

Midwestern State University Board of Regents Meetings



November 10 & 11, 2016

Midwestern State University

Board of Regents Meetings

Schedule

Thursday, November 10, 2016

1:30 p.m. Board of Regents Meeting
Hardin Administration Building
J. S. Bridwell Board Room
Committee of the Whole
Executive Committee
Academic and Student Affairs Committee
Finance Committee
Audit, Compliance, and Management Review Committee

Friday, November 11, 2016

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

**MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

Samuel M. Sanchez, Chairman
R. Caven Crosnoe, Vice Chairman
Nancy Marks, Secretary
Warren Ayres
Tiffany D. Burks
F. Lynwood Givens, Ph.D.
Jeff Gregg
Shawn G. Hessing
Shelley Sweatt, Ed.D.
Lindsey Shelley, Student Regent

REFERENCE PAGES

Midwestern State University Administration
November 2016

Dr. Suzanne Shipley, President

Ms. Debbie Barrow, Director, Board and Government Relations
Dr. Francine Carraro, Director, Museum
Ms. Leigh Kidwell, Director, Internal Audits
Mr. Barry Macha, General Counsel
Mr. Mark McClendon, Director, Institutional Research and Assessment

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

Dr. Margaret Brown Marsden, Dean, College of Science and Mathematics
Dr. Martin Camacho, Dean, Lamar D. Fain College of Fine Arts
Dr. Matthew Capps, Dean, Gordon T. and Ellen West College of Education
Ms. Naoma Clark, Director, Academic Success Center
Ms. Darla English, Registrar
Dr. James Johnston, Dean, Robert D. and Carol Gunn College of Health Sciences and Human Services
Dr. Clara Latham, University Librarian
Dr. Terry Patton, Dean, Dillard College of Business Administration
Dr. Samuel E. Watson, III, Dean, Prothro-Yeager College of Humanities and Social Sciences
Ms. Juliana Lehman-Felts, Assistant Director, Redwine Honors Program
Dr. Kathryn Zuckweiler, Dean, Dr. Billie Doris McAda Graduate School
Dr. Kristen Garrison, Associate Vice President for Undergraduate Education and Assessment
Dr. Lisa Estrada-Hamby, Director, Student Support Services
Dr. Kristen Garrison, Director, University Writing Center
Dr. Michael Mills, Director, International Education
Dr. Pamela Morgan, Director, Continuing Education and Intensive English Language Institute
Dr. Magaly Rincón-Zachary, Director, Office of Undergraduate Research

Dr. Marilyn Fowlé, Vice President for Administration and Finance

Ms. Dawn Fisher, Director, Human Resources
Mr. Jim Hall, Interim Chief Information Officer
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 and Contract Management
Mr. Chris Stovall, Controller

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

Ms. Gayonne Beavers, Director, Admissions
Mr. Patrick Coggins, Chief, University Police
Dr. Randy Glean, Director, International Services
Dr. Syreeta Greene, Director of Equity, Inclusion, and Multicultural Affairs
Ms. Debra Higginbotham, Director, Disability Support Services
Mr. Jon Lane, Postal Services Supervisor
Ms. Kathy Pennartz-Browning, Director, Student Financial Aid
Mr. Dirk Welch, Director, Career Management and Testing Services
Dr. Keith Williamson, Medical Director, Vinson Health Center
Mr. Matthew Park, Associate Vice President for Student Affairs and Dean of Students
Ms. Cammie Dean, Director, Student Development and Orientation

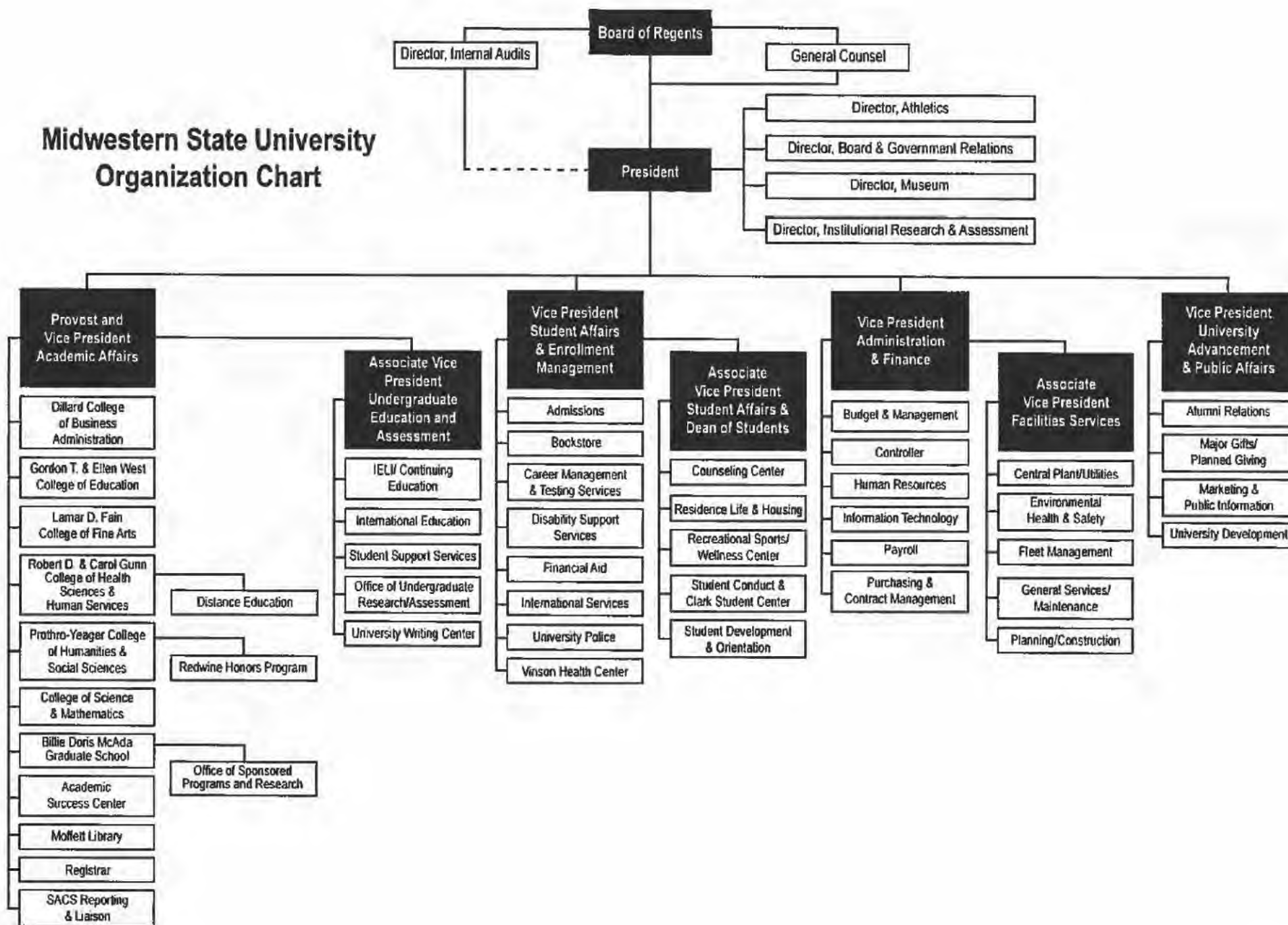
Mr. Caleb Hannon, Acting Director of Recreational Sports/Wellness Center
Dr. Pam Midgett, Director, Counseling Center
Mr. Dail Neely, Director, Student Conduct and Clark Student Center
Ms. Kristi Schulte, Director, Residence Life and Housing

Mr. Anthony Vidmar, 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. Damian Clarke, Head Women's Soccer Coach
Mr. Doug Elder, Head Men's Soccer Coach
Ms. Venera Flores-Stafford, Associate Director of Athletics/Senior Woman Administrator
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. Jeff Ray, Head Golf Coach and Coordinator, Champs Life Skills Program
Mr. Trey Reed, Assistant Director of Athletics for Sports Information
Ms. Natalie Rawson, Head Volleyball Coach
Mr. Mark Ryal, Interim Head Softball Coach
Mr. Koby Styles, Head Women's Cross Country and Track Coach
Mr. Kyle Williams, Associate Director of Athletics, Development

Dr. David Carlston, Chairman, MSU Faculty Senate
Ms. Angie Reay, Chair, MSU Staff Senate
Ms. Shayla Owens, President, MSU Student Government Association

Midwestern State University Organization Chart



MSU and Higher Education Acronyms

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

LAR	Legislative Appropriations Request – Texas state agencies, including MSU, submit this request for funding to the legislature every two years, prior to the biennial legislative session.
LBB	Legislative Budget Board – A joint committee of the Texas Legislature that develops budget and policy recommendations for legislative appropriations, completes fiscal analyses for proposed legislation, and conducts evaluations and reviews to improve the efficiency and performance of state and local operations.
LSC	Lone Star Conference – MSU is a member of this NCAA Division II athletics conference.
M&O	Maintenance and Operations (fund group)
NCATE	National Council for Accreditation of Teacher Education – Accrediting body for MSU's teacher education programs.
NSSE	National Survey of Student Engagement – A survey MSU students participate in that reports participation in programs and activities that are provided for students' learning and personal development. The results provide an estimate of how undergraduate students spend their time and what they gain from attending college.
PUF	Permanent University Fund – A public endowment that provides support to 21 institutions of The University of Texas and the Texas A&M University Systems that were members of those systems prior to the creation of the HEF. These funds can be used to pay interest and principal due on PUF bonds; to provide support for a wide range of programs intended to develop excellence at The University of Texas at Austin, Texas A&M University, Prairie View University, and any new universities; and to provide for the expenses of the two respective System administrations.
SACSCOC	Southern Association of Colleges and Schools Commission on Colleges – One of six regional accreditation organizations recognized by the U.S. Department of Education and the Council for Higher Education Accreditation. SACSCOC accredits public and private institutions of higher education, including MSU. Midwestern State University's accreditation was reaffirmed in 2013.
SCH	Semester Credit Hour
SGA	Student Government Association – the MSU SGA is a representative body of MSU students. Elections are held each year for a President, Vice President, Secretary, and various Student Senate positions. The Student Senate is made up of senators from registered student organizations, residence halls/apartments, and student classifications (freshman, sophomore, junior, senior, and graduate).
SORM	State Office of Risk Management provides risk management and insurance services to Texas state agencies, including MSU.

THECB	Texas Higher Education Coordinating Board oversees public higher education in Texas including developing and overseeing the state master plan for higher education.
TPFA	Texas Public Finance Authority must review requests by MSU to bond funds and administers the issuance of all MSU debt)
TRB	Tuition Revenue Bond – A vehicle for funding capital improvement projects in Texas higher education. These bonds are paid from state appropriations specifically for this purpose.

Online Resume for Legislators and Other Policymakers MIDWESTERN STATE UNIVERSITY

Location: Wichita Falls, Northwest Region

Master's Accountability Peer Group: Angelo State Univ, Sul Ross Rio Grande, Sul Ross State Univ, Texas A&M - Central Texas, Texas A&M - Galveston, Texas A&M - San Antonio, Texas A&M - Texarkana, UNT Dallas, UT Brownsville, UT Permian Basin, UT Tyler, Univ of H - Clear Lake, Univ of H - Downtown, Univ of H - Victoria

Out-Of-State Peers: Ramapo College Of New Jersey, Southern Oregon University, Truman State University, University Of Illinois At Springfield, Western New Mexico University

Degrees Offered: Associate's, Bachelor's, Master's

[Institutional Resumes](#)

[Accountability System](#)

[Definitions](#)

[Institution Home Page](#)

Enrollment

Race/Ethnicity	Fall 2009		Fall 2013		Fall 2014	
	Number	Percent	Number	Percent	Number	Percent
White	3,962	65.6%	3,299	59.5%	3,167	56.7%
Hispanic	645	10.7%	798	14.4%	856	15.3%
African American	769	12.7%	777	14.0%	838	15.0%
Asian	219	3.6%	181	3.3%	163	2.9%
International	353	5.8%	264	4.8%	239	4.3%
Other & Unknown	94	1.6%	229	4.1%	326	5.8%
Total	6,042	100.0%	5,548	100.0%	5,589	100.0%
TX First Time Transfers	Number	% of UG	Number	% of UG	Number	% of UG
Two-Year Institutions	364	6.7%	327	6.6%	320	6.5%
Other Institutions	79	1.5%	67	1.4%	43	.9%

Costs

Average Annual Total Academic Costs for Resident Undergraduate Student Taking 30 SCH Texas Rates				
Fiscal Year	Institution Average	Percent Increase	Peer Group Average	Percent Increase
2010	\$6,544	.0%	\$5,460	.0%
2011	\$7,038	7.5%	\$5,877	7.6%
2012	\$7,304	3.8%	\$6,174	5.1%
2013	\$7,632	4.5%	\$6,200	.4%
2014	\$7,764	1.7%	\$6,418	3.5%
2015	\$8,088	4.2%	\$6,992	8.9%

Student Success

One-Year Persistence of First-time, Full-time, Degree Seeking Undergraduates					
		Enter Fall 2008	Enter Fall 2012	Enter Fall 2013	
Cohort		671	626	835	
Total		84.9%	79.9%	82.8%	
Same		73.3%	67.4%	71.5%	
Other		11.6%	12.5%	11.3%	
Two-Year Persistence of First-time, Full-time, Degree Seeking Undergraduates					
		Enter Fall 2007	Enter Fall 2011	Enter Fall 2012	
Institution Persistence					
Cohort		716	626	617	
Total		74.4%	72.8%	70.8%	
Same		57.3%	55.1%	52.4%	
Other		17.2%	17.7%	18.5%	
Peer Group Persistence					
Cohort		806	493	507	
Total		70.1%	69.0%	68.4%	
Same		44.6%	45.8%	45.2%	
Other		25.6%	22.9%	23.3%	
Average Number of Fall & Spring Semesters and SCH Attempted for Bachelor's Degree					
Institution	Peer Group Average				
Grads	Sem	SCH	Grads	Sem	SCH

Graduation Rates		
Cohort	Institution Rate	Peer Group Rate
Fall 2005 4-year	14.3%	17.5%
Fall 2009 4-year	24.3%	20.0%
Fall 2010 4-year	21.4%	19.8%
Fall 2004 5-year	29.5%	31.6%
Fall 2008 5-year	41.9%	37.4%
Fall 2008 5-year	43.0%	35.7%
Fall 2003 6-year	42.5%	36.3%
Fall 2007 6-year	49.4%	42.4%
Fall 2008 6-year	50.1%	45.3%
National Comparison (IPEDS Definition)		
Cohort	Institution Rate	OOS Peers Rate
Fall 2004 4-year	11.0%	26.5%
Fall 2008 4-year	17.0%	19.5%
Fall 2009 4-year	17.0%	20.0%
Fall 2003 5-year	24.0%	34.0%
Fall 2007 5-year	33.0%	31.0%
Fall 2008 5-year	37.0%	27.5%
Fall 2002 6-year	31.0%	37.5%
Fall 2008 6-year	40.0%	31.5%
Fall 2007 6-year	44.0%	30.0%

Six-year Graduation & Persistence Rate, Fall 2008		
Student Group	Cohort	Rate
For Students Needing Dev Ed		
Institution	132	57.8%
Peer Group	144	42.4%
For Students NOT Needing Dev Ed		
Institution	532	64.7%
Peer Group	428	64.7%

*Peer Group data is average for peer group.

Financial Aid

Fiscal Year	Institution		Peer Group		OOS Peer Group	
	Percent	Avg Amt	Percent	Avg Amt	Percent	Avg Amt
Federal Student Loans						
2012	51%	\$7,190	47%	\$7,038	47%	\$7,039
2013	51%	\$7,319	46%	\$6,935	46%	\$6,657
Federal, State, Institutional or Other Grants Known by Institutions						
2012	61%	\$4,973	66%	\$5,165	65%	\$7,974
2013	64%	\$4,998	66%	\$5,130	64%	\$4,900
Federal (Pell) Grants						
2012	39%	\$3,876	45%	\$3,946	43%	\$4,072
2013	37%	\$3,860	43%	\$3,929	42%	\$3,160

Funding

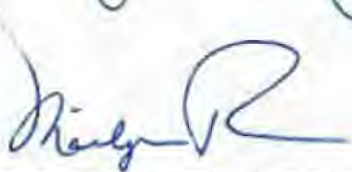
Source	FY 2009 Amount	Pct of Total	FY 2013 Amount	Pct of Total	FY 2014 Amount	Pct of Total
Appropriated Funds	\$30,444,009	41.2%	\$27,889,021	34.1%	\$29,323,163	34.8%
Federal Funds	\$7,484,568	10.1%	\$8,863,929	10.8%	\$8,989,835	10.7%
Tuition & Fees	\$26,518,675	35.9%	\$31,130,657	38.1%	\$31,048,888	36.9%
Total Revenue	\$73,869,379	100.0%	\$81,713,828	100.0%	\$84,240,687	100.0%

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.



Suzanne Shipley, President



Marilyn Fowlé, Vice President for
Administration and Finance

October 26, 2016
Date

AGENDA

**Board of Regents Meeting
November 10, 2016
1:30 p.m.**

Meeting Location: MSU Campus – 3410 Taft Boulevard
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.

The meeting will be streamed live at <http://www.mwsu.edu/regents/meeting-webcasts>.

Call to Order – Chairman Sam Sanchez

Introduction of Visitors – Ms. Julie Gaynor

Opening Comments - Chairman Sanchez

Public Comment

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

Committee Appointments

17-01. Newly-appointed Board Committees for FY 17 are shown in Attachment 17-01. This item is presented as a point of information only.

University Dashboard

17-02. Each November the Office of Institutional Research and Assessment updates the University Dashboard. The results are then reviewed by the President's Cabinet and appropriate targets are determined. This updated document will be presented as shown in Attachment 17-02 for the board's information and review.

Real Property

17-03. The Board of Regents may deliberate regarding the purchase, exchange, lease, or value of real property in closed session as allowed by Texas Government Code, Chapter 551.072.

Executive Session

17-04. The Board may convene in Executive Session as necessary to consider any matters permissible under Chapter 551 of the Texas Government Code, including:

- A. Government Code, Chapter 551, Section .071 – Consultation with Attorneys Regarding Legal Matters, Pending and/or Contemplated Litigation, or Settlement Offers.
- B. Government Code, Chapter 551, Section .073 - Deliberations Regarding a Negotiated Contract for a Prospective Gift or Donation.
- C. Government Code, Chapter 551, Section .074 – Personnel Matters Relating to the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of Officers or Employees, or to Hear a Complaint or Charge Against an Officer or Employee.

AGENDA ATTACHMENTS

**Board of Regents
Committee Assignments
September 1, 2016**

Executive Committee (elected positions)

Sam Sanchez, Chairman
Caven Crosnoe, Vice Chairman
Nancy Marks, Secretary
Tiffany Burks, Member-At-Large

Academic and Student Affairs Committee

Lynwood Givens, Chairman
Shawn Hessing
Nancy Marks
Shelley Sweatt

Finance Committee

Jeff Gregg, Chairman
Warren Ayres
Caven Crosnoe
Lynwood Givens

Audit, Compliance, and Management Review Committee

Tiffany Burks, Chairman
Lynwood Givens
Jeff Gregg
Shawn Hessing

Midwestern State University Dashboard Indicator and Projections

November 2016 Board of Regents Meeting

		Annual Performance				Target	COPLAC
		2013-2014	2014-2015	2015-16	2016-17	2018-19	2015-16
1. Student Access							
1.1	Total Enrollment (Headcount)	5,870	5,874	6,043	6,064	6,230	3861
1.1.1	Undergraduate Enrollment (Fall)	5,193	5,144	5,287	5,319	5,450	3662
1.1.2	First-time, Full-time (Fall)	831	828	820	734	825	658
1.1.3	Undergraduate Transfer (Fall)	576	526	554	628	650	277
1.1.4	Satellite Campuses Enrollment (Fall)	n/a	n/a	n/a	n/a	126	n/a
1.1.5	Graduate Enrollment (Fall)	677	730	756	745	780	170
1.1.6	SCH Generated (Fall)	67,445	67,275	69,547	69,744	71,645	n/a
1.2	Percent of Students Receiving Pell Grant (UG Fall)	37.16%	37.90%	36.12%	36.96%	41.72%	n/a
1.3	Percentage of Hispanic Students Enrolled (enr/%) (UG)	14.0%	14.8%	16.3%	16.5%	20.0%	6.0%
1.4	Percentage of African American Students Enrolled (enr/%) (UG)	14.1%	13.8%	13.6%	14.3%	14.5%	5.1%
1.5	Percentage of FTFT Who Met Unconditional Standards (Fall)	55.0%	55.1%	57.8%		60.5%	n/a
1.6	Online and Distance Education (courses offered per year)	637	642	706		968	n/a
1.6.1	Distance Education SCH Generated (Fall)	10,361	10,168	11,353	12,454	13,000	n/a
2. Residential University Experience							
2.1	Number of Students Living in Campus Run Facilities (Fall)		1425	1,460	1,500	1,575	n/a
2.2	Number of Students Participating in a First-year Experience (Fall)	n/a	n/a	n/a	319	700	n/a
2.4	EURECA Participation (# of students participating)	168	176	279		300	n/a
2.5	% of Upper Level UG SCH taught by Tenure or Tenure Track Faculty (Fall)	55.3%	53.9%	58.4%	61.0%	63.0%	n/a
2.6	Number of Students in Study Abroad	101	78	115		125	n/a
3. Student Success							
3.1	First-time, Full-time Student Retention Rate (First year)	68.28%	72.85%	69.40%		75.00%	75.60%
3.1.1	First-time, Full-time Student Retention Rate (Second year)	56.40%	53.21%	55.30%		55.00%	n/a
3.2	First-time, Full-time Student Graduation Rate (Four Year Cohort)	20.64%	19.50%	20.90%		30.00%	36.4%
3.2.1	First-time, Full-time Student Graduation Rate (Six Year)	45.47%	44.90%	42.40%		50.00%	53.90%
3.2.2	Transfer Student Graduation Rate (SAM 6 yr)	n/a	52.00%	48.20%		50.00%	n/a
3.3	Total Degrees Awarded	1270	1216	1260		1300	790
3.3.1	Baccalaureate	1032	993	1020		1050	719
3.3.2	Master's	197	183	240		250	71
3.3.3	Number of Degrees Awarded in STEM Fields	115	111	108		126	109
3.3.4	Number of Degrees Awarded in Health Science Fields (UG)	396	383	359		446	n/a
4. Operational Effectiveness							
4.1	State Appropriations per FTE Student	\$4,765	\$4,742	\$5,023		\$5,225	n/a
4.2	Total Expenditures per FTE Student	\$20,680	\$21,409	\$21,148		\$26,640	n/a
4.3	Student /Faculty Ratio (Using CDS FTE/Faculty FTE for Fall)	17.0	16.8	17.7	17.9	19.0	n/a
4.4	Administrative Cost Rate (as percent of operating budget)	10.51%	10.80%	9.00%		9.00%	n/a
4.5	Average SCH to Bachelor's degree	145.7	145.9	146.8		140.0	n/a
4.6	Average Student Debt for Graduates Who Started at MSU (FTFT) (CDS)	\$25,550	\$28,867			\$25,000	n/a
5. Competitive Resources							
5.1	Total New Gifts and Commitments (AFR reported)	\$16,986,200	\$6,317,269	\$5,858,547		\$10,000,000	n/a
5.2	Total Endowment (university-held, Foundation, Charitable Trust)	\$73,514,557	\$68,154,607	\$69,045,395		\$75,000,000	\$21,491,170
5.3	Amount of Competitive Grants (Federal & State)		\$324,010			\$450,000	n/a
Gray shaded areas will not be updated until the end of FY					Targets in gold		MEDIAN

EXECUTIVE COMMITTEE

Executive Committee

Membership

Sam Sanchez, Chairman
Caven Crosnoe, Vice Chairman
Nancy Marks, Secretary
Tiffany Burks, Member-At-Large

Reading and Approval of Minutes

17-05. The minutes of the Executive Committee meeting August 4, 2016, will be recommended for approval by the committee as shown in the minutes' section of this agenda as Minutes Attachment 17-05.

Gunn College of Health Sciences and Human Services Building Design Review

17-06. Randall Scott and Associates will present the Gunn College of Health Sciences and Human Services exterior building design for review by the Board. The building as designed will be approximately 84,000 square feet and four stories. The design will follow the campus architecture with some new features including a four-story glass atrium and a loggia surrounding much of the building. The building will be positioned on an east-west axis from west of the Dillard College of Business. This item is included for informational purposes only.

MSU Deferred Maintenance Reports – Campus Condition Index

17-07. The Texas Education Code (Section 61.05821) requires institutions of higher education to report deferred maintenance information to the Texas Higher Education Coordinating Board (THECB) and the university's governing board each year. The required reports are presented as information only as shown in Attachment 17-07A (THECB Summary Report of Deferred Maintenance Data), Attachment 17-07B (FY 16 Deferred Maintenance Expenditures), and Attachment 17-07C (FY 17- FY 21 Deferred Maintenance List). Deferred Maintenance Expenditures during FY 16 totaled \$2,275,433 while projects listed for the FY 17 – FY 21 years total \$18,876,691. Priority items 1-52 shown on the FY 17 - FY 21 list should be addressed during FY 17 and total \$2,582,011. The increased expenditures in FY 16 and planned expenditures in FY 17 are the result of the roofing project and the projects related to the Tuition Revenue Bond (TRB) funding.

Campus Construction Update

17-08. Information regarding current construction and repair and rehabilitation projects will be presented as a point of information only (see Attachment 17-08).

Dallas-Fort Worth (DFW) Expansion Update

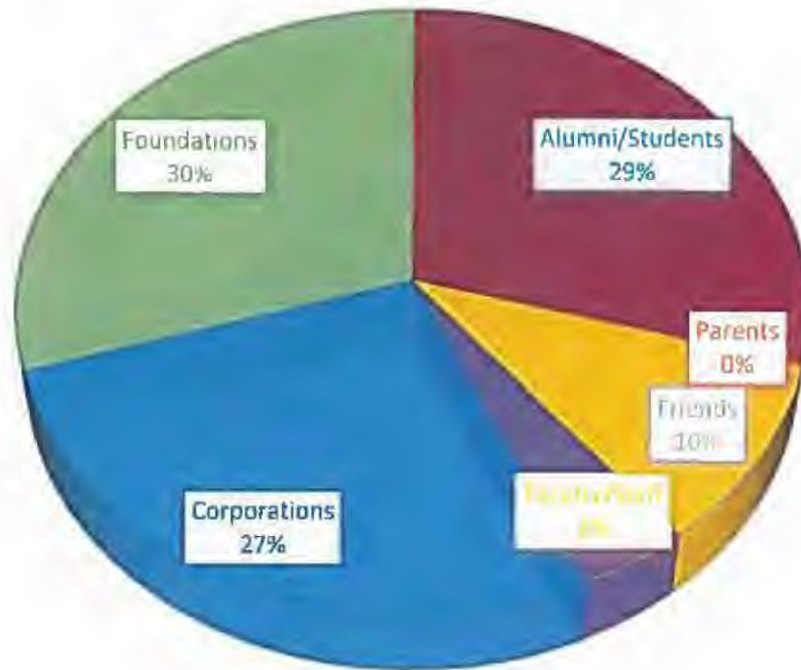
17-09. An update on the activities related to the expansion of MSU academic course offerings will be presented for information only.

Campus Plan – Facilities Services Relocation Alternatives

17-10. Following discussions during the May and August Board meetings regarding the possible future relocation of Facilities Services from the Daniel Building, the administration has continued to explore possible options as requested. Information will be provided for the Board's consideration (see Attachment 17-10).

Midwestern State University
Sources of Outright Gifts/Grants
September 2016

Board Agenda - November 2016
Finance Attachment 17-25



Alumni/Students		\$46,819.64	29%
Alumni	\$46,819.64		
Students	\$0.00		
Parents		\$260.00	0%
Friends		\$15,666.00	10%
Faculty/Staff		\$6,749.83	4%
Active	\$6,607.83		
Retired	\$142.00		
Corporations		\$42,772.00	27%
Direct Gifts & Grants	\$42,772.00		
Matching Gifts	\$0.00		
Foundations		\$47,706.19	30%
TOTAL		\$159,973.66	100%

*Does not include Gift-in-Kind of \$186,322.00

Gunn College of Health Sciences and Human Services Landscaping and Parking Project Authorization Request

17-11. The new Gunn College of Health Sciences and Human Services (HSHS) building will alter the use of the land in the immediate area around the proposed site. The area north of the building will be necessary for parking and the building will create nearly an acre of a new quad space bordered by HSHS, J. S. Bridwell Hall, McCoy Engineering Hall, and the Dillard building. The administration requests authorization to proceed with a \$1.1 million project for parking and landscaping near the new HSHS building. This project would be funded from interest earned on TRB bond proceeds; these funds must be spent on TRB related projects.

Central Campus Sidewalks Project

17-12. A purchase order for the installation of sidewalks, seating areas, lighting and removal of existing concrete to create more green space in the area bounded by Teepee Drive/Jesse Rogers Promenade, Fain Fine Arts Center, Louis J. Rodriguez Drive, and Comanche (near Marchman Hall) was initiated in September. Funding for this project was approved as part of the overall Higher Education Assistance Fund (HEAF) allocation for FY 17. The final contract for this project will total more than \$500,000 and must be approved by the Board of Regents. The items remaining include replacement of handicap parking south of Marchman, replacement of damaged concrete in the bounded area, and contingency dollars. The administration will request authorization for the President to finalize a contract for this project at a value not to exceed \$575,000.

Wichita Falls Museum of Art at Midwestern State University – Code of Ethics and Emergency Response and Disaster Preparedness Plan

17-13. The Wichita Falls Museum of Art (WFMA) at Midwestern State University is working toward accreditation from the American Alliance of Museums (AAM). The AAM Standards for Accreditation require Board ratification of certain documents, to include a Code of Ethics (see Attachment 17-13A) and an Emergency Response and Disaster Preparedness Plan (see Attachment 17-13B). These documents were approved by the Museum Advisory Board and the administration will recommend ratification of these items as presented.

Wichita Falls Museum of Art at Midwestern State University - Ratification of Deaccessioned Artworks

17-14. In compliance with the Museum's Collections Management Policy, the Museum Director and Curator have recommended the artworks shown in Attachment 17-14 for deaccession from the Museum's Permanent Collection. The Museum Advisory Board approved this action and the administration will recommend ratification of this action by the Board of Regents.

**EXECUTIVE
COMMITTEE ATTACHMENTS**

Summary by Period and Category

	Critical	Deferred	Planned	Adaptation	Total
Budgeted - Current Year	\$0	\$70,000	\$1,926,011	\$686,000	\$2,682,011 (1)
Expenditures - Previous Year	\$0	\$145,352	\$2,120,441	\$9,640	\$2,275,433 (2)
Projected - Years 2 through 5	\$0	\$0	\$15,799,675	\$3,077,016	\$18,876,691 (3)

Summary by Type and Category

Architectural	\$0	\$6,615	\$8,959,949	\$1,436,000	\$10,402,564
HVAC	\$0	\$119,137	\$1,536,000	\$0	\$1,655,137
Plumbing and Electrical	\$0	\$14,778	\$2,597,600	\$0	\$2,612,378
Safety	\$0	\$0	\$2,782,682	\$24,640	\$2,807,322
Legal and Mandatory	\$0	\$74,822	\$592,000	\$1,940,000	\$2,606,822
Other	\$0	\$0	\$3,377,896	\$372,016	\$3,749,912
Total	\$0	\$215,352	\$19,846,127	\$3,772,656	\$23,834,135

Top Five Priority Projects

Pri	Name	Period	Category	Type	Amount
1	Mass Comm budget shortfall and ch	Budgeted - Current Year	Facility Adaptation	Architectural	\$201,000
2	Roofing repairs due to hail damag	Budgeted - Current Year	Planned Maintenance	Architectural	\$40,000
3	Replace elevator jack	Budgeted - Current Year	Deferred Maintenance	Legal and Mandatory	\$70,000
4	Install 64 cabinet drawers in 302	Budgeted - Current Year	Facility Adaptation	Architectural	\$45,000
5	Abate and paint all exterior wind	Budgeted - Current Year	Planned Maintenance	Architectural	\$140,000

(1) Includes \$837k in roofing work.

(2) Includes \$1.295 MM in roofing work.

(3) Includes \$6.39 MM in TRB work.

10/31/2016

FY16 DEFERRED MAINTENANCE EXPENDITURES

Building	Comments	Expenditure \$	HEAF: Facilities	Auxiliary: CSC	Auxiliary: Housing	Info Tech	Other \$ Sources
	Facilities Services vehicle purchases (2 cars, box truck, 4x4 crew cab truck, Admissions tour car)	\$ 121,289	\$ 121,289				
	Facilities Services equipment-E&G space ONLY	\$ 74,442	\$ 195,731				
2504 Hampstead, Autism House	Repair roofing damage from May 2013 hail storm.	\$ 14,755					\$ 14,755
2508 Hampstead, Football	Repair roofing damage from May 2013 hail storm.	\$ 6,440					\$ 21,195
2510 Hampstead, Football	Repair roofing damage from May 2013 hail storm.	\$ 16,058					\$ 37,253
3311 Taft	Repair roofing damage from May 2013 hail storm.	\$ 12,943					\$ 50,196
Beyer Greenhouse	Repair roofing damage from May 2013 hail storm.	\$ 10,979					\$ 61,175
Bolin	Cabinets in greenhouse need to be replaced with non-wooden cabinets. They are in BAD shape now from the humidity.	\$ 5,446					\$ 66,621
Bolin Hall	Upgraded computer lab technology	\$ 15,000				\$ 15,000	
Bolin Hall	Repair roofing damage from May 2013 hail storm, including greenhouse damage	\$ 237,297					\$ 303,918
Bolin Hall	Upgraded classroom technology	\$ 42,267				\$ 57,267	
Bridwell Courts	Repair roofing damage from May 2013 hail storm	\$ 35,252					\$ 339,170
Bridwell Hall	Repair roofing damage from May 2013 hail storm	\$ 33,265					\$ 372,435
Central Plant	Replace makeup water pump	\$ 1,686	\$ 197,417				
Central Plant	Boiler burner assembly shield	\$ 2,037	\$ 199,454				
Central Plant	Condensing water motor replacement	\$ 3,738	\$ 203,192				
Central Plant	Cooling tower motor backup	\$ 4,319	\$ 207,511				
Central Plant	Overhaul and rotor replacement on circuit 1 on chiller #1, west chiller (other circuit was overhauled in fall of 2012)	\$ 113,783	\$ 321,294				
Christ Academy	Repair roofing damage from May 2013 hail storm	\$ 9,398					\$ 381,833
Clark Student Center	Repair windows and walls on north side of bldg damaged from water leaks	\$ 471		\$ 471			
Clark Student Center	Fix dining service door-does not close properly	\$ 1,414		\$ 1,885			
Clark Student Center	Replace all of the lights in the atrium with LED lights (they fail often now and are expensive to	\$ 2,242		\$ 4,127			
Clark Student Center	Replace 120' of roof flashing	\$ 3,120		\$ 7,247			
Clark Student Center	Repair/replace damaged rain gutter downspouts, particularly on the north side of the building	\$ 7,000		\$ 14,247			
Clark Student Center	Repair/replace restroom countertops and partitions where they are delaminating, damaged, or swollen	\$ 13,732		\$ 27,979			
Clark Student Center	Interior doors, paint/refinish, add kick plates where appropriate.	\$ 14,452		\$ 42,431			
Clark Student Center	Network switches.	\$ 5,000				\$ 62,267	
Clark Student Center	Provide humidity control hardware in Shawnee Theater (new a/c units)	\$ 230,000		\$ 272,431			
Counseling Center	Repair roofing damage from May 2013 hail storm.	\$ 23,595					\$ 405,428
D. L. Ligon Coliseum	Repair roofing damage from May 2013 hail storm.	\$ 17,990					\$ 423,418
D. L. Ligon Coliseum	Upgraded classroom technology	\$ 42,267				\$ 104,534	
Dillard College of Business Admin	Replace electric meter	\$ 2,808	\$ 324,102				
Dillard College of Business Admin	Replace AHU drive	\$ 3,317	\$ 327,419				
Dillard College of Business Admin	Replace sump pumps in basement. Requires installing 110 V power for lower cost pumps.	\$ 3,768	\$ 331,187				
Dillard College of Business Admin	Upgraded computer lab technology	\$ 15,000				\$ 119,534	
Dillard College of Business Admin	Repair roofing damage from May 2013 hail storm.	\$ 68,058					\$ 491,476
Fain Fine Arts Center	Roof & gutter repairs near C106	\$ 3,915	\$ 335,102				
Fain Fine Arts Center	Upgraded computer lab technology	\$ 15,000				\$ 134,534	
Fain Fine Arts Center	Upgraded classroom technology	\$ 42,267				\$ 176,801	
Fain Fine Arts Center	Install sewer sleeve in city line under building	\$ 31,559	\$ 366,661				
Fain Hall	Repair roofing damage from May 2013 hail storm.	\$ 14,158					\$ 505,634
Ferguson Hall	Repair roofing damage from May 2013 hail storm.	\$ 15,379					\$ 521,013
Ferguson Hall	Elevator controls, replace (need to replace car, too?). It fails several times a month	\$ 68,212	\$ 434,873				
Ferguson Hall	Upgraded computer lab technology	\$ 15,000				\$ 191,801	
Honors House (Fraternity Commons)	Repair roofing damage from May 2013 hail storm.	\$ 9,680					\$ 530,693
Infrastructure	Wireless expansion on campus.	\$ 35,000				\$ 226,801	
Infrastructure	Install H/C ramp outside Moffett	\$ 2,700	\$ 437,573				
Infrastructure	Add a sidewalk to the north side of the east/west street, north of Redwine (~260 LF). Include ramp down street at Redwine's front entrance.	\$ 4,650	\$ 442,223				
Infrastructure	Purchase new work order system for Facilities Services.	\$ 5,328	\$ 447,551				
Infrastructure	Pump replacement for Bolin Fountain	\$ 6,546	\$ 454,097				

10/21/2016

FY16 DEFERRED MAINTENANCE EXPENDITURES

Building	Comments	Expenditure \$	HEAF: Facilities	Auxiliary: CSC	Auxiliary: Housing	Info Tech	Other \$ Sources
Infrastructure	Replace asphalt pad for dumpsters at northwest corner of PYBO parking lot with concrete due to damage.	\$ 8,938	\$ -463,035				
Infrastructure	Purchase of Degree Works software	\$ 20,000				\$ 246,801	
Infrastructure	Install sidewalk (1.375') on west side of LJR at Christ Academy green space area (cattle trail created).	\$ 9,000					\$ 539,693
Infrastructure	Install wide angle peep holes in many classroom and office doors for security.	\$ 9,640	\$ -472,675				
Killingsworth	Repair roofing damage from May 2013 hail storm.	\$ 15,724					\$ 555,416
Killingsworth Hall	Repair pavers on east entrance.	\$ 5,091			\$ 5,091		
Marchman Hall	Repair roofing damage from May 2013 hail storm.	\$ 16,532					\$ 571,948
Martin Hall	ADA/TAS mods to toilet and stall.	\$ 4,822	\$ -477,497				
Martin Hall	Repair roofing damage from May 2013 hail storm.	\$ 26,993					\$ 598,941
McCoy Engineering Hall	Wind tunnel infrastructure design for student capstone project.	\$ 3,626	\$ -481,123				
McCoy Engineering Hall	Repair roofing damage from May 2013 hail storm.	\$ 19,361					\$ 618,302
McCullough Annex	Repair roofing damage from May 2013 hail storm.	\$ 10,020					\$ 628,322
McCullough Hall	Repair roofing damage from May 2013 hail storm.	\$ 25,725					\$ 654,047
McCullough-Trigg Hall	Repair roofing damage from May 2013 hail storm.	\$ 9,751					\$ 663,798
McGaha Hall	Repair roofing damage from May 2013 hail storm.	\$ 26,567					\$ 690,365
Memorial Building	Repair roofing damage from May 2013 hail storm.	\$ 11,379					\$ 701,744
Memorial Building	Server replacement.	\$ 18,000				\$ 264,801	
Moffett Library	Roof, west side flat - repair.	\$ 3,691	\$ -484,814				
Moffett Library	Repair roofing damage from May 2013 hail storm.	\$ 13,418					\$ 715,162
Moffett Library	Network switches.	\$ 5,000				\$ 269,801	
Paint Shop	Repair roofing damage from May 2013 hail storm.	\$ 6,461					\$ 721,623
Physical Education Restrooms (i.e., concession)	Repair roofing damage from May 2013 hail storm.	\$ -4,108					\$ 725,731
Physical Training Building	Repair roofing damage from May 2013 hail storm.	\$ 1,360					\$ 727,091
Pierce Hall	Repair bathroom sinks pulling away from the wall.	\$ 1,000			\$ 6,091		
Pierce Hall	Repair pavers and stairs on east entrance.	\$ 5,091			\$ 11,182		
Pierce Hall	Repair roofing damage from May 2013 hail storm.	\$ 82,057					\$ 809,148
Prothro-Yeager-Beawood-O'Donohoe	Upgraded classroom technology	\$ -42,267				\$ 312,068	
Redwine Rec and Wellness Center	Repair roofing damage from May 2013 hail storm.	\$ 39,373					\$ 848,521
Regional Simulation Center	Exterior brown trim structure needs to be painted (1-2 yr)	\$ 1,091	\$ -485,905				
Residence Hall Mechanical Building	Repair roofing damage from May 2013 hail storm.	\$ 14,674					\$ 863,195
Sikes Lake Center	Repair roofing damage from May 2013 hail storm.	\$ 42,726					\$ 905,921
Sikes Lake Restroom	Repair roofing damage from May 2013 hail storm.	\$ 10,267					\$ 916,188
Softball	Repair roofing damage from May 2013 hail storm.	\$ 29,445					\$ 945,633
Sundance Court	Repair roofing damage from May 2013 hail storm.	\$ 176,557					\$ 1,122,190
Sunwatcher Village, 2	Repair roofing damage from May 2013 hail storm.	\$ 22,143					\$ 1,144,333
Sunwatcher Village, 3	Repair roofing damage from May 2013 hail storm.	\$ 21,867					\$ 1,166,200
Sunwatcher Village, 4	Repair roofing damage from May 2013 hail storm.	\$ 17,805					\$ 1,184,005
Sunwatcher Village, 5	Repair roofing damage from May 2013 hail storm.	\$ 18,240					\$ 1,202,245
Sunwatcher Village, 6	Repair roofing damage from May 2013 hail storm.	\$ 20,088					\$ 1,222,333
Sunwatcher Village, 7	Repair roofing damage from May 2013 hail storm.	\$ 18,047					\$ 1,240,380
Sunwatcher Village, 8	Repair roofing damage from May 2013 hail storm.	\$ 21,813					\$ 1,262,193
Sunwatcher Village, 9	Repair roofing damage from May 2013 hail storm.	\$ 21,128					\$ 1,283,321
Sunwatcher Village, Clubhouse	Repair roofing damage from May 2013 hail storm.	\$ 29,328					\$ 1,312,649
University Press	Repair roofing damage from May 2013 hail storm.	\$ 30,610					\$ 1,343,259
WF Museum and Arts at MSU	Repair roofing damage from May 2013 hail storm.	\$ 6,318					\$ 1,349,577
TOTALS:		\$ 2,431,163	\$ 485,905	\$ 272,431	\$ 11,182	\$ 312,068	\$ 1,349,577

