

# Midwestern State University Board of Regents Meetings



November 7 and 8, 2013

President's Office  
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**Midwestern State University**

**Board of Regents Meetings**

**Schedule**

Thursday, November 7, 2013

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

Friday, November 8, 2013

9:00 a.m.      Board of Regents Meeting



**MIDWESTERN STATE UNIVERSITY**  
**BOARD OF REGENTS**

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



## **Midwestern State University Administration**

Dr. Jesse W. Rogers, President

Ms. Debbie Barrow, Director, Board and Government Relations

Dr. Francine Carraro, Director, Museum

Mr. Barry Macha, General Counsel

Vacant, Internal Auditor

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

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

Ms. Naoma Clark, Director, Academic Success Center

Ms. Darla English, Registrar

Ms. Laura Jefferson, Interim Dean, Lamar D. Fain College of Fine Arts

Dr. James Johnston, Dean, Robert D. and Carol Gunn College of Health Sciences and Human Services

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

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

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

Dr. Larry Williams, Director, International Programs

Dr. Deborah R. Garrison, Associate Vice President for Academic Affairs & Dean, Graduate School

Dr. Clara Latham, University Librarian

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

Ms. Gail Ferguson, Controller

Ms. Dawn Fisher, Interim Director, Human Resources

Ms. Valarie Maxwell, Director, Budget and Management

Mr. Kyle Owen, Associate Vice President for Facilities Services

Ms. Kathy Rice, Director, Payroll

Mr. Stephen Shelley, Director, Purchasing

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

Dr. Randy Glean, Director, International Services

Ms. Leah Vineyard, Interim Director, Admissions

Ms. Kathy Pennartz, Director, Student Financial Aid

Mr. Dan Williams, Chief, University Police

Mr. Matthew Park, Associate Vice President for Student Affairs & Dean of Students

Ms. Cammie Dean, Director of Student Development and Orientation

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

Ms. Debra Higginbotham, Director, Disability Support Services

Dr. Pam Midgett, Director, Counseling Center

Dr. Michael Mills, Director, Housing and Dining Services

Mr. Dail Neely, Director, Student Conduct & Clark Student Center

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

Dr. Keith Williamson, Medical Director, Vinson Health Center



Dr. Robert E. Clark, Vice President for Administration and Institutional Effectiveness  
Mr. Randy Kirkpatrick, Chief Information Officer  
Mr. Mark McClendon, Director, Institutional Research and Assessment  
Dr. Pam Morgan, Director, Continuing, Professional, and Distance Education

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

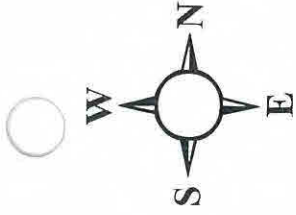
Mr. Charlie Carr, Director of Athletics  
Mr. Frank Bourgeois, Strength and Conditioning Coach  
Mr. Doug Elder, Head Men's Soccer Coach  
Ms. Venera Flores-Stafford, Associate Director of Athletics/Senior Woman  
Administrator/Head Volleyball Coach  
Mr. Nelson Haggerty, Head Men's Basketball Coach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

Dr. David Carlston, Chairman, MSU Faculty Senate  
Mr. Dirk Welch, Chairman, MSU Staff Senate  
Ms. Melody Coffey, President, MSU Student Government Association



# Midwestern State University

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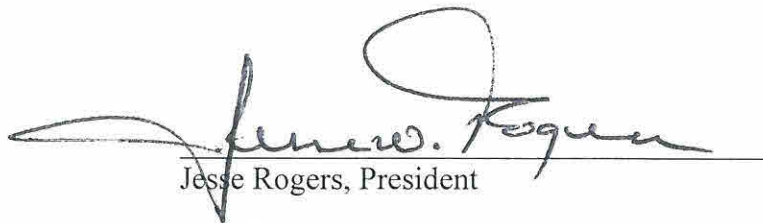
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## Financial Certification

We certify that financial transactions included in this report are correct to the best of our knowledge, and we further certify that funds to cover allocations listed in this report are available subject to realization of estimated income as budgeted.



Jesse Rogers, President



Marilyn Fowlé, Vice President for  
Business Affairs and Finance

October 23, 2013  
Date



# COMMITTEE OF THE WHOLE



**Board of Regents Meeting**  
**November 7, 2013**  
**1:30 p.m.**

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

The Board of Regents of Midwestern State University (MSU) may deliberate and take action regarding any item on this agenda. This meeting will be continuous in that the Board reserves the right to take any agenda item out of the order or sequence that is listed below. The Board reserves the right to discuss any properly posted items in Executive Session whenever legally justified in accordance with the Texas Government Code Chapter 551.

Call to Order

Introduction of Visitors

Opening Comments

Public Comment

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

Discussion of Higher Education Issues

14-01. The Board of Regents will have an opportunity to discuss current issues in higher education to include state and national trends and challenges.

Naming Opportunities

14-02. In accordance with university policy the administration may make recommendations concerning naming opportunities at Midwestern State University.

Executive Session

14-03. The Board of Regents will convene in Executive Session as necessary to consider the following matters permissible under Chapter 551 of the Texas Government Code as necessary, including:

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



# EXECUTIVE COMMITTEE



## **Executive Committee**

### Membership

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

### Reading and Approval of Minutes

14-04. The minutes of the Executive Committee meeting August 8, 2013, will be recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 14-04.

### Strategic Plan and Campus Master Plan Update

14-05. Since the August board meeting, work has continued on the university's Strategic Plan and the development of a Campus Master Plan for Midwestern State University. A two-day local retreat was held in September for the President's Cabinet to review the Strategic Plan goals and the short and long-term facilities issues that must be addressed. It was agreed that this planning process would encompass the timeframe at least through the 2022-2023 academic year, which will be Midwestern State University's Centennial year. The administration is working with two experienced master planners as well as an architectural firm that specializes in athletic master planning to assist in the development of the Campus Master Plan. Thus far the process has included interviews with athletics staff, executive staff, and the chairman of the board. During the next several months, additional interviews will be held with faculty and staff to review anticipated enrollment projections by academic program, as well as needs of the various campus entities. A growth model will be developed and will be included in the planning process.

Information will be presented concerning current findings, the overall process, and the timeline, and will include information pertinent to the study of the possible addition of baseball as a sport at MSU.

### Campus Condition Index

14-06. The legislature added a requirement to the Texas Education Code (Section 61.05821) that each institution of higher education annually report to its governing board information regarding the condition of the buildings and facilities of the institution, including information concerning deferred maintenance. These new reporting guidelines take the place of the MP2 and MP4 reports that were previously required. In compliance with this requirement, Attachment 14-06A (THECB Summary Report of deferred maintenance data), Attachment 14-06B (FY 14- FY 18 Deferred Maintenance List), and Attachment 14-06C (FY 13 Deferred Maintenance List Expenditures) are provided as information only.

### Construction Update

14-07. Information regarding current construction, as well as repair and rehabilitation projects will be presented as shown in Attachments 14-07A, 14-07B, and 14-07C.



Dalquest Desert Research Station

14-08. A design-build contracting delivery method is being pursued for this project in order to better utilize regional design and construction techniques needed for the remote area of west Texas in which the station is located. A Request for Qualifications (RFQ) for a design-build team has been issued and submittals will be reviewed in early December to recommend a preferred team. The administration will request that the board authorize the administration to work with the chairman of the board to select a design-build team and issue a contract for design-build services not to exceed \$150,000.

Wichita Falls Museum of Art at MSU Statement of Support and Museum Collections Management Policy

14-09. The Wichita Falls Museum of Art continues to work toward accreditation from the American Alliance of Museums. As part of this process, board approval is required for a Statement of Support (Attachment 14-09A) as well as a Museum Collections Management Policy (Attachment 14-09B). These items will be recommended for approval.



EXECUTIVE COMMITTEE  
ATTACHMENTS



THECB Summary Report 10-21-13						
Edit Summary Report						
Summary by Period and Category						
	Critical	Deferred	Planned	Adaptation	Total	
Budgeted - Current Year	\$0	\$21,000	\$771,920	\$220,000	\$1,012,920	
Expenditures - Previous Year	\$0	\$49,382	\$2,516,144	\$145,028	\$2,710,554	
Projected - Years 2 through 5	\$0	\$0	\$12,084,600	\$414,516	\$12,499,116	
Summary by Type and Category						
Architectural	\$0	\$6,000	\$5,115,528	\$317,028	\$5,438,556	
HVAC	\$0	\$49,382	\$1,545,686	\$0	\$1,595,068	
Plumbing and Electrical	\$0	\$15,000	\$4,132,465	\$0	\$4,147,465	
Safety	\$0	\$0	\$1,225,081	\$203,000	\$1,428,081	
Legal and Mandatory	\$0	\$0	\$490,250	\$0	\$490,250	
Other	\$0	\$0	\$2,863,654	\$259,516	\$3,123,170	
Total	\$0	\$70,382	\$15,372,664	\$779,544	\$16,222,590	

Top Five Priority Projects						
Pri	Name	Period	Category	Type	Amount	
1	Repair/replace fire curtain in FFA	Budgeted - Current Year	Planned Maintenance	Safety	\$58,350	
2	Renovation of lab for 206A - Bolin	Budgeted - Current Year	Facility Adaptation	Architectural	\$17,000	
3	Address fire marshal issues July insp	Budgeted - Current Year	Facility Adaptation	Safety	\$200,000	
4	Repair roof damage (5/13 storm)	Budgeted - Current Year	Planned Maintenance	Architectural	\$17,500	
5	Replace rotted/leaky windows -Hardin	Budgeted - Current Year	Deferred Maintenance	Architectural	\$6,000	



## FY14 -FY18 DEFERRED MAINTENANCE LIST

Building	Comments	Expenditure,\$	Facilities HEAF Total	Priority
-	Facilities Services equipment, ADA van, 2 pickups	\$147,273	\$147,273	
Fain Fine Arts Center	Repair/replace fire curtain in theater, including abatement.	\$58,350	\$205,623	1
Bolin Hall	Renovation of lab for 206A	\$17,000	\$222,623	2
Infrastructure	Address state fire marshal issues observed during July 23-25, 2013 visit. Compiling response as of 10/1/13.	\$200,000	\$422,623	3
Pierce Hall	Repair hail damage to roof from May 2013 storm to maintain roofing warranty.	\$17,500		4
Hardin Administration Building	Replace rotted and leaky windows with new ones (qty=2).	\$6,000	\$428,623	5
Central Plant	Mods to Trane chiller controllers to allow for the BAS/Andover system to communicate and semi-control the chillers. Current system obsolete.	\$17,000	\$445,623	6
Infrastructure	Install acid treatment equipment for cooling tower make-up water to conserve water (reduces blow down need).	\$5,000	\$450,623	7
Fain Fine Arts Center	Repair hail damage to roof from May 2013 storm to maintain roofing warranty.	\$6,000	\$456,623	8
Bolin Hall	Repair hail damage to roof from May 2013 storm to maintain roofing warranty.	\$7,500	\$464,123	9
Central Plant	Repair hail damage to roof from May 2013 storm to maintain roofing warranty.	\$14,570	\$478,693	10
Infrastructure	Gell coat and rebalance old fiberglass cooling tower fan blades.	\$10,000	\$488,693	11
Bolin Hall	Replace greenhouse panels damaged in hail storm 5/20/13	\$15,000	\$503,693	12
Central Plant	Yearly warranty contract for one chiller	\$30,000	\$533,693	13
Infrastructure	Measurement & verification analysis of utility bills. Cost is yearly charge.	\$8,000	\$541,693	14
Prothro-Yeager-Beawood-O'Donohoe	Roof over PC lab (117, Beawood) is in BIG need of replacement; ~925 SF.	\$20,000	\$561,693	15
Sikes Lake	Correct benching erosion near dam per 11/19/09 TCEQ report	\$20,000	\$581,693	16
Infrastructure	Replace flex joints (8) on chill water pumps; existing are cracking.	\$26,000	\$607,693	17
Bolin Hall	Provide backup power for at least two freezers in 201A to protect research specimens.	\$60,000	\$667,693	18
Infrastructure	Replace collapsed storm sewer line at Fain Fine Arts loading dock (health hazard).	\$15,000	\$682,693	19
Sikes House	Install new exterior shutters	\$18,000	\$700,693	20
Hardin Administration Building	Repaint and re-carpet room 213 (Oavid Spencer's old office).	\$4,000	\$704,693	21
Clark Student Center	Replace tile in the corridor between Comanche and Kiowa Suites (~1600 SF). Repair loose tiles in other areas (Dirk, Past Office=~200 SF) with newly removed tiles.	\$22,000		22
Clark Student Center	Chairs in cafeteria & food court (14 yrs old) need to be recovered.	\$50,000		23



## FY14 -FY18 DEFERRED MAINTENANCE LIST

Building	Comments	Expenditure(\$)	Facilities/HEAP Total	Priority
Fain Fine Arts Center	Sidewalk on northeast corner at building entrance near 1MECH1 needs to be raised (~1 1/2" drop is a tripping hazard).	\$2,000	\$706,693	24
Fain Fine Arts Center	Rewire for data inside building	\$70,000		25
Infrastructure	Install water saving equipment for boiler makeup water system.	\$50,000	\$756,693	26
Infrastructure	Roadways: Wigwam Trail reconstruction and drainage improvements.	\$185,000	\$941,693	27
Bolin Hall	Replace F96 magnetic ballast light fixtures in greenhouse (obsolete).	\$6,000	\$947,693	28
Regional Simulation Center	Replace all interior lighting with T8 fixtures/bulbs (entire interior has T12 bulbs that will be obsolete in July 2012).	\$13,000	\$960,693	29
Hardin Administration Building	Install a damper in AHU ductwork of south Hardin to more equitably distribute air between 101M and HS 100, HS100A, HS100B, HS100C, & HS102H.	\$20,000	\$980,693	30
Infrastructure	Install motion detector lights switches in classrooms (\$5k/year for the next several years). Exact rooms to be determined by Ooug.	\$5,000	\$985,693	31
Bolin Hall	Condensate receiver in west mechanical room needs replacing (1-3 yrs)	\$12,000	\$997,693	32
Central Plant	Air Compressor: need new one for instrumentation & shop air. (1-2 yrs).	\$5,000	\$1,002,693	33
Central Plant	Blowdown drain line: replace from steam separator to tunnel area. ~100 LF underground. Will need it in 1-2 yrs.	\$40,000	\$1,042,693	34
Hardin Administration Building	Replace electrical switchgear for arc flash compliance. Equipment is very old and may not reset if exercised.	\$60,000	\$1,102,693	35
Infrastructure	Parking lot: Resurface large lot south of Bolin (#10); include 13,000 SF lot west of it, too. Need to replace in next 1-2 years. ~65,000+13,000 SF.	\$425,000	\$1,527,693	36
Infrastructure	Sunwatcher Plaza bollards corroded and heavily damaged. Replace ~26 lighted bollards with lamp posts.	\$60,000	\$1,587,693	37
Infrastructure	Paint Light poles	\$50,000	\$1,637,693	38
Infrastructure	Network infrastructure replacement to prepare for future IP phone rollout	\$245,000	\$1,882,693	39
Hardin Administration Building	Akin: Ropes above stage that anchor sound baffles above stage need to be replaced.	\$40,000	\$1,922,693	40
Clark Student Center	Repair open seams and apply roof coating over atrium, offices and section of bookstore on east end.	\$13,000		41
Infrastructure	Install electric meters to ~4 buildings/year until the major buildings are all metered.	\$20,000	\$1,942,693	42
Honors House (Fraternity Commons)	Windows - exterior, need to be replaced. Will require abatement.	\$8,000		43
Honors House (Fraternity Commons)	Roof dormers need cedar shakes replaced (curled up & allows water to come in).	\$6,000		44



FY13 COMPLETED DEFERRED MAINTENANCE ITEMS

Building	Comments	Expenditure	CSG	HEAF	Housing	Info Tech	Projects	Other
Beyer Greenhouse	Light fixture (P96) in kitchen area needs to be replaced.	\$1,408		\$1,408				
Biology House	Abatement and Demolition	\$47,884					\$47,884	
Bolin Hall	VFDs (2) for AHU-1 and -2 on the roof, one failed 5-6-13 (temporary fix in place)	\$1,050		\$1,050				
Bridwell Hall	Clean ductwork to remove mold from its interior to address IAQ	\$26,324		\$26,324				
Bridwell Hall	Complete office renovations/expansions on second and third floors.	\$105,196					\$105,196	
Central Plant	Underground Diesel Storage Tank: old, ~500 gallon, needs to be removed.	\$28,250						\$28,250
Central Plant	Replace controls for backup boiler; catastrophic failure of original controls in Nov. 2012.	\$49,332		\$48,332				
Central Plant	Cooling tower baffles/fins are falling off and need replacing on the silver towers.	\$65,847		\$65,847				
Central Plant	Make-up water tank needs replacing (original equipment from 1968). Tank is ~1000 gallons.	\$84,972		\$84,972				
Clark Student Center	Vinyl Wall covering (lower ~3') & baseboard in Kiowa needs to be replaced	\$7,935	\$7,935					
Clark Student Center	Replace condensate receiver (and its pump). It is old, float often sticks so pump stays on and wastes a lot of water.	\$10,178	\$10,178					
Clark Student Center	Furniture in Arrowhead Lounge needs replacing.	\$32,316	\$32,316					
Clark Student Center	Replace furniture in atrium area.	\$35,000	\$35,000					
D.L. Ugon Coliseum	Resurface main basketball court (Stockton Court).	\$15,900					\$15,900	
Daniel Building	Voice & Data Rewiring/Replace Network Switching Equipment	\$19,480			\$19,480			
Oillard College of Business Admin	Install window tinting over skylights in western atrium area (protection for artwork, too).	\$7,200		\$7,200				
Dillard College of Business Admin	Provide for additional cooling in COBA 306's PC lab; room is undercooled due to heat load.	\$80,704		\$80,704				
Fain Fine Arts Center	The Formica countertop around the sinks ONLY in makeup rooms (B211, B214) need to be replaced (existing are stained and dated).	\$1,200		\$1,200				
Fain Fine Arts Center	Replace tile in dressing rooms near auditorium.	\$7,500		\$7,500				
Hardin Administration Building	Akin: Stage curtain - replace.	\$4,380					\$4,380	
Hardin Administration Building	Akin Auditorium: Fill in wall openings created by organ removal in loft.	\$5,965		\$5,965				
Hardin Administration Building	Renovation of Financial Aid to create an office	\$9,832		\$9,832				
Infrastructure	Perform Arc Flash Analysis on elect. Equipment	\$49,600		\$49,600				
Infrastructure	Add lighting to dimly lit areas of campus including around Martin, LJR, Bolin/Ugon parking, etc.	\$175,807		\$175,807				
Infrastructure	Parking lot: Resurface and expand lot west of McCoy (#13). ~27,000 SF.	\$254,154					\$254,154	
Instrumental Music Hall	Demolition	\$62,621					\$62,621	
McCullough-Trigg Hall	Cabinets, doors, all natural wood finishes in the rooms need to be refinished.	\$2,500			\$2,500			
McCullough-Trigg Hall	Replace carpet in rooms on first floor only.	\$9,500			\$9,500			
Memorial Building	Main UPS battery backup for systems for IT equipment needs to be repaired.	\$3,568				\$3,568		



FY13 COMPLETED DEFERRED MAINTENANCE ITEMS

Building	Comments	Expenditure	CSC	HEA	Housing	Info Tech	Protect	Other
Memorial Building	Telephone Switch Replacement/Voice Mail	\$856,526				\$856,526		
Moffett Library	Install Irrigation on Walking Mall	\$4,850		\$4,850				
Paint Shop	Paint exterior.	\$1,884		\$1,884				
Physical Education Restrooms (i.e., Men's & Women's restrooms: paint walls & floor.		\$3,107						\$3,107
Physical Training Building	Men's Visitors Dressing Room (northeast corner) needs floor painted.	\$2,646						\$2,646
Sikes House	Floor in laundry room needs repainting (3-5 yrs).	\$2,292		\$2,292				
Sikes House	Fabricate new exterior shutters (many are rotted)	\$16,480		\$16,480				
Soccer Field	Replace lighting (need xformer for another \$55k).	\$346,300						\$346,300
Sunwatcher Village, 4	Perform verification testing of electrical circuits for entire building for loose wiring.	\$416			\$416			
Sunwatcher Village, 5	Perform verification testing of electrical circuits for entire building for loose wiring.	\$376			\$376			
Sunwatcher Village, 6	Perform verification testing of electrical circuits for entire building for loose wiring.	\$377			\$377			
Sunwatcher Village, 7	Perform verification testing of electrical circuits for entire building for loose wiring.	\$416			\$416			
Sunwatcher Village, Clubhouse	Perform verification testing of electrical circuits for entire building for loose wiring.	\$298			\$298			
Tunnel	Chill water expansion joints: Replace rusted/missing packing gland bolts on ~26 joints (54 total in tunnel). Support structure for 2 joints have no structural integrity and needs to be replaced.	\$133,800		\$133,800				
University Police	Storage facility on southwest corner of site. Demo (contains ACM).	\$4,845					\$4,845	
University Press	Print shop: paint walls of printing area.	\$2,708		\$2,708				
WF Museum and Arts at MSU	Planetarium: heater does not work (need to replace unit); roof leaks; chairs need to be replaced; carpet needs to be replaced. 8/2013: DEMOED PLANETARIUM.	\$3,000					\$3,000	
WF Museum and Arts at MSU	Replace Exterior exit doors at rear of building.	\$5,000					\$5,000	
WF Museum and Arts at MSU	Humidifiers (all 5) are lifted out (c. 1986); they work, but noisy.	\$10,000					\$10,000	
WF Museum and Arts at MSU	A/C units above Gallery 5 noisy/old; replace units.	\$12,000					\$12,000	
WF Museum and Arts at MSU	Replace one failed A/C unit (1.8 ton) fall of 2012.	\$15,985					\$15,985	
WF Museum and Arts at MSU	Replace T12 light fixtures in building since T12 bulbs are no longer being manufactured as of July '12.	\$18,000					\$18,000	
WF Museum and Arts at MSU	Conversion of the old planetarium to a gallery.	\$30,000					\$30,000	
WF Museum and Arts at MSU	Wood floor in Gallery 5 needs replacing or refinishing as a minimum. 8/2013: DEMOED & POLISHED FLOOR.	\$30,000					\$30,000	
WF Museum and Arts at MSU	Restrooms need renovating	\$50,000					\$50,000	
WF Museum and Arts at MSU	Replace 18 Roof Top Units	\$70,000					\$70,000	
		\$2,825,909	\$85,429	\$272,755	\$13,883	\$879,574	\$738,965	\$380,303



## 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
McCoy Engineering Hall Addition	5/11/2012	5/10/2012 Harper Perkins Architects Local/HUB Vendor	\$1,665,000	\$1,595,444	\$104,556	\$1,700,000	(\$35,000)
Museum Renovation	2/15/2013	1/17/2006 Bundy, Young, Sims, & Potter Local Vendor	\$755,440	\$643,835	\$111,605	\$755,440	\$0
Dalquest Research Station	2/15/2013	-	\$363,207	\$84,930	\$278,277	\$363,207	\$0
Welcome Center @ South Hardin	2/15/2013	-	\$125,000	\$86,476	\$38,524	\$125,000	\$0



Projects Status

ID	Task Name	Start	Finish	
1	McCoy Engineering Hall Addition	Wed 8/1/12	Fri 5/30/14	
2	Design	Wed 8/1/12	Fri 11/30/12	100%
3	Bid	Mon 12/3/12	Thu 2/28/13	100%
4	Construction	Fri 3/1/13	Tue 4/1/14	55%
5	Estimated completion date per 8-9-12 BOR meeting	Fri 5/30/14	Fri 5/30/14	5/30
6				
7	Museum Renovation	Fri 2/15/13	Fri 1/3/14	
8	Design	Fri 2/15/13	Mon 4/22/13	100%
9	Abatement	Mon 3/11/13	Fri 4/12/13	100%
10	Bid	Tue 4/23/13	Tue 5/14/13	100%
11	Construction	Wed 5/15/13	Fri 8/2/13	100%
12	HVAC & lighting replacement	Mon 6/3/13	Fri 11/1/13	95%
13	Misc (furniture, ADA hardware, appliances, exterior sign)	Mon 6/3/13	Fri 1/3/14	40%
14				
15	Dalquest Desert Research Center	Mon 2/18/13	Fri 10/24/14	
16	Building Shell	Mon 2/18/13	Fri 9/13/13	
17	Design	Mon 2/18/13	Tue 4/30/13	100%
18	Bid	Wed 5/1/13	Fri 5/31/13	100%
19	Construction	Mon 6/3/13	Fri 9/13/13	0%
20	Interior build out	Mon 4/29/13	Wed 5/21/14	
21	Design	Mon 4/29/13	Fri 6/14/13	85%
22	Bid	Mon 6/17/13	Mon 7/22/13	0%
23	Construction	Tue 7/23/13	Wed 5/21/14	0%
24				
25	Phase 1 - Small building & infrastructure	Thu 10/10/13	Fri 10/24/14	
26	RFQ development	Thu 10/10/13	Fri 11/22/13	40%
27	Firm selection	Mon 11/25/13	Fri 12/13/13	0%
28	Design	Mon 12/16/13	Fri 3/28/14	0%
29	Bid Process	Mon 3/31/14	Fri 5/9/14	0%
30	Contract negotiations	Mon 5/12/14	Fri 6/6/14	0%
31	Construction	Mon 6/9/14	Fri 10/24/14	0%
32				
33	Welcome Center @ South Hardin	Mon 2/18/13	Fri 1/17/14	
34	Bid	Mon 2/18/13	Fri 5/17/13	100%
35	Construction	Mon 4/1/13	Fri 7/12/13	100%
36	Bursar's office corridor bid	Tue 10/1/13	Mon 11/18/13	
37	Bursar's office corridor construction	Mon 11/11/13	Fri 1/17/14	10%
38				0%
39				
40				
41				
42				
43				





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

## **Construction Projects Status Report – Item 14-07C**

Projects completed since August 2013 Board of Regents meeting includes:

1. WFMA – INTERIOR RENOVATIONS (\$350k)
2. WFMA – REPLACEMENT OF HVAC ROOF TOP UNITS (\$92k)
3. J.S. BRIDWELL 2<sup>ND</sup> AND 3<sup>RD</sup> FLOOR OFFICES: - \$102k
4. FAIN FINE ARTS FIRE CURTAIN REPLACEMENT (\$58k)
5. ARC FLASH SAFETY ANALYSIS STUDY PER CODE REQUIREMENTS (\$50k).
6. RENOVATION OF KIOWA BANQUET ROOM IN CLARK STUDENT CENTER (\$16k).
7. ACID TREATMENT OF COOLING TOWER MAKEUP WATER (\$5k).

Ongoing projects:

### **WELCOME CENTER AND HARDIN SOUTH HALLWAY REFRESH: - \$125k**

- Phase 1 of the South Hardin refresh project was completed below budget allowing for upgrades to the Bursar's Office corridor.
- Upgrades to Bursar's Office corridor area will include the installation of a kiosk for making payments using two PCs and wall mounted TVs showing campus events. Tables will be added outside of the Welcome Center.

### **ADDITIONAL PROJECTS <\$100k:**

Projects in process scheduled for completion over the fall include:

- WFMA – Lighting upgrade (\$33k).
- Renovation of lab in Bolin 206A and office in Hardin 213 (\$31k).
- Install new floor tile and carpet in various locations in the Clark Student Center (\$38k).
- Reupholster seating in Clark Student Center food court and dining hall (\$62k).
- Repair hail damage to roofs at Pierce Hall, Fain Fine Arts, Bolin, and Central Plant (\$46k).
- Replace worn out roof over PC lab in Beawood (\$20k).
- Replace flex joints on chill water pumps (\$26k).
- Repair collapsed storm sewer line at Fain Fine Arts loading dock (\$15k).
- Replace one leaking window in Hardin (\$7k).



**Statement of Support  
By the Parent Organization of  
The Wichita Falls Museum of Art at Midwestern State University**

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



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

**Collections Management Policy**

**Approved by the Museum Advisory Board - May 21, 2013  
Recommended for Ratification by the MSU Board of Regents**



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## **I. Mission Objectives**

### **Mission Statement**

As a cultural resource for the North Texas and Southern Oklahoma communities and beyond, the Wichita Falls Museum of Art at Midwestern State University supports the university's liberal arts mission and its educational, research, and service goals. The Museum's permanent art collection, exhibitions and educational programs provide interdisciplinary and multi-cultural explorations of human creativity. Accountable to the public and responsive to the region's changing cultural needs, the Museum offers its patrons opportunities for learning and enjoying the richness of our established and emerging cultural heritage.

### **Scope of Collections**

The collection of WFMA is a rich resource of works of art and cultural significance, both contemporary and historical that foster discussion, exhibitions, teaching and research across disciplines for Midwestern State University and for the surrounding communities. The general scope-of-collections includes works of art on paper by American artist.

Collection categories include:

The Permanent Art Collection- the Museum shall pursue, through purchase, exchange, gift, or bequest, objects that will contribute significantly to a collection of American art and fit within the WFMA's mission.

The Educational Resource Collection - items in this collection may or may not fit within the WFMA's Collection Development Plan, but have value for teaching and research purposes. Staff, volunteers, students, and/or the general public may handle these objects.

*See the Collection Development Plan for collection guidelines.*

## **II. Governance**

The Board of Regents is the governing body of the Wichita Falls Museum of Art. The governing body serves all parts of the Museum as well as the faculty, staff, students, visitors, and support and/or associated groups of the Museum. While the governing body has the responsibility of serving these parties, it must also ensure that all activities are in agreement with federal, state, and University regulations, as well as the mission and policies established for the Museum.

The governing body recognizes that the quality of the Museum's staff is directly related to the Museum's ability to build and maintain collections, conduct research, develop exhibit and education programs for public and academic audiences, and perform on-going services. For this reason, the governing body, acting through the University President and Museum Director, is responsible for approving policies, supporting adherence to the Code of Ethics, and providing resources to support the Museum's mission.



The Museum management and professional staff are responsible for care and preservation of the collection, scholarship and research of the collection, teaching from the collection, development of educational content, funding and resource development, and the day-to-day operations of the institution.

### **Museum Advisory Board**

The Museum Advisory Board, comprised of community leaders approved by the Board of Regents, meets quarterly and reports Museum activities to the Board of Regents, forwards recommendations and provides input on Museum policies and programs, and seeks ratification of Museum policies by the MSU Board of Regents.

