

Midwestern State University Board of Regents Meetings



May 9 and 10, 2013

President's Office
Permanent Copy

Midwestern State University

Board of Regents Meetings

Schedule

Thursday, May 9, 2013

12 noon Museum Lounge
 Committee of the Whole Lunch and Meeting

J. S. Bridwell Board Room
 Committee of the Whole Meeting
 Executive Committee Meeting
 Academic and Student Affairs Committee Meeting
 Finance Committee Meeting
 Audit, Compliance, and Management Review Committee Meeting

Friday, May 10, 2013

9:00 a.m. J. S. Bridwell Board Room
 Board of Regents Meeting

MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS

Shawn G. Hessing, Chairman
Michael Bernhardt, Vice Chairman
J. Kenneth Bryant, Secretary
Tiffany D. Burks
Jane W. Carnes
Charles E. Engelman
F. Lynwood Givens, Ph.D.
Jeff Gregg
Samuel M. Sanchez
Holly Allsup, Student Regent

Midwestern State University Administration

Dr. Jesse W. Rogers, President

Ms. Debbie Barrow, Director, Board and Government Relations

Dr. Francine Carraro, Director, Museum

Mr. Barry Macha, General Counsel

Mr. David Spencer, Internal Auditor

Ms. Dianne Weakley, Director, Human Resources

Dr. Betty H. Stewart, Provost and Vice President for Academic Affairs

Dr. Matthew Capps, Dean, Gordon T. and Ellen West College of Education

Ms. Naoma Clark, Director, Academic Success Center

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

Ms. Darla English, Registrar

Dr. James Johnston, Interim Dean, College of Health Sciences and Human Services

Dr. Clara Latham, University Librarian

Dr. Lynn Little, Dean, College of Science and Mathematics

Dr. Pam Morgan, Associate Vice President for Outreach and Engagement

Dr. Jane Owen, Interim Dean, Graduate School

Dr. Terry Patton, Dean, Dillard College of Business Administration

Dr. Michael Vandehey, Director, Honors Program

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

Dr. Larry Williams, Director, International Programs

Dr. Marilyn Fowlé, Vice President for Business Affairs and Finance

Ms. Gail Ferguson, Controller

Ms. Valarie Maxwell, Director, Budget and Management

Mr. Kyle Owen, Associate Vice President for Facilities Services

Ms. Kathy Rice, Director, Payroll

Mr. Stephen Shelley, Director, Purchasing

Dr. Keith Lamb, Vice President for Student Affairs and Enrollment Management

Dr. Randy Glean, Director, International Services

Ms. Barbara Merkle, Director, Admissions

Mr. Dail Neely, Dean of Students and Director of Clark Student Center

Ms. Kathy Pennartz, Director, Student Financial Aid

Mr. Dan Williams, Chief, University Police

Mr. Matthew Park, Associate Vice President for Student Affairs

Ms. Cammie Dean, Director of Student Development and Orientation

Dr. Joey Greenwood, Director of Recreational Sports/Wellness Center

Ms. Debra Higginbotham, Director, Disability Support Services

Dr. Pam Midgett, Director, Counseling Center

Dr. Michael Mills, Director, Housing and Dining Services

Mr. Dirk Welch, Director, Career Management Center and Testing Services

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

Mr. Randy Kirkpatrick, Chief Information Officer

Mr. Mark McClendon, Director, Institutional Research and Assessment

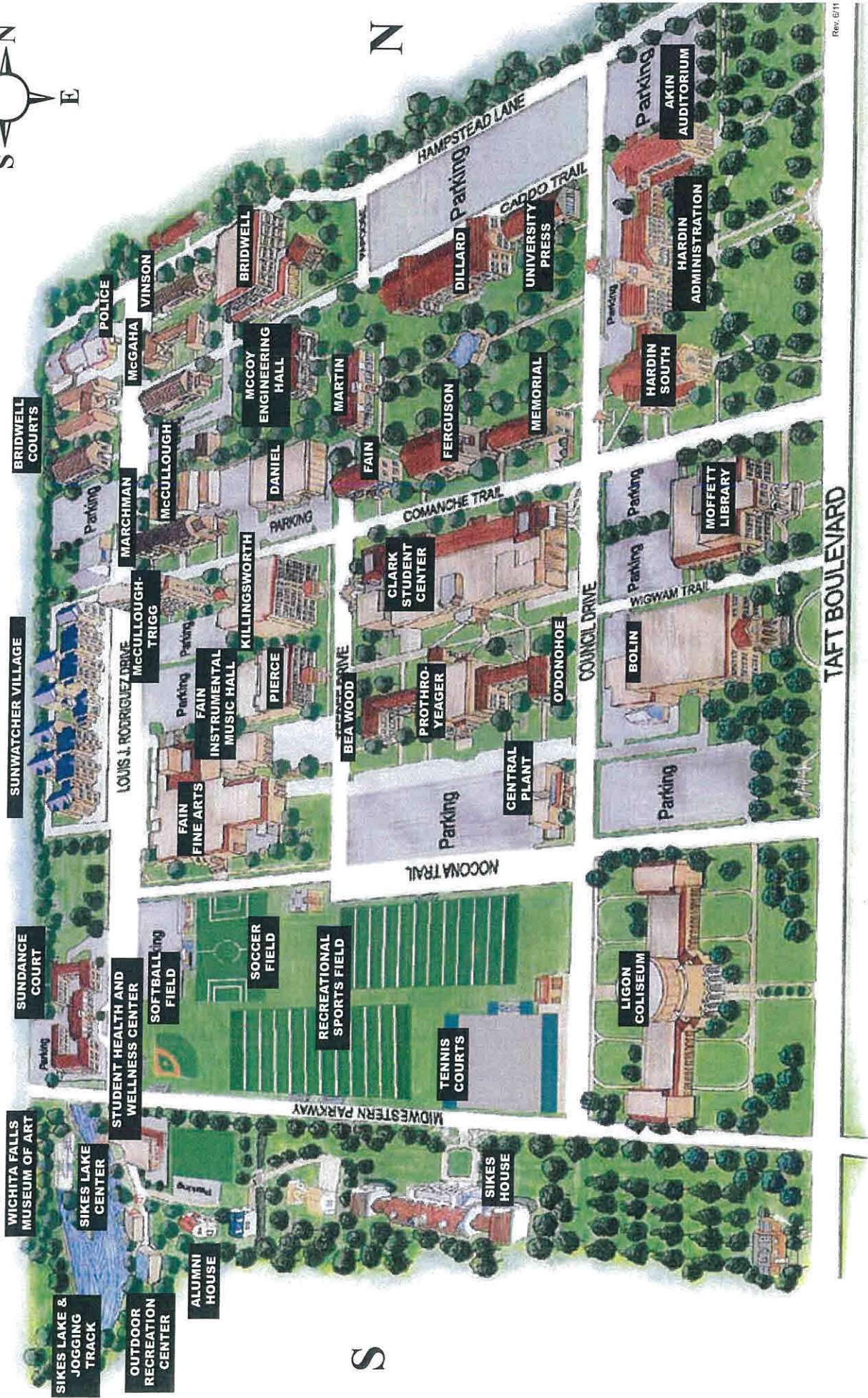
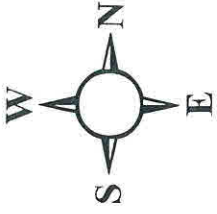
Dr. Howard Farrell, Vice President for University Advancement and Public Affairs
Ms. Julie Gaynor, Director, Marketing and Public Information
Ms. Leslee Ponder, Director, Alumni Relations
Mr. Steve Shipp, Director, University Development

Mr. Charlie Carr, Director of Athletics
Mr. Frank 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
Mr. Nelson Haggerty, Head Men's Basketball Coach
Ms. Noel Johnson, Head Women's Basketball Coach
Mr. Scott Linn, Head Tennis Coach
Mr. Bill Maskill, Head Football Coach
Mr. Kurt Portmann, Executive Associate Director of Athletics
Mr. Bill Powers, Assistant Athletic Director for Marketing, Promotions, and Public Relations
Mr. Jeff Ray, Head Golf Coach and Coordinator, Champs Life Skills Program
Mr. Trey Reed, Sports Information Director
Mr. Koby Styles, Head Women's Cross Country and Track Coach
Mr. Brady Tigert, Head Softball Coach
Mr. Jeff Trimble, Head Women's Soccer Coach
Mr. Kyle Williams, Associate Director of Athletics, Development

Dr. James Owen, Chairman, MSU Faculty Senate
Mr. Dirk Welch, Chairman, MSU Staff Senate
Mr. Anthony Gallina, President, MSU Student Government Association

Midwestern State University

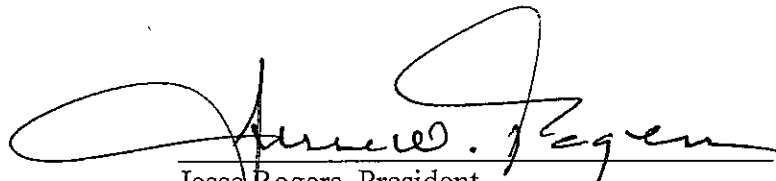
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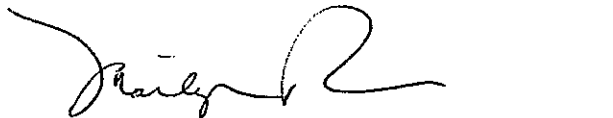
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Financial Certification

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



Marilyn Fowlé, Vice President for
Business Affairs and Finance

April 24, 2013
Date

COMMITTEE OF THE WHOLE

Board of Regents Meeting
May 9, 2013
12:00 p.m.

Meeting Location: MSU Campus – 3410 Taft Boulevard
Museum Lounge and Hardin Administration Building - J. S. Bridwell Board Room

The Board of Regents of Midwestern State University (MSU) may deliberate and take action regarding any item on this agenda. This meeting will be continuous in that the Board reserves the right to take any agenda item out of the order or sequence that is listed below. 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

Introduction of Visitors

Opening Comments

Public Comment

A public comment period will be provided in accordance with MSU Policy 2.22.

Wichita Falls Museum of Art at Midwestern State University Update, Strategic Plan, and Assessment Program

13-85. Dr. Francine Carraro, Museum Director, will provide an update on the Museum's activities outlined in the Strategic Plan. The board will also participate in a short exercise required by the American Alliance of Museums (AAM) Museum Assessment Program (MAP).

Discussion of Higher Education Issues

13-86. The Board of Regents will have an opportunity to discuss current issues in higher education to include state and national trends and challenges.

Naming of University Facilities

13-87. In accordance with university policy the administration may make recommendations concerning naming opportunities on the Midwestern State University campus or property.

Executive Session

13-88. The Board of Regents will convene in Executive Session as necessary to consider the following matters permissible under Chapter 551 of the Texas Government Code as necessary, including:

- a. Consult with and seek the legal advice of its attorney about pending or contemplated litigation or a settlement offer, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with chapter 551 of the Texas Government Code.

- b. Deliberations about Real Property – to deliberate the purchase, exchange, lease, or value of real property;
- c. Deliberations Regarding Gifts and Donations; and
- d. Personnel Matters – to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, or to hear a complaint or charge against an officer or employee.

EXECUTIVE COMMITTEE

Executive Committee

Membership

Shawn Hessing, Chairman
Mike Bernhardt, Vice Chairman
Kenny Bryant, Secretary
Jane Carnes, Member-At-Large

Reading and Approval of Minutes

13-89. The minutes of the Executive Committee meeting February 14, 2013, will be recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 13-89.

Campus Master Plan and Construction Update

13-90. Information regarding current construction and repair and rehabilitation projects will be presented as shown in Attachment 13-90.

Capital Expenditure Plan (MP1) Report - FY 2014-2018

13-91. The Texas Higher Education Coordinating Board (THECB) requests an update of the university's five-year plan for construction, land acquisition, information resource projects, and major repair and renovation projects each year. The report includes projects that may be considered within the next five years, regardless of funding source, to include

- a. new construction projects \$1,000,000 or more;
- b. repair and renovation projects \$1,000,000 or more;
- c. information resource projects that cumulatively would total \$1,000,000 or more in one year; and
- d. property purchases that cumulatively would total \$1,000,000 or more in one year.

The proposed plan will be presented for review and consideration. Current active projects previously approved by the Board of Regents will not appear on the proposed list. The deadline for submitting this report to THECB is June 30, 2013.

Drought Alternative Water Well Project

13-92. The Board of Regents previously authorized \$75,000 for the design and construction of a well water distribution system for the two sand-based football fields. After state contract pricing was deemed too high, a design was generated by a contractor and bids were solicited. The low bid was higher than the authorized amount and an increase in the approved project amount to \$85,000 will be requested. Utility savings would be used to fund the additional cost.

Consideration of Possible Addition of Baseball at MSU and Baseball Stadium Architect Selection

13-93. In February, 2012, the Board of Regents endorsed the appointment of an exploratory committee to consider the future addition of men's baseball as an intercollegiate sport at MSU. During the last year, this committee has met and fundraising efforts have been initiated. The administration will provide information regarding these efforts. The administration will request authorization to proceed, to include selection of an architect.

Technology Update

13-94. Information will be presented concerning the status of the technology upgrade plan, to include wireless connectivity efforts and the portal.

Campus Housing Internet Service

13-95. Campus housing surveys consistently state the number one concern of residential students is the lack of wireless internet capability. In order to address this concern, MSU has issued a Request for Proposals for a vendor to provide turnkey wired and wireless internet solutions for campus housing. The administration will make recommendations as necessary.

Bookstore Contract

13-96. The university has solicited proposals from qualified vendors for the operation of the bookstore on the campus of Midwestern State University. The administration will present a recommendation regarding this contract.

Holiday Schedules for Staff Employees – 2013-2014

13-97. The holiday schedules for Midwestern State University staff employees for the 2013-2014 fiscal year will be recommended for approval as shown in Attachment 13-97.

EXECUTIVE COMMITTEE
ATTACHMENTS

Status of Board-Approved Construction Projects

| Project | BOR Project Approval Date | Architect/Engineering Firm Approved | BOR Approved Project Budget | Encumbered/ Spent Dollars | Additional Projected Costs | Total Project Cost | Over/Under Budget |
|--|---------------------------|---|-----------------------------|---------------------------|----------------------------|--------------------|-------------------|
| Parking lot - Old Band Hall / resurface McCoy; Biology / UPD | 5/11/2012 | 7/11/2012 Proven Cornerstone Engineering Local/HUB Vendor | \$730,000 | \$656,728 | \$0 | \$656,728 | \$73,272 |
| McCoy Engineering Hall Addition | 5/11/2012 | 5/10/2012 Harper Perkins Architects Local/HUB Vendor | \$1,665,000 | \$1,538,604 | \$126,396 | \$1,665,000 | \$0 |
| Museum Renovation | 2/15/2013 | 1/17/2006 Bundy, Young, Sims, & Potter Local Vendor | \$755,440 | \$82,184 | \$673,256 | \$755,440 | \$0 |
| Dalquest Research Station | 2/15/2013 | - | \$363,207 | \$39,699 | \$323,508 | \$363,207 | \$0 |
| Welcome Center @ South Hardin | 2/15/2013 | - | \$125,000 | \$60,622 | \$64,378 | \$125,000 | \$0 |
| Practice Fields Water Wells Distribution System | 2/15/2013 | - | \$75,000 | \$12,458 | \$72,542 | \$85,000 | (\$10,000) * |

*=Pending BOR budget approval 5/10/13.

| ID | Task Name | Start | Finish |
|----|--|--------------|--------------|
| 1 | Parking - Old Band Hall / Resurface McCoy lot (+51 spaces) | Mon 9/3/12 | Fri 6/28/13 |
| 2 | Design | Mon 9/3/12 | Fri 9/28/12 |
| 3 | Bid | Mon 10/1/12 | Fri 11/16/12 |
| 4 | Construction-Biology | Mon 11/19/12 | Fri 2/8/13 |
| 5 | Construction-Band Hall | Mon 1/14/13 | Fri 4/19/13 |
| 6 | Construction-Prothro-Yeager | Mon 4/1/13 | Fri 6/7/13 |
| 7 | Estimated completion date per 8-9-12 BOR meeting | Fri 6/28/13 | Fri 6/28/13 |
| 8 | | | |
| 9 | McCoy Engineering Hall Addition | Wed 8/1/12 | Fri 5/30/14 |
| 10 | Design | Wed 8/1/12 | Fri 11/30/12 |
| 11 | Bid | Mon 12/3/12 | Thu 2/28/13 |
| 12 | Construction | Fri 3/1/13 | Tue 4/1/14 |
| 13 | Estimated completion date per 8-9-12 BOR meeting | Fri 5/30/14 | Fri 5/30/14 |
| 14 | | | |
| 15 | Museum Renovation | Fri 2/15/13 | Fri 8/2/13 |
| 16 | Design | Fri 2/15/13 | Mon 4/22/13 |
| 17 | Abatement | Mon 3/11/13 | Fri 4/12/13 |
| 18 | Bid | Tue 4/23/13 | Tue 5/14/13 |
| 19 | Construction | Wed 5/15/13 | Fri 8/2/13 |
| 20 | | | |
| 21 | Dalquest Desert Research Center | Mon 2/18/13 | Wed 5/21/14 |
| 22 | Building Shell | Mon 2/18/13 | Fri 9/13/13 |
| 23 | Design | Mon 2/18/13 | Tue 4/30/13 |
| 24 | Bid | Wed 5/1/13 | Fri 5/31/13 |
| 25 | Construction | Mon 6/3/13 | Fri 9/13/13 |
| 26 | Interior build out | Mon 4/29/13 | Wed 5/21/14 |
| 27 | Design | Mon 4/29/13 | Fri 6/14/13 |
| 28 | Bid | Mon 6/17/13 | Mon 7/22/13 |
| 29 | Construction | Tue 7/23/13 | Wed 5/21/14 |
| 30 | | | |
| 31 | Welcome Center @ South Hardin | Mon 2/18/13 | Fri 7/12/13 |
| 32 | Bid | Mon 2/18/13 | Fri 5/17/13 |
| 33 | Construction | Mon 4/1/13 | Fri 7/12/13 |
| 34 | | | |
| 35 | Practice Fields Water Wells Distribution System | Mon 3/4/13 | Fri 6/14/13 |
| 36 | Bid | Mon 3/4/13 | Wed 4/17/13 |
| 37 | Construction | Thu 4/18/13 | Fri 6/14/13 |
| 38 | | | |
| 39 | | | |
| 40 | | | |
| 41 | | | |
| 42 | | | |
| 43 | | | |



3410 Taft Boulevard, Wichita Falls, Texas 76308-2099
Office: (940) 397-4648 Fax (940) 397-4859

Construction Projects Status Report

Projects completed since February 2013 Board of Regents meeting include:

1. CAMPUS SECURITY LIGHTING PROJECT (\$176k)
2. CAMPUS PARKING LOT PROJECT (\$657k)
3. RENOVATION OF HOSPITALITY ROOM IN CLARK STUDENT CENTER (\$8k)

Ongoing projects:

CHILL WATER EXPANSION JOINTS: - \$135k

- Replace rusty/missing bolts on 38 chill water system expansion joints.
- Installation in process with completion by the end of May.

ADDITIONAL PROJECTS <\$100k:

Projects in process scheduled for completion over the summer include:

- Creation of offices on second and third floor of J.S. Bridwell Hall (\$70k)
- Cooling tower fan blade replacement (\$60k)
- Arc flash safety analysis study per National Electric Code requirements (\$50k)
- Cleaning of ductwork in J.S. Bridwell to improve indoor air quality (\$35k)
- Renovation of Bolin 206A; pending funding availability (\$17k)
- Renovation of Kiowa banquet room in Clark Student Center (\$16k)

Holiday Schedule 2013-2014

Schedule I

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

| Date | Holiday | No. of Days |
|------------------------|------------------------|--------------------|
| September 2, 2013 | Labor Day | 1 |
| November 28 – 29, 2013 | Thanksgiving | 2 |
| December 23 – 31, 2013 | Christmas | 7 |
| January 1, 2014 | New Year's | 1 |
| January 20, 2014 | Martin Luther King Day | 1 |
| March 19 – 21, 2014 | Spring Break | 3 |

Schedule I – Total Holidays 15*

***The university will be closed Monday, May 26 for Memorial Day and Friday, July 4th in 2014. Employees on Schedule I, the four-day workweek, will work 40 hours in each of those weeks; therefore those days are not counted as a holiday and will be observed as 2 additional days off during Spring Break.**

Schedule II

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

| Date | Holiday | No. of Days |
|------------------------|------------------------|--------------------|
| September 2, 2013 | Labor Day | 1 |
| November 28 – 29, 2013 | Thanksgiving | 2 |
| December 23 – 31, 2014 | Christmas | 7 |
| January 1, 2014 | New Year's | 1 |
| January 20, 2014 | Martin Luther King Day | 1 |
| March 21, 2014 | Spring Break | 1 |
| May 26, 2014 | Memorial Day | 1 |
| July 4, 2014 | Fourth of July | 1 |

Schedule II – Total Holidays 15

ACADEMIC AND STUDENT
AFFAIRS COMMITTEE

Academic and Student Affairs Committee

Membership

Lynwood Givens, Chairman
Kenny Bryant
Tiffany Burks
Sam Sanchez

Reading and Approval of Minutes

13-98. The minutes of the Academic and Student Affairs Committee meeting February 14, 2013, will be recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 13-98.

Faculty Report

13-99. A report will be presented by a representative of the MSU Faculty Senate.

Staff Report

13-100. A report will be presented by a representative of the MSU Staff Senate.

Student Government Report

13-101. A report will be presented by a representative of MSU Student Government.

Athletics Report

13-102. Information will be presented concerning athletics at Midwestern State University.

May 2013 Graduating Class

13-103. The administration will recommend approval of the list of candidates for May 2013 graduation with the provision that they meet all requirements as prescribed by the faculty and administration (see Attachment 13-103).

Academic Department Reorganizations

13-104. The administration recommends the following reorganization of academic departments, effective with the fall, 2013.

- **Dillard College of Business Administration**

- Existing Departments

- Economics, Finance, General Business, and Legal Studies
Management and Marketing

- Proposed Departments

- Economics, Finance, and General Business
Management, Marketing, and Legal Studies

- **West College of Education**

- Move the programs within the Department of Educational Leadership into the Department of Curriculum and Learning Development.

Joint Physics Degree Plan

13-105. With the elimination of the MSU physics degree program, the faculty and administration has worked with the Texas Physics Consortium (TPC) to develop a joint degree in physics among consortia institutions. The Texas Higher Education Coordinating Board (THECB) will consider the proposed joint degree program during the summer of 2013. An outline of the proposal, to include courses taught, faculty members, and the memorandum of understanding for the program is shown as Attachment 13-105. The administration requests authorization to participate in the TPC in order to provide the Joint B. S. Physics Degree to students at Midwestern State University.

MSU Policies and Procedures Manual Changes

13-106. Changes to the *MSU Policies and Procedures Manual* will be recommended for approval. Language recommended for deletion is shown with an overstrike (--); new wording is shown in **bold and underlined** format.

- a. Policy 2.393, Staff Senate Purpose and Constitution – the Staff Senate requested this change relating to the election of officers (see Attachment 13-106a).
- b. Policy 3.317, Academic Emeritus Status – Faculty and Administration - a change is recommended to reflect a modification in the eligibility requirements (see Attachment 13-106b).
- c. Policy 4.125, Records Management Policy – records management oversight responsibilities have been shifted to the President's Office. This policy change will reflect this change (see Attachment 13-106c).
- d. New Policy 4.xxx, Web Accessibility – this new policy is recommended to reflect the university's compliance with standards of accessibility (see Attachment 13-106d).

Emeritus Status

13-107. The administration will make recommendations concerning emeritus status for retiring individuals.

Faculty Promotions

13-108. The administration will make recommendations concerning the promotion of certain faculty members.

Faculty Tenure

13-109. The administration will make recommendations concerning the awarding of tenure for certain faculty.

ACADEMIC AND STUDENT
AFFAIRS COMMITTEE
ATTACHMENTS

Candidates for Degrees

May 11, 2013

DILLARD COLLEGE OF BUSINESS ADMINISTRATION

Master of Business Administration

Ryan Mallory Fewsmith Brooks
Bryan Michael Cane
Carolyn Ann Fitzgerald
Jonathin Michael Hurst
Christopher Thomas Keating

Tyler Paul Shoemaker
Stephanie Michelle Spain
Jason Seth Talbot
Leigh Anne Weidman

GORDON T. AND ELLEN WEST COLLEGE OF EDUCATION

Master of Arts

Nympha Anto
Susan Lea Asbury
Everil K. L. Bonaparte
Shenell Joni Melissa George
Alison Ritchie Grace
Glenda Sue Gwinn
Mary Grace Hernandez

Melissa Joyce Hoepfner
Linwyse Joseph Stanislaus
Degie Marie Sanders Parrish
Thelma Louise C'Wright Rouse
Amanda Michelle Snodgrass
Devaney Ann Terry

Master of Education

Stephen Edwin Armstrong
Kellie Bass
Naomi R. Brown
Frances Renee Burden
Jessie Weyrich Canaday
Katheryn Vasquez Chavez
Amanda Gail Clevenger
Natalie Charis Husen

Renee Suzette Munn
Jeri New
Alefia Casandra Paris-Toulon
Becky Dawn Dowdell Perkinson
Kaycee L. Taylor
Carolyn C. Thomas
Courtney Kocks Widner
Emily Louise Young

COLLEGE OF HEALTH SCIENCES AND HUMAN SERVICES

Master of Health Administration

Manish Aligeti
Verna Veronica Browne
Imelda Swatkasa Daria

Coryse Alysia Davidson
Yollanda Isioma Hilliman

Master of Public Administration

Zachary Nathan Klotzman

Dana Louis Schoening

Master of Science in Exercise Physiology

Akanksha Laxman Singh Bist
Ryan William Brem

Swetha Venkateramana Kolluru
Prem Sundar Ulaganathan

Master of Science in Nursing

Brandie Snyder Elliott

Master of Science in Radiologic Sciences

Mary Lynn Cowan
Preeti G. Hullur

Ali Mari Majdalawi
Jessyca Breanne Wagner

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

Master of Arts

Ashley Nicole Campana
Timothy Patrick Daugherty
Heidi Sabreena-Del Hakimi-Hood
Maitê Marchandt Rabelo
Chelsey Denae Poudrier
Heather Celice Preston

Robert J. Redmon III
William Wayne Schields
Abigail Kristine Scott
Vickie West Starr
Jessica Leann Willden

COLLEGE OF SCIENCE AND MATHEMATICS

Master of Science

Alexandria Lin Gilmore
Ayabavi Liliane Haden
Ryan Douglas Keown

Sanjeev Mahabir
Rinkal Ishwarbhai Patel

**DILLARD COLLEGE OF BUSINESS
ADMINISTRATION**

Bachelor of Business Administration

Jamil Cyril Adonis
Malory Aileen Ammerman
Sunday Elias Audu
Edmond Wayne Bachman
Demi Danielle Baird
Ryan Scot Beals
Alexander Blake Bishop
Ami Louise Blackmon
Minh Ngoc Bui
Carey Lyn Campbell
Daniel Joseph Carnahan
Dustin Kyle Casey
Philip Anthony Charles
Megan Brooke Chartier
Yuri Lyle Kevin Christian
Kevin Clark
Domnik Lada Cobos
Kimberly Diane Conville
Reid William Cook
Kyle Steven Cornwell
Keri Denise Cullens
Isaac John Davis
Masara Eugenia Detouche
Reagan Janea Dubois'
Tyrus Dee Duncan

Devin Dwight Gannon
Sofia Garcia
Shermaine Josette George
Ketisha Teshawna Gilbert
Morgan Michelle Glawe
Virginia Lee Goodman
Madison Elizabeth Grassi
Saira Isabel Gutierrez
Donald Ray Hall, Jr.
Clinton Osborn Herndon
Kory Lynn Holden
Oscar Eugene Hunter III
Lauren Danielle Lankford Jacobson
Tyler Joseph James
Victoria Joy Johnson
Robert Lee Johnston
Chad Sterling Jones
Levi Sterling Jones
Jacob Curtis Kerbel
Tanner Kasey Kerr
Taylor Leigh-Ann Klutts
Amber D. Lagunas
Gina Renae Lawley
Alexander Michael Leamon
Jordan Matthew LeVasseur

Tamara Shekina Lewis
Benjamin Allen Liebers
Terrance Earl Loughry II
Caleb Joseph McCallum
Justin Raymond McGuire
Darcelle Ava McIntyre
Elizabeth Ann McLemore
Andrew Rogan Meaders
Steve Messinger
Clay Daniel Newman
Cleofoster James Payne
Michael Brent Peterson
Sophie Louise Platt
Nikima Marissa Michelle Prince
Tyler Lee Ramirez
Lori Ann Ramsey
Charnele Taryn Roberts
Joshua Thomas Robinson
Antonio Rogers
Zachary Christian Shipp

Mandy LaDon Sluder
Tony Dion Solorio
Ashley Elizabeth Stefaniak
Jeremie Mathue Taylor
Melissa Eileen Taylor
Thalia Shernelle Thomas
W. Addison Todd Loughry
Andrew Hoang Tran
Thanh Nhut Tu
Derek Glenn Vaden
Kenroy Warner
Robert Tyler Welch
Christopher Lee Wells
Kendra Paige Whittle
Britney Cozzette Williams
Novelle Winston Williams
Jason Derek Wilson
Quinn Allen Wilson
Marc Christoph Wirp
John Cordell Young

**GORDON T. AND ELLEN WEST
COLLEGE OF EDUCATION**

Bachelor of Arts

Kelsey Anne Hill

Joshua Dale Thetford

Bachelor of Science

Billy Lee Arbogast
Coryan Lamont Briggs
Lindsay Rose Burkhart
Teri Leanne Campbell
Kyle Steven Cornwell
Lawrence Mitchell Franklin
Anthony William Gallina

Andrew Ryan Hering
Mahmoud Ihmeidan
Landon W. Kuykendall
Matthew Tyler Owen
Kevin Leon Swanson
Ashley Denise Wattenbarger
Jordan Brady Whitaker

Bachelor of Science in Interdisciplinary Studies

Janice Arriaga
Kristen Ashlock
Anita Ann Baptist
Audri Jean Barnard
Jonathan Tory Barnhill
Jazmyn Nicole Bradley
Chelsea Dawn Bullard
Leslie Michelle Callahan
Modesta Elizabeth Carranza
Rebecca Lu Cuba
Jordan Elizabeth Davis
Matthew Gabriel Davis
Courtney Rae Durst
Melissa Diane Echols
Katherine Leigh Frazier
Angela Dianne Gonzalez Graham
Nikkia T. Hagley
Amanda Beth Hammack
Samantha Marie Hassell
Cassandra Hermann
Brandon Gerald Hohfeld

Ashley Nicole Jones
Brittany Cheryl Lay
Adela Yadira Martinez
Ashley Martinez
Devin Ashleigh May
Joliet M. McFeley
Tiffany Kay McGee
Chelsey Renne McRee
Gladys Gabriela Moreno
Traci Renea Overby
Tonya Vanessa Bruton Parham
Lacey Blain Peiser
Mary M. Randall
Sarah Elizabeth Reeves
Cori Lynn Rivard
Elizabeth Suzanne Schrader
Marissa Renee Schreiber
Miranda Elaine Schroeder
Lacy Jo Talley
Rachel Camille Terrell
Heaven Leigh Torres

Marissa Elise Ayres Tucker
Rosemary Hope Watts Webb

Mallory Joy Whitworth
Heather Lynn Zillweger

LAMAR D. FAIN COLLEGE OF FINE ARTS

Bachelor of Arts

Inonitie Osalume Atamenwan
Samantha Ellis Barba
Regan Alessandria Benabides
Kelly Christina Burnam
Raisa S. N. Charles
Melvin Delanford Clark
Brittney Nicole Cottingham
Alexis Marie Elder
Orlando Flores, Jr.

