

MISSOURI SOUTHERN STATE UNIVERSITY
Board of Governors
Minutes

January 21, 2011 - 1:00 pm
Billingsly Student Center, Room 310

The January 21st meeting of the Missouri Southern State University Board of Governors was called to order by Chair, Rod Anderson. Governors in attendance were Rod Anderson, Dr. Sherry Buchanan, Dwight Douglas, Lynn Ewing, David Jones, Dr. Charles McGinty, Nancy Perry and Richard Walter. Others in attendance were Dr. Bruce Speck, Dr. AJ Anglin, Dr. Mark Parsons, Rob Yust, Darren Fullerton, Dr. Cheryl Cifelli, Erik Hilgendorf, Ezekiel Tarrant, Linda Eis, Ron Mitchell, and Sharon Odem.

ANNOUNCEMENTS

Rod welcomed the Board and noted he hoped everyone enjoyed the Holidays.

MINUTES

A motion was made by Dr. Charles McGinty and seconded by Dwight Douglas to approve the minutes of the November 19, 2010 Board meeting. Motion passed. (Minutes are archived in the permanent record book.)

REPORTS

Treasurer (Ms. Linda Eis):

- Cash Graph
- Statement of Net Assets
- Statement of Revenues, Expenses, and Changes in Net Assets
- Comparative Statement of Revenues, Expenses and Changes in Net Assets
- Cash Flow Statement

Linda noted the November 30 and December 31, 2010 financial statements were mailed to the Board and the December 31, 2010 financial statements would be presented during the Board meeting.

On the Statement of Net Assets as of December 31, 2010 the unrestricted cash balance is \$15.4 million which is an increase of \$5.2 million over December 31, 2009.

On behalf of the Business Office, Linda reminded student's tuition and fees for the spring semester are due in full by 5:00 PM on Friday, January 28. A tuition pay plan is still available. Students should contact the Business Office for detail.

As noted during the November Board meeting, requests for investment proposals were sent out for short term investment opportunities. Request for proposals were sent to eleven area institutions. Of the seven proposals received in December, two institutions were selected with the best rates. In January, the two institutions were called for their best and final proposal. Great Southern Bank responded with the best option of a 52 week CDARS (Certificate of Deposit Accounting Registry Service) placement at a guaranteed fixed rate of .83%.

Our current checking account is earning .30%. The last time the account drew interest even close to .83% was October 2008. Linda explained this short-term investment offered through the CDARS program is one of the safest available and is FDIC insured. If the investment should need to be withdrawn before maturity, there is a penalty for early withdrawal of the first 180 days of interest. The need for an early withdraw is not anticipated.

Linda recommended investing \$5 million which would yield approximately \$40,000 in additional interest revenue if invested until maturity at the fixed rate of .83%.

A motion was made by Dwight Douglas and seconded by Nancy Perry to invest as recommended \$5 million for a 52 week period through the CDARS program at Great Southern Bank at a fixed rate of .83%. Motion passed.

A second motion was made by Dwight Douglas and seconded by Nancy Perry to approve the November 30 and December 31, 2010 financial statements. Motion passed. (A copy of the financial statements for November 30 and December 31, 2010 are attached to the minutes in the permanent record book.)

Vice President for Business Affairs (Mr. Rob Yust):

▪ **Possible Building Remodel**

Due to the completion of the Health Sciences building and programs moving into this new facility, vacant building space is now available to expand other programs. One such area is the Ummel Technology building where the Dental Clinic was located. This building has approximately 8,300 square feet of available space.

A top priority is a needed renovation to Reynolds Hall for additional lab space. This renovation has been listed in Missouri Southern's annual capital appropriations request to the state, but has not been funded with little or no prospect for funding in the near future. The Academic Affairs Board sub-committee has also requested additional lab space be looked into to accommodate and retain our students. Dr. Anglin noted agreement with this need stating the current facility in Reynolds is not adequate or suitable.

Rob noted discussions have been held with the Biology department to see if the space in Ummel is suitable. The idea of utilizing Ummel has been very well received and the Biology department is very enthusiastic about this possible expansion. After extensive consultation with the Biology department, plans have been developed to add two anatomy and physiology labs, one human physiology lab, one human cadaver lab (which the campus has never had), a classroom, study rooms, and offices. This expansion into the Ummel Technology building will allow the Biology and Environmental Health Departments to strengthen their course offerings and expand in Reynolds.

