Minutes of Meeting  
Staff Senate  
October 12, 2011

The Staff Senate met Wednesday, October 12, 2011 at 10:00 am in Dillard 189. Members in attendance were Marilyn Brown, Jeana Brunson, Lori Case, Ernest Cooper, Mike Deming, Juan Ibarra, Patricia Lowry, Frances Miller, Matthew Park, Devah Scholl, Dirk Welch and Jolene Welch. Jolene Welch, Chair, presided.

Also present were guests Kyle Christian, Jesika Fisher, Jennifer Rutledge and Kim Sizemore.

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

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

The minutes of the September 14, 2011 were presented. Dirk Welch motioned to approve the minutes, Patricia Lowry seconded; the minutes were approved (Closed).

Retake of Group Photo:  
The photo of Staff Senate will be taken prior to the November 9, 2011 meeting.

1. Guest Speaker, Kim Sizemore, Asst. Director of Annual Fund:  
Ms. Sizemore is meeting with Faculty and Staff Senate to explain the role of Annual Fund and the importance and value of giving back to the University. With the decline in state funding, universities are turning to outside sources, such as foundations and grants, to seek funding to support the mission. In order to do so, we must report our participation rates for faculty/staff giving. It is important that we show that MSU employees give back and support the university. Employees are encouraged to participate and can do so by monthly payroll deduction or a one-time gift, and gifts may be designated for a specific program or area. Payroll deduction forms were distributed and staff are encouraged to speak about the importance of giving back to MSU with their constituents (see Attachment 1). Donations can also be made online, or by sending a check to Annual Fund.

2. Correspondence:  
The following suggestions/requests/inquiries were received by members of Staff Senate:  
   a. Suggestion: UAIM – University Action in Disasters. Jolene Welch received a suggestion from Jesika Fisher through Lori Case regarding the university’s disaster preparedness plans. Ms. Fisher recommended a mandatory yearly training for all faculty and staff regarding the university’s disaster plans and procedures. Jolene Welch reported that MSU has plans in place and reported on the various facets. The MSU policy 4.124, Disaster Policy, addresses the university’s policies regarding various disasters and trauma, including tornado, fire, bomb threats, and chemical accidents (see Attachment 2). The University Police Department is the main point of contact for all emergencies. They publish a brochure entitled Managing Your Emergencies (also available on the web), which covers fire, chemical, medical and first aid, violent and criminal, utility failure, bomb threat, active shooter checklist, radiation incident and civil disturbances, explosion, aircraft crash and building evacuation. In addition, the University Police coordinates Shots Fired sessions with HR. Peggy Boomer from the Vinson Health Center provided instructions on medical intervention procedures for students
(see Attachment 3). Remember to always dial 911 in an emergency. All incident reports go to Sara Webb.

As we are unable to require a mandatory training for all employees, concerned staff should work with their dean/director about who the point person is for your area, as well as setting up training and distribution of policies. Dan Williams has agreed to speak at our November Staff Senate meeting. Matt Park will speak with Dianne Weakley about the possibility of offering CPR training to MSU employees. Jeana Brunson offered to provide Matt Park with information on CPR training through the SIMS Center (Open).

b. **Inquiry: Staff email address after departure from MSU/Staff Emeritus Policy**: Jolene Welch followed up on the request from September and reported that the Staff Emeritus Status Policy, 3.318 (see Attachment 4), addresses this request (closed).

c. **Inquiry: Clarification on entry of class schedules**: Jolene Welch followed up with the Registrar’s Office and provided the response from Ms. Knox (see Attachment 5). Essentially, the schedule entry deadlines are faculty driven due to the request to offer advising two weeks prior to early registration and the new earlier dates for early registration (closed).

d. **Suggestion: Thank You/Good Job Website**: Patricia Lowry reported on the information she found on Texas Tech’s website. Tech’s Staff Senate does something similar, called Bravo. After discussion, the project was referred to the Long Range Planning Committee for creation and implementation (closed).

e. **Suggestion: Sessions/Seminars for Staff Development**: In Peggy Brennan’s absence, Devah Scholl reported that the following contacts suggested by staff senate members were made: (a) TLRC Committee sets their schedule a year in advance and is geared towards faculty issues (teaching and learning). Staff is invited to attend any sessions offered by TLRC at no cost. (b) The Continuing Education Office could possibly consider covering some of the topics requested by staff, but there would be a charge to each staff member attending. (c) The Small Business Development Center was contacted and Mr. L.O. Nelson offered his services at cost to teach sessions on phone apps. The Senators agreed the idea of holding brown bag sessions on a monthly basis and utilizing volunteer resources on campus resulting in no cost to staff members is viable. The Staff Senate members referred the suggestion to the Long Range Planning Committee for organization and implementation (closed).

