SOUTHEAST MISSOURI STATE UNIVERSITY
BOARD OF REGENTS MEETING
May 11, 2013
4:30 p.m.
Student Recreation Center, Dance Studio*

Open Session Agenda

ACTION ITEMS:

1. Consideration of Approval of Minutes for:
   Open Meeting of April 10, 2013
2. Consideration of Conferring of Degrees for Spring 2013 and Summer 2013 Graduation
3. Consideration of Approval of Incidental Fee Schedule Effective Fall 2013
4. Consideration of Approval of Special Course Fees Effective Fall 2013
5. Consideration of Approval of Increase in Transcript Fee Effective Fall 2013

CONSENT ITEMS:

6. Consideration of Faculty Senate Bills
   A. 13-A-21 Faculty Status for Librarians (Policy)
   B. 13-A-22 Non-Continuing Faculty Appointments (Policy)
7. Consideration of Approval of Appointment to River Campus Board of Managers

REPORT ITEMS:

1. President’s Report
   Informational Items:
   • Correspondence Related to University Audit

ACTION ITEM:

1. Consideration of Motion for “Closed Session for Appropriate Considerations:”
   A. RSMo 610.021.3 -- pertaining to the hiring, firing, disciplining or promotion of personnel

ACTION ITEMS:

1. Reconvene Open Session
2. Announce Action Taken in Closed Session

ACTION ITEM:

1. Consideration of Motion to Adjourn

* Accessible to Physically Handicapped or Disabled
Subject to approval by the Board of Regents.

MINUTES OF THE OPEN SESSION
OF THE
SOUTHEAST MISSOURI STATE UNIVERSITY
BOARD OF REGENTS
HELD ON THE
TENTH DAY OF APRIL 2013

The Board of Regents for Southeast Missouri State University met at 10:03 a.m. on Wednesday, April 10, 2013, in the John and Betty Glenn Auditorium, Robert A. Dempster Hall, on the campus of Southeast Missouri State University. Regents present were: Mr. Doyle L. Privett, President of the Board of Regents; Mr. Jay B. Knudtson; Mr. Kevin J. Magnan, Student Representative to the Board of Regents; Ms. Kendra Neely-Martin; and Mr. Thomas M. Meyer. Also present were: Dr. Kenneth W. Dobbins, President of Southeast Missouri State University; Mrs. Kathy Mangels, Board Treasurer; Mr. John Grimm, Legal Counsel; and Mrs. Deborah S. Fulton, Board Secretary. Board President Privett presided.

Regent Bedell and Regent Todd were not in attendance.

CONSIDERATION OF APPROVAL OF MINUTES

A motion was made by Regent Knudtson and seconded by Regent Meyer to approve the minutes of the open meetings and retreat of February 20-21, 2013, be approved as written [Attachment A]. The motion carried unanimously.

CONSIDERATION OF APPROVAL OF FACULTY SENATE BILL 13-A-06 FOR THE NON TENURE-TRACK FACULTY APPOINTMENTS POLICY

President Dobbins asked Dr. Ron Rosati, Provost, and Dr. Jan Ward, Faculty Senate Chair, to present the recommendation that the Board approve the proposed policy revision (Faculty Senate Bill 13-A-06) for the Non Tenure-track Faculty Appointments Policy and the revision of Chapter 2, Section D3 of the Faculty Handbook [Attachment B].

At their March 25, 2010 meeting, the Board of Regents directed President Dobbins, working with the Faculty Senate, to review the Faculty Handbook and recommend changes to ensure that the Faculty Handbook conforms to current Board policies and directives.
On February 27, 2013 the Faculty Senate approved Faculty Senate Bill 13-A-06. The bill and its companion bill (13-A-07) divide the current Non Tenure-track Faculty Appointments section of the Faculty Handbook text into policy and procedure. Changes in the language of the policy include rewording for clarity; deletion of clinical and similar faculty from this category; addition of the regional campuses as a site for non-tenure-track faculty teaching; change in the maximum percentage of non-tenure-track faculty at the University from 20% to 25% of full-time faculty; and designation of instructional personnel excluded from the count of non-tenure-track faculty. The proposed revisions to the handbook policy language for the Faculty Handbook Non Tenure-track Faculty Appointments section were provided in Attachment B. Members of the Board were provided with related procedures for informational purposes only.

President Dobbins noted that approval of this policy is significant, since it is as an investment in the future of the University because a significant number of senior faculty have retired or will be retiring in a few years. This policy will help ensure the institution maintains a cadre of quality tenured faculty to provide the best possible education for Southeast students. Board President Privett and President Dobbins expressed their appreciation to the Faculty Senate for their hard work on this important policy.

A motion was made by Regent Meyer and seconded by Regent Neely-Martin to approve the proposed policy revision (Faculty Senate Bill 13-A-06) for the Non Tenure-track Faculty Appointments Policy and the revision of Chapter 2, Section D3 of the Faculty Handbook. The motion carried unanimously.

CONSIDERATION OF APPROVAL OF DUAL CREDIT COURSE FEE SCHEDULE EFFECTIVE FALL 2013

President Dobbins asked Dr. Ron Rosati, Provost, to present the recommendation that the Board approve a reduction in the incidental fee rate to $85 per credit hour, and waiving of the online and ITV fee, for dual credit and early college credit effective with the fall 2013 semester [Attachment C].

In 2002, the Board of Regents set the cost of dual credit and early college credit at a rate of 55% of the regular incidental fee (currently $107.00 per credit hour). These courses offer high school students the opportunity to gain experience in college level coursework while meeting their high school graduation requirements and to obtain college credits which may shorten the time to college degree attainment.

In order to ensure that more area high school students have access to this opportunity, the University proposes to reduce the per credit hour incidental fee for dual credit and early college credit to a flat rate of $85.00 per credit hour. High school students are not eligible for federal financial aid and affordability may have been keeping
some students capable of completing college coursework from taking advantage of this opportunity.

The method of delivery of dual credit and early college credit varies between area high schools and in order to keep all delivery options affordable for students, the existing online course fee of $12.50 per credit hour and ITV course fee of $5.50 per credit hour would be waived for dual credit and early college credit students. General fees are already waived for these students.

A motion was made by Regent Meyer and seconded by Regent Knudtson to approve a reduction in the incidental fee rate to $85 per credit hour, and waiving of the online and ITV fee, for dual credit and early college credit effective with the fall 2013 semester. The motion carried unanimously.

**CONSIDERATION OF APPROVAL OF ELIMINATION OF THE RETURNING STUDENT APPLICATION FEE**

President Dobbins asked Dr. Debbie Below, Vice President for Enrollment Management and Student Success to present the recommendation that the Board approve the elimination of the $15 returning student application fee [Attachment D].

A $15 non-refundable returning student application fee was implemented in 2010 to be charged to applicants beginning with the spring 2011 semester application cycle. The fee was intended to recover expenses associated with application processing and student communications. This fee, charged to undergraduate applicants only, has generated $15,500 annually since its inception.

Since 2010, the University has expanded course offerings in an effort to increase enrollment. New enrollment initiatives including the winter intersession, expanded summer online offerings, new online programs, and the military enrollment initiative are of interest to new students as well as former Southeast students. Efforts to attract former students have had mixed results since the implementation of this fee in 2010. Prospective returning students often express that this fee is a deterrent to completing the re-admission process.

Elimination of this fee will expedite the re-admission process for students and enable academic and financial aid advisors to work with the student earlier in the process.

A motion was made by Regent Meyer and seconded by Regent Knudtson to approve the elimination of the $15 returning student application fee. The motion carried unanimously.
CONSIDERATION OF APPROVAL OF AWARDING OF CONTRACT FOR UNIVERSITY AND BRANCH BANKING SERVICES TO U.S. BANK FOR THE PERIOD OF JULY 1, 2013, THROUGH JUNE 30, 2017

President Dobbins asked Vice President Mangels to present the recommendation that the Board approve the awarding of a contract for the University and Branch Banking services to U.S. Bank for the period July 1, 2013, through June 30, 2017 [Attachment E].

State statutes require that daily banking services be bid every four years. The University and Branch Banking services were last bid in 2009. At that time the contract was awarded to Commerce Bank for the period of July 1, 2009, through June 30, 2013.

The University issued Request for Proposal 5613 on January 18, 2013, for University and Branch Banking services. Two proposals were received in response to the RFP from Commerce Bank and U.S. Bank.

A formal evaluation of the bids received from the two banks was completed. The evaluation was based upon objective and subjective factors including cost of routine banking services, MasterCard/Visa discount rate charged, repurchase interest revenue, experience, reliability, and services provided.

The bid evaluation for each bidder was summarized and provided to the Board in Attachment E-1. Based on cost and subjective evaluation, it is the determination that U.S. Bank provided the best and lowest proposal.

A motion was made by Regent Neely-Martin and seconded by Regent Knudtson to approve the awarding of a contract for the University and Branch Banking services to U.S. Bank for the period July 1, 2013, through June 30, 2017. The motion carried unanimously.

CONSIDERATION OF APPROVAL OF AWARDING OF CONTRACT FOR OPERATION OF THE UNIVERSITY BOOKSTORE TO FOLLETT HIGHER EDUCATION GROUP FOR THE PERIOD JULY 1, 2013, THROUGH JUNE 30, 2014, WITH OPTIONAL ONE-YEAR RENEWAL PERIODS

President Dobbins asked Vice President Mangels to present the recommendation that the Board approve the award of a contract for operation of the university bookstore to Follett Higher Education Group for the period July 1, 2013, through June 30, 2014, with four optional one year renewal periods [Exhibit A].

The textbook industry continues to evolve and while nationally only 5% of all textbooks being utilized are electronic textbooks, the National Association of College Stores (NACS) reports that digital textbooks or course materials represent 30% of the revenue of the top three textbook publishers.
Southeast has operated a textbook rental program since 1915. In recent years, Southeast began using electronic textbooks or course materials in addition to traditional print textbooks. Students purchase an access code through the bookstore which is activated by the publisher. ALEKS electronic course materials are used in Southeast's Math 101 and 102 courses. In academic year 2012-2013, 2,000 of these codes were sold to Southeast students. Electronic textbooks or course materials requiring a code are utilized in approximately 30 courses currently, but the sale of these codes represents almost 25% of total bookstore revenue.

In order to investigate other models for providing faculty and students with access to electronic course materials, a request for proposals was issued in November 2012 for operation of a textbook rental and bookstore operation.

Three proposals were received from Barnes & Noble College (B&N), Curators of the University of Missouri, and Follett Higher Education Group (Follett). After review of the initial proposals, qualifications and experience of the bidders, Follett and B&N were invited to campus. Each vendor conducted open forums with the campus community and met with academic and technology leaders on campus.

A web-based survey was made available to the entire campus community to provide feedback not only on the vendor proposals but on the factors most important to constituents related to course materials. A total of 163 survey responses were received, with 70% from students, 22% from staff, 6% from faculty and 2% from alumni, parents, others. The most important factor for respondents related to textbooks and a retail college store was price. Possible advantages to outsourcing identified by respondents was more options related to e-books, access to digital materials and technology, better variety of products, and improvements to the physical facility and organization of the store. The overwhelming disadvantage identified by respondents was potential price increases and the loss of a rental option completely.

As a result of these meetings, both vendors were asked to provide additional financial information for two options (1) operating both the bookstore and textbook rental operations, and (2) operating only the Bookstore with the university maintaining operation of textbook rental. B&N did not offer a textbook rental option, while Follett provided several pricing options for a textbook rental operation with similar features of the university's rental program.

A comparison of Follett's combined bookstore and textbook rental proposal to the university's current operation of these auxiliaries was provided as part of Exhibit A. While Follett proposed a three year phase-in of their per course rental fee, the additional cost to students taking a full load (15 credit hours) ranged from $40.30 per semester in the first year to $56.90 per semester in the third year of implementation. The proposal included a tiered commission to the university based on sales of both the bookstore and
textbook rental, in addition to an annual contribution for bad debt and scholarships. After deducting annual expenses for rent, scholarships and bad debt the resulting net income is approximately $430,000 less per year than currently recognized by the university. Based on the increased cost to students and reduction in annual revenue, this proposal was determined not to be feasible.

An analysis of Follett’s proposal to only operate the bookstore with the university maintaining operation of the textbook rental program was also provided in Exhibit A. The university would receive annual commissions based on a percentage of bookstore sales, in addition to contributions for bad debt and scholarships. Follett would also provide $490,000 in one time dollars for a renovation of the bookstore, including installation of a new point-of-sale system. If the university funded the same renovation from annual income over the proposed five year period of this contract, the university’s annual net income from operating the bookstore would be almost $10,000 less than the revenue recognized from Follett’s proposal.

Since all electronic course materials are sold through the bookstore, this option allows the university to partner with a leader in the higher education textbook industry who can provide expertise and access to changing technology while the university maintains the low cost rental program for print materials. Follett has 140 years of experience in the campus bookstore industry and has developed products and partnerships that offer opportunities for campus to access and integrate electronic course materials with their learning management systems. References were contacted at Truman State University, Southern Illinois University–Carbondale, Fayetteville State University, Baylor University, Southeastern Louisiana University and Northern Arizona University.

Vice President Mangels noted that, as part of the RFP, the University asked vendors to indicate the employment opportunities they would offer our existing bookstore employees. Follett did indicate in their proposal they would offer enough positions for all of the current employees. In addition, the University will also be part of hiring the bookstore manager, much like the University is involved in the hiring of a chef and manager with Chartwells Dining Services.

Student Representative Magnan attended the presentations, and he agreed that the University’s current textbook rental plan is more beneficial to students while the operation of the Bookstore by Follett would have a greater impact for increasing our brand with their retail operation.

A motion was made by Regent Meyer and seconded by Regent Knudtson to approve the award of a contract for operation of the university bookstore to Follett Higher Education Group for the period July 1, 2013, through June 30, 2014, with four optional one year renewal periods with the final contract details to be negotiated with Follett. The motion carried unanimously.
CONSIDERATION OF RESOLUTION OF HONOR FOR DEBORAH SIMMONS FULTON RETIRING EXECUTIVE ASSOCIATE TO PRESIDENT AND SECRETARY TO THE BOARD OF REGENTS EMERITA

President Dobbins asked to pull one item from the consent agenda and asked that the Board of Regents approve the Resolution of Honor for Deborah Simmons Fulton, Executive Associate to the President and Secretary to the Board of Regents, and commend her for her service from 1976-2013 and approve her retirement as Executive Associate to the President and Secretary to the Board Emerita [Attachment F]. President Dobbins read the Resolution of Honor, and the Board of Regents and President Dobbins expressed their appreciation to Mrs. Fulton.