Board Agenda - November 2016

Executive Attachment 17-07C

11/16/2016

FY17-FY21 DEFERRED MAINTENANCE LIST

Estimated Maint Cost: Sheet: L17NA1 10/13/16 Version: 10/13/16

Building	Comments	Expenditure \$	Priority	HEAF: Facilities FY16	HEAF: Facilities FY17	Auxiliary: OSC	Auxiliary: Housing	Info Tech	Other \$ Sources	Totals Total
	Facilities Services vehicle purchases (pickup, 2 vans, Malibu, 4 cars, Malibu)	\$155,000			\$155,000					
	Facilities Services equipment-F&G space ONLY	\$77,000			\$232,000					
Fair Fine Arts Center	Mass Comm: budget shortfall (\$150k) and chiller water infrastructure (\$11k)	\$ 201,000	1		\$433,000					
Infrastructure	Roofing repairs due to hail damage not covered by insurance (FY17)	\$ 49,000	2		\$473,000					
Ferguson Hall	Replace elevator jack	\$ 70,000	3		\$543,000					
Bolin Hall	Install 64 cabinet drawers in 302-305. \$535k for drawers, \$10k install est.	\$ 45,000	4		\$588,000					
Hardin Administration Building	Abate and paint all exterior windows on middle building.	\$ 140,000	5		\$728,000					
Infrastructure	Replace obsolete BAC equipment for south campus HVAC control	\$ 5,000	6		\$733,000					
Daniel Building	Reinsulate 16 FCU branchlines which are dripping extensively	\$ 7,000	7		\$740,000					
Bolin Hall	Replace heavily corroded electrical panels in greenhouse, northwest corner	\$ 6,000	8		\$746,000					
Infrastructure (Sikes Lake Area)	Install security light in southwest area of Sikes Lake	\$ 7,500	9						\$7,500	
Infrastructure	Purchase and install a time clock system for all Facilities Services employees. Includes clocks, electrical, and IT needs for the system	\$ 162,000	10						\$162,000	
Infrastructure	Roofing repairs due to hail damage not covered by insurance (FY16)	\$ 45,000	11	\$ 45,000						
Infrastructure	Roofing deductible (FY16)	\$ 100,000	12	\$ 145,000						
Infrastructure	Extend Mustangs Walk to the north to Comanche. Requires base material which existing Walk did not need.	\$ 290,000	13						\$400,000	
Infrastructure	Extend sidewalk on west side of Lm 6S to Nations Drive for direct access to the basketball courts.	\$ 5,000	14		\$751,000					
Infrastructure	Repair unsafe campus sidewalks	\$ 40,000	15		\$791,000					
Infrastructure	Resurface tennis courts, including demo of existing surfaces	\$ 85,000	16		\$833,500				\$449,000	
D L Ligon Coliseum	Resurface Stockton Court floor (previously refinished May 2008 and May 2012)	\$ 30,000	17		\$863,500					
Infrastructure	Add light poles to campus to increase security	\$ 50,000	18						\$499,000	
Sikes House	Paint window sills on south side, center portion of structure (paint peeling)	\$ 4,000	19		\$867,500					
Dillard College of Business Admin	Install netting over the windows at four entrances to Dillard to prevent pigeons from roosting in these areas	\$ 10,000	20		\$877,500					
McCoy Engineering Hall	Install hydro station per student request	\$ 4,000	21		\$881,500					
Dillard College of Business Admin	Install hydro station per student request.	\$ 4,000	22		\$885,500					
Brinkwell Courts	Steps (northwestern) to 2nd floor: delaminating. Replace entire stairwell. Replace -5 treads on southeast stairwell.	\$ 40,000	23				\$40,000			
Sunwatcher Village, 2	Install emergency egress lights for the building per fire marshal requirement	\$ 5,000	24				\$45,000			
Sunwatcher Village, 3	Install emergency egress lights for the building per fire marshal requirement	\$ 5,000	25				\$50,000			
Sunwatcher Village, 4	Install emergency egress lights for the building per fire marshal requirement	\$ 5,000	26				\$55,000			
Sunwatcher Village, 5	Install emergency egress lights for the building per fire marshal requirement	\$ 5,000	27				\$60,000			
Sunwatcher Village, 6	Install emergency egress lights for the building per fire marshal requirement	\$ 5,000	28				\$65,000			
Sunwatcher Village, 7	Install emergency egress lights for the building per fire marshal requirement	\$ 5,000	29				\$70,000			
Sunwatcher Village, 8	Install emergency egress lights for the building per fire marshal requirement	\$ 5,000	30				\$75,000			
Sunwatcher Village, 9	Install emergency egress lights for the building per fire marshal requirement	\$ 5,000	31				\$80,000			
Sunwatcher Village, Clubhouse	Install emergency egress lights for the building per fire marshal requirement	\$ 5,000	32				\$85,000			
Brinkwell Courts	Install emergency egress lights for the building per fire marshal requirement	\$ 8,500	33				\$93,500			
Clark Student Center	Expansion joint roof repairs	\$ 6,000	34			\$6,000				
Hardin Administration Building	Repair roofing damage from May 2013 hail storm	\$ 74,993	35						\$573,993	
Fair Fine Arts Center	Repair roofing damage from May 2013 hail storm	\$ 236,105	36						\$810,095	
Clark Student Center	Wet roofing replacement needs	\$ 5,000	37			\$11,000				
Clark Student Center	Repair open seams and apply roof coating over atrium, offices and section of bookstore on east end.	\$ 13,000	38						\$823,095	
Clark Student Center	Re-roof cafeteria and entrance in two years.	\$ 68,100	39						\$891,195	
Clark Student Center	Repair roofing damage from May 2013 hail storm	\$ 214,990	40						\$1,106,185	
Central Plant	Repair roofing damage from May 2013 hail storm	\$ 36,111	41						\$1,142,299	
Tennis Center	Repair roofing damage from May 2013 hail storm	\$ 12,120	42						\$1,154,419	

Board Agenda - November 2016

Executive Attachment 17-07C

01/02/17

FY17-FY21 DEFERRED MAINTENANCE LIST

Document Maint List, Sorted, TBAI, 0001, 00 Version: 10/09/16

Building	Comments	Expenditure \$	Priority	HEAF: Facilities FY16	HEAF: Facilities FY17	Auxiliary: CSC	Auxiliary: Housing	Info Tech	Other 5 Sources	TBA Total
Soccer Press Box	Repair roofing damage from May 2013 hail storm.	\$ 8,514	43						\$1,162,973	
Prothro-Yeager-Brown/O'Donnell	Repair roofing damage from May 2013 hail storm.	\$ 151,723	44						\$1,320,699	
University Police	Repair roofing damage from May 2013 hail storm.	\$ 2,380	45						\$1,323,076	
Seismometer Building	Repair roofing damage from May 2013 hail storm.	\$ 735	46						\$1,323,811	
Fair Instrumental Band Hall	Repair roofing damage from May 2013 hail storm.	\$ 10,400	47						\$1,334,211	
Regional Simulation Center	Repair roofing damage from May 2013 hail storm.	\$ 1,800	48						\$1,336,011	
Clark Student Center	Replace exhaust fan in Grille Nation	\$ 10,000	49			\$21,000				
Clark Student Center	Replace some equipment and furnishings in the building.	\$ 8,000	50			\$29,000				
Christ Academy	Renovate eastern portion of building for TRIO to occupy	\$ 150,000	51						\$1,465,011	
Infrastructure	Investigate cause of premature chiller water circulation pump motor failures, replace VFDs and wiring as required.	\$ 90,000	52		\$435,500					
Clark Student Center	Wiring for network	\$ 64,000	53			\$93,000				
Killingsworth	Replace hallway carpet on 1st and 2nd floor (-2500 SF).	\$ 48,000	54				\$103,500			
Sundance Court	Replace floor tile on first floor	\$ 20,000	55				\$123,500			
Ferguson Hall	Both stairwells discharge directly into the building interior	\$ 10,000	56		\$945,500					
Ferguson Hall	Dead end corridor by 105 exceeds max 50' limit allowable distance	\$ 13,900	57		\$960,500					
Central Plant	Replace steam expansion joints in tunnel system. Existing design style does not last very long and expensive to repair	\$ 78,000	58		\$1,054,500					
Clark Student Center	Replace the west door in Wichita I & II. It has been heavily damaged and looks bad, even after refinishing.	\$ 3,000	59			\$10,000				
Killingsworth	Paint lounge areas and all bathrooms	\$ 18,000	60				\$139,500			
Infrastructure	Utilities mapping documentation needed for underground utilities	\$ 150,000	61						\$150,000	
Clark Student Center	Drainage problem - build up soil on north of Carver Magnet and taper it out -4' to keep water from accumulating against foundation	\$ 3,000	62			\$99,000				
Clark Student Center	Reroof area around Camanche room per Dave P 7:15:16 12:35 PM email	\$ 220,000	63			\$119,000				
Infrastructure	Repair damage to asphalt in Bolin parking lot and near deck	\$ 15,000	64		\$1,070,500					
Infrastructure	Install speed bumps/bumps like at mall on LJR to slow traffic	\$ 10,000	65		\$1,080,500					
Infrastructure	Upgrade building controls system software to eliminate communication losses, etc.	\$ 26,000	66		\$1,106,500					
Central Plant	Add VFDs to the four chiller motors to improve wear and tear on the multiple hard starts they make every day	\$ 80,000	67		\$1,186,500					
2525 Hampstead	Demol the house and pool, relocate existing eastern fence.	\$ 95,000	68						\$1,323,011	
Infrastructure	Add lighting in dimly lit areas of campus	\$ 275,000	69			\$1,461,500				
Infrastructure	Paint light poles	\$ 80,000	70			\$1,541,500				
Sikes House	Repair east replaced roof gutter on east side, second floor. Wood underneath soffit area is peeling/delaminating.	\$ 10,000	71			\$1,551,500				
Sikes House	Repaint pool bottom, salt is degrading it.	\$ 4,000	72			\$1,555,500				
Infrastructure	Parking lot, Resurface large lot west of Central Plant (#6N) -71,000 SF	\$ 450,000	73			\$1,975,500				
Infrastructure	Parking lot, Resurface lot south of O'Donnell (#3). Need to replace in next 3-4 years. -12,000 SF	\$ 175,000	74			\$2,150,500				
Infrastructure	Parking lot, Resurface western half of the lot south of Nocona and north of the Athletic practice field (#6S) -44,000 SF -1-2 years out.	\$ 375,000	75			\$2,525,500				
McGaha Hall	Demolition, including abatement of firing range	\$ 60,000	76						\$1,583,011	
Sunwatcher Village 4	Recarpet remaining apartments in this building (-500 sq ft)	\$ 14,000	77				\$112,500			
Sunwatcher Village 5	Recarpet remaining apartments in this building (-500 sq ft)	\$ 14,000	78				\$166,500			
Sunwatcher Village 6	Recarpet remaining apartments in this building (-500 sq ft)	\$ 14,000	79				\$180,500			
Sunwatcher Village 7	Recarpet remaining apartments in this building (-500 sq ft)	\$ 14,000	80				\$194,500			
Sunwatcher Village Clubhouse	Renovate building for Housing administrative offices	\$ 125,000	81				\$310,500			
- 219 Additional rows hidden for brevity -										
TOTAL:		\$21,790,703		\$ 145,000	\$11,464,300	\$1,094,025	\$621,800	\$182,000	\$1,864,527	\$6,389,000

Projects Status as of 10/18/16

ID	Task Name	Start	Finish	2015												2016															
				A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A			
1	Student Housing Project	Mon 8/18/14	Mon 8/1/16	<div></div>																											
2	Design Site Package	Mon 8/18/14	Tue 4/21/15	<div>100%</div>																											
3	Bid - Site Package	Tue 4/21/15	Fri 5/15/15	<div>100%</div>																											
4	Construction, Site Package	Mon 5/18/15	Mon 7/13/15	<div>100%</div>																											
5	Design Building Package	Mon 8/18/14	Tue 5/26/15	<div>100%</div>																											
6	Bid - Building Package	Tue 5/26/15	Thu 6/18/15	<div>100%</div>																											
7	Construction, Building Package	Wed 7/1/15	Mon 8/1/16	<div>98%</div>																											
8																															
9	Mass Communications Extension to Fain Fine Arts	Mon 2/16/15	Fri 3/10/17	<div></div>																											
10	Design (original completion=7/31/15)	Mon 2/16/15	Tue 9/15/15	<div>100%</div>																											
11	Bid (original completion=9/18/15)	Wed 9/16/15	Thu 11/5/15	<div>100%</div>																											
12	GMP Development	Fri 11/6/15	Fri 2/12/16	<div>100%</div>																											
13	Construction (original completion=10/6/16)	Mon 2/15/16	Fri 3/10/17	<div>65%</div>																											
14																															
15	Roofing Project	Mon 11/3/14	Fri 12/30/16	<div></div>																											
16	Shingles Design, Bidding, Mobilization	Mon 11/3/14	Thu 6/18/15	<div>100%</div>																											
17	Shingles Roof Repair (original completion=8/14/15)	Fri 6/12/15	Fri 1/29/16	<div>99%</div>																											
18	Metal Roofing Design, Bidding, Mobilization	Mon 11/17/14	Fri 7/3/15	<div>100%</div>																											
19	Metal Roofing Repairs (original completion=8/21/15)	Mon 6/29/15	Fri 1/29/16	<div>100%</div>																											
20	Flat Roofing Design, Bidding, Mobilization (original completion=7/31/15)	Mon 2/9/15	Fri 1/29/16	<div>100%</div>																											
21	Flat Roofing Repairs (original completion=10/15/15)	Mon 2/1/16	Fri 12/30/16	<div>90%</div>																											
22	Clay Tile Roofing Design, Bidding, Mobilization (original completion=8/21/15)	Mon 2/9/15	Fri 10/9/15	<div>100%</div>																											
23	Clay Tile Roofing Repairs (original completion=11/30/15)	Mon 10/5/15	Fri 1/29/16	<div>100%</div>																											
24	Misc. Roof Items (greenhouses, HVAC coil repairs, etc.; orig completion=8/31/16)	Mon 11/2/15	Fri 12/30/16	<div>90%</div>																											
25																															
26	Athletics/Intramural/Free-Play Facilities	Mon 11/16/15	Mon 8/1/16	<div></div>																											
27	Softball Field Artificial Turf Construction	Mon 11/16/15	Fri 1/29/16	<div>100%</div>																											
28	South Campus Artificial Turf Field Construction	Mon 2/29/16	Wed 6/1/16	<div>100%</div>																											
29	Main Campus Artificial Turf Fields Construction (orig completion=7/1/16)	Mon 2/29/16	Mon 8/1/16	<div>98%</div>																											
30																															
31	West Campus Annex Parking Lot	Mon 2/15/16	Fri 8/12/16	<div></div>																											
32	Design, bid	Mon 2/15/16	Fri 4/22/16	<div>100%</div>																											
33	Construction	Mon 4/25/16	Fri 8/12/16	<div>100%</div>																											
34																															
35	TAS-ADA/Fire Marshal Upgrades	Mon 12/7/15	Thu 5/31/18	<div></div>																											
36	Architect Selection RFQ	Mon 12/7/15	Fri 2/12/16	<div>100%</div>																											
37	Contract Negotiations	Mon 2/15/16	Tue 4/26/16	<div>100%</div>																											
38	Design	Mon 4/25/16	Tue 2/28/17	<div></div>																											
39	Construction (Fain Fine Arts, Bolin, south Hardin, Ferguson, University Press)	Wed 3/1/17	Thu 5/31/18	<div>15%</div>																											

Executive Attachment 17-08

Projects Status as of 10/18/16

ID	Task Name	Start	Finish	2015												2016											
				A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
41	Gunn College of Health Science & Human Services Building	Fri 12/18/15	Fri 3/1/19																								
42	Architect Selection RFQ	Fri 12/18/15	Mon 2/15/16																								
43	Contract Negotiations	Tue 2/16/16	Fri 4/22/16																								
44	Design	Mon 4/25/16	Wed 5/31/17																								
45	Construction	Thu 6/1/17	Fri 3/1/19																								

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
Student Housing Project	11/7/2014, 5/15/2015	8/8/2014 Treanor Architects	\$ 35,250,000	\$ 35,211,345	\$ 38,655	\$ 35,250,000	\$ - (1)
Mass Comm Extension	11/7/2014, 11/13/2015, 2/12/2016	2/13/2015 Rees Associates	\$ 5,500,000	\$ 5,435,482	\$ 64,518	\$ 5,500,000	\$ - (2)
Roofing Project	2/13/2015	-	\$ 2,654,209	\$ 2,442,751	\$ 211,458	\$ 2,654,209	\$ -
Athletics/Intramural/Free-Play Facilities	12/16/2015, 2/12/2016	State contract	\$ 4,566,200	\$ 4,504,967	\$ 5,000	\$ 4,509,967	\$ (56,233)
West Campus Annex Parking Lot	2/12/2016	ID/IQ-Proven Cornerstone Engineering	\$ 700,000	\$ 625,138	\$ 4,000	\$ 629,138	\$ (70,862)
TAS-ADA/Fire Marshal Upgrades	11/13/2015, 5/13/2016	2/12/2016 Harper-Perkins Architects	\$ 5,270,000	\$ 379,085	\$ 4,890,915	\$ 4,890,915	\$ -
Gunn College of Health Science & Human Services Building	11/13/2015, 5/13/2016	2/12/2016 Randall Scott Architects	\$ 38,000,000	\$ 3,558,306	\$ 34,441,694	\$ 38,000,000	\$ -

(1) Increased budget by \$2 MM due to preliminary estimates.

(2) Increased budget by \$500k to match Guaranteed Maximum Price value after significant value engineering effort.



Facilities Services
3410 Talt Boulevard Wichita Falls, Texas 76308-2099
☎ 940.397.4648 f 940.397.4859

Construction Projects Status Report – Item 17-08

Projects completed since August 2016 Board of Regents meeting include:

1. CONSTRUCTION OF JESSE ROGERS PROMENADE EXTENSION (\$287k).
2. REPLACEMENT OF THE ELEVATOR JACK ASSEMBLY IN McCULLOUGH-TRIGG (\$81k).
3. INSTALL FENCE ALONG BEEFEATER FOR WEST CAMPUS ANNEX PARKING LOT (\$88k).
4. IMPLEMENTATION OF WORK ORDER SOFTWARE SYSTEM FOR FACILITIES (\$5.3k).
5. RENOVATION OF DINING HALL IN CLARK STUDENT CENTER (CHARTWELLS).

Ongoing projects:

EXTERIOR PAINTING OF HARDIN: - \$140k

- The middle building of Hardin has wooden windows which require abatement of the window sealant and repainting.
- Contractor began work in early October; completion by mid-December.

CENTRAL CAMPUS SIDEWALKS PROJECT: -\$575k (pending contract approval)

- Addition of sidewalks and creation of greenspace in the area bounded by Teepec/Jesse Rogers Promenade, Fain Fine Arts, Louis J. Rodriguez Drive, and Comanche (/Marchman).
- Construction underway with completion expected in February.

RENOVATION OF WEST CAMPUS ANNEX FOR TRIO: - \$249k

- Swing space creation for TRIO so program can relocate from McGaha; demo of McGaha planned for summer 2017.
- Renovate eastern portion of building for fire code and Texas Accessibility Standards compliance; minimal aesthetic improvements.
- Developing renovation requirements and bidding electrical and carpentry work.

ADDITIONAL PROJECTS <\$100k:

Projects in process scheduled for completion over the winter include:

1. Installation of 64 cabinet drawers in two Bolin labs to increase lab capacities (\$45k).
2. Addition of netting above Dillard entrances to prevent pigeon roosting (\$10k).
3. Replace failed elevator jack assembly in Ferguson (\$70k).
4. Replace exhaust fan at Clark Student Center Grille Nation (\$10k).

Feasibility Study for:

Facilities Services Relocation

November 10, 2016



Green House Option

Summary:

Construct new Vehicle Maintenance Bldg. & relocate F.S. Departments to existing South Campus Buildings. (Alumni Center, Sikes Lake Center, Outdoor Rec Center)

Design/Construction Budget: **\$2,507,800.00**

Pros:

- Lower Initial Cost
- Immediate Implementation for F.S. Admin. Portion

Cons:

- Ineffective operations (spread over 5 buildings)
- Loss of mature trees adjacent to lake
- Requires 7,000 SF bldg. for shortage
- Aesthetics of Facilities next to Sikes Lake
- Non-Secure Parking for only 24 Fleet Vehicles along south fence of Sikes house
- Requires new bus entry point to Midwestern Pkwy
- Requires access road over City Aqueduct to Taft Blvd. and updating of existing drives
- Increased vehicular traffic for South Campus
- Relocation of academic classes offered in ORC
- Must connect Sikes House, SLC, ORC to City sewer
- Phase II requires Green House relocation - \$300K



Taft Boulevard Option

Summary:

Construct two new buildings for Facilities Services and Fleet/Staff Parking at Fraternity Commons location on Taft Blvd.

Design/Construction Budget: **\$4,208,550.00**

Pros:

- Places support services at campus periphery
- All Facilities personnel in one location
- Secure parking for entire fleet of vehicles

Cons:

- Higher Cost
- Requires access over 50' wide City aqueduct (Non MSU property)
- Immediate displacement of Fraternity
- Visible Taft Location
- Loss of mature trees adjacent to Sikes house
- Distance to majority of campus, Lost time in travel



Taft Boulevard Option



Looking Southwest



Looking Northwest

Hampstead Lane Option

Summary:

Construct two new buildings for Facilities Services and Fleet/Staff Parking at current U.P.D. location, (Corner of Hampstead Lane and L.J.R. Drive)

Design/Construction Budget: \$3,976,050.00

Pros:

- Places support services at campus periphery
- Easy access to campus
- Uses portion of existing UPD concrete paving/parking
- Secure parking for fleet vehicles (includes buses)
- Adjacent to additional parking across Hampstead
- All Facilities personnel in one location

Cons:

- Higher Cost
- Displaces possible north campus parking (190 sp.)
- Near residential neighborhood
- F.S. Staff Parking across Hampstead
- Requires relocation of U.P.D. to 2527



Hampstead Lane Option



Looking Southwest



Looking Northeast



Wichita Falls Museum of Art
at Midwestern State University

Required by the American Alliance of Museums (AAM)
To Meet Standards for Accreditation

Approved by the Museum Advisory Board
Pending Ratification by the MSU Board of Regents

Wichita Falls Museum of Art
at
Midwestern State University

CODE OF ETHICS

Introduction

The Wichita Falls Museum of Art at Midwestern State University, which serves both the university and the community, is governed by the MSU Board of Regents and is guided by the community-based Museum Advisory Board. With the responsibilities to collect, preserve, exhibit, and interpret original works of art, the Museum's purpose is to promote education, awareness, exposure to and understanding of visual art for the public and the campus community.

The Museum's Mission Statement was updated and formally adopted in February 2015:

The Wichita Falls Museum of Art at Midwestern State University enriches life in our community and the University through new experiences in visual art for all ages. Our extensive and growing permanent collection of American art, focused on works on paper, and our changing exhibitions provide a first-class gallery experience. The WFMA supports the University's liberal arts mission and is an educational resource offering varied programs and events for the North Texas region.

Grounded in a history and tradition of public service and stewardship, the Wichita Falls Museum of Art at Midwestern State University, holds its permanent collection as a public trust and uses its resources as an educational resource and benefit for the community and the university. Members of the governing and guiding authorities, Museum employees, and volunteers are committed to the interests of these beneficiaries. MSU honors and values the WFMA by providing its Director with resources, support, and substantial autonomy in the Museum's operations. This commitment was confirmed in the adoption of this Statement of Support by the MSU Board of Regents in 2014:

Midwestern State University (MSU) is the parent organization of the Wichita Falls Museum of Art at Midwestern State University (WFMA), which serves the students and faculty of the University and the community of Wichita Falls. The governing authority for WFMA is the MSU Board of Regents that includes one representative member from the WFMA Advisory Board as a liaison. The partnership fulfills and complements the respective institutional missions and contributes to the intellectual value and community outreach of both the Museum and the University. Under the auspices of and in partnership with MSU, the WFMA endeavors to deliver exceptional visitor experience and educational value, maintaining both short term and long term financial stability and sustainability and providing exemplary stewardship of the collections and care of the Museum facility. With a significant collection of American art and quality exhibitions and programs, the WFMA is an essential educational and intellectual resource for MSU, and the University is committed to dedicating resources of staff, facility, maintenance, and funding to the support the Museum and its mission and to protect the Museum's tangible and intangible assets held in public trust.

The administration of the WFMA complies with applicable local, state, and federal laws and international conventions as well as specific legal standards governing trust responsibilities. The WFMA acts legally and ethically. The purpose of this Code of Ethics is to establish ethical principles to be followed by the MSU Board of Regents, the Museum Advisory Board, the Museum's professional staff and student workers, and volunteers in executing their responsibilities to the Museum in furthering its mission.

Museum Advisory Board

The Museum Advisory Board (MAB) is constituted and governed by the Museum Advisory Board Bylaws, which was approved by the MSU Board of Regents in 2014. The MAB assists and advises the Museum Director in carrying out the Mission of the WFMA, and serves to advise and provide support in areas of fundraising and development. Although the MAB does not have legal or fiduciary responsibility for the operations of the Museum, it provides financial support and serves in an advisory capacity to the Director of the Museum. The Museum Director is the administrative head of the Museum who reports to the President of MSU.

The MAB is a valuable resource for the WFMA. Members of the MAB provide expertise and perspective to benefit the organization and to build connections between the Museum, the University, and the community. Based on the Board's Bylaws, the Board is not for governance, but rather guidance. With the advice and recommendations of the Museum's professional staff, the Board serves to make policy recommendations to the MSU Board of Regents.

The MAB has great value in serving the Museum by advocating for the good of the Museum and by maintaining accountability for finances and collections, by safeguarding the museum's reputation, professionalism, and public trust, and by ensuring support and engagement in the Museum's exhibitions and programs.

As outlined in an approved memorandum "Expectations of Museum Advisory Board Members," the Board is charged to assure the state and the public that the Museum continues to operate for its founding purpose and mission. The MAB is responsible to continually define the organization's Mission and strategic imperatives and to monitor the Museum's long range and short-term goals and action plans. The Board demonstrates loyalty by considering first the best interest of the Museum and by avoiding all conflicts of interest. Loyalty includes confidentiality and functioning as a unified Board. MAB members are asked to support of the Museum financially at whatever level they are comfortable. The Board should assist in setting fundraising goals for the WFMA. The relationship of the Board and Museum Staff is expected to be mutually respectful and cooperative with clearly outlined responsibilities of each.

To avoid conflicts or the appearance of conflicts of interest, each member of the Museum Advisory Board should maintain independence and objectivity and should not benefit financially from serving on the Board. If a member of the Board is contracted for professional services for the museum, the member should step down from their Board position in order to complete the work and be paid by MSU.

MSU Board of Regents

The Museum Advisory Board also serves as a channel of communication to the MSU Board of Regents, the governing board of the WFMA at MSU. The MSU Policies and Procedures Manual includes the "Ethics Policy for the Board of Regents of Midwestern State University," Number 2.25. This Code of Ethics, which is specific for the WFMA at MSU, complies with the standards of conduct and is in accordance with the MSU Policies and Procedures.

The Museum Liaison serves on the Museum Advisory Board and is an appointed member of the MSU Board of Regents in accordance with the Regents' policies and procedures. The Museum Liaison serves on both the Museum Advisory Board and the MSU Board of Regents, and is a dual appointment to ensure a channel of communication between the Museum and the Board of Regents.

Conflicts of Interest

In carrying out their responsibilities to the Museum, members of the MSU Board of Regents, members of the Museum Advisory Board, Museum Employees, and Volunteers must use utmost care not to abuse their positions or contacts within the Museum community, nor compete with the Museum or bring discredit or embarrassment to the Museum. Where conflicts of interest arise, whether actual, potential or perceived, the duty of loyalty to the Museum and its Mission must always be honored.

Members of the MSU Board of Regents, members of the Museum Advisory Board, Museum Employees, and Volunteers may not use the Museum's collections, programs, personnel or services in a manner that would not be available to a comparable member of the general public. No person should use for any personal purpose an object or item that is part of the Museum's collections or under the curatorial care of the Museum. Nor should property, facilities, supplies, or resources be utilized except for official Museum business.

A possibility for conflict of interest, or appearance of such, exists whenever members of the MSU Board of Regents, or the Museum Advisory Board, or Museum Employees, or Volunteers personally collect art objects of a type collected by the Museum. While art collecting can promote connoisseurship and enhance professional knowledge, personal collecting is subject to the following guidelines:

- Board members and Museum Employees should not knowingly compete with the Museum for an acquisition of a work of art for the permanent collection.
- Board members, Museum Employees and Volunteers are not permitted to purchase from the Museum any object deaccessioned by the Museum or to trade objects in their personal collections for objects in the Museum's Collections.
- Board members and Museum Employees should not use their affiliation with the Museum to promote an independent art dealing business. The sale of art objects is prohibited on the Museum's premises except in the Museum Shop and at events organized to raise funds for the Museum.

Museum Employees may not give written or verbal appraisals for art objects for any member of the public or anyone affiliated with the Museum. It is a conflict of interest for WFMA Employees to provide estimates to donors or potential donors to the Collection of any object's value.

Collections

The WFMA is dedicated to the proper stewardship of its collections, according to the standards of the American Alliance of Museums, and is committed to protecting and preserving objects of art in the permanent collections. As prescribed in the Museum's Collection Management Plan, which was approved by the MSU Board of Regents in 2014, the safeguarding and preserving of objects includes: accurately documenting provenance and donor information; encouraging research and dissemination of information about the collections; granting appropriate access to scholars, academic community and public; processing loans of artworks in the collections to other institutions; establishing ethical policies and procedures regarding accessioning and deaccessioning of works of art and artifacts; and maintaining prescribed procedures for maintaining rights and reproductions of objects in the collections.

The accession and de-accessioning of objects in the Museum's permanent collection must conform to the code of ethics in accordance with the WFMA's Collection Management Policy, which was approved by the Museum Advisory Board and ratified by the MSU Board of Regents on November 7, 2013. The existence of a de-accession policy should not, however, be taken to imply that collections are a resource for the purpose of raising revenue to cover operating costs. The Museum holds its collection in the public trust that obligates the WFMA to act in accordance with the highest ethical standards as defined by the American Association of Museums (AAM). De-accessioning permanently removes an object from the collections through donation, transfer, exchange, sale, repatriation, loss from collections, deterioration beyond repair, and loss through natural disasters, and allows the transfer of unrestricted title to the receiving agency. Income from de-accessions shall be used solely for the purchase or acquisition of another work or works for the permanent collection.

Implementation

This Code of Ethics serves as the umbrella for the Mission and polices for the WFMA at MSU. The policies, which are recommended by the Museum Advisory Board and approved by the MSU Board of Regents, are monitored under the supervision of the Museum Director.



Wichita Falls Museum of Art
at
Midwestern State University

Required by the American Alliance of Museums (AAM)
To Meet Standards for Accreditation

Approved by the Museum Advisory Board
Pending Ratification by the MSU Board of Regents

Wichita Falls Museum of Art
at
Midwestern State University

EMERGENCY RESPONSE AND DISASTER PREPAREDNESS PLAN

**Wichita Falls Museum of Art
at
Midwestern State University**

Emergency Response and Disaster Preparedness Plan

Updated October 1, 2016

This Emergency Response and Disaster Preparedness Plan prepares the Museum Staff and Advisory Board and MSU Administration and security officers to react calmly and effectively in the event of an emergency situation.

This comprehensive plan deals with human safety of staff and visitors, protection of the art collections and exhibitions, disaster prevention, immediate response activities, recovery and salvage procedures. Procedures follow guidelines in Midwestern State University's Emergency Management Plan.

In case of an incident, the following priorities should be considered:

- Priority 1 **Human Safety** issues including evacuation of buildings
- Priority 2 **Collections and Essential Records** protection and recovery
- Priority 3 **Electronic Equipment** protection and recovery
- Priority 4 **Fixtures and Furniture** protection and recovery

In an emergency, the correct number to call from any campus phone is 911. The caller should immediately make clear to the 911 operator that he or she is at the WFMA on the MSU Campus, so that the dispatcher will notify MSU Police Department. In all matters where police assistance is needed, the local number, 397-4239, is appropriate and is answered 24/7.

For the Plan to be effective, all staff and security are required to attend training, read and sign off on these procedures. Member of the Museum Advisory Board, Volunteers, and Docents should attend training and must read sign off on these procedures.

EMERGENCY PLAN TABLE OF CONTENTS

I.	Emergency Response Procedures	
	Emergency Evacuation	page 5
	Emergency Response Team, Contact Info	page 6
	After Evacuation and Emergency	page 6
	Fire and Smoke	page 7
	Medical Emergencies	page 8
	Theft, Vandalism, or Accidental Damage	page 9
	Severe Weather, Tornado, Earthquake	page 9
	Bomb Threat	page 11
	Environmental or Hazardous Materials	page 12
	Explosion	page 12
	Harassment or Civil Disturbance	page 12
	Hostage Situation, Armed Attack, Terrorism	page 13
II.	Prevention and Preparedness Procedures	
	Communication and Training	page 16
	Prevention of Theft & Vandalism	page 16
III.	Recovery Procedures	
	Response Phase	page 18
	Salvage Phase	page 18
	Rehabilitation Phase	page 18
	Flood or Water Damage	page 19
	Paintings, Paper, Photographs, Objects	
	Initial Procedures for Mold	page 21
	Rodents or Insects	page 21

IV. Resources

Supply Inventory	page 21
Emergency Funds	page 22
Emergency Resources	page 22
Conservation Consultants	page 22

V. Forms, Checklists, Attachments

- a. Accident Report**
- b. Artwork Incident Report**
- c. Artwork Condition Report**
- d. Museum Floor Plan and Fire Extinguisher Locations**
- e. Museum Collection Priorities**

Emergency Response Procedures

Emergency Evacuation

1. **Call 911** to report an emergency and **PULL RED ALARMS** located at (1) front door near Security Code box, (2) side door to terrace, (3) back service entrance hallway near Security Code Box, (4) emergency door in gallery, (5) exit door on East side of building in service hallway.
2. The first staff responder to any incident should immediately notify the MSU Chief of Police, the Museum Director, the Curator, the Collections Manager, the MSU President and the MSU VP of Finance. The Contact List identifies other key individuals who need to be notified
3. Follow instructions of MSU Police.
4. Remain calm and assist persons in immediate danger.
5. All staff should immediately evacuate all visitors from the building and check all offices to ensure that everyone exits the building safely.
6. Close, but **do not lock**, all doors behind you as you go.
7. Take with you only your car keys or purse.
8. Do not use landline telephones during a fire or other emergency.
9. If possible, a Security or staff person who has been trained to use a portable fire extinguisher should extinguish a small fire or contain a small fire at point of origin by closing interior doors/windows. Do not jeopardize human safety to do so.
10. Always keep yourself between the fire and an exit.
11. In case of bomb threats, leave doors open.
12. Do not turn any lights or equipment on or off.

13. Proceed as quickly and safely as possible to the **designated evacuation meeting area** in the West Museum Parking lot.
14. Do not stand in the street.
15. A designated Museum staff person will be responsible to conduct a headcount to try to ascertain if everyone in the building has successfully evacuated.
16. In case of an earthquake, take cover under a desk or in doorway, away from windows. Once the trembling has stopped, follow the evacuation procedures
17. The following Museum Staff members have completed CPR and Defibrillator training:

Museum Emergency Response Team

<u>Museum Staff</u>	<u>Title</u>	<u>Office #</u>	<u>Cell#</u>
Francine Carraro	Director	940-397-8948	307-699-0069
Danny Bills	Curator	940-397-8946	940-337-4653
BriAnna Satterfield	Collections Mgr	940-397-8996	940-781-2001
<u>Resources</u>	<u>Title</u>	<u>Office #</u>	<u>Cell#</u>
MSU Police		940-397-4239	

After Evacuation and Emergency

1. Once in the designated area, perform a physical count of all visitors, students, and staff members.
2. Fire or Police Department officials will announce when the scene is secured.
3. Await updates from MSU Police or Museum Security staff.
4. One security officer or designated Museum staff member should remain at a safe distance near the front of the building to monitor the front entrance.
5. One security officer or designated staff member should remain at a

safe distance outside the back door

6. The follow-up walk-through includes Chief of MSU Police, Museum Director, Collections Manager, and Curator.

7. Whoever initiates an emergency evacuation should complete the appropriate Incident Report and submit copies to the Museum Director, Collections Manager, Curator, within 24 hours.

8. The MSU Director of Marketing and Public Information (currently Julie Gaynor 940-397-4352) is the University's authorized representative for any media inquiries about the emergency incident.

Fire and Smoke

1. Remain calm.
2. **Call 911** immediately and notify the MSU Police
3. In addition, use one of the **RED PULL ALARMS** located at (1)
4. Smoke/heat detector activation directly alerts MSU Systems Control, which notifies the Fire Department.
5. Never allow the fire to come between you and the exit.
6. Human safety is paramount. If possible to do so safely, unplug electrical and computer equipment that might contribute to the fire.
8. To evacuate the building, follow the evacuation procedures to designated safe location.
9. If the fire is small, a Security Officer or staff member should attempt to extinguish it with a handheld extinguisher (**if trained to use an extinguisher properly**). Do not jeopardize your safety or that of your co-workers to put out a fire.
10. All fires, no matter how small, must be reported to Museum Security and the

Fire Department.

11. Whoever discovers damage or theft should complete the appropriate Incident Report within 24 hours.

Medical Emergencies

1. **Call 911** immediately and notify the MSU Police.
2. Reassure the patient that help is on the way and make them comfortable.
3. Unless it is a life-threatening situation, do not attempt to render first-aid yourself. For your personal safety, there is a box of latex gloves in the cabinet along with the first-aid kit located in the Mailroom.
4. Keep the area around the injured person clear of others.
5. **Do not attempt to move an injured person.**
6. Avoid unnecessary conversation with, or about, the injured or ill visitor, or members of his/her party. You might increase the person's fears, and contribute to medical shock. Limit your communication to quiet reassurance.
7. Be sure to get the necessary information for the Incident Report, i.e. injured person's name, address, and phone number.
8. Do not discuss the possible cause of an accident or any conditions contributing to the cause.
9. Under no circumstances should an employee, volunteer, or docent discuss any insurance information with members of the public.
10. After a visitor's needs have been cared for and the incident is concluded,

remain on call to assist with pertinent information for the incident report
to be prepared by Museum Staff.

Theft, Vandalism, Accidental Damage

1. Report any suspicious activities or behavior to the Museum Director or Curator or Collections Manager.
3. If the theft or vandalism is in process, **call 911** and notify MSU Police immediately.
4. If theft or serious damage to a work of art is discovered, Museum Staff will clear the public from the gallery and close the gallery.
5. Visitors should be asked to remain in the Museum until University police arrive. If they must leave, Security Officers should ask them to give their names and phone numbers. Do not detain anyone against their wishes.
6. If the person (person of interest) leaves, **do not try to detain the individual.**
7. Write down a good physical description of the person, i.e. height, weight, hair color, clothing, glasses, hat, etc.
8. Make note of the direction and mode of travel, license number and description of the vehicle, if possible.
9. During the routine process of opening the Museum, if a door is discovered open or window(s) are broken, do not enter the building or room, but immediately **call MSU Police and 911.**
10. Whoever discovers damage or theft should complete the appropriate Incident Report

Severe Weather, Hurricane, Tornado, Earthquake

1. MSU has an internal procedure that electronically notifies key university members of significant weather warnings. In order for that to happen, the person receiving the

message must be registered with the MSU Alert System. Once registered and put into this group, this person will receive weather warnings with the other members in the group by email, text, or both.

2. SHELTER IN PLACE: During natural disasters, and/or an emergency situation on the Museum Grounds where it would be unsafe to allow staff or visitors to leave the building, implement a Shelter in Place.

2. A tornado watch means conditions are right for a tornado. During a tornado watch, staff should be alert to weather conditions.

3. A tornado warning means that a tornado has been sighted within a 25-mile area. Tornado warnings normally are given 3 to 15 minutes in advance of the tornado.

4. Remain calm and avoid panic. Proceed to an area of safety: rooms and corridors without windows in the innermost part of a building.

5. Do not wait for a tornado warning, but proceed to safety ahead of time.

6. Crouch near the floor or under heavy, well-supported objects and cover your head.

7. Turn off computers. Do not use land lines or electrical appliances.

8. Continue to listen to radio for instructions.

Protection during an earthquake:

1. Choose a safe place for protection from an earthquake in every room or gallery because it is dangerous to try and move too far during the aggressive shaking of an earthquake.

2. **DROP, COVER, AND HOLD ON.** Good earthquake protection places include getting under a sturdy table or desk. The next best place to cover yourself from falling and flying objects during an earthquake is in a doorway.

3. If nothing else, try to get up against an inside wall where nothing can fall on you.

5. Eliminate hazards by: bolting bookcases, cabinets, and other tall furniture to

wall studs.

After a storm, tornado, and earthquake:

1. Remain calm; be prepared for after-shocks or secondary storm.
2. Do not remove injured persons unless they are in danger.
3. Follow instructions from Police and Firefighters.

Bomb Threat

If a bomb threat is received by phone, evacuation routes will be searched before evacuation takes place. University police will conduct this search, when possible accompanied by a Museum Staff person.

1. The receiver of the call should pay attention to their telephone display and record the information shown in the display window.
2. Have another person ~~call 911 from an alternate telephone.~~
3. Evacuation does not occur until ordered by an authority.
3. The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time.
4. While engaging the caller, pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).
5. Note any characteristics of the caller's voice (gender, age, education, accent).
6. Attempt to obtain information on the location of a device (building, floor, room, etc.).
7. Attempt to obtain information on the time of detonation and type of detonator.

8. The decision to evacuate should be made and directed by the Police.
9. If the threat was left on voice mail, do not erase.
10. After the incident make the appropriate Incident Report.

Environmental Emergency or Hazardous Materials

· Call 911. Evacuate the area immediately. Designated Security Officers and staff should direct visitors out of the front doors.

Await at rally point for updates from MSU Police or Museum staff.

1. The first staff responder to any incident, after calling 911, should immediately notify the Collections Manager, Curator, and Museum Director. Initiate a "phone tree," if necessary.

Explosion

An explosion may be caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling glass or debris, or building damage.

1. Evacuate the building as quickly and calmly as possible. Call 911.
2. If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk.
3. If there is a fire, stay low to the floor and exit the building as quickly as possible. Proceed to designate evacuation area.
4. If you are trapped in debris, tap on a pipe or wall so that rescuers can hear where you are.

5. Assist others in exiting the building and move to designated evacuation area.
6. Keep streets and walkways clear for emergency vehicles and crews.
7. Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.
8. IF SUSPICIOUS DEVICE OR PACKAGE IS SEEN, DO NOT TOUCH. CALL 911.

Harassment or Civil Disturbance

If you are harassed by a visitor or other individual, reacting in anger and in a manner that attacks the harasser can escalate the situation. Be calm and assertive, focusing on the behavior not the person.

1. If necessary, call 911. Report the harassment immediately to the Museum Director and MSU Police.\
2. If possible, ask a staff member to assist in the situation. They can be a witness, if nothing more.
3. Address the harasser in a calm, firm voice.
4. Identify the offensive behavior.
5. State your reaction.
6. Offer an alternative behavior.
7. Do not touch the person or attempt to physically escort them out of the Building.
8. Write down a complete physical description of the person and document the offensive behavior.
9. If the person leaves, make note of the direction and mode of travel, license number and description of the vehicle.

10. In many cases protests on Grounds such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A protest should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- Disruption of the normal operations of the University.
- Obstructing access to offices, buildings, or other University facilities.
- Threat of physical harm to persons or damage to University facilities.
- Willful demonstrations within the interior of any University building or structure, except as specifically authorized and subject to reasonable conditions imposed to protect the rights and safety of other persons and to prevent damage to property.
- Unauthorized entry into or occupation of the Museum or of any University room, building, or area of the Grounds.
- any unauthorized or improper use of any Museum or University property, equipment, or facilities.

11. In case of major protest or civil disturbance at or around the Museum, contact the MSU Police Department. Call 911.

Hostage Situation, Armed Attack, or Terrorism

Violent incidents including but not limited to acts of terrorism, assaults, and incidents of workplace violence can occur on the Museum and University Grounds with little or no warning. It should be noted that the following instructions are intended for incidents that are of an emergency nature (i.e., imminent or having just

occurred).

1. Emergency situations should be reported to law enforcement. Call 911.

2. Be prepared to provide as much information as possible, such as the following:

- a. what is happening
- b. the location
- c. who is involved
- d. type of weapon(s) involved, if any
- e. your name and address

3. Taking the time to provide such information will not delay law enforcement response. Complete information may allow them to handle the matter more effectively.

4. The first staff responder to any incident, after calling 911, should immediately notify the MSU Police and Museum Director. Initiate a "phone tree," if necessary.