f. **Inquiry: Wellness Center Membership for non-spouse family member**: Matthew Park inquired about the Wellness Center Policy and Dr. Joey Greenwood explained that the policy allows a staff/faculty member to purchase a membership for a spouse and does not allow for substitution of a family member for the spouse. After discussion, Marilyn Brown made a motion to recommend the Wellness Center review the current policy to determine whether additional family members could be allowed to purchase a gym membership. Mike Deming seconded the policy; motion passed. Mr. Park will take the request to Dr. Greenwood for consideration (open).

g. **Inquiry: Staff Senators (Facilities Services) time and utilization of computers during business hours**: Matthew Park reported that Kyle Owen, Associate Vice President for
Facilities Services, fully supports the Staff Senate and any senators who work in Facilities Services should be allowed the time to work on Staff Senate related matters and attend meetings. Mr. Owen said senators should work directly with their individual supervisors to arrange for time to work on Staff Senate business and meetings (closed).

h. New Correspondence:

i. There was a suggestion by a staff member who read about the cancellation of the faculty/staff dinner. The staff member was concerned about the morale and suggested a return to the dinner at Sikes Lake Center as it would cost less – no tent, dance floor, band, etc. After discussion, Senators are asked to speak with their constituents to get an idea what staff think about the dinner (old vs. new format), would they pay to attend a dinner, or other suggestions. Discussion will resume in November (open).

ii. A recommendation was received from a staff member to align the summer 4-day weeks with the class schedule. However, summer schedules are already in place for 2012. Jolene Welch will address the issue with HR and ask what the cost savings implications are and when the staff were last surveyed (open).

3. Committee Reports: Staff Senate Committee Reports

   Executive Committee: met on October 5, 2011 to set agenda for Staff Senate meeting on October 12, 2011.

   Long Range Planning Committee: No report

   Communications Committee: No report

   Membership Committee: Matthew Park reported that new Senator training was held September 28, 2011.

   Bylaws Committee: No report

   Scholarship Committee: No report

   Administrative Council: No report

   Academic Council: The Academic Council met September 21, 2011. Aside from catalog/course changes, the timing of schedule entry was discussed and Darla Inglish presented a draft of the Spring 2012 important dates. Dual majors versus dual degrees were discussed and the Provost expressed her desire to include representation from various areas for MSU’s Strategic Plan development.

   Faculty Senate: No report

   University Advancement and Student Affairs: Refer to report from Dirk Welch (see Attachment 6)

   Enrollment Management Council: No report
4. **New Business:**

   Jolene Welch explained that we do not have the resources to finish the quilt project and proposed the idea of donating the materials to the Alumni Association in hopes that Leslee Ponder can find the funds to have it completed. Jeana Brunson made a motion to donate the remaining quilt materials to the Alumni Association, Lori Case seconded the motion; motion passed (closed).

   Jolene Welch relayed the executive committee’s concerns regarding fundraising for scholarships. As we are not a fundraising body, perhaps the President could fund the Staff Scholarship. Devah Scholl made a motion that Staff Senate send a formal request to Dr. Rogers to fund the Staff Senate Scholarship in the amount of $1000 per year to award two $250 scholarships in both Fall and Spring. Mike Deming seconded the motion; motion passed. Jolene Welch will take this motion to Dr. Rogers (open).

5. **Open Forum:**

   The parking committee will be meeting at 2:00 in Apache with Chief Williams.

   Matt Park reported on the administrative changes. The university needs to focus on large scale fundraising and SACS re-accreditation, as well as allow for a more seamless connection between enrollment services and recruiting and admissions. The changes will likely impact current councils/committees and we may need to adjust representation. For example, Enrollment Management and Student Affairs will be combined and Dirk Welch has volunteered to attend those meetings.

6. **Announcements:**

   No announcements.

7. **Adjournment:** The meeting was adjourned at 11:40 am. The next meeting is scheduled for Wednesday, November 9, 2011 at 10:00 am.

Respectfully submitted,

Devah Scholl
On behalf of Peggy Brennan, Staff Senate Secretary/Treasurer
Payroll Deduction Authorization Form

YES, I would like to support Midwestern State University. ($5 monthly minimum)

☐ with an ongoing monthly gift of: $___________ until I notify the Annual Fund to change or terminate this deduction.

Begin deductions with my check received on: ___________________________ Month ______ Year ______

I would like my gift to support:
(You may choose for your gift to go to a specific program or department by choosing “other” and listing it)

☐ University’s Greatest Need ☐ West College of Education
☐ Scholarships ☐ Graduate School
☐ College of Health Sci & Human Svcs. ☐ Moffett Library
☐ College of Science & Math ☐ WF Museum of Art at MSU
☐ Dillard College of Business Adm. ☐ Athletics/Mustangs Athletic Club
☐ Fain College of Fine Arts ☐ Parent Fund
☐ PY College of Humanities & Soc Sci.

