Minutes of Meeting  
Staff Senate  
June 13, 2012

The Staff Senate met Wednesday, June 13, 2012 at 10:00 a.m. in Room 189 in the Dillard College of Business Administration Building. Members in attendance were Matthew Park, Frances Miller, Juan Ibarra, Lucy Davis, Jolene Welch, Patricia Lowry, Ernest Cooper, Lori Case, Devah Scholl, Jeana Brunson and Peggy Brennan. Jolene Welch, Chair, presided.

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

Approval of Minutes:  
The minutes of the May 9, 2012 meeting were presented. Patricia Lowry motioned to approve the minutes; Jeana Brunson seconded; the minutes were approved (closed).

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 informed the staff senate the Student Affairs and Enrollment Management Council approved to revise the Wellness Center policy to allow faculty and staff to purchase one additional membership for an immediate family member other than a spouse who meets the eligibility criteria at a cost of $270 per year. Human Resources have been notified to update the benefit information for faculty and staff and it was posted on the Wellness Center Website (closed).

3. Staff Senate Committee Reports:  
Staff Senate Executive Committee: Met on Tuesday, June 5 to set agenda for Staff Senate meeting on June 13, 2012.

Communications Committee:  Patricia Lowry announced the winner of this month’s “You Make A Difference” is Lynn Ducioame.

Membership Committee:  Matthew Park reported the election process was completed for staff senate members for 2012-2013. However, Class EEO 7 had two seats available and three nominees. One of the nominees accepted and the other two declined. Two staff members have been nominated/come forward from Class EEO 7, Jamie Fowler and Themis Economo. A special election will be set-up with the two nominations for the EEO Class 7 to elect the one remaining seat in the 2012-2013 Staff Senate.

By-Laws Committee:  No Report.

Scholarship Committee:  Peggy Brennan reported that a MSU Postmaster was being sent out today to request applications for the two $250.00 Fall 2012 Semester Staff Senate Scholarships. The deadline for applications is August 1, 2012. Also, she reported there is currently $453.17 in the Staff Senate scholarship account. Therefore, a transfer for funds will be sent to the Office of the President after September 1 to request the remaining $546.83 to fund the staff senate scholarships through the 2013 spring semester.
Long Range Review and Planning Committee: No report.

4. Councils/Board of Regent Appointed Reports:
   Administrative Council: No report

   Board of Regents: Matthew Park gave an overview of the items approved by the Board of Regents meeting on May 10-11, 2012 to the Staff Senate members (see attachment 1).

   Academic Council: No report.

   Student Affairs and Enrollment Management Council: No report.

   Faculty Senate: No report.

5. New Business:
   Jolene Welch made a suggestion that the Staff Senate not meet for the July 13 regular scheduled meeting and the next meeting will be August 10. Lucy Davis made a motion to cancel the July 13 Staff Senate meeting. Patricia Lowry seconded the motion and it was approved by a unanimous vote.

6. Old Business:
   Peggy Brennan reported the date of the Staff Senate Summer Sizzler as previously discussed at the May 9 Staff Senate meeting will be July 24, 2012 at 8:00 a.m. in the Hardin Foyer. The following refreshments will be served at the summer sizzler: three gallons of Starbucks coffee (Aramark), two cases of seventy-two 6 oz. cartons of orange juice (Aramark) and seventeen dozen of glazed donuts (Dandy Donut Factory on Kemp). Peggy Brennan will arrange for table set-up and Francis Miller will coordinate the placing of trash cans in the Hardin Foyer area for the Summer Sizzler. The cost of the Summer Sizzler will be approximately $200.00. Matthew Park made a motion for the approval of funds in the amount of $200.00 to cover the Summer Sizzler. Lucy Davis, seconded the motion, and the funds were approved by a unanimous vote.

6. Open Forum:
   Mike Deming reminded the staff senate members that there is a cardboard compactor behind the Clark Student Center for recycling purposes.

7. Adjournment: The meeting was adjourned at 10:40 a.m. The next meeting is scheduled for Wednesday, August 8, 2012.

Respectfully submitted,

/SIGNED/

Peggy Brennan
Staff Senate Secretary/Treasurer
The Midwestern State University Board of Regents met May 11, 2012. The following are some of the items that received approval from the board.

- Authorized the administration to move forward with the Christ Academy/Counseling Center Project at a cost of $2 million.

- Authorized the administration to move forward with (a) the demolition of the vacant Instrumental Music Hall, the Biology House, and the University Police Station (following a temporary relocation of the police department to the Alumni House), and (b) construction of parking lots at each of these sites, plus the resurfacing of the existing lot to the west of McCoy Engineering Hall at a cost of $890,000.

