

**Administrative Council
Meeting 11-02
January 14, 2011**

The Administrative Council met Friday, January 14, 2010, via e-mail. Dr. Jesse Rogers, Chairman; Dr. Alisa White, Mr. Juan Sandoval, Dr. Howard Farrell, Dr. Robert Clark, Dr. Keith Lamb, Mr. Kyle Owen, Mr. Charlie Carr, Dr. James Owen, Mr. Chris Gore, Mr. Chris Stolarzyk, Ms. Debbie Barrow, and Ms. Dianne Weakley participated in the meeting.

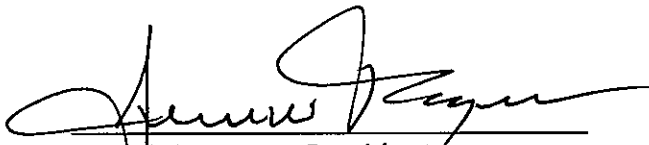
MSU Policies and Procedures

Policy 4.138, Section H.2., Key Authorization

The administration recommended placing the policy on the February 2011 Board of Regents agenda. **See Attachment A.**

Museum Rental Fees

This item was removed pending further review by General Counsel.



Jesse W. Rogers, President



Cindy Ashlock, Secretary

4.138 Administration & Finance

KEY AUTHORIZATION

Date Adopted/Most Recent Revision: 11/05/2010

H. Key Return (Terminating Employees)

1. Faculty/Staff

All benefits-eligible faculty and staff shall return university keys to the Human Resources Department as the final step in the personnel clearance process when exiting the university upon termination of employment or when transferring to another university department. In cases of involuntary termination, in coordination with the Human Resources Department, the hiring department may collect the university keys directly from the terminating employee and return them to the Associate Vice President for Facilities Services or designee.

2. Adjunct Faculty and Temporary Staff

Adjunct faculty or temporary staff employees shall return their keys to their department Facilities Services upon termination of their employment. The department shall immediately forward the keys to Facilities Services. Failure to retrieve and forward keys to Facilities Services that results in departmental security being compromised and rekeying of locks is the financial responsibility of the department.

3. Students

Students shall return all non-housing university owned keys to the senior administrator responsible for initiating the original key request. Administrators must ensure keys are returned upon termination of student employment, which terminates right of access to facilities. It is the responsibility of each administrator to recover all keys issued to a student upon termination of the student's employment. If the student fails to return the keys issued, the administrator must notify Facilities Services. Facilities Services will notify the Business Office to place "hold" on the student's record. Upon request, Facilities Services will provide a listing of all keys issued to students for a specific department. Administrators shall return all keys not issued to Facilities Services. Administrators may request a "hold" be placed on a student's record for failure to pay lost key charges as specified in this policy.

Ashlock, Cindy

From: Sandoval, Juan
Sent: Thursday, December 02, 2010 2:35 PM
To: Weakley, Dianne
Cc: Owen, Kyle; Ashlock, Cindy
Subject: RE: Key policy

Let's propose this small amendment for enforceability. I do agree. Juan

From: Weakley, Dianne
Sent: Thursday, December 02, 2010 1:25 PM
To: Sandoval, Juan
Cc: Owen, Kyle; Ashlock, Cindy
Subject: FW: Key policy

Juan,

As I submitted the work order to update the policy manual for the recent changes, I noticed that the new wording in the Key policy is very weak regarding collection of keys from adjunct faculty and temporary staff. See the new wording as I have highlighted it in red below. I mentioned this concern to Kyle Owen and his response is below also. (Please read the following emails from the bottom up.) This is your area, so I defer to ya'll, but to me, it just appears that this new wording just approved by the BOR is something unenforceable. Maybe we should reconsider.

Here is the excerpt from the updated key policy which will soon be posted on the website:

H. Key Return (Terminating Employees)

1. Faculty/Staff
All benefits-eligible faculty and staff shall return university keys to the Human Resources Department as the final step in the personnel clearance process when exiting the university upon termination of employment or when transferring to another university department. In cases of involuntary termination, in coordination with the Human Resources Department, the hiring department may collect the university keys directly from the terminating employee and return them to the Associate Vice President for Facilities Services or designee.
2. Adjunct Faculty and Temporary Staff
Adjunct faculty or temporary staff employees shall turn their keys in to Facilities Services upon termination of their employment.
3. Students
Students shall return all non-housing university owned keys to the senior administrator responsible for initiating the original key request. Administrators must ensure keys are returned upon termination of student employment, which terminates right of access to facilities. It is the responsibility of each administrator to recover all keys issued to a student upon termination of the student's employment. If the student fails to return the keys issued, the administrator must notify Facilities Services. Facilities Services will notify the Business Office to place "hold" on the student's record. Upon request, Facilities Services will provide a listing of all keys issued to students for a specific department. Administrators shall return all keys not issued to Facilities Services. Administrators may request a "hold" be placed on a student's record for failure to pay lost key charges as specified in this policy.

Thanks,

Dianne

Dianne Weakley
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dianne.weakley@mwsu.edu

How are we doing?

(Please click to take our Survey)

From: Owen, Kyle

Sent: Thursday, December 02, 2010 11:54 AM

To: Weakley, Dianne

Cc: Linton, Buddy; Fisher, Dawn

Subject: RE: Key policy

We have discussed this situation and do not have a "perfect" solution.

Requiring adjunct faculty and temporary staff to check out a key and return it at the end of EVERY semester will create an undue burden on Buddy who is already very overworked; this is not an option.

Each department should be aware of who is staying and who is leaving better than anyone else so they should be responsible for retrieving the keys from these employees. If the security of the department is compromised because the department has poor methods for retrieving keys, the department should be financially responsible for rekeying the affected areas. Knowing the financial responsibility is theirs should greatly increase their awareness and motivation for properly retrieving keys.

Suggest changing H.2 to the following:

~~Adjunct faculty or temporary staff employees shall return their keys to their department upon termination of their employment. Department shall immediately forward the keys to Facilities Services. Failure to retrieve and forward keys to Facilities Services that results in departmental security being compromised and rekeying of locks is the financial responsibility of the department.~~

It may not work for you, but this is my preference.

Kyle

From: Weakley, Dianne

Sent: Wednesday, December 01, 2010 1:35 PM

To: Owen, Kyle

Cc: Linton, Buddy; Fisher, Dawn

Subject: Key policy

Kyle,

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3. Students

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student's employment. If the student fails to return the keys issued, the administrator must notify Facilities Services. Facilities Services will notify the Business Office to place "hold" on the student's record. Upon request, Facilities Services will provide a listing of all keys issued to students for a specific department. Administrators shall return all keys not issued to Facilities Services. Administrators may request a "hold" be placed on a student's record for failure to pay lost key charges as specified in this policy.

How will you know when an adjunct or temporary employee terminates in order to track the return of their keys? Unfortunately, many departments do not complete a terminating PTF on adjunct faculty when their contracts expire and they are not rehired.

Dianne

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