



Board of Regents Meetings

November 9 and 10, 2017

Midwestern State University Campus

Hardin Administration Building,

J. S. Bridwell Board Room

3410 Taft Boulevard

Wichita Falls, TX, 76308

Midwestern State University

Board of Regents Meetings

Schedule

Thursday, November 9, 2017

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

Friday, November 10, 2017

9:00 a.m. Board of Regents Meeting

**MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

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

Midwestern State University Administration
November 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. Darla English, Registrar

Dr. Jeffrey Killion, Interim Dean, Robert D. and Carol Gunn College of Health Sciences and Human Services

Dr. Clara Latham, University Librarian

Dr. Jeff Stambaugh, Interim Dean, Dillard College of Business Administration

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

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

Ms. Ashley Hurst, Director, Tutoring and Academic Support Programs (TASP)

Dr. Michael Mills, Director, International Education

Dr. Pamela Morgan, Director, Continuing, Professional, and Distance Education

Dr. Magaly Rincón-Zachary, Director, 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

Mr. David Percy, Director, Construction 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. Randy Canivel, Director, Flower Mound Campus

Mr. Patrick Coggins, Chief, University Police

Dr. Randy Glean, Director, International Services

Dr. Syreeta Greene, Director, Equity, Inclusion, and Multicultural Affairs

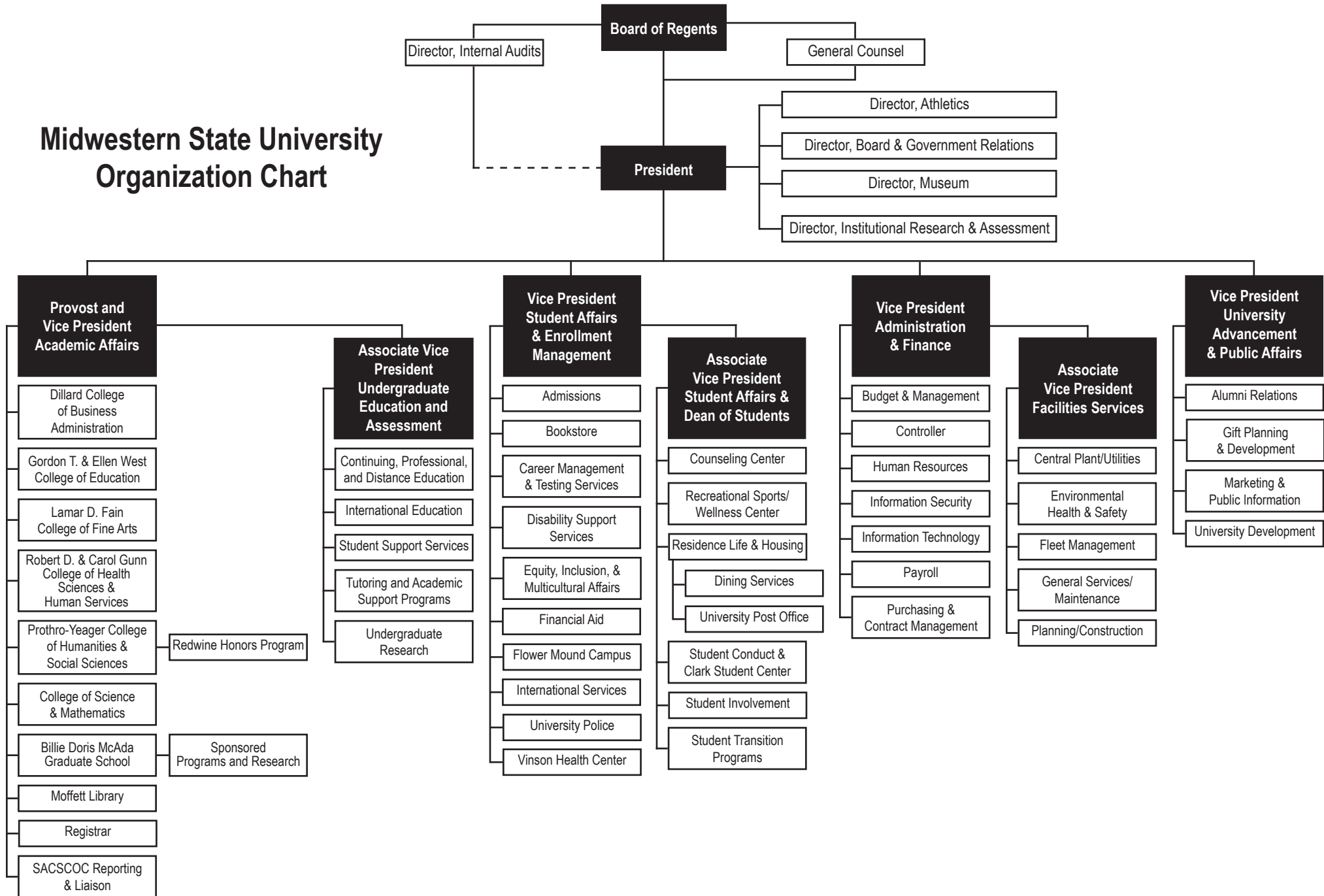
Ms. Debra Higginbotham, Director, Disability Support Services
Ms. Kathy Pennartz-Browning, Director, Student Financial Aid
Mr. Dirk Welch, Director, Career Management and Testing Services
Dr. Keith Williamson, Medical Director, Vinson Health Center
Mr. Matthew Park, Associate Vice President for Student Affairs and Dean of Students
Ms. Cammie Dean, Director, Student Transition Programs
Dr. Pam Midgett, Director, Counseling Center
Mr. Dail Neely, Director, Student Conduct and Clark Student Center
Mr. Mario Ramirez, Interim Director, Student Involvement
Ms. Angie Reay, Director of Recreational Sports/Wellness Center
Ms. Kristi Schulte, Director, Residence Life and Housing
Mr. Jon Lane, Postal Services Supervisor

Mr. Anthony Vidmar, Vice President for University Advancement and Public Affairs
Ms. Julie Gaynor, Director, Marketing and Public Information
Ms. Rhonda Talley McClung, Assistant Vice President for Gift Planning and Development
Ms. Leslee Ponder, Liaison, Alumni Engagement
Mr. Steve Shipp, Director, University Development

Mr. Kyle Williams, Interim Director of Athletics
Mr. Damian Clarke, Head Women's Soccer Coach
Mr. Doug Elder, Head Men's Soccer Coach
Ms. Reagan Foster, Assistant Director of Athletics for Student Athlete Development/Community Outreach
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
Ms. Natalie Rawson, Head Volleyball Coach
Mr. Jeff Ray, Head Golf Coach
Mr. Trey Reed, Assistant Director of Athletics for Sports Information
Mr. Mark Ryal, 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
Mr. Newman Wong, Chair, MSU Staff Senate
Ms. Maria Peña, President, MSU Student Government Association

Midwestern State University Organization Chart



MSU and Higher Education Acronyms

AACSB, Intl.	Association to Advance Collegiate Schools of Business – The accrediting body for the Dillard College of Business Administration.
ABET	Engineering program accrediting body, previously the Accreditation Board for Engineering and Technology.
AFR	Annual Financial Report – This report is prepared at the conclusion of MSU’s fiscal year – August 31 each year.
AY	Academic Year – the university’s academic year official begins September 1 and ends August 31
COPLAC	Council of Public Liberal Arts Colleges – This organization advances the aims of its member institutions -MSU is the only Texas member - and drives awareness of the value of high-quality, public liberal arts education in a student-centered residential environment.
CPUPC	Council of Public University Presidents and Chancellors – An organization made up of the presidents and chancellors of all Texas public universities.
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.

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		Fall 2015		Fall 2016	
	Number	Percent	Number	Percent	Number	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		Number		Number	
	% of UG		% of UG		% 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		Peer Group		OOS Peer Group	
	Percent	Avg Amt	Percent	Avg Amt	Percent	Avg Amt
Federal Student Loans						
2014	52%	\$7,117	40%	\$6,348	50%	\$7,166
2015	52%	\$7,034	42%	\$7,650	48%	\$7,283
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	59%	\$8,579
Federal (Pell) Grants						
2014	38%	\$3,941	38%	\$3,678	34%	\$4,104
2015	39%	\$4,015	42%	\$3,822	33%	\$4,218

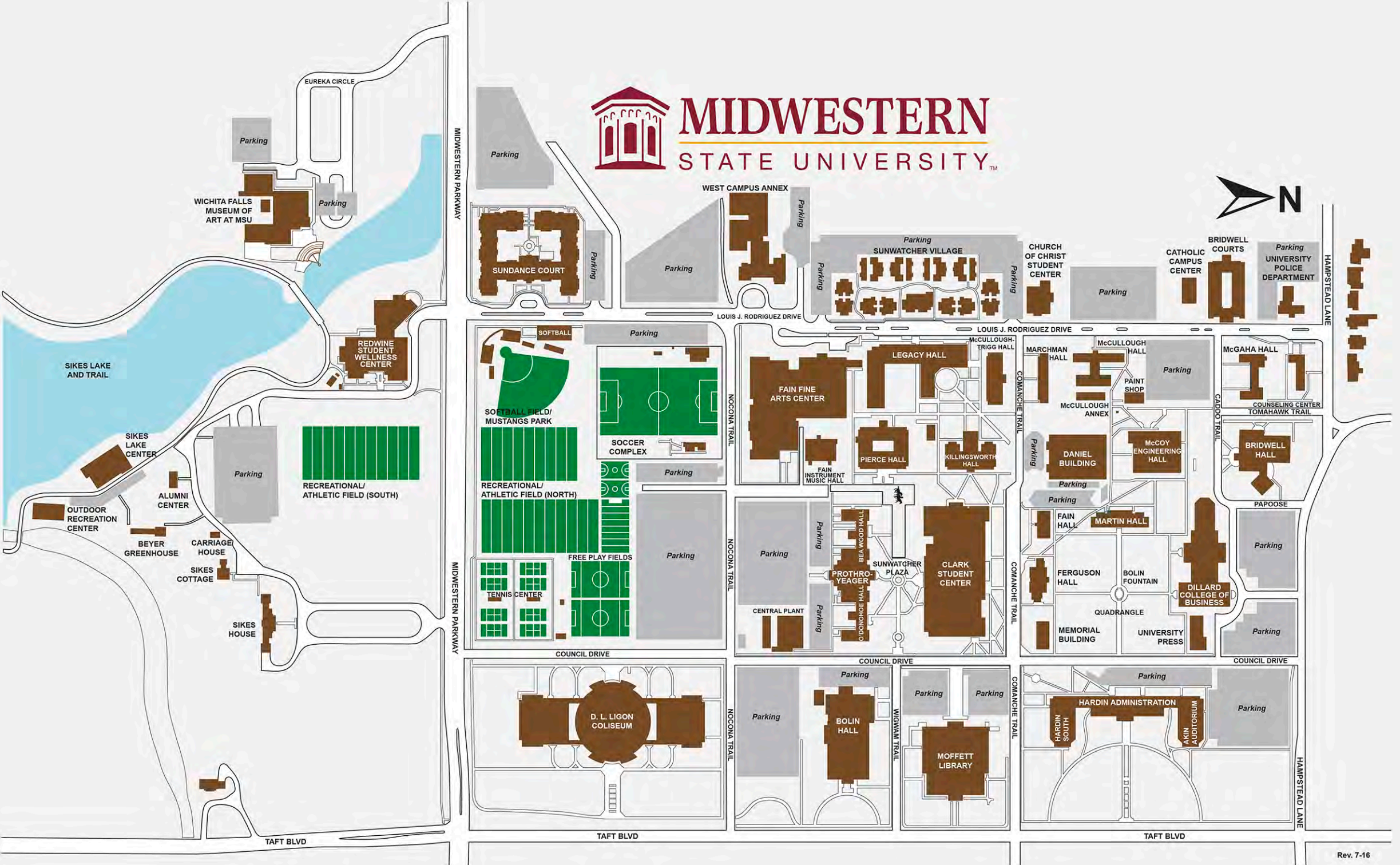
Student Success							
One-Year Persistence of First-time, Full-time, Degree Seeking Undergraduates					Graduation Rates		
		Enter Fall 2010	Enter Fall 2014	Enter Fall 2015	Cohort	Institution Rate	Peer Group Rate
Cohort		740	834	818	Fall 2007 4-year	16.2%	17.3%
Total		82.2%	80.2%	82.5%	Fall 2011 4-year	22.6%	22.1%
Same		67.3%	68.7%	69.8%	Fall 2012 4-year	24.1%	21.0%
Other		14.9%	11.5%	12.7%	Fall 2006 5-year	36.9%	34.0%
Two-Year Persistence of First-time, Full-time, Degree Seeking Undergraduates					Fall 2010 5-year	42.6%	36.0%
		Enter Fall 2009	Enter Fall 2013	Enter Fall 2014	Fall 2011 5-year	43.5%	38.7%
Institution Persistence					Fall 2005 6-year	44.3%	43.2%
Cohort		695	834	834	Fall 2009 6-year	53.7%	43.7%
Total		76.0%	75.5%	69.1%	Fall 2010 6-year	49.9%	43.5%
Same		57.0%	60.3%	54.0%	National Comparison (IPEDS Definition)		
Other		19.0%	15.2%	15.1%	Cohort	Institution Rate	OOS Peers Rate
Peer Group Persistence					Fall 2006 4-year	6.0%	29.0%
Cohort		560	567	548	Fall 2010 4-year	18.0%	35.4%
Total		71.3%	71.1%	71.9%	Fall 2011 4-year	20.0%	34.6%
Same		44.8%	41.8%	42.7%	Fall 2005 5-year	19.0%	38.5%
Other		26.3%	29.3%	29.0%	Fall 2009 5-year	37.0%	48.0%
					Fall 2010 5-year	36.0%	46.2%
					Fall 2004 6-year	26.0%	42.5%
					Fall 2008 6-year	45.0%	50.8%
					Fall 2009 6-year	44.0%	50.6%
Average Number of Fall & Spring Semesters and SCH Attempted for Bachelor's Degree							
Institution Grade	Sam	SCH	Peer Group Average Grade	Sam	SCH		

Average Number of Fall & Spring Semesters and SCH Attempted for Bachelor's Degree						
Year	Institution			Peer Group Average		
	Grads	Sem	SCH	Grads	Sem	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

Six-year Graduation & Persistence Rate, Fall 2010		
Student Group	Cohort	Rate
<i>For Students Needing Dev Ed</i>		
Institution	132	41.7%
Peer Group	122	36.9%
<i>For Students NOT Needing Dev Ed</i>		
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%



Board of Regents Meeting
November 9, 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

Opening Comments – Chairman Sanchez

Public Comment

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

University Dashboard

18-01. Each November the Office of Institutional Research and Assessment updates the University Dashboard. The results are then reviewed by the President's Cabinet and appropriate targets are determined. This updated document is shown in the Board Book on page 13. Information will be presented by Mr. Mark McClendon, Director of Institutional Research and Assessment, for the Board's review and discussion.

Executive Session

18-02. 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.
- C. Government Code, Chapter 551, Section .073 - Deliberations Regarding a Negotiated Contract for a Prospective Gift or Donation.
- D. Government Code, Chapter 551, Section .074 – Personnel Matters Relating to the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of Officers or Employees, or to Hear a Complaint or Charge Against an Officer or Employee
- E. Government Code, Chapter 551, Section .076 - Deliberations Regarding Security Audits, including
 - 1. Information Security Program Assessment report on action taken

Midwestern State University Dashboard Indicator and Projections

November 2017 Board of Regents Meeting

		Annual Performance				Target	COPLAC
		2014-2015	2015-16	2016-17	2017-18	2019-20	2016-17
1. Student Access							
1.1	Total Enrollment (Headcount)	5,874	6,043	6,064	6,080	6,230	3780
1.1.1	Undergraduate Enrollment (Fall)	5,144	5,287	5,319	5,330	5,450	3571
1.1.2	First-time, Full-time (Fall)	828	820	734	814	825	625
1.1.3	Undergraduate Transfer (Fall)	526	554	628	630	650	286
1.1.4	Satellite Campuses SCH's (Fall)	n/a	n/a	n/a	561	900	n/a
1.1.5	Graduate Enrollment (Fall)	730	756	745	821	850	209
1.1.6	SCH Generated (Fall)	67,275	69,547	69,744	70,546	71,645	n/a
1.2	Percent of Students Receiving Pell Grant (UG Fall)	37.90%	36.12%	36.96%	40.2%	41.7%	n/a
1.3	Percentage of Hispanic Students Enrolled (enr/%) (UG)	14.8%	16.3%	16.5%	19.3%	20.0%	4.3%
1.4	Percentage of African American Students Enrolled (enr/%) (UG)	13.8%	13.6%	14.3%	14.5%	14.5%	5.3%
1.5	Percentage of FTFT Who Met Unconditional Standards (Fall)	55.1%	57.8%			60.5%	n/a
1.6	Online and Distance Education (courses offered per year)	642	706	750		968	n/a
1.6.1	Distance Education SCH Generated (Fall)	10,168	11,353	12,454	13,605	14,000	n/a
2. Residential University Experience							
2.1	Number of Students Living in Campus Run Facilities (Fall)	1,425	1,460	1,500	1,566	1,575	n/a
2.2	Number of Students Participating in a First-year Experience (Fall)	n/a	n/a	319	325	700	n/a
2.4	EURECA Participation (# of students participating)	176	279	287		300	n/a
2.5	Percent of Upper Level UG SCH taught by Tenure or Tenure Track Faculty (Fall)	53.9%	58.4%	61.0%		63.0%	n/a
2.6	Number of Students in Study Abroad	78	115	78		125	n/a
3. Student Success							
3.1	First-time, Full-time Student Retention Rate (First year)	72.9%	69.4%	66.8%	66.8%	75.0%	75.0%
3.1.1	First-time, Full-time Student Retention Rate (Second year)	53.2%	55.3%	57.4%	57.4%	55.0%	n/a
3.2	First-time, Full-time Student Graduation Rate (Four Year Cohort)	19.5%	20.9%	20.8%		30.0%	40.1%
3.2.1	First-time, Full-time Student Graduation Rate (Six Year)	44.9%	42.4%	45.0%		50.0%	51.2%
3.2.2	Transfer Student Graduation Rate (SAM 6 yr)	52.0%	48.2%			50.0%	n/a
3.3	Total Degrees Awarded	1,216	1,260	1,309		1,300	790
3.3.1	Baccalaureate	993	1,020	1,083		1,050	726
3.3.2	Master's	183	240	226		250	63
3.3.3	Number of Degrees Awarded in STEM Fields	111	108	114		126	104
3.3.4	Number of Degrees Awarded in Health Science Fields (UG)	383	359	390		446	n/a
4. Operational Effectiveness							
4.1	State Appropriations per FTE Student	\$4,742	\$5,023	\$4,802		\$5,225	n/a
4.2	Total Expenditures per FTE Student	\$21,409	\$21,148	\$21,905		\$26,640	n/a
4.3	Student /Faculty Ratio (Using CDS FTE/Faculty FTE for Fall)	16.8	17.7	17.9		19.0	n/a
4.4	Administrative Cost Rate (as percent of operating budget)	10.80%	9.54%	9.22%		10.00%	n/a
4.5	Average SCH to Bachelor's degree	145.9	146.8	146.3		140.0	n/a
4.6	Average Student Debt for Graduates Who Started at MSU (FTFT) (CDS)	\$28,867	\$28,468			\$25,000	n/a
5. Competitive Resources							
5.1	Total New Gifts and Commitments (AFR reported)	\$6,317,269	\$5,858,547	\$6,792,671		\$7 Million	n/a
5.2	Total Endowment (university-held, Foundation, Charitable Trust)	\$68,154,607	\$69,045,395	\$73,817,341		\$75 millin	\$22,539,305
5.3	Amount of Competetive Grants (Federal & State)	\$324,010	\$612,174			\$450,000	n/a
Gray shaded areas will not be updated until the end of FY						Target	MEDIAN

Executive Committee

Membership

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

Reading and Approval of Minutes

18-03. The minutes of the Executive Committee meeting August 3, 2017, will be recommended for approval of the Committee.

Campus Construction Update

18-04. Information regarding current construction and repair and rehabilitation projects will be presented in addition to the Status Reports included in the Board Book (pages 17-20).

MSU Deferred Maintenance Reports – Campus Condition Index

18-05. The Texas Education Code (Section 61.05821) requires institutions of higher education to report deferred maintenance information to the Texas Higher Education Coordinating Board (THECB) and the university's governing board each year. The required reports are presented as information only as follows:

- A. THECB Summary Report of Deferred Maintenance Data (page 21)
- B. FY 17 Deferred Maintenance Expenditures (pages 22-24)
- C. FY 18- FY 22 Deferred Maintenance List (pages 25-26)

Moffett Library Renovation Project – Architect Contract Approval and CMAR Recommendation

18-06. During the August 2017 Board of Regents meeting, the Board approved the total Moffett Library Renovation Project cost and authorized the administration to contract with Holzman Moss Bottino Architects (HMB) for the renovation designs. Since that time, the administration has negotiated a contract with HMB and also considered proposals from Construction Manager at Risk (CMAR) firms for this project. The following action items will be presented for the Board's consideration and approval.

- A. The administration will request authorization to contract with HMB for design services in an amount not to exceed \$650,000.
- B. The administration will recommend approval of the CMAR firm of M&F Litteken (see selection letter on page 27).

Information Technologies Relocation Project Authorization Request

18-07. In November 2015 the Board of Regents approved several Tuition Revenue Bond (TRB) projects such as the (a) Gunn College of Health Sciences and Human Services Building Project, (b) Texas Accessibility Standards (TAS), Americans with Disabilities Act

(ADA), and Fire Marshal Upgrades Project, (c) Moffett Library Renovation Project, (d) Bridwell Renovation Project, and (e) Information Technologies Relocation Project. In May 2016 the individual budgets for these projects were identified as a group and included a value of \$1,660,271 for the Information Technologies Relocation Project. The following action items related specifically to the Information Technologies Project will be presented for the Board's consideration and approval.

- A. The administration will recommend approval of the project at a total cost not to exceed \$1,577,257 (95% of the \$1.66 million in funds available).
- B. The administration will request the Board authorize the President to increase the budgeted and contracted amounts in an amount not to exceed five percent of the Board approved amount (available funds for this project total \$1,660,271).

Gunn College of Health Sciences and Human Services Building Project – Construction Contract Approval

18-08. The Board of Regents approved the total budget for the Gunn College of Health Sciences and Human Services Building project at \$38 million in May, 2016. At that time the Board further authorized the President to increase the budget and contracted amounts up to \$40 million as necessary.

The administration will request authorization to issue a contract for the building's construction at a total project Guaranteed Maximum Price (GMP) of \$33.0 million, plus \$850,000 being funded by the Information Technologies Relocation Project budget (see Item 18-07). Authorization to increase the Gunn College of Health Sciences and Human Services Building project's total budget to \$41 million from the \$40 million maximum approved by the Board of Regents is also requested. The additional \$1 million will be funded through residual savings from other TRB funded projects: (a) Moffett Library Renovation Project, (b) Bridwell Renovation Project, (c) Information Technologies Relocation Project, and the (d) Texas Accessibility Standards (TAS), Americans with Disabilities Act (ADA), and Fire Marshal Upgrades Project.

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

18-09. In November 2016 the Board of Regents authorized the administration to proceed with a \$1.1 million project for parking and landscaping near the new Gunn College of Health Sciences and Human Services building. The administration will recommend the following related to this project.

- A. The administration will request authorization to expand the project to include possible extensions to Jesse Rogers Promenade from Comanche Trail on the south end to Caddo Trail at the north end, the landscaping around the new Health Sciences & Human Services building, bronze mustangs statues for the quad, and the construction of a new parking lot at Marchman Hall. Attached documents present graphical explanations of the project plans (pages 28 and 29).

- B. The administration will recommend approval of the project at a total cost not to exceed \$2,370,250 (95% of the \$2.495 million in funds available from TRB interest funds, savings from the other TRB projects, HEAF, and donor funds).
- C. The administration will request the Board authorize the President to increase the budgeted and contracted amounts in an amount not to exceed five percent of the Board approved amount (available funds for this project total \$2,495,000).

MSU Policies and Procedures Manual Change – Policy 4.146

18-10. In August 2017 a draft of possible changes to Policy 4.146, Naming Buildings and Other Facilities, was presented to the Board for consideration. Regents were asked to share any comments or questions with university leadership in anticipation of the final policy being submitted for approval at the November meeting. The modified Policy 4.146, Honorific and Gift-Related Namings, is presented for approval beginning on page 30.

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

18-11. In compliance with the Museum's Collections Management Policy, the Museum Director and Curator have recommended the artworks shown on pages 37-41 for accession into the Museum's Permanent Collection. The Museum Advisory Board approved this action and the administration will recommend ratification of this action by the Board of Regents.

ID	Task Name	Start	Finish	2016												2017												2018												2019												2020											
				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	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D										
1	Student Housing Project	Mon 8/18/14	Thu 1/18/18																																																												
2	Design Site Package	Mon 8/18/14	Tue 4/21/15																																																												
3	Bid - Site Package	Tue 4/21/15	Fri 5/15/15																																																												
4	Construction, Site Package	Mon 5/18/15	Mon 7/13/15																																																												
5	Design Building Package	Mon 8/18/14	Tue 5/26/15																																																												
6	Bid - Building Package	Tue 5/26/15	Thu 6/18/15																																																												
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	99%																																																											
9	Landscaping (original completion=4/28/17)	Mon 10/17/16	Mon 5/15/17	100%																																																											
10	Water Softener Design, Bid, & Installation	Fri 9/1/17	Thu 1/18/18	25%																																																											
11																																																															
12	TAS-ADA/Fire Marshal Upgrades	Mon 12/7/15	Fri 8/30/19																																																												
13	Architect Selection RFQ	Mon 12/7/15	Fri 2/12/16	100%																																																											
14	Contract Negotiations	Mon 2/15/16	Tue 4/26/16	100%																																																											
15	Design	Mon 4/25/16	Thu 8/31/17	100%																																																											
16	Construction (Fain Fine Arts, Bolin, Hardin, Ferguson)	Fri 9/1/17	Fri 8/30/19	5%																																																											
17																																																															
18	Gunn College of Health Sciences & Human Services Building	Fri 12/18/15	Fri 3/29/19																																																												
19	Architect Selection RFQ	Fri 12/18/15	Mon 2/15/16	100%																																																											
20	Contract Negotiations	Tue 2/16/16	Fri 4/22/16	100%																																																											
21	Design	Mon 4/25/16	Fri 9/8/17	95%																																																											
22	Construction	Mon 10/16/17	Fri 3/29/19	0%																																																											
23																																																															
24	College of Health Sciences & Human Services Landscaping & Parking	Mon 1/16/17	Fri 8/24/18																																																												
25	Landscape Design, East Quad	Mon 1/16/17	Fri 9/22/17	40%																																																											
26	Landscape Construction, East Quad	Mon 9/25/17	Fri 8/24/18	0%																																																											
27	Parking Lot Design and Bid, 3 Hampstead Lots	Mon 1/16/17	Mon 5/15/17	100%																																																											
28	Parking Lot Construction, 3 Hampstead Lots	Tue 5/16/17	Fri 8/18/17	100%																																																											
29																																																															
30	Moffett Library Renovations	Mon 9/11/17	Mon 8/31/20																																																												
31	Design	Mon 9/11/17	Mon 5/14/18	5%																																																											
32	Construction	Mon 5/14/18	Mon 8/31/20	0%																																																											

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	\$ 35,033,792	\$ -	\$ 35,250,000	\$ (216,208) (1)
TAS-ADA/Fire Marshal Upgrades	11/13/2015, 5/13/2016	2/12/2016 Harper-Perkins Architects	\$ 5,270,000	\$ 4,845,501	\$ 424,499	\$ 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	\$ 12,576,401	\$ 25,423,599	\$ 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	\$ 448,325	\$ 651,675	\$ 1,100,000	\$ -
Moffett Library Renovation Project	11/13/15, 8/5/2017	8/5/2017 Holzman Moss Bottino Architects	\$ 7,300,000	\$ 563,495	\$ 6,736,505	\$ 7,300,000	\$ -

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



Facilities Services

3410 Taft Boulevard Wichita Falls, Texas 76308-2099
o 940.397.4648 f 940.397.4859

Construction Projects Status Report – Item 18-04

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

1. REPAIR UNSAFE CAMPUS SIDEWALKS (\$60k).
2. INSTALL A NEW KILN IN THE KILN YARD AT FAIN FINE ARTS (\$39k).
3. ADDITIONAL CAMPUS LIGHTING IN SELECT AREAS, INCLUDING BOLIN FOUNTAIN (\$45k).
4. REPLACED BOILER CONTROL SYSTEM FOR HURST BOILER AT CENTRAL PLANT (\$41k).

Ongoing projects:

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

- Guaranteed Maximum Price for the site package was submitted by the contractor and a contract issued. Site work to begin in mid-October.
- Bid documents for the building package were issued; building package Guaranteed Maximum Price to be submitted in late November.
- Pending authorization from the Board of Regents, a contract for the building package will be issued in early December.

TEXAS ACCESSIBILITY STANDARDS (TAS), AMERICANS WITH DISABILITIES ACT (ADA), AND FIRE MARSHAL UPGRADES PROJECT: \$5.0 MM

- Upgrades to Bolin, Fain Fine Arts, Ferguson, and Hardin for a 2013 fire marshal inspection and TAS needs. Major construction efforts to be over the summers of 2018 and 2019.
- Guaranteed Maximum Price was submitted and a contract issued for construction.
- Submittal review phase in process.

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

- LANDSCAPING - \$772k
 - o 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.
 - o Pending authorization from the Board of Regents, the project's scope will be expanded to include potential extensions to Jesse Rogers Promenade from Comanche on the south end to Caddo Trail at the north end, the landscaping around the new Health Sciences & Human Services building, bronze artwork mustang statues for the quad, and the construction of a new parking lot at Marchman.

- **PARKING LOT CONSTRUCTION - \$335k**
 - Demo of three Hampstead houses followed by the construction of a 63-space parking lot.
 - Parking lot complete prior to start of classes in August.

REPLACEMENT OF LOTS 3 & 6N SOUTH OF PROTHRO-YEAGER: \$950k

- Replacement of the lot south of Prothro-Yeager-Beawood-O'Donohoe planned for summer 2018 using HEAF funds. Also includes an extension of Jesse Rogers Promenade south to Nocona (i.e., east side of Mass Comm).
- Design in process with local civil engineering firm.

RENOVATION OF FAIN FINE ARTS STUDIOS FOR MUSIC/ART: \$178k

- With Mass Communication relocated to a new building, need to renovate the 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.
- Construction complete and sound booths relocated.

UTILITY MAPPING OF UNDERGROUND UTILITIES: \$125k

- Historical records of underground utilities are poor so we contracted with a utility mapping service to locate them on our master AutoCAD file. This will assist in reducing costs and risk involved with the discovery of unknown utilities.
- Completed AutoCAD file delivered to MSU in mid-October; contractor's work complete.

JAN THACKER FANTASY OF LIGHTS WORKSHOP EXPANSION: \$140k

- The majority of the funding for this project was contributed by the Thacker Family.
- Expansion of the existing building by ~4000 square feet to provide more storage room.
- Building was bid and contract issued for construction. Building submittal has been reviewed. On-site work to begin in November.

ADDITIONAL PROJECTS <\$100k:

Projects in process scheduled for completion over the winter or spring include:

1. Modify enclosure for two autoclaves in Bolin (\$25k).
2. Installation of dust collector and ductwork for Ceramics Lab in Fain Fine Arts (\$113k).
3. Renovation of Sunwatcher Clubhouse for Housing Administration offices (\$125k).
4. Relocation of the Language Lab to Prothro-Yeager-Beawood-O'Donohoe (\$109k).
5. Upgrade Central Plant's building controls software (\$26k).
6. Repair various roof leaks at Ligon and Fain Fine Arts (\$21k).

Edit Summary Report			THECB Summary Report 10-6-17		
Summary by Period and Category					
	Critical	Deferred	Planned	Adaptation	Total
Budgeted - Current Year	\$0	\$0	\$2,760,805	\$1,078,000	\$3,838,805 (1)
Expenditures - Previous Year	\$0	\$193,678	\$1,663,449	\$894,331	\$2,751,458 (2)
Projected - Years 2 through 5	\$0	\$7,000	\$13,898,900	\$1,877,016	\$15,782,916 (3)
Summary by Type and Category					
Architectural	\$0	\$7,566	\$8,057,861	\$1,509,696	\$9,575,123
HVAC	\$0	\$88,708	\$1,064,178	\$0	\$1,152,886
Plumbing and Electrical	\$0	\$34,763	\$2,470,566	\$3,000	\$2,508,329
Safety	\$0	\$0	\$2,822,148	\$15,000	\$2,837,148
Legal and Mandatory	\$0	\$69,641	\$622,640	\$1,940,000	\$2,632,281
Other	\$0	\$0	\$3,285,761	\$381,651	\$3,667,412
Total	\$0	\$200,678	\$18,323,154	\$3,849,347	\$22,373,179
Top Five Priority Projects					
Pri	Name	Period	Category	Type	Amount
1	Ferguson stairwell exits to exterior.	Budgeted - Current Year	Planned Maintenance	Safety	\$40,000
2	Ferguson dead end corridor too long.	Budgeted - Current Year	Planned Maintenance	Safety	\$5,000
3	Ferguson 2nd floor restrooms not ADA.	Budgeted - Current Year	Planned Maintenance	Legal and Mandatory	\$17,000
4	Replace boiler's control system.	Budgeted - Current Year	Planned Maintenance	HVAC	\$45,000
5	Upgrade HVAC building control system.	Budgeted - Current Year	Planned Maintenance	HVAC	\$26,000

(1) Includes \$2.44 MM in TRB work.

(2) Includes \$616.5k in roofing work.

(3) Includes \$3.343 MM in TRB work.

FY17 DEFERRED MAINTENANCE EXPENDITURES

Building	Comments	Expenditure \$	HEAF: Facilities FY17	Auxiliary: CSC	Auxiliary: Housing	Other \$ Sources	TRB Total
	Facilities Services vehicle purchases (2 vans, 1 truck, 4 golf carts, tractor, mower)	\$ 189,499	\$ 189,499				
	Facilities Services equipment-E&G space ONLY	\$ 48,447	\$ 237,946				
2508 Hampstead, Football	Demolition and abatement.	\$35,680				\$35,680	
2510 Hampstead, Football	Demolition and abatement.	\$30,415				\$66,095	
2512 Hampstead, Housing	Demolition and abatement.	\$13,205				\$79,300	
2525 Hampstead	Demo the house and pool; relocate existing eastern fence.	\$17,360	\$255,306				
Bolin Hall	Install 64 cabinet drawers in 302/305. (\$35k for drawers; \$10k install est.)	\$36,238	\$291,544				
Bolin Hall	Replace heavily corroded electrical panels in greenhouse, northwest corner.	\$3,734	\$295,278				
Bolin Hall	Replace transfer switch in switchgear (see DA 11/7/16 1:38 PM).	\$2,931	\$298,209				
Bridwell Courts	Steps (northwestern), to 2nd floor: delaminating. Replace entire stairwell. Replace ~5 treads on southeast stairwell.	\$35,000			\$35,000		
Bridwell Hall	Significant settling of sidewalks on south side of bldg.	\$5,000	\$303,209				
Central Plant	Chiller #2 repairs	\$59,174	\$362,383				
Central Plant	Cooling tower fan and gear box repairs.	\$24,327	\$386,710				
Central Plant	Evaluate chill water circulation VFDs for proper operation.	\$7,126	\$393,836				
Central Plant	Repair roofing damage from May 2013 hail storm.	\$32,064				\$111,364	
Central Plant	Repairs to control valve to Hurst boiler	\$5,207	\$399,043				
West Campus Annex	Exterior doors - replace 3.	\$11,850				\$123,214	
West Campus Annex	Facia board under gutters, east side (if not others, too) is rotten.	\$1,500				\$124,714	
West Campus Annex	Renovate eastern portion of building for TRIO to occupy.	\$222,633				\$347,347	
West Campus Annex - Burns Chapel	Carpet, need new.	\$12,511				\$359,858	
West Campus Annex - Burns Chapel	HVAC	\$30,291				\$390,149	
Clark Student Center	CSC office remodel (Vidmar)	\$4,493		\$4,493			
Clark Student Center	Lounge & office carpet	\$3,550		\$8,043			
Clark Student Center	Repaint interior.	\$18,868		\$26,911			
Clark Student Center	Repair open expansion joint seams on east and west sides of atrium	\$4,910		\$31,821			
Clark Student Center	Replace exhaust fan in Grille Nation.	\$23,000		\$54,821			
Clark Student Center	Replace some equipment and furnishings in the building.	\$36,299		\$91,120			
Clark Student Center	Suite 106/108 remodel (Lamb/Park)	\$18,411		\$109,531			
D.L. Ligon Coliseum	Repair two scuppers on the south wall of the south courtyard	\$4,732	\$403,775				
D.L. Ligon Coliseum	Resurface Stockton Court floor.	\$19,700	\$423,475				
Daniel Building	Reinsulate 16 FCU branchlines which are dripping extensively.	\$3,861	\$427,336				
Dillard College of Business Admin	Install hydro station per student request.	\$882				\$391,031	
Dillard College of Business Admin	Install netting over the windows at four entrances to Dillard to prevent pigeons from roosting in these areas.	\$7,867	\$435,203				
Fain Fine Arts Center	Mass Comm budget shortfall (\$150k) and chill water infrastructure (\$50k).	\$200,000	\$635,203				
Fain Fine Arts Center	Pad and carport for new kiln.	\$1,625	\$636,828				
Fain Fine Arts Center	Repair roofing damage from May 2013 hail storm.	\$235,684				\$626,715	
Fain Fine Arts Center	Repair seams and coat rubber on parapet wall over theatre	\$4,995				\$631,710	

FY17 DEFERRED MAINTENANCE EXPENDITURES

Building	Comments	Expenditure \$	HEAF: Facilities FY17	Auxiliary: CSC	Auxiliary: Housing	Other \$ Sources	TRB Total
Fain Fine Arts Center	Roof leak repair needs: 12' from south wall of C106, leaks along east end of north wall (gutter), leaks along south end of west wall (gutter).	\$7,353	\$644,181				
Fain Instrumental Band Hall	Repair roofing damage from May 2013 hail storm.	\$13,671				\$645,381	
Ferguson Hall	Replace elevator jack	\$69,641	\$713,822				
Hardin Administration Building	Abate and paint all exterior windows on middle building.	\$132,758	\$846,580				
Hardin Administration Building	Repair roofing damage from May 2013 hail storm.	\$147,110				\$792,491	
Infrastructure	Add light poles to campus to increase security.	\$45,419				\$837,910	
Infrastructure	Bolin Fountain mortar joint repairs.	\$5,190	\$851,770				
Infrastructure	Extend Mustangs Walk to the north to Comanche. Requires base material which existing Walk did not need.	\$286,525				\$1,124,435	
Infrastructure	Extend sidewalk on west side of Lot 6S to Nocona Drive for direct access to the basketball courts.	\$3,550	\$855,320				
Infrastructure	Install campus AED units	\$14,391				\$1,138,826	
Infrastructure	Install campus wall pack fixtures	\$15,902				\$1,154,728	
Infrastructure	Install handicap ramps and signs	\$3,640	\$858,960				
Infrastructure	Purchase and install a time clock system for all non-exempt employees. Includes clocks, electrical, and IT needs for the system.	\$109,412				\$1,264,140	
Infrastructure	Repair damage to asphalt in Bolin parking lot and near dock.	\$15,576	\$874,536				
Infrastructure	Repair unsafe campus sidewalks	\$44,869	\$919,405				
Infrastructure	Replace obsolete BAC equipment for south campus HVAC control	\$4,275	\$923,680				
Infrastructure	Resurface tennis courts, including demo of existing surfaces	\$82,385	\$1,006,065				
Infrastructure	Roofing deductible (FY16 & FY17).	\$102,609	\$1,108,674				
Infrastructure	Utilities mapping documentation needed for underground utilities.	\$124,849					\$124,849
Infrastructure (Sikes Lake Area)	Install security light in southwest area of Sikes Lake	\$10,786				\$1,274,926	
Legacy Hall	Catering-kitchen equipment purchases.	\$10,125			\$45,125		
Martin	Install hydro station per student request.	\$912				\$1,275,838	
Martin	New front door on northwest corner of building.	\$2,376	\$1,111,050				
McCullough-Trigg Hall	Install pigeon deterrent nets above main entrances.	\$3,163			\$48,288		
McGaha Hall	Demolition, including abatement of firing range.	\$69,635				\$1,345,473	
Prothro-Yeager-Beawood-O'Donohoe	Repair roofing damage from May 2013 hail storm.	\$162,948				\$1,508,421	
Regional Simulation Center	Repair roofing damage from May 2013 hail storm.	\$750				\$1,509,171	
Seismometer Building	Repair roofing damage from May 2013 hail storm.	\$6,906				\$1,516,077	
Sikes House	Paint window sills on south side, center portion of structure (paint peeling).	\$13,261				\$1,529,338	
Soccer Press Box	Repair roofing damage from May 2013 hail storm.	\$6,655				\$1,535,993	
Sundance Court	Install pigeon deterrent nets over two condenser farms on roof.	\$21,225			\$69,513		
Sunwatcher Village, 2	Replace rusty/corroded fire risers into building.	\$1,278			\$70,791		
Sunwatcher Village, 3	Replace rusty/corroded fire risers into building.	\$1,278			\$72,069		

FY17 DEFERRED MAINTENANCE EXPENDITURES

Building	Comments	Expenditure \$	HEAF: Facilities FY17	Auxiliary: CSC	Auxiliary: Housing	Other \$ Sources	TRB Total
Sunwatcher Village, 4	Replace rusty/corroded fire risers into building.	\$1,278			\$73,347		
Sunwatcher Village, 5	Replace rusty/corroded fire risers into building.	\$1,278			\$74,625		
Sunwatcher Village, 6	Replace rusty/corroded fire risers into building.	\$1,278			\$75,903		
Sunwatcher Village, 6	Replace the leaky domestic hot water tank in boiler room building.	\$17,539			\$93,442		
Sunwatcher Village, 7	Replace rusty/corroded fire risers into building.	\$1,278			\$94,720		
Sunwatcher Village, 8	Replace rusty/corroded fire risers into building.	\$1,278			\$95,998		
Sunwatcher Village, 9	Replace rusty/corroded fire risers into building.	\$1,278			\$97,276		
Tennis Center	Repair roofing damage from May 2013 hail storm.	\$9,165				\$1,545,158	
University Police	Repair roofing damage from May 2013 hail storm.	\$1,540				\$1,546,698	
	TOTALS	\$2,989,404	\$1,111,050	\$109,531	\$97,276	\$1,546,698	\$124,849

