Minutes of Meeting  
Staff Senate  
February 8, 2012

The Staff Senate met Wednesday, February 8, 2012 at 10:00 a.m. in Room 189 in the Dillard College of Business Administration Building. Members in attendance were Marilyn Brown, Mike Deming, Jeana Brunson, Lucy Davis, Matthew Park, Frances Miller, Juan Ibarra, Dirk Welch, Jolene Welch, Patricia Lowry and Peggy Brennan. Jolene Welch, Chair, presided.

Also present was, Dr. Jesse Rogers as Guest Speaker, Dr. Michael Mills, and Dianne Weakley.

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

Approval of Minutes:

The minutes of the December 14, 2011 meeting were presented. Dirk Welch motioned to approve the minutes, Lucy Davis seconded; the minutes were approved (closed).

1. **Guest Speaker, Dr. Jesse Rogers**

Dr. Rogers spoke to the Staff Senate regarding the financial condition of the University and the impact on funding resulting from the lower enrollment for the 2011 fall semester. The State now funds approximately 19% of the University’s needs, which has required the University to shift more of the cost to the students and their parents. For that reason, the Board of Regents will be asked to consider increases to several fees and tuition rates at the Board of Regents meeting scheduled for February 17-18. The president shared his vision for MSU’s future and discussed the potential for growth in student enrollment and new construction projects. Dr. Rogers explained that even in difficult economic times, new construction will continue because the funds used for that purpose are designated Higher Education Assistance Funds (HEAF) and donated (private) funds that cannot be used for any other purpose. Increased expansion of housing and improved building facilities will attract more students which will result in additional tuition revenue and those funds can be used for salaries and other university needs. Dr. Rogers thanked the members of the Staff Senate for their service and for being his outlet in communicating information to other colleagues on campus.

The following questions were asked by a Staff Senate member/guest and were answered by Dr. Rogers.

- **Question:** How are you looking at raising non-resident tuition?  **Answer:** We are looking at increasing the rate of tuition charged to United States citizens from states other than Texas and Oklahoma. Tuition rates for International students is also being reviewed.

- **Question:** What about the International Students on Tier II who are not paying non-resident tuition?  **Answer:** The fees for those participating in Tier II is under review. Also, we are looking at focusing on recruiting future international students from the countries that can pay the non-resident tuition (i.e., China, South Korea, India, Japan, etc.) as they do at other universities.

- **Comment:** In the news today the Wichita Falls City Council was talking about helping Midwestern State University expand.  **Response:** Dr. Rogers explained that Dr. Yoshi Fukasawa and Dr. John Martinez did a new economic impact statement for MSU. The study revealed that MSU puts $355 million dollars directly into the economy through construction, salaries, etc. This
results in a circulation of $5.4 billion dollars through a four county area. Athletics alone brings approximately $48 million dollars a year to the economy of Wichita Falls. The City Council is considering investing in the expansion of MSU due to the economic impact it has on the city. MSU turned down the opportunity to host the 2012 Super Regional Softball Tournament because the softball field is not lighted, therefore resulting in a loss of revenue that could have positively impacted the economy of Wichita Falls. Dr. Rogers indicated the possibility of requesting the help of the City to light the softball field to attract future tournaments to benefit the economy.

• **Question:** Are there plans for a MSU baseball team? **Answer:** There is a possible space for a future baseball field/stadium at the south end of the athletic field without impacting the two football practice fields, tennis courts or softball field. A baseball team would encourage enrollment of more students to MSU from the surrounding area high schools that have successful baseball programs.

• **Question:** Where are we with our current Title IX balance? **Answer:** We have received permission from the board to start a women’s track team. The women’s cross country track team at this time chooses to run track in the spring to practice. The plan is to start small and work our way up. We will request the board for four women’s track scholarships starting next year. There is no limit on the number of scholarships you can give in women’s track. Therefore, each of the four scholarships possibly could be divided to make a total of sixteen scholarships to attract more participation into the program.