☐ Other __________________________________________________________

By completing this form, you authorize Midwestern State University to deduct your gift payments from your payroll check. Simply complete this authorization form and return to the address listed above.

Please Print:

Name ___________________________ M# ___________________________

Department ___________________________ Campus Phone Number ___________________________

Payroll Deduction Statement of Authorization (will be kept on file at Midwestern State University)

I authorize the Midwestern State University Payroll Department to deduct the amount indicated from my monthly salary to be paid to the MSU Annual Fund. This authorization shall remain in effect until I notify, in writing, the Annual Fund office that I wish to discontinue the regularly scheduled transfer of funds. Cancellation will take effect within one month of the request date.

A record of each charge will be included on my regular payroll stub. Save that receipt for tax documentation.

______________________________________ _________________________
Signature Date

☐ Name(s) as you would like it to appear in our Donor Listing (please print)__________________________________________

☐ I wish to remain anonymous.

Please keep a copy of this form for your records. RETURN COMPLETED FORM TO THE ANNUAL FUND OFFICE (Hardin, Rm 201).
Attachment 2

4.124 Administration & Finance
DISASTER POLICY
Date Adopted/Most Recent Revision: 08/04/2006

A. Purpose
The purpose of these regulation is to acquaint all employees and students with the university's policies associated with disasters and related trauma events.

1. Tornado
A violent local storm with whirling winds of tremendous speed. It appears as a rotating funnel-shaped cloud which extends toward the ground from the base of a thundercloud. Peak time for tornadoes is from March through June, but one could occur at any time of the year.

a. Tornado Watch
A tornado watch means that weather conditions are favorable for tornadoes to develop. Go about normal daily activities but be alert to the weather. In the event a tornado watch is issued by the National Weather Service, the University Police shall be responsible for notifying the President or, in his absence, the next person in line of authority available; the university switchboard; the Vice President for University Advancement and Student Affairs; and Residence Hall Directors. If the watch is issued during regular working hours, the switchboard will then notify all administrative and departmental offices of the watch and its expected duration. Persons taking the call from the switchboard or Police will use their discretion in notifying others in the building.

b. Tornado Warning
A tornado warning means that a tornado has actually been sighted or indicated on radar. (Take refuge in a place of safety immediately.) The National Weather Service issues weather warnings to the public over radio and television stations. The City of Wichita Falls will sound warning sirens. Procedures to be followed at MSU if a tornado warning is sounded:

1. Under no circumstances should students, faculty, or staff attempt to leave campus while the warning is in effect.
2. Faculty should not dismiss classes. Students should be directed to an interior hallway on the lowest floor of the building. Persons should lie on the floor as close to the wall as possible. Auditoriums, gymnasiums, or other free-span rooms should be avoided.
3. If the building in which an individual is located is not steel-framed or reinforced concrete construction, and time permits, the individual should move as quickly as possible to the nearest reinforced structure. Otherwise, he/she should move to a small room in the interior part of the building and, if possible, seek shelter under heavy furniture away from windows. Unreinforced buildings on campus are classrooms- Music, Music Education, Instrumental Music (Band Hall), McKgaha Hall, and McCullough Hall; staff buildings - Vinson Health Center, Welding Shop, and Paint Shop; residence halls - Sunwatcher Village.
4. Because of the possibility of a power failure, elevators should not be used.
5. Because there is the danger that high pressure seam lines could burst, university tunnels (including those labeled fallout shelters) should be avoided.
6. Tornado drill procedures and tornado warning procedures for University Housing are outlined in the current University Housing and Residence Life Handbook.

c. Special Functions
Because large groups of people frequently gather for special functions on campus, the follow plan is developed for Ligon Hall, Fain Fine Arts Building, Akin Auditorium, Bolin Hall, and Clark Student Center.

1. Should a tornado watch be in effect at the time of a special function, the President or the next person in line of authority present will make the decision as to whether conditions are sufficiently threatening to warrant postponing or canceling the event.
2. In cases where a warning is sounded while a special function is in progress and evacuation from large free-spanned areas is warranted, the President or the next person in line of authority will make the decision to move those in attendance to safety. The announcement should be made in a clear and calm manner and should include specific instructions on where persons in attendance should go.
3. When an outside group or individual reserves D. L. Ligon Hall, Akin Auditorium, Fain Fine Arts Center Main Theatre, Clark Student Center or Rooms 100 or 127 or Bolin Hall for a non-university related event, the university office in charge of confirming the reservation will be responsible for...
advising the sponsor that the university cannot provide the supervisory personnel necessary to implement emergency procedures. This may be accomplished by including the following paragraph in the letter of confirmation:

"Please be aware that as the sponsor for this event you must be responsible for providing sufficient supervisory personnel to ensure the safety of persons in attendance. A copy of the university’s emergency procedures manual is available in my office and you are urged to become thoroughly familiar with it in the unlikely event an emergency should arise during your function."

