Welcome, Roll Call, and Call to Order

ACTION ITEMS:

1-O. Consideration of Approval of Minutes for: Open Session Meeting of June 12, 2018

2-O. Consideration of Approval of the Addition of the Following Business Policy Statements effective Fall 2018 semester
   a. Section 10-09 Information Security Risk Management
   b. Section 10-10 Workstation Security
   c. Section 10-11 Data Security
   d. Section 10-12 Information Technology Emergency Operations Plan

REPORT ITEMS:

3-O. University President’s Report

4-O. Student Presentation

5-O. Report from Student Government Representative

6-O. Report from Faculty Senate Chair

7-O. Progress Report on Contracts and Facilities Management Projects
8-O. Report from Student Financial Services

9-O. Fall 2018 Enrollment Report

10-O. Higher Learning Commission (HLC) Accreditation Update

ACTION ITEM:

11-O. 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 610.021.12 -- pertaining to contract negotiations

ACTION ITEM:

12-O. Reconvene Open Session

13-O. Announcement of Actions Taken in Closed Session

REPORT ITEM:

14-O. Legislative Report

ACTION ITEM:

15-O. Consideration of Motion to Adjourn Board of Regents Meeting

*Accessible to Physically Handicapped or Disabled
MINUTES OF THE OPEN SESSION
OF THE
SOUTHEAST MISSOURI STATE UNIVERSITY
BOARD OF REGENTS
HELD ON THE
TWELFTH DAY OF JUNE 2018

The Board of Regents for Southeast Missouri State University convened at 1:00 p.m. on Tuesday, June 12, 2018, in the Board of Regents Room, Academic Hall, on the campus of Southeast Missouri State University. Mr. Donald G. LaFerla, President of the Board of Regents called the meeting to order and asked Board of Regents Secretary Mr. Christopher R. Martin to call roll to establish quorum. Regents responding present were: Mr. Donald G. LaFerla, President of the Board of Regents; Mr. Edward P. Gargas, Vice President of the Board of Regents; Mrs. Tina L. Klocke; Mr. Jay B. Knudtson; and Mr. Luke M. LeGrand, student representative. Quorum having been established, Board President LaFerla welcomed those in attendance and outlined the Board’s various agendas for the meeting and proceeded to the first order of business. Regent Phillip M. Britt called into the meeting at approximately 1:15 p.m. and continued participation in person a short time later. Regent Kendra Neely-Martin was absent.

Also present were: Dr. Carlos Vargas, President of Southeast Missouri State University; Dr. Tammy Randolph, Interim Provost; Dr. Debbie Below, Vice President of Enrollment Management and Student Success; Dr. Trudy G. Lee, Interim Vice President of University Advancement; Mr. Brady Barke, Director of Athletics; Ms. Sonia Rucker, Assistant to the President for Equity and Diversity and Dean of Students; Ms. Kathy Mangels, Board Treasurer; Mr. Christopher R. Martin, Board Secretary; and Mr. Al Spradling, Legal Counsel. Board President LaFerla presided.

CONSIDERATION OF APPROVAL OF CONSENT AGENDA ITEMS

The following items were presented as Consent Agenda Items:

- Consideration of Approval of Minutes for Open Session Meeting of May 11, 2018 [Attachment A]
- Consideration of Approval of Academic Program changes [Attachment B]:
  - New Minor – Spanish for the Health Professions
- Consideration of Approval of Appointments to the River Campus Board of Managers [Attachment C]:
  - Dr. Trudy G. Lee, Interim Vice President for University Advancement and Executive Director of the University Foundation to replace Mr. William Holland; and
  - Dr. Tamela (Tammy) Randolph, Interim Provost to replace Dr. Karl Kunkel

A motion was made by Regent Knudtson and seconded by Regent Gargas to approve the Consent Agenda Items as listed above. The motion carried unanimously.
UNIVERSITY PRESIDENT'S REPORT

Board President LaFerla called upon University President Vargas to deliver his University President’s Report. University President Vargas shared the following information with the Board of Regents:

- Following the Board of Regents approval of an academic restructuring proposal at the Board’s May meeting, the following have been appointed to serve as Dean of the new colleges:

  o Dr. Diana Rogers-Adkinson, dean of the current College of Education, has been appointed dean of the new College of Education, Health and Human Studies at Southeast. She will begin her new duties Aug. 1, 2018, and continue through June 30, 2020.

  o Dr. Hamner Hill, current interim dean of the College of Health and Human Services, has been appointed interim dean of the new College of Humanities and Social Sciences. Hill will begin his new duties Aug. 1, 2018, and will continue through June 30, 2019.