• **Question:** For the current fiscal year budget how are we doing? **Answer:** Per the State Comptroller, the increase in retailers has put enough money in the treasury that they will not need to ask for further funds to be returned by the university. Due to the decline of enrollment this year, plans of cutting the budget to avoid carrying over that debt to next year’s budget are in progress. There is no plan to ask departments to cut their operating budgets for the next fiscal year as they have in the past.

• **Question:** If you have an employee that retires but the position is left vacant do we still get the money from the State? **Answer:** Money we receive from the state is based on credit hour production. The state does have a formula that estimates how many employees the university should have and that number is small. If we hire over the estimated number of employees allowed we will not receive extra money to support the extra fringe benefits incurred. We do reap from the benefits of not replacing a position other than we are getting thin in some areas.

Jolene Welch thanked Dr. Rogers for coming and updating the Staff Senate on the current status of the campus.

2. **Correspondence:**

The following suggestions/requests/inquiries were received or remain open by Staff Senate:

a) **Recommendation: Wellness Center Membership for Non-Spouse Family Member:** Matthew Park reported that Dr. Joey Greenwood, Dean of University Wellness presented the following recommendation to Dr. Keith Lamb, Vice President for Student Affairs and Enrollment Management: To revise the Wellness Center policy to allow faculty and staff to purchase one additional membership for a family member who meets the eligibility criteria at a cost of $270
per year. This is the same fee that is charged for an Alumni Association member. Dr. Lamb has approved the recommendation and they are in the process of revising the policy. The revised policy will then be submitted to the Administrative Council for approval (open).

b) **Recommendation: Thank You/Good Job Website:** Devah Carter presented to the Staff Senate the “You Make a Difference” website as it would look online. She explained that you click the link to nominate someone who made your day. The recipient will be notified by email and recognized by an accolade being posted on the website and a certificate. Also, they will have their name entered into a monthly drawing along with other recipients for the month and have an opportunity to win a prize pack sponsored by offices all across campus. The supervisor of the recipient will also be notified of the recognition. Patricia Lowry suggested that wording used to notify the recipients and the supervisors by email be consistent in all notifications. Dianne Weakley, Director of Human Resources requested that a copy of the certificate be sent to Human Resources for the recipient’s personnel file. Ms. Carter would like to launch the website in March and requests the Staff Senate to review the website and let her know of any suggestions for changes/comments. After further discussion, it was suggested that due to the fact that everyone will have access to the webpage, that it needs to be clarified who may nominate. To publicize the “You Make a Difference” webpage the following suggestions were made: MSU Postmaster; each EEO Class send an email to their group regarding information on the webpage; posters/flyers (open).

c) **Suggestion: Hot Water in Buildings on Campus (Web Suggestion Box):** Jolene Welch addressed the Staff Senate regarding the suggestion anonymously entered into the web suggestion box that we look into getting hot water in all the buildings on campus. Ms. Welch contacted Mr. Kyle Owen, Associate Vice President for Facilities Services and he responded as follows: the hot water was removed from all of the buildings when Dr. Louis Rodriguez was President to save energy dollars. Much of the infrastructure to provide hot water to each building is no longer functional. As a minimum, we would have to install water heaters and circulating pumps for each building. The installation price would easily exceed $1k/building even if power and piping was already in place. If we installed the new equipment, we would significantly affect our energy usage from now on at a time when we have spent $2.5 million trying to be more efficient and save future energy dollars. There are no current plans to install the necessary equipment for hot water in all of the buildings.

3. **Staff Senate Committee Reports:**

**Staff Senate Executive Committee:** Met on Tuesday, January 31, 2012, to set agenda for Staff Senate meeting on February 8, 2012.

**Communications Committee:** No Report.

**Membership Committee:** Matthew Park reported that they will be doing nominations for the next senate term in March and the elections will be in April.

**By-Laws Committee:** No Report.
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Scholarship Committee: Peggy Brennan reported the Scholarship Committee met on January 18. Four scholarship applications were received. Two of the applications were not eligible because they were not benefit eligible employees. Letters were sent notifying the applicants of their ineligibility. The recipients of the two $250 scholarships were as follows: Joslyn Johnson, Killingsworth Hall Director at Housing and Residence Life; and Chris Stovall, Accountant III in the Business Office. They were personally notified and presented a letter signed by Jolene Welch and both were delighted and accepted the scholarships.

