

**Midwestern State University**  
**Administrative Council**  
**October 25, 2012**  
**Meeting No. 13-02**

The Administrative Council met Thursday, October 25, 2012, at 3:00 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, Mr. Matthew Park, Dr. Pam Morgan, Mr. Charlie Carr, Mr. Anthony Gallina, Ms. Julie Gaynor, Ms. Dianne Weakley, Dr. James Owen, Mr. David Spencer, Mr. Dirk Welch, and Ms. Cindy Ashlock.

**Contract Administration**

Mr. Macha reviewed the contract administration policy (Policy 2.24) as approved at the August Board of Regents meeting. He discussed modifications to the contract administration process, such as the signature routing sheet, the monitoring process, bidding process, state reporting requirements, etc. Dr. Rogers thanked Mr. Macha for his work on this policy.

**MSU Undergraduate and Graduate Student Handbooks, Housing and Residence Life Policy**

Dr. Lamb stated that the policy was updated to reflect the current department title and current procedures in place (see attachment A). The Council recommended placing each of the following policies on the November Board of Regents agenda.

**University Councils and Committees**

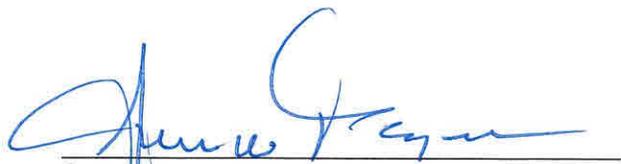
The Council recommended changes to the following committee structures as presented (see attachment B).

- Student Allocations Committee
- Student Conduct Committee
- Student Insurance Committee
- Distance Education Committee

**Policy 4.129 Protection of Minor Children on Campus**

Ms. Weakley stated verbiage was added to the policy in response to a request at the August Board of Regents meeting. The request was that all employees, including student workers, receive training to educate the employee how to recognize and report possible child abuse (see attachment C). The Council recommended placing the policy on the November Board of Regents agenda.

There being no further business, Administrative Council adjourned at 4:29 p.m.

  
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Jesse W. Rogers, President

  
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Cindy Ashlock, Secretary

*Housing and Residence Life Dining Services*

The Housing and Residence Life Dining Services program is a vital part of the Midwestern campus community. The program is intended to support the educational mission of the university through programs, activities, services, facilities, and personnel that promote an atmosphere in university housing conducive to meeting the academic, social, cultural, and personal/developmental needs of residential students.

*Housing Policy*

The housing policy is based on the belief knowledge that living in university housing can provide both educational and social opportunities important to the success of college students. ~~National studies have demonstrated that students residing on campus tend to develop and progress at a better rate toward the completion of their degrees than those students living in off-campus housing.~~ All students enrolling at Midwestern State University are required to live in university housing unless they:

1. Are living in the home of their parents or legal guardians **within 60 miles of the campus** and commuting to class.
2. Are married and living with their spouse.
3. Have accumulated 45 semester hours of college academic credit **as a post-high school student** prior to the first day of classes for the housing ~~contract~~ **agreement** period. **Hours achieved while in high school are not counted (e.g. concurrent or dual credit);**
4. Have reached the age of 21 prior to the first day of classes for the housing ~~contract~~ **agreement** period.
5. Are part-time students enrolled ~~for eleven~~ **in 11** hours or less for the fall or spring semester **or during a summer semester.**
6. ~~Are enrolled for evening classes only.~~

Committees and Councils

The following changes to the Committees and Councils List are recommended for approval. Language recommended for deletion is shown with an overstrike (-); new wording is shown in **bold and underlined** format.

- A. Student Allocations Committee – it is recommended that the personnel section identifying the committee make-up be changed to appoint six non-voting members to the committee. An additional change recommended is to the reporting official. This reflects the change of responsibilities within Student Affairs in the reorganization of the offices for the Vice President for University Advancement, the Vice President for Student Affairs and Enrollment Management, and the Associate Vice President for Student Affairs (see Attachment 1).
- B. Student Conduct Committee – it is recommended that the personnel section identifying the committee make-up be changed to appoint the Associate Vice President for Student Affairs as replacement for the Vice President for Student Affairs and Enrollment Management as Chair of the committee. This reflects a change of responsibilities within Student Affairs to better serve the students regarding complaints about student behavior. The Associate Vice President for Student Affairs will chair the committee and the Vice President for Student Affairs and Enrollment Management will impose disciplinary actions as required regarding the student conduct complaint (see Attachment 1).
- C. Student Insurance Committee – it is recommended that the personnel section identifying the committee make-up be changed to reflect the new structure of the Vinson Health Center and to add the Counseling Center Director to the committee. An additional change recommended is to the reporting official which reflects the reorganization of Student Affairs (see Attachment 1).
- D. Distance Education Committee – it is recommended that the title of the committee be changed to the Distance Education **Resource** Committee to better reflect the purpose of the committee which is to advise the Provost and Vice President for Academic Affairs on all matters related to distance education including policies, standards, technology needs, and staff requirements.

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

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.

**To ensure that all MSU employees are familiar with the requirements to prevent and report possible child abuse, every university employee working in any capacity shall be required to complete a program of child protection training. Newly hired employees not working in contact with minor children shall complete training within 30 days of hire and the training must be repeated by active employees every two years. Documentation of the employees' training will be maintained in the Human Resources Department.**