Four bids for this remodel project have been received with one being dismissed for past performance issues. Mr. Yust recommended the proposal from Bales Construction (Springfield) for \$817,265 be accepted. The total estimated project cost, received from Ness (Architect), is \$1.2 million.

Chair Anderson asked how this project will be funded. Rob replied through institutional funds, by increasing enrollment, and by a capitol campaign through the Development office. If approved, plans are to complete this project in time for the fall 2011 semester.

A motion was made by Dr. Charles McGinty and seconded by Dr. Sherry Buchanan to approve the recommendation by the administration to remodel the Ummel Technology building in order to expand much needed lab space and to accept the bid of \$817,265 from Bales Construction for this project. Motion passed unanimously.

▪ **Budget Preparation**

- Budget preparation is underway for next year and information is being reviewed for a possible tuition increase. Good news has been received from Governor Nixon's office that the anticipated appropriation reduction for higher education will not be as large as expected. Rob expressed gratitude on behalf of the University for this good news.
- The change in the CPI (Consumer Price Index) for purposes of calculating the allowable tuition increase for this year is 1.5% which translates into a \$3.12 tuition increase per credit hour. This in addition to last year's calculation of \$5.53 which combined equals a possible allowable increase in tuition of \$8.65 per credit hour. Rob noted Missouri Southern's current in-state tuition cost per credit hour is \$21 lower than the next comparable institution Harris-Stowe.
- The Budget Audit committee plans to meet in February or March to discuss the budget and tuition for next year. A presentation of next year's budget proposal recommendation is planned for the Board during the March or April meeting.

VP for Development/Executive Director of the Foundation (Dr. Mark Parsons):

▪ **Alumni Relations**

- The Ralph L. Gray Alumni Center has had another very busy month with high usage. Various events including meetings of groups from on and off campus, tours, and receptions have been held at the Center with many more events already planned for the future. Dr. Parsons also noted all of the Freshmen Orientation classes will meet, tour, and be shown the Historic Video of MSSU at the Center during the spring semester.

VP for Development/Executive Director of the Foundation (continued):

- The Alumni Association received a Silver Award at the recent CASE-VI conference in the Special Events category for the grand opening of the Ralph L. Gray Alumni Center. There over 600 entries from colleges and universities with a total of 190 awards given.
- The latest edition of the *Crossroads* alumni magazine is complete. Highlights of this edition include the opening of the Ralph L. Gray Alumni center, an award-winning photojournalist Noppadol Paothong, the Health Sciences building, and fundraising successes. Dr. Parsons noted this is a high quality production and thanked Lee Pound and Rhonda Clark for their hard work.
- **University Relations & Marketing (URM)**
 - The primary focus of URM at this time is Missouri Southern's website. Progress is being made every day with an anticipated launch soon. Training has been taking place with various groups and will continue. Many technical issues are involved and URM has been working very closely with Information Technology Services.
 - Feedback has been very positive about the ease of use, design, and navigation of the new Content Management System site. Dr. Parsons noted, the upper level pages will carry the new design, but it will take months to completely build out the site.
 - URM has also been working to coordinate MSSU's presence at the Joplin Business Expo which will take place January 25 & 26. The Expo will be an opportunity to meet thousands of other business leaders and members of the general public.
- **Grant Resource Center**
 - During the Martin Luther King Day celebration, over 160 volunteers served 13 different sites. Approximately 90 people attended breakfast, 60 attended the seminar and 40 attended the Reflection Ceremony which ended the day. Non-perishable food, clothing and personal hygiene items were collected to benefit a local food pantry and Joplin Schools Bright Futures program. Over 150 letters were also collected to send to troops in Iraq and Afghanistan.
 - Dr. Parsons thanked the Diversity Committee, Dr. Al Cade and Dr. Glenn Coltharp for their efforts.
- **Southern Annual Fund**
 - Dr. Parsons distributed the new *2010 Annual Report* brochure which provides general information about the Foundation. Also included are financial highlights of FY2010, information about the Southern Annual Fund, recent successes, and information about the Lantern Society and Legacy Club. The brochure also provides information about the Foundation staff.
 - Southern's Annual Fund is also featured in the latest edition of *Crossroads*.
- **Major Gifts**
 - The Biology initiative remodel to Ummel Tech is being coordinated through Dr. Crystal Lemmons, Biology Department Head. Dr. Parsons noted Dr. Lemmons has been very helpful and the department is very excited and supportive of this project. Plans are to also launch a naming opportunity next month.

