

9 December 2010

Minutes of Faculty Senate Meeting

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Chair Stan Howard called the meeting to order at 11:04 a.m. Senators present: Drs. Larry Stetler, John Dreyer, Jason Hower, Frank Matejcek, Marius Ellingsen, David Boyles, Chip Tolle, Bill Cross, Michael Foygel, Al Boysen, and Roger Johnson as proxy for Travis Kowalski. Quorum is present.

Guests: Dr. Dan Dolan

Upon friendly agreement, the agenda for today's meeting was approved. With the modification that New Business Items A, B, and D moved before the Report from the Chair.

Upon friendly agreement, the minutes for the 18 November 2010 Faculty Senate meeting were approved.

Report from the Chair

A. First Readings for Proposed Policies from the Cabinet

- Waiver and Medical Release Usage
 - What classifies as employment?
 - Are students required to have insurance?
 - What is the PEPL fund?
- University Communications and Branding Policy
- University Vehicle Use Policy
 - Only State Employees allowed in state vehicles
 - Mileage reimbursement rate
 - Who (faculty/students) is protected by insurance?
 - What happens when renting a car on state business? Proof of insurance?

Review with Departments, 2nd Reading at February

B. Campus renovations

C. Master Planning

Notes from meeting with Perkins and Will with Senate representatives are attached

D. Campus Security

E. Student Newspaper – on-line

F. Athletics Div II move

6 Regional Schools moving now

G. Student Advisement – Dr. Dolan (for Dr. Mahon)

BOR Conference on Student Retention and Success (Dr. Warner)

10-11 May 2011, tentative dates (Final Week?)

All-campus presentations of examples/activities for Student Success

Special guest Dr. Vincent Tinto

H. President Wharton – Will attend the January Senate meeting

I. DRAFT Summary Report_SDSMT_2010 Data Collection - Strategic Plan

Reports of Standing Committees

A. Academic Affairs:

No Report

B. Research and Scholarly Affairs:

No Report

- C. Finance and Personnel:
No Report
- D. Student Affairs:
No Report
- E. University Relations:
No Report
- F. Senate Bylaws
No Report

Old Business

1. Common Exam Policy Review (referred to Academic Affairs Committee) – January Meeting

New Business

1. Approval of Additional December MS Graduates

Abessa, Mebratu	MS	Atmospheric Science
Whetzal, Jeffrey	MS	Chemical Engineering
Baird, Christopher	MS	Electrical Engineering

Submitted for approval contingent upon completion of all degree requirements.

Upon motion from David, seconded by Larry, the motion to approve the graduate list carried, with David Boyles abstaining.

2. Some Engineering programs are not meeting the catalog requirements regarding minimum, 16 credits, of Natural or Physical Science.

The Chair refers to the Academic Affairs committee the following

- To identify where in the catalog the 16 hours of Natural Science requirement is documented
- Definition of Natural Science
- If the requirement is being met
- Report in February

Upon motion by Chip, seconded by Larry, the meeting adjourned at 12:21pm.

WAIVER AND MEDICAL RELEASE USAGE

NUMBER: Policy VII-07

1. Waiver and Medical Release forms are required for events that pose a high risk of injury occurring on state property or sponsored by the university. (Examples of high risk of injury activities include: water recreational activities, athletic events, skiing/snowboarding, team vehicle races, etc.)
2. Activities sponsored by student organizations must use the Waiver and Medical Release form found at the following location <http://business.sdsmt.edu/ehs/risk/student/> for high-risk of injury activities, if the students are not getting academic credit for the activity. When a student is taking a class for credit, they are acknowledging that they accept the risk required to complete the class by payment for the class.
3. Waiver and Medical Release forms are not required for employees or volunteers who are completing employee or volunteer related tasks that may have a high risk of injury, as they are covered by workers compensation.
4. A volunteer must sign a volunteer form and turn it into human resources to be covered by the PEPL fund.
5. A student's health insurance will be primary in all instances, except if the student is an employee of the university at the time of an injury/illness. Student employees will be covered by the PEPL fund.
6. Signing waivers does not resolve responsibility of the university if the university has acted negligently.

