

**Board of Governors' Meeting**

313 Plaster Student Union

Friday, 12/12/2014

9:00 AM - 12:00 PM CT

**I. Roll Call**

**II. Approval of Minutes**

**A. Approval of Minutes of Open and Closed Meetings of October 17, 2014**

*II.A. Open Minutes 10.17.14 - Page 4*

**III. Consent Agenda**

**A. President**

**1. Approval of FY2015 Employment Agreement for Assistant Strength and Conditioning Coach**

*III.A. Resolution and Exhibit A - Christina Rasnake - Athletics - Page 9*

**2. Approval of Revisions to G1.03 Officers of the University; G5.02 Expressive Activity; and G7.02-6 Benefits Policies**

*III.A.2. Revisions to G1.03, G5.02, and G7.02-6 - Page 12*

**B. West Plains Campus**

**1. Approval of Activity Report**

*III.B.1. Approval of WPC Activity Report - Page 63*

**2. Approval of Actions Concerning Academic Employees**

*III.B.2. Approval of Actions Concerning Academic Employees WPC - Page 65*

**3. Approval of Actions Concerning Non-academic Employees**

*III.B.3. Approval of Actions Concerning Non-Academic Employees WPC - Page 67*

**C. Purchases/Contracts**

**1. Approval of Procurement Activity Report**

*III.C.1. Procurement Activity Report 12.12.14 - Page 69*

**D. Facilities and Equipment**

**1. Approval of Activity Report for the Month of September 2014**

*III.D.1. Activity Report 2014-09 - Page 81*

**2. Approval of Activity Report for the Month of October 2014**

*III.D.2. Activity Report 2014-10 - Page 87*

**3. Approval of bids and award of a contract for the outside plant wiring contract for Computer Services – Networking and Telecommunications Unit**

*III.D.3. Outside Plant Wiring Contract - Page 93*

**4. Approval of bids and award of a contract for the net installations at the Betty and Bobby Allison Recreation Fields**

*III.D.4. Install Netting Allison Recreation Field - Page 94*

**E. Human Resources**

**1. Approval of Actions Concerning Academic Employees**

*III.E.1. AcadboardDec2014 - Page 96*

**2. Approval of Actions Concerning Non-academic Employees**

*III.E.2. NonacadDec2014 - Page 109*

**IV. President's Report**

**A. President Cliff Smart's report will include updates and comments on the following topics:**

**1. Winter Commencement and End of Fall Semester**

**2. Approval of a Resolution to Acknowledge the Board of Governors' Citizen Scholar Award Recipients**

*IV.A.2. Resolution - Citizen Scholar Award 2014 - Page 118*

**3. Legislative Materials for 2015 Session of Missouri General Assembly**

*IV.A.3. 2015 Legislative Priorities - Page 119*

**V. Academic Affairs**

**A. Faculty Senate Report**

*V.A. Faculty Senate Report - Page 125*

**1. Approval of Resolutions for Honorary Doctorates (resolutions to be distributed at the meeting)**

**B. Report from the Provost - Provost Frank Einhellig's report will include updates and comments on the following items:-**

*V.B. Provost Report for BOG December 12 - Page 126*

**1. Introduction of Dr. Julie Masterson, Associate Provost and Dean of the Graduate College**

**2. Update on Performance Measures**

**3. Update on State Authorization Reciprocity Agreement (SARA) for online students**

**VI. Research and Economic Development (written reports only)**

**A. Report from the Vice President for Research and Economic Development & International Programs -- Vice President Jim Baker will provide the following written reports:**

**1. Research Report**

*VI.A.1. 2014-11-24 Research Administration Activity Through October - Page 127*

**2. International Programs Report**

*VI.A.2. International Programs Report - Page 131*

**VII. Diversity and Inclusion (written report only)**

**A. Report from the Vice President for Diversity and Inclusion -- Vice President Ken Coopwood will provide a written report regarding activities in the Division for Diversity and Inclusion**

*VII.A. BOG VPDI report Dec 2014 - Page 135*

**VIII. West Plains Campus (written report only)**

**A. Chancellor's Report -- Chancellor Drew Bennett will provide a written report to the Board of Governors regarding activities at the West Plains Campus**

*VIII.A. Chancellor's Report2 - Page 136*

**IX. Student Affairs**

**A. Report from the Student Body President**

*IX.A. SGA Report - Page 137*

**B. Student Affairs Report -- Vice President for Student Affairs Dee Siscoe will provide a written report regarding activities in the Division of Student Affairs (written report only)**

*IX.B. Student Affairs Report - Page 138*

**X. Staff Senate**

**A. Staff Senate Report**

*X.A. Staff Senate Report - Page 140*

**XI. Financial**

**A. Development Report (written report only) -- Vice President for University Advancement Brent Dunn will provide a written report from the MSU Foundation**

*XI.A. Development Report 10.14 - Page 141*

*XI.A. Development Report 11.14 - Page 143*

**XII. Unfinished Business**

**XIII. New Business**

**A. Approval of 2015 Executive Committee of the Board**

**B. Announcement of Board Committee Appointments**

**C. Approval of Resolution of Recognition for Governor Beverly “Bev” Miller**

*XIII.C. Miller Resolution - Page 145*

**D. Approval of Resolution of Recognition for Governor Orvin T. “Orv” Kimbrough**

*XIII.D. Kimbrough Resolution - Page 146*

**E. Approval of Resolution of Recognition for Governor Carrie Tergin**

*XIII.E. Tergin Resolution - Page 147*

**F. Discussion on Broadcast Services**

*XIII.F.1. Discussion on Broadcast Services Overview - Page 148*

*XIII.F.2. FY13 Local Content and Service Report - Page 149*

**XIV. Resolution Authorizing Closed Meeting, Pursuant to Sections 610.021(1), (2), (3), (6), (9), (11), (12), (13), (14) and/or (17) of the Revised Statutes of Missouri**

*XIV. Closed Meeting Resolution - Page 155*

**XV. Adjournment**

**XVI. Date of Next Meeting: Friday, February 6, 2015, 9 a.m., Jefferson City, Missouri**

MINUTES OF THE BOARD OF GOVERNORS  
MISSOURI STATE UNIVERSITY  
OCTOBER 17, 2014

**1. Roll Call**

Present- Mr. Stephen Bough, Governor  
Mr. Joe Carmichael, Governor  
Mr. Caleb Doyle, Student Governor  
Ms. Virginia Fry, Governor  
Dr. Peter Hofherr, Governor  
Mr. Stephen B. Hoven, Vice Chair  
Mr. Orvin Kimbrough, Governor  
Ms. Beverly Miller, Chair  
Mr. Kendall Seal, Governor  
Ms. Carrie Tergin, Governor

Also

Present- Clifton Smart III, President  
Drew Bennett, Chancellor of the West Plains Campus  
Frank Einhellig, Provost  
Dee Siscoe, Vice President for Student Affairs  
Ken McClure, Vice President for Administrative and Information Services  
Jim Baker, Vice President for Research, Economic Development, and  
International Programs  
Kenneth Coopwood, Vice President for Diversity and Inclusion  
Stephen Foucart, Chief Financial Officer  
Donna Christian, Director of Internal Audit and Compliance  
Brent Dunn, Vice President for University Advancement  
Rachael Dockery, General Counsel  
John McAlear, Secretary of the Board

**2. Presiding** --- The presiding officer for the meeting was Ms. Beverly Miller, Chair of the Board of Governors. She called the meeting to order at 1:00 p.m. in the Traywick Parliamentary Room in the Plaster Student Union on the campus of Missouri State University in Springfield, Missouri.

**3. Approval of Board of Governors' Meeting Minutes** --- Ms. Miller mentioned that the first item of business was the approval of the minutes for the open and closed meetings of July 31, 2014. Ms. Fry so moved, receiving the second of Mr. Kimbrough.

Motion passed 9-0.

**4. Consent Agenda** --- Ms. Miller noted that the next item of business on the agenda was the approval of the Consent Agenda for this meeting. The items included in the Consent Agenda are:



West Plains Campus

Approval of Activity Report dated October 17, 2014 (West Plains Campus Activity Report No. 108-14).

Approval of actions concerning West Plains Campus academic employees (West Plains Campus Personnel No. 370-14).

Approval of actions concerning West Plains Campus non-academic employees (West Plains Campus Personnel No. 371-14).

Approval of a new academic program – Associate of Applied Science in Wine Business and Entrepreneurship (West Plains Campus Curriculum 68-14).

Springfield Campus Purchases/Contracts

Approval of Procurement Activity Report for the period July 15, 2014, through October 1, 2014 (Purchasing Activity Report No. 411-14).

Facilities and Equipment

Approval of Activity Report for the month of July 2014 (Activity Report No. 260-14).

Approval of Activity Report for the month of August 2014 (Activity Report No. 261-14).

Human Resources Items

Actions concerning academic employees (Human Resources No. 1474-14).

Actions concerning non-academic employees (Human Resources No. 1475-14).

Mr. Kimbrough made a motion to approve the Consent Agenda, receiving a second from Ms. Fry.

Motion passed 9-0.

5. **President's Report** --- President Clif Smart began his report by welcoming everyone to Homecoming weekend. He next asked Dr. Gloria Galanes, Dean of the College of Arts & Letters, to introduce this meeting's Point of Pride. Dr. Galanes introduced Dr. Charlene Berquist, Director of the Center for Dispute Resolution, to provide a summary of the Center's activities. Dr. Berquist indicated that the Center is primarily involved in collaborative community partnerships where programs are established to deal with community issues or problems. Two programs highlighted were Circles for Girls and Restorative Justice Programs. Dr. Berquist added that the Center also provides training, workshops, mediations, and facilitations. Students enrolled in the Graduate and Undergraduate Certificate programs in Conflict and Dispute Resolution are heavily involved in the Center's activities.

President Smart next reported that the University's system-wide, headcount enrollment this Fall was 24,489 – an increase of 651 students (2.7%) and represents a new all-time record, breaking last year's record. Dr. Dee Siscoe, Vice President for Student Affairs, added some

additional enrollment results on the Springfield campus - first-time, new-in-college students totaled 2,801 – an increase of 108 students over last Fall; under-represented students were up 9% with a total of 2,631; and Graduate students were up 2.6% with a total of 3,420. She added that the Springfield campus's residence halls opened the Fall semester with 174 students in overflow housing (now down to 26 students).

President Smart next reported that *INSIGHT into Diversity*, the oldest and largest diversity magazine in Higher Education, has selected Missouri State as one of 83 recipients of the Higher Education Excellence in Diversity Award for this year. He congratulated Dr. Ken Coopwood and his team on their work in applying for and receiving this award. Dr. Coopwood, Vice President for Diversity and Inclusion, highlighted some of the infrastructure in place which resulted in the University's receipt of this recognition.

President Smart ended his report by presenting a resolution (Administration No. 39-14) revising the Board of Governors' meeting schedule for calendar year 2015. He explained the original schedule included a Board retreat on March 5-6, 2015, but that he has learned of two important events at the Men's Missouri Valley Conference Post-Season Basketball Tournament which will make him miss portions of the retreat. When informed, Governors Miller and Hoven recommended rescheduling the retreat which this resolution does – moving it to March 12-13, 2015, in conjunction with the Women's Missouri Valley Conference Post-Season Basketball Tournament. Moved and seconded respectively, by Mr. Hoven and Ms. Tergin.

Motion passed 9-0.

**6. Academic Affairs:**

**a. Faculty Senate Report ---** Dr. Stephen McIntyre, Chairperson of the Faculty Senate, next reported on the two sessions of Faculty Senate so far this semester. Six new curricular programs have been approved this semester – the highlight of those six being the Bachelor of General Studies degree program which they have been working on for a couple of years. Since today's major discussion is on faculty research, he touched on his own research work and distributed his book, *Springfield's Urban History*, a collaboration of eleven local authors on the rich, fascinating history of Springfield, Missouri.

**b. Report from Provost ---** Dr. Frank Einhellig, Provost, first commented on the recent positive accreditation results of five programs: 1) Computer Science; 2) Doctor of Nurse Anesthesia; 3) Doctor of Nursing Practice; 4) the collaborative engineering program with Missouri University Science & Technology; and 5) the renewal by the State of Virginia for our Defense & Strategic Studies program located in Virginia. He next reported on the growth of full-time faculty from Fall 2012 to Fall 2013 to Fall 2014 – 696 to 714 to 733. Dr. Einhellig ended his report by mentioning that we recently had 52 counselors from Missouri high schools on campus at an event and they should be back in February with as many as 20 students each.

**7. Student Affairs:**

**a. Report from Student Body President** --- Mr. Jordan McGee, Student Body President, first provided Ms. Shelby Harris's report as Student Body President on the West Plains Campus. One item reported on was their holding of a career fair on September 25. Mr. McGee then gave his report on the Springfield campus's SGA activities. He commented that to assist with student retention, they are looking at how to better connect with students on academic probation to help them be more engaged in the classroom.

- 8. Financial** --- Mr. Brent Dunn, Vice President for University Advancement, first presented a resolution (Awards No. 58-14) to present the Bill R. Foster family with the 2014 Bronze Bear Award for their service to and support of Missouri State University. He added that Bill Foster, who had served as President of the Missouri State University Foundation Board of Trustees, passed away earlier this year. His sons, Tony and John, continue the strong support of the University by currently serving as Trustees. In 2011, the Foundation received a major charitable gift from the Foster family in support of the University Recreation Center. Moved and seconded, respectively, by Mr. Kimbrough and Mr. Hoven.

Motion passed 9-0.

Mr. Dunn then presented a second resolution (Gifts No. 164-14) to recognize the generosity of Mr. and Mrs. Warren Davis and Mr. and Mrs. Patrick Harrington and acknowledge their major gift in support of the new Welcome Center by permanently naming the building, the Davis-Harrington Welcome Center. Moved by Mr. Bough and seconded by Ms. Tergin.

Motion passed 9-0.

**9. New Business:**

**a. Election of Board Officers** --- Ms. Miller announced that it is at this meeting that a slate of officers for the next calendar year is presented. Ms. Tergin nominated Mr. Steve Hoven to be the Board's next chair. Mr. Hofherr provided the second to the nomination.

Nomination passed 9-0.

Ms. Miller next asked if there was a nomination for Vice-Chair. Ms. Tergin nominated Dr. Peter Hofherr to be the Board's next Vice-Chair. Mr. Kimbrough seconded the nomination.

Nomination passed 9-0.

**b. Discussion on the Value and Breadth of Faculty Research** --- Dr. Einhellig began the discussion on today's discussion topic by providing a definition of "research" – refers to the discovery, refinement, and synthesis of information, the application of knowledge to the solution of problems, and creative, artistic activity and criticism. He added that research produces outcomes that are formally communicated to and vetted by peers. The reasons we do research are: 1) enhances the educational process by fostering student learning; 2) contributes to the public good and benefits society...adds to the storehouse of knowledge; and 3) assists faculty development...which is passed on to students. The

three faculty members who next gave presentations on their individual research included: Dr. Paul Durham, Distinguished Professor of Biology and Director of the Center for Biomedical & Life Sciences; Dr. Michael F. Murray, Professor of Music and Coordinator of Music Theory; and Dr. David M. Mitchell, Professor of Economics, Director of the Bureau of Economic Research, and Director of the Center for Economic Education. Dr. Einhellig next commented that we do not intend to be a Research 1 university, but that having students involved in research helps them move on in their field of study. Student assistance in research can be looked at as one form of “teaching.” A short discussion was then held with one conclusion being that the University’s *Mind’s Eye* is an excellent publication that highlights research and scholarly activities at Missouri State and it can also be used as a recruitment tool for students.

- 10. Closed Meeting ---** It was determined that the Board of Governors needed to meet in a closed session to consider items of business provided in the Revised Statutes of the State of Missouri. Ms. Miller asked if a resolution authorizing a closed meeting of the Board was prepared. Thereupon, the following resolution was presented for consideration:

BE IT RESOLVED by the Board of Governors for Missouri State University that a closed meeting, with closed records and closed vote, be held immediately following this October 17, 2014, meeting of the Board of Governors to consider items of business pursuant to:

- a. R.S.Mo. 610.021 (1). “...any confidential or privileged communications between a public governmental body or its representatives and its attorneys...”
- b. R.S.Mo. 610.021 (3). “Hiring, firing, disciplining, or promoting of particular employees by a governmental body...”

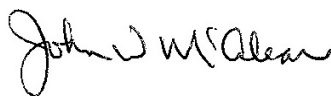
Mr. Bough moved the approval of the resolution and Mr. Kimbrough seconded the motion.

A roll call vote was taken: those voting in favor – Governors Bough, Carmichael, Fry, Hofherr, Hoven, Kimbrough, Miller, Seal, and Tergin; those voting against – none.

Ms. Miller declared the resolution passed unanimously.

- 11. Date of Next Meeting ---** The date of the next regularly scheduled meeting was set for Friday, December 12, 2014, at 9:00 a.m., Room 313 Plaster Student Union.

- 12. Adjournment---** Ms. Miller adjourned the meeting at 3:15 p.m., on the motion of Mr. Kimbrough, the second of Ms. Fry, and the unanimous vote of the Board.



John W. McAlear  
Secretary

III.A.

**RECOMMENDED ACTION – Approval of FY2015 Employment Agreement for Assistant Strength and Conditioning Coach.**

The following resolution was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**WHEREAS**, the University desires to employ Christina Rasnake as Assistant Strength and Conditioning Coach, and Ms. Rasnake desires to accept such employment on terms and conditions consistent with the attached Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Governors of Missouri State University hereby approves and authorizes the President to execute the attached FY 2015 Employment Agreement for Assistant Strength and Conditioning Coach.

**VOTE:      AYE** \_\_\_\_\_

**NAY** \_\_\_\_\_

**Comments:**

See attached Exhibit A.



# Missouri State

U N I V E R S I T Y

## ATHLETICS EMPLOYMENT AGREEMENT – ADMINISTRATOR

This Employment Agreement (“Agreement”) is by and between the Board of Governors of Missouri State University (“University”) and the employee identified below (“Administrator”).

By executing this Agreement, the University agrees to employ Administrator, and Administrator agrees to be employed by University, for the position and term identified below. In exchange for Administrator’s services, the University will provide Administrator with the compensation, achievement payments (if the contingencies are satisfied), and other benefits and incentives identified below.

The parties further agree to be bound by, and that the terms set forth herein are subject to, the Athletics Employment Agreement Terms and Conditions – Administrator\*, which is incorporated herein by this reference.

**Name of Administrator:** Christina Rasnake

**Position:** Assistant Strength and Conditioning Coach

**Term:** November 14, 2014 – June 30, 2015

**Compensation:** \$3,333.33/monthly (\$40,000 annually)

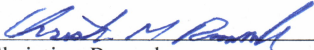
**Achievement Payments:**

\$500 for each regular season conference championship in Field Hockey, Men’s Soccer, Women’s Soccer; or  
 \$250 for each regular season conference championship or co-championship in any other men’s or women’s sport; and  
 \$250 for each men’s or women’s team that advances to NCAA post-season competition (excludes NIT/WNIT).

**Other Benefits and Incentives:**

ADMINISTRATOR

MISSOURI STATE UNIVERSITY

  
 Christina Rasnake

\_\_\_\_\_  
 Clifton M. Smart III  
 President

11/20/14  
 Date

\_\_\_\_\_  
 Date

## ATHLETICS EMPLOYMENT AGREEMENT TERMS AND CONDITIONS – ADMINISTRATOR

**1. Term and Termination.** This Agreement will automatically terminate at the end of the term identified in this Agreement (“Term”). If the parties do not execute a new agreement but Administrator remains employed by the University at the end of the Term, all terms and conditions of this Agreement will continue to govern the parties’ relationship.

The University may terminate this Agreement, with or without advance notice, in its sole discretion, without owing any continuing obligation to pay Administrator’s salary or perform any other obligations under this Agreement, if:

- a. Administrator fails to perform as agreed, Administrator otherwise breaches this Agreement, or termination is otherwise appropriate pursuant to the terms of the Employee Handbook; or
- b. Appropriations or unencumbered funds adequate to pay the obligations herein created become unavailable for any reason.

Additionally, Administrator’s employment with the University shall be “at will” such that either party may terminate this Agreement, with or without cause, in its sole discretion, at any time.

**2. Duties.** Administrator’s duties are set forth in the job description (as maintained by the University’s Office of Human Resources) associated with the position identified in this Agreement. Such job description is incorporated herein by this reference. Administrator will be treated as an exempt employee for purposes of applicable wage and hour laws because Administrator’s duties primarily involve organizing and administering athletics programs, supervising sports programs, and supervising personnel associated with sports programs. Administrator will have a great deal of independent discretion and judgment as to the manner and method of such duties. Administrator shall faithfully serve the University; perform the aforementioned duties; at all times devote his or her whole time, attention, and energies to his or her duties to the University; and do and perform all services, act, and things the Director of Athletics directs.

**3. Use of Automobile.** *This section applies only if this Agreement states that Administrator will have use of an automobile as an additional benefit and incentive.* If this Agreement so states, Administrator shall be furnished with an automobile, pursuant to a lease agreement with the University, for Administrator’s business and personal use as long as the University and/or Foundation receives sufficient automobiles (via trade-out with automobile dealers in relation to memberships in The Bears Fund) to fulfill all of the University’s commitments to provide automobiles to employees. If insufficient automobiles are available, the University has sole discretion to determine which employees will receive automobiles. The terms of the lease agreement shall control the use, maintenance, and insurance requirements applicable to such automobile; and Administrator will be responsible for ensuring compliance with all such requirements. Without limitation to the foregoing, Administrator understands and agrees that Administrator (and not the University) is individually responsible for maintaining insurance for the automobile.

**4. Employee Handbook and University Policies.** Administrator’s employment shall be subject to and governed by the Employee Handbook for Administrative, Professional, and Support Staff Employees (“Employee Handbook”) and all other applicable University policies, practices, and protocols. Administrator understands and agrees that policies, practices, protocols, and Employee Handbook provisions may be adopted, revoked, and changed at any time with or without notice. Administrator’s employment is not subject to the Faculty Handbook, and Administrator is not entitled to tenure or any other rights, privileges, or protections afforded to faculty.

**5. Professional and Moral Conduct Requirement.** It is understood Administrator is being employed by the University, by a member institution of the National Collegiate Athletic Association, for the purpose of administering, conducting and coaching intercollegiate athletics. Administrator agrees he or she will diligently conduct himself or herself in such a manner that NCAA regulations and codes of conduct now existing or hereinafter enacted, will be fully complied with, in all particulars, including, but not limited to, the following:

a. Participating student-athletes shall deport themselves with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, the institution, and they as individuals, shall represent the honor and dignity of fair play and the generally-recognized high standards associated with wholesome, competitive sports.

b. Staff members of the University’s Athletics Department shall not accept compensation or gratuities of any kind whatsoever, either directly or indirectly, for representing a professional sports organization in the scouting or contacting of athletics talent or the negotiating of a contract. In this regard, any compensational arrangement between a professional sports organization and the University’s staff member (e.g., for scouting other professional teams or assisting the professional employer in coaching his or her team) shall be considered *prima facie* evidence of an indirect arrangement to assure the staff member’s assistance in evaluating or procuring college talent.

c. Staff members of the University, or others serving on NCAA committees or acting as consultants, shall not, directly or by implication, use the NCAA’s name or their affiliation with the NCAA in the endorsement of products or services.

d. Staff members of the University’s Athletics Department shall not knowingly participate, directly or indirectly, in the management, coaching, officiating, supervision, promotion or player selection or any all-star contest involving student-athletes which is not certified by the NCAA’s Extra Events committee.

e. Staff members of the University’s Athletics Department shall not represent, directly or indirectly, a student-athlete in the marketing of athletics ability or reputation to a professional sports team or professional sports organization, and shall not receive compensation or gratuities of any kind, directly or indirectly, for such services.

f. Administrator is required to provide a written detailed account annually to the University President for all athletically related income and benefits from sources outside the institution. In addition, the approval of all athletically related income and benefits shall be consistent with the institution’s policy related to outside income and benefits applicable to all full-time or part-time employees. Sources of such income shall include, but are not limited to, the following:

- Income from annuities;
- Sports camps;
- Housing benefits (including preferential housing arrangements);
- Country club memberships;
- Complimentary ticket sales;
- Television and radio programs; and
- Endorsement or consultation contracts with athletics shoe, apparel or equipment manufacturers

g. Administrator further agrees that he or she may be suspended for a period of time, without pay, or that his or her employment may be terminated, notwithstanding any other provisions of this agreement, if he or she is found to be involved in deliberate and serious violations of any NCAA regulations.

**6. Miscellaneous.** The laws of the State of Missouri shall govern this Agreement. The parties agree that any lawsuit arising from any dispute or alleged breach of this Agreement shall be brought in the Circuit Court of Greene County, Missouri. This Agreement contains all terms and conditions agreed upon by the parties, and all prior agreements between the parties are void. This Agreement may be modified only by a written instrument executed by the parties hereto.

III.A.2.

**RECOMMENDED ACTION** – Approval of Revisions to G1.03 Officers of the University; G5.02 Expressive Activity; and G7.02-6 Benefits Policies.

The following resolution was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**WHEREAS**, new athletic facilities have been constructed and certain existing athletic facilities have been renamed on the Missouri State University campus; and

**WHEREAS**, certain Governing Policies require revision to ensure that they accurately reflect the names of both the new and renamed athletic facilities;

**WHEREAS**, it is in the best interest of the University to revise G1.03 Officers of the University; G5.02 Expressive Activity; and G7.02-6 Benefits Policies in order to update these policies so that they accurately reflect the current athletic facilities (i.e., Robert W. Plaster Stadium, Allison Stadium North, Allison Stadium South, and Allison Volleyball Courts), as reflected in the attached documents; and

**WHEREAS**, there may be additional policies that will be affected by the athletic facilities name changes and additions, and it is in the best interests of the University to revise the language of those policies.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Governors for Missouri State University that G1.03 Officers of the University; G5.02 Expressive Activity; and G7.02-6 Benefits Policies be revised as reflected in the attached documents, and that any and all other similarly affected policies be revised in like fashion.

**VOTE:**      **AYE** \_\_\_\_\_

**NAY** \_\_\_\_\_

**COMMENTS:**

See attached:

Exhibit A: G1.03 Officers of the University

Exhibit B: G5.02 Expressive Activity

Exhibit C: G7.02-6 Benefits



## **Governing Policy: Officers of the University**

The administrative organization of Missouri State University shall consist of the following offices and organizations:

### **President**

The President is the chief executive officer of the University, responsible to the Board of Governors for the administration of all policies adopted by the Board and for the execution of all acts of the Board.

### **Chief of Staff/Assistant to the President for Government Relations**

The Chief of Staff/Assistant to the President for Government Relations assists the President in management and operations of the President's office and serves as the director of Missouri Governmental Relations.

### **General Counsel**

The General Counsel provides legal advice and consultation to the Board of Governors, University President, the Administration and faculty and represents the University system before University system hearing bodies as well as administrative and judicial bodies of the United States, the State of Missouri, Greene County, and Springfield. The General Counsel reviews and recommends institutional policies and procedures, reviews and prepares contracts and other legal documents, and provides legal opinions to University committees and councils as directed by the Board of Governors or the University President.

### **Legal Counsel**

The Legal Counsel serves as the assistant to the University's General Counsel for the University by providing legal advice or consultation to the Board of Governors, the University President, the administration, and faculty through administrative channels and reviewing and recommending institutional policies, procedures, guidelines and other documents as needed, with special emphasis on student affairs issues.

### **Director of Athletics**

The Director of Athletics is responsible for administering the University's intercollegiate athletics program.

**Director of Internal Audit and Compliance**

The Director of Internal Audit and Compliance shall be appointed by the Board and serve at the pleasure of the Board and is responsible to the Board of Governors for administering the internal audit activity of the University by directing audits of academic and administrative departments and activities and by developing a comprehensive, practical program of audit coverage for the University. The Director of Internal Audit and Compliance shall report not less than twice annually to the full Board and regularly to the Finance and Facilities Committee. The Director of Internal Audit and Compliance also oversees operational risk management, coordinates compliance efforts throughout the University, and investigates compliance lapses and allegations of wrongdoing.

**Chancellor of the West Plains Campus**

The Chancellor of the West Plains campus is responsible for the overall administration of the West Plains Campus and Shannon Hall in Mountain Grove, including the academic programs, faculty and staff personnel matters, financial affairs, student life, athletics, physical plant, and liaison to the various publics of the campus.

**Provost/Chancellor of the Research Campus at Mountain Grove**

The Provost is the senior academic officer of the University. Responsibilities include the overall direction, development, and administration of academic affairs, and the Research Campus at Mountain Grove. Academic Affairs includes all academic and scholarly programs of the University, including the six academic colleges, the Graduate College, the Honors College, Library Services, William H. Darr School of Agriculture, and Academic Outreach.

**Associate Provosts**

The Associate Provosts serve as deputies to the Provost in all functions, with special responsibility for faculty, undergraduate programs and studies, student success and public affairs, and academic outreach.

**Associate Provost and Dean of the Graduate College**

The Associate Provost and Dean of the Graduate College is part of the leadership team for academic affairs. Responsibilities are to oversee the administration of the Graduate College, including budgets, graduate recruitment, student admissions, and graduate assistantships. This officer works to ensure quality education programs, promotes student and faculty research, and is a primary liaison in communicating and developing collaboration across graduate programs, the other colleges, and the School of Agriculture.

### **Director of the William H. Darr School of Agriculture**

The Director of the Darr School of Agriculture is responsible for managing the academic units, faculty, and students of the School. These responsibilities include organizing and directing the effective operations of facilities beyond the immediate Springfield campus that include the William H. Darr Agricultural Center Expansion (90 acres), the State Fruit Experiment Station at Mountain Grove (190 acres), the Journagan Ranch (3300 acres), Shealy Farm (250 acres), Bakers Acres (75 acres), **the Woodlands (161 acres)**, and other such operational units that are assigned to this School. Responsibilities include budgeting and budget control for these facilities and the academic operations that include extensive community outreach. The Director of the Darr School of Agriculture provides the leadership for faculty and staff employment and development, student recruitment, retention, and advisement; and research direction for the faculty and the Centers of this School.

### **College Deans**

Each of the College Deans is responsible for the administration of one of the six discipline-based colleges. Responsibilities include faculty recruitment and development, faculty evaluation, program development, program review, student advisement, collegiate budgeting and budget control, class schedule planning, fundraising and advancement, and general supervision of the scholarship, research, creative activity, instructional and service activities of the college.

### **Dean of Library Services**

The Dean of Library Services is responsible for administering library facilities, resources, and services within the University. The Dean also serves as Head of the Department of Library Science.

### **Director of Institutional Research**

The Director of Institutional Research provides information that supports institutional planning, policy formulation, and decision-making.

### **Department Heads and Directors of Schools within a College**

Each Department Head is responsible for administering one of the academic departments of the University. Responsibilities include faculty recruitment and development, faculty evaluation, program development, program review, student advisement, departmental budgeting and budget control, class schedule planning, fundraising and advancement, and general supervision of the scholarship, research, and creative activity of the department. The Director of a

School within a College is expected to fulfill the same role as a Department Head.

### **Vice President for Administrative and Information Services**

The Vice President for Administrative and Information Services ensures prompt and effective delivery of essential services to support the University's mission of producing educated persons by developing goals and objectives, establishing priorities, allocating resources, reviewing and approving unit plans, and designing systems of effective control to guide work toward expected outcomes. The Vice President for Administrative and Information Services has administrative responsibility for Facilities Management, Planning, Design and Construction, Safety and Transportation, Computer Services, Environmental Management, University Staff Ambassadors, and Human Resources.

### **Associate Vice President for Administrative and Information Services**

The Associate Vice President for Administrative and Information Services assists the Vice President for Administrative and Information Services by providing leadership in administrative and information services to support the development of educated persons and extends the Vice President's range of communication, coordination, and supervision. The Associate Vice President interprets/provides leadership and guidance and integrates the collective efforts of Environmental Management, Facilities Management, Planning, Design and Construction, Postal Services, Printing Services, and the University Facilities Analyst. The Associate Vice President assures good stewardship of University resources, performs other duties as the Vice President may direct, and serves in the role of the Vice President in his/her absence.

### **University Architect and Director of Planning, Design and Construction**

The University Architect and Director of Planning, Design and Construction is responsible for development of all construction projects undertaken by the University and develops long-range and detailed plans to meet the academic and support needs of the University.

### **Director of Facilities Management**

The Director of Facilities Management is the chief administrator of the Department of Facilities Management, which includes Facilities Maintenance, the Work Management Center, Grounds, and Custodial Services departments and is responsible for management of the University's buildings, facilities, and grounds.

**University Facilities Analyst**

The University Facilities Analyst provides comprehensive facilities planning assistance to all units of the University, ensuring maximum utilization of physical space resources, and serves as the University's facilities database administrator.

**Director of Safety and Transportation**

The Director of Safety and Transportation coordinates efficient transportation services and the maintenance of a safe and secure campus.

**Chief Information Officer/Director of Computer Services**

The Chief Information Officer/Director of Computer Services is responsible for system-wide planning, management, security, and coordination of the computing and telecommunications resources of the Missouri State System, and provides automation support for academic and administrative computing needs.

**Director of Environmental Management**

The Director of Environmental Management coordinates the acquisition, handling, storage, and disposal of hazardous chemical materials, proper handling of select agents, assists the Radiation Safety Officer (RSO) with radiation safety for all Missouri State University campuses, and works collaboratively with administration, faculty, staff and students to assist in developing, coordinating, and promoting recycling in academic buildings on the Springfield campus to reduce the University's impact on the environment.

**Director of Human Resources**

The Director of Human Resources provides leadership and direction for recruitment and employment services, benefits management and counseling, salary administration and job evaluation, affirmative action issues, training and development, records management, labor and employee relations, and human resource information systems for the University.

**Vice President for Student Affairs**

The Vice President for Student Affairs is the chief student-personnel officer of the University and advises the President on all matters pertaining to non-academic student life. The Vice President serves as the senior executive officer responsible for providing leadership and general management of units in the division: Enrollment Management, Student Life Activities and Assistant Vice President, Dean of Students Office, Student Academic Support, Student Health and Wellness, Student Engagement, Recreation Services, and Bookstore Auxiliary Services.

### **Assistant Vice President for Student Life and Director of Plaster Student Union**

The Assistant Vice President for Student Life and Director of Plaster Student Union provides vision and strategic direction to departments and programs within the Student Life area of the Student Affairs division: Plaster Student Union (including PSU food, retail operations, and administration, Student Engagement, and Event and Meeting Services); Residence Life, Housing and Dining Services; and Campus Recreation and promotes collaborative and joint programming among assigned departments in support of the overall mission and goals of the division and University. The Assistant Vice President for Student Life and Director of Plaster Student Union coordinates and implements divisional initiatives such as staff development, new student convocation, assessment, strategic planning, and other duties as assigned by the Vice President for Student Affairs.

### **Dean of Students**

The Dean of Students is responsible for the administration of the Office of Student Conduct and of the *Code of Student Rights and Responsibilities*, and the Parking Appeals Administrator. The Dean of Students is responsible for Campus Judicial Affairs. Under the direction of the Vice President for Student Affairs, the Dean of Students shares responsibility for the development, implementation, and administration of policies and procedures affecting students.

### **Associate Vice President for Enrollment Management and Services**

The Associate Vice President for Enrollment Management is responsible for the development and implementation of a comprehensive enrollment management plan for both prospective and current students, the delivery of financial aid services, the Registrar's Office research support, and oversees the Directors of Admissions, Student Financial Aid, and Registrar along with other personnel supporting services to students seeking to enroll at the University.

### **Assistant Vice President for Student Academic Support Services**

~~The Assistant Vice President for Student Academic Support Services is responsible for the coordination of all student academic support services provided by the units of Career Services and the Counseling and Testing Center.~~

### **Director, Health and Wellness Services**

The Director of Health and Wellness Services exercises full management responsibility for the operation of Taylor Health and Wellness Center and other University health and wellness programs, provides administrative and management support for other University units and clinics, such as the

University's Physical Therapy Clinic, and serves as the University's HIPAA privacy officer. The Director's responsibilities include planning, organizing, staffing, budgeting, monitoring, and assessing outcomes and providing strong leadership for the staff of Taylor Health and Wellness Center.

### **Vice President for Diversity and Inclusion**

The Vice President for Diversity and Inclusion is responsible for coordinating executive efforts to establish "diversity and inclusive excellence" as core value throughout all aspects of the University community, to support the University's commitment to equal opportunity and affirmative action, and to work with units at all levels of the institution to promote consistency of diversity processes and procedures to positively impact organizational effectiveness, employee and student development, and community relations.

### **Director of Institutional Equity and Compliance**

The Director of Institutional Equity and Compliance is responsible for monitoring MSU's compliance with federal, state and institutional policy guidelines that promote a non-discriminatory and harassment-free environment. Direct oversight is provided for investigating complaints of discrimination or harassment; making policy recommendations; advising units about hiring policies and processes; offering mandated training with the University community; ensuring educational and/or workplace support services for persons with disabilities; and monitoring departmental compliance with the University's affirmative action initiatives.

