that more stringent disciplinary action may be imposed if it continues. Supervisors should maintain a written log to document verbal warnings and the dates they are issued.

3. Written Warning Signed By The Employee

If the problem still persists, the employee should be given a written warning clearly stating that his/her conduct is unacceptable and that his/her job will be in jeopardy if the conduct continues. The warning should identify specific steps the employee must take to raise his/her

performance to an acceptable level. The employee should be asked to sign the warning, which should then be sent to the Human Resources Department for inclusion in the employee's permanent personnel file. If the employee refuses to sign the warning, the supervisor should make the appropriate notation.

4. Suspension/Administrative Leave

If a supervisor believes that placing an employee on suspension or leave without pay for a specified period of time as a punitive measure will improve that employee's performance, he/she may do so with the approval of the President; however, such suspensions should be used only after other measures have failed or in extreme cases when allowing an employee to remain on the job would be imprudent. If the President is not available to approve a suspension, then the supervisor may, with approval of the Provost or appropriate Vice President and the Human Resources Department, suspend the employee until the President can be consulted.

5. Termination (Also see Policy 3.216)

If the unacceptable behavior continues after an employee has been counseled and appropriately warned or if the misconduct is of an extreme nature, the employee may be terminated with prior approval of the Provost or appropriate Vice President and after consultation with the Director of Human Resources. ~~from the President. In the event the President is not available to approve the termination, the employee should be suspended with approval from the Provost or appropriate Vice President and the Director of Human Resources until the President's approval can be obtained.~~ If the immediate supervisor feels it is improper to leave the employee on duty until such approval can be obtained, the employee may be placed on suspension.

D. Review

All disciplinary actions involving suspension or termination must be reviewed by the Director of Human Resources/Equal Employment Opportunity Officer to determine if appropriate procedures were followed, that there was sufficient documentation to justify the action, and that there is no evidence of a pattern of intentional or unintentional discrimination.

3.317 President's Office

ACADEMIC EMERITUS STATUS - FACULTY AND ADMINISTRATION

Date Adopted/Most Recent Revision: Approved 02/13/2009 5/14/10 - Effective 09/01/2010

A. General

University faculty at the ranks of assistant professor, associate professor and professor and academic administrators in the positions of dean, provost, or president may be granted emeritus status upon retirement.

B. Eligibility

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

C. Process

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

D. Benefits

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

1. use of Midwestern State University's name in their scholarly pursuits;
2. use of university laboratory and office space and other resources depending on availability and the president's approval (permission will be granted on a semester basis);
3. ~~dial-up access to the campus computer network;~~
4. maintenance of their MSU e-mail address;
5. marching in the appropriate position in the academic procession; and
6. actively participating in university events and offerings.

**3.330 Human Resources
STUDENT EMPLOYMENT**

Date Adopted/Most Recent Revision: ~~08/07/2009~~ 5/14/10

A. Purpose. This policy is established to provide uniform guidelines and standardized procedures for all student employment.

B. Academic Requirements for Student Employment

1. Fall/Spring Semesters

During the fall and spring semesters, an UNDERGRADUATE student must be enrolled in at least six (6) hours and have at least a 2.0 cumulative grade point average. A GRADUATE student must be enrolled in at least three (3) hours and maintain the academic standards required by the student's master's degree program.

2. Summer Terms

During the summer terms, if an UNDERGRADUATE or GRADUATE student is enrolled for at least one (1) hour, they must meet the academic requirements stated in B. 1, above. If the student is NOT registered during the summer term(s), the student must meet the following requirements:

- a. was enrolled at MSU the preceding spring semester and earned credit for the hours and grades stated in B. 1. above, or
- b. has been unconditionally accepted for enrollment for the following fall semester and meets the required academic standards.

C. Work Hours Per Week. Student employees will normally be authorized to work no more than twenty (20) hours per week.

D. Rates of Pay

1. Minimum/Maximum Wages

Student employees who are paid an hourly rate will be paid at a rate at least equal to the current hourly federal minimum wage but not greater than the current hourly federal minimum wage plus \$3.50. Budgetary heads will have the authority to establish student wages within this range on the basis of the qualifications, experience and past work performance of the student and the needs of their respective areas and individual budgets.

2. Salary Increases

Student salary increases are not automatic with continued employment, but may be given on the basis of performance. Deans or department heads must certify that funds are available to cover the cost of salaries in excess of the minimum wage.

3. Tutors

Rates of pay for tutors will be set by individual budgetary heads according to the needs and resources of their respective programs and may exceed the current hourly federal minimum wage plus \$3.50 with approval from the designated senior administrator.

E. **Exceptions.** Exceptions to the academic requirements, rates of pay, and work hour provisions may be made if approved in writing by the designated senior administrator.

1. A one semester exception to the academic requirements may be made with approval of the designated senior administrator.
2. When a student worker possesses highly specialized skills or training, the designated senior administrator may, in extraordinary circumstances, authorize a rate of pay greater than the current hourly federal minimum wage plus \$3.50.
3. An exception to the twenty-hour workweek may be made by the designated senior administrator.

F. **Other Requirements**

1. Student employees will not be permitted to start work until after the hiring department has submitted the Personnel Transaction Form (PTF) and received its a copy of the signed PTF *Personnel Transaction Form* (PTF) indicating approval to hire.
2. ~~The hiring department is responsible for submitting completed employment forms and documents to the Human Resources Department.~~ The hiring department must instruct new student employees to visit the Human Resources Department within three business days of their start date to complete required employment paperwork. Students are required to provide Human Resources with their original Social Security card and acceptable proof of identity which verifies their eligibility to work in the United States.
 - a. ~~the IRS Form W-4, Employee's Withholding Allowance Certificate,~~
 - b. ~~the Form I-9, Employment Eligibility Verification, within three days of employment, and~~
 - c. ~~a copy of the student's Social Security Card,~~
3. Before accepting employment, foreign national student employees must also process through the International Services Office (ISO) to verify their status and eligibility to work. Refer to Policy 3.348.
4. Males who are U.S. citizens between the ages of 18 and 25 must be registered with the Selective Service in order to be employed by Midwestern State University. This includes all full-time, part-time, and student employees. The Human Resources Department is responsible for verification of Selective Service Registration.
5. A background check is required if the position is considered security sensitive.

4.181 Administration & Finance

INFORMATION SYSTEMS POLICIES AND PROCEDURES

Date Adopted/Most Recent Revision: 08/04/2006

A. General

This policy applies to all users of the university's telecommunications, computer and network services. The university provides telephone, computer and network resources for use by students, faculty, staff and other persons affiliated with the university. The use of these resources is governed by this policy. Any violation of this policy or misuse of these resources, whether deliberate or incidental, may result in disciplinary actions according to university policies, as well as possible legal actions. Violations of security protocols in this policy shall be reported to the supervisor, the Director of Information Systems and the appropriate vice president or the provost.

B. Definitions

1. Telecommunications

Hardware, software and personnel to provide audio and digital voice communications on and off campus. This includes the installation, maintenance and design of existing and future voice requirements.

2. Computer Systems

Mainframe Midrange, server, and personal computer assets that are used for university administration, student development and academic endeavors. Use of these assets is governed by legal statues for copyrighted software, university-developed software policy, and software developer licenses.

3. Network Services

Operations, equipment, maintenance and technical services that are provided to the university for the continued growth and development of the campus-wide communications network. These services include small computer software and hardware maintenance and installation of university-purchased equipment.

C. Guidelines

The university has established the following guidelines governing the proper use and workload management of Information Systems resources and personnel.

1. Telecommunications

All telephone outages will be reported by the user through the telephone outage reporting system at Ext. 4555. Requests for new installations, system reprogramming and telephone instrument relocations will be submitted using the Information Systems work order system Service Request Form.

2. Computer Systems Programming Requests

Information Systems service requests Service Request Forms will be completed submitted using the Information Systems work order system. Once submitted, the data custodian for the area must approve the concept and access to specific data elements. Following approval from the data custodian to proceed, Information Systems will determine actual feasibility of the project and/or report. It is the practice of the university to not perform custom programming on purchased applications unless there is no other viable

and set to the President, Provost or appropriate vice-president for approval and prioritization. The approved request form will then be forwarded to the Director of Information Systems for scheduling. Programmer analyst personnel will provide software implementation and maintenance to the university faculty and staff based on approved programming requests using the following priority ranking system:

a. Priority 1:

Downward directed requests from outside agencies of the state or federal government. These tasks will require firm due dates and specific instructions for development.

b. Priority 2:

University directed requests. Departmental requests to correct errors in existing software programs or to provide approved management reports.

c. Priority 3: Other requests.

These requests are not essential to the operations or management of the university (i.e. labels for outside vendors).

3. Network Services

Trouble resolution, technical solutions, network upgrades and network security services will be provided to the university by Information Systems. All services other than trouble reporting must be requested using the Information Systems **work order system** Service Request Form. All request forms must have a control number prior to work scheduling. This includes requests for technical solutions or network design.

4. Trouble Reporting

Small computer software and hardware trouble reporting will be managed through the Information Systems **Help** Trouble Desk at Ext. 4278 or email at helpdesk@mwsu.edu. Users should call the telephone number and report detailed information **describing the problem**. A work order will be assigned and tracked until completion. New installations of small computers will be accomplished according to the delivery schedule provided by the vendor. Any modifications to this schedule will be determined by the Director of Information Systems.

5. Technical Solutions

Technical solutions will be provided to the university faculty and staff to satisfy approved requirements for information technology equipment and software. These solutions will conform to the university guidelines established for interoperability and uniformity.

6. Network Upgrades

Information Systems will be responsible for the network upgrades that are consistent with university policy and technology availability. All upgrades will provide a migratory path for future conversions and implementations.

7. Laboratory Management

Information Systems is responsible for providing technical staffing for the general purpose student labs. This includes the following:

- a. Provide general purpose software and qualified student employees for general purpose student labs.

- b. Provide supplies and printer services as required during normally scheduled lab periods.
- c. Provide first-look maintenance on equipment and outage reporting.
- d. Maintain lab physical security and cleanliness.

8. Electronic Network Access

Users of the university electronic network facilities and services will indemnify and hold harmless the university against any and all actions or claims of infringement of intellectual property rights arising from the use of a network-based service or facility provided by the university. Network access is provided by password control. All passwords are managed and controlled by Information Systems. The following policies are established for network access:

- a. Use of facilities and services in such a way as could be deemed foul, threatening, inappropriate, harassing, or abusive including but not limited to racial and sexual slurs, is prohibited.
- b. All accounts are for the sole use of the student, faculty or staff of the university. Account information will not be released by Information Systems to any other individual.
- c. Network access shall not be used for any non-university related activity. Use of network access should be consistent with the instructional, research, public service and administrative purposes and goals of the university.
- d. A network access account may be requested by a currently enrolled student, employed faculty/staff member or emeriti faculty/administrator.
- e. Student access will be deactivated upon the student's withdrawal from the university or non-enrollment.
- f. Faculty and staff network access accounts will be deactivated upon termination of employment.
- g. Unauthorized access to the network is strictly prohibited and could result in disciplinary action up to and including legal criminal action. Network account information is for the sole use of the original requester.
- h. Electronic mail is subject to search at any time, with or without notice, as the university administration deems necessary. **There should be no expectation of privacy.**
- i. Use of university electronic mail accounts to send unsolicited commercial mail is prohibited.
- j. To best serve the general campus population and to conserve limited resources, remote access users will be limited to four (4) hours of on-line time per session.

9. Copyright and Computer Software

Midwestern State University and its students, faculty, and staff must maintain legal and ethical standards regarding the use of computer software. The unauthorized duplication of computer software, data or computer manuals, unless appropriate written consent is obtained, is grounds for disciplinary action and referral to the appropriate law enforcement or investigative agency.

- a. In strict compliance with Public Law 96-517, Section 10(b), which, in amending Section 117 of Title 17 U.S. Code to allow for the making of computer software back-up copies, state in part "it is not an infringement for the owner of a copy of a

computer program to make or authorize the making of another copy of adaptation of that computer program provided:

1. "That such a new copy or adaptation is created as an essential step in utilization of the computer program in conjunction with a machine and that it is used for no other manner, or
 2. "That such a new copy and adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful."
 3. Where appropriate written consent (from the holder of such copyright) is obtained.
 4. Where the software is in the public domain and that can be proven.
- b. Under PL 101-650, phonograph records, computer programs, tapes, CDs or videos may not be rented, leased or loaned for direct or indirect commercial advantage. However, the nonprofit lease or lending of computer software (bearing the warning noticed prescribed by the Register of Copyrights) to this institution's staff, faculty and students for their nonprofit use is exempt from these restrictions.
 - c. Also exempt (from PL 101-650's restrictions) is the lawful transfer of possession of a lawfully made copy of a computer program between nonprofit education institutions and between such institutions and the individual comprising their staff, faculties, and student bodies.
 - d. Illegal copies of software may not be used on this university's computers.
 - e. Determination made under section 2 and 3 above are to be made by Midwestern State University and not the individual. Any indication of a violation of Section 4 will be promptly and thoroughly investigated.

10. Training and Education (TX Admin. Code 202.77)

- a. The university will provide training during new employee orientation to familiarize employees with the rules of information security. Employees will be required to receive, sign, and agree to comply with the Data Standards and Responsibility Agreement. During employee orientation, employees will receive a copy of this policy, #4.181, and specific training on the importance of ensuring the confidentiality of information. Additionally, they will be informed of the proper computer use, computer account security, document handling, and verbal release of information. Before computer system access is granted, employees will be required to attend job-specific training provided by the relevant academic and administrative areas throughout the university.
- b. The university shall establish an ongoing information security awareness education program for all users. At least annually, or more often as needed when security issues arise, employees will be informed regarding information security procedures and safeguards.

11. Computer Security and Privacy

All faculty and staff employees and students shall be responsible for complying with the Computer Security and Privacy policies. These policies are as follows:

- a. The university president shall appoint an administrator responsible for developing and maintaining university regulations and procedures regarding security and privacy of computer data, software, and hardware.

- b. Any student's or faculty/staff employee's use of university computing facilities is a privilege that shall be revoked for violation of this policy, regardless of the need for computer use in performing assigned duties or class work. Specific causes for revocations are as follows:
1. Student, faculty or staff who intentionally gains access to a computer or file that is protected from general access by the public.
 2. Gaining unauthorized access to privacy protected information that may reside on the university computer systems ~~mainframe~~.
 3. Purposely placing or injecting a virus into the university computer systems or networks.
 4. Compromising computer network system security by responding to spam, phishing, and other email requests for release of secure computer system user names and passwords.
 5. Removing university computer assets from campus without prior approval.
 6. Connecting personally owned computers and software to the university networks without prior approval.
 7. Public domain (shareware) will not be downloaded from public access bulletin board systems to any user computer connected to the campus network. All software loaded on university computers will first be approved by Information Systems and certified virus free.
 8. User departments will identify to Information Systems, personnel computer workstations used to store confidential or sensitive information or to run critical applications. The users will be responsible for notifying Information Systems for periodic virus scans.
 9. Users will not install personal computers onto the university's network.
- c. Some jobs or activities of the university involve access to resources critical to computer security and privacy. The university may require faculty/staff employees or students involved in these jobs or activities to disclose personal histories, participate in special training, and /or sign special agreements concerning computer use.
- d. All students and faculty/staff employees shall cooperate with official state and federal law enforcement authorities in aiding the investigation and prosecution of any suspected infraction of security and privacy involving either university personnel or university computing facilities.

12. Mainframe Computer System Access Control

The Director of Information Systems will maintain ~~the mainframe~~ computer system integrity through the effective use of security controls. In an effort to control access to computing resources, the following policy is in effect:

- a. Only employees of the university or approved student workers may be assigned a logon to allow use of ~~the mainframe~~ computing resources. All passwords will be changed quarterly ~~monthly~~.
- b. ~~Each request for the assignment of a logon must be approved in advance by a university dean or appropriate vice president and submitted to the Director of Information Systems.~~ A logon will be assigned by Information Systems after verification by Human Resources of the individual's current employment with the university.
- c. Each director level supervisor must determine the level of access (input vs. inquiry) for each employee within his or her supervision. A request for access must be approved through the appropriate area data custodian.

- d. Each employee who is granted access to the university computing resources ~~student records or financial accounting records~~ must be assigned a unique logon. Generic logons are not acceptable.
- e. Assigned logon access and passwords must be protected from unauthorized use. Sharing of passwords or logging-on in order for someone else to use the systems is a violation of university policy and strictly prohibited. Users may not request access to another person's password.
- f. Assigned users shall be held responsible for any disruptive, destructive, or illegal activities originating from their assigned access and will be subject to disciplinary actions for misuse up to and including termination of employment and possible criminal prosecution.
- g. No exceptions will be granted to this policy without written approval from the appropriate vice president.

13. Computer Operations Center

The Director of Information Systems will maintain control and supervision of the production, scheduling and output of the Computer Operations Center. The following policies for services provided by the operations center are in effect.

- a. The user departments are responsible for scheduling of processing and reports prior to the actual run time. Schedules will be made according to cycles (semester, month, week, etc.). All efforts will be made to conform to the customer requests providing other conflicts for processing do not take priority.
- b. Input data should be checked for validity and accuracy by the submitting departments.
- c. Output reports should first be checked for accuracy by the Information Systems personnel ~~computer operator~~ and then rechecked by the user department before distribution and/or use. It is the user department's responsibility for accuracy of the reports.
- d. All non-emergency requests for reports ~~and daily processing requests~~ must be initiated by ~~completing~~ contacting the Information Systems Service Request. This request will provide detailed information on the task as well as a realistic due date.

New Policy

STAFF EMERITUS STATUS

A. Purpose:

University administrators at the ranks of vice president, associate vice president, dean, director, and department head may be granted emeritus status upon retirement.

B. Eligibility:

Staff Emeritus status may be granted to eligible staff members who have faithfully served Midwestern State University for a minimum of ten (10) years in an eligible position and who have notably contributed to the progress of the university.

C. Process:

Recommendations may be initiated by any member within the recipient's departmental organization. Self-recommendations are inappropriate. If the president wishes emeritus status to be granted, he or she will so recommend to the Board of Regents of Midwestern State University.

D. Benefits

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

1. use of Midwestern State University's name in their scholarly and professional pursuits and,
2. maintenance of their MSU e-mail address.

New Policy

SPACE MANAGEMENT & CONSTRUCTION PROJECT REVIEW

A. Purpose

The Texas Higher Education Coordinating Board (THECB) verifies institutions are in compliance with the efficient use of State funds. This legislative mandate is partially accomplished through evaluation of space and how it is utilized for educational purposes. The use of this space is the basis for State funding and, therefore, it is critical that changes to the space inventory be properly documented. While that is the initial intent, it helps administration to more effectively plan when all space use is evaluated, to include moves of departments, change in space use, cost of space accommodations, assurance that all respective administrators have approved the scope of the plan, and a financial strategy approved by the Vice President for Administration and Finance.

B. General

These include all changes to space such as vacated areas, altered capacity of a room, rearrangement of walls, expansion via construction of new space/facilities, reassignment of space among departments, or personnel changes to space by existing occupants (e.g. changing a supply room into a break room, adding a station to an existing office, etc.) are all examples of space changes requiring adherence to this policy.

C. Procedures

All requests for space changes are initiated per the Facilities Space Reporting Manual as managed by the Physical Plant. The form calls for the reason for the request, the scope of the request, the timing of the expected change, finance approval, and approval by the respective VP's/Provost, and the President.

D. Responsibilities

1. Acceptance of a space change project requires a financial funding source provided by the end user's organization/department prior to implementation of any changes. The exception will be those requests that have been submitted for HEAF consideration, have been approved, and facilities notified in accordance with aforementioned procedures.
2. Enhancement of the scope of work after the space change project has been approved and funded requires re-approval before the project can proceed.
3. All projects shall adhere to State laws for abatement where applicable, Texas Accessibility Standards, NFPA, and the most recently approved applicable building codes.