a. **D. L. Ligon Hall**
   Persons in attendance should be directed to locker rooms, varsity and visitor dressing rooms, interior classrooms and offices, and the weight room via the east hallway. Persons on the floor area should be moved into the teams’ dressing rooms. Persons on the east side of the upper deck should be moved to the men's locker room via the east hallway. Persons on the west side of the upper decks should be moved to the weight room and women's locker room.

b. **Fain Fine Arts Center**
   Persons should be directed to hallways adjacent to the auditorium on all three levels either end of the foyer, and the restrooms. Persons in the production backstage should take cover in small classrooms and hallways adjacent to the stage area.

c. **Akin Auditorium**
   Persons should be directed to hallways in Hardin Hall.

d. **Bolin Hall, Rooms 100 and 127**
   Persons should be directed to inner hallways.

e. **Clark Student Center**
   Persons should be directed to inner hallways and inner offices.

2. **FIRE**

   In case of fire, the following procedures should be followed:

   a. The person discovering the fire will notify the Wichita Falls Fire Department (Phone Number 9-911) and then call the University Police Department (Ext 4239)

   b. The person discovering the fire will immediately give a vocal alarm in the building, pull the building fire alarm and make an attempt to extinguish the fire before it spreads if possible.

   c. The building in which the fire is located will be evacuated under the supervision of the first faculty or staff member on the scene, and personnel will be moved a minimum of three-hundred (300) feet from the location of the fire.

   d. Fire drill procedures and fire evacuation procedures for University Housing are outlined in the current University Housing and Residence Life Handbook.

   e. When a fire alarm is sounded in a building, all persons will leave the building until it is determined to be safe to re-enter.

3. **BOMB THREATS**

   Compared with other university emergencies, the covert and criminal nature of bombing incidents makes detection and disarming of explosive devices a highly dangerous problem. A high percentage of all bomb threats are hoaxes; however, the chance remains the threat may be authentic, and appropriate action should be taken in each case to provide for the safety of people and property. Procedures to be followed at MSU in case of a bomb threat are:

   a. When a report of a bomb threat or explosion occurs, an immediate report should be made to the University Police Department.

   b. University Police will notify the President or, in his absence, the individual next in line of authority.

   c. The decision to evacuate a building shall be made by the President or, in his absence, the individual next in line of authority.

   d. Buildings should not be evacuated nor alarm sounded until evidence of danger is determined or so ordered by the President.
e. Key building personnel along with other key administrative personnel will be notified in buildings specified as alert areas by the University Police Department.

f. **No unauthorized persons are to be advised of the bomb threat.**

g. University Police will notify the Wichita Falls Fire Marshall’s Office.

h. Building searches are to be coordinated through the University Police Department, and under the direction of the Chief of Police.

i. The location of any questionable package will be reported to the Chief of Police who, in conjunction with the Wichita Falls Fire Marshall’s Office, will take charge of its removal.

j. The following information should be obtained by the person receiving the call:

1. Which building?
2. When is the bomb set to go off or explode?
3. Where is the bomb located in the building?
4. What type of explosive?
5. How big is it?
6. How is it packaged?
7. What color is it?
8. How can it be disarmed?
9. Who set the bomb?

k. The following additional information is important.

1. Exact time of report
2. Estimated age of caller
3. Sex of caller
4. Emotional behavior
5. Exact words used

4. **Chemical Accidents**

   The likelihood of the university suffering a major disaster caused by a chemical accident would be confined mainly to Bolin Hall, third floor. First aid suggests the uses of large amounts of running water to remove chemicals from skin and eye exposure. Procedures to be followed at MSU in case of a chemical accident are:

   a. In case of personal exposure, the professor or instructor in charge of the lab will flush exposed area of affected person with a large amount of running water. If the nature of the exposure is serious, the professor will cause the affected person to be treated at the Vinson Health Center, or call an ambulance, notify the Director of Vinson Health Center, and have victim transferred to a hospital for treatment. The MSU Police Department will be notified.

   b. In cases of large areas of contamination, the professor in charge will cause the alarm system to be activated and the building cleared. The MSU Police Department will be notified, and, in conjunction with the Wichita Falls Fire Department, secure and take measures to clear the building of all fumes and dangerous materials.

   c. A chemistry professor with knowledge of the contaminant will make himself available to the Police and Fire Departments for consultation on chemicals involved in the accident.

B. **Disaster Procedures**

   In the event a major disaster, such as a tornado, should strike the campus, the President of the university, or in his absence, the individual next in line of authority will be responsible for the specific areas indicated.

   1. **University Chief of Police**

      Coordinates all rescue operations to include searching for survivors, crowd and traffic control, establishing an emergency shelter and command post if needed, and establishing contact and coordinating operations with the City of Wichita Falls.

   2. **Director of Physical Plant**

      Provides whatever equipment and personnel might be needed to assist the University Police in performing rescue operations, and provides the Director of Public Information and Marketing with an accounting of damage for release to the media.

