NOTICE OF MEETING OF THE BOARD OF GOVERNORS

Notice is hereby given this thirteenth day of December 2023, that the Board of Governors of Southeast Missouri State University will convene at 2:00 p.m., on Thursday, December 14, 2023, and again at 9:00 a.m. on Friday, December 15, 2023 in the Academic Hall Board Room on the main campus of Southeast Missouri State University, Cape Girardeau, Missouri.

The tentative agenda is attached to this notice and includes a vote to close the meeting on December 14th for consideration of matters authorized by statute, including Section 610.021(13) of the Revised Statutes of Missouri; and on December 15th for consideration of matters authorized by statute, including, 610.021(1), (3), (13), and (18) of the Revised Statutes of Missouri.

Representatives of the news media may obtain copies of this notice by contacting:

Tonya Wells
Asst. Vice President, Marketing & Communications
twells@semo.edu
573-651-2459

Christopher R. Martin
Board of Governors' Secretary

BOARD OF GOVERNORS
2:00 p.m., Thursday, December 14, 2023
Academic Hall Board Room*

WORK SESSION AND
COMMITTEE MEETINGS
AGENDA
Committee Meeting Times are Estimated

1. **General Business** (2:00-2:10 p.m.)
   (Governor Klocke)

   a. Welcome and Call to Order

   b. Roll Call of Members and Determination of Quorum

   c. Review Consent Agenda Items

      i. Minutes of Sept. 21 and 22, 2023 *(Attachment A)*

      ii. Appointment to Show Me Center Board of Managers *(Attachment B)*

      iii. Appointment to River Campus Board of Managers *(Attachment C)*

   d. Review Social Media Policy *(Attachment D)*

2. **Finance & Audit Committee** (2:10-2:40 p.m.)
   (Governor Limbaugh)

   a. Review Items on Next Day's Agenda

      i. Signature Authority for University Controller *(Attachment H)*

      ii. Revisions to Business Policies and Procedures, Information Technology *(Attachment I)*

      iii. Progress Report on Contracts and Facilities Management *(Attachment J)*

      iv. FY24 Operating Budget to Actual Report *(Attachment K)*

      v. Faculty and Staff Personnel Actions *(Attachment L)*

3. **University President's Items** (2:40-3:00 p.m.)

   a. Divisional Update – University Advancement

4. **Academic & Student Engagement Committee** (3:00-3:10 p.m.)
   (Governor Smith)

   a. Review Items on Next Day's Agenda
      i. Consideration of Conferring of Degrees for Fall 2023 *(Attachment F)*

      ii. Academic Program Changes *(Attachment G)*
         - College of Education, Health, and Human Studies: Delete Program – Minor – Coaching
         - College of Humanities and Social Sciences: Title Change – BS in Interdisciplinary Studies & General Studies to BS in Professional Studies

5. **Break** (3:10-3:25 p.m.)

6. **General Business** (3:25-5:00 p.m.)

   a. Closed Session – *Pursuant to RSMo. 610.021(13)*

   b. Reconvene Open Work Session & Announcements

   c. Other Matters for Discussion

   d. Review Schedule and Logistics for Next Day's Meeting

BOARD OF GOVERNORS MEETING
9:00 a.m., Friday, December 15, 2023
Academic Hall Board Room*

Open Agenda

1. **General Business**
   (Governor Klocke)

   a. Action Item(s)

      i.   Welcome and Call to Order

      ii. Roll Call and Determination of Quorum

      iii. Review and Approve Consent Agenda

           1. Consideration of Minutes of September 21, 2023 Work Session,
              September 22, 2023 Open Session Meeting **(Attachment A)**

           2. Consideration of Appointment to Show Me Center Board of Managers
              (Attachment B)

           3. Consideration of Appointment to River Campus Board of Managers
              (Attachment C)

      iv. Consideration of Social Media Policy **(Attachment D)**

2. **University President's Items**
   (University President Vargas)

   a. Report Item(s)/Information

      i.   University President's Report

      ii. Student Presentation **(Attachment E)**

      iii. Report from Student Government

      iv. Report from Faculty Senate

3. **Academic and Student Engagement Committee**
   (Governor Smith)

   a. Action Item(s)

      i. Consideration of Conferring Degrees for Fall 2023 **(Attachment F)**

      ii. Consideration of Academic Program Changes **(Attachment G)**
          - College of Education, Health, and Human Studies: Delete Program – Minor – Coaching
          - College of Humanities and Social Sciences: Title Change – BS in Interdisciplinary Studies and General Studies → BS in Professional Studies

4. **Finance & Audit Committee**
   (Governor Limbaugh)

   a. Action Item(s)

      i. Consideration of Signatory Authority for University Controller **(Attachment H)**

      ii. Consideration of Revisions & Additions to University Business Policy and Procedures **(Attachment I)**
          - 10-01 – Identity and Access Management: Revised Policy Statement
          - 10-03 – Information Security: Revised Policy Statement
          - 10-04 – Information Security Incident Management: Deletion of Policy Statement
          - 10-05 – Appropriate Use of Information Technology Resources: Revised Policy Statement
          - 10-07 – Password Management: Revised Policy Statement
          - 10-12 – Information Technology Emergency Operations Plan: Revised Policy Statement
          - 10-13 – Southeast Email Policy: New Policy Statement
          - 10-14 – Point of Sale Device Registration and Inventory Policy: New Policy Statement
          - 10-15 – Least Privilege Policy: New Policy Statement
          - 10-16 – Southeast Missouri State University Privacy Policy: New Policy Statement
          - 10-17 – Generic Account Policy: New Policy Statement
          - 10-18 – Retiree Email and Active Directory Accounts Policy: New Policy Statement

    b. Report Item(s)/Information

        i. Progress Report on Contracts and Facilities Management Projects **(Attachment J)**

        ii. FY24 Operating Budget to Actual Report **(Attachment K)**

        iii. Faculty and Staff Personnel Actions **(Attachment L)**

5. General Business
(Governor Klocke)

    a. Action Item(s)

        i. Convene Closed Session for Appropriate Considerations Pursuant to Sections 610.021(1), (3), (13), and (18) of the Revised Statutes of Missouri

        ii. Reconvene Open Session

        iii. Announcements of Actions Taken in Closed Session

    b. Report Item(s)/Information

        i. 2024 Board of Governors Meeting Dates **(Attachment M)**

    c. Action Item

        i.   Adjourn Board of Governors Meeting

*Accessible to Physically Handicapped or Disabled

**MINUTES OF THE WORK SESSION
AND
COMMITTEE MEETINGS
OF THE
SOUTHEAST MISSOURI STATE UNIVERSITY
BOARD OF GOVERNORS
HELD ON THE
TWENTY-FIRST DAY OF SEPTEMBER 2023**

The Board of Governors for Southeast Missouri State University convened in a Work Session on Thursday, September 21, 2023, at approximately 2:03 p.m., in the Academic Hall Board Room, on the campus of Southeast Missouri State University in Cape Girardeau, MO. Mrs. Tina L. Klocke, President of the Board of Governors called the meeting to order. Governors present were: Mrs. Tina L. Klocke, President of the Board of Governors; Mr. James P. Limbaugh, Vice President of the Board of Governors; Mr. David C. Martin; Dr. Andrew J. Moore; Mr. Kerry K. Robinson; Mr. Lloyd F. Smith; and Mr. Clayton Eftink, Student Representative to the Board of Governors. Quorum having been established, Board President Klocke welcomed those in attendance and proceeded to the agenda.

Others in attendance included: Dr. Carlos Vargas, University President; members of Executive Staff; Mr. Chris Martin, Board Secretary; Dr. Brad Sheriff, Vice President of Finance and Administration and Board Treasurer; Mr. Al Spradling, Legal Counsel; and a reporter from the Southeast Missourian.

GENERAL BUSINESS

Prior to beginning, Board President Klocke reminded the board that no action would be taken during the work session, but rather, all votes would take place during the full business meeting the next day.

Board President Klocke reviewed the June 19 and 20 meeting minutes.

ACADEMIC & STUDENT ENGAGEMENT COMMITTEE

Governor Smith called on Dr. Debbie Below, Vice President of Enrollment Management and Student Success to provide the Fall 2023 Census Report. Dr. Below shared that total fall 2023 headcount was 9,686 students. She then reviewed specific numbers related to undergraduates and high school students pursing early college programs. Dr. Below also noted that graduate headcount totaled 1,587, which was a record and represents 16 percent of the institution's total headcount. In addition to reviewing enrollment numbers, Dr. Below reported on student success measures such as retention and graduate rates. Regarding retention, she stated that the University's retention rate increased to 76 percent, which is an increase over last year. Regarding graduation rates, Dr. Below noted that the University's six-year rate remains unchanged, and the four-year rate is higher than national average. To conclude her report, Dr. Below provided an update on new partnerships and initiatives that are having an impact on enrollment such as, but not limited to, the professional pilot program, a partnership with the Cape CTC on respiratory therapy; a new tuition rate; and efforts aimed at transfer students.

Following the report there was robust discussion with the board on topics including demographic trends, international students, strategies being used by other institutions, market share, scholarship resources, and marketing and communications efforts.

FINANCE & AUDIT COMMITTEE

Governor Limbaugh called on Dr. Brad Sheriff, Vice President of Finance and Administration to preview the items for the next day's agenda, which include a summary of reports dealing with contracts and facilities management, FY24 Operating Budget to Actual, and faculty and staff personnel items.

As part of the report on contracts and facilities management he talked about the installation of an elevator at the Innovation Center, which is being funded by a MoExcels Grant; the Health Sciences Building; ongoing tunnel repairs; and he shared information on the Campus E&G Assessment.

Regarding the FY24 Operating Budget to Actual report, Dr. Sheriff reviewed income to date and discussed how some areas are tracking at or ahead of budget, he reviewed investment income, he provided an update on expenditures and he described how timing of payments or other considerations can make the number fluctuate over time.

The faculty and staff personnel report focused on actions that covered June, July and August. It also included a discussion on challenges related to the recruitment and retention of employees such as salaries and other considerations.

UNIVERSITY PRESIDENT'S ITEMS

Mr. Dan Presson, Assistant Vice President for Economic and Workforce Development provided a divisional overview and update on the Office of Economic and Workforce Development.

Ms. Tonya Wells, Assistant Vice President for Marketing and Communications; and Mr. Wendell Snodgrass, Vice President for University Advancement, provided an overview of Homecoming activities and upcoming events celebrating the University's Sesquicentennial.

Mr. Scott Blank, member of the community, made a presentation on his work to develop a Master Plan for Midtown Cape. He note that part of the objective is to enhance the community, but to also create a community that aids the university in its recruitment and retention efforts for students and faculty. Parts of the plan he highlighted included the River Campus Expansion buildings, a police substation, and streetscape conversations that are ongoing with the City of Cape Girardeau. He concluded by stating that the area he proposed to redevelop is the highest rate of concentrated poverty in the state, and that the overall project presents a unique opportunity for public-private partnership. Following his remarks, Mr. Blank took questions from the Board.

GENERAL BUSINESS

Prior to adjournment, Board President Klocke asked Secretary Martin to review logistics for the next day's (September 22, 2023) meeting.

A motion to adjourn was made by Governor Limbaugh and seconded by Governor Smith to adjourn the work session meeting. The motion carried unanimously.

The meeting adjourned at approximately 5:04 p.m.

                                              Christopher R. Martin
                                      Secretary, Board of Governors

APPROVED:

                  Tina L. Klocke
           President, Board of Governors
        Southeast Missouri State University

MINUTES OF THE OPEN SESSION
OF THE
SOUTHEAST MISSOURI STATE UNIVERSITY
BOARD OF GOVERNORS
HELD ON THE
TWENTY-SECOND DAY OF SEPTEMBER 2023

The Board of Governors for Southeast Missouri State University convened Open Session on Friday, September 22, 2023, at approximately 9:01 a.m., in the Academic Hall Board Room, on the campus of Southeast Missouri State University in Cape Girardeau, MO. Mrs. Tina L. Klocke, President of the Board of Governors called the meeting to order. Governors present were: Mrs. Tina L. Klocke, President of the Board of Governors; Mr. James P. Limbaugh, Vice President of the Board of Governors; Mr. David C. Martin; Dr. Andrew J. Moore; Mr. Kerry K. Robinson; Mr. Lloyd F. Smith; and Mr. Clayton Eftink, Student Representative. Quorum having been established, Board President Klocke welcomed those in attendance and outlined the Board's various agendas for the meeting.

Also present were: Dr. Carlos Vargas, President of Southeast Missouri State University; members of Executive Staff, including, Dr. Mike Godard, Dr. Debbie Below, Mr. Wendell Snodgrass, Mr. Dan Presson, Mr. Brady Barke, Dr. Nora Bouzihay, and Ms. Tonya Wells. Other attendees included representatives from Faculty Senate and Student Government, Dr. Bruce Skinner, Ms. Katie Krodinger, Mr. Ernesto Steiner, and reporters from *The Arrow* and *Southeast Missourian*. Dr. Brad Sheriff, Board Treasurer; Mr. Christopher R. Martin, Board Secretary, and Mr. Al Spradling, Legal Counsel, were present too. Board President Klocke presided.

SWEARING IN CEREMONY

Prior to beginning the formal agenda, Board President Klocke welcomed Mr. Kerry K. Robinson of St. Louis, MO, as a new member to the Board of Governors. In welcoming Mr. Robinson, Board President Klocke read the following introduction:

> Mr. Robinson was appointed to the University's Board of Governors by Missouri Governor Michael L. Parson on July 3, 2023 with a term expiring January 1, 2030.

> Mr. Robinson earned his Bachelor of Arts in General Studies (Sports Management) in 1996 at Southeast Missouri State University. He has served as a Professional Baseball Scout for the St. Louis Cardinals since 2010. He previously served as a professional baseball player for five Major League Teams, including the St. Louis Cardinals, Tampa Bay Rays, Cincinnati Reds, San Diego Padres and Kansas City Royals. Mr. Robinson was also part of the Baseball Operations Staff that constructed the 2011 World Series Championship Club & 2013 National League Championship Club for the St. Louis Cardinals. He is the only player in Major League Baseball history to wear both the numbers 00 (Cincinnati 1999) and 0 (St. Louis 2002-2003.)

> In addition, he is a 2008 inductee to the Redhawks Athletic Hall of Fame (Baseball) and 2014 Southeast Salutes Recipient award winner.

Board President Klocke then welcomed The Honorable Stephen N. Limbaugh, Jr., United States District Judge of the United States District Court for the Eastern District of Missouri, to administer the oath of office.

Following the swearing in, the assembled group welcomed Mr. Robinson to the Board of Governors.

CONSIDERATION OF APPROVAL OF MINUTES

Board President Klocke introduced consideration of approval of the Open Session minutes from the June 19, 2023 Work Session and June 20, 2023 Open Session Meetings.

A motion was made by Governor Limbaugh and seconded by Governor Smith to approve the open session minutes of June 19 and June 20, 2023 [Attachment A]. The motion carried unanimously.

UNIVERSITY PRESIDENT'S REPORT

Board President Klocke called upon University President Vargas to deliver his University President's Report. University President Vargas referred Governors to a print-out of division highlights and accomplishments as provided by members of Executive Staff, which included the following:

- To enhance communication from the President's Office, the University community is receiving a new, monthly, communication that provides them periodic updates on what is happening at the University. The first communication was sent in August, and additional communications will follow monthly through the academic year. The newsletter is not meant to duplicate existing communications such as the Newswire, but to be an avenue to share updates on such things as university initiatives, engagements with the Missouri Department of Higher Education and Workforce Development, state news, and other areas of potential interest that will provide additional insights into things impacting higher education in general, and SEMO in particular.
- The Missouri Coordinating Board for Higher Education met on September 12 in Jefferson City. As part of the meeting, CBHE members requested a panel discussion on enrollment challenges and other considerations impacting higher education. University President Vargas served as a panelist, alongside four other presidents/chancellors representing two-and-four-year institution in the state.
- On August 18th, Dan Presson was named Assistant Vice President for the Office of Economic and Workforce Development. He had served in an interim capacity since December 2022. The Office of Economic and Workforce Development was developed in 2022 to align workforce and non-credit training programs with academic, industry, and public sector needs.
- The University's 2024 Martin Luther King Jr. Celebration Dinner will take place on Wednesday, January 17, 2024. This year's speaker will be Missouri Senator Brian

> Williams, a 1996 SEMO graduate. Sen. Williams represents the 14th Senatorial District in St. Louis County and will speak on this year's theme: Building Community through Service.
- The table below provides a sample summary of activities, events, and meetings that the University President engaged in since the June Board meeting:

Engagement	No. of Engagements	Sampling of Engagements
Student Events	11	Meeting with SGA, Back-to-School/Opening Week Events, Athletic Events/Competitions, Meetings with Greek Organizations
OVC & NCAA Meetings	3	Committees & Presidents'
Community Visits/Events	23	Texas Alumni Event and Donor Meetings, Florida Alumni Event and Donor Meetings, St. Louis Area Alumni Events and Donor Meetings, Mid-America Transplant Event, Meeting in Sikeston, Cape Girardeau Area Donor Meetings, Meeting with Old Town Cape, Events for SoutheastHealth and Saint Francis Medical Center, Meeting with Cape Airport, Meeting and Stewardship with Pepsi MidAmerica
Legislative Outreach & State Higher Ed Meetings	12	Meetings with Governor's Office, Meeting with Lt. Governor, Meetings with Legislators, Delta Center Field Day Breakfast, CBHE Panel Discussion, CBHE Meeting, COPHE, Governor's Economic Development Conference
Board Meetings	4	Hawthorn Foundation, HETS, Cape Chamber

- The Professional Pilot Program welcomed two new faculty members, Eric Curtis and Naested Smit that join Miranda Sullivan this academic program. Their extensive expertise will enhance the program's instructional quality and provide students with invaluable insights from professionals deeply rooted in the field.
- The Aviation Safety Class, participated in the CGI Full-Scale Safety Exercise on September 9th. Collaborating closely with the City of Cape Airport personnel, this exercise allowed our students a unique opportunity to apply their theoretical knowledge in a real-world setting. The event exemplifies our commitment to providing practical experiences that equip our students with the skills they need to excel in the aviation industry.
- The bands are thriving under the leadership of Dr. Jim Daughters. The Southeast Wind Symphony was selected by blind review as one of two university bands from Missouri to perform at the Missouri Music Educators Convention in January and the Southeast Marching Band was selected as one of two university marching bands in the nation to

perform in exhibition at the Bands of America Super Regional in Indianapolis this October.

- The Lanford Wilson New American Play Festival is now in its 4th year. Since the festival inception, Concord Theatricals has lauded the mission and agreed to consider publication of the annual winning play. Concord Theatricals is the largest and most prestigious publisher of plays and musicals in the world. They have just published *The Winter Guard Play*, the winner of the second annual Lanford Wilson Festival. Avery Deutsch's *The Winter Guard Play* received its world premiere in the Dobbins Conservatory 2022-2023 season.

- The Crisp Museum held a Family Day in July honoring the campus's Champion Beech tree. The tree's famous carvings were featured. Tree themed food, activities, crafts were presented by the museum, the Southeast greenhouse, and the Missouri Conservation Department.

- Educator Preparation Programs are engaged in innovative solutions to address the impacts that the national teacher shortage is having on our region. The University is in the process of dispersing nearly $90,000 to our student teachers from a $100,000 grant that was awarded from the Missouri Department of Elementary and Secondary Education (DESE). Additionally, the University has been conducting substitute teacher trainings to increase substitute teacher availability to the region and state.

- The Harrison College of Business and Computing was honored to be reaccredited by the Network of International Business Schools. Vibrant international partnerships which facilitate study abroad programs and other high impact learning practices were highlighted by the accreditation team.

- The College of Humanities and Social Sciences will be hosting a National History Day Workshop this semester for history and social studies teachers in our region. The workshop will be in October and will help teachers to learn about the event (many of the teachers are new) and how to better prepare their students for the National History Day competition.

- Southeast has been awarded a nearly $200,000 Engineering Research Initiation (ERI) grant from the National Science Foundation (NSF) for research led by Dr. Santaneel Ghosh, of the University's Department of Engineering and Technology. Dr. Ghosh's research will examine the endothelium, a single layer of cells which line the blood and lymphatic vessels. A goal of his work is to more fully re-establish cell functioning. The NSF's ERI program supports investigators who are not affiliated with research-intensive institutions as they initiate research programs and advance in their careers as researchers, educators, and innovators.

- The Sikeston Campus is supporting several community events for the fall. The campus hosted Substitute Teacher Training provided by the College of Education, Health, and Human Studeis on September 12-14. They are also planning the 2nd Annual Halloween Blood Drive with the American Red Cross. The Director of Regional Campuses has attended all of the Sikeston Regional Chamber's Member Luncheons. The University will also have a presence at the Sikeston R-6 Homecoming Tailgate on October 6.

- In honor of SEMO's 150th Anniversary, SEMO Athletics and Many Good Things Brewing partnered to create SEMO Red, an Irish Red Ale. In addition to being sold at Many Good Things and Houck Field, it will also be available for purchase at Rhodes 101, Schnucks, and Kidd's.