### **Code of Ethics**

In recognition of its public responsibility, the Wichita Falls Museum of Art endorses and upholds the highest ideals and concepts of ethical and professional practices as set forth by the Code of Ethics by the American Alliance of Museums (AAM). To promote public trust, high standards of operation and behavior are necessary at all levels of the Museum, including individual members of governing bodies, subdivisions and associations, volunteers, and staff. Maintaining these standards is a collective and individual effort.

#### *Code of Ethics, Policies, and Procedures*

Individuals having an affiliation with the Museum are expected to be familiar with and to abide by the Code of Ethics, Policies, and Procedures adopted by the Museum.

#### *Duties and Responsibilities*

Individuals having an affiliation with the Museum are expected to fulfill all duties and responsibilities of their designated position and written job description, in a timely and professional manner.

#### *Use of Resources*

All resources of the Museum, including personnel, salaried-time, facilities, collections, images, equipment, supplies, and funds are to be used only to serve the interests and purposes of the Museum. Unauthorized use of these resources by any individual, strictly for personal benefit, is ethically irresponsible and may be regarded as a conflict of interest, fraud, or theft.

#### *Discretion and Confidentiality*

Individuals affiliated with the Museum have unique responsibilities related to maintaining the Museum's image, trust, and credibility to its public and academic audiences. For this reason, affiliated individuals must 1) properly represent the Museum and their position when interacting with others; 2) exercise professional discretion about activities and concerns of the Museum; and 3) hold in confidence relevant information concerning matters such as collections, personnel, and security.

#### *Conflict of Interest*

Individuals having an affiliation with the Museum must avoid situations that may be construed as a conflict of interest. Concerns about potential conflicts of interest will be



conveyed immediately to the appropriate Museum authority. The purpose of this concern is to prevent the actual or perceived conflict between personal collecting and the objectives of the Museum. Potential conflicts of interest include: 1) personal collecting within the curatorial collection areas of the Museum; 2) using Museum affiliation, Museum resources, or the influence of one's position in unauthorized ways solely for personal benefit, or to serve solely the interests of persons outside the museum; 3) placing the Museum in a situation that compromises its mission, policies, functions, practices, or philosophies; 4) placing the Museum in a situation that it unduly competes with outside parties; and 5) participating in other employment that compromises one's ability to perform in a timely and professional manner.

### **III. Collections Acquisition, Accessions, and Deaccessions**

#### **A. Acquisition of Collections**

Acquisition: the process of acquiring an object(s) or collection for the collections of the WFMA. Acquisition does not imply accessioning, but is a necessary prerequisite for accessioning. Acquired objects or collections are recommended for accessioning by the Museum's Curator of Collections and Exhibitions to the Museum Director.

The growth and development of collections adheres to the Mission Statement of the Museum and supports the teaching and research missions of Midwestern State University. WFMA is committed to continued growth and development of collections, in a manner that reflects both legal and ethical duty of care through clear ownership, provenance, condition, value, need, and ability to provide proper long-term care.

Acquisitions may be made by:

- Purchase
- Gift
- Bequest
- Exchange

#### **Guidelines for Acquiring Objects**

The WFMA sets the following guidelines for the purchase or acceptance of a gift of an object and its accession into the collection:

- The object must be consistent with the Museum's mission statement, scope of collection, and code of ethics.
- The Museum must be able to give proper care and storage to the object.
- The acceptance of an object should not result in an expense for conservation disproportionate to the usefulness of the object.
- The object must have a use (research, exhibition or education) in the foreseeable future.
- A satisfactory provenance for the object must be established.
- A valid deed of ownership or other instrument of title conveyance must be provided to the Museum from the acquisition source.



- The Museum or its staff cannot ethically or legally appraise objects for private citizens prior to donation or at any time thereafter, retain an appraiser for a private citizen, or refer an appraiser to a private citizen, and, therefore, shall not be involved in appraisal activities.
- Copyright issues for objects to be acquired must be considered.
- Possession of the objects must be consistent with current laws on cultural property, including the UNESCO Convention: Public Law 97-446, Title III, "U.S. Convention on Cultural Property Implementation Act" and "The Native American Graves Protection and Repatriation Act," Public Law 101-601.
- Gifts and bequests are generally of an unconditional and unrestricted nature, and no work should be accepted with a guarantee of display, publication, perpetual ownership, attribution, or valuation by the WFMA, but the Museum Director may consider special conditions or restrictions in exceptional cases. Any restrictions or conditions must be clearly stated in the Deed of Gift or other instrument of conveyance.
- Objects bequeathed to the Museum preferably should be approved for acquisition prior to the Museum being designated as beneficiary. All objects bequeathed to the Museum are subject to the Acquisition and Accession policy defined in this document. The Museum shall observe appropriate confidentiality with respect to objects acquired through bequest. The Museum is not legally bound to acquire objects that are bequeathed to it, unless by prior agreement.

Adherence to these statements promotes responsible collecting and assures the attendant housing, preservation, and conservation accountability inherent in the acceptance of objects or collections. Reference to these restrictions fosters a spirit of understanding and cooperation with prospective donors by serving as a defined justification for acceptance or rejection of donations, field-generated collections, purchases, transfers and exchanges, or bequests.

### **Provenance**

The WFMA will acquire an object only when it has been determined, to the degree possible, that the work has not been derived from illicit trade or wrongful seizure and that its acquisition does not contribute to the continuation of illicit trade or otherwise questionable practices in the obtaining of works of art. The WFMA will not knowingly acquire works of art that have been illegally exported or otherwise transferred in violation of the principles of the 1970 UNESCO (United Nations Educational, Scientific and Cultural Organization) *Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property*. The WFMA abides by the principles outlined by the American Alliance of Art Museum Directors in the *Report of The AAMD Task Force on the Acquisition of Archaeological Materials and Ancient Art*. To the degree possible, the WFMA will investigate the provenance of works prior to acquisition and seek to obtain written documentation regarding its history, including import and export documents and necessary permits. The WFMA requests that sellers and donors provide documentation regarding provenance of works offered for acquisition.



## **Documentation**

Record keeping begins with acquisition and is the responsibility of the Curator of Collections and Exhibitions. The kinds of records include acquisitions, accessions, catalog, inventory, loan, insurance, condition report, treatment forms, photodocuments (film and digital images, video recordings), and business records. Records are both paper documents and electronic data entry.

A paper accession file identified by the object's unique accession number will be kept for each object in the museum collection. Original documents for each object to be retained include instruments of conveyance (bill of sale, deed of gift, or, in the case of a bequest, a decree of distribution or copy of the will) and all correspondence, shipping receipts, and other documentation related to an acquisition. The accession file should also contain a definitive credit line that includes any special language requested by donor. This language will be used whenever the object is exhibited or published. The electronic database will contain a digital image of each accessioned work along with notes on condition, conservation status, exhibition history, and present location.

## **B. Accessioning of Collections**

**Accessioning:** Accessioning is the procedure that is initiated by the transfer of clear title, and that officially incorporates objects into the Permanent Collections of the WFMA. Objects are not incorporated into the Museum's collections until they are accessioned. Upon accessioning, the Museum assumes the obligation for the proper care and management of the object(s).

The museum may obtain objects through gift, bequest, purchase, and exchange that convey title of ownership to the Museum. Objects added to the museum collection will be formally accessioned. Objects will be accessioned only upon the recommendation of the Curator and the approval of the Museum Director. Each object accepted will be given a unique accession number per the numbering system described in *Museum Registration Methods*.

## **Guidelines for Accessions**

- All items acquired for the Permanent Collections of the Museum will be accessioned in a timely manner.
- Complete records of the accessioned holdings of the Museum are maintained in the Collections Division. Once an object(s) is approved and a signed deed of gift or held-in-trust accessions agreement or receipt in the case of purchased objects is received, then the object(s) or collection is accessioned by the Registrar into the Museum. Accession numbers document Museum ownership or stewardship and are an inventory control device for the Curator of Collections and Exhibitions.
- The accession number system utilized by the Museum is numeric and includes the calendar year of acceptance, followed by a number indicating the order of acceptance. The calendar year is written in full, and the number of order of acceptance is separated by a dash from the year (e.g., 2013-0001). Each accession, whether it consists of a single object or collection of objects, is assigned one unique



accession number. The catalog number is indicated by adding the individual number in the set after the group order of acceptance (e.g., 2013-0001-0001).

- Accessioning is the responsibility of the Curator, and only the Curator has the authority to assign accession numbers.
- Undocumented objects found in the collections are those that have no accession number and no record of the object being accessioned or why they are in the Museum. Ownership of undocumented objects cannot be assumed and they cannot be disposed of or accessioned. These objects are abandoned property and the Texas law (Title 6A, Chapter 80) for museum abandoned property and old loans must be followed in order to gain clear title. Once clear title is established, the objects undergo acquisition review.

### **Cataloging**

Cataloging: identify and describe in detail through methodical classification each object and provide it a unique identifying number. Cataloging is part of documentary control of the collections, placing the object into proper context and determining information important and unique to that one object. This includes condition reports, updating the database, and photographing the item.

- All accessioned collection objects are cataloged in a timely manner.
- Complete records of the cataloged holdings of the Museum are maintained in the collecting division.
- The catalog number system utilized by the Museum is numeric system that includes the Accession Number followed by a dash (-) and the object number within the group (e.g., 2013-0001-0001).
- The catalog number is written in full on the object in graphite.
- Cataloging is the responsibility of the Curator, and only the Curator has the authority to assign catalog numbers within the collecting division.
- Objects may not be loaned until they are accessioned and cataloged.

*See the WFMA Collections Development Plan for further information on the catalog process.*

### **C. Deaccessioning of Collections**

The WFMA recognizes the importance of periodically evaluating the collection and that judicious use of deaccessioning may strengthen the quality of the museum's collection over time by defining and refining the scope and quality of collections that have grown over the years. The existence of a deaccession policy should not, however, be taken to imply that collections are a resource for the purpose of raising revenue to cover operating costs. The Museum holds its collection in the public trust that obligates the WFMA to act in accordance with the highest ethical standards as defined by the American Association of Museums (AAM). Deaccessioning permanently removes an object from the collections through donation, transfer, exchange, sale, repatriation, loss from collections, deterioration



beyond repair, and loss through natural disasters, and allows the transfer of unrestricted title to the receiving agency.

**Deaccessioning shall be considered only for the following reasons:**

- Objects that do not relate to the stated mission or scope of collections of the Museum.
- The work is of poor quality, either intrinsically or within its class. The work does not have sufficient study value as to warrant its retention in the collections, or the specific collection as a whole is not of sufficient scale and importance to warrant the support of study examples.
- The work is inferior to a similar example in the collection or a better sample has been acquired.
- Objects used in education programs and from the comparative collections that are consumed.
- The authenticity or attribution of the work can be shown to be false or fraudulent.
- The work is in such poor condition that proper repairs are not feasible or will render the object essentially false.
- The work is hazardous to people and/or other objects in the collection.
- The work is subject to the Native American Graves and Repatriation Act of 1990 (NAGRPA).
- It is conclusively proven that a work acquired by the WFMA was illegally exported from its country of origin (i.e. objects transferred during the Nazi era).

An object must have been accessioned into the Museum's holdings for at least three years before it can be considered for deaccessioning, so as to protect the donor from possible IRS violations. Objects in the collection may be deaccessioned only upon the formal written recommendation of the Curator and the Museum Director, and with the approval of the Board of Regents.

Supporting material shall include at least the following: signed recommendation, accession number, description of object, method of acquisition, estimated value, proposed means of disposal, condition report, and justification. All written materials relating to the deaccession, including the approval of the Board of Regents by a copy of the minutes and the signature of the Board of Regents Chair, shall be kept as part of the WFMA's permanent records. Before disposal, all accession numbers and other identifications relating to the Wichita Falls Museum of Art shall be removed from the object.

**Disposal**

In considering alternatives for the disposition of deaccessioned objects, the Museum will consider the best interests of the Museum, the public, scholarly and cultural communities it serves, and the public trust it represents. Gift, exchange, or sale to an appropriate tax-exempt institution will be given first consideration. If objects are offered for sale to the public, preference will be given to an advertised public auction, or other public market place, that will best protect the interests, objectives, and legal status of the Museum. No person associated with the WFMA, including any staff, Advisory Board members, Board of



Regents members, or representative or relative of such persons, may acquire a work deaccessioned by the WFMA.

Income from deaccessions shall be used solely for the purchase or acquisition of another work or works.

#### **IV. Collections Care**

The WFMA's collections are its most valuable asset and the Museum has a legal, ethical, and fiduciary responsibility for the safekeeping of these assets. It is the Museum's responsibility to provide a safe and secure environment for all collections in its custody, including loaned objects. This means controlling light exposure, relative humidity and temperature, pollutants and contaminants in accordance with current best practices.

The goal of collections care is to limit deterioration of the collections through:

- Regulated and monitored temperature, relative humidity, and atmospheric pollutants.
- Low and filtered light levels.
- Integrated pest management.
- Archival housing units that provide a buffer between collections and the environment.
- Archival packaging materials that provide a buffer between collections and the environment.
- Preventive conservation.
- Routine preventive maintenance.
- Safe handling and moving of collections.
- Integrated record-keeping system.
- Insurance.

#### **Housing and Environmental Monitoring**

All materials used for packaging and housing the Museum's collections are stable and non-reactive, as are materials used for constructing exhibit mounts and supports. Use of any exhibit construction material that is not stable requires a stable barrier material to be placed between it and collections objects.

The Museum's internal environment consistently is monitored and controlled throughout the collections and exhibition spaces. Temperature and relative humidity are monitored and regulated on an ongoing basis through hygrothermographs/data loggers located within all collections areas.

#### **Safe Handling**

Safe handling and movement of collections objects is practiced at all times in the WFMA. This practice minimizes risk to objects and supports their in-perpetuity preservation in the Museum.



In general, safe handling involves the preparation of appropriate space to receive the objects prior to a move, preparation of the route along which the object will be moved, and use of appropriate moving equipment with an appropriate number of Museum personnel safely to carry out the move. All objects are evaluated individually before they are handled, packaged, and shipped in order to determine if they are sufficiently stable to withstand each activity. Handling, packaging, and shipping methods are chosen based on the individual requirements and sensitivities of the objects.

### **Conservation**

As the WFMA does not have a conservator on staff, it is the responsibility of the Curator, in consultation with the Museum Director, to set priorities for the conservation of collection objects. Curatorial staff will research and secure appropriate conservation resources and experts as funding is available.

An object may be proposed for treatment through written preliminary proposal that must include the type of treatment proposed and the justification for the proposal. Conservation work with an outside conservator is conducted under a well-defined, comprehensive agreement between the Museum and the conservator. Upon completion of treatment, the conservator will prepare a treatment report for the Museum's records. All conservation proposals, reports, and other records, will be archived within the object's accession file to be maintained by the Curator.

### **Integrated Pest Management**

The WFMA is committed to executing Integrated Pest Management (IPM) practices. The goal of IPM is to reduce deterioration caused by insects and other museum pests through the least toxic methods available, thus not compromising collection integrity or human safety. Integrated pest management provides an ecosystem level approach to the management of pests that is based on cooperation and participation of all staff within the Museum to eliminate or minimize the causative agents of a pest infestation, namely food, moisture, and availability of pest habitat.

#### **IPM is accomplished through the following activities:**

- Inspecting collections and building for biological activity
- Inspecting and treatment of all incoming objects (including temporary deposits, loan objects, objects brought in for public programs, potential donations and purchases)
- Monitoring and identifying insects and other pests through trapping
- Maintaining clean collections storage environments
- Restricting activities that could introduce pests into collections (for example live plants, cut or dried flowers, trash, food, and drink in areas where collections are located)
- Identification and isolation of infesting species when discovered and isolation and encapsulation of infested objects.
- Treatment and suppression of species through non-toxic or least-toxic measures



## **V. Collections Management**

### **Incoming and Outgoing Loans**

Borrowing and lending objects are inherent practices in a museum and require specific procedures to assure object management. Loans do not involve transfer of title but are the temporary reassignment of objects from the Museum (outgoing) to another institution or to the Museum (incoming). All loans are for a defined period of time and for the stated purposes of exhibition, research, education, or inspection.

A written loan contract must accompany every loan with specifications on rights and responsibilities of each party. The loan contract must stipulate the conditions of the loan to ensure adequate storage, environmental protection, and safety precautions during transit, handling, and use.

#### **Incoming Loans**

The Museum may receive loans from institutions or individuals. If the lending institution or individual does not provide a loan agreement, the Museum will use its incoming loan agreement to document the incoming loan. The Museum exercises the same care with objects on loan as it does with its own objects. The WFMA will not undertake any matting, framing, or conservation treatment without permission of the lender. Returned works on loan to the Museum are to be packed and shipped as received, unless different arrangements are made in consultation with the lender.

All incoming loans must be insured. If insurance is waived, a written agreement by the lender to waive insurance and release the Museum from any liability associated with the loan must be on file prior to receipt of the loan.

Loans of personal property from individuals for warehousing in the Museum will not be considered. The Museum will not accept loans of objects for indefinite periods of time. The Museum may accept long-term loans for a specified period of time, subject to renewal and annual review, for the purpose of eventual accession, in the following instances: future donation (supported by a letter of intent) or future bequest (supported by a copy of the lender's will).

The Museum reserves the right to cancel a loan or remove the loan object(s) from exhibit at any time. All loans are for a set period of time that cannot exceed two years. Property on loan to the Museum for 15 years or more, and for which no written loan agreement exists, and to which no person has made claim according to the records of the Museum, is considered abandoned in accordance with Texas law (Title 6A, Chapter 80).

#### **Outgoing Loans**

The WFMA loans works of art and cultural significance from its collection to other non-profit institutions for temporary exhibitions and other scholarly and educational purposes. While on loan, objects must be afforded the same level of care and protection as provided by the WFMA. Because of these considerations, loans are made only to other similar



institutions, non-profit agencies, and educational organizations. Works are not loaned to individuals.

Loan request decisions are based upon the following criteria:

- the condition of the work
- the value of the work
- the impact of the loan upon the WFMA's exhibitions, educational programs, and teaching and research needs
- the significance and importance of the exhibition or project for which the loan is requested
- the expertise, scholarship, and outcomes, such as publications
- the facilities, environmental conditions, and security provisions of the requesting institution
- the justification of the WFMA's work to the exhibition or project

To assure objects requested for loan receive proper care and security, the requesting institution must present verification of their environmental, storage, exhibition, and security conditions and procedures for the handling and transit of objects. Objects must be packed and transported in the safest possible way in accordance with the nature and condition of the objects.

The loan period is six months with options to renew and no objects shall be on exhibition loan for longer than one year. Traveling exhibits may warrant a contract for a longer loan period. Applications should be submitted at least six months before the opening date of an exhibition. Objects on loan must be returned promptly when the loan period expires. The Museum reserves the right to cancel or deny renewal of any loan. Returned loan objects undergo inventory and evaluation before being loaned again.

All objects sent out on loan are insured. Normally, insurance coverage is provided by the borrowing institution. Current and reasonable insurance valuations are the responsibility of the Curator. Under most circumstances, insurance is all risk, wall-to-wall coverage. A certificate of insurance is required from the borrowing institution prior to transportation of the loaned objects. The borrower will be responsible for any loss or damage to an object lent by the WFMA including all-inclusive cost of conservation to damaged objects. Any conservation or repair work performed in conjunction with the damaged object will be performed only upon the prior written consent of the Curator.

Loaned materials may not be altered by the borrower in any way, or reproduced by casting, copying, or other methods without written permission of the Curator. Except for condition reports, all photography, reproduction, or replication of borrowed objects must be with prior written approval by the Curator with notification to the Museum Director. The Museum must be credited in all publications and exhibitions associated with the loan object, including photographs and reproductions, and must receive two (2) copies of any publication.



### **Inventory**

Inventory provides accountability, updates collection records and documentation, provides the opportunity to check the condition of each object, and aids in maintaining the security of the collection. Inventory is the physical verification of the presence, location, and condition of the objects for which the Museum has assumed responsibility. By conducting inventories, the Museum better fulfills its legal and ethical responsibilities.

The WFMA practices four types of inventory: accessions, comprehensive, spot-check, and relocation.

1. The accessions inventory is conducted at the time of acquisition to document incoming objects and provide a baseline.
2. A comprehensive inventory is conducted on the entire collection level once every 10 years accounting for all objects.
3. A spot-check inventory is conducted on a regular basis as needed for a specific group of objects, cabinet, or shelf.
4. A relocation inventory is conducted at any time an object or collection is moved.

### **Unclaimed loans and abandoned property**

Unclaimed loans are objects for which a loan agreement exists but contact with the lender has lapsed. In order for the Museum to terminate the loan or assume title to the object, the Museum must make a good faith effort to contact the lender to officially notify him/her of the termination of the loan. Such loans may not be considered for termination and their titles transferred to the Museum unless the object has been on indefinite loan and held by the Museum for five years or more, or the object has been on loan for a specified amount of time and no action has been made by the lender to claim the object once the loan period has expired and the Museum has given notice of the termination of the loan.

When the Museum must give notice of the abandonment of property or the termination of a loan, the Museum will send a notice by certified mail (return receipt requested) to the last known owner at the most recent address on record. If no address is on record, the Museum will publish notice in a newspaper (see requirements below). If the Museum receives no written proof of receipt of the notice within 30 days of the date mailed, or if no address is on record, the Museum will publish notice, at least once each week for two consecutive weeks, in a newspaper of general circulation in both the county in which the Museum is located and the county of the last known address of the owner (if known). This notice will contain:

- A description of the object
- The name and last known address of the owner (if known)
- A request that anyone knowing of the whereabouts of the owner provide written notice to the Museum
- A statement that if written assertion of title is not presented by the owner to the Museum within 90 days from the publication date of the second notice, the object will be considered abandoned or donated (with no restrictions) and will become the property of the Museum.



The Museum must also provide the same care and handling it gives its own collection, regardless of the status of an object. All such objects will be documented, as completely as possible, by the Curator, who will maintain files on all unclaimed loans/abandoned property. The lender must promptly notify the Museum, in writing, of any change of address or ownership of the object.

#### **"Found" Objects**

As in many collections, the Museum possesses objects that lack sufficient documentation to determine how (or if) they entered the museum collection. "Objects found in the collection" differ from abandoned property and unclaimed loans in that no record of past or current ownership exists. Some of these undocumented objects are known to exist, while others may be expected to appear at times of inventory. Such objects will retain the Museum's care while in its possession. The objects should be identified, as much as possible, and labeled by the Curator to avoid confusion. The Curator will keep files on such objects.

If the Museum wishes to retain ownership of a found object, the object may be accessioned into the collection following all steps in the Museum's acquisition policy, but it must be designated as a found object. The Museum recognizes the possibility that the object may be claimed by the rightful owner at a later date and will return the object if adequate proof of ownership is given.

Accession numbers for found in collection items follow the same format as all other museum accession number, however, the accession group will be 0000 with the source listed as "unknown" (e.g. 2013-0000-0001). If the original documentation is found for an object that has been accessioned into the collection as "Found in Collection (FIC)", the object will be returned to its original number and the FIC number will be retired.

If the Museum wishes to dispose of a found object after all reasonable attempts to identify its source have failed, it may do so, but recognizes the risks involved (for example, subsequent claims by rightful owners). Found objects may be disposed of only with the same approval process used in the Deaccessioning policy. Objects may be given to another institution with less likelihood of repercussions to the Museum should the rightful owners make a claim. If a found object is to be sold, a good faith effort will be made to determine legal title beforehand.

#### **Access**

The WFMA carefully controls access to collection areas. Control of access to the public, researchers, and Museum employees limits the opportunities for unauthorized use, damage, loss, theft, and/or destruction of collections. Collections available for research are those that have been accessioned and cataloged. Researchers, donors, students, cultural groups, or others seeking access to collections must first present a request to the appropriate Curator who evaluates the risk. Access to collections is at the discretion of the Curator. Collections research is conducted in a secure room separate from the collections housing area. The person making the request has access only to the objects or collection requested.



### **Security**

The purpose of security is to protect collections against a variety of risks. The goal of security is to limit damage or loss of collections. The Museum provides security for its collections through the following risk management strategies that are used to provide proper security for collections.

1. Systems and devices for deterring and detecting intruders
2. Insurance
3. Emergency preparedness

Access to areas other than public spaces is restricted to the Museum staff, students, and volunteers. Only paid University staff may be issued keys to Museum facilities. Unpaid staff and non-Museum personnel may be allowed access under specific conditions and with supervision by paid Museum staff. All keys to campus buildings are the property of the State of Texas, are subject to State Law and enforcement, and may not be duplicated.

### **Insurance**

The WFMA's collections are insured under a fine arts insurance policy. Works are insured for current market value while in transit and in the custody of a borrower in accordance with the Museum's Outgoing Loan Policy unless other arrangements between the Museum and borrower are made in a signed contractual agreement. Curatorial staff are responsible for providing up to date insurance values for objects in the collections.

Incoming loans will be insured by the WFMA at the request of the lender unless the lender waives this requirement in a signed contractual agreement prior to the Museum receiving the works. It is the responsibility of the lender or depositor to provide the Museum with an insurance value for the object(s) prior to shipment or delivery of said object(s) to the Museum. If no value is stated on the loan or temporary deposit documents, the fair market value at the time of loss or damage will be the insured amount.

Any loss or damage to a WFMA object, whether on site, in a traveling exhibition, or while on loan, must be reported immediately to the Curator.

### **Appraisals and Identification**

WFMA staff members are prohibited from providing appraisals or monetary valuations of works of art to any party outside the Museum. Staff may respond to inquiries about appraisal services by directing them to the American Society of Appraisers (ASA) or the International Society of Appraisers (ISA).

Insurance valuations, rather than formal appraisals, may be given by the Curator for museum collection objects leaving the premises for loan.

Museum staff may provide expertise on works outside the WFMA's collections, but this in no way shall be considered a formal authentication.



### **Intellectual Property/Reproduction and Copyright**

The Curator is responsible for determining the copyright status of works in the collections. If another party holds the copyright or license the Museum will require written permission to reproduce the work before a copy of the image is made available. Record photography of collection objects may be conducted by curatorial staff in the course of the documentation, examination or treatment of an object.

Non-flash photography by the public of installations from the permanent collection is allowed. Such photography is intended for private study only and may not be used for publication without written permission from the Museum.

The WFMA must be credited for the use of any reproductions of works in the Museum's collections. A credit line supplied by the Museum must accompany any published picture of a museum object. As stated in the reproduction agreement, the number of copies of a publication including a reproduction of a Museum object will be provided to the Museum for the accession file. No image may be cropped, overprinted, bled off the page, electronically manipulated or otherwise distorted, nor may any detail of an image be published without the prior written permission of the WFMA.

### **VI. Exhibitions**

The WFMA's exhibition program supports the mission and collection of the Museum as a whole for the purpose of informing, inspiring, and enlightening a defined audience. Exhibitions are organized by the curatorial staff, both from the collection and from outside the collection, borrowed from traveling exhibitions organizations, museums and art institutions, artists, private lenders and commercial galleries.

Each exhibition is evaluated from several viewpoints including:

- quality of the artwork
- scholarly content
- potential for interpretative programming
- relevance to the Museum's mission
- audience appeal
- links to the museum collection
- acquisitions opportunities
- collaborative opportunities with key cultural partners

Exhibitions should adhere to the concepts of public service and education while subscribing to standard practices in the Museum field. The Museum does not authorize certain kinds of exhibitions.

The following represents the kinds of exhibitions that are considered unacceptable:

- Exhibitions that publicize or promote commercial products or services.
- Exhibitions that willfully, with malice aforethought, impugn the reputation of any person.
- Exhibitions that do not support the notion of human dignity.



- Exhibitions that threaten the health and safety of the staff or visitors.
- Exhibitions that are intended to promote and/or enhance a particular religious belief, attitude, or dogma.
- Exhibitions that intentionally or unintentionally promote an attitude of prejudice against any person or persons.
- Exhibitions from groups or organizations with commercial interests or that promote products or services.
- Exhibitions that perpetuate myths or stereotypes viewed as negative or demeaning to a people, race, gender, religion, or ethnic group.
- Exhibitions that compromise the artist's or scholar's rights.

#### **VI. Policy Review and Revision**

The Management Team is responsible for the periodic review and revision of the *Collections Management Policy*, which should take place at least every five years, or as circumstances dictate. Changes must be recommended by the Museum Curator and Museum Director, approved by the Museum Advisory Board, and ratified by the Board of Regents.



## **Selected Definitions**

The following terms and definitions come from *Things Great and Small: Collections Management Policies*, by John E. Simmons, published by the American Association of Museums, Washington, DC, 2006.

**Accessioning** – The formal process used to accept legally and to record a specimen or object as part of a collection; the act of accepting objects into the category of materials that a museum holds in the public trust; the creation of an immediate, brief, and permanent record utilizing a control number for an object or groups of objects added to the collection from the same source at the same time, and for which the Museum has custody, right or title.

**Acquisition** (n) – Something acquired by a museum (but not necessarily involving the transfer of ownership); (v) – The process of obtaining custody (physical transfer) of an object or collection.

**Appraisal** – A judgment of what something is worth; an expert or official valuation, as for taxation; the process of determining the monetary value of something.

**Bequest** – Transfer of property to an institution under the terms of a deceased person's will; the gift of personal property under the terms of a will. Bequests may be conditional upon the happening or non-happening of an event (such as marriage), or the executory in which the gift is contingent upon a future event. Bequests can be of specific assets or of the residue (what is left after specific gifts have been made).

**Cataloguing** – The process of organizing the information about an accession by creating records of specific information; the creation of a full record, in complete descriptive detail, of all information about an object, assembly, or lot, cross-referenced to other records and files, and often containing a photograph, sketch, film, sound, or other electronic data.

**Collections Management Policy** – A written document, approved by the institution's governing authority, that specifies how collections will be acquired, accessioned, documented, stored, used, cared for, and disposed of.

**Conservation** – Maximizing the endurance and minimizing the deterioration of an object or specimen through time, with as little change to it as possible.

**Copyright** – (1) Legal recognition of special intellectual property rights, distinct from the right of possession, that a creator may have for a work. Copyright exists for original works in a tangible media and covers the rights to reproduce, adapt, distribute, perform, or display the work. (2) The exclusive right of the author or creator of a literary or artistic property to print, copy, sell, license, distribute, transform to another medium, translate, record or perform or otherwise use (or not use) and to give it to another by will.

