

**Administrative Council  
Meeting 11-01  
October 12, 2010**

The Administrative Council met Tuesday, October 12, 2010, at 2:00 p.m. in the J. S. Bridwell Foundation Board Room. Present were Dr. Jesse W. Rogers, Chairman; Dr. Alisa White, Mr. Juan Sandoval, Dr. Howard Farrell, Dr. Robert Clark, Mr. Keith Lamb, Mr. Kyle Owen, Mr. Chris Stolarzyk, Ms. Debbie Barrow, Ms. Janus Buss, Ms. Dianne Weakley, Mr. David Spencer, and Ms. Cindy Ashlock.

MSU Policies and Procedures

Policy 2.31, Administration Selection Process

This policy was tabled for discussion at a later date.

Policy 2.338, University Boards, Councils, and Committees

Dr. Rogers recommended deletion of this policy in its entirety from the *Policy Manual*. Ms. Barrow stated that, while she is in agreement with removing the policy, an approval process would need to be in place. She suggested placing the list on the MSU website. The Council recommended removing the policy from the *Policy Manual* pending approval by the Board of Regents at the November 2010 meeting.

Note: in the event the Regents do not approve removing this policy from the *Policy Manual*, changes to the following policies will need to be addressed.

Policy 2.338

B. Councils, 4. Enrollment Management Council

D. Standing Committees, 5. Admissions Committee

D. Standing Committees, 17. Competitive Scholarship Committee

D. Standing Committees, 39. Student Success Committee

D. Standing Committees, 44. University Assessment Committee

Dr. Clark proposed changes to the personnel serving on each of the committees. The Council recommended placing the policies on the November 2010 Board of Regents' agenda for approval. See **Attachment A**.

Policy 3.220 Work Breaks

Ms. Weakley stated that wording was added to the policy to include breaks for nursing mothers as required under the Patient Protection and Affordable Care Act, Section 7 of the Fair Labor Standards Act. Dr. Rogers asked if the Board of Regents would need to approve the policy since the changes were required by law. Ms. Barrow stated that since legislation requires the change, the Board would not need to be involved. The Council approved the changes to the policy as presented. See **Attachment B**.

#### Policy 3.223 Staff Employee Education Incentive Program

Ms. Weakley stated that wording was added to the policy to allow an employee to have an appeals process through the MSU Fringe Benefits Committee. This appeals process mirrors policy 3.347 Dependent Educational Assistance Program. Dr. Rogers asked Ms. Weakley to send the amount spent on each of the programs to the three cost savings committees (Mr. Sandoval and Mr. Owen, Drs. Clark, Farrell, and Lamb, and Dr. White) for their information only. The Council recommended placing the policy on the November 2010 Board of Regents' agenda for approval. See **Attachment C**.

#### Policy 3.338 Service Pin Awards

Ms. Weakley recommended a statement be added to confirm that retired employees who returned to work at MSU in a benefits-eligible position would not be eligible to receive service pins. The Council recommended placing the policy on the November 2010 Board of Regents' agenda for approval. See **Attachment D**.

#### Policy 3.341 Family and Medical Leave

Ms. Weakley stated changes to the policy were due to amendments made to the Family and Medical Leave Act (FMLA) with regard to military family leave rights by the National Defense Authorization Act of fiscal year 2010, Public Law 111-84, Section 565. In addition, the Department of Labor clarified the definition of a parent/child relationship. The Council recommended placing the policy on the November 2010 Board of Regents' agenda for approval. See **Attachment E**.

#### Policy 3.347 Dependent Educational Assistance Program

Ms. Weakley stated that effective September 1, 2010, the State of Texas revised the definition of eligible dependents (Insurance Code 1551.004). The Council recommended placing the policy on the November 2010 Board of Regents' agenda for approval. See **Attachment F**.

#### Policy 4.138 Key Authorization

Mr. Sandoval proposed wording be added to the policy to better reflect current procedures of returning university keys by terminating employees. The Council recommended placing the policy on the November 2010 Board of Regents' agenda for approval. See **Attachment G**.