- A renovated Houck Field officially opened on Saturday, September 9 with Football taking on Lindenwood in the Game Ball Brawl. SEMO won the game 45-7.
- Over the summer, alumni events and donor engagement activities took place locally and in St. Louis, Texas, and Florida.
- Since June, University Advancement staff have continued to update the University's database using NCOA (National Change of Address from US Postal Service), Deceased Finder software, voluntary alumni updates, and additions of graduates. Over 9,600 records have been updated or added.
- University Advancement is working with the SEMO Marching Band to support fundraising efforts for their trip to Indianapolis in October. To date, $32,645 has been raised toward a $45,000.

STUDENT PRESENTATION

University President Vargas introduced Mr. Jason Steiner. Dr. Vargas shared that Mr. Steiner is from the St. Louis metro area, and is a junior majoring in Political Science with a minor in Computer Science. Mr. Steiner is currently an Evaluator and Contributor for Prospects Live which entails creating scouting reports on Minor League players who are entering teams top 30 prospects list while using the 20-80 scale. In the summer of 2023, he was a General Operations Intern with the Memphis Redbirds – St. Louis Cardinals Triple – A Affiliate. He previously was a Statistical Player Analyst and Scoring Systems Supervisor for the Cape Catfish – Prospect League and Baseball Student Manager for Southeast Athletics. Mr. Steiner is also Vice President of the Sports Management Society, a member of Sigma Nu – Mu Kappa Chapter, and a Senator for Student Government Association at Southeast.

Following the introduction, Mr. Steiner was asked to share his experience at Southeast.

Mr. Steiner thanked University President Vargas and showed appreciation to the Board for all that they do for the University. He stated that he chose SEMO because his dad, uncle, and other family members attended SEMO and he has seen the impact it has made on their success, and that he wanted the same for himself. Mr. Steiner stated that he started at SEMO in 2021 and that he has been able to participate in a number of leadership programs. As a result, he has gotten involved in organizations like Student Government, Sigma Nu Fraternity, and other organizations. Mr. Steiner commented that he wants to work in sports but that he chose his major, political science and computer science, because they are unique pathways that he believes will help him stand out. He closed by reiterating his appreciation for the opportunities SEMO has provided him.

Following Mr. Steiner's remarks, the Board engaged him in discussion about his professional goals and thanked him for his remarks.

REPORT FROM STUDENT GOVERNMENT

University President Vargas introduced Mr. Harry Meyer, 2023-2024 Student Government Association (SGA) President, to provide an update to the Board.

Mr. Meyer talked about SGA's summer retreat and noted that the Senate has already met multiple times this year. He shared that they are in the process of finalizing committees and that one of their activities this fall will be a tour of campus to look at accessibility and to better understand the university's maintenance and repair needs.

REPORT FROM FACULTY SENATE

University President Vargas introduced Dr. Jenny Cropp, the 2023-2024 Vice Chair, to provide a report to the Board.

Dr. Cropp began by extending a welcome on behalf of Dr. Erin Fluegge, the Chair of Faculty Senate, and by sharing her regrets for not being in attendance due to a family funeral. Dr. Cropp noted that the Faculty Senate Executives met a lot over the summer, including meetings with University President Vargas and other members of Executive Staff, on several topics including the budget, enhancing communication, and the Faculty Handbook review and policy register initiative. Regarding the handbook review, Dr. Cropp stated that Senate participated in a discussion with legal counsel to review suggestions on considerations and possible next steps and that they are eager to get to work. She noted that future Senate meetings will include discussions on enrollment, textbooks, and the university's comprehensive campaign.

Following the update, there was brief conversation with the Board that focused on board members commending Faculty Senate for moving forward with the Handbook review and the policy register initiative.

ACADEMIC & STUDENT ENGAGEMENT COMMITTEE

Fall 2023 Census

Governor Smith, Chairman of the Academic and Student Engagement Committee, called upon Dr. Debbie Below, Vice President of Enrollment Management and Student Success, to make additional comments regarding the fall 2023 census enrollment.

Dr. Below asked if there were any questions in follow-up to her presentation at the work session. Governor Smith asked if members could get a breakdown of international enrollment. There was no further discussion.

FINANCE & AUDIT COMMITTEE REPORT ITEMS

Report Item(s)/Information

Governor Limbaugh referred Board members to report items in the packet for Contracts and Facilities Management [Attachment C], FY24 Operating Budget to Actual [Attachment D], Faculty and Staff Personnel Items [Attachment E]. He reminded the Board that all three reports were presented in detail during Thursday's work session and called for any additional questions or discussion. Hearing none, the Board proceeded to the next item on the agenda.

CONSIDERATION OF MOTION FOR CLOSED SESSION

A motion was made by Governor Limbaugh and seconded by Governor Smith to recess the Open Session and convene Closed Session pursuant to Sections 610.021(1), (3) (13) and (18) of the Revised Statutes of Missouri.

A roll call vote was taken. Voting in favor were Governors Klocke, Limbaugh, Martin, Moore, Robinson, and Smith. The motion carried.

The Open Session was recessed at approximately 9:39 a.m.

ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION

Upon reconvening the Open Session at approximately 11:35 a.m. Board President Klocke called on Secretary Martin to make the following announcements regarding the Board's Closed Session:

During Closed Session the Board of Governors conducted the following business:

- By a vote of 6 to 0 the Board approved the minutes of the June 20, 2023 Closed Session Meeting. Governors Klocke, Limbaugh, Martin, Moore, Robinson, and Smith voted to approve.

- Pursuant to RSMo 610.021(1) the Board received an update on letter matters from legal counsel.

- By a vote of 6 to 0 the Board adjourned the Closed Session and convened Closed Executive Session pursuant to RSMo 610.021(1), (3), (13) and (18). Governors Klocke, Limbaugh, Martin, Moore, Robinson, and Smith voted to approve.

During Closed Executive Session the Board of Governors conducted the following business:

- By a vote of 6 to 0 the Board approved the minutes of the June 19, 2023 Closed Executive Session Meeting. Governors Klocke, Limbaugh, Martin, Moore, Robinson, and Smith voted to approve.

- The Board of Governors had discussions pursuant to RSMo 610.021(1), (3), (13) and (18). No action was taken.

- By a vote of 6 to 0 the Board adjourned the Closed Executive Session and reconvened Open Session. Governors Klocke, Limbaugh, Martin, Moore, Robinson, and Smith voted to approve.

LEGISLATIVE REPORT

University President Vargas called on Mr. Jewell Patek, of Patek and Associates, to provide a report in anticipation of the 2024 Legislative Session. Mr. Patek provided insights into the budget process, leadership races, upcoming elections, and potential policy debates that may take place during the session.

CONSIDERATION OF MOTION TO ADJOURN

A motion to adjourn was made by Governor Moore and seconded by Governor Martin to adjourn the meeting. The motion carried unanimously.

The meeting adjourned at approximately 11:52 a.m.

Christopher R. Martin
Secretary, Board of Governors

APPROVED:

Tina L. Klocke
President, Board of Governors
Southeast Missouri State University

SOUTHEAST MISSOURI
STATE UNIVERSITY· 1873®

BOARD OF GOVERNORS

MOTION CONSIDERATION FORM

December 15, 2023

Open Session

I.   Motion to be Considered:

Approve the appointment of Alicia Scott, Instructor in Sport Management, to a three-year term ending December 1, 2026, as a representative of Southeast Missouri State University on the Show Me Center Board of Managers.

II.   Background:

The multi-use Center Agreement between the City of Cape Girardeau and Southeast Missouri State University states that the City Council and the Board of Governors shall each appoint three members to the Show Me Center Board of Managers. The term of appointment is for three years, and the appointments are to be staggered so that only two members are appointed each year.

Listed below are the representatives to the Board of Managers and their expiration dates.

Term Expiration Date	City Representatives	University Representatives
December 1, 2023	Mary Darby	Eric Redinger
December 1, 2024	Arlo Ehly	Kent Phillips
December 1, 2025	Dr. Kenneth Haskin	Dr. Brad Sheriff
December 1, 2026		Alicia Scott

* The Cape Girardeau City Council will act on the replacement/reappointment of Mary Darby.

Recommended By:

Student Government _____	Chairperson _____
Faculty Senate _____	Dean _____
Administrative Council _____	Academic Council _____
VP, Enroll. Man. & Stu. Suc. _____	Provost _____
VP, Finance & Admin. _____	
VP, University Advancement _____	**President** _____

Board Action on: _____

Motion By: _____	Postpone: _____
Second By: _____	Amend: _____
	Disapprove: _____
Vote: Yeas: _____ Nays: _____	Approve: _____
Abstentions: _____	Secretary: _____

BOARD OF GOVERNORS

MOTION CONSIDERATION FORM

December 15, 2023

Open Session

I.   Motion to be Considered:

Approve as representative for Southeast Missouri State University on the River Campus Board of Managers the reappointment of Bradley Sheriff, Vice President for Finance and Administration, with a term expiring December 1, 2026.
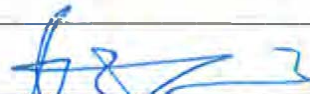
II.   Background:

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 University's governing board 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 reappointment of Bradley Sheriff would be effective December 1, 2023 and will expire on December 1, 2026.

Listed below are the current representatives and their expiration dates.

City Representatives	University Representatives	Term Expiration Date
	Bradley Sheriff	December 1, 2023
Kenneth Haskin	Rhonda Weller-Stilson	December 1, 2024
Danielle Poyner	Brad Koester	December 1, 2025
Sophia Han		December 1, 2026

Bradley Sheriff is the Vice President for Finance and Administration at Southeast Missouri State University. As Vice President, he is responsible for the Budget Office, Controller's Office, Facilities Management, Information Technology, Human Resources, Public Safety and Transit, Research and Sponsored Programs, Student Financial Services, and the Show Me Center. Dr. Sheriff earned a Bachelor of Arts degree in business management from Greenville (Illinois) University, a Master of Business Administration from the University of Illinois-Springfield, and a Ph.D. in global leadership with a specialization in higher education administration from Indiana Institute of Technology.

Recommended By:

Student Government _____	Chairperson _____
Faculty Senate _____	Dean _____
Administrative Council _____	Academic Council _____
VP, Enroll. Man. & Stu. Suc. _____	Provost _____
VP, Finance & Admin. _____	
VP, University Advancement _____	**President** _____

Board Action on: _____

Motion By: _____	Postpone: _____
Second By: _____	Amend: _____
Vote: Yeas: _____ Nays: _____	Disapprove: _____
Abstentions: _____	Approve: _____
	Secretary: _____

BOARD OF GOVERNORS

MOTION CONSIDERATION FORM

December 15, 2023

Open Session

I. Motion to be Considered:

Approve the addition of a new policy statement 01-20 Social Media (Attachment 1) in Section 01, Administration of the Business Policy and Procedures Manual.

II. Background:

Southeast Missouri State University does not currently have a policy governing social media use at the University and by employees. Rather, there are Social Media Guidelines that include information on training, posting personal comments, crisis communication on social media, brand, account administrators, and other information. The proposed policy is the result of a formal request by the Board of Governors. The proposed new policy was drafted in consultation with legal counsel and the Board of Governors Executive Committee and informed by feedback from several campus stakeholders representing areas such as Academic Affairs, Finance and Administration, Marketing and Communications, Human Resources, and Campus Life.

If approved, University Marketing and Communications will be responsible for developing, issuing and maintaining operating procedures to implement this Business Policy 01-20 Social Media. Operating procedures currently in draft form will address University-Affiliated Social Media Accounts, Social Media for Instructional Purposes, Personal Social Media Use, Crisis Communication on Social Media, Cyberbullying, Use of University Technology, and Violations and Disciplinary Actions. While the Board of Governors does not approve Operating Procedures, brief examples of language under consideration for some of the main provisions of the Operating Procedures is provided here to inform action on the controlling policy proposal:

Recommended By:
     Student Government _____   Chairperson
     Faculty Senate _____   Dean _____
     Administrative Council _____   Academic Council _____
     VP, Enroll. Man. & Stu. Suc. _____   Provost _____
     VP, Finance & Admin._____
     VP, University Advancement _____   **President**_____

Board Action on: _____   Postpone:
     Motion By: Amend: _____
     Second By: Disapprove:
     Vote: Yeas: _____   Nays: Approve: _____
               Abstentions: _____   Secretary: _____

Summary of University-Affiliated Social Media Accounts Procedures:
- Defies what a "University Social Media Account" is, a social media account established and maintained by the University or a Department of the University, used to interact with students, faculty, and staff, and/or non-University community or general public.
- Requires interested parties that would like to start a social media account to first contact University Marketing and Communications.
- Requires that University-Affiliated social media accounts must be registered with University Marketing and Communications and sets controls on who can serve as an account administrator.

Summary of Social Media for Instructional Purposes Procedures:
- Affirms that faculty members may choose to use social media as a tool to engage students in discussions about their coursework in the classroom, consistent with the principles of Academic Freedom.
- Encourages faculty to notify students of privacy settings and other options or considerations when using social media for educational/instructional purposes.

Summary of Personal Socia Media Procedures:
- Respects the rights of University employees to use and interact on social media and states that University employees are expected to follow the same behavioral standards online as they would in the real world.
- Reminds employees to abide by all laws, professional expectations, University Policies and Procedures, and/or other guidelines when interacting via social media.
- Encourages University faculty, staff and students to adhere to the following when engaging on social media: do no harm; personal responsibility; comply with regulations; identify their affiliation/use disclaimers; maintain transparency; be aware and avoid conflicts of interest; and do not use the University's name/marks/logo to endorse products, causes or political causes.

Summary of Use of University Technology Procedures:
- All students, faculty, and staff must abide by Southeast's technology policies (e.g., Chapter 10, Information Technologye– 10-05 Appropriate Use of Information Technology Resources).

Summary of Violations and Disciplinary Actions Procedures:
- States that violation of the policy (any University Policy) is in appropriate and may result in disciplinary action.

If approved by the Board, the policy and procedures will be included in the University's Business Policy and Procedures Manual, a copy of which is maintained on the University's website.

GENERAL STATEMENT OF POLICY

Social media is an important part of the way we communicate in today's world, and these communication tools have the potential to create a significant impact on organizational and professional reputations. The purpose of this policy and its related procedures is to ensure that any and all social media interactions on behalf of Southeast Missouri State University represent the University's best interests, and that individuals who speak on behalf of the University have the authority and approval to do so under the circumstances.

This policy applies to all University social media accounts created by University employees and agents for the official business purposes of the University.

This policy applies only to University social media accounts and the use of social media accounts created for the purpose of officially representing Southeast Missouri State University and its constituent groups, departments, programs, and entities. This policy is not intended for internet activities that do not associate or identify a faculty, staff member, student employee or student organizations with the University, do not use University email addresses, do not discuss the University and are purely about personal matters.

The Office of University Marketing and Communications is responsible for maintaining any operating procedures related to this policy.

SOCIAL MEDIA USE POLICY PROCEDURES FOR FACULTY, STAFF, AND STUDENTS

These procedures are intended to assist University faculty, staff, and students who create, manage, or utilize social media presences as representatives of the University. These procedures apply regardless of one's status as an individual professional, as a representative of particular academic or administrative departments, or as a student representing a registered student organization.

1. University-Affiliated Social Media Accounts

To ensure compliance with applicable laws, and regulations, and to protect the University and members of its community, the University has established the following procedures related to university social media accounts.

1. *University Social Media Accounts.* University social media accounts are social media accounts established and maintained by the University or a Department of the University (e.g., the University or Department's) Facebook, X (formerly known as Twitter), and Instagram accounts, used to interact with students, faculty, and staff, and/or the non-University community or general public. A University social media account may include multiple pages, tweets, channels, posts, groups and/or other features. For example, the University's Facebook account may, at any given time, include several Facebook groups as well as pages for courses and events. Features offered by social media platforms change over time.

2. *Running University-Affiliated Accounts.* The following apply to running a University-Affiliated social media account:

   o Departments or other University Offices or Units that would like to start a social media account should contact the Office of Marketing and Communications to ensure all University-Affiliated social media accounts adhere to University Business Policies and Procedures, brand standards, and other appropriate considerations.

   o Anyone who manages a Southeast-related social media account must complete this form to register your social media account to the Southeast Social Media Account Directory.

   o When possible, any University-affiliated account must have at least two full-time faculty/staff members from the office or department designated as administrators as well as a member of the Marketing and Communications social media team. Students may not serve as administrators for University-affiliated social media accounts, except in limited situations that will need to be discussed, and approved first by University Marketing and Communications.

   o Manage social media accounts responsibly, responding, when appropriate, to inquiries and discussions.

   o Do not express personal opinions on your University-Affiliated accounts or use University branding without authorization.

- o Secure social media account passwords and comply with account safety measures.

- o Use authorized logos provided by Marketing and Communications.

- o Obtain consent before referencing colleagues or co-workers.

- o Maintain active social media account(s).

- o Make sure your posts are accessible and include alt text and closed captioning.

- o Tailor content to specific social media platforms and include links to relevant information.

- o Use a welcoming and engaging tone while being brief.

3. *Training.* Anyone can start a social media account, but it takes skill to use the account to reach your goals. If you have an existing University-affiliated account, request social media training by filling out the Request A Review form. If you do not currently run a University-affiliated account please email social@semo.edu to schedule a training appointment before creating an account. Social media training consists of two levels. All training participants will begin at Level I.

4. *Changing Account Administrators.* When it's time to hand a social media account to the next administrator, the following steps shall be taken:

- o First, designate a new administrator before you are finished with the account.

- o Second, provide University Marketing and Communications the name and contact information of the new administrator.

- o Third, ensure you are no longer tied to the account as an administrator and log out of the account on all devices. Consult University Marketing and Communications if guidance is needed.

- o Lastly, new administrators should immediately update passwords on all accounts.

5. *Media Contacts.* If someone from the media or press, to include student press such as the Arrow, contacts users or administrators about posts made in online forums that relate to the University in any way, users must alert their supervisor and contact the Office of University Marketing and Communications before responding.

6. *Job Postings.* Job postings follow University established processes. Unless otherwise approved and coordinated with the Office of Human Resources, Social Media may not be used in place of HR processes.

7. *Public Forums.* Some University social media accounts may be created for the sole purpose of distributing

the University's own content, with user comments or other interactive communications not permitted. For other University social media accounts in which interactive communications are permitted, you should assume a public forum has been created. In such a case, the circumstances under which administrators may remove comments or block users is limited where appropriate and permitted by law (e.g., inciting imminent lawless action, fighting words, true threats, illegal harassment) and University policy.

2. Social Media for Instructional Purposes

To ensure compliance with applicable laws, and regulations, and to protect the University and members of its community, the University has established the following procedures related to faculty use of social media for instructional purposes.

- Consistent with the principles of academic freedom (as described in Chapter 2 of the Faculty Handbook), faculty members may choose to use social media as a tool to engage students in discussions about their coursework in the classroom, blended, and online courses.

- Just as would be true inside a physical classroom, discussions on social media for instructional purposes may be limited to matters relating to the subject matter of the coursework, but any such limitations (e.g., deleting certain comments) must be reasonable and viewpoint neutral.

- Notify students of privacy settings and options when using social media for educational/instructional purposes.

3. Personal Social Media Use

All University employees are expected to follow the same behavioral standards online as they would in the real world. The same laws, professional expectations, policies, procedures and/or guidelines for interacting with students, parents, alumni, donors, media, any other University constituency, and the general public, also apply in the social media environment.

When using University electronic resources for personal use of social media, use unrelated to the employee's job duties, such use must be limited to incidental use. All employees must abide by the University's Information Technology policies as set forth in Chapter 10 of these Business Policies and Procedures

The University respects the rights of its employees to identify themselves as employees of the University on their own personal social media accounts, and/or when they interact with the social media accounts of others. However, please be clear you are sharing your views as an individual, not as a representative of the University. The use of disclaimers, stating that the views expressed are your own and not the University's, can be very helpful. As an employee of Southeast Missouri State University, what you do and say online or in any other forum, reflects directly on the institution. Depending on one's affiliation with the University, personal online activity may be subject to other Southeast Missouri State University Business Policies and Procedures, the Student Code of Conduct, and/or the Faculty Handbook.

When utilizing or engaging on social media for online professional or personal social media activity, Faculty, Staff and Students are encouraged to adhere to the following, particularly, where there is the potential for confusion about ones role as a University agent/expert versus personal opinion:

1. *Do No Harm.* All users must ensure that their social media use does no harm to the University or to themselves whether navigating sites on the job or off. Be sure that what you put on the web is factually correct.

2. *Personal Responsibility.* Users are personally responsible for the content they publish on blogs, wikis or any other form of user-generated content. Be mindful that what you publish will be public for a long time - protect your privacy. In addition, Users are responsible for what they post on their own site and on the sites of others. Refrain from harassing, abusive, threatening, or harmful language. Be mindful that individual bloggers have been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, libelous, or obscene (as defined by courts).