Andre Scott Gonzalez
Elizabeth Anne Hill
AnTuan Dupree Jeffery
Shelby Melissa Lindsey
Karston Jay Perry
Ciara Laine Sims
Abbey Michele Vogt
James Leland Wetzel
Madison Paige Zenk

Bachelor of Fine Arts

Richard Parker Arnold
Serena Joy Berkes
Kaci Elizabeth Brown
Kelcie Marie Bush
Kerri Dawn Carter
Jef Ray Castillo
Devon Garrett Farnsworth

Whitney Denise Lebow
Russell Andrew McKinley
Kristi Lynn Mills
Ryan Michael Moore
Casi Nicole Oechsner
Anna Grace Spivey
Kelsey Leighanne Ticknor

Bachelor of Music

Ayrian Marie Boyd
Ross Alan Cleveland
Clay Allen Godby

Cornileus Don Roberson
Martin Maxwell Salazar
Maria Angelica Souliotis

COLLEGE OF HEALTH SCIENCES AND HUMAN SERVICES

Bachelor of Science in Athletic Training

Megan Elizabeth Bayer
Jeremiah Thompson Berryhill
Alicia Lynne Cunningham

Justin Blake Hicks
Demond McDuffie
Jordon Baylee Roth

Bachelor of Science in Criminal Justice

Sarah Jeannine Bradfield
Aaron Clopton
Geron Flowers
Paul Matthew Gonzalez
Sara Renee Gray
Richard Wayne Herring II
Cletis Glenn Hubbard

Dacia Alyssa Odessa Jarvis
Ian Alexander Latham
Jesse Robert Maduro
Mitchell Wayne Parker
Michael Jerome Rhines II
James Dale Schuman
Fonda White

Bachelor of Science in Dental Hygiene

Kristin Ann Boxell
Chelsi Nicole Chestnutt
Hannah Benée Douglass
Cariel Amy Fowler
Danielle Marie Hogan

Kalli Kay Jansa
Kristin M. Millwee
Heather Elaine Moster
Nicole Leann Pape
Alyssa Nicole Parham

Nikki Rachael Ramirez
Stephanie DeAnne Ramirez
Sarah Kathryn Ruthven
Christina Nicole Shrum

Jennifer Teigh Singleton
Presley Nicole Stallcup
Giao Nu Tran
Erica Dawn Young

Bachelor of Science in Exercise Physiology

Zachary Michael Gillen
Shelby Lynn Husband
Royse Daniel Lee
Kyle David Little
Heather Marie McAfee
Kelly Dawn Meers

Brissia Montalvo
Sarah Freeman Perry
Stephen Ray Rieman
Michael Vance Scott
Dalton Alexander Smith
Cierra Gayle Thompson

Bachelor of Science in Nursing

Annabelle Adjei-Acheampong
Nichole Yaa Adjei-Acheampong
Cynthia Aguilar
Abigail Osei Akoto
Temitope Rukayat Adebusola Alagun
Michael Alexander
Brehan Ayele Ali
Shemsia Hamid Ali
Jenny Alvarez
Lydia Mankasi Asana
Ngozichi B. Azuonye
Aminat Oluwatobi Balogun
Tomisin Dorcas Balogun
Shelby Renee Beason
Kelsey Lee Bergin
Brittni Dawn Berkey
Desarae Mar'Kell Buckner
Vanessa Elise Caudill
Brenda Berenice Garcia Ceballos
Nevin Mani Chacko
Summer L. Chafin
Rachel Michele Culbertson
Mam Kangu Dabo
Carlie McKnight Dearing
Alisa Wood Dunford
Muhammed Y. Ebrahim
Glenn N. Engwenyi
Bezunesh Essaw
Sheila Alegiatmo Fomenky
Mary Jo Forrester
Jacob Alith Gai
Valerie Garibay
Natasha Marie Goettle
Olivia Medina Gonzalez
Madison Elizabeth Grassi
James Dean Gutierrez
Kevin Dewayne Haney
Kara Ann Harper
Kyle Dameon Hollywood
Arrica V. Hughes
Mary Ikhoghene Iseguede
Brenda Michelle Jensen
Joscelyn Leigh Jones
Jihong Kim
Sheilah Jepkemboi Kiplagat
Rosine Komayombi

Harrison Koranteng
April Renee Little
Norma Lopez
Precious I. Madjemite
Lan Ngoc Mai
Victor Peter Maina
Maureen Masara
Rhonda Gayle McGarry
Marsela Meza
Brittanye Kayleen Moore
Kimberly Shantá Moore
Kaleigh Renée Morris
Amber Gail Morrison
Beatrice Mpoke Mwazaka
Attaliah Nokuthula Maranyika Ncube
Kim Loan Thi Nguyen
Phi Hoang Nguyen
Chioma Francisca Nweke
Colin Quinn O'Donnell
Valentine Okechukwu Okochi
Oluwatobi Toluwalase Olaomoju
Heidi Reneé O'Malley
Nkechi Roseline Onyegbu
Isaac Osei Owusu
Pinalbahren Rasikbhai Patel
Chester Andrew Patterson II
Christi Lyn Perry
Kimberly Louise Prunte
Brittney Lynn Rentfro
RuthAnn Milisa Ross-Vesprey
Michelle Amini Saadidin
Hanan O. Seid
Heather Nicole Shaver
Amanda C. Spotts
Edwin Agala Sunday
Lydia Leshea Szymanski
Eden Tedros
Sibil S. Thomas
Daniel Chinagorom Uhegbu
Leah Wade
Sara ReNea Walker
Kristyn Elizabeth Weaver
Amy Rebecca Williams
Donisha Marsha Williams
Melita Claesa Wilson
Sharon Elizabeth Wray

Alex G. Yorka
Kibret Zeleke

Stephanie Rae Zenk

Bachelor of Science in Radiologic Sciences

Timothy Aaron Alaniz
Alisha L. Anderson
Elizabeth Asamoah
Jeffrey Ronquillo Balita
Jason W. Ballard
Sharita Christine Barras
DeShaunda Yarnell Bazile
Linda Elaine Beck
Mikie Ogino Bertholf
Candace Leigh Brown
Rebecca Irene Burkett
Joel Ladislado Camacho
Erica Castillo
Celeste Angelica Chavez
Lisa Sian Colston
Kimberly Kristine Cook
Angela Lynne Crabbe
Bonnie Louise Ernst
Janey N. Fair
Soon Ja Gerrard
Julie Christine Gieb
Blanca L. Gutierrez
Brenda Bernal Gutierrez
Genaro Gutierrez, Jr.
Angela Hadlock
Kassie Marie Haines
Tamara Mae Haines
Courtney Julianna Haymore
Kelsi Danae Hicks
Layci Meredith Hughes

Aesha J. Hunt
Kimberly Anne Johnson
Tari Bounds Johnson
Hector G. Juarez
Amira Karriem
Brian Lee Kosters
Lam Thanh Le
Hayley Jill Loftice
Brittney Renea Love
Xenia Krystine Luna
Kaye L. Mariani-Hall
Trevin Lee McCune
Javier Francisco Moreno Yegres
Haley Marie Moynihan
Johnny Myers IV
Marie Ann Nasca
Trang Thuy Nguyen
Ann Parrino
Rachael Sumner Peabody
Timothy Patrick Riley
Nathan J. Shadd
Jana Lynn Baird Shotts
Stacy Chippendale Sparks
Sarah Michelle Stanley
Tisha L. Stewart
Desiree Sarah Tanner
Shasta Lynn Warren
Stacie Michelle Westberry
Stephanie Leigh Womble
Jeffrey Scott Zirbser

Bachelor of Science in Respiratory Care

Marisol Arvizu
Julie Ann Barrera
Alyssa Marie Callahan
Conchita Carolyn Cameron
Andrew Carrillo
Jimmy Thomas Chennangattu
Melanie Noelle Clark
Kelsey Diane Clay
Brandy Naomi Cook
Chanh Kim Duong
Sheryl Lynn Hagenbuch
Rachel Ann Harrison
Brogann Carolain Herring
Daniyal Syed Kamal
Stephen Michael Lancaster
Rubin Roy Mathew

Megan Emily McEwan
Courtney D'Naye McKnight
Randa Cheyenne McNeil
Pauline Njeri Ndirangu
Rebeca Lombraña Ramirez
Megan Elizabeth Richardson
Amanda Cleneé Sells
Valerie Ann Stixrud
Diem Ngoc Ta
Brittney Renea Tanner
Molly Marie Taylor
A. Linh Kieu Tran
Kortnee June Turner
Ruth Ann Varughese
Alison Julia Knight Wood
Yasha

Bachelor of Social Work

Kelsey Linda Berg
Kayce Nicole Bullock
Danielle Marie Hammerquist
Hilda Anne James-Lyons

Amber Nicole Jones
Breann Donnett Little
Leah Marie Reed
Camille S. Richard

Melody Kathryn Sanchez
Belinda Gaylene Strange
Jacelyn Marie Tebia

LaDonna Marie Thompkins
Stephanie Laura Marie Yates

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

Bachelor of Applied Arts and Sciences

Perry Lang Burkeen
Manuel Carrillo, Jr.
Benjamin Bruce Clawson
Mallory Alyse Colley
Samra Kate Collier
Mary Elizabeth Scott Combs
Schuyler O. Davis
Jesse Frank Dominguez
Joshua Lee Durham
Cynthia A. Englehart
Wendy Kathleen Field
Tiffanie Nicole Gonzales
Jessica Louise Hays
Valerie Lynn Johansen
Keith Ryan Kreml
Harry Patrick Long II

David Alan Luttrell
Marie DeMello McKnight
Michael Anthony Missildine
Lauren Elizabeth Molnoskey
Brandon Michael Pritchett
Douglas Hardy Ray
Tony Heath Richardson
Stephanie Marie Rios
Jarrett Dean Skelton
Stephen Lynn St. Clair
David Lee Stephenson, Jr.
Shacarra Shantell Thomas
Jacinda Katherine Vela
Kathryn Walker
Deitra JoFannie Williams

Bachelor of Arts

Pamela Nicole Allen
Ave Natalia Altius
Amanda N. Berry
Brady Price Blake
Alexandra Nicole Cettie
Brian L. Collier
Carolina DeLucio
Christopher Ward Dorris
Brady Clayton Enlow
Sasan Jonathan Faradineh
Rebecca Anne Ferguson
Erin Nicole George
Linda Joyce Graves
Sara Renee Gray
Rebekah Elizabeth Gresham
Sean Howard Gunter
Christina Marie Heft

Antonio José Herrán Castaño
Alexandra Marie Kuentzel
Crystal Faith Lynch
Travis Austin Maner
Marissa Ann Moore
Benjamin A. Nielsen
Nadela Mabi Noel
Mark McCumber Olguin
Ryan Christopher O'Malley
Lauren Christine Parkey
Breanne Elizabeth Sill
Alyssa Nichole Smith
Inese Bernita Stephenson
Danielle Tubbs Story
Samuel Ray Underwood
Angela Marie Waggoner
Erin Ashley Wrinkle

Bachelor of Science

Danielle Marie Costa
Amber Nicole Dean
Christopher Lee Dewbre
Amy Christine Diehl
Joshua Lee Hoggard
Elizabeth M. Ivey
Melissa Kailey Jacobsen
Kimberly Jayne Jeffrey
Sarah Elisabeth Lindeman

Jennifer Noel McClure
Cody Herman Parish
Fawnisha RaiShawn Perry
Cheryl Dianne Reeves
Cynthia Ashely Seegers
Brooke Aleisha Shallenberger
Phuong Tu Tran
Brady Lee Walker
Jesse Wayne Watson

COLLEGE OF SCIENCE AND MATHEMATICS

Bachelor of Science

| | |
|----------------------------|-------------------------------|
| Stephen Richard Ballenger | Kagan Hall Love |
| Kelby Paul Bellah | Adelicia Monica Marlin |
| Jamie Leigh Burns | Marsha Emma Solange McIntyre |
| Phillip Aaron Crump | Tyler Chase McKeever |
| William Casey Dean | Kyle Antonio Monk |
| Richard Allen Evans, Jr. | Blake A. Mooney |
| Daysi Chavez Garcia | Cody Tyler Newman |
| Julian Cayetano Garcia | Chijioke Ndbuisi Onyejiaka |
| Michael O'Neil Georges | Shereen Andrea Yap Palomo |
| Kari Amanda Goen | Misha Panchoo |
| Nita Johanna Gregoire | Kristie Renée Paulson |
| Lyndon Gary Hachtel | Tin Trung Phan |
| Landry Lawrence Hadderton | Kerde Michael Severin |
| Justin David Harasimo | Terrance A. Smith |
| Tamika Shonna Harford | Kapila Sanjeeva Ransiri Soysa |
| Wesley D. Hart | Matthew Joel Swezey |
| Bryce Jacob Henderson | Amanda Miriah Thompson |
| Jordan Elayne Hooper | Vonda Doreen Kamisha Thompson |
| Denise Marysia Isles-Davis | Linh My Vo |
| Elizabeth Juarez | Joshua Jared Yosten |
| Cindy Trang Lam | Brittany Nicole Ziegenbein |
| Caleb Duane Londrow | |

Bachelor of Science in Mechanical Engineering

| | |
|-----------------------------|-----------------------------|
| Cody David Bates | Tarebi Joseph John |
| Haley Nicole Bragg | Michael Nkainmbi Bello |
| Abhishek Chatterjee | Jose Guadalupe Ramos |
| Gary Mathias Clarke | Thomas Wade Reardon |
| Jared Alexander Fadow | Paul Michael Robertson |
| Sasan Jonathan Faradineh | Robert Lee Rorabaugh |
| Nathan John Fitzgerald | Benjamin Donald Shields |
| Christopher Brian Fowler | Austin Carter Smith |
| Ronald James Gowin | Phil Emerson St. Hilaire |
| Justin David Harasimo | Hermann Tchatat Njike |
| Gillian Pascal Orion Harden | Christopher Michael Venegas |
| Joshua Aaron Hartmangruber | Dane Gregory Vincent |
| Raul Ambesto Hazel | David Russell Wynn |
| Amanda Kay Jinks | |

COLLEGE OF HEALTH SCIENCES AND HUMAN SERVICES

Associate of Applied Science in Radiography

| | |
|-------------------------|----------------------------|
| Anna Michelle Acrea | Travis Mitchell Cunningham |
| Maggie Anne Adams | Iris Fabiola Escalera |
| Andrea Marie Apodaca | Courtney Denise Evans |
| Chloé Johanna Balvin | Tyler Shane Foster |
| Christine Burroughs | Krystal N. Francique |
| Matthew Conner Cain | Chelsea Danielle Giffen |
| Whitney DeeAnn Caldwell | Breana Georgeanne Harris |
| Anthony Lee Cates | Whitney Shellea' Harris |
| Courtney Aneise Clark | Ashley Nichole Hatfield |
| Julie Ann Cleburn | Lindsey Rae Holcomb |
| Tanner Evan Crenshaw | Jenna Renee Honea |

Haley Lynne Hudson
Isaac Thon Jacob
Heather Diane Johnson
Christopher Shane Kimbrough
Krystal Marie Mahan
Gunnar Scott Maxwell
Rebecca Carol Mayberry-Deason
Loren Paige McDonald
Jean-Luc Motlagh
Sabra Valee Nickels
Winnifred Oben Ojong
Kelly Renae Orjada
Heather Renee Owens
Gina M. Padilla

Lorie Ann Perry
James Larremore Putman III
Bryce Justin Rhoads
Heather Lynn Robertson
Jerica Renee Robinson
Halle Lee Rodriguez
Kali Elizabeth Stevenson
Trei Clinton Sturdivant
Hannah Elizabeth Van De Vyvere
Casterdary Washington, Jr.
Darin Wade Whitman
Kenslea Brook Young
Mallorie Elizabeth Zander

Proposed Physics Joint Degree Plan

Please find enclosed the following items.

- (1) The proposed degree plan for Midwestern State University
- (2) Descriptions of the physics classes
- (3) Information on the Texas Physics Consortium

Brief Overview:

The Texas Physics Consortium (TPC) is proposing a new joint degree in physics to replace the individual degree plans at each member institution that were eliminated by the state due to low enrollment (low enrollment is typical nationwide in physics, and applying the state of Texas' criteria nationwide would result in the elimination of roughly 75% of this country's physics degree programs). Within the TPC, we can easily meet the required number of average graduates and still offer a top-rate program. The students will have more opportunities to take upper level electives in physics as well, spanning a much wider range of topics with the access to additional faculty. The proposed joint degree has already been approved by the Texas A&M System.

Prepared by:

Jacqueline Dunn, Ph.D.

Assistant Professor of Physics

Email: jackie.dunn@mwsu.edu

Phone: (940) 397 – 4184

Section 1

Proposed Physics Degree Plan at Midwestern State University

PHYSICS

Associate Professor: Fleming

Assistant Professor: Dunn

Professors Emeritus: Holverson

MISSION STATEMENT FOR THE PHYSICS PROGRAM

The mission of the Physics Program is to prepare students to pursue degrees in physics, engineering, science, or other areas of intellectual endeavor as well as for employment in various physics or engineering related areas by educating them in the fundamental concepts, knowledge, techniques, and skills of physics.

The requirements for the degree of Bachelor of Science with a major in physics are as follows:

General (see page 89)

Academic Foundations and Core Curriculum (see page 91)

Major (34 hours)

Physics 1624, 2644, 3313, 3323, 3333, 3343, 4303, 4353, 4373, 4403,
4611, 4621

Minor (18 hours)

Mathematics 1634, 1734, 2534, 3433, 3833

Program Requirements

Chemistry 1141, 1143, 1241, 1243

Requirements for a Minor in Physics

Physics 1624, 2644, and 12 additional hours of which 6 must be advanced.

Section 2

Brief Description of Physics Courses

MOU Appendix A

Description of course equivalencies between the present institutional members of the

Texas Physics Consortium

PHYS 2425 – University Physics I

Description: An introduction to mechanics, heat, and wave motion. This is a calculus-based course for Scientists and Engineers.

Hours: 4 hours (3 lecture/3 lab)

Prerequisites: Credit for MATH 2413 (Calculus I) or concurrent registration

| | | | |
|-------------------------------|----------------|-------------------------------------|----------------|
| Midwestern State University | PHYS 1624 | Texas A&M University-Corpus Christi | PHYS 2425 |
| Prairie View A&M University | PHYS 2513/2511 | Texas A&M University-Kingsville | PHYS 2325/2125 |
| Tarleton State University | PHYS 122 | Texas Southern University | PHYS 245/215 |
| Texas A&M University-Commerce | PHYS 2425 | West Texas A&M University | PHYS 2425 |

PHYS 2426 – University Physics II

Description: An introduction to electricity, magnetism, and optics. This is a calculus-based course for Scientists and Engineers.

Hours: 4 hours (3 lecture/3 lab)

Prerequisites: Credit for PHYS 2425 (University Physics I) and credit or concurrent registration in MATH2414 (Calculus II).

| | | | |
|-------------------------------|----------------|-------------------------------------|----------------|
| Midwestern State University | PHYS 2644 | Texas A&M University-Corpus Christi | PHYS 2426 |
| Prairie View A&M University | PHYS 2523/2521 | Texas A&M University-Kingsville | PHYS 2326/2126 |
| Tarleton State University | PHYS 242 | Texas Southern University | PHYS246/216 |
| Texas A&M University-Commerce | PHYS 2426 | West Texas A&M University | PHYS 2426 |

PHYS 331 - Mechanics I

Description: Particle dynamics in one, two, and three dimensions; conservation laws; dynamics of a system of particles including oscillations; motion of rigid bodies; central force problems; Lagrangian and Hamiltonian Mechanics; .

Hours: 3 hours (3 lecture/0 lab)

Prerequisites: PHYS 2425 (University Physics I); Credit or concurrent registration in MATH 2415 (Calculus III) or MATH 2320

(Differential Equations).

| | | | |
|-------------------------------|-----------|-------------------------------------|---------------|
| Midwestern State University | PHYS 3313 | Texas A&M University-Corpus Christi | PHYS 3311.001 |
| Prairie View A&M University | PHYS 3103 | Texas A&M University-Kingsville | PHYS 3313 |
| Tarleton State University | PHYS 331 | Texas Southern University | PHYS 272 |
| Texas A&M University-Commerce | PHYS 411 | West Texas A&M University | PHYS 3330 |

PHYS 332 - Electromagnetic Field Theory

Description: Electrostatics; Laplace's equation; the theory of dielectrics; magnetostatic fields; electromagnetic induction; magnetic fields of currents; Maxwell's equations.

Hours: 3 hours (3 lecture/0 lab)

Prerequisites: PHYS 2426 (University Physics II); Credit or concurrent registration in MATH 2415 (Calculus III) or MATH 2320

(Differential Equations).

| | | | |
|-------------------------------|-----------|-------------------------------------|---------------|
| Midwestern State University | PHYS 3323 | Texas A&M University-Corpus Christi | PHYS 3311:001 |
| Prairie View A&M University | PHYS 3123 | Texas A&M University-Kingsville | PHYS 3323 |
| Tarleton State University | PHYS 332 | Texas Southern University | PHYS 333 |
| Texas A&M University-Commerce | PHYS 412 | West Texas A&M University | PHYS 3340 |

PHYS 333 - Thermodynamics

Description: Concept of temperature, equations of state; the first and the second law of thermodynamics; entropy; change of phase; the thermodynamics functions.

Hours: 3 hours (3 lecture/0 lab)

Prerequisites: PHYS 2425 (University Physics I); Credit or concurrent registration in MATH 2415 (Calculus III).

| | | | |
|-------------------------------|-----------|-------------------------------------|---------------|
| Midwestern State University | PHYS 3333 | Texas A&M University-Corpus Christi | PHYS 3490:302 |
| Prairie View A&M University | PHYS 4063 | Texas A&M University-Kingsville | PHYS 3333 |
| Tarleton State University | PHYS 333 | Texas Southern University | PHYS 336 |
| Texas A&M University-Commerce | PHYS 413 | West Texas A&M University | PHYS 3320 |

PHYS 334 – Modern Physics I

Description: Foundations of the atomic theory of matter; kinetic theory; elementary particles; radiations; atomic model; atomic structure; atomic spectra and energy levels; quantum theory of radiation; x-rays; special theory of relativity.

Hours: 3 hours (3 lecture/0 lab)

Prerequisites: PHYS 2426 (University Physics II); Credit or concurrent registration in MATH 2415 (Calculus III) or MATH 2320

(Differential Equations).

| | | | |
|-------------------------------|-----------|-------------------------------------|---------------|
| Midwestern State University | PHYS 3343 | Texas A&M University-Corpus Christi | PHYS 3312:001 |
| Prairie View A&M University | PHYS 3183 | Texas A&M University-Kingsville | PHYS 3343 |
| Tarleton State University | PHYS 334 | Texas Southern University | PHYS 332 |
| Texas A&M University-Commerce | PHYS 321 | West Texas A&M University | PHYS 3310 |

PHYS 430 – Mathematical Methods for Physicists and Engineers

Description: Mathematical techniques from the following areas: infinite series; integral transforming; applications of complex variables; vectors, matrices, and tensors; special functions; partial differential equations; Green's functions; perturbation theory; integral equations; calculus of variations; and groups and group representatives.

Hours: 3 hours (3 lecture/0 lab)

Prerequisites: MATH 2415 (Calculus III) and MATH 2320 (Differential Equations).

| | | | |
|-------------------------------|-----------|-------------------------------------|---------------|
| Midwestern State University | PHYS 4303 | Texas A&M University-Corpus Christi | PHYS 3490:304 |
| Prairie View A&M University | PHYS 3163 | Texas A&M University-Kingsville | PHYS 4303 |
| Tarleton State University | PHYS 430 | Texas Southern University | PHYS 247 |
| Texas A&M University-Commerce | PHYS 317 | West Texas A&M University | PHYS 4340 |

PHYS 435 – Quantum Physics

Description: The Schroedinger equation; one dimensional systems; the Heisenberg uncertainty principle; magnetic moments and angular momentum; two and three dimensional systems; approximation methods; spin.

Hours: 3 hours (3 lecture/0 lab)

Prerequisites: PHYS 334 (Modern Physics I), MATH 2415 (Calculus III), and MATH 2320 (Differential Equations).

| | | | |
|-------------------------------|-----------|-------------------------------------|---------------|
| Midwestern State University | PHYS 4353 | Texas A&M University-Corpus Christi | PHYS 3490:308 |
| Prairie View A&M University | PHYS 4023 | Texas A&M University-Kingsville | PHYS 4353 |
| Tarleton State University | PHYS 435 | Texas Southern University | PHYS 353 |
| Texas A&M University-Commerce | PHYS 420 | West Texas A&M University | PHYS 4320 |

PHYS 437 – Nuclear Physics

Description: The study of nuclear phenomena and properties including mass, stability, magnetic moment, radioactive decay processes and angular momentum. The use of nuclear techniques as applied to other scientific fields including electronics and medicine.

Hours: 3 hours (3 lecture/0 lab)

Prerequisites: PHYS 334 (Modern Physics I).

| | | | |
|-------------------------------|-----------|-------------------------------------|---------------|
| Midwestern State University | PHYS 4373 | Texas A&M University-Corpus Christi | PHYS 3490:310 |
| Prairie View A&M University | PHYS 3243 | Texas A&M University-Kingsville | PHYS 4460 |
| Tarleton State University | PHYS 437 | Texas Southern University | PHYS 366 |
| Texas A&M University-Commerce | PHYS 437 | West Texas A&M University | PHYS 4360 |

PHYS 440 – Physics Advanced Lab

Description: A laboratory course focusing on experimental design, advanced data analysis and reduction, and experimental laboratory techniques and instrumentation. Experiments will be drawn from a variety of physics areas.

Hours: 3 hours (2 lecture/3 lab)

Prerequisites: PHYS 334 (Modern Physics I) or concurrent registration.

| | | | |
|-------------------------------|-----------|-------------------------------------|---------------|
| Midwestern State University | PHYS 4403 | Texas A&M University-Corpus Christi | PHYS 3490:304 |
| Prairie View A&M University | PHYS 4103 | Texas A&M University-Kingsville | PHYS 4303 |
| Tarleton State University | PHYS 440 | Texas Southern University | PHYS 360 |
| Texas A&M University-Commerce | PHYS 441 | West Texas A&M University | PHYS 3450 |

PHYS 461 – Physics Research Project

Description: The first half of a two semester sequence. The student will work with a faculty member to develop and conduct a senior research project including a search of the relevant literature and presentation of the proposed research idea.

Hours: 1 hour (1 lecture/2 lab)

Prerequisites: PHYS 334 (Modern Physics I).

| | | | |
|-------------------------------|-----------|-------------------------------------|---------------|
| Midwestern State University | PHYS 4611 | Texas A&M University-Corpus Christi | PHYS 3490:461 |
| Prairie View A&M University | PHYS 4991 | Texas A&M University-Kingsville | PHYS 4391 |
| Tarleton State University | PHYS 461 | Texas Southern University | PHYS 415 |
| Texas A&M University-Commerce | PHYS 418 | West Texas A&M University | MPS 4097 |

PHYS 462 – Physics Research Seminar

Description: The second half of a two semester sequence. The student will work with a faculty member to conduct a senior research project including giving an oral presentation of the final results and writing up the results in a form suitable for publication.

Hours: 1 hour (1 lecture/2 lab)

Prerequisites: PHYS 461 (Physics Research Project).

| | | | |
|-------------------------------|-----------|-------------------------------------|---------------|
| Midwestern State University | PHYS 4621 | Texas A&M University-Corpus Christi | PHYS 3490:462 |
| Prairie View A&M University | PHYS4 992 | Texas A&M University-Kingsville | PHYS 4392 |
| Tarleton State University | PHYS 462 | Texas Southern University | PHYS 416 |
| Texas A&M University-Commerce | PHYS 419 | West Texas A&M University | MPS 4370 |

Section 3

Information on the Texas Physics Consortium

Faculty within the TPC:

| Name of <u>Core</u> Faculty and Faculty Rank | Highest Degree and Awarding Institution | % Time Assigned To Program |
|---|--|---|
| David W. Craig | PhD Physics University of Mississippi | 5.2%+ |
| Brian M. Cudnick | MS Astronomy San Diego State University | 5.2%+ |
| Jacqueline M. Dunn | PhD Physics Texas Christian University | 5.2%+ |
| Gary M. Erickson | PhD Space Physics Rice University | 5.2%+ |
| Shaukat N. Goderya | PhD Physics University of Nebraska- Lincoln | 5.2%+ |
| Michael Hibbs | PhD Interdisciplinary Engineering Texas A&M University | 5.2%+ |
| Cleo L. Bentley | PhD Physics Howard University | 5.2%+ |
| Daniel Vrinceanu | PhD Physics Georgia Institute of Technology | 5.2%+ |
| Orion Ciftja | PhD Physics International School of Advanced Study | 5.2%+ |

| | | |
|-------------------------|---|-------|
| Catherine F. M. Clewett | PhD Physics New Mexico Institute of Mining and Technology | 5.2%+ |
| Kevin Storr | PhD Physics Florida State University | 5.2%+ |
| Innocent J Aluka | PhD Geological Science University of Texas at El Paso | 5.2%+ |
| Grady Price-Blount | PhD Planetary Geology Arizona State University | 5.2%+ |
| Edward J. Butterworth | PhD Biomedical Engineering University of Alabama at Birmingham | 5.2%+ |
| Mark C. Harvey | PhD Physics Hampton University | 5.2%+ |
| W. Wayne Kinnison | PhD Physics University of Chicago | 5.2%+ |
| Daniel K. Marble* | PhD Physics University of North Texas | 5.2%+ |
| Premkumar Saganti | PhD Physics Andhra University, India | 5.2%+ |
| Falih Ahmad | PhD Electrical Engineering Mississippi State University | 5.2%+ |
| Mirley Balasubramanya | PhD Physics Iowa State University | 5.2%+ |
| Daniel Bessis | PhD Physics Sorbonne, France | 5.2%+ |

| | | |
|------------------------------------|---|-------|
| Paul Cox | PhD Physics Harvard University | 5.2%+ |
| Carlos R. Handy | PhD Theoretical Physics Columbia University | 5.2%+ |
| Lionel Hewett | PhD Engineering Physics University of Missouri at Rolla | 5.2%+ |
| Jimmy J. McCoy | PhD Physics Baylor University | 5.2%+ |
| Luca Perotti | PhD Physics University of Pittsburgh | 5.2%+ |
| C.J. Tymczak | PhD Physics Texas A&M University | 5.2%+ |
| Carlos Bertulani | PhD Physics University of Bonn | 5.2%+ |
| Matt Wood | PhD Astronomy University of Texas at Austin | 5.2%+ |
| Bao-An Lin | PhD Physics Michigan State University | 5.2%+ |
| New Faculty in Year _1_ None | | |
| New Faculty in Year _2_ None | | |

- * The present Chair of the Texas Physics Consortium is indicated. The Chair of the Texas Physics Consortium is elected for three year terms. The administration of the program will be by the Chair of the Texas Physics Consortium and the Council of the Texas Physics Consortium composed of one member from each of the individual institutions as described in the Texas Physics Consortium's Memorandum of Understanding (MOU) Appendices.