PREVENTION & PREPAREDNESS

Communication and Staff Training

- The Emergency Plan (red notebook) is located at the receptionist desk, and in each office of Museum Staff.
- All staff should be familiar with its contents.
- The Museum plan is reviewed and updated annually by the Museum Director, Collections Manager, and Curator.
- The success of the plan depends on participation by staff, security officers, volunteers, and docents in an annual Emergency Training Procedures Seminar presented by Museum staff in collaboration with the MSU Police Department.
- Review the Emergency Plan annually, updating as necessary any of the following:
 - Names, addresses and telephone numbers of all personnel, consultants, and services
 - Emergency procedures

Preventive measures against theft and vandalism:

1. Be familiar with the artworks that are on view in the galleries.
2. Be alert for unusual activity near works of art.
3. Keep tour groups small so that the docent can be aware of each visitor's whereabouts. Each tour should have at least one docent and one backup docent. Be aware of group stragglers. Stay between the group and the art during movement, if necessary.
4. Request that visitors to leave backpacks, oversized handbags, parcels, umbrellas and coats at the reception desk prior to entering the

galleries.

5. Large items, such as strollers, baby carriages and rigid backpacks that can cause injury to others, as well as damage to works of art should be left at the first floor reception desk.
6. Be alert for diversion tactics that could draw your attention.
7. Maintain a count system of visitors to the Museum.
8. Be aware of visitors who seem concerned with entrances, exits and security motion sensors.
9. Record and report unusual occurrences that arouse suspicion.
10. To keep from sending a message to the public that vandalism is acceptable, all public areas must be kept clean. Museum Staff should remove any damaged or defaced objects, signs, or labels immediately to be repaired or replaced.

RECOVERY PROCEDURES

Response Phase

1. Museum Director initiates phone tree notification and assembly of essential staff members.
2. MSU Police establishes security measures.
3. Curator and Collections Manager assesses risks to the collection.
4. Facility Manager procures and assembles the necessary supplies and contacts MSU Facilities Management
5. Museum Director gets clearance from police to enter the building following an evacuation.
6. Museum staff and MSU staff collaborate to make a detailed assessment of the damage.
8. Curator and Collections Manager locate and consult with a conservator(s) to develop a detailed plan of prioritized action for the collections.
9. Museum Director briefs all staff members.
10. Museum Director communicates with University spokesperson, the MSU Director of Marketing and Public Information (currently Julie Gaynor 940-397-4352), for any media inquiries.

Salvage Phase

1. Directed by Curator and Collections Manager, Museum staff members, and volunteers work to:
 - a. stabilize affected collections
 - b. remove any affected collection objects to another area of the Museum building or pack for transit to off-site storage

Rehabilitation Phase

Collections Manager and Curator arrange for rehabilitation under direction of a conservator:

- Smoke removal and deodorization
- Fumigation

- Cleaning
- Repair, re-matting, reframing
- Relabeling or marking
- Rehousing of objects
- Reprocessing and copying photographic media and archival data

Flood or Water Damage

1. As soon as it is safe to enter the flooded area, use mops or wet vacs to remove water.
2. The recovery team will evaluate the situation and decide whether materials can be dried on-site or should be moved to a freezer facility.
 - Freezing involves placing the moldy objects in an atmosphere of below freezing temperatures. It is a fungistatic, not fungicidal treatment, meaning it will halt growth but will not kill spores. Freezing presents an option for halting the spread of mold while you prepare for cleaning.
3. If damaged materials are not too numerous or too thoroughly soaked, air drying will be a viable option and a drying area will be required.
 - Air drying of damp, moldy items will inactivate the mold, though it should be done in an area that is vented to the outside or isolated, to prevent the spreading of spores. In order to retard the growth of mold, the temperature and humidity must be low.
 - Turn the heat off in winter and the air conditioning on in summer; use fans, open doors and windows to maximize air circulation.
 - Carefully remove wet debris, damaged materials, and carpet to a work area that also has low temperature, humidity and good air circulation.
4. Keep an inventory of works removed to freezer or drying facilities.
5. Arrangements should be made to monitor the flood area for potential after-effects of water damage.

6. Paintings

- Drain off excess water and take to safe area for professional assessment and drying.
- Transport horizontally if possible.
- The order of removal and treatment should be: first, the most highly valued; second, the least damaged; third, those slightly damaged; and, fourth, those severely damaged.

7. Works on Paper

- Single sheets of paper: Do not try to separate but interleave the folders every 2 inches with freezer paper.
- Watercolors and manuscript pages with soluble media: Do not blot the surface. Quickly freeze.
- Framed prints and drawings: If time and space permit, unframed and pack as for single sheets.
- Oversize prints: Sponge standing water out of drawers. Remove the drawers from the cabinet and freeze them

8. Photographic Materials

- Photographs, prints and negatives should be kept wet in containers of fresh cold water until they are either air dried or frozen. If allowed to partially dry they will stick together.
- Pack inside plastic garbage pails or garbage bags inside of cardboard boxes. Keep to a minimum the amount of immersion time.
- Salvage color photographs first, then prints, then black and white negatives and transparencies.
- Air drying is done on blotters, paper, or nylon screen, emulsion side down.

9. Objects (wood, metal, glass, stone)

- Drain off excess water and take to safe area for professional assessment and drying.
- Transport on a cart if possible. If not, carry one object at a time.
- Two or more staff should carry larger objects and paintings.
- The order of removal and treatment should be: first, the most highly

valued; second, the least damaged; third, those slightly damaged; and, fourth, those severely damaged.

10. Initial Procedures for Mold

· Denatured and isopropyl Alcohol (is used to remove mold from solander boxes and book covers, as if not only kills the spores, but also wets down and powdery substances, so that these may be wiped off without spores becoming airborne.

11. Initial Procedures for Rodents or Insects

- Isolate infested material from the rest of the collection
- Identify the type and extent of infestation
- Call exterminator for assistance
- Contact appropriate conservator for recommendations and treatment options

Resources

Supply Inventory

Boxes
Cleaning Disinfectants
Dehumidifiers
Extension cords
Fans
First Aid Kits
Flashlights and batteries
Garbage bags
Generator, potable
Hammer and nails
Hand saw
Hoses, buckets
Hygrometers

Labels
Ladders
Mops
Paper towels
Pen/pencils/markers
Plastic sheeting
Plywood
Masks, gloves, aprons
Scissors
Shovel
Tape, packing materials
Clean newsprint
Water vacuums
Work lights

How to Purchase in an emergency?

Use Personal credit cards for reimbursement
Use MSU P-card
Contact University VP Finance

Resources

Use of Freezer	Museum freezer in Kitchen
	MSU Cafeteria Freezer
Water clean up	MSU facility Services

Conservation Consultants

Carrabba Conservation, Inc., Austin, Texas 512-452-5880



Wichita Falls Museum of Art
at Midwestern State University

ACCIDENT REPORT

TO BE COMPLETED WITHIN 24 HOURS AFTER ANY INCIDENT INVOLVING ACCIDENT/INJURY TO
AN MSU STUDENT, STAFF, FACULTY OR VISITOR, OR MUSEUM PROPERTY DAMAGE.

SUBMIT TO THE WFMA MUSEUM DIRECTOR AND THE MSU POLICE DEPARTMENT.

DATE/TIME _____

LOCATION _____

REPORTED TO MSU POLICE

NO

YES, CASE/REPORT NUMBER _____

PERSON(S) INVOLVED

NAME

ADDRESS

PHONE #

DESCRIPTION OF INCIDENT

REPORT COMPLETED BY

NAME

TITLE

PHONE #

Wichita Falls Museum of Art at MSU
2 Eureka Cir | Wichita Falls, TX 76308
(940) 397-8900



Incident Report

Accession No. _____
Date of Report _____
Report By _____

Use this form to report any property theft, loss, or damage to the Museum collection or property. Reports should be made within 24 hours of knowledge. Condition reports for individual objects should be filled out separately.

Type: ☐ Theft / Loss ☐ Damage ☐ Other: _____

Description of theft, loss, or damage

Object Description: _____
Date and time of incident: _____
Location of Incident: _____

Incident Summary

Basic description of the incident

Incident Details

Specifically, what caused the incident (who, what, where, when, how)

Notification Process

Include every step in the notification process

Name Curator of Collections and Exhibitions

Signature

Date

Name Museum Director

Signature

Date

Wichita Falls Museum of Art at MSU
2 Eureka Cir | Wichita Falls, TX 76308
(940) 397-8900



Condition Report

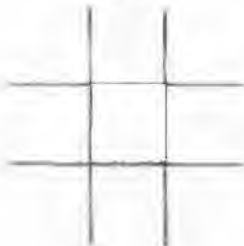
Accession No. _____ Report By _____
Date of Report _____ Report For _____

Object Description

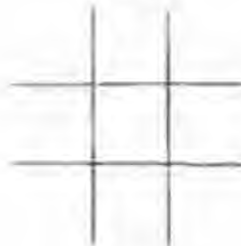
Marks

Condition Description

Front



Back



Paper

☐ Taunt ☐ Discolored ☐ Creased ☐ Abrasion ☐ Cockling ☐ Wrinkled ☐ Stained
☐ Foxing ☐ Yellowing ☐ Torn

Paint

☐ Lifting ☐ Flaking ☐ Cockling ☐ Soiled ☐ Abrasions ☐ Discolored

Fabric Support

☐ Taunt Loose/Buckling ☐ Draws in corner ☐ Hole/Tears ☐ Keys in place ☐ Missing

Frame

☐ Miter loose ☐ Broken ☐ Finish flaking ☐ Cracking ☐ Hardware

Sculpture

☐ Loose pieces ☐ Broken pieces ☐ Brittle ☐ Stained ☐ Worn ☐ Missing pieces ☐ Holes
☐ Tarnished ☐ Fading

Mat

☐ Acidic ☐ Acid Free ☐ Discolored

Hinges

☐ Rice paper ☐ Linen tape ☐ Photo corners ☐ Masking tape

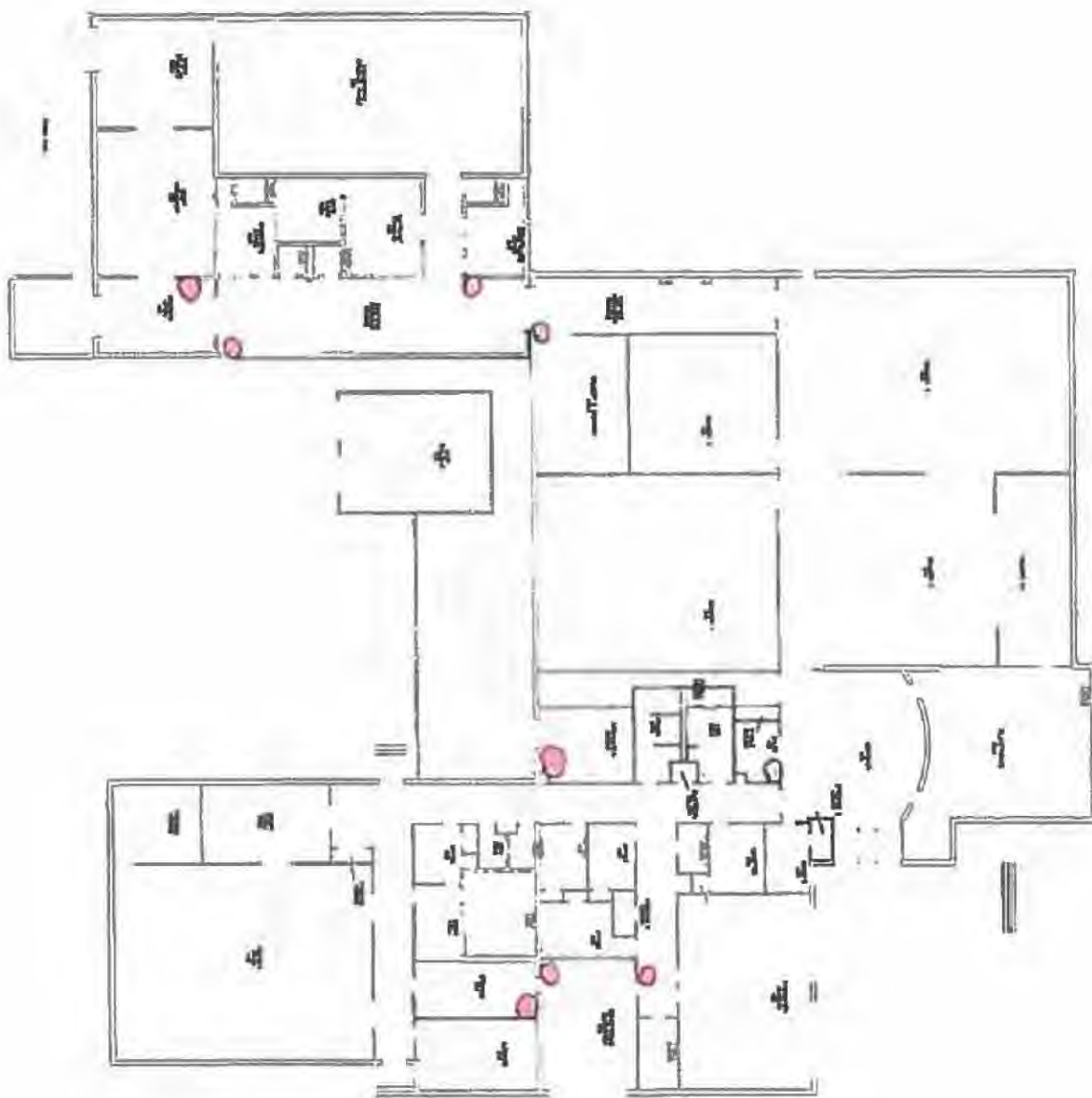
If In Need of Conservation Work

Previous Conservation Work

Treatment Policy

Days Monitored

Other Remarks



WFMA Floor Plan and Location of Fire Extinguishers

MUSEUM COLLECTION PRIORITIES
REMOVE THESE ARTSWORKS FIRST IN CASE OF EMERGENCY

Homer, Winslow	<i>Saved</i> , 1889, Etching	OS1010
Hopper, Edward	<i>Evening Wind</i> , 1921, Etching.	OS1010
Revere, Paul	<i>Boston Massacre</i> , 1770, hand-colored engraving	OS709
Close, Chuck	<i>Portrait-Scribble-Etching</i> , 2000, etching	HR801
Jimenez, Luis	<i>Boarder Crossing</i> , 1987, Lithograph	OS1008
Thiebaud, Wayne	<i>Gum Ball Machine</i> , 1970, Intaglio	FFD26
Warhol, Andy	<i>Marilyn</i> , 1967, Serigraph	HR701
Motherwell, Robert	Untitled, 1974, Aquatint & Collage	OS1010
Pollock, Jackson	Untitled, 1951, Serigraph	OS1010
Nevelson, Louise	<i>Essences #6</i> , 1977, Intaglio	HR602
Frankenthaler, Helen	<i>Lilac Arbor</i> , 1970, Aquatint	OS1009
Johns, Jasper	<i>Fool's House</i> , 1972, Lithograph	HR601
Dine, Jim	<i>Red Beard</i> , 1973, Etching	HR802
Oldenburg, Claes	<i>The Letter Q as Beach House with Sailboat</i> , 1972, Lithograph	OS1012
Indiana, Robert	<i>The Figure 5</i> , 12971, Screenprint	HR502
Lichtenstein, Roy	Untitled, 1979, Lithograph	OS702
Rosenquist, James	<i>Marilyn</i> , Lithograph, 1974	OS1012
Wesselmann, Tom	<i>Sedfre</i> , 1969, Screenprint	OS1008
Francis, Sam	<i>Red Again</i> , 1972, Screenprint	OS1008
Diebenkorn, Richard	Untitled, <i>For Serge</i> , 1970, Lithograph	OS1008
Toby, Mark	<i>Flight Forms</i> , 1966, Lithograph	OS1008
Rauschenberg, Robert	<i>Mule</i> , 1974, Transfer & Collage	HR402
deKooning, Willem	Untitled, 1970, Lithograph	HR602
Nolen, Kenneth	<i>Twin Planes</i> , 1969, Screenprint	HR602
Krasner, Lee	<i>Embrace</i> , 1970, Serigraph	HR702
Guston, Philip	Untitled, 1966, Lithograph	OS1008

WFMA Deaccession

Approved by the Museum Advisory Board August 3, 2016

In compliance with the approved Collections Management Policy of the WFMA at MSU, the following acquired objects are recommended by the Museum Director and Curator for deaccession from the Permanent Collection. The objects are consistent with the Museum's Deaccession Policy reasons for deaccessioning and no state funds were used to purchase the objects. Upon the recommendation of the Museum Advisory Board and the ratification of the MSU Board of Regents, the objects will be formally deaccessioned from the Museum's Permanent Collection in a timely manner and relocated in accordance with the WFMA Collections Management Policy.

Specific reason for Deaccessioning: The objects listed below do not relate to the WFMA's mission and scope of collection.

Disposal

In considering alternatives for the disposition of deaccessioned objects, the Museum will consider the best interests of the Museum, the public, scholarly and cultural communities it serves, and the public trust it represents. Gift, exchange, or sale to an appropriate tax-exempt institution will be given first consideration. If objects are offered for sale to the public, preference will be given to an advertised public auction, or other public market place, that will best protect the interests, objectives, and legal status of the Museum. No person associated with the WFMA, including any staff, Advisory Board members, Board of Regents members, or representative or relative of such persons, may acquire a work deaccessioned by the WFMA. Income from deaccessions shall be used solely for the purchase or acquisition of another work or works.



Accession Number: 1966.0014.0001

Description: Eye glasses frames, chain attached, 1.25" x 4.375"

Acquisition Method: Donation, 1966, Anthony Brollier



Accession Number: 1966.0020.0001

Description: Old type soda pop bottle, 6.75" x 2.75" x 2.75"

Acquisition Method: Unknown



Accession Number: 1966.0030.0001

Description: Eyeglasses and case, 5" x 6.25" x 1.25"

Acquisition Method: Donation, 1966, Peul E. Morton



Accession Number: 1968.0001.0006

Description: Shuttle for spinning wheel, 1.5" x 11.5" x 2"

Acquisition Method: Donation, 1968, Maruin Cook



Accession Number: 1968.0001.0007

Description: Shuttle for spinning wheel, 1.5" x 11.5" x 2"

Acquisition Method: Donation, 1968, Maruin Cook



Accession Number: 1968.0006.0001

Description: Spectacles/eyeglasses, 1.625" x 4.25"

Acquisition Method: Donation, 1968, Walter Ehler



Accession Number: 1968.0006.0002

Description: Spectacle/eyeglass case, 2" x 4" x .25"

Acquisition Method: Donation, 1968, Walter Ehler



Accession Number: 1968.0015.0010

Description: Miner's candlestick, 3" x 9" x 2"

Acquisition Method: Unknown

Accession Number: 1968.0015.0025



Description: Dagger, tip broken, 1" x 7.5" x .75"

Acquisition Method: Unknown



Accession Number: 1968.0015.0063

Description: Miniature wooden stand for Koran, 11.25" x 9" x 4"

Acquisition Method: Donation, 1968, M.L. Chamberlin



Accession Number: 1968.0026.0004

Description: Toy rocking chair, 8.5" x 7" x 4.75"

Acquisition Method: Donation, 1968, Knox Egan



Accession Number: 1985.0029.0002

Description: Toy carriage, 8" x 17" x 6.5"

Acquisition Method: unknown



Accession Number: 1985.0029.0003

Description: Miniature toy high chair, 3" x 1.5" x 1.5"

Acquisition Method: unknown



Accession Number: 1985.0029.0004

Description: Anchor blue miniature toy stove, 4" x 2" x 3"

Acquisition Method: unknown



Accession Number: 1986.0001.0019

Description: Oil jar and pouring spout, 14" x 3.5" x 3.5"

Acquisition Method: unknown



Accession Number: 1986.0001.0020

Description: Ball jar and pouring spout, 13" x 3.5" x 3.5"

Acquisition Method: unknown



Accession Number: 1986.0001.0022

Description: Light bulb, 5.75" x 2.5" x 2.5"

Acquisition Method: unknown



Accession Number: 1986.0001.002

Description: Dairy thermometer, 2" x 7" x 2"

Acquisition Method: unknown



Accession Number: 1986.0001.0026

Description: Butter mold, 5" x 5.75" x 3.625"

Acquisition Method: unknown



Accession Number: 1986.0001.0036

Description: Surveying aneroid system barometer with leather case, 3" x 6" x 6"

Acquisition Method: unknown



Accession Number: 1986.0001.0037

Description: Surveyors compass, 3" x 2.75"

Acquisition Method: unknown



Accession Number: 1986.0001.0041

Description: Viola phone gold point needles, 1" x 1.5" x 6.25"

Acquisition Method: unknown



Accession Number: 1986.0001.0050

Description: Miniature toy wooden table, 9" x 13.75" x 13.5"

Acquisition Method: unknown



Accession Number: 1986.0001.0051

Description: Miniature piano stool, 9.25" x 7.25" x 7.25"

Acquisition Method: unknown



Accession Number: 1986.0001.0055

Description: Eyeglasses with pin & chain to attach, 1.25" x 5.25" x .75"

Acquisition Method: unknown



Accession Number: 1986.0001.0056

Description: Eyeglasses with earpieces, 4.625" x 2" x .75"

Acquisition Method: unknown



Accession Number: 1986.0001.0057

Description: Wool cards (pair) The Only Genuine Old Whittemore Pattern No. 10 cotton, 8.75" x 10.375" x 5"

Acquisition Method: unknown

**ACADEMIC AND STUDENT
AFFAIRS COMMITTEE**

Academic and Student Affairs Committee

Membership

Lynwood Givens, Chairman
Shawn Hessing
Nancy Marks
Shelley Sweatt

Reading and Approval of Minutes

17-15. The minutes of the Academic and Student Affairs Committee meeting August 4, 2016, will be recommended for approval by the committee as shown in the minutes' section of this agenda as Minutes Attachment 17-15.

Faculty Report

17-16. Dr. David Carlston, Faculty Senate Chairman, will provide a report on behalf of the MSU Faculty Senate. Additionally, Dr. Robert Forrester, Dillard Distinguished Professor of Finance, will visit with the Board regarding his teaching, research activities, and interests.

Staff Report

17-17. Ms. Angie Reay, Staff Senate Chair, will provide information on behalf of the MSU Staff Senate. Additionally, Mr. Mario Ramirez, Assistant Director of Student Development and Orientation, will visit with the board regarding his work at MSU.

Student Government Report

17-18. Ms. Shayla Owens, President of the MSU Student Government Association (SGA), will provide an update on Student Government.

Athletics Report

17-19. A report on MSU Athletics is shown in Attachment 17-19.

Enrollment Report – Fall 2016

17-20. Information regarding enrollment for the fall 2016 semester is shown as Attachment 17-20. This item will be presented as a point of information only.

Financial Aid Profile

17-21. During the June special Board meeting and budget workshop, the Board requested information on the profile of students who receive financial aid at MSU compared to the student population. This information has been compiled (see Attachment 17-21) and will be presented for information only.

MSU Strategic Plan

17-22. Dr. Betty Stewart, Chair of the MSU Strategic Planning process, will provide an update on activities of the committee.

December 2016 Graduating Class

17-23. The administration will recommend approval of the list of candidates for December 2016 graduation with the provision that they meet all requirements as prescribed by the faculty and administration (see Attachment 17-23).

ACADEMIC AND STUDENT
AFFAIRS COMMITTEE
ATTACHMENTS

Athletics Report

Lone Star Conference

The Lone Star Conference (LSC) lost an affiliate member, Oklahoma Panhandle State, for football only in September. Oklahoma Panhandle will move to the NAIA immediately, leaving the LSC schools with an open date in the conference schedule in 2017 and 2018. This has an immediate effect on scheduling and budgeting when schools must find games that aren't available in the immediate area. Everyone in the LSC had hoped to secure membership from Adams State and New Mexico Highlands, but neither are in a position to move at this time, further putting stress on scheduling in the immediate future. The LSC made an offer of membership in October to Texas A&M-International, but have not received an answer at this time.

Mustangs 360

Mustangs 360, the new communication tool for all 315 MSU student-athletes is now fully functional with an app for Apple and Android. The Department will use it in many ways to communicate and inform teams about class scheduling, important events, as well as topics such as domestic violence, procrastination, study habits, and time management. This will be a great help as the Department explores ways to give students information important to their academic, athletic, and personal growth.

Hall of Honor Inductees

Three former student-athletes were inducted into the MSU Athletics Hall of Honor during 2016 Homecoming activities. They are as follows.

Brittany Willson, All-American Pitcher in Softball from Burkburnett, Texas
Megan Dodson, 2005 All-American Soccer midfielder from Wichita Falls, Texas
Dominic Rhodes, 1998 All-American running back in Football from Dallas, Texas

Basketball

Season Tickets for basketball are on sale with the first games on November 10-12. The men open at Rogers State in Oklahoma and the women open at home in the Ashbrook Classic against Texas A&M-International and Adams State.

Enrollment Report

Fall 2016

Classification	2015	2016	On-line Only
New First-time Freshmen	794	708	0
Re-enrolling Freshmen	473	455	26
Sophomores	1,083	1,056	135
Juniors	1,192	1,284	243
Seniors	1,745	1,816	330
Post-Baccalaureate	73	66	34
Graduate Degree-Seeking	<u>683</u>	<u>679</u>	<u>353</u>
Total Headcount	6,043	6,064	1,121
Semester Credit Hours	69,547	69,744	7,131

Subsequent to an inquiry from the Board of Regents, the following information was compiled by Institutional Research. Said inquiry related to the distribution of institutional aid relative to the overall composition of the student body. The following information is presented for undergraduate students during fiscal year 2016.

Merit Aid: defined as beginning freshman scholarships for ACT/SAT achievement; transfer scholarships based-on GPA; and renewal scholarships for the students in subsequent years.
Fiscal year 2016 budget = \$1,258,014.

Gender		
	Of those receiving merit aid	MSU undergraduate distribution
Female	62.6%	57.5%
Male	37.4%	42.5%

Race/Ethnicity		
	Of those receiving merit aid	MSU undergraduate distribution
Nonresident alien	4.5%	8.5%
Hispanic	17.5%	17.2%
Black	10.1%	14.0%
White	61.1%	52.4%
American Indian or Alaskan Native	0.5%	0.6%
Asian	2.4%	3.0%
Native Hawaiian or Pacific Islander	0.1%	0.2%
Two or more races	3.4%	3.6%
Race/Ethnicity unknown	0.4%	0.5%

Geographic Distribution		
	Of those receiving merit aid	MSU undergraduate distribution
Metroplex	34.0%	25.8%
Region IX ESC	7.2%	7.9%
Wichita County	33.2%	35.0%
Oklahoma	0.7%	1.3%
Foreign	4.2%	8.4%
Other Texas counties	8.2%	7.6%
All other states	4.2%	6.2%
Houston area	4.0%	4.0%
San Antonio area	0.9%	1.0%
Austin area	2.8%	2.8%

Standardized Test Scores		
	Mean score of those not receiving merit aid	Mean score of those receiving merit aid
SAT	974	1080
ACT	20.6	23.6

Athletic Aid: Fiscal year 2016 budget = \$1,989,600.

Gender

	Of those receiving athletic aid	MSU undergraduate distribution
Female	38.5%	57.5%
Male	61.5%	42.5%

Race/Ethnicity

	Of those receiving athletic aid	MSU undergraduate distribution
Nonresident alien	7.0%	8.5%
Hispanic	15.6%	17.2%
Black	32.7%	14.0%
White	35.4%	52.4%
American Indian or Alaskan Native	1.6%	0.6%
Asian	0.8%	3.0%
Native Hawaiian or Pacific Islander	1.6%	0.2%
Two or more races	4.7%	3.6%
Race/Ethnicity unknown	0.5%	0.5%

Geographic Distribution

	Of those receiving athletic aid	MSU undergraduate distribution
Metroplex	28.8%	25.8%
Region IX ESC	1.9%	7.9%
Wichita County	17.1%	35.0%
Oklahoma	2.3%	1.3%
Foreign	7.4%	8.4%
Other Texas counties	8.2%	7.6%
All other states	15.2%	6.2%
Houston area	6.6%	4.0%
San Antonio area	1.9%	1.0%
Austin area	10.5%	2.8%

Activity-Based Aid: defined as aid received for participation as a Student Ambassador, Peer Counselor, or Admissions tour guide. Fiscal year 2016 budget = \$46,745.

Gender

	Of those receiving activity-based aid	MSU undergraduate distribution
Female	73.5%	57.5%
Male	26.5%	42.5%

Race/Ethnicity

	Of those receiving activity-based aid	MSU undergraduate distribution
Nonresident alien	4.1%	8.5%
Hispanic	18.4%	17.2%
Black	26.5%	14.0%
White	46.9%	52.4%
American Indian or Alaskan Native	0%	0.6%
Asian	2.0%	3.0%
Native Hawaiian or Pacific Islander	0%	0.2%
Two or more races	0%	3.6%
Race/Ethnicity unknown	2.0%	0.5%

Geographic Distribution

	Of those receiving activity-based aid	MSU undergraduate distribution
Metroplex	46.9%	25.8%
Region IX ESC	6.1%	7.9%
Wichita County	24.5%	35.0%
Oklahoma	0%	1.3%
Foreign	8.2%	8.4%
Other Texas counties	4.1%	7.6%
All other states	6.1%	6.2%
Houston area	0%	4.0%
San Antonio area	0%	1.0%
Austin area	4.1%	2.8%

Need-Based Aid: defined as aid from tuition set asides awarded to students based on need.
Fiscal year 2016 budget = \$2,346,287.

Gender

	Of those receiving need-based aid	MSU undergraduate distribution
Female	67.6%	57.5%
Male	32.4%	42.5%

Race/Ethnicity

	Of those receiving need-based aid	MSU undergraduate distribution
Nonresident alien	0.2%	8.5%
Hispanic	18.5%	17.2%
Black	18.3%	14.0%
White	57.6%	52.4%
American Indian or Alaskan Native	0.2%	0.6%
Asian	2.1%	3.0%
Native Hawaiian or Pacific Islander	0.2%	0.2%
Two or more races	2.7%	3.6%
Race/Ethnicity unknown	0.2%	0.5%

Geographic Distribution

	Of those receiving need-based aid	MSU undergraduate distribution
Metroplex	33.4%	25.8%
Region IX ESC	9.0%	7.9%
Wichita County	43.5%	35.0%
Oklahoma	0%	1.3%
Foreign	0%	8.4%
Other Texas counties	7.1%	7.6%
All other states	1.7%	6.2%
Houston area	1.9%	4.0%
San Antonio area	1.1%	1.0%
Austin area	2.3%	2.8%

Candidates for Degrees

December 17, 2016

DILLARD COLLEGE OF BUSINESS ADMINISTRATION

Master of Business Administration

Hayley Nicole Hollenga
Matthew Joseph Jones
Olubisi Oluronke Ojo

Cole Allen Vitolo
Dustin Taylor Webb

GORDON T. AND ELLEN WEST COLLEGE OF EDUCATION

Master of Arts

Donna Kay Beaver
Josephine Hollis Cluley
Leanna Marie Duran
Hailey Renai Gibson
Meagan Christine Hons
Julie LaDelle Howell
Khristy Lee Kirk
Beverly LeBlanc

Cristina Marie McCrary
Marissa Ann Moore
Kelly Nicole Peterson
Shirley Marie Phillips
Crystal Diane Sullivan
Deana Mae Berend Vieth
Randell Allen Wheless
Tonya A. S. Wright-Hamilton

Master of Education

Kristin Debra Abney
Chanea Lashelle Wells Bond
Jena Lynn Chavez
Jana Letz Conner
Deborah Jean Conway
Gwen Marie Jochim Hilliard
Julianna Jackson
Latreanna La Comanisha Jackson
Misty Ann Jimenez-Taylor

Sara Jean Kassah
Brenton Wayne Lamberth
Gina Hoang Le
Grace Julie Walker Ledbetter
Brandee Estelle Nelson
Melissa Lecann Orr
Karissa Suzanne Rohmer
Ashley Nicole Rush
Patricia Salinas

ROBERT D. AND CAROL GUNN COLLEGE OF HEALTH SCIENCES AND HUMAN SERVICES

Master of Arts in Criminal Justice

Michael Wayne Alpers
Lillian Danielle Gomez
Megan Amanda Howdeshell

Kenneth Ray Irwin
Erin Diénne Loc
Lizzette Karely Quinonez

Master of Health Administration

Calesha A. John
Brittney Monae Moffitt

Stephanie O. Nwadinobi

Master of Science in Exercise Physiology

Urvi Prakashbhai Bhatt
Pooja Udayan Patel

Hannah M. Ross
Michael David Wood

Master of Science in Radiologic Sciences

David Eric Arrowsmith
Christopher Tyson Menefee
Kyle David Morford
Cherish Beth Parham
Jared William Shindler

Courtney Alyson Shinpaugh
Brandon Alexander Smith
Brian Scott Spence
Christopher John Tigges

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

Master of Arts

Ione Colombo
Joshua Eugene Ibarra III
David William Kuchler II
Daniel Jonathan Mitchell

Bevin Glynn Pierce
Ian Earl Potthoff
Inese Bernita Stephenson
Elizabeth Aleman Rodriguez Ysasi

COLLEGE OF SCIENCE AND MATHEMATICS

Master of Science

Krishna Mohan Reddy Bakka
Vijaya Madhuri Devarapalli
Matthew Ryan Fox
Vasanth Kumari Gundeti
Ngoc Bao Huynh
Christopher Daniel James
Santosh Reddy Kandukuri
Gisela Ann Knightstep
William Lane Krogman III

Sarah Ann McBride
Erika Kelley Mitchell
Yashwanth Reddy Muddireddy
Vaisali Vardhani Namburi
Sahaja Reddy Naredla
Sapna Amit Patil
Shilpa Poloju
Kareem Samuel Adrian Small
Divya Thalla

DILLARD COLLEGE OF BUSINESS ADMINISTRATION

Bachelor of Business Administration

Mohammad Sulaiman Alasqah
Jennifer JoAnn Anderson
Kendra Renee Anderson
Kyle Alexander Baccus
Manmeet Singh Bhogal
Ryan Wade Booker
Teaira Sh'nea Brown
Wesley David Bynum
Zachary David Canafax
Marissa M. Cardona
James Dwight Chaney
Shawn William Conner
Katie Elizabeth Curl
Drew Houston Davison
Onyinye Annvita Enuoyibo
Rolanda Rosalind Henrietta Ferdinand
Twanna Mercedes Finch
Kosygin A. Frederick
Jeffery Curtis Gainer
Brandon Christopher Golden
Amy Liz Hanley
Nicole Renea Harris
Madeline Renea Hoff
Clivonne Jakiya Jno Baptiste
James Stephen Jonas II

Emily Nicole Jones
Rachael Phoebe Jones
Alisha Leigh Kelly
Kody Douglas Mass
Trey Dann McLaughlin
Amber Dawn Meadows
Frank M. Morlock
Kayla Deann Moser
Denise Danai Mugabe
Caleb Daniel Nichols
Kolton Michael Parchman
Ryan Douglas Patty
Bo Peng
Kensli Dawn Pounds
Zachary Paul Santagate
Patrick Lamont Smith
Brenton Keith Sullivan
Shanea R. Thomas
Dung Quoc Tran
Charis Elizabeth Walters
Dalin Wang
Ashley Brooke Watts
Dustin W. Whinery
Shayang You
Edgar Eduardo Zuleta Pantoja

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

Bachelor of Applied Arts and Sciences

Morgan Brittany Acosta
Richard John Andreucci, Jr.
Samuel Aquino
Sierra Rae Avery
John Austin Baucum
Jasilyn Nicole Boyce
Micheal Ray Breaux
Jacalyn Jean Chalfant
Darren L. Clark
Michael Vann Cole
Greg Oreti Daley
Stacy Leigh Dean
Aerielle Denise Edwards
Stacey Nicole Everidge
Michael Christopher Gerst
Teran Mika Griffin
Tyler Gene Griffin
Brianna Elise Harmon
DeJon Jerome Haye
Chase Tanner Henderson
Matthew Ryan Honza
Sondra L. Johnston

Richele Lynn Jones
Clarissa E. Kennedy
Kenneth Ray Lemons, Jr.
Michkeal Dyain Lewis
Vanessa Marie Liston
Lenore Medina
Mellisa Arredondo Moncibaiz
Kenneth Dwayne Morris
Jennifer Leigh Ohm
Lorraine Parmer
Bradley Allen Pate
Thomas O'Neal Petkovsek
Samantha Cheyenne Pieper
Nicholas Ryan Sommers
Irene Wakam Tchuente
Julie Baovy Tonnu
Kathleen Renee Vandewater
Christopher Wade White
Kelly Dwayne White
Travis Preston Yandell
Billy W. Yates
Kameron Jamar Young

Bachelor of Arts

Stephanie Noemi Dirlbeck
Robert Demarcus Kitchen

Jason Beckworth McCoy
Davy Salazar

Bachelor of Science

Cesar Orlando Adame
Michael Demitchrael Brodnex
Kristopher Everett Bryant

Kayla Brooke Cheesman
Morgan René Hannon
Sean Dwayne Jackson

Bachelor of Science in Interdisciplinary Studies

Brooklyn Baker
Sara Elizabeth Bannister
Mary Martha Brady
Brittany Rae Brown
Fiorella Maritza Carpio Tovar
Shelby Lyn Carter
Bailey Madison Daniel
Corey Lokelani Davis
Etosha Lee Garvin
Cayla Lauren Harpole
Jasmine Symone Hill
Kelsey Diane Hise
Ashanequia D. Hopkins

Madelyn Amie Johnson
Abbie Nicole Kinder
Peyton Leigh Long
Cody Thurston Mangold
Lisa Mae Matsen
Haley Rae McMahon
Amanda Brooke Morris
Megan Allene Murray
Barbara Linda Rice
Melissa Ann Singleton
Ashley Nicole Strain
Alexaundria Elizabeth Veitenheimer
Katelyn Elizabeth Vietti

LAMAR D. FAIN COLLEGE OF FINE ARTS

Bachelor of Arts

Bruce Alexander Brown
Courtney Michelle Gilder
Christopher William Marten
Cooper D. Miller

Hunter Victoria Overall
Dylan Payne Pembroke
Yasmine K. Persaud
Conner O. Wolf

Bachelor of Fine Arts

Taqiyyah Saadiqah Francis
Michael James Gilbert

Jessica JaNae Norman
Erick Zambrano

Bachelor of Music

AnnMarie Brooke Bush
Lee Hunter Ginnings

Branson Scott Spencer

**ROBERT D. AND CAROL GUNN
COLLEGE OF HEALTH SCIENCES
AND HUMAN SERVICES**

Bachelor of Science in Athletic Training

Sierra Renee' Jones

Samantha Louise Strange

Bachelor of Science in Criminal Justice

Stephen Alonso
Brittany Ann Baker
Courtney Renae Broudy
Paul William Brown, Jr.
Nathan Allen Craig
Kayleigh Marie Hanus
Danny Gene Jackson, Jr.

Vallery Michelle Mitchell
Andrew Thomas Panter
Everett Chaz Rubio
Demi Danielle Thompson
Baylee Marie Voigt
Broday Kent Walker

Bachelor of Science in Exercise Physiology

Anthony Michael Cockrill
Alexandria Malynn Keck
Shawn Anthony Raymond
Manuel Alejandro Soto-Garcia

Lucia Trejo
Carpenter Bear Wyatt
Destiny Alexandria Zynda

Bachelor of Science in Nursing

Afua Achiaa
Patience Nnidi Adagbon
Meaza B. Agedew
Diepreye Omicba Akuiyibo
Kassandra Marie Alonso
Betelhem Amare
Patricia Amponsah
Sophia Aba Amprofi-Halm
Christine Michelle Aranda
Assah Jude Asongtia
Tifani Renee Ballard
Leigh-Ann S. Brooks
Marisa Kay Chandler
Dana Minh Chu
Whitney Elizabeth Cooke
Katherine Elizabeth Darden
Idongesit Edet
Brionne Jeannette Estes
Laura Elizabeth Evans
Thomas Calan Foster
Alexandria Scarlett Garcia
Amber Marie Garcia
Kari Amanda Goen
Jaye Amanda Hext

Kaitlyn Nicole Hofbauer
Gentille Iradukunda
Melinda Brett Johnson
Margaret Anne Jones
Clement Konadu
Yoni Njie Lambe
Kimberly Sue Leightner
Gwendolyn Carolina Lopez
Cameron Lee Lowery
Rajni Majhi
Raiya Ellen Marquis
Shelby Elizabeth McGuffin
Samantha Brooks Miller
Kristin Kathleen Mounsey
Amber Nicole Mulchahey
Sarah Ashley Myers
Sarah Alyse Naumann
Elizabeth Rae Neu
Sean Michael Newton
Carl Chidi Nnabuife
Lula A. Nur
Samuel Nwagboso
Florence Bosibori Ogaro
Oluwadamilol Ashley Ogundare

Joseph Obeng Okrah
Chinwe Ogechi Orabuchi
Skyler Lynn Patterson
Lisa Jeanette Popo
Shamara Onisha Pratt
Diana Ramirez
Rhea Anthony Randhawa
Natalia Nicole Resto-López
Elizabeth Ann Rich
Brooks David Rock
Jin Hyun Roh
Jennifer Maxwell Rose
Gabriela Ruiz
Hannah Marie Rust

Haja Sahoneh
Leonel Santibanez
Hasamuddin Sarajzai
Katie Rae Shaw
Kimberly Anne Sheehan
Natasha L. Stevens
Amy Corrairie Tamez
Andrea June Tatum
Russell Stephen Terry
Dennis Wayne Thomas II
Blair Loreece Untalan
Kenadee Nichole Williams
Odryannia M. Williams

Bachelor of Science in Radiologic Sciences

Elaine Atkinson
Aaron Charles Beargie
Esteban Roberto Beltran
Julie Kay Butler
James Andrew Call
Lauren Ann Cole
Kristie Lynne Coomer
Mery Alonso Cooper
Patrick DeAsis Corpuz
Alison R. Creed
Tanner Evan Crenshaw
Aidee Davila
Martha Renee Delgado-Craig
Sarah Catherine Eichhorn
Sarah Elizabeth Entwistle
Jerri Janae Esparza
Britney Danielle Evans
Cynthia Fourzan
Julio Garcia
Rachel Lee Garcia
Jennifer Erica Garner
Venessa Rae Geiss
Carrie Beth Gilly
Elizabeth Martinez Gonzales
Krystina Michelle Holmes
Joshua James Hoyt
Lipin Jolly

Lindsay Lynn Kauffman
Deborah Keller Wilson
Dan Andrei Macavei
Lisa Marie Mackey
Mildred Dianne Magliolo
Kerri Ann Montgomery
Alisha Michelle Morandi
Tammy Faye Morrison
Eric Daniel Orona
Elizabeth Ann Powers
Anna Beth Proffer
Rachael Mary Rauner
Laura Michelle Rives
Amanda Ann Robey
Courtney Nicole Rohrs
Michael Vincent Romaniello
Tonia Jeannine Shivers
Trudy Renee Stallworth
Tanya ReShorna Stephens
Kayla M. Tellman
Kristine Elizabeth Templeton
Anita Colette Thomas
Michael Wayne Walker
Jana Rodgers White
Dustin Allen Williams
Torie Renee Williams

Bachelor of Science in Respiratory Care

Shabnam Ameen
Danial Ray Bryant
Robert K. Chai
Sidney Rachel Coffey
Joseph Michael Cram
Jannat Afif El-Asmar
Mallory LaNette Hughey
Adam Ali Kolahdouzan
Kelsey Ann Krenk
Theresa E. Leary
Elizabeth Banquer McDonald

Connie Ann McLaurin
Niesha Tarreha Mosely
Alden Ann Mustard
Ramya Mysore
Stephanie Darlene Nail
Shelly Denise Renfro
Susan Marie Schmid
Christina Marie Sheppard
Elvis Shebou Simo
Kelly DeWayne Thomas
Lisa Michelle Williams

Bachelor of Social Work

Lisa Mischelle Aguilar
Peace Chika Anwasi
Ktee Lynn Erwin
Sydney Blane Flynn

Cheyenne Colleen Gossett
Kim Maria Jones
Victoria Marie Mullins
Renée Denise Williams

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

Bachelor of Arts

Payton Michelle Becker
Julia Marie Brady
Aneska E. Browne
Ryan Jacob Brumelow
Brittany Constance Caraway
Jessi Lee Clayton
Andrew David Collins
Taylor Patricia Everett
Stuart Neal Funt
Kayece Len Fowler
Yeheni Fuentes Trejo
Laura Elise Galbraith
Areli Rodriguez Gardea
Ryan Michael Gardner
Rhonda Michelle Gibbs
Sarah Alexandria Hightower

Satomi O. James
Amber Ralayne Jensen
Zandra Amy Johnson
Robin D'Ann Kemp
Maisey Allyn Laye
Caitlin Eve McNeely
Zachary Steven Mehew
Lisa Dianne Moore
Marilyn Elizabeth Nunez
Kevin Matthew Ruddy
Robert Tanner Sanders
Kayla Jo Sullivan
Marco Antonio Torres
Jensett Tubbs
Mary Elizabeth Wetherbee
Joshua Ryan Ysasi

Bachelor of Science

Bailee Lynn Brown
Magen Dawn Brown
Ashli Renea DeLozier
Larissia Janelle Gumbs
Halle Megan Hulsey
Yazmin Noor Jeylani
Jacob Timothy Marks
Shaelynn Rae McFadden
Stacie Marie McLaughlin
Taylor Ann Miner

Sherin Packiaraj
Lauren Taylor Pineda
Griselda Rocha
Morgan Elizabeth Roffan
Jasmyne Alicia Roland
Dayna Lecanna Salazar
Wynter Chanel Taylor
Waithira Wanyee
Lauren Elizabeth West

COLLEGE OF SCIENCE AND MATHEMATICS

Bachelor of Arts

Daniel Lawrence Bowen
Taylor Zane Kirk

Jereme Frederick Webb

Bachelor of Science

Bridget Jo Alaniz
Eduard Alexeenco
Cristian Alex Astorga
Melissa Marie Cusey Barnett
Justin Wayne Bonnot
Earsielyn Adukwai Brown
Ahla Cho
Alexander Spiros Craniotis
Lisa M. Diemer

Michael Gerhard Ellerkamp
Laura Grace Gilbert
Nathan Ho
Charith Buddhika Perera Kahandawala Arachchige
De-Jon Liburd
Jorge Arturo Olivas
Heather Anne Bollman Sibal
Andres Sotelo
Motlatsi Kapampa Tolo

Bachelor of Science in Mechanical Engineering

Cecil Anthony Francis, Jr.
Nathan David Galbraith
Yaning Liu

Ronell Eldan Jemoy Pemberton
Carlo Romano Moral Santos
Timothy Joseph Young

FINANCE COMMITTEE

Finance Committee

Membership

Jeff Gregg, Chairman
Warren Ayres
Caven Crosnoe
Lynwood Givens

Reading and Approval of Minutes

17-24. The minutes of the Finance Committee meeting August 4, 2016, will be recommended for approval by the committee as shown in the minutes' section of this agenda as Minutes Attachment 17-24.

