Midwestern State University
Board of Regents Meetings

May 11 and 12, 2017

Midwestern State University

Board of Regents Meetings

Schedule

<u>Thursday, May 11, 2017</u>

      1:30 p.m.   Board of Regents Meeting
                                Committee of the Whole
                                Executive Committee
                                Academic and Student Affairs Committee
                                Finance Committee
                                Audit, Compliance, and Management Review Committee

<u>Friday, May 12, 2017</u>

      9:00 a.m.   Board of Regents Meeting

Meeting Location: Midwestern State University Campus
                              3410 Taft Boulevard
                              Hardin Administration Building
                              J. S. Bridwell Board Room
                              Wichita Falls, Texas 76308

MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS

Midwestern State University Administration
May 2017

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. James Johnston, 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 Inglish, Registrar
  Dr. Jeffrey Killion, Interim 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, Chief Information Security Officer
  Ms. Valarie Maxwell, Director, Budget and Management
  Mr. Kyle Owen, Associate Vice President for Facilities Services
  Ms. Kathy Rice, Director, Payroll
  Dr. David Sanchez, Chief Information Officer
  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
    Ms. Angie Reay, 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
    Vacant, Assistant Vice President for Gift Planning and Development

Mr. Kyle Williams, Interim Director of Athletics
    Mr. Damian Clarke, Head Women's Soccer Coach
    Mr. Nelson Haggerty, Head Men's Basketball Coach
    Ms. Noel Johnson, Head Women's Basketball Coach
    Mr. Scott Linn, Head Tennis Coach
    Mr. Bill Maskill, Head Football Coach
    Mr. Kurt Portmann, Executive Associate Director of Athletics
    Mr. 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
    Ms. Amanda Snodgrass, Assistant Director of Athletics for Business and Finance and Senior Woman Administrator
    Mr. Koby Styles, Head Women's Cross Country and Track Coach

Dr. David Carlston, Chairman, MSU Faculty Senate
Ms. Angie Reay, Chair, MSU Staff Senate
Ms. Shayla Owens, President, MSU Student Government Association – 2016-2017
Ms. Maria Pena, President, MSU Student Government Association – 2017-2018

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.

CRM   Customer Relationship Management – MSU uses CRM software to provide communication management, event management, and process management for the student recruiting and admissions processes.

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 Insurance Portability and Accountability Act – Establishes national standards for the protection of certain health information.
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.

MIDWESTERN
STATE UNIVERSITY™

N

EUREKA CIRCLE

Parking

Parking

Parking

MIDWESTERN PARKWAY

Parking

Parking

WEST CAMPUS ANNEX

Parking

Parking

SUNWATCHER VILLAGE

Parking

CHURCH OF CHRIST STUDENT CENTER

CATHOLIC CAMPUS CENTER

BRIDWELL COURTS

Parking

UNIVERSITY POLICE DEPARTMENT

HAMPSTEAD LANE

WICHITA FALLS MUSEUM OF ART AT MSU

SUNDANCE COURT

Parking

Parking

LOUIS J. RODRIGUEZ DRIVE

LOUIS J. RODRIGUEZ DRIVE

REDWINE STUDENT WELLNESS CENTER

SOFTBALL

Parking

McCULLOUGH-TRIGG HALL

MARCHMAN HALL

McCULLOUGH HALL

McGAHA HALL

SIKES LAKE AND TRAIL

SOFTBALL FIELD/ MUSTANGS PARK

LEGACY HALL

PAINT SHOP

Parking

Parking

COMANCHE TRAIL

SOCCER COMPLEX

FAIN FINE ARTS CENTER

McCULLOUGH ANNEX

COUNSELING CENTER

TOMAHAWK TRAIL

SIKES LAKE CENTER

Parking

NOCONA TRAIL

DANIEL BUILDING

McCOY ENGINEERING HALL

CADDO TRAIL

BRIDWELL HALL

RECREATIONAL/ ATHLETIC FIELD (SOUTH)

RECREATIONAL/ ATHLETIC FIELD (NORTH)

PIERCE HALL

KILLINGSWORTH HALL

Parking

FAIN INSTRUMENT MUSIC HALL

Parking

PAPOOSE

ALUMNI CENTER

Parking

OUTDOOR RECREATION CENTER

BEYER GREENHOUSE

CARRIAGE HOUSE

FREE PLAY FIELDS

Parking

BEAWOOD HALL

FAIN HALL

MARTIN HALL

Parking

SIKES COTTAGE

TENNIS CENTER

PROTHRO-YEAGER

SUNWATCHER PLAZA

CLARK STUDENT CENTER

FERGUSON HALL

BOLIN FOUNTAIN

DILLARD COLLEGE OF BUSINESS

Parking

O'DONOHOE HALL

SIKES HOUSE

CENTRAL PLANT

Parking

NOCONA TRAIL

Parking

QUADRANGLE

MEMORIAL BUILDING

UNIVERSITY PRESS

COUNCIL DRIVE

COUNCIL DRIVE

COUNCIL DRIVE

D. L. LIGON COLISEUM

Parking

Parking

Parking

Parking

Parking

HARDIN ADMINISTRATION

AKIN AUDITORIUM

Parking

BOLIN HALL

HARDIN SOUTH

MOFFETT LIBRARY

NOCONA TRAIL

WIGWAM TRAIL

COMANCHE TRAIL

HAMPSTEAD LANE

TAFT BLVD

TAFT BLVD

TAFT BLVD

Rev. 7-16

Midwestern State University Dashboard Indicator and Projections						
November 2016 Board of Regents Meeting						
		Annual Performance				**Target**	**COPLAC**

	1. Student Access	**2013-2014**	**2014-2015**	**2015-16**	**2016-17**	**2018-19**	**2015-16**
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	**2013-2014**	**2014-2015**	**2015-16**	**2016-17**	**2018-19**	**2015-16**
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	**2013-2014**	**2014-2015**	**2015-16**	**2016-17**	**2018-19**	**2015-16**
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	**2013-2014**	**2014-2015**	**2015-16**	**2016-17**	**2018-19**	**2015-16**
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%		10.00%	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	**2013-2014**	**2014-2015**	**2015-16**	**2016-17**	**2018-19**	**2015-16**
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 Competetive 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

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 2011 Number	Fall 2011 Percent	Fall 2015 Number	Fall 2015 Percent	Fall 2016 Number	Fall 2016 Percent
White	3,708	63.8%	3,111	54.3%	3,049	53.7%
Hispanic	712	12.3%	974	17.0%	1,013	17.8%
African American	704	12.1%	854	14.9%	872	15.3%
Asian	206	3.5%	182	3.2%	187	3.3%
International	296	5.1%	408	7.1%	367	6.5%
Other & Unknown	185	3.2%	205	3.6%	194	3.4%
Total	5,811	100.0%	5,734	100.0%	5,682	100.0%
TX First Time Transfers	Number	% of UG	Number	% of UG	Number	% of UG
Two-Year Institutions	322	6.2%	346	6.8%	379	7.5%
Other Institutions	57	1.1%	75	1.5%	62	1.2%

Costs

Average Annual Total Academic Costs for Resident Undergraduate Student Taking 30 SCH

Fiscal Year	Texas Rates Institution Average	Percent Increase	Peer Group Average	Percent Increase
2012	$7,304	.0%	$6,174	.0%
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%
2016	$8,305	2.7%	$7,366	5.3%
2017	$8,620	3.8%	$7,583	2.9%

Financial Aid

Fiscal Year	Institution Percent	Institution Avg Amt	Peer Group Percent	Peer Group Avg Amt	OOS Peer Group Percent	OOS Peer Group Avg Amt
Federal Student Loans						
2014	52%	$7,117	40%	$6,348	50%	$7,166
2015	52%	$7,034	42%	$7,650	0%	$0
Federal, State, Institutional or Other Grants Known by Institutions						
2014	65%	$5,421	59%	$5,307	60%	$7,879
2015	66%	$5,591	66%	$5,537	0%	$0
Federal (Pell) Grants						
2014	38%	$3,941	38%	$3,678	34%	$4,104
2015	39%	$4,015	42%	$3,822	0%	$0

Student Success

One-Year Persistence of First-time, Full-time, Degree Seeking Undergraduates

	Enter Fall 2010	Enter Fall 2014	Enter Fall 2015
Cohort	740	834	818
Total	82.2%	80.2%	82.5%
Same	67.3%	68.7%	69.8%
Other	14.9%	11.5%	12.7%

Two-Year Persistence of First-time, Full-time, Degree Seeking Undergraduates

	Enter Fall 2009	Enter Fall 2013	Enter Fall 2014
Institution Persistence			
Cohort	695	834	834
Total	76.0%	75.5%	69.1%
Same	57.0%	60.3%	54.0%
Other	19.0%	15.2%	15.1%
Peer Group Persistence			
Cohort	560	567	548
Total	71.3%	71.1%	71.9%
Same	44.8%	41.8%	42.7%
Other	26.3%	29.3%	29.0%

Average Number of Fall & Spring Semesters and SCH Attempted for Bachelor's Degree

Year	Institution Grads	Institution Sem	Institution SCH	Peer Group Average Grads	Peer Group Average Sem	Peer Group Average SCH
FY 2012	642	10.82	144.39	434	12.15	146.05
FY 2015	587	10.73	143.49	445	12.18	143.53
FY 2016	554	11.37	144.18	447	12.76	144.27

Graduation Rates

Cohort	Institution Rate	Peer Group Rate
Fall 2007 4-year	16.2%	17.3%
Fall 2011 4-year	22.6%	22.1%
Fall 2012 4-year	23.7%	20.8%
Fall 2006 5-year	36.9%	34.0%
Fall 2010 5-year	42.6%	36.0%
Fall 2011 5-year	43.5%	38.7%
Fall 2005 6-year	44.3%	43.2%
Fall 2009 6-year	53.7%	43.7%
Fall 2010 6-year	49.9%	43.5%

National Comparison (IPEDS Definition)

Cohort	Institution Rate	OOS Peers Rate
Fall 2006 4-year	6.0%	29.0%
Fall 2010 4-year	18.0%	35.4%
Fall 2005 5-year	19.0%	38.5%
Fall 2009 5-year	37.0%	48.0%
Fall 2004 6-year	26.0%	42.5%
Fall 2008 6-year	45.0%	50.8%

Six-year Graduation & Persistence Rate, Fall 2010

Student Group	Cohort	Rate
For Students Needing Dev Ed		
Institution	132	41.7%
Peer Group	122	36.9%
For Students NOT Needing Dev Ed		
Institution	608	65.0%
Peer Group	394	61.4%

*Peer Group data is average for peer group.

Funding

Source	FY 2011 Amount	Pct of Total	FY 2015 Amount	Pct of Total	FY 2016 Amount	Pct of Total
Appropriated Funds	$29,828,351	37.8%	$29,050,596	35.7%	$32,245,054	37.1%
Federal Funds	$12,558,523	15.9%	$9,217,186	11.3%	$9,353,030	10.7%
Tuition & Fees	$29,851,186	37.8%	$32,331,893	39.8%	$34,175,093	39.3%
Total Revenue	$78,936,992	100.0%	$81,268,127	100.0%	$87,018,769	100.0%

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BOARD OF REGENTS
MEETING AGENDA

Board of Regents Meeting
May 11, 2017
1:30 p.m.

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/welcome/president/regents-minutes.

Call to Order – Chairman Sam Sanchez

Introduction of Visitors – Ms. Julie Gaynor

Special Introductions – Dr. Suzanne Shipley and Ms. Leigh Kidwell

Opening Comments – Chairman Sanchez

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

Investments with American National Bank (ANB) Update
17-71. Representatives of American National Bank will report on the investment of MSU endowment funds held at ANB.

Naming of Journalism Lab
17-72. The administration will recommend the naming of the Journalism Lab (Room D-202) in the new Mass Communication wing of the Fain Fine Arts Center.

Executive Session
17-73. The Board will convene in Executive Session as necessary to consider 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, 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, including
        1. YMCA Ground Lessor's Agreement
   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, including

    1. Extension of President's Contract

E. <u>Government Code, Chapter 551, Section .076</u> - Deliberations Regarding Security Audits, including

    1. Information Security Program Assessment report on action taken

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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
17-74. The minutes of the Executive Committee meeting February 9, 2017, will be recommended for approval of the Committee as shown on page 144.

Strategic Plan
17-75. During the 2015-2016 year the university worked to develop a vision for Midwestern State University for the next century. Four strategic initiatives emerged from the surveys, town hall meetings, constituent meetings, and the Board Retreat. A Strategic Planning Committee was appointed last spring, with co-chairs former Provost Betty Stewart and Dr. Scott Meddaugh, Robert L. Bolin Distinguished Professor of Petroleum Geology. The committee began working in earnest in August and Dr. Meddaugh continued to serve as chair upon the resignation of Provost Stewart. The 26-member Committee developed a plan with input from the campus community. Dr. Meddaugh will present the document, shown on pages 21-40, to provide an opportunity for the Board of Regents to give input. The final document will be presented for Board approval in August and the approved document will be distributed to the campus at the opening meetings in August and September.

Campus Construction Update
17-76. Information regarding current construction and repair and rehabilitation projects will be presented as shown on pages 41-45.

Dallas-Fort Worth (DFW) Expansion Update
17-77. An update on the activities related to the expansion of MSU academic course offerings will be presented for information only.

Capital Expenditure Plan (MP1) Report - FY 2018-2022
17-78. The Texas Higher Education Coordinating Board (THECB) requests an update of the university's five-year plan for construction, land acquisition, information resource projects, and major repair and renovation projects each year. The report includes projects that may be considered within the next five years, regardless of funding source, to include

   A. new construction projects $1,000,000 or more;
   B. repair and renovation projects $1,000,000 or more;
   C. information resource projects that cumulatively would total $1,000,000 or more in one year; and
   D. property purchases that cumulatively would total $1,000,000 or more in one year.

The proposed plan is shown on page 46. Current active projects previously approved by the Board of Regents will not appear on the proposed list. The deadline for submitting this report to the THECB is June 30, 2017.

Texas Accessibility Standards (TAS), Americans with Disabilities Act (ADA), and Fire Marshal Upgrades Project – Construction Manager at Risk Approval

17-79. This project requires a construction manager to oversee subcontractors for repairs to the Bolin Science Hall, Fain Fine Arts Center, Hardin Administration Building, and Ferguson Hall. The administration recommends approval of the construction manager at risk (CMAR) contractor for this project to be M&F Litteken. The project will be bid in the summer of 2017 and a recommendation for authorization to finalize the contract with the CMAR for construction services will be presented at a future meeting when a Guaranteed Maximum Price is submitted by the contractor for the construction work. It is anticipated the work will begin in early 2018 with the bulk of the construction occurring during the summers of 2018 and 2019 in order to limit the effect on normal business activities.

Utility Contracts – Policy 2.24 Contract Authority Recommended Change

17-80. Through continued monitoring of electricity pricing, facilities personnel determined MSU's existing contract with Direct Energy could be extended in the summer of 2015 yielding considerable savings. The timing for capitalizing on the savings was very limited and required the contract to be signed the same day the quote was offered. To facilitate the quick turnaround and to remain in compliance with MSU policy, the administration requested authorization from the Board for the President to enter into an electricity provider's contract valued up to $2 million. The Board granted the authorization, although the discussion at the time concerned this one instance and it was not clear if it was the Board's intent to grant future authorizations.

A recent opportunity arose which would have allowed the extension of the electrical contract for another four years at an exceptional rate. The administration was not able to pursue the extension or savings because MSU Policy 2.24, Section C, currently does not specifically provide authorization for the president to enter into such contracts.

Mr. Owen and Dr. Fowlé worked with Mr. Macha to determine a policy statement that would allow greater flexibility and ensure the administration can make a timely decision when negotiating the best rate for the purchase of electrical and gas utility contracts in the future. The recommended policy change is shown in the attachment on page 47.

Holiday Schedules for Staff Employees – 2017-2018

17-81. State employees are entitled to a paid day off on national, state, and optional holidays observed by the state. Depending on where the holiday falls during the calendar week, employees are generally allowed 13-17 holidays per year. Institutions of higher education are allowed to determine holiday schedules based on the academic calendar and campus needs. In FY18, staff employees will receive 14 paid holidays, which are aligned with the approved academic calendar. The administration will recommend the schedules shown on page 48.

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Midwestern State University
Strategic Plan Presentation
Board of Regents - May 11, 2017

Strategy 1 A. **Attract, retain and reward faculty and staff who expect and extend an environment of the highest quality. Encourage all faculty and staff to actively engage students in inquiry, research, creative, athletic, service and artistic endeavors. Support faculty dedication to excellent teaching and scholarly activity.**
Tactic 1. Ensure that by 2018 tenure and promotion guidelines for faculty and performance review guidelines for staff align with university strategic initiatives. *Potential measure(s): Number or percentage increase in references or policies/procedures within guidelines and evaluation criteria.*
Task 1. Assessment will be added to faculty and staff annual performance reviews.
Task 2. Demonstrate alignment of strategic initiatives through syllabi or research proposals, student course evaluations and co-curricular program assessment.
Considerations: This tactic aims to provide concrete incentives for faculty and staff to engage in high-priority strategic goals.
Tactic 2. Improve existing opportunities and make new opportunities for professional development of faculty and staff focused on excellent teaching and scholarly activity by increasing funding for such opportunities by 10 percent per year and ensuring a more equitable distribution by 2020. *Potential measure(s): Number or percentage increase in participation rates, funding availability and scope development opportunities*
Task 1. Create individual professional development plans for each faculty and staff member to be added and assessed during the annual performance review.
Task 2. Ensure funding across colleges and departments for each faculty member to be given one professional development opportunity each academic year consistent with their personal development plan.
Considerations: This tactic aims to increase development opportunities and support for faculty and staff. Through such opportunities faculty gain experience and qualification. Funding availability and equitability, likely requiring further study or a task force to define, are of particular importance.

1

Strategy 1 B. **Create a vibrant workplace that encourages diversity, values the opinions of community stakeholders, creates strong and effective governance systems, and recognizes the outstanding work of individuals and departments.**
Tactic 1. Develop policy and procedures related to hiring, promotions, compensation and educational experiences for students, faculty and staff that encourage diversity.
Task 1. Implement a diversity annual report for the university. Communicate the ways that the university is encouraging diversity in policy and practice.
Task 2. Utilize campus climate survey to inform training and development programs for faculty and staff.
Considerations: Using the 2016 NSSE scores as a baseline related to including diverse perspectives in course work and educational experiences. HR policies and procedures support diversity of employees and their needs.
Tactic 2. Improve existing governance systems, especially shared governance between and among faculty, staff, students and administrators. *Potential measures: increase in the number or percentage of positive responses in survey feedback*
Task 1. Implement survey to elicit regular anonymous feedback such as ModernThink data (Questions 5, 6, and 7).
Task 2. Regularly measure improvement of shared governance through anonymous feedback such as ModernThink data (Questions 5, 6, and 7).
Considerations: Based on survey results, develop an action plan for improvements and determine prudent frequency of survey.

2

Strategy 1 C. **Attract, retain and reward faculty and staff who expect and extend an environment of the highest quality. Be a first-choice employer with competitive compensation and an environment that welcomes and rewards employees' passion for their work excellence for their work in and out of the classroom. Invest in the MSU family.**

Tactic 1. <u>Faculty</u>: Bring faculty compensation to at least the average of CUPA data; <u>Staff</u>: Bring current staff salaries to an average of 7 percent above market minimum and provide parity pay based on years of service.

Task 1. Ensure staff compensation plan is executed by 2019.

Task 2. Bring faculty compensation to at least the average of CUPA data by discipline.

Considerations: This tactic defines as a goal the market-based "competitive compensation" at MSU. When setting targets by academic discipline/department, attention should be given to properly aligning the definition of each field of study according to the MSU curriculum and CUPA descriptions.

Tactic 2. Ensure that annual faculty salary increases be merit based in accordance with University policy and state law. Develop policy and procedures that relate compensation with work quality for faculty and staff by 2018.

Task 1. Quantitatively determine how to assess and document for quality of performance.

Task 2. Develop appropriate and measurable criteria for merit-based increases and include faculty and staff annual report/evaluation.

Considerations: Although salary adjustment is supposed to be merit-based, most often it is not. Faculty and staff would get either the same dollar amount or the same percentage increase in their salary adjustments. Cost of living adjustments should be explicitly separated from merit-based adjustment.

3

Strategy 1 D. **Establish clearly the mission of the university and develop a comprehensive marketing and branding program that effectively translates that to the expanded region.**
Tactic 1. Nourish a university culture that enables every employee to be an ambassador of the university. *Potential measure(s): Number or percentage increase documents/resources available and program/presentation content at new employee orientation*
Task 1. Provide readily available materials for off campus travel, meetings, promotion, recruitment, talking points, etc.
Task 2. Use new employee orientation to establish an understanding of our intentional and shared approach to communication and education and reinforce annually at department and college meetings.
Considerations: This tactic aims to make sure that everyone in the University understands the goals of the University and would be able to communicate those goals to outsiders.
Tactic 2. Integrate the mission statement of the university into all subordinate goals and action plans; and periodically reinforce faculty and staff understanding of our mission.
Task 1. Review among faculty and staff at annual university meeting, departmental meetings, new employee orientation, new student convocation and other regular meetings.
Task 2. Align all departmental, college and division goals with the university mission.
Considerations: The mission of the University is neither universally known nor articulated. Create and nourish a culture where the mission of the University is integrated at all levels.

4

Strategy 1 E.
Create benchmarks and measurements reflective of MSU's goal to be among the best Council of Public Liberal Arts Colleges (COPLAC). Be good stewards of our public liberal arts mission.
Tactic 1. Promote the liberal arts mission and practical applications of a liberal arts education to MSU and the community at large to ensure that stakeholders understand the liberal arts concept and demonstrate commitment to it. *Potential measure(s): Number or percentage increase in the articles, presentations, social media posts throughout campus/department programming.*
Task 1. Require that each college submit an annual report that documents how each department supports the COPLAC membership ideals and to what extent.
Task 2. Track and increase the articles, presentations, social media posts throughout campus/department programming for the COPLAC mission.
Considerations: This tactic aims to make sure that everyone in the University understand and practice the meaning of liberal arts education, while at the same time increase community buy-ins.
Tactic 2. Align benchmarks with COPLAC membership ideals. *Potential measure(s): Number or percentage increase in documented college/departmental goals related to COPLAC concentrations (i.e., active learning, liberal arts, co-curricular programming, civic engagement diversity, etc.)*
Task 1. Utilize WEAVE to assess departmental support of COPLAC membership ideals.
Considerations: This tactic aims to make sure that we are comparable to and follow the same standards as our peer COPLAC schools. If we need a more tangible measure, consider some form of survey. In defining the characteristics of a liberal arts education, COPLAC has outlined six values: emphasis on educating the whole person, personal contact and individual mentoring, vibrant extra-curriculum, accessibility through affordable pricing and encouraging diversity, preparing students for active citizenship, unique structural characteristics.

5

Strategy 2 A. **Build upon our well-established reputation for students seeking a fulltime, residential, liberal arts experience.**
Tactic 1. Increase the university marketing budget from \$286,000 to \$350,000 for FY18 and increase by 10% annually for next 5 years.
Considerations: While there are many ways to enhance a university's reputation, the DFW market study indicated few were aware of MSU in one of our most important geographical markets. The most direct and timely method to increase awareness is to increase our marketing efforts. While it is hard to obtain budgetary information from other similar institutions that would allow an apples-to-apples comparison, the information we did obtain suggests MSU is underspending some competitors. Texas A&M Commerce has a \$585,000 marketing budget while Tarleton State spends \$305,000 in advertising alone. We also learned Texas A&M Kingsville is reported to have a \$500,000 marketing budget.
Tactic 2. Upgrade by 2019 the university's website and branding such that they are viewed by prospective students and other external stakeholders as the most appealing and effective in the state of Texas.
Task 1. Upgrade website to include latest design features and interactive content. Maintain this cutting-edge look with annual updates
Task 2. Update university branding, to include appropriate focus group testing to ensure branding resonates with target audiences
Considerations: MSU students, admissions, and marketing personnel noted the website lags state of the art features and looks "dated" compared to some competing institutions. University branding is similarly dated and anecdotal evidence suggests it is somewhat confusing.

6

Strategy 2 B. **Offer academic programs and degrees in multiple locations.**
Tactic 1. By 2018, build the infrastructure (manpower, delivery platforms and differentiated field experiences) in collaboration with community partners to build and sustain academic programs in multiple locations.
Task 1. Provide appropriate delivery platforms to enable multi-location and distributed instruction.
Considerations: The university has already launched new programs in Flower Mound and Weatherford/Wise county. Current D2L capabilities are less than optimum to support instruction across multiple locations. Furthermore, additional collaboration tools (e.g. WebEx, JoinMe, Slack) may be needed to facilitate student/staff/instructor communication and interaction
Task 2. Provide university support services and colleges with additional manpower to support operations at multiple locations, especially the manpower needed to conduct assessment activities
Considerations: Operating in multiple locations significantly increases the volume of documentation required to maintain accreditation for some colleges and may present a need to hire new faculty and support staff.
Task 3. Develop in partnership with community partners the field experiences needed to complement traditional instruction and meet accreditation standards
Considerations: Operating new programs will require developing field experiences in new locations (e.g. student teaching opportunities in the metroplex).
Tactic 2. By 2018, complete a feasibility study to determine the need and marketability of offering terminal degrees (i.e. Doctorate of Nursing Practice (DNP), Educational Leadership (Ed.D) and Radiologic Science) at MSU.
Considerations: In some professions doctorate degrees are becoming more expected. Not only does this present an opportunity for MSU, this trend also puts pressure on enrollment in some of our masters' programs as students are more oriented to enroll in programs offering terminal degrees.

7

Strategy 2 C. **Actively market adult completion on-line program, the Bachelor of Applied Arts and Science (BAAS), as well as K-12 teachers and retirees.**
Tactic 1. By 2019 increase by 50% the number of programs, courses, and sections that can be accessed online to ensure the attractiveness and availability of courses for BAAS students.
Task 1: Increase the number of online sections available and develop a system to ensure BAAS students that register close to the deadline can still gain access to online courses**.**
Task 2: Determine which programs have unmet demand in the adult completion market and ensure programs and courses are available to meet that demand.
Considerations: Virtually all of our BAAS students complete their program online. They sometimes have difficulty finding an available seat in an online section. The BAAS Program Director has identified these courses as frequently posing a challenge for BAAS enrollment: ENGL 1143, 2113; HIST 1133, 1233; POLS 1333, 1433. When the students have trouble getting a slot in necessary courses they eventually turn to another university. One example of an "in demand" program is the business minor, but not all of the necessary courses are available online. BAAS has also investigated the potential for an Industrial Technology concentration.
Tactic 2: Create by 2018 a 100% online student fee schedule appropriate for the facilities and technology used for delivery for all online programming.
Task 1: Determine the costs of supporting an online student and adjust the fees accordingly to ensure we are price competitive with other online programs.
Task 2: Shift to a program-specific tuition model with fixed, simplified pricing by 2020.
Considerations: Distance students currently pay an additional fee of $50 per credit hour. On the other hand, distance students receive waivers for only the Recreation Center ($120) and Student Center ($55) fees. They still pay the Athletic ($10/hr), Student Service ($17/hr), and University Services ($66/hr) fees. In many programs, particularly adult completion or add-on degree programs, some universities are beginning to advertise fixed pricing. This trend disadvantages programs like MSU where a definite price cannot be quoted to prospective students.

8

Strategy 2 D. **Maintain a welcoming environment for all. Reflect and serve the diverse Texas college-going population.**	
Tactic 1. Create, by 2020, a 2-week bridge program in the summer time frame to orient first generation college students to the joys, rigors, and responsibilities of college life.	
	Considerations: As MSU grows enrollment, the share of first-generation students is likely to increase. This program should increase our yield rate among admitted first-generation students and also aid in their retention as they are more likely to bond with MSU and succeed in college.
Tactic 2. Increase by 2020 the number of bilingual counselors in the admissions, financial aid, and student orientation offices by two and ensure appropriate sections of distributed material and the website have Spanish versions.	
	Considerations: While prospective students are fluent in English, the family members supporting these students' desire to attend MSU may not be as fluent. Making those family members more capable and comfortable in navigating the college entrance/funding process would make MSU a more welcoming environment.

9

Strategy 2 E. **Add 2,000 new students by the fall 2022 semester.**
Tactic 1. Increase by 2020 the number of Freshman, Undergraduate Transfer, and Graduate Admitted Students by 20% over the 2016 baseline.
Task 1. Increase the number of admissions counselors from six to eleven (one additional to Graduate school; four to undergraduate admissions) by 2018 and double their travel and recruitment activities budgets.
Task 2. By 2019 update the Admissions CRM software and allow the Graduate School to also use the software.
Considerations: Increasing enrollment can be simplistically seen as increasing the number of qualified students who apply and are subsequently admitted and then getting more of those admitted students to enroll at MSU. In 2016 MSU admitted 2,000 freshmen, 854 transfer students, and 328 graduate students. Increasing the number of admissions counselors and enabling them to better track and communicate with prospective students should increase the number of admitted students.
Tactic 2. Increase the Freshman, Undergraduate Transfer, and Graduate Students Yield Rate (percentage of admitted students that subsequently enroll) by 4% over the 2016 baseline by 2020.
Task 1. Increase post-admission interaction by 100%, both through electronic media and face-to-face hosted events.
Task 2. Increase scholarships by 25% to targeted undergraduate and graduate populations.
Task 3. Increasing the graduate stipend by 25%.
Considerations: The 2016 yield rate was 36% for freshmen, 62% for transfer students, and 44% for graduate students. The freshmen and transfer rates are fairly stable. The graduate rate is typically around 50%, which we should consider the baseline for future growth. The focus on increasing post-admittance interaction, combined with the enticement of scholarships and higher graduate stipends, should increase the yield rate. If we achieve the goals associated with these tactics, we would grow annual freshmen enrollment by 246, annual transfer enrollment by 143 and graduate enrollment by 88 above the 2016 baseline numbers. Please note these are the number of first-time enrollments; the cumulative effects on total enrollment would be much higher.

10

Strategy 3 A. **Increase recreational, cultural, and leadership opportunities for students of all cultural backgrounds.**
Tactic 1. Create leadership programming that is inclusive of students across cultural, academic, and socio-economic backgrounds.
Task 1. Make leadership coursework available to all students as an MWSU special course.
Task 2. Increase student participation in Student Government through the provision of small service scholarships.
Considerations: Opportunities for student leadership and participation in campus programming increases student engagement and addresses the holistic needs of students.
Tactic 2. Develop more inclusive and diverse recreational sports programs and activities.
Task 1. Add sports to the intramural sports reflective of the diverse population of the university.
Task 2. Increase participation in recreational sports by 10% over the next five years.
Tactic 3. Develop programs that celebrate and educate students of different cultural backgrounds
Task 1. Increase collaboration between faculty, student affairs, and student organizations to implement and encourage participation in regularly scheduled celebrations of cultural heritage (i.e., Black History Month, Hispanic Heritage Month, Carribfest), that allow campus wide participation in a variety of activities (i.e., discussions, seminars, invited speakers).
Considerations: Especially in the current political context, it is important that all members of the MSU community feel appreciated and valued. Additionally, it is recognized that the university is an essential component of promoting cultural understanding. The implementation of this tactic is anticipated to be increase student reported scores on the National Survey of Student Engagement for section "Discussions with Diverse Others." This area represents a strength for the university relative to Texas peers, but it is anticipated that this tactic will increases scores consistent with other regional liberal arts institutions.

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Strategy 3 B.
Provide a strong student support system to ensure that students remain in school, are actively engaged in campus life and service, and graduate.

Tactic 1. Expand the Academic Success Center into a student advising and mentoring center providing centralized campus tutoring, increased supplemental instruction and advising, and a one-stop approach to student services.

Task 1. Increase enrollment in and utilization of Supplemental Instruction by undergraduate students.

Considerations: SI is a best-practice with demonstrated impact on academic attainment. Initially, it will be important to simply increase the number of course offerings with SI offerings. In the long term, it will be important to provide SI offerings for all core courses. In addition to increasing the number of offerings, it will be important to increase the average number of SI sessions attended by each student.

Task 2. Provide online tutoring for MSU students. (Provide online tutoring to all students enrolled in online coursework by 2018. Provide online tutoring to all MSU students by 2021.)

Considerations: Not only does online tutoring provide flexibility for students who require tutoring services, but online tutoring allows for the provision of a broader range of tutoring subjects. Initially it will be important to provide online tutoring to all students enrolled in online coursework, as they currently do not have access to tutoring services currently. In the long term, it will be important to open online tutoring to all MSU students.

The implementation of these two tasks would, together with a university-wide campaign to ensure that faculty and staff were aware of and able to advise students how to obtain tutoring, would increase scores on the NSSE item assessing the institutional emphasis on "providing support to help students succeed academically." The short-term goal would be to match our Texas peer comparison group, while the long-term goal would be to match our COPLAC comparison group.

Task 3. Develop and implement a centralized academic advising center with designated advisors per college/department.

Considerations: Designated, professional advisors, together with Degree Works, will allow students to better schedule coursework, minimize extraneous coursework, reduce time to graduation, and better assist those students struggling academically. It is important to note, that each junior and senior level student would be assigned a faculty advisor to provide professional advising and graduate academic advising for all students. It is anticipated that implementation of this task will allow for greater professional advising to occur and increase the scores on the NSSE item "Talked about career plans with a faculty member." The short term goal would be to match our COPLAC comparison group while the long term goal would be to match our regional liberal arts university comparison group.

Tactic 2. Develop and implement a signature first-year experience that emphasizes the liberal arts mission and MSU's undergraduate research initiative.

Task 1. Create a mission statement that explains MSU's first-year experience and what makes it unique or "signature."

Task 2. Recruit, incentivize, and train faculty to teach learning communities and academic seminars.

Task 3. Recruit and train peer mentors to help students acclimate to college.

Task 4. Utilize a standing First-Year Experience Committee to coordinate efforts to faculty,

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student leaders, Student Development and Orientation, Academic Success Center, Teaching and Learning Resource Center, Institutional Research & Assessment, Residence Life, and other campus offices.	
	Considerations: Provision of a first-year or freshman experience is a best-practice for increasing student retention and decreasing time-to-graduation. A successful first-year experience is multi-faceted and addresses not only a student's engagement with the university, but addresses their academic acculturation to the university environment. Successful completion of these tasks will be associated with increased retention (i.e., first-to-second-year persistence of 80%) and graduation (i.e., four-year graduation rate of 40%).

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Strategy 3 C.
Create appealing global learning opportunities at home and abroad.

Tactic 1. Double the percentage of annual participation in MSU study abroad programming from 2% to 4% by 2021.
Task 1: Increase amount of information sessions offered (from 4 to 6 per year)**.**
Task 2: Initiate a bi-annual global learning forum where study-abroad scholarship recipients share their experiences.
Task 3: Incentivize faculty to develop new study abroad programs so that every college has at least two different program offerings
Considerations: Currently, approximately 2% of overall student population participate in study abroad programming. It is not unreasonable to aim for doubling that participation rate to 4% by 2021. This goal is similar to Henderson State, another COPLAC school, which aims to reach 5% participation by 2020. To do so requires there to be 1) enough offerings (faculty need to be incentivized to develop new London programs & every college needs to ensure at least two programs so all MSU students have options), 2) greater visibility and awareness of MSU study abroad programming (which can be improved by launching global learning forums & by increasing the amount of information sessions held each semester)

Tactic 2: Add 25% to the annual study abroad programming budget for MSU study abroad programming by 2021.
Task 1: Increase the portion of annual fund allocated towards study abroad scholarships (from $50,000 to $62,500).
Task 2: Seek donors for targeted funding.
Considerations: Currently, the study abroad office's annual budget is set at a level based on old figures which funded scholarships for approximately half of the amount of students who presently participate in global learning. Money going towards study abroad scholarships used to be fee funded - $50,000 for 50 students to receive $1,000 scholarships; recently, those scholarships have been pulled from the annual fund ($50,000 still remains as budget while participation has increased by 70% from 50 to 85-100 students annually, which has translated to smaller scholarship values that inhibit some students from participating due to lack of financial support). By expanding their annual budget, more scholarships can be offered to entice greater participation (study abroad is a costly high impact educational offering). Increasing the scholarship funding does not deplete MSU's budget, as students still must pay approximately $1,000 for tuition for each 3 hour study abroad course. (Note that the study abroad curriculum is typically a 6 hour program.)