FY18-FY22 DEFERRED MAINTENANCE LIST

Building	Comments	Expenditure \$	Priority	HEAF: Facilities FY17	HEAF: Facilities FY18	Auxiliary: CSC	Auxiliary: Housing	Info Tech	Other \$ Sources	TRB Total
	Facilities Services vehicle purchases (shuttle bus, truck, golf cart)	\$130,000			\$130,000					
	Facilities Services equipment-E&G space ONLY	\$60,250			\$190,250					
Ferguson Hall	Both stairwells discharge directly into the building interior.	\$40,000	1		\$230,250					
Ferguson Hall	Dead end corridor by 105 exceeds max 50' limit allowable distance.	\$5,000	2		\$235,250					
Ferguson Hall	Restrooms on 2nd floor are TAS/ADA compliant. 3rd floor restrooms are NOT ADA compliant (1 men's, 1 women's).	\$17,000	3		\$252,250					
Central Plant	Replace boiler's control system to one that does not require several thousand dollars a year to recalibrate. Have to ship it to Europe every year. Existing are faulty/obsolete.	\$45,000	4	\$45,000						
Infrastructure	Upgrade building controls system software to eliminate communication losses, etc.	\$26,000	5	\$71,000						
Central Plant	Replace steam expansion joints in tunnel system. Existing design/style does not last very long and expensive to repair.	\$35,000	6		\$287,250					
D.L. Ligon Coliseum	Repair multiple roof leaks around dome corridors.	\$15,000	7		\$302,250					
Fain Fine Arts Center	Repair roof leak on south wall of prop construction area & C102.	\$3,000	8		\$305,250					
Fain Fine Arts Center	Install new kiln and its utilities.	\$3,000	9		\$308,250					
D.L. Ligon Coliseum	Repair roof leaks at 2 scuppers on south wall of south courtyard, 3 scuppers on south wall of FBLR.	\$13,805	10		\$322,055					
Prothro-Yeager-Beawood-O'Donohoe	Roof leak at the south entrance needs repairing (flashing/tile/gutter).	\$3,000	11		\$325,055					
Infrastructure	Parking lot: Resurface large lot west of Central Plant (#6N). ~74,000 SF.	\$550,000	12		\$875,055					
Infrastructure	Parking lot: Resurface lot south of O'Donohoe (#3). Need to replace in next 3-4 years. ~27,000 SF.	\$200,000	13		\$1,075,055					
Fain Fine Arts Center	Upgrade dust collection in the Ceramic's Lab to improve exhaust in this room. Add ductwork near floor and new fans. (4/21/17: Dr. Camacho pays \$50k, we pay balance.)	\$100,000	14						\$100,000	
Hardin Administration Building	Voice & Data Rewiring of Hardin South.	\$98,000	15					\$98,000		
2527 Hampstead	Repaint interior.	\$15,000	16						\$115,000	
2527 Hampstead	Repair rotting boards on exterior trim.	\$2,000	17						\$117,000	
2527 Hampstead	Replace all carpeting.	\$9,000	18						\$126,000	
Fain Fine Arts Center	Corridor walls throughout covered with carpet not meeting class A or B fire code rating. Replace with fire rated material.	\$75,000	19							\$75,000
Fain Fine Arts Center	Both stairwells discharge directly into the building interior. Make stairwell by B120 discharge to east.	\$125,000	20							\$200,000
Killingsworth Hall	Replace hallway carpet on 1st and 2nd floor (~2500 SF).	\$10,000	21				\$10,000			
Sunwatcher Village, 2	Install emergency egress lights for the building per fire marshal requirement	\$5,000	22				\$15,000			
Sunwatcher Village, 3	Install emergency egress lights for the building per fire marshal requirement	\$5,000	23				\$20,000			
Sunwatcher Village, 4	Install emergency egress lights for the building per fire marshal requirement	\$5,000	24				\$25,000			
Sunwatcher Village, 5	Install emergency egress lights for the building per fire marshal requirement	\$5,000	25				\$30,000			
Sunwatcher Village, 6	Install emergency egress lights for the building per fire marshal requirement	\$5,000	26				\$35,000			
Sunwatcher Village, 7	Install emergency egress lights for the building per fire marshal requirement	\$5,000	27				\$40,000			
Sunwatcher Village, 8	Install emergency egress lights for the building per fire marshal requirement	\$5,000	28				\$45,000			
Sunwatcher Village, 9	Install emergency egress lights for the building per fire marshal requirement	\$5,000	29				\$50,000			
Sunwatcher Village, 4	Recarpet remaining apartments in this building (~50%).	\$14,000	30				\$64,000			
Fain Fine Arts Center	Auditorium stage, workshop, storerooms, dressing rooms lack fire sprinkler protection. Auditorium stage area lacks standpipe protection.	\$350,000	31							\$550,000
Fain Fine Arts Center	Auditorium entrance area not ADA accessible.	\$125,000	32							\$675,000

FY18-FY22 DEFERRED MAINTENANCE LIST

Building	Comments	Expenditure \$	Priority	HEAF: Facilities FY17	HEAF: Facilities FY18	Auxiliary: CSC	Auxiliary: Housing	Info Tech	Other \$ Sources	TRB Total
Fain Fine Arts Center	ADA restroom upgrades-plumbing fixtures	\$80,000	33							\$755,000
Fain Fine Arts Center	Hardware is not ADA compliant.	\$50,000	34							\$805,000
Fain Fine Arts Center	ADA Compliant sinks/fountain installations	\$35,000	35							\$840,000
Fain Fine Arts Center	Handrails not ADA compliant.	\$60,000	36							\$900,000
Fain Fine Arts Center	Correct ADA/code violations @ exterior sidewalks/stairs/ramps.	\$140,000	37							\$1,040,000
Fain Fine Arts Center	Install hydraulic elevator	\$600,000	38							\$1,640,000
Fain Fine Arts Center	Atrium roof glass leaks; replace it. Install roofing over ~2/3 of it and glass on lower 1/3.	\$125,000	39							\$1,765,000
Sunwatcher Village, Clubhouse	Renovate building for Housing administrative offices	\$125,000	40				\$189,000			
Bolin Hall	3 stairs improperly discharge into the first floor corridors	\$400,000	41							\$2,165,000
Bolin Hall	Replace flex duct sections throughout building. Inspection 5/17/11 by duct cleaning contractor noted it will need it in the next 2-3 years, especially the high pressure flex ducts!	\$60,000	42							\$2,225,000
Bolin Hall	Ramp on northwest corner of building is not ADA compliant (?).	\$30,000	43							\$2,255,000
Bolin Hall	Transformer, replace	\$185,000	44							\$2,440,000
Hardin Administration Building	All 4 stairwells lack fire rated doors on 1st floor and at least 2 stairwells need to discharge directly to exterior.	\$100,000	45							\$2,540,000
Hardin Administration Building	Akin: Women's restroom, renovate to family restroom (north wall would NOT be moved; ticket booth to remain as-is). Remove partitions from men's restroom.	\$46,000	46							\$2,586,000
Hardin Administration Building	Akin main entrance doors lack required panic hardware.	\$51,000	47							\$2,637,000
Hardin Administration Building	Akin stage area lacks proscenium opening (fire curtain) protection.	\$75,000	48							\$2,712,000
Hardin Administration Building	Akin stage, workshop, storerooms, dressing rooms lack fire sprinkler protection.	\$175,000	49							\$2,887,000
Infrastructure	Teepee Drive Reconstruction, south end (convert to Mustangs Walk)	\$300,000	50		\$1,375,055					
Moffett Library	Both elevators are not ADA compliant; will require structural mods to building to correct. Replace eastern elevator for ADA access to all 3 floors.	\$450,000	51							\$3,337,000
Moffett Library	Restrooms (6) not ADA compliant.	\$360,000	52							\$3,697,000
Moffett Library	Stairwell handrails not ADA compliant.	\$30,000	53							\$3,727,000
Moffett Library	Upgrade door hardware throughout building for ADA compliance	\$100,000	54							\$3,827,000
Moffett Library	Stacks too close together for ADA compliance.	\$50,000	55							\$3,877,000
Moffett Library	Fascia of original building. Include replacing roof's tile mansard on original building as part of this work	\$80,000	56							\$3,957,000
Moffett Library	Install HUB rooms for 2nd and 3rd floors; replace interior data wiring in entire building.	\$150,000	57							\$4,107,000
Moffett Library	Carpet - 2nd-3rd	\$175,000	58							\$4,282,000
Moffett Library	Replace east entrance doors/windows	\$125,000	59							\$4,407,000
Moffett Library	Paint entire interior.	\$75,000	60							\$4,482,000
Moffett Library	Paint Doors, trim, handrails, poles	\$8,000	61							\$4,490,000
Moffett Library	Carpet - 1st floor remaining areas	\$100,000	62							\$4,590,000
Moffett Library	Furniture needs to be updated in entire bldg.	\$1,000,000	63							\$5,590,000
Sunwatcher Village, 2	Need to replace the exterior signs identifying each building number. The western facing signs are particularly delapidated looking.	\$3,000	64				\$192,000			
Prothro-Yeager-Beawood-O'Donohoe	Renovate space formerly used by Housing administration for academic needs. Purchase of new PCs/equipment NOT included (\$100k).	\$80,000	65						\$206,000	
Infrastructure	Correct erosion issues on Sikes Lake per TCEQ dam report/email rec'd 1/17/17 9:52 AM, Kyle Hodges.	\$30,000	66		\$1,405,055					
D.L. Ligon Coliseum	Replace the 1960s desk/chairs in classroom 111 (~31).	\$18,000	67		\$1,423,055					
Bolin	Add card access to a few buildings every year per Dr. Shipley's request (7/6/17)	\$15,000	68		\$1,438,055					
	-- 202 Additional rows hidden for brevity --									
TOTALS		\$19,811,971		\$71,000	\$11,158,871	\$979,300	\$587,800	\$285,000	\$947,000	\$5,783,000



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

Memorandum

To: Dr. Suzanne Shipley

Cc: Dr. Marilyn Fowle, Dr. Keith Lamb, Dr. Clara Latham, Dr. Stuart McClintock, Dave Percy, Mandy Sedden, Steve Shelley,

From: Kyle Owen

Date: October 13, 2017

Re: **Moffett Library Renovation Project – Construction Manager At Risk Selection Recommendation**

In compliance with State Purchasing requirements, RFP #735-18-8185 was issued requesting proposals from Construction Manager At Risk (CMAR) firms for the renovation of Moffett Library.

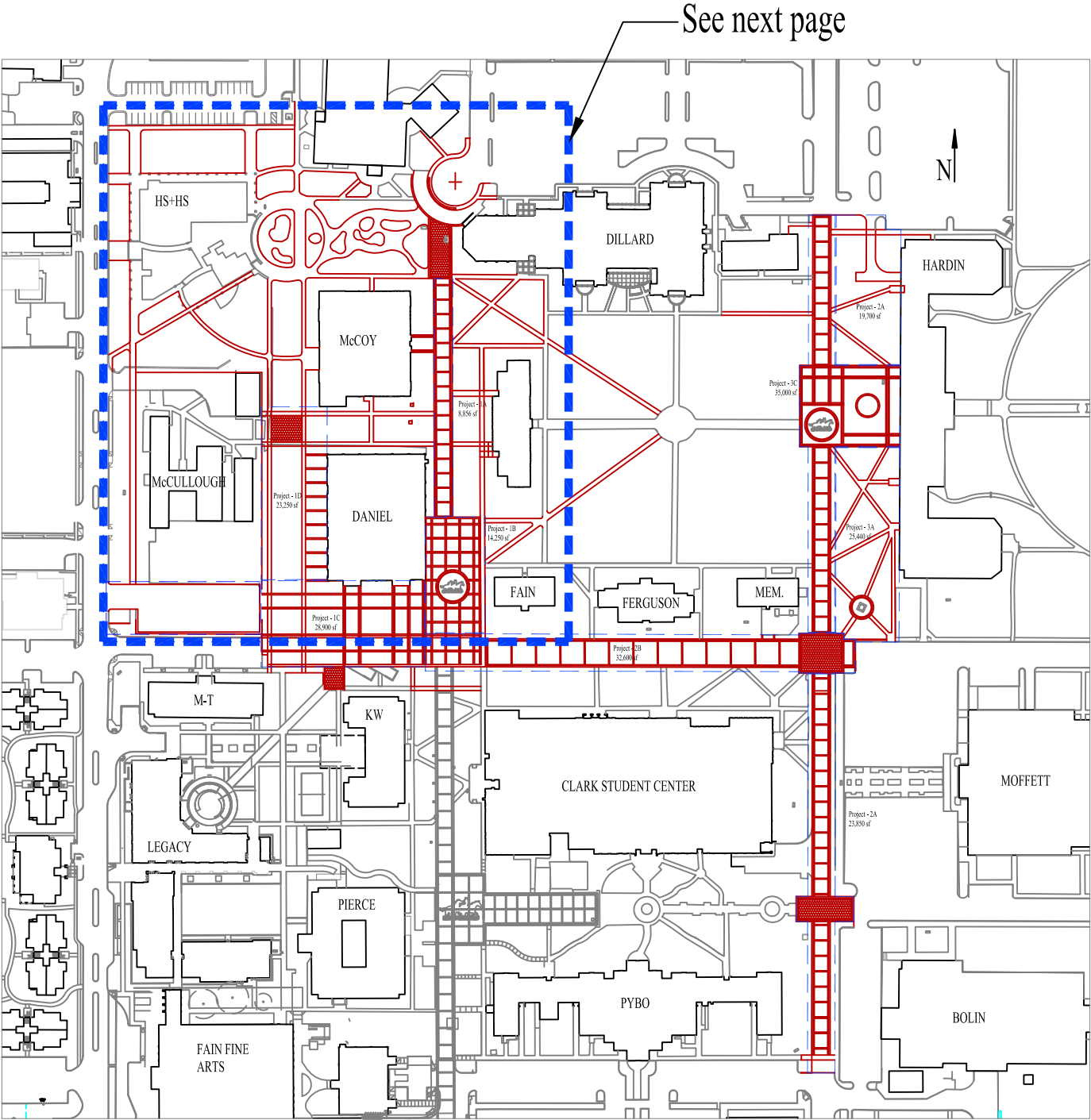
A Selection Advisory Committee consisting of Dr. Marilyn Fowle, Dr. Keith Lamb, Dr. Clara Latham, Dr. Stuart McClintock, Kyle Owen, Dave Percy, and Mandy Sedden reviewed proposals from six firms. The RFP included evaluation criteria such as relevant experience, capabilities, reputation, cost, and personnel which were scored by each committee member. The scores were averaged to determine the overall highest scores. Best-and-final-offers were requested from two local firms, M&F Litteken and Trinity Hughes, because of their high scores compared to the other firms. Because of our familiarity and history of working with both firms, interviews were not deemed necessary.

The committee reviewed the best-and-final-offers and considered the work of the firms on previous MSU projects. Additionally, the experience and reputation of the superintendent M&F Litteken selected for the project were also considered superior and would ensure the success of this challenging project in an occupied facility. Following the review, the committee selected M&F Litteken as the best value for this project.

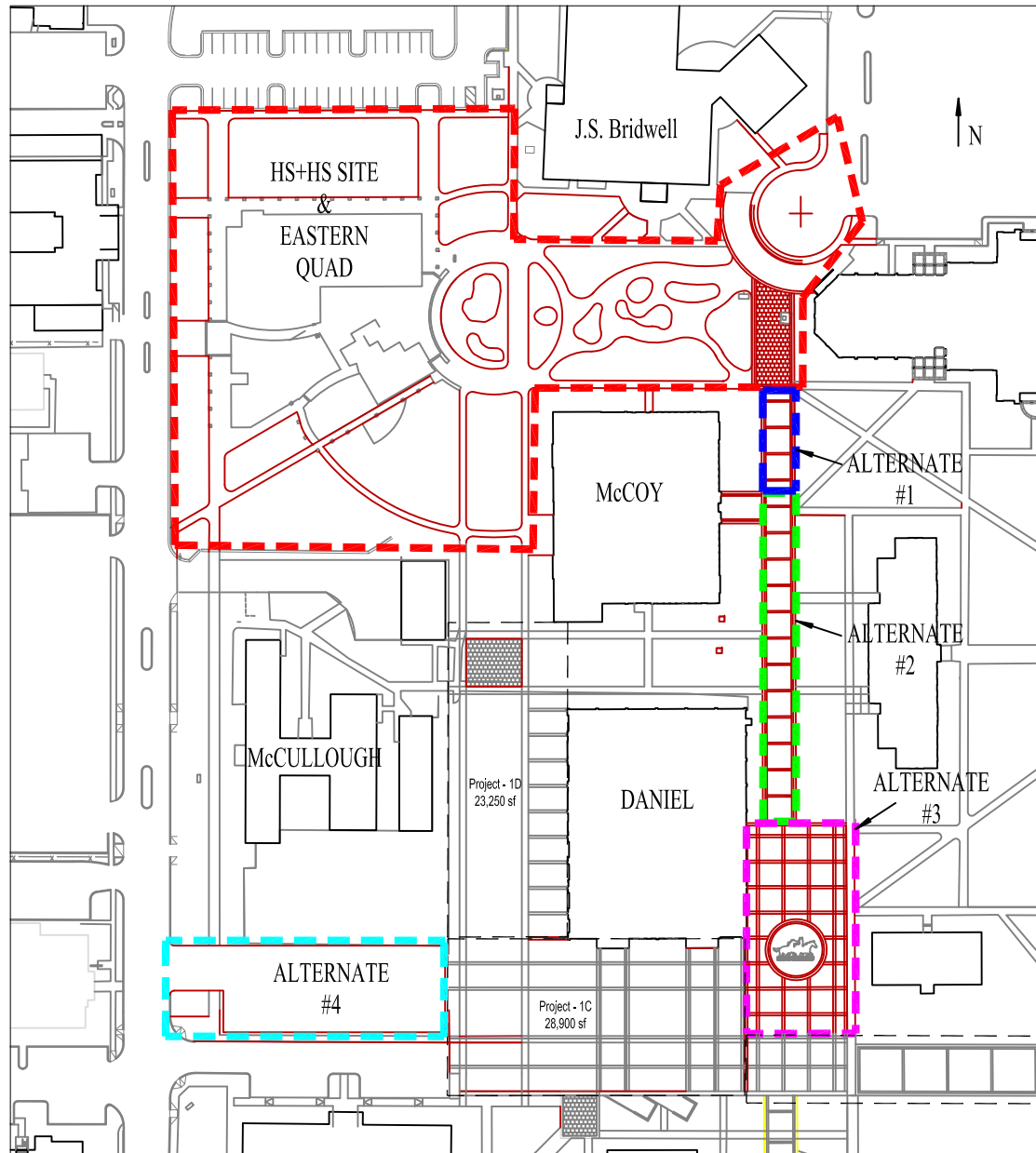
It is recommended M&F Litteken be selected as the CMAR for the Moffett Library Renovations Project.


Suzanne Shipley, President 10/17/17
Date

Hardscapes Master Plan



Health Sciences & Human Services Landscaping and Parking Project Expansion Plans





Midwestern State University

Policies and Procedures Manual

4.146 President's Office

NAMING BUILDINGS AND OTHER FACILITIES

Date Adopted/Most Recent Revision: 8/8/97

A. General

The naming of buildings and other facilities, such as laboratories, classrooms, seminar rooms and auditoria, is the responsibility of the Board of Regents upon recommendation by the university President. Buildings and other facilities may be named to memorialize or otherwise recognize substantial gifts and significant donors, or individuals who have made exemplary or meritorious contributions to Midwestern State University.

B. Eligibility

1. Meritorious Service

Meritorious service to the university through an extraordinarily long period of years of service or extraordinary merit for a shorter time shall be the basis of naming a building for a person. At least five (5) years shall have elapsed following death before such recognition is made.

2. Gift to University

A gift providing for at least one half of the cost of a building and equipment may be a sufficient basis for naming it after a person, living or deceased.

C. Exceptions

Exceptions to any of the preceding provisions shall be made only by unanimous consent of all members of the Board of Regents present and voting when such exceptions are recommended.



Policy 4.146: Honorific and Gift-Related Namings

Adopted and Approved: MM DD, 2017

Next Scheduled Review: 08-2019

I. Policy Statement

Midwestern State University (“MSU” or “University”) will name facilities, academic units, programs, and endowments in honor of individuals or entities when it promotes the University’s educational and cultural mission and recognizes exceptional contribution or service to the University or society. All such naming actions will be in accordance with the *MSU Policies and Procedures Manual*.

II. Reason for Policy

To provide protocol for naming facilities, academic units, programs, and endowments to ensure consistent review of proposed naming and maintain compliance with the *MSU Policies and Procedures Manual*.

III. Application of Policy

This policy applies to all University employees directly involved in fundraising, donor recognition, and honorific endeavors for the University, including officers, deans, faculty, and staff.

IV. Definitions

Gift – means a voluntary, philanthropic, and irrevocable transfer of assets received from another without adequate consideration. A gift may be made through a number of vehicles, including but not limited to cash, stock, estates, trusts, in-kind, and real estate.

Naming – the application and direct association of an individual, organization, or corporate name to a University facility (physical room, building, space, or other property), academic unit (college, school, department, center, or program), endowment, or other University entity.

V. Procedures and Responsibilities

A. Types of Naming

1. Gift-Related Naming: A gift-related naming occurs when a donor makes a qualifying tax-deductible contribution to the University or to the MSU Foundation or to the MSU Charitable Trust and is recognized with a naming.
2. Gift-Related Corporate Naming: A gift-related corporate naming is the naming of property, programs, academic positions, or endowments

whereby a business entity makes a tax-deductible gift to the University or to the MSU Foundation or to the MSU Charitable Trust and is recognized with a naming. A gift-related corporate naming shall be reviewed and approved by the Vice President for Advancement and Public Affairs and the President prior to being submitted to the Board of Regents for final approval. A corporate naming requires an agreement between the corporation and the institution in accordance with MSU Policy 2.24 (Approval and Execution of University Contracts).

3. Corporate Naming: A corporate naming involves the sponsorship by a corporation or business entity that seeks to purchase advertising and marketing exposure and is not considered a gift. A corporate naming requires an agreement with the corporation and the University in accordance with MSU Policy 2.24 (Approval and Execution of University Contracts). Corporate naming rights will include a term limit. Corporate naming, including sponsorships, should be reviewed by the Vice President for Advancement and Public Affairs prior to being submitted to the President for approval.
4. Honorific Naming: An honorific naming may be bestowed in recognition of the dedication or meritorious contribution of a person. A person being recognized by an honorific naming must have exhibited values consistent with the mission and vision of the University, must have an established relationship with the University, and must have contributed measurably to the good of society. When an individual is considered for an honorific naming, the proposal shall be reviewed and approved by the Vice President for Advancement and Public Affairs and the President prior to being submitted to the Board of Regents for final approval.
5. General Provisions: The same gift will not typically be used for more than one naming opportunity. Exceptions must be recommended by the Vice President for Advancement and Public Affairs to the President for approval.

B. Naming Opportunities and Necessary Approvals

1. Honorific Namings: The Board of Regents must approve all honorific namings. Honorific naming requests will be submitted to the Vice President for Advancement and Public Affairs and the President for review and approval before being submitted to the Board of Regents for final approval.
2. Buildings and Other Major Facilities: Naming of buildings and other major facilities, such as stadiums, wings of buildings, large auditoriums, and concert halls and clinics, must be approved by the Board of Regents upon the recommendation of the President. The criteria for a gift-related naming will consider the value, visibility, improvements, and marketability of the location and will be based on a minimum donation of no less than 33% of the original construction cost, renovation cost, or current value of the property.
3. Areas within Buildings and Other Major Facilities: Naming of areas within buildings and other major facilities such as, but not limited to, bricks, pavers,

atriums, specific rooms, lecture halls, laboratories, and workshops, must be approved by the President upon the recommendation of the Vice President for Advancement and Public Affairs and the Dean of, or the Vice President for, the corresponding college, school, or administrative department. Approval from the Board of Regents is required when the current value of the area is equal to or more than \$500,000 or the gift associated with the naming of the area equals \$1,000,000 or more. The process of creating naming thresholds for a new or existing building or space should be coordinated by the appropriate Dean or official in collaboration with the Vice President for Advancement and Public Affairs. A gift-related naming will consider the value, visibility, improvements, and marketability of the location and will be based on a minimum donation of no less than the original construction cost, renovation cost, or current value of the area within the building and other major facilities.

4. Grounds, Outdoor Renovations, Gardens, Trees, and Benches: Gift-related naming of grounds, outdoor renovations, gardens, trees, and benches must be approved by the President upon the recommendation of the Vice President for Advancement and Public Affairs in consultation with the Associate Vice President for Facilities Services. When the value of the area to be named is equal to or more than \$500,000 or more, or the gift associated with the naming equals \$1,000,000 or more, the Board of Regents must provide final approval of the naming. A gift-related naming will consider the value, visibility, improvements, and marketability of the location and will be based on a minimum donation of no less than the original construction cost, renovation cost, or current value of the property.
5. Streets: The naming of all streets located on the campus of the University or on property owned by the University must be approved by the Board of Regents. Prior to submission to the Board of Regents, the President must approve the naming upon the recommendation of the Vice President for Advancement and Public Affairs. The naming of a street is a rare occurrence for which there is not an established gift requirement.
6. Real Property: Naming of real property must be approved by the Board of Regents. Prior to submission to the Board of Regents for final approval, the President must approve the naming upon the recommendation of the Vice President for Advancement and Public Affairs. Real property given to the University may be named in consideration of the gift of the donor's entire interest in the property.
7. Colleges, Schools, and Departments: Naming of colleges, schools, and departments will consider the value, visibility, improvements, and marketability of the college, school, or department and must be approved by the President, upon the recommendation of the Provost and Vice President for Academic Affairs, and the Vice President for Advancement and Public Affairs, prior to being submitted to the Board of Regents for final approval.
8. Academic Positions: Naming of academic positions must be approved by the President upon the recommendation of the Provost and Vice President for Academic Affairs, Dean of the respective college or school, and the Vice

President for Advancement and Public Affairs. If the cash value of the gift equals \$1,000,000 or more, the Board of Regents must provide final approval of an academic position naming. A gift-related naming will consider the value and visibility of the position and will be based on the following minimum donations:

Endowed Deanship	\$2,000,000
Endowed Chair	\$1,500,000
Endowed Distinguished Professorship	\$1,000,000
Endowed Directorship	\$ 750,000
Endowed Faculty Fellowships	\$ 500,000

For corporate academic naming involving a sponsorship agreement, the naming of academic positions must be presented to the Board of Regents for final approval if the value of the agreement is \$500,000 or more.

9. Graduate Fellowships: Naming of graduate fellowships must be approved by the President upon the recommendation of the Dean of the respective college or school and the Vice President for Advancement and Public Affairs. When the cash value of the gift equals \$250,000 or more, the Board of Regents must provide final approval of a named graduate fellowship. The naming of graduate fellowships will be based on a minimum donation of \$75,000.
10. Programs, Institutes, Centers, and Other Organizations: Naming of programs, institutes, centers, and other entities must be approved by the President upon the recommendation of the Provost and Vice President for Academic Affairs, the Dean of the respective college or school, and the Vice President for Advancement and Public Affairs, regardless of the cash value of the gift. If acceptable to the President, a gift of \$1,000,000 or more associated with this type of naming will be recommended by the President to the Board of Regents for final approval.
11. Endowments: Named endowed scholarships, or other named endowments, must be approved by the President upon recommendation of the Dean of the respective college or school and the Vice President for Advancement and Public Affairs. Named endowments will be based on the following minimum donations:

Endowed Provost Initiative Fund	\$1,000,000
Endowed MSU Boundless Opportunities Scholarship	\$ 500,000
Endowed Head Coach	\$ 500,000
Endowed Coach	\$ 250,000
Endowed Lectureship	\$ 250,000
Endowed Lecture Series	\$ 250,000
Endowed Scholarship	\$ 50,000
Endowed Unrestricted Excellence Fund	\$ 25,000
12. Miscellaneous Naming Opportunities: Naming opportunities that are not otherwise set forth in this policy must be approved by the President and Vice President for Advancement and Public Affairs, regardless of the cash value of the gift. If the value of the naming is equal to or more than \$500,000 or the gift associated with the naming is \$1,000,000 or more, the Board of Regents

must provide final approval of the naming.

C. Guidelines

1. Relationship: A gift-related naming opportunity requires that the gift amount must be reasonably related to the value of the facility, place, position, or item being named, as approved by the President upon the recommendation of the Vice President for Advancement and Public Affairs.
2. Determination of Current Value: Where current value is required to be determined under this policy, the determination shall be made through the Associate Vice President for Facilities Services.
3. Donor Recognition: The designation of a naming shall not be publicly announced until final approval has been obtained as required under this policy. Further, a donor shall not be publicly recognized in regard to a naming until the University has received at least 33% of any gift related to the naming with the remainder to be received within five years. Irrevocable planned gifts will proceed as cash received. Revocable planned gifts will not receive recognition or naming rights until the gift is realized.
4. Gifts of Monies, Securities, Real Estate, Personal Property and Other Types of Gifts: The President has the authority to allow various types of gift arrangements other than monies, securities, real estate, and personal property to be gifted in consideration of a naming, in accordance with gift acceptance policies established by the *MSU Policies and Procedures Manual*. These arrangements may include, but are not limited to, charitable trusts, charitable gift annuities, bargain sales, life estate gifts, life insurance, irrevocable beneficiary designations, and gifts of less than the entire interest in a property. In the event a naming requires the approval of the Board of Regents, the Board shall be informed of the manner in which the gift is intended to be made, and the Board shall determine whether it is in the best interest of the University to accept or reject the gift.
5. Duration of a Naming: A naming in recognition of a gift shall be for a period of ten years, unless specifically stated otherwise in the gift agreement.
6. Corporate Namings: A corporate naming must be in accordance with the *MSU Policies and Procedures Manual* and the requirements of Texas Education Code Section 51.923, and this policy. A corporate naming shall be for a specific period of time as outlined in the sponsorship agreement.
7. Fundraising, Development Campaigns, and Marketing of Naming Opportunities: All fundraising and development campaign efforts related to naming opportunities and the marketing of naming opportunities must be approved by the President and the Vice President for Advancement and Public Affairs. The President shall be responsible for obtaining required approvals related to naming. The President may delegate responsibilities to the Vice President for Advancement and Public Affairs for coordination of

fundraising and development campaign efforts to secure gifts related to naming opportunities.

8. Delegation of Authority: The President delegates to the Vice President for Advancement and Public Affairs the authority to review and recommend for approval all gift-related naming opportunities of \$100,000 or more prior to the solicitation of any prospective donor. No commitment regarding naming for such gifts shall be made to a donor or honoree prior to appropriate approvals. Proposals shall be made in writing in accordance with the requirements of this policy and reviewed by the Vice President for Advancement and Public Affairs before being presented to a donor. A gift agreement stating the terms of the gift-related naming must be created and processed by the Office of the Vice President for Advancement and Public Affairs and in accordance with MSU Policy 2.24 (Approval and Execution of University Contracts) and signed by the donor and approved representatives of the University, and the appropriate MSU Foundation or MSU Charitable Trust representative, when applicable.

- D. Exceptions: The President reserves the power to grant a naming at her/his discretion and grant exceptions to University policies regarding naming opportunities when it is in the best interest of the University. For namings requiring the approval of the Board of Regents, the Board must approve any exception regarding such naming opportunities.

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

Related Statutes:

Texas Education Code, Section 51.923

Related MSU Policies:

4.134: Gifts and Donations

Related Forms:

Forms associated with the “naming” process must be obtained from the Office of the Vice President for Advancement and Public Affairs.

VII. Responsible Office(s)

Contact: Vice President for University Advancement and Public Affairs

Phone: (940) 397-6225

Email: tony.vidmar@mwsu.edu

VIII. History

Date Adopted: xx/xx/2017

Accessions Approved by the Museum Advisory Board on August 2, 2017 For Ratification by the MSU Board of Regents

NOTE: In compliance with the approved Collections Management Policy of the WFMA at MSU, the following acquired artworks are recommended by the Museum Director and Curator for accession into the Permanent Collection. The artworks are consistent with the Museum's mission, scope of collection, and code of ethics. All of the artworks under consideration were gifts to the Museum's Permanent Collection and no state funds were used to purchase the artworks. Upon the recommendation of the Museum Advisory Board and the ratification of the MSU Board of Regents, the art will be formally accessioned into the Museum's Permanent Collection in a timely manner, the donors will be thanked, and the artworks properly cared for.



Artwork: Jeannette Heiberger, *Three Graces*,
Acrylic on canvas, 60" x 60"

Donor: Henry Heiberger

Date Donated: March 2017



Artwork: Jeannette Heiberger, *The Seated Man*,
Acrylic on canvas, 2002, 48" x 36"

Donor: Henry Heiberger

Date Donated: March 2017



Artwork: Jeannette Heiberger, *Untitled*, Acrylic on canvas, 40" x 30"

Donor: Henry Heiberger

Date Donated: March 2017



Artwork: Anne Farley Gaines, *Arts for All Community Mural Maquette*, 2016, Watercolor, 8.5" x 11"

Donor: Anne Farley Gaines

Date Donated: June 2017



Artwork: Anne Farley Gaines and Geoffrey Novelli, *Robert's Garden, Fennville, MI*, 2015, Low-fire majolica ceramic glazes on stoneware clay, 17" x 14" x 2.25"

Donor: Anne Farley Gaines and Geoffrey Novelli

Date Donated: June 2017



Artwork: Paul Valadez, portfolio of 200 collages, 18" x 12" each

Donor: Paul Valadez

Date Donated: July 2017



Artwork: Cody Houston, *Circle Cross Cutback*, 1982, Bronze, 2/15, 56" x 32" x 30"

Donor: Phyllis Hiraki

Date Donated: May 2012



Artwork: Dan Rizzie, *Untitled*, 1986, Monotype, 53.5" x 38.5"

Donor: Transferred from Midwestern State University Library

Date Transferred: 2012



Artwork: David Anderson, *Cherry Blossom Astronomy*

Donor: Transferred from Midwestern State University Lamar D. Fain College of Fine Arts

Date Transferred: 2010



Artwork: Jack Stevens, *Legend of Wee-Chi-Tah*, Bronze, 11" x 27" x 13"

Donor: Transferred from Midwestern State University Surplus

Date Transferred: 2012



Artwork: Karl Umlauf, *Industrial Portal*, 1994, Pastel and chalk, 33.5" x 26"

Donor: Transferred from Midwestern State University McCoy School of Engineering

Date Transferred: 2012



Artwork: Karl Umlauf, *Junction XII*, 1998, Pastel and chalk, 33.5" x 26"

Donor: Transferred from Midwestern State University McCoy School of Engineering

Date Transferred: 2012

Academic and Student Affairs Committee

Membership

Lynwood Givens, Chairman
Shawn Hessing
Nancy Marks
Shelley Sweatt

Reading and Approval of Minutes

18-12. The minutes of the Academic and Student Affairs Committee meeting August 3, 2017, will be recommended for approval of the Committee.

Faculty Report

18-13. Dr. David Carlston, Faculty Senate Chairman, will report on behalf of the MSU Faculty Senate.

Staff Report

18-14. Mr. Newman Wong, Staff Senate Chair, will provide information on behalf of the MSU Staff Senate.

Student Government Report

18-15. The MSU Student Government Association (SGA) President, Ms. Maria Peña, will provide an update on Student Government.

Athletics Report

18-16. The MSU Athletics Report is presented in the Board Book (page 45). Mr. Kyle Williams, Interim Director of Athletics, will review this report, provide additional information, and answer questions related to MSU Athletics.

Fall 2017 Enrollment Report and Upperclass Student Retention Discussion

18-17. MSU's fall 2017 enrollment is 6,080, an increase of 0.26% over fall 2016. Semester credit hour production for fall 2017 is 70,546, an increase of 1.14% over fall 2016. Notable changes for fall 2017 are largely in the freshman class with 814 first-time full-time students enrolled, an increase of 11%, and 381 continuing freshmen (last year's freshmen that did not earn 30 semester credit hours) enrolled, a decrease of 16%. In reviewing the fall student population the administration determined that 535 students who were enrolled in spring 2017 (9.4% of spring enrollment), were eligible to re-enroll but did not enroll for fall 2017. Of this number, 50.1% are classified as juniors or seniors. The administration will present information regarding targeted retention initiatives that have been identified for the largest subgroup of this population, juniors and seniors enrolled in allied health care or pre-allied health care programs. A copy of the fall enrollment report and a summary of the retention initiatives are included in the Board Book (pages 46-48).

Dallas-Fort Worth (DFW) Expansion Update

18-18. The current construction schedule calls for a certificate of occupancy to be issued the first week of January 2018; MSU is currently ordering furniture, fixtures, and equipment, including technology, to be installed in the facility. The following faculty and staff have been hired and are working in a temporary office suite adjacent to the construction site: director, student services coordinator, information technology professional, nursing faculty, and respiratory care faculty. Staff activities have been directed at systems integration, marketing and networking, and employer meetings. Per the latter, MSU has met with hospital systems and school districts to discuss targeted programs for employees; agreements with these employers are expected in spring 2018. Fall 2017 enrollment for DFW is 63, with 561 semester credit hours.

December 2017 Graduating Class

18-19. The administration will recommend approval of the list of candidates for December 2017 graduation, beginning on page 49, with the provision that they meet all requirements as prescribed by the faculty and administration.

First-Year Experience Report

18-20. Dr. Kristen Garrison, Associate Vice President for Undergraduate Education and Assessment, will provide information related to the First-Year Experience at MSU (see pages 55-56). Additionally, two Enhancing Undergraduate Research Endeavors & Creative Activities (EURECA) students, Ms. Francine Baron and Ms. Laura Sorge, will present results of their research on Learning Communities.

Financial Aid and Admissions Task Force Report and Admissions Criteria Recommendation

18-21. During FY 17 the Financial Aid and Admissions Task Force (FAATF) was convened to address concerns regarding admissions policies and standards. An Executive Summary and Recommendations of the FAATF are shown beginning on page 57. Dr. Kristen Garrison, Chair of the Task Force, will review the work of the Task Force and the recommendations brought forward.

Based on the recommendations of the FAATF, the administration will recommend the following change to MSU Admissions policies beginning with the fall 2019 class:

Students will be admitted if they graduate in the top ~~ten~~ twenty-five percent of their class from an accredited ~~Texas public~~ high school if they meet the following conditions:

- 1. graduated from high school within the two years prior to the academic year for which admission is sought; and*
- 2. submitted a complete application before the deadline.*

Low-Producing Degree Programs

18-22. Each year the Texas Higher Education Coordinating Board (THECB) informs institutions of higher education of low-producing degree programs that do not meet minimum standards of five degrees awarded per academic year for baccalaureate programs, and three degrees awarded per academic year for master's programs. The THECB alerts an institution when a degree program has not met the minimum standards for three

consecutive years. Three MSU master's programs were identified during the FY 17 review. The administration has consulted with the THECB and recommends the consolidation of each of these programs within other existing programs as outlined below. Once approved by the MSU Board, these changes will be submitted to the THECB for final approval.

- A. Master of Education in School Counseling – this degree will be consolidated with the current M.Ed. in Clinical Mental Health. This action will create a single Counseling degree with concentrations in Clinical Mental Health and School Counseling. While the demand for school counselors is small, this is a critically important job field. If the degree program is removed, there will not be a local school counseling degree option for the 38 school districts in Region IX. Recruitment efforts will continue and four new students entered the program this fall.
- B. Master of Arts in Training and Development – this degree will be consolidated under the current M.A. in Human Resources as a certificate option in Training and Development. This option will not cost additional resources and will allow the university to continue offering courses that are available for the dual-listed option in our Bachelor of Applied Arts and Sciences (BAAS) program.
- C. Master of Education in Reading Education (now identified as Language and Literacy) – this degree will be consolidated under the current M.Ed. in Curriculum and Instruction as an 18-hour minor. This option will not require additional resources because current faculty teach both undergraduate and graduate reading courses. Recruitment efforts will continue for the new minor option and six new students have already entered the program this fall.

MSU Athletics Report

October 23, 2017

- The Lone Star Conference (LSC) Council of Presidents voted unanimously to offer full membership to eight of the nine Heartland Conference schools effective in the fall of 2019. These new member institutions are the University of Arkansas-Fort Smith, Dallas Baptist University, Lubbock Christian University, Oklahoma Christian University, Rogers State University, St. Edwards University, St. Mary's University, and Texas A&M International. With the addition of these schools, the LSC will become a 19-member conference and will become the largest conference in the NCAA Division II. This allows the LSC to conduct 17 Conference Championships.
- The 2017 Football season has started off really well with the Mustangs undefeated.
- Men's Soccer is currently embarking on another Heartland Championship run. Coach Elder, in his 18th year, has the Mustangs currently ranked #3 in the nation.
- Women's Soccer is currently ranked #2 in the LSC. The team is currently ranked #24 in the country.
- At Homecoming 2017, we inducted three former student-athletes into the Hall of Honor. The honorees were:
 - Ricky Cobb—Men's Basketball 1980-1984
 - Larry Wiggins—Coach Men's & Women's Tennis 1995-2010
 - Daniel Polk—Football 2003-2007
- Coach Scott Linn took Junior Maddie Coffman and Sophomore Bianca Duff to the ITA Oracle Cup National Championship, where they placed fifth overall. We have great expectations going into the upcoming spring season.
- The MSU Cross Country team has been plagued with injuries but 25- year old freshman, Kayleigh Jarrett from Australia, has been burning up the course. Kayleigh has smashed the MSU school record by almost 45 seconds and has a great shot at upcoming Nationals.
- MSU Athletics is excited about the new Tutoring & Academic Support Program (TASP). MSU student-athletes have an opportunity to meet the demands of the classroom with walk-in tutoring, supplemental instruction, more study hall hours, and first-generation student programs. The Athletics Department greatly appreciates the leadership of Dr. James Johnston and Dr. Kristen Garrison in this regard.
- Finally, I am very proud of our Athletics Department and University that truly stepped up following the loss of Robert Grays. I have never been more proud to represent our great university than when we were able to take three busloads of football players to Robert's celebration. The family was and will continue to be in our hearts and minds as we continue the legacy of Robert Grays - #24 Strong.

Enrollment Report

Fall 2017

Classification	2016	2016 On-line Only	2017	2017 On-line Only
New First-time Freshmen	708	0	771	1
Re-enrolling Freshmen	455	26	381	23
Sophomores	1,056	135	1,052	143
Juniors	1,284	243	1,298	239
Seniors	1,816	330	1,828	311
Post-Baccalaureate	66	34	59	34
Graduate Degree-Seeking	<u>679</u>	<u>353</u>	<u>691</u>	<u>392</u>
Total Headcount	6,064	1,121	6,080	1,143
Semester Credit Hours	69,744	7,131	70,546	7,498
First-Time Full-Time (FTFT)*	729	0	814	0

*FTFT is defined as full-time students of any classification for whom it is the first enrollment after high school. Dual credit hours taken while in high school, AP, and/or CLEP credit can affect classification of a first-time student.

Upperclass Student Retention Initiatives

November 2017

In reviewing the fall 2017 student population it was determined that some 535 students who were enrolled in the spring 2017 term did not return for the fall 2017 term, despite being academically eligible to return. This represents 9.4% of MSU's spring 2017 enrollment. Retention of these students is critical for MSU to meet its enrollment goals. Pertinent descriptives of these non-continuing students include:

- 50.1% are classified as juniors or seniors.
- 25.2% are either in an allied health program or are in a pre-allied health program.
- 5% are Bachelor of Applied Arts and Sciences (BAAS) majors.
- 5.2% are undecided majors.