Summaries of Financial Support

17-25. The Office of the Vice President for University Advancement and Public Affairs has developed new financial support reports. The reports shown in Attachment 17-25 include an end-of-year report for FY 16 in the format previously used, an end-of-year report in the new format, and a new report on giving in FY 17. Mr. Tony Vidmar will provide additional information.

FY 16 Quasi-Endowment Fund Reports

17-26. Upon the establishment of two quasi-endowment funds, the Redwine Fund and the Frank and Nancy Harvey Student Development Fund, the board instructed that reports be presented to the Board in November of each year concerning the use of these funds during the previous fiscal year. The reports concerning these funds for fiscal year 2016 are shown in Attachment 17-26 and are presented as a point of information only.

Fair Labor Standards Act (FLSA) Changes

17-27. Information will be provided regarding the FLSA changes that go into effect December 1, and how MSU will address these changes.

Financial Report

17-28. The administration will recommend the July 2016 Financial Report for acceptance (<https://www.mwsu.edu/Assets/documents/welcome/president/BOR/2016-November/Item%207.28%20Financial%20Report%20July%202016.pdf>). The administration will also provide preliminary information regarding the FY 16 end-of-year report and the FY 17 budget outlook. Dr. Marilyn Fowlé's summary report and the FY 16 Financial Results presentation are shown as Attachment 17-28.

Investment Report

17-29. The administration will recommend the fourth quarter FY 2016 investment report for acceptance (<https://www.mwsu.edu/Assets/documents/welcome/president/BOR/2016-November/InvestRpt%204thQtr%20%2010-21-16.pdf>). Dr. Marilyn Fowlé's summary report is shown as Attachment 17-29.

Review of Personnel Reports and Salary/Title/Position Changes in 2015-2016 Budget

17-30. The reports of personnel changes in July and August 2016 will be presented for information as shown in Attachment 17-30. 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 Source</u>	<u>Net Current FY Actual Cost(Savings)</u>	<u>Annual Budget Increase (Decrease)</u>
Five Staff Positions	Filled above and below budget		(\$24,388)	(\$13,339)
Four Staff Positions	Exiting and entering employees overlapped in service to maintain continuity of operations	Salary Savings	33,014	(292)
Total			\$8,626	(\$13,631)

Salary/Title/Position Changes in 2016-2017 Budget

17-31. The report of personnel changes in September 2016 is presented for information as shown in Attachment 17-31. Additionally, salary and position changes approved by the President are presented for ratification as shown below.

<u>Current Position</u>	<u>Action</u>	<u>Additional Funding Source</u>	<u>Net Current FY Actual Cost(Savings)</u>	<u>Annual Budget Increase (Decrease)</u>
Facilities Positions	Pay plan adjustments	Salary savings	\$ 34	\$ 34
Three Staff Positions	Filled positions above and below budget		(9,805)	(9,805)
Two Faculty Positions	Filled positions below budget		(24,643)	(24,643)
Police Officer I	Position changed to Police Officer II	Salary savings	2,389	2,389
Total			(\$32,025)	(\$32,025)

Gearing Up for a Comprehensive Campaign – New Position

17-32. MSU will launch the quiet/planning phase of its first truly comprehensive campaign in January 2017. This campaign will likely be in the range of \$50 million as a goal and span seven years. Key objectives of this comprehensive campaign will be to build on a stellar foundation of philanthropy and community support to secure both short-term revenue streams, including cash, and also the long-term growth of endowed funds. The administration will request authorization to add an Associate Vice President for Gift Planning and Development position as soon as funds become available. This position would be paid from private funds and would be charged with (in addition to other responsibilities) the creation, development, and execution of the first integrated gift planning function at MSU to help ensure the success of the comprehensive campaign. The anticipated salary for this position would be \$90,000-120,000, commensurate with experience and credentials.

FINANCE COMMITTEE ATTACHMENTS

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

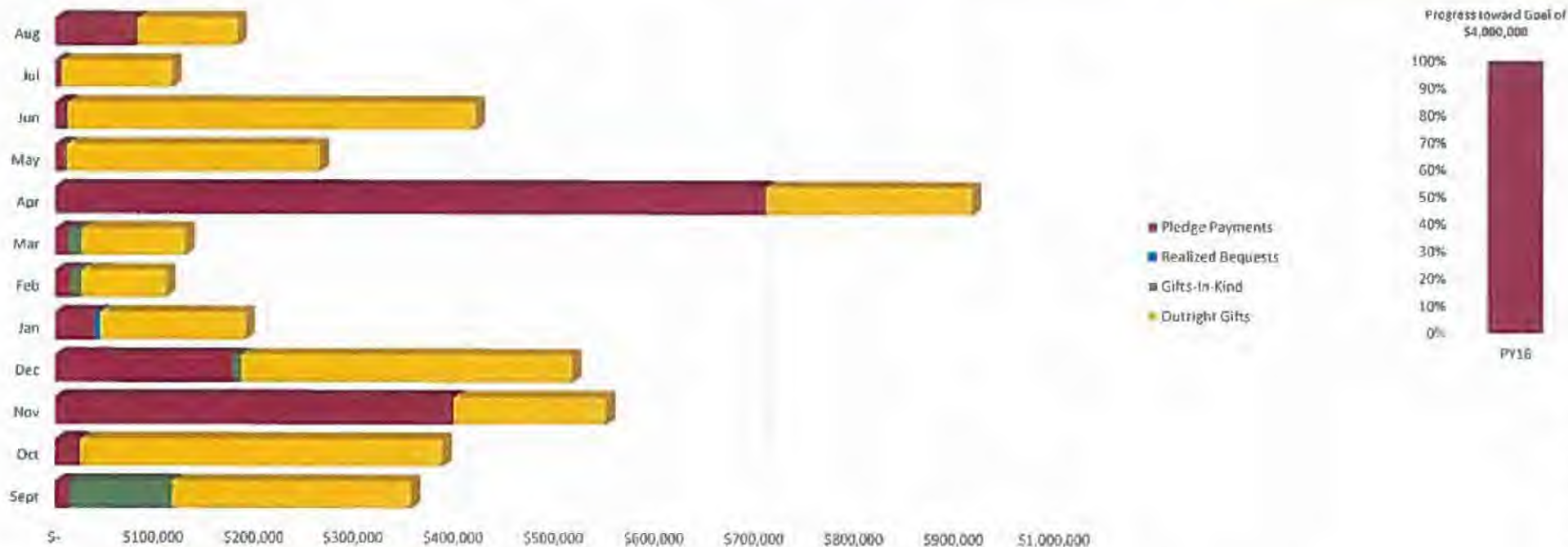
	9/1/2015 10/19/2015	10/20/2015 1/13/2016	1/14/2016 4/15/2016	4/16/2016 6/30/2016	7/1/2016 8/31/2016	Total Year to Date
University Development	\$ 87,449	\$ 156,384	\$ 113,083	\$ 73,753	\$ 995,291	\$ 1,425,960
Gifts in Kind	\$ 7,600	\$ 7,502	\$ 24,495	\$ 5,872	\$ 2,527	\$ 47,996
MSU Endowments	\$ 250	\$ 14,045	\$ 1,745	\$ 120	\$ 200,470	\$ 216,630
Grants		\$ 169,144	\$ 62,250	\$ 1,033,780	\$ 5,570	\$ 1,270,744
Contributions to Foundation	\$ 108,820	\$ 62,050	\$ 187,134	\$ 243,155	\$ 4,500	\$ 605,659
President's Excellence Circle						
2014-2015	\$ 1,110					\$ 1,110
2015-2016	\$ 34,257	\$ 166,228	\$ 21,082	\$ 43,638	\$ 35,554	\$ 300,759
2016-2017		\$ 2,500	\$ 2,500		\$ 3,500	\$ 8,500
Wichita Falls Museum of Art	\$ 1,135	\$ 42,423	\$ 5,575	\$ 950	\$ 1,425	\$ 51,508
Contributed Services	\$ 717					\$ 717
Annual Fund	\$ 53,954	\$ 115,770	\$ 81,211	\$ 39,111	\$ 59,329	\$ 349,375
Alumni Association			\$ 475			\$ 475
(2015-2016 Memberships 2,725)	\$ 4,320	\$ 1,065	\$ 755	\$ 445	\$ 1,580	\$ 8,165
(702 Lifetime Members)	\$ 2,300		\$ 1,200	\$ 500	\$ 900	\$ 4,900
Alumni Association Scholarship Endowment				\$ 1,200	\$ 860	\$ 2,060
Mustangs Athletic Club						
Cash	\$ 31,843	\$ 84,508	\$ 26,365	\$ 12,685	\$ 51,915	\$ 207,316
Corporate Sponsors - Athletics						
Cash	\$ 15,925	\$ 25,175	\$ 16,875	\$ 20,863	\$ 9,763	\$ 88,601
Contributed Services	\$ 93,750					\$ 93,750
Fantasy of Lights	\$ 27,697	\$ 27,702	\$ 5,220	\$ 7,200	\$ 8,667	\$ 76,486
Contributed Services	\$ 639					\$ 639
Scholarship Funds from Outside Sources	\$ 103,478	\$ 141,561	\$ 155,309	\$ 27,341	\$ 459,489	\$ 887,178
TOTAL	\$ 575,244	\$ 1,016,057	\$ 705,274	\$ 1,510,613	\$ 1,841,340	\$ 5,648,528

Midwestern State University

FY16 Monthly Comparison of Cash/Grants

Gift Type	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Grand Total
Pledge Payments	\$ 15,145	\$ 24,375	\$ 398,712	\$ 177,488	\$ 39,590	\$ 15,541	\$ 13,311	\$ 707,815	\$ 8,165	\$ 11,720	\$ 5,645	\$ 80,066	\$ 1,497,572
Realized Bequests					\$ 5,085								\$ 5,085
Gifts-In-Kind	\$ 101,967	\$ 740	\$ -	\$ 8,596	\$ 375	\$ 10,834	\$ 13,073	\$ 2,733	\$ 3,303	\$ 51	\$ 182	\$ 2,345	\$ 144,198
Outright Gifts	\$ 239,181	\$ 362,713	\$ 152,065	\$ 330,868	\$ 145,580	\$ 84,577	\$ 104,193	\$ 205,790	\$ 253,470	\$ 409,138	\$ 111,180	\$ 100,478	\$ 2,499,232
Grand Total	\$ 356,293	\$ 387,827	\$ 550,778	\$ 516,951	\$ 190,631	\$ 110,951	\$ 130,576	\$ 916,337	\$ 264,938	\$ 420,909	\$ 117,007	\$ 182,889	\$ 4,146,087
FY15 Total	\$ 1,213,806	\$ 1,132,506	\$ 209,284	\$ 1,761,306	\$ 151,937	\$ 274,579	\$ 128,981	\$ 96,348	\$ 571,275	\$ 272,978	\$ 215,124	\$ 359,680	\$ 4,096,519
Difference	(\$857,513)	(\$744,678)	\$341,494	(\$1,244,354)	\$38,693	(\$163,628)	\$1,595	\$819,989	(\$306,337)	\$147,931	(\$98,117)	(\$176,791)	\$49,568

Cash Bar - by Gift Type



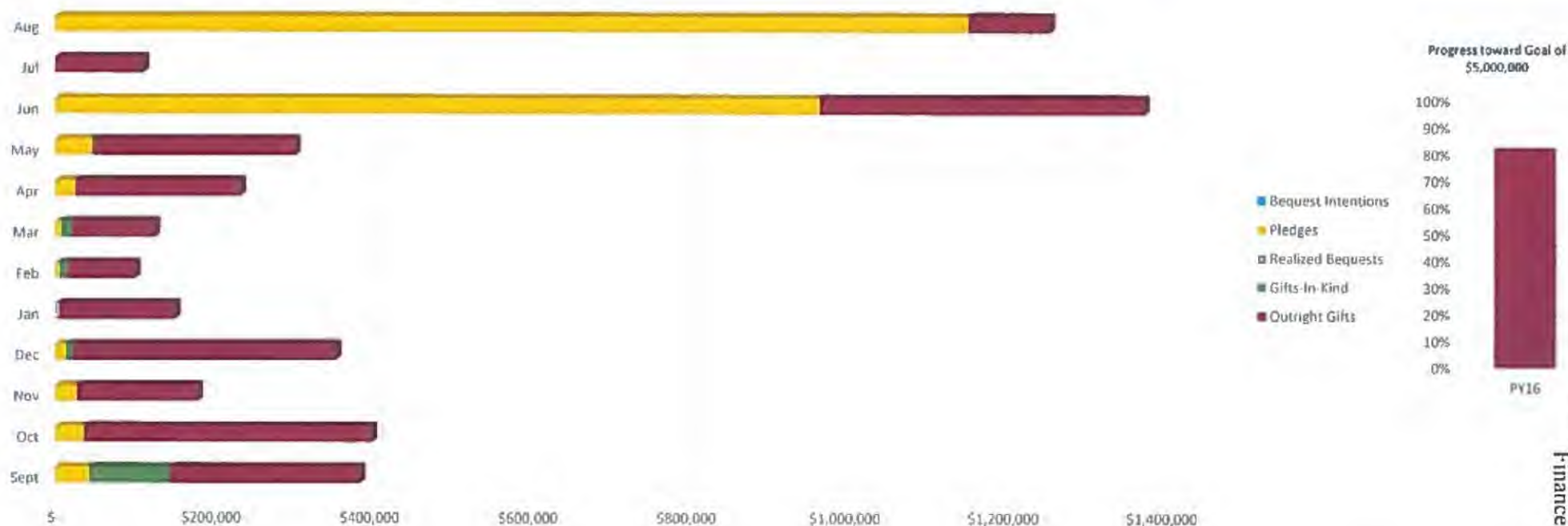
Outside Sources Scholarships FY16	\$887,178
Alumni Memberships FY16	\$13,065

Midwestern State University

FY16 Monthly Comparison of New Gifts and Commitments

Gift Type	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Grand Total
Bequest Intentions													\$ -
Pledges	\$ 43,510	\$ 35,823	\$ 28,010	\$ 14,190	\$ -	\$ 5,436	\$ 8,334	\$ 25,000	\$ 46,380	\$ 963,780	\$ -	\$ 1,151,000	\$ 2,321,463
Realized Bequests	\$ -	\$ -	\$ -	\$ -	\$ 5,085	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,085
Gifts-In-Kind	\$ 101,967	\$ 740	\$ -	\$ 8,596	\$ 375	\$ 10,834	\$ 13,073	\$ 2,733	\$ 3,303	\$ 51	\$ 182	\$ 2,345	\$ 144,198
Outright Gifts	\$ 239,181	\$ 362,713	\$ 152,065	\$ 330,868	\$ 145,580	\$ 84,577	\$ 104,193	\$ 205,790	\$ 253,470	\$ 409,138	\$ 111,180	\$ 100,478	\$ 2,499,232
Grand Total	\$ 384,658	\$ 399,276	\$ 180,075	\$ 353,654	\$ 151,040	\$ 100,846	\$ 125,599	\$ 233,522	\$ 303,153	\$ 1,372,969	\$ 111,362	\$ 1,253,823	\$ 4,969,977

NG&C Bar - by Gift Type

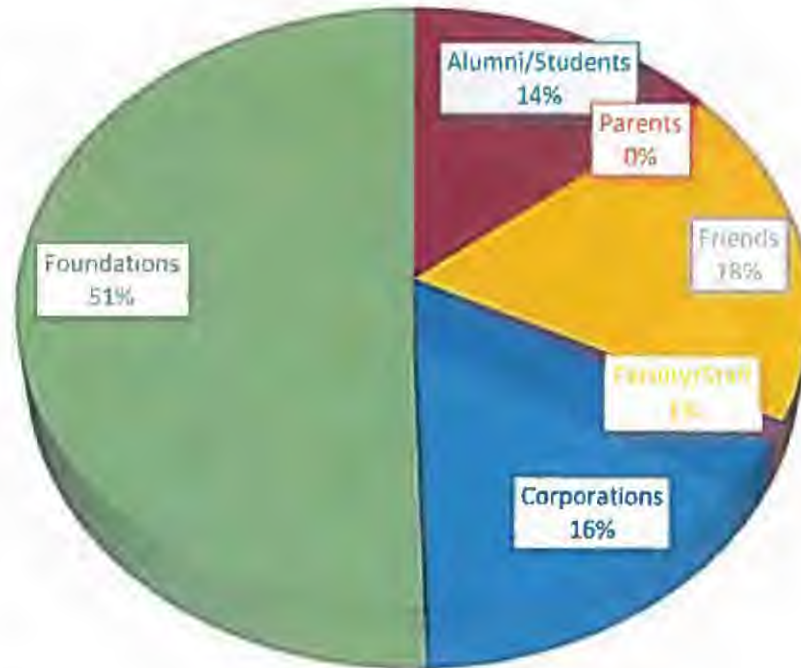


Board Agenda - November 2016
Finance Attachment 17-25

Board Agenda - November 2016
Finance Attachment 17-25

Midwestern State University

Sources of Outright Gifts/Grants Fiscal Year 2015-2016



Alumni/Students		\$555,626.21	14%
Alumni	\$554,021.21		
Students	\$1,605.00		
Parents		\$11,378.68	0%
Friends		\$728,333.78	18%
Faculty/Staff		\$46,521.96	1%
Active	\$33,233.96		
Retired	\$13,288.00		
Corporations		\$634,511.13	16%
Direct Gifts/Grants	\$610,947.36		
Matching Gifts	\$29,225.00		
Foundations		\$2,021,902.77	51%
TOTAL		\$3,998,274.53	100%

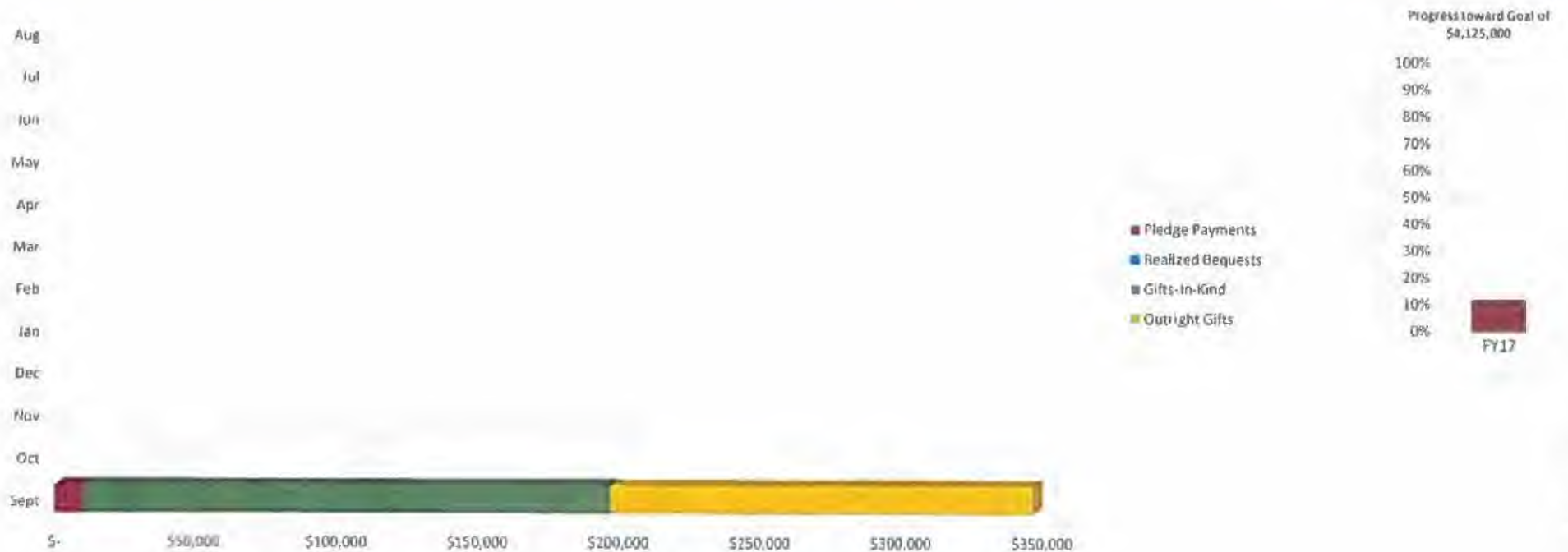
*Does not include Gift-in-Kind of: \$144,198

Midwestern State University

FY17 Monthly Comparison of Cash/Grants

Gift Type	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Grand Total
Pledge Payments	\$ 10,422												\$ 10,422
Realized Bequests	\$ -												\$ -
Gifts-In-Kind	\$ 186,322												\$ 186,322
Outright Gifts	\$ 149,552												\$ 149,552
FY17 Total	\$ 346,296	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 346,296
FY16 Total	\$ 356,293	\$ 387,827	\$ 550,778	\$ 516,951	\$ 190,431	\$ 110,951	\$ 130,576	\$ 916,337	\$ 264,938	\$ 420,909	\$ 117,007	\$ 182,889	\$ 4,145,887
Difference	(\$9,997)	(\$387,827)	(\$550,778)	(\$516,951)	(\$190,431)	(\$110,951)	(\$130,576)	(\$916,337)	(\$264,938)	(\$420,909)	(\$117,007)	(\$182,889)	(\$3,799,591)

Cash Bar - by Gift Type



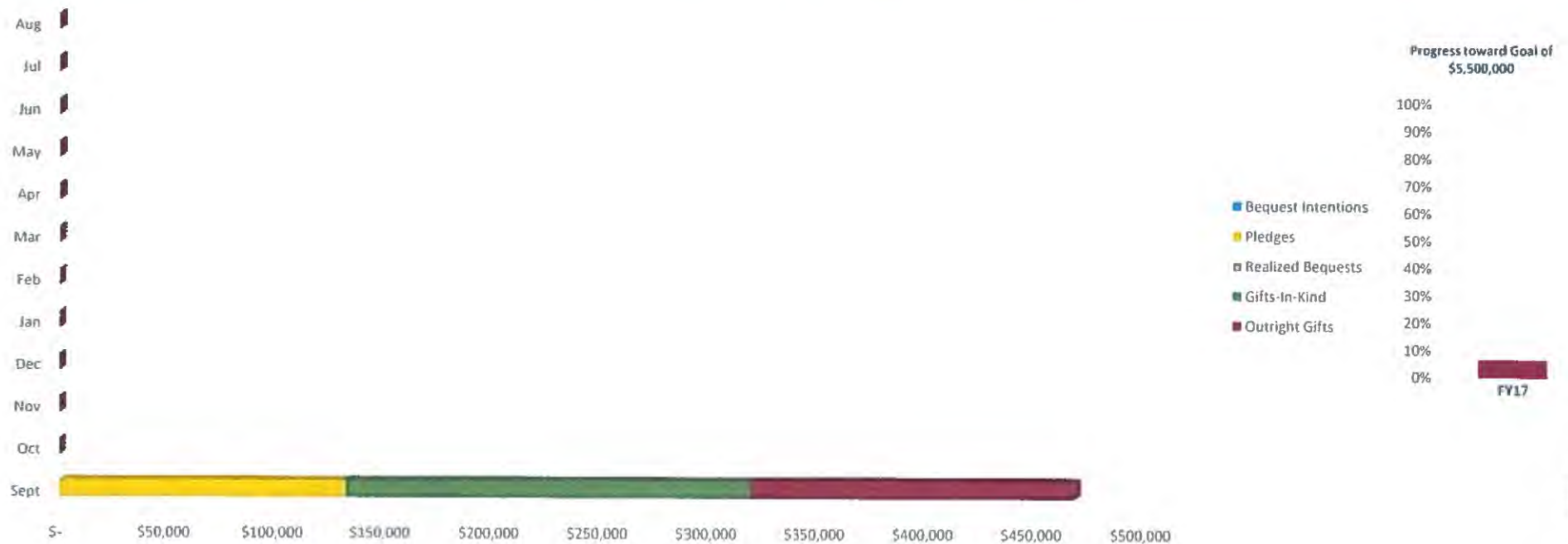
Outside Sources Scholarships through 9/30/2016	\$ 127,233
Alumni Memberships through 9/30/2016	\$ 12,120

Midwestern State University

FY17 Monthly Comparison of New Gifts and Commitments

Gift Type	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Grand Total
Bequest Intentions													\$ -
Pledges	\$ 131,960	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 131,960
Realized Bequests	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gifts-In-Kind	\$ 186,322	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 186,322
Outright Gifts	\$ 149,552	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149,552
Grand Total	\$ 467,834	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 467,834

NG&C Bar - by Gift Type



Midwestern State University
Redwine Estate Quasi Endowment
August 31, 2016

	<u>Totals</u>	<u>Redwine Endowment</u>	<u>Redwine/Honor's Scholarships</u>
Beginning Fund Balance, 9-1-15	\$ 11,950,461.36	\$ 11,599,191.82	\$ 351,269.54
Unrealized gain(loss) on 231 Krugerrands	31,647.00	31,647.00	
Interest Earnings	149.43	10.48	138.95
Transfers out to Support:			
Scholarships			(219,544.00)
Texas A&M System Endowment Fund:			
Interest & Dividend Income		173,314.14	
Net Realized Gains (Losses)		400,554.72	
Investment Fees		<u>(72,817.83)</u>	
Net Income		501,051.03	
Distribution of earnings		(501,051.03)	501,051.03
Unrealized Appreciation (Depreciation)		<u>(110,590.11)</u>	
Net change		<u>(110,590.11)</u>	
Faculty Salaries			(6,000.00)
Fringe Benefits			(3,241.60)
Travel			(642.73)
Supplies			(416.50)
Honor's Scholarships awarded			<u>(314,200.00)</u>
Total Net Change	<u>(121,787.48)</u>	<u>(78,932.63)</u>	<u>(42,854.85)</u>
Ending Fund Balance, 8-31-16	<u>\$ 11,828,673.88</u>	<u>\$ 11,520,259.19</u>	<u>\$ 308,414.69</u>

Midwestern State University
Frank and Nancy Harvey Student Development Fund
Status at August 31, 2016

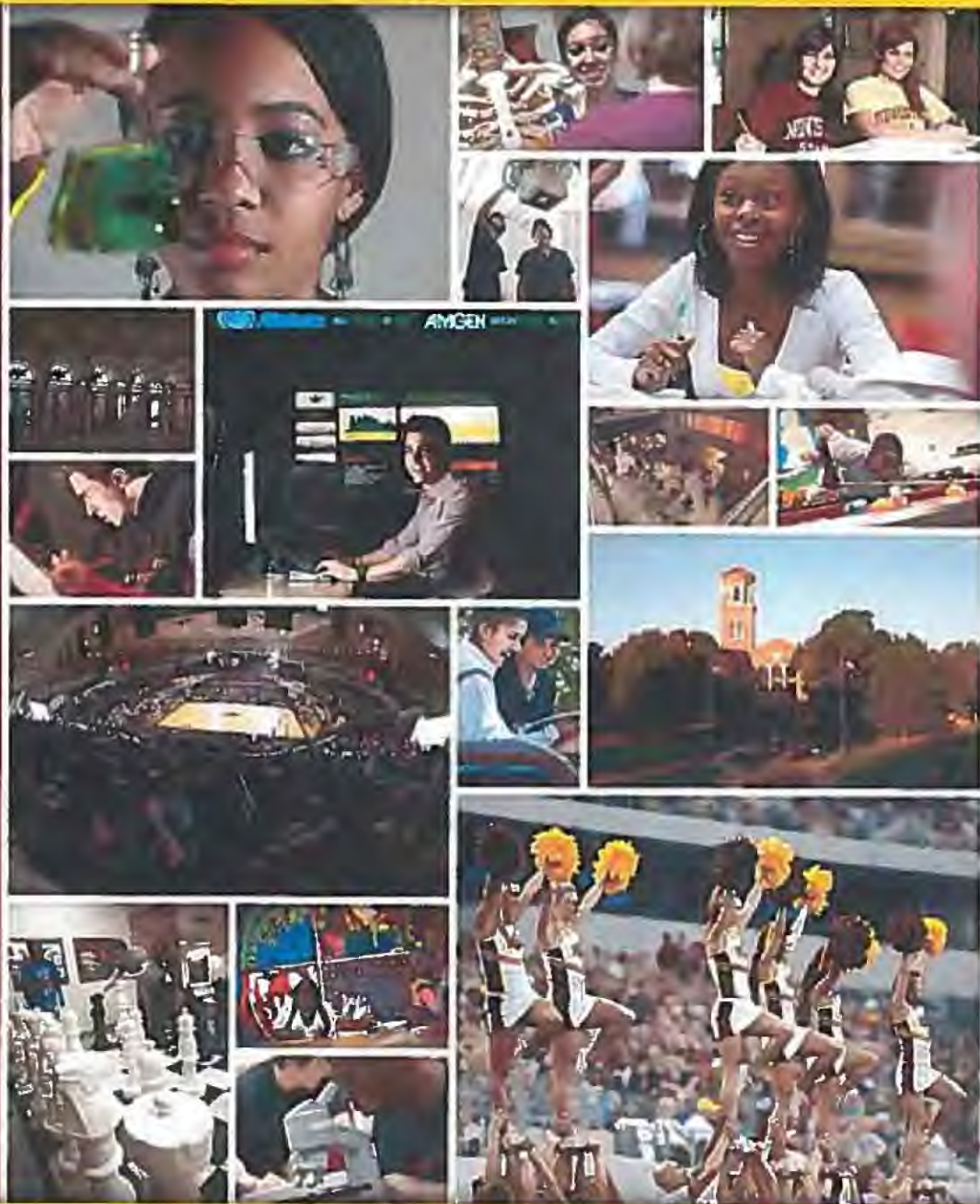
	Totals	Quasi- Endowment	<u>Scholarships</u>
Balance of Fund 09-01-2015	\$ 777,553.22	\$ 777,553.22	
Transferred out for scholarships 08/31/2016	(30,500.00)		\$ (30,500.00)
Scholarships Awarded			
Distribution of Earnings 08-04-2015	<u>32,152.60</u>	<u>32,152.60</u>	<u></u>
Balance of Fund 08-31-2016	<u>\$ 779,205.82</u>	<u>\$ 809,705.82</u>	<u>\$ (30,500.00)</u>

Financial Reports through July 31, 2016 Summary Report

The quarterly report is through July 31, 2016. Schedule One highlights that total revenue for the institution was \$100 million, up \$6.6 million compared to the same period last year. Operating revenue made up of tuition and fees, grants, and auxiliary enterprises were up \$4.7 million. Non-operating revenue including state appropriations was up \$1.8 million, net of a slight decrease in gifts of \$60,000. Expenses have increased from \$101 million to \$108 million, an increase of \$7 million or 6.9%. The largest increase was in salaries and wages of \$2.6 million, mostly caused by pay increases and changing the accounting of faculty salaries from when it is paid to when it is earned. The next largest increase was scholarships, \$1.6 million, with the growth of the merit scholarship program and study abroad scholarships. Rentals and leases increased \$.6 million, which was caused by timing differences in the booking of the lease expenses for the off-campus housing contract. Other increases included travel, which increased by 13.5% as a result of more students participating in study abroad; maintenance and repair, which increased by 15.4% for roof repair; and payroll related costs increasing by 6.8% due to increased health insurance costs.

Schedules Two and Three show that overall revenues and expenses are tracking positively to budget, with revenues at 101.1% and expenses at only 80.7% to an expected 91.7% at the end of July. Schedule Three shows that the institution met its overall tuition and fee revenue goals for the fall and spring, in total \$355,000 above the budget, because enrollment was a little higher both semesters than what was predicted.

Lastly, on Schedule Four, the ending balances of working capital funds show a use of \$1.8 million in reserves. However, several factors which are not accounted for in this report show this to be approximately \$1 million high—there are additional funds budgeted that will go to reserves, interest income is not shown, and budgeted salary and M&O savings are not included. Total use of reserves after netting factors mentioned above is approximately \$790,000.