Dwight Douglas reminded the Board funds are being raised by the Mock Trial Team to travel to St. Louis for a competition and noted he recently made a contribution to this group through the Foundation. Dr. Parsons noted specific groups can request funds be established for donations through the Foundation and donations are always appreciated.

VP for Academic Affairs (Dr. AJ Anglin):

- **Strategic Planning**
 - During December open forums were held to give the campus an opportunity to give input on the first draft of the Strategic Planning document. All suggested revisions were reviewed by the Strategic Planning Task Force and revisions were made as needed. Dr. Anglin distributed the revised draft document to the Board and noted it would be emailed out to the campus shortly for review. After a second review opportunity for the campus community and final review by the Task Force, the document will then go to President's Council before being presented to the Board for final approval anticipated during the February, 2011 Board meeting.

VP for Academic Affairs (continued):

▪ **Shared Governance**

- Permission has been given by the President to reinstate the Shared Governance Task Force and Dr. Jack Oakes has again agreed to be the Chair. This Task Force has not met since the summer of 2009. One of its most important functions will be to determine a way to keep a yearly review of Shared Governance in place and to keep Shared Governance as a vital part of Missouri Southern.

Dr. Anglin noted the HLC (Higher Learning Commission) Self Study Focus Site Visit to review Missouri Southern's Strategic and Shared Governance Plans is scheduled for the first week of April, 2011.

▪ **Course Re-design Project**

- All of the state four year colleges and universities are involved in the Course Re-design Project with at least one course being identified at each institution for re-design. Large enrollment courses with multiple sections will be re-designed following a model developed by Carol Twigg to teach more students with less financial resources while increasing learning outcomes.
- A workshop is scheduled for February 18th and Dr. Anglin noted he is hopeful Missouri Southern will have several faculty, administrators and staff attend.

▪ **Program Audits**

- Twenty program review responses have been submitted to the Department of Higher Education (DHE) in a timely manner. Dr. Anglin praised the faculty and administrators for all of their hard work with a special thank you to Dr. Delores Honey and noted departments were allowed to make their own arguments. A report back from DHE is expected in February.
- Two programs at Missouri Southern, Justice Studies and Management Technology, are being dropped voluntarily and will take four years to phase out.

▪ **Position Requests/Hiring Procedures Guidelines**

- Training in the hiring process is planned for Department Heads. Topics such as interview questions, the need for uniform questions and background checks will be discussed.
- Dr. Anglin noted with 12 – 15 vacancies to fill, this training is vital.

▪ **Other Updates**

- Training will be coordinated through Dr. Parson's office in the grant writing process for Deans and Department Heads. Dr. Anglin noted this training will enable them to learn and understand their roles in the grant writing process.
- Work continues on the ABBET accreditation.
- The prospect of a remodel in the Ummel Technology building for Anatomy/Physiology labs is very exciting and much needed.
- The Distance Learning program is going through a major transition. Dr. Anglin noted Dr. Jo Kroll, as the new Dean over this area, is doing a great job with this process.

Interim VP for Student Affairs (Mr. Darren Fullerton):

▪ **December Commencement**

- The number of December graduates is increasing and fast approaching the May numbers. This December 320 graduates and 377 degrees were conferred.

▪ **Behavioral Review Team**

- The Behavioral Intervention Team met to review the recent events in Arizona and is also reviewing Missouri's Civil Involuntary Detention Laws.

▪ **Emergency Services Grant**

- As recipient of this grant, work is taking place with a professional risk management consultant to review and recommend policies and procedures. Risk assessments will be conducted, a response plan will be developed that will include a Building Captains model and comprehensive computer mapping of the facilities.

▪ **Talent Search**

- Application for continued funding has been submitted to the Federal Government.