Accordingly, MSU will take the following steps to address junior and senior attrition in the allied health and pre-allied health programs:

- *Parts-of-term on the Wichita Falls campus:* Seventy-five students enrolled in the Radiologic Sciences and Respiratory Care completion programs (Radiologic Technology to Bachelor of Science in Radiologic Sciences and Respiratory Therapy to Bachelor of Science in Respiratory Care) that did not return. Allowing for an accelerated format on the Wichita Falls campus will reduce exposure to life events that often require working professionals to stop-out.
- *Faculty mentors:* With the allocation of professional advisors to the colleges, faculty will have the ability to shift focus from some of the advising duties to more of a mentoring and coaching role. Accordingly, beginning with the pre-allied health programs, faculty will begin providing mentoring and coaching to students.
- *Signature minors:* Students in pre-allied health programs will be encouraged to participate in a signature minor. In this way, students who are not accepted into an allied health program will have the option of continuing work in the minor until the next admission cycle. This allows a staggering process of potential students while keeping them as full-time students.
- *Living-learning communities:* Creating living-learning communities in Legacy Hall for pre-allied health majors will allow for more intentional faculty mentoring/coaching/steering beginning with the first year of enrollment. Doing so will help inform both the student and the faculty as to the viability of the student in the program earlier in their college career. Faculty will have additional opportunities to work with students on other options, such as related majors or a signature minor if they do not gain immediate admission to the program. This process will create a sense of “belonging” to a particular discipline early, create faculty mentoring relationships with students, and guide students to appropriate pathways through a particular degree.
- To address “lack of fit” issues with student performance and “competitiveness” to enter a particular program, the administration will *create pathways and facilitate cooperation between health sciences departments for students not gaining admission to the specified allied*

health programs to consider other options. Additionally, the administration will explore the establishment of programs in Healthcare Navigation and in Health Information Management.

- *Community college partners:* The administration and faculty will work with community college partners to accept MSU students recommended by our faculty into their associate degree allied health programs. These would be students who are otherwise capable of obtaining the registered nurse, radiologic technology, or respiratory care certifications, but are not yet admitted to MSU's programs. Once these students complete the associate's degree and professional licensure, they would be guaranteed admission into an MSU online health sciences degree completion program.

Candidates for Degrees

December 16, 2017

DILLARD COLLEGE OF BUSINESS ADMINISTRATION

Master of Business Administration

Bradley Dwayne Groves
Alysia Marie Johnson
Carey Daniel Ryan Lewis
Janelle Cadia Muckle

Florian Regnery
Mikayla Paige Schreiber
Degao Wu

GORDON T. AND ELLEN WEST COLLEGE OF EDUCATION

Master of Arts

Kayla Elizabeth Brixey
Magdalena Heim

Lara Ros

Master of Education

Leslie Annette Wolfe Allen
Laura Elizabeth Bristo
Jessica Danielle Clark
Lydia Beth Coyle
Jeffrey Scott Davis
Brittany Dawn Douglas
Deanna Jo Harper
Raul Avila Herrera
Veronica Michelle Holland
Amy Ruth Janjgava

Stacey Elizabeth Jones
Chrystal Ann Miller
Don Emanuel Nelson, Jr.
Christopher Reimels
Brian Henry Russell
Aaron William Schwanz
Ashley D'Ann Thomas
Nicole Marie Verkerk
Gena Kay Weaver
Savannah Kyle Wheeler

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

Master of Arts in Criminal Justice

John David Bowers
Christopher Daniel Damours
Shelley Denise Friend
Amber Rose Izaguirre

Ryan Kent Rhodes
Erik Lamont Stokes
Billie Sue Wallace
Melissa LaRue Whitaker

Master of Health Administration

Siddharth Bimal Dave
Chelsea Lynn Jones
Amarachi Cindy Onyekwere

RuthAnn Milisa Ross-Vesprey
Nidhi Kaushik Sharma

Master of Science in Exercise Physiology

Audrey Kristine Beach
Virahi Vikram Parikh
Bhavita Rajeshbhai Patel

Nilay Bharatbhai Patel
Michael David Wood

Master of Science in Radiologic Sciences

William Dean Bryan
Mary Beth Buckley
Clayton Reece Burgoon
Cynthia Jacquelyn Cardoso
Edward Carlton
Ann Elizabeth Cesnaitis

Christy Jean Hausken
John Julian Lee
Lisa Michelle Ray
Shanna Danielle Tole
Rachel Jane Whatley

PROTHRO-YEAGER COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

Master of Arts

Haley Suzanne Allen
Kassandra Rachelle Brugmann
Emily Ann Holub

Kylie Kerr
Jasmine Victoria Patrick
Sierra Dawn Trenhaile

COLLEGE OF SCIENCE AND MATHEMATICS

Master of Science

Christopher Alan Baugh
Sai Avinash Reddy Biradhavolu
Muni Bhupathi Reddy Dandu
Shravani Gaddam
Keerthi Reddy Gangidi
Ashoknaidu Gedela
Ajay Dinakar Kandavalli
Aditya Reddy Kankanala
Madhuchirra Reddy Kattreddy
Showrya Chakra Kollu
Steven Konala Kundert
Jiaxing Liu
Karan Madishetty
Gyaneshwar Malba

Lavanya Mengaraboina
Shanmukh Surya Pratap Nadella
Saikiran Reddy Nagulapally
Vaisali Vardhani Namburi
Sowjanya Nemani
Prakriti Pandey
Krishna Manikanta Swamy Saka
Benjamin Charles Scribner
Mahaboob Subhani Shaik
Tejaswi Singam
Olayinka Samson Soyinka
Nikhil Vangeti
Thejaswini Reddy Vootkuri

DILLARD COLLEGE OF BUSINESS ADMINISTRATION

Bachelor of Business Administration

John William Ater II
Heather Michelle Ball
Travis Wright Baumann
Kimberly Alexis Berend
Tyler Sherlock Browning
Gabriel Leal Cavalcante
Keria Naomi Charles
Ngonidzashe Farai Chimonyo
Talon Mitchell Clift
Patsy Lynette Crispin
Damian Germane Kevin DeSilva
Jacqueline Lauren D'Ingianni
Regan Ashley Duleba
Kristen Nicole Duncan
Sherrima Michelle Ferlance
Jodeecia Francis
Tyler Jack Fritze
Logan Graham Fulford
Jasmine Reneé Gerard
Ian Kolbie Gilmore
Kasau Lauria Gomes
Tanner Henry Graeber
Ozzie Daniel Gutierrez
Nathaniel James Hainline
Madison Hope Hallonquist
Shawonzo Nichole Harley
Kiegan Nicholas Hart
Clifton Andrae Hines
Joseph Garrett Hoegger
Savannah Marie Hood
Anastacia Ishchuk
Krishun Daniel Jackson
Lesroy Sylvester James
Sydney Ann Jongewaard
Bruno Antonio Juarez

Aubrey Marie Kass
Ashley Elaine Kimbrough
Evan Ryan Knobloch
Kaleb Ethan Laughlin
Jinho Lee
Junlin Li
Yonglin Liang
Zhaoji Liang
Jawan Jalen Liburd
Amanda Guadalupe Luevano
Zekai Luo
Derek W. Mankins
Diego Martinez
Julia Renée Miller
Clay Cameron Morgan
Ryan Patrick Murray
Heather Lynn Nix
Kent Mitchell Ogawa
Joel Chukwuka Onyia
Shayla Lucille Owens
Alexus T. Page
Tyler Banuel Parker
Janee Patrice Pennington
Seth Jacob Phillips
Gisselle Allana Polius
Avelyn Prince
Michael Allan Privitt
Ryan Marcus Puente
Selena Marisela Puente
Shunnom Dangiwa Pyeng
Brady Alex Rodriguez
Gabriella Rodriguez
Lorendo Lee Schlinker, Jr.
Harold Austin Snyder
Alicia Mae Sokora

Kyra Nicol Sprenger
Paige Nicole Stevens
Calvin Lewis Stewart
Harrison Taing
Miranda Shay Townson
Yongkai Tu
Tyler Wayne Tucker
Brian Michael Warren
James Ellis Washburn

Cullen Matthew Wegmann
Brodey James West
Kylie Brooke Wright
Feifei Wu
Yangguang Yao
Jingwei Yu
Dan Zhang
Yuqi Zhou
Marcus D'Wayne Zweacker

GORDON T. AND ELLEN WEST COLLEGE OF EDUCATION

Bachelor of Applied Arts and Sciences

Leeann Andrews
Valentine Chukwudiogo Atuchukwu
Taryn Elise Beauchamp
Geoffrey Adam Beyers
Ellis Boyd
Isaac S. Combs
James Stephen Dekraker
Steven Michael Ferguson
Keven Steven Fite
Melanie Dawn Garcia
Logan Daniele Gomillion
Alfredo L. Grimaldo
Brian Michael Guendling
Jovany Joel Guzman
Davidetta Delina Harmon
Tri Minh Hoang
Cameron C. Hughes
Igor Christian Ibaka Kabasele
Amanda Nicole Irby
Kathleen Danielle Johnson
William Ernest March, Jr.
Kellie Jane Martin

Teretta L. Mayo
Rachel Clare Merrill
Rachel Brooke Milyiori
Amanda Dawn Nichols
Shil Patel
Thomas Andrew Payne
Xavier N. Rogers
Dominique Jarod Rouse
Rashid Saleem
Martinay D. Sandell
Melissa Gale Sides
Richard Dunlap Spears
Jennifer D. Spencer
Sabrina Leanne Starns
Trevor J. Stevens
Jasmine Bernice Stokes
Kevin Lynn Tabor
William Clifton Townsend III
Theaundria Clevonne Walker
Gregory Lee Wasinger, Jr.
April Marie Williams

Bachelor of Arts

Jared Fa'atafa Tuilagi

Bachelor of Science

Hyun Woong Cho
Ryan Vernell Hyman
Katelyn D'Ann Potts

Samuel Dwayne Shirley
Amanda Nichole Thomas

Bachelor of Science in Interdisciplinary Studies

Audrey Lynn Anderson
Janet Appau
Abigail Bridget Basse
Bethany Hannah Bennett
Bethany Nichole Berry
Nikki Robyn Bussue
Amy Elizabeth Brewer Carnes
Karina Michelle Carter
Ana Louise Dougherty
Chelsea K. Elkins
Ashley Nicole Farr
Gina Greenwood
John'Neshia C. Grisby
Jaci Rae Hanes
Tori Briann Hines
Kimberly Ann Jennings
Monica Beth Melara
Hannah Nicole Muncrief

Kaylee Francine Neeb
Alyvia Kay Nichols
Jessica Nicole Nieto
Kayla Evon Owens
Mackenzie Elizabeth Pierce
Hope Teresa Pirtle
Maranda Alicia Rodriguez
Kylie Ann Ruthven
Brenda Iveth Sigala
Sara Alison Steele
Patrick Ian Thompson
Rachael Celeste Vacco
Dawn Michelle Whitaker
Melissa Anne Whitwood
Michael Wyatt Will
Allison Victoria Wilson
Emma Kate Winkles

LAMAR D. FAIN COLLEGE OF FINE ARTS

Bachelor of Arts

Ruby Regina Contreras
Noah Zachary Fazekas
Kristen Renee Gregg
Kaleeanna Jae Hanna Heuring

Kara Michelle McPherson
Haleigh Elizabeth Wallace
Olivia Camille Zamora

Bachelor of Fine Arts

Aaron Lesli Campbell
Michelle Alberta Castro
Tyler Steven Colley
Lauren Scarlett Hamlin

Shaylynn Deann Martinez
Maxwell Allan Norris
Randy Armann Pompey

Bachelor of Music

Tyler Shane Lasseter

Sharon Rose Mucker

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

Bachelor of Science in Criminal Justice

Adam T. Barrera
Jeremiah David Biggs
Cathryn Paige Boyd
Nikatha Makenzie Conley
Benjamin Logan Holliman
Christina Dawn Jacobson
Statron T. Jones
Summer Renee Jurgensen
Kaitlyn Ashley Kent

McKenzie Jo Lowder
Edgar Armando Luna
Jasmine Nicole Moody
Brandi Renee' Putney
Ricardo A. Riascos
Nathaniel Christian Rosalez
Gabriella Angela Victoria
Dominique Avrion Williams
Sarah R. Williams

Bachelor of Science in Exercise Physiology

Taylor Leigh Amundson
Darby June Anderle
Taylor Nicole Bermudes
Tyler Douglas Brown
Ryder Mitchell Dillard
Kenny Hunter Glatt

Richard Caillan Goss
Ashlen Ann Loskot
Norma Janeth Nieto
Kagen Lee Parks
Lisa Jayshree Shah
Alyssa Robin Wade

Bachelor of Science in Nursing

Susanna Abrafi-Mensah
Inioluwa Adeyoola Adedokun
Miriam Uchechukwu Agumadu
Vera Anyirah
Wajiha Bashir
April Raquel Beck
Rachel Michele Black
Bailey Elizabeth Blair
Chelsea D'Layne Blevins
Kalah M. Blocton-Adams
Kaitlyn Allysa Bosco
Christiana Breedlove
Emma Michelle Brinkman
Keunna Monaé Cannon
Jeimy Lorena Cantor
Joanna Clark Carr
Silvia Castillo
Israel Contreras
Kathryn Kay Crouch
Bethany Rashell Leah Davis
Tsion Ketema Desta
Amber Nicole Dobbins
John Ejikeme

Patricia Ndoh Epie
Emeritiana Omosomi Eshiebor
Angela Sue Faubion
Reba Maria Frank
Vivian Germain
Kylie Morgan Goble
Jessica Raquel Gomez
Atire Kumbishu Gurmu
Ian Holland
Godlives O. Ihazah
Hayley Kay Jaremczuk
Brandon Shawn Justice
Charles Djamba Kabangu
Besrat Gebrehiwot Kebede
Michaela Nicole Kern
Juliana Marie Claire Leño
Crystal Marie Lindsay
Harley Samantha Martinez
Schem Dainera Maxwell
Ugonna Rose Mbakwe
Carol DeAnne McCutchen
Brooke Ashlea McGuire
Deonna Gwen McKinney

Shillan Tadesse Mekonnen
Phoebe Nyatero Michieka
Raphael Tawanda Muchabaya
Mbouwe Francyne Ngounou
Shea Marie Nickell
Margaret Odak-Young
Queen Adaugo Okwujiaku
Esther Oluwadamilola Olaleye
Rebecca Opoku
Zachary Neal Peters
Michael Chelen Phillip

Philip Roe Plubell
Victoria Rose Pollack
Akhil Mathew Raju
Laura Rubio
Arlie Liz Sam
Kara Diane Tilton
Amanda Marie Martin Travieso
Lauren Ashley Ware
Megan Jean Wilson
Sakina Bibi Zazay

Bachelor of Science in Radiologic Sciences

Omar Farid Awwad
Brittany Ann Bagwell
Brandon Lee Baldwin
Amanda Gale Ballew
Cameron James Boudreaux
Jody Dee Cagle
Julian Spencer Carrigan
Alison R. Creed
Thu Minh Doan
Donald John Elvington
Jerri Janae Esparza
Allison Kathleen Evans
Savannah Feland
Jonas Gámez
Alberto Emiliano Garcia
Gerardo Garcia
Katie Lenette Grabb
Joann DeCola Harthcock
Cindy Hilario
Daphene R. Johnson
Matthew David Jones
Richard D. Landin

Natalie Nelda Leal
Elizabeth McGee
Marnie Kaye McMinn
Holly M. Medlick
Kyle Joseph Moore
Ashley Anne Perkins
Lorie Ann Perry
Elaine Irene Portales
Brian Mitchell Rich
Dianna L. Richardson
Ginger Rea Richardson
Loyce Anna Riddle
Conrado Rios
Catherine Rodriguez
Courtney Nicole Rohrs
Abraham C. Salas
Linda Saucedo
Jeffrey J. Sims
Maya Nelson Smith
Dustin Cole Travis
Jesse Daniel Veit
Trevor Wigal

Bachelor of Science in Respiratory Care

Sharish Ali
Brianna Hope Baker
Rachel Louise Barrington
Tyera Nicole Breeze
Paulina Chapa
Andrea Denise Crayton
Ashlyn Renee Gaytan
Bonnie Arden Hudson

Edinah Kemunto Isoe
Julie Ann Kirk
Amber Marlene Maynard
Melinda Gayle Mosher
Christina Marie Sheppard
Carin Allegra Suitt
Okolo Niambi Wilson

Bachelor of Social Work

Lisa Mischelle Aguilar
Josephine Austrie
Gbemisola Bakare
Renée Eryjka Collins

Breanna Rochelle Mosley
Stephanie Chiwe Omeodu
Charles Richard Staats, Jr.

PROTHRO-YEAGER COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

Bachelor of Arts

Michael Thomas Adamo
Kylie Elizabeth Austin
Joseph Cue Baird
William Cheng
Nicole Diaz
Austin Scott Dodd
Shaniece Leshay Dutch
Holly Michelle Gardner
Bryson Scott Glittenberg
Shirley Louvina Hazel

Sarah Elizabeth Kennedy
Andrew Vincent Latour
Ashton Michelle Lay
Zachary Steven Mehew
Austin Thomas Monson
Faith Abigail Muñoz
Ashley Lauren Petrides
Dominique Grace Presson
Princess Maureen Trussell
Serah Joy Welborn

Bachelor of Science

Darron Lamont Brown
Gregory Lynn Burgess
Alexis Ryan Caldwell
Kimberly Louise Callahan
Dayzjah Donn-Janae Dorsey
Jose Angel Gonzalez
Larissia Janelle Gumbs
Nicole Marie Longo
Carrington Milak Manning

Mira Hasmukh Patel
Mallory Harper Rice
Ryan Maxwell Rolle
Luke Jarrett Saunders
Jafreen Kamal Talukder
Kadesha Kristian Treco
Keith Williams, Jr.
Tera Danielle Windham

COLLEGE OF SCIENCE AND MATHEMATICS

Bachelor of Arts

Jereme Frederick Webb

Bachelor of Science

Abdullah Mazen Alathel
Tyler Hurst Bauer
Eric Cantu
Call Ethan Casarez
Steven Efiong Ekwere
Amador Raul Escatel
Morgan Jade Hrcirik
Zinga Ayesha Imo
Cody Lynn Moore
Victor Tochukwu Nnabuenyi
Christian Yves Norfleet
Michael Arthur Olaya

Caleb Eason Pylant
Zachary Dalton Rathburn
Joshua Regino
Garrett Michael Reis
Meaghan Alyssa Rose
Christopher Sean Silva
Thomas William Smith
Taylor Fey Stanfill
Jaya Rose Torres
Johnny Bao Tran
Alexandria Marie Weiskircher
Mason Clyde Wright

Bachelor of Science in Mechanical Engineering

Janith Sanujaya Ambewela
Enaho Edose Atamenwan
Ravi Prasanth Baskaran
Adam Bragg Culley
Okan James LaFleur
Tonderai Madamba

Jose Antonio Martinez
Michael Arthur Olaya
Chanuka Gehasha Perera
Tharusha Eran Dakshina Wanigasekera
Hyungmo Yeon

FIRST-YEAR EXPERIENCE (FYE) AT MSU

OVERVIEW

Strategic Initiative 3 of MSU's Strategic Plan (2017-2022) focuses on "Creating a Destination Residential University". One tactic for achieving this goal is delivering a "signature first-year experience." The First-year Task Force (FYTF), comprised of members representing students, faculty, staff, and administrators, has developed an FYE model that emphasizes MSU's liberal arts mission and undergraduate research initiative. Additionally, the FYTF recognizes the importance of using resources already available on campus, making reasonable demands on faculty, and creating a dynamic learning experience within existing degree requirements.

KEY TERMS

First-year Experience (FYE): deliberate and strategic programming that ties academic work with student activities and support resources in order to help first-year students acclimate to college.

Learning Community (LC): According to research, a Learning Community seeks to create an "integrative learning experience" and build connections between faculty, staff and students (Schmidt and Graziano, eds. *Building Synergy for High-Impact Educational Initiatives* xvi). *For MSU, a Learning Community refers to a collaborative and interdisciplinary effort between two faculty who link their core courses and develop three assignments that integrate content from the two courses.*

Academic Seminar (AS): Generally, an Academic Seminar teaches first-year students "how to do college"; additionally, courses designated as Academic Seminars often share a "common intellectual theme" (Schmidt and Graziano, eds. *Building Synergy for High-Impact Educational Initiatives* 7, 21). *For MSU, a diverse and changing slate of core courses will be designated each spring as Academic Seminars; these courses will emphasize research and/or creative activities through various assignments. Students will be required to attend 1) a guest lecture emphasizing inter- and multidisciplinary research or creative work early in the semester, and 2) a research or creative presentation (such as Celebration of Scholarship) later in the semester.*

Liberal Arts and Sciences (LAS): MSU-specific statement in progress, Liberal Arts Task Force.

Peer Mentors (PM): Returning undergraduate students who are assigned to work with specific LC or AS faculty in order to provide study and life skills for students.

Peer Leader (PL): Returning undergraduate students who are embedded in a section of MWSU 1233 to provide intensive support for students and instructors.

FIRST-YEAR EXPERIENCE MODEL

Working mission statement: Foster academic success and student engagement in a dynamic learning community where the liberal arts and sciences are explored, valued, and applied.	
Orientation: Introduction to a COPLAC institution	
Fall: Learning Community Introduction to the Liberal Arts and Sciences	Spring: Academic Seminar Introduction to Research and Creative Activities
<p>Learning Community of two lower-level courses OR one lower-level course & MWSU 1233¹</p> <ul style="list-style-type: none"> • Taught by faculty/full-time instructor • Driven by topic/theme • Integrates assignments • Embeds FYE objectives in core and course objectives: <ul style="list-style-type: none"> ○ Critical Thinking (core objective) ○ LAS awareness (course objective) ○ Engagement/community (Teamwork/Social Responsibility core objective) • Meets FYE objectives through additional programming: <ul style="list-style-type: none"> ○ Led by Peer Mentor/Leader² ○ LAS mission ○ Study Skills ○ Life Skills 	<p>Sections of core courses drawn from all component areas and specifically designated as AS</p> <ul style="list-style-type: none"> • Taught by faculty • Driven by topic/theme • Emphasizes a research or creative activity component³ • Embeds FYE objectives in core and course objectives: <ul style="list-style-type: none"> ○ Critical Thinking (core objective) ○ LAS awareness (course objective) ○ Engagement/community (Teamwork/Social Responsibility core objective) • Meets FYE objectives through additional programming: <ul style="list-style-type: none"> ○ Led by Peer Mentor ○ Undergraduate Research ○ Study Skills ○ Life Skills

IMPLEMENTATION TO DATE

Academic Year	Fall: Learning Community	Spring: Academic Seminar
2016-17	15 LCs:	Designed PM program Recruited faculty for LCs and AS pilot
2017-18	16 LCs 8 LCs assigned a PM (pilot) AS curriculum	<i>10 AS (pilot)</i>
2018-19	<i>20 LCs</i> <i>10 PMs</i>	<i>15 AS</i> <i>10 PMs</i>

¹ MWSU 1233:College Connections is required for all conditionally admitted students; they may take it in an LC or as a stand-alone course

² For LCs including MWSU 1233

³ Research component is defined as any assignment that introduces students to a basic skill in collecting information in order to answer a question or solve a problem.

Financial Aid and Admissions Task Force 2016-17 Report

Ms. Gayonne Beavers, Director of Admissions
Dr. Dave Carlston, Professor and Faculty Senate chair
Dr. Kristen Garrison, Associate Vice President for Undergraduate Education and Assessment;
Task Force chair
Mr. Mark McClendon, Director of Institutional Research and Assessment
Ms. Kathy Pennartz-Browning, Director of Financial Aid
Dr. Magaly Rincon-Zachary, Professor
Dr. Denise Simmons, Assistant Professor
Dr. Jessyca Wagner, Assistant Professor
Dr. Julie Wood, Assistant Professor

Executive Summary

In September 2016, Dr. Suzanne Shipley, Midwestern State University (MSU) president, convened the Financial Aid and Admissions Task Force (FAATF) to address concerns raised by Faculty Senate regarding admissions policies and standards and enrollment transparency. The members of the FAATF were charged with examining these policies and considering strategies for shaping the student demographic. Members reviewed Midwestern State University's admissions requirements and decision-making processes, as well as the merit scholarship structure, and compared these findings to the admissions and scholarship requirements of peer institutions (state and COPLAC). Additionally, members examined data regarding MSU's persistence and four-year graduation rates.

The FAATF found that the admissions process was straightforward; students who didn't meet published admission requirements were reviewed individually according to a clear and reasonable set of standards. Although the Office of Admissions followed an established decision-tree, this process was not clear to faculty, nor was the institution tracking the different points at which applicants were admitted. Failure to communicate the process frustrated faculty responsible for teaching the students; lack of tracking obscured the number of students needing additional academic support to be successful. With regard to merit scholarships, members determined that the expectations for receiving and renewing scholarships were too low. Overall, the FAATF concluded that reasonable adjustments to admissions, scholarship, and first-year requirements would help MSU recruit and retain solid students who are a good fit for this school, as well as make us more competitive with peer institutions.

The FAATF chair met with members of Faculty Senate twice to keep them apprised of the FAATF's progress and solicit feedback, and the faculty expressed support of the Task Force's

recommendations, which were finalized in April, 2017. The FAATF will remain active in order to assist with implementing and evaluating its recommendations.

Task Force Work

The FAATF was giving the following charges:

- To evaluate our admissions categories,
- To consider the manner in which we provide financial aid to shape our incoming classes, and
- To evaluate the structure and support needed for underprepared students to help them be successful.

To meet our charges, we first had to determine the profile of a student who would be a good fit for our institution. Based on our size, COPLAC mission, and strong faculty mentoring, we set the following goal:

Attract well-rounded high school students who have some college-prep curriculum and prefer a university where they can be actively involved in a broad range of academic and social activities.

Determining the kind of student we would like to recruit helped shape our inquiry. Task Force members reviewed the admissions criteria and process, as well as financial aid, including grants and scholarships, and compared MSU's policies with those of peer institutions (state and COPLAC). Through these discussions, members gained a clearer understanding of how the admissions office evaluates applications, especially those that do not meet the published test score/high school ranking standards; we further realized that conveying this process to the campus community would help improve trust and communication between faculty and administration.

Additionally, we concluded that no changes should be made to the process of awarding grants and financial aid, but that merit scholarships presented a clear opportunity to recruit students who meet the above profile. Closer examination of the existing merit scholarship structure revealed that expectations for receiving and renewing merit scholarships are too low. By focusing scholarship funds on students who meet the above profile, and increasing GPA requirements for renewal, MSU will be able to recruit strong students more successfully and convey higher expectations for the performance of students who receive them.

Finally, research shows a national trend of declining college readiness. Given this overall trend and the number of students who enroll at MSU needing support in order to acclimate to and

perform satisfactorily in a university classroom, the FAATF strongly endorses current efforts to implement a First-year Experience based on High Impact Practices (HIPs), and to fund a centralized tutoring center.

Final Recommendations

Based on our research and discussion, we recommend the following actions.

1. With regard to admissions:
 - a. Continue to use “Conditional” and “Unconditional” in communications to admitted students;
 - b. For internal use, apply specific admissions category codes;
 - c. Track and report more carefully the different admissions categories;
 - d. Expand automatic admissions from the top 10% to 25%.
2. With regard to merit scholarships:
 - a. Reduce the number of awards but increase amounts;
 - b. Adjust required ACT scores to target 22-26 range;
 - c. Raise the minimum GPA renewal requirements.
3. Regarding student support:
 - a. Improve advising experience for students and faculty;
 - b. Implement the proposed First-year Experience;
 - c. Create a centralized Tutoring Center;
 - d. Intensify required course for students admitted conditionally.
4. Finally, with regard to implementation: the FAATF will continue working together to implement and track the effectiveness of our recommendations, especially the internal admissions codes.

The members of the Task Force feel these recommendations are feasible and reasonable; additionally, we believe these changes will have a positive impact on recruitment, as well as enrich the faculty teaching experience and student learning.

Finance Committee

Membership

Jeff Gregg, Chairman

Warren Ayres

Caven Crosnoe

Lynwood Givens

Reading and Approval of Minutes

18-23. The minutes of the Finance Committee meeting August 3, 2017, will be recommended for approval of the Committee.

Summaries of Financial Support and Comprehensive Campaign Update

18-24. The following reports are presented in the Board Book and additional information will be provided regarding external financial support (pages 63-71).

- A. Comprehensive Campaign New Gifts and Commitments
- B. Comprehensive Campaign Cash and Grants
- C. FY 17 Monthly Comparison of New Gifts and Commitments
- D. FY 17 Monthly Comparison of Cash/Grants
- E. FY 17 Sources of Gifts
- F. FY 18 Monthly Comparison of New Gifts and Commitments
- G. FY 18 Monthly Comparison of Cash/Grants
- H. FY 18 Sources of Gifts
- I. Legacy Society 9/1/17 through 9/30/17

Quasi-Endowment Funds Reports – FY 17

18-25. Upon the establishment of two quasi-endowment funds, the Redwine Fund and the Frank and Nancy Harvey Student Development Fund, the Board instructed that reports be presented to the Board in November of each year concerning the use of these funds during the previous fiscal year. The reports concerning these funds for FY 17 are shown in the Board Book (pages 72-73) and are presented as a point of information only.

Financial Reports

18-26. The administration will recommend the July 2017 Financial Report for acceptance as previously distributed. The administration will also provide preliminary information regarding the FY 17 end-of-year report and the FY 18 budget outlook.

Investment Report

18-27. The administration will recommend the fourth quarter FY 2017 Investment Report for acceptance as previously distributed. Dr. Marilyn Fowlé's summary report is included in the Board Book on page 74.

Investment Policy Changes per Legislative Changes

18-28. Changes to the university's investment policy were required to accommodate action during the 85th Legislative Session. The administration will request approval of these changes beginning on page 75.

Salary/Title/Position Changes in FY 17 Budget

18-29. The reports of personnel changes in July and August 2017 are presented for information only on pages 80-84. Additionally, salary, title, and position changes approved by the President, and Board Chairman when necessary, will be presented for ratification as shown below.

<u>Current Position</u>	<u>Action</u>	<u>Additional Funding</u>	<u>Net Current FY Actual Cost (Savings)</u>	<u>Annual Budget Increase (Decrease)</u>
Two staff positions	Filled above and below budget	Salary Savings	\$247	(\$18,008)
Asst. VP for Gift Planning and Development	New position	Private Donation	\$8,334	\$100,000
Administrative Assistant, International Studies	Title Change - Assistant to Director and position vacant for three months		(8,334)	-
Total			\$247	\$81,992

Salary/Title/Position Changes in FY 18 Budget

18-30. The report of personnel changes in September 2017 is presented for information only on pages 85-87. Additionally, salary and position changes approved by the President, and Board Chairman when necessary, will be presented for ratification as shown below.

<u>Current Position</u>	<u>Action</u>	<u>Additional Funding</u>	<u>Net Current FY Actual Cost(Savings)</u>	<u>Annual Budget Increase (Decrease)</u>
Ten staff and one faculty position	Filled positions above and below budget		(\$7,413)	(\$2,526)
Assistant Professor, Nursing	Position changed from 9 months to 11 months.	Salary savings	14,132	14,132
Professor, Mathematics Department	Board approved promotion to full professor and total increase not included in the budget		5,000	5,000
Total			\$11,719	\$16,606

Approval of New Positions – Enrollment Management

18-31. The administration will request authorization to add the positions of Vice President for Enrollment Management and Assistant to the Vice President for Enrollment Management. This approval includes the addition of two FTE to the university staffing levels and a budget increase not to exceed \$125,000, with \$75,000 to fund the positions and office expenses for three months during FY 18, and \$50,000 for search expenses including engaging a search firm to fast-track the search process.

Budget Adjustment for International Recruitment Fee

18-32. During the May 2017 meeting, the Board of Regents authorized an International Recruitment Fee which allows the university to charge international students the direct cost of their country's recruiting agent fee. At the time the FY 18 budget was developed there was uncertainty regarding the amount that would be collected and the fee was not included in the budget. The administration will recommend an increase in the FY 18 revenue and expense budgets of \$400,000 to reflect this new Fee and the related expenditures.

Corporate Contracts for Academic Degree Programs

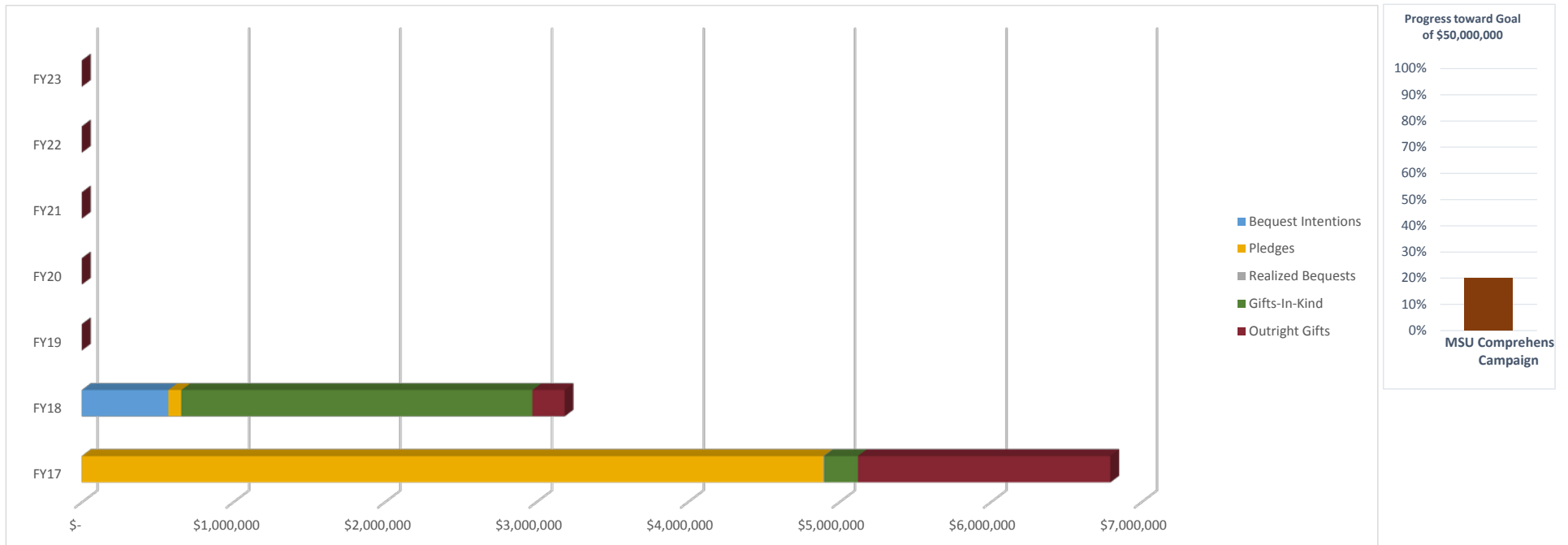
18-33. The administration will request authorization to negotiate corporate contracts for certain academic degree programs which may have different charges on a per-student basis than the university's regular tuition and fee schedule. These contracts would allow the university to attract additional groups of students via corporate clients and be competitive in the Dallas/Ft. Worth Metroplex market.

Midwestern State University

Comprehensive Campaign Comparison of New Gifts and Commitments

Gift Type	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Grand Total
Bequest Intentions	\$ -	\$ 570,163	\$ -	\$ -	\$ -	\$ -	\$ -	570,163
Pledges	\$ 4,893,063	\$ 86,746	\$ -	\$ -	\$ -	\$ -	\$ -	4,979,809
Realized Bequests	\$ 6,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	6,030
Gifts-In-Kind	\$ 222,338	\$ 2,317,200	\$ -	\$ -	\$ -	\$ -	\$ -	2,539,538
Outright Gifts	\$ 1,671,241	\$ 211,567	\$ -	\$ -	\$ -	\$ -	\$ -	1,882,808
Grand Total	\$ 6,792,672	\$ 3,185,676	\$ -	\$ -	\$ -	\$ -	\$ -	9,978,348

NG&C Bar - by Gift Type

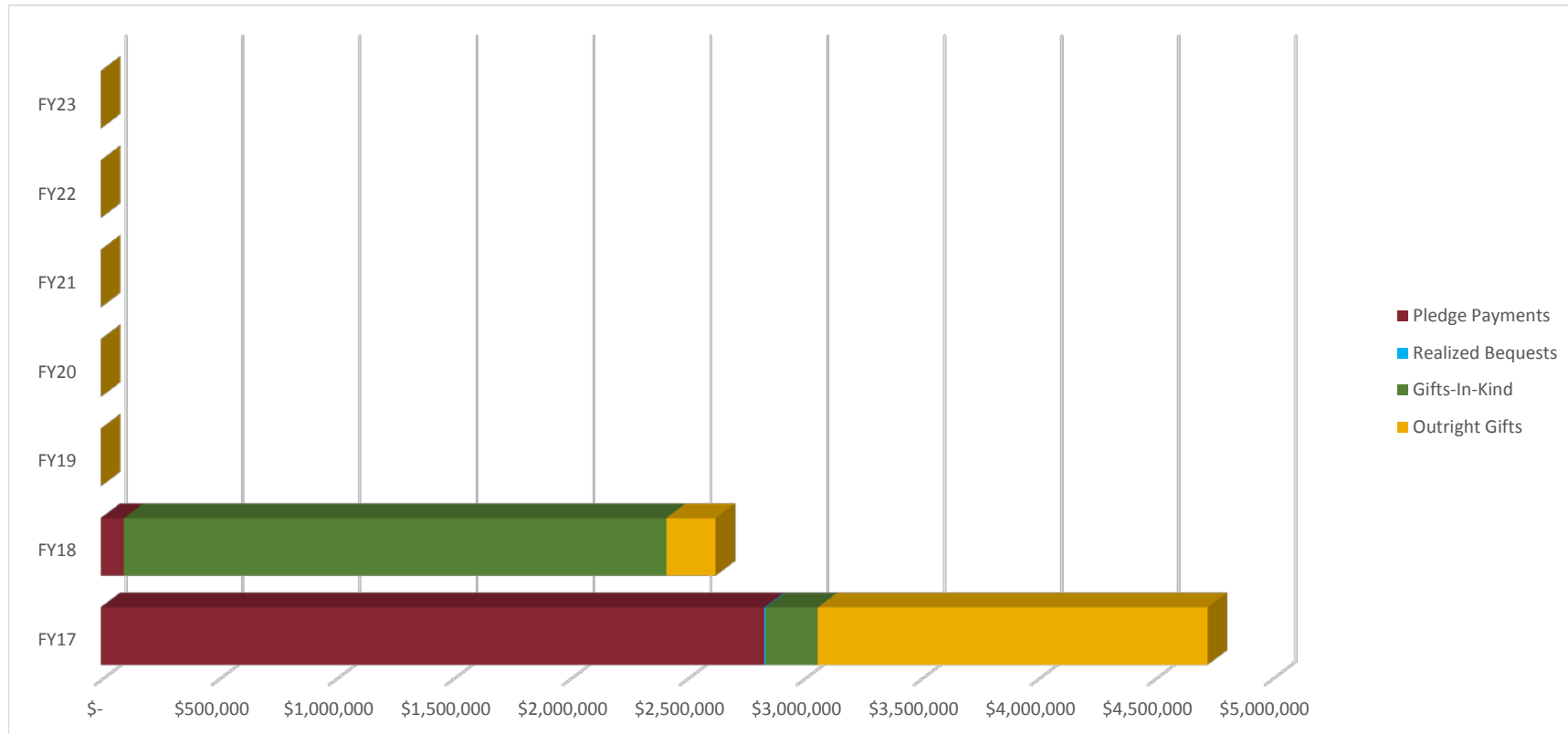


Midwestern State University

Comprehensive Campaign Comparison of Cash/Grants

Gift Type	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Grand Total
Pledge Payments	\$ 2,836,367	\$ 99,134	\$ -	\$ -	\$ -	\$ -	\$ -	2,935,501
Realized Bequests	\$ 6,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	6,030
Gifts-In-Kind	\$ 222,338	\$ 2,317,200	\$ -	\$ -	\$ -	\$ -	\$ -	2,539,538
Outright Gifts	\$ 1,665,211	\$ 211,567	\$ -	\$ -	\$ -	\$ -	\$ -	1,876,778
Yearly Total	\$ 4,729,945	\$ 2,627,902	\$ -	\$ -	\$ -	\$ -	\$ -	7,357,847

Cash Bar - by Gift Type

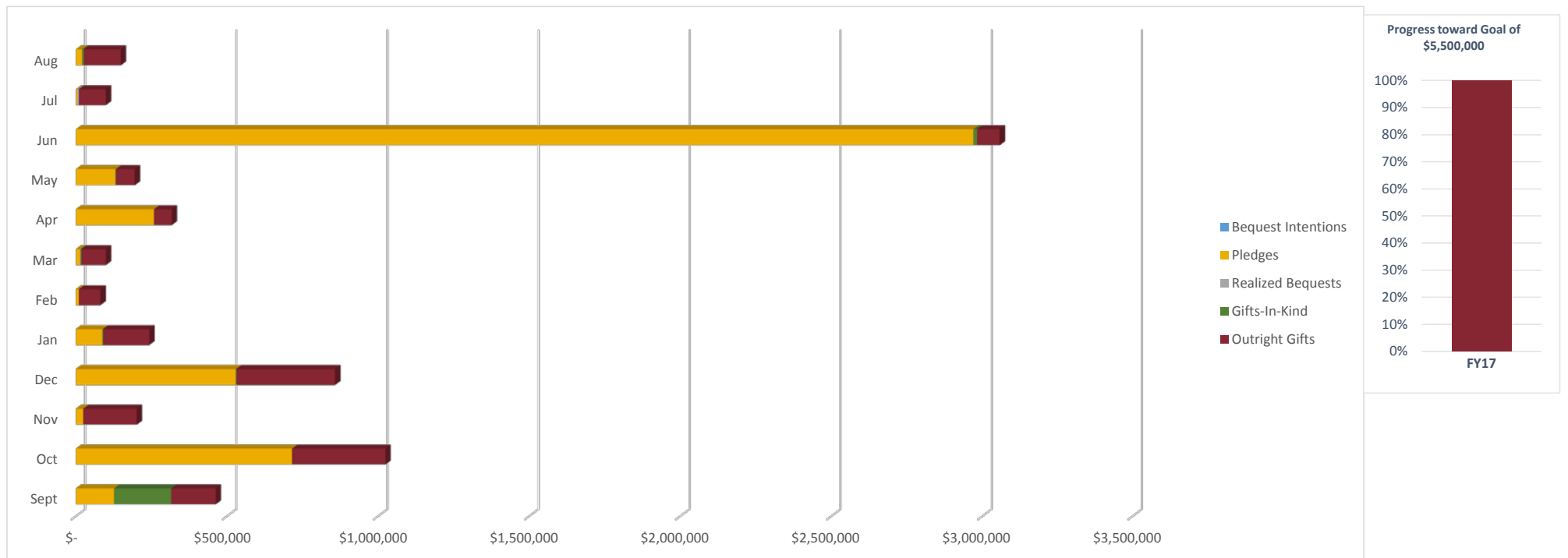


Midwestern State University

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	\$ 126,755	\$ 714,910	\$ 24,189	\$ 529,100	\$ 88,270	\$ 10,040	\$ 14,309	\$ 258,420	\$ 130,730	\$ 2,970,600	\$ 5,000	\$ 20,740	\$ 4,893,063
Realized Bequests	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,030	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 6,030
Gifts-In-Kind	\$ 189,322	\$ 1,035	\$ 965	\$ 3,020	\$ 3,100	\$ -	\$ 3,485	\$ 1,009	\$ 3,140	\$ 11,912	\$ 150	\$ 5,200	\$ 222,338
Outright Gifts	\$ 147,075	\$ 308,858	\$ 176,849	\$ 326,247	\$ 152,127	\$ 71,729	\$ 80,759	\$ 58,123	\$ 61,790	\$ 75,664	\$ 88,977	\$ 123,044	\$ 1,671,241
Grand Total	\$ 463,152	\$ 1,024,803	\$ 202,003	\$ 858,367	\$ 243,497	\$ 81,770	\$ 99,583	\$ 317,552	\$ 195,660	\$ 3,058,176	\$ 99,127	\$ 148,984	\$ 6,792,671