A motion was made by Regent Meyer and seconded by Vice President Neely-Martin to approve the Resolution of Honor for Deborah Simmons Fulton, Executive Associate to the President and Secretary to the Board of Regents with Emeritus status designation. The motion carried unanimously.

Mrs. Fulton stated that it had been her honor and privilege to serve the University, President Dobbins and the Board of Regents.

CONSIDERATION OF APPROVAL OF CONSENT AGENDA ITEMS

The following items [Attachments F-I] were presented as consent agenda items:

- Resolutions of Honor for Retirees [Attachment F]
- Faculty Senate Bills: [Attachment G]
  A. 13-A-01 “Grade Appeal Procedures Section of the Faculty Handbook (Policy)
  B. 13-A-03 “Repeating Courses” section of the Faculty Handbook (Policy)
  C. 13-A-17 “Research Involving Human Subjects” Section of the Faculty Handbook (Policy)
- Academic Program Changes [Attachment H]:
  A. New Program—Undergraduate Certificate in Autism Spectrum Disorder
  B. New Program – Graduate Certificate in Autism Spectrum Disorder
  C. New Minor – Business Law
  D. New Minor – Cybersecurity
  E. New Minor – Supply Chain Management
- Revised Policy Statement for Section 02-12, Grants and Related Contracts, of the Business Policy & Procedures Manual [Attachment I]

A motion was made by Regent Meyer and seconded by Regent Neely-Martin to approve the consent agenda items as listed above [Attachments F-I]. The motion carried unanimously.
REPORT FROM OUTGOING AND INCOMING FACULTY SENATE CHAIRS

President Dobbins asked Dr. Janice Ward, outgoing Faculty Senate Chair, and Dr. Debbie Lee-DiStefano, incoming Faculty Senate Chair, to come forward and present their reports to the Board of Regents.

Dr. Ward noted that the 47th Session of Faculty Senate had been busy and productive. The Senate has continued working on updates to the Faculty Handbook. In addition, the Senate continued to strengthen working relations with Student Government, and the administration. The Senate continued to improve the transparency of its processes by including affected groups early and often in the legislative process. To date, the 47th Senate has passed thirty bills, including eight recommendations for Emeritus faculty, and 22 bills updating or adding new sections to the Faculty Handbook. Notable bills included the Student Evaluation of Instruction Policy and Procedure, and Non Tenure-Track Faculty Appointments Policy and Procedure. She expressed her appreciation for the opportunity to lead the Senate during this past session. (Dr. Ward’s complete report is provided in Exhibit B.)

Dr. Lee-DiStefano, incoming Chair of the Faculty Senate, stated that she appreciated the opportunity to share preliminary thoughts about the issues on the agenda for Faculty Senate during the coming year. The Faculty Senate will continue to work on updates to the Faculty Handbook. She noted that the Senate wants to ensure their policies and procedures take into account the varied instructional methods used to deliver classes as well as the changes in technology and university structure that have occurred since the origination of the handbook. The Senate also plans to work with President Dobbins and their Academic Affairs Committee to create and implement a Master Faculty Advisor designation. In addition, the Senate will continue strengthening and developing relationships on campus. (Dr. Lee-DiStefano’s complete report is provided in Exhibit B.)

Board President Privett and President Dobbins expressed their appreciation to Dr. Ward and Dr. Lee-DiStefano for Faculty Senate’s many accomplishments this year and for working in a collegial manner with the administration.

REPORT FROM OUTGOING AND INCOMING STUDENT GOVERNMENT PRESIDENTS

President Dobbins asked Mr. Patrick Vining, outgoing Student Governing President, and Mr. Benny Dorris, incoming Student Government President, to present their reports to the Board of Regents.

Mr. Vining reported that Student Government had strongly encouraged additional A.L.I.C.E (Alert, Lock down, Information, Counter and Evacuation) training sessions.
The 120 minute long ALICE session, is crisis training presented by the Department of Public Safety, and is designed to give participants insight and response options when encountering an active shooter. Mr. Vining reported that Student Government also wants to help instill a culture of community for Southeast students. He noted that they would especially like to see enhancements for the patio area outside the new Subway restaurant located in Scully. Student Government worked with Faculty Senate and the administration during the past year and provided input on several issues including the Student Evaluation of Instruction Policy. He stated that he was very grateful for the opportunity to have served two terms as Student Government President.

Mr. Vining introduced Mr. Benny Dorris, incoming Student Government President. Mr. Dorris stated he was looking forward to the coming year and had three broad goals in mind: 1) enhance the student experience; 2) increase student outreach; and 3) continue to provide a wide array of student services. He stated he considered himself fortunate that Southeast students had entrusted him with this leadership role and was excited about the opportunity.

Board President Privett and President Dobbins both thanked Mr. Vining for his many contributions and stated that they looked forward to working with Mr. Dorris in the coming year. President Privett also asked about Student Government's involvement with the regional campuses. Mr. Vining indicated he and another Senator, along with Ms. Michele Irby, had visited the Malden Regional Campus during the past year. He noted that Student Government is looking at ways the regional campus students can become more involved in Student Government.

**REPORT FROM STUDENT REPRESENTATIVE TO THE BOARD OF REGENTS**

Mr. Kevin J. Magnan, Student Representative to the Board of Regents, reported that he had recently attended a meeting of Missouri Student Regents/Student Trustees in Columbia, Missouri. He noted that this is the second time he has participated in this group and has found it to be quite informative. The meeting included discussion of current issues and ideas were shared on topics such as student retention, alumni relations, and other relevant topics.

Board President Privett expressed his appreciation on behalf of the Board of Regents to Mr. Magnan for the great job he is doing as Student Representative to the Board of Regents.
PROGRESS REPORT ON CONTRACTS AND FACILITIES MANAGEMENT PROJECTS

President Dobbins presented the Progress Report on Contracts and Facilities Management Projects [Attachment J]. No questions were asked.

LIFT FOR LIFE ACADEMY

Members of the Board were provided with a copy of correspondence from the Lift for Life Academy expressing appreciation to the Board of Regents for the five-year extension of their charter [Attachment K.]

President Dobbins noted that Vice President Neely-Martin will participate in the Lift for Life Academy Recognition Program on May 11th and accept an award on behalf of the University and the Board of Regents.

ARROW STORY FEATURING KENDRA NEELY-MARTIN, NEWLY ELECTED VICE PRESIDENT OF THE BOARD OF REGENTS

Members of the Board were provided with a copy of the April 3-9, 2013 edition of the Arrow [Exhibit C]. The student newspaper featured an article on the appointment of Kendra Neely-Martin as Vice President of the Board of Regents.

MOTION TO RECESS THE OPEN SESSION AND CONVENE THE CLOSED SESSION MEETING

A motion was made by Regent Knudtson and seconded by Regent Meyer to recess the open session and convene the closed session meeting for consideration of the following:

A. RSMo 610.021.1 -- pertaining to legal actions, causes of action or litigation
B. RSMo 610.021.3 -- pertaining to the hiring, firing, disciplining or promotion of personnel
C. RSMo 610.021.14 -- pertaining to records which are protected from disclosure by law

The motion carried unanimously.

The meeting was recessed at 11:26 a.m.
The meeting reconvened at 12:10 a.m.

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

Board President Privett announced that routine faculty and non-faculty personnel actions were approved during the closed session including recommendations for faculty and staff retirements with Emeritus status.

CONSIDERATION OF MOTION TO ADJOURN

A motion was made by Regent Meyer and seconded by Vice President Neely-Martin to adjourn the meeting. The motion carried unanimously.

The meeting adjourned at 12:10 p.m.

Deborah S. Fulton
Secretary to the Board of Regents

APPROVED:

Doyle L. Privett, President
Board of Regents
Southeast Missouri State University
I. Motion to be Considered:

Approve the conferring of degrees upon the candidates for Spring 2013 and Summer 2013. Graduation pending final verification of their completion of degree requirements.

II. Background:

The Missouri statutes empower the Board of Regents of each state college and university to confer degrees.
Southeast Missouri State University
Office of the Registrar
Candidates for Graduation
May 11, 2013

Harrison College of Business

BACHELOR OF SCIENCE
Emilea L. Hargis
Sara N. Harriel-Tharp
Kyon G. Roepnagel
Patrick F. Vining
Shao S. Washburn

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
Micah W. Agnew
Alyssa M. Alsup
Leah A. Batsch
Shane A. Blair
Jerel A. Bobbitt
Jill N. Bonhold
John K. Brockover
Tyler K. Bruner
Tasha M. Cardin
Courtney D. Cecil
Kellie M. Constantine
Stephanie N. Criles
Yingying Ding
Bradley C. Danner
Marina S. Deano
Dana M. DeBrock
Daniel J. Doelling

Guangqi Dou
Danielle M. Eastman
Stacey N. Edwards
Joshua O. Egbyka
Keith J. Ehret
Ibrahim M. Elsheikh
Morgan D. Elliott
Yifu Feng
Cindy Finke
Jacob R. Geiser
Drew R. Geldbach
Kara L. Gilbert
Andrew J. Goodman
Cory M. Geol
Dominick A. Gregory
Chastity E. Grinnag
Natalie N. Hahn
Allison P. Hanna
Jackelyn L. Hendricks
Tory T. Hennings
Jessica N. Herwig
Georgia D. Hickey
Brandon K. Hicks
Rachel J. Hofmann
Josh W. Holman
Megan E. Hooks
Matthew Imhoff
Joshua M. Inman
Jonathan M. Jamison
Jessica A. Janusz
Kezheng Jia
Megan N. Johnson
Brittany A. Kalinoski
Adam A. Kazda
Philip L. Klamot
Jared P. Koenn
Jennifer E. Koenig
Melissa S. Koenig-Roth
Steven Kolisch
James B. Kuhl
Timothy J. Lammert
Isabelle L. Leguet
Austin S. Leliner
Sushna R. Lenzuwa
Felis A. Lewis
Zheli Li
Abigail J. Lillge
Garrett D. Limbaugh
Sarah R. Lunphkins
Matthew Medguile
Kyli T. McCan
Megan L. McKain
Melanie M. Mermel
Derek G. Miller
Jonathan R. Modglin
Anthony J. Mueller
Ryan S. Niederkorn
Trevor L. Owens
Tori N. Papadakos
William K. Pachini
Jonathan W. Pengess
Caroline B. Phanis
Derek L. Piper
Elizabeth A. Prost
Michael T. Rhyne, Jr.
Travis S. Richard
Bailie Roberts
Matthew J. Romine
Christopher M. Roth
Stephanie L. Schmidt
Kaitlin N. Schoenbeck
Rebecka A. Seiler
Matthew J. Shannon
Krista R. Shaw
Justin J. Siedle
Audra L. Smith
Kyle J. Smith
Pierre L. Smeed
Vann M. Sonntag
Anthony V. Spatola

Amanda R. Stich
Mikhail M. Stith
Erlin D. Sutton
Jesse R. Tienrey
Katherine K. Touchette
Ryan G. Unnerkak
Kimberly M. Urbanik
Marissa A. VanGunnip
Ryan A. VanGelder
Chase H. Walker
Wenglan Wang
Shae S. Washburn
Tyler L. Welker
Heather N. Wibbenmeyer
Mary K. Wojcik
Xuefei Wu
Huan Xu
Juan L. Zavala-Aleman
Benjamin A. Zelasko
Jingjia Zhu
Kai Lin Zhu

BACHELOR OF SCIENCE IN EDUCATION
Molly C. Brotherton
Brittany J. Cantrell

Assumption of Science
Jennifer Dee
Ashley J. Dennis
Amanda A. DeRossett
Megan A. Kellar
Amy L. Dinkins
Tiffany L. Kopp
Erika M. Berry
Kristin M. Kuhl
Whitney E. Buessink
Stephanie A. Kulka
Elia B. Borcoat
Robert E. Kullenberger
Erika E. Bradshaw
Roxie L. Looney
Emily A. Buettner
Katherine M. Magee
Georgia D. Hickey
Kathleen A. Khan
Jacklyn E. Hendricks
Abigail J. Lillge
Rory T. Hennings
Vashanta L. Miller
Natalie N. Hahn
Jessica N. Herwig
Georgia D. Hickey

College of Education

Ashley R. Jones
Katie A. Karness
Megan A. Keller
Tiffany L. Kopp
Kristin M. Kuhl
Stephanie A. Kulka
Kathleen A. Khan
Abigail J. Lillge
Rory T. Hennings
Vashanta L. Miller

ASSOCIATE OF ARTS
Megan N. Wengert
Karen L. Wibbenmeyer
Trayler R. Beal
Tracton Beard
Daniel R. Becking
Lindsay C. Belle
Marchay E. Bell
Trevor L. Owens

IN CHILD CARE
Susan J. Bell
Tyler N. Benoit
Autumn L. Besand
Ashley E. Bidby
Cassandra L. Bollinger
Tessa S. Bollinger

ASSOCIATE OF SCIENCE
Macy A. Aaron
Hayley Abbott
Matthew D. Adams
Rachael D. Adams
Tabitha L. Ainsworth
Lana K. Allmeyer
Abby B. Atwood
Amybea S. Avery
Allison N. Bauer
Ian J. Brennan
Shannela Brewer
Jessica L. Buettner
Nate J. Burdick
Jessica L. Buter
Sara E. Butler
Anamaria D. Buzzetta
Michael S. Callahan
Cody T. Carlyle
Laura D. Carter
Emily B. Church
Seth G. Colwick
Shawn T. Cook
Shebly N. Cook

ASSOCIATE OF SCIENCE IN GUIDANCE
Trayler R. Beal
Tracton Beard
Daniel R. Becking
Lindsay C. Belle
Marchay E. Bell
Trevor L. Owens

College of Health & Human Services

Trayler R. Beal
Tracton Beard
Daniel R. Becking
BACHELOR OF ARTS

Joseph W. Duncan
Lashall O. Eikerenkoetter
Madalyn J. Enzmann
Sarah E. Finley
Betsy L. Hoffman
Christopher Goetting
Alysia L. Hall
Emilie L. Hargis
Kimberly A. Harke
Samantha G. Hennenfent
Amy L. Hoehn
Karen L. Holman
Amanda L. Kenney
Kristina M. Lautenbach
Calio A. Leitteman
Caitlin Madigan
Christopher C. Marks
Julianne L. Mason
Christopher P. McClure
Carly R. McElroy
Hanna E. Mercier
Spencer L. Michelson
Kyle T. Mitchell

