

**ADMINISTRATIVE COUNCIL
MIDWESTERN STATE UNIVERSITY**

Meeting No. 09-03

January 22, 2009

The Administrative Council met Thursday, January 22, 2009, at 2:45 P.M. in the Hardin Administration Building Board Room. Present were Dr. Jesse Rogers, Chairman; Mr. Juan Sandoval, Dr. Howard Farrell, Mr. Allen Goldapp, Mr. Keith Lamb, Ms. Debbie Barrow, Mr. Charlie Carr, Mr. Ian van Reenan, Ms. Ann Medford, Ms. Dianne Weakley, Mr. David Spencer, Mr. Mike Dye, Ms. Gail Ferguson, and Ms. Cindy Ashlock.

MSU Policies and Procedures

Following lengthy discussions, it was recommended that the following policies be placed on the February Board of Regents agenda.

Policy 3.334 Vehicle Use Policy

The administration agreed that the only change necessary would be to change Director of Physical Plant to Associate Vice President for Facilities Services and would not require Board approval. See **Attachment A**.

Policy 3.313, Vehicle Operator's License Requirement

Mr. Goldapp stated that this policy was being submitted to clarify the intent of the policy. See **Attachment B**.

Policy 4.138, Key Authorization

Dr. Rogers thanked Mr. Sandoval and Mr. Goldapp for their work on updating the key authorization policy. See **Attachment C**.

Policy 2.338, Student Traffic Appeals Committee

Mr. Lamb recommended the addition of four students to serve as alternates on the Student Traffic Appeals Committee. The alternates would be used in the event one or more of the committee members had a conflict of interest. See **Attachment D**.

New Policy x.xxx, Mobile Communication Devices

Mr. Sandoval proposed the addition of this new policy in order to be in compliance with IRS guidelines. He stated that the policy outlined the reimbursement process for employees required to have cellular phone service or PDAs. Mr. Sandoval noted that this policy would be effective September 1, 2009. The Council recommended the policy be placed on the February Board of Regents agenda. See **Attachment E**.

New Student Organization - Student Nurses Christian Fellowship

Mr. Lamb stated that the Student Nurses Christian Fellowship have completed all necessary paperwork as required from their national organization and were seeking approval from Administrative Council. The Council approved the Student Nurses Christian Fellowship.

Recreation Center Fees

Mr. Lamb proposed changes to the current fees for the new Student Health and Wellness Center. Mr. Lamb stated that no increases for the students or faculty and staff fees, but recommended increased fees for alumni from \$180/annually to \$270/ annually, guests from \$2.00 per day to \$5.00 per day, retired faculty and staff and domestic partners to \$100 per year, \$50 per semester, or \$5.00 per day. Mr. Lamb noted that the fee structure would become effective September 1, 2009. After lengthy discussion, the Council approved the changes to the fees as presented. See **Attachment F**.

Key Requests

The Council approved key requests as presented.

STAFF

Sammy Peoples	CSC Outside & Master	New staff
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STUDENT

Jimmy Adams	Bolin Outside	GA needs access to building after hours
Zeshan Sachedina	Bolin Outside	GA needs access to building after hours
Alissa Tuttle	Bolin Outside	GA needs access to building after hours

The meeting was adjourned at 4:50 p.m.

ORIGINAL MINUTES SIGNED

Jesse W. Rogers, Chairman

ORIGINAL MINUTES SIGNED

Cindy Ashlock, Secretary

3.334 Administration & Finance

VEHICLE USE POLICY

Date Adopted/Most Recent Revision: 08/04/2006

A. Authorized Use/Drivers

University-owned vehicles may be used only for approved purposes and may be driven only by duly-authorized full-time, part-time or temporary employees, graduate assistants, or paid student workers. They may not be driven by individuals, including students, who are not being paid by the university for work performed. Students receiving academic, athletic or need-based scholarships are not considered to be employees.

B. Fleet Manager

1. Appointment

The ~~Director of the Physical Plant~~ **Associate Vice President for Facilities Services** will be responsible for appointing a Fleet Manager.

2. Responsibilities

The Fleet Manager will maintain a calendar of scheduled trips and the vehicle to be used. Departmental charges for vehicle use will be prepared monthly by the Fleet Manager and will be sent to the Business Office for posting to the appropriate accounts. Mileage charges will vary according to the type of vehicle used. Information on specific vehicle charges is available from the Fleet Manager.