**Copyright law** – The body of law that governs the exploitation of literary, musical, artistic, and related works. In the United States, this is contained in Title 17 of the U.S. Code, in



combination with the regulations of the Copyright Office and the cases that have interpreted Title 17 and those regulations.

**Cultural affiliation** – A relationship of shared group identity which can be reasonably traced historically or prehistorically between a present day Indian tribe or Native Hawaiian organization and an identifiable earlier group (NAGPRA, 25 U.S.C. 3001.2(3)); association of an object with the culture that produced or used it.

**Culturally sensitive object** – a collection element that requires special handling or use restrictions due to its importance to a particular culture.

**Deaccessioning** – The formal process of removing an accessioned object or group of objects from a donor to an institution and describes the conditions of the gift.

**Deed of gift** – A contract that transfers ownership of an object from a donor to an institution and describes the conditions of the gift.

**Disposal** – The process of physically removing a deaccessioned object from the Museum's custody.

**Funerary objects** – Items that, as a part of the death rite or ceremony of a culture, are reasonably believed to have been placed intentionally with or near individual human remains at the time of death or later.

**Gift** – The voluntary transfer of ownership of property completely free of restrictions.

**Incoming loan** – Objects, lots, specimens, or archival materials to which the Museum does not have legal title but for which it is legally responsible while they are in its possession and used in a museum-sponsored activities.

**IPM** – Integrated Pest Management – The coordinated use of biological and environmental information with selected control measures to reduce or eliminate pest damage; a holistic approach to pest management decision making, taking advantage of all appropriate pest management options, including chemicals.

**Intellectual property** – Unique products of human intelligence that have real or potential commercial value (e.g., designs, inventions, literary works, unique names, and industrial processes).

**International law** – Treaties between countries; multilateral agreements; some commissions covering particular subjects, such as whaling or copyrights; procedures and precedents of the International Court of Justice ("World Court"), which only has jurisdiction when countries agree to appear; the United Nations Charter; and custom. However, there is no specific body of law that governs the interaction of all nations.



**Inventory** – (n) An itemized listing of objects, often including current location, for which the Museum has responsibility; (v) The process of physically locating objects through an inventory.

**Loan** – A bailment; a temporary transfer of a collection object from a lender to a borrower; a loan does not involve change in ownership.

**Loan agreement** – A contract between a lender and a borrower of an object, specifying the object and outlining the conditions of the loan and the respective responsibilities of each party.

**NAGPRA** – Native American Graves Protection and Repatriation Act; An act instigated in 1990 to protect human remains, funerary articles, and sacred objects that can be affiliated with a Native American tribe. (25 U.S.C. 3001.2(3)).

**Object** – Something placed before the eyes; something capable of being seen, touched, or otherwise sensed; a material thing.

**Object in custody** – Any object that the Museum is responsible for or is liable for, including both objects that the Museum owns and those left in temporarily in its care.

**Outgoing loan** – An object loaned by a museum to another institution. It is an outgoing loan from the perspective of the lending institution; such a loan would be an incoming loan to the borrowing institution.

**Policy** – A guideline that regulates organizational action. Policies control the conduct of people and thus the activities of the systems.

**Preventative conservation** – Actions taken to detect, avoid, block, and mitigate agents of deterioration that affect museum collections.

**Procedure** – Specific instructions for enacting and carrying out a policy.

**Provenance** – For works of art and historical objects, the background and history of ownership. The more common term for anthropological collections is "provenience," which defines an object in terms of the specific geographic location of origin. In scientific collections, the term "locality," meaning specific geographic point of origin, is more acceptable.

**Publication** – In U.S. Copyright Law, the distribution of copies of a work to the public by sale or other transfer of ownership (including gifts and donations), or by rental, lease, or lending. The offering to distribute copies can constitute publication, but a public performance or display of a work normally does not.

**Records** – All information fixed in a tangible (textual, electronic, audiovisual, or visual) form that was created by an organization as part of its daily business.



**Repatriation** – To return or restore the control of an object to the country of origin or rightful owner.

**Restricted gift** – The voluntary transfer of ownership of property with conditions and/or limitations placed upon that ownership.

**Risk** – The chance of an undesirable change occurring.

**Risk management** – A program of risk control that includes analyzing the probability of risks to museum collections, facilities, visitors, and staff as well as planning and implementing appropriate preventative measures and response methods.

**Sacred object** – Specific ceremonial object for which is needed by traditional religious leaders for the practice of traditional religions by their present-day adherents.

**Sale** – Transfer of title in return for money or other thing of value on terms agreed upon between the buyer and seller.

**Trademark** – A distinctive design, picture, emblem, logo or wording (or combination) affixed to goods for sale to identify the manufacturer as the source of the product. Words that merely name the maker (but without particular lettering) or a generic name for the product are not trademarks. Trademarks are registered with the U.S. Patent Office to prove use and ownership.

**Work** – (n) Something produced by creative effort; an artistic production (e.g., a work of art).



ACADEMIC AND STUDENT  
AFFAIRS COMMITTEE



## **Academic and Student Affairs Committee**

### Membership

Lynwood Givens, Chairman

Kenny Bryant

Tiffany Burks

Sam Sanchez

### Reading and Approval of Minutes

14-10. The minutes of the Academic and Student Affairs Committee meeting August 8, 2013, will be recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 14-10.

### Faculty Report

14-11. A report will be presented by a representative of the MSU Faculty Senate.

### Staff Report

14-12. A report will be presented by a representative of the MSU Staff Senate.

### Student Government Report

14-13. A report will be presented by a representative of MSU Student Government.

### Athletics Report

14-14. Information will be presented concerning athletics at Midwestern State University.

### Enrollment Reports – Fall 2013

14-15. Information regarding enrollment for the fall 2013 semester will be presented as shown in Attachment 14-15.

### December 2013 Graduating Class

14-16. The administration will recommend approval of the list of candidates for December 2013 graduation with the provision that the students meet all requirements as prescribed by the faculty and administration (see Attachment 14-16).

### Approval of 2014-2015/2015-2016 Academic Calendars

14-17. The proposed academic calendars for the academic years 2014-2015 and 2015-2016 will be presented for approval as shown in Attachment No. 14-17.

### Policy Manual Change – Faculty Grievance Procedure

14-18. The administration will recommend ratification of a change to Policy 3.143, Faculty Grievance Procedure, to bring the policy in line with current law. The policy change is shown in Attachment 14-18.

### Faculty Leave Without Compensation

14-19. The Board of Regents will consider a request from a faculty member for a one semester leave without pay for the spring 2014 semester, as provided in MSU Policy 3.137.



ACADEMIC AND STUDENT  
AFFAIRS COMMITTEE  
ATTACHMENTS



**Enrollment Report**

**Fall 2013**

	<u>2012</u>	<u>2013</u>
Beginning Freshmen	612	817
Re-enrolling Freshmen	427	358
Sophomore	1,049	991
Junior	1,227	1,175
Senior	1,923	1,852
Post-Baccalaureate	63	75
Graduate	<u>615</u>	<u>602</u>
<b>TOTAL ENROLLMENT</b>	<b>5,916</b>	<b>5,870</b>
 <b>SEMESTER CREDIT HOURS</b>	 <b>67,147</b>	 <b>67,445</b>



# Candidates for Degrees Attachment 14-16 – Page 2

December 14, 2013

## DILLARD COLLEGE OF BUSINESS ADMINISTRATION

### *Master of Business Administration*

Justin Bradley Barber  
Loren Michelle Brock  
Jordan Samuel Brown  
Michael Anthony Gonzalez, Jr.  
Cara Lynn Heydrick  
Christopher David Lowry

Emily Suzanne Maxey  
Jennifer Leigh McFarland  
Amey Ellesia Prosper  
Antoinette Yvonne Rojas  
Andrew Gregory Simpson  
Debbie Ruth Vaughn

## GORDON T. AND ELLEN WEST COLLEGE OF EDUCATION

### *Master of Arts*

April Elizabeth Bruce Bell  
James Dale Cargal  
Cammie M. E. Dean  
Denise Marie Dorzab  
Kerisa Kamale Harris  
Laura Beth Hetrick  
Linwyse D. Joseph Stanislaus

Deborah J. Lewis  
Tiffany Lyntal Liburd  
Racheal Elizabeth Rallis  
Krystalynn Antoinette Russell  
Patricia Musil Smith  
David Allen Tackett  
Sherry M. Wyatt

### *Master of Education*

Judson Donald Clark  
Pamela Fay Demoss  
Jennifer Renea Griffin  
Donna M. Howard  
Karis Macy Keeler  
Bridget D. Maggard  
Robert Vernon Maxwell  
Ben E. McMahan  
Michelle Annette Merrick  
Deidra Elaine Milling

Thomas Burton Phillips  
SuzAnne Elizabeth Russell  
Canna C. Scheib  
Claudia Renee Schultz  
Robert Shea Smith  
Tara Lesikar Stephens  
Julianne Swedberg  
Amanda Dawn Teichelman  
Elizabeth Ashley Trigg  
Delores Jean Tyler

### *Master of Science in Kinesiology*

Kennard Colt Trant

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

### *Master of Health Administration*

Liberty Lynne Adair  
Verna Veronica Browne  
Roland Cavazos  
Melissa Arlene Frazer

Aparna Komaraju  
Njideka Chikaodili Offor  
Nina Trang Quach

### *Master of Public Administration*

Anna Colette Daugherty

Andrew John Patrick Lindsey

### *Master of Science in Exercise Physiology*

Sam Leon Broadbent

Dipika Vijay Nayak



***Master of Science in Nursing***

Lindsey René McCrary

Debbie P. Norman

***Master of Science in Radiologic Sciences***

Pamela Sue Alderman  
 Ana Garcia Barrera  
 Arnold Art Booncharoen  
 Michael Shane Brecheen  
 Catina A. Carr  
 Brenda Lamitie Clark  
 Jennifer Colleen Flanagan  
 Kayla Blackwell Kastner  
 Melissa Claire Killian

Brian Robert Klepczyk  
 Love Fein Lah  
 Garret Michael McKay  
 Stephen B. Mitchell  
 Lauren Jill Moss  
 Tia L. Ten Napel  
 Sheryl L. Tiffany  
 Darlyn J. Warner  
 Tiffany LeeAnn Hammonds Whitley

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

***Master of Arts***

Tara Ashley Rhodarner Applebaum  
 Michael Douglas Baggs  
 Jesse Wayne Beckham  
 Stephanie Dee Cuellar  
 Sara Lynn Fuller

Joseph Charles Gomba  
 Marla Marie Havins  
 Rosalie Kaitlin Saenz  
 Jessica Ann Vold

**COLLEGE OF SCIENCE AND MATHEMATICS**

***Master of Science***

Jimmy Hunter Adams  
 Elizabeth Jane Crow  
 Heather Marie Gamble

Kanaka Durga Kotamarthy  
 Paul Joshua McBroom  
 Amanda Lynn Snook

**DILLARD COLLEGE OF BUSINESS  
 ADMINISTRATION**

***Bachelor of Business Administration***

Jerry S. Aberdeen  
 Amelia Rose Adams  
 James Randall Arbuckle  
 Samantha Ryan Barclay-McNorton  
 Hang T. Bednarkiewicz  
 Matthew Don Bell  
 Faye Elizabeth Brown  
 Kathryn Augusta Brown  
 Bobbi Jean Burgess  
 John Morgan Capps  
 Blake Arthur Catney  
 Amanda Lynn Chandler  
 Julianne Kayla Christian  
 Daniel Alexander Clements  
 Tiffany Renae Cole  
 Tailor Sterling Cook  
 Edward Ronald Cummings  
 Chelbi Danielle Daily  
 Kayla Reneé Delzell  
 Aaron Wade Douthit  
 Austin O. Ekhtator  
 Katelyn Nichol French  
 Clovelle L. Gardner  
 William Henry Patrick Gardner

Ketisha Gilbert  
 Kayla Mae Gray  
 Sonia Stephanie Guzman  
 Brien William Hafner  
 Caitlin Meredith Hartman  
 Colton William Herndon  
 Zachary Alan Hise  
 Byron Mark Horn  
 Qazi Aminul Islam  
 Christina Reenée James  
 Danielle Kara Delicia Jarvis  
 Marinette Joseph  
 Carl Alan Katzaman  
 Ryan John Klein  
 Kyle Andrew Kocher  
 Jasen Alexander Lewis  
 Gamuchirai Drapper Magunda  
 Juan Leonardo Maldonado, Jr.  
 Ryan Andrew Martin  
 Tommy Eugene Martin, Jr.  
 Phillip Lee McClung  
 Ryan Tye McDonald  
 Zackry Scott McGee  
 Eric Dwayne McLean



Colby John Meeks  
 Fidel Michelle Mitchell  
 Icic Rushelle Morton  
 Christopher Eric Mujica  
 Christian Joseph Myslicki  
 Thuy Han Nguyen  
 Grace Ugochi Okoronkwo  
 Julissa Jamay Parrack  
 Ashley Marie Patin  
 Nevine Crystal Paul  
 Cleofoster J. Payne  
 Kenroy Paul Placide  
 Hali Brooke Rangel  
 Mariece Aurianne Roberts  
 Greg John Saladino  
 Vertel Maritza Scarborough  
 Taylor Creth Schmille

Stormy Brewer Scitern  
 Stefan Franklin Scott  
 Kellie A. Sepeda  
 Alfre PaeJae Simon  
 Michael Edward Sloan  
 J'nai Dezaé Spencer  
 Ti'Juana Julie Stuart  
 Lacey Brook Swenson  
 Jessica Rae Swinea  
 Julie Diane Thar  
 Zyanya Darlene Thomas  
 Mario Urban  
 Kourtney Ryan Whetsell  
 Ramie Glovett Wilkenson  
 Jennell Reessa Willette  
 Katherine Elise Zuber

## GORDON T. AND ELLEN WEST COLLEGE OF EDUCATION

### *Bachelor of Science*

Kevin Wayne Francis  
 Taylor Lynn Parker  
 Ashley Nicole Rush

Keith Alexander Terrell  
 Chandler Drake Wilkinson

### *Bachelor of Science in Interdisciplinary Studies*

Lisa C. Aranda  
 Tyla Jean Autry  
 Kathyne Marie Banker  
 Shaun Parker Beasley  
 Megan Kay Bennett  
 Betsy Cantrell  
 Maria Isela Carrillo  
 Jaymee Lynne Peterson Clark  
 Nicola Danelia Aurea Clement  
 Heather Elizabeth Clendenen  
 Melissa Yvonne Cox  
 Lexi Lynn Garcia  
 Haley Lynn Hall  
 Aubrey Danielle Hemphill  
 Laura Marie Hawkins Henderson  
 Grace Hwang  
 Chrys-Ann J. Irish

Andrew Douglas Kendall  
 Bethany Ann Lake  
 Julia Margaret Lamberth  
 Rachel Marie Lemley  
 Becky Lin Magee  
 Mariah Elizabeth Martin  
 Emiley Paige McCleese  
 Alexadra Diane Moore  
 Karlee Cené Nichols  
 Elizabeth Vilja Mae Pacheco  
 Maria Del Mar Pallares  
 Breann Alyse Reyes  
 Austin Micah Richter  
 Lauren Michelle Romines  
 Alyssa Paige Saville  
 Melissa Ann Schaffner  
 Kelly Jo Shipley

## LAMAR D. FAIN COLLEGE OF FINE ARTS

### *Bachelor of Arts*

Ashley Nicole Baugh  
 Loresa Nicole Chisum  
 Kara Elizabeth Crane  
 Brittany Rene D'Alesandro  
 Kishma Elayne Esdaille  
 Megan Victoria Fernandez  
 Kimberly Nichole Goff

Skye Nicole Hera  
 Grace Elizabeth Holloway  
 Han Wool Lee  
 Elizabeth Helen Lunn  
 Landry Vaughan Russell  
 Aleisha Lynn Zoltz Solorio

### *Bachelor of Fine Arts*

Amber Robin Alger  
 Elena Stephanie Bennett  
 Kristyna Louise Butler  
 Sydney Nichole Thiele Kuehler

Audra O. Lambert  
 Meagan Danielle Matthews  
 Teresa Renee Miles  
 Olivia Olvera



***Bachelor of Music***

Grace Marie Johnson

Mariece Aurianne Roberts

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

***Bachelor of Science in Athletic Training***

Colten Cash Mass

***Bachelor of Science in Criminal Justice***

Brittany Nicole Ancell  
Courtney Danielle Austin  
Carolyn Elizabeth Bobo  
Thomas Dillon Bryant  
D'Ana Marie Bush  
Thomas Ja'Ray Carper  
Autumn Abigail Clark  
Nicholas Charles Clayton  
Jake Coe Dickerson  
Amber Lynn Fisher  
Laura Grace Gilbert  
Brenden Joseph Grimley  
Bailey Alyce Hess  
Vaughn Gilbert Howard III  
Keidrick L. Jackson

Samuel Oluwatosin Jegede  
Bryan Andrew Keith  
Daniel Robert King  
Brayden John Little  
Shanell Noelani Martin  
Juan Munguia, Jr.  
Heather Dawn Partridge  
Larissa G. C. Pitrat  
Lizzette Karely Quinonez  
Marissa Rater  
Sarah Lauren Shelton  
Kelly Lynn Smith  
Peter A. Smith  
Tara Michelle Staten  
Tyler John Tackett

***Bachelor of Science in Exercise Physiology***

Matthew Aaron Alexander  
Brittini Marie Blagrove  
Melody Alexis Caldwell  
Ignacio Campos III  
Brooke Elaine Christopher

Paul Anthony De La Cruz  
Rodney Ray Holmes  
Kevin Michael Loyd  
Dafina Velu

***Bachelor of Science in Nursing***

Nichole Yaa Adjei-Acheampong  
Madhuri P. Aghera  
Matthew Blake Aldridge  
Rena Asante  
John Kayode Awoyomi  
Pamela Azwe Bah  
Karea LeAnn Belvin  
Hannah Sumnyr Berg  
Samantha Jean Burns  
Marissa Ann Cannon  
Nevin Mani Chacko  
Geromee Tyson Chandler  
Paul Julien Che Niba  
Martha R. Chimhashu  
Chilee Chisom Chukwuzubelu  
Rebecca Lynn Coley  
Haley Brooke Crandall  
Marisela Diaz  
Alice Lindsey Durbin  
I'Tavya La'Neir Eghianruwa  
Danielle Lee Erickson  
Amber Daniele Espinosa  
Kristen Charmaine Eusebe  
Jacob A. Gai  
Valerie Garibay  
Alexandra Kate Garza

Mary Kathryn Gilmore  
Mikal Fesshaye Haile  
Fatuma Hassen  
Jenna Ashley Hext  
Paige Elizabeth Higgins  
Amanda Joleen Hudson  
Nakisha Rose Ice  
Funso Elizabeth Ijabiken  
Micki Jimenez  
Erica Ellen Kella  
Harrison Koranteng  
Brittany Nicole Lindley  
Norma Lopez  
Loree Leigh Luna  
Lilian Walegwa Mabiru  
Neriza Caye Yabut Madarang  
Precious Ivie Madjemite  
Uchenna J. Nebeolisa  
Darryl Dewayne Newberry  
Tekum Njingye Tekumafor  
Shakara Ada Obiagwu  
Kathleen Marie O'Brien  
Calista Ann Ormiston  
Lindsey R. Pate  
Radha A. Patel  
Shefali Rohit Patel



Briona Undrese Patterson  
Della-Rae Michelle Pearson  
Emily Jordan Peavy  
Carolyn Elizabeth Price  
Lindsay Katherine Pritchard  
Hailey Lenae Purifoy  
RuthAnn Milisa Ross-Vesprey  
Lauren Elizabeth Shelton  
Stephanie Marie Smead  
Michael Anthony Stewart  
Frinwei Z. Taminang

Leah Womack Thompson  
Michael Dale Titus  
Karen Rhodes Trickel  
Daniel Chinagorom Uhegbu  
Edidiong Edet Ukim  
Sandra Lynn Vieth  
Deidra Lynn Williams  
Melita Wilson  
Fernanda Bohrer Winchester  
Alex G. Yorka  
Bruce Alphonse Zotz

### ***Bachelor of Science in Radiologic Sciences***

Andrew Jay Anderson  
Carrie Lynn Anderson  
Marilyn Regina Anderson  
Kayle Paige Askins  
Lauren Renee Atterbury  
Stacey Marie Bittner  
Alyssa Ann Bromley  
Timothy R. Burns  
Susan Marie Purpura Byerly  
Clarence Tabla Dickson  
Jessica G. Eckstrom  
Farid Mohammed Elassi  
Afsoon Erfanfar  
Kimberly Gail Fitts  
Andres De Jesus Galindo  
Ashlee C. Gallagher  
Robert Alexander Gomez  
Alyssa Brooke Harper  
Deanna Jones Holland

Kimberly DaNiel Jeske  
Caroline Chelsea Elizabeth Johnson  
Steven Lee Johnson  
Son V. Le  
Cindy Kay Manchester  
Christopher Tyson Menefee  
Ali Mohamad Nabhan  
Hosea Dominic Oliver  
Jessica Lynn Parsons  
Christopher William Price  
Shannon Cathleen Quinn  
LaTanya Faye Rainey  
Lisa E. Remmy  
Ariana Rodriguez  
Thomas D. Seafolk  
Tiffany Lauren Seel  
Suzzette Renee Spencer  
Justin C. Traylor  
Liza Requena Velasquez

### ***Bachelor of Science in Respiratory Care***

Ovidio Alanis III  
Ursula Dushon Alexander  
Holly Lee Meo  
Christine L. Mims

Alyssa Renae Plata  
Tracey Jo Sepulvado  
Cindy D. Watson  
Clifton Maurice White

### ***Bachelor of Social Work***

Megan Nicole Clubb  
Amber Ester Coody  
Anyia Devent-Burroughs  
Rachel Dawn Dowhower  
Marcus Winston Escobar

Shawna Delaney Kennedy  
Kendall Rae Neu  
Patricia Ellen Pierce  
Anne Elizabeth Skelton  
Nolisha Lashay Talbert

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

### ***Bachelor of Applied Arts and Sciences***

Jeremy Paul Black  
Christopher Daniel Damours  
Ellen Colleen Darby  
Marie Lee Davis  
Jesse Frank Dominguez  
Zachary Andrew Eskridge  
Matthew George Fettkether  
Mark M. Gutierrez  
Christopher Scott Hansford  
Lisa Ho  
Bill J. Hoedebeck  
Kenneth Ray Irwin  
Johnna Faye Jessup

Christol Womack Johnson  
Jose Junior Juarez  
Deborah Lynn Keller  
David Day Lofton  
Cristal Mancilla  
Ada Rachel McKay  
Matthew Garrett McKay  
Anthony Ryan Medder  
Donnie Dewaine Mersing  
Rodney Lane Mooneyham  
Megan Elizabeth Ochoa  
Tuan Duy-Nguyen Pham  
Jonathan Henry Ramirez



Maranda Shareese Harden Roberts  
 Alfredo Roen Serna  
 Landon Robertson Studer  
 Jessica Houston Taylor

Michael Dewayne Woodruff  
 Robin Michelle Worley  
 Benjamin Anthony Zellner

### ***Bachelor of Arts***

Aisha S. Ahmadu  
 Edward Brian Ayala  
 Sadika Yasmin Barley  
 Stephen Wade Beason  
 Aaron Jordan Becker  
 Zachary William Best  
 Katharina Michelle Black  
 Ruth Fitzgerald Black  
 Laura Elizabeth Bloodworth  
 Philip Bradley Chisum  
 Jason Tyler Douglas  
 Jennifer A. Galloway  
 Courtney Suzanne Harville  
 Rachel Elizabeth Helms  
 Jordan Elizabeth Hibdon  
 Hillary Nicole Hill

Michael Patrick Hughes  
 Claire Nicole Isbell  
 Kathryn Marie Johnston  
 Aziza N. N. Lake  
 Adam Wayne Lynch  
 Cristina Marie Martinez  
 Hector Manuel Morales, Jr.  
 Jelena Renee Pal  
 Hilda Rojo  
 Vertel Maritza Scarborough  
 Emily Renee Schrader  
 Hannah Marie Segura  
 Jorge Rodolfo Tejada  
 Alicia Raquel Tezaguic  
 Jasmin Castella Ward  
 Jonathan Robert Whetzel

### ***Bachelor of Science***

Christopher Lamone Carter  
 Laura Elizabeth Clark  
 Patrizia Linda Blackmere deBoer  
 Marki Lauren Dobson  
 Elan Victoria Ford  
 Dominga Ramona Gauna

Fatuma Hassen  
 Angelica Megan Henson  
 Tammy Michelle Mader  
 Brandie Suzanne McDonald  
 Kallie Anna Noble  
 Braden Michael Wood

## **COLLEGE OF SCIENCE AND MATHEMATICS**

### ***Bachelor of Arts***

Lauren Paige Rios

Sandra Jean Smith

### ***Bachelor of Science***

Brittany Nicole Adams  
 Michael Uchenna Anekwe  
 Azbia Bashir  
 Courtney L. Bingham  
 Christopher Gerard Cantin  
 Megan Elizabeth Delgado  
 Melissa Marie Drage  
 Cordarryl Victor Dunn  
 Edd William Fletcher, Jr.  
 Wenisha Eyel Ancia Gabriel  
 Eric Ryan Geil  
 Leah Elizabeth Hall  
 Antoinette A. N. Henry  
 Jacob Paul Heuring  
 Danielle Marie Hubbard  
 Brett Allen Huskey  
 Gisela Ann Knightstep

Rohan Sadashiv Kulkarni  
 Steven Konala Kundert  
 Colleen Elizabeth Madden  
 Mbwidiffu Mwajim Malgwi  
 Kaitlin Ann McDaniel  
 Armando Luis Moreno  
 Brionne Elisabeth Perry  
 Gary Phillip  
 Keidra S. N. Phillip  
 Jarrett Taylor Pickard  
 Jose Cesilio Ramirez  
 Roy Thomas Richeson  
 David Martin Sanchez  
 William Chase Sawyer  
 Justin Roy Smith  
 Robert William Stewart  
 Akeem N. Wilson



**PROPOSED ACADEMIC CALENDAR**  
**MIDWESTERN STATE UNIVERSITY**  
**2014 - 2015**

(2<sup>nd</sup> Summer 2014 ends Aug. 7)

**Fall Semester 2014**

Saturday	March 1	Priority Application Date for Admission
Thursday	August 7	Application Deadline for Admission
Monday	August 18	Faculty Meetings
Mon.-Tues.	August 18-19	Re-enrolling Student Registration
Wed.-Thur.	Aug. 20-21	Orientation for new students Registration continues by alpha
Friday	August 22	Registration
Saturday	August 23	Classes begin 8:00 a.m.
Mon.-Wed.	Aug. 25-27	Change of Schedule and Late Registration
Monday	September 1	Labor Day - No classes
Monday	September 29	Deadline for December graduates to file for graduation
Monday	October 6	Deadline for May graduates to file for graduation
Tuesday	November 25	Thanksgiving Holiday begins at 10:00 p.m. (Saturday classes do not meet on November 29)
Monday	December 1	Classes resume 8:00 a.m.
Friday	December 5	Last day of classes
Saturday	December 6	Final examinations begin
Saturday	December 13	Commencement
End December 5 = 15 weeks		
Class Meetings: MWF 42, TR 29, S 14 (includes Saturday after registration, but does not include Saturday after Thanksgiving.)		



**Spring Semester 2015**

Saturday	November 1	Priority Application Date for Admission
Monday	December 15	Application Deadline for Admission
Mon.-Tues.	January 12-13	Re-enrolling Student Registration
Wed.-Thur.	January 14-15	Orientation for new students Registration continues by alpha
Friday	January 16	Registration
Saturday	January 17	Classes begin 8:00 a.m.
Monday	January 19	Martin Luther King Day - No classes
Tue.-Thur.	January 20-22	Change of Schedule and Late Registration
Monday	February 16	Deadline for May graduates not enrolled for Fall semester to file for graduation
Saturday	March 14	Spring Break begins at 5:00 p.m. March 16-21 – No classes
Monday	March 23	Classes resume
Wednesday	April 1	Easter Break begins at 10:00 p.m. April 2-4 – No classes
Monday	April 6	Classes resume
Friday	May 8	Last day of classes
Saturday	May 9	Final examinations begin
Saturday	May 16	Commencement

End May 8 = 15 weeks

Class Meetings: MWF 43, TR 29, S 14 (includes Saturday after registration, but does not include Saturday during Spring Break or during Easter Break.)



**Summer Semesters 2015**

**First Term:**

Friday	May 1	Priority Application Date for Admission
Friday	May 15	Application Deadline for Admission
Monday	May 25	Memorial Day Holiday – University Closed
Thursday	May 28	Orientation for new students Registration
Monday	June 1	Classes begin
Monday	June 29	Last day to file for August graduation
Thursday	July 2	Final examinations

**Second Term:**

Monday	June 1	Priority Application Date for Admission
Monday	June 15	Application Deadline for Admission
Thursday	July 2	Orientation for new students Registration
Saturday	July 4	Independence Day
Monday	July 6	Classes begin
Thursday	August 6	Final examinations

Summer I & II Class Meetings: 20 (includes Finals) + Registration



**PROPOSED ACADEMIC CALENDAR**  
**MIDWESTERN STATE UNIVERSITY**  
**2015 - 2016**

(2nd Summer 2015 ends Aug. 6)

**Fall Semester 2015**

Sunday	March 1	Priority Application Date for Admission
Friday	August 7	Application Deadline for Admission
Monday	August 17	Faculty Meetings
Mon.-Tues.	August 17-18	Re-enrolling Student Registration
Wed.-Thur.	Aug. 19-20	Orientation for new students Registration continues by alpha
Friday	August 21	Registration
Saturday	August 22	Classes begin 8:00 a.m.
Mon.-Wed.	Aug. 24-26	Change of Schedule and Late Registration
Monday	September 7	Labor Day - No classes
Monday	September 28	Deadline for December graduates to file for graduation
Monday	October 5	Deadline for May graduates to file for graduation
Tuesday	November 24	Thanksgiving Holiday begins at 10:00 p.m. (Saturday classes do not meet on November 28)
Monday	November 30	Classes resume 8:00 a.m.
Friday	December 4	Last day of classes
Saturday	December 5	Final examinations begin
Saturday	December 12	Commencement
End December 4 = 15 weeks		
Class Meetings: MWF 42, TR 29, S 14 (includes Saturday after registration, but does not include Saturday after Thanksgiving.)		



