Open Session Agenda

ACTION ITEMS:

1. Consideration of Approval of Minutes for:
   - Open Session Meeting of June 16, 2016
   - Open Session Retreat of June 16, 2016

2. Consideration of Approval of Ohio Valley Conference Governing Board Certification Form

3. Consideration of Approval of Faculty Senate Bills
   - A. 16-A-1 The Role of the Faculty Senate in University Governance Policy
   - B. 16-A-5 Information Technology Policy

REPORT ITEMS:

1. Resolution Honoring the 2016 Ohio Valley Conference Champion Baseball Redhawks
2. Resolution Honoring the 2016 Ohio Valley Conference Champion Men’s Outdoor Track and Field Championship
3. Presentation on Geographic Information Systems and Projects and Student Presentation
4. Update on President’s Task Force on Diversity Education Final Report
5. Update on Organizational Changes
ACTION ITEMS:
Consideration of Motion for “Closed Session for Appropriate Considerations:”
   A. RSMo 610.021.1 – pertaining to legal actions, causes of action or litigation
   B. RSMo 610.021.3 – pertaining to the hiring, firing, disciplining or promotion of personnel
   C. RSMo 610.021.13 – pertaining to personnel records, performance ratings
   D. RSMo 610.021.14 – pertaining to records which are protected from disclosure by law

ACTION ITEMS:
   1. Reconvene Open Session
   2. Announcement of Actions Taken in Closed Session
   3. Consideration of Motion to Adjourn

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

MINUTES OF THE OPEN SESSION
OF THE
SOUTHEAST MISSOURI STATE UNIVERSITY
BOARD OF REGENTS
HELD ON THE
SIXTEENTH DAY OF JUNE 2016

The Board of Regents for Southeast Missouri State University convened at 9:09 a.m. on Thursday, June 16, 2016, in Room #134 in the Drury Inn St. Louis at Union Station in Saint Louis, Missouri. Regents present were: Mr. Jay B. Knudtson, President of the Board of Regents; Mr. Phillip M. Britt; Mr. Austin D. Cordell, Student Representative to the Board of Regents; Mr. Edward P. Gargas; Mr. Donald G. LaFerla; Mr. Thomas M. Meyer; and Ms. Kendra Neely-Martin, Vice President of the Board of Regents. Also present were: Dr. Carlos Vargas, President of Southeast Missouri State University; Ms. Kathy Mangels, Board Treasurer; and Mr. Brady L. Barke, Board Secretary. Board President Knudtson presided.

CONSIDERATION OF APPROVAL OF MINUTES

A motion was made by Regent Britt and seconded by Regent Gargas to approve the minutes of the open session of May 6, 2016, as written [Attachment A]. A roll call vote was taken. Voting in favor were: Britt, Gargas, LaFerla, Meyer, Neely-Martin and Knudtson. The motion carried.

MOTION TO RECESS THE OPEN SESSION AND CONVENE THE CLOSED SESSION

A motion was made by Regent Neely-Martin and seconded by Regent LaFerla to recess the open session and convene the closed session for consideration of the following:

A. RSMo 610.021.1 -- pertaining to legal actions, causes of action or litigation
B. RSMo 610.021.2 -- pertaining to lease, purchase, or sale of real estate
B. RSMo 610.021.3 -- pertaining to the hiring, firing, disciplining or promotion of personnel
C. RSMo 610.021.9 -- pertaining to preparation for negotiations with employee groups
D. RSMo 610.021.13 -- pertaining to personnel records, performance ratings
E. RSMo 610.021.14 -- pertaining to records which are protected from disclosure by law

A roll call vote was taken. Voting in favor were: Britt, Gargas, LaFerla, Meyer, Neely-Martin and Knudtson. The motion carried.

The meeting recessed at 9:11 a.m.

The meeting reconvened at 10:28 a.m.

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

Board President Knudtson announced that routine faculty and non-faculty personnel actions; faculty promotions, tenure, post-professorial merit, and non-tenure track merit; and wage amendments to the agreements with the International Brotherhood of Teamsters and the International Union of Operating Engineers were approved during the closed session.

CONSIDERATION OF APPROVAL OF THE PROPOSED FY17 UNIVERSITY AND AUXILIARY OPERATING BUDGETS

President Vargas asked Ms. Kathy Mangels, Vice President for Finance & Administration, to present the recommendation that the Board approve the proposed FY17 University and Auxiliary Operating Budgets [Attachment B].

The Budget Review Committee (BRC) is composed of 30 individuals who represent all major interest groups on campus. BRC considered recommended increases in state appropriations, current operating revenue, the cost of continuing institutional commitments and operating expenditures, and program enhancement requests.

Vice President Mangels explained that as a result of the Budget Review Committee’s deliberations, the proposed FY17 University Operating Budget was submitted to President Vargas for approval (Summary – Attachment 1; Itemized – Attachment 2).

On April 27, 2016 Governor Nixon signed HB2003 which provides a 4% pool of increased appropriations for public higher education institutions in FY17. This equates to a $1.918 million increase for Southeast. Southeast did meet all five of the performance funding indicators established with the Missouri Department of Higher Education for the FY17 appropriation process, which equates to a 3.67% appropriations increase. Additionally, the cutTent funding formula distributes a portion of the increased funding
based on student credit hours taught which was designed to compensate institutions for increased enrollment. This equity funding provided Southeast an additional 0.58% in appropriations, for a total increase of 4.25%.

The BRC Budget Worksheet in Attachment 3 outlines the factors considered and the committee's recommendation to the President to meet expense obligations for the proposed FY17 budget. Recommendations from BRC and the President for the FY17 general operating budget include:

Revenues
1. $1,920,584 from increased state operating appropriations for FY17 and unbudgeted appropriations from FY16.
2. $59,272 expense savings from implementing the credit card service fee and administering the University's short term disability program in-house.
3. $148,118 increased revenues from rebates on e-payable transactions, increased late payment and international processing fees, and increased enrollment in web and summer courses.
4. $18,905 from the recommended increase to graduate tuition based on the 0.7% change to CPI.

Expenses
1. $417,135 base funding for cost to continue operations including anticipated rent and utility cost increases, benefits cost increases, faculty promotion pool and staff merit pool.
2. $64,714 base funding for Director of Women's Basketball Operations and Assistant Athletic Trainer in Athletics.
3. $300,600 base funding for faculty positions in Unmanned Aircraft Systems and Business, and an administrative position in the Provost's Office to centralize duties related to academic effectiveness.
4. $103,600 base funding for staff positions in student retention and disability services.
5. $132,600 base funding for staffing to develop a Training & Development unit in Human Resources and a Title IX Investigator position.
6. $48,100 base funding for a professional staff position at the River Campus for advertising and sponsorship development.
7. $1,034,892 base funding for performance based merit increases for faculty and staff. Administrative/professional and clerical/technical/service staff would receive a 1.5% merit increase. In accordance with the current faculty handbook policy, faculty would receive a 1.3125% base merit increase and the remaining 0.1875% pool would be used to fund post-professorial merit increases. The pool also includes a 1.5% increase to the compensation levels for faculty overload and temporary faculty pay scale.
8. $46,133 base funding to establish a Microsoft Office specialist certification program for clerical/technical/services employees.
9. $620,957 in one-time funds for various initiatives including continuation of term professional staff positions in student outreach and admissions recruiting, Quality Matter review of online courses as directed by the Board of Regents, and supplemental funding for branding and marketing support for academic pillar programs and online degree programs.

The total proposed University operating budget for FY17 is $114,075,409, net of designated revenue. For illustration purposes, Attachments 4, 5 and 6 contain graphs that display the sources of estimated revenues and net expenditures by major division and expense category. The distribution of total expenditure budgets between divisions has remained relatively consistent. The portion of estimated revenues to fund the FY17 budget coming from state appropriations has increased slightly from 41.2% to 41.9%, reducing the amount expected from student fee revenue.

Also enclosed are the proposed operating budgets for all auxiliary departments, totaling $37,803,120, all of which are balanced (Attachment 7). The Residence Life budget incorporates FY17 room and board rates approved by the Board at their February 26, 2016 meeting. The Parking & Transit budget includes parking decal rate increases for FY17 which were approved by the Board on June 19, 2015 as part of a two year phased increase.

A motion was made by Regent Meyer and seconded by Regent LaFerla to approve the proposed FY17 University and Auxiliary Operating Budgets. The motion carried unanimously.

**CONSIDERATION OF APPROVAL OF CAPITAL BUDGET REQUEST FOR FY18 AND FY19 FUNDING TO BE SUBMITTED TO THE MISSOURI DEPARTMENT OF HIGHER EDUCATION**

President Vargas asked Vice President Mangels to present the recommendation that the Board approve the biennial Capital Budget Request for FY18 and FY19 funding to be submitted to the Missouri Department of Higher Education [Attachment C].

Vice President Mangels explained the Capital Budget Request (Attachment 1) includes FY17 Budget Request and Long Range Plan Requests. The passage of HB19 during the FY16 legislative session by the state provides funding to address three projects that had been top priorities in the Capital Budget Request in previous years, the renovation of Grauel Building, Crisp Hall and Brandt Hall. Therefore, the first priority in the University’s FY18 Capital Budget Request is the remaining campus-wide deferred maintenance projects.

The renovations in this request include updating building envelopes and mechanical, electrical, and HVAC systems throughout many of the University’s oldest
campus buildings. Additionally, funding is requested for roof replacements to numerous buildings, replacement of deteriorating single-pane, metal-frame windows, and upgrades to site elements responsible for storm water drainage.

Also included in the campus wide renovations project is maintenance to the tunnel system. This portion of the project involves repair and/or replacement to various sections of the tunnels as well as increasing safety through added lighting, hazardous material abatement, and improved ventilation. Due to past expansion of the campus infrastructure, some sections of the tunnels have become overcrowded and do not allow proper use.

The renovation of the Art Building is the University's next priority. The Art Building was constructed in 1902 and has not had a significant renovation in over forty years. Natural deterioration of this building structure and support systems has progressed to the point where refurbishment or replacements has become a necessity. It is not just one component that needs replacing but all building infrastructure systems (mechanical, electrical, plumbing and structural issues). If these repairs are not made the university could face the decision of taking this building off-line in the near future.

The third priority in the proposed capital budget request is the renovation of Rhodes Hall. Rhodes Hall houses the departments of Agriculture, Biology, Chemistry, Physics and Engineering Physics. The renovation of Magill Hall provided modern instructional spaces for these departments, however, faculty and student research lab space in Rhodes Hall remains out of date. In order to advance academic programs and graduates in STEM related fields, the building needs to be upgraded for modern technology and instructional methods. The project will upgrade the mechanical, electrical and plumbing systems, and replace windows for energy efficiency.

A motion was made by Regent LaFerla and seconded by Regent Gargas to approve the biennial Capital Budget Request for FY18 and FY19 funding to be submitted to the Missouri Department of Higher Education. The motion carried unanimously.

**CONSIDERATION OF APPROVAL OF BOND RESOLUTION AUTHORIZING THE ISSUANCE OF SYSTEM FACILITIES REVENUE BONDS SERIES 2016C PROCEEDS TO BE USED FOR ADVANCE REFUNDING OF THE SYSTEM FACILITIES REVENUE BONDS SERIES 2011B**

President Vargas asked Vice President Mangels to present the recommendation that the Board approve the attached bond resolution authorizing the issuance of System Facilities Revenue Bonds Series 2016C, the proceeds of which shall be used for the advance refunding of the System Facilities Revenue Bonds, Series 2011B. [Attachment D]. Vice President Mangels introduced Ms. Sara Kothoff, Bond Counsel, Thompson Coburn LLP, who reviewed the bond documents with the Board.
On December 22, 2011, the Board of Regents issued $28,980,000 of System Facilities Revenue Bonds Series 2011B for the purpose of constructing, furnishing and equipping LaFerla Hall, a five-story 262-bed residence hall with 180 parking spaces, and constructing a chiller and boiler plant to expand the capacity of the north loop. At the option of the University, the Series 2011B bonds maturing April 1, 2018 and thereafter are subject to redemption on or after April 1, 2017. Any refunding transaction closing before January 1, 2017 is considered an advance refunding. The University is permitted by tax law to have one advance refunding of the Series 2011B bonds.

In February 2016, the Board approved the refunding of the Series 2011A bonds and issued new money for the Greek Village construction project. Since the Series 2011B bonds was not economically advantageous at that time, administration advised the Board that we would continue to monitor market conditions and analyze potential savings over time.

The Series 2011B bonds have $27,030,000 principal outstanding and are 24 year bonds with interest rates ranging from 2.10% to 4.40%. Current market conditions indicate a potential net present value debt service savings of 7.47% or approximately $1.759 million from refunding a portion of this bond issue (certain Series 2011B bonds maturing in the next few years might not be included in the refunding if not financially advantageous to include them). Those savings estimates increase to 8.17% or $1.924 million if market conditions remain the same but bonds are sold in October 2016, closer to the call date of April 1, 2017. If interest rates increase between now and the time the bonds are sold, however, the net present value debt service savings would decrease, possibly to a level which would make the refunding no longer financially advantageous. It would not require a significant increase in interest rates to have a significant negative effect on the savings, so the University administration may need to move quickly to sell the bonds to ensure adequate savings are received.

In order to give the University the most flexibility in monitoring market conditions and being ready to sell bonds when debt service savings are at an acceptable level, it is recommended that the Board approve a bond resolution authorizing a competitive sale of Series 2016C bonds without further action by the Board, so long at the net present value savings is at least 4% of the principal amount of the Series 2011B bonds being refunded.

When University administration, working with our financial advisor Columbia Capital and bond counsel Thompson Coburn, determine market conditions are favorable, a notice of sale would be issued to investment banking firms, banks and other financial institutions. Bids would be received on the Series 2016C Bonds in accordance with the conditions set forth in the notice of sale. The Vice President for Finance and Administration would be authorized to award the purchase of the Series 2016C Bonds to the bidder submitting the best bid.
Section 1504 of the attached Bond Resolution (Attachment 1) outlines the parameters the Board would approve, and administration would work within, for completing such a competitive sale including (a) the aggregate principal amount of the Series 2016C Bonds shall not exceed $26,000,000, (b) the present value savings shall not be less than 4.00%, and (c) the Series 2016C Bonds shall mature not later than April 1, 2042.