C. Driver Responsibilities

Any employee requesting to drive a university-owned vehicle must have the appropriate driver's license (see Section 3.13, Vehicle Operator's License Requirement); make advance arrangements through the Fleet Manager for the vehicle to be used; and, after each trip, complete the vehicle log sheets. Drivers will be expected to remove all trash and personal items from vehicles before they are returned. Otherwise, the scheduling department may be charged a reasonable amount for cleanup in addition to the normal amount charged for vehicle use.

D. Department Head Responsibilities

Department heads are responsible for ensuring that the provisions of this policy are followed and that all drivers approved by them meet the necessary requirements.

3.313 Administration & Finance
VEHICLE OPERATOR'S LICENSE REQUIREMENT
Date Adopted/Most Recent Revision: 08/04/2006

A. General Requirements

University employees transporting passengers must possess a valid Texas driver's license appropriate for the type of vehicle being driven. Passengers in university-owned vehicles may be transported only by university employees 21 years of age or older who are acting within the scope of their employment and who are being compensated for such duty. Employee supervisors are responsible for ensuring the validity of the driver's licenses of any employee appointed by them to drive university vehicles on official business and/or transport passengers.

B. Application to MSU Drivers

1. For the operation of a passenger vehicle Gross Combined Vehicle Weight Rating (GCVWR) of 26,001 pounds or more and the vehicle is designed to transport 24 passengers or more (including the driver) the operator must possess a valid CLASS B Commercial Driver's License (CDL) (with endorsement for passengers). Example: Model 05 Eagle, 46 passenger.
2. For the operation of a passenger vehicle GCVWR less than 26,001 pounds and the vehicle is designed to transport 24 passengers or more (including the driver) the operator must possess a CLASS B-CDL (with endorsement for passengers). Example: Ford Mini-Bus, 25 passenger.
3. For the operation of a passenger vehicle GCVWR less than 26,001 pounds and the vehicle is designed to transport 16-23 passenger (including the driver) the operator must possess a CLASS C-CDL (with endorsement for passengers). Note: None owned by MSU, but could be leased from outside vendors.
4. For the operation of a passenger vehicle designed to transport 15 or fewer passengers the operator must possess a valid TEXAS OPERATOR'S PERMIT, CLASS C, or an equivalent license issued by another state. Example: 15 passenger vans.

C. Required Driving Record Checks

1. ~~At the beginning of e~~Each new fiscal year, the ~~Chief of Police~~ Associate Vice President for Facilities Services will request from the Texas Department of Public Safety a copy of the driving records of all university employees with Texas driver's licenses. It shall be the responsibility of the ~~Chief~~ Associate Vice President for Facilities Services in consultation with the Chief of Police to determine if an employee's driving record is such that it would be imprudent to allow him/her to drive a university vehicle. The Chief shall advise the supervisor of any individuals in their respective areas who should not be allowed to drive.
2. Copies of the driving records of employees with out-of-state licenses will be requested by the Chief of Police through the university's insurance carrier.

3. Employees will not be allowed to drive vehicles to conduct university business if they are deemed to be unacceptable to the university's insurance carrier or have within three (3) years prior to the date of their individual driver's license checks:
 - a. Been convicted of driving while intoxicated (DWI) or driving under the influence (DUI).
 - b. Received two (2) or more moving violations **within the last 12 months, or three (3) during the last three (3) year reporting period,** or have been involved in two (2) or more accidents where they have been determined to have been at fault.
 - c. Had his or her driver's license suspended.
4. Employees ~~who drive university vehicles in violation of this policy will have their whose~~ driving privileges ~~withheld until such time as they are~~ **have been revoked may have them** reinstated by the President. One of the requirements of reinstatement ~~for a non-DWI offense~~ may be attendance at a defensive driving course or similar safety instruction program approved by the ~~Chief of Police~~ **Associate Vice President for Facilities Services**. Repeated violation will result in the permanent revocation of driving privileges or termination.
5. ~~In addition to requesting annual reports on all employees, the Chief of Police will request copies of the driving records of any employees hired during the year who might be reasonable expected to drive a university vehicle as part of their job responsibilities.~~ **Employees whose job description requires them to operate university vehicles or equipment are subject to termination should they lose their driving privileges.**
6. **In addition to requesting annual reports on all employees, the Associate Vice President for Facilities Services will request copies of the driving records of any employees hired during the year who might be reasonably expected to drive a university vehicle as part of their job responsibilities.**

D. Rental Cars

Supervisors who authorize individuals to use rental cars to conduct university business are responsible for advising those individuals that the State of Texas will not pay for liability insurance coverage as part of a vehicle rental agreement. Rental vehicles used to conduct university business are to be rented in the name of the university, not in the name of the employee. If the vehicle is rented in the name of the employee, that employee's personal liability insurance carrier becomes the primary insurer.