FY16 Financial Results

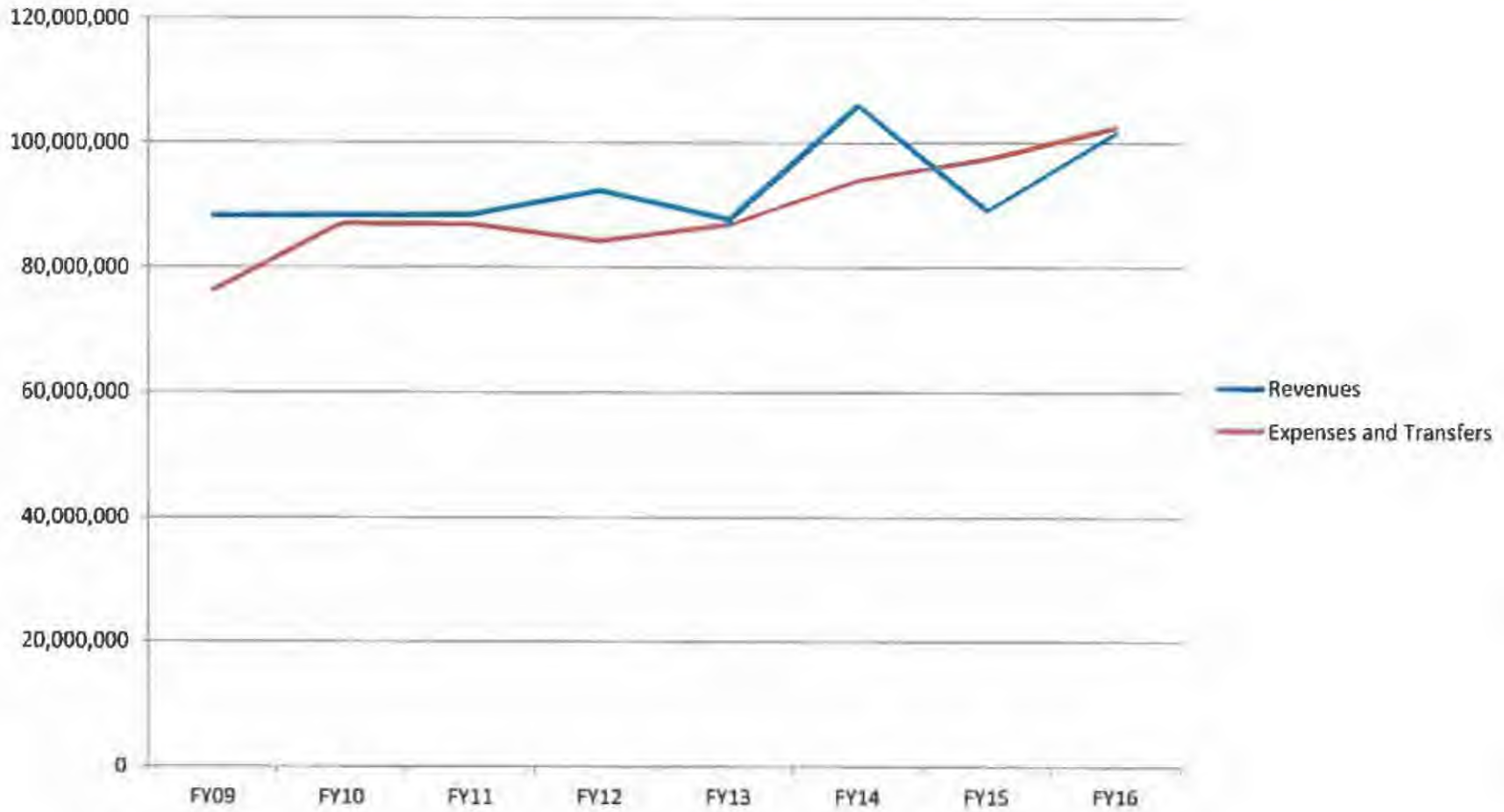
By
Dr. Marilyn Fowle'
November 10, 2016



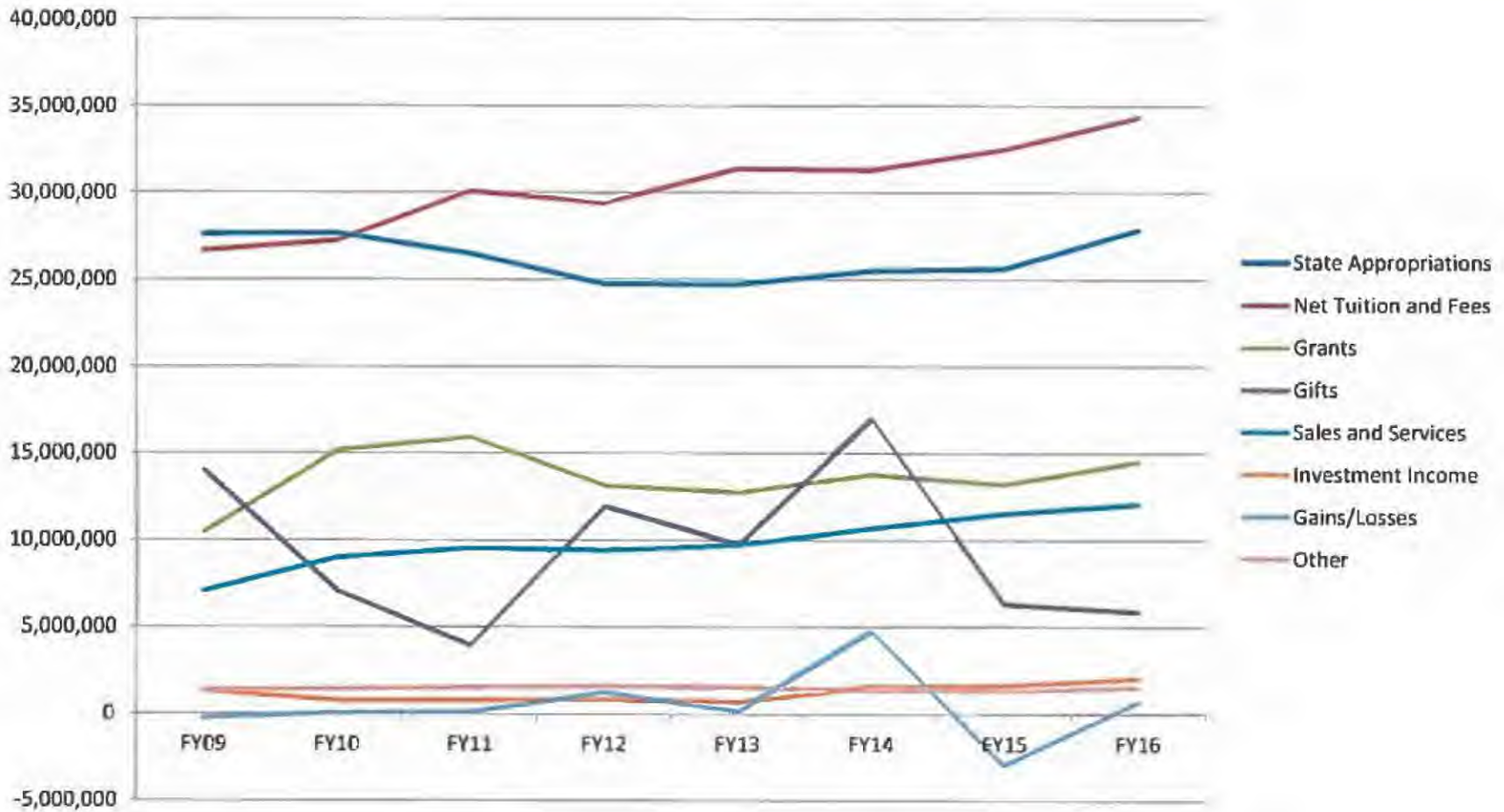
MIDWESTERN
STATE UNIVERSITY

mwsu.edu

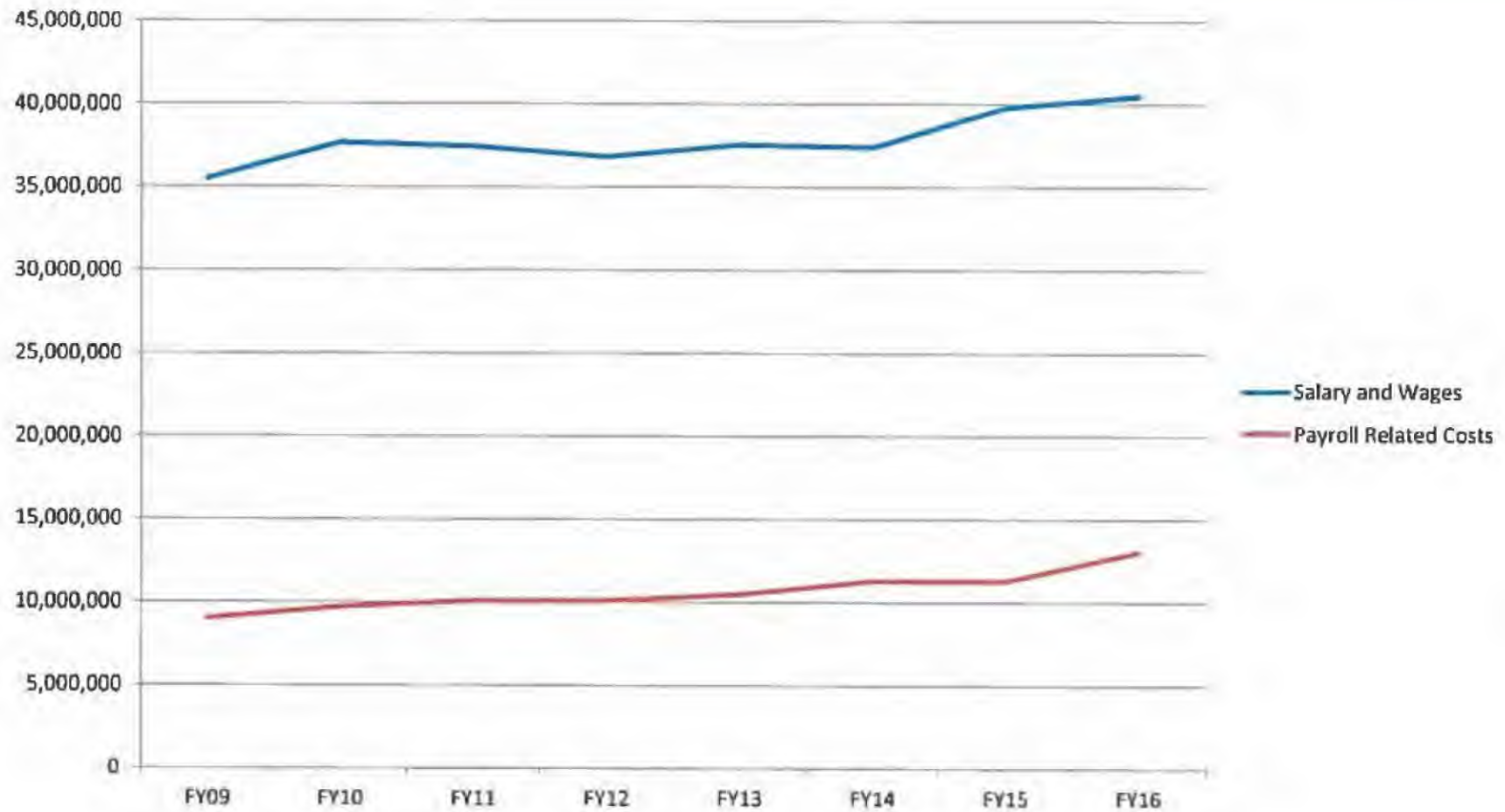
Net Income



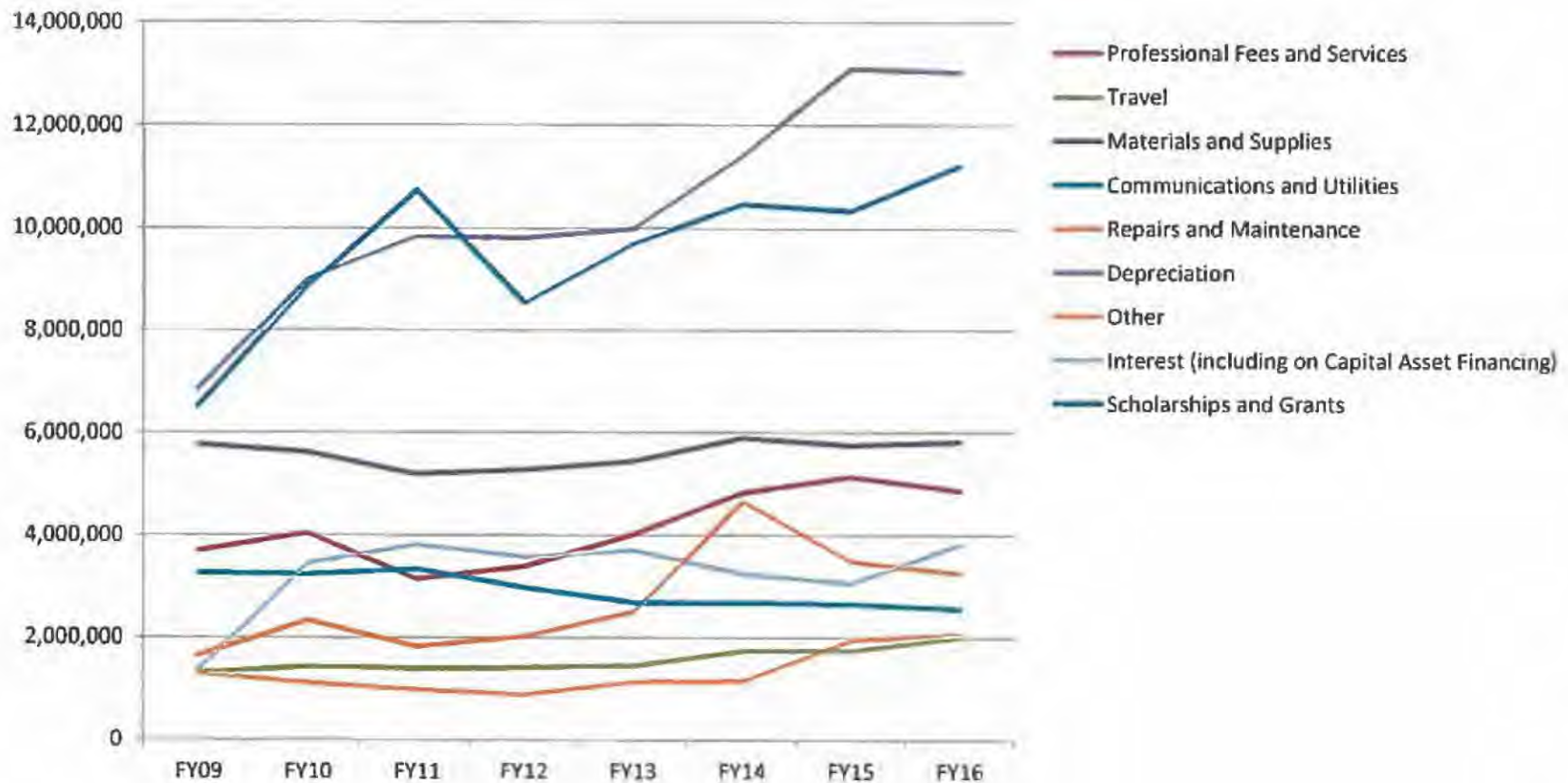
Income Sources



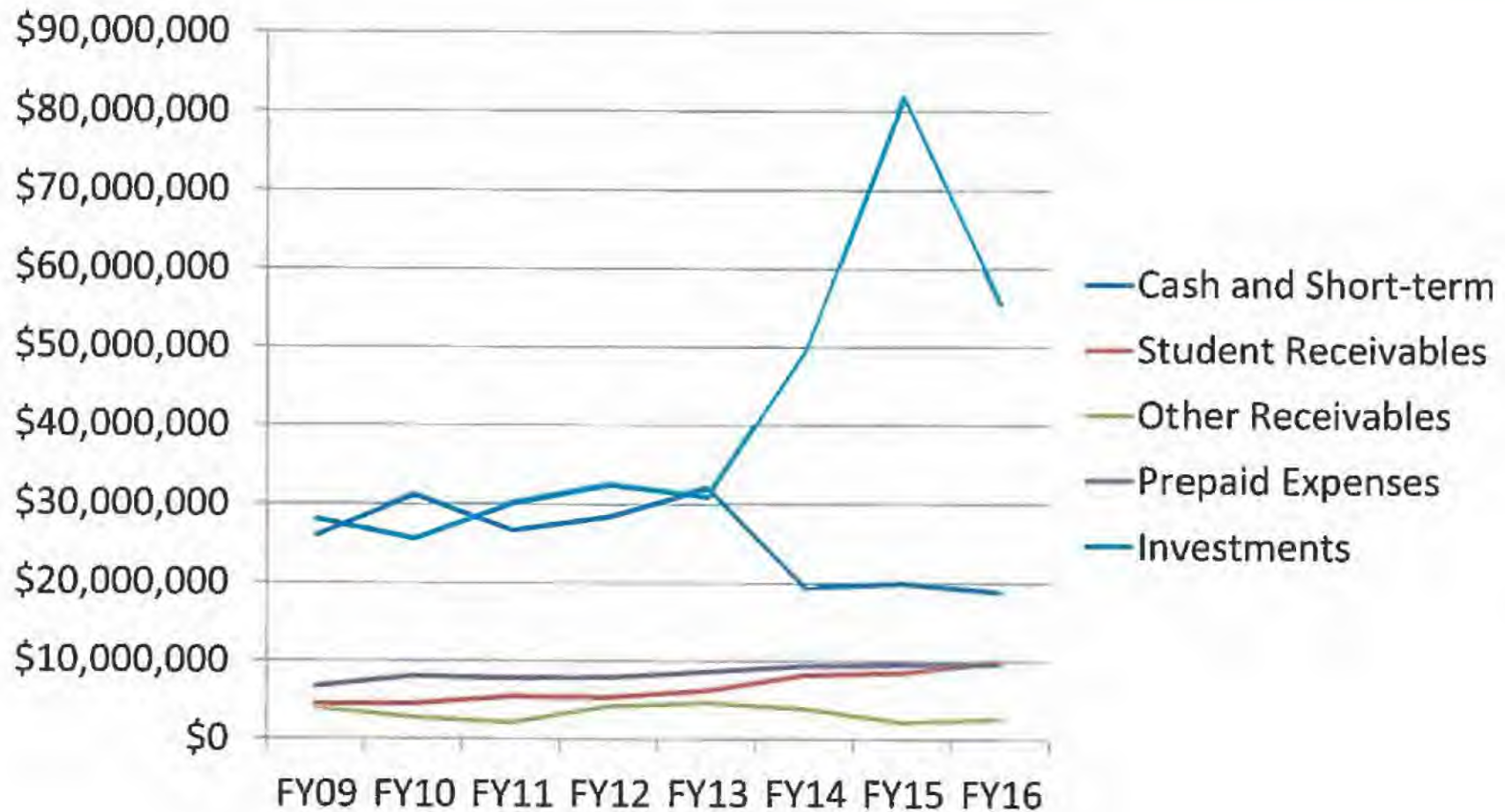
Payroll Expenses



Expenses Other Than Payroll

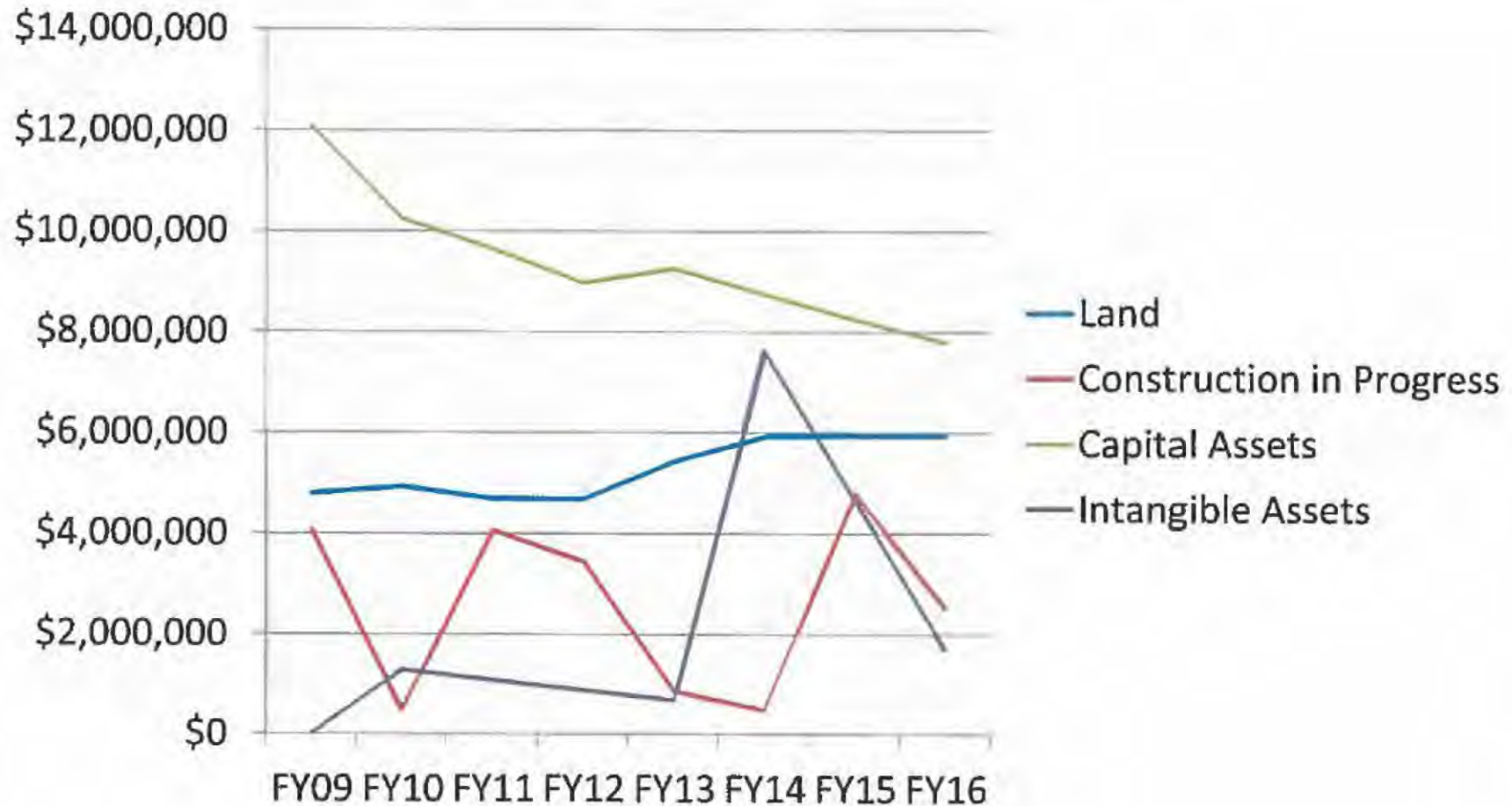


Financial Assets

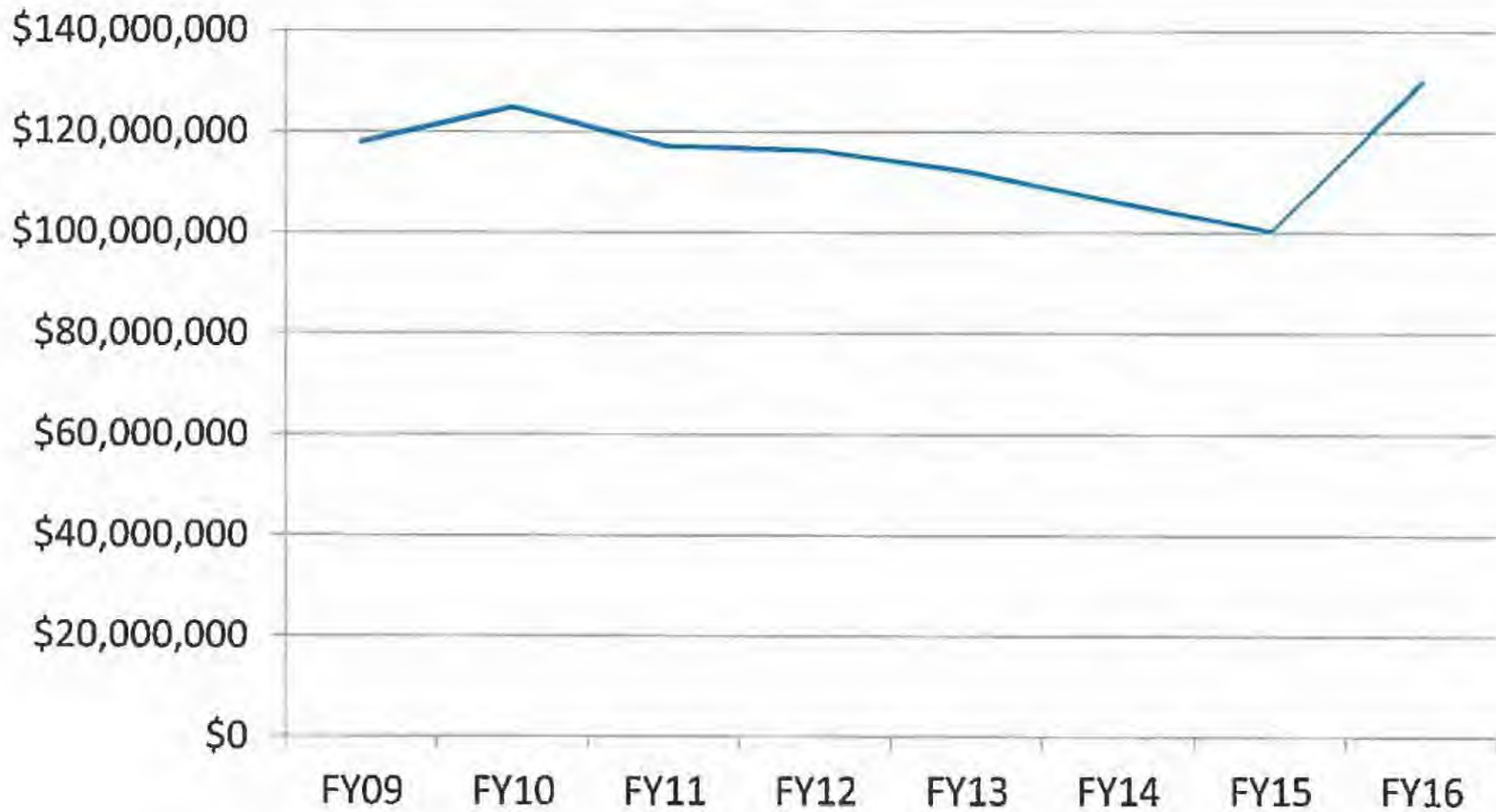


Physical Assets

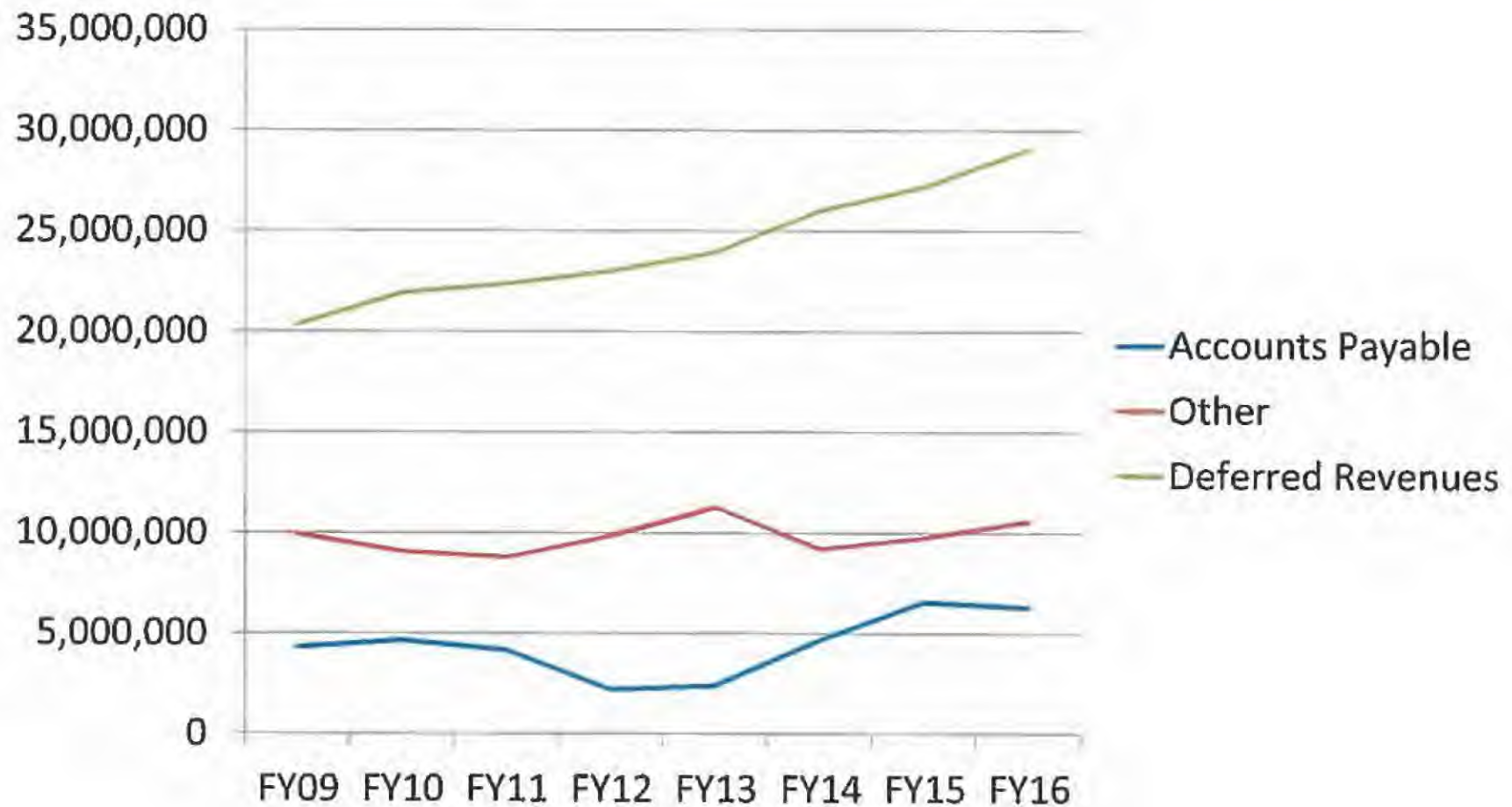
(Other than Buildings and Infrastructure)



Buildings and Infrastructure

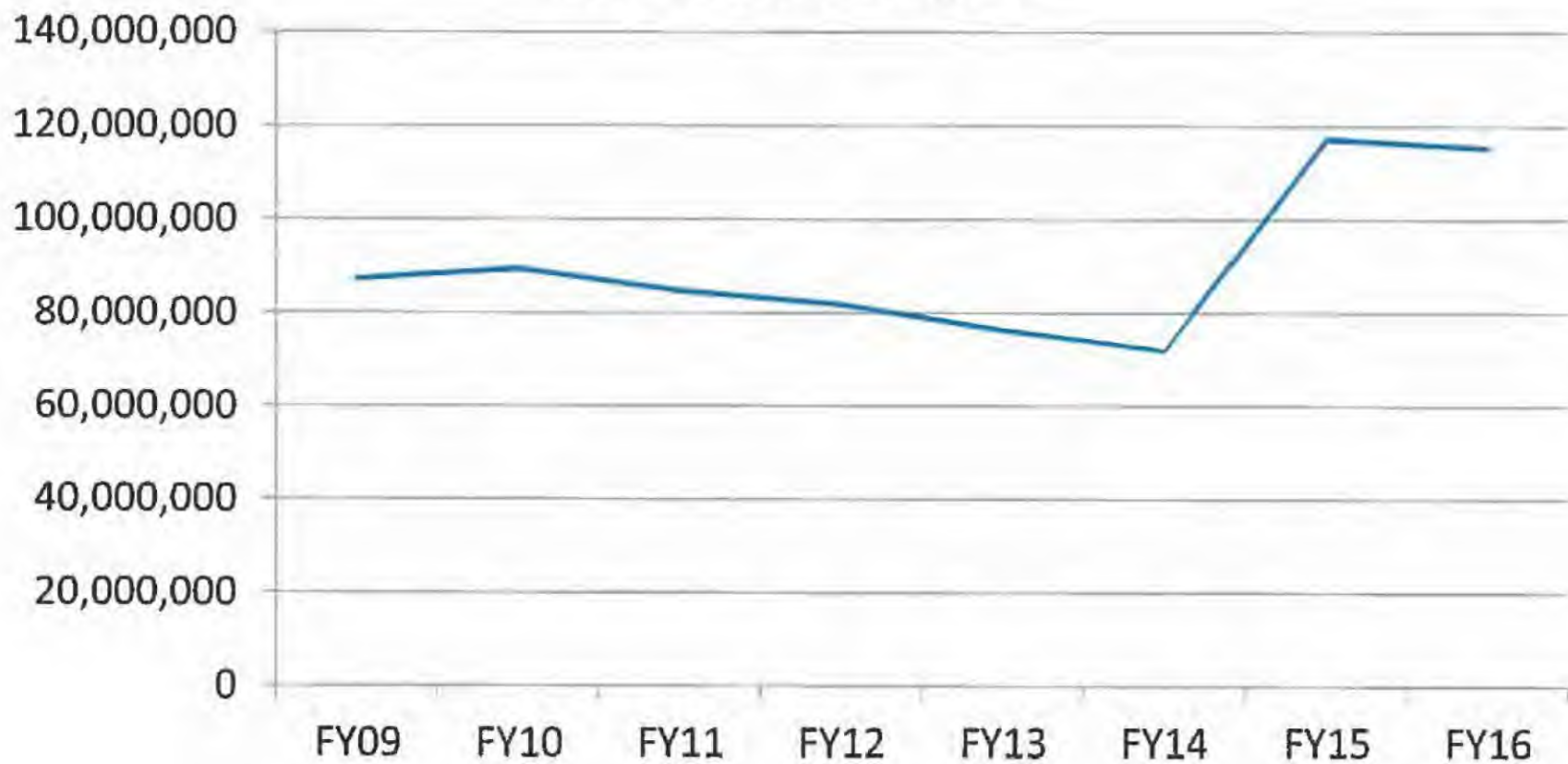


Current Liabilities

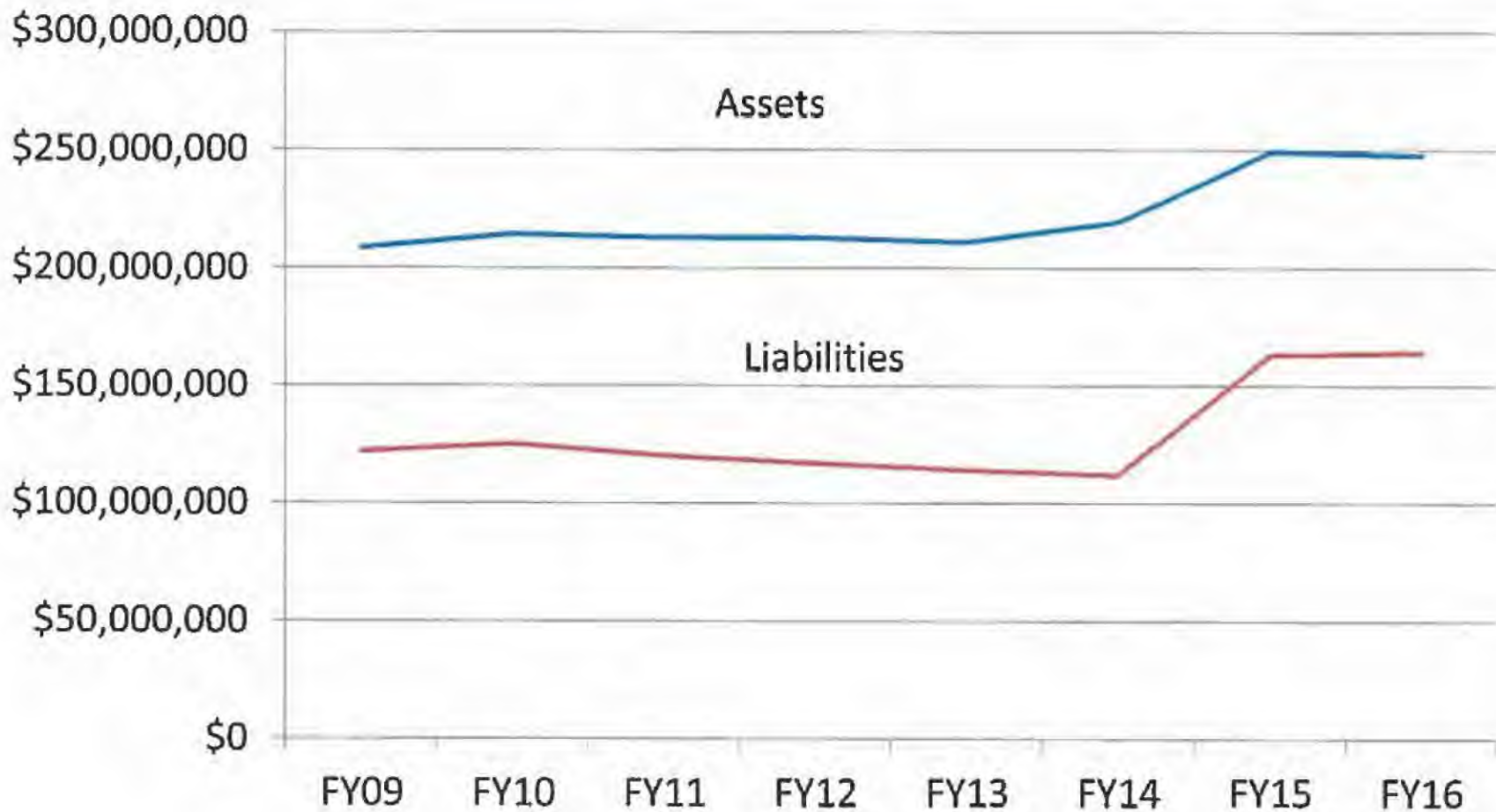


Non-current Liabilities

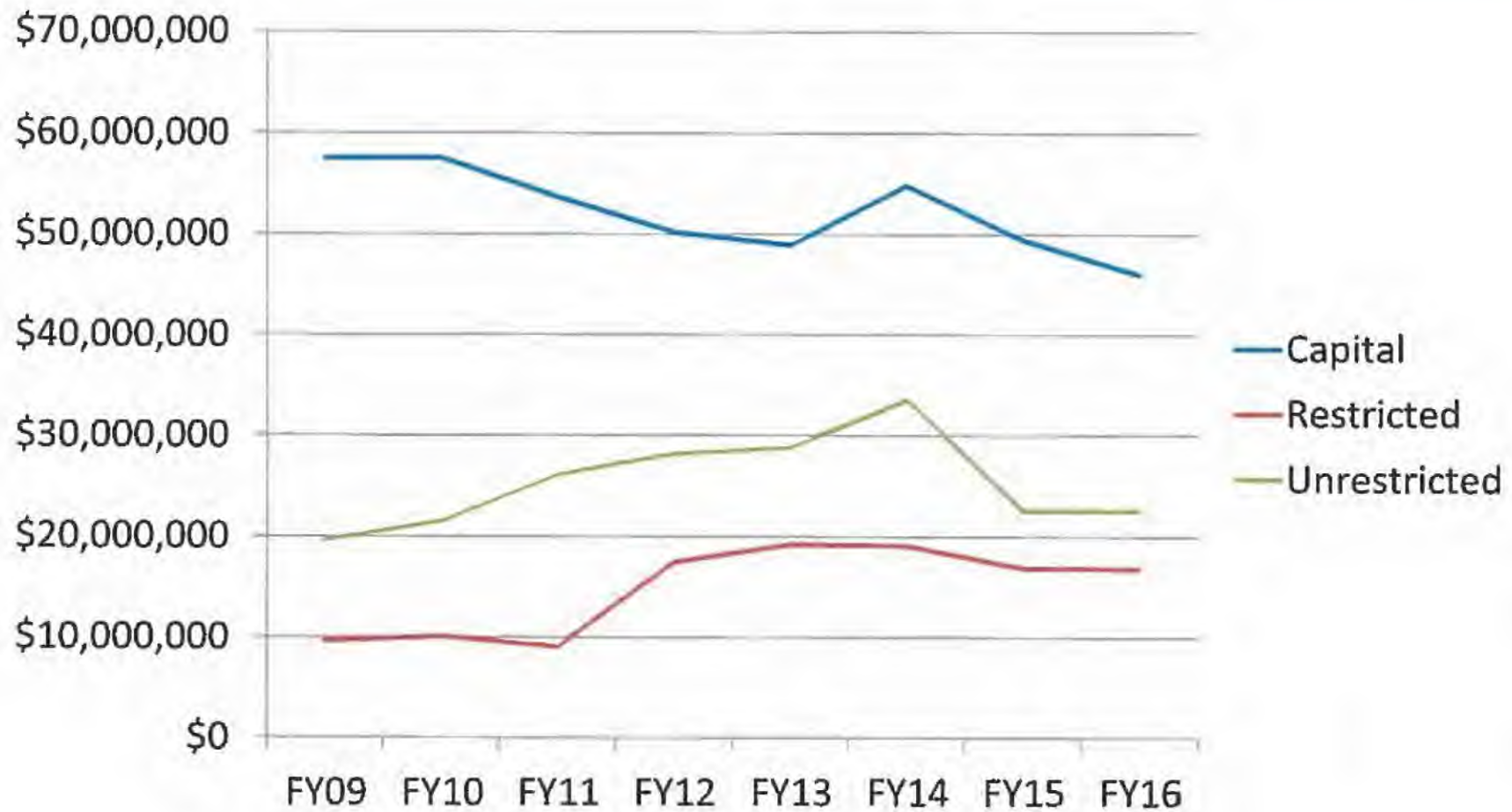
Non-Current Liabilities



Assets and Liabilities



Net Position



Summary

- Increasing reliance on funding from students via tuition, fees, sales and services
- Gift income is highly variable
- Expenses growing fastest for benefits, scholarships and depreciation
- Some unusual occurrences have increased assets (buildings) but also increased liabilities (debt)
- Continue to invest in capital assets in order to preserve asset base and cover depreciation
- Overall, financial position has remained steady from last year

Investment Report through August 31, 2016 Summary Report

The quarterly investment report you received is through August 31, 2016, as required by the Public Funds Investment Act.

The report shows that at the end of August the university held a total of \$37.5 million in cash and cash investments. Of that, \$8 million was in highly liquid cash investments, plus \$2.4 million at the state treasury. Texas A&M University System (TAMUS) held \$26.9 million of the funds. TAMUS cash investments earned \$187,000 of interest and dividends over the quarter and \$379,000 of unrealized gain since inception. The institution kept \$8 million in Texpool/Logic/Class, all short-term over-night investment vehicles. The balances of the funds, \$187,000, are held in securities purchased before the institution contracted with TAMUS and was managing its own cash. The agency notes have been sold at about par, and the small amount of common stock, \$71,000 in book value, is showing a \$117,000 gain since being acquired. The university has yielded on the overall cash holdings anywhere from (1.76 %) to 13.02% a month over the quarter.

The university has also invested the bond proceeds on the residence hall and mass communication project. At the end of August, there was \$9 million invested in BLB Flexible Repo Agreement which earned \$11,300 for the quarter. The university's endowed funds are held at both American National with \$8.3 million and, as of March 1, 2015, at Texas A&M University System with \$11.6 million. The funds held by American National had a realized gain of \$71,000 in market value since last quarter and overall have appreciated market value of 11.8% since obtaining the funds. The university received a \$50,000 distribution from these funds for the quarter. The TAMUS Endowment Pool had a realized gain of \$106,000 in market value for the quarter, but overall has a market loss of -2.7% since inception. The university received \$28,000 in distributions net of fees in addition to the market loss.

We have also included in your report this month the quarterly reports provided by TAMUS on the Cash Concentration Pool and the System Endowment Funds.

Summary of the Personnel Position Status Reports for 9/1/15 – 8/31/16

January 2016	Changed Classification from Secretary, SBDC to Assistant Director, SBDC Net position change: +0 (Clerical and Secretarial -1/Professional Non-Faculty +1) <u>Ratified by Board of Regents, 5/13/16</u>
May 2016	Changed Classification from Assistant Professor to Program Specialist, Academic Success Center Net position change: +0 (Regular Faculty -1/Professional Non Faculty +1) <u>Presented for ratification by Board of Regents, 8/5/16</u>
June 2016	Secretary, VP for University Advancement and Public Affairs (position deleted) Net position change: -1 (Clerical and Secretarial) <u>Presented for ratification by Board of Regents, 8/5/16</u>

Total net new positions as of 8/31/16 = -1.00

MIDWESTERN STATE UNIVERSITY
PERSONNEL POSITION STATUS REPORT
July 31, 2016

POSITIONS	APPROVED BUDGET		POSITIONS		TOTAL POSITIONS		SALARY	FILLED POSITIONS		VACANT POSITIONS		TOTAL CURRENT POSITIONS	
	9/1/2015		ADDED (DELETED)				(SAVED)						
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	ADDED	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
EXEC, ADMIN & MANAGERIAL	45.23	4,553,126			45.23	4,553,126	31,348	42.23	4,340,774	3.00	243,700	45.23	4,584,474
REGULAR FACULTY	257.61	17,779,863	(1.00)	(51,887)	256.61	17,727,976	(11,100)	242.11	17,204,913	14.50	511,963	256.61	17,716,876
PROFESSIONAL NON-FACULTY	150.21	6,705,029	2.00	102,688	152.21	6,807,717	(13,627)	148.21	6,660,270	4.00	133,620	152.21	6,793,890
CLERICAL AND SECRETARIAL	101.08	2,399,502	(2.00)	(41,832)	99.08	2,357,670	(8,940)	95.08	2,300,730	4.00	48,000	99.08	2,348,730
TECH & PARAPROFESSIONAL	23.75	1,024,566			23.75	1,024,566	4,465	22.75	982,572	1.00	46,459	23.75	1,029,031
SKILLED CRAFT	29.00	956,892			29.00	956,892	0	29.00	956,892	0.00	0	29.00	956,892
SERVICE & MAINTENANCE	65.00	1,378,668			65.00	1,378,668	2,147	61.00	1,305,227	4.00	75,588	65.00	1,380,815
POLICE	14.00	506,186	0.00	0	14.00	506,186	(14,440)	14.00	491,746	0.00	0	14.00	491,746
GRAND TOTALS	685.88	35,303,832	(1)	8,969	684.88	35,312,801	(10,347)	654.38	34,243,124	30.50	1,059,330	684.88	35,302,454

MIDWESTERN STATE UNIVERSITY
PERSONNEL POSITION STATUS REPORT
August 31, 2016

POSITIONS	APPROVED BUDGET		POSITIONS		TOTAL POSITIONS		SALARY	FILLED POSITIONS		VACANT POSITIONS		TOTAL CURRENT POSITIONS	
	9/1/2015		ADDED (DELETED)				(SAVED)						
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	ADDED	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
EXEC, ADMIN & MANAGERIAL	45.23	4,553,126			45.23	4,553,126	31,348	42.23	4,340,774	3.00	243,700	45.23	4,584,474
REGULAR FACULTY	257.61	17,779,863	(1.00)	(51,887)	256.61	17,727,976	(11,100)	242.11	17,204,913	14.50	511,963	256.61	17,716,876
PROFESSIONAL NON-FACULTY	150.21	6,705,029	2.00	102,688	152.21	6,807,717	(24,242)	148.21	6,649,855	4.00	133,620	152.21	6,783,475
CLERICAL AND SECRETARIAL	101.08	2,399,502	(2.00)	(41,832)	99.08	2,357,670	(8,940)	95.08	2,300,730	4.00	48,000	99.08	2,348,730
TECH & PARAPROFESSIONAL	23.75	1,024,566			23.75	1,024,566	4,465	22.75	982,572	1.00	46,459	23.75	1,029,031
SKILLED CRAFT	29.00	956,892			29.00	956,892	0	29.00	956,892	0.00	0	29.00	956,892
SERVICE & MAINTENANCE	65.00	1,378,668			65.00	1,378,668	1,223	61.00	1,304,303	4.00	75,588	65.00	1,379,891
POLICE	14.00	506,186	0.00	0	14.00	506,186	(14,440)	14.00	491,746	0.00	0	14.00	491,746
GRAND TOTALS	685.88	35,303,832	(1)	8,969	684.88	35,312,801	(21,686)	654.38	34,231,785	30.50	1,059,330	684.88	35,291,115

Midwestern State University Reporting of Personnel Changes
Fiscal Year 2015-2016
July - August

I. ENTERING EMPLOYEES

1. Anthony Vidmar – Vice President, University Advancement and Public Affairs – 07/01/16
2. Jessica Hulett – Secretary, Mass Communication – 07/01/16
3. Patricia Lindley – Custodian, Facilities Services – 07/01/16
4. James Hayes – Custodian, Facilities Services – 07/11/16
5. Sean Guffey – Locksmith, Facilities Services – 07/11/16
6. Sidney Jackson – Admissions Evaluator – 07/18/16
7. Terri Farabee – BSN Nurse Educator, Simulation Center – 07/25/16
8. Dylan Dudley – Assistant Coach, Men's Basketball – 07/25/16
9. Raneya Daniels – Custodian, Facilities Services – 08/01/16
10. Ronnie Holmes – Custodian, Facilities Services – 08/01/16
11. Chester Koonce – Custodian, Facilities Services – 08/01/16
12. Cody Potter – Groundskeeper, Facilities Services – 08/01/16
13. Timothy Noble – Residence Hall Maintenance Technician – 08/02/16
14. John Kincaid – Custodian, Facilities Services – 08/08/16
15. Cassie Stone – Human Resources Assistant II – 08/15/16
16. Jesse Dominguez – Library Assistant I – 08/15/16
17. Cameron Hughes – Police Officer II – 08/22/16
18. Mark Ryal – Interim Head Coach, Softball – 08/24/16
19. Sara Fuller – Program Coordinator, Intensive English Language Institute – 08/29/16
20. Cesar Alvarado – Assistant Professor, Nursing – 08/22/16
21. Samantha Carter – Instructor, Athletic Training – 08/22/16
22. Jessica Fino – Assistant Professor, Respiratory Care – 08/22/16
23. Akarti Gupta – Instructor, Health Administration – 08/22/16
24. Timothy Hinchman – Instructor, Education – 08/22/16
25. Agim Kukeli – Assistant Professor, Economics – 08/22/16
26. Austin Kureethara Manuel – Assistant Professor, Education – 08/22/16
27. Jeremy Motley – Visiting Instructor, Chemistry – 08/22/16
28. Donovan Irvan Martin – Visiting Assistant Professor, English – 08/22/16
29. Cody Parish – Lecturer, English – 08/22/16
30. Krista Rascoe – Lecturer, English – 08/22/16
31. Marcie Reynolds – Instructor, Education – 08/22/16
32. Kathryn Stewart (Zuckweiler) – Dean, Graduate School – 08/22/16
33. Paul San Miguel – Assistant Professor, Accounting – 08/22/16
34. Preet Sharma – Visiting Instructor, Chemistry – 08/22/16
35. Teresa Tempelmeyer – Assistant Professor, Psychology – 08/22/16
36. Valencia Tamper – Visiting Assistant Professor, Foreign Language – 08/22/16
37. Christopher Vivio – Visiting Assistant Professor, Music – 08/22/16

II. EXITING EMPLOYEES

1. Elizabeth Rogers – Human Resources Assistant – 07/15/16
2. Mildred Bruno – Custodian, Facilities Services – 07/26/16
3. Martin Melhus – Assistant Professor, Chemistry – 08/01/16
4. Aisha Siddiqui – Assistant Professor, Psychology – 08/01/16
5. Karin Velasquez – Administrative Assistant, Academic Success Center – 08/02/16
6. Caitlin Hall – Instructor, Athletic Training – 08/03/16
7. Amy Vance – Coordinator, Student Center Services – 08/05/16
8. Sidney Jackson – Admissions Evaluator – 08/09/16
9. Jesika Fisher – Secretary, Education – 08/11/16
10. Kevin Bazner – Assistant Director, Student Development and Orientation – 08/19/16
11. Brady Tigert – Head Coach, Softball – 08/19/16
12. Henry Cooper – Lead Custodian, Facilities Services – 08/26/16
13. Benito Velasquez – Associate Professor/Chair – Athletic Training/Exercise Physiology – 08/30/16
14. Tommy Hutson – Assistant Professor, Education – 08/31/16
15. Susan Warley – Lecturer, English – 08/31/16

III. RETIRING EMPLOYEES

1. Judith Beechler – Assistant Professor, Education – 08/31/16
2. Peggy Brennan – Assistant to Vice President, Administration and Institutional Effectiveness – 08/31/16
3. Howard Farrell – Vice President, University Advancement and Public Affairs – 08/31/16
4. Ralph Fritzsche – Professor/Chair, Accounting – 08/31/16
5. Cathy Griffin – Secretary, Intensive English Language Institute – 08/31/16
6. Kathy Hammack – Secretary, Dental Hygiene – 08/31/16
7. Thomas Hoffman – Associate Professor, English – 08/31/16
8. Glenn Elwynn Ladd – Police Officer III – 08/31/16
9. Clarence Linton – Locksmith, Facilities Services – 08/31/16
10. Diane Stewart – Assistant Professor, Nursing – 08/31/16

Summary of the Personnel Position Status Reports for 9/1/16 – 9/30/16

Total net new positions as of 9/30/16 = 00

MIDWESTERN STATE UNIVERSITY
PERSONNEL POSITION STATUS REPORT
September 30, 2016

<u>POSITIONS</u>	<u>APPROVED BUDGET</u>		<u>POSITIONS</u>		<u>TOTAL POSITIONS</u>		<u>SALARY</u>	<u>FILLED POSITIONS</u>		<u>VACANT POSITIONS</u>		<u>TOTAL CURRENT POSITIONS</u>	
	<u>9/1/2015</u>		<u>ADDED (DELETED)</u>				<u>(SAVED)</u>						
	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>ADDED</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>
EXEC, ADMIN & MANAGERIAL	44.75	4,628,584			44.75	4,628,584		41.75	4,384,884	3.00	243,700	44.75	4,628,584
REGULAR FACULTY	256.59	18,131,588			256.59	18,131,588	(24,643)	242.09	17,594,982	14.50	511,963	256.59	18,106,945
PROFESSIONAL NON-FACULTY	155.46	7,254,760			155.46	7,254,760	(14,579)	151.46	7,106,561	4.00	133,620	155.46	7,240,181
CLERICAL AND SECRETARIAL	99.58	2,524,085			99.58	2,524,085	4,826	95.58	2,480,911	4.00	46,000	99.58	2,528,911
TECH & PARAPROFESSIONAL	23.75	1,090,302			23.75	1,090,302		22.75	1,043,843	1.00	46,459	23.75	1,090,302
SKILLED CRAFT	29.00	1,002,944			29.00	1,002,944		29.00	1,002,944	0.00	0	29.00	1,002,944
SERVICE & MAINTENANCE	70.00	1,575,709			70.00	1,575,709	(18)	66.00	1,500,103	4.00	75,588	70.00	1,575,691
POLICE	<u>14.00</u>	<u>538,224</u>	<u>0.00</u>	<u>0</u>	<u>14.00</u>	<u>538,224</u>	<u>2,389</u>	<u>14.00</u>	<u>540,613</u>	<u>0.00</u>	<u>0</u>	<u>14.00</u>	<u>540,613</u>
GRAND TOTALS	693.13	36,746,196	0	0	693.13	36,746,196	(32,025)	662.63	35,654,841	30.50	1,059,330	693.13	36,714,171

Midwestern State University Reporting of Personnel Changes
Fiscal Year 2016-2017
September 2016

I. ENTERING EMPLOYEES

1. Clinton Wagoner – Honors Program Coordinator – 09/01/16
2. Stephanie Pagan – Admissions Evaluator – 09/12/16
3. Martina Galvan – Custodian, Facilities Services – 09/15/16
4. Melvin Martin – Custodian, Facilities Services – 09/15/16
5. Haley Guffey – Secretary, Education – 09/19/16
6. Ryan Allen – Groundskeeper, Facilities Services – 09/26/16
7. Donna Vidmar – Coordinator, Student Center Services – 09/26/16

II. EXITING EMPLOYEES

1. Jessica Beggs – Medical Office Coordinator – 09/08/16
2. Kyle Contreras – Accountant III, Controller's Office – 09/15/16

AUDIT, COMPLIANCE, AND
MANAGEMENT REVIEW
COMMITTEE

Audit, Compliance, and Management Review Committee

Membership

Tiffany Burks, Chairman

Lynwood Givens

Jeff Gregg

Shawn Hessing

Reading and Approval of Minutes

17-33. The minutes of the Audit, Compliance, and Management Review Committee meeting August 4, 2016, will be recommended for approval by the committee as shown in the minutes' section of this agenda as Minutes Attachment 17-33.