The Bond Resolution officially authorizes and directs the issuance of the System Facilities Revenue Bonds Series 2016C through a competitive sale, the proceeds of which shall be used to refund a portion of the Series 2011B bonds and pay for related costs of issuance. The debt service savings realized from the refunding would reduce the annual expense for the Residence Life auxiliary system, and could provide funds for needed capital repairs/improvements within the system.

The bond resolution was prepared by bond counsel and reviewed by University legal counsel.

A motion was made by Regent Gargas and seconded by Regent Meyer to approve the attached bond resolution authorizing the issuance of System Facilities Revenue Bonds Series 2016C, the proceeds of which shall be used for the advance refunding of the System Facilities Revenue Bonds, Series 2011B. A roll call vote was taken. Voting in favor were: Britt, Gargas, LaFerla, Meyer, Neely-Martin, and Knudtson. The motion carried.

CONSIDERATION OF APPROVAL OF REVISED FY17 SCHEDULE OF MAJOR CAPITAL PROJECTS

President Vargas asked Vice President Mangels to present the recommendation that the Board approve the revised schedule of major capital projects and maintenance and repair items for FY17 [Attachment E].

The Board of Regents approved a schedule of major capital and maintenance repair projects for FY17 at their February 26, 2016 meeting. This schedule identifies major capital projects for the upcoming fiscal year and the funding sources, to allow adequate time for planning and design.

In June 2016, Governor Nixon approved House Bill 19 which provides $10.38 million in capital improvement funds to Southeast Missouri State University for the renovation of Grauel Building, Crisp Hall and Brandt Hall. Architectural services have been selected for these projects and Grauel is in the design development stage. The renovation of Crisp and Brand Halls provides the opportunity for the University to re-evaluate academic programming needs and make long term decisions about future use of these buildings.
In addition to assessing programmatic needs of these three buildings, administration proposes to engage an external consultant to lead the campus in an update to the University’s comprehensive facilities master plan. Within the last five years the University has completed major facilities initiatives including renovations from the 2010 bond proceeds including Academic Hall and Magill Hall, space utilization projects such as Memorial Hall renovation, expansion of the residence hall system including LaFerta Hall and the Dobbins Center, and landscape master plan projects like Brandt stair upgrades. In addition, there have been several facilities assessments completed that provide data to guide future decisions including an assessment of the residence life facilities and athletics facilities for Title IX compliance.

The master plan process would incorporate existing infrastructure data with input from the campus community on academic and support service needs, not just to meet current programming but to accommodate future growth. The planning process would look at the main campus and regional campus needs holistically, including administrative and academic building needs and support infrastructure such as parking, athletic and recreational facilities, and landscaping. The resulting planning document would provide a prioritized framework of projects and financial resources needed to complete those projects.

The completion of the Dobbins Center at the River Campus in FY15 provided additional academic facilities to accommodate visual and performing arts instruction that was still located on the main campus, however it was not able to accommodate all needs. Marching Band is currently located in Brandt Hall which is not ideal for their practice and storage requirements. The University has been investigating opportunities to better accommodate their needs, and a building lease opportunity next to property owned by the University Foundation at the River Campus has become available. The University would complete site improvements to provide an open space to allow outdoor practice of the entire band. The landlord would complete building improvements to accommodate proper storage of the band equipment and uniforms, and office space for the band director. It is anticipated work would begin this summer and be complete during the fall semester.

The University has been implementing recommendations from an October 2006 landscape master plan and most recently has been focused on the central pedestrian corridor of campus between the science complexes and Academic Hall. The Scully Rhodes plaza was constructed to allow better pedestrian flow between Dempster, Scully, Rhodes and Magill Halls. Last year the stairs between Brandt Hall and the Boiler Plant were reconstructed for better pedestrian flow and safety. The final connection between these two areas is the Parker Field area. The walkway at the top of the Band Practice Field is heavily trafficked, and there is limited lighting and landscaping in the Parker Field area to encourage extended outdoor use.
Administration has been working with student representatives of the National Pan-Hellenic Council (NPHC) organizations on campus to identify an outdoor space that recognizes their history and presence on campus. It is proposed that such a plot garden be incorporated into the northeast corner of Parker Field, adjacent to the existing walkway to ensure maximum exposure to the campus. The project would also include lighting upgrades to the existing walkway, renovation of the stair transition between the walkway and Scully Drive, and lighting improvements at the sand volleyball courts and around the Parker Field area. The resulting space would provide multiple outdoor gathering areas for students with proper lighting to allow evening as well daytime use.

The attached schedule of capital and maintenance and repair projects (Attachment 1) has been updated to include the completion of an updated facilities master plan, improvements to Parker Field including a landscape feature recognizing NPHC organizations, and site improvements to accommodate the relocation of Marching Band to the River Campus. The attached schedule reflects only the costs anticipated to be incurred in FY17.

A motion was made by Regent Gargas and seconded by Regent Meyer to approve the revised schedule of major capital projects and maintenance and repair items for FY17. The motion carried unanimously.

CONSIDERATION OF APPROVAL OF ACADEMIC PROGRAM CHANGES

President Vargas asked Dr. Karl Kunkel, Provost, to present the recommendation that the Board approve the following changes to academic programs [Attachment F]:
• New Program – Bachelor of Science in Geographic Information Science
• Program Title Change – EDS in Educational Leadership Development to Teacher Leadership

The College of Science, Technology, and Agriculture is proposing a new Bachelor of Science in Geographic Information Science program. The BS in Geographic Information Science is a multidisciplinary program and will meet regional and state need. Labor market experts predict geospatial information scientists, technologists, along with remote sensing scientists and technologists will be a major source of new jobs over the coming decade. In addition, federal and state governmental programs and private companies are developing, or have developed, new employment opportunities for graduates from this major.

Students in the program are well positioned to find high-paying jobs at private companies like Google, ESRI, GPS navigation software and development companies, or local, state, and national government. Public sector job activities involve customizing spatial models and systems for agencies such as the military or government, including web or mobile applications, customized desktop systems, and project management.
Science, technology, engineering and math (STEM) jobs using GIS are projected to grow twice as rapidly as jobs in other fields, according to the U.S. Bureau of Labor Statistics. Southeast Missouri State University will be the only public university in Missouri offering this degree.

The Department of Educational Leadership and Counseling in the College of Education is proposing a program title change from Educational Specialist in Educational Leadership Development to Educational Specialist in Teacher Leadership. Due to the elimination of the variable topics program, the curriculum was updated and specifically aligned to teacher leadership at a district level. Therefore, the program title change is relevant.

A motion was made by Regent Britt and seconded by Regent Gargas to approve the academic program changes. The motion carried unanimously.

**RESOLUTION OF HONOR FOR AUSTIN D. CORDELL.**

President Vargas presented a resolution of honor for Austin D. Cordell, recognizing him for his service as Student Representative to the Board of Regents [Attachment G].

A motion was made by Regent Gargas and seconded by Regent Meyer to approve the resolution of honor for Austin D. Cordell. The motion carried unanimously.

Members of the Board thanked Mr. Cordell for his service. Mr. Cordell indicated it had been a great experience and he was thankful for the opportunity to serve on behalf of the students.

**REPORT ON MINOR ACADEMIC RESTRUCTURING**

President Vargas asked Provost Kunkel to present a report on the minor academic restructuring related to the renaming of the Department of Global Cultures and Languages to the Department of Modern Languages, Anthropology, and Geography [Attachment II].

**PROGRESS REPORT ON CONTRACTS AND FACILITIES MANAGEMENT PROJECTS**

President Vargas asked Vice President Mangels to provide the Board with a progress report on contracts and Facilities Management projects [Attachment I].
MOTION TO RECESS THE OPEN SESSION AND CONVENE THE CLOSED EXECUTIVE SESSION

A motion was made by Regent Britt and seconded by Regent Neely-Martin to recess the open session and convene the closed executive session for consideration of the following:

A. RSMo 610.021.1 -- pertaining to legal actions, causes of action or litigation
B. RSMo 610.021.3 -- pertaining to the hiring, firing, disciplining or promotion of personnel
D. RSMo 610.021.13 -- pertaining to personnel records, performance ratings
E. RSMo 610.021.14 -- pertaining to records which are protected from disclosure by law

A roll call vote was taken. Voting in favor were: Britt, Gargas, LaFerla, Meyer, Neely-Martin and Knudtson. The motion carried.

The meeting recessed at 11:26 a.m.

The meeting reconvened at 12:07 p.m.

CONSIDERATION OF MOTION TO ADJOURN

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

The meeting adjourned at 12:08 p.m.

Brady L. Barke
Board of Regents’ Secretary

APPROVED:

Jay B. Knudtson, President
Board of Regents
Southeast Missouri State University
Subject to approval by the Board of Regents.

MINUTES OF THE OPEN SESSION RETREAT
OF THE
SOUTHEAST MISSOURI STATE UNIVERSITY
BOARD OF REGENTS
HELD ON THE
SIXTEENTH AND SEVENTEENTH DAYS OF JUNE 2016

The Board of Regents for Southeast Missouri State University convened an open session retreat at 1:55 p.m. on Thursday, June 16, 2016, in Room #134 in the Drury Inn St. Louis at Union Station in Saint Louis, Missouri. Regents present were: Mr. Jay B. Knudtson, President of the Board of Regents; Mr. Phillip M. Britt; Mr. Austin D. Cordell, Student Representative to the Board of Regents; Mr. Edward P. Gargas; Mr. Donald G. LaFerla; Mr. Thomas M. Meyer; and Ms. Kendra Neely-Martin, Vice President of the Board of Regents. Also present were: Dr. Carlos Vargas, President of Southeast Missouri State University; Dr. James C. Votruba, AASCU-Penson Center for Professional Development; and Mr. Brady L. Barke, Board Secretary. Board President Knudtson presided.

Also in attendance for a portion of the retreat were: Dr. Karl Kunkel, Provost; Ms. Kathy Mangels, Vice President for Finance & Administration and Board Treasurer; Dr. Charles McAllister, Vice Provost and Dean of the School of Graduate Studies; Dr. Debbie Below, Vice President for Enrollment Management & Student Success and Dean of Students; Mr. Bill Holland, Vice President for University Advancement and Executive Director of the Foundation; and Ms. Diane Sides, Associate to the President and Assistant Secretary to the Board of Regents.

RETREAT DISCUSSION ITEMS

President Vargas and members of the University Executive Staff discussed student retention as a campus challenge and President Vargas outlined a University goal of 80% student retention rate for first-time full-time students [Exhibit A].

President Vargas also discussed progress made on 2015-16 goals [Exhibit B].
CONSIDERATION OF MOTION TO RECESS OPEN SESSION

A motion was made by Regent Britt and seconded by Regent Neely-Martin to recess the open session retreat until 8:00 a.m., Friday, June 17, 2016, in Room #134 in the Drury Inn St. Louis at Union Station in Saint Louis, Missouri. The motion carried unanimously.

The open session retreat recessed at 5:39 p.m.

RECONVENE OPEN SESSION

The open session retreat reconvened at 8:03 a.m. on Friday, June 17, 2016, in Room #134 in the Drury Inn St. Louis at Union Station in Saint Louis, Missouri. Regents present were: Mr. Jay B. Knudtson, President of the Board of Regents; Mr. Phillip M. Britt; Mr. Austin D. Cordell, Student Representative to the Board of Regents; Mr. Edward P. Gargas; Mr. Donald G. LaFerla; Mr. Thomas M. Meyer; and Ms. Kendra Neely-Martin, Vice President of the Board of Regents. Also present were: Dr. Carlos Vargas, President of Southeast Missouri State University; Dr. James C. Votruba, AASCU-Penson Center for Professional Development; and Mr. Brady L. Barke, Board Secretary. Board President Knudtson presided.

RETREAT DISCUSSION ITEMS

President Vargas presented University goals for the 2016-17 academic year [Exhibit C]. Dr. Votruba also facilitated a Board self-evaluation.

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

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

A. RSMo 610.021.3 -- pertaining to the hiring, firing, disciplining or promotion of personnel
B. RSMo 610.021.13 -- pertaining to personnel records, performance ratings
C. RSMo 610.021.14 -- pertaining to records which are protected from disclosure by law

A roll call vote was taken. Voting in favor were: Britt, Gargas, LaFerla, Meyer, Neely-Martin and Knudtson. The motion carried.
The meeting recessed at 10:56 a.m.

The meeting reconvened at 12:35 p.m.

**CONSIDERATION OF MOTION TO ADJOURN**

A motion was made by Regent Gargas and seconded by Regent Meyer to adjourn the meeting. The motion carried unanimously.

The meeting adjourned at 12:37 p.m.

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Brady L. Barke
Board of Regents’ Secretary

**APPROVED:**

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Jay B. Knudtson, President
Board of Regents
Southeast Missouri State University
BOARD OF REGENTS
MOTION CONSIDERATION FORM

September 9, 2016
Open Session

I. Motion to be Considered:

Approve the Governing Board Certification Form for Academic Year 2016-17 for submission to the Ohio Valley Conference (OVC).

II. Background:

By the Ohio Valley Conference policy, the governing board of each member institution is required to complete a certification form indicating that: the responsibility for administration of the athletics program has been delegated to the Chief Executive Officer of the institution; the Chief Executive Officer has the mandate and support of the Board to operate a program of integrity in full compliance with NCAA, OVC, and all other relevant rules and regulations; and the Chief Executive Officer, in consultation with the Director of Athletics and Faculty Athletics Representative, determines how the institutional vote shall be cast on issues of athletics policy presented to the NCAA and the OVC.

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

Chairperson __________________
Dean __________________
Academic Council __________________
Provost __________________
President __________________

Board Action on:
Motion By: __________________
Second By: __________________
Vote: Yeas: ______ Nays: ______
As Chairman of the Governing Board at ________________________, I attest that:

1) Responsibility for the administration of the athletics program has been delegated to the Chief Executive Officer of the institution.

2) The Chief Executive Officer has the mandate and support of the board to operate a program of integrity in full compliance with NCAA, OVC, and all other relevant rules and regulations.

3) The Chief Executive Officer, in conjunction with the Director of Athletics and Faculty Athletic Representative, determines how the institutional vote shall be cast on issues of athletics policy presented to the NCAA and the Ohio Valley Conference.

Date Presented to the Governing Board: ______________________

Signed: ______________________
(Chairman of the Governing Board)

Please return completed form to:

Beth DeBauche
Commissioner
Ohio Valley Conference
215 Centerview Drive, Suite 115
Brentwood, TN 37027
bdebauche@ovc.org
I. Motion to be Considered:

Approve the proposed revision for *The Role of the Faculty Senate in University Governance* to establish a policy section in Chapter 1, Section G4 of the Faculty Handbook.