- Authorized the administration to move forward with $1.6 million McCoy Engineering Hall Expansion project and approved the selection of Harper-Perkins Architects to provide architectural services for this project.

- Authorized the administration to proceed with the Soccer and Softball Field Lighting Project.

- Authorized the allocation of $500,000 from Technology Fees to fund technology upgrades during the current fiscal year.

- Approved the holiday schedules for staff employees for 2012-2013. (Attachment)

- Approved naming of the current newsroom in the Fain Fine Arts Center (B103) the “Roy Allen Wichitan Newsroom” in recognition of Mr. Allen’s 19 years of dedicated service to the university.

- Approved allowing undergraduate transfer students to participate in the Mustangs Guarantee Program.

- Approved changing the name of the Department of Education and Reading to the Department of Curriculum and Learning.

- MSU Policies and Procedures Manual Changes – Approved changes to the MSU Policies and Procedures Manual as noted below as presented:

  Policy 2.31 – Administration Selection Policy
  Policy 2.323 – President’s Office, Office Functions and Responsibilities (General Counsel)
  Policy 3.112 – Faculty Hiring Procedures
  Policy 3.316 – Drug and Alcohol Free Workplace
  Policy 4.152 – Police Department Administration and Regulatory Ordinances (Skateboarding, rollerblading, and roller skating)
  POLICY DELETION – 3.311, 4.151, and 4.160
• Approved emeritus status for the following individuals:

Dr. Stewart Carpenter – Professor of Computer Science – 34 years
Dr. Ann Estrada – Associate Professor of Education and Reading – 33 years
Dr. Michael Land – Professor of Educational Leadership and Technology – 23 years
Mr. Randy Pruitt – Assistant Professor of Mass Communication – 13 years
Dr. Charles Ramser – Professor of Management and Marketing – 43 years
Dr. Robert Redmon – Associate Professor of Education and Reading – 11 years
Dr. Susan Sportsman – Professor of Nursing – 14 years
Dr. Fred Stangl – Professor of Biology – 28 years
Dr. Nancy Steele English – Associate Professor of Art – 11 years
Dr. Friederike Wiedemann – Professor of Foreign Languages – 10 years

• Approved the following faculty promotions:

From the Rank of Assistant Professor to Associate Professor:

Salim Azzouz, Ph.D.  Engineering
Steve Hilton, M.F.A.  Art
Qian Li, Ph.D.  Finance
Terry McDonald, Ph.D.  Mathematics
Karen Polvado, D.N.P.  Nursing
Bob Thomas, Ph.D.  Accounting
Phillip Wilson, Ph.D.  Marketing

• Approved granting tenure to the following faculty:

Judy Beechler, Ph.D.  Counseling
Laura Fidelie, J.D.  Criminal Justice
Terry McDonald, Ph.D.  Mathematics
Karen Polvado, D.N.P.  Nursing
Jon Scales, Ph.D.  Biology
Edward Schultz, Ph.D.  Special Education
Laura Spiller, Ph.D.  Psychology
Sheldon Wang, Ph.D.  Engineering
Grace Zhang, Ph.D.  Management Information Systems
# Holiday Schedule 2012-2013

## Schedule I
(Employees on Four-Day, 40-Hour Summer Work Schedule)

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
<th>No. of Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 3, 2012</td>
<td>Labor Day</td>
<td>1</td>
</tr>
<tr>
<td>November 22 – 23, 2012</td>
<td>Thanksgiving</td>
<td>2</td>
</tr>
<tr>
<td>December 24 – 31, &amp; Jan 1</td>
<td>Christmas / New Year’s</td>
<td>7</td>
</tr>
<tr>
<td>January 21, 2013</td>
<td>Martin Luther King Day</td>
<td>1</td>
</tr>
<tr>
<td>March 14 – 15, 2013</td>
<td>Spring Break</td>
<td>2</td>
</tr>
</tbody>
</table>

**Schedule I – Total Holidays** 13*

*The university will be closed Monday, May 27, for Memorial Day and Thursday, July 4, in 2013. Employees on Schedule I, the four-day workweek, will work 40 hours in each of those weeks; therefore those days are not counted as a holiday.

## Schedule II
(Employees on Five-Day, 40-Hour Summer Work Schedule)

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</tr>
<tr>
<td>May 27, 2013</td>
<td>Memorial Day</td>
<td>1</td>
</tr>
<tr>
<td>July 4, 2013</td>
<td>Fourth of July</td>
<td>1</td>
</tr>
</tbody>
</table>

**Schedule II – Total Holidays** 13