College of Liberal Arts

Emilie D. Solomon
Ryan Soluade
Shelby A. Stein
Hannah E. Stepenoff
Tori A. Stevenson
Gwendolyn S. Stewart
Shayla J. Storey
Tiffany Thomas
Marcia A. Upchurch
Patrick F. Vining
Sierra Wallakes
Rachel M. Weatherford
Justin M. Wibbenmeyer
Travis J. Wibbenmeyer
Stephan A. Willard
Jun Zhao

BACHELOR OF FINE ARTS

Ashley B. Boyd
Keise L. Brown
Suzanne E. Burke
Joseph Capsick
Kyla M. Clark

College of Fine Arts

Kayla Book
Lauren M. Bracey
Jennifer M. Brandt
Brittany A. Brockmire
Teresa A. Campbell
Brooke R. Christensen
Ellen G. Craig
Sarah N. DeWilde
Kristin N. Dirges
Jessica R. Dominick
Amber J. Douglas
Kacie Evans
Mandi L. Gard
Jennifer L. Gosche
Kristen R. Henry
Angela K. Holland
Whitney L. Jones
Kaitlyn D. Karleskind
Brandi L. Kilburn
Jessica L. Laws
Jelica A. Lemons
Sarah J. Liefert
Jaclyn J. Lutt
Gregory J. Mccover
Jared R. Michael
Hannah M. Miller
Kyla N. Moore
Mia Q. Myers
Olawunmi M. Obisesan
Ashley M. Oldham
Almira Parenteau
Jessica L. Richardson
Marilyn A. Robben
Calitih B. Roe
Brittany K. Rose
Alyssa A. Rubenmeyer
Victoria K. Sample
Jessica L. Satterfield
Tanya L. Schrinel
Sarah D. Sliker
Hannah G. Smith
Stacey M. Stitits
Samuel J. Temporato
Shannon D. Toole
Nicolle E. Tuschhoff
Jessica V. Vanderlaan
Jessica E. Vinyard
John P. Wagoner
Michelle M. Whittworth

College of Fine Arts

Samantha N. Espirueta
Caitlin L. Fields
Laura Garcia Rodriguez
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Samantha L. Gross
Joseph O. Hartz
Cassandra L. Jackson
William K. Johnson, II
Carrie A. Kesler
Stefanie L. Kluba
Kelcey E. Matheny
Marissa A. McWilliams
Hannah M. Moore
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Samantha L. Reilert
Elizabeth Rosealer
Michael P. Sansagrah
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Randi M. Wilson

College of Fine Arts
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BACHELOR OF GENERAL STUDIES
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Richard A. Lowrey
Amanda P. Lowry
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Dylan K. Lynn
Emily K. Mann
Shelton L. McCullough
Madeline K. McKenzie
Brian C. Monda
Brink Neile
John R. O'Leary, Jr.
Lorin V. Neill
Christie A. Oestreich
Ryan M. Quirk
Jerry E. Pinkston
Charles A. Raspberry
Nakia P. Redd
Timothy J. Rogers
Carrie K. Schmidt
Bridgelette L. Scott
David W. Shoulberg
Crystal G. Slips
Derrick L. Smith
Feranda N. Smith
Brooks J. Rogers
Robert L. Taylor
Jamila L. Tucker
Albert J. Vasser
Jennifer L. Vinson
Logan B. Watson
Matthew Wellman
Barbara A. Whitcomb
Corey T. Wilford
Alan R. Woodland
John L. Zink

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Spencer C. Day
Cameron M. Taylor
Deevey M. West

BACHELOR OF MUSIC EDUCATION
Spencer C. Day
Matthew Filer

BACHELOR OF SCIENCE
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Ambrea S. Avery
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Arleta Black
Adam G. Blum
Kelsie H. Boeser
Steffani R. Boholm
Kathryn R. Bridgewater
Stephanie Buchanan
Rebecca Carlos
Andrew J. Cantor
Christy Rose L. Cecil
Emily B. Church
Paula M. Cianniello
Brittany A. Contratto
Laurel L. Crotser
Rebekah E. Corbit
McKenna L. Craigmiles
Kaitlin M. Crews
Jared G. Dearhake
Amy L. Dowling
Lydia C. Discolli
Katherine H. Dumbull
Caitlyn A. Dunning
Lashell O. Ekernkoetter
David G. Ellington
Shannon B. Elsea
Cody J. Farrow
Ross H. Freeman
Samuel L. Ganaway
Samuel B. Garavaglia
Megan E. Gillespie
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Torrence D. Jones
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Tiffany D. Kennon
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Samantha J. Kluesner
Leslie L. Kohler
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Tyler D. Layton
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Cattie A. Leitnerman
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Meagan E. Mattias
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De'Von E. Orlick
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Rachel L. Schrem
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Paul R. Scucchi
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Meagane A. Shelton
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Jackson S. Skolton
Beau D. Smith
Stephanie A. Smith
Olivia K. Snider
Lauren E. Stegeman
Erik D. Stewart
Paul M. Stokes

ASSOCIATE OF APPLIED SCIENCE IN COMPUTER TECHNOLOGY
Jordan C. Drury
Jacob C. Dyer
Lauren C. Fox
Joseph T. Hessel
Dwight M. Ryan-Anderson
Rachel N. Sadler
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Andrew J. Stites

BACHELOR OF ARTS
Sheilah M. Fields

BACHELOR OF SCIENCE
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Anejza A. Ali
Nicholas S. Anderson
Jessica C. Arnold
Tiffanie B. Atherton
Rajenthri. Bodhrajah
Katelyn E. Austin
Jacob P. Azinger
Seth A. Baker
Tylor A. Baker
Zach L. Bates
Stephen J. Baumann
Gina M. Bradshaw
Bradley R. Beran
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Dawson A. Bryant
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Sunni M. Campbell
Saraih Q. Cantrell
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Travis L. Dollingas
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Katherine A. Dunbell
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Mallory K. Schweig
Ryan J. Essner
Caleb A. Estes
Austin J. Evans
Amanda L. Fant
Brett C. Farris
John R. Ferlisi
Bryant K. Foss
Lauren C. Fox
James E. Francis
Cheyenne K. Gipson
Thannapattetle N. Gomes
Michael B. Grieshaber
Kyle W. Guterman
Brandon J. Gutierrez
Landon Haggett
Jeremy D. Hannen
Luke E. Hannom
Brett C. Harper

Cassidie A. Harrington
Matthew Hartman
Joseph T. Hessel
Amy L. Hoehn
Matthew S. Hoffman
Ryan A. Hollingsworth
David M. Housewright
Matthew A. Howard
Eric S. Huber
Austin T. Huffman
Marcus L. Hughes
April D. Hurtman
Andrea M. Hustede
Alyssa N. Jaegers
Michael C. Jarrett
Manjula W. Jayasekara
Tyler B. Jones
LaNizza A. Jordan
Mytisha Q. Jordan
Rebekah L. Kasten
Michael Kean
School of Graduate Studies

MASTER OF ARTS

Michael K. Aurelius
Andrea L. Barker
Emily S. Banach
Kai Bao
Kristopher N. Baranovic
Laura A. Baugh
Katherine A. Beach
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Daran M. Bell
Dana E. Beusink
Joseph M. Binkley
Livi B. Bollinger
Matthew R. Britt
Megan M. Campbell
Rhyan M. Campbell
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Joshua W. DeVries
Crystal L. Diffee
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Yangzi W. Duncan
Chelsea A. Eaton
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Eric B. Ennis
Charly R. Fausett
Amy Fitzgerald
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Suzanne M. Gillespie
Annette Y. Graham
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Megan M. Hall
Beverly J. Hampton
Guinevere C. Harmon
Douglas P. Harness
Ashley A. Harper
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Danielle N. Healy
Kolli E. Heardon
Brandy L. Hepler
Alison C. Higgins
Betsy B. Hogan
Donnalla R. Jackson
Martina L. Jackson
Leah J. Jenn-Cors
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Tyler V. Mullen
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Jacob H. Nelson
Josh A. Nivakoff
Melissa M. Nicoll
Max A. Nutt
Jennifer L. O’Day
Margaret M. O’Neal
Bhikhu K. Patel Chelsea L. Paul
John W. Pittle
Sandrine A. Powers
Jennifer A. Raster
Namrata Raut
Nathan P. Redeker
Jordan R. Reno
Bryan J. Reynolds
Michael T. Rhodes
Matthew D. Ritch
Christina L. Rohr
Allyson R. Rose
Ryan G. Rose
Ryan J. Rose
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Damaart N. Ryan-Anderson
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Richard W. Seyer
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Vincent T. Sheehan
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Jonathan T. Siemons
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Timmonchy M. Simmons
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Melissa M. Spinelli
William A. Starns
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Michaela A. Rohlfing
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Benjamin W. Simmons
Megan C. Simon
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Joan Chin
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Michael Ernst
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Yu Fan
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Yang Lu
Christopher R. McCauley
Adam D. Meyer
Nicole A. Patako
Preety Pradhan
Jennifer M. Richardson

Anker J. M. Ruwetse
Piyaa Naidu Teraso
Leonard J. Tocco
Zachary K. VanDoelah
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Philip C. Willert
Jing Xie
Jingchao Yan

MASTER OF NATURAL SCIENCE

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Pavan Pandilla
Kelsey N. Powell
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Venuri Sumakavalli
Hima Bindu Toomu
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Yugandhar Arja
Tharun K. Avadhana
Sai Prath Reddy Bandi
Sathish Babu Reddy Bhatula
Murali K. Byakippala
Janet E. Corcoran
Joseph B. Dhill
Swailaja Laxmimoni Emjay
Jennifer French
Suresh Reddi Gade
Savan Kumar Gore
Sainath Guddeti
Uday Kumar Gudimalla
Nagesh R. Gummala
Surya Uday V. Gunsettay
Babitha Guttikonda

Reghu Vamsi Guttila
Madhuri Itruru
Jie Jiang
Solwyn Joseph
Praneeth Katukajalala
Graeme W. Kerby
Meahjabeen Shahnaz Khan
Ryan S. Knuckles
Anuradha Kusum
Megan E. McGrath
Kevin McNab
Aaquib Mohammed
Harshavardhana Reddy Muthyala
Sri Ranjanaryulu Nakka
Navya R. Narahari
Chris R. Northcut
Candice A. O’Hare
Christine R. Paige
Palak Mahendrakumar Patel
Sebastian M. Porcius
Leslie L. Redden
Md Tassif Rozwan
Jared R. Richmond
Vamsi K. Sadula
Jose Sanchez, Jr.
Abdul Sattar Shait
Collin M. Sheridan
Yazell Showes
Brittany L. Singleton
Abdur R. Syed
Tehul Ting
Sandepkumar Vanga
Jennifer S. Vasquez
Blake L. Wellington
Wenting Xing
Rahul N. Yellapragada
Jing Zhong

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Keti D. Hinkle
Rachael M. Jenkins

Anthony J. Zerrusen
Xiaomai Zhang
Tynon G. Zochlin

BACHELOR OF SCIENCE IN EDUCATION

Taylor L. Alfred
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Nikki E. Boerhout
Janice R. Cadem
Lauren C. Colley
Garrett C. Cooper
Sydney S. Dzurny
Timothy J. Freisle
Kinsey K. Friednerich
Jenna E. Harner
Caillie M. Hoemann
Ethan T. Lightfoot
Michael J. Manusco
Ryan D. McInrath
James M. Myers
Shannon E. Ritter
Jonathan M. Roth
Chelsee D. Walsder
Honors Graduates

Associate's Honors - Associate degree students who achieve a cumulative grade point average of 3.5 or better.

Byron T. Henderson  Stephanie A. Hoseth  WyKeshia R. Wallace  Kaitlin L. Wibbenmeyer

Cum Laude – Baccalaureate students who achieve a cumulative grade point average of between 3.5 and 3.74.


Magna Cum Laude – Baccalaureate students who achieve a cumulative grade point average of between 3.75 and 3.89.

Macy A. Aaron  Hayley Abbot  Tiffany B. Altheron  Jacob P. Arning  Adam Ball  Stephen J. Bauman  Susan J. Bell  Cassandra L. Bottlinger  Ashley B. Boyd  Lauren M. Bracey  Monica K. Brubaker  Nikki E. Buchhelt  Kacy N. Burchett  Laura D. Carter  Christy Rose L. Cecil  Brooke R. Christensen  Kyla M. Clark  Bethany C. Contratto  Jessica L. Cooper  Rebecca R. Corson  Ellen G. Craig


### Summa Cum Laude – Baccalaureate students who achieve a cumulative grade point average of between 3.9 or better.

<table>
<thead>
<tr>
<th>Tiffany N. Ackerman *</th>
<th>Amanda L. Fant</th>
<th>Tiffini L. King</th>
<th>Lorin V. Naei *</th>
<th>Kaela J. Stiles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambrea S. Averey *</td>
<td>Chelsea M. Farrow</td>
<td>Jennifer E. Koening</td>
<td>Margaret M. O’Neal *</td>
<td>Chelsey E. Stoverink *</td>
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<tr>
<td>Mary A. Bauer</td>
<td>Emma B. Garrett *</td>
<td>Catherine E. Krebs</td>
<td>Bhavik K. Patel</td>
<td>Amy E. Sullivan *</td>
</tr>
<tr>
<td>Rebecca J. Baylor *</td>
<td>Samantha L. Gross</td>
<td>Austin N. Lamkey</td>
<td>Janna M. Payton *</td>
<td>Cameron M. Taylor</td>
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<td>Taylor R. Beal</td>
<td>Brian R. Grole</td>
<td>Michelle S. LaRue</td>
<td>Samantha L. Reiliger</td>
<td>Tiffany Thomas</td>
</tr>
<tr>
<td>Erica M. Berry</td>
<td>Emilie L. Hargis</td>
<td>Emily K. Mann</td>
<td>Michael T. Rhodes *</td>
<td>Amanda R. Vandiver</td>
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<tr>
<td>Stefani R. Bolhofner</td>
<td>Jackelyn L. Hendricks *</td>
<td>Linda K. McCune</td>
<td>Christopher M. Roth</td>
<td>Melanie J. Vassel</td>
</tr>
<tr>
<td>Stephanie Buchanan *</td>
<td>Amanda G. Hoslinga</td>
<td>Kristen J. Miller</td>
<td>Laura E. Roth</td>
<td>Patrick F. Vining</td>
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<tr>
<td>Andrew L. Cannon</td>
<td>Brandon K. Hicks</td>
<td>Shaylin E. Montgomery</td>
<td>Samantha R. Rush</td>
<td>Brent A. Wessel *</td>
</tr>
<tr>
<td>Daniel J. Doelling</td>
<td>Sara B. Holloway *</td>
<td>Megan E. Moore</td>
<td>Jessica L. Satterfield</td>
<td>Jonathan L. Westbrok *</td>
</tr>
<tr>
<td>Lydia C. Drovoll</td>
<td>Karen E. Holman</td>
<td>Jocelyn L. Moylan *</td>
<td>Rebecca R. Schmitt *</td>
<td>Laura A. Willson</td>
</tr>
<tr>
<td>Keith J. Ehret</td>
<td>Alyssa B. Heyslip</td>
<td>Amanda G. Heslinga</td>
<td>Kiley A. Steffen *</td>
<td>Erika D. Stewart *</td>
</tr>
<tr>
<td>Laura Fellert</td>
<td>Kaitlyn D. Karleskint</td>
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<td>Rebecca R. Schmitt</td>
<td>Rachel M. Weatherford</td>
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<tr>
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<td>Hanna E. Merco</td>
<td>Kadija J. Schwabert</td>
<td>Brent A. Wessel *</td>
</tr>
</tbody>
</table>

### Honors Scholars – Baccalaureate students participating in the Jane Stephens Honors Program who maintain a minimum grade point average of 3.25, complete a total of 24 hours of honors coursework, and complete a senior project.

