

**ADMINISTRATIVE COUNCIL
MIDWESTERN STATE UNIVERSITY**

Meeting No. 12-02

January 23, 2012

The Administrative Council met Monday, January 23, 2012, at 2:00 p.m. in the J. S. Bridwell Foundation Board Room in the Hardin Administration Building. Present were Dr. Jesse W. Rogers, Chairman; Mr. Juan Sandoval, Dr. Howard Farrell, Dr. Robert Clark, Mr. Kyle Owen, Mr. Charlie Carr, Mr. Barry Macha, Mr. Kyle Christian, Ms. Debbie Barrow, Ms. Julie Gaynor, Ms. Dianne Weakley, Ms. Jolene Welch, and Ms. Cindy Ashlock.

MSU Policies and Procedures

Policy 3.222, Human Resources, Overtime Policy

Ms. Weakley proposed wording to address payment of overtime for non-exempt employees for athletic and on-campus, non-university events (see **Attachment A**). The Council approved the policy be placed on the February Board of Regents agenda.

Policy 2.24, President's Office, Board Contract Signing Authorization

Mr. Macha stated that the General Counsel should be added to the reviewing process in approving contracts or agreements (see **Attachment B**). The Council approved the policy to be placed on the February Board of Regents agenda.

Policy 2.323, President's Office

Mr. Macha proposed adding a section to address the Office of General Counsel (see **Attachment C**). The Council approved placing the policy on the February Board of Regents agenda. **NOTE: after the meeting, the administration pulled this item for further review.**

Policy 2.31, President's Office, Administration Selection Process

Ms. Barrow stated that while reviewing the *Policies and Procedures* manual for the SACS reaccreditation, it was found that changes were necessary to be in accordance with current university procedures (see **Attachment D**). The Council approved placing the policy on the February Board of Regents agenda.

Policy 2.339, Vice President for Administration and Institutional Effectiveness, Organization
Policy 4.181, Administration and Institutional Effectiveness, Information Technology
Policies and Procedures

Policy 4.188 Administration and Institutional Effectiveness, Mobile Communication Devices
Dr. Clark presented changes to the administrative organization (see **Attachment E, F, G**). The Council approved the title changes as presented.

MSU Telephone Replacement Project

This item was pulled from the agenda.

Adjournment

There being no further business, the meeting was adjourned at 2:50 P.M.

A handwritten signature in black ink, appearing to read "Jesse W. Rogers". The signature is fluid and cursive, with a large loop at the end.

Jesse W. Rogers, Chairman

A handwritten signature in blue ink, appearing to read "Cindy Ashlock". The signature is cursive and clear.

Cindy Ashlock, Secretary

3.222 Human Resources

OVERTIME POLICY

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

C. Compensation for Overtime

The Fair Labor Standards Act (FLSA) is now applicable to higher education. The following is in accordance with the State Appropriations Act and the 1985 Amendments to the FLSA.

1. Non-Exempt Employees

- g. The university may elect to pay non-exempt employees at the federal overtime rate of time and one-half for all hours worked at athletic events and for all hours worked at events hosted on campus by sources outside of the university. No federal or state appropriated funds may be used to pay employees for state overtime hours (1.0) when paid at the federal overtime rate (1.5).

2.24 President's Office

BOARD CONTRACT SIGNING AUTHORIZATION

Date Adopted/Most Recent Revision: 11/14/2008

B. Contract Review Requirements

1. The contract review process will begin with the initiating department. **The General Counsel shall review all contracts and agreements as to form and legal sufficiency prior to signature.**

2.323 President's Office
PRESIDENT'S OFFICE
Date Adopted/Most Recent Revision: 08/04/2006

F. Office of General Counsel

The General Counsel serves as the university's legal counsel and reports directly to the Board of Regents and to the President of the university. Responsibilities of the General Counsel are not confined to, but include the following:

1. **provides legal counsel on all matters related to the university;**
2. **serves as the university's representative in all legal matters related to local, state, and federal agencies or officials;**
3. **works in conjunction with the Attorney General of the State of Texas, legal counsel engaged in private practice, and other legal counsel for agencies of the State of Texas regarding matters that may affect the university;**
4. **monitors all lawsuits brought by or against the university and assists the Attorney General's office in the preparation, prosecution, and appeal of lawsuits involving the university;**
5. **consults with the President of the university and the Board of Regents with regard to legal matters affecting the university;**
6. **reviews contractual obligations entered into by the university as required by university policy;**
7. **interprets legislation and communicates regulatory requirements to relevant areas of the university;**
8. **works in conjunction with the university's Internal Auditor and the Vice President for Business Affairs and Finance to ensure the development and maintenance of an effective compliance program for the university; and**
9. **performs such other duties as those generally incumbent upon a general counsel of like boards or those delegated by the Board or the President of the university.**