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Strategy 3 D. **Deliver education in modes that meet students' needs and expectations while maintaining affordability. Embrace current technological trends in administration, classrooms, and laboratories, and develop a funding plan to meet these needs.**	
Tactic 1. Provide a minimum of one section of each core course online once per year by 2021.	
	Considerations: Currently we have 90 core classes, 30 of which are offered online (33%). Prioritize core class online development based on enrollment needs and increase online core classes by 15% per year. For improved student success, require all new online students to enroll and complete course on how to use D2L. By offering core classes online it will not only provide non-resident students to complete their core classes/degrees with us but also provide residential students more online opportunities and flexibility to their schedules. By 2021, 15% of undergraduate degree programs can be completed online. Faculty teaching online should be trained in online Pedagogy, online course development and the utilization of the University Learning Management System to maintain high quality online courses and to offer a consistent online learning environment for students, including ADA Compliance.
Tactic 2. Develop University wide protocol for the use of technology for on-campus by ensuring a minimum classroom workstation. Moreover, all workstations not meeting the minimum standard workstation be brought to standard beginning 2018 with 20% of the initially deficient classroom workstations upgraded each year.	
	Considerations: Technology usage in the classroom is limited due to the skills of the faculty and/or the technology available at the workstation. Workstation hardware and basic software should be up to date and faculty should be trained to utilize this technology in the classroom for consistency in teaching and student learning opportunities, including ADA compliance.

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Strategy 3 E. **Provide a campus that is not only considered to be the most beautiful in Texas but is also safe, readily accessible, and easy to use. Employ technology and digital media outreach to enhance undergraduate and graduate enrollment.**
Tactic 1. Develop and commit to a campus beautification and safety master plan by 2020.
Task 1. Develop campus design guidelines to ensure consistency in key architectural and landscape designs across campus while allowing for innovation.
Task 2. Develop a safety master plan that identifies a hierarchal listing of vulnerability and a multi-year plan for addressing key vulnerabilities.
Task 3. Allocate $50,000 annually in HEAF monies to campus beautification projects.
Task 4. Increase external funding for campus beautification and safety by 7% per year over the next five years.
Considerations: The physical appeal of campus is not only the one of the most frequently identified strengths of the university, but the visual appeal and perceived safety of the campus contribute to a prospective student/family's decision to commit to the university.
Tactic 2. Increase the university's technology and digital media outreach for students on campus as well as for potential students and community stakeholders.
Task 1. Hire one additional FTE for the webmaster's office.
Task 2. Create a new position of "Digital Marketing Analyst" that specializes in understanding site analytics as well as methods for improving them. This position would liaise between the webmaster's office and marketing.
Considerations: With the extreme overlap between the webmasters office and marketing, there needs to be at least one individual that can interpret site analytics and plan for improvement. An additional programmer is necessary because the workload to keep up with current trends is beyond the capacity of webmasters office as it is currently staffed. With the implementation of this tactic, it is anticipated that there will be an increase of 10% web traffic on both the university webpage and the Admission's landing page.

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Strategy 4 A.
Support the Wichita Falls community by providing an educated workforce, stimulating economic development, and serving as a leader in shaping the city's future.

Tactic 1. Increase 6-year graduation rates by 2% by 2018, 4% by 2020 and 6% by 2022. (2009-10 baseline of entering freshmen of 44%)
Task 1. Identify a person/office responsible for studying the available data and making recommendations to increase graduation rates.
Considerations: Based on the 6-year cohort graduation rate report, MSU has fluctuated by 1% on average in recent years; the national 6-year average is 60% according to the National Center for Education Statistics.
Tactic 2. Work with Wichita Falls Chamber of Commerce and Industry to increase MSU student personal and professional involvement in the community through increased participation in for-credit internships by 5% by 2019. (2016 baseline of 170.)
Task 1. Establish a liaison on campus to set up internship program (career management) to work with businesses wanting the opportunity to work with interns.
Task 2. Create a database of available internships by college, for example: website design, business card design, etc. (the Chamber of Commerce has indicated a willingness to assist with such).

Strategy 4 B.
Support SAFB and improve outreach to and articulation agreements with community colleges.

Tactic 1. Beginning in 2017 strengthen relationship between MSU and the 82nd Training Wing and 80th Flying Training Wing commanders and their staffs to determine the educational needs of SAFB personnel and how MSU could address these needs.
Task 1: Start conversation between MSU president and SAFB commanders to determine specific goals and tasks.
Tactic 2. Increase articulation agreements by adding 3-5 agreements with additional DFW-based community colleges by 2020.
Considerations: Target some agreements in the STEM and Humanities fields to emphasize our COPLAC affiliation; currently we have fewer agreements in these areas.

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Strategy 4 C.
Develop premier programming in the academics, arts, and athletics for a wide range of stakeholders. Position the Wichita Falls Museum of Art at MSU and the NCAA Division II program as models of excellence.

Tactic 1. Secure accreditation and create funding for the hire of one full time museum educator position for WFMA by 2019.

	Considerations: Securing accreditation for the WFMA offers a high profile mark of distinction and increases the WFMA credibility and value to funders, policy makers and peers. The Museum Taskforce was charged to create educational bridges between the WFMA and the University community and recommends this new hire as well. A new hire of a museum educator would help to facilitate those connections.

Tactic 2. Secure funding (Approximately $10-14 million) and begin construction of 7,000 seat athletic stadium (football, soccer, and track) by 2022.

	Considerations: This would increase student involvement in athletic events on-campus, plus offer the convenience of not having to travel to sporting events. MSU could host events (high school playoffs, commencements, etc.) as a source of revenue for athletics. The stadium could be used as a recruiting tool bringing more students and families to, and on, campus and would involve the community in developing a "College Town" feel and image. The Chamber of Commerce would have vendors/businesses set up tents/booths, etc. supporting MSU.

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Strategy 4 D. **Revitalize and expand the university's infrastructure and financial base to improve efficiency and affordability.**

Tactic 1. Decrease computer and printing expenditures campus-wide by 20% by 2021.
Task 1. Have IT evaluate computer lab usage and examine any possible cost savings available through the implementation of print stations and/or desk virtualization in the general-access student labs.
Task 2. Have IT evaluate and determine savings on decreased maintenance and acquisitions of computers, and printer expenditures campus-wide through the use of common-area print stations and/or desk-virtualization wherever implementation of a proven and reliable desk-virtualization system is feasible.
Considerations: Reducing the on-going purchase of, and updating, hardware for computer labs and/or printing stations could potentially result in significant economic savings. It is important, however, that long-term economic savings not override other legitimate concerns (such as accessibility time, etc.) in any move towards desk-virtualization. Desk-virtualization cost recovery time may be 4-7 years (per Jim Hall).
Tactic 2. Increase number of endowed academic scholarships (minimum of $100,000 each) by three (3) a year for five (5) years.
Considerations: This would assist in recruitment/retention efforts (especially for first-generation and diverse populations). It would also reduce our dependency on temporary, one-time available scholarship funds and continually having to go back to donors for those "small" donations.

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Strategy 4 E.
Expand the university's donor base to include new populations and engage existing donors in new ways.

Tactic 1. Create funding to include two additional full-time staff positions for Marketing and Promotion Office to meet the needs of both areas by 2018.
Considerations: Public Information has a concentration in three areas: marketing, media requests and licensing. Bring each area up to where it should be, especially important for DFW and NCTC marketing to grow financial base. Build on our branding and do branding assessment. Helps mitigate the need for a director of marketing and a director for public relations and allows the university to update its websites—needed as a recruiting tool.

Tactic 2. Create funding to include one additional staff position and a 50% increase in operating budget of MSU Alumni Office to meet the demands of engaging with donors in new ways by 2018.
Considerations: This tactic also includes purchasing new software to increase MSU presence on social media.

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Projects Status as of 4-20-17

ID	Task Name	Start	Finish	Timeline
1	**Student Housing Project**	**Mon 8/18/14**	**Thu 6/1/17**	
2	Design Site Package	Mon 8/18/14	Tue 4/21/15	%
3	Bid - Site Package	Tue 4/21/15	Fri 5/15/15	100%
4	Construction, Site Package	Mon 5/18/15	Mon 7/13/15	100%
5	Design Building Package	Mon 8/18/14	Tue 5/26/15	100%
6	Bid - Building Package	Tue 5/26/15	Thu 6/18/15	100%
7	Construction, Building Package	Wed 7/1/15	Mon 8/1/16	100%
8	Close-Out Documentation (original completion=3/17/17)	Tue 8/30/16	Thu 6/1/17	98%
9	Landscaping (original completion=4/28/17)	Mon 10/17/16	Mon 5/15/17	98%
10				
11	**Mass Communications Extension to Fain Fine Arts**	**Mon 2/16/15**	**Fri 6/2/17**	
12	Design (original completion=7/31/15)	Mon 2/16/15	Tue 9/15/15	100%
13	Bid (original completion=9/18/15)	Wed 9/16/15	Thu 11/5/15	100%
14	GMP Development	Fri 11/6/15	Fri 2/12/16	100%
15	Construction (original completion=10/6/16)	Mon 2/15/16	Fri 6/2/17	99%
16				
17	**Roofing Project**	**Mon 11/3/14**	**Mon 5/1/17**	
18	Shingles Design, Bidding, Mobilization	Mon 11/3/14	Thu 6/18/15	100%
19	Shingles Roof Repair (original completion=8/14/15)	Fri 6/12/15	Fri 1/29/16	100%
20	Metal Roofing Design, Bidding, Mobilization	Mon 11/17/14	Fri 7/3/15	100%
21	Metal Roofing Repairs (original completion=8/21/15)	Mon 6/29/15	Fri 1/29/16	100%
22	Flat Roofing Design, Bidding, Mobilization (orig. date=7/31/15)	Mon 2/9/15	Fri 1/29/16	100%
23	Flat Roofing Repairs (original completion=10/15/15)	Mon 2/1/16	Fri 3/24/17	100%
24	Clay Tile Roofing Design, Bidding, Mobilization (orig=8/21/15)	Mon 2/9/15	Fri 10/9/15	100%
25	Clay Tile Roofing Repairs (original completion=11/30/15)	Mon 10/5/15	Fri 1/29/16	100%
26	Misc. Roof Items (greenhouses, HVAC coil repairs, etc.; orig completion=8/31/16)	Mon 11/2/15	Mon 5/1/17	98%
27				
28	**TAS-ADA/Fire Marshal Upgrades**	**Mon 12/7/15**	**Mon 9/2/19**	
29	Architect Selection RFQ	Mon 12/7/15	Fri 2/12/16	100%
30	Contract Negotiations	Mon 2/15/16	Tue 4/26/16	100%
31	Design	Mon 4/25/16	Fri 6/2/17	80%
32	Construction (Fain Fine Arts, Bolin, south Hardin, Ferguson, University Press)	Mon 6/5/17	Mon 9/2/19	
33				
34	**Gunn College of Health Sciences & Human Services Building**	**Fri 12/18/15**	**Fri 3/1/19**	
35	Architect Selection RFQ	Fri 12/18/15	Mon 2/15/16	100%
36	Contract Negotiations	Tue 2/16/16	Fri 4/22/16	100%
37	Design	Mon 4/25/16	Fri 6/16/17	65%
38	Construction	Mon 6/19/17	Fri 3/1/19	
39				

Projects Status as of 4-20-17

ID	Task Name	Start	Finish	2015	2016	2017
				J J A S O N D	J F M A M J J A S O N D	J F M A M J J A S O N
40	**College of Health Sciences & Human Services Landscaping & Parking**	**Mon 1/16/17**	**Fri 8/24/18**			
41	Landscape Design, East Quad	Mon 1/16/17	Fri 9/22/17			20%
42	Landscape Construction, East Quad	Mon 9/25/17	Fri 8/24/18			
43	Parking Lot Design and Bid, 3 Hampstead Lots	Mon 1/16/17	Mon 5/15/17			100%
44	Parking Lot Construction, 3 Hampstead Lots	Tue 5/16/17	Fri 8/18/17			0%
45						
46	**Central Campus Sidewalks Project**	**Mon 9/26/16**	**Mon 5/15/17**			
47	Concrete Installations (original completion=3/24/17)	Mon 9/26/16	Mon 5/15/17			95%

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	$ 35,146,719	$ 103,281	$ 35,250,000	$ -	(1)
Mass Comm Extension	11/7/2014, 11/13/2015, 2/12/2016	2/13/2015 Rees Associates	$ 5,500,000	$ 5,431,393	$ 68,607	$ 5,500,000	$ -	(2)
Roofing Project	2/13/2015	-	$ 2,654,209	$ 2,494,088	$ 15,000	$ 2,509,088	$ (145,121)	
TAS-ADA/Fire Marshal Upgrades	11/13/2015, 5/13/2016	2/12/2016 Harper-Perkins Architects	$ 5,270,000	$ 507,829	$ 4,762,171	$ 5,270,000	$ -	
Gunn College of Health Sciences & Human Services Building	11/13/2015, 5/13/2016	2/12/2016 Randall Scott Architects	$ 38,000,000	$ 3,582,292	$ 34,417,708	$ 38,000,000	$ -	
Gunn College of Health Science & Human Services Landscaping & Parking Project	11/11/2016	Landscaping-KDC Associates Parking Lot-Corlett, Probst, & Boyd	$ 1,100,000	$ 391,718	$ 708,282	$ 1,100,000	$ -	
Central Campus Sidewalks Project	11/11/2016	Scales Concrete Construction	$ 575,000	$ 519,223	$ 8,500	$ 527,723	$ (47,277)	

(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.

Construction Projects Status Report – Item 17-76

Projects completed since the February 2017 Board of Regents meeting include:

1. INSTALLATION OF 64 CABINET DRAWERS IN TWO BOLIN LABS TO INCREASE LAB CAPACITIES ($35k).
2. BRIDWELL COURTS STAIR RESTORATION PROJECT ($35k).
3. REPLACE EXHAUST FAN AT CLARK STUDENT CENTER GRILLE NATION ($23k).
4. REPLACE COOLING TOWER FAN VARIABLE FREQUENCY DRIVE ($12.8k).
5. INSTALLED SIDEWALK EXTENSION FROM ATHLETIC FIELDS TO NOCONA ($3.5k).

Ongoing projects:

GUNN COLLEGE OF HEALTH SCIENCES AND HUMAN SERVICES BUILDING: -$38 MM

- MSU requires architects and Construction Managers at Risk (CMAR) firms to provide cost estimates at each phase of the design process. Authorization to continue the design is not provided until the estimates between the firms are reconciled and they are within budget.
- Randall Scott Architects and the CMAR, Trinity Hughes/Sundt, recently reconciled their estimates for the 50% Design Development phase and the project is expected to be within budget.

MASS COMM EXTENSION TO FAIN FINE ARTS: $5.5 MM

- Expansion (~15k gross square feet) to Fain Fine Arts for the Mass Comm department. Building includes additional classrooms, offices, editing facilities, and a state of the art TV studio.
- Construction complete, other than minor punch list items and close out documents.
- Installation of $1.3 MM of audio-visual equipment approximately 85% complete; system checkout and training planned for summer so building can be used for classes in the fall of 2017.

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

- Swing space creation for TRIO so the program can relocate from McGaha; demolition of McGaha to begin June 1.
- Renovate eastern portion of building for fire code and Texas Accessibility Standards compliance; minimal aesthetic improvements.
- Flooring to be installed in early May to complete the construction process; building to be occupied by the end of May.

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GUNN COLLEGE OF HEALTH SCIENCES AND HUMAN SERVICES LANDSCAPING AND PARKING PROJECT: -$1.1 MM

- LANDSCAPING - $772k
    - Landscaping design of the quad area east of the new Health Sciences and Human Services building and bounded by J.S. Bridwell Hall, Dillard Building, and McCoy Hall. Will include an emergency vehicle access path.
    - Initial designs recently reviewed, further development in process.
- PARKING LOT CONSTRUCTION - $328k
    - Demo of three Hampstead houses followed by the construction of a 63 space parking lot.
    - Demo of houses complete; parking lot construction to begin by mid-May with completion by mid-August.

RENOVATION OF FAIN FINE ARTS STUDIOS FOR MUSIC/ART: -$160k.
- With Mass Comm moving into their new building this coming summer, need to renovate their vacated space for Music and Art.
- Relocation of drawing studio to old TV studio area and creation of Music practice rooms in the old drawing studio and darkrooms area.
- Design completed, project bid, and construction to begin by late May with a late August completion.

ADDITIONAL PROJECTS <$100k:
Projects in process scheduled for completion over the summer include:

1. Resurface tennis courts ($72k).
2. Repair unsafe campus sidewalks ($46k).
3. Install a new kiln in the kiln yard at Fain Fine Arts ($45k).
4. Resurface Stockton Court inside Ligon Coliseum ($28k).
5. Refinish pews and replace carpet in Burns Chapel at West Campus Annex ($26k).
6. Install landscaping around Mass Comm building ($22k).
7. Repair various roof leaks at Ligon and Fain Fine Arts ($15k).

Midwestern State University
Capital Projects - MP 1
Fiscal Years 2018-2022
Item 17-78

Project Name	Priority	Project Cost	Sources
Bolin Science Renovations & Infrastructure Improvements	1	$20,000,000	Tuition Revenue Bonds (TRB)
New Facilities Services Building	2	$5,000,000	Student Fee & HEAF
Daniel Building Student Services - Student Life Renovations	3	$7,000,000	Student Fee & Food Services Revenue
Parking Facilities	4	$12,000,000	Parking Fees & HEAF
On-Campus Football Stadium	5	$18,000,000	Private Funds Only
South Hardin Renovations & Welcome Center	6	$3,000,000	Private Funds & HEAF
Hardin Building Infrastructure Renovation	7	$10,000,000	HEAF
West Campus Annex Facilities Renovation	8	$1,200,000	Private Funds & HEAF
New Student Residence Hall	9	$35,000,000	Housing Student Rental Income
Acquisition of Property	10	$2,000,000	Private Funds
Total		**$113,200,000**	
Projects <$1 MM not reported to THECB.			

A. New construction projects $1,000,000 or more;

B. repair and renovation projects $1,000,000 or more;

C. information resource projects that cumulatively would total $1,000,000 or more in one year; and

D. property purchases that cumulatively would total $1,000,000 or more in one year.

2.24 President's Office
APPROVAL AND EXECUTION OF UNIVERSITY CONTRACTS
Date Adopted/Most Recent Revision: 5/9/14

A. Purpose and Scope

This policy establishes the authority for the University to approve and execute contracts. A "contract" is an agreement between two or more parties who intend to create legally enforceable obligations. There are many types and variations of contracts including, but not limited to: agreements, easements, grants, leases, letters of intent, licenses, memorandums of understanding, purchase orders, and terms and conditions.

This policy applies to any type of contract that binds the University and/or obligates the University to provide payment, services, goods, or use of university property, facilities or other resources, including any amendment, alteration, change, change order, correction, extension, modification, or renewal of a signed contract. No person has the authority to bind the University contractually except in accordance with this policy. An individual who signs a contract without having the authority to do so may be individually responsible for fulfilling the obligations required by the contract.

B. Contractual Authority of the Board of Regents

By law the Board of Regents is vested with the authority to contract on behalf of the University. The Board may delegate to a representative of the Board or an employee of the University the authority to negotiate, approve, and execute contracts. A contract that is not approved or executed (signed) in accordance with this policy is void.

C. Contract Approval Process

A *Contract Routing Sheet* prepared in accordance with section E (Administrative and Legal Review) must be attached to the contract and approved as indicated below:

Contract Term	Approval Required
Contracts of $500,000 or more per year (except that the following are exempt from this provision: contracts related to bequests, gifts, or grants to the University, other than real property, in accordance with University policies and procedures; ~~and~~ interagency agreements for the purchase of electricity and natural gas through the Texas General Land Office's state energy marketing program**; and contracts for the purchase of electricity and natural gas through a provider other than the Texas General Land Office that do not exceed $2 million per year for a total term not to exceed seven years**).	Board of Regents

Holiday Schedule 2017-2018

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

Date	Holiday	No. of Days
September 04, 2017	Labor Day	1
November 23-24, 2017	Thanksgiving	2
December 25-29, 2017	Christmas	5
January 1-2, 2018	New Year's	2
January 15, 2018	Martin Luther King Day	1
March 15-16, 2018	Spring Break*	2
May 28, 2018	Memorial Day	1
	Schedule I – Total Holidays	**14***

*The university will be closed Wednesday, July 4, 2018, for Independence Day. Employees on Schedule I, the four-day workweek, will work Friday of that week totaling 40 hours; therefore, this day is not counted as a holiday as it will be observed during Spring Break.

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

Date	Holiday	No. of Days
September 04, 2017	Labor Day	1
November 23-24, 2017	Thanksgiving	2
December 25-29, 2017	Christmas	5
January 1-2, 2018	New Year's	2
January 15, 2018	Martin Luther King Day	1
March 16, 2018	Spring Break*	1
May 28, 2018	Memorial Day	1
July 4, 2018	Independence Day	1
	Schedule II – Total Holidays	**14**

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
17-82. The minutes of the Academic and Student Affairs Committee meeting February 9, 2017, will be recommended for approval of the Committee as shown on page 150.

Faculty Report
17-83. Dr. David Carlston, Faculty Senate Chairman, will provide a report on behalf of the MSU Faculty Senate.

Staff Report
17-84. Ms. Angie Reay, Staff Senate Chair, will provide information on behalf of the MSU Staff Senate.

Student Government Report
17-85. Ms. Shayla Owens, President of the MSU Student Government Association (SGA), will provide an update on Student Government and will introduce Ms. Maria Pena, the newly elected SGA President for 2017-2018.

Athletics Report
17-86. A report on MSU Athletics is presented for information as shown on pages 53 and 54.

May 2017 Graduating Class
17-87. The administration will recommend approval of the list of candidates for May 2017 graduation with the provision that they meet all requirements as prescribed by the faculty and administration, as shown in the attachment beginning on page 55.

Core Curriculum Changes
17-88. Beginning in the fall 2014, state universities were required by the Texas Higher Education Coordinating Board (THECB) to implement a new 42-hour core curriculum. The MSU Core Curriculum Committee worked to develop the core for MSU with collaboration across the academic colleges. Since that time, minor adjustments have been made, and courses added with Board approval in subsequent years. Recommended changes to the core are outlined below and shown in the attachment beginning on page 63. All changes approved by the Board of Regents must then be approved by the THECB.

A. The administration will recommend the addition of the following courses effective in the fall 2017.

1. BIOL 1013 – Introduction to Human Biology
2. BIOL 1023 – Introduction to Global Biology
3. BIOL 1114 – Life I: Molecular & Cellular Concepts
4. BIOL 1214 – Life II: Evolution and Ecology
5. FREN 1033 – Culture of the French-Speaking World
6. FREN 2133 – Intermediate French
7. FREN 2233 – Intermediate French
8. GERM 1033 – Culture of the German-Speaking World
9. GERM 2133 – Intermediate German
10. GERM 2233 – Intermediate French
11. SPAN 1033 – Culture of the Hispanic World
12. SPAN 2133 – Intermediate Spanish
13. SPAN 2233 – Intermediate Spanish

B. The THECB reviewed all courses included in statewide core curricula and identified a group of skills development courses that were included in the core by a number of institutions. They noted that while these courses were important, their inclusion could lead to a lack of equitability throughout the state, primarily for students transferring from one institution to another. Three MSU courses were identified and the faculty worked to address the concerns. The following courses will be recommended for modification effective with the fall 2018 semester as required by the THECB.

1. ART 1613. ~~Ceramics for Non-Majors~~ **Ceramics Then and Now**
2. MCOM 2833. ~~Web Site Design~~ **Strategic Communication: Web Sites**
3. THEA 1103. ~~Acting for Non-Majors~~ **To Be or Not To Be: Great Acting Methods**.

Housing and Dining Service Rates

17-89. MSU began systematically increasing housing rates in 2012-2013 for three primary reasons: (1) to provide rate parity within the MSU housing system per a recommendation from Brailsford & Dunlavey, a consulting group retained to assess housing demand; (2) to position MSU at or just below the median price of similar Lone Star Conference and direct competitor institutions (MSU at the time was the least expensive); and (3) the rapid growth of the housing system resulted in debt on each facility with construction and renovations. Increasing rates, yet staying at or below the median of similar or competitor institutions, would allow for financial sufficiency of the housing system.

Rate comparison tables and recommended housing and dining service rates are presented on pages 67-70. As can be seen on the comparison tables, the recommended rates continue to position MSU at the median on traditional style housing (Pierce and Killingsworth Halls); and below the median on suite style housing (McCullough-Trigg Hall) and apartments (Sunwatcher Village and Sundance Court). It is important to note

that proposed 2017-2018 rates are being compared to other institutions' 2016-2017 rates; therefore, MSU's relative position will likely remain below the median. An additional factor considered is the total price of room and board to a student. Comparing traditional style residence hall with an all-access meal plan, MSU's proposed 2017-2018 rates are at the median of 2016-2017 rates at other institutions.

The administration will further recommend the annual housing charge for students who reside on campus the entire academic year be divided between the fall and spring semesters, with 60% of the annual charge applied in the fall and 40% of the annual charge applied in the spring. Spring occupancy in student housing is typically 8-10% less than fall occupancy, given the nature of large incoming classes during the fall, large graduating classes in December, and smaller incoming classes in the spring. A lesser spring charge has the potential to positively impact spring occupancy by encouraging students who have not graduated to continue residing on campus for the spring. New students who enter the university and reside on campus starting in the spring semester will be assessed 50% of the annual housing charge.

The university will have mechanisms for students to apply for deferrals if the 60% / 40% split is financially burdensome. A deferral will be awarded to students meeting certain financial profiles, as verified through the Office of Financial Aid. Those granted deferrals will be billed for their annual room costs at 50% in the fall term and 50% in the spring term.

Students residing on campus during the fall semester who pay the 60% annual room charge will receive a 10% rebate if they graduate in December or remain enrolled for the spring semester but are unable to reside on campus for academic, clinical, or student teaching requirements.

Faculty Emeritus Status
17-90. The administration will make recommendations concerning emeritus status for retiring faculty in closed session as allowed by Texas Government Code, Section 551.074. A copy of the policy related to emeritus status is shown on page 71.

Faculty Promotions
17-91. The administration will make recommendations concerning the promotion of certain faculty members in closed session as allowed by Texas Government Code, Section 551.074.

Faculty Tenure
17-92. The administration will make recommendations concerning the awarding of faculty tenure in closed session as allowed by Texas Government Code, Section 551.074.

MSU Athletics
Board of Regents Meeting
May 2017

➢ MSU Academic Student-Athlete Awards Dinner was held on April 19th at DL Ligon Coliseum.
  - (18) 3.50-3.74 Dean's List Student Athletes
  - (13) 3.75-3.99 Provost's Honor Roll Student Athletes
  - (17) 4.00—GPA President's Honor Roll Student Athletes
  - Ramon Toyos & Sierra Campbell—Marie Morgan Awards

➢ Midwestern State senior center Akoakoa Palcka-Kennedy earned National Football Foundation scholar-athlete honors by the Gridiron Club of Dallas. A second team All American, All Super Region Four Winner in Division II Football. Akoakoa was selected as on the 7 collegiate athletes in the state of Texas. The candidates were chosen based on their academic accomplishments, athletic performance and leadership in the community.

➢ MSU Tennis Student Athletes Greta Lazzarotto and Ramon Toyos were selected as the Academic student athlete players of the year in the Lone Star Conference. Both men and women LSC Award winners came from MSU.

➢ MSU Men's Golf currently 3rd in South Central Region. NCAA Regional will be in California. Top 12 teams qualify.

➢ MSU Women's Golf currently 9th in Region. NCAA Women's Regional will be played right here at Wichita Falls Country Club. Top 12 teams will qualify.

➢ MSU brought Suzette Walden to our campus April 18th. Suzette works with colleges and universities on the subject of student sexual violence, the understanding of and what to do in response if something occurs to the individual or even a friend. "Mustangs Matters" is a program that the university provides in workshops to benefit our students here on campus. Over 200 of our student athletes were in attendance, which was around 80% of the audience.

➢ Through Mustang 360, we have given our student athletes the opportunity to get online with 19 different subjects to include: academic success, relationship, domestic violence, health and wellness, diversity. Two of our sports, Football and Women's Basketball have implemented some of the subjects in their own daily routines and team meetings. New topics are online every month, and we feel like almost 70% of our student athletes have taken part, via phone, laptop or tablet computers. 3611 Engagements, 303 Log-ins, 964 articles have been read.

➢ MSU Men's Tennis finished second this past weekend at the LSC Tournament at Arlington Tennis Center. The second placed qualifies them for NCAA Regional Tournament at Cameron University in Lawton, OK. This will be the 15th appearance for the Mustangs, with the winner of the Cameron-MSU match earning a spot in the prestigious round of 16 in Florida.

- MSU Women's Tennis won its 3rd LSC Tennis Tournament title this past weekend in Arlington. The win qualifies the team for its 5th straight NCAA Postseason appearance and will host Dallas Baptist University on Monday, May 1 @ 3PM. With a win the women will travel to Nationals in Sanlando Park Tennis Center in Altamonte Springs, Florida.

- The MSU Mustangs accounted for over 2,500 hours of Community Service this past year in the Wichita Falls area. Service organizations like Straight-Street Ministries, Boys & Girls Club, The ARC, WFISD mentor program, Humane Society, Special Olympics, Meals on Wheels, Food Band & Hotter N' Hell just to name a few.

- MSU Marie Morgan Award was presented to the most outstanding student athletes. This year's award went to Men's Tennis player Ramon Toyos and Women's Golfer Sierra Campbell (video)

Candidates for Degrees
May 13, 2017

DILLARD COLLEGE OF BUSINESS ADMINISTRATION

Master of Business Administration

Maik Brandt
John Patrick Hensley
Michelle-Lee Amoy LaDonna Murdock
Joshua Bryant Parrish
Brian Michael Riker

Monika Sarkar
Devah C. Scholl
Mitchell Alan Ulibarri
That Binh Vuong

GORDON T. AND ELLEN WEST
COLLEGE OF EDUCATION

Master of Arts

Adrene Nichole Wike

Master of Education

Bradley Wayne Allen
Jeffrey Thomas Arce
Jordan Renae Bate
Natalie Kim Booher
Melanie Shea Braune
Krysten LeAnn Brewer
Mathew Thomas Donello
Danielle Juhre Enlow
Jessica Yvetti Esteves
Christopher Lee Freeman
Carolina Patricia Galindo
Rebecca Susan Garfield
Liza L. Hammer
Bradley Michael Hensley

Jaclyn Denise Hoey
Deneldric Jovon Hudgens
Mary Elisabeth Kennington
Kristi Elaine Lewis
Patricia Martinez Ojeda
Rhonda Earlene Riley
Raquel Rivas
Brooke Michelle Rosberg
John Stokes
Lauryn Danise Taylor
Abigail Elizabeth White
Megan Elizabeth Williams
Janeé Necole Wilson
Amy Yeary

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

Master of Arts in Criminal Justice

Janet Lee Clemons
Mark M. Gutierrez

Kiara Lachelle Jordan

Master of Health Administration

Karlene B. Campbell
Emma Victoria Fontenelle
Kareen Claudia La Touche
RuthAnn Milisa Ross-Vesprey

Candace Dion Sapp
Tiffany Lauren Seel
Shari Adele Thornton Teeter
Gowrimeera Visvanathan

Master of Science in Exercise Physiology

Marcelo Lopes Campolino
Andrea Johnnelle Meads
Shayna Briane Milam

Karishma Shah
Mason Alan Wheeler
Michael David Wood

Master of Science in Nursing

Terri Nan Salmon Farabee
April Noelle Tharp

Kobi Brooke Tobin

PROTHRO-YEAGER COLLEGE OF
HUMANITIES AND SOCIAL SCIENCES

Master of Arts

Philip Bradley Chisum
Joel Matthew Gipson
Emily Ann Holub
Joshua Eugene Ibarra III
Kyle Dustin Keel
Zachary David Krebs

David William Kuehler II
Brittany Janae Norman
Wade Christian Peterson
Sean Patrick Pinkos
Ian Earl Potthoff
Elizabeth Aleman Rodriguez Ysasi

COLLEGE OF SCIENCE AND MATHEMATICS

Master of Science

Gayatri Bhimani
Khyati Mafatlal Chauhan
DivyaShree Hanaganahalli Boregowda
Kiran Reddy Kancharla
Srinivas Kanegave
Amy Elizabeth Knowles
Vishnu Chaitanya Mandalapu

Mounika Mannam
Clive Onyango Matiku
Erika Kelley Mitchell
Azharuddin Hussaini Mohammad
Vaisali Vardhani Namburi
Ritu Raj
Dana Renee Winters

DILLARD COLLEGE OF BUSINESS ADMINISTRATION

Bachelor of Business Administration

Danielle Marie Adams
Joshua Daniel Alvarez
Dontae Delance Armstrong
Abbey Lee Barnum
Olivia Anne Barr
Grant Alexander Boxell
Jordan Rylee Campagna
Sierra Ashton Campbell
Irvichal Caseian Challenger
Victor Manuel Cisneros Quezada
Stephen Bryan Cobble
Alexandra Lynn Copp
Ismael Francisco Cruz
Hayley Lynn Dambold
Kyle Joseph Davidson
Dolores Marie DeSantis-Shewmake
Michael James Dickey
Keaton Scott Dolan
Zachary Daniel Doughty
Justin Hayes Duren
Wadzanai Dzvurumi
Jeffrey Michael Ealy
Aubrie Michelle English
Brittany Kay Fernholz
Antoinette Asher Frame
Jodeecia Francis
Alejandro Franco
Briana Nicole Frazier
Javan Stanley Goncalves Toledo

Andrew Dalton Gray
Habib Paul Hadeed
Nicole Renea Harris
Courtney Michelle Higgins-Gilliam
Hernica Hypolite
Ebony Cierra Jackson
Monica May Jacobs
Desmond Kryson Takudzwa Jombe
Hunter Paul Jones
Preston Thomas Jones
Alexandria Danielle Klimkoski
Amber Jane Wasinger Knox
Erin Paige Knox
Patrick Joseph Kosch
Luca Lalor
Megan Raye Lee
Yanru Li
Fengting Liang
Karina Lopez
Reid Lloyd Martin
Veronica Martinez
Ngonidzashe Philemon Maruta
Ross Parker McAden
Landon Kent McCord
Brittany Nicole McDaris
Amie Kathleen Milhollon
Ryan Paul Miranda
Shawn M. Murray
Jordan Ashley Myers

Elizabeth Hope Navarette
Christian O. Okeke
Nathaniel William Osmond
Nikesia G'Nixa Pemberton
Amanda Marie Perez
Scott Nicolas Perez
Ashley Marie Perras
Shawn Daniel Peterman
Nicholas Gregory Petolick
Katrina Lynn Prehoda
Selena Marisela Puente
Andrew R. Ramos
William Thomas Roland
Clay Coker Rutledge
Cody Wayne Rutledge
James Walker Schrah
Brendan Joseph Shults
Madison Lee Smith

Patrick Lamont Smith
Rachel Marie Smith
Madison Taing
Dyamond Tankersley
Saad Muhammad Tatla
Hannah Lucretia Taylor
Quantez O'Shay Thomas
Addison Tailor Thompson
Matthew William Tisdale
Tony Virgil Twilligear IV
André Vincent Tyrell
Jordan Raegan Waddell
Careisha K'niché J. Whyte
Caroline Rose Wieck
Mason Clay Wilson
Colby Manley Work
Muhao Wu
Jiaming Zhang