**Spring Semester 2016**

Sunday	November 1	Priority Application Date for Admission
Tuesday	December 15	Application Deadline for Admission
Mon.-Tues.	January 11-12	Re-enrolling Student Registration
Wed.-Thurs.	January 13-14	Orientation for new students Registration continues by alpha
Friday	January 15	Registration
Saturday	January 16	Classes begin 8:00 a.m.
Monday	January 18	Martin Luther King Day - No classes
Tue.-Thur.	January 19-21	Change of Schedule and Late Registration
Monday	February 15	Deadline for May graduates not enrolled for fall semester to file for graduation
Saturday	March 19	Spring Break begins at 5:00 p.m. March 21-26 – No classes
Mon.-Tue.	March 28-29	Easter Break
Wednesday	March 30	Classes resume
Friday	May 6	Last day of classes
Saturday	May 7	Final examinations begin
Saturday	May 14	Commencement

End May 6 = 15 weeks

Class Meetings: MWF 43, TR 29, S 15 (includes Saturday after registration, but does not include Saturday during Spring Break and Easter Break.)



**Summer Semesters 2016**

**First Term:**

Sunday	May 1	Priority Application Date for Admission
Sunday	May 15	Application Deadline for Admission
Monday	May 30	Memorial Day Holiday – University Closed
Thursday	June 2	Orientation for new students Registration
Monday	June 6	Classes begin
Monday	June 27	Last day to file for August graduation
Friday	July 8	Final examinations (MSU is open this Friday due to Monday, July 4 <sup>th</sup> being a holiday and MSU is closed.)

**Second Term:**

Wednesday	June 1	Priority Application Date for Admission
Wednesday	June 15	Application Deadline for Admission
Monday	July 4	Independence Day Holiday – No classes
Friday	July 8	Orientation for new students Registration (MSU is open this Friday due to Monday, July 4 <sup>th</sup> being a holiday and MSU is closed.)
Monday	July 11	Classes begin
Thursday	August 11	Final examinations

Summer I & II Class Meetings: 20 (includes Finals) + Registration



**3.143 Provost and Vice President for Academic Affairs**  
**FACULTY GRIEVANCE PROCEDURE**  
**Date Adopted/Most Recent Revision: 11/07/03**

**C. Exclusions**

Specifically excluded from these procedures are disagreements arising from notice of termination and from decisions concerning promotion and tenure taken by the Provost and Vice President for Academic Affairs and/or the President of MSU.



# FINANCE COMMITTEE



## Finance Committee

### Membership

Mike Bernhardt, Chairman

Jane Carnes

Charles Engelman

Jeff Gregg

### Reading and Approval of Minutes

14-20. The minutes of the Finance Committee meeting August 8, 2013, will be recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 14-20.

### Summaries of Financial Support 9/1/12-8/31/13 and 9/1/13 – 10/10/13

14-21. These reports are shown as Attachments 14-21A and 14-21B and will be presented as information only.

### Review and Acceptance of Financial Report

14-22. The administration will recommend the July, 2013, Financial Report for acceptance, and will provide preliminary information regarding the August 2013 end of year report and the FY 14 budget outlook.

### Redwine Quasi-Endowment Fund Report – FY 2013

14-23. In May, 2009, the Board of Regents established a quasi-endowment fund from the proceeds of the Bruce Redwine Estate and instructed that a report be presented to the board in November of each year concerning the use of these funds during the previous fiscal year. The report concerning this fund for fiscal year 2013 is shown as Attachment 14-23 and is presented as a point of information only. Additionally, a representative of Luther King Capital Management will attend the meeting and report on the investment of these funds.

### Investment Report

14-24. The administration will recommend the fourth quarter FY 2013 investment report for acceptance.

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

14-25. In accordance with Board policy, the president authorized the following increase to the current budget. The administration will recommend ratification of this budget change.

<u>From Account:</u>		<u>To Account:</u>			
<u>Number</u>	<u>Title</u>	<u>Number</u>	<u>Title</u>	<u>Purpose</u>	<u>Amount</u>
23011 3000	Rec Center Renewal & Replacement	24703 23011	Wellness Center Operations	Replace LCD screens on various pieces of equipment	\$18,390
<b>Total</b>					<b>\$18,390</b>



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

14-26. The reports of personnel changes in July and August, 2013, will be presented for information as shown in Attachment 14-26. Additionally, salary and position changes approved by the president will be presented for ratification as shown below.

<u>Position</u>	<u>Action</u>	<u>Additional Funding</u>	<u>Annual Budget Increase (Decrease)</u>	<u>Net Current FY Actual Cost(Savings)</u>
Five staff positions	Filled positions above and below budget.		\$ -9,175	\$ -600
Associate Vice President for Academic Affairs and Graduate Dean	One month overlap of positions.	From salary savings.	NA	10,606
Coordinator, Chinese Student Program	Additional 1.0 FTE	From Chinese Student Program.	32,000	2,000
Coordinator, ADA Accommodations	Changed full-time Secretary I position to ¾ time Coordinator	From salary savings.	3,708	71
<b>Total</b>			<b>\$26,533</b>	<b>\$12,077</b>

Review of Personnel Report and Salary/Title/Position Changes in 2013-2014 Budget

14-27. The report of personnel changes in September, 2013 will be presented for information as shown in Attachment 14-27. Additionally, salary and position changes approved by the president will be presented for ratification as shown below.

<u>Current Position</u>	<u>Action</u>	<u>Additional Funding</u>	<u>Annual Budget Increase (Decrease)</u>	<u>Net Current FY Actual Cost(Savings)</u>
Five staff positions	Filled positions above and below budget.		\$ -8,400	\$ -8,400
Six faculty positions	Filled positions above and below budget		-23,504	-23,504
<b>Total</b>			<b>\$-31,904</b>	<b>\$-31,904</b>

Bus Purchase Recommendation

14-28. The university has received funds from the sale of vehicles and hail damage insurance settlements that could be used to purchase another new bus at a cost of \$209,000. Owning a bus versus outsourcing the service would save the university approximately \$20,000 per year in operating expenses. The administration will request authorization to proceed with the purchase of the new bus with funds coming from fixed asset surpluses, insurance settlements, and auxiliary utility rebates.

Proposed Fee – Non-Course Based Option (NCBO) Courses

14-29. Non-Course Based Option (NCBO) courses in mathematics and in reading and writing are now offered as required by legislation approved during the 2013 legislative session. These



are non-credit, online courses that help prepare students for college-level courses. Students are required to pay a subscription fee directly to the company offering the course. The institution must identify an instructor of record for each NCBO course to provide learning and technical support for the students enrolled and to proctor assessments throughout the five-six week course. The administration will recommend the initiation of an administrative fee of \$150 per student enrolled in each NCBO effective immediately. These funds will be used to compensate the instructors of record for their work related to the offering of these courses.

Grant Development Services

14-30. The administration will present information regarding the institution's needs in the area of grant development, to include federal grant and foundation prospecting research and assistance with grant writing and follow-up. Recommendations will be made as necessary.



FINANCE COMMITTEE  
ATTACHMENTS



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

	9/1/2012 10/19/2012	10/20/2012 1/17/2013	1/18/2013 4/15/2013	4/16/2013 7/10/2013	7/11/2013 8/31/2013	Total Year to Date
<b>MSU University Development</b>	\$ 374,396	\$ 813,141	\$ 5,088,498	\$ 207,434	\$ 337,698	\$ 6,821,167
Gifts in Kind	\$ 12,550	\$ 46,600	\$ 5,323	\$ 19,435		\$ 83,908
<b>MSU Endowments</b>		\$ 121,350	\$ 400	\$ 1,500	\$ 495	\$ 123,745
<b>Contributions to MSU Foundation</b>	\$ 9,500	\$ 158,028	\$ 24,977	\$ 47,510	\$ 2,280	\$ 242,295
<b>Contributions to MSU Charitable Trust</b>				\$ 500		\$ 500
<b>President's Excellence Circle</b>						
2011-2012	\$ 2,644	\$ 3,241	\$ 2,491			\$ 8,376
2012-2013	\$ 19,050	\$ 145,650	\$ 34,500	\$ 153,532	\$ 54,997	\$ 407,729
2013-2014				\$ 1,000	\$ 281,000	\$ 282,000
<b>Grants</b>	\$ 47,977	\$ 78,383	\$ 6,800	\$ 5,000		\$ 138,161
<b>Wichita Falls Museum of Art</b>	\$ 1,250	\$ 26,850	\$ 8,788	\$ 12,796	\$ 325	\$ 50,009
Contributed Art	\$ 33,347	\$ 978	\$ 37,516			\$ 71,841
Land from the MSU Foundation			\$ 700,000			\$ 700,000
<b>Annual Fund</b>	\$ 72,178	\$ 151,033	\$ 62,096	\$ 43,664	\$ 33,380	\$ 362,351
Phonathon Contributed Services	\$ 1,130	\$ 388	\$ 25		\$ 376	\$ 1,919
<b>Alumni Association</b>						
1859 (2012-2013 memberships)	\$ 6,075	\$ 475	\$ 440	\$ 255	\$ 575	\$ 7,820
(605 lifetime members)	\$ 2,200	\$ 1,600	\$ 1,200	\$ 900	\$ 300	\$ 6,200
<b>Athletics</b>						
Mustangs Athletic Club	\$ 39,267	\$ 119,925	\$ 17,880	\$ 18,742	\$ 38,826	\$ 234,640
Corporate Sponsors -Cash	\$ 37,862	\$ 41,875	\$ 9,338	\$ 4,588	\$ 2,508	\$ 96,170
Contributed Services	\$ 66,000	\$ 4,300				\$ 70,300
<b>Fantasy of Lights</b>	\$ 27,805	\$ 28,263	\$ 8,100	\$ 9,550	\$ 9,165	\$ 82,883
Contributed Services	\$ 1,818	\$ 200				\$ 2,018
<b>Scholarship Funds from Outside Sou</b>	\$ 135,376	\$ 198,274	\$ 106,758	\$ 37,749	\$ 420,348	\$ 898,505
<b>TOTAL</b>	\$ 890,426	\$ 1,940,554	\$ 6,115,128	\$ 564,155	\$ 1,182,272	\$ 10,692,536



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

	9/1/2013 10/10/2013	Total Year to Date
University Development- Scholarships, Donations.....	\$ 284,079	\$ 284,079
Gifts in Kind	\$ 18,369	\$ 18,369
Grants	\$ 3,000	\$ 3,000
Contributions to Foundation	\$ 107,845	\$ 107,845
President's Excellence Circle		
2013-2014	\$ 13,610	\$ 13,610
Wichita Falls Museum of Art	\$ 10,000	\$ 10,000
Annual Fund	\$ 80,586	\$ 80,586
Alumni Association		
1212 (2013-2014 memberships)	\$ 6,690	\$ 6,690
(608 lifetime members)	\$ 1,100	\$ 1,100
Mustangs Athletic Club		
Cash	\$ 50,457	\$ 50,457
Corporate Sponsors - Athletics		
Cash	\$ 16,375	\$ 16,375
Contributed Services	\$ 98,000	\$ 98,000
Fantasy of Lights	\$ 32,942	\$ 32,942
Scholarship Funds from Outside Sources	\$ 169,571	\$ 169,571
<b>TOTAL</b>	<b>\$ 892,623</b>	<b>\$ 892,623</b>



Midwestern State University  
Redwine Estate Quasi Endowment  
August 31, 2013

	<u>Totals</u>	<u>Redwine Endowment</u>	<u>Redwine/Honor's Scholarships</u>
Beginning Fund Balance, 9-1-12	\$ 10,113,046.93	\$ 10,076,725.02	\$ 36,321.91
Unrealized gain(loss) on 231 Krugerrands	(76,969.20)	(76,969.20)	
Interest Earnings	77.64	77.64	
Additional Estate Distribution	1,503,847.67		1,503,847.67
Transfers out to Support:			
Communication Campaign			(110,800.00)
Recruitment Consultants			(22,000.00)
Recruitment Software			(196,000.00)
South Hardin Welcome Center			(125,000.00)
<b>Luther King Capital Management:</b>			
Undistributed Income 9-1-12		(143,616.52) *	
Interest & Dividend Income		203,947.08 *	
Net Realized Gains (Losses)		50,801.47 *	
Custody Fees		(17,501.68) *	
Investment Fees		(38,611.00) *	
Net Income		55,019.35	
Distribution of earnings		(275,000.00)	275,000.00
Unrealized Appreciation (Depreciation)		836,408.26	
Net change	616,427.61	616,427.61	
Undistributed gains/losses	219,980.65	219,980.65	
Faculty Salaries			(6,000.00)
Non-Student Wages			(8,000.00)
Fringe Benefits			(3,005.04)
Honor's Scholarships awarded			(218,100.00)
Total Net Change	1,849,459.33	759,516.70	1,089,942.63
Ending Fund Balance, 8-31-13	<u>\$ 11,962,506.26</u>	<u>\$ 10,836,241.72</u>	<u>\$ 1,126,264.54</u>

\*Contains partial month of Fisher Investment activity rolled into Luther King



## Summary of the Personnel Position Status Reports for 9/1/12 – 8/31/13

- September 2012    Changed Instructor to Program Coordinator, IELI  
**Net position change: 0 (-1 Regular Faculty; +1 Professional Non-Faculty)**  
Ratified by Board of Regents, 11/16/12
- Changed Coordinator to Secretary II, Continuing Education  
**Net position change: 0 (-1 Professional Non-Faculty; +1 Clerical and Secretarial)**  
Ratified by Board of Regents, 11/16/12
- October 2012     Changed Director of Medical Services to Medical Office Manager, Vinson Health Center  
**Net position change: 0 (-1 Executive; +1 Professional Non-Faculty)**  
Ratified by Board of Regents, 2/15/13
- Changed Secretary I to Publications Specialist, Marketing and Public Information  
**Net position change: 0 (-1 Clerical and Secretarial; +1 Professional Non-Faculty)**  
Ratified by Board of Regents, 2/15/13
- November 2012   New Temporary Position – Assistant Director, Marketing and Public Information  
**Net position change: +1 (Professional Non-Faculty)**  
Ratified by Board of Regents, 2/15/13
- March 2013       Temporary Position Deleted – Assistant Director, Marketing and Public Information  
**Net position change: -1 (Professional Non-Faculty)**  
Ratified by Board of Regents, 5/10/13
- June 2013        New Position (Donor Funded) – Secretary I, Respiratory Care  
**Net position change: +1 (Clerical and Secretarial)**  
Ratified by Board of Regents, 8/9/13
- New Position (Donor Funded) – Secretary II, Nursing  
**Net position change: +1 (Clerical and Secretarial)**  
Ratified by Board of Regents, 8/9/13
- August 2013     Temporary Position (one month overlap) – Associate Vice President for Academic Affairs and Graduate Dean  
**Net position change: +1 (Executive, Admin. & Managerial)**  
Presented for ratification by Board of Regents, 11/9/13)



New Position (Funded by Chinese Program) – Coordinator, Chinese Student Program

**Net position change: +1 (Professional Non-Faculty)**

Presented for ratification by Board of Regents, 11/9/13)

Changed Full-Time Secretary I to Coordinator, ADA Accommodations (.75 FTE)

**Net position change: -.25 (-1 Clerical and Secretarial; +.75 Professional Non-Faculty)**

Presented for ratification by Board of Regents, 11/9/13)

**Total net new positions as of 8/31/13 = +3.75**



**Midwestern State University Reporting of Personnel Changes**  
**Fiscal Year 2012-2013**  
**July - August**

**I. ENTERING EMPLOYEES**

1. Kiara Jordan - Assistant Coach, Volleyball – 07/01/13
2. Rachel Anderson – Admissions Counselor – 07/08/13
3. Trinh Tu – Teller II, Business Office – 07/22/13
4. Carmen Cain – Database Administrator, Information Technology – 08/01/13
5. Norma Rodriguez – Residence Hall Director, Housing and Dining Services – 08/01/13
6. Amanda Shirey – Secretary I, Respiratory Care – 08/01/13
7. Deborah Garrison – Associate Vice President for Academic Affairs/Graduate Dean – 08/05/13
8. Catherine Pankonien – BSN Nurse Educator, Simulation Center – 08/05/13
9. Jon Lane – Supervisor, Postal Services – 08/12/13
10. Qing Ma – Coordinator, Chinese Student Program – 08/12/13
11. Kim Acuna – Assistant Professor, Education – 08/19/13
12. Satya Ayinagadda – Associate Professor/Chair, Social Work – 08/19/13
13. Ashley Campana – Instructor, English – 08/19/13
14. Betty Carroll – Instructor, English – 08/19/13
15. Kevin Clark – Assistant Professor, Radiologic Science – 08/19/13
16. Mariko Clark – Assistant Professor, Nursing – 08/19/13
17. Emerald Collins – Assistant Professor, Education – 08/19/13
18. Susan Cooper – Assistant Professor, Education – 08/19/13
19. Yvonne Franke – Assistant Professor, Foreign Languages – 08/19/13
20. Yu Guo – Assistant Professor, Engineering – 08/19/13
21. Erica Judie – Assistant Professor, Respiratory Care – 08/19/13
22. Debra Kelley – Assistant Professor, Dental Hygiene – 08/19/13
23. Matthew Luttrell – Associate Professor, Music – 08/19/13
24. Angela Lynskey – Assistant Professor, Education – 08/19/13
25. Elizabeth Machunis-Masuoka – Instructor, Biology – 08/19/13
26. William Meddaugh – Professor, Geology – 08/19/13
27. Martin Melhus – Assistant Professor, Physics – 08/19/13
28. Melissa Nivens – Instructor, English – 08/19/13
29. Jeong Tae Ok – Assistant Professor, Engineering – 08/19/13
30. Kimberly Onstott – Assistant Professor, Radiologic Science – 08/19/13
31. Aisha Siddiqui – Assistant Professor, Psychology – 08/19/13
32. Whitney Snow – Assistant Professor, History – 08/19/13
33. Linda Treitler – Assistant Professor, Nursing – 08/19/13
34. Yangmei Wang – Instructor, Accounting – 08/19/13
35. Jessyca Wagner – Assistant Professor, Radiologic Science – 08/19/13
36. Charles Watson – Assistant Professor, Biology – 08/19/13
37. Chris Wertz – Assistant Professor, Radiologic Science – 08/19/13
38. Walter Wojciechowski – Visiting Assistant Professor, Theater – 08/19/13
39. Debra Wynne – Assistant Professor, Respiratory Care – 08/19/13
40. Michelle Niebur – Library Assistant I, Moffett Library – 08/19/13
41. Kelly Peterson – Coordinator, ADA Accommodations – 08/26/13
42. Brent Wetendorf – Assistant Professor, Nursing – 08/26/13



**II. EXITING EMPLOYEES**

1. Daniel Doyle – Custodian, Clark Student Center – 07/03/13
2. Agnes Smith – Custodian, Housing and Dining Services – 07/10/13
3. Nagaraj – Visiting Assistant Professor, Geoscience – 08/05/13
4. John Mohr – Assistant Professor, Education – 08/09/13
5. June Azua – Assistant Professor, Education – 08/31/13
6. Brady Cleveland – Postal Clerk, Post Office – 08/31/13
7. Clarence Darter – Certification Officer, Education – 08/31/13
8. Martha Gibson – Assistant Professor, Nursing – 08/31/13
9. Patricia Hamilton – Professor, Nursing – 08/31/13

**III. RETIRING EMPLOYEES**

1. Carol Bisbee – Assistant Professor/Chair, Social Work – 07/31/13
2. James Hoggard – Professor, English – 07/31/13
3. Cindy Loveless – Supervisor, Postal Services – 07/31/13
4. Kerri Cale – Associate Director, International Services – 08/31/13
5. Ray Crow – Database Administrator, Information Technology – 08/31/13
6. Vyvyan Davis – Administrative Assistant, Academic Success Center – 08/31/13
7. Cathi Elgin – Purchaser, Purchasing – 08/31/13
8. Ronald Fischli – Professor, Dean, Fine Arts – 08/31/13
9. Richard Fleming – Associate Professor, Physics – 08/31/13
10. Juan Ibarra – Programmer Analyst II, Information Technology – 08/31/13
11. Billy Ray Jackson – Custodian, Facilities Services – 08/31/13
12. Mille Gore Lancaster – Professor, Education – 08/31/13
13. Ann Medford – Assistant Professor/Chair, Radiologic Science – 08/31/13
14. Barbara Merkle – Director, Admissions – 08/31/13
15. Glen Solomon – Superintendent, Facilities Services – 08/31/13
16. Donna Tettleton – Assistant to Dean, Education – 08/31/13
17. Dianne Weakley – Director, Human Resources – 08/31/13



MIDWESTERN STATE UNIVERSITY  
PERSONNEL POSITION STATUS REPORT  
July 31, 2013

POSITIONS	APPROVED BUDGET			POSITIONS			TOTAL POSITIONS			SALARY (SAVED)		FILLED POSITIONS			VACANT POSITIONS			TOTAL CURRENT POSITIONS		
	9/1/2012	FTE	AMOUNT	ADDED (DELETED)	FTE	AMOUNT	FTE	AMOUNT	ADDED	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT			
EXEC, ADMIN & MANAGERIAL	46.50		4,355,175	(1.00)	(55,512)	45.50	4,299,663	9,892	44.50	4,211,083	1.00	98,472	45.50	4,309,555						
REGULAR FACULTY	242.21		14,689,690	(1.00)	(41,236)	241.21	14,648,454	69,876	226.52	14,355,095	14.69	363,235	241.21	14,718,330						
PROFESSIONAL NON-FACULTY	129.09		5,341,662	2.00	92,580	131.09	5,434,242	(2,385)	127.09	5,288,962	4.00	142,895	131.09	5,431,857						
CLERICAL AND SECRETARIAL	100.21		2,287,548	2.00	38,496	102.21	2,326,044	(21,545)	89.30	2,046,428	12.91	258,071	102.21	2,304,499						
TECH & PARAPROFESSIONAL	22.00		983,904			22.00	983,904	(72)	22.00	983,832	0.00	0	22.00	983,832						
SKILLED CRAFT	33.00		1,098,766			33.00	1,098,766	(5,478)	33.00	1,093,288			33.00	1,093,288						
SERVICE & MAINTENANCE	66.00		1,317,217			66.00	1,317,217	(8,302)	59.00	1,179,638	7.00	129,277	66.00	1,308,915						
POLICE	14.00		480,637			14.00	480,637	(600)	13.00	460,741	1.00	19,296	14.00	480,037						
GRAND TOTALS	653.01		30,554,599	2.00	34,328	655.01	30,588,927	41,386	614.41	29,619,067	40.60	1,011,246	655.01	30,630,313						



MIDWESTERN STATE UNIVERSITY  
PERSONNEL POSITION STATUS REPORT  
August 31, 2013

POSITIONS	APPROVED BUDGET			POSITIONS			SALARY			TOTAL CURRENT		
	9/1/2012	AMOUNT	FTE	ADDED (DELETED)	AMOUNT	FTE	TOTAL POSITIONS	(SAVED)	ADDED	FTE	AMOUNT	POSITIONS
EXEC, ADMIN & MANAGERIAL	46.50	4,355,175	0.00	84,488	4,439,663	46.50	4,439,663	9,892	45.50	4,351,083	98,472	46.50
REGULAR FACULTY	242.21	14,689,690	(1.00)	(41,236)	14,648,454	241.21	14,648,454	69,876	226.52	14,355,095	363,235	241.21
PROFESSIONAL NON-FACULTY	129.09	5,341,662	3.75	147,080	5,488,742	132.84	5,488,742	(11,770)	128.84	5,334,077	142,895	132.84
CLERICAL AND SECRETARIAL	100.21	2,287,548	1.00	19,704	2,307,252	101.21	2,307,252	(22,298)	88.30	2,026,883	258,071	101.21
TECH & PARAPROFESSIONAL	22.00	983,904	0.00	0	983,904	22.00	983,904	(72)	22.00	983,832	0	22.00
SKILLED CRAFT	33.00	1,098,766	0.00	0	1,098,766	33.00	1,098,766	(5,478)	33.00	1,093,288	0	33.00
SERVICE & MAINTENANCE	66.00	1,317,217	0.00	0	1,317,217	66.00	1,317,217	(8,302)	59.00	1,179,638	129,277	66.00
POLICE	14.00	480,637	0.00	0	480,637	14.00	480,637	(600)	13.00	460,741	19,296	14.00
GRAND TOTALS	653.01	30,554,599	3.75	210,036	30,764,635	656.76	30,764,635	31,248	616.16	29,784,637	1,011,246	656.76



**Summary of the Personnel Position Status Reports for 9/1/13 – 9/30/13**

**Total net new positions as of 9/30/13 = 0**



**Midwestern State University Reporting of Personnel Changes**  
**Fiscal Year 2013-2014**  
**September**

**I. ENTERING EMPLOYEES**

1. Francis Bourgeois – Strength and Conditioning Coach, Athletics – 09/01/13
2. Nancy Halvorsen – Secretary II – Football – 09/01/13
3. Shalanda Sims – Registrar Assistant I, Registrar – 09/01/13
4. Shannon Rutledge – Business Analyst, Small Business Development Center – 09/01/13
5. Mario Ramirez – Coordinator, Activities, Student Development and Orientation – 09/04/13
6. Cynthia Cummings – Coordinator, Special Events, Clark Student Center – 09/16/13
7. Alexandria Davis – Secretary I, Telecommunications – 09/16/13
8. Kenneth Jones – Custodian, Clark Student Center – 09/16/13
9. Courtney Snyder – Secretary II, Radiologic Science – 09/16/13
10. Greta Trigg – Secretary I, Dillard College of Business – 09/16/13
11. Gidget Pettibon – Administrative Assistant, Academic Success Center – 09/23/13



MIDWESTERN STATE UNIVERSITY  
PERSONNEL POSITION STATUS REPORT  
September 30, 2013

	APPROVED BUDGET			POSITIONS			TOTAL POSITIONS			SALARY (SAVED)			FILLED POSITIONS			VACANT POSITIONS			TOTAL CURRENT POSITIONS		
	9/1/2013	FTE	AMOUNT	ADDED (DELETED)	FTE	AMOUNT	FTE	AMOUNT	ADDED	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT		
EXEC, ADMIN & MANAGERIAL	41.96		4,140,322		41.96	4,140,322				38.96	3,933,322			3.00	207,000			41.96	4,140,322		
REGULAR FACULTY	252.08		15,753,531		252.08	15,753,531			(23,504)	232.08	15,416,547			20.00	313,480			252.08	15,730,027		
PROFESSIONAL NON-FACULTY	137.51		5,796,000		137.51	5,796,000			(2,149)	127.26	5,503,767			10.25	290,084			137.51	5,793,851		
CLERICAL AND SECRETARIAL	101.83		2,401,024		101.83	2,401,024			(840)	96.83	2,341,636			5.00	58,548			101.83	2,400,184		
TECH & PARAPROFESSIONAL	22.00		1,063,456		22.00	1,063,456			(5,411)	20.00	960,377			2.00	97,668			22.00	1,058,045		
SKILLED CRAFT	31.00		1,017,227		31.00	1,017,227				30.00	993,371			1.00	23,856			31.00	1,017,227		
SERVICE & MAINTENANCE	66.00		1,336,219		66.00	1,336,219				61.00	1,255,243			5.00	80,976			66.00	1,336,219		
POLICE	14.00		498,234		14.00	498,234				14.00	498,234			0.00	0			14.00	498,234		
GRAND TOTALS	666.38		32,006,013		666.38	32,006,013			(31,904)	620.13	30,902,497			46.25	1,071,612			666.38	31,974,109		



AUDIT, COMPLIANCE, AND  
MANAGEMENT REVIEW  
COMMITTEE



**Audit, Compliance, and Management Review Committee**

Membership

Sam Sanchez, Chairman  
Tiffany Burks  
Charles Engelman  
Jeff Gregg

Reading and Approval of Minutes

14-31. The minutes of the Audit, Compliance, and Management Review Committee meeting August 8, 2013, will be recommended for approval of the committee as shown in the minutes' section of this agenda as Minutes Attachment 14-31.

Audit Activities

14-32. Information will be presented concerning the search for a new Internal Auditor and recommendations made as necessary.

Contract Management Activities and Contract Authorization

14-33. The committee will receive information concerning contract management and review activities and recommendations will be made as necessary.

Legislative Compliance Update

14-34. Information will be presented concerning action that will be required to bring the university into compliance with the Texas Government Code as a result of the passage of House Bill 12 during the legislative session (see Attachment 14-34). Additional information regarding compliance with other pieces of legislation will be provided as necessary.



AUDIT, COMPLIANCE, AND  
MANAGEMENT REVIEW  
COMMITTEE ATTACHMENT



**An Analysis of HB 12 (effective June 14, 2013)**  
by Barry L. Macha, MSU General Counsel

1. **MSU website posting.** HB 12 amends the Government Code by adding §659.0201(b) requiring that MSU post the following information on its website concerning a gift, grant, donation, or other consideration designated by the person\* to be used as a salary supplement for an employee of MSU:
  - (a) 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);
  - (b) the number of full-time equivalent employees employed by MSU;
  - (c) the amount of legislative appropriations to MSU for each fiscal year of the current state fiscal biennium;
  - (d) 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;
  - (e) whether executive staff are eligible for a salary supplement;
  - (f) the market average for compensation of similar executive staff in the private and public sectors;
  - (g) the average compensation paid to MSU employees who are not executive staff; and
  - (h) 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.
2. **Action by MSU Board of Regents.** HB 12 amends the Government Code by adding §659.0201(c) requiring: MSU's Board of Regents to adopt conflict of interest provisions regarding the acceptance by MSU of a gift, grant, donation, or other consideration to be used as a salary supplement for an employee of MSU.
  - The Board of Regents must adopt the conflict of interest provisions in the same manner as the board other policies applicable to MSU.
  - **MSU website posting.** MSU must post the conflict of interest provisions on its website.
3. **Action by MSU Foundation/Charitable Trust.** HB 12 amends the Government Code by adding §659.0201(d) which provides that if the person making a gift, grant, or donation or providing other consideration to MSU for the purpose of a salary supplement is an entity created solely to provide support for MSU, the entity is required to report to MSU:
  - (a) the name of each person who makes gifts, grants, or donations, or provides other consideration to the entity, in an amount of having a value that exceeds \$10,000, unless the person has made a request to the entity to remain anonymous; and

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\*§311.005, Government Code, defines "person" to include a corporation, organization, government, or governmental subdivision or agency, business trust, estate, trust, partnership, association, and any other legal entity.