Interim VP for Student Affairs (continued):

- **Admissions**
 - “Future Lions Day” is scheduled for January 22nd in conjunction with the Men & Women’s Basketball Game against Truman.
- **Student Senate**
 - The President of Student Senate is seeking nominations for a Student Representative to the Board due to Zeke Tarrant graduating in May 2011. Senate would like to have a new representative in place prior to that time. As in the past, nominations for a Student Representative to the Board must be submitted by Student Senate to the Governor’s office for approval and appointment.
- **Residence Life**
 - Currently 640 students are in the Residence Halls (capacity of 700) compared to 606 students this same time last year.
- **Customer Service Training**
 - President’s Council has approved a campus wide Customer Service Training Program. President’s Council will be the first group to receive this training and then it will be offered to the campus in 12 different session opportunities. This training is designed to enhance services and communication.
- **University Policies Update**
 - All campus policies will be posted on an internal MSSU website in order for the committee to begin its review of current policies and make recommendations to develop new policies. This task is anticipated to take 12 more months to complete and is well underway.

Focus on Students: Financial Aid Office (Ms. Becca Diskin – Financial Aid Director)

Due to Becca being ill, Darren Fullerton gave Becca’s report to the Board.

- Financial Aid is responsible for the administration of all federal, state, institutional funds, default prevention, veteran’s certification of benefits, student employment and scholarship administration.
- FAFSA applications processed during 09-10 were 10,132 and during 10-11 the number was 9,001. These numbers translate into 5,350 students served in 09-10 and 5,550 students in 10-11.
- In FY10 total aid disbursed (federal, state, and institutional) was \$39,905,288. In FY11 the total was \$20,958,398.
- The percentage of students who receive some sort of financial aid is broken down as follows: 89 % receive federal aid; 90% receive federal and state aid; 96% receive any/all types of aid. Only 3% of students at Missouri Southern do not receive any type of financial aid. The Financial Aid office works with a variety of different award programs including federal, state, institutional and outside funding which includes Veterans Affairs. Currently approximately 988 veterans are enrolled and approximately 297 students are employed as student help and 48 as work study.

Faculty Liaison (Dr. Cheryl Cifelli - Faculty Senate, President):

Committee Updates

- Senate has begun the process of streamlining its committees by voting to move the Spencer Bartlett Award Committee to the Dean of Students office and to disband the Scholarship and Performing Aid Committee. It also voted to disband the Student Services Committee to allow it to be reformed under the Vice President for Student Affairs office. Both of these measures will need to be approved by the Faculty during their organization meeting in April before going before President’s Council and being adopted into the Faculty Handbook.
- The Ad Hoc Committees on Tenure and Survey are close to completing documents that will be shared with the Senate and Administration.
- The next Faculty Senate meeting is scheduled in two weeks.

Staff Liaison (Mr. Erik Hilgendorf – Staff Senate, President):

Erik noted appreciation on behalf of Staff Senate to the President, President’s Council and the Board for granting Thursday and Friday off to provide a four day Spring break weekend for Staff employees. Erik also

Staff Liaison (continued):

expressed appreciation on behalf of Staff Senate to Cheryl Cifelli, Faculty Senate, Debbie Dutch Kelly, and President Speck for their work on added Bereavement leave for MSSU employees. *(The complete statement is attached to the minutes in the permanent record book.)*

- A proposal to pool secretarial personnel in order to share personnel, cross-train and aid departments during periods of heavy traffic is being drafted.
- Superior Service Award recipients for 2010 are as follows: Professional Staff: Cheryl Dobson and Aaron Lewis; Physical Plant: Frank Martinez and Carolyn Carter; Secretarial/Technical: Joan Kearney and Christie Norvell.
- The Catastrophic Sick Leave Pool has 4800+ hours with more anticipated hours due to more retirees.
- The Lion Roar Award is in its final draft to honor Staff employees on a quarterly basis.
- A proposal for time off during Spring Break was tabled due to the proposal by Senator Brenda Hayes being submitted thru the Appreciation Committee chaired by Jared Bruggeman.

Student Representative (Mr. Ezekiel Tarrant):

Zeke confirmed he is on course to graduate in May 2011 and thanked the Board for the opportunity to report on behalf of the students.