GORDON T. AND ELLEN WEST
COLLEGE OF EDUCATION

Bachelor of Applied Arts and Sciences

Morgan Brittany Acosta
Richard John Andreucci, Jr.
Naydia Cruzan Arkeva Antoine
Adeline Annie Anyambod
Luis Banda, Jr.
Robert Wade Barr
Audrey Thea Beaver-Simmons
Sharon A. Nash Bethea
Caitlin Joy Cooper Boyer
Edwin Ronald Carpenter
Darren L. Clark
Michael Vann Cole
Michael Jack Ezell, Jr.
Christopher John Hall
Kevin Ray Harrelson
Michelle Diane Horridge
Karthy Kellona Reyneo Jones
Mason Craig Lowery

Janyth Gayle Mauricio
Sheri Lynne Morrison
Megan Anne Munson
Donald Dean Osborn
Enrique Cantu Roman III
Gene Artist Rosby II
Vickie La'Neice Ross
Rochie Melanie Royer
Kenneth Zackery Shanks
Bryan Arthur Soderstrom
Stephen Crispin Spradling
Kathleen Renee Vandewater
Steven Ray Vincent
Cameron Lee Walker
Alicia Marie Edwards Whitehead
Melissa White Wise
Candice Brittany Wright

Bachelor of Arts

Paul Eteaki

Macy Breann Miles

Bachelor of Science

William Matthew Acree
Amilia Jo Cato
Breion Deionta Evans
Derek Lamont Lockhart

Joshua Lee Murray
Jennifer Marie Quintero
Susanna JoAnn Ray

Bachelor of Science in Interdisciplinary Studies

Kelsie Marie Allen
Jennifer Ann Anderson
Nicole Michelle Anderson
Chasity Kimesha Boyce
Anne Elizabeth Bristow
Heather Daneille Hughes Brown
Bethaney Carol Clayton
Lyndsey Raye Cottongame
Sydney Erin Daniels
Lori Ray Dozier

Aimee Lauren Esquivel
Lauren Nicole Fambrough
Kayla Yvette Fells
Sarah Michelle Garfield
Natalie Cheri' Knobloch
Kimber Michelle Kuhn
Kara Mansker L'Esperance
Stacy Michelle Lopez
Donald L. Martin
Juleigh Meghan Myracle

Caili Danielle Knecht Okoh
Victoria Richmond Palmer
Emily Joy Perez
Sydnee Janaye Pottorf
Macy Elizabeth Pritchett

Rebecca Marie Rhone
Ashley Paige Stewart
Sadie Katherine Stoffels
Kristen Marie Sult
Sarah Alyssa Wheeler

LAMAR D. FAIN COLLEGE OF FINE ARTS

Bachelor of Arts

Kristina Nicole Abeyta
Natalie Jo Burkhart
Dayton James Chambers
Taylor Marie Courtney
Talia Ann Harris
Taylor Paige McCloure
Trent Allen Murray

Yvette Adriana Ordoñez
Megan Carol Piehler
Amanda Ruth Saal
Cody Gene Samples
Joshua Jerome Stepney
Jacklyn Kay York

Bachelor of Fine Arts

Logan Elayne Canafax
Crystal Anne Carter
Jamie Nicole Gardner
Disa Lynn Hairell

Sarah Chong Harmer
Katherine Grace Huitt
Houston Jacob Pokorny
Emily Gail Stovall

Bachelor of Music

Lee Hunter Ginnings
Whitney Michelle Hogue

Joshua Brian Yap

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

Bachelor of Science in Athletic Training

Naomi Ruth Alexander
Tyteanah Me'Shae Cravin
Cassie Jo Edmondson
Charles James Frazier
Lidia de Araújo Garcia
Jessica Lynn Geis

Kaleé Kristine Litke
Jacob Ivan Northcutt
Laura Reneé Poston
Maria Elizabeth Powell
Briana Lizette Rojas

Bachelor of Science in Criminal Justice

Natalie Anais Flores
Jimmie Gbapaywhea
Xavier Christopher Jones
Justin David Maywald
Barbara Sha'Quolle McGuire
Alfredo A. Moreno
Christine Elizabeth Nagel

Akoakoanuimaikalani Alexander Paleka-Kennedy
Andrew Thomas Panter
Bradon Jay Roberts
Alberto A. Rodriguez
Everett Chaz Rubio
Drake Patrick Szczepinski
Valarie Reshé Willis

Bachelor of Science in Dental Hygiene

Kalee Lyn Spitzer Acosta
Niya Marie Benavides
Tori Shannon Davis
Le Thi Huynh
Kristen Elyse Johnson
Shelby Jacklyn Jones
Lisa Wiatrek Lackey
Summer Brielle Mull

Daisy Murillo
Shereen Andrea Yap Palomo
Han Gia Pham
Shannon Michelle Potts
Kourtnie Deeann Renfro
Gabriela Sanchez
Selena Marie Searcy
Ashley Yennhi Tran

Bachelor of Science in Exercise Physiology

Jalal Mohmoud Elrosoul
Chloe Paige Johnson
Rebecca Rose Moreno
Kevin Avery Paniagua

Henry Rodriguez, Jr.
Darby Jo Smith
Lucas John Veitenheimer

Bachelor of Science in Nursing

Susan Adedoyin Aina
Jadesola I. Ajibike
Cyprian Obinna Akamnonu
Akeida Donna Marie Alexis
Valerie Alexandra Amador
Assah Jude Asongtia
Gifty Serwaa Assibey
Miranda Nicole Baldree
LaQueshia Nicole Barnes
Samantha Brooke Berend
Breona LaShawn Black
Taylor Victoria Bolinger
Haley Kay Britton
Montrese S. Brooks
Marisa Kay Chandler
Sierra Nicole Coufal
Kylah Cheri Crooms
Brea Jena' Cumby
Monica Joyce Dugan
Idongesit Edet
Amy Dawn Eskew
Rachael Lorin Zuccarelli Fabila
Taylor Leigh Felty
Mariana Gallardo
Jocelyn Hernandez
Ian Alexander Holland
Summer Nicole Hutchinson
Ifedamola Ayobami Idowu
Marisa Ariel Idowu
Sonia Amarachi Ike
Lacona Stephanie Johnson
Mallory Hope Kaufman

Orianna Vivian Law
Sara Beth Leach
Sheila Lizeth Leiva Acuna
John Matthew Lenth
Whitney Erin McDade
Scott Andrew McRaney
Rebecca Nicole Medlinger
Shannon Adrea Miles
Brenna Lynn Moore
Stephanie Ann Morphew
Calista Ngeje Nankwe
Queen Adaugo Okwujiaku
Kiersten Nicole Palma
Sophia Samuel Parankimamvila
Kevin Ngoc Pham
Geethu Philip
Victoria Anne Post
Faith Christine Quick
Mercy Lida Riaro
Janet M. Rienye
Jessica Anne Robbins
Bailey Elizabeth Schlumpf
Jamie Ava-Danielle Smith
Jennifer Teodora Spenser
Katelyn Elizabeth Vinson
Kaylee Breann Walker
Brittany Racheal Ward
Michael Sandon Ward
Reagan Malone White
Kaily Michelle Whitsel
Mikayla Koreen Williams
Shelby Makinsey Wright

Bachelor of Science in Radiologic Sciences

Alicia Rene Abell
Mustapha Raed Alsamarrai
Perry Lee Anderson II
Ingrid Arevalo
Omar Farid Awwad
Michelle Irene Benami
Hailey Sha' Blackburn
James Ray Bond, Jr.
Lauren Alysa Broadley
William Jason Bryant
Angela M. Cagle
Caitlin Marie Campbell
Allen Wayne Curts
Marci Rhea Dennis
Clarissa Dawn Dillard
Jeffrey Worsham Edwards
Britney Danielle Evans
Shannon Lee Flanigan
Hanna Grace Freeman
Dylan Todd Fulford
Luis Miguel García
Kara Fay Gouin
Laurie Leigh Griffin

Drew Emily Grimes
Maria Brenda Haynes
Kalee Renee Jackson
Vickie Jiménez
Kaylee Ann Keena
Liana Adee Kyrk
Jennifer Potter Lambeth
Mikhail Yurievich Makarenko
Danielle Jon McDaniel
Alisha Michelle Morandi
Allison Marie Morris
Tammy Faye Morrison
Tomas Trobly Myers
Brian Patrick Nabhan
Richard Osubo Otieno
Anna Beth Proffer
Anthony Amparo Puddu
Courtney Nicole Rohrs
Monica Jean Schlichter
Fernando Tapia
David Quoc Vo
Torie Reneé Williams
Caren Marisa Wilson

Mark Christopher Wright
Maimoona Zafar
Saleha Zafar
Melissa Ledesma Zermeno

Bachelor of Science in Radiologic Technology

Maria Valentina Acosta
Dayana Amaya
Aaron Allen Auld
Stacy Thomas Barnes
Shelby Renée Binford
Holly Lea Cannon
Brandi Jo Crew
Ayah Elnashar
Jasmine Ja'Lynn Ferrell
Jesse Tyler Fore
Jacy Camille Franklin
Kailey Lynn Harper
Hailey Nicole Hartman
Megan Alisha Healey
Bianca Kristi Hernandez
Gabrielle Hernandez
Sabra Rae Holubec
Shelby Amanda Horne
Ashley Paige Humphrey
Cody Wayne Kuykendall
Paige Nicole Lawson
Carmen Deann McSpadden
Oscar Montalvo
Ashlynn Taylor Montellano
Halie LaRhea Morrison
Brantlee Paige Neff

Marissa Lynn Olivares
Clara Caye Olson
Carla Ontiveros
Laura Pacheco
Kara Danielle Petty
Kristen Michelle Petty
Tanner Scott Rankin
Jessica Leann Rivera
Demetria Shante Samuel
Jody Elizabeth Settle
Matthew David Smith
Sara Leanne Smith
Taylor Reid Spence
Raleigh Owen Stahl
Ethan Joseph Staley
Peyton Danielle Stivers
Michaela Hi'ilani Stogsdill
Erin Lyndsey Summerlin
Savannah Renee Terry
Maegan Danielle Thurston
Michelle Sharon Tomeï
Danielle Nicole Toth
Caitlyn Brooke White
Windy Alyssa Yackeschi
Leigh Ann Zamarripa

Bachelor of Science in Respiratory Care

Taryn Paige Berardi
Alexandra Ann Bills
Tyera Nicole Breeze
Taylor DeShaun Christian
Sidney Rachel Coffer
Virginia Carol Collins
Michaela Nicole Coonce
Emma Danielle Davenport
Boston Jim'An Davis
Tuyetnhi Vu Do
Megan Ashleigh Duty
Kelsey Nicole Edinger
Ashley Claire Ferguson
Sarah Grace Flagg
Emilia Marie Fuccio
Kelly A. Diehl Gibson
Samantha Jane Goines
Erika Nicole Goode
Renatta Lynthia Graham
Kimberley Tendai Gundu Sekeso
Shannon Faith Harden
Brittany Nicole Harris

Madison Joy Hillard
Thurman Dean Holland, Jr.
Jayesh John
Adam Ali Kolahdouzan
Theresa E. Leary
Crystal Ann Leija
Connie Ann McLaurin
Niesha Tarreha Mosely
Raylee Michelle Moss
Deborah Lynne Perkins
Korey Reagan Roberts
Susan Marie Schmid
Michael Allen Schmitz
Autumn Brooke Schump
Jason Thomas Shepard
Nfamara Taal
Tracey Garner Tyson
Gregory James Whitman
Ashley Elizabeth Rene Williams
Jasmine Nicole Wilson
Habtamu Getaneh Yigletu

Bachelor of Social Work

Dana Dawn Bonfy
Joyce Kayland Campsey
Candice Nicole Latrice Cherry
Renée Eryjka Collins
Diann Delgado
Kelsey Lynn Denne
Isaac Esquivel
Macey Nichole Fields
Jaisy John Garcia

Rosalinda Garcia
Ana Maria Guijosa
Holly Lorraine Hudnall
Lacey Katherine York Johnson
Cheria Marie Moore
Wendy Gail Moore
Cailli Carol Perry
Carisa Star Roscoe
Mary Virginia Vella

PROTHRO-YEAGER COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

Bachelor of Arts

Rita Smith Beeman
Kaitlin Danielle Bland
Erica Nicole Bourland
Dallas Marie Bretz
Adam Cadle Byrd
Briana Lee Camp
Jamie Lee Clark
Danielle Lee Crone
Camden Lynn Ealom
Tyler Lee Garcia
Danielle Lee Goettle
Adam Blake Hill
Quinteria Reneé Lemons

Andrea Mendoza Lesprón
Jordanna DeAnn Mowery
Kyle Spencer Orris
Coleman Lewis Reidling
Taylor Leigh Spikes
Rebekah Danielle Timm
Matthew Aaron Tune
Eledy Valero
Margarita Elizabeth Vasquez
Mary Elizabeth Wetherbee
Careisha K'niché J. Whyte
Brian James Zug

Bachelor of Science

Kelsey Christine Allen
Allison F. Baker
Brittney Shacoya Barnes
Aldriscia Moriscia Burke
Kaitlyn Ann Cecil
Tori Shannon Davis
Stephanie Emem Ekwere
Danielle Nicole Franklin
Larissia Janelle Gumbs
Michael Benjamin Hamilton
Megann Jo Hawley
Kathleen Elizabeth Koontz

Gabrielle Simone Miller
Alexus Charmaine Moore
Kayla Nicole Ramos
Zakary Martin Roberts
Brianna Mae Russell
Abdullah Omar Talukder
Lauren Paige Teeter
Montoria Michelle Tripp
Uri Wayne Williams Easter
Jessica Renee Wilson
Alexander Yeu
Jennifer Lauren Yoswa

COLLEGE OF SCIENCE AND MATHEMATICS

Bachelor of Arts

Devin Robert Ritter

Jereme Frederick Webb

Bachelor of Science

Hannah Marie Baer
Melissa Marie Barnett
Clayton E. Boone
Allison Courtney Canham
Jordan Taylor Carter
Edna Nadel Constance
Alexander Spiros Craniotis
Austin Wade Cullar
Zachary Daniel Dickey
Da Dong
Nathan Anderson Durst
Kayla Brooke Elam
Mason Scott Ellis
Amy Delma Narelle Eloi
Christian Allen Esquivel
Andrea Joyce Fowle
Vincent Steven Giglio
Gaël Nequai Pascale Gonzalez-Peltier
Christina Maria Grau
Qianying He
Adrian Lionel Hurst
Benni B. G. Joseph

Joy Rose Joss
Nzwanai Zuwa Kanyangarara
Randy Lopez
Nicole Lynn Marzik
Alix Matthew
Brianda Janet Morales
Cody Ryan O'Donnell
Dalton Dale Parker
Tanner Patrick Pearson
Aimee Lynn Phillips
Justin Michael Phillips
Kayla Maritza Ramirez
Sierra Courtney Richards
Ricardo Daniel Ruiz
Scott Richard Schumacher
Rupert Cyprian Sterling, Jr.
Yuxiang Tang
Ramón Toyos García
Long Chan Tran
Claire Elaine Whinery
Rainah Misha Winston
Carlissa Makenzie Woods

Bachelor of Science in Mechanical Engineering

Abdullah Bassam Albakhurji
Daniel James Arrington
Enaho Edose Atamenwan
David Paul Baer
Mouhammed Abdulaziz Balghonaim
Suman Bhandari
Timothy Keith Biggs
Daniel Paul Carroll
Cody Lane Chancellor
Kiran Chapagain
Huiluo Chen
Garrett Lee Clampitt
Charles Trevor Criddle
Reuben Lekat Denwe
Cameron E. Duckworth
Fernando Ewald Rezende Dutra
Israel T. Ezeodum
Nathan David Galbraith
Eduardo Chavez Garcia
Alwin Christopher George
Kyle Kerby Gordon
Lance Lester Henry

Dylan Michael Hooper
Xin Hu
Connor Kent Kirby
Xitong Li
Jaylen Philip Love
Zhiqi Mao
Chase Lee Meyer
Martin T. Moore
Joshua Blake Otterpohl
William Walter Rittenhouse II
Qudus Adeniyi Sanni
Miranda Kay Schroeder
Hannah Kelsey Selzer
Jared Wade Sharp
Delton Ray Shed, Jr.
Matthew Charles Stanley
Craig James Stevens
Moiz Muhammad Tatla
Travis Alan Taylor
Indeesha Mayuranga Wickramarachchi
Paul Emmanuel Yacho

Proposed additions or changes 5/17

FOUNDATIONAL COMPONENT AREAS (FCA)

Communication - 6 hrs

3 hrs from:

ENGL 1103 Introduction to Communication OR

SPCH 1103 Introduction to Communication

ENGL 1123 Rhetoric & Composition

ENGL 1143 Academic Research & Writing

3 hrs from:

ENGL 1153 Introduction to Reading & Writing about Literature

ENGL 2123 Rhetoric of Visuals & Infographics

ENGL 2203 Introduction to Professional Writing

MCOM 1243 Media Writing & Reporting

MCOM 2403 Social Media

SPCH 1133 Fundamentals Of Speech Communication

SPCH 2423 Interpersonal Communication

Mathematics - 3 hrs

MATH 1053 Contemporary Mathematics

MATH 1203 Mathematical Analysis for Business

MATH 1233 College Algebra

MATH 1534 Precalculus

MATH 1634 Calculus I

Life & Physical Sciences - 6 hrs

BIOL 1013 Introduction to Human Biology	x
BIOL 1023 Introduction to Global Biology	x
BIOL 1103 Introduction to Biology	
BIOL 1114 Life I: Molecular & Cellular Concepts	x
BIOL 1133 Anatomy & Physiology I for Health Sciences	
BIOL 1134 Anatomy & Physiology I for Health Sciences	
BIOL 1144 General Zoology	
BIOL 1214 Life II: Evolution and Ecology	x
BIOL 1233 Anatomy & Physiology II	
BIOL 1234 Anatomy & Physiology II	
BIOL 1544 General Botany	
CHEM 1103 Introductory Chemistry	
CHEM 1143 General Chemistry	
CHEM 1243 General Chemistry	
CHEM 1303 General Organic Biological Chemistry	
ENSC 1114 Foundations of Environmental Science	

Proposed additions or changes 5/17

FOUNDATIONAL COMPONENT AREAS (FCA)

Life & Physical Sciences - 6 hrs (contd)

GEOS 1134 Physical Geology

GEOS 1234 Historical Geology

GNSC 1104 Life/Earth Science

GNSC 1204 Physical Science

PHYS 1144 General Physics

PHYS 1244 General Physics

PHYS 1533 Descriptive Astronomy

PHYS 1624 Mechanics, Wave Motion, & Heat

PHYS 2644 Electricity & Magnetism & Optics

Language, Philosophy, & Culture - 3 hrs

ENGL 2413 World Literature

ENGL 2423 World Literature

ENGL 2613 Survey of American Literature

ENGL 2623 Survey of American Literature

ENGL 2813 Survey of English Literature

ENGL 2823 Survey of English Literature

FREN 1134 Elementary French

FREN 2133 Intermediate French ... x

GERM 1134 Elementary German

GERM 2133 Intermediate German ... x

HIST 1333 Survey of Western Civilization

HIST 1433 Survey of Western Civilization

HIST 2003 Australia and the World

HUMN 2013 Humanities: The Ancient World

HUMN 2023 Humanities: Medieval Cultures

HUMN 2033 Humanities: Renaissance Through Realism

HUMN 2043 Humanities:Mid-19th through 20th Centuries

PHIL 1033 Introduction to Philosophy

PHIL 2033 Ethics

PHIL 2133 Political Philosophy

PHIL 2213 Asian Philosophy & Religion

PHIL 2223 Feminist Philosophy

PHIL 2333 Philosophy of Religion

SPAN 1134 Elementary Spanish I

SPAN 2133 Intermediate Spanish I ... x

Proposed additions or changes 5/17

FOUNDATIONAL COMPONENT AREAS (FCA)

Creative Arts - 3 hrs

ART 1413 Art Appreciation

MCOM 2213 Appreciation of Film

MUSC 1033 The Appreciation of Music

MUSC 2733 Introduction to Western & World Music

THEA 1503 Appreciation of Theatre

THEA 2423 Dramatic Analysis

American History - 6 hrs

HIST 1133 Survey of American History to 1865

HIST 1233 Survey of American History since 1865

Government/Political Science - 6 hrs

POLS 1333 American Government

POLS 1433 American Government

Social & Behavioral Sciences - 3 hrs

ECON 1333 General Economics

ECON 2333 Macroeconomics Principles

PSYC 1103 General Psychology

SOCL 1133 Introductory Sociology

Component Area Option (CAO) - 6 hrs

Cultural & Global Understanding - 3 hrs

EDUC 2013 School & Society

FREN 1033 Culture of the French-Speaking World   x

FREN 1234 Elementary French

FREN 2233 Intermediate French   x

GERM 1033 Culture of the German-Speaking World   x

GERM 1234 Elementary German

GERM 2233 Intermediate German   x

HSHS 1013 Global Health & Wellness

HUMN 2013 Humanities: The Ancient World

HUMN 2023 Humanities: Medieval Cultures

HUMN 2033 Humanities: Renaissance Through Realism

HUMN 2043 Humanities: Mid-19th through 20th Centuries

GLBS 2503 Introduction to Global Studies

LATS 2503 Introduction to Latin American Studies

MCOM 1233 Introduction to Mass Communication

MCOM 2523 The Internet & Society

MUSC 2733 Introduction to Western & World Music

**Proposed
additions
or
changes
5/17**

**FOUNDATIONAL
COMPONENT AREAS
(FCA)**

**Component Area Option
(CAO) - 6 hrs (contd)**

Cultural & Global Understanding - 3 hrs (contd)

POLS 2523 Foundations of Government & Politics

SOCL 2233 Global Social Problems

SPAN 1033 Culture of the Hispanic World | x

SPAN 1234 Elementary Spanish II

SPAN 2233 Intermediate Spanish | x

WGST 2503 Introduction to Women's & Gender Studies

Undergraduate Inquiry & Creativity - 3 hrs

ART 1613 ~~Ceramics for Non-Majors~~ **Ceramics Then and Now** | x

BUAD 1033 Foundations of Business

COUN 2143 Human Diversity

ENGL 2123 Rhetoric of Visuals & Infographics

MCOM 2833 ~~Web Site Design~~ **Strategic Communication: Web Sites** | x

MWSU 2003 Creative Inquiry: Interdisciplinary Thinking

POLS 2503 Politics in Action

SCIE 2103 Understanding Science, Engineering, & Technology

SOCL 1143 Sociological Inquiry

THEA 1103 ~~Acting for Non-Majors~~ **To Be or Not To Be: Great Acting Methods** | x

THEA 2103 Playwrights & Scientists: Interesting Bedfellows

2017-18 MSU Housing Rates (Proposed) Compared to Rates at Peer Institutions (Current)

Institution	Residence Hall Traditional: Semi-Private	Residence Hall Suite: Semi-Private	Apartment 4 bedroom unit	Apartment 2 bedroom unit
University of Texas - Dallas	N/A	$7,336	$7,560	$10,740
University of Texas - Arlington	$6,114	$6,750	$6,460	$7,160
University of Texas - Permian Basin	$6,076	$7,200	$6,798	$7,812
University of Texas - Tyler	$5,680	N/A	$6,612	$7,904
Texas State - San Marcos	$5,390	$6,170	N/A	$8,300
University of North Texas	$5,280	$6,410	N/A	N/A
Angelo State	$4,768	$6,072	$6,458	$6,458
Texas Tech	$4,510	$5,830	$7,000	$7,400
Midwestern State University	**$4,500**	**$5,000**	**$6,300**	**$6,900**
Sam Houston	$4,432	$5,864	N/A	$6,224
Texas Woman's University	$4,140	N/A	N/A	$7,650
Texas A&M - Kingsville	$4,110	$4,532	$6,654	$7,066
West Texas A&M	$4,050	$7,390	N/A	N/A
Texas A&M - Commerce	$3,888	$6,262	$5,000	$5,696
Tarleton State	$3,870	$7,004	$5,960	$5,960
Stephen F. Austin	$3,866	$7,198	$7,642	$8,570
RANK	*8 out of 15*	*13 out of 14*	*9 out of 11*	*10 out of 14*

2017-18 MSU Room + Board Rates (Proposed) Compared to Peer Institutions (Current)
Traditional Residence Hall (semi-private) with All Access/Highest Meal Plan

Institution	Residence Hall	Meal Plan	TOTAL ***
University of Texas - Arlington	$6,114	$3,640	$9,754
University of Texas - Permian Basin	$6,076	$3,600	$9,676
University of Texas - Tyler	$5,680	$3,432	$9,112
University of North Texas	$5,280	$3,614	$8,894
Texas Tech	$4,510	$3,994	$8,504
Sam Houston	$4,432	$3,860	$8,292
Texas State - San Marcos	$5,390	$2,700	$8,090
Midwestern State University (proposed)	**$4,500**	**$3,560**	**$8,060**
Texas Woman's University	$4,140	$3,722	$7,862
Angelo State	$4,768	$3,088	$7,856
Tarleton State	$3,870	$3,906	$7,776
West Texas A&M	$4,050	$3,696	$7,746
Stephen F. Austin	$3,866	$3,804	$7,670
Texas A&M - Commerce	$3,888	$3,750	$7,638
Texas A&M - Kingsville	$4,110	$3,492	$7,602
RANK			*8 of 15*

2017-18 Annual Room and Board Rates (proposed)

	2016-2017	2017-2018	*% Increase*
Pierce Hall			
Double	$4,200	$4,500	7.1%
Single	$5,200	$5,550	6.7%
Killingsworth Hall			
Double	$4,200	$4,500	7.1%
Single	$5,200	$5,550	6.7%
McCullough-Trigg Hall			
Double	$4,600	$5,000	8.7%
Single	$5,200	$5,600	7.7%
Legacy Hall			
Double	$5,100	$5,500	7.8%
Single	$5,600	$6,000	7.1%
Bridwell Courts			
Efficiency	$5,450	$5,600	2.8%
One Bedroom	$5,950	$6,200	4.2%
Two Bedroom	$7,000	$7,200	2.9%
Sunwatcher Village			
4 bedroom/2 bath	$5,800	$6,300	8.6%
2 bedroom/2 bath	$6,600	$6,900	4.5%
Sundance Court			
4 bedroom/2 bath	$5,800	$6,300	8.6%
2 bedroom/2 bath	$6,600	$6,900	4.5%
Summer Apartment (per summer session)			
4 bedroom/2 bath	$425	$500	17.6%
2 bedroom/2 bath	$525	$600	14.3%
Resident Meal Plans (after tax)			
All Access w/ $100 DB	$3,390	$3,560	5.0%
Block 250 w/ $100 DB	$3,240	$3,400	4.9%
Block 150 w/ $250 DB	$2,960	$3,100	4.7%
5 Meal Plan w/ $75 DB	$1,490	$1,560	4.7%
Commuter Meal Plans (before tax)			
Block 25	$205	$205	0.0%
Block 50	$390	$390	0.0%
Employee Meal Plans (before tax)			
Faculty-Staff 25	$150	$150	0.0%
Casual Door Prices (per meal, before tax)			
Breakfast	$7.85	$8.08	2.9%
Lunch	$8.78	$9.01	2.6%
Dinner	$9.47	$9.70	2.4%

Summer Conference Rates (per meal)

Breakfast	$6.25	$6.50	4.0%
Lunch	$7.25	$7.50	3.4%
Dinner	$8.25	$8.50	3.0%

3.317 President's Office
ACADEMIC EMERITUS STATUS - FACULTY AND ADMINISTRATION
Date Adopted/Most Recent Revision: 08/05/16

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

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

C. **Process**
   Unless the provost and vice president for academic affairs or the president is under consideration, the provost and vice president for academic affairs will ask for nominations from the relevant chair or dean. These nominations should include a letter addressing the eligibility and a curriculum vita of the individual being considered. The provost and vice president for academic affairs will then forward the nomination material to the University Tenure and Promotion Committee for recommendations. The appraisals from the University Tenure and Promotion Committee and the provost and vice president for academic affairs will be sent to the President of the university. Nominations can be submitted for up to 12 months after a faculty member has retired. If the provost and vice president for academic affairs is under consideration, the president will ask for independent recommendations from the University Tenure and Promotion Committee, the relevant chair, and dean. If the president wishes emeritus status to be granted, he or she will so recommend to the Board of Regents of Midwestern State University. Self-recommendations are inappropriate.

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

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

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FINANCE COMMITTEE

Finance Committee

Membership
Jeff Gregg, Chairman
Warren Ayres
Caven Crosnoe
Lynwood Givens

Reading and Approval of Minutes
17-93. The minutes of the Finance Committee meeting February 9, 2017, will be recommended for approval of the Committee as shown on page 159.

Summary of Financial Support Through 3/30/17
17-94. The following reports are attached (pages 79-82) and provide information regarding external financial support.

  A. Monthly Comparison of New Gifts and Commitments
  B. Monthly Comparison of Cash/Grants
  C. Sources of Outright Gifts/Grants
  D. President's Excellence Circle Gift Comparison

Comprehensive Campaign Update
17-95. Information will be presented regarding planning and updates for the Campaign including a look at the Case for Support Brief and the Campaign Talking Points (as shown on pages 83-86), as well as themes and strategic initiatives.

Financial Reports
17-96. The administration will recommend the January, February, and March 2017 Financial Reports for acceptance. Dr. Marilyn Fowlé's summary report is shown on page 87.

Investment Report
17-97. The administration will recommend the second quarter FY 2017 investment report for acceptance. Dr. Marilyn Fowlé's summary report is shown on page 88.

Public Funds Investment Act Compliance
17-98. In compliance with the Public Funds Investment Act, Chapter 2256.008 the Board of Regents must approve chief financial officer, treasurer, and investment officer training of a minimum of four hours every two years from an independent source. Dr. Marilyn Fowlé, Vice President for Administration and Finance, and Mr. Chris Stovall, Controller, attended the University of North Texas Center for Public Management and Government Treasurers Organization of Texas (TSBPA CPE Sponsor 007716) training on the Texas Public Funds Investment Act and related investment issues on April 4, 2017 (see attached certificates on pages 89 and 90). The administration will request Board approval of this required training. .

Salary/Title/Position Changes in 2016-2017 Budget

17-99. The report of personnel changes will be presented for information as shown on pages 91-94. Additionally, salary and position changes approved by the president will be presented for ratification as shown below.

Current Position	Action	Additional Funding	Annual Budget Increase (Decrease)	Net Current FY Actual Cost (Savings)
Six faculty & staff positions	Filled above and below budget		$14,875	$(88,233)
Lead Custodians, Facilities Services	Three promotions to Lead Custodian	Salary Savings	4,140	(3,110)
Faculty member, Dillard College of Business	Received Doctorate	Salary Savings	5,000	5,000
PC/Network Services Manager, Information Systems	Position changed to Chief Information Security Officer. Salary is above budget.	Salary Savings	10,644	6,209
Secretary, Counseling Center	Position changed to Medical Office Coordinator. Filled above budget.		2,562	(1,281)
Police Officer II, Police Department	Three promotions to Police Officer III, above budget	Salary Savings	7,832	3,916
Total			*$45,053*	*$(77,499)*

Testing Services Fee Increase

17-100. The administration will recommend an increase in the ATI TEAS (Test of Essential Academic Skills) fee from $50 to $60. The ATI TEAS is an exam required for admission into the Dental Hygiene and Respiratory Care programs. The cost charged to MSU by the testing company was increased in the fall 2016 from $45 to $55. At the current $50 charge, the MSU Testing Center has a deficit of $5 per exam. The $10 increase will allow the MSU Testing Center to realize the full cost of the exam with a $5 per exam profit, as was realized prior to the fall 2016.

Motor Vehicle Registration Fee

17-101. Beginning in 2016, MSU began a plan to increase parking $20 per year each year until the fee is sufficient to support the construction and operation of one or more parking garages on campus. The 2015-2016 Student Senate was consulted and approved this plan. The 2016-2017 Student Senate was consulted regarding continuing this plan and increase, and indicated support. The administration will recommend increasing the Motor Vehicle Registration Fee for students from $70 per year to $90 per year. The administration will further recommend a fee of $45 for students enrolled for either one

or both summer sessions and parking a motor vehicle on campus provided they have not previously registered the vehicle. The Vehicle Registration Permit will be valid for the remainder of the school year, expiring on August 31. This increase will generate approximately $80,000 per year in increased revenue. The administration will recommend using this increased revenue to pay the debt service for additional student parking.

FY18 Budget, Tuition and Fee Review, and Recommendations

17-102. The administration has reviewed the proposed tuition and fee rates for FY18 with the Student Government Association. Even with expected reductions in state appropriations in the next biennium, the university is committed to increases in tuition and fees which remain within the rate of inflation. In order to assure the students of no impact on services or instructional quality, the administration has planned for budget reductions in FY18 which total over $1 million to help offset anticipated state appropriation reductions.

Also, beginning in fall 2014, Midwestern State University established a fixed tuition plan for all students for four years (12 consecutive terms – fall, spring and summer terms). The plan approved at that time provided fixed tuition for fall 2014 seniors, post-baccalaureate, and graduate students through summer 2016. Additionally fall 2014 juniors have fixed tuition through summer 2017 and fall re-enrolling freshmen and sophomore students in the fall 2014 have guaranteed tuition through summer 2018. The university is not proposing any change to the fixed tuition rate for incoming freshmen in FY18. Their rate will remain at a guaranteed $123.85 per semester credit hour for four years.

Legislation is currently pending in the Texas Legislature that could affect tuition and fee increases at public institutions of higher education. The administration will recommend fee increases up to a maximum of 2.467-2.507% depending on enrollment class (see table on page 95) and further contingent on legislative action. The recommended increases are summarized below.

A. University Services Fee – The administration will recommend increasing the University Services Fee for all students, from $66.25 to $72.65 per semester credit hour, effective with the fall 2017 semester. The increase of $6.40 will generate approximately $900,000 annually. This additional revenue would be used for mostly inflation-related increases to the university's operation including increased health insurance costs, software maintenance, implementation of the second year of the staff compensation study, and pay raises for faculty. The Student Senate has expressed support for increasing this fee, especially if it allows for no reduction in services to the students.

B. Instructional Enhancement Fees – Increased to the following instructional enhancement fees will be proposed to pay for course-related expenses including equipment, equipment maintenance, graduate assistantships, and related lab expenses:
   1. College of Humanities and Social Sciences – increase from $11 to $14 per semester credit hour
   2. College of Science and Mathematics – increase from $18 to $20 per semester credit hour
   3. College of Health Sciences and Human Services – increase from $23 to $24 per semester credit hour

C. Nursing Tuition Differential – Because of the high cost of nursing instruction, the administration will propose an increase of this fee from $25 per semester credit hour to $32 per semester credit hour.