E. Privately Owned Vehicles

Individuals who use their own vehicles to conduct university business are to meet the same standards as those employees who drive university vehicles. Insurance costs are considered to be a part of mileage reimbursement payments, and supervisors who authorize employees to use their own vehicles are responsible to make certain such employees have adequate insurance and to advise them that their personal liability insurance carriers are the primary insurers. In the event an employee has an accident while using his or her own vehicle to conduct university business, it should be reported to both the insurance carrier and the immediate university supervisor. If the employee's personal insurance is not sufficient to cover the damages, the state may assume the additional costs as an excess carrier.

G. Alcohol/Controlled Substances Testing

1. It is the policy of Midwestern State University to prohibit the use of alcohol or any controlled substance that may impair the employee's ability to perform safety-sensitive functions. For the purposes of this policy, safety-sensitive positions are university drivers as defined in A, B, C, D, and E above.
2. As required by the Department of Transportation (DOT) Employee Testing Act of 1991, all applicants for employment or existing employees required to obtain a commercial driver's license (CDL) as a prerequisite for employment at Midwestern State University must be tested for drug, alcohol or controlled substance usage. Testing for alcohol, drug or substance abuse will be required during an employment physical exam, for reasonable suspicion, at random and for post-accident episodes.
3. Violations of drug/substance use tests may result in disciplinary measures up to and including termination. Employees who test positive during a drug or substance abuse test may be offered and encouraged to participate in an employee assistance program, counseling or rehabilitation treatment program.

4.138 Administration & Finance

KEY AUTHORIZATION

Date Adopted/Most Recent Revision: 08/04/2006

A. General

Building security is the responsibility of the department occupying the individual building or space within a building. Facilities Services is responsible for supporting the individual departments by developing key schedules for university buildings, issuing keys to users authorized by the senior administrator responsible for the building/area, and assisting the departments by maintaining key holder records. Facilities Services will maintain accurate key holder records on all keys issued and returned to Facilities Services. Keys issued and not returned by the department are not the responsibility of Facilities Services.

B. Authorized Users and Key Requests

1. All outside door keys, all room door keys, and all building/area master keys issued to faculty, staff, student employees, and graduate assistants require the approval of the senior administrator (Dean/Director) of the department. All outside door keys requested for students or non-university personnel, as well as all sub-masters, masters, grand masters and great grand masters must be approved by the Administrative Council and the President of the university. All room keys and outside door keys issued to faculty members must be approved by the dean. A building master or sub-master (program area) key will be issued to any full time faculty member on condition:
 1. That he submit a building master key request and a written statement of the reasons for needing the key;
 2. That the request be reviewed and approved by the dean of each area that can be accessed by the key; and
 3. That the request be approved by the Administrative Council and the President.

Students will only be issued individual room keys after completing the appropriate academic or administrative procedure outlined above. Exceptions to the above procedures will require the approval of the Administrative Council.
2. As a requirement for the approval of new key requests for security sensitive positions, all employees, including student employees, must have successfully completed a criminal background check (see MSU Policy 3.349). Departments issuing keys to non-university personnel for event or academic purposes are responsible for informing Facilities Services and the University Police Department as appropriate for the event.
3. Key requests will be made on the Key Request Form available from the Facilities Services and submitted through the department's senior administrator to the Associate Vice President for Facilities Services.
4. Grand master and great-grand master keys must be approved by the President.