II. Background:

At their March 25, 2010 meeting, the Board of Regents directed President Dobbins, working with the Faculty Senate, to review the Faculty Handbook and recommend changes to ensure that the Faculty Handbook conforms to current Board policies and directives.

On January 27, 2016 the Faculty Senate approved Faculty Senate Bill 16-A-1. The bill simplifies and updates language while preserving the original intent of the policy. The following documents are attached to this motion:

- Attachment 1: Policy redline denoting changes from existing language
- Attachment 2: Policy in final form to be included in the Faculty Handbook

Changes in the language of the policy include:

- removing repetitive statements from the Faculty Senate constitution
- moving appointment processes and membership for university standing committees to a procedures section
FACULTY SENATE  

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 16-A-1

Approved by the Faculty Senate
January 27, 2016

BRIEF SUMMARY: This bill specifies the policy portion of the existing Faculty Handbook section on The Role of the Faculty Senate in University Governance (Chapter 1, Section G4).

REVISING “THE ROLE OF THE FACULTY SENATE IN UNIVERSITY GOVERNANCE” TO ESTABLISH A POLICY SECTION

BE IT RESOLVED THAT: subject to the passage and approval of this bill Chapter 1, Section G4 of the Faculty Handbook be amended by replacing the existing content with the following “policies” section:

1 Faculty Senate

2 The Role Of The Faculty Senate In University Governance

3 The Faculty Senate was organized in 1966 and recognized by the Board of Regents as the official representative body of the faculty. Approval by the Board of Regents on March 25, 1976, of Senate Bill 76-A-01, "Recommendations on Academic Reorganization," and particularly Part I, "University Governance," reaffirmed the role of the Faculty Senate as the established representative body through which the faculty could make "formal recommendations for new academic policy and changes in existing policy." The Board of Regents' action in 1976 formally provides provided assurance of faculty input into academic policy developed by means of the Faculty Senate.

11 President Stacy and the Board of Regents, in a letter to the Faculty Senate dated January 29, 1982, reaffirmed their commitment to receive the expression of faculty opinion through the Faculty Senate. Senate members were asked to utilize their professional competence and best judgment to review, develop, and make recommendations to the President and the Board of Regents on all matters of concern to the University community.
Faculty Senate Organization

The Faculty Senate was reorganized in 1983 to reflect the new college structure created by academic reorganization during that year. Senate membership consists of departmental unit representatives elected for three-year terms with one third of the membership elected each year. Officers of the Senate are elected annually from the Senate membership. The purposes, duties, functions and responsibilities of Faculty Senate are found in the Faculty Senate Constitution.

A. The purposes of the Faculty Senate are:

1. To uphold the principles of the collegial form of governance.
2. To encourage mutual contributions from the various sectors of the University community.
3. To provide an appropriate forum for discussing matters involving the professional staff.
4. To inform all segments of the academic community of the Faculty Senate's concerns, findings, and actions.
5. To safeguard and advance the welfare and effectiveness of the University.
6. To serve as the regular channel of communication between the faculty and administration and, through the Office of the President, between the faculty and the Board of Regents.
7. To review, develop, and make recommendations to the President on all matters of concern to the University community.

B. The specific duties, functions, and responsibilities of the Faculty Senate are found in the Faculty Senate Constitution. Regular areas of Faculty Senate concern include, but are not limited to, the following:

1. Responsibility for determining the position of the faculty on any matter of University policy.
2. Development of procedures for academic freedom, tenure, and due process.
3. Programs for faculty welfare.
4. Representation of faculty interests to the administration in University financial matters.
5. Form and content of the Faculty Handbook.
6. Responsibility for the University curricula and requirements for graduation.
7. Direct involvement in the process of selection of administrative officials by selecting and/or serving on search committees.
8. Planning and utilization of buildings and grounds.
11. Such other matters as might come to merit regular consideration by the Senate, or which shall be designated as areas of Senate action by the University President or the Board of Regents, assuming Senate acceptance.

Updated August 15, 1997

The Role of the Faculty Senate in Academic Affairs
Under a collegial form of governance, all segments of the University community are involved in reviewing and making recommendations for changes in existing policies and procedures. The University vests in its faculty, acting through its representative body, the Faculty Senate, the ultimate authority to make formal recommendations for new University academic policy and procedure as well as changes in existing policy and procedures. The Faculty Senate reviews proposals and develops recommendations for changes in academic policy and procedure through its committee system. While the function of University committees is to facilitate the administration of existing University policies, the function of Faculty Senate committees is to recommend policy and procedures in academic affairs and in all other matters involving the faculty.

Academic policy is understood to consist of those statements of general academic principle matters that are formally adopted and promulgated by the University. within which the academic operations of the University are defined. Thus, a "change in academic policy" is understood to refer to an alteration of or addition to the general academic principles of the University which would necessitate changes in academic operations procedures throughout the University, or set the context for changes in academic operations. Academic procedure is understood to be the implementation of the corresponding policy. For instance, a department could propose a new bachelor's or master's degree program without altering academic policy since it would involve a specific change in academic operations within existing academic policy. Such a proposal is routinely routed through the college council, Academic Council, Board of Regents, and Coordinating Board without reference to the Faculty Senate. However, proposals to alter general education requirements, to eliminate pass-fail grading, to require a final examination in all courses, etc., would constitute changes in academic policy, insofar as they affect general academic operations throughout the University, and could not be adopted or changed without the consent of the Faculty Senate. Policies for which the Faculty Senate deems procedures are required should not be implemented until the procedures are fully developed.

Recommendations

The Faculty Senate recommends:

1. That the principles of the collegial theory of university governance, as presented in Part One of this Report, be adopted and implemented at Southeast Missouri State University. *(From President Leestamper's March 24, 1976, memo. At the time this memo was written, some of the titles and names were no longer accurate. These have been updated to reflect current practices.) This recommendation will be forwarded to the Board of Regents on March 25, 1976. It should be understood that I have some editorial changes and minor additions to the overall statement in Part 1. It should further be understood that the principles outlined in Part 1 are intended for the purposes of developing recommendations for the Board of Regents for their consideration. This means that the
position of the faculty on the development of new academic policies or the major change of any existing policies will be formally received through the Faculty Senate. In those cases where I make a recommendation to the Board of Regents on new academic policy or the major changing of an existing policy in which I differ with the position of the Faculty Senate, such a difference will be noted by me, and the Faculty Senate's position will be forwarded to the Board of Regents at the same time that I forward my recommendation. The importance of this statement is that collegiality does not guarantee, in all cases, that I will agree with the Faculty Senate. Rather, it assures the input of the faculty on major policy developments by means of obtaining recommendations or reactions from the Faculty Senate. This distinction is necessary because the Board of Regents holds me, rather than the Faculty Senate, responsible for the administration of this institution. I am strongly committed to the concept of collegiality, and I sincerely believe it is the best procedure to follow in the development of academic policies.

2. That the following definitions of a department, institute, school, college, department chairperson, director, dean, and provost be adopted:
   i. Department: the fundamental grouping of faculty members with common professional allegiances who together provide certain educational services within the institutional program of the University. A department usually provides a major program of study.
   ii. Institute: a flexible, inter-departmental grouping of faculty for the purpose of providing special educational services, e.g., the Institute for Gerontology.
   iii. School: A grouping of faculty members within a college for the purpose of administering special or closely related programs of study within or across departmental lines, e.g., the suggested School of Communication Arts and Sciences. The School of Graduate Studies and Research is a school in a special sense insofar as it coordinates the administration of graduate programs throughout the University.
   iv. College: a grouping of departments which have similar methodologies but diverse subject matters.
   v. Department chairperson: the chief academic administrator of a department. A department chairperson may be granted a reduced teaching load and/or salary increase depending upon and proportionate to the extent of his/her administrative responsibilities.
   vi. Coordinator: a faculty member who bears special administrative responsibility related to a departmental or inter-departmental program.
   vii. Director: the chief academic administrator of a school or institute. A director may be granted a reduced teaching load and/or salary increase depending upon and proportionate to the extent of his/her administrative responsibilities.
   viii. Dean of a college: the chief academic administrator of a college.
   ix. Provost: the chief academic officer of the University.

3. That Southeast Missouri State University be reorganized into the following colleges/schools:
   Donald L. Harrison College of Business
   College of Education
College of Health and Human Services
College of Liberal Arts
College of Science, Technology and Agriculture
School of Graduate Studies
School of University Studies

For more information regarding these Colleges/Schools, as well as individual departments, click on the follow link: http://www.semo.edu/faestaff/academicunits.htm

4.—That the Faculty Senate, in consultation with appropriate administrative officials, should appoint a committee to create procedures by which schools may be established and administered.

5.—That section III C of the 1975 Faculty Handbook ("Procedure for Selection of Department Heads," page 3) be revised in accordance with the principles of collegiality in regard to selection and periodic review of department chairpersons.

6.—That each college dean substantially meet the following criteria:
   a. an earned doctorate from an accredited University in an area represented by one of the departments in the college
   b. evidence of scholarly and/or research achievements
   c. distinguished teaching experience at the college level
   d. administrative experience or demonstrated administrative capability
   e. commitment to the principles of collegiality in governance
   f. commitment to academic excellence.

7.—That the Provost substantially meet the following criteria:
   a. an earned doctorate from an accredited university
   b. evidence of scholarly and/or research achievements
   c. distinguished teaching experience at the college level
   d. appropriate administrative experience
   e. commitment to the principles of collegiality in governance
   f. commitment to academic excellence

8.—That the Provost be selected through an open search process. The search committee should include representatives from each of the colleges and schools.

9.—That appropriate search processes be conducted by the colleges to select college deans. The search process should be open to outside applicants from within the University.

10.—That each college establish a college council beginning with the 1976-77 academic year to review matters which cannot be resolved at the departmental level. The membership of each college council shall consist of
   a. the dean of the college, who serves as the chairperson of the college council
   b. the chairperson of each department in the college
   c. at least one faculty member elected from each department in the college

1. That a University Academic Council be established beginning with the 1976-77 academic year. The function of the Academic Council is to review the administration of academic programs and
operations and to advise the Provost on proposed changes in academic programs which cannot be decided at the departmental or college levels. The Academic Council shall forward to the Faculty Senate for its consideration any recommendations that it develops concerning any new academic policy or change in existing policies. However, it may recommend changes in current programs and operations within existing policies without reference to the Faculty Senate.

The membership of the Academic Council shall consist of

a. the Provost, who serves as the chairperson of the Academic Council
b. the deans of the colleges
c. one faculty member from each college elected by its membership for a two-year term and
d. one librarian selected by those librarians with faculty status
e. the chairperson of the Faculty Senate Academic Affairs Committee (ex officio)
f. the University Registrar

Approved by the Faculty Senate, February 1976
Approved by President, March 1976
Approved by Board of Regents, March 1976

Faculty Senate And University Committees

Outline of Committee Structure

A Faculty Senate Committee is a committee which is charged by the Faculty Senate and which must report to the Faculty Senate through its Chair. Information regarding Faculty Senate Committees may be found in Section 7 of the Faculty Senate By-Laws.

A University Standing Committee is a committee which is charged by the President of the University and which must report to the President of the University and/or an individual designated by the President of the University.

Membership on University Standing Committees

Three-year terms should be established for faculty members on all University Standing Committees unless otherwise mandated (e.g., University Faculty Promotions Committee, or where approved by the Faculty Senate). Faculty members who serve full terms on University Standing Committees cannot succeed themselves.
The President of the University should determine the number of faculty, administrative, and student members who should serve on University Standing Committees, except where otherwise noted, with the following constraints:

1. The number of administrative members normally should not exceed the number of faculty members;
2. No more than two undergraduate students and one graduate student normally should serve on a University Standing Committee.

The Student Government (undergraduate positions) and Graduate Student Association (graduate positions) should nominate two individuals for each vacant student position on University Standing Committees; nominations are sent to the President of the University, who must act on these recommendations.

Administrative positions on University Standing Committees may be recommended by the committee chairs. Appointments will be made by the President of the University.

The Faculty-Senate Membership Committee should nominate two faculty members for each vacancy on University Standing Committees to the President of the University who then must act on these recommendations.

Faculty members should normally not serve on more than one University Standing Committee at a time. However, a faculty member may be appointed to a second University Standing Committee if the faculty member has special expertise necessary for effective committee functioning. These restrictions may be waived for professional library personnel because of the small size of that unit; however, every effort should be made to distribute committee assignments as widely as possible in order to hold multiple memberships to a minimum. Faculty Senators may be appointed to only one University Standing Committee while serving on the Faculty Senate.

Appointment Process for University Standing Committees

The President of the University should notify the Faculty Senate Membership Committee by the third Monday in March about requests for changes in faculty membership on University Standing committees, other than that which occurs through normal faculty rotation. These requests may be initiated by the President of the University or by the committee chairs through the President of the University. The President of the University may also submit a request to the Faculty Senate Membership Committee for specific expertise in a faculty member which may enhance the faculty member’s effectiveness on the committee; the Membership Committee should attempt to match these requests to available faculty applicants.
The Faculty Senate Membership Committee should notify faculty of available positions on University Standing Committees by the first Wednesday in April. Faculty should indicate interest in serving on specific committees to the Membership Committee by the third Wednesday in April.

The Faculty Senate Membership Committee (which is formed during the Faculty Senate organizational meeting) should form its recommendations by the third Wednesday in June. Appointments take effect at the beginning of the Fall semester. Notification of appointments to the University Standing Committees should be made prior to the beginning of the Fall semester.

Chairs of University Standing Committees should notify the Membership Committee when unexpired faculty positions on committees open during the academic year. The Membership Committee will recommend replacement members through appropriate channels from available faculty applicants.

Removal of Faculty Members from University Standing Committees

Chairs of University Standing Committees should notify the Chair of the Membership Committee when a faculty member does not fulfill normal committee responsibilities (e.g., when a faculty member regularly does not attend committee meetings). The Membership Committee will then determine:

1. If the matter should be dropped;
2. If an inquiry should be sent to the faculty member;
3. If the faculty member should be recommended for removal from the committee.

Any recommendation for removal will be presented to the Faculty Senate for action. By a majority vote of Senators present and voting, the Senate may recommend to the President that members be removed from University Committees. Replacements for faculty members who are removed from committees will be made through the established procedures for filling vacancies.

Chairs of University Standing Committees

The President of the University should appoint Chairs of University Standing Committees (after full committee membership has been established).