### **Assistant Vice President for Multicultural Services**

The primary duty of the Assistant Vice President for Multicultural Services is to provide leadership and support for the establishment and administration of multicultural student recruiting initiatives and the development and administration of departments and programs that serve the needs of multicultural and diverse student populations. Responsibilities include direct supervision of Multicultural Services, TRIO programs, and Retention Services.

### **Vice President for Marketing and Communications**

The Vice President for Marketing and Communications has responsibility for overall communications, research-based messaging, marketing, and branding activity for the University. The Vice President oversees the areas of University Communications, Publications, Photographic Services, Web and New Media, and Athletics Communications. In addition to leading the University's central team of marketing and communications professionals, the Vice President

provides strategic direction and coordinates marketing and communications produced by other academic and administrative units.

### **Vice President for University Advancement**

The Vice President for University Advancement is the chief advancement officer for the University and advises the President on all matters pertaining to the management and operation of university development, alumni relations, as well as community and donor relations. The Vice President for University Advancement also serves as the Executive Director for the Missouri State University Foundation, a private nonprofit organization which raises funds to benefit the University. The Vice President has responsibility for the following administrative units and functions: Development and Alumni Relations and the Kenneth E. Meyer Alumni Center.

### **Executive Director of Development**

The Executive Director of Development is responsible for the creation of plans, implementation of strategies, and supervision of fund-raising programs of the University. The Executive Director of Development supervises staff in constituent fundraising positions, donor relations, annual funds, major and planned gifts, and prospect research.

### **Executive Director of Alumni Relations**

The Executive Director of Alumni Relations is responsible for developing and implementing a comprehensive program of activities designed to inform alumni and keep them involved with the University, serves as chairperson for the Homecoming Committee, plans class reunions and implements special events to recognize outstanding alumni, coordinates the alumni chapter network, and serves as advisor to R.E.A.L. Bears (Student Alumni Group) and as the Class Notes Editor for the alumni magazine.

### **Executive Director, Athletic and Entertainment Facilities**

The primary duty of the Executive Director, Athletic and Entertainment Facilities is management of Juanita K. Hammons Hall for the Performing Arts (~~JKHHPA~~) and JQH Arena (JQHA); however, the Executive Director also has administrative oversight responsibilities for Hammons Student Center (HSC) and ~~Plaster Sports Complex (PSC)~~ Robert W. Plaster Stadium (RWPS); Allison North Field; Allison South Field; and Allison Volleyball courts.



**Chief Financial Officer**

The Chief Financial Officer is the senior executive officer responsible for financial services, which consist of accounting, investing, budgeting, payroll, accounts receivable, accounts payable, credit management, budget control, fiscal planning, financial statement preparation, student loan collection, procurement, and the Bursar's Office. The Chief Financial Officer exercises a major responsibility for the accounting and investing of the Missouri State University Foundation and the Missouri State University Development Corporation and serves as the Treasurer of the Board of Governors and the Missouri State University Foundation.

**Bursar**

The Bursar is responsible for the collection of all moneys received by the University and provides a check cashing service for currently enrolled students, faculty, and staff.

**Controller**

The Controller is responsible for the daily accounting functions of the University, which includes accounts payable, financial aid disbursements, general ledger updating, Bursar's Office, cash management programs, investments, auditing, coordination of the collection of student loans and other accounts, and the Perkins Loan Program. The Controller assists in compiling the annual financial report and assesses the effectiveness of computer support systems to ensure that proper accounting standards and principles and procedures are followed during the daily updating of financial records and to facilitate the reporting process.

**Director of Procurement Services**

The Director of Procurement Services is the University's agent for acquiring all materials, services, supplies, equipment, and real property; supervises the University's insurance and risk management programs; and provides leadership and direction for central receiving, warehousing, property control, and vending and concessions operations.

**Vice President for Research, Economic Development, and International Programs**

The Vice President for Research, Economic Development, and International Programs is responsible for the following administrative units and functions: General Manager KSMU and Ozarks Public Television, International Programs, Office of China Programs, the Jordan Valley Innovation Center, the Robert W. Plaster Center for Free Enterprise and Business Development, and the Office of

Research Administration. The Vice President for Research, Economic Development, and International Program advises the President on all matters pertaining to the operation and management of University research, economic development activities, and international programs. The Vice President for Research, Economic Development, and International programs is responsible for all university-wide externally-generated grants and contracts and provides the administrative leadership to the University community in supporting the University's mission for enhancement of research and economic development through technology transfer, intellectual property, regulatory compliance, and federal relations.

### **Associate Vice President for Economic Development and Director of JVIC**

The Associate Vice President for Economic Development and Director of JVIC is responsible for coordinating the resources of the federal, state, and local governments with the resources of Missouri State University to promote business and industrial growth by coupling entrepreneurship with research and innovation. Units reporting to the Associate Vice President for Economic Development and Director of JVIC include the Jordan Valley Innovation Center, the e-Factory, the Small Business and Technology Development Center and the Management Development Institute. The Associate Vice President for Economic Development and Director of JVIC also serves as the CEO of Springfield Innovation, Inc.

### **General Manager KSMU and Ozarks Public Television**

The General Manager KSMU and Ozarks Public Television is responsible for strategic planning and visioning for the Missouri State University Public Broadcast Service, establishing operational and budgetary guidelines for the University's radio and television stations, ensuring the stations' support for the University's educational mission, the statewide mission in Public Affairs, and regional themes.

### **Associate Vice President, International Programs**

The Associate Vice President, International Programs is responsible for leadership and oversight of all international programs, including International Services (IS), Study Away programs, the English Language Institute (ELI), the Foreign Language Institute, and The International Leadership and Development Center. The Associate Vice President, International Programs represents international programs (ELI, IS, and Study Away) in an administrative capacity, oversees budgets for each program, and serves as liaison to the greater local and campus communities. The Associate Vice President, International Programs is responsible for international student recruitment for the University and developing associated advertising and promotion strategies. The Associate Vice

President, International Programs directs the activities of the China Campus, including implementation of approved administrative policies and procedures and coordination of system-wide support for faculty and students.

#### **Director of Research Administration**

The primary duty of the Director of Research Administration is to ensure that University-based research, education and service activities are planned and conducted in accordance with federal and state regulations in the areas of human subjects' protection, care and use of animals, biosafety, radiation safety, and export control. The Director of Research Administration assures that University policies and procedures are consistent with applicable regulations and coordinates committees involved in overseeing activities related to these compliance areas.

#### **Information Security Officer**

The Information Security Officer (ISO) ensures the confidentiality, integrity, and availability of University electronic information by communicating risk to senior administration, creating and maintaining enforceable policies and supporting processes, and ensuring compliance with regulatory requirements.

#### **Administrative Council**

The Administrative Council is chaired by the President. The Council includes the Provost, the Vice Presidents, the Chancellor of the West Plains campus, the Chief of Staff and Assistant to the President, the Chief Financial Officer, the Director of Internal Audit and Compliance, the Secretary to the Board of Governors, one college Dean, the Director of Athletics, Executive Director, Athletics and Entertainment Facilities, and the General Counsel. When appropriate to the agenda for a particular meeting, others may be invited as guests. The Administrative Council discusses items of University-wide interest.

Approved by Board of Governors on ~~May 15~~ [Insert Date Changed], 2014

## **Governing Policy: Officers of the University**

The administrative organization of Missouri State University shall consist of the following offices and organizations:

### **President**

The President is the chief executive officer of the University, responsible to the Board of Governors for the administration of all policies adopted by the Board and for the execution of all acts of the Board.

### **Chief of Staff/Assistant to the President for Government Relations**

The Chief of Staff/Assistant to the President for Government Relations assists the President in management and operations of the President's office and serves as the director of Missouri Governmental Relations.

### **General Counsel**

The General Counsel provides legal advice and consultation to the Board of Governors, University President, the Administration and faculty and represents the University system before University system hearing bodies as well as administrative and judicial bodies of the United States, the State of Missouri, Greene County, and Springfield. The General Counsel reviews and recommends institutional policies and procedures, reviews and prepares contracts and other legal documents, and provides legal opinions to University committees and councils as directed by the Board of Governors or the University President.

### **Legal Counsel**

The Legal Counsel serves as the assistant to the University's General Counsel for the University by providing legal advice or consultation to the Board of Governors, the University President, the administration, and faculty through administrative channels and reviewing and recommending institutional policies, procedures, guidelines and other documents as needed, with special emphasis on student affairs issues.

### **Director of Athletics**

The Director of Athletics is responsible for administering the University's intercollegiate athletics program.

### **Director of Internal Audit and Compliance**

The Director of Internal Audit and Compliance shall be appointed by the Board and serve at the pleasure of the Board and is responsible to the Board of Governors for administering the internal audit activity of the University by directing audits of academic and administrative departments and activities and by developing a comprehensive, practical program of audit coverage for the University. The Director of Internal Audit and Compliance shall report not less than twice annually to the full Board and regularly to the Finance and Facilities Committee. The Director of Internal Audit and Compliance also oversees operational risk management, coordinates compliance efforts throughout the University, and investigates compliance lapses and allegations of wrongdoing.

### **Chancellor of the West Plains Campus**

The Chancellor of the West Plains campus is responsible for the overall administration of the West Plains Campus and Shannon Hall in Mountain Grove, including the academic programs, faculty and staff personnel matters, financial affairs, student life, athletics, physical plant, and liaison to the various publics of the campus.

### **Provost/Chancellor of the Research Campus at Mountain Grove**

The Provost is the senior academic officer of the University. Responsibilities include the overall direction, development, and administration of academic affairs, and the Research Campus at Mountain Grove. Academic Affairs includes all academic and scholarly programs of the University, including the six academic colleges, the Graduate College, the Honors College, Library Services, William H. Darr School of Agriculture, and Academic Outreach.

### **Associate Provosts**

The Associate Provosts serve as deputies to the Provost in all functions, with special responsibility for faculty, undergraduate programs and studies, student success and public affairs, and academic outreach.

### **Associate Provost and Dean of the Graduate College**

The Associate Provost and Dean of the Graduate College is part of the leadership team for academic affairs. Responsibilities are to oversee the administration of the Graduate College, including budgets, graduate recruitment, student admissions, and graduate assistantships. This officer works to ensure quality education programs, promotes student and faculty research, and is a primary liaison in communicating and developing collaboration across graduate programs, the other colleges, and the School of Agriculture.

### **Director of the William H. Darr School of Agriculture**

The Director of the Darr School of Agriculture is responsible for managing the academic units, faculty, and students of the School. These responsibilities include organizing and directing the effective operations of facilities beyond the immediate Springfield campus that include the William H. Darr Agricultural Center Expansion (90 acres), the State Fruit Experiment Station at Mountain Grove (190 acres), the Journagan Ranch (3300 acres), Shealy Farm (250 acres), Bakers Acres (75 acres), **the Woodlands (161 acres)**, and other such operational units that are assigned to this School. Responsibilities include budgeting and budget control for these facilities and the academic operations that include extensive community outreach. The Director of the Darr School of Agriculture provides the leadership for faculty and staff employment and development, student recruitment, retention, and advisement; and research direction for the faculty and the Centers of this School.

### **College Deans**

Each of the College Deans is responsible for the administration of one of the six discipline-based colleges. Responsibilities include faculty recruitment and development, faculty evaluation, program development, program review, student advisement, collegiate budgeting and budget control, class schedule planning, fundraising and advancement, and general supervision of the scholarship, research, creative activity, instructional and service activities of the college.

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### **Department Heads and Directors of Schools within a College**

Each Department Head is responsible for administering one of the academic departments of the University. Responsibilities include faculty recruitment and development, faculty evaluation, program development, program review, student advisement, departmental budgeting and budget control, class schedule planning, fundraising and advancement, and general supervision of the scholarship, research, and creative activity of the department. The Director of a

School within a College is expected to fulfill the same role as a Department Head.

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### **Assistant Vice President for Student Life and Director of Plaster Student Union**

The Assistant Vice President for Student Life and Director of Plaster Student Union provides vision and strategic direction to departments and programs within the Student Life area of the Student Affairs division: Plaster Student Union (including PSU food, retail operations, and administration, Student Engagement, and Event and Meeting Services); Residence Life, Housing and Dining Services; and Campus Recreation and promotes collaborative and joint programming among assigned departments in support of the overall mission and goals of the division and University. The Assistant Vice President for Student Life and Director of Plaster Student Union coordinates and implements divisional initiatives such as staff development, new student convocation, assessment, strategic planning, and other duties as assigned by the Vice President for Student Affairs.

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President, International Programs directs the activities of the China Campus, including implementation of approved administrative policies and procedures and coordination of system-wide support for faculty and students.

#### **Director of Research Administration**

The primary duty of the Director of Research Administration is to ensure that University-based research, education and service activities are planned and conducted in accordance with federal and state regulations in the areas of human subjects' protection, care and use of animals, biosafety, radiation safety, and export control. The Director of Research Administration assures that University policies and procedures are consistent with applicable regulations and coordinates committees involved in overseeing activities related to these compliance areas.

#### **Information Security Officer**

The Information Security Officer (ISO) ensures the confidentiality, integrity, and availability of University electronic information by communicating risk to senior administration, creating and maintaining enforceable policies and supporting processes, and ensuring compliance with regulatory requirements.

#### **Administrative Council**

The Administrative Council is chaired by the President. The Council includes the Provost, the Vice Presidents, the Chancellor of the West Plains campus, the Chief of Staff and Assistant to the President, the Chief Financial Officer, the Director of Internal Audit and Compliance, the Secretary to the Board of Governors, one college Dean, the Director of Athletics, Executive Director, Athletics and Entertainment Facilities, and the General Counsel. When appropriate to the agenda for a particular meeting, others may be invited as guests. The Administrative Council discusses items of University-wide interest.

Approved by Board of Governors on **December 12, 2014**

### **Governing Policy: Expressive Activity**

Missouri State University is committed to providing an environment where issues can be openly discussed and explored. The freedom to exchange views is essential to the mission of the University. This policy is in place to provide a community environment in which open discussion can occur without disrupting the academic mission or daily University functions, subject to constitutional time, place, and manner limitations and without unconstitutionally interfering with the rights of other members of the University community.

### **Members of the University Community**

All members of the Missouri State University community, which includes students, faculty, and staff, are encouraged to exercise the right of assembly, free speech and expression throughout the campus, when doing so does not disrupt the academic mission or daily University functions. Expressive activities will not be limited to any specific location on the University campus. However, the right of assembly and expression does not include unlawful activity that endangers the safety of the campus community or that destroys University property. Forums, rallies, demonstrations, and other similar expressive activities are also not to occur within academic or other University buildings including University residence halls and apartments, or Greenwood Laboratory School. Expressive activities are not to unduly disrupt traffic, either vehicular or pedestrian or violate other time, place and manner parameters specified in this policy.

The *Bear Paw*, located in the North Mall, is a location that was constructed for forums, rallies, demonstrations, and other similar limited public forum activities. While members of the University community are not restricted to the *Bear Paw* for expressive activities, any member of the University community may use the *Bear Paw* without prior reservation on a first come, first served basis. The *Bear Paw* may also be reserved through the Event and Meeting Services Office (417-836-5653). Organizations or individuals who reserve the *Bear Paw* have priority.

Members of the University community may also reserve other locations on campus for expressive activities through Event and Meeting Services. To ensure priority use and to avoid possible conflict with scheduled University activities, reservations are recommended but are not required. Amplification equipment shall be limited to activities held at the *Bear Paw*.

### **External Groups and Individuals** (for non-commercial expressive activities)

Any non-University individual or group is welcome to share an opinion or viewpoint with the University community. Access for public forums is provided on the city sidewalks that run parallel to the city streets that surround and cross the campus, subject to relevant city ordinances, state and federal law (maps indicating city streets and sidewalks are available through the Event and Meeting Services Office and from

Office of Safety and Transportation). Access is also provided at identified public forum locations.

Forums, rallies, demonstrations, and other similar expressive activities conducted by individuals and groups that are not members of the University community must be registered with the Office of Safety and Transportation (636 East Elm, phone 417-836-5509). The identified public forum locations are available for use or reservation by non-University individuals and groups. Access to the identified public forum locations is provided on a content neutral basis. Any denial of access will specify the reasons for which registration is denied, and offer an appeal procedure. The following time, place, and manner parameters apply to public forum locations as well as to expressive activities of members of the University community in other locations.

### **Time, Place and Manner Parameters**

The following are parameters for the time, place, and manner of activities:

- The activity does not violate local ordinances or state or federal laws.
- The activity does not unduly disrupt traffic, either vehicular or pedestrian.
- The activity does not create unreasonable safety risks.
- There shall be no defacement or destruction to University property.
- Amplification equipment shall be limited to activity held at the Bear Paw.
- No event may exceed 8 hours in length in a 24 hour period.
- The location will be left in its original condition at the conclusion of the event, and reasonable charges or deposits may be imposed to enforce this requirement.
- Expression that is obscene, defamatory, or consists of fighting words, threats of physical harm, inciteful of imminent lawless action or otherwise not entitled to protection as expression is not permitted.

### **Public Forum Locations**

Public forum locations for individuals and groups which are not members of the University community include the following locations (other locations are identified in the Advertising, Distribution, ~~and Solicitation~~ **and Facilities Usage** Policy for commercial activities). No amplification is permitted at these sites (except at the *Bear Paw*). These locations are made available on a content neutral basis subject to the defined time, place and manner parameters.



1. The *Bear Paw*, located in the North Mall
2. Trottier Plaza, located at the northwest entrance to **Robert W. Plaster Stadium** ~~Plaster Sports Complex~~
3. Strong Hall Amphitheater, located outside the east entrance to Strong Hall

### **Objections to Expressive Activities**

The University recognizes that individuals or groups may be opposed to certain expressive activities or speakers. Disagreement with different opinions is acceptable; however, use of violence or violation of law or University policy is counter to creating an environment where issues can be openly discussed. An individual or group wishing to protest an event is subject to the same standards as the presenters. Individuals who choose to listen bear the responsibility of recognizing and honoring the right of free speech.

### **Response to Violations**

Violations of this policy by individuals who are not members of the University community may result in removal from campus, police arrest and criminal charges. Members of the University community are subject to judicial review and disciplinary sanctions. Students will be subject to procedures established in the Code of Student Rights and Responsibilities. Faculty and staff disciplinary procedures will be processed according to guidelines established in the Faculty Handbook and the Employee Handbook. Any police arrest and criminal charges of students, faculty, or staff are separate from University judicial review or disciplinary sanction.

### **Related Policies**

Related guidance for expressive activities is included in the University Advertising, Distribution, ~~and Solicitation~~ **and Facilities Usage** Policy.

(Approved by the Board of Governors on January 16, 2004; Res. Student Policies No. 71-04. Department name revisions in July 2014; **[INSERT DATE CHANGES MADE]**)

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(Approved by the Board of Governors on January 16, 2004; Res. Student Policies No. 71-04. Department name revisions in July 2014; and **December 12, 2014**)

## Benefits

### G7.02-6 Benefits

The following description of benefits available at the University is subject to modification at any time without additional notice by action of the Board of Governors, by the Administration to whom authority to modify benefit programs has been given, or as required by law. While the University expects to continue these benefit plans, it has the right to amend or terminate any benefit plan. All benefits in Chapter 6 are provided to full-time regular employees (as defined in [Section 3.9.1](#) of this handbook).

Part-time employees may receive selected benefits that are extended to full-time employees. Certain benefits may also be extended to spouses, dependents and sponsored dependents of employees. "Sponsored dependent" is defined as a person who meets all of the following criteria: (1) be at least 18 years old and mentally competent to consent to contract; (2) have shared the same permanent residence and the common necessities of life with the employee for at least the previous 12 months; (3) not be legally married to anyone else in any state; (4) not be related by blood or a degree of closeness to the employee that would prohibit legal marriage in the State of Missouri; (5) have a single dedicated relationship with the employee of at least 12 months (6) not be a renter, boarder or tenant of the employee. Employees are required to notify the Office of Human Resources within thirty (30) days of any change in status affecting eligibility for benefits for spouses, dependents or sponsored dependents.

## 6.1 Insurance Benefits

All full-time regular employees are provided the following insurance benefits (insurance benefits are not extended to part-time employees). The descriptive statement provided for each benefit is a summary statement. Detailed information on the various insurance coverages are available in the employee benefit booklets issued during orientation; copies are also available in the Office of Human Resources or on the Human Resources web page. Insurance and Cafeteria Plan claim forms are available and can be downloaded from the Office of [Human Resources](#) web page.

### 6.1.1 Medical Benefits

Full-time employees electing to be covered under the University's medical insurance plan will contribute a portion of the cost for their coverage. The amount of the contribution will be established annually. Employees may decline the University's medical coverage by completing a Declination of Coverage form. Coverage for new employees becomes effective as specified in the *Medical Insurance* booklet. Employees may cover their spouses, sponsored dependents and/or eligible children under the University's group medical plan. If dependent coverage is elected, the employee pays the monthly premium through payroll deduction.

### 6.1.2 Dental Benefits

The University pays the full cost for employee dental coverage. Employees may decline the University's dental insurance coverage by completing a Declination of Coverage form. Coverage for new employees becomes effective as specified in the *Dental Insurance* booklet. Employees may cover their spouses, sponsored dependents and/or eligible children under the University's group dental plan. If dependent coverage is elected, the employee pays the monthly premium through payroll deduction.

### 6.1.3 Life Insurance Benefits

The University provides and pays for basic group term life insurance and accidental death and dismemberment insurance. Employees may purchase additional term life insurance coverage (called supplemental life insurance) on themselves. Employees also may purchase dependent life insurance coverage on spouses, sponsored dependents and/or children. The premiums for any additional coverage are paid by the employee through payroll deduction.

### 6.1.4 Long-Term Care Insurance

Full-time regular employees and their spouses, parents and parents-in-law as well as retirees and their spouses, are eligible to apply for Long-Term Care insurance. Because the University does not contribute to the cost of an employee's Long-Term Care insurance policy, purchasing a policy is completely voluntary. Long-Term Care insurance provides coverage for a wide range of personal care, health care and social services for people of all ages who can no longer care for themselves due to chronic illness, long-lasting disability, or the effects of aging. Most health care plans do not cover the costs associated with such care, and Medicare provides very limited coverage. Employees who elect to purchase a Long-Term Care policy within 31 days of employment are not required to answer questions about their health. Employees who apply for coverage after 31 days of employment, as well as spouses, retirees, parents, and parents-in-law must answer questions about their health before their applications will be considered by the insurance company.

### 6.1.5 Long-Term Disability Insurance

The University provides Long-Term Disability (LTD) insurance at no cost to the employee. LTD insurance covers disabilities resulting from accidental bodily injury, illness, or pregnancy, upon completion of an eligibility waiting period. Under this insurance coverage, employees who are disabled for either 180 days or the expiration of their accrued sick leave (whichever is greater) because of injury or illness (as defined in the Long-Term Disability Benefit Booklet) are eligible to receive a benefit equal to 60 percent of their monthly earnings up to a maximum benefit of \$10,000 per month (minus any other income benefits such as workers' compensation benefits, retirement benefits, Social Security Disability benefits).

### 6.1.6 Cafeteria Plan

The University participates in the Missouri State Employees' Cafeteria Plan which allows full-time regular employees to contribute to certain benefit

plans on a before-tax basis. Participation in the plan is voluntary. The plan allows employee contributions for optional insurance coverage and flexible spending accounts for reimbursable health care expenses and child/dependent care expenses to be taken out of each paycheck before taxes are calculated. Other important information concerning the cafeteria plan is available online at <http://www.mocafe.com/>.

### 6.1.7 Voluntary Benefits

The University may make certain "voluntary benefits" available to full-time employees. These voluntary benefits may include, but are not limited to such offerings as vision insurance, short-term disability insurance, accidental death and dismemberment insurance and critical illness insurance. Those to whom such benefits are made available will be allowed to pay for their selections through payroll deductions and when possible through the Cafeteria Plan as described herein.

## 6.2 Retirement Program

### 6.2.1 Retirement

All full-time regular staff employees are enrolled as members of the Missouri State Employees' Retirement System, referred to as MOSERS. Part-time regular employees who work more than 1,000 hours on a regular basis are eligible for enrollment in MOSERS. MOSERS is a public, defined benefit retirement plan and is funded partially or entirely by University contributions, depending upon the plan in which the employee is enrolled and which is dependent upon his/her enrollment date. An employee hired after January 1, 2011 is vested upon reaching ten years of creditable service in the retirement system. (Five years for an employee hired prior to January 1, 2011.) Eligibility and length of service requirements for normal retirement and early retirement are described fully in the *MOSERS General Employees' Retirement Handbook*. The provisions of the retirement program described in this handbook are subject to change to comply with MOSERS requirements.

Employees are encouraged to schedule an appointment with the Office of Human Resources 90 days prior to their anticipated retirement date to begin preparing the application for retirement. Applications for retirement must be submitted to MOSERS at least 30 days before the desired retirement date; failing to do so can delay retirement. The Office of Human Resources will assist in preparing all relevant retirement paperwork. During the appointment, a representative from Human Resources will explain the various retirement plans and options. Employees should bring proof of age, and if married, a copy of the spouse's proof of age and a copy of the marriage certificate.

### 6.2.2 Social Security

All employees are required to participate in the Federal Social Security Program. Employee contributions are made by payroll deduction, with the University contributing an equal portion.

### 6.2.3 Benefits Available to Retired Employees

The University extends a number of employee benefits to retired employees in recognition of their dedication and loyal service to Missouri State University. These benefits include a retired employee's identification card, use of the University's Taylor Health and Wellness Center and pharmacy, personal check cashing privileges at the Bursar's Office (Business Office on the West Plains Campus), use of the Faculty/Staff Charge Account, library privileges, use of campus recreational facilities, employee discounts on purchases in the bookstore, admission to athletic events and cultural programs at reduced employee rates, and admission to convocations and lectures. Retirees may also obtain an identification card for their spouse or sponsored dependent. Retirees may continue to be covered under the University's medical insurance by meeting the eligibility criteria specified in the *Medical Insurance* booklet and by making the required contributions. Continuation of the life insurance coverage is available at the time of retirement. Refer to the benefit plan booklets for applicable provisions. Retired employees also may enroll in one college course each semester and have their required student fees paid by the University. If this benefit is used for a course held during an intersession, it will count for the corresponding regular semester. This waiver of fees benefit can be assigned to the eligible dependent children of a retiree as described below, but it cannot be assigned to the retiree's spouse or sponsored dependent.

A retiree's eligible dependent children who enroll at Missouri State University are extended the same educational benefit available to the eligible dependent children of a full-time regular employee as described in [Section 6.4.1](#) of this handbook. Under no circumstances, however, may the retiree and his/her dependent children together receive a waiver of required student fees for more than a total of 15 credit hours per academic year (12-month period beginning with the fall semester). Eligibility of dependent children of a retiree for this benefit will be determined according to the eligibility standards set forth for dependents of employees as listed in [Section 6.4.1](#) of this handbook. This benefit is not applicable to out-of-state fees, book costs, or any special fee pertaining to a specific class or private instruction. The eligible dependent must pay the required student fees for all college-level courses taken over the 15 credit hours per academic year covered under this program. To receive this required student fee waiver benefit for eligible dependent children, the retiree must submit a completed Request for Credit Course Fee Waiver form and course schedule to the Office of Human Resources following registration.

### 6.2.4 Benefits Available to Emeritus Employees

Emeritus status may be granted to retiring staff and administrative employees as a special recognition for exemplary work performance and outstanding, loyal, and dedicated service to the University. To be eligible for consideration for Emeritus status, the employee must be in retirement status, must have had 10 years of service in a full-time regular position, and must have the approval of the appropriate administrative officials and the Board of Governors. Emeritus staff members are listed in the *Missouri State University Directory*, are entitled to all the benefits previously listed for retirees, receive invitations to special events held throughout the year, and receive a President's Parking Pass. (See [Section 8.8](#) of this handbook for additional information about Emeritus status).

## 6.3 Tax-Sheltered Investment Program 403(b)

Full-time and part-time regular employees are eligible to participate in a tax-sheltered investment program authorized under Section 403(b) of the Internal Revenue Code through payroll deduction. The 403(b) program provides employees with the means for setting aside a portion of their current earnings for retirement and having that amount removed from current taxable income. At retirement, when employees receive the benefits from the tax-sheltered investment, they must include those payments as taxable income.

Employees interested in participating in a 403(b) tax-sheltered investment program should contact an agent affiliated with a company that has been approved to offer annuity policies to Missouri State University employees. A list of companies presently approved to offer such tax-sheltered investment programs for Missouri State University employees is available either on the web at <http://www.missouristate.edu/human/approv.html> or from the Office of Human Resources. Decisions about which company, agent, policy provisions, and amount of salary reduction rest with the employee. The University does not endorse any particular policy or company. Once a company and investment program has been selected by the employee and an account established from one of the companies in the Missouri State University 403(b) Plan, the employee must use the Retirement Manager Platform, MyRetirementManager of the Office of Human Resources to submit their request for salary deferral reduction and make their investment choice(s).

Occasionally, the Office of Human Resources is contacted by employees asking for clarification of the authority of 403(b) representatives to contact them during work time. Representatives of approved companies may contact employees during work hours, provided the representatives comply with the following guidelines:

- Contact by telephone during work hours is permissible; however, the telephone call should only be for the purpose of obtaining an appointment with the employee. The call should not involve a discussion or explanation of the investment program, benefits, or options, or convey the impression of a "sales pitch."
- Contact in person on University property is permissible only if it occurs during the employee's free time.

## 6.4 Educational Opportunities

The University recognizes the important role of continuing education and supports employee participation in university credit, noncredit, and Human Resources Training and Development programs for professional growth. The Employee Educational Opportunity Program is provided to improve employees' skill levels, knowledge, and abilities for maintenance and improvement of their professional level as a member of the University community. Participation in educational programs must be approved by the proper administrative authorities. The employee's supervisor must approve any employee participation if scheduled between the employee's regular work starting time and the employee's regular work ending time. The University provides these educational programs for employees, one of which is also available to spouses, sponsored dependents and eligible dependents.

### 6.4.1 Credit Course Fee Waivers

Full-time regular employees are eligible to enroll at Missouri State University for a total of 15 credit hours of college-level courses in an academic year (12-month period beginning with the fall semester) and have their required student fees paid by the University. If a husband and wife both are full-time employees of the University, they have a combined total of 30 credit hours for which the University will pay the required student fees during an academic year. In order for the University to pay the required student fees, employees must be employed by the University prior to the start of the semester for which they have enrolled and intend to use the fee waiver benefit. If the employee terminates employment prior to the start of the semester in which the University has paid the required student fees, the University will cancel the payment of those fees and will bill the person who received the fee waiver for the amount due the University.

Employees who have used their 15 credit hour benefit during a given academic year, and who enroll in additional courses at Missouri State University during the same academic year, must pay the required student fees for those additional courses. This benefit is not applicable to book costs or any special fee pertaining to a specific class or private instruction.

Employees may assign part or all of the 15 credit hour benefit to their spouse, sponsored dependent and/or their eligible dependent children. For purposes of this policy, the Internal Revenue Code defines an eligible dependent child as an employee's son, stepson, daughter, or stepdaughter. Such children must be a dependent of the employee and must not have attained the age of 24 years at the start of the semester in which the credit hour fee waiver is applied. In addition, children of divorced or separated parents are treated as a dependent of both parents where (1) the parents are divorced, legally separated, or separated under a written separation agreement; and (2) the children receive over half of their support from their parents. The spouse, sponsored dependent and/or eligible dependent children must have been admitted to Missouri State University or must qualify for the high school senior early admission program.

The purpose of offering credit course fee waivers through the Employee Educational Opportunity Program is to (1) encourage overall employee improvement (2) encourage development of qualifications which may increase an employee's skill in his/her present job or lead to advancement through additional education, and/or (3) enhance the fringe benefit program by extending course enrollment benefits to spouses and eligible dependents.

The following requirements must be met in order for an employee to participate in this program:

- The individual receiving the fee waiver must file an application for admission or readmission with the Office of Admissions and Recruitment and must meet all academic admission requirements stipulated in the *Missouri State University Undergraduate Catalog* or the *Missouri State University Graduate Catalog*. (See calendar in *Catalog* and *Class Schedule* for deadlines).
- Courses taken by employees (1) must be taken outside assigned scheduled working hours, or (2) an equivalent adjustment must be made in the employee's work schedule to make up the time away from work, or (3) an equivalent adjustment must be made by requesting leave without pay,



or (4) the time away from work must be requested as vacation leave.

- Employees are expected to work 40 hours weekly. Work schedule adjustments may be made within the department. However, the adjustment must be approved by the department head or supervisor in advance and should not be considered if it interferes with the normal operations of the department.
- Participation in the program is voluntary. Responsibility for course work rests with the individual and work hours are not to be used for class preparation.
- Employees using this benefit must submit a completed Request for Credit Course Fee Waiver form and copy of course schedule to the Office of Human Resources after registering.

#### **6.4.1.1 Greenwood Laboratory School**

Full-time regular faculty and staff employees who are eligible for the credit course fee waivers as described above may apply one-half of the total annual undergraduate credit hour benefit to their eligible dependent children who attend Greenwood Laboratory School toward payment of required student fees.

#### **6.4.1.2 West Plains Campus Per Course Faculty**

Per course faculty who teach at Missouri State University's West Plains Campus are eligible to enroll in a total of 15 credit hours of college-level courses per academic year and have their required student fees paid by the University. The following restrictions apply: (1) the fee waiver is limited to associates degree credit courses offered on the West Plains Campus only; (2) the fee waiver excludes courses for the Missouri Sheriffs' Association Training Academy; and (3) enrollment or assignment of the benefit applies only in the semester in which the per course faculty is actively teaching. Per course faculty may assign part or all of the 15 credit hour benefit to their spouse, sponsored dependent and/or their eligible dependent children with the same restrictions.

### **6.4.2 Noncredit Course Fees - MyBenefit**

Full-time regular employees may receive assistance to help pay course fees to enroll in noncredit courses offered by Missouri State University's approved units for the purpose of professional and personal development. The University will pay \$150 per employee, per fiscal year (July 1 through June 30) for the employee's enrollment in noncredit courses sponsored through these units.

MyBenefit is an online process for all full-time eligible employees to use in applying their \$150.00 Noncredit Fee Waiver Benefit towards the cost of personal and professional development classes for which they register for through My Learning Connection. MyBenefit also allows employees to defer the paying of any remaining balance for such class for later payment through their accounts with the Bursar's Office (Business Office on the West Plains campus). Employees who elect to use MyBenefit will be able to apply the balance of their Noncredit Fee Waiver to the cost of class and defer any remaining cost for the class to their University account.

Once an employee has utilized all of their Noncredit Fee Waiver money for the fiscal year; they may use MyBenefit code to be able to defer the entire cost with their MyBenefit code and pay the amount through their accounts with the Bursar's Office (Business Office on the West Plains campus). Employees will pay for any deferred costs to their accounts through the Bursar's Office (Business Office on the West Plains campus). This fee assistance is for the employee only. It does not extend to members of the employee's family.

University departments and/or educational units sponsoring professional and personal development courses may receive Noncredit Course fee assistance from attending employees if their course has been approved in advance and the employee's registration is through My Learning Connection.

### **6.4.3 Training and Development Programs**

#### **My Learning Connection**

Professional and personal development opportunities are available to employees through My Learning Connection, Missouri State University's online LMS (Learning Management System) located in My Missouri State. My Learning Connection is a centralized library of all development opportunities available to employees that is searchable, designed to support specific learning plans, and accessible 24/7 for information and registration. Employees can view their own comprehensive training record to include historical data, courses for which they have registered for, their training calendar, and courses they are interested in for future attendance. My Learning Connection supports the registration for all classroom, online, and blended learning courses to assist in providing learning opportunities for all employees. The employee's access to the LMS and set up for their training record is established at the time of employment.

Programs will normally be held during the regular workday; however, it is up to the employee to make arrangements with his/her supervisor for job coverage during program attendance. Those arrangements should be made prior to registration for training. There are compliance courses for which an employee's attendance is required in order for the University to meet legal mandates. The requirement to attend such training may be directed either by the University or the employee's department.

Questions about My Learning Connection, training requirements, and development programs can be directed to [hrrtraining@missouristate.edu](mailto:hrrtraining@missouristate.edu) or Human Resources Employee Development and Performance at 417-836-4592.

#### **Certified Administrative Professional (CAP) Designation**

The University recognizes the attainment of the Certified Administrative Professional (CAP) rating by any full-time regular employee (as defined in



[Section 3.9.1](#) who is in a non-exempt, administrative support position, as categorized by the University's classification index. In support of this recognized rating for administrative support professionals, the University will (1) pay for the fees for the noncredit classes offered by the University that provide a review for the CAP examination; (2) reimburse the employee for the application processing and examination fees for the initial examination attempt; and (3) increase the annual base salary by \$600.00 for any administrative support employee achieving CAP status. This increase is not a supplemental increase on top of base salary. The University will not cover expenses for second or subsequent re-examination attempts or for any other charges incurred by the employee. For more information regarding the review sessions, payment and reimbursement process contact [hrtraining@missouristate.edu](mailto:hrtraining@missouristate.edu), Human Resources Employment Development and Performance at 417-836-4592.