  o Rhonda Weller-Stilson, director of the Earl and Margie Holland School of Visual and Performing Arts and associate dean of the current College of Liberal Arts, has been appointed interim dean of the College of Liberal Arts for the period of July 1-31. The is the month following the planned June 30 retirement of Dr. Frank Barrios, current dean of the College of Liberal Arts. Effective Aug. 1, Weller-Stilson will begin serving as dean of the new Holland College of Arts and Media through June 30, 2021.

  o Dr. Brad Deken, chair of the Department of Polytechnic Studies, has been appointed interim dean of the current College of Science, Technology and Agriculture (COSTA), and will continue as chair of the Department of Polytechnic Studies from May 15-July 31. Effective Aug. 1, Deken will begin serving as interim dean of the new College of Science, Technology, Engineering and Mathematics (STEM) through June 30, 2020.

- Dr. Alberto Dávila, who was named the Dean of the College of Business in April, began his service on June 1st. Dr. Dávila joins Southeast from the University of Texas Rio Grande Valley.

- Last week, I had the opportunity to attend a meeting of the Hawthorn Foundation and engage with new Missouri Governor, Mike Parson. During his remarks, Gov. Parson’s mentioned that two of his priorities will focus on infrastructure and workforce development.
• Tomorrow we will host Governor Parson at the University’s David M. Barton Agriculture Research Center as part of his state-wide tour to meet with constituents and various industry professionals. Attendees for this visit will include agriculture leaders from throughout southeast Missouri, representatives from Missouri Farm Bureau, and members of the University’s leadership team.

• The 2018 Legislative Session ended on May 18th. This year there were a total of 2,359 bills filed – 155 of those were truly agreed to and finally passed. Today we are sharing with you a legislative summary prepared by the Missouri Department of Higher Education that outlines the legislation affecting higher education. The Governor has until July 14th to sign or veto bills.

• On June 1, the St. Louis Post-Dispatch ran an article featuring a young man by the name of Moses Gorga. Mr. Gorga recently graduated from Lift for Life Academy in St. Louis, the Charter School we sponsor, and will be attending Southeast beginning this fall. A copy of the article is being passed around for your convenience.

• Last week the campus hosted the Boy Scouts “STEM on CAMPus” summer camp. Approximately 50 scouts were on campus to work on merit badges for areas such as archaeology, electronics, environmental science, geology, medicine, robotics, and welding. We will host a Girl Scout “STEM Camp” in July.

• The River Campus Summer Arts Festival will be Saturday, June 16, 10:00 a.m. to 5:00 p.m. All events are free. The three shows being performed this year are Little Shop of Horrors, The 39 Steps, and Legally Blonde Jr.

• The USO (United Service Organizations) show to raise money to send students to New York is July 6. The Jerry Ford Orchestra will be performing WWII era songs with our students singing and dancing. Students will also perform pieces from An American Hero. The tickets are on sale for the Bedell at $25.00. Military discount is $20.00. A group (“company”) of 31 students, faculty, staff and alumni will perform in New York City at the New York Musical Festival from July 23 to the 29th.

• Lumina Foundation, in partnership with the Kresge Foundation, has announced the designation of St. Louis as a Talent Hub. The St. Louis Talent Hub is a collaboration led by St. Louis Graduates, a network of K-12 and higher education, youth-serving non-profit organizations, business and philanthropy. Southeast is one of five higher education institutions named as partners with St. Louis Graduates in the St. Louis Talent Hub (others include Maryville University, University of Central Missouri, University of Missouri-St. Louis, and Webster University). Talent Hub cities are committed to eliminating deep disparities in educational outcomes among African-Americans, Hispanics, and American Indians, who fare poorly in contrast with white and Asian students. Southeast will utilize funding from this program to hire an additional graduate assistant to support one-on-one mentoring for African American and low-income students.
• Information Technology continues the upgrade of the campus wireless network. Upgrades in Group Housing and Dearmont will be completed over the next two months. At that time upgrades will be completed in all residence halls, and the focus will move to academic buildings. The University Center and Dempster Hall have already been completed as they frequently host external groups requesting guest wireless access.

• The Department of Athletics will host is annual fundraising golf tournament on Friday, June 22.

PROGRESS REPORT ON CONTRACTS AND FACILITIES MANAGEMENT

Board President LaFerla called upon Ms. Kathy Mangels, Vice President of Finance Administration, to provide a progress report update on Contracts and Facilities Management Projects. [Attachment D]

Vice President Mangels called the Board’s attention to the following items on Attachment D:

• Phase I of Cottonwood Renovations have been awarded to Nip Kelley Equipment Co., Inc. and the work has an anticipated completion date of October 1, 2018;
• The University continues to hold meetings with City leaders to discuss renovations to Capaha Field. At the time of the Board of Regents meeting, the next meeting was scheduled for June 18, 2018;
• The University is working to convert space in Dempster Hall to serve as a Cyber Stadium/Cyber Range. This space can serve an area for students to learn and compete but also be a showcase for prospective students. Anticipated completion is fall 2018;
• NPHC Plaza and Central Pedestrian Corridor will be mostly complete for start of school. Dedications will likely take place near the start of school and/or during Homecoming. Construction began during spring break; and
• The Track Building Renovation and Addition is on track to be completed winter 2018/19.