Ex-Officio Membership on University Standing Committees

The President of the University or an individual designated the President of the University is an ex-officio, non-voting member of all University Standing Committees.

Proliferation of Committees
The number of University-Standing Committees should not be increased appreciably in the future. Two means are available to achieve this objective.

Ad-Hoc Committees, task forces, and commissions should be utilized to handle specific, short-term issues. These bodies may be appointed and charged by the Faculty Senate (e.g., Ad-Hoc Faculty Senate Committees) or by the President of the University (e.g., Ad-Hoc University Standing Committees). The charge to such a committee must specify a deadline for committee action. Faculty members are normally appointed to these committees in the same manner as they are appointed to established Faculty Senate Committees or University-Standing Committees.

When a long-term issue arises, an attempt should be made to find an existing Faculty Senate Committee or University-Standing Committee which may handle the issue appropriately within its existing charge. Or, if the charge of an existing Faculty Senate Committee or University Standing Committee is closely related to a long-term issue, the charge of the committee should be expanded to encompass the issue. Only as a last resort should a new committee be charged. Faculty membership on such committees should be recommended by the Faculty Senate Membership Committee according to established procedures.

Approved by the Faculty Senate, May 2000. Reviewed by President, June 2000. Approved by Board of Regents, June 2000

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FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 16-A-1

Approved by the Faculty Senate
January 27, 2016

BRIEF SUMMARY: This bill specifies the policy portion of the existing Faculty Handbook section on The Role of the Faculty Senate in University Governance (Chapter 1, Section G4).

REVISING "THE ROLE OF THE FACULTY SENATE IN UNIVERSITY GOVERNANCE" TO ESTABLISH A POLICY SECTION

BE IT RESOLVED THAT: subject to the passage and approval of this bill Chapter 1, Section G4 of the Faculty Handbook be amended by replacing the existing content with the following "policies" section:

1 Faculty Senate

2 The Faculty Senate was organized in 1966 and recognized by the Board of Regents as the official representative body of the faculty. Approval by the Board of Regents on March 25, 1976, of Senate Bill 76-A-01, "Recommendations on Academic Reorganization," and particularly Part 1, "University Governance," reaffirmed the role of the Faculty Senate as the established representative body through which the faculty could make "formal recommendations for new academic policy and changes in existing policy." The Board of Regents' action in 1976 formally provided assurance of faculty input into academic policy developed by means of the Faculty Senate.

10 President Stacy and the Board of Regents, in a letter to the Faculty Senate dated January 29, 1982, reaffirmed their commitment to receive the expression of faculty opinion through the Faculty Senate. Senate members were asked to utilize their professional competence and best judgment to review, develop, and make recommendations to the President and the Board of Regents on all matters of concern to the University community.

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Senate membership consists of departmental unit representatives elected for three-year terms with one third of the membership elected each year. Officers of the Senate are elected annually from the Senate membership. The purposes, duties, functions and responsibilities of Faculty Senate are found in the Faculty Senate Constitution.

The Role of the Faculty Senate in Academic Affairs

Under a collegial form of governance, all segments of the University community are involved in reviewing and making recommendations for changes in existing policies and procedures. The University vests in its faculty, acting through its representative body, the Faculty Senate, the authority to make formal recommendations for new University academic policy and procedure as well as changes in existing policy and procedures. The Faculty Senate reviews proposals and develops recommendations for changes in academic policy and procedure through its committee system. The function of Faculty Senate committees is to recommend policy and procedures in academic affairs and in all other matters involving the faculty.

Academic policy is understood to consist of those statements on academic matters that are formally adopted and promulgated by the University. Thus, a "change in academic policy" is understood to refer to an alteration or addition which would necessitate changes in academic procedures throughout the University. Academic procedure is understood to be the implementation of the corresponding policy. Policies for which the Faculty Senate deems procedures are required should not be implemented until the procedures are fully developed.

Outline of Committee Structure

A Faculty Senate Committee is a committee which is charged by the Faculty Senate and which must report to the Faculty Senate through its Chair. Information regarding Faculty Senate Committees may be found in Section 7 of the Faculty Senate By-Laws.

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Date and Version: 1/27/2016 Version 3
Handbook Section: Chapter 1, Section G4
Proposed Change: Role of the Faculty Senate in University Governance
Source of Bill: Faculty Senate Governance Committee

Posted to Faculty Handbook
I. Motion to be Considered:

Approve the proposed revision for Information Technology to establish a policy section in Chapter 6 of the Faculty Handbook.

II. Background:

At their March 25, 2010 meeting, the Board of Regents directed President Dobbins, working with the Faculty Senate, to review the Faculty Handbook and recommend changes to ensure that the Faculty Handbook conforms to current Board policies and directives.

On February 24, 2015 the Faculty Senate approved Faculty Senate Bill 16-A-5. The bill and its companion bill (16-A-6) divide the current Information Technology section of the Faculty Handbook text into policy and procedure. The following documents are attached to this motion:

Attachment 1: Policy redline denoting changes from existing language
Attachment 2: Policy in final form to be included in the Faculty Handbook

Changes in the language of the policy include:

- eliminating outdated references to specific technologies and university offices or titles no longer in use
- adding references to university policies and procedures that are defined and managed outside of the Faculty Handbook

Attachments 3 and 4 are for information purposes only.

Attachment 3: Procedure redline denoting changes from existing language
Attachment 4: Procedure in final form to be included in the Faculty Handbook

Recommended By:

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

Chairperson
Dean
Academic Council
Provost
President

Board Action on:
Motion By: __________________________
Second By: ________________________
Vote: Yeas: _____ Nays: _____

Postpone: _______________________
Amend: ________________________
Disapprove: _____________________
Approve: _______________________
Secretary: ______________________

FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 16-A-5

Approved by the Faculty Senate
February 24, 2016

Brief Summary: This bill specifies the policy portion of Faculty Handbook Chapter 6: Information Technology.

This bill repeals Faculty Senate Bills 85-A-12, 88-A-12, 88-A-13, and 88-A-14 (the previous text for Chapter 6: Information Technology), which have become so outdated that they cannot be updated piecemeal, and replaces them with revised and updated text that accurately reflects current policies regarding computer use on campus.

"COMPUTER USE ON CAMPUS" TO ESTABLISH A POLICY SECTION

BE IT RESOLVED THAT: subject to the passage and approval of this bill Chapter 6 of the Faculty Handbook be amended by replacing the existing content with the following:

1 Chapter 6: Information Technology

2 Policy

3 A. Computer Use on Campus

4 Faculty Senate Bill 16-A-XX begins here.

5 Faculty Senate Bill 88-A-13 begins here.

6 Notice of Access to Mainframe Computer on Campus Use of Southeast Personal Computer Keys

7

8 1. Access to Computer Services University-provided data processing resources is controlled by the issuance of user codes a personal identification code. An employee or student receiving a user code personal identification code assumes responsibility for all computing activity performed under that user code (whether he or she personally performs the activity or not).

9 2. User codes are normally granted to individuals. Upon approval of the Computer Services manager, a user code may be issued for use by a group. Such approval is contingent upon
3. Computer facilities made available by user personal identification code should only be used to conduct University business (either job- or class-related activities).

4. User-codes Use of personal identification codes may not be transferred to another person or group. No person or group other than the person to whom it was issued may use that person’s code.

5. Requests for access to CICS transactions must be submitted in memo form to the Computer Services manager. Requests must include the following:
   - Signed endorsement from the employee's supervisor.
   - List of specific CICS transactions to which access is desired.
   - Type of access (review only or update) desired for each transaction.

If a transaction is administered by an officer other than that of the requestor, a signed endorsement from the administering office will also be required. The manager of Systems Analysis and Programming will provide guidance in preparing these requests. Some transactions require authorization beyond a user code. The manager of Systems Analysis and Programming can supply the name of the appropriate application administrator to contact.

6. Requests for MUSIC user codes are made on a User Code Request form obtained from Computer Services. Requests by faculty/staff members for personal administrative or research codes must be signed by the employee's supervisor. Faculty members requesting instructional-user codes for use by their students must obtain the signature of a faculty sponsor.

7. A password is issued with each user code. The password should be changed by the user at a minimum of once each month. Passwords are never to be displayed openly in written material.

8. CICS user codes remain valid as long as the employee's job status and computer access requirements remain the same.

9. MUSIC administrative and research user codes remain valid as long as the employee's job status and computer access requirements remain the same. Instructional user codes expire at the end of the semester in which they are issued.

10. Supervisors must report to the Computer Services manager on a timely basis of any change in an employee's status that affects his/her computer access requirements (transfer, termination, reclassification, etc.).

11. A list of personnel with user codes will be provided to departmental supervisors on a semi-annual basis. Upon reviewing the list and indicating any necessary changes, the supervisor will sign and return the list to the Computer Services manager.

Approved by Faculty Senate Bill 88-A-13—November 16, 1988
Approved by Board of Regents—December 1988
Notice of Microcomputer-Laboratory Use of Computer Facilities Guidelines and Procedures

Faculty Senate Bill 88-A-14 begins here

User Priorities

Southeast Missouri State University students, faculty, and staff are the primary constituencies served. Other educators, adult members of the community, and high school students are eligible to use the laboratory on a space available basis.

According to the Business Policy and Procedure Manual: Information Technology and Networks, “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 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.”

Registered guests are permitted to use university computer facilities according to established Information Technology procedures. (See Procedures section of Chapter 6).

Persons below high school age are not permitted to use the laboratory.

Guidelines for Users

Users agree to comply with all guidelines and restrictions outlined in this statement. Those who do not comply will be asked to leave the laboratory.

Users must sign in upon entry to the laboratory and will be required to give the laboratory assistant their official I.D. card (for Southeast Missouri State University students, faculty, and staff) or a valid driver’s license (for other users) when assigned a computer. All materials issued on a borrower’s I.D. are the responsibility of the cardholder who will pay for fines, damages, or losses.

Users must return all University-owned software before leaving the lab. Failure to return software at the time of original departure will result in fines and/or replacement cost charges.

Several manuals describing software operation are available. Users are expected to read and follow these directions carefully.
When there are more users than available computers, user time will be limited to a 90-minute period. A waiting list will be established to ease scheduling at such times. Also, one IBM-PC and one Apple He computer will be designated for express use with a time limit of 45 minutes for any user.

Use of certain machines may be restricted to printer use only during peak user hours.

Users will be asked to vacate the laboratory 30 minutes before the official closing of the library.

Restrictions

Persons below high school age are not permitted to use university computer facilities unless registered with a temporary guest login.

Under no circumstances are users permitted to duplicate copyrighted programs on University equipment.

Laboratory software cannot be checked out for use outside the laboratory. Users are not permitted to alter computer hardware or change hardware configurations in University computer laboratories.

Theft, or deliberate destruction of University equipment (i.e., hardware, software, manuals, etc.) will be reported to the Department of Public Safety; users will be held financially liable for the replacement cost of lost or stolen software resources.

Use of the telephone in the laboratory is restricted to official business by employees only.

Food, beverages, and smoking are not permitted in the laboratory. Use of laboratory computers for game playing is not permitted. Excessive printer output, such as signs or banners, is not permitted. Functions of Laboratory Assistants

Laboratory assistants have been hired to supervise the operation of the laboratory in accordance with guidelines noted above.

The laboratory assistants are also responsible for:

1. Distributing, monitoring, and collecting laboratory-owned software;
2. Removing and filing completed printouts from the mainframe computer every 30 minutes.
As time permits, laboratory assistants will be available to provide basic directions on the use of the laboratory hardware. The laboratory assistants will not be familiar with all the software available for use in the laboratory.

The laboratory assistants cannot provide users with help in the completion of course assignments.

Comments and Complaints

Comments and complaints about the operation of the Microcomputer Laboratory should be sent to the Director of Computer Services.

Approved by Faculty Senate, Bill 88-A-14—November 16, 1988

Approved by Board of Regents—December 1988

University Inspection of Personal Electronic Information

According to Section 5 of the Information Technology and Network Systems Acceptable Use Policy and Procedures, “Electronic information on University networks or equipment, including, but not limited to, electronic mail and personal information, is subject to examination by the University where:

1. It is necessary to maintain or improve the functioning of University computing resources
2. There is a suspicion of misconduct under University procedures, or suspicion of violation of Federal or State laws or
3. It is necessary to comply or verify compliance with Federal or State law”

Notice of Software Copyright Procedures Policy

Faculty Senate Bill 85-A-12 begins here

In accordance with the 1980 Computer Software Copyright Act and in the interest of upholding a sound code of ethical behavior, Southeast Missouri State University does not condone any illicit use of software. What constitutes illicit use depends upon the individual software licensing agreement. Negotiation of liberal site licensing agreements with vendors is encouraged.

According to the Southeast Missouri State University Copyright Manual, “Southeast Missouri State University respects the rights of copyright holders and the copyright laws, and recognizes that in an electronic age copyrighted works are particularly vulnerable to misuse and unintended further distribution.... [The Copyright Manual provides] a summary of current interpretations of U. S. Copyright law as it relates to the use of copyright-protected works in the classroom and
library at the University, and to provide guidelines and procedures for obtaining copyright
permissions to use these works. As such, it offers information and clarification about
compliance with relevant portions of the United States Copyright Act, U.S.C. Title 17."
(Copyright Manual, p. 4).

Generally speaking, the following will be considered to be lawful use of software by someone
with legitimate access to a copy:

1. Making backup copies for one's personal use, even if the software is copy-protected;
2. Configuring the software and making other reasonable modifications specifically
designed to fit the software to the user's needs. (Note: In some instances, such action may
void any warranty on the software.)
3. Using the software on only one machine at a given time.
4. Selling or giving the original copy and documentation to another, provided that the
transferee keeps no copies whatsoever of either the software or documentation and
provides the transferee only the original copies. (This assumes that the copy of the
software is owned rather than borrowed or leased.)

The following are actions that are considered illicit and may subject the actor to sanctions by the
University:

1. Providing copies of copyrighted or licensed software to others while maintaining copies
for one's own use unless there is a specific provision in the license allowing such activity.
The activity is forbidden even if the software is provided without cost for an educational
purpose.
2. Using software or documentation known to have been obtained in violation of the
copyright law or a valid license provision. Use of a copy of a copyrighted program
obtained from another party for which no license exists that allows such a transfer will be
presumed to be knowing, and the burden of demonstrating that the use was innocent will
rest with the user.
3. Using a copyrighted program on more than one machine at the same time, including use
on a local area network or multiple workstations accessing the same copy of the program
unless a specific license provision permits such activity.

