The Staff Senate met Wednesday, September 14, 2011 at 10:00 a.m. in Room 189 in the Dillard College of Business Administration Building. Members in attendance were Marilyn Brown, Mike Deming, Edward Mark, Lori Case, Jeana Brunson, Lucy Davis, Matthew Park, Frances Miller, Ernest Cooper, Juan Ibarra, Dirk Welch, Jolene Welch, Devah Scholl, Patricia Lowry and Peggy Brennan. Jolene Welch, Chair, presided.

Also present was guest speaker, Dr. Jesse Rogers, President of Midwestern State University and Gary Neal.

The meeting was called to order at 10:00 a.m. by Jolene Welch.

Approval of Minutes:

The minutes of the August 10, 2011 meeting were not available for approval (Open).

1. Guest Speaker, Dr. Jesse Rogers, President of Midwestern State University

Dr. Jesse Rogers addressed the Staff Senate on the importance of keeping faculty and staff informed of what the administration is doing and why. Dr. Rogers informed the Staff Senate members that over a four year span the university has lost $12.2 million in funding. Twenty years ago, the state paid 80% of the cost to educate our students; currently, they pay only 22% of that cost and the rest will come from private donations and tuition and fees paid by the students. Information was distributed and Dr. Rogers explained and discussed with the senate the following: Midwestern State University Budget Highlights FY2010-2011 and FY2011-2012 (see Attachment 1); Appropriations Reductions Plan for Current Fiscal Year 2011, 2012, & 2013 (see Attachment 2); and the Campus Revitalization and Growth Plan, Major Fund Drive, Fiscal Years 2012 to 2014 (see Attachment 3). Dr. Rogers informed the Staff Senate that he and the vice presidents are working on a reorganization of staff and services to better serve the students and take care of the MSU campus. He encouraged anyone having questions as they see things happening, please ask.

The following questions were asked by Staff Senate members and were answered by Dr. Jesse Rogers:

- **Question:** Regarding the growth in the nursing and radiologic sciences fields, is there any consideration of offering a Ph.D. in nursing or radiology? **Answer:** We are not actively pursuing a Ph.D. program at this time because the start-up cost of the program make it economically infeasible. Also, it would require the State to take action to change the university mission statement; therefore it would be a political and financial shift for the university. The priority in the health science field is finding faculty, space and equipment in order to increase capacity at the baccalaureate level.

- **Question:** Are raises for staff and faculty capped indefinitely? **Answer:** Once we can increase the capacity of the university, flatten out the budget and stop cutting the budget we then can consider raises.
• **Question:** Will building dorms help increase the capacity?  **Answer:** Every time we build a dorm the enrollment goes up. Students who live in the dorm are 50% more likely to get their degrees than those who live off campus.

• **Question:** We are building up reserves to $4 million over the next year and that is good stewardship. Is there an end to it or is there a plan?  **Answer:** Yes, we want to get the reserves back to $6 million. We need to hold enough reserves so we can pay for the cost of the campus for at least two months.

• **Question:** How much revenue would an additional 250 students generate?  **Answer:** $1.2 million.

• **Question:** Do you have a pulse on where we might be going to make up that difference of the $1.2 million?  **Answer:** We have some ideas on how we can cover it. The hope is that we can operate this year on the reduced budget.

Dr. Rogers informed the Staff Senate he is not in favor of salary cuts or furloughs. He expressed his desire to rather plan better and make tough decisions on what we prune back on services we provide (information only, no vote required).

Jolene Welch thanked Dr. Rogers for addressing the Staff Senate.

2. **Correspondence:**

Jolene Welch informed the Staff Senate that many of the suggestions/requests/inquiries we receive in the suggestion box or by email cannot be acted on by the Staff Senate. We will try our best to respond to them and hopefully give an answer by asking the correct authority or refer them elsewhere to seek guidance.

The following suggestions/requests/inquiries were received by members of the Staff Senate:

a. **Inquiry:** Staff member inquired about keeping a MSU email address after retirement as emeritus status faculty do.
   
   **Senate Response:** Patricia Lowry checked with Jim Hall, PC/Network Services Manager, Information Systems, and they reported that they do not have the capacity in the system to handle it and it is also a security issue. Ms. Lowry reported you can get an email address through Alumni Relations which is a Gmail account but your email address will change. Also, MSU Postmasters cannot be forwarded to the Alumni Relations Gmail account. Jolene Welch will check with Dianne Weakley, Director of Human Resources on the status of the policy for emeritus status for Staff and will bring the information to the next meeting (Open).

b. **Suggestion:** It was suggested to have brown bag sessions on campus for those staff interested in learning more about FaceBook, the Cloud, tweeting, and phone apps, to include security precautions and issues we should keep in mind.
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Senate Response:
- Small Business Center on campus may provide sessions on the above suggestions, but the cost was not known.
- Contact Dr. Pam Morgan to see if it is a possibility of including the suggested topics in the TLRC (Teaching and Learning Resource Center) sessions.
- Visit with Neta Roberts, Coordinator for Continuing Education to see if suggested topics could be included in their program for staff access.
- Utilize volunteers to teach a monthly workshop or seminar on campus in a brown bag format accessible to anyone on campus at no cost to include the suggested topics and various other topics (Open).