Additionally, Vice President Mangels reported that University leaders are in the process of submitting a request to the Missouri Department of Higher Education (MDHE) for capital projects. She explained that MDHE will then consolidate all of the requests from each school into one report that they will submit to the Governor’s Office. The priority for Southeast will be the Art Building and campus-wide utility renovations. University President Vargas commented that materials included in Attachment D will give Regents a sense of the documents the University will submit to MDHE for this request.

CONSIDERATION OF APPROVAL OF PROPOSED FY19 UNIVERSITY GENERAL OPERATING AND AUXILIARY BUDGETS

Board President LaFerla called upon Ms. Kathy Mangels, Vice President of Finance and Administration, to present a motion to approve the proposed FY19 University and Auxiliary Operating Budgets. [Attachment E]
Vice President Mangels directed Regents to the materials in their packet. She stated that the tuition and fees are the largest sources of revenue for the University. As additional background, she noted that the University’s total budget is nearly $114 million and that there has been about a 5 percent shift in tuition and fees and state appropriations over the last several years. She also briefly discussed definitions related to equipment, contingency funds and designated revenue. Vice President Mangels also noted that the budget being presented incorporates the academic restructuring changes that were approved by the Board of Regents at their May 11, 2018 meeting.

Vice President Mangels summarized the attachments made part of the Motion:

- Attachment 1: a summary of the proposed FY19 University Operating Budget.
- Attachment 2: an itemized proposed FY19 University Operating Budget.
- Attachment 3: outlines the anticipated budget need of $6.3 million for FY19. Vice President Mangels noted that this need was based off of an 7.7 percent reduction in state appropriations from FY18 after one-time withholdings and a $1.16 million costs to continue. She stated that the University identified $890,000 in net revenue increases to help meet the FY19 need and that $5.44 million had been committed in expense reductions. Vice President Mangels explained that personnel reductions made up the largest portion of budget reductions. Due to budget constraints the University President was not recommending any salary increases.
- Attachments 4, 5 and 6: these attachments show graphs that display the sources of estimated revenues and net expenditures by major division and expense category. Vice President Mangels pointed out that salaries and benefits account for 62 percent of the University general operating expenditures, while this may seem high, Southeast is near the low end when compared to other Missouri schools.
- Attachment 7: includes information showing the proposed operating budgets for all auxiliary departments at Southeast, which totaled $37.05 million. Vice President Mangels explained that these calculations include items previously approved by the Board of Regents such as the Residence Life Budget and Textbook Rental.

Following the presentation, Regents engaged in question and discussion.

Regent Knudtson noted that a year-to-year breakdown of estimated incomes and expenditures may be helpful to the extent it’s possible in an effort to see how Southeast compares to other schools and for internal tracking purposes. In response Vice President Mangels commented that one consideration that may skew such a comparison is that over the last year Southeast engaged in various restructurings, which has resulted in budgets being transferred, meaning things will look differently than last year. Regent Knudtson closed his comments by stating the fact Southeast’s appropriations have shifted from nearly 42 percent to 35 percent of the revenue over just the last couple of years really speaks to the challenges the institution has.

Board President LaFerla commented that the one thing that stood out to him was the 62 percent salary-to-benefits number. Vice President Mangels responded that those expenditures, which
result in the high percentage, is a good example of an unfunded mandate that we have to try to figure out how to fund each year (e.g. MOSERS/retirement, healthcare, etc.).

A motion was made by Regent Knudtson and seconded by Regent Gargas to approve the proposed FY19 University General Operating and Auxiliary Budgets [Attachment E]. The motion carried unanimously.

CONSIDERATION OF MOTION FOR CLOSED SESSION

A motion was made by Regent Knudtson and seconded by Regent Gargas to recess the Open Session and convene Closed Session for the consideration of the following:

A. RSMo 610.021.1 – pertaining to legal actions, causes of action or litigation
B. RSMo 610.021.3 – pertaining to the hiring, firing, disciplining or promotion of personnel
C. RSMo 610.021.9 – pertaining to preparation for negotiations with employee groups
D. RSMo 610.021.13 – pertaining to personnel records, performance ratings

A roll call vote was taken. Voting in favor were Regents Britt, Gargas, Klocke, Knudtson, and LaFerla and the Open Session was recessed and the Closed Session convened.