Persons loading software on any University computer must adhere to all licensing
requirements for the software, except where allowed by University site licenses. Copying
software licensed to the University for personal use is a violation of the University
Acceptable Use Policy. (Acceptable Use Policy, Guideline #3).
Illegal copying of copyrighted programs on University equipment is prohibited and will be considered a breach of the University Code of Academic Honesty.

Approved by Faculty Senate, Bill 88-A-12—November 16, 1988
Approved by Board of Regents—December 1988

Additional Access Server Installed

Faculty, staff, and students at Southeast may make use of the Internet dial-up service. For software and installation instructions, bring two blank high density (1.44 MB) diskettes to the Computer Services office in Academic Hall Room 110.

Use of Academic Servers

Faculty retain the right of access and control over their intellectual property hosted on academic servers (any servers for teaching and learning online) subject to MORENET regulations, including:

1. Access to the Learning Management System for professional duties, including teaching, research, and student advising.
2. Ownership and control over personal intellectual property hosted on academic servers
3. Due process in the event of account or access closure, including notification and sufficient time to remove any personal data from academic servers
4. Confidentiality in development of projects, research, promotion and tenure documents, or other legitimate faculty interests

The principles of academic freedom extend in their entirety to the online environment.

Faculty Senate Bills 85-A-12, 88-A-12, 88-A-13, and 88-A-14 are hereby repealed [Insert Date].
Approved by Faculty Senate, Bill 16-A-XX [Insert Date]
Approved by Board of Regents – [Insert Date]

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FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 16-A-5

Approved by the Faculty Senate
February 24, 2016

Brief Summary: This bill specifies the policy portion of Faculty Handbook Chapter 6: Information Technology.

This bill repeals Faculty Senate Bills 85-A-12, 88-A-12, 88-A-13, and 88-A-14 (the previous text for Chapter 6: Information Technology), which have become so outdated that they cannot be updated piecemeal, and replaces them with revised and updated text that accurately reflects current policies regarding computer use on campus.

"COMPUTER USE ON CAMPUS" TO ESTABLISH A POLICY SECTION

BE IT RESOLVED THAT: subject to the passage and approval of both this bill and its companion bill establishing a corresponding "procedures" section, Chapter 6 of the Faculty Handbook be amended by replacing the existing content with the following:

1 Chapter 6: Information Technology

2 Policy

3 A. Computer Use on Campus

4 Faculty Senate Bill 16-A-XX begins here.

5 Use of Southeast Personal Computer Keys

1. Access to University-provided data processing resources is controlled by the issuance of personal identification codes. An employee or student receiving a personal identification code assumes responsibility for all computing activity performed under that code (whether he or she personally performs the activity or not).

2. Computer facilities made available by personal identification code should only be used to conduct University business (either job- or class-related activities).

3. Use of personal identification codes may not be transferred to another person or group. No person or group other than the person to whom it was issued may use that person's code.
Use of Computer Facilities

User Priorities

According to the Business Policy and Procedure Manual: Information Technology and Networks, “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 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.”

Registered guests are permitted to use university computer facilities according to established Information Technology procedures. (See Procedures section of Chapter 6).

Restrictions

Persons below high school age are not permitted to use university computer facilities unless registered with a temporary guest login.

Under no circumstances are users permitted to duplicate copyrighted programs on University equipment.

Users are not permitted to alter computer hardware or change hardware configurations in University computer laboratories.

Theft, or deliberate destruction of University equipment (i.e., hardware, software, manuals, etc.) will be reported to the Department of Public Safety; users will be held financially liable for the replacement cost of lost or stolen resources.

University Inspection of Personal Electronic Information

According to Section 5 of the Information Technology and Network Systems Acceptable Use Policy and Procedures, “Electronic information on University networks or equipment, including, but not limited to, electronic mail and personal information, is subject to examination by the University where:

1. It is necessary to maintain or improve the functioning of University computing resources
2. There is a suspicion of misconduct under University procedures, or suspicion of violation of Federal or State laws or
3. It is necessary to comply or verify compliance with Federal or State law”
Software Copyright Policy

According to the Southeast Missouri State University Copyright Manual, "Southeast Missouri State University respects the rights of copyright holders and the copyright laws, and recognizes that in an electronic age copyrighted works are particularly vulnerable to misuse and unintended further distribution... [The Copyright Manual provides] a summary of current interpretations of U.S. Copyright law as it relates to the use of copyright-protected works in the classroom and library at the University, and to provide guidelines and procedures for obtaining copyright permissions to use these works.... As such, it offers information and clarification about compliance with relevant portions of the United States Copyright Act, U.S.C. Title 17."

(Copyright Manual, p. 4).

Persons loading software on any University computer must adhere to all licensing requirements for the software, except where allowed by University site licenses. Copying software licensed to the University for personal use is a violation of the University Acceptable Use Policy.

(Acceptable Use Policy, Guideline #3).

Use of Academic Servers

Faculty retain the right of access and control over their intellectual property hosted on academic servers (any servers for teaching and learning online) subject to MORENET regulations, including:

1. Access to the Learning Management System for professional duties, including teaching, research, and student advising
2. Ownership and control over personal intellectual property hosted on academic servers
3. Due process in the event of account or access closure, including notification and sufficient time to remove any personal data from academic servers
4. Confidentiality in development of projects, research, promotion and tenure documents, or other legitimate faculty interests

The principles of academic freedom extend in their entirety to the online environment.

Faculty Senate Bills 85-A12, 88-A-12, 88-A-13, and 88-A-14 are hereby repealed [Insert Date].
Approved by Faculty Senate, Bill 16-A-XX [Insert Date]
Approved by Board of Regents – [Insert Date]

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</table>
Date and Version: 2/10/16
Handbook Section: Chapter 6 (All): Information Technology (Policy)
Source of Bill: Faculty Senate Documents Committee

President's Review
15 Day Review
Posted to Faculty Handbook
FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 16-A-6

Approved by the Faculty Senate
February 24, 2016

Brief Summary: This bill specifies the procedures portion of Faculty Handbook Chapter 6: Information Technology.

This bill repeals Faculty Senate Bills 85-A-12, 88-A-12, 88-A-13, and 88-A-14 (the previous text for Chapter 6: Information Technology), which have become so outdated that they cannot be updated piecemeal, and replaces them with revised and updated text that accurately reflects current policies regarding computer use on campus.

“COMPUTER USE ON CAMPUS” TO ESTABLISH A PROCEDURES SECTION

BE IT RESOLVED THAT: subject to the passage and approval of this bill Chapter 6 of the Faculty Handbook be amended by replacing the existing content with the following:

1 Chapter 6: Information Technology

2 Procedures

3 A. Computer Use on Campus

4 Faculty Senate Bill 16-A-XX begins here.

5 Faculty Senate Bill 88-A-13 begins here.

6 Notice of Access to Mainframe Computer on Campus Use of Personal Computer Access Codes (Southeast Keys)

7

8 1. Access to Computer Services—provided data processing resources is controlled by the issuance of user codes. An employee or student receiving a user code assumes responsibility for all computing activity performed under that user code (whether he or she personally performs the activity or not).

9 2. User codes are normally granted to individuals. Upon approval of the Computer Services manager, a user code may be issued for use by a group. Such approval is contingent upon
acceptance of responsibility for all computing activity performed under that user code by
the group's supervisor (whether group members perform the activity or not).

3. Computer facilities made available by user code should only be used to conduct
University business (either job- or class-related activities).

4. User codes may not be transferred to another person or group.

5. Requests for access to CICS transactions must be submitted in memo form to the
Computer Services manager. Requests must include the following:
   - Signed endorsement from the employee's supervisor.
   - List of specific CICS transactions to which access is desired.
   - Type of access (review only or update) desired for each transaction.
If a transaction is administered by an office other than that of the requestor, a signed
endorsement from the administering office will also be required. The manager of Systems
Analysis and Programming will provide guidance in preparing these requests. Some
transactions require authorization beyond a user code. The manager of Systems Analysis
and Programming can supply the name of the appropriate application administrator to
contact.

6. Requests for MUSIC user codes are made on a User Code Request form obtained from
Computer Services. Requests by faculty/staff members for personal administrative or
research codes must be signed by the employee's supervisor. Faculty members requesting
instructional user codes for use by their students must obtain the signature of a faculty
sponsor.

7. A password is issued with each user code. The password should be changed by the user a
minimum of once each month. The personal identification code used to access university-
provided data processing resources is referred to as a Southeast Key. The Department of
Information Technology recommends that users change their Southeast Key passwords at
least every six months. Passwords are never to should not be displayed openly in written
material.

8. CICS user codes remain valid as long as the employee's job status and computer access
requirements remain the same.

9. MUSIC administrative and research user codes remain valid as long as the employee's
job status and computer access requirements remain the same. Instructional user codes
expire at the end of the semester in which they are issued.

10. Supervisors must report to the Computer Services manager on a timely basis any change
in an employee's status that affects his/her computer access requirements (transfer;
termination, reclassification, etc.).

11. A list of personnel with user codes will be provided to departmental supervisors on a
semi-annual basis. Upon reviewing the list and indicating any necessary changes, the
supervisor will sign and return the list to the Computer Services manager.

Approved by Faculty Senate Bill 88-A-13—November 16, 1988
Approved by Board of Regents—December 1988
Notice of Microcomputer-Laboratory Use of Computer Facilities-Guidelines and Procedures

Faculty Senate Bill 88-A-14 begins here

User-Priorities

Southeast Missouri State University students, faculty, and staff are the primary constituencies served. Other educators, adult members of the community, and high school students are eligible to use the laboratory on a space available basis.

Persons below high school age are not permitted to use the laboratory.

Guidelines for Users Compliance with University Technology and Network Systems Acceptable Use Policy and Procedures

Users agree to comply with all guidelines and restrictions outlined in this statement: Chapter and the Information Technology and Network Systems Acceptable Use Policy and Procedures. Those who do not comply will be asked to leave the laboratory. Violation "may result in denial of access to University computer resources and other disciplinary actions provided or authorized by Southeast Missouri State University." (Acceptable Use Policy Item #8)

Guest use of computer facilities provides a secure connection to the Southeast LAN and WiFi network. For a guest account, a temporary username and password must be requested of the Information Technology Department by a Southeast Missouri State University academic or administrative unit. The responsible academic or administrative unit is required to obtain and retain current identifying information about the guest user before allowing guest access. Accounts are set to expire after 1-10 consecutive days, depending upon the request. The sponsoring department is responsible for providing the account and password to the guest. All guests must abide by the Information Technology and Network Systems Acceptable Use Policy and Procedures

Users must sign in upon entry to the laboratory and will be required to give the laboratory assistant their official I.D. card (for Southeast Missouri State University students, faculty, and staff) or a valid driver's license (for other users) when assigned a computer. All materials issued on a borrower's I.D. are the responsibility of the cardholder who will pay for fines, damages, or losses.

Users must return all University-owned software before leaving the lab. Failure to return software at the time of original departure will result in fines and/or replacement cost charges.
Several manuals describing software operation are available. Users are expected to read and follow these directions carefully.

When there are more users than available computers, user time will be limited to a 90-minute period. A waiting list will be established to ease scheduling at such times. Also, one IBM-PC and one Apple IIe computer will be designated for express use with a time limit of 45 minutes for any user.

Use of certain machines may be restricted to printer use only during peak user hours.

Users will be asked to vacate the laboratory 30 minutes before the official closing of the library.

Restrictions

Under no circumstances are users permitted to duplicate copyrighted programs on University equipment.

Laboratory software cannot be checked out for use outside the laboratory. Users are not permitted to alter computer hardware or change hardware configurations.

Theft, or deliberate destruction of University equipment (i.e., hardware, software, manuals, etc.) will be reported to the Department of Public Safety; users will be held financially liable for the replacement cost of lost or stolen software.

Use of the telephone in the laboratory is restricted to official business by employees only.

Food, beverages, and smoking are not permitted in the laboratory. Use of laboratory computers for game-playing is not permitted. Excessive printer output, such as signs or banners, is not permitted. Functions of Laboratory Assistants

Laboratory assistants have been hired to supervise the operation of the laboratory in accordance with guidelines noted above.

The laboratory assistants are also responsible for:

1. Distributing, monitoring, and collecting laboratory-owned software;
2. Removing and filing completed printouts from the mainframe computer every 30 minutes.
As time permits, laboratory assistants will be available to provide basic directions on the use of the laboratory hardware. The laboratory assistants will not be familiar with all the software available for use in the laboratory.

The laboratory assistants cannot provide users with help in the completion of course assignments.

Comments and Complaints

Comments and complaints about the operation of the Microcomputer Laboratory should be sent to the Director of Computer Services.

Approved by Faculty Senate—Bill 88-A-14—November 16, 1988
Approved by Board of Regents—December 1988

Notice of Software Copyright Procedures

Faculty Senate Bill 85-A-12 begins here

In accordance with the 1980 Computer Software Copyright Act and in the interest of upholding a sound code of ethical behavior, Southeast Missouri State University does not condone any illicit use of software. What constitutes licit use depends upon the individual software licensing agreement. Negotiation of liberal site licensing agreements with vendors is encouraged.

Generally speaking, the following will be considered to be lawful use of software by someone with legitimate access to a copy who owns the license to a copy of computer software:

1. Making backup copies for one's personal use, even if the software is copy-protected.

1. Configuring the software and making other reasonable modifications specifically designed to fit the software to the user's needs. (Note: In some instances, such action may void any warranty on the software.)

2. Configuring the operating systems and installing and configuring software on a faculty member's office devices to fit the user's needs as allowed by manufacturer and license agreements.

3. Using the software on only one machine at a given time.

4. Selling or giving the original copy and documentation to another, provided that the transferee keeps no copies whatsoever of either the software or documentation and provides the transferee only the original copies. (This assumes that the copy of the software is owned by the transferee rather than borrowed or leased.)
The following are actions that are considered illicit and may subject the actor to sanctions by the University:

1. Providing copies of copyrighted or licensed software to others while maintaining copies for one's own use unless there is a specific provision in the license allowing such activity. The activity is forbidden even if the software is provided without cost for an educational purpose.

2. Using software or documentation known to have been obtained in violation of the copyright law or a valid license provision. Use of a copy of a copyrighted program obtained from another party for which no license exists that allows such a transfer will be presumed to be knowing, and the burden of demonstrating that the use was innocent will rest with the user.

3. Using a copyrighted program on more than one machine at the same time, including use on a local-area campus network or multiple workstations accessing the same copy of the program unless a specific license provision permits such activity.