Peggy Brennan will do further research on the above suggestions and will address the senate at the next meeting.

c. Inquiry: Staff member inquired regarding the membership of staff and spouse at the Wellness Center. They would like to know if it would be possible to reword it to include another member of your family, such as a son, daughter or mother, if you do not have a spouse or if your spouse is not interested.

Senate Response: Jolene Welch forwarded the suggestion to Dr. Joey Greenwood, Dean of University Wellness by email. Dr. Greenwood responded to the email that it may be a possibility as long as the family member was 18 years or older and he would consider the suggestion and confer with Dr. Keith Lamb, Associate Vice President of Student Affairs (Open).

d. Inquiry: Staff member requested clarification of early entry of class schedules.

Senate Response: After a brief discussion resulting in no clear clarification for the inquiry, Jolene Welch will do further research and will bring it forward to the next Staff Senate meeting (Open).

3. Committee Reports:

Staff Senate Committee Reports

Executive Committee: Met on Wednesday, September 7, 2011, to set agenda for Staff Senate meeting on September 14, 2011.

Long Range Review and Planning Committee: No report.

Communications Committee: No report.

Membership Committee: No report.

Bylaws Committee: No report.

Scholarship Committee:
Jolene Welch reported two scholarships in the amount of $200 were given to the following staff: Haley Roach, Business Office and Sarah Copeland, Academic Support Center for fall 2011.
Administrative Council: No report.

Academic Council: No report.

Faculty Senate: No report.

University Advancement and Student Affairs Council: No report.

Enrollment Management Council: Peggy Brennan gave summary of meeting on September 13, 2011 (see Attachment 4).

Board of Regents: No report.

4. New Business:
   Jolene Welch distributed to Senate Staff members the committee assignments (see Attachment 5). Ms. Welch asked that the staff senate members review the assignments and if anyone wished to change committees to please let her know. She suggested each committee meet as a group and appoint a leader (information only, no vote required).

   Patricia Lowry sent via email a letter template to Staff Senate representatives to send to their EEO Group. The letter alerts staff of the purpose of the Staff Senate and identifies their current representatives of their EEO Group. Matthew Park brought an example of the letter sent out to his EEO Group for review by Staff Senate members. He also had a list available to Staff Senate members of all staff according to EEO Group. Patricia Lowry offered her assistance to any Staff Senate member who would like to send a bulk email regarding Staff Senate letter template/business (information only, no vote required).

   Matthew Park introduced two new Staff Senate members resulting from recent run-off elections—Lucy Davis and Devah Scholl. He has set up a new Staff Senate Orientation for members on Wednesday, September 28, at 10:00 a.m. in the Cheyenne Conference room in the Clark Student Center (information only, no vote required).

   Juan Ibarra, distributed to Staff Senate members booklets on the Parliamentary Procedure (information only, no vote required).

   Jolene also reported to council that she was contacted by Greg Williams that his wife will not be able to do the second quilt using the MSU Indian logo that was planned to be used as a fund raiser. Mr. Williams will return the supplies to the Staff Senate that was gathered for the project. Jolene Welch asked Staff Senate members for any suggestions on who could work on the quilt (Open).

5. Open Forum:
   Devah Scholl suggested to help boost morale of employees on campus to place some type of email link on the Staff Senate homepage where people could recognize and thank an individual for their support or a job well done. After further discussion, Patricia Lowry requested
Ms. Scholl to send her the information and she would look into seeing how this could be accomplished (Open).

Matthew Park asked the Staff Senate for suggestions of guest speakers that they would like to have attend and address the Staff Senate at future meetings. Jolene Welch reported that Kim Sizemore, Associate Director of Annual Fund/University Development has asked to address the Staff Senate at the next meeting. Some other suggestions were Dining Services and the Credit Union (information only, no vote required).

6. **Announcements:** Matthew Park reminded everyone that Family Day is scheduled for Saturday, September 24 and encouraged staff to participate and bring their families. The schedule of Family Day is available on the Student Activities website. Shirts are available in the Student Activities and Orientation Office at a cost of $7.00 per shirt.

7. **Adjournment:** The meeting was adjourned at 11:35 p.m. The next meeting is scheduled for Wednesday, October 12, 2011.

Respectfully submitted,

/SIGNED/

Peggy Brennan
Staff Senate Secretary/Treasurer