C. Key Security

1. Upon request, the Director of the Physical Plant will submit to each budgetary unit head a list of the keys issued for his/her area. The budgetary unit head will be responsible for verifying the list for its accuracy and the existence of the noted keys. Discrepancies should be reported by memo to the Director of the Physical Plant. Each memo will reflect the complete transaction concerning each discrepancy noted, including any correspondence, and the final action taken with regard to the lost keys.
2. Great-grandmaster keys should be given maximum security. Each key is reserved strictly for its authorized holder only and is not to be loaned to others for any reason.
3. Access to buildings is reserved to faculty and staff only. Students are not permitted in buildings unless accompanied by a faculty or staff member at all times when the buildings are normally closed. Exceptions are made by the Administrative Council when necessary.
4. The Director of the Physical Plant will number all keys in such a manner that positive identification can be made of each individual key. To ensure the integrity of the key system, no keys will be retained or stored at any location other than those areas approved by the Administrative Council. Duplicate keys will not be provided faculty, staff or students unless the original key has been lost. No locks will be recoded or altered without correspondence as defined by this policy to the Director of the Physical Plant.
5. Any issuance or exception not covered by this policy must be cleared through the Administrative Council.

1. **The Associate Vice President for Facilities Services will annually submit to each senior administrator a list of the keys issued for his/her area. The senior administrator will be responsible for verifying the list for accuracy and responding writing to the Associate Vice President for Facilities Services with a detailed description of the discrepancy noted and the action taken to report or recover the lost key(s). Great-grandmaster keys should be given maximum security. Each key is reserved strictly for its authorized holder and is not to be loaned to others for any reason.**
2. **Facilities Services will develop and update procedures and processes to ensure key records and key holder records are accurately managed. Any issuance or exception not covered by this policy must be approved through the Associate Vice President for Facilities Services.**

D. Lost Keys

All employees must Any person who loses an issued key will notify the **respective senior administrator, the Associate Vice President for Facilities Services, and the Chief of University Police in writing if building security may be compromised by the loss of keys.** budgetary unit head who signed the key request. The budgetary unit head will notify the Director of the Physical Plant by memo. **The employee** This memo shall provide a ~~written~~ description of the circumstances surrounding the loss of the key, including the ~~name~~ of the person, the key **description** code, and the key number. When it has been determined by the budgetary unit head **senior administrator, in consultation with the Chief of University Police,** that security has been lost, the affected cylinders will be replaced, **and the respective costs charged to the appropriate department.** All replaced keys will be returned to the **Associate Vice President for Facilities Services** Director of the Physical Plant and properly secured.

E. Security Charges for Lost Keys

The total cost of re-keying locks, issuing new keys, updating the key database, etc., shall be borne by the department of the key holder necessitating the re-keying project. If the lost keys are later recovered after an area has been re-keyed, there will be no reimbursement of charges.

Fees will be imposed on the person responsible for the lost keys to defray the cost of replacing the lost security and to encourage conscientious custodianship of all university keys. The fees for lost keys will be as follows:

Room Keys*	\$10/Key	\$20/ <u>Actual cost of</u> Cylinder
Outside Door Keys*	\$20/Key	\$20/Cylinder <u>Full cost to re-key building</u>
Master Keys*	\$50/Key	\$20/Cylinder <u>Full cost to re-key building</u>
<u>Grand Master Key*</u>		<u>Full cost to re-key building</u>
<u>Great Grand Master Key*</u>		<u>Full cost to re-key building</u>

*NOTE: "Keys" include all keys/cylinders affected by the lost key.

The maximum fee per lost key incident will be \$100. All charges are to be assessed by **Facilities Services** ~~the Physical Plant~~ and paid to the Business Office.

F. Security Charges for Lost Keys (Residence Halls)

Fees for lost keys to the Residence Hall facilities will be established by **the Director of Housing and Residence Life** ~~coordinator of student housing~~, but shall not be less than:

Room Keys*	\$10/Key	\$20/ <u>Actual cost of</u> C cylinder
Outside Door Keys*	\$20/Key	\$20/Cylinder

All fees as noted above will be assessed by ~~the Director of Housing~~ and paid to the Director of Housing **and Residence Life**.

G. Key Responsibility

The person obtaining a key is responsible for the security and condition of the key. When the key is issued, the key recipient will receive a current key and cylinder count. Keys will not be loaned to another person to use for any reason, unless a key security system has been established and approved by the budgetary unit head or senior administrator. The person obtaining a key is directly responsible to the budgetary unit head who signed the request. The budgetary unit head is responsible to the Vice President for Administration and Finance. Keys issued by MSU will be duplicated only by **Facilities Services** ~~the Director of the Physical Plant~~ at MSU.