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

Upon reconvening the Open Session, Board President LaFerla asked Board Secretary Martin to make the following announcements concerning the Board’s Closed Session:

- The Board approved the minutes of the May 11, 2018 Board of Regents Closed Session Meeting by a vote of 5-0 with Regents Britt, Gargas, Klocke, Knudtson, and LaFerla voting to approve.
- By a vote of 5-0 the Board approved faculty promotions, tenure, post-professorial merit and non-tenure track merit for 39 individuals. Regents Britt, Gargas, Klocke, Knudtson, and LaFerla voted to approve.
- By a vote of 5-0 the Board approved Bargaining Unit Agreements with the International Brotherhood of Teamsters and International Union of Operating Engineers. Regents Britt, Gargas, Klocke, Knudtson, and LaFerla voted to approve.
- The Board also had a discussion with University Counsel on legal matters.

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED EXECUTIVE SESSION

Upon reconvening the Open Session, Board President LaFerla asked Board Secretary to make the following announcements concerning the Board’s Closed Executive Session:

- The Board approved the minutes of the May 11, 2018 Board of Regents Closed Executive Session Meeting by a vote of 5-0 with Regents Britt, Gargas, Klocke, Knudtson, and LaFerla voting to approve.
• Under consideration of recommendations pertaining to personnel records and performance, the Board of Regents conducted a performance review of University President Carlos Vargas. By a vote of 5-0 the Board extended University President Vargas’ contract to run through June 30, 2021. Regents Britt, Gargas, Klocke, Knudtson, and LaFerla voted to approve.

CONSIDERATION OF MOTION TO ADJOURN

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

The meeting adjourned at approximately 5:20 p.m.

Christopher R. Martin
Secretary, Board of Regents

APPROVED:

Donald G. LaFerla
President, Board of Regents
Southeast Missouri State University
BOARD OF REGENTS
MOTION CONSIDERATION FORM
September 21, 2018
Open Session

I. Motion to be Considered:

Approve the addition of four new policy statements in Section 10, Information Technology (Attachments 1-4) of the Business Policy and Procedures Manual effective Fall 2018 semester.

II. Background:

In September 2017 the Board of Regents approved the addition of a new section to the University Business Policy and Procedures Manual (Section 10) for Information Technology. Eight initial policy statements were approved which were developed by a team of University personnel from Information Technology, Telecommunications and Cybersecurity. These policies formalized a set of University-wide guidelines that were developed in 2007 to ensure the appropriate and equitable use of all Southeast Missouri State University computer, telecommunications, and network systems.

In April 2018 the University hired an Information Security Officer (ISO) who is responsible for monitoring and recommending updates to these policies as needed. Federal regulations have accelerated related to the protection of certain types of information, and the University’s ability to obtain certain designations for academic programs (specifically Cybersecurity) requires University policy statements governing such areas as password management, physical and information security, and appropriate use of technology resources.

Therefore, it is recommended the following policy statements be added to Section 10, Information Technology of the Business Policy and Procedures:

<table>
<thead>
<tr>
<th>10-09</th>
<th>Information Security Risk Management (Attachment 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Outlines how the University Information Technology department defines and implements the risk management process to reduce threats to the continued safe operation of University IT systems and data.</td>
</tr>
</tbody>
</table>

Recommended By:

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

Board Action on:

<table>
<thead>
<tr>
<th>Motion By:</th>
<th>Postpone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second By:</td>
<td>Amend:</td>
</tr>
<tr>
<td>Vote:</td>
<td>Disapprove:</td>
</tr>
<tr>
<td>Yeas:</td>
<td>Approve:</td>
</tr>
<tr>
<td>Nays:</td>
<td>Secretary:</td>
</tr>
</tbody>
</table>
10-10 Workstation Security (Attachment 2)
Defines responsibility and level of standards for ensuring information privacy and security at the end user device level.

10-11 Data Security (Attachment 3)
Defines responsibility and level of standards for ensuring information privacy and security when handling sensitive and potentially sensitive University data.

10-12 Information Technology Emergency Operations Plan (Attachment 4)
Outlines how the University Information Technology department defines and implements the emergency operations plan for the continued operation, and eventual full recovery, of critical IT systems in the event of a disaster or other emergency situation.

The Assistant Vice President for Information Technology is responsible for maintaining operating procedures associated with these policies.
## GENERAL STATEMENT OF POLICY

Electronic Data are important University assets that must be protected by appropriate safeguards and managed with respect to data stewardship. This policy defines security measures that reduce the risks to its information systems to reasonable and appropriate levels. As a part of this process the University must regularly perform an analysis that identifies, defines and prioritizes risks to its information systems. The result of the analysis is used to select and implement security measures to ensure the confidentiality, integrity and availability of University information systems.