#### Policy 4.181 Information Systems Policies and Procedures

Dr. Lamb stated that the policy was updated to be in line with the Higher Education Act in regard to the unauthorized distribution of copyrighted material. The Council recommended placing the policy on the November 2010 Board of Regents' agenda for approval. See **Attachment H**.

New Student Organization

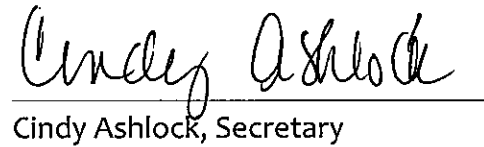
Dr. Lamb recommended that the SGI-USA Student Buddhist Association be accepted as a new student organization. The association was accepted by their national affiliation. The Council approved the student organization as presented. See **Attachment I.**

Adjournment

There being no further business, the meeting was adjourned at 2:40 p.m.



Jesse W. Rogers, Chairman



Cindy Ashlock, Secretary

2.338 Provost

UNIVERSITY BOARDS, COUNCILS & COMMITTEES

Date Adopted/Most Recent Revision: 02/12/2010

B. Councils

4. Enrollment Management Council

A. Purpose

To serve as an advisory group to the Vice President for Institutional Effectiveness.

B. Personnel

Director of Financial Aid, Registrar, Director of Admissions, Director of Testing Services, Director of International Services, Director of Upward Bound, Assistant to the Vice President for Institutional Effectiveness and Director of Institutional Research, Planning and Assessment, a representative from the Faculty Senate, a representative from the Student Government Association, a representative from Extended Education, a representative from University Advancement and Student Affairs, a representative from the Business Office, a representative from the Graduate School, and one of the college deans. The Vice President for Institutional Effectiveness (chair) and Provost will serve as non-voting members.

C. Reports To: Vice President for Institutional Effectiveness

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D. Standing Committees

5. Admissions Committee

A. Purpose

To recommend admission policies for undergraduates, to ensure adherence to those set by the University and the State of Texas, and to serve as the admissions committee for those students who do not meet stated admission criteria.

B. Personnel

The Director of Admissions, the Associate Director of Admissions, who will serve as co-chairs, and two faculty members, an advisor from one professional college, a representative from the Academic Support Center, and a representative from the Office of Institutional Research, Planning and Assessment. Alternates will be appointed and will be expected to serve if the regular member(s) cannot attend. Alternate members, when serving in a regular member's place, have the same rights and privileges as the regular member. Following their terms as alternates, alternates will move to committee member status.

C. Reports To: Vice President for Institutional Effectiveness

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D. Standing Committees

17. **Competitive Scholarship Committee**

A. **Purpose**

To receive and review applications and to award general academic competitive scholarships.

B. **Personnel**

Director of Admissions, Chairperson; Financial Aid representative; International Services representative; Graduate School representative; and the Coordinator of University Scholarships.

C. **Reports To:** Vice President for Institutional Effectiveness

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D. Standing Committees

39. Student Success Committee

A. **Purpose**

To plan, coordinate, and oversee first-year student programs as well as all efforts that support and enhance overall student success.

B. **Personnel**

The Director of the Academic Support Center and the Director of Student Activities Development and Orientation (co-chairs); ~~the Dean of Students~~ a representative from Student Affairs, ~~the Director of Student Development~~ the Director of the Counseling Center, the Director of Housing and Residence Life, a representative from the Office of the Registrar, a representative from the Office of Admissions, a representative from Institutional Research, Planning, and Assessment, a representative from Student Affairs, one representative from each of the six colleges, and two student representatives.

C. **Reports To:** Provost and Vice President for Academic Affairs and Associate Vice President for Student Affairs (jointly)

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D. Standing Committees

44. **University Assessment Committee**

A. **Purpose**

To facilitate a process of continual self-evaluation and improvement across all sectors of the university by providing assistance in the design and selection of assessment instruments, the implementation of assessments, the review of assessment plans, as well as the analysis, reporting, and use of assessment results.