## 6.5 Workers' Compensation

All University employees are extended Workers' Compensation coverage which provides payment of medical expenses and salary compensation to employees who suffer the effects of a work-related injury or who incur an occupational disease arising out of and in the course of employment with the University. The amount of compensation authorized under Workers' Compensation is prescribed by law and the State of Missouri and not by the University.

- A work-related injury must be reported immediately to the employee's supervisor.
- The supervisor must ensure that an employee injured in a work-related accident completes a Missouri State University On-The-Job Injury Report form.
- The supervisor must complete the "Supervisor Comment Section" and send the completed form to the Office of Human Resources **within 24 hours of the injury**. If there is a good reason for not reporting the injury within 24 hours, the injury must be reported as soon as possible, but no later than 30 days after the work-related accident.
- Upon receiving a work-related injury requiring medical attention, employees must contact 1-800-624-2354 for the name of an authorized medical care provider prior to seeking treatment. This referral service is available 24 hours a day, 365 days a year.

If the injury is considered to be serious (e.g., potentially life and/or limb threatening), the injured employee should proceed immediately to the nearest hospital emergency room. The employee or supervisor must notify the Office of Human Resources immediately.

The State of Missouri will not pay for medical treatment an employee receives from a medical provider who has not been approved by the Central Accident Reporting Office (CARO). Employees may seek their own medical care with the provider of their choice at their own expense.

Employees injured on the job will be excused from work without loss of pay, vacation, or sick leave in order to obtain medical attention on the day the accident or injury occurs. Additionally, an employee will be excused from work without loss of pay, vacation, or sick leave to obtain further medical treatment related to the injury. An employee must, however, limit absences from work to the time required to receive medical attention only, and may be required to furnish satisfactory proof of having received medical attention.

If an employee is unable to return to work following the accident or injury, the employee will be granted leave without pay. Full-time regular employees may elect to use accumulated vacation or sick leave instead of taking leave without pay. Workers' Compensation law requires a three-day waiting period following an accident or injury before making payments to employees. After the three-day waiting period, an employee may either (1) take the compensation paid through Workers' Compensation only and go on leave-without-pay status, or (2) continue to use accumulated vacation or sick leave to supplement the Workers' Compensation pay in order to receive full salary. Employees must report the type of leave on their timesheet or leave report for the period of time the employee is unable to work. In no case, however, shall an employee receive more than his/her normal monthly salary amount as a result of receiving both Workers' Compensation pay and vacation or sick leave benefits.

Employees who are off work due to a work-related injury or illness (i.e., one for which the employee has filed a workers' compensation claim) will not accrue any vacation or sick leave if they have not worked or received University paid leave for at least 80 hours during each pay period that they are off work. However, employees who supplement their workers' compensation payments (i.e., the temporary total disability [TTD] payments from the State of Missouri) by using their accrued vacation, sick leave, and/or compensatory time off during the month will accrue vacation and sick leave for that month.

An injured employee who is unable to return to work after incurring a work-related accident or injury is required to provide a doctor's "off work" statement to his/her supervisor and the Office of Human Resources stating the necessity to be off work and the length of time the employee must remain off work. When returning to work, the employee may be required to provide a written release from the doctor.

An employee injured on the job must tell the medical provider that the accident or injury is work-related and will be filed with Workers' Compensation. Any bills for medical and hospital expenses received by the employee must be forwarded to CARO.

Workers' Compensation benefits may be reduced for injuries sustained in conjunction with the use of alcohol or controlled, non-prescribed drugs. Benefits may be forfeited if it is shown that the use of alcohol or controlled, non-prescribed drugs was the proximate cause of the injury. Under Missouri law, the University can request an employee to take a test for alcohol or a non-prescribed controlled substance if the University suspects usage by the employee. All workers' compensation benefits are forfeited if the employee refuses to take a test when requested by the University.

### 6.5.1 Early Return to Work Program

When an employee of Missouri State University has suffered the effects of a work-related injury or has incurred an occupational disease arising out of and in the course of employment with the University which is covered under the state's Workers' Compensation program, it is the policy of the University to provide the opportunity to maximize recuperation and rehabilitation, thus enabling an early return to work. To this end, the University has established an Early Return to Work Program in compliance with a directive dated October 29, 2001, from the State of Missouri's Office of Administration.

The primary object is to return employees to work at the earliest date when medically feasible, as determined by the authorized treating physician. An authorized treating physician is defined as the physician selected and/or approved by the Central Accident Reporting Office (CARO) under the provision of the Workers' Compensation Act. Additionally, this program endeavors to: communicate that the University cares about each employee and values the important contributions which employees make to the University's success; to foster and enhance the physical and psychological recovery process of injured employees; to reduce medical, lost time and disability costs; to minimize the chance of re-injury by the employee; and to enhance the injured employee's sense of confidence and well-being.

Upon determination by the authorized treating physician that an employee is capable of performing modified duties on a temporary basis, the employee's supervisor and major administrator, (with the assistance of Human Resources), will review the employee's job duties (tasks) and determine whether the duties can be modified, temporarily suspended, or shared with another employee in order to meet the medical restrictions delineated by the authorized treating physician. If it is determined that job duties can be modified, temporarily suspended, or shared, such that the modified job duties meet the medical restrictions delineated by the authorized treating physician, the employee will be returned to work in that modified position. Employees who refuse to return to work in a position which meets the requirements for modification of duties will be subject to disciplinary action up to and including termination of employment. The supervisor will periodically review the scope of modified job duties to determine whether the duties, as originally prescribed, continue to meet the medical restrictions or if they need to be modified again.

If it is determined that a temporary modification of job duties (as described above) is not feasible, the supervisor will first attempt to identify a position within the employee's department for which the employee is qualified and which meets the medical restrictions delineated by the authorized treating physician. If such a position is found, the employee will be temporarily assigned to that position. The supervisor will periodically review the employee's work performance to determine whether the new temporary position continues to meet the medical restrictions or if the employee needs to be re-assigned to another position, one for which the employee is qualified and which does not violate the medical restrictions.

If the supervisor cannot identify a position within the employee's department for which the employee is qualified and which meets the medical restrictions delineated by the authorized treating physician, the supervisor, in consultation with the appropriate major administrator, will attempt to identify a position outside the employee's department. If a position can be identified for which the employee is qualified and which meets the medical restrictions delineated by the authorized treating physician, the employee will be temporarily assigned to that position. When an employee is assigned to a position outside his/her home department, the employee's salary will continue to be paid from the home department budget during the period of the temporary assignment. The supervisor will periodically review the employee's work performance to determine whether the new temporary position continues to meet the medical restrictions or if the employee needs to be re-assigned to another position, one for which the employee is qualified and which does not violate the medical restrictions.

The Office of Human Resources may request the assistance of the Office for Institutional Equity and Compliance to aid the supervisor with modifying an existing position or identifying an alternative position for the employee which meets the medical restrictions. Requests are evaluated by the Office for Institutional Equity and Compliance for assistive technology and alternative methods of accommodation for employees in conjunction with the Office of Human Resources. This expertise is intended to facilitate the employee's return to work.

#### **6.5.1.1 Temporary Modified Work**

Employees must understand that this type of work is considered to be temporary due to the nature of their medical restrictions. Employees are expected to return to their regular position as soon as they are medically able to do so. The authorized treating physician will identify the employee's temporary restrictions. Temporary modified work is defined as either:

- (a) the modification or removal of some job tasks from an employee's regular scope of work responsibilities such that the resulting scope of work is within the capability of the employee to perform and does not violate the medical restrictions imposed by the authorized treating physician, or
- (b) the performance of job tasks that may or may not be related to an employee's regular work position, but which can be performed by the employee based upon his/her qualifications and which do not violate the medical restrictions. These job tasks may be activities that have been delayed because staffing was not available to perform them or because they were considered to have less immediacy.

### **6.6 Military Leave Benefits**

Employees on military leave are extended the same benefits as employees on other paid or unpaid leaves. However, two special provisions are added:

- Insurance  
If covered on the University's employee group plans, coverage will be maintained for 30 days after reporting for military duty. The employee may keep the University's insurance for up to a maximum of 24 additional months, even after going on the military's plan, by making the required premium contribution. The University's plan will apply coordination of benefit provisions of the plan and will cover benefits as either primary or secondary pay or as provided by the military program.
- Retirement  
Under retirement system provisions, an employee may purchase creditable service for active military service. Contact the Missouri State Employees' Retirement System (MOSERS).

### **6.7 Unemployment Compensation Insurance**

The University provides unemployment insurance coverage for employees in accordance with the laws of the State of Missouri. For specific details concerning coverage and benefits, contact the Office of Human Resources or the local office of the Missouri Division of Employment Security.

## 6.8 Legal Defense of Staff Employees

Pursuant to and in conjunction with the State Legal Expense Fund, Section 105.711, R.S.Mo., *et seq.*, it is the policy of the University to provide legal defense of any claim covered by Sections 105.711 to 105.726, regarding conduct of any officer or employee of the University arising out of and performed in connection with his or her official duties on behalf of the University. When questions arise as to whether the conduct in question would be covered by Sections 105.711 to 105.726, the University may consult and obtain the advice of the Attorney General of the State of Missouri. The University may also proceed with a defense under a reservation of rights, under which the officer or full-time or part-time employee may subsequently become liable and responsible for the expense of such defense upon a finding that the conduct was not or would not have been covered by Sections 105.711 to 105.726.

## 6.9 Identification Card (BearPass Card)

Full-time regular employees are issued a picture identification card (BearPass Card) by the BearPass Card Office. The Missouri State University BearPass Card can be used as identification for cashing personal checks, for admission to various University facilities and events (check with individual event sponsor for specific details about cost or discount), for receiving a discount on purchases in Baker Bookstore, Drago College Store, and convenience stores on campus, for use of the University's Taylor Health and Wellness Center, for library services, the Bill R. Foster and Family Recreation Center, the West Plains Civic Center Pool and Fitness Center and for access to the employee's debit card account. If the BearPass Card is lost, stolen, or destroyed, the employee may obtain a replacement card by contacting the BearPass Card Office or the Lybyer Open Lab Help Desk on the West Plains campus and paying the required replacement fee.

Full-time regular employees also are entitled to obtain a Missouri State University BearPass Card for their spouse or sponsored dependent. The spouse's, or sponsored dependent's BearPass Card can be used for all of the same services and facilities as the employee's card. Contact the Office of Human Resources for a form to obtain a spouse/sponsored dependent identification card also available upon paying the required replacement fee.

Part-time employees may be issued a BearPass Card entitling them to the same services listed above for a full-time employee.

## 6.10 My Missouri State Portal

The My Missouri State portal (<https://my.missouristate.edu/>) allows the employee access to information about payroll, accounts receivable, and benefits. Access to My Missouri State requires a user ID and password. Self-service instructions for obtaining a user ID and password are available through a link on the My Missouri State login page. Alternatively, the employee may set up an account in person through Computer Services in Cheek Hall, or at one of the open-access computer labs.

## 6.11 University Services and Facilities

Employees have access to the following services and facilities in accordance with the rules, regulations, and policies of each department providing the facilities or service. For more information and answers to questions concerning these services, the employee should contact the specific department responsible for the service.

### 6.11.1 Athletic Events

Employees may purchase reserved or general admission tickets to selected Missouri State University athletic events at a reduced rate. Tickets may be purchased at any of the Missouri State University ticket outlets on campus, online at <http://www.missouristatetix.com/>, or by phone at 417-836-7678. This benefit is subject to the availability of tickets. It is not valid on previously purchased tickets. For more information and ticket applications, call 417-836-7678.

Athletic tickets for the West Plains campus are available at the Drago College Store at 417-255-7277.

### 6.11.2 Automated Teller Machines (ATM)

Automated Teller Machines are located at various locations on both the Springfield and West Plains campuses.

### 6.11.3 Bookstore

The Missouri State Bookstore is University-owned and operated as a self-funded auxiliary, where all profits go to support Missouri State University. In addition to textbooks, trade books, art supplies, and school supplies, the bookstore provides a range of retail merchandise including clothing, cosmetics, personal computers, computer software, calculators, toiletries, greeting cards, etc. Full-time and part-time employees are eligible for a discount on purchases upon presentation of their University BearPass Card. Affiliate stores are located across campus including, Bear Necessities, Bear House Entertainment, It's a Greek Thing (located in the Plaster Student Union), The Team Store (located in the JQH Arena), and ETC (located in Hammons House).

On the West Plains campus, many services are provided at the Drago College Store upon presentation of a faculty/staff identification card.

### 6.11.4 Campus Communications

The main internal communication tools are the university's portal, My Missouri State, and email. Information about current events, news and announcements is available in My Missouri State. *Missouri State Magazine*, geared primarily to alumni and friends of the university, is produced three times each year; and *The Standard*, a student publication, is published weekly when classes are in session. Faculty and staff accomplishments are

recognized through the Faculty/Staff Web homepage. Other communication vehicles available are the State-of-the-University Address, which is an annual presidential speech in the fall to inform employees about the main issues facing the campus; the Missouri State website; *Board of Governors Review*, which summarizes Board of Governors meetings; *Clif's Notes*, a periodic electronic communication sent from the President's office to all faculty and staff, as well as student leaders; the *Provost Communiqué*; and other periodic departmental and college newsletters, most of which are distributed electronically.

### 6.11.5 Charge Account

The University has a charge account plan which allows full-time employees to use their identification numbers to charge miscellaneous expenses and fines, including Taylor Health and Wellness Center expenses, Missouri State Bookstore charges, and library fines. Employees interested in requesting this service should contact the Financial Services Office.

### 6.11.6 Check Cashing Privileges

Employees may cash personal checks up to \$50 per day with their BearPass Card at the Bursar's Office between 8:30 a.m. and 4:30 p.m. Monday through Friday. The Bursar's Office has two locations to serve employees: the main office is located on the first floor of Carrington Hall and the second location is inside the BearPass Card Office in the Plaster Student Union.

On the West Plains campus, employees may cash personal checks up to \$10 per day at the Business Office.

### 6.11.7 Convocations and Lectures

Many outstanding cultural programs are brought to the campus each year. These programs vary from drama to music to lectures on many topics and in various academic disciplines. Generally, convocations and lectures are open to the public. Check the Missouri State University Master Calendar on the University's web site <http://www.missouristate.edu/> for details regarding upcoming convocations and lectures.

### 6.11.8 CopyThis

CopyThis is a full-service copy center for students, faculty, and staff use. The facility features color and black/white copying, poster/banner makers, lamination, binding, and finishing services. Multimedia production services are available at CopyThis. FAX services and a full selection of materials are also available. CopyThis is located in Plaster Student Union, Room 210, and is open Monday through Thursday from 8:00 a.m. to 6:00 p.m., and Friday from 8:00 a.m. to 5:00 p.m. The telephone number is 417-836-5808

### 6.11.9 Counseling and Testing Center

The Counseling and Testing Center is staffed with experienced professional counselors, psychologists, and social workers who provide individual and group counseling to help resolve personal and relationship difficulties, as well as providing crisis intervention to deal with situations which require immediate attention. First priority is given to students; however, University employees are eligible for consultation and referral services. Additionally, a wide range of nationally standardized tests for college admission and proficiency certification are available through the Counseling and Testing Center. Employees who desire to take advantage of the services offered by the Counseling and Testing Center should call 417-836-5116 for further information or visit <http://counselingandtesting.missouristate.edu/> for additional information and resources.

### 6.11.10 Credit Union

All employees are eligible for membership in the Educational Community Credit Union located at 1221 East Grand Street. The Credit Union is sponsored by teachers of the Southwest District of Missouri for the purpose of investment and loans. Employees interested in general banking, checking, savings, or loans should contact the Educational Community Credit Union at 417-831-0534.

### 6.11.11 Emergencies-Contacting an Employee

If there is an emergency which requires that an employee be notified during normal work hours (8:00 a.m. - 5:00 p.m., Monday through Friday), the Office of Human Resources may be called at 417-836-5102 to help notify the employee. The Office of Human Resources will ensure that the message is delivered promptly. If an employee needs to be notified of an emergency during other than normal business hours, the Safety & Transportation Department may be contacted 24 hours a day at 417-836-5509 for assistance.

On the West Plains campus, emergency notifications may be directed to the Business Office at 417-255-7260 (8am - 5pm) and 417-257-9078 after business hours.

### 6.11.12 Food Service

All campus contracted facilities, (example, dining halls, food outlets, commercial franchised vendors), and snack bar facilities are available to all employees. Employees may use any of the three dining halls on the campus located in Blair-Shannon, Garst Dining Center, and Kentwood Dining Center. Retail food services are located in the Food Court in Plaster Student Union or Hammons House Boomers. The Union Club, located on the 4th floor of Plaster Student Union, serves soup and salads and a hot entrée during the lunch hour. There are a number of different meal plans that employees may purchase; employees who are interested in purchasing a meal plan should call 836-5660. Catering for large or small events is available by contacting the catering office at 417-836-5046. Information about food services can be found at: [www.missouristate.edu/dining](http://www.missouristate.edu/dining). On the West Plains campus, employees may use the cafeteria at the Putnam Student Center.

### 6.11.13 Hammons Student Center (HSC)

Hammons Student Center is a multi-purpose sports and recreational complex open to students, faculty, and staff of the University. Among the numerous facilities available are: basketball, volleyball, handball/racquetball courts, and swimming pool. Locker rooms are fully equipped with lockers and showers. HSC also provides use of equipment, towel service, and locker locks. Family and alumni memberships may be purchased that allow spouses, sponsored dependents, and dependents to use the facilities. Authorized individuals may bring guests for a \$5 per guest fee. Handball/racquetball courts must be reserved by calling 417-836-5237. The employee's BearPass Card must be presented to the front desk attendant before using the facility.

### 6.11.14 Health and Wellness Center

Taylor Health and Wellness Center provides quality health care and promotes lifelong wellness programming for the University community: students, faculty, staff, retirees, and the household members of this group. Taylor Health and Wellness Center employs Board Certified physicians and is nationally accredited by the Accreditation Association for Ambulatory Health Care, Inc. The following services are provided: family medicine, internal medicine, gynecology, orthopedics, psychiatry, psychology, treatment clinic, pharmacy including pharmacist counseling, laboratory, x-ray services including a radiologist, diabetic education, dietetics, travel medicine, and immunizations. Services are also provided to campus visitors on an urgent care (non-continuous) basis.

Taylor Health and Wellness Center staff will assist employees and retirees with filing health insurance claims. It also provides health care for most *on-the-job* related injuries and illnesses (Workers' Compensation benefits). Most health and pharmacy services are provided at reduced rates as a service to the University Community. Information regarding hours of operation, appointments, or services provided may be obtained by calling Taylor Health and Wellness Center at 417-836-4000 or by visiting their website at: <http://health.missouristate.edu/>.

### 6.11.15 Juanita K. Hammons Hall for the Performing Arts

Juanita K. Hammons Hall for the Performing Arts is a 2,220-seat multi-purpose performing arts center. The Hall presents high quality music, theater, and dance programs for Missouri State University students and the community through the Give Your Regards to Broadway series, the Family series, Center Stage at the Hall, and the Don Wessel Emerging Concert Artist series. For information regarding programming and tickets at the Hall, call 417-836-7678 or visit the Hall's web site at: <http://www.hammonshall.com/>. Discounted tickets for faculty and staff are available on select performances with details available at the ticket office.

### 6.11.16 Library Privileges

The University System Libraries (Meyer, Music, Haseltine Library at Greenwood, Paul Evans at Mountain Grove, and Garnett Library at West Plains) serve all students, University employees, their spouses and sponsored dependents. To check out books and other materials, employees and their spouses need to present their University BearPass Card (Spouse BearPass Card) at the Circulation Desk. Information about hours of operation and other services available can be obtained at any library location or at <http://www.library.missouristate.edu/>. Employees should check at the Libraries' Administrative Office regarding library privileges for other members of their households.

### 6.11.17 Notary Public

Notary services are provided free of charge. A complete listing of notaries, their office room numbers and telephone numbers can be found at <http://www.missouristate.edu/dos/notaries.htm>.

### 6.11.18 Parking

A current Missouri State University parking permit is required and must be displayed in order to park in any University parking lot. Parking permits must be purchased at the Transit Operations Center located at 700 East Elm Street, 417-836-4825. Designated parking spaces are provided for the disabled in accordance with the Americans with Disabilities Act. A University permit (commuter, residence, reserved, vendor, special, presidents, etc.) and a state issued disabled placard or license plate is required to park in a designated disabled parking space. Visitor parking is available in metered lots and spaces throughout campus. Details on the location of visitors' parking areas can be obtained at the Transit Operations Center. Vehicles that are illegally parked or which do not display a University parking permit will be ticketed by University Safety & Transportation personnel. All parking tickets issued by the Safety & Transportation Department must be paid at the Bursar's Office.

Parking tickets may be appealed to the Parking Appeals Office, located in the Transit Operations Center at 700 E. Elm Street, within 15 days of the date of the ticket. Failure to pay the fine or appeal the ticket within 15 days will result in the parking fine being assessed to the employee's Accounts Receivable account. Failure to pay the fine will also subject an employee to appropriate action through administrative channels. Missouri State University reserves the right to temporarily close any parking lot/area for University purposes. When possible, advance notice will be given.

On the West Plains campus, parking permits may be purchased and tickets paid at the Business Office. Parking tickets may be appealed to the Coordinator of Student Life & Development, located in Putnam Student Center at 127 ½ Jefferson Avenue or online at <http://wp.missouristate.edu/CampusSafety/> within 15 days of the date of the ticket.

### 6.11.19 ~~Plaster Sports Complex (PSC) Robert W. Plaster Stadium (Plaster Stadium)~~

~~Plaster Sports Complex Robert W. Plaster Stadium (Plaster Stadium) is a sports event venue that offers handball/racquetball courts for recreational use and recreational facility for students, faculty, and staff of the University. Available recreation facilities are handball/racquetball courts, and locker rooms with showers. A valid BearPass Card must be presented to the attendant on duty in order to use a court. the facility. Information regarding the courts may be obtained by contacting 417-836-4640.~~

~~Equipment may be checked out for use. For more details, contact the Plaster Sports Complex Plaster Stadium Office at 417-836-4640. On the West Plains campus there is a fitness center and pool located at the West Plains Civic Center; for more information, contact 417-255-7966.~~

### 6.11.20 Plaster Student Union (PSU)

The Plaster Student Union (PSU) is a multipurpose facility, primarily for students, faculty, and staff of the University. The PSU has numerous lounges, large and small conference rooms, ballroom, arcade and bowling center, theater, convenience store, technology store, bank, and food court. It provides many educational, recreational, and cocurricular activities for the campus community. Rooms and equipment can be reserved by contacting the Event and Meeting Services Office in the PSU at 417-836-5653. For more information, visit their web page at: <http://www.missouristate.edu/union/>.

### 6.11.21 Postal Service

The University operates a U.S. Postal Services Contract Station in Plaster Student Union, Room 210, 417-836-5342. Hours of operation are Monday through Friday from 8:00

a.m. to 5:00 p.m. Services include stamps, money orders, and mailing packages as well as certified, registered, insured, international, and express mail. Stamps and other postal items can only be purchased with cash. The Contract Station is closed during all official University holidays.

### 6.11.22 Bill R. Foster and Family Recreation Center (FRC)

The Bill R. Foster and Family Recreation Center (FRC), managed by Campus Recreation, offers a place for the entire campus community, including staff, to work out, play and learn about healthy living. Memberships are available to staff and include use of all amenities with discounts on wellness classes. Employees may also use their non-credit fee benefit for Wellness classes in the FRC including massage therapy and personal training. For more details, contact Campus Recreation at 417-836-5334 or [www.missouristate.edu/recreation](http://www.missouristate.edu/recreation).

All employees of the University may use the Foster Recreation Center, Plaster Student Union, Hammons Student Center, ~~Plaster Sports Complex-Plaster Stadium handball/racquetball courts~~, McDonald Arena, Allison Stadium North, Allison Stadium South, and Allison Volleyball Courts and other recreational facilities of the University, under the conditions and applicable rules and when scheduling at those facilities permits. On the West Plains campus there is a fitness center and pool located at the West Plains Civic Center; for more information, contact 417-255-7966.

### 6.11.23 Safety and Transportation

The Safety & Transportation Department, 417-836-5509, provides a variety of services for employees and students including authorized access to buildings, battery jump for vehicles parked on campus or on University-owned streets and protective accompaniment service on campus during the hours of darkness. Persons who park their vehicle on campus and find that they are unable to gain entry because it is locked, may contact the Department for assistance. While the Department no longer provides emergency unlocking services, they will contact a firm to unlock a vehicle under such circumstances. This firm will charge for the unlocking service. On the West Plains campus, contact the West Plains Police Department at 417-256-2345.

Common sense rules of safety will help do much to make Missouri State University a safe and pleasant place to work. Any potentially unsafe condition should be reported immediately to a supervisor or the Department.

### 6.11.24 Shuttle Bus Service

Missouri State University provides regular shuttle bus service for students, faculty, staff and guests at no cost for the Springfield campus. All buses are modern, comfortably air-conditioned and heated, with display signs that designate them as the "Bear Line."

Shuttle bus routes and other information are available in the Plaster Student Union, Transit Operations Center, Safety & Transportation Department, in various other student service locations around campus, and on their website: <http://www.missouristate.edu/SafeTran/shuttle.htm>.

### 6.11.25 Telecommunications Service

The University's long-distance network is intended for official business only. Use of the long-distance service for personal calls is discouraged and should only be done in an urgent or emergency situation. It is the responsibility of the employee to keep a record of all personal calls made using the University's long-distance service and to pay the telephone charges for such telephone calls. Payment can be made at the Bursar's Office. A copy of the paid receipt for personal telephone calls and the itemized phone call report should be maintained in the department files. Instructions for operating the University's voice systems and other related information are located at <http://www.telecom.missouristate.edu/>, and in the front section of the *Missouri State University System Directory*. For assistance, employees should contact Telecommunication Services at 417-836-8580.

### 6.11.26 Wellness Program

The University supports the culture of employee wellness based upon healthy lifestyles choices and offers all employees the opportunity to take advantage of Wellness Programming offered through the Taylor Health and Wellness Center and Campus Recreation. The components of the University's Wellness Program include the following:

Health Risk Assessment (HRA).

Tobacco Use Statement. MSU Health Insurance Utilization Education Program. Periodic health and wellness screenings (lipid profiles, fitness assessments, blood pressure checks, nutrition analysis, etc.). Non-credit fitness and wellness classes (CPR/First Aid, yoga, tai chi, aerobics, water aerobics, meditation, financial peace and more). Smoking Cessation Programs. Wellcoaching via group and one-on-one meetings. Weight



Management Program - Weight Watchers at Work. Educational programs and presentations (Women's and Men's health forums and lunch-and-learn opportunities). Resource materials (pamphlets, handouts, CD's, DVD's, websites, etc.). Immunizations and travel medicine assistance. Participation in the Wellness Programs includes both fee based and non-fee based opportunities. Some programming entitles full time faculty and staff to utilize the non-credit fee waiver benefit. Information regarding specific programming and services provided may also be obtained by contacting the Employee Wellness Coordinator at Taylor Health and Wellness Center at 417-836-4064 or by visiting the Employee Wellness Website at their website: <http://missouristate.edu/wellness>.

## **Effective date**

**Approved by Board of Governors:** February 7, [INSERT DATE CHANGES MADE], 2014

## Benefits

### G7.02-6 Benefits

The following description of benefits available at the University is subject to modification at any time without additional notice by action of the Board of Governors, by the Administration to whom authority to modify benefit programs has been given, or as required by law. While the University expects to continue these benefit plans, it has the right to amend or terminate any benefit plan. All benefits in Chapter 6 are provided to full-time regular employees (as defined in [Section 3.9.1](#) of this handbook).

Part-time employees may receive selected benefits that are extended to full-time employees. Certain benefits may also be extended to spouses, dependents and sponsored dependents of employees. "Sponsored dependent" is defined as a person who meets all of the following criteria: (1) be at least 18 years old and mentally competent to consent to contract; (2) have shared the same permanent residence and the common necessities of life with the employee for at least the previous 12 months; (3) not be legally married to anyone else in any state; (4) not be related by blood or a degree of closeness to the employee that would prohibit legal marriage in the State of Missouri; (5) have a single dedicated relationship with the employee of at least 12 months (6) not be a renter, boarder or tenant of the employee. Employees are required to notify the Office of Human Resources within thirty (30) days of any change in status affecting eligibility for benefits for spouses, dependents or sponsored dependents.

## 6.1 Insurance Benefits

All full-time regular employees are provided the following insurance benefits (insurance benefits are not extended to part-time employees). The descriptive statement provided for each benefit is a summary statement. Detailed information on the various insurance coverages are available in the employee benefit booklets issued during orientation; copies are also available in the Office of Human Resources or on the Human Resources web page. Insurance and Cafeteria Plan claim forms are available and can be downloaded from the Office of [Human Resources](#) web page.

### 6.1.1 Medical Benefits

Full-time employees electing to be covered under the University's medical insurance plan will contribute a portion of the cost for their coverage. The amount of the contribution will be established annually. Employees may decline the University's medical coverage by completing a Declination of Coverage form. Coverage for new employees becomes effective as specified in the *Medical Insurance* booklet. Employees may cover their spouses, sponsored dependents and/or eligible children under the University's group medical plan. If dependent coverage is elected, the employee pays the monthly premium through payroll deduction.

### 6.1.2 Dental Benefits

The University pays the full cost for employee dental coverage. Employees may decline the University's dental insurance coverage by completing a Declination of Coverage form. Coverage for new employees becomes effective as specified in the *Dental Insurance* booklet. Employees may cover their spouses, sponsored dependents and/or eligible children under the University's group dental plan. If dependent coverage is elected, the employee pays the monthly premium through payroll deduction.

### 6.1.3 Life Insurance Benefits

The University provides and pays for basic group term life insurance and accidental death and dismemberment insurance. Employees may purchase additional term life insurance coverage (called supplemental life insurance) on themselves. Employees also may purchase dependent life insurance coverage on spouses, sponsored dependents and/or children. The premiums for any additional coverage are paid by the employee through payroll deduction.

### 6.1.4 Long-Term Care Insurance

Full-time regular employees and their spouses, parents and parents-in-law as well as retirees and their spouses, are eligible to apply for Long-Term Care insurance. Because the University does not contribute to the cost of an employee's Long-Term Care insurance policy, purchasing a policy is completely voluntary. Long-Term Care insurance provides coverage for a wide range of personal care, health care and social services for people of all ages who can no longer care for themselves due to chronic illness, long-lasting disability, or the effects of aging. Most health care plans do not cover the costs associated with such care, and Medicare provides very limited coverage. Employees who elect to purchase a Long-Term Care policy within 31 days of employment are not required to answer questions about their health. Employees who apply for coverage after 31 days of employment, as well as spouses, retirees, parents, and parents-in-law must answer questions about their health before their applications will be considered by the insurance company.

### 6.1.5 Long-Term Disability Insurance

The University provides Long-Term Disability (LTD) insurance at no cost to the employee. LTD insurance covers disabilities resulting from accidental bodily injury, illness, or pregnancy, upon completion of an eligibility waiting period. Under this insurance coverage, employees who are disabled for either 180 days or the expiration of their accrued sick leave (whichever is greater) because of injury or illness (as defined in the Long-Term Disability Benefit Booklet) are eligible to receive a benefit equal to 60 percent of their monthly earnings up to a maximum benefit of \$10,000 per month (minus any other income benefits such as workers' compensation benefits, retirement benefits, Social Security Disability benefits).

### 6.1.6 Cafeteria Plan

The University participates in the Missouri State Employees' Cafeteria Plan which allows full-time regular employees to contribute to certain benefit



plans on a before-tax basis. Participation in the plan is voluntary. The plan allows employee contributions for optional insurance coverage and flexible spending accounts for reimbursable health care expenses and child/dependent care expenses to be taken out of each paycheck before taxes are calculated. Other important information concerning the cafeteria plan is available online at <http://www.mocafe.com/>.

### 6.1.7 Voluntary Benefits

The University may make certain "voluntary benefits" available to full-time employees. These voluntary benefits may include, but are not limited to such offerings as vision insurance, short-term disability insurance, accidental death and dismemberment insurance and critical illness insurance. Those to whom such benefits are made available will be allowed to pay for their selections through payroll deductions and when possible through the Cafeteria Plan as described herein.

## 6.2 Retirement Program

### 6.2.1 Retirement

All full-time regular staff employees are enrolled as members of the Missouri State Employees' Retirement System, referred to as MOSERS. Part-time regular employees who work more than 1,000 hours on a regular basis are eligible for enrollment in MOSERS. MOSERS is a public, defined benefit retirement plan and is funded partially or entirely by University contributions, depending upon the plan in which the employee is enrolled and which is dependent upon his/her enrollment date. An employee hired after January 1, 2011 is vested upon reaching ten years of creditable service in the retirement system. (Five years for an employee hired prior to January 1, 2011.) Eligibility and length of service requirements for normal retirement and early retirement are described fully in the *MOSERS General Employees' Retirement Handbook*. The provisions of the retirement program described in this handbook are subject to change to comply with MOSERS requirements.

Employees are encouraged to schedule an appointment with the Office of Human Resources 90 days prior to their anticipated retirement date to begin preparing the application for retirement. Applications for retirement must be submitted to MOSERS at least 30 days before the desired retirement date; failing to do so can delay retirement. The Office of Human Resources will assist in preparing all relevant retirement paperwork. During the appointment, a representative from Human Resources will explain the various retirement plans and options. Employees should bring proof of age, and if married, a copy of the spouse's proof of age and a copy of the marriage certificate.

### 6.2.2 Social Security

All employees are required to participate in the Federal Social Security Program. Employee contributions are made by payroll deduction, with the University contributing an equal portion.

### 6.2.3 Benefits Available to Retired Employees

The University extends a number of employee benefits to retired employees in recognition of their dedication and loyal service to Missouri State University. These benefits include a retired employee's identification card, use of the University's Taylor Health and Wellness Center and pharmacy, personal check cashing privileges at the Bursar's Office (Business Office on the West Plains Campus), use of the Faculty/Staff Charge Account, library privileges, use of campus recreational facilities, employee discounts on purchases in the bookstore, admission to athletic events and cultural programs at reduced employee rates, and admission to convocations and lectures. Retirees may also obtain an identification card for their spouse or sponsored dependent. Retirees may continue to be covered under the University's medical insurance by meeting the eligibility criteria specified in the *Medical Insurance* booklet and by making the required contributions. Continuation of the life insurance coverage is available at the time of retirement. Refer to the benefit plan booklets for applicable provisions. Retired employees also may enroll in one college course each semester and have their required student fees paid by the University. If this benefit is used for a course held during an intersession, it will count for the corresponding regular semester. This waiver of fees benefit can be assigned to the eligible dependent children of a retiree as described below, but it cannot be assigned to the retiree's spouse or sponsored dependent.

A retiree's eligible dependent children who enroll at Missouri State University are extended the same educational benefit available to the eligible dependent children of a full-time regular employee as described in [Section 6.4.1](#) of this handbook. Under no circumstances, however, may the retiree and his/her dependent children together receive a waiver of required student fees for more than a total of 15 credit hours per academic year (12-month period beginning with the fall semester). Eligibility of dependent children of a retiree for this benefit will be determined according to the eligibility standards set forth for dependents of employees as listed in [Section 6.4.1](#) of this handbook. This benefit is not applicable to out-of-state fees, book costs, or any special fee pertaining to a specific class or private instruction. The eligible dependent must pay the required student fees for all college-level courses taken over the 15 credit hours per academic year covered under this program. To receive this required student fee waiver benefit for eligible dependent children, the retiree must submit a completed Request for Credit Course Fee Waiver form and course schedule to the Office of Human Resources following registration.

### 6.2.4 Benefits Available to Emeritus Employees

Emeritus status may be granted to retiring staff and administrative employees as a special recognition for exemplary work performance and outstanding, loyal, and dedicated service to the University. To be eligible for consideration for Emeritus status, the employee must be in retirement status, must have had 10 years of service in a full-time regular position, and must have the approval of the appropriate administrative officials and the Board of Governors. Emeritus staff members are listed in the *Missouri State University Directory*, are entitled to all the benefits previously listed for retirees, receive invitations to special events held throughout the year, and receive a President's Parking Pass. (See [Section 8.8](#) of this handbook for additional information about Emeritus status).

## 6.3 Tax-Sheltered Investment Program 403(b)

Full-time and part-time regular employees are eligible to participate in a tax-sheltered investment program authorized under Section 403(b) of the Internal Revenue Code through payroll deduction. The 403(b) program provides employees with the means for setting aside a portion of their current earnings for retirement and having that amount removed from current taxable income. At retirement, when employees receive the benefits from the tax-sheltered investment, they must include those payments as taxable income.

Employees interested in participating in a 403(b) tax-sheltered investment program should contact an agent affiliated with a company that has been approved to offer annuity policies to Missouri State University employees. A list of companies presently approved to offer such tax-sheltered investment programs for Missouri State University employees is available either on the web at <http://www.missouristate.edu/human/approv.html> or from the Office of Human Resources. Decisions about which company, agent, policy provisions, and amount of salary reduction rest with the employee. The University does not endorse any particular policy or company. Once a company and investment program has been selected by the employee and an account established from one of the companies in the Missouri State University 403(b) Plan, the employee must use the Retirement Manager Platform, MyRetirementManager of the Office of Human Resources to submit their request for salary deferral reduction and make their investment choice(s).

