

**Midwestern State University  
Administrative Council  
September 10, 2012  
Meeting No. 13-01**

The Administrative Council met Monday, September 10, 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; Dr. Betty Stewart, Dr. Marilyn Fowlé, Dr. Keith Lamb, Dr. Robert Clark, Mr. Barry Macha, Mr. Kyle Owen, Dr. Pam Morgan, Mr. Charlie Carr, Mr. Anthony Gallina, Ms. Debbie Barrow, Ms. Julie Gaynor, Ms. Dianne Weakley, Dr. James Owen, Mr. Dirk Welch, and Ms. Cindy Ashlock.

**MSU Policies and Procedures**

The Council recommended placing each of the following policies on the November Board of Regents agenda.

**Policy 2.xxx NEW, Student Affairs and Enrollment Management**

Dr. Lamb proposed the addition of this policy (attachment A) in order to reflect the recent reorganization in the university's administration. He noted a change in Section B.6.b.ii., the title should read Associate Director of the Career Management Center and Testing Services office.

**Policy 4.129, NEW, President's Office, Protection of Minor Children on Campus**

Mr. Macha recommended the addition of this policy (attachment B) in response to correspondence received from the Governor's Office and a request from the Board of Regents. Ms. Barrow stated that the Board also requested that all employees receive training concerning the protection of minor children on campus. Ms. Weakley noted that training is available on the Human Resources website. Dr. Rogers stated that the Board wanted all employees to receive the training. Ms. Barrow said she would advise Ms. Weakley as to the Board's directive once the minutes were transcribed.

**Policy 4.169, Student Affairs and Enrollment Management, Summer Camps and Conferences**

Dr. Lamb stated that the policy (attachment C) had been updated to reflect current practices in place. Ms. Weakley requested that the Office of the Dean of University Wellness and Director of Recreational Sports be changed to the Office of the Coordinator of Summer Camps in Section F.2.

**Testing Fees**

Mr. Welch recommended the following fees be increased. The increases would be in line with what other colleges charge. The Council recommended placing the fee structure on the November Board of Regents agenda.

<u>Test</u>	<u>Current Testing Fee</u>	<u>Testing Expense</u>	<u>Proposed Testing Fee</u>	<u>Increase</u>
Score It Now	\$20.00	\$13.00	\$30.00	\$10.00
Correspondence	\$10.00	None	\$15.00	\$5.00

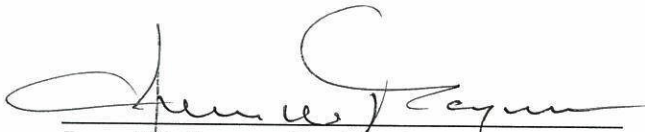
### **Student Organization**

Dr. Lamb presented MSU Bigs for approval (attachment D). The organization has met all the requirements for affiliation with the national organization, Big Brothers Big Sisters. The Council approved MSU Bigs as an MSU student organization.

### **Enrollment**

Dr. Lamb stated that current enrollment reflected 5,996 students. However, students who had not paid by 5:00 P.M. would be voided. Dr. Rogers stated that if enrollment were to drop below 6,000 students, MSU could face a \$1.5 million reduction in the FY13 operating budget. With that amount considered in addition to the \$2.3 million and \$1.4 million reduction already in the FY13 budget, the total reduction would be approximately \$6 million. He added that MSU cannot continue to operate with a declining enrollment. Dr. Rogers mentioned that the population in the DFW metroplex had increased by 1.5 million persons in the past ten years while our local region has decreased by 405 persons. The number of college-age persons in our local region has dropped by 2,500. Dr. Rogers continued that to increase our enrollment MSU must aggressively recruit students from outside of our local region, expand our distance education, and increase our international student enrollment. Dr. Lamb stated that a positive side for the university is the numbers of graduating students have increased.

There being no further business, Administrative Council adjourned at 2:44 p.m.

  
\_\_\_\_\_  
Jesse W. Rogers, President

  
\_\_\_\_\_  
Cindy Ashlock, Secretary

**NEW POLICY**

2.XXX Student Affairs and Enrollment Management  
 Vice President for Student Affairs and Enrollment Management  
 Date Adopted/Most Recent Revision:

**A. Purpose**

The Vice President for Student Affairs and Enrollment Management is directly responsible to the President to provide leadership, coordination, planning, and administration of student affairs and enrollment management programs which are compatible with the philosophy and objectives of the University.