- + Faculty from the above list will be assigned to teach these courses through consultation between the Chair of the Texas Physics Consortium and the Council of the Texas Physics Consortium. The program requires a total of 32 hours of SCH upper level physics courses per year with a total faculty load of 37.25 hours (assumes 1 hour credit for 1 hour lecture and 0.75 hour credit for 1 hour of lab. This load is divided across the eight institutions and 30 current faculty members in the Texas Physics Consortium. Over the next five years, the Joint BS Physics Degree will reduce actual physics faculty loading as it will eliminate duplicate course offerings on different campuses that would otherwise be required to phase out existing physics degrees at five institutions. Once the phase out period is concluded, the program represents a maximum of 5.2% impact on faculty load compared to having no physics degree program given the present minimal annual load capacity of 720 hours of existing faculty.

MOU Appendix B

Agreement on Teaching Workload Credit and Receipt of Generated Tuition and Fees for Joint Courses Taught by the partner institutions of the Texas Physics Consortium

WHEREAS:

Midwestern State University, Prairie View A&M University, Tarleton State University, Texas A&M University-Commerce, Texas A&M University-Corpus Christi, Texas A&M University-Kingsville, Texas Southern University, and West Texas A&M University have agreed to form the Texas Physics Consortium (TPC) in order to provide a Joint B.S. Physics Degree to students at their respective institutions at a minimal cost to the State of Texas,

THEREFORE:

Midwestern State University, represented by Dr. Jesse W. Rogers, President,
Prairie View A&M University, represented by Dr. George C. Wright, President
Tarleton State University, represented by Dr. F. Dominic Dottavio, President,
Texas A&M University-Commerce, represented by Dr. Dan R. Jones, President,
Texas A&M University-Corpus Christi, represented by Dr. Flavius Killebrew, President,
Texas A&M University-Kingsville, represented by Dr. Steven H. Tallant, President,
Texas Southern University, represented by John M. Rudley, President, and
West Texas A&M University, represented by Dr. J. Patrick O'Brien, President,

AGREE to the following additional terms of the Memorandum of Understanding:

Each TPC partner will offer a TPC course originating at any of the partner institutions if at least one of its students is enrolled in that course.

If an institution's students are enrolled in a course taught by a TPC faculty member at another partner institution then the former institution will be referred to as "course receiving institution" and the latter institution as "course originating institution".

At the beginning of a term, while deciding to offer or cancel a course by the course originating institution, the total number of students enrolled for the course at both the originating and receiving institutions will be added together to determine whether the course meets the minimum enrollment of ten students in order to be offered. If there are less than a total of ten students enrolled at all of the TPC institutions combined, the course will not be offered.

A faculty member at a TPC partner institution assigned to teach a TPC course for broadcast for the forthcoming semester in the published course schedule will teach the course even if no student is enrolled for that course at her/his institution provided the course meets the minimum combined enrollment across all of the TPC institutions of ten students.

The instructor of record at the course originating institution will be given the appropriate teaching credit based on the combined course enrollment at all participating TECP institutions.

Tuition and Fees generated for all students shall remain at the student's home institution.

An administration fee of \$10.00 per SCH per student will be assessed to all member institutions to be transferred to the chair's institution for purposes of funding administrative costs. The chair of the TPC shall use the administrative fee to employ an administrative assistant(s) to track students, create reports, coordinate communication between and among the institutions' registrars, distance learning directors, and other entities as needed. The administrative fee will also aid in marketing efforts of the TPC. The administrative fee will be transferred by each institution after the census date.

A \$50.00 per SCH per student instruction fee will be assessed to each receiving member institution and transferred to the originating institution.

Each TPC partner institution will report annually to the Texas Higher Education Coordinating Board those students who complete the Joint B.S. Degree in Physics at their institution.

To meet the Texas Higher Education Coordinating Board minimal requirement for program graduates, the combined number of students awarded the Joint B.S. Degree in Physics from all TPC partner institutions will be used.

This agreement shall become effective upon the approval and execution by the Presidents of TPC partner institutions, and will be renewable every five years upon consent of all partner institutions. This agreement may be amended by means of common written consent on the part of the signatories or their designated representatives.

IN AFFIRMATION:

Dr. Jesse W. Rogers, Midwestern State University, President

Date

Dr. George C. Wright, Prairie View A&M University, President

Date

Dr. F. Dominic Dottavio, Tarleton State University, President

Date

Dr. Dan R. Jones, Texas A&M University-Commerce, President

Date

Flavius C. Killebrew, Texas A&M University-Corpus Christi, President

Date

Steven H. Tallant, Texas A&M University-Kingsville, President

Date

John M. Rudley, Texas Southern University, President

Date

Dr. J. Patrick O'Brien, President, West Texas A&M University

Date

MOU Appendix C: BYLAWS

Texas Physics Consortium

Article I

Purpose, Nature, and Scope of the Consortium

Section 1: The Texas Physics Consortium, hereinafter called the TPC, formally created by the chairs of the Physics departments at Midwestern State University, Prairie View A&M University, Tarleton State University, Texas A&M University-Commerce, Texas A&M University-Corpus Christi, Texas A&M University-Kingsville, Texas Southern University, and West Texas A&M University in 2011. The goals of the TPC are to (1) provide a Joint B.S. Physics degree at a minimal cost to the State of Texas using distributed resources, (2) increase the number of B.S. Physics graduates in Texas from underrepresented groups, (3) supply high quality upper-division courses in physics and closely related disciplines such as astronomy and engineering physics to students, (4) provide research opportunities for undergraduate majors and minors in physics and closely related disciplines, (5) create the administrative infrastructure necessary to enable the TPC to function as a "distributed academic program," and (6) provide a functioning model of a distributed academic program for adoption elsewhere.

Section 2: Academic and fiscal oversight of the TPC will be performed by an Administrative Board composed of Deans from the Full member institutions. The Administrative Board is charged with the responsibility of ensuring compliance with all policies of the TPC and the Texas Higher Education Coordinating Board and resolving disputes within the TPC between the various institutions.

Section 3: A Council, known as the "Texas Physics Consortium Council" (TPCC) consisting of one faculty representative from each Full Member institution will collectively make curriculum recommendations including student learning outcomes for each course and for the Joint BS Physics degree.

Section 4: The TPCC will be led by a TPC Chair, hereafter called the Chair, who will serve as the spokesperson for the TPC. The Chair will be charged with coordinating with the administration of the member universities. All curriculum recommendations will be submit by the TPCC through the Chair for approval by the Administrative Board.

Section 5: The presiding officer at meetings of the TPC Council will be the Chair. The Chair shall be a voting member of the Council chosen by the Council members for a three year term. Each Chair selected shall serve until a successor is selected at the last meeting of the Council during the third academic year of their term.

Section 6: The presiding officer at meetings of the Administrative Board will be the Chair who will be a non-voting member.

Article II

Membership

Section 1: Accredited colleges and universities within Texas that have access to a videoconference network accessible to current institutional members may be considered for Full or Affiliate Membership in the TPC.

Section 2: Eligible institutions desiring to participate in the work of the TPC as members shall apply for the appropriate category of membership to the TPCC through the Chair. The recommendations of the TPCC will be forwarded by the Chair to the Administrative Board for final approval.

Section 3: There shall be two classes of institutional membership: Full and Affiliate.

Section 4: Full Members of the TPC will be institutions that have authority from the Texas Higher Education Coordinating Board to award the Joint BS Physics Degree. Full member institutions may receive or originate TPC courses. A Local TPC Coordinator will be designated by the Full member institution to serve as a voting member of the Texas Physics Consortium Council.

The initial Full Members of the TPC shall consist of Midwestern State University, Prairie View A&M University, Tarleton State University, Texas A&M University-Commerce, Texas A&M University-Corpus Christi, Texas A&M University-Kingsville, Texas Southern University, and West Texas A&M University.

Section 4: Affiliate Members of the TPC are members who do not have authority from the Texas Higher Education Coordinating Board to award the Joint BS Physics Degree. Affiliate members will be able to receive TPC courses, and may originate courses upon receiving prior approval via a majority vote of the Council. Each Affiliate Member of the TPC will appoint one faculty member from their Physics program to serve as the TPC liaison for their institution. The institutions having Affiliate Membership may be represented at all TPC Council meetings but shall not have voting rights.

Section 5: Applications for membership in the TPC shall be considered by the Council twice per year. A majority vote of eligible Council members is required for recommendation to the Administrative Board. A majority of vote of eligible members of the Administrative Board is required for final approval of membership. The Chair will notify the applying institution of the results within thirty (30) days of the final decision.

Article III

Meetings and Committees

Section 1: The TPC Council shall have at least one meeting each academic year. Full members shall be officially represented at such meetings by their voting representatives on the Council. Affiliate Members shall be officially represented by their Liaison.

Section 2: When necessary, Council members may be represented at meetings by a proxy.

Section 3: The Council shall from time to time establish such ad hoc committees, study groups, and consultancies as may be needed.

Section 4: All reports of committees, study groups, and consultants shall be presented in written form to the Council for appropriate action.

Article IV

Course Offering

Section 1: The TPCC, as facilitated by the Chair, will designate which institution will offer each course and determine the semester of each course's offering.

Section 2: The Chair will be charged with assuring information regarding each semester's offering is distributed to each institution for inclusion in the schedule of courses, technology needs are met, and textbook information is conveyed.

Section 3: The TPC initially intends to offer Advanced Physics course based upon the following rotation frequency:

- course listed under "Upper Level Physics Core" on an annual basis.
- course listed under "Advanced Physics Elective" on a two year rotation.

Section 4: The TPCC may make recommendations to the Administrative Board for alterations in the frequency of course offerings as enrollments warrant.

Section 5: Disputes on assignment of courses to institutions will be brought to the TPCC for action by the TPCC or the Chair.

- Should the dispute not be resolved to the satisfaction of all partners, the petitioner may appeal to the Administrative Board for resolution.
- The appellant may choose to accept the decision of the Administrative Board or may chose to leave the consortium

Section 6: Member institutions are prohibited from:

- offering any course to their students outside of the TPC that is listed in the TPC as part of the Upper Level Physics Core
- substituting comparable courses from other disciplines (e.g., engineering) for TPC Upper Level Physics Core classes
- substituting other physics courses including Independent Study courses for TPC Upper Level Physics Core classes
- Exceptions may be made in exceptional cases provided approval is granted by the home institution's dean/provost (as dictated by the student's home institution practice) followed by final approval of the Administrative Board.

Section 7: A TPC course will begin on the first class day of the last starting TPC member and conclude on the last class day of the earliest TPC member.

Section 8: Meeting times of all TPC classes may be adjusted to assure compliance with regulatory expectations on class length, adjusted as needed due to length of semester.

Section 9: Final exams for all TPC courses will occur within 7 days of the above designated last class day. TPC course instructors will be required to adjust final

examination times to facilitate the uncoordinated schedules and calendars of the diverse students enrolled.

Section 10: Grades will be due for all TPC courses no later than 10 days after the final class day as designated above. The 10 day window may be adjusted as needed to accommodate grade deadlines for the diverse students enrolled, particularly for those students who may be seniors from institutions with early grade deadlines for graduating seniors.

Section 11: The student's home institution will determine all dates for registration, add/drop, bill payment, etc. The student's home institution is responsible for communicating to the course's originating institution any changes in enrollment status of a student.

Article V

Faculty & Student Policies

Section 1: Enrollment in TPC courses:

- Students desiring to enroll in TPC courses will apply at the university from which they plan to graduate with the Joint BS Physics Degree. This university will be known as the HOME INSTITUTION. Undergraduate applicants will apply to the HOME INSTITUTION through the usual undergraduate admissions procedures.
- Students accepted into a TPC course will abide by the university rules and undergraduate or graduate school policies at the HOME INSTITUTION.

Section 2: Student evaluation of instruction in each TPC course will use the means by which faculty are evaluated at the instructor's home institution.

Section 3: All students in the course regardless of the student's home institution will be encouraged and expected to complete the student evaluation of instruction.

Section 4: The Chair will be charged with facilitating all students' opportunity to participate in the student evaluation of instruction.

Section 5: TPC member institutions will cooperate with technology challenges to facilitate guest students evaluating instructors.

Section 6: Student evaluations of instruction will be considered in the home institution's evaluation of faculty performance no differently than it is considered for courses instructed that are not part of the TPC.

Section 7: Student evaluation of instruction among other faculty evaluation measures will be considered by the TPCC in the determination of faculty assigned to teach TPC courses. Courses may be reassigned in the event of inadequate instructional performance.

Section 8: Disputes regarding grades and scholastic dishonesty for TPC courses will initially be handled by the course instructor. In the case where the student wishes to appeal the instructor's decision, the Chair will be notified by the Instructor and the appeal process will follow the process of the student's home institution. Once the appeal process has been completed, the Chair will be notified by the student's home institution of the final resolution.

Article VII

Miscellaneous Provisions

Section 1: The chair of the TPCC shall be charged with assuring appropriate data management practices are followed

- All students in the consortium shall be tracked in a common database managed by the chair or chair's designee.
- Tracking will include progression of students and projection of courses needed in upcoming semesters. Such information will influence the rotation of courses and the assignment of said courses.
- The TPCC shall annually report to the Administrative Board the progression of students (e.g., retention rates, 4, 5, and 6 year graduation rates), course enrollments for the previous academic year, graduates per institution, student learning outcomes, and recommendations/decisions for improvement of the effectiveness of the consortium.

Section 2: Amendments to the Bylaws of the TPC may be approved for recommendation to the Administrative Board by vote of at least a two-thirds majority of the Texas Physics Consortium Council and approved by a vote of at least a two-thirds majority of the Administrative Board; provided, however, that no amendment may be adopted unless it has been submitted in writing to all Texas Physics Consortium Council members at least thirty days in advance.

Section 3: Adequate records of all financial transactions of the TPC shall be kept and shall be subject to annual audit.

Section 4: Neither the TPC nor any members thereof shall in the name of the TPC support or oppose any political cause. Further, no such member may in the name of the TPC act as proponent or opponent of proposals for basic changes in existing laws, whether local, state, or federal.

Section 5: All cooperative agreements should be formalized in writing, with copies provided to all concerned parties.

Section 6: The TPC as a whole or any combination of member institutions may make joint efforts to seek grants or other funding to support the objectives of the TPC.

Section 7: Cooperation in undergraduate and graduate programs not directly related to TPC course offerings shall be encouraged.

Section 8: The members of the TPC will work cooperatively within the framework of individual university rules and the rules of their Governing Boards to develop proposals for new degrees offered by partner institutions. The same process will be followed to make modifications in academic programs or to alter an institution's participation in a particular degree program.

Section 9: The operational guidelines for the TPC will be reviewed annually and updated as necessary. Changes will require a two-thirds consent of Administrative Board.

2.393 Staff Senate

STAFF SENATE PURPOSE AND CONSTITUTION

Date Adopted/Most Recent Revision by Staff Senate: 11/14/12

B. Officers

The officers of the Senate shall be the Chairperson, Vice Chairperson, Secretary/Treasurer, and Parliamentarian, which will constitute the Executive Committee. During the month of May ~~August~~, senators who will serve in the next fiscal year term ~~beginning the following September~~, will hold an organizational meeting to elect officers for the new term. The current Chairperson will preside over the organizational meeting and no other business will be conducted. Members elected to the Executive Committee shall serve as officers for a one year term beginning September 1. The Chairperson of the Staff Senate shall be a voting member of the Administrative Council and shall attend the meetings of the Board of Regents. The Executive Committee may appoint ad hoc committees within the membership as deemed necessary.

3.317 President's Office

ACADEMIC EMERITUS STATUS - FACULTY AND ADMINISTRATION

Date Adopted/Most Recent Revision: Approved 05/14/2010 - 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 and vice president for academic affairs, 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)~~ **consecutive years in a full-time position**. 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 and vice president for academic affairs will have notably contributed to the progress of the university. A president who has served the university for a ~~minimum of ten~~ **consecutive** years will automatically be considered.

C. Process

Unless the provost and vice president for academic affairs or the president is under consideration, the provost and vice president for academic affairs 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 and vice president for academic affairs 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. maintenance of their MSU e-mail address;
4. marching in the appropriate position in the academic procession; and
5. actively participating in university events and offerings.

4.125 ~~Business Affairs & Finance~~ **President's Office**
RECORDS MANAGEMENT POLICY
Date Adopted/Most Recent Revision: 02/15/2008

A. General

Midwestern State University recognizes the need for orderly management and retrieval of all official records and a documented records retention and destruction schedule congruent with all state and federal laws and related regulations. It is the policy of Midwestern State University to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of the university. In the interest of cost-effective and efficient recordkeeping, the university has adopted a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of State Records Management Laws and accepted records management practices.

B. Records Management Officer

The Records Management Officer (RMO) is the person designated by the university **president** to administer the records management program. The RMO will ensure management of the university records in accordance with the requirements of State Records Management Laws.

C. Records Retention Schedule

All official records (paper, microform, electronic, or any other media) will be retained for the minimum periods stated in the Midwestern State University Records Retention Schedule as approved by the Texas State Library and Archives Commission and the Texas State Auditor's Office in compliance with Texas Government Code, Chapter 441. Any destruction of official records of Midwestern State University will be in accordance with this certified schedule and any other laws and rules of the state.

Reference: Texas Government Codes 441 and 552

Proposed New Policy

**4. XXX Student Affairs & Enrollment Management
WEB ACCESSIBILITY**

Date Adopted/Most Recent Revision:

A. Purpose

The university is committed to providing websites that are designed and created to be accessible to all users. All web-based applications and websites at Midwestern State University shall meet the statutory requirement in Texas Administrative Code (TAC) 206.70, Accessibility Standards, which references the U.S. Section 508 standards. These statutes require all web applications and websites to comply with the TAC 206.70 standards. TAC 206.70 establishes only a minimum standard for accessibility; website developers are encouraged to go beyond this minimum whenever possible.

B. Required Link

Each web-based application or website of Midwestern State University must contain a link for "Web Accessibility Policy," which directs a user to this policy.

C. Electronic Accessibility Coordinator

The university Webmaster is designated as the MSU Electronic Accessibility Coordinator (EAC). The role of the EAC is to monitor the university's compliance with web accessibility policies and to facilitate training of MSU web publishers and developers to ensure all web-based applications and sites are appropriately accessible. The EAC may grant written requests for exceptions to accessibility policies as allowed under appropriate circumstances.

D. Grievance Procedures

Individuals with a web accessibility grievance related to discrimination or lack of accommodation on the basis of a disability should contact the university's ADA Coordinator (Director of Disability Support Services).

Related Policy: 4.189, Disability Grievance Procedures

FINANCE COMMITTEE

Finance Committee

Membership

Mike Bernhardt, Chairman
Jane Carnes
Charles Engelman
Jeff Gregg

Reading and Approval of Minutes

13-110. The minutes of the Finance Committee meeting February 14, 2013, will be recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 13-110.

Summary of Financial Support 9/1/12-4/15/13

13-111. This report is shown as Attachment 13-111 and will be presented as information only.

Review and Acceptance of Financial Reports

13-112. The administration will recommend the January, February, and March, 2013, Financial Reports for acceptance. These reports were previously distributed to the board.

Investment Report

13-113. The administration will recommend the second quarter FY 2013 investment report for acceptance. This report was previously distributed to the board.

FY 2012-2013 Item \$50,000 & Under

13-114. In accordance with Board policy, the president authorized the following increase to the current budget. The administration will recommend ratification of this budget change.

From Account:

To Account:

| <u>Number</u> | <u>Title</u> | <u>Number</u> | <u>Title</u> | <u>Purpose</u> | <u>Amount</u> |
|----------------|-------------------------|---------------|----------------------|-----------------------------------|-----------------|
| 26000 23260 | Student Service Fees | 34802 4800 | Clark Student Center | Furniture for Arrowhead Lounge | 30,000 |
| | Total | | | | \$30,000 |

Review of Personnel Reports and Salary/Title/Position Changes in 2012-2013 Budget

13-115. The reports of personnel changes in January, February, and March, 2013 will be presented for information as shown in Attachment 13-115. Additionally, salary and position changes approved by the president will be presented for ratification as shown below.

| <u>Current Position</u> | <u>Action</u> | <u>Additional Funding</u> | <u>Annual Budget Increase (Decrease)</u> | <u>Net Current FY Actual Cost(Savings)</u> |
|---|---------------------------------|---------------------------|--|--|
| Assist Professor, College of Education | Filled unbudgeted position. | Salary savings | \$57,000 | \$28,500 |
| Professor, Biology | Additional duties due to QEP | Designated tuition | 14,210 | 9,500 |

| | | | | |
|--|--|----------------|---------------|-----------------|
| Academic Advisor, Health Sciences | Salary increase due to increased workload | Salary savings | 6,023 | 4,016 |
| Various positions in Registrar's Office | Promotions and vacancies filled below budget | | (1,580) | (1,053) |
| Various positions in Library | Promotions and vacancies filled netting in savings | | (1,350) | (23,850) |
| Various custodial positions in Facilities Services | Promotions and vacancies filled below budget | | (5,314) | (9,944) |
| Four staff positions | Filled position below budget | | (24,672) | (47,885) |
| Total | | | 44,317 | (40,716) |

Digital Catalog Management Software

13-116. Midwestern State University has continued to publish hard copies of the undergraduate and graduate catalogs and has seen the demand for these items diminish. The institution has also produced CD versions of the catalogs that are mailed to individuals upon request. The current MSU catalog is available on the university's website in PDF format. Owing to rising postage costs as well as the lessening demand for paper catalogs, the administration requests authorization to purchase Digital Architecture's Acalog, a digital academic catalog management software. Acalog will create an effective e-catalog that will integrate with the university's website, provide both search and browsing for catalog users, and allow the online catalog to become the institution's primary catalog publication. The first-year cost of the software would be \$54,134, which would include licensing, hosting-support-upgrades, and catalog transition. The source of funds would be the university's Publication Fee. The annual cost thereafter would be \$6,294.

Budget Discussion 2013-2014/ Mandatory and Non-Mandatory Fees Review and Recommendations

13-117. The administration will present information and make recommendations related to mandatory and non-mandatory fees effective with the fall 2013 semester.

FINANCE COMMITTEE
ATTACHMENTS

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

| | 9/1/2012 10/19/2012 | 10/20/2012 1/17/2013 | 1/18/2013 4/15/2013 | Total Year to Date |
|---|------------------------|-------------------------|------------------------|-----------------------|
| MSU University Development | \$ 374,396 | \$ 813,141 | \$ 5,088,498 | \$ 6,276,035 |
| Gifts in Kind | \$ 12,550 | \$ 46,600 | \$ 5,323 | \$ 64,473 |
| MSU Endowments | | \$ 121,350 | \$ 400 | \$ 121,750 |
| Contributions to MSU Foundation | \$ 9,500 | \$ 158,028 | \$ 24,977 | \$ 192,505 |
| President's Excellence Circle | | | | |
| 2011-2012 | \$ 2,644 | \$ 3,241 | \$ 2,491 | \$ 8,376 |
| 2012-2013 | \$ 19,050 | \$ 145,650 | \$ 34,500 | \$ 199,200 |
| Grants | \$ 47,977 | \$ 78,383 | \$ 6,800 | \$ 133,161 |
| Wichita Falls Museum of Art | \$ 1,250 | \$ 26,850 | \$ 8,788 | \$ 36,888 |
| Contributed Art | \$ 33,347 | \$ 978 | \$ 37,516 | \$ 71,841 |
| Land from the MSU Foundation | | | \$ 700,000 | \$ 700,000 |
| Annual Fund | \$ 72,178 | \$ 151,033 | \$ 62,096 | \$ 285,307 |
| Phonathon Contributed Services | \$ 1,130 | \$ 388 | \$ 25 | \$ 1,543 |
| Alumni Association | | | | |
| 1175 (2012-2013 memberships) | \$ 6,075 | \$ 475 | \$ 440 | \$ 6,990 |
| (601 lifetime members) | \$ 2,200 | \$ 1,600 | \$ 1,200 | \$ 5,000 |
| Athletics | | | | |
| Mustangs Athletic Club | \$ 39,267 | \$ 119,925 | \$ 17,880 | \$ 177,072 |
| Corporate Sponsors -Cash | \$ 37,862 | \$ 41,875 | \$ 9,338 | \$ 89,075 |
| Contributed Services | \$ 66,000 | \$ 4,300 | | \$ 70,300 |
| Fantasy of Lights | \$ 27,805 | \$ 28,263 | \$ 8,100 | \$ 64,168 |
| Contributed Services | \$ 1,818 | \$ 200 | | \$ 2,018 |
| Scholarship Funds from Outside Sources | \$ 135,376 | \$ 198,274 | \$ 106,758 | \$ 440,408 |
| TOTAL | \$ 890,426 | \$ 1,940,554 | \$ 6,115,128 | \$ 8,946,109 |

Summary of the Personnel Position Status Reports for 9/1/12 – 3/31/13

- September 2012 Changed Instructor to Program Coordinator, IELI
Net position change: 0 (-1 Regular Faculty; +1 Professional Non-Faculty)
Ratified by Board of Regents, 11/16/12
- Changed Coordinator to Secretary II, Continuing Education
Net position change: 0 (-1 Professional Non-Faculty; +1 Clerical and Secretarial)
Ratified by Board of Regents, 11/16/12
- October 2012 Changed Director of Medical Services to Medical Office Manager, Vinson Health Center
Net position change: 0 (-1 Executive; +1 Professional Non-Faculty)
Ratified by Board of Regents, 2/15/13
- Changed Secretary I to Publications Specialist, Marketing and Public Information
Net position change: 0 (-1 Clerical and Secretarial; +1 Professional Non-Faculty)
Ratified by Board of Regents, 2/15/13
- November 2012 New Position (Temporary) – Assistant Director, Marketing and Public Information
Net position change: +1 (Professional Non-Faculty)
Ratified by Board of Regents, 2/15/13
- March 2013 Position Deleted (Temporary) – Assistant Director, Marketing and Public Information
Net position change: -1 (Professional Non-Faculty)
Presented for Ratification by Board of Regents, 5/10/13

Total net new positions as of 3/31/13 = +0.00

MIDWESTERN STATE UNIVERSITY
PERSONNEL POSITION STATUS REPORT
January 30, 2013

| POSITIONS | APPROVED BUDGET | | | POSITIONS | | | TOTAL POSITIONS | | | SALARY (SAVED) | | FILLED POSITIONS | | | VACANT POSITIONS | | | TOTAL CURRENT | | |
|--------------------------|-----------------|-----|------------|-----------|----------|--------|-----------------|------------|----------|----------------|------------|------------------|---------|-----|------------------|------------|--------|---------------|--|--|
| | 9/1/2012 | FTE | AMOUNT | ADDED | FTE | AMOUNT | FTE | AMOUNT | ADDED | FTE | AMOUNT | FTE | AMOUNT | FTE | AMOUNT | FTE | AMOUNT | | | |
| EXEC, ADMIN & MANAGERIAL | 46.50 | | 4,355,175 | (1.00) | (55,512) | | 45.50 | 4,299,663 | 17,356 | 44.50 | 4,218,547 | 1.00 | 98,472 | | 45.50 | 4,317,019 | | | | |
| REGULAR FACULTY | 242.21 | | 14,689,690 | (1.00) | (41,236) | | 241.21 | 14,648,454 | 72,160 | 227.71 | 14,456,421 | 13.50 | 264,193 | | 241.21 | 14,720,614 | | | | |
| PROFESSIONAL NON-FACULTY | 129.09 | | 5,341,662 | 3.00 | 142,580 | | 132.09 | 5,484,242 | 13,087 | 128.09 | 5,380,633 | 4.00 | 116,696 | | 132.09 | 5,497,329 | | | | |
| CLERICAL AND SECRETARIAL | 100.21 | | 2,287,548 | 0.00 | 1,056 | | 100.21 | 2,288,604 | (12,064) | 89.67 | 2,086,119 | 10.54 | 210,421 | | 100.21 | 2,276,540 | | | | |
| TECH & PARAPROFESSIONAL | 22.00 | | 983,904 | | | | 22.00 | 983,904 | (72) | 22.00 | 983,832 | 0.00 | 0 | | 22.00 | 983,832 | | | | |
| SKILLED CRAFT | 33.00 | | 1,098,766 | | | | 33.00 | 1,098,766 | (4,773) | 33.00 | 1,093,993 | | | | 33.00 | 1,093,993 | | | | |
| SERVICE & MAINTENANCE | 66.00 | | 1,317,217 | | | | 66.00 | 1,317,217 | (1,080) | 61.00 | 1,230,769 | 5.00 | 85,368 | | 66.00 | 1,316,137 | | | | |
| POLICE | 14.00 | | 480,637 | | | | 14.00 | 480,637 | | 14.00 | 480,637 | | | | 14.00 | 480,637 | | | | |
| GRAND TOTALS | 653.01 | | 30,554,599 | 1.00 | 46,888 | | 654.01 | 30,601,487 | 84,614 | 619.97 | 29,910,951 | 34.04 | 775,150 | | 654.01 | 30,686,101 | | | | |