(b) the amount or value of each specific gift, grant, donation, or other consideration.

- **MSU report to state auditor/legislature.** HB 12 amends the Government Code by adding §659.0201(e) which requires MSU to compile the information it receives under Subsection (d) into a report and submit the report to the state auditor and the legislature.
- HB 12 amends the Government Code by adding §659.0201(f) which states that the information provided to MSU under Subsection (d) is confidential and is not subject to disclosure under Chapter 552 (Public Information Act).

4. **MSU report to state auditor.** HB 12 amends the Government Code by adding §659.0201(i) which provides that if MSU receives a gift, grant, donation, or other consideration from a person that is designated to be used as a salary supplement for a named person, position, or endowment, MSU is required to report the following information to the state auditor in the form determined by the state auditor:

- (a) whether the person making the gift, grant, or donation or providing other consideration to MSU is an individual or an entity;
- (b) if the person is an entity, the type of entity;
- (c) if the entity is a nonprofit entity or organization, whether the entity is classified as a supporting organization by the IRS;
- (d) if the entity is classified as a supporting organization by the IRS, the type of supporting organization, the name of the supported organization, and any other information relating to that classification;
- (e) any internal or external oversight procedures MSU has established to monitor the use of any gift, grant, donation, or other consideration MSU receives; and
- (f) how MSU uses gifts, grants, donations, and other consideration it receives, including whether they are used to provide salary supplements for MSU employees.



BOARD OF REGENTS  
MEETING AGENDA



**Board of Regents Meeting Agenda**  
**November 8, 2013**  
**9:00 a.m.**

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

The Board of Regents of Midwestern State University may deliberate and take action regarding any item on this agenda. This meeting will be continuous in that the Board reserves the right to take any agenda item out of the order or sequence that is listed below. The Board reserves the right to discuss any properly posted items in Executive Session whenever legally justified in accordance with the Texas Government Code Chapter 551.

Call to Order

Introduction of Visitors

Opening Comments

Public Comment

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

Reading and Approval of Minutes

14-35. Minutes of the regular Board of Regents meeting August 8, 2013, will be recommended for approval as shown in the minutes' section of this agenda as Minutes Attachment 14-35.

Reading and Approval of Minutes

14-36. Minutes of the regular Board of Regents meeting August 9, 2013, will be recommended for approval as shown in the minutes' section of this agenda as Minutes Attachment 14-36.

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

Ad Hoc Committee for Presidential Performance and Compensation Review

14-37. An Ad Hoc Committee for Presidential Performance and Compensation Review will be appointed to make recommendations to the Board of Regents at the February 2014 meeting concerning the university president's performance and contract.



President's Report and Discussion

14-38. Dr. Rogers will present information to the board concerning various university matters, including:

- A. University Dashboard
- B. Tuition and Fees
- C. THECB Update
- D. Information Technology Update
- E. Admissions Presentation

Executive Session

14-39. The Board of Regents will convene in Executive Session as necessary to consider the following matters permissible under Chapter 551 of the Texas Government Code as necessary, including:

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

Closing Comments

Adjournment



# MINUTES



**MINUTES  
MIDWESTERN STATE UNIVERSITY  
BOARD OF REGENTS**

**Executive Committee  
August 8, 2013**

The Executive Committee of the Board of Regents, Midwestern State University, met in the J. S. Bridwell Board Room, Hardin Administration Building, Wichita Falls, Texas, at 2:20 p.m., Thursday, August 8, 2013. Executive Committee members in attendance were Mr. Shawn Hessing, Chairman; Mr. Mike Bernhardt, Vice Chairman; Mr. Kenny Bryant, Secretary; and Ms. Jane Carnes, Member-at-Large. Other regents attending the meeting were Ms. Tiffany Burks, Mr. Charles Engelman, Mr. Jeff Gregg, Mr. Sam Sanchez, and Student Regent Shelby Davis.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Betty Stewart, Provost and Vice President for Academic Affairs; Dr. Marilyn Fowlé, Vice President for Business Affairs and Finance; Dr. Keith Lamb, Vice President for Student Affairs and Enrollment Management; Dr. Howard Farrell, Vice President for University Advancement and Public Affairs; and Dr. Robert Clark, Vice President for Administration and Institutional Effectiveness. Other university personnel attending the meeting included Dr. Deborah Garrison, Associate Vice President for Academic Affairs and Dean of the Graduate School; Mr. Kyle Owen, Associate Vice President for Facilities Services; Mr. Matt Park, Associate Vice President for Student Affairs; and Dr. James Johnston, Dean, College of Health Sciences and Human Services. Additional university personnel attending were Dr. Jim Owen, outgoing Chairman of the Faculty Senate; Dr. David Carlston, incoming Chairman of the Faculty Senate; Mr. Dirk Welch, Chairman of the Staff Senate; Mr. Charlie Carr, Director of Athletics; Mr. Barry Macha, General Counsel; Ms. Dianne Weakley, Director of Human Resources; Ms. Gail Ferguson, Controller; Ms. Valarie Maxwell, Director of Budget and Management; Mr. Dan Williams, Chief of Police; 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 were Ms. Ann Work, reporter for the *Times Record News*; Ms. Mechell Dixon and Mr. Rod Schnetzer, KFDX-TV III; and Mr. James Parish, KAUZ.

Chairman Hessing called the meeting to order at 2:20 p.m.

Reading and Approval of Minutes

13-134. The minutes of the Executive Committee meeting May 9, 2013 were approved by the committee as presented.

Construction Update

13-135. Mr. Hessing reported that information regarding major construction projects and an update on smaller projects were included in the agenda. Mr. Owen reviewed the information included in the agenda document (a copy of the corrected Gantt chart is shown as Attachment 1). Dr. Rogers added a special thank you to the Fain Foundation,



the Bryant Edwards Foundation, and the J.S. Bridwell Foundation for their support of the Museum project.

#### Drought Recovery Efforts

13-136. Mr. Hessing noted that Dr. Rogers and Mr. Owen would present information regarding the current water well project, as well as possible future projects. Dr. Rogers reported that the campus water wells are providing water that can be used on the football practice fields. He reminded the board that the water is very salty and, therefore, cannot be used on the other fields and grass on campus. The football practice fields were built with a sand understructure that allows the water to soak through the mat of grass with no resulting salt build-up. Dr. Rogers stated that when the City of Wichita Falls moves to Stage Four of the Drought Management Plan, outdoor use of water will be prohibited. He noted the importance of keeping the soccer and softball fields alive for the safety of the student athletes and to protect the investment of donors and the institution. Consequently, the administration is investigating every possibility to address this situation. He added that a small amount of sub-surface water could be used on the fields. However, large amounts of this type of water would eventually kill the fields owing to the salt content.

Dr. Rogers reported that Sikes Lake covers 17 acres and has a large water shed. He noted that the administration wants to maintain Sikes Lake for the university and for the city. He added that using water from Sikes Lake to mix with the university's ground water was a possible consideration. He reported that Mr. Owen had researched the matter and found that removing two inches of water per month per year would provide 3.6 million gallons of water to the university. Dr. Rogers stated that the institution must think creatively and must also be certain not to damage or cause a problem with the lake in the future.

Mr. Owen reported that water cannot be pumped from the lake without permission from the Texas Commission on Environmental Quality (TCEQ). He noted that the university submitted a temporary permit request earlier in the summer and will submit an application for permanent access to the water. He stated that if the administration and board decide to move forward with using this water, there would be a cost to pump the water out of the lake. Mrs. Carnes asked what the cost would be. Mr. Owen responded that it would likely cost approximately \$40,000. Piping would have to be placed from the spillway, under Midwestern Parkway, and to the north end of the soccer field. Two or three pump stations would also need to be installed. Dr. Rogers asked if additional storage tanks would be needed. Mr. Owen responded that the project would require an additional smaller tank for surge capacity.

Mr. Hessing noted that this item was presented as information only and no action was necessary at this time.



Wichita Falls Museum of Art at Midwestern State University Advisory Board

13-137. Mr. Hessing noted that the MSU Board of Regents is responsible for the appointment of individuals to serve on the Museum Advisory Board. The following individuals were recommended to serve:

Ann Marie Leimer (2013-2016)  
Lynn Moran (Reappointment – 2013-2016)  
Lola Pitzer (Reappointment – 2013-2016)  
Eric Robb (2013-2014)  
Alice West (Reappointment – 2013-2016)

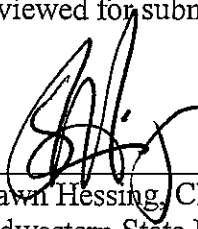
Dr. Rogers indicated that he was pleased that these individuals had agreed to serve if appointed and recommended them for approval.

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

Adjournment

The Executive Committee discussion concluded at 2:35 p.m.

Reviewed for submission:



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

ATTACHMENT:

1. Construction Update Gantt Chart (CORRECTED)



## Projects Status

ID	Task Name	Start	Finish	
1	Parking - Old Band Hall / Resurface McCoy lot (+51 spaces)	Mon 9/3/12	Fri 6/28/13	
2	Design	Mon 9/3/12	Fri 9/28/12	100%
3	Bid	Mon 10/1/12	Fri 11/16/12	100%
4	Construction-Biology	Mon 11/19/12	Fri 2/8/13	100%
5	Construction-Band Hall	Mon 1/14/13	Fri 4/19/13	100%
6	Construction-Prothro-Yeager	Mon 4/1/13	Fri 6/7/13	100%
7	Estimated completion date per 8-9-12 BOR meeting	Fri 6/28/13	Fri 6/28/13	100% 5/28
8				
9	McCoy Engineering Hall Addition	Wed 8/1/12	Fri 5/30/14	
10	Design	Wed 8/1/12	Fri 11/30/12	100%
11	Bid	Mon 12/3/12	Thu 2/28/13	100%
12	Construction	Fri 3/1/13	Tue 4/1/14	30%
13	Estimated completion date per 8-9-12 BOR meeting	Fri 5/30/14	Fri 5/30/14	5/30
14				
15	Museum Renovation	Fri 2/15/13	Mon 12/2/13	
16	Design	Fri 2/15/13	Mon 4/22/13	100%
17	Abatement	Mon 3/11/13	Fri 4/12/13	100%
18	Bid	Tue 4/23/13	Tue 5/14/13	100%
19	Construction	Wed 5/15/13	Fri 8/2/13	60%
20	HVAC & lighting replacement	Mon 6/3/13	Fri 11/1/13	30%
21	Misc (furniture, ADA hardware, appliances)	Mon 6/3/13	Mon 12/2/13	25%
22				
23	Dalquest Desert Research Center	Mon 2/18/13	Wed 5/21/14	
24	Building Shell	Mon 2/18/13	Fri 9/13/13	
25	Design	Mon 2/18/13	Tue 4/30/13	100%
26	Bid	Wed 5/1/13	Fri 5/31/13	100%
27	Construction	Mon 6/3/13	Fri 9/13/13	0%
28	Interior build out	Mon 4/29/13	Wed 5/21/14	
29	Design	Mon 4/29/13	Fri 6/14/13	80%
30	Bid	Mon 6/17/13	Mon 7/22/13	0%
31	Construction	Tue 7/23/13	Wed 5/21/14	0%
32				
33	Welcome Center @ South Hardin	Mon 2/18/13	Fri 7/12/13	
34	Bid	Mon 2/18/13	Fri 5/17/13	100%
35	Construction	Mon 4/1/13	Fri 7/12/13	90%
36				
37	Practice Fields Water Wells Distribution System	Mon 3/4/13	Fri 6/14/13	
38	Bid	Mon 3/4/13	Wed 4/17/13	100%
39	Construction	Thu 4/18/13	Fri 6/14/13	100%
40				
41				
42				
43				



**MINUTES  
MIDWESTERN STATE UNIVERSITY  
BOARD OF REGENTS**

**Academic and Student Affairs Committee  
August 8, 2013**

The Academic and Student Affairs Committee of the Board of Regents, Midwestern State University, met in regular session in the J. S. Bridwell Board Room, Hardin Administration Building, Wichita Falls, Texas, at 2:35 p.m., Thursday, August 8, 2013. Academic and Student Affairs Committee members in attendance were Mr. Kenny Bryant, Acting Chairman; Mrs. Tiffany Burks; and Mr. Sam Sanchez. Other regents attending the meeting were Mr. Mike Bernhardt, Mrs. Jane Carnes, Mr. Charles Engelman, Mr. Jeff Gregg, Mr. Shawn Hessing, and Student Regent Shelby Davis.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Betty Stewart, Provost and Vice President for Academic Affairs; Dr. Marilyn Fowlé, Vice President for Business Affairs and Finance; Dr. Keith Lamb, Vice President for Student Affairs and Enrollment Management; Dr. Howard Farrell, Vice President for University Advancement and Public Affairs; and Dr. Robert Clark, Vice President for Administration and Institutional Effectiveness. Other university personnel attending the meeting included Dr. Deborah Garrison, Associate Vice President for Academic Affairs and Dean of the Graduate School; Mr. Kyle Owen, Associate Vice President for Facilities Services; Mr. Matt Park, Associate Vice President for Student Affairs; and Dr. James Johnston, Dean, College of Health Sciences and Human Services. Additional university personnel attending were Dr. Jim Owen, outgoing Chairman of the Faculty Senate; Dr. David Carlston, incoming Chairman of the Faculty Senate; Mr. Dirk Welch, Chairman of the Staff Senate; Mr. Charlie Carr, Director of Athletics; Mr. Barry Macha, General Counsel; Ms. Dianne Weakley, Director of Human Resources; Ms. Gail Ferguson, Controller; Ms. Valarie Maxwell, Director of Budget and Management; Mr. Dan Williams, Chief of Police; 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 were Ms. Ann Work, reporter for the *Times Record News*, Ms. Mechell Dixon and Mr. Rod Schnetzer, with KFDX-TV III; and Mr. James Parish with KAUZ-TV.

Acting Chairman Bryant called the meeting to order at 2:35 p.m.

Reading and Approval of Minutes

13-138. The minutes of the Academic and Student Affairs Committee meeting May 9, 2013, were approved by the committee as presented.

Faculty Report

13-139. Dr. Jim Owen, Chairman of the MSU Faculty Senate, reviewed the information contained in his written report (see Attachment 1). He noted that the report was quite short as the Senate had not met since May. He announced the new officers for the 2013-2014 academic year as follows: Dr. David Carlston, Chairman; Ms. Laura Fidelie, Vice



Chair; Dr. Jeremy Duff, Secretary; Dr. Chuck Bultena, Treasurer, and Dr. Ruth Morrow, Parliamentarian. Dr. Owen reported that he had heard favorable comments from faculty regarding their salary increases.

Mr. Bryant thanked Dr. Owen for his service to the faculty and to the university. He thanked Dr. Carlston for agreeing to serve in this capacity and indicated that the board looked forward to working with him and the Faculty Senate in the coming year.

#### Staff Report

13-140. Mr. Dirk Welch, Chairman of the MSU Staff Senate, distributed a listing of the 2013-2014 senators (see Attachment 2). He also reported on the following.

- a. Senators Peggy Brennan, Patricia Lowry, Ernest Cooper, Lucy Davis, and Mike Deming are concluding their service on the Staff Senate and he acknowledged them for their dedication, commitment, and excellent service.
- b. New Staff Senate officers will be elected during the upcoming August meeting.
- c. "You Make a Difference" Award recipients this summer include:
  1. Ms. Sue Witherspoon, Administrative Assistant, Student Development and Orientation
  2. Mr. Jim Hall, PC/Network Services Manager, Information Technology
  3. Ms. Julie Allison, Custodian, Facilities Services

#### Student Government Report

13-141. Mr. Bryant noted that Student Government Association (SGA) President, Melody Coffee, was concluding her summer engineering internship and could not attend the meeting. She asked Mr. Matt Park, Associate Vice President for Student Affairs, to present the report. Mr. Park commented on the following.

- a. The SGA continues to work on campus recycling and sustainability efforts. Five hydration stations are now located throughout campus and 10,216 plastic water bottles have been saved through this effort. A clothing and shoe recycling bin is now located behind Pierce and Killingsworth Halls and an athletic shoe recycling bin is available in the Student Wellness Center. The SGA members plan to continue working with the administration to enhance these efforts during the school year.
- b. Ms. Coffee asked Mr. Park to convey to the board the students' appreciation that tuition and fees were not increased for the upcoming year. The students are also thankful for the technological upgrades to the infrastructure in housing and residence life, particularly the wireless internet and enhanced cable television service.

#### Enrollment Report – Summer 2013

13.142. A copy of the summer enrollment report was presented as shown in Attachment 3. Dr. Lamb reported that the summer decline was anticipated following the smaller fall base



of students, the large May graduating class, and the changes to the federal Pell grant awards for summer. Mr. Bryant asked how MSU's summer enrollment compared to enrollment at other state universities. Dr. Lamb responded that everyone's summer enrollment was affected to some degree by the changes in the Pell grant, but enrollment levels were also dependent on the amount of online instruction offered by each institution.

#### Athletics Report

13-143. This item was postponed until later in the meeting.

#### Consideration of Baseball as Possible Additional Sport

13-144. Mr. Bryant stated that in May the board asked the administration to provide a five-year projected budget for the baseball team and proposed stadium. The analysis was previously sent to the board and is shown as Attachment 4. Dr. Rogers noted that the analysis was developed by Charlie Carr and Marilyn Fowlé, and included reasonable assumptions. He reported that 24 student athletes would make up the university's baseball traveling squad. He noted that the nine full scholarship equivalents that are allowed by the NCAA would likely be divided among these students. He added that other Lone Star Conference (LSC) schools have reported that at least 12 additional students walked on and practiced, in an effort to make the team. Dr. Rogers pointed out that the income expected to be generated by these students should exceed the cost of the baseball program. He added that each student athlete must pass 30 semester credit hours each year in order to stay eligible to play. He noted that it is impossible to estimate the number of students who will attend MSU because their friends came here to play baseball.

Dr. Rogers reported there was a great deal of community support for a baseball program and for constructing a baseball field on campus. Current pledges total approximately \$2.97 million. The cost of lights and a scoreboard should be paid for through advertising, which would add another \$1 million to the funds available. He noted that he intended to bring an estimate of cost to the board for consideration in November. The estimate will include the cost of site development as well as construction. He added that the cost of site development could vary greatly depending on the site that is selected. Dr. Rogers stated that the addition of baseball would be positive for the university. He added that he planned to meet with the Faculty Senate to answer any questions they might have about the possible addition of this sport.

Mr. Gregg noted that the assumption was made that none of the student athletes would attend MSU if the baseball program was not offered. He asked if perhaps the projections should be modified to allow for the possibility that a few of the students might attend MSU whether or not a team is started. Dr. Rogers responded that it is also difficult to estimate the number of students who will follow student athletes to MSU. He stated that there could be a number of variances, but that he was comfortable with the figures provided.



Mr. Sanchez asked how many schools in the LSC play baseball. Mr. Carr responded that all conference schools play baseball, with the exception of Texas Woman's University.

Mrs. Carnes asked if there were multiple site options. Dr. Rogers responded that the architects are considering two primary options, one on the north campus and one on the south campus.

Mr. Hessing commented that the discussions surrounding the placement of the baseball field had inspired him to think about future campus needs. He stated that as part of the process in deciding where a field should be placed, he thought the board should also consider where Midwestern State University will be in ten years. He noted that this had led to his stressing the need for a longer-term master plan.

#### August 2013 Graduating Class

13-145. Mr. Bryant reported that the administration had recommended approval of the list of candidates for August 2013 graduation as presented in the agenda. He noted that 176 students were on the list in 2013 compared to 214 students in 2012.

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

#### New 42 Hour Core Curriculum

13-146. Mr. Bryant reported that Dr. Stewart presented a complete overview of the newly required 42 hour core curriculum in May. Dr. Stewart reported that since May seven new classes have been proposed and added to the new core. The new core was recommended for approval. Dr. Stewart noted that once approved, it would be submitted to the Texas Higher Education Coordinating Board (THECB) for final review.

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

#### Conversion of the Associate of Applied Science in Radiography to a Baccalaureate Program

13-147. Mr. Bryant noted that the administration recommended the conversion of this degree program as presented in the agenda. Dr. Stewart reported that Midwestern State University currently offers one associate degree, that being the Associate of Applied Science (AAS) in Radiography. She noted that MSU recruits approximately 40-45 students into this program each year. The administration recommends that this program be converted to the Bachelor of Science in Radiologic Technology (BSRT) program. She stated that the time spent by students to attain the AAS is very close in years to the time it takes to earn the BSRT. Dr. Johnston reported that the demand for this program remains strong. He added that the program enrolls a maximum of 45 students, with this number limited by clinical space. He noted that the university must have hospital placement for each student admitted to the program.



Mrs. Burks asked if Midwestern was the only public university in Texas that offers this degree. Dr. Johnston responded that there are 48 radiography programs in the state, most of which are housed in community colleges. He noted that MSU is one of 16 universities in the United States that offers a master's program in radiologic sciences. He added that the baccalaureate completion program is offered 100% online.

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

Transition of the Master of Public Administration to a Master of Arts in Criminal Justice

13-148. Mr. Bryant stated that this proposed modification of a degree program was outlined in the agenda. Dr. Stewart noted that the university offers a bachelor's degree in criminal justice that would serve as a feeder program to the proposed Master of Arts in Criminal Justice. She added that the proposed master's program would be offered totally online.

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

Mrs. Burks asked if there was some type of coursework in the baccalaureate or master's level programs in criminal justice that discusses mental health and its relation to criminal justice. Dr. Johnston responded that the intent of the department is to be flexible with minor areas of emphasis such as Homeland Security, international crime, counterterrorism, and other issues that are important and timely.

There being no further discussion, the motion was approved.

MSU Student Handbook Change – Student Code of Conduct

13-149. Mr. Bryant noted that a new Student Code of Conduct was recommended for inclusion in the *MSU Student Handbook* as shown in the agenda document. Dr. Lamb reported that all institutions of higher education received a letter from the U.S. Office of Civil Rights two years ago regarding Title IX compliance. This letter included information dealing with new interpretations of the law and more rigorous enforcement. At that time the administration made changes to the Code of Conduct to address these issues. Earlier this year the Violence Against Women Act was strengthened and reauthorized, to include Campus Sexual Violence Elimination (SaVE). The administration determined that a complete rewrite of the Student Code of Conduct was necessary to adequately address Title IX, Campus SaVE, and the Drug and Alcohol Free Schools Act. The new code was written with guidance from the National Center for Higher Education Risk Management. Dr. Lamb noted that a copy of the proposed code was previously distributed to the board so that they would have adequate time to review the document prior to this meeting. He stated that everything in the current code is included in the proposed code. The document is more robust and is a better tool for students and the administration.

Mr. Sanchez moved approval of this item. Mrs. Burks seconded the motion.



Mr. Sanchez indicated that there was a portion of the policy that dealt with firearms on campus. He asked about the change in the law which allows individuals to have firearms in vehicles. He asked if this was consistent with how other universities are handling this situation. Dr. Lamb reported that during the last legislative session a bill was passed that allows Concealed Handgun License (CHL) holders to carry weapons in vehicles on college campuses. Chief Williams stated that part of the legislation states that the university can make no rules or regulations to alter this provision. Mr. Sanchez indicated that there was some discussion during the legislative session as to whether an individual could be required to register with the Campus Police in order to keep a firearm in a car. Chief Williams responded that the final bill did not include any such language. Mr. Sanchez asked if there was anything in statute that would prohibit the university from requiring an individual to inform the Campus Police that they were a CHL holder and intended to carry a weapon on campus in their vehicle. Mr. Macha read from the bill which states "an institution of higher education...in this state may not adopt or enforce any rule, regulation, or other provision or take any other action, including posting notice...prohibiting or placing restrictions on the storage or transportation of firearms and ammunition in a locked, privately owned or leased motor vehicle." Mr. Hessing asked that the administration look into how other universities are handling this requirement.

There being no further discussion, the motion was approved.

#### Policy 3.146 – Protection of Human Subjects in Research

13-150. Mr. Bryant noted that the administration recommended changes to this academic policy as shown in the agenda. Dr. Stewart reported that the policy is being updated to ensure that research performed on students, faculty, and staff is in compliance with federal regulations related to the protection of privacy, safety, health, and welfare of persons who are subjects in that research.

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

#### Tenure

13-151. Mr. Bryant noted that while this item would be discussed in closed session, he asked Dr. Rogers to present information regarding the university's policy for hiring administrators with faculty tenure. Dr. Rogers stated that university policy provides for the awarding of faculty tenure to a new academic administrator if the individual being hired meets the university's qualifications for tenure. The person being hired must be at the rank of associate professor or full professor.

#### Athletics Report

13-143. Mr. Carr introduced Mr. Scott Linn, men's and women's tennis coach. He reported that Scott was hired three years ago and is doing a great job with the MSU tennis program. Coach Linn thanked the board for the opportunity to visit with them. He reported that the men's and women's tennis teams had a good year in 2013. He stated that the men's team finished 17<sup>th</sup> in the nation, won the Lone Star Conference, won the NCAA



regionals, and reached the Elite Eight before losing to the number one team in the nation. The women finished 19<sup>th</sup> in the nation, reached the finals of the Lone Star Conference, won the NCAA regionals, and reached the round of sixteen before also losing to the number one team in the nation. Coach Linn noted that both tennis teams are all-academic teams, which means they finished the year with 3.2 grade point averages or higher. In 2012 only four other universities in Division II tennis had both men's and women's tennis teams qualify in the top twenty in the nation and be recognized as all-academic teams nationally.

Coach Linn stated that he wanted to spotlight Luke Joyce, a senior on the 2013 men's team. Luke was a nationally ranked singles and doubles player and was named the Lone Star Conference Player of the Year. He was also the national Arthur Ashe Sportsmanship Leadership Award winner for Division II men's tennis. Coach Linn noted that Luke would be recognized for this honor at the U.S. Open on August 24. Luke is from South Africa and will return in the fall to serve as Coach Linn's assistant coach in the coming year.

Coach Linn reported that the tennis teams have been very involved in the community during the last three years. He stated that the teams work with kids from the Boy's and Girl's Club each week and provide them an opportunity to learn to play tennis. He added that they have also been involved with elementary schools by offering an introduction to tennis and also participating in a reading program. He noted that he gives his student athletes three key goals to work on. They are for the individual to: 1) graduate from MSU with the highest grade point average possible; 2) make an impact on the Wichita Falls community; and 3) contribute to a national championship. He stated that the teams continue to work together on the third goal. He said the overall goal of the team is to play until the finals of the NCAA championships.

Coach Linn thanked the board for their time and for their support. He expressed appreciation to the Wichita Falls Tennis Association and to Jim McCoy and others for their support.

Mr. Carr announced that Dan Reeves would be on campus August 25 for the fall kickoff.

#### Recess

The committee meeting recessed at 3:50 p.m. Mr. Hessing noted that the committee would reconvene later in the day to consider items in closed session.

#### Executive Session

Mr. Hessing announced that the Board of Regents would go into closed session as allowed by the Texas Government Code Chapter 551, Section 551.074, Personnel Matters, to consider Item 13-151 (Tenure) and Item 13-161 (Operating Budget for FY 14). The closed session was properly announced at 5:28 p.m. Mr. Hessing, Mr. Bernhardt, Mr. Bryant, Mrs. Carnes, Mrs. Burks, Mr. Engelman, Mr. Gregg, Mr. Sanchez, Ms. Davis, Dr. Rogers, Dr. Stewart, Dr. Fowlé, Dr. Lamb, Dr. Clark, Dr. Farrell, Mr. Macha, and Ms. Barrow remained for the discussion.



Open Meeting Resumes

The closed session ended at 5:39 p.m. with an announcement by Mr. Hessing that no action was taken during the Executive Session. The open meeting resumed at 5:39 p.m.

Tenure

13.151. Mrs. Burks moved that the following individuals be granted faculty tenure:

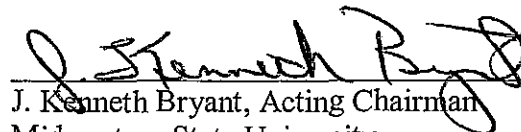
Deborah Garrison, Ph.D.	Nursing
Jeffrey Oxford, Ph.D.	Foreign Languages

Mr. Sanchez seconded the motion and it was approved.

Adjournment

There being no further business, the Academic and Student Affairs Committee discussion concluded at 5:40 p.m.

Reviewed for submission:



J. Kenneth Bryant, Acting Chairman  
Midwestern State University  
Board of Regents Academic & Student Affairs Committee

ATTACHMENT:

1. Faculty Senate Report
2. Staff Senate Membership Listing
3. Enrollment Report – Summer 2013
4. Baseball Analysis





## Midwestern State University Faculty Senate

### **08 AUG 13 Board of Regents Report**

The Midwestern State University Faculty Senate last met on 02 May 13 for the purpose of electing officers for the 2013 – 2014 academic year. Additionally, the Faculty Senate discussed issues surrounding the selection of commencement speakers at a special called meeting on 07 MAY 13. Reports from these meetings were included in the Faculty Report to the MSU Board of Regents at its meeting on 09 MAY 13.

There has been no Faculty Senate activity since the May 2013 report. The Faculty Senate is next scheduled to meet on 22 AUG 13 for its first meeting of the new academic year. Officers for the 2013 – 14 year are:

Chair: Dr. David Carlston – Prothro-Yeager College of Humanities & Social Sciences

Vice-Chair: Dr. Laura Fidelie – College of Health Sciences & Human Services

Secretary: Dr. Jeremy Duff - Prothro-Yeager College of Humanities & Social Sciences

Treasurer: Dr. Charles Bultena – Dillard College of Business Administration

Parliamentarian: Ms. Ruth Morrow – Fain College of Fine Arts

Scheduled meeting dates for the Faculty Senate (Executive Committee and full Senate) during the 2013 – 14 academic year are:

#### **Exec Committee**

20 AUG 13  
05 SEP 13  
03 OCT 13  
07 NOV 13  
03 DEC 13  
06 JAN 14  
06 FEB 14  
06 MAR 14  
03 APR 14  
29 APR 14

#### **Senate meetings**

22 AUG 13  
12 SEP 13  
10 OCT 13  
14 NOV 13  
05 DEC 13 (Last day of class is 06 DEC)  
09 JAN 14  
13 FEB 14  
13 MAR 14 (Spring break begins 15 MAR)  
10 APR 14  
01 MAY 14 (Last day of class is 02 MAY)



Names of newly elected members are in **bold**.  
 Year in **bold** indicates the completion of term in 2014.