2.31

President's Office

ADMINISTRATION SELECTION PROCESS

Date Adopted/Most Recent Revision: 11/06/2009

B. **President**

~~The President of the University shall be elected by the Board of Regents at its first meeting each calendar year for the academic year commencing the following September. Recommendation will be made by a special committee appointed by the Board Chairperson and approved for that purpose. A two-thirds vote of the members present and voting shall be required for election. An annual written contract shall then be signed by both parties and each shall retain a copy. The President may be granted faculty status and may be awarded tenure as a faculty member by the Board.~~

The appointment of the president of the university shall be made by the Board of Regents. The Board of Regents may appoint a Search Advisory Committee, which may make recommendations to the board concerning candidates for the position of president. The board shall make the final selection and approve a contract with the president for a maximum of three years (Texas Education Code 51.948). A two-thirds vote of the members present and voting shall be required for the election. The president may be granted faculty status and may be awarded tenure as a faculty member by the Board of Regents (MSU Policy 2.335). A written contract shall be signed by the board chairperson, board secretary, and the president.

The president's performance shall be evaluated by the Board of Regents at its first regular meeting each calendar year.

3. General Counsel

The General Counsel will be appointed by the President.

D. **Vice President for Administration and Institutional Effectiveness**

The Vice President for **Administration and Institutional Effectiveness** will be appointed by the President from a list of ~~three~~ candidates recommended by a **screening search advisory committee. The committee shall** consisting of **no fewer than three two** faculty **and two staff representatives. The** members **will be** selected from a list of six names recommended by the **President in consultation with the** Faculty Senate **and Staff Senate;** ~~two~~ representatives from the institutional effectiveness area, **two representatives from the Information Technology area** and one appointed at large by the President. The Chairperson of the **search advisory** committee will be appointed by the President ~~from the members selected.~~

E. **Vice President for Business Affairs Administration and Finance**

~~The Vice President for Administration and Finance will be appointed by the President from a list of three candidates recommended by a screening committee consisting of three faculty members selected from a list of six names recommended by the Faculty Senate, and one representative from the financial area. One from the Facilities Services staff, one from the academic administration, and one appointed at large by the President. The Chairperson of the committee will be appointed by the President from the members selected.~~

The Vice President for Business Affairs and Finance will be appointed by the President from a list of candidates recommended by a search advisory committee. The committee shall consist of no fewer than two faculty and two staff representatives. The members will be selected by the President in consultation with the Faculty Senate and Staff Senate. The Chairperson of the search advisory committee will be appointed by the President.

F. **Vice President for University Advancement and Student Affairs and Enrollment Management**

~~The Vice President for University Advancement and Student Affairs will be appointed by the President from a list of three candidates recommended by a search and screening committee. This committee shall consist of two faculty members selected from a list of four chosen by the Faculty Senate; two representatives from the staff of University Advancement and Student Affairs selected by the President; two students selected from a list of four submitted by the Student Government and one member at large selected by the President. The Chairperson of the committee will be appointed by the President from the members selected.~~

The Vice President for Student Affairs and Enrollment Management will be appointed by the President from a list of candidates recommended by a search advisory committee. The committee shall consist of no fewer than two faculty and two staff representatives. The members will be selected by the President in consultation with the Faculty Senate and Staff Senate. The Chairperson of the search advisory committee will be appointed by the President.

G. **Vice President for University Advancement and Public Affairs**

The Vice President for University Advancement and Public Affairs will be appointed by the President from a list of candidates recommended by a search advisory committee. The committee shall consist of no fewer than two faculty and two staff representatives. The members will be selected by the President in consultation with the Faculty Senate and Staff Senate. The Chairperson of the search advisory committee will be appointed by the President.