- To deliver on promises of improved communication with the Student Body, Student Senate has installed comment and suggestion boxes in Billingsly Student Center, the Coffee Shop and in Hearnes Hall. These boxes will enable students to pass on ideas in a more efficient manner to Senate and the administration when applicable.
- Interest continues to grow in an electronic sign for campus to make students and the community aware of campus activities and sporting events.
- Students are very pleased the administration listened and acted quickly on a request petitioned through Senate asking the initial fee assessed for setting up a Lion Card account be lowered from \$25 to \$10. This is especially beneficial for students who want to only use their account for printing.
- The new section on the Board's agenda, "Focus on Students" is again a testament to Missouri Southern's commitment to the welfare and success of its students. Zeke noted Student Senate is preparing for their presentation at the February Board meeting and is also looking forward to Dr. Speck's visit to a Student Senate meeting in March.

Board Committees:**Academic Affairs (Dr. Charles McGinty & Richard Walter Co-Chairs):**

No report given. This committee has not met since the last Board meeting.

Budget Audit (David Jones, Chair):

No report given. This committee has not met since the last Board meeting, but plans to meet in either February or March. The entire Board will be invited to attend.

President (Dr. Bruce Speck):

Dr. Speck introduced Professor Debra Snodgrass a member of MSSU's music faculty and Miss America 1968. Professor Snodgrass recently took part in the 90th Anniversary celebration of the Miss America pageant and spoke to the Board regarding the Miss America organization, its scholarship program and the opportunities it has given her in life. Professor Snodgrass expressed appreciation to the Board for their leadership and she expressed trust in the decisions they have made to provide a quality education at Missouri Southern.

Professor Snodgrass announced a new program the Music Department is working on, in conjunction with the Bright Futures program, to offer one-on-one piano lessons at no cost to students at East Middle School (the school MSSU has partnered with in the Bright Futures program). This is an exciting new program that has potential for many years to come. Professor Snodgrass also shared information regarding the Debra Snodgrass Endowed Piano Scholarship which will be awarded through an annual competitive audition each academic year. This endowment has been established through the MSSU Foundation. Dr. Parsons noted donations to this new endowment have been steadily coming in and encouraged anyone interested to make a donation.

President (continued):

Dr. Speck also introduced Dr. C. J. Huff, superintendent of Joplin Schools, who spoke about the Bright Futures Program. The following is a brief overview.

The Bright Futures Program began in April of 2010 and Missouri Southern through Dr. Speck has been involved from the beginning including the strategic planning process. Bright Futures helps kids and connects the community to the schools. The “Three Ts” of time (tutoring), talent (sharing expertise with students through guest speakers from the community) and treasure (cash, clothing, food, etc.) are emphasized. To complete “the loop” and give back to the community, service by teachers and students through service learning projects are being planned for the future. One goal of Bright Futures is to meet the needs of students within a 24 hour period once a need is known. Dr. Huff gave an example of a posting on face book that took place during today’s Board meeting for a pair of shoes and noted that need was met in less than 15 minutes. Another goal of this program is to retain and increase the graduation rate of students so they can succeed and come to universities like Missouri Southern. This program is a win win for the schools and community. Other districts in the region and in the state have shown interest in establishing a similar program.

Dr. Speck also reported on the following:

- Governor Nixon is recommending a 7% cut in appropriations for higher education and Dr. Speck expressed gratitude for this lower than predicted cut given the serious budget realities in Missouri. Dr. Speck did caution the legislature has to approve the budget and noted the 7% cut may or may not hold. Dr. Speck noted the Governor and the legislature are opposed to raises for state employees, given the state has had to cut employees and through attrition has not replaced employees. Dr. Speck also noted only a modest tuition increase is expected to be allowed because of the 7% cut. Dr. Speck expressed appreciation to the Finance Team and to the campus for their diligence in working together to establish cash reserves to enable Missouri Southern to work through these difficult economic times.
- The men’s and women’s basketball teams are both having a winning season and MSSU should be well represented in the MIAA championship tournament in Kansas City the first week of March.
- Dr. Speck noted the Board’s desire to learn more about shared governance during the March Board retreat and assured them detailed information will be provided.

Chair Anderson encouraged Board members to give agenda items for the Board retreat scheduled for March 18th & 19th to either himself or to Dr. Speck. Dr. McGinty suggested the March 18th Board meeting may need to begin the morning of the 18th in order to allow more time for the retreat. Currently the retreat is scheduled to begin immediately following the 1:00 PM Board meeting.

