

Administrative Council

June 30, 2014

Meeting No. 14-04

The Administrative Council met Monday, June 30, 2014, 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. Keith Lamb, Dr. Howard Farrell, Mr. Barry Macha, Mr. Mike Taylor, Dr. Deborah Garrison, Mr. Matthew Park, Dr. David Carlston, Mr. Dirk Welch, Ms. Debbie Barrow, Ms. Valarie Maxwell, Mr. Chris Stovall, Chief Dan Williams, and Ms. Cindy Ashlock.

MSU Policy and Procedures Manual

Policy 3.313, Business Affairs & Finance, Vehicle Operator's License Requirement

Ms. Ashlock presented the changes to the policy on behalf of Mr. Owen. The Council recommended the policy be placed on the August Board of Regents agenda. See **Attachment A**.

Policy 3.321, Human Resources, Employee Insurance

Ms. Maxwell stated that the policy was amended due to a change in the Healthcare Act. The Council recommended the policy be placed on the August Board of Regents agenda. See **Attachment B**.

Policy 4.142, Student Affairs & Enrollment Management, Police Department Administration and Regulatory Ordinances

Chief Williams noted the policy removed duplicated language and reflect current procedures in place. The Council recommended the policy be placed on the August Board of Regents agenda. See **Attachment C**.

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

Dr. Lamb stated that MSU requires an employee to complete sexual abuse and child molestation prevention training within five days of employment as required by the Texas Department of State Health Services. He noted the changes to the policy allowed employees to provide State of Texas proof of completion of approved program/training received elsewhere. The Council recommended the policy be placed on the August Board of Regents agenda. See **Attachment D**.

Councils and Committees

Allocations Advisory Committee and Bookstore Advisory Committee

Ms. Ashlock stated that in an effort to clean up the Councils and committees lists, it was determined that both of these committees are no longer necessary. The Council approved deletion of the committee.

BAAS Advisory Committee

Dr. Stewart commented that the BAAS program was moved from the Prothro-Yeager College of Humanities and Social Sciences to the West College of Education in May 2014. She recommended the addition of one faculty member from Education to the committee structure and the Dean of the College of Education as a non-voting member. The Council approved the change in committee structure. See Attachment E.

Information Technology Committee

Ms. Ashlock presented changes to the reporting structure of the committee from the president to the vice president for administration and institutional effectiveness. The Council approved the changes. See Attachment F.

University Celebration of Scholarship Committee

Dr. Garrison proposed a new committee to plan and implement events celebrating the research and scholarship of faculty and students. After lengthy conversation, the Council approved the committee as presented. See Attachment G.

Summer Camps and Conferences – Proposed Change in Fees

Mr. Park recommended increases to the registration fee structure to \$15/\$20/\$25 per participant per week. The Council approved the increases as presented. See Attachment H.

Satisfactory Academic Progress

This item was pulled from the agenda.

Emergency Management Plan

Chief Williams presented the Emergency Management Plan to the Council for their recommendation. The plan consists of a base plan and ten annexes which will grow to 22 annexes over time. The Council approved placing the Plan on the August Board agenda. A copy of the Emergency Management Plan can be found at

<http://www.mwsu.edu/Assets/documents/welcome/president/BOR/2014-Aug/Item%2014-143%20Emergency%20Mgmt%20Basic.pdf>.

Student Handbook

Code of Student Conduct, Section 5.B

Mr. Park stated that the Student Handbook has been updated with the Federal Government's Violence Against Women Act's new definition of stalking. Mr. Park continued that the Office of Civil Rights issued pursuant to Title IX that a student has the right to have a legal counsel serve as an advisor during a student conduct committee. The Council recommended placing changes on the August Board agenda. See Attachment I.

Housing and Dining Services Handbook

Dr. Lamb stated that TX legislator in 2013 enacted SB146 which allows an institution to check run background checks on students wishing to live in campus housing. The Council approved

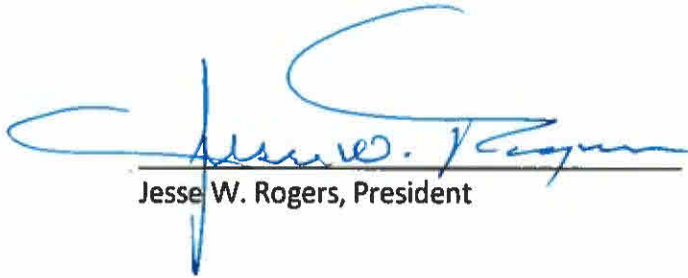
the changes as presented. See Attachment J.

Fiscal Regulations and Procedures, Accountable Plan Policy, 5-XX

Mr. Stovall stated that this policy was written to put us in line with IRS guidance, provided by Treas. Reg. 1.62-2(g)(2)(i) and IRC Sec. 62(c), states that reimbursements submitted within 60 days will be treated as having been accounted for within a reasonable period of time.

Reimbursements completed after this period will be taxable to the individual as income. He further stated that any request for travel reimbursement must be submitted within 90 days following date of travel. The Council approved the policy as written. See Attachment K.

There being no further business the meeting was adjourned at 3:33 p.m.



Jesse W. Rogers, President



Cindy Ashlock, Secretary