SOURCE: Dec. 2010; Office of the VP for Business and Administration, Dec. 2010

Policy Number TBD

Draft Policy (Ver. December 1, 2010) University Communications and Branding Policy

POLICY

The university's goal is to present a consistent and high-quality standard of writing and design that appropriately reflects the School of Mines' standard of excellence and addresses university-related identity concerns. These standards strengthen the university's brand and identity through advertising endeavors, promotional products, publications and electronic communications.

The Office of University and Public Relations maintains communication guidelines, including style and graphic identity guidelines, at <<http://upr.sdsmt.edu/guides/>> as a reference source for all university communications.

This policy and these guidelines establish a consistent university identity and uniform campus conventions for externally-focused publications, mass correspondence and other communications for or about the School of Mines. Such communications include, but are not limited to:

- Print and electronic materials designed to promote the School of Mines, its departments and programs;
- Communications funded with university or foundation resources;
- Materials providing information about or accountability for the School of Mines and its activities; and
- Major internal documents.

University style guidelines are based on the *The Associated Press Stylebook 2009* (currently in 43rd edition) and *The American Heritage Electronic Dictionary*, fourth edition (referenced online at [Dictionary.com](http://dictionary.com)). These style guidelines are not intended to replace other writing style guides used for specific purposes or publications, nor are they intended for use by students or faculty writing academic papers.

BRANDING, ADVANCEMENT, AND MATERIALS ADVISORY COMMITTEE

The Branding, Advancement, and Materials Advisory Committee (BAMAC) reviews all **promotional and marketing materials** for the South Dakota School of Mines and Technology. The committee ensures that materials present the university well and with consistent messages by reviewing campus-wide and external communication initiatives, as well as campus branding programs such as signage, way-finding and banners.

Committee membership and approval procedures are maintained at <<http://upr.sdsmt.edu/bamac/>>.

All items used to promote the South Dakota School of Mines and Technology, to either internal or external audiences, should be submitted to BAMAC for approval. This includes, but is not limited to:

- | | | |
|-------------------------|-------------------------------|--|
| • brochures | • posters | • promotional give-away items (i.e., mugs, pens, t-shirts) |
| • advertisements | • invitations | • electronic formats, such as e-newsletters |
| • newsletters | • event programs | |
| • annual reports | • postcards | |
| • recruitment materials | • billboards | |
| | • campus and building signage | |

DESIGN AND PRODUCTION SERVICES

The South Dakota School of Mines and Technology Office of University and Public Relations (UPR) designs and produces both electronic and printed materials for a variety of campus customers.

The staff designs and produces the School of Mines' *Hardrock* magazine (in cooperation with the Alumni Association), recruiting materials, graphic identities, materials for the campus's fundraising activities and provides marketing, graphic design and publications consultation and assistance to campus departments.

Projects utilizing the university's name and/or logos must have approval from the UPR office and/or BAMAC before the project is finalized. Departments are encouraged to collaborate with UPR on promotional and communications materials. Collaborating departments typically provide content to UPR. After submission, UPR assists with design, editing and proofing.

UNIVERSITY STATIONERY

University stationery, envelopes, business cards and self-mailing panels should be ordered through the Office of University and Public Relations at (605) 394-2554.

COLOR AND LOGO PROCEDURES

The following graphic identity procedures provide an overview of the elements that make up the South Dakota School of Mines and Technology identity system and how to incorporate them as part of a consistent identity in university communications.

Purposes of the Color and Logo Procedures

- To heighten public awareness of South Dakota School of Mines and Technology
- To improve public recognition of the university
- To provide a consistent visual identity for the university's name

Seal, University Logo and Mascot Logo Usage Guidelines

- **Proportion:** Always maintain the correct proportions when resizing the logos to avoid distortion. In many applications, this can be maintained by holding down the shift key while resizing
- **Layout:** Avoid changing the dimension, angle, or placement of the elements in the layout
- **Cropping:** Do not crop out portions of the logo
- **Containment and intrusion:** Graphic elements that intrude upon the space of the logo or compromise its integrity as a visual unit should be avoided

Unacceptable Use of the Seal, University Logo or Mascot Logo

- Reassigning colors to the logo
- Sacrificing legibility by placing the logo in a background that compromises legibility
- Repositioning, resizing or separating components of the logo
- Applying graphic effects to the logo

Approved University Colors

The School of Mines official ink colors are blue (PMS 281) and gold (PMS 123). The color format for each PMS color is listed in the following table.