The Staff Senate Scholarship account has a balance of $453.17 after payment of the two scholarships. Therefore, as previously discussed we will request a transfer of funds from the Office of the President in the amount of $546.83 to give us the $1,000.00 to cover the scholarships for fall 2012 and spring 2013.

Peggy Brennan requested that the Staff Senate consider purchasing business envelopes for the Staff Senate to use for sending correspondence (i.e. scholarship recipient notifications, letters of ineligibility to applicants, etc.). Dirk Welch made a motion to approve the purchase of the envelopes; Matthew Park seconded the motion; the purchase of the envelopes was unanimously approved (closed).

Long Range Review and Planning Committee: Devah Scholl reminded members of the brown bag lunch scheduled for Friday, February 10 from noon to 1:00 p.m. in Wichita I and II. Chief Dan Williams will speak regarding MSU’s policies for emergencies. She also informed members the next brown bag lunch will be Friday, March 9. They are partnering with the campus-wide effort to help the local Humane Society. Ernest Cooper is communicating with Dominique Calhoun, Coordinator of Multicultural Services to compile a list of supplies needed and they will post a drive to bring in supplies. More information will be forthcoming.

4. Councils/Board of Regent Appointed Reports:

Board of Regents: No Report.

Academic Council: Matthew Park reported that the Registrar’s Office is getting ready to submit everything for the 2012-2014 catalog and there were more catalog changes presented. He encouraged all those who work in the academic programs to keep up with the changes as they relate to their degrees. A copy of the January, 2012 Academic Council minutes is available by contacting Peggy Brennan at Ext. 6217 or peggy.brennan@mwsu.edu.

Student Affairs and Enrollment Management Council:
Mr. Dirk Welch reported the following items were discussed at the January, 2012 meeting:
- Dr. Lamb provided the Council with an update of the University’s Master Plan
- The Council approved a new mission, vision and value statement
- Discussed the Spring 2012 enrollment
- Strategic Enrollment Plan lead by Dr. Lamb
- Discussed the Assessment Cycle with SACS
- Director Reports

A copy of the January, 2012 Student Affairs and Enrollment Management Council minutes are available by contacting Peggy Brennan at Ext. 6217 or peggy.brennan@mwsu.edu.
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**Administrative Council:** Ms. Jolene Welch reported there were policy changes, anyone interested can access the minutes of the January 2012 meeting at [http://welcome.mwsu.edu/president/index.asp](http://welcome.mwsu.edu/president/index.asp).

**Faculty Senate:** Juan Ibarra reported the Faculty Senate met on January 12. Discussions covered the campus and revitalization and world plan and the new academic calendar. A copy of the January 2012 Faculty Senate minutes are available by contacting Peggy Brennan at Ext. 6217 or peggy.brennan@mwsu.edu.

5. **Old Business:** None.

6. **Open Forum:**

Matthew Park informed the Staff Senate that the MSU Alert System has changed this semester. All students, faculty and staff are automatically enrolled into the system by their individual MSU email address. If you wish to receive a text message you will need to add your cell phone number into the system.

Dianne Weakley, Director of Human Resources, informed the Staff Senate that the procedure of approving policy changes has recently changed. In the past the Board of Regents approved all policy changes. The Administration has decided that if a policy changes due to a change in a mandated law the policy will only be elevated for approval to the Administrative Council level and will not go to the Board. She alerted the Staff Senate that following policy changes will be more difficult and future revision dates on some policies will reflect dates of Administrative Council meetings and not quarterly board dates.

The next Staff Senate meeting is scheduled the first day of spring break, Wednesday, March 14. Jolene Welch gave the option to the Staff Senate of moving the meeting to an earlier or later date in the month of March or forego the meeting in March and the next meeting would be April 11, 2012. After further discussion the Staff Senate unanimously agreed to meet on April 11, 2012.

7. **Adjournment:** The meeting was adjourned at 11:15 a.m. The next meeting is scheduled for Wednesday, April 11, 2012.

Respectfully submitted,

/SIGNED/

Peggy Brennan
Staff Senate Secretary/Treasurer