**1. Student Affairs**

The Student Affairs program is based on the knowledge of human development and learning characteristics and reflective of the demographic and developmental profiles of the student body. The educational experience of students consists of both academic efforts in the classroom and developmental opportunities through Student Affairs. The Vice President for Student Affairs and Enrollment Management is also responsible for the coordination and supervision of services, programs, and activities in the areas of counseling, new student orientation, student housing, student discipline, student activities, student development programs, social regulations, the yearbook, student medical services, disability services, the student center, wellness programs, the bookstore, dining services, postal services, recreational sports, leadership development, multicultural programs, career services, university police, and cheerleaders.

**2. Enrollment Management**

Enrollment Management provides an environment that fosters student success beginning with recruitment and culminating with graduation. The Vice President for Student Affairs and Enrollment Management is responsible for a collaborative program to attract, admit, enroll, and retain a qualified and diverse student body by providing and managing a comprehensive program of enrollment activities, including recruitment, admissions, financial aid, career management and testing, and international services.

**B. Student Affairs and Enrollment Management Offices and Programs****1. Admissions Office**

The purpose of the Admissions Office is to manage the recruitment and admission of students to the University. Activities include attending college day/night programs, creating recruitment communication plans and hosting special events for prospective students. This office is also responsible for recruiting students through high school/junior college visits, campus visits, college fairs, inquiry by phone, mail and internet, follow-up contacts. 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 Director of Admissions reports to the Vice President for Student Affairs and Enrollment Management.

**2. Financial Aid 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. Responsibilities include processing electronic financial aid applications; processing student awards; certification and receipt of loan funds through electronic transfer; processing scholarship forms and refunds to students' accounts; and completion of federal and state reporting. In the event a student fails to enroll at the University, the office is responsible for the return of federal/state funds to the proper accounts. Activities also include providing counseling on debt management, short-term payment plans, and textbook voucher information, as well as, financial

aid workshops for current and prospective students and high school counselors. The Director of Financial Aid reports to the Vice President for Student Affairs and Enrollment Management.

3. International Services

International Services (IS) is responsible for verifying 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. Additionally, IS processes admission of international students and evaluates all international transcripts. The IS office also coordinates housing for international students and raises scholarship funds. The Director 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 to the Vice President for Student Affairs and Enrollment Management.

4. University Police

The Chief of Police directs the campus police department which provides police services to the university community and its visitors. The Chief of Police is directly responsible to the Vice President for Student Affairs and Enrollment Management for all security and law enforcement related issues. The police department investigates all reported offenses on campus and is responsible for maintaining all official records pertaining to criminal activity, traffic and parking, and security related issues. The Chief of Police is responsible for publishing reports on criminal activity and related issues in accordance with the Crime Awareness and Campus Security Act. The office is responsible for enrollment into and maintenance of the MSU ALERT emergency notification system that has the ability to send urgent and emergency information quickly by email and / or text message.

5. Dean of Students / Director of Clark Student Center

The Dean of Students/Director of Clark Student Center is directly responsible for student advocacy and discipline and for Clark Student Center operations, as well as, the contracted services of the University Bookstore. The Dean of Students/Director of Clark Student Center reports to the Vice President for Student Affairs and Enrollment Management.

a. University Bookstore

The University Bookstore is operated through a contractual agreement with a private vendor. The Bookstore manager works in coordination with the Dean of Students/Director of Clark Student Center to provide textbooks, supplies, and services to meet the needs of the student population and campus community.

b. Campus Card

The Campus Card is the official identification card of the University which is issued by the Office of the Dean of Students/Director of Clark Student Center to students, faculty, and staff and which may serve as an optional ATM/Debit Card.

6. Associate Vice President for Student Affairs

The Associate Vice President for Student Affairs is responsible for designing, implementing, and maintaining programs that contribute to the development, engagement, and success of students. Reporting to the Vice President for Student Affairs and Enrollment Management, the Associate Vice President for Student Affairs provides leadership to the following areas:

a. Housing and Dining Services

This Director of Housing and Dining Services is responsible for planning, administration, and management of all university housing facilities. The Director administers the residence life judicial program. Duties of this office include personal and social counseling, supervision of resident assistants and student assistants, interpreting and administering housing policies, and maintenance and upkeep of residential living facilities. The Director of Housing and Dining Services reports to the

Associate Vice President for Student Affairs.

i. Postal Services

The University Post Office receives and disseminates external and internal university mail and handles general postal services for the university departments and residents. The Postal Services Supervisor oversees campus-wide postal service and directs postal workers in the proper methods of handling and distributing campus and U. S. mail. The Postal Services Supervisor reports to the Director of Housing and Dining Services.