3. *Comply with Regulations.* Do not post sensitive or confidential information about Southeast Missouri State University, its students, employees or alumni. Employees should be mindful of legal liabilities and intellectual property rights. Employees must follow appropriate state, federal, and other requirements such as, but not limited to FERPA, HIPPA, NCAA, as well as adhere to the University's Business Policies and Procedures.

4. *Identify your Affiliation/Use Disclaimers.* If you publish or post content to any website or social media platform outside of the University and it has something to do with the work you do or subjects associated with the University, use a disclaimer such as this: "The postings on this stie are my own and do not represent the University's positions, strategies or opinions."

5. *Maintain Transparency.* The line between professional and personal business is sometimes blurred. Therefore, users must be thoughtful about a posting's content and potential audiences. Users must also be honest about their identity. Never pretend to be someone else. Tracking tools enable supposedly anonymous posts to be traced back to their authors.

6. *Conflict of Interest.* If someone or some group offers to pay users for participating in an online forum in their University role, offers advertising for pay and/or for endorsement, this could constitute conflict of interest and University policies and procedures apply.

7. *Media Contacts.* If someone from the media or press, to include student press such as the Arrow, contacts users about posts made in online forums that relate to the University in any way, users must alert their supervisor and contact the Office of University Marketing and Communications before responding.

8. *Relationships.* Users should give careful consideration to assess the implications of "friending", "linking", "following" or accepting such a request from another person. For example, there is a potential for misinterpretation of the relationship or the potential of sharing protected information. Relationships such as, but not limited to, faculty-student, supervisor-subordinate or staff-student merit close consideration of the implications and the nature of the social interaction.

9. *University Resources.* Faculty and staff should respect University time and property. When appropriate, it is suitable to post at work if your comments are directly related to accomplishing work goals, such as seeking sources for information or working with others to resolve a problem. Faculty and staff should participate in personal social media conversations on their own time. See Chapter 10 of the University Business Policies and Procedures for additional guidance.

10. *University Name, Marks and Logos.* Do not use the University signature block, academic logo, athletic logo, or other University marks or images on their personal online sites where you are making a profit or advocating for a cause or agenda not approved and endorsed by the University. Do not use the University's name or logo to promote or endorse any product, cause, political party or candidate, personal opinions, or non-University services.

4. Crisis Communication on Social Media

When crises occur, many times students and their parents look to University-Affiliated social media pages for communication from the University. The process of communication followed at Southeast during a time of crisis begins with the University administration. Once it designates a message, University Marketing and Communications and the Department of Public Safety staff will share it through email, text, and through the SEAlerts pages on social media. After the information is sent out, University-Affiliated social media accounts can share and post the messages on Facebook, X, Instagram, and other platforms as necessary.

5. Cyberbullying

While the policy and these procedures is not meant to apply to personal social media accounts, instances of cyberbullying toward any other member of the University are not acceptable whether it be from an official University-Affiliated account or from a personal account. This includes any violations of local, state, or federal laws. Cyberbullying includes harassment, threats, intimidation, coercion, and/or any other conduct that by design, intent, or recklessness places another individual in reasonable fear of physical harm or creates emotional distress in which others are unable to reasonably conduct or participate in work, education, research, living, or other activities.

6. Use of University Technology

All students, faculty and staff must abide by Southeast's technology policies or be subject to disciplinary action. For policy details, see Business Policy and Procedure 10-05 Appropriate Use of Information Technology Resources.

7. Violations and Disciplinary Actions

Violation of any University policy is inappropriate and may result in disciplinary actions. Any violation of this policy and its procedures should be immediately reported to the user's supervisor or the director of Human Resources, if applicable. Refer to the following for additional details on implementation of disciplinary actions:

- Students - Student Code of Conduct

- Staff - Staff Handbook
- Faculty - Faculty Handbook
- Student Organizations - Student Organization Requirements

Unless otherwise specified, all questions regarding these procedures should be directed to University Marketing and Communications, 573.651.2459.

Amber M. Capps

(773) 449-0826 | ambermcapps@yahoo.com

EDUCATION

Southeast Missouri State University	Cape Girardeau, MO
Bachelor of General Studies	May 2024
Minor in Interior Design	GPA 3.67/4.00

Marine Corps Field Radio Operators Course	29 Palms, California
	January 2016 – May 2016

RELEVANT COURSEWORK

- American Cultural Landscapes
- Interior Systems
- Perspective and Image Making
- Interior Plantscaping
- Materials for Interior Environments
- Lighting and Electrical Systems

- Construction Codes for Designers
- Technical Drafting for Designers
- Lighting Theory
- Principles of Entrepreneurship
- Multicultural Design
- Professional Practices in Visual Art

SECURITY CLEARANCES AND CERTIFICATIONS/ACHIEVEMENTS

- Secret Clearance
- Global Combat Support Systems Marine Corps (GCSS-MC) certified.
- Good Conduct Medal (2018)
- Marine of the Month (2017)

MILITARY EXPERIENCE

Marine Corps	Camp Lejuene, North Carolina
E5/ Sergeant, Radio Chief - Field Radio Operator	August 2015 – October 2021

- Supervised 35 Marines to ensure mission accomplishment and accountability.
- Maintained military equipment worth 3 billion dollars through inspections, identifying damages and losses, and replacing or repairing equipment as needed to ensure constant mission readiness.
- Tracked and identified gear in the maintenance cycle to ensure continuous mission readiness.
- Ensured personnel and gear records current and accurate.

CIVILIAN EXPERIENCE

Captured By Amber Capps, LLC	Cape Girardeau, MO
Owner/Operator	September 2022– July 2023

- Successfully managing financial aspects, banking, and invoicing for my photography business while running and operating a Customer-Based Accounting System (CBAC).
- Editing and delivering high-quality professional photos to clients, ensuring utmost customer satisfaction.
- Specializing in capturing memorable moments, including newborn sessions, maternity shoots, family portraits, first birthdays, couples/engagements, and weddings.
- Providing a comprehensive luxury experience by personally delivering prints, albums, and canvas art directly to clients.

COMMUNITY INVOLVEMENT

Marine Corps League	Cape Girardeau, MO
Junior Vice Commandant	September 2020– Current
Toys for Tots	
Helping Hand/Staff/Assistant	Seasonal Nov-Dec (2021-2023)
Jackson Athletics Youth Football (JAYF)	Jackson, MO
Cheer Coach	August 2023 - October 2023

SOUTHEAST MISSOURI
STATE UNIVERSITY· 1873

BOARD OF GOVERNORS

MOTION CONSIDERATION FORM

December 15, 2023

●pen Session

I. Motion to be Considered:

Approve the conferring of degrees upon the candidates for Fall 2023. Graduation pending final verification of their completion of degree requirements.

II. Background:

Pursuant to 174.160.1 RSMo. the Board of Governors is empowered to confer upon students, by diploma under the common seal, such degrees as are usually granted by the University.

The breakdown for Fall candidates is as follows:
- Total degrees: 856
    - Undergraduate: 580
    - Masters: 267
    - Specialist: 9
- Jane Stephens Honors Program: 16
- Cum Laude: 109
- Magna Cum Laude: 61
- Summa Cum Laude: 56
- 4.0 Graduates: 119
    - Undergraduate: 24
    - Masters & Specialist: 95

Recommended By:

Student Government _____	Chairperson _____
Faculty Senate _____	Dean _____
Administrative Council _____	Academic Council _____
VP, Enroll. Man. & Stu. Suc. _____	Provost _(signature)_
VP, Finance & Admin. _____	
VP, University Advancement _____	**President** _(signature)_

Board Action on: _____	Postpone: _____
MotiontBy: _____	Amend: _____
Second By: _____	Disapprove: _____
Vote: Yeas: ___ Nays: ___	Approve: _____
Abstentions: _____	Secretary: _____

FACULTY SENATE   **SOUTHEAST MISSOURI STATE UNIVERSITY**

FACULTY SENATE RESOLUTION 24-A-2

Approved by the Faculty Senate
11/29/2023

FACULTY RECOMMENDATION FOR GRADUATION   \

WHEREAS: Faculty have evaluated the students who have applied for fall graduation, and

WHEREAS: These students have met the requirements of their respective degree programs as verified by the Office of the Registrar,

BE IT RESOLVED THAT: The faculty of Southeast Missouri State University recommends the students be approved as candidates for graduation in December 2023.

Action	Date
Introduced to Senate	11/29/23
Faculty Senate Vote	11/29/23

College of Education, Health & Human Studies

College of Humanities & Social Sciences

Burmester
Katie Rea Carlisle

Jocelyn Aileen Reyes
Shelby Lyn Rigdon

College of Science, Technology, Engineering & Mathematics

ASSOCIATE OF APPLIED SCIENCE IN COMPUTER TECHNOLOGY
Brian Hicks
CarlyBethaWilliams
BACHELOR OF APPLIED SCIENCE
Nathaniel J. Burton
Tommy Ray
Ferguson
BACHELOR OF SCIENCE
Kimberlee Nicole Abt
Abdalla Abdirahman
Ahmed
Q'Nairles Anderson
ClydeeAnglim
Blake Joseph Arnold
Natalie Atwill
Abdulrahman
Hashem Bakhsh Sr.
Daphetalle
Barthelemy
Andrew Michael
Buhs
Dakota Cantrell
Connor Alexander

Cale
Katie Ann Cecil
Dylan Scott Cook
Caleb Derek
Cornelius
Kayla-Jade Hope
Cuny
Shianne Aaliyah
Davis
Caleb Scott Degitz
Jackson C. Diebold
Decker Lee Dunn
Dilise Isabelle Inez
Dupré
Faith Eliza East
Julia K. Ellis
Libby Jo Ezzell
Diego G. Fraire
Brittney Ann Franklin
Daren Louis
Friedman
Abigail Marie Gates
Gage M. Gatlin
Eunas J. Gessling
Emma C. Glassey
Autumn Grace Gragg
Andrew Charles
Heisserer

Alexis Lillian-Agnes
Hudson
Lauren Hurt
Ryan Douglas
Kassing
Caitlin Noelle Kruse
Jacob Tyler Layman
Tyler Lofton
Levi Adrian Loges
Brie A. Luebkemann
Daniel Garon Lumley
Krista N. Maki
Katelyn Scarlett
McGinness
Kyle William Murray
Tu Nguyen
Amariah Michelle
Olin
Jeffrey
Ireoluwatomiwa
Oyelaja
Caitlyn Alexandria
Palmer
Grae Palmer
Jack Robert Parks
Stephany Guadalupe
Reyes
Madelyn

Rogaczewski
Shamima Sadiqullah
Javier Gustavo Salas
Avendano
Meredith Suzanne
Scheper
MaKayla R. Schilling
Kristen Marie
Seabaugh
Atish Raj Sharma
Samantha Nicole
Smith
Alexander Lee
Sturgeon
Morgan Carisa
Sullinger
Hannah Jolie
Sweeney
Ryan Tackett
Jacob Dalton
Thaxton
Zebulun Edward
Thompson
Tyler J. Ufting
Dominique Louis
Walter Unterreiner
Erika Jane
Vandeveer*

Bryan Joseph Walsh
Trace Alexander
Wheetley
Tyler Joseph
Wibbenmeyer
Megan Lee Witt
Jesse Curtiss William
Yount
MASTER OF NATURAL SCIENCE
Molly Elizabeth
Cook*
Nicholas J.
Nighswander
MASTER OF SCIENCE
Krishna Bholan
Suneel Kumar Reddy
Bhumireddy
Bethany Hazel
Bishope
Sal Sesh Nag
Bonumallu
Bhanu Lakshmi
Prakash Reddy Borra
Charles Jason Gill *
Surayanarayana
Hemanth Gummadi

Chandana Guiram
Mohammed Faisal
Iqbal
Saichandra Juvadi
Grishma Koirala
Akhila Kuntla
Abdul Kabeer
Mohammed
Poojitha Nandyala
Anvesh Narala
Rajesh Pandava
Akshitha Pathi
Nishan Pokharel
Shadaab Mohammed
Shah
Tanzila Shahreen
Patrick David
Slattery*
Aniket Sanjay Thorat
Amber Nicole Tyler
Avinash Yalamanchili

Harrison College of Business & Computing

BACHELOR OF SCIENCE
Maisha Alam Ador
Ahmed Khalid Alsabt
Waleed Salem
Alshammari
Faisal Ahmed
Alshehri
Allison Bahr
Hannah Elisabeth
Battreal
Adam Jay Bowles
Aayush Byanjankar
Alexis Carpenter
Tarique Ahmed
Chowdhury
Ashley D. Conway
Eden de los Reyes
Ca'eb Scott Degitz
Jonathan Michael
Earnest
Emma Jane
Earnheart
Samuel Gullett
Zachary Healy
Brandon C. Helfrich
Nayeem Hossain
Everista Huelskamp
Faisal Theeb
Ibnsifran
Halle Ruth Johnston
Cory Oliver Kjar
Ryan Anthony Lee
Sean Ryan Lee
SuzannaJ.
Luehmann
Stephanie G.
Marroquin
Ahmed Essam
Mohamed
Swapnil Barua Moon
Jacob F. Morse
Gabrielle Louise
Noland
Logan Page
Mary Carmen Pena
Hallie Jane Portell
Xiao Pu
Lindsey Marie
Redington
Brandon Shissler
Tyler Rebecca Smith
Abigail Elizabeth
Stebner
Jacob Joseph Thieret
Beyonce' Alayah
Thornton
Thien Minh Tran
Elijah R. Wilson
Dorian C. Wren
Trevor Michael
Zobriste
BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
Audrey L. Abey

Matthew Agin
John Clayton Alewelt
Mia Nicole Anderson
Car'os Danilo Aranda
Aquino
Rachel Ann Atkins-Ellis
Jessica Kay Aubrey
Luke Speed
Baerveldt
Kasen Hunter
Bamfield
Kevin Howard
Becker
Lindsay Justine Bien
Da'Shyla Aaliyah
Brown
BriAnna Elizabeth
Kaye Buchanan
Rylee Nicole Bunner
Veronique Cain
Bridgette Kellie
Chandler
Alexander Thomas
Clever
Steven Michael
Clogston
Markeith Kyles
Crawford II
Alexis Marie Degler
Emily A. Detzeit
Tyler W. Dixon
Ngoc Quynh Nhu
Doan
Riley Thomas Drury
Corrina Masae Lan
Duncan
James Pate Edgar
Ashlyn Nicole
Edwards
Andrew Wayne
Ellsworth
Logan Andrew Ernst
Zachary Alen
Freeman
Andersyn Frick
Andrew Harrison
Garnett
Grant Mitchell
Godard
Katherine Rose
Goeke
Alexandria Michelle
Goode
Ryan A. Groszek
Joshua Ernst
Guelving
Bailey Edward
Hamilton
Shanté Nikkell
Hanna
Blair Arinda Hardin
Bailey Jo Watkins
Eliza Beth Herdes
Logan Michael
Holoway
Ca'eb Wyane Hooks

Alyssa C. Horn
Brandy Nichole Hyatt
Corey Bryant
Johnson
Samuel P. Jones
Grant Jeffrey
Kleinschmidt
Michael T. Klocke
Samuel N.
Koppenaal
Pel-Yu Lal
Ashton Elizabeth
Lane
Aaron Michael
Lohmeyer
Lunden R. Manuel
Sibonginkosi Mathe
Thomas Michael
Mattingly
Jessica Lynn
McCutchen
Emily Danielle
McGowen
Molly Vaughn
Bret Alexander
Meyer
Grace Olivia Moran
Emily Mueller
Tanatswa Musunda
Marren Tallie Myers
Megan Marie
Myslinski
Kami L. Neal
Chase Douglas
Nelson
Becca Jo Nevil
Thi My Lynh Nguyen
David Lee Oliver
Amber Breanna
Ortmeyer
Spencer T. Parker
Austin Thomas Jay
Parsley
Chase Vincent
Pressley
Conner Reid Prince
Addie Tiley Reed
George David Renick
Isaac Scott Ringwald
Johnny Augustus
Rock
Micah D. Sanders
Christiane
Santisteban Bernard
Paige Faye Schriner
Kseniia Hernandez
Micah Bradley
Shugart
Megan Irene Skaer
Andrew Lynn Spence
Morgan Danielle
Stafford
Drew Alan Thatcher
Jessica Michelle
Thebeau
Jordan N. Townsend
Leia Valeeva

Maliss Vitols-Vitoïns
Andrew Michael
Wadley
Lauren Wilkins
Hailey Madison
Winslow *
Brock Parker Wood
Kevin Michael.Yant
MASTER OF BUSINESS ADMINISTRATION
Faisal Alabdi E.
Alshammari
Ryan James Baker
Krista Beth Beny *
Michael John Cooke
Ashley Marie Emert
Kevin Alan Frayne *
Kyle August Frayne *
Matthew Joseph
Frazer
Allyson M. Gagnon
Ryan Thomas Grein
Wyatt Lee Johnson *
Zachary R. Lee
Kayla Jai Parham
Zachary R. Quick
Phelaun Quintan
Robertson II
Chris Saudino
Brent Patrick Schafer
MASTER OF SCIENCE
Aparna Abbireddy
Madhukar Abburi
Crystal Ack'in
Yaswanth Adusumalli
Harshitha Aila *
Sasi Krishna
Angadala *
Saiteja Varma
Ankathi
Nikita Bajracharya
Sukumar Balagam *
Tejasri Bandla
Avinash Reddy
Bedadhala
Sajol Bhandari
Santosh Kumar
Bharatha
Utkrishta Bhattarai *
Jyothi Venkatanadh
Bhavana
Manisha Boilam
Megan K. Bond
Jahnavi Brahma
Joshua David Butler
Manju Priya Chithari
Brittany Erin
Crouther
Naga Murali
Dabbara*
Venkata Lakshmi
Prasad Daram
Naresh Kumar
Devasani
Amaresh

Dhanavantri
Harika Dharavath
Ca'en Mackenzie
Dollens
Umesh Duddela
Dusgam Nithish
Reddy
Eashwar Ediga *
Srinivas Esapalli
Chaivanth Reddy
Ganesana
Mallikarjun Reddy
Gangavarapu
Varun Gardas *
Jayaprakash
Gankipati
Sai Krishna Teja
Garikipati
Navya Amritha Sai
Gogineni *
Uma Pujitha Gorantla
Venkata Krishna
Gonipati
Malleswari Gottam
Maniswaran Reddy
Gudure
Karthikkumar Gundu*
Ajay Gurram*
Deepak Vardhan
Gurram
Ravi Shankar
Gunam *
Franklin Christopher
Hanagan
Md Rokibul Hasan
Sudarsan Kumar
Raju Hasthi
Venkata Sai Akhil
Yadav Jakkula
JangitaBalakrishna*
Dharun Chowdary
Jasti
Geetha Priya Jawvaji
Pavani Kadem
Mallikarjun
Kalavakuri
Mahitha
Kambalapally *
Rahul Kannam
Manrti Phani Kari
Sai Kalyan
Karumanchi *
Sindhu Chowdary
Katta
Yogitha Kaza
Kishore Kethineni *
Sireesha Kethineni
Prashanna Khadka *
Aayush Koirala *
Harsha Vardhan Sai
Konakalla
Manish Kumar
Konda
Bhargav Manikanta
Koppula
Pranathi Kotha
Amvtha Kujala

Hasini Kuppireddy
Nikhil Kumar
Kuragayala
Vikranth Linga
Nisanth Madala
Sindhu Madapati *
Ashok Reddy
Madhire
Sahith Reddy
Mallareddy
Vamsi Surendra
Mallidi
Sivaji Marripudi
Raviteja Mergu
Raviteja Mitukula
Soujanya Mongolu
Madhukar Reddy
Morihala *
Himavardhan
Mudduluru
Sai Prathyusha
Mukkue
Dharani Sai Mula
Abdul Khadeer
Munthamadugu
Dudekula
Chandranath
Muthyala
Ramya Naidu *
Kiran Kumar Nakka
Sapthagiri
Nalabothu*
Pravallika Nalluri
Lakshmi Bhavana
Nerellae
Ashkur Rahman
Nobel *
Sanith Kumar
Nooka'amarny *
Pe'umi Richard
Oladokun
JudithaOwen *
Carlos Eduardo
Pacha Pinto
Karthik Pallapu
Cyrina Ashley
Palmer
Pramod Sai Pamarthi
Susanth Pamidi
Mahidhar Pamulapati
Shruti Pramod
Panicker
Sreerama Varma
Penmetsa *
Venkata Pavan
Kalyan Poka
Sowmya Ponduru
Rama Linga Raju
Pothuri
Lakshmi Chandana
Potla *
Muhammad Safwat
Ratman
Vinutha Ramesh
Babu
Lakshmi Keerthana
Ravella

Prudhvl Kumar Rayapatl
Sal Mounlsh Redrowthu
Vishnu Nandan Rokkam
Brianna Christine Russell *
Sriraaga Sakkirolla

Gowtham Reddy Sama
Nikhitha Reddy Samad
Jyothi Klranmal Sankuru
Sumona Sannin
Venkata Tharun Kumar Reddy

Seelam Zachary Michael Seitz
Tyler Selby
Gnana Priya Settl
Mahammad Rasool Shaik
Rahama Thulla Shaik*

Kavya Sirasanagandla *
Samuel Stephenson*
Aakanksha Surve
Kao Takahama *
Koteswara Rao Tankasala
Binita Thapa
Vineeth Thavisi

Lavanya Reddy Thokala
Dhanush Chandra Tummepalli
Pranathi Tunuguntla*
Vivek Chowdary Vasireddy
Amani Reddy Veluri
Kaveri Reddy Veluri

Avinash Vuyyuru
Madhu Priya Yalamati
Naga Sai Yanala
Chaitanya Siddhardha Yanamadala
Yashwanth Reddy Yerolla

Holland College of Arts & Media

BACHELOR OF ARTS
Jackson B. Broeking
Evan Pierce Coleman
Ella Rose Crader
Sanjay Raj Gundugol
Lauren Danielle Jones
Audrey Paige Knight
Kal L. McRae
Henry Aidan Wall
BACHELOR OF FINE ARTS

Sydni Marie Alber
Rebecca Mae Byington
Katelyn Elizabeth Dickey
Madison Hope Diehl
Hannah Grace Finley
Luke C. Hoffman
Sadie Marie Holt
Emily Dawn Low
Ariana Eve Mullins
Meghan Elizabeth Tiggard
Layla Waddell

BACHELOR OF MUSIC
Ethan I. Brown
Andrew Bryan Signalgo
BACHELOR OF MUSIC EDUCATION
Ella Rose Crader
Helena Elise Kasper
Josey Dee Paar
BACHELOR OF SCIENCE
Natalie Rose Aarons
Emily Grace

Barkhurst *
Paige Elizabeth Broyles
Jeffrey David Bullard Jr.
Matthew Cagle
Ronald Lee Cross III
Logan Hunter Ford
Nathaniel Leonard Gladden
Casey Gregory Johnathan Alcena
Halk
Spencer J.