<table>
<thead>
<tr>
<th>Tiffany N. Ackerman *</th>
<th>Rebecca R. Conson</th>
<th>Brandon K. Hicks</th>
<th>Sarah E. Moore</th>
<th>Beth A. Simmons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taylor L. Alfred</td>
<td>Courtney L. Crews</td>
<td>Austin T. Huffman</td>
<td>Maura E. Neader</td>
<td>Beau D. Smith</td>
</tr>
<tr>
<td>Tiffany B. Atherton</td>
<td>Stephanie N. Citles</td>
<td>Tyler B. Jones</td>
<td>Max A. Nutt</td>
<td>Shayla J. Storey</td>
</tr>
<tr>
<td>Jacob P. Azinger</td>
<td>Katherine A. Dumbell</td>
<td>Kristina M. Lautenbacher</td>
<td>Namrata Raut</td>
<td>Tiffany Thomas *</td>
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<tr>
<td>Rebecca J. Baylor *</td>
<td>Ross H. Fuller</td>
<td>Kenneth A. Lee</td>
<td>Ballie Roberts</td>
<td>Nikolé E. Tuschhoff</td>
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<tr>
<td>Bradley R. Beran</td>
<td>Aaron S. Griffin</td>
<td>Sarah J. Liefer</td>
<td>Laura E. Roth</td>
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<tr>
<td>Laura D. Carter</td>
<td>Brandon J. Guttersohn</td>
<td>Katelyn C. Long</td>
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<tr>
<td>Christy Rose L. Cecil</td>
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<tr>
<td>Brittany A. Contratto</td>
<td>Amanda G. Heslinga</td>
<td>Megan E. Moore</td>
<td>Krista J. Shew</td>
<td></td>
</tr>
</tbody>
</table>

### Academic Distinction in the Department of Major - Baccalaureate degree students who have earned a 3.0 grade point average overall, a 3.25 grade point average in the major, and have completed a special project.

<table>
<thead>
<tr>
<th>Stephanie Buchanan - History</th>
<th>Samuel T. Loco - History</th>
<th>Brittany A. Contratto - History</th>
<th>Amy E. Sullivan - Biology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda G. Heslinga - History</td>
<td>Patrick F. Vining - Economics and Finance</td>
<td></td>
<td>Patrick F. Vining - Political Science, Philosophy, and Religion</td>
</tr>
<tr>
<td>Communication Disorders</td>
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<tr>
<td>Mackenzie B. Hooker - English</td>
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</table>

### Academic Distinction in Graduate Studies - Students who have achieved a cumulative grade point average in graduate studies of at least 3.9.

<table>
<thead>
<tr>
<th>Andrea L. Baker</th>
<th>Michael Ernst</th>
<th>Andrea Koper *</th>
<th>Jeremy O’Brien *</th>
<th>Brittany L. Singleton</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kai Bao *</td>
<td>Amy Fitzgerald *</td>
<td>Eric T. Kolkmeyer</td>
<td>Candice A. O’Hare *</td>
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<td>Kristophen N. Baranovic *</td>
<td>Abbigail B. Foster *</td>
<td>Cynthia L. Kubik</td>
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<td>Christopher S. Smith *</td>
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<td>Laura A. Baugh *</td>
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<td>Kirk W. LaRue</td>
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<td>Josephine S. Binkley *</td>
<td>Tonya J. Binkley</td>
<td>Amanda L. Locke</td>
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<td>Levi B. Bollinger *</td>
<td>Mary T. Gross</td>
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<td>Sandra R. Brandt *</td>
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<td>Kelsey N. Powell</td>
<td>Celeb W. Tankersley</td>
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<td>Matthew R. Britt *</td>
<td>Douglas P. Harness</td>
<td>Charles D. McAllister *</td>
<td>Alexandra Ramirez</td>
<td>Priya Nicola Tauro</td>
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<tr>
<td>Todd G. Brucker</td>
<td>Kristen S. Hart</td>
<td>Christopher R. McAuley *</td>
<td>Julie K. Richardson</td>
<td>Christopher M. Thompson</td>
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<tr>
<td>Megan M. Campbell</td>
<td>Danielle N. Healy</td>
<td>Laura B. McClard *</td>
<td>Jared B. Richmond</td>
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<td>Rhyan M. Campbell</td>
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<td>Janell E. Corcoran</td>
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<td>Joshua W. DeVries *</td>
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<td>Michaela A. Rohlfing</td>
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<td>Crystal L. Diffe</td>
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<td>Joseph B. Dill</td>
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<td>Dorean E. Dow</td>
<td>Phillip L. Jones, II</td>
<td>Keili R. Moll</td>
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<td>Jing Zhong</td>
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<td>Kari M. Kitchen</td>
<td>Sri Ramanjaneyulu Nakka</td>
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<td>Tracie A. Nicolai</td>
<td>Benjamin W. Simmons</td>
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### Omicron Delta Kappa

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<tr>
<th>Tiffany N. Ackerman</th>
<th>Amanda L. Fant</th>
<th>Francis W. Delisle, IV</th>
<th>Juliane L. Mason</th>
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<td>Brittany A. Contratto</td>
<td>Lauren N. Coombs</td>
<td>Kyra T. McCann</td>
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<td>Emily S. Banach</td>
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<td>Mary A. Bauer</td>
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<td>Josh A. Newbury</td>
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<td>Sarah E. Butler</td>
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<td>Carissa M. Parham</td>
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</table>
Samantha A. Perry
Kelsey N. Powell
Laura E. Roth

Jessica L. Satterfield
Stephanie A. Smith
Olivia K. Snider

Katelyn E. Sutterer
Kristin L. Tolbert

Patrick F. Vining
Wykeshia R. Wallace

**Phi Eta Sigma**

Jacob P. Azinger
Emily S. Banach
Dana E. Beussink
Ashley B. Boyd
Amber Y. Brewer
Molly C. Brotherton
Jessica L. Buettner
Suzanne E. Burke
Janice R. Caden
Alexandra L. Campbell
Laura D. Carter
Christy Rose L. Cecil
Kellie M. Constantine
Brittany A. Contratto
Lauren N. Coombs
Janet E. Corcoran
Rebecca R. Corson
Courtney L. Cree
Corey D. Culbreth
Spencer C. Day
Marlana S. Deano
Emily G. Dugan
Sydney S. Dzurny
Danielle M. Eastman
Philip A. Eaton
Kacie Evans
Laura Failert

Casey N. Fancher
Amanda L. Fant
Ellen E. Foley
Emma B. Garett
Sherri D. Hampton
Teresa A. Haney
Jeremy D. Hanner
Emilie L. Hargis
Danielle N. Healy
Jackelyn L. Hendricks
Amanda G. Heslinga
Sara B. Holloway
Ashten L. Howard
Eric S. Huber
April D. Hurtman
Melanie A. Johnson
Ashley R. Jones
Whitney L. Jones
Jennifer A. Karnes
Katie A. Kames
Scott H. Kavenman
Tiffini L. King
Leslie H. Knot
Jarod P. Koenig
Steven Kolitch
Stephanie A. Kula
Austin N. Lamkey

Michelle S. LaRue
Heather M. Leibie
Kathryn M. Leonard
Sarah J. Liefer
Abigail J. Lilge
Austin D. Littleton
Sharon K. Looney
Samuel T. Loos
Emily K. Mann
Sarah N. Markwell
Mishana M. McDowell
Amy E. McGarry
Sarah K. McGowan
Kevin McNab
Dana J. Meyers
Kara E. Miller
Wesley D. Montgomery
Madeleine R. Mower
Amanda J. Murphy
Tracie A. Nicolai
Melissa M. Niccoli
Corey A. Nolles
Kelley D. Oswald
Jessica Page
Carissa M. Parham
Bhavik K. Patel
Chelsea L. Paul

Janna M. Mayton
Jillian B. Potebaum
Kelsey N. Powell
Kathryn R. Pulley
Emily J. Reinitz
Samantha L. Rellergert
Bryan J. Reynolds
Bailie Roberts
Laura E. Roth
Samatha R. Rush
Caillt N. Schaefer
Krista R. Shaw
Sean P. Stevenson
LaGena D. Strobel
Patricia A. Sweeney
Stephanie R. Thole
Tayler B. Thomas
Nikole E. Tschicoff
Jessica E. Vinyard
Rachel M. Weatherford
Chelsea D. Welder
Brent A. Wessel
Deavyn M. West
Jessica M. Zoellner

**Phi Kappa Phi**

Hayley Abbott
Tiffany N. Ackerman
Tiffanie B. Atherton
Kristopher N. Baranovic
Mary A. Bauer
Katherine A. Beach
Susan J. Bell
Bradley R. Beran
Erica M. Berry
Dana E. Beussink
Joseph M. Binkley
Lauren M. Bracey
Molly C. Brotherton
Megan M. Campbell
Andrew L. Cannon
Laura D. Carter
Christy Rose L. Cecil
Brittany A. Contratto
Janet E. Corcoran
Spencer C. Day
Daniel J. Doelling
Keith J. Ehrolt
Laura Failert
Casey N. Fancher
Amanda L. Fant

Bryant K. Fore
Malsyna R. Frazer
Jennifer L. Glerse
Kara L. Gilbert
Samantha L. Gross
Jeremy D. Hanner
Emilie L. Hargis
Jenna E. Harner
Danielle N. Healy
Jasmyln L. Hendricks
Brandy L. Hepler
Amanda G. Heslinga
Brandon K. Hicks
Sara B. Holloway
Ashten L. Howard
Alyssa B. Hystop
Martina L. Jackson
Tyler B. Jones
Whitney L. Jones
Brian P. Kelly
Tiffini L. King
Robert G. Koehler
Jarod P. Koenig
Jennifer L. Koenig
Catherine E. Krebs
Cynthia L. Kubik

Kristin M. Kuhl
Austin N. Lamkey
Michelle S. LaRue
Kristina M. Lautenbacher
Megan E. Lebron
Heather M. Leibie
Abigail J. Lilge
Samuel T. Loos
Courtney C. Luehrmann
Charles D. McAllister
Christopher R. McAuley
Megan E. McGrath
Madeline K. McKenzie
Bradley K. Montgomery
Shaylin E. Montgomery
James M. Myers
Lori V. Neill
Jeremy O'Brien
Margaret M. O'Neal
Kolley D. Oswald
Bhavik K. Patel
Janna M. Payton
Samantha A. Perry
Nanmala Rauli
Emily J. Reinitz
Samantha L. Rellergert
Michaela A. Rohlfing
Christopher M. Roth
Laura E. Roth
Lacy L. Sanders
Jessica L. Satterfield
Margaret M. Schmidt
Rebecca R. Schmitt
Krista R. Shaw
Brittany L. Singleton
Sharon D. Staczek
Katelyn A. Smith
Karen S. Sprous
Chelesey E. Stoverink
Tiffany Thomas
Acodile L. Tiller
Leonard J. Tocco
Nikole E. Tschicoff
Nicole R. VanGennip
Melanie J. Vasel
Jennifer S. Vasquez
Sirena Watkins
Chelsea Welker
Brent A. Wessel
BOARD OF REGENTS
MOTION CONSIDERATION FORM

May 11, 2013

Open Session

I. Motion to be Considered:

Approve the proposed Incidental Fee Schedule (Attachment 5) including incidental fees for the main campus and the regional campuses, effective for Fall 2013.

II. Motion to be Considered:

The Budget Review Committee (BRC) is composed of 30 individuals who represent all major interest groups on campus. Based on the Board’s directive in March 2010, BRC has been deliberating on ways to meet an anticipated budget need of $20 million over the next five fiscal years (FY11 – FY15). This shortfall was estimated based on the assumptions that state appropriations could be reduced by a total of 15% - 20% during this period, the university would have costs to continue normal operations which average $1.2 million per fiscal year, and the university would have to address salary needs for employees during this period. The university had identified $16.9 million of this goal, including the recommendations for FY14 (see Attachment 1).

The Senate has recommended a 2% increase in state appropriations for higher education for FY14, which equates to a $850,000 increase for Southeast. Based on this assumption, state appropriations have declined $4.38 million or 9% since FY11, which is fortunately considerably less than the 15% to 20% assumption made in 2010.