MIDWESTERN STATE UNIVERSITY
PERSONNEL POSITION STATUS REPORT
February 28, 2013

| POSITIONS | APPROVED BUDGET | | | POSITIONS | | | TOTAL POSITIONS | | | SALARY | | | FILLED POSITIONS | | | VACANT POSITIONS | | | TOTAL CURRENT | | |
|--------------------------|-----------------|-----|------------|-----------|-----|----------|-----------------|------------|----------|--------|---------|--------|------------------|-------|---------|------------------|------------|-----|---------------|-----|--------|
| | 9/1/2012 | FTE | AMOUNT | ADDED | FTE | AMOUNT | FTE | AMOUNT | (SAVED) | ADDED | (SAVED) | FTE | AMOUNT | FTE | AMOUNT | FTE | AMOUNT | FTE | AMOUNT | FTE | AMOUNT |
| EXEC, ADMIN & MANAGERIAL | 46.50 | | 4,355,175 | (1.00) | | (55,512) | 45.50 | 4,299,663 | 17,356 | | | 44.50 | 4,218,547 | 1.00 | 98,472 | 45.50 | 4,317,019 | | | | |
| REGULAR FACULTY | 242.21 | | 14,689,690 | (1.00) | | (41,236) | 241.21 | 14,648,454 | 72,160 | | | 226.52 | 14,357,379 | 14.69 | 363,235 | 241.21 | 14,720,614 | | | | |
| PROFESSIONAL NON-FACULTY | 129.09 | | 5,341,662 | 3.00 | | 142,580 | 132.09 | 5,484,242 | 13,087 | | | 128.09 | 5,336,763 | 4.00 | 160,566 | 132.09 | 5,497,329 | | | | |
| CLERICAL AND SECRETARIAL | 100.21 | | 2,287,548 | 0.00 | | 1,056 | 100.21 | 2,288,604 | (12,064) | | | 89.30 | 2,056,657 | 10.91 | 219,883 | 100.21 | 2,276,540 | | | | |
| TECH & PARAPROFESSIONAL | 22.00 | | 983,904 | | | | 22.00 | 983,904 | (72) | | | 22.00 | 983,832 | 0.00 | 0 | 22.00 | 983,832 | | | | |
| SKILLED CRAFT | 33.00 | | 1,098,766 | | | | 33.00 | 1,098,766 | (4,773) | | | 33.00 | 1,093,993 | | | 33.00 | 1,093,993 | | | | |
| SERVICE & MAINTENANCE | 66.00 | | 1,317,217 | | | | 66.00 | 1,317,217 | (1,080) | | | 60.00 | 1,230,169 | 6.00 | 85,968 | 66.00 | 1,316,137 | | | | |
| POLICE | 14.00 | | 480,637 | | | | 14.00 | 480,637 | | | | 14.00 | 480,637 | | | 14.00 | 480,637 | | | | |
| GRAND TOTALS | 653.01 | | 30,554,599 | 1.00 | | 46,888 | 654.01 | 30,601,487 | 84,614 | | | 617.41 | 29,757,977 | 36.60 | 928,124 | 654.01 | 30,686,101 | | | | |

MIDWESTERN STATE UNIVERSITY
PERSONNEL POSITION STATUS REPORT
March 31, 2013

| POSITIONS | APPROVED BUDGET | | | POSITIONS | | | TOTAL POSITIONS | | | SALARY | | | FILLED POSITIONS | | | VACANT POSITIONS | | | TOTAL CURRENT | | |
|--------------------------|-----------------|------------|--------|-----------|--------|------------|-----------------|--------|------------|---------|-----------|--------|------------------|-------|-----------|------------------|------------|-------|---------------|--------|------------|
| | 9/1/2012 | FTE | AMOUNT | ADDED | FTE | AMOUNT | ADDED | FTE | AMOUNT | (SAVED) | ADDED | FTE | AMOUNT | FTE | AMOUNT | FTE | AMOUNT | FTE | AMOUNT | FTE | AMOUNT |
| EXEC, ADMIN & MANAGERIAL | 46.50 | 4,355,175 | (1.00) | (55,512) | 45.50 | 4,299,663 | 17,356 | 44.50 | 4,218,547 | 1.00 | 98,472 | 45.50 | 4,317,019 | 1.00 | 98,472 | 45.50 | 4,317,019 | 1.00 | 98,472 | 45.50 | 4,317,019 |
| REGULAR FACULTY | 242.21 | 14,889,690 | (1.00) | (41,236) | 241.21 | 14,848,454 | 69,876 | 226.52 | 14,355,095 | 14.69 | 363,235 | 241.21 | 14,718,330 | 14.69 | 363,235 | 241.21 | 14,718,330 | 14.69 | 363,235 | 241.21 | 14,718,330 |
| PROFESSIONAL NON-FACULTY | 129.09 | 5,341,662 | 2.00 | 92,580 | 131.09 | 5,434,242 | (4,694) | 127.09 | 5,286,853 | 4.00 | 142,895 | 131.09 | 5,429,548 | 4.00 | 142,895 | 131.09 | 5,429,548 | 4.00 | 142,895 | 131.09 | 5,429,548 |
| CLERICAL AND SECRETARIAL | 100.21 | 2,287,548 | 0.00 | 1,056 | 100.21 | 2,288,604 | (13,248) | 87.30 | 2,017,285 | 12.91 | 258,071 | 100.21 | 2,275,356 | 12.91 | 258,071 | 100.21 | 2,275,356 | 12.91 | 258,071 | 100.21 | 2,275,356 |
| TECH & PARAPROFESSIONAL | 22.00 | 983,904 | | | 22.00 | 983,904 | (72) | 22.00 | 983,832 | 0.00 | 0 | 22.00 | 983,832 | 0.00 | 0 | 22.00 | 983,832 | 0.00 | 0 | 22.00 | 983,832 |
| SKILLED CRAFT | 33.00 | 1,098,766 | | | 33.00 | 1,098,766 | (4,773) | 33.00 | 1,093,993 | | | 33.00 | 1,093,993 | | | 33.00 | 1,093,993 | | | 33.00 | 1,093,993 |
| SERVICE & MAINTENANCE | 66.00 | 1,317,217 | | | 66.00 | 1,317,217 | (6,394) | 59.00 | 1,181,546 | 7.00 | 129,277 | 66.00 | 1,310,823 | 7.00 | 129,277 | 66.00 | 1,310,823 | 7.00 | 129,277 | 66.00 | 1,310,823 |
| POLICE | 14.00 | 480,637 | | | 14.00 | 480,637 | | 13.00 | 461,341 | 1.00 | 19,296 | 14.00 | 480,637 | 1.00 | 19,296 | 14.00 | 480,637 | 1.00 | 19,296 | 14.00 | 480,637 |
| GRAND TOTALS | 653.01 | 30,554,599 | 0.00 | (3,112) | 653.01 | 30,551,487 | 58,051 | 612.41 | 29,598,292 | 40.60 | 1,011,246 | 653.01 | 30,609,538 | 40.60 | 1,011,246 | 653.01 | 30,609,538 | 40.60 | 1,011,246 | 653.01 | 30,609,538 |

Midwestern State University Reporting of Personnel Changes
Fiscal Year 2012-2013
January-March

I. ENTERING EMPLOYEES

1. David Clendinning – Associate University Librarian – 01/01/13
2. Elizabeth Betsy Tucker – Secretary II, Simulation Center – 01/07/13
3. Pamela Whitehouse – Assistant Professor, Education – 01/16/13
4. Daniel Field – Auto Mechanic Foreperson , Facilities Services – 01/26/13
5. Angela Kruse – Administrative Assistant, Admissions – 02/05/13
6. Harry Bowman – Custodian, Facilities Services – 02/11/13
7. Candice Haynes – Registrar Assistant I, Office of the Registrar – 02/11/13
8. David Watkins – Custodian, Housing and Dining Services – 02/27/13
9. Delia Gonzalez – Custodian, Facilities Services – 03/04/13
10. Johnna Weigand – Administrative Assistant, Housing and Dining Services – 03/04/13
11. Darren Paige – Assistant Coach, Football – 03/14/13
12. Vincent Puskarich – Custodian, Housing and Dining Services – 03/18/13
13. Geneva McLean – Financial Aid Processor/Counselor – 03/19/13

II. EXITING EMPLOYEES

1. Idir Azouz – Professor, Engineering – 01/15/13
2. Gina Terry – Assistant Professor, English – 01/15/13
3. Roderick Taylor – Assistant Coach, Football – 01/22/13
4. David Clendinning – Associate University Librarian – 01/25/13
5. Conny Burney – Custodial Foreperson, Facilities Services – 01/28/13
6. Joslyn Johnson – Residence Hall Director, Housing and Dining Services – 02/01/13
7. Adam Steed – Assistant to Director, Admissions – 02/01/13
8. Chastity Taylor – Assistant to Dean, Dillard College of Business – 02/06/13
9. Kenny Weeks – Financial Aid Processor/Counselor – 02/13/13
10. Sammy Peoples – Custodian, Clark Student Center – 02/14/13
11. Christina Feldman – Assistant Director, Athletics for Business Affairs and Facilities/Events, Athletics – 03/03/13
12. Sammy Allen – Superintendent, Custodial Services – 03/04/13
13. Natalie Rawson – Assistant Coach, Volleyball – 03/06/13
14. Edward Rodriguez – Duplicating Equipment Operator, Print Shop – 03/08/13
15. Felicia Frazier – Secretary II, Dillard College of Business – 03/22/13
16. Karen Hurst – Secretary I, Social Work- 03/28/13
17. Mark Kisinger – Police Communication Operator – 03/31/13

III. RETIRING EMPLOYEES

1. George Cleveland – Auto Mechanic Foreperson, Facilities Services – 01/31/13
2. Dennis Kotulek – Mechanic/Bus Driver, Facilities Services – 01/31/13
3. Carla Bolin – Assistant Director, Marketing and Public Information – 02/28/13

AUDIT, COMPLIANCE, AND
MANAGEMENT REVIEW
COMMITTEE

Audit, Compliance, and Management Review Committee

Membership

Sam Sanchez, Chairman

Tiffany Burks

Charles Engelman

Jeff Gregg

Reading and Approval of Minutes

13-118. The minutes of the Audit, Compliance, and Management Review Committee meeting February 14, 2013, will be recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 13-118.

Audit Activities

13-119. The committee will receive information concerning university audit activities.

Contract Management Activities and Contract Authorization

13-120. The committee will receive information concerning contract management and review activities. Additionally two agreements will be presented as indicated below.

- a. The administration will request authorization of a Memorandum of Understanding between the North Central Texas Council of Governments and the MSU Police Department for participation in the Law Enforcement Analysis Portal as shown in Attachment 13-120a.
- b. The administration will request authorization of a Memorandum of Understanding between Tarleton State University and the MSU Police Department for participation in the Rural Law Enforcement Information Technology Program as shown in Attachment 13-120b.

AUDIT, COMPLIANCE, AND
MANAGEMENT REVIEW
COMMITTEE ATTACHMENTS

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS (NCTCOG)
AND**

Midwestern State University Police Department

FOR PARTICIPATION IN THE LAW ENFORCEMENT ANALYSIS PORTAL (LEAP)

Purpose:

The purpose of this inter-agency information sharing project is multi fold:

1. Officer Safety – provide a mechanism for patrol officers to query multiple agency databases cached in a secure LEAP database, to receive focused information prior to making contact, in table form about a vehicle, plate, or location, when those elements have been involved in weapons, assaultive, drug or gang activity.
2. Crime and Link Analysis – queries against the LEAP data cache will provide responses in summary table format, report format, or geospatially on a road map. Relationships between individuals, locations, and property are shown geospatially in a Link Chart assisting investigators in connecting the dots.
3. Additional optional hosted software tools to complement the effectiveness and efficiency of jurisdictions that request services, such as a hosted RMS which allows agencies access to hosted services at affordable prices by subscription rather than capital expenditure.
4. Other services and functionality may be added at a later date as deemed necessary by the LEAP Advisory Committee

This purpose of this Memorandum of Understanding (MOU) is to establish permissions and guidelines for the use of Records Management System (RMS), Jail Management System (JMS), and other Criminal Justice data the parties agree to share with other law enforcement and public safety agencies to include but not limited to:

- Local government jurisdictions throughout the United States and other secure information sharing systems that wish to participate and enter into this agreement,
- State and US territorial agencies that wish to participate and enter into this agreement,
- Federal agency units and their specialized field units that wish to participate and enter into this agreement.

Authority:

Authority for NCTCOG (Administrative Agency) to enter into this MOU:

- State enabling legislation Chapter 391 – Local Government Code - “to assist local governments in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development”.

Authority for local and state agencies to enter into this MOU:

- Chapter 771 – Interagency Cooperation Act – “In an interagency exchange that is exempt from the requirements of a written agreement or contract, the agencies involved shall document the exchange through informal letters of agreement or memoranda.”
- Chapter 791 – Government Code – Interlocal Contracts – allows units of local government to contract with each other to perform governmental functions and services.
- Each agency entering into this MOU warrants that it has legal authority to enter into this MOU for the specified purposes.

Understandings

- a. This Memorandum of Understanding (MOU) is entered into by the Administrative Agency and the Midwestern State University Police Department, (hereinafter referred to as "contributing agency"), for the purpose of participating in the Law Enforcement Analysis Portal project (hereinafter referred to as LEAP).
- b. This MOU relates to participation in the LEAP program. Data submitted by contributing agencies is and remains the property of the contributing agencies. Access by authorized users will be controlled and each access recorded for use in subsequent CJIS audits. The LEAP data center will be secured consistent with FBI-CJIS guidelines.
- c. Access and use of LEAP by authorized users will be analyzed for misuse and unusual activity. An analysis report will be prepared periodically itemizing any unusual activity to the law enforcement agency holding the subscription for that user. Follow up on this report will be the responsibility of that agency, consistent with the agency's internal policies, FBI-CJIS guidelines, Code Of Federal Regulations, Title 28--Judicial Administration, chapter I--Department of Justice, Part 20--Criminal Justice Information Systems, and Texas Government Code § 411.083. Dissemination Of Criminal History Record Information
- d. The LEAP project was approved by the Executive Board of NCTCOG on December 15, 2005. Subsequently, the LEAP Advisory Committee composed of eleven law enforcement executives from the NCTCOG region was appointed by the Executive Board of NCTCOG on April 27, 2006. The purpose of the Advisory Committee is to review, modify and recommend for approval the Manual of Administrative and Operational Guidelines (MAOG), other documents as appropriate, and to network with the law enforcement community.
- e. The Administrative Agency makes LEAP available as a repository of criminal records management system data, and other pertinent criminal justice data to be shared and analyzed among participating public safety agencies. The Administrative Agency will enable data contributing agencies with technical assistance for the extraction and submission of relevant data from their automated systems to the secure LEAP Data Center, if required by the contributing agency.
- f. The contributing agency retains sole ownership of and sole responsibility for the information it contributes, including but not limited to, the accuracy of the information. Receiving agencies will take no enforcement action without first verifying the current status of that information with the contributing agency.
- g. The contributing agency will submit their law enforcement Records Management System (RMS) data, and other criminal justice data to LEAP as agreed by the LEAP Advisory Committee and the contributing agency. The contributing agency will follow the LEAP Manual of Administrative and Operational Guidelines (MAOG) for the submission, query, crime and link analysis and all other uses of contributing agencies shared information.
- h. LEAP is a law enforcement officer safety, crime, and link analysis, tool and is not an intelligence analysis tool. If an Intelligence Agency accesses LEAP for analysis, that agency shall ensure that data remains law enforcement sensitive and will not insert classified data into the LEAP data repository.
- i. Each party to this agreement agrees that it shall have no liability whatsoever for the actions and/or omissions of the other party's employees, officers, or agents, regardless of where the individual's actions and/or omissions occurred. Each party is solely responsible for the actions and/or omissions of its employees, officers, and agents; however, such responsibility is only to the extent required by state law. Where injury or property damage result from the joint or concurring acts and/or omissions of the parties, any liability shall be shared by each party in accordance with the

Audit, Compliance, & Mgt. Review Attachment 13-120a
applicable law, subject to all defenses, including governmental immunity. These provisions are solely for the benefit of the parties hereto and not for the benefit of any person or entity not a party hereto; nor shall any provision hereof be deemed a waiver of any defenses available by law.

- j. The Administrative Agency and the LEAP Advisory Committee shall have the authority to inspect and audit the records and operation of the contributing agency to determine compliance with this agreement, LEAP policy, procedures, and all applicable state and federal laws.
- k. The Administrative Agency on advice from the LEAP Advisory Committee reserves the right to immediately suspend service to the contributing agency when it is determined that this agreement or any applicable state or federal law, rule, or regulation has been violated by the contributing agency or an employee of the contributing agency. The Administrative Agency may reinstate the service on the recommendation by the LEAP Advisory Committee and the receipt of satisfactory assurances that such violations have been corrected and measures have been taken to prevent future violations by the contributing agency.
- l. Either the Administrative Agency or the contributing agency may upon 30 days written notice discontinue service or participation in LEAP. The Administrative Agency shall not be required to give notice prior to suspending services as stated above in Paragraph (k.).

IN WITNESS WHEREOF, the parties have executed this MOU by the signatures of the duly authorized representative of each on the dates indicated. A photocopy or facsimile signature is as valid as the original. This agreement is effective upon the last signature date.

FOR THE CONTRIBUTING AGENCY:

FOR ADMINISTRATIVE AGENCY:

Signature

Signature of Executive Director

Print Name

Mike Eastland

Title

Date

Date

Current RMS Vendor

Adopted 7-1-11

MEMORANDUM OF UNDERSTANDING
Between
Tarleton State University
Through its Federally-Funded Rural Law Enforcement Initiative
And
Midwestern State University Police Department
For Participation in the Rural Law Enforcement Information Technology Program

The Tarleton State University Rural Law Enforcement Information Technology Program (RLEITP) is an initiative of Tarleton State University (Tarleton). RLEITP is designed to facilitate the sharing law enforcement information among participating local, state, federal, and tribal law enforcement agencies. The purpose of this program is to provide the technology necessary for law enforcement agencies to improve their investigative capabilities through electronic information sharing, thereby enhancing officer safety and the ability to protect citizens and their property.

Tarleton, through its Rural Law Enforcement initiative agrees to contribute available funding, technical assistance, and access to information technology systems and facilities to support information sharing between the participating law enforcement agencies.

Purpose

This MOU sets forth an agreement between Tarleton and the participating law enforcement agencies, and defines the roles and responsibilities of Tarleton and the participating agencies.

Agreement

Tarleton and the participating law enforcement agencies agree to participate in Tarleton's Rural Law Enforcement initiative. This document shall become the governing MOU for participation in the Rural Law Enforcement initiative.

Responsibilities

Tarleton State University

- a. Tarleton will establish the Rural Law Enforcement Information Technology Program (RLEITP) as a shared information system to the benefit of all participating law enforcement agencies. Tarleton shall be the facilitator for the program.
- b. Tarleton will provide a secure data repository for the storage of the information to be shared. Any data repository designed, developed, purchased, or contracted for by Tarleton shall be deemed a RLEITP data repository.
 1. Tarleton has entered into a contract with the North Central Texas Council of Governments (NCTCOG) for the services of the Law Enforcement Analysis Portal (LEAP).
 2. Data that is shared under the terms of this MOU shall be shared at LEAP's data repository. The LEAP data repository is under management of NCTCOG.

3. User access shall be via secure, unique user names and passwords through the LEAP. NCTCOG has contracted the services of a private security company to provide for system security.
- c. Tarleton may from time to time enter into agreements with other entities to assist in fulfilling the mission of RLEITP. These agreements may incorporate by reference appending MOUs that the participating law enforcement agencies will be asked to complete with the select entities under contract with TSU.
- d. Tarleton will provide project management, technical assistance, and contractual support throughout this project, including but not limited to:
 1. System administration, operation, and management of the RLEITP as directed by the RLEITP Steering Committee.
 2. Contractual obligations for development, implementation, management, maintenance, and expansion of RLEITP.
- e. Tarleton will ensure that appropriate personnel are made available as reasonably necessary to assist with development, implementation, and testing of any hardware or software solutions, and for any training required, for the purposes of this project.
- f. Tarleton will assist in obtaining the cooperation of any third party contractor or vendor approved by them to provide technology solutions as may be reasonably necessary for the purposes of this project.

Participating Agencies

- a. The participating agency will comply with RLEITP policies and procedures for the duration of the agency's participation in RLEITP.
- b. The Chief Executive Officer of the participating agency will act as or appoint a representative as the agency's RLEITP point of contact. The agency point of contact will be responsible for the overall coordination of the project on behalf of the agency.
- c. The Chief Executive Officer of the participating agency or that person's appropriate designee will be available as reasonably required, to give guidance and approval to technical and non-technical requirements of this project.
- d. The participating agency will make reasonable accommodations for access by Tarleton/RLEITP staff and its contracted service providers to the agency's facilities and records management systems, as may be required in furtherance of this program.
- e. The participating agency will ensure that appropriate personnel are made available as reasonably necessary to assist with development, implementation, and testing of any hardware and/or software solutions, as well as for any training required, for the purposes of this program.
- f. The participating agency will assist in obtaining the assistance of any third party contractor or vendor associated with their records management system and/or internal or external technology providers, including county or municipal information technology staff, as may be reasonably necessary for the purposes of this program.

Understandings

- a. There will be no cost for information sharing database services provided to the participating agencies. Any costs associated with maintenance, upgrade, or changes required directly to the participating agencies' records management systems (RMS) or existing computer network in order to accommodate implementation of RLEITP interfaces and replication, or costs incurred on behalf of RLEITP as a result of changes to the agency system(s) which adversely effect RLEITP replication, are the responsibility of the individual participating agencies.
- b. The law enforcement information hosted in any RLEITP data repository shall be used for law enforcement purposes only. Only law enforcement agency employees that have been subject to successful background screenings will be allowed access to the RLEITP system. Background screenings must comply with Texas Department of Public Safety and FBI Criminal Justice Information Systems (CJIS) regulations, including fingerprint checks of state and national repositories.
- c. The agency that contributes information shall maintain ownership and control of all of its information at all times. Only the agency with which the information originates has the ability to contribute, modify, or delete any information stored in any RLEITP data repository. Agencies that access other agencies' information shall take no enforcement action based solely on information stored in any RLEITP data repository. Any enforcement action shall be subject to individual agency policy, policies and procedures established by The Texas Law Enforcement Telecommunications System (TLETS), the National Law Enforcement Telecommunications System (NLETS), and any other applicable state or federal policies, procedures, and laws.
- d. Agencies understand that Tarleton cannot guarantee the accuracy of any information stored in RLEITP data repositories. Each agency is solely responsible for any actions or omissions on the part of its employees or agents, resulting from any response to information contained in any RLEITP data repository. To the extent permitted by law, each agency indemnifies and holds harmless Tarleton, its employees and agents, and other RLEITP agencies, their employees and agents for acts or omissions in the collection, sharing, access, and dissemination of RLEITP information. Agencies agree to hold information owners blameless for any harm that may arise due to the inaccuracy of any information they have submitted.
- e. Any agency may discontinue participation in RLEITP by providing thirty (30) days' prior written notice to the Tarleton point of contact of its intent to terminate participation. Tarleton may discontinue a participating agency's service by providing thirty (30) days' written notice to the agency's Chief Executive Officer. All data that is contributed by an agency whose participation is discontinued shall be removed from the RLEITP system as soon as is practical on the date that the agency's participation is discontinued.
- f. Tarleton may terminate this agreement with a participating agency at any time as the result of a violation of this or other agreement entered into by Tarleton and the participating agency. The termination of the agency's participation shall be effective immediately upon signature of written notice by the Steering Committee Chairperson. Service may be reinstated by the Steering Committee upon assurance that all violations have been corrected, and that measures are in place to prevent the occurrence of future violations.
- g. Tarleton may discontinue this service without notice as the result of the loss of funding, facilities, employees, or contracted service.
- h. The point of contact for Tarleton under this MOU is the Rural Law Enforcement IT Specialist, Tarleton State University (currently James J. Cooley, 254-968-1949, cooley@tarleton.edu).
- i. Additional services and functionality may be added as available and feasible.

- j. Additional agencies that wish to participate in RLEITP must agree in writing to the terms of this MOU and to any subsequent rules, conditions, or adjustments promulgated by the RLE Initiative Steering Committee.

This Memorandum of Understanding will be executed in triplicate, and distributed as follows: one with the Participating Agency, one with the individual named as the point of contact in item h above (Understandings section), and one with Contract Administration in the Office of Finance & Administration at Tarleton State University.

Effective Dates

This Memorandum of Understanding will be effective upon the last date of signature of all parties, and shall remain in effect through August 31, 2013.

In witness thereof, the parties have executed this Memorandum of Understanding as attested to by the authorized representatives whose signatures appear below.

For Tarleton State University

Authorized Signature

James J. Cooley

Printed Name

Rural Law Enforcement IT Specialist
Title

Date

For the Participating Agency

Authorized Signature

Printed Name

Title

Date

BOARD OF REGENTS
MEETING AGENDA

Board of Regents Meeting Agenda
May 10, 2013
9:00 a.m.

Meeting Location: MSU Campus – 3410 Taft Boulevard
Hardin Administration Building
J. S. Bridwell Board Room

The Board of Regents of Midwestern State University may deliberate and take action regarding any item on this agenda. This meeting will be continuous in that the Board reserves the right to take any agenda item out of the order or sequence that is listed below. 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

Introduction of Visitors

Opening Comments

Public Comment

A public comment period will be provided in accordance with MSU Policy 2.22.

Reading and Approval of Minutes

13-121. Minutes of the regular Board of Regents meeting February 14, 2013, will be recommended for approval as shown in the minutes' section of this agenda as Minutes Attachment 13-121.

Reading and Approval of Minutes

13-122. Minutes of the regular Board of Regents meeting February 15, 2013, will be recommended for approval as shown in the minutes' section of this agenda as Minutes Attachment 13-122.

Executive Committee Consent Agenda, Items and Report

Academic and Student Affairs Committee Consent Agenda, Items and Report

Finance Committee Consent Agenda, Items and Report

Audit, Compliance, and Management Review Committee Consent Agenda, Items and Report

Nominating Committee for Board Officers for the 2013-2014/2014-2015 Biennium

13-123. The special Nominating Committee appointed at the February Board meeting will make recommendations concerning the election of a Chairperson, Vice Chairperson, Secretary, and Member-at-Large of the Executive Committee of the Board of Regents for the upcoming biennium. The terms of office will begin September 1, 2013.

President's Report and Discussion

13-124. Dr. Rogers will present information to the board concerning various university matters, including:

- A. Legislative Update
- B. Southern Association of Colleges and Schools (SACS) Accreditation Update
- C. New Core Curriculum Requirements Presentation

Executive Session

13-125. The Board of Regents will convene in Executive Session as necessary to consider the following matters permissible under Chapter 551 of the Texas Government Code as necessary, including:

- a. Consult with and seek the legal advice of its attorney about pending or contemplated litigation or a settlement offer, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with chapter 551 of the Texas Government Code.
- b. Deliberations about Real Property – to deliberate the purchase, exchange, lease, or value of real property;
- c. Deliberations Regarding Gifts and Donations; and
- d. Personnel Matters – to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, or to hear a complaint or charge against an officer or employee.

Closing Comments

Adjournment

MINUTES

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

**Executive Committee
February 14, 2013**

The Executive Committee of the Board of Regents, Midwestern State University, met in the J. S. Bridwell Board Room, Hardin Administration Building, Wichita Falls, Texas, at 1:56 p.m., Thursday, February 14, 2013. Executive Committee members in attendance were Mr. Shawn Hessing, Chairman; Mr. Mike Bernhardt, Vice Chairman; Mr. Kenny Bryant, Secretary; and Mrs. Jane Carnes, Member-at-Large. Other regents attending the meeting were Mrs. Tiffany Burks, Mr. Charles Engelman, Dr. Lynwood Givens, Mr. Jeff Gregg, Mr. Sam Sanchez, and Student Regent Holly Allsup.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Betty Stewart, Provost and Vice President for Academic Affairs; Dr. Marilyn Fowlé, Vice President for Business Affairs and Finance; Dr. Keith Lamb, Vice President for Student Affairs and Enrollment Management; Dr. Howard Farrell, Vice President for University Advancement and Public Affairs; and Dr. Robert Clark, Vice President for Administration and Institutional Effectiveness. Other university personnel attending the meeting included Mr. Kyle Owen, Associate Vice President for Facilities Services; Mr. Matthew Park, Associate Vice President for Student Affairs; Mr. Charlie Carr, Director of Athletics; Mr. David Spencer, Internal Auditor; Mr. Barry Macha, General Counsel; Ms. Dianne Weakley, Director of Human Resources; Dr. Jim Owen, Chairman of the MSU Faculty Senate; Mr. Dirk Welch, Chairman of the MSU Staff Senate; Ms. Gail Ferguson, Controller; Ms. Valarie Maxwell, Director of Budget and Management; Mr. Steve Shelley, Director of Purchasing; Ms. Julie Gaynor, Director of Marketing and Public Information; Ms. Cindy Ashlock, Executive Assistant to the President; and Ms. Debbie Barrow, Director of Board and Government Relations. Also attending the meeting were Dr. James Johnston, Interim Dean of the College of Health Sciences and Human Services, and members of the MSU Admissions Staff, Ms. Barbara Merkle, Ms. Leah Vineyard, Ms. Valerie Martinez, and Mr. Brad Borton. Representing the student body was Ms. Melody Coffee, Student Government Association (SGA) Vice President. Representing the news media were Ms. Ann Work, *Times Record News*, and Ms. Michelle Dixon and Mr. Rick Scruggs, KFDX-TV 3.

Chairman Hessing called the meeting to order at 1:56 p.m.

Reading and Approval of Minutes

13-51. The minutes of the Executive Committee meeting November 15, 2012 were approved by the committee as presented.

Campus Master Plan and Construction Update

13-52. Mr. Hessing noted that information regarding major construction projects was included in the agenda and an update on smaller projects was included in board folders (see Attachment 1).

Mr. Owen reviewed the Gantt chart shown on page one of the agenda attachment and noted that this was a new format for the report. He stated that the McCoy Engineering Hall addition, the Dalquest Research Center, and the Museum Renovation projects would be addressed later in the agenda. The second page of the attachment presented a summary of the financial aspects of the projects. Mr. Owen then reviewed the list of smaller projects that have been accomplished since the last meeting of the board. Dr. Givens complimented Mr. Owen on the Gantt chart and indicated that he liked this new format.

Dr. Rogers discussed the potential future projects listed in the attachment. He noted that since her arrival at MSU, Dr. Fowlé has studied and analyzed the Campus Master Plan. He added that Dr. Fowlé has a great deal of experience in construction and higher education finance. He stated that as a result of further review and discussions, the administration plans to reorganize some of the projects and to modify the timetable. Dr. Rogers reported that the Bolin Science Hall project will likely be smaller than originally envisioned and added that the new dean is working on appropriate recommendations. As was reported in November, the Christ Academy renovation will proceed as one project rather than in phases as originally discussed.

Dr. Rogers added that he originally discussed with the board the idea of utilizing the \$1.4 million in Higher Education Assistance Funds (HEAF), available with paying off the HEAF debt on the Dillard Building, to work on smaller projects during the next two years. The administration intended to then borrow against HEAF for up to ten years and complete the Master Plan projects. He noted that following further review it was determined that the projects can be accomplished without additional long-term debt.

