

Midwestern State University
Administrative Council
February 25, 2013
Meeting No. 13-03

The Administrative Council met Monday, February 25, 2013, 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. Howard Farrell, 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.

MSU Policy and Procedures Manual

Policy 2.393, Staff Senate Purpose and Constitution, B. Officers

Mr. Welch proposed changing the date to elect Staff Senate officers be changed to August of each fiscal year in order to be in accordance with current Staff Senate By-Laws The Council recommended placing the policy on the May Board of Regents agenda. See **Attachment A**.

Policy 3.317, President's Office, Academic Emeritus Status – Faculty and Administration

Dr. Rogers proposed the addition of the word “consecutive” to the number of years that faculty or administrators would have to serve the university in a full-time position to be eligible for emeritus status. The Council recommended placing the policy on the May Board of Regents agenda. See **Attachment B**.

Policy 3.334, Business Affairs & Finance, Vehicle Use Policy

This item was tabled.

Policy 4.125, President's Office, Records Management Policy

Dr. Rogers stated the reporting department for the policy was being moved from Business Affairs and Finance to the President's Office. The Council recommended placing the policy on the May Board of Regents agenda. See **Attachment C**.

Policy x.xxx, Student Affairs & Enrollment Management, Web Accessibility

Dr. Park stated that to be in accordance with Texas Administrative Code 206.70 and Accessibility Standards (U.S. Section 508 standards), a policy addressing web accessibility for all users needed to be added to the policy manual. The Council recommended placing the policy on the May Board of Regents agenda. See **Attachment D**.

Holiday Schedule 2013-2014

Ms. Weakley stated that two holiday schedules were developed to accommodate those working either the four-day work week or five-day work week. She recommended that employees working the four-day schedule would receive Memorial Day and July 4 as additional days during Spring Break. During the week of Memorial Day and week of July 4, the employees would work 40 hours. Employees working five-days would not receive the additional two days at Spring Break but take Memorial Day and July 4 as holidays. The Council recommended placing the Holiday Schedule 2013-2014 on the May Board of Regents agenda. See **Attachment E**.

MSU Fiscal Regulations and Procedures Manual

Mr. Shelley noted that after the last audit by the State Auditor's Office, it was determined the *Fiscal Regulations and Procedures Manual* should be updated to be in accordance with state and university policies. The Council approved the *MSU Fiscal Regulations and Procedures Manual* as presented. See **Attachment F**.

New Student Organizations

Dr. Park presented two student organizations for approval by the Council. The Golden Key International Honour Society (see **Attachment G**) and the American Association of Petroleum Geologists (see **Attachment H**). Both organizations have completed all necessary paperwork as required from their national organization. The Council approved the organizations as presented.

Proposed Credit Hour Guidelines

Dr. Stewart stated that as a part of our SACS Focused Report a definition of a credit hour was required. The definition varied depending upon the type of course or instructional type. The Council approved the definitions as presented. See **Attachment I**.

Other

Dr. Rogers informed the Council that as a result of generous donors, the university is expanding its academic programs and athletic program. He stated that the addition of baseball was being considered. At his request, Dr. John Martinez and Dr. Yoshi Fukasawa completed an economic review of the impact the addition of baseball would bring to Wichita Falls. Dr. Farrell presented the economic impact to the City of Wichita Falls' 4B Board for their consideration of donating funds to assist with the baseball program.

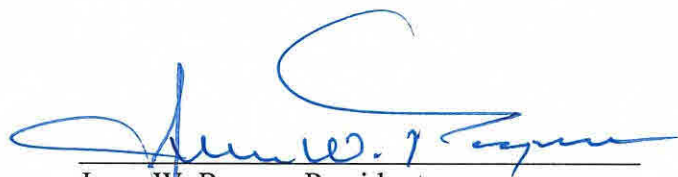
Dr. Clark reminded the Council that the SACS Reaffirmation Committee would be on campus for their on-site visit beginning April 9.

Ms. Gaynor noted that she had received positive response from the campus to the new branding standards.

Dr. Fowlé reminded the Council that the Budget Hearings are scheduled for March 22 and 23, 2013.