Occasionally, the Office of Human Resources is contacted by employees asking for clarification of the authority of 403(b) representatives to contact them during work time. Representatives of approved companies may contact employees during work hours, provided the representatives comply with the following guidelines:

- Contact by telephone during work hours is permissible; however, the telephone call should only be for the purpose of obtaining an appointment with the employee. The call should not involve a discussion or explanation of the investment program, benefits, or options, or convey the impression of a "sales pitch."
- Contact in person on University property is permissible only if it occurs during the employee's free time.

## 6.4 Educational Opportunities

The University recognizes the important role of continuing education and supports employee participation in university credit, noncredit, and Human Resources Training and Development programs for professional growth. The Employee Educational Opportunity Program is provided to improve employees' skill levels, knowledge, and abilities for maintenance and improvement of their professional level as a member of the University community. Participation in educational programs must be approved by the proper administrative authorities. The employee's supervisor must approve any employee participation if scheduled between the employee's regular work starting time and the employee's regular work ending time. The University provides these educational programs for employees, one of which is also available to spouses, sponsored dependents and eligible dependents.

### 6.4.1 Credit Course Fee Waivers

Full-time regular employees are eligible to enroll at Missouri State University for a total of 15 credit hours of college-level courses in an academic year (12-month period beginning with the fall semester) and have their required student fees paid by the University. If a husband and wife both are full-time employees of the University, they have a combined total of 30 credit hours for which the University will pay the required student fees during an academic year. In order for the University to pay the required student fees, employees must be employed by the University prior to the start of the semester for which they have enrolled and intend to use the fee waiver benefit. If the employee terminates employment prior to the start of the semester in which the University has paid the required student fees, the University will cancel the payment of those fees and will bill the person who received the fee waiver for the amount due the University.

Employees who have used their 15 credit hour benefit during a given academic year, and who enroll in additional courses at Missouri State University during the same academic year, must pay the required student fees for those additional courses. This benefit is not applicable to book costs or any special fee pertaining to a specific class or private instruction.

Employees may assign part or all of the 15 credit hour benefit to their spouse, sponsored dependent and/or their eligible dependent children. For purposes of this policy, the Internal Revenue Code defines an eligible dependent child as an employee's son, stepson, daughter, or stepdaughter. Such children must be a dependent of the employee and must not have attained the age of 24 years at the start of the semester in which the credit hour fee waiver is applied. In addition, children of divorced or separated parents are treated as a dependent of both parents where (1) the parents are divorced, legally separated, or separated under a written separation agreement; and (2) the children receive over half of their support from their parents. The spouse, sponsored dependent and/or eligible dependent children must have been admitted to Missouri State University or must qualify for the high school senior early admission program.

The purpose of offering credit course fee waivers through the Employee Educational Opportunity Program is to (1) encourage overall employee improvement (2) encourage development of qualifications which may increase an employee's skill in his/her present job or lead to advancement through additional education, and/or (3) enhance the fringe benefit program by extending course enrollment benefits to spouses and eligible dependents.

The following requirements must be met in order for an employee to participate in this program:

- The individual receiving the fee waiver must file an application for admission or readmission with the Office of Admissions and Recruitment and must meet all academic admission requirements stipulated in the *Missouri State University Undergraduate Catalog* or the *Missouri State University Graduate Catalog*. (See calendar in *Catalog* and *Class Schedule* for deadlines).
- Courses taken by employees (1) must be taken outside assigned scheduled working hours, or (2) an equivalent adjustment must be made in the employee's work schedule to make up the time away from work, or (3) an equivalent adjustment must be made by requesting leave without pay,

or (4) the time away from work must be requested as vacation leave.

- Employees are expected to work 40 hours weekly. Work schedule adjustments may be made within the department. However, the adjustment must be approved by the department head or supervisor in advance and should not be considered if it interferes with the normal operations of the department.
- Participation in the program is voluntary. Responsibility for course work rests with the individual and work hours are not to be used for class preparation.
- Employees using this benefit must submit a completed Request for Credit Course Fee Waiver form and copy of course schedule to the Office of Human Resources after registering.

#### **6.4.1.1 Greenwood Laboratory School**

Full-time regular faculty and staff employees who are eligible for the credit course fee waivers as described above may apply one-half of the total annual undergraduate credit hour benefit to their eligible dependent children who attend Greenwood Laboratory School toward payment of required student fees.

#### **6.4.1.2 West Plains Campus Per Course Faculty**

Per course faculty who teach at Missouri State University's West Plains Campus are eligible to enroll in a total of 15 credit hours of college-level courses per academic year and have their required student fees paid by the University. The following restrictions apply: (1) the fee waiver is limited to associates degree credit courses offered on the West Plains Campus only; (2) the fee waiver excludes courses for the Missouri Sheriffs' Association Training Academy; and (3) enrollment or assignment of the benefit applies only in the semester in which the per course faculty is actively teaching. Per course faculty may assign part or all of the 15 credit hour benefit to their spouse, sponsored dependent and/or their eligible dependent children with the same restrictions.

### **6.4.2 Noncredit Course Fees - MyBenefit**

Full-time regular employees may receive assistance to help pay course fees to enroll in noncredit courses offered by Missouri State University's approved units for the purpose of professional and personal development. The University will pay \$150 per employee, per fiscal year (July 1 through June 30) for the employee's enrollment in noncredit courses sponsored through these units.

MyBenefit is an online process for all full-time eligible employees to use in applying their \$150.00 Noncredit Fee Waiver Benefit towards the cost of personal and professional development classes for which they register for through My Learning Connection. MyBenefit also allows employees to defer the paying of any remaining balance for such class for later payment through their accounts with the Bursar's Office (Business Office on the West Plains campus). Employees who elect to use MyBenefit will be able to apply the balance of their Noncredit Fee Waiver to the cost of class and defer any remaining cost for the class to their University account.

Once an employee has utilized all of their Noncredit Fee Waiver money for the fiscal year; they may use MyBenefit code to be able to defer the entire cost with their MyBenefit code and pay the amount through their accounts with the Bursar's Office (Business Office on the West Plains campus). Employees will pay for any deferred costs to their accounts through the Bursar's Office (Business Office on the West Plains campus). This fee assistance is for the employee only. It does not extend to members of the employee's family.

University departments and/or educational units sponsoring professional and personal development courses may receive Noncredit Course fee assistance from attending employees if their course has been approved in advance and the employee's registration is through My Learning Connection.

### **6.4.3 Training and Development Programs**

#### **My Learning Connection**

Professional and personal development opportunities are available to employees through My Learning Connection, Missouri State University's online LMS (Learning Management System) located in My Missouri State. My Learning Connection is a centralized library of all development opportunities available to employees that is searchable, designed to support specific learning plans, and accessible 24/7 for information and registration. Employees can view their own comprehensive training record to include historical data, courses for which they have registered for, their training calendar, and courses they are interested in for future attendance. My Learning Connection supports the registration for all classroom, online, and blended learning courses to assist in providing learning opportunities for all employees. The employee's access to the LMS and set up for their training record is established at the time of employment.

Programs will normally be held during the regular workday; however, it is up to the employee to make arrangements with his/her supervisor for job coverage during program attendance. Those arrangements should be made prior to registration for training. There are compliance courses for which an employee's attendance is required in order for the University to meet legal mandates. The requirement to attend such training may be directed either by the University or the employee's department.

Questions about My Learning Connection, training requirements, and development programs can be directed to [hrrtraining@missouristate.edu](mailto:hrrtraining@missouristate.edu) or Human Resources Employee Development and Performance at 417-836-4592.

#### **Certified Administrative Professional (CAP) Designation**

The University recognizes the attainment of the Certified Administrative Professional (CAP) rating by any full-time regular employee (as defined in

[Section 3.9.1](#) who is in a non-exempt, administrative support position, as categorized by the University's classification index. In support of this recognized rating for administrative support professionals, the University will (1) pay for the fees for the noncredit classes offered by the University that provide a review for the CAP examination; (2) reimburse the employee for the application processing and examination fees for the initial examination attempt; and (3) increase the annual base salary by \$600.00 for any administrative support employee achieving CAP status. This increase is not a supplemental increase on top of base salary. The University will not cover expenses for second or subsequent re-examination attempts or for any other charges incurred by the employee. For more information regarding the review sessions, payment and reimbursement process contact [hrtraining@missouristate.edu](mailto:hrtraining@missouristate.edu), Human Resources Employment Development and Performance at 417-836-4592.

## 6.5 Workers' Compensation

All University employees are extended Workers' Compensation coverage which provides payment of medical expenses and salary compensation to employees who suffer the effects of a work-related injury or who incur an occupational disease arising out of and in the course of employment with the University. The amount of compensation authorized under Workers' Compensation is prescribed by law and the State of Missouri and not by the University.

- A work-related injury must be reported immediately to the employee's supervisor.
- The supervisor must ensure that an employee injured in a work-related accident completes a Missouri State University On-The-Job Injury Report form.
- The supervisor must complete the "Supervisor Comment Section" and send the completed form to the Office of Human Resources **within 24 hours of the injury**. If there is a good reason for not reporting the injury within 24 hours, the injury must be reported as soon as possible, but no later than 30 days after the work-related accident.
- Upon receiving a work-related injury requiring medical attention, employees must contact 1-800-624-2354 for the name of an authorized medical care provider prior to seeking treatment. This referral service is available 24 hours a day, 365 days a year.

If the injury is considered to be serious (e.g., potentially life and/or limb threatening), the injured employee should proceed immediately to the nearest hospital emergency room. The employee or supervisor must notify the Office of Human Resources immediately.

The State of Missouri will not pay for medical treatment an employee receives from a medical provider who has not been approved by the Central Accident Reporting Office (CARO). Employees may seek their own medical care with the provider of their choice at their own expense.

Employees injured on the job will be excused from work without loss of pay, vacation, or sick leave in order to obtain medical attention on the day the accident or injury occurs. Additionally, an employee will be excused from work without loss of pay, vacation, or sick leave to obtain further medical treatment related to the injury. An employee must, however, limit absences from work to the time required to receive medical attention only, and may be required to furnish satisfactory proof of having received medical attention.

If an employee is unable to return to work following the accident or injury, the employee will be granted leave without pay. Full-time regular employees may elect to use accumulated vacation or sick leave instead of taking leave without pay. Workers' Compensation law requires a three-day waiting period following an accident or injury before making payments to employees. After the three-day waiting period, an employee may either (1) take the compensation paid through Workers' Compensation only and go on leave-without-pay status, or (2) continue to use accumulated vacation or sick leave to supplement the Workers' Compensation pay in order to receive full salary. Employees must report the type of leave on their timesheet or leave report for the period of time the employee is unable to work. In no case, however, shall an employee receive more than his/her normal monthly salary amount as a result of receiving both Workers' Compensation pay and vacation or sick leave benefits.

Employees who are off work due to a work-related injury or illness (i.e., one for which the employee has filed a workers' compensation claim) will not accrue any vacation or sick leave if they have not worked or received University paid leave for at least 80 hours during each pay period that they are off work. However, employees who supplement their workers' compensation payments (i.e., the temporary total disability [TTD] payments from the State of Missouri) by using their accrued vacation, sick leave, and/or compensatory time off during the month will accrue vacation and sick leave for that month.

An injured employee who is unable to return to work after incurring a work-related accident or injury is required to provide a doctor's "off work" statement to his/her supervisor and the Office of Human Resources stating the necessity to be off work and the length of time the employee must remain off work. When returning to work, the employee may be required to provide a written release from the doctor.

An employee injured on the job must tell the medical provider that the accident or injury is work-related and will be filed with Workers' Compensation. Any bills for medical and hospital expenses received by the employee must be forwarded to CARO.

Workers' Compensation benefits may be reduced for injuries sustained in conjunction with the use of alcohol or controlled, non-prescribed drugs. Benefits may be forfeited if it is shown that the use of alcohol or controlled, non-prescribed drugs was the proximate cause of the injury. Under Missouri law, the University can request an employee to take a test for alcohol or a non-prescribed controlled substance if the University suspects usage by the employee. All workers' compensation benefits are forfeited if the employee refuses to take a test when requested by the University.

### 6.5.1 Early Return to Work Program

When an employee of Missouri State University has suffered the effects of a work-related injury or has incurred an occupational disease arising out of and in the course of employment with the University which is covered under the state's Workers' Compensation program, it is the policy of the University to provide the opportunity to maximize recuperation and rehabilitation, thus enabling an early return to work. To this end, the University has established an Early Return to Work Program in compliance with a directive dated October 29, 2001, from the State of Missouri's Office of Administration.

The primary object is to return employees to work at the earliest date when medically feasible, as determined by the authorized treating physician. An authorized treating physician is defined as the physician selected and/or approved by the Central Accident Reporting Office (CARO) under the provision of the Workers' Compensation Act. Additionally, this program endeavors to: communicate that the University cares about each employee and values the important contributions which employees make to the University's success; to foster and enhance the physical and psychological recovery process of injured employees; to reduce medical, lost time and disability costs; to minimize the chance of re-injury by the employee; and to enhance the injured employee's sense of confidence and well-being.

Upon determination by the authorized treating physician that an employee is capable of performing modified duties on a temporary basis, the employee's supervisor and major administrator, (with the assistance of Human Resources), will review the employee's job duties (tasks) and determine whether the duties can be modified, temporarily suspended, or shared with another employee in order to meet the medical restrictions delineated by the authorized treating physician. If it is determined that job duties can be modified, temporarily suspended, or shared, such that the modified job duties meet the medical restrictions delineated by the authorized treating physician, the employee will be returned to work in that modified position. Employees who refuse to return to work in a position which meets the requirements for modification of duties will be subject to disciplinary action up to and including termination of employment. The supervisor will periodically review the scope of modified job duties to determine whether the duties, as originally prescribed, continue to meet the medical restrictions or if they need to be modified again.

If it is determined that a temporary modification of job duties (as described above) is not feasible, the supervisor will first attempt to identify a position within the employee's department for which the employee is qualified and which meets the medical restrictions delineated by the authorized treating physician. If such a position is found, the employee will be temporarily assigned to that position. The supervisor will periodically review the employee's work performance to determine whether the new temporary position continues to meet the medical restrictions or if the employee needs to be re-assigned to another position, one for which the employee is qualified and which does not violate the medical restrictions.

If the supervisor cannot identify a position within the employee's department for which the employee is qualified and which meets the medical restrictions delineated by the authorized treating physician, the supervisor, in consultation with the appropriate major administrator, will attempt to identify a position outside the employee's department. If a position can be identified for which the employee is qualified and which meets the medical restrictions delineated by the authorized treating physician, the employee will be temporarily assigned to that position. When an employee is assigned to a position outside his/her home department, the employee's salary will continue to be paid from the home department budget during the period of the temporary assignment. The supervisor will periodically review the employee's work performance to determine whether the new temporary position continues to meet the medical restrictions or if the employee needs to be re-assigned to another position, one for which the employee is qualified and which does not violate the medical restrictions.

The Office of Human Resources may request the assistance of the Office for Institutional Equity and Compliance to aid the supervisor with modifying an existing position or identifying an alternative position for the employee which meets the medical restrictions. Requests are evaluated by the Office for Institutional Equity and Compliance for assistive technology and alternative methods of accommodation for employees in conjunction with the Office of Human Resources. This expertise is intended to facilitate the employee's return to work.

#### **6.5.1.1 Temporary Modified Work**

Employees must understand that this type of work is considered to be temporary due to the nature of their medical restrictions. Employees are expected to return to their regular position as soon as they are medically able to do so. The authorized treating physician will identify the employee's temporary restrictions. Temporary modified work is defined as either:

- (a) the modification or removal of some job tasks from an employee's regular scope of work responsibilities such that the resulting scope of work is within the capability of the employee to perform and does not violate the medical restrictions imposed by the authorized treating physician, or
- (b) the performance of job tasks that may or may not be related to an employee's regular work position, but which can be performed by the employee based upon his/her qualifications and which do not violate the medical restrictions. These job tasks may be activities that have been delayed because staffing was not available to perform them or because they were considered to have less immediacy.

### **6.6 Military Leave Benefits**

Employees on military leave are extended the same benefits as employees on other paid or unpaid leaves. However, two special provisions are added:

- Insurance  
If covered on the University's employee group plans, coverage will be maintained for 30 days after reporting for military duty. The employee may keep the University's insurance for up to a maximum of 24 additional months, even after going on the military's plan, by making the required premium contribution. The University's plan will apply coordination of benefit provisions of the plan and will cover benefits as either primary or secondary pay or as provided by the military program.
- Retirement  
Under retirement system provisions, an employee may purchase creditable service for active military service. Contact the Missouri State Employees' Retirement System (MOSERS).

### **6.7 Unemployment Compensation Insurance**

The University provides unemployment insurance coverage for employees in accordance with the laws of the State of Missouri. For specific details concerning coverage and benefits, contact the Office of Human Resources or the local office of the Missouri Division of Employment Security.

## 6.8 Legal Defense of Staff Employees

Pursuant to and in conjunction with the State Legal Expense Fund, Section 105.711, R.S.Mo., *et seq.*, it is the policy of the University to provide legal defense of any claim covered by Sections 105.711 to 105.726, regarding conduct of any officer or employee of the University arising out of and performed in connection with his or her official duties on behalf of the University. When questions arise as to whether the conduct in question would be covered by Sections 105.711 to 105.726, the University may consult and obtain the advice of the Attorney General of the State of Missouri. The University may also proceed with a defense under a reservation of rights, under which the officer or full-time or part-time employee may subsequently become liable and responsible for the expense of such defense upon a finding that the conduct was not or would not have been covered by Sections 105.711 to 105.726.

## 6.9 Identification Card (BearPass Card)

Full-time regular employees are issued a picture identification card (BearPass Card) by the BearPass Card Office. The Missouri State University BearPass Card can be used as identification for cashing personal checks, for admission to various University facilities and events (check with individual event sponsor for specific details about cost or discount), for receiving a discount on purchases in Baker Bookstore, Drago College Store, and convenience stores on campus, for use of the University's Taylor Health and Wellness Center, for library services, the Bill R. Foster and Family Recreation Center, the West Plains Civic Center Pool and Fitness Center and for access to the employee's debit card account. If the BearPass Card is lost, stolen, or destroyed, the employee may obtain a replacement card by contacting the BearPass Card Office or the Lybyer Open Lab Help Desk on the West Plains campus and paying the required replacement fee.

Full-time regular employees also are entitled to obtain a Missouri State University BearPass Card for their spouse or sponsored dependent. The spouse's, or sponsored dependent's BearPass Card can be used for all of the same services and facilities as the employee's card. Contact the Office of Human Resources for a form to obtain a spouse/sponsored dependent identification card also available upon paying the required replacement fee.

Part-time employees may be issued a BearPass Card entitling them to the same services listed above for a full-time employee.

## 6.10 My Missouri State Portal

The My Missouri State portal (<https://my.missouristate.edu/>) allows the employee access to information about payroll, accounts receivable, and benefits. Access to My Missouri State requires a user ID and password. Self-service instructions for obtaining a user ID and password are available through a link on the My Missouri State login page. Alternatively, the employee may set up an account in person through Computer Services in Cheek Hall, or at one of the open-access computer labs.

## 6.11 University Services and Facilities

Employees have access to the following services and facilities in accordance with the rules, regulations, and policies of each department providing the facilities or service. For more information and answers to questions concerning these services, the employee should contact the specific department responsible for the service.

### 6.11.1 Athletic Events

Employees may purchase reserved or general admission tickets to selected Missouri State University athletic events at a reduced rate. Tickets may be purchased at any of the Missouri State University ticket outlets on campus, online at <http://www.missouristatetix.com/>, or by phone at 417-836-7678. This benefit is subject to the availability of tickets. It is not valid on previously purchased tickets. For more information and ticket applications, call 417-836-7678.

Athletic tickets for the West Plains campus are available at the Drago College Store at 417-255-7277.

### 6.11.2 Automated Teller Machines (ATM)

Automated Teller Machines are located at various locations on both the Springfield and West Plains campuses.

### 6.11.3 Bookstore

The Missouri State Bookstore is University-owned and operated as a self-funded auxiliary, where all profits go to support Missouri State University. In addition to textbooks, trade books, art supplies, and school supplies, the bookstore provides a range of retail merchandise including clothing, cosmetics, personal computers, computer software, calculators, toiletries, greeting cards, etc. Full-time and part-time employees are eligible for a discount on purchases upon presentation of their University BearPass Card. Affiliate stores are located across campus including, Bear Necessities, Bear House Entertainment, It's a Greek Thing (located in the Plaster Student Union), The Team Store (located in the JQH Arena), and ETC (located in Hammons House).

On the West Plains campus, many services are provided at the Drago College Store upon presentation of a faculty/staff identification card.

### 6.11.4 Campus Communications

The main internal communication tools are the university's portal, My Missouri State, and email. Information about current events, news and announcements is available in My Missouri State. *Missouri State Magazine*, geared primarily to alumni and friends of the university, is produced three times each year; and *The Standard*, a student publication, is published weekly when classes are in session. Faculty and staff accomplishments are



recognized through the Faculty/Staff Web homepage. Other communication vehicles available are the State-of-the-University Address, which is an annual presidential speech in the fall to inform employees about the main issues facing the campus; the Missouri State website; *Board of Governors Review*, which summarizes Board of Governors meetings; *Clif's Notes*, a periodic electronic communication sent from the President's office to all faculty and staff, as well as student leaders; the *Provost Communiqué*; and other periodic departmental and college newsletters, most of which are distributed electronically.

### 6.11.5 Charge Account

The University has a charge account plan which allows full-time employees to use their identification numbers to charge miscellaneous expenses and fines, including Taylor Health and Wellness Center expenses, Missouri State Bookstore charges, and library fines. Employees interested in requesting this service should contact the Financial Services Office.

### 6.11.6 Check Cashing Privileges

Employees may cash personal checks up to \$50 per day with their BearPass Card at the Bursar's Office between 8:30 a.m. and 4:30 p.m. Monday through Friday. The Bursar's Office has two locations to serve employees: the main office is located on the first floor of Carrington Hall and the second location is inside the BearPass Card Office in the Plaster Student Union.

On the West Plains campus, employees may cash personal checks up to \$10 per day at the Business Office.

### 6.11.7 Convocations and Lectures

Many outstanding cultural programs are brought to the campus each year. These programs vary from drama to music to lectures on many topics and in various academic disciplines. Generally, convocations and lectures are open to the public. Check the Missouri State University Master Calendar on the University's web site <http://www.missouristate.edu/> for details regarding upcoming convocations and lectures.

### 6.11.8 CopyThis

CopyThis is a full-service copy center for students, faculty, and staff use. The facility features color and black/white copying, poster/banner makers, lamination, binding, and finishing services. Multimedia production services are available at CopyThis. FAX services and a full selection of materials are also available. CopyThis is located in Plaster Student Union, Room 210, and is open Monday through Thursday from 8:00 a.m. to 6:00 p.m., and Friday from 8:00 a.m. to 5:00 p.m. The telephone number is 417-836-5808

### 6.11.9 Counseling and Testing Center

The Counseling and Testing Center is staffed with experienced professional counselors, psychologists, and social workers who provide individual and group counseling to help resolve personal and relationship difficulties, as well as providing crisis intervention to deal with situations which require immediate attention. First priority is given to students; however, University employees are eligible for consultation and referral services. Additionally, a wide range of nationally standardized tests for college admission and proficiency certification are available through the Counseling and Testing Center. Employees who desire to take advantage of the services offered by the Counseling and Testing Center should call 417-836-5116 for further information or visit <http://counselingandtesting.missouristate.edu/> for additional information and resources.

### 6.11.10 Credit Union

All employees are eligible for membership in the Educational Community Credit Union located at 1221 East Grand Street. The Credit Union is sponsored by teachers of the Southwest District of Missouri for the purpose of investment and loans. Employees interested in general banking, checking, savings, or loans should contact the Educational Community Credit Union at 417-831-0534.

### 6.11.11 Emergencies-Contacting an Employee

If there is an emergency which requires that an employee be notified during normal work hours (8:00 a.m. - 5:00 p.m., Monday through Friday), the Office of Human Resources may be called at 417-836-5102 to help notify the employee. The Office of Human Resources will ensure that the message is delivered promptly. If an employee needs to be notified of an emergency during other than normal business hours, the Safety & Transportation Department may be contacted 24 hours a day at 417-836-5509 for assistance.

On the West Plains campus, emergency notifications may be directed to the Business Office at 417-255-7260 (8am - 5pm) and 417-257-9078 after business hours.

### 6.11.12 Food Service

All campus contracted facilities, (example, dining halls, food outlets, commercial franchised vendors), and snack bar facilities are available to all employees. Employees may use any of the three dining halls on the campus located in Blair-Shannon, Garst Dining Center, and Kentwood Dining Center. Retail food services are located in the Food Court in Plaster Student Union or Hammons House Boomers. The Union Club, located on the 4th floor of Plaster Student Union, serves soup and salads and a hot entrée during the lunch hour. There are a number of different meal plans that employees may purchase; employees who are interested in purchasing a meal plan should call 836-5660. Catering for large or small events is available by contacting the catering office at 417-836-5046. Information about food services can be found at: [www.missouristate.edu/dining](http://www.missouristate.edu/dining). On the West Plains campus, employees may use the cafeteria at the Putnam Student Center.

### 6.11.13 Hammons Student Center (HSC)

Hammons Student Center is a multi-purpose sports and recreational complex open to students, faculty, and staff of the University. Among the numerous facilities available are: basketball, volleyball, handball/racquetball courts, and swimming pool. Locker rooms are fully equipped with lockers and showers. HSC also provides use of equipment, towel service, and locker locks. Family and alumni memberships may be purchased that allow spouses, sponsored dependents, and dependents to use the facilities. Authorized individuals may bring guests for a \$5 per guest fee. Handball/racquetball courts must be reserved by calling 417-836-5237. The employee's BearPass Card must be presented to the front desk attendant before using the facility.

### 6.11.14 Health and Wellness Center

Taylor Health and Wellness Center provides quality health care and promotes lifelong wellness programming for the University community: students, faculty, staff, retirees, and the household members of this group. Taylor Health and Wellness Center employs Board Certified physicians and is nationally accredited by the Accreditation Association for Ambulatory Health Care, Inc. The following services are provided: family medicine, internal medicine, gynecology, orthopedics, psychiatry, psychology, treatment clinic, pharmacy including pharmacist counseling, laboratory, x-ray services including a radiologist, diabetic education, dietetics, travel medicine, and immunizations. Services are also provided to campus visitors on an urgent care (non-continuous) basis.

Taylor Health and Wellness Center staff will assist employees and retirees with filing health insurance claims. It also provides health care for most *on-the-job* related injuries and illnesses (Workers' Compensation benefits). Most health and pharmacy services are provided at reduced rates as a service to the University Community. Information regarding hours of operation, appointments, or services provided may be obtained by calling Taylor Health and Wellness Center at 417-836-4000 or by visiting their website at: <http://health.missouristate.edu/>.

### 6.11.15 Juanita K. Hammons Hall for the Performing Arts

Juanita K. Hammons Hall for the Performing Arts is a 2,220-seat multi-purpose performing arts center. The Hall presents high quality music, theater, and dance programs for Missouri State University students and the community through the Give Your Regards to Broadway series, the Family series, Center Stage at the Hall, and the Don Wessel Emerging Concert Artist series. For information regarding programming and tickets at the Hall, call 417-836-7678 or visit the Hall's web site at: <http://www.hammonshall.com/>. Discounted tickets for faculty and staff are available on select performances with details available at the ticket office.

### 6.11.16 Library Privileges

The University System Libraries (Meyer, Music, Haseltine Library at Greenwood, Paul Evans at Mountain Grove, and Garnett Library at West Plains) serve all students, University employees, their spouses and sponsored dependents. To check out books and other materials, employees and their spouses need to present their University BearPass Card (Spouse BearPass Card) at the Circulation Desk. Information about hours of operation and other services available can be obtained at any library location or at <http://www.library.missouristate.edu/>. Employees should check at the Libraries' Administrative Office regarding library privileges for other members of their households.

### 6.11.17 Notary Public

Notary services are provided free of charge. A complete listing of notaries, their office room numbers and telephone numbers can be found at <http://www.missouristate.edu/dos/notaries.htm>.

### 6.11.18 Parking

A current Missouri State University parking permit is required and must be displayed in order to park in any University parking lot. Parking permits must be purchased at the Transit Operations Center located at 700 East Elm Street, 417-836-4825. Designated parking spaces are provided for the disabled in accordance with the Americans with Disabilities Act. A University permit (commuter, residence, reserved, vendor, special, presidents, etc.) and a state issued disabled placard or license plate is required to park in a designated disabled parking space. Visitor parking is available in metered lots and spaces throughout campus. Details on the location of visitors' parking areas can be obtained at the Transit Operations Center. Vehicles that are illegally parked or which do not display a University parking permit will be ticketed by University Safety & Transportation personnel. All parking tickets issued by the Safety & Transportation Department must be paid at the Bursar's Office.

Parking tickets may be appealed to the Parking Appeals Office, located in the Transit Operations Center at 700 E. Elm Street, within 15 days of the date of the ticket. Failure to pay the fine or appeal the ticket within 15 days will result in the parking fine being assessed to the employee's Accounts Receivable account. Failure to pay the fine will also subject an employee to appropriate action through administrative channels. Missouri State University reserves the right to temporarily close any parking lot/area for University purposes. When possible, advance notice will be given.

On the West Plains campus, parking permits may be purchased and tickets paid at the Business Office. Parking tickets may be appealed to the Coordinator of Student Life & Development, located in Putnam Student Center at 127 ½ Jefferson Avenue or online at <http://wp.missouristate.edu/CampusSafety/> within 15 days of the date of the ticket.

### 6.11.19 Robert W. Plaster Stadium (Plaster Stadium)

Robert W. Plaster Stadium (Plaster Stadium) is a sports event venue that offers handball/racquetball courts for recreational use for students, faculty, and staff of the University. A valid BearPass must be presented to the attendant on duty in order to use a court. Information regarding the courts may be obtained by contacting 417-836-4640. Equipment may be checked out for use.

### 6.11.20 Plaster Student Union (PSU)



The Plaster Student Union (PSU) is a multipurpose facility, primarily for students, faculty, and staff of the University. The PSU has numerous lounges, large and small conference rooms, ballroom, arcade and bowling center, theater, convenience store, technology store, bank, and food court. It provides many educational, recreational, and cocurricular activities for the campus community. Rooms and equipment can be reserved by contacting the Event and Meeting Services Office in the PSU at 417-836-5653. For more information, visit their web page at: <http://www.missouristate.edu/union/>.

### 6.11.21 Postal Service

The University operates a U.S. Postal Services Contract Station in Plaster Student Union, Room 210, 417-836-5342. Hours of operation are Monday through Friday from 8:00 a.m. to 5:00 p.m. Services include stamps, money orders, and mailing packages as well as certified, registered, insured, international, and express mail. Stamps and other postal items can only be purchased with cash. The Contract Station is closed during all official University holidays.

### 6.11.22 Bill R. Foster and Family Recreation Center (FRC)

The Bill R. Foster and Family Recreation Center (FRC), managed by Campus Recreation, offers a place for the entire campus community, including staff, to work out, play and learn about healthy living. Memberships are available to staff and include use of all amenities with discounts on wellness classes. Employees may also use their non-credit fee benefit for Wellness classes in the FRC including massage therapy and personal training. For more details, contact Campus Recreation at 417-836-5334 or [www.missouristate.edu/recreation](http://www.missouristate.edu/recreation).

All employees of the University may use the Foster Recreation Center, Plaster Student Union, Hammons Student Center, Plaster Stadium handball/racquetball courts, McDonald Arena, Allison Stadium North, Allison Stadium South, and Allison Volleyball Courts and other recreational facilities of the University, under the conditions and applicable rules and when scheduling at those facilities permits. On the West Plains campus there is a fitness center and pool located at the West Plains Civic Center; for more information, contact 417-255-7966.

### 6.11.23 Safety and Transportation

The Safety & Transportation Department, 417-836-5509, provides a variety of services for employees and students including authorized access to buildings, battery jump for vehicles parked on campus or on University-owned streets and protective accompaniment service on campus during the hours of darkness. Persons who park their vehicle on campus and find that they are unable to gain entry because it is locked, may contact the Department for assistance. While the Department no longer provides emergency unlocking services, they will contact a firm to unlock a vehicle under such circumstances. This firm will charge for the unlocking service. On the West Plains campus, contact the West Plains Police Department at 417-256-2345.

Common sense rules of safety will help do much to make Missouri State University a safe and pleasant place to work. Any potentially unsafe condition should be reported immediately to a supervisor or the Department.

### 6.11.24 Shuttle Bus Service

Missouri State University provides regular shuttle bus service for students, faculty, staff and guests at no cost for the Springfield campus. All buses are modern, comfortably air-conditioned and heated, with display signs that designate them as the "Bear Line."

Shuttle bus routes and other information are available in the Plaster Student Union, Transit Operations Center, Safety & Transportation Department, in various other student service locations around campus, and on their website: <http://www.missouristate.edu/SafeTran/shuttle.htm>.

### 6.11.25 Telecommunications Service

The University's long-distance network is intended for official business only. Use of the long-distance service for personal calls is discouraged and should only be done in an urgent or emergency situation. It is the responsibility of the employee to keep a record of all personal calls made using the University's long-distance service and to pay the telephone charges for such telephone calls. Payment can be made at the Bursar's Office. A copy of the paid receipt for personal telephone calls and the itemized phone call report should be maintained in the department files. Instructions for operating the University's voice systems and other related information are located at <http://www.telecom.missouristate.edu/>, and in the front section of the *Missouri State University System Directory*. For assistance, employees should contact Telecommunication Services at 417-836-8580.

### 6.11.26 Wellness Program

The University supports the culture of employee wellness based upon healthy lifestyles choices and offers all employees the opportunity to take advantage of Wellness Programming offered through the Taylor Health and Wellness Center and Campus Recreation. The components of the University's Wellness Program include the following:

Health Risk Assessment (HRA).

Tobacco Use Statement. MSU Health Insurance Utilization Education Program. Periodic health and wellness screenings (lipid profiles, fitness assessments, blood pressure checks, nutrition analysis, etc.). Non-credit fitness and wellness classes (CPR/First Aid, yoga, tai chi, aerobics, water aerobics, meditation, financial peace and more). Smoking Cessation Programs. Wellcoaching via group and one-on-one meetings. Weight Management Program - Weight Watchers at Work. Educational programs and presentations (Women's and Men's health forums and lunch-and-learn opportunities). Resource materials (pamphlets, handouts, CD's, DVD's, websites, etc.). Immunizations and travel medicine assistance. Participation in the Wellness Programs includes both fee based and non-fee based opportunities. Some programming entitles full time faculty and staff to utilize the

non-credit fee waiver benefit. Information regarding specific programming and services provided may also be obtained by contacting the Employee Wellness Coordinator at Taylor Health and Wellness Center at 417-836-4064 or by visiting the Employee Wellness Website at their website: <http://missouristate.edu/wellness>.

## **Effective date**

**Approved by Board of Governors:** December 12, 2014

III.B.1.

**RECOMMENDED ACTION** - Approval of Activity Report.

The following resolution was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ :

**BE IT RESOLVED** by the Board of Governors for Missouri State University that the attached Activity Report dated December 12, 2014, as presented by Business and Support Services, be accepted and approved.

**VOTE:**      **AYE** \_\_\_\_\_

**NAY** \_\_\_\_\_

**COMMENTS:**

This report lists all activities of Business and Support Services with respect to bids received, notices to proceed, change orders, and provides the current status of projects.

It is recommended that the attached report be approved.

**ACTIVITY REPORT  
MISSOURI STATE UNIVERSITY  
WEST PLAINS CAMPUS**

**December 12, 2014**

This report documents activities managed by Business and Support Services. The projects listed here may be for a budget level that does not require formal action by the Board of Governors. Any and all projects bid, notices to proceed, and change orders approved are listed on this activity report.

**Reconfigure Patio and Access to South Parking Lot  
Lybyer Enhanced Technology Center**

**Project Budget  
\$4,571.61**

A notice to proceed was issued to Feller Construction, Inc. in the amount of \$4,571.61. This project was issued under the FY15 Job Order Contract Services agreement. This project consists of expenses for reconfiguring the patio, pouring concrete, and repairing the landscaping stones at the south entrance of Lybyer. The project budget has been established as follows:

<b>Project Budget</b>	
Consulting Fees	\$ 0.00
Construction Contracts	4,571.61
Project Administration	0.00
Construction Contingency	0.00
Furniture, Fixtures, & Equipment	0.00
Telecommunications	0.00
Relocation Costs	0.00
<b>Total Project Budget</b>	<b>\$ 4,571.61</b>

This project is being funded by the West Plains Campus SGA Capital Projects Fund.