Considering that university faculty and staff have only received a 4% salary increase in the last four fiscal years, and the recruitment challenges of replacing a large number of retiring employees, merit based salary increases were a priority for all groups represented on BRC. The

Recommended By:

<table>
<thead>
<tr>
<th>Student Government</th>
<th>Chairperson</th>
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<tr>
<td>Faculty Senate</td>
<td>Dean</td>
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<tr>
<td>Administrative Council</td>
<td>Academic Council</td>
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<td>VP, Finance &amp; Admin.</td>
<td>President</td>
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<tr>
<td>VP, University Advancement</td>
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</table>

Board Action on:

| Postpone: |
| Amend: |
| Disapprove: |
| Approve: |
| Secretary: |
university has contracted with JW Terrill to conduct a compensation and equity study, and the recommendations will be reviewed with employee groups during the fall semester. The BRC allocated an additional pool of salary dollars to implement a first phase of the studies’ recommendations in FY14.

The BRC Budget Worksheet in Attachment 2 outlines the factors considered and the committee’s recommendation to the President to meet expense obligations for the proposed FY14 budget which includes:

**Revenues**

1. $3,685,417 from unbudgeted base appropriations from the FY13 budget process (FY13 budget was based on a proposed 8% reduction in state appropriations and appropriations actually increased 2%).
2. $849,586 increase in state operating appropriations (based on Senate recommended funding at the time of their deliberations).
3. $721,204 due to an increase in incidental fee revenue net of related expenditures (e.g. scholarships and fee waivers) from a $3.75 per credit hour fee increase assessed to residential undergraduate students.
4. $35,000 due to an increase in incidental fee revenue net of related expenditures (e.g. scholarships and fee waivers) from a $2.50 per credit hour fee increase assessed to lower division courses at the regional campuses.
5. $30,000 due to increased auxiliary overhead contributions to the general operating budget for their portion of utilities, maintenance, etc.

**Expenses**

1. $1,870,045 base funding for cost of continuing due to state mandated increase to employee retirement contributions, increases in employee benefits costs, increases in property insurance premiums, and staff extra merit pool and faculty promotion pool contributions.
2. $100,200 base funding for two career advisor positions previously funded by the Division of Workforce Development, and funded with one-time dollars in FY13.
3. $35,000 base funding for MOREnet fees for the regional campuses.
4. $18,695 base funding to increase the academic year department chair stipend by $500.
5. $30,675 base funding for a $75 increase to faculty annual professional development funds allocated to each department.
6. $56,500 base funding for Admissions operations to cover increased mailing and print costs and expansion of recruitment efforts out of state.
7. $46,500 base funding for a computer application specialist position in Information Technology to meet campus demand for program development.
8. $10,000 base funding for emergency operations funding for expansion of the outdoor warning system to building interiors and campus training.
9. $98,385 base funding for two positions in Marketing & University Relations related to web design and content management support.
10. $1,855,207 base funding for performance based merit increases for faculty and staff. Administrative/professional staff would receive a 3.0% merit increase and clerical/technical/service staff would receive a 3.0% merit increase with a $700 minimum increase. In accordance with the current faculty handbook policy, faculty would receive a 2.625% base merit increase and the remaining 0.375% pool would be used to fund post-professorial merit increases.
11. $1,200,000 base funding salary pool to fund equity adjustments on January 1, 2014 based on the results of the salary equity study being completed by JW Terrill.
12. $1,402,260 in one-time funds for various initiatives including upgrading outdated classroom furniture, expanding technology in the classrooms, marketing and personnel for military and veteran student initiatives, and a health sciences advisor.

As an institution with a strong commitment to our mission of providing quality academic programs with reasonable access to students in our service region, we closely monitor how fee increases affect Southeast students. Attachment 3 shows Fall 2012 and planned Fall 2013 undergraduate incident and general fees at comparable institutions.

In accordance with Senate Bill 389, Southeast Missouri State University may only increase fees charged to all residential undergraduate students by the amount of the percentage increase in the consumer price index. For fiscal year 2013-2014, the allowable increase for Southeast, as determined by the Missouri Department of Higher Education, is $112.28 or $3.75 per credit hour. BRC recommended and Student Government approved that incidental fees be raised by the full amount of the allowable increase (Attachment 4).

As background, the Board did approve increasing incidental fees in FY11, FY12 and FY13 by the allowable CPI increase; however, this total increase was not assessed to students. The amount of fees approved but not assessed to students has been recorded as a fee waiver in the university’s accounting records. Attachment 5 shows the fees approved and assessed for Fall 2012 and proposed for Fall 2013. As Attachment 5 details, the university would waive $5.90 per credit hour of residential undergraduate incidental fees in FY14 if the Board accepts the BRC recommendation, and defer $2.50 of the scheduled increase per credit hour to the general fee for maintenance and repair. The President has recommended that $250,000 of one-time contingency dollars would be used to replace the revenue from the deferred general fee. These fees could be assessed in future years over and above the annual SB389 limitation.
As shown in Attachment 6, residential undergraduate incidental fees are recommended to increase by $3.75 in Fall 2013. This is a 1.7% increase on fees assessed to students. Non-resident undergraduate, graduate incidental fees and lower division fees at the regional campuses are also recommended to increase by 1.7%.
### Identified thru Budget Review Process

<table>
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<th></th>
<th>FY11 Identified</th>
<th>FY12 Identified</th>
<th>FY13 Identified</th>
<th>FY14 Identified</th>
<th>FY15 Anticipated</th>
<th>TOTAL GOAL OF $20 MILLION</th>
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<td>3% Instruction, 4% Non-Instruction budget cut</td>
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<td></td>
</tr>
<tr>
<td>Incidental Fee Increase Regional Campus - Lower Level</td>
<td></td>
<td>35,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase incidental fee previously approved but not charged ($5.66)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Anticipated funding to maintain the University of First Choice through FY2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(3,121,450)</td>
</tr>
</tbody>
</table>

* Per March 2010 Board / Stakeholder's Retreat facilitated by Dr. Bill Weary
<table>
<thead>
<tr>
<th>SOURCES OF ADDITIONAL FY14 FUNDS:</th>
<th>ORIGINAL PROPOSAL</th>
<th>BUDGET REVIEW COMMITTEE RECOMMENDATIONS</th>
<th>PRESIDENT RECOMMENDATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unbudgeted FY13 Base Appropriations</td>
<td>3,685,417</td>
<td>428,861</td>
<td>428,861</td>
</tr>
<tr>
<td>Appropriation Increase - 2%</td>
<td>849,586</td>
<td>720,399</td>
<td>913,399</td>
</tr>
<tr>
<td>Increased Revenues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incidental fee increase (SD335)</td>
<td>721,201</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incidental fee increase Regional Campus - Lower Level</td>
<td>35,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auxiliary overhead contributions</td>
<td>30,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY13 Governor's withholdings release 1%</td>
<td>428,861</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unbudgeted FY13 Appropriations - One Time</td>
<td>2,097,848</td>
<td>720,399</td>
<td>913,399</td>
</tr>
<tr>
<td><strong>Total Estimated Sources</strong></td>
<td><strong>5,321,207</strong></td>
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<table>
<thead>
<tr>
<th>ESTIMATED EXPENSES</th>
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<tbody>
<tr>
<td>Costs of Continuing:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities Increase</td>
<td>1,206,500</td>
<td>1,206,500</td>
<td>1,206,500</td>
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<tr>
<td>Mosers Increase</td>
<td></td>
<td></td>
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<tr>
<td>Benefits Increase</td>
<td>222,500</td>
<td>222,500</td>
<td>222,500</td>
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<tr>
<td>Property and University Insurance</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
</tr>
<tr>
<td>Property Rental</td>
<td>90,000</td>
<td>90,000</td>
<td>90,000</td>
</tr>
<tr>
<td>Staff Extra Ordinary Merit Pool - 12.5% per Board of Regents</td>
<td>77,906</td>
<td>38,953</td>
<td>38,953</td>
</tr>
<tr>
<td>Faculty Promotion Pool - 4-year rolling average</td>
<td>212,092</td>
<td>212,092</td>
<td>212,092</td>
</tr>
<tr>
<td><strong>Subtotal Costs of Continuance</strong></td>
<td><strong>1,808,909</strong></td>
<td><strong>1,870,045</strong></td>
<td><strong>1,870,045</strong></td>
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<table>
<thead>
<tr>
<th>PROGRAM ENHANCEMENTS / REDUCTIONS:</th>
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<tbody>
<tr>
<td>Student Government Recommendations</td>
<td></td>
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<tr>
<td>Deferred M&amp;R General Fee</td>
<td></td>
<td></td>
<td>253,000</td>
</tr>
<tr>
<td>Academic Affairs Recommendations</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Career Advisors (2 FTE) - currently funded by one-time dollars</td>
<td>100,200</td>
<td>100,200</td>
<td>100,200</td>
</tr>
<tr>
<td>Academic Advisor (1 FTE) - Health Sciences Students (2 years - Tenur)</td>
<td>46,345</td>
<td>92,690</td>
<td>92,690</td>
</tr>
<tr>
<td>MOREst Fee for Regional Campus (grant funding ended)</td>
<td>35,000</td>
<td>35,000</td>
<td>35,000</td>
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<tr>
<td>Increase Department Chair Stipends</td>
<td>18,695</td>
<td>18,695</td>
<td>18,695</td>
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<tr>
<td>Increase Faculty Professional Development Funds</td>
<td>30,675</td>
<td>30,675</td>
<td>30,675</td>
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<tr>
<td>Enrollment Mgt &amp; Student Success Recommendations</td>
<td>76,500</td>
<td>56,500</td>
<td>56,500</td>
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<tr>
<td>Northern IL. New Student Recruitment Efforts</td>
<td>30,000</td>
<td>30,000</td>
<td>30,000</td>
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<tr>
<td>Military &amp; Veteran Services Initiative</td>
<td>306,770</td>
<td>256,770</td>
<td>256,770</td>
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<tr>
<td>Finance &amp; Administration Recommendations</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>PC Applications Specialist (1 FTE) - application development, campus projects</td>
<td>46,500</td>
<td>46,500</td>
<td>46,500</td>
</tr>
<tr>
<td>Emergency Operations - safety additions &amp; increased cost of existing</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
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<tr>
<td>University Advancement Recommendations</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Web Design &amp; Support (3 FTE) - Web Content Specialist, Social Media Specialist,</td>
<td>151,585</td>
<td>98,385</td>
<td>98,385</td>
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<tr>
<td>BRC General Recommendations for One-Time Dollars</td>
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<tr>
<td>Fund Additional 1TC projects</td>
<td>200,000</td>
<td>200,000</td>
<td>200,000</td>
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<tr>
<td>Classroom Furniture Replacement</td>
<td>200,000</td>
<td>200,000</td>
<td>200,000</td>
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<tr>
<td>Roommate FY13 Faculty/Staff Search Costs not covered</td>
<td>66,600</td>
<td>66,600</td>
<td>66,600</td>
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<tr>
<td>Create a &quot;many day&quot; fund for faculty/staff search costs</td>
<td>50,000</td>
<td>50,000</td>
<td>50,000</td>
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<tr>
<td>Academic Visionary Committee</td>
<td>200,000</td>
<td>200,000</td>
<td>200,000</td>
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<tr>
<td><strong>Subtotal Program Enhancements/Reductions</strong></td>
<td><strong>515,500</strong></td>
<td><strong>853,170</strong></td>
<td><strong>1,149,260</strong></td>
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<table>
<thead>
<tr>
<th>RECOMMENDED COMPENSATION PACKAGES:</th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>Equity adjustments reserve based on salary equity study (Jan 2014)</td>
<td>1,200,000</td>
<td>1,200,000</td>
<td>1,200,000</td>
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<tr>
<td>Faculty</td>
<td></td>
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<tr>
<td>3% Increase</td>
<td>1,001,877</td>
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<tr>
<td>87.5% base merit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.5% post-professorial merit</td>
<td>125,235</td>
<td></td>
<td>125,235</td>
</tr>
<tr>
<td>Administrative/Professional</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3% Increase</td>
<td>425,253</td>
<td></td>
<td>425,253</td>
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<tr>
<td>Clinical/Technical/Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3% Increase or $700 minimum</td>
<td>197,994</td>
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<td>197,994</td>
</tr>
<tr>
<td>Bargaining Unit</td>
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<td></td>
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<tr>
<td>3% Increase or $700 minimum</td>
<td>126,430</td>
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<td>126,430</td>
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<tr>
<td>Graduate Assistants</td>
<td></td>
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<tr>
<td>3% Increase</td>
<td>34,911</td>
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<td>34,911</td>
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<tr>
<td>Executive</td>
<td></td>
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<tr>
<td>3% Increase</td>
<td>68,742</td>
<td></td>
<td>68,742</td>
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<tr>
<td>Benefits Subcommittee</td>
<td></td>
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<tr>
<td>Employee Wellness Incentives</td>
<td>30,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase Supplemental Insurance (covered by FY13 allocated funds - no cost)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Subtotal Recommended Compensation Packages</strong></td>
<td><strong>3,053,207</strong></td>
<td><strong>3,063,207</strong></td>
<td><strong>3,063,207</strong></td>
</tr>
</tbody>
</table>

| **TOTALS**                        | **5,321,207**     | **5,475,705**                          | **5,521,207**            |

| **DIFFERENCE**                     | **(134,498)**    | **1,443,339**                          | **-**                    |
## Current Incidental Fees at Comparable Institutions