   3. **Director of Vinson Health Center**

      Provides whatever on-campus medical assistance might be necessary, including manning any emergency disaster shelter.
4. **Vice President for University Advancement and Student Affairs**
   Accounts for students on campus at the time of the disaster, especially residence hall residents, and reports deaths and injuries to the Director of Public Information and Marketing.

5. **Director of Human Resources**
   Accounts for faculty and staff on campus at the time of the disaster and reports deaths and injuries to the Director of Public Information and Marketing.

6. **Director of Public Information and Marketing**
   Advises the President of all deaths, injuries, and property damage; releases the information to the media; and, in cases of death or serious injury notifies next of kin prior to releasing names.
MEMORANDUM

SUBJECT: Campus emergencies

Each semester the campus experiences situations involving students which require medical intervention.

If a student becomes ill or injured but capable of seeking medical treatment, they should be sent to the Vinson Health Center. Any situation, in which a student becomes ill or unconscious and is unable to seek medical treatment without assistance, should be considered an emergency.

Call 9-911 for all emergencies. After notifying the ambulance, call the campus police at 397-4239 and the Vinson Health Center at 397-4231.

Any Campus emergency:

1. Call 9-911

This will activate the emergency response system. You will be asked the following information:

   a. Location (specific building, room number, street address).
   b. Nature of emergency.
   c. Phone number where you can be called back.
   d. Stay on the line until all necessary information is recorded.

An ambulance will be dispatched to the emergency site, and depending on the medical priority, a First Responder Unit (Wichita Falls Fire Department) may also be dispatched from the nearest available location by American Medical Response Ambulance (AMR). This will ensure trained emergency medical personnel arrive without delay.

Any campus emergency should be sent directly to the hospital of the student's choice. Police personnel may be able to provide some assistance with crowd control until the ambulance arrives.

The Vinson Health Center functions as an outpatient clinic and is not equipped to provide emergency care. The staff can give advice as to temporary care pending arrival of an ambulance.

Midwestern State University does not have any contract with the local hospitals to provide services to MSU students. Any hospital charges incurred will be the responsibility of the student.

Charges may be incurred if an ambulance is dispatched and services provided at site (person refuses transport). The Vinson Health Center may have funds available to assist with payment of ambulance charges if the student was transported. There is no assistance with charges if the student refused transport. The student should be told to check with the Vinson Health Center concerning the procedure to follow to obtain assistance.
A. **Purpose:**
   University administrators at the ranks of vice president, associate vice president, dean, director, and department head may be granted emeritus status upon retirement.

B. **Eligibility:**
   Staff Emeritus status may be granted to eligible staff members who have faithfully served Midwestern State University for a minimum of ten (10) years in an eligible position and who have notably contributed to the progress of the university.

C. **Process:**
   Recommendations may be initiated by any member within the recipient's departmental organization. Self-recommendations are inappropriate. If the president wishes emeritus status to be granted, he or she will so recommend to the Board of Regents of Midwestern State University.

D. **Benefits**
   In addition to benefits extended to all MSU retirees who have served the university for ten years, emeriti staff administrators shall be entitled to:
   1. use of Midwestern State University’s name in their scholarly and professional pursuits and,
   2. maintenance of their MSU e-mail address.
Attachment 5

The Registrar’s Office appreciates the opportunity to address the issue of schedule deadline dates. The outline as listed below was faculty driven in its set-up because faculty advisors wanted 2 weeks for advising before the beginning of early registration as well as early registration beginning sooner and extended dates for early registration.

The Colleges/Departments submit schedule information to the Registrar’s Office. The Registrar’s Office then enters all of the schedule for the whole university. Here are the steps involved in schedule entry:

1. Colleges/Departments submit an excel spreadsheet with the schedule information to the Registrar’s Office.
2. The Registrar’s Office enters the schedule information. This process takes a week or longer depending on how many emails and/or phone calls we must make to clarify or correct information that was submitted on the spreadsheet.
3. Once the schedule is entered, the Registrar’s Office downloads the information and puts it into a readable format for the Colleges/Departments. This process can take several days.
4. The Colleges/Departments proof the schedule information. This process can take up to a week because some Colleges/Departments do not return the proofed copy by the deadline.
5. Changes and corrections are made to the schedule based on the proofs returned from the Colleges/Departments. Depending on the number of changes and corrections, this process can take up to a week.
6. The schedule is then given to the person in the Registrar’s Office to schedule rooms for any courses without one already listed. Some Colleges/Departments allow the Registrar’s Office to use any room in “their” building if it is showing available. Other Colleges/Departments require the Registrar’s Office to email the request to them first, and then they reply as to whether or not we may schedule it for another College/Department. Sometimes the replies can take several days and that holds up getting the 2nd proof to the Colleges/Departments.
7. Once the changes and corrections are made and the rooms scheduled, the Registrar’s Office downloads the updated schedule and puts it into a readable format for the Colleges/Departments. This process takes several days.
8. The Colleges/Departments proof the schedule for a 2nd time to make sure courses are correct, all courses have rooms scheduled, etc. This process can take up to a week because some Colleges/Departments do not return the proofed copy by the deadline.
9. Changes and corrections are made to the schedule based on the 2nd proofs returned from the Colleges/Departments. Depending on the number of changes and corrections, this process can take up to a week.
10. After schedule proofing and changes, the schedule is made available at least 2 weeks prior to the beginning of early registration (this allows advisors to have time to advise students).