ii. Dining Services

University Dining Services are provided on a contractual arrangement with a private company. The Director of Dining Services works in coordination with the Director of Housing and Dining Services to provide a quality dining experience to the campus community.

b. Career Management Center and Testing Services

i. Career Management Center

The Career Management Center (CMC) serves the university, its students and alumni, as well as employers in the greater Wichita Falls economic region through the facilitation of employment opportunities. The CMC presents opportunities for students to be introduced and guided through the professional development process using a wide variety of services. The center's focus is on preparing students and alumni for significant and personally satisfying careers and teaching them how to market their skills and abilities effectively to prospective employers. The CMC offers professional workshops/seminars; on-line career services, on-campus interviewing, career placement services, and summer internship programs for students and alumni. The Director reports to the Associate Vice President for Student Affairs.

ii. Testing Services

The Testing Services center provides an 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. The Associate Director of the Career Management Center and Testing Services office is responsible for direct oversight of the Testing Services Center and reports to the Director of Career Management Center and Testing Services.

c. Student Development and Orientation

The Director of Student Development and Orientation plans, implements, and supervises various multicultural, social, and educational programs to improve and expand the students' campus life experience. The office serves as a liaison for all student organizations and is responsible for student programming and activities through the University Programming Board (UPB), new student orientation (including Spirit Days), Homecoming and the Wai-Kun (yearbook). In addition, the office provides administrative support for Greek Life and oversight of the MSU cheerleaders. The Director reports to the Associate Vice President for Student Affairs.

d. Director of Recreational Sports and Wellness Center

The Director of Recreational Sports and the Wellness Center is responsible for the organization, administration, coordination, and promotion of a quality holistic wellness program which includes fitness, and recreational sports. The Wellness Center provides state-of-the-art exercise equipment for MSU students and provides fitness classes to students, faculty, and staff. The MSU recreational sports program provides competition

for both men and women in archery, badminton, basketball, basketball free throw, bowling, flag football, Frisbee golf, softball, soccer, table tennis, track, volleyball, miniature golf and darts, among others. The Director of Recreational Sports and the Wellness Center reports to the Associate Vice President for Student Affairs.

e. Counseling Center

The Counseling Center provides individual counseling, intake and evaluation, crisis intervention and consultation services. The Director is responsible for the planning and development of a comprehensive Counseling Center to assist students with personal, academic, and career concerns. Additional responsibilities include providing academic advising and coordination with various departments in student development programming. The Director reports to the Associate Vice President for Student Affairs.

f. Disability Support Services

The Disability Support Services (DSS) provides equal access for qualified students with disabilities to all university courses and programs, and by law, all students with disabilities are guaranteed a learning environment that provides reasonable accommodation of their disability. The Director works in cooperation with the Director of Human Resources to evaluate employees' requests for disability accommodations. The DSS Director is responsible for receiving all formal grievances from students and employees related to discrimination or lack of accommodation on the basis of a disability. The Director reports to the Associate Vice President for Student Affairs.

g. Vinson Health Center

The Vinson Health Center provides ambulatory care services for the exclusive benefit of MSU students. The emphasis of the center includes prevention of illness; treatment of minor injuries or illnesses; education of students to allow for efficient access of health care; counseling related to specific medical concerns; screening and/or administering immunizations; reviewing physical education exemption requests; serving as a resource for developmental programming in areas of health promotion; tracking and reporting of immunization compliance for academic areas under allied health care; and serving as a consultant to the university regarding public health issues. The Medical Director of Vinson Health Center reports to the Associate Vice President for Student Affairs.

h. Coordinator of Social Media

The Coordinator of Social Media coordinates and supervises all social media accounts for the Student Affairs and Enrollment Management areas. The Coordinator is responsible for promoting the university through positive and transparent communication in all public facets. Working in conjunction with the Webmaster and Director of Marketing and Public Information, the Coordinator reports to the Associate Vice President for Student Affairs.

**NEW POLICY**

4.129 President's Office  
 PROTECTION OF MINOR CHILDREN ON CAMPUS  
 Date Adopted/Most Recent Revision:

Midwestern State University is committed to providing a safe campus environment for students, faculty, staff, and visitors. Although the university admits relatively few students under the age of 18, minors regularly participate in special camps and programs on the MSU campus. The university provides training for faculty, staff, and volunteers on strategies for recognizing, preventing, and reporting child abuse and neglect in accordance with state law.