**Dig Two Holes to Replace Trees  
Smith – London Centennial Bell Tower**

**Project Budget  
\$228.52**

A notice to proceed was issued to Feller Construction, Inc. in the amount of \$228.52. This project was issued under the FY15 Job Order Contract Services agreement. This project consists of expenses for digging two holes with a backhoe to replace two dead young trees near the Bell Tower. The project budget has been established as follows:

<b>Project Budget</b>	
Consulting Fees	\$ 0.00
Construction Contracts	228.52
Project Administration	0.00
Construction Contingency	0.00
Furniture, Fixtures, & Equipment	0.00
Telecommunications	0.00
Relocation Costs	0.00
<b>Total Project Budget</b>	<b>\$ 228.52</b>

This project is being funded by the West Plains Campus Maintenance and Repair budget.

III.B.2.

**RECOMMENDED ACTION** - Approval of Actions Concerning Academic Employees.

The following resolution was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_:

**BE IT RESOLVED** by the Board of Governors for the Missouri State University that the actions indicated for academic employees of the West Plains Campus, as itemized below, are hereby approved.

**RESIGNATION:**

<u>Name</u>	<u>Position/Department</u>	<u>Effective</u>
Elizabeth Gall	Instructor of Nursing West Plains Campus	8-1-2015

**RETIREMENT:**

<u>Name</u>	<u>Position/Department</u>	<u>Effective</u>
Debra Mayers	Assistant Professor of Biology West Plains Campus	8-1-2015

(See Addendum A for Per Course Faculty for the fall 2014 semester)

**VOTE:**      **AYE** \_\_\_\_\_

**NAY** \_\_\_\_\_

**ADDENDUM A**

**The following have been appointed as Per Course Faculty for the fall 2014 semester:**

<u>Name</u>	<u>Department</u>	<u>Salary</u>
Matthew Hernando	Ozarks Symposium presentation	\$50
Janice Johnson	Online course development	\$900

III.B.3.

**RECOMMENDED ACTION** - Approval of Actions Concerning Non-Academic Employees.

The following resolution was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ :

**BE IT RESOLVED** by the Board of Governors for the Missouri State University that the actions indicated for non-academic employees of the West Plains Campus, as itemized below, are hereby approved.

**APPOINTMENT:**

<u>Name</u>	<u>Position-Department</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective</u>
Angela D. Totty	Dean of Student Services WP Student Services	49	\$84,000 Annually	11/03/2014
Luke W. Pitchford	Director, Info. Tech. Services WP Info. Technology Services	47	\$60,000 Annually	12/02/2014

**CHANGE OF STATUS:**

<u>Name</u>	<u>Position-Department</u>	<u>Action</u>	<u>Effective</u>
Scott M. Schneider	Dir., Business and Sup. Svc., WP WP Business and Support Services From: Dir., Business and Sup. Svc., WP Annual Salary: \$74,906 To: Dir., Business and Sup. Svc., WP / Interim Director IT Services, WP Annual Salary: \$74,906 + \$1,500 / month supplemental pay	Status Change	10/15/2014
Sylvia D. Kuhlmeier	Director of Library Services, WP WP Garnett Library From: Director of Library Services, WP Annual Salary: \$52,253 To: Director of Library Services, WP / Interim Registrar, WP Annual Salary: \$52,253 + \$1,000 / month supplemental pay	Status Change	12/01/2014

**RETIREMENT:**

<u>Name</u>	<u>Position-Department</u>	<u>Effective</u>
Diane K. Basom	Executive Assistant IV WP Chancellor's Office	10/01/2014

Kathy W. Schloss      Bookstore Manager, WP      10/01/2014  
WP Bookstore

Patricia J. Walsh      Assistant Dean of Academic Affairs      01/01/2015  
WP Academic Affairs

**VOTE:**      **AYE** \_\_\_\_\_

**NAY** \_\_\_\_\_



III.C.1.

**RECOMMENDED ACTION** - Approval of Procurement Activity Report

The following resolution was moved by \_\_\_\_\_  
and seconded by \_\_\_\_\_.

**BE IT RESOLVED** by the Board of Governors for Missouri State University that the attached Activity Report for all reportable actions since the last Board of Governors' meeting, as presented by the Office of Procurement Services, be approved.

**VOTE:**      **AYE** \_\_\_\_\_

**NAY** \_\_\_\_\_

**COMMENTS:**

Recommend the attached report summarizing all reportable Office of Procurement Services activity from October 1, 2014 through November 24, 2014 be approved.

**ACTIVITY REPORT**

**MISSOURI STATE UNIVERSITY  
OFFICE OF PROCUREMENT SERVICES**

**FOR APPROVAL**

**Contract amendments that cause the estimated value of a contract to be exceeded by 10% or \$25,000, whichever is greater**

**Medical Laboratory Testing Services \$19,250.00  
Taylor Health and Wellness Center (Estimated)**

Recommend approval to extend Medical Laboratory Testing Services Contract 4878-1 with Boyce and Bynum, on a month-to-month basis for no more than three (3) months, to accommodate the procurement process to establish a new contract.

The contractor that provides Medical Laboratory Testing Services is required to interface with the University's Point and Click Electronic Medical Records system. If a new contractor is selected, additional time may be needed to accomplish the interface. During this time, the services of the incumbent will be required.

Approval is requested to extend the current contract by up to three (3) months. The extension will only be utilized if needed.

**Note: Funding to be from the FY15 operational budget.**

**Single Feasible Source > \$100,000**

**Program Materials \$120,000.00  
College of Education**

Payment for program materials was processed to Criterion Education's National Center on Education and the Economy, located in Washington, DC. Materials were purchased by the College of Education, and are for K-12 faculty professional development provided at the University.

The materials support a nationally recognized curriculum that is research-based, and that is the source of programming in educational leadership adopted by the State of Missouri. In order to participate in the statewide leadership development program in Missouri, the

October 1, 2014 through November 24, 2014

**ACTIVITY REPORT**

University must utilize the curriculum in its Missouri Department of Secondary and Elementary Education (DESE) MoLEAD cohorts.

**PAGE TWO**

Criterion Education is a non-profit organization that established this nationally recognized educational development program. Funding is from donation from a private individual, and by the payment of \$1,000.00 per program participant, which is to be funded by individual school districts. Thirty area educators are expected to participate.

**Note: Required funding will be part of FY15 operational budget, paid by a donation from a private individual, and by program participants.**

**Single Feasible Source > \$100,000**

**Blackboard Collaborate Licensing and Implementation Services                      \$149,349.00**  
**Office of the Provost**

As a result of a competitive process in 1999, the University selected Blackboard for its Learning Management System. The University is currently licensed to use four of the Blackboard Learning Management System modules:

1. Course Delivery
2. Community Engagement
3. Content Management
4. Mobile Applications

For better utilization of the Blackboard Learning Management system, and to take advantage of the latest technologies, the University would like to purchase Blackboard Collaborate and the implementation services needed to integrate it into the University’s existing Learning Management System.

In order to reduce costs, the University would like to commit to a contract for two years and four months rather than for a one-year period. Doing so secures a larger initial discount and a lower annual rate of escalation, as well as synchronizing the end of the Blackboard Collaborate contract with the end of the existing Blackboard Learning Management System contract. This will result in all Blackboard Learning Management System contracts ending on April 30, 2017.

Below is a summary of costs for the initial license period and renewal terms:

Initial	Year 1 (1.01.15 – 4.30.15)	\$47,849.00*
Renewal	Year 2 (5.01.15 – 4.30.16)	\$50,000.00

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**ACTIVITY REPORT**

Renewal Year 3 (5.01.16 – 4.30.17) \$51,150.00  
**Total \$149,349.00**

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\*Includes one-time charge of \$37,000 for implementation services to install and integrate the collaborate services into the University’s existing Learning Management System.

**Note: Funding to be from the FY15 operational budget.**

**Exercise of contract renewal option for the purchase of goods and services estimated > \$100,000**

**Communications Wiring Materials \$300,000.00**  
**Computer Services (Estimated)**

Recommend renewal of Contract 4522-1 with Graybar Electric Company to provide communications wiring materials for the period of January 1, 2015 through December 31, 2015. This is the sixth of seven contract renewal options. Contract prices may increase by a maximum of 3% under the terms of the contract. Based on a review of the materials price list for 2015 it has been determined that the average cost will increase by about 0.2%.

It is estimated that \$150,000.00 will be spent on wiring for the Occupational Therapy building and Sunvilla Tower, with over 600 data cables and infrastructure and 500 data cables and infrastructure, respectively. The remaining \$150,000.00 will be spent on materials for Pummill Hall, the Welcome Center, Bear Park North cabling for camera replacements, backfill locations where personnel have moved into new facilities, renovations and daily work requests.

**Note: Funding to be from the FY15 operational budget.**

**FOR INFORMATIONAL PURPOSES ONLY**

**Single Feasible Source > \$25,000 < \$100,000**

**Travel for Music Competition \$28,875.68**  
**Bands**

Pursuant to University policy, which addresses justification for making awards on a single feasible source basis, payment has been processed to the Ramada Plaza Capitol

October 1, 2014 through November 24, 2014

**ACTIVITY REPORT**

Park Hotel in the amount of \$28,875.68 for hotel rooms for student travel. Payment is for

October 1, 2014 through November 24, 2014

**ACTIVITY REPORT  
PAGE FOUR**

the University's Pride Marching Band trip to the Bands of America Super Regional, held in Atlanta, Georgia from October 29, 2014 through November 2, 2014.

Bands of America is part of Music for All, which is one of the largest and most influential national music education organizations that supports active music production. Music for All was founded in 1976 as a non-profit educational organization, and it is unique in that it combines programming at a national level with arts education advocacy. Music for All's programs include the fall marching band Regional Championships and Grand National Championships which are held across the United States each fall.

**Note: Required funding will be part of FY15 operational budget, paid by participating students.**

**Single Feasible Source >\$25,000 < \$100,000**

**Scrutinizer NetFlow Analyzer \$29,741.50  
Computer Services**

Pursuant to University policy, which addresses justification for making awards on a single feasible source basis, the University has purchased a Scrutinizer NetFlow Analyzer Appliance directly from the manufacturer, Plixer International, at wholesale pricing.

The Plixer NetFlow Analyzer is a security, troubleshooting, and monitoring system that stores information about network traffic but does not store any user data such as web pages or e-mails. The captured information is generally used to identify the scope of security breaches or virus attacks, to troubleshoot a variety of computer/communications problems, and to report on important network trends.

Even though the NetFlow Analyzer is available through resellers, the special pricing offered to us by Plixer is only available by purchasing direct from the manufacturer. Therefore, a single feasible source is believed to exist.

A purchase order has been issued to Plixer International.

**Note: Funding to be from the FY15 operational budget.**

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**ACTIVITY REPORT  
PAGE SIX**

**Single purchase of > \$25,000 < \$100,000 from established cooperative contract**

**Cisco Maintenance Renewal \$38,660.60  
Computer Services**

Pursuant to University policy, which allows for participation in contract agreements established by other public entities, the University is utilizing Educational and Institutional (E&I) Cooperative Purchasing Contract CNR-01317 with SKC Communication Products, LLC to purchase Cisco annual maintenance support.

This maintenance renewal provides support services for some of the University's core servers for the Distance Learning Technologies. The maintenance renewal start date varies from September to November 2014, depending on the server, and has an end date of October 31, 2015, for all covered equipment.

A purchase order has been issued to SKC Communication Products, LLC.

**Note: Funding to be from the Computer Services Library Technology and Networking FY15 operational budget.**

**Single purchase > \$25,000 < \$100,000 from established cooperative contract**

**Video Teleconferencing Equipment \$38,934.38  
Pummill Hall Renovation Project**

Pursuant to University policy, which allows for participation in contract agreements established by other public entities, Missouri State University utilized the Educational and Institutional (E&I) Cooperative Purchasing Contract CNR01317 with SKC Communication Products, LLC to purchase video teleconferencing equipment for two (2) classrooms in Pummill Hall.

Multi-point conference (ITV) units currently provide Missouri State University with the ability to connect multiple sites together in a conference. This provides the technology for instructors at our various campus locations to simultaneously provide learning content to students at multiple locations, which is a vital part of our Outreach program.

A purchase order has been issued to SKC Communication Products, LLC.

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**ACTIVITY REPORT  
PAGE SEVEN**

**Note: Funding to be from the X-fund established by the Office of the Provost for classroom technology associated with the Pummill Hall renovation project.**

**Exercise of contract renewal option for the purchase of goods and services estimated > \$25,000 < \$100,000**

**Conference Services for Events and Workshops \$39,418.38  
Southwest Regional Professional Development Center (Estimated)**

Contract 6106-1 with Holiday Inn and Suites for conference services for events and workshops will be renewed for the period January 16, 2015 through January 15, 2016. This is the second of two available contract renewal options. Original contract rates will continue to apply.

**Note: Funding to be from the FY15 and FY16 operational budgets.**

**Cooperative contract for the purchase of goods and services estimated > \$25,000 < \$100,000**

**Hazardous Disposal and Recycling Services \$52,308.00  
JVIC and Environmental Management (Estimated)**

Pursuant to University policy, which allows for participation in contract agreements established by other public entities, the University will utilize State of Missouri Contract C311010005 with Veolia Environmental Services for hazardous waste disposal and recycling services. This contract has been extended through March 31, 2015, to accommodate the rebid process.

It is anticipated that a new contract(s) will be in place by April 1, 2015. One or more of the new contracts will be used for the remainder of the calendar year, as needed. The estimated amount shown reflects anticipated usage from January 1, 2015 through December 31, 2015.

**Note: Funding to be from the FY15 and FY16 operational budgets. The JVIC affiliates reimburse the University for their portion of these fees.**

October 1, 2014 through November 24, 2014

**ACTIVITY REPORT  
PAGE EIGHT**

**Single purchase > \$25,000 < \$100,000 from established cooperative contract**

**Automobile Physical Damage Insurance** **\$67,500.00**  
**Campus-Wide** **(Estimated Total for Three-Year Period)**

Recommend approval to participate in automobile insurance Contract C314335003 established by the State of Missouri Office of Risk Management through Lockton Companies, LLC. The new agreement replaces an expiring three-year policy with American Alternative Insurance Corporation, also through Lockton.

Automobile physical damage coverage has been renewed and placed with American Alternative Insurance Corporation, a company that specializes in the public sector. The organization is an A+, XV rated organization by AM Best, an insurance rating bureau that monitors the solvency and surplus of all admitted insurance companies. The State of Missouri is self-insured for automobile liability coverage.

The rate for annual coverage of approximately \$144.76 per vehicle has decreased from approximately \$160.44 per scheduled vehicle, which is approximately 9.77% less than last year's unit cost. Comprehensive and collision deductibles remain at \$500 per vehicle, and annual cost is \$22,149.08 for approximately 153 vehicles. The new three-year term is from October 1, 2014 through September 30, 2017, and the premium for each year is estimated at approximately \$22,500, for a total of approximately \$67,500 for the full period.

**Note: Required funding for the first year to be from the previously approved FY15 operational budget, and second and third year funding to be from subsequent fiscal year budgets.**

**Single Feasible Source > \$25,000 < \$100,000**

**Lodging and Breakfast for Instructional Program** **\$77,077.00**  
**English Language Institute (ELI)** **(Estimated Cost)**

Housing has been sought for Mexican professors and students for two four-week campus instructional programs sponsored by the English Language Institute (ELI). Students are participants in a Mexican government-funded short-term language program that is part of President Obama's 100,000 Strong in the Americas Initiative.

October 1, 2014 through November 24, 2014

**ACTIVITY REPORT**  
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The call for universities to submit host proposals for this program was made at the end of August, and the English Language Institute was notified in mid-October that 70 students (Number later reduced to 65 in order to better facilitate transportation for planned activities) were to be placed at Missouri State University for the period of November 16, 2014 through December 14, 2014. It was subsequently determined that an additional 22 to 44 students are to be placed at the University for the period of January 11, 2015 through February 7, 2015. Due to the short notice, there was not time for a formal bid process for housing.

Expenses are paid in full by the Mexican government. The total program rate includes instruction, lodging, meals, health insurance, airport transfers, chaperoning, and activities. The participants will be housed in University Plaza Hotel, double occupancy at \$49.00 per room for 29 nights for the first group, and 28 nights for the second group. The cost per room includes buffet-style breakfast for each person, weekly laundry of linens, daily trash pickup, and complimentary in-room internet access. Lunch and dinner will be provided on campus in the dining hall.

The English Language Institute's first choice, housing on campus, was not an option due to the Residence Halls being at capacity during the fall.

Another option might have been the Best Western Rail Haven at Glenstone Avenue and St. Louis Street, but upon inquiry, they could not accommodate the group for the time periods needed. In addition, the distance from campus would have made this choice cost-prohibitive. The cost of renting six (6) vans, including mileage, plus paying drivers to make two trips per day would be approximately \$7,900.00. An estimated cost of two 35-passenger Fisk vehicles would be \$11,245.84, while the cost of using two (2) buses from AppleBus would be \$11,900.00.

One other option would have been to utilize the Holiday Inn Express on St. Louis Street, which is within walking distance of the shuttle route. However, according to the sales manager, the cost per room would have been \$96.89, at a total of \$92,723.73 for 33 rooms for 29 nights, and \$59,684.62 for 22 rooms for 28 nights, at a total of \$152,407.97 for both groups.

Therefore, considering cost, availability, and location, the best option for housing for this program was the University Plaza Hotel.

**Note: Funding by the Mexican government, and paid through the FY15 operational budget.**

October 1, 2014 through November 24, 2014

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PAGE TEN**

**Single Feasible Source > \$25,000 < \$100,000**

**Card Access System Upgrade** **\$82,725.00**  
**Residence Life, Housing and Dining Services** **(Estimated)**

In 1998, as the result of a competitive procurement process, the University selected SimplexGrinnell for its Card Access System, the SimplexGrinnell NT 3400 Security Management Information System. This proprietary system has been in place in eight (8) residence hall locations, supported by SimplexGrinnell, since September 1, 1998.

Operational software for the SimplexGrinnell card access system is CCure 9000, and the latest version of CCure 9000 is 2.3. The system's current ISC controllers are not supported by this latest version of software, so the controllers need to be upgraded or recertified in order to keep pace with the software.

The SimplexGrinnell card access system has worked well for the University. Service and maintenance to the system over the years has been minimal, and it is more cost effective to upgrade the existing system rather than to eliminate it and procure a new system. Additionally, SimplexGrinnell has recertified controllers in stock. Having these Controllers in stock allows the University to begin the upgrade immediately at a substantial cost savings.

A purchase order has been issued to SimplexGrinnell to upgrade/recertify the system as described above.

**Note: Funding to be from the FY15 operational budget.**

**Single Feasible Source > \$25,000 < \$100,000**

**Maintenance – Administrative Information System** **\$97,644.00**  
**West Plains Campus**

Payment processed to Ellucian Support Incorporated for annual maintenance fees under Contract 8366-1 for the West Plains campus administrative information system for the period January 1, 2014 through December 31, 2014. This contract was competitively bid and approved by the Board in August 2001. Ellucian Support Incorporated is the single feasible source for this maintenance.

**Note: Funding to be from the FY15 operational budget.**

October 1, 2014 through November 24, 2014

III.D.1.

**RECOMMENDED ACTION** - Approval of Activity Report for the month of September 2014.

The following resolution was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_:

BE IT RESOLVED by the Board of Governors for Missouri State University that the attached Activity Report for the month of September 2014, as presented by Planning, Design & Construction, be accepted and approved.

**VOTE:**        **AYE** \_\_\_\_\_

**NAY** \_\_\_\_\_

**COMMENTS:**

This report lists all activities of Planning, Design & Construction with respect to bids received, notices to proceed, change orders, and activity on consultant contracts.

It is recommended that the attached report be accepted.

**ACTIVITY REPORT  
MISSOURI STATE UNIVERSITY  
PLANNING, DESIGN & CONSTRUCTION**

**September 2014**

This report documents activities managed by Planning, Design & Construction for the month of September 2014. The projects listed here may be for a budget level that does not require formal action by the Board of Governors. Any and all project bids, notices to proceed, approved change orders, and activity on consultant contracts are listed on this monthly activity report.

**September 2, 2014**

<b>New Construction</b>	<b>Project Budget</b>
<b>Davis-Harrington Welcome Center</b>	<b>\$6,075,000.00</b>

A change order was signed with Wright Construction, Inc. in the amount of \$9,183.18. This is the first change order on this project. Work under this change order includes changing the pavement at the entrance drive from asphalt to concrete, the removal of unsuitable soil from the site, and revisions to the equipment pad. The contract amount will be increased to \$4,829,183.18. This project is being funded by the University Welcome Center budget.

**September 5, 2014**

<b>Roof Replacement</b>	<b>Project Budget</b>
<b>Hutchens House</b>	<b>\$550,000.00</b>

A change order was signed with Weatherproofing Technologies, Inc. in the amount of \$2,957.09. This is the second change order on this project. Work under this change order includes the addition of supports to mount rooftop security cameras. The contract amount will be increased to \$515,298.18. This project is being funded by the Hutchens Roof Replacement budget.

<b>Roof Replacement</b>	<b>Project Budget</b>
<b>Hutchens House</b>	<b>\$550,000.00</b>

A change order was signed with Weatherproofing Technologies, Inc. in the amount of \$2,024.45. This is the third change order on this project. Work under this change order includes the replacement and repair of rusted metal roof decking, as well as cleaning and coating metal decking with rust inhibitor. The contract amount will be increased to \$517,322.63. This project is being funded by the Hutchens Roof Replacement budget.

**September 9, 2014**

**Geotechnical Services for Construction of a FEMA Shelter  
Sunvilla West**

A contract was signed with Palmerton & Parrish, Inc. for geotechnical services in conjunction with the design and construction of a FEMA shelter. The not-to-exceed fee for the consultant's work is \$4,145.00. This project is being funded by the Residence Life – Hazard Mitigation Grant Program Safe Room budget.

**September 10, 2014**

**Replace Shower Pan in Room 217  
Hammons House**

**Project Budget  
\$4,400.00**

A notice to proceed was issued to Kenmar Construction, Inc. in the amount of \$3,603.18. This project was issued under the FY15 Job Order Contracting Services agreement. Work under this project replaces the shower pan in Room 217 to remediate an existing leak.

The project budget has been established as follows:

<b>Project Budget</b>	
Consulting Fees	\$ 0.00
Construction Contracts	3,603.18
Project Administration	296.82
Construction Contingency	500.00
Furniture, Fixtures, and Equipment	0.00
Telecommunications	0.00
Relocation Costs	<u>0.00</u>
<b>Total Project Budget</b>	<b>\$4,400.00</b>

This project is being funded by the Residence Life Refurbishing budget.

**September 11, 2014**

**Interior Renovations  
Forsythe Athletic Center**

**Project Budget  
\$627,000.00**

A change order was signed with Bales Construction Company, Inc. in the amount of \$15,133.88. This is the first change order on this project. Work under this change order includes the installation of a monument sign, as well as modifications to wall graphics, ceiling heights, and lighting fixtures. The contract amount will be increased to \$535,133.88 and seven calendar days will be added to the contract completion date. This project is being funded by the Mary Jo Wynn Academic Achievement Center budget.

**Computer Lab Renovation  
Glass Hall**

**Project Budget  
\$510,000.00**

A change order was signed with Mechanical Services, Inc. for a deduct in the amount of (\$3,040.22). This is the first change order on this project. Work under this change order includes providing standard gypsum board rather than abuse resistant gypsum board, replacement of an existing office door, and revisions to data outlet locations. The contract amount will be decreased to \$301,674.78. This project is being funded by the Renovate Glass Hall Computer Lab budget.

**Computer Lab Renovation  
Glass Hall**

**Project Budget  
\$510,000.00**

A change order was signed with Mechanical Services, Inc. in the amount of \$636.52. This is the second change order on this project. Work under this change order includes the reconfiguration of data boxes to include power outlets and the removal of corner guards from the project. The contract amount will be increased to \$302,311.30. This project is being funded by the Renovate Glass Hall Computer Lab budget.

**September 12, 2014**

**2015 On-Call Asbestos Abatement  
Remove Asbestos, Fifth Floor, Jim D. Morris Center**

**Project Budget  
\$60,000.00**

A work order was issued to Gerken Environmental Enterprises, Inc. in the amount of \$1,138.24 for the removal of asbestos containing tile and mastic on the fifth floor of the Jim D. Morris Center. This is the second work order issued under the FY15 On-Call Asbestos Abatement contract. Following issuance of this work order, the balance available for use on this contract for the current fiscal year stands at \$57,784.36. This project is being funded by the Jim D. Morris Center Renovation budget.

**Update Tri-Vision Panels  
Robert W. Plaster Stadium**

**Project Budget  
\$1,500.00**

A notice to proceed was issued to Kenmar Construction, Inc. in the amount of \$1,316.00. This project was issued under the FY15 Job Order Contracting Services agreement. Work under this project updates the rotating ad panels on the main scoreboard.

The project budget has been established as follows:

<b>Project Budget</b>	
Consulting Fees	\$ 0.00
Construction Contracts	1,316.00
Project Administration	10.00
Construction Contingency	174.00
Furniture, Fixtures, and Equipment	0.00
Telecommunications	0.00
Relocation Costs	<u>0.00</u>
<b>Total Project Budget</b>	<b>\$1,500.00</b>

This project is being funded by the Athletics Sports Marketing budget.

**September 17, 2014**

**Renovation of the Third Floor – Phase II  
Robert W. Plaster Student Union**

**Project Budget  
\$526,645.00**

Bids were received on September 4, 2014 for the renovation of the east and west ballrooms located on the third floor of the Robert W. Plaster Student Union. Following the September Board of Governors' Executive Committee meeting, a notice to proceed was issued to Mechanical Services, Inc. in the amount of \$333,250.00. This project is being funded by the Plaster Student Union Floor Refresh Phase II budget.

**Asbestos Containing Material Removal  
Sunvilla Tower**

**Project Budget  
\$195,000.00**

Bids were received on September 4, 2014 for the removal of asbestos containing materials from the building prior to the planned renovation. Following the September Board of Governors' Executive Committee meeting, a notice to proceed was issued to Bales Construction Company, Inc. in the amount of \$156,900.00. This project is being funded by the Sunvilla Tower Renovation budget.



**2015 On-Call Asbestos Abatement  
Remove Asbestos, Rooms 212, 213, and 214, University Hall**

**Project Budget  
\$60,000.00**

A work order was issued to Gerken Environmental Enterprises, Inc. in the amount of \$2,190.01 for asbestos tile and mastic removal in rooms 212, 213 and 214 of University Hall. This is the third work order issued under the FY15 On-Call Asbestos Abatement contract. Following issuance of this work order, the balance available for use on this contract for the current fiscal year stands at \$55,594.35. This project is being funded by the Honors College budget.

**September 18, 2014**

**Renovation  
Pummill Hall**

Additional services were approved with Dake Wells Architecture, Inc. for services in conjunction with the renovations to Pummill Hall. The University requested design services required to renovate the restrooms on all floors. The additional services amount is \$18,500.00. The new contract amount is \$532,500.00. This project is being funded by the Pummill Hall Renovation budget.

**September 20, 2014**

**New Construction  
O'Reilly Clinical Health Science Center**

**Project Budget  
\$19,500,000.00**

A change order was signed with DeWitt & Associates, Inc. in the amount of \$155,995.00. This is the first change order on this project. Work under this change order includes the removal of unsuitable soil and replacement with new suitable base, as well as coring of additional rock associated with the building foundations. The contract amount will be increased to \$14,232,195.00. This project is being funded by the Occupational Therapy Building budget.

**September 24, 2014**

**Carpet Replacement  
Professional Building**

**Project Budget  
\$7,600.00**

A notice to proceed was issued to Kenmar Construction, Inc. in the amount of \$6,604.44. This project was issued under the FY15 Job Order Contracting Services agreement. Work under this project replaces the carpet in rooms 227, 229, 230, and 231.

The project budget has been established as follows:

**Project Budget**

Consulting Fees	\$ 0.00
Construction Contracts	6,604.44
Project Administration	245.56
Construction Contingency	750.00
Furniture, Fixtures, and Equipment	0.00
Telecommunications	0.00
Relocation Costs	<u>0.00</u>
<b>Total Project Budget</b>	<b>\$7,600.00</b>

This project is being funded by the Health and Human Services Administration – Operating budget.

**September 25, 2014**

**Window Modifications  
Cheek Hall**

**Project Budget  
\$2,300.00**

A change order was signed with Kenmar Construction, Inc. in the amount of \$187.00. This is the first change order on this project. Work under this change order includes the installation of a window film on the interior face of the windows, rather than on the exterior, and the replacement of three sections of insulated glass. The contract amount will be increased to \$1,957.35 and eleven calendar days will be added to the contract completion date. This project is being funded by the Facilities Maintenance budget.

**September 30, 2014**

**Roof Replacement  
Kellett Hall, West Plains Campus**

**Project Budget  
\$100,400.00**

A change order was signed with Rio Contracting, LLC in the amount of \$9,889.54. This is the first change order on this project. Work under this change order removes and replaces rotted wood trim on the dormers. The contract amount will be increased to \$95,006.54 and seven calendar days will be added to the contract completion date. This project is being funded by the West Plains Chancellor's Contingency budget and reserves.

**Exterior Repairs to the Penthouse  
Meyer Library**

**Project Budget  
\$120,000.00**

A change order was signed with Rio Contracting, LLC in the amount of \$6,807.21. This is the first change order on this project. Work under this change order includes removing existing wall flashing to allow panel removal, sealing of cracks in concrete floor slab, and installing new wall sub-flashing. The contract amount will be increased to \$81,757.21 and five calendar days will be added to the contract completion date. This project is being funded by the Meyer Library Penthouse budget.

**2015 On-Call Asbestos Abatement  
Remove Asbestos, Rooms 212, 213, and 214, University Hall**

**Project Budget  
\$60,000.00**

A change order was signed with Gerken Environmental Enterprises, Inc. in the amount of \$147.12. This is the first change order on this project. Work under this change order includes revisions to the labor rate to allow for weekend work in order to meet the schedule set forth by the Honors College. The contract amount will be increased to \$2,337.13. Following issuance of this change order, the balance available for use on this contract for the current fiscal year stands at \$55,447.23. This project is being funded by the Honors College budget.

III.D.2.

**RECOMMENDED ACTION** - Approval of Activity Report for the month of October 2014.

The following resolution was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_:

BE IT RESOLVED by the Board of Governors for Missouri State University that the attached Activity Report for the month of October 2014, as presented by Planning, Design & Construction, be accepted and approved.

**VOTE:**        **AYE** \_\_\_\_\_

**NAY** \_\_\_\_\_

**COMMENTS:**

This report lists all activities of Planning, Design & Construction with respect to bids received, notices to proceed, change orders, and activity on consultant contracts.

It is recommended that the attached report be accepted.

**ACTIVITY REPORT  
MISSOURI STATE UNIVERSITY  
PLANNING, DESIGN & CONSTRUCTION**

**October 2014**

This report documents activities managed by Planning, Design & Construction for the month of October 2014. The projects listed here may be for a budget level that does not require formal action by the Board of Governors. Any and all project bids, notices to proceed, approved change orders, and activity on consultant contracts are listed on this monthly activity report.

**October 1, 2014**

**Exterior Envelope Improvements for the West Grandstand** **Project Budget**  
**Robert W. Plaster Stadium** **\$1,712,300.00**

A change order was signed with DeWitt & Associates, Inc. in the amount of \$32,914.00. This is the third change order on this project. Work under this change order includes additional painting throughout the facility. The contract amount will be increased to \$1,503,572.00. This project is being funded by the Plaster Sports Complex Exterior Envelope Improvements budget.

**October 2, 2014**

**Outdoor Table Replacement** **Project Budget**  
**Robert W. Plaster Student Union** **\$72,600.00**

A notice to proceed was issued to Kenmar Construction, Inc. in the amount of \$17,261.59. This project was issued under the FY15 Job Order Contracting Services agreement. Work under this project includes the removal and replacement of the existing outdoor tables and associated concrete paving located south of the Robert W. Plaster Student Union.

The project budget has been established as follows:

<b>Project Budget</b>	
Consulting Fees	\$ 0.00
Construction Contracts	17,261.59
Project Administration	338.41
Construction Contingency	10,000.00
Furniture, Fixtures, and Equipment	45,000.00
Telecommunications	0.00
Relocation Costs	<u>0.00</u>
<b>Total Project Budget</b>	<b>\$72,600.00</b>

This project is being funded by the Wyrick – FY15 Plaster Student Union Outdoor Tables budget.

**October 3, 2014**

**2015 On-Call Asbestos Abatement  
Remove Asbestos, Room 104, Carrington Hall**

**Project Budget  
\$60,000.00**

A work order was issued to Gerken Environmental Enterprises, Inc. in the amount of \$4,715.54 for the removal of asbestos tile and mastic in room 104 of Carrington Hall. This is the fourth work order issued under the 2015 On-Call Asbestos Abatement contract. Following issuance of this work order, the balance available for use on this contract for the current fiscal year stands at \$50,878.81. This work is being funded by the Administrative and Information Services – Operating budget.

**October 6, 2014**

**Rigging Repairs for Cogger Theatre  
Craig Hall**

A contract was signed with J&M Engineering, LLC for design services required for the rigging repairs at Cogger Theatre. The hourly not-to-exceed fee for the consultant's work is \$1,600.00. This project is being funded by the Arts and Letters Equipment Maintenance – Repair budget and the Theatre and Dance – Non Operating budget.

**2015 On-Call Asbestos Abatement  
Remove Asbestos, Room 104, Carrington Hall**

**Project Budget  
\$60,000.00**

A change order was signed with Gerken Environmental Enterprises, Inc. for a deduct in the amount of (\$113.89). This is the first change order on this project. This change order reduces the area of asbestos containing material that must be removed. The contract amount will be decreased to \$4,601.65. Following issuance of this change order, the balance available for use on this contract for the current fiscal year stands at \$50,845.58. This project is being funded by the Administrative and Information Services – Operating budget.

**October 8, 2014**

**Renovations to  
Pummill Hall**

**Project Budget  
\$7,025,000.00**

A change order was signed with DeWitt & Associates, Inc. in the amount of \$147,235.00. This is the first change order on this project. Work under this change order includes the removal of asbestos containing materials from the building, the addition of the commercial kitchen exhaust and cooking equipment utility distribution systems to the construction contract, and revisions to the type of domestic pressure booster pump. The contract amount will be increased to \$5,349,735.00. This project is being funded by the Pummill Hall Renovation budget.

**October 10, 2014**

**Modifications to Rooms 217 and 808  
Hammons House**

**Project Budget  
\$4,260.00**

A change order was signed with Kenmar Construction, Inc. in the amount of \$296.23. This is the first change order on this project. Work under this change order includes the repair and painting of ceilings associated with the project. The contract amount will be increased to \$4,058.18. This project is being funded by the Residence Life Refurbishing budget.

**Asbestos Containing Material Removal  
Sunvilla Tower**

**Project Budget  
\$195,000.00**

A change order was signed with Bales Construction Company, Inc. in the amount of \$16,261.00. This is the first change order on this project. Work under this change order includes cutting access holes in walls and ceilings and removal of asbestos containing insulation from the plumbing piping in those concealed areas. The contract amount will be increased to \$173,161.00. This project is being funded by the Sunvilla Tower Renovation budget.

**Renovation of the Third Floor – Phase II  
Robert W. Plaster Student Union**

Additional services were approved with Buxton Kubik Dodd, Inc. for services in conjunction with the renovation of the east and west ballrooms on the third floor. The University requested design services for the renovation of the north feature wall of the open atrium. The additional services amount is \$7,160.00. The new contract amount is \$85,560.00. This project is being funded by the Plaster Student Union Third Floor Refresh Phase II budget.

**October 15, 2014**

**Renovation  
Sunvilla Tower**

**Project Budget  
\$13,000,000.00**

Bids were received on October 2, 2014 for the interior renovation of Sunvilla Tower. Following the October Board of Governors' Executive Committee meeting, a notice to proceed was issued to KCI Construction Company, Inc. in the amount of \$10,939,000.00. This project is being funded by the Sunvilla Tower Renovation budget.

**October 16, 2014**

**Exterior Envelope Improvements for the West Grandstand  
Robert W. Plaster Stadium**

**Project Budget  
\$1,712,300.00**

A change order was signed with DeWitt & Associates, Inc. in the amount of \$28,429.00. This is the fourth change order on this project. Work under this change order includes installing additional graphics, painting of the press box, and repairing the underground plumbing. The contract amount will be increased to \$1,532,001.00. This project is being funded by the Plaster Sports Complex Exterior Envelope Improvements budget.

**Pool Bulkhead and Window Replacement  
Hammons Student Center**

**Project Budget  
\$184,000.00**

A change order was signed with Oke-Thomas & Associates, Inc. in the amount of \$13,578.60. This is the third change order on this project. Work under this change order includes the replacement of rusted wall panels along the south wall of the swimming pool. The contract amount will be increased to \$179,365.60. This project is being funded by the Hammons Student Center Bulkhead and Window Replacement budget.

**New Construction  
Davis-Harrington Welcome Center**

**Project Budget  
\$6,075,000.00**

A change order was signed with Wright Construction, Inc. for a deduct in the amount of (\$2,502.37). This is the second change order on this project. Work under this change order includes eliminating the installation of door cylinders from the construction contract and deleting the outdoor backflow preventer and associated pit from the project. The contract amount will be decreased to \$4,826,680.81. This project is being funded by the University Welcome Center budget.