Hansbeny
Matthew Keith Holman
Skylar M. Hultberg
Pachara Kariunjit
Drake Joseph Knight
James Luke Laramore
Jeffery Coleman Long
Mackenzie Mel-ten Meehan
Callie Marie Metzger
Kyrié Alizabethe

Padberg
Cole Christian Renner
Anthony E. Ross
Cameron Scoggin
Elizabeth Laura Stock
Nicholas Watson
Garrett Robert Zeitler
BACHELOR OF SCIENCE IN EDUCATION
Dorian N. Graviett
Caroline A. Snare

BOARD OF GOVERNORS

MOTION CONSIDERATION FORM

December 15, 2023

Open Session

I.   Motion to be Considered:

Authorize and approve the deletion of the Minor in Coaching.

II.   Background:

Justification: The enrollment and number of completions for the Coaching Minor continue to remain very low even after efforts to attract more students and promote clearer pathways to completion. Because of the low demand, the faculty of the department are proposing to discontinue the minor. For students currently enrolled in the Coaching Minor, a teach-out plan will be provided that will allow them to complete the minor within a reasonable period of time.

Minor in Coaching	Enrollment Fall 2019	Enrollment Fall 2020	Enrollment Fall 2021	Enrollment Fall 2022	Enrollment Fall 2023
	8	10	13	8	11
	Minors Awarded 2018-2019	Minors Awarded 2019-2020	Minors Awarded 2020-2021	Minors Awarded 2021-2022	Minors Awarded 2022-20223
	2	2	0	1	2

Recommended By:

Student Government _____	Chairperson _____
Faculty Senate _____	Dean _____
Administrative Council _____	Academic Council _____
VP, Enroll. Man. & Stu. Suc. _____	Provost _____
VP, Finance & Admin. _____	
VP, University Advancement _____	**President** _____

Board Action on: _____	Postpone: _____
Motion By: _____	Amend: _____
Second By: _____	Disapprove: _____
Vote: Yeas: ____ Nays: ____	Approve: _____
Abstentions: _____	Secretary: _____

BOARD OF GOVERNORS

MOTION CONSIDERATION FORM

December 15, 2023

Open Session

I.   Motion to be Considered:

Authorize and approve the combining of the Bachelor of General Studies (BGS) degree and the Interdisciplinary Studies Bachelor of Science (BS) degree into one program, a BS in Professional Studies.

II.   Background:

Justification: The College of Humanities and Social Sciences is proposing a new major, a BS in Professional Studies. This major will combine and revise the existing BS in Interdisciplinary Studies and the Bachelors of General Studies.

This proposal seeks to make the intent and requirements of the previous two programs clearer and to provide students with stronger employability skills and recognition. The name of the current degree, General Studies, is confusing to some students who think it is the General Education program. Additionally, General Studies can carry a negative connotation and is often misunderstood by prospective students, employers, and the public. The current Interdisciplinary Studies program is also vague and requires students to pursue multiple disciplines within their plan of study, limiting their ability to explore a discipline in greater depth should they choose.

Need:
As evidenced by the enrollments and completions, a significant number of students benefit from the flexibility of the current General Studies degree. The newly proposed program strengthens the graduate's ability to seek employment or continue their education. This proposal phases out the

Recommended By:

Student Government _____	Chairperson _____
Faculty Senate _____	Dean _____
Administrative Council _____	Academic Council _____
VP, Enroll. Man. & Stu. Suc. _____	Provost _____
VP, Finance & Admin. _____	
VP, University Advancement _____	**President** _____

Board Action on: _____	Postpone: _____
Motion By: _____	Amend: _____
Second By: _____	Disapprove: _____
Vote: Yeas: _____ Nays: _____	Approve: _____
Abstentions: _____	Secretary: _____

current General Studies degree and makes it an advising track in the Professional Studies major. A capstone course will be added to the advising track to help students reflect on what they have accomplished in their academic career, develop ways of articulating what they have learned, and prepares them for participation in the workforce. This advising track maintains the significant flexibility that is critical to the role that the current General Studies degree plays for so many of our students.

The newly proposed major also greatly simplifies the current BS in Interdisciplinary Studies major—making it an advising track within the Professional Studies major. The current requirements are arduous and overly burdensome on students. In the last six years, only 26 students have completed the major. The new advising track will provide a greater curricular structure, include courses that allow students to explore various academic disciplines, and include a culminating course that focuses on career skills and employment.

Program Summary:
Current enrollments and completers are:

BGS General Studies	Enrollment Fall 2019	Enrollment Fall 2020	Enrollment Fall 2021	Enrollment Fall 2022	Enrollment Fall 2023
	285	244	228	228	223
	Degrees Awarded 2019	Degrees Awarded 2020	Degrees Awarded 2021	Degrees Awarded 2022	Degrees Awarded 2023
	136	162	132	116	142
BS Interdisciplinary Studies	Enrollment Fall 2019	Enrollment Fall 2020	Enrollment Fall 2021	Enrollment Fall 2022	Enrollment Fall 2023
	9	6	7	6	4
	Degrees Awarded 2019	Degrees Awarded 2020	Degrees Awarded 2021	Degrees Awarded 2022	Degrees Awarded 2023
	4	3	5	2	3

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STATE UNIVERSITY · 1873®

BOARD OF GOVERNORS

MOTION CONSIDERATION FORM

December 15, 2023

Open Session

I.   Motion to be Considered:

Authorize Diana Harley, Controller, as a signatory on University bank and investment accounts.

II.   Background:

Diana Harley began as University Controller on August 1, 2023. Signature authorization is necessary as some of our financial services partners require documentation of Board action to add a new signatory on accounts.

Recommended By:

Student Government _____	Chairperson _____
Faculty Senate _____	Dean _____
Administrative Council _____	Academic Council _____
VP, Enroll. Man. & Stu. Syc. _____	Provost _____
VP, Finance & Admin. _~signature~_	
VP, University Advancement _____	**President** _~signature~_

Board Action on: _____   Postpone: _____

Motion By: _____   Amend: _____

Second By: _____   Disapprove: _____

Vote: Yeas: _____   Nays: _____   Approve: _____

Abstentions: _____   Secretary: _____

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STATE UNIVERSITY · 1873 ®

BOARD OF GOVERNORS

MOTION CONSIDERATION FORM

December 15, 2023

Open Session

I.   Motion to be Considered:

Approve recommended revisions to existing University Information Technology policies and addition of new University Information Technology policies, as follows:

Revised Policies

- 10-01 – Identity and Access Management
- 10-03 – Information Security
- 10-04 – Information Security Incident Management (Deletion)
- 10-05 – Appropriate Use of Information Technology Resources
- 10-07 – Password Management
- 10-12 – Information Technology Emergency Operations Plan

New Policies

- 10-13 – Southeast Email Policy
- 10-14 – Point of Sale Device Registration and Inventory Policy
- 10-15 – Least Privilege Policy
- 10-16 – Southeast Missouri State University Privacy Policy
- 10-17 – Generic Account Policy
- 10-18 – Retiree Email and Active Directory Accounts Policy

Recommended By:

Student Government	Chairperson
Faculty Senate	Dean
Administrative Council	Academic Council
VP, Enroll. Man. & Stu. Svc.	Provost
VP, Finance & Admin.	
VP, University Advancement	**President**

Board Action on:	Postpone:
Motion By:	Amend:
Second By:	Disapprove:
Vote: Yeas: Nays:	Approve:
Abstentions:	Secretary:

II.   Background:

Over the past two years, Information Technology has been reinvigorating and leading the University's information security efforts in numerous ways, including:

- Creating a University-wide Information Security Committee,
- Implementing email banners and multi-factor authentication for off-campus logins,
- Conducting penetration testing, and
- Installing a next generation firewall to protect University data.

The revised and newly created policies are the result of a comprehensive review of information security policies and practices that began in early 2023. IT has now turned its continuing efforts to end-user security training for the campus community. The training modules are currently in test and will be available to all faculty and staff beginning in January 2024.

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		IDENTITY AND ACCESS MANAGEMENT		

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GENERAL STATEMENT OF POLICY

This policy aims to protect the confidentiality, integrity, and availability of the University's information and network systems. Access to information technology and network systems owned, operated, or leased by Southeast Missouri State University is given for the sole purpose of supporting the University's education, research, and regional service mission. Users of the University's information technology and network systems are responsible for using the systems in a manner consistent with this mission and in compliance with local, state, and federal laws, MORENET regulations, and all policies and procedures of the University.

1. Access to all information technology systems at Southeast Missouri State University shall be controlled using University approved login credentials (e.g., Southeast Key and password). Access from off-campus locations shall be controlled using University approved login credentials and use of a second factor (e.g., MFA, 2FA) including Microsoft Authenticator or SMS text message. Sharing of credentials is strictly prohibited and will be considered a violation of these access controls. All violations of these controls will be subject to disciplinary action up to and including termination of employment.

2. Credential (identity) maintenance for all enrolled or employed members of the Southeast Missouri State University community must be performed using approved online methods, in person, or through other trustworthy mechanisms, as determined by Information Technology.

3. An automated process shall be used to disable or remove a student's system access credentials after graduation or a one-year period of nonattendance

4. Access credentials shall be disabled for repeated misuse.

5. Faculty and staff access shall be disabled or removed upon resignation or termination of employment.

6. Faculty and staff who retire as emeriti may, upon request, be granted continued access to university email services.

7. Character Passwords must have sustainable time complexity as determined by policy 10-07 Password Management.

8. Character passwords must be periodically changed as determined by policy 10-07 Password Management.

9. Users must keep their passwords private and abide by all University Information Technology policies.

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IDENTITY AND ACCESS
MANAGEMENT

10. Faculty and staff should perform annual security awareness training to ensure they understand their responsibilities in maintaining the security of the University's systems and information.

11. The University shall use a network access control system to validate the identity and appropriateness of those connecting to the campus network.

12. Access to systems and information shall be determined by the user's relationship with the University and the specific information classification. Reference: Business Policy 10-03: Information Technology, Information Security.

13. The Southeast Missouri State University Information Technology department and other relevant personnel will regularly review and update this policy to ensure it remains relevant to evolving technology, threats and regulations.

The Vice President for Finance and Administration shall be responsible for issuing and maintaining operating procedures to implement this policy.

GENERAL STATEMENT OF POLICY

Electronic Data refers to any data stored, processed, or transmitted electronically, including but not limited to, personal, financial, and academic information. The University is committed to protecting the privacy and security of its Electronic Data by implementing appropriate safeguards and adhering to data stewardship principles.

This policy defines information classifications and assigns responsibility for ensuring information privacy and security at each level of access and control. Information classification, in the context of information security, is the classification of information based on its level of sensitivity and the impact to the University should that information be disclosed, altered or destroyed without authorization. The classification of information helps determine what baseline security controls are appropriate for safeguarding that information.

All University information is categorized into one of five classification levels. In cases where information may fall into more than one classification, the highest applicable classification will apply.

DEFINITIONS

1. **Campus Secured:** A category of University data that the University has classified as not for public consumption but unlikely to cause material harm to the University if lost, leaked, or destroyed.

2. **Card Verification Value (CVV):** A three or four digit code, depending on the credit card, is a number used to verify physical access to a credit or debit card.

3. **Data Custodian:** A data custodian is responsible for the proper storage, transport, aggregation, and business use of data.

4. **Data Owner:** A Data Owner is responsible for the classification, protection, use, and quality of specific campus data sets, as well as determining access permissions and ensuring compliance with relevant regulations, such as FERPA and PCI-DSS (see definitions below).

5. **Data Steward:** A Data Steward is responsible for ensuring the quality and accuracy of data, as well as compliance with data management policies for data stored by the University.

6. **Donor Records:** The name, address, phone number, email, or other information used to identify persons or organizations providing financial or other support to the university.

7. **FedRAMP:** The Federal Risk and Authorization and Management Program (FedRAMP) is a government-wide program that provides a standardized approach to security assessment,

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authorization, and continuous monitoring.

8. **FERPA:** The Family Educational Rights and Privacy Act of 1974 (FERPA) is a US federal law that governs access to educational information and records.

9. **Financial Records:** Any information collected pertaining to expenditures, purchases, fees, salaries, or account balances including account numbers, routing numbers, and some credit card information such as the PAN or CVV.

10. **Material Harm:** A category of University data that the University has classified as likely to cause harm to individuals or to the University if lost, leaked, or destroyed.

11. **PCI:** PCI or PCI-DSS is the security standard framework created by the Payment Card Industry (PCI). It is a framework mandated by the payment card industry and is administered by the Payment Card Industry Security Standards Council.

12. **PHI:** Protected Health Information (PHI) consists of a combination of health and personal information aggregated to identify a specific individual. This includes,but is not limited to, data such as medical record numbers, patient names, email addresses, and x-rays.

13. **PII:** Personally Identifiable Information (PII) is information that, used separately or aggregated with additional information, can identify a specific individual.

14. **Primary Account Number (PAN):** A number consisting of 14 to 19 digits on a credit card that acts as the unique identifier of the debit or credit card.

15. **Public Information:** The least sensitive category of University data that the University has classified as public information that is easily accessible to the general population or intended to be disseminated to the public and would not cause harm if lost, leaked, or destroyed.

16. **Serious Harm:** A category of University data that the University has classified as highly likely to cause serious harm to individuals or to the University if lost, leaked, or destroyed.

17. **Severe Harm:** The most sensitive category of University data that the University has classified as almost certain to cause severe, possibly irrevocable harm to the University if lost, leaked, or destroyed.

18. **Sunshine Laws:** A series of laws and regulations which require public disclosure of government meetings and records to maintain transparency with the public.

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POLICY SCOPE

1. **Category 1: Public Information**

   Public Information data consists of data easily accessible to the general population or intended to be disseminated to the public, including:

   - Information published on a non-secured website
   - The only data that can be posted on university social media sites (Facebook, Twitter, etc.)
   - Course catalogs
   - Staff and faculty directory information
   - Event dates or speakers

2. **Category 2: Campus Secured**

   Campus Secured data is classified by the University as not for public consumption but unlikely to cause material harm to the University, including:

   - Building plans or blueprints
   - Information regarding the University physical plant
   - Memos, letters or private campus, business-specific correspondence

3. **Category 3: Material Harm**

   Data in the Material Harm data category is classified by the University likely to cause harm to individuals or the to University if leaked, lost, or destroyed. Examples of this data include:

   - Information protected under Federal FERPA regulations
   - Campus financial records
   - Donor Information

4. **Category 4: Serious Harm**

   Data in the Serious Harm category is classified by the University as highly likely to create serious harm to individuals or to the University if leaked, lost, or destroyed. Examples of this data include:

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STATE UNIVERSITY · 1873

- Faculty, staff, or student financial information including personal credit card or bank account numbers
- Social Security numbers
- Credit card or bank account numbers
- Passwords to financial or health websites or services

5. **Category 5: Severe Harm**

   Data in the Severe Harm category is classified by the University as almost certain to cause severe, possibly irrevocable harm to the University if leaked, lost, or destroyed. Examples of this data include:

   - Research conducted as part of a federal contract if protected under FedRAMP (such as data considered National Security information)

Information categorized at 3, 4, or 5:
- Should not be stored on or carried by mobile electronic devices or transmitted electronically unless the data is encrypted.
- Should not be transmitted to individuals external to the Southeast Missouri State University unless approved by the appropriate Data Steward.

The Information Security Officer (ISO) has authority to examine, or authorize examinations of, electronic mail messages, portable storage devices, files on desktops and laptops, web browser cache files, web browser bookmarks and other information stored on or passing through University computing resources when a data security incident is suspected.

University faculty, staff, and students are responsible for following governmental regulations and University guidelines for the retention and control of data to which they have access. Violations of this policy will be subject to disciplinary action up to and including termination of employment.

Data Stewards are those individuals responsible for University functions and who define and approve appropriate use and access of data within their areas of responsibility. Responsibilities include:

- Identification of valid data sources
- Rules, standards, and guidelines for the entry of new data, change of existing data, or deletion of data
- Rules, standards, and guidelines for controlled access to data
- Process for data integrity verification

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INFORMATION SECURITY

- Acceptable methods for distributing, releasing, sharing, storing or transferring data
- Review and approval of access to restricted, confidential and internal data

Data Custodians are those individuals or departments providing operational support for an information system and having responsibility for implementing the data maintenance and control methods defined by the Data Steward. Responsibilities include:

- Acceptable methods for receiving data from identified sources
- Process for the verification of received data
- Providing for the security of restricted, confidential and internal data
- Assuring sound methods for handling, processing, security and disaster recovery of data

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INFORMATION SECURITY INCIDENT PROCEDURE

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Section:

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Subject:

INFORMATION SECURITY INCIDENT MANAGEMENT

GENERAL STATEMENT

This document describes the procedures associated with Southeast Missouri State University's Information Technology Incident Management Policy 10-04. Policy 10-04 comprises strategic statements for managing security incidents at the university's main and regional campuses. These procedures detail the required processes, based on incident severity, to comply with IT Policy 10-04.

INCIDENT REPORTING:

Members of the university community must report any suspected security incidents using one of the methods below:

- For suspected high-severity events, such as potential breaches of personal identity data, report directly to the Information Security Officer as quickly as possible via phone, email, or in person.
- Report all other suspected incidents either to the Information Security Officer or to IT support personnel, who can then contact the Information Security Officer.
- If the Information Security Officer is unavailable, contact the Assistant Vice President for Information Technology as the initial point of contact.

INCIDENT CLASSIFICATION:

When the Information Security Officer receives notification, discovers, or suspects an incident, they will initiate an investigation. They will then determine if the incident is a false positive or a genuine occurrence. If the incident is real and requires action, the Information Security Officer will assess its severity level by considering the following factors:

a. Scope of impact – how many individuals, departments, or systems does it affect?
b. Criticality of the system or service – How crucial is it to the institution's ongoing operation? What would be the functional or financial impact on the business if the system or service became unavailable or compromised?
c. Sensitivity of the information - Does the system or service store or provide access to confidential data, such as personally identifiable information or credit card details?
d. Probability of propagation – What is the likelihood of malware or negative effects spreading to other systems, particularly those off-campus?

If the Information Security Officer is unable to determine an incident's severity level, they will consult the Assistant Vice President for Information Technology for guidance.

Each Incident Severity Level follows a specific set of procedures, including escalation, action items, and personnel involvement.

Severity Levels:

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The severity level of an incident subjectively measures its impact on or threat to the institution's operation or integrity and its information. This level determines the incident handling priority and the response's timing and extent. During an incident investigation, the severity level can change based on newly discovered information.

a) **High** - A security incident will have a "high" severity level under any of the following conditions:

- It significantly and adversely affects numerous systems or people (e.g., a large portion of the student population).
- It compromises confidential data (e.g., a server breach that exposes credit card numbers or names with social security numbers).
- It disrupts an enterprise system or service crucial to a major portion of the university's operation (e.g., email, student information system, financial information system, human resources information system, learning management system, Internet service, or a significant part of the campus network).
- It has a high likelihood of spreading to many other on-campus or off-campus systems and causing significant damage or disruption (e.g., a malicious infection spreading between departments).