Mr. Hessing noted that this item was presented as a point of information only and no action was necessary.

McCoy Expansion Construction Project

13-53. Mr. Hessing stated that the administration was requesting authorization to issue a contract for this project with M&F Litteken at a cost not to exceed \$1.282 million and was also requesting that the total project cost of \$1.6 million be increased by \$65,000. Dr. Rogers reported that the funds to complete the project budget were available in gift funds and in funds remaining in the original McCoy Building project account.

Mr. Bernhardt moved approval of this item as presented. Mr. Bryant seconded the motion and it was approved.

Museum ADA and Deferred Maintenance Project

13-54. Mr. Hessing reported that the university has received more than \$750,000 in gifts designated specifically for the renovation of the museum. The administration requested authorization to move forward with this project. Dr. Rogers reported that the majority of the project deals with the building infrastructure. He thanked the Fain Foundation, the Bridwell Foundation, and the Bryant Edwards Foundation for providing the largest amount of funding for the project. He added that in addition to the ADA and deferred

maintenance matters that will be addressed, Gallery Five will also be converted into more of a rental space for meetings and events.

Mrs. Carnes moved approval of this item and Mr. Bernhardt offered a second. Mrs. Carnes noted that the attachment for Item 13-52 regarding the status of board approved construction projects did not reflect that the architect was approved by the board of regents previously. Ms. Barrow indicated that the table would be corrected to reflect prior board approval.

There being no further discussion, the item was approved.

Drought Alternative Water Well Project

13-55. Mr. Hessing noted that Wichita Falls is now in Stage 3 of its water conservation plan. The administration was requesting authorization for the design and construction of equipment to recover, restore, and distribute well water on campus at a cost not to exceed \$75,000.

Dr. Rogers noted that this matter was discussed briefly at the last board meeting. He indicated that the well water would be used to water the two practice fields that were built by the Dallas Cowboys when they were on campus for their training camp in the late 1990's. He added that these fields are on sand, which results in expensive watering as the water soaks through the sod and into a sand layer.

Mr. Owen reported that the university has two water wells in the area of the athletic fields. The well water flow rates appear to be sufficient. He noted that the well water would work well for the two sand-based fields but would not be a good option for continued use on the soccer or softball fields owing to its high salt content. Dr. Fowlé added that the project should breakeven in the first year and the university should see additional savings thereafter.

Mr. Bernhardt moved approval of this item as presented. Mr. Bryant seconded the motion.

Dr. Givens asked if the salt would leave a filtration residue over time. Mr. Owen responded that by using the well water primarily in the summer and supplementing with City water and rain throughout the remainder of the year, the fresh water should flush out the salt and minimize long-term concerns.

Mr. Sanchez asked about the idea of using reclaimed water. Mr. Owen responded that the City of Wichita Falls decided to move in another direction and the option is not available at this time.

There being no further discussion the motion was approved.

Research Laboratory Project – Dalquest Desert Research Station

13-56. Mr. Hessing reported that donors have contributed funds to construct a facility at the Dalquest Desert Research Site. The administration requested authorization to proceed with this project at a cost not to exceed \$363,207, which is the amount of gift funds on hand.

Dr. Rogers stated that this is one of the superb natural laboratories in the country. He noted that the construction of a research facility has been a dream of the faculty and administration for many years.

Mr. Bryant moved approval of this item as presented. Mrs. Carnes seconded the motion and it was approved.

Naming of University Facilities

13-57. Mr. Hessing noted that the administration was recommending naming the facility discussed in item 13-56 the Joe B. Hood Research Laboratory in recognition of Mr. Hood's significant contribution to this project. Dr. Rogers thanked Dr. Farrell for his efforts in securing funding for this project. Dr. Farrell shared an artist's rendering of one of the interior areas of the facility.

Mr. Bryant moved approval of this item as presented. Mrs. Carnes seconded the motion and it was approved.

Adjournment

The Executive Committee discussion concluded at 2:23 p.m.

Reviewed for submission:



Shawn Hessing, Chairman
Midwestern State University
Board of Regents Executive Committee

ATTACHMENT

1. Construction Update – Smaller Projects



3410 Taft Boulevard, Wichita Falls, Texas 76308-2099
Office: (940) 397-4648 Fax (940) 397-4859

Construction Projects Status Report – Item 13-52

Projects completed since December 2012 Board of Regents meeting includes:

1. ATHLETIC FIELD LIGHTING (\$346k)
2. CENTRAL PLANT CHILL WATER MAKEUP TANK REPLACEMENT (\$85k)
3. DILLARD 306 PC LAB A/C IMPROVEMENT (\$81k)
4. ATHLETIC FIELD ELECTRICAL EQUIPMENT REPLACEMENT (\$72k)
5. COOLING TOWER BAFFLE REPLACEMENT (\$66)
6. REPLACEMENT OF CONTROLS ON BACKUP BOILER (\$45k)
7. CENTRAL PLANT DIESEL TANK REMOVAL (\$29k)
8. REPLACEMENT OF ONE FAILED MUSEUM A/C UNIT (\$16k)
9. RENOVATION OF FINANCIAL AID AREA TO CREATE A NEW OFFICE (\$10K)

CAMPUS SECURITY LIGHTING PROJECT: - \$176k

- Add 23 lights to dimly lit areas of campus including around Martin, Akin, Bridwell, Bolin/Ligon parking lots, Louis J. Rodriguez Drive, east Comanche Trail near Taft Boulevard, and on the Sikes Lake spillway.
- Installation in progress with completion expected mid March.

CHILL WATER EXPANSION JOINTS: - \$135k

- Replace rusty/missing bolts on 38 chill water system expansion joints.
- Bids received with installation to begin late February.

ADDITIONAL PROJECTS <\$100k:

Projects in process scheduled for completion over the spring and early summer include:

- Cleaning of ductwork in J.S. Bridwell to improve indoor air quality (\$35k).
- Renovation of Kiowa in Clark Student Center (\$16k).

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

**Academic and Student Affairs Committee
February 14, 2013**

The Academic and Student Affairs Committee of 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 4:00 p.m., Thursday, February 14, 2013. Academic and Student Affairs Committee members in attendance were Dr. Lynwood Givens, Chairman; Mr. Kenny Bryant; Mrs. Tiffany Burks; and Mr. Sam Sanchez. Other regents attending the meeting were Mr. Mike Bernhardt, Mrs. Jane Carnes, Mr. Charles Engelman, Mr. Jeff Gregg, Mr. Shawn Hessing, and Student Regent Holly Allsup.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Betty Stewart, Provost and Vice President for Academic Affairs; Dr. Marilyn Fowlé, Vice President for Business Affairs and Finance; Dr. Keith Lamb, Vice President for Student Affairs and Enrollment Management; Dr. Howard Farrell, Vice President for University Advancement and Public Affairs; and Dr. Robert Clark, Vice President for Administration and Institutional Effectiveness. Other university personnel attending the meeting included Mr. Kyle Owen, Associate Vice President for Facilities Services; Mr. Matthew Park, Associate Vice President for Student Affairs; Mr. Charlie Carr, Director of Athletics; Mr. David Spencer, Internal Auditor; Mr. Barry Macha, General Counsel; Ms. Dianne Weakley, Director of Human Resources; Dr. Jim Owen, Chairman of the MSU Faculty Senate; Mr. Dirk Welch, Chairman of the MSU Staff Senate; Ms. Valarie Maxwell, Director of Budget and Management; Ms. Julie Gaynor, Director of Marketing and Public Information; Ms. Cindy Ashlock, Executive Assistant to the President; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the student body was Ms. Melody Coffee, Student Government Association (SGA) Vice President. Representing the news media was Ms. Ann Work, *Times Record News*.

Chairman Givens called the meeting to order at 4:00 p.m.

Reading and Approval of Minutes

13-69. The minutes of the Academic and Student Affairs Committee meeting November 15, 2012, were approved by the committee as presented.

Faculty Report

13-70. Dr. Jim Owen presented his report as shown in Attachment 1. Mrs. Carnes asked what the Senate hoped to achieve with the Faculty Satisfaction Survey. Dr. Owen responded that the survey would hopefully give the Senate an idea of the faculty's expectations as to what the Senate should be doing, as well as perceptions with regard to the total university. He added that the concept of shared governance would be explored. He stated that a number of Texas universities include the Faculty Senate in policymaking. He added that as younger faculty are hired they will likely be actively interested in this issue. Dr. Rogers stated that the Faculty Senate is advisory to the President. He noted that he meets

with the chairman once a month and with the Executive Committee as needed. He stated that when he was academic vice president the role of the Faculty Senate in university governance was expanded to include representation on the Academic Council and involvement in policymaking. He added that this was an area that should be reviewed to ensure it is working effectively.

Mr. Engelman asked if the Faculty Senate would provide for suggestions to be offered to address faculty concerns. Dr. Owen responded that he had suggested that individuals be prepared to provide possible solutions and to be open to additional discussion.

Staff Report

13-71. Mr. Dirk Welch, Chairman of the MSU Staff Senate, commended the Staff Senate Executive Committee (Chris Stovall, Michael Mills, and Peggy Brennan) for their work and dedication. He noted that guest speakers at Staff Senate meetings this spring had included Julie Gaynor, speaking about the marketing and branding efforts on campus, and Robert Steflik, providing an overview of the campus portal system. He noted that five employees received the "You Make a Difference Award" this year. The recipients were Judy Salazar in Human Resources; Angie Reay in Housing; and Frances Miller, Jermaine Causey, and Rodney Wherry in Facilities Services. Mr. Welch reported that Mary Keber in Housing and Dining Services and Lindsay Robinson in the West College of Education received the two Staff Senate scholarships this spring.

Student Government Report

13-72. Dr. Givens noted that the report would be given by Student Government Association (SGA) Vice President Melody Coffee. He indicated that SGA President Anthony Gallina was student teaching and unable to attend. Melody thanked the board for the opportunity to provide this report. She reported that the hydration station that was installed in the fall has resulted in 1,500 saved water bottles. She stated that they plan to expand the program and indicated that the SGA is working to promote a greener campus environment. She added that they are also attempting to jumpstart a recycling initiative on campus and hope to provide recycling bins in all campus buildings. Melody reported that the SGA will begin providing golf cart rides to class for students each Wednesday. This will give the SGA officers an opportunity to get to know more students and to talk to them about what they would like to see on campus. She noted that this effort would be the "What Do You Want Wednesday" campaign. She added that they are looking forward to becoming a stronger student government on campus. Dr. Lamb reported that Melody is a junior mechanical engineering student from Dallas. He added that she does an outstanding job with the Student Senate.

Enrollment Report – Spring 2013

13-73. Dr. Givens noted the spring 2013 enrollment report (see Attachment 2) and asked Dr. Lamb to comment. Dr. Lamb noted that the spring enrollment was down approximately 4.5%. He stated that this was what was expected following the enrollment decline in the fall.

Lone Star Conference

13-75. Dr. Rogers noted that during the November meeting the board requested a report and discussion of the Lone Star Conference (LSC). He reported that the Oklahoma schools that made up the north zone of the LSC left the conference a few years ago. Upon leaving, the schools agreed to continue scheduling non-conference games with LSC schools in football and other sports. Unfortunately, this was not a binding agreement and the institutions have not continued scheduling LSC schools. LSC schools have difficulty scheduling because not enough schools in the conference play certain sports. He noted an attachment in the agenda that showed the sports offered by all of the LSC schools. He pointed out the small number of schools that offer men's soccer and men's tennis. Dr. Rogers noted that seven schools in the conference play football, which provides six conference games each year. The teams must schedule 10 games to compete in the national championship race. The LSC has a competition agreement with the Gulf South Conference, another powerful conference that reaches from Georgia to Mississippi. The LSC schools will play two of their schools home and home every year. However, this will require additional travel and expense.

Dr. Rogers reported that he is a member of a LSC committee assigned to work on the expansion of the conference. He stated that the committee is looking at possible combinations of conferences within the state. He noted that while they are talking to a number of institutions, it is inappropriate for him to discuss specific institutions at this time.

Mr. Sanchez asked if the administration was looking only at preserving the conference or if they were considering joining another conference. Dr. Rogers responded that Midwestern is a perfect Division II school. He noted that if MSU were to move to Division I, football would compete at the Division IAA level and all other sports would play Division I. He stated that he did not doubt MSU's ability to compete at that level; however, the cost is prohibitive and is not a step he would recommend for our institution. He added that Division III is not an option in that it is non-scholarship and would be a step down for the athletics program. He reported his belief that the only option is to keep the LSC together through expansion.

Mr. Carr added that the cost for MSU to move to Division I would be at least \$11 million on the front end. This would be in addition to the added cost of scholarships, travel, and other expenses that come from that level of competition.

Mr. Sanchez stated that he did not think dropping down was something anyone would want to consider. He expressed his hope that a strong conference could be maintained. He noted his agreement that MSU could compete at the Division I level, but indicated it was a difficult choice owing to the required financial commitment. Dr. Rogers indicated his hope that the LSC will be expanded and stabilized.

Athletics Report

13-74. Mr. Charlie Carr introduced Ms. Noel Johnson, women's basketball coach. Ms. Johnson thanked Mr. Carr for inviting her to the board meeting and thanked Mr. Carr and Dr.

Rogers for their support. She reported that she began building the program at MSU five years ago with three student athletes. She stated that she had given herself a goal of winning the conference and competing for a national championship within five years. She noted that she felt the team was now in that position. She indicated that the student athletes on the women's basketball team are good students, are involved in the community, and have great character. She stated that she was proud of the way the team represents MSU on and off the court and added that she was honored to be at MSU. She expressed appreciation for the support she has received over the last five years.

Mr. Carr indicated that while Noel stated that she started with three players, she actually started with one actual player. He added that the last two men's basketball coaches inherited players when they became head coach and Noel had very little to start with. She has developed the program and has done a great job. Dr. Rogers thanked Mr. Carr for bringing Noel to the meeting and asked him to bring coaches to future board meetings whenever possible.

Mr. Carr reported that the football program had a good recruiting class, although it is impossible to tell how many of the students will perform in the future. He noted that 38 student athletes were signed that will come to MSU as freshmen in the fall. Twelve of those are from the metroplex and eight are from this immediate region. He noted that the men's basketball team is doing well this spring. He added that they started strong early and gathered momentum throughout the year.

Mr. Carr expressed appreciation to Dr. Rogers, Dr. Farrell, Steve Shipp, Julie Gaynor, and their staffs for their assistance with the athletics fund raising campaign. He reported that new donors have contributed \$22,000 to the athletics program in FY 13. Of the \$110,000 that must be raised in restricted funds, \$93,000 has been received, and of the \$300,000 that they are attempting to raise in unrestricted funds, \$217,000 has been committed. He noted that this is a new level of success for the program.

Women's Track Program - Scholarships

13-76. Dr. Rogers reported that the administration was requesting authorization to expand the women's track program to the maximum number of scholarships allowed by the NCAA beginning in the fall 2013. He stated that this would result in an additional 2.6 scholarships, which could be divided among a number of students. He added that this would help with enrollment and increase the university's competitiveness in track. Mr. Hessing asked about the cost of these scholarships. Dr. Fowlé responded that the value of 2.6 scholarships was \$40,000.

Mr. Sanchez moved approval of this item. Mr. Bryant seconded the motion and it was approved.

Housing and Dining Service Rates

13-77. Dr. Givens noted that the proposed housing and dining service rates for the upcoming fiscal year were included in the agenda. He asked Dr. Lamb to present the recommendations. Dr. Lamb stated that in 2012 the firm of Brailsford and Dunlavey was

hired to study the need for additional campus housing as well as to study the university's overall housing structure and rates. These consultants recommended that MSU's apartment rates be held constant and traditional hall rates be increased over the course of two or three years to provide better alignment of housing rates. He noted that the recommended rates follow this plan. He stated that with these proposed rates, MSU still ranks in the bottom when compared to peer institutions in the state.

Dr. Lamb noted that dining service and board rates would increase by approximately 2%, which is less than the cost of inflation. He added that the university's partner, Aramark, worked closely with the university to keep these costs down.

Mrs. Burks moved approval of these rates as presented. Mr. Bryant seconded the motion.

Dr. Givens asked why any of the fees were being increased. Dr. Lamb responded that the residence halls do not currently have wireless internet and this upgrade is needed. Dr. Givens asked if the increase would cover the cost of this upgrade in one year. Dr. Lamb indicated that it would not. He stated that the total cost for wireless internet and the necessary increase in bandwidth would cost approximately \$500,000. He added that the cost would be amortized over a period of time, likely five to seven years. Dr. Lamb indicated that all of the housing revenue comes together to fund the total housing system.

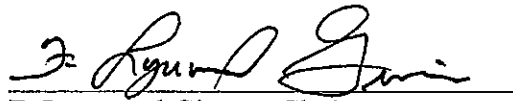
Mr. Gregg asked why the Pierce and Killingsworth Hall semi-private room rates are being increased so much more than private room rates. Dr. Lamb responded that private rooms are only provided when capacity allows and it is very rare.

There being no further discussion the motion was approved.

Adjournment

The Academic and Student Affairs Committee discussion concluded at 5:07 p.m.

Reviewed for submission:



F. Lynwood Givens, Chairman

Midwestern State University

Board of Regents Academic & Student Affairs Committee

ATTACHMENTS:

1. Faculty Senate Report
2. Enrollment Report – Spring 2013



MIDWESTERN STATE UNIVERSITY
Faculty Senate

Summary of Faculty Senate Activities: December 2012 through January 2013

The Faculty Senate has met twice since the previous report and covered the following topics:

1. Charlie Carr provided a review of the MSU Athletic program and its interaction with university academic activities with respect to our student athletes. He discussed the interest that the coaches and staff have in helping student athletes succeed academically as well as in their athletic endeavors. Several Senators raised concerns regarding absences and projected absences required of student athletes and their impact on academic performance. The Athletic Department does provide notification of absences for dates in addition to scheduled events (e.g. travel times) and projected absences anticipated during each of the athletic seasons.
2. Dr. Stewart and Dr. Fowlé met with the Senate at the December meeting to discuss issues related to the university budget and to our summer school program. The discussion focused mostly on changes being considered for summer school and their impact on issues such as possible reductions in class offerings and student graduation expectations, student advising, projected class size requirements, and the accounting analysis of summer school activities. Some suggestions with respect to minimum size requirements for summer classes were taken under advisement.
3. Dr. Ruth Morrow is the Senate representative to the Tenure and Promotion Policy Review Committee.
4. Dr. Rogers, Dr. Stewart, and Dr. Fowlé met with the Senate in January and addressed several issues related to the university budget and the 2013 summer school sessions. Some additional flexibility is likely available with respect to the minimum number of students required in upper division (3000 and 4000) courses.
5. The Senate has developed a faculty satisfaction survey and all faculty members will be invited to respond beginning next week. The survey instrument is patterned after similar instruments used for faculty surveys in other universities, with some adjustments to include items unique to MSU. The Senate expects to review the results beginning at its March meeting and use the information, in part, as a planning tool for the remainder of this academic year and for the 2013 – 14 term.
6. Several Senators have expressed concern about communications that have surfaced regarding a university branding project, changes made or proposed to the MSU Honors Program, and the MSU Quality Enhancement Program (QEP). These communications, in many cases, have been a part of the "grapevine" conversations, sometimes subject to further interpretation in a different context. They are, at some level however, issues related to faculty welfare and were a bit of a surprise to many Senators. The QEP is included in the Senate agenda for its meeting this afternoon.

7. With respect to changes planned for the MSU Honors Program, a question has been posed regarding the possibility of establishing some type of honors program within a major field of study (e.g. economics, music, English, etc.). The Senate may pursue discussions regarding this or a similar option over the next several months.

Respectfully,

Jim Owen, Chair
MSU Faculty Senate

*Enrollment Report***Spring 2013**

| | 2012 | 2013 |
|------------------------------|---------------|---------------|
| New First-Time Freshmen | 26 | 29 |
| Re-Enrolling Freshmen | 694 | 702 |
| Sophomore | 1,076 | 953 |
| Junior | 1,235 | 1,213 |
| Senior | 2,004 | 1,902 |
| Graduate/Post-Baccalaureate | <u>675</u> | <u>638</u> |
| TOTAL | 5,710 | 5,437 |
| | | |
| Semester Credit Hours | 65,080 | 61,344 |

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

**Finance Committee
February 14, 2013**

The Finance Committee of 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 2:45 p.m., Thursday, February 14, 2013. Committee members in attendance were Mr. Mike Bernhardt, Chairman; Mrs. Jane Carnes; Mr. Charles Engelman; and Mr. Jeff Gregg. Other regents attending the meeting were Mr. Kenny Bryant, Mrs. Tiffany Burks, Dr. Lynwood Givens, Mr. Shawn Hessing, Mr. Sam Sanchez, and Student Regent Holly Allsup.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Betty Stewart, Provost and Vice President for Academic Affairs; Dr. Marilyn Fowlé, Vice President for Business Affairs and Finance; Dr. Keith Lamb, Vice President for Student Affairs and Enrollment Management; Dr. Howard Farrell, Vice President for University Advancement and Public Affairs; and Dr. Robert Clark, Vice President for Administration and Institutional Effectiveness. Other university personnel attending the meeting included Mr. Kyle Owen, Associate Vice President for Facilities Services; Mr. Matthew Park, Associate Vice President for Student Affairs; Mr. Charlie Carr, Director of Athletics; Mr. David Spencer, Internal Auditor; Mr. Barry Macha, General Counsel; Ms. Dianne Weakley, Director of Human Resources; Dr. Jim Owen, Chairman of the MSU Faculty Senate; Mr. Dirk Welch, Chairman of the MSU Staff Senate; Ms. Gail Ferguson, Controller; Ms. Valarie Maxwell, Director of Budget and Management; Ms. Cindy Ashlock, Executive Assistant to the President; and Ms. Debbie Barrow, Director of Board and Government Relations. Also attending the meeting were members of the MSU Admissions Staff, Ms. Barbara Merkle, Ms. Leah Vineyard, Ms. Valerie Martinez, and Mr. Brad Borton. Representing the student body was Ms. Melody Coffee, Student Government Association (SGA) Vice President. Representing the news media was Ms. Ann Work, *Times Record News*.

Chairman Bernhardt called the meeting to order at 2:45 p.m.

Reading and Approval of Minutes

13-58. The minutes of the Finance Committee meeting November 15, 2012, were approved by the committee as presented.

Summary of Financial Support 9/1/12-1/17/13

13-59. Mr. Bernhardt asked Mrs. Carnes to highlight some of the major gifts received since the last meeting of the board.

- 1) Mr. and Mrs. Bob Gunn made a substantial pledge and gift to the university. The \$5.45 million gift will help expand faculty and equipment in the health sciences (\$3 million), add to the health sciences endowment (\$1 million), add to the College of Science and Mathematics endowment (\$1 million), and support athletics (\$450,000).

- 2) Mr. John O'Hearn contributed \$100,000 to the MSU Foundation for the Carolyn Sue Marlowe O'Hearn BBA Scholarship Fund in memory of his wife.
- 3) Mr. and Mrs. Max Vordenbaum donated \$100,000 to the Graham and Martha Ball Boys and Girls Club Scholarship Fund.
- 4) Dr. and Mrs. Bob Madera made a donation to the MSU Foundation of \$34,920. This gift will support the President's Excellence Circle (\$1,000) and the Annual Fund (\$500), with the remainder and bulk of the gift added to the Madera-Baggett Scholarship Endowment.

Mrs. Carnes stated that the support of MSU is wonderful. She encouraged board members to write thank you notes to the donors. She added that the list of gifts \$5,000 or more had been divided among the board members to ensure everyone on the list receives a note from a member of the board. She added that board members were welcome to write to additional individuals beyond those they were assigned.

Mr. Bernhardt noted that this item was presented as a point of information only.

Review and Acceptance of Financial Reports

13-60. Mr. Bernhardt reported that the administration recommended acceptance of the Fiscal Year 12 Annual Financial Report and the September, October, November, and December 2012 financial reports. Dr. Fowlé stated that the board had received the reports as well as the narrative on the financial status of the institution through December. She noted that since that time MSU had received approximately 2% more in revenue, with most of that amount coming from gift funds. She added that expenses are \$1 million higher than last year, with the majority of that amount attributable to the 2% one-time salary retention bonus that was recently distributed. At the November meeting the Board approved a plan to address the budget shortfall, with \$1 million in expense reductions and \$1 million from targeted reserves. She noted that during the summer one-half of the budget savings would be realized from the faculty summer salary savings program. She added that the institution is on target with the plan and the administration will continue to monitor it during the remainder of the year.

Mr. Engelman moved acceptance of the reports as presented. Mrs. Carnes seconded the motion and it was approved.

Investment Report

13-61. Mr. Bernhardt asked Dr. Fowlé to comment on the first quarter investment report. Dr. Fowlé stated that the report included information regarding cash balances and endowment funds. She noted that the institution maintains more than \$20 million in cash at any one time during the fiscal year. This cash is invested very conservatively as allowed by the Public Funds Investment Act and the institution receives an approximate one percent return. This provides the university approximately \$250,000 in interest each year. She reported that during the next few months she planned to work with the board

Finance Committee and Chairman Bernhardt to consider ways the university might receive a higher return on the investment of this cash.

Dr. Fowlé reported that American National is responsible for the investment of \$7 million of the university's endowment funds. The first quarter these investments showed a gain of 11.35% and with interest and dividends they achieved 4% annualized. Luther King manages approximately \$9.5 million of the university's endowment. During the first quarter these investments achieved a 5.29% return and with dividends and interest earned 1.85% annualized. She noted that during the first quarter a large portion of these funds were being transferred to Luther King and was not fully invested.

Mr. Gregg moved acceptance of the report as presented. Mrs. Carnes seconded the motion and it was approved.

FY 2012-2013 Item \$50,000 & Under

13-62. Mr. Bernhardt noted that one budget change was presented for ratification and asked Dr. Rogers to comment. Dr. Rogers reported that the university sent the cheerleading team to the Collegiate Cheerleading Championships and to the football playoff game in Indianapolis. He noted that Student Service Fee Reserves were expended for this purpose.

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

Review of Personnel Reports and Salary/Title/Position Changes in 2012-2013 Budget

13-63. Dr. Rogers reviewed the table presented in the agenda document. Mrs. Carnes recommended ratification of the changes as presented. Mr. Gregg seconded the motion and it was approved.

Faculty Positions – Summer 2013

13-63A. The administration recommended the addition of three faculty positions beginning with the summer 2013. Dr. Stewart noted that the administration would like to use funds from the Gunn Gift to add three faculty positions. She explained that two positions would be in nursing and one position would be in respiratory care. The two nurses would support the new accelerated nursing program which should begin in June. The respiratory care position is needed owing to the increase in student demand for this program. She noted that the three positions would be 11-month appointments.

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

Additional Redwine Estate Distribution

13-64. Mr. Bernhardt noted that additional funds had been received from the Redwine Estate and the administration had presented a recommendation for the use of a portion of the funds as shown in the agenda. Dr. Rogers noted that the initial distribution from the estate of Bruce Redwine of \$9.2 million was earmarked by the Board of Regents to support the

Honor's Program. He indicated that the administration was aware that a final distribution from the estate would be made and that the additional distribution totaled \$1.566 million. He stated that the administration was recommending that \$453,800 of this amount be utilized to assist with expanding the university's enrollment.

Dr. Lamb introduced the senior members of the admissions team: Ms. Barbara Merkle, Director; Ms. Leah Vineyard, Associate Director, Ms. Valarie Martinez, Assistant Director; and Mr. Brad Borton, Assistant Director. He reported that the admissions staff members are doing a wonderful job with the new initiatives and added that he was proud of their representation of the university.

Dr. Lamb then reviewed the administration's recommendation through a Power Point presentation (see Attachment 1). He stated that the administration recommended purchasing Ellucian Recruiter software. Dr. Lamb explained the process the university used in selecting Recruiter, which is a Customer Relationship Management (CRM) software program. He stated that in studying other options, Recruiter rose to the top. He added that Recruiter is the recommended product for institutions that utilize the Banner system. He reported that as part of their due diligence, the administration contacted other users in Texas. He noted that the company oversold the product and some schools saw a delay in implementation; however, the administration believes this is an issue that can be resolved with the vendor.

Mr. Hessing asked how the admissions staff currently operates without a system such as Recruiter. Ms. Merkle responded that since the institution does not currently have a CRM the staff must convert forms in Banner to keep up with recruitment. She added that the reporting tool they use is a manual, laborious process. She noted that with the larger numbers of prospects, inquiries, and applicants, the staff is putting in an extra 20-40 hours each week trying to keep up with the data. Mr. Bryant asked Ms. Merkle to provide an example of what a CRM would do for the institution. Ms. Merkle responded that a CRM will track automatically all activity and contact with each student. She added that it will send the Admissions Staff member a message asking if he has followed up with the student and will alert him when a student's transcript arrives on campus. Mr. Bryant indicated his understanding that it would speed up the communication process. Ms. Merkle added that the program also accepts test scores from College Board and will provide better data to the institution. Dr. Lamb stated that the program will allow the office to do more than one campaign at a time, will generate call lists, and provide a clean address service. The program can also manage campus visits, staff travel, and large events, such as Mustangs Rally. He added that the program integrates the predictive modeling that the university began this year. He noted that the MSU admissions officers are now responsible for a specific geographic territory. This product will allow the office to do geomarket analysis. Dr. Lamb noted that efficiencies within the admissions area will be achieved with the purchase of the software.

Dr. Lamb reviewed the second part of the proposal which is an expanded communication campaign. He noted that this includes an inquiry communication campaign and an application generation campaign. Examples of the mailing pieces were shown in the

Power Point presentation. He added that Recruiter would help with ensuring students receive the correct mailing piece, while currently the staff must manually sequence all communication. He noted that these campaigns will increase student prospects and should positively increase the overall yield through student enrollment.

Dr. Lamb explained that in order to provide a better first impression for student prospects and their family members the university needs a professional Welcome Center. He presented the administration's plan to route prospective students to the southeast entrance of the Hardin Building, with designated parking and improved signage. He noted that with minor updating and modification, students will be greeted by a bright, technologically savvy, and interesting-looking area.

Dr. Givens noted that he did not hear faculty mentioned in the recruiting plans and asked if they were involved. He stated that it should be incumbent on the faculty to help increase enrollment. He asked if the faculty could perhaps utilize the new software program. Dr. Lamb responded that each dean receives a list of students who have been admitted within their college. The deans or chairs send letters and information to each of these students. He noted that the university will have 30 user licenses and it may be possible to give access to the chairs or deans so that they can create their own dashboards. He added that a number of faculty attend recruiting events and also recruit for their individual departments.