**October 20, 2014**

**Restroom Renovation  
Juanita K. Hammons Hall for the Performing Arts**

**Project Budget  
\$70,000.00**

A change order was signed with Kenmar Construction, Inc. in the amount of \$4,991.00. This is the first change order on this project. Work under this change order includes repairs to the walls in the lower level refreshments area and the installation of paper towel dispensers. The contract amount will be increased to \$56,981.00. This project is being funded by the Juanita K. Hammons Hall for the Performing Arts Renovation budget.

**October 29, 2014**

**2015 On-Call Asbestos Abatement  
Remove Asbestos, Room 104, Carrington Hall**

**Project Budget  
\$60,000.00**

A change order was signed with Gerken Environmental Enterprises, Inc. for a deduct in the amount of (\$1,407.57). This is the second change order on this project. This change order reduces the cost of overtime labor for the project since the project required less work during weekend and overnight hours than originally anticipated. The contract amount will be decreased to \$3,194.08. Following issuance of this change order, the balance available for use on this contract for the current fiscal year stands at \$52,253.15. This project is being funded by the Administrative and Information Services – Operating budget.

**October 30, 2014**

**New Construction  
O'Reilly Clinical Health Science Center**

Additional services were approved with Cannon Design for services in conjunction with construction of the O'Reilly Clinical Health Science Center. The University requested that Cannon Design provide design services associated with specifying, purchasing, and installing furniture, fixtures, and equipment for the new building. The additional services amount is \$66,150.00. The new contract amount is \$1,387,150.00. This project is being funded by the Occupational Therapy Building budget.

**October 31, 2014**

**Replace Gate at Main Entrance  
John Q. Hammons Arena** **Project Budget  
\$10,000.00**

A notice to proceed was issued to Kenmar Construction, Inc. in the amount of \$7,914.46. This project was issued under the FY15 Job Order Contracting Services agreement. Work under this project replaces the damaged center overhead coiling gate at the main entrance.

The project budget has been established as follows:

<b>Project Budget</b>	
Consulting Fees	\$ 0.00
Construction Contracts	7,914.46
Project Administration	800.00
Construction Contingency	1,285.54
Furniture, Fixtures, and Equipment	0.00
Telecommunications	0.00
Relocation Costs	0.00
<b>Total Project Budget</b>	<b>\$10,000.00</b>

This project is being funded by the John Q. Hammons Arena Administration budget.

**Roof Replacement  
Kellett Hall, West Plains Campus** **Project Budget  
\$100,400.00**

A change order was signed with Rio Contracting, LLC for extension of the contract completion date by sixteen calendar days. This is the second change order on this project. This change order revises the completion date to accommodate the University's schedule. The contract amount will remain unchanged at \$95,006.54. This work is being funded by the West Plains Chancellor's Contingency budget and reserves.

**Repair Gutter and Roofing Leaks  
Kellett Hall, West Plains Campus** **Project Budget  
\$14,000.00**

A change order was signed with Bales Construction Company, Inc. for a deduct in the amount of (\$1,850.90). This is the first change order on this project. This change order provides for additional work to identify leaks in the existing metal roof, make repairs as needed, and eliminate the repair of wall finishes from the project. The contract amount will be decreased to \$9,378.68. This project is being funded by the West Plains Operating Maintenance & Repair budget.



III.D.3.

**RECOMMENDED ACTION** – Approval of bids and award of a contract for the outside plant wiring contract for Computer Services – Networking and Telecommunications Unit.

The following resolution was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_:

**BE IT RESOLVED** by the Board of Governors for Missouri State University that the proposal received from L & B Services, LLC for the outside plant wiring contract for Computer Services – Networking and Telecommunications Unit be accepted, approved and awarded.

**BE IT FURTHER RESOLVED** that the total expenditure for projects completed under this contract shall not exceed One Hundred Fifty Thousand and 00/100ths Dollars (\$150,000.00) during any one-year contract period.

**BE IT FURTHER RESOLVED** that each project done under this contact shall be paid from the budget requesting the services.

**BE IT FURTHER RESOLVED** that the Vice President for Administrative and Information Services or the University Architect and Director of Planning, Design & Construction be authorized to sign the agreement with the selected contractor, incorporated herein by reference, and perform those acts necessary to carry out and perform the terms of the agreement.

**VOTE:** AYE \_\_\_\_\_

NAY \_\_\_\_\_

**COMMENTS:**

This contract includes outside plant wiring for the voice/data network on the Springfield, West Plains, and Mountain Grove campuses, as well as miscellaneous off-campus properties owned by the University in the surrounding area. The work includes, but is not necessarily limited to, all trenching, boring, conduit, cabling (twisted pair copper, coaxial, and fiber), boxes, and termination hardware/equipment required to support building-to-building voice and data services. Unit prices submitted by contractors through proposals will be used as a basis for pricing work orders that will be issued as the need arises. This contract will help the University keep its voice and data network up-to-date with the changing needs of the University.

The cumulative total of all individual projects awarded under this contract may not exceed \$150,000.00 during any one-year contract period. No additional work will be awarded in any one-year contract period if the limit of \$150,000.00 is met.

This contract shall be valid for one year or until October 31, 2015. Included in the contract is the option to renew for four (4) additional consecutive one-year periods. If all four options for renewal are exercised, the contract will expire on October 31, 2019.

Two proposals were received at the University's request. The proposal submitted by each contractor included unit prices on various components of work that are anticipated to be required by the University. In addition, the contractor was required to submit a statement of qualifications, as well as references. During the evaluation process, the committee gathered the projects from the previous year and priced these projects using the unit prices from each of the contractors. This exercise provided a comparison of the total cost of each contractor's proposal for evaluation. Furthermore, the committee reviewed the qualification statements submitted by each contractor and checked references.

After review of each proposal in accordance with state statutes, it was determined that the proposal from L & B Services, LLC provided the lowest and best submission.

Upon approval of this resolution, Computer Services – Networking and Telecommunications Unit will be responsible for the administration of this contract and any reporting that may be requested.

III.D.4.

**RECOMMENDED ACTION** – Approval of bids and award of a contract for the net installations at the Betty and Bobby Allison Recreation Fields.

The following resolution was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_:

**BE IT RESOLVED** by the Board of Governors for Missouri State University that the low bid of Anchor Fence Corporation in the amount of Ninety-nine Thousand Nine Hundred and 00/100ths dollars (\$99,900.00) for the base bid plus alternates 1, 2, and 3 for the net installations at the Betty and Bobby Allison Recreation Fields be accepted, approved, and awarded.

**BE IT FURTHER RESOLVED** that the financial plan be established as follows:

<b>Project Budget</b>	
Consultant Fees	\$0.00
Construction Costs	\$99,900.00
Project Administration	\$15,000.00
Construction Contingency	\$24,750.00
Furniture, Fixtures, and Equipment	\$0.00
Telecommunications	\$5,000.00
Relocation Costs	\$0.00
<b>Total Project Budget</b>	<b>\$144,650.00</b>
<b>Funding Source</b>	
Wyrick - FY15 Allison Recreation Fields Net budget	\$144,650.00
<b>Total Funding Source</b>	<b>\$144,650.00</b>

**BE IT FURTHER RESOLVED** that this be funded from the Wyrick – FY15 Allison Recreation Fields Net budget.

**BE IT FURTHER RESOLVED** that the Vice President for Administrative and Information Services or the University Architect and Director of Planning, Design & Construction be authorized to sign the agreement with the selected contractor, incorporated herein by reference, and perform those acts necessary to carry out and perform the terms of the agreement.

**VOTE:** AYE \_\_\_\_\_

NAY \_\_\_\_\_

**COMMENTS:**

The bids received on this project are as follows:

Contractor	Base Bid	Alternate 1	Alternate 2	Alternate 3	Total (Base Bid + Alt. 1, 2, and 3)
<b>Anchor Fence Corporation</b>	\$85,650.00	\$7,100.00	\$3,150.00	\$4,000.00	\$99,900.00
<b>Robinson Fence Compnay</b>	\$133,250.00	\$6,590.00	\$3,633.00	\$3,008.00	\$146,481.00

The project provides netting above the existing fencing to prevent balls from leaving the fields onto adjacent streets and parking lot areas. The intent is to eliminate the safety issue for students retrieving balls on busy streets and to prevent damage outside the recreation fields. This is a student supported Wyrick project.

Alternate one will remove the west end section of existing chain link fencing and provide new six-foot fencing. Alternate two will remove the south section of existing chain link fencing and provide new six-foot fencing. Alternate three will remove the north section of existing chain link fencing and provide new six-foot fencing. Each of these sections is in need of repair and the bids allow the replacement of these sections. The existing east section of fencing is a sixteen-foot chain link fence and does not need to be repaired. It is recommended that these alternates be accepted.

This project will be funded by the Wyrick – FY15 Allison Recreation Fields Net (\$144,650.00) budget.

MISSOURI STATE UNIVERSITY

III.E.1.

BE IT RESOLVED by the Board of Governors for Missouri State University that the actions indicated for academic employees, as itemized below, are hereby approved.

**RANKED FACULTY APPOINTMENT:**

<u>Name</u>	<u>Position-Department</u>	<u>Salary</u>	<u>Effective</u>
Ridwan Sakidja	Associate Professor	\$90,000	08/11/14
	Physics, Astronomy & Materials Science	annually	05/15/15
Maria Stepanova	Associate Professor	\$62,000	01/05/15
	Physics, Astronomy & Materials Science	annually	

**UNRANKED FACULTY APPOINTMENTS (Term):**

<u>Name</u>	<u>Position-Department</u>	<u>Salary</u>	<u>Effective</u>
Grant Saltzgaber	Visiting Instructor	\$35,000	08/18/14
	Physics, Astronomy & Materials Science	annually	05/15/15
Olen Greer	Professor	\$26,685	01/12/15
	School of Accountancy (Quarter time appointment)	semester	05/15/15
Olen Greer	Professor	\$53,370	08/17/15
	School of Accountancy (Half time appointment)	annually	05/13/16

(See Addendum A for Per Course Faculty Appointments)

(See Addendum B for Supplemental Payments)

(See Addendum C for Graduate Assistant Appointments)

**RESIGNATIONS:**

<u>Name</u>	<u>Position-Department</u>	<u>Effective</u>
Robert Delong	Associate Professor Biomedical Sciences	10/08/14
Gwen Schroder	Instructor Finance & General Business	12/12/14
Kerry Slattery	Assistant Professor Technology & Construction Management	05/15/15

**RETIREMENTS:**

<u>Name</u>	<u>Position-Department</u>	<u>Effective</u>
Ardeshir Dalal	Professor Economics	12/12/14
Olen Greer	Professor School of Accountancy	12/12/14
Lynda Plymate	Professor Mathematics	05/15/15
Dianne Slattery	Professor Technology & Construction Management	05/15/15
Thomas Plymate	Department Head Professor Geography, Geology & Planning	07/31/15
Jerry Chin	Professor Computer Information Systems	12/11/15

**CHANGE OF STATUS:**

<u>Name</u>	<u>Position-Department</u>	<u>Action</u>	<u>Effective</u>
Timothy Brock	Assistant Professor Geography, Geology & Planning From: \$52,500 annually To: \$54,000 annually	Salary Adjustment	08/11/14

Academic Personnel Board Actions, cont'd.

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Bryan Breyfogle	From: Professor Chemistry \$68,192 annually  To: Assistant Department Head Chemistry Professor Chemistry \$68,892 annually (\$1,000 monthly supplemental)	Change of Status	01/01/15 06/30/15
Mike Hignite	From: Professor Computer Information Systems \$95,861 annually  To: Interim Department Head Computer Information Systems Professor Computer Information Systems \$95,861 annually (\$2,000 monthly supplemental)	Change of Status	01/01/15 12/31/15
Jerry Chin	From: Department Head Computer Information Systems Professor Computer Information Systems \$131,110 annually  To: Professor Computer Information Systems \$115,000 annually	Change of Status & Salary Adjustment	01/01/15
Gloria Galanes	Dean College of Arts & Letters Professor Communication From: \$130,448 annually To: \$133,448 annually	Salary Adjustment	01/01/15

Academic Personnel Board Actions, cont'd.

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Julie Masterson	From: Professor Communication Science & Disorders \$99,669 annually	Change of Status & Salary Adjustment	01/01/15
	To: Associate Provost & Dean of the Graduate College Professor Communication Science & Disorders \$134,500 annually		
Dwight Worker	From: Clinical Instructor School of Accountancy	Change of Status	01/05/15
	To: Clinical Instructor Computer Information Systems		
Olen Greer	From: Professor School of Accountancy	Change of Status	02/01/15
	To: Faculty Emeritus School of Accountancy		
Bryan Breyfogle	From: Assistant Department Head Chemistry Professor Chemistry \$68,892 annually (\$1,000 monthly supplemental)	Change of Status & Salary Adjustment	07/01/15
	To: Department Head Chemistry Professor Chemistry \$104,888 annually		

Vote: \_\_\_\_\_ Yea  
          \_\_\_\_\_ Nay

**COMMENTS:**

**Ridwan Sakidja, Associate Professor, Physics, Astronomy & Materials Science**

Ph.D. University of Wisconsin-Madison, 2003

B.S. University of Wisconsin-Madison, 1993

Experience: 2013 – present, Associate Research Professor, University of Missouri-Kansas City; 2011 – 2012, Associate Lecturer, University of Wisconsin-Madison; 2006 – 2012, Assistant Scientist, University of Wisconsin-Madison; 2003 – 2006, Research Associate, University of Wisconsin-Madison; 1996 – 2003, Research Assistant, University of Wisconsin-Madison; 1994 – 1995, Research Staff, Nuclear Atomic Energy Agency of Indonesia; 1991 – 1993, Undergraduate Researcher, University of Wisconsin-Madison.

**Maria Stepanova, Associate Professor, Physics, Astronomy & Materials Science**

D.Sc. St. Petersburg State Polytechnic University, 1998

Ph.D. National Center for Surface and Vacuum Research, Moscow, 1992

M.S. Lomonosov Moscow State University, 1984

Experience: 2013 – present, Visiting Worker, National Institute for Nanotechnology, National Research Council, Edmonton, Alberta, Canada; 2005 – 2013, Research Officer, National Institute for Nanotechnology, National Research Council, Edmonton, Alberta, Canada; 2005 – present, Adjunct Professor, University of Alberta, Alberta, Canada; 2000 – 2005, Research Associate, University of Alberta, Alberta, Canada; 1996 – 1999, Senior Research Scientist, Russian Academy of Sciences, Moscow; 1994 – 1996, Research Scientist, Russian Academy of Sciences, Moscow; 1989 – 1994, Junior Research Scientist, National Center for Surface and Vacuum Research, Moscow; 1989 – 1992, National Center for Surface and Vacuum Research, Moscow; 1986 – 1988, Engineer, National Bureau of Standards, Moscow; 1984 – 1985, Engineer, National Bureau of Standards, Moscow.



**ADDENDUM A**

**The following have been appointed as Per Course Faculty for the fall semester August 18, 2014 through December 12, 2014.**

<u>Name</u>	<u>Department</u>	<u>Salary</u>
Baedke, Jesse	Biomedical Sciences	\$1,045.00
Baltes, Jennifer	Psychology	\$ 660.00
Boyer, Mark	Religious Studies	\$4,590.00
Bradley, Karla	Biomedical Sciences	\$1,155.00
Bradley, Robert	Theatre & Dance	\$1,000.00
Brocaille, Nicole	Psychology	\$2,695.00
Brunner, Judy	Reading, Foundations & Technology	\$ 405.00
Buergler, Melanie	Psychology	\$1,650.00
Burt, Tracie	Psychology	\$ 551.00
Capeci, Dominic	History	\$6,266.00
Conley, Courtney	Kinesiology	\$1,064.00
Foster, Jeffrey	Psychology	\$2,035.00
Happel, Rachel	Psychology	\$1,485.00
Hill, Pamela	Outreach	\$2,400.00
Hyman, Christy	Reading, Foundations & Technology	\$2,445.00
Krumme, Gregg	Biomedical Sciences	\$3,446.00
Land, Andrea	Study Away	\$3,162.00
Land, Sarah-Marie	Study Away	\$2,448.00
Mattix, Lora	English	\$1,265.00
Mattson, JoAnn	First Year Programs	\$ 999.00
Miller, Arden	Psychology	\$1,430.00
Payne, Heather	English	\$5,200.00
Pearce, Amy	Biomedical Sciences	\$3,520.00
Pearson, Annie	Agriculture	\$ 240.00
Pettijohn, James	Finance & General Business	\$2,200.00
Rapp, Kelly	Psychology	\$1,320.00
Schmitt, Dennis	Study Away	\$2,275.00
Starnes, David	Theatre & Dance	\$2,145.00
Stockburger, David	Psychology	\$ 935.00
Stulce, Tara	Biomedical Sciences	\$ 935.00
Thompson, Julie	Counseling, Leadership & Special Education	\$2,288.00
Trapp, Jeremiah	Social Work	\$1,210.00
Turpin, Barbara	Psychology	\$1,815.00
Wyrick, Thomas	Economics	\$5,657.00

**The following have been appointed as Per Course Faculty for the spring semester January 12, 2015 through May 15, 2015.**

<u>Name</u>	<u>Department</u>	<u>Salary</u>
Bell, Conrad	Computer Science	\$3,785.00
Bennett, Susan	Theatre & Dance	\$2,448.00
Berman, Ilan	Defense & Strategic Studies	\$6,800.00
Bowden, Dennis	Defense & Strategic Studies	\$6,800.00
Bronson, Lisa	Defense & Strategic Studies	\$13,600.00
Brown, Bryan	Communication	\$2,601.00
Costello, Levi	Communication	\$2,145.00
Crouch, Wedge	Communication	\$5,508.00
DeBiaso, Peppino	Defense & Strategic Studies	\$6,800.00
Downie, Richard	Defense & Strategic Studies	\$6,400.00
Embree, David	Religious Studies	\$4,896.00
French, Gregory	History	\$2,448.00
Frietze, Joseph	Psychology	\$2,445.00
Fugitt, John	Religious Studies	\$2,448.00
Griffith, Jean	History	\$2,448.00
Grindstaff, Matthew	Communication	\$2,145.00
Haring, Katherine	Communication	\$2,145.00
Howard, Jason	Communication	\$4,290.00
Hyman, Christy	History	\$2,448.00
Inman, Kris	Communication	\$2,145.00
Jacobson, Carol	English	\$2,550.00
Johnson, Dana	Defense & Strategic Studies	\$6,400.00
Jordan, Bill	Communication	\$4,896.00
Jordan, Bill	Communication	\$ 400.00
Kartchner, Kerry	Defense & Strategic Studies	\$3,200.00
Kelley, Carey	History	\$4,896.00
Khojasteh, Morgan	Communication	\$2,145.00
Kitchin, Jonathan	English	\$2,550.00
Koch, Susan	Defense & Strategic Studies	\$12,000.00
Lansdown, Lynn	History	\$4,896.00
Liston, Jennie	Defense & Strategic Studies	\$5,500.00
Martinez, Mark	Communication	\$2,754.00
Mattix, Lora	English	\$2,448.00
McCracken, Ramey	English	\$5,202.00
Mitchell, Jennifer	History	\$4,896.00
Mitchell, Molinda	English	\$3,000.00

Academic Personnel Board Actions, cont'd.

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O'Neal, Stephanie	History	\$4,896.00
Pennington, David	Communication	\$2,601.00
Pettijohn, James	COB	\$9,500.00
Rice, Phillip	History	\$2,754.00
Scaevola, Jesca	Religious Studies	\$4,896.00
Spangler, Kate	Communication	\$4,896.00
Sterner, Eric	Defense & Strategic Studies	\$6,400.00
Teague, Gretchen	Communication	\$4,290.00
Teghtmyer, Nicole	English	\$2,448.00
Trachtenberg, David	Defense & Strategic Studies	\$10,200.00
Varava, Kira	Communication	\$2,145.00
Walton, Peggy	Communication	\$2,145.00
Wegenka, Sheila	Communication	\$4,290.00

**ADDENDUM B****Supplemental payment for teaching assignments:**

<u>Name</u>	<u>Department</u>	<u>Salary</u>
Amberg III, Richard	Media, Journalism & Film	\$1,320.00
Barrier, Tonya	Computer Information Systems	\$1,430.00
Bodenhause, Brad	International Programs	\$9,500.00
Boyd, Carmen	Biomedical Sciences	\$2,200.00
Brahnam, S. Berlin	Computer Information Systems	\$1,870.00
Burge, Sara	English	\$2,035.00
Burnett, Melissa	Marketing	\$9,500.00
Burton, Richard	Computer Information Systems	\$2,200.00
Byrd, Sandra	Accounting	\$5,280.00
Cadle, Lanette	English	\$ 825.00
Chang, Chih-Cheng	Finance & General Business	\$19,000.00
Chin, Mary	Marketing	\$3,245.00
Colombo, Anne	Modern & Classical Languages	\$1,320.00
Crain, Susan	Finance & General Business	\$1,485.00
Dalton, Tracy	English	\$1,031.00
Dattero, Ronald	Computer Information Systems	\$4,015.00
Dollar, Susan	Social Work	\$7,310.00
Dubinsky, Julie	Finance & General Business	\$1,870.00
Echols, Leslie	Psychology	\$1,210.00
Engler, Karen	Communication Sciences & Disorders	\$3,000.00
Evans, Sarah	Computer Information Systems	\$1,100.00
Frederick, Dana	Management	\$8,640.00
Galloway, Terrel	Economics	\$3,245.00
Garland, Brett	Criminology & Criminal Justice	\$4,853.00
Gartin, Pat	Criminology & Criminal Justice	\$1,958.00
Gebken, Richard	Technology & Construction Management	\$19,000.00
Greer, Olen	Accounting	\$10,300.00
Haggard, Dana	Management	\$10,498.00
Haggard, Kelly	Finance & General Business	\$24,691.00
Hammond, Michael	Accounting	\$4,620.00
Hass, Aida	Criminology & Criminal Justice	\$5,508.00
Heitger, Lester	Accounting	\$1,375.00
Hubbard, Kevin	Technology & Construction Management	\$1,540.00
Hughes, Joseph	Modern & Classical Languages	\$5,779.00
Hulett, Michelle	Computer Information Systems	\$6,000.00
Iantria, Linnia	Geography, Geology & Planning	\$ 500.00

## Academic Personnel Board Actions, cont'd.

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Iman, Gary	Communication	\$2,718.00
Jennings, Bryan	Art & Design	\$1,857.00
John, Judith	English	\$1,000.00
Johnson, Andrew	Philosophy	\$1,000.00
Johnson, Julie	Modern & Classical Languages	\$3,850.00
Johnson, Richard	Computer Information Systems	\$2,200.00
Johnston, Ahren	Marketing	\$9,500.00
Jones, Jeffrey	Finance & General Business	\$1,320.00
Jones, Martin	Technology & Construction Management	\$1,100.00
Jordan, Linda	English	\$2,445.00
Joseph, Robert	Defense & Strategic Studies	\$9,000.00
Kaf, Wafaa	Communication Sciences & Disorders	\$2,084.00
Kane, Thomas	Psychology	\$7,345.00
Kaula, Rajeev	Computer Information Systems	\$10,710.00
Keith, Nancy	Marketing	\$9,500.00
Keller, Anthony	Accounting	\$11,040.00
Killingsworth, Chad	Computer Science	\$1,968.00
Leamy, Diane	Criminology & Criminal Justice	\$1,155.00
Leasure, Stanley	Finance & General Business	\$4,730.00
Lutz, David	Psychology	\$2,482.00
MacGregor, Cynthia	Counseling, Leadership & Special Education	\$5,490.00
Maples, Carol	Theatre & Dance	\$4,060.00
Masterson, Gerald	Kinesiology	\$1,045.00
Matthews, James	Project Access	\$ 900.00
Mays, Larry	Kinesiology	\$ 825.00
McMurtrey, Shannon	Computer Information Systems	\$1,705.00
Meadows, William	Sociology & Anthropology	\$1,613.00
Meyer, James	Childhood Ed & Family Studies	\$ 500.00
Mitchell, D. Wayne	Psychology	\$6,314.00
Mitchell, David	Economics	\$7,532.00
Moser, Linda T.	English	\$ 990.00
Moses, Duane	Computer Information Systems	\$9,500.00
Muchnick, Amy	Honors College	\$3,200.00
Nelson, Eric	History	\$ 770.00
Nelson, Walt	Finance & General Business	\$2,255.00
Novotny, Daniela	Taylor Health & Wellness	\$ 165.00
Oden, Debra	Accounting	\$ 660.00
Odneal, Marilyn	Agriculture	\$1,925.00
Oswalt, Jill	Communication Sciences & Disorders	\$1,000.00
Pace, Glenn	Management	\$7,500.00
Parker, Richard	Marketing	\$9,500.00

Academic Personnel Board Actions, cont'd.

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Patterson, Kathryn	Nursing	\$2,611.00
Payne, Keith	Defense & Strategic Studies	\$9,000.00
Peterson, Dane	Marketing	\$9,500.00
Philpot, James	Finance & General Business	\$16,554.00
Piccolo, Diana	Childhood Ed & Family Studies	\$6,914.00
Price, Debra	Fashion & Interior Design	\$2,750.00
Ragan, Kent	Finance & General Business	\$19,000.00
Rector, Paula	Criminology & Criminal Justice	\$1,082.00
Rimal, Arbindra	Agriculture	\$3,355.00
Rose, John	Defense & Strategic Studies	\$1,500.00
Satzinger, John	Computer Information Systems	\$3,245.00
Saxon, Caryn	Criminology & Criminal Justice	\$1,015.00
Schaefer, Allen	Marketing	\$9,500.00
Schmelzle, George	Accounting	\$ 990.00
Schroder, Gwen	Finance & General Business	\$2,200.00
Scott, James	Finance & General Business	\$11,755.00
Scroggins, Michael	Computer Science	\$ 814.00
Scroggins, Wesley	Management	\$9,500.00
Sells, Patrick	Marketing	\$ 935.00
Sexton, Randall	Computer Information Systems	\$9,500.00
Sherrill, Donna	Mathematics	\$ 600.00
Shirley, Corinne	Modern & Classical Languages	\$4,015.00
Shoumikhin, Andrei	Defense & Strategic Studies	\$ 750.00
Simmers, Christina	Marketing	\$11,700.00
Slattery, Dianne	Technology & Construction Management	\$2,200.00
Stowe, Michael	English	\$ 990.00
Sutliff, Kristene	English	\$5,400.00
Sutmoeller, Michael	Criminology & Criminal Justice	\$1,550.00
Todd, Daniel	Social Work	\$2,000.00
Trewatha, Pamela	Agriculture	\$6,740.00
Turner, John R.	English	\$1,210.00
Turner, Valerie	English	\$2,550.00
Twibell, Andrew	Media, Journalism & Film	\$1,142.00
VanLanduyt, Cathy	Computer Information Systems	\$2,456.00
Weaver, Marissa	Communication	\$2,448.00
Wessels, Emanuelle	Media, Journalism & Film	\$1,320.00
White, Timothy	Media, Journalism & Film	\$1,457.00
Winkler, Danny	Computer Information Systems	\$4,069.00
Wisdom, Barry	Management	\$1,595.00
Witte, Hough	Finance & General Business	\$9,500.00
Wooden, Shannon R.	English	\$1,265.00

Yarckow-Brown, Ivy

Criminology & Criminal Justice

\$1,108.00

**ADDENDUM C**

**The following have been appointed as Graduate Teaching Assistants for the academic year August 11, 2014 through May 15, 2015**

<u>Name</u>	<u>Department</u>	<u>Salary</u>
Nelli, Apoorva	Biomedical Sciences	\$8,450.00



MISSOURI STATE UNIVERSITY

III.E.2.

BE IT RESOLVED by the Board of Governors for Missouri State University that the actions indicated for non-academic employees, as itemized below, are hereby approved.

**APPOINTMENTS:**

<u>Name</u>	<u>Position-Department</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective</u>
Eric D. Taylor	Videographer/Editor Faculty Center for Teaching & Learning	42	\$30,812 annually	10/01/14
Emily Yeap	Program Coordinator, Service Learning Citizenship & Service Learning	42	\$32,000 annually	10/01/14
Traci L. Brown	Registered Nurse Taylor Health & Wellness Center	42	\$41,807 annually	10/06/14
Hannah Johnson	Residence Hall Night Host/Hostess Residence Life, Housing & Dining Services	10	\$19,552 annually	10/06/14
Stephanie J. Dixon	Academic Administrative Assistant III Music	13	\$28,079 annually	10/13/14
Bretticca S. Moody	Academic Advisor/First Year Experience Coordinator TRIO	42	\$37,000 annually	10/13/14
Flor M. Silva-Galicia	Receptionist Internet Instruction	10	\$23,650 annually	10/16/14
Khalil Q. Williams	Groundskeeper Grounds Services	22	\$20,892 annually	10/20/14
Larry Yoder	Custodian I Residence Life, Housing & Dining Services	21	\$19,799 annually	10/24/14

Non-academic Personnel Board Actions, cont'd.

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Melissa A. Gaddy	Academic Administrative Assistant I Biomedical Sciences	11	\$23,130 annually	11/01/14
Lindsey Reddick	Graphic Designer Student Affairs	42	\$37,500 annually	11/03/14
Jane L. Renner	PLC Resource Specialist SWRPDC	44	\$45,000 annually	11/03/14
Angela D. Young	Assessment & Learning Outcomes Consultant Office of Assessment	43	\$41,000 annually	11/03/14
Kelly J. Brennan	Executive Assistant IV Marketing & Communications	17	\$39,520 annually	11/10/14
Lauren N. Burns	Assistant Director Campus Recreation-Recreation Sports Campus Recreation	42	\$33,966 annually	11/10/14
Ashley D. Sliger	Contracts Administrator Planning, Design and Construction	42	\$32,000 annually	11/17/14

**RESIGNATIONS:**

<u>Name</u>	<u>Position-Department</u>	<u>Effective</u>
Jacklynn A. Lewis	Assistant Director-Loans Financial Aid	07/31/14
Kelley A. Ritter	PBS Consultant Southwest Regional Professional Development Center	09/05/14
Julia K. Ravenscraft	Accountant Financial Services	10/03/14
Laura A. McBride	ELI Instruction Specialist English Language Institute	10/07/14
John R. Hampton	Maintenance General Mechanic Facilities Maintenance	10/15/14

Non-academic Personnel Board Actions, cont'd.

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Ann C. Schroepfel	Teacher Child Development Center	10/17/14
Lindsey Bobbitt	Health Careers Coordinator Southwest Area Health Education Center	10/24/14
Kael Smith	Jr Research Scientist Center for Biomedical & Life Sciences	11/07/14
Jerry L. Veach	Maintenance General Mechanic Facilities Maintenance	11/07/14
Diana Jolly	Assistant Registrar, Records & Registration Office of the Registrar	11/19/14
Andrew W. Wright	Assistant VP & Director of Admissions Office of Admissions	12/12/14
Rebecca Sachwitz	Assistant Teacher Child Development Center	12/19/14

**RETIREMENTS:**

<u>Name</u>	<u>Position-Department</u>	<u>Effective</u>
John D. Avery Jr.	Horticulture Outreach Advisor School of Agriculture	10/31/14
Mary J. Maloney	Academic Administrative Assistant II Counseling, Leadership & Special Education	10/31/14
Barbara S. Gressel	Academic Administrative Assistant II English	12/31/14
Wroy Roworth	Field Support Manager, SWRPDC College of Education	12/31/14

**CHANGE OF STATUS:**

<u>Name</u>	<u>Position-Department</u>	<u>Action</u>	<u>Effective</u>
Thomas J. Bee	Custodian I Plaster Student Union	Change in Start Date	09/29/14

Non-academic Personnel Board Actions, cont'd.

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Lori Day	From: Admission Evaluator Office of Admissions GR 13, \$28,243 annually To: Sr Admission Evaluator Office of Admissions GR 14, \$31,096 annually	Promotion	10/01/14
Pascal Hamon	From: ELI Assistant Director English Language Institute GR 44, \$42,635 annually To: ELI Academic Director English Language Institute GR 45, \$50,000 annually	Reclassification & Salary Adjustment	10/01/14
Jennifer E. Hames	From: Administrative Assistant II Residence Life, Housing & Dining Services-Custodial GR 12, \$27,152 annually To: Administrative Assistant III Greenwood Lab School GR 13, \$30,159 annually	Promotion	10/13/14
Joy L. Rhodes	From: Residence Hall Receptionist Residence Life, Housing & Dining Services GR 10, \$22,950 annually To: Administrative Specialist II Safety & Transportation GR 12, \$26,646 annually	Promotion	10/13/14
Dean Fritz	From: Public Safety Officer Safety & Transportation GR 24, \$25,807 annually To: Public Safety Shift Supervisor Safety & Transportation GR 26, \$32,468 annually	Promotion	10/16/14

Non-academic Personnel Board Actions, cont'd.

Page 5

Melissa L. Warren	<p>From: ITV System &amp; Off Campus Coordinator Outreach GR 42, \$27,966 annually (75% FTE)</p> <p>To: Director, Interactive Video &amp; Off-Campus Programs Outreach GR 44, \$37,585 annually (90% FTE)</p>	<p>Reclassification &amp; Salary Adjustment</p>	10/20/14
Cynthia D. Spaulding	<p>From: Administrative Specialist II Financial Aid GR 12, \$27,081 annually</p> <p>To: Financial Aid Counselor Financial Aid GR 42, \$31,300 annually</p>	Promotion	10/27/14
Rachel A. Knight	<p>From: Assistant to the General Manager KSMU &amp; OPT Broadcast Services GR 44, \$65,616 annually</p> <p>To: Assistant General Manager KSMU &amp; OPT Broadcast Services GR 46, \$73,489 annually</p>	Promotion	11/01/14
Shannon N. Mawhiney	<p>From: Library Associate III Library GR 15, \$36,223 annually</p> <p>To: Digital Archivist GR 44, \$40,569 annually</p>	<p>Reclassification &amp; Salary Adjustment</p>	11/01/14
Nathan M. Neuschwander	<p>From: Library Associate III Library GR 15, \$36,223 annually</p> <p>To: Graphic Designer Library GR 42, \$40,389 annually</p>	<p>Reclassification &amp; Salary Adjustment</p>	11/01/14

Non-academic Personnel Board Actions, cont'd.

Page 6

TaJuan R. Wilson	Director TRIO Programs TRIO Programs From: GR 45, \$53,831 annually To: GR 46, \$60,291 annually	Reclassification & Salary Adjustment	11/01/14
Christina R. Steinman	From: Accounting Technician Financial Services GR 13, \$28,243 annually To: Accountant Financial Services GR 42, \$36,000 annually	Promotion	11/03/14
Megan Barnette	From: Academic Administrative Assistant I Nursing GR 11, \$23,132 annually To: Admission Evaluator Office of Admissions GR 13, \$28,246 annually	Promotion	11/17/14
Angela J. Barker	Instructional Technology Support Specialist College of Arts & Letters From: GR 34, \$53,903 annually To: GR 34, \$56,000 annually	Salary Adjustment	01/01/15
Randy J. Bass	Pharmacist Taylor Health & Wellness Center From: \$99,193 annually To: \$105,193 annually	Salary Adjustment	01/01/15
Cody H. Brewington	Non-Credit Program Coordinator Outreach From: GR 42, \$31,522 annually To: GR 42, \$35,219 annually	Salary Adjustment	01/01/15
Barbara S. Gressel	From: Academic Administrative Assistant II English To: Staff Emeritus English	Change of Status	01/01/15

Non-academic Personnel Board Actions, cont'd.

Page 7

Benjamin P. Metzger	Assistant Director Admissions Office Operations Office of Admissions From: GR 42, \$41,412 annually To: GR 42, \$45,000 annually	Salary Adjustment	01/01/15
Kristi Reynolds	Coordinator of CASL Special Projects Ctr for Applied Sciences & Learning From: GR 42, \$31,274 annually To: GR 42, \$32,000 annually	Salary Adjustment	01/01/15
Holly F. Robison	Academic Administrative Assistant III Psychology From: GR 13, \$29,951 annually To: GR 13, \$32,451 annually	Salary Adjustment	01/01/15
Lori Steele	Assistant Director, Dual Credit Outreach From: GR 41, \$30,255 annually To: GR 41, \$32,978 annually	Salary Adjustment	01/01/15
Darin S. Wallace	Budget Officer College of Arts & Letters From: GR 42, \$41,412 annually To: GR 42, \$43,500 annually	Salary Adjustment	01/01/15
Melissa L. Warren	Director, Interactive Video & Off-campus Programs Outreach From: GR 44, \$37,585 annually To: GR 44, \$40,592 annually	Salary Adjustment	01/01/15
Dixie L. Williams	Assistant Director Admissions Transfer Coordinator Office of Admissions From: GR 42, \$41,032 annually To: GR 42, \$45,000 annually	Salary Adjustment	01/01/15

Non-academic Personnel Board Actions, cont'd.