D. International Recruitment Fee - The administration will recommend the creation of an International Recruitment Fee, which is designed to be a flexible, pass-through fee, to be charged to international students as dictated by their country of origin. As do many universities, Midwestern State University utilizes a network of agents to identify, qualify, and place international students at the university. Consistent with the variation in the economies of different countries, there is significant variation in the compensation required of the agents from different countries. The Tier II tuition charged to many international students was designed to provide compensation to agents from developing economies, but it is insufficient to compete for students in developed economies. The proposed International Recruitment Fee would be charged to students from economies for which compensation via Tier II tuition is not competitive; the fee may be charged during their first two years of enrollment dependent on agent billing.
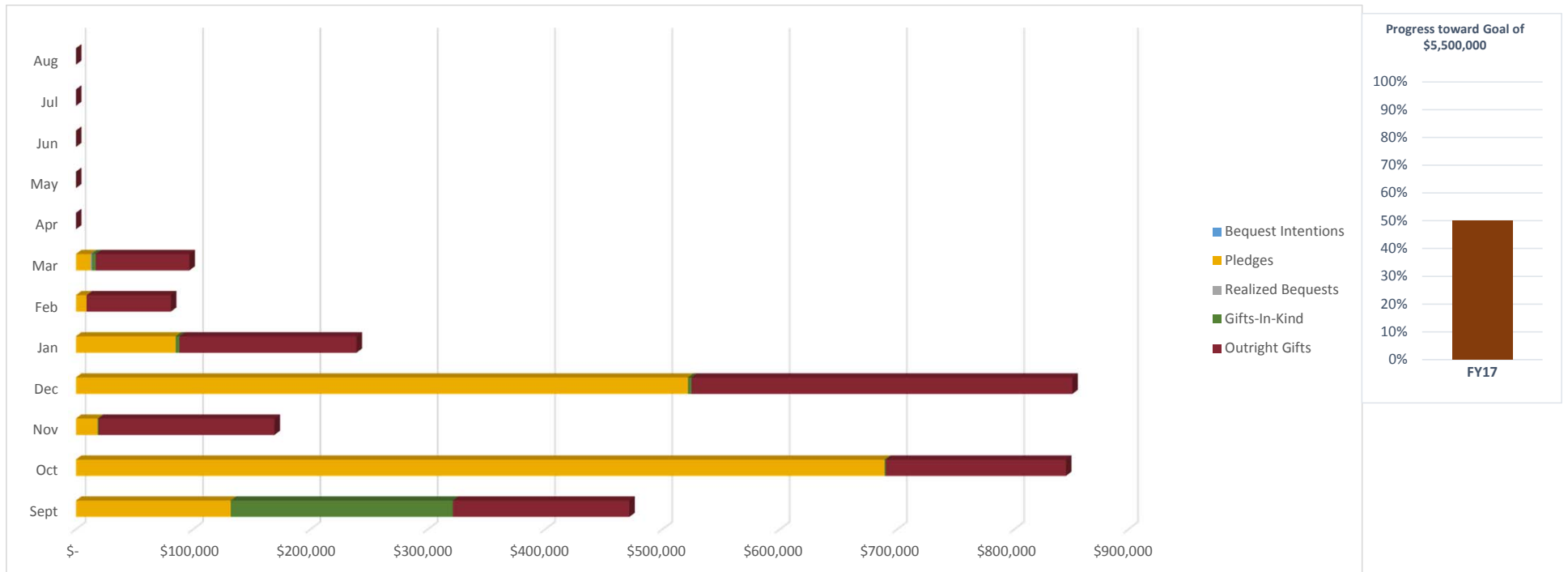
17-103. No Item.

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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	$ 131,985	$ 689,225	$ 18,385	$ 521,600	$ 85,150	$ 9,185	$ 12,384		$ -	$ -	$ -	$ -	$ 1,467,914
Realized Bequests	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,030	$ -	$ -	$ -	$ -	$ -	$ 1,030
Gifts-In-Kind	$ 189,322	$ 1,035	$ 965	$ 3,020	$ 3,100	$ -	$ 3,485	$ -	$ -	$ -	$ -	$ -	$ 200,927
Outright Gifts	$ 150,335	$ 154,902	$ 149,874	$ 326,247	$ 150,877	$ 71,754	$ 79,779	$ -	$ -	$ -	$ -	$ -	$ 1,083,767
Grand Total	**$ 471,642**	**$ 845,162**	**$ 169,224**	**$ 850,867**	**$ 239,127**	**$ 80,939**	**$ 96,678**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,753,638**

NG&C Bar - by Gift Type

Source: Office of University Development, Midwestern State University

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	$ 8,740	$ 116,074	$ 243,233	$ 32,789	$ 118,596	$ 20,704	$ 137,351						$ 677,487
Realized Bequests	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,030						$ 1,030
Gifts-In-Kind	$ 189,322	$ 1,035	$ 965	$ 3,020	$ 3,100	$ -	$ 3,485						$ 200,927
Outright Gifts	$ 150,335	$ 154,902	$ 149,874	$ 326,247	$ 150,877	$ 71,754	$ 79,779						$ 1,083,767
FY17 Total	**$ 348,397**	**$ 272,011**	**$ 394,072**	**$ 362,056**	**$ 272,573**	**$ 92,458**	**$ 221,646**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,963,211**
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	($7,896)	($115,817)	($156,706)	($154,896)	$82,142	($18,493)	$91,069	($916,337)	($264,938)	($420,909)	($117,007)	($182,889)	($2,182,676)

Cash Bar - by Gift Type
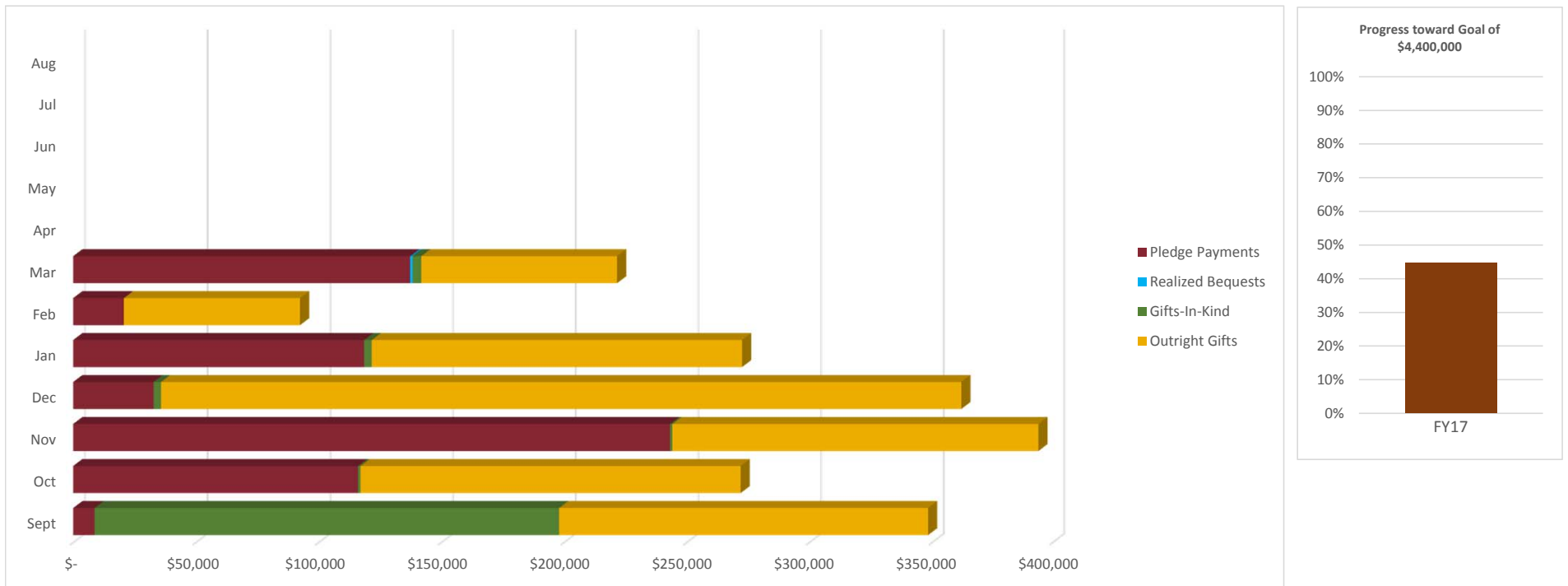
Outside Sources Scholarships through 3/31/2017	$423,974.40
Alumni Memberships through 3/31/2017	$20,635.00

Midwestern State University
Sources of Outright Gifts/Grants
FY17 (Sept 1, 2016 through Mar 31, 2017)
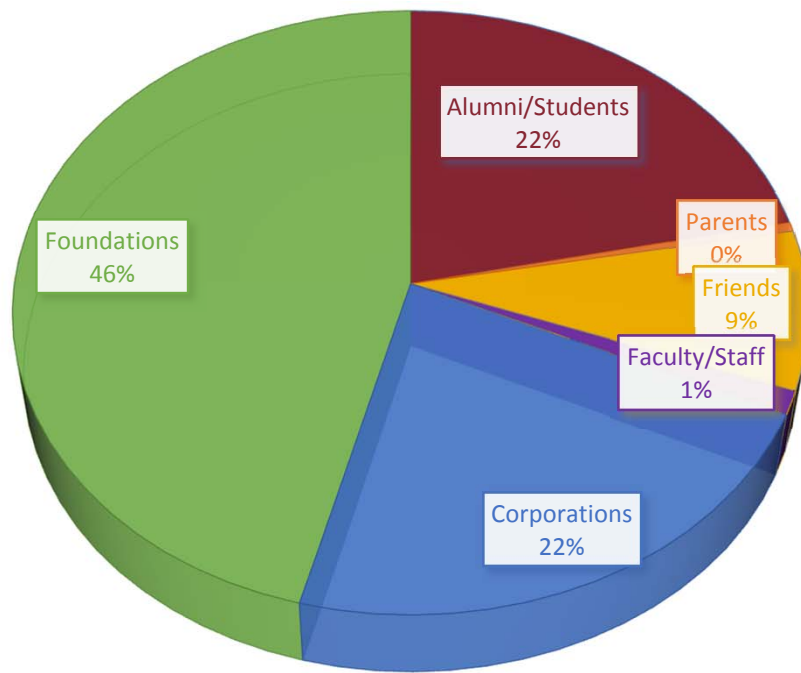
Alumni/Students		$417,202.98	22%
Alumni	$414,524.84		
Students	$2,678.14		
Parents		$9,089.04	0%
Friends		$163,308.23	9%
Faculty/Staff		$23,903.75	1%
Active	$18,474.75		
Retired	$5,429.00		
Corporations		$428,897.40	22%
Direct Gifts & Grants	$425,772.40		
Matching Gifts	$3,125.00		
Foundations		$884,941.93	46%
TOTAL		**$1,927,343.33**	**100%**

*Does not include Gift-in-Kind or Pledges of: $259,329.00

2016-2017 and 2015-2016 President's Excellence Circle
(Comparison Start of Fiscal-Year thru March)

2016-2017	GiftAmt	# Gifts	# Donors	# Gifts > $1000	MedianGiftAmt	Avg Gift Amt	# of New Donors
Sept	$27,853.00	17	15	12	$1,000.00	$1,638.41	1
Oct	$40,868.00	37	34	31	$1,000.00	$1,104.54	0
Nov	$73,253.00	50	48	45	$1,000.00	$1,465.06	2
Dec	$42,753.00	33	33	30	$1,000.00	$1,295.55	0
Jan	$43,103.00	28	50	25	$1,000.00	$1,539.39	0
Feb	$12,753.00	9	22	6	$1,000.00	$1,417.00	0
Mar	$3,253.00	7	12	3	$85.00	$464.71	0
Total	$243,836.00	181	214	152	$1,000.00	$1,347.16	3

2015-2016	GiftAmt	# Gifts	# Donors	# Gifts > $1000	MedianGiftAmt	Avg Gift Amt	# of New Donors
Sept	$26,923.00	18	16	13	$1,000.00	$1,495.72	1
Oct	$63,094.00	44	43	40	$1,000.00	$1,433.95	1
Nov	$47,844.00	43	38	35	$1,000.00	$1,112.65	2
Dec	$63,453.98	46	45	42	$1,000.00	$1,379.43	0
Jan	$8,944.00	12	21	7	$1,000.00	$745.33	0
Feb	$10,694.00	13	24	7	$1,000.00	$822.62	0
Mar	$4,944.00	8	14	3	$95.50	$618.00	0
Total	$225,896.98	184	201	147	$1,000.00	$1,227.70	4

	2016-2017 Pledges	# Pledges	# New Donors
Sept	$20,000.00	1	0
Oct	$9,500.00	3	0
Nov	$6,000.00	2	0
Dec	$1,000.00	1	0
Jan	$0.00	0	0
Feb	$0.00	0	0
Mar	$0.00	0	0
Total	$36,500.00	7	0

	2015-2016 Pledges	# Pledges	# New Donors
Sept	$0.00	0	0
Oct	$1,100.00	1	0
Nov	$1,000.00	1	0
Dec	$5,000.00	1	0
Jan	$0.00	0	0
Feb	$0.00	0	0
Mar	$0.00	0	0
Total	$7,100.00	3	0

Donors who give through payroll deduction and recurring gifts are counted each month.

President's Excellence Circle Donor Gifts Comparison 2016-2017 to 2015-2016:

*Total Giving up	7.9%
*# of donors up	6.5%
*Average Gift amount up	9.7%
*Pledges up	133.3%

*Keep in mind as well this is in a time of regional economic challenges (i.e. oil prices)

MSU TEXAS

BOUNDLESS OPPORTUNITIES

The Case for Support Brief
BOUNDLESS OPPORTUNITIES

APRIL 2017 STATUS

- A **preliminary case narrative** is complete. It demonstrates the tone, content areas and call to action that will help "make the case" for each campaign proposal or request.

- **Interviews** of students, alumni, community members and faculty are ongoing.

- Final Case for Support will include **inspiring quotes** from constituents, **brief profiles** of key individuals, **sidebars** with facts, and other **supporting content** to create a dynamic arsenal of information to support the Campaign for MSU Texas.

- Distinctive **design** and custom **photography** will work in tandem with the narrative to create an enthusiastic and compelling case.

- Supplemental **profile sheets**, **naming opportunity lists**, and other companion pieces will be produced as needed.

OUTLINE OF CASE FOR SUPPORT NARRATIVE

- **Introduction**
  - "knock your socks off" quote from President Suzanne Shipley
  - tie-in to strategic planning for the university
  - introduction of *Boundless Opportunities* campaign theme
- **Enriching Lives**
  - the significance of an MSU Texas education
  - scholarship opportunities
- **Enhancing Teaching and Learning**
  - commitment and excellence in the classroom
  - faculty and program endowments
- **Investing in Our Campus and Community**
  - significance of campus-community relationship
  - stadium and other campaign opportunities
- **Call to Action**
  - an opportunity to invest in boundless opportunities for the future

SAMPLES OF NARRATIVE COPY

*"With great optimism and a bold strategic direction, we are planning for advancements
to enhance the lives of students tomorrow, next year and into our second century.
It's an exciting time to be at MSU Texas. The sky's the limit!"*

– Dr. Suzanne Shipley, President of MSU Texas

The Boundless Opportunities Comprehensive Campaign will raise $50 million to enable MSU to realize the important goals of our **New Century Strategic Plan** to:

- build a strong university community
- pursue new student populations
- position MSU as a destination residential university
- and further enrich the culture of engagement with the Wichita Falls community.

... ...

Students at Midwestern State University have exceptional opportunities for hands-on learning through **high-impact practices**. These are extremely effective ways for students to learn by actively engaging in professional or travel experiences. Examples include:

- Undergraduate research
- Study abroad
- Internships in business and industry
- Practica in classrooms
- Residencies in the health professional

Students consistently report that these types of experiences are truly transformative. As a public liberal arts university, MSU is distinctive in its ability to feature these high-impact practices among our academic offerings. A successful campaign will enable more students to participate in these life changing academic experiences.

Together we will embrace MSU's future with a renewed commitment to excellence. We will identify, celebrate and boldly create boundless opportunities.

… … …

PARTICIPATE IN THE TRANSFORMATION

Education is the ultimate investment in the future—of individuals, families, communities, states, nations, even our future world. A financial commitment to higher education has an impact beyond measure.

The time is now to make a courageous investment in a university educating leaders for our world. MSU Texas graduates are prepared for a future of boundless opportunities. Your support will ensure that the legacy continues for generations.

MSU Texas | *Case for Support In Brief* | *page 3*

CAMPAIGN TALKING POINTS

MSU is embarking on a comprehensive campaign that spans 7 years with a goal of $50M. It will culminate in the university's centennial celebration.

The three pillars of the campaign are:

- **Enriching lives.**
- **Enhancing teaching and learning.**
- **Investing in our campus and community.**

While the campaign includes capital projects, they are not the centerpiece of the campaign—students are. We will be seeking scholarships as our primary goal to continue to offer an attainable college degree at MSU Texas.

The key to a successful college experience is the student interaction with faculty, staff and peers. **The second pillar of the campaign strengthens all aspects of the student experience**—in the classroom, across the campus, and in all those experiences that enrich personal growth, such as athletics, Greek life, service, international study, internships, and undergraduate research.

The third pillar is our commitment to maintain a beautiful and welcoming campus—the most impressive residential campus in this state. We hope to expand athletic facilities and upgrade classrooms, labs, and performance venues. Finally, we want our campus to contribute to the liveliness of our hometown. We want to enrich Wichita Falls with our presence through events, well prepared graduates, and the sharing of important facilities We hope to move football to our campus and enrich the performing arts with enhancements to our artistic venues.

Thank you for your interest in our campaign. Every gift, no matter its size, matters to us. We are most interested in casting a broad net to include all our supporters in celebratingour first hundred years and prepare us for an even better second century.

Financial Reports through March 31, 2017
Summary Report

The quarterly report is through March 31, 2016. Schedule One highlights that total revenue for the institution was $72.9 million, up $3.2 million compared to the same period last year. Operating revenue made up of tuition and fees, grants, and auxiliary enterprises were up $1.8 million. Non-operating revenue including state appropriations was up $1.4 million. Expenses have increased from $79.3 million to $83 million, an increase of $3.7 million or 4.7%. The largest increase was scholarships $1.3 million with the growth of the merit scholarship program. Materials and supplies increased with costs associated with the new residence hall, $1.1 million. Rentals and leases decreased $1.1 million because there is no longer a need to lease off-campus overflow housing. Salaries, wages and other payroll related costs increased a total of $1.3 million.

Schedules Two and Three show that overall revenues and expenses are tracking positively to budget, with revenues at 92% and expenses at only 61% to an expected 58.3% at the end of March. Schedule Three shows that the institution was short of meeting its tuition and fee revenue goals for the fall and spring, with tuition and fees being $492K short of budget. Auxiliaries were $800K under budget because of a smaller than expected freshman class with less students living on campus than originally budgeted. Both of these shortfalls will be made up by reduced expenditures.

Lastly, on Schedule Four, the ending balances of working capital funds show a use of $430,000 in reserves. However, all of the items on this report were included in the original FY17 budget or are items that the Board has approved.

Investment Report through February 28, 2017
Summary Report

The quarterly investment report you received is through February 28, 2017, as required by the Public Funds Investment Act.

The report shows that at the end of February the university held a total of $42.7 million in cash and cash investments. Of that, $10.1 million was in highly liquid cash investments, plus $4.6 million at the state treasury. Texas A&M University System held $27.8 million of the funds. TAMUS cash investments earned $162,000 of interest and dividends over the quarter and $1,092,000 of unrealized gain since inception. The institution kept $10.1 million in Texpool/Logic/Class, all short-term over-night investment vehicles. The balances of the funds, $230,000 are held in securities purchased before the institution contracted with TAMUS and was managing its own cash. The small amount of common stock, $71,000 in book value, is showing a $159,000 gain since being acquired. The university has yielded on the overall cash holdings anywhere from (.04%) to 3.08% a month over the quarter.

The university has also invested the bond proceeds on the residence hall and mass communication project and the tuition revenue bond projects. At the end of February, all of the proceeds from the residence hall/mass communication bond proceeds have been withdrawn from the BLB Flexible Repo Agreement, earning $3,738 for the quarter. The tuition revenue bond proceeds, $58.1 million, were initially held in an overnight account before being moved into a BLB Flexible Repo. These investments earned $139,000 for the quarter. The university's endowed funds are held at both American National with $8.8 million, and as of March 1, 2015, at Texas A&M University System for $11.9 million. The funds held by American National had a realized gain of $33,000 in market value since last quarter and overall have appreciated market value of 13.87% since obtaining the funds. The university received $47,100 distribution from these funds for the quarter. The Texas A&M University System Endowment Pool had a realized gain of $100,000 in market value for the quarter, but overall has a market loss of about 1.0% since inception. The university received $34,400 in distributions net of fees for the quarter.

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.

University of North Texas Center for Public Management

and

Government Treasurers' Organization of Texas

Co Sponsored by Region 9 Education Service Center

Certificate of Attendance

presented to

Marilyn Fowle'

For completion of training on the Texas Public Funds Investment Act and related investment issues

April 4, 2017 .... 8 hours

Wichita Falls, Texas

Patrick Shinkle
Center for Public Management
TSBPA CPE Sponsor 007716

University of North Texas Center for Public Management

and

Government Treasurers' Organization of Texas

Co Sponsored by Region 9 Education Service Center

Certificate of Attendance
presented to

Chris Stovall

For completion of training on the Texas Public Funds Investment Act and related investment issues

April 4, 2017 .... 8 hours

Wichita Falls, Texas

Patrick Shinkle
Center for Public Management
TSBPA CPE Sponsor 007716

MIDWESTERN STATE UNIVERSITY

PERSONNEL POSITION STATUS REPORT

January 31, 2017

POSITIONS	APPROVED BUDGET 9/1/2016		POSITIONS ADDED (DELETED)		TOTAL POSITIONS		SALARY (SAVED)	FILLED POSITIONS		VACANT POSITIONS		TOTAL CURRENT POSITIONS	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	ADDED	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
EXEC, ADMIN & MANAGERIAL	44.75	4,628,584			44.75	4,628,584		42.25	4,427,798	2.50	200,786	44.75	4,628,584
REGULAR FACULTY	256.59	18,131,588			256.59	18,131,588	(20,643) 1	247.09	17,621,487	9.50	489,458	256.59	18,110,945
PROFESSIONAL NON-FACULTY	155.46	7,254,760			155.46	7,254,760	(15,469) 2	154.46	7,175,459	1.00	63,832	155.46	7,239,291
CLERICAL AND SECRETARIAL	99.58	2,524,085			99.58	2,524,085	(1,351)	97.08	2,522,734	2.50	0	99.58	2,522,734
TECH & PARAPROFESSIONAL	23.75	1,090,302			23.75	1,090,302		23.75	1,090,302	0.00	0	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	2,922 3	61.00	1,410,607	9.00	168,024	70.00	1,578,631
POLICE	14.00	538,224	0.00	0	14.00	538,224	2,389	13.00	508,014	1.00	32,599	14.00	540,613
GRAND TOTALS	693.13	36,746,196	0	0	693.13	36,746,196	(32,152)	667.63	35,759,345	25.50	954,699	693.13	36,714,044

MIDWESTERN STATE UNIVERSITY

PERSONNEL POSITION STATUS REPORT

February 28, 2017

POSITIONS	APPROVED BUDGET 9/1/2016 FTE	AMOUNT	POSITIONS ADDED FTE	(DELETED) AMOUNT	TOTAL POSITIONS FTE	AMOUNT	SALARY (SAVED) ADDED		FILLED POSITIONS FTE	AMOUNT	VACANT POSITIONS FTE	AMOUNT	TOTAL CURRENT POSITIONS FTE	AMOUNT
EXEC, ADMIN & MANAGERIAL	44.75	4,628,584			44.75	4,628,584	39,946	1	42.25	4,467,744	2.50	200,786	44.75	4,668,530
REGULAR FACULTY	256.59	18,131,588			256.59	18,131,588	(20,643)		247.09	17,621,487	9.50	489,458	256.59	18,110,945
PROFESSIONAL NON-FACULTY	155.46	7,254,760			155.46	7,254,760	(15,469)		154.46	7,175,459	1.00	63,832	155.46	7,239,291
CLERICAL AND SECRETARIAL	99.58	2,524,085			99.58	2,524,085	(1,351)		97.08	2,522,734	2.50	0	99.58	2,522,734
TECH & PARAPROFESSIONAL	23.75	1,090,302			23.75	1,090,302			23.75	1,090,302	0.00	0	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	4,122	2	61.00	1,411,807	9.00	168,024	70.00	1,579,831
POLICE	14.00	538,224	0.00	0	14.00	538,224	2,389		13.00	508,014	1.00	32,599	14.00	540,613
GRAND TOTALS	693.13	36,746,196	0	0	693.13	36,746,196	8,994		667.63	35,800,491	25.50	954,699	693.13	36,755,190

MIDWESTERN STATE UNIVERSITY
PERSONNEL POSITION STATUS REPORT
March 31, 2017

POSITIONS	APPROVED BUDGET 9/1/2016 FTE	AMOUNT	POSITIONS ADDED (DELETED) FTE	AMOUNT	TOTAL POSITIONS FTE	AMOUNT	SALARY (SAVED) ADDED	FILLED POSITIONS FTE	AMOUNT	VACANT POSITIONS FTE	AMOUNT	TOTAL CURRENT POSITIONS FTE	AMOUNT
EXEC, ADMIN & MANAGERIAL	44.75	4,628,584			44.75	4,628,584	39,946	42.25	4,467,744	2.50	200,786	44.75	4,668,530
REGULAR FACULTY	256.59	18,131,588			256.59	18,131,588	(20,643)	247.09	17,621,487	9.50	489,458	256.59	18,110,945
PROFESSIONAL NON-FACULTY	155.46	7,254,760			155.46	7,254,760	(28,464)	154.46	7,162,464	1.00	63,832	155.46	7,226,296
CLERICAL AND SECRETARIAL	99.58	2,524,085			99.58	2,524,085	1,211	97.08	2,525,296	2.50	0	99.58	2,525,296
TECH & PARAPROFESSIONAL	23.75	1,090,302			23.75	1,090,302		23.75	1,090,302	0.00	0	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	4,098	61.00	1,411,783	9.00	168,024	70.00	1,579,807
POLICE	14.00	538,224	0.00	0	14.00	538,224	10,221	13.00	515,846	1.00	32,599	14.00	548,445
GRAND TOTALS	693.13	36,746,196	0	0	693.13	36,746,196	6,369	667.63	35,797,866	25.50	954,699	693.13	36,752,565

Midwestern State University Reporting of Personnel Changes
Fiscal Year 2016/2017
January - March

I.   **ENTERING EMPLOYEES**
1.   Jorge Jordan – Custodian, Facilities Services – 01/01/17
2.   Kristina Halberg – Instructor, Nursing – 01/16/17
3.   Michelle Hall - Assistant Professor, Nursing – 01/16/17
4.   Caitlin McNeely – Library Assistant I – 01/17/17
5.   Jennifer Schreiber – Admissions Evaluator – 02/01/17
6.   Maria Souliotis - Admissions Evaluator – 02/01/17
7.   David Sanchez – Chief Information Officer, Information Technology – 02/06/17
8.   Lauren Vidmar – Admissions Counselor – 02/13/17
9.   Maria Gutierrez – Custodian, Facilities Services – 02/20/17
10. Elvia Valdez – Custodian, Facilities Services – 02/27/76
11. Ronald Ewing – Groundskeeper, Facilities Services – 03/01/17
12. Christina Gragg – Medical Office Coordinator, Counseling – 03/01/17
13. Steven Callarman – Police Officer III – 03/20/17

II.   **EXITING EMPLOYEES**
1.   Alan Dubinsky – Professor, Dillard College of Business – 01/01/17
2.   Marsha Higgins – Secretary, Counseling – 01/03/17
3.   Jesse Dominguez – Library Assistant I – 01/06/17
4.   Ronnie Holmes – Custodian, Facilities Services – 01/13/17
5.   Ronald Jordan - Custodian, Facilities Services – 01/13/17
6.   Betty Stewart – Provost/Vice President, Academic Affairs – 02/01/17
7.   Kim Forbess – Painter, Facilities Services – 02/02/17
8.   John Kincaid – Custodian, Facilities Services – 02/21/17
9.   Ryan Allen – Groundskeeper, Facilities Services – 02/27/17
10. Darren Paige – Assistant Coach, Football – 02/28/17
11. Matthew Chisholm – Coordinator, Student Transition Programs – 03/01/17
12. Amanda Bell – Program Coordinator, Student Support Services – 03/08/17
13. Josette Milligan – Custodian, Facilities Services – 03/31/17

III.   **RETIRING EMPLOYEES**
1.   Christopher Gamboa – Groundskeeper, Facilities Services - 01/31/17
2.   Charlotte Terry – Teller II, Business Office – 03/31/17

Mandatory Tuition and Fee Schedule Comparison

Fall 2016 to Proposed Fall 2017

	Freshmen Fall 2016 15 Hours	New Freshmen Fall 2017 15 Hours	Sophomores Fall 2017 15 Hours	Juniors Fall 2017 15 Hours	Seniors Fall 2017 15 Hours
State Tuition	$ 750.00	$ 750.00	$ 750.00	$ 750.00	$ 750.00
University Designated Tuition	1,857.75	1,857.75	1,857.75	1,821.00	1,785.00
Student Union/Center Fee	55.00	55.00	55.00	55.00	55.00
Recreational Center Fee	120.00	120.00	120.00	120.00	120.00
Student Service Fee	250.00	250.00	250.00	250.00	250.00
Athletic Fee	120.00	120.00	120.00	120.00	120.00
Instruct Enhancement Fees - avg*	242.50	257.50	257.50	257.50	257.50
University Services Fee	993.75	1,089.75	1,089.75	1,089.75	1,089.75
Total for 15 SCH	$ 4,389.00	$ 4,500.00	$ 4,500.00	$ 4,463.25	$ 4,427.25
Fall 2016 Charge		$ 4,389.00	$ 4,389.00	$ 4,352.25	$ 4,316.25
Proposed University Services Fee increase		$ 96.00	$ 96.00	$ 96.00	$ 96.00
Overall Percentage Increase over Fall 2016		2.467%	2.467%	2.487%	2.507%

Per Semester Credit Hour	*Actual Fall*	*Proposed*	*Proposed*	*Proposed*	*Proposed*
Designated Tuition	*$ 123.85*	*$ 123.85*	*$ 123.85*	*$ 121.40*	*$ 119.00*
University Services Fee	*66.25*	*72.65*	*72.65*	*72.65*	*72.65*
Instructional Enhancement Fees:					
Humanitites and Social Sciences	*11.00*	*14.00*	*14.00*	*14.00*	*14.00*
Science and Mathematics	*18.00*	*20.00*	*20.00*	*20.00*	*20.00*
Health Sciences and Human Services	*23.00*	*24.00*	*24.00*	*24.00*	*24.00*
Nursing Differential	*25.00*	*32.00*	*32.00*	*32.00*	*32.00*

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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
17-104. The minutes of the Audit, Compliance, and Management Review Committee meeting February 9, 2017, will be recommended for approval of the Committee as shown on page 170.

Potential Conflict of Interest Disclosure and Compliance with Ethics Commission Filing Requirements
17-105. MSU Policy 2.25 provides that regents must disclose any potential conflict of interest to the appropriate committee of the board. Information will be presented as necessary in accordance with this policy. Additionally, board members will be asked to certify their filing of the required Personal Financial Statement with the Texas Ethics Commission.

Compliance Activities Update
17-106. An update regarding compliance activities since the last Board meeting is presented for information only as shown on pages 101 and 102.

Audit Activities Update
17-107. An update on audit activities since the last Board meeting is presented as a point of information only as shown beginning on page 103.

Review of Procurement Card Policies and Controls
17-108. The President requested an assessment of the university's compliance with policies and procurement card guidelines to determine if procedures and controls were appropriate to prevent and detect misuse, abuse, or fraud. A copy of the Director of Internal Audits' report is shown on pages 105-112 for the Board's information.

Information Resources Use and Security Policy Agreement
17-109. This proposed agreement replaces a *Data Security Agreement and Statement of Responsibility* that all university employees are required to sign. The administration determined that this form did not meet the new security requirements of the Texas Administrative Code (TAC), Chapter 202. While the current form did not require Board approval, General Counsel Barry Macha indicated his preference that the new agreement be approved by the Board as shown on pages 113-116.

MSU Policies and Procedures Manual Changes
17-110. Changes to the *MSU Policies and Procedures Manual* will be recommended for approval as summarized below.

A. Policy 4.138, Key Authorization – changes to this policy would eliminate the maximum fee that can be charged per incident and updates titles and references related to Residence Life and Housing (beginning on page 117).

B. NEW Policy 3.325, Conflict of Interest, Conflict of Commitment, and Outside Employment and Activities – this new policy was developed to comply with Senate Bill 20 passed by the Eighty-Fourth Texas Legislature requiring an institution of higher education to have policies governing conflicts of interest, conflicts of commitment, and outside activities, ensuring that the primary responsibility of officers and employees is to accomplish the duties and responsibilities assigned to their respective positions (beginning on page 119).

C. NEW Policy 4.197, Information Resources Use and Security Policy – this policy was rewritten following the discussion at the February 2017 Board of Regents meeting. The new version of this policy will serve as the foundation for the university's information security program and will provide the Chief Information Security Officer the authority to develop an Information Security Handbook that establishes the information security program framework for the university. The Information Security Handbook will be developed during the summer of 2017 and will detail procedures necessary for a successful information security program in compliance with this proposed policy and applicable state and federal law, rules, and regulations (beginning on page 128).

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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 met on January 27. The committee chairperson requested the committee change its name to the Electronic Accessibility Committee to be consistent with industry standards. The main topic at January's meeting was the mandate that all federal agencies as well as any entity that receives federal funding must be in compliance with Section 508 by January 2018. The Office of Management and Budget (OMB) approved the US Access Board's recommendations for accessibility requirements for information and communication technology (Section 508 of the Rehabilitation Act). The US Access Board reported to OMB the changes were "essential to ensure the Section 508 standards and the Communications Act guidelines keep pace with the ever-changing technologies" and "continue to meet the access needs of people with disabilities" including vision, hearing, color perception, speech, cognition, manual dexterity and reach.
  Three sections of the committee are working on these areas to ensure MSU meets the Federal deadline:

  1. Contract management – processes have been updated to address purchases of relevant equipment and software to ensure compliance with Section 508.
  2. Webmaster – requesting software in the FY2018 budget to address the accessibility requirements.
  3. Online and face-to-face course offerings – the Distance Education Department has partnered with Texas Tech to offer *Creating Accessible Online Instructional Materials* webinar to the faculty as well as provide other resources to ensure compliance.

- Policy #4.197 *Information Resources Use and Security Policy* was rewritten following the discussion at the February Board of Regents meeting. The policy reflects:

  1. Texas Government Code §2054.001 provision that information and information resources possessed by agencies of state government are strategic assets belonging to the residents of this state and must be managed as valuable resources.
  2. The statement of Texas Government Code §2054.001 that University assets must be available and protected commensurate with their value and must be administered in conformance with federal and state laws, rules, and regulations, as well as University policies.
  3. Requirements and guidelines to: establish accountability and prudent and acceptable practices regarding the use and safeguarding of University information resources; protect the privacy of personally identifiable information contained in the data that constitutes part of its information resources; ensure compliance with applicable University policies and state and federal laws, rules, and regulations regarding the management and security of information resources; and educate individual users of the responsibilities associated with use of the University's information resources.

4. The foundation for the University's information security program, the authority granted to the Chief Information Security Officer to develop an Information Security Handbook to implement procedures necessary for a successful information security program in compliance with MSU Policy 4.197 and applicable state and federal laws, rules, and regulations.
5. The creation of an Information Resources Use and Security Policy Agreement required from all individuals in order to receive access to or use of the University's information resources.

- Policy #3.325 *Conflict of Interest, Conflict of Commitment, and Outside Employment and Activities* is on the May Board of Regents Agenda for approval. This policy is required by Senate Bill 20 from the 84th Texas Legislature and serves to ensure compliance with state ethics laws and University policies. It provides for a system of disclosure, approval, and documentation of the University's employees' outside employment and activities which might raise concerns about conflicts of interest or conflicts of commitment. Implementation of this policy required the creation of the Request for Outside Employment or Activity Form to facilitate the disclosure and approval process.

- As previously reported, the revisions to the *Ethics Policy for Midwestern State University* would be finalized and included on the May 2017 Board of Regents Agenda. However, the complexity of Policy #3.325 and revisions to Policy #4.197 necessitated a change in the timeline. Work on the revisions will continue over the summer of 2017 and will be presented to the cabinet and various committees for approval in the fall.

- The comprehensive risk assessment of the University's information resources began in March. The objective of Myers and Stauffer LC, Certified Public Accountants is to document the risks found and rank the inherent impact as high, moderate, or low in accordance with Texas Administrative Code Section 202.75. The assessment is ongoing, and an update will be provided to the board when the report becomes available.