NG&C Bar - by Gift Type

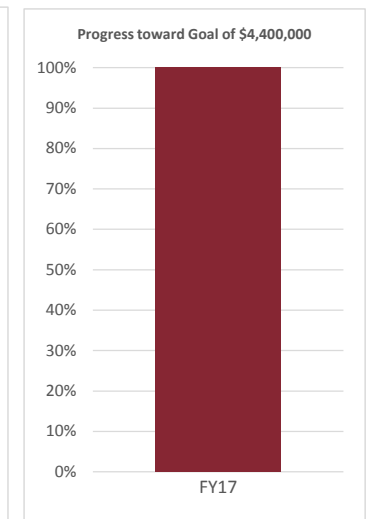
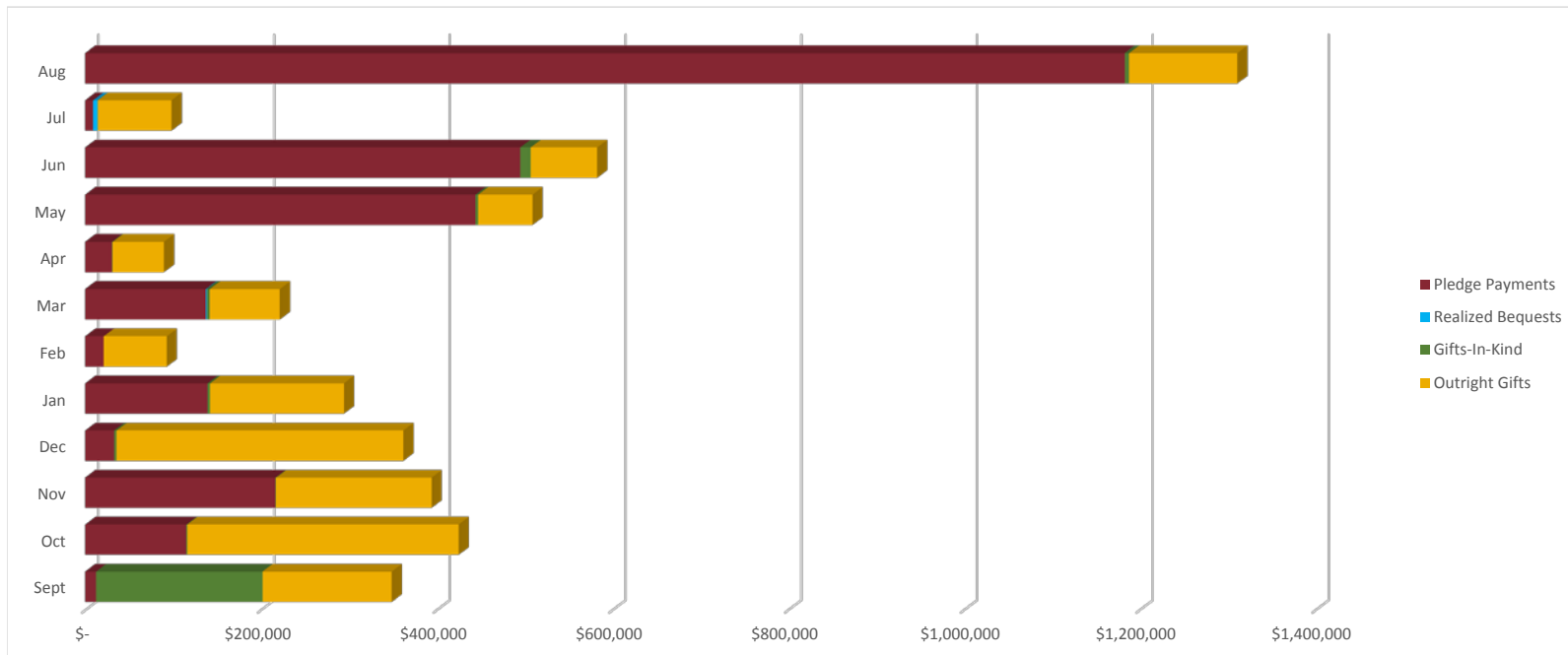


Midwestern State University

FY17 Monthly Comparison of Cash/Grants

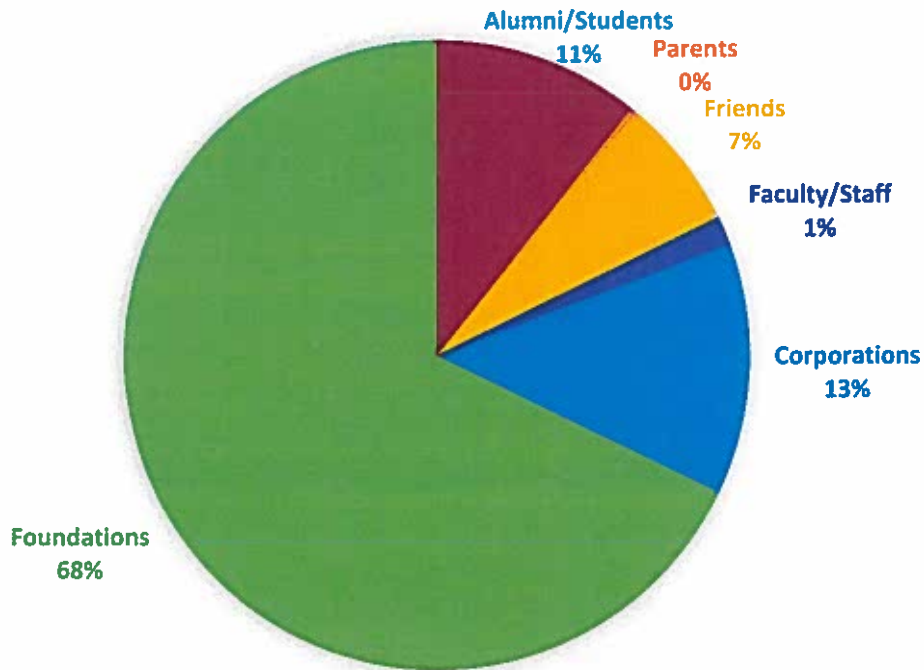
Gift Type	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Grand Total
Pledge Payments	\$ 12,490	\$ 115,074	\$ 216,483	\$ 32,789	\$ 139,096	\$ 21,229	\$ 137,426	\$ 30,484	\$ 444,133	\$ 495,128	\$ 9,073	\$ 1,182,962	\$ 2,836,367
Realized Bequests	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,030	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 6,030
Gifts-In-Kind	\$ 189,322	\$ 1,035	\$ 965	\$ 3,020	\$ 3,100	\$ -	\$ 3,485	\$ 1,009	\$ 3,140	\$ 11,912	\$ 150	\$ 5,200	\$ 222,338
Outright Gifts	\$ 147,075	\$ 308,858	\$ 176,849	\$ 326,247	\$ 152,127	\$ 71,729	\$ 79,729	\$ 58,123	\$ 61,790	\$ 75,664	\$ 83,977	\$ 123,044	\$ 1,665,211
FY17 Total	\$ 348,887	\$ 424,967	\$ 394,297	\$ 362,056	\$ 294,323	\$ 92,958	\$ 221,671	\$ 89,615	\$ 509,063	\$ 582,704	\$ 98,200	\$ 1,311,206	\$ 4,729,945
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
<i>Difference</i>	<i>(\$7,406)</i>	<i>\$37,139</i>	<i>(\$156,481)</i>	<i>(\$154,896)</i>	<i>\$103,892</i>	<i>(\$17,993)</i>	<i>\$91,094</i>	<i>(\$826,722)</i>	<i>\$244,126</i>	<i>\$161,795</i>	<i>(\$18,807)</i>	<i>\$1,128,317</i>	<i>\$ 584,058</i>

Cash Bar - by Gift Type



Outside Sources Scholarships through 8/31/2017	\$999,667.54
Alumni Memberships through 8/31/2017	\$26,295.00

**Midwestern State University
Sources of Outright Gifts/Grants
FY17 (Sept 1, 2016 through Aug 31, 2017)**



Alumni/Students		\$481,147.36	11%
Alumni	\$479,710.36		
Students	\$1,437.00		
Parents		\$13,251.26	0%
Friends		\$306,502.59	7%
Faculty/Staff		\$67,115.90	1%
Active	\$55,039.96		
Retired	\$12,075.94		
Corporations		\$580,693.65	13%
Direct Gifts & Grants	\$552,263.65		
Matching Gifts	\$28,430.00		
Foundations		\$3,058,309.57	68%
TOTAL		\$4,507,020.33	100%

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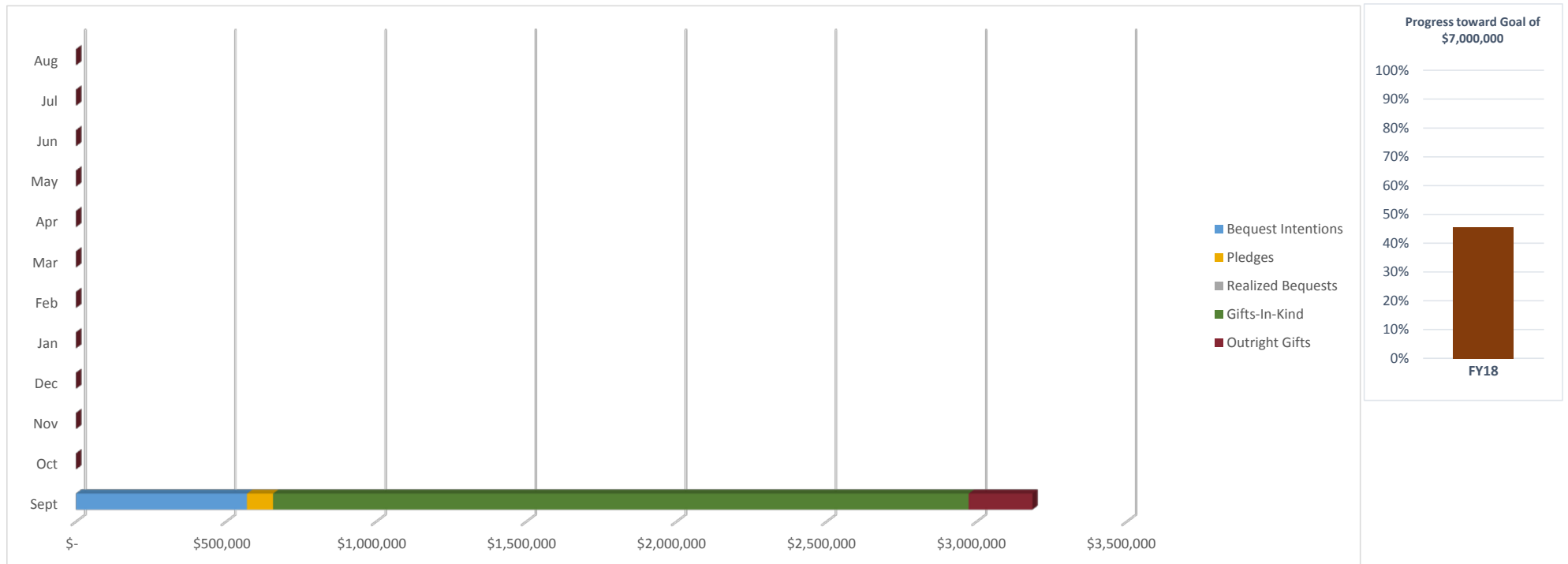
*Does not include Gift-in-Kind: \$ 222,338.00

Midwestern State University

FY18 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	\$ 570,163	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 570,163
Pledges	\$ 86,746	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 86,746
Realized Bequests	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gifts-In-Kind	\$ 2,317,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,317,200
Outright Gifts	\$ 211,567	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 211,567
Grand Total	\$ 3,185,676	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,185,676

NG&C Bar - by Gift Type

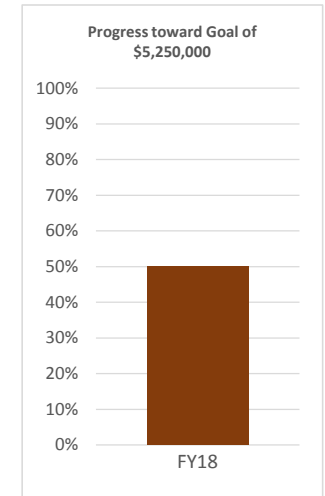
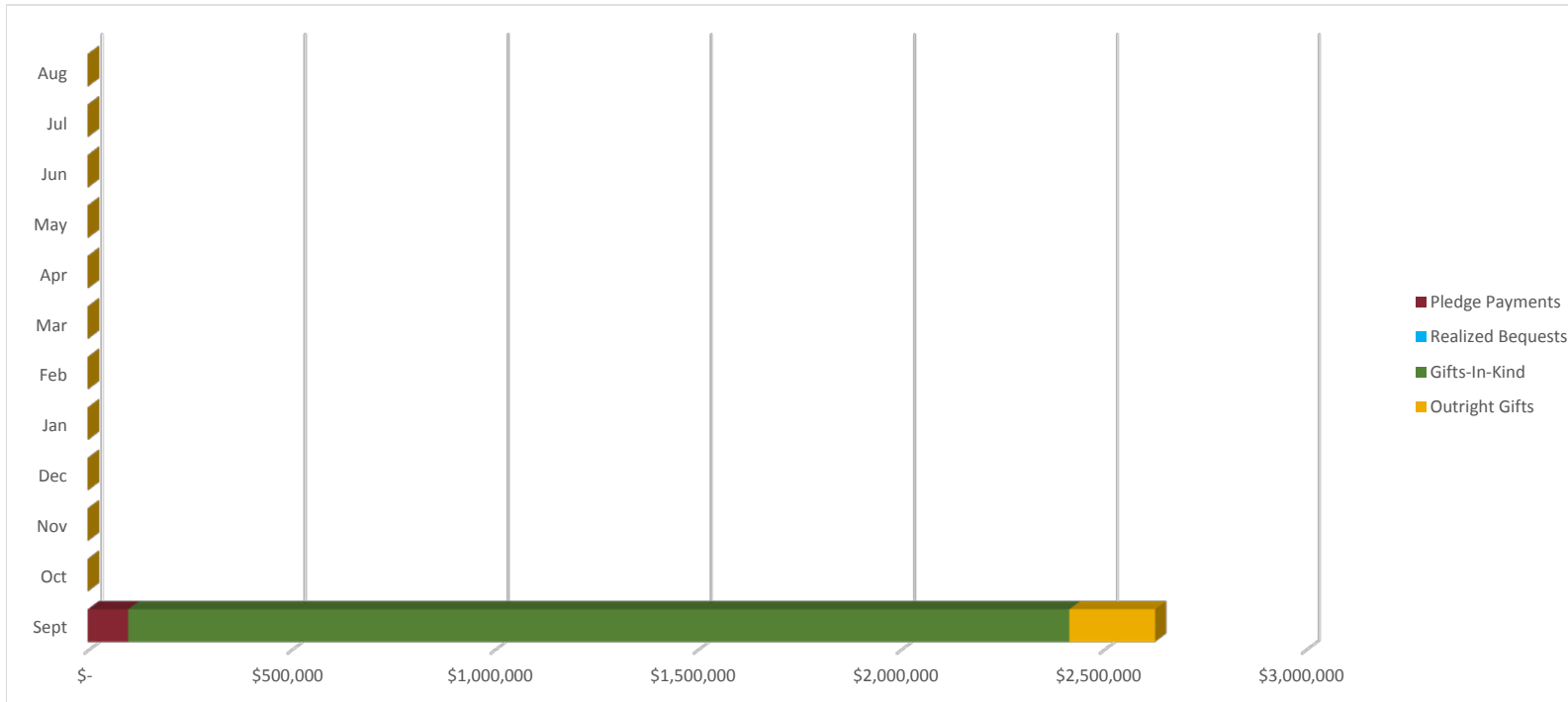


Midwestern State University

FY18 Monthly Comparison of Cash/Grants

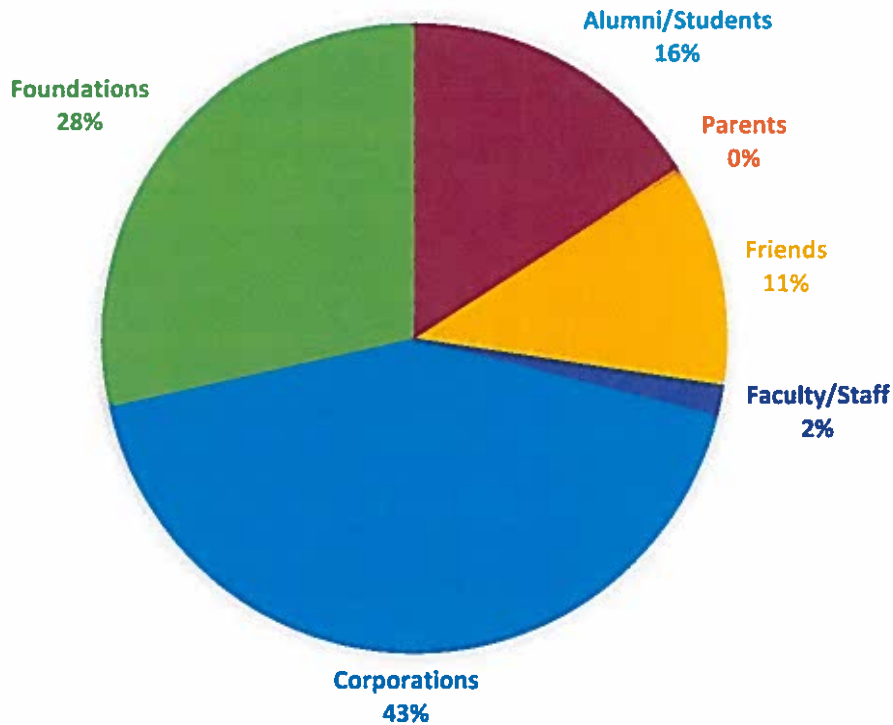
Gift Type	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Grand Total
Pledge Payments	\$ 99,134	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,134
Realized Bequests	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gifts-In-Kind	\$ 2,317,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,317,200
Outright Gifts	\$ 211,567	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 211,567
FY17 Total	\$ 2,627,902	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,627,902
FY17 Total	\$ 348,887	\$ 424,967	\$ 394,297	\$ 362,056	\$ 294,323	\$ 92,958	\$ 221,671	\$ 89,615	\$ 509,063	\$ 582,704	\$ 98,200	\$ 1,311,206	\$ 4,729,945
<i>Difference</i>	\$2,279,015	(\$424,967)	(\$394,297)	(\$362,056)	(\$294,323)	(\$92,958)	(\$221,671)	(\$89,615)	(\$509,063)	(\$582,704)	(\$98,200)	(\$1,311,206)	(\$2,102,043)

Cash Bar - by Gift Type



Outside Sources Scholarships through 9/30/2017	\$73,034.21
Alumni Memberships through 9/30/2017	\$8,495.00

**Midwestern State University
Sources of Outright Gifts/Grants
FY18 (Sept 1, 2017 through Sept 30, 2017)**



Alumni/Students		\$49,436.48	16%
Alumni	\$49,426.48		
Students	\$10.00		
Parents		\$805.00	0%
Friends		\$34,852.10	11%
Faculty/Staff		\$4,809.83	2%
Active	\$1,760.83		
Retired	\$3,049.00		
Corporations		\$132,218.41	43%
Direct Gifts & Grants	\$132,218.41		
Matching Gifts	\$0.00		
Foundations		\$88,570.00	28%
TOTAL		\$310,691.82	100%

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*Does not include Gift-in-Kind of: \$ 2,317,200.00



Update
September 1 to September 30, 2017

Living Members

Anonymous (3)
Ed Blankenship ('04)
Vikki Chaviers ('77, '99)
Max C. Folmar ('66)
John and Hitomo Greening ('64)
Bill ('84) and Gladys Sharp
Dr. Anthony E. "Tony" Stephens ('64)
Margaret Stevens ('49)
Janis James Steward ('83)
Brenda Terry
Dr. R. Steven Tipps (Retired Faculty)
Betty M. Wagner
Dr. Patricia ('74) and Michael Wooten

Number of Gifts Confirmed	9
Actual Amount Confirmed	\$ 1,838,162.00
Campaign Value Confirmed	\$ 570,166.00
Number of Gifts Documentation Pending	6

<https://mwsu.edu/universityadvancement/planned-giving>

Unaudited

Midwestern State University
Frank and Nancy Harvey Student Development Fund
August 31, 2017

	Totals	Quasi- Endowment	<u>Scholarships</u>
Balance of Fund 09-01-2016	\$ 779,205.82	\$ 779,205.82	
Transferred out for scholarships 08-31-17		(32,150.00)	\$ 32,150.00
Scholarships Awarded	(32,150.00)		(32,150.00)
Distribution of Earnings 08-03-2017	<u>32,075.73</u>	<u>32,075.73</u>	<u> </u>
Balance of Fund 08-31-2017	<u>\$ 779,131.55</u>	<u>\$ 779,131.55</u>	<u>\$ -</u>

Midwestern State University
Redwine Estate Quasi Endowment
August 31, 2017

	<u>Totals</u>	<u>Redwine Endowment</u>	<u>Redwine/Honor's Scholarships</u>
Beginning Fund Balance, 9-1-16	\$11,828,673.88	\$11,520,259.19	\$ 308,414.69
Unrealized gain(loss) on 231 Krugerrands	462.00	462.00	
Interest Earnings	158.67	99.22	59.45
Transfers out to Support:			
Mass Comm Expansion Debt Service			(96,823.57)
Comprehensive Campaign			(106,199.05)
Texas A&M System Endowment Fund:			
Interest & Dividend Income		204,992.46	
Net Realized Gains (Losses)		389,812.26	
Investment Fees		(78,838.63)	
Net Income		515,966.09	
Distribution of earnings		(515,966.09)	515,966.09
Unrealized Appreciation (Depreciation)		550,539.91	
Net change		550,539.91	
Faculty Salaries			(9,224.77)
Staff Salaries			(1,700.00)
Fringe Benefits			(1,859.08)
Travel			(750.00)
Memberships			(100.00)
Honor's Scholarships awarded			(368,050.00)
Total Net Change	482,420.20	551,101.13	(68,680.93)
Ending Fund Balance, 8-31-17	<u>\$12,311,094.08</u>	<u>\$12,071,360.32</u>	<u>\$ 239,733.76</u>

Investment Report

The quarterly investment report you received is through August 31, 2017, as required by the Public Funds Investment Act.

The report shows that at the end of August the university held a total of \$41.7 million in cash and cash investments. Of that, \$12.1 million was in highly liquid cash investments, plus \$2.9 million at the state treasury. Texas A&M University System held \$26.7 million of the funds. TAMUS cash investments earned \$368,000 of interest and dividends over the quarter and \$2.2 million of unrealized gain since inception. The institution kept \$12.1 million in Texpool/Logic/Class, all short-term over-night investment vehicles. The balance of the cash funds, \$237,000 are held in securities donated 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 \$166,000 gain since being acquired. The university has yielded on the overall cash holdings anywhere from 1.61% to 3.87% a month over the quarter.

The university has also invested the bond proceeds on the tuition revenue bond projects. At the end of August, all of the proceeds from the residence hall/mass communication bond proceeds have been withdrawn from the BLB Flexible Repurchase Agreement. The tuition revenue bond proceeds, \$56.2 million, are now also held in a BLB Flexible Repurchase Agreement. These investments earned \$137,000 for the quarter. The university's endowed funds are held at both American National with \$8.9 million, and as of March 1, 2015, at Texas A&M University System for \$12.3 million. The funds held by American National had a realized gain of \$28,000 in market value since last quarter and overall have appreciated market value of 17% since obtaining the funds. The university received a \$55,268 distribution from these funds for the quarter. The Texas A&M University System Endowment Pool had a realized gain of \$80,000 in market value for the quarter, with a market gain of a little less than 2.1% since inception. The university received \$54,662 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.

Policy 4.182 Business Affairs & Finance
INVESTMENT POLICY – OPERATING FUNDS

Date Adopted/Most Recent Revision: 8/3/2017

A. Purpose

The purpose of this investment policy is to establish cash management and investment guidelines for the investment and protection of university operating funds in order to ensure that the university's investments are duly authorized, properly managed, and adequately protected. This policy will be reviewed annually by the Board of Regents. This policy is intended to:

1. Establish prudent investment procedures.
2. Assure that investment assets are adequately safeguarded.
3. Assure that adequate accounts and records are maintained which reflect investment position and results.
4. Assure that a system of good internal controls is maintained.

This policy provides investment guidelines for all operating funds invested by Northwestern State University to ensure compliance with university standards, the Public Funds Investment Act (TX Govt. Code 2256), Texas Education Code 51.0031, and all other state and federal laws.

B. Investment Objectives

1. Safety of Principal:

Each investment transaction shall seek to reduce the likelihood of capital losses, whether from security defaults or erosion of market value.

2. Liquidity:

The investment portfolio shall remain sufficiently flexible to enable the university to meet all operating requirements which may be reasonably anticipated in any funds.

3. Public Trust:

In managing the investment portfolio, officials shall avoid any transaction that might impair public confidence in the university. Investments shall be made with precision and care, considering the probable safety of the capital as well as the probable income to be derived. No security shall be purchased that has either a limited or nonexistent secondary market.

4. Rate of Return:

The investment portfolio shall be designed with the purpose of regularly exceeding the average return of three month U.S. Treasury bills and the State of Texas Treasury yield. The investment program shall seek returns above this threshold, consistent with the overall investment policy and other investment objectives.

C. Investment Fund Administration

1. Investment Responsibility

Investment responsibilities are delegated by the Northwestern State University Board of Regents to the President and the Vice President for ~~Business Affairs Administration~~ and Finance. Each member of the Board shall attend at least one (1) training session relating to the person's responsibilities under the Public Funds Investment Act within six (6) months after taking office. The university's chief financial officer and controller shall attend at least one (1) training session relating to that person's responsibilities within six (6) months after assuming duties and shall attend a training session not less than once in a two (2) year period and prepare a report to the Board of Regents on such training. This training must include education in investment controls, security risks, strategy risks, market risks, and compliance with the Public Funds Investment Act (TX Govt. Code 2256.007). The university's chief financial officer shall also provide a report within six months of the end of each legislative session on any changes to the Public Funds Investment Act passed that session.

2. Day-to-Day Supervision

The Controller shall be responsible for the daily supervision and implementation of the investment program and shall be authorized to purchase, sell and invest university funds in accordance with the Public Funds Investment Act and Education Code 51.003 and this investment policy, with approval of the President or the Vice President for ~~Business Affairs~~ Administration and Finance.

3. Record Keeping

Transaction and accounting records shall be complete and prepared on a timely basis with consideration at all times to the adequacy of an audit trail. Internal controls will assure responsible separation of duties and diminish the real and prospective burden on individual employees.

4. Custody

Custody of investment assets shall be in compliance with applicable laws and arranged to provide as much security, trading speed, and flexibility as possible.

D. Investment Strategy - Short-term Operating Funds

1. The daily cash position will be monitored by the Controller to ensure that non-interest bearing cash is minimized. The collection time of all dividend and interest payments will be accelerated to the extent possible. The university will maintain a minimum of \$1,000,000 available in overnight funds which will be kept in Texpool, Logic, or repurchase agreements. Should balances fall below this amount for any reason they will be replenished at the earliest opportunity from the first available cash receipts.

2. Overnight or short-term (thirty [30] days) funds shall be invested through a competitive bid or offer process as frequently as the market dictates as follows:

- a. Banks in the local area are to be contacted by telephone to obtain their current certificate of deposit rates.
- b. An unaffiliated investment broker is to be contacted to obtain statewide Texas banks' certificate of deposit rates.
- c. Texpool or LOGIC, or other Board-approved cash investment pools are to be contacted to obtain current overnight rates.
- d. Funds shall be placed based on the best rate quoted.

3. Transactions to purchase or sell securities shall be entered into on the basis of "best execution," which normally means best realized net price for the security. Settlement of all transactions except investment pool funds must be on a delivery versus payment basis.

4. The goal of the university will be that the portfolio shall be adequately diversified at all times in accordance with these investment guidelines. Specific investment ranges and investment policy limitations are as follows:

	Minimum	Maximum
U.S. Treasury Obligations	0%	100%
Federal Agency Obligations	0%	90%
Federal Agency Mortgage-Backed	0%	25%
Municipal Obligations	0%	50%
Certifications of Deposit (Insured)	0%	20%
Purchase Agreements (Collateralized)	0%	20%
Mutual Funds	0%	15%
Approved Investment Pools	0%	50%
University System Cash Concentration Pool	0%	90%

5. The university's pooled investment fund is comprised primarily of operating funds, and fund balance equity that carries forward from year to year. At the beginning of each fiscal year, the Controller and Vice President for ~~Business Affairs-Administration~~ and Finance will analyze current operating cash needs as well as any cash requirements for capital projects that will occur within the next two (2) years. If the university is not using a University System Cash Concentration Pool arrangement, the university will be required to more closely monitor its investments and maturities. This monitoring and analysis will include a two (2) year time line which clearly identifies any known cash requirements and the approximate month in which the cash must be available. Once an analysis of project needs has been assembled, an analysis of current economic conditions and interest rate levels and projections from third party outside sources should be reviewed. Investment maturities are to be structured in such a way as to maintain a liquid or currently maturing balance for all operating funds budgeted for expenditure during the fiscal year. If interest rates are rising or anticipated to increase these funds may be kept in short-term investment pools such as TEXPOOL. If interest rates are falling or are projected to fall, these funds should be invested to match projected cash needs as determined. Funds in excess of operating funds may be invested, preferably by staggering maturities, for longer than a year.

6. Bond proceeds are to be invested separately and apart from the university's pooled investment fund and maturities are to be structured in such a way as to provide sufficient cash to meet construction expenditures.

7. Endowment funds are to be invested in accordance with the university's separate Investment Policy – Endowment Funds.

8. Investments donated to the university for a particular purpose or for a specific use as specified by the donor may be held in investments other than those identified as authorized investments in this policy. Such investments shall be held apart from the university's pooled investment fund. Those investments shall be subject to all other requirements of this policy.

9. The investment staff shall be responsible for following the "prudent person" standard which shall be applied in the management of the portfolio. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived.

E. Investment Brokers/Dealers

1. The Board of Regents and the President may hire independent investment advisors or investment managers to assist university personnel in the execution of their investment responsibilities. All routine investments will be purchased or sold utilizing an established list of qualified firms. The Board of Regents shall annually review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the university. Qualified firms must be regulated by the Securities Exchange Commission and be members of the Financial Industry Regulatory Authority (FINRA).

2. A written copy of this investment policy shall be presented to any ~~person-business organization (investment pool or an investment management firm under contract to manage the entity's portfolio with discretionary authority)~~ offering to engage in an investment transaction with the university. The qualified representative of the business organization shall execute a written instrument substantially to the effect that the business organization has:

- a. Received and reviewed this investment policy; and
- b. Acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the university and the organization that are not authorized by the university's investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of the university's entire portfolio or requires an interpretation of subjective investment standards.
- c. The investment officer may not acquire or otherwise obtain any authorized investment described in this investment policy from a person who has not delivered the written instrument to the university as described above.
- d. Nothing in this section relieves the university of the responsibility~~ies~~ of monitoring the investments made by the university to determine that they are in compliance with this investment policy.

F. Investment Ethics

Officers and investment staff involved in the investment process shall refrain from personal business activity, as defined by the Public Funds Investment Act (TX Govt. Code 2256.005), that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. A member of the Board shall not direct nor participate in the decision to purchase or sell securities of a firm with which such member is significantly affiliated. Securities will not be purchased from or sold to a member of the Board. All investment staff must report any personal business relationship or relationship within the second degree of affinity or consanguinity with an individual or another firm or organization to the President and the Internal Auditor. On an annual basis the staff will report the nature and extent of any investments in or business transacted with such firms.

G. Investment Guidelines

Funds must be invested at all times in strict compliance with the Public Funds Investment Act (TX Govt. Code 2256) and other applicable laws, unless invested according to Texas Education Code Section 51.0031 which allows the Board of Regents to contract with another institution under prudent person investment standards.

1. Authorized Investments. Authorized investments include the following.

- a. Obligations of the United States or its agencies and instrumentalities including the Federal Home Loan Bank.
- b. Direct obligations of the State of Texas or its agencies and instrumentalities.
- c. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States with a maturity of 10 years or less.
- d. Other obligations, the principal of an interest on which are unconditionally guaranteed or insured by the State of Texas or United States.
- e. Obligations of states, agencies, counties, cities, and other political subdivisions of any state having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of not less than A or its equivalent.
- f. Certificates of deposit issued by state, national, or savings banks having a main office or branch office in this state that are guaranteed or insured by the Federal Deposit Insurance Corporation or secured by a Federal Home Loan Bank letter of credit, or its successors, or collaterally secured by those obligations as listed above in a.- e.
- g. Interest bearing bank deposits insured by the FDIC or the National Credit Union Share Insurance Fund.
- gh. Fully collateralized repurchase agreements having a defined termination date, secured by obligations described in a. above, and the securities are pledged to the university, held in the university's name and deposited at the time the investment is made with the university or with a third party selected and approved by the university, and is placed through a primary government securities dealer as defined by the Federal Reserve, or a financial institution doing business in this state. Repurchase agreement means a simultaneous agreement to buy, hold for a specified time, and sell back at a future date obligations described in a. above, at a market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed. This term includes a direct security repurchase agreement and a reverse security repurchase agreement. The term of any reverse security repurchase agreement may not exceed ninety (90) days after the date the reverse security repurchase agreement is delivered. Money received by an entity under the terms of a reverse security repurchase agreement shall be used to acquire additional authorized investments, but the term of the authorized investments acquired must mature not later than the expiration date stated in the reverse security repurchase agreement.
- i. Prime domestic bankers' acceptances with a stated maturity of two-hundred-seventy (270) days or less from the date of issuance and will be liquidated in full at maturity, are eligible for collateral for borrowing from a Federal Reserve Bank, and are accepted by a bank organized and existing under the laws of the United States or any state, if the short-term obligations of the bank or of a bank holding company of which the bank is the largest subsidiary, are rated not less than A-1, P-1, or the equivalent by at least one nationally recognized credit agency and is fully secured by an irrevocable letter of credit issued by a bank.
- j. Commercial paper with a stated maturity of two-hundred-seventy (270) days or less ~~from from~~ the date of its issuance that is rated not less than A-1, P-1, or the equivalent by at least two (2) nationally recognized rating agencies, or is rated at least A-1, P-1, or the equivalent by at least one (1) nationally recognized credit agency and is fully secured by an irrevocable letter of credit issued by a bank.

k. SEC-registered, no-load money market mutual funds and no-load mutual funds as described in and limited by the Public Funds Investment Act (TX Govt. Code 2256.014) and in compliance with SEC Rule 2a-7.

l. Bond funds that have a duration of less than one year and whose investments are limited to investment grade securities excluding asset-backed securities.

l. Guaranteed Investment contracts for bond proceeds as described in the Public Funds Investment Act (TX Govt. Code 2256.015)

m. Investment Pools as described in the Public Funds Investment Act (TX Govt. Code 2256.016) including the maximum average dollar-weighted maturity of the pool based on the stated maturity date, with the Weighted average maturity limit not to exceed 90 days for a no-load money market mutual fund, two years for a no-load mutual fund, 90 days for a constant dollar pool, and none for a floating net asset value pool. Corporate bonds, debentures, or similar debt obligations rated by a nationally recognized investment rating firm in one of the two highest long-term rating categories, without regard to gradations within those categories.

o. A contracted arrangement with a university system as defined under Education Code 51.0031 which allows the university to invest its cash into a system's cash concentration pool.

2. Unauthorized Investments

Effective September 1, 1995, in compliance with the Public Funds Investment Act (TX Govt. Code 2256.009b), the following are not authorized investments:

a. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal (interest-only).

b. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest (principal only).

c. Collateralized Mortgage obligations that have a stated final maturity date of greater than ten (10) years.

d. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

H. Performance Measurement

The investment performance of the funds will be measured by an unaffiliated organization with recognized expertise in this field, and compared against the stated performance goals. Measurement will occur at least monthly and will be used to evaluate the results on investment holdings and will include monitoring any rating changes in the university's investments. Reports will be prepared in compliance with generally accepted accounting principles and will describe in detail the investment position of the university and will include, by individual investment, the book value, market value, accrued interest, maturity dates, any purchases, sales, gains or losses and the fund or pooled account for which each individual investment was acquired. Reports shall be distributed to the President, the Vice President for Business Affairs Administration and Finance, and the Internal Auditor. The Board of Regents shall receive the report no less than quarterly. The reports to the Board of Regents must be prepared and signed by the investment staff of the university and certified as to the portfolio's compliance with these policies and the Public funds Investment Act (TX Govt. Code 2256.023), unless the funds are invested under Texas Education Code Section 51.0031, for which the reporting will be provided by the contracted institution. The university Internal Auditor will perform a compliance audit at least once every two years with results reported to the State Auditor, President, and the Board of Regents not later than January 1 of each even-numbered year on those funds held locally and not invested through contract according to Texas Education Code Section 51.0031.

I. Interest Rate Risk Measurement

The university will measure on a quarterly basis the interest rate risk of its securities. The university will monitor and be aware of the overall interest rate and market value risk it is taking.