High severity incidents necessitate an immediate response and dedicated attention from the ISO, relevant University officials, and IT staff until resolved. These incidents also require extensive notification and reporting, as outlined in the table below. A Post-Incident Report is mandatory. If the incident potentially exposes personal identity data, notifying individuals according to state or federal law may be required.

b) **Medium** - A security incident is classified as "medium" severity if it meets any of the following criteria:

• Negatively affects a moderate number of systems or people, such as a single department, unit, or building.
• Negatively affects a non-critical enterprise system or service.
• Negatively affects a departmental system or service, like a departmental file server.
• Interrupts a building or departmental network.
• Possesses a moderate probability of spreading to other on-campus or off-campus systems and causing moderate damage or disruptions.

Personnel from the affected unit, primarily responsible for addressing the incident, must respond quickly to medium severity incidents. The table below outlines the notification requirements. The Assistant Vice President for Information Technology or another relevant administrator will request a Post-Incident Report if needed.

c) **Low** - Classify the severity of a security incident as "low" if any of the following conditions are present:

• Affects a very limited number of systems or individuals.

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• Disrupts a very small number of network devices or segments.
• Poses negligible risk of propagation or would cause minor disruption or damage during propagation attempts.

Since a single compromised system can activate and harm other systems at any time, the relevant personnel (typically the technical support staff responsible for the system) must respond as swiftly as possible, no later than the next business day. The table below outlines notification requirements. A Post-Incident Report is necessary only if requested by the Assistant Vice President for Information Technology or another suitable administrator.

d) **NA** ("Not Applicable") - Use this designation for events reported as suspected IT security incidents that, upon investigation of the suspicious activity, reveal no evidence of a security incident. This designation typically corresponds to the incident category, "No Incident."

Severity	Characteristics (one or more conditions present determines the severity)	Response Time	Incident Manager	Who to Notify	Post-Incident Report Required
High	1) Significant adverse impact on many systems and/or people 2) Threatens confidential data 3) Adversely impacts a critical enterprise system or service 4) Significant and immediate threat to human safety 5) High probability of propagating to a large number of other systems on or off-campus and causing significant disruption	Immediate or as quickly as possible after investigation or triage	ISO, AVP for IT, or an IT Department head	1) Information Security Officer 2) Assistant Vice President for IT 3) Department Administrator(s) affected 4) Technical support for affected device(s) 5) Public notification as recommended by university leadership if the situation warrants.	Yes
Medium	1) Adversely impacts a moderate	Same day		1) Information Security Officer	No, unless requested by AVP for IT or

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Severity	Criteria	Response	Support	Notification	Reportable
	number of systems and/or people 2) Adversely impacts a non-critical enterprise system or service 3) Adversely impacts a departmental scale system or service 4) Moderate risk of propagating and causing further disruption			2) Assistant Vice President for IT 3) Department Administrator(s) affected 4) Technical support for affected device(s)	another appropriate administrator
Low	1) Adversely impacts a very small number of non-critical individual systems, services, or people 2) Little risk of propagation and further disruption	Next business day	Technical support for affected device	1) ISO 2) Assistant Vice President for IT 3) Department Administrator(s) affected	No, unless requested by AVP for IT or another appropriate administrator
NA	"Not Applicable" — used for suspicious activities which upon investigation are determined not to be an IT security incident.				

Campus Security Incident Response Team (CSIRT) Membership:

The primary task of the CSIRT involves investigating, reporting, and resolving incidents in a timely manner. To accomplish this, the CSIRT comprises subject matter experts who can effectively address and respond to incidents.

The CSIRT membership may vary based on the specific incident. However, the CSIRT typically includes a core group of the following individuals:

- Information Technology staff responsible for maintaining the breached device, such as
  - Security Analysts
  - System Administrators
  - Network Engineers

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- Other affected department staff. Depending on the severity of the incident, the CSIRT will invite other executive staff to include Assistant Vice President, Marketing & Communications, Vice-President for Administration and Finance and the University Chief of Staff.

Depending on the scope and impact of the incident, additional members may include, but are not limited to:

- Application Administrators
- Database Administrators
- Web Developers / Administrators
- Other IT Staff

The Information Security Officer leads the CSIRT, directing the activities and assignments of its members until the resolution of the incident. This officer collaborates with appropriate management to prioritize the work of CSIRT members. Once the incident is fully resolved, the Information Security Officer relieves the CSIRT of its responsibilities and disbands the team. If the Information Security Officer is unavailable, the Assistant Vice President for Information Technology assumes this role.

CSIRT RESPONSIBILITIES:
Throughout the incident response, CSIRT members must maintain a log of all incident-related activities and submit copies to the Information Security Officer upon incident resolution for inclusion in the Incident Summary Report. These logs must contain:
- Dates and times of incident-related phone calls, emails, etc.
- Dates and times of incident-related event discoveries or occurrences
- Time spent on incident-related tasks
- Contacted individuals or those who contacted the CSIRT member
- Affected systems, programs, or networks

While not comprehensive, the following items represent many tasks the CSIRT may perform:
- analyze data related to the incident (log files, changes made to files, physical evidence, threats, etc)
- determine the scope of the incident, including which networks, systems, or applications are affected
- determine how the incident is occurring and who or what originated the incident
- create recommendations to remediate the problem and return to normal
- take action to mitigate the effects of the incident, and protect other University assets
- coordinate with outside entities, including law enforcement, third-party vendors, and computer forensics experts
- Collaborate with the Information Security Officer in follow-up analysis
- Implement replacement servers/systems to maintain operations during incident investigation

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The Information Security Officer (or designated member of the CSIRT) will open a helpdesk ticket containing information about the security violation:
1. Name of reporting Faculty/Staff Member or, if external, contact from complainant organization
2. Location of reporting Faculty/Staff Member or external contact (if known)
3. Brief description of the incident
4. If applicable, information from the complainant organization

The Information Security Officer (or designated member of the CSIRT) will log incident-related details during the course of the incident handling process such as:
1. Dates and times of incident-related communications
2. Dates and times when incident-related events were discovered or occurred
3. Amount of time spent working on incident-related tasks
4. People you have contacted or who have contacted you
5. Systems, programs, or networks that have been affected

INCIDENT REPORTING:
Upon incident conclusion, the Information Security Officer or a designated CSIRT member will finalize and close all open help desk tickets related to the incident. They will also finalize the related incident tracking logs and store them appropriately.

If the incident's severity requires or if an appropriate administrator, such as the Assistant Vice President for IT, requests it, the Information Security Officer or a designated CSIRT member will create a post-incident report containing at least the following details:

- A description of the incident
- A summary of lessons learned
- Any suggested changes to existing procedures
- Recommendations to protect against future attacks, if identified during the incident

The Information Security Officer or the Assistant Vice President for IT will decide on the dissemination of any logs and reports. The executive team must determine any exceptions, but the incident logs and reports should generally be considered confidential and not for public release.

Appendix A: Example Incidents
The examples listed are not meant to be exhaustive.
- Confidential data exposure
  - Social Security Numbers with or without names
  - Credit Card information
  - Identity theft

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- Criminal activity/investigation
  - Litigation holds request (aka e-Discovery)
  - Online theft, fraud
  - Threatening communication
  - Child pornography
- Denial of Service
  - Single or distributed (DoS or DDoS)
  - Inbound or outbound
- Malicious code activity
  - Worm, virus, Trojan
  - Botnet
  - Keylogger
  - Rootkit
- Reconnaissance activity
  - Port scanning
  - Other vulnerability scanning
- Rogue server or service
  - Rogue file/FTP server for music, movies, pirated software, etc.
  - Phishing scam web server
  - Botnet controller
- Spam source
  - Spam relay
  - Spam host
- Spear Phishing
  - Scam e-mail targeting a relatively large number of university e-mail addresses
- Unauthorized access
  - Abuse of access privileges
  - Unauthorized access to data
  - Unauthorized login attempts
  - Brute force password cracking attempts
  - Stolen password(s)
- Web defacement
  - Defacement of web site
  - Redirected web site
- No Incident
  - When the investigation of suspicious activity finds no evidence of a security incident

GENERAL STATEMENT OF POLICY

The computing resources at Southeast Missouri State University support the educational, instructional, research, and administrative activities of the University. Access to these resources is a privilege extended to members of the Southeast community. Users of these services and facilities have access to valuable University resources, sensitive data, and internal and external networks. As a result, users must act responsibly, ethically, and in compliance with applicable laws. Colleges, departments, or units that grant guest access to information technology resources must ensure that guests are aware of the appropriate use policy.

In general, acceptable use involves respecting the rights of other computer users, maintaining the integrity of the physical facilities, and adhering to all pertinent license and contractual agreements.

1. **Scope**

   This policy applies to all users of computing resources owned or managed by Southeast Missouri State University. Individuals covered by this policy include, but are not limited to, Southeast faculty, visiting faculty, staff, students, alumni, guests, agents of the administration, and external individuals and organizations accessing network services via Southeast's computing facilities.

   Computing resources encompass all University-owned, licensed, or managed hardware and software, as well as the use of the University network through a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

   These policies apply to technology administered in individual departments, the resources administered by central administrative departments, personally owned computers and devices connected by wire or wireless to the campus network, and to off-campus computers that connect remotely to the University's network services.

2. **Policy**

   1. Users of the University's digitized information resources are only authorized to use computational platforms, associated accounts, and digitized information within those platforms for which they have authorization.
   2. Users of the University's digitized information resources shall not use another individual's account or attempt to capture or guess other users' passwords.
   3. Users of the University's network and computing resources shall respect the privacy and personal rights of other users. Without written permission, users shall not access or copy another user's email, data, programs, or other files.
   4. Every individual user is responsible for appropriately using all assigned digitized information resources, including computer, network address or port, software, and hardware.

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5. Users of the University's information resources must comply with contractual and license agreements regarding certain third-party resources when using them.
6. Every individual user shall make a reasonable effort to protect their respective passwords and to secure resources against unauthorized use or access.
7. Users must not attempt to access restricted portions of the network, an operating system, security software, or other administrative applications without appropriate authorization from the system owner or administrator.
8. Users must not make changes designed to negate security controls, such as changing assigned ports to nullify firewall rules, to any University asset.
9. Every individual user must comply with policies and guidelines for any specific set of resources to which the user has been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.
10. Users with access rights to the University's information resources shall not use Southeast computing and/or network resources in conjunction with the execution of programs, software, processes, or automated transaction-based commands intended to disrupt other computer or network users, damage or degrade performance, software, or hardware components of a system.
11. Users shall not use tools normally used to assess security or to attack computer systems or networks, such as password "crackers," vulnerability scanners, network sniffers, etc., unless a specific user has been authorized to do so by the Department of Information Technology.
12. All users shall abide by all federal, state, and local laws.
13. All users shall abide by all applicable copyright laws and licenses.
14. All users shall observe copyright law as it applies to music, videos, games, images, texts, and other media in both personal use and in production of electronic information.
15. Users shall not use, copy, or distribute copyrighted works (including but not limited to Web page graphics, sound files, film clips, trademarks, software, and logos) unless they have a legal right to do so. Violations may result in disciplinary action, civil litigation, and criminal prosecution.
16. Users shall not engage in activities that are not consistent with the University's educational, research, and public service mission.
17. Users may be subject to monitoring as necessary based on reasonable cause to maintain the integrity of information resources and to comply with or verify compliance with federal and state law.
18. Violation of the Acceptable Use Policy may be subject to denial of access to University computer resources and other disciplinary action up to and including termination of employment.

3. Unacceptable Use
The following acts are considered unacceptable and are strictly prohibited:

1. Users with access to University resources are prohibited from sharing passwords or any other authentication methods with any other person or party.
2. Users are prohibited from evading or attempting to assist another user in evading the security controls implemented by the University.

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3. Users must not download or install any software on a University resource that may cause interference or disruption of the University network, unless there is a definitive and clear business case or academic use.
4. Students, faculty, and staff are prohibited from installing or making available a server on the Southeast University network, regardless of the operating system or designated purpose, without obtaining written permission from the Assistant Vice-President of Information Technology.
5. Users are strictly prohibited from conducting any unauthorized internal or external scanning (Nmap, SuperScan, etc.) of the Southeast Missouri State University network and any attached resources.
6. Users must not conduct or participate in any activities that violate state or federal law or University policy, including using University resources to harass, bully individuals or make derogatory comments.
7. Users are strictly prohibited from using the University email system to distribute unsolicited or unauthorized electronic communications.
8. Users must refrain from engaging in excessive use of Southeast Missouri State University resources such as network capacity. It is important to note that excessive use refers to usage that is disproportionate to that of other faculty, staff, or students.

The Vice President for Finance and Administration is responsible for issuing and maintaining operating procedures that effectively implement this policy.

PURPOSE:

To establish guidelines for the creation, protection, and management of passwords at Southeast Missouri State University.

SCOPE:

This policy applies to all users of Southeast Missouri State University's information systems and resources, including faculty, staff, students, contractors, and vendors.

GENERAL STATEMENT OF POLICY

Passwords play a crucial role in information security. Poorly chosen passwords may lead to unauthorized access and exploitation of the University's resources. All users, including contractors and vendors, who have access to University systems are responsible for selecting and securing their passwords.

1. Password Expiration: User-level passwords (e.g., email, web, desktop computer) must be changed as advised by current security guidelines or in case of a suspected security event.

2. Unique System-level Passwords: Users with system-level privileges (e.g., root, enable, Windows Administrator, application administration accounts) must have unique passwords, different from all other accounts they hold.

3. Password Complexity: Users must create strong passwords that meet the following criteria:
   a. A minimum length of 12 characters.
   b. A combination of uppercase and lowercase letters, numbers, and special characters.
   c. Avoidance of easily guessable information (e.g., names, dates, common words)

4. Password Reuse: Passwords must not be used or reused for external accounts or services (e.g., banking, social media).

5. Default Passwords: All vendor-supplied default passwords must be changed before any system can be used in production.

6. Password Sharing: Passwords must not be shared among multiple individuals.

7. Password Storage: Passwords must never be written down or stored online without encryption.

8. Reporting Compromised Passwords: Any suspected compromise of account passwords must be reported to the Information Security Officer (ISO) as security incidents.

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9. Breach Notification: Upon notification of a breached password, the ISO or a delegate must contact the affected user and request a password change.

10. Password Strength Testing: The ISO or a delegate shall periodically test user passwords for strength.

11. Account Breach Response: In the event of a reported unauthorized account breach, the ISO or a delegate must change the user's password and notify the affected user.

12. Password Reset and Recovery: Users may reset their passwords or perform forgotten password recovery through a secure automated application or by contacting the IT Help Desk.

The Vice President for Finance and Administration shall be responsible for issuing and maintaining operating procedures to implement this policy.

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Objectives

The University disaster and emergency response process must reduce the disruption to university information systems to an acceptable level through a combination of preventative and recovery controls and processes. Such controls and processes must identify and reduce risks to university information systems, limit damage caused by disasters and emergencies and ensure the timely resumption of significant information systems and processes. Such controls and processes must be commensurate with the value of the information systems being protected or recovered.

Scope

Conditions for Plan Activation

For proper planning and management, this plan must specify the difference between a disaster and an emergency as the remediation process is different for each.

1. An emergency has a limited impact and is a short-term issue. Examples include:
   a. An isolated malware attack (single user or server).
   b. A compromised server or service.
   c. Power failure affecting a portion of the University's information technology (IT) assets.

2. A disaster is a significantly more disruptive or unusual event. This event can have long-term ramifications. Examples include:
   a. Loss of an entire data center or regional campus due to an earthquake or flood.
   b. Catastrophic data loss due to device failure, breach, or malware.

Disaster Recovery Plan

The University will maintain a disaster recovery plan to recover its information systems if they are impacted by a disaster. The plan must be reviewed periodically and revised as necessary. At a minimum, the recovery plan must include:
- The conditions for activating the plan.
- Identification and definition of university workforce member responsibilities.
- Resumption procedures which describe the actions to be taken to return University information systems to normal operations within established time frames.

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- The order in which information systems will be recovered.
- Notification and reporting procedures.
- A maintenance schedule that specifies how and when the plan will be tested, as well as the process for maintaining the plan.

Workforce Member Responsibilities

Should the Assistant VP of Information Technology designate an emergency, the IT staff initiates Emergency Event Procedures and contacts the following Southeast Missouri State University personnel as part of the Emergency Response Team (ERT). The list below is a minimal core group:

- Assistant Vice President, Information Technology
- Director, Campus Infrastructure
- Manager, Systems and Network Services
- Director, User Services
- Director, Academic Technologies
- Information Security Officer

Emergencies that could damage the University's finances warrant the addition of the Vice President, Finance and Administration, as part of the ERT and emergencies that could damage the University's reputation warrant the addition of General Counsel as part of the ERT.

ERT Designations

ERT Leader: Assistant VP of Information Technology

ERT Incident Leader: This designation will vary based on the type of emergency. For example, infrastructure failures will be led by the Director of Campus Infrastructure, while security issues will be led by the Information Security Officer.

ERT Supporting Members: The remaining experts or responsible parties on the response team.

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The members of the Emergency Response Team analyze all data concerning the incident. Depending on the emergency's breadth and severity, this team provides updates to the campus community or even the surrounding community.

Maintenance and Testing Schedule
The Southeast Missouri State University Disaster Recovery Plan, once formally approved, will be annually evaluated by the Assistant VP of Information Technology and the Information Security Officer. Based on changes in the Southeast environment, the plan will be modified for accuracy and to ensure enhanced protection of the Southeast environment.

Changes affecting the disaster recovery plan include, but are not limited to:

- o Hardware
    - Upgrades, decommissioning, change of location or means of inventory collection or any additional hardware changes that may affect hardware security and access
- o Software
    - Upgrades, removal/uninstallation, software permission changes or any other changes that may affect software security and access
- o Facilities
    - Changes in location and access control or any other changes that may affect facility security and access
- o Procedures
    - This includes changes to patching schedules, change control, backup methods or procedures, changes in purchasing or other procedures that may affect the access or security of Southeast IT assets.
- o Personnel
    - Personnel changes including new hires, departures or any change that may affect IT asset security or access.

In order to make any needed changes to the processes for disaster recovery, the Southeast Disaster Recovery plan must be tested twice a year. The plan testing can occur as annual

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tabletop exercises. Issues or weaknesses in the plan will be addressed and changes tested during the next tabletop exercise.

Disaster/Risk Prevention
Southeast Missouri State University is located in a region that presents a variety of threats both natural and man-made. This section of the disaster recovery plan examines the possible threats of the environment with steps to mitigate risk. Threats include:

- Flood
- Fire
- Earthquake
- Tornado
- Cybercrime or Data Breach
- Terrorist Event

Flood
The main campus of Southeast Missouri State University is located near the Mississippi river, but at a significantly higher elevation. The River Campus, however, is much closer to the river and thus could encounter flooding.

Preventative Measures and Recommendations
All Southeast IT assets from desktops to switches should be kept off the floor. Servers and switches should be rack-mounted and inspected regularly.
<u>Fire</u>
Obviously, every home, business or school suffers from the threat of a devasting fire. However, computer data centers and computer labs present a specific type of risk due to the large number of electronic devices from servers and desktops to switches and routers. A fire of any size involving Southeast IT assets would cause a significant disruption.

Preventative Measures and Recommendations
Data centers, data closets, computer labs and offices must comply with all fire and safety regulations. Southeast data centers must have fire suppression installed and tested regularly.

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Earthquake
All of the Southeast Missouri State University campuses either reside on or near the New Madrid fault line. Because of the campus locations, it is highly likely that the campus community will one day be affected by a significant earthquake.

Preventative Measures and Recommendations
The likelihood of a significant earthquake increases each year. To prevent disruption after a large quake, all racks, whether in data centers or data closets, must be secured to the floor to prevent racks from shifting or falling over.

Tornado
All Southeast campuses are located in areas that have been dramatically impacted by tornadoes and high winds in the past. The likelihood of one of the Southeast campuses being adversely affected by a tornado or high winds is great.

Preventative Measures and Recommendations
To prevent disruption after a large natural disaster, all racks, whether in data centers or data closets, must be secured to the floor to prevent racks from shifting or falling over. Additionally, data centers should be located as centrally as possible within a building. No data centers walls should be external.

Cybercrime or Data Breach
The threat of cyber incidents is increasingly exponentially each year. Unfortunately, regardless of the defenses in place to protect IT assets on campus, the likelihood of a significant cyber incident is more a matter of when than if as bad actors are always on the watch for weaknesses.

Preventative Measures and Recommendations
In spite of firewalls, user access management and server or desktop patching, the most important and effective preventative measure is user training. Ensuring students, faculty and staff can recognize phishing emails, suspicious websites and the tell-tale sign of social engineering is vital for enhanced security.

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Terrorist Event
There are a variety of actions or events that are encompassed by this threat, any of which could severely disrupt services.

Preventative Measures and Recommendations
First and foremost, significant physical security is critically important to mitigate this threat. Sufficient lighting, strong locks and cameras all assist in providing enhanced physical security.