- A new Environmental Health, Safety, and Risk Management Committee (EHSRM) will be created. Its purpose is to develop policies and procedures to improve oversight of safety and risk management across campus. The areas of focus include: occupational health and safety, laboratory safety, public safety, fire safety, building security systems, pedestrian safety, campus events, and environmental stewardship. The first meeting will be in June 2017.

- The Compliance and Ethics Program webpage as required by Policy #2.26 *Institutional Compliance and Ethics Program* should go live on May 1. The web page will include the University's Compliance Matrix, all Compliance Calendars, a list of Coordinating Committee members, and instructions on how to anonymously and confidentially report suspected misconduct using the Navex Global hotline service.

- One hundred twenty one (121) contracts were processed through the University's Contract Management System in the second quarter of fiscal year 2017 (Dec. 1, 2016 – Feb. 28, 2017). As of February 28, 2017, a total of 2,524 contracts were included in the repository with 1,010 being active.

MIDWESTERN
STATE UNIVERSITY.

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

Internal Audit Activities Update

I am pleased to provide an update on this quarter's Office of Internal Audits activities.

- The additional auditor position approved by the Board of Regents in 2015 to address the 2014 Peer Review recommendation has been filled. Debbie Vaughn began working in the Office of Internal Audits on March 23, 2017.

- A report assessing the University's compliance with procurement card policies and controls was completed in April 2017. The findings and recommendations are included in the Audit, Compliance, and Management Review Committee Attachments.

- Another policy required by Texas Education Code, Section 51.9337(h) as prescribed by Senate Bill 20, is included in the May Board of Regents Agenda. The administration is requesting approval of Policy 3.325, *Conflict of Interest, Conflict of Commitment, and Outside Employment and Activities,* along with the related Disclosure of Outside Employment or Activity Form.

- Completed and in-progress projects from the Fiscal Year 2017 Internal Audit Plan:
  1. Distributed the annual risk assessment survey. The top ranked risks from the survey will be considered in the design of next year's internal audit plan.
  2. Facilitation of the assessment of the University's compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as amended to include the Violence Against Women Reauthorization Act of 2013.
  3. Facilitation of the assessment of the University's compliance with Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964, including Dear Colleague Letters, the Campus Sexual Violence Elimination Act, and the Violence Against Women Reauthorization Act of 2013.
  4. Obtained representations from Information Technology management regarding the status of implementing the security controls required by Texas Administrative Code Section 202.
  5. Facilitation of the special project, Evergreen Student Support Study.
  6. Provided ethics and compliance advisory services to various University departments.

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- Internal audit focus for next quarter:
  1. Preparation of the fiscal year 2018 audit plan.
  2. Request qualifications to review of the University's athletic financial statement as required by the NCAA.
  3. Update the Office of Internal Audits Charter for revisions to the International Standards for the Professional Practice of Internal Auditing. The Institute of Internal Auditor's guidance was not released during the first quarter as promised.
  4. Complete the policy and procedure manual and the internal quality assessment improvement program.
  5. Undergo the 2017 external assessment (Peer Review) of compliance with audit standards.

Respectfully submitted,

Leigh Kidwell, CPA, CGMA
Director
April 18, 2017

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Office of Internal Audits

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April 7, 2017

Dr. Suzanne Shipley,
President
Midwestern State University
3410 Taft Blvd.
Wichita Falls, TX 76308

Dear Dr. Shipley:

Enclosed are the findings and recommendations as a result of your request to assess compliance with Midwestern State University (MSU) policies and procurement card guidelines to determine if current procedures and controls would prevent and detect misuse, abuse or fraud.

Several interviews were conducted; current MSU policies and procedures, the Procurement Card Guide, procurement card training materials, and Fiscal Regulations and Procedures were examined. Certain cardholder agreements, cardholder statements and receipts, and employee transaction log envelopes from January 2012 through July 2016 were reviewed. Noncompliance with policies and procedures were found indicating the controls were not operating as designed which could result in undetected misuse, abuse, or fraudulent activity. The significance of the compliance exceptions indicated an immediate need to strengthen and reinforce controls as well as improve oversight of the procurement card program.

The recommendations are provided to assist MSU build a control and monitoring program to mitigate the most significant risks. Successful procurement card programs establish processes to promote personal understanding and acceptance of accountability and responsibility, establish monitoring processes to identify those who make the decision not to be responsible, create awareness of the consequences of misuse, and identify outright procurement card fraud.

I appreciate the courtesy and cooperation received from the Vice President for Administration and Finance, the Director of Purchasing and Contract Management, and the Procurement Card Administrator. A quarterly update on the implementation of management's action plan will be provided to you. Please let me know if you have any questions about this report, or if I can be of further assistance.

Respectfully,

Leigh Kidwell, Director
Office of Internal Audits

cc: Dr. Marilyn Fowle'
    Stephen Shelley

BACKGROUND

The Texas Comptroller of Public Accounts currently has a contract with Citibank to administer a corporate procurement card program for state agencies and universities. This program allows Citibank to issue individual credit cards to eligible employees of participating agencies and universities.

Procurement cards (P-Cards) offer a simplified, flexible method for employees to process small, routine purchases and reduce the administrative processing costs. The reduction of administrative costs must be balanced with the increased risk of inappropriate card use. The employee /cardholder decides what is needed and from which merchant to buy it, receives the item, and approves the payment. This process eliminates the traditional internal controls of providing adequate assurance of authorization and approval, and of separating the ordering, receiving and approving duties.

SCOPE

Several individuals including certain employees in the MSU Purchasing and Contract Management Department were interviewed; specific cardholder statements and receipts, and transaction log envelopes from January 2012 through July 2016 were examined. Current university policies and procedures, the Procurement Card Guide, procurement card training materials, and Fiscal Regulations and Procedures were reviewed.

CONCLUSION AND RECOMMENDATIONS

Process and control weaknesses were found during the assessment which could result in undetected misuse, abuse, or fraudulent activity. Misuse and abuse involves unauthorized activity or purchasing by the employee to whom the card is issued. It covers a wide range of violations from buying larger quantities than necessary to the more serious violation of using the P-Card for personal purposes or gain. Fraudulent activity involves the unauthorized use of the P-Card by someone other than the employee to whom it was issued.

No procurement card program can prevent 100% of abuse or fraud; instead the university's goal should be to build a control and monitoring program that will mitigate the most significant risks. Successful programs establish processes to promote personal understanding and acceptance of accountability and responsibility, establish monitoring processes to identify those who make the decision not to be responsible, create awareness of the consequences of misuse, and identify outright procurement card fraud.

The assessment findings are detailed below and include recommendations to help strengthen the effectiveness of the P-Card program's processes and controls, followed by the Purchasing and Contract Management Director's responses.

1. Available Controls from Citibank:

MSU is not using controls offered by Citibank to reduce the risks associated with procurement cards. Each state agency and university can set different monthly spending limits for individual cardholders based on job duties, anticipated purchases or historical spending patterns. Agencies and universities can also limit the amount spent on a single transaction.

MSU has issued approximately 190 P-Cards with large monthly credit limits. 15% of the employee/ cardholders have a $10,000 monthly credit limit and 75% of the employee/ cardholders have a $7,500 monthly credit limit. Additionally, 20% of the employee/ cardholders have a $2,000 single transaction limit and 70% of the employee/ cardholders have a $1,000 single transaction limit. Issuing every P-Cards with large monthly credit limits and with high single transaction limits, rather than based on job duties or official university needs, increases the university's exposure should an employee inappropriately use their P-Card or if fraudulent use occurs.

Recommendation
As part of the P-Card issuance process, MSU should establish smaller, specific credit limits and single transaction limits based on job duties. For existing cardholders, MSU should immediately and annually thereafter, evaluate each cardholder's monthly and transactional spending history and adjust their limits based on criteria established by the university thereby reducing the overall credit and transaction limits. MSU should also establish a process to temporarily increase limits for an approved, specific transaction or should an emergency arise.

Management's Response
Agreed:

We are currently evaluating cardholder spending patterns to establish a baseline single transaction and monthly limit. The P-Card Policy and Guide is presently being re-written and will establish a guideline to review limits on an annual basis. A specific process to temporarily increase limits exists. A form is being designed to document the increase limit request which will be included in the cardholder's transaction log.

The updated P-Card Policy and Guide will be submitted to the Vice President of Finance and Administration for approval by May 1, 2017. Forms needed to implement the updated P-Card Policy and Guide will be created by May 15, 2017. All cardholders will be educated on the new policies and forms by August 31, 2017.

2. P-Card Review Processes

MSU's P-Card review processes do not consistently identify noncompliance. Many of the Procurement Card Administrator's monthly processes are manual and time consuming. Much of her time is spent manually entering each transaction for every employee/ cardholder into the computer system and following up with missing or incomplete documentation. Very little time can be allocated for program oversight or post payment processes to identify and correct P-Card misuse, communicating acts of noncompliance to supervisor / departmental approvers or responding to questions.

The MSU Procurement Guide (Guide) *states the supervisor /departmental approver is responsible for: reviewing the monthly transactions; verifying that all necessary documentation is present; verifying each purchase is in compliance with procurement card procedures; and that all purchases are appropriate. The supervisor/ departmental approver represents they have reviewed and approved the employee/ cardholder's activity as signified by signing the transaction log envelope.* Based on the time spent each month following up on missing or incomplete documentation, it is appears not all supervisor /departmental approvers are familiar with their responsibilities.

Recommendation
MSU should create specific training for supervisor / departmental reviewers on the appropriate monthly review processes, what they need to look for, the course of action required when documentation is missing, and how to ensure purchases were used to benefit the university. All existing supervisor /departmental approver's should be required to attend an in-person training session and all newly hired or newly promoted supervisor /departmental approvers should be required to attend an in-person training session prior to reviewing employee's monthly transaction log envelopes. All supervisor / departmental approvers should be required to attend an online refresher training every other year that includes participants passing a test to receive credit for attending.

Management's Response
Agreed:

Online training is being developed specifically for management with a tentative start date of August 1, 2017. This training will be relevant and consistent with the revised P-Card Policy and Guide. We believe in-person training would not be beneficial to managers, as the information presented does not need to be as detailed as cardholder training. A process to identify newly hired and newly promoted supervisors is being investigated.

Recommendation
MSU should take the necessary steps to automate the monthly recording and uploading of the employee / cardholder's monthly transactions. The university should evaluate the available options available through Banner and the services offered by Citibank. Each employee /cardholder should be responsible for posting and entering their P-Card activity every month into a computerized system. The employee/ cardholder should still be required to reconcile the monthly Citibank statement and provide the supporting documentation to their supervisor for review.

Management's Response
Agreed:

Two viable automation options from Citibank are being evaluated. The options include: 1) a download/upload spreadsheet option for entering transaction information, and 2) allowing cardholders to access the CitiManager Online system. Changing from a single employee tasked with inputting every department's employees' card activity to either of the two options will involve a significant amount of training. An option will be chosen this spring and training will begin early in October 2017.

Recommendation

The Procurement Card Administrator should strengthen post-purchase oversight by: performing after-the-fact reviews to identify and correct misuse; review for compliance with purchasing requirements; respond to problems; and use continuous monitoring to improve the procurement card program. The administrator should also implement a monthly process of randomly selecting transactions to review and judgmentally select others based on those employees who use the card the most, those who buy expensive items and cardholders with a history of noncompliance. The fear of detection is a good deterrent for misuse or fraudulent use and employee /cardholders should understand their use of procurement cards will be subject to scrutiny at multiple levels.

Management's Response
Agreed:

Post-purchase auditing will be strengthened with new processes implemented by September 1, 2017. Citibank system's compliance and pro-active data monitoring processes will be utilized. The Director of Internal Audits will assist the Procurement Card Administrator in designing random auditing processes.

3. Outdated or Unenforced Policies

The Procurement Card Guide (Guide) has not been updated since May 2013 and does not establish the authority for enforcing the suspension or cancellation of P-Cards for certain violations.

P-Card policies and procedures are living, breathing documents that should be updated regularly, accurately reflect the roles and responsibilities of each person involved in the use and monitoring process, delineate allowable / non-allowable items, specify when and how charges are reconciled and approved, define documentation requirements, state consequences for misuse and above all be consistently enforced.

Executive P-Card oversight responsibilities have not been consistently applied in the past. The Guide states executives will ensure the supervisor /departmental approvers and employee /cardholders within their divisions will comply with procurement card policies and procedures by taking the following actions: a) promptly responding to any communication regarding a violation of procurement card procedures, b) promptly and appropriately discipline employee / cardholders in their divisions who do not adhere to procedures, and c) ensure compliance of their supervisor /departmental approvers when managing employee /cardholders.

Recommendation
The Procurement / Contract Management Department should update the Procurement Card *Guide immediately, and establish a process to re-evaluate and update it at regular, stated intervals. The Guide should be in simple, unambiguous language and made available to all employee /cardholders, supervisor /departmental approvers and executives who use, monitor or approve P-Cards. Procurement management should consider consolidating the Guide and the Fiscal Regulations and Procedures to reduce confusion and eliminate overlapping or possibly contradictory information.*

Management's Response
Agreed:

The process to re-write the P-Card Policy and Guide has already begun. It will be submitted to the Vice President of Finance and Administration for approval by May 1, 2017. All cardholders will be educated on the new policies and guide by August 31, 2017.

Recommendation
When noncompliance is identified, the P-Card Administrator should be given the tools to: educate and inform employee /cardholders regarding simple errors and track the significant misuse and abuse. The Director of Purchasing and Contract Management should create effective tools to communicate with an employee /cardholder's supervisor to determine if noncompliance is a training issue or whether it requires disciplinary action based on university policy.

Management's Response
Agreed:

The following processes have already been implemented: emails are sent to inform cardholders of any discrepancies noted from the transaction log; and all information from the emails is recorded in a spreadsheet designed to facilitate an easy search of previous discrepancies of the same cardholder, and to identify which additional training issues need to be addressed. When consistent abuse of the P-Card policies is notated, dialog is opened between the Director of Purchasing and Contract Management with the cardholders and approvers.

4. Refresher Training for Cardholders

The best practice of requiring employees to attend face-to-face training prior to receiving their P-Card is already in practice at MSU. Best practices also include requiring employee /cardholders to attend refresher training at specified intervals, preferably every two years, in order to maintain P-Card privileges. Refresher training allows administrators to communicate any program changes, reprogram bad habits, reaffirm consequences for card misuse, and assure that all employee /cardholders understand their specific responsibilities and accountabilities.

Face-to-face and refresher training should provide enough information for the employee /cardholder to clearly understand appropriate P-Card usage including the types of purchases that are allowed and not allowed, documentation and reconciliation requirements, and consequences for misuse or abuse.

Recommendation
MSU should create an online refresher training course requiring participants to pass a test to receive credit for attending. Existing employee /cardholders should be required to immediately take the refresher training and attend future refresher training at predetermined intervals preferably no more than 2 years apart.

Management's Response
Agreed:

In-person and on-line training is being developed based on the revised P-Card Policy and Guide. Following the approval of those revisions, in-person training will begin mid-August 2017. On-line refresher training will be developed and implemented by March 31, 2018.

The following recommendations are presented for management's consideration and represent additional ways to strengthen and reinforce program controls.

- Create a unique card design to minimize the accidental personal use due to the university card resembling the employee's personal credit card.
  - *Substituting a brightly colored P-Card can be generated at no cost to MSU. Any changes to graphics will incur an additional cost requiring submission of the design to get a quote. Timeline September 2017.*

- Create an accessible, electronic, and searchable procurement card guide.
  - *This is being developed with the present re-writing of the P-Card Policy and Guide. Timeline May 2017.*

- Create a one page quick reference / FAQ to address the most common questions.
  - *This is being developed with the present re-writing of the P-Card Policy and Guide. Timeline May 2017.*

Midwestern State University
Office of Information Technology

INFORMATION RESOURCES USE AND SECURITY POLICY AGREEMENT

All individuals granted access to or use of University Information Resources must be aware of and agree to abide by the following:

I. **Definitions**:

- **University**: Midwestern State University (MSU).

- **University Information Resources**: All computer and telecommunications equipment, software, data, and media, owned or controlled by University or maintained on its behalf.

- **University Data**: All data or information held on behalf of University, created as result and/or in support of University business, or residing on University Information Resources, including paper records.

- **Confidential Data or Confidential Information**: All University Data that is required to be maintained as private or confidential by applicable law (e.g., patient billing information and protected health information subject to HIPAA or applicable state law; student records subject to FERPA; a credit card associated with a person's name; a social security number; certain student loan information subject to the Gramm-Leach-Bliley Act).

- **User**: Any individual granted access to University Information Resources.

II. **General**

- University Information Resources are provided for the purpose of conducting the business of University. However, Users are permitted to use University Information Resources for use that is incidental to the User's official duties to University (Incidental Use) as permitted by this agreement in accordance with MSU Policy 4.197 - Information Resources Use and Security Policy (MSU Policy 4.197).

- Users who are University employees, including student employees, or who are otherwise serving as an agent or are working on behalf of the University have no expectation of privacy regarding any University Data they create, send, receive, or store on University owned computers, servers, or other information resources owned by, or held on behalf, of University. University may access and monitor its Information Resources for any purpose consistent with University's duties and/or mission without notice.

- Users have no expectation of privacy regarding any University Data residing on personally owned devices, regardless of why the Data was placed on the personal device.

- All Users must comply with applicable provisions of MSU Policy 4.197, including the MSU Information Security Handbook, at all times.

- Users shall never use University Information Resources: to deprive access to individuals otherwise entitled to access University Information; to circumvent University computer security measures; or, in any way that is contrary to the University's mission(s) or applicable law.

- Users must not interfere with the activities of others or use a disproportionate share of University Information Resources. Examples of inappropriate use of resources are shown below. These actions frequently result in complaints and subsequent disciplinary action.
  - o Sending an unsolicited message(s) to a large number of recipients (known as "spamming the network").

- o Consuming an unauthorized disproportionate share of networking resources (e.g., misuse of peer-to-peer (P2P) applications, streaming media at high bit rates, or serving a multi-user game).
  - o Deliberately causing any denial of service, including flooding, attacks on ICMP (Internet Control Message Protocol), or the unauthorized automated use of a service intended solely for human interaction.

- Use of University Information Resources to intentionally access, create, store, or transmit sexually explicit materials is prohibited unless such use is required as part of the User's official duties as an employee of University and is approved in writing by the President or a specific designee. Viewing, accessing, storage, and/or transmission of sexually explicit materials as Incidental Use is prohibited.

- Users should report misuse of University Information Resources or violations of MSU Policy 4.197. How an incident is reported depends upon the nature of the incident:
  - o If Users believe that their personal safety is threatened, they may call MSU Police, 397-4239.
  - o For other incidents, Users should contact Information Security at 397-4680 or jim.hall@mwsu.edu.
  - o For reporting problems with "spam" or unsolicited mail, Users may notify the Internet service provider (ISP) from which the mail was sent.

III. Confidentiality and Security of Data

- Users shall access University Data only to conduct University business and only as permitted by applicable confidentiality and privacy laws. Users must not attempt to access data on systems they are not expressly authorized to access. Users shall maintain all records containing University data in accordance with University's records retention policy and records management guidelines (MSU Policy 4.125 – Records Management Policy).

- Users must not use or disclose Confidential University Data, or data that is otherwise confidential or restricted, without appropriate authorization. Examples of groups that can provide appropriate authorization include, but are not limited to Office of Admissions, Human Resources Department, Office of the General Counsel, Information Security Office, and the University's Public Information Officer.
  - o Users must ensure any individual with whom Confidential University Data is shared is authorized to receive the information.
  - o Users may not share University Confidential Data with friends or family members.
  - o Users may not share University business data that may be classified as Confidential Data, such as the status of negotiations, terms of contracts, and new research or products or relationships under development.
  - o Users will comply with the University's agreements to protect vendor information such as software code, proprietary methodologies, and contract pricing.

- If User's office routinely receives requests for University Confidential Data, work with an appropriate group within the University to develop formal processes for documenting, reviewing, and responding to these requests.

- If Users receive a non-routine request for University Confidential Data from a third party outside of the University, check with an appropriate group within the University to make sure the release of the data is permitted.

- Users must report violations of University policies regarding use and/or disclosure of confidential or restricted information to the Information Security Office at 940-397-4680.

- Whenever feasible, Users shall store Confidential Information or other information essential to the mission of University on centrally managed services, rather than local hard drives or portable devices.

- Confidential or essential University Data stored on a local hard drive or a portable device such as a laptop computer, tablet computer, or, smart phone, must be encrypted in accordance with the University's and any other applicable requirements.

- All Confidential University Data must be encrypted during transmission over a network.

- Users who store University Data using commercial cloud services must use services provided or sanctioned by the University, rather than personally obtained cloud services.

- Users must not try to circumvent login procedures on any University Information Resource or otherwise attempt to gain access where they are not allowed. Users may not deliberately scan or probe any University Information Resource without prior authorization. Such activities are not acceptable under any circumstances and can result in serious consequences.

- All computers connecting to a University's network must run security software prescribed by the Chief Information Security Officer as necessary to properly secure University Information Resources.

- Devices determined by University to lack required security software or to otherwise pose a threat to University Information Resources may be immediately disconnected by the University from a University network without notice.

IV. E-mail

- E-mails sent or received by Users in the course of conducting University business are University Data that are subject to state records retention and security requirements.

- Users are to use University provided e-mail accounts, rather than personal e-mail accounts, for conducting University business.

- The following e-mail activities are prohibited when using a University provided e-mail account:
  - Sending an e-mail under another individual's name or e-mail address, except when authorized to do so by the owner of the e-mail account for a work related purpose.
  - Accessing the content of another User's e-mail account except: 1) as part of an authorized investigation; 2) as part of an approved monitoring process; or 3) for other purposes specifically associated with the User's official duties on behalf of University.
  - Sending or forwarding any e-mail that is suspected by the User to contain computer viruses.
  - Any Incidental Use prohibited by MSU Policy 4.197.
  - Any use prohibited by applicable University policy.

V. Incidental Use of Information Resources

- Incidental Use of University Information Resources must not interfere with User's performance of official University business, result in direct costs to the University, expose the University to unnecessary risks, or violate applicable laws or other University policy.

- Users must understand that they have no expectation of privacy in any personal information stored by a User on a University Information Resource, including University e-mail accounts.

- A User's incidental personal use of Information Resources does not extend to the User's family members or others regardless of where the Information Resource is physically located.

- Incidental Use to conduct or promote the User's outside employment, including self-employment, is prohibited.

- Users may not be paid, or otherwise profit, from the use of any University-provided information resource or from any output produced using it. Users may not promote any commercial activity using University information resources. Examples include attempting to sell football/basketball tickets or used text books or advertising a "Make Money Fast" scheme

via a newsgroup. Such promotions are considered unsolicited commercial spam and may be illegal as well.

- Incidental Use for purposes of political lobbying or campaigning is prohibited.

- Storage of any e-mail messages, voice messages, files, or documents created as Incidental Use by a User must be nominal.

VI. Additional Requirements for Portable and Remote Computing

- All electronic devices including personal computers, smart phones or other devices used to access, create or store University Information Resources, including e-mail, must be password protected in accordance with University requirements, and passwords must be changed whenever there is suspicion that the password has been compromised.

- University Data created or stored on a User's personal computers, smart phones or other devices, or in data bases that are not part of University's Information Resources are subject to public information requests, subpoenas, court orders, litigation holds, discovery requests and other requirements applicable to University Information Resources.

- University issued mobile computing devices must be encrypted.

- Any personally owned computing devices on which Confidential University Data is stored or created must be encrypted.

- University Data created and/or stored on personal computers, other devices and/or non-University databases should be transferred to University Information Resources as soon as feasible.

- Unattended portable computers, smart phones and other computing devices must be physically secured.

- All remote access to networks owned or managed by the University must be accomplished using a remote access method approved by the University, as applicable.

VII. Password Management

- University issued or required passwords, including digital certificate passwords, personal identification numbers (PIN), digital certificates, security tokens (e.g., smart card), or similar information or devices used for identification and authorization purposes shall be maintained securely and shall not be shared or disclosed to anyone.

- Users must not give others access to University Information Resources unless they are authorized and authenticated for such access. Users may not extend access to University Information Resources to others without permission.

- Each User will be held responsible for all activities conducted using the User's password or other credentials.

VIII. User Acknowledgment

I understand that I have received and read the University's Information Resources Use and Security Policy – MSU Policy 4.197. I understand and agree that my use of University Information Resources is conditioned upon my agreement to comply with the policy and that my failure to comply with this policy, including the MSU Information Security Handbook, may result in access and usage loss, disciplinary action up to and including termination of my employment, criminal prosecution, civil litigation, and fines. Disciplinary actions imposed for violations of this policy may be grieved or appealed by the individual who is disciplined pursuant to existing University policies and procedures.

Signature: _____ Date _____

Print Name: _____

4.138 Business Affairs & Finance
KEY AUTHORIZATION
Date Adopted/Most Recent Revision: 02/11/2011

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

B. **Authorized Users and Key Requests**
   1. All outside door keys, all room door keys, and all building/area master keys issued to faculty, staff, student employees, and graduate assistants require the approval of the senior administrator (Dean/Director) of the department.
   2. As a requirement for the approval of new key requests for security sensitive positions, all employees, including student employees, must have successfully completed a criminal background check (see MSU Policy 3.349). Departments issuing keys to non-university personnel for event or academic purposes are responsible for informing Facilities Services and the University Police Department as appropriate for the event.
   3. Key requests will be made on the Key Request Form available from the Facilities Services and submitted through the department's senior administrator to the Associate Vice President for Facilities Services.
   4. Grand master and great-grand master keys must be approved by the President.

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

D. **Lost Keys**
   All employees must notify the respective senior administrator, the Associate Vice President for Facilities Services, and the Chief of University Police in writing if building security may be compromised by the loss of keys. The employee shall provide a description of the circumstances surrounding the loss of the key, including the key description. When it has been determined by the senior administrator, in consultation with the Chief of University Police, that security has been lost, the affected cylinders will be replaced, and the respective costs charged to the appropriate department. All replaced keys will be returned to the Associate Vice President for Facilities Services and properly secured.

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

Room Keys*	$10/Key	Actual cost of cylinder
Outside Door Keys*		Full cost to re-key building
Master Keys*		Full cost to re-key building
Grand Master Key*		Full cost to re-key building
Great Grand Master Key*		Full cost to re-key building

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

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

F.   Security Charges for Lost Keys (Residence ~~Halls~~Halls and Apartments)

Fees for lost keys to ~~the~~ Residence ~~Hall~~ Life facilities will be established by the Director of Residence Life & Housing and published in the Residence Life & Housing Handbook ~~and Residence Life~~, but shall not be less than:

Room Keys*	$10/Key	Actual cost of cylinder

All fees as noted above will be assessed by ~~and paid to the~~ the Director of Residence Life & Housing (or designee) and ~~Residence Life .~~paid to the Business Office.

G.   Key Responsibility

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

H.   Key Return (Terminating Employees)

1.   **Faculty/Staff**

All benefits-eligible faculty and staff shall return university keys to the Human Resources Department as the final step in the personnel clearance process when exiting the university upon termination of employment or when transferring to another university department. In cases of involuntary termination, in coordination with the Human Resources Department, the hiring department may collect the university keys directly from the terminating employee and return them to the Associate Vice President for Facilities Services or designee.

2.   **Adjunct Faculty and Temporary Staff**

Adjunct faculty or temporary staff employees shall return their keys to their department upon termination of their employment**.** The department shall immediately forward the keys to Facilities Services. Failure to retrieve and forward keys to Facilities Services that results in departmental security being compromised and rekeying of locks is the financial responsibility of the department.

3.   **Students**

Students shall return all non-housing university owned keys to the senior administrator responsible for initiating the original key request. Administrators must ensure keys are returned upon termination of student employment, which terminates right of access to facilities, It is the responsibility of each administrator to recover all keys issued to a student upon termination of the student's employment. If the student fails to return the keys issued, the administrator must notify Facilities Services. Facilities Services will notify the Business Office to place "hold" on the student's record. Upon request, Facilities Services will provide a listing of all keys issued to students for a specific department. Administrators shall return all keys not issued to Facilities Services. Administrators may request a "hold" be placed on a student's record for failure to pay lost key charges as specified in this policy.

I.   Residence Hall and Apartment Key Policy

All outside and room keys to ~~residence halls~~Residence Life facilities will be stored, issued, returned, and accounted for by the Director of Residence Life & Housing (or designee)~~and Residence Life~~. Master keys issued to ~~R~~residence Life staff~~ce assistants~~ will be transacted through the Director of Residence Life & Housing and ~~Residence Life,~~Associate Vice President for Student Affairs / Dean of Students~~, and the Vice President for Student Affairs and Enrollment Management~~. Facilities Services will issue the keys to these ~~students~~individuals.

MIDWESTERN
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Policy 3.325: Conflict of Interest, Conflict of Commitment, and Outside Employment and Activities

Adopted and Approved: MM DD, 2017
Next Scheduled Review: 05-2019

I.   Policy Statement

It is the policy of Midwestern State University ("MSU" or "University") to provide a system of disclosure, approval, and documentation of its employees' employment and activities outside of the University which might otherwise raise concerns about conflicts of interest or conflicts of commitment. This policy serves to ensure compliance with state ethics laws and University policies and is intended to provide the framework for policies and procedures to clearly delineate permissible outside employment and activities, including board service.

II.   Reason for Policy

The University recognizes the common practice of faculty and staff holding more than one employment or position due to needs, interests, or development. Employment and/or participation in activities outside the University is permitted as long as it does not interfere with the employee's University duties and responsibilities and create a conflict of interest or conflict of commitment. This policy provides the institutional framework ensuring that the primary responsibility to protect the credibility and reputation of the University and its faculty and staff when those employees are engaged in outside employment and activities.

III.   Application of Policy

This policy applies to all University employees.

IV.   Definitions

Business Entity – any entity recognized by law through which business for profit is conducted, including a sole proprietorship, partnership, firm, corporation, holding company, joint stock company, receivership, or trust.

Compensation – any form of benefit including but not limited to salary, retainer, honoraria, intellectual property rights or royalties, or promised, deferred, or contingent interest.

Conflict of Interest - a significant outside interest of a MSU employee or one of the employee's immediate family members that could directly or significantly affect the employee's performance of their University responsibilities. The proper discharge of an employee's university responsibilities could be directly or significantly affected if the employment, service, activity or interest: (a) might tend to influence the way the

Conflict of Interest, Conflict of Commitment, and Outside Employment and Activities   Page 1 of 9

employee performs his or her University responsibilities, or the employee knows or should know the interest is or has been offered with the intent to influence the employee's conduct or decisions; (b) could reasonably be expected to impair the employee's judgment in performing his or her University responsibilities; or (c) might require or induce the employee to disclose confidential or proprietary information acquired through the performance of University responsibilities.

Conflict of Commitment - a state in which the time or effort that a MSU employee devotes to an outside activity directly or significantly interferes with the employee's fulfillment of their University responsibilities or when the employee uses state property without authority in connection with the employee's outside employment, board service, or other activity.

Immediate Family Members – include a spouse; a dependent child, a stepchild or other dependent, for purposes of determining federal income tax liability during the period covered by the disclosure statement; and a related or non-related unmarried adult who resides in the same household as the individual and with whom the individual is financially interdependent as evidenced, for example, by the maintenance of a joint bank account, mortgage, or investments.

Management Plan – a written agreement that may impose conditions and prescribe actions necessary, including reduction or elimination, to manage conflicts of interest, conflicts of commitment, or outside employment or activities.

Nature and Extent – a description of the activity, the time commitment, and anticipated length of time the commitment is expected to continue.

Outside Activity - any uncompensated activity, consulting, or service (e.g., board service) performed by the employee outside of the employee's employment relationship with MSU for the direct or indirect benefit of the employee or the organization served.

Outside Board Service – service on a board, council, or other governing or advisory body of a business, civic, professional, social, or religious organization whether for profit or nonprofit.

Outside Employment – any compensated employment, consulting, or service (e.g., board service) performed by the employee outside of the employee's employment relationship with MSU for the direct or indirect benefit of the employee or the organization served.

Professional and Administrative Staff – employees who have been determined to be exempt from the Fair Labor Standards Act (FLSA) and are, therefore, not entitled to overtime pay. It also includes employees who are not exempt from the FLSA if they are authorized to execute contracts on behalf of the University or who because of their job duties at the University have authority to exercise discretion with regard to the award of contracts or other financial transactions. This definition includes staff assigned to professional and administrative positions and staff assigned to classified positions.

Substantial Interest in a Business Entity – a controlling interest; ownership of more than 10 percent of the voting interest; ownership of more than $5,000 of the fair market value; a direct or indirect participating interest by shares, stock, or otherwise, regardless of whether voting rights are included, in more than 10 percent of the profits, proceeds, or capital gains; or service as an officer. It does not include investments in mutual funds or retirement accounts, so long as the individual does not directly control the investment decisions made in those vehicles.

V.   **Procedures and Responsibilities**

A.   Primary Responsibility

The primary responsibility of University employees is the accomplishment of the duties and responsibilities assigned to one's position of appointment.

B.   Outside Employment and/or Activities

1.   University employees may engage in outside employment or activities, as long as the employment or activity does not violate state laws or MSU policies or procedures governing the conduct of employees, including ethics standards and provisions prohibiting conflicts of interest, conflicts of commitment, and use of state resources.

2.   Certain outside activity clearly enhances the mission of the University and/or provides important elements of faculty or staff development related to their University responsibilities (see for example, MSU Policy 3.120: Faculty Tenure and Promotion Policy). The following activities are examples of activities encouraged:

- Serving on a federal, state, or local government agency committee, panel, or commission;

- Acting in an editorial capacity for a professional journal;

- Reviewing journal manuscripts, book manuscripts, or grant or contract proposals;

- Attending and presenting talks at scholarly colloquia and conferences;

- Developing scholarly communications in the form of books or journal articles, reviews, movies, television productions, and similar works, even when such activities result in financial gain, consistent with intellectual property and other applicable MSU policies and guidelines; and

- Serving as a committee member, an officer, or board member of a professional or scholarly society.

The nature and extent of all of the above activities are to be described as part of a faculty or staff member's periodic performance evaluation.

3.   Outside employment during those months in which a member of the faculty appointed on a 9-month, 11-month, or 12-month basis is not appointed is considered pre-approved, requiring no further approval, unless the outside employment reasonably appears to create a conflict of interest, in which case prior approval is required. Such activity is required to be disclosed in accord with section V.D.2, below.

C.   Conflicts of Interest and Conflicts of Commitment Prohibited

University employees may not have a direct or indirect interest, including financial and other interests, or engage in a business transaction or professional activity, or incur any obligation of any nature that is in substantial conflict with the proper discharge of the employee's duties for the University.

Activities on behalf of outside entities or individuals must not interfere with an employee's fulfillment of his or her duties and responsibilities to the University. Such conflicts of commitment may arise regardless of the location of these activities (on or off campus), the type of outside entity (individual, for-profit, not-for-profit, or government), or the level of compensation (compensated or non-compensated).

D. Disclosure and Approval

1. Approval Requirements

    a. Approval requirements shall apply to:

        i. all full-time employees; and

        ii. part-time professional and administrative staff (but not part-time faculty) only if the activity reasonably appears to create a conflict of interest.

    b. Graduate student academic employees including, but not limited to, teaching assistants, instructional assistants and research assistants are not covered under section V.D of the policy.

    c. Except as noted at (d), below, approval is required prior to engaging in the following outside employment or activities that reasonably appear to create a conflict of interest or combine to total an average of twenty (20) hours or more per work week (for faculty the average is calculated per work week over the course of the semester):

        i. all outside employment or other compensated activities;

        ii. all service on outside boards (see below, for details, including exclusions); and

        iii. any uncompensated activity that reasonably appears to create a conflict of interest or conflict of commitment.

    d. Pre-Approved Activities. The following activities are "pre-approved," such that approval need not be obtained prior to engagement in the activity. The following activities are examples of activities encouraged:

        i. Serving on a federal, state, or local government agency committee, panel, or commission;

        ii. Acting in an editorial capacity for a professional journal;

        iii. Reviewing journal manuscripts, book manuscripts, or grant or contract proposals;

        iv. Attending and presenting talks at scholarly colloquia and conferences;

        v. Developing scholarly communications in the form of books or journal articles, reviews, movies, television productions, and similar works, even when such activities result in financial gain, consistent with intellectual property and other applicable MSU policies and guidelines; and

        vi. Serving as a committee member, an officer, or board member of a professional or scholarly society.

vii. For faculty, the evaluation categories and criteria in section IV of MSU Policy 3.120: Faculty Tenure and Promotion, except that any compensated outside employment and/or activities in connection with such categories and criteria must be disclosed and approved in accordance with the provisions of section V.D of this policy (3.325).