OLD BUSINESS:**Bylaws – 2nd Reading**

Dr. McGinty asked for clarification under Article IX, page 9, Committee Procedure in the wording “All Board Committees shall annually elect a committee Chair from its membership, or the Chair of the Board may designate the committee Chair.”

Dwight Douglas replied the language is broad in order to be flexible in electing a committee Chair and should stay as written.

A motion was made by Dwight Douglas and seconded by David Jones to approve the Board Bylaws on 2nd reading with all changes as noted. Motion passed.

NEW BUSINESS:**Consideration of Academic Policies Proposals (Dr. AJ Anglin, V.P. Academic Affairs):**

- **Reports (3)**
 - Ecolonomics Certificate
 - Proposed Changes to Manufacturing Engineering Technology Degree Program Requirements
 - Proposed Changes to Industrial Engineering Technology Program

Consideration of Academic Policies Proposals (continued):

- **Course Change (1)**
 - United States 1945-2000
- **Course Drop (1)**
 - Plant Physiology
- **New Courses (2)**
 - Acting IV
 - Environmental Organic Chemistry

A motion was made by Dr. Charles McGinty and seconded by Nancy Perry to approve the Academic Policy Proposals. Motion passed. (A copy of the Academic Policy proposals is included with the minutes in the permanent record book.)

Consideration of Appointments, Retirements, Resignations (Dr. AJ Anglin, V.P. Academic Affairs):

- **New Hires:**
 - None.
- **Retirements:**
 - Mr. Alan Adkins (effective June 1, 2011)
 - Dr. Barbara Box (effective June 1, 2011)
 - Mr. Mike Krtek (effective June 1, 2011)
 - Mr. Lyle Mays (effective June 1, 2011)
 - Mr. Bud Sloan (effective June 1, 2011)
 - Dr. William Stevens (effective January 13, 2011)
 - Mr. Wayne Thomason (effective June 1, 2011)
 - Dr. Jerry Williams (effective June 30, 2011)
- **Resignations:**
 - Mr. William Katz (effective November 23, 2010)
- **Other Action:**
 - None.

Dr. Anglin noted thirteen faculty members and seventeen staff members are taking advantage of the recently offered retirement incentive at MSSU. Dr. Anglin noted only eight faculty names are listed on today's handout due to Jim Gray and Brad Kleindl's names already being submitted to the Board and additional people who have faculty status but report to Darren Fullerton, are not listed. Dr. Anglin also noted extensive dialogue is taking place between the Dean's and Department Heads discussing whether these positions have to be filled and if they do need to be filled can these positions be covered by an adjunct. Dr. Anglin noted some retirees have expressed an interest in teaching part-time after retirement which will be a benefit of keeping their experience and knowledge at Missouri Southern. Dr. Anglin noted a considerable savings in salaries is anticipated.

A motion was made by Dr. Charles McGinty and seconded by Lynn Ewing to approve Appointments, Retirements, Resignations and Other Action. Motion passed. (A personnel sheet is attached to the minutes in the permanent record book.)

OTHER ITEMS:

Chair Anderson read an abbreviated version of a Shared Governance Statement from the Board of Governors dated 1/21/2011 developed on behalf of the Board by Dr. Sherry Buchanan. The Statement read by Chair Anderson gives support to shared governance at Missouri Southern and notes Board support for the changes that have been made with Dr. Speck's leadership to improve shared governance structures and participation. The Statement also requests "additional information from, and dialogue with, various team members regarding the current status of shared governance" during the annual Board retreat scheduled in March. Dr. Speck assured the Board detailed information will be provided. *(The complete Shared Governance statement is attached to the minutes in the permanent record book.)*

CLOSED EXECUTIVE SESSION:

Chair Anderson noted a closed Executive session was needed under RSMO 610.02(1) and RSMO 610.02(3) and requested a motion.

A motion to go into closed Executive Session under RSMO 610.02(1) and RSMO 610.021(3) was made by Dwight Douglas and seconded by Richard Walter. A roll call vote was taken. Motion passed.

At the conclusion of the closed Executive session a motion to adjourn was duly made and seconded. Motion passed.

Meeting adjourned.



Secretary



Chair