B. **Personnel**

The Vice President for Institutional Effectiveness (Co-Chair), the Provost and Vice President of Academic Affairs (Co-Chair), the Director of Institutional Research, Planning and Assessment (~~chair~~); the co-chairs of the Student Success Committee; a four Dean representatives from Academic Affairs, a

representative from ~~Enrollment Management~~ **Academic Services**, Student Affairs, Administration and Finance, Human Resources, University Advancement, Facilities Services and Athletics; the university Librarian; **at least one** representative and an alternate from each of the six colleges; and a representative from the Student Government Association.

C. **Reports To:** Vice President for Institutional Effectiveness **and the Provost and Vice President of Academic Affairs.**

3.220 Human Resources

**WORK BREAKS**

Date Adopted/Most Recent Revision: 08/04/2006

**A. General**

Work breaks are a privilege normally available to Midwestern State University employees; however, such breaks are not legally required nor are they a right under federal or state laws, regulations, or statutes.

**B. Times/Duration**

Work breaks (or coffee breaks), not to exceed (15) fifteen minutes in duration, may be allowed as near as is practical to the middle of each half of an eight-hour work day, if the work involved can be interrupted. Supervisors will standardize or stagger breaks among employees within the same area or office in order to maintain uninterrupted service. Supervisors may request that an employee not take breaks during heavy or emergency work periods.

**C. Accumulation Not Allowed**

Work break time cannot be accumulated to provide for a prolonged time-off period, to cover lost time, or other purposes. Break periods, when they can be allowed, are for the employee's benefit only during a specific one-half day worked.

**D. Break Time for Nursing Mothers**

Employees who are nursing mothers of children less than one year of age shall be allowed reasonable break time as needed for the purpose of expressing breast milk. The frequency and duration of breaks for this purpose may vary as determined by the needs of the mother. Supervisors must provide a private space, other than a restroom, to be used by a nursing mother to express breast milk. A space temporarily created or converted into a private space for expressing milk is adequate as long as it is free from any intrusion by co-workers and the public.

3.223 Human Resources

**STAFF EMPLOYEE EDUCATION INCENTIVE PROGRAM**

Date Adopted: 8/8/97 - Most Recent Revision: 05/11/2007

**A. General**

MSU staff employees are encouraged to pursue completion of both graduate and undergraduate degrees while at the university, and a Staff Employee Education Incentive Program is maintained to assist them in this regard. Under the program, employees may be reimbursed for up to the cost of tuition and fees.

**B. Program Administration**

Guidelines for the program are as follows:

1. All full-time staff members in retirement eligible positions are eligible to apply.
2. Eligible staff employees may enroll in:
  - a. A maximum of six (6) hours each fall and spring semesters
  - b. A maximum of three (3) hours during each of the summer terms

Participation will be limited to not more than eighteen (18) credit hours per fiscal year. Courses taken during working hours will be limited to three (3) hours; and whenever possible, all courses will be taken at times other than during normal working hours.

3. To be eligible, a person must be employed forty (40) hours per week at the beginning of the course and upon completion of the course.
4. Only credit courses taken at MSU are included in the program.
5. All employees will be required to provide compensatory time on the job for any time spent away from work due to participation in the program.
6. Eligible staff employees wishing to participate in the incentive program shall complete and submit the Staff Educational Incentive Program Application form to the Human Resources Department by the date of the relevant semester's final day of registration.
7. The Human Resources Department will coordinate the incentive program. In order to enroll, an employee must first obtain the approval of his or her immediate supervisor. The supervisor must consider the impact of the proposed program on the office workload if the program involves a course to be taken during the regular working hours. By signing the Staff Education Incentive Program Application form, the supervisor will inform the Director of Human Resources of his/her approval for the employee to enroll for course work in the incentive program. The immediate supervisor of any employee enrolled in a university course during on-duty time is responsible for



documenting on the Employee Time Sheet and Leave Record that the time away from the job was made up.