A. Definition of a Child

The Texas Administrative Code, Title 25, Part 1, Chapter 1, defines a child as "A person under 18 years of age who is not and has not been married or who has not had the disabilities of minority removed for general purposes."

B. Texas Administrative Code (TAC)

Child sexual abuse or molestation is criminal behavior that involves children in sexual behaviors for which they are not personally, socially, or developmentally ready. TAC 25, Rule 1.203 defines Sexual Abuse as "Any sexual activity including any involuntary or nonconsensual sexual conduct that would constitute an offense under Penal Code 21.08 (indecent exposure) or Chapter 22 (assaulting offenses)."

C. Texas Penal Code

Section 38.17 - Failure to Stop or Report Aggravated Sexual Assault of a Child

A person who is not a parent or legal guardian or who has not assumed care, custody, or control of a child (younger than 14 years of age), commits an offense if the person observes the commission of attempted commission of an offense prohibited by Section 21.02 (Continuous Sexual Abuse of a Young Child or Children) or Section 22.021 (a)(2)(b) (Aggravated Sexual Assault of a Victim Younger than 14 Years of Age) under circumstances in which a reasonable person would believe that an offense of a sexual or assaultive nature was being committed or was about to be committed against the child; the person fails to assist the child or immediately report the commission of the offense to a peace officer or law enforcement agency; and the person could assist the child or immediately report the commission of the offense without placing himself or herself in danger of serious bodily injury or death.

Section 38.171 – Failure to Report Felony

A person commits an offense if the person observes the commission of a felony under circumstances in which a reasonable person would believe that an offense had been committed in which serious bodily injury or death may have resulted; and fails to immediately report the offense to a peace officer or law enforcement agency when a reasonable person would believe that the offense had not been reported and the person could immediately report the offense without placing himself or herself in danger of suffering serious bodily injury or death.

Failure to assist the child or to immediately report the offense (Section 38.17) or to report a felony (Section 38.171) is a Class A misdemeanor punishable by confinement in jail up to one year and/or a fine of up to \$4,000.

D. Texas Family Code

Section 261.101 – Persons Required to Report; Time to Report

Any person having cause to believe that the physical or mental health or welfare of a child (under 18 years of age) has been adversely affected by abuse or neglect by any person must immediately make a report to any local or state law enforcement agency, or the department of Family and Protective Services.

Professionals (definition includes teacher) must make a verbal report within 48 hours.

Failure to report suspected child abuse or neglect is a Class A misdemeanor punishable by confinement in jail up to one year and/or a fine of up to \$4,000. This law also provides that protection for those who, in good faith, report or assist in the investigation of alleged or known abuse or neglect (Section 261.106). The immunity provided by law includes both civil and criminal liability.

**E. Texas Education Code**

**Section 51.976 - Sexual Abuse and Child Molestation Prevention Training**

Within five days of employment, every employee or volunteer working in a program involving contact with minors or in a youth camp operated on or by the campus of the University must successfully complete a training and examination program on the warning signs and prevention of sexual abuse and child molestation provided by the University and approved by the Texas Department of State Health Services. Documentation verifying successful completion of the training shall be maintained in the employees' personnel files by the Human Resources Department and in the Office of the Coordinator of Summer Camps. Training must be repeated at least every two years. Failure to complete the prescribed training as required will result in termination of employment or volunteer service in a capacity involving contact with minors.

**F. Reporting Suspected or Known Abuse or Neglect**

When a child appears to be in immediate danger of serious harm, call 911 or the nearest law enforcement department to ensure the fastest possible response time to protect the child.

**1. Contact Numbers:**

- a. Emergency assistance 9-1-1
- b. MSU Police Department (940) 397-4239
- c. Department of Family and Protective Services 1-800-252-5400

**2. The person reporting should provide, whenever possible:**

- a. the child's name, description, age and address;
- b. the name and address of the person responsible for the care, custody, or welfare of the child; and,
- c. any other information to help authorities assist the child (who, what, when, where).

**3. Non-emergency incident reporting**

- a. Contact the Texas Department of Family and Protective Services hotline:
- b. Texas Abuse, Neglect, and Exploitation Reporting System
- c. <http://www.txabusehotline.org/Login/>



**4.169 Student Affairs & Enrollment Management**  
**SUMMER CAMPS AND CONFERENCES**  
**Date Adopted/Most Recent Revision: 2/13/93-7/30/2012**

**A. General**

A summer camp or conference is an activity that promotes the University's over-all mission of quality education. A summer camp or conference will include any event that extends for two (2) or more days.