Committee for Presidential Performance and Compensation Review

17-34. The Board By-laws provide that the Audit, Compliance, and Management Review Committee will oversee the yearly presidential performance review in February of each year. The Committee will request information from the President as necessary in preparation for this review.

Historically Underutilized Business Year-End Report – FY 2016

17-35. The university is required to report on its use of Historically Underutilized Businesses (HUBs) each year. MSU's FY 2016 report is shown in Attachment 17-35 as a point of information only. The report includes goals established by the state for each HUB category. In every category, with the exception of heavy construction, the percentage of MSU HUB purchases exceeded the state's goals as shown in the far left column of the report.

Compliance Activities Update

17-36. An update regarding compliance activities since the last Board meeting was prepared by Controller Chris Stovall and is shown in Attachment 17-36 as a point of information.

Audit Activities and FY 16 Internal Audit Annual Report

17-37. The Internal Audit Annual Report for FY 16 will be presented for approval (see Attachment 17-37). The Board will also receive an update on audit activities from Director of Internal Audits Leigh Kidwell.

Audit Report 16-1 – Information Security Program Assessment

17-38. The Executive Summary and Background Information related to Audit Report 16-1 will be presented as shown in Attachment 17-38. Discussion regarding the audit will be in closed session as allowed by Texas Government Code Section 51.079, Deliberations Regarding Security Audits.

AUDIT, COMPLIANCE, AND
MANAGEMENT REVIEW
COMMITTEE ATTACHMENTS

MIDWESTERN STATE UNIVERSITY
HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) EXPENDITURES
COMPARISON TO STATEWIDE HUB PROCUREMENT GOALS

State Wide HUB Goals	Procurement Category	MSU HUB Expenditures FY 2015		Total Expenditures FY 2015	MSU HUB Expenditures FY 2016		Total Expenditures FY 2016
		Actual %	Actual \$		Actual %	Actual \$	
11.20%	Heavy Construction	9.14%	\$ 35,966	\$ 393,450	73.07%	\$ 81,086	\$ 110,904
21.10%	Building Construction	29.79%	\$ 203,555	\$ 683,401	42.28%	\$ 2,495,794	\$ 5,903,402
32.70%	Special Trades Construction	34.08%	\$ 310,019	\$ 909,699	21.71%	\$ 141,107	\$ 649,867
23.60%	Professional Services	84.54%	\$ 158,625	\$ 187,640	73.38%	\$ 119,720	\$ 163,140
24.60%	Other Services	63.89%	\$ 869,828	\$ 1,361,504	20.08%	\$ 99,848	\$ 497,152
21.00%	Commodities	55.66%	\$ 1,052,382	\$ 1,890,885	63.46%	\$ 1,245,519	\$ 1,962,834

MSU Annual HUB Expenditures FY 2016 By ETHNICITY

Black Dollars	Hispanic Dollars	Woman Dollars	Asian Pacific Dollars	Native American Dollars	Disabled American Dollars
\$ 429,726	\$ 2,463,013	\$ 1,160,409	\$ 128,376	\$ 1,500	\$ -

Compliance Activities Update

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

- The Americans with Disabilities Act (ADA) sub-committee has been active since the August update. The committee met on September 27 and created three breakout groups: Educational, Website, and Information Technology (IT). Each group has been tasked with evaluating and making recommendations to the President's Cabinet to move the university into full compliance with new educational materials, all information technology purchases and installations, and new university web pages. The committee is expecting to bring recommendations to the Cabinet in December.
- An IT Compliance sub-committee will be created after a Chief Information Officer is hired to review and recommend improvements related to the Myers and Stauffer Information Security Program Assessment. The Myers report was finalized on September 22. The specific details of the report, including the auditors' recommendations and management's corrective action plan, are considered security sensitive and will be discussed further in executive session.
- The IT Advisory Committee will be re-established and will be responsible for collaborating and establishing technology priorities and campus-wide goals. The committee will begin meeting after a Chief Information Officer is hired and can lead that charge.
- The implementation of new contract management policies and procedures is complete. This fall, Barry Macha and Steve Shelley, Director of Purchasing and Contract Management, conducted multiple training sessions for the campus. The trainings were successful in communicating the new requirements under Senate Bill 20 to all MSU contract liaisons. All contracts since August 1 are compliant with the new handbook rules, which incorporate the new contracting requirements set forth in Senate Bill 20. Four hundred ninety nine contracts were processed through the Contract Management System in FY 16. A total of 2,215 contracts are currently included in the repository with 1,004 being active.
- The compliance update presented to the Board in August identified two additional policies that would be updated and created as a result of Senate Bill 20: the *Ethics Policy for Employees of MSU* and, a new policy, *Suspected Dishonest or Fraudulent Activities*. The plan was originally to bring both policies to the Board at the November meeting. However, due to the extraordinary number of changes required by Senate Bill 20, the decision was made to delay the implementation of both policies. The policies will be

presented to the Faculty Senate in November. In December, the Faculty Senate will give its recommendations to Dr. Shipley and the Cabinet. An update will be provided to the Board at the February 2017 meeting. Any other recommendations or further discussions will be finalized so that both policies can be presented to the Board for consideration at the May 2017 meeting.

- The State Office of Risk Management was on campus August 10 for a routine visit to review, verify, monitor, and approve risk management programs adopted by the university. The report included six observations and recommendations for improvement, all of which will be implemented on or before September 1, 2017.
- Dawn Fisher, Director of Human Resources, and Angie Reay, Associate Director of Resident Life, co-chaired a task force to review the Fair Labor Standards Act (FLSA), identify positions on campus that will be directly affected by the new standards, minimize any negative consequences, and provide recommendations to the President and Cabinet in order to successfully implement the requirements of the law that go into effect December 1, 2016.
- The Compliance Support and Advisory group, consisting of Barry Macha, Leigh Kidwell, and Chris Stovall, has begun the process of reviewing current university policy organization and structure. The group will identify processes needed to create a uniform system for adopting and approving new policies, designate responsibility for maintaining and reviewing existing policies, and create a new electronic policy manual.
- The Department of Education performed an on-site program review of the Student Support Services office on September 20 and 21. The program specialists were impressed with the program, and it will be highlighted in an upcoming Department of Education newsletter. The report included one required and one recommended finding during the exit meeting, and Dr. Lisa Estrada-Hamby, MSU Director of Student Support Services, has already implemented the recommendation, and the required change will be fully implemented before the spring semester registration.
- The Fiscal Management Division of the Comptroller of Public Accounts will be on campus in November. The university was selected for a routine post-payment audit to ensure that the university's payroll, purchasing, procurement, and travel expenditures comply with state laws and regulations.
- Finally, two tips have been received through the EthicsPoint anonymous hotline. The first tip was discussed with the Director of Human Resources and has been closed. The second tip will also be addressed through Human Resources and is expected to be closed shortly. Neither of the tips received involved a fraud or compliance concern.

INTERNAL AUDIT ANNUAL REPORT

For the Fiscal Year Ended
August 31, 2016



Office of Internal Audit

Leigh Kidwell, CPA, CGMA, Director

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



Office of Internal Audits
3410 Taft Boulevard Wichita Falls, Texas 76308-2099
o 940.397.4914 f 940.397.4037

Transmittal Letter

October 14, 2016

Ms. Tiffany Burks
Chair - Audit, Compliance, and Management Review Committee
Midwestern State University Board of Regents

Dear Ms. Burks:

I am pleased to submit the annual report of the Office of Internal Audits for the fiscal year ended August 31, 2016. This report fulfills the Texas Internal Auditing Act requirements set out in Texas Government Code, Section 2102.009. It provides information on the services provided to the university by the internal audit function, external audit services procured during this fiscal year and next year's audit plan.

The Texas Internal Auditing Act requires higher education institutions to submit their internal audit annual report to the State Auditor's Office, the Governor's Office of Budget, Planning, and Policy, the Legislative Budget Board, and the Sunset Advisory Commission by November 1 each year. Typically no reports are submitted to oversight agencies prior to approval by the institution's governing board. However, a draft version of the annual report will be accepted when the governing board's next meeting is scheduled after the due date. To ensure the University's report is received timely, I will submit a draft version of this report prior to the Board of Regents November meeting. The final report will be submitted following approval at the November 11, 2016 meeting.

I appreciate the support the Board of Regents, the President and university management provide to me in the performance of my responsibilities and formally request this report be approved.

Sincerely,

Leigh Kidwell, CPA, CGMA
Director

TABLE OF CONTENTS

I.	Executive Summary.....	1
II.	Compliance with Texas Government Code, Section 2102.015.....	1
III.	Compliance with Texas Education Code, Section 51.9337(h), prescribed by Senate Bill 20 (84th Legislature)	2
IV.	Internal Audit Plan for Fiscal Year 2016.....	4
V.	Consulting Services and Non-audit Services.....	6
VI.	Internal Audit Plan for Fiscal Year 2017.....	6
VII.	External Audit Services.....	9
VIII.	Reporting Suspected Fraud and Abuse.....	9

I. Executive Summary

The purpose of the internal audit annual report is to provide information on the assurance services, consulting services, and other activities of the internal audit function. Additionally, the annual report assists central oversight agencies with planning and coordinating their work efforts. It is submitted in compliance with the Texas Internal Auditing Act (Texas Government Code, Section 2102.009) and the rules and regulations of the Board of Regents of Midwestern State University.

The Office of Internal Audits provides independent, objective assessments and contributes to the improvement of the University's governance, risk management and internal controls. The primary objective is to assist the Board of Regents, the President, and university management in effectively discharging their responsibilities.

Fiscal Year 2016 was a short year due to the vacancy in the office until mid-February when a Director was hired. Compliance was the internal audit primary objective for the remainder of the year. The main project was ensuring the University's Information Security Program was reviewed to determine compliance with Texas Administrative Code, Section 202, security standards. Other internal audit projects were centered on compliance with Senate Bill 20 such as creating an Institutional Compliance and Ethics Program; informing the Cognizant Policy Officers and Compliance Partners of their responsibilities; creating a compliance matrix and calendars to track reporting requirements and document compliance initiatives; creating smaller compliance sub-committees to address a specific high priority areas; assisting with updates to the Contract Management Handbook and the *Ethics Policy for Employees*, and assisting with drafting the new *Suspected Dishonest or Fraudulent Activities Policy*.

In accordance with Texas Government code, Sections 2102.009 and 2102.0091, internal audit annual reports are due on November 1 and must be submitted to the State Auditor's Office, the Governor's Office of Budget, Planning, and Policy, the Legislative Budget Board, and the Sunset Advisory Commission. A draft version of the report may be submitted to the oversight agencies when the next meeting of the institution's governing board is scheduled after the November 1 due date. The University's final report will be submitted to the oversight agencies following approval at the November 11, 2016 Board of Regents meeting.

II. Compliance with Texas Government Code, Section 2102.015

Texas Government Code, Section 2102.015, requires higher education institutions to post certain information on their internet websites. It also requires them to update the website postings with detailed summaries of weaknesses, deficiencies, wrongdoings, or other concerns, if any, raised by the audit plan or annual report, and summaries of the actions taken by the institution to address concerns, if any, that are raised by the audit plan or annual report. Within 30 days after approval by the entity's governing board, the Fiscal Year 2016 internal audit annual report (Texas Government Code, Section

2102.009) and the Fiscal Year 2017 audit plan (Texas Government Code, Section 2102.008) should be posted on the institution's website.

In order to comply with Texas Government Code, Section 2102, the University's Fiscal Year 2016 Internal Audit Annual Report and the Fiscal Year 2017 Audit Plan will be posted within 30 days after Board of Regents' approval, on www.mwsu.edu/regents/board-minutes.

An Office of Internal Audits web page has been created at www.mwsu.edu/internal-audits. The web page is still under construction with an anticipated December 31, 2016 go live date where all information required by Section 2102.015 will be centrally located. The University retains the right to not post information contained in the Audit Plan or Internal Audit Annual Report if the information is exempt from public disclosure under Texas Government Code, Section 552.

III. Compliance with Texas Education Code, Section 51.9337(h), prescribed by Senate Bill 20 (84th Legislature)

A comprehensive state contracting reform bill was passed during the Texas 84th Legislative Session. Senate Bill 20 (SB 20) implemented new requirements for both state agencies and institutions of higher education. It was passed in the wake of controversy surrounding the *Austin-American Statesman* report of a \$100 million, no-bid contract at the Health and Human Services Commission (HHSC). Following the release of the *Austin-American Statesman* report, the State Auditor's Office investigated HHSC and found other contracting irregularities. The revelation of these irregularities led to the resignation of four high ranking HHSC officials and increased scrutiny of all state agencies contracting procedures.

SB 20 amended Texas Education Code, Section 51 by adding Section 51.9337, conditional purchasing authority for institutions of higher education. Conditional purchasing authority would prevent institutions from using the preferred, Best Value Method to acquire goods and services if determined to be non-compliant with Section 51.9337. Institutions would then be subject to the more restrictive contracting laws governing state agencies.

Section 51.9337, prescribed by SB 20, requires the institution's board of regents to establish:

1. A code of ethics.
2. A policy for the internal investigation of suspected defalcation, misappropriation, and other fiscal irregularities.
3. An institutional compliance program designed to promote ethical behavior and ensure compliance with all applicable policies, laws and rules governing higher education.
4. A contract management handbook providing consistent contracting policies and practices, and review procedures that include a risk analysis.

5. Contract delegation guidelines that clearly specify the types and values of contracts that must be approved by the board of regents, and values of contracts for which the board of regents delegates contracting authority to the chief executive officer.
6. Training for employees authorized to execute contracts.
7. Protocols for the internal audit standards of providing systematic, disciplined approach of evaluating and improving the effectiveness of the institution's risk management, control and governance processes related to contracts.

Section 51.9337, prescribed by SB 20, states an institution's code of ethics must include:

1. General standards of conduct and a statement that each officer or employee is expected to obey all federal, state, and local laws and is subject to disciplinary action for a violation of those laws.
2. Policies governing conflicts of interest, conflicts of commitment, and outside activities.
3. Policy prohibiting employees from having a direct or indirect financial or other interest that is in substantial conflict with the proper discharge of the employee's duties related to the public interest.
4. Policy prohibiting an employee's activities outside the institution from interfering with the employee's duties and responsibilities to the institution.
5. Policy governing an officer's or employee's outside activities including compensated employment and board service, that clearly delineates the nature and amount of permissible outside activities and that includes processes for disclosure of the outside activities and for obtaining and documenting institutional approval.

Section 51.9337(h) requires an institution's chief auditor to annually assess whether the institution has adopted the rules and policies required by 51.9337, prescribed by SB 20. The chief auditor's annual assessment may be reported to the State Auditor's Office in the internal audit annual report or in a separate report. The University's Director of Internal Audits chose to submit the Fiscal Year 2016 assessment as part of the Internal Audit Annual Report.

The University has generally adopted the rules and policies required by Section 51.9337 as prescribed by SB 20. The Contract Management Handbook was completely updated in compliance with SB20, all employees with contracting responsibilities were trained on the new procedures, an institutional compliance program was implemented, and new standards exist for internal audits to provide a systematic, disciplined approach to evaluate and improve risk management, control and governance processes. Two policies remain in draft form which, once implemented, will bring the University into compliance. A new *Suspected Dishonest or Fraudulent Activity Policy* has been written and policies governing conflicts of interest, conflicts of commitment and outside activities have been added to the existing *Ethics Policy for Midwestern State University*. The broad, sweeping changes resulting from SB 20 and implementing Senate Bill 11, Campus Carry, during the same time frame made it impossible for the University to finalize the implementation of these two policies by November 1, 2016.

IV. Internal Audit Plan for Fiscal Year 2016

The Fiscal Year 2016 Internal Audit Plan was approved by the Board of Regents on May 13, 2016. The Office of Internal Audits is currently staffed by one employee, the Director. This position was vacant from September 2015 through mid-February 2016 necessitating a reduced audit plan for the current fiscal year. Allocable time after consideration of University holidays, vacation and sick leave is 1,100 hours.

An audit plan should include a combination of financial, compliance, operational, efficiency, effectiveness, and fraud audits. The performance of required audits, along with special projects, investigations, meetings and committee service, departmental activities and administration will use the resources of the Office of Internal Audits. Due to the reduced hours available, one audit is scheduled for Fiscal Year 2016, the Texas Administrative Code, Chapter 202 (TAC 202) Assessment.

TAC 202 established a baseline of information technology security standards for institutions of higher education. These security standards require administrative, technical and physical controls to be thoroughly developed and implemented, and security programs to be continuously monitored to ensure continued compliance.

Listed below is the Fiscal Year 2016 Internal Audit Plan.

Project	Description	Hours
Compliance Audit	TAC 202 – information security program audit; includes meetings with IT, consultations with external auditors, report review, and monitoring disposition of any findings	300
Special Projects	Compliance and Ethics Program – facilitate creation of program as required by SB 20; creation of policies, creation of compliance matrix and calendars, and attending committee meetings.	200
Special Projects	Other projects – based on requests from Board of Regents, the President or management	60
Meetings	Board of Regents – preparation and attendance	40
Meetings	Other meetings– attend meetings and events as deemed necessary	24
Department Activities	Preparation of Annual Audit Plan and Report	100
Department Activities	Creation of an internal audit mission statement, web page, and policies.	200
Department Activities	Research and purchase audit software.	40
Department Activities	Professional development, maintain certifications, training and travel.	96
Department Activities	General and administrative tasks; planning, purchasing, scheduling, etc.	40
TOTAL ALLOCATED HOURS		<u>1,100</u>

Project	Description	Hours
	TOTAL ANNUAL HOURS	1,144
	Less estimated hours for:	
	University holidays, vacation, sick time	(44)
	TOTAL AVAILABLE HOURS	<u>1,100</u>

Listed below is the completed audit for Fiscal Year 2016.

Audit Number	Report Date	Report Title	High-Level Audit Objective	Observations, Findings and Recommendations	Status
16-1	9/22/16	TAC 202 Information Security Program Assessment	The objective was to receive an independent assessment of the University's Information Security Program in compliance with TAC 202 standards applicable to institutions of higher education.	A detailed assessment report was provided by Myers and Stauffer, LC, Austin, Texas. They described the security measures already in place, the environment they assessed, any issues or compliance gaps and provided recommendations to aid university management with the development of a corrective action plan. The assessment results and recommendations are considered security sensitive thus the specific details have been omitted.	Ongoing

The status of findings and recommendations is based on the following definitions:

- Fully Implemented – Successful development and use of a process, system, or policy to implement a recommendation.
- Ongoing – Ongoing development of a process, system, or policy to address a recommendation.
- Not Implemented – Lack of a formal process, system, or policy to address a recommendation.
- No Action Required – No findings or recommendations were made.

V. Consulting Services and Non-audit Services

The Office of Internal Audits did not perform any consulting services as defined by the Institute of Internal Auditors' (IIA) standards or non-audit services as defined by Generally Accepted Governmental Auditing Standards (GAGAS).

Other value-added activities performed during Fiscal Year 2016 are included in the following table.

Activity	Impact
Provide assistance on Small Business Administration on-site review of Small Business Development Center	Coordinate and assist to aid in efficiency and provide expertise
Provide assistance on Department of Education on-site review of Student Support Services project	Coordinate and assist to aid in efficiency and provide expertise
Provide assistance on Federal Perkins Loan Program agreed upon procedures	Coordinate and assist to aid in efficiency and provide expertise
Serve as advisor on multiple compliance sub-committees	Contribute to oversight and provide guidance to sub-committees formed to address a specific compliance areas
Serve on the Institutional Compliance Support and Advisory Committee	Contribute to creation of Institutional Compliance Program, creation of compliance matrix and calendars, creation of rules and policies for compliance with Senate Bill 20
Facilitate anonymous online / hotline reporting system	Promote commitment to ethical behavior, provide anonymous 24/7 access, improve information gathering and mitigate risk
Investigate complaints and claims of fraud, waste or abuse	Review information, investigate allegations, determine if grounds exist to initiate an audit
Facilitate the annual risk assessment	Contribute to the University's risk assessment and management efforts
Serve as advisor to departments for various issues	Provide guidance and strengthen controls
Other special projects	Provide information and analysis

VI. Internal Audit Plan for Fiscal Year 2017

The Fiscal Year 2017 Internal Audit Plan was approved by the Board of Regents at their August 5, 2016 meeting. An audit plan should include a combination of financial, compliance, operational, efficiency, effectiveness, and fraud audits. Required audits will use the Department of Internal Audits' resources along with special projects, investigations, meetings, committee service, and audit department activities and administration.

The Office of Internal Audits is currently staffed by one employee, the Director. An additional employee, a staff auditor will be added midway during this fiscal year. Available time for this year's audit projects after consideration of University holidays, vacation and sick leave is 2,728 hours.

Risk based and other audits planned for Fiscal year 2017 include the following:

- Clery Act/ Violence Against Women Act compliance audit
- Title IX compliance audit
- Purchasing and contract management controls and policies audit
- Information security controls follow-up audit
- Petty cash audit

Listed below is the Fiscal Year 2017 Internal Audit Plan.

Project	Description	Hours
<i>Financial, Compliance, Operational, Efficiency & Effectiveness Audits</i>		
Audit assistance to oversight agencies	Provide audit assistance to state and federal oversight agencies such as Texas State Auditor's Office, Texas Higher Education Coordinating Board, Texas State Comptroller's Office and grant agencies.	80
National Collegiate Athletic Association Review	Provide assistance to external firm performing review of MSU athletic financial statement as required by NCAA.	40
Purchasing and Contract Management	Verify compliance with Senate Bill (SB) 20 contract requirements and with MSU policies.	300
Clery Act, Violence Against Women Act (VAWA) and Title IX	Provide assistance to external firm performing review of policies and procedures to determine compliance with the Clery Act, VAWA and Title IX.	388
Petty cash	Review controls, verify compliance with MSU policies and determine if cash is adequately safeguarded.	80
Public Funds Investment Act	Verify compliance with PFIA for operating investments.	56
<i>Information Technology</i>		
Texas Administrative Code, Chapter 202 Audit	Verify implementation of additional information security standards and controls required in calendar year 2016.	120
<i>Follow-up Audit</i>		
Texas Administrative Code, Chapter 202	Obtain representations from management and verify if necessary, regarding status of prior year's action items.	80
<i>Special Projects</i>		
Hotline, Fraud, or Ethics Investigations	Facilitate University anonymous reporting system and investigations.	40
Special Projects	Based on requests from Board of Regents, Administration or others.	144
<i>Meetings and Committee Service</i>		
Ethics and Compliance Committee	Serve as advisory member of the committee and all sub-committees.	280
Administrative Meetings	Attend administrative meetings as requested.	84

Project	Description	Hours
Other University Meetings or Events	Attend other meetings or events as requested.	56
Board of Regents Meetings	Preparation and attendance of meetings or events.	120
<i>Audit Department Activities and Administration</i>		
Annual Audit Plan and Report	Prepare annual audit plan and report.	100
Audit Manual and Website Revisions, and Records Management	Update audit manual, forms and website.	56
External Quality Assurance (Peer) Review	Undergo external assessment of compliance with audit standards.	48
Annual Risk Assessment	Facilitate annual University risk assessment.	80
Software Purchase and Training	Purchase, install and train on audit management system software.	120
New Employee Training	Create job description, interview, hire and train staff auditor.	80
Professional Development and Travel	Professional development, maintain certifications, continuing education and related travel.	120
General and Administrative Tasks	Office administrative duties (planning, purchasing, recordkeeping scheduling, reporting, etc.).	<u>256</u>
<i>Total Allocated Hours</i>		<u>2,728</u>
<i>Available Hours for All Staff</i>		3,120
Less estimated hours for:		
Holidays		(120)
Vacation & Birthday Leave		(112)
Sick Leave		(144)
Wellness Leave		<u>(16)</u>
<i>Net Available Hours</i>		<u>2,728</u>

A University wide risk assessment could not be conducted due to the extended vacancy in the Office of Internal Audits. However, a risk assessment questionnaire was sent to the President, the Provost, all Vice Presidents, the Director of Board & Government Relations, the Director of Marketing & Public Information, General Counsel, the Associate Vice President of Facilities Services, interim Chief Information Officer, the Director of Human Resources, the Director of Purchasing & Contract Management and the Director of Internal Audits.

Inquiries were also made to members of the Board of Regents serving on the Audit, Compliance, and Management Review Committee to identify their top areas of risk.

The top ranking risks identified from the survey results, inquiries made and additional input from management were considered while preparing the Fiscal Year 2017 Internal Audit Plan. The amount of audit resources allocated to these risk areas will be affected by the number of statutorily required audits during the same time period.

A proposed audit plan was reviewed by the President as well as the Chairmen of the Audit, Compliance, and Management Review Committee for further discussion of university risks and use of audit resources. No changes were recommended and the audit plan was submitted for approval at the August 2016 Board of Regents meeting.

VII: External Audit Services

Two external audit services were procured during Fiscal Year 2016.

- Myers and Stauffer LC, Austin, Texas, performed a consulting engagement to review the University's information security program as required by Texas Administrative Code, Title 1, Part 10, Chapter 202.
- Edgin, Parkman, Fleming & Fleming, PC, Wichita Falls, Texas, performed an agreed-upon procedures engagement with respect to liquidating the University's Federal Perkins Loan Program as required by the U.S. Department of Education.

VIII: Reporting Suspected Fraud and Abuse

To comply with the fraud reporting requirements of Section 7.09, page IX-39, the General Appropriations Act (84th Legislature), and the investigation coordination requirements of Texas Government Code, Section 321.022, the University has taken the following actions:

- A direct link is provided on the home page of the University's website to report fraud, compliance, or ethics concerns.
- The fraud reporting web page was revamped during 2016. The new Fraud, Compliance, and Ethics Concerns web page is under the Office of Internal Audits section at www.mwsu.edu/internal-audits/fraud. The updated web page provides instructions, a toll free phone number and website link to report suspected fraud, compliance and ethics concerns using the anonymous hotline service, EthicsPoint. Also provided are the phone number for the State Auditor's fraud hotline and website link to report fraud directly to the State Auditor's Office Investigations & Audit Support.
- New employee orientation includes a review of University policies on standards of conduct for state employees and ethics.

A new policy, *Suspected Dishonest or Fraudulent Activities* has been drafted. The policy establishes processes to identify and investigate suspected cases of defalcations, misappropriations, and other fiscal irregularities and assigns responsibilities to specific University employees involved in handling these cases. The policy complies with the requirements of Texas Government Code, Section 321.022 and Texas Education Code, Section 51.9337 as added by Senate Bill 20 (84th Legislature). The anticipated policy approval date is May 2017.

Information Security Program Assessment

TAC 202 Requirements as of February 2015

Audit Report 16-1



Department of Internal Audits

Leigh Kidwell, CPA, CGMA, Director

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

EXECUTIVE SUMMARY

Introduction

The Office of Internal Audits outsourced the assessment of Midwestern State University's Information Security Program compliance with Texas Administrative Code, Title 1, Part 10, Chapter 202 (TAC 202) to Myers and Stauffer, LC a certified public accounting firm located in Austin, Texas.

The Information Resources Management Act, Texas Government Code, Chapter 2054, gave the Department of Information Resources (DIR) the authority to set rules establishing minimum information technology security standards for institutions of higher education. DIR published a Security Control Standards Catalog (Catalog) to assist with the implementation of the security controls. Both the minimum security requirements listed in TAC 202 and the additional requirements included in the Catalog were revised to closer align Texas security controls with the Federal Information Security Management Act (FISMA) as documented in the National Institute of Standards and Technology (NIST) Special Publication 800-53.

To minimize the impact on higher education, the implementation of the minimum requirements and additional security controls would be phased in over a period of three years. Existing TAC 202 requirements (legacy controls) had an implementation due date of February 2015. The additional requirements were prioritized for implementation in February 2016 and in February 2017.

Myers and Stauffer, LC (Myers) conducted an independent assessment of Midwestern State University's (MSU) Information Security Program as required by Texas Administrative Code, Section 202.76 and the Security Control Standards Catalog, Version 1.3. The project scope was limited to compliance with TAC 202 requirements (legacy controls) given a level P1 priority and with an implementation date of February 2015.

Overall, Myers found that MSU's Information Security Program is currently not aligned with any of the TAC 202 requirements (legacy controls) given a level P1 priority and with a February 2015 implementation date. They noted MSU has made significant progress drafting an information security program and related policy documents which, once implemented, will more closely align the university's program with TAC 202 requirements.

Specific details of key security measures already in place, Myers' recommendations and management's corrective action plan are considered security sensitive and are not for public distribution. Texas Government Code, Section 551.076.

BACKGROUND INFORMATION

Overview

The Texas Administrative Code, Title 1, Part 10, Chapter 202 (TAC 202) established a baseline of security standards for institutions of higher education in Texas. These standards were proposed in 2002, adopted in 2004, and are comprised of nine sections:

Section	Title
202.70	Security Standards Policy
202.71	Management and Staff Responsibilities
202.72	Managing Security Risks
202.73	Managing Physical Security
202.74	Business Continuity Planning
202.75	Information Resources Security Safeguards
202.76	Security Incidents
202.77	User Security Practices
202.78	Removal of Data from Data Processing Equipment

There have been no substantial updates to TAC 202 since adoption in 2004, and it does not address any of the newer and evolved technologies. The Texas Department of Information Resources (DIR) formed a committee in 2013 to review the existing requirements. The committee submitted a draft of new and updated requirements to the DIR Board for approval in October 2014.

The updates to TAC 202 were formally adopted in 2015. The updates also moved the state closer to federal requirements as developed by the National Institute of Standards and Technology (NIST) for the Federal Information Security Management Act (FISMA). DIR was tasked with developing a Security Control Standards Catalog (Catalog) to assist higher education institutions with implementation of the updated requirements. The existing TAC 202 requirements, referred to as TAC 202 Legacy Controls, were assigned the highest priority and given an implementation due date of February 2015. The implementation of the additional controls necessary for NIST compliance were to be phased in over 2016 and 2017.

The first version of the Security Control Catalog was issued by DIR in March 2014. The current catalog, Version 1.3, was issued in February 2016 and contains over 125 required controls grouped into 26 NIST sections.

The NIST sections are:

- AC - Access Controls
- AP – Authority and Purpose Controls
- AR – Accountability, Audit, and Risk Management Controls
- AT - Awareness and Training Controls
- AU - Audit and Accountability Controls
- CA - Security Assessment and Authorization Controls
- CM - Configuration Management Controls
- CP - Contingency Planning Controls
- DI – Data Quality and Integrity Controls
- DM – Data Minimization and Retention Controls
- IA - Identification and Authentication Controls
- IP – Individual Participation and Redress Controls
- IR - Incident Response Controls
- MA - Maintenance Controls
- MP - Media Protection Controls
- PE - Physical and Environmental Protection Controls
- PL - Planning Controls
- PM – Program Management Controls
- PS – Personnel Security Controls
- RA - Risk Assessment Controls
- SA - System and Service Acquisition Controls
- SC - System and Communication Protection Controls
- SE – Security Controls
- SI - System and Information Integrity Controls
- TR – Transparency Controls
- UL – Use Limitation Controls

DIR used a prioritization system to select the implementation order of the updated security controls. Three priority levels were used, P1, P2, and P3, where P1 was assigned to the most fundamental and highest priority controls. A fourth priority level of P0 was given to the 139 voluntary controls necessary only for NIST mapping purposes. All of the 39 Legacy Controls were given an implementation due date of February 2015. 35 of the Legacy Controls were assigned the highest priority level, P1. Of the additional 88 controls required for NIST compliance, 64 were given an implementation due date of February 2016 and assigned a priority level of P1 or P2. The remaining 24 additional controls were given an implementation due date of February 2017 and assigned either a P2 or P3 priority level.

Objective

The objective was to receive a report from an independent entity with an assessment of MSU's Information Security Program as required by Texas Administrative Code, Section 202 that identifies any compliance gaps and includes recommendations for improvements prioritized based upon risk.

Scope

The assessment contract was awarded to Myers and Stauffer, LC (Myers) a certified public accounting firm located in Austin, Texas. Their scope was to assess the MSU Information Security Program, including a review of applicable policies and procedures. The scope was limited to TAC 202, priority level P1 controls with a required implementation date of February 2015 as outlined in the DIR Catalog, Version 1.3. Compliance with other laws, rules or regulations were not assessed. This assessment did include the university's disaster recovery and business continuity policies.

Methodology

Myers reviewed copies of MSU's security policies and program documentation to identify security measures and controls currently in place, and noted any gaps in compliance compared to the criteria defined by TAC 202 as outlined in the DIR Catalog. When necessary they reviewed additional documentation and preformed additional testing procedures for elements related to compliance with TAC 202's rules. If no policies were currently in place, they assessed and tested the effectiveness of draft copies for new university policies.

Assessment Results

A detailed assessment report was provided by Myers to the Office of Internal Audits and management. The report listed the university's security measures already in place, described the current environment they assessed, identified any issues or compliance gaps, and provided recommendations for improvement. They prioritized their recommendations to aid university management with development of a corrective action plan. Myers used a risk ranking system of prioritization based on the significance and/or quantity of identified compliance gaps combined with the logical order of remediation efforts of higher prioritized recommendations impacting the successful implementation of those with lower prioritization. Myers' assessment results and recommendations, and the university's corrective action plan are considered security sensitive and therefore not for public distribution. Texas Government Code, Section 551.076

Acknowledgements

We appreciate the assistance provided by Jim Hall, Interim CIO during all phases of the Information Security Program Assessment.



Leigh Kidwell, CPA, CGMA
Director of Internal Audits
Midwestern State University
Wichita Falls, Texas
September 29, 2016

**BOARD OF REGENTS
MEETING AGENDA**

**Board of Regents Meeting Agenda
November 11, 2016
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 (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.

The meeting will be streamed live at <http://www.mwsu.edu/regents/meeting-webcasts>.

Call to Order – Chairman Sam Sanchez

Introduction of Visitors – Ms. Julie Gaynor

Introduction of New Director of Equity, Inclusion, and Multicultural Affairs – Dr. Keith Lamb

Opening Comments – Chairman Sanchez

Public Comment

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

Reading and Approval of Minutes

17-39. Minutes of the Board of Regents meetings August 4 and August 5, 2016, will be recommended for approval as shown in the minutes' section of this agenda as Minutes Attachment 17-39A and B.

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

President's Report and Discussion of Higher Education Issues

17-40. President Shipley will present information and discuss matters related to the university to include a review of topics discussed at the fall Association of Governing Board's Council of President's meeting. The meeting agenda included presentations regarding the following higher education issues:

- A. Higher Education's Business Model,
- B. The Regulatory Environment (and the current state of Accreditation),

- C. Risks Associated with the National Election,
- D. Campus Climate, and
- E. Intercollegiate Athletics

Executive Session

17-41. The Board of Regents will convene in Executive Session as necessary to consider the matters permissible under Chapter 551 of the Texas Government Code, including the following.

- A. Government Code, Chapter 551, Section .071 – Consultation with Attorney Regarding Legal Matters, Pending and/or Contemplated Litigation, or Settlement Offers, or on a Matter in which the Duty of the Attorney to the Governmental Body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas Clearly Conflicts with Chapter 551 of the Texas Government Code.
- B. Government Code, Chapter 551, Section .072 - Deliberations Regarding the Purchase, Exchange, Lease, or Value of Real Property.
- C. Government Code, Chapter 551, Section .073 - Deliberations Regarding a Negotiated Contract for a Prospective Gift or Donation.
- D. Government Code, Chapter 551, Section .074 – Personnel Matters Relating to the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of Officers or Employees, or to Hear a Complaint or Charge Against an Officer or Employee.
- E. Government Code, Chapter 551, Section .076 – Deliberations Regarding Security Devices or Security Audits.

Closing Comments

Adjournment

MINUTES

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS
Executive Committee
August 4, 2016**

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 1:22 p.m., Thursday, August 4, 2016. Executive Committee members in attendance were Mr. Shawn Hessing, Chairman; Ms. Tiffany Burks, Vice Chairman; Dr. Lynwood Givens, Secretary; and Mr. Sam Sanchez, Member-at-Large. Other regents attending the meeting were Mr. Caven Crosnoe, Mr. Jeff Gregg, Ms. Nancy Marks, Dr. Shelley Sweatt, and Student Regent Lindsey Shelley.

Administrative staff members present included Dr. Suzanne Shipley, 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; and Mr. Kyle Owen, Associate Vice President for Facilities Services. Other university personnel attending the meeting included Dr. Bradley Wilson, Parliamentarian, MSU Faculty Senate; Ms. Reagan Foster, Chair, MSU Staff Senate; Mr. Charlie Carr, Director of Athletics; Mr. Barry Macha, General Counsel; Ms. Leigh Kidwell, Director of Internal Audits; Mr. Chris Stovall, Controller; 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 Government Association (SGA) was Mr. Manny Hoffman, SGA Vice President. Representing the news media were Ms. Lana Sweeten-Shults, *Wichita Falls Times Record News*; Ms. Samantha Forester, KAUZ-TV 6; Ms. Samaria Terry and Mr. Mark Campbell, KFDX-TV 3; and Mr. Dewey Cooper, *The Wichitan*. Others attending the meeting were Ms. Courtney Spellicy, Campos Engineering, and Dr. Brent Wallace, President, North Central Texas College.

Chairman Hessing called the meeting to order at 1:22 p.m. He noted that some of the items would be taken out of order to accommodate the Executive Session discussion.

Reading and Approval of Minutes

16-139. The Executive Committee approved the minutes of the May 12, 2016, meeting as presented.

Campus Master Plan and Construction Update

16-140. Mr. Hessing reported that the Board Book included project status reports as well as a report on smaller construction projects. He commented on the number of projects underway on campus and congratulated Mr. Owen and his team for the work they are doing. Mr. Owen presented photographs of current projects as shown in Attachment 1. This information related to the progress of the student housing project, the intramural/athletic turf fields, the mass communication addition project, and the West Campus Annex parking lot.

Mr. Hessing commented that this item was presented for information only and no action was necessary.

Gunn College of Health Sciences and Human Services Building Project – Project Management Assistance

16-142. Mr. Hessing reported that the administration went through a Request for Qualifications (RFQ) process and was recommending approval of Broaddus & Associates as the project management firm for the Gunn College building project. He noted that the administration further requested approval to contract with Broaddus at a value not to exceed \$800,000 for project management services, related software, and reimbursables. Mr. Owen stated that eight submissions were received through the RFQ process and two firms were interviewed. He added that Broaddus had a great deal of experience with similar projects, including the nursing building at Tarleton State University, a medical education and research building at Texas A&M University, and several large projects at M.D. Anderson Hospital.

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

Wichita Falls Museum of Art at Midwestern State University Advisory Board

16-144. Mr. Hessing noted that the Board Book contained the names of individuals recommended for appointment or reappointment to the Museum Advisory Board. Dr. Givens moved approval of these appointments; Mrs. Burks seconded the motion and it was approved.

Mrs. Marks commented that the Museum Advisory Board recently completed work on its strategic plan and the focus of the Museum is to gain accreditation. She added that more than 2,300 individuals visited the Museum during the summer.

Wichita Falls Museum of Art at Midwestern State University - Ratification of Deaccessioned Artworks

16-145. Mr. Hessing noted that the administration recommended the ratification of the deaccession of artworks shown in the Board Book. He stated that the items were donated to the Museum more than 40 years ago and were no longer appropriate for the Museum's Permanent Collection. Mrs. Burks moved approval of this item as presented. Mr. Sanchez seconded the motion and it was approved.

Dallas-Fort Worth (DFW) Expansion Update

16-143. Mr. Hessing commented that an update on the DFW Expansion was presented in the Board Book and that Dr. Shipley and Dr. Lamb would provide additional information. He added that they would also have an opportunity to hear from Dr. Brent Wallace, President of North Central Texas College. He stated that following the presentations, the Board would go into closed session to discuss property matters related to this item.

Dr. Shipley stated that the university was at a historic juncture as the Board considers action regarding whether MSU ventures into the DFW area. She urged the Board members to listen carefully to Dr. Lamb's review of material they had seen before and to consider the proforma and the leasing information he would present. She also encouraged the Board to get to know Dr. Brent Wallace, MSU's partner in this expansion. She stated her belief that expansion into the Dallas-Fort Worth area offered more opportunity than it did risk, and added that the greater risk was in not advancing into new territories.

Dr. Lamb noted that the Board Book included an update with a six-year proforma for the proposed expansion into DFW. He stated that the proforma began with the academic year 2017-2018. He then reviewed the process thus far. He reminded the Board that when the administration began considering DFW Expansion possibilities the university entered into a contract with Simpson Scarborough to do a market research study. The study showed that there is demand for adult completion degrees in the education, business, and health sciences fields. The study also showed that there is some interest in master's degrees in those areas of study. He stated that the administration attempted to mold its recommendations based on the information received. Dr. Lamb commented that the study also looked at MSU's name recognition in the DFW market and showed that MSU does not have a strong brand in the market. He added that for those individuals that have some awareness of MSU, the perception of academic quality is not as strong as the quality perception of institutions that are better known and are located in the Dallas-Fort Worth area. He stated that this was likely caused by the "halo effect" which means familiarity with a brand or item creates a halo of positive assumptions about that item. He noted that MSU establishing a presence in DFW and developing positive name recognition would likely provide a benefit to not only MSU's outreach in the DFW area, but to recruiting for the residential campus as well. The study also looked at preferred course delivery modes for the population in that area. He reported that the study showed that potential students in the area prefer in-person instruction or hybrid courses, which is a combination of online and in-person instruction. He stated that once the market study was complete the administration analyzed the adult population within ten miles of the proposed site. This analysis showed that there are 290,000 individuals 25 years of age and older within the area and approximately one-half of that population does not have the bachelor's degree. Dr. Lamb noted that by 2025 the area is estimated to realize a 27% increase in the adult population, a 63% increase in the Hispanic population, and a 39% increase in the Black population. He added that these estimates were based on only one-half of the 2000-2010 migration rates. He noted that the dramatic increase of under-represented populations in this area would effectively increase the demand for higher education in the future.