<table>
<thead>
<tr>
<th></th>
<th>Degree Offered&lt;sup&gt;2&lt;/sup&gt;</th>
<th>Fall 2012 (FY 13)</th>
<th></th>
<th>Fall 2013 (FY14)</th>
<th></th>
<th>Fall 2012 to Fall 2013 Fee Increase - 15 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State Institutions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Southeast Missouri State</td>
<td>A</td>
<td>193.80</td>
<td>2907.00</td>
<td>468.00</td>
<td>3375.00</td>
<td>197.55</td>
</tr>
<tr>
<td>Lincoln University</td>
<td>B</td>
<td>205.00</td>
<td>3075.00</td>
<td>287.25</td>
<td>3362.25</td>
<td>205.00</td>
</tr>
<tr>
<td>Missouri State&lt;sup&gt;5&lt;/sup&gt;</td>
<td>A</td>
<td>200.48</td>
<td>3007.20</td>
<td>389.00</td>
<td>3396.20</td>
<td>204.00</td>
</tr>
<tr>
<td>Central Missouri State&lt;sup&gt;4&lt;/sup&gt;</td>
<td>A</td>
<td>209.60</td>
<td>3144.00</td>
<td>429.65</td>
<td>3573.65</td>
<td>213.17</td>
</tr>
<tr>
<td>Truman State University&lt;sup&gt;6&lt;/sup&gt;</td>
<td>B</td>
<td>290.75</td>
<td>3489.00</td>
<td>119.00</td>
<td>3608.00</td>
<td>295.70</td>
</tr>
<tr>
<td>Northwest Missouri State</td>
<td>A</td>
<td>174.56</td>
<td>2618.40</td>
<td>1241.25</td>
<td>3859.65</td>
<td>177.53</td>
</tr>
<tr>
<td>University of Missouri</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Columbia</td>
<td>C</td>
<td>269.40</td>
<td>4041.00</td>
<td>587.74</td>
<td>4628.74</td>
<td>274.00</td>
</tr>
<tr>
<td>Kansas City</td>
<td>C</td>
<td>265.60</td>
<td>3984.00</td>
<td>665.34</td>
<td>4649.34</td>
<td>270.10</td>
</tr>
<tr>
<td>St. Louis&lt;sup&gt;6&lt;/sup&gt;</td>
<td>C</td>
<td>266.60</td>
<td>3984.00</td>
<td>673.20</td>
<td>4657.20</td>
<td>315.80</td>
</tr>
<tr>
<td>S &amp; T (Rolla)</td>
<td>C</td>
<td>269.40</td>
<td>4041.00</td>
<td>638.50</td>
<td>4679.50</td>
<td>274.00</td>
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<tr>
<td><strong>Community Colleges</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Three Rivers (Out-of-District Rate)</td>
<td></td>
<td>120.00</td>
<td>1800.00</td>
<td>270.00</td>
<td>2070.00</td>
<td></td>
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<tr>
<td>Cape Girardeau Partnership for Higher Education</td>
<td></td>
<td>120.00</td>
<td>1800.00</td>
<td>270.00</td>
<td>2070.00</td>
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<tr>
<td><strong>Out-of-State Institutions</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arkansas State University</td>
<td>C</td>
<td>181.00</td>
<td>2715.00</td>
<td>875.00</td>
<td>3590.00</td>
<td></td>
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<tr>
<td>Murray State University</td>
<td>A</td>
<td>245.00</td>
<td>3675.00</td>
<td>600.00</td>
<td>4275.00</td>
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<tr>
<td>Southern Illinois-Carbondale&lt;sup&gt;7&lt;/sup&gt;</td>
<td>C</td>
<td>272.30</td>
<td>4084.50</td>
<td>1679.34</td>
<td>5763.84</td>
<td></td>
</tr>
</tbody>
</table>

<sup>1</sup> Amounts are assessed fees based on contacts with the institutions or from the Internet Web Sites. Where general fees are not yet determined, fee increases are based solely on tuition

<sup>2</sup> Highest Offering:  A. Beyond Master's But Less Than Doctorate  B. Master's  C. Doctorate

<sup>3</sup> General fees are capped at 7 credit hours

<sup>4</sup> General fees are capped at 9 credit hours

<sup>5</sup> Tuition is flat for students taking 12-17 credit hours. Student Union and Rec Center fees are included in tuition

<sup>6</sup> Tuition and general fees are combined starting Fall 2013 per UM System website article

<sup>7</sup> Tuition is capped at 15 credit hours, general fees are capped at 12 credit hours
STUDENT GOVERNMENT

RESOLUTION

SOUTHEAST MISSOURI STATE UNIVERSITY
STUDENT GOVERNMENT

RESOLUTION

NO. ___13__ 25__ A

SPONSOR: Executive Board

RESOLUTION BODY

WHEREAS, the University's Budget Review Committee (BRC) met to discuss potential incidental fee increases; and

WHEREAS, Senate Bill 389 allows up to 1.7% ($3.74 per credit hour) increase on in-state, undergraduate fees for FY14 and BRC does not recommend an increase above this amount; and

WHEREAS, the Student Government Association has endorsed and the Board of Regents has previously approved $2.50 per credit hour increase in general fees for maintenance and repair that are scheduled to be implemented in FY14, and BRC does not recommend assessing more than this amount; and

WHEREAS, the student representatives on the BRC recommend that increases to out-of-state undergraduate fees not exceed twice the per credit hour increase to in-state fees ($7.48 per credit hour); and

THEREFORE BE IT RESOLVED, that the Student Government Association of Southeast Missouri State University supports the above recommendations that will be made to the Board of Regents.

VOTE X PAYS TAIL TABLE

SENATE PRESIDENT DATE 5/3/2013

PRESIDENT OF THE STUDENT BODY DATE 5/3/2013
### SUMMARY OF APPROVED INCIDENTAL AND GENERAL FEES
#### UNDERGRADUATE RESIDENT

<table>
<thead>
<tr>
<th></th>
<th>Fall 2012</th>
<th></th>
<th></th>
<th>Fall 2013</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Approved</td>
<td>Approved but Not Assessed</td>
<td>Total Approved</td>
<td>BRC Recommend Approved</td>
<td>Total Recommend Approve</td>
<td>Recommend Fee Waiver</td>
<td>Total Recommend Assess</td>
</tr>
<tr>
<td><strong>CURRENT INCIDENTAL FEES (per credit hour):</strong></td>
<td>$193.80</td>
<td>$5.66</td>
<td>$199.46</td>
<td>$3.74</td>
<td>$203.20</td>
<td>$(5.65)</td>
<td>$197.55</td>
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</table>

<table>
<thead>
<tr>
<th><strong>CURRENT GENERAL STUDENT FEES (per credit hour):</strong></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Cultural Arts Fee</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Maintenance &amp; Repair Fee</td>
<td>8.50</td>
<td>1.50</td>
<td>10.00</td>
<td>1.00</td>
<td>11.00</td>
<td>(2.50)</td>
<td>8.50</td>
</tr>
<tr>
<td>Student Recreation Center &amp; Intramurals Fee</td>
<td>5.25</td>
<td>5.25</td>
<td>5.25</td>
<td>5.25</td>
<td>5.25</td>
<td>5.25</td>
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<tr>
<td>Aquatic Center Fee</td>
<td>4.55</td>
<td>4.55</td>
<td>4.55</td>
<td>4.55</td>
<td>4.55</td>
<td>4.55</td>
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<tr>
<td>Student Activity Fee</td>
<td>1.62</td>
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<td>1.62</td>
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<td>1.62</td>
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<tr>
<td>Student Health Fee</td>
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<td>0.45</td>
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<td>Student Athletic Fee</td>
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<td>Student Special Event Fee</td>
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<tr>
<td>Student Computing Fee</td>
<td>3.50</td>
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<td>3.50</td>
<td>3.50</td>
<td>3.50</td>
<td>3.50</td>
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<tr>
<td><strong>TOTAL GENERAL STUDENT FEES</strong></td>
<td>$31.20</td>
<td>$1.50</td>
<td>$32.70</td>
<td>$1.00</td>
<td>$33.70</td>
<td>$(2.50)</td>
<td>$31.20</td>
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<tr>
<td><strong>TOTAL INCIDENTAL AND GENERAL STUDENT FEES</strong></td>
<td>$225.00</td>
<td>$7.16</td>
<td>$232.16</td>
<td>$4.74</td>
<td>$236.90</td>
<td>$(8.15)</td>
<td>$228.75</td>
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<td>CURRENT FEES</td>
<td>UNDERGRADUATE</td>
<td>GRADUATE</td>
<td>REGIONAL CAMPUSES</td>
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<td>--------------------------------------------------</td>
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<tr>
<td></td>
<td>RESIDENT</td>
<td>NON-RESIDENT</td>
<td>RESIDENT</td>
<td>NON-RESIDENT</td>
<td>LOWER DIVISION COURSES</td>
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</tr>
<tr>
<td>CURRENT INCIDENTAL FEES (per credit hour):</td>
<td>$199.46</td>
<td>$368.62</td>
<td>$249.65</td>
<td>$466.00</td>
<td>$125.23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CURRENT GENERAL STUDENT FEE</td>
<td>$32.70</td>
<td>$32.70</td>
<td>$32.70</td>
<td>$32.70</td>
<td>$13.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL CURRENT INCIDENTAL &amp; GENERAL FEES</td>
<td>$232.16</td>
<td>$401.32</td>
<td>$282.35</td>
<td>$498.70</td>
<td>$138.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less Applied Incidental Fee Waiver</td>
<td>(5.66)</td>
<td>(0.32)</td>
<td>(0.55)</td>
<td>(0.20)</td>
<td>(0.23)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less Applied General Fee Waiver</td>
<td>(1.50)</td>
<td>(1.50)</td>
<td>(1.50)</td>
<td>(1.50)</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL CURRENT INCIDENTAL &amp; GENERAL STUDENT FEE REALIZED BY STUDENTS</td>
<td>$225.00</td>
<td>$399.50</td>
<td>$280.50</td>
<td>$497.00</td>
<td>$138.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROPOSED FEES INCREASE</td>
<td>$3.74</td>
<td>$6.91</td>
<td>$4.68</td>
<td>$8.74</td>
<td>$2.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PREVIOUSLY APPROVED GENERAL FEE INCREASE Maintenance and Repair</td>
<td>$1.00</td>
<td>$1.00</td>
<td>$1.00</td>
<td>$1.00</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Previously approved by Student Senate &amp; Board of Regents)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL PROPOSED INCIDENTAL AND GENERAL STUDENT FEE</td>
<td>$236.90</td>
<td>$409.33</td>
<td>$288.03</td>
<td>$508.44</td>
<td>$141.08</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less Applied Incidental Fee Waiver</td>
<td>(5.65)</td>
<td>(0.23)</td>
<td>(0.03)</td>
<td>(0.44)</td>
<td>(0.08)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less Applied General Fee Waiver</td>
<td>(2.50)</td>
<td>(2.50)</td>
<td>(2.50)</td>
<td>(2.50)</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL PROPOSED INCIDENTAL AND GENERAL STUDENT FEE REALIZED BY STUDENTS</td>
<td>$228.75 1.67%</td>
<td>$406.50</td>
<td>$285.50</td>
<td>$505.50</td>
<td>$141.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**
1. Graduate fees for the joint Southeast - University of Missouri-Columbia PHD in Education will be at the rate established by the U of M - Columbia per our cooperative agreement.
2. Fees for upper division courses at the south regional campuses are the same as Cape campus fees.
3. General fee at south regional campuses include $8.50 for technology and maintenance and repair costs.
4. Fee waiver applied for rounding purposes.
5. Deferral of approved Maintenance and Repair General Fee.
BOARD OF REGENTS
MOTION CONSIDERATION FORM

May 11, 2013
Open Session

I. Motion to be Considered:

Approve the attached Special Course Fees commencing with the Fall 2013 semester.

II. Background:

Special course fees are requested by departments to cover the cost of consumable supplies or other expenses that are unique to a course (e.g. student insurance, chemicals). Formalizing the “up-front” billing avoids surprise costs to students after they enroll. This process also makes special course fees eligible for the Hope Scholarship and Lifetime Learning tax credits that the student or parent may claim.

Special course fees recommended by departments were reviewed and approved by a Budget Review Committee (BRC) subcommittee prior to presentation to the BRC. This subcommittee includes representation from Dean’s Council, Chairperson’s Forum, Faculty Senate and Student Government.

Attachment 1 details new or increased special course fees recommended by the BRC. It is recommended to add a special course fee to one course with high consumable costs in Health, Human Performance and Recreation and to increase the special course fee by $10 for a Social Work Field Education course in which the university must purchase liability insurance to cover each student. In addition, there are three courses in Human Environmental Studies involving food production and a special course fee is recommended to cover the increasing cost of food supplies.

Recommended By:
Student Government
Faculty Senate
Administrative Council
VP, Finance & Admin.
VP, University Advancement

Chairperson
Dean
Academic Council
Provost
President

Board Action on:
Motion By: 
Second By: 
Vote: Yeas: Nays:

Postpone:
Amend:
Disapprove:
Approve:
Secretary:
The Mass Media department went through a curriculum overhaul in Fall 2012 as a result of the accreditation process. Replacement courses were developed for courses previously taught and some of the previous courses had a special course fee. The special course fee was never transferred to the new course number, and BRC recommends that a $15 special course fee be approved for these replacement courses. This is either the same course fee as the previous course, or due to increased consumable costs on a few courses the fee is recommended to increase from $10 to $15 per course.

If the attached recommended fees are approved by the Board, approximately 10% of all course sections offered by Southeast will have a special course fee assessed.
College of Health & Human Services

Health, Human Performance, and Recreation

The department of Health, Human Performance, and Recreation does not have special course fees attached to any of their courses. The subcommittee is recommending a course fee on the department’s Exercise Physiology lab course to help offset the increased costs of consumable supplies. It is estimated that this fee would generate an estimated total of $700 that would be returned to HHPR.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Exercise Physiology (HL331)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Fee</td>
<td>None</td>
</tr>
<tr>
<td>Proposed Fee</td>
<td>$10</td>
</tr>
<tr>
<td><strong>Rationale</strong></td>
<td>This course focuses on the physiologic control of the human body during acute exercise and requires students to observe and measure changes to the body during periods of stress. The lab requires the use of several consumable supplies such as: lactate strips, spirometer filters and paper rolls, ECG trace paper, disposable masks, and calibration gases. The department has covered the cost of these supplies. However, high enrollment is causing this to become cost prohibitive.</td>
</tr>
</tbody>
</table>

Human Environmental Studies

Like other departments, Human Environmental Studies has not added or increased course fees in several years. However, the cost of food supplies which are needed for several kitchen lab courses and the cost of specialized consumable supplies have greatly increased. The department is no longer able to cover the cost of these supplies from its operations budget. The subcommittee is recommending course fees which would generate an estimated additional $5,525 to be returned to the Human Environmental Studies department’s operating budget.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Selection and Preparation of Foods (FN205), Essentials of Food Science (FN320), and Quantity Food Production (FN416)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Fee</td>
<td>$25</td>
</tr>
<tr>
<td>Proposed Fee</td>
<td>$50</td>
</tr>
<tr>
<td><strong>Rationale</strong></td>
<td>These kitchen lab courses required of Dietetics and Hospitality Management majors have similar needs – mainly the purchase of food staples, meats, vegetables, seafood, pasta, breads, etc. Food products have been, and continue to be, significantly impacted by inflation. The requested course fee increase is necessary to offset some of the additional costs experienced by the department.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses</th>
<th>Culinary Theory and Practice (FN350)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Fee</td>
<td>None</td>
</tr>
<tr>
<td>Proposed Fee</td>
<td>$50</td>
</tr>
<tr>
<td><strong>Rationale</strong></td>
<td>This course, which requires students to prepare specialty foods, was established in academic year 2005 - after lab fees initially went into effect. The course, similar to other kitchen labs, requires the purchase of food staples, meats, seafood, etc. Previously, these costs have been covered by the department. However, as enrollment steadily climbs (14 students in 2007 to 32 students in 2013), the department can no longer cover the expense. The proposed fee would help offset the costs of this course’s consumables.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses</th>
<th>Design Process (DS111) and Design Communications (DS220)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Fee</td>
<td>None</td>
</tr>
<tr>
<td>Proposed Fee</td>
<td>$25</td>
</tr>
<tr>
<td><strong>Rationale</strong></td>
<td>These courses require the use of specialized consumable materials (i.e. vellum, drafting supplies, display materials, and presentation boards) which are cheaper for the department to purchase in bulk. This fee would help to offset the costs incurred by the department to supply these items.</td>
</tr>
</tbody>
</table>
Social Work