4.129 President's Office

~~ELECTRONIC MESSAGE CENTER~~

~~Date Adopted/Most Recent Revision: 11/10/89~~

~~A. Purpose~~

~~The purpose of the MSU Electronic Message Center, located near the corner of Taft and Midwestern Parkway, is to promote and publicize university activities. The Athletics Office shall be responsible for its day-to-day operation and shall use the following criteria, listed in order of priority, to determine which messages shall be used:~~

- ~~1. University sponsored events, such as plays, concerts, student functions, athletics contests, continuing education programs, registration times and dates, and commencement.~~
- ~~2. Events sponsored exclusively by MSU student organizations that are open to the student body as a whole.~~
- ~~3. Congratulatory messages and/or acknowledgments to MSU students or personnel, donors, alumni, athletics corporate sponsors, and special campus visitors, provided such messages are related to university activities or programs.~~

~~B. Requests for Use~~

~~All requests for time on the message center must be submitted in writing to the Athletics Office at least one (1) week in advance. Messages should be kept as short as possible.~~

~~C. Off-Campus Requests~~

~~Due to limited time and space, the university shall not accept or run public service announcements for off-campus groups.~~

~~D. Exceptions~~

~~Exceptions to this policy may be approved by the President upon consultation with the Administrative Council.~~

3.136 Provost

FACULTY DEVELOPMENT LEAVE

Date Adopted/Most Recent Revision: 05/09/2008

A. General Requirements

1. Purpose

The purpose of faculty development leave is to allow eligible faculty members time for engaging in study, research, writing, and creative projects. Though these activities may contribute to the attainment of an advanced degree, a faculty development leave will not be granted for that purpose only.

2. Eligibility

As part of its faculty development program, Midwestern State University offers faculty development leaves. Tenured faculty members with (1) at least six years of full-time service to MSU and (2) at least six years of full-time service since their last faculty development leave, as long as they have submitted the required Developmental Leave Report(s) in a timely manner, are eligible. The full-time service may include teaching and other duties. University Research Committee members are not eligible to apply for a development leave during their tenure on this committee. The evaluation of applications will be guided by the following considerations:

- a. Quality of the proposal and its likelihood to add to the recipient's knowledge and teaching effectiveness
- b. Equitable assessment of all proposals
- c. Availability of resources

An application may not be refused on the basis of whether the applicant can easily be replaced during the leave.

3. Grants

A faculty member on development leave may accept a grant for study, research, or travel from any institution of higher education or from a charitable, religious, or educational corporation or foundation, or from any federal, state, or local government agency. Any other outside employment or compensation requires the written approval of the following MSU officials:

- a. The Chair
- b. The Dean
- c. The Provost
- d. The President

4. Changes of Terms

After a faculty developmental leave has been granted, any change in the terms of the leave requires written approval of the following MSU officials:

- a. The Chair
- b. The Dean
- c. The Provost
- d. The President

B. Conditions

1. Participation Limit

In accordance with Texas law, at most 6% of the MSU faculty members will be on Faculty Development Leave at the same time. Financial constraints will reduce this percentage markedly.

2. Rates of Compensation

Faculty Development Leaves for one academic year are granted for half of the recipient's regular salary, leaves for one-half academic year (4.5 months) are granted at the recipient's full salary. No paid leaves are authorized for summer sessions.

3. Written Agreement Requirements

Upon accepting a developmental leave, a faculty member shall sign an agreement to serve one full academic year after completion of the leave. Included in the agreement will be a clause requiring the faculty member to reimburse the university in the amount received as salary and fringe benefits from the state while on leave should he or she choose not to serve the university during the year following the developmental leave. Any exceptions must be approved by the president.

4. Rights and Privileges

A faculty member on development leave will retain the right to and eligibility for all benefits extended by the state of Texas to full-time faculty members, as well as all other rights and privileges of a full-time faculty member. While the faculty member is on leave, the university shall continue to deduct from his/her salary the employee's share of the cost of all benefit programs in which the faculty member is enrolled, as well as other amounts required or authorized by the faculty member.

5. Reporting Requirements

Recipients of Faculty Development Leaves must submit a written report of their leave activity to the provost. Due dates are May 1 for a fall semester leave and November 1 for a spring semester leave. Those on a full-year leave must submit a progress report at the mid-leave reporting period and a final report on May 1 or November 1, whichever is close following the conclusion of the leave. If that date falls on a weekend, the report is due the following business day.

C. Application and Selection Process

1. Application Deadline

The annual deadline for application submission is October 1 of the year prior to the proposed leave. If that date falls on a weekend, the due date is the following business day.

2. Initial Evaluation and Review

The applicant will submit a completed application to the chair of the department. The chair will verify the applicant's eligibility, provide the required information including an evaluation of the request, and forward the application to the dean on or before October 10. If that date falls on a weekend, the due date is the following business day. The dean will add an evaluation of the application and a statement on the chair's plan to replace the faculty member during the faculty development leave and forward the application to the University Research Committee on or before October 20. If that date falls on a weekend, the due date is the following business day.

3. University Research Committee

The University Research Committee will submit its recommendations with written reasons in rank order to the provost on or before October 31. If that date falls on a weekend, the due date is the following business day.

4. Provost

The provost will evaluate all applications, recommendations, and plans for replacing the faculty member during the faculty developmental leave, and consult with the president. After the president makes a decision, taking into account the quality of the applications as well as the financial implications, the provost will inform the dean, the chair, and the applicant of the decision.

5. President

The president will submit his or her decision to the Board of Regents and ask for the board's approval.

D. Program Assessment

At least once every three (3) years, the provost will appoint an ad hoc Program Review Committee, comprised of faculty from each of the university's colleges to review the Faculty Development Leave program including this policy and the Faculty Development Leave applications and reports submitted since the last program review. Based upon its review the committee will submit a report to the provost evaluating the Faculty Development Leave program and offering suggestions for improvement, including changes to the policy.

STUDENT SERVICES
COMMITTEE

Student Services Committee

Membership

Charles Engelman, Chairman

Tiffany Burks

Lynwood Givens

Sam Sanchez

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

10-127. The minutes of the Student Services Committee meeting February 11, 2010, are recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 10-127.

Student Government Report

10-128. A representative of the MSU Student Government Association will update the board on recent activities.

UNIVERSITY DEVELOPMENT
COMMITTEE

University Development Committee

Membership

Jane Spears, Chair

Mike Bernhardt

Kenny Bryant

Tiffany Burks

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

10-129. The minutes of the University Development Committee meeting February 11, 2010, are recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 10-129.

Summary of Financial Support 9/1/09 – 4/16/10

10-130. This report is shown as Attachment 10-130 and is presented as information only.

UNIVERSITY DEVELOPMENT
COMMITTEE ATTACHMENT

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

	9/1/2009 10/9/2009	10/10/2009 1/15/2010	1/16/2010 4/16/2010	Total Year to Date
MSU General Support				
(Scholarships, Library, etc.)	\$64,875	\$71,140	\$31,603	\$167,618
West Foundation	\$163,259			\$163,259
Redwine Estate	\$1,000,000	\$1,957,999		\$2,957,999
J. S. Bridwell Foundation	\$125,000			\$125,000
Dillard Family Foundation		\$1,000,000		\$1,000,000
Hardin Foundation		\$12,475		\$12,475
Bryant Edwards Foundation		\$116,300		\$116,300
Waggoner Foundation			\$15,000	\$15,000
Contributions to MSU Endowments	\$674	\$103,106	\$1,050	\$104,830
Contributions to MSU Foundation Endowments	\$11,895	\$42,410	\$11,000	\$65,305
Contributions to MSU Charitable Trust		\$31,250	\$100,000	\$131,250
President's Excellence Circle 2009/2010	\$16,200	\$159,400	\$17,550	\$193,150
WF Museum of Art				
Cash	\$12,454	\$13,635		\$26,089
Annual Fund	\$32,486	\$104,446	\$86,993	\$223,925
Alumni Association				
1,680 (2009-2010 membership)	\$2,665	\$6,070	\$1,865	\$10,600
(includes 557 lifetime members)				
Athletics				
Mustangs Athletic Club				
Cash	\$12,353	\$43,693	\$32,323	\$88,369
Corporate Sponsors				
Contributed Services	\$109,350	\$46,000	\$5,500	\$160,850
Cash	\$49,975	\$25,250	\$34,000	\$109,225

	9/1/2009 10/9/2009	10/10/2009 1/15/2010	1/16/2010 4/16/2010	Total Year to Date
Athletics (contd.)				
Other	\$10,060	\$23,168		\$33,228
Haggerty Plumbing - Ligon Renovation		\$20,000		\$20,000
Gifts in Kind	\$8,741	\$61,200	\$16,600	\$86,541
(includes Bolin Piano - \$59,900)				
Fantasy of Lights	\$20,613	\$14,313	\$4,942	\$39,868
Scholarship Funds from Outside Sources	\$94,198	\$110,305	\$91,799	\$296,302
TOTAL	\$1,734,798	\$3,962,160	\$450,224	\$6,147,182

ATHLETICS COMMITTEE

Athletics Committee

Membership

Kenny Bryant, Chair

Mike Bernhardt

Shawn Hessing

Sam Sanchez

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

10-131. The minutes of the Athletics Committee meeting February 11, 2010, are recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 10-131.

Athletics Status Report

10-132. 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:

Carol Carlson Gunn, Ph.D., Chair
F. Lynwood Givens, Ph.D., Secretary
Michael Bernhardt
J. Kenneth Bryant
Tiffany Dawn Burks
Charles E. Engelman
Shawn G. Hessing
Samuel M. Sanchez
Jane W. Spears
Lenny Benton, Student Regent

Meeting Location: MSU Campus – 3410 Taft Boulevard
J. S. Bridwell 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

10-133. Minutes of the regular Board of Regents meeting February 11, 2010, are recommended for approval as shown in the minutes' section of this agenda as Minutes Attachment 10-133.

Reading and Approval of Minutes

10-134. Minutes of the regular Board of Regents meeting February 12, 2010, are recommended for approval as shown in the minutes' section of this agenda as Minutes Attachment 10-134.

Reading and Approval of Minutes

10-135. Minutes of the special Board of Regents meeting April 7, 2010, are recommended for approval as shown in the minutes' section of this agenda as Minutes Attachment 10-135.

Executive Committee Consent Agenda, Items and Report

Finance and Audit Committee Consent Agenda, Items and Report

Investment 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

10-136. Appoint a special nominating committee to make a recommendation in August concerning the election of a Vice Chairman of the board for the remainder of the biennium.

Deliberations About Real Property

10-137. The administration may deliberate the purchase, exchange, lease, or value of real property.

President's Report and Discussion

10-138. Information will be presented to the board concerning the following university matters.

- A. Texas Higher Education Coordinating Board Formula Funding Recommendations
- B. Legislative Update
- C. Charlye Farris Biography
- D. Provost Search and Dean Update
- E. Summary of Academic Year

MINUTES

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

**Executive Committee
February 11, 2010**

The Board of Regents, Midwestern State University, met in regular session in the J. S. Bridwell Board Room, Hardin Administration Building, Wichita Falls, Texas, at 1:37 p.m., Thursday, February 11, 2010. Executive Committee members in attendance were Mr. Munir Lalani, Chairman; Dr. Carol Gunn, Vice Chair; Dr. Lynwood Givens, Secretary; and Mr. Charles Engelman, Member-at-Large. Other regents attending the meeting were Mr. Stephen Gustafson, Mr. Shawn Hessing, Ms. Jane Spears, Mr. Ben Wible, and Student Regent Lenny Benton.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Russell Long, Interim 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. 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; Mr. Roger Lee, General Counsel; 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; Mr. Kyle Owen, Assistant Director of Physical Plant; Ms. Gail Ferguson, Controller; Ms. Valarie Maxwell, Director of Budget and Management; Ms. Cassie Slaybaugh, 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 news media were Mr. Chris Collins, reporter for *The Wichitan*, and Ms. Ann Work, reporter for the *Times Record News*.

Chairman Lalani called the meeting to order at 1:37 p.m.

Reading and Approval of Minutes

10-50. The minutes of the Executive Committee meeting November 5, 2009, were approved as presented.

Ligon Coliseum Renovation Project

10-51. Mr. Lalani reported that at the November Board meeting, the administration was asked to present a sources and uses analysis of the Ligon Coliseum project. A copy of the analysis was presented to the board as shown in Attachment 1. He asked Mr. Sandoval to discuss this report with the board.

Mr. Sandoval noted that this information related to Phase I of the Ligon project. The first page of the report indicated the sources utilized in the project, to include Tuition Revenue Bonds, gifts from the Sullivan family and the Edwards Foundation, and funds provided through the Texas Public Finance Authority lease program. The report indicated the

funds that had been expended to date. The second page of the report summarized the various expenditure categories of the project. Mr. Lalani noted that Mr. Hessing originally asked for this report and asked if this report answered his questions. Mr. Hessing responded that it did.

Dr. Rogers noted the large expenditures necessary for ADA, fire safety, and asbestos abatement issues. He added that the rehabilitation of the building's infrastructure was a key component of the project. Mr. Engelman remarked that \$1 million was spent on design and consulting and asked what those expenditures covered. Mr. Goldapp responded that this included the roofing design and architectural design portions of the project. He noted that the cost was above average, but that the design was extremely complicated since the project was done in phases. He added that part of the consulting costs included a preliminary study of the mechanical systems before the actual design began.

Mr. Hessing asked what the remaining balance of funds would be spent on and when the funds would be spent. Mr. Goldapp responded that the majority of the remaining work is mechanical and ADA. Mr. Sandoval added that the funds would be spent during the current fiscal year. Mr. Lalani asked if the remaining funds would be spent on tangible items rather than design and engineering. Mr. Goldapp responded that they would.

Mr. Lalani then presented the administration's recommendation that the board approve two potential firms as Construction Manager at Risk for the D. L. Ligon Renovation Project – Phase II. He noted that a review of proposals and reference checks determined W.B. Kibler Construction of Dallas and M&F Litteken of Wichita Falls were the best values for this project. Mr. Lalani added that the administration was requesting authorization to conduct interviews and select one of these two contractors for this project.

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

Women's Softball Field Locker Room Project

10-52. Mr. Lalani noted that the recommendation for this item was identical to the recommendation for the previous board item. The administration recommended authorization to conduct interviews and select either W.B. Kibler Construction or M&F Litteken as Construction Manager at Risk for this project. He added that this project would not move forward until donor funding is secured.

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

Energy Conservation Project

10-53. Mr. Lalani noted that information and the recommendation concerning this item was included in each board member's folder. He added that the information was quite lengthy (see Attachment 2) and asked Dr. Rogers to summarize the information provided.

Dr. Rogers stated that the project was discussed at the November board meeting and the board authorized the administration to continue with planning an energy conservation project. He added that the administration was ready to move ahead with the project and put out a Request for Qualifications (RFQ) on an estimated \$2.83 million project with a payback of 10.6 years. He noted that some of the equipment that would be replaced had been used for an extended period of time. He indicated his support for the project and asked Mr. Goldapp or Mr. Sandoval to discuss the possible sources of funding for this project.

Mr. Goldapp reported that the administration would like to use consultants and analyze whether the university should pursue the LoanSTAR Program for funding. The program has changed since it was discussed with the board in November and other options should be explored. It is hoped that the consultants will help the university find the best source of funding for this project. They have indicated that the estimate may be high and the actual cost of the project will likely be less than the \$2.83 million. However, the savings will likely be greater than estimated. One of the largest costs of the project is removing asbestos from the utility tunnel so that the work can be done. The scope of the work would include the following:

1. Replacement of the existing 1967 Babcock-Wilcox 25,000 pound steam boiler at the Central Plant with two new high efficiency low-mass steam boilers with economizers.
2. Repair of the existing steam/condensate distribution system.
3. Optimization of the chill water pumping system.
4. Conversion of chill water and hot water valves in the residence hall equipment room.
5. T12 lighting retrofits.
6. Modification and retro-commissioning of the energy management control systems.

Mr. Goldapp added that the RFQ would include the option of requesting a guarantee for the savings.

Mr. Engelman asked if this project was something that had to be done immediately or if it could be postponed, considering the request from the state to return funds to the state treasury. Mr. Goldapp responded that leakage from the piping system was one component of the project he would prefer to not postpone. Mr. Engelman asked if the system was leaking steam. Mr. Goldapp stated that the system was not blowing steam out, but it has had bad steam traps and the system is not providing good condensate return. He noted that these are general system problems due to the age of the system. He commented that his other key concern is the age of the boiler. Mr. Goldapp added that the project would increase dependability and would ultimately save money.

Mr. Lalani asked for a motion to put this item on the table for further discussion. Dr. Givens moved approval of the project for submission to Texas Higher Education Coordinating Board (THECB) and moved the board authorize the administration to consider alternative sources of funding and to enter into a contract with the firm providing the best value for the university. Dr. Gunn seconded the motion.

Mr. Lalani asked if Higher Education Assistance Funds (HEAF) would be used to service the debt for this project. Mr. Goldapp responded that he anticipated energy savings would pay the debt. Mr. Sandoval added that the university budget contains a line item for purchased utilities. This line item would be reduced by the same amount that would pay the debt over a ten year period. The total amount paid by the university would remain the same; however, the project would be funded. Dr. Givens asked if the debt would be incurred in the current fiscal year with payback over the next ten years. Mr. Goldapp responded that the project could be finished by the fall. Dr. Givens asked if there was any serious detriment to postponing a decision on the project for six months. Mr. Goldapp responded that the project would likely need to be put off to the following summer because the steam work could not be accomplished during the winter.

Mr. Lalani noted that when the board discussed the LoneSTAR program in November, Mr. Goldapp indicated that the program offered a three percent interest rate. He asked what other funding options were being considered. Mr. Sandoval responded that information regarding funding options would be provided through the RFQ process. Mr. Lalani asked about the timeline for the process. Mr. Goldapp responded that the RFQ should be released within two weeks. Mr. Lalani asked how the source of funding would be determined. Mr. Sandoval responded that the RFQ respondents would be asked to include financing models and rates. He added that the proposals would have to show guaranteed savings so that additional university funds would not be committed to the project. Dr. Givens noted that the board item stated that the RFQ would include an option for requesting a guarantee for savings, but that it did not appear to be a requirement. Mr. Sandoval responded that the university wanted to see what options are available. However, he did not see any way the project could move forward without guaranteed savings.

Dr. Givens stated that he hadn't heard a compelling reason why the project should be approved at this time. He added that while he was not questioning whether this is a good project, he questioned the timing of the project. Dr. Rogers commented that while the administration is considering energy savings, there is also some dated equipment that causes concern. Dr. Givens stated that when the administration talked about replacing a 1967 boiler, it was obvious that it had been in service for a long time. However, the question of why it needs to be replaced immediately is still unanswered. Mr. Lalani asked Mr. Goldapp what risk the university would take by postponing the project by six or 18 months. Mr. Goldapp responded that by postponing the project six months, the only risk would be the deferral of energy savings. He noted that the estimated yearly savings total \$266,000. He added that the reason the LoneSTAR program did not appear to be the best option was that the cost of the project would increase by one and one-half percent per year because of their new monitoring requirements. Mr. Goldapp added that he could not guarantee that the equipment would not fail within the next six months.

Mr. Sandoval indicated that perhaps the administration should study the matter further and return to the board in May with additional information and recommendations. He stated that almost every building on campus has HVAC concerns and the staff has been

working to address the facilities individually. Mr. Lalani indicated his support for postponing action on this item until May. Dr. Givens stated that he would like to see the Ligon project completed and on budget before another long-term project is pursued.

Dr. Givens and Dr. Gunn took their motion and second off the table. The administration was asked to continue investigating the project and to come back to the board in May with recommendations.

Campus Master Plan

10-54. Mr. Lalani reported that during the November board meeting, the administration was asked to present an overall capital improvement plan, including debt service information. A copy of the report was presented to the board as shown in Attachment 3. Dr. Rogers stated that the report shows current debt service, critical projects requiring future debt service, and critical projects that could be funded by cash through 2015. He noted that available HEAF would increase by \$1.3 million in FY 2011 and HEAF debt service would decrease by \$1.5 million after FY 2014 when the Dillard Building debt is paid.