1. The University shall implement security measures that reduce the risks to its information systems to reasonable and appropriate levels.

2. The University shall conduct risk analysis on a regular basis. Such risk analysis must be used in conjunction with the University information systems risk management process to identify, select and implement security measures to protect the confidentiality, integrity, and availability of University information systems.

3. In addition to regular risk analysis, the University must conduct a risk analysis when environmental or operational changes occur which significantly impact the confidentiality, integrity or availability of specific information systems.

4. Selection and implementation of security measures must be based on a formal risk analysis and management process.

5. Security measures for managing risk shall be commensurate with the risks to such information systems.

6. The University Information Security Officer, or appropriate designee, will ensure that the risk analysis and management process is followed.

The Assistant Vice President for Information Technology is responsible for maintaining operating procedures associated with this policy.
GENERAL STATEMENT OF POLICY

Electronic Data are important University assets that must be protected by appropriate safeguards and managed with respect to data stewardship. This policy defines the requirements for the security measures used to reduce the risks to its user workstations to reasonable and appropriate levels.

1. The University shall implement security measures that reduce the risks to the user workstations to reasonable and appropriate levels.

2. The University shall enforce consistent workstation security measures and document where such measures are not feasible.

3. The physical security of the workstation itself is the responsibility of the University department utilizing the workstation. Reference: Business Policy 10-02: Information Technology, Physical Security.

The Assistant Vice President for Information Technology is responsible for maintaining operating procedures associated with this policy.
GENERAL STATEMENT OF POLICY

This policy reflects the University’s commitment to use appropriate integrity controls to protect the confidentiality and integrity of sensitive University data at rest or while transmitted over electronic communications networks.

1. All encryption used to protect the confidentiality and integrity of University data at rest or transmitted over an electronic communications network must be approved by the University Information Security Officer.

2. Encryption should always be used when highly sensitive University data such as passwords are transmitted over electronic communications networks. Exceptions must be approved by the Information Security Officer.

3. The use of E-Mail to transmit sensitive business information is strongly discouraged, except when Information Technology approved controls are used to ensure the confidentiality and integrity of the data.

4. The use of removable media for the storage of sensitive business information is strongly discouraged, except when Information Technology approved controls are used to ensure the confidentiality and integrity of the data.

The Assistant Vice President for Information Technology is responsible for maintaining operating procedures associated with this policy.
GENERAL STATEMENT OF POLICY

This policy reflects the University’s commitment to effectively prepare for and respond to emergencies or disasters in order to protect the confidentiality, integrity and availability of its information systems. The University disaster and emergency response process must reduce the disruption to University information systems to an acceptable level through a combination of preventive and recovery controls and processes. Such controls and processes must identify and reduce risks to University information systems, limit damage caused by disasters and emergencies and ensure the timely resumption of significant information systems and processes. Such controls and processes must be commensurate with the value of the information systems being protected or recovered.

1. The University shall maintain a formal process for both preparing for and effectively responding to emergencies and disasters that damage the confidentiality, integrity or availability of its information systems.

2. The University shall maintain a formal emergency mode operation plan for protecting its information systems during a crisis situation. The plan must be reviewed periodically and revised as necessary.

3. The University shall maintain a disaster recovery plan to recover its information systems if they are impacted by a disaster. The plan must be reviewed periodically and revised as necessary.

4. The University shall maintain a documented and tested backup system plan in place for systems deemed critical. The plan must be reviewed periodically and revised as necessary.

The Assistant Vice President for Information Technology is responsible for maintaining operating procedures associated with this policy.
Adam Schween

“So it goes” - Kurt Vonnegut

1436 Rose St
Cape Girardeau, MO 63701
(901)218-2987
AcSchween1s@Semo.edu

EXPERIENCE

The Southerner, Cape Girardeau, Mo — Server/host
June 2018 - PRESENT

Sylvan Learning Center, Memphis, Tn — Teacher assistant
May 2014 - May 2015
After attending Sylvan Learning Center to help myself learning better management for my time, I fell in love with the place and as soon as I passed my courses there, I immediately got a job to help other student there.

PL Marketing, Memphis, Tn — Running crew
June 2015 - August 2015
PL Marketing supplies Kroger stores with all of their prices and shelving units, my job was to put all of them together and make sure each individual store looked 100%.