8. At the end of each semester, the financial incentive will be calculated in the following manner: At the end of the semester, by dividing the cost of resident tuition and fees as provided each semester by the Business Office (course fees not included) for each course taken by an employee and dividing by twelve (12) to determine the amount to be awarded for each grade point. The result will then be multiplied by the total number of grade points earned by the employee in that course to determine the amount of the award. In the event the total amount of money allocated for the Staff Educational Incentive Program is not sufficient to cover costs using this formula (and additional funds are not available), awards will be determined by calculating what percentage each employee would have received of the total and multiplying the actual amount of funds available by that percentage. In no case will the reimbursement exceed actual tuition and fee costs incurred for the course taken under the program.
9. At the end of the semester, the Human Resources Department will verify each enrolled employee's grade(s) on hours passed (up to a maximum of six [6] semester hours) and will determine the amount of the reimbursement due to each individual.
10. Checks will be disbursed to the employee after each semester, unless the employee has an outstanding balance with the university. In such case the funds will be credited to the employee's outstanding balance.
11. Because of the necessity to make the necessary calculations and issue checks at the end of the semester, incomplete grades will not be subject to payment.

**C. Advisory/Appeal Committee**

**The MSU Fringe Benefits Committee will serve as the advisory/appeals committee regarding disputes and/or application denials. All decisions of the committee shall be final unless the president of the university determines that the decision was rendered in violation of university policy. The president's decision is final.**

3.338 Human Resources

**SERVICE PIN AWARDS**

**Date Adopted/Most Recent Revision: 11/02/2007**

- A. **PURPOSE** The purpose of this policy is to provide a means of recognizing and honoring employees of Midwestern State University who have completed proscribed lengths of service.
- B. **Eligibility.** Employees who have completed five-years of total, benefit-eligible service to MSU will be eligible for service pin recognition. New pins will be awarded for each additional five years of service. Only service to MSU will be counted, not service to other state agencies. **Employees who have previously retired from the university and returned to work in a benefits-eligible position are ineligible.** Determining eligibility is the responsibility of the Human Resources Department.
- C. **Service Pin Design.** The service pin itself will be a replica of the university seal approximately five-eighths of an inch (5/8") in diameter with the total number of years of service engraved at the bottom.
- D. **Presentation.** The service pins will be presented annually.

3.341 Human Resources  
FAMILY AND MEDICAL LEAVE  
Date Adopted/Most Recent Revision: 05/09/2008

A. General

In compliance with the Family and Medical Leave Act (FMLA), effective August 5, 1993, as amended ~~October 28, 2009, January 28, 2008~~, Midwestern State University will provide up to twelve (12) weeks of unpaid leave during a 12-month period to eligible employees for:

1. Childbirth
2. Adoption or foster care placement
3. Recovery from a serious illness or injury
4. Care of a seriously ill spouse, son, daughter, or parent.
  - a. Children must be less than nineteen (19) years of age or, if over eighteen (18) years of age, they must be mentally or physically disabled.
  - b. An employee who assumes the role of caring for a child receives parental rights to FMLA regardless of the legal or biological relationship.
5. A qualifying exigency which is the result of the spouse, child, or parent of the employee being on covered active duty or notified of an impending call to covered active duty. ~~in support of a contingency operation of the Armed Forces. A qualifying exigency is defined as:~~
  - a. short-notice deployment;
  - b. military events and related activities;
  - c. childcare and school activities;
  - d. financial and legal arrangements;
  - e. counseling;
  - f. rest and recuperation;
  - g. post-deployment activities; and,
  - h. additional related activities.

B. Service Member Family Leave

An eligible employee who is the spouse, child, parent, or nearest blood relative of a covered service member shall be entitled to a total of 26 workweeks of leave during a single 12-month period to care for the covered service member. During this single 12-month period, an eligible employee shall be entitled to leave for a total of 26 workweeks in combination with other types of leaves under paragraph A, (1-5).

C. Covered Service Member

1. A "covered service member" is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the military's temporary disability retired list, for a serious injury or illness; ~~or,~~
2. a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

D. Covered Active Duty

1. In regard to a member of a regular component of the Armed Forces, the term covered active duty means service during the deployment of the member with the Armed Forces to a foreign country; and,
2. In the case of a member of the reserve component of the Armed Forces, covered active duty means service during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law of the United States.

#### E. Eligibility

To be eligible for FMLA leave an employee must have worked for the university for at least twelve (12) months and for at least 1,250 hours during the 12 months preceding the start of the FMLA leave.