Dr. Rogers then reviewed the various capital projects listed. He noted that a number of campus space needs are interrelated. The West College of Education is currently housed in Ferguson Hall and needs additional and better space. The Information Technology department is housed in Memorial Hall, a former wood-frame barrack building. They also need more and better space. If Ferguson Hall and Memorial Hall were demolished, a modern library could possibly be constructed on the south side of the quadrangle. The current Moffett Library building was reconstructed in 1986 but needs a great deal of work. Modern university libraries are different than they were when Moffett Library was built. The facility needs more study space and leisure reading space. It needs an area where coffee and snacks can be purchased and enjoyed, and it needs to be accessible to technology throughout the facility. If a new, smaller library could be constructed, Moffett could possibly be converted into a space for the West College of Education, Information Technology, and the various student academic service offices that are currently housed in Hardin South (Registrar, Admissions, Financial Aid, International Students, etc.). Dr. Rogers noted that providing an estimate of cost for razing two buildings, constructing a new 50,000 square foot building, and renovating an 80,000 square foot building at some point in the future, is difficult. However, the figure used in this plan is \$60 million. He added his belief that this would be the most ideal way to solve a number of challenges on the campus.

The second project on the list is Ligon – Phase II, which will soon be underway. The next item is the renovation of the Bolin Science Hall. Dr. Rogers reported that the air quality in the building is poor and there are infrastructure issues that must be addressed. The Hardin Administration Building is next on the list. This building was constructed in 1937 and needs major infrastructure work.

The required work on the Fain Fine Arts Center, which was constructed in 1978, deals with safety and ADA issues. Dr. Rogers expressed his opinion that the university is where it needs to be at this time with regard to student housing. However, it needs to be

on the university's list so that occupancy and demand can be monitored. The Clark Student Center has been reconfigured and renovated 17 times. The large dining room is no longer large enough to hold major university events. The kitchen and student dining room need to be expanded and remodeled. Dr. Rogers stated that the projects outlined above are the major long-term projects that will require significant funding. Mr. Lalani noted that these projects total \$125 million. He added that if the university could obtain private funding for one-third of that amount, it would make the projects more palatable for the Board of Regents.

Dr. Rogers then reviewed the possible future capital projects that would be funded on a cash basis. He reported that he was delighted the university was able to purchase the Christ Academy property and buildings. He stated that Mr. Goldapp had reported that the buildings are sound and worth keeping. Dr. Rogers added that he would like to eventually convert the facilities into studios, offices, and classrooms for the MSU Department of Music. Additional preliminary plans indicate that the gymnasium could be converted into a choir practice room and a TV 2 studio. He added that the Burns Chapel would likely be used as a choir rehearsal hall and for small recitals. The project is still being planned and HEAF will likely be utilized to pay for the necessary renovations.

The next item on the list is the renovation of the Wichita Falls Museum of Art at Midwestern State University. Dr. Rogers commented that the facility needs a great deal of work, including new walls, lighting, and safety and ADA upgrades. The project will be funded by private gifts and grants.

Dr. Rogers noted that campus deferred maintenance projects must be addressed. Additionally, a number of buildings on the north and west side of the campus are not being used and should be razed. He indicated that HEAF could be utilized for these projects.

Dr. Rogers indicated that he left a new police station off the list. Ideally, a new facility located in the center of the campus is needed. Dr. Rogers added that the priorities vary depending on the funding that is available. However, this is an overview of the campus master plan over the next five years.

Mr. Lalani commented that the campus must be continually updated. He encouraged the board to consider requesting that 25-30% of project costs come from private funding with the remainder coming from Tuition Revenue Bonds. He added his belief that the university should no longer use HEAF to service the debt on new capital projects. He noted that the university has too many deferred maintenance and other campus projects that require HEAF. Mr. Lalani added that when the university begins the next housing project, he would recommend the administration and board consider a more affordable construction style. He stated that while students prefer apartment style housing, parents are primarily paying for the rooms. It would be good to have additional lower-cost options similar to Killingsworth and Pierce.

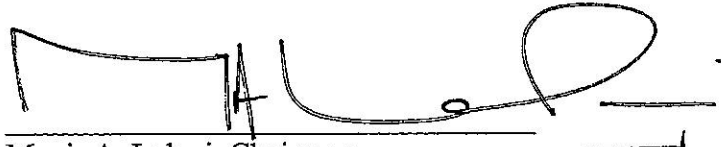
Mr. Engelman asked about the source of HEAF dollars. Dr. Rogers responded that HEAF is a constitutionally dedicated fund that was created in the 1980's. The universities that were not beneficiaries of the Permanent University Fund (PUF) were given HEAF to cover campus facility repairs and renovation, and to purchase library books and computer equipment. The state is constitutionally required to set aside funds for this purpose.

Dr. Rogers asked Mr. Sandoval about MSU's percentage of deferred maintenance compared to other universities. Mr. Sandoval responded that MSU's deferred maintenance is 4.2% of the overall plant value. He added that this number is in line with other institutions in the state. He noted that THECB requires that the number be less than 5% or they will not approve new construction or renovation projects.

Adjournment

There being no further business, the Executive Committee discussion concluded at 2:40 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 Executive Committee

ATTACHMENT:

1. Ligon Renovation Project – Phase I – Sources and Uses Report
2. Energy Conservation Project Recommendation
3. Capital Improvement/Debt Service Plan Through 2015

**Midwestern State University
D. L. Ligon Renovation - Phase I
Analysis of Sources and Uses
As of January 15, 2010**

	FY 2008	FY 2009	FY 2010	Project Total to Date	Budget
Tuition Revenue Bonds proceeds	\$7,700,000	\$200,000		\$7,900,000	\$7,900,000
Sullivan gift		\$600,000		\$600,000	\$600,000
Edwards Foundation gift	\$68,000	\$250,000		\$318,000	\$318,000
Texas Public Finance lease		\$695,061	\$103,604	\$798,665	\$1,700,000
TOTAL SOURCES	\$7,768,000	\$1,745,061	\$103,604	\$9,616,665	\$10,518,000
Uses:					
Construction Expenditures	<u>-\$487,494</u>	<u>-\$2,591,970</u>	<u>-\$2,601,030</u>	<u>-\$5,680,494</u>	<u>-\$5,680,494</u>
TOTAL USES	-\$487,494	-\$2,591,970	-\$2,601,030	-\$5,680,494	-\$5,680,494
Balance to be Expended					<u><u>\$4,837,506</u></u>

LIGON RENOVATION PROJECT SUMMARY

	ANTICIPATED TOTAL EXPENDITURES
Mechanical/Electrical/Plumbing	3,665,648
Infrastructure investigation	36,500
Design consulting-baseline proposal	324,250
Abatement consulting	34,915
Construction	2,978,820
Abatement services	154,875
Test and Balance	136,288
Roofing/Flat Portions	1,405,756
Design consulting-baseline proposal	36,400
Construction	1,369,356
Roofing/Dome	327,634
Design consulting	45,140
Construction	282,494
Texas Accessibility Standards/ADA/Fire Safety	2,318,436
Design consulting	183,457
Abatement consulting	12,555
Construction	2,031,605
Abatement services	90,819
Architectural Modifications (Football)	2,090,918
Design consulting including programming	270,752
Construction	1,672,274
Abatement consulting	8,400
Abatement services	139,492
Architectural Modifications (Five Locker Rooms)	198,212
Design consulting	198,212
Miscellaneous/Contingency	420,107
In House Salaries	55,360
Bleachers	203,520
Miscellaneous	161,227
TOTAL	10,426,711
AVAILABLE PROJECT FUNDING	10,518,000

2/11/2010

Energy Conservation Project

10-53. In November, the Board of Regents authorized the administration to proceed with planning an Energy Conservation Project. Since that time the Texas Higher Education Coordinating Board (THECB) has approved rule changes and all energy projects must now receive THECB approval. Additionally, the LoanSTAR Program has also been modified. Based on these developments, the university's energy consultant (Energy System Associates) has recommended the university consider other sources of funding available to state agencies to secure the best value for MSU. The administration plans to release an RFQ soliciting proposals from design-build firms in addition to traditional energy service companies for the work to be performed. The scope of the work is outlined below.

1. Replacement of the existing 1967 Babcock-Wilcox 25,000 pound steam boiler at the Central Plant with two new high efficiency low-mass steam boilers with economizers.
2. Repair of the existing steam/condensate distribution system.
3. Optimization of the chill water pumping system.
4. Conversion of chill water and hot water valves in the residence hall equipment room.
5. T12 lighting retrofits.
6. Modification and retro-commissioning of the energy management control systems.

The work would also include extensive asbestos abatement work. The project is estimated at \$2.83 million with a 10.6 year payback. The RFQ will include the option of requesting a guarantee for the savings.

The administration requests approval of the project for submission to THECB. The administration further requests authorization to consider alternative sources of funding and authorization to enter into a contract with the firm providing the best value for the university.

Future Capital Improvements - Debt Service
Midwestern State University
February 2010

	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>Future Debt</u>
Current Debt							
Debt Service	7,688,442	8,262,877	8,271,463	8,277,496	8,282,939	*	6,799,310
Master Lease Program	675,138	685,449	683,152	563,349	475,187		431,113
Total Debt Requirements	8,363,580	8,948,326	8,954,615	8,840,845	8,758,126		7,230,423
Capital Projects - Future Debt Service							
New Library/Remodel Moffett (\$60 m.)							
Ligon - Phase II(\$6.7 m.)	181,781	495,019	497,669	494,925	496,788		498,125
Bolin Science Renovation (\$17.5 m.)							9,955,893
Hardin Administration Infrastructure (\$10 m.)							
Fain Fine Arts ADA & Fire Safety (\$10 m.)							
Student Housing (\$6 m.)							
Clark Student Center Renovation (\$15 m.)							
Capital Projects - Cash Basis							
Christ Academy		800,000	500,000	500,000	500,000		
WF Museum of Art at MSU Renovation			1,500,000	6,500,000			
Deferred Maintenance Projects		300,000	600,000	1,000,000	1,000,000		1,500,000
Razing Campus Buildings		100,000	100,000	100,000	100,000		100,000

* Last HEAF payment on Dillard Building Bond

** Available HEAF funding increases by \$1.3 million beginning FY 2011

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

**Finance and Audit Committee
February 11, 2010**

The Board of Regents, Midwestern State University, met in regular session in the J. S. Bridwell Board Room, Hardin Administration Building, Wichita Falls, Texas, at 2:40 p.m., Thursday, February 11, 2010. 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 Dr. Carol Gunn, Mr. Stephen Gustafson, Mr. Munir Lalani, Mr. Ben Wible, and Student Regent Lenny Benton.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Russell Long, Interim 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. 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; Mr. Roger Lee, General Counsel; 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; Mr. Kyle Owen, Assistant Director of Physical Plant; Ms. Gail Ferguson, Controller; Ms. Valarie Maxwell, Director of Budget and Management; Ms. Cassie Slaybaugh, 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 news media were Mr. Chris Collins, reporter for *The Wichitan*, and Ms. Ann Work, reporter for the *Times Record News*.

Chairman Hessing called the meeting to order at 2:40 p.m.

Reading and Approval of Minutes

10-55. The minutes of the Finance and Audit Committee meeting November 5, 2009, were approved as presented.

Review and Acceptance of Financial Report

10-56. The administration recommended the Annual Financial Report (AFR) for the year ended August 31, 2009, as well as monthly financial reports for September, October, November, and December, 2009, for acceptance. Mr. Sandoval reported that the AFR was distributed to the board in December with a summary of highlights (see Attachment 1). Mr. Sandoval congratulated Ms. Ferguson and her staff for their work on the report and especially noted the report cover which showed the Dillard Mustangs. Mr. Sandoval reported that first quarter revenues in the current fiscal year were up significantly as a result of the fall enrollment increase.

Mr. Engelman moved the board accept these reports as presented. Ms. Spears seconded the motion. Mr. Hessing expressed appreciation to Mr. Sandoval and Ms. Ferguson for their good work in gathering data and putting it into an understandable format.

There being no further discussion, the motion was approved.

Bank Depository and Pledge of Collateral Agreement

10-56.1. Mr. Hessing noted that the administration solicited proposals from financial institutions for banking services for the next four years. In response to the Request for Proposals (RFP), proposals were received from American National Bank, Citibank, JPMorgan Chase, and Wells Fargo. The university's current contract is with JPMorgan Chase. The administration recommended that the university again contract with JPMorgan Chase for banking services for a four-year period beginning March 1, 2010.

Dr. Rogers commented that all of the firms were equally capable, but the monthly service charge quoted by Chase was most favorable. Mr. Sandoval added that the university had very good experience and received good service from Chase. Additionally, they were very aggressive in reducing costs and arriving at a favorable proposal.

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

FY 2009-2010 Item \$50,000 & Under Approved by President

10-57. The administration recommended ratification of a budget change. Dr. Rogers explained that the funds were utilized to place scanning machines and printers in the various colleges to assist with the faculty evaluation process. Dr. Rogers thanked Dr. Long for his leadership in this matter. He added his thanks to the Faculty Senate for their guidance, and to Mike Dye, Director of Information Technology, for his efforts in determining the appropriate equipment needed.

Dr. Givens moved the board ratify this item as presented. Ms. Spears seconded the motion and it was approved.

Salary/Title/Position Changes in 2009-2010 Budget Approved per Board Authorization

10-58. Salary, title, and position changes approved by the president were presented for ratification of the board. Dr. Rogers pointed out that a number of these changes were the result of staff members hired at a salary lower than what was budgeted. The one salary increase for an individual in Human Resources was the result of increased duties related to federal law changes.

Mr. Engelman moved the board ratify these items as presented. Dr. Givens seconded the motion and it was approved.

Faculty Position 2010-2011 Budget – Respiratory Care

10-59. Mr. Hessing reported that the Bryant Edwards Foundation provided \$48,000 for a new faculty position in respiratory care beginning in the fall 2010. The administration requested authorization to initiate a search for this position. Dr. Rogers expressed appreciation to the Edwards Foundation for their continued support of this program. He commended Ms. Ann Medford for her efforts in developing and expanding the program, which is one of three university-located baccalaureate respiratory care programs in the state of Texas. He added that the foundation representative indicated their intent to continue funding for a number of years should the program continue to grow.

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

Change in Study Abroad Program Fees

10-60. Mr. Hessing reported that students participating in the MSU study abroad programs in London, France, and Spain pay tuition and fees as if they were on campus. The administration recommended that certain fees be waived and a new Study Abroad Fee be initiated in an amount equal to the fees that are waived. The amount the students pay would be the same, but the funds generated by the new fee would be used to provide scholarships for the study abroad program.

Dr. Rogers noted that Dr. Long worked with the Director of International Education in developing this proposal. Dr. Long stated that international education is a very important part of the curriculum at MSU. He added that students benefit greatly from an opportunity to study abroad and anything the university can do to provide scholarship assistance is important. Dr. Long reported that the fees recommended to be waived are the Student Service Fee, the Energy Surcharge, the Wellness Center Fee, the Library Fee, the Medical Service Fee, the Recreational Center Fee, the Student Union Fee, and the Intercollegiate Athletics Fee. For a student enrolled in six semester credit hours, the amount of money would be approximately \$380. These funds would reduce revenue for the university, while providing a meaningful amount of scholarship support for the program. A Summer Study Abroad Fee and a Semester Study Abroad Fee would be determined each year by the university controller based on the fees charged at that time.

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

Ms. Spears asked if all students who participate in the program receive scholarships. Dr. Long responded that they do not. Dr. Givens expressed concern that the board would consider raising tuition and fees in one of the next agenda items, but action to support this recommendation would take away existing student fees to fund a study abroad program. Mr. Hessing asked how many students typically participate in the program. Dr. Long responded that 20-30 students generally participate in the British Studies program in London each summer. The programs during the long semester in France and Spain are generally smaller.

Dr. Givens suggested that the process be simplified by continuing to charge the fees to the students participating in the program and transferring an amount equal to what would have been paid by this new fee into scholarships for the study abroad programs. He indicated his concern that this action would set a precedent and would complicate the matter. Dr. Long responded that the intent was to provide a fee dedicated to a specific purpose so that continuity of funding would be ensured. Dr. Givens expressed his support of the administration's intent, but his disagreement with the precedent that would be set by approval of the recommendation.

After much discussion concerning how the result could be achieved without establishing a new fee, Dr. Rogers indicated that an item would be placed on the May agenda to set aside funding for study abroad program scholarships. The amount required would be equal to the amount that would have been generated by the original recommendation. He added that the budget for 2010-2011 would include a similar allocation for the program.

Mr. Engelman and Ms. Spears removed their motion and second from the floor. No further action was taken.

Credit Card Service Fee

10-60.1. Mr. Hessing noted that this item was added to the agenda after it was printed. MSU's cost for accepting credit cards for the payment of university accounts has grown to more than \$200,000 a year. In an effort to recover the direct costs charged to the university by credit card companies, the administration recommended that beginning September 1, 2010, a service fee of 2.2% of the payment amount be charged to individuals who choose to make payments on university accounts with a credit card.

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

Mr. Benton expressed concern that while this is a necessary cost of doing business, it essentially penalizes students and parents for using an efficient way to pay the bill. Mr. Hessing responded that as a parent of a student at MSU this action by the university would cause him to plan ahead in the future so that he could pay the bill with cash rather than a credit card. He added that the two universities his children have attended were charging a fee such as this a few years ago. Mr. Hessing indicated his support of the action and asked that the administration distribute information to students and parents as soon as possible so that they are not caught by surprise. Mr. Sandoval advised that his office was working on an information piece that would be distributed.

Dr. Givens asked how the administration determined the recommended 2.2% figure. Mr. Sandoval responded that the university contracts with TouchNet to transact business with credit card companies. MSU pays TouchNet a transaction fee of 2.75%. The administration determined that the 2.2% figure would be a more reasonable level to start charging students and parents. Mr. Lalani indicated his opinion that the university should pass the 2.75% fee on to the students. He added his surprise that the university

could not negotiate a better rate. Ms. Ferguson indicated that TouchNet would not negotiate. Mr. Sandoval added that TouchNet was part of the Banner program.

Dr. Givens asked if the service fee would be charged to an individual purchasing a meal in the dining hall, or if the charge was intended for tuition and fee payments. Mr. Sandoval responded that the fee would be charged for payments on student accounts, to include tuition, fees, room, board, and such. He added that small purchases would not be included and that contributions received via credit card would also be excluded from the credit card service fee.

Ms. Spears amended her motion to assess a credit card service fee of 2.75% effective September 1, 2010. Mr. Engelman accepted the amendment and seconded the amended motion. The motion as amended was unanimously approved.

Reduction in Appropriations for the 2010-11 Biennium

10-61. Mr. Hessing reported that the university must submit a plan to return a total of \$1,744,694 in appropriated funds to the state treasury during the next two years. He indicated that the administration planned to identify these funds through reductions in maintenance and operations, travel, facilities projects, and personnel costs. Mr. Hessing added that approximately one-third of the funds would be returned in FY 2010, with the remaining two-thirds returned in FY 2011.

Dr. Rogers reviewed an outline of revenue projections and budget reductions for FY 2010 and FY 2011 (see Attachment 2). Dr. Rogers reported that the majority of the funds appropriated by the state to MSU are used to pay faculty and staff salaries. As a result, MSU receives additional fringe benefit funding for employees paid by appropriated funds. The result is that when MSU is asked to return \$1,744,694 to the state, an additional \$348,939 in fringe benefits funding is lost. The total reduction in funding for MSU is thus \$2,093,633.

Revenue projections in FY 2010 showed an overall increase after considering enrollment growth as well as losses due to an overestimation of incentive funding and an underestimation of the effect of new state authorized tuition waivers. Expenditure changes in FY 2010 included budget adjustments approved by the board in November 2009, unbudgeted adjunct and summer faculty salaries, and unbudgeted staff equity adjustments. The projected savings for FY 2010 included reduced faculty and staff salaries achieved through attrition and not filling vacant positions, a 5% reduction in operating funds allocated to the Small Business Development Center (SBDC), and a 2.5% reduction in maintenance and operation and travel funds from university operating accounts. The revenue and expenditure changes, as well as anticipated savings, provided \$579,720 in funds that could be returned to the state in FY 2010.