The Social Work department is responsible for carrying liability insurance for all students who are in the field. The cost for insurance coverage continues to increase. Therefore, the subcommittee is recommending course fees which would generate an estimated additional $340 to be returned to the Social Work department's operating budget.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Field Education (SW450)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Fee</td>
<td>$50</td>
</tr>
<tr>
<td>Proposed Fee</td>
<td>$60</td>
</tr>
<tr>
<td>Rationale</td>
<td>This course requires students to work in the field. In order to do so, the university must carry liability insurance on each student at an estimated cost of $50 per student. Students must also take a nationally normed social work exit examination at an estimated cost of $20 per student. The requested course fee increase is necessary to help offset the increased costs of these required components.</td>
</tr>
</tbody>
</table>

Mass Media

Previously, Mass Media had required course fees of $10 or $15 attached to 11 of its courses to offset the expense of consumable supplies associated with the newspaper, audio, or video recording supplies required for students to learn the skills for their major. However, through the accreditation process the department undertook a curriculum overhaul that went into effect Fall 2012. As a result of those course changes, only three courses remain with approved course fees. The subcommittee is recommending attaching course fees to the new courses that replaced those in the old curriculum, increasing some course fees, and adding a fee to one additional course. Because fees previously existed and the courses are now more area specific, there would be no budgetary impact.

Comparison of previous courses and new replacement courses:

<table>
<thead>
<tr>
<th>Previous Course</th>
<th>Fee</th>
<th>Similar Replacement Course</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC 332 Publication Editing and Production</td>
<td>$15</td>
<td>MC 331 Strategic Writing</td>
<td>$15</td>
</tr>
<tr>
<td>MC 351 Basic TV and Film Production</td>
<td>$15</td>
<td>MC 351 Basic TV and Film Production</td>
<td>$15</td>
</tr>
<tr>
<td>MC 352 Video post production</td>
<td>$15</td>
<td>MC 352 Video post production</td>
<td>$15</td>
</tr>
<tr>
<td>MC 466 Television Directing</td>
<td>$15</td>
<td>MC 366 TV Directing</td>
<td>$15</td>
</tr>
<tr>
<td>MC201 Writing for Mass Media</td>
<td>$10</td>
<td>MC 312 Ad Creative Concepts</td>
<td>$15</td>
</tr>
<tr>
<td>MC 322 Publication Editing and Production</td>
<td>$10</td>
<td>MC 322 Design for Media</td>
<td>$15</td>
</tr>
<tr>
<td>MC 340 Basic Radio</td>
<td>$10</td>
<td>MC 323 Sound for Media</td>
<td>$15</td>
</tr>
<tr>
<td>MC 344 Audio Production and Performance</td>
<td>$10</td>
<td>MC 327 Visual for Media</td>
<td>$15</td>
</tr>
<tr>
<td>MC 346 Electronic Newsgathering</td>
<td>$10</td>
<td>Combined with other courses</td>
<td>-</td>
</tr>
<tr>
<td>MC 425 Public Affairs Reporting</td>
<td>$10</td>
<td>MC 421 Media Storytelling</td>
<td>$15</td>
</tr>
<tr>
<td>MC 428 Editorial Page</td>
<td>$10</td>
<td>MC 429 Media Management</td>
<td>$15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MC 451 Advanced Film Production</td>
<td>$15</td>
</tr>
</tbody>
</table>

Rationale:

<table>
<thead>
<tr>
<th>Course</th>
<th>Strategic Writing (MC331), Television Directing (MC366), Basic TV and Film Production (MC351), Video Post Production (MC352)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Fee</td>
<td>$15 on previous course offering</td>
</tr>
<tr>
<td>Proposed Fee</td>
<td>$15</td>
</tr>
<tr>
<td>Rationale</td>
<td>The requested fee is a direct replacement for a course fee previously approved and would be used to offset the costs for specialty paper and specialty toner, audio and video recording supplies, and other needs.</td>
</tr>
<tr>
<td>Course</td>
<td>Ad Creative Concepts (MC312), Designs for Media (MC322), Sound for Media (MC323), Visuals for Media (MC327), Media Storytelling (MC421), and Media Management (MC429)</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Current Fee</td>
<td>$10 on previous course offering</td>
</tr>
<tr>
<td>Proposed Fee</td>
<td>$15</td>
</tr>
<tr>
<td>Rationale</td>
<td>The requested fee is a replacement for a course fee previously approved and would be used to offset the costs for specialty paper and specialty toner, audio and video recording supplies, and other needs. A small increase is requested to offset increased costs for materials due to assessment needs for accreditation. Student projects are required to be professional which has increased costs for presentation materials, and projects are now required to be archived which increases costs for storage media.</td>
</tr>
<tr>
<td>Courses</td>
<td>Advanced Film Production (MC 451)</td>
</tr>
<tr>
<td>Current Fee</td>
<td>$0</td>
</tr>
<tr>
<td>Proposed Fee</td>
<td>$15</td>
</tr>
<tr>
<td>Rationale</td>
<td>This course was added to the curriculum in Fall 2012. Like other production courses, the course requires students to record their work for review and demonstration purposes, as well as for assessment. The department provides the storage medium (such as SD cards) for student use. Heavy storage, review, and accreditation requirements necessitate frequent replacement of the SD cards. The requested fee would help offset the costs of this new course.</td>
</tr>
</tbody>
</table>
BOARD OF REGENTS
MOTION CONSIDERATION FORM

May 11, 2013
Open Session

I. Motion to be Considered:

Approve an increase in the charge for official transcripts from $5.00 to $7.50, effective July 1, 2013.

II. Background:

Students currently receive an official transcript by mail with their diploma, with additional transcripts provided for a fee of $5.00 each. The number of current students, alumni, colleges, and other entities who are requesting an electronic transcript in lieu of a paper transcript is steadily increasing. Half of all transcript requests received today are submitted online through the Southeast portal.

Southeast plans to begin using the National Student Clearinghouse which offers a transcript ordering service that can be used to deliver the electronic transcript on behalf of the university. The Clearinghouse is a nationwide verification system that maintains enrollment records for over 96% of all students in public and private U.S. institutions. More than 3,300 colleges and universities participate in the Clearinghouse. There is no direct cost to the university to use the Clearinghouse transcript ordering service. Students may use this service to request transcript delivery electronically or by mail. There is a cost per transcript order, ranging from $2.25 (mail) to $3.75 (electronic), which is charged to the student. Electronic transcripts are provided in a PDF format and include the Adobe Global-Sign “Blue Ribbon” security feature. Regardless of the individual cost charged by the Clearinghouse, all students using the service will be charged the same rate. The proposed $7.50 transcript fee will be charged to all students and the remaining funds will be refunded to the university on a monthly basis to fund the staff and computer system needed to maintain and update student records.

The Office of the Registrar will continue to process transcript requests that are mailed or faxed to the office or requested in-person.

The transcript fee was last increased in 2003. Currently, Southeast is in the low to mid-range of charges for comparative institutions. A $5.00 fee is charged at Missouri State University, Missouri Western State University, Northwest Missouri State University and the University of Central Missouri. A $7.50 is charged at the University of Missouri Kansas City. The University of Missouri and Missouri Southern State University charge $10.00 per copy.

Recommended By:

Student Government
Faculty Senate
Administrative Council
VP, Finance & Admin.
VP, University Advancement

Chairperson
Dean
Academic Council
Provost
President

Board Action on:
Motion By:
Second By:
Vote: Yeas: Nays:

Postpone:
Amend:
Disapprove:
Approve:
Secretary:
I. Motion to be Considered:

Approve the proposed policy revision (Faculty Senate Bill 13-A-21) for the Faculty Status of Librarians and the revision of Chapter 2, Section D4 of the Faculty Handbook.

II. Background:

At their March 25, 2010 meeting, the Board of Regents directed President Dobbins, working with the Faculty Senate, to review the Faculty Handbook and recommend changes to ensure that the Faculty Handbook conforms to current Board policies and directives. On March 27, 2013 the Faculty Senate approved Faculty Senate Bill 13-A-21. The bill revises the Faculty Status of Librarians section of the Faculty Handbook text by designating it as policy, substituting “Kent Library faculty” for “librarians” (to distinguish from Kent Library staff), and allows the Provost to designate an individual to fulfill the role of college dean. Attached are the proposed revisions to the handbook policy language for the Faculty Handbook Non-Continuing Faculty Appointments section and the redline changes to the current handbook section. There are no corresponding procedures.

This section will henceforth appear after the Policy and Procedures sections for Non-Tenure-Track Faculty Appointments and thus will be renumbered D3.

---

Recommended By:

- Student Government
- Faculty Senate X
- Administrative Council
- VP, Finance & Admin.
- VP, University Advancement

Chairperson

Dean

Academic Council

Provost

President

Board Action on:

Motion By:  
Second By:  
Vote:  Yeas:  Nays:  

Postpone:

Amend:

Disapprove:

Approve:

Secretary:
FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 13-A-21

Approved by the Faculty Senate
March 27, 2013

BRIEF SUMMARY: This bill specifies the policy portion of the existing Faculty Handbook section on Faculty Status of Librarians (Chapter 2, Section D.4).

REVISING “FACULTY STATUS OF LIBRARIANS” TO ESTABLISH A POLICY SECTION

BE IT RESOLVED THAT: The faculty handbook, Chapter 2, Section D.4 of the Faculty Handbook beginning with “Faculty Status of Librarians” be amended by replacing the existing content with the following “Policy” section. This section will henceforth appear after the Policy and Procedures sections for Non-Tenure-Track Faculty Appointments and thus will be renumbered D.3

CONTINUING FACULTY APPOINTMENTS (continued)

Kent Library Faculty-Policy

All policies and procedures affecting faculty apply to Kent Library faculty. The Kent Library faculty shall fulfill the role of a department. The Director of Kent Library and Dean of Academic Information Services shall fulfill the role of chairperson. The Provost or his/her designee shall fulfill the role of college dean. Full-time teaching is equated to full-time employment as a Kent Library faculty member. Educational and experience levels for Kent library faculty are the same as for other faculty of the same rank.

***

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduced to Senate</td>
<td>3/13/13</td>
</tr>
<tr>
<td>Second Senate Meeting</td>
<td>3/27/13</td>
</tr>
<tr>
<td>Faculty Senate Vote</td>
<td>3/27/13</td>
</tr>
<tr>
<td>President’s Review</td>
<td></td>
</tr>
<tr>
<td>Board of Regents Approval</td>
<td></td>
</tr>
<tr>
<td>Posted to Faculty Handbook</td>
<td></td>
</tr>
</tbody>
</table>
FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 13-A-21

Approved by the Faculty Senate
March 27, 2013

BRIEF SUMMARY: This bill specifies the policy portion of the existing *Faculty Handbook* section on Faculty Status of Librarians (Chapter 2, Section D.4).

REVISING “FACULTY STATUS OF LIBRARIANS” TO ESTABLISH A POLICY SECTION

BE IT RESOLVED THAT: The faculty handbook, Chapter 2, Section D.4 of the *Faculty Handbook* beginning with “Faculty Status of Librarians” be amended by replacing the existing content with the following “Policy” section. This section will henceforth appear after the Policy and Procedures sections for Non-Tenure-Track Faculty Appointments and thus will be renumbered D.3

CONTINUING FACULTY APPOINTMENTS (continued)

Facility Status of Librarians-Kent Library Faculty-Policy

All policies and procedures affecting faculty apply to librarians-Kent Library faculty. The Kent Library faculty shall fulfill the role of a department. The Director of Kent Library and Dean of Academic Information Services shall fulfill the role of chairperson. The Provost or his/her designee shall fulfill the role of college dean. Full-time teaching is equated to full-time employment as a librarian-Kent Library faculty member. Educational and experience levels for librarian-Kent Library faculty are the same as for other faculty of the same rank.

<table>
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<tr>
<td>Board of Regents Approval</td>
<td></td>
</tr>
<tr>
<td>Posted to Faculty Handbook</td>
<td></td>
</tr>
</tbody>
</table>
BOARD OF REGENTS
MOTION CONSIDERATION FORM

May 11, 2013
Open Session

I. Motion to be Considered:

Approve the proposed policy revision (Faculty Senate Bill 13-A-22) for the Non-Continuing Faculty Appointments and the revision of Chapter 2, Section D2 of the Faculty Handbook.

II. Background:

At their March 25, 2010 meeting, the Board of Regents directed President Dobbins, working with the Faculty Senate, to review the Faculty Handbook and recommend changes to ensure that the Faculty Handbook conforms to current Board policies and directives. On March 27, 2013 the Faculty Senate approved Faculty Senate Bill 13-A-22. The bill and its companion bill (13-A-23) divide the Non-Continuing Faculty Appointments section of the Faculty Handbook text into policy and procedure, and divide the current language into “Policy” and “Procedures” sections. Changes in the language of the policy include addition of an introductory paragraph, making editorial changes, changing “Part-time” to “Non-Continuing” throughout, and moving definitions of categories of Non-Continuing Faculty to the “Procedures” section. Attached are the proposed revisions to the handbook policy language for the Faculty Handbook Non-Continuing Faculty Appointments section and the redline changes to the current handbook section.

This policy will come after the “Kent Library Faculty” section and will be hereafter be renumbered D4.

The attached procedures are for informational purposes only.