The process above is only for the courses part of the schedule. During that time frame, the Registrar’s Office is also working with Colleges/Departments on the front part of the schedule which includes tuition and fees, financial aid, academic contacts, etc.

If the faculty and administration determine that the submission deadline must be later, then, of course that will impact the advising period and registration start date. Please let us know if you have any further questions or need additional information.

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Linda Knox
Assistant Registrar
Midwestern State University
3410 Taft Blvd.
Wichita Falls, TX 76308-2099
Phone (940)397-4792/Fax (940)397-4672
web: www.mwsu.edu
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
The University Advancement and Student Affairs Council met Tuesday, September 20, 2011, at 1:30 p.m. in Wichita I and II of the Clark Student Center. Present were Dominique Calhoun, Michael Clifton, Jenny Denning, Lyn Ducioame, Julie Gaynor, Dr. Joey Greenwood, Cindy Loveless, Debra Higginbotham, Dr. Pamela Midgett, Michael Mills, Dail Neely, Matthew Park, Laura Peterson, Leslee Ponder, Kimberly Sizemore, Robert Steflik, Dirk Welch and Holly Allsup.

**Vice President’s Report**
Dr. Farrell reported that the event with MSU at Cowboy Stadium was absolutely incredible thanks to the people in the room. The ads and everything were really first class. Made him feel proud to be from Midwestern State University. Everything he heard was absolutely first class and he appreciates how well things were done and very professionally.

Final enrollment for Fall 2011 is 244 below last year, approximately 6180 students. Additional cuts by the state to come. Dr. Rogers is really working hard to fill some of the holes. The budget problem is severe and it is going to be tough. All departments have contributed and will have to go back there again to help with the problem. There is indication the next time Legislature thinks they will be 30 billion next biennium in the whole. Economy is going to have to pick up dramatically. MSU is in great shape and cuts have impacted the students and the academic integrity of the university. On a statewide basis everyone is trying to get a feel as to where we are. We can survive this, look at your budgets. Presidents and VP retreat coming up and looking at restructuring at a time when enrollment and resources are very challenging, looking institutionally to see if they can do things better to benefit the student. Several institutions are in a lot worse shape than MSU.

**Directors’ Reports**
Ms Loveless indicated they have been handling lots of bulk mail, biggest challenge Al Bicoy is retiring at the end of January. Possibly do away with Tuesday delivery because it is less of a volume, look at discontinuing, go up on postage and shipping, doing away with Saturday delivery but there are a lot of elderly get medication in the mail and other industries depend on it. Theoretically the postal service could be bankrupt in 18 months.

Ms. Dean stated UPB is up and running, very active and growing organization had about 12 to 15 strong members, now they are up to about 50. They are working on some great things. They are knee deep in humans versus zombies. There were 120 people registered to play, still have 40 untagged human survivors. Doing her best to bring the game to an end and whittle it down to ten prize winners. Currently there is Friday night programming underway. Every Friday night this semester they will have a late night event and some Saturday events as well. Blizzard of Bucks, Bingo coming up, not just big on our campus but college campuses across the country, glow in the dark mini golf, haunted house trip, hiking trip in November. The students are coming out in big numbers and having a good time.
Ms. Ducioame reported everything was calm now and would be until October in her area, and then it will pick up again.

Ms. Williamson had nothing to add at this time.

Dr. Farrell stated if there are any questions in Faculty Senate, any of the directors would love to attend the meetings and discuss issues in the Advancement and student affairs area.

Ms. Higginbotham informed the committee that numbers are up 128 students enrolled in disability services. They are still doing 2 to 3 intakes a week. October 6 in the atrium is the Transition Fair. Put on with Region IX and WFISD and area school districts. Basically have high school seniors from around the area on campus in work shops on what they are going to do when they get out of school. There will be various information about careers and jobs available. Usually have around 250 to 300 students, parents and teachers on the university. Have a video phone they are going to have installed. The video phone is primarily for individuals who are deaf.

Mr. Steflik discussed the university phone book and the rush deadline. They want all profiles updated by October 22 and have preview ready by the 27th, then to print shop the next Monday. Discussed postmaster about the updates and ability to go in and change their information, except job title. This will be the last phonebook and converting to a mobile type directory. When the phonebooks are ready for pickup they will inform them this is the last printed copy. This is the same system as the faculty is using to update their syllabi.