Dr. Rogers then reviewed the proposed reduction and savings plan for FY 2011. He noted that the administration based the revenue projections on an enrollment of 6,200 students. He indicated this was a conservative estimate given the fall 2010 enrollment of 6,343. The revenue changes also included the proposed tuition and fee increases and the

credit card service charge. Mr. Lalani noted that the outline indicated the credit card service charge at the rate of 2.2%. He commented that since the committee approved the service fee at 2.75%, the additional funds generated could replace funds that are proposed to be taken from the SBDC. Dr. Rogers responded that he would recommend that additional revenue or savings be used to address the shortfall identified in this plan. He noted that the incentive funding shortfall was included in 2011 as well as additional funding anticipated from the MSU Charitable Trust and the MSU Foundation, Inc. New expenditures in FY 2011 included the continuation of salary increases that were given in FY 2010. Dr. Rogers added that he did not anticipate additional salary increases in FY 2011.

Dr. Rogers explained that the tuition and fee proposals for the fall include the addition of an Academic Support Services fee at the rate of \$4 per semester credit hour. He noted that if the fee is approved, the administration planned to recommend the addition of three positions to assist with academic advising. He added that the new expenditures would be offset by income generated through the proposed new fee. Other anticipated expenditures in FY 2011 include an increase in athletics scholarships as a result of the increased tuition and fees. Additionally, funds are needed due to the increase in medical and insurance costs incurred by the athletics program. The new debt service for the Ligon Project – Phase II would be offset by the Intercollegiate Athletics Fee. This fee is recommended to increase from \$5 to \$9 per semester credit hour. Savings identified in FY 2011 were similar to those identified in FY 2010, to include reductions in funds for faculty and staff salaries and a 5% reduction in maintenance and operation and travel funds throughout the university, including the SBDC. Anticipated facilities project reductions totaled \$250,000. The identified funds available for return in FY 2011 totaled \$1,444,560. An additional \$69,353 must be identified to complete the return of funds to the state. Dr. Rogers noted that the process of reducing the budget by \$2 million is difficult. He stated that it slows the university's growth and improvement.

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

Mr. Hessing expressed his appreciation to the administration for their work in developing this plan. He indicated that this would be an eighteen month process. Mr. Hessing noted that the figures indicated in the plan were estimates and asked that the board receive an update at each board meeting regarding where the university is against the plan.

Mr. Lalani indicated he was pleased that university reserves would not be needed to provide funds to return to the state. He added his hope that the administration would look for ways to increase scholarships for MSU students. He expressed his opinion that larger scholarships should be made available to students to pay for full or at least one-half of tuition and fees for four years.

Ms. Spears asked if university housing would be available if enrollment increased by another 100 students. Dr. Rogers responded that he did not foresee any capacity issues at this time. He added that in the future, policy changes could be made if necessary to ensure housing was available for incoming freshmen.

Dr. Givens asked Dr. Rogers what he anticipated with regard to funding from the state in the next 18 months. Dr. Rogers responded that the last information he received was that the state treasury was \$17 billion short of what had been projected. The state leadership would like to enter the next legislative session with no more than a \$10 billion budget deficit. Funding in the rainy day fund could be spent to offset a portion of the deficit, but was not currently adequate to address the full deficit amount. Dr. Rogers indicated that the worst case scenario would be another cut during the next biennium. He added that another 5% cut would be much more painful for the university.

Mr. Gustafson expressed concern that the university was adding another student fee. Dr. Rogers stated that the proposed Academic Support Services Fee was intended to fund the current Academic Support Center and provide additional advising and academic support services to students at MSU. Dr. Long added that the university needs a single location where students can go for academic advising and counseling. Dr. Rogers noted that if the university were to increase tuition by \$4 per semester credit hour, 20% of the tuition collected would have to be set aside for financial aid programs. By establishing a new fee, the university is able to retain 100% of the funds collected. He added that the fee would be included in the overall 3.95% tuition and fee increase recommended in the next agenda item. Dr. Long commented that it is more efficient and less expensive to retain a student than to recruit a new student to replace a student that drops out. Dr. Rogers noted that MSU has requested funding of this type during each legislative session since he became MSU president. Unfortunately, funding was never forthcoming from the state. Through this fee, the funding will be dedicated to this purpose and will continue in the future.

There being no further discussion, the recommendation to approve the reduction plan was approved.

Budget Discussion 2010-11/Tuition and Fee Review and Proposed Increases

10-62. Mr. Hessing reported that the board previously established a 5% cap on tuition and fee increases, with the exception of student initiated fees, such as the new Intercollegiate Athletics Fee. He noted that the Texas House of Representatives passed a resolution during the last session asking that university boards not increase tuition and fees by more than 3.95%. The administration recommended an increase in tuition and fees beginning with the fall 2010 semester totaling 3.95%, with the exclusion of the Intercollegiate Athletics Fee (see Attachment 3). Specific recommended increases were as follows:

- A. Increase University Designated Tuition by \$2.95 per semester credit hour, from the current \$93.60 to \$96.55.
- B. Increase the Energy Surcharge by \$1.50 per semester credit hour, from the current \$6.50 to \$8.00.
- C. Add an Academic Support Services Fee in the amount of \$4.00 per semester credit hour.

- D. Increase the Intercollegiate Athletics Fee by \$4.00 per semester credit hour, from the current \$5.00 (in spring 2010) to \$9.00.

Dr. Rogers noted that these recommended tuition and fee changes were included in the discussion of the previous item. The increase in the energy surcharge will provide much-needed funding to address increased energy costs. He indicated his feeling that it was important to keep MSU's tuition and fee increase to 3.95%.

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

Adjournment

The Finance and Audit Committee discussion concluded at 4:05 p.m.

Reviewed for submission:

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

ATTACHMENT:

1. FY 09 Annual Financial Report Highlights
2. Revenue and Expense Assumptions/Appropriations Reductions – FY 10 and FY 11
3. Proposed Tuition and Fee Changes – FY 11

**Annual Financial Report Highlights
Midwestern State University
For the Year Ended August 31, 2009**

We are enclosing the Midwestern State University Annual Financial Report (AFR) for the year ended August 31, 2009. You will find that it indicates a stable financial position for our institution, which is represented by our balance sheet liquidity, a history of positive revenue vs. expenditure break-even performance, manageable debt service levels, positive donor/fund-raising support, and very positive enrollment trends.

The Annual Financial Report is composed of various data concerning our institution and some important primary schedules that appear as Exhibits I, II, and III which we consider the primary schedules:

1. Exhibit I – Comparative Net Assets or Balance Sheet

- This schedule reflects the assets that MSU owns, the obligations or liabilities, and finally the “net assets” or amounts that are available as a future source. Please note that our net assets increased by 16.1% or \$12 million +, from FY 2008 to FY 2009, and specifically unrestricted net assets increased by \$4.5 million +, or 27%.
- Analysis of current funds (current assets vs. current liabilities) in FY 2009 reflects a net excess of assets over liabilities of 20% or \$6.9 million, compared to the previous year of 18% or \$5.5 million. This is an important measure dealing with our current liquidity position of our institution which indicates a very stable condition.

2. Exhibit II – Comparative Statement of Revenues, Expenses, and Changes in Net Assets

(Income Statement)

- Federal and State reporting mandates (Governmental Accounting Standards Board) that we present State appropriations, HEAF Appropriations, Federal grants, and gifts as non-operating revenues. However, our institution also has to disclose expenses related of all these sources as operating expenses.
- Accordingly, a restated analysis of this Exhibit will reflect an operating margin (excess of revenues over expenses) of \$4.5 million compared to the previous year of \$2.9 million. This is necessary in order to match expenses to those revenues, consequently restating that operating margin. The operating margin reflects an increase over expenses in FY 2009 of 6%, compared to 4.1% in FY 2008. Once again, consistency of revenues exceeding expenses.
- The critical sources of revenue include: State Appropriations – 27.5%; Tuition and Fees – 30.8%; HEAF and Endowments of 12.8%; Contracts and Grants – 12.1%; and Auxiliary Activities 7%.

- As for expenses, \$44.4 million, or 60% of total costs are in faculty and staff salary and wages, and we continued to provide \$6.5 million in scholarship opportunities to our students, or 8.7% of our total costs. Utilities accounted for 7.8% and depreciation accounted for 9.2% of total costs.
- Expenses are also classified in the AFR by function such as instruction, academic support, research, student services, scholarships, etc. Instruction represents, of course, the highest level of commitment at \$27 million or 38%; academic support was \$6.5 million or 9%; \$8.9 million or 12% dedicated to student services; \$6.5 million or 9% dedicated to student scholarship; and finally operation and maintenance of facilities was \$6.8 million, or 9%. Overall, the financial commitment is consistent with the university's mission and the core of what we represent.

3. Exhibit III – Statement of Cash Flows

- This statement represents inflow and outflow of cash we directly received, how it was used, and what was left as a cash reserve. This statement is important because it is an indicator of cash liquidity, and our ability to meet all liabilities or other commitments appropriately with some comfort on cash reserves.
- Cash and cash equivalents at August 31, 2009, increased from \$4 million + to \$6.2 million plus in 2009.
- The total increase in cash reserves was 52%.

4. Credit Worthiness Ratios

- Available Assets (should be 2/1 or higher)

General Liabilities	=	<u>FY 2008</u> 1.71 times	<u>FY 2009</u> 1.79 times
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 Reflects a very static/ asset coverage over general liabilities
- Debt Service

Unrestricted Current Fund Revenues	=	8%	12.3%
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 The percentage increase in FY 2009 reflects an increase in debt service which is a concern, but has to be gauged by future "new" revenues that would offset this debt service.
- Total Net Revenues

Total Revenues	=	7%	9.7%
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This ratio reflects a positive increase that has to be considered relative to the other ratios. We are at peak debt service capacity and unless there is a high stream of other revenues or a reduction in existing debt (i.e., Tuition Revenue Bonds,), no new debt is concerned at this time.


5. Fund-Raising/Fund Development/Donor Support

This is an area that bond rating agencies had a slight concern about MSU's ability to continue this effort every year. Private gifts and contracts have increased every year for the past several years. Not including capital contributions and additions to endowments, total private gifts and contracts in FY 2009 were \$5 million, an increase over the prior year of \$1.4 million.

Capital contributions and additions to endowments exceeded \$9 million in FY 2009, and provided a commitment that continues to grow through this new year. The pattern is quite favorable and addresses any concerns on future bond ratings relative to this issue.

6. Enrollment

Enrollment is a key to the fiscal viability of our institution, and bond-rating agencies see this as an important factor in their overall financial assessment. This is the reason we illustrate the Fall FY 2009 headcount enrollment of 6,342, an increase of 4% over FY 2008, and an increase over FY 2007 of 5.2%.



Juan R. Sandoval
Vice President for Administration and Finance

Midwestern State University
Revenue and Expense Assumptions/Appropriations Reductions
FY 10 and FY 11
February 11, 2010

State Appropriations Reduction

State General Appropriations reduction (5%) for the biennium	-\$1,744,694
Additional loss in fringe benefit proportional funding	-\$348,939
Total Reduction Impact	<u>-\$2,093,633</u>

Revenue Changes for FY 2010

Enrollment increase (additional tuition and fees)	\$1,330,040	
New state authorized tuition waivers	-\$145,000	
Incentive funds (received less than budgeted)	<u>-\$161,400</u>	\$1,023,640

New Expenditures in FY 2010:

Budget changes approved by Board of Regents 11/09	-\$448,500	
Unbudgeted adjunct and summer faculty salaries	-\$200,000	
Unbudgeted staff equity adjustments (1/2 year)	-\$30,250	
Secretary position/Writing Proficiency (ratified by board 11/09)	<u>-\$15,600</u>	-\$694,350

Expenditure Savings in FY 2010

Faculty and staff salaries (through attrition and not filling vacant positions)	\$170,000	
Small Business Development Center (5% reduction)	\$5,430	
Maintenance & operation/travel (2 1/2% reduction)	<u>\$75,000</u>	\$250,430
FY 2010 Contribution to State Appropriation Reduction	\$579,720	\$579,720

Revenue Changes in FY 2011

Proposed tuition and fee increase (estimated enrollment - 6,200)	\$2,008,323	
Proposed credit card service fee (2.2%)	\$175,000	
Reduction of incentive funds/2nd year of biennium	-\$161,400	
Anticipated additional revenue from MSU Foundation and Charitable Trust	<u>\$30,000</u>	\$2,051,923

New Expenditures in FY 2011

Continued faculty and staff compensation increase from FY 2010	-\$955,000	
Additional academic support services (offset by proposed new fee)	-\$150,000	
Athletics scholarship increases and medical claims	-\$150,000	
New Debt Service/Ligon Phase II (offset by Intercollegiate Athletics Fee)	<u>-\$500,000</u>	-\$1,755,000

Expenditure Savings in FY 2011

Faculty and staff salaries (through attrition and not filling vacant positions)	\$714,493	
Facilities project reductions	\$250,000	
Small Business Development Center (5% reduction)	\$8,144	
Maintenance & operation/travel (5% reduction)	<u>\$175,000</u>	\$1,147,637

FY 2011 Anticipated Increased Revenue Over Expenditures **\$1,444,560**

FY 2011 Contribution to State Appropriation Reduction **\$1,513,913**

Shortfall In Funding **-\$69,353**

Undergraduate Tuition and Fee Schedule Comparison

Fall 2009 to Fall 2010

~Assumes increase in designated tuition, energy surcharge, athletic fee and new academic support fee~

	Actual Fall 2009 15 Hours	Proposed Fall 2010 15 Hours	
State Tuition	\$ 750.00	\$ 750.00	
University Designated Tuition	1,404.00	1,448.25	<<<
Student Service Fee	232.50	232.50	
Technology Fee	330.00	330.00	
Student Union/Center Fee	35.00	35.00	
Energy Surcharge Fee	97.50	120.00	<<<
Library Fee	105.00	105.00	
Medical Service Fee	15.00	15.00	
Wellness Center Fee	15.00	15.00	
Publication Fee	5.00	5.00	
Recreational Center Fee	120.00	120.00	
International Education Fee	4.00	4.00	
Intercollegiate Athletics Fee		120.00	<<<
Academic Support Fee		60.00	<<<
Course Fees - average*	96.00	96.00	
	<u>\$ 3,209.00</u>	<u>\$ 3,455.75</u>	

Proposed Increase for 15 Hour Schedule

\$ 246.75

Percentage Increase over Fall 2009 ~ excluding athletic fee

3.950%

	<u>Actual Fall</u>	<u>Proposed</u>	<u>Increase over FALL</u>
University Designated Tuition	\$ 93.60	\$ 96.55	\$ 2.95
Student Service Fee	\$ 15.50	\$ 15.50	\$ -
Energy Surcharge	\$ 6.50	\$ 8.00	\$ 1.50
Library Fee	\$ 7.00	\$ 7.00	\$ -
Athletic Fee (started Spring 10 - \$5)	\$ -	\$ 9.00	\$ 9.00
Academic Support Fee	\$ -	\$ 4.00	\$ 4.00
			<u>\$ 17.45</u>

* Course Fee Average Based on 15 SCH:

Includes English, Mathematics, History, Business, Political Science

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

**Investment Committee
February 11, 2010**

The Board of Regents, Midwestern State University, met in regular session in the J. S. Bridwell Board Room, Hardin Administration Building, Wichita Falls, Texas, at 4:20 p.m., Thursday, February 11, 2010. Investment Committee members in attendance were Mr. Charles Engelman, Chairman; Mr. Shawn Hessing; Ms. Jane Spears; and Mr. Ben Wible. Other regents attending the meeting were Dr. Lynwood Givens, Dr. Carol Gunn, Mr. Stephen Gustafson; Mr. Munir Lalani, and Student Regent Lenny Benton.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Russell Long, Interim 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. 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; Mr. Roger Lee, General Counsel; 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; Ms. Cassie Slaybaugh, 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 news media were Mr. Chris Collins, reporter for *The Wichitan*, and Ms. Ann Work, reporter for the *Times Record News*.

Chairman Engelman called the meeting to order at 4:20 p.m.

Reading and Approval of Minutes

10-63. The minutes of the Finance and Audit Committee meeting November 5, 2009, were approved as presented.

Review and Acceptance of Investment Report

10-64. The administration recommended the first quarter 2010 Investment Report for acceptance. Mr. Engelman noted that this report was previously sent to the board by mail. He indicated that he was not pleased with the overall performance of the university's investments and that he would continue to work with Mr. Sandoval to find ways to improve the performance. Mr. Hessing noted that the university should be more proactive in looking at investment options; however he would not want to put capital at extreme risk.

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

Mr. Lalani commented that the reason he appointed an Investment Committee was to provide strong guidance to the administration, particularly with the investment of the funds that are now available from the Redwine Estate. Mr. Engelman added that Mr. Sandoval and Ms. Ferguson have done a great job with the university-held funds, particularly with the constraints under which they must operate.

Mr. Sandoval noted that the funds included in the investment report are the funds held by the university that must adhere to the strict requirements of the Texas Public Funds Investment Act. He added that the board and administration have more flexibility in the investment of the \$4 million in endowment funds. Those investments are currently managed through American National Bank.

There being no further discussion the motion was approved.

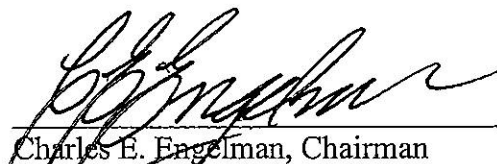
Investment Management Services/Redwine Estate

10-65. Mr. Engelman reported that the university continues to wait on a ruling from the Office of the Attorney General as to whether these funds are subject to the Texas Public Funds Investment Act or if they can be invested otherwise as an endowment. Ms. Barrow noted that the ruling is expected no later than April 11. Dr. Rogers stated that a report would be presented at the May board meeting.

Adjournment

The Investment Committee discussion concluded at 4:32 p.m.

Reviewed for submission:



Charles E. Engelman, Chairman
Midwestern State University
Board of Regents Investment Committee

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

**Personnel and Curriculum Committee
February 11, 2010**

The Board of Regents, Midwestern State University, met in regular session in the J. S. Bridwell Board Room, Hardin Administration Building, Wichita Falls, Texas, at 4:32 p.m., Thursday, February 11, 2010. 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, Mr. Stephen Gustafson, Mr. Shawn Hessing, Mr. Munir Lalani, and Student Regent Lenny Benton.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Russell Long, Interim 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. 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; Mr. Roger Lee, General Counsel; 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; Ms. Cassie Slaybaugh, 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 news media were Mr. Chris Collins, reporter for *The Wichitan*, and Ms. Ann Work, reporter for the *Times Record News*.

Chair Gunn called the meeting to order at 4:32 p.m.

Reading and Approval of Minutes

10-66. The minutes of the Personnel and Curriculum Committee meeting November 5, 2009, were approved as presented.

Faculty Report

10-67. Ms. Ann Medford, MSU Faculty Senate Chair, presented information to the board.

- A. The Faculty Senate met with Dr. Keith Williamson, University Physician, at their November meeting. Dr. Williamson presented an update on the H1N1 virus and vaccine.
- B. Several policies were approved, as well as a resolution supporting faculty development leaves and requesting that funding for the program be made a high priority.

- C. Dr. Rogers met with the Executive Committee and asked for their help in clarifying the salary increase detail with the campus community. He expressed his support for faculty development leaves and indicated they would be reinstated when funding was available. He also discussed the student faculty evaluation tool and indicated that a tool for on-line class evaluations would be developed.
- D. Dominique Calhoun made a presentation to the Senate about the university community service project "The House that Midwestern Built."
- E. Dr. Rogers recently met with the Executive Committee to provide an update on the provost search process and the budget reductions.
- F. Ms. Medford reported that she would attend the Texas Council of Faculty Senates meeting in Austin at the end of February and looked forward to announcing to the group that MSU is a tobacco free campus.