## 2013 – 2014 MSU Faculty Senate Roster

2013 - 2014 Term		Term Ends
<b><i>College of Math &amp; Science</i></b>		
Dunn	Jackie	<b>2014</b>
Griffin	Terry	2015
McDonald	Dale	<b>2014</b>
McDonald	Terry	<b>2014</b>
Price	Jon	2015
<b><i>College of Health Sciences &amp; Human Services</i></b>		
Leach	Jane	2015
DeBois	Barbara	<b>2014</b>
* Fidelie	Laura	2015
Gibson	Martha	<b>2014</b>
Morrison	Gary	<b>2014</b>
Paddock	Ted	2015
Roberts	Kathy	<b>2014</b>
<b><i>Dillard College of Business Administration</i></b>		
* Bultena	Charles	<b>2014</b>
Owen	Jim	<b>2014</b>
Wilson	Phillip	2015
<b><i>Fain College of Fine Arts</i></b>		
Black	Alan	<b>2014</b>
* Morrow	Ruth	<b>2014</b>
Sernoe	Jim	2015
<b><i>Prothro - Yeager College of Humanities &amp; Social Sciences</i></b>		
* Carlston	David	2015
* Duff	Jeremy	<b>2014</b>
Henschel	Sally	2015
Jun	Nathan	<b>2014</b>
McClintock	Stuart	2015
<b><i>West College of Education</i></b>		
Suzanne	Lindt	<b>2014</b>
Wood	Julie	2015

\* = Executive Committee Member

Respectfully,  
 Jim Owen,  
 Chair



## Staff Senate 2013-2014

### EEO Class 1 – Officials and Administrators

Dirk Welch – 3<sup>rd</sup> Term

Michael Mills – 2<sup>nd</sup> Term

### EEO Class 3 – Non-faculty Professional

Dawn Fisher – 2<sup>nd</sup> Term

Reagan Foster – 2<sup>nd</sup> Term

Chris Stovall – 2<sup>nd</sup> Term

Angie Reay – 1<sup>st</sup> Term

Treva Clifton – 1<sup>st</sup> Term

### EEO Class 4 – Administrative Support

Gayla Aldrich – 2<sup>nd</sup> Term

Sue Witherspoon – 2<sup>nd</sup> Term

Jennifer Dunn – 1<sup>st</sup> Term

Jesika Fisher – 1<sup>st</sup> Term

### EEO Class 5 – Technicians and Paraprofessionals

Lynn Sosebee – 2<sup>nd</sup> Term

### EEO Class 6 – Skilled Craft Workers

Gary Miller – 1<sup>st</sup> Term

### EEO Class 7 – Service and Maintenance

Jermaine Causey – 2<sup>nd</sup> Term

Jamie Fowler – 2<sup>nd</sup> Term

Gary Neal – 1<sup>st</sup> Term



***Enrollment Reports*****Summer I 2013**

	<b>2012</b>	<b>2013</b>
New First-Time Freshmen	8	7
Freshmen	90	101
Sophomore	306	273
Junior	483	454
Senior	958	809
Graduate/Post-Baccalaureate	<u>412</u>	<u>371</u>
<b>TOTAL</b>	<b>2,257</b>	<b>2,015</b>

**Summer II 2013**

	<b>2012</b>	<b>2013</b>
New First-Time Freshmen	14	6
Freshmen	74	80
Sophomore	237	194
Junior	370	294
Senior	711	627
Graduate/Post-Baccalaureate	<u>174</u>	<u>182</u>
<b>TOTAL</b>	<b>1,580</b>	<b>1,383</b>



Academic & Student Affairs Committee  
August 8, 2013  
Attachment 4 – Page 5

## Baseball Team Projections

### Expenses

	Year 1	Year 2	Year 3	Year 4	Year 5	
Salaries						
Coach	22,500	54,000	55,080	56,182	57,305	2% Inc
Assistant Coach		35,000	35,700	36,414	37,142	2% Inc
Assistant Trainer			32,000	32,640	33,293	2% Inc
Sports Info Assistant			15,000	15,000	32,000	
Graduate Assistant - Coaching		7,500	7,500	7,500	7,500	
Graduate Assistant - Marketing/Facilities		7,500	7,500	7,500	7,500	
Subtotal	22,500	96,500	145,280	147,736	167,240	
Fringe Benefits (28%)	6,300	22,820	36,478	37,166	42,627	
Scholarships (9)		145,000	147,900	150,858	153,875	2% Inc
Team Travel		25,000	25,000	25,000	25,000	
Search for Coach	2,200					
Recruiting Travel	4,000	5,000	5,000	5,000	5,000	
Equipment	25,000	20,000	20,000	20,000	20,000	
Umpires		7,000	7,000	7,000	7,000	
Event Management		5,000	5,000	5,000	5,000	
Field Maintenance		10,000	10,000	10,000	10,000	
Utilities		4,000	4,000	4,000	4,000	
Lease Purchase Lights		50,000	50,000	50,000	50,000	
Total	60,000	390,320	455,658	461,760	489,743	

### Revenues

24 team roster + 12 red shirts						
Tuition and fees - \$3,946/term/athlete		284,112	289,794	295,590	301,502	2%
Room and Board - \$3,400/term/athlete		244,800	249,696	254,690	259,784	2%
Ticket Sales		2,000	2,000	2,000	2,000	
Fund raising		5,000	5,000	5,000	5,000	
Corporate Sponsors		5,000	5,000	5,000	5,000	
Total		540,912	551,490	562,280	573,286	

Net Difference	(60,000)	150,592	95,832	100,520	83,543
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**MINUTES  
MIDWESTERN STATE UNIVERSITY  
BOARD OF REGENTS**

**Finance Committee  
August 8, 2013**

The Finance Committee of the Board of Regents, Midwestern State University, met in regular session in the J. S. Bridwell Board Room, Hardin Administration Building, Wichita Falls, Texas, at 4:00 p.m., Thursday, August 8, 2013. Committee members in attendance were Mr. Mike Bernhardt, Chairman; Mrs. Jane Carnes; Mr. Charles Engelman; and Mr. Jeff Gregg. Other regents attending the meeting were Mr. Kenny Bryant, Mrs. Tiffany Burks, Mr. Shawn Hessing, Mr. Sam Sanchez, and Student Regent Shelby Davis.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Betty Stewart, Provost and Vice President for Academic Affairs; Dr. Marilyn Fowlé, Vice President for Business Affairs and Finance; Dr. Keith Lamb, Vice President for Student Affairs and Enrollment Management; Dr. Howard Farrell, Vice President for University Advancement and Public Affairs; and Dr. Robert Clark, Vice President for Administration and Institutional Effectiveness. Other university personnel attending the meeting included Dr. Deborah Garrison, Associate Vice President for Academic Affairs and Dean of the Graduate School; Mr. Kyle Owen, Associate Vice President for Facilities Services; and Mr. Matt Park, Associate Vice President for Student Affairs. Additional university personnel attending were Dr. David Carlston, incoming Chairman of the Faculty Senate; Mr. Dirk Welch, Chairman of the Staff Senate; Mr. Charlie Carr, Director of Athletics; Mr. Barry Macha, General Counsel; Ms. Dianne Weakley, Director of Human Resources; Ms. Gail Ferguson, Controller; Ms. Valarie Maxwell, Director of Budget and Management; Mr. Dan Williams, Chief of Police; 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. Ann Work, reporter for the *Times Record News*.

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

Reading and Approval of Minutes

13-152. The minutes of the Finance Committee meeting May 9, 2013, were approved by the committee as presented.

Summary of Financial Support 9/1/12-7/10/13

13-153. Mr. Bernhardt asked Mrs. Carnes to highlight some of the major gifts received since the last meeting of the board. Mrs. Carnes presented the following information.

- a) Mr. Pat Bolin pledged up to \$750,000 in matching funds, payable over three years in amounts not to exceed \$250,000 each year, to support the McCoy School of Engineering. During this quarter, the university received \$125,000 in matching funds.



- b) Upon the death of Mr. David A. Kimbell, Sr., the university received \$59,490 for the President's Excellence Circle. Additionally, Mrs. Kimbell contributed another \$5,000 to the PEC.
- c) The MSU Chemistry Department received a departmental research grant of \$30,000 from The Robert A. Welch Foundation.
- d) Mr. and Mrs. Max R. Vordenbaum donated \$25,000 to support the baseball program architectural study.
- e) The Wichita Falls Museum Foundation was established following the gift of the Museum to Midwestern State University. This foundation has ceased to exist and the remaining funds of \$12,470 were donated to the university.
- f) Ms. Shirley C. Shih contributed \$10,000 to the MSU Foundation for the David Shih Memorial Scholarship to provide geology scholarships.

Mrs. Carnes encouraged board members to write thank you notes to the donors listed.

Dr. Rogers noted that the university is having another outstanding year in fund raising. Dr. Farrell reported that the Annual Fund exceeded its goal and raised more than \$350,000. He commended Steve Shipp for his work in this area. He added that the students who telephone alumni also exceeded their goals, as did the Parent Fund campaign. Mrs. Carnes indicated that perhaps the board should write notes to the phone-a-thon workers and to Mr. Shipp. Mr. Carr added that Mr. Carroll Laing and Mr. Al Guinn continue to provide matching funds of up to \$25,000 for gifts from new donors to the Annual Fund each year. Mr. Gregg stated that they should also be added to the list. It was agreed that a list would be provided to the board at the next meeting.

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

#### Review and Acceptance of Financial Reports

13-154. Mr. Bernhardt reported that the administration recommended acceptance of the April, May, and June, 2013 financial reports. He asked Dr. Fowlé to comment on these reports. Dr. Fowlé reported that total revenue as of June 30 was \$82.6 million, an increase of 1.1% from the previous year. The increase was primarily in gifts and grants. Total expenditures are \$79.3 million, 1% higher than last year.

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

#### Investment Report

13-155. Mr. Bernhardt asked Dr. Fowlé to comment on the third quarter investment report. Dr. Fowlé stated that as of May 31 the university's cash holdings totaled \$32.5 million and the rate of return on these funds was .78%. Additionally, the MSU endowment at American National Bank totaled \$7.7 million, with an annualized gain of 4.97%. The



Redwine Endowment at Luther King was at \$10.5 million. She added that market values have increased during the summer.

Mr. Bernhardt thanked Dr. Fowlé for her efforts to find better investment opportunities for the university's cash. Mr. Engelman moved acceptance of this report as presented. Mr. Gregg seconded the motion and it was approved.

#### Investment Policy Review

13-156. Mr. Bernhardt stated that the administration was recommending changes to the university's investment policy to allow the Board of Regents to invest MSU's cash with another governing body. Dr. Fowlé noted that the only change being made to the policy was the addition of language to include "investment per the Texas Education Code, 51.0031," to reflect the new statutory changes discussed earlier in the meeting.

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

#### University Accounts/Signature Authorizations

13-157. Mr. Bernhardt reported that each year the board is asked to approve individuals authorized to sign on university bank accounts, to purchase and sell investment instruments, to perform normal banking transactions, and to sign retirement documents. He noted that specific recommendations were included in the board agenda.

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

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

13-158. The administration recommended approval of the list of brokers/dealers, investment vehicles, and asset holding accounts for fiscal year 2014 as presented in the agenda document. Mr. Bernhardt noted that the brokers/dealers are the university's contacts who sell the university investment securities, primarily agency notes. The Asset Holding Accounts are safekeeping accounts that hold the investment securities and commercial paper electronically in the university's name. The Other Investment Vehicles/Overnight Cash Pools are physical locations for invested cash, CD's, savings, and public fund pools.

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

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

13-159. Mr. Bernhardt noted that one budget change was presented for ratification and asked Dr. Rogers to comment on this item. Dr. Rogers reported that funds were transferred from Housing Reserves so that the Housing internet project could be completed for the fall semester. Dr. Lamb noted that information regarding the Housing internet project was presented at the May board meeting. He stated that in order to not affect the student housing rent charges, an upfront capital investment was necessary. He added



that the Housing Fund Balance is still more than \$1 million and this was an appropriate expenditure from these funds. Dr. Lamb reported that the project is complete and Wi-Fi is available in every corner of Campus Housing. He noted that the base package is seven times faster than the plug-in service previously used by students.

Mr. Engelman indicated that the administration had done a great job improving campus Wi-Fi service and that Mr. Owen had been very successful in negotiating lower electricity and gas rates. He asked if the university had looked at possible ways to lower the cost of the campus telephone system and internet service. Dr. Clark reported that the new telephone system is operational. Dr. Lamb responded that Housing no longer offers land-line telephones in the residence halls and the university realized a savings because of that action a number of years ago. He stated that the new internet service in Housing was the best value among the companies that submitted bids. He added that cable television service in Housing was recently changed and a better product received.

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

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

13-160. The reports of personnel changes in April, May, and June, 2013 were presented for information, and salary and position changes approved by the president were presented for ratification. Dr. Rogers reviewed the changes that were included in the agenda document. He noted that two administrative assistant positions were added in nursing and respiratory care. The funding for these positions was provided by the Gunn gift.

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

#### Operating Budget for Fiscal Year 2014

13-161. Mr. Bernhardt stated that the administration recommended approval of the \$98,468,305 operating budget for the 2013-2014 fiscal year. He noted that a copy of the Budget Highlights was previously distributed to the board as shown in Attachment 1. He asked for a motion to approve the budget prior to the presentation and discussion. Mrs. Carnes moved approval of the budget as presented. Mr. Carnes seconded the motion.

Dr. Rogers reported that the State of Texas currently funds approximately 20% of MSU's operation and that gifts and grants currently fund another approximate 20%. He noted that the university depends on tuition and fees for approximately 45% of the cost of operation. Dr. Rogers stated that the proposed budget includes revenues of \$96.9 million and budgeted expenditures of \$98.5 million. He noted that the budget includes a budgeted deficit of \$1.6 million. He stated that the university was fortunate to have received three significant private gifts that were not designated for any specific purpose. He indicated that the administration recommended investing these and other funds into programs that are important to the growth of the university. He added that an increased freshman class during each of the next few years will solidify the finances



of the university. Dr. Rogers mentioned the key investments being made through the proposed budget. These include the following.

- a) Salary increases for faculty and staff totaling \$1 million.
- b) Employee health insurance costs increased by \$433,000.
- c) Increased scholarship funding was provided in the amount of \$545,000.
- d) Quality Enhancement Program (QEP) funding in the amount of \$244,000 was added. This program has the potential to change the university and improve its reputation through undergraduate research.
- e) The Enrollment Management Initiative will continue at a cost of \$372,000.
- f) Distance education funding was increased by \$160,000. A portion of these funds will be used to add an instructional designer to work with the faculty in developing courses. The remaining dollars will be used to expand the university's distance offerings.
- g) Graduate assistantship funding increased by \$50,000.

Dr. Rogers noted that these additions to the budget total \$2.8 million. He indicated that these are good investments for the university.

Dr. Fowlé reviewed the first portion of the budget power point presentation as shown in Attachment 2. Dr. Fowlé reported that the administration held two days of budget hearings in the spring. Each area of the university provided information regarding budget uses and needs. She noted that a number of items were repeatedly mentioned, including faculty and staff salary increases, distance education, technology, the QEP, and enrollment. This information provided a consensus regarding university priorities.

Dr. Fowlé discussed trends in budgeted sources of funds beginning in FY 10 through FY 14. She noted the overall decline in general revenue funding from the state and the increases in restricted funds, to include gifts to the university as well as increases in Texas Grants and Pell Grants. The presentation also included information regarding the budgeted uses of funds. She noted that since FY 2010 the funds budgeted for graduate assistants and scholarships have increased by \$5 million. She added that \$3 million of this amount represented increases in Texas Grants and Pell Grants. The remaining \$2 million came from institutional and private funds used for scholarships.

Dr. Fowlé reviewed the allocation of Higher Education Assistance Funds (HEAF) for FY 14. She stated that the funds allocated for the Physical Plant would be used primarily to address deferred maintenance needs. She pointed out the allocation of \$550,000 for Master Plan projects. She stated that this was a new category. She noted that the funds would be used to build a reserve that could be used for major projects in the future. Funding for academic equipment was increased by \$113,000 this year.

Dr. Lamb reported that the FY 14 budget was based on a fall enrollment of 5,900, which was the same as the fall 2012 enrollment. He noted that in order to enroll 5,900 students, a larger freshman class must be enrolled to fill the declining population of reenrolling freshmen, sophomores, juniors, seniors, and post-baccalaureate and



graduate students. He stated that approximately 250 new students must be enrolled if overall enrollment is to remain constant. Dr. Lamb commended the university's admissions team for their work. He stated that enrollment for the fall was 226 new students ahead of last year and the same time, and nine students ahead overall. Dr. Lamb added that there was still quite a bit of time prior to final enrollment count but that they were cautiously optimistic.

Slides 15 and 16 presented information regarding enrollment projections through the fall 2017. He noted that the increased beginning freshman class each year would ultimately increase the other classes accordingly. Dr. Lamb reported that if this linear projection were to hold, MSU enrollment could reach 7,000 in the fall 2017. He cautioned, however, that these projections were laden with assumptions, including an increase of on-line education by 200 students and an increase of graduate enrollment by 100 students.

Dr. Rogers asked about campus housing for the fall. Dr. Lamb responded that housing at MSU is currently at 107% capacity. The university has leased 93 off-campus beds from The Grove to accommodate the overflow.

Mr. Engelman expressed concern with approving a budget that includes expenditures of \$1.6 million more than anticipated revenues. He asked if there was a contingency plan should enrollment not reach 5,900 students. Dr. Rogers responded that if enrollment in the non-freshman classes continues in the same pattern as previous years, the increased freshman class should produce an enrollment of 5,900. Dr. Lamb stated that he felt comfortable with the projection based on the modeling they had done and enrollment at the current time. Mr. Hessing stated that when the board discussed not increasing tuition and fees during the May meeting it was anticipated that reserve and gift funds would be used to balance the budget. He added that he was confident that if enrollment did not reach 5,900 the administration was prepared to make budget adjustments accordingly.

Mr. Sanchez indicated that his question was the opposite of Mr. Engelman's. He asked if the administration was prepared in the event enrollment exceeded 5,900. Mr. Hessing stated that this is the type of question that caused him to think about the need for a complete master plan for the campus. He noted that he wanted the administration and board to be prepared should the university enroll 7,000 students in 2017. He indicated that it was important for the planning to begin now rather than waiting for the growth.

Mr. Gregg commended the administration for their work in putting the budget together. He asked if the \$550,000 that was being set aside in HEAF for master plan projects could be used to lower the deficit. Dr. Fowlé responded that HEAF dollars can only be spent on capital items. She added that everything that could possibly be funded by HEAF has been moved from the regular budget and is funded by HEAF.



Mr. Bernhardt commended Dr. Fowlé and the administration on the budget. Dr. Fowlé added her commendation to Ms. Maxwell for her effort in putting the budget together.

Mr. Bernhardt indicated that personnel matters related to the budget would be discussed in Executive Session later in the meeting.

#### Modification of University Organization Chart

13-162. Mr. Bernhardt reported that a new university organization chart was shown in the agenda document. He stated that this chart reflects the structure and titles included in the proposed budget. He noted that this item was presented as a point of information only.

Dr. Rogers reported that Dr. Stewart combined the duties of the Honor's Program Director, the Dean of the Graduate School, and the Associate Vice President for Academic Affairs. The duties of these positions have been coalesced into one person, in one office, and with one assistant. He added that the individual who was previously overseeing a portion of these duties has been moved to Dr. Clark's area and will oversee the continuing, professional, and distance education programs, as well as the expanded Intensive English Language Institute. Dr. Rogers added that oversight of the Human Resources office has moved from the President to the Vice President for Business Affairs and Finance.

#### Recess

The committee meeting recessed at 5:15 p.m. Mr. Hessing noted that the committee would reconvene later in the day to consider items in closed session.

#### Executive Session

Mr. Hessing announced that the Board of Regents would go into closed session as allowed by the Texas Government Code Chapter 551, Section 551.074, Personnel Matters, to consider Item 13-151 (Tenure) and Item 13-161 (Operating Budget for FY 14). The closed session was properly announced at 5:28 p.m. Mr. Hessing, Mr. Bernhardt, Mr. Bryant, Mrs. Carnes, Mrs. Burks, Mr. Engelman, Mr. Gregg, Mr. Sanchez, Ms. Davis, Dr. Rogers, Dr. Stewart, Dr. Fowlé, Dr. Lamb, Dr. Clark, Dr. Farrell, Mr. Macha, and Ms. Barrow remained for the discussion.

#### Open Meeting Resumes

The closed session ended at 5:39 p.m. with an announcement by Mr. Hessing that no action was taken during the Executive Session. The open meeting resumed at 5:40 p.m.

#### Operating Budget for FY 14

13-161. Dr. Rogers commented that board members had asked him if there were any major changes in the budget that had not been mentioned. He noted that there was not. He mentioned that faculty who were promoted received the appropriate salary increments and a few adjustments were made in situations where salaries were out of line with the workloads. He added that he had previously made a commitment to hold salaries of the senior administration (the president and vice presidents) constant. He indicated that this had been done.

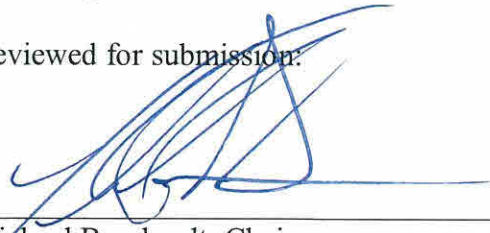


Mr. Bernhardt noted that a motion and second was made earlier in the meeting. Without further discussion, the motion was approved.

Adjournment

The Finance Committee discussion concluded at 5:42 p.m.

Reviewed for submission:



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

ATTACHMENT:

1. Budget Highlights
2. Budget Power Point Presentation



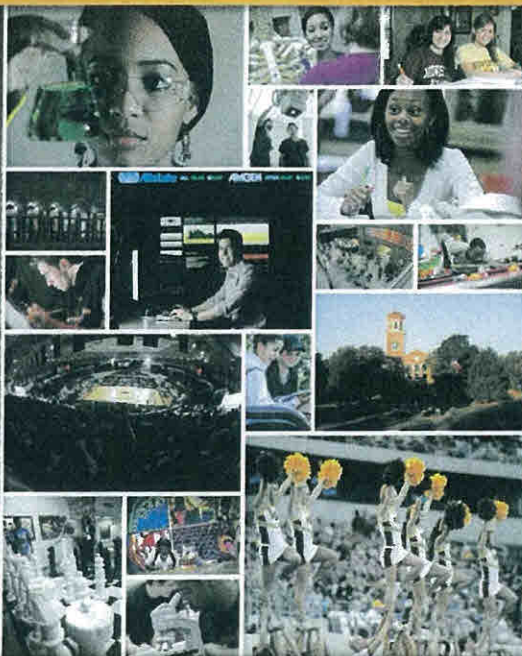
*Midwestern State University*  
Budget Highlights  
2013-2014

- The proposed MSU Operating Budget for FY 2014 totals \$98,468,305, an increase of \$2.76 million above FY 2013. The proposed budget includes a faculty raise totaling \$500,000. Additionally, an extensive study was completed on staff pay, specifically looking at external and internal equity deficiencies. As a result, the classified pay plan was elevated by five percent for beginning pay grades and a significant number of classified jobs were reclassified. In addition, a two percent across the board raise with a \$600 minimum is proposed for eligible staff, and some staff positions are recommended for equity adjustments.
- The budget is based on an estimated enrollment of 5,900 students for fall 2013.
- The budget reflects a net increase of 8.5 full-time equivalent (FTE) faculty positions.
  - Two of the faculty increases are a direct result of reducing adjunct funds to create radiologic science positions.
  - Of the remaining, six FTE are funded by external funding sources for specific needs and initiatives.
  - The proposed budget includes 17.5 positions without an appropriated salary. These positions will not be filled during the fiscal 2014 budget year.
- Other significant budget changes include the following.
  - Scholarships increased by \$544,844.
  - University debt decreased by \$299,733.
  - Maintenance and operations reductions of \$275,931.
  - Utility budgets decreased by \$176,920.
  - Capital budgets increased by \$1,590,091 primarily due to the Higher Education Assistance Fund (HEAF) debt being covered by donated funds, thus releasing those funds for equipment and improvements (HEAF detail is shown below).
  - Fringe benefits total \$11.8 million, an increase of approximately \$433,000. This includes a seven percent increase in group health insurance and an increase in retirement contributions.
- Private sources and grant funds totaling \$809,097 provide funding for 15.14 full time equivalent positions (8.21 faculty positions and 6.93 staff positions).
- HEAF is constitutionally dedicated state funding for critical capital construction and equipment support. The following distribution of HEAF funds is proposed:

Physical Plant equipment, improvements, and deferred maintenance	\$1,119,483
Information Technology, equipment, and contingency	777,474
Master plan projects	550,476
Library materials	550,000
Allocation to six colleges for academic-related equipment	413,000
Campus directional signage	100,000
Police equipment	<u>49,000</u>


. TOTAL \$3,559,433





**Budget Highlights  
FY 2013-14**

Presented by  
Dr. Marilyn Fowle  
And  
Dr. Keith Lamb  
August 8, 2013



**MIDWESTERN**  
STATE UNIVERSITY

mwsu.edu

## FY14 Investments



Description	\$ Amount
Pay raises for faculty and staff	\$1,000,000
Health insurance cost increases	\$ 433,000
Scholarship increases	\$ 545,000
QEP-Undergraduate research	\$ 244,000
Enrollment management initiative	\$ 372,000
Distance education initiative	\$ 160,000
Additional Graduate Assistantships	\$ 50,000
Total	\$ 2,804,000

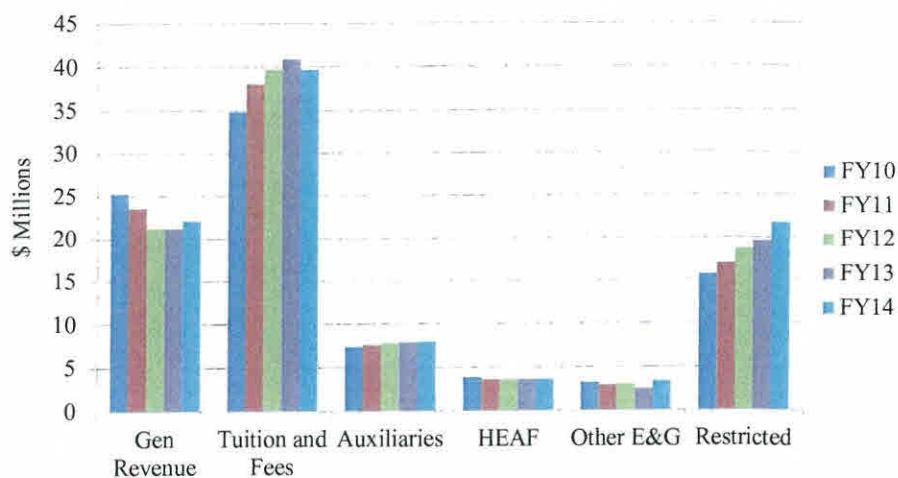


## Budget Highlights Assuming 5,900 students

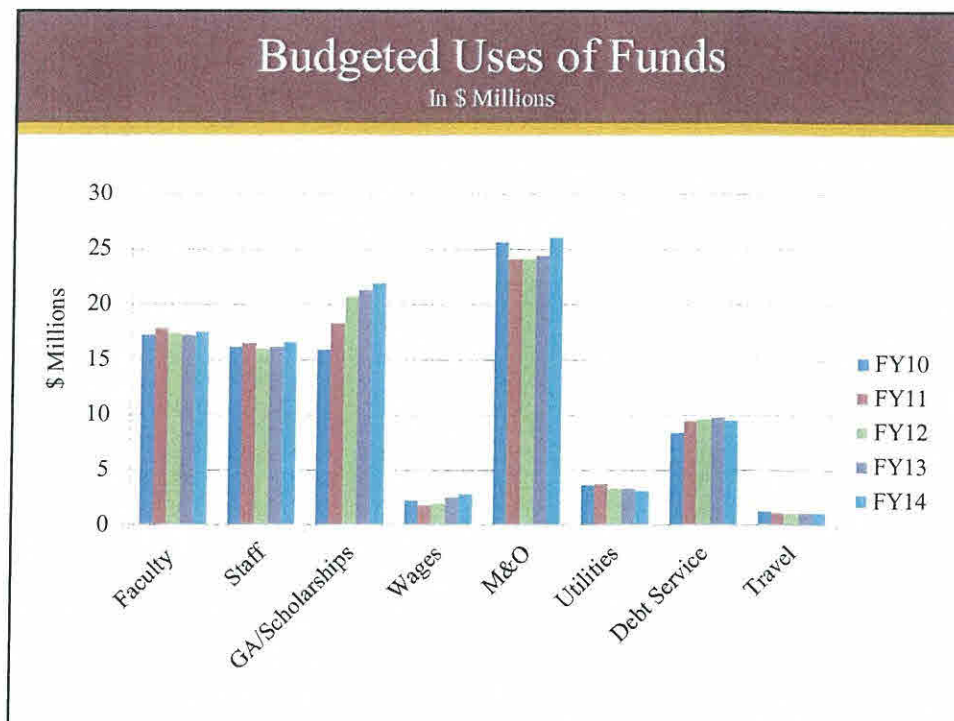
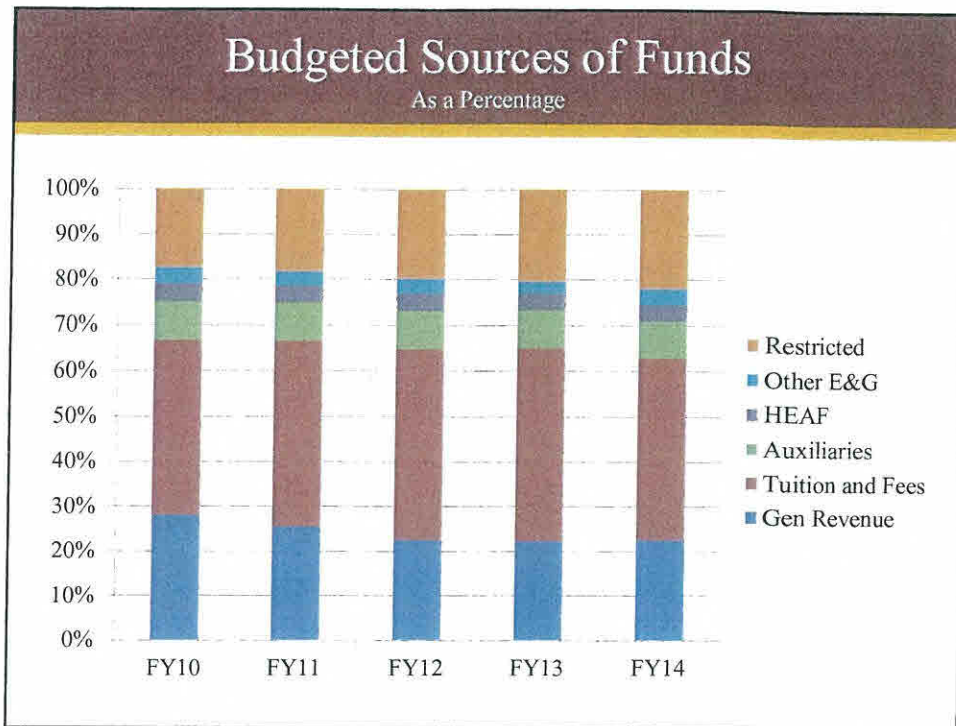