For Display in All Student Labs:

Illegal copying of copyrighted programs on University equipment is prohibited and will be considered a breach of the University Code of Academic Honesty.

Approved by Faculty Senate, Bill 88-A-12—November 16, 1988
Approved by Board of Regents—December 1988

Additional Access Server Installed

Faculty, staff, and students at Southeast may make use of the Internet dial-up service. For software and installation instructions, bring two blank high density (1.44 MB) diskettes to the Computer Services office in Academic Hall Room 110.

Approved by Faculty Senate, Bill 16-A-XX [Insert Date]
Approved by Board of Regents – [Insert Date]

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FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 16-A-6

Approved by the Faculty Senate
February 24, 2016

Brief Summary: This bill specifies the procedures portion of Faculty Handbook Chapter 6: Information Technology.

This bill repeals Faculty Senate Bills 85-A-12, 88-A-12, 88-A-13, and 88-A-14 (the previous text for Chapter 6: Information Technology), which have become so outdated that they cannot be updated piecemeal, and replaces them with revised and updated text that accurately reflects current policies regarding computer use on campus.

“COMPUTER USE ON CAMPUS” TO ESTABLISH A PROCEDURES SECTION

BE IT RESOLVED THAT: subject to the passage and approval of both this bill and its companion bill establishing a corresponding “policy” section, Chapter 6 of the Faculty Handbook be amended by replacing the existing content with the following:

1 Chapter 6: Information Technology

2 Procedures

3 A. Computer Use on Campus

4 Faculty Senate Bill ’16-A-XX begins here.

5 Use of Personal Computer Access Codes (Southeast Keys)

6 The personal identification code used to access university-provided data processing resources is referred to as a Southeast Key. The Department of Information Technology recommends that users change their Southeast Key passwords at least every six months. Passwords should not be displayed openly in written material.

10 Use of Computer Facilities

11 Users agree to comply with all guidelines and restrictions outlined in this Chapter and the Information Technology and Network Systems Acceptable Use Policy and Procedures. Violation
“may result in denial of access to University computer resources and other disciplinary actions provided or authorized by Southeast Missouri State University.” (Acceptable Use Policy Item #8)

Guest use of computer facilities provides a secure connection to the Southeast LAN and WiFi network. For a guest account, a temporary username and password must be requested of the Information Technology Department by a Southeast Missouri State University academic or administrative unit. The responsible academic or administrative unit is required to obtain and retain current identifying information about the guest user before allowing guest access. Accounts are set to expire after 1-10 consecutive days, depending upon the request. The sponsoring department is responsible for providing the account and password to the guest. All guests must abide by the Information Technology and Network Systems Acceptable Use Policy and Procedures.

Software Copyright Procedures

Southeast Missouri State University does not condone any illicit use of software. What constitutes licit use depends upon the individual software licensing agreement. Negotiation of liberal site licensing agreements with vendors is encouraged.

Generally speaking, the following will be considered to be lawful use of software by someone who owns the license to a copy of computer software:

1. Configuring the software and making other reasonable modifications specifically designed to fit the software to the user's needs. (Note: In some instances, such action may void any warranty on the software.)
2. Configuring the operating systems and installing and configuring software on a faculty member's office devices to fit the user's needs as allowed by manufacturer and license agreements.
3. Using the software on only one machine at a given time.
4. Selling or giving the original copy and documentation to another, provided that the transferor keeps no copies whatsoever of either the software or documentation and provides the transferee only the original copies. (This assumes that the copy of the software is owned by the transferor rather than borrowed or leased.)

The following are actions that are considered illicit and may subject the actor to sanctions by the University:

1. Providing copies of copyrighted or licensed software to others while maintaining copies for one's own use unless there is a specific provision in the license allowing such activity.
The activity is forbidden even if the software is provided without cost for an educational purpose.

2. Using software or documentation known to have been obtained in violation of the copyright law or a valid license provision. Use of a copy of a copyrighted program obtained from another party for which no license exists that allows such a transfer will be presumed to be knowing, and the burden of demonstrating that the use was innocent will rest with the user.

3. Using a copyrighted program on more than one machine at the same time, including use on a campus network or multiple workstations accessing the same copy of the program unless a specific license provision permits such activity.

Approved by Faculty Senate, Bill 16-A-XX [Insert Date]
Approved by Board of Regents – [Insert Date]
A Resolution

by the Board of Regents

of

Southeast Missouri State University

Whereas, the Southeast Missouri State University Baseball Team won the 2016 Ohio Valley Conference (OVC) Regular Season Championship, marking the third consecutive season to do so and the fourth in Redhawks Baseball history; and

Whereas, the Redhawks won the OVC Tournament for the third time in program history, making its third appearance at an NCAA Regional Tournament; and

Whereas, Southeast finished the season 39-21 and 22-8 in the OVC, breaking the record for most victories in a season in school history; and

Whereas, Head Coach, Steve Bieser, was named the 2016 OVC Coach of the Year; and

Whereas, Joey Lucchesi became the first pitcher to win the title of OVC Pitcher of the Year in back-to-back seasons, while joining Branden Boggetto, Chris Osborne, Garrett Gandolfio, and Robert Beltran as First Team All-OVC Selections; and

Whereas, Joey Lucchesi became the highest draft pick out of Southeast Missouri State when he was drafted by the San Diego Padres in the fourth round (114th overall pick) of the Major League Baseball Draft, while Branden Boggetto was drafted by the Washington Nationals in the 25th round (745th overall pick); and

Whereas, Joey Lucchesi earned All-America status from the National Collegiate Baseball Writers Association, Baseball America, and Louisville Slugger; broke the single-season strikeouts record (149) for both Southeast Missouri State University and the OVC, as well as broke Southeast's career strikeouts record (242); and

Whereas, Trevor Ezell was named College Sports Information Directors of America (CoSIDA) Third-Team Academic All-American, while joining Branden Boggetto as a CoSIDA Academic All-District selection;

Now, therefore, be it resolved by the Board of Regents of Southeast Missouri State University that the grateful appreciation of the University community be expressed to these student-athletes and coaches who experienced outstanding success, and that this resolution be placed in the minutes of the Board of Regents;

Done in the City of Cape Girardeau, Missouri, this ninth day of September in the year two thousand sixteen.

[Signatures]

President of the Board of Regents

President of the University

ATTEST:

Secretary
A Resolution

by the Board of Regents
of
Southeast Missouri State University

Whereas, the Southeast Missouri State University Men’s Track & Field Team won the Ohio Valley Conference (OVC) Outdoor Championships, marking the seventh time in school history; and

Whereas, Head Coach Eric Crumpecker was named Men’s Outdoor Track & Field Coach of the Year for the second time in his career; and

Whereas, the Men’s Outdoor Track & Field Team won 10 gold medals during the 2016 OVC Outdoor Championships; and

Whereas, Kevin Farley was named the championship MVP for the second time in his career; and

Whereas, Kevin Farley earned First-Team All-America honors in discus and Second-Team All-America in shot put while competing at the NCAA Outdoor Track & Field Championships in Eugene, Oregon; and

Whereas, Kevin Farley set new school records in the shot put (62’ 1.25”) and the weight throw (211’2”) and Marc Maton set a new school record in the 1500m (3:46.31);

Now, therefore, be it resolved by the Board of Regents of Southeast Missouri State University that the grateful appreciation of the University community be expressed to these student-athletes and coaches who experienced outstanding success, and that this resolution be placed in the minutes of the Board of Regents;

Done in the City of Cape Girardeau, Missouri, this ninth day of September in the year two thousand sixteen.

President of the Board of Regents

President of the University

ATTEST:

Secretary
SARAH A. STELLHORN

9031 S. Prairie Rd.
Evansville, IL. 62242

618-615-8105
s.stellhorn@live.com

EDUCATION

Southeast Missouri State University
Degree: Master of Business Administration
Degree: Bachelor of Science
Major: Agribusiness: Plant & Soil Science
Minor: Business Administration

Cape Girardeau, MO
December 2017
May 2016
G.P.A. 3.91/4.00

EMPLOYMENT

Southeast Missouri State University
Graduate Assistant
Complete GIS work in the President’s office
Cape Girardeau, MO
Fall 2016

SEMO Milling
Internship
Completed a research project on growing Non GMO corn in Southeast Missouri
Scott City, MO
Summer 2015
Learned hedging in the corn market
Met with different representatives from seed companies to discuss their Non GMO products

Southeast Missouri State University
Student Ambassador
Lead tours for the University’s prospective students
Cape Girardeau, MO
2015-Present

Orientation Leader
Senior Orientation Leader
Senior orientation leader duties consist of managing other orientation leaders and ensuring they complete their tasks while still completing my own
2012-Present
Assist in running First Step Orientations for a diverse group of new students
2014-Present
Enroll students in classes and inform them and their families about important information they need to know about Southeast

COMMUNITY SERVICE

Silver Walk Hounds (Cape Girardeau, MO)
Relay For Life (Red Bud, IL & Cape Girardeau, MO)
2012-2013
2005-2015

CAMPUS INVOLVEMENT

Delta Tau Alpha (Honor Society)
Member
T-shirt committee
2014-Present

Sigma Sigma Sigma (Social Sorority)
President, Honor Council Recording Secretary, Member
Chair Positions: Alumnae Relations, Founders Day, Awards & Efficiency, Apparel Chair, Social Media Chair, Senior Week, and Assistant President
2012-Present
Freshman of the Year
2013

SKILLS

Computer-PC
MS word- tables, design, text; Excel- formulas, graphs, MS PowerPoint- slides, presentations

Geographical Information Systems
Knowledge of creating maps in Arc GIS (Arc Map 10.0)

Leadership
Presentations, leading Sigma Sigma Sigma chapter meetings
GOAL 1: Leadership Commitment

DESCRIPTION: The University’s administration and campus leaders should be committed to creating and sustaining a campus climate that is respectful, safe and welcoming for all students, faculty, staff and alumni.

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| 1. Hire a national campus climate consultant to engage the University in a long-term strategy to achieve this goal. | Feb 2016 RFP 5811 opened: 2 bids were evaluated: Diversity Works Inc, and Inclusion INC. 7/11/16-Diversity Works INC awarded the bid. Diversity Works INC has submitted a proposal which includes:  
- 360 inclusive leader evaluations for University leadership and  
- 3 cohorts of 20-25 campus leaders over fall 2016  
- 2 large group diversity workshops for faculty, staff and student leaders. | Proposed timeline for diversity consultants on campus and working with faculty, staff, and student leadership will be Sept 2016-Summer 2017. | OIED  
VP F&A  
VP EMSS |
| 2. Implement a consistent training program for the University’s leadership team to empower campus leaders to set the tone for the rest of the campus. | - Interviews for an HR Training Manager being conducted summer/fall.  
- Review of applications completed Expected on campus interviews for week of Sept 5-12th.  
- Potential hire date in October 2016 | On campus interviews targeted for Sept 2016.  
Training manager possibly hired by October 2016. | Human Resources  
OIED  
Consultant hired under #1 will assist with developing and facilitating leadership training.  
HR Training Manager and Equity Office will implement diversity & inclusion training and coordinate on campus workshops on diversity/inclusion |
**GOAL 2: Campus Diversity Statement**

**DESCRIPTION:** The University should develop a campus diversity statement and establish cultural competency as an institutional priority imbedded across the University’s Curriculum, orientation programs, hiring practices and campus-wide events.

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<td>1. Develop a Campus Diversity Statement to be adopted in Fall 2017. A Campus Diversity Statement will provide the foundation for building cultural competency exercises into orientation programs, hiring practices and campus wide events (i.e. convocations, speaker series, recognition programs, commencements) and will serve as a guide for divisions, colleges and departments developing action plans.</td>
<td>NOTE: Implementation of goal should include integration of diversity statement into strategic plan. Equity &amp; Inclusion committee discussed in first meeting 8/31/16-agreed to make goal for academic year 2016-17 with primary work related to institutional wide strategic plan.</td>
<td>Aug 2016-May 2017 Fall 2016-work on statement in Equity &amp; Inclusion Committee with approval and implementation targeted for fall 2017.</td>
<td>Equity &amp; Inclusion Committee Executive Staff (strategic plan)</td>
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**GOAL 3: Strategic Plan**

**DESCRIPTION:** The University should develop a *Strategic Plan for Equity and Inclusion* that is incorporated into the University’s Strategic Plan and annual planning processes.