Mr. Engelman indicated that after reading *The Wichitan* there seemed to be a problem with the tobacco free policy. The article expressed the feelings of some of the students that the program isn't working and that they would prefer that an area 25 feet from each building be designated as a smoking area. He asked if Ms. Medford had received any negative feedback. Ms. Medford responded that smoking cessation programs have been offered every two or three months and that she had heard only positive feedback.

Mr. Lamb stated that a group of students are not happy with the tobacco free campus policy. He reminded the regents of the community response when Wichita Falls restaurants became smoke-free in the recent past. He noted that the approach the administration took was not to make it punitive because it is a very difficult habit to break. The goal of the program was not to ostracize or punish individuals, but rather to provide opportunities for individuals to change and to prevent students from beginning the habit.

Dr. Farrell reported that the students were partners with the administration in discussing and developing this program through the leadership of the Student Government Association. Dr. Rogers added the university previously had a policy which allowed smoking 20 feet away from each building. Unfortunately, it did not work. Dr. Rogers stated that the policy does not look to students for enforcement. However, it does indicate that if an individual shows blatant disregard for the policy the individual can be taken through the disciplinary process. He noted that when the policy was discussed with the Student Senate, an overwhelming majority of the students supported the policy.

Mr. Engelman stated that the administration should listen to the students and engage in a conversation with them about their concerns. Dr. Givens added that he read the article and heard the responses during this meeting. He expressed concern that he had not heard anyone say that they had spoken with the students who have objections and here is the outcome. Mr. Lamb responded that the administration is trying a nurturing approach and indicated that he sat down with this group of students within the last week to discuss their

concerns. Dr. Givens noted that while the administration may think it is nurturing, it is incumbent on administrators to listen to what the students are saying. Dr. Farrell added that the administration began the dialogue with the campus community one year before the policy went into effect. Dr. Givens indicated that communication must continue.

Mr. Lalani asked that the administration address the concerns expressed by the regents by making an extra effort to hear the students and give them a forum to express their thoughts. Mr. Lamb responded that a forum is scheduled for March 5 to include a panel discussion and open dialogue.

Mr. Lalani asked how the administration informs incoming students that this is a tobacco free campus. Dr. Farrell responded that all incoming students are informed during orientation and signs have been placed throughout campus.

Dr. Gunn noted that while it would be a difficult transition, it would eventually become a distinguishing factor for Midwestern State University.

Staff Report

10-68. Mr. Chris Gore, chairman of the MSU Staff Senate, reported that since the last board meeting the Staff Senate has had a successful on-campus scholarship fundraiser. Two scholarships will be awarded in the fall to assist staff members in starting or completing their education at MSU. Dominique Calhoun spoke to the Senate regarding the "House That Midwestern Built" and the senators volunteered to collectively work on this Habitat for Humanity project. The Executive Committee of the Staff Senate met with Dr. Rogers to receive information regarding the budget reductions and the governor's mandate.

Enrollment Report -- Spring 2010

10-69. The spring enrollment report was presented to the board as shown in Attachment 1. Dr. Clark noted that MSU's spring enrollment was 6,056 which is the highest spring enrollment in the history of the university. He added that 419 prospective students and 716 parents are registered to attend Mustangs Rally, which is scheduled for Saturday, February 13.

Small Class Report -- Spring 2010

10-70. A report on small class enrollment was presented to the board as shown in Attachment 2. Dr. Gunn noted that this is a preliminary report because the 20th class day was February 10. She added that the administration does not anticipate any significant changes.

Beginning and Last Day Enrollment Reports, Fall 2009 Semester

10-71. Dr. Gunn noted that this report was previously mailed to the board as required by Section 51.403(b) of the Texas Education Code. The report indicated a 96% course completion rate for the fall semester.

Review of Personnel Reports for FY 09-10 Budget

10-72. Dr. Gunn noted that these reports were presented for information only and appeared in the agenda document. Dr. Rogers stated that this was a routine report showing the

entering and exiting employees of the university. The summary for the year indicates the addition of 1.75 positions since the beginning of the fiscal year. Both positions were approved by the board in November.

House Bill 2504 Responsibility Designation

10-73. Dr. Gunn reported that House Bill 2504 requires that each university place information on its website regarding the syllabus and curriculum vitae for each course, as well as other specific information. The legislation requires the Board of Regents to designate an individual to be responsible for meeting this requirement. The administration recommended that the Provost (or Interim Provost) be the individual responsible for implementing HB 2504 at MSU. Dr. Long stated that a common template would be used for this information and that he was working closely with Information Systems and the university's Webmaster to meet the deadline. He noted that many faculty are already doing this, but there are a few for whom this will be a new experience.

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

Bachelor of Science in Interdisciplinary Engineering

10-74. Dr. Gunn reported that the administration recommended approval of a new baccalaureate degree program in Interdisciplinary Engineering as presented in the agenda document. This new major would cover multi-disciplines of engineering with a broader scope of knowledge in the disciplines. She added that no new faculty, facilities, or equipment would be required for the addition of this major. Dr. Long stated that this is one of those extremely rare situations where a new degree program can be offered without adding faculty, costs, or equipment.

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

Advised Admissions ~ 2010-2011

10-75. Dr. Gunn reminded the board that the university's admissions standards will increase in the fall 2011 and advised admissions will no longer be an admissions option. She added that during the 2010-2011 academic year students would continue to be admitted under advised admissions. In order to allow advised admissions students to participate in the Mustangs Guarantee Program (which requires a student to take 15 semester credit hours) during 2010-2011, the administration recommended increasing the current restriction on the number of hours an advised admissions student can take from 14 to 15 semester credit hours in the long term and from 3 to 6 semester credit hours each summer session.

Dr. Rogers noted that this action would carry the university requirements through the upcoming year until new admissions standards go into effect in 2011.

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

MSU Catalog Changes

10-76. Dr. Gunn stated that recommended changes to the MSU undergraduate and graduate catalogs were shown in the agenda. Dr. Long reported that the recommended changes related to the dental hygiene, mass communication, curriculum and instruction, health administration, and public administration programs. The changes are minimal and have been approved by the Academic Council.

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

MSU Policies and Procedures Manual Changes

10-77. The following changes to the *MSU Policies and Procedures Manual* were recommended for approval. The specific items were explained as shown below.

- A. Policy 1.2 – History – Dr. Gunn noted that the summary of the MSU History was being rewritten to reflect its new liberal arts designation and to restate the overall history in a clearer fashion. While a more concise version will be presented at a later date for inclusion in the *Policy Manual*, a longer version was presented for the board's information as shown in Attachment 3. Dr. Rogers stated that he would likely use this document in PEC mailouts and on the MSU website.
- B. Policy 2.338, University Boards, Councils & Committees – Honors Program Committee – changes to the makeup of this committee were recommended to facilitate effective functioning of the committee. Dr. Long added that rather than having one faculty representative from each academic college, the committee would be made up of six faculty representatives who are experienced in teaching in the honors program.
- C. Policy 3.327, Retirement: Faculty Staff – a minor change in the policy was recommended to reflect current procedures related to the presentation of retirement awards. The recommended policy was modified slightly after the agenda was printed. The final recommended policy is shown in Attachment 4.

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

Office of the Provost – Search Process and Office Staffing

10-78. Mr. Lalani suggested that this item be tabled until the Friday meeting, given the lateness of the hour.

Adjournment

There being no further business, the Personnel and Curriculum Committee discussion concluded at 5:11 p.m.

Reviewed for submission:



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

ATTACHMENTS:

1. Spring 2010 Enrollment Report
2. Spring 2010 Small Class Report
3. MSU History
4. Policy 3.327 (REVISED)

*Enrollment Report***Spring 2010**

	2009	2010
Beginning Freshmen	43	46
Re-Enrolling Freshmen	868	871
Sophomore	1,086	1,220
Junior	1,264	1,283
Senior	1,816	1,910
Graduate/Post-Baccalaureate	<u>708</u>	<u>726</u>
TOTAL	5,785	6,056

Enrollment **+4.68%****Semester Credit Hours** **+2.96%**

Class Report

Course Sections Offered, Spring 2010**

Class Level	Method of Instruction	Number of Sections	Percent of Total Sections
Undergraduate	Independent Study	43	4.0%
	Laboratory	199	18.3%
	Lecture	583	53.6%
	Combined Lecture & Lab	140	12.9%
	Practicum	79	7.3%
	Private Lesson	34	3.1%
	Seminar	8	0.7%
	Seminar/Laboatory	1	0.1%
	Total	1087	100%
	Small Classes*	47	4.3%
Graduate	Independent Study	20	10.5%
	Laboratory	10	5.2%
	Lecture	98	51.3%
	Combined Lecture & Lab	5	2.6%
	Lecture/Practicum	7	3.7%
	Practicum	7	3.7%
	Seminar	14	7.3%
	Thesis	30	15.7%
	Total	191	100%
	Small Classes*	7	3.7%

*Classes having enrollments below the established minima of ten (10) students for undergraduate classes and five (5) students for graduate classes on the twentieth class day, excluding courses identified as independent study, lecture, thesis, practicum, apprenticeship, internship, etc.

**Please note that the course enrollment figures were calculated prior to 20th day.

Midwestern State University History

Since the institution's founding in 1922, Midwestern State University has grown from a small municipal junior college sharing faculty and classrooms with a city high school to an independent state university with six academic colleges and a student body of 6300. The school's eighty-five-year history is a chronicle of growth and change.

In the spring of 1921, community leaders began discussing the merits of incorporating a junior college into a new central high school being planned for the city. Taking advantage of the legislature's recent passage of the Junior College Enabling Act, those favoring the idea called for a referendum to establish a tax district. In May 1922, voters gave their approval. Instead of waiting for the new school to be completed, city leaders immediately moved forward. On September 11, 1922, Wichita Falls Junior College (WFJC), the second municipal junior college organized in Texas, began offering classes on the top floor of the existing high school on Broad Street. In 1924 it was moved to the new school on Avenue H, where WFJC continued to hold classes alongside the city high school well into the next decade.

The year 1937 proved an especially important date in the school's history, for in that year the college became a discrete physical entity when it moved from Avenue H to a 40-acre tract that would become its permanent home. In the same year its name was changed to Hardin Junior College in honor of a prominent Wichita County couple, Mr. and Mrs. John G. Hardin, who dedicated a portion of their foundation to the college. Carved from a large residential plot known as Country Club Estates on the south side of the city, the land lay in a wheat field at the end of a street named Taft. The first structure to be occupied was the Hardin Building. A stately bell tower bearing the building's Romanesque style architecture would become the school's most identifiable landmark and be imprinted upon its seal. In succeeding years as new structures were erected, regents strove to maintain architectural unity with the Hardin Building, most notably through the use of stone arches and tracery and in the selection of bricks for building exteriors. It is a practice that continues unto today and the basis of the claim by some visitors to campus that Midwestern is one of the most beautiful universities in Texas.

In the years immediately following World War II, growth and change continued. The most significant development of the period came in 1946 with the addition of a senior division and an accompanying change of name. The new division would be known as Hardin College, with the junior division continuing as Hardin Junior College. In 1950, regents changed the name of the senior division to Midwestern University. The intention was to emphasize the school's geographical location and its status as a four-year institution. What followed in 1961 would forever transform the institution, both with respect to its academic programming and its funding and financial stability. In that year the Texas legislature voted to admit Midwestern University to the Texas Colleges and Universities System. The new affiliation meant an end to the school's junior college division and the beginning of its life as a senior public university.

In the mid-1970s, enrollment declined. Though Midwestern had shed its identity as a private university more than a decade earlier, some citizens continued to think of it as a private university, not an affordable public one. The president believed that if the institution could rid itself of the misconception, enrollment might rise. The means would be straightforward: the addition of the word *state* to the school's name. Thus, in 1975, by a vote of the board of regents, Midwestern University became Midwestern State University. And thus it has remained for the past thirty-five years.

In the first decade of the 21st century, the university has continued its tradition of growth and change. Among the noteworthy developments of the period are these: a record enrollment of 6500 students for the first time in the school's history; the election of the university into the Council of Public Liberal Arts Colleges (COPLAC) and the school's subsequent change of description in the Texas Education Code as a public liberal arts university; the addition of mechanical engineering to the school's academic programming and the founding of the McCoy School of Engineering; the redesign and renovation of Fowler Hall and its change of name to McCoy Hall; the dedication of the Juanita and Ralph Harvey School of Visual Arts; the first extensive renovation of Ligon Coliseum/Hall since its opening in 1968; the founding of the Dalquest Research Site in the Trans-Pecos region; the designation by *Consumer's Digest* as the #1 Value in Higher Education Among Public Universities in 2007; and the building of several new structures on campus, including Dillard College of Business Administration, Fain Instrumental Music Building, the Bruce and Graciela Redwine Student Wellness Center, and two apartment-style student residences. In the same period the university has acquired several important properties: the Wichita Falls Museum and Art Center (now the Wichita Falls Museum of Art at Midwestern State University), the Episcopal School on Louis Rodriguez Drive, Harvey House on Hamilton Boulevard (a gift from the estate of Mrs. Nancy Dillard Harvey), and a sizable tract of land in the Trans-Pecos region of Texas (a gift from Mrs. Rose Carpenter Dalquest, widow of Dr. Walter Dalquest, noted MSU professor and field biologist).

Two final details in the school's history bear noting. Over the eighty-five years since its founding, the school has been served by only ten presidents. And today, while many of its fellow state institutions have been absorbed into large university systems, Midwestern State University remains an *independent* university—one of only four among the state's thirty-five senior public institutions with its own board of regents. Constancy in the midst of growth and change is also a part of the history of Midwestern State University.

(The university wishes to express its gratitude to Dr. Everett Kindig, author of *Midwestern State University: The Better Part of a Century*, published in 2001 by the MSU Press, for providing a fine resource for this text.)

3.327 RETIREMENT: FACULTY AND STAFF

Date Adopted/Most recent Revision: 2/13/09

A. Purpose

This policy establishes criteria for granting privileges and presenting awards to faculty and staff upon their retirement from Midwestern State University.

B. Retirement Age

No mandatory retirement age exists (TX Labor Code 21.102).

C. Eligibility Criteria

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

D. Retiree Privileges

In recognition of their service to the university, faculty and staff who meet the above prerequisites will receive permanent identification cards. These cards will allow access to the MSU library and admission to university events, including all regular season athletic events.

E. Retirement Service Awards

Awards will be made as follows:

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

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

F. Presentation of Awards

Retirement service awards will be presented by the Human Resources Department at ~~an annual retirement function.~~

G. Retirement Receptions

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

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

**Student Services Committee
February 11, 2010**

The Board of Regents, Midwestern State University, met in regular session in the J. S. Bridwell Board Room, Hardin Administration Building, Wichita Falls, Texas, at 5:11 p.m., Thursday, February 11, 2010. Student Services Committee members in attendance were Mr. Stephen Gustafson, Mr. Shawn Hessing, and Mr. Ben Wible. In the absence of Ms. Farris, Mr. Lalani chaired the committee meeting. Other regents attending the meeting were Mr. Charles Engelman, Dr. Lynwood Givens, Dr. Carol Gunn, Ms. Jane Spears, and Student Regent Lenny Benton.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Russell Long, Interim 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. 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; Mr. Roger Lee, General Counsel; 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; Ms. Cassie Slaybaugh, 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 news media were Mr. Chris Collins, reporter for *The Wichitan*, and Ms. Ann Work, reporter for the *Times Record News*.

Acting Chairman Lalani called the meeting to order at 5:11 p.m.

Reading and Approval of Minutes

10-79. The minutes of the Student Services Committee meeting November 5, 2009, were approved as presented.

Student Government Report

10-80. Mr. Lenny Benton, Student Regent and Vice President of the MSU Student Government Association (SGA), reported on the following activities:

- A. The officers have focused on improving the image and visibility of the SGA. The senators were given t-shirts, a banner was purchased to hang over the SGA office door, and the group partnered with *The Wichitan* to include articles in the paper concerning SGA activities. Attendance at Student Senate meetings has improved during the year.

- B. While some students have voiced their opinion against the "Smoke Free Campus," a number of activities have been held in support of smoking cessation. Mr. Benton noted that this would be a process for the campus community.

Housing Rates

10-81. Housing rates for the fall 2010, spring 2011, and summer 2011 were recommended for approval as shown in the agenda document. Mr. Lamb noted that the increases were relatively small. He added that Bridwell Courts would likely be changed to a family and graduate student housing facility in the fall, to meet increased demand for that type of housing on campus. Mr. Lamb noted that the rent for all facilities includes utilities, internet service, telephone, and cable television. He indicated that they worked to keep the rate increases to a minimum and that the recommended rates are comparable with the local market.

Mr. Lalani noted that Sundance Court rates were recommended to increase the least. He asked if this was an indication that the rates were too high when the facility opened. Mr. Lamb responded that he did not think the rates were too high, particularly with the high occupancy this year. However, the rent is close to the upper end of what can be charged for the facility and the administration does not believe it should be increased much more at this time.

Dr. Givens asked if the administration had looked at the cost savings that might be achieved by reducing the rent and charging the renters for the utilities. Mr. Lamb responded that they had discussed various options in the past, such as the university paying the first \$30-35 of the monthly utility cost with the renters paying the balance. He noted that apartments in Sunwatcher Village and Sundance Court are already individually metered. Dr. Givens suggested that the administration look at the possible cost savings that could be achieved to determine if it would be an option worth pursuing.

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

Dining Service Rates

10-82. Dining service rates for summer 2010, fall 2010, and spring 2011 were recommended for approval as shown in the agenda document. Mr. Lamb praised Aramark for the work they did in helping the administration keep the costs down.

Mr. Gustafson moved approval of the rates as presented. Mr. Hessing seconded the motion.

Mr. Lalani asked how often the administration compares MSU's meal plan rates with those of other Texas universities. Mr. Lamb responded that a room and board survey is put together by Texas State University each year. He added that MSU housing rates are below median and mean, while MSU dining services rates are right at median and mean.

There being no further discussion the motion was approved.

Adjournment

The Student Services Committee discussion concluded at 5:22 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, Acting Chairman
Midwestern State University
Board of Regents Student Services Committee

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

**University Development Committee
February 11, 2010**

The Board of Regents, Midwestern State University, met in regular session in the J. S. Bridwell Board Room, Hardin Administration Building, Wichita Falls, Texas, at 5:22 p.m., Thursday, February 11, 2010. University Development Committee members in attendance were Mr. Stephen Gustafson, Chairman; Dr. Carol Gunn, and Ms. Jane Spears. Other regents attending the meeting were Mr. Charles Engelman; Dr. Lynwood Givens, Mr. Shawn Hessing, Mr. Munir Lalani, Mr. Ben Wible, and Student Regent Lenny Benton.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Russell Long, Interim 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. 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; Mr. Roger Lee, General Counsel; 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; Ms. Cassie Slaybaugh, 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 news media were Mr. Chris Collins, reporter for *The Wichitan*, and Ms. Ann Work, reporter for the *Times Record News*.

Chairman Gustafson called the meeting to order at 5:22 p.m.

Reading and Approval of Minutes

10-83. The minutes of the University Development Committee meeting November 5, 2009, were approved as presented.

Summary of Financial Support 9/1/09 – 1/15/10

10-84. This report was presented in the agenda document as a point of information only. Mr. Gustafson noted the following:

- A. MSU received two distributions from the estate of Bruce Redwine totaling \$1,957,999. To date, a total of \$9,619,831 has been received from the estate.
- B. The Dillard College of Business Administration received \$1,000,000 from the Dillard Family Foundation.
- C. MSU's respiratory care program received \$116,300 from the Bryant Edwards Foundation.

Mr. Gustafson reminded board members that thank you notes were available for regents to send to university donors as they feel appropriate. Ms. Spears asked Ms. Barrow to provide the regents with Charlye Farris' mailing address.

Adjournment

The University Development Committee discussion concluded at 5:28 p.m.