Page 8

Rebecca L. Harrison	From: Accountant Financial Services GR 42, \$43,061 annually (100% FTE)	Transfer & Change of Status	01/05/15
	To: Accountant International Programs GR 42, \$32,500 annually (75% FTE)		

Vote:  Yea  
 Nay



## **PRESIDENT'S REPORT**

President Clif Smart's report will include updates and comments on the following topics:

1. Winter Commencement and End of Fall Semester
2. Approval of a Resolution to Acknowledge the Board of Governors' Citizen Scholar Award Recipients
3. Legislative Materials for 2015 Session of Missouri General Assembly

IV.A.2.

RECOMMENDED ACTION – Approval of a resolution to acknowledge the Board of Governors Citizen Scholar Award Recipients.

The following resolution was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**WHEREAS**, the Missouri State University Board of Governors wishes to encourage and recognize outstanding students; and

**WHEREAS**, the Board of Governors Citizen Scholar Award has been established to duly honor six students each year who are not only successful academically, but who also exemplify the Public Affairs mission of the University; and

**WHEREAS**, the intent of the Citizen Scholar Award is to identify and recognize students who met criteria that included Ethical Leadership, Cultural Competence, and Community Engagement; and

**NOW THEREFORE, BE IT RESOLVED** that the following students be approved as Citizen Scholars for 2014-2015 and that their names be added to the Citizen Scholar Wall.

Jared Bajkowski  
Jared Cates  
Brittany Donnellan  
Jordan McGee  
Samantha Nichols  
Konnor Temple

**VOTE:**      **AYE** \_\_\_\_\_

**NAY** \_\_\_\_\_

**Comments:** The Citizen Scholar Award recipients were selected by the Citizen Scholars Sub-Committee of the Board of Governors at a meeting held on October 16, 2014 and are being recommended for approval by the Board of Governors at the December 12, 2014 meeting. These individuals were selected from a pool of twenty-five (25) nominees.



## 2015 LEGISLATIVE PRIORITIES

In the 2015 legislative session, Missouri State will advocate for three priorities: (1) a capital appropriation for maintenance and repair projects; (2) combining operating appropriations to the University into a single appropriation; and (3) an operating appropriation increase.

### 1. Capital Appropriation for Maintenance and Repair Projects

Missouri State developed a Facilities Reutilization Plan (FREUP) in the 1990s to identify and fund the most pressing maintenance and repair needs for facilities on the Springfield and West Plains campuses. Many projects identified at the outset of this plan have still not been funded. Flat and reduced state appropriations during the past decade have caused the University's deferred maintenance backlog to reach record highs (\$114.6 million in Fall 2014). Absent significant increases to its operating appropriation, Missouri State does not (and will not in the foreseeable future) have the means to address this backlog on its own.

Missouri State requests a capital appropriation to address four of its most imminent maintenance and repair projects:

- Ellis Hall (\$7,581,818) (houses music programs on the Springfield campus);
- Missouri Hall (\$1,547,890) (will contain classrooms, a computer lab, a conference room, a seminar room, and administrative space for faculty and staff on the West Plains campus);
- Life safety improvements throughout the West Plains campus (\$220,000); and
- Hill Hall (\$9,575,669) (houses teacher preparation and psychology programs on the Springfield campus).

The University will match at least 10% of the cost for these projects. More information about these projects can be found in the attached summaries.

### 2. Combine Operating Appropriations Into a Single Appropriation

Missouri State's funding for core operations is comprised of two items:

1. \$85,218,506 which represents the fiscal year 2015 operating base plus performance funding (section 3.220 of HB 2003 (2014)); and

2. \$1,325,000 for the fiscal year 2015 health initiatives/occupational therapy core (section 3.130 of HB 2003 (2014)).

The health initiatives appropriation was approved for fiscal year 2014 as an ongoing core appropriation based upon the critical community needs for educated, skilled health care providers (section 3.136 of HB 3 (2013)). The health initiatives appropriation was approved to fund a Master of Occupational Therapy degree program at the Springfield campus and to provide funds to enhance the current nursing and respiratory care programs and initiate a new Associate of Applied Science in Allied Health-Certified Nursing Assistant program located at the West Plains campus.

Missouri State requests that these two items be combined into one ongoing appropriation.

### **3. Operating Appropriation Increase**

In fiscal year 2009, the University received \$87.3 million in state appropriations. In fiscal year 2014, MSU received \$78.4 million in state appropriations, meaning its state appropriations decreased by \$8.9 million (10.2 percent) over the past five years. During the same time period, the CPI increased 9.3 percent, the state retirement program (MOSERS) increased its contribution rate by 4.4% (increasing MSU's contribution over \$4 million annually), and MSU's system enrollment went from 21,688 in Fall of 2008 to 24,489 in Fall of 2014, an increase of 2,801 students (12.9 percent).

For fiscal year 2015, the General Assembly appropriated Missouri State \$86.5 million (\$81,039,663 base plus \$1,325,000 for health initiatives plus a performance funding increase of \$4,178,843). The \$1,325,000 appropriation has been withheld. Additionally, three percent of both the base appropriation and performance funding increase have been withheld as required by section 33.290, RSMo. Appropriations still do not reach the fiscal year 2009 level.

In sum, MSU's student body has grown significantly while state appropriations have decreased significantly. To continue providing quality educational services to students, the University has found creative ways to increase revenues through other sources, including enrollment growth (which results in increased gross receipts of tuition and fees, but also increased expenses), private support, student fees, and increased international student enrollment.

The situation is not sustainable. The University is unable to continue covering the funding gap with alternative revenue sources and operating efficiencies.

The University's operating appropriation request seeks a 3% (\$2,556,555) performance funding increase and a \$600,000 increase to address inequitable state funding. The CBHE's "Alternative Operating Budget Recommendations" include a performance funding increase of approximately 5%. Regardless, the message is the same: a pattern should be established to reduce the funding gap for higher education year-over-year.

Missouri State requests an ongoing operating appropriation increase.

**ELLIS HALL (1959)**  
**Springfield Campus**

Ellis Hall houses the Music Department offering programs in performance, composition, musical theater and electronic arts. This facility contains approximately 45,000 square feet, featuring an exterior limestone panel surface, low efficiency single pane glass curtain walls, and 19,000 square feet of roof surface at the end of its life expectancy.

This four-story facility features original interior surfaces retained from original construction. Painted cinder block walls, deteriorating birch paneling, and carpeted walls are prevalent throughout. Delaminating wooden lockers are publicly viewable in the lower hall. Flooring conditions are subject to tiles adhered to concrete using asbestos based adhesives. Partial classroom and hallway flooring has been removed exposing stained and patched concrete surfaces.

Recital halls are less than desirable with poor acoustics, outdated auditorium lighting controls, and textured ceilings incapable of being properly maintained, and generally not appropriate for handicap access. Offices, practice rooms, and storage rooms typically are minimal in space, poorly illuminated, poorly ventilated, leaving an unpleasant atmosphere. Educational technology media is compromised in classrooms and labs with uncontrollable daylighting affecting lecture surfaces.

Climate control throughout the building is poor and is a great concern for expensive musical instruments. Portions of the control system remain original and upgrades are no longer manufacturer-supported. It is typical to find one air moving device serving an entire section of floor, with limited individual thermostat control. It is necessary to replace this system with energy efficient units and greater temperature control. Domestic water piping and associated equipment is reaching the end of its life.

Life safety is lacking throughout the facility. Although the building is equipped with a basic fire alarm panel and smoke detectors, the facility is not equipped with any form of fire suppression. This makes the building, its contents, and occupants vulnerable to risk.

In addition to the items listed above, technology infrastructure; furniture, fixtures and equipment; and moving expenses will need to be anticipated to complete the planning, renovation and rehabilitation of Ellis Hall.

**TOTAL ESTIMATED COST (ELLIS HALL): \$7,581,818**

## **MISSOURI HALL (1966) West Plains Campus**

This University-owned building contains about 8,200 square feet and is currently leased to the United States Postal Service (USPS) and serves as the main post office in West Plains, Missouri. The lease with USPS has an upcoming expiration date. The University will renovate the facility at that time for classroom and faculty and staff administration space. Through the creation of both large and small classrooms, a large computer lab, a conference room, a seminar room, faculty/staff offices, space for administrative support personnel, and a reception area, much needed space will be created, thus making the space functional for University use. The original restroom is still in place and in need of replacement as well as increased number of stalls to accommodate the higher occupancy numbers.

Electrical upgrades and additions are needed to accommodate the new use of the classrooms and offices. By converting the large open space of the Post Office with limited electrical wiring into classrooms and offices, additional electrical wiring and equipment will be needed. Life safety equipment will be required throughout the building to include a fire panel and fire suppression system.

Upgrades would be needed for the climate control system to accommodate the space use change. Going from a large open area to a classroom use area will require replacements and upgrades to the current system to control the environment in the building.

Creating new classroom and office space will require the purchase of classroom and conference room tables and chairs as well as office and administrative support furnishings. Networking equipment will be required to give the classrooms, computer lab, and offices access to the University's computer network for server and internet access. In addition to the network equipment, computers will be needed for the computer lab, instructor stations for the classrooms, and for the faculty/staff offices and administrative support areas.

Exterior improvements include masonry work to the 50 year old building, landscaping changes to reflect the change in use from a Post Office to a University building, and parking improvements to give students, faculty, and staff sufficient access to the building. Installing energy efficient windows will help make the building more economical to operate. Entryways require modifications for ADA access.

**TOTAL ESTIMATED COST (MISSOURI HALL): \$1,547,890**

## **LIFE SAFETY EQUIPMENT West Plains Campus**

Several buildings on Missouri State University's West Plains campus are without a sprinkler system and fire alarm panel. These two items are extremely important to the life and safety of occupants of the building as well as the contents and the building itself. By installing a fire alarm panel, occupants are immediately alerted to the presence of danger, thus giving them enough time to calmly react and exit the building. The fire panel also sends an alert to the central monitoring department on Missouri State University's Springfield campus, which in-turn follows the emergency notification list (i.e. fire department, police, campus safety personnel, etc.) that has been established for the West Plains campus. In addition to the fire panel, a sprinkler system is needed to limit any damage that would be caused by an actual fire in the buildings. By being able to immediately spray water over a fire, the fire can either be totally put out or at least contained enough until emergency personnel can arrive on campus.

**Garnett Library (1927):** This facility contains about 13,000 square feet and is a combination of cinder block, brick, and wood construction, with the roof being constructed totally of wood and asphalt shingles. In addition to typical library functions, the veterans program and academic advising offices are located in this facility. With the combination of books and wood in the facility, there is potential for a huge amount of damage should the building be a victim of a fire. By installing a sprinkler system and a fire panel, the building and its contents have a better chance of survival in the event of a fire.

**Putnam Student Center (1965):** A 4,300 sq. ft. building that contains the dining and student life facility. The dining facility serves breakfast, lunch and dinner seven days a week for the residents of the on-campus dorm (Grizzly House) and those individuals that have purchased a meal plan. The student life activities that take place in the facility include a game room with a pool table, ping pong table and a Wii and/or Xbox. In addition, a small computer lab has been setup for students to use when they are in the building. With the combination of cooking and high student use, this facility has the need to be protected in the event of a fire. Installing a sprinkler system and fire panel is a critical life safety feature.

**Looney Hall (1925):** This three story building is approximately 17,600 square feet and contains several classrooms, offices, and a nursing simulation lab. This building is home to the Nursing and Respiratory Therapy programs on the West Plains campus. With the constant flow of students, faculty, and staff in the building, it is vitally important to have a sprinkler system and a fire panel to protect the people and contents that occupy the building.

**TOTAL ESTIMATED COST (LIFE SAFETY EQUIPMENT): \$220,000**

## **HILL HALL (1924) Springfield Campus**

Hill Hall houses the College of Education and Department of Psychology programs. This facility contains approximately 70,000 square feet, featuring an architectural limestone surface. This four-story facility features original interior surfaces retained from original construction. Painted lathe and plaster walls, wood surfaces, doors, and trim have been exposed to many years of wear and tear. Facility lighting is minimal and inefficient. Offices and classrooms have been created from every useable space over many years and are limited in function to meet the expected learning environment of current educational facilities. Multiple levels throughout the building provide challenges to ADA compliance. Restrooms are in need of total replacement, with some featuring original partitions; they also have limited or no ventilation.

Environmental mechanical equipment was upgraded many years ago, but does not meet current standards. The fourth floor is heated and cooled with multiple zone units of inefficient design. Temperature controls are no longer supported by the original manufacturer. Inaccessible steam piping is deteriorating inside wall cavities and no longer reliable. Due to spaces modified throughout the course of time, multiple areas are served with one mechanical unit and temperature is controlled from a single thermostat, creating extreme hot and cold areas.

Electrical service is limited with aging equipment. Electrical equipment is at or beyond its life expectancy and most switchboards and branch panels utilize obsolete components. Plumbing within the building is original and is becoming compromised over time. Sewer lines, connecting the building to main sewer lines, are in need of replacement. Life safety equipment is marginal for the building, including a basic fire panel and fire suppression system.

In addition to the items listed above, technology infrastructure, furniture, fixtures and equipment, and moving expenses will need to be anticipated to complete the planning, renovation and rehabilitation of Hill Hall.

**TOTAL ESTIMATED COST (HILL HALL): \$9,575,669**



V.A.

## **FACULTY SENATE REPORT**

Dr. Stephen McIntyre, Chairperson for the Faculty Senate, will be present to make a report to the Governors. This report will be made within the guidelines approved at the October 21, 1983, meeting of the Board of Regents.

V.B.

## **Report from the Provost**

Provost Frank Einhellig's report will include updates and comments regarding Academic Affairs.

- 1) Introduction of Dr. Julie Masterson, Associate Provost and Dean of the Graduate College
- 2) Update on Performance Measures
- 3) Update on State Authorization Reciprocity Agreement (SARA) for online students



**THE OFFICE OF RESEARCH ADMINISTRATION  
ACTIVITY REPORT – FISCAL YEAR 2015 THROUGH OCTOBER**

Missouri State University faculty, staff, and students are involved in research, education, and service projects through the support of governmental, business, and philanthropic entities. This report summarizes key aspects of this activity and highlights awards received in FY 2015 through the month of October.

**PROJECT HIGHLIGHTS**

- **Kurt Killion**, professor of mathematics received a **\$36,000** grant from the **Missouri Department of Education** for ITQG Student Support. This grant comes from collaboration with the **University of Missouri-Columbia**, which will provide much needed tuition support for teachers who are pursuing a new state certification, “Elementary Mathematics Specialist,” in grades 1-6. The grant focuses on teachers from “high-need” districts where math expertise and resources tend to be a challenge.
- **Wenping Qiu**, director of the Center for Grapevine Biotechnology, received a grant of **\$50,729** from the **U.S. Department of Agriculture**. This grant will allow the Center to research a newly discovered grapevine virus, establish a next-generation foundation vineyard that is negative for specific grapevine viruses, and assist with education and outreach programs to promote growing clean grapevines.
- **Rayanna Anderson**, director of the SBTDC, received **\$42,000** in grant money from the **Missouri Department of Economic Development**. This money will allow SBTDC to provide additional consultation services for start-up companies and work with business owners pursuing new product development.
- **Mike Reed**, professor in the department of physics, astronomy and materials science, received **\$57,530** from **NASA via the University of Missouri’s Missouri Space Grant Consortium**. This money will be used to pay the salaries of five undergraduate and one graduate student researcher as they work with faculty, conducting research projects related to both astronomy and materials science (nanocomposites).

**RESULTS**

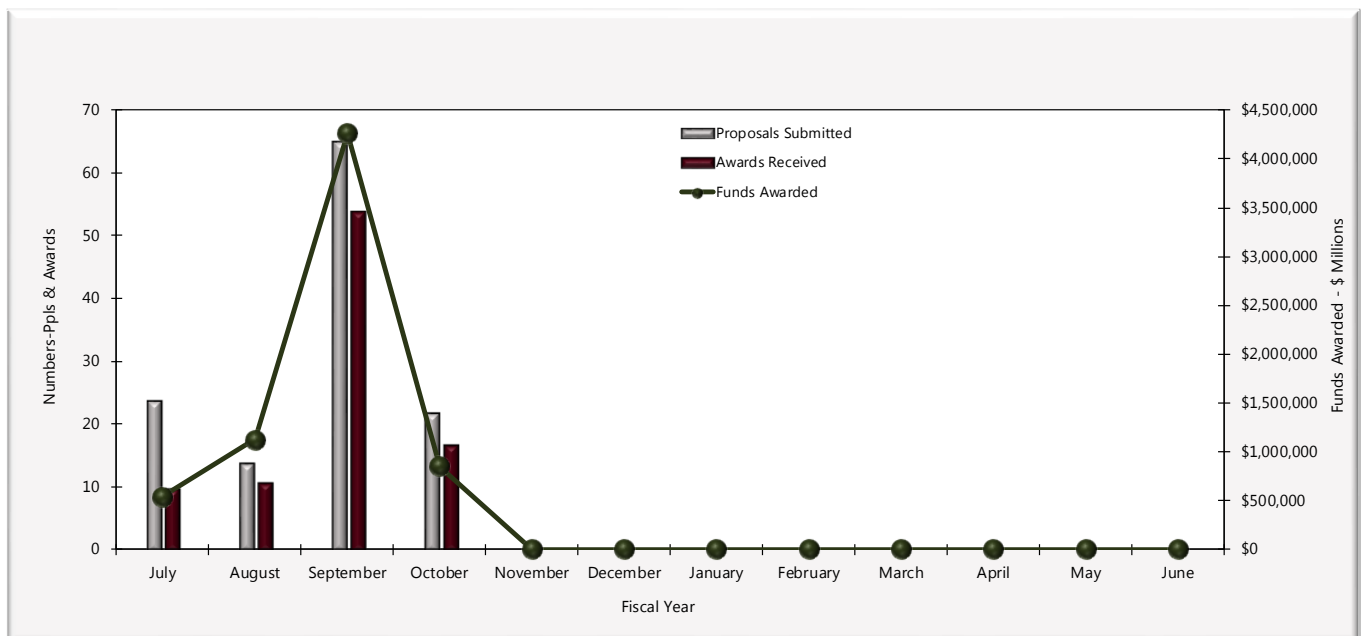
As of the end of October, the University has submitted 125 proposals for support of University-based projects. To date, 92 awards have been received – some of which are from proposals submitted during the previous fiscal year. The commitment of funds in these grants and contracts to date is \$6.7 million. It should be noted that some of these awards are for projects that extend over more than one year, but the formal commitment for funds is only for the current project year.

Key Indicators	Activity for FY 2015	% Change from FY 2014
Proposals Submitted	125	19%
Funds Requested	\$16,870,226	3%
Named Investigators	62	-22%
Grants & Contracts Awarded	92	0%
Funds Awarded	\$6,783,201	-38%

The following is a monthly breakdown of the external funding activity so far in FY 2015:

Sponsored Program Activity FY 2015

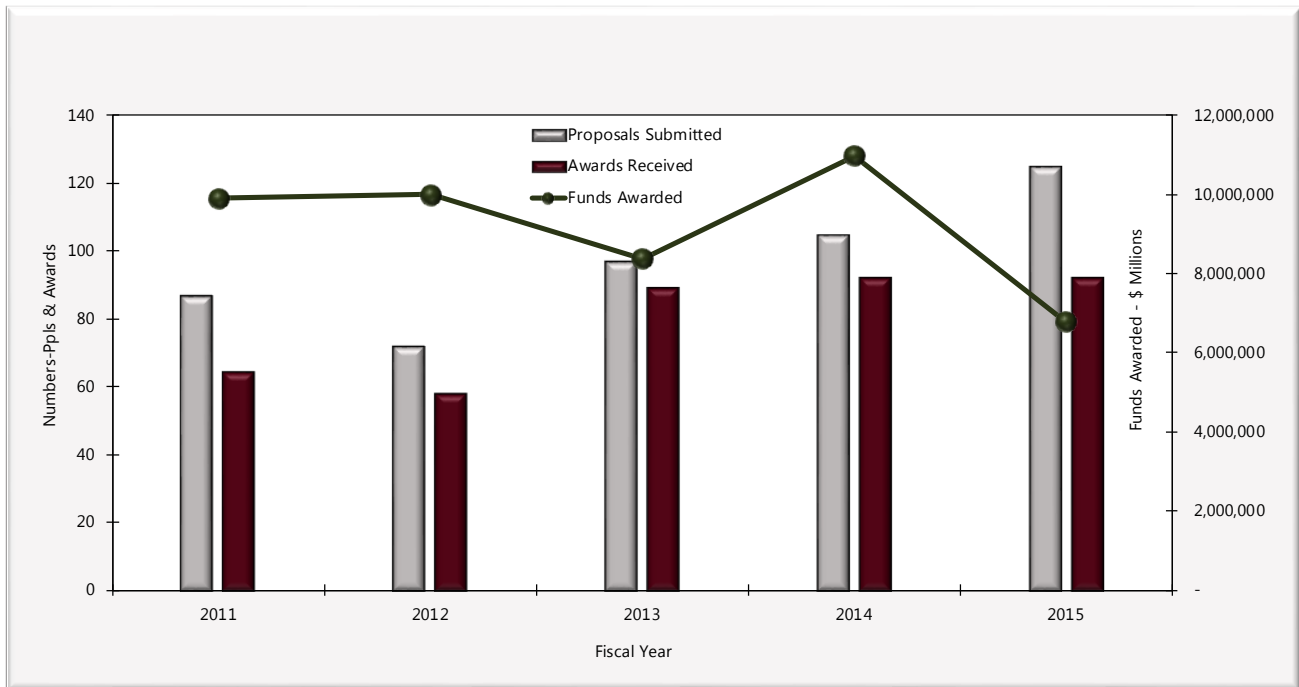
Month	Proposals Submitted	Total Awards	Dollars Awarded
July	24	10	\$541,552
August	14	11	\$1,126,778
September	65	54	\$4,265,965
October	22	17	\$848,906
November	0	0	\$0
December	0	0	\$0
January	0	0	\$0
February	0	0	\$0
March	0	0	\$0
April	0	0	\$0
May	0	0	\$0
June	0	0	\$0
	125	92	\$6,783,201



The following is a comparison of activity over the last five years:

**Cumulative Sponsored Program Activity Through the Month of October (FY 2011- FY 2015)**

Fiscal Year	Proposals Submitted	Number of Awards						\$Millions	
		Facilities &					Ttl Awds	Requested	Awarded
		Education	Equipment	Infrastructure	Research	Service			
2011	87	19	2	0	21	22	64	28,779,920	9,907,006
2012	72	21	2	2	12	21	58	14,068,421	9,994,729
2013	97	27	2	1	18	41	89	9,573,411	8,383,808
2014	105	21	0	2	27	42	92	16,394,654	10,984,865
2015	125	26	0	0	17	50	92	16,870,226	6,783,201



The following is the grant and contract activity for FY 2015, through October, by University Unit.

**Missouri State University**  
**FY 15 Grant/Contract Activity by Unit**

Unit	# Applying		# Awarded		Credit Share*			Actual**		
	Staff	Faculty	Staff	Faculty	Grants / Contracts		Award	Grants / Contracts		Award
					Submit	Awards	\$	Submit	Awards	\$
Admin & Info Services	0	0	0	0	0	0	\$ -	0	0	\$ -
College of Arts & Letters	0	3	0	3	8	8	\$ 226,730	4	4	\$ 226,730
Center for Dispute Resolution	0	1	0	1	2	1	\$ 13,540	2	1	\$ 13,540
College of Business	0	1	0	1	3	3	\$ 1,367,248	3	3	\$ 1,367,248
Center for Project Innovation & Management	0	1	0	1	1	1	\$ 250	1	1	\$ 250
College of Education	2	9	3	6	14	13	\$ 276,818	11	9	\$ 246,921
Institute for Play Therapy	0	0	0	0	0	0	\$ -	0	0	\$ -
Institute for School Improvement	0	0	0	0	0	0	\$ -	0	0	\$ -
Southwest Regional Professional Development Center	1	0	0	1	3	3	\$ 1,248,588	3	3	\$ 1,248,588
College of Health & Human Services	1	12	1	16	14	19	\$ 855,344	11	13	\$ 852,900
Center for Research & Service	0	2	0	2	2	2	\$ 15,748	2	2	\$ 15,748
College of Humanities & Public Affairs	0	0	0	1	0	1	\$ 303,000	0	1	\$ 303,000
Center for Archaeological Research	2	1	1	1	10	3	\$ 57,425	6	2	\$ 57,425
Center for Economic Research	0	1	0	1	1	1	\$ 7,533	1	1	\$ 7,533
Center for Social Science & Public Policy Research	0	1	0	1	1	1	\$ 1,500	1	1	\$ 1,500
College of Natural & Applied Sciences	0	28	0	12	36	14	\$ 187,722	24	13	\$ 221,424
Bull Shoals Field Station	0	1	0	1	1	1	\$ 20,958	1	1	\$ 20,958
Center for Resource Planning & Management	1	1	2	1	8	3	\$ 36,630	5	2	\$ 36,630
Center for Scientific Research & Education	0	0	0	0	0	0	\$ -	0	0	\$ -
Ozark Environmental Water Research Institute	1	1	0	1	7	1	\$ 30,362	4	1	\$ 30,362
Diversity & Inclusion	1	0	1	0	1	2	\$ 530,405	1	2	\$ 530,405
Graduate College	0	0	0	0	0	0	\$ -	0	0	\$ -
Library	0	1	0	3	1	4	\$ 60,065	1	3	\$ 60,065
President	1	0	1	0	1	1	\$ 2,960	1	1	\$ 2,960
Provost	2	2	1	1	4	2	\$ 531,683	4	2	\$ 531,683
Ozarks Public Health Institute	0	1	0	1	5	2	\$ 105,048	5	2	\$ 105,048
Research & Economic Development	4	0	3	0	6	5	\$ 382,894	6	4	\$ 242,894
Center for Applied Science & Engineering	3	0	3	0	8	6	\$ 84,412	5	4	\$ 84,412
Center for Biomedical & Life Sciences	0	1	0	1	5	3	\$ 14,761	5	3	\$ 14,761
Community & Social Issues Institute	0	0	0	0	0	0	\$ -	0	0	\$ -
International Leadership & Training Center	0	0	0	0	0	0	\$ -	0	0	\$ -
Jordan Valley Innovation Center	1	0	0	0	1	0	\$ -	1	1	\$ 140,000
Small Business Development & Technology Center	1	0	1	0	3	3	\$ 47,558	3	3	\$ 47,558
Southwest Missouri Area Health Education Center	1	0	1	0	2	2	\$ 11,935	2	2	\$ 11,935
School of Agriculture	0	5	0	2	7	4	\$ 71,815	5	4	\$ 71,815
Center for Grapevine Biotechnology	0	1	0	1	1	1	\$ 50,729	1	1	\$ 50,729
Mid-America Viticulture & Enology Center	0	0	0	0	0	0	\$ -	0	0	\$ -
Student Affairs	1	0	1	0	1	1	\$ 25,000	1	1	\$ 25,000
West Plains	3	3	2	0	6	2	\$ 214,541	5	1	\$ 213,180
<b>TOTAL</b>	<b>26</b>	<b>77</b>	<b>21</b>	<b>59</b>	<b>163</b>	<b>113</b>	<b>\$ 6,783,201</b>	<b>125</b>	<b>92</b>	<b>\$ 6,783,201</b>

\* Credit Share - divides the proposals/awards between the PI's, therefore proposals/awards may be reflected in the totals more than once.

\*\* Actual - proposals/awards will only be shown in the originating unit.

## VI.A.2.

### **International Programs Board of Governors Report November 2014**

#### **International Programs**

International Education Week (IEW) is an opportunity to celebrate the benefits of international education and exchange worldwide. Missouri State University celebrated the culmination of cultures represented by our 1,622 international students November 7-15 with a series of events intended to reach out to the entire campus and surrounding community.

IEW began officially at MSU November 7 during First Friday ArtWalk. Over 900 people attended Tour of the Globe, an annual event that transforms the Jim D. Morris Center into a cultural bazaar with food, music, art, and dancing. Over 25 of the 88 countries represented at MSU were represented by students during the event hosted by President Smart.

Beginning Monday, November 10, events shifted to campus and included a Dive-In movie at the recreation center in collaboration with Campus Recreation, an International Game Night with the International Public Affairs Leaders, the English Language Institute Luncheon (held in place of the daily Union Club luncheon), a Study Away Student Panel, International Dance Night, and a screening of the documentary “*What Matters?*” with a discussion lead by the filmmakers following the showing of the movie.

The Association of International Students 36<sup>th</sup> Annual Banquet and Show wrapped up a successful week with what many in attendance claimed was their best show yet. Over 500 were in attendance for an internationally-themed dinner and performance showcasing the many talents of the international students at MSU.

#### **China Program**

Numbers for spring - six students from MSU-WP to China Campus, Dalian and five from MSU-Springfield to Qingdao.

Two MSU Springfield students currently studying at Qingdao University for the fall 2014 semester to continue their study for the spring 2015 semester for a total of 7 at Qingdao University.

Partner universities from China continue to send students to Missouri State for the Spring 2015 semester.

#### **English Language Institute**

The ELI has a total of 204 students for the two 8-week sessions. This fall ELI enjoyed a greater diversity than usual of native countries, including Bangladesh, Mexico, Dominican Republic, Ethiopia, Germany, Kyrgyzstan, Myanmar, Nicaragua, Norway, Senegal, Syria, Turkey, Mali,

and Jordan. These students have contributed greatly to the other populations that represent the majority of ELI students: Saudis, Chinese, Koreans, Brazilians, and Japanese.

The ELI Special Programs unit is currently hosting a 4-week Language and Culture Program for 65 Mexican students and professors as part of the 100,000 Strong Initiative for Latin America. This is a new program that encourages and funds educational exchanges between a number of Latin American countries and the U.S. ELI also participated in two separate recruiting trips to Mexico this fall, which should result in increased enrollments in both the ELI and MSU academic programs.

ELI has completed a self-study for reaccreditation with the Commission for English Language Program Accreditation (CEA). The site visit will take place in the spring. As part of the reporting requirements for CEA, ELI has completed statistical analyses of students who completed the ELI and matriculated to graduate programs at MSU. Between AY2007 and AY2012 - 104 ELI Alumni were awarded a Master's degree with an average GPA of 3.49 across 17 fields of study. The top 5 Master's programs for ELI Alumni are MBA (65%), MS Ed. (12%), MACC (8%), MATESOL (4%), and MPA (3%).

### Foreign Language Institute

57 partner students have taken classes at the Foreign Language Institute for Fall 2014 with total enrollment at 352 students in eight different languages.

Language	Total enrollment - all students beginning of Fall 2014	Total partner students
Arabic	35	6
Chinese	68	15
German	33	3
Italian	46	4
Japanese	88	17
Korean	23	2
Portuguese	19	4
Russian	40	5
<b>Total:</b>	<b>352</b>	<b>57</b>

FLI is also working with KY3 and KSPR to create commercials, which will begin airing soon. These commercials will advertise for both our credit and non-credit courses. KSMU will also once again broadcast radio spots for the FLI and plans on including the FLI in its weekly feature program on the radio and on television.

In addition to credit classes, FLI is expanding to offer a series of non-credit courses for the students and community. Courses for travelers in multiple languages and language for medical



and law enforcement professionals have been created and we hope to see a great turnout in Spring.

### **International Leadership and Training Center**

The 2nd annual Qingdao-MSU Biotechnology Program will conclude with a December 16 program completion ceremony. During their five-month stay in Missouri, 17 students and one professor from the Medical College of Qingdao University have taken four biology and English courses, and visited biotechnology research facilities in Kansas City and St. Louis.

The ILTC is also making preparations to conduct a weeklong training program in January for a group of 25 winery CEOs, managers and winemakers from the Ningxia Hui Autonomous Region in China. This training program is a continuation of MSU's strong partnership with the Ningxia wine industry and the first project following Ningxia Governor Liu Hui's November visit to Missouri hosted by the University. During her November 10 visit, Governor Liu toured St. James Winery and MSU's Springfield campus. President Smart hosted a dinner at which the Ningxia Region and MSU signed a Memorandum of Understanding to cooperate on training programs and academic exchanges.

### **International Services**

There are 1,622 international students, representing 88 countries, currently studying at Missouri State University this semester. To date for the spring 2015 semester, IS has received 488 applications and admitted 217 students. At this same time last year, IS had received 491 applications and had admitted 224.

### **Study Away**

#### Exploratory Travel Funds

The Provost provided \$10,000 in funding for faculty exploratory travel for the fall of 2014. The aim of the exploratory travel is to increase the number of faculty-led short-term programs towards an end of increasing students' cultural competence. The Study Away Advisory Committee, made up of seven faculty members, evaluated proposals and awarded \$9,325 to four faculty members to explore The Republic of the Marshall Islands, Haiti, Germany, Uganda and England.

#### Participation Rates

Since 2009, student participation in Study Away has increased 71 percent (263 students to 450 students). Short-term faculty-led programs represent the largest area of growth. MSU will offer 51 short-term faculty-led programs in 2014-15, which compares to 41 programs in 2013-14, a 24 percent increase.

#### Software

Study Away implemented Terra Dotta software which has increased efficiency and accuracy for student applicants this year. Students now apply for programs online, instead of paper. Terra Dotta is integrated with Banner, which provides a times savings for students and staff. In

addition, the software is a tool for Study Away's risk management efforts. For example, student health forms are now securely managed online to better protect private health information.

### Events

Study Away participated in International Education Week with its Tales From Abroad panel on November 12, 2014.

Study Away will partner with Career Services to host a Marketing Your Study Away Experience on March 25, 2015. Students who have studied abroad will benefit from this workshop as participants will receive tips on framing Study Away on resumes and in response to interview questions.

Study Away is offering eight Study Away 101 information meetings in spring 2015. These meetings are casual, drop-in events where students who are considering a study away experience may speak with graduate and undergraduate students who have studied away.

## **REPORT FROM THE OFFICE OF THE VICE PRESIDENT FOR DIVERSITY AND INCLUSION**

Vice President for Diversity and Inclusion, Ken Coopwood, will report on the following topics:

### **Update: DROI Impact Study, SCDC, and Student DCTF**

The Division for Diversity and Inclusion (DDI) is moving ahead with its work to implement and design its diversity administration. This report includes updates on unit reconstruction for fiscal efficiency and data collection, the Statewide Collaborative Diversity Conference, and a newly constructed Student Diversity Coordination Task Force.

#### DROI Impact Study

The OVPDI is engaged in a Diversity Return on Investment (DROI) Impact Study. This work will allow the DDI to address University goals by aligning respective units with metrics and data that support overall goal attainment. Specifically, units will design data schemas, track unit services and responses to program content, compile retention percentages and assess persistence factors. This initiative effort is expected to provide groundbreaking discoveries about diversity unit contributions to overall University retention efforts as well as DDI fiscal contribution to the University's bottom line.

#### Statewide Collaborative Diversity Conference

Progress towards achievement of the 3<sup>rd</sup> SCDC is well underway and looking good. Presentation slots for all sections are full. In addition, the development of regional teams to help with fundraising, selection of the annual Diversity Champion and conference marketing is taking shape with five regions established to cover the state. The confirmed Keynote is Dr. Daryl G. Smith, nationally renowned research fellow and professor emerita of education and psychology at Claremont Graduate University.

The SCDC will continue its signature components which are the luncheon awards, sponsor recognitions and edutainment. However, this year will be the first year for a Diversity Fair, which will showcase diversity consultants from around the state. Finally, a strand of presentations dedicated to the student body will begin the 3-day conference experience.

#### Student Diversity Coordination Task Force (SDCTF)

A student-led edition of the faculty and staff Diversity Coordination Task Force has been established by Diversity Fellow, Dr. Sabrina Brinson. This group of students will address similar issues as the faculty and staff task force, but will pursue overall objectives such as:

- 1- Providing a gateway for student-identified platforms and issues.
- 2-Generating on-going, reciprocal avenues for effective communication between students, administrators, faculty and staff.
- 3-Strategic planning for task force members to network, brainstorm, and collaborate about proactive steps to personify the Public Affairs Mission (Ethical Leadership, Cultural Competence and Community Engagement); embrace diversity; and, to advance inclusionary practices and equity for all students at Missouri State University (MSU).