---

Recommended By:
Student Government
Faculty Senate X
Administrative Council
VP, Finance & Admin.
VP, University Advancement

Chairperson
Dean
Academic Council
Provost
President

Board Action on:
Motion By:
Second By:
Vote: Yeas: Nays:

Postpone:
Amend:
Disapprove:
Approve:
Secretary:
FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 13-A-22

Approved by the Faculty Senate
March 27, 2013

BRIEF SUMMARY: This bill specifies the policy portion of the existing Faculty Handbook section on Non-Continuing Faculty Appointments (Chapter 2, Section D.2).

REVISING “NON-CONTINUING FACULTY APPOINTMENTS” TO ESTABLISH A POLICY SECTION

BE IT RESOLVED THAT: Subject to the passage and approval of both this bill and its companion bill establishing a corresponding “procedures” section, the faculty handbook, Chapter 2, Section D.2 of the Faculty Handbook beginning with “Non-Continuing Faculty Appointments” be amended by replacing the existing content with the following “Policy” section. This policy will come after the “Kent Library Faculty” section and will be hereafter be renumbered D.4

NON-CONTINUING FACULTY APPOINTMENTS

Non-Continuing Faculty Appointments- Policy

To meet the curricular or staffing needs of a particular situation, individuals may be hired in a non-continuing faculty appointment. These appointments may be either full-time or part-time, but they are not intended to last longer than a short, defined length of time. If the need for the services of a faculty member is for a longer period, a continuing appointment should be used.

Individuals on non-continuing faculty appointments are not eligible for tenure or promotion. They enjoy many of the rights and privileges of continuing faculty members, including academic freedom and academic due process, and bear the same fundamental professional responsibilities for teaching as continuing faculty members. However, they may not be eligible for certain benefits and privileges enjoyed by continuing faculty members, e.g., faculty research grants, faculty development funding, membership on departmental, college, or University-wide committees. In addition, part-time faculty members are not eligible for participation in the benefits program.

Non-continuing faculty may have the opportunity to participate in departmental activities, such as department meetings and curricular discussions, and at a minimum should be included in the usual communication flow within the department and college. They shall be excluded from deliberations and voting on promotion, tenure, and other personnel matters.
<table>
<thead>
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FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 13-A-22

Approved by the Faculty Senate
March 27, 2013

BRIEF SUMMARY: This bill specifies the policy portion of the existing Faculty Handbook section on Non-Continuing Faculty Appointments (Chapter 2, Section D.2).

REVISING “NON-CONTINUING FACULTY APPOINTMENTS” TO ESTABLISH A POLICY SECTION

BE IT RESOLVED THAT: Subject to the passage and approval of both this bill and its companion bill establishing a corresponding “procedures” section, the faculty handbook, Chapter 2, Section D.2 of the Faculty Handbook beginning with “Non-Continuing Faculty Appointments” be amended by replacing the existing content with the following “Policy” section. This policy will come after the “Faculty Status of Librarians” Section and will be hereafter be renumbered D.4

NON-CONTINUING FACULTY APPOINTMENTS

Non-Continuing Faculty Appointments- Policy
To meet the curricular or staffing needs of a particular situation, individuals may be hired in a non-continuing faculty appointment. These appointments may be either full-time or part-time, but they are not intended to last longer than a short, defined length of time. If the need for the services of a faculty member is for a longer period, a continuing appointment should be used.

Individuals on non-regular non-continuing faculty appointments are not eligible for tenure or promotion. even-though-they-may-be-hired-at-a-certain-rank They enjoy many of the rights and privileges of regular continuing faculty members, including academic freedom and academic due process, and bear the same fundamental professional responsibilities for teaching as regular continuing faculty members. However, they may not be eligible for certain benefits and privileges enjoyed by regular continuing faculty members, e.g., faculty research grants, faculty development funding, membership on departmental, college, or University-wide committees. In addition, part-time faculty members are not eligible for participation in the fringe benefits program.

Non-continuing faculty appointments fall under one of the following categories:
Adjunct Faculty. Adjunct faculty are individuals who provide services to the University without remuneration.

Visiting Faculty. Individuals who are regular members of faculties at other institutions are sometimes invited to teach courses in their areas of interest during a summer session, semester, or academic year. Such appointments are by their very nature terminal, may be part-time or full-time, and may involve an exchange with a faculty member from this institution who establishes a similar relationship with the visiting faculty member's institution.

Part-time Faculty.

• Non-continuing Part-time faculty have the rights and privileges of regular faculty. They have the opportunity to participate in departmental activities, such as department meetings and curricular discussions, and at a minimum should be included in the usual communication flow within the department and college. As appropriate, they shall may be excluded from deliberations and voting on promotion, tenure, and other personnel matters.
• Part-time appointments are defined as assignments to a maximum of twelve credit hours per academic year spread over two semesters. Part-time faculty do not receive the benefits package.
• The eligibility of part-time faculty for professional development funding is at the discretion of the department and college.
• Academic credentials normally require a minimum of a master's degree; however, in specific cases an exception may be justified based on specific expertise and programmatic needs.
• Departments have the responsibility for the orientation of part-time faculty.
• Evaluation of the teaching of part-time faculty is to occur on a regular basis as defined by the department. The process should be comparable to evaluation procedures established for non-tenured, full-time faculty in the department.
• For part-time appointments, teaching loads and other responsibilities are to be clearly defined in the appointment memorandum.

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President's Review
Board of Regents Approval
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BRIEF SUMMARY: This bill specifies the procedures portion of the existing Faculty Handbook section on Non-Continuing Faculty Appointments (Chapter 2, Section D.2).

REVISING "NON-CONTINUING FACULTY APPOINTMENTS" TO ESTABLISH A PROCEDURES SECTION

BE IT RESOLVED THAT: Subject to the passage and approval of both this bill and its companion bill establishing a corresponding "Policy" section, the faculty handbook, Chapter 2, Section D.2 of the Faculty Handbook beginning with "Non-Continuing Faculty Appointments" be amended by replacing the existing content with the following "Procedures" section. This section will follow the "Policy" section of the same name and will hereafter be renumbered D.4

NON-CONTINUING FACULTY APPOINTMENTS (continued)

Non-Continuing Faculty Appointments - Procedures

Non-continuing faculty appointments fall under one of the following categories:

Visiting Faculty are regular members of faculties at other institutions who are sometimes invited to teach courses in their areas of expertise. Such appointments are by their very nature terminal, may be part-time or full-time, and may involve an exchange with a faculty member from this institution who establishes a similar relationship with the visiting faculty member's institution.

Term Faculty are appointed for a set period of time designated in their contract, and may or may not be subject to renewal after that time. Access to benefits is dependent on the number of credit/contact hours taught per semester, and length of employment. Time as a term faculty member is not counted toward Regular Non-Tenure-Track merit or towards Tenure and Promotion unless otherwise specified in a Tenure Track appointment contract.

Adjunct (Part-Time Temporary) Faculty teach less than 10 credit/contact hours (depending on the department) per semester. Adjunct faculty receive no benefits package, and their academic credentials normally require the minimum of a graduate degree. Exceptions may be justified based on specific expertise and programmatic needs. For part-time appointments, teaching loads and other responsibilities are to be clearly defined in the appointment memorandum. Appointments may be for a single course, single semester, or full year depending on need, and are usually paid from the Part-Time/Overload budget.
or are charged against the salary in an existing faculty line. Adjunct faculty may also be hired to conduct work as part of a grant.

- Departments have the responsibility for the orientation of Non-Continuing faculty.

- Evaluation of the teaching of Non-Continuing faculty is to occur on a regular basis as defined by the department. The process should be comparable to evaluation procedures established for non-tenured, full-time faculty in the department.

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NON-CONTINUING FACULTY APPOINTMENTS (continued)

Non-Continuing Faculty Appointments - Procedures

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Adjunct Faculty: Adjunct faculty are individuals who provide services to the University without remuneration.

Visiting Faculty are regular members of faculties at other institutions who are sometimes invited to teach courses in their areas of expertise interest during a summer session, semester, or academic year. Such appointments are by their very nature terminal, may be part-time or full-time, and may involve an exchange with a faculty member from this institution who establishes a similar relationship with the visiting faculty member's institution.

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• Part-time faculty have the rights and privileges of regular faculty. They have the opportunity to participate in departmental activities, such as department meetings and curricular discussions, and at a minimum should be included in the usual communication flow within the department and college. As appropriate, they may be excluded from deliberations and voting on promotion, tenure, and other personnel matters.

• Part-time appointments are defined as assignments to a maximum of twelve credit hours per academic year spread over two semesters. Part-time faculty do not receive the benefits package.

• The eligibility of part-time faculty for professional development funding is at the discretion of the department and college.

• Academic credentials normally require a minimum of a master's degree; however, in specific cases an exception may be justified based on specific expertise and programmatic needs. (note, above bullets covered in policy, procedures, and new definitions)

Adjunct (Part-Time Temporary) Faculty teach less than 10 credit/contact hours (depending on the department) per semester. Adjunct faculty receive no benefits package, and their academic credentials normally require the minimum of a graduate degree. Exceptions may be justified based on specific expertise and programmatic needs. For part-time appointments, teaching loads and other responsibilities are to be clearly defined in the appointment memorandum. Appointments may be for a single course, single semester, or full year depending on need, and are usually paid from the Part-Time/Overload budget or are charged against the salary in an existing faculty line. Adjunct faculty may also be hired to conduct work as part of a grant.

• Departments have the responsibility for the orientation of Non Continuing part-time faculty.

• Evaluation of the teaching of Non Continuing part-time faculty is to occur on a regular basis as defined by the department. The process should be comparable to evaluation procedures established for non-tenured, full-time faculty in the department.
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I. Motion to be Considered:

Approve as representative for Southeast Missouri State University on the River Campus Board of Managers the appointment of William Eddleman to replace Ronald Rosati with a term expiring December 1, 2014.

II. Background:

The Cooperation Agreement for the St. Vincent Seminary Property between the City of Cape Girardeau and Southeast Missouri State University states that both the City Council and the Board of Regents shall each appoint three members to the River Campus Board of Managers. At least one of the City’s appointees shall be from the hotel/motel industry. The term of office of the Board of Managers shall be for three years. The appointment of William Eddleman replaces Ronald Rosati who is leaving the University effective June 30, 2013. The term will expire on December 1, 2014.

Listed below are the current representatives and their expiration dates.

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<th>Term Expiration Date</th>
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<th>University Representatives</th>
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<tr>
<td>December 1, 2013</td>
<td>Dennis Vollink</td>
<td>Swayne Byrd</td>
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<tr>
<td>December 1, 2014</td>
<td>Jerry Ford</td>
<td>Ronald Rosati</td>
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<tr>
<td>December 1, 2015</td>
<td>Ruth Knote</td>
<td>Rhonda Weller-Stilson</td>
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William R. Eddleman is the Vice Provost and Dean of the School of Graduate Studies at Southeast Missouri State University. He holds the rank of Professor in the Department of Biology and was Chairperson of the Department of Biology from 2003-2011. Dr. Eddleman earned Bachelor of Science (1975) and Master of Science (1978) degrees in Fisheries and Wildlife from the University of Missouri-Columbia and a Ph.D. in Wildlife Ecology from Oklahoma State University. He was Assistant and Associate Professor of Natural Resource Science at the University of Rhode Island (1988-1994), and is in his 19th year at Southeast.
April 2, 2013

Dr. Kenneth Dobbins  
Southeast Missouri State University  
One University Plaza  
Cape Girardeau, MO 63701-4799  

RE: Audit Control Number (ACN): 07-2012-30250  
FAC ACN: 07-2012-38444  
OPE ID Number: 00250100

Dear Dr. Dobbins:

The U.S. Department of Education (Department) has reviewed a single audit report of Southeast Missouri State University (SEMO). This audit report, prepared by Rubin Brown, LLP, in accordance with the Office of Management and Budget Circular A-133, covers the period July 1, 2011 through June 30, 2012. This letter advises SEMO of the Department’s final audit determination concerning the portions of the audit report that relate to the programs authorized pursuant to Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 et seq. (Title IV, HEA programs).

The Department has considered the corrective action plan and/or management’s response provided with the audit report. SEMO’s response satisfactorily addressed the auditor’s findings. Enclosed is SEMO’s response to this audit. Any supporting documentation submitted with the institution’s written response is not included with this final audit determination. However, it will be retained and available for inspection by SEMO upon request. Copies of the final audit determination, the institution’s response, and any supporting documentation may be subject to release under the Freedom of Information Act (FOIA) and can be provided to other oversight entities after this final audit determination is issued.

Sections .315(b) and .320 (c) of OMB Circular A-133 require SEMO to prepare and submit as part of the reporting package a Summary Schedule of Prior Audit Findings that reports the status of prior audit findings. In preparing that Schedule, SEMO must comment on all actions taken to correct each finding noted in this audit report.
Southeast Missouri State University  
00250100  
Page 2 of 2

SEMO is advised that repeat findings in future audits or failure to satisfactorily resolve the findings of this audit may lead to an adverse administrative action. An adverse action may include the imposition of a fine, or the limitation, suspension, or termination of the eligibility of the institution pursuant to 34 C.F.R. Part 668, Subpart G.

SEMO’s continued cooperation throughout the audit resolution process is appreciated. If the institution has any questions about our review, please call Joy Frazier at 816-268-0517.

Sincerely,

[Signature]

Dvak Corwin  
Compliance Manager

Enclosure:  Final Audit Determination  
Response to Audit

cc:    Ms. Karen Walker, Financial Aid Director  
North Central Association of Colleges and Schools  
Missouri Department of Higher Education
SOUTHEAST MISSOURI STATE UNIVERSITY

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)
For The Year Ended June 30, 2012

Cause: The University was unaware that the disbursement notification requirement extended to awards disbursed out of the TEACH grant program.

Effect: The University is not in compliance with TEACH grant notification requirements.

Recommendation: We recommend that the University send disbursement notification letters to all TEACH Grant recipients as required by federal regulations. Additionally, we recommend that the University revise its Student Financial Aid policies and procedures surrounding the distribution of disbursement notification letters to include students receiving TEACH grant disbursements in order to ensure that similar errors do not occur in future years.

Corrective Action Plan: The University concurs with the finding and is taking steps for corrective action.

The University will modify the software used to generate disbursement letters to include all disbursements coded to the TEACH grant. The University believes that this process addition will ensure that disbursement notifications are appropriately sent to all TEACH grant recipients.

Completion Date: December 31, 2012

Contact Person And Title: Karen Walker, Director of Student Financial Aid