Reviewed for submission:



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

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

**Athletics Committee
February 11, 2010**

The Board of Regents, Midwestern State University, met in regular session in the J. S. Bridwell Board Room, Hardin Administration Building, Wichita Falls, Texas, at 5:28 p.m., Thursday, February 11, 2010. Athletics Committee members in attendance were Mr. Ben Wible, Chairman; Mr. Stephen Gustafson; and Mr. Shawn Hessing. Other regents attending the meeting were Mr. Charles Engelman, Dr. Lynwood Givens, Dr. Carol Gunn, Mr. Munir Lalani, Ms. Jane Spears, and Student Regent Lenny Benton.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Russell Long, Interim 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. 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; Mr. Roger Lee, General Counsel; 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; Ms. Cassie Slaybaugh, 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 news media were Mr. Chris Collins, reporter for *The Wichitan*, and Ms. Ann Work, reporter for the *Times Record News*.

Chairman Wible called the meeting to order at 5:28 p.m.

Reading and Approval of Minutes

10-85. The minutes of the Athletics Committee meeting November 5, 2009, were approved as presented.

Athletics Status Report

10-86. Mr. Charlie Carr presented information concerning the athletics program.

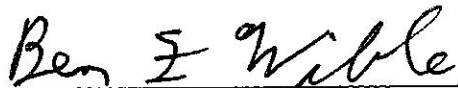
- A. During the recent NCAA convention the Lone Star Conference member schools voted to reduce the number of allowed competitions for fall and spring sports by one. One week of vacation during the Christmas holiday was added for the winter sports. These steps were taken in an attempt to provide balance for the student-athletes.
- B. The MSU Athletics program currently ranks 37th in the Sears Directors Cup. The standings are based on how well the program does in each sport throughout the year.

Dr. Rogers asked about football recruiting. Mr. Carr responded that the program had a 98% positive return on its offers.

Adjournment

There being no further business, the Athletics Committee discussion concluded at 5:32 p.m. Dr. Rogers noted that school would open at 10 a.m. Friday morning because of the bad weather. It was agreed that the board meeting Friday morning would begin at 9:30 a.m. rather than 9:00 a.m.

Reviewed for submission:

A handwritten signature in cursive script that reads "Ben F. Wible". The signature is written in dark ink and is positioned above a horizontal line.

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

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

**Committee of the Whole
February 11, 2010**

The Board of Regents, Midwestern State University, met in regular session in the J. S. Bridwell Board Room, Hardin Administration Building, Wichita Falls, Texas, at 1:30 p.m., Thursday, February 11, 2010. Regents in attendance were Mr. Munir Lalani, Chairman; Dr. Carol Gunn, Vice Chair; Dr. Lynwood Givens, Secretary; Mr. Charles Engelman; Mr. Stephen Gustafson; Mr. Shawn Hessing; Ms. Jane Spears; Mr. Ben Wible; and Student Regent Lenny Benton. Ms. Charlye Farris was unable to participate in the meeting due to illness.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Russell Long, Interim 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. 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; Mr. Roger Lee, General Counsel; 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; Mr. Kyle Owen, Assistant Director of Physical Plant; Ms. Gail Ferguson, Controller; Ms. Valarie Maxwell, Director of Budget and Management; Ms. Cassie Slaybaugh, 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 news media were Mr. Chris Collins, reporter for *The Wichitan*, and Ms. Ann Work, reporter for the *Times Record News*.

Chairman Lalani called the meeting to order at 1:33 p.m. Dr. Farrell presented the invocation and Ms. Buss introduced the guests.

Opening Comments

Mr. Lalani welcomed everyone to the meeting and expressed appreciation for their attendance. He indicated that Ms. Farris was still in the hospital in Dallas. Dr. Gunn indicated that she had visited with Charlye earlier in the week and she seemed to be getting stronger.

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.

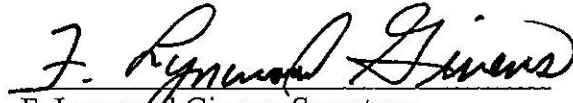
Resolutions

10-49. Mr. Lalani reported that no resolutions were recommended for approval at this time and no action was necessary.

Adjournment

There being no further business, the meeting adjourned at 1:37 p.m.

Reviewed for submission:

A handwritten signature in cursive script, reading "F. Lynwood Givens", written over a horizontal line.

F. Lynwood Givens, Secretary
Midwestern State University
Board of Regents

**MINUTES
BOARD OF REGENTS
MIDWESTERN STATE UNIVERSITY**

February 12, 2010

The Board of Regents, Midwestern State University, met in regular session in the J. S. Bridwell Board Room, Hardin Administration Building, Wichita Falls, Texas, at 9:30 a.m., Friday, February 12, 2010. Regents in attendance were Mr. Munir Lalani, Chairman; Dr. Carol Gunn, Vice Chair; Dr. Lynwood Givens, Secretary; Mr. Charles Engelman; Mr. Stephen Gustafson; Mr. Shawn Hessing; Ms. Jane Spears; Mr. Ben Wible; and Student Regent Lenny Benton.

Administrative staff members present included Dr. Jesse W. Rogers, President; 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. 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. Roger Lee, General Counsel; 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. Gail Ferguson, Controller; Ms. Janus Buss, Director of Public Information and Marketing; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the news media was reporter Ann Work, Wichita Falls *Times Record News*.

Chairman Lalani called the meeting to order at 9:34 a.m. Ms. Medford presented the invocation and Ms. Buss introduced the guests. Mr. Lalani expressed appreciation to the board for their participation in the committee meetings. He indicated that the board's thoughts and prayers were with Regent Charlye Farris as she is hospitalized in Dallas.

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

10-87 & 88. Minutes of the regular Board of Regents meetings November 5 and 6, 2009, were approved as presented.

Executive Committee Report

Mr. Lalani noted the items presented at the Executive Committee Meeting for committee approval and information only, and the item discussed with no action taken. Information concerning these items can be found in the minutes of the Executive Committee meeting held February 11, 2010.

Item Presented for Committee Approval Only

10-50. Committee Minutes, 11/5/09 – approved by Committee as presented.

Item Presented for Information Only

10-54. Campus Master Plan

Item Discussed/No Action Taken

10-53. Energy Conservation Project

Executive Committee Consent Agenda

Mr. Lalani presented the items approved by the Executive Committee and placed on the Consent Agenda for consideration by the board.

10-51. Ligon Coliseum Renovation Project – authorized the administration to conduct interviews with W.B. Kibler Construction of Dallas and M&F Litteken of Wichita Falls and to select one of these firms as Construction Manager at Risk for the Ligon Renovation Project – Phase II.

10-52. Women's Softball Field Locker Room Project – authorized the administration to conduct interviews with W.B. Kibler Construction of Dallas and M&F Litteken of Wichita Falls and to select one of these firms as Construction Manager at Risk for this project.

Mr. Lalani asked if there were items any member wanted to remove from the Consent Agenda. There being none, Dr. Gunn seconded Mr. Lalani's motion to approve the Consent Agenda as presented. The motion was approved.

Finance and Audit Committee Report

Mr. Hessing noted the item presented at the Finance and Audit Committee Meeting for committee approval only and the item discussed with no action taken. Information concerning these items can be found in the minutes of the Finance and Audit Committee meeting held February 11, 2010.

Item Presented for Committee Approval Only

10-55. Committee Minutes, 11/5/09 – approved by Committee as presented.

Item Discussed/No Action Taken

10-60. Change in Study Abroad Program Fees

Finance and Audit Committee Consent Agenda

Mr. Hessing presented the items approved by the Finance and Audit Committee and placed on the Consent Agenda for consideration by the board.

10-56. Review and Acceptance of Financial Reports – accepted the Annual Financial Report for the year ended August 31, 2009, as well as the monthly financial reports for September through December, 2009, as presented.

10-56.1 Bank Depository and Pledge of Collateral Agreement – authorized the administration to contract with JP Morgan Chase for bank depository, collateral services, and custodial, safekeeping services for the four-year period beginning March 1, 2010 and ending February 28, 2014.

10-57. FY 09-10 Item \$50,000 & Under Approved by President – ratified change as presented.

10-58. Salary/Title/Position Changes in FY 09-10 Budget Approved per Board Authorization – ratified changes as presented.

10-59. Faculty Position 10-11 Budget – Respiratory Care – authorized the administration to initiate a search for a respiratory care faculty member as presented.

10-60.1 Credit Card Service Fee – authorized that a credit card service fee of 2.75% of the payment amount be charged to individuals who choose to make payments on university accounts with a credit card, effective September 1, 2010.

10-61. Reduction in Appropriations for the 2010-11 Biennium – authorized the administration to address the required return of \$1,744,694 in appropriated funds to the state treasury by identifying funds through reductions in maintenance and operations, travel, facilities projects, and personnel costs during FY 10 and FY 11, as presented.

10-62. Budget Discussion 10-11/Tuition and Fee Review/Proposed Increases and New Fee – authorized the following changes in tuition and fees beginning with the fall 2010 semester as presented:

- A. Increase University Designated Tuition by \$2.95 per semester credit hour.
- B. Increase the Energy Surcharge by \$1.50 per semester credit hour.
- C. Add an Academic Support Services Fee in the amount of \$4.00 per semester credit hour.
- D. Increase the Intercollegiate Athletics Fee by \$4.00 per semester credit hour.

Mr. Lalani asked if there were items any member wanted to remove from the Consent Agenda. There being none, Ms. Spears seconded Mr. Hessing's motion to approve the Consent Agenda as presented. The motion was approved.

Investment Committee Report

Mr. Engelman noted the items presented at the Investment Committee Meeting for committee approval and information only. Information concerning these items can be found in the minutes of the Investment Committee meeting held February 11, 2010.

Item Presented for Committee Approval Only

10-63. Committee Minutes, 11/5/09 – approved by Committee as presented.

Item Presented for Information Only

10-65. Investment Management Services/Redwine Estate

Investment Committee Consent Agenda

Mr. Engelman presented the item approved by the Investment Committee and placed on the Consent Agenda for consideration by the board.

10-64. Review and Acceptance of Investment Report – accepted the first quarter 2010 Investment Report as presented.

Mr. Lalani asked if any member would like to remove this item from the Consent Agenda. There being none, Mr. Wible seconded Mr. Engelman's motion to approve the Consent Agenda as presented. The motion 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, as well as an item removed from the agenda and an item tabled until the full board meeting Friday. Information concerning these items can be found in the minutes of the Personnel and Curriculum Committee Meeting held February 11, 2010.

Item Presented for Committee Approval Only

10-66. Committee Minutes, 11/5/09 – approved by Committee as presented.

Items Presented for Information Only

10-67. Faculty Report

10-68. Staff Report

10-69. Enrollment Report – Spring 2010

10-70. Small Class Report – Spring 2010

10-71. Beginning and Last Day Enrollment Reports, Fall 2009 Semester

10-72. Review of Personnel Reports for FY 09-10 Budget

Item Removed from the Agenda

10-77a. *Policy Manual* Change – Policy 1.2 - History

Item Not Considered/Tabled Until Full Board Meeting

10-78. Office of the Provost – Search Process and Office Staffing

Personnel and Curriculum Committee Consent Agenda

Dr. Gunn presented the items approved by the Personnel and Curriculum Committee and placed on the Consent Agenda for consideration by the board.

10-73. House Bill 2504 Responsibility Designation – designated the MSU Provost (or Interim Provost) as the individual responsible for implementing this legislation at MSU.

- 10-74. Bachelor of Science in Interdisciplinary Engineering – approved offering this new degree program, contingent on approval by the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools (SACS).
- 10-75. Advised Admissions – 2010-11 – increased the Advised Admissions enrollment restriction from 14 to 15 semester credit hours for each long term and from three to six semester credit hours for each summer session.
- 10-76. MSU Catalog Changes – approved changes to the MSU undergraduate and graduate catalogs as presented.
- 10-77. *MSU Policies and Procedures Manual* Changes – approved changes to the following policies as presented:

B. Policy 2.338 – Honor's Program Committee

C. Policy 3.327 – Retirement: Faculty and Staff

Mr. Lalani asked if there were items any member wanted to remove from the Consent Agenda. There being none, Dr. Givens seconded Dr. Gunn's motion to approve the Consent Agenda as presented. The motion was approved.

Student Services Committee Report

Mr. Lalani 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 11, 2010.

Item Presented for Committee Approval Only

- 10-79. Committee Minutes, 11/5/09 – approved by Committee as presented.

Item Presented for Information Only

- 10-80. Student Government Report

Student Services Committee Consent Agenda

Mr. Lalani presented the items approved by the Student Services Committee and placed on the Consent Agenda for consideration by the board.

- 10-81. Housing Rates – approved rates as presented.

- 10-82. Dining Service Rates – approved rates as presented.

Mr. Lalani asked if there were items any member wanted to remove from the Consent Agenda. There being none, Mr. Gustafson seconded Mr. Lalani's motion to approve the Consent Agenda as presented. The motion was approved.

University Development Committee Report

Mr. Gustafson noted the items presented at the University Development Committee Meeting for committee approval and information only. Information concerning these items can be found in the minutes of the University Development Committee Meeting held February 11, 2010.

Item Presented for Committee Approval Only

10-83. Committee Minutes, 11/5/09 – approved by Committee as presented.

Item Presented for Information Only

10-84. Summary of Financial Support 9/1/09 – 1/15/10

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 11, 2010.

Item Presented for Committee Approval Only

10-85. Committee Minutes, 11/5/09 – approved by Committee as presented.

Item Presented for Information Only

10-86. Athletics Status Report

Other Business

Mr. Lalani noted that the next items would be discussed in closed session and asked Dr. Rogers to proceed with his report.

President's Report and Discussion

10-91. Dr. Rogers presented the following information.

- A. THECB Committee on Higher Education Cost Efficiencies – Dr. Rogers reported that this committee was formed at the request of Governor Perry. He noted that he was pleased to be asked to serve with other university administrators and faculty, business people, and THECB board members and staff. He distributed a copy of a presentation that was recently presented to the group by the National Center for Higher Education Management Systems (NCHEMS) (see Attachment 1). He reported that NCHEMS is an organization whose mission is to improve strategic decision making in higher education throughout the United States and abroad. The report showed that Texas produces less than the average number of graduates for the dollars spent. Dr. Rogers noted that the committee is looking for ways to make higher education more efficient and to achieve better results. He stated that of the students entering post-secondary education, there is a tremendous amount of leakage, that is, the loss of students who enter a university but never earn a degree.

- B. THECB Space Usage Efficiency Report – Dr. Rogers distributed a report prepared by THECB regarding space utilization on university campuses (see Attachment 2). He indicated that THECB looks at university space, program offerings, utilization of space, and other factors to determine space usage efficiency at institutions of higher education. MSU's score for use of classrooms was 83 and the MSU score for use of class laboratories was 76, for an overall score of 159. This is in the acceptable range and is something the administration has worked to achieve. Dr. Rogers pointed out that the University of Texas at Austin's overall score was also 159.
- C. Legislative Update – Dr. Rogers asked Ms. Barrow to provide this information. Ms. Barrow stated that she and Dr. Rogers recently attended a meeting with Rep. Dan Branch, Chairman of the House Higher Education Committee. Rep. Branch reported that higher education institutions were being asked to return \$600 million to the state. He commented that the rainy day fund at that time was \$8.2 billion and that the state was facing a deficit of \$11-15 billion going into the next session of the legislature. Rep. Branch encouraged universities to be more efficient, more productive, more technology driven, and more customer oriented. He asked that universities reduce the barriers for community college transfers and to retain more students. The interim charges for the house and senate have recently been distributed and include review of the following topics: financial aid, tuition and fee waivers and exemptions, the cost of instructional materials, capital improvement funding mechanisms, the core curriculum, improving developmental education, and academic advising. Dr. Rogers thanked Ms. Barrow for her work in government relations.
- D. Campus Volunteerism and Support for Haitian Relief Efforts - Dr. Rogers asked Mr. Lamb to report on this matter. Mr. Lamb reported that 15 student organizations are actively participating in programs to raise money and supplies for Haitian relief efforts. The money and supplies are being donated through organizations such as Doctors Without Borders, UNICEF, Excellence in Giving, the American Red Cross, and the Salvation Army. Mr. Lamb added that MSU is currently partnering with Habitat for Humanity and working on the "House that Midwestern Built." The project began last month and will continue until the home is complete. Mr. Carr added that all of the athletics teams are assisting with this project.

Executive Session

Mr. Lalani announced that the board would go into executive session at 10:11 a.m. to discuss item 10-78 (Office of the Provost/Search Process and Office Staffing); item 10-89 (Deliberations About Real Property); and item 10-90 (University President's Annual Performance, Compensation and Contract Review), as allowed by Texas Government Code Chapter 551, Section 551.072, Real Property, and Section 551.074, Personnel Matters. The board members participated in the entire executive session. Dr. Rogers remained for the first hour and the last 45 minutes of the closed session. Ms. Barrow was asked to remain for discussion of items 10-78 and 10-89, and Dr. Farrell, Mr. Lee, and Mr. Sandoval were asked to remain for discussion of item 10-89.

Open Session

At 1:18 p.m. the executive session concluded with an announcement by Mr. Lalani that the only items discussed were the items announced and no votes were taken.

Office of the Provost – Search Process and Office Staffing

10-78. Mr. Hessing made the following motion:

- a. That Dr. Russell Long continue as Interim Provost during the search for a new Provost, that he be allowed to reduce the number of days per week that he is on campus, and that his pay be adjusted accordingly.
- b. That Dr. Bob Clark be asked to handle some of the routine business of the Provost's Office when Dr. Long is not on campus and that Dr. Clark be given an appropriate monthly stipend for this additional work.
- c. That the board authorize the president to submit a Request for Proposals for a professional search firm to assist with the search for a new Provost and provide the information regarding the proposals at a future meeting of the board.

Mr. Gustafson seconded the motion and it was approved.

Deliberations About Real Property

10-89. No action was taken regarding this item.

University President's Annual Performance/Compensation and Contract Review

10-90. Dr. Givens stated that while Dr. Rogers has one year remaining on his current contract, he recommended that Dr. Jesse Rogers be offered a new contract as President of Midwestern State University for a three-year period beginning September 1, 2010 and extending through August 31, 2013. He further recommended that the board authorize the chairman of the board to work with the chairman of the Finance and Audit Committee and the chairman of the President's Performance Review Committee to develop an appropriate deferred compensation package to recognize Dr. Rogers for his outstanding work.

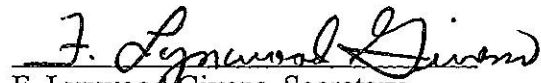
Dr. Gunn seconded the motion and it was approved. The board expressed its appreciation to Dr. Rogers for his service to Midwestern State University. Dr. Rogers thanked the board for their continued confidence in his leadership.

Closing Comments


Mr. Lalani noted that the term of service for Mr. Gustafson, Mr. Wible, and himself would conclude February 25, or whenever the governor appointed replacement regents. The three gentlemen commented on the privilege they felt in being appointed to the Board of Regents of Midwestern State University. They thanked Dr. Rogers and his staff for their efforts in providing information and support to the board. They also expressed appreciation to the faculty, staff, and student body and their representatives for their commitment to MSU. They encouraged the remaining regents to continue to provide leadership and guidance for the university. Dr. Rogers noted that the retiring regents would be invited to dinner in May so that they could be appropriately recognized.

Adjournment

There being no further business, the meeting was adjourned at 1:34 p.m. The next regularly scheduled meetings of the Board of Regents will be Thursday and Friday, May 13 and 14, 2010.


F. Lynwood Givens, Secretary

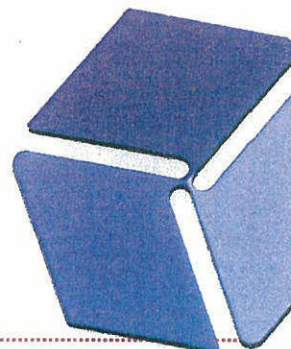
I, F. Lynwood Givens, the fully appointed and qualified Secretary of the Midwestern State University Board of Regents, hereby certify that the above and foregoing is a true and correct copy of the minutes of the Midwestern State University Board of Regents meeting February 12, 2010.