Description	\$ Amt
FY13 Estimated Ending Balances	\$17.5M
Budgeted Revenues	\$96.9M
Budgeted Expenses	\$98.5M
Budgeted Deficit	(\$1.6M)
FY14 Estimated Ending Balances	\$15.9M

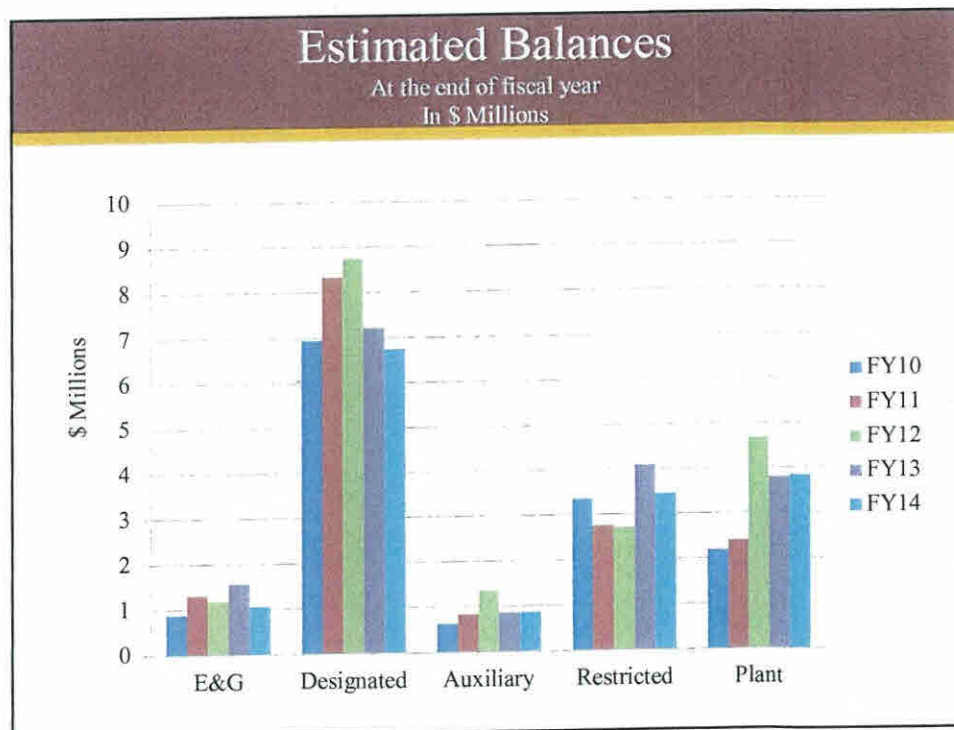
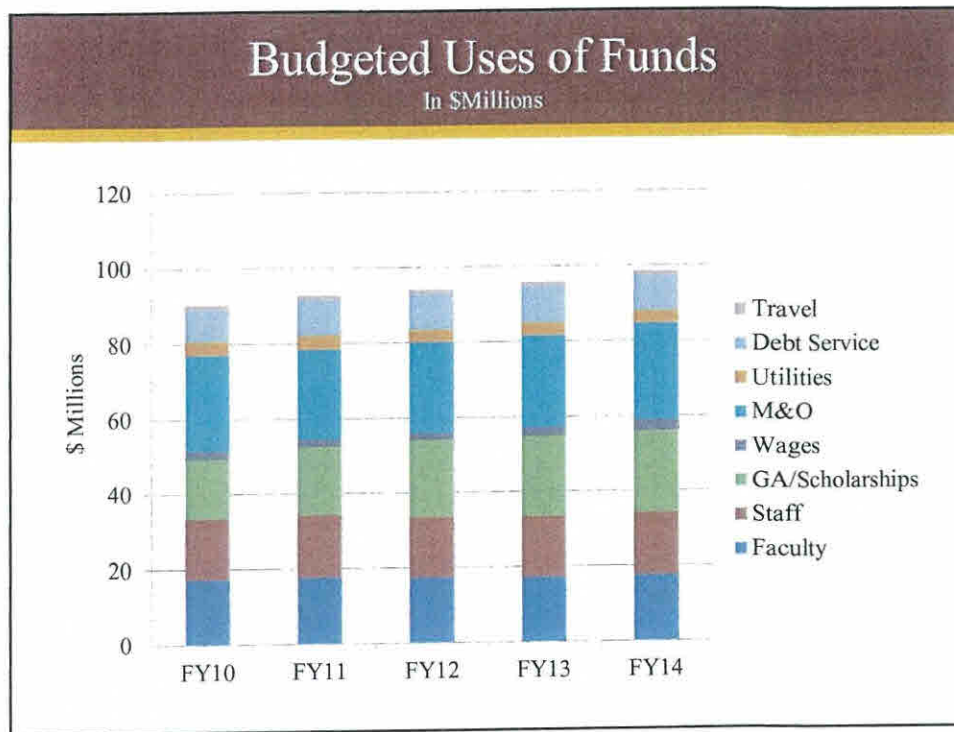
## Budgeted Sources of Funds In \$ Millions



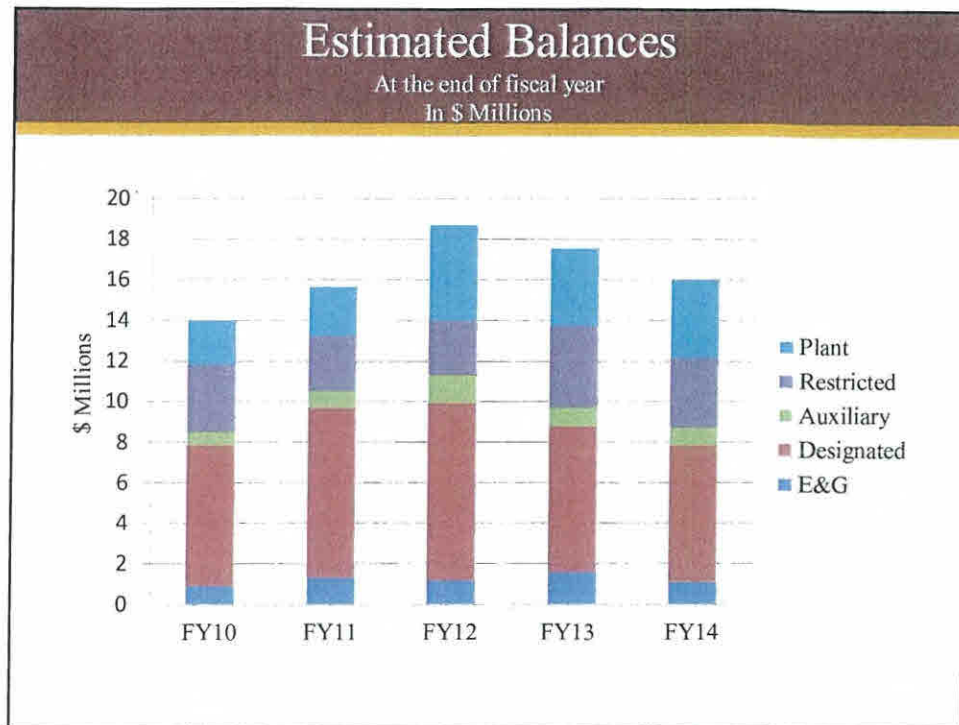













## HEAF Allocation



Capital budgets increased by \$1.5M because the final payment for HEAF debt in FY14 will be covered by private funds:

IT, equipment, contingency	\$ 777,000
Physical plant	\$ 1,120,000
Master Plan projects	\$ 550,000
Library materials	\$ 550,000
Academic equipment	\$ 413,000
Campus directional signage	\$ 100,000
Police and safety equipment	<u>\$ 49,000</u>
<b>Total</b>	<b>\$ 3,559,000</b>



## Full-time Equivalents (FTE) Increases

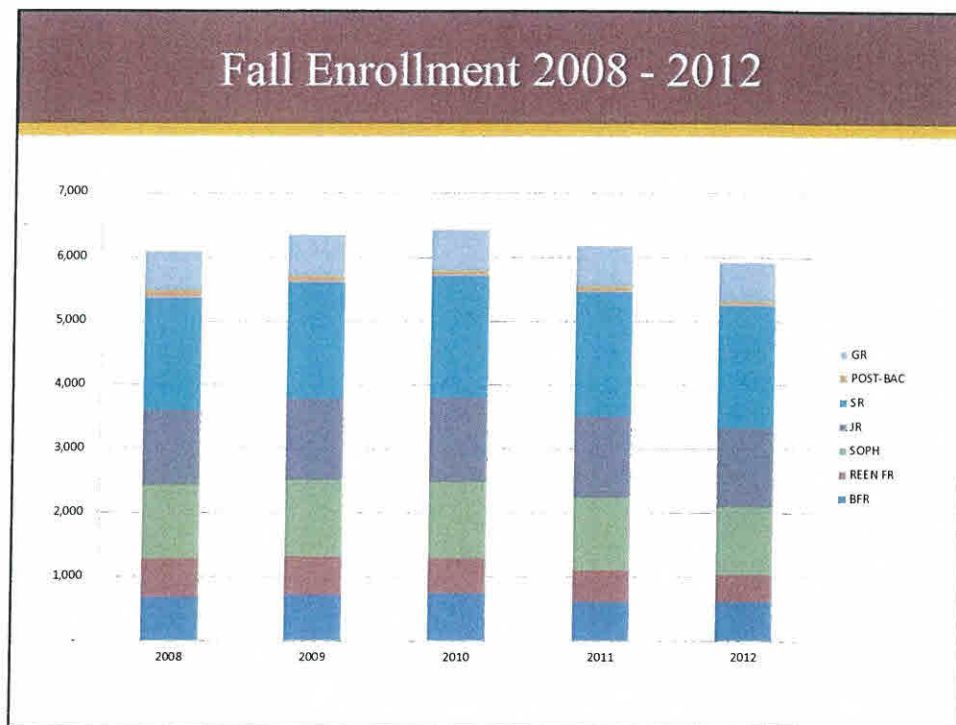
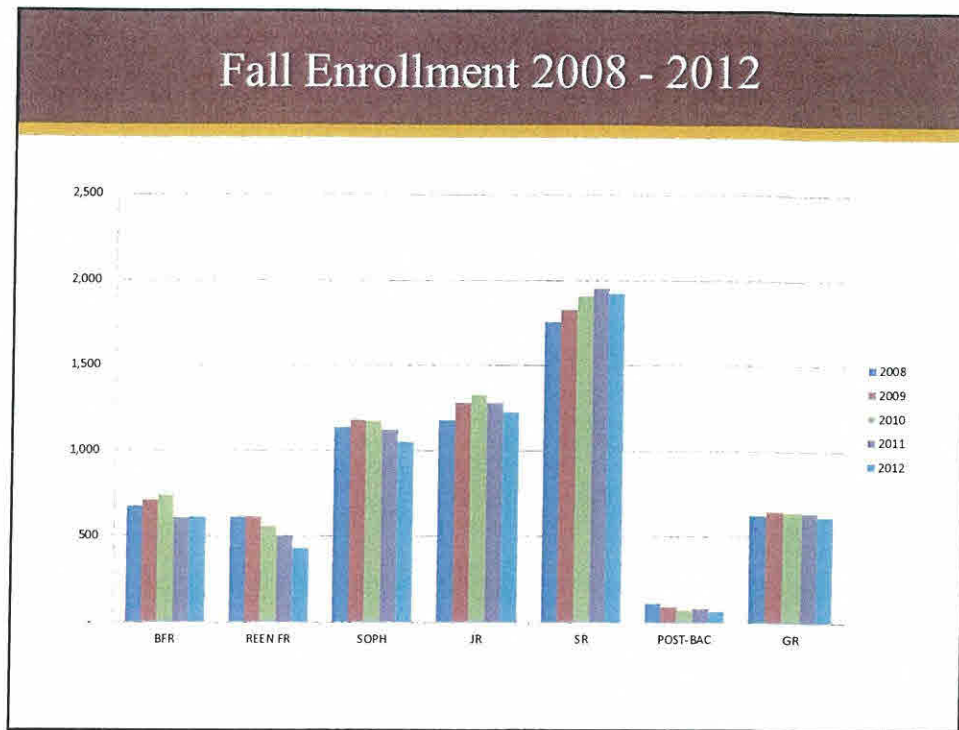


FTE at 8-31-13	657.9
Faculty-English	.5
Faculty-Radiological Sciences	2.0
Faculty-Gift Funded-Engineering/Geology	2.0
Faculty -Gift Funded-Nursing	2.0
Faculty-Gift Funded-Radiological Sciences	2.0
Total FTE at 9-1-13	666.4

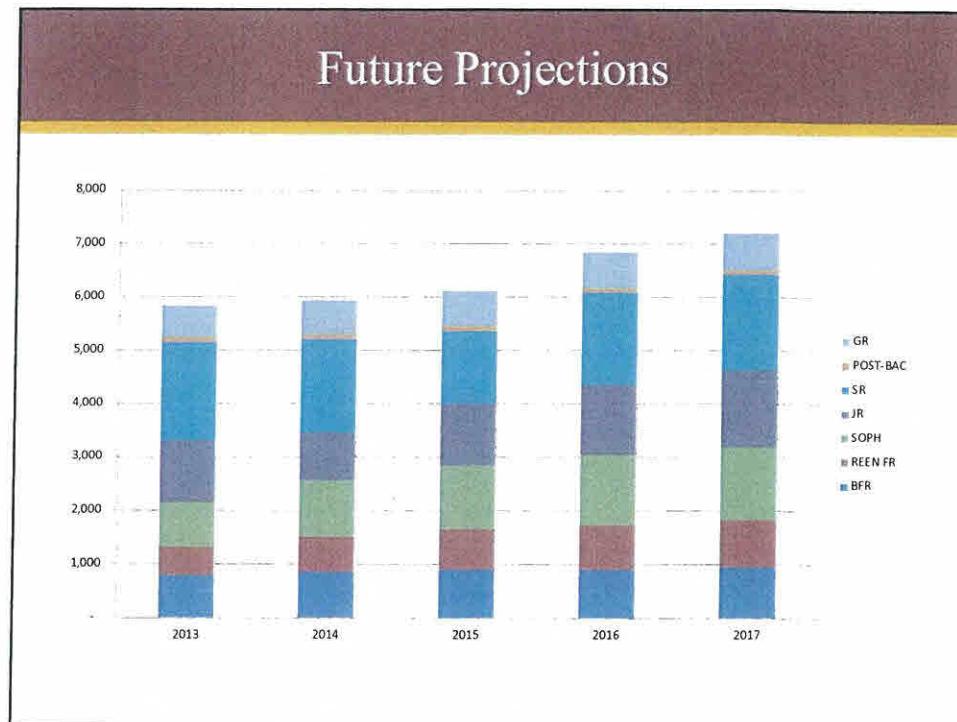
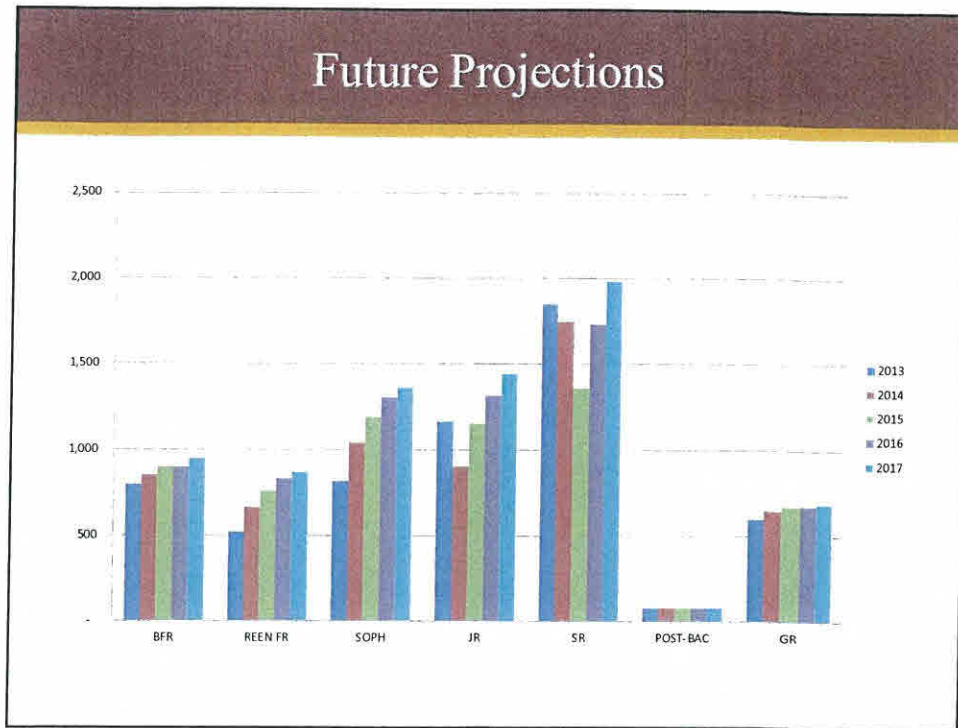


**Enrollment  
is the key  
to our future**











**MINUTES  
MIDWESTERN STATE UNIVERSITY  
BOARD OF REGENTS**

**Audit, Compliance, and Management Review Committee  
August 8, 2013**

The Audit, Compliance, and Management Review Committee of the Board of Regents, Midwestern State University, met in regular session in the J. S. Bridwell Board Room, Hardin Administration Building, Wichita Falls, Texas, at 5:15 p.m., Thursday, August 8, 2013. Committee members in attendance were Mr. Sam Sanchez, Chairman; Mrs. Tiffany Burks; Mr. Charles Engelman; and Mr. Jeff Gregg. Other regents attending the meeting were Mr. Mike Bernhardt, Mr. Kenny Bryant, Mrs. Jane Carnes, Mr. Shawn Hessing, and Student Regent Shelby Davis.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Betty Stewart, Provost and Vice President for Academic Affairs; Dr. Marilyn Fowlé, Vice President for Business Affairs and Finance; Dr. Keith Lamb, Vice President for Student Affairs and Enrollment Management; Dr. Howard Farrell, Vice President for University Advancement and Public Affairs; and Dr. Robert Clark, Vice President for Administration and Institutional Effectiveness. Other university personnel attending the meeting included Dr. Deborah Garrison, Associate Vice President for Academic Affairs and Dean of the Graduate School; Mr. Kyle Owen, Associate Vice President for Facilities Services; and Mr. Matt Park, Associate Vice President for Student Affairs. Additional university personnel attending were Dr. David Carlston, incoming Chairman of the Faculty Senate; Mr. Dirk Welch, Chairman of the Staff Senate; Mr. Charlie Carr, Director of Athletics; Mr. Barry Macha, General Counsel; Ms. Dianne Weakley, Director of Human Resources; Ms. Gail Ferguson, Controller; Ms. Valarie Maxwell, Director of Budget and Management; Mr. Dan Williams, Chief of Police; 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.

Chairman Sanchez called the meeting to order at 5:15 p.m.

Reading and Approval of Minutes

13-163. The minutes of the Audit, Compliance, and Management Review Committee meeting May 9, 2013, were approved as presented.

Audit Activities

13-164. Mr. Sanchez reported that Mr. Spencer retired at the end of May and the search for his replacement is underway. Dr. Rogers noted that Dr. Fowlé is chairing the search process and asked her to comment. Dr. Fowlé stated that the position is posted and they are accepting applications. She indicated her hope that the position would be filled by November. Dr. Rogers added that the Internal Auditor reports to the Board of Regents and to the president. He indicated that the board would be kept informed of the process. Mr. Gregg stated that the Wichita Falls CPA organization would allow the university to post the job on their website at no cost.



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

#### Contract Management Activities and Contract Authorization

13-165. Mr. Macha reported that during the period April-June, 2013, 123 contracts were processed. He added that 700 contracts have been tracked through the university's system during the year. Training sessions were held earlier in the week and policies and procedures are being reviewed as required. Any recommended changes to the policy will be presented to the board in November.

Mr. Macha presented the agreement shown in the agenda document between MSU and the Texas Commission on Environmental Quality (TCEQ). He noted that the TCEQ would like to install a continuous air monitoring station on MSU property. The proposed property would be located at the Fantasy of Lights warehouse off of State Highway 79. Mr. Owen reported that the station would cover approximately 2,000 square feet. The equipment will be installed at no cost to the university. He added that the contract can be cancelled with a 90-day notice.

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

#### MSU Policies and Procedures Manual Changes

13-166. Mr. Sanchez noted the following policy changes that were presented in the agenda document. Ms. Weakley, Dr. Lamb, and Dr. Rogers presented information regarding these items as indicated below.

- A. Policy 3.349 - Employee Background Checks – Ms. Weakley noted that this policy has been in place since 2006 and has been expanded over time to include all employees and volunteers. The proposed changes will bring the policy up-to-date with current practices and in line with policies at other universities in Texas.
- B. Policy 4.112 - Alcoholic Beverages – Dr. Lamb noted that the policy was rewritten in a different format. He added that the only major change in the policy was the addition of a statement that student organizations distributing alcohol must use a Texas Alcoholic Beverage Commission (TABC) licensed third-party vendor. He stated that this requirement was previously added to the *MSU Student Handbook*.
- C. Policy 4.152 - Police Department Administration and Regulatory Ordinances – Dr. Lamb reported that the wording in Policy 3.325 was included in this policy. He added that the most substantive change, other than clean up items, was the addition of impoundment in place policies through the use of wheel locks or via towing vehicles.
- D. Policy 4.163 – Use of Tobacco Products – Dr. Lamb noted that the university currently restricts the use of tobacco products on campus. The recommended



change would include restrictions on e-cigarettes and other tobacco derived products that have been determined to be detrimental to an individual's health.

E. New Policy - Employee Workplace Bullying – Ms. Weakley reported that the administration thought it important to add this policy regarding workplace bullying. She indicated that the policy defines bullying and provides reporting information.

F. Policies Recommended for Deletion.

1. Policy 3.325 – Vehicle Registration for Faculty and Staff – Dr. Rogers noted that information contained in this policy is now included in the revised Policy 4.152.
2. Policies 4.116, 4.117, and 4.118 – Building Use and Fee Schedules – Dr. Rogers reported that with the deletion of these policies, the responsibility for approving campus rental procedures and rates would be moved to the Administrative Council.

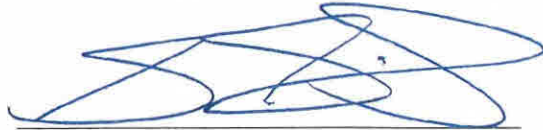
Dr. Rogers noted that this would be Ms. Weakley's final board meeting as she was retiring at the end of the month. He thanked her for her conscientious effort and work on behalf of Midwestern State University.

Mr. Engelman moved approval of these policy changes as presented. Mrs. Burks seconded the motion and it was approved.

#### Adjournment

The Audit, Compliance, and Management Review Committee discussion concluded at 5:28 p.m.

Reviewed for submission:

A handwritten signature in blue ink, appearing to read 'Sam Sanchez', with a horizontal line drawn underneath it.

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



**MINUTES**  
**MIDWESTERN STATE UNIVERSITY**  
**BOARD OF REGENTS**  
**August 8, 2013**

The Board of Regents, Midwestern State University, met in regular session in the J. S. Bridwell Board Room of the Hardin Administration Building at 1:30 p.m. Regents in attendance were Mr. Shawn Hessing, Chairman; Mr. Mike Bernhardt, Vice Chairman; Mr. Kenny Bryant, Secretary; Mrs. Tiffany Burks; Mrs. Jane Carnes; Mr. Charles Engelman; Mr. Jeff Gregg; Mr. Sam Sanchez; and Student Regent Shelby Davis.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Betty Stewart, Provost and Vice President for Academic Affairs; Dr. Marilyn Fowlé, Vice President for Business Affairs and Finance; Dr. Keith Lamb, Vice President for Student Affairs and Enrollment Management; Dr. Howard Farrell, Vice President for University Advancement and Public Affairs; and Dr. Robert Clark, Vice President for Administration and Institutional Effectiveness. Other university personnel attending the meeting included Dr. Deborah Garrison, Associate Vice President for Academic Affairs and Dean of the Graduate School; Mr. Kyle Owen, Associate Vice President for Facilities Services; Mr. Matt Park, Associate Vice President for Student Affairs; and Dr. James Johnston, Dean, College of Health Sciences and Human Services. Additional university personnel attending were Dr. Jim Owen, outgoing Chairman of the Faculty Senate; Dr. David Carlston, incoming Chairman of the Faculty Senate; Mr. Dirk Welch, Chairman of the Staff Senate; Mr. Charlie Carr, Director of Athletics; Mr. Barry Macha, General Counsel; Ms. Dianne Weakley, Director of Human Resources; Ms. Gail Ferguson, Controller; Ms. Valarie Maxwell, Director of Budget and Management; Mr. Dan Williams, Chief of Police; 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 were Ms. Ann Work, reporter for the *Times Record News*, Ms. Mechell Dixon and Mr. Rod Schnetzer, KFDX-TV III; and Mr. James Parish, KAUZ-TV. Attending the meeting for the discussion of the first agenda item was Mr. Kevin McGinnis, Director of Risk Management and Benefits, Texas A&M University System.

Chairman Hessing called the meeting to order at 1:30 p.m. and Ms. Gaynor introduced the guests. Mr. Hessing asked Dr. Stewart to make a special introduction. Dr. Stewart introduced Dr. Deborah Garrison, new Associate Vice President for Academic Affairs and Dean of the Graduate School. She noted that Dr. Garrison previously served as Chair of the MSU Wilson School of Nursing (2000-2005). Upon leaving MSU, Dr. Garrison was Associate Graduate Dean at the University of Toledo and recently served as Dean and Professor at Widener University in Pennsylvania.

Opening Comments

Mr. Hessing noted that Dr. Givens recently had surgery and was unable to participate in the board meeting. He then welcomed Shelby Davis to her service on the Board of Regents. Ms. Davis stated that she was honored to be appointed as Student Regent. She indicated that she is from Petrolia, Texas and will be a junior in mass communications in the fall.



### Public Comment

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

### Approval to Invest with Texas Public Institutions

13-128. Mr. Hessing reported that legislation sponsored by MSU's local legislators was approved during the recent session to allow MSU's governing board to invest its cash with another governing board that has oversight of endowment funds in excess of \$25 million. During the time since the Governor signed the bill (Senate Bill 1019), Dr. Fowlé has worked with various entities to determine the best possible option for MSU. He asked Dr. Fowlé to provide an overview, followed by a presentation by Mr. Kevin McGinnis, Director of Risk Management and Benefits at Texas A&M University System.

Dr. Fowlé reported that she contacted the various state university systems to determine their interest in MSU investing with them. She learned that the University of Texas System and the University of Houston System were not interested in the proposal and that the Texas State University System does not have a centralized investment function and was unable to offer services to MSU. The remaining systems, the Texas A&M University System, the Texas Tech University System, and the University of North Texas System, expressed interest in the possibility of shared services. Dr. Fowlé reported that following her review of the various programs available, the program offered through Texas A&M University System appeared to best meet the needs of Midwestern State University.

Mr. McGinnis presented the Texas A&M University System Investment Overview as shown in Attachment 1. He noted that his primary topic was the Cash Concentration Pool, which is a long-term pool of investing operating assets. He presented the names of entities for which the System manages money, including entities outside the control of the board, shown in green on slide 2. He noted that the Texas A&M University Foundation is independent and, as such, they manage money given to the College Station university. He reported that the long-term pool is a "diversified portfolio of investments seeking risk-adjusted return and adequate liquidity on core assets." He stated that these are not endowment funds but are also not daily cash. He noted that the funds are invested within certain parameters. He reported that the 15-year performance of 5.8% shown on Slide 7 was along the lines of what they expect. He stated that when performance nears 9-10% there is a concern that this is a function of the market on a short-term basis. Mr. McGinnis reported that there is currently \$2.1 billion in the fund as of June 30, 2013. He noted that the System developed a unitized fund in 1991. Mr. Hessing asked Mr. McGinnis to explain what is meant by unitized. Mr. McGinnis responded that a unitized fund is basically a mutual fund. When an individual puts money into a mutual fund, he buys shares or units of that fund at the value of the share or unit on that day. The value on the day an individual buys into the fund determines how many units are bought. When earnings or losses are distributed, the distributions are based on unit values.



Mr. Engelman asked how hedge funds are monitored. Mr. McGinnis responded that hedge funds are not purchased directly, but are part of a diversified portfolio. They are monitored as part of the overall portfolio. He added that the A&M Cash Concentration Pool investment program looks to diversify, to add return, and to avoid risk.

Mr. Sanchez asked Mr. McGinnis to clarify the assessment that would be charged to MSU for this service. Mr. McGinnis responded that the current members of the Texas A&M System pay an assessment that funds system operations, including his office. An outside entity, such as MSU or Stephen F. Austin University, would pay 15 basis points to help offset what system members are being charged.

Mr. Hessing asked Dr. Fowlé to discuss what MSU currently earns on its cash funds. Dr. Fowlé responded that earnings are currently less than 1%. Dr. Rogers noted that the System distributes earnings monthly. He asked Dr. Fowlé if MSU would need to receive monthly distributions. Dr. Fowlé responded that she and Ms. Ferguson would look at the cash flow needs of the university and determine an appropriate schedule. Mr. McGinnis added that most of the institutions allow the income to go back into the fund and request distributions when needed. Mr. McGinnis stated that he wanted the board members to understand that the funds are managed on a total return basis and there may be times when they distribute negatives. He added that through time the returns have been those shown in the presentation.