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<th>Recommendation</th>
<th>Progress</th>
<th>Timeline</th>
<th>Responsible Party</th>
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<tbody>
<tr>
<td>1. That requires divisions, colleges and departments to establish diversity goals and initiatives annually to recruit, develop and retain a faculty and staff that reflects the diversity of the Southeast student body. Retention efforts should include the development of mentoring programs, or affinity or employee resource groups.</td>
<td>Black Faculty &amp; Staff Alliance started February 2016-chaired by Dr.Tamara Buck (faculty) and Trent Ball (staff) Discussion of implementation of employee resource groups for targeted groups including: Young Professionals (aged 40 and under) and LGBTQ Faculty/Staff for Fall 2016. Development of Diversity Principles to implement diversity goals/objectives by college/department rather than just judging success by number of new</td>
<td>On-going discussions beginning in the Equity &amp; Inclusion committee for Fall 2016-Spring 2017</td>
<td>Executive Staff Deans/Colleges F&amp;A EMSSS HR OIED</td>
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<td>Recommendation</td>
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<td>minority faculty/staff hires: Possible areas of consideration include:</td>
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<td>1. Composition: demographic makeup of the unit/institution</td>
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<td>2. Engagement—reflects personal, social, and professional commitment to institutional goals/activities.</td>
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<td>3. Inclusion—comprises climate/interpersonal relations (can be gauged in part by Diversity Inc’s Inclusive Leader 360 evaluation results)</td>
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<td>4. Achievement—reflects levels of attainment for underrepresented individuals or groups compared to broader population (i.e. career placement data, rate of tenure for minority faculty, leadership positions amongst professional staff)</td>
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<tr>
<td>2. That encourages the professional development of historically underrepresented students to expose them to career opportunities within higher education.</td>
<td>Feb 2016—Underrepresented minority GA’s invited to join Black Faculty &amp; Staff Alliance with a recommendation to potentially form their own Minority Graduate &amp; Professional student organization in future. 8/31/16—Equity &amp; Inclusion Committee recommended Development of data workgroups to track student populations &amp; trends for minority, international students, first year students etc. who utilize career services, advising, attend career fairs, participate in internships, placement percentages. Suggested development of mentoring program for minority GA/TAs, targeting those in higher ed or educational leadership programs who may potentially apply to work at SEMO (internal career development).</td>
<td></td>
<td>Equity &amp; Inclusion Committee  Career Services &amp; Advising  Graduate Studies Office  Institutional Research</td>
</tr>
<tr>
<td>3. That supports campus and community events to promote engagement, cultural awareness and a more inclusive educational</td>
<td>In 2015 coordinated 1st LGBT Faculty/Staff &amp; Allies Welcome event at Cup N’ Cork</td>
<td>Fall 2015</td>
<td>All Divisions  Campus wide</td>
</tr>
<tr>
<td>Recommendation</td>
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<td>Responsible Party</td>
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<td></td>
<td>Expanded the number of Black History month events</td>
<td></td>
<td>collaborations &amp; marketing efforts needed</td>
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<td>OIED partnered w/KRCU/WISU on Black Panthers documentary Spring 2016 at Cape Public Library</td>
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<td></td>
<td>Expanded marketing &amp; activity involvement in St Louis, Cape &amp; Bootheel region distribution of Wes Moore's books to K-12 students</td>
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<td></td>
<td>NPR/Equity Office-Hispanic Heritage month speaker: Mandalit del Barco on 10/10/16-UC Ballroom at 7pm</td>
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<td></td>
<td>OIED Collaboration with Peter Nguyen (Crisp Museum Exhibition) Sept. 2-Oct. 23 Estamos Aqui (We Are Here) 10/6/16-Artist Talk by Fidencio Duran for Estamos Aqui at 6 p. 1st Friday in October-Collaboration with Old Town Cape</td>
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<tr>
<td>4.</td>
<td>To ensure employees are evaluated on their performance relative to the value statements</td>
<td>Note: Requires training of supervisors before performance evaluation criteria are reevaluated,</td>
<td>Long term implementation</td>
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SOUTHEAST MISSOURI STATE UNIVERSITY · 1873
<table>
<thead>
<tr>
<th>Recommendation</th>
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<th>Responsible Party</th>
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</thead>
<tbody>
<tr>
<td>reflected in the University’s Strategic Plan. As an example, the University could adopt the widely used industry practice of defining the Knowledge, Skills and Abilities (KSAs) required to perform a job.</td>
<td>and evaluation of industry tools such as KSA to ensure long term result is change in behavior. Faculty and staff evaluations would need to be considered separately. Requires fiscal resources.</td>
<td>On going</td>
<td>Training Mgr Equity &amp; Inclusion Committee</td>
</tr>
<tr>
<td>5. That is sustainable and obtainable with objectives, goals, benchmarks and assessment process to evaluate the engagement, retention and professional development opportunities for target populations.</td>
<td></td>
<td>On going</td>
<td>HR/Training Mgr Colleges/Deans</td>
</tr>
<tr>
<td>6. That establishes diversity recruitment and retention as a function in the responsibilities and job descriptions of hiring managers.</td>
<td>Note: External factors influencing retention will vary by departments.</td>
<td>On going</td>
<td>HR</td>
</tr>
<tr>
<td>7. Engage with community partners, institutions, or organizations to increase college access and opportunities to recruit minorities, women and other diverse targeted populations for faculty or staff positions (e.g., Hispanic serving institutions, historically black colleges and universities, local civic or community-based organizations in the University’s service region.)</td>
<td>Note: Be deliberate in sharing with candidates’ information on the opportunities within the greater Cape Girardeau community (schools, civic organizations, etc.); be forthcoming with challenges. Fall 2015 President Vargas participated in St. Louis Hispanic Chamber of Commerce; Continued work w/Cape Chamber of Commerce including Young Professionals Council Chamber of Commerce Women’s Council (Sonia Rucker on committee)</td>
<td>On going</td>
<td>HR Various offices/departments encouraged to develop internal outreach opportunities</td>
</tr>
</tbody>
</table>
GOAL 4: Accountability and Oversight

DESCRIPTION: A University standing committee, the *University Equity and Inclusion Committee* should be created to promote multicultural awareness, equity and inclusion and to monitor institutional progress toward the goal set forth in the *Strategic Plan for Equity and Inclusion*.

<table>
<thead>
<tr>
<th>Original Recommendation</th>
<th>Progress</th>
<th>Timeline</th>
<th>Responsible Party</th>
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</thead>
<tbody>
<tr>
<td>1. Planning: Monitor and implement initiatives for inclusion; further develop, coordinate and implement the recommendations and initiatives set by the President’s Task Force on Diversity Education.</td>
<td>Committee members appointed July 2016 First meeting held on 8/31/2016 Work groups/Subcommittees Formed: 1. Curriculum Review/Academics 2. Student Access, Engagement, Retention, 3. Data Development/Institutional Research Faculty/Staff Training &amp; Development</td>
<td>Implemented summer 2016 First meeting August 31, 2016</td>
<td>On going</td>
</tr>
<tr>
<td>2. Policy and Procedures: Assist in the implementation, monitoring, and review of equity policies and procedures.</td>
<td>Depending on the nature of the policy, the appropriate executive staff member would work to draft policies and procedures which would follow the normal process for review and approval.</td>
<td>Ongoing/as need determined</td>
<td></td>
</tr>
<tr>
<td>3. Accountability: Create an annual report on diversity and inclusion that documents progress made on goals set forth in the <em>Strategic Plan for Equity and Inclusion</em>.</td>
<td>Change recommendation to Office of Equity and Diversity develops report and Committee monitors.</td>
<td></td>
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<tr>
<td>4. Recruitment and Retention: Recommend initiatives for the recruitment of underrepresented groups to faculty and staff positions, as well as efforts to retain employees.</td>
<td>See Goal 3 Strategic Plan OIE&amp;D- Outreach to affinity orgs to post jobs Engineering &amp; CJ Racial Democracy, Crime &amp; Justice Network’s Summer Research Institute for underrepresented faculty</td>
<td></td>
<td>HR OIED All Colleges/Divisions</td>
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</tbody>
</table>
GOAL 5: Training and Professional Development

DESCRIPTION: The University should develop a Strategic Plan for Equity and Inclusion that is incorporated into the University's Strategic Plan and annual planning processes.

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Progress</th>
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<th>Responsible Party</th>
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</thead>
</table>
| 1. University evaluate and provide the needed resources to deliver and effective, sustainable diversity training and professional development program. Specifically, employees expressed interest in participating in face-to-face training in small groups, as opposed to online training. | Training & Development will move to Human Resources effective July 1, 2016.  
Request has been made to Budget Review Committee for a Training Coordinator who can assist other areas in development and delivery of a training program  
Ongoing progress being made in hiring Training Manager for HR-estimated hire date October 2016 with completion of successful search process | Fall 2016 Ongoing | HR  
OIED  
Human Resources/Training and Development  
All Divisions must earmark individual professional development funding on yearly basis |
| 2. Each college/department work together to incorporate a commitment to diversity. This commitment should include recognition of efforts made by faculty to make their teaching more culturally responsive as a formal part of the tenure, promotion, and merit policies of the University. | Faculty efforts creating and implementing culturally responsive teaching methods should be recognized in the tenure, promotion, and merit processes.  
Offering some type of course release or financial incentive or “encouragement” for faculty interested in teaching co-teaching a course | Ongoing | Faculty  
Colleges/Deans  
Academic Affairs  
Provost  
Chairs |
| 3. Revise the Faculty Handbook to include diversity and culturally responsive teaching efforts in the list of criteria that counts as effective teaching. | The Faculty Handbook should be reviewed to include diversity and culturally responsive teaching efforts in the list of criteria recognized as effective teaching. | Ongoing | Faculty Senate  
Academic Affairs  
Provost  
Deans |
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<th>Recommendation</th>
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<th>Timeline</th>
<th>Responsible Party</th>
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</table>
| 4. The Center for Scholarship in Teaching and Learning implement a regular series of workshops (at least one per semester) dedicated to issues of diversity and cultural inclusion in the classroom, including the on line classroom. | Faculty Take Away Fridays Fall 2016: January 16-Who Are International Students?  
Nov 2016 Dr. Tamara Buck Teachable Moments: Examining Diversity, Student Protest, Press Rights & The 1st Amendment  
Feb 2016-Sonia Rucker conducted a Take Away Friday on Race, Privilege, & Diversity “Bias in the Faculty Search Process”  
April 2016-Dr. Shonta Smith “Culturally Responsive Teaching”  
Faculty Development Day in August 2016-Implemented a Diversity Themed Day of workshops and programs for new faculty and returning faculty development. | Ongoing  | CSTL  
Various faculty/staff  
All Divisions                                 |
| 5. Clerical-Technical-Service Staff receive training opportunities so that credit may be applied toward the CAP/CAP-OM certification for completing diversity training. | CTS has recommended to Budget Review Committee that CAP/CAP-OM program be discontinued at end of calendar year 2016, and existing participants be grandfathered into program. Final recommendations from BRC will come by end of Spring semester. | Ongoing  | HR  
CTS Council                     |
| 6. Dedicated funds, both University and donor designated, be set aside to increase the diversity of students participating in internships, leadership training, and faculty research activities. |                                                                                                                                             | On going | Alumni Affairs  
Career Services  
Colleges  
Various Divisions               |
**GOAL 6: Curriculum Review**

**DESCRIPTION:** The curriculum should be enhanced by incorporating general education diversity elements and attributes and expanding the availability of course offerings that discuss diversity.

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<tbody>
<tr>
<td>1. University Studies Council, in the course of its review of the University Studies program, add a diversity component to the general education requirement at Southeast. The Task Force does not make specific recommendations as to where this component be a specific course, a course chosen by the departments or colleges, or incorporated broadly throughout the curriculum.</td>
<td>The University Studies Council will include diversity elements and attributes in the general education program. Diversity themes be included in all relevant University Studies courses- Equity &amp; Inclusion Committee discussed adding this as a Work Group with input needed from University Studies Council and Colleges/Deans for further progress to be made</td>
<td>August 2016 On going discussion implementation/resource allocation</td>
<td>Academic Affairs Equity &amp; Inclusion Committee Colleges</td>
</tr>
<tr>
<td>2. Academic Department continue to update curricula to incorporate diverse content as appropriate. As an example, the Department of Psychology added a diversity requirement to the psychology major core in academic year 2016.</td>
<td>Should not be focused on just adding minors or one-time course offerings and shouldn’t be “parked” due to lack of diverse faculty available to teach i.e any English faculty should be encouraged to teach on the writings of Langston Hughes, or there should be a course in the sociology department on race, gender issues as a regular course offering each fall/spring. Each major should be encouraged to</td>
<td>On going</td>
<td>Academic Affairs/Provost Colleges Deans</td>
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<td>Recommendation</td>
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<td>develop a diversity course related to the discipline</td>
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<td>Academic departments continually update curricula to incorporate contemporary diversity themes in relevant courses and programs.</td>
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<td></td>
<td>Item in Program Review process.</td>
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<tr>
<td>3. Allocate additional funds to Funding for Results to establish a competitive process by which faculty and staff may seek funding to implement culturally responsive teaching methods that will enhance the teaching and learning process.</td>
<td></td>
<td>On going</td>
<td></td>
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<tr>
<td>4. Academic Affairs request that academic college and schools submit recommendations for expansion of diversity and inclusion course offerings. As part of this review, faculty expressed ideas for diversifying the curriculum, if funding were available. Examples in the areas of business administration, religious studies, history, and theatre and dance were shared.</td>
<td>Send items to Colleges and departments discuss additions of interdisciplinary concentrations, emphases, and/or minors related to ethnic and gender studies. Formation of Seminars, pooling of funds/resources to implement one day seminars, workshops, etc.</td>
<td>On going</td>
<td>Academic Affairs Colleges/Deans Chairs</td>
</tr>
<tr>
<td>5. Establish a pool of dedicated funds to support increased participation in internships, undergraduate teaching assistant activities, and faculty research activities by members of underrepresented populations with a goal of increasing the number of persons from underrepresented populations in and ready to pursue advanced degrees and join the professoriate.</td>
<td>Targeted funding needs to be identified to increase under-represented student participation in internships and student research.</td>
<td>On going</td>
<td>VP F&amp;A EMSS</td>
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</table>
GOAL 7: Student Access, Engagement and Success

DESCRIPTION: The student experience should be evaluated to provide all students with knowledge of and access to a coherent framework of academic and co-curricular programs, leadership programs, mentorship and career development initiatives to support college student persistence and graduation.

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<tbody>
<tr>
<td>1. Recruitment and outreach strategies by reviewed and supported financially to ensure they continue to support the recruitment of diverse students and expand the college access pipeline for more first generation and low-income students. Suggested areas for review include the Multicultural Showcase program, financial aid awareness and outreach in the service region, and pre-college programming.</td>
<td>BRC request submitted for funding for Financial Counselor to target regional schools/students/parents and promote financial literacy.</td>
<td>On going</td>
<td>All Divisions</td>
</tr>
<tr>
<td>2. New Student Orientation and engagement programs be reviewed to assess the level of participation of diverse students and parents and plans be developed to increase the participation of diverse students in co-curricular programs.</td>
<td></td>
<td>On going</td>
<td>Admissions EMSS</td>
</tr>
<tr>
<td>3. Assess and expand, as appropriate, programming designed to provide mentoring and career development to meet the needs of underrepresented student populations.</td>
<td>Implementation of the St. Louis office Externship program and the Athletics Bridge Life Skills Program</td>
<td>On going</td>
<td>All Divisions Career Services Advising Offices EMSS Colleges</td>
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<td>4. Academic departments, as appropriate, support the establishment of professional organization and</td>
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<td>On going</td>
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<td>Recommendation</td>
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<td>association student chapters that support the career development of historically underrepresented students. Attachment 10 provides a list of professional organization and associations with African-American student chapters.</td>
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<td>5. The University support student interest in instituting an annual Sankofa Ceremony to make the transition of African-American students between key life points and further ties them to the larger Southeast community (Attachment 11)</td>
<td><strong>Review opportunities to recognize and engage underrepresented students at various stages of development</strong>&lt;br&gt;Aug 2016 - Black Faculty Staff Alliance Welcome Picnic for incoming students, graduation ceremonies)</td>
<td>On going</td>
<td>OIED&lt;br&gt;Black Faculty/Staff Alliance&lt;br&gt;All Divisions&lt;br&gt;EMSS</td>
</tr>
<tr>
<td>6. The University work to ensure a diverse representation of students is included in student leadership roles and on University committees with student representation.</td>
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<td>On going</td>
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GOAL 8: Alumni Engagement

DESCRIPTION: The University community should continue to work collaboratively to develop an inclusive strategy to engage all alumni, including diverse groups within the alumni population.