Dr. Givens commented that students at the school he teaches at had not heard of MSU until two years ago. Several students visited the campus last year and a larger number will be returning for Mustangs Rally this weekend. He noted that the students remarked about the beauty of the campus and the people. He indicated this was one example of the success MSU is having with its outreach. Mr. Hessing added that a son of one of his co-workers plans to attend MSU in the fall and that he was originally contacted through a mailer. Mr. Sanchez stated that his son is a sophomore in high school and received something from MSU. He congratulated the admissions team and Dr. Lamb for their vision and efforts.

Mrs. Carnes moved approval of this item as presented. Mr. Gregg seconded the motion and it was approved.

Budget Planning

- 13-65. Mr. Bernhardt reported that the board generally receives recommendations for tuition and fees at its February board meeting. He noted that given the uncertainty of the outcome of the legislative session, the administration will not present such recommendations until May. He asked Dr. Rogers to comment.

Dr. Rogers noted that in the current legislative session there was more pending legislation that could affect higher education funding than he had experienced in any previous session. The issues to be addressed this spring range from formula and outcomes based funding to possible funding for Hazlewood exemptions and changes in the tuition set-aside. He stated that it would be extremely difficult for the administration to recommend

FY 14 tuition and fees at this time. He added that he discussed this with Student Government and explained that the decision would be delayed until May. He indicated his hope that if funding from the legislature improves, the administration could recommend an extremely modest or no increase in tuition and fees in May.

Dr. Fowlé reported that the administration is looking at the possibility of recommending the elimination of eight or nine student fees and instituting a single fee. This change would give the administration flexibility in the budgeting process. She noted that a recommendation would likely be made to the board in May. Mr. Hessing indicated that with the restructuring of fees he would like for it to be clear in the presentation that the restructuring will not result in a net increase in cost for the students.

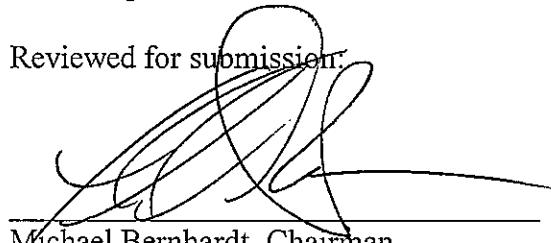
Mr. Gregg indicated his agreement that it was prudent to wait until May on the tuition and fee recommendations. He asked if it might be necessary to have a special board meeting in June if adequate information is not available for the May meeting. Dr. Rogers stated that if enough information was not available in May, the matter could be postponed. He noted that the legislative budget process was moving quickly and he hoped the tuition and fee recommendations could be made in May.

Mr. Bernhardt noted that this item was presented as a point of information only and no action was necessary.

Adjournment

The Finance Committee discussion concluded at 4:00 p.m.

Reviewed for submission:

A handwritten signature in black ink, appearing to be "Michael Bernhardt", written over a horizontal line.

Michael Bernhardt, Chairman
Midwestern State University
Board of Regents Finance Committee

ATTACHMENT:

1. Redwine Fund Distribution Request Presentation

Redwine Estate Distribution Request

February 14, 2013

Ellucian Recruiter

| | | |
|------------------------------------|---|------------------|
| Software and SaaS Deployment | = | \$85,500 |
| <u>Implementation and Training</u> | = | <u>\$110,040</u> |
| Total | = | \$195,540 |

Break even = 33 students for one year

Why Recruiter?

- “Going forward with new student recruitment efforts, MSU will need a sophisticated and effective student relationship module for the Admission Office to utilize.”
- Product Demonstrations / Investigations
 - Recruiter
 - Banner Relationship Management (BRM)
 - Hobsons
 - Jenzabar
- Ellucian (parent company of Banner), has selected Recruiter as their CRM module
- Positive Functional Reviews from Texas Schools
- Texas Connection Consortium
- IT staff feels that integration is not an issue

Recruiter Capabilities

- Communication campaign management
 - Gives MSU the ability to run multiple communication campaigns, without concerns of entry into campaign
 - Generates call lists
 - Provides clean address service
 - Sends targeted emails to students for specific events/items
- Event management
 - Campus visits
 - Large spirit events
 - Travel
- Integrates the predictive modeling MSU began utilizing this year
- Analytics
 - Utilizes real-time data
 - Use of custom dashboard by multiple individuals
 - More robust reporting than current capabilities
 - Prospective students can update their profile online
 - Geographic market abilities: territory management
 - Integrates with ARGOS

Recruiter Capabilities

- Social media integration
 - Facebook
 - Twitter
- Import lists from ACT/SAT loads
- ApplyTexas will upload to this product
- Integrates with Microsoft Outlook
- Tracks effectiveness of bulk emails

Efficiency with Recruiter

- Associate Director gains 30 hours/week from communication campaign management, and can do multiple campaigns.
 - \$34,320 annually
- Assistant Director gains 20 hours/week from analytic reporting, and can run more reports.
 - \$16,640 annually
- With ACT/SAT tape load ability, Assistant to the Director will realize 10 hours per week.
 - \$7,280 annually
- Combined efficiency = \$58,240 annually.

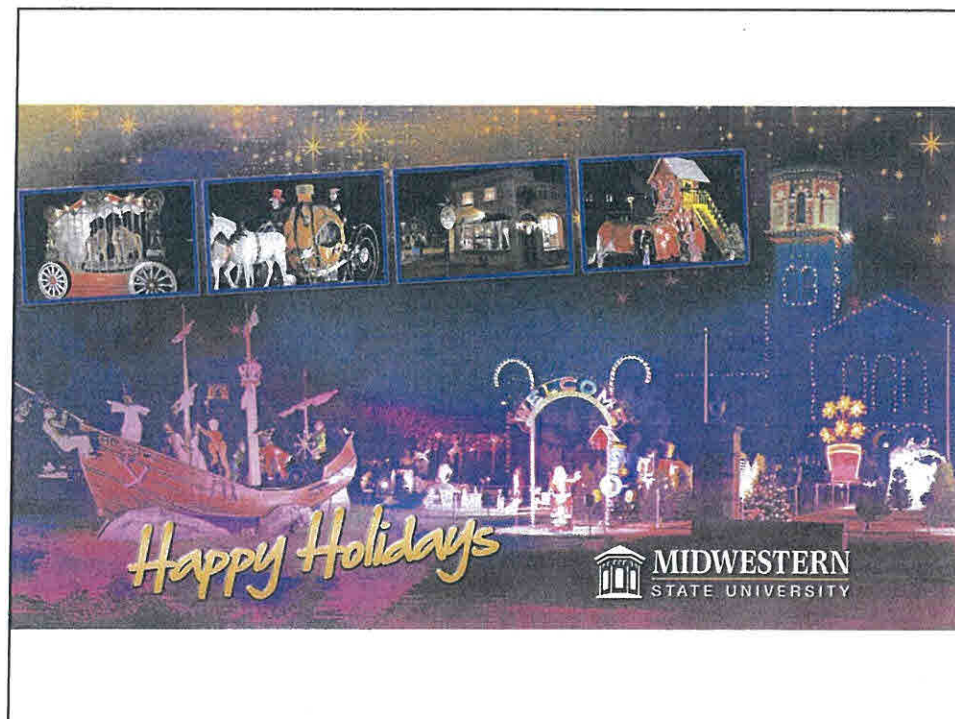
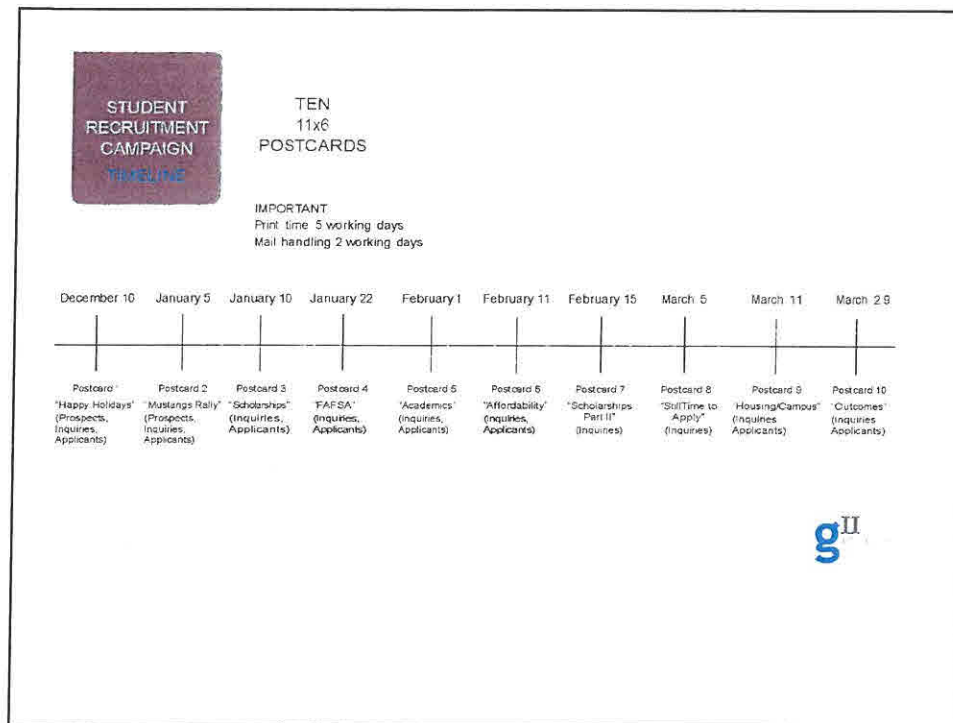
Inquiry Communication Campaign

| | | |
|-------------------------------------|---|----------------|
| Campaign Development | = | \$1,500 |
| Pre-production items | = | \$10,530 |
| Printing | = | \$12,152 |
| Postage | = | \$31,140 |
| <u>Mail Service and Ink jetting</u> | = | <u>\$5,946</u> |
| Total | = | \$61,268 |

Break even = 10 students for one year

Inquiry Communication Campaign

- 2 mailings to 50,000 prospects
- 8 mailings to 10,000 prospects
- 10 total mailings
- 180,000 total pieces
- Development + pre-production + printing + postage + mail service = \$0.34 per piece



*We've made our list and checked it twice...
and you're on it!*



✓ We want you at MSU!

- Apply for Admission
- Submit your ACT/SAT scores
- Complete the FAFSA after January 1
- Attend Mustangs Rally or Visit MSU

*Now is the time to plan for your future.
Keep MSU in mind as you make your
to-do list and visit us in the New Year!*

*MSU's holiday gift is
a fantasy on campus.
It's a must-see during
the holidays!"*

Kristen Ellis
Nursing
Class of 2014

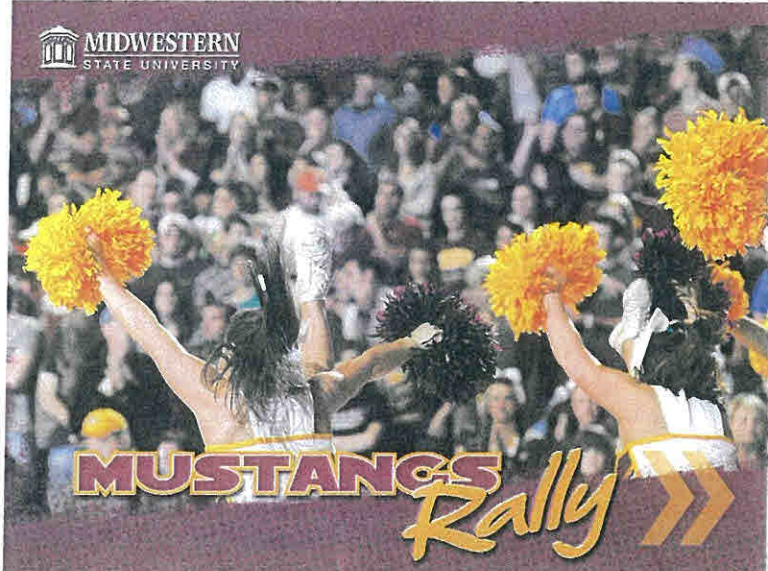
The MSU Burns Fantasy of Lights is a North Texas holiday tradition. Now in its 38th season at Midwestern State University, the holiday display attracts more than 200,000 visitors each year. The 24 animated displays come to life each evening at dusk now through January 1. The Fantasy of Lights was recently featured in *Texas Highways Magazine*. To learn more visit mwsu.edu/fantasy.

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mwsu.edu

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STATE UNIVERSITY



MUSTANGS
Rally »



Saturday, February 16, 2013

MUSTANGS Rally

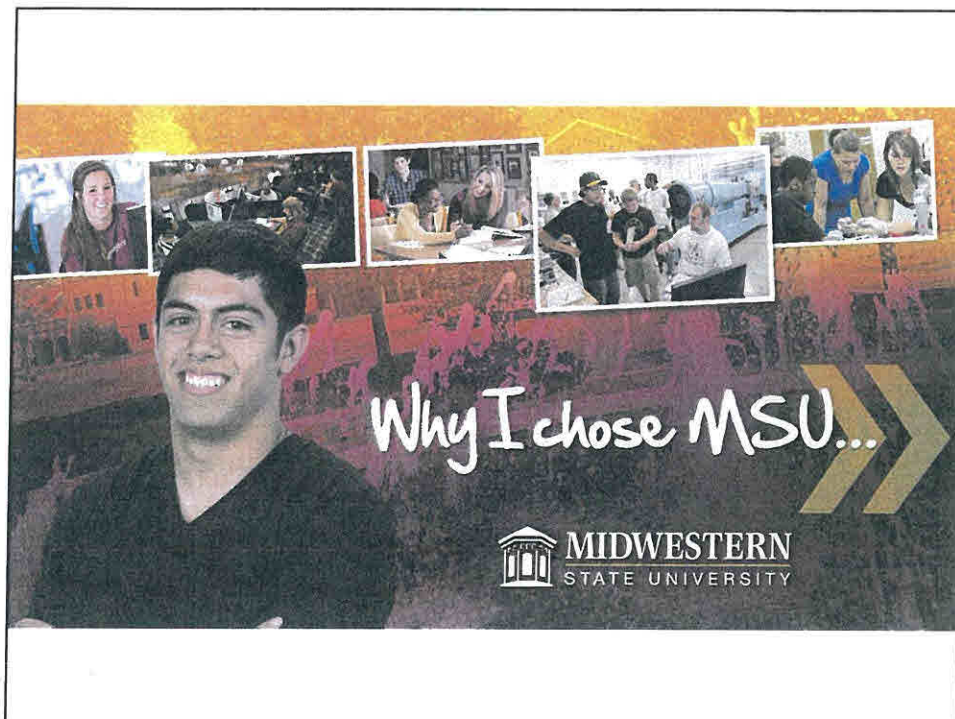
Midwestern State University invites prospective students, parents, and guests to visit college life the MSU way. You will have the opportunity to:

- ▶ Meet with MSU Admissions
- ▶ Tour our Housing Facilities
- ▶ Talk with Financial Aid
- ▶ Tour the Campus
- ▶ Talk to faculty, coaches, and current MSU students
- ▶ Learn more about your intended major

Saturday, February 16, 2013
Register for the FREE EVENT online...
admissions.mwsu.edu/mustangsally.asp
For more information contact MSU Admissions
1-800-842-1922

MIDWESTERN STATE UNIVERSITY
ACTED 10/11/12
THE STATE OF TEXAS, 2012-2013
Address Service Requested

Facebook Twitter



Why I chose MSU...

MIDWESTERN STATE UNIVERSITY



**for the several ways to
earn scholarships!**

MSU automatically offers Academic Merit Scholarships – up to \$10,000 over four years – to beginning freshmen meeting unconditional admission requirements, or transfer students with a strong grade point average. There are also automatic scholarships for high school valedictorians and salutatorians. Distinguished Honor Scholarships are available at MSU, with some as high as \$25,000 over four years.

Add scholarships to MSU's affordability, and you will receive a quality, meaningful education without the need to graduate drowning in debt. If your goal is a university degree of quality, learn more about our automatic scholarship program at admissions.mwsu.edu/scholarships.asp.

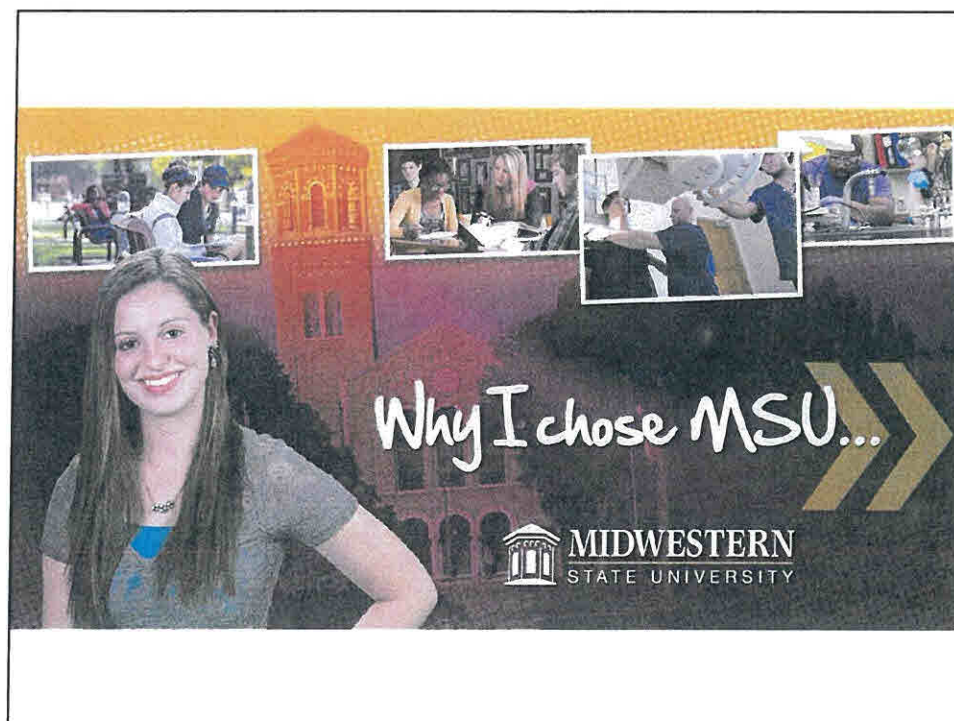
The scholarships opened a new chapter in my life with more opportunities.

Jose Gonzalez
 Biology/Pre-Veterinary
 Class of 2015

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 Wichita Falls, TX 76798-3099
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mwsu.edu



Why I chose MSU...

**MIDWESTERN
STATE UNIVERSITY**



because I feel comfortable here!

Our professors love to mentor and teach. Each seat in our small classes represents an individual with goals and aspirations. We are focused on our students, helping you to achieve whatever you want to become. Offering high-tech labs, quality pre-professional programs and majors, internships, and study-abroad programs, MSU graduates individuals.

Find your place at www.mwsu.edu.

At Midwestern State I have one-on-one experiences with professors and make real connections with them.

Mindy Schroeder
Marketing and Management Double Major
Class of 2016

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It's my university. Make it yours!

3410 7th Boulevard
Wichita, KS 67260-3099
Admission Services Requested

[mwsu.edu](http://www.mwsu.edu)

Application Generation Campaign #1

- 10,000 prospective students scored on SMART Approach
- Predicts the likelihood of a prospect to enroll
- Coefficient ranging from 0 to 1.0
- Uses current student data on 77 variables
- Names obtained from National Research Center for College & University Admissions (NRCCUA)
- 9000 in Texas
- 1000 in Oklahoma
- 1 letter
- 15 emails

Application Generation Campaign #2

- Obtained additional lists for separate campaign:
 - 21,000 from NRCCUA
 - 23,000 from The College Board
 - 5,000 from ACT
- Cost = \$49,500
- Break even = 8 students for 1 year

**MIDWESTERN
STATE UNIVERSITY**

Apply by March 1, 2013 and
we'll waive the \$25 application fee

<Name Line>
<Address>
<City State Zip>

Dear <Prospect's Name>:

With your senior year underway, college is probably the last thing on your mind. But college will be here before you know it. Now is the time to apply for college - then relax and enjoy the fun of being a senior.

Midwestern State University (MSU), a public, liberal arts university in Wichita Falls, Texas, is offering many services to help you search for your reasons:

1 - Our many exciting majors
2 - Our affordable tuition

We offer more than 60 majors and pre-professional programs, so chances are you'll find the major you're looking for at MSU. And here's some equally exciting news: You can afford MSU!

Texas residents and students from neighboring Oklahoma counties pay the same low in-state tuition to attend MSU. Students from non-neighboring Oklahoma counties pay just \$50 more per credit hour. We also offer generous financial aid, including scholarships, grants, and loans.

You make it so simple to apply to Midwestern State University today. It's so easy. Just visit:

[http://\(ProspectURL\)](http://(ProspectURL))
by March 1, 2013 and we'll waive the \$25 application fee. Simple.


Barbara J. Merck
Director of Admissions

P.S. Apply today at: [http://\(ProspectURL\)](http://(ProspectURL))
You can also request information or plan a university tour.



"Attending MSU was the best decision I could have made. I am getting a phenomenal education without having to get into debt for life."

BRADY TYLER
CLASS OF FALL 2012



What's the #1 question asked about college?

Are you asking the right question in your job or college?

**MIDWESTERN
STATE UNIVERSITY**

(\$prospectFirstName), every student asks one question about college: "Do you have my major?"

At Midwestern State University (MSU), the answer is almost always YES!

[Apply at MSU now and we'll waive the \\$25 application fee.](#) Opportunity ends March 1, 2013.

Located midway between Dallas/Ft. Worth and Oklahoma City, MSU is an **INDEPENDENT PUBLIC** university that offers more than 60 majors and a number of pre-professional programs. That means if you are from Texas or a nearby Oklahoma county, you can save big with Texas resident tuition. If you're from elsewhere in Oklahoma, you pay Texas resident tuition plus \$30 per credit hour – a great savings on an excellent education.

[Hurry – if you apply now, we'll waive the \\$25 application fee.](#)

Not ready to apply? [Find out more or plan a university tour today.](#)

Barbara Melick
Director of Admissions

"As at MSU faculty take time to ensure each student gets help from them personally if needed. They want you to succeed. They are not just great professors but also great people."
Jeffrey Arce
Class of 2013

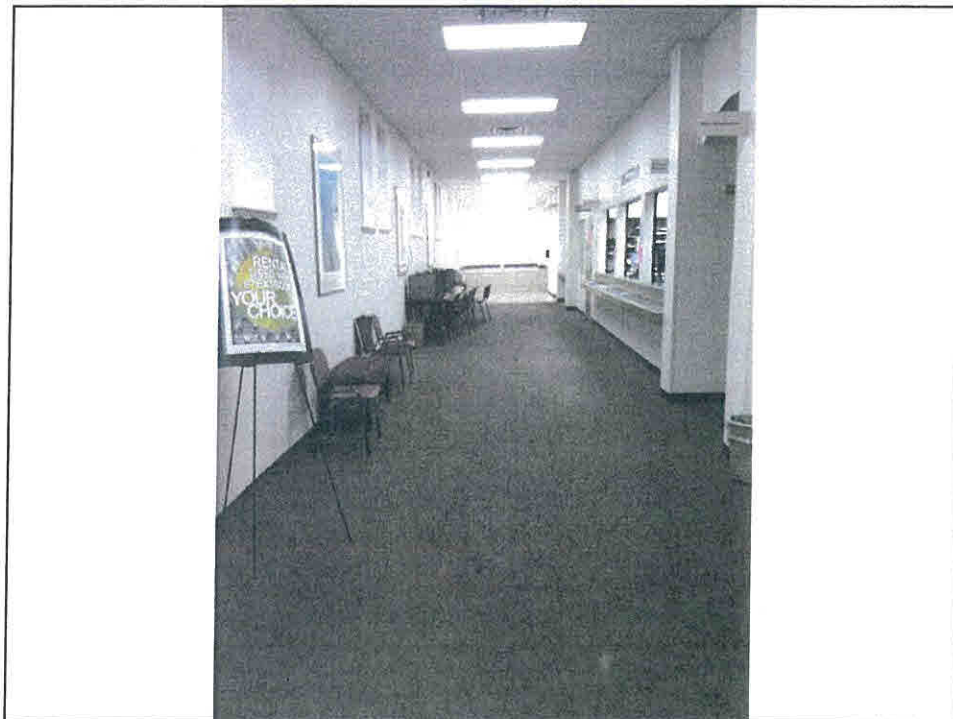
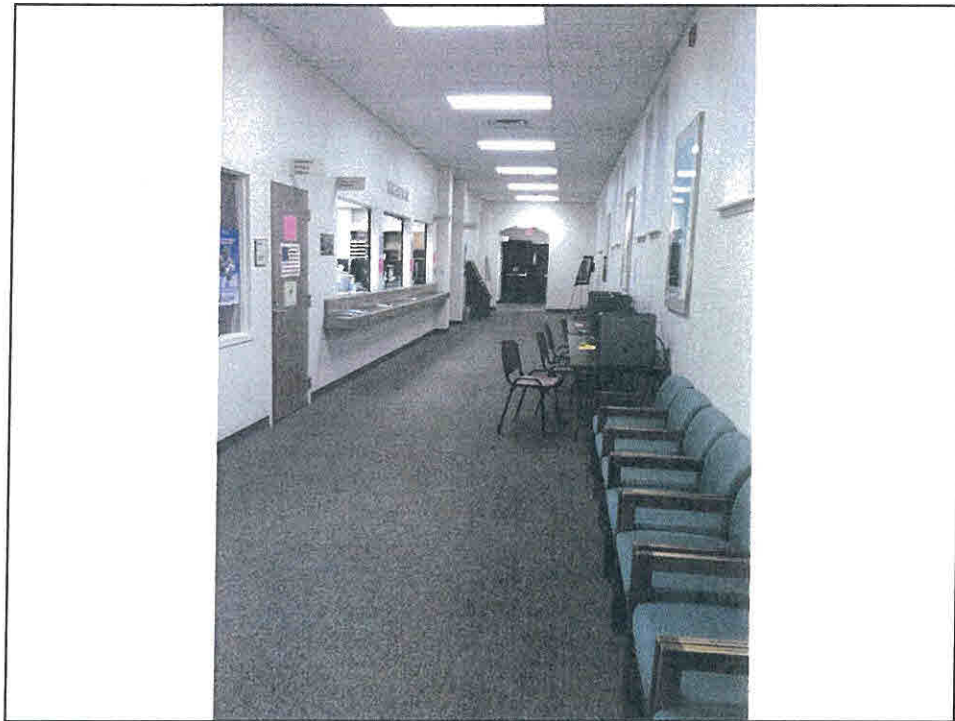


[unsubscribe here](#)

File: "Welcome Center and Hardin South Hallway" (11/11/2012 10:46:31 AM)

Welcome Center and Hardin South Hallway

- MSU struggles with first impressions
 - Does not have a "Welcome Center" concept for prospective students
 - Current entryway and corridor adjacent to Admissions, Registrar, and Financial Aid is dated and does not convey the feel of a progressive institution





Welcome Center and Hardin South Hallway

| | | |
|-------------------------|---|-----------------|
| Furniture | = | \$33,000 |
| MSU Spirit Photos | = | \$5,000 |
| Technology | = | \$19,850 |
| Computer Kiosk | = | \$14,000 |
| Signage | = | \$4,000 |
| Paint, carpet, cosmetic | = | \$22,398 |
| Countertops | = | \$5,115 |
| <u>Landscaping</u> | = | <u>\$13,350</u> |
| Subtotal | = | \$116,713 |
| <u>Contingency (7%)</u> | = | <u>\$8,170</u> |
| Total | = | \$124,883 |

Break even = 21 students for one year

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

**Audit, Compliance, and Management Review Committee
February 14, 2013**

The Audit, Compliance, and Management Review Committee of 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 2:23 p.m., Thursday, November 15, 2012. Committee members in attendance were Mr. Sam Sanchez, Chairman; Mrs. Tiffany Burks; Mr. Charles Engelman; and Mr. Jeff Gregg. Other regents attending the meeting were Mr. Mike Bernhardt; Mr. Kenny Bryant; Mrs. Jane Carnes; Dr. Lynwood Givens; Mr. Shawn Hessing, and Student Regent Holly Allsup.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Betty Stewart, Provost and Vice President for Academic Affairs; Dr. Marilyn Fowlé, Vice President for Business Affairs and Finance; Dr. Keith Lamb, Vice President for Student Affairs and Enrollment Management; Dr. Howard Farrell, Vice President for University Advancement and Public Affairs; and Dr. Robert Clark, Vice President for Administration and Institutional Effectiveness. Other university personnel attending the meeting included Mr. Kyle Owen, Associate Vice President for Facilities Services; Mr. Matthew Park, Associate Vice President for Student Affairs; Mr. Charlie Carr, Director of Athletics; Mr. David Spencer, Internal Auditor; Mr. Barry Macha, General Counsel; Ms. Dianne Weakley, Director of Human Resources; Dr. Jim Owen, Chairman of the MSU Faculty Senate; Mr. Dirk Welch, Chairman of the MSU Staff Senate; Ms. Gail Ferguson, Controller; Ms. Valarie Maxwell, Director of Budget and Management; Mr. Steve Shelley, Director of Purchasing; Ms. Julie Gaynor, Director of Marketing and Public Information; Ms. Cindy Ashlock, Executive Assistant to the President; and Ms. Debbie Barrow, Director of Board and Government Relations. Also attending the meeting were Dr. James Johnston, Interim Dean of the College of Health Sciences and Human Services, and members of the MSU Admissions Staff, Ms. Barbara Merkle, Ms. Leah Vineyard, Ms. Valerie Martinez, and Mr. Brad Borton. Representing the student body was Ms. Melody Coffee, Student Government Association (SGA) Vice President. Representing the news media were Ms. Ann Work, *Times Record News*, and Ms. Michelle Dixon and Mr. Rick Scruggs, KFDX-TV 3.

Chairman Sanchez called the meeting to order at 2:23 p.m.

Reading and Approval of Minutes

13-66. The minutes of the Audit, Compliance, and Management Review Committee meeting November 15, 2012, were approved as presented.

Report on Audit Activities

13-67. Mr. David Spencer, Internal Auditor, noted that the majority of the quarter he spent time working with the State Auditor's Office (SAO) on the Southern Association of Colleges and Schools (SACS) audit. He reported that he developed working papers and documented his review of specific areas. The SAO should issue its report within the next

week. The report will then become a part of the university's final packet of information SACS will use in the accreditation process.

Contract Management Activities and Contract Authorization

13-68. Mr. Macha reported that the contract administration procedures have been implemented and a large number of contracts have been reviewed and processed. He commended the Purchasing Office for their work with the new software system.

Mr. Macha presented two interlocal cooperation agreements for consideration of the board, as presented in the agenda. He noted that the first item requests authorization to renew the institution's agreement with the City of Wichita Falls for the bus service. He reported that the overall contract for FY 2012 totaled \$36,886.85, with an average 10,636 bus rides per month. Dr. Lamb reported that prior to this partnership with the City, the university owned a 15 passenger van that ran shuttles between the campus and the apartments. The cost to the university was approximately \$64,000 each year. This service provides a more professional service to students, faculty, and staff. He added that the agreement allows anyone with an MSU ID card to ride the entire transit system free of charge.