<u>PMS</u>	<u>CMYK</u>	<u>RGB</u>	<u>Hex (for web)</u>
281 Blue	100 89 28 27	0 37 105	002569
123 Gold	0 22 92 0	255 199 38	FFC726

The University Seal

Usage of the university seal requires approval from the Office of the President. All other instances of seal usage should be replaced by the university logo.

The University Logo: The School of Mines Signature

SOUTH DAKOTA



SCHOOL OF MINES
& TECHNOLOGY

The School of Mines logo is the cornerstone of the South Dakota School of Mines and Technology identity system and must appear in all university publications. As the primary identifier of the university, the logo has been developed to consistently represent the university in all of its communications.

For copyright reasons, the complete logo, including the “M” and the words “South Dakota School of Mines & Technology” should be used whenever possible. If only the “M” is used, other elements of the page must make it obvious that it is the School of Mines logo. The logo is available in electronic form at <http://news.sdsmt.edu/logos>. The term “logo” refers to the graphic element “M” and set of words shown at top and bottom. This logo is never to be recreated using a font type.

Color Format

The university colors — blue and gold — are key visual identifiers. For publication purposes, the School of Mines official ink colors are blue (PMS 281) and gold (PMS 123).

The institutional logo is available, and may be used, in the following color schemes:

- Blue/Gold (block M and *School of Mines* in blue, *South Dakota, & Technology* in gold)
- Blue
- Gold
- Black
- White
- Black/Grey (block M and *School of Mines* in black, *South Dakota, & Technology* in grey)

In some publications or other printed materials, the white university logo may appear on the background color of the material being imprinted. This is termed “reversing out” or a “reverse.”

Logo Usage

The university logo is used on publications and other materials to visually promote a cohesive identity for the School of Mines to all audiences. Some examples of appropriate uses of the logo include:

- University envelopes, letterhead, and business cards
- Publications and documents that contain official information
- University advertisements
- Affirmation of the connection between a project or program and the university

The Mascot Logo



The mascot (Grubby) logo is an identifying mark of the South Dakota School of Mines and Technology Athletics Department, SDSM&T Alumni Association and other campus entities. This mark represents the spirit of the South Dakota School of Mines and Technology, but should not be used to substitute the formal university logo.

Color Format

The mascot logo color scheme is preset and should not be altered. A mascot in grayscale and black and white is also available. Upon request to University and Public Relations, a variation in color scheme may be made available for an event. The mascot logo may be flipped horizontally to create either a right or left facing mascot.

Mascot Logo Usage

The mascot is used as a secondary mark on publications and other materials to visually promote a cohesive identity for the School of Mines to all audiences. Some examples of appropriate use of the mascot include

- Alumni Association promotions
- Athletic promotions
- Student activities promotions

Seasonal and Thematic Versions of Mascot Logo

With approval by the vice president for university advancement, and review by BAMAC, seasonal or thematic versions of the mascot logo may be approved for limited usage. For example,

- For St. Patrick's Day, or the Dublin Dash: Grubby stylized as a leprechaun with a derby-style hat, shamrock, pot of gold and/or a red beard
- For Christmas: Grubby in a Santa Claus outfit, including a red suit and hat
- For golf events: Grubby in golf clothes with a golf club

UNIVERSITY VEHICLE USAGE (Formerly SDSM&T Vehicle Fleet Policy)

Formerly Policy V-E-04)

The State of South Dakota vehicle fleet located at the university is available for official university and State of South Dakota business.