**2.339 Vice President for Administration and Institutional Effectiveness
ORGANIZATION – VP for Administration and Institutional Effectiveness
Date Adopted/Most Recent Revision: 05/13/ 2011**

Vice President for Administration and Institutional Effectiveness

A. Purpose

The purpose of the Vice President for Administration and Institutional Effectiveness is to provide central leadership, coordination, and integration for all programs involving ~~planning, institutional~~ research, ~~enrollment management~~, assessment, and ~~academic services~~ Information Technology that encompass the entire university community. The Vice President for Administration and Institutional Effectiveness has the following duties:

1. Managing the systematic and ongoing process of collecting, analyzing, and reporting data and information related to the goals and outcomes developed to support the university's mission and objectives
2. Coordinating and integrating the ongoing ~~planning~~-assessment-improvement cycle that is applied to student outcomes and service functions at each level within the university
3. Coordinating the delivery of all forms of computer technology and communication to the university community. ~~Providing and managing a comprehensive program of enrollment activities, including recruitment, admissions, registration, financial aid, testing, and international services for constituents~~
4. ~~Developing and supervising programs intended to maximize student enrollment, retention, and for managing such administrative support services as might be necessary to achieve mission objectives~~
5. ~~Building strong relationships with students, and working closely with Academic Affairs and Student Affairs to identify and develop programs responsive to the needs and interests of current and prospective students~~

B. Responsibilities

The Vice President is directly responsible to the President. The Vice President supervises the following areas:

1. Institutional Research, ~~Planning and Assessment~~ Admissions
2. Information Technology ~~International Services~~
3. ~~MSU Cycling Registrar~~
4. ~~Financial Aid~~
5. ~~Institutional Research, Planning and Assessment~~
6. ~~Testing Services~~
7. ~~Upward Bound~~
8. ~~Student Support Services~~
9. ~~MSU Cycling~~

3. SACS Liaison ****WORDING****

C. Offices and Programs

1. Office of Institutional Research, ~~Planning,~~ and Assessment ~~Office of Admissions~~

a. Office

The Office of Institutional Research, ~~Planning,~~ and Assessment (IRPA) collects and interprets statistical data for use by the university as well as other government agencies involved in the planning, policy formulation, decision making, and administration of institutions of higher education. The Office of IRPA also provides assistance to faculty, staff, and administration in designing and implementing effective assessment plans as part of the university-wide assessment process. ~~The purpose of the Admissions Office is to manage the recruitment and admission of students to Midwestern State University, which includes attending college day/night programs, recruitment communication plans and special events for prospective students. Duties include processing and maintaining undergraduate and graduate applications; evaluating transcripts, assessing residency for tuition purposes, maintaining receipt and entry of entrance exams, and deadlines. Other duties include issuing clearance of admission permits, awarding general academic merit undergraduate scholarships, and managing competitive tuition waivers and students on academic probation/suspension. The admissions policies as formulated by the Academic Council and Enrollment Management Council are carried out by the Director of Admissions or designated representative.~~

b. Responsibilities

The director reports directly to the Vice President for Administration and Institutional Effectiveness and may be assigned additional research and administrative duties as deemed appropriate. The Office of IRPA is responsible for maintaining a database to be utilized in preparing routine reports on enrollment, faculty workloads, graduation, and retention rates, responding to national statistical surveys and preparing reports which must be completed for federal, state, or regional accrediting agencies with responsibility for higher education, responding to questionnaires and requests for data or information in general, maintaining historical data in a database that can be utilized to produce ad hoc reports and serves as an information management system, utilizing a variety of measurement instruments and statistical methods to provide timely information and analysis to the President and the staff for use in assessment and planning purposes, and guiding the university-wide assessment process as it relates to institutional effectiveness and reaffirmation of accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACS). ~~The Director is responsible for the admission of students, including the processing of applications, assessing of residency for tuition purposes, general merit undergraduate scholarship applications, managing students on academic probation/suspension, transcript evaluation, ACT and SAT exams and deadlines, and issuance and clearance of admission permits to those applicants who meet university admission standards. This office is also responsible for recruiting students to Midwestern State University through high school/junior college visits, campus visits, college fairs, inquiry by phone, mail and internet, follow-up contacts with prospective students, their families and special events involving recruitment and retention. This office will work to attract new and returning students to MSU. The Director of Admissions reports directly to the Vice President for Institutional Effectiveness.~~