Dr. Lamb indicated that MSU had identified a strong partner in the market with North Central Texas College (NCTC). He noted that NCTC has a campus in the area MSU is considering and they are effectively out of space. He stated that the proposed framework between the institutions would have MSU leasing/building to have a presence in the area while allowing NCTC to expand their operations. The suggested framework was a 67% contribution lease by MSU and a 33% contribution from NCTC. He reported that NCTC has a number of operations on the site that could help MSU, such as security, police, library, and other service operations. Dr. Lamb stated that the MSU administration's vision was to have a seamless operation and experience for students while not producing redundant activities between the buildings. He stated that the preliminary plan for the new building was that it would house eight classrooms, which would be a combination of lecture, laboratory, and interactive television rooms. The facility would also likely house an MSU admissions office and an information technology office. He added that the current full-time admissions professional in the DFW area would office out of the new facility and would ultimately head a team of admissions officers in the area. He stated that a shared bookstore, tutoring center,

student lounge space, and community learning center were also planned for the new facility.

Dr. Lamb then reviewed the proforma that was included in the Board Book. He noted the FY 2018 estimates of 1,509 semester credit hours (SCH) produced by 126 students enrolled in 12 SCH per year. He stated that the conservative estimates were based on filling only 65% of the available classroom seats, and offering no summer courses. He commented that the operation would be operationally profitable by the third year and the deficit from the first two years would be fully retired by the sixth year. He added his expectation that enrollment would exceed these conservative projections.

Dr. Lamb thanked the Board for the opportunity to review the history of the project and to present the proforma for their information. He introduced Dr. Brent Wallace, President of North Central Texas College.

Dr. Wallace indicated this was his first opportunity to be on the MSU campus and thanked the Board for allowing him to speak. He noted that MSU and NCTC shared a founding father in Randolph Lee Clark who started what are now MSU and NCTC. He reported that NCTC was thrilled with the opportunity to be a part of providing additional educational opportunities through MSU in Denton County. He noted that NCTC is a college of five campuses where they educate approximately 13,000 students each year. He commented that NCTC is the 14th largest community college district in the state of Texas, to include credit and non-credit students. The five NCTC campuses are located in Bowie, Corinth, Gainesville, Graham, and Flower Mound. Dr. Wallace reported that each campus has its own diversity of student population and instructional programs focused on the populations they serve. He noted that the NCTC Flower Mound campus is the newest campus, adding that the campus opened in January 2011 with 800 students. He indicated that the Flower Mound campus was intended to eliminate some of the overcrowding on the Corinth campus that serves 6,000 students. However, that did not happen as the Flower Mound campus grew to the current 2,000 students and the Corinth campus enrollment stayed the same. He stated that the Flower Mound campus has 19 full-time and nine part-time staff members, 10 full-time faculty, and dozens of adjunct faculty, which is common with the community college model. He reported that the campus has full student services to include financial aid, the business office, and library. He added that they offer courses that lead to the associate degree in university transfer education or general education. He stated that they also have workforce training programs and have strong relationships with the local economy, as well as business and industry partners. Dr. Wallace reported that in 2013 NCTC completed a fairly extensive demographic study of the Denton area. The data from the study concluded that the strong trends of housing and population growth would continue through 2023. He noted that 47,000 residents were added between 2010 and 2013 in Denton County and projections indicated and were proving that an average of more than 400 single-family and 1,300 multi-family homes would be constructed during the next ten years. He indicated that they had marketed primarily to the 18-30-year-old group of people. He added that dual credit was becoming a large part of their overall enrollment and that some students earn associate degrees when they receive their high school diplomas. He noted that those students would be ready for upper-level courses at MSU at that time. Dr. Wallace stated that NCTC was confident that the partnership with MSU would be successful. He indicated that NCTC has a

permanent presence in the area with their building. He noted that they have great relationships with the City of Flower Mound, the City of Lewisville, and the surrounding areas.

Mr. Gregg stated that he would be interested in the Board traveling to NCTC Flower Mound and the Weatherford College-Wise County campus in Bridgeport. He indicated that this would help them have a better understanding of the area and the facilities. Mrs. Marks commented that she was very excited about this expansion and partnership. Mr. Hessing noted that strategic partnerships between four-year universities and two-year community colleges were being pursued nationwide. He indicated his belief that the university needed to have a three-pronged approach to providing education: the main campus, strategic partnerships with entities such as NCTC, and on-line education.

Executive Session

Mr. Hessing announced that the Board of Regents would go into Executive Session to discuss Items 16-143 (DFW Expansion) and 16-144 (Facilities Services Relocation Alternatives) as allowed by the Texas Government Code Chapter 551.072 (Deliberations Regarding Purchase, Exchange, Lease, or Value of Real Property). The Executive Session began at 1:53 p.m. Mr. Hessing, Mrs. Burks, Dr. Givens, Mr. Gregg, Mr. Crosnoe, Ms. Shelley, Mrs. Marks, Mr. Sanchez, Mr. Ayres, Dr. Sweatt, Dr. Shipley, Mr. Macha, Ms. Barrow, Dr. Stewart, Dr. Fowlé, and Dr. Lamb remained for the discussion. The closed session concluded at 2:48 p.m. and the open meeting resumed.

Open Meeting Resumes

Mr. Hessing reported that the closed session was complete, the only items discussed were the items announced, and no votes were taken.

Dallas-Fort Worth (DFW) Expansion Update

16-143. Mr. Hessing asked if there was a motion concerning this item. Mrs. Burks moved the Board approve the Letter of Intent for Build to Suit Lease/Purchase Agreement with Parker Assets I, LLC for Flower Mound property, and authorize the President to work with the Chairman of the Board of Regents to negotiate a lease for the property in Flower Mound and to negotiate a lease agreement with North Central Texas College. Mr. Sanchez seconded the motion and it was approved.

Campus Plan – Facilities Services Relocation Alternatives

16-141. Mr. Hessing noted that this was an item that was originally discussed in May. He indicated that Dr. Shipley and Dr. Fowlé would discuss additional information that was presented in the Board Book. Dr. Shipley reported that during the May Board meeting the Board discussed the relocation of Facilities Services from the Daniel Building to an area on the South Campus on Taft Boulevard, and the current location of the Kappa Alpha house. She noted that the Board asked the administration to look at other options and these were presented in the Board Book. Dr. Fowlé commented that the Board Book included a map that presented a description of the four options as well and pros and cons of each.

Dr. Shipley noted that options one and two were in such close proximity that a combination of the two might be possible. Mr. Hessing asked what the next step would

be. Dr. Shipley responded that the administration needed guidance from the Board regarding which alternatives to study.

It was agreed that additional consideration would be given to this matter, particularly regarding combining options one and two. The administration was asked to bring additional information to the Board in November.

Adjournment

The Executive Committee discussion concluded at 2:55 p.m.

Reviewed for submission:

A handwritten signature in blue ink, appearing to read 'Shawn Hessing', is written over a horizontal line.

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

ATTACHMENT:

1. Construction Update - Project Photographs

STUDENT HOUSING PROJECT



May 4, 2015





INTRAMURAL/ATHLETIC TURF



July 25, 2016



July 25, 2016



MASS COMM EXPANSION



July 25, 2016



WCA PARKING LOT



July 25, 2016



MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS
Academic and Student Affairs Committee
August 4, 2016

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 2:55 p.m., Thursday, August 4, 2016. Academic and Student Affairs Committee members in attendance were Dr. Lynwood Givens, Chairman; Ms. Tiffany Burks; Ms. Nancy Marks; and Mr. Sam Sanchez. Other regents attending the meeting were Mr. R. Caven Crosnoe, Mr. Jeff Gregg, Mr. Shawn Hessing, Dr. Shelley Sweatt, and Student Regent Lindsey Shelley.

Administrative staff members present included Dr. Suzanne Shipley, 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; and Mr. Kyle Owen, Associate Vice President for Facilities Services. Other university personnel attending the meeting included Dr. Bradley Wilson, Parliamentarian, MSU Faculty Senate; Dr. Steve Garrison, Chair and Associate Professor of Political Science; Ms. Reagan Foster, Chair, MSU Staff Senate; Mr. Charlie Carr, Director of Athletics; Mr. Barry Macha, General Counsel; Ms. Leigh Kidwell, Director of Internal Audits; Mr. Chris Stovall, Controller; 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 Government Association (SGA) was Mr. Manny Hoffman, SGA Vice President. Representing the news media were Ms. Lana Sweeten-Shults, Wichita Falls *Times Record News*; Ms. Samantha Forester, KAUZ-TV 6; Ms. Samaria Terry and Mr. Mark Campbell, KFDX-TV 3; and Mr. Dewey Cooper, *The Wichitan*. Ms. Courtney Spellicy with Campos Engineering also attended the meeting.

Dr. Givens called the meeting to order at 2:55 p.m.

Reading and Approval of Minutes

16-146. The Academic and Student Affairs Committee approved the minutes of the May 12, 2016, meeting as presented.

Faculty Report

16-147. Dr. Bradley Wilson, Faculty Senate Parliamentarian, reported on several matters on behalf of the Senate. He expressed the faculty's appreciation for the expansion of summer offerings which provided greater opportunities for students and faculty. He noted the faculty support of the staff raises that were recommended as a result of the compensation study. He added that the faculty appreciated the administration moving forward with DegreeWorks and that they look forward to seeing the program implemented. Dr. Wilson stated that the faculty appreciated the work of Dr. Laura Fidelie and the Campus Carry Task Force. He noted that the Task Force involved all of the stakeholders and it was appreciated. He stated that some faculty have concerns, but indicated that they look forward to the training that will be offered. He reported that the Faculty Senate was working with Dr. Shipley on student success preparedness. He

noted that several faculty members had expressed concern with the number of students who are not regularly admitted to the university. He indicated that Dr. Shipley had worked closely with the Faculty Senate Executive Committee to obtain accurate data and to begin a dialogue concerning the matter.

Dr. Wilson introduced Dr. Steve Garrison, Associate Professor and Chair of the MSU Political Science Department. He noted that Dr. Garrison's research interests are comparative politics, international relations, civil wars, Latin American politics, political protests, revolutions, and foreign policy analysis.

Dr. Garrison thanked the Board for the opportunity to visit with them. He reviewed his presentation (see Attachment 1) and noted that he was originally from Topeka, Kansas. He discussed his background and his work at MSU. He reported that he became interested in politics at an early age. He stated that during his career he had tried to increase political awareness in a non-partisan, low-key manner and he commented on some of the activities he had initiated or participated in at MSU. He noted that he is involved in faculty-student research and commented that he focuses on building marketable skills and confidence among the students. He added that he has served as an advisor to the Model United Nations team for three years and noted the benefits of the program to the students and the university. Dr. Garrison stated that in his free time he is involved in activities to support Sheppard Air Force Base, is very involved with his family, and is a Kansas State BBQ judge.

Dr. Givens thanked Dr. Wilson for his report and thanked Dr. Garrison for his presentation.

Staff Report

16-148. Ms. Reagan Foster, Staff Senate Chair, reported that the Staff Senate elections were recently held and seven new Senators were elected. She reported that her term on the Senate was ending and new officers would be elected the following week. She indicated that the collegiality and transparency from the administration and the opportunities provided for staff members to work together and solve problems around campus had been sincere and welcomed. She noted that the opportunity staff members had to work with faculty, staff, and students to help craft the budget was a wonderful experience. She reported that the Staff Senate appreciated the results of the Staff Compensation and Classification Study and the determination of the administration to ensure the recommendations were addressed. She added that the support from the faculty and students for this Study was appreciated, as well as the support of the Board of Regents. Ms. Foster noted that it had been a great honor for her to serve as Staff Senate Chair and to represent the MSU staff. She stated that MSU staff members are dedicated to their jobs, to the students, and to the university. She thanked the administration and faculty for their hard work and added that it had been an honor to watch the Board of Regents work on behalf of Midwestern State University. She thanked Debbie Barrow, Cindy Ashlock, and Ruth Ann Ray in the President's Office for their support and counsel during the year she served as Senate Chair. She added that Mrs. Barrow suggested that she provide information about herself and her duties at MSU for this meeting.

Ms. Foster reviewed her presentation (see Attachment 2) and indicated that while she did not envision herself working in higher education, she has a passion for serving others and this drives her in all that she does. She reported that she found a love of learning through the MSU sociology program. She reviewed her MSU work history, noting that since 2011 she has served as a professional counselor in the Counseling Center. She added that 25% of her time she works in the Athletics Department serving the student athletes. She discussed her service to the campus as well as her service to the community. She then presented information about her work in the Counseling Center and in Athletics.

Dr. Givens thanked Ms. Foster for her leadership and service to the Staff Senate.

Student Government Report

16-149. Dr. Givens noted that the MSU Student Government Association (SGA) President, Shayla Owens, was still in London with the British Studies Program and that Mr. Manny Hoffman, new Secretary of the SGA, would present the report. Mr. Hoffman thanked the Board for the opportunity to speak to them. He stated that he was a junior pre-law/political science major from Abilene, Texas. He noted that in addition to SGA he was also the Scholarship Chairman for Kappa Alpha fraternity, President of the College Republicans, and a peer counselor for Student Development and Orientation.

Mr. Hoffman reported on some of the legislation that was supported during the 2015-2016 year. He noted that the FY 17 university budget included funding for an additional emergency phone on Sikes Lake Trail, additional Automated External Defibrillator (AED) units, and exterior lighting improvements. He commented that another hydration bottle fill station would soon be added to the campus. He reported that the SGA is very supportive of a tutoring center and will ask Provost Stewart for an early fall meeting to receive an update on the status of this effort. He noted that the matter of a fall break was discussed during the year but a break was not incorporated into the recently approved FY 18 academic calendar. He stated that the SGA looks forward to continued discussions regarding this matter. He added that the SGA plans to ask Ms. Gaynor to attend a meeting early in the fall to provide an update on the school colors. During the year, an initiative was recommended to enforce the tobacco-free campus. He noted that a policy would likely be prepared in the future to accompany promotion of this initiative.

Mr. Hoffman then provided information on some of the initiatives that are planned for the upcoming year, including the following.

1. Continuation of the President's Picnic on the Sikes Lawn.
2. Increased student involvement with the SGA.
3. Updating the SGA by-laws and reviewing the Student Senate structure.
4. Developing a student mentoring program for entering freshmen.

He noted that students are excited about the various campus construction projects such as Legacy Hall, the dining area remodels, the turf fields, and the mass communication building. He stated that the students are appreciative of the transparency and opportunities they have had to be represented on various committees and task forces

such as Strategic Planning, Budget Oversight, and First Year Experience. He noted that they looked forward to continued representation and participation in the planning for the new Gunn College building and the Moffett Library remodel. He indicated that students appreciated the addition of a new coordinator to help with Greek Life, student organizations, and leadership, the additional counselor position in the Counseling Center, and the Director of Equity, Inclusion, and Multi-Cultural Affairs. He added that the SGA appreciated the Board keeping tuition and fees affordable in a manner that was consistent with the incredible value of the university.

Dr. Givens thanked Mr. Hoffman for his report.

Athletics Report

16-150. Mr. Charlie Carr, Director of Athletics, reviewed the report that was included in the Board Book. He added that he was not pleased with the Student-Athlete Academic Success numbers shown in the report and noted that the department continues working to improve. He indicated that a new program had begun called Mustangs 360 (see Attachment 3). He stated that Ms. Foster was a leader in getting MSU into the program. He added that this program should provide additional resources to help student-athletes graduate and become better people.

Mr. Sanchez asked if the two new Lone Star Conference schools would add sports other than football. Mr. Carr responded that the two schools would be full members with all of the sports they offer.

Enrollment Reports – Summer 2016

16-151. Dr. Givens reported that the summer enrollment report was in each member's folder (see Attachment 4). He noted that at the Board's request information was included in the report showing the number of students taking courses online only. He indicated that Summer I enrollment was down slightly and Summer II had an increase of 98 students. Overall, the summer headcount and semester credit hours increased 2.7% over the previous year. He asked Dr. Stewart to talk about the summer online classes and to also discuss the additional funding that was provided for summer school and how it affected course offerings. He asked Dr. Lamb to then discuss fall enrollment projections.

Dr. Stewart thanked the Board for authorizing additional funds to support summer classes. She noted that this was a base period for funding from the state and additional enrollment would positively affect funding during the next biennium. She reported that 18 additional classes were offered during the summer in the Gunn College of Health Sciences and Human Services and the College of Science and Mathematics. Dr. Stewart noted that during the first summer term almost one-half of the students took classes totally online. She reported that the university offers a May mini-semester which is entirely online in addition to the programs that are regularly offered online only.

Dr. Lamb reported that the early orientation cycle for fall enrollment was complete and five regular orientation sessions were scheduled. He stated that it was too early to tell what fall enrollment would be, adding that it could be 100 students either side of the target depending on a number of factors. He added that housing had met its budget projections and would have the capacity for growth.

Financial Aid Profile

16-152. Dr. Givens stated that during the budget workshop in June the Board asked for information on the profile of students who receive financial aid at MSU compared to the overall student population. He asked Dr. Lamb for an update. Dr. Lamb reported that the administration was working with Institutional Research to review the various categories of financial aid. He noted that the report would be forwarded to the Board when complete.

August 2016 Graduating Class

16-153. Dr. Givens reported that the administration recommended approval of the candidates for August 2016 graduation. He noted that 193 students were on the list compared to the same number in 2015. Mrs. Marks moved approval of these candidates as presented. Mrs. Burks seconded the motion and it was approved.

Petition for Bachelor of Science Degree

16-154. Dr. Givens noted that the administration recommended the granting of a Bachelor of Science degree to Dr. Robert McBroom and asked Dr. Stewart to comment. Dr. Stewart reported that Dr. McBroom was early admitted to medical school after finishing three years at Midwestern. The university received a request from Dr. McBroom's family regarding the possibility of his being awarded a degree from MSU. His transcript was reviewed and it was determined that the courses he completed in medical school sufficed for the final year at MSU. The request was subsequently reviewed and recommended for approval by the College of Science and Mathematics, the Academic Council, and the Registrar.

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

Addition to Core Curriculum

16-155. Dr. Givens noted that the administration recommended the addition of two new courses to the MSU Core Curriculum as outlined in the Board Book. Dr. Stewart commented that the university wants to give students as many options as possible to fulfill their 42-hour core. Dr. Givens asked about the vetting process prior to the recommendation being brought to the Board. Dr. Stewart responded that proposals for additional core courses are reviewed by the Core Curriculum Committee and are evaluated based on the criteria for core courses. The proposals then must move through five additional levels of approval before the course can be offered.

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

MSU Policies and Procedures Manual Change

16-156. Dr. Givens noted that the administration recommended changes to Policy 3.317, Academic Emeritus Status – Faculty and Administration, as shown in the Board Book. He indicated that the Board had previously requested that the administration look at this policy and asked Dr. Stewart to discuss the recommended changes. Dr. Stewart reported that a faculty committee with representatives from each of the colleges, plus

two additional members recommended by the Faculty Senate, looked at a number of different emeritus policies from Council of Public Liberal Arts Colleges (COPLAC) institutions, Lone Star Conference schools, and the major research institutions in Texas. She noted that each policy varied depending on the type of school. Following the review, the committee determined that the overall MSU policy was good but that the evaluation system for awarding emeritus status needed to be changed. She commented that in the proposed policy, a retiring faculty member would be recommended by the dean or chair of the college for which the faculty member taught. The letter of recommendation with a copy of the faculty member's curriculum vitae or resume would be forwarded to the University Tenure and Promotion Committee for review. She noted that the committee would review the faculty member's credentials and make a recommendation to the Provost who would make a recommendation to the President. She added that positive recommendations would be forwarded to the Board for approval. Dr. Stewart stated that the proposed policy changes were endorsed by the Faculty Senate.

Mrs. Burks moved approval of the item and Mrs. Marks seconded the motion.

Mr. Crosnoe asked if Dr. Stewart anticipated there being fewer nominees under the new policy. She responded that there would likely be fewer. Dr. Givens asked if a dean's decision could be overridden if he did not recommend a faculty member for emeritus status. Dr. Stewart responded that either the dean or the chair would have to nominate a faculty member. She noted that if neither chooses to make the recommendation the policy does not provide an option for moving forward. Dr. Givens asked what would happen if the Provost declined to recommend. Dr. Stewart responded that the nomination would still be brought to the Board for consideration.

There being no further discussion, the motion to approve the policy revisions was approved.

Emeritus Status

16-157. Dr. Givens noted that this item would be discussed in closed session later in the afternoon.

Recess

The committee went into recess at 4:00 p.m. The committee reconvened at 4:55 p.m.

Executive Session

Mr. Hessing announced that the Board of Regents would go into Executive Session to discuss Items 16-136 (Real Property), 16-137 (Gifts and Donations), 16-138A (Consultation with Attorney Regarding Legal Matters and Pending Litigation), and 16-157 (Emeritus Status) as allowed by the Texas Government Code Chapter 551 Sections .071 (Consultation with Attorney), .072 (Real Property), .073 (Gift or Donation), and .074 (Personnel Matters). The Executive Session began at 4:55 p.m. Mr. Hessing, Mrs. Burks, Dr. Givens, Mr. Gregg, Mr. Crosnoe, Ms. Shelley, Mrs. Marks, Mr. Sanchez, Dr. Sweatt, Dr. Shipley, Mr. Macha, Ms. Barrow, Dr. Stewart, Dr. Fowlé, and Dr. Lamb remained for the discussion. The closed session concluded at 5:27 p.m. and the committee meeting resumed at 5:29 p.m.

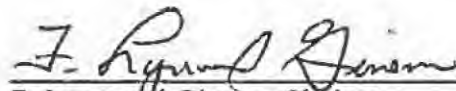
Emeritus

16-157. Dr. Givens moved that Dr. Howard Farrell be granted emeritus status upon his retirement from Midwestern State University following 29 years of service. Mrs. Marks seconded the motion and it was approved.

Adjournment

The meeting of the Academic and Student Affairs Committee adjourned at 5:30 p.m.

Reviewed for submission:



F. Lynwood Givens, Chairman

Midwestern State University

Board of Regents Academic & Student Affairs Committee

ATTACHMENTS:

1. Dr. Steve Garrison – Faculty Presentation
2. Ms. Reagan Foster – Staff Presentation
3. Mustangs 360
4. Enrollment Report – Summer 2016



Steve Garrison, Ph.D. Chair, Political Science

Education

Ph.D. Political Science, University of Kansas, 2002

MA, Political Science University of Kansas, 1996

BA, Political Science University of Kansas, 1993



MSU Career

- 2002-2006 Assistant Professor
- 2006 –present, Associate Professor & Chair
 - Schedule classes
 - Recommend hires
 - Recruit majors
 - Assess student learning
 - Manage budget
 - Oversee MA, BA, Global Studies BA, & Women's & Gender Studies minor

Research & Teaching



- Political Protest & Revolutions
- Civil Wars
- Quantitative Research Methods
- Latin American Politics
- Foreign Policy

**JOE GARRISON
FOR PRESIDENT**



Challenges Facing MSU Political Science Students

- Many students lack an understanding of how politics can impact their lives.
- Many students lack the skills to be successful in the 21st century workforce.
- Many students lack the experience and resources to compete with students across the country.



Efforts to Address Challenges

Grounded in a Liberal Arts foundation

Support 60X30TX Goals

Completion & Marketable Skills

Involve High Impact Learning Practices

Experiential Learning

Integrative Learning



Political Awareness

- Prof Edwards Discussions in Politics
- Prof Edwards Night at the Movies
- Local political election forums
- Regular interviews for local media
- Regular talks to school & community groups



Faculty-Student Research

- Presented three conference papers
- Published one paper (w/ Daniel Lowe)
 - “Torture for Profit? The Role of Mercedes-Benz in Argentina’s Dirty War.” Pew Case Studies in International Affairs (2006): Institute for the Study of Foreign Diplomacy
- Focus on building marketable skills and confidence
 - Data Management & Analysis



Model United Nations

- Teamwork
 - Compromise
 - Diplomacy
 - Negotiation
- Communication Skills
 - Public Speaking
 - Writing
- Critical Thinking
 - Research



Benefits to MSU



- Prepare MSU students for leadership positions
- Compete against the best students in the world
- Develop student confidence
- Ensure students are competitive at highest levels
- Prepare students for advanced education
- Foster international notoriety for MSU



Free Time



- Young Ambassador, Sheppard Air Force Base
- Sponsor, Royal Saudi Arabian Air Force
- Family man
- Coach athletic teams
- Kansas State BBQ judge



The best way to find yourself
is to lose yourself in the
service of others.

Reagan A. Foster, M.A., LPC



- Graduate of Plano East Senior High School
- Transferred to MSU spring 2001
- Bachelors of Science, 2002
 - Sociology/Psychology
- Master of Arts, 2006
 - General Counseling, LPC
- Certificate in Sports Counseling, 2013
 - California University of Pennsylvania



Education

- Student worker, Clark Student Center, 2001-2002
- Graduate Assistant Coach, Women's Soccer, 2003-2005
- Assistant Director of Housing for Judicial Affairs, 2005-2007
- Assistant Director of Admissions, 2007-2010
- Professional Counselor, Counseling Center, 2011-present
- Student-Athlete Development and Life Skills 2014-present



Service to MSU

- MSU Staff Senate Chairman, 2015-2016
- MSU Staff Senate, 2012-2015
- Texas Counseling Association President, 2014-2015
- Texas Counseling Association Board of Directors, 2010-2014



Service to the Profession

- President, Junior League of Wichita Falls, 2016-2017
- 20 under 40, Class of 2014
- Chairman, Wichita Falls Area Miracle League, 2010-2012
- Board of Directors
 - North Texas Rehab Center
 - YMCA of Wichita Falls
 - Leadership Wichita Falls
- Leadership Wichita Falls Graduate, 2006



Reagan Foster

20
UNDER
40



Service to the Community

Counseling Center



Why are university counseling centers important?

- Severity of mental health concerns and related behavior has increased 73% nationwide amongst college campuses. (AUCCCD Survey, 2015)
- Suicide is the second leading cause of death of college students (JED Foundation)
- Who we are:
 - 4 full-time LPC's
 - 1 part-time LPC intern
 - 2 graduate counseling students
 - 1 administrative assistant

Counseling Center



- What we do:
 - Services provided:
 - Personal, academic, and career counseling
 - Campus outreach and psycho educational programming
 - Campus wide suicide prevention training (QPR)
 - Collaborate with other SAEM offices for programming and outreach
 - 24-hour crisis response
 - 2015-2016 school year
 - Personal Counseling, 1,485 sessions
 - Academic Counseling, 182 sessions
 - Career Counseling, 191 sessions
 - Campus outreach contacts, 3,882

Athletics



Why a counselor in athletics?

- The sports environment has both risks and protective factors for mental health disorders.
- Evidence suggests that there is elevated risk of injury among athletes who experience depression or anxiety, who abuse alcohol or those who have an eating disorder. (NCAA Sports Science Institute, 2014).
- What I do:
 - Assist in the coordination of Life Skills programming for student athletes throughout the school year (time management, dealing with stress, bystander intervention, etc.).
 - Implement mental health best practices for the MSU Athletic Department.
 - Provide suicide prevention training for coaches, administrators and athletic trainers.
 - Consult with coaches and athletic trainers for care of student-athletes.
 - Provide personal, academic and career counseling for student-athletes.
 - Assist in direction and coordination of Student Athletic Advisory Committee.
 - Helped to create orientation programs for incoming student-athletes.



MSU Athletics unveils new student-athlete success program -- Mustangs 360

Trey Reed / MSU Athletic Communications

General

Posted: 8/4/2016 11:18:00 AM

MORRISTOWN, NJ - Evolution Labs announced today that Midwestern State has adopted its SA360 platform as a required part of its student-athlete experience across all of its 13 NCAA Division II programs.

SA360 provides student-athletes with engaging mobile app and web-based content on topics ranging from health and wellness to avoiding risk behavior, to assessing and improving academic skills.

MSU joins other top intercollegiate athletic departments that have integrated the platform into their core programming, including Louisiana State, Virginia Commonwealth and Maryland.

"The university and the athletic department are committed to fostering students' success as scholars, athletes and citizens," MSU Athletic Director [Charlie Carr](#) said. "SA360 uses smart technology to deliver content in a manner that's more compelling and convenient to student-athletes, while enabling the athletic department to provide timely support and advice throughout the academic year. SA360 can help student-athletes whether they're on campus or traveling to an away game."

SA360 covers important success topics including mental health, physical fitness, study and test-taking skills, time management skills, drug and alcohol use, sexual assault, NCAA compliance and career preparedness.

It employs pulse surveys, social media, interactive self-tests and digital video to keep students returning for regular updates. In addition, the platform can be configured to work as part of an existing course or as an independent required curriculum.

"MSU is extremely forward-thinking in their efforts to support student-athletes," said Peter Kraft, CEO at Evolution Labs. "SA360 will reach MSU's student-athletes in many ways to facilitate a great learning environment for their development as students, athletes and as people."

About Midwestern State University

Located in Wichita Falls, Texas, Midwestern State University is heralded as the public liberal arts University of the State of Texas. Faculty, administrators, staff and students actively participate in an academic community that focuses, refines and continuously challenges points of understanding. The university offers an affordable, nurturing and challenging learning environment that serves the citizens of Texas, other states and many countries. The university strives to prepare its graduates to set high goals, be productive members of the global society, understand and relate to people and ideas different from their own, and continue to learn throughout their lives. As a member of NCAA Division II, the Mustangs compete in 13 sports as a member of the Lone Star Conference and is an associate member of the Heartland Conference in men's soccer.

About Evolution Labs

Spanning the entire student lifecycle, Evolution Labs is vastly improving the engagement experience between schools and students. The company's proprietary S360 and P360 programs help schools drive enrollment and retention, and also gain the alliance and influence of parents. It's SA360 program delivers critical success content to college student-athletes, and the company's Squire360 program engages K-12 students in highly immersive content around character development and social & emotional learning.

Enrollment Reports

Summer I 2016

Classification	2015	2016	On-line Only
New First-time Freshmen	10	7	1
Freshmen	125	91	41
Sophomores	317	254	115
Juniors	459	476	246
Seniors	831	849	354
Post-Baccalaureate	46	63	53
Graduate Degree-Seeking	<u>362</u>	<u>405</u>	<u>305</u>
Total Headcount	2,150	2,145	1,115
Semester Credit Hours	9,943	9,866	4,864

Summer II 2016

Classification	2015	2016	On-line Only
New First-time Freshmen	6	6	0
Freshmen	62	64	10
Sophomores	207	185	50
Juniors	293	311	92
Seniors	562	660	225
Post-Baccalaureate	13	11	2
Graduate Degree-Seeking	<u>203</u>	<u>207</u>	<u>136</u>
Total Headcount	1,346	1,444	515
Semester Credit Hours	5,578	6,068	1,865

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS
Finance Committee
August 4, 2016**

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 4:00 p.m., Thursday, August 4, 2016. Committee members in attendance were Mr. Jeff Gregg, Chairman; Mr. R. Caven Crosnoe; and Dr. Lynwood Givens. Other regents attending the meeting were Ms. Tiffany Burks, Mr. Shawn Hessing, Ms. Nancy Marks, Mr. Sam Sanchez, Dr. Shelley Sweatt; and Student Regent Lindsey Shelley.

Members of the administration present included Dr. Suzanne Shipley, President; Dr. Betty Stewart, Provost and Vice President for Academic Affairs; Dr. Marilyn Fowlé, Vice President for Business Affairs and Finance; and Dr. Keith Lamb, Vice President for Student Affairs and Enrollment Management. Other university personnel attending the meeting included Dr. Bradley Wilson, Parliamentarian, MSU Faculty Senate; Ms. Reagan Foster, Chair, MSU Staff Senate; Mr. Charlie Carr, Director of Athletics; Mr. Barry Macha, General Counsel; Ms. Leigh Kidwell, Director of Internal Audits; Mr. Patrick Coggins, Chief of University Police; Mr. Chris Stovall, Controller; 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 Government Association (SGA) was Mr. Manny Hoffman, SGA Vice President. Representing the news media was Ms. Lana Sweeten-Shults, Wichita Falls *Times Record News*.

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

Reading and Approval of Minutes

16-158. The Finance Committee approved the minutes of the May 12, 2016, meeting as presented.

Summary of Financial Support 9/1/15-6/30/16

16-159. Mr. Gregg noted that the report was presented in the Board Book and highlighted some of the major gifts received since the last meeting of the Board.

- A. Mr. and Mrs. Jim McCoy pledged \$963,780 for the MSU Engineering Pathway Program and engineering faculty compensation.
- B. The Board of Directors of the Rotary Club of Wichita Falls contributed \$175,000 to establish the Talkington-Downing Rotary Professorship in Business.
- C. The Gordon T. and Ellen West College of Education received \$40,000 from the ALCOA Foundation for the Young Engineer Summer (YES) Camp and the Science, Technology, Engineering, and Math (STEM) Camp.

- D. Dr. Suzanne Shipley and Mr. Randall Wadsworth donated \$30,000 to establish the President's Fund for International Research Endowment.
- E. The Lalani Center received \$30,000 from the City of Wichita Falls for Idea Wichita Falls prize money.

Mr. Gregg stated that the support from the community, alumni, and friends was outstanding. He reminded Board members that thank you notes were in their folders and encouraged them to write to the individuals they were assigned.

Financial Reports

- 16-160. Mr. Gregg reported that the administration recommended acceptance of the April, May, and June 2016 financial reports as previously distributed. He noted that Dr. Fowlé's summary of the latest report was included in the Board Book.

Mr. Crosnoe moved acceptance of these reports as presented. Dr. Givens seconded the motion, and it was approved.

Investment Report

- 16-161. Mr. Gregg noted that the administration recommended the Board's acceptance of the third quarter FY 2016 investment report as previously distributed. He stated that Dr. Fowlé's report summary was presented in the Board Book.

Dr. Givens moved the acceptance of the investment report as presented. Mr. Crosnoe seconded the motion, and it was approved.

University Accounts/Signature Authorizations

- 16-162. Mr. Gregg reported that each year the Board is asked to approve the individuals authorized to sign on university bank accounts, purchase and sell investment instruments, perform normal banking transactions, and sign retirement documents. He noted that the recommendations were included in the Board Book and were the same as those approved in 2015.

Mr. Crosnoe moved approval of this item as presented. Dr. Givens seconded the motion and asked why this action was needed if the list was the same as in the previous year. Dr. Fowlé responded that the Board was required by law to approve the list each year.

There being no further discussion the motion was approved.

Approval of Asset Holding Accounts, Investment Vehicles, Overnight Cash Pools, and Brokers/Dealers

- 16-163. Mr. Gregg noted that the administration recommended approval of the firms listed in the Board Book and noted that the list was the same as in 2015.

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

Review of Personnel Reports and Salary/Title/Position Changes in 2015-2016 Budget

16-164. Mr. Gregg stated that the reports of personnel changes in April, May, and June were presented for ratification. He noted that three staff positions were filled below the budgeted amount and five positions were reclassified which resulted in overall salary savings.

Mr. Crosnoe moved ratification of these reports as presented. Dr. Givens seconded the motion, and it was approved.

Operating Budget for Fiscal Year 2017

16-165. Mr. Gregg reported that the administration recommended approval of the \$110,548,625 operating budget for FY 17 as presented. He noted that a copy of the budget highlights was included in the Board Book. He asked for a motion and second to place the budget on the table for consideration. Dr. Givens moved approval of the budget as presented; Mr. Crosnoe seconded the motion.

Dr. Shipley thanked Dr. Fowlé and her staff for their work in developing the budget. She added that a Budget Oversight Committee was added to the budget process at her request. The members of the committee, which included faculty, staff, and students, made good recommendations, most of which were followed in the development of the budget. She added that the administration modified the approach to the staff compensation schedule following the Board's input during the budget workshop. She noted that it was mentioned during the workshop that more attention should be placed on the first year of the staff compensation plan. She stated that by setting the maximum increase that a staff member could receive at \$5,000, additional staff members would receive a larger salary increase in the first year. She reported that this change was reflected in the proposed budget. Dr. Shipley referred the Board to the Budget Highlights created by Dr. Fowlé and her staff. The highlights reported that the key increases to the budget were the result of the addition of Legacy Hall, increased Higher Education Assistance Fund (HEAF) appropriations, and salary and benefits cost increases. She reported that the budget was based on an enrollment of 6,100. She noted that almost 15 faculty and staff positions were funded by private and grant funds of more than \$1 million and added that this was very unusual for a public institution the size of MSU. She stated that of the \$110 million budget, \$25 million was appropriated by the state.

Dr. Fowlé reviewed the information shown in Attachment 1. Slide Three showed budgeted sources of funds since 2010 and Dr. Fowlé reported that the increase in auxiliaries was the result of the addition of Legacy Hall. Slide Four showed the FY 17 budgeted sources of funds as compared to FY 16. She stated that as the restricted fund's portion of the total budget decreased, it caused some of the other areas to increase percentage-wise although the actual dollars did not increase. Slides Five and Six presented information regarding budgeted uses of funds. She noted the increase in financial aid in FY 17 was the result of funding from the state for Texas Grants, a need-based program for MSU students, as well as additional scholarship funds. Dr. Fowlé discussed the increase in fringe benefit costs and reported that between FY 10 and FY 17 fringe benefit costs have increased by 50% while faculty and staff salaries have only increased 11%. She added that health insurance premiums during the same period

increased by 60%. She stated that the maintenance & operations and debt service increases were the result of the Legacy Hall bond and operating expenses.

Slide Seven outlined the investments that were included in the proposed budget to include faculty and staff salary and benefit increases. Slide Eight showed the one-time investments that were funded in the budget. Slide Nine presented information regarding the allocation of the \$5 million in HEAF.

Slide 10 showed the 7.25 FTE increases in the budget. Dr. Fowlé indicated that the Board previously approved 6.5 positions during FY 16. She added that the nine-month Counselor position and the Coordinator of Student Activities position would be paid from Student Service Fee monies. She stated that the net increase above the positions already approved by the Board during FY 16 was 1.25 positions.

Slide 11 showed estimated fund balances as of August 31, 2017. Dr. Fowlé pointed out that Auxiliary Funds had decreased some compared to what she reported one year ago because some of the funds were used to finish Legacy Hall. She added that gifts and grants were down as some of the multi-year pledge gifts were spent. Plant Funds have also been reduced through property purchases and the completion of roof repairs that were underway previously. Dr. Fowlé reported that the total overall balance was down compared to the same time last year, but was still a healthy fund balance.

Mr. Gregg asked about Undesignated Funds. Dr. Fowlé responded that Designated Funds included Interest Income and other unrestricted types of monies. Mr. Gregg asked why the Unrestricted Funds were shown as Designated and asked who designated those particular funds. Dr. Fowlé explained that some of the funds are labeled Designated, but they are designated as unrestricted monies. Mr. Hessing asked how much in the Designated Funds category was unrestricted. Dr. Fowlé stated that approximately one-half or \$4.5 million was unrestricted.

Mr. Gregg indicated that he was struggling with the terminology. Ms. Maxwell responded that regular Restricted Funds and Board Designated Funds and activities are all captured in a particular block of the university's finance system. Mr. Hessing indicated that the administration should be careful about terminology. Mr. Gregg stated that the approximately \$4.5 million that would be available in the event of an emergency should be identified as Unrestricted, Undesignated Funds. Mr. Stovall stated that the National Association of College and University Business Officers (NACUBO)/Government Accounting Standards Board (GASB) definition of where the money resides in the university's Chart of Accounts is basically Board Designated based on the nature of the fee or the statute that allows the fee to be charged. He added that there are Undesignated Revenues in the Designated Fund group. Mr. Gregg stated his belief that this was an improper use of the terminology. He stated his position that the \$4.5 million is Unrestricted and should be identified as such. Dr. Fowlé responded that she would break out the information in the future. Mr. Hessing added that the Board would like to know how much money could be spent in the event of an emergency. Mr. Crosnoe added that he would also like to know where those funds are held and if they are accessible. Dr. Shipley asked if Dr. Fowlé could provide that information at the

close of the books for FY 16. Mr. Hessing responded in the affirmative and indicated that Dr. Fowlé could provide this information in writing before the November meeting.

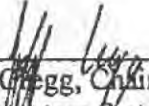
Mr. Gregg commended the administration for their work on developing a balanced budget.

There being no further questions, the motion to approve the budget as presented was approved.

Adjournment

The Finance Committee discussion concluded at 4:33 p.m.

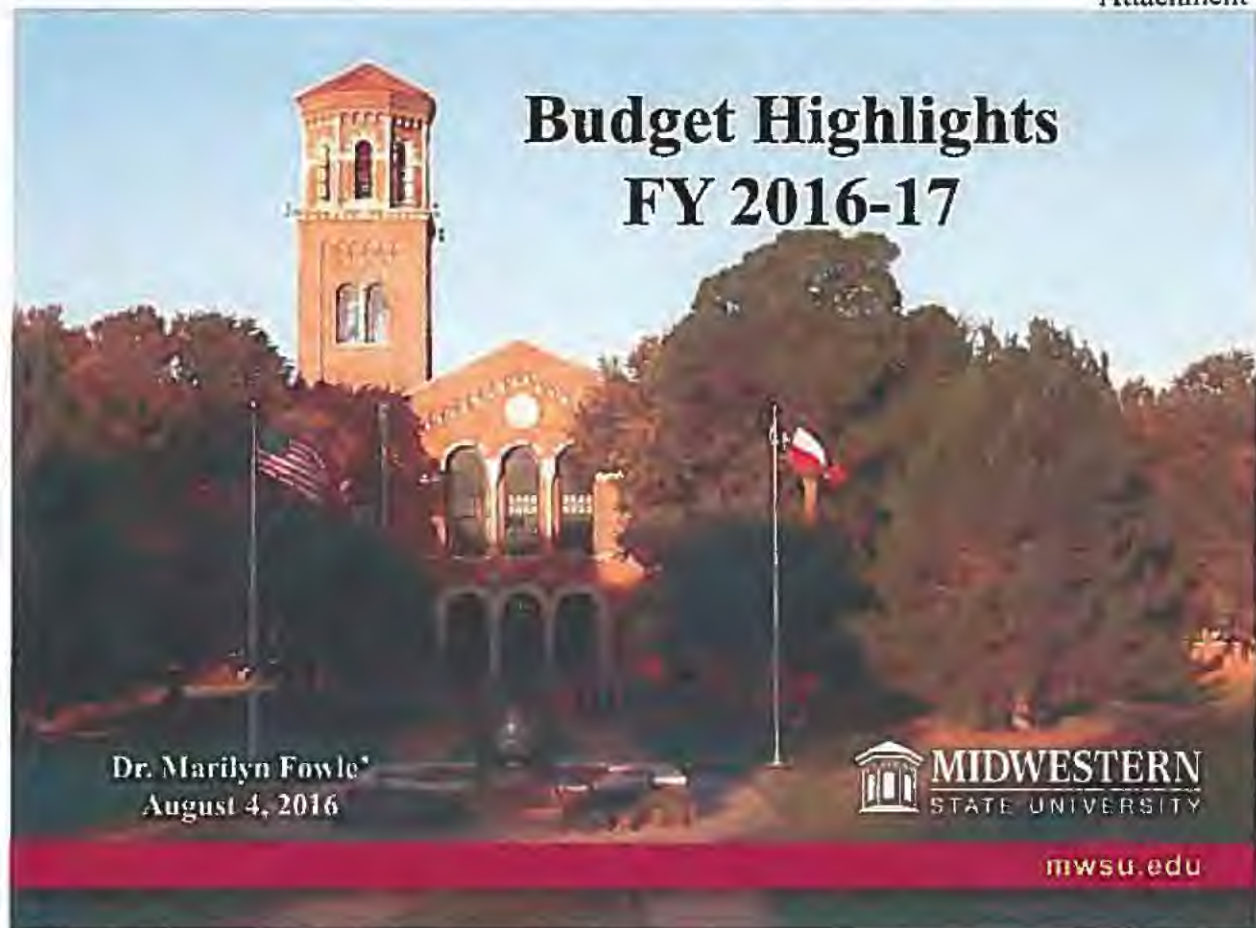
Reviewed for submission:



Jeff Gregg, Chairman
Midwestern State University
Board of Regents Finance Committee

ATTACHMENT:

1. Budget Presentation



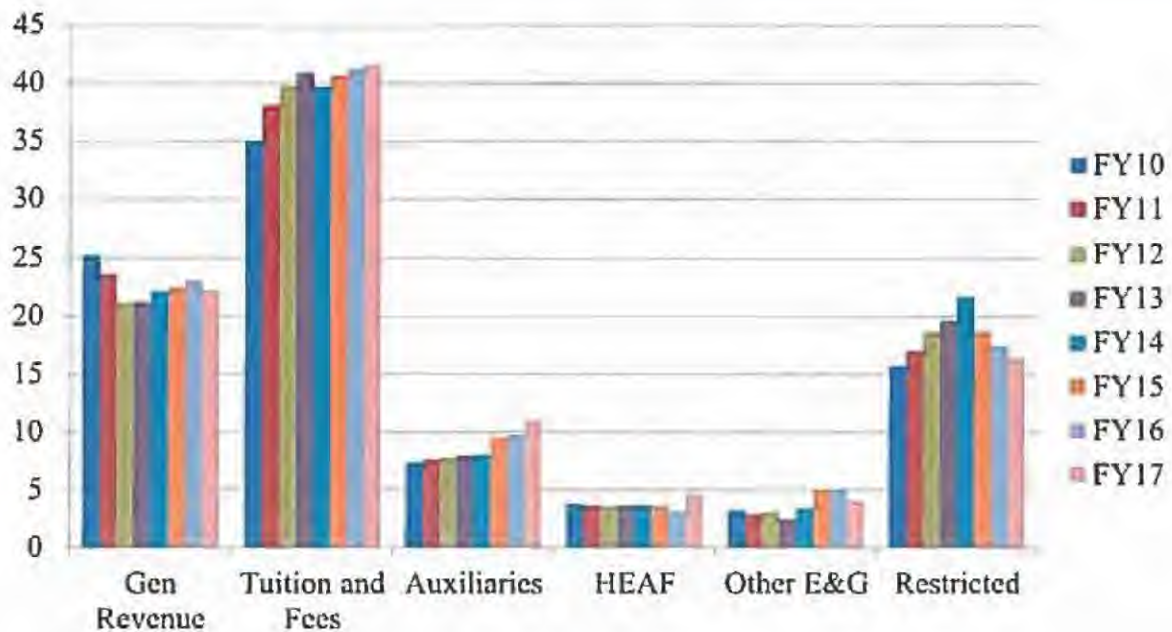
Recommended Budget



- Total proposed \$110,548,625
- Assuming 6,100 fall enrollment
- Significant investment in faculty and staff – salaries and benefits make up over one-half of the proposed budget
- With the exception of four one-time items totaling \$235,316, this is a balanced budget.