#### E. Reinstatement

Upon expiration of the approved leave, Midwestern State University will reinstate the employee to the same or equivalent position held before taking the leave. An employee who has been on FMLA leave due to his or her own serious health condition is required to provide medical certification of fitness for duty.

#### F. Continuation of Benefits

State-paid employee health benefits will be maintained during the approved leave. Employees must pay their portion of optional dependent and other insurance to maintain optional coverage in force. Longevity, sick leave, and vacation leave accruals will not be authorized during unpaid FMLA leave. If the employee does not return to work after the leave period, for any reason other than a serious health condition or circumstances beyond the employee's control, the employee will be responsible for reimbursement to the university for the health insurance premiums paid during the leave.

#### G. Serious Health Conditions

A serious health condition is any illness, injury, impairment, physical, or mental condition which involves inpatient care in a hospital, hospice, or medical care facility or continuing treatment by a health care provider for a chronic or long-term health condition.

1. As applicable to a covered service member, a serious injury or illness is one incurred by the member in the line of duty while on active duty in the Armed Forces, or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces, and that renders the member medically unfit to perform assigned duties of his office, grade, rank, or rating.
2. In the case of a veteran during a period as described in paragraph C (2), a serious health condition is a qualifying injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces, or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces, and that manifested itself before or after the member became a veteran.

#### H. Notification

Employees are expected to give as much advance notice as possible when requesting FMLA leave and to make all reasonable efforts to minimize the disruption caused by their absence; i.e., rescheduling of medical treatments whenever possible, etc. In the event the employee does not request FMLA leave, supervisors should promptly notify the Human Resources Department if they suspect that an employee is absent due to an FMLA event. Questions may be asked of the employee to confirm whether the leave needed or being taken qualifies for FMLA purposes. Employees shall be notified in writing that an absence is being designated by the university as FMLA leave. If the university was not aware of the reason for the leave, leave may be designated as FMLA retroactively while the leave is in progress or within two business days of the employee's return to work.

#### I. Intermittent Leave

Employees may request that the FMLA leave be taken on an intermittent basis when the condition is medically necessary. Intermittent leave for the birth of a child or placement of an adopted or foster child may only be taken

upon approval of the university. Subject to advance notification, a reduced leave schedule or intermittent use of leave may be granted to an employee for a qualifying exigency due to the active duty of a spouse, child, or parent in support of a contingency operation of the Armed Forces. During a prolonged period of intermittent leave, the university may require the employee to transfer to another position which offers equivalent pay and benefits.

**J. Spouses Employed by the Same Employer**

If a husband and wife both are employed by the university, in some instances, the total FMLA leave entitlement of both employees must be aggregated.

1. Combined leave taken for the birth of a child or placement of an adopted or foster child is limited to 12 workweeks in a 12-month period.
2. Combined leave taken to care for a sick child is limited to 12 workweeks in a 12-month period.
3. Combined leave taken for a qualifying exigency as the result of a contingency operation of the Armed Forces is limited to 12 workweeks in a 12-month period.
4. Combined leave taken to care for a covered service member is limited to 26 workweeks during a single 12-month period.

**K. Application Procedures**

Midwestern State University employees requesting FMLA leave shall follow these procedures:

1. Prepare a written leave request indicating the nature of the FMLA leave and, if a medical condition, the relationship of the patient, the duration of the condition, and the medical facts regarding the condition. Certification from the health care provider should be attached verifying the above conditions. This information is required if the medical condition applies to the employee or if the condition involves a member of the immediate family (spouse, child, or parent). If a second medical opinion is required, costs for this service will be paid by the university. The employee may be required to furnish additional certifications to substantiate the need for continuing leave. A request for leave related to active duty or a call to active duty in support of a contingency operation must be supported by a certification.
2. The written request for FMLA leave will be provided to the employee's immediate supervisor, who shall forward the request through the supervisory channels to the appropriate Vice President. The Vice President will forward the request to the Director of Human Resources who will review the request and verify that the leave satisfies the requirements set forth in this policy.
3. The employee is required to substitute any available accrued paid leave for any part of the applicable 12 or 26 weeks of leave provided under the Family Medical Leave Act. Requests for unpaid FMLA will only be approved after the employee has exhausted all available accrued leave, if applicable.
4. Staff employees will record all FMLA leave time taken on their monthly time sheet. Faculty members will submit an itemized list of all FMLA leave taken, including the beginning and ending dates of leave, on the monthly faculty sick leave form.