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<th>Timeline</th>
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<tbody>
<tr>
<td>1. The University continues to host event for alumni in communities of color, international communities, urban areas outside of St. Louis and rural areas. Resources need to be made available to fulfill this effort.</td>
<td>African American Alumni Event planned with St. Louis Alumni for Fall Homecoming 2016 -targeted event to reengage with minority alumni, inclusion of Black Faculty Staff Alliance members</td>
<td>Nov 3 2016 -St. Louis event-homecoming 2016 Dec 2016</td>
<td>Alumni Affairs OIED Black Faculty Staff Alliance</td>
</tr>
<tr>
<td>2. The University supports faculty in efforts to reach out to alumni in cities where they may have academic meetings, conferences and workshops.</td>
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<td>All divisions</td>
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<tr>
<td>3. Invite a diverse array of alumni to present different topics to students.</td>
<td></td>
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<td>All divisions</td>
</tr>
<tr>
<td>4. Meetings continue with the Southeast Missouri University Foundation and Alumni Association staff in order to evaluate such efforts and modify when necessary.</td>
<td></td>
<td></td>
<td>Alumni Affairs</td>
</tr>
<tr>
<td>5. The University work to ensure a diverse representation of alumni is included on all University advisory committees and boards.</td>
<td>Added 1 African American alumni to National Alumni Board of Directors; African American student joining Foundation Board; Dean of HHS established two advisory boards with significant diverse representation</td>
<td></td>
<td>All Divisions</td>
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**GOAL 9: Honoring History**

**DESCRIPTION:** The University should commission a student of the historical participation of minority student populations enrolled and honor the history and traditions of these students and their achievements.

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</table>
| 1. The University update and display the exhibition of historical African-American achievements and institutional contributions, previously on display in the University Center. | Material will not be limited to the UC, Colleges/depts., Athletics will be encouraged to acknowledge historical accomplishments i.e Houck (photos of Curtis Williams 1st Black basketball player (1966), Education Dept (Scully) photo of Helen Carter (1st African American student admitted to SEMO) Committee established/met in Fall 2015 to determine process to have material displayed in UC-Heritage Rm | In process for Spring 2017 completion | Gretchen Grojean
Michele Irby
Kent Library archivist
OIED |
| 2. The University continue to enhance the Diversity at Southeast website by sharing the important historical institutional events that lead to the enrollment and development of today's current diverse student population. | On line historical perspective will be displayed on the Diversity@SEMO website once archivist scan photos and appropriate dates are established. | Website launched in fall 2016
On going | Office of Institutional Equity and Diversity
Web Development |
CAMPUS AND COMMUNITY EVENTS
TO PROMOTE ENGAGEMENT, CULTURAL AWARENESS
AND A MORE INCLUSIVE EDUCATIONAL ENVIRONMENT

Office of Institutional Equity and Diversity

Fall 2016/Spring 2017

August 17  Faculty Development Day: Diversity and Inclusion Theme
August 29  Black Faculty and Staff Alliance Meet & Greet for Incoming African American First Students, Seully Porchco, 5-7:00pm
Sept 15-Oct 15  Campus and Community wide Hispanic Heritage Month Events
Sept 1-Oct 26  Estamos Aqui (We Are Here) Exhibition at Crisp Museum, River Campus
Sept 2  Estamos Aqui First Friday Opening Reception, Crisp Museum
Sept 21  “Servicio para Salud: Culture, Language and Culture Matter” w/Linda Garner
Sept 29  OIED and KRCU Diversity Series: Generation Listen Event, Cape Public Library Policing and Community Relations: The Intersection of Black and Blue Lives Matter

October 6  Estamos Aqui Artist Talk and Reception with artist Fidencio Duran, Crisp Museum-River Campus
October 10  Hispanic Heritage Month Speaker: Mandalit del Barco, arts correspondent, NPR West-7:00pm UC Ballroom at 7pm, University Speaker Series
November 14  OIED and KRCU Diversity Series Generation Listen Event “Sexual Assault on College Campuses-UC Ballroom

January 20  Annual Martin Luther King Jr. Dinner Celebration, with Frances Berry
February  Various Black History Month events (TBD)
February 6-8  Dr. Derek Greenfield: Inclusive Excellence and Positive Change
March TBD  KRCU Generation Listen Event “Is Privilege a Myth?”
April TBD  KRCU Generation Listen Event “LGBTQ: What does it mean to you?”

Diversity Consulting Firm: Diversity INC (September 2016-May 2017)

➢ Inclusive Leader 360 Development Program (1st step in place of campus-wide climate survey)
  o 3 cohorts of 20-25 campus leaders per cohort planned over the fall 2016 semester
  o Participation in a 360 inclusive leader evaluation process
  o Virtual Coaching session with Diversity INC consultants to discuss results and plan of action to address results
  o 4 hour workshop on campus facilitated discussion of 360 process with 2-3 Diversity INC consultants targeted for fall 2016 and spring 2017

➢ Becoming an Inclusive Leader Group Facilitated Discussions/Workshops
  o 2 Full day sessions (2-4 hours) with faculty/staff/student leaders in facilitated interactive workshops
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 Regents were executed:

<table>
<thead>
<tr>
<th>Annual Elevator Maintenance Services</th>
<th>Otis Elevator</th>
<th>$157,460.62</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capaha Field Renovations</td>
<td>Brockmiller Construction, Inc.</td>
<td>$1,252,390</td>
</tr>
<tr>
<td>General Electrical Contract</td>
<td>KT Power Systems</td>
<td>$300,000</td>
</tr>
<tr>
<td>General Plumbing Contract</td>
<td>Nip Kelley Equipment Co., Inc.</td>
<td>$150,000</td>
</tr>
<tr>
<td>Regional Campus General Construction Contract</td>
<td>Nip Kelley Equipment Co., Inc.</td>
<td>$200,000</td>
</tr>
<tr>
<td>Replace Roof at SEMO – Malden, Education Center</td>
<td>Shay Roofing, Inc.</td>
<td>$1,093,357</td>
</tr>
<tr>
<td>Rice Breeder Greenhouse at Malden</td>
<td>Kiesner Brothers, Inc.</td>
<td>$236,600</td>
</tr>
</tbody>
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Part II – Facilities Management Change Orders

in Excess of $20,000 or 15% of Project Cost

The following change order(s) in excess of $20,000 or 15% of project cost were executed:

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>VENDOR</th>
<th>DESCRIPTION</th>
<th>VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center for Speech &amp; Hearing Construction</td>
<td>Boulder Construction</td>
<td>Remediate unsuitable soil with 480 cubic yards of engineering fill; remediate underground water seepage at west footing; provide 2 empty conduit and junction box for future lighting at south gravel parking lot; allow PVC underground in lieu of cast iron piping; revise parking lot layout to accommodate power pole guide wire; relocate mechanical condenser to eliminate conflict with building signage.</td>
<td>$16,873</td>
</tr>
</tbody>
</table>
### Facilities Management Progress Report

**September 9, 2016**

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<table>
<thead>
<tr>
<th>PROJECT</th>
<th>VENDOR</th>
<th>DESCRIPTION</th>
<th>VALUE</th>
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</thead>
<tbody>
<tr>
<td>Show Me Center Facility Upgrades – Phase II Rigging Grid Expansion</td>
<td>Artisan Contracting, LLC</td>
<td>Add the fabrication, erection, and painting of a new structural steel catwalk to be installed within the depth of the existing arena roof trusses, modify the rigging fall protection plan, and relocate the conduits crossing the new exhaust fan access platform walkway.</td>
<td>$133,935</td>
</tr>
<tr>
<td>Show Me Center Parking Lot</td>
<td>Apex Paving Company</td>
<td>Remove and replace 336.5 ft of concrete curb and gutter; perform electrical repairs at lower level main feed line from building to parking area; extend completion date for striping of lot due to inclement weather from July 31, 2016 to August 5, 2016.</td>
<td>$32,094</td>
</tr>
<tr>
<td>Towers North HVAC Renovation</td>
<td>Associated Sheet Metal, Inc.</td>
<td>Revise condensate from copper to PVC and eliminate insulation; replace damaged air devices on level 1; add fire caulk and revise fire alarm conduit at the corridor; relocate sprinklers as necessary to avoid new lay-in grid and existing smoke detectors on floors 7-12.</td>
<td>$33,486</td>
</tr>
</tbody>
</table>

### Part III – Facilities Management Capital Projects Update Report

#### A. STATE FUNDED CAPITAL IMPROVEMENT PROJECTS

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grauel Building Renovation (10792)</td>
<td>Project is in the Design Development stage. Design development drawing were received August 26, 2016. A design progress meeting was held September 1, 2016. Bidding of project anticipated in late October 2016 with construction to begin January 2017.</td>
</tr>
<tr>
<td>Crisp Hall Renovation (10847)</td>
<td>A/E conducted a walk-thru and completed field verifications in August 2016.</td>
</tr>
<tr>
<td>Brandt Hall Renovation (10848)</td>
<td>A/E conducted a walk-thru and completed field verifications in August 2016.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. General Construction Contract 2016</td>
<td>Johnson Faculty Centre Flooring – Work is complete. Marching Band Relocation – Notice to Proceed issued for field leveling and fencing. Work is scheduled to be complete September 16, 2016.</td>
</tr>
<tr>
<td>PROJECT</td>
<td>STATUS</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3. Rice Breeder Greenhouse at Southeast Missouri State University – Malden (10688)</td>
<td>Re-bid completed. Project awarded to Kiefner Brothers, Inc. Project to be completed by December 16, 2016.</td>
</tr>
<tr>
<td>4. Show Me Center Facility Upgrades (10711)</td>
<td>Rigging – Project is complete. Parking Lot Replacement – Project is complete.</td>
</tr>
<tr>
<td>6. Towers North HVAC Renovation (10739)</td>
<td>All HVAC work is complete. Finalizing final charge order to complete card access.</td>
</tr>
<tr>
<td>7. Serena Sewer Repairs (10769)</td>
<td>Phase I and II are complete and under warranty.</td>
</tr>
<tr>
<td>9. Greek Housing – Alumni Drive (10772)</td>
<td>Phase 1A – Both buildings have met substantial completion and are occupied. Punchlist items are being addressed. Phase 1B – Site infrastructure is complete and building foundation work is underway. Completion of two additional houses is scheduled for Summer 2017.</td>
</tr>
<tr>
<td>10. 325 Broadway – Mass Media Renovations (10777)</td>
<td>Fiber run to the building is complete. Punchlist for both floors has been developed and substantially completed. Furniture installation in progress. Basement level is occupied.</td>
</tr>
<tr>
<td>12. Malden Roof Replacements (10784B-Education Center)</td>
<td>Notice to Proceed has been issued to Shay Roofing. Two rooftop HVAC units will also be replaced. Pre-construction meeting held August 17, 2016.</td>
</tr>
<tr>
<td>13. David M. Barton Agriculture Research Center Reservoir and Tile Drain Instrumentation (10791)</td>
<td>Work is substantially complete.</td>
</tr>
<tr>
<td>14. OVC Softball Field Backstop &amp; Batting Cage Improvements (10797)</td>
<td>Project is complete and under warranty.</td>
</tr>
<tr>
<td>PROJECT</td>
<td>STATUS</td>
</tr>
<tr>
<td>---------</td>
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</tr>
<tr>
<td>15. Rhodes Hall Roof Replacement (10803)</td>
<td>Work is substantially complete. Punchlist developed. Awaiting manufacturer’s inspection and warranty paperwork.</td>
</tr>
<tr>
<td>16. Tennis Courts Locker Rooms (10805)</td>
<td>Project substantially complete; punch list and final completion September 1, 2016.</td>
</tr>
<tr>
<td>17. Track Building Renovation &amp; Addition (10806)</td>
<td>Conceptual design submitted by architect. Meeting to review with Athletics to be held mid-September.</td>
</tr>
<tr>
<td>18. Capaha Field Renovation (10807)</td>
<td>Construction contract issued to Brockmiller Construction. Construction start date was September 1, 2016, with completion December 31, 2016.</td>
</tr>
<tr>
<td>19. Panda Express (10811)</td>
<td>Project is complete and under warranty.</td>
</tr>
<tr>
<td>20. Cheney Hall Building Assessment and Repair (10815)</td>
<td>Foundation repair project is being rebid. Repairs are scheduled to be complete October 31, 2016.</td>
</tr>
<tr>
<td>22. NPHC Plaza and Central Pedestrian Corridor (10822)</td>
<td>Design proposals from A/E firms under review.</td>
</tr>
<tr>
<td>24. Campus Directional Signage (10829)</td>
<td>Kiku Obata Company is developing construction documents for gateway and building signage to be bid in September 2016. The schedule for remainder of signage package is yet to be determined.</td>
</tr>
<tr>
<td>25. Marching Band Relocation (10830)</td>
<td>Owner of 416 Morgan Oak and Facilities staff have finalized scope of work/cost estimates. Owner is soliciting bids from contractors and working with City of Cape to obtain permits.</td>
</tr>
<tr>
<td>27. Houck Service Drive Repair (10842)</td>
<td>Project is complete. Final pay application being processed.</td>
</tr>
<tr>
<td>28. Vineyard House Demolition (10849)</td>
<td>Project is complete. Final pay application being processed.</td>
</tr>
<tr>
<td>29. Towers Dining Renovations (10851)</td>
<td>Chartwell’s project. Work is substantially complete. Contractor is finishing remaining punch list items.</td>
</tr>
<tr>
<td>30. Alumni Building Assessment (10853)</td>
<td>KDENT Inc. is providing an engineering proposal for services to address water infiltration issues based on findings during building investigation phase.</td>
</tr>
<tr>
<td>31. SRC South – Success Center Renovation (10856)</td>
<td>Preliminary designs under review.</td>
</tr>
<tr>
<td>32. Cottonwood Sprinkler Repairs (10858)</td>
<td>BRIC Partnership has provided an early bid package for immediate attention at Cottage D under the work order contract. Final bid package for balance of project will be available first week of September 2016.</td>
</tr>
</tbody>
</table>
### PROJECT

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>34. Campus Wide Facilities Master Plan (10873)</td>
<td>A/E award to the Lawrence Group. Data collection in progress.</td>
</tr>
</tbody>
</table>

### Part IV – Other Capital Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Vendor</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
</table>