Summary of the Personnel Position Status Reports for 9/1/16 – 8/31/17

June 2017	New Position – Director, Flower Mound Campus Net position change: +1 (Executive, Administrative, & Managerial) <u>Ratified by Board of Regents, 8/4/17</u>
August 2017	New Position – Assistant Vice President for Gift Planning and Development Net position change: +1 (Executive, Administrative, & Managerial) <u>Approved by President and Board Chair; presented for Board ratification, 11/9/17</u>

Total net new positions as of 8/31/17 = +2.0

MIDWESTERN STATE UNIVERSITY
PERSONNEL POSITION STATUS REPORT
July 31, 2017

	APPROVED BUDGET		POSITIONS		TOTAL POSITIONS		SALARY		FILLED POSITIONS		VACANT POSITIONS		TOTAL CURRENT	
	9/1/2016		ADDED	(DELETED)			(SAVED)	POSITIONS						
POSITIONS	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	ADDED	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	
EXEC, ADMIN & MANAGERIAL	44.75	4,628,584	1.00	79,992	45.75	4,708,576	31,629	43.75	4,477,921	2.00	262,284	45.75	4,740,205	
REGULAR FACULTY	256.59	18,131,588			256.59	18,131,588	(20,643)	247.09	17,621,129	9.50	489,816	256.59	18,110,945	
PROFESSIONAL NON-FACULTY	155.46	7,254,760			155.46	7,254,760	(45,750)	152.96	6,997,079	2.50	211,931	155.46	7,209,010	
CLERICAL AND SECRETARIAL	99.58	2,524,085			99.58	2,524,085	(6,862)	93.58	2,425,276	6.00	91,947	99.58	2,517,223	
TECH & PARAPROFESSIONAL	23.75	1,090,302			23.75	1,090,302		22.75	1,032,379	1.00	57,923	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	(3,702)	60.00	1,362,763	10.00	209,244	70.00	1,572,007	
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	1	79,992	694.13	36,826,188	(35,107)	662.13	35,435,337	32.00	1,355,744	694.13	36,791,081	

MIDWESTERN STATE UNIVERSITY
PERSONNEL POSITION STATUS REPORT
August 31, 2017

	APPROVED BUDGET		POSITIONS		TOTAL POSITIONS		SALARY		FILLED POSITIONS		VACANT POSITIONS		TOTAL CURRENT	
	9/1/2016		ADDED	(DELETED)			(SAVED)	POSITIONS						
POSITIONS	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	ADDED	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	
EXEC, ADMIN & MANAGERIAL	44.75	4,628,584	2.00	179,992	46.75	4,808,576	31,629	44.75	4,577,921	2.00	262,284	46.75	4,840,205	
REGULAR FACULTY	256.59	18,131,588			256.59	18,131,588	(20,643)	247.09	17,621,129	9.50	489,816	256.59	18,110,945	
PROFESSIONAL NON-FACULTY	155.46	7,254,760			155.46	7,254,760	(44,228)	152.96	6,998,601	2.50	211,931	155.46	7,210,532	
CLERICAL AND SECRETARIAL	99.58	2,524,085			99.58	2,524,085	(6,862)	93.58	2,425,276	6.00	91,947	99.58	2,517,223	
TECH & PARAPROFESSIONAL	23.75	1,090,302			23.75	1,090,302		22.75	1,032,379	1.00	57,923	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	(3,702)	60.00	1,362,763	10.00	209,244	70.00	1,572,007	
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	2	179,992	695.13	36,926,188	(33,585)	663.13	35,536,859	32.00	1,355,744	695.13	36,892,603	

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

I. ENTERING EMPLOYEES

1. George Castro – Admissions Counselor – 07/01/17
2. Tera Humphrey – Associate Director, Residence Life and Housing – 07/24/17
3. Christopher Goolsby – Custodian, Facilities Services – 08/01/17
4. Rhonda McClung – Assistant Vice President, Gift Planning and Development – 08/01/17
5. Katherine Mendenhall – Custodian, Facilities Services – 08/01/17
6. Kelly Murphy - Assistant Director, Admissions Welcome Center – 08/01/17
7. Michael Richardson – Assistant Director, Recreational Sports and Wellness Center
8. Derek Soper – Residence Hall Director, Residence Life and Housing – 08/02/17
9. Shani Page – Coordinator, Small Business Development Center – 08/07/17
10. Cody Parish – Coordinator, Honors Program – 08/07/17
11. Tanya Jordan – Administrative Assistant, Residence Life and Housing – 08/10/17
12. Mollie Holdbrook – Teller, Business Office – 08/17/17
13. Jason Bly – Assistant Professor, Art – 08/21/17
14. Isaac Christiansen – Assistant Professor, Sociology – 08/21/17
15. Shih Yung Chou – Associate Professor/Chair, Management/Marketing/Legal Studies – 08/21/17
16. Geoffrey Clegg – Assistant Professor, English/Business Technical Writing – 08/21/17
17. Allison Epping – Visiting Instructor, Athletic Training – 08/21/17
18. Jamie Grigsby – Assistant Professor, Marketing– 08/21/17
19. Lisa Holcomb – Assistant Professor, Nursing, Flower Mound – 08/21/17
20. Zeki Ilhan – Visiting Assistant Professor, Engineering – 08/21/17
21. Sandra Kemp – Assistant Professor, Nursing – 08/21/17
22. Bonnie King – Assistant Professor, Counseling – 08/21/17
23. Fu Cheng Liang – Assistant Professor, Chemistry – 08/21/17
24. Ann Moulding – Visiting Instructor, Geosciences – 08/21/17
25. Mary Sue Owen – Assistant Professor, Respiratory Care – 08/21/17
26. Sally Story - Assistant Professor, Theatre – 08/21/17
27. Tyler Williams - Assistant Professor, English/Humanities – 08/21/17
28. Yasha – Assistant Professor, Respiratory Care, Flower Mound – 08/21/17

II. EXITING EMPLOYEES

1. Michelle Gonzales – Secretary, Music – 07/13/17
2. Clinton Wagoner – Coordinator, Honors Program – 07/20/17
3. Raneya Daniels – Custodian, Facilities Services – 07/21/17
4. Lori Arnold – Counselor/Psychologist, Counseling Center – 07/31/17
5. Jeremy Motley – Visiting Instructor, Chemistry – 07/31/17
6. Mandi Peterman – Assistant Director, Admissions – 07/31/17

7. Cindy Price – College Coordinator, Career Management Center – 07/31/17
8. Ashley Statham – Residence Hall Director, Residence Life and Housing – 07/31/17
9. Traci Rigdon – Instructor, Athletic Training/Exercise Physiology – 08/01/17
10. Lequez Spearman – Assistant Director, Kinesiology – 08/01/17
11. Julia Knauff – Assistant Professor, Nursing – 08/10/17
12. Caitlin McNeely – Library Assistant I – 08/10/17
13. Michelle Niebur – Electronic Access Media Librarian – 08/11/17
14. Ronald Crone – BSN Nurse Educator – 08/18/17
15. Haley Guffey – Secretary, Education – 08/18/17
16. Jessica Gallant – Administrative Assistant, Registrar – 08/31/17
17. Jane Leach – Assistant Professor, Nursing – 08/31/17
18. Antoinette Nunneley – Assistant Professor, Nursing – 08/31/17
19. Frances Tasker – Financial Aid Processor/Counselor – 08/31/17

III. RETIRING EMPLOYEES

1. Barbara Lunce – Assistant to Registrar – 07/31/17
2. Elizabeth Yarosz-Ash – Professor, Art – 07/31/17
3. Patrick Helton – Assistant Professor, Respiratory Care – 07/31/17
4. Charlie Carr – Athletic Director – 08/31/17
5. Sue Cook – Secretary, Criminal Justice and Health Services – 08/31/17
6. Kelly Maloney – Police Sergeant – 08/31/17
7. Pete Martinez – Maintenance Technician, Facilities Services – 08/31/17
8. Sue Witherspoon – Secretary, Student Development and Orientation – 08/31/17

Summary of the Personnel Position Status Reports for 9/1/17 – 9/30/17

Total net new positions as of 9/30/17 = 0.0

MIDWESTERN STATE UNIVERSITY
PERSONNEL POSITION STATUS REPORT
September 30, 2017

POSITIONS	APPROVED BUDGET		POSITIONS		TOTAL POSITIONS		SALARY	FILLED POSITIONS		VACANT POSITIONS		TOTAL CURRENT POSITIONS	
	9/1/2016		ADDED (DELETED)				(SAVED)						
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	ADDED	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
EXEC, ADMIN & MANAGERIAL	48.00	5,044,178			48.00	5,044,178		46.00	4,781,894	2.00	262,284	48.00	5,044,178
REGULAR FACULTY	256.59	18,219,977			256.59	18,219,977	13,365	247.09	17,743,526	9.50	489,816	256.59	18,233,342
PROFESSIONAL NON-FACULTY	168.12	7,786,750			168.12	7,786,750	(10,640)	165.62	7,564,179	2.50	211,931	168.12	7,776,110
CLERICAL AND SECRETARIAL	95.08	2,444,076			95.08	2,444,076	(523)	89.08	2,351,606	6.00	91,947	95.08	2,443,553
TECH & PARAPROFESSIONAL	23.75	1,092,491			23.75	1,092,491	8,099	22.75	1,042,667	1.00	57,923	23.75	1,100,590
SKILLED CRAFT	29.00	1,025,330			29.00	1,025,330		29.00	1,025,330	0.00	0	29.00	1,025,330
SERVICE & MAINTENANCE	70.00	1,596,427			70.00	1,596,427		60.00	1,387,183	10.00	209,244	70.00	1,596,427
POLICE	<u>14.00</u>	<u>561,122</u>	<u>0.00</u>	<u>0</u>	<u>14.00</u>	<u>561,122</u>	<u>6,305</u>	13.00	534,828	<u>1.00</u>	<u>32,599</u>	<u>14.00</u>	<u>567,427</u>
GRAND TOTALS	704.54	37,770,351	0	0	704.54	37,770,351	16,606	672.54	36,431,213	32.00	1,355,744	704.54	37,786,957

Midwestern State University Reporting of Personnel Changes
Fiscal Year 2017-2018
September, 2017

I. ENTERING EMPLOYEES

1. Conna Bral – Manager of Accreditation, West College of Education – 09/01/17
2. Amy Chase – Administrative Assistant, Registrar – 09/01/17
3. Terri Farabee – Visiting Assistant Professor, Nursing – 09/01/17
4. Sarah McLemore – Admissions Counselor – 09/01/17
5. Joshua Maxwell – Museum Curator of Education – 09/01/17
6. Marissa Rater – College Coordinator, Career Management Center – 09/01/17
7. Brittany Norman – Research Administrator, Office of Sponsored Programs and Research – 09/05/17
8. JoAnn Gonzalez - Registrar Assistant I – 09/05/17
9. Linda Gregg – Financial Aid Processor/Counselor – 09/05/17
10. Ronald Scott Riecker - Student Center Maintenance Technician – 09/05/17
11. Richard Hill – Police Officer III – 09/11/17
12. Yangmi Kang – Visiting Instructor, Athletic Training – 09/12/17
13. Mercedes Sears – Assistant to the Registrar – 09/15/17
14. Ginger Falnes – Registrar Assistant I – 09/20/17
15. Devionte Lilly – Admissions Counselor, Flower Mound – 09/25/17

II. EXITING EMPLOYEES

1. Geneva McLean – Financial Aid Processor/Counselor – 09/14/17
2. Jamie Irish – Audio Visual Technician, Information Technology – 09/15/17

III. RETIRING EMPLOYEES

1. Marcus Hill – Programmer Analyst II, Information Technology – 09/30/17
2. Brenda Rich – Secretary, BAAS – 09/30/17

Audit, Compliance, and Management Review Committee

Membership

Tiffany Burks, Chairman
Lynwood Givens
Jeff Gregg
Shawn Hessing

Reading and Approval of Minutes

18-34. The minutes of the Audit, Compliance, and Management Review Committee meeting August 3, 2017, will be recommended for approval of the Committee.

Historically Underutilized Business Report – FY 17

18-35. The university is required to report on its use of Historically Underutilized Businesses (HUBs) each year. MSU's FY 2017 report is included as a point of information only on page 89. The report includes goals established by the state for each HUB category.

Compliance Update

18-36. An update regarding compliance activities since the last Board meeting is presented for information only on pages 90-91.

FY 17 Internal Audit Annual Report and Audit Update

18-37. The Internal Audit Annual Report for FY 17 will be presented for approval as shown beginning on page 92. The Board will also receive an update on audit activities from Director of Internal Audits Leigh Kidwell (see page 107).

Internal Audit Quality Assurance Review Self-Assessment Report

18-38. The Office of Internal Audits conducted a self-assessment of its conformance with the applicable standards in preparation for a Quality Assurance (Peer) Review. This document is included in the Board Book beginning on page 108 and is presented for the Board's acceptance.

MSU Policies and Procedures Manual Changes

18-39. Changes to the *MSU Policies and Procedures Manual* will be recommended for approval as summarized below.

- A. Policy 2.31, Administration Selection Process – This policy currently requires the Board of Regents to evaluate the president's performance at its first regular meeting each calendar year. The administration recommends that the policy be modified to require the performance review to occur no later than the May meeting each calendar year. This action will provide greater flexibility while continuing to ensure an annual review (see page 115).
- B. Policy 3.314, Ethics Policy for Employees of Midwestern State University – Modifications to this policy are recommended as required by Senate Bill 20 passed during the 84th Texas Legislative Session. The revised policy statement is shown beginning on page 116.

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

State Wide HUB Goals	Procurement Category	MSU HUB Expenditures FY 2016		Total Expenditures FY 2016	MSU HUB Expenditures FY 2017		Total Expenditures FY 2017
		Actual %	Actual \$		Actual %	Actual \$	
11.20%	Heavy Construction	73.07%	\$ 81,086	\$ 110,904	70.78%	\$ 11,358	\$ 16,047
21.10%	Building Construction	42.28%	\$ 2,495,794	\$ 5,903,402	13.99%	\$ 448,485	\$ 3,205,322
32.70%	Special Trades Construction	21.71%	\$ 141,107	\$ 649,867	43.04%	\$ 508,834	\$ 1,182,466
23.60%	Professional Services	73.38%	\$ 119,720	\$ 163,140	96.90%	\$ 256,633	\$ 264,853
24.60%	Other Services	20.08%	\$ 99,848	\$ 497,152	4.04%	\$ 29,077	\$ 720,028
21.00%	Commodities	63.46%	\$ 1,245,519	\$ 1,962,834	43.61%	\$ 897,582	\$ 2,058,373
		45.04%	\$ 4,183,074	\$ 9,287,299 Total	28.89%	\$ 2,151,169	\$ 7,447,089

MSU Annual HUB Expenditures **FY 2017** By ETHNICITY

	Black	Hispanic	Woman	Asian Pacific	Native American	Disabled American
	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars
	\$ 327,914	\$ 245,688	\$ 1,489,334	\$ 64,242	\$ 11,358	\$ 12,633

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 Environmental Health, Safety, and Risk Management Committee (EHSRM) held its second meeting on September 29, 2017. At the meeting, the 2017 State Office of Risk Management's (SORM's) on-site consultation report was reviewed. Several recommendations remain open, including the creation of an Additional Duty Safety Officers Program (ADSO) and creation of an Accident Review Board. New recommendations from SORM were made to help the University maintain or improve the effectiveness of the risk management program and include: repairing emergency lighting in three buildings found to be nonoperational; replacing electrical outlets located within six feet of a sink with ground-fault circuit-interrupter (GFCI) protected outlets in five areas; discontinuing the use of plugging power strips into other power strips found in one area; clearing materials around two electrical panels providing an unobstructed clearance of 36"; performing and tracking weekly and annual inspections of shower / eyewash stations throughout one building; and installing a guard on one piece of equipment. The University's response and action plans to address the prior and new recommendations will be submitted to SORM by the October 18, 2017 due date.

Two sub-committees were formed during the September meeting to create the ADSO Program and an Accident Review Board. The goal of the ADSO Program is to help the University maintain a safe working environment for employees and students by: identifying potential hazards and correcting them; aiding in investigation of accidents; communicating safety concerns; and providing emergency response and direction of emergency related activities. The initial task of the ADSO Program involves identifying Additional Safety Duty Officers which is already in progress. An accident review board is needed to formally review campus incidents and accidents, determine the root cause of each incident or accident, and prescribe corrective action(s). The first meeting of the Accident Review Board will be held in December 2017.

- The 140-page Clery Compliance Assessment Report was received in early October 2017. A meeting to review the report and consultant's recommendations is scheduled for October 19, 2017, leaving insufficient time to include this information on November's board agenda. A summary will be provided at the February meeting.

The same consultants were retained to review the crime statistics as reported in the University's 2014, 2015, and 2016 Annual Security and Fire Safety Reports (ASR). The Clery Act requires universities to publish the ASR every October 1 which discloses statistics of reported sexual assaults, hate crimes, alcohol violations, motor vehicle thefts, dating violence and other crimes. The campus community was notified of the revised 2014 and 2015 ASRs and the publication of the 2016 ASR on September 29, 2017. The reports are posted on the University's web site at:

<https://mwsu.edu/Assets/documents/police/2014-asfsr-report.pdf>,

<https://mwsu.edu/Assets/documents/police/2015-asfsr-report.pdf>,

<https://mwsu.edu/Assets/documents/police/2016-2017-asfsr-report.pdf>

- The assessment report for 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 (SaVE), and the Violence Against Women Reauthorization Act of 2013 (VAWA), was received in mid-September 2017. The report and consultant's recommendations have been reviewed. The University is currently drafting its plan to address each recommendation. This information will be included on the February board agenda along with the Clery Act assessment summary. Post assessment Title IX training was held on October 10, 2017.
- Three tips were received between July and September through the EthicsPoint anonymous hotline. Two of the three tips were discussed with the appropriate director and have been closed. The third tip involving a policy violation was received in September and is still ongoing. None of the tips received involved a fraud or compliance concern.
- One hundred thirty-one (131) contracts were processed through the University's Contract Management System in the fourth quarter of fiscal year 2017 (June 1, 2017 – August 31, 2017). As of August 31, 2017, a total of 2,780 contracts were included in the repository with 1,074 being active.

INTERNAL AUDIT ANNUAL REPORT

**For the Fiscal Year Ended
August 31, 2017**



Office of Internal Audit

Leigh Kidwell, CPA, CGMA, Director

Page 92 of 179

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



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

Transmittal Document

September 28, 2017

I am pleased to submit the internal audit annual report for the fiscal year ended August 31, 2017. This report provides information on the services provided and other activities performed by the Office of Internal Audits and fulfills the Texas Internal Auditing Act (the Act) requirements set out in Texas Government Code, Section 2102.009.

This report includes the Fiscal Year 2017 audit plan, explanations for any deviations from the plan, audits completed during the year and those in progress at August 31, list of all external audit services procured, the Fiscal Year 2018 audit plan, and other required disclosures.

The Act requires the submission of the internal audit annual report by November 1 to the State Auditor's Office, the Governor's Budget and Policy Division, the Legislative Budget Board, and the Sunset Advisory Commission. Typically no reports are submitted to oversight agencies prior to approval by the institution's governing board. However, a draft version of this report will be accepted by the oversight agencies when the institution's governing board is scheduled to meet after the deadline but early in month of November. To ensure the University's report is received by the due date, I will submit a draft version prior to November 1. The final report will be submitted following approval by the Board of Regents at the November 10, 2017 meeting.

I want to thank the Board of Regents, the President and University management for the support provided in the performance of my responsibilities and formally request this report be approved.

Sincerely,

Leigh Kidwell, CPA, CGMA
Director

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I. Executive Summary

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

The Office of Internal Audits mission is to enhance and protect the University's value by providing risk-based and objective assurance, advice and insight. A systematic, disciplined approach is used to evaluate risk management, internal controls, operational and governance processes. Internal audit's primary objective is to assist the Board of Regents, the President, and University management in effectively discharging their responsibilities.

Fiscal Year 2017 was a productive year. A full time auditor position was staffed, two audits were completed, and seven additional audits were in progress at August 31. Numerous special projects and investigations from the University's hotline were also performed by the Office of Internal Audits.

In accordance with Texas Government Code, Sections 2102.009 and 2102.0091, internal audit annual reports are due on November 1 and must be submitted to the State Auditor's Office, the Governor's Budget and Policy Division, the Legislative Budget Board, and the Sunset Advisory Commission. A draft version of the report will be accepted by the oversight agencies when the institution's governing board is scheduled to meet after the deadline but early in the month. The Office of Internal Audits will submit a draft version of this report to comply with the November 1 due date. The final report will be submitted to the oversight agencies following approval by the Board of Regents at the November 10, 2017 meeting.

II. Compliance with Texas Government Code, Section 2102.015

Texas Government Code, Section 2102.015, requires higher education institutions to post certain information on their internet websites. It also requires them to update the website postings with detailed summaries of weaknesses, deficiencies, wrongdoings, or other concerns, if any, raised by the audit plan or annual report, and summaries of the actions taken by the institution to address concerns, if any, that are raised by the audit plan or annual report. Within 30 days after approval by the entity's governing board, the internal audit annual report (Texas Government Code, Section 2102.009) and the audit plan (Texas Government Code, Section 2102.008) should be posted on the institution's website.

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In order to comply with Texas Government Code, Section 2102, the University's Fiscal Year 2017 Internal Audit Annual Report and the Fiscal Year 2018 Audit Plan will be posted within 30 days after Board of Regents' approval, on www.mwsu.edu/regents/board-minutes and on the Office of Internal

Audits web page, <https://mwsu.edu/internal-audits/reports>. The University retains the right to not post information contained in the audit plan or internal audit annual report if the information is exempt from public disclosure under Texas Government Code, Section 552.

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

Senate Bill 20 (SB 20), a comprehensive state contracting reform bill was passed during the Texas 84th Legislative Session, implementing new requirements for both state agencies and institutions of higher education. SB 20 amended Texas Education Code, Section 51 by adding Section 51.9337, conditional purchasing authority for institutions of higher education. Conditional purchasing authority would prevent institutions from using the preferred, Best Value Method to acquire goods and services if the institution is determined to be non-compliant with Section 51.9337. Institutions would then be subject to the more restrictive contracting laws governing state agencies.

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

1. A code of ethics.
2. A policy for the internal investigation of suspected defalcation, misappropriation, and other fiscal irregularities.
3. An institutional compliance program designed to promote ethical behavior and ensure compliance with all applicable policies, laws and rules governing higher education.
4. A contract management handbook providing consistent contracting policies and practices, and review procedures that include a risk analysis.
5. Contract delegation guidelines that clearly specify the types and values of contracts that must be approved by the board of regents, and values of contracts for which the board of regents delegates contracting authority to the chief executive officer.
6. Training for employees authorized to execute contracts.
7. Protocols for the internal audit standards of providing systematic, disciplined approach of evaluating and improving the effectiveness of the institution's risk management, control and governance processes related to contracts.

Section 51.9337(h) requires an institution's chief auditor to annually assess whether the institution has adopted the required rules and policies. The chief auditor's annual assessment may be reported to the State Auditor's Office in the internal audit annual report or in a separate report. The University's Director of Internal Audits chose to submit the Fiscal Year 2017 assessment as part of this report.

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The University has adopted the rules and policies required by Section 51.9337 as prescribed by SB 20. The two remaining policies were approved during Fiscal Year 2017; Policy 3.325, *Conflict of Interest, Conflict of Commitment, and Outside Employment and Activities*, and Policy 4.117, *Suspected Dishonest or Fraudulent Activities*. The University had already implemented the following requirements of Section 51.9337: a) a code of ethics, b) a contract management handbook, c) training

for employees with contracting responsibilities, d) an institutional compliance program, and e) standards for internal audits to provide a systematic, disciplined approach to evaluate and improve risk management, control and governance processes.

IV. Internal Audit Plan for Fiscal Year 2017 and Explanation of Changes

The Office of Internal Audits was staffed by the Director for the entire fiscal year. An additional employee, a staff auditor, was added in March, 2017. Available time for this year's projects after consideration of University holidays, vacation and sick leave was 2,728 hours. Performing the required audits, special projects, investigations, meetings, committee service, and audit department activities and administration used the Office of Internal Audits' resources.

Listed below are the details for the Fiscal Year 2017 Audit Plan approved by the University's Board of Regents on August 5, 2016.

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

Project	Description	Hours
<i>Meetings and Committee Service</i>		
Ethics and Compliance Committee	Serve as advisory member of the committee and all sub-committees.	280
Administrative Meetings	Attend administrative meetings as requested.	84
Other University Meetings or Events	Attend other meetings or events as requested.	56
Board of Regents Meetings	Preparation and attendance of meetings or events.	120
<i>Audit Department Activities and Administration</i>		
Annual Audit Plan and Report	Prepare annual audit plan and report.	100
Audit Manual and Website Revisions, and Records Management	Update audit manual, forms and website.	56
External Quality Assurance (Peer) Review	Undergo external assessment of compliance with audit standards.	48
Annual Risk Assessment	Facilitate annual University risk assessment.	80
Software Purchase and Training	Purchase, install and train on audit management system software.	120
New Employee Training	Create job description, interview, hire and train staff auditor.	80
Professional Development and Travel	Professional development, maintain certifications, continuing education and related travel.	120
General and Administrative Tasks	Office administrative duties (planning, purchasing, recordkeeping scheduling, reporting, etc.).	<u>256</u>
	<i>Total Allocated Hours</i>	<u>2,728</u>
	<i>Available Hours for All Staff</i>	3,120
	Less estimated hours for:	
	Holidays	(120)
	Vacation & Birthday Leave	(112)
	Sick Leave	(144)
	Wellness Leave	(16)
	<i>Net Available Hours</i>	<u>2,728</u>

Changes to the 2017 audit plan are as follows:

- *Public Funds Investment Act* – This audit was in the early stages of planning at year end so it was carried forward to fiscal year 2018.
- *Purchasing and Contract Management* – This audit was carried forward to fiscal year 2018 due to redirecting resources in fiscal year 2017 to perform an audit of the University's procurement card program.

- *Texas Administrative Code Section 202* – This audit’s objective was to verify the University’s implementation of additional security standards and controls required as of February 2016. This audit was carried forward to fiscal year 2018 following the completion of the comprehensive information technology risk assessment performed in accordance with TAC section 202.75. The 2018 audit objective will focus on the implementation of controls based on the risk assessment rather than the 2016 or 2017 required implementation dates.
- *External Quality Assurance (Peer) Review* – This audit was carried forward to fiscal year 2018 due to the inability to complete and present the quality assurance self-assessment report to the board of regents prior to the fiscal year-end combined with scheduling difficulties for members of the peer review team.

The General Appropriations Act (85th Legislature, Conference Committee Report) Rider 8, page III-44, requires each institution of higher education to perform an internal audit of benefits proportional by fund for fiscal years 2015, 2016 and 2017 conducted using the State Auditor’s Office approved methodology. The audit objective is to identify any instances in which the institution was not compliant with the proportionality requirements provided by Article IX, Sec. 6.08, Benefits Paid Proportional by Method of Finance.

The Office of Internal Audits has included a benefits proportional by fund audit on the fiscal year 2018 audit plan. The audit will verify compliance with the requirements to pay benefits in proportion to the sources of funds from which they paid the corresponding salaries and wages in accordance with applicable statutes for fiscal years 2015, 2016, and 2017.

V. Fiscal Year 2017 List of Audits

Two audits were completed during the year with seven audits in-progress at year end. Listed below are the completed audits for Fiscal Year 2017.

Report Number	Report Date	Report Title	High-Level Audit Objective	Observations or Findings
17-C	4/07/17	Procurement Card Program	The objective was to assess compliance with University policies and guidelines to determine if current controls would prevent and detect misuse, abuse or fraud.	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.

Report Number	Report Date	Report Title	High-Level Audit Objective	Observations or Findings
17-D	7/27/17	Information Security Program Corrective Action Plan Update	The objective was to provide the Board of Regents and the University President with the status of all corrective action items as a result of the Information Security Program Assessment Audit 16-01.	A risk ranked corrective action plan was provided to University management. The Office of Internal Audits verified the implementation status of all items based on target implementation dates and provided quarterly update reports. The action plan is considered security sensitive thus the specific details have been omitted.

Listed below are the audits in progress as of August 31, 2017.

Report Number	Report Status	Report Title	High-Level Audit Objective
17-01	Preliminary assessment report expected in Oct-17.	Clery Act	Receive an independent assessment of the University's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.
17-02	Preliminary assessment report received in Sep-17, final report including recommended forms and best practices expected in Oct-17.	Title IX	Receive an independent assessment of the University's compliance with Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964.
17-03	Quality assurance self-assessment report will be presented to Regents in Nov-17. Peer review fieldwork scheduled in Dec-17.	Peer Review	Perform a quality assurance self-assessment review of the internal audit activity in preparation for validation by an independent reviewer.
17-04	Field work completed mid Sep-17. Report completion expected late Oct-17.	Petty Cash and Change Fund	Determine whether petty cash /change fund policies and procedures have been developed and implemented to effectively manage risks, verify cash on hand agrees to recorded amounts, review internal controls and determine if cash is adequately safeguarded.
17-05	Testing will resume in Oct-17 once the year end close of accounts and records is completed. The report deadline is Jan-18.	NCAA	Outsource the evaluation of the University's intercollegiate athletics program operating revenues and expenses per the National Collegiate Athletic Association Division II By-laws 6.2.3.

Report Number	Report Status	Report Title	High-Level Audit Objective
17-A	Preliminary report expected in Oct-17.	Evergreen Student Support Study	Analyze processes, outcomes and staffing in select departments for workload, structure, staffing, resource allocation, and process improvements.
17-B	Revised amounts and properly classified crime stats for 2014 and 2015 plus accurate stats for 2016 are expected late Sep-17 for inclusion in Annual Security and Fire Safety Report.	Clery Records/Incident Review Project	Review of relevant records, incident reports, crime numbers and student conduct cases for calendar years 2014, 2015, and 2016 to ensure the University has accurately recorded and correctly classified crimes reported to the Department of Education.

VI. Consulting Services and Non-audit Services

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

Other value-added activities performed during Fiscal Year 2017 are included in the following table.

Activity	Impact
Provide assistance with the Small Business Administration on-site review of the University's Small Business Development Center	Coordinate and assist to aid in audit efficiency and provide expertise.
Provide assistance with the Texas Comptroller of Public Accounts Post-Payment Expenditure Audit	Coordinate and assist to aid in audit efficiency and provide expertise.
Serve as advisor on multiple compliance sub-committees	Provide guidance to sub-committees formed to address a specific compliance areas.
Serve on the University's Compliance Support and Advisory Committee	Provide guidance for maintaining an effective compliance program and investigating reported compliance concerns.
Facilitate anonymous, online, 24/7 accessible, hotline reporting system	Promote commitment to ethical behavior, improve information gathering and mitigation of risk.
Investigate complaints or claims of fraud, waste or abuse	Review information, investigate allegations, and determine if grounds exist to initiate an audit.
Facilitate the annual risk assessment	Contribute to the University's risk assessment and management efforts.
Serve as advisor to departments for various issues	Provide guidance and/or to strengthen controls.
Other special projects	Provide information and analysis.

VII. Internal Audit Plan for Fiscal Year 2018

The Fiscal Year 2018 Internal Audit Plan was approved by the Board of Regents at their August 4, 2017 meeting. The plan includes audits that are required by statute or administrative policy, assistance required by oversight agencies, audits that are currently in progress, and planned engagements based on assessment of risk. Performing the audits required by statute or policy will use the majority of the Office of Internal Audits' resources along with special projects, investigations, meetings, committee service, and audit department activities and administration.

The Office of Internal Audits is currently staffed by a full time director and a full time auditor. Available hours for Fiscal Year 2018 projects after consideration of University holidays, vacation, sick leave and wellness release is 3,613 hours.

Risk based audits planned for Fiscal year 2018 include the following:

- Contract management and purchasing
- Information security controls

Listed below is the Fiscal Year 2018 Internal Audit Plan.

Project	Description	Hours
<i>Financial, Compliance, Operational, Efficiency & Effectiveness Audits</i>		
Audit assistance to oversight agencies	Provide audit assistance to state and federal oversight agencies such as Texas State Auditor's Office, Texas Higher Education Coordinating Board, Texas State Comptroller's Office and grant agencies.	80
Public Funds Investment Act	Verify compliance with requirements to implement controls in policies, in contracting, in reporting, and in reviewing of investments according to the Act, Texas Government Code, Chapter 2256.	240
Benefits Proportional By Fund	Verify compliance with requirements to pay benefits in proportion to the sources of funds from which they paid the corresponding salaries and wages in accordance with applicable statutes, General Appropriations Act requirements, and related University policies and procedures for fiscal years 2015, 2016, and 2017.	240
Joint Admission Medical Program	Provide assurance the University is in compliance with policies, procedures, laws, and regulations as required by the Joint Admission Medical Program (JAMP) Council Agreement.	80
Facilities Audit	Provide assurance the University is in compliance with the Texas Higher Education Coordinating Board's building projects and real estate acquisitions and provide assistance to the Peer Review Team's review of planning and construction processes, project management, and facilities inventory control.	80
Contract Management and Purchasing	Verify compliance with requirements of Senate Bill 20, 84 th Texas Legislature and Senate Bill 533, 85 th Texas Legislature.	240
Audits Carried Forward	Prior fiscal year audits in progress at 8/31/17 and carried forward into the current year.	200

Project	Description	Hours
Information Technology		
Texas Administrative Code Section 202	Obtain representations from management and verification if necessary, regarding status of implementation of prior audit recommendations or action plans and prior year's risk assessment action plan.	240
Follow-up Audits		
Implementation of Prior Audit Recommendations	Obtain representations from management and verification if necessary, regarding status of implementation of prior audit recommendations.	120
Special Projects		
Hotline, Fraud, or Ethics Investigations	Facilitate University anonymous reporting system and investigations.	40
Special Projects	Based on requests from Board of Regents, Administration or others.	352
Meetings and Committee Service		
Ethics and Compliance Committee	Serve as advisory member of the committee and all sub-committees.	304
Administrative Meetings	Attend administrative meetings as requested.	240
Other University Meetings or Events	Attend other meetings or events as requested.	48
Board of Regents Meetings	Preparation and attendance of meetings or events.	120
Audit Department Activities and Administration		
Annual Audit Plan and Report	Prepare annual audit plan and report.	80
Audit Manual and Webpage Revisions, and Records Management	Update audit manual and webpage, and records management / retention.	56
Annual Risk Assessment	Facilitate annual University risk assessment.	40
Audit Software Installation and Implementation	Install, set up and implement TeamMate audit management system software.	160
Professional Development and Travel	Professional development, maintain certifications, continuing education and related travel.	128
Staff Meetings	Intra office communications and planning.	48
General and Administrative Tasks	Office administrative duties (planning, purchasing, recordkeeping scheduling, reporting, etc.).	477
	Total Allocated Hours	3,613
	Available Hours for All Staff	4,160
	Less estimated hours for:	
	Holidays	(224)
	Vacation & Birthday Leave	(227)
	Sick Leave	(80)
	Wellness Release	(16)
	Net Available Hours	3,613

The risk based approach used to prepare the Fiscal Year 2018 audit plan included conducting two risk assessment surveys. The first survey was a comprehensive questionnaire sent to the University President, and the Provost, all Vice Presidents, the Director of Board & Government Relations, the Director of Marketing & Public Information, General Counsel, the Associate Vice President of Facilities Services, the interim Athletic Director, the Director of Human Resources, the Director of Purchasing & Contract Management and the Director of Internal Audits. A second, smaller questionnaire was sent to all members of the Compliance and Ethics Coordinating Committee.

The survey recipients were asked to rate risks based on the degree of negative impact on the University and the probability of that risk occurring. A rating scale of high, medium, or low was used. The average degree of negative impact for each risk was multiplied by the average probability of that risk occurring to arrive at an overall risk score. The overall scores were categorized as follows:

- High impact / high probability score > 13.1
- Medium impact / medium probability score 10.1 – 13.0
- Low impact / low probability score < 10.0

The risks with an overall score in the high impact/ high probability category are included in the following table including the internal audit coverage for each risk.

MIDWESTERN STATE UNIVERSITY 2017 Risk Assessment Survey High Impact / High Probability Risks			
Ranking	Risk Category	Perceived Risk	Audit Plan
1	Financial Risk	Risk of budget fluctuations such as loss of funding source, unexpected or increased expenditures, unfunded mandates, or other factors affecting the budget.	Benefits Proportional by Fund Audit, Public Funds Investment Act Audit
2	Operational Risk	Risk of an information security breach.	Information Security Controls Follow up Audit
3	Operational Risk	Risk of improper handling or processing of funds received by the university including cash, checks and credit cards.	Unable to address this risk area in FY 2017 - 18 audit plan
4	Compliance Risk	Risk of improper, personal, or non-university related use of expenditures and disbursements including those from travel, procurement card, accounts payable checks, payroll disbursements, etc.	Travel Program Administrative Audit
5	Compliance Risk	Risk of policies and procedures not appropriately followed.	Contract Management and Purchasing Audit, Joint Admission Medical Program, Purchase of Policy Management Software & Policy Standardization Project

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The statutorily or policy required audits and risk based audits scheduled for the next two years are listed below.

Audit Projects	Fiscal Year 2017-18	Fiscal Year 2018-19
Audit Assistance to Oversight Agencies	X	X
Public Funds Investment Act	X	
Benefits Proportional by Fund	X	
Joint Admission Medical Program	X	
Facilities Audit	X	
Information Security Controls	X	X
Follow up on Implementation of Prior Audit Recommendations	X	X
Risk Based and Other Audits	X	X

Proposed Risk Based Audits By Year Include:

Fiscal year 2018

- Legislative Impact: Contract Management Audit
- Operational and Compliance: Information Security Controls

Fiscal year 2019

- External Opportunity/ Vulnerability: International Services Audit
- Safeguarding of Assets: Post Construction Audit, (outsourced)
- New System: Electronic Timekeeping System / Payroll Audit
- Strategic Goal: Comprehensive Campaign Audit
- Compliance: Travel Program Administrative Audit

The top ranking risks identified from: a) the survey results, b) inquiries of Regents, and c) interviews conducted with senior management were considered for the fiscal year 2018 audit plan. The amount of audit resources allocated to risk areas was affected by the number of statutorily required audits during this time period.

The proposed audit plan was reviewed with Dr. Shipley, the Chairman of the Board of Regents and the Chairman of the Audit, Compliance, and Management Review Committee for further discussion of University risks and audit resources. The final audit plan was approved at the August 2017 Board of Regents meeting.

VIII: External Audit Services

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Three external audit services were procured during Fiscal Year 2017.

- D. Stafford & Associates, Rehoboth Beach, DE, to perform a consulting engagement to assess 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.

- D. Stafford & Associates, Rehoboth Beach, DE, to perform a consulting engagement to assess the University's compliance with Title IXS 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.
- Edgin, Parkman, Fleming & Fleming, PC, Wichita Falls, Texas, to perform an agreed-upon procedures engagement specified by the NCAA to assist the University in evaluating whether the Athletic Department's Statement of Revenues and Expenses is in compliance with NCAA's Bylaws.

IX: Reporting Suspected Fraud and Abuse

To comply with the fraud reporting requirements of Section 7.09, page IX-38, the General Appropriations Act (85th Legislature Conference Committee Report), and the investigation coordination requirements of Texas Government Code, Section 321.022, the University has taken the following actions:

- A direct link is provided on the home page of the University's website for reporting suspected fraud, compliance, or ethics concerns.
- The University Fraud, Compliance, and Ethics Concerns web page is under the Office of Internal Audits section at www.mwsu.edu/internal-audits/fraud. This web page provides instructions, a toll free phone number and website link to report suspected fraud, compliance and ethics concerns using the anonymous hotline service, EthicsPoint. Also provided are the phone number for the State Auditor's fraud hotline and website link to report fraud directly to the State Auditor's Office Investigations & Audit Support.
- University Policy 4.117, *Suspected Dishonest or Fraudulent Activities* established processes to identify and investigate suspected cases of defalcations, misappropriations, and other fiscal irregularities and assigned responsibilities to specific University employees involved in handling these cases. The policy was approved by the University Board of Regents in February 2017 and complies with the requirements of Texas Government Code, Section 321.022 and Texas Education Code, Section 51.9337 as added by Senate Bill 20 (84th Legislature).
- New employee orientation includes a review of University policies on standards of conduct for state employees and ethics.



Internal Audit Activities Update

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

- The Fiscal Year 2017 Internal Audit Annual Report required by the Texas Internal Auditing Act, Texas Government Code, Section 2102.009, is complete and submitted for approval. The report includes information on the services provided and activities performed by the Office of Internal Audits, and other required disclosures.
- The Office of Internal Audits conducted a self-assessment of the internal audit activity in preparation for its Quality Assurance (Peer) Review. The results of the self-assessment are included in the Board Agenda.
- Completed and in-progress projects from the Fiscal Year 2017 Internal Audit Plan:
 1. Completed the cash counts and fieldwork for the Petty Cash Audit.
 2. Continued facilitation and data accumulation for the NCAA required review of the University's athletic revenues and expenses.
 3. Received the draft reports 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; and 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. Continued facilitation of the special project, Evergreen Student Support Study.
 5. Facilitated the Incident Reports / Records Review of the University's 2014, 2015 and 2016 Clery crime statistics, public safety reports, and student conduct records.
- Completed and in-progress projects from the Fiscal Year 2018 Internal Audit Plan:
 1. Completed the fieldwork for the Joint Admission Medical Program (JAMP) Audit.
 2. Provided ethics and compliance advisory services to various University departments.
- Internal audit focus for the next quarter:
 1. Undergo the Quality Assurance (Peer) Review.
 2. Plan and perform the Public Funds Investment Act, Benefits Proportional by Fund and Facilities Audits.

Respectfully submitted,

Leigh Kidwell, CPA, CGMA
Director
October 12, 2017

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Quality Assurance Review Self-Assessment Report

October 12, 2017



Office of Internal Audit

Leigh Kidwell, CPA, CGMA, Director

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



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

October 12, 2017

Mrs. Tiffany Burks, Chair
Board of Regents' Audit, Compliance and Management Review Committee
Midwestern State University
3410 Taft Blvd.
Wichita Falls, Texas 76308

Dear Regent Burks:

The Midwestern State University Office of Internal Audits has completed a Self-Assessment for its 2017 Quality Assurance (Peer) Review and is pleased to present the results in this report.

Executive Summary

The Office of Internal Audits (Office) conducted a self-assessment (SA) of the internal audit activity in preparation for validation by an independent reviewer. The principal objective of the SA was to assess the Office of Internal Audits' conformance with The *Texas Internal Auditing Act* (Tex. Gov't. Code Chapter 2102), the Institute of Internal Auditors *Code of Ethics* and *International Standards for the Professional Practice of Internal Auditing*, and U.S. General Accounting Office *Generally Accepted Government Auditing Standards* (collectively the "*Standards*") in effect at the time the audits were conducted.

There are three levels of conformity with the *Standards*: generally conforms, partially conforms, and does not conform. It is our overall opinion that the Office of Internal Audits generally conforms to the *Standards* and *Code of Ethics*. A detailed list of conformance to individual standards is contained herein.

Scope and Methodology

The scope of the SA includes activities and audits performed and issued for the three year period ended December 31, 2016. As part of the preparation for the SA, the Office of Internal Audits prepared self-study documents with detailed information including the internal audit charter, audit manual and other organizational materials along with this Self-Assessment Report. The independent reviewers will review this information along with the Office of Internal Audits' risk assessments and audit planning processes, audit tools and methodologies, engagement and staff management processes, and a sample of the Office of Internal Audits' workpapers and reports. The independent reviewers will survey or interview the audit staff

and a sample of University employees who have been involved in internal audits during this time period. Interviews may also be conducted with Board of Regent members, the President, and other senior management.

Opinion as to Conformity with the *Standards*

The Board of Regents approved internal audit charter requires the Office of Internal Audits to maintain auditing standards consistent with those established by the Institute of Internal Auditors (IIA), *Generally Accepted Governmental Auditing Standards* (GAGAS) and *The Texas Internal Auditing Act* (Act). An external assessment is required to be performed at least once every three years by a qualified, independent reviewer or review team from outside the University. This report represents the results of the Self-Assessment with the independent external validation to follow at a later date.

The rating system used for expressing an opinion for this assessment provides for three levels of conformance: generally conforms, partially conforms, and does not conform.

- Generally conforms means that the Office of Internal Audits has policies, procedures, and a charter that were judged to be in accordance with applicable standards however, opportunities for improvement may exist.
- Partially conforms means deficiencies, while they might impair, did not prohibit the Office of Internal Audits from carrying out its responsibilities.
- Does not conform means deficiencies in practice were found that were considered so significant as to seriously impair or prohibit the Office of Internal Audits in carrying out its responsibilities.

It is our overall opinion that the Office of Internal Audits generally conforms to *The Texas Internal Auditing Act* (Tex. Gov't. Code Chapter 2102), the Institute of Internal Auditors *Code of Ethics* and *International Standards for the Professional Practice of Internal Auditing*, and U.S. General Accounting Office *Generally Accepted Government Auditing Standards* in effect at the time the audits were conducted.

The following table contains our analysis of how the Office of Internal Audits conforms to each section of *The Texas Internal Auditing Act*; *Generally Accepted Government Auditing Standards*; and the Institute of Internal Auditors *International Standards for the Professional Practice of Internal Auditing* and *Code of Ethics*.

Standard Type and Description	Opinion
Texas Internal Auditing Act	Generally Conforms
Generally Accepted Government Auditing Standards	Generally Conforms

Standard Type and Description	Opinion
<i>IIA International Attribute Standards:</i>	
1000 - Purpose, Authority and Responsibility	Generally Conforms
1100 - Independence and Objectivity	Generally Conforms
1200 - Proficiency and Due Professional Care	Generally Conforms
1300 - Quality Assurance and Improvement Program	Partially Conforms
<i>IIA International Performance Standards:</i>	
2000 - Managing the Internal Audit Activity	Generally Conforms
2100 - Nature of Work	Generally Conforms
2200 - Engagement Planning	Generally Conforms
2300 - Performing the Engagement	Generally Conforms
2400 - Communicating Results	Generally Conforms
2500 - Monitoring Progress	Partially Conforms
2600 - Communicating the Acceptance of Risks	Generally Conforms
IIA Code of Ethics	Generally Conforms

Detailed Conclusions for Institute of Internal Auditors International Standards

I. 1000 Purpose, Authority, and Responsibility

The purpose, authority and responsibility of the Office of Internal Audits are specified in the Internal Audit Charter which defines the nature of assurance and consulting services. It was approved by the Board of Regents.

II. 1100 Independence and Objectivity

Based on the Self-Assessment, our conclusion is that the Office of Internal Audits is independent and free from impairments, and the auditors are objective in performing their work. The Director reports to the Board of Regents who approves the Internal Audit Charter. The Board of Regents reviews and approves the Annual Audit Plan and significant deviations to it. The Board of Regents reviews and accepts all audit reports before they are issued. The Office of Internal Audits has not experienced any scope limitations and has been able to report all findings and conclusions objectively. The Office of Internal Audits has a process for addressing conflicts of interest situations.

III. 1200 Proficiency and Due Professional Care

Our conclusion is that audit work is performed with proficiency and due care; professional judgment is used in planning, performing, and reporting; and the staff collectively possesses adequate professional competence. The Director of Internal Audits is licensed as a Certified Public Accountant (CPA) with a Chartered Global Management Accountant designation and has twenty-five years of experience in auditing and accounting. She has passed two-thirds of the tests required for the Institute of Internal Auditors' Certified Internal Auditor designation with plans to complete the testing in the spring of 2018. The recently hired, full time auditor has sufficient knowledge to identify indicators of fraud and is pursuing the Certified Fraud Examiner credential. The budget provides funding for auditors to earn continuing education credits and maintain professional certifications.

IV. 1300 Quality Assurance and Improvement Program

We found that the Office of Internal Audits quality assurance program partially conforms to *Standards* with opportunities for improvement. External quality assurance (peer) reviews have been performed every three years as required. The Director approves all audit plans, audit programs and audit reports. The Director has open communication with all audit clients. The internal review processes has been strengthened through preparation of the quality assurance self-study. Other improvements that will be implemented include; annually performing and documenting an internal assessment, utilizing The Texas State Agency Internal Audit Forum (SAIAF) checklist for each audit to ensure compliance with *Standards*, holding regular staff meetings, and stating all audits are performed in accordance with *Standards* upon completion of a successful peer review.

V. 2000 Managing the Internal Audit Activity

Our Self-Assessment indicated that the Office of Internal Audits is managed in accordance with relevant *Standards*. The Office's Policies and Procedures Manual is available on a network drive that is accessible to all audit staff with restricted access by others. The Director prepares a risk-based Annual Audit Plan that is approved by the Board of Regents; monitors and communicates the progress of projects; coordinates with other audit entities to prevent duplication; and prepares an Annual Audit Report. Internal audit reports provide value-added recommendations to address the risks and issues that are identified. Follow-up reviews add value by informing the Board of Regents and management of the status of audit findings identified in previous reports.