Because the University requires the disclosure of a description of the nature and extent of some or all such activities as part of a faculty or staff member's periodic performance evaluation, such activities, except for compensated outside employment and/or activities described in section V.D.1.d.vii, above, need not be disclosed in the form described in section V.D.2, below.

2. Each full-time faculty, full-time professional and administrative staff, are required to disclose any applicable information listed in subsections (a) through (g) below, on an annual basis, or more frequently as may be required per section V.G below, on a form approved by the Office of the General Counsel and routed to the Human Resources Department and a copy provided to the employee and to the employee's department supervisor; full-time regular staff (not professional and administrative staff) must report such information only once, however, any changes should be resubmitted for review and approval:

(Note: When in doubt in determining whether an activity or interest should be disclosed, the individual should resolve the doubt in favor of disclosure.)

a. a description of the nature and extent of all outside employment or other compensated activity;

(Note: Texas Government Code §667.007 requires a person to inform the person's employing state agency or institution of higher education before accepting additional employment with another agency or institution.)

b. a description of the nature and extent of any outside activity, regardless of compensation, that reasonably appears to create a conflict of interest or a conflict of commitment;

c. a description of the nature and extent of any outside (onsite or distance) teaching that is in, or related to, the same discipline as one's area of University teaching responsibilities;

d. a description of the nature and extent of outside board service, regardless of compensation, (see section V.E.4, below, for details, including exclusions);

e. a description of any substantial interest in a business entity that reasonably appears to create a conflict of interest, which should be provided no later than 30 days after acquiring the interest;

f. a description of gifts over $250 to the individual or his or her immediate family members, but only if they reasonably appear to create a conflict of interest, which should be provided no later than 30 days after acquiring the gift. Do not include gifts received from: one's parent, child, sibling, grandparent, or grandchild; one's spouse or the spouse of

anyone mentioned above; or the parent, child, sibling, grandparent, or grandchild of one's spouse; and

g. a description of the nature and extent of any activity of immediate family members that reasonably appears to create a conflict of interest and a description of any substantial interest of immediate family members in a business entity (as defined above) that reasonably appears to create a conflict of interest, which should be provided no later than 30 days after acquiring the interest.

3. Part-Time Employees

In accordance with section V.D.2, above, part-time members of the professional and administrative staff are required to disclose the nature and extent of any outside employment and/or activity and any substantial interest in a business entity (as defined above) that reasonably appears to create a conflict of interest; such part-time employees are not required by this policy to disclose for family members; part-time members of the faculty must disclose only the information required by section V.D.2.a, above.

E. Guidelines for Reviewing and Approving Requests to Engage in Outside Employment and/or Activities

1. Approval Authorities

The President appoints the following individuals as approval authorities under this policy:

a. for members of the faculty: the department chair and the dean;

b. for department chairs: the dean and the Provost;

c. for deans: the Provost and the President;

d. for executive officers: the President and the Chairperson of the Board of Regents' Audit, Compliance, and Management Review Committee;

e. for the President: the Chairperson of the Board of Regents or his or her designee;

f. for professional and administrative staff: their supervisor and the supervising vice president; and

g. for other employees: their supervisor.

2. Faculty Time

Members of the faculty have flexibility in using their time to prepare for teaching and engage in research and other scholarly activity. Other responsibilities, such as presenting lectures, being available to meet with students, and participating in University committees, have more rigid time demands. During the academic term in which a faculty member holds a full-time appointment, the faculty member must attend to all their duties and responsibilities and meet the minimum academic workload requirements.

3. Accounting for Outside Board Service

   a. Uncompensated Outside Board Service of Direct Benefit to MSU, Other Than Scholarly Boards Pre-Approved in section V.D.1.d, Above:

   MSU recognizes the benefit to be derived by the University from outside board service. The service:

   i. must be service on a nonreligious board;

   ii. must be uncompensated (other than for reimbursement of usual and customary expenses);

   iii. requires prior approval; and

   iv. requires disclosure.

   b. Compensated Board Service or Service to a Religious Organization

   Service on an outside board for which the employee is compensated and any service to a religious organization whether or not compensated must be on the individual's own time.

   i. If the service occurs during normal office hours, the individual must use vacation time, compensatory time, or other appropriate leave or approved arrangements while providing the service;

   ii. The service must be without cost to MSU.

   iii. Service to a local religious congregation that is primarily personal does not require prior approval and does not need to be disclosed, regardless of compensation. Service on the board of a religious organization that provides services that the University provides, such as religious hospital or academic institution, requires prior approval and must be disclosed.

   iv. Compensated service on a nonreligious board requires prior approval and must be disclosed, except as noted in the subsection immediately below.

   c. Board Service or Activity that is Personal

   Participation (regardless of compensation) on outside boards or activity in which the service is primarily personal rather than professional in nature and is done on one's own time is permitted without the requirement of approval or disclosure if it does not create a conflict of interest or conflict of commitment or the appearance of a conflict of interest or conflict of commitment. Examples include boards of the following nature - a municipality; local religious congregation; neighborhood association; public, private or parochial school; political organization; social advocacy organization; youth sports or recreation league; affinity group such as the local orchid society or model train collectors club; and other similar outside boards.

4. Management Plans

   Management plans must be in place for all faculty and professional and administrative staff (but not part-time faculty) for outside employment and activities that may create a conflict of interest or conflict of commitment

before activity begins. Management plans must be developed by the employee in conjunction with the employee's director, department chair or head, dean or vice president as appropriate and approved by the Office of the General Counsel.

F. Appeals

Employees whose request for approval of outside employment or activity is denied may request the denying authority reconsider and provide an explanation of the decision in writing. If the employee remains unsatisfied with the decision, he or she may proceed up one level of approval authority. And for faculty, a split decision by the department chair and the dean is automatically referred to the provost for resolution. If the employee is still unsatisfied he or she may access standard grievance procedures to the extent they are applicable.

G. Prospective and Retrospective Approval

In rare instances, outside activities may be approved retrospectively when the employee is called upon in an emergency or urgent situation where it would be impossible or unreasonable to obtain advance approval. In such cases, the activity must be fully disclosed and approval sought from the appropriate authority as soon as reasonably possible.

Some activity may also be prospectively approved, for up to one year, when an employee fully describes to the approving authority the general nature and extent of anticipated, but not confirmed, outside opportunities.

In any event, whether previously approved or not, employees should ensure they notify their chair, dean, or supervisor in advance when they will be missing specific responsibilities.

H. Confidential Outside Activity

If an employee wishes to engage in an activity for which some or all of the relevant information is confidential, the approving authority may approve the activity without requiring full written disclosure if the approver is satisfied there is a compelling reason to treat the information confidentially and the activity is fully compliant with applicable laws and University policies.

I. Rescinding Approvals

An approving authority may rescind an approved outside employment and/or activity upon receipt of information indicating the activity is not consistent with this policy or any applicable law or University policy. The individual for whom the activity may be rescinded shall be given notice in writing and have an opportunity to respond.

J. Noncompliance

Noncompliance with this policy may subject one to discipline in accord with applicable University procedures, up to and including termination of employment.

K. Use of University Property

University property may only be used for state purposes appropriate to the University's mission. Use of University property for any outside employment and/or activity is prohibited except in cases where such use is clearly justified and

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must be explicitly approved in writing (e-mail acceptable) by the President through normal administrative channels.

L. Education and Training

1. Employees with responsibility for approving and managing outside employment and/activities and interests covered by this policy must take training offered by the University.

2. The University will annually distribute this policy to all employees.

M. Salary Supplement

In compliance with State of Texas Government Code Section 659.0201, when the University accepts a gift, grant, donation, or other consideration from a person and the donor designates it to be used as a salary supplement for an employee of the University, the University will analyze the gift, grant, or donation for potential conflicts of interest. If a conflict of interest exists, the University will utilize its current processes and procedures to eliminate or manage the conflict.

VI. Related Statutes, Rules, Policies, Forms and Websites

Related Statutes:
- Texas Education Code, Chapter 51, Provisions Generally Applicable to Higher Education, Sec. 51.9337(b), as amended by Senate Bill 20.
- Texas Government Code, Title 5, Subtitle B, chapter 572, Personal Financial Disclosure Standards of Conduct, and Conflict of Interest.
- Texas Government Code, Title 10, Subtitle E, chapter 2203, Use of State Property.
- Texas Government Code, title 10, Subtitle F, chapter 2261, State Contracting Standards and Oversight.

Related Policies:
3.134 Outside Employment of Faculty
3.314 Ethics Policy for Employees
3.346 Standards of Conduct for State Employees
3.343 Dual Employment with the State
3.120 Faculty Tenure and Promotion

Related Forms:
Disclosure/Request for Approval of Outside Employment or Activity (NEW)

VII. Responsible Office(s)

Contact: Office of the General Counsel
Phone: (940) 397-6225
Email: barry.macha@mwsu.edu

VIII. History

Date Adopted: xx/xx/2017

Conflict of Interest, Conflict of Commitment, and Outside Employment and Activities   Page 9 of 9

Policy 4.197: Information Resources Use and Security Policy

Approved MM DD, 2017
Next Scheduled Review: 11-2019

I.   Policy Statement

It is the policy of Midwestern State University (MSU or University) to:

- Protect information resources based on risk against accidental or unauthorized disclosure, modification, or destruction and assure the confidentiality, integrity, and availability of University data;

- Appropriately reduce the collection, use, or disclosure of social security numbers contained in any medium, including paper records;

- Apply appropriate physical and technical safeguards without creating unjustified obstacles to the conduct of the business of the University and the provision of services to its many constituencies; and

- Comply with applicable state and federal laws, rules, and regulations and University policies and procedures governing information resources.

II.   Reason for Policy

Texas Government Code §2054.001 provides that information and information resources possessed by agencies of state government are strategic assets belonging to the residents of this state and must be managed as valuable resources, and it is the policy of this state to coordinate and direct the use of information resources technologies by state agencies and to provide the most cost-effective and useful retrieval and exchange of information between such agencies and branches of state government and the residents of this state and their elected representatives.   University assets must be available and protected commensurate with their value and must be administered in conformance with federal and state laws, rules, and regulations, and University policies.

MSU Policy 4.197 provides requirements and guidelines to: establish accountability and prudent and acceptable practices regarding the use and safeguarding of the University's information resources; protect the privacy of personally identifiable information contained in the data that constitutes part of its information resources; ensure compliance with applicable University policies and state and federal laws, rules, and regulations regarding the management and security of information resources; and educate individual users with respect to the responsibilities associated with use of the University's information resources.

MSU Policy 4.197 serves as the foundation for the University's information security program, and provides the University's Chief Information Security Officer the authority to develop an MSU Information Security Handbook to implement procedures necessary for a

successful information security program in compliance with MSU Policy 4.197 and applicable state and federal laws, rules, and regulations.

III. Application of Policy

This policy applies to:

- All information resources owned, leased, operated, or under the custodial care of the University;

- All information resources owned, leased, operated, or under the custodial care of third-parties operated on behalf of the University; and

- All individuals accessing, using, holding, or managing University information resources on behalf of the University.

To the extent this policy conflicts with MSU Policy 4.181 (Information Technology Policies and Procedures) this policy controls.

IV. Definitions

a. *Business Continuity Planning* - the process of identifying mission critical information systems and business functions, analyzing the risks and probabilities of service disruptions and outages, and developing procedures to continue operations during outages and restore those systems and functions.

b. *Catalog* – the Texas Department of Information Resources' (DIR) Security Control Standards Catalog.

c. *Category I Confidential Information* – confidential information that must be protected from unauthorized disclosure or public release based on state or federal law (e.g., the Texas Public Information Act, and other constitutional, statutory, judicial, and legal agreement requirements).

d. *Category II Sensitive Information* – sensitive information that could be subject to release under the Texas Public Information Act and should be controlled prior to release.

e. *Category III Public Information* – public information available for release as described in the Texas Public Information Act.

f. *Chief Information Officer (CIO)* – the person responsible for information resources across the whole of the University and implementing security controls in accordance with the University's information security program; also serves as the information resources manager (IRM) as defined in Chapter 2054, Subchapter D, Texas Government Code.

g. *Chief Information Security Officer (CISO)* – the person responsible for the administration and management of the University's information security program and developing the Information Security Handbook in accordance with this policy.

h. *Data* – elemental units, regardless of form or media, which are combined to create information used to support University business processes. Data may include but are not limited to: physical media, digital, video, and audio records, photographs, negatives, etc.

i. *Incident* - a security event that results in, or has the potential to result in a breach of the confidentiality, integrity, or availability of information or an information resource. Security incidents result from accidental or deliberate unauthorized access, loss,

disclosure, modification, disruption, or modification of information resources or information.

j. *Information* - data as processed, stored, or transmitted by a computer that the University administration is responsible for generating, collecting, processing, accessing, disseminating, or disposing of in support of a business function.

k. *Information Resources* - the procedures, equipment, and software that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information, and associated personnel including consultants and contractors.

l. *Information Resources Custodian (Custodian)* – an individual, department, or third-party service provider responsible for keeping and protecting information for the information owner.

m. *Information Resources Manager (IRM)* – the executive responsible for information resources across the whole of the University as defined in Chapter 2054, Subchapter D, Texas Government Code. This is the Chief Information Officer at MSU.

n. *Information Resources Owner (Owner)* – entity or person that can authorize or deny access to certain information resources, and is responsible for its accuracy, integrity, and timeliness. Note: In the context of this policy and associated standards, owner is a role that has security responsibilities assigned to it by TAC §202.72; it does not imply legal ownership of an information resource. All University information resources are legally owned by the University.

o. *Information Security* - the protection of information and information resources from threats in order to ensure business continuity, minimize business risks, and maximize the ability of the University administration to meet its goals and objectives. Information Security ensures the confidentiality, integrity and availability of information resources and information.

p. *Information Security Handbook* - the University's Information Security Handbook establishes the information security program framework for the University administration in accordance with this policy.

q. *Information Security Program* - collection of controls, policies, procedures, and best practices used to ensure the confidentiality, integrity, and availability of University-owned information resources and information.

r. *Information System* - is any organized system for the collection, organization, storage and communication of information; normally includes hardware, software, network infrastructure, information, data, applications, communications, and people.

s. *Least Privilege* – the security principle that requires application of the most restrictive set of privileges needed for the performance of authorized tasks. The application of this principle limits the damage that can result from accident, error, or unauthorized use.

t. *Mission Critical* - a function, service, or asset that is vital to the operation of the University administration which, if made unavailable, would result in considerable harm to the University and its ability to fulfill its responsibilities.

u. *TAC 202* - Texas Administrative Code, Title 1, Part 10, Chapter 202 – information security standards that apply to all state institutions of higher education.

Information Resources Use and Security Policy   Page 3 of 11

v. *User* – an individual, automated application, or process that is authorized by the owner to access the resource, in accordance with state and federal law, University policy, and the owner's procedures and rules. The user has the responsibility to (1) use the resource only for the purpose specified by the owner; (2) comply with controls established by the owner; and (3) prevent the unauthorized disclosure of confidential information. A user is any person who has been authorized by the owner of the information to read, enter, or update that information.

V.   Procedures and Responsibilities

a. The University administration is required to adopt and implement an information security program, including an Information Security Handbook, to ensure compliance with applicable University policies and state and federal laws, rules, and regulations. The processes, procedures, controls and standards established to meet the requirements of this policy shall incorporate: (1) TAC Title 1, Part 10, Chapter 202; (2) NIST Special Publication 800-53 (Rev. 4): (3) the Texas Security Control Standards Catalog, Version 1.3 (2/26/2016); and (4) other required information protection standards as applicable, including but not limited to the following:

1. Access Controls: Establishing user identity, administering user accounts, establishing and monitoring user access to information resources to ensure confidential information is accessibly only to authorized users as defined in the Catalog, controls # AC-1, AC-2, AC-3, AC-5, AC-8, and AC-18.

2. Awareness and Training: Requirements to ensure every information resources user receives adequate and ongoing training on computer security, maintains training records, and monitors the records for compliance as defined in the Catalog, controls # AT-1, AT-2, and AT-4.

3. Audit and Accountability: Providing the means for authorized personnel to audit and establish individual accountability; maintain appropriate audit trails for updates to hardware and software; and maintain a sufficiently complete history to permit an audit of information resources system as defined in the Catalog, control # AU-2.

4. Security Assessment and Authorization: Designating an individual, independent of the information security program, to annually review the information security program for compliance and effectiveness and report their assessment to the president or his/her designee as defined in the Catalog, control # CA-2.

5. Configuration Management: Establishing a process to control modifications to hardware, software, and firmware with documentation to ensure information resources are protected as defined in the Catalog, controls # CM-1, CM-4, and CM-11.

6. Contingency Planning: Develop, distribute, review, update, and communicate a contingency plan for the information system, coordinate contingency planning activities, and protect the contingency plan from unauthorized modification as defined in the Catalog, controls # CP-2, CP-4, and CP-6.

7. Identification and Authentication: Establish guidelines to verify the user, process or device for granting access to information system resources as defined in the Catalog, controls # IA-1, IA-2, and IA-4.

8. Incident Response: Assess the significance of a security incident based on the business impact and the technical effect, report all incidents immediately to supervisors and the CISO, and resolve the incident as required by federal and state rules as defined in the Catalog, controls # IR-1, and IR-6.

9. Media Protection: Properly dispose of data processing equipment in accordance with Texas Government Code, Section 441.185, including sanitizing or removal of the storage device and keep records documenting all removals as defined in the Catalog, control # MP-6.

10. Physical and Environmental Protection: Document and manage physical access to mission critical information resource facilities to ensure protection from unlawful or unauthorized access, use, modification or destruction as defined in the Catalog, controls # PE-1, and PE-13.

11. Planning: Develop and implement a security plan for the information system that provides an overview of the security requirements or the system and describe the security controls in place or planned for meeting those requirements as defined in the Catalog, control # PL-2.

12. Program Management: Ensure an information resources security program consistent with state and federal standards and shall designate an information security officer to administer the program as defined in the Catalog, controls # PM-1, and PM-2.

13. Personnel Security: Ensure all authorized users formally acknowledge that they will comply with the security policies and procedures or they will not be granted access to information resources as defined in the Catalog, control # PS-2.

14. Risk Assessment: Perform and document a risk assessment of information resources based on the inherent risk, and present the assessment to the president or his/her designee for approval as defined in the Catalog, control # RA-3.

15. System and Service Acquisition: Include security requirements and/or security specifications in acquisition contracts and include information security, security testing, and audit controls in all phases of system development or acquisition as defined in the Catalog, controls # SA-3, and SA-4.

16. System and Communication Protection: Ensure confidential information transmitted over the internet is encrypted, and confidential information stored in a public location is encrypted as defined in the Catalog, controls # SC-5, SC-8, and SC-13.

17. System and Information Integrity: Establish a security strategy to proactively detect and respond to security threats and events as defined in the Catalog, controls # SI-4, and SI-13.

As required by TAC, Title 1, Part 10, §202.71, the University's information security program shall be reviewed biennially and revised for suitability, adequacy, and effectiveness as needed. This review shall be performed by an individual independent of the information security program. This individual shall be designated by the President of the University.

b. Information Security Roles

1. The University President shall:

(a) ensure the University's compliance with this policy and associated standards;

(b) designate an individual to serve as the University's Information Security Officer (CISO) who shall:

    (1) serve in the capacity as required by TAC, Title 1, Part 10, §202.71 (b) with authority for the entire institution;

    (2) report to the University's Vice President for Administration and Finance (who reports to the President); and

    (3) have a dotted line reporting relationship to the University's Executive Oversight Compliance and Ethics Committee;

(c) budget sufficient resources to fund ongoing information security remediation, implementation, and compliance activities (e.g., staffing, training, tools, and monitoring activities) that reduce compliance risk to documented acceptable levels;

(d) approve the University's information security program and ensure compliance with applicable University policies and state and federal laws regarding the management and security of information resources;

(e) in accordance with TAC, Title 1, Part 10, §202.71, designate an individual independent of the University's information security program to conduct a biennial review of the program for suitability, adequacy, and effectiveness, and ensure such revisions as needed are made; and

(f) ensure appropriate corrective and disciplinary action is taken in the event of noncompliance.

2. The Information Resources Manager (IRM) shall implement security controls in accordance with the MSU information security program. The IRM is the University's Chief Information Officer (CIO).

3. The Chief Information Security Officer (CISO) is responsible for the administration and management of the University's information security program and developing the Information Security Handbook in accordance with this policy and shall:

(a) work in partnership with the University community to establish effective and secure processes and information systems and to promote information security as a core institutional value;

(b) develop and maintain in accordance with this policy a current and comprehensive institution-wide information security program that is in compliance with applicable University policies and state and federal laws, rules, and regulations regarding the management and security of information resources; and develop and maintain an Information Security Handbook (to be reviewed and updated at least annually and at other times as appropriate) to implement procedures necessary for a successful information security program in accordance with this policy, that includes risk assessment, action plans, training plans (that include educating individual users with respect to the responsibilities associated with use of

the University's information resources), monitoring plans, physical security of information resources and a perimeter protection strategy, and specific risk mitigation strategies to be used by owners and custodians of mission critical information resources to manage identified risks, including business continuity and disaster recovery plans;

(c)   develop and recommend institutional policies subject to approval by the Board of Regents in accordance with established University policy and procedures to ensure the protection of University information resources, including during the development or purchase of new computer applications or services;

(d)   ensure that annual information security risk assessments are performed and documented by owners of mission critical information resources and information resources containing confidential information/data;

(e)   approve, document, and justify any exceptions to any security controls, and include such exceptions in the annual report to the University President;

(f)   specify and require use of appropriate security software such as anti-Malware, firewall, configuration management, and other security related software on computing devices owned, leased, or under the custody of any department, operating unit, employee, or other individual providing services to the University;

(g)   communicate instances of noncompliance to appropriate administrative officers for corrective, restorative, and/or disciplinary action;

(h)   investigate and manage security incidents and inform the University President of incidents posing significant risk to individuals, the University, or other organizations, and report a summary of security-related events to the Texas Department of Information Resources on a monthly basis;

(i)   provide updates to the University's Executive Oversight Compliance and Ethics Committee; and

(j)   ensure all reporting requirements of TAC, Title 1, Part 10, §202.23 and §202.73 are met, including but limited to a report, at least annually, to the University President with copies to the MSU Chief Information Officer and the University's Executive Oversight Compliance and Ethics Committee on the status and effectiveness of information resources security controls for the whole institution in accordance in with this policy.

4.   Functional Roles

(a)   Information owners have operational authority for specific information and are responsible for authorizing the controls for generation, collection, processing, access, dissemination and disposal of that information.

(b)   A custodian is the person responsible for implementing the information owner-defined controls and access to an information resource. Custodians are responsible for the operation of an information resource. Individuals who obtain, access, or use information provided by information owners for

Information Resources Use and Security Policy   Page 7 of 11

the purpose of performing tasks also act as custodians of the information and are responsible for maintaining the security of the information. Custodians may include employees, vendors, and any third party acting as an agent of, or otherwise on behalf of, the University administration.

(c) A user is an individual, automated application, or process that is authorized by the owner to access the resource, in accordance with state and federal law, University policy, and the owner's controls and access procedures and rules. The user has the responsibility to (1) use the resource only for the purpose specified by the owner; (2) comply with controls established by the owner; and (3) prevent the unauthorized disclosure of confidential information. A user is any person who has been authorized by the owner of the information to read, enter, or update that information.

(d) Guests, contractors, consultants, and vendors are considered external parties and shall adhere to this policy.

c. Secure Access and Management of Information and Information Resources

1. All individuals who hold information security roles are responsible for ensuring the confidentiality, integrity, and availability of information and information resources that they access or use.

2. Access to information and information resources shall be managed and controlled and shall be granted according to the principle of least privilege.

3. Information owners and custodians must ensure that access to information and information resources shall be granted to a user only after the user has acknowledged that he or she will comply with this policy and shall be removed upon termination of employment, employment status change or termination of a written agreement. All users who are University employees, including student employees, or who are otherwise serving as an agent or are working on behalf of the University, must formally acknowledge and comply with MSU Policy 4.197 (Information Resources Use and Security Policy) by executing the Information Resources Use and Security Policy Agreement linked hereto and incorporated herein for all purposes. Any deviations from the terms of the agreement must be approved by the University's Office of the General Counsel.

4. All users of information shall receive annual security awareness training that is based on their information security role.

5. In accordance with applicable laws, this policy, and the University's Information Security Handbook, information shall be classified by information owners as category I, II, III. Information owners and custodians shall ensure that management, use, and access to information shall be based on its classification. The University's information/data classification standard consists of three mutually exclusive information/data classifications based on fit within a spectrum indicating the degree to which access to the information/data must be restricted and information/data integrity and availability must be preserved. The three classifications are as follows:

Information/Data Classification

Data Classification and Description	Examples	Comments
Confidential Information / Data Information (or Data) is classified as confidential if it must be protected from unauthorized disclosure or public release based on state or federal law or regulation, and by applicable legal agreement to the extent permitted by law. ***Historically, this type of information/data has been referred to as Category-I Information/Data.***	Patient billing information and protected health information subject to HIPAA or applicable state law. Student education records subject to FERPA. A credit card number associated with an individual's name. A social security number. Medical research information/data that contains protected health information. Certain student loan information subject to the Gramm-Leach-Bliley Act.	Information (Data) cannot simply be declared to be "confidential." This classification is reserved for information that is protected from public release based on state or federal law, or a legally binding order or agreement. Likewise, data cannot be declared to be "confidential" under all circumstances. Context is an essential element. (In relation to the Federal Standards for Security Categorization of Federal Information and Information Systems, FIPS 199, this category equates to HIGH IMPACT for a Confidentiality, Integrity, and Availability breach.)
Sensitive Information / Data The sensitive classification applies to information/data that is not generally created for or made available for public consumption, but may be subject to release to the public through request via the Texas Public Information Act or similar state or federal law. ***Historically, this type of information/data has been referred to as Category-II Information/Data.***	Operational records, operational statistics, employee salaries, budgets, expenditures. Internal communications that do not contain confidential information. Research information/data that has not yet been published, but which does not contain confidential information protected by law or applicable legal agreement.	This classification likely encompasses the greatest volume of information/data within the University. (In terms of FIPS 199, this category equates to MODERATE IMPACT for a Confidentiality, Integrity, and Availability breach.)
Public Information / Data Published Information/Data includes all Data made available to the public through posting to public websites, distribution through Email, Social Media, print publications, or other Media. ***Historically, this type of Information/Data has been referred to as Category-III Information/Data.***	Statistical reports, fast facts, published research, unrestricted directory information, educational content available to the public at no cost.	Information can migrate from one classification to another based on information life-cycle. Unpublished research may fit the criteria of "controlled information" until published upon which it would become published information. (In terms of FIPS 199, this category equates to LOW IMPACT for a Confidentiality, Integrity, and Availability breach.)

6. Information and information resources shall be protected in accordance with the controls required under this policy and the University's Information Security Handbook and shall be implemented to ensure their logical and physical protection during all phases of their lifecycles.

7. Risks to information resources shall be managed in accordance with the requirements of this policy and the University's Information Security Handbook. The expense of security safeguards shall be commensurate with the value of the information and information resources being protected.

   (a) The University's President will commission University-wide security risk assessments of information resources as required in 1 Texas Administrative Code §202.72, as amended.

   (b) The University's President and the Chief Information Security Officer will develop risk management plans to address risks identified in the risk assessments of information resources.

   (c) The University's President or her/his designee is responsible for approving the applicable risk management plan and making risk management decisions based on the risk assessment and either accept exposures or protect the data according to its value/sensitivity.

   (d) If a public information request for the risk management plan or a risk assessment is received, the Office of the General Counsel for the University shall determine whether the requested information is exempt from disclosure under §2054.077(c) of the Texas Government Code.

d. Information Security Incident Management

1. The University's Chief Information Security Officer is responsible for managing security incidents.

2. Security incidents shall be reported to the University's Chief Information Security Officer and investigated promptly. All users shall cooperate during incident investigations and shall maintain the confidentiality of incidents and associated activities during all phases of incident handling.

e. Business Continuity Planning

Business continuity and disaster recovery plans shall be created and maintained for mission critical resources in accordance with the requirements of this policy and the University's Information Security Handbook.

f. Security Exceptions

Exceptions to security controls may be issued by the University's Chief Information Security Officer. Such exceptions shall be documented and justified and included in the annual report to the University President.

g. Sanctions

Penalties for violating this policy and/or the University's Information Security Handbook include, but are not limited to, the following: disciplinary action, access and usage loss, employment termination, criminal prosecution, civil litigation, and fines. Disciplinary actions imposed for violations of this policy may be grieved or

appealed by the individual who is disciplined pursuant to existing University policies and procedures.

VI.   Related Statutes, Policies & Procedures and Websites

a. Information Resources Use and Security Policy Agreement

b. MSU Information Resources Use and Security Handbook

c. MSU Policy 4.181 - Information Technology Policies and Procedures

d. Texas Administrative Code, Title 1, Part 10, Chapter 202, Subchapter C §202.70, 202.71; 202.72; 202.73; 202.74; 202.75; 202.76

e. Texas Administrative Code, Title 1, Part 10, Chapter 203, Subchapter C

e. Texas DIR Security Control Standards Catalog V1.3

f. Texas Public Information Act, §552.139

g. National Institute of Standards and Technology Controls (NIST) Special Publication 800-53r4, Security and Privacy Controls for Federal Information Systems and Organizations

h. Payment Card Industry Data Security Standards

i. Texas Penal Code Chapter 33 (Computer Crimes), 33A (Telecommunications Crimes)

VII.   Responsible Office(s)

Questions or comments regarding this Policy should be directed to:

Vice President for Administration & Finance
marilyn.fowle@mwsu.edu
Extension 4117

Chief Information Security Officer
jim.hall@mwsu.edu
Extension 4680

VIII. History

Approval - Board of Regents MM DD, 2017

BOARD OF REGENTS
MEETING AGENDA

Board of Regents Meeting Agenda
May 12, 2017
9:00 a.m.

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/welcome/president/regents-minutes.

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.

Reading and Approval of Minutes
17-111. Minutes of the regular Board of Regents meeting February 9 and 10, 2017, will be recommended for approval as shown on pages 174 and 177.

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
17-112. Information regarding the following matters will be presented.

      A. MSU Marie Morgan Award winners as Most Outstanding Athletes Videos – Mr. Williams

      B. State Political Landscape - President Shipley, Regent Burks, and Mrs. Barrow

      C. Annual Meeting of the Association of Governing Boards (AGB – President Shipley, Regent Marks, and Regent Sweatt

Executive Session

17-113.   The Board will convene in Executive Session as necessary to consider 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, 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, including
        1.   YMCA Ground Lessor's Agreement

    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, including
        1.   Extension of President's Contract

    E.   Government Code, Chapter 551, Section .076 - Deliberations Regarding Security Audits, including
        1.   Information Security Program Assessment report on action taken

Closing Comments

Adjournment

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MINUTES

MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS
Executive Committee
February 9, 2017

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 1:33 p.m., Thursday, February 9, 2017. Executive Committee members in attendance were Mr. Sam Sanchez, Chairman; Mr. Caven Crosnoe, Vice Chairman; Ms. Nancy Marks, Secretary; and Ms. Tiffany Burks, Member-At-Large. Other regents attending the meeting were Mr. Warren Ayres, Dr. Lynwood Givens, Mr. Jeff Gregg, Mr. Shawn Hessing, Dr. Shelley Sweatt, and Student Regent Lindsey Shelley.

Members of the administration present included Dr. Suzanne Shipley, President; Dr. James Johnston, Interim Provost and Vice President for Academic Affairs; Dr. Marilyn Fowlé, Vice President for Administration and Finance; Dr. Keith Lamb, Vice President for Student Affairs and Enrollment Management; Mr. Anthony Vidmar, Vice President for University Advancement and Public Affairs; Mr. Kyle Owen, Associate Vice President for Facilities Services; and Mr. Matthew Park, Associate Vice President for Student Affairs. Other university personnel attending the meeting included Dr. David Carlston, Chairman, MSU Faculty Senate; Dr. Suzanne Lindt, Associate Professor of Curriculum and Learning; Ms. Angie Reay, Chair, MSU Staff Senate; Mr. Kyle Williams, Interim Director of Athletics; Ms. Dawn Fisher, Director of Human Resources; 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. Student Government Association (SGA) representatives attending the meeting included Ms. Shayla Owens, SGA President, and Mr. Charles Frazier, SGA Observer. Representing the news media was Ms. Lana Sweeten-Shults, Wichita Falls *Times Record News*.

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

Reading and Approval of Minutes

17-44. The Executive Committee approved the minutes of the November 10, 2016, meeting as presented.

Campus Construction Update

17-45. Mr. Sanchez reported that the Board Book included project status reports as well as a report on smaller construction projects. Mr. Owen presented photographs of current projects as shown in Attachment 1. This information related to the progress of the central campus sidewalk project and the mass communication addition project. Mr. Sanchez stated that this item was presented for information only and no action was necessary.

Dallas-Fort Worth (DFW) Expansion Update

17-46. Dr. Lamb reported that since the November meeting, the administration fully executed leases with both Parker Assets, the development company, and with North Central Texas College (NCTC). He noted that the administration intends to offer courses in radiologic

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sciences, respiratory care, RN-BSN, and Education, in addition to the university's adult completion degree, Bachelor of Applied Arts and Sciences (BAAS), beginning in the fall. He added that Ms. Julie Gaynor and her staff are working on marketing initiatives and a new website is running (mwsu.edu/flowermound). Information sessions for prospective students will begin in late February and will be held throughout the spring. Dr. Lamb stated that adding the location in Flower Mound has allowed extended the university's reach to legislators in that area.

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

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

17-47. Mr. Sanchez stated that the administration recommended ratification of the accessioned artworks as presented in the Board Book. Mrs. Marks moved Board approval of this item as presented. Mr. Crosnoe seconded the motion and it was approved.

Adjournment
The Executive Committee discussion concluded at 1:41 p.m.