The second agreement would enable MSU to join other colleges, universities, counties, and municipalities, to gain purchasing power from Choice Partners, a purchasing cooperative of the Harris County Department of Education. Dr. Fowlé added that this agreement will allow MSU to use the vendors that have been bid out by this group and will help streamline the university's purchasing process.

Mr. Engelman moved approval of this item as presented. Mrs. Burks seconded the motion.

Mr. Hessing asked if by authorizing this agreement the university would be required to use certain vendors. Dr. Fowlé responded that there would be no requirement and would simply provide another opportunity for the institution to save money when possible.

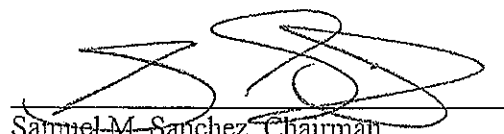
Mr. Engelman noted that \$36,000 for this service seemed minimal and asked if the figure was correct. Dr. Lamb responded that the City receives federal reimbursement based on ridership, which limits operating costs. The City is passing the savings on to the university.

There being no further discussion, the motion was approved.

Adjournment

The Audit, Compliance, and Management Review Committee discussion concluded at 2:33 p.m.

Reviewed for submission:

A handwritten signature in black ink, appearing to read 'S. Sanchez', is written over a horizontal line.

Samuel M. Sanchez, Chairman
Midwestern State University
Board of Regents Audit, Compliance, and
Management Review Committee

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS
February 14, 2013**

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 14, 2013. Regents in attendance were Mr. Shawn Hessing, Chairman; Mr. Mike Bernhardt, Vice Chairman; Mr. Kenny Bryant, Secretary; Mrs. Tiffany Burks; Mrs. Jane Carnes; Mr. Charles Engelman; Dr. Lynwood Givens; Mr. Jeff Gregg; Mr. Sam Sanchez; and Student Regent Holly Allsup.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Betty Stewart, Provost and Vice President for Academic Affairs; Dr. Marilyn Fowlé, Vice President for Business Affairs and Finance; Dr. Keith Lamb, Vice President for Student Affairs and Enrollment Management; Dr. Howard Farrell, Vice President for University Advancement and Public Affairs; and Dr. Robert Clark, Vice President for Administration and Institutional Effectiveness. Other university personnel attending the meeting included Mr. Kyle Owen, Associate Vice President for Facilities Services; Mr. Matthew Park, Associate Vice President for Student Affairs; Mr. Charlie Carr, Director of Athletics; Mr. David Spencer, Internal Auditor; Mr. Barry Macha, General Counsel; Ms. Dianne Weakley, Director of Human Resources; Dr. Jim Owen, Chairman of the MSU Faculty Senate; Mr. Dirk Welch, Chairman of the MSU Staff Senate; Ms. Gail Ferguson, Controller; Ms. Valarie Maxwell, Director of Budget and Management; Mr. Steve Shelley, Director of Purchasing; Ms. Julie Gaynor, Director of Marketing and Public Information; Ms. Cindy Ashlock, Executive Assistant to the President; and Ms. Debbie Barrow, Director of Board and Government Relations. Also attending the meeting were Dr. James Johnston, Interim Dean of the College of Health Sciences and Human Services, and members of the MSU Admissions Staff, Ms. Barbara Merkle, Ms. Leah Vineyard, Ms. Valerie Martinez, and Mr. Brad Borton. Representing the student body was Ms. Melody Coffee, Student Government Association (SGA) Vice President. Representing the news media were Ms. Ann Work, *Times Record News*, and Ms. Michelle Dixon and Mr. Rick Scruggs, KFDX-TV 3.

Chairman Hessing called the meeting to order at 1:30 p.m. and Ms. Gaynor introduced the guests.

Opening Comments

Mr. Hessing welcomed everyone to the board meeting and thanked them for their attendance. He asked Dr. Rogers to make a special introduction. Dr. Rogers announced that Dr. James Johnston was recently named Dean of the College of Health Sciences and Human Services, effective with the fall 2013. Dr. Stewart added that Dr. Johnston was one of 30 applicants for the position. He holds the bachelor's and master's degrees in radiologic science from Midwestern State University and the Ph.D. from Texas Woman's University. Dr. Stewart reported that Dr. Johnston is a very strategic thinker and a strong advocate for the College of Health Sciences and Human Services.

Public Comment

Mr. Hessing 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 added that no one had signed up to speak.

Discussion of Higher Education Issues

13-48. Mr. Hessing noted that during the November meeting the board discussed various issues related to higher education. He stated that he asked Dr. Rogers to place an item on this agenda to be certain the discussion was complete. He reported that Dr. Lamb would report on enrollment matters later in the meeting and Ms. Barrow would provide information regarding the legislative session at Friday's meeting.

Mr. Sanchez noted that gun violence had been in the news recently. He reported that during a visit with MSU Chief of Police Dan Williams, he learned that early warning messages are distributed to the campus at large via Twitter. The Chief noted that there are limitations with the distribution system. Mr. Sanchez asked for information with regard to these limitations and what the administration is doing to address the issue. Mr. Hessing stated that the alert system included more than Twitter and that he receives e-mail alert messages. Dr. Lamb added that the system is actually mobile to mobile. He stated that the university subscribes to a service that will send a message as a text message to those who have provided a cell phone number. Additionally, the message goes as an e-mail blast to the entire campus and a number of offices send the message via Twitter, Facebook, and other social media options available. He added that the limitation Chief Williams was referring to was likely the fact that once the message is placed on a server and leaves the campus, it is out of the institution's control. He noted that if there is too much volume going through a cell tower, it may delay the delivery. He indicated that the use of various options of communication hopefully ensures full coverage. Mr. Sanchez added that Chief Williams mentioned that the university does not always have accurate contact information for students. Dr. Lamb noted that when a student enrolls at the university he is automatically placed in the notification system, unless he specifically chooses to opt out of the system. The information submitted by the student populates the program. However, students' cell phone numbers and e-mail addresses change over time and it is challenging to maintain accurate contact information. Dr. Lamb added that speakers have been installed throughout the campus so that individuals who are outside are able to hear emergency announcements.

Mr. Sanchez stated that the administration had previously talked about installing wireless technology in every building on campus. He asked that an update on campus technology be presented at the May Board meeting.

Dr. Rogers reported that the board would discuss a number of matters during the board meetings that are related to key issues in higher education. Mr. Hessing noted information regarding the Hazlewood exemption at MSU was in each board member's folder (see Attachment 1).

Southern Association of Colleges and School (SACS)

13-49. Mr. Hessing noted that the university is moving forward with the accreditation process and the SACS site visit will be in April. Dr. Rogers complimented Dr. Clark for his efforts. He stated that the SACS visiting team would want to meet with some of the board members while on campus. He added that the university would likely host a luncheon for regents and members of the visiting committee. Dr. Rogers asked Dr. Clark to notify Ms. Barrow as soon as the schedule is confirmed.

Dr. Clark reported that the university's reaffirmation document was submitted to SACS in September. An off-site committee reviewed the document and notified the administration of areas that needed to be addressed. The university is now working to address the recommendations and will submit its response to SACS in what is called a Focused Report. This report should be finalized and submitted to SACS within the next week.

Dr. Clark reported that the university community has continued working on the Quality Enhancement Plan (QEP) which focuses on undergraduate student research. He noted that a committee made up of 16 individuals had been developing and writing the proposal during the last year. The QEP proposal will be finalized and printed in the next few weeks. He noted that all of the university materials must be submitted to the on-site committee five weeks prior to their visit.

Dr. Rogers explained that the role of the on-site visiting committee is to largely evaluate the QEP and to review any of the matters that were not adequately covered in MSU's Focused Report. Dr. Clark added that the chair of the visiting committee is the President of Nicholls State University in Louisiana.


Executive Session

13-50. Mr. Hessing noted that the board would not meet in Executive Session until Friday's meeting.

Adjournment

The meeting adjourned at 1:56 p.m.

Reviewed for submission:


J. Kenneth Bryant, Secretary
Midwestern State University
Board of Regents

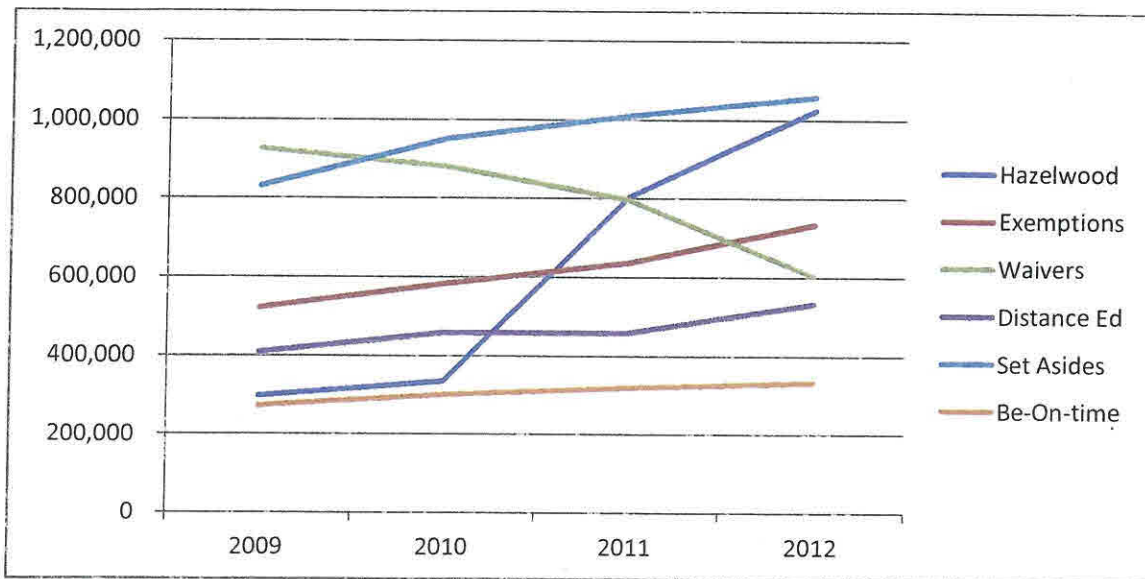
ATTACHMENT:

1. Hazlewood Exemption Information

Midwestern State University Exemptions, Waivers and Set-Asides

| | <u>2009</u> | <u>2010</u> | <u>2011</u> | <u>2012</u> |
|-------------|-------------|-------------|-------------|-------------|
| Hazelwood | 296,956 | 334,761 | 803,964 | 1,024,320 |
| Exemptions | 521,054 | 582,472 | 637,061 | 733,787 |
| Waivers | 925,672 | 880,549 | 796,893 | 602,595 |
| Distance Ed | 407,683 | 457,669 | 457,679 | 532,339 |
| Set Asides | 830,731 | 950,355 | 1,010,224 | 1,057,845 |
| Be-On-time | 271,812 | 300,501 | 318,935 | 332,994 |
| Total | 3,253,908 | 3,506,307 | 4,024,755 | 4,283,879 |

Competitive Scholarships 2,674,518 2,605,956 3,360,268 2,744,961 Not graphed



MSU Exemption and Waiver History

| MSU Exemption and Waiver History | | | | | | | | | | | | |
|---|-------------|---------|-------------|---------|-----------------------|----------------------|-------------|---------|-----------|-------|-------|------|
| | FY 2009 | FY 2010 | FY 2011 | FY 2012 | Change \$ 09 vs 12 | Change # 09 vs 12 | % \$ Chg | % # Chg | | | | |
| 5161 Hazlewood Exemption | (296,956) | 125 | (334,761) | 132 | (803,964) | 213 | (1,024,320) | 223 | 727,364 | 98 | 245% | 78% |
| 5171 Competitive Waivers | (2,674,518) | 343 | (2,605,956) | 355 | (3,360,268) | 436 | (2,744,961) | 321 | 70,443 | (22) | 3% | -6% |
| 5162 Blind / Deaf Exemption | (35,597) | 10 | (35,389) | 6 | (41,341) | 7 | (48,048) | 8 | 12,451 | (2) | 35% | -20% |
| 5163 Foster Care Exemption | (32,242) | 8 | (22,064) | 5 | (31,398) | 6 | (29,916) | 6 | (2,326) | (2) | -7% | -25% |
| 5166 Nurse Preceptor Exemption | (17,550) | 24 | (21,300) | 38 | (14,100) | 24 | (11,350) | 20 | (6,200) | (4) | -35% | -17% |
| 5167 Access Exemption | (30,115) | 51 | (33,499) | 61 | (18,441) | 31 | (20,916) | 23 | (9,200) | (28) | -31% | -55% |
| 5169 Good Neighbor Exemption | (388,513) | 27 | (440,829) | 28 | (472,000) | 31 | (449,264) | 28 | 60,751 | 1 | 16% | 4% |
| 5170 Disabled Peace Officer Exemption | (1,373) | 1 | (361) | 1 | (3,832) | 1 | (9,303) | 1 | 7,930 | 0 | 578% | 0% |
| 5180 Adopted Children Exemption | (7,136) | 4 | (27,163) | 4 | (52,572) | 8 | (62,008) | 9 | 54,871 | 5 | 769% | 125% |
| 5181 State Fire Fighters Exemption | (8,527) | | (1,867) | 2 | (3,378) | 1 | | | (8,527) | 0 | -100% | n/a |
| 5190 Children of Prof. Nurse Prgrm Exemp | | | | | 0 | | (3,211) | 3 | 3,211 | 3 | n/a | n/a |
| 5191 Combat Zone Exemption | | | | | 0 | | (1,835) | 1 | 1,835 | 1 | n/a | n/a |
| 5192 Peace Officer in CRJU Exemption | | | | | 0 | | (97,937) | 68 | 97,937 | 68 | n/a | n/a |
| Subtotal Exemptions | (521,054) | 125 | (582,472) | 145 | (637,061) | 109 | (733,787) | 167 | 212,733 | 42 | 41% | 34% |
| 5165 Valedictorian Waiver | (42,273) | 12 | (57,584) | 16 | (85,585) | 21 | (63,044) | 15 | 20,771 | 3 | 49% | 25% |
| 5172 Military Tuition Waivers | (313,091) | 57 | (266,751) | 57 | (168,319) | 32 | (149,751) | 29 | (163,340) | (28) | -52% | -49% |
| 5173 GTA Tuition Waivers | | | | | 0 | | (9,171) | 3 | 9,171 | 3 | n/a | n/a |
| 5174 Neighboring County Waivers | (221,091) | 41 | (211,281) | 43 | (204,908) | 36 | (118,627) | 22 | (102,464) | (19) | -46% | -46% |
| 5175 Oklahoma Tuition Waivers | (276,572) | 90 | (272,374) | 75 | (282,626) | 66 | (196,025) | 42 | (80,547) | (48) | -29% | -53% |
| 5176 NATO Tuition Waivers | (41,307) | 5 | (58,170) | 6 | (46,783) | 4 | (53,210) | 5 | 11,903 | 0 | 29% | 0% |
| 5177 Academic Common Mkt Waivers | (25,194) | 33 | (8,997) | 24 | (5,790) | 13 | (6,840) | 14 | (18,354) | (19) | -73% | -58% |
| 5179 Children of Disabled Police Officers | (6,145) | | (5,319) | 2 | 0 | | 0 | | (6,145) | 0 | -100% | n/a |
| 5188 Tx Guar Tuition Plan Waiver | | | (73) | 1 | (91) | 1 | (293) | 3 | 293 | 3 | n/a | n/a |
| 5189 N.Res. Waiver for Mexican U.S. res. | | | | | (2,790) | 1 | (5,634) | 1 | 5,634 | 1 | n/a | n/a |
| Subtotal Waivers | (925,672) | 238 | (880,549) | 224 | (796,893) | 174 | (602,595) | 134 | (323,077) | (104) | | |
| 5182 Student Union/Ctr DL Waiver | (80,671) | | (91,067) | | (91,043) | | (134,869) | | 54,198 | 0 | 67% | n/a |
| 5183 Recreation Center DL Waiver | (278,479) | | (311,989) | | (312,148) | | (338,363) | | 59,884 | 0 | 22% | n/a |
| 5184 Medical Services DL Waiver | (34,197) | | (38,999) | | (39,004) | | (42,301) | | 8,105 | 0 | 24% | n/a |
| 5185 Wellness Center DL Waiver | (14,336) | | (15,615) | | (15,483) | | (16,806) | | 2,469 | 0 | 17% | n/a |
| Subtotal Distance Learning Waivers | (407,683) | 0 | (457,669) | 0 | (457,679) | 0 | (532,339) | 0 | 124,656 | 0 | | |
| Designated Tuition Set Aside | (830,732) | | (950,355) | | (1,010,224) | | (1,057,845) | | 227,113 | 0 | 27% | n/a |
| Be-On-Time Set Aside | (271,812) | | (300,501) | | (318,935) | | (332,994) | | 61,182 | 0 | 23% | n/a |
| Subtotal Set Asides | (1,102,544) | | (1,250,856) | | (1,329,159) | | (1,390,839) | | 288,295 | 0 | 26% | n/a |
| Total Exemptions, Waivers and Set Asides | (5,928,427) | 831 | (6,112,263) | 856 | (7,385,023) | 932 | (7,028,840) | 845 | 1,100,413 | 14 | 19% | 2% |

**MINUTES
BOARD OF REGENTS
MIDWESTERN STATE UNIVERSITY**

February 15, 2013

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 9:00 a.m., Friday, February 15, 2013. Regents in attendance were Mr. Shawn Hessing, Chairman; Mr. Mike Bernhardt, Vice Chairman; Mr. Kenny Bryant, Secretary; Mrs. Tiffany Burks; Mrs. Jane Carnes; Mr. Charles Engelman; Dr. Lynwood Givens; Mr. Jeff Gregg; Mr. Sam Sanchez; and Student Regent Holly Allsup.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Betty Stewart, Provost and Vice President for Academic Affairs; Dr. Marilyn Fowlé, Vice President for Business Affairs and Finance; Dr. Keith Lamb, Vice President for Student Affairs and Enrollment Management; Dr. Howard Farrell, Vice President for University Advancement and Public Affairs; and Dr. Robert Clark, Vice President for Administration and Institutional Effectiveness. Other university personnel attending the meeting included Mr. Charlie Carr, Director of Athletics; Mr. David Spencer, Internal Auditor; Mr. Barry Macha, General Counsel; Ms. Dianne Weakley, Director of Human Resources; Mr. Dirk Welch, Chairman of the MSU Staff Senate; Ms. Gail Ferguson, Controller; Ms. Valarie Maxwell, Director of Budget and Management; Ms. Julie Gaynor, Director of Marketing and Public Information; Ms. Carla Bolin, Assistant Director of Marketing and Public Information; Ms. Cindy Ashlock, Executive Assistant to the President; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the news media was Ms. Ann Work, *Times Record News*.

Chairman Hessing called the meeting to order at 9:00 a.m. and Ms. Gaynor introduced the guests.

Opening Comments

Mr. Hessing welcomed everyone to the meeting and thanked them for their participation, discussion, and action at the committee meetings Thursday. He noted that the spring would be a busy time at Midwestern State University with sports events, the accreditation visit, and activities such as the Honor's Banquet. He encouraged regents to participate and attend as many of these activities as possible.

Public Comment

Mr. Hessing 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

13-78, 79, and 80. Minutes of the Board of Regents meetings November 15, November 16, and December 18, 2012, were approved as presented.

Executive Committee Report

Mr. Hessing noted the items presented at the Executive Committee meeting for committee approval and information only. Information concerning these items may be found in the minutes of the Executive Committee meeting held February 14, 2013.

Item Presented for Committee Approval Only

13-51. Committee Minutes

Item Presented for Information Only

13-52. Campus Master Plan and Construction Update

Executive Committee Consent Agenda

Mr. Hessing recommended the following items approved by the Executive Committee and placed on the Consent Agenda for the board's consideration.

- 13-53. McCoy Expansion Construction Project – authorized the issuance of a contract to M&F Litteken for the construction phase of this project at a cost not to exceed \$1.282 million, and further authorized increasing the project cost by \$65,000, with the source of funds being gift funds and funds remaining in the original McCoy Building project account.
- 13-54. Museum ADA and Deferred Maintenance Project – authorized the administration to proceed with this project as presented, at a total cost of \$755,440.
- 13-55. Drought Alternative Water Well Project – authorized the design and construction of equipment for the recovery, storage, and distribution of well water at a cost not to exceed \$75,000, with the project funded from utility savings in FY 13 and FY 14 as presented.
- 13-56. Research Laboratory Project – Dalquest Desert Research Station – authorized the administration to proceed with this project at a total cost of \$373,207 as presented.
- 13-57. Naming of University Facilities – approved naming the new facility to be built at the Dalquest Research Station the “Joe B. Hood Research Laboratory” in recognition of Mr. Hood’s contribution to this project.

Mr. Hessing asked if any member wanted to remove any items from the Consent Agenda. There being none, Mr. Bernhardt seconded Mr. Hessing’s motion to approve the Consent Agenda as presented. The motion was approved.

Finance Committee Report

Mr. Bernhardt noted the items presented at the Finance Committee Meeting for committee approval and information only. Information concerning these items can be found in the minutes of the Finance Committee meeting held February 14, 2013.

Item Presented for Committee Approval Only

13-58. Committee Minutes

Items Presented for Information Only

13-59. Summary of Financial Support

13-65. Budget Planning

Finance Committee Consent Agenda

Mr. Bernhardt recommended the following items approved by the Finance Committee and placed on the Consent Agenda for the board's consideration.

13-60. Financial Reports – accepted the FY 12 Annual Financial Report and the monthly financial reports for September, October, November, and December, 2012.

13-61. Investment Report – accepted the first quarter FY 13 Investment Report.

13-62. FY 2013 Item \$50,000 & Under – ratified the budget change as presented.

13-63. Personnel Reports and Changes in 2012-2013 Budget – ratified the changes as presented.

13-63A. Faculty Positions – Summer 2013 – approved the addition of two nursing faculty positions and one respiratory care faculty position beginning in the summer, 2013 as presented.

13-64. Additional Redwine Estate Distribution – approved the utilization of funds to assist with expanded enrollment management efforts as presented.

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

Audit, Compliance, and Management Review Committee Report

Mr. Sanchez noted the items presented at the Audit, Compliance, and Management Review Committee Meeting for committee approval and information only. Additional information concerning these items can be found in the minutes of the committee meeting held February 14, 2013.

Item Presented for Committee Approval Only

13-66. Committee Minutes

Item Presented for Information Only

13-67. Audit Activities

Audit, Compliance, and Management Review Committee Consent Agenda

Mr. Sanchez recommended the following item approved by the Audit, Compliance, and Management Review Committee and placed on the Consent Agenda for the board's consideration.

- 13-68. Contract Management Activities and Contract Authorization – authorized renewal of an interlocal cooperation agreement with the City of Wichita Falls for bus service for the MSU campus and authorized a Master Service Contract between the Harris County Department of Education and MSU as presented.

Mr. Hessing asked if any member wanted to remove this item from the Consent Agenda. There being none, Mr. Engelman seconded Mr. Sanchez's motion to approve the Consent Agenda as presented. The motion was approved.

Academic and Student Affairs Committee Report

Dr. Givens noted the items presented at the Academic and Student Affairs Committee Meeting for committee approval and information only. Information concerning these items can be found in the minutes of the committee meeting held February 14, 2013.

Item Presented for Committee Approval Only

- 13-69. Committee Minutes

Items Presented for Information Only

- 13-70. Faculty Report
13-71. Staff Report
13-72. Student Government Report
13-73. Enrollment Report – Spring 2013
13-74. Athletics Report
13-75. Lone Star Conference Report

Academic and Student Affairs Committee Consent Agenda

Dr. Givens recommended the following items that were approved by the Academic and Student Affairs Committee and placed on the Consent Agenda for the board's consideration.

- 13-76. Women's Track Program - Scholarships – authorized increasing scholarship offerings for this sport by 2.6 scholarships.
13-77. Housing and Dining Service Rates-- approved the housing and dining service rates as presented.

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

Other Business

Nominating Committee for Board Officers for the 2013-2014/2014-2015 Biennium

13-81. Mr. Hessing asked Mrs. Carnes, Dr. Givens, and Mr. Gregg to serve on this committee, with Mrs. Carnes serving as chair. He noted that this committee would present its report and recommendations to the board in May.

President's Report and Discussion

13-82. Dr. Rogers noted that he gave the majority of his report Thursday and he had asked others to provide information on two important topics.

- A. Legislative Update – Ms. Barrow reported that Dr. Rogers had already testified before the Senate Finance Committee and the House Appropriations Committee regarding MSU's legislative request. She indicated that the budget process is moving quickly. The House and Senate budget bills as originally filed were very similar, although the Senate bill provides slightly better funding for MSU. She noted that as Dr. Rogers mentioned Thursday formula funding is still down considerably and the amount is 16% lower than what was appropriated in 2010. She added that the original appropriations bills do not include outcomes based funding. The expanded Hazlewood Exemption has placed a major burden on institutions of higher education and will be a topic for discussion during a House Appropriations Committee meeting next week. The cost to MSU for Hazlewood increased by 245% since 2009, from \$300,000 to more than \$1 million in 2012.

Ms. Barrow reported that approximately 2000 bills have been filed and she is currently tracking 150 that relate in some way to higher education. Some of the bills relate to requiring a fixed tuition rate for students for four years and requiring transfer compacts between institutions of higher education and junior colleges. Another bill would require each student to provide 20 hours of community service prior to graduating from college. Five bills have been filed relating to allowing handguns on campus. The higher education committees in both houses will begin hearing testimony on bills within the next two weeks.

- B. MSU Marketing/Branding Presentation – Dr. Rogers thanked Ms. Carla Bolin and Ms. Julie Gaynor for their work in marketing and with the branding initiative. Dr. Farrell reported that branding is what makes an institution distinctive.

Ms. Gaynor indicated that she was pleased to share with the board some of the initiatives that are underway in the Office of Marketing and Public Information (see Attachment 2). The presentation included information regarding MSU's official logo, or institutional mark, for the university. She noted that an image of the Hardin Tower has been simplified so that it reproduces better. She reviewed the current billboard and advertising campaigns. She pointed out that previous billboards included faces of MSU students and the new billboards will include photos of MSU students engaging in various academic and extra-curricular activities. A map was included in the

presentation showing billboard locations and the board viewed a brief video clip that is shown in movie theatres.

Examples were presented of the university's direct marketing campaigns, departmental promotional pieces, university information pieces, and the *Sunwatcher* magazine. Ms. Gaynor reported that the *Sunwatcher* will be printed in the fall and an electronic edition will be distributed each spring. She reported that her office is in the process of finalizing the new look for the university's letterhead and business cards.

Ms. Gaynor noted that her office is also in charge of the university's official Facebook page and they work closely with the Student Affairs area on other social media platforms such as Twitter, YouTube, and Flickr. She added that the university's website was being modified and should be seen in the near future.

Ms. Gaynor reported that when she began work at MSU in 2006 there were a number of colors and logos being used in campus publications, advertisements, and clothing items. She asked Ms. Bolin to discuss the branding standards that have been developed.

Ms. Bolin went over the branding standards (see Attachment 3) and noted that this is something almost all universities post on their websites so that internal and external audiences can see the correct images to use when representing the institution. The standards include all aspects of branding, including nomenclature, the institutional mark, athletics and spirit mark options, restricted use marks (the university seal), authorized colors and fonts, messaging, stationery, and electronic signatures. She also noted that a downloadable toolbox would be available online to assist individuals with the various preferred formats. She stated that they have worked closely with the Print Shop and they are looking forward to having these guidelines and parameters for the entire campus.

Ms. Bolin noted that every university must go through this process occasionally. She reported that the University of Texas recently had to re-emphasize the correct color of orange for the institution and SMU redrew its mustangs because the image had turned into generic horses.

Ms. Gaynor indicated that they had made several presentations to various campus groups and are gathering feedback. Ms. Bolin added that the message has been well received. She stated that letterhead and business card changes would be made as supplies are reordered and the changes will be accomplished with minimal budget effect.

Dr. Givens commented that he had been through branding initiatives at three companies and that it was extremely important. He stated that the biggest problem faced in industry was enforcement. He added that he thought the idea of a downloadable toolbox would be very helpful.

Dr. Rogers thanked Ms. Gaynor and Ms. Bolin for their work and presentation.

- C. Dr. Rogers noted that the MSU Press recently published the biography of Ms. Charlie O. Farris. He noted that Charlie served as a member of the MSU Board of Regents prior to her death. He added that she was the first Black woman to be admitted to the State Bar of Texas. She accomplished a great deal during her lifetime and her biography reveals many important legal decisions and cases in which she was involved. He indicated that copies of the book were available for \$30.

Executive Session

Mr. Hessing announced that the Board of Regents would go into closed session as allowed by the Texas Government Code Chapter 551, Sections 551.072 and 551.074 to consider Item 13-83 (University President's Annual Performance/Compensation and Contract Review) and 13-84B (Executive Session/Deliberations about Real Property – 717-10th Street). The closed session was properly announced at 9:45 a.m. All regents remained for the full discussion. Dr. Rogers, the vice presidents, Mr. Macha, Mr. Spencer, and Ms. Barrow remained for the discussion of real property. Dr. Rogers returned to the meeting for a portion of the discussion of Item 13-83.

Open Meeting Resumes

The closed session ended at 11:10 a.m. with an announcement by Mr. Hessing that no action was taken during the Executive Session. The open meeting resumed at 11:13 a.m.

University President's Annual Performance/Compensation and Contract Review

13-83. Mr. Sanchez moved that Dr. Jesse Rogers' compensation package, including salary, benefits, and deferred compensation continue at the same level for the 2013-2014 year. He further recommended board approval of a new two-year deferred compensation agreement beginning September 1, 2013 in the same amount and terms and conditions as the current agreement. He noted that MSU's obligation to provide for the new account would cease August 31, 2015, at which time Dr. Rogers shall be entitled to all amounts in the account. Mrs. Carnes seconded the motion and it was approved.

Deliberation about Real property

13-84B. Mr. Bryant moved the board accept the offer for the purchase of university property at 717 10th Street, as outlined in the contract dated February 15, 2013. Dr. Givens seconded the motion and it was approved.

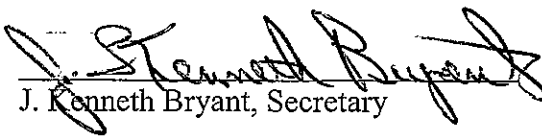
Closing Comments

Mr. Hessing thanked the regents for their participation in the meetings. He added that the next regular board meetings would be held May 9 and 10, 2013.

Adjournment

There being no further business, the meeting was adjourned at 11:15 a.m.