VI. 2100 Nature of Work

Our conclusion based on the Self-Assessment is that the Office of Internal Audits contributes to the improvement of risk management, control, and governance processes through audits, special projects, and service. The Director facilitates an annual risk assessment that forms the basis for the Annual Audit Plan. The risk assessment survey considers areas of risk such as the reliability of information, safeguarding of assets, compliance, efficiency and effectiveness of operations, and the accomplishment of goals and objectives. Fraud risks are considered in each audit. The Director has provided significant input on ethics and fraud prevention policies and facilitates the fraud awareness program through administration of the anonymous hotline, EthicsPoint. The Director serves as an advisory member of the University Compliance and Ethics Committee as well as several compliance sub-committees.

VII. 2200 Engagement Planning

The Office of Internal Audits conforms with the *Engagement Planning Standards*. The auditors develop an audit plan for each audit, which specifies the audit scope and objectives. An audit program is prepared for each audit that identifies the activities to be performed in order to accomplish the audit objectives. The Director assigns audits according to the knowledge, skills, and experience of the auditors.

VIII. 2300 Performing the Engagement

We maintain that the Office of Internal Audits complies with *Standards* in performing audits. The auditors manually prepare thorough working papers to document the audit program performed to achieve the objectives. An electronic work paper system and auditing software, TeamMate, has recently been purchased. Audits performed in the spring of 2018 will use the software due to a four to six month wait time for installation. Evidence provided to support results and conclusions is sufficient, competent, and relevant. Audits are properly supervised, and appropriate working papers are reviewed before reports are issued.

IX. 2400 Communicating Results

The Office of Internal Audits complies with the *Standards* regarding communicating the results of engagements. Written reports are prepared for all audits stating the objectives, scope, and procedures. The results are communicated to the appropriate internal and external parties, including the Board of Regents, President, Senior Management, the Governor's Budget and Policy Division, State Auditor's Office, Legislative Budget Board, and Sunset Advisory Commission. Reports are submitted to other oversight agencies when applicable.

X. 2500 Monitoring Progress

We found the Office of Internal Audits' manual system for monitoring the disposition of recommendations communicated to management partially conforms to *Standards* with opportunities for improvement. Currently, the status of identified issues and recommendations listed in audit reports are tracked manually to perform follow-up reviews with management. The Office is researching whether the recently purchased TeamMate work paper and auditing software or a stand-alone database would better automate the process. The Fiscal Year 2018 Audit Plan includes hours allocated for monitoring the status of prior audit recommendations. The results of follow-up reviews are communicated to the Board of Regents and to appropriate management.

XI. 2600 Communicating the Acceptance of Risks

No instance has occurred where the Director believes that senior management has accepted a level of residual risk that is unacceptable to the University, but if this situation were to occur, the Director would report the concern to the Board of Regents' Audit, Compliance and Management Review Committee Chair.

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Goals for the Department

During the performance of our Self-Assessment, we identified opportunities to enhance our processes. We formulated these into goals for the Office of Internal Audits over the next three years as follows:

Goal #1 - Increase efficiency by utilizing technology. Plan includes:

- Implement electronic work paper and audit software, TeamMate by June 2018.
- Implement electronic database to track and monitor status of issues identified in audit reports by September 2018.

Goal #2 - Establish an internal assessment process to ensure all aspects of the internal audit function are evaluated annually. Plan includes:

- Develop an on-going monitoring and periodic self-assessment process and annually communicate the results to the Board of Regents by November 2018.

Goal #3 – Strengthen the risk management process. Plan includes:

- Continue to increase the numbers of risk survey recipients to achieve a university-wide risk assessment by May 2019.
- Integrate the Internal Control Integrated Framework published by the Committee of Sponsoring Organizations (COSO) into the risk management process by May 2018.

Goal #4 - Ensure that audit staff enhances their knowledge, skills, and other competencies. Plan includes:

- The Director should achieve the Certified Internal Auditor certification by May 2018.
- The auditor should achieve the Certified Fraud Examiner certification by December 2018.

The Office of Internal Audits is committed to continuous improvement and will continue to revisit and improve our practices as we stay abreast of auditing standards and techniques. These goals will be reviewed and adjusted when performing the annual internal assessment.

Acknowledgements

We look forward to the assistance of Mrs. Gina Oglesbee, Chief Audit Executive for Stephen F. Austin State University and Mr. Justin McAninch, Audit Manager for UT Tyler – Health Northeast, in performing the external Quality Assurance (Peer) Review validation for the MSU Office of Internal Audits.

We appreciate the support of the Board of Regents, President, Senior Management and the MSU community in performing our duties as the internal auditors for the university.

Sincerely,



Leigh Kidwell, CPA, CGMA
Director

Policy 2.31

ADMINISTRATION SELECTION PROCESS

Date Adopted/Most Recent Revision: 02/10/2017

B. President

The appointment of the president of the university shall be made by the Board of Regents. The Board of Regents may appoint a Search Advisory Committee, which may make recommendations to the board concerning candidates for the position of president. The board shall make the final selection and approve a contract with the president for a maximum of three years (Texas Education Code 51.948). A two-thirds vote of the members present and voting shall be required for the election. The president may be granted faculty status and may be awarded tenure as a faculty member by the Board of Regents (Policy 2.335). A written contract shall be signed by the board chairperson, board secretary, and the president.

The president's performance shall be evaluated by the Board of Regents ~~at its first regular~~ **no later than its May** meeting each calendar year.



Policies and Procedures Manual

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3.314 Human Resources

ETHICS POLICY FOR EMPLOYEES OF MIDWESTERN STATE UNIVERSITY

Date Adopted/Most Recent Revision: 05/15/15

A. Introduction

It is of the highest importance that the people of the State of Texas have complete confidence in the integrity of their public servants. This need is especially critical in the area of state-supported higher education. The responsibility for educating and training the future leaders of the state and nation carries with it the duty to adhere to the highest ethical standards and principles. It is for this reason that this statement of ethical principles **and standards** and its accompanying guidelines are promulgated by the Board of Regents of Midwestern State University (MSU). These principles, **standards**, and guidelines shall apply as appropriate to all persons employed by MSU regardless of rank or position.

In the event of a conflict between the terms of this policy and any existing policy, this policy will take precedence. If a topic has also been addressed in other policy statements or manuals of MSU, the procedures and statements contained therein are hereby reaffirmed and made a part hereof for all purposes. **For more information, see MSU Policy 3.325: Conflict of Interest, Conflict of Commitment, and Outside Employment and Activities.**

B. General Principles and Standards of Ethical Conduct

Each officer and employee of MSU is expected to obey all federal, state, and local laws and is subject to disciplinary action for a violation of those laws.

Principles of Ethical Conduct:

1. MSU employees shall not hold financial interests that are in conflict with the performance of their official duties and responsibilities.
2. MSU employees shall not engage in any financial transaction in order to further any private interest using non-public information which they obtain in the course of their employment.
3. MSU employees shall put forth honest effort in the performance of their duties.
4. MSU employees shall make no unauthorized commitments or promises of any kind purporting to bind MSU.
5. MSU employees shall not use their public offices for private gain. Consultation by employees for remuneration is not prohibited as long as state resources are not utilized.
6. MSU employees shall act impartially and not give preferential treatment to any private or public organization or individual with the expectation of personal gain.
7. MSU employees shall protect and conserve public property and shall not use it for other than authorized activities.
8. MSU employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official duties and responsibilities.
9. MSU employees shall promptly disclose waste, fraud, abuse, and corruption to appropriate authorities.
10. MSU employees shall adhere to the laws, regulations, and policies that provide equal opportunity for all persons regardless of race, color, religion, sex, national origin, age, or disability.
11. MSU employees shall endeavor to avoid any actions that would create the appearance that they are violating the law or the ethical standards of MSU.
12. MSU employees shall not utilize university computers in a manner that is contrary to the mission of the university.

Standards of Ethical Conduct:

1. **An MSU employee should not accept any gift, favor, or service that might reasonably tend to influence the employee in the discharge of official duties or that the employee knows or should know is being offered with the intent to influence the employee's official conduct.**
2. **An MSU employee should not accept other employment or engage in a business or professional activity that the**

employee might reasonably expect would require or induce the employee to disclose confidential information acquired by reason of the official position.

3. An MSU employee should not accept other employment or compensation that could reasonably be expected to impair the employee's independence of judgment in the performance of the employee's official duties.
4. An MSU employee should not make personal investments that could reasonably be expected to create a substantial conflict between the employee's private interest and the public interest.
5. An MSU employee should not intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the employee's official duties in favor of another.

[NOTE: Replaces MSU Policy 3.346 (Standards of Conduct for State Employees); see Texas Government Code §572.051(a)]

C. Conflicts of Interest

A conflict of interest is 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 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.

Conflicts of interest are 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. MSU employees must comply with applicable disclosure, approval, and management plan requirements in MSU Policy 3.325: Conflict of Interest, Conflict of Commitment, and Employment and Outside Activities.

1. Ethics Commission Financial Disclosure Statements

The President of the academic institution is required to file a financial statement with the Texas Ethics Commission annually. Forms prescribed by the commission shall be utilized.

2. Disclosure of Interest for Non-CEO's

All MSU employees who are authorized to execute contracts on behalf of MSU, who exercise discretion with regard to the management of MSU, or who exercise discretion with regard to the investment or management of MSU funds shall file annually with the President a report disclosing the following information regarding themselves, their spouses, and their dependent children (if the reporting individual had actual control over that activity at any time during the preceding calendar year.):

- a. The names and addresses of all corporations and not-for-profits, for which the person serves as a member of the governing board in the capacity of a director, advisory director, trustee, or others.
- b. The names and addresses of all corporations for which the person serves as an executive officer.
- c. The name and address of any partnership, limited partnership, proprietorship, or other business association of which the person is a partner, joint venture, or owner.
- d. The amount of any compensation received for services related to a., b., and c. above, including any benefits, direct or indirect. From any partnership, limited partnership, proprietorship, or other business association of which the person is a partner, joint venture, or owner.
- e. All business entities in which the person holds a controlling interest or is the principal shareholder.
- f. All business entities in which the person owns a ten percent (10%) or greater interest, whether voting or nonvoting, in shares, stock, or otherwise, or receives ten percent (10%) or more of the profits, proceeds or capital gains.
- g. Whether the person is employed by any business entity (including self-employment), and the name and address of the employing entity.
- h. Whether any of the business entities described in a. through g. above, have any relationship to MSU, and a brief description of such relationship, if known.

3. ~~Outside Employment and Service of President and Vice Presidents~~

~~Any outside employment of the President, the Provost and Vice President for Academic Affairs, or Vice Presidents, including service on the Board of Directors of a corporation shall be approved in advance by the Chairperson of the Board of Regents, or the Chairman's designee. [NOTE: The above language is inserted in subsection C6 below.]~~

3. Disclosure of Interest in Property to be Acquired

As an state officers of the government, members of the Board of Regents and the President is are required by Tex. Gov't Code §553.002 to disclose any legal or equitable interest in property that is to be acquired with public funds. Such disclosure shall be made by filing an affidavit containing specific information as required by statute. The affidavit must be filed with the county clerk of the county in which the individual resides and the county clerk of each county in which the property is located. Such filing must be completed within ten (10) days before the date on which the property is to be acquired by purchase or condemnation. "Public funds" includes only funds collected by or through a government.

4. Disclosure of Potential Conflicts of Interest; Certain Contracts Prohibited

- a. An MSU employee or official who is involved in procurement or in contract management shall disclose to his/her immediate supervisor any potential conflict of interest specified by state law or MSU policy that is known by the employee or official with respect to any contract with a private vendor or bid for the purchase of goods or services from a private vendor by MSU.
- b. MSU may not enter into a contract for the purchase of goods or services with a private vendor with whom any of the following MSU employees or officials have a financial interest:
 - (1) a member of MSU's Board of Regents;
 - (2) the president, general counsel, chief procurement officer, or procurement director of MSU; or
 - (3) a family member related to an employee or official described by subdivision (1) or (2) within the second degree by affinity or consanguinity.
- c. An MSU employee or official has a financial interest in a person if the employee or official:
 - (1) owns or controls, directly or indirectly, an ownership interest of at least one percent in the person, including the right to share in profits, proceeds, or capital gains; or
 - (2) could reasonably foresee that a contract with the person could result in a financial benefit to the employee or official.
- d. A financial interest prohibited by this section does not include a retirement plan, a blind trust, insurance coverage, or an ownership interest of less than one percent in a corporation.

[See Texas Government Code §2261.252]

5. Prohibition Against University Employee Acting as Agent for Another Person in Negotiation of Agreement to Provide Money, Services, or Property to the University

University employees may not act as an agent for another person in the negotiation of the terms of an agreement relating to the provision of money services, or property to the University.

[See Texas Education Code §51.9337(c)(6)]

6. Conflicts of Commitment and Outside Employment and Activities

A conflict of commitment involves a situation in which the time or effort that an MSU employee devotes to an outside employment or 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.

Conflicts of commitment are prohibited. The primary responsibility of MSU employees is to accomplish the duties and responsibilities assigned to their respective positions. 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).

- a. Any outside employment of the President, the Provost and Vice President for Academic Affairs, or Vice Presidents, including service on the Board of Directors of a corporation shall be approved in advance by the Chairperson of the Board of Regents, or the Chairperson's designee.
- b. MSU employees must comply with applicable disclosure, approval, and management plan requirements in MSU Policy 3.325: Conflict of Interest, Conflict of Commitment, and Employment and Outside Activities.

D. Travel

Detailed MSU policies regarding travel regulations may be found in sections 2-15 through 2-18 of the *MSU Handbook of Fiscal Regulations and Procedures*, or by contacting the MSU Business Office.

1. Transportation, Meals, and Lodging

~~a. The President is entitled to receive the following when traveling to conduct official business:~~

- ~~(1.) Reimbursement for actual amounts expended for meals and lodging, excluding unallowable items as defined by law, with actual receipts provided.~~
- ~~(2.) Reimbursement for transportation and incidental expenses at rates specified for state employees.~~

~~ba. Other MSU employees are entitled to receive the following when traveling to conduct official state business:~~

- ~~(1.) Actual cost of lodging and meals for in-state travel, except that the reimbursements may not exceed the current maximum established by law, in order to receive such reimbursement, the employee must be on duty away from headquarters, and stay overnight. Actual receipts for lodging must be provided.~~
- ~~(2.) For out-of-state travel, employees may receive actual costs for lodging and a per diem for meals not to exceed the locality-based allowance provided by the Federal Travel Regulations for lodging and meals unless the State Comptroller determines in advance of the travel that local conditions warrant a change in the lodging rate for a particular location. Actual receipts for lodging must be provided.~~
- ~~(3.) Exceptions:~~

The university will allow the full cost of lodging only under the following conditions:

 - ~~(a.) Where the employee can evidence cost benefit of staying at a specific hotel.~~

- (b-) Where attendance at a program or conference is necessary for the university to maintain a program or accreditation.
 - (c-) Where the employee is an officer of a professional organization or has been invited as a speaker or presenter for a professional program.
- Only departmental local funds may be used for reimbursements under these exemptions and appropriate justification must be attached to travel vouchers submitted for payment. ~~Only departmental local funds may be used for reimbursements under these exemptions and appropriate justification must be attached to travel vouchers submitted for payment.~~

2. Improper Travel Reimbursement

When an MSU employee engages in travel for which compensation is to be received from any source other than MSU funds, the employee shall not submit a claim under the provisions of the MSU travel regulations. An MSU employee who receives an overpayment for a travel expense shall reimburse MSU for the overpayment.

3. "Official Business" for Purpose of Travel

To qualify for travel reimbursements and use of MSU vehicles, the purpose of a trip must be "state business" or "official business" of MSU. State or official business is the accomplishment of a governmental function directly entrusted to MSU, including the reasonably necessary means and methods to accomplish that function.

4. Per Diem for Employees Travel Under Contracts and Grants

Employees traveling under contracts and grants (federal, state, private) shall be reimbursed for travel expenses and allowances on the same basis as other MSU employees, except in those instance where the terms of the contract or grant specify travel guidelines and reimbursement rates which differ from State of Texas reimbursement rates.

5. Travel Bonus (Frequent Flyer) Awards

MSU employees who earn credit with airlines, hotels, car rental companies, etc., for official travel are not required to account for such credit or to use such for official travel only.

6. State Credit Cards

MSU employees may not use state credit cards for personal expenses. State credit cards may only be used for legitimate MSU travel business expenses. Payment of charges on individual cards is the sole responsibility of the individual employee. MSU shall not be responsible for the charges, regardless of the types of charges. Employees may use state credit cards to charge for items that, while they qualify as official business, are not fully reimbursable under state and/or MSU guidelines for reimbursement.

7. Official Travel by Spouses and Relatives of Employees

Spouses and other relatives of employees may qualify to have travel expenses paid by MSU if their presence at a function or on a trip is for an official purpose benefitting MSU and/or the State of Texas. All such travel must be approved in advance by the President. In making a determination of whether the presence of a spouse or relative is for an official purpose, the factors to be considered are the nature and duties of the employee's office, the traditional role, if any of the employee's spouse or relative, the purpose of the particular trip, and the spouse or relative's connection with that purpose. Request for reimbursement of expenses or for direct departmental payment of travel expenses for such persons must be approved in writing by the President.

8. Foreign Travel

Requests for any travel related to official state business outside of the United States for which travel expenses are to be advanced or reimbursed must be approved in writing (may be electronically) by the President or her/his designee (divisional cabinet officer where applicable) and Chairperson of the Board of Regents ~~thirty (30) days~~ in advance of the travel ~~if the source of funding is money other than gift funds or contracts and grants~~. This requirement does not apply to travel to Canada, Mexico or any state or possession of the United States. **[See Texas Government Code §660.024]**

E. Benefits, Gifts, and Honoraria

A "benefit" is anything reasonably regarded as pecuniary gain or pecuniary advantage, including benefit to any other person in whose welfare an employee has a direct and substantial interest.

1. Bribery

No MSU employee may solicit, offer, or accept any benefit in exchange for his or her decision, opinion, recommendation, vote, or other exercises of official power or discretion. A benefit that is otherwise allowed by MSU policy is nevertheless prohibited if it is offered in exchange for official action, as described above.

2. Prohibited Benefits

An MSU employee who exercises discretion in connection with contracts, purchases, payments, claims and other pecuniary transactions or government may not solicit, accept or agree to accept any benefit from any person the employee knows is interested in or is likely to become interested in any contract, purchase, payment, claim, or transaction involving the employee's discretion. This prohibition does not apply to:

- a. Gifts or other benefits conferred on account of kinship or a personal, professional or business relationship independent of the employee's status as an MSU employee;
- b. A fee prescribed by law to be received by the employee or any other benefit to which the employee is lawfully entitled or for which he or she gives legitimate consideration in a capacity other than as an MSU employee;
- c. A gift, award, or memento that is received from a lobbyist who is required to make reports under Chapter 305 of the Government Code; and

- d. Items having a value of less than \$50, not including cash or negotiable instruments. An employee who receives an unsolicited benefit that he or she is prohibited from accepting by law may donate the benefit to a governmental entity that has the authority to accept the gift or may donate the benefit to a recognized tax-exempt charitable organization formed for education, religious, or scientific purposes.

3. Food, Lodging, Transportation, and Entertainment Received as a Guest

An MSU employee may accept food, lodging, transportation, or entertainment from persons or entities he or she knows or reasonably should know are interested in or likely to become interested in a contract, purchase, payment, claim, decision, or transaction involving the exercise of the employee's discretion only if the employee is a "guest" as defined by Texas law. An employee is a "guest" if the person or a representative of the entity providing the food, lodging, transportation, or entertainment is present at the time the food, lodging, transportation, or entertainment is received or enjoyed by the employee. All such travel by employees of MSU must be approved in advance by the President. The President is required to report any such benefits valued at over \$250 on the annual disclosure statement filed with the Texas Ethics Commission.

4. Gift Items

An MSU employee shall disclose to his or her respective Vice President (Provost and Vice President for Academic Affairs) any gift received in the course of official business having a value of more than \$50. The President shall make such disclosures to the Board of Regents.

5. From Friends, Relatives, and Associates

An MSU employee may accept benefits from personal friends, relatives, or business associates with whom he or she has a relationship independent of his or her official status, so long as the benefit is not offered in exchange for official action or decision.

6. Awards

An MSU employee may accept plaques and similar recognition awards, including achievement and recognition awards from MSU.

7. Honoraria

An MSU employee may not solicit, accept, or agree to accept an honorarium in consideration for services he or she would not have been asked to provide but for his or her official position or duties. This prohibition includes a request for or acceptance of a payment made to a third party if made in exchange for such services. However, he or she may accept the direct provision of or reimbursement for expenses for transportation and lodging incurred in connection with a speaking engagement at a conference or similar event. Meals provided as part of the event or reimbursement for actual expenses for meals may also be accepted. Participation by the employee must be more than merely perfunctory.

F. Public Officials and Political Activities

1. Entertainment

If an MSU employee provides tickets to a public official to allow the official and/or his guests to attend an event, an officer or employee of MSU will serve as host to the official, and must attend the event.

2. Perishable Food Items

An MSU employee may provide public officials with small, infrequent gifts of perishable food items delivered to the offices of the public officials. These are not considered to be "benefits" for purposes of the provision of the Penal Code prohibiting such.

3. Expenses for Public Officials

MSU may pay expenses in order to furnish information to state officials relevant to their official positions, including presentations about the programs and services of MSU.

4. Use of Official Authority Prohibited

No MSU employee may use his or her official authority or influence, or permit the use of a program administered by MSU, to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose. No MSU employee may do any act or attempt to interfere with anyone who seeks to pay, lend, or contribute private funds or private property to a person or political organization for political purposes. Any MSU employee who violates either of these provisions is subject to immediate termination of employment, in accordance with the Texas Government Code.

5. Use of MSU Funds or Property

No MSU employee shall expend or authorize the expenditure of any MSU funds, services or supplies for the purpose of influencing the outcome of any election, or the passage or defeat of any legislative measure. No MSU funds may be expended for the payment of full or partial salary of any employee who is also the paid lobbyist of any individual, firm, association, or corporation.

6. Voting and Political Participation

As employees of the State of Texas, MSU employees have the rights of freedom of association and political participation guaranteed by the state and federal constitutions, except as limited by valid state laws. MSU employees shall be allowed sufficient time off to vote in public elections with deduction from pay or from accrued leave time.

7. Employees as Candidates and Officeholders

MSU employees may run for election and serve as members of the governing bodies of school districts, cities, towns, or other local governmental districts. No campaign activities may be conducted during official business hours unless the employee has requested and received permission to use leave time for such purpose. Any employee elected to such a position may not receive any salary for serving as a member of such governing bodies. It is the policy of MSU that an employee who intends to be a

candidate for any public office, other than a local office for which no emolument of any kind is received, must resign unconditionally from employment with MSU prior to announcing his or her candidacy.

8. Political Contributions from Employees

MSU employees may make personal contributions to candidates for office and political organizations with the exception that no state employee may contribute personal services, money, or goods of value to a candidate campaigning for speaker of the Texas House of Representatives.

G. Dual Office Holding

1. Non-elective State or Federal Office

An MSU employee may hold non-elective offices with boards, commissions, and other state and federal entities provided that the holding of such office:

- a. Of benefit to the State of Texas, or is required by state or federal law, and
- b. Is not in conflict with the employee's position with MSU.

Such appointments must be approved by the President. Prior to the President, Provost and Vice President for Academic Affairs or Vice Presidents accepting an invitation to serve in an additional non-elective office, the Board of Regents must determine that the appointment meets the two requirements stated above. The Board must also make an official record of any compensation to be received by the President, Provost and Vice President for Academic Affairs or Vice Presidents from such appointment, including salary, bonus, per diem or other types of compensation.

2. Positions of Employment with Government Agencies

MSU officers may hold other positions of employment with agencies, boards, commissions, or other entities of government so long as the holding of such positions is consistent with the prohibitions against dual office holding in the Texas Constitution. Consulting arrangements with federal, state, or local governmental agencies of a detached and independent advisory nature are not considered to be appointments of such agencies.

H. MSU Property and Services

1. Misuse of Authority

It is a violation of state law for an MSU employee acting with the intent to obtain a benefit or with intent to harm another to intentionally or knowingly misapply anything of value belonging to the government that comes into his or her custody or possession by virtue of his or her office or employment.

2. Misuse of Official Information

It is a violation of state law if an MSU employee in reliance on information to which he or she has access in his or her official capacity and which has not been made public:

- a. Acquires or aids another to acquire a pecuniary interest in any property, transaction, or enterprise that may be affected by the information; or
- b. Speculates or aids another to speculate on the basis of the information.

3. Telephones

From time to time MSU employees may need to make personal telephone calls during working hours. Normally, such use does not result in additional costs or damage to MSU and generally will not hinder the day-to-day operation of any office. Incidental use of MSU telephones during working hours by an MSU employee for local calls is not considered to be misapplication of state property, and is permissible so long as it does not unduly interfere with the employee's assigned responsibilities or the normal functioning of an office. Use of the telephone is considered to be misapplication of state equipment if it results in additional costs being incurred by MSU, including long distance charges, or damage to the equipment.

4. Personal Computers

University-owned computers and electronic mail services may be used for incidental personal purposes provided that the use does not:

- a. Directly or indirectly interfere with the University's operation of computing facilities or electronic mail services;
- b. Burden the University with additional expenditures or cause interference with the employee's assigned responsibilities;
- c. Disrupt the normal functioning of an office or work area;
- d. Violate University Principles of Ethical Conduct.

Use of university computers or electronic mail services to download, post or transport material that is illegal or in violation of university contracts is considered a violation of the university's Principles of Ethical Conduct.

5. Other MSU Equipment

No MSU employee shall entrust state property to any state official or employee or to anyone else to be used for other than state purposes. An MSU employee shall not use MSU equipment or property for his or her own benefit or pleasure.

6. MSU Vehicles

No MSU employee shall use any vehicle owned by MSU for any purpose other than official business of MSU. Employees may not use such vehicles in connection with any political campaign or for any personal or recreational activity. The President may assign vehicles for permanent use or twenty-four hour use when determined to be critical to the operations of MSU (examples:

police and maintenance).

I. Employment

1. Supplementary Pay and Perquisites:

- a. Compensation for the President, Provost and Vice President for Academic Affairs, and Vice Presidents of Midwestern State University (MSU) shall be a fixed amount of money as determined by the Board of Regents. No such officer shall receive any emolument, supplement, perquisite, or other benefit from MSU or a private organization or donor (see MSU Policy 4.134(D)(1)), including an MSU-affiliated entity (see MSU Policy 4.145), without specific approval of the Board of Regents.
- b. MSU shall not accept a gift, grant, donation, or other consideration to be used as a salary supplement without the prior written approval of the recipient's immediate superior, the office of the General Counsel and the President, and written authorization of the Internal Auditor, who shall, in accordance with of the Texas Government Code, report the necessary information to the State Auditor and the Legislature (see §659.0201(e),(i)).
- c. In accordance with §659.0201(b) of the Texas Government Code, MSU's Director of Human Resources is required to post and annually update the following information on the University's Human Resources website concerning a gift, grant, donation, or other consideration designated by the person* (see definition below) to be used as a salary supplement for an employee of MSU:
 - (1-) the amount of each gift, grant, donation, or other consideration provided by the person that is designated to be used as a salary supplement for an employee of MSU (MSU may not post the name of the person);
 - (2-) the number of full-time equivalent employees employed by MSU;
 - (3-) the amount of legislative appropriations to MSU for each fiscal year of the current state fiscal biennium;
 - (4-) MSU's methodology, including any employment market analysis, for determining the compensation of executive staff employed by MSU, along with the name and position of the person who selected the methodology;
 - (5-) whether the executive staff are eligible for a salary supplement;
 - (6-) the market average for compensation of similar executive staff in the private and public sectors;
 - (7-) the average compensation paid to MSU employees who are not executive staff; and
 - (8-) the percentage increase in compensation of executive staff for each fiscal year of the five preceding fiscal years and the percentage increase in legislative appropriations to MSU each fiscal year of the five preceding fiscal years.

*Person is defined by §311.005 of the Texas Government Code to include a corporation, organization, government, or governmental subdivision or agency, business trust, estate, trust, partnership, association, and any other legal entity.

2. Outside Employment and Activities

Full-time MSU employees are expected to devote their time and talents on a full-time basis to their assigned duties and responsibilities. **University officials recognize 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 both permitted and encouraged as long as it does not interfere with the employee's University duties and responsibilities or create a conflict of interest or conflict of commitment. Conflicts of interest must be avoided in all instances of outside employment. For more information, see subsection C6 of this policy and MSU Policy 3.325: Conflict of Interest, Conflict of Commitment, and Employment and Outside Activities. Refer to the MSU Policy Policies and Procedures Manual 3.134 for details on MSU policies concerning outside employment of faculty.**

3. Nepotism

Refer to the MSU **Policy Policies and Procedures Manual # 3.323** to review MSU policies concerning employee nepotism.

4. Sexual Harassment

All MSU employees are expected to comply with the provisions of the MSU **Policy Policies and Procedures Manual #4.161** relating to sexual harassment. The employment and education environment throughout MSU shall be free from all forms of sexual discrimination and sexual harassment. Conduct constituting sexual harassment is specifically prohibited and will result in appropriate sanctions.

5. Confidential Information

All MSU employees shall not disclose confidential information gained through employment with MSU or use such information for his or her personal benefit. Refer to MSU **Policy Policies and Procedures Manual #4.149** to review the MSU policy concerning Open Records and Public Disclosure of Information.

J. Sanctions for Noncompliance with Ethics Policy

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

K. Training

The University's Human Resources Department shall: (1) distribute a copy of this ethics policy to each new employee not later than the third business day after the date the person begins employment with MSU and to each new officer not later than the third business day after the date the person qualifies for office; and must (2) provide for the regular training of employees on the policies described by this policy. [NOTE: Replaces MSU Policy 3.346 (Standards of Conduct for State Employees); see Texas Government Code §572.051(c)]



Jump to...

Please select...

MSU Policy Search

3.346 Human Resources

STANDARDS OF CONDUCT FOR STATE EMPLOYEES

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

A. General

Midwestern State University, being a state institution of higher education, shall require that all employees comply with the standards of conduct as set forth by the Texas Legislature as presently in force and as hereafter altered or amended by the Legislature.

B. Standards of Conduct for State Employees

None of the funds appropriated by this Act shall be expended to pay the salary of a state employee who:

1. Accepts or solicits any gift, favor or service, that might reasonably tend to influence the employee in the discharge of official duties or that the employee knows or should know is being offered with the intent to influence the employee's official conduct;
2. Accepts other employment or engages in a business or professional activity that the employee might reasonably expect would require or induce the employee to disclose confidential information acquire by reason of the official position;
3. Accepts other employment or compensation that could reasonably be expected to impair the employee's independence of judgment in the performance of the employee's official duties;
4. Makes personal investment that could reasonable be expected to create a substantial conflict between the employee's private interest and the public interest; or
5. Intentionally or knowingly solicits, accepts, or agrees to accept any benefit for having exercised the employee's official powers or performed the employee's official duties in favor of another.

C. Receipt Requirement

The head of each agency of the state shall furnish each employee of such agency with a copy of this section, and shall take a receipt therefore from each employee. The preceding sentence shall not be construed to mean that new receipts are to be obtained each year from continuing employees who have previously receipted for copies of identical provisions relating to the conduct of state employees. Their receipts shall be kept accessible for public inspection.

(Tx Govt Code 572.051, Standards of Conduct for State Employees.)

[NOTE: Replaced by MSU Policy 3.314 (B), (K) (Ethics Policy for Employees of MSU); see Texas Government Code §572.051]

Board of Regents Meeting Agenda
November 10, 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

18-40. Minutes of the regular Board of Regents meetings August 3 and 4, 2017, will be recommended for approval.

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

University Leadership Report

18-41. Provost Johnson, Vice President Lamb, and President Shipley will provide information to include the following.

- A. Creating Our Signature – Provost Johnson
- B. Priddy Scholars (see pages 126-127) – Vice President Lamb
- C. *The Undergraduate Experience: Focusing Institutions on What Matters Most* – President Shipley

Executive Session

18-42. 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.
- C. Government Code, Chapter 551, Section .073 - Deliberations Regarding a Negotiated Contract for a Prospective Gift or Donation.
- D. Government Code, Chapter 551, Section .074 – Personnel Matters Relating to the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of Officers or Employees, or to Hear a Complaint or Charge Against an Officer or Employee
- E. Government Code, Chapter 551, Section .076 - Deliberations Regarding Security Audits, including
 - 1. Information Security Program Assessment report on action taken

Closing Comments

Adjournment

The Priddy Scholars – September 2017 Overview

THE PRIDDY SCHOLARS PURPOSE

The Priddy Foundation Scholars Program (PS) was established for the purpose of cultivating informed participants in the university educational experience and empowering students to fulfill their potential as educated persons.

PS LEARNING OUTCOMES

Priddy Scholar activities and workshops are intentionally designed to encourage Scholars to understand and develop knowledge/skills in the following areas.

- Intellectual and Academic competence
- Interpersonal relationships
- Identity development
- Career preparation
- Health and wellness
- Multicultural awareness
- Civic responsibility

MAJOR PS ACTIVITIES IN SEPTEMBER

Check-In Week, August 27 – September 1

One-on-one sessions with PS Director

PS Orientation & Dinner with Parents

Career Prep Jump Start

Junior Cohort

Amazing Race: Campus Resource Scavenger Hunt

Service Project: Sikes Lake Clean-up

Sophomore Cohort

Time Management Workshop

First Year Cohort

Student Leadership Panel Discussion

MAJOR PS ACTIVITIES IN OCTOBER

First Friday Dinner/Stress Management Workshop

Student Panel - Mid-Term Papers/Tests

First Year Cohort

Pre-Advising Workshop

Academic Progress Checks

Rising Mustangs Leadership Program

Junior Cohort

Service Project: Fantasy of Lights Work Day

Sophomore Cohort

THE SCHOLARS ... IN THEIR OWN WORDS

"I really enjoyed the time management session because I wasn't very organized. Now I have a planner and calendar to keep myself organized."

– Savannah Rodriguez

In which campus opportunity are you investing your time and energy?

"Engineers for a Sustainable World, and I wish to learn more about my major and gain leadership skills."

– Austin Prater

"I am nervous about my heavy workload. With midterms approaching, I am trying to be cautious about my time management skills to make sure I spend the right amount of time on my classes to study so I can earn all A's this semester."

– Clark Jones III

STUDENT ENGAGEMENT

In the September Check-in, the following themes emerged as beneficial programs or activities, according to PS student-participants.



PRIDY SCHOLAR STUDENT-PARTICIPANTS

Average High School GPA: 3.74 • Average College GPA: 3.36 • Fall 2017 Scholarship Total: \$285,226

Kari Bell
Sophomore
Business Management
Plano, Texas

Mi'Kaila Billinger
Sophomore
Biology and Spanish
Wichita Falls, Texas

Baylie Bradshaw
First Year
Education
Petrolia; Texas

Kylie Brinson
First Year
Pre-Physical Therapy
Bowie, Texas

Justice Carwile
First Year
Nursing
Wichita Falls, Texas

Natalie Cochran
Junior
Nursing
Pilot Point, Texas

Lindsey Craig
First Year
Radiology
Comanche, Oklahoma

Sandra Cruz
Junior
Graphic Design &
Biology, Pre-Med
Gunter, Texas

Daniel Duncan
Sophomore
Computer Science
Quanah, Texas

Justin Ervin
Sophomore
Athletic Training
Holliday, Texas

Rebecca Goodman
Sophomore
Kinesiology
Bryson, Texas

Joshua Gribble
Sophomore
Biology
Wichita Falls, Texas

Sterling Headrick
First Year
Biology, Pre-Med
Henrietta, Texas

Clark Jones III
Sophomore
Mass Communication
Electra, Texas

Sarah Kennedy
Junior
Environmental Science
Rogersville, Missouri

Sierra Martinez
First Year
Early Childhood Education
Wichita Falls, Texas

Caylen Myracle
First Year
Accounting
Archer City, Texas

Mackenzie Neal
First Year
Undeclared
Lakeside City, Texas

Christopher "Isaac" Nunez
Sophomore
Biology, Pre-Dental
McKinney, Texas

Kevin Oney
First Year
Geoscience
Decatur, Texas

Austin Prater
First Year
Mechanical Engineering
Childress, Texas

Jada Propes
Sophomore
Finance
Dallas, Texas

Savannah Rodriguez
First Year
Biology
Burkburnett, Texas

Maggie Smith
First Year
Education
Petrolia, Texas

Taylor Smith
Junior
Nursing
Wichita Falls, Texas

Elizabeth Speegle
First Year
History
Wichita Falls, Texas

Shelbi Stogdill
First Year
Political Science and History
Norwalk, Iowa

Kayleigh Stone
First Year
Political Science
Holliday, Texas

Ashley Valdez
Junior
Biology, Pre-Med
Elgin, Texas

Dallas Wabington
First Year
Social Work
Burkburnett, Texas

Makaya Wakefield
First Year
Nursing
Paradise, Texas

The Priddy Foundation
SCHOLARS PROGRAM

MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS
Executive Committee
August 3, 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 1:45 p.m., Thursday, August 3, 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 (via teleconference). Other regents attending the meeting were Mr. Warren Ayres, Dr. Lynwood Givens, Mr. Jeff Gregg, Mr. Shawn Hessing, Dr. Shelley Sweatt, and Student Regent Shayla Owens.

Members of the administration present included Dr. Suzanne Shipley, President; Dr. James Johnston, 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; and Mr. Kyle Owen, Associate Vice President for Facilities Services. Other university personnel attending the meeting included Dr. David Carlston, Chairman, MSU Faculty Senate; Ms. Angie Reay, Chair, MSU Staff Senate; Mr. Kyle Williams, Interim Director of Athletics; Mr. Randy Canivel, Director of the MSU Flower Mound Campus; Mr. Barry Macha, General Counsel; Ms. Leigh Kidwell, Director of Internal Audits; Mr. Chris Stovall, Controller; Ms. Valarie Maxwell, Director of Budget and Management; Ms. Julie Gaynor, Director of Marketing and Public Information; Ms. Cindy Ashlock, Executive Assistant to the President; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the MSU Student Government Association (SGA) was Ms. Maria Peña, SGA President. Representing the news media were Ms. Lana Sweeten-Shults, reporter for the Wichita Falls *Times Record News*, and Ms. Katya Guillaume, KFDX-TV 3. Attending the meeting through the discussion of the Strategic Plan was Dr. Scott Meddaugh, Robert L. Bolin Distinguished Professor of Petroleum Geology, and Chair of the MSU Strategic Planning Committee.

Chairman Sanchez called the meeting to order at 1:45 p.m.

Reading and Approval of Minutes

17-116. The minutes of the Executive Committee meeting May 11, 2017, were approved as presented.

Campus Construction Update

17-117. 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 Hampstead parking lot, Burns Chapel, work being done in the Fain Fine Arts Center for art and music as a result of the Mass Communication Department moving into the new facility, and the resurfacing of the tennis courts and Stockton Court. He added that the next time Stockton Court needs to be resurfaced it would need to be replaced. He stated that this would likely be necessary in four or five years at the cost of at least \$200,000.

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

Honorific and Gift Related Namings

17-118. Mr. Sanchez noted that this item was included in the Board Book to give the Board an opportunity to provide input regarding the policy being considered. He stated that no action would be recommended at this time. He asked Mr. Vidmar to review this item. Mr. Vidmar reported that it was important to review this policy as the university moved into its Comprehensive Campaign. He stated that the policy included best practices and clarified the levels of funding required to endow professorships and other naming opportunities. He indicated that Mr. Macha provided input on the policy following a review of policies of other Texas institutions. Mr. Vidmar stated that he and Dr. Shipley wanted to provide an opportunity for input from the Board.

There being no discussion, Mr. Sanchez noted that the final policy would be presented to the Board for approval in November and asked Board members to provide any comments to Dr. Shipley.

Moffett Library Renovation Project – Project Approval Amount

17-119. Mr. Sanchez noted that the administration was recommending a number of action items related to this project and asked Mr. Owen to review this item. Mr. Owen stated that planning for this portion of the Tuition Revenue Bond project was approved in 2015 and the administration was ready to move into the next phase with the hiring of an architect and proceeding with the design. He reviewed the three action items outlined in the Board Book.

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

Texas Accessibility Standards (TAS), Americans with Disabilities Act (ADA), and Fire Marshal Upgrades Project – Guaranteed Maximum Price Approval

17-120. Mr. Sanchez asked Mr. Owen to review this item and the administration's recommendation. Mr. Owen stated that bids for this project were due August 17 and the administration was requesting authorization to contract with the Construction Manager At Risk (CMAR) to move forward with construction. He noted that the majority of the construction would not begin until January and the majority of the work would be accomplished during the summer when fewer students were on campus.

Mrs. Marks moved approval of this item as presented. Mr. Crosnoe seconded the motion. Mr. Gregg asked how this project would be funded. Mr. Owen stated that this was part of the TRB projects. Mr. Ayres asked if the bonds had been sold. Dr. Fowlé responded in the affirmative.

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There being no further discussion, the motion was approved.

Gunn College of Health Sciences and Human Services Building Project – Guaranteed Maximum Price (GMP) Approval

17-121. Mr. Sanchez asked Mr. Owen to review this item and the administration's recommendation. He noted that this project was much like Legacy Hall where a site

package was issued first followed by a building package at a later date. He reviewed the information and recommendation presented in the Board Book.

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

Strategic Plan

- 17-22. Mr. Sanchez presented the administration's request for the Board of Regents to approve the MSU Strategic Plan 2017-2022 as presented in the Board Book, and authorize the President to move forward with the planning process based on the strategies presented with the understanding that aspects of the Plan that entail construction or initiatives outside the approved budget will require formal Board action at the appropriate time. He asked Dr. Shipley to discuss this recommended document with the Board.

Dr. Shipley noted that Dr. Scott Meddaugh, Chairman of the MSU Strategic Plan Committee, was in attendance and would be available to answer questions. She stated that the Board reviewed the draft document in May and had an opportunity to provide input in the interim. She noted that the President's Cabinet discussed the strategic priorities during a day-long retreat in the early summer. Dr. Shipley pointed out the 2015-2017 timeline shown in the Board Book that outlined the planning through working with the Board of Regents, the committee, and the campus. She stated that affirming action by the Board at this meeting would represent the Board's approval of the administration moving forward with this Plan as a vehicle. She added that anything that would normally require board approval, such as new positions, buildings, or programs, would continue to be forwarded to the Board for discussion and approval. Dr. Shipley referred to the second timeline in the Board Book showing projections for progress in the next years. She noted that this would be an iterative process with the Strategic Plan Committee bringing priorities forward each year for consideration. In August of each year the Board of Regents would receive a report on the progress and revisions made to the Plan during the prior year. She stated that the actions associated with the Plan would ultimately form the basis of MSU's accreditation report for the Southern Association of Colleges and Schools Commission on Colleges. Dr. Shipley asked Dr. Meddaugh to review the process with the Board and answer any questions Board members might have.