Reviewed for submission:

Samuel M. Sanchez, Chairman
Midwestern State University
Board of Regents Executive Committee

ATTACHMENT:
1. Construction Update - Project Photographs

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CENTRAL CAMPUS SIDEWALKS
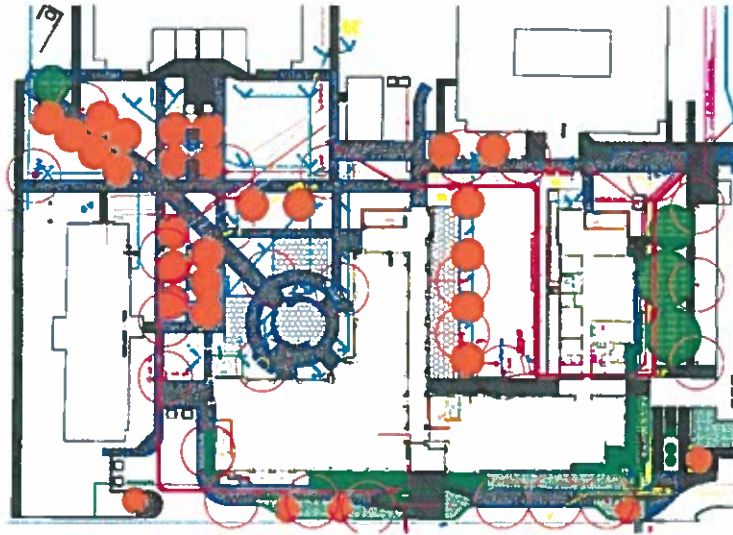
October 31, 2016

January 23, 2017

MASS COMM EXPANSION
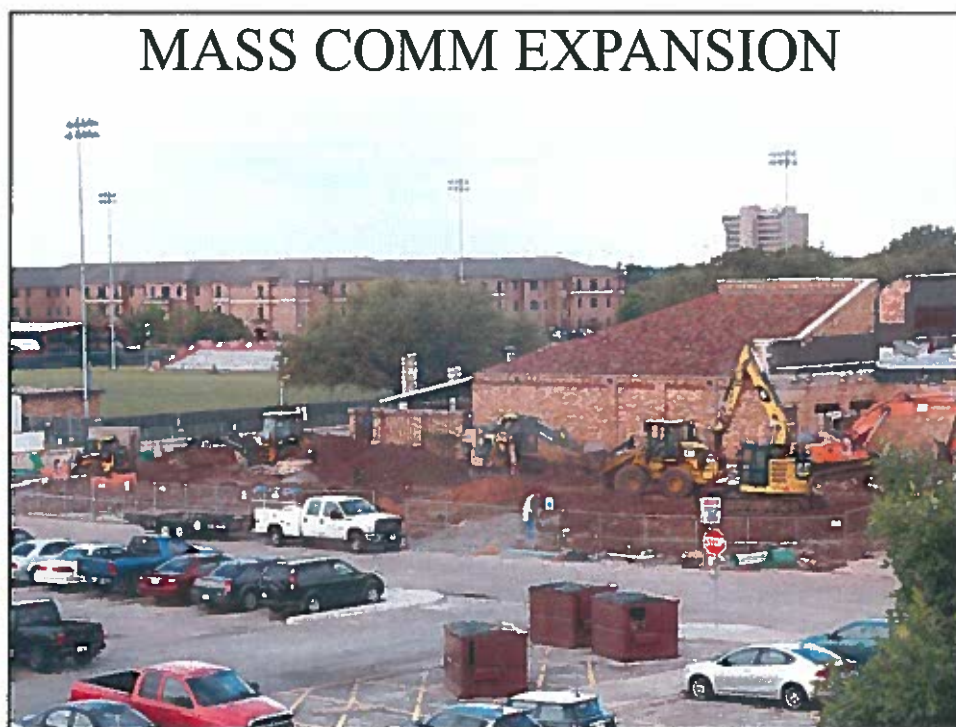
January 23, 2017

January 23, 2017

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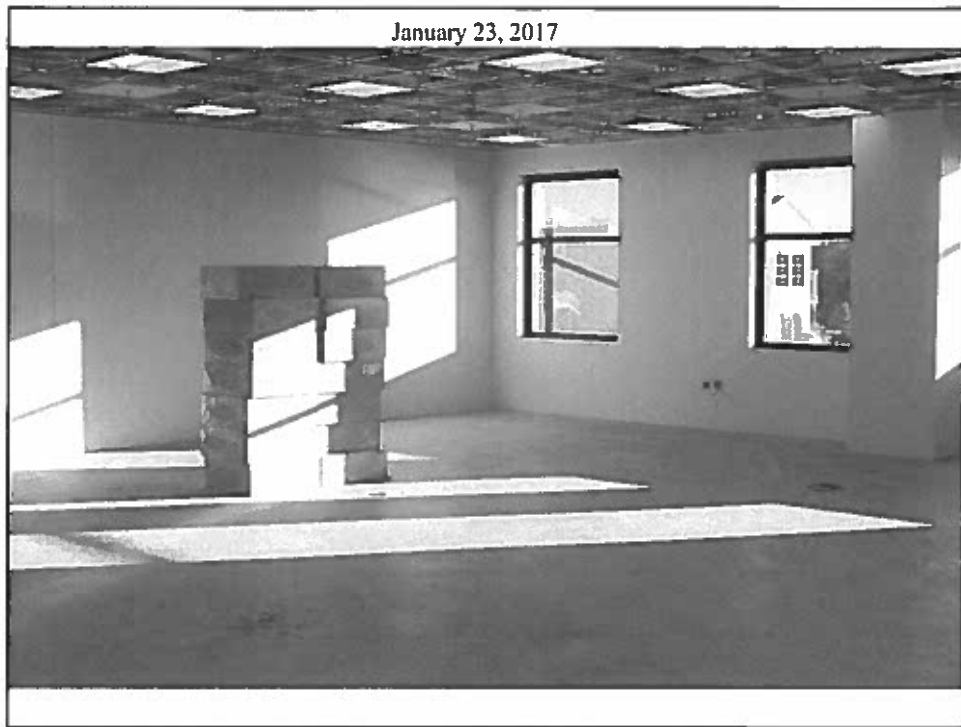
MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS
Academic and Student Affairs Committee
February 9, 2017

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 1:41 p.m., Thursday, February 9, 2017. Academic and Student Affairs Committee members in attendance were Dr. Lynwood Givens, Chairman; Mr. Shawn Hessing; Ms. Nancy Marks; and Dr. Shelley Sweatt. Other regents attending the meeting were Mr. Warren Ayres, Ms. Tiffany Burks, Mr. R. Caven Crosnoe, Mr. Jeff Gregg, Mr. Sam Sanchez, and Student Regent Lindsey Shelley.

Members of the administration present included Dr. Suzanne Shipley, President; Dr. James Johnston, Interim Provost and Vice President for Academic Affairs; Dr. Marilyn Fowlé, Vice President for Administration and Finance; Dr. Keith Lamb, Vice President for Student Affairs and Enrollment Management; Mr. Anthony Vidmar, Vice President for University Advancement and Public Affairs; Mr. Kyle Owen, Associate Vice President for Facilities Services; and Mr. Matthew Park, Associate Vice President for Student Affairs. Other university personnel attending the meeting included Dr. David Carlston, Chairman, MSU Faculty Senate; Dr. Suzanne Lindt, Associate Professor of Curriculum and Learning; Ms. Angie Reay, Chair, MSU Staff Senate; Mr. Kyle Williams, Interim Director of Athletics; Ms. Dawn Fisher, Director of Human Resources; 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. Student Government Association (SGA) representatives attending the meeting included Ms. Shayla Owens, SGA President, and Mr. Charles Frazier, SGA Observer. Representing the news media was Ms. Lana Sweeten-Shults, Wichita Falls *Times Record News*.

Dr. Givens called the meeting to order at 1:41 p.m.

Reading and Approval of Minutes

17-48. The Academic and Student Affairs Committee approved the minutes of the November 10, 2016, meeting as presented.

Faculty Report

17-49. Dr. David Carlston, Chairman of the Faculty Senate, reported on several matters on behalf of the Senate. He reported that faculty have had an opportunity to work with several campus groups during the last few months. He noted that Mr. Vidmar would soon visit with the Faculty Senate about his vision for university development. He stated that the faculty have had a wonderful experience working with Dr. Shipley, Ms. Kidwell, and Mr. Macha regarding the development of policies related to Senate Bill 20. He indicated he was very impressed by their willingness to work with the faculty and to respond to faculty concerns on the front end of the process. He stated that the faculty are excited that Dr. Johnston stepped in as Interim Provost. He noted that faculty are concerned with the state's budget outlook, but expressed confidence in Dr. Fowlé's

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ability to work through the budget process toward a positive outcome. Dr. Carlston reported that the Faculty Senate had worked closely with Jim Hall, the new Chief Information Security Officer, on the development of new policies that would be important in keeping information safe and secure. He noted that Mr. Hall had also been very responsive in working with the faculty on these policies. He stated that from a collaboration and working perspective, things were going well.

Dr. Carlston introduced Dr. Suzanne Lindt, Associate Professor of Curriculum and Learning. He noted that she is an incredible researcher, she has five articles under review, and a textbook in press.

Dr. Lindt thanked the Board for the opportunity to visit with them (see Attachment 1). She reported that she was finishing her seventh year at Midwestern State University. She stated that she was originally from New Braunfels, Texas, and was fortunate to grow up in a small town and to learn from passionate educators. She graduated from the University of Texas at Austin, where she majored in German and English. Upon graduation, Dr. Lindt taught eighth grade English in Decatur and then in Pearland. During her time as a middle school teacher she continually sought ways to motivate her students. She pursued her Ph.D. in Educational Psychology at the University of Houston. When she graduated, she wanted to work at an institution where teaching was emphasized, and where she could help new teachers learn strategies that would help students become motivated in the classroom. She stated that MSU was a great fit. She reported that working at MSU had allowed her to develop personally and professionally. In addition to teaching in the classroom, she also supervises student teachers in the field. She also serves as a sponsor for Kappa Delta Pi, International Honor Society in Education. These students go to professional conference and do community service work, helping raise funds for books and reading programs at local elementary schools.

Dr. Lindt reported that she was also very involved in the EURECA program, having worked with six different undergraduate students on six projects since the program began. She noted that through funding from The West Foundation, she and her colleague, Dr. Dittika Gupta, had conducted a free Math Camp for elementary and middle school students. She stated that she was fortunate to have great colleagues and that she had worked with some of them on a textbook on integrating movement in the classroom. The textbook was submitted for publication in December.

Dr. Lindt noted that in addition to her work with MSU students, she sponsors a Destination Imagination team in the community, works with the PTA, and co-sponsors a local 4-H club. She indicated that she is around kids all of the time and does all she can to help them build the skills they need to succeed in the 21st century

Dr. Givens thanked Dr. Carlston for his report and thanked Dr. Lindt for her presentation.

Staff Report
17-50. Ms. Angie Reay, Staff Senate Chair and Associate Director of Residence Life and Housing, indicated that she could echo some of what Dr. Carlston said as the staff had also been involved with campus initiatives and committees. She reported that Jim Hall reviewed the proposed policies with the Staff Senate earlier in the week. She added that

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staff members were serving on the Strategic Planning Committee, the Budget Oversight Committee, the Provost Search Committee, and the ADA Compliance Committee. Ms. Reay thanked Dr. Shipley for providing funds for two new Jesse W. Rogers Staff Senate Scholarship awards for the spring. She reported that the two recipients were Jesse Brown, Coordinator of Student Organizations, and Jessica Gallant, Administrative Assistant in the Registrar's Office. They each received $250 to apply toward their educational expenses this semester. She noted that both of these employees were pursuing their master's degrees.

Dr. Givens thanked Ms. Reay for her report and asked her to let the staff know how much the Board appreciates the work they do on behalf of the university.

Student Government Report

17-51. Student Government Association (SGA) President, Shayla Owens, thanked the Board for the continued privilege of speaking with them at each meeting. She stated that during the first few weeks of the spring semester the SGA had continued working to engage students to advocate on their behalf, and to implement the SGA administrative agenda. She reported on the following.

A. Engaging Students
   1. SGA has had an increased presence at university events, including basketball games, plays, and Faculty Forum presentations, letting students and faculty know SGA is proud of the work they do and offering assistance whenever needed.
   2. SGA has seen an increase in social justice involvement on campus as students are learning to engage others in a positive, non-destructive manner.
   3. Approximately 10% of students are involved in Greek Life and the overall grade point average of these students has increased by .3. The campus GPA average is 2.79 and the Greek average is 2.9.
   4. The SGA is providing funding for a pilot program for Sunday MESA bus service. This pilot program will provide data regarding the needs of students for bus service on Sundays.

B. Advocating for Students
   1. SGA has worked with the Financial Aid Office to increase financial literacy among first-time students and returners.
   2. They are also helping create new ways to ensure the best financial aid packaging is being given to students, and to encourage students to apply for grants and scholarships rather than relying too heavily on loans.
   3. The SGA is also participating in the Budget Oversight Committee.

C. Implementation of SGA Administrative Agenda
   1. Public Relations and branding have been a key focus for the SGA.
   2. The SGA has sponsored Waffle Wednesday to provide an opportunity to connect with students.
   3. Individual office hours for SGA officers have been advertised on SGA website.

Ms. Owens noted that SGA elections were underway and the new SGA President would be introduced at the May Board meeting.

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Dr. Givens thanked Ms. Owens for her report.

Athletics Report
17-52. Dr. Givens noted that Mr. Williams' Athletics Report was included in the Board Book for the Board's information.

Enrollment Report – Spring 2017
17-53. Dr. Givens reported that the 20th class day was February 8 and a copy of the spring enrollment report was presented in each Board member's folder (see Attachment 2). He asked Dr. Lamb to review the report with the Board. Dr. Lamb noted that spring enrollment was down 18 students over the previous year. He reported that despite the decrease in enrollment, the spring enrollment was the second largest the university had experienced in the last six years.

Dr. Givens asked about the number of online students in 2016 compared to 2017. Ms. Barrow responded that she would have that information for the Board on Friday. Mrs. Marks asked how many students were living on campus. Dr. Lamb responded that he did not have the information, but would make it available to the Board. Mr. Sanchez asked when the administration anticipated having Flower Mound enrollment information. Mr. Lamb stated that registration for the fall semester had not yet begun and that the administration would have a better feel for the interest later in the spring. Mr. Sanchez asked how the university was communicating with potential Flower Mound students. Dr. Lamb responded that the university was obtaining lists from community colleges and would also communicate with individuals in the area that meet certain criteria. He stated that individuals would be contacted via e-mail and regular mail. The design of a direct mail campaign is being finalized. He added that Ms. Gaynor was also working on media buys in the area including billboards, movie theaters, and newspapers.

Dr. Givens asked if the residence halls were full and Dr. Lamb responded that they were not. He reported that with the addition of Legacy Hall in the fall, the housing system's capacity increased by 500 beds or 38%. The university experienced good occupancy in the fall, although it was not as much as anticipated owing to the smaller incoming freshman class. Dr. Lamb reported that Pierce Hall was closed for the spring semester to realize efficiencies in the housing operation. Dr. Givens asked what percentage of beds were occupied. Dr. Lamb indicated that he did not know, but that he would get the information for the Board.

Dr. Givens noted that Dr. Shipley had mentioned that the university would reach an adult or older population in Flower Mound. He asked if the number of adult learners should be tracked. Dr. Shipley responded that unless the Board asks otherwise, the administration planned to track enrollment, cost, and revenue at Flower Mound. She indicated that these items would be tracked separately for several years to determine how the expanded location stands alone. She added that the majority of the individuals taking courses at Flower Mound would be working adults and would likely be 25 years of age or older. Dr. Lamb added that information regarding enrollment by age could be queried from the university's computer system. Dr. Givens suggested that the administration consider tracking this information, particularly regarding Flower Mound.

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Academic Program Degree Name Change

17-54. Dr. Givens reported that the administration recommended changing the name of the Master of Education in Reading Education to the Master of Education in Language and Literacy Studies, effective fall 2017. He noted that the agenda item explained this change and that Dr. Johnston was available to answer any questions.

Mr. Hessing moved approval of this item as presented. Mrs. Marks seconded the motion and it was approved without discussion.

Addition of Academic Program Concentration – Sports Administration

17-55. Dr. Givens presented the administration's recommendation to add a program concentration in Sports Administration to the Master of Education degree with a major in Educational Leadership. He noted that the agenda item explained this addition and Dr. Johnston was available to answer any questions.

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

Naming of Science Lab

17-56. Dr. Givens asked Dr. Shipley to present the administration's recommendation regarding naming the Instrumentation Lab in Bolin Science Hall (Room 301). Dr. Shipley stated that the recommendation to name this lab in honor of Dr. Betty Stewart originated with the faculty in the College of Science and Mathematics and was strongly supported by the academic deans. The faculty stated that the instrumentation in this laboratory facilitates keen analysis, high precision, and thoughtful consideration of data, which reflects Dr. Stewart's characteristics in leadership. They noted that as a scientist, Dr. Stewart's leadership was precise, analytical, and thoughtful. The lab's most recent acquisition, a Thermo-Fisher gas chromatograph-mass spectrometer, was acquired through Dr. Stewart's allocation of $100,000 in Higher Education Assistance Fund (HEAF) funding to the College of Science and Mathematics during the latest cycle of disbursements. This acquisition transformed what the lab could do and the quality of the work of the faculty and students. Dr. Shipley stated that she was bringing forward this recommendation due to Dr. Stewart's meritorious service both as Dean and Provost at Midwestern State University.

Mrs. Marks moved approval of this recommendation as presented. Mr. Hessing seconded the motion.

Mr. Gregg noted that when he first learned of this recommendation he had concerns that this action would set a precedent for naming something for individuals when they leave employment at MSU. He added that when he learned that it was through Dr. Stewart's efforts that this lab was established, he determined that he would support this recommendation.

Dr. Givens asked if the Board had approved a naming for a retired faculty member in the past. Ms. Barrow responded that an area in Prothro-Yeager was named for Dr. Harry Brown, a retired faculty member, but that she could not think of any other. Dr. Shipley commented that it was best practices not to approve such a naming until the person was

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no longer employed at the university. Dr. Givens commented that he held Dr. Stewart in high regard, but that he was concerned that she left the university twice to seek different employment. He stated that it was not a question of quality or deservedness, but that he was concerned that this action would set a precedent. He added his understanding that previous recommendations were approved to honor individuals who had served the institution for a long time.
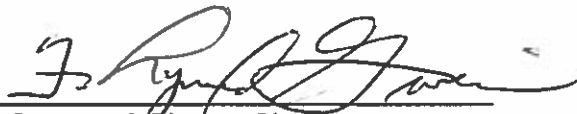
Mr. Crosnoe indicated that he shared concerns that this should not occur every time someone who is liked leaves the university, but added his opinion that in this situation the naming was appropriate. Mr. Hessing stated his agreement that in this situation the naming was appropriate. He added that Dr. Stewart did a great many things for the university and noted that her latest departure was related to her family.

There being no further discussion, the motion was approved.

Adjournment
The meeting of the Academic and Student Affairs Committee adjourned at 2:24 p.m.

Reviewed for submission:

F. Lynwood Givens, Chairman
Midwestern State University
Board of Regents Academic & Student Affairs Committee

ATTACHMENTS:
1. Dr. Suzanne Lindt – Faculty Presentation
2. Enrollment Report – Spring 2017

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A Great Fit

MIDWESTERN
STATE UNIVERSITY

Suzanne Lindt, Ph.D.
Board of Regents Meeting
February 9, 2017

mwsu.edu

Choosing MSU

MIDWESTERN
STATE UNIVERSITY
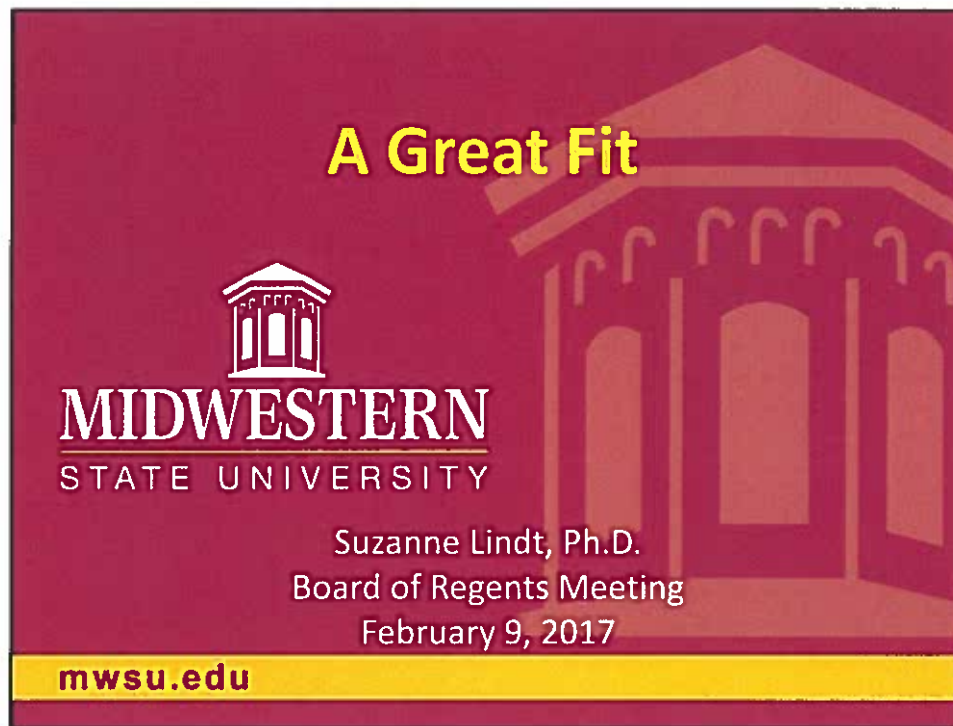
- Teaching
- Engaging students to think critically and problem solve
- Collaboration

Working with Students

- Teaching
- Student Connections
- EURECA
- Community Collaborations

Project MUSTANG 2015

Research and Community Impact

Enrollment Report

Spring 2017

	2016	2017
New First-Time Freshmen	32	22
Re-Enrolling Freshmen	810	719
Sophomore	1,071	1,062
Junior	1,239	1,288
Senior	1,789	1,880
Graduate/Post-Baccalaureate	795	747
TOTAL	**5,736**	**5,718**

Semester Credit Hours	**66,003**	**65,293**

MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS
Finance Committee
February 9, 2017

The Finance Committee of the Board of Regents, Midwestern State University, met in regular session in the J. S. Bridwell Board Room, Hardin Administration Building, Wichita Falls, Texas, at 2:24 p.m., Thursday, February 9, 2017. Committee members in attendance were Mr. Jeff Gregg, Chairman; Mr. Warren Ayres; 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. James Johnston, Interim Provost and Vice President for Academic Affairs; Dr. Marilyn Fowlé, Vice President for Administration and Finance; Dr. Keith Lamb, Vice President for Student Affairs and Enrollment Management; Mr. Anthony Vidmar, Vice President for University Advancement and Public Affairs; Mr. Kyle Owen, Associate Vice President for Facilities Services; and Mr. Matthew Park, Associate Vice President for Student Affairs. Other university personnel attending the meeting included Dr. David Carlston, Chairman, MSU Faculty Senate; Dr. Suzanne Lindt, Associate Professor of Curriculum and Learning; Ms. Angie Reay, Chair, MSU Staff Senate; Mr. Kyle Williams, Interim Director of Athletics; Ms. Dawn Fisher, Director of Human Resources; 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. Student Government Association (SGA) representatives attending the meeting included Ms. Shayla Owens, SGA President, and Mr. Charles Frazier, SGA Observer. Representing the news media was Ms. Lana Sweeten-Shults, Wichita Falls *Times Record News*.

Chairman Gregg called the meeting to order at 2:24 p.m.

Reading and Approval of Minutes
17-57. The Finance Committee approved the minutes of the November 10, 2016, meeting as presented.

Summary of Financial Support through December 31, 2016
17-58. Mr. Gregg noted that this item included the summaries of financial support received through the end of 2016. He stated that before he asked Mr. Vidmar to explain the reports he would highlight some of the major gifts received since the last meeting of the Board.

A. The Gordon T. and Ellen West College of Education received a grant from The West Foundation for $152,956 to support a number of activities including faculty development, scholarships, research, and professorships.

B. Dr. and Mrs. Dan Bolin pledged $120,000 over six years to the Lamar D. Fain College of Fine Arts for furnishings in the new mass communication building.

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C. The MSU Charitable Trust agreed to assist with the expenses and operations of the MSU Comprehensive Campaign for five years at $100,000 each year.

D. Ms. Martha Fain contributed $25,000 for equipment needs for the mass communication building and an additional $25,000 for the Museum.

E. The Thacker Family Scholarship Endowment was established through the Dillard Center for Energy Management by a $25,000 gift from the Thacker Family and a matching $25,000 gift from Mr. and Mrs. Bill Thacker, Jr. The endowment will fund scholarships for students with majors related to the oil and gas industry.

Mr. Gregg stated that the support from the community, alumni, and friends continues to be outstanding. He then asked Mr. Vidmar to review his report.

Mr. Vidmar stated that partnerships are paramount to a successful advancement program. He noted that two new reports were recently distributed to Dr. Shipley, Dr. Johnston, and the academic deans. These reports provided information regarding lifetime giving of MSU alumni in each of the colleges. He commented that Regents had been helpful with various gifts to the university and the administration was appreciative of these partnerships. He reported that alumni association memberships increased by 35% in 2016, compared to 2015. He stated that this was likely the result of outreach through visits by Dr. Shipley around the state, as well as targeted mailings.

Mr. Vidmar reviewed the reports on new gifts and commitments shown in the Board Book. He noted the first report outlined FY 17 Monthly Comparison of New Gifts and Commitments. He stated the goal for the year was $5.5 million and the attainment toward the goal was $2.3 million. He added that attainment was 42.4% of the goal while the elapsed time in the year was 33.3%. The next report showed philanthropic cash. For this report the goal was $4.4 million and attainment was $1.3 million. He stated that philanthropic cash includes pledge payments. The final report was a pie chart showing the sources of gifts.

Mr. Sanchez stated that he and others were excited about the prospect of having a football stadium on campus and asked how the administration was progressing in that regard. Dr. Shipley responded that the administration had begun identifying potential donors for the stadium. She added that it was in the forefront of campaign planning.

Mr. Gregg asked about the status of hiring someone to help with gift planning. Mr. Vidmar responded that the job had been posted for approximately ten days and a committee was being formed to review applications.

Mr. Gregg thanked Mr. Vidmar for his reports and comments. He reminded Board members that thank you notes were in their folders and encouraged them to write to the individuals they were assigned.

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<u>Facilities Maintenance and Debt Levels Presentation</u>

17-59. Mr. Gregg reported that during the November Board meeting the Board asked Dr. Fowlé to provide follow-up information. Dr. Fowlé stated that the Board had raised questions about whether university facilities were adequately maintained and if funding for capital improvements was adequate to offset yearly depreciation. She presented this information as shown <u>Attachment 1.</u>

Slide Two provided information on the university's investment in the physical plant. It showed trend lines of depreciation, capital additions, maintenance and operations (M&O) plant maintenance, and total investment. Dr. Fowlé explained that the M&O plant maintenance represents the capital expenditures that are not capitalized. She noted that the total investment more than offset depreciation.

Slide Three presented the net investment in the physical plant. Dr. Fowlé noted that the investment had trended down over time without investments to offset depreciation expense. The amount increased in 2016 with the addition of Legacy Hall.

Mr. Gregg indicated concern that Legacy Hall was built because of the shortage of beds, but that Pierce Hall had been closed. Dr. Lamb responded that Legacy Hall added 38% of the total residence hall beds and without the new beds the institution would have been in an overflow situation in the fall and spring. He added that Pierce Hall was closed for the spring semester only. Dr. Shipley stated that although she wasn't at MSU when the decision was made to build Legacy Hall, she did not expect housing to be at capacity for another few years. She added that when she came to MSU she recognized that the university was losing revenue because it had maxed out capacity on campus. She noted that by closing Pierce Hall, Dr. Lamb was keeping the maximum revenue coming in without paying to keep a building open at minimum capacity. Mr. Hessing stated his recollection that when the project was originally recommended, the administration anticipated it would be three or more years before housing would again reach capacity. He asked Dr. Lamb to check his records to confirm the administration's projection. Dr. Lamb responded that he would. Mrs. Marks stated that she would be concerned if housing was already full because it would show that the administration and board did not have a broad enough vision when planning the project.

Dr. Shipley stated that MSU's financial position was aided by the fact that the recent debt falls into multiple categories. She explained that the Legacy Hall debt would be paid from auxiliary funds collected from the residents. The debt on the new Gunn College Building would be paid from Tuition Revenue Bond (TRB) funding from the state. She added that the most vulnerable funding the university had engaged in was the mass communication addition since the debt was being paid from university resources. She noted that MSU's debt was shared between auxiliaries, the state, and MSU resources. She stated that many universities were not as fortunate. Dr. Fowlé commented that the rating agencies look at that type of information as well.

Slide Four showed the facilities average age ratio. Dr. Fowlé stated that this ratio should be less than 14 years, and MSU meets that standard.

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Slide Five presented information on the institution's debt capacity. Dr. Fowlé noted that the Debt Burden Ratio (DBR) was debt service divided by total expenditures. She reported that higher education financial groups recommend that this number be less than 7%. She added that the Interest Burden Ratio represented interest expenses divided by total expenditures and, again, it was recommended that this number be less than 7%. She noted that with Tuition Revenue Bond (TRB) debt included, MSU's DBR was above 7% but the IBR was below 7% owing to the low-interest rates. She added that without the TRB debt included, MSU was in a position that it should not take on more debt without growing the overall budget. Mr. Crosnoe asked Dr. Fowlé to confirm that the same percentage was recommended for both ratios, and she confirmed this was correct.

Slide Six showed the bond rating scales that are currently used by Moody's and Fitch. Slide Seven presented MSU's bond ratings over time since 2008. Mr. Hessing asked how MSU's ratings compared to those of other universities of the same size. Dr. Fowlé responded that MSU is doing well and that the only institutions with AAA or AA+ ratings were Texas A&M University and the University of Texas. Mr. Hessing asked about Tarleton or some of the other regional schools. Dr. Fowlé responded that the debt for regional schools within a system is issued through the appropriate university system.

Slides Eight and Nine presented comments from Moody's and Fitch that were provided during MSU's most recent bond rating in August 2016. Dr. Fowlé explained that the comment regarding "below average operating performance" referred to the university using $2.5 million from its reserves to balance the budget a few years ago. She added that the bonding agencies were concerned that the university had not grown and indicated that additional debt should not be added until there is growth. Dr. Givens asked Dr. Fowlé if she considered their concern about below average performance to be a past statement rather than something moving into the future. Dr. Fowlé responded that it was a past statement. She noted that the university's operating performance had improved since that time.

Mr. Gregg asked how the building expense in Flower Mound would affect MSU's financial picture. Dr. Shipley responded that since the university would lease the facility it would not add to the debt burden. Mr. Hessing noted his understanding that the cost of the lease would be paid through enrollment income, with the proforma indicating that the expansion would pay for itself within approximately four years.

Dr. Shipley stated that she wanted to publically commend Dr. Fowlé and her staff on their efforts in putting this and other information together. Mr. Gregg thanked Dr. Fowlé and Mr. Stovall for the good information.

FY 18 Budget Planning

17-60. Mr. Gregg asked Dr. Shipley to comment on the budget planning for FY 18. Dr. Shipley reported that the administration was not bringing any forecast regarding tuition increases for the next year at this time. She stated that there had been a great deal of discussion about what the legislature might do regarding tuition during the current legislative session that ends in May. She noted that she remained committed to trying to keep any increases to between two and two and one-half percent. She added that before the May meeting the administration would speak with the students about what those increases might be and

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would work with the Budget Oversight Committee in determining budget recommendations. She noted that she would present more information on Friday about the state's political landscape regarding higher education.

Mr. Gregg asked if it was correct that under the university's current tuition structure, any proposed increase would be for incoming students only. Dr. Fowlé responded that Designated Tuition was the fixed component of tuition and fees. She stated that the administration would likely look at an increase to Designated Tuition for new students as well as an increase in the University Services Fee, with the overall cost for returning students increasing by between two and two and one-half percent, depending on action by the legislature.

Dr. Shipley commented that the administration was looking carefully at the mandated fixed tuition program at MSU. She noted that MSU was one of the few institutions that mandated it for all students. She stated that the administration might discuss with the Board in May whether it is time to release the requirement that students choose fixed tuition.

Dr. Givens asked how many new students would need to enroll at MSU to provide enough income so that the university would not have to increase tuition and fees in the coming year. Dr. Fowlé responded that she would look at the numbers and provide that information to the Board. Dr. Givens stated that he would like to see the university challenge itself to get the growth in students rather than raising the cost for all students. Dr. Shipley commented that the biggest challenge would be finding the increased marketing funds that would be necessary to experience that type of increase in enrollment. Dr. Givens stated that he was concerned about the continued increases in student tuition and fees.

Financial Reports

17-61. Mr. Gregg noted that the administration recommended acceptance of the FY 2016 Annual Financial Report and the September, October, November, and December, 2016, Financial Reports as previously distributed. He noted that Dr. Fowlé's summary report was included in the Board Book. Mr. Ayres moved approval of this item as presented. Mr. Crosnoe seconded the motion.

Mr. Crosnoe noted that the Annual Financial Report was very well written. Dr. Fowlé stated that the report was written by Controller Chris Stovall. Mr. Crosnoe congratulated Mr. Stovall on his good work.

There being no further discussion, the motion was approved.

Investment Report

17-62. Mr. Gregg noted that the administration recommended the Board's acceptance of the first quarter FY 2017 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. Ayres seconded the motion, and it was approved.

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Salary/Title/Position Changes in 2016-2017 Budget

17-63. Mr. Gregg stated that the reports of personnel changes in October through December, 2016 were presented in the Board Book for ratification. He noted that six staff positions were filled above or below the budgeted amount and two positions were reclassified. Dr. Givens moved the ratification of these reports as presented. Mr. Ayres seconded the motion, and it was approved.

Adjournment

The Finance Committee discussion concluded at 3:04 p.m.

Reviewed for submission:

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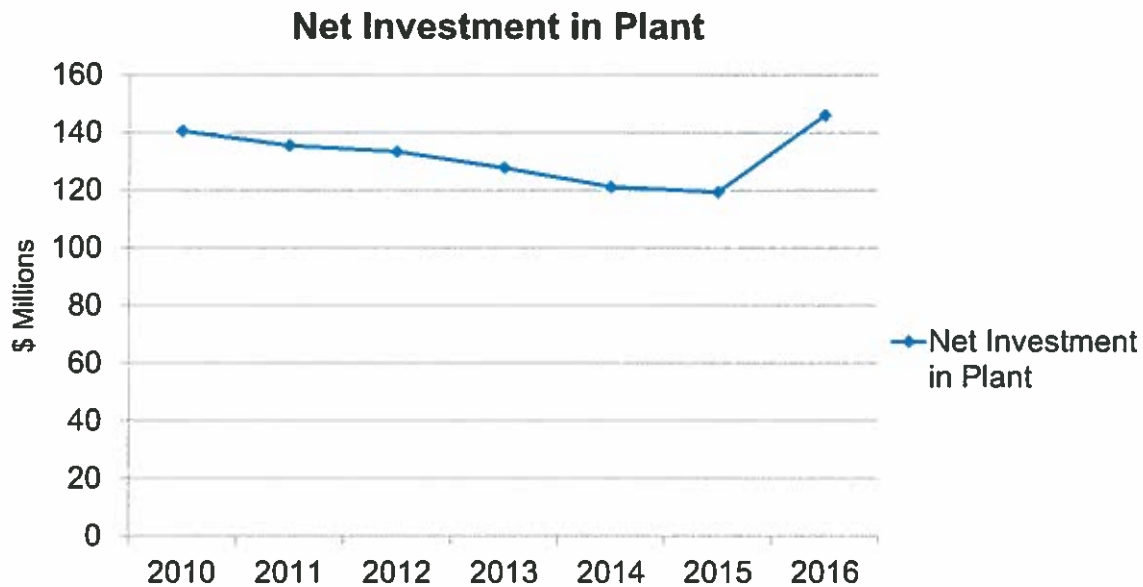Board of Regents Finance Committee

ATTACHMENT:
1. Facilities and Debt Service Presentation

6

Facilities and Debt Service

MIDWESTERN STATE UNIVERSITY.

Investment in Plant

MIDWESTERN STATE UNIVERSITY.