ERT Recovery Operations
The objective of any disaster recovery initiative is the restoration of computer assets and data to allow resumption of normal operations. To this end, when convened by the ERT Leader/AVP of Information Technology, the ERT (*see Workforce Member Responsibilities*), in concert with all appropriate Southeast staff, performs the following:

1. Determines what IT assets have been affected and prioritizes both assets and IT services from most important to least important to ascertain the order of restoration.
2. ERT Leader, in consultation with Southeast executive staff, may contact law enforcement if needed (based on type of event).
3. ERT leader identifies and contacts all appropriate IT staff with the skills required to restore services.
4. IT staff and other appropriate Southeast personnel determine the estimated amount of time (Hours, Days, Weeks, etc.) required for service restoration and report to the ERT.
5. The ERT leader notifies all appropriate management and staff and provides updates as needed *(see Notification and Reporting Procedures).*
6. In the event of a cybercrime (malware, ransomware, breach), appropriate IT staff isolate affected systems from the network for evidence collection and remediation.
7. In the event of server breach or remote takeover, the ERT initiates the process of server or device teardown and rebuild once all forensic evidence is collected. **NOTE:** Depending on the size and scope of the event, this determination may be made by law enforcement rather than the ERT.
8. Contacts Purchasing for rapid purchase of replacement hardware if Southeast personnel determine affected systems cannot be rebuilt.

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9. If needed, begins process of restoring data from designated backups (physical or cloud-based).
10. Initiates testing by IT and campus staff and remediates issues as needed.
11. Once all required services are operational, transitions to standard maintenance mode.
12. Compiles incident report with lessons learned.

Notification and Reporting Procedures
The need and frequency of campus notifications vary based on the type and scope of an emergency. Nevertheless, all communications to executive staff regarding recovery are to come from the ERT leader. Information disseminated to Southeast leadership can be distributed to remainder of the campus at their discretion.

Reporting Methods:
The methods used by the ERT Leader to communicate with executive staff will vary based on the extent and sensitivity of the event. For instance, it may not be prudent to discuss sensitive issues or concerns via email. Therefore, Zoom or Microsoft Teams may be the selected method. However, standard email communication may suffice for events when the information the ERT Leader is providing is more general or procedural in nature. The method selected for communicating the status of recovery efforts during an emergency or during disaster recovery is selected by the ERT Leader.

Reporting Frequency:
The frequency of communication also varies based on the type of event, the extent of damage and the speed of progress toward recovery. Dynamic events with rapid developments require a higher frequency of communication, although the rate of communication should not act as an impediment to recovery efforts. However, ERT leadership can choose to communicate on a significantly less frequent basis for events or incidents without rapid changes such as a lengthy data restoration from backup.

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SOUTHEAST EMAIL POLICY

PURPOSE:
This policy is designed to safeguard the Southeast community against email-based threats such as phishing, identity theft, and compromised accounts. It outlines restrictions on mass emails and email forwarding to third-party providers to ensure responsible use of university email resources, to protect university and personal data, and to preserve the University's reputation.

SCOPE
This policy applies to all students, faculty, staff, colleges, departments, clubs, organizations, groups, and generic accounts capable of sending emails from the semo.edu domain. The scope excludes uses of controlled communication systems such as the mySEMO portal and the campus listserv but focuses on the use of Outlook and Outlook Online.

Definitions
1. *Mass Email*: An email message sent from@semo.edu to 300 or more internal and/or external email addresses.
2. *Third-party Email Providers*: External email services such as Gmail and Yahoo.

Use of Email
Official email services are provided to allow conduct of university business. Personal use of your official email account is not permitted, except for occasional use that does not interfere or detract from the performance of work responsibilities and is not in violation of university policy.

Due to the inherent risks of email use to university resources, data, and reputation, personal use is specifically discouraged for the following types of activities:

- Registering for and participating in personal social media services.
- Registering for and participating in any other online service, platform, forum, or game used solely for personal use.
- Registering for and granting permissions of 3rd party personal use applications.

Retirees that have been granted a retiree email account, may use that account for personal use. Those retirees that continue to do important work for the university are bound by all applicable policies including this policy.

Examples of improper uses of university email include the following.

- Concealment or misrepresentation of names or affiliations (e.g., misrepresenting oneself as another user).
- Use of University email to send spam.

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SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873

BUSINESS
POLICY
AND
PROCEDURE
MANUAL

Section:

INFORMATION TECHNOLOGY

Subject:

SOUTHEAST EMAIL POLICY

- Use of email for partisan political or lobbying activities.
- Use of email for commercial activities or personal gain.
- Use of email to violate the university's policy on harassment and discrimination.
- Use of email to violate the law.

Mass Email Restrictions
1. Colleges, departments, clubs, organizations, and groups must coordinate with the departments of Information Technology or Marketing and Communications and use a university-approved method to send mass emails.
2. Email surveys for research or marketing purposes must comply with this policy.
3. Senders of mass emails must target their communication as much as possible to recipients most likely to expect or respond to it.
4. The Assistant Vice President of Information Technology will handle exceptions to this policy on a case-by-case basis.

Email Forwarding Restrictions
1. Students, faculty, and staff are not allowed to create automatic forwarding rules for university email to third-party email providers.

References
- Business Policy 10-03: Information Technology, Information Classification

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SOUTHEAST MISSOURI STATE UNIVERSITY · 1873				Classification Code:
				10-14
		Section: INFORMATION TECHNOLOGY		
		Subject: POINT OF SALE DEVICE REGISTRATION AND INVENTORY POLICY		

PURPOSE:
The purpose of this policy is to protect the integrity of Southeast Missouri State University's network and maintain the security and confidentiality of personal and financial data processed through Point of Sale (POS) devices. This policy restricts the use of POS devices on the University network to those registered and approved by the Southeast Missouri State University Department of Information Technology (IT).

DEFINITIONS
Cellular Connection: A device or feature on a mobile device that facilitates the ability of the device to share data with other devices or services using a cellular service provider.

Hot Spot: Synonymous with Cellular Connection. A Hot Spot uses a device to allow the sharing of data or devices. A Hot Spot is not a Wi-Fi Connection.

Payment Card Industry Data Security Standard (PCI DSS): A set of security standards designed to ensure that all companies that accept, process, store, or transmit credit card information maintain a secure environment

Point of Sale (POS) device: The hardware and/or software used by businesses to conduct and manage sales transactions.

Point-to-Point Encryption (P2PE): A security measure that encrypts data from the time it is entered into a system until it arrives at its destination. It ensures that sensitive information, such as credit card data or personal details, remains confidential and secure as it moves across networks or systems.

Virtual Local Area Network (VLAN): A network protocol that enables the creation of logically segmented networks with a physical network.

SCOPE OF POLICY
This policy applies to all University personnel, departments, students, vendors, and third-party affiliates using or planning to use POS devices on Southeast Missouri State University's network in association with Southeast Missouri State University related Merchant Identification numbers (MID).

POLICY
General

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Section: INFORMATION TECHNOLOGY

Subject: POINT OF SALE DEVICE REGISTRATION AND INVENTORY POLICY

1.1 All POS devices intended for University use must be registered with and approved by IT prior to installation or use.

1.2 All POS devices, whether registered or unregistered, are prohibited from use on the University wireless (Wi-Fi) network.

1.3 All Southeast Missouri State University approved POS devices must be used with a "Wired" LAN connection assigned to a specific, secure VLAN or a cellular connection provided by a third-party cellular service provider.

Registration and Approval

2.1 To register a POS device, the respective department, individual, or third-party affiliate must submit a detailed request to the IT department, including the make, model, and intended use location of the device.

2.2 IT will evaluate the request based on network compatibility, data security standards, and University policy compliance.

2.3 Upon approval, the registered device will be allowed on the wired POS VLAN or a cellular connection and subject to regular security checks.

2.4 An annual inventory of all POS devices in use by Southeast Missouri State University is conducted. Inventory must include a photograph of each POS device, manufacturer, model, serial number, and MAC address (when applicable).

Non-Compliance

3.1 Any discovered unregistered POS device on the network will be disconnected immediately.

IV. Revision

This policy is subject to change as necessary. Reviews will be conducted annually or upon significant changes to information security risk exposure.

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		Section:	INFORMATION TECHNOLOGY	
		Subject:		
		LEAST PRIVILEGE POLICY		

PURPOSE:
The purpose of this policy is to ensure the security of Southeast Missouri State University's data and systems by implementing the principle of least privilege and separation of duties. This policy outlines the responsibilities of faculty, staff, and administrators in maintaining secure access to data and services.

POLICY STATEMENT:
Southeast Missouri State University requires all faculty, staff, and administrators to follow the principle of least privilege, which ensures that each user has only the minimum necessary permissions to perform their job responsibilities. Supervisors must regularly review their staff's access to data and services and ensure that permissions are set at the lowest required level.

DEFINITIONS

Principle of least privilege: A user, program, or process should have only the minimum necessary permissions to perform a function.

Separation of duties: The requirement for more than one person to complete a specific task to prevent theft or misuse of resources.

Local Administrator Account: A non-domain account with full access to directories, files, services, and other resources on a local computer.

Role-Based Access Controls (RBAC): Limits data or network access based on an employee's or user's specific roles or responsibilities.

Security Information Events Management (SIEM): An information security tool that stores and maintains important log files and provides real-time analysis of security alerts generated by applications and network hardware.

SCOPE OF POLICY

This policy applies to all services and data within Southeast Missouri State University and mandates the following:

1. Southeast Missouri State University implements a Role-Based/Privilege-Based framework for all services and data, setting user permissions at the lowest necessary level for job functions.

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INFORMATION TECHNOLOGY

Subject:

LEAST PRIVILEGE POLICY

2. The University manages University-provided devices, including determining software installation, data access, and user login permissions.

3. Each college, department, division, or organization is responsible for limiting staff access to data and services based on job responsibilities.

4. Elevated permissions are granted only when needed and must be removed once the task is complete or the permissions are no longer required.

5. A centralized log collection application or SIEM must be used to maintain and monitor all relevant logs for all systems or applications and track inappropriate access to data or devices.

6. New applications or services, including in-house, commercial, or cloud-based, must provide role-based access to data.

7. The Assistant Vice President of Information Technology will address exceptions to this policy on a case-by-case basis.

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	Subject:		
	SOUTHEAST MISSOURI STATE UNIVERSITY PRIVACY POLICY		

SOUTHEAST MISSOURI STATE UNIVERSITY · 1873

PURPOSE:

Southeast Missouri State University is committed to protecting the personal information of its students, staff, faculty, and the public. This policy explains how the University collects, uses, discloses, and protects information obtained when individuals interact with the University either through campus resources or digital platforms.

DEFINITIONS

Personal information: Personal Information is any information that a party can use to identify a person, such as name, address, email address, phone number, date of birth, and Social Security number.

Service providers: Third-party companies the University utilizes to provide services, such as hosting a website or processing payments.

Lawfully authorized: A situation in which the University is required or permitted by law to disclose personal information.

SCOPE OF POLICY

This policy applies to all individuals who utilize the University's services, including those who visit the campus or use the websites and related services. This policy covers information provided directly by the user and information gathered automatically.

POLICY

Information Collection:
The University collects personal information in a variety of ways, including:

- When it is provided directly to the University, such as when someone enrolls in a course, uses a campus resource, or participates in a university activity.
- When a person uses University services, such as campus Wi-Fi or lab computers.
- Interaction with the University using websites with the semo.edu domain.
- Personal information disclosed by users on message boards, chat rooms and social media for use by entities not under the direct control of Southeast Missouri State University.
- Participation in surveys conducted by colleges, departments or divisions of the university.

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INFORMATION TECHNOLOGY

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SOUTHEAST MISSOURI STATE
UNIVERSITY PRIVACY POLICY

The University also collects automatically generated information, such as:

- Device details, such as MAC address, IP address, and date and time of activity.
- Usage data, such as visited pages.
- Cookie information, which is a small file that is stored on your computer when you visit the University's website.

Use of Information:
The University uses the personal information it collects for a variety of purposes, including:

- To provide, maintain, and improve University services.
- To develop new services.
- To protect the University, its data, and its users.
- To comply with legal obligations.
- To facilitate communication with students, faculty, and staff.

Information Sharing:
Southeast Missouri State University does not sell personal information to third parties. However, the University may share personal information with third parties in the following circumstances:

- With consent.
- To service providers who work on the behalf of Southeast Missouri State University.
- When the University is legally authorized or required to do so.

Data Security:
Southeast Missouri State University takes steps to protect the security and integrity of personal information. However, the University cannot guarantee the absolute security of information.

Linking to Other Sites:
Certain University-affiliated web pages provide links to external websites beyond the "semo.edu" domain, which are managed by third-party entities. It should be noted that the University bears no responsibility for the privacy policies, or the content found on these third-party websites.

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		SOUTHEAST MISSOURI STATE UNIVERSITY PRIVACY POLICY		

User Choices:

Students, faculty, and staff have certain choices about how the University uses their personal information. For example, individuals may:

- Manage cookie settings using their computer or browser settings.
- Opt out of certain data collection practices using or tools provided by the college, department or division collecting data.

Revisions:

This Privacy Policy may be revised by the University periodically. In such instances, the University will notify users by revising the date at the top of the policy. Southeast Missouri State University may also provide additional notices in some instances. Regularly reviewing this Privacy Policy is recommended to stay informed about university information practices.

PURPOSE:
The Generic Account Policy at Southeast Missouri State University is established to provide a robust framework for creating, utilizing, and maintaining generic accounts. This policy is crucial to ensure the security and manageability of our Active Directory (AD) infrastructure. Generic accounts, associated with functions, roles, or groups rather than specific individuals, play a pivotal role in supporting various operational and business needs across the University. However, the inherent risks associated with these accounts necessitate a comprehensive policy that governs their creation, access, and ongoing management.

The aims of this policy are to:
1. **Mitigate Security Risks:** If not properly managed, generic accounts pose security risks such as unauthorized access and misuse. This policy establishes guidelines for creating strong passwords, implementing access controls, and regularly monitoring account usage to safeguard against potential threats.
2. **Ensure Accountability and Compliance:** The policy outlines a straightforward approval process for creating generic accounts and responsibilities for the AD Administration Authority and all University stakeholders. This policy fosters accountability and ensures compliance with the established guidelines.
3. **Promote Efficient Use of Resources:** Periodic reviews and documentation requirements outlined in the policy contribute to the efficient use of University resources. By regularly assessing the necessity of generic accounts, we prevent the proliferation of unnecessary accounts and maintain a streamlined and secure AD infrastructure.
4. **Facilitate Auditing and Reporting:** The policy mandates the logging and monitoring of generic account usage, providing a means to track and report any unauthorized access or misuse. This proactive approach enhances the University's ability to promptly identify and address potential security incidents.
5. **Support a Culture of Security Awareness:** Training and awareness initiatives outlined in the policy contribute to fostering a culture of security among users. Ensuring that individuals granted access to generic accounts are informed about responsible usage practices further strengthens the University's overall cybersecurity posture.

POLICY SCOPE:
This policy applies to all departments, employees, contractors, and other stakeholders involved in the management and use of University generic accounts.

DEFINITIONS

Active Directory (AD): A Microsoft product that consists of services that help administrators manage users and resources in a network.

Generic Account: An account not associated with a specific individual but with a function, role, or group of individuals.

POLICY STATEMENT

This policy applies to all University generic accounts and mandates the following:

Creation of Generic Accounts:
- Generic accounts must only be created to fulfill legitimate University operational or business needs.
- Southeast Missouri State University Information Technology retains the power to determine how, when and if a generic account is created.
- A formal request for the creation of a generic account must be submitted detailing the purpose, the individuals or groups who will have access, and the duration for which the account is required.

Naming Convention:
- Generic accounts should adhere to a standardized naming convention to be developed and published by Information Technology.

Access Control:
- Access to generic accounts should be strictly controlled and granted only to authorized individuals.
- The principle of least privilege should be applied, ensuring individuals have the minimum levels of access required to perform their functions.

Password Management:
- Passwords for generic accounts must be strong and comply with the University's Password Policy.
- Passwords and accounts are not to be shared.
- Passwords for generic accounts are changed annually or when account usages changes or if the account generates security concerns.

Audit and Monitoring:
- Usage of generic accounts must be logged and monitored to ensure compliance with this policy.
- Any misuse or unauthorized access to generic accounts must be reported to the Information Technology department.

Maintenance:

- Generic accounts must be reviewed periodically, and at least annually, by the requesting department, division, college or organization, to ensure they are still necessary and are being used in accordance with this policy.
- Unused or no longer needed generic accounts must be disabled and deleted in a timely manner.

Documentation:
All activities related to the creation, modification, and deletion of generic accounts must be properly documented.

Training and Awareness:
All users granted access to generic accounts should receive appropriate training and awareness regarding the responsible use of these accounts.

Policy Review and Modification:
This policy should be reviewed at least annually or as deemed necessary by the AD Administration Authority.

Responsibilities:

- Information Technology is responsible for the implementation, enforcement, and periodic review of this policy.
- All University stakeholders are responsible for adhering to this policy.

Enforcement:

- Any violations of this policy are subject to disciplinary action, up to and including termination of employment and/or legal action.

Approval and Revision History:

- This policy must be approved by the Board of Governors. Any revisions to this policy must be documented and communicated to all affected parties.

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		Section: INFORMATION TECHNOLOGY		
		Subject: RETIREE EMAIL AND ACTIVE DIRECTORY ACCOUNTS POLICY		

PURPOSE:

The purpose of this policy is to establish guidelines for managing and removing university accounts of retired faculty and staff at Southeast Missouri State University. This policy aims to mitigate security risks associated with abandoned or unused accounts, which can serve as potential points of attack. It ensures compliance with legal and institutional requirements while maintaining the integrity of the University's digital infrastructure.

POLICY SCOPE:

This policy applies to all accounts of retired faculty and staff of Southeast Missouri State University.

POLICY STATEMENT

Account Review:

- An annual review of Active Directory accounts and emails associated with retired faculty and staff will be conducted. If a retiree account has not been accessed within the most recent 18 months at the time of the review, Information Technology will send an email to the account holder.
- If the account holder does not respond to the email message after one month, the account will be removed.

Account Retention and Removal:

- Retirees who are actively using their accounts for legitimate purposes may retain their accounts.
- Accounts associated with retirees who are deceased or not actively using their accounts will be flagged for removal.

SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873

BOARD OF GOVERNORS

MOTION CONSIDERATION FORM

December 15, 2023

Open Session

PROGRESS REPORT – Contracts and Facilities Management Projects

Part I – Contracts in Excess of $100,000

The following contract(s) and/or purchase order(s) in excess of $100,000 for which provisions have been made in the annual operations or capital budgets or designated fund balances of the University or subsequent projects approved by the Board of Governors were executed:

PROJECT	ANTICIPATED COMPLETION	VENDOR	AWARDe AMOUNT
Rebuild North Chiller Plant	May 2024	Trane, Inc.	$207,288
River Campus Terrace Sculpture	December 2023	Kiefner Brothers	$112,200
Health Sciences Building – Grant Preparation	June 2023	Lawrence Group	$212,000
Health Sciences Building – Dearmont Utility Relocation	May 2024	Lawrence Group	$209,400
Health Sciences Building – Construction Planning	August 2026	Lawrence Group	$2,219,500

Part II – Facilities Management Capital Projects Update Report

A. STATE FUNDED CAPITAL IMPROVEMENT PROJECTS

PROJECT	ANTICIPATED COMPLETION	STATUS
Tunnel 14,15,16,25 Repair/ Replacement	October 2023	Substantially Complete. Punch List in Progress. Will bid additional package for concrete pavement portion Fall/Winter 2023.
Houck Stadium South Sideline	September 2023	Substantially Complete. Punch list in Progress.
Tunnel Repairs Phase 3 – Tunnel 37	Summer 2025	Design in progress.
Elevator Addition & Computer Lab at Innovation Center	May 2024	Construction in Progress.
Cyber Command Center	July 2024	Design in Progress.

PROJECT	ANTICIPATED COMPLETION	STATUS
Health Sciences Building	May 2026	Design in progress.