SKILLS
Management
Able to build relationships with anyone
Self motivation and leadership
Skilled in photoshop and microsoft office tools.
Optimistic in all situations
Resilience

EDUCATION

Southeast Missouri State University, Cape Girardeau, Mo — Musical Theatre BFA
August 2016 - Present

Saint Benedict at Auburndale, Memphis, Tn — Highschool
August 2012 - May 2016

AWARDS
2018 NEW YORK MUSICAL AWARD WINNER FOR OUTSTAND INDIVIDUAL PERFORMANCE
2016 SEMO Camp redhawk
Individual award
2015 Orpheum Musical award nominee for Featured actor

PROJECTS

Student Theatre Organization — SEMO
The Student Theatre Organization was dreamed up my freshman year. I directed a staged reading of The Odd Couple and wanted other students to be awarded the same opportunity if they wanted to. So any and all students may direct their own original works, or big pieces with the university to help back them up.
Adam Schween
(901)218-2987 ACSchween@hotmail.com
5’10” G2-B4-D5

Off-Broadway

An American Hero
Thomas O’Brien (Lead) 2018 NYMF

Theatre
Big River
25th annual... Bee
Mary Poppins
A Chorus Line
Children of Eden

Tom Sawyer
Leaf Coneybear
Eros (statue)
Pit Singer
Adam/Noah

Conservatory at SEMO
River Campus Festival
Conservatory at SEMO
Conservatory at SEMO
St. Agnes School

Training
CONSERVATORY OF THEATRE & DANCE AT SOUTHEAST MISSOURI STATE

Acting: Roxanne Wellington, Mac McIntosh, Bart Williams, Kenn Stilson.
Stage Combat: Rapier, Dagger, Long Sword, Unarmed.

Dance: Alyssa Alger, Michelle Contrino.
Vocal: Joshua Harvey, Judith Farris, Jeff Moss.
Awards: 2018 NYMF Outstanding individual performance.

Special Skills
Drivers License, Burp on command, acrobatics, Absurdism acting, adaptable, stress management, Attention to detail, TIME’s 2006 Person of the year.
Accents: Southern, Irish (Dublin), Canadian.
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>PROJECT</th>
<th>ANTICIPATED COMPLETION</th>
<th>VENDOR</th>
<th>AWARD AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2019 Controls Service Agreement</td>
<td>June 30, 2019</td>
<td>Siemens Industry</td>
<td>$145,656</td>
</tr>
<tr>
<td>(July 1, 2018 – June 30, 2019)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY2019 Elevator Maintenance Contract</td>
<td>June 30, 2019</td>
<td>Otis Elevator</td>
<td>$162,027</td>
</tr>
<tr>
<td>(July 1, 2018 – June 30, 2019)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Part II – Facilities Management Capital Projects Update Report