H. Key Return (Terminating Employees)

1. Faculty/Staff

All **benefits-eligible** faculty/ **and** staff (full time or part time) will **shall** return **university** keys **to the Human Resources Department** as the final step in the personnel

clearance process to the Human Resources Department, even for interdepartmental transfers. 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

Senior administrators or deans are responsible for the collection of university keys from adjunct faculty or temporary staff employees at the time of their termination. Senior administrators or deans may turn the keys in to Facilities Services or may hold and reissue keys to adjunct faculty or temporary staff employees upon submission of a key request form and approval as required. Keys not reissued must be forwarded to Facilities Services.

3. Students

Students shall return all non-housing university owned keys to the senior administrator ~~budgetary unit head/dean~~ responsible for initiating the original key request. ~~Budgetary unit heads/deans~~ Administrators should request return of keys upon termination of student employment, termination of right of access to facilities, impending graduation or academic dismissal. ~~Budgetary unit heads/deans~~ Administrators may hold and reissue those keys upon submission of key request form and approval (if required). Upon request, Facilities Services ~~the Director of the Physical Plant~~ will furnish provide a listing of all keys issued to students for a specific department. ~~Budgetary unit heads/deans~~ Administrators shall return all keys not issued to Facilities Services. ~~Budgetary unit heads/deans~~, Administrators may request a "hold" be placed on a student's record for failure to pay lost key charges as specified in this policy.

I. **Residence Hall Key Policy**

All outside and room keys to residence halls will be stored, issued, returned, and accounted for by the ~~Coordinator~~ Director of Housing and Residence Life. Master keys issued to residence assistants will be transacted through the ~~Coordinator~~ Director of Housing and Residence Life, Dean of Students, and the Vice President for University Advancement and Student Affairs. Facilities Services ~~The Director of Physical Plant~~ will issue the keys to these students upon completion of the appropriate approval. All residence hall keys will be returned to Facilities Services ~~the Director of the Physical Plant~~ when no longer required.

2.338 Provost

UNIVERSITY BOARDS, COUNCILS & COMMITTEES

Date Adopted/Most Recent Revision: ~~11/14/2008~~

C. Committees

40. Student Traffic Appeals Committee

A. **Purpose**

To serve as a traffic hearing committee for students charged with on-campus traffic violations.

B. **Personnel**

The Student Government Association Vice President, Chair; four students (except during the summer, at which time the Board shall consist of three to five members), and a representative from Student Affairs (non-voting). **Four students shall be designated as alternates to be used only to replace members of the standing committee if a possible conflict of interest occurs, or to replace a member who is absent.** Student members must have a cumulative grade point average of 2.0 or above and must not have a record of previous disciplinary suspension taken by the university.

C. **Reports To:** Dean of Students

x.xxx Administration & Finance
MOBILE COMMUNICATIONS DEVICES
Date Adopted/Most Recent Revision:

A. Introduction and Purpose

This policy provides guidelines for the use of mobile communications devices for university business purposes.

B. Definitions

1. *Mobile Communications Device.* A mobile communications device is a mobile telephone, e-mail appliance, wireless personal digital assistant (PDA), or a device combining two or more of those functions. Mobile telephones are broadly construed here to include devices based on CDMA, TDMA, GSM, and PCS digital technologies to include satellite telephones.
2. *Adequate Service.* A mobile communications device service is adequate when it is sufficiently fast, sufficiently convenient, and sufficiently secure to allow the user to conduct university business in an efficient manner that safeguards the integrity and security of sensitive university information.
3. *Essential personal calls.* These are defined as personal calls of minimal duration and frequency that are essential to allowing the employee to continue working and cannot be made at another time or from a different telephone. Examples of essential personal calls are calls to arrange for unscheduled or immediate care of a dependent or family emergency or to alert others of an unexpected delay due to a change in work or travel schedule.
4. *Authorization for Cellular Phone Stipends.* The president, with delegated authorization to the respective vice presidents or provost for departments under their purview, will review requests for cellular phone stipends and approve stipends, weighted based on the device being authorized, when justified.
5. *Temporary Loan.* University-owned mobile communications devices may be loaned to employees for temporary use. When traveling on university business, an employee may keep a university device in his or her possession full time but must return it to university property promptly at the end of the travel period.