**L. Employee Rights**

Employees who exercise their rights under the Family and Medical Leave Act are guaranteed protection from discrimination and retaliation by the university.

Policy 3.347 Human Resources  
 Dependent Educational Assistance Program  
 Date Adopted/Most Recent Revision: 05/15/2009

## MSU Educational Assistance Program for Employee Dependents

### A. General

This program provides educational assistance to attend Midwestern State University for eligible dependents of MSU faculty or staff members.

### B. Eligibility Requirements

1. The spouse/parent/guardian of the dependent must be a current, regular faculty or staff member employed in a retirement-eligible position at MSU.
2. The individual must meet the Employees Retirement System of Texas definition of an eligible dependent:
  - a. A spouse, including a common law spouse,
  - b. any child, regardless of age, who lives with or whose care is provided by an employee on a regular basis, if the child is physically or mentally disabled to such an extent as to be dependent on the employee for care and support, or
  - c. a child in any of the following categories who is under age 25 and unmarried:
    - i. A natural or adopted child of an ~~an~~ the employee,
    - ii. a stepchild or foster child whose primary residence is with ~~of~~ the employee,
    - iii. ~~a foster child whose primary residence is with the employee,~~
    - iv. ~~a grandchild who is claimed as a dependent on the employee's federal income tax return,~~
    - v. a child (ward) for whom the employee is the legal guardian and whose primary place of residence is with the employee, or
    - vi. a child who is related to the employee by blood or marriage and was claimed as a dependent on the federal income tax return of the employee for the preceding calendar year and for each subsequent calendar year in which the child is enrolled in the plan. An exception may be granted if the employee can document good cause for not claiming the child as a dependent in the preceding calendar year due to unexpected circumstances that required the employee to take responsibility for the child in the current year. Exceptions will be approved by the MSU Fringe Benefits Committee. ~~has a legally recognized parent-child relationship with the employee and whose primary residence is with the employee.~~
3. For eligibility verification purposes, appropriate documentation, as determined by the MSU Director of Human Resources, must be submitted ~~with the first application~~ to the Human Resources Department. Acceptable documents for a spouse include a copy of the marriage license, income tax return, or declaration of informal marriage. For a child dependent, acceptable documents include a birth certificate, tax return, and/or legal documents as appropriate.
4. Dependents who meet applicable requirements for admission to the university are eligible.
5. The faculty/staff member and dependent must not have any outstanding debt with the university, including but not limited to returned checks, tuition, student loans, fines and applicable fees, at the time the application is processed and the award is applied to the student's account.

### C. Application Requirements

An Education Assistance Program application must be submitted to the Human Resources Department every semester that the dependent enrolls at MSU. A completed application and necessary supporting documentation, if not previously provided, must be submitted to the Human Resources Department on or before the appropriate semester deadline, which is the same as the final day of semester registration. This date is published in the MSU Undergraduate Catalog, the MSU Graduate Catalog, and the MSU Schedule of Classes for each semester, and is listed on the university's website.

**D. Scholarship Authorization Process**

At the beginning of each semester, the Human Resources Department will certify the eligibility of each applicant and provide a list of approved applicants to the MSU Controller's Office. The Controller's Office will be responsible for determining the amount of each scholarship, applying scholarships to the appropriate accounts, and ensuring compliance with applicable Internal Revenue Service rules and regulations.

**E. Explanation of Benefit**

The eligible dependent will receive a scholarship equal to the amount of local board authorized tuition only. This benefit cannot be applied to previous semesters.

**F. Advisory/Appeal Committee**

The MSU Fringe Benefits Committee will serve as the advisory/appeals committee regarding disputes and/or application denials. All decisions of the committee shall be final unless the president of the university determines that the decision was rendered in violation of university policy. The president's decision is final.