Dr. Rogers thanked Dr. Fowlé for thinking of this possibility and thanked Ms. Barrow for shepherding the bill through the legislature. He also noted appreciation for Senator Craig Estes and Representative James Frank for sponsoring and supporting the legislation through the process.

Dr. Fowlé stated that the legislation allows MSU to take advantage of this option beginning September 1. If approved by the board, an agreement will be written and signed, and the assets transferred sometime after September 1.

Mr. Hessing asked Dr. Fowlé about anticipated earnings in FY 14. Dr. Fowlé responded that MSU currently earns \$250,000 each year from interest income. While this agreement should result in an additional \$500,000 each year, the current budget includes an estimated \$400,000 for FY 14. This is a conservative estimate owing to the uncertainty of when the funds will be transferred and invested.

Mr. Hessing noted that the administration was requesting authorization to negotiate an agreement with Texas A&M University System for the investment of MSU's excess cash, and further authorization for the chairman of the board to sign the associated contracts. Mr. Bernhardt moved approval of this recommendation as presented. Mrs. Carnes seconded the motion and it was approved.

Mr. Hessing thanked Mr. McGinnis for his presentation and discussion with the board.



### Discussion of Higher Education Issues

13-129. Mr. Hessing reported that he had asked that this item be placed on every regular meeting agenda to give the board an opportunity to discuss higher education issues. He noted that higher education has just come through some of the hardest times in recent history owing to rising costs, demands from students and others to keep tuition low, and lack of state funding. He stated that as MSU rebounds through its new enrollment initiative, it is important that the university refocus on its strategic plan, to include a physical facilities master plan. He noted that as the university looks at additional enrollment, it is necessary to look at whether additional facilities or infrastructure are needed. Other questions that should be considered include what type of program enhancement is required and what does the university need to accommodate a larger student population during the next ten or twenty years.

Mr. Hessing encouraged board members to look at a recent publication by the Association of Governing Boards related to higher education policy. He noted that it included a number of issues that universities in Texas and throughout the United States must address.

Dr. Rogers reported that the Council of Public University Presidents and Chancellors recently discussed the question of what will happen to traditional universities such as MSU in the future in view of burgeoning student debt and huge enrollments in proprietary online schools. He indicated that the conclusion of the discussion was that there would always be a place for campuses such as Midwestern State University. A traditional campus is a wonderful place for young people to grow and learn. However, it must be recognized that there is a demand for different types of course delivery, including distance education. He added that on-line education must maintain quality.

Dr. Rogers commented on the cost of higher education. He noted that a student can earn a four-year degree at a university such as MSU for \$28-29,000. He stated that while this will not pay for a student's living expenses, it will pay for the cost of education. He indicated that higher education is still a great bargain and added his concern that there are still too many students who self-eliminate.

Mr. Sanchez noted that he was recently in a restaurant and received an Amber Alert on his cell phone. He encouraged the administration to make every effort to be able to make contact with all students in the event of an emergency or security concern. Dr. Lamb responded that current law requires MSU to enroll every student in the emergency alert program. A student can opt out of the system if he does not want to receive notices. Chief Dan Williams commented that MSU's system has been upgraded and a student's cell phone number and e-mail address are now included in the system. He added that while they still see a high failure rate because students change cell phone numbers or e-mail addresses and do not notify the university, a large number of students are reached when compared to previous experience. Mr. Sanchez asked if the portal technology could be used and if, perhaps, a student might be required to confirm his or her contact information in order to receive grades. Dr. Lamb noted that perhaps students could be prompted to update personal information each time they



register for classes. Dr. Clark added that the portal could be used to continually communicate the message.

Mr. Bernhardt challenged the administration to start looking at a master plan and to be prepared to start laying some things out for the board in November. He noted that decisions made by the board in the next few years would ultimately affect the next 10-15 years of the university. Mr. Hessing noted that it is important to place a level of precision on some of the plans that have been presented by the administration. He stated that a detailed strategic plan is particularly critical as enrollment increases and the university grows and changes. Dr. Rogers responded that the administration is working to update the strategic plan. He stated that the board sees the master plan through action items, such as recommendations that would be made later in the board meetings for new academic programming and campus improvements. Mr. Hessing indicated that it was important for the board to also see the big picture. Dr. Rogers responded that it was time to put all of the plans in writing.

Mr. Hessing noted that MSU did not increase tuition and fees for FY 14. He asked Dr. Rogers if he had information about tuition and fee increases at other institutions of higher education in Texas. Dr. Rogers reported his understanding that four of the 38 institutions did not increase tuition and fees this year. Dr. Rogers noted that Dr. Lamb recently forwarded to him results of a survey of the 60,000 potential students MSU had contact with this year. One of key factors potential students consider when choosing a university is financial aid and scholarships. He stated that MSU's potential student body is becoming less and less capable of paying tuition. He stated that education must be kept affordable and high quality. He noted that this was a challenge, but that it could be done.

#### Naming Opportunities

13-130. Mr. Hessing presented the following recommendations from the administration:

- A. Naming Gallery Four of the Wichita Falls Museum of Art at Midwestern State University the "Nancy and Frank Harvey Gallery."
- B. Naming Room 325 in Bolin Science Hall the "Robert L. and Beverly Bolin Petroleum Geology Laboratory."
- C. Naming the College of Health Sciences and Human Services the "Robert D. and Carol Gunn College of Health Sciences and Human Services."

Dr. Rogers reported that Nancy Harvey was one of the founders of the original Wichita Fall Museum. She and her husband were supporters of MSU for many years. This naming of a gallery in the university's museum will appropriately recognize these individuals.

Dr. Rogers reported that Mrs. Bolin contributed to the Petroleum Geology program in honor of her late husband, Robert. A portion of the funds will assist with the



establishment of this laboratory and program. He added that Dr. Scott Meddaugh has recently been hired as the Robert L. Bolin Professor of Petroleum Geology. He noted that Dr. Meddaugh earned the Ph.D. from Harvard and worked for many years with major national oil companies.

Dr. Rogers stated that the recent significant gift from Bob and Carol Gunn has opened doors in the College of Health Sciences and Human Services through funding to add faculty, staff, and students. The naming of this College in their honor will appropriately recognize this gift and the long-term positive effect it will have on Midwestern State University.

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

Dr. Rogers also thanked Jane and Peyton Carnes for their gift of \$70,000 to support ten freshman President's Distinguished Scholarships each year for the next five years. He noted that this is the first year of the gift. The board members added their thanks to Mrs. Carnes for this gift.

#### Legacy Walk

13-131. Mr. Hessing noted that information regarding the history of Legacy Walk was presented in the agenda. He reported that the administration was recommending the addition of Robert D. and Carol Gunn to Legacy Walk, in recognition of their service to and financial support of Midwestern State University.

Dr. Rogers stated that Legacy Walk honors those who have significantly affected Midwestern State University. He indicated that the board was likely very aware of the contributions of Bob and Carol Gunn, including the gift noted in the previous item. He reported that Bob and Carol have contributed to MSU in numerous ways, through their generous financial gifts and through gifts of their time. In addition to their most recent large contribution to the university, they have served as chairs of the President's Excellence Circle, Carol has served on the Board of Regents, and they have supported MSU with gifts to a number of departments and programs.

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

#### Board Resolutions

13-132. Mr. Hessing noted that a copy of a resolution of appreciation for Holly Allsup was recently sent to board members for review. The administration recommended approval of this resolution as shown in Attachment 2.

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



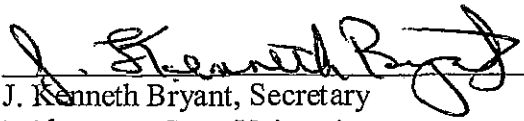
Executive Session

13-133. Mr. Hessing reported that an executive session would be held later in the day during regular committee business.

Adjournment

The meeting adjourned at 2:20 p.m.

Reviewed for submission:

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

ATTACHMENTS:

1. Texas A&M University System Investment Presentation
2. Resolution of Appreciation – Holly Allsup



# Midwestern State University Board of Regents

August 8, 2013



Kevin P. McGinnis

The Texas A&M University System  
Investment Overview

## The Texas A&M University System

Cash Concentration Pool and System Endowment Fund Participants

Texas A&M University  
Texas A&M University at Galveston  
Texas A&M Health Science Center  
*Texas A&M Health Science Center  
Foundation*  
*Texas A&M Research Foundation*  
Prairie View A&M University  
Tarleton State University  
Texas A&M International University  
Texas A&M University-Corpus Christi  
Texas A&M University-Kingsville  
West Texas A&M University  
*West Texas A&M University  
Foundation*  
Texas A&M University-Commerce  
*Texas A&M University-Commerce  
Foundation*

Texas A&M University-Texarkana  
*Texas A&M University-Texarkana  
Foundation*  
Texas A&M University-Central Texas  
*Texas A&M University-Central  
Texas Foundation*  
Texas A&M University-San Antonio  
*Texas A&M University-San Antonio  
Foundation*  
Texas AgriLife Research  
Texas AgriLife Extension Service  
Texas Engineering Experiment Station  
Texas Engineering Extension Service  
Texas Forest Service  
Texas Transportation Institute  
Texas Veterinary Medical Diagnostic  
Laboratory

The Texas A&M University System



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## The Texas A&M University System

- Board of Regents approves Investment Policy including permissible investments, asset allocations, and performance expectations
- Consultant provides manager sourcing, risk analysis, market research, and performance reporting
- System Investment Staff, with delegation of the Chancellor, are responsible for implementation of policy and management of the investment programs
- CFO Investment Advisory Sub-Committee provides advice to Staff on programs

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The Texas A&M University System



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## Experienced Investment Staff

Maria Robinson CPA CTP, Treasurer, 15 Years

Kevin McGinnis, Executive Director, 23 Years

Elaine Welch CTP, Operations Manager, 17 Years

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The Texas A&M University System



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## Cash Concentration Pool

- Investment vehicle for all operating assets of the A&M System.
- Managed in two Pools of assets:
  - Short-Term Pool - institutional money market account for short term cash needs and debt proceeds
  - Long-Term Pool - diversified portfolio of investments seeking risk adjusted return and adequate liquidity on core assets

The Texas A&M University System



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## Long-Term Pool Asset Allocation

Asset Class	Target Allocation
Intermediate Fixed Income	11%
Long-Term Fixed Income	27%
Domestic Equity	22%
International Equity	18%
Hedge Funds	22%

The Texas A&M University System



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## Long-Term Pool Performance

**Performance Periods Ended June 30, 2013**

**Market Value: \$2.1 Billion**

	<u>1-Yr.</u>	<u>3-Yr.</u>	<u>5-Yr.</u>	<u>10-Yr.</u>	<u>15-Yr.</u>
<b>Long-Term Pool</b>	<b>8.8%</b>	<b>8.3%</b>	<b>4.7%</b>	<b>5.6%</b>	<b>5.8%</b>
Balanced Index	8.9%	7.7%	3.6%	6.1%	5.2%

The Texas A&M University System



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## Cash Concentration Pool Unitization and Withdrawals

- The Long-Term Pool is operated on a unitized basis
  - Realized income and expenses for the pool are allocated monthly to participants based on the number of units owned by each participant
  - Withdrawals and deposits are processed based on the per unit market value at the time of the transaction
  - The per unit market value is calculated at the end of each month
- Withdrawals and deposits are processed only at the beginning of each month
  - Notification of withdrawals and deposits must be made 5 business days in advance

The Texas A&M University System



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## Long-Term Pool Distributions

After netting external fees, all monthly investment earnings are distributed to Long-Term Pool participants

External fees average 35 basis points (0.35%) annually

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The Texas A&M University System



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## System Endowment Fund

### **Primary Objectives**

All endowment assets of the System are invested in the System Endowment Fund with the primary objectives of:

- Providing a continuing and dependable payout, growing in real terms after giving effect to inflation
- Causing the value of the fund to appreciate over time, exclusive of growth derived from donations

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The Texas A&M University System



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## Endowment Spending Policy

Excluding fees, distribute no more than 5% of the previous 20-quarter rolling average unit market value of the System Endowment Fund calculated the last day of February for the next fiscal year.



## System Endowment Fund Asset Allocation

Asset Class	Target Allocation
Fixed Income	15%
Domestic Equity	20%
International Equity	20%
Inflation Hedging	12%
Hedge Funds	18%
Private Equity	15%





## System Endowment Fund

**Performance Periods Ended June 30, 2013**

**Market Value: \$793 Million**

	<u>1-Yr.</u>	<u>3-Yr.</u>	<u>5-Yr.</u>	<u>10-Yr.</u>	<u>15-Yr.</u>
<b>System Endowment Fund</b>	<b>10.5%</b>	<b>9.6%</b>	<b>3.7%</b>	<b>7.2%</b>	<b>6.2%</b>
Balanced Index	9.3%	9.1%	3.9%	6.8%	5.5%

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The Texas A&M University System



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# MIDWESTERN STATE UNIVERSITY

## RESOLUTION OF APPRECIATION

August 8, 2013

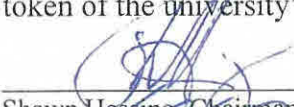
WHEREAS, Holly Allsup was appointed by Texas Governor Rick Perry to serve as MSU Student Regent, the highest position to which a student can be appointed while enrolled in Texas public higher education, and

WHEREAS, Ms. Allsup served in this position with distinction from June 1, 2012, until May 31, 2013, and


WHEREAS, she represented the students of Midwestern State University in discussions regarding key issues in higher education and provided input in 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 Holly Allsup for her 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. Allsup as a token of the university's gratitude and appreciation.

  
Shawn Hessing, Chairman

  
Michael Bernhardt, Vice Chairman

  
J. Kenneth Bryant, Secretary

  
Tiffany Burks

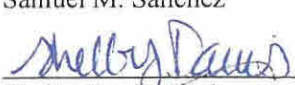
  
Jane S. Carnes

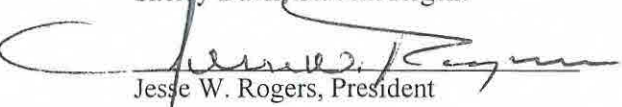
  
Charles E. Engelman

  
F. Lynwood Givens

  
Jeff Gregg

  
Samuel M. Sanchez

  
Shelby Davis, Student Regent

  
Jesse W. Rogers, President





**MINUTES  
BOARD OF REGENTS  
MIDWESTERN STATE UNIVERSITY**

**August 9, 2013**

The Board of Regents, Midwestern State University, met in regular session in the J. S. Bridwell Board Room, Hardin Administration Building, Wichita Falls, Texas, at 9:00 a.m., Friday, August 9, 2013. Regents in attendance were Mr. Shawn Hessing, Chairman; Mr. Mike Bernhardt, Vice Chairman; Mr. Kenny Bryant, Secretary; Mrs. Tiffany Burks; Mrs. Jane Carnes; Mr. Charles Engelman; Mr. Jeff Gregg; Mr. Sam Sanchez; and Student Regent Shelby Davis.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Betty Stewart, Provost and Vice President for Academic Affairs; Dr. Marilyn Fowlé, Vice President for Business Affairs and Finance; Dr. Keith Lamb, Vice President for Student Affairs and Enrollment Management; Dr. Howard Farrell, Vice President for University Advancement and Public Affairs; and Dr. Robert Clark, Vice President for Administration and Institutional Effectiveness. Other university personnel attending the meeting included Dr. Deborah Garrison, Associate Vice President for Academic Affairs and Graduate Dean; Mr. Charlie Carr, Director of Athletics; Mr. Barry Macha, General Counsel; Ms. Dianne Weakley, Director of Human Resources; Dr. David Carlston, incoming Faculty Senate Chairman; Mr. Dirk Welch, Chairman of the MSU Staff Senate; Mr. Randy Kirkpatrick, Chief Information Officer; Mr. Robert Steflik, Technology Analyst; 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. Ann Work, *Times Record News*.

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

Opening Comments

Mr. Hessing welcomed everyone to the meeting and thanked them for their participation, discussion, and action at the committee meetings Thursday.

Public Comment

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

Reading and Approval of Minutes

13-167, 168 & 169. Minutes of the Board of Regents meetings May 9 and 10 and June 26, 2013, were approved as presented.

**Executive Committee Report**

Mr. Hessing noted the items presented at the Executive Committee meeting for committee approval and information only. Information concerning these items may be found in the minutes of the Executive Committee meeting held August 8, 2013.



Item Presented for Committee Approval Only

13-134. Committee Minutes

Items Presented for Information Only

13-135. Construction Update

13-136. Drought Recovery Efforts

Executive Committee Consent Agenda

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

13-137. Wichita Falls Museum of Art at Midwestern State University Advisory Board – approved members of the Museum Advisory Board as presented.

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

**Academic and Student Affairs Committee Report**

Mr. Bryant 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 8, 2013.

Item Presented for Committee Approval Only

13-138. Committee Minutes

Items Presented for Information Only

13-139. Faculty Report

13-140. Staff Report

13-141. Student Government Report

13-142. Enrollment Reports – Summer 2013

13-143. Athletics Report

13-144. Consideration of Baseball as Possible Additional Sport

Academic and Student Affairs Committee Consent Agenda

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



- 13-145. August 2013 Graduating Class – approved the list as presented.
- 13-146. New 42 Hour Core Curriculum - approved the new core for submission to the Texas Higher Education Coordinating Board (THECB) as presented.
- 13-147. Conversion of the Associate of Applied Science in Radiography to a Bachelor's degree program– approved this change for submission to the THECB.
- 13-148. Transition of the Master of Public Administration to a Master of Arts in Criminal Justice - approved this change for submission to the THECB.
- 13-149. *MSU Student Handbook* Change – Student Code of Conduct – approved the new Code as presented.
- 13-150. Policy 3.146 – Protection of Human Subjects in Research – approved the changes to this policy as presented.
- 13-151. Tenure – approved granting faculty tenure to the following individuals:
- |                         |                   |
|-------------------------|-------------------|
| Deborah Garrison, Ph.D. | Nursing           |
| Jeffrey Oxford, Ph.D.   | Foreign Languages |

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

#### **Finance Committee Report**

Mr. Bernhardt noted the items presented at the Finance Committee meeting for committee approval and information only. Information concerning these items can be found in the minutes of the Finance Committee meeting held August 8, 2013.

#### Item Presented for Committee Approval Only

- 13-152. Committee Minutes

#### Items Presented for Information Only

- 13-153. Summary of Financial Support
- 13-162. Modification of University Organization Chart

#### Finance Committee Consent Agenda

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

- 13-154. Financial Reports – accepted the monthly financial reports for April, May, and June, 2013.
- 13-155. Investment Report – accepted the third quarter 2013 Investment Report.



- 13-156. Investment Policy Review – approved changes to Policy 4.182 as presented.
- 13-157. University Accounts – approved signature authorizations as presented.
- 13-158. Approval of Brokers/Dealers, Investment Vehicles, and Asset Holding Accounts – approved the lists as presented.
- 13-159. FY 2013 Item \$50,000 & Under – ratified the budget change as presented.
- 13-160. Personnel Reports and Changes in 2012-2013 Budget – ratified the changes as presented.
- 13-161. Operating Budget for Fiscal Year 2014 – approved the \$98,468,305 operating budget for the 2013-2014 fiscal year as presented.

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

#### **Audit, Compliance, and Management Review Committee Report**

Mr. Sanchez noted the items presented at the Audit, Compliance, and Management Review Committee meeting for committee approval and information only. Additional information concerning these items can be found in the minutes of the committee meeting held May 9, 2013.

#### Item Presented for Committee Approval Only

- 13-163. Committee Minutes

#### Item Presented for Information Only

- 13-164. Audit Activities

#### Audit, Compliance, and Management Review Committee Consent Agenda

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

- 13-165. Contract Management Activities and Contract Authorization – authorized an agreement with the Texas Commission on Environmental Quality (TCEQ) to install a continuous air monitoring station on MSU property as presented.
- 13-166. *MSU Policies and Procedures Manual* Changes – approved changes to the policies noted below as presented:
  - A. Policy 3.349 – Employee Background Checks
  - B. Policy 4.112 – Alcoholic Beverages
  - C. Policy 4.152 – Police Department Administration and Regulatory Ordinances
  - D. Policy 4.163 – Use of Tobacco Products



- E. New Policy – Employee Workplace Bullying
- F. Deletion of Policies 3.325, 4.116, 4.117, and 4.118

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

### **Other Business**

#### Board of Regents Meeting Dates – 2013-2014

13-170. Mr. Hessing reported that proposed meeting dates for the upcoming year were listed in the agenda document. The dates were approved without discussion.

#### President's Report and Discussion

13-171. Dr. Rogers reported that he had asked Ms. Barrow, Dr. Clark, and Mr. Stefllick to provide information regarding two important topics as presented below.

A. Legislative Update – Ms. Barrow presented the following information concerning the 2013 legislative sessions.

- 1) At the time of the May Board of Regents meetings, it appeared likely that Tuition Revenue Bonds (TRBs) would be approved by the legislature. While TRB bills passed out of both houses, a conference committee was not appointed to work out the differences, and neither piece of legislation was approved. During each of the three subsequent special sessions of the legislature, efforts were made to convince the governor to add TRBs to the list of items that could be addressed. Unfortunately, the subject was not added and no further action was taken. Higher education leaders and legislators across the state believe that the topic of TRBs will be addressed during the 2015 legislative session.
- 2) While state government experienced drastic cuts in 2011, the 2013 session provided additional funding. State funding across all of state government increased by 8.1%, or \$101.4 billion. State funding for public education increased by \$2.7 billion, or 8%, while funding for higher education institutions increased by \$669 million, or 4.4%. A large portion of the higher education funding increase went into financial aid. Texas Grants received a 25% increase of \$145 million. This funding should provide resources to assist approximately 84% of new eligible students during the next two years.
- 3) The state offers the B-On-Time Loan Program to encourage students to graduate within four years. The program provides funds to students that do not have to be repaid if the student meets certain criteria, including receiving a baccalaureate degree within four years. If the student fails to meet the criteria the student must repay the funds, but at zero percent interest. While this is a very good program, students have not fully utilized the program owing to its complexities. Changes in the program were authorized during this session of the legislature, to include allowing each university to keep funds designated for the B-On-Time beginning in FY 15.



4) The legislature appropriated \$30 million to address the cost of the growing Hazlewood Exemption program. MSU should receive \$260,000 from these funds. The total cost of the Hazlewood Exemption program in FY 12 was \$112 million.

5) Key pieces of legislation include the following.

- a. SB 1019 will allow MSU to work with another institution's governing board to invest its cash as was discuss by the board during Thursday's meeting.
- b. HB 29 requires all four-year public institutions of higher education to offer a fixed tuition plan beginning in the fall 2014.
- c. SB 1210 requires the majority of students who receive tuition or fee exemptions or waivers to meet academic progress requirements in order that they may maintain eligibility.
- d. HB 5 was the public school bill. This bill included new requirements for graduation beginning in FY 2015.
- e. HB 12 relates to salary supplements paid from outside private donations. The bill also requires internet posting of information regarding FTEs, appropriations, and compensation. The bill also includes requirements for conflict of interest policies between universities and foundations. Mr. Macha is looking at the requirements and will recommend policy changes accordingly.
- f. With the passage of HB 31 meetings of university boards of regents will be broadcast over the internet beginning in February, 2015. Additionally, the items that are provided to the board will have to be placed on the web, unless general counsel certifies they are confidential or may be withheld from public disclosure.

6) The Legislative Appropriations Request for the 2015 session must be submitted next summer.

Dr. Rogers stated that Ms. Barrow working in Austin had reduced his travel dramatically. He thanked her for the job she does.

B. Portal Presentation – Dr. Rogers recognized Dr. Clark and his staff for their work in bringing the portal online. Dr. Clark reported that the process began two years ago and he was very pleased with the outcome. He noted that the portal provides students, faculty, and staff with single sign-on capability. He added that the portal also allows the administration or faculty member to communicate with students and to target communications to various student populations. He noted that the project had taken a great deal of time and development and he recognized Mr. Robert Steflick for his work in this regard.



Mr. Steflick presented information as shown in Attachment 1. He noted that the three key benefits of the portal are single sign on, communities, and targeted announcements and messages. He stated that one of the purposes of the portal is to keep students engaged in the university. He reported that by signing in to the portal a student has access to a number of university applications and must only remember one user name and password. He added that employees logging on to the portal have similar access.

The portal launched in February for faculty and staff, and students were given access in May. Mr. Steflick distributed an information sheet regarding portal usage during the summer months (see Attachment 2). He noted that the portal can be reached via computer or through a mobile app on a smart phone or tablet.

Mr. Bryant asked how the portal would assist with recruiting students. Dr. Lamb responded that the university uses a different portal, the Recruiter program, to aid in recruiting students. Once students are admitted to MSU they are moved from Recruiter to the university portal. Recruiter is targeted to prospective students and reminds students of where they are in the application and admissions process. Dr. Lamb noted that the board would see a presentation of the Recruiter program in November. Mr. Hessing asked if the transition from one portal to the next was seamless for the students. Dr. Lamb responded that the university communicates with students to be certain they know they have access through another portal.

Mrs. Carnes asked about steps that had been taken to ensure secure data within the portal. Mr. Steflick responded that the company MSU has partnered with to provide the portal has safeguards in place. Additionally, efforts are made at the university level to remind users to log out of the portal when they leave their computer.

#### Executive Session

13-172. There being nothing to discuss in executive session, no action was necessary.

#### Closing Comments

Mr. Hessing thanked the regents for their participation in the meetings. He added that the next regular board meetings would be held November 7 and 8, 2013.

#### Adjournment

There being no further business, the meeting was adjourned at 9:50 a.m.

I, J. Kenneth Bryant, the fully appointed and qualified Secretary of the Midwestern State University Board of Regents, hereby certify that the above and foregoing is a true and correct copy of the minutes of the Midwestern State University Board of Regents meeting August 9, 2013.

  
J. Kenneth Bryant, Secretary



ATTACHMENTS:

1. Portal Power Point Presentation
2. MSU Portal Use Information Sheet







### **Put Simply...**

- ✕ Single Sign On
- ✕ Communities
- ✕ Targeted Announcements & Messages

### **Single Sign On?**

- ✕ Banner Self-Serve / WebWorld
- ✕ Desire 2 Learn
- ✕ Email (Employees=Outlook / Students=Gmail)
- ✕ Library Book Check-out / Databases
- ✕ IN-WORK (Housing, MustangsHIRE, WEAVE, OrgSync)



## **Communities**

- ✕ Faculty
- ✕ Staff
- ✕ Students
- ✕ Freshman
- ✕ Skateboarding @ MSU
- ✕ On-Campus Students
- ✕ OPEN, RESTRICTED, PRIVATE

## **Targeted Announcements & Messages**

- ✕ By Community
- ✕ By Name
  
- ✕ Login Pop-up
- ✕ Text Message
- ✕ Email Alert

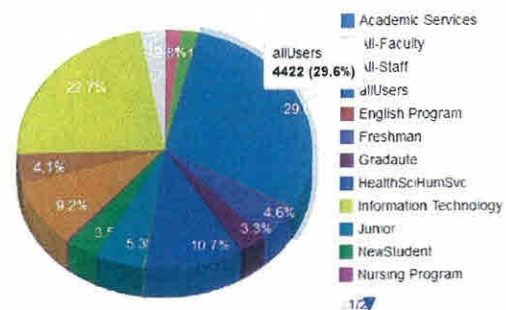


## When did the portal launch?

- ✕ Feb 15, 2013
  - + Faculty / Staff
- ✕ May 20, 2013
  - + Students

## User Group Size

User Group Size



ALL = 4422  
Student = 3385  
Faculty = 243  
Staff = 276

Employees 600  
benefit eligible  
1200 overall



## Custom Home Pages

- ✕ Shows information as needed
- ✕ Community Based (English Majors, by College)
- ✕ Role Based (Faculty, Staff, Student)

## Multiple Platforms

- ✕ Desktop
- ✕ Mobile Web
- ✕ Apps for Android / iPhone



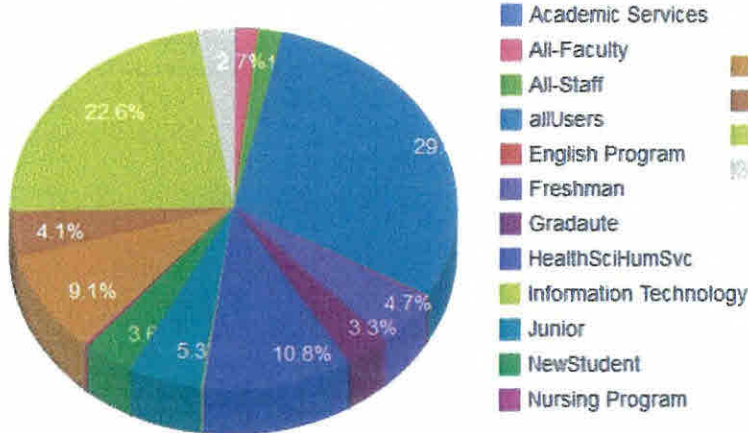


# MSU Portal

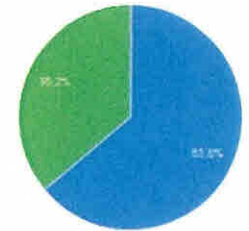
May 1, 2013 ~ Aug 1, 2013

**All Users 4,668**  
**Student 3,564**  
**Faculty 255**  
**Staff 282**

**New Student 575**  
**Freshman 742**  
**Sophomore 651**  
**Junior 833**  
**Senior 1,440**



Returning Visitor New Visitor



Visits

10,000

5,000

4,000 visits per week on average

June 2013

July 2013

Device Type

50,291

% of Total: 100.00%  
(50,291)

1. desktop	43,334
2. mobile	4,496
3. tablet	2,461

Region

Visits

↓

49,142

% of Total: 97.72% (49,142/50,291)

1. Texas	42,891
2. Oklahoma	1,249
3. California	484
4. Colorado	378
5. Florida	275
6. Georgia	273
7. Illinois	264
8. Wisconsin	253
9. Tennessee	252
10. New Mexico	246

City

Visits

↓

42,891

% of Total: 87.28% (42,891/49,142)

1. Wichita Falls	22,442
2. Dallas	3,351
3. Fort Worth	1,224
4. Houston	1,197
5. Austin	984
6. Burk Burnett	547
7. San Antonio	434
8. Arlington	433
9. Graham	403
10. Vernon	387

Pageviews

10,000

5,000

June 2013

July 2013

Pages on this site were viewed a total of 215,729 times

Pageviews

Unique Pageviews

Avg. Time on Page

215,729

128,175

00:01:23