**B. Use of University Facilities**

All summer camps and conferences sponsored by the university, individual members of the faculty or administration, or off-campus groups which require the use of university facilities or services must be approved by the President upon recommendation of the Vice President for Student Affairs & Enrollment Management. At least six (6) weeks prior to the start of the activity, the sponsor(s) of the program shall seek approval by submitting a completed Letter Agreement with supporting documents to the Vice President for Student Affairs and Enrollment Management Coordinator of Summer Camps. at least six (6) weeks prior to the start of the activity.

**C. Administrative Fee**

Each camp will remit to the university an administrative fee for each participant. The fee will cover building/facility use, medical insurance, and other administrative costs. A camp base service fee will be Twelve Dollars (\$12.00) assessed for each participant that attends any summer camp activity and will be in addition to any charges for university housing or food service.

**D. Guidelines for University-Sponsored Events**

For university-sponsored functions, the following guidelines must be met:

1. Determination of the salaries to be paid to summer camp directors:
  - a. The salary payment must be approved by the senior administrator of the division sponsoring the camp.
  - b. The salary will only be paid at the first pay period following the close of the camp.
  - c. The maximum allowable salary of the camp director will be a part of the budget approved by the President.
  - d. The maximum salary will be no greater than the funds remaining after all camp expenses are paid.
  - e. ~~If the director is on a twelve (12) month contract or is teaching full time at the time the camp is offered, that person cannot be compensated for the camp.~~
  - f. All salary payments will be made through the university payroll system and all applicable state and federal payroll taxes, Teacher Retirement System and Optional Retirement contributions will be deducted.
2. A completed summer camp budget will be submitted with the Letter Agreement.
3. All budgetary transactions will be channeled through the Business Office with all accounts kept in the Business Office.
4. The director will ensure that the camp will be in the highest standards of excellence through instruction following the mission of the university.

#### E. Guidelines for Non-University Sponsored Events

For non-university sponsored functions, the following guidelines will be met.

1. The director will be responsible for the payment of wages, the collection and reporting of payroll taxes, and the collection and payment of any benefits eligible to event employees.
2. ~~If the director is on a twelve (12)-month contract or is teaching full-time at Midwestern State University at the time the camp is offered, that person cannot be compensated for the camp.~~
3. The director will ensure that the camp will be in the highest standards of excellence through instruction following the mission of the university.
4. The director will ensure that the title of "Midwestern State University" will not be used in the camp title as a sponsoring agent.
5. The director will ensure that no university resources (i.e. phone numbers, secretaries for registration processing) will be used for the benefit of the camp.
6. The director will be personally responsible for all debts incurred by the camp. Midwestern State University will not be responsible for debts of the camp.
7. ~~Liability insurance is required. The director will provide the Office of Summer Camp Services with a Certificate of Liability Insurance detailing the necessary coverage as outlined in the Letter Agreement.~~

#### F. Guidelines for Required Training

1. **Sexual Abuse and Child Molestation Prevention Training**  
**Within five days of employment, every employee or volunteer working in a program involving contact with minors or in a youth camp operated on or by the campus of the University must successfully complete a training and examination program on the warning signs and prevention of sexual abuse and child molestation provided by the University and approved by the Texas Department of State Health Services.**
2. **Documentation verifying successful completion of the training shall be maintained in the employees' personnel files by the Human Resources Department and in the Office of the Coordinator of Summer Camps. Training must be repeated at least every two years.**
3. **Failure to complete the prescribed training as required will result in termination of employment or volunteer service in a capacity involving contact with minors. TX Education Code 51.976**

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# Midwestern State University

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

**TO:** Dr. Keith Lamb, VP for Student Affairs and Enrollment Management  
Mr. Dall Neely, Dean of Students

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

**DATE:** July 21, 2012

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

The MSU Bigs student organization has completed the following necessary requirements for being a registered student organization under the category of "Special Interest" at Midwestern State University.

- \*Student Organization Roster
  - Includes at Least 8 Currently Enrolled Student Members
  - Includes at Least One MSU Faculty/Staff Advisor (Tina Johnson in the Computer Science department)
- \*Completed Activity Reservation Guidelines/Agreement
- \*Signed Human Dignity Statement
- \*Campus Mailing Address
- \*Constitution/Statement of Purpose
- \*Documentation of approval from the regional office (Katie Hargis, Community Recruiter for Big Brothers Big Sisters of Wichita Falls)

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

*7-23-12*  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date