B. UNIVERSITY FUNDED AND MAINTENANCE & REPAIR CAPITAL IMPROVEMENTS OVER $50,000

PROJECT	ANTICIPATED COMPLETION	STATUS
Vandiver Hall Shower Replacement	Summer 2023/Summer 2024	Phase 1 completed. Phase 2 to be completed Summer 2024.
Vandiver Elevator Machine Room Upgrades	Summer 2024	Construction documents in progress. Will bid fall/winter 2023.
Seabaugh Polytech Building Roof Replacement	Summer 2024 and Summer 2025	Construction documents in progress. Will bid fall/winter 2023.
Magill Hall Air Flow Analysis	TBD	Site investigation and document review in progress.
Campus E&G Building Assessments	February 2024	In Progress. Similar in scope to Residence Life Facilities Assessment. Excludes auxiliaries and regional campuses.
Stem Observatory Construction	Spring 2024	Bid November 2023. Construction to begin Winter 2023.
Serena Roof Replacements	TBD	Design in Progress.
River Campus Seminary Roof Replacement	TBD	Design in Progress.
Kent Library N. Façade/Portico/Plaza Renovation	TBD	Schematic Design in Progress.
General Construction Contract 2023	Multiple projects 2023	Replace Section of Sewer Line at UC Center – $12,455.93 – Completed
General Electrical Contract 2023	Multiple projects 2023	Repair of Main 101 Breaker - $5,132.02 – Completed Fiber Bore & Fiber Pull Assistance – Tunnel 2 - $53,980 – Target Completion- 1/31/24 Replace East 750 KVA Transformer at SMC - $37,168 – Target Completion – 5/31/2024 Replace H Frame Insulator - $1,246 – Target Completion – 5/31/2024 Install Pitch Clocks/Replay Cameras at Capaha & Softball Fields - $39,609 – Target Completion – 12/31/2023
General Plumbing Contract 2023	Multiple projects 2023	Install Piping and Connect Sink at Brandt 112 - $3,363.94 – Completed

FY24 UNIVERSITY OPERATING BUDGET TO ACTUAL
Through November 30, 2023

All Funds

ESTIMATED INCOME:	FY24 Appr Budget		FY24 Nov Budget		FY24 Nov YTD		FY23 Nov YTD
STATE APPROPRIATIONS:	$ 52,046,707	$	21,686,128	$	21,686,128	$	20,267,410
STUDENT FEES:							
Tuition	64,427,375		33,424,283		35,742,636		38,592,693
Scholarships and Fee Waivers	(18,722,514)		(9,212,884)		(10,067,846)		(13,206,655)
Net Tuition (Gross Tuition less Scholarships & Fee Waivers)	$ 45,704,861	$	24,211,399	$	25,674,790	$	25,386,039
Student Fees	10,980,525		5,473,465		6,226,389		6,016,522
TUITION AND STUDENT FEES:	$ 56,685,386	$	29,684,864	$	31,901,179	$	31,402,560
OTHER SOURCES:							
Investment Income	1,380,000		479,167		1,787,510		258,923
State Grants and Contracts	1,032,028		430,012		258,007		430,010
Sales and Services of Academic Departments	3,031,560		1,275,858		1,481,042		1,524,446
Sales and Services of Non-Academic Departments	28,913,148		13,945,810		13,746,458		13,753,827
Foundation Support	1,311,498		20,000		79,719		1,733,463
Athletics Revenues	2,071,010		23,501		23,500		707,031
Miscellaneous Income	6,394,296		2,670,592		2,465,290		3,019,905
TOTAL OTHER SOURCES:	$ 44,133,540	$	18,844,940	$	19,841,527	$	21,427,605
TOTAL ESTIMATED INCOME:	$ 152,865,633	$	70,215,932	$	73,428,834	$	73,097,575

ESTIMATED EXPENDITURES:	FY24 Appr Budget		FY24 Nov Budget		FY24 Nov YTD		FY23 Nov YTD
PERSONNEL:							
Faculty/Staff	66,289,509		27,074,714		22,433,790		21,653,942
Benefits	27,167,948		11,158,423		8,816,062		7,864,445
Student Labor	2,817,700		1,155,257		1,082,775		1,115,326
TOTAL PERSONNEL:	$ 96,275,157	$	39,388,394	$	32,332,628	$	30,633,713
TOTAL EQUIPMENT AND OPERATIONS:	43,501,379		18,125,575		21,019,016		17,744,225
TOTAL ESTIMATED EXPENDITURES:	$ 139,776,536	$	57,513,969	$	53,351,643	$	48,377,938
DEBT SERVICE TRANSFERS:	12,306,530		-		-		-
OPERATING TRANSFERS, NET:	779,161		243,000		321,594		1,522,115
TOTAL ESTIMATED NET TRANSFERS OUT/(IN):	$ 13,085,691	$	243,000	$	321,594	$	1,522,115
SURPLUS/(DEFICIT):	$ 3,406	$	12,458,963	$	19,755,597	$	23,197,522

FY24 UNIVERSITY OPERATING BUDGET TO ACTUAL
Through November 30, 2023

Education and General Funds

		FY24 Appr Bud		FY24 Nov Budget		FY24 Nov YTD	FY23 Nov YTD
ESTIMATED INCOME:							
STATE APPROPRIATIONS:	$	52,046,707	$	21,686,128	$	21,686,128	20,267,410.00
STUDENT FEES:							
Tuition		64,427,375		33,424,283		35,742,636	38,592,693.46
Scholarships and Fee Waivers		(12,777,954)		(6,536,706)		(6,886,657)	(10,184,262.02)
Net Tuition	$	51,649,421	$	26,887,577	$	28,855,979	28,408,431.44
Student Fees		7,251,535		969,293		1,301,427	4,175,164.96
TOTAL TUITION AND STUDENT FEES:	$	58,900,956	$	30,550,418	$	33,097,698	32,583,596.40
OTHER SOURCES:							
Investment Income		1,150,000		479,167		1,787,510	258,922.93
State Grants and Contracts		--				--	--
Sales and Services of Academic Departments		347,060		144,608		105,234	75,243.41
Sales and Services of Non-Academic Departments		193,800		80,750		363,757	254,136.08
Foundation Support		585,259		-		56,128	1,729,802.20
Athletics Revenues		--		-		--	--
Miscellaneous Income		1,582,150		664,494		512,877	1,132,373.38
TOTAL OTHER SOURCES:	$	3,858,269	$	1,369,019	$	2,825,506	3,450,478.00
TOTAL ESTIMATED INCOME:	$	114,805,932	$	53,605,565	$	57,609,332	56,301,484.40

		FY24 Appr Bud		FY24 Nov Budget		FY24 Nov YTD	FY23 Nov YTD
ESTIMATED EXPENDITURES :							
PERSONNEL:							
Faculty/Staff		56,480,431		22,988,819		18,887,406	18,249,439.84
Benefits		20,675,491		8,453,233		6,692,814	6,384,058.35
Student Labor		1,574,668		645,614		503,273	576,997.17
TOTAL PERSONNEL:	$	78,730,590	$	32,087,665	$	26,083,493	25,210,495.36
TOTAL EQUIPMENT AND OPERATIONS:	$	22,359,582	$	9,316,493	$	12,914,606	10,408,354.06
	$	101,090,172	$	41,404,158	$	38,998,099	35,618,849.42
TOTAL ESTIMATED EXPENDITURES:							
DEBT SERVICE TRANSFERS:		3,884,500		--			-
OPERATING TRANSFERS, NET:		9,827,854		320,000		589,097	(376,383.67)
TOTAL ESTIMATED TRANSFERS OUT/(IN):	$	13,712,354	$	320,000	$	589,097	(376,383.67)
SURPLUS/(DEFICIT):	$	3,406	$	11,881,407	$	18,022,136	21,059,018.65

FY24 UNIVERSITY OPERATING BUDGET TO ACTUAL
Through November 30, 2023

Auxiliary Funds

ESTIMATED INCOME:	FY24 Appr Bud	FY24 Nov Budget	FY24 Nov,YTD	FY23 Nov YTD
STATE APPROPRIATIONS:	$ -	$ -	$ -	$ -
STUDENT FEES:				
Tuition	-	-	-	-
Scholarships and Fee Waivers	(2,098,770)	(944,447)	(1,058,384)	(1,129,135)
Net Tuition	$ (2,098,770)	$ (944,447)	$ (1,058,384)	$ (1,129,135)
Student Fees	1,936,000	968,000	1,060,103	1,077,114
TOTAL TUITION AND STUDENT FEES:	$ (162,770)	$ 23,553	$ 1,719	$ (52,021)
OTHER SOURCES:				
Investment Income	230,000	-	-	-
State Grants and Contracts	-	-	-	-
Sales and Services of Academic Departments	-	-	-	478
Sales and Services of Non-Academic Departments	27,330,475	13,255,280	12,764,283	13,054,896
Foundation Support	223,239	-	-	-
Athletics Revenues	-	-	-	-
Miscellaneous Income	2,143,890	901,617	863,644	925,944
TOTAL OTHER SOURCES:	$ 29,927,604	$ 14,156,897	$ 13,627,927	$ 13,981,318
TOTAL ESTIMATED INCOME:	$ 29,764,834	$ 14,180,450	$ 13,629,646	$ 13,929,297

ESTIMATED EXPENDITURES :	FY24 Appr Bud	FY24 Nov Budget	FY24,Nov,YTD	FY23 Nov YTD
PERSONNEL:				
Faculty/Staff	3,069,074	1,277,560	1,088,786	1,058,148
Benefits	1,380,232	575,097	480,266	451,037
Student Labor	779,808	319,721	344,903	323,071
TOTAL PERSONNEL:	$ 5,229,114	$ 2,172,378	$ 1,913,954	$ 1,832,257
TOTAL EQUIPMENT AND OPERATIONS:	$ 14,998,342	$ 6,249,309	$ 4,761,632	$ 4,241,020
TOTAL ESTIMATED EXPENDITURES:	$ 20,227,456	$ 8,421,687	$ 6,675,587	$ 6,073,276
DEBT SERVICE TRANSFERS:	8,422,030	-	-	-
OPERATING TRANSFERS, NET:	1,115,348	33,000	33,052	1,484,457
TOTAL ESTIMATED TRANSFERS OUT/(IN):	$ 9,537,378	$ 33,000	$ 33,052	$ 1,484,457
SURPLUS/(DEFICIT):	$ -	$ 5,725,763	$ 6,921,008	$ 6,371,563

FY24 UNIVERSITY OPERATING BUDGET TO ACTUAL
Through November 30, 2023

Designated Funds

ESTIMATED INCOME:	FY24 Appr Bud	FY24 Nov Budget	FY24 Nov YTD	FY23 Nov YTD
STATE APPROPRIATIONS:	$ -	$ -	$ -	-
STUDENT FEES:				
Tuition	--		--	-
Scholarships and Fee Waivers	(3,845,790)	(1,731,731)	(2,122,805)	(1,893,257.61)
Net Tuition	$ (3,845,790)	$ (1,731,731)	$ (2,122,805)	(1,893,257.61)
Student Fees	1,792,990	79,029	74,889	764,242.17
TOTAL TUITION AND STUDENT FEES:	$ (2,052,800)	$ (889,107)	(1,198,238)	(1,129,015.44)
OTHER SOURCES:				
Investment Income	--	-	--	--
State Grants and Contracts	1,032,028	430,012	258,007	430,010.00
Sales and Services of Academic Departments	2,684,500	1,131,250	1,375,808	1,448,724.55
Sales and Services of Non-Academic Departments	1,388,873	609,780	618,417	444,794.97
Foundation Support	503,000	20,000	23,592	3,660.85
Athletics Revenues	2,071,010	23,501	23,500	707,030.76
Miscellaneous Income	2,668,256	1,104,481	1,088,769	961,587.86
TOTAL OTHER SOURCES:	$ 10,347,667	3,319,024	$ 3,388,093	3,995,808.99
TOTAL ESTIMATED INCOME:	$ 8,294,867	$ 2,429,917	$ 2,189,856	2,866,793.55

ESTIMATED EXPENDITURES :	FY24 Appr Bud	FY24 Nov Budget	FY24 Nov YTD	FY23 Nov YTD
PERSONNEL:				
Faculty/Staff	6,740,004	2,808,335	2,457,598	2,346,354.51
Benefits	5,112,225	2,130,094	1,642,982	1,029,349.54
Student Labor	463,224	189,922	234,600	215,257.27
TOTAL PERSONNEL:	$ 12,315,453	$ 5,128,351	$ 4,335,180	3,590,961.32
TOTAL EQUIPMENT AND OPERATIONS:	$ 6,143,455	2,559,773	$ 3,342,778	3,094,850.75
TOTAL ESTIMATED EXPENDITURES:	$ 18,458,908	$ 7,688,124	$ 7,677,958	6,685,812.07
DEBT SERVICE TRANSFERS:	--	--	--	--
OPERATING TRANSFERS, NET:	(10,164,041)	(110,000)	(300,555)	414,041.80
TOTAL ESTIMATED TRANSFERS OUT/(IN):	$ (10,164,041)	$ (110,000)	$ (300,555)	414,041.80
SURPLUS/(DEFICIT):	$ -	$ (5,148,207)	$ (5,187,547)	(4,233,060.32)

BOARD OF GOVERNORS
REPORT ITEM
December 15, 2023
Open Session

Faculty & Staff Personnel Actions
September & October 2023

RANKED FACULTY APPOINTMENTS

Name	Position-Department	Salary	Effective

No Data to Report

TERM FACULTY APPOINTMENTS

Name	Position-Department	Salary	Effective

No Data to Report

(See Addendum A for Part-time Faculty and Part-Time staff teaching Appointments)

(See Addendum B for Overload Faculty Appointments)

(See Addendum C for Graduate Assistant Appointments)

FACULTY SEPARATIONS

Name	Position-Department	Effective

No Data to Report

SABBATICALS

Name	Position-Department	Effective

No Data to Report

SOUTHEAST MISSOURI STATE UNIVERSITY
September 2023

ADDENDUM A

The following have been appointed as Part-time Faculty for the Fall 2023 semester.

Name	Department	Salary
Adair, Christina	Chemistry and Physics	$6,907.50
Adkisson, Meredith	Elementary, Early, and Special Education	$3,033.00
Aguinaga, Nancy	Elementary, Early, and Special Education	$3,339.00
Allen, Ricky	History and Anthropology	$8,289.00
Anderson, Sharon	English	$3,033.00
Anderton, Sara	Early College Programs	$8,289.00
Anello, Kimberly	History and Anthropology	$8,289.00
Atherton, Tiffanie	Biology	$1,516.50
Atkins, William	Mass Media	$2,763.00
Barna, Nicholas	Criminal Justice, Social Work, and Sociology	$2,763.00
Batchelor, Norma	Leadership, Middle, and Secondary Education	$6,066.00
Beers, James	Music	$2,153.27
Blair, James	Criminal Justice, Social Work, and Sociology	$2,763.00
Blattel, Emily	Mass Media	$2,763.00
Bollinger, Jaime	Criminal Justice, Social Work, and Sociology	$2,763.00
Bowman, Cindy	Field and Clinical Experiences	$6,066.00
Bradshaw, David	Elementary, Early, and Special Education	$3,033.00
Brands, Christina	Chemistry and Physics	$3,223.50
Brands, Christina	Early College Programs	$2,763.00
Brewer, Angela	Early College Programs	$16,800.00
Brock, Tammy	Field and Clinical Experiences	$1,657.80
Bullard, Donna	Criminal Justice, Social Work, and Sociology	$2,763.00
Bullock, Damon	Early College Programs	$3,339.00
Calongne, Cynthia	Computer Science	$3,339.00
Camarillo, Hannah	Management	$2,763.00
Cannon, Janet	Allied Health, Kinesiology, and Sport Science	$921.00
Childers-Richmond, Raina	Allied Health, Kinesiology, and Sport Science	$3,033.00
Chisum, Misty	Early College Programs	$6,678.00
Church, Michael	Allied Health, Kinesiology, and Sport Science	$2,763.00
Clark, Anthony	Accounting, Economics, and Finance	$10,017.00
Colacchia, Christopher	Political Science, Philosophy, and Religion	$3,033.00
Cole, Joshua	Early College Programs	$5,526.00
Compaore, Kalyn	Communication Studies and Modern Languages	$6,678.00
Contrino, Michelle	Theatre and Dance	$6,678.00
Cook, Megan	Marketing	$3,033.00
Coranado Guel, Luis	History and Anthropology	$3,339.00
Crader, Lynn	Field and Clinical Experiences	$3,339.00
Curry, Stephen	Agriculture	$3,895.50
Daly, Megan	Biology	$2,763.00
Daniel-Campbell, Crissy	Chemistry and Physics	$3,223.50

Davis, Candice	Mass Media	$2,763.00
DeWitt, Brianna	History and Anthropology	$3,033.00
Dicus, Kenneth	Marketing	$3,339.00
Dordoni, Benjamin	English	$8,289.00
Dordoni, Iris	English	$9,099.00
Dunn, David	Agriculture	$8,289.00
Eakin, Ardis Michael	History and Anthropology	$3,339.00
Eatherton, Tracey	Leadership, Middle, and Secondary Education	$3,339.00
Eddy, Betty	Management	$5,526.00
Emmons, Laura	Child and Family Studies	$2,763.00
Finley, Curtis	Field and Clinical Experiences	$1,657.80
Gasser, Alix	Management	$2,763.00
Gayler, Richard	Computer Science	$3,339.00
Gentry, Bruce	Communication Studies and Modern Languages	$10,017.00
Gowin, Bret	Field and Clinical Experiences	$606.60
Hahs, Clayton	Accounting, Economics, and Finance	$3,339.00
Henson, Matthew	Accounting, Economics, and Finance	$2,763.00
Heuring, Andrea	Child and Family Studies	$5,526.00
Hill-Carter, Camesha	Elementary, Early, and Special Education	$14,000.00
Hock, Roberta	Nursing	$2,072.25
Holt, Dennis	Political Science, Philosophy, and Religion	$4,002.00
Horst, Carol	Field and Clinical Experiences	$1,819.80
Hunter, Samuel	Criminal Justice, Social Work, and Sociology	$8,289.00
Janzow, Matthew	Management	$3,339.00
Jarrett, Madison	Music	$1,845.66
Jirkovsky, Todd	Communication Studies and Modern Languages	$2,763.00
Job, Brandon	Allied Health, Kinesiology, and Sport Science	$2,763.00
Johnson, James	Early College Programs	$16,800.00
Johnson, Nancy	Nursing	$9,099.00
Johnson, Tara	Field and Clinical Experiences	$606.60
Jones, Brandon	Field and Clinical Experiences	$2,003.40
Kinnison, Carl	Criminal Justice, Social Work, and Sociology	$3,339.00
Klann, Jody	Psychology and Counseling	$3,033.00
Lacy, Matthew	Leadership, Middle, and Secondary Education	$3,339.00
Lambert, Lindsay	Chemistry and Physics	$3,223.50
Lawson, Diana	Field and Clinical Experiences	$552.60
Lee, Katherine	Early College Programs	$6,678.00
Lee, Katherine	History and Anthropology	$3,339.00
Leoni, Debra	Allied Health, Kinesiology, and Sport Science	$5,526.00
Lockhart, Elizabeth	Academic Affairs	$1,842.00
Lockhart, Gelanie	Communication Studies and Modern Languages	$1,842.00
Lorenz, Robert	Art and Design	$3,339.00
Lowe, Ann	History and Anthropology	$2,763.00
Luebbers, Lindsey	Agriculture	$2,763.00
Marshall, Sheri	Engineering and Technology	$2,763.00
Martin, Jocelyn	Criminal Justice, Social Work, and Sociology	$3,339.00
Mayes, Amy	Elementary, Early, and Special Education	$3,033.00
McDonald, Matthew	Communication Studies and Modern Languages	$2,763.00
McMullen, Anthony	Elementary, Early, and Special Education	$6,066.00

McNeary, Charlotte	Elementary, Early, and Special Education	$8,289.00
Miller, Robin	Field and Clinical Experiences	$1,105.20
Mincemeyer, Tori	Allied Health, Kinesiology, and Sport Science	$2,763.00
Moore, Kristine	Criminal Justice, Social Work, and Sociology	$5,526.00
Mungle, Cynthia	Child and Family Studies	$5,526.00
Myers, Kimberly	Chemistry and Physics	$4,144.50
Nabeel, Syed	Computer Science	$3,033.00
Nacy, Philip	Theatre and Dance	$3,339.00
Nail, Paul	Music	$7,368.00
Necas, Kimberly	Chemistry and Physics	$8,289.00
Nisbeth, Chastity	Field and Clinical Experiences	$552.60
O'Connell, Diane	Elementary, Early, and Special Education	$5,526.00
O'Connell, Diane	Field and Clinical Experiences	$1,105.20
Okruch, Thomas	Field and Clinical Experiences	$1,657.80
Oldham, Shelley	Field and Clinical Experiences	$606.60
Owens, Justin	Chemistry and Physics	$2,302.50
Poston, Fred	Communication Studies and Modern Languages	$10,017.00
Rafferty, Robert	Music	$6,403.67
Randen, Laura	Child and Family Studies	$921.00
Ritchie, Lona	Field and Clinical Experiences	$1,105.20
Robins, Amanda	Early College Programs	$8,289.00
Robinson, Kaitlyn	Theatre and Dance	$8,305.47
Rodgers, Tiska	Chemistry and Physics	$2,763.00
Roney, Ashley	Biology	$8,289.00
Ruch, Michael	Leadership, Middle, and Secondary Education	$3,339.00
Ruesler, Janice	Psychology and Counseling	$2,763.00
Ruffner, Jodi	Art and Design	$5,008.50
Rule, Rachael	Music	$7,990.54
Sanders, Blake	Art and Design	$5,008.50
Sandlin, Linda	Field and Clinical Experiences	$8,289.00
Schulz, Joshua	Computer Science	$2,763.00
Seabaugh, Janet	English	$8,289.00
Setzer, Paul	Computer Science	$5,526.00
Shaadat Ullah, Mohammad	Computer Science	$3,033.00
Sheffel, Christina	Mathematics	$4,044.00
Siebert, Andrew	Psychology and Counseling	$2,763.00
Smart, Regina	Management	$2,763.00
Smentkowski, Nicholas	Music	$4,887.17
Smith, Joshua	Political Science, Philosophy, and Religion	$6,066.00
Smith, Melissa	Child and Family Studies	$2,763.00
Smith, Terri	Computer Science	$3,033.00
Snider, Lauren	Communication Disorders	$1,113.00
Stern, Zachary	Music	$10,017.00
Stickel, Melissa	Child and Family Studies	$2,763.00
Stone, Vanessa	Field and Clinical Experiences	$1,105.20
Swicionis, Brittney	Allied Health, Kinesiology, and Sport Science	$921.00
Swoboda, Rebecca	Management	$2,763.00
Taylor, Rebecca	Theatre and Dance	$6,678.00
Thivierge, Grant	Biology	$2,763.00

Traxel, Madawn	Field and Clinical Experiences	$552.60
Uelsmann, Elizabeth	Agriculture	$3,223.50
Wagganer, Sara	Allied Health, Kinesiology, and Sport Science	$2,763.00
Watkins, Ashley	Music	$4,383.68
Weiler, Colleen	Field and Clinical Experiences	$1,213.20
Wendt, Lisa	Field and Clinical Experiences	$1,657.80
Williams, Thomas	Field and Clinical Experiences	$1,819.80
Williams-Cunningham, Jodi	Marketing	$3,339.00
Wilson, Meghan	Art and Design	$4,144.50
Worley, Krisandra	Field and Clinical Experiences	$2,003.40
Young, Jacob	Agriculture	$3,033.00

The following staff employees have been appointed as Part-time Faculty for the Fall 2023 semester.