Budgeted Sources of Funds

In \$Millions

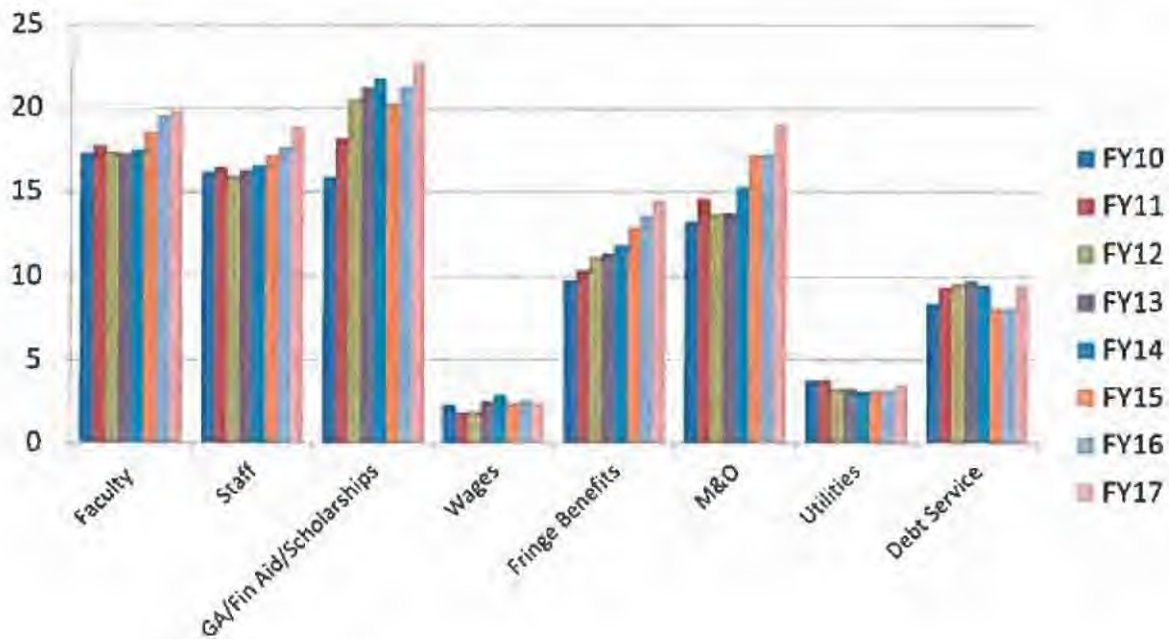


FY 17 Budgeted Sources of Funds



Budgeted Uses of Funds

In \$Millions



FY 17 Budgeted Uses of Funds



FY17 Investments



<div></div>	
Additional scholarship funds	\$ 1,331,000
Increased debt service on new residence hall	\$ 1,200,000
Faculty and staff pay raises (including balance of FY16 mid-year raise for staff)	\$ 958,000
Increased benefit costs	\$ 950,000
Increased IT maintenance agreements	\$ 181,000
Additional faculty and partial staff (1.25 new positions in FY17)	\$ 110,000
Additional graduate assistantships and increased stipends amounts	\$ 96,000
Graduate student recruiting	\$ 30,000

FY17 One-time Investments



<div></div>	
Parcel lockers – Clark Student Center	\$ 65,000
Wichitan and Voices – computer purchases	\$ 15,000
Degree Works implementation	\$ 51,965
Common Learning Center and Multi-purpose room furniture	\$ 103,351
Total One-time Investments	\$ 235,316

HEAF Allocation



Facility services/maintenance	\$ 1,757,500
Debt service	1,238,744
Information technology	684,329
Library materials	550,000
Academic equipment	540,863
General university/reserve	<u>289,976</u>
 Total	 <u>\$ 5,061,412</u>

FTE Increases – 7.25



<div></div>	
FTE at August 31, 2016	685.88
Internal Auditor (partial year – approved by BOR during FY15)	.50
Director of Equity and Inclusion (approved by BOR during FY16)	1.00
Legacy Hall Custodians (approved by BOR during FY16)	4.00
Legacy Hall Maintenance Technician (approved by BOR during FY16)	1.00
Faculty in Respiratory Care for Wise County	1.00
Counselor – 9 months	.75
Coordinator – Student Activities	1.00
Engineering Advisor – restricted funds	1.00
Eliminate Vice President Admin and Institutional Effectiveness	(1.00)
Eliminate Assistant to VP, Admin and Institutional Effectiveness	(1.00)
Eliminate Secretary, VP University Advancement and Public Affairs	(1.00)
<u>FTE at September 1, 2016</u>	<u>693.13</u>

Analysis of MSU Reserves

Estimated fund balances at August 31, 2017

State Appropriated Funds	\$ 570,485
Designated Funds (Includes tuition, fees, operational budgets, museum, athletics, library, scholarships, wellness center, etc.)	11,641,965
Auxiliary Funds (Housing, food service, etc.)	770,075
Gifts/Grants/Federal Support	5,029,729
Plant Funds (Renewal & Replacement)	1,133,039
Total All Funds	<u>\$ 19,145,356</u>



MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS
Audit, Compliance, and Management Review Committee
August 4, 2016

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 4:33 p.m., Thursday, August 4, 2016. Committee members in attendance were Mr. Sam Sanchez, Chairman; Ms. Tiffany Burks; Mr. Jeff Gregg; and Dr. Shelley Sweatt. Other regents attending the meeting were R. Caven Crosnoe, Dr. Lynwood Givens, Mr. Shawn Hessing, Ms. Nancy Marks, and Student Regent Lindsey Shelley.

Administrative staff members present included Dr. Suzanne Shipley, President; Dr. Betty Stewart, Provost and Vice President for Academic Affairs; Dr. Marilyn Fowlé, Vice President for Business Affairs and Finance; and Dr. Keith Lamb, Vice President for Student Affairs and Enrollment Management. Other university personnel attending the meeting included Ms. Reagan Foster, Chair, MSU Staff Senate; Mr. Charlie Carr, Director of Athletics; Mr. Barry Macha, General Counsel; Ms. Leigh Kidwell, Director of Internal Audits; Mr. Patrick Coggins, Chief of University Police; Mr. Chris Stovall, Controller; 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 Government Association (SGA) was Mr. Manny Hoffman, SGA Vice President. Representing the news media was Ms. Lana Sweeten-Shults, Wichita Falls *Times Record News*.

Chairman Sanchez called the meeting to order at 4:33 p.m.

Reading and Approval of Minutes

16-166. The minutes of the May 12, 2016, Committee meeting were approved as presented.

Audit and Compliance Activities and Audit Plan

16-167. Mr. Sanchez stated that Mr. Chris Stovall, MSU Controller and Chairman of the MSU Compliance and Ethics Coordinating Committee, would update the Board on compliance activities. He noted that Mr. Stovall would be followed by Director of Internal Audits Leigh Kidwell who would report on audit activities and present the proposed FY 17 Audit Plan for approval.

Mr. Stovall stated that Ms. Kidwell, Mr. Macha, and the Compliance and Ethics Coordinating Committee had done a good job of keeping compliance in the forefront. He reported that new Policy 2.26, *Institutional Compliance and Ethics Program*, was approved by the Board of Regents in May to formally establish the program. One of the provisions of the policy requires regular updates to the Board on the content and operation of the Compliance and Ethics program. He reported that since May the compliance partners who serve on the Coordinating Committee had created compliance calendars for each of their areas to ensure continued compliance with all of the legal and regulatory requirements. These calendars will be maintained and updated as necessary and then published to the MSU Compliance and Ethics Website. He stated

that this will help ensure continuity in the event of staff turnover and will provide Ms. Kidwell with a mechanism to routinely audit those areas as part of her audit plan to provide further assurance to the Board of university-wide compliance. Two subcommittees were created to address high-priority compliance areas identified by the committee, those being the Clery Act and ADA/Accessibility. He reported that the Clery Compliance Sub-Committee had been very active during the last couple of months educating the members on the Clery Act through training and webinars. The group also created Clery Maps to identify campus locations that are subject to mandatory Clery reporting, discussing various reporting and legal requirements, and comparing the Clery Act to Title IX. The ADA/Accessibility Sub-Committee was recently formed and its charge is to review the federal and state accessibility regulations and, specifically, how those regulations apply and pertain to Information Technology (IT). The work of the sub-committee will include looking at online courses, distance education, social media, the university website, the portal, computer labs, and the library. The sub-committee will work to determine processes, responsibilities, standardization, best practices, and timeliness for retrofitting systems to ensure MSU is compliant with ADA as well as the Texas Administrative Code. Mr. Stovall reported that an Information Technology Sub-Committee will also be created in the early fall once the IT audit is complete. This sub-committee will address and correct any findings from the audit. The secondary duty of this sub-committee will be to collaborate and establish IT priorities and campus-wide goals which will help centralize the purchasing of IT products and help ensure continued compliance with the use of technology and information security regulations. Mr. Stovall reported that he continues to meet weekly with the Director of Internal Audits and the University General Counsel to discuss compliance issues. He noted that they have reviewed Senate Bill 20 (84th Legislature) with the Director of Purchasing and Contract Management to focus on how the legislation relates to contract management at MSU. An implementation plan and training will be developed and provided. He reported that the MSU Contract Management Handbook had been updated accordingly to include language from SB 20. He added that the Ethics Policy for MSU Employees would also be updated and a new Suspected Dishonest or Fraudulent Activities policy would be developed to address requirements of SB 20. Mr. Stovall reported that the Fraud, Compliance, and Ethics Concern web page was updated and moved under the Director of Internal Audits. He added that the Ethics Point anonymous hotline was implemented in December 2015, and no complaints had been made through the hotline as of the end of July.

Mr. Sanchez thanked Mr. Stovall, Ms. Kidwell, and Mr. Macha for their work as a team in the area of compliance. He indicated that their work had addressed many of the Board members' concerns.

Ms. Kidwell reported that her focus since the May Board meeting related to the FY 2017 Audit Plan and the Information Security Compliance Audit. She reported that the Internal Audit Act of Texas requires the Board of Regents to review and approve the Audit Plan each year. She noted that with the addition of a staff auditor one-half way through the year, the number of hours available for audit projects increased to more than 2700 hours, after consideration of university holidays and sick leave. She stated that many of the audit projects were required by statute and added that time would still be available to continue monitoring Information Security Compliance as well as

allocating time for projects, special requests, investigations, and administrative work. She noted that the Plan was presented for the Board's consideration and approval.

Ms. Kidwell reported that the Information Security Compliance Audit was nearing completion. She indicated that she would likely have a preliminary report in September and would bring the final report to the Board in November. She thanked Interim Chief Information Officer Jim Hall for the work he had done preparing for the audit. She added that the audit firm would prioritize any needs or concerns they find during the audit process.

Mr. Gregg moved approval of the FY 2017 Audit Plan as presented. Mrs. Burks seconded the motion, and it was approved.

MSU Policies and Procedures Manual Changes

16-168. Mr. Sanchez noted that a new policy and revised policy were presented for approval as shown in the Board Book.

- A. Campus Carry Policy - He stated that the proposed Campus Carry Policy was developed to put into the *Policy Manual* format the policies and rules that were approved by the Board in May. He noted that Dr. Shipley would provide comments and indicated that Chief Coggins and Mr. Macha were available to answer any questions the Board might have.

Dr. Shipley stated that the Campus Carry Implementation Task Force had worked during the summer to develop the proposed policy format, determine signage, and address other matters related to the implementation of Campus Carry. She noted that the Board would likely see the policy evolve over time. She added that Chief Coggins would ensure appropriate training for the campus.

Mr. Macha reported that the policy implements the work that was done by the original Campus Carry Task Force. He stated that Chief Coggins chaired the Implementation Task Force.

Mrs. Burks moved approval of the policy as presented. Dr. Sweatt seconded the motion.

Mrs. Marks indicated she was pleased with the Safe Campus Training and asked how often the training would be offered. Chief Coggins responded that a schedule had not yet been developed. Mrs. Marks asked if the training would be available to students. Chief Coggins responded that the training would be offered for anyone who wants to attend. Mr. Sanchez asked if the training would be part of the orientation process. Chief Coggins stated that it would be in a video format and would likely be part of the orientation process each semester. Mr. Sanchez asked how students would be made aware of exclusionary areas. Chief Coggins responded that all of the permanently excluded locations would have signage. Dr. Lamb stated that in addition to signage the university would also have the information on its website as well as in the *Student Handbook*. He added that students living in the residence halls would have training about the policy.

Mr. Hessing stated that it would be important for the administration to maintain communication with the students and the campus community as the policy evolves. Dr. Shipley indicated that any changes made to the policy would likely only be made once each year. Mr. Sanchez encouraged the administration to work with the Student Government Association or other student organizations to inform the students of the rules and exclusionary areas.

The motion to approve this policy was approved.

- B. Police Ordinances – Mr. Sanchez noted that changes to this policy were proposed by Chief Coggins to bring the policy up to date and in line with current procedures. Mr. Gregg moved approval of the policy changes as presented. Mrs. Burks seconded the motion, and it was approved.

Mr. Hessing thanked Chief Coggins for his hard work.

Adjournment

The Audit, Compliance, and Management Review Committee discussion concluded at 4:54 p.m.

Reviewed for submission:



Sam Sanchez, Chairman
Midwestern State University
Board of Regents Audit, Compliance, and
Management Review Committee

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS
August 4, 2016**

The Midwestern State University Board of Regents met in regular session in the J. S. Bridwell Board Room of the Hardin Administration Building at 11:00 a.m., Thursday, August 4, 2016. Regents in attendance were Mr. Shawn Hessing, Chairman; Ms. Tiffany Burks; Dr. Lynwood Givens, Secretary; Mr. R. Caven Crosnoe; Mr. Jeff Gregg; Ms. Nancy Marks; Mr. Sam Sanchez; Dr. Shelley Sweatt; and Student Regent Lindsey Shelley.

Members of the administration present included Dr. Suzanne Shipley, 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; and Mr. Kyle Owen, Associate Vice President for Facilities Services. Other university personnel attending the meeting included Dr. Bradley Wilson, Parliamentarian, MSU Faculty Senate; Ms. Reagan Foster, Chair, MSU Staff Senate; Mr. Charlie Carr, Director of Athletics; Mr. Barry Macha, General Counsel; Ms. Leigh Kidwell, Director of Internal Audits; Mr. Chris Stovall, Controller; 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 news media was Ms. Lana Sweeten-Shults, *Wichita Falls Times Record News*. A special guest attending the first portion of the meeting was Mr. Kevin McGinnis, Executive Director, Risk Management and Benefits Administration, Texas A&M University System.

Chairman Hessing called the meeting to order at 11:00 a.m. and Ms. Gaynor introduced the guests.

Opening Comments

Mr. Hessing welcomed everyone to the meeting and thanked them for agreeing to start the meeting earlier than normal. He noted that new Student Regent Lindsey Shelley was attending her first regular board meeting having participated in the special meeting in June. He welcomed Ms. Shelley to service on the Board of Regents. He reminded individuals in attendance that the meeting was being streamed live on the internet and asked everyone to silence their cell phones.

Public Comment

Mr. Hessing stated that in accordance with Board of Regents By-Laws, MSU Policy 2.22, members of the public were invited to address the Board of Regents through written and oral testimony. He noted that no one had signed up to speak.

Texas Public Finance Authority MSU Bond Resolutions

16-132. Mr. Hessing reported that the meeting time was set to coordinate action with the Texas Public Finance Authority (TPFA) regarding the sale of a bond. He stated that the MSU Board previously authorized the sale of bonds, but during the review process the TPFA determined that MSU could save money by refinancing existing bonds. He asked Dr. Fowlé to review this action item with the Board.

Dr. Fowlé noted that the Board Book included a proposed resolution to authorize the refinancing of certain bond series. She stated that the refinancing would save the university approximately \$2.9 million in payments and added that the primary of the savings would be housing bonds. The administration recommended approval of the resolution and the refinancing of the bonds as part of the Tuition Revenue Bond issuance. Dr. Fowlé stated that once approved, the resolution would be forwarded to the TPFA and they would approve another resolution authorizing the issuance. A final resolution would then need to be approved later in the meeting by the MSU Board to finalize the approval process.

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

Mr. Hessing noted that at some point later in the meeting the Board would be asked to approve another resolution from TPFA to authorize the sale.

Investment Overview - Texas A&M University System (TAMUS) Update

16-133. Mr. Hessing welcomed Mr. Kevin McGinnis from TAMUS to the meeting. Mr. McGinnis reminded the Board that he or someone from his office would visit with the Board in good years and in bad. He stated that while this was not a terrible year, it was certainly not a good year. He reviewed information regarding the Cash Concentration Pool and the System Endowment Fund as shown in Attachment 1. The presentation included information regarding the investment objective of each of the funds. He noted that the volatility in the market during the last year had resulted in losses, while the five-, ten-, and fifteen-year performance figures remained positive. He indicated that the main drawback for the year were the funds invested in the Domestic Equity Asset Class. He added that the International Equity market was down 9%. He stated that any time equities are that volatile and are down the absolute return would also lag. He noted that while July numbers had not been reported, the markets were up. Slide Four showed the value of MSU's cash as of June 30, 2016. Mr. McGinnis reported that the System Endowment Fund was also down for the last year but by a smaller percentage owing to the performance of the Private Equity investments. Slide Seven showed the value of MSU's Endowment Accounts as of May 31. Mr. McGinnis discussed manager changes that are being made (Slide Eleven) and noted that they see all of their managers at least twice each year.

Mr. Sanchez asked how long they watch new managers underperforming before they become concerned. Mr. McGinnis responded that the standard direction they give their managers is for them to be in the top quartile over a five-year minimum period. If a manager approaches five years and is underperforming they will be placed on a watch list.

Mr. McGinnis thanked the Board for the opportunity to visit with them. He stated that he would be glad to provide a more detailed report if it were ever needed. Mr. Hessing thanked Mr. McGinnis for his report and for traveling to Wichita Falls.

Modification of Midwestern State University Organization Chart

16-134. Mr. Hessing noted that a copy of the new MSU organization chart that would go into effect September 1, 2016 was shown in the Board Book. He added that the Book included a description of the changes that were made. There being no questions, Mr. Hessing stated that this item was presented as a point of information only and no action was necessary.

Board Resolutions

16-135. Mr. Hessing reported that a resolution recognizing Megan Piehler for her service as Student Regent was sent to the Board for review and was presented for approval (see Attachment 2). Mr. Sanchez moved approval of the resolution as presented. Mr. Crosnoe seconded the motion, and it was approved.

Recess

Mr. Hessing announced that the remaining items would be deferred to Executive Session later in the afternoon. The committee of the whole stood in recess at 11:20 a.m. and reconvened at 4:55 p.m.

Executive Session

Mr. Hessing announced that the Board of Regents would go into Executive Session to discuss Items 16-136 (Real Property), 16-137 (Gifts and Donations), 16-138A (Consultation with Attorney Regarding Legal Matters and Pending Litigation), and 16-157 (Emeritus Status) as allowed by the Texas Government Code Chapter 551 Sections .071 (Consultation with Attorney), .072 (Real Property), .073 (Gift or Donation), and .074 (Personnel Matters) The Executive Session began at 4:55 p.m. Mr. Hessing, Mrs. Burks, Dr. Givens, Mr. Gregg, Mr. Crosnoe, Ms. Shelley, Mrs. Marks, Mr. Sanchez, Dr. Sweatt, Dr. Shipley, Mr. Macha, Ms. Barrow, Dr. Stewart, Dr. Fowlé, and Dr. Lamb remained for the discussion. The closed session concluded at 5:27 p.m. and the open meeting resumed.

Real Property

16-136. Dr. Givens moved that the Board authorize the President to enter into lease agreements related to the development of the University's oil, gas, and mineral interests in Reeves, County, Texas. Mr. Sanchez seconded the motion and it was approved.

Gifts and Donations

16-137. Mrs. Marks moved that the Board authorize the administration to negotiate a gift agreement with naming privileges related to Legacy Hall. Mrs. Burks seconded the motion and it was approved.

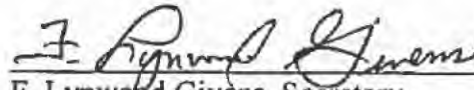
Texas Public Finance Authority MSU Bond Resolutions

16-132. Mr. Hessing reported that action related to approval of the final bond resolution would be postponed until Friday.

Adjournment

There being no further business, the meeting adjourned at 5:28 p.m.

Reviewed for submission:

A handwritten signature in black ink, appearing to read "F. Lynwood Givens", written over a horizontal line.

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

ATTACHMENTS

1. Texas A&M System Presentation
2. Resolution of Appreciation (Megan Piehler)

Midwestern State University Investment Overview

August 4, 2016



Kevin McGinnis
Executive Director, Risk Management

The Texas A&M University System

Cash Concentration Pool

Investment Objective

Invest the funds in a manner as to achieve a reasonable balance of growing corpus and meeting the operating needs of the system, while maintaining the system's objective of the safety and preservation of capital.

Performance Periods Ended June 30, 2016

	<u>1-YR</u>	<u>5-YR</u>	<u>10-YR</u>	<u>15-YR</u>
Long Term Cash Concentration Pool	-2.6%	4.4%	4.7%	5.1%
Long Term Balanced Index	-1.2%	4.5%	4.3%	4.9%



The Texas A&M University System

Cash Concentration Pool

Asset Allocation

Asset Class	Target Allocation	6/30/2016 Allocation
Short Term Portfolio	8.0%	7.7%
Long Term Portfolio		
Liquidity Portfolio	10.0%	9.6%
Fixed Income	22.0%	22.3%
Domestic Equity	20.0%	20.3%
International Equity	20.0%	21.3%
Absolute Return	20.0%	18.8%

The Texas A&M University System



3

The Texas A&M University System

Cash Concentration Pool

Midwestern State – Operating Funds

October 1, 2013 to June 30, 2016

Net Investment Transfers	\$24,000,000
Net Earnings Added Back*	<u>2,327,458</u>
Book Value as of June 30, 2016	\$26,327,458
Unrealized Appreciation	-277,204
Market Value as of June 30, 2016	\$26,050,254

* Interest, dividends and realized gains, less fees

The Texas A&M University System



4

The Texas A&M University System

System Endowment Fund

Investment Objectives

Provide a continuing and dependable cash payout, stable and preferably growing in real terms.

Cause the total value of the fund to appreciate, over time, exclusive of growth derived from donations.

Performance Periods Ended June 30, 2016

	<u>1-YR</u>	<u>5-YR</u>	<u>10-YR</u>	<u>15-YR</u>
System Endowment Fund	-1.1%	5.9%	5.2%	5.7%
Balanced Index	-.5%	4.4%	4.2%	4.9%

The Texas A&M University System



5

The Texas A&M University System

System Endowment Fund

Asset Allocation

<u>Asset Class</u>	<u>Target Allocation</u>	<u>6/30/2016 Allocation</u>
Fixed Income	15.0%	15.1%
Domestic Equity	20.0%	20.0%
International Equity	20.0%	18.8%
Real Assets*	15.0%	10.4%
Absolute Return	15.0%	15.2%
Private Equity	15.0%	19.9%
Money Market	0%	0.6%

*Real Assets includes timber, real estate, and energy investments.

The Texas A&M University System



6

The Texas A&M University System

System Endowment Fund

Midwestern State Endowment Accounts

May 31, 2016

Investment Transfers	\$11,926,628
Market Value	\$11,423,977
Units	1,906,977.46
FY 2015 Payout (3 rd & 4 th Qtrs)	\$254,355
FY 2016 Payout (estimated)	\$535,849
FY 2017 Payout (estimated)	\$552,093

The Texas A&M University System



7

The Texas A&M University System

System Endowment Fund

- Income is distributed to each endowment account on a quarterly basis in accordance with the spending policy outlined in the System Investment Policy.
- The quarterly payout is calculated on an annual basis and is the average of the quarterly market value for the 20 fiscal quarters ending the previous February, multiplied by 5.0% and divided by 4.
- The market value per unit as of 5/31/2016 was \$5.99 and the values for the last five years are as follows:

2/29/2012	\$5.47
2/28/2013	\$5.57
2/28/2014	\$6.00
2/28/2015	\$6.25
2/28/2016	\$5.76

The Texas A&M University System

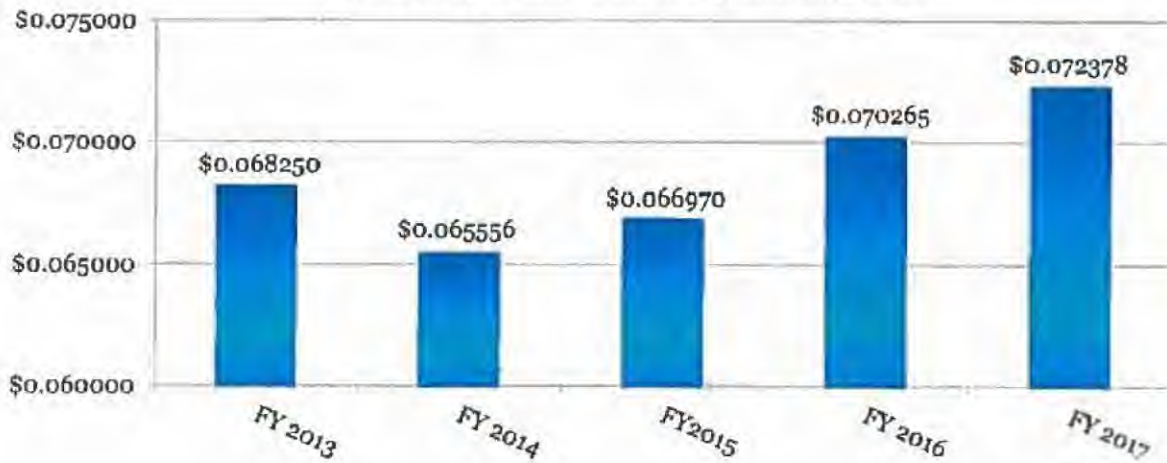


8

The Texas A&M University System

System Endowment Fund

Quarterly Endowment Spending Rate



The Texas A&M University System



9

The Texas A&M University System

Investment Pool Comparison

	Asset Class	CCP Target Allocation	SEF Target Allocation
CCP Objectives:	Short Term Portfolio	8.0%	-
	Liquidity Portfolio	10.0%	-
	Fixed Income	22.0%	15.0%
	Domestic Equity	20.0%	20.0%
SEF Objectives:	International Equity	20.0%	20.0%
	Absolute Return	20.0%	15.0%
	Real Assets	-	15.0%
	Private Equity	-	15.0%

CCP Objectives:

- Grow reserves
- Meet operating needs
- Preserve capital

SEF Objectives:

- Dependable payout
- Increase fund value

The Texas A&M University System



10

The Texas A&M University System

Portfolio Repositioning

July 2016

- New manager – William Blair – Emerging Markets Fund
- Reallocations to fund new manager:
 - DFA Emerging Markets Value (full redemption)
 - DFA Emerging Markets Small Cap (20% reduction for CCP and 40% reduction for SEF)

August 2016

- Loomis Sayles – transition from Senior Loan Fund to a more diversified fund which includes bank loans and high yield



MIDWESTERN STATE UNIVERSITY RESOLUTION OF APPRECIATION

August 4, 2016

WHEREAS, Megan Piehler was appointed by Texas Governor Greg Abbott to serve as MSU Student Regent, the highest position to which a student can be appointed while enrolled in Texas public higher education, and

WHEREAS, Ms. Piehler served in this position with distinction from July 2, 2015, until May 31, 2016, and

WHEREAS, she represented the students of Midwestern State University admirably, expanded the awareness of the Student Regent on campus, worked to increase student involvement on campus, and provided input regarding decisions affecting the future of the university,


NOW, THEREFORE, BE IT RESOLVED that the members of the Board of Regents and President of Midwestern State University hereby express their most sincere appreciation to Megan Piehler for her dedicated service, and

BE IT FURTHER RESOLVED that this Resolution be made a part of the permanent minutes of this Board and that a copy be presented to Ms. Piehler as a token of the university's gratitude and appreciation.


Shawn Hessing, Chairman


Tiffany Burks, Vice Chair


F. Lynwood Givens, Secretary



Warren T. Ayres

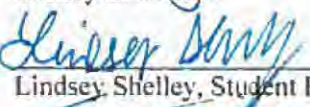

R. Caven Crosnoe


Jeff Gregg


Nancy Marks


Samuel M. Sanchez


Shelley S. Sweatt


Lindsey Shelley, Student Regent


Suzanne Shipley, President



**MINUTES
BOARD OF REGENTS
MIDWESTERN STATE UNIVERSITY
August 5, 2016**

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, August 5, 2016. Regents in attendance were Mr. Shawn Hessing, Chairman; Ms. Tiffany Burks, Vice Chairman; Dr. Lynwood Givens, Secretary; Mr. R. Caven Crosnoe; Mr. Jeff Gregg; Ms. Nancy Marks; Mr. Sam Sanchez; Dr. Shelley Sweatt; and Student Regent Lindsey Shelley.

Administrative staff members present included Dr. Suzanne Shipley, President; Dr. Betty Stewart, Provost and Vice President for Academic Affairs; Dr. Marilyn Fowlé, Vice President for Business and Finance; and Dr. Keith Lamb, Vice President for Student Affairs and Enrollment Management. Other university personnel attending the meeting included Mr. Charlie Carr, Director of Athletics; Mr. Barry Macha, General Counsel; Ms. Leigh Kidwell, Director, Internal Audits; Mr. Chris Stovall, Controller; Ms. Dawn Fisher, Director, Human Resources; Ms. Julie Gaynor, Director, Marketing and Public Information; Ms. Cindy Ashlock, Executive Assistant to the President; and Ms. Debbie Barrow, Director, Board and Government Relations. Representing the news media was Ms. Lana Sweeten-Shults, Wichita Falls *Times Record News*. Attending the first portion of the meeting were Dr. Kristen Garrison, Associate Vice President for Undergraduate Education and Assessment, and Dr. Kathryn Zuckweiler, Dean of the Billie Doris McAda Graduate School.

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

Opening Comments

Mr. Hessing asked Dr. Stewart to make two special introductions. Dr. Stewart indicated that she was pleased to welcome the new graduate dean Dr. Kathryn Zuckweiler. She noted that Dr. Zuckweiler has a Bachelor of Arts in History from Whittier College, a Master of Business Administration from the University of Houston, and a Ph.D. in Management from the University of Nebraska – Lincoln. Dr. Stewart stated that during the last four years she had served as an Associate Professor of Management and Associate Dean of Graduate Studies and Research at the University of Nebraska at Kearney.

Dr. Stewart introduced Dr. Kristen Garrison and stated she was excited to welcome her as the Associate Vice President for Undergraduate Education and Assessment. Dr. Stewart reported that Dr. Garrison was a valuable part of the faculty at MSU where she serves as an Associate Professor of English. Dr. Stewart reported that Dr. Garrison earned the Bachelor of Arts in English, a Master of Art in English, and a Master of Science in Education from the University of Kansas, and a Ph.D. in Rhetoric from Texas Woman's University. Dr. Stewart reported that Dr. Garrison would specifically be working on Freshmen Initiatives and retention issues, and would supervise many of the university's academic support programs.

Mr. Hessing welcomed everyone to the meeting and reminded them to silence or turn off their cell phones as the meeting was being streamed live on the internet.

Public Comment

Mr. Hessing stated that in accordance with the Board of Regents By-Laws, MSU Policy 2.22, members of the public were invited to address the Board of Regents through written and oral testimony. He commented that no one had signed up to speak during this time.

Texas Public Finance Authority MSU Bond Resolutions

16-132. Mr. Hessing reported that the Board did not complete the business of the Committee of the Whole on Thursday and the final action for this item was postponed until today. He noted that it was time for the Board to consider the second resolution for approval as follows:

RESOLUTION
AUTHORIZING THE SALE OF THE TEXAS PUBLIC FINANCE
AUTHORITY MIDWESTERN STATE UNIVERSITY REVENUE
FINANCING SYSTEM REVENUE AND REFUNDING BONDS;
AUTHORIZING ACTIONS BY THE TEXAS PUBLIC FINANCE
AUTHORITY, MIDWESTERN STATE UNIVERSITY, AND
REPRESENTATIVES THEREOF IN CONNECTION WITH THE
SALE AND DELIVERY OF SAID BONDS; AND RESOLVING
OTHER MATTERS RELATED THERETO

Dr. Fowlé noted that this resolution would provide authority to the Chairman of the Board and the President to sign various documents dealing with this bond issuance, which would include the Paying Agent/Registrar Agreement, Escrow Agreement, General Certificate of the Board, Designated Financial Officer Certificate, Instruction Letter to the Paying Agent, and the Seal Sheet.

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

Reading and Approval of Minutes

16-169. The minutes of the Board of Regents meetings held May 12, May 13, and June 15, 2016 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 August 4, 2016.

Item Presented for Committee Approval Only

16-139. Committee Minutes

Items Presented for Information Only

- 16-140. Campus Construction Update
- 16-141. Campus Plan – Facilities Services Relocation Alternatives

Items Approved by Committee and Placed on Consent Agenda

- 16-142. Gunn College of Health Sciences and Human Services Building Project – Project Management Assistance – approved Broaddus & Associates as the project management firm for this project and authorized the administration to contract with Broaddus as presented.
- 16-143. Dallas-Fort Worth Expansion Update – approved the Letter of Intent for Build to Suit Lease/Purchase Agreement with Parker Assets I, LLC for Flower Mound property, and authorized the President to work with the Chairman of the Board to negotiate a lease for the property in Flower Mound and to negotiate a lease agreement with North Central Texas College.
- 16-144. Wichita Falls Museum of Art at MSU Advisory Board – approved the board member appointments as presented.
- 16-145. Museum Ratification of Deaccessioned Artworks – ratified the deaccessioned items as presented.

Mr. Hessing asked if there were items any member wanted to remove from the Consent Agenda. There being none, Mrs. Burks seconded Mr. Hessing's motion to approve the Consent Agenda as presented and 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 August 4, 2016.

Item Presented for Committee Approval Only

- 16-146. Committee Minutes

Items Presented for Information Only

- 16-147. Faculty Report
- 16-148. Staff Report
- 16-149. Student Government Report

- 16-150. Athletics Report
- 16-151. Enrollment Reports – Summer 2016
- 16-152. Financial Aid Profile

Items Approved by Committee and Placed on Consent Agenda

- 16-153. August 2016 Graduating Class – approved the list of candidates for graduation.
- 16-154. Petition for Bachelor of Science Degree – approved granting a B.S. degree in Biology to Dr. Robert McBroom.
- 16-155. Addition to Core Curriculum – approved the addition of two courses to the university's core curriculum.
- 16-156. *Policy Manual Change* – approved changes to Policy 3.317, Academic Emeritus Status, as presented.
- 16-157. Emeritus Status – approved granting Emeritus Status to Dr. Howard Farrell following 29 years of service to MSU.

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

Finance Committee Report

Mr. Gregg 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 August 4, 2016.

Item Presented for Committee Approval Only

- 16-158. Committee Minutes

Item Presented for Information Only

- 16-159. Summary of Financial Support

Items Approved by Committee and Placed on Consent Agenda

- 16-160. Financial Reports – accepted the monthly financial reports for April through June, 2016.
- 16-161. Investment Report – accepted the third quarter 2016 Investment Report.

- 16-162. University Signature Authorizations – approved signature authorizations as presented.
- 16-163. Approval of Asset Holding Accounts, Investment Vehicles, and Brokers/Dealers – approved the lists as presented.
- 16-164. Personnel Reports and Changes in FY 16 Budget – ratified the changes presented.
- 16-165. Operating Budget for Fiscal Year 2017 – approved the \$110,548,625 operating budget for FY 2017 as presented.

Mr. Hessing asked if there were items any member wanted to remove from the Consent Agenda. Mr. Crosnoe seconded Mr. Gregg'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. Information concerning these items can be found in the minutes of the committee meeting held August 4, 2016.

Item Presented for Committee Approval Only

- 16-166. Committee Minutes

Items Approved by Committee and Placed on Consent Agenda

- 16-167. Audit and Compliance Activities and Audit Plan - approved the FY 17 Audit Plan as presented.
- 16-168. *MSU Policies and Procedures Manual* Changes - approved a new policy and a policy revision as follows.
 - A. New Policy 4.116 – Campus Carry Policy
 - B. Policy 4.152 – Police Department Administration and Regulatory Ordinances

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

Board of Regents Meeting Dates – 2016-2017

- 16-170. Mr. Hessing noted that the proposed meetings dates for the 2016-2017 year were listed in the Board Book. He asked if any members had conflicts with the dates. There being none, the dates were approved as presented.

Election of Board Officers for FY 2017 and FY 2018

16-171. Mr. Hessing noted that discussion of this item would be postponed until later in the meeting.

President's Report and Discussion of Higher Education Issues

16-172. President Shipley stated that she would update the Board on the university's Legislative Appropriations Request (LAR) and discuss how she approaches testimony before legislators. She noted that she considers what she would be interested in if she were in their position working for the people of the state of Texas. She added that she wrote the Administrator's Statement for the LAR from that viewpoint. She stated that MSU's LAR included an exceptional item request for \$1 million in each year of the biennium to support the DFW Expansion. She added that the university would be able to ask for additional support for expanded programs in the future if this funding were approved. She stated that all state agencies and higher education institutions were required to review how they would address a four percent reduction in certain state funding. The amount of the reduction for MSU was \$200,000 during the biennium. The university was also asked to address a ten percent reduction in funding. She noted that this was something that was included in the LAR process in the past.

Dr. Shipley commented that the administration had previously discussed with the Board the possibility of including a new Tuition Revenue Bond (TRB) request in the LAR. She stated that the Texas Presidents and Chancellors who had been in the Texas political framework longer than she had suggested that the higher education institutions not ask for TRB funding in this session, but rather focus on requesting replenishment of the four percent required reduction and increased formula funding. Dr. Shipley reported that she would testify in early October before the staff of the Legislative Budget Board and the Governor's Office Budget Division. She added that early in the legislative session she would testify before the Senate Finance Committee and the House Appropriations Committee.

Dr. Shipley reported that the Board had heard from the staff, faculty, and students about shared governance and indicated that a number of groups would continue working during the new academic year. She noted that the Budget Oversight Committee would continue as a permanent committee and the membership would remain the same for the next year. She reported that Dr. Stewart was chairing the Strategic Planning Committee. She noted that the committee would use the university priorities to develop a plan with appropriate measures, timelines, and individuals responsible. She added that the administration would keep the Board informed of progress. Dr. Shipley stated that the Campus Carry Task Force had transitioned to an implementation group that would continue to meet. She stated that she was excited about a new group that would look at admissions standards, who is admitted to the university, and how the university dispenses financial aid. She added that this group would have representatives from the Faculty Senate, the Staff Senate, and the administration. She noted that the types of students the university accepts and how they are moved through the system determines retention and graduation rates. She stated that the final group that would be established was a campaign committee to launch a comprehensive campaign. She noted that the

group would be on a listening tour for the first six months to determine campaign priorities, structure, and themes.

Executive Session

Mr. Hessing announced that the Board of Regents would go into Executive Session to discuss Items 16-171 (Election of Board Officers) and 16-173A (Consultation with Attorney Regarding Legal Matters and Pending and/or Contemplated Litigation) as allowed by Texas Government Code Section 551.071 and .074. The Executive Session began at 9:22 a.m. Mr. Hessing, Mrs. Burks, Dr. Givens, Mr. Gregg, Mr. Crosnoe, Ms. Piehler, Mrs. Marks, Mr. Sanchez, Dr. Sweatt, Dr. Shipley, Mr. Macha, and Mrs. Barrow remained for the entire discussion. Dr. Stewart remained for discussion of Item 16-173A only. The closed session concluded at 10:02 a.m. and the open meeting resumed.

Open Meeting Resumes

Mr. Hessing reported that the closed session was complete, the only items discussed were the items announced, and no votes were taken.

Election of Board Officers for FY 2017 and FY 2018

16-171. Mr. Gregg moved approval of the following slate of officers for the MSU Board of Regents beginning September 1, 2016.

Chairman	Sam Sanchez
Vice Chairman	Caven Crosnoe
Secretary	Nancy Marks
Member-At-Large	Tiffany Burks

Dr. Givens seconded the motion and it was approved.

Mr. Hessing thanked the Board for the opportunity to serve as Chair during the last four years. He indicated that while he felt strongly that a two-year term was appropriate, he agreed to extend his term to help with Dr. Shipley's transition as president. He stated that he was excited to remain on the Board for his remaining four years and was thrilled with the new officers.

Dr. Givens thanked Mr. Hessing for his service on the Board. He stated that the MSU Board practices diversity through its diversity of ideas and concepts. He indicated appreciation to Mr. Hessing for helping to foster open communication. Mrs. Burks indicated that she recognized early in her MSU Board service that Mr. Hessing was a strong leader and had a strong commitment to MSU and the Wichita Falls community. She thanked him for helping her learn about the educational system and accounting and financial aspects of the university operation. Mr. Gregg thanked Mr. Hessing for his leadership and for always showing that he cared about everything that was happening at MSU. Mr. Crosnoe emphasized how extraordinary Mr. Hessing was during the presidential search and selection process and expressed appreciation for all he did. Dr. Sweatt commented that Mr. Hessing had been very welcoming to her as a new Board member. Ms. Shelley stated that she appreciated the collaboration among Board

members during meetings. Mrs. Marks commented that she appreciated Mr. Hessing's loves for MSU and Wichita Falls. She also thanked him for always being available to talk with other Board members. Mr. Sanchez stated that he echoed the thoughts of others and appreciated Mr. Hessing's honesty and passion for MSU and Wichita Falls. Dr. Shipley noted that the relationship between a president and board chair is special because the chair relies on the president not to let him down and the president relies on the chair to hear ideas and make certain she isn't making a wrong turn. She reported that she knew during the search process that she wanted to work with Mr. Hessing and added that it had been a great relationship.

Adjournment

There being no further business, the meeting was adjourned at 10:10 a.m.

I, F. Lynwood Givens, the fully appointed and qualified Secretary of the Midwestern State University Board of Regents, hereby certify that the above and foregoing is a true and correct copy of the minutes of the Midwestern State University Board of Regents meeting August 5, 2016.



F. Lynwood Givens, Secretary