F. Lynwood Givens, Secretary

ATTACHMENTS:

1. National Center for Higher Education Management Systems (NCHEMS) Presentation on Efficiency
2. THECB Space Usage Efficiency Report

Perspectives on Efficiency



Presented to
Advisory Committee on Higher Education Cost Efficiencies
Austin, Texas
February 9, 2010



NCHEMS

National Center for Higher Education Management Systems
3035 Center Green Drive, Suite 150
Boulder, Colorado 80301

Two Views of Efficiency

1. Cutting Costs
 - Reducing expenditures
 - Ignoring considerations of degree production
2. Getting more output per unit of input
 - Expenditure may or may not be reduced
 - Objective is to maximize results within limits of available resources



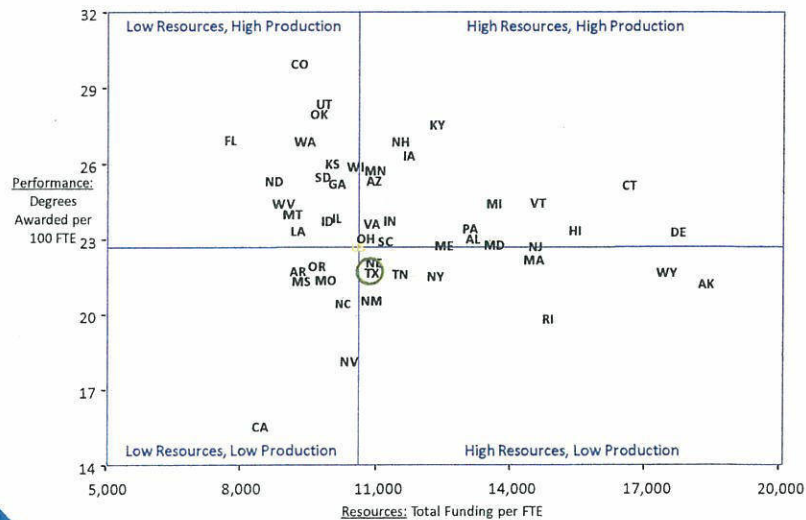
NCHEMS

Unit of Analysis – Where Do You Focus?

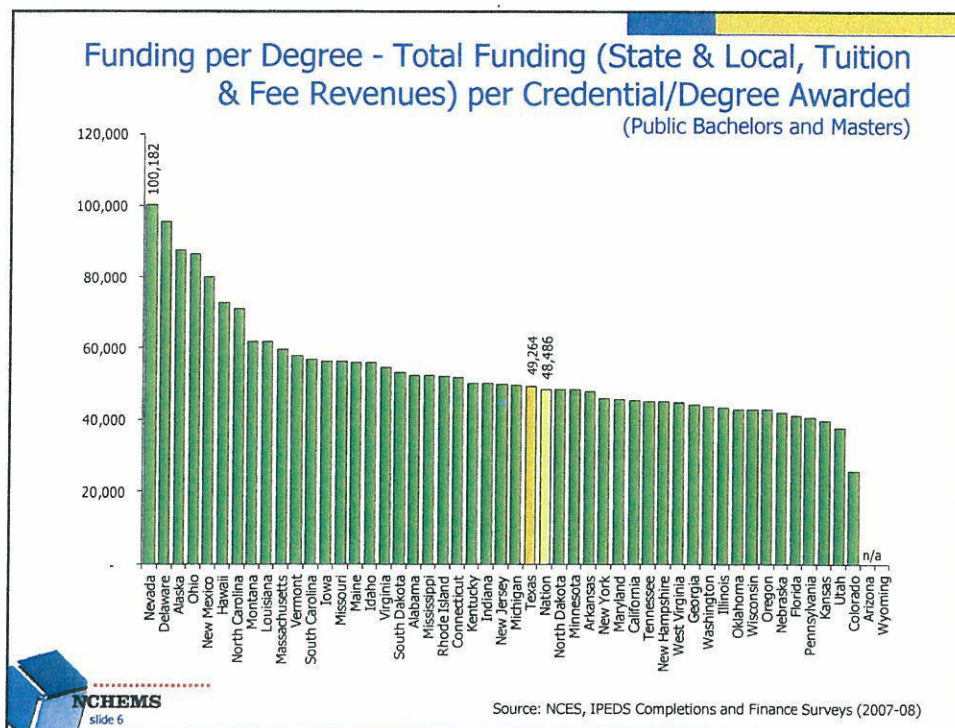
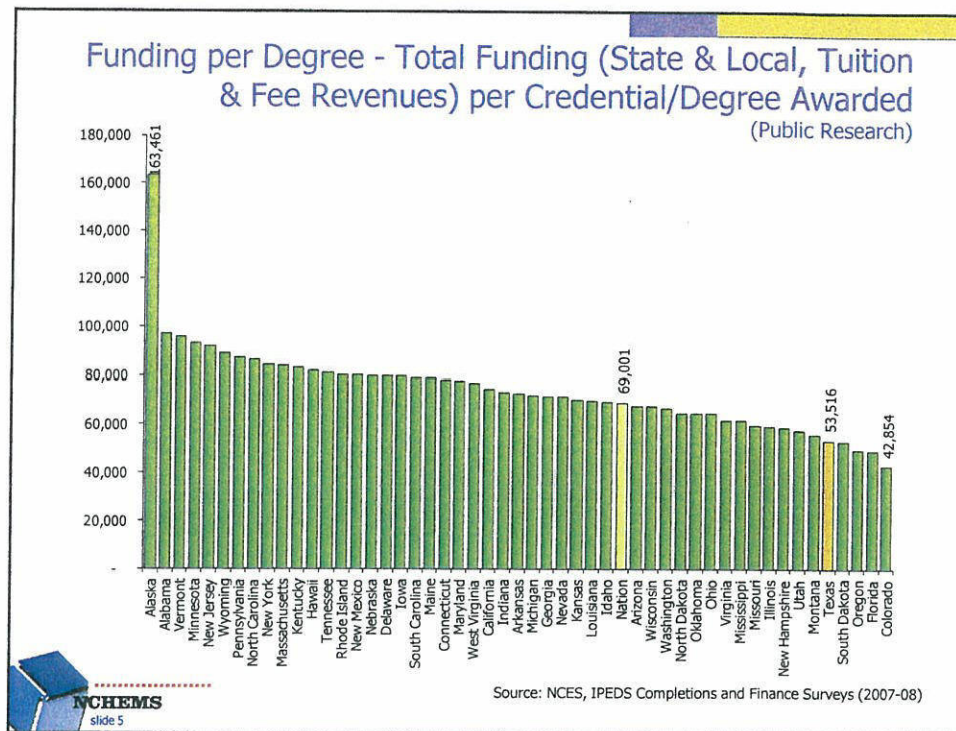
- State – across systems
- Systems
- Institutions

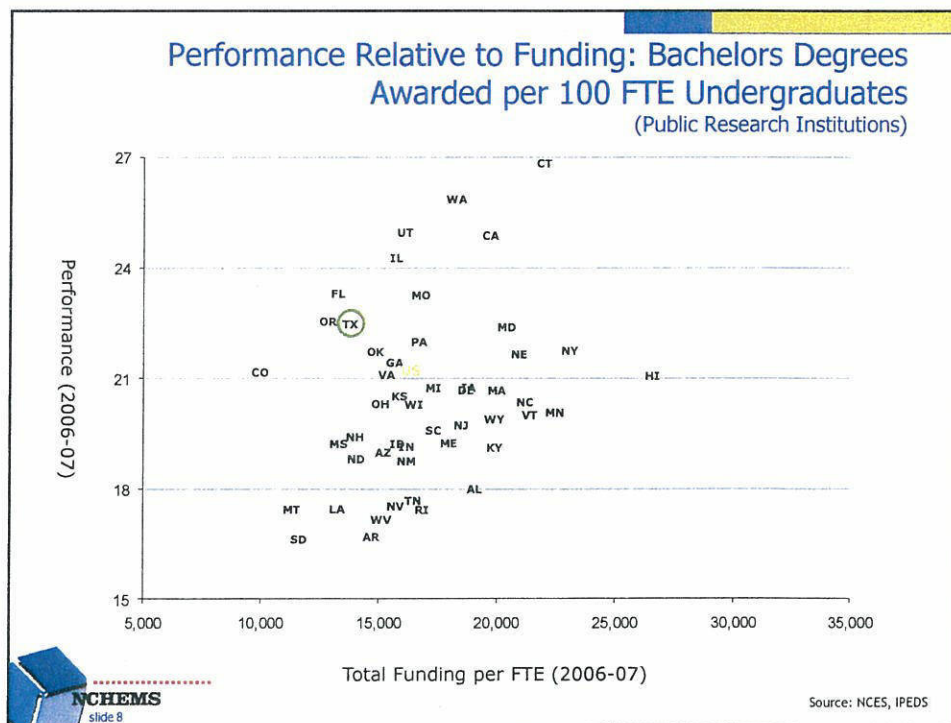
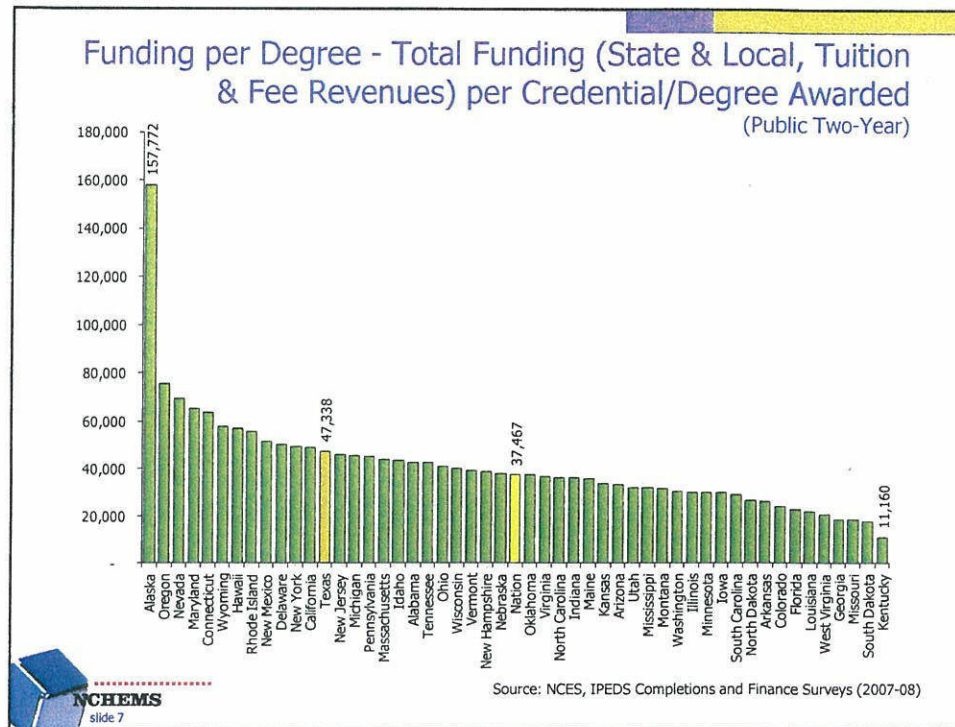


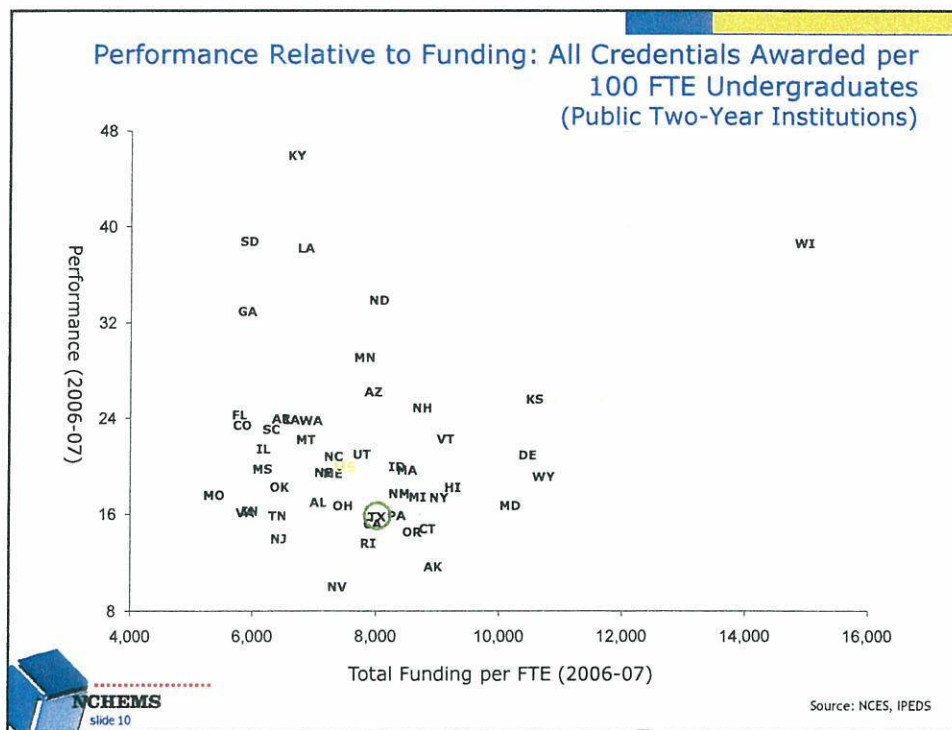
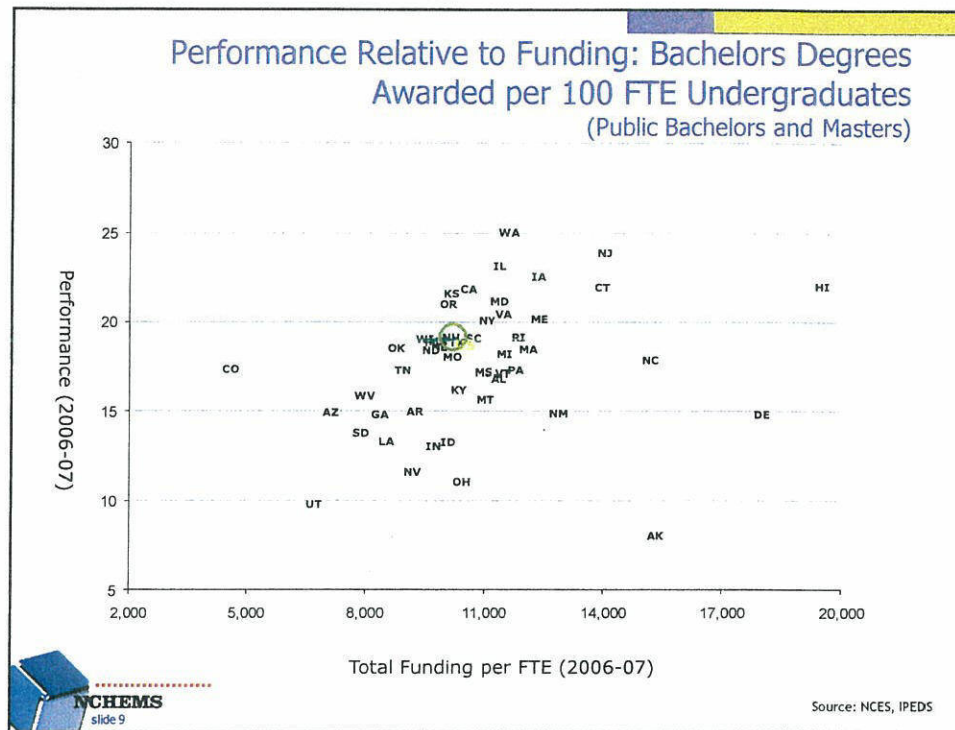
Degrees & Certificates awarded per FTE vs. Total Funding per FTE (2006-2007)



Source: SHEEO State Higher Education Finance Survey 2008: NCES IPEDS Completions Survey







Approaches to Achieving Greater Productivity

- Build cost-effective systems
- Change the academic production function
- Reduce demand each student places on the system
- Reduce leaks in the pipeline



Building Cost-Effective Systems

- More appropriate mix of institutions
- Create new types of providers
- Effective collaboration among institutions
- More efficient use of existing resources



Changing the Academic Production Function

- Create programs of cost-effective size (elimination in some cases, collaboration in others)
- Reengineer curricula
- Reengineer course delivery
- Change composition and deployment of human assets



Reducing Demands Each Student Places on the System

- Students come to college fully prepared (no remediation)
- Accelerated learning
- Minimize "rework"
- Improve rates of course completion
- Reduce credit hours to degree
- Encourage use of assessment/"test out" options
- Learning in the workplace/credit for experience



Reducing Leaks in the Pipeline

- Curricula Alignment
- Financial Aid incentives
- Early-warning systems
- Improved consumer information



State Level Initiatives

- Statewide approach to developmental education
 - Common standards
 - Modularized
 - Technology enhanced
- Articulation & transfer
- College readiness standards
 - Common placement exam
 - Common cut-off scores
- Align institutional capacity with state priorities
- Create new types of providers
 - On-line
 - Competency based
- Create finance model that provides incentives for
 - Collaboration
 - Completion/achieving state goals
- Conduct a policy audit – eliminate unnecessary rules & regulations



Campus Level Initiatives

- Differentiate staffing - don't trade small savings for large losses in capacity
- Reallocate faculty time to undergraduate courses and away from
 - Administrative and committee work and other activities for which release time is granted
 - Undersubscribed graduate programs that cannot be justified by regional labor market needs
 - Non-sponsored research
- Collaborate with other institutions – share
 - Academic programs
 - Administrative services



continued...

Campus Level Initiatives

- Invest in reengineering curricula and delivery methods
 - Restructure general education
 - Fewer options
 - More large enrollment courses
 - More courses that can be taught by faculty from multiple disciplines
 - Invest in course redesign
- Refocus on the institutional mission – serving state and student needs rather than institutional aspirations
 - Eliminate small, non-core programs – close low-demand, high-cost programs that aren't distinguished and can't be justified by labor market needs
 - Re-think institutional aid – focus on removing barriers to attendance rather than competing for students whose college participation is not in question



continued...