Net Investment in Plant

MIDWESTERN STATE UNIVERSITY.
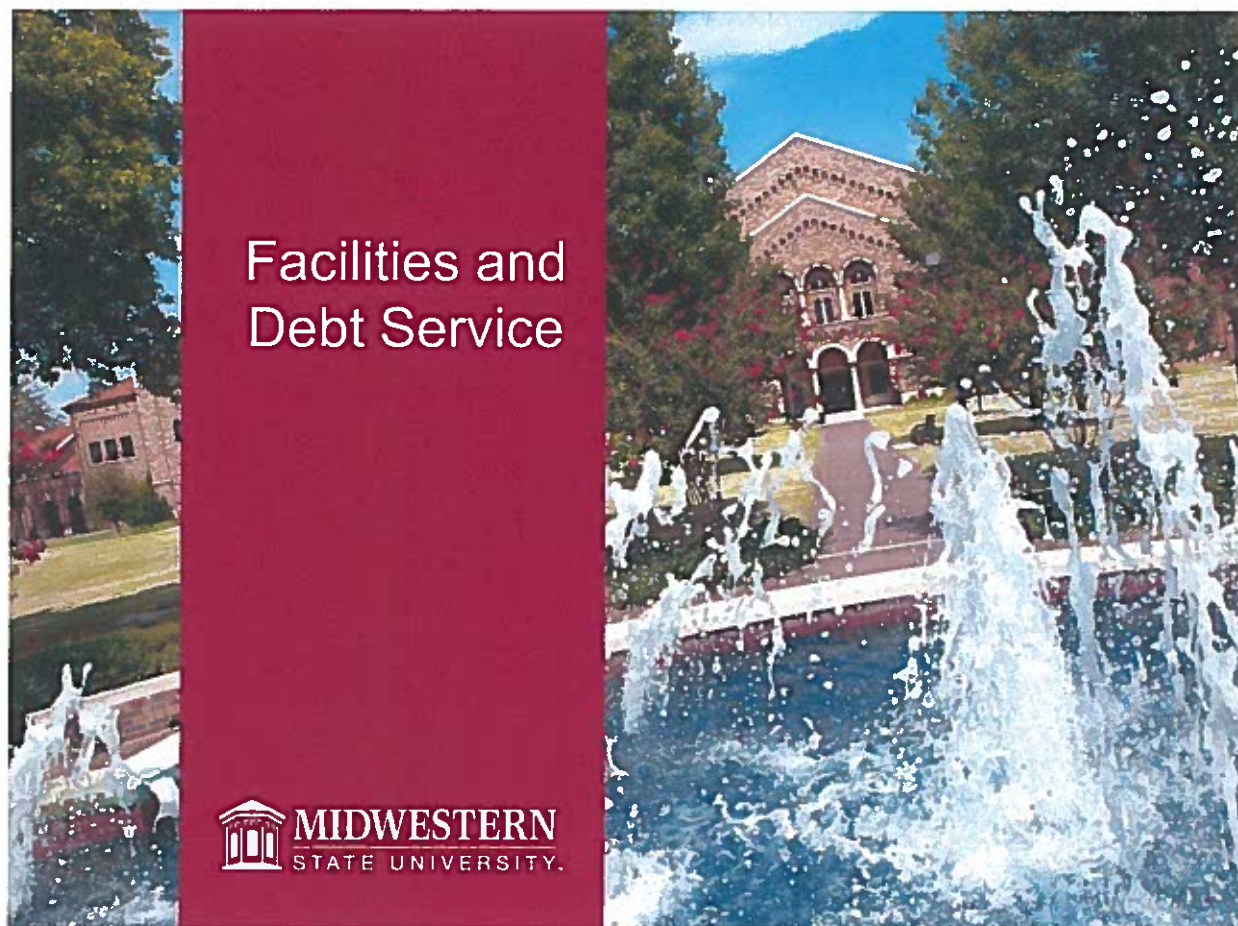
Net Investment in Plant

Net Investment in Plant

$ Millions
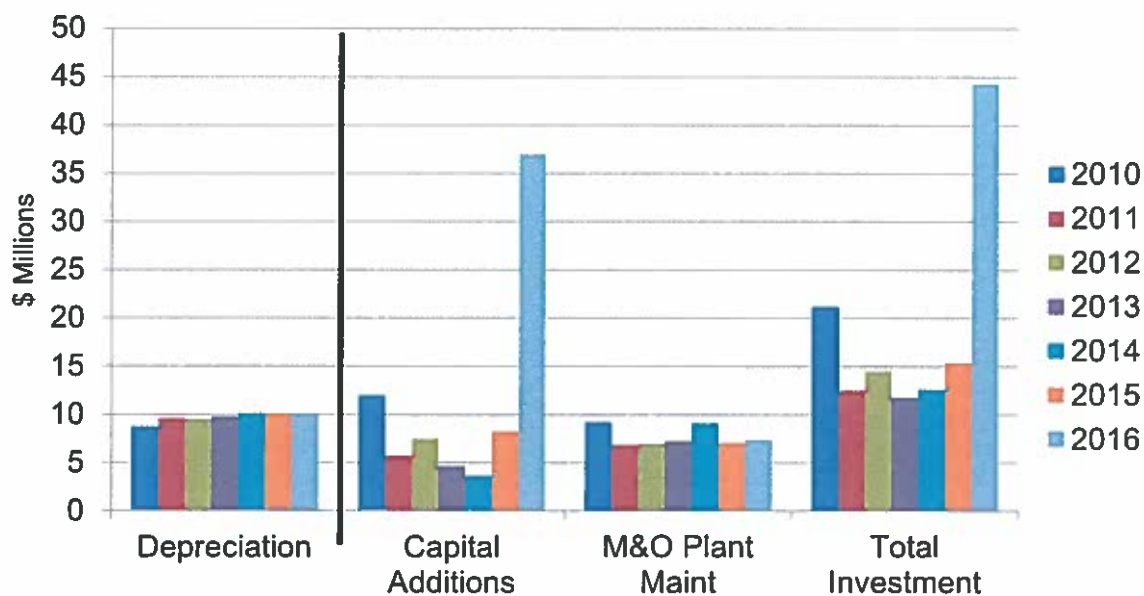
Facilities Age Financial Ratio* MIDWESTERN STATE UNIVERSITY.

Age of Facilities

Age of Facilities
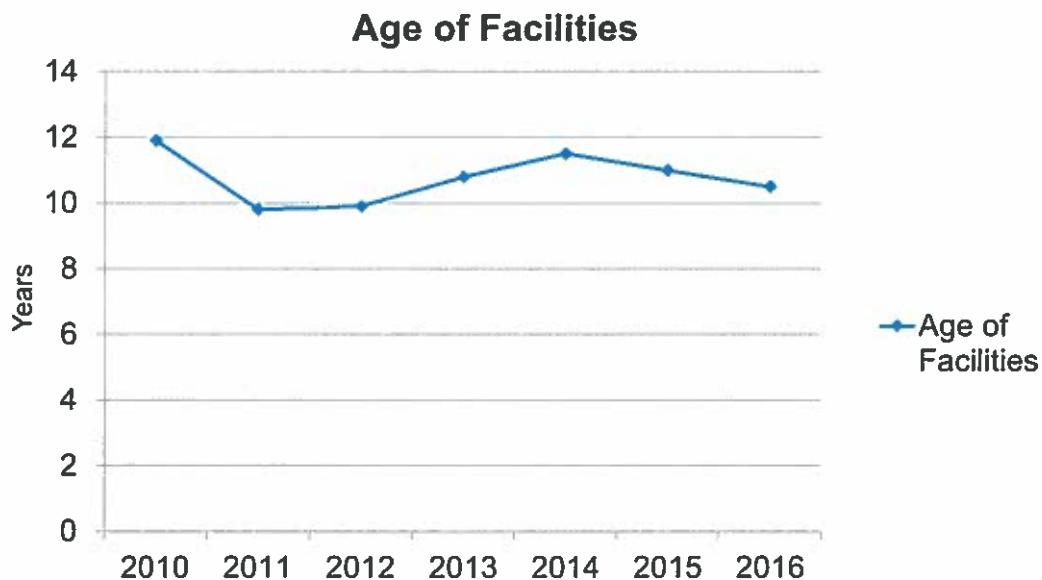
Years

*Ratio = Accumulated Depreciation/Depreciation Expense, ideally ratio should be less than 14 years

Debt Capacity

	Debt Burden Ratio (1)	Interest Burden (2)
2010	9.5	5.1
2011	10.4	4.7
2012	10.9	4.9
2013	10.3	4.8
2014	9.8	3.9
2015	9.4	4.7
2016	10.1	5.5
2015 w/o TRB	5.5	2.7
2016 w/o TRB	8.0	5.2

(1) Debt Burden Ratio = Debt Service/Total Expenditures, recommend less than 7%
(2) Interest Burden Ratio = Interest Expense/Total Expenditures, recommend less than 7%

Bond Rating Scales

Moody's	Fitch	Definition
Aaa	AAA	Highest quality and lowest risk
Aa1	AA+	
Aa2	(AA)	Rated high quality and very low credit risk
(Aa3)	AA-	
A1	A+	
A2	A	Upper medium grade with low credit risk
A3	A-	

Bond Ratings Over Time

Year	Moody's	Fitch
2016	A1	AA-
2013	A1	AA-
2014	A1	AA-
2012	A1	AA-
2011	A2	AA-
2010	A2	AA-
2009	A2	A+
2008	A2	A+

Comments from Moody's
August 2016

- Outlook Stable

- Strong operating support from Aaa State of Texas and reimbursement of large portion of debt

- Fixed rate, amortizing debt and no additional debt plans

- Growing debt burden and leverage

- Sluggish growth of net tuition revenue

- Below average operating performance

Comments from Fitch
August 2016

MIDWESTERN STATE UNIVERSITY.

- Outlook Stable

- Expecting operations to improve materially following operating deficits, failure would likely result in downgrade

- Stable enrollment in a competitive environment

- High debt burden, large portion is covered by State of Texas

- Debt is in conservative fixed rate, front-loaded structure, will moderate over time

- Adequate financial cushion to absorb modest operating deficits

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MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS
Audit, Compliance, and Management Review Committee
February 9, 2017

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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 3:14 p.m., Thursday, February 9, 2017. Committee members in attendance were Ms. Tiffany Burks, Chair; Dr. Lynwood Givens; Mr. Jeff Gregg; and Mr. Shawn Hessing. Other regents attending the meeting were Mr. Warren Ayres, Mr. R. Caven Crosnoe, 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. James Johnston, Interim Provost and Vice President for Academic Affairs; Dr. Marilyn Fowlé, Vice President for Administration and Finance; Dr. Keith Lamb, Vice President for Student Affairs and Enrollment Management; Mr. Anthony Vidmar, Vice President for University Advancement and Public Affairs; Mr. Kyle Owen, Associate Vice President for Facilities Services; and Mr. Matthew Park, Associate Vice President for Student Affairs. Other university personnel attending the meeting included Dr. David Carlston, Chairman, MSU Faculty Senate; Dr. Suzanne Lindt, Associate Professor of Curriculum and Learning; Ms. Angie Reay, Chair, MSU Staff Senate; Mr. Kyle Williams, Interim Director of Athletics; Ms. Dawn Fisher, Director of Human Resources; 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. Student Government Association (SGA) representatives attending the meeting included Ms. Shayla Owens, SGA President, and Mr. Charles Frazier, SGA Observer. Representing the news media was Ms. Lana Sweeten-Shults, Wichita Falls *Times Record News*.

Chair Burks called the meeting to order at 3:14 p.m.

Reading and Approval of Minutes
17-64. The Audit, Compliance, and Management Review Committee approved the minutes of the November 10, 2016, meeting as presented.

Compliance Activities Update
17-65. Mrs. Burks noted that an update on compliance activities since the last Board meeting was prepared by Chris Stovall and was presented in the Board Book. This item was presented for information only.

Audit Activities Update
17-66. Mrs. Burks reported that Leigh Kidwell prepared the update on audit activities since the last Board meeting as shown in the Board Book. This item was presented as a point of information only. Mrs. Burks added that Ms. Kidwell had been very helpful as Mrs. Burks transitioned into the role of committee chair. She extended her appreciation and thanks to Ms. Kidwell for her work.

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1

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MSU Policies and Procedures Manual Changes
17-67. Mrs. Burks reported on the changes recommended.

A. <u>Policy 2.31, Administration Selection Process</u>– modifications were recommended to reflect the university's current organizational structure.

B. <u>Policy 2.323, President's Office (Organization)</u> – modifications were recommended to reflect the current organizational structure and to specifically reflect the new reporting lines for the Internal Audit Office.

C. <u>NEW Policy 4.117, Suspected Dishonest or Fraudulent Activities</u> – Mrs. Burks reported that this policy was required by the Texas Education Code, Section 51.9337(b). She indicated that the Internal Audit Office would be responsible for this policy and asked Ms. Kidwell to review this item. Mrs. Kidwell stated that Senate Bill 20 was passed during the Texas 84th Legislative Session and mandated that all state agencies and institutions of higher education have a policy such as this in place. Mr. Hessing stated that the policy was very comprehensive and asked how much of the language was provided by the state. Ms. Kidwell responded that she and Mr. Macha reviewed policies of other institutions as the policy was drafted.

Dr. Givens noted that on Page One under Application of the Policy, it stated that the policy applies to university employees, students, and affiliates. He asked how the administration planned to educate students that this policy applies to them. He then asked who the affiliates would be. Mrs. Kidwell responded that it would be her responsibility to meet with and educate the various groups. The affiliates were defined in the Definition section of the policy. Dr. Givens asked how the policy would reach the affiliates since the university doesn't control the affiliates. Ms. Kidwell responded that with regard to the MSU Foundation and the MSU Charitable Trust as affiliates, the university had developed a Memorandum of Understanding with each. Dr. Givens asked how the university would enforce the policy, particularly as it relates to affiliates. Mr. Macha noted that the definition of affiliates includes but is not limited to affiliations associated with employees, contractors, and volunteers. He stated that contracts with such entities would many times have provisions stating that the individual or company would be subject to an audit. Dr. Givens asked if that meant all of the contracts would include this policy. Mr. Macha responded that they would not, but that the affiliates would have to comply with provisions in the contract and would be subject to audit. Dr. Givens stated that he was uncomfortable with the vagueness of the policy applying to students and affiliates in general without a way to enforce the policy. He asked if the policy would apply to a student organization that collects money. Mr. Macha responded that the focus of the policy would be an individual or entity with which the university had a business or contractual relationship. Mr. Sanchez asked if training would be included in employee orientation. Mr. Macha responded that it would be. Mr. Crosnoe noted that if an offense involved criminal activity the university would have more than the policy on which to rely. Dr. Givens stated that he particularly wanted to be certain that students and student organizations would be educated about the policy.

2

D. <u>NEW Policy 4.197, Information Security Policy</u> – Mrs. Burks reported that this new policy would bring the university into compliance with Texas Administrative Code (TAC) 202. She asked Dr. Fowlé to explain the policy. Dr. Fowlé explained that the university's recent information security program audit noted the absence of a number of required policies. She stated that this policy was developed with input from Ms. Kidwell, Mr. Macha, and Mr. Jim Hall, Chief Information Security Officer (CISO). She indicated that this overarching policy required Board approval and the administration would develop approximately 20 policies and procedures that would be approved by the Administrative Council to complement the policy. Dr. Fowlé stated that the administration recommended the Board approve this policy that provides the institution will develop a program to keep the institution in compliance with TAC 202. Mr. Crosnoe stated that he did not understand what the Board was approving because the proposed Policy 4.197 provided that the CISO would develop all of the policies. Dr. Fowlé responded that following approval of Policy 4.197 the CISO would develop the 20 policies and procedures dealing with e-mail, security training, data definitions, data custodians, outside vendors, and other subjects. Mr. Crosnoe asked if the Board was delegating to someone else the responsibility of developing policies. Dr. Fowlé responded in the affirmative, adding that there would be a vetting process through the President's Cabinet, governance groups, and the Administrative Council.

Mr. Ayres indicated his understanding that this policy would authorize the CISO to develop the policies and procedures required. Mr. Hessing asked if the Board was required to delegate authority or if the Board was required to approve all of the policies. Mr. Macha stated that the policies must be in place and through this proposed policy the Board would delegate the responsibility for those policies to make sure the university is in compliance with TAC 202. Mr. Hessing indicated that he was willing to approve the policy but added that he wanted to see the other policies and procedures as they were developed. Dr. Givens added that a summary presentation regarding the key issues and what was addressed through the policies would be helpful. He noted that the Board likely did not need a presentation on every step in the process, but rather a summary of the important issues.
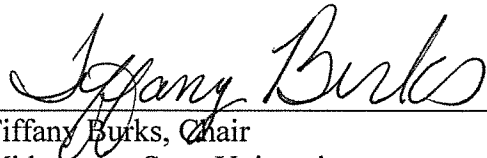
Mrs. Burks asked if action on Item D could be postponed until Friday's meeting. In this way the administration could look at some of the wording in the policy and clarify the intent. Mrs. Barrow responded in the affirmative.

Mr. Hessing moved approval of items A, B, and C as presented. Mr. Gregg seconded the motion and it was approved.

<u>Adjournment</u>

The Audit, Compliance, and Management Review Committee discussion concluded at 3:40 p.m.

3

Reviewed for submission:

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

4

MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS
February 9, 2017

The Midwestern State University Board of Regents met in regular session in the J. S. Bridwell Board Room of the Hardin Administration Building at 1:30 p.m., Thursday, February 9, 2017. Regents in attendance were Mr. Sam Sanchez, Chairman; Mr. R. Caven Crosnoe, Vice Chairman; Ms. Nancy Marks, Secretary; Mr. Warren Ayres; Ms. Tiffany Burks; Dr. Lynwood Givens; Mr. Jeff Gregg; Mr. Shawn Hessing; Dr. Shelley Sweatt; and Student Regent Lindsey Shelley.

Members of the administration present included Dr. Suzanne Shipley, President; Dr. James Johnston, Interim Provost and Vice President for Academic Affairs; Dr. Marilyn Fowlé, Vice President for Administration and Finance; Dr. Keith Lamb, Vice President for Student Affairs and Enrollment Management; Mr. Anthony Vidmar, Vice President for University Advancement and Public Affairs; Mr. Kyle Owen, Associate Vice President for Facilities Services; and Mr. Matthew Park, Associate Vice President for Student Affairs. Other university personnel attending the meeting included Dr. David Carlston, Chairman, MSU Faculty Senate; Dr. Suzanne Lindt, Associate Professor of Curriculum and Learning; Ms. Angie Reay, Chair, MSU Staff Senate; Mr. Kyle Williams, Interim Director of Athletics; Ms. Dawn Fisher, Director of Human Resources; 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. Student Government Association (SGA) representatives attending the meeting included Ms. Shayla Owens, SGA President, and Mr. Charles Frazier, SGA Observer. Representing the news media was Ms. Lana Sweeten-Shults, Wichita Falls *Times Record News*.

Chairman Sanchez called the meeting to order at 1:30 p.m. and Ms. Barrow introduced the guests. Dr. Shipley noted that Dr. James Johnston was named Interim Provost effective February 1 and Kyle Williams was Interim Athletic Director effective January 1.

Opening Comments
Mr. Sanchez welcomed everyone to the meeting. 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. Sanchez 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.

MSU Organization Chart
17-42. Mr. Sanchez noted that an updated chart was shown in the Board Book for information only. He asked if anyone had questions about the changes noted. There being no questions, he stated that this item was presented as a point of information only and no action was necessary.

1

Recess
Mr. Sanchez announced that the remaining items would be deferred to Executive Session later in the afternoon. The meeting stood in recess at 1:33 p.m. and reconvened at 3:40 p.m.

Executive Session
Mr. Sanchez announced that the Board of Regents Committee of the Whole would go into Executive Session to discuss Items 17-43A (Consultation with Attorney Regarding Legal Matters and Pending and/or Contemplated Litigation), 17-43B (Real Property), 17-43C (Gifts and Donations), 17-43D (Personnel Matters, and 17-43E (Deliberations Regarding Security Audits) as allowed by the Texas Government Code Chapter 551 Sections .071 (Consultation with Attorney), .072 (Real Property), .073 (Gift or Donation), .074 (Personnel Matters), and .076 (Security Audits) The Executive Session began at 3:40 p.m. Mr. Sanchez, Mr. Hessing, Mrs. Burks, Dr. Givens, Mr. Gregg, Mr. Crosnoe, Ms. Shelley, and Mr. Ayres remained for all of the discussion. Mrs. Marks and Dr. Sweatt remained for all of the discussion with the exception of a portion of the discussion related to Item 17-43B. Dr. Shipley remained until the discussion of her evaluation. Mr. Macha, Mrs. Barrow, and Ms. Kidwell joined the meeting at various times as requested by the Board. The Executive Session concluded at 5:50 p.m.

Open Meeting
The open meeting resumed at 5:50 p.m.

Personnel Matters
17-43D. Mr. Gregg moved the Board approve the following individual for promotion effective September 1, 2015.

> From the Rank of Assistant Professor to Associate Professor:
> Sugumaran Narayanan, Ph.D.   Political Science

> Mr. Crosnoe seconded the motion and it was approved.

Pending Litigation
17-43A. Mr. Gregg moved the Board delegate authority to the President and the Chairman of the Board to execute on the university's behalf the final previously negotiated release and settlement agreement in the pending lawsuit, N. Sugumaran Narayanan v. Midwestern State University (Civil Action No. 7:16-cv-00088-O). Mr. Crosnoe seconded the motion and it was approved.

Real Property
17-43B. Mr. Hessing moved the Board of Regents authorize the President to work with the Chairman of the Board to finalize the lease of MSU property to the YMCA of Wichita Falls. Mr. Ayres seconded the motion and it was approved with Mrs. Marks and Dr. Sweatt abstaining from the vote owing to a conflict of interest.

Real Property
17-43B. Mrs. Burks moved the Board of Regents authorize the President to work with the Chairman of the Board to begin the process of selling the residential real estate at 3311 Taft Boulevard, Wichita Falls, Texas. Mrs. Marks seconded the motion and it was approved.

2

Adjournment
There being no further business, the meeting adjourned at 5:53 p.m.

Reviewed for submission:

Nancy Marks, Secretary
Midwestern State University
Board of Regents

3

MINUTES
BOARD OF REGENTS
MIDWESTERN STATE UNIVERSITY
February 10, 2017

The Board of Regents, Midwestern State University, met in regular session in the J. S. Bridwell Board Room, Hardin Administration Building, Wichita Falls, Texas, at 9:00 a.m., Friday, February 10, 2017. Regents in attendance were Mr. Sam Sanchez, Chairman; Mr. Caven Crosnoe, Vice Chairman; Ms. Nancy Marks, Secretary; Mr. Warren Ayres; Ms. Tiffany Burks; Dr. Lynwood Givens; Mr. Jeff Gregg; Mr. Shawn Hessing; Dr. Shelley Sweatt; and Student Regent Lindsey Shelley.

Members of the administration present included Dr. Suzanne Shipley, President; Dr. James Johnston, Interim Provost and Vice President for Academic Affairs; Dr. Marilyn Fowlé, Vice President for Administration and Finance; Dr. Keith Lamb, Vice President for Student Affairs and Enrollment Management; Mr. Anthony Vidmar, Vice President for University Advancement and Public Affairs; Dr. Kristen Garrison, Associate Vice President for Undergraduate Education and Assessment; and Mr. Matthew Park, Associate Vice President for Student Affairs. Other university personnel attending the meeting included Dr. David Carlston, Chairman, MSU Faculty Senate; Mr. Kyle Williams, Interim Director of Athletics; Mr. Barry Macha, General Counsel; Ms. Leigh Kidwell, Director of Internal Audits; Mr. Chris Stovall, Controller; Mr. David Sanchez, Chief Information Officer; Ms. Cindy Ashlock, Executive Assistant to the President; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the news media were Ms. Lana Sweeten-Shults, Wichita Falls *Times Record News*; and Ms. Arianna Davis and Mr. Tim Jones (photographer), *The Wichitan*.

Chairman Sanchez called the meeting to order at 9:00 a.m. and Mrs. Barrow introduced the guests.

Opening Comments
Mr. Sanchez 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. He then asked Dr. Fowlé to make a special introduction. Dr. Fowlé introduced Dr. David Sanchez, the university's new Chief Information Office as of Monday, February 6. She noted that he was selected through a national search and previously worked at the University of New Mexico for 26 years. She added that he earned his undergraduate degree in Instructional Technology and his doctorate in Educational Leadership. Dr. Sanchez indicated that he was pleased to have been selected and looked forward to this new adventure. On behalf of the Board Mr. Sanchez welcomed Dr. Sanchez to MSU.

Public Comment
Mr. Sanchez 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.

1

Reading and Approval of Minutes

17-68. The minutes of the Board of Regents meetings held November 10 and 11, 2016, were approved as presented.

Executive Committee Report

Mr. Sanchez noted the items presented at the Executive Committee meeting for committee approval and information only. Information concerning these items may be found in the minutes of the Executive Committee meeting held February 9, 2017.

Item Presented for Committee Approval Only

17-44. Committee Minutes

Items Presented for Information Only

17-45. Campus Construction Update

17-46. Dallas-Fort Worth Expansion Update

Executive Committee Consent Agenda

Mr. Sanchez recommended the following item approved by the Executive Committee and placed on the Consent Agenda for the Board's consideration.

17-47. Wichita Falls Museum Ratification of Accessioned Artworks – ratified the accessioning of items as presented.

Mr. Sanchez asked if any member wanted to remove this item from the Consent Agenda for further discussion. There being none, Mrs. Marks seconded Mr. Sanchez'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 February 9, 2017.

Item Presented for Committee Approval Only

17-48. Committee Minutes

Items Presented for Information Only

17-49. Faculty Report

17-50. Staff Report

2

17-51.	Student Government Report

17-52.	Athletics Report

17-53.	Enrollment Report – Spring 2017 - Dr. Givens noted that a new copy of this report showing on-line only enrollment was provided to each Regent and was presented as Attachment 1.

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

17-54.	Academic Program Degree Name Change – approved changing the name of the Master of Education with a major in Reading Education to the Master of Education with a major in Language and Literacy Studies as presented.

17-55.	Addition of Academic Program Concentration – approved the addition of a concentration in Sports Administration to the Master of Education degree with a major in Educational Leadership as presented.

17-56.	Naming of Science Lab – approved naming the Instrumentation Lab in Bolin Science Hall (Room 301) for Dr. Betty Stewart, former Provost and Dean of the College of Science and Mathematics.

Mr. Sanchez asked if any member wanted to remove items from the Consent Agenda for further discussion. There being none, Mr. Crosnoe 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 February 9, 2017.

Item Presented for Committee Approval Only

17-57.	Committee Minutes

Items Presented for Information Only

17-58.	Summary of Financial Support Through 12/31/16

17-59.	Facilities Maintenance and Debt Levels Presentation

17-60.	FY 18 Budget Planning

3

<u>Finance Committee Consent Agenda</u>
Mr. Gregg recommended the following items that were approved by the Finance Committee and placed on the Consent Agenda for the Board's consideration.

17-61.   Financial Reports – accepted the FY 2016 Annual Financial Report and the September through December financial reports.

17-62.   Investment Report – accepted the first quarter 2017 Investment Report.

17-63.   Personnel Reports and Changes in FY 17 Budget – ratified the changes as presented.

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

Audit, Compliance, and Management Review Committee Report
Mrs. Burks noted the items presented at the Audit, Compliance, and Management Review Committee meeting for committee approval and information only, as well as an item tabled with no action taken. Information concerning these items can be found in the minutes of the committee meeting held February 9, 2016.

<u>Item Presented for Committee Approval Only</u>

17-64. Committee Minutes

<u>Items Presented for Information Only</u>

17-65. Compliance Activities Update

17-66. Audit Activities Update

<u>Item Tabled with No Action Taken</u>

17-67D. New Policy 4.197 – Information Security Policy

<u>Audit, Compliance, and Management Review Committee Consent Agenda</u>
Mrs. Burks recommended the following item that was approved by the Audit, Compliance, and Management Review Committee and placed on the Consent Agenda for the Board's consideration.

17-67. *MSU Policies and Procedures Manual* Changes – approved a new policy and changes to policies noted below:

        A.   Policy 2.31 – Administration Selection Process
        B.   Policy 2.323 – President's Office (Organization)
        C.   New Policy 4.117 – Suspected Dishonest or Fraudulent Activities

<div align="center">4</div>

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

Policy Manual Changes – Information Security Policy

17-67D. Mr. Sanchez noted that a new draft of the policy was prepared for the Board's consideration. Mrs. Burks explained that following Thursday's meeting Ms. Kidwell made changes to the proposed policy based on the discussion (see Attachment 2). She explained that the new policy would authorize the President to give the Chief Information Security Officer the responsibility of formulating policies that would be provided to the Board at a later time. Board members expressed concern that they had not had adequate time to review the proposed new policy and that the intent of the policy was unclear. Mr. Sanchez asked if the matter could be tabled until the May meeting. Ms. Kidwell responded that it could be.

Mr. Gregg moved that the Board authorize the President to formulate the Information Security Policy to present to the Board in May. Mr. Hessing seconded the motion.

Dr. Givens stated that the matter was critical and that he wanted the Chief Information Security Officer to review the policy to be certain it was what should be adopted. Mr. Hessing added that if other policies were going to be developed by the administration as a result of this policy, he would like the Board to be informed as the policies are developed. Dr. Givens added that when the policy is presented in May he would also like to know the financial implications that would be attached as the policies are implemented.

There being no further discussion, the motion was approved.

President's Report and Discussion of Higher Education Issues

17-69. President Shipley reported on the current legislative session. She noted that it began with a revenue estimate from the Texas State Comptroller that indicated it was going to be a budget tightening session. The base bill by the Texas Senate zeroed out more than $1 billion in special item funding for higher education institutions, with only $300 million identified to go toward this reduction. She reported that while MSU receives the smallest amount of special item funding of all four-year institutions, this reduction still affected MSU by reducing Institutional Enhancement funding of $2.3 million each year of the biennium. Dr. Shipley indicated she wanted to give special credit to Senator Estes who has worked very closely with the administration to make sure his colleagues in the Senate understand the impact of MSU's Flower Mound expansion. She noted that he and Mr. Ayres were instrumental in hosting a reception in the fall for the head of the Senate Higher Education Committee, Senator Kel Seliger. She added that the Flower Mound and Weatherford College academic expansion efforts had expanded the number of legislators aware of MSU programs. She stated that the chair of the Senate Finance Committee, Senator Jane Nelson, is from Flower Mound. She indicated her belief that if new special item funding becomes available, MSU's request would be seriously considered. The House base bill did not cut higher education funding as much as the Senate's bill, but they used a higher revenue estimate that would need to be addressed.

5

Dr. Shipley noted that she would likely testify before the House Appropriations Committee in the coming week. She added that the Governor issued a hiring freeze the previous week. The freeze only affects hiring with state appropriated funds and it will not affect any hiring for the fall. She stated that the administration would continue monitoring legislation that affects higher education.

Dr. Givens asked if Dr. Shipley had any idea if the hiring freeze might continue after September 1. Dr. Shipley stated her understanding that the freeze was intended so that adequate funding could be recovered in the current year's budget to support Child Protective Services funding. She noted that as the budget for the next two years is developed those needs would be considered and she did not have any indication that the freeze would continue.

Adjournment
There being no further business, the meeting was adjourned at 9:25 a.m.

I, Nancy Marks, the fully appointed and qualified Secretary of the Midwestern State University Board of Regents, hereby certify that the above and foregoing is a true and correct copy of the minutes of the Midwestern State University Board of Regents meeting February 10, 2017.

Nancy Marks, Secretary

ATTACHMENT:
1. Enrollment Report – Spring 2017 (REVISED)
2. Proposed Revised Information Security Policy (NOT APPROVED)

6

Enrollment Report

Spring 2017 - REVISED

Classification	2016	2017	On-line Only
New First-time Freshmen	32	22	1
Re-enrolling Freshmen	810	719	22
Sophomores	1,071	1,062	126
Juniors	1,239	1,288	231
Seniors	1,789	1,880	313
Post-Baccalaureate	80	73	41
Graduate Degree-Seeking	715	674	351
Total Headcount	**5,736**	**5,718**	1,085
Semester Credit Hours	**66,003**	**65,293**	6,901

Policy 4.197

MIDWESTERN
STATE UNIVERSITY.

Policy 4.197: Information Security – PROPOSED REVISIONS 2/10/17

Approved MM DD, 2017
Next Scheduled Review: 12-2017

I. Policy Statement

Midwestern State University (University) will protect, based on risk, all information and information resources against unauthorized access, use, disclosure, modification or destruction, including assuring the availability, confidentiality and integrity of information.

II. Reason for Policy

This policy establishes the president of the university has the ultimate responsibility for the security of state information resources. The president or his/her designated representative shall designate an information security officer who has the explicit authority and the duty to administer the information security requirements authority and responsibilities of the chief information security officer and provides the minimum standards for the information security program in accordance with applicable federal and state law and regulations and applicable university policies and procedures. the state's *Information Security Standards for Institutions of Higher Education* found in Title 1, Chapter 202, Texas Administrative Code (TAC 202) and other applicable requirements.

III.   Application of Policy

This policy applies to all information and information resources owned, leased or under the custodianship of any department, operating unit or employee of University, including resources outsourced to another institution, contractor or other source such as cloud computing.

IV.   Definitions

Information: Data as processed, stored, or transmitted by a computer.

TAC 202: Texas Administrative Code, Chapter 202. Policies of the State of Texas that apply to all state institutions of higher education.

Catalog: The Texas Department of Information Resources' (DIR) Security Control Standards Catalog.

CISO: Chief Information Security Officer

CIO: Chief Information Officer

Data owners: Entity or person that can authorize or deny access to certain data, and is responsible for its accuracy, integrity, and timeliness.

Data custodians: The technical partner for the data owner who is charged with keeping and protecting data for the data owner.

Users of information resources: Any person accessing University controlled systems and services.

V. Procedures and Responsibilities

The CISO is responsible for the development and implementation of the university's information security program and the development of information security policies and procedures. The CISO has the authority to monitor compliance with the university's information security policies and procedures and has the appropriate level of accessibility and visibility to the university's executive leadership. will develop, document and implement a University-wide information security program to protect information and information resources complying with University rules and policies and applicable state and federal regulations in the following elements:

1. INFORMATION SECURITY PLAN

   a. Develop and maintain a university-wide information security plan and data loss prevention program as required by Texas Government Code, Section 2054.133. The approved plan should be reviewed and updated annually taking into account changes in business, technology, threats, incidents, mission, etc.

2. PERIODIC RISK ASSESSMENT

   a. The purpose of the annual risk assessment is to identify, evaluate and document the level of impact on the university's mission, functions, image, reputation, assets or individuals that may result from the operation of the university's information systems.
   b. The CISO will ensure the annual information security risk assessment is performed and documented by data-owners. An assessment will be conducted and documented as required by TAC 202.

3. DATA LOSS PREVENTION PROGRAM

4.3. SECURITY AWARENESS TRAINING
   a. Provide for training and direction of personnel with significant responsibilities for information security with respect to such responsibilities.
   b. Provide guidance and assistance to senior university officials, data owners, data custodians, and end users concerning their responsibilities.

5.4. CREATE AND AMEND POLICIES, PROCESSES, & CONTROLS

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a. Identify, define and document the responsibilities of data owners, data custodians and users of information resources.
b. Develop policies and establish procedures and practices, following established university guidelines, necessary to ensure the security of information and information resources against unauthorized or accidental modification, destruction, or disclosure. Reduce risks and comply with applicable state and federal regulations.
b-c Review the university's inventory of information systems and related ownership and responsibilities.
c-d Fulfill reporting requirements with applicable state and federal agencies.
e. Follow established University procedures for approval, distribution, and appropriate education and training. Coordinate the review of the data security requirements, specification, and if applicable, third-party risk assessment of any new computer application or services that receive, maintain, and/or share confidential data.
f. Verify that security requirements are identified and risk mitigation plans are developed and contractually agreed and obligates prior to the purchase of information technology hardware, software and systems development services for any new computer applications that receive, maintain, and /or share confidential data.

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5. REPORTING REQUIREMENTS

a. Report to the president at least annually, the status and effectiveness of security controls.

d.

VI. Related Statutes, Policies & Procedures and Websites

Texas Administrative Code Chapter 202
Section 202.70
Section 202.71
TAC Requirement #R0129

Texas DIR Security Control Standards Catalog
Security Control Standard PM-2, Senior Information Security Officer

VII. Responsible Office(s)

Questions or comments regarding this Policy should be directed to:
Chief Information Security Officer
jim.hall@mwsu.edu
Extension 4680

VIII. History

Approval - Board of Regents MM DD, 2017

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