Dr. Meddaugh reported that the Strategic Plan Committee was given the four strategic initiatives as a starting point. From those strategic initiatives the Committee developed a set of tasks under each of those initiatives. He stated that this work made up the Plan that was presented to the Board in May and was summarized in the August Board Book. He noted that the Committee did this work without regard to cost, time, or other details that would normally be part of a plan because the Committee members were asked to think strategically. He noted that the Committee would now assess these initiatives, or determine new ones as time goes on, in terms of their impact (small, medium, and large) and also their cost (small, medium, and large). He indicated that the focus would be on the large impact items to the extent that they can fit within the realities of the budget. He added that this would be a continuous process that would look like a continuous improvement plan.

Mr. Ayres asked if the Strategic Plan tied into the budget for FY 2018. Dr. Shipley responded that at the Cabinet retreat the group identified items in the Plan that were already in the proposed budget. She noted, for example, that there was an emphasis on marketing and identity in the plan which paralleled some of the priorities for funding in the budget. She stated that it was exciting to see the separate work of the Strategic Plan Committee paralleling the work of the Cabinet in many ways.

Mrs. Marks asked if an initiative could be added to the Plan if a donor wanted to do something that was not included. Dr. Meddaugh responded that with a continuous review process it would not be a problem to add new initiatives that become available.

Dr. Givens commended the group on the measurable outcomes they had identified in the Plan. Dr. Sweatt agreed with Dr. Givens on the good work that had been done. She added that she did not see the measurement of quality that she expected. Dr. Meddaugh responded that he wraps the term quality in terms of impact. He noted that some things could be measured against a set of metrics while others are somewhat soft and it is difficult to determine a quantitative measure of quality. Dr. Sweatt asked if the quality measurement might be tied back to student success. Dr. Meddaugh responded that some of the tactics are tied to student success. He noted that implementing a signature first-year experience would include a quality measurement of how many students are retained and move toward a degree compared to what has happened before. Dr. Sweatt asked if enrollment was a driving force in the development of the Strategic Plan. Dr. Meddaugh responded that it was. He added that a number of items were specifically focused on increasing the number of students, ranging from web page improvements to better retention and graduation rates, and providing additional counseling. He stated that the next step would be to prioritize everything against the budget and outcomes.

Mr. Sanchez complimented the administration on including engaging the Wichita Falls community in the initiatives. Dr. Shipley stated the university had come out very strong around connecting with the community. She noted that MSU now has good visibility at Shepard Air Force Base, is developing a strong partnership with Vernon College, and is collaborating with the Chamber of Commerce on efforts around being a college town. She added that when one of the four initiatives of the Strategic Plan is outreach, there is a positive rebound effect.

Mrs. Marks moved the Board approve the MSU Strategic Plan 2017-2022 as presented and authorize the President to move forward with the planning process based on the strategies presented with the understanding that aspects of the Plan that entail construction or initiatives outside the approved budget will require formal Board action at the appropriate time. Mr. Crosnoe seconded the motion and it was approved.

Wichita Falls Museum of Art at Midwestern State University Advisory Board

17-123. Mr. Sanchez noted that the Board Book contained the names of the individuals recommended for appointment or reappointment to the Museum Advisory Board as shown below:

Kristin Edwards (Reappointment) (2017-2020)
Mary Kimbell (New Appointment) (2017-2020)
Eric Robb (Reappointment) (2017-2020)
Joline Wharton (Reappointment) (2017-2020)
Linda Wilson (Reappointment) (2017-2020)

Mr. Crosnoe moved approval of this list and Mrs. Burks seconded the motion. Mr. Crosnoe noted that all but one of the individuals recommended were reappointments. He encouraged the Museum Advisory Board to involve new people. Mrs. Marks thanked Mr. Crosnoe for his observation.

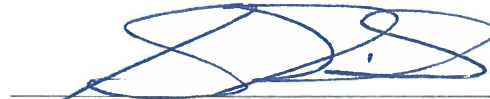
Mr. Sanchez commented that he had mentioned to Dr. Shipley that he would like for the Board to have an opportunity to spend time at the Museum, whether for lunch, dinner, or part of a meeting. He indicated that it is an amazing facility that has great potential.

There being no further discussion, the motion carried

Adjournment

The Executive Committee discussion concluded at 2:10 p.m.

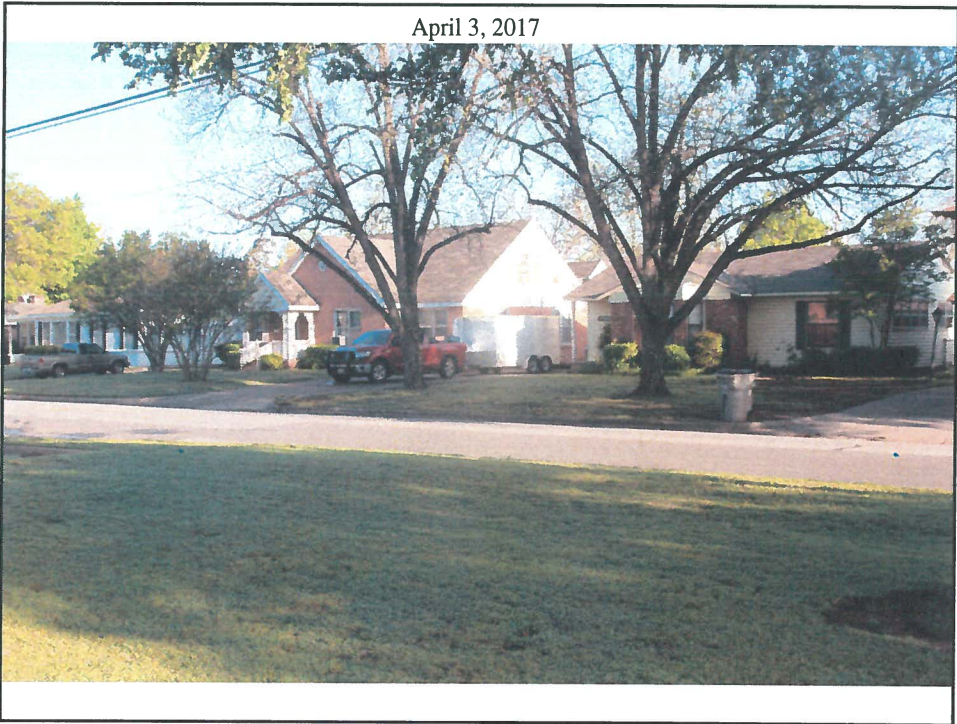
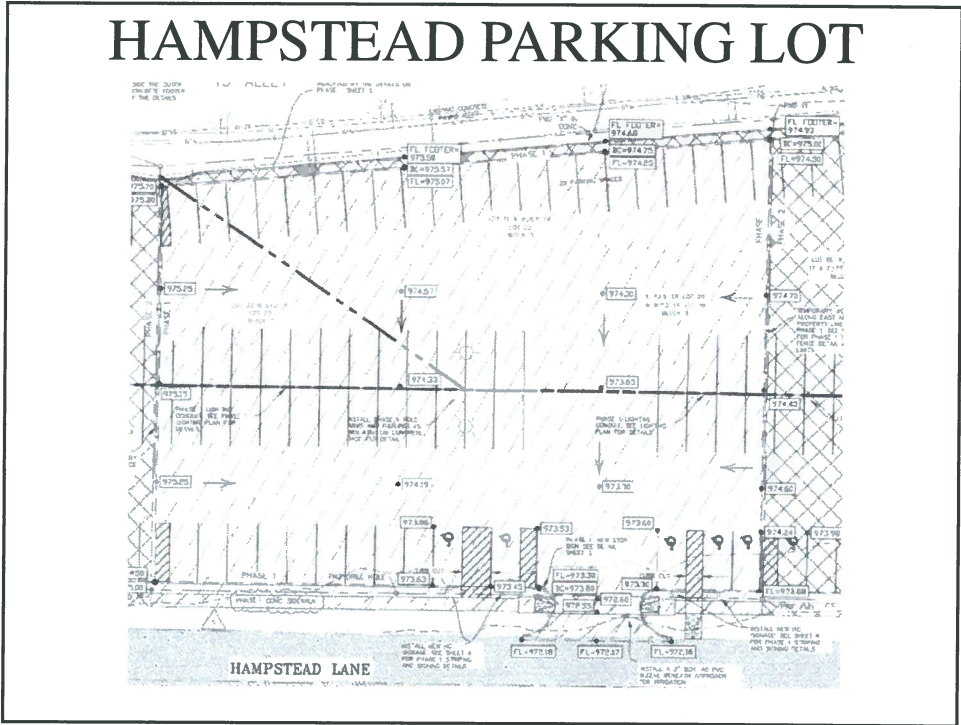
Reviewed for submission:



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

ATTACHMENT:

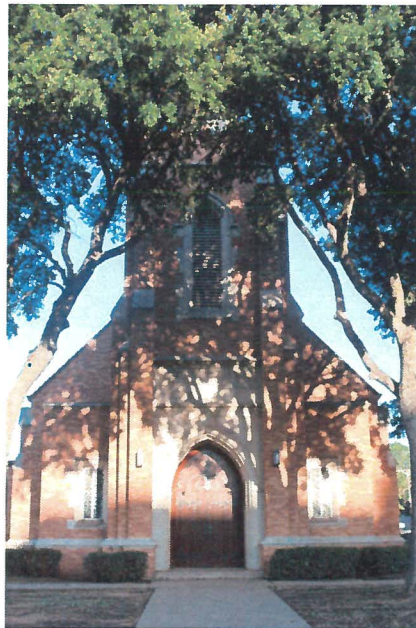
1. Construction Update - Project Photographs



July 24, 2017



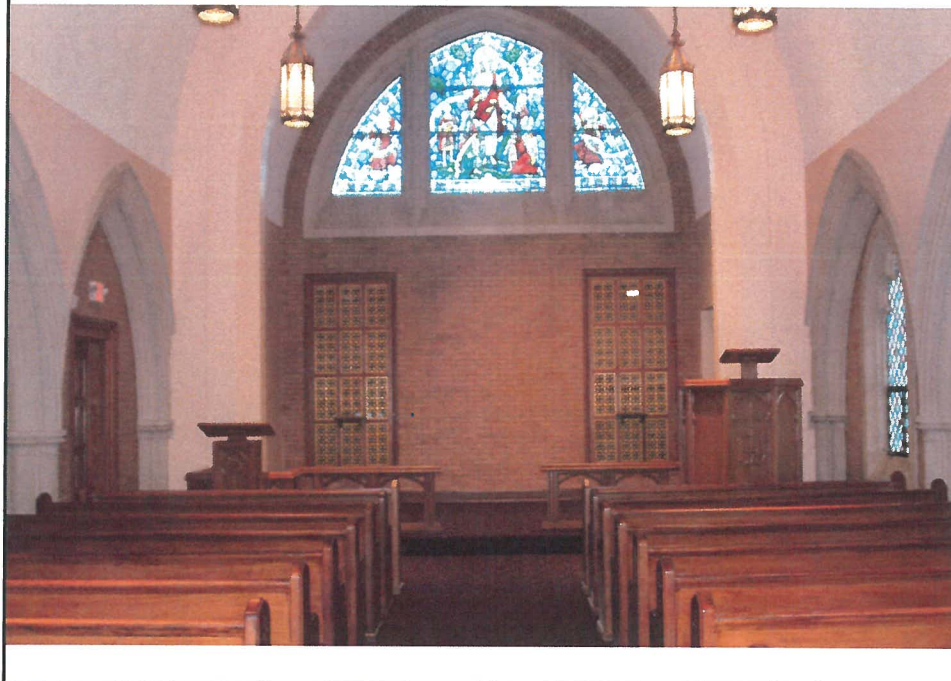
BURNS CHAPEL



January 10, 2017



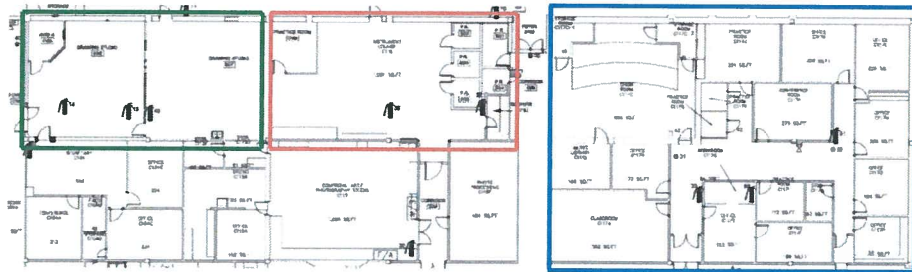
July 24, 2017



FFA ART & MUSIC EXPANSION

Expanded Art Area

Expanded Music Area



Existing Music Area

July 24, 2017



July 24, 2017



COURT RESURFACING



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MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS
Academic and Student Affairs Committee
August 3, 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 2:10 p.m., Thursday, August 3, 2017. Academic and Student Affairs Committee members in attendance were Dr. Lynwood Givens, Chair; Mr. Shawn Hessing; Ms. Nancy Marks; and Dr. Shelley Sweatt. Other regents attending the meeting were Mr. Warren Ayres, Ms. Tiffany Burks (via teleconference), Mr. R. Caven Crosnoe, Mr. Jeff Gregg, Mr. Sam Sanchez, and Student Regent Shayla Owens.

Members of the administration present included Dr. Suzanne Shipley, President; Dr. James Johnston, 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; and Mr. Kyle Owen, Associate Vice President for Facilities Services. Other university personnel attending the meeting included Dr. David Carlston, Chairman, MSU Faculty Senate; Ms. Angie Reay, Chair, MSU Staff Senate; Mr. Kyle Williams, Interim Director of Athletics; Mr. Randy Canivel, Director of the MSU Flower Mound Campus; Mr. Barry Macha, General Counsel; Ms. Leigh Kidwell, Director of Internal Audits; Mr. Chris Stovall, Controller; Ms. Valarie Maxwell, Director of Budget and Management; Ms. Julie Gaynor, Director of Marketing and Public Information; Ms. Cindy Ashlock, Executive Assistant to the President; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the MSU Student Government Association (SGA) was Ms. Maria Peña, SGA President. Representing the news media were Ms. Lana Sweeten-Shults, reporter for the Wichita Falls *Times Record News*, and Ms. Katya Guillaume, KFDX-TV 3.

Dr. Givens called the meeting to order at 2:10 p.m.

Reading and Approval of Minutes

17-124. The Academic and Student Affairs Committee approved the minutes of the May 11, 2017, meeting as presented.

Faculty Report

17-125. Dr. Givens stated that Dr. David Carlston, Chairman of the Faculty Senate, had informed him that the Faculty Senate had not met since the May meeting of the Board and he had nothing specific to report. There being no questions, Dr. Givens thanked Dr. Carlston for his attendance.

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Staff Report

17-126. Ms. Angie Reay, Staff Senate Chair, reported that the Staff Senate had met once since the May Board meeting and Dr. James Johnston visited with the group about his new role as Provost. She reported that Staff Senate elections were recently held and this would be her last meeting as the Staff Senate Chair. She added that Executive Committee elections would be held the following week and the new Chair would be

introduced to the Board in November. Ms. Reay reported that the You Make A Difference Award recipient for the summer was Custodial Foreperson Wendy Dotson.

Ms. Reay's presentation (see Attachment 1) showed the path that brought her to MSU and her work history at the university. She noted that since April she had served as Director of Recreational Sports & the Wellness Center. She discussed her service to the campus and the community. She then presented information about her work in Recreational Sports & the Wellness Center and concluded the presentation with information about her family.

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

Student Government Report

17-127. Dr. Givens noted that Student Government Association (SGA) President Maria Peña provided a written update that was included in the Board Book and that she would provide additional information. Ms. Peña reported that the first meeting of the Student Senate would be in October. She stated that the SGA officers would help with "move-in day" for the students moving into the residence halls. She added that the officers had worked during the summer to begin planning activities. She stated that she would like to see the Student Senators more active in the community and on campus.

Dr. Givens thanked Ms. Peña and indicated that the Board looked forward to working with her and the SGA in the coming year.

Athletics Report

17-128. Dr. Givens asked Mr. Kyle Williams, Interim Director of Athletics, to review his report that was included in the Board Book and provide additional information. Mr. Williams reported that the Athletics Department had a good year. He noted that a renamed position, Associate Director of Athletics for Student-Athlete Development/Community Outreach, was included in the proposed budget and was described in his report. He indicated that the individual in this position would work to increase the academic success of the student-athletes. He also reported that the Women's Volleyball Team would travel to Argentina the following week. He indicated that this international travel is a first for MSU and that the team raised funds to make the trip possible.

Mr. Sanchez asked about the status of the Lone Star Conference (LSC) and the attempts to increase membership. Dr. Shipley responded that the LSC presidents recently met and they are working aggressively to invite new members. She stated that the conference is made up of 10 members and they would like to grow to 16. This would allow the conference to have an east and a west division, and would reduce the amount of travel required by the teams. Dr. Shipley stated that it is important for the conference to add another school that plays football since only nine LSC schools play football at this time. She added that the NCAA would require all conferences to have at least 12 teams by 2019. Mr. Sanchez asked if there had been any discussion about "playing-up" for non-conference games. Mr. Williams responded that a few of the conference schools play up and it was something MSU would continue reviewing.

Dr. Givens thanked Mr. Williams for his report and his leadership.

Enrollment Reports – Summer 2017

17-129. Dr. Givens reported that the 15th class day for Summer II was the previous day and copies of the summer enrollment reports were distributed to each member (see Attachment 2). He asked Dr. Lamb to discuss the summer enrollment. Dr. Lamb noted that enrollment in Summer I was down 95 and in Summer II it was down 164. He noted that the May graduating class was large by MSU standards, and added that an increasing portion of MSU's students are from the DFW area and return home in the summer. He stated that the lack of Pell grants in the summer continues to have an effect on enrollment. He indicated that the administration would analyze class offerings and noted that while fewer sections were offered in the summer, more seats were available in the sections offered.

Dr. Lamb reported that the fall enrollment projections were discussed during the budget workshop earlier in the day. He stated that he was asked to address housing capacity as part of this report. He reported that the administration budgeted housing at 86% occupancy and noted that the final census in the fall 2016 was 84%. He indicated that current occupancy was near 90% but that the number would change by the final census date. Mr. Sanchez asked if the administration was looking at when housing capacity would be again be reached. Dr. Lamb responded that initial modeling when Legacy Hall was built predicted less than 100% occupancy for three years. He stated that since the freshman class was lower than expected in the fall of 2016, the projections were extended one year and it is anticipated that 100% occupancy should be reached in the fall of 2020. Mr. Ayres asked about the current number of beds in MSU housing. Dr. Lamb responded that capacity is 1,768.

Dr. Givens thanked Dr. Lamb for the information.

Dallas-Fort Worth (DFW) Expansion Update

17-130. Dr. Givens noted that Dr. Lamb's written update was presented in the Board Book and that Dr. Lamb would make a special introduction. Dr. Lamb introduced Mr. Randy Canivel, Director of the MSU Flower Mound Campus. He stated that Mr. Canivel previously served MSU as Assistant Director of Recreational Sports and the Wellness Center and most recently served on the faculty at SMU. He returned to MSU in his new capacity in June. Dr. Lamb stated that Mr. Canivel was doing an outstanding job, he has high energy, and is promoting MSU programs in Flower Mound.

Dr. Givens thanked Mr. Canivel for the work he is doing and will be doing. Dr. Shipley stated that a future board meeting would be held in Flower Mound.

August 2017 Graduating Class

17-131. Dr. Givens reported that the administration had recommended approval of the candidates for August 2017 graduation. He noted that 221 students were on the list compared to 216 in 2016. Mrs. Marks moved approval of the list of candidates as presented. Dr. Sweatt seconded the motion and it was approved.

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Approval of 2018-2019 Academic Calendar

17-132. Dr. Givens stated that the administration recommended the proposed academic calendar for the 2018-2019 academic year. Mr. Hessing moved approval of the calendar as presented. Dr. Sweatt seconded the motion and it was approved without discussion.

Academic Department Reorganization and Name Change

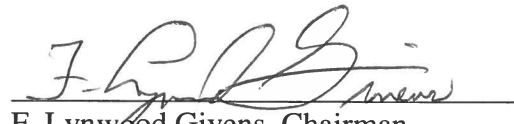
17-133. Dr. Givens asked Dr. Johnston to comment on the recommendations regarding the reorganization and renaming of academic departments. Dr. Johnston reviewed the information presented in the Board Book.

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

Adjournment

The meeting of the Academic and Student Affairs Committee adjourned at 2:40 p.m.

Reviewed for submission:

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

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

ATTACHMENTS:

1. Angie Reay Staff Presentation
2. Enrollment Reports – Summer 2017

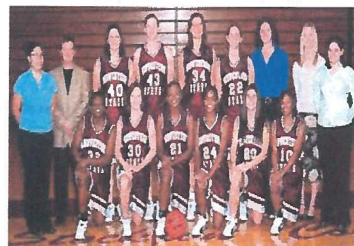
- Graduate of Cimarron High School, Kansas
- Transferred to MSU Fall, 2004
- Bachelor of Science in Interdisciplinary Studies (EC-4), 2007
- Master of Education, 2009
- Certificate Group Fitness Instruction



Education

Angie Reay

- Garden City Community College Basketball 2002-2004
- NJCAA Academic All-American
- GCCC-Graduated Top 5 in class
- MSU Women's Basketball 2004-2006
- Lone Star Conference South Commissioner's Honor Roll
- 8th All-Time in 3pt %-MSU
- 15th All-Time in 3pts. Made-MSU



Student Achievements

Angie Reay

- Resident Assistant, 2005-2006
- Assistant Hall Director, 2006-2007
- Residence Hall Director, 2007-2009
- Complex Coordinator, 2009-2011
- Assistant Director Residence Life & Housing, 20011-2015
- Associate Director Residence Life & Housing, 2015-2017
- Director Recreational Sports & Wellness Center, April 2017-Current
- Adjunct Professor, College of Education, 2015-Current
- Group Fitness Instructor, 2007-current



Service to MSU

Angie Reay

- MSU Staff Senate Chairman, 2016-2017
- MSU Staff Senate, Vice Chairman, 2015-2016
- MSU Staff Senate, Secretary, 2014-2015
- MSU Staff Senate Parliamentarian, 2013-2014
- Summer Camps Coordinator



University Commitments

- Budget Oversight Committee
- 1st Year Experience Committee
- Provost Search Committee
- Policy/Compliance Committee
- Fair Labor Standard Act: Co-Chair
- Title IX Investigator

Service to the Profession

Angie Reay

- Advisor of the Year, 2012-2013
- Former Advisor, Mustang Maniacs, Residence Hall Association, Ultimate Frisbee
- Leadership Wichita Falls Graduate, 2012-Best Class Ever



Service to Students/Community

Angie Reay

Recreational Sports & Wellness Center



Recreational Sports and Wellness Center

- Promote fitness and fun through a variety of competitive and non-competitive activities.
- To educate and incorporate fitness and leisure into lifestyle.
- Activities Include:
 - Recreational Sports
 - Wellness programming
 - Group fitness classes

Recreational Sports



- Recreational Sports

- Flag Football
- Ultimate Frisbee
- Punt, Pass, Kick
- Outdoor Soccer
- Unified Soccer
- Volleyball
- Tennis Doubles
- Table Tennis
- Basketball
- Putt Putt
- Kickball
- Billiards
- Outdoor 3v3 basketball
- Softball



Family



- Met my husband, Christopher, at MSU
- He is the MSU Women's Basketball Assistant Coach.
- We have two AMAZING daughters, Allison-5 yrs. & Katelyn 3 yrs.



Enrollment Reports

Summer I 2017

Classification	2016	2016 On-line Only	2017	2017 On-line Only
New First-time Freshmen	7	1	6	0
Freshmen	91	41	68	34
Sophomores	254	115	213	106
Juniors	476	246	458	235
Seniors	849	354	841	345
Post-Baccalaureate	63	53	54	43
Graduate Degree-Seeking	<u>405</u>	<u>305</u>	<u>410</u>	<u>339</u>
Total Headcount	2,145	1,115	2,050	1,102
Semester Credit Hours	9,866	4,864	9,594	4,886

Summer II 2017

Classification	2016	2016 On-line Only	2017	2017 On-line Only
New First-time Freshmen	6	0	2	0
Freshmen	64	10	45	14
Sophomores	185	50	159	44
Juniors	311	92	278	91
Seniors	660	225	581	212
Post-Baccalaureate	11	2	15	6
Graduate Degree-Seeking	<u>207</u>	<u>136</u>	<u>200</u>	<u>135</u>
Total Headcount	1,444	515	1,280	502
Semester Credit Hours	6,068	1,865	5,234	1,733

MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS
Finance Committee
August 3, 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 2:55 p.m., Thursday, August 3, 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 (via teleconference), Mr. Shawn Hessing, Ms. Nancy Marks, Mr. Sam Sanchez, Dr. Shelley Sweatt; and Student Regent Shayla Owens.

Members of the administration present included Dr. Suzanne Shipley, President; Dr. James Johnston, 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; and Mr. Kyle Owen, Associate Vice President for Facilities Services. Other university personnel attending the meeting included Dr. David Carlston, Chairman, MSU Faculty Senate; Ms. Angie Reay, Chair, MSU Staff Senate; Mr. Kyle Williams, Interim Director of Athletics; Mr. Randy Canivel, Director of the MSU Flower Mound Campus; Mr. Barry Macha, General Counsel; Ms. Leigh Kidwell, Director of Internal Audits; Mr. Chris Stovall, Controller; Ms. Valarie Maxwell, Director of Budget and Management; Ms. Julie Gaynor, Director of Marketing and Public Information; Ms. Cindy Ashlock, Executive Assistant to the President; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the MSU Student Government Association (SGA) was Ms. Maria Peña, SGA President. Representing the news media was Ms. Lana Sweeten-Shults, reporter for the Wichita Falls *Times Record News*.

Chairman Gregg called the meeting to order at 2:55 p.m.

Reading and Approval of Minutes

17-134. The Finance Committee approved the minutes of the May 11, 2017, meeting as presented.

Summary of Financial Support through 6/30/17 and Comprehensive Campaign Update

17-135. Mr. Gregg highlighted some of the gifts received since the last meeting of the Board as shown below.

- A. With generous support from The Priddy Foundation, the Priddy Scholars Program will begin this fall and fund grants for 10 entering freshmen, 10 sophomores, and 10 juniors. The program will expand to 40 students in the fall of 2018 to include 10 new incoming freshmen. Students selected will receive full tuition and residential funding. The program will focus on first-generation students from the North Texas region.
- B. Mrs. Robert L. Bolin pledged \$40,000 over two years to support the Robert L. Bolin Graduate School of Petroleum Geology.

- C. The Chemistry Department received a departmental research grant totaling \$35,000 from the Robert A. Welch Foundation.
- D. In November 2016 the Board received information regarding a gift from the George and Fay Young Foundation to support a student for three years. A payment of \$25,000 was recently received.
- E. Mr. Eric Robb contributed \$20,000 to the Roy and Gretta Hogan Foundation Fund for need-based scholarships.

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

Mr. Vidmar reviewed the reports included in the Board Book. He stated that he was proud to report the \$6.325 million in new gifts and commitments as of June 30. He reported that Ms. Rhonda McClung, Assistant Vice President for Gift Planning and Development, began Tuesday and would begin the planned giving effort for MSU.

Dr. Shipley referred to Page 74 of the Board Book and pointed out the minimal amount that had been received in Realized Bequests. She stated that she and Mr. Vidmar had a goal of increasing the figures in planned giving and bequests in the coming year. She noted the pie chart on page 75 and mentioned the great amount of giving from foundations. She stated that MSU is very fortunate that so many people have funded the university's growth through their gifts to foundations. She added that foundations and established donors were being contacted during this early part of the campaign. She noted that in the coming year the campaign would branch out to other individuals, including current President's Excellence Circle donors. Dr. Shipley commented that the campaign solicitations would also include alumni, as well as faculty and staff giving components. She referred to the pie chart on Page 77 that was reflective of more normal type of giving with larger percentages received from individuals. She added that the university was also fortunate that a number of local, generous foundations and businesses give matching funds for individual gifts.

Dr. Shipley mentioned that the year would be punctuated by celebrating the presence of the Priddy Scholars on campus. She stated that the university looks forward to this partnership with The Priddy Foundation to work to move the dial on helping first-generation students stay in college by affording college and received special programming to help them succeed. Dr. Shipley stated that she and Mr. Vidmar had set a goal of \$7 million for FY 18. She indicated that there is good momentum and they look forward to the year ahead.

Mr. Vidmar asked Mr. Hessing to make a few comments as a member of the Campaign Steering Committee. Mr. Hessing stated that he and Ms. Owens serve as members of the Committee and that it had been a great experience watching the campaign develop and evolve. He explained that Dr. Shipley and Mr. Vidmar asked him to discuss the importance of 100% campaign participation by the Board of Regents. He noted that from his experience on other boards, he knew that when a board asks for funding from a foundation, the first question asked is about participation by the board. He added that

anything less than 100% participation is not looked on favorably by the foundation or giving entity. He stated that the purpose of his comments was to encourage members of the Board of Regents to give to the campaign so that there would be 100% participation. He noted that he visited with Chairman Sanchez about this earlier in the summer and he was in agreement. Mr. Hessing added that members of the Board should collectively discuss a campaign goal for the Board of Regents. Dr. Shipley stated that a letter would be sent to the Regents with a campaign solicitation card. She added that this would be a one-time ask and the gift could be paid over five years.

Mr. Gregg asked if giving through the annual fund solicitation would count toward the 100% participation goal. Mr. Hessing responded that he felt giving to the campaign should be above and beyond what Board members are already giving to areas of the university. He stated that it was important for the Board to give in this way because the campaign is a unique giving opportunity in the history of the university. Mr. Sanchez indicated that he agreed with the importance of the Board having 100% campaign giving participation.

Mr. Gregg thanked Mr. Vidmar for his reports and comments. He reminded Board members that their folders contained a list of donors and note cards. He encouraged them to write thank you notes to those they were assigned. He added that these thank you notes had been well received and he thanked the Board members for taking the time to personalize the notes.

Financial Reports

17-136. Mr. Gregg stated that the administration recommended acceptance of the April, May, and June, 2017, Financial Reports as previously distributed. He noted that Dr. Fowlé's summary report was included in the Board Book.

Mr. Ayres moved the acceptance of this item as presented. Mr. Crosnoe seconded the motion and it was approved without discussion.

Investment Report

17-137. Mr. Gregg indicated that the administration recommended the Board's acceptance of the third 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 without discussion.

Investment Policy Review

17-138. Mr. Gregg stated that in accordance with the Texas Public Funds Investment Act, the administration reviewed the university's two investment policies and determined that no changes would be recommended at that time. He noted that the current policies were presented in the Board Book and the administration recommended approval of these policies as shown.

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

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

17-139. Mr. Gregg reported that the administration recommended approval of the list of brokers/dealers, investment vehicles, and asset holding accounts presented in the Board Book. He added that the firms listed were the same as those approved the previous year.

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

University Accounts/Signature Authorizations

17-140. Mr. Gregg reported that each year the Board was asked to approve individuals authorized to sign on university bank accounts, purchase and sell investment instruments, perform normal banking transactions, and sign retirement documents. He noted that the recommendation individuals were included in the Board Book and were the same as those approved the previous year.

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

Salary/Title/Position Changes in 2016-2017 Budget

17-141. Mr. Gregg noted that the reports of personnel changes in April, May, and June were presented for information only. The salary, title, and position changes were presented for ratification. He reported that six staff positions were filled below the budgeted amount; the Director of Flower Mound position was added, and one position was reclassified.

Mr. Crosnoe moved the ratification of this item as presented. Mr. Ayres seconded the motion and it was approved.

Operating Budget for Fiscal Year 2018

17-142. Mr. Gregg noted that the administration recommended approval of the \$117,193,719 operating budget for Fiscal Year 2018 as presented. He added that a copy of the Budget Highlights was included in the Board Book. He stated that the Board had a good discussion of the budget that morning and asked for a motion and second to approve the budget. Mr. Ayres moved approval of the budget as presented; Mr. Crosnoe seconded the motion.

Dr. Fowlé stated that she would present a high-level view of the budget and then reviewed with the Board the slides shown in Attachment 1. She noted that on Slide Two there was mention of debt service increasing by approximately \$4 million, primarily as a result of the Tuition Revenue Bond (TRB) financing. She added that while MSU's overall appropriation increased as a result of the TRB debt service, operating funds from the state declined as previously reported. Mr. Gregg asked if any of the campaign contributions would be used to cover the budget deficit or if they would be earmarked for other uses. Dr. Fowlé responded that it would depend on how the donor asked for the gift to be used. Dr. Shipley noted that a good example of how campaign gifts could offset the regular budget was the Davenport Gift that was designated for faculty salaries. These funds were held back and \$50,000 was used to support the proposed budget. She

added that gifts that are not strictly designated are easier to apply to meet budget needs. Mr. Gregg asked if the administration anticipated receiving any undesignated funds as part of the campaign and, if so, could the funds go into the university's reserves. Dr. Shipley responded in the affirmative. She added that bequests can often be undesignated and are valuable gifts to the institution. She noted the importance of the undesignated Redwine bequest that was used as determined by the Board of Regents.

Slides Three through Six showed Budgeted Sources and Uses of Funds over time. Dr. Fowlé pointed out that between FY 2010 and FY 2018 MSU expenditures for fringe benefits had increased by 50% whereas salaries had only increased by about 18%. She noted that retiree insurance is also included in the cost of fringe benefits.

Mr. Hessing asked how MSU's debt service ratio compared to that of other institutions. Dr. Fowlé indicated that she did not have that information but would follow up with the Board.

Slide Seven outlined the various investments that were made in the proposed budget and Slide Eight showed the proposed HEAF allocations for the year. The FTE increases were shown on Slide Nine and MSU Reserves were shown on Slide Ten. Dr. Fowlé stated that the estimated fund balances at August 31, 2018 were projections since FY 2017 was not yet closed. Mrs. Marks asked if the reserve amount was acceptable. Dr. Fowlé responded that it was about where the institution would want to be. She noted that having a balanced budget each year would maintain the fund balances. She added that by having a deficit budget or not making revenue projections, it would be necessary to use reserve funds for operations. Dr. Fowlé noted that she would like to see a larger Auxiliary Fund balance, and added that the university had invested heavily in housing and food service in the recent years which drove the balance down. She noted that the fund balance would increase as the residence halls are fully occupied. She stated that she would have a full report on the institution's ratios once the Annual Financial Report was completed. She indicated she would provide this information to the Board in November.

Dr. Givens asked if the Designated Funds balance of \$12.7 could be used in case of an emergency. Ms. Maxwell responded that these funds could be used and are designated for any purpose the Board determines and approves.

Dr. Fowlé stated that the budget was reasonable given the larger than expected reduction in appropriations received from the legislature in May. Mr. Gregg expressed his appreciation for everyone's efforts in putting the budget together. Dr. Fowlé indicated that Dr. Shipley and the vice presidents worked as a team to determine strategies to best address the funding reduction. Dr. Shipley thanked Dr. Fowlé and her staff for their work. Mr. Crosnoe commented that as a Board member he appreciated the work of Dr. Fowlé and her staff and commended them for always providing complete information to the Board.

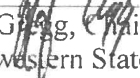
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There being no further discussion, the budget was approved.

Adjournment

The Finance Committee discussion concluded at 3:35 p.m.

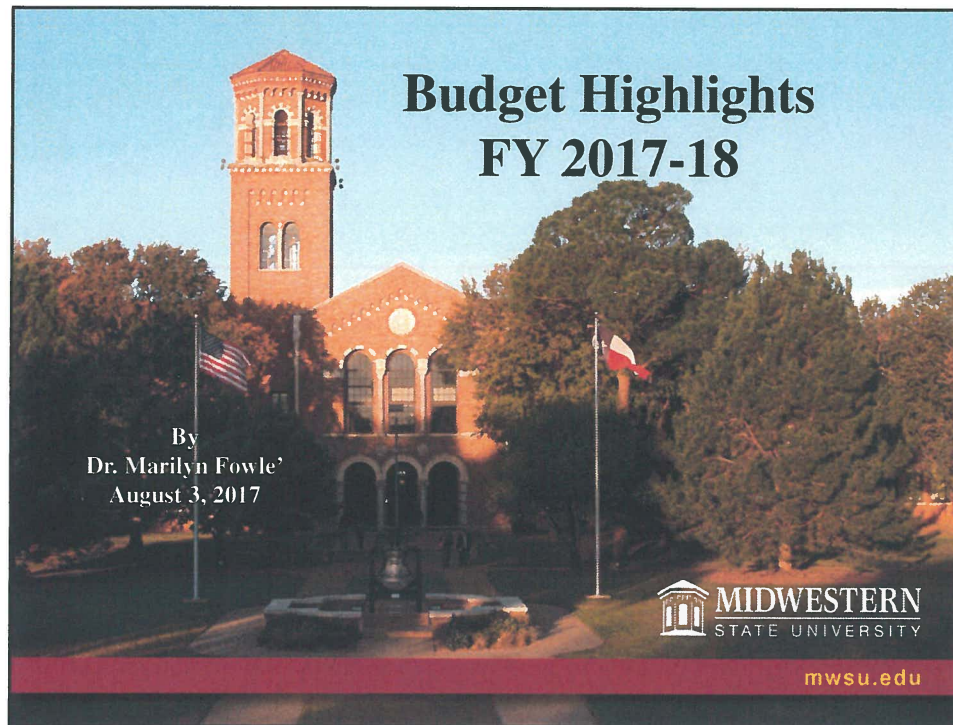
Reviewed for submission:



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

ATTACHMENT:

1. FY 18 Budget Presentation

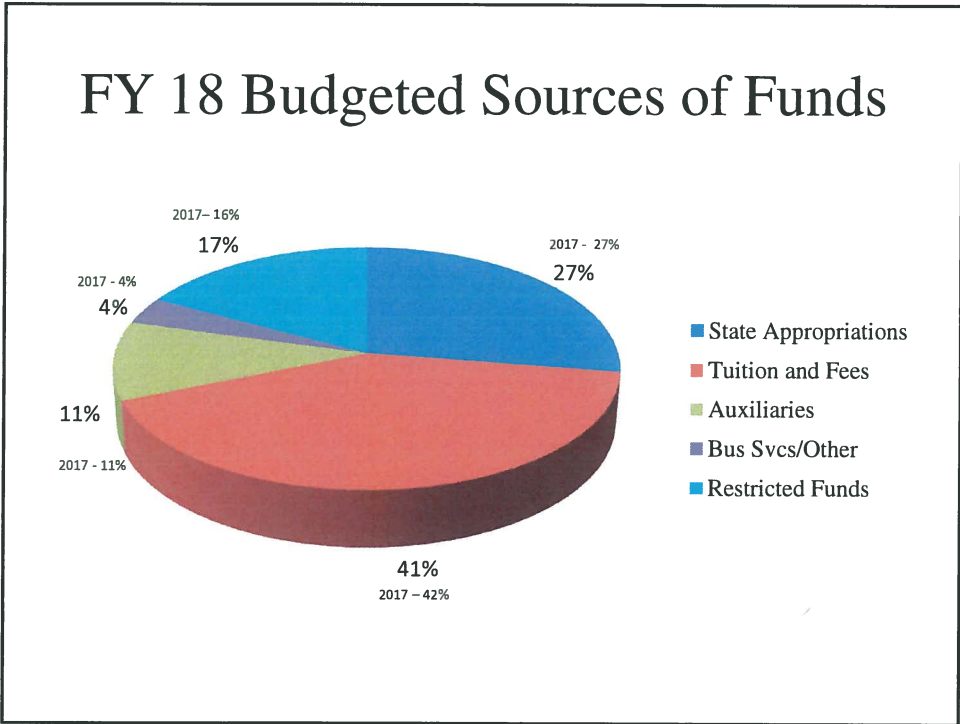
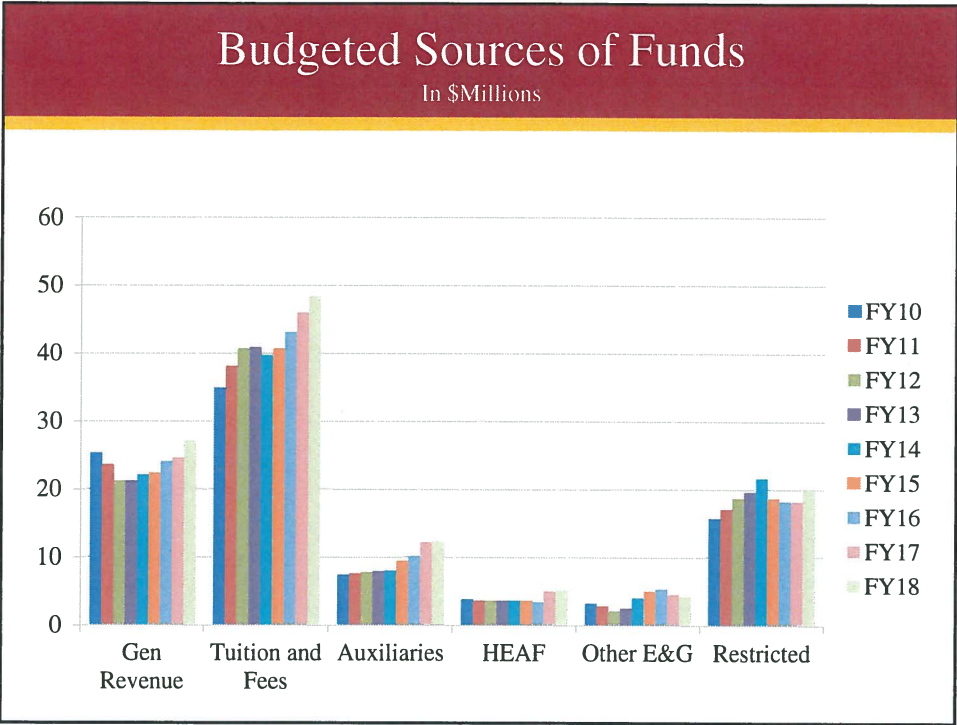


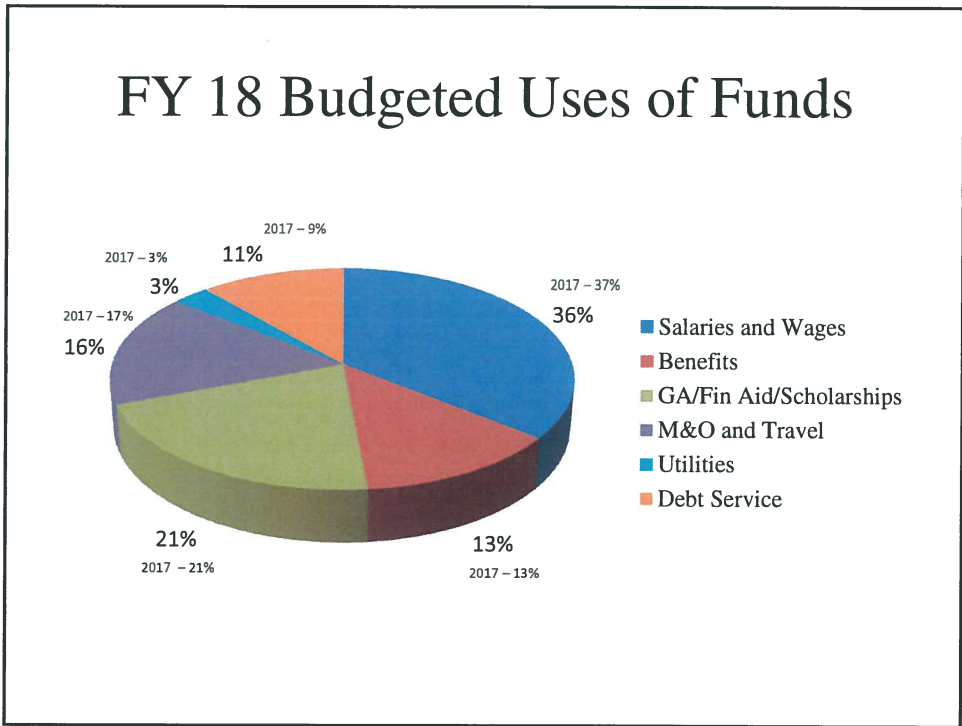
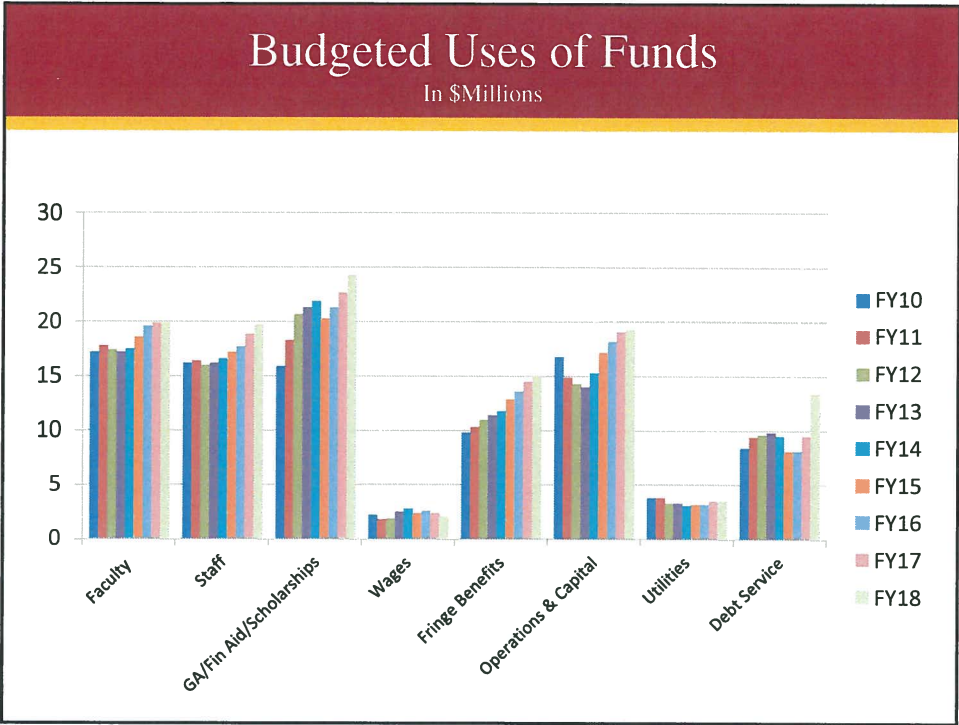
Recommended Budget



- Total proposed \$117,193,719
- Assuming 6,150 fall enrollment
- Significant investment in faculty and staff – salaries and benefits make up almost one-half of the proposed budget
- Debt service payments increase almost \$4M mostly from TRB bonds
- Will be using about \$650,000 in one-time funds to balance the budget
- Flower Mound initiative is projected to bring in \$1M in revenue with an estimated \$1.1 M in expenses

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FY18 Investments



Additional scholarships – almost all from grants and pass-through funds	\$ 1,470,000
Increased debt service on tuition revenue bonds	\$ 3,725,000
Faculty and staff pay raises net change	\$ 800,000
Increased benefit costs	\$ 458,000
Increased software maintenance costs	\$ 71,000
Additional expenses for Academic Expansion with 7 FTE	\$ 1,145,000
Additional marketing in Metroplex	\$ 250,000
Adding Paralegal mid-year and balance of additional internal auditor - 1 FTE total	\$ 67,000

HEAF Allocation



Facility services/maintenance	\$ 1,163,000
Debt service	1,554,000
Information technology	1,122,000
Library materials	550,000
Academic equipment	410,000
General university/reserve	<u>262,000</u>
Total	<u>\$ 5,061,000</u>

FTE Increases – 9.41



FTE at August 31, 2017	695.13
Faculty – DFW Nursing, Respiratory Care	2.00
Faculty converted to staff (accreditation position) and converted to DFW faculty	(2.00)
Accreditation Managers in Education and Business	2.00
Asst to AVP Student Affairs, Telecom Secretary, Academic Success Admin Assistant	(2.50)
Additional Internal Auditor (balance of half a year)	.50
Assistant to General Counsel (half a year)	.50
Research Administrator	1.00
DFW secretary, PC tech, Student Service Coordinator, Admissions Counselor	4.00
Nursing Instructional Designer – Restricted Funds	1.00
Nursing Project Manager – Restricted Funds	1.00
Geoscience Outreach Coordinator – Restricted Funds	1.00
Museum Curator, Educator – Restricted Funds	1.00
Minor FTE Adjustments - net	(.09)
FTE at September 1, 2017	704.54

Analysis of MSU Reserves

Estimated fund balances at August 31, 2018

State Appropriated Funds	\$ 1,230,005
Designated Funds (incl. tuition, fees, operational budgets, museum, athletics, library, scholarships, wellness center, etc.)	12,714,096
Auxiliary Funds (housing, food service, etc.)	224,308
Gifts/Grants/Federal Support	4,253,725
Plant Funds (Renewal & Replacement)	<u>788,624</u>
Total All Funds	<u>\$ 19,210,758</u>

MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS
Audit, Compliance, and Management Review Committee
August 3, 2017

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 3:35 p.m., Thursday, August 3, 2017. Committee members in attendance were Ms. Tiffany Burks, Chair (via teleconference); 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 Shayla Owens.