Campus Level Initiatives

- Make investments in more efficient administration and plant operations
 - Retrofit building for energy efficiency
 - Reengineer business processes
 - Renegotiate relationships with the state (invest in a Policy Audit with an eye toward restructuring state administrative and reporting requirements)



Policy Leadership

Strategies for Achieving Goal Attainment	Planning and Leadership	Finance	Regulation	Accountability	Governance
	← Alignment →				
Goal 1					
Goal 2					
Goal 3					



Space Usage Efficiency - Fall 2009				Classroom				Class Laboratory				Overall Score
Institution	Demand	Weighted Score	Utilization	Weighted Score	Average Percent Fill	Weighted Score	Utilization	Weighted Score	Average Percent Fill	Weighted Score	Class Lab Score	Overall Score
The University of Texas at Pan American	49	36	40	32	72%	32	100	44	36	28	32	200
Texas State University - San Marco	51	36	40	32	72%	32	100	66	36	36	32	200
The University of Texas at San Antonio	48	36	41	32	64%	24	92	46	36	29	32	192
Texas A&M University	59	36	37	24	70%	32	92	41	36	28	32	192
University of North Texas	49	36	39	32	76%	32	100	36	36	24	24	192
Texas Tech University	45	36	35	24	64%	24	84	60	36	32	32	184
Texas Woman's University	54	36	40	32	58%	24	92	41	36	26	24	184
The University of Texas at El Paso	48	36	37	24	61%	24	84	60	36	28	24	176
Texas A&M University at Galveston	46	36	32	16	61%	24	76	39	36	29	32	168
Texas A&M International University	46	36	35	24	61%	24	84	43	36	23	24	168
The University of Texas at Austin	40	27	37	24	55%	24	75	37	36	31	32	159
Midwestern State University	43	27	38	32	55%	24	83	35	36	18	16	159
Lamar University	41	27	32	16	67%	32	75	50	36	22	24	159
The University of Texas at Dallas	44	27	36	24	50%	16	67	34	27	27	32	158
The University of Texas at Brownsville	35	18	35	24	68%	32	74	39	36	23	24	158
University of Houston	42	27	36	24	68%	32	83	32	27	21	24	158
Sam Houston State University	35	18	31	16	68%	32	66	40	36	27	32	158
The University of Texas at Arlington	36	18	30	16	65%	32	66	38	36	16	16	142
The University of Texas at Tyler	36	18	33	16	60%	24	58	96	36	28	32	142
University of North Texas at Dallas	34	18	33	16	56%	24	58	69	36	23	24	142
Angelo State University	34	18	29	8	66%	32	58	34	27	26	24	141
The University of Texas at Permian Basin	41	27	35	24	50%	16	67	32	27	21	24	134
Stephen F. Austin State University	32	18	25	8	63%	24	50	93	36	26	32	134
Texas A&M University - Corpus Christi	40	27	33	16	62%	24	67	27	18	23	24	133
Prairie View A&M University	36	18	35	24	61%	24	66	29	18	17	16	132
University of Houston - Downtown	34	18	32	16	63%	24	58	28	18	24	24	132
Tarleton State University	28	9	26	8	60%	24	41	95	36	20	24	125
University of Houston - Clear Lake	37	18	30	16	56%	24	58	31	27	18	16	117
Texas Southern University	30	18	29	8	75%	32	58	25	18	18	16	116
Texas A&M University - Commerce	25	9	22	8	55%	24	41	45	36	17	16	109
Texas A&M University - Kingsville	30	18	26	8	61%	24	50	26	18	20	24	108
West Texas A&M University	24	9	24	8	44%	8	25	17	9	16	16	66
Texas A&M University - Texarkana	28	9	25	8	53%	16	33	17	9	9	8	66
Texas A&M University - Central Texas	7	9	7	8	55%	24	41	13	9	13	8	66
Sul Ross State University	24	9	19	8	51%	16	33	12	9	10	8	66
Sul Ross State University Rio Grande College	16	9	15	8	37%	8	25	1	9	1	8	66
University of Houston - Victoria	5	9	5	8	32%	8	25	4	9	3	8	50
Texas A&M University - San Antonio	52	36	46	32	76%	32	100					

Weighted Scoring			
Score (weight = 9)	Score (weight = 8)	Score (weight = 8)	Score (weight = 8)
35.0 or >	36	25.0 or >	32
30 - 34.9	27	20 - 24.9	24
25 - 29.9	18	15 - 19.9	16
< 25.0	9	< 15.0	8

Weighted Scoring			
Score (weight = 9)	Score (weight = 8)	Score (weight = 8)	Score (weight = 8)
45.0 or >	36	38.0 or >	32
38 - 44.9	27	34.0 - 37.9	24
31 - 37.9	18	30.0 - 33.9	16
< 30.0	9	< 30.0	8

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

April 7, 2010

The Board of Regents, Midwestern State University, met in special session in the J. S. Bridwell Board Room, Hardin Administration Building, Wichita Falls, Texas, at 10:00 a.m., Wednesday, April 7, 2010. Board members in attendance at the university were Dr. Carol Gunn, Chair; Mr. Kenny Bryant, Mr. Charles Engelman; Mr. Sam Sanchez; Ms. Jane Spears; and Student Regent Lenny Benton. Board members attending the meeting via teleconference connection were Mr. Mike Bernhardt and Mr. Shawn Hessing.

Administrative staff members present at the university included Dr. Jesse W. Rogers, President; Mr. Juan Sandoval, Vice President for Administration and Finance; and Dr. Howard Farrell, Vice President for University Advancement and Student Affairs. Other university personnel attending the meeting were Mr. David Spencer, Internal Auditor; Mr. Roger Lee, University Counsel; Ms. Janus Buss, Director of Public Information and Marketing; Ms. Cindy Ashlock, Executive Assistant to the President; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the news media were Mr. Spencer Blake, KAUZ-TV, and Ms. Eryn Shryock, KFDX-TV. Participating in the meeting via teleconference connection were Mr. Paul Braden, Bond Counsel with Fulbright & Jaworski L.L.P.; Mr. Dwight Burns, Executive Director of the Texas Public Finance Authority; and Mr. Tim Peterson of First Southwest Company.

Chair Gunn called the meeting to order at 10:05 a.m. and Ms. Buss introduced the visitors. Dr. Gunn welcomed Mr. Bernhardt, Mr. Bryant, and Mr. Sanchez to service on the board and indicated they would be more appropriately introduced and welcomed at the regular meeting of the board in May.

Public Comment

Dr. Gunn 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. She noted that no one signed up to speak during this time.

Resolution Authorizing the Sale of Bonds

10-92. Dr. Gunn noted that the one action item for the meeting was the approval of a resolution authorizing the sale of bonds for the Ligon Coliseum Project – Phase II. She stated that the Texas Public Finance Authority would meet later in the morning to approve a similar resolution and the sale of bonds. The following resolution was recommended for approval:

Authorizing the sale of the Texas Public Finance Authority Midwestern State University Revenue Financing System Revenue Bonds, Series 2010, in the aggregate principal amount not to exceed \$6,700,000; authorizing actions by the Texas Public Finance Authority, Midwestern State University, and representatives thereof in connection with the sale and delivery of said bonds;

authorizing the execution of a paying agent/registrar agreement; and resolving other matters related thereto.

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

Mr. Sandoval noted that the board previously approved the Ligon Coliseum Project – Phase II and authorized the administration to pursue funding through the sale of \$6.7 million in bonds for a period not to exceed 25 years. Mr. Braden reported that the final bids were received that morning as shown in Attachment 1. Mr. Peterson reported that there were six qualified bidders and the winning bidder was BOSC, Inc. He stated that the true interest cost was 4.512133%, which was in line with what had been projected earlier in the week. He noted that each bidder was required to bid a premium to help offset a portion of the cost of issuance. He added that BOSC, Inc. elected to purchase bond insurance. The final maturity of the bond is in 2035 and the annual debt service will be in the range of \$450,000 per year. He commented that a small issuer contribution would be required at the closing for the cost of issuance and that all other costs would be paid by the bidder or are embedded in the transaction.

Mr. Engelman asked Mr. Sandoval to review the university's current debt service. Mr. Sandoval reported that the university has bonds for housing facilities, the Dillard Building, the Clark Student Center, the Wellness Center, and other projects. He noted that this information is included in the university's annual financial report. Ms. Barrow indicated that a copy of the debt service would be provided (see Attachment 2). Mr. Engelman commented that while he supported this bond sale, he wanted the administration and board to keep a close watch on the university's bonded indebtedness.

Mr. Engelman asked if the university could buy back the bonds in the future. Mr. Braden responded that the bonds have a call option beginning in 2020 in the event the university would like to refinance the debt after that time. Mr. Sandoval indicated that the administration had discussed accelerating the payment schedule in the future.

Mr. Benton asked if this project was something that needed to be pursued at this time, given the fact that the university has been asked to return \$2 million to the state of Texas. Dr. Rogers responded that it was important to finish the Ligon Project at this time and noted that the bond payments would be paid by the Intercollegiate Athletics Fee. Additionally, funds received from the bond sale must be used for this project.

There being no further discussion, the motion was approved.

Adjournment

There being no further business, the meeting adjourned at 10:26 a.m. The next regularly scheduled meetings of the Board of Regents will be held May 13 and 14, 2010.

I, Carol Carlson Gunn, the fully appointed and qualified Chair 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 April 7, 2010.



Carol Carlson Gunn, Chair

ATTACHMENTS:

1. MSU Revenue Financing System Revenue Bonds, Series 2010, Final Numbers
2. MSU Schedule of Debt Service Requirements (as of 9/1/09)

SOURCES AND USES OF FUNDS

Midwestern State University
Revenue Financing System Revenue Bonds, Series 2010
FINAL NUMBERS

Dated Date	04/29/2010
Delivery Date	04/29/2010

Sources:

Bond Proceeds:

Par Amount	6,700,000.00
Net Premium	190,223.25
	<u>6,890,223.25</u>

Other Sources of Funds:

University Contribution for Issuance Costs	69,800.00
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6,960,023.25

Uses:

Project Fund Deposits:

Ligon Phase II	6,700,000.00
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Delivery Date Expenses:

Cost of Issuance	116,700.00
Underwriter's Discount	59,323.25
Bond Insurance	84,000.00
	<u>260,023.25</u>

6,960,023.25

BOND SUMMARY STATISTICS

Midwestern State University
Revenue Financing System Revenue Bonds, Series 2010
FINAL NUMBERS

Dated Date	04/29/2010
Delivery Date	04/29/2010
Last Maturity	12/01/2035
Arbitrage Yield	4.412940%
True Interest Cost (TIC)	4.512134%
Net Interest Cost (NIC)	4.448174%
All-In TIC	4.676684%
Average Coupon	4.571321%
Average Life (years)	15.865
Duration of Issue (years)	10.754
Par Amount	6,700,000.00
Bond Proceeds	6,890,223.25
Total Interest	4,859,110.83
Net Interest	4,728,210.83
Total Debt Service	11,559,110.83
Maximum Annual Debt Service	456,606.26
Average Annual Debt Service	451,723.83
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	8.854216
Total Underwriter's Discount	8.854216
Bid Price	101.953731

Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Serial Bond	3,655,000.00	104.451	4.416%	12.076	3,275.20
Term Bond	1,045,000.00	106.338	5.000%	14.144	919.60
Term Bond #1	740,000.00	97.912	4.500%	22.102	1,013.80
Term Bond #2	1,260,000.00	98.156	4.625%	24.621	1,839.60
	6,700,000.00			15.865	7,048.20

	TIC	All-In TIC	Arbitrage Yield
Par Value	6,700,000.00	6,700,000.00	6,700,000.00
+ Accrued Interest			
+ Premium (Discount)	190,223.25	190,223.25	190,223.25
- Underwriter's Discount	(59,323.25)	(59,323.25)	
- Cost of Issuance Expense		(116,700.00)	
- Other Amounts	(84,000.00)	(84,000.00)	(84,000.00)
Target Value	6,746,900.00	6,630,200.00	6,806,223.25
Target Date	04/29/2010	04/29/2010	04/29/2010
Yield	4.512134%	4.676684%	4.412940%

BOND DEBT SERVICE

Midwestern State University
Revenue Financing System Revenue Bonds, Series 2010
FINAL NUMBERS

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
12/01/2010			180,498.13	180,498.13	
06/01/2011			153,253.13	153,253.13	333,751.26
12/01/2011	150,000	4.000%	153,253.13	303,253.13	
06/01/2012			150,253.13	150,253.13	453,506.26
12/01/2012	155,000	4.000%	150,253.13	305,253.13	
06/01/2013			147,153.13	147,153.13	452,406.26
12/01/2013	160,000	4.000%	147,153.13	307,153.13	
06/01/2014			143,953.13	143,953.13	451,106.26
12/01/2014	170,000	4.000%	143,953.13	313,953.13	
06/01/2015			140,553.13	140,553.13	454,506.26
12/01/2015	180,000	5.000%	140,553.13	320,553.13	
06/01/2016			136,053.13	136,053.13	456,606.26
12/01/2016	185,000	5.000%	136,053.13	321,053.13	
06/01/2017			131,428.13	131,428.13	452,481.26
12/01/2017	195,000	5.000%	131,428.13	326,428.13	
06/01/2018			126,553.13	126,553.13	452,981.26
12/01/2018	205,000	5.000%	126,553.13	331,553.13	
06/01/2019			121,428.13	121,428.13	452,981.26
12/01/2019	215,000	5.000%	121,428.13	336,428.13	
06/01/2020			116,053.13	116,053.13	452,481.26
12/01/2020	225,000	5.000%	116,053.13	341,053.13	
06/01/2021			110,428.13	110,428.13	451,481.26
12/01/2021	235,000	4.000%	110,428.13	345,428.13	
06/01/2022			105,728.13	105,728.13	451,156.26
12/01/2022	245,000	5.000%	105,728.13	350,728.13	
06/01/2023			99,603.13	99,603.13	450,331.26
12/01/2023	255,000	5.000%	99,603.13	354,603.13	
06/01/2024			93,228.13	93,228.13	447,831.26
12/01/2024	265,000	5.000%	93,228.13	358,228.13	
06/01/2025			86,603.13	86,603.13	444,831.26
12/01/2025	280,000	5.000%	86,603.13	366,603.13	
06/01/2026			79,603.13	79,603.13	446,206.26
12/01/2026	290,000	4.125%	79,603.13	369,603.13	
06/01/2027			73,621.88	73,621.88	443,225.01
12/01/2027	300,000	4.250%	73,621.88	373,621.88	
06/01/2028			67,246.88	67,246.88	440,868.76
12/01/2028	315,000	4.250%	67,246.88	382,246.88	
06/01/2029			60,553.13	60,553.13	442,800.01
12/01/2029	330,000	4.375%	60,553.13	390,553.13	
06/01/2030			53,334.38	53,334.38	443,887.51
12/01/2030	345,000	4.375%	53,334.38	398,334.38	
06/01/2031			45,787.50	45,787.50	444,121.88
12/01/2031	360,000	4.500%	45,787.50	405,787.50	
06/01/2032			37,687.50	37,687.50	443,475.00
12/01/2032	380,000	4.500%	37,687.50	417,687.50	
06/01/2033			29,137.50	29,137.50	446,825.00
12/01/2033	400,000	4.625%	29,137.50	429,137.50	
06/01/2034			19,887.50	19,887.50	449,025.00
12/01/2034	420,000	4.625%	19,887.50	439,887.50	
06/01/2035			10,175.00	10,175.00	450,062.50
12/01/2035	440,000	4.625%	10,175.00	450,175.00	450,175.00
	6,700,000		4,859,110.83	11,559,110.83	11,559,110.83

09:49:25 a.m. CDST

Upcoming Calendar

Overview

Compare

Summary

Bid Results

Texas Pub Fin Auth
\$6,700,000 Midwestern State University Revenue
Financing System Revenue Bonds, Series 2010

The following bids were submitted using **PARITY®** and displayed ranked by lowest TIC.
Click on the name of each bidder to see the respective bids.

Bid Award*	Bidder Name	TIC
<input checked="" type="checkbox"/>	BOSC, Inc.	4.512133
<input type="checkbox"/>	Southwest Securities, Inc.	4.632340
<input type="checkbox"/>	J.P. Morgan Securities Inc.	4.681970
<input type="checkbox"/>	Morgan Keegan & Co., Inc.	4.684201
<input type="checkbox"/>	SAMCO Capital Markets	4.798967
<input type="checkbox"/>	Piper Jaffray & Company	4.941883
<input type="checkbox"/>	Mesirow Financial, Inc.	4.961439

*Awarding the Bonds to a specific bidder will provide you with the Reoffering Prices and Yields.

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**MIDWESTERN STATE UNIVERSITY
SCHEDULE OF DEBT SERVICE REQUIREMENTS
AS OF SEPTEMBER 1, 2009**

PRINCIPAL AND INTEREST PAYMENTS:

FISCAL YEAR	<u>(STATE APPROPRIATION BNDS.)</u>						TOTAL BONDED INDEBTEDNESS
	REVENUE AND IMPROVEMENT BONDS HVAC, PAVING & ADA IMPR.	REVENUE AND REFUNDING BONDS TRB REF. PORTION AND FOWLER/LIGON	REVENUE AND REFUNDING BONDS STU REC PORTION	REVENUE AND REFUNDING BONDS HOUSING NEW SUNWATCHER D.L. LIGON & MUSIC HALL	BUILDING REVENUE & REFUNDING BONDS STUDENT CENTER & HOUSING	CONSTITUTIONAL APPROP. HEAF BONDS BUSINESS ADMIN. BUILDING	
	2002 SERIES 4.00-5.00%	2007 SERIES 4.00-4.50%	2007 SERIES 4.00-4.625%	2008 SERIES 3.00 - 5.25%	2003 SERIES 2.00-5.00%	2004 SERIES 2.75-3.75%	
2009-10	\$685,361	\$1,466,205	\$857,227	\$2,090,220	\$1,120,635	\$1,468,794	\$7,688,442
2010-11	688,814	1,462,605	854,228	2,659,520	1,120,516	1,477,194	8,262,877
2011-12	691,176	1,467,605	855,727	2,661,895	1,117,698	1,477,362	8,271,463
2012-13	692,133	1,466,105	856,628	2,660,582	1,117,898	1,484,150	8,277,496
2013-14	692,239	1,473,005	856,927	2,661,589	1,116,898	1,482,281	8,282,939
2014-15	691,809	1,468,305	856,628	2,663,258	1,119,310		6,799,310
2015-16	690,024	1,465,793	855,221	2,656,857	854,472		6,522,367
2016-17	691,730	1,466,580	853,215	2,658,258	681,297		6,351,080
2017-18	691,769	1,466,880	856,015	2,658,657	679,423		6,352,744
2018-19	694,971	1,464,639	852,831	2,663,357	681,164		6,356,962
2019-20	696,164	778,830	853,352	2,660,957	682,305		5,671,608
2020-21	695,125	775,321	852,431	2,664,265	681,602		5,668,744
2021-22	697,000	775,493	855,227	2,657,373	679,000		5,664,093
2022-23		779,385	856,863	2,656,385	679,750		4,972,383
2023-24		776,995	852,442	2,656,635	679,000		4,965,072
2024-25		773,175	856,625	2,662,678	681,625		4,974,103
2025-26		777,687	854,288	2,659,145			4,291,120
2026-27		780,625	855,712	2,661,020			4,297,357
2027-28		777,100	855,788	2,658,248			4,291,136
2028-29			854,069	2,660,744			3,514,813
2029-30			855,422	2,511,312			3,366,734
2030-31			855,156	2,505,819			3,360,975
2031-32			853,272	2,505,569			3,358,841
2032-33			429,712	2,509,281			2,938,993
2033-34				2,506,694			2,506,694
2034-35				954,413			954,413
	<u>\$8,998,315</u>	<u>\$21,662,333</u>	<u>\$20,095,006</u>	<u>\$66,124,731</u>	<u>\$13,692,593</u>	<u>\$7,389,781</u>	<u>\$137,962,759</u>

Midwestern State University
Summary of Debt Service Requirements
Fiscal Year 2009 - 2010

	Revenue & Refunding Bonds Housing 2008	Revenue & Refunding Bonds (Incl Rec Cntr) 2007	Constitutional Appropriation (HEAF) Bonds 2004	Building Revenue & Refunding Bonds CSC & HSG. 2003	Revenue Refunding and Improvement Bonds 2002	Total Bonded Debt Requirements	Texas Public Finance Assn. Buses, Energy, Lighting, & Software Upgrade (Lease/Purchase)	Total Debt Service
			\$117,094			\$117,094		\$117,094
			1,255,000			1,255,000		1,255,000
	\$850,573	\$600,666		\$226,267	\$154,151	1,831,657		1,831,657
	395,000	1,145,000		680,000	385,000	2,605,000		2,605,000
			96,700			96,700		96,700
	844,647	577,766		214,368	146,210	1,782,991		1,782,991
							\$244,908	244,908
							430,230	430,230
	<u>\$2,090,220</u>	<u>\$2,323,432</u>	<u>\$1,468,794</u>	<u>\$1,120,635</u>	<u>\$685,361</u>	<u>\$7,688,442</u>	<u>\$675,138</u>	<u>\$8,363,580</u>
	\$1,939,223	\$1,466,205		\$680,640	\$685,361	\$2,619,863		\$2,619,863
			\$1,468,794			2,151,566		2,151,566
				439,995		1,468,794		1,468,794
		857,227				439,995		439,995
	150,997					857,227		857,227
						150,997	\$538,147	689,144
							136,991	136,991
	<u>\$2,090,220</u>	<u>\$2,323,432</u>	<u>\$1,468,794</u>	<u>\$1,120,635</u>	<u>\$685,361</u>	<u>\$7,688,442</u>	<u>\$675,138</u>	<u>\$8,363,580</u>

Requirements:

September 15, 2009:

Interest due

Principal due

December 1, 2009:

Interest due

Principal due

March 15, 2010:

Interest due

June 1, 2010:

Interest due

August 1, 2010:

Interest due

Principal due

Sources of Funds:

Student Housing

State Appropriation

HEAF Appropriation

Student Center/Union Fees

Student Recreation Cntr Fees

Designated Tuition

Technology Fees