Ms. Gaynor state they have several projects going on in the office. Currently working on new billboards and ads and they should be up within the next month.

Ms. Peterson recognized Julie for her hard work on the ads that ran at the Cowboy Stadium and Leslee and anyone else that had anything to do with it. Scholarships are slowing down a little. This year versus last year scholarships processed to date 1800, last year 2100, down a little. Earnings were down on ninety-nine percent of the endowments are down and could easily explain why the scholarships are down. Scholarships going out for Family Day and the athletic event. Geosciences donation rolling right along, going before the board and great donation for the Geosciences Program.

Dr. Farrell stated an additional 24.7 million dollars from private donor coming in. People give to a vision and the vision of MSU is very strong.

Ms. Allsup, the SGA Vice President attended for Kyle Christian-SGA President. Last week they had Homecoming nominations, campaigning starts next week and will have the online elections October 3-7. Tonight second SGA meeting at 7:00 P.M. in Bolin and going to be voting on Senate leadership positions, Police Chief to speak and some ladies from the bookstore.

Mr. Calhoun reported on the volunteer side, they have had about 175 children’s books come to the office and donated to United Way. Yesterday and today have had a blood drive with the American Red Cross because of the recent hurricanes that happened on the east coast. American
Red Cross had one of its largest counts from the MSU students, faculty and staff giving. Tomorrow program is called, Wealth Gap America that includes a panel with Dr. Fukasawa and Dr. Preda. Hispanic Heritage Month kicked off September 15, will see more information about that coming. Family Day starts this Saturday (attachment) starts at 12:00 thru the evening. A new tradition started is the Family Day brunch with members of administration available to meet the parents and students before everything starts. Also give the students the opportunity to recognize special individuals in their family. Will be giving out awards where students nominated them for Mother, Father, Grandfather, Grandmother or some special relative, to be given out at the Family Day Brunch. They are intending to break a Guinness world record involving bubble gum. Current record is 372, registration as of now 1929.

Mr. Mills indicated the RA’s have been focusing on their social programs. It will all come together tomorrow with their signature program, called the Newly Mate Game. They will answer questions about their roommate to see how much they really know about each other. It will be held in Akin Auditorium, tomorrow at 7:00 P.M. The Texas Blood Institute gave recognition to the residence hall association and the university because last year we set a record for the number of donors that actually came through and gave blood at all the blood drives. Julie requested numbers to update website and the newspaper.

Mr. Bazner stated the IFC and Panhellenic recruitment finished last week with both councils. Panhellenic the sororities were record number this year; We actually had over 100 women register in every chapter for the third year in a row hit total. Actually having a conversation now to raise the total chapter size limit, which a great sign and a trend we are seeing nationally, especially with the down economy. Fraternity’s formal numbers and registration a down a bit from last year, they are still recruiting and will have a better number after rosters are due at the beginning of next month. Hazing Prevention week (see attachment) flyers, Order of Omega, the Greek Honor Society, is sponsoring that. It is a week dedicated to college students, athletes, and fraternity and sorority members on the effects of hazing, ways to prevent it and ways to educate new members and build up students. Also, a free screening of the movie, Haze, a documentary of a 2004 death of Gordy Bailey, a pledge at the University of Colorado. He parents started a foundation to educate college students on the effects of hazing as well as alcohol abuse. There is a speaker coming in, Scott Lewis, to talk to all the new and active members of the fraternities and sororities on Wednesday at the All Greek meeting, more or less about the effects and state laws on hazing. Later he is presenting for the Student Success Series. Fraternity Commons is up and running, they are occupying and utilizing the new facility.

Ms. Sizemore passed around some papers for payroll deduction for Annual Fund. We should all be donating something to the university. She has been meeting with several of the deans and faculty members talking about how we handle donations from our faculty and staff. A lot of them were really surprised how important their donation is to the university. These donations effect what we can get on grants, it is not about the amount of donations, it is the percentage that donate. The 1961 Scholarship is going on now for homecoming, it goes to a graduating senior in December. Changing the name from scholarship to senior award, the money is to help them get started in their new career, which was the original intent. Kim will be handing out applications at Imagine Graduation. First appeal for the Annual Fund will be going out at the end of October, will include a mail to past donors that direct them to a personalized URL, things
specific to things they are or were involved in at the university. Al Guinn and Carroll Laing have given $10,000 each to be in a match program for scholarships. We have $20,000 to match this year.