Arnold, Alicia	Accounting, Economics, and Finance	$5,526.00
Deken, Renee	Mathematics	$3,684.00
Ehly, Arlo	Theatre and Dance	$2,764.83
Gerard, Jana	Elementary, Early, and Special Education	$6,678.00
Heath, Michael	English	$2,763.00
Jefferson, Abigail	Management	$2,763.00
Jung, Deborah	Biology	$1,381.50
Myers-Bowman, Daniel	Theatre and Dance	$2,763.00
Pullela, Madhu Sri Chowdary	Computer Science	$2,763.00
Ruessler, Abby	English	$2,763.00
Schabbing, Collin	Agriculture	$2,763.00
Scherer, Anthony	Mass Media	$2,763.00
Schumpert, Laura	Nursing	$1,555.56
Sierman, Chad	Allied Health, Kinesiology, and Sport Science	$1,842.00
Streeter, Benjamin	Theatre and Dance	$2,763.00
Thompson, Andrea	Academic Affairs	$3,033.00

ADDENDUM B

Payments for Fall 2023 teaching/alternate assignments.

Name	Department	Salary
Adkins, Kathryn	History and Anthropology	$1,011.00
Aide, Michael	Agriculture	$4,452.00
Amer, Suhair	Computer Science	$3,339.00
Bailey, Lisa	Nursing	$5,218.86
Baker, Christain	Nursing	$4,144.50
Beltzer, Emilie	Psychology and Counseling	$3,339.00
Bengtson, Jennifer	History and Anthropology	$2,226.00
Benton, Jessica	Elementary, Early, and Special Education	$3,339.00
Braden, Indi	Agriculture	$2,226.00
Bradley, Christopher	Criminal Justice, Social Work, and Sociology	$1,113.00
Branson, Dana	Criminal Justice, Social Work, and Sociology	$1,113.00
Bratberg, William	Leadership, Middle, and Secondary Education	$3,339.00
Burk, Moretta	Nursing	$3,339.00
Chou, Ethan	Computer Science	$2,763.00
Clapsaddle, Shannon	Leadership, Middle, and Secondary Education	$3,339.00
Cook, Amber	Theatre and Dance	$3,339.00
Culbertson Garner, Linda	Nursing	$2,226.00
Davis, Tammy	Child and Family Studies	$2,763.00
Faber, Anthony	Child and Family Studies	$3,339.00
Garner, Sara	Child and Family Studies	$6,678.00
Guimaraes, Mario	Computer Science	$3,339.00
Haug, Christopher	Theatre and Dance	$3,339.00
Hayes, Jonathan	English	$3,339.00
Job, Lisa	Nursing	$1,669.50
Kuborn, Sarah	Child and Family Studies	$3,339.00
Li, Zhouzhou	Computer Science	$3,339.00
Liu, Xiaoming	Computer Science	$3,339.00
Long, Sheila	Child and Family Studies	$3,339.00
Lowe, Robert	Computer Science	$3,339.00
McAllister, Charles	Computer Science	$3,339.00
McCollum, Dixie	Elementary, Early, and Special Education	$3,339.00
Mitra, Reshmi	Computer Science	$3,339.00
Moore, Amy	Early College Programs	$3,339.00
Nakasagga, Shakirah	Agriculture	$1,113.00
Odegard, Melissa	NAS ECHO	$2,357.70
Pflueger, Pennie	English	$3,339.00
Powell, David	Leadership, Middle, and Secondary Education	$3,339.00
Roy, Indranil	Computer Science	$3,339.00
Sargent, Kevin	Agriculture	$3,895.50
Scott, Sophia	Engineering and Technology	$3,339.00

Sentell, James	Engineering and Technology	$3,339.00
Siemers, Samantha	Agriculture	$5,565.00
Smith, Robin	Leadership, Middle, and Secondary Education	$4,452.00
Svenson, Sven	Agriculture	$2,226.00
Thorne, Scott	Marketing	$3,339.00
Unterreiner, John	Criminal Justice, Social Work, and Sociology	$2,763.00
Vaughn, Jolon	Nursing	$3,453.75
Walling, Jeremy	Political Science, Philosophy, and Religion	$2,226.00
Wilburn, Victor	Child and Family Studies	$3,339.00
Williams, Bartholomew	Theatre and Dance	$2,226.00
Yuan, Juefei	Computer Science	$3,339.00

ADDEMDUM C

The following have been appointed as Graduate Assistants for the Fall 2023 semester.

Name	Department	Salary
Anyanwueze, Bridget	Biology	$9,491.00
Atabo, Lucky	Biology	$9,491.00
Dash, Arabindu	English and TESOL	$9,016.45
Deverasetti, Sai Kiran	Computer Science	$9,206.27

STAFF APPOINTMENTS

Name	Position-Department	Salary	FTE	Effective
Barnard, David	Equipment Mechanic Grounds Department Maintenance	$46,363.20	100	09/11/23
Drake, Bailey	Senior Administrative Assistant Kent Library	$31,200.00	100	09/11/23
Harper, Stephen	Plumber Apprentice Buildings Department Maintenance	$47,174.40	100	09/11/23
Hogan, Brandon	HVAC-R Mechanic Apprentice Accounting Services	$47,174.40	100	09/25/23
Key, Addison	Assistant Teacher University School for Young Children	$25,792.00	100	09/11/23
McGruder, Spencer	Digital Content Producer Marketing and Communications	$41,000.00	100	09/06/23
Morris, Melissa	Lead Teacher University School for Young Children	$30,784.00	100	09/01/23
Nezamipour Azari, Negin	International Admissions Specialist International Education	$28,496.00	100	09/25/23
O'Brien, Mia	Regional Admissions Counselor Term Admissions	$45,999.96	100	09/18/23
Willmert, Philip	Major Gift Officer University Advancement	$61,500.00	100	09/01/23
Woods, Blake	Groundskeeper Grounds Department Maintenance	$34,112.00	100	09/25/23

SOUTHEAST MISSOURI STATE UNIVERSITY
September 2023

STAFF SEPARATIONS

Name	Position-Department	Effective
Blissett, Keyarra	Student Financial Services Coordinator Student Financial Services	09/01/23
Bonner, Kameron (Chase)	Electrician Journeyman Lead Facilities Management	09/08/23
Cook, Lowell Alan	HVAC-R Mechanic Journeyman Lead Facilities Management	09/30/23
Hartline, Miranda	Lead Teacher University School for Young Children	09/18/23
Miller, Elisabeth (Lisa)	Assistant Registrar Registrar	09/25/23

STAFF LEAVE WITHOUT PAY

Name	Position-Department	Effective

No Data to Report

STAFF CHANGE OF STATUS

<u>Name</u>	Position-Department	Action	Effective
Minton, Damien	Show Me Center Operations Staff Journeyman Show Me Center Operations From: $38,188.80 Show Me Center Operations Staff Journeyman Lead Show Me Center Operations To: $41,828.80	Promotion	09/26/23
Presson, Daniel	Director/Interim Assistant Vice President Career Services/Economic and Workforce Development From: $92,589.37 Assistant Vice President Economic and Workforce Development To: $105,000.00	Promotion	09/01/23
Uelsmann, Keith	Electrician Journeyman Buildings Department Maintenance From: $52,769.60 Electrician Journeyman Lead Buildings Department Maintenance To: $56,409.60	Promotion	09/11/23

RANKED FACULTY APPOINTMENTS

Name	Position-Department	Salary	Effective

No Data to Report

TERM FACULTY APPOINTMENTS

Name	Position-Department	Salary	Effective

No Data to Report

(See Addendum A for Part-time Faculty and Part-Time staff teaching Appointments)

(See Addendum B for Overload Faculty Appointments)

(See Addendum C for Graduate Assistant Appointments)

FACULTY SEPARATIONS

Name	Position-Department	Effective
Vaughn, Jolon	Instructor Nursing	10/20/23

SABBATICALS

Name	Position-Department	Effective

No Data to Report

ADDENDUM A

The following have been appointed as Part-time Faculty for the Fall 2023 semester.

Name	Department	Salary
Small, Rylyn	Early College Programs	$2,763.00

ADDENDUM B

Payments for Fall 2023 teaching/alternate assignments.

<u>Name</u>	<u>Department</u>	<u>Salary</u>
Barnes, Jeremy	Regional Support Center	$2,317.67
Davis, Robbie	Engineering and Technology	$1,090.90

SOUTHEAST MISSOURI STATE UNIVERSITY
October 2023

ADDEMDUM C

The following have been appointed as Graduate Assistants for the Fall 2023 semester.

Name	Department	Salary
Henson, Jerry	History and Anthropology	$6,525.06

STAFF APPOINTMENTS

Name	Position-Department	Salary	FTE	Effective
Bird, JaxonMarie	Accountant/Financial Analyst Accounting Services	$50,000.00	100	10/01/23
Bishop, Emma	Administrative Assistant English	$26,811.20	100	10/23/23
Chambers, Casey	Online Program Specialist Southeast Online Advising	$40,874.00	100	10/16/23
Geary, Michael	Assistant Coach Women's Basketball	$60,000.00	100	10/01/23
Haupt, Adeline	Support Staff/Driver Horizons Center	$26,832.00	100	10/23/23
Leonard, Hailey	International Student Services Counselor International Education	$39,000.00	100	10/20/23
Mikoliza, Billy	Public Safety Officer Cadet Public Safety	$25,792.00	100	10/23/23
Protzel, Alexander	Registered Behavior Technician Autism Center	$36,400.00	100	10/09/23

SOUTHEAST MISSOURI STATE UNIVERSITY
October 2023

STAFF SEPARATIONS

Name	Position-Department	Effective
Ahlvin, Hailey	Field Experience Assistant Field Experience	10/19/23
Nimmo, John	Substance Use Counselor II Center for Behavioral Health and Access	10/31/23
Ridings, Rozz	Community Mobilizer Regional Support Center	10/03/23
Sabo, Tierney	Senior Administrative Assistant Academic Advising	10/30/23
Taylor, Aaron	Help Desk and Service Support Information Technology	10/20/23

STAFF LEAVE WITHOUT PAY

Name	Position-Department	Effective
Dowd, Tess	Executive Assistant Vice President for Finance and Administration	10/23/23

STAFF CHANGE OF STATUS

Name	Position-Department	Action	Effective
Chandler, Nathaniel	Academic Success Coach Academic Advising From: $37,322.66 To: $38,815.57	Contract Renewal	10/01/23
Anderson, Aven	Hall Director Residence Hall Directors From: $36,990.72 Study Abroad Coordinator International Education To: $42,000.00	Promotion	10/16/23
Lockhart, Allison	Assistant Director Recruitment Admissions From: $59,326.54 Assistant Director Transfer Center Admissions To: $63,479.00	Promotion	10/01/23
McCurdy, Iyanna	Admissions Counselor I Admissions From: $36,990.72 Assistant Director Recruitment Admissions To: $47,348.12	Promotion	10/01/23
Reed, Richard	E-Sports Coordinator Student Recreation Center From: $38,285.40 Assistant Director, Competitive Sports and Conferences Student Recreation Center To: $43,645.36	Promotion	10/01/23
Sumner, Amber	Admissions Counselor II Admissions From: $41,784.67 Transfer Coordinator Admissions To: $44,709.60	Promotion	10/01/23

Launius, Melissa   Budget Analyst/Systems Administrator   Job Assignment Change   10/16/23
                                 Accounting Services
                                 From: $60,320.08

                                 Assistant Director, System Integration
                                 Student Financial Services
                                 To: 60,320.08

RANKED FACULTY APPOINTMENTS

Name	Position-Department	Salary	Effective

No Data to Report

TERM FACULTY APPOINTMENTS

Name	Position-Department	Salary	Effective

No Data to Report

(See Addendum A for Part-time Faculty and Part-Time staff teaching Appointments)

(See Addendum B for Overload Faculty Appointments)

(See Addendum C for Graduate Assistant Appointments)

FACULTY SEPARATIONS

Name	Position-Department	Effective

No Data to Report

SABBATICALS

Name	Position-Department	Effective

No Data to Report

ADDENDUM A

The following have been appointed as Part-time Faculty for the Fall 2023 semester.

Name	Department	Salary
Benyon, Howard	Leadership, Middle, and Secondary Education	$3,339.00
Buchtmann, Megan	Art and Design	$2,763.00
Camarillo, Hannah	Management	$2,763.00
Church, Michael	Allied Heath, Kinesiology, and Sport Science	$2,763.00
Coronado Guel, Luis	History and Anthropology	$3,339.00
Dial, Deanna	Nursing	$3,339.00
Henry, Chastidy	Mass Media	$3,033.00
Lindsey, Jeffrey	Leadership, Middle, and Secondary Education	$3,339.00
Nail, Paul	Music	$921.00
Protzel, RaeAnne	Leadership, Middle, and Secondary Education	$3,339.00
Rafferty, Robert	Music	$3,033.00
Rushing, Christina	Child and Family Studies	$2,763.00
Ryan, Beth	Marketing	$3,339.00
Schumacher, Emma	Allied Heath, Kinesiology, and Sport Science	$2,763.00
Smentkowski, Nicholas	Music	$3,033.00
Smith, Joshua	Political Science, Philosophy, and Religion	$3,033.00
Wagganer, Sara	Allied Heath, Kinesiology, and Sport Science	$2,763.00
Wilson, Meghan	Art and Design	$2,763.00

The following staff employees have been appointed as Part-time Faculty for the Fall 2023 semester.

Name	Department	Salary
Jung, Deborah	Biology	$2,763.00
Talbut, Mary	Leadership, Middle, and Secondary Education	$3,033.00

ADDENDUM B

Payments for Fall 2023 teaching/alternate assignments.

Name	Department	Salary
Barnes, Jeremy	Allied Health, Kinesiology, and Sport Science	$4,635.33
Bertrand, Lisa	Leadership, Middle, and Secondary Education	$2,003.40
Drury, Connie	Nursing	$1,113.00
Davis, Robbie	Engineering and Technology	$2,910.00

ADDEMDUM C

The following have been appointed as Graduate Assistants for the Fall 2023 semester.

<u>Name</u>	Department	<u>Salary</u>

No Data to Report

STAFF APPOINTMENTS

Name	Position-Department	Salary	FTE	Effective
Brunnworth, Nolan	Major Gift Officer University Advancement	$75,000.00	100	11/13/23
Forester, Sylvia	Environmental, Health, and Safety Specialist Risk Property Management	$55,000.00	100	11/20/23
Floyed, Courtney	Admissions Counselor I Admissions	$36,000.00	100	11/16/23
LeGrand, Christopher	HVAC-R Mechanic Buildings Department Maintenance	$47,174.40	100	11/06/23
McClenton, Tomero	Registered Behavior Technician Autism Center	$36,400.00	100	11/06/23
Mudd, Madaline	Library Assistant II Kent Library	$19,344.00	75	11/06/23
Newsome, Shelby	Lead Teacher University School for Young Children	$30,784.00	100	11/20/23
Rhodes, Bethany	Speech Language Pathologist Autism Center	$54,500.00	75	11/13/23
Thurman, Stephan Jordan	Accountant/Financial Analyst Accounting Services	$53,000.00	100	11/01/23
Woods, Charity	Accounts Payable/Purchasing Specialist Purchasing and Accounts Payable	$34,320.00	100	11/20/23

SOUTHEAST MISSOURI STATE UNIVERSITY
November 2023

STAFF SEPARATIONS

| <u>Name</u>	<u>Position-Department</u>	<u>Effective</u>
Agbeti, Rebecca	Accountant/Financial Analyst Accounting Services	11/03/23
Ashner, Clint	Hall Director Residence Hall Directors	11/14/23
Gaia, Chloe	Library Assistant II Kent Library	11/27/23
Friedrich, Alex	Public Safety Officer Public Safety	11/23/23
Lowell, Bryan	Building Maintenance Manager Facilities Management	11/30/23
Sandfort, Kirk	Transit Operations Supervisor Transportation	11/25/23
Suhr, Michelle	Administrative Assistant Nursing	11/03/23
Tucker, Karen	Coordinator Academic and Student Services Kennett Regional Campus	11/30/23

STAFF LEAVE WITHOUT PAY

<u>Name</u>	<u>Position-Department</u>	<u>Effective</u>

No Data to Report

STAFF CHANGE OF STATUS

<u>Name</u>	<u>Position-Department</u>	<u>Action</u>	<u>Effective</u>
Davis, Kerry	Boiler Plant Technician II Apprentice Boiler Plant From: $44,928.00 Boiler Plant Technician Journeyman Boiler Plant To: $49,025.60	Promotion	11/20/23
Kooyer, Daniel	Turf Specialist Journeyman Lead Grounds Department Maintenance From: $50,481.60 General Services Manager Grounds Department Maintenance To: $55,000.00	Promotion	11/01/23
Petty, Amanda	Senior Administrative Assistant Registrar From: $31,391.84 Customer Service Specialist Assistant Registrar Transfer Articulation To: $40,000.00	Promotion	11/20/23
Smoot, Lindsay	Business Processing and Reporting Analyst Registrar From: $40,965.37 Transfer Coordinator Admissions To: $43,832.95	Promotion	11/13/23
Greer, Stevie	Public Safety Dispatcher Parking and Traffic From: $26,208.00 Public Safety Officer Cadet Public Safety To: $26,208.00	Job Assignment Change	11/19/23
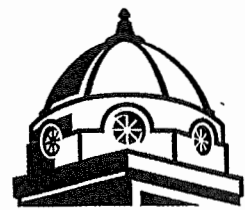
2024-2025 Board of Governors Meetings

February 23, 2024 (Friday)

April 5, 2024 (Friday)

May 10, 2024 (Friday)

June 24-25, 2024 (Monday & Tuesday) *Retreat* **

October 4, 2024 (Friday)

December 13, 2024 (Friday)

February 28, 2025 (Friday)

April 4, 2025 (Friday)

May 9, 2025 (Friday)

* All meetings will be held on the main campus in Cape Girardeau and start at 9:00 a.m. unless otherwise noted.

** The June meeting will likely be two full days, starting at around 9:00 a.m. each day.

Other important dates

May 11, 2024 – Spring Commencement (Saturday – 10:00 a.m. and 2:00 p.m.)

December 12, 2024 – Holiday Reception (Thursday – TBD evening)

December 14, 2024 – Fall Commencement (Saturday – 10:00 a.m. and 2:00 p.m.)
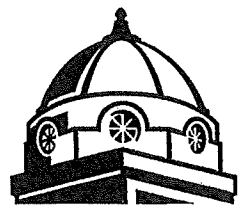
May 10, 2025 – Spring Commencement (Saturday – 10:00 a.m. and 2:00 p.m.)

December 11, 2025 – Holiday Reception (Thursday – TBD evening)

December 13, 2025 – Fall Commencement (Saturday – 10:00 a.m. and 2:00 p.m.)

All dates listed are subject to change.

2024-2025 Committee Work Sessions

February 22, 2024 (Thursday)

April 4, 2024 (Thursday

May 9, 2024 (Thursday)

October 3, 2024 (Thursday)

December 12, 2024 (Thursday)

February 27, 2025 (Thursday)

April 3, 2025 (Thursday)

May 8, 2025 (Thursday)

* All work sessions will be held on the main campus in Cape Girardeau and <u>start at 2:00 p.m.</u> unless otherwise noted.

** Since the June board meeting will take place over two-days, the work session will be incorporated into the agenda.

***All dates listed are subject to change.