4.138 Administration & Finance

KEY AUTHORIZATION

Date Adopted/Most Recent Revision: 02/13/2009

H. Key Return (Terminating Employees)

1. Faculty/Staff

All benefits-eligible faculty and staff shall return university keys to the Human Resources Department as the final step in the personnel clearance process when exiting the university upon termination of employment or when transferring to another university department. In cases of involuntary termination, in coordination with the Human Resources Department, the hiring department may collect the university keys directly from the terminating employee and return them to the Associate Vice President for Facilities Services or designee.

2. Adjunct Faculty and Temporary Staff

~~Senior administrators or deans are responsible for the collection of university keys from~~ Adjunct faculty or temporary staff employees at the time of their termination. ~~Senior administrators or deans may~~ **shall** turn their keys in to Facilities Services **upon termination of their employment.** ~~or may hold and reissue keys to adjunct faculty or temporary staff employees upon submission of a key request form and approval as required. Keys not reissued must be forwarded to Facilities Services.~~

3. Students

Students shall return all non-housing university owned keys to the senior administrator responsible for initiating the original key request. Administrators **must ensure** ~~should~~ request return of keys **are returned** upon termination of student employment, **which terminates** ~~termination of~~ right of access to facilities, ~~impending graduation or academic dismissal.~~ Administrators ~~may hold and reissue those keys upon submission of key request form and approval (if required).~~ **It is the responsibility of each administrator to recover all keys issued to a student upon termination of the student's employment. If the student fails to return the keys issued, the administrator must notify Facilities Services. Facilities Services will notify the Business Office to place a "hold" on the student's record.** Upon request, Facilities Services will provide a listing of all keys issued to students for a specific department. Administrators shall return all keys not issued to Facilities Services. Administrators may request a "hold" be placed on a student's record for failure to pay lost key charges as specified in this policy.



4.181 Administration & Finance

INFORMATION SYSTEMS POLICIES AND PROCEDURES

Date Adopted/Most Recent Revision: 05/14/2010

9. Copyright and Computer Software

Midwestern State University and its students, faculty, and staff must maintain legal and ethical standards regarding the use of computer software. The unauthorized duplication of computer software, data or computer manuals, unless appropriate written consent is obtained, is grounds for disciplinary action and referral to the appropriate law enforcement or investigative agency.

**f. Unauthorized distribution of copyrighted material, including peer-to-peer file sharing, is prohibited under this policy. This includes illegally downloading and/or sharing music and video files.**

**1. Violations will result in disciplinary proceedings against the student.**

**Sanctions given will be commensurate with the violation, and may include termination of computer privileges.**

**2. Individuals violating this policy may face legal action, which could include fines and/or imprisonment.**

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Midwestern State University

OFFICE OF STUDENT DEVELOPMENT AND ORIENTATION  
(940) 397-4500

**TO:** Mr. Keith Lamb, Associate Vice President for Student Affairs  
Mr. Dail Neely, Dean of Students

**FROM:** Matthew Park *Matthew Park*  
Director of Student Development and Orientation

**DATE:** September 15, 2010

**RE:** Student Organization Approval (National Affiliation)

The **SGI-USA Student Buddhist Association** has completed the following necessary requirements for being a registered student organization under the category of "Religious" at Midwestern State University.

- \*Student Organization Roster:
  - Includes at Least 8 Currently Enrolled Student Members
  - Includes at Least One MSU Faculty/Staff Advisor (Dr. Millie Gore in the College of Education)
- \*Completed Activity Reservation Guidelines Agreement
- \*Signed Human Dignity Statement
- \*Campus Mailing Address
- \*Constitution/Statement of Purpose
- \*Documentation of approval/certification from the national office (Soka Gakkai International - United States of America)

Based on the information provided and having satisfied the requirements as stated in the Student Handbook, I recommend submission to the MSU Administrative Council for approval as a **registered** student organization.

Thank you.

*[Signature]*  
\_\_\_\_\_  
Dean of Students

*9-16-10*  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Vice President for Student Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Council

\_\_\_\_\_  
Date