Dr. Owen informed the Council that the Streich Lectures will be held March 5.

There being no further business, Administrative Council adjourned at 2:59 p.m.



Jesse W. Rogers, President



Cindy Ashlock, Secretary

2.393 Staff Senate

STAFF SENATE PURPOSE AND CONSTITUTION

Date Adopted/Most Recent Revision: 08/10/2012

B. Officers

The officers of the Senate shall be the Chairperson, Vice Chairperson, Secretary/Treasurer, and Parliamentarian, which will constitute the Executive Committee. During the month of ~~May~~ **August**, senators who will serve **in the next fiscal year term** ~~beginning the following September~~, will hold an organizational meeting to elect officers for the new term. The current Chairperson will preside over the organizational meeting and no other business will be conducted. Members elected to the Executive Committee shall serve as officers for a one year term beginning September 1. The Chairperson of the Staff Senate shall be a voting member of the Administrative Council and shall attend the meetings of the Board of Regents. The Executive Committee may appoint ad hoc committees within the membership as deemed necessary.

STAFF SENATE BY LAWS

Date Adopted/Most Recent Revision by Staff Senate: 09/12/12

B. Elections

1. Officers are elected at the ~~first meeting in September~~ **meeting in August** for one year terms.

3.317 President's Office

ACADEMIC EMERITUS STATUS – FACULTY AND ADMINISTRATION

Date Adopted/Most Recent Revision: Approved 05/14/2010 – Effective 09/01/2010

A. General

University faculty at the ranks of assistant professor, associate professor and professor and academic administrators in the positions of dean, provost and vice president for academic affairs, or president may be granted emeritus status upon retirement.

B. Eligibility

Emeritus status may be granted to eligible faculty or administrators who have faithfully served the university for ~~a minimum of~~ ten (10) consecutive years in a full-time position. Faculty will have a record of (1) either extraordinary contributions to teaching or scholarly/creative production or service (2) or have continuously been productive in teaching, scholarship/creative activities, and service. Administrators in the positions of dean or provost and vice president for academic affairs will have notably contributed to the progress of the university. A president who has served the university for ~~a minimum of~~ ten consecutive years will automatically be considered.

C. Process

Unless the provost and vice president for academic affairs or the president is under consideration, the provost and vice president for academic affairs will ask for independent recommendations of the Faculty Senate, the relevant chair and dean, and report these recommendations together with his or her own appraisal to the President of the university. If the provost and vice president for academic affairs is under consideration, the president will ask for independent recommendations from the Faculty Senate, the relevant chair, and dean. If the president wishes emeritus status to be granted, he or she will so recommend to the Board of Regents of Midwestern State University. Self-recommendations are inappropriate.

D. Benefits

In addition to benefits extended to all MSU retirees who have served the university for ten years, emeriti professors and administrators shall be entitled to:

1. use of Midwestern State University's name in their scholarly pursuits;
2. use of university laboratory and office space and other resources depending on availability and the president's approval (permission will be granted on a semester basis);
3. maintenance of their MSU e-mail address;
4. marching in the appropriate position in the academic procession; and
5. actively participating in university events and offerings.

4.125 ~~Business Affairs & Finance~~ **President's Office**

RECORDS MANAGEMENT POLICY

Date Adopted/Most Recent Revision: 02/15/2008

A. General

Midwestern State University recognizes the need for orderly management and retrieval of all official records and a documented records retention and destruction schedule congruent with all state and federal laws and related regulations. It is the policy of Midwestern State University to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of the university. In the interest of cost-effective and efficient recordkeeping, the university has adopted a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of State Records Management Laws and accepted records management practices.

B. Records Management Officer

The Records Management Officer (RMO) is the person designated by the university **president** to administer the records management program. The RMO will ensure management of the university records in accordance with the requirements of State Records Management Laws.

C. Records Retention Schedule

All official records (paper, microform, electronic, or any other media) will be retained for the minimum periods stated in the Midwestern State University Records Retention Schedule as approved by the Texas State Library and Archives Commission and the Texas State Auditor's Office in compliance with Texas Government Code, Chapter 441. Any destruction of official records of Midwestern State University will be in accordance with this certified schedule and any other laws and rules of the state.