C. Description

In general, the university will not contract for mobile communications service plans for permanent assignment to individual employees. Employees whose job duties include the frequent need for a mobile communications device may be reimbursed for the initial cost of such a device, and may receive extra compensation, in the form of a mobile communications device stipend allowance, to cover business-related use of a device and/or service plan. The monthly stipend, upon appropriate authorization, will vary based on the device being used and the determined need.

The university may, in some cases, purchase and own mobile communication devices to be assigned to groups (departments, offices, laboratories, etc.) and may be loaned temporarily to individual employees or be shared by groups of employees for specific business purposes.

Mobile communications devices should not be selected as an alternative to other means of communication -- e.g., land-lines, pagers, and radio devices -- when such alternatives would provide adequate but less costly service to the university.

D. Procedures

If a university employee's job duties include the frequent need for a mobile communication device, then the employee is eligible for an allowance to cover mobile communication device expenses. An allowance may be requested using the MSU Mobile Communications Device Allowance Request Form. The request may be made any time during the fiscal year but the authorized stipend will start after the full month following approval. Stipends will not be pro-rated.

Once an allowance has been established it will continue until a new allowance form is submitted, documenting a change or termination. The employee is required to notify his/her supervisor immediately when any change to the employee's mobile communication device contract is made, and is required to submit a revised allowance form immediately.

This allowance does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades, etc.

By U.S. Internal Revenue Service directive, allowances for mobile communications devices are treated as taxable income even if the device is required for the employee's job.

E. Use of Device

The employee must retain an active mobile communication service contract providing adequate service as long as a mobile communication device allowance is in place. Because the mobile communication device is owned personally by the employee and the allowance provided is taxable income, the employee may use the device for both business and personal purposes, as needed. The employee may, at his or her own expense, add extra services or equipment features, as desired.

Use of the device in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the mobile communication device allowance.

F. Documentation and Review Requirements

A copy of the Allowance Request Form, and of the employee's related mobile

communication device contract, must be kept on file in the employee's university department. Department files are subject to audit at any time by MSU Internal Audit or external auditors engaged by the state or federal government.

At the university's discretion, an employee is responsible for providing to his/her supervisor and the MSU Business Office evidence (a page from the most recent bill or credit card statement, for example) to document that the employee still has the device.

The dean, director, or department head is responsible for an annual review of employee business-related mobile-device use, to determine if existing mobile communication device allowances should be continued as-is, changed, or discontinued.

G. Fees for Contract Changes or Cancellations

If for any reason unrelated to university business needs the mobile communication service contract is modified or terminated prior to the end of the contract period, the employee will bear the cost of any fees associated with that change or cancellation. For example, the employee quits and no longer wants to retain the current mobile communication service plan for personal purposes.

If, prior to the end of the mobile communication service contract period, a university decision makes it necessary or desirable for the employee to terminate or change the mobile communication service contract, the university will bear the cost of any fees associated with that change or cancellation. For example, the employee's supervisor has changed the employee's duties and the mobile communication device is no longer needed for university purposes. If the employee does not want to retain the current contract for personal use, any change or cancellation fees will be reimbursed by the university.

H. Exceptions to the Stipend/Allowance Method

While the university generally will not pay monthly service plan fees directly, there are some exceptions to this rule.

The university, through its Information Systems Department, will own and retain a certain number of mobile communication devices for short term rental, emergency use, or disaster response/recovery purposes. Additionally, mobile communication devices that are (1) assigned to groups or (2) required to conduct research projects and charged to contract/grant budgets may be obtained through Information Systems.

In all cases, when the university provides mobile communication devices and/or service plans for use by employees, the use of those devices is strictly limited to official MSU business and essential personal calls, as defined above.

Requests for other exceptions to this policy may be made by submitting a written request to the Vice President for Administration and Finance. All exception requests require the signature of the appropriate vice president, the provost, or the president. The Business

Office may require that the employee submit relevant auditable documents to substantiate any exception request, and may consult with other university administrative offices in determining the propriety of the exception.

Attachment F

<u>Midwestern State University</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
Students	\$120.00	\$120.00
Faculty/Staff	-0-	-0-
Alumni	\$180.00 Annually	\$270 Annually
Guests	\$2.00 (per day)	\$5.00 (per day)
Community	N/A	N/A
Retired Faculty/Staff	-0-	\$100/\$50 Semester or \$5.00 (per day)
Domestic Partners	\$2.00 per day	\$100/\$50 Semester or \$5.00 (per day)