A. STATE FUNDED CAPITAL IMPROVEMENT PROJECTS

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>ANTICIPATED COMPLETION</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crisp Hall Renovation</td>
<td>Summer 2019</td>
<td>Received 100% construction documents. Project advertised August 26, 2018 with bid opening September 13, 2018. Construction scheduled to begin January 2019.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>ANTICIPATED COMPLETION</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Utility Tunnel Condition Surveys</td>
<td>Summer/Fall 2018</td>
<td>KPFF completed the survey and presented administration with priority recommendations. Tunnel 51-55 temporarily being shored while scope of work for repair/replacement is prepared.</td>
</tr>
<tr>
<td>Capaha Field Indoor Batting Facility</td>
<td>TBD</td>
<td>Nip Kelley Equipment Co., Inc. is proceeding with utility relocation in preparation to install concrete footings and slab.</td>
</tr>
<tr>
<td>Cottonwood (International Village) Renovation</td>
<td>October 2018</td>
<td>Demo of interior spaces is complete; reframing of these areas is in progress. Roof replacements on Cottages A &amp; B are in progress; mechanical, electrical and plumbing upgrades to Administration building are in progress.</td>
</tr>
<tr>
<td>PROJECT</td>
<td>ANTICIPATED COMPLETION</td>
<td>STATUS</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Cybersecurity Range Renovation</td>
<td>Fall 2018</td>
<td>Consultant submitted design development drawings and are finalizing construction documents for review in late August/early September.</td>
</tr>
<tr>
<td>General Construction Contract 2018</td>
<td>Multiple projects</td>
<td>Repair of spalling concrete at exterior stairs from former band field to Towers is complete and under warranty.</td>
</tr>
<tr>
<td></td>
<td>through 1/31/19</td>
<td>Repair of spalling concrete columns at Serena is complete and under warranty.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Installation of peep holes in residence hall rooms at Myers Hall and Towers South is complete and under warranty.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Capaha Field Indoor Batting Facility utility relocations in progress in preparation for installation of concrete footings and slab.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UC Room 312 Dish Washing Floor Replacement is complete and under warranty.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Towers East Laundry Repairs is complete and under warranty.</td>
</tr>
<tr>
<td>General Electric Contract 2018</td>
<td>Multiple projects</td>
<td>Provide assistance during September 1, 2018 campus-wide electrical shut-down.</td>
</tr>
<tr>
<td></td>
<td>through 6/30/18</td>
<td>Installation of interior LED lights in Dempster Hall in progress. Project completed mid-September.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Installation of additional receptacles in Towers Dining is complete and under warranty.</td>
</tr>
<tr>
<td>Grauel Building Air Handling Unit (AHU) 1 &amp; 2</td>
<td>Summer 2018</td>
<td>Complete and under warranty.</td>
</tr>
<tr>
<td>Replacement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Innovation Center Chiller Replacement</td>
<td>TBD</td>
<td>Bric Engineering retained to design replacement chiller.</td>
</tr>
<tr>
<td>Johnson Hall 3rd Floor Air Handling Unit (AHU)</td>
<td>Summer 2018</td>
<td>Installation of all equipment is complete. Punch list and installation of Siemens controls in progress.</td>
</tr>
<tr>
<td>Replacement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kent Rare Book Room HVAC Upgrade</td>
<td>Summer 2018</td>
<td>Complete and under warranty.</td>
</tr>
<tr>
<td>Magill Biology Greenhouses</td>
<td>Spring/Summer 2019</td>
<td>Design development drawings are complete and being reviewed by FM and faculty.</td>
</tr>
<tr>
<td>Myers Hall Flooring Replacement</td>
<td>Summer 2018</td>
<td>Complete and under warranty.</td>
</tr>
<tr>
<td>NPHC Plaza and Central Pedestrian Corridor</td>
<td>Summer 2018</td>
<td>Construction of plaza, irrigation and sod installation are complete and under warranty. Trees to be installed by FM grounds crew in October.</td>
</tr>
<tr>
<td>River Campus Cultural Arts Center (CAC) Chiller</td>
<td>Fall 2018</td>
<td>Notice to Proceed issued to Trane, Inc to tear down and rebuild chiller #1.</td>
</tr>
<tr>
<td>Rebuild</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROJECT</td>
<td>ANTICIPATED COMPLETION</td>
<td>STATUS</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Show Me Center (SMC) Marquee Replacement</td>
<td>Fall 2018</td>
<td>Bids under review by SMC and FM staff.</td>
</tr>
<tr>
<td>Towers Complex Mail Room Renovation</td>
<td>Winter 2018</td>
<td>Contracted awarded to Nip Kelley Construction Co. Work scheduled for Christmas break.</td>
</tr>
<tr>
<td>Track Building Renovation &amp; Addition</td>
<td>Winter 2018/19</td>
<td>Bids over budget by 65%. Project scope included parking and drive improvements. Scope is being re-evaluated to rebid project.</td>
</tr>
<tr>
<td>Tunnel 51-52-53-54-55 Repair/Replacement</td>
<td>TBD</td>
<td>KPFF Consulting Engineers preparing scope of work and proposal for professional services.</td>
</tr>
<tr>
<td>University Center Kitchen Renovation</td>
<td>Summer 2018</td>
<td>Complete and under warranty.</td>
</tr>
<tr>
<td>University Master Plan Update</td>
<td>Fall 2018</td>
<td>Master plan draft recommendation presented to Executive Staff August 6, 2018. Campus presentation anticipated to occur in September/October 2018. Final recommendation will be presented to Board of Regents December 2018.</td>
</tr>
<tr>
<td>Vandiver Hall Exterior Envelope</td>
<td>Spring/Summer 2018</td>
<td>Complete and under warranty.</td>
</tr>
</tbody>
</table>

Note: Shading indicates completed projects.
To: Board of Regents, Southeast Missouri State University  
From: Bethany Alden-Rivers, Associate Provost and Barbara Glackin, Dean of Kent Library  
Date: August 28, 2018  
Re: Institutional Accreditation Update

1.0 Purpose  
This document provides an update on current and planned activities for institutional accreditation with the Higher Learning Commission.

2.0 Background  
Southeast Missouri State University has been an accredited institution since 1915. The institution is accredited by the Higher Learning Commission (HLC). The Higher Learning Commission (HLC) is an independent corporation that was founded in 1895 as one of seven regional institutional accreditors in the United States. The HLC accredits degree-granting post-secondary educational institutions in the North Central region, which includes 19 states.