Reference: Texas Government Codes 441 and 552

Proposed New Policy

4. XXX Student Affairs & Enrollment Management

WEB ACCESSIBILITY

Date Adopted/Most Recent Revision:

A. Purpose

The university is committed to providing websites that are designed and created to be accessible to all users. All web-based applications and websites at Midwestern State University shall meet the statutory requirement in Texas Administrative Code (TAC) 206.70, Accessibility Standards, which references the U.S. Section 508 standards. These statutes require all web applications and websites to comply with the TAC 206.70 standards. TAC 206.70 establishes only a minimum standard for accessibility; website developers are encouraged to go beyond this minimum whenever possible.

B. Required Link

Each web-based application or website of Midwestern State University must contain a link for “Web Accessibility Policy,” which directs a user to this policy.

C. Electronic Accessibility Coordinator

The university Webmaster is designated as the MSU Electronic Accessibility Coordinator (EAC). The role of the EAC is to monitor the university’s compliance with web accessibility policies and to facilitate training of MSU web publishers and developers to ensure all web-based applications and sites are appropriately accessible. The EAC may grant written requests for exceptions to accessibility policies as allowed under appropriate circumstances.

D. Grievance Procedures

Individuals with a web accessibility grievance related to discrimination or lack of accommodation on the basis of a disability should contact the university’s ADA Coordinator (Director of Disability Support Services).

Related Policy: 4.189, Disability Grievance Procedures

Holiday Schedule 2013-2014

Schedule I

(Employees on Four-Day, 40 Hour Summer Work Schedule)

Date	Holiday	No. of Days
September 2, 2013	Labor Day	1
November 28 – 29, 2013	Thanksgiving	2
December 23 – 31, 2013	Christmas	7
January 1, 2014	New Year's	1
January 20, 2014	Martin Luther King Day	1
March 19 – 21, 2014	Spring Break	3
Schedule I – Total Holidays		15*

*The university will be closed Monday, May 26 for Memorial Day and Friday, July 4th in 2014. Employees on Schedule I, the four-day workweek, will work 40 hours in each of those weeks; therefore those days are not counted as a holiday and will be observed as 2 additional days off during Spring Break.

Schedule II

(Employees on Five-Day, 40 Hour Summer Work Schedule)

Date	Holiday	No. of Days
September 2, 2013	Labor Day	1
November 28 – 29, 2013	Thanksgiving	2
December 23 – 31, 2014	Christmas	7
January 1, 2014	New Year's	1
January 20, 2014	Martin Luther King Day	1
March 21, 2014	Spring Break	1
May 26, 2014	Memorial Day	1
July 4, 2014	Fourth of July	1
Schedule II – Total Holidays		15

Midwestern State University 2014 Summer Schedule

The University will begin a four-day workweek beginning Monday, May 12 and ending Thursday, August 7, 2014. Office hours will be 7:00 A.M. until 6:00 P.M. with a one-hour lunch break.

- ❖ *This schedule does not apply to areas that are designated to work a five-day schedule.*
- ❖ *Individuals who work an altered schedule (such as 10 or 10-1/2 months rather than 12 months) will be notified by Human Resources concerning hours they will need to work.*
- ❖ *If you have questions concerning your schedule, please see your immediate supervisor. Human Resources should be consulted before any schedule changes are approved.*

- *Employees will not work Memorial Day, Monday, May 26 or Independence Day, Friday, July 4. However, employees on the four-day workweek schedule will work 40 hours in both of the weeks containing those holidays.*
- *Employees who will work four-day workweeks on the summer schedule will observe the Memorial Day holiday on Wednesday, March 19, and will observe Independence Day on Thursday, March 20. They will observe Spring Break on March 21.*
- *Employees who will work normal five-day workweeks on the summer schedule will work on March 19 and March 20 and they will observe a holiday on Memorial Day, May 26 and Independence Day, July 4. They will observe Spring Break on March 21.*
- *The University will resume the five-day workweek on Monday, August 11.*