Members of the administration present included Dr. Suzanne Shipley, President; Dr. James Johnston, 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; and Mr. Kyle Owen, Associate Vice President for Facilities Services. Other university personnel attending the meeting included Dr. David Carlston, Chairman, MSU Faculty Senate; Ms. Angie Reay, Chair, MSU Staff Senate; Mr. Kyle Williams, Interim Director of Athletics; Mr. Randy Canivel, Director of the Flower Mound Campus; Mr. Barry Macha, General Counsel; Ms. Leigh Kidwell, Director of Internal Audits; Mr. Chris Stovall, Controller; Ms. Valarie Maxwell, Director of Budget and Management; Ms. Julie Gaynor, Director of Marketing and Public Information; Ms. Cindy Ashlock, Executive Assistant to the President; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the MSU Student Government Association (SGA) was Ms. Maria Peña, SGA President. Representing the news media was Ms. Lana Sweeten-Shults, reporter for the Wichita Falls *Times Record News*.

Chair Burks called the meeting to order at 3:35 p.m.

Reading and Approval of Minutes

17-143. The Audit, Compliance, and Management Review Committee approved the minutes of the May 11, 2017, meeting as presented.

Compliance Activities Update

17-144. This update was included in the Board Book and was presented for information only.

Audit Activities Update

17-145. This update was included in the Board; Mrs. Burks asked if there were questions regarding this update. Mr. Sanchez asked what “substantially complete” meant. Ms. Kidwell responded that as a percentage, the term meant that 80-95% of the work was completed. Mr. Sanchez asked if the term might mean the matter was close to complete when reflecting compliance issues. Ms. Kidwell responded in the affirmative. This item was presented for information only.

Fiscal Year 2018 Audit Plan

17-146. The proposed audit plan was presented in the Board Book and Mrs. Burks asked Ms. Kidwell to present the plan to the Board. Ms. Kidwell noted that the Office of Internal Audits now has two full-time employees which equates to a 33% increase in the number of audit hours and projects that can be completed in FY 18. She explained that the 3,600 available hours were allocated among audits required by statute, risk-based audits, special projects, investigations, and committee service, as well as running the department and administration. She noted that more than 15% of the hours were allocated to assisting management with special requests, special needs, and following up on the implementation of the recommendations from the FY 17 audits.

Mr. Sanchez indicated his appreciation to the Board for investing in the Internal Audit operation at MSU. He stated that while the university faced challenging financial times, it was an important investment in the overall operation of the university.

Mr. Gregg asked if the 240 hours allocated to follow up on the Information Technology audit was adequate. Ms. Kidwell responded that the hours indicated were her best estimate at this time. She added that each November she would provide a reconciliation between the audit plan estimated hours per project and the actual hours required.

Mr. Hessing moved approval of the plan as presented. Mr. Gregg seconded the motion and it was approved.

Office of Internal Audits Charter

17-147. A proposed charter was presented in the Board Book and Mrs. Burks asked Ms. Kidwell to comment. Ms. Kidwell stated that the Internal Audits Charter is a critical document that states the purpose, authority, and responsibility of both the Internal Audit activity and the Board of Regents. She added that the document is required by the Texas Internal Auditing Act and the International Professional Practices Framework of The Institute of Internal Auditors. She reported that the Institute changed their framework in 2017 which necessitated the revisions to the charter. She pointed out that the Authority section on the first page of the document outlines what the Board of Regents authorizes the internal audit department to do through the Charter. She noted the Organization section on the second page lists what the Board of Regents is responsible for in order to assure the internal audit department has sufficient authority to fulfill its duties.

Dr. Givens asked Ms. Kidwell if the Charter included any unbudgeted responsibilities. Ms. Kidwell responded that it did not. Mr. Ayres asked Ms. Kidwell if she meets with the Audit, Compliance, and Management Review Committee separate from the administration. Ms. Kidwell responded in the affirmative, adding that she meets regularly with Mrs. Burks and also sends a monthly update with the Committee.

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Mr. Gregg moved approval of the charter as presented. Mr. Hessing seconded the motion and it was approved.

Mrs. Burks thanked Ms. Kidwell for taking time to visit with her regarding audit and compliance matters. She also thanked Ms. Kidwell and Ms. Vaughn for their diligence in their work.

Adjournment

The Audit, Compliance, and Management Review Committee discussion concluded at 3:45 p.m.

Reviewed for submission:



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

MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS
August 3, 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 10:00 a.m., Thursday, August 3, 2017. Regents in attendance were Mr. Sam Sanchez, Chairman; Mr. R. Caven Crosnoe, Vice Chairman; Ms. Nancy Marks, Secretary; Mr. Warren Ayres; Mr. Jeff Gregg; Mr. Shawn Hessing; Dr. Shelley Sweatt; and Student Regent Shayla Owens. Mr. Sanchez stated that Regent Burks would join the meeting after lunch.

Members of the administration present included Dr. Suzanne Shipley, President; Dr. James Johnston, 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; and Mr. Anthony Vidmar, Vice President for University Advancement and Public Affairs. Other university personnel attending the meeting included Dr. David Carlston, Chairman, MSU Faculty Senate; Ms. Angie Reay, Chair, MSU Staff Senate; Mr. Kyle Williams, Interim Director of Athletics; Mr. Barry Macha, General Counsel; Ms. Leigh Kidwell, Director of Internal Audits; Mr. Chris Stovall, Controller; Ms. Valarie Maxwell, Director of Budget and Management; Ms. Julie Gaynor, Director of Marketing and Public Information; Ms. Cindy Ashlock, Executive Assistant to the President; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the news media was Ms. Lana Sweeten-Shults, reporter for the Wichita Falls *Times Record News*.

Chairman Sanchez called the meeting to order at 10:05 a.m. and Ms. Gaynor introduced the guests. Ms. Gaynor noted that Ms. Sweeten-Shults was leaving the *Times Record News (TRN)* and Wichita Falls. Ms. Gaynor thanked Ms. Sweeten-Shults for her wonderful coverage of the university as a reporter for the TRN.

Opening Comments

Mr. Sanchez welcomed everyone to the meeting and noted that new Student Regent Shayla Owens was attending her first meeting as a Student Regent. He welcomed Ms. Owens and indicated that the Board looked forward to working with her in her new capacity. He noted that the Office of University Advancement provided each Regent with an MSU Texas padfolio.

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.

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FY 18 Budget Review

17-111. Mr. Sanchez noted that this time was scheduled for budget review and encouraged Regents to ask questions as the information was presented. He stated that Dr. Shipley would make opening comments followed by Dr. Fowlé.

Dr. Shipley reported that Dr. Fowlé and her staff did a great job on the budget and commended the work of the Budget Oversight Committee (BOC) as well. She stated that the administration had started their work with the BOC assuming an approximate \$1.2 million reduction in state funding based on what was happening in the Texas House and Senate early in the legislative session. She stated that at the end of the session the reduction in funding increased by approximately \$500,000. She indicated that she was proud that the campus rallied to curtail spending wherever possible so that funding would be available for the FY 2018 budget.

Dr. Shipley noted that the legislature reduced Special Item funding for institutions of higher education. She stated that while the only Special Item funding MSU receives is for Institutional Enhancement and the Small Business Development Center, this funding was reduced by approximately 30%. She stated that many institutions rely heavily on Special Item funding and this was a major topic of discussion and deliberation during the session. She added that MSU's enrollment growth had not been as rapid as the growth of many institutions. She added that MSU's funding was further hindered because the formula emphasis shifted from undergraduate to doctoral programs.

Dr. Shipley stated that she would speak with the Board later about her takeaways from the legislative session, and noted that MSU must heighten its influence in the legislative process. She added that she and Ms. Barrow spent time in Austin, and Ms. Barrow did a great job, but MSU came out in the bottom quartile of funding.

Dr. Fowlé began her review of the documents that were provided in the Board Book. She reminded Regents that the discussion would focus on those areas that are centrally funded through state appropriations, tuition, and general fees. She noted that the discussion would center on the central funds used to pay the majority of the salaries, administration, and operation of the campus.

Dr. Fowlé noted that the primary driver for the budget was enrollment. She stated that enrollment projections were based on historical data and estimates of incoming students. She indicated that the administration conservatively budgets based on enrollment projections. Dr. Fowlé reviewed the information in the Board Book titled Fall Semester Enrollment Projection Data. She noted that enrollment was projected at 6,165 and the budget was based on 6,150. She asked Dr. Lamb to give the Board an update on enrollment. Dr. Lamb stated that as of that morning 726 freshmen were enrolled with one early orientation program remaining, as well as regular orientation and registration. He added that enrolled freshmen and transfer students were up 143 compared to 2016. Mr. Sanchez asked about the smaller number of freshmen in the fall of 2016. Dr. Lamb responded that the admissions staff was shorthanded during the fall of 2015 and at one point had only one recruiter on the road. This adversely affected recruiting of freshmen students for the fall of 2016.

Mr. Hessing stated that the footnote indicated that the figures did not include enrollment in Weatherford or Flower Mound. He asked if the administration was going to keep the figures separate to determine if the off-campus program could stand alone.

Dr. Fowlé responded that her preference would be to keep the figures separate for quite a while to see how the off-campus programs produce revenue and expenditures. Mr. Hessing stated that he did not mind departmentalizing the operations, but he did not want to create two separate institutions. Mr. Sanchez indicated agreement, noting that enrollment in Flower Mound and Weatherford would be reflected in MSU's overall enrollment that is reported to the state. Mr. Hessing stated that as he looked at enrollment projections to 2022 he would like to know what the projection would be for the entire institution. Dr. Lamb noted that the enrollment reports that would be submitted to the Board would represent all enrollments. Mr. Hessing added that when he looked at the projections for Flower Mound he did not know what 8,500 semester credit hours in 2022 would mean in terms of headcount. Dr. Fowlé stated that the projections for Flower Mound/Weatherford represent what is possible because there is no hard data on which to base predictions. Mr. Gregg stated that he understood Mr. Hessing's point, but agreed it was important to see how the off-campus programs are doing independently.

Dr. Fowlé noted that much of the enrollment projections were based on correlations. She then reviewed the methodology used in the correlations. Mr. Crosnoe asked for the definition of a re-enrolling freshman. Dr. Fowlé responded that a freshman student who does not earn 30 semester credit hours in the first year is a re-enrolling freshman the following year. Dr. Fowlé noted that the percentages used in the future correlation table were increased gradually because of the student success initiatives that are being implemented.

Dr. Givens asked why the table did not show growth in the freshman class between 2019 and 2022. Dr. Fowlé responded that the administration was being very conservative in its projections.

Dr. Fowlé reviewed the Revenue Projections presented in the Board Book. Mr. Hessing asked if the assumptions regarding future state appropriations were based on current funding. Dr. Fowlé responded that the appropriations for FY 18 and FY 19 were set by the legislature in the spring but that funding in FY 2020 was unknown. She stated that the projections did not assume any major change in state funding. She reviewed the next page, which showed the items that were included in the centrally funded comparisons and those that were self-funded operations.

Dr. Fowlé commented on Attachment Four in the Board Book that showed projected revenue changes, proposed budget reductions, and proposed mandatory and high-priority additional expenses. She stated that the budget shortfall was \$641,049 and one-time funds had been identified to make up this shortfall. Dr. Fowlé asked Dr. Johnston to explain the addition of dual-use faculty. Dr. Johnston explained that new faculty were being hired to teach through the Flower Mound campus and also to help with overload needs on the Wichita Falls campus.

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Mr. Hessing stated that the information presented was not an overarching budget reconciliation. He indicated that in the future he would like to see something that presents the current full budget compared to the proposed full budget. Mr. Sanchez

expressed agreement. Mr. Hessing noted that he appreciated the detail presented and stated that the additional full reconciliation would make the information complete.

Mr. Crosnoe asked about the one-time funds identified as Facilities Charge-Back Maintenance Fund. Dr. Fowlé responded that when employees in Facilities Services do work for a non-Educational & General area, a fee is charged and is placed in a Facilities Charge-Back Maintenance Fund. This fund had built up to approximately \$300,000 and one-half of the balance was being used to help balance the budget.

Mr. Gregg stated his understanding from the information presented that the administration was assuming that donations would be flat in the coming year. Dr. Fowlé responded in the affirmative. Mr. Gregg asked about the \$50,000 Davenport gift. Dr. Fowlé responded that this gift was given in 2015 to be used for faculty salaries. These funds were also being used to help balance the budget.

Dr. Fowlé reviewed Attachment Five that presented projected revenue changes and anticipated additional expenses in FY 19 and FY 20. She stated that the administration's goal was to have a balanced budget for FY 19. Mr. Crosnoe noted the continuing increase in health insurance costs for employees. Dr. Fowlé stated that it was a concern and added that retiree health insurance was also a major cost to the institution. She noted that current law provides health insurance for individuals who retire after 10 years of service. Mr. Ayres asked if MSU paid 100% of the cost of the retirees' insurance. Dr. Fowlé responded that the contribution is the same as what MSU pays for current employees.

Dr. Givens stated that the projections for 2020 were dependent on the growth in enrollment to almost 6,600 students. He indicated that the university would need to see a three or four percent increase each year to make the numbers balance, or would need to make some budget adjustments.

Dr. Fowlé reviewed the Higher Education Assistance Fund (HEAF) allocations for FY 2018 shown in the Board Book presentation on Attachment Six. She noted that the BOC recommended additional funds be allocated for campus technology. She added that HEAF would also fund a disaster recovery system to be housed in Flower Mound. Dr. Givens asked if the administration had looked at using a state facility as a disaster recovery location. Dr. Fowlé responded that the option had been reviewed but was very expensive. She noted that a working reserve of \$185,000 was included in the HEAF budget to address any unanticipated needs.

Dr. Fowlé noted that Attachment Seven was a Donor and Other Restricted Funds Summary showing sources of funds and how they are expended. She stated that a large portion of the restricted funds was from the federal and state government in the form of financial aid.

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The final sheet in the Board Book, Attachment Eight, showed the Academic Expansion budget for FY 18. Dr. Fowlé noted that her office worked closely with Dr. Lamb to put the budget projections together. She stated that revenue projections totaled just over \$1 million while expenses were estimated to total \$1.1 million. She stated that the lease

and the build-out of the building had been delayed, resulting in less than a full year of facility rental fees for FY 2018. Dr. Lamb stated that it was difficult to predict enrollment at this new location. He noted that the estimates were based on the classes that would be offered in the fall, spring, and summer. The fairly conservative estimate resulted in an anticipated 3,537 semester credit hours for the year. He added that headcount would depend on how many hours each student takes. He stated that there would be fewer students at first and more students later as classes are added through the year. He reported that the original projections assumed a negative net income for approximately three years. He stated that while the projections are more promising, he cautioned that it would depend on how many students actually enroll.

Dr. Givens stated that he did not see any particular budget for online offerings and asked if online courses were being emphasized. He asked what percentage of the student population was studying online. Dr. Lamb responded that approximately 17-19% of MSU's students are exclusively online. Dr. Givens stated that he was seeing big growth in the University of Phoenix, Western Governor's University, and other online universities. He noted that he saw that as major competition to MSU and that he did not see that addressed in the budget. Dr. Johnston responded that the administration would use a "parts of term" concept for the Flower Mound campus to provide online instruction at an accelerated rate. Students would be enrolled in one class that would run 16 weeks, one class that would run the first eight weeks, and one class that would run the second eight weeks. He noted that this format would allow a student to attend three-quarter time with nine semester credit hours rather than one-half time with six semester credit hours. He added that students would thus move through the program faster and make it possible for the university to serve more students. Dr. Givens expressed concern that by not including online education in the budget it appears the university is not emphasizing this area adequately and is ignoring the competition. Dr. Johnston stated that staff and technology are important as the institution expands online offerings and that faculty must receive support to provide online instruction. Dr. Givens noted that online offerings are expensive.

Dr. Shipley asked Dr. Fowlé to explain why online education was not included in the budget. Dr. Fowlé responded that many students on campus take an online course in addition to their in-class courses. She stated that funds for those online courses are comingled with the other dollars. Dr. Shipley asked Dr. Fowlé how the state recognizes online courses. Dr. Fowlé responded that the state provides formula funding for online courses. Mr. Hessing indicated that it was important for the Board to know the number of online classes and hours MSU is offering. Dr. Fowlé responded that she would provide this information.

Mr. Sanchez thanked everyone for the discussion and noted that the budget would be presented and discussed further later in the day.

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Recess

Mr. Sanchez announced that the Board would recess for a tour of the new Mass Communication facility and lunch. The meeting stood in recess at 12:22 p.m. and the meeting reconvened at 1:30 p.m.

Individuals joining the meeting at this time included Regent Tiffany Burks (via teleconference); Mr. Kyle Owen, Associate Vice President for Facilities Services; Mr. Randy Canivel, Director of the MSU Flower Mound Campus; Ms. Maria Peña, Student Government Association (SGA) President; and Mr. Kevin McGinnis, Executive Director, Risk Management and Benefits Administration, Texas A&M University System.

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

17-112. Mr. Sanchez stated that Mr. Kevin McGinnis with the Texas A&M University System (TAMUS) would provide the yearly update on investments. Mr. McGinnis reminded the Board that TAMUS manages MSU's cash operating funds as well as a portion of MSU's endowment funds. He stated that in addition to the TAMUS schools, they manage funds for MSU, Stephen F. Austin State University, and Texas Woman's University. He reviewed the presentation shown in Attachment 1 beginning with the overview of the Cash Concentration Pool, followed by an overview of the System Endowment Fund. Slide Nine compared the risk parameters of both funds and Slide Ten was a new slide showing manager rankings.

Mrs. Marks asked how often the overall portfolio is reviewed. Mr. McGinnis responded that the portfolio is reviewed monthly. He added that they meet with every manager at least twice each year, they review performance with the Board once each year, and review with a consultant quarterly.

Mr. McGinnis thanked the Board for the opportunity to visit with them. He stated that their energy program continues to grow and they would be glad to discuss options with MSU if it was something that would help. Mr. Sanchez thanked Mr. McGinnis for his report and for traveling to Wichita Falls.

Modification of Midwestern State University Organization Chart

17-113. Mr. Sanchez noted that a new MSU organization chart, which reflected the university's organizational structure as of September 1, 2017, was presented in the Board Book. There being no questions, Mr. Sanchez stated that this item was presented as a point of information only and no action was necessary.

Board Resolutions

17-114. Mr. Sanchez reported that a resolution recognizing Lindsey Shelley for her service as Student Regent was presented in the Board Book. Mrs. Marks moved approval of the resolution as presented. Mr. Hessing seconded the motion, and it was approved. A copy of the signed resolution is presented as Attachment 2.

Recess

Mr. Sanchez announced that the remaining items would be deferred to Executive Session later in the afternoon. The committee of the whole stood in recess at 1:45 p.m. and reconvened at 3:46 p.m. Page 166 of 179

Executive Session


Mr. Sanchez announced that the Board of Regents would go into Executive Session to discuss Items 17-115A (Consultation with Attorney), 17-115B (Real Property), 17-115C (Gifts or Donations), 17-115D (Personnel Matters), and 17-115E (Deliberations Regarding Security

Audits) as allowed by Texas Government Code Sections 551.071, 072, 073, 074, and 076. The Executive Session began at 3:47 p.m. Mr. Sanchez, Mr. Hessing, Mrs. Burks (via teleconference), Dr. Givens, Mr. Gregg, Mr. Ayres, Mr. Crosnoe, Ms. Owens, Mrs. Marks, Dr. Sweatt, Dr. Shipley, Mr. Macha, and Ms. Barrow remained for the discussion. Ms. Kidwell remained for discussion of Item 17-115E and left the meeting at 4:00 p.m. The closed session concluded at 4:57 p.m. and the open meeting resumed.

Adjournment

There being no further business, the meeting adjourned at 4:58 p.m.

Reviewed for submission:


Nancy Marks, Secretary
Midwestern State University
Board of Regents

ATTACHMENTS:

1. Texas A&M University System Investment Presentation
2. Resolution – Student Regent Lyndsey Shelley

Midwestern State University Investment Overview

August 3, 2017



Kevin McGinnis
Executive Director, Risk Management

The Texas A&M University System


Cash Concentration Pool

Investment Objective

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

Performance Periods Ended June 30, 2017

	<u>1-YR</u>	<u>5-YR</u>	<u>10-YR</u>	<u>15-YR</u>
Long Term Cash Concentration Pool	10.7%	6.7%	4.5%	5.7%
Long Term Balanced Index	9.5%	6.6%	3.7%	5.7%

The Texas A&M University System  2

The Texas A&M University System

Long-Term Cash Concentration Pool Asset Allocation

Asset Class	MSU Target Allocation	6/30/2017 Allocation
Liquidity Portfolio	10.9%	11.0%
Fixed Income	23.9%	22.8%
Domestic Equity	21.7%	22.5%
International Equity	21.7%	23.2%
Absolute Return	21.7%	20.5%

The Texas A&M University System



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The Texas A&M University System

Cash Concentration Pool

Midwestern State – Operating Funds October 1, 2013 to June 30, 2017

Net Investment Transfers	\$24,000,000
Net Earnings Added Back*	<u>2,929,504</u>
Book Value as of June 30, 2017	\$26,929,504
Unrealized Appreciation	\$1,864,856
Market Value as of June 30, 2017	\$28,794,360

* Interest, dividends and realized gains, less fees

The Texas A&M University System



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The Texas A&M University System

System Endowment Fund

Investment Objectives

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

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

Performance Periods Ended June 30, 2017

	<u>1-YR</u>	<u>5-YR</u>	<u>10-YR</u>	<u>15-YR</u>
System Endowment Fund	11.0%	8.5%	4.4%	6.9%
Balanced Index	11.3%	7.3%	3.8%	6.2%

The Texas A&M University System



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The Texas A&M University System

System Endowment Fund

Asset Allocation

<u>Asset Class</u>	<u>Target Allocation</u>	<u>6/30/2017 Allocation</u>
Fixed Income	15.0%	14.1%
Domestic Equity	20.0%	19.9%
International Equity	20.0%	20.9%
Real Assets*	15.0%	10.4%
Absolute Return	15.0%	14.5%
Private Equity	15.0%	19.8%
Money Market	0%	0.5%

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

The Texas A&M University System



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The Texas A&M University System

System Endowment Fund

Midwestern State Endowment Accounts

May 31, 2017

Investment Transfers	\$12,027,628
Market Value	\$12,117,360
Units	1,923,303.83
FY 2017 Payout (estimated)	\$554,456
FY 2018 Payout (estimated)	\$568,944

The quarterly payout is calculated on an annual basis and is the average of the quarterly market value for the 20 fiscal quarters ending the previous February, multiplied by 5.0% and divided by 4.

The Texas A&M University System

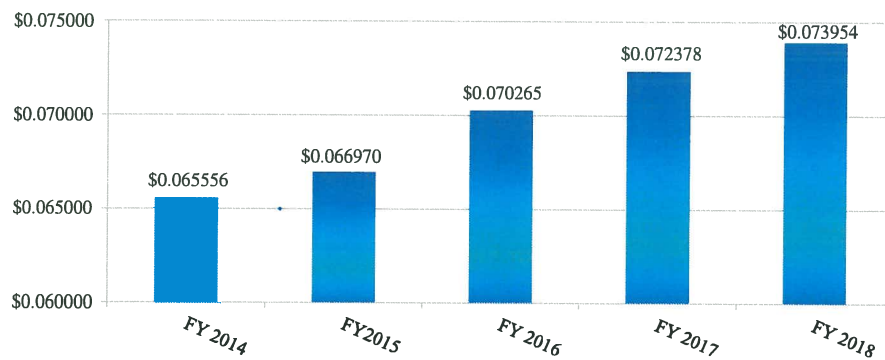


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The Texas A&M University System

System Endowment Fund

Quarterly Endowment Spending Rate



The Texas A&M University System



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The Texas A&M University System

Investment Pool Comparison

	Asset Class	Long-Term CCP Target Allocation	SEF Target Allocation
Long-Term CCP Objectives: ▪ Grow reserves ▪ Meet operating needs ▪ Preserve capital	Liquidity Portfolio	10.9%	-
	Fixed Income	23.9%	15.0%
	Domestic Equity	21.7%	20.0%
	International Equity	21.7%	20.0%
	Absolute Return	21.7%	15.0%
SEF Objectives: ▪ Dependable payout ▪ Increase fund value	Real Assets	-	15.0%
	Private Equity	-	15.0%

The Texas A&M University System



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Manager Rankings

Equity Manager	5-Yr Return	5-Yr Universe Ranking	Fixed Income Manager	5-Yr Return	5-Yr Universe Ranking
Jennison Associates Russell 1000 Growth Index	12.8% 13.3%	1st Quartile	Payden & Rygel ML 1-5 Corporate/Government Index	2.7% 1.4%	1st Quartile
Vulcan Value Partners ¹ Russell 1000 Value Index	13.6% 13.1%	1st Quartile	Bradford & Marzac Bloomberg Barclays Agg. Bond Index	3.8% 2.3%	1st Quartile
NewSouth Capital Management ¹ Russell 2500 Value Index	11.4% 12.9%	3rd Quartile	Loomis Sayles & Co CAS ¹ Custom Index	5.8% 4.2%	1st Quartile
Kayne Anderson MLP Fund Alerian MLP Index	2.5% 2.6%	1st Quartile	Absolute Return Manager		
Invesco ¹ MSCI World ex US Growth Index US\$	6.0% 5.5%	2nd Quartile	ABS TAMUS LS Fund LP ¹ HFRI FOF Strategic Index	5.7% 3.6%	2nd Quartile
Altrinis Global Advisors EAFE Index (in US Dollar NET)	6.1% 5.8%	2nd Quartile	BlackRock TAMUS ARS HFRI Fund of Funds Index	5.0% 3.2%	3rd Quartile
DFA International Small Cap Value EAFE Small Cap (in US \$)	9.7% 9.2%	1st Quartile	Evanston Weatherlow Offshore Fd I Ltd. HFRI Fund of Funds Index	5.4% 3.2%	2nd Quartile
William Blair Emerging Mkts ¹ MSCI EM Index (US\$)	0.7% 1.2%	3rd Quartile			
DFA Emerging Markets Small Cap ¹ MSCI EM Small Cap Index	4.6% 3.2%	1st Quartile			

¹ In instances where TAMUS does not have five years of history the performance and universe rankings reflect the funds composite history

The Texas A&M University System



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MIDWESTERN STATE UNIVERSITY RESOLUTION OF APPRECIATION

August 3, 2017

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

WHEREAS, Ms. Shelley served in this position with distinction from June 1, 2016, until May 31, 2017, and

WHEREAS, she represented the students of Midwestern State University in discussions regarding key issues in higher education, worked to expand the awareness of the Student Regent on campus, and provided input regarding decisions affecting the future of the university,

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

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


Samuel M. Sanchez, Chairman


R. Caven Crosnoe, Vice Chairman


Nancy Marks, Secretary


Warren T. Ayres


Tiffany Burks


F. Lynwood Givens


Jeff Gregg


Shawn Hessing


Shelley S. Sweet


Shayla Owens, Student Regent


Suzanne Shipley, President



**MINUTES
BOARD OF REGENTS
MIDWESTERN STATE UNIVERSITY
August 4, 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, August 4, 2017. Regents in attendance were Mr. Sam Sanchez, Chairman; Mr. Caven Crosnoe, Vice Chairman; Ms. Nancy Marks, Secretary; Mr. Warren Ayres; Dr. Lynwood Givens; Mr. Jeff Gregg; Mr. Shawn Hessing; Dr. Shelley Sweatt; and Student Regent Shayla Owens.

Members of the administration present included Dr. Suzanne Shipley, President; Dr. James Johnston, Provost and Vice President for Academic Affairs; Dr. Keith Lamb, Vice President for Student Affairs and Enrollment Management; and Mr. Anthony Vidmar, Vice President for University Advancement and Public Affairs. Other university personnel attending the meeting included Dr. David Carlston, Chairman, MSU Faculty Senate; Ms. Angie Reay, Chair, MSU Staff Senate; Dr. Lynette Watts, President of the MSU Alumni Association and Assistant Professor of Radiologic Sciences; Mr. Kyle Williams, Interim Director of Athletics; Mr. Barry Macha, General Counsel; Ms. Leigh Kidwell, Director of Internal Audits; Mr. Chris Stovall, Controller; Ms. Valarie Maxwell, Director of Budget and Management; Ms. Cindy Ashlock, Executive Assistant to the President; and Ms. Debbie Barrow, Director of Board and Government Relations. Representing the news media was Ms. Lana Sweeten-Shults, Wichita Falls *Times Record News*. Attending the first portion of the meeting was Ms. Rhonda McClung, Assistant Vice President for Gift Planning and Development.

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

Opening Comments

Mr. Sanchez recognized Mr. Vidmar for a special introduction. Mr. Vidmar introduced Ms. Rhonda Talley McClung, MSU's new Assistant VP for Gift Planning and Development. He stated that Ms. McClung is a native of the Wichita Falls area and that she worked as Director of Institutional Advancement at MSU from 1998 until 2000. He indicated that she has 22 years of fundraising experience, including several years at Angelo State University. Mr. Vidmar stated that the administration was looking forward to Ms. McClung providing leadership in starting the first comprehensive gift planning program for MSU. Ms. McClung commented that it was great to return to MSU and Wichita Falls. She asked the Board to contact her if they had questions or suggestions of individuals who might be interested in a planned gift. Mr. Sanchez welcomed Ms. McClung back to MSU and we look forward to seeing great things.

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Mr. Sanchez welcomed everyone to the meeting and thanked them for their participation at the committee meetings Thursday. He noted that Mrs. Burks was unable to attend the meeting because of a death in her family. He reminded everyone to silence or turn off their cell phones as the meeting was being streamed live on the internet.

Public Comment

Mr. Sanchez stated that no one had signed up to speak during the public comment period.

Reading and Approval of Minutes

17-148. The minutes of the Board of Regents meetings held May 11 and 12, 2017, 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 August 3, 2017.

Item Presented for Committee Approval Only

17-116. Committee Minutes

Items Presented for Information Only

17-117. Campus Construction Update

17-118. Honorific and Gift-Related Namings

Executive Committee Consent Agenda

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

17-119. Moffett Library Renovation Project – Project Approval Amount – approved the project cost, approved Holzman Moss Bottino Architecture to design the project, and authorized the President to increase the budgeted and contracted amounts by an amount not to exceed five percent of the Board approved amount as presented.

17-120. Texas Accessibility Standards, ADA, and Fire Marshal Upgrades Project – Guaranteed Maximum Price (GMP) Approval – authorized issuance of a contract at a GMP not to exceed \$4.4 million as presented.

17-121. Gunn College of Health Sciences and Human Services Building Project – GMP – authorized the issuance of a contract with the CMAR for the site package at a GMP not to exceed \$9.5 million as presented.

17-122. Strategic Plan - approved the MSU Strategic Plan 2017-2022 as presented and authorized the President to move forward with the planning process based on the strategies presented with the understanding that aspects of the Plan that entail construction or initiatives outside the approved budget will require formal Board action at the appropriate time.

17-123. Wichita Falls Museum of Art at MSU Advisory Board – approved the Board members as presented.

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Mr. Sanchez asked if any member wanted to remove items 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 August 3, 2017.

Item Presented for Committee Approval Only

17-124. Committee Minutes

Items Presented for Information Only

17-125. Faculty Report

17-126. Staff Report

17-127. Student Government Report

17-128. Athletics Report

17-129. Enrollment Reports – Summer 2017

17-130. DFW Expansion Update

Academic and Student Affairs Committee Consent Agenda

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

17-131. August 2017 Graduating Class – approved the list of candidates for graduation.

17-132. Approval of 2018-2019 Academic Calendar – approved the calendar as presented.

17-133. Academic Department Reorganization and Name Change – approved the reorganization and renaming of academic departments as presented.

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

Finance Committee Report

Mr. Gregg noted the items presented at the Finance Committee meeting for committee approval and information only. Information concerning these items can be found in the minutes of the Finance Committee meeting held August 3, 2017.

Item Presented for Committee Approval Only

17-134. Committee Minutes

Items Presented for Information Only

17-135. Summary of Financial Support and Comprehensive Campaign Update

Finance Committee Consent Agenda

Mr. Gregg recommended approval of the following items that were approved by the Finance Committee and placed on the Consent Agenda for the Board's consideration.

- 17-136. Financial Reports – accepted the monthly financial reports for April through June, 2017.
- 17-137. Investment Report – accepted the third quarter 2017 Investment Report.
- 17-138. Investment Policy Review – approved Investment Policies (4.182 and 4.196) without change.
- 17-139. Approval of Brokers/Dealers, Investment Vehicles, and Asset Holding Accounts – approved the lists as presented.
- 17-140. University Accounts/Signature Authorizations – approved signature authorizations as presented.
- 17-141. Personnel Reports and Changes in FY 17 Budget – ratified the changes presented.
- 17-142. Operating Budget for Fiscal Year 2018 – approved the \$117,193,719 operating budget for FY 2018 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. Crosnoe seconded Mr. Gregg's motion to approve the Consent Agenda as presented. The motion was approved.

Audit, Compliance, and Management Review Committee Report

Mr. Hessing noted the items presented at the Audit, Compliance, and Management Review Committee meeting for committee approval and information only. Information concerning these items can be found in the minutes of the committee meeting held August 3, 2017.

Item Presented for Committee Approval Only

- 17-143. Committee Minutes

Items Presented for Information Only

- 17-144. Compliance Activities Update
- 17-145. Audit Activities Update

Audit, Compliance, and Management Review Committee Consent Agenda

Mr. Hessing recommended approval of the following items that were approved by the Audit, Compliance, and Management Review Committee and placed on the Consent Agenda for the Board's consideration.

- 17-146. Fiscal Year 2018 Audit Plan – approved the plan as presented.
- 17-147. Office of Internal Audits Charter – approved the charter 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. Gregg seconded Ms. Hessing's motion to approve the Consent Agenda as presented. The motion was approved.

Board of Regents Meeting Dates – 2017-2018

17-149. The proposed dates for the 2017-2018 quarterly Board of Regents meetings were approved as presented.

President's Report and Discussion of Higher Education Issues

17-150. President Shipley presented a retrospective of her two years as President of Midwestern State University. She stated that she would first discuss her favorite things at MSU and then mention the challenges that are faced. Her favorite things included her surprise at how deeply talented this institution is. She added that as a president she looked for leadership that was dispersed across the institution. She noted that this included strong governance systems, a strong dean's council, strong student leadership, strong staff and faculty senates, strong department chairs, and talented faculty. She stated that dispersed leadership results in vice presidents who can take the role of a president in meetings and have the same leadership capacity as the president. She commented that this results in a consistently strong institution and added that she found that at MSU. Another favorite was an activity that speaks to the culture and sense of community at the university. She explained that in an effort to break up the extended summer hours the staff came up with the idea of hosting "Summer Sizzlers" during the summer months. She stated that departments host activities that range from watermelon feeds to ice cream socials. She noted that this was a great way to dissolve campus silos and give employees an opportunity to engage with each other socially.

Dr. Shipley stated that her most fulfilling memories were of presentations of the research that is accomplished by students working with faculty. She indicated that this research is celebrated each fall and spring with faculty presenting, students presenting, and students engaging in various areas of competition. She added that this was something she hoped the Board could see and noted that she would be certain to invite them every year. Dr. Shipley also commented on how effective committee work had been at MSU. She stated that with every committee or task force that had been appointed, the group acted with great respect for its deliberations, and with a keen sense of what the results could do to guide MSU.

Dr. Shipley mentioned that the challenges she identified early in her tenure continue. She stated that the first challenge and priority for the university is to grow. She indicated that she had appreciated the institution recognizing the role of retention in growth. She stated that large numbers of students could be recruited, but if they don't remain there is a cost in terms of time, money, and effort, while also delaying students' progress to a degree. She indicated that the campus must be more aggressive about growth because MSU has lost ground when compared to other institutions in Texas. She noted that it was important to be careful in higher education not to create destabilizing change by moving too quickly. She indicated her hope that MSU would move solidly toward the future at a good pace and with a sense of urgency, but not leaving behind some of the great things already in place at MSU. Dr. Shipley stated that MSU's focus on its identity would also enhance growth. She noted that there had

been great excitement around the brand extension, MSU Texas. She added that MSU's identity is linked to the liberal arts mission and the campus had begun to work on rephrasing the mission in terms people can understand. She stated that the Board would hear more about high-impact practices and 21st-century skills. She added that campus planning for areas such as the Mass Communication building, the Library renovation, and other new or renovated facilities would include additional social spaces to enhance learning in clusters and in more casual areas. She added that the Strategic Plan would also help the campus with its identity and focus. Dr. Shipley stated that the final task facing the institution is the need to expand its influence. She indicated that to see MSU's influence grow would result in greater legislative support. She commented that as the university engages alumni in the comprehensive campaign it will be important to engage them in supporting MSU by sharing our story throughout the state.

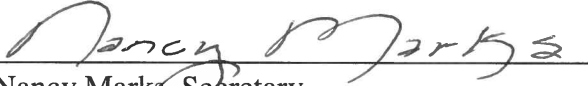
Dr. Shipley indicated that she looked forward to the future at MSU. She stated that the biggest surprise of coming to MSU was how kind people were at the inauguration. She indicated that there is a real affection for the person of the President and the role of the presidency. She stated that she wanted to reflect how wonderfully warm and welcoming this community is, not only the community of the university but of the city as well.

Mr. Sanchez thanked Dr. Shipley for her report and indicated that the Board looked forward to great things.

Adjournment

Mr. Sanchez thanked everyone for their attendance. He indicated that the next meetings of the Board would be November 9 and 10. There being no further business, the meeting was adjourned at 9:20 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 August 4, 2017.


Nancy Marks, Secretary
Midwestern State University
Board of Regents