3.0 Key activities and dates  
October 29-30, 2018: HLC Location Site Visit to Kennett Campus and Poplar Bluff Delivery Site  
December 3, 2018: Deadline to submit Southeast’s Institutional Systems Portfolio to the HLC  
Spring/Summer 2019: Preparation of Federal Compliance Forms and other materials for the Comprehensive Quality Review  
September 23-25, 2019: Comprehensive Quality Review (on-site visit) by the HLC Review Team

4.0 Preparation  
The HLC Systems Portfolio Steering Group convened in Fall 2017 to begin collecting evidence and writing the Systems Portfolio. This team comprises several University employees who are trained as Peer Reviewers for the HLC. A team of lead authors are currently drafting the portfolio and the project managers are compiling these drafts and the respective evidence. Figure 1 overleaf depicts the project phases for drafting the portfolio. The project is currently in Phase 4.

In preparation for the Comprehensive Quality Review (CQR), a 16-month project plan called the CQR Communication and Readiness Plan launched in August 2018. This plan outlines strategies to achieve the following key objectives:

Objective 1: Raise awareness of HLC accreditation criteria and processes and to nurture a culture of continuous improvement across the campus community [See Appendix A for talking points]  
Objective 2: Identify opportunities for enhancement or further development and to address these systematically prior to the CQR  
Objective 3: Carry out preparatory activities as prescribed by the HLC  
Objective 4: Create a logistical plan for facilitating the CQR on-site visit  
Objective 5: Use insights and lessons learned from the CQR experience to inform continuous improvement activities

5.0 Project leads and contacts  
Dr. Bethany Alden-Rivers (baldenrivers@semo.edu) serves as the Accreditation Liaison Officer for the University and is jointly leading these initiatives with Barbara Glackin (bglackin@semo.edu), Dean of Kent Library.
### Project Phases and Deliverables

**Timeline**

<table>
<thead>
<tr>
<th>Phase 1</th>
<th>Phase 2</th>
<th>Phase 3</th>
<th>Phase 4</th>
<th>Phase 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLANNING</td>
<td>COLLABORATING</td>
<td>DRAFTING</td>
<td>REVISING</td>
<td>SUBMISSION</td>
</tr>
<tr>
<td>Fall 2017</td>
<td>Jan-Feb 2018</td>
<td>Feb-Jun 2018</td>
<td>Jul-Nov 2018</td>
<td>Nov 23, 2018</td>
</tr>
</tbody>
</table>

**Deliverables**

- Convene Steering Group
- Workshops and meetings with contributors
- Create first draft and send to editor by June 2018
- Using feedback from editor, create second draft for review in November 2018
- Submit final draft of the Systems Portfolio (Due: December 3, 2018)

**Activities**

- Project Plan
- Report Card
- First Draft
- Second Draft
- Final Draft

---

**Figure 1.** HLC Systems Portfolio Project Phases

---

**Attachments**

Appendix A. Talking points regarding institutional accreditation for community members
APPENDIX A: Talking points regarding institutional accreditation for community members

Community/Service Area Talking Points

- Why is institutional accreditation important?
  - Southeast Missouri State University programs and degrees follow state, national and international standards set by professional associations and higher education agencies.
  - Institutional accreditation ensures that the Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Science, Master of Applied Teaching, Master of Business Administration or any degree earned from Southeast is backed by a high-quality education.
  - Institutional accreditation signifies the State and Federal governments trust Southeast Missouri State University and that the University's courses and programs have value. Institutional accreditation is required for the University to participate in the Federal Student Financial Aid program.
  - Institutional accreditation shows integrity in Southeast Missouri State University operations; that the University has a sustainable business model and sufficient funds to support the education it provides.

- The State of Missouri and the United States Federal governments work together to guarantee universities and colleges provide you a high-quality education and prepare you to be well-educated, well-informed, engaged employees, employers and citizens.

- State legislatures and the Federal government collaborate with six regional accrediting agencies to recognize and authorize United States colleges and universities.
  - One of these is the Higher Learning Commission (HLC).
  - The HLC accredits colleges and universities in a 19-state north central United States region.
  - Southeast Missouri State University is accredited by the Higher Learning Commission.

- Southeast’s Mission – Southeast Missouri State University provides student-centered education and experiential learning with a foundation of liberal arts and sciences, embracing a tradition of access, exceptional teaching, and commitment to student success that significantly contributes to the development of the region and beyond.

- Southeast’s Vision – Southeast Missouri State University strives to be one of the nation’s most academically competitive regional comprehensive universities, recognized for excellence in education, research, engagement, and creativity.

- Southeast Values – 1) Student Success; 2) Excellence; 3) Access and Diversity; and 4) Community

- Southeast Missouri State University’s on campus HLC accreditation visit will be September 23, 24 and 25, 2019.

- The HLC visit will include a community forum where community members will be invited to meet and talk with the visiting team about Southeast Missouri State University, its courses, programs and degrees and the students’ learning experience.