2. Office of Information Technology ~~Office of International Services~~

a. Office

Information Technology is responsible for providing centralized data processing support, in conjunction with local and wide area network support, for the academic and administrative functions of the university. ~~The Office of International Services (OIS) verifies visa documentation and status for international employees and provides support services to international students in the form of orientations, seminars, counseling, preparation of immigration documents, and cultural exchange/learning activities. International Services processes admission of international students, evaluates all international transcripts, recruits international students across the globe. The office also coordinates housing for international students and raises scholarship funds.~~

b. **Responsibilities**

The Chief Information Officer (CIO) is responsible for operations, job scheduling, hardware maintenance, documentation, and operation and analysis support for administrative and academic users. The CIO is the supervisor of programmers, analysts, operators and network technicians, and supervises university telecommunications through the Telecommunications Manager and associated department. The CIO supervises all installations and modifications of general use computing and network hardware, and administrative, academic, and network software. The CIO makes recommendations to the Vice President for Administration and Institutional Effectiveness on information resource budgets and staffing, hardware/software procurement and enhancements, security policies, documentation, and system development standards. The Director of the Office of International Services recruits international students; organizes discounted housing and travel; assists in raising scholarship funds; acts as liaison with embassy and government officials; counsels students on academic requirements, financial planning, and legal compliance; and acts as a Designated School Official (DSO) for immigration purposes. The Director verifies international employees' credentials and work authorization status and determines whether foreign national employees meet the federal guidelines for permanent residency sponsorship. The Director reports directly to the Vice President for Institutional Effectiveness.

3. MSU Cycling Program Office of the Registrar

The MSU Cycling program is a registered member of the National Collegiate Cycling Association and competes as a member of the South Central Collegiate Cycling Conference. The program is open to all ability levels and offers a limited number of scholarships to elite level women and men cyclists. The Director of MSU Cycling reports directly to the Vice President for Administration and Institutional Effectiveness.

a. **Office**

The Office of the Registrar is committed to serving the students, faculty, and public by providing the permanent academic records of Midwestern State University, verifying enrollment, directing the student registration process, and auditing student records for completion of graduation requirements.

b. **Responsibilities**

The Registrar is directly responsible to the Vice President for Institutional Effectiveness and supervises the work of the individuals assisting in these student record functions. Other areas of responsibility that are in the Office of the Registrar include veteran's affairs and certification of athletes, and compliance with state policies regarding the TSI (Texas Success Initiative). The Office of the Registrar is responsible for the production of the Schedule of Classes and serves as the editor for the production of the MSU Catalog. The Office of the Registrar will be responsible for the organization of statistical material for use by various college and state agencies; will submit reports concerning the official standing of students to the students and appropriate academic offices; and will provide transcripts of students' records subject to appropriate limitations. Other areas in which the Office of the Registrar provides assistance are new student orientation, Imagine Graduation and commencement ceremonies.

4. Office of Student Financial Aid Office

a. **Office**

The Financial Aid Office (FAO) provides financial assistance to eligible students in the form of federal, state, university and private grants, loans and student-work programs and educates current and prospective students regarding various financial aid processes and programs.

b. **Responsibilities**

The Director of Financial Aid is responsible for supervision of the FAO staff and for administrative oversight of the FAO office function including the receipt and processing of electronic financial aid applications; processing and packaging of student awards; certification and receipt of loan funds via Electronic Funds Transfer; processing of scholarship forms and refunds posted to students' accounts; the return of federal/state funds to the proper accounts in the event a student fails to enroll at university, and review of potential financial aid over awards. Responsibilities also include

providing various financial aid services to students such as counseling and debt management; short-term payment plans and textbook voucher information; and financial aid workshops for high school students and counselors. The director is responsible for completion of federal, state, and other related reports; indexing and document imaging of FOIA records; and the implementation/ interface and accuracy of FAO records within the university's computer technology information system. The Director of Financial Aid reports directly to the Vice President for Institutional Effectiveness and serves as a university resource on matters pertaining to financial aid policies and procedures.

5.—Office of Institutional Research, Planning, and Assessment

a.—Office

The Office of Institutional Research, Planning, and Assessment (IRPA) collects and interprets statistical data for use by the university as well as other government agencies involved in the planning, policy formulation, decision making, and administration of institutions of higher education. The Office of IRPA also provides assistance to faculty, staff, and administration in designing and implementing effective assessment plans as part of the university-wide assessment process.

b.—Responsible

The director reports directly to the Vice President for Institutional Effectiveness and may be assigned additional research and administrative duties as deemed appropriate. The Office of IRPA is responsible for maintaining a database to be utilized in preparing routine reports on enrollment, faculty workloads, graduation, and retention rates; responding to national statistical surveys and preparing reports which must be completed for federal, state, or regional accrediting agencies with responsibility for higher education; responding to questionnaires and requests for data or information in general; maintaining historical data in a database that can be utilized to produce ad hoc reports and serves as an information management system, utilizing a variety of measurement instruments and statistical methods to provide timely information and analysis to the President and the staff for use in assessment and planning purposes; and guiding the university-wide assessment process as it relates to institutional effectiveness and reaffirmation of accreditation with the Southern Association of Colleges and Schools (SACS).