Mr. Neely reported on the construction update. They are getting the paperwork ready to go out for bid for Comanche Suites and trying to roll Kiowa into that as well. There is additional water damage from the broken sprinkler system. A soon as semester break hits they should be able to start construction. His staff will be participating in Family Day and Parents Dessert Tailgate at the stadium on Saturday. In effort to reduce our recidivism rate in judicial affairs, Jeff Trimble is going to be working with our new alternative dispute resolution program. Focusing on remediation and special programs so students can go thru judicial process and not have a judicial record for seven years, which is what they would not have if going through the other judicial system. This program will allow them to go through a sanctioning process, which at the end of their probation period will have their judicial record removed from their file once completed with no additional incidence on their record. Next week, Keith Lamb, Chief Williams and Dail will be speaking with TACT about campus safety.

Mr. Park stated there will be a speaker here tomorrow, Scott Lewis, presenting to our Greeks regarding hazing prevention and awareness. He is also speaking evening to an all student program in the evening on basically technology issues as they relate to students, such as privacy, identity theft, protecting themselves and being responsible. Also, they have partnered with the Teaching, Learning and Resource Center, doing a faculty workshop as well on how to handle disruptive students in the classroom. Next Student Success Series is in early October, Brett Sokolow on Drunk, Sex or Date Rape Can You Tell the Difference. He presents it like a mock trial and the students are the jury and get to ask questions and decide if the person is guilty or innocent. There is a shuttle for students to the home football games this season. First home game is this Saturday, the shuttles will pick up at Killingsworth Hall and Colony Park apartments one hour and half before kickoff. Just started the student organization training sessions for the fall semester, only have one so far. If you have something you would like share with the organizations, get that to him so he can share it for you. They are going to be doing more in the Leadership Development area this year. Dominique is working on putting together a conference, jointly with SGA. Working on individual sessions or workshops, as well as printed and online resources that are more topics specific. Cammie and Matt are working on a new student organization called Tau Sigma, the National Honor Society for transfer students, as a way to provide more services to the transfer students. We are seeing increasing numbers in transfers. Dominique working on alternative spring break plans which would highlight community service or volunteerism. We are rolling out a new co-curricular management system which is basically a way that the student organizations can not only manage themselves and communicate internally but can put all prosthesis that might be paper related online. The program is called Org Sinc, a great tool for tracking and what is going on.

Dr. Midgett indicated everything is going well in the counseling center this year. Numbers are the same as last year. So far have had 121 new students since the first day of school, last year was 119. Already a lot of anxiety about academics, which is usually about the middle of the semester.
Dr. Greenwood stated they have been working with rec cards and table tents. Fall group fitness schedule completed and it is on line. The wellness center averaging around 1300 the first week and had 16,793 students, faculty and staff members since August 19. He discussed some of the damages at the wellness center. Peggy Boomer unable to attend due to an employee having a death in the family.

Their entire website updated. Combined between bonus programs and rec sports the wellness center they had 20,838 students participate. Have new nets for the free play field. Mostly used for soccer. Randy has been appointed as the coordinator of the Fantasy of Lights, on campus and off campus. Joey appointed as the chair of the SECC, Christ Stovall co-chair.

Mr. Welch reported- August 31st was Part Time Job and Career Fair which was cosponsored with Student Development and Orientation. They had 43 employers and volunteer organizations and 340 students. Oct. 13 – Education Fair October 14-Graduate and Professional School Fair October 26- MSU Career Expo. Suits in the window of office and resource room, donated by Dillard’s and Men’s Warehouse. Pertaining to Weave online, September 30 is the deadline to have everything complete for the 2009-10 assessment cycle. October 3 we will be able to enter WEAVE and complete 2010-11 assessment cycle. We will have approximately one month to complete, should be finalized by November 1. Refresher course available for Weave training if needed. EEO Class 1 for staff senate representative and reported Dr. Rogers attended the meeting and updated them on the status of the University and other things they have planned.

Mr. Clifton stated dining services is down 33 meal plans versus last year. Participation is up from 72% to 75%, which means more people are eating in the in the dining room on campus. They are up on special dietary needs.

Mr. Ponder mentioned this weekend is the spirit event at the stadium from 5:30 to 6:30, for recognizing Dr. Rodriguez. It will be held on the west side of the stadium under the tent. October 1 in San Antonio they are going to host a pregame event at the Wine and Rose Pub just across the street on Broadway.

Ms. Denning stated the bookstore now offers the Nook Simple Touch and the Nook Color. Nook Simple Touch $139, just a reader and the Nook Color has everything else for $249. MSU discount does not apply to Nook, but your faculty staff discount does. Getting prepared for Family Day and will also go to the stadium. Have several books available that have been written by MSU professors. They have an ATM machine in the bookstore; the charge is $2.50 for everyone. Not sure if the university gets a percentage of the charges yet.

Dr. Lamb reported the Behavioral Intervention Team now has a web application. Chairing ADHOC communications committee, they feel we are behind technologically in the way we communicate with students, perspective students and parents. He also announced the roast of Dr. Farrell at the Elk’s Lodge on Seymour Highway to raise money for Teen Court.

With no further business, the meeting adjourned at 2:45.