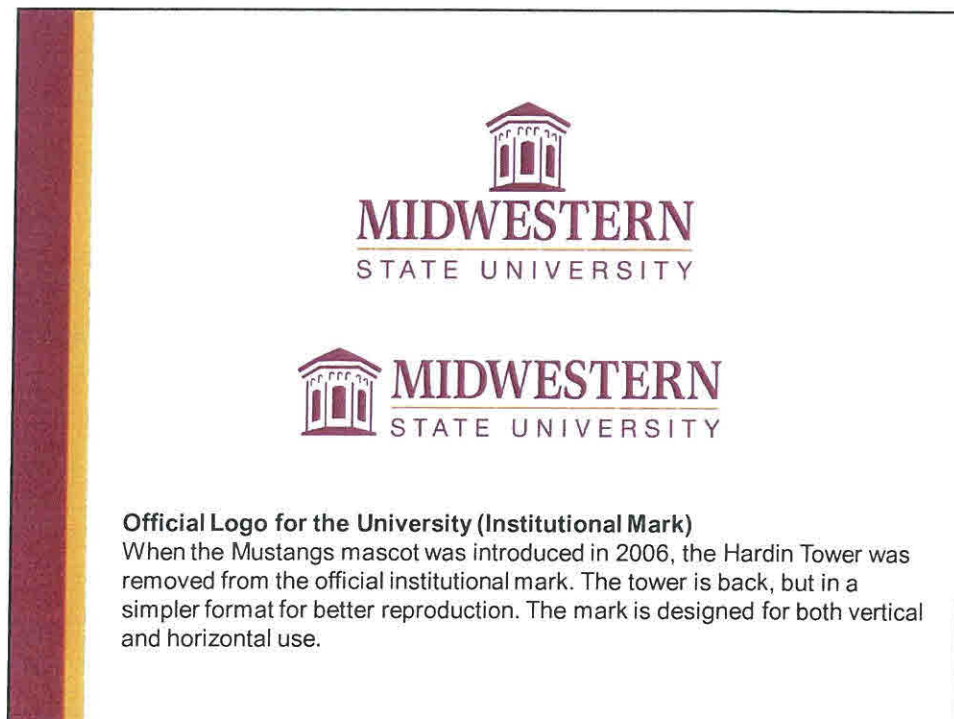
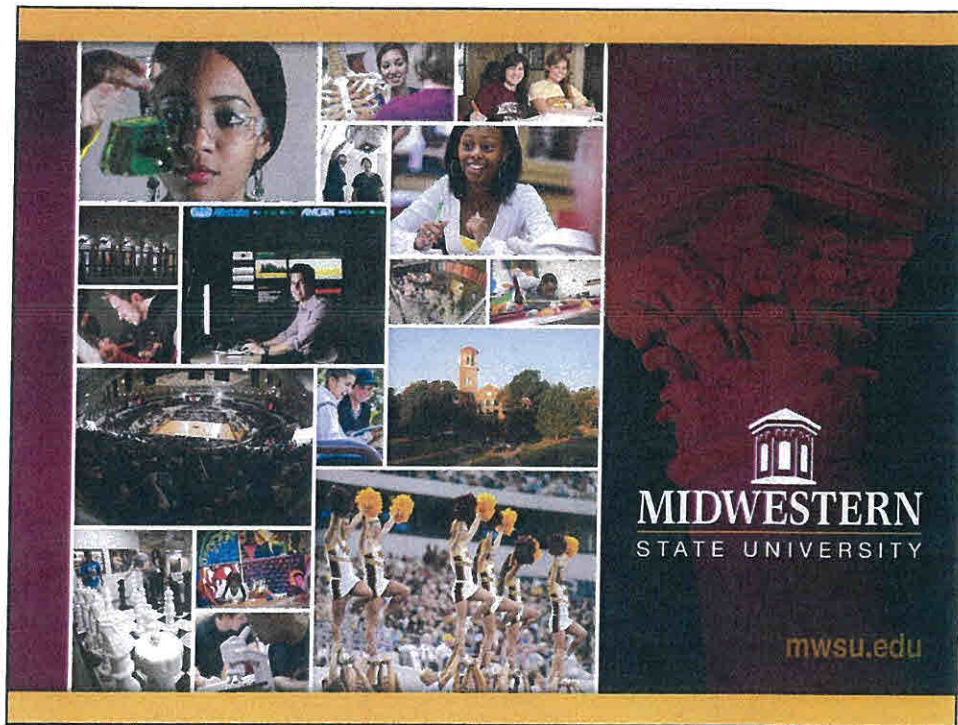
I, J. Kenneth Bryant, the fully appointed and qualified Secretary of the Midwestern State University Board of Regents, hereby certify that the above and foregoing is a true and correct copy of the minutes of the Midwestern State University Board of Regents meeting February 15, 2013.



J. Kenneth Bryant, Secretary

ATTACHMENT:

1. MSU Marketing and Branding Presentation
2. MSU Branding Standards




**MIDWESTERN**
STATE UNIVERSITY

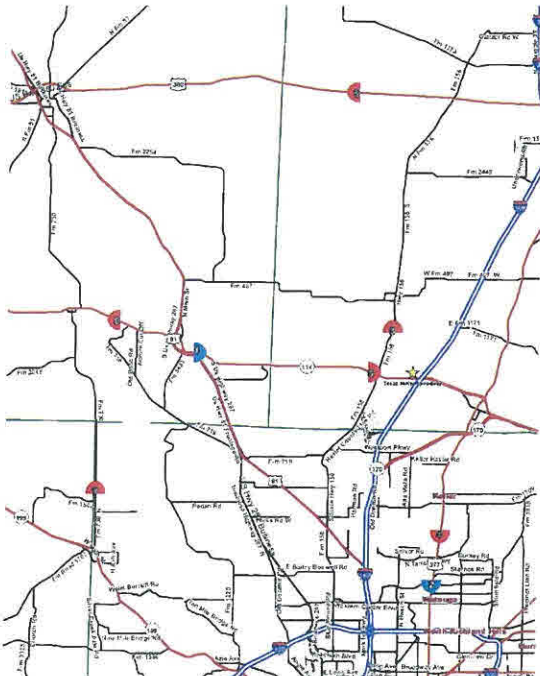




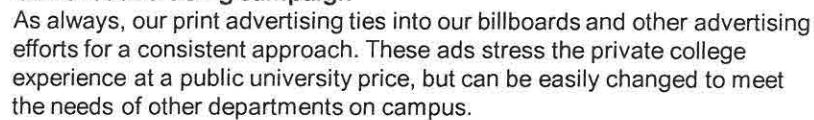
**MIDWESTERN**
STATE UNIVERSITY
Make it yours!
WICHITA FALLS, TEXAS mwsu.edu

Current billboard campaign
We always receive great response from the community about our billboards, especially since they show OUR students.

**MIDWESTERN**
STATE UNIVERSITY



**Additional
Billboard locations**
Decatur
Henrietta
Waco
Wichita Falls



MIDWESTERN
STATE UNIVERSITY

Advertising campaign

- Local television
- Local newspaper
- Texas Monthly
- Community events
- Memorial Stadium
- Movie theaters

Midwestern State University is home to more than 6,000 students who get a private college experience at a public university price.
mwsu.edu
Wichita Falls, Texas • 800.842.1922

MIDWESTERN
STATE UNIVERSITY

Direct marketing campaigns

We are currently working with the Office of Admissions to produce consistent messaging in all of our print pieces. These are samples of postcards that were sent to prospective students. This again reinforces the message of "It's My University. Make It Yours!"



MIDWESTERN STATE UNIVERSITY

We help to advise other departments on campus with direct marketing and advertising campaigns.

Music Series at Stein
Lucille Chung
Winner of the 2012-2013 International Piano Competition
winning with Piano, Violin, and Viola. Co-conductor: William Purcell, David Sklar, and Stephen Taylor

Bloomberg Businessweek

Dillard
College of Business Administration
MIDWESTERN STATE UNIVERSITY

ANNUAL FUND
MIDWESTERN STATE UNIVERSITY

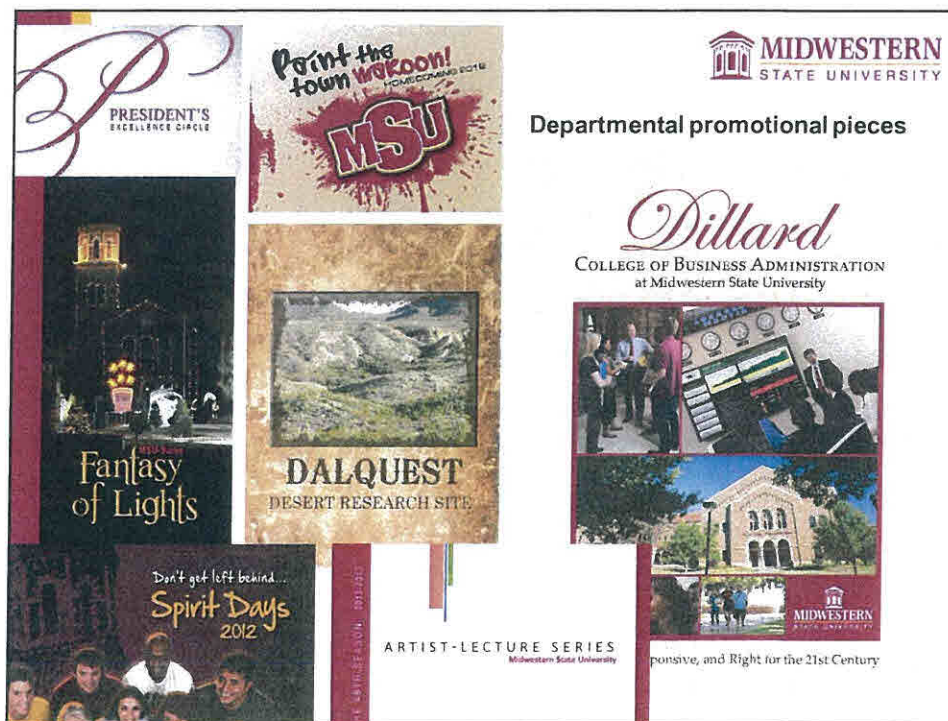
DOUBLE YOUR DOLLARS

Now is a great time to invest in Northwestern State University. Two matching gift opportunities are available to you through the generosity of our 343rd Faculty.

The Lang-Cowan Challenge will double all first-time gifts! Also, all gifts designated for the purchase of equipment for petroleum engineering programs in the McCoy School of Engineering will be matched by two generous donors, dollar for dollar.

| | | |
|---|-------|--------------------|
| Your Gift Could Be TWICE AS NICE | \$50 | could become \$100 |
| | \$100 | could become \$200 |
| | \$200 | could become \$400 |

DONATE NOW >>



MIDWESTERN STATE UNIVERSITY

Departmental promotional pieces

Dillard
COLLEGE OF BUSINESS ADMINISTRATION
at Northwestern State University

PRESIDENT'S EXCELLENCE CIRCLE

Print the town WAKOON!
YOUR COLLEGE 2014
MSU

DALQUEST
DESERT RESEARCH SITE

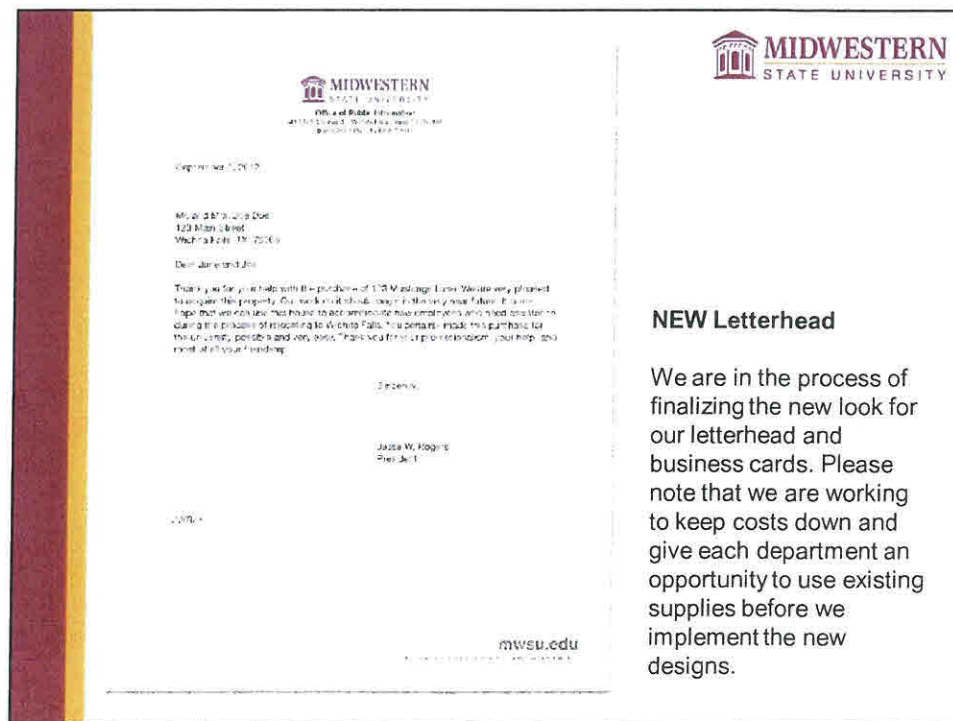
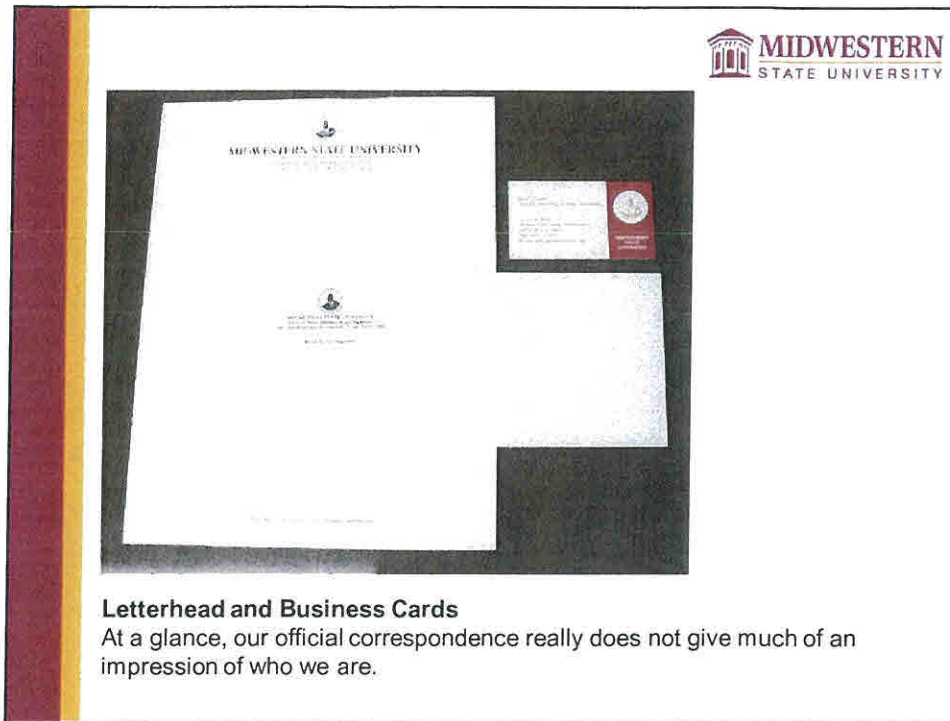
Fantasy of Lights

Spirit Days 2012
Don't get left behind...

ARTIST-LECTURE SERIES
Midwestern State University

Responsive, and Right for the 21st Century









JANE DOE, MS, HT
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jane.doe@mwsu.edu

mwsu.edu



mwsu.edu

NEW Business Cards
These are some samples of what our new cards. There will be three options for the back side of the card: maroon, white, or an appointment card.




I have an appointment

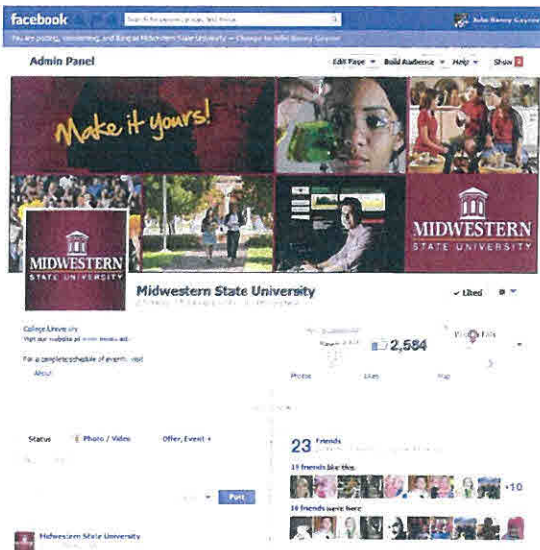
at _____ AM _____ PM

on _____, 20____

Please give 24 hours notice if you cannot keep appointment.



Social Media
Again, please notice our branding efforts. Marketing and Public Information is responsible for the official Facebook page. We work closely with Student Affairs for other social media platforms such as Twitter, YouTube, and Flickr. We do promote special events such as Homecoming, Artist-Lecture Series, etc. at the appropriate times as the main photo.



www.facebook.com/MidwesternState





Branding Standards

Visual and verbal identity

Universities must extend and protect their identities as a business enterprise. Considering how new and emerging universities are required to maintain a university's message. A strong brand helps to shape the way they are perceived by Northwestern State University, both now and in the future.

Branding (Graphics) Standards

Midwestern State is one of the last university's to adopt Branding Standards that are available on the website. These standards will help the university as a whole to be consistent in our marketing and branding efforts. In the past there have been many questions of which logo to use and when. This document will address those needs. These standards will be available soon.

March 1, 2013



Branding (Graphics) Standards

Branding Standards-Overview

Midwestern State's visual identity reflects the guidelines that make the university distinctive and convey its brand to the world. The purpose of this document is to provide students with information regarding the university's branding standards and to ensure that all branding materials are consistent with the university's branding standards.

Consistent and coordinated use of Midwestern State University's visual identity is a critical component of the university's branding strategy. All university departments and offices are responsible for maintaining the university's branding standards and ensuring that all branding materials are consistent with the university's branding standards.

Branding Standards

The official name of the university is Midwestern State University. The university's branding standards are outlined in the following guidelines:

- Colors
- Fonts
- Spacing
- Identifiers
- Messaging

Clarification Use of Recognized Marks

- Institutional (Tower)
- Athletics (Bubble Letters)
- Spirit Mark (Mustangs)
- University Seal

Implementation Guidelines

- Colors
- Fonts
- Spacing
- Identifiers
- Messaging


Stationery

- Letterhead
- Business/Appointment Cards
- Electronic Signatures



MIDWESTERN

STATE UNIVERSITY



mwsu.edu



Visual and verbal identity

Universities must extend and protect their identities as a business imperative. Consistency in colors, font, messages, and layout is vital to a university's message. A strong brand helps to shape the way key constituents view Midwestern State University, both now and in the future.

March 1, 2013



Branding Standards

Branding Standards-Overview

Midwestern State's visual identity reflects the qualities that make the university distinctive, and it conveys its "brand" to the world. The promise of excellence in teaching and learning to provide students with rigorous undergraduate and graduate education in the liberal arts and the professions are underscored in a meaningful way for thousands of people when they see the University Institutional Mark and other Midwestern State visual identity elements and colors. Great universities extend and protect their distinctive identities as a pragmatic business imperative and a tangible link between administrations, faculties, and students of the past, present, and future.

Consistent and coordinated use of Midwestern State University visual identity elements, regardless of the medium, is important for maintaining the university brand. All university departments and university-sanctioned organizations should use Midwestern State's visual identity elements for formal and informal communications, advertising, and promotional purposes in accordance with the guidelines presented in the Branding Standards guide. A strong and consistent verbal and visual identity helps shape the way key constituents view Midwestern State University, now and in the future. This guide includes presentation guidelines, color, font, electronic signatures, and brochure production.

Nomenclature

The official name of the university is Midwestern State University or Midwestern State. Both words are vital to the complete identity of the university. It is important in the university culture to enforce the word State in the name. The MSU reference is preferred to the simple "Midwestern."



Institutional Mark



Institutional Mark

These are the official marks for the university, both vertical and horizontal. One is to be used by all academic and administrative units in their official communications including an employee's electronic signature and a PowerPoint template banner. Below the mark may include the name of the academic/administrative department in Helvetica Bold and Medium. The Institutional Mark must be reproduced from original artwork and cannot be changed or altered in any way, including cropping or special effects. On brochures, newsletters, and most other two-sided printed materials, the Institutional Mark is to appear on both sides. When a mailing panel is used, the university Institutional Mark is to be used for Midwestern State owned permits. A unit-specific design may be used elsewhere depending on design tastes, providing it meets with postal regulations. Every brochure should use our web address (mwsu.edu). Use the Institutional Mark at a size that is legible, significant, and appropriate for the size of the piece being produced. Legibility suffers if the Institutional Mark is reproduced too small; therefore, minimum size requirements have been established.

Please contact the Office of Marketing and Public Information for assistance when the Institutional Mark may need to be used smaller than the minimum standard for specialty products.

Vehicles

Only the automobile of the president of the university should carry the MSU official seal. All other vehicles should use the vertical mark discussed above with the Midwestern name being at least 2" in height.



Athletic and Spirit Marks

Athletic and Spirit Mark Options

Spirit marks are for use by athletics when communicating with either internal or external audiences and by groups or organizations within the university to use strictly for spirit applications. The Mustangs' image must be reproduced without adaptation. The wordmark Mustangs is optional as is Midwestern State University. If used, the Midwestern State University name must be legible. Half color (50-percent screens) around the maroon letters is not permitted as it will print pink on stock. Each sport within athletics may use the wordmark with the sport named in the black oval as shown. The Mustang logo may also be used by student-oriented groups or clubs, whereas the Institutional Mark is used for academic offices and correspondence.

Athletics Logo

MIDWESTERN STATE UNIVERSITY



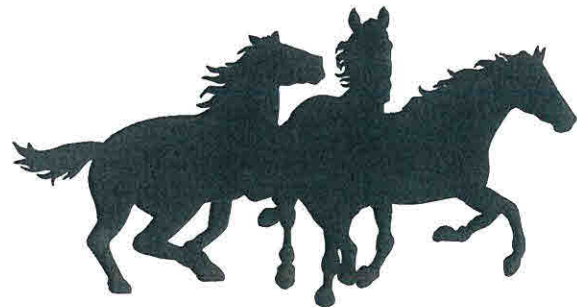
Athletics Symbol



Spirit Mark



Spirit Mark Symbol



Spirit Mark Wordmark



Athletic and Spirit Mark Options

Athletics One-Color Options



Athletics Two-Color Options



Spirit Mark One-Color Options



Spirit Mark Two-Color Options





Restricted Use Marks



Restricted Use Marks

The mark described in this section is reserved for special uses ONLY. It should never be used for promotional items or giveaways. It denotes the president's approval. It is never to be used on routine correspondence. Acceptable examples might include diplomas, invitations from the president, or a product of the Board of Regents. The seal of the university must not be used without permission of the Office of Marketing and Public Information. The seal should be one color produced in black or maroon and gold, but not used without expressed approval of the Office of Marketing and Public Information.



Implementation

Institutional Mark Implementation Guidelines

Colors



It is preferred that the MSU Institutional Mark be displayed in either the official Midwestern State University colors or black and white.

If a two-color mark is used, the colors **must** match the official maroon and gold – Pantone Matching System (PMS) #202c for maroon. The c in the above colors refers to the fact that the paper being using is coated. If uncoated, the numbers would be followed by a u. Always be mindful that color changes with the type of stock the mark is printed on, so work closely with the printer to have correct color for the type of paper used. Do not rely on a computer screen for the accurate color and always consult the Office of Marketing and Public Information to assist in a color check before printing. If PMS colors cannot be used, the corresponding CMYK/RGB (found below) should be used. It is very important to perform a color check before printing an entire project as color on a computer screen and printer may be vastly different. For best results, do not put the entire brand in a box as follows:



Secondary Colors



In order to give latitude to designers, the following secondary colors are approved for use: PMS 402. This gray is complementary to the maroon and gold primary. The second approved for use: PMS 374, which is a light green that is complementary to maroon and gold. White and black can also be quite effective to contrast to the maroon and gold.

Web Colors

Maroon: Pantone solid coated 202

RGB: 135, 36, 52

CMYK: 31, 95, 72, 31

HEX: 660000

Gold: Pantone solid coated 124

RGB: 236, 172, 0

CMYK: 7, 34, 100, 0

HEX: ecac00



Implementation

Fonts

Primary font: Midwestern State University-GARTH GRAPHIC CONDENSED BOLD

Secondary font: Helvetica Narrow

MSU graffiti font: *Hand of Sean*

Clear Space

The Institutional Mark must stand alone with sufficient clear space around it to allow it to be visible and to clearly show that it is an individual mark. Other text and illustrations should not bump against the logo or seal. The clear space around the perimeter should be the size of the "M" in the wordmark.

Examples





Implementation

Light Backgrounds

On light backgrounds be sure there is sufficient color contrast between the background and the wordmark.

Examples



Dark Backgrounds

On a dark background, when the symbol is in full color (maroon and gold) the wordmark may be in white or gold. When the symbol is in one color the wordmark should be in white. A white reverse institutional mark is acceptable on dark colors.

Examples



Midwestern Maroon (PMS #202u) or black ink works best when printing on a colored material. When printing on a colored material, be cautious of the color chosen. With the maroon and gold color palette, there will be background colors that may clash with the school colors. Seek the Office of Marketing and Public Information's guidance.



Implementation

Official Unit Logos with Secondary Identifiers

Example of a college or office listed as an identifier.



The personal identification of the sender, Dr. John Doe, Department of Music, for example, would be immediately above the wordmark.

Dr. John Doe
Department of English



Dr. John Doe
Juanita and Ralph Harvey School of Visual Arts



Dr. John Doe
Department of Biology



Dr. John Doe
Department of Accounting





Implementation

Use of Existing Unit-Specific Secondary Marks

The University Branding Standards are intended to encourage the consistent and coordinated use of the Midwestern State name and visual identity elements. The University Institutional Mark is for use in all areas of the university when communicating to internal and external audiences.

All units of the university have an official unit logo using the University Institutional Mark, beside which appears the name of the academic or administrative department in complementary typeface. It is permissible to place the physical and web address under the mark shown above. However, personal anecdotes or philosophy is not permitted in the official signature of the university.

Messaging

Students who attend MSU give three very similar reasons for attending. Students feel very connected to their professors, they feel as if they could fit in at this size institution, and they are attracted by the excitement of collegiate life including sporting events. The photographic messages used in brochures and web pages should enforce one of these three vital messages. Photos of buildings per se do not often sell a university, unless it is an overview of the beauty of the campus. Each photograph used in print pieces and websites should reflect and enforce these messages.

Downloadable Toolbox

3 types of Power Point options ([click here for download](#))

1 fax cover sheet ([click here for download](#))

Departmental collateral options ([click here for download](#))

Please ensure that the image transmitted is not pixilated because of improper sizing.



Stationery

Stationery

Consistent and coordinated use of Midwestern State University visual identity elements on stationery is a vital part of preserving and enhancing the value of the Midwestern State University brand. Midwestern State University has one official academic and administrative format for letterhead, envelopes, mailing labels, and the front of business cards. Card stock is to be chosen from the Office of Marketing and Public Information and will be available in the MSU Print Shop. All letterhead, banners, and other print pieces done routinely will use a minimum of the tower mark rather than the seal.

These items may be ordered online through the University Print Shop. Ordering stationery through another entity is not allowed, and MSU funds will not be used to pay for them.

Academic and Administrative Letterhead

There is one approved stationery format for academic and administrative departments. Official letterhead is printed on an approved paper stock and should be ordered online through the University Print Shop. Letterhead should be scaled no more than 2" from the top of an 8 ½" x11" standard size. Do not create/design stationery; order the approved items through the University Print Shop.

The correct address for the university is 3410 Taft Blvd., Wichita Falls, TX and the ZIP Code 76308 followed by a hyphen and the four-digit postal code 2099. For example the address for the Provost's Office would be:

Midwestern State University
Office of the Provost and Academic Affairs
3410 Taft Blvd.
Wichita Falls, TX 76308-2099

Return Address Panels

There is one approved return address design format for academic and administrative departments.

The return address setup with the Institutional Mark uses the Unit Specific mark with address line set below.



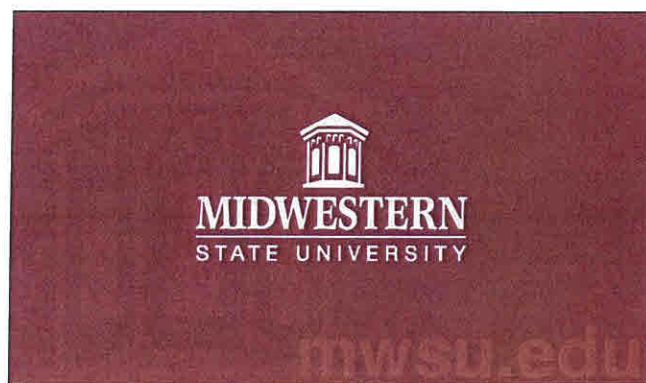
Stationery

Academic and Administrative Business/Appointment Cards

There is one approved business card format for academic and administrative departments.

It is printed on paper stock that coordinates with the university stationery and should be ordered through the University Print Shop. Do not create/design business cards in any other way.

- The back of the card may be a solid maroon or white.
- The front of business cards is to have a maximum of seven lines including the name line.
- An appointment template is acceptable on the back of a business card.



_____ has an appointment

at _____ A.M. _____ P.M.

on _____, 20____

Please give 24 hours notice if you cannot keep appointment.



Stationery

ELECTRONIC SIGNATURES

Consistent and coordinated use of Midwestern State University institutional marks on university websites is a vital part of preserving and enhancing the value of the Midwestern State University brand. All university departments and university-sanctioned organizations should use Midwestern's Institutional Mark in accordance with the guidelines section of this site or in the manner described below. Electronic signatures should appear as printed below and is an integral part of the brand. No other personal message, philosophy or quote can be a part of the electronic signature, but rather in the body of the message. Below find an example of a correct identifier. Name, title, department. That would be followed by the MSU mark and the larger area in which the department is housed. If assistance is needed, please contact the Office of Marketing and Public Information.

Keith Lamb, Ph.D.
Vice President

MIDWESTERN | STUDENT AFFAIRS AND
STATE UNIVERSITY | ENROLLMENT MANAGEMENT

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Julie Gaynor ('94)
Director, Marketing & Public Information

MIDWESTERN | UNIVERSITY ADVANCEMENT
STATE UNIVERSITY | AND PUBLIC AFFAIRS

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In an effort to achieve brand continuity, the university retains the right to refuse reimbursement for cards, stationery, banners, etc. that do not abide by these standards.