1. State-owned vehicles are to be used and occupied exclusively by authorized persons on official state business. State-owned vehicles are to be used for official state travel by state officers, employees, board and commission members, consultants, authorized volunteers and authorized students of a state university. The vehicles shall not be used for commuting to and from an employee's office and residence unless otherwise requested by the respective department administrator and approved by the Fleet Manager. State employees using state-owned vehicles are not permitted to transport family, friends, non-state business commuters, or animals except for "service animals."
2. University fleet vehicles are the property of the State of South Dakota and thus, are to be used for state business only per SDCL § 5-25-1. 1. All drivers must present a valid driver's license before keys will be issued.
3. State employees and volunteers are covered by the Public Entity Pool for Liability (PEPL) fund (state insurance) when driving state vehicles. If a state employee is using a rental vehicle, they do not need to purchase additional insurance as the PEPL fund will provide the insurance for the employee. If an employee or volunteer uses their own vehicle for work related travel, the employee or volunteer's insurance will be primary for the vehicle. Students driving state vehicles are covered by the State's PEPL fund if they are employed by the University and are performing functions related to their employment.
4. Students may use state vehicles for official university business. (Examples of official university business include: competitions, class field trips, team travel, conferences, and other activities in which the student is representing the University.) When a student is using a vehicle for official university business, the student's insurance will be primary and the PEPL fund will be secondary and only available after all other available coverages are exhausted. The secondary coverage will only be available, if the following conditions are met per PEPL fund requirements.
 - Each student driver must provide a copy of their valid driver's license and current proof of compliance with financial responsibility laws of the State of South Dakota to Facilities Services when checking out the vehicle. See Proof of Financial Responsibility section below for definition.
 - Facilities Services must make a copy of the items in the first bullet and keep them on file for a minimum of three years.
 - No coverage will be provided, if the university fails to keep records or false information is provided.

5. Any damage to the state vehicle must be reported to the fleet manager as soon as possible. The proper procedure for reporting accidents is available in each vehicle.
6. Personal motorcycles are not to be used by employees for official state business.

Please refer to the South Dakota Fleet and Travel Management Policy and Procedure Handbook for current details.

Proof of Financial Responsibility

SDCL § 32-35-64 establishes four means that may be used to furnish proof of financial responsibility:

1. The first form of proof is a "written certificate of any insurance carrier duly authorized to do business in this state certifying that there is in effect a motor vehicle liability policy for the benefit of the person required to furnish proof of financial responsibility." SDCL § 32-35-65. Where the student provides a proof of insurance card that by its terms is effective in another state, the institution should obtain a document from the Department of Commerce and Regulation identifying the coverage as complying with the requirements of South Dakota law. SDCL § 32-35-66.
2. The second form of proof of financial responsibility would be confirmation by the Department of Commerce and Regulation that the person has posted a bond and filed the same with it to prove financial responsibility pursuant to SDCL § 32-35-83.
3. The third form of proof of financial responsibility would be a certificate by the state treasurer to the effect that the student has deposited with the treasurer money or securities as provided for in SDCL § 32-35-87.
4. The fourth, and final, method of proof of financial responsibility would be by a certificate of self-insurance issued by the Department of Commerce and Regulation as provided in SDCL §§ 32-35-90 and 32-35-91.

Campus Master Planning with Faculty Senate

Senators Present

Frank Matejcik, Marius Ellingsen, Jason Hower, PV Sundareshwar, and Mike West proxy for Stan Howard

Capturing DATA regarding existing and growing needs/changes

Teaching and Research Infrastructure Needs

- Space for projects in ME and CAMP – tools and projects

- Faculty offices, work/lab space, graduate

- Foundation owned “swing space” to smooth transition?

- Temporarily enhance capacity/facility in existing spaces while new stuff being built

- Classrooms designed for only lecture delivery method

- Storage

Do we isolate classrooms from labs?

- Classroom Building good for many classes

- Don't want to isolate research from teaching activities of the institution

How flexible does the flexible space need to be?

- Maintain disciplinary concentrations

Need to recruit Faculty and Students

- Literature access

- Type and quality of office space and lab spaces

- Showcase space/building grouped by research thrust areas

- Don't design/build for current needs