6.—MSU Testing Center

a.—Office

The MSU Testing Center office provides the overall school testing program for students and for the general public. Testing services offers exams in both computer-based and paper/pencil formats. The testing staff proctors examinations for admission into undergraduate, graduate, and specialty schools, placement and correspondence tests, and testing necessary for licensure of professionals or graduation from the university.

b.—Responsibilities

The Director of the MSU Testing Center reports directly to the Vice President for Institutional Effectiveness and is responsible for coordination of the university testing program which includes, but is not limited to the following exams: The American College Test (ACT), the Graduate Record Exam (GRE), College Level Examination Program (CLEP), General Management Admission Test (GMAT), Test of English as a Foreign Language (TOEFL), General Education Development test (GED), Texas Higher Education Assessment (THEA), Texas Examinations of Educator Standards (TExES), Examination for the Certification of Educators in Texas (ExCET), Miller's Analogies Test (MAT), and other national, state and local tests.

7.—Upward Bound

The Upward Bound program is designed to assist low-income, first generation high school students to be admitted to and become successful at the college of their choice. Students attend enrichment academic classes twelve Saturdays per semester during the school year, and six weeks during the summer. Field trips to museums and universities provide cultural enrichment. Upward Bound is a part of a nation-wide network of TRIO programs funded by the U. S. Department of Education. The program is open to high school freshmen and sophomores from the Wichita Falls, Burk Burnett and City View

Independent School Districts. The Director of Upward Bound reports directly to the Vice President for Institutional Effectiveness.

8. Student Support Services

The Student Support Services program is designed to assist undergraduate students who are low-income and first-generation or students with disabilities. The goal is to facilitate good academic standing, retention, and graduation of undergraduate students at Midwestern State University. Students receive academic tutoring; advice and assistance in postsecondary course selection; information on federal student financial aid programs, including resources for locating public and private scholarships; assistance in completing financial aid applications; counseling services designed to improve financial and economic literacy, including financial planning for postsecondary education; and activities designed to assist participants in applying for admission to and obtaining financial assistance for enrollment in graduate or professional programs.

Student Support Services is a part of a nationwide network of TRIO programs funded by the U. S. Department of Education. The program is open to accepted and enrolled Midwestern State University undergraduates who meet the eligibility criteria. The Director of Student Support Services reports directly to the Vice President for Institutional Effectiveness.

9. MSU Cycling Program

The MSU Cycling program is a registered member of the National Collegiate Cycling Association and competes as a member of the South Central Collegiate Cycling Conference. The program is open to all ability levels and offers a limited number of scholarships to elite level women and men cyclists. The Director of MSU Cycling reports directly to the Vice President for Institutional Effectiveness.

4.181 Administration & Finance and Institutional Effectiveness
INFORMATION SYSTEMS TECHNOLOGY POLICIES AND PROCEDURES
Date Adopted/Most Recent Revision: 08/05/2011

A. General

This policy applies to all users of the university's telecommunications, computer and network services. The university provides telephone, computer and network resources for use by students, faculty, staff and other persons affiliated with the university. The use of these resources is governed by this policy. Any violation of this policy or misuse of these resources, whether deliberate or incidental, may result in disciplinary actions according to university policies, as well as possible legal actions. Violations of security protocols in this policy shall be *reported to the supervisor, the ~~Director of~~ Chief Information Systems Officer (CIO) of Information Technology and the appropriate vice president or the provost.*

C. Guidelines

The university has established the following guidelines governing the proper use and workload management of Information Systems resources and personnel.

1. Telecommunications

All telephone outages will be reported by the user through the telephone outage reporting system at Ext. 4555. Requests for new installations, system reprogramming and telephone instrument relocations will be submitted using the Information Systems Technology work order system.

2. Computer Systems Programming Requests

Information Systems Technology service requests will be submitted using the Information Systems Technology work order system. Once submitted, the data custodian for the area must approve the concept and access to specific data elements. Following approval from the data custodian to proceed, Information Systems Technology will determine actual feasibility of the project and/or report. It is the practice of the university to not perform custom programming on purchased applications unless there is no other viable solution.