Respectfully submitted:

Ken Coopwood, Sr., Ph.D.  
VPDI

**Missouri State University Board of Governors**  
**Dec. 12, 2014 meeting**

**Report by Dr. Drew Bennett**  
**Chancellor, West Plains Campus**

- **Performance Funding Measures Met:** Again this year, Missouri State University-West Plains has met all five of the State of Missouri's performance funding measures. Three of these measures look at Student Success and Progress: Three Year Graduation and Transfer Rate, Success in Developmental Mathematics, and Success in Developmental English. The fourth measure assesses the Quality of Student Learning by looking at the Licensure Examination pass rates for students in the Allied Health programs. The last measure evaluates Responsibility and Efficiency by looking at the number of credit hours produced per \$100,000 in state appropriations received.
- **Collegiate Assessment of Academic Proficiency (CAAP) exam results:** For more than 10 years, students at Missouri State-West Plains have scored above the national average in all categories of the Collegiate Assessment of Academic Proficiency (CAAP) examination. Results of the test, which is administered nationwide to graduates of two-year degree programs, were recently released for 2014 graduates and show Missouri State-West Plains students scored above the national mean score in all five categories of the examination. Those categories include writing skills, mathematics, reading, critical thinking and science reasoning. Graduates have scored at or above the national average in all five subject areas for 19 consecutive years. The outstanding performance of our students on this test year after year shows that our academic program is one of the best values in higher education in terms of quality and cost. This is independent, empirical data that proves our students are learning what is expected at an institution of higher education based on national standards. This long history of excellence, as well as this year's significant improvements and high percentages of student success, are evidence of our faculty's professionalism and commitment to the students on our campus.
- **China Trip:** SGA President Shelby Harris and I recently traveled to Dalian, China, with a group from Missouri State University, including Board of Governors member Steve Hoven. During the trip, Shelby had the chance to visit with the six interns from Missouri State-West Plains who are spending the fall semester at the Dalian campus. We are currently preparing six more students to travel to Dalian for the spring semester.
- **NJCAA Volleyball Tournament:** The Missouri State University-West Plains Grizzly Volleyball team ended its 2014 season on a high note Saturday, Nov. 22, by winning the seventh place match at the National Junior College Athletic Association (NJCAA) Division I Women's National Volleyball Championship Tournament in Casper, Wyoming. In addition, freshman middle attacker Penny Liu was named to the all-tournament team. The Grizzlies (27-14), seeded 11th in the three-day event, defeated fourth seeded Tyler Junior College (36-7), Tyler, Texas, in a hard-fought, five-set thriller at the Casper Events Center.
- **Course Fee Revision:** The VIN 113 (Winter Viticulture Technology) course has been renumbered to VIN 212. The VIN 113 course had an approved course fee of \$60 and that fee will transfer to the VIN 212 course being offered this spring semester.

IX.A.

**REPORT BY STUDENT BODY PRESIDENT**

Mr. Jordan McGee, President of the Student Body, will make a report to the Board of Governors.

IX.B.

**Student Affairs Report**  
**Missouri State University Board of Governors**  
December 11, 2014

The Division of Student Affairs' mission is to support student success, foster student engagement, inspire a commitment to public affairs, and instill pride and tradition. Some highlights that have occurred since the October Board meeting include:

**Dean of Students Office**

- Education and awareness initiatives related to sexual assault and violence prevention continue. 5,224 students have completed the *Haven*, an on-line module produced by Everfi. Only 34 students required to complete the program have not registered or logged on to do so.
- Three candidates have been on-campus interviewing as finalist for the Director of Student Conduct position. We hope to have a new director selected by the end of the fall semester.

**Taylor Health & Wellness Center**

- 3,511 free Flu vaccinations have been given to students, faculty, and staff.
- Although Biometrics are not required for faculty and staff this year, the Taylor Lab has given 222 biometric panels to employees and their dependents.
- The Health Risk Appraisal completion rate as of 11/19/14 = 97% as compared to 91% in fall 2013.
- A new Family Medicine Physician, Dr. Don Brockman, has been hired and is off to a good start treating patients.
- Taylor Health Facility has experienced an increase in patient visits, laboratory procedures, and prescriptions filled from 2012 to 2014.

**Taylor Health Facilities Utilization Data**  
**Fiscal Year Ended June 30**

	<u>2012</u>	<u>2013</u>	<u>2014</u>
Patient Visits	32,853	35,396	43,506
Lab Procedures	17,048	18,291	20,648
Prescriptions Filled	43,713	48,060	49,168

**Plaster Student Union**

- Renovation are underway in the PSU Grand Ballroom. The ballroom is undergoing a cosmetic renovation that includes new audio-visual equipment, carpeting, lighting, and wall coverings. The finished space will result in an updated facility complementing the recent third floor hallways and meeting room updates. The Grand Ballroom will be back online for event use at the end of January.

**MSU Bookstore**

- The MSU Bookstore provides employment opportunities for over 150 students, paying wages totaling \$555,000 last year alone!
- Cathy Smith, prior member of the MSU Board of Governors, has authored "*Where's Boomer?*" through Mascot Books. The book will be sold through the MSU Bookstore starting December 12<sup>th</sup> and proceeds will go to a scholarship fund. Thank you Cathy!

**Office of Student Engagement**

- Approximately 62 student organizations participated in Homecoming activities this year. We had record attendance at almost all of the events and implemented a new event call *Field Day* which was very popular.
- Over 13,000 students attended Student Activities Council activities so far this year. Events included that cultures awareness programs, lectures on bystander intervention, mental health awareness, and entertaining events like concerts and comedians.

- Traditions Council continued to promote Missouri State spirit, traditions and athletics by co-hosting tailgates for every home football game, providing transportation to Missouri State/University of Central Arkansas football game, and distributing-shirts, scarves, foam fingers, etc. in order to increase school pride.
- Fraternity and Sorority Life is pleased to welcome representatives from Delta Sigma Phi, who are currently on campus seeking to establish a new men's social fraternity. We anticipate colonization to occur this spring semester, which will bring the number of IFC chapters on campus to 18.
- Fraternity and Sorority Life hosted Jennifer Jones, National President of the National Pan-Hellenic Council, on campus November 24<sup>th</sup> to meet with faculty, staff and students talking about the long-term positive impact of Greek involvement while in college.
- We recently had 175 students apply for 60 spaces in the Commerce Bank Emerging Leaders program. This is the most applicants we have had in 13 years. We attribute the growth to a combination of an online application, promotion at SOAR and longevity of the program.

### **Residence Life, Housing and Dining**

- Residence Life, Housing, and Dining Services hosted an opportunity for students to provide their feedback on furniture design ideas for the Sunvilla Apartments renovation. Over 100 students attended the forum and Residence Life staff continue to receive feedback forms via campus e-mail.
- Wells Hall Director Spencer Orr received the NASPA-IV West Rising Star Graduate Student award. NASPA-IV West is a ten-state region and Spencer received the award for the state of Missouri.
- Our residence hall system continues to be slightly over-capacity (100.13%), with 17 women residents currently in overflow housing status. We anticipate permanent housing for these residents at spring semester.

### **Foster Recreation Center**

- Over 400 students attended the "Wise and Well" Health Fair held at the Foster Recreation Center and co-sponsored by Campus Recreation, Wellness Programs, and Taylor Health and Wellness Center. Attendees enjoyed demonstrations, exhibits, and giveaways from a variety of health, fitness, and wellness vendors and organizations.

### **Enrollment Management**

- Our applications from first-time students for the fall 2015 semester are looking good. Currently, we are up 11 percent over this time last year. We are seeing increases in most categories of students, including underrepresented students (especially Hispanic), students with high ACT scores, and students from other states. Of course, it's a long time between now and the start of the fall semester, but we have reason to be optimistic that we will have another strong freshman class.
- We have a search underway for a new Director of Admissions to replace Andrew Wright, who is leaving us to become Vice President for Enrollment Management at the University of Southern Indiana.
- The Office of the Registrar implemented an upgrade to a class scheduling tool that provides students with even greater flexibility in planning their schedules and registering for classes.
- The Career Center hosted an *Opportunity Fair* on October 21 for students interested in graduate schools as well as internships, volunteer opportunities, part-time jobs and full-time jobs with non-profit organizations, government agencies, health care facilities, media, police departments and other organizations. More than 70 organizations were represented and more than 200 students attended.
- The Graduate Need-Based Scholarship will be implemented for the spring 2015 semester. We currently have about 15 eligible applicants for this new scholarship for students who were Pell eligible as undergraduates, had at least a 3.25 GPA, and enroll in a graduate program within a year of receiving their bachelor's degree. The value is \$1,000 and it is renewable for two additional semesters (up to \$3,000 total).

Respectfully submitted by,

Dee Siscoe  
Vice President for Student Affairs  
Missouri State University

X.A.

**REPORT FROM STAFF SENATE**

Mr. Scott Fiedler, Chairperson of the Staff Senate, will make a report to the Board.



**Report of Gifts  
to the  
Missouri State University Foundation  
Monthly and Year-to-Date**

	Year	MONTHLY						YEAR-TO-DATE		
		Designations under \$1,000		Designations \$1,000 and over		Totals for October		Running Totals		Year
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	
<b>Annual Gifts</b>	FY 14	3,430	\$209,076	101	\$221,120	3,531	\$430,196	12,029	\$2,072,129	FY 14
	<b>FY 15</b>	3,672	\$184,097	102	\$289,266	3,774	\$473,363	14,414	\$2,199,319	<b>FY 15</b>
<b>Special Campaigns</b>	FY 14	25	\$2,934	9	\$52,290	34	\$55,224	571	\$1,028,342	FY 14
	<b>FY 15</b>	60	\$5,397	4	\$38,500	64	\$43,897	623	\$1,554,620	<b>FY 15</b>
<b>One Time Gifts</b>	FY 14	0	\$0	8	\$82,486	8	\$82,486	36	\$1,468,742	FY 14
	<b>FY 15</b>	0	\$0	7	\$101,166	7	\$101,166	21	\$1,356,420	<b>FY 15</b>
<b>TOTALS</b>	FY 14	3,455	\$212,010	118	\$355,896	3,573	\$567,906	12,636	\$4,569,213	FY 14
	<b>FY 15</b>	3,732	\$189,494	113	\$428,932	3,845	\$618,426	15,058	\$5,110,359	<b>FY 15</b>

MISSOURI STATE UNIVERSITY FOUNDATION  
 INCOME SUMMARY TOTALS BY TYPE AND SOURCE  
 07/01/2014 TO 10/31/2014

SOURCE	UNRESTRICTED CURRENT	RESTRICTED CURRENT	ENDOWMENT	GIFTS OF PROPERTY	TOTAL 7/1/2014 TO 10/31/2014	TOTAL 7/1/2013 TO 10/31/2013
G I F T S						
ALUMNI	\$23,069	\$729,731	\$78,232	\$4,645	\$835,677	\$1,030,507
FRIENDS	800	1,417,160	120,276	26,735	\$1,564,972	1,796,600
PARENTS	635	44,963	1,597	250	\$47,445	52,391
FOUNDATIONS	10	295,392	31,250	0	\$326,652	138,593
ORGANIZATIONS		25,491	12,743	1,525	\$39,759	400,379
BUSINESSES	2,938	960,785	91,040	1,241,091	\$2,295,854	1,150,743
GIFT TOTAL	<u>\$27,452</u>	<u>\$3,473,523</u>	<u>\$335,139</u>	<u>\$1,274,245</u>	<u>\$5,110,359</u>	<u>\$4,569,213</u>

	NUMBER OF DONORS 7/1/2014 TO 10/31/2014	NUMBER OF DONORS 7/1/2013 TO 10/31/2013
ALUMNI	3,455	3,470
FRIENDS	5,322	5,197
PARENTS	501	420
FOUNDATIONS	18	15
ORGANIZATIONS	36	46
BUSINESSES	508	514
TOTAL	<u>9,840</u>	<u>9,662</u>

**Report of Gifts  
to the  
Missouri State University Foundation  
Monthly and Year-to-Date**

	Year	MONTHLY						YEAR-TO-DATE		
		Designations under \$1,000		Designations \$1,000 and over		Totals for November		Running Totals		Year
		No.	Amount	No.	Amount	No.	Amount	No.	Amount	
<b>Annual Gifts</b>	FY 14	2,562	\$138,339	85	\$508,575	2,647	\$646,914	14,676	\$2,719,043	FY 14
	<b>FY 15</b>	3,268	\$172,608	49	\$190,273	3,317	\$362,881	18,045	\$2,585,327	<b>FY 15</b>
<b>Special Campaigns</b>	FY 14	254	\$12,116	22	\$64,975	276	\$77,091	847	\$1,105,433	FY 14
	<b>FY 15</b>	28	\$3,383	5	\$859,549	33	\$862,932	656	\$2,417,552	<b>FY 15</b>
<b>One Time Gifts</b>	FY 14	0	\$0	12	\$543,338	12	\$543,338	48	\$2,012,080	FY 14
	<b>FY 15</b>	0	\$0	10	\$112,061	10	\$112,061	31	\$1,468,481	<b>FY 15</b>
<b>TOTALS</b>	FY 14	2,816	\$150,455	119	\$1,116,888	2,935	\$1,267,343	15,571	\$5,836,556	FY 14
	<b>FY 15</b>	3,296	\$175,991	64	\$1,161,883	3,360	\$1,337,874	18,732	\$6,471,360	<b>FY 15</b>

MISSOURI STATE UNIVERSITY FOUNDATION  
 INCOME SUMMARY TOTALS BY TYPE AND SOURCE  
 07/01/2014 TO 11/30/2014

SOURCE	UNRESTRICTED CURRENT	RESTRICTED CURRENT	ENDOWMENT	GIFTS OF PROPERTY	TOTAL 7/1/2014 TO 11/30/2014	TOTAL 7/1/2013 TO 11/30/2013
G I F T S						
ALUMNI	\$40,829	\$790,455	\$96,713	\$6,522	\$934,519	\$1,247,227
FRIENDS	3,742	1,702,141	142,592	47,190	\$1,895,665	2,403,148
PARENTS	2,634	57,147	2,065	250	\$62,096	66,314
FOUNDATIONS	25	1,016,642	31,250	1,525	\$1,049,442	141,693
ORGANIZATIONS	10	60,291	85,843	1,243,412	\$1,389,556	471,334
BUSINESSES	4,503	1,031,679	103,900		\$1,140,082	1,506,840
GIFT TOTAL	<u>\$51,743</u>	<u>\$4,658,355</u>	<u>\$462,364</u>	<u>\$1,298,899</u>	<u>\$6,471,360</u>	<u>\$5,836,556</u>

	NUMBER OF DONORS 7/1/2014 TO 11/30/2014	NUMBER OF DONORS 7/1/2013 TO 11/30/2013
ALUMNI	4,083	4,096
FRIENDS	6,173	5,695
PARENTS	751	675
FOUNDATIONS	21	18
ORGANIZATIONS	46	55
BUSINESSES	571	576
TOTAL	<u>11,645</u>	<u>11,115</u>

# RESOLUTION

**WHEREAS**, Beverly “Bev” Miller, a 1973 alumna of Missouri State University, was named to the Board of Governors on January 3, 2012; and

**WHEREAS**, Governor Miller served as Vice Chair of the Board from January 1, 2013 to December 31, 2013 and served as Chair of the Board from January 1, 2014 to December 31, 2014; and

**WHEREAS**, Governor Miller was a member of the Board who hired Clifton M. Smart III as the 11<sup>th</sup> President of Missouri State University in October of 2012; and

**WHEREAS**, during Governor Miller’s time on the Board, the University grew and improved in many ways, including setting campus and system enrollment records; increasing diversity on campus; competing in multiple post-season athletic events; receiving the Missouri Valley Conference All-Sports Championship for 2011-2012; adding new bachelors, masters, and doctoral academic programs, including a collaborative Doctor of Pharmacy program with the University of Missouri – Kansas City; adding the Foreign Language Institute, the International Leadership and Training Center, and the eFactory; achieving HLC accreditation for the West Plains campus; achieving accreditation for the University’s teacher preparation programs from the Council for the Accreditation of Educator Preparation; acquiring, constructing, and renovating multiple facilities on the Springfield campus (including McQueary Family Health Sciences Hall, Monroe Apartments, Robert W. Plaster Center for Free Enterprise and Business Development, Brick City, Bill R. Foster and Family Recreation Center, Robert W. Plaster Stadium, Betty and Bobby Allison South (Soccer and Track) Stadium, Betty and Bobby Allison North (Field Hockey and Lacrosse) Stadium, Betty and Bobby Allison Sand Volleyball Stadium, Jim D. Morris Basketball Complex, Mary Jo Wynn Academic Achievement Center, Pummill Hall, Kentwood Hall, Sunvilla Tower, Meyer Library, Jim D. Morris Center, O’Reilly Clinical Health Sciences Center, and Davis-Harrington Welcome Center); constructing and renovating multiple facilities on the West Plains campus (including Gohn Hall and the Student Recreation Center); celebrating the 50<sup>th</sup> anniversary of the West Plains Campus; and successfully completing the *Our Promise* comprehensive campaign exceeding \$150 million; and

**WHEREAS**, as an engaged resident of the Lebanon area, Governor Miller played a critical role in establishing the University’s physical presence and community profile in Lebanon; and

**WHEREAS**, as a former educator, Governor Miller served as a voice for faculty and other University employees, encouraging administration to develop creative avenues to increase compensation and benefits for faculty and staff.

**NOW, THEREFORE, BE IT RESOLVED** that the faculty, staff, students and administrators of Missouri State University, along with her past and current colleagues on the Board of Governors, acknowledge and thank Governor Bev Miller for her tireless and excellent work on behalf of the University as a member of the Board of Governors.

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Clifton M. Smart III  
President  
Missouri State University  
Presented December 12, 2014

# RESOLUTION

**WHEREAS**, Orvin T. “Orv” Kimbrough, a proud supporter of and advocate for Missouri State University, was named to the Board of Governors on September 12, 2008; and

**WHEREAS**, Governor Kimbrough served as Vice Chair of the Board from August 3, 2012 to December 31, 2012 and served as Chair of the Board from January 1, 2013 to December 31, 2013; and

**WHEREAS**, Governor Kimbrough was a member of the Board who hired Clifton M. Smart III as the 11<sup>th</sup> President of Missouri State University in October of 2012; and

**WHEREAS**, during Governor Kimbrough’s time on the Board, the University grew and improved in many ways, including setting campus and system enrollment records; increasing diversity on campus; competing in multiple post-season athletic events by the Bears, Lady Bears, Grizzlies, and Lady Grizzlies; receiving the Missouri Valley Conference All-Sports Championship for 2011-2012; implementing the 2011-2016 Long-Range Plan titled *Fulfilling Our Promise*; adding new bachelors, masters, and doctoral academic programs, including a collaborative Doctor of Pharmacy program with the University of Missouri – Kansas City; adding the Foreign Language Institute, the International Leadership and Training Center, and the eFactory; achieving HLC accreditation for the West Plains campus; achieving accreditation for the University’s teacher preparation programs from the Council for the Accreditation of Educator Preparation; acquiring, constructing, and renovating multiple facilities on the Springfield campus (including Sicheluff Hall, Greenwood Science Labs, McQueary Family Health Sciences Hall, Monroe Apartments, Christopher S. Bond Learning Center, Robert W. Plaster Center for Free Enterprise and Business Development, Brick City, Bill R. Foster and Family Recreation Center, Robert W. Plaster Stadium, Betty and Bobby Allison Intramural Fields, Betty and Bobby Allison South (Soccer and Track) Stadium, Betty and Bobby Allison North (Field Hockey and Lacrosse) Stadium, Betty and Bobby Allison Sand Volleyball Stadium, Jim D. Morris Basketball Complex, Mary Jo Wynn Academic Achievement Center, Pummill Hall, Kentwood Hall, Sunvilla Tower, Meyer Library, Jim D. Morris Center, O’Reilly Clinical Health Sciences Center, and Davis-Harrington Welcome Center); constructing and renovating multiple facilities on the West Plains campus (including Gohn Hall and the Student Recreation Center); celebrating the 50<sup>th</sup> anniversary of the West Plains Campus; and successfully completing the *Our Promise* comprehensive campaign exceeding \$150 million; and

**WHEREAS**, Governor Kimbrough guided the Board’s efforts to reinvent its meeting schedule, agenda, and committee structure, allowing the Board to more efficiently and effectively govern the University; and

**WHEREAS**, Governor Kimbrough represented the University at numerous events in the St. Louis area and throughout the state of Missouri, and his influence was critical in the University’s efforts to expand its profile in the St. Louis area.

**NOW, THEREFORE, BE IT RESOLVED** that the faculty, staff, students and administrators of Missouri State University, along with his past and current colleagues on the Board of Governors, acknowledge and thank Governor Orv Kimbrough for his tireless and excellent work on behalf of the University as a member of the Board of Governors.

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Clifton M. Smart III  
President  
Missouri State University  
Presented December 12, 2014

# RESOLUTION

**WHEREAS**, Carrie Tergin, a 1994 alumna of Missouri State University, was named to the Board of Governors on January 8, 2013; and

**WHEREAS**, Governor Tergin served on the Executive Committee of the Board from January 1, 2014 to December 31, 2014; and

**WHEREAS**, during Governor Tergin's time on the Board, the University grew and improved in many ways, including setting campus and system enrollment records; increasing diversity on campus; competing in multiple post-season athletic events; adding new bachelors, masters, and doctoral academic programs, including a collaborative Doctor of Pharmacy program with the University of Missouri – Kansas City; adding the International Leadership and Training Center and the eFactory; achieving HLC accreditation for the West Plains campus; achieving accreditation for the University's teacher preparation programs from the Council for the Accreditation of Educator Preparation; acquiring, constructing, and renovating multiple facilities on the Springfield campus (including Robert W. Plaster Center for Free Enterprise and Business Development, Brick City, Robert W. Plaster Stadium, Betty and Bobby Allison South (Soccer and Track) Stadium, Betty and Bobby Allison North (Field Hockey and Lacrosse) Stadium, Betty and Bobby Allison Sand Volleyball Stadium, Jim D. Morris Basketball Complex, Mary Jo Wynn Academic Achievement Center, Pummill Hall, Kentwood Hall, Sunvilla Tower, Meyer Library, Jim D. Morris Center, O'Reilly Clinical Health Sciences Center, and Davis-Harrington Welcome Center); constructing and renovating multiple facilities on the West Plains campus (including Gohn Hall); and celebrating the 50<sup>th</sup> anniversary of the West Plains Campus; and

**WHEREAS**, Governor Tergin's business and civic presence in Jefferson City has provided the University with valuable relationships, contacts, and resources in the capitol and throughout mid-Missouri; and

**WHEREAS**, Governor Tergin regularly traveled to attend University events throughout the state and has consistently and enthusiastically supported the University in her business, civic, and social activities.

**NOW, THEREFORE, BE IT RESOLVED** that the faculty, staff, students and administrators of Missouri State University, along with her past and current colleagues on the Board of Governors, acknowledge and thank Governor Carrie Tergin for her tireless and excellent work on behalf of the University as a member of the Board of Governors.

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Clifton M. Smart III  
President  
Missouri State University  
Presented December 12, 2014

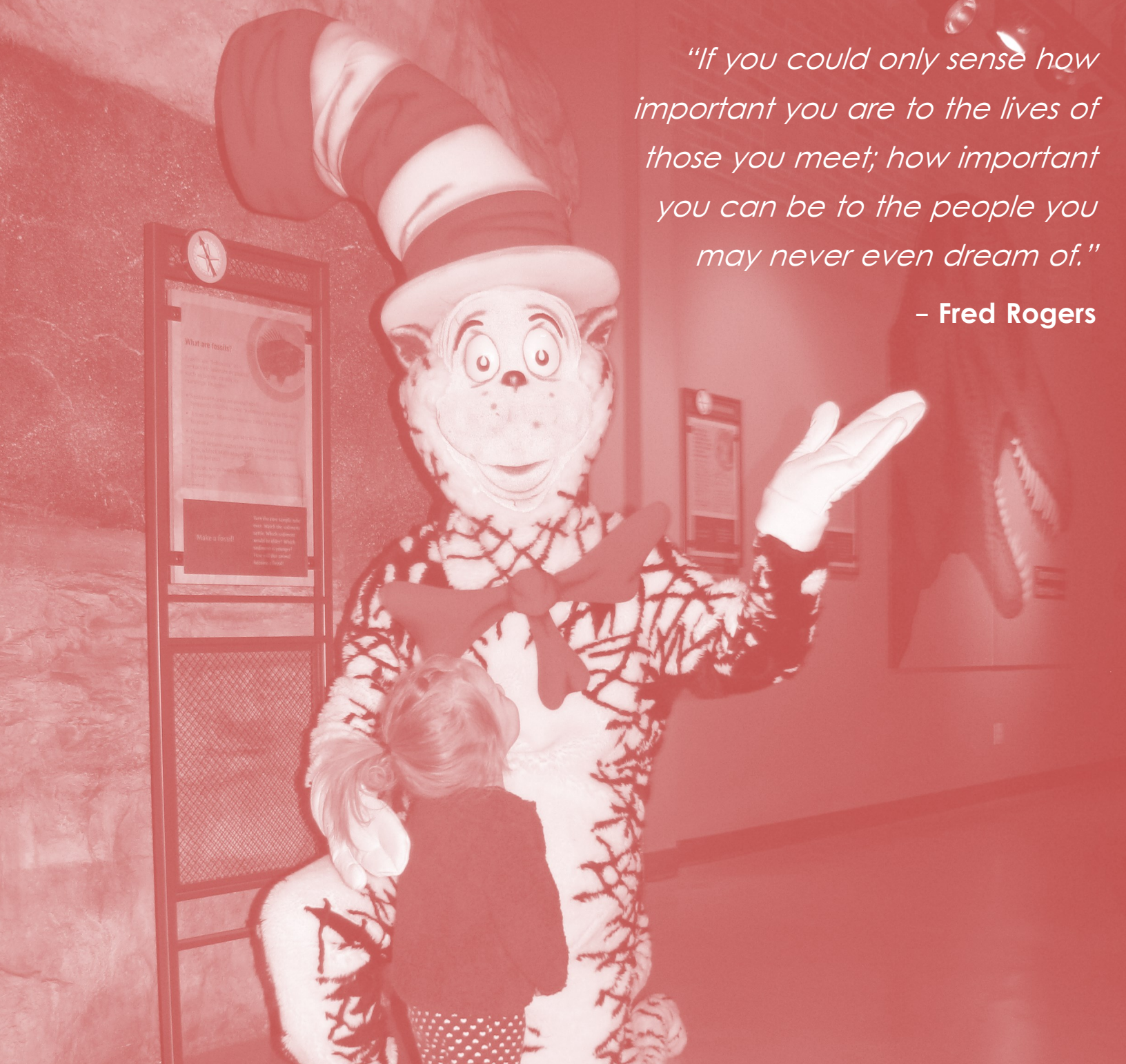
### **Broadcast Services Presentation Overview:**

Dr. Jim Baker and Ozarks Public Broadcasting General Manager Tammy Wiley will lead a discussion about Missouri State University's Broadcast Services unit which includes the KSMU Radio Network and Ozarks Public Television (OPT), collectively known as Ozarks Public Broadcasting. The presentation will include a brief history of the stations, a look at the number of listeners and viewers served, education opportunities available for students, and a summary of the overall structure and funding model for the operation. They will also provide an overview of the programming provided by KSMU and OPT, with a focus on local programming and its ties to MSU's overriding mission in public affairs. For your reference, the stations' most recent *Local Content and Service Report* – a required annual report to the public summarizing how the stations serve the local community – is attached.

### **Discussion Questions:**

- **How can we strengthen our role as conveners and facilitators of important community conversations utilizing the combined strengths and resources of Missouri State (students, faculty/staff, facilities) and Ozark Public Broadcasting?**
- **How do we best prepare for the funding challenges that come with the current reality of diminishing government funding for public broadcasting?**
- **How does public broadcasting remain relevant in today's technological and media landscape?**





*"If you could only sense how important you are to the lives of those you meet; how important you can be to the people you may never even dream of."*

**– Fred Rogers**

# ozarks public broadcasting

2013 LOCAL CONTENT AND SERVICE REPORT TO THE COMMUNITY

# MISSION IN ACTION

Ozarks Public Broadcasting encourages the exploration of ideas and their application to citizenship.

## Local Value

Ozarks Public Broadcasting, comprised of Ozarks Public Television and KSMU Radio, informs, entertains and inspires viewers and listeners across the Ozarks. As public broadcasters, we take very seriously the trust our listeners and viewers place in us to be their source for news and information, a safe place for their families and a platform for the exchange of ideas through civil discourse. Through both local content and national programming, we are proud to serve the individuals and families of the Ozarks.

## Key Services

### ▪ Documenting the Ozarks ▪

One of our most important roles as public broadcasters is to be purveyors of history and culture for our region. Through our local programming initiatives, we are committed to documenting, presenting and preserving the history and heritage of the Ozarks.

### ▪ Educating the Ozarks ▪

From cradle to college and far beyond, Ozarks Public Broadcasting is committed to lifelong education. Through programming, outreach projects and a focus on student training, we turn our facilities—as well as any home or car with a television or radio across the Ozarks—into classrooms that encourage education and understanding.

### ▪ Engaging the Ozarks ▪

While we're very proud of our award-winning broadcast programming, our impact goes beyond the airwaves. Through local outreach initiatives, we seek to engage our listeners and viewers around ideas and efforts that make our communities, our region and our world a better place to live.

## Local Impact

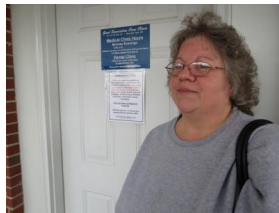
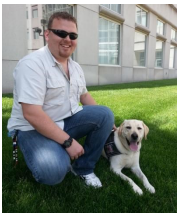
Ozarks Public Broadcasting reaches our entire community. Because Ozarks Public Television and KSMU Radio are available at no charge through over-the-air broadcast, we're able to serve all families in our community—regardless of their financial means.

That means that every child in our community has access to educational programming that promotes success in school and every individual has access to information and ideas that promote engagement in their community.



# IN OUR COMMUNITY

From within our community, Ozarks Public Broadcasting understands and addresses the issues that impact the Ozarks.



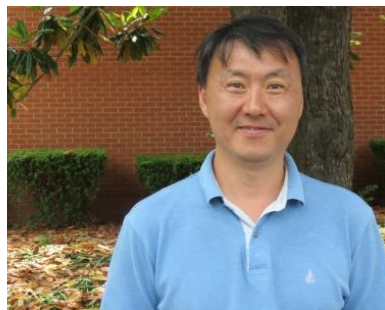
Ozarks Public Broadcasting's **Sense of Community** addresses topics through in-depth radio features on KSMU and regular call-in programs on OPT. In 2013, the series covered a variety of topics including homelessness in the Ozarks, the role of service animals in our community, the impact of debt on Ozarkians, and a localized look at the Affordable Care Act.

## Sense of Community

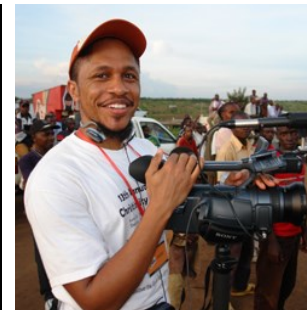
## Color Me Rad

What's better than getting out and getting some exercise with your family and friends? Getting outrageously painted with colorful powder while you do it!

The first annual **Color Me Rad 5K for OPT Kids** was a huge success, with over 5,000 runners coming out to celebrate health and raise support for their favorite children's programs on OPT.



Each month, host Jennifer Davidson delves into international news from a local perspective. **Around the World, Here at Home** brings listeners a unique and thoughtful perspective on global issues by featuring Ozarks' residents who hail from around the world. Because our region boasts a rich diversity of individuals, Ozarks Public Broadcasting is committed to telling stories that reflect that diversity.





# OUR SMALLEST CITIZENS

Ozarks Public Broadcasting is deeply committed to educating our community's youngest citizens.

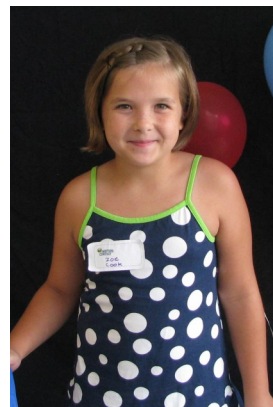
## Seuss Science Day 2013



Ozarks Public Television's **Seuss Science Day** is quickly becoming an annual favorite for families across the Ozarks. Mercy Children's Hospital, the Discovery Center of Springfield and the Cat in the Hat himself help us celebrate Dr. Seuss' birthday in a big way!

It's a great event with lots of fun activities, but the absolute best thing about the day is seeing little eyes light up as fun and play intersect with exploration and learning. From story times to science experiments and so much more, **Seuss Science Day** helps show area kids that learning is fun!

## PBS KIDS Writers Contest



Through Springfield Public School's **Partners in Education**, KSMU Radio hosts a group of fifth graders from Rountree Elementary each month. These young reporters prepare a news report on the activities of each class in their school. The students work with one of KSMU's professional journalists and get the chance to see what it's like to work at a radio station.

Education for citizens of all ages is central to the mission of Ozarks Public Broadcasting, and we're pleased to have the opportunity to host and teach some of our community's youngest residents.

The Ozarks Public Television **PBS KIDS Writers Contest** is a chance for young readers to become authors, developing and showcasing their skills by creating an original story with illustrations. The stories are judged by a local panel and the winners are recognized during a banquet held at the station. Our local winning entries go on to compete in the national **PBS KIDS Writers Contest**.

OPT is pleased to have the opportunity to encourage the children in our community to develop their reading and writing skills, as well as their creativity.

# LIFELONG LEARNING

From cradle to college and beyond, Ozarks Public Broadcasting seeks to encourage and facilitate lifelong learning.

## A Training Ground for Students

Ozarks Public Broadcasting believes in lifelong learning. One way we put this mission into action is by providing hands-on training for college students. We turn our facilities into a real-world classroom and give students the opportunity to put their studies into practice. We provide student training in virtually every area of our operation—journalism, on-air announcing, marketing, engineering, TV production and much more. It is a win-win situation, as students add to the work that we do for our community and receive the opportunity to gain experience and hone their skills in a professional environment.

And we take pride in imparting more than just job skills. Because we know we're teaching tomorrow's broadcasters and community leaders, we take time to instill the importance of civility, integrity and collaboration.



## Reaching Seniors

In 2013, Ozarks Public Television undertook a project aimed at increasing the quality of life for local senior citizens. Through a partnership with the Greene County Senior Citizens Tax Fund, OPT collaborated with the Southwest Center on Aging to develop a series of spots that speak to the most pressing issues faced by local seniors.

Our community has so many wonderful programs and resources that help ensure health and a high quality of life for seniors. The objective of the **Reaching Seniors** series was to ensure that citizens who need these services are aware of their existence.

The first year of the series was a huge success, matching many seniors with resources they need. OPT hopes to build upon this work and continue to serve this important

group in our community.

Democracy cannot succeed unless those who express their choice are prepared to choose wisely. The real safeguard of democracy, therefore, is education.

- Franklin D. Roosevelt

**Making Democracy Work** is a partnership between KSMU Radio and the League of Women Voters of Southwest Missouri. The program explores civic issues through interviews with community leaders and elected officials.

Through news, feature programming and partnerships like **Making Democracy Work**, Ozarks Public Broadcasting is committed to exploring ideas and their application to citizenship.



# FUTURE GENERATIONS

Ozarks Public Broadcasting documents, presents and preserves our local history, heritage and culture for the good of future generations.

## Community Ties: The Frisco Railroad in Southwest Missouri



In December 2013, Ozarks Public Television debuted a much-anticipated, and enthusiastically received, local documentary.

**Community Ties: The Frisco Railroad in Southwest Missouri** is an informative, entertaining and nostalgic trip along a pioneering, legendary and beloved railroad company that shared an inseparable success and unforgettable history with Missouri and the Ozarks.

Featuring interviews with multiple generations of railroad workers and a rich collection of archival materials, **Community Ties** is a wonderful example of OPT's commitment to capturing and preserving the collective history of the Ozarks.

**OzarksWatch Video Magazine** is an ongoing commitment to document, present and preserve the history and culture of our region. Through studio interviews and location segments, hosts Jim Baker and Dale Moore bring interesting people, places and stories of the Ozarks into viewers' homes each week.

Through **OzarksWatch**, we've had the privilege of capturing so many unique stories and individuals, many of whom are no longer with us. Highlighting our region's culture and preserving it for future generations is a key mission of the program.



## Tent Theatre: 50 Fabulous Seasons

Summer in Springfield means heat, humidity and...Tent Theatre! **Tent Theatre: 50 Fabulous Seasons** pays tribute to this iconic Ozarks' theatre experience through personal interviews, archival photos and clippings, and historic video segments telling the story of MSU's celebrated summer theatre program.



XIV.

RECOMMENDED ACTION - Resolution authorizing closed meeting

The following resolution was moved by \_\_\_\_\_ and seconded  
by \_\_\_\_\_:

BE IT RESOLVED by the Board of Governors for the Missouri State University that a closed meeting, with closed records and closed vote, be held immediately following this regular meeting of the Board of Governors to consider items pursuant to

- A. R.S.Mo. 610.021(1). "Legal actions, causes of action, or litigation involving a public governmental body..."
- B. R.S.Mo. 610.021(2). "Leasing, purchase or sale of real estate by a public governmental body..."
- C. R.S.Mo. 610.021(3). "Hiring, firing, disciplining or promoting of particular employees by a public governmental body..."
- D. R.S.Mo. 610.021(6). "Scholastic probation, expulsion, or graduation of identifiable individuals..."
- E. R.S.Mo. 610.021(9). "Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups;"
- F. R.S. Mo. 610.021(11) and (12). "Specifications for competitive bidding...;" and "Sealed bids and related documents...;"
- G. R.S.Mo. 610.021(13). "Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment,..."
- H. R.S.Mo. 610.021(14). "Records which are protected from disclosure by law;" and
- I. R.S.Mo. 610.021(17). "Confidential or privileged communications between a public governmental body and its auditor,...."

VOTE: \_\_\_ AYE

\_\_\_ NAY