3. Network Services

Trouble resolution, technical solutions, network upgrades and network security services will be provided to the university by Information Systems Technology. All services other than trouble reporting must be requested using the Information Systems Technology work order system. This includes requests for technical solutions or network design.

4. Trouble Reporting

Small computer software and hardware trouble reporting will be managed through the Information Systems Technology Help Desk at Ext. 4278 or email at helpdesk@mwsu.edu. Users should report detailed information describing the problem. A work order will be assigned and tracked until completion. New installations of small computers will be accomplished according to the delivery schedule provided by the vendor. Any modifications to this schedule will be determined by the Director of Chief Information Officer of Information Technology Systems.

5. **Technical Solutions**

Technical solutions will be provided to the university faculty and staff to satisfy approved requirements for information technology equipment and software. These solutions will conform to the university guidelines established for interoperability and uniformity.

6. **Network Upgrades**

Information ~~Systems~~ **Technology** will be responsible for the network upgrades that are consistent with university policy and technology availability. All upgrades will provide a migratory path for future conversions and implementations.

7. **Laboratory Management**

Information ~~Systems~~ **Technology** is responsible for providing technical staffing for the general purpose student labs. This includes the following:

- a. Provide general purpose software and qualified student employees for general purpose student labs.
- b. Provide supplies and printer services as required during normally scheduled lab periods.
- c. Provide first-look maintenance on equipment and outage reporting.
- d. Maintain lab physical security and cleanliness.

8. **Electronic Network Access**

Users of the university electronic network facilities and services will indemnify and hold harmless the university against any and all actions or claims of infringement of intellectual property rights arising from the use of a network-based service or facility provided by the university. Network access is provided by password control. All passwords are managed and controlled by Information ~~Systems~~ **Technology**. The following policies are established for network access:

- b. All accounts are for the sole use of the student, faculty or staff of the university. Account information will not be released by Information ~~Systems~~ **Technology** to any other individual.

11. **Computer Security and Privacy**

7. Public domain (shareware) will not be downloaded from public access bulletin board systems to any user computer connected to the campus network. All software loaded on university computers will first be approved by Information ~~Systems~~ **Technology** and certified virus free.
8. User departments will identify to Information ~~Systems~~ **Technology**, personnel computer workstations used to store confidential or sensitive information or to run critical applications. The users will be responsible for notifying Information ~~Systems~~ **Technology** for periodic virus scans.
9. Users will not install personal computers onto the university's network.

12. Computer System Access Control

The ~~Director of Information Systems~~ **Chief Information Officer** will maintain computer system integrity through the effective use of security controls. In an effort to control access to computing resources, the following policy is in effect:

- b. A logon will be assigned by Information ~~Systems~~ **Technology** after verification by Human Resources of the individual's current employment with the university.

14. Computer Operations Center

The ~~Director of Information Systems~~ **Chief Information Officer** will maintain control and supervision of the production, scheduling and output of the Computer Operations Center. The following policies for services provided by the operations center are in effect.

- c. Output reports should first be checked for accuracy by Information ~~Systems~~ **Technology** personnel and then rechecked by the user department before distribution and/or use. It is the user department's responsibility for accuracy of the reports.
- d. All non-emergency requests for reports must be initiated by contacting Information ~~Systems~~ **Technology**. This request will provide detailed information on the task as well as a realistic due date.

4.188 Administration & Finance and Institutional Effectiveness
MOBILE COMMUNICATION DEVICES

Date Adopted/Most Recent Revision: 05/13/2011 (Effective fall semester, 2011)

B. Definitions

5. *Temporary Loan.* Employees not receiving a stipend who travel on university business may obtain a university-owned mobile communication device from Information Systems **Technology** for the duration of the travel period. Employees must return the device during the first full working day after the conclusion of the travel period. Documentation will be required as outlined in Section H.

H. Alternative Procedures for Use of a Mobile Communication Device

Information Systems **Technology** will own a limited number of mobile communication devices and provide for their monthly service costs. These will be available for short-term rental and short-term emergency use, such as during a disaster or recovery operation.

I. Exceptions

Requests for exceptions to the policy may be made by submitting a written request to the Vice President for ~~Administration~~ **Business Affairs** and Finance. All such requests require the signature of the vice president or provost in whose area the person serves or the president as applicable. The Business Office may require the employee to submit documents to substantiate the basis of the request. It may also consult with other university administrative offices on the matter.