

ADMINISTRATIVE COUNCIL

MIDWESTERN STATE UNIVERSITY

Meeting No. 08-05

July 7, 2008

The Administrative Council met Monday, July 7, 2008, at 2:00 p.m. in the Priddy Conference Room of the Dillard Building. Present were Ms. Debbie Barrow, Acting Chair; Dr. Friederike Wiedemann, Dr. Howard Farrell, Dr. Robert Clark, Mr. Keith Lamb, Dr. Robert Redmon, and Mr. David Spencer.

MSU Policies and Procedures Manual Changes

The Council discussed the following policy changes. Following the discussion, it was recommended that the proposed policy changes be placed on the May Board of Regents agenda for consideration.

- A. Policy 2.338, University Boards, Councils & Committees – council and committee changes regarding personnel and reporting structures were recommended as shown in **Attachment 1** and summarized as follows:
 - i. Graduate Council – replace Associate Provost with Dean of Graduate Studies
 - ii. Academic Technology Committee – replace Associate Provost with Provost or the Provost’s designee.
 - iii. Budget Oversight Committee – add the Director of Human Resources to the committee structure.
 - iv. Student Success Committee – replace the Associate Provost with the Provost.
 - v. Teaching and Learning Resource Center Committee – replace the Associate Provost with the Dean of Graduate Studies.
 - vi. University Assessment Committee - replace the Associate Provost with a representative of Academic Affairs.

- B. Policy 3.349 Employee Background Checks – the revision of this policy was recommended to exclude faculty from the background check requirement when granted tenure or promotion to a higher faculty rank (see **Attachment 2**).

Key Requests

The following key requests were approved.

FACULTY

Joshua Packard	O’Donohoe Outside	Access to building-Sociology
Michael Shipley	Bolin Master	Professor needs access to labs for research

STAFF

Patricia Hamilton	Hardin Outside	New Dean of Graduate Studies
Nathaniel Jones	2510 Hampstead Master	New football offices

Richard Lage	2510 Hampstead Master	New football offices
Anissa McCune	CSC Master	New custodian needs access to building
Brian Nathan	2510 Hampstead Master	New football offices
Dean Norsworthy	2510 Hampstead Master	New football offices
Rich Renner	2510 Hampstead Master	New football offices
Amy Rogers	2510 Hampstead Master	New football offices
Amy Rogers	Ligon Outside	Moved from football to KNES – key transferred from Lynette Gill
Amy Rogers	Ligon KNES Master	Moved from football to KNES – key transferred from Lynette Gill
Amanda Snodgrass	CSC Master	Access needed to carry out job duties
Amanda Snodgrass	CSC Outside	Access needed to carry out job duties

STUDENT

Jeston Alger	Ligon Outside	Open and close wellness center
Tye Desiderio	2510 Hampstead	New football office
Chad Raymond	2510 Hampstead	New football office
Paul Robertson	Sikes Lake Center Outside, Room #400	Clean fitness equipment
Paul Robertson	Sikes Lake Center Outside Door	Clean fitness equipment

OTHER

Kathy Wells	Sikes Lake Center Outside Door	Volunteer fitness instructor
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Adjournment

There being no further business, the meeting was adjourned at 2:12 p.m.



Deborah L. Barrow, Acting Chair

**2.338 Provost
UNIVERSITY BOARDS, COUNCILS & COMMITTEES
Date Adopted/Most Recent Revision: 05/09/2008**

Graduate Council

Purpose

To advise the ~~Associate Provost~~ and Dean of Graduate Studies on policies affecting the graduate programs.

Personnel

~~Associate Provost~~ and Dean of Graduate Studies Studies (chair), graduate coordinators.

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Academic Technology Committee

Purpose

To advise the Provost on technology needs and opportunities and to disseminate appropriate information when it is suitable for different areas within Academic Affairs to share equipment and software.

Personnel

The ~~Associate~~ Provost (chair), one faculty member from each of the six colleges, the Director of Extended Studies, the University Librarian, a representative of Information Systems, a representative of the Registrar's Office, and the Director of Institutional Research, Planning, and Assessment.

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Budget Oversight Committee

Purpose

To serve as an advisory group to the President concerning the university's operating budget.

Personnel

The Provost, Vice President for Administration and Finance, Vice President for University Advancement and Student Affairs, Vice President for Institutional Effectiveness and Enrollment Management, Associate Provost, Associate Vice President for Student Affairs, Associate Vice President for Facilities Services, Director of Budget and Management, Director of Institutional Research, Planning and Assessment, Director of Human Resources, Chair of the MSU Faculty Senate, one faculty member recommended by the MSU Faculty Senate, and the Executive Assistant to the President. The President will chair the committee.

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Student Success Committee

Purpose

To plan, coordinate, and oversee first-year student programs as well as all efforts that support and enhance overall student success.

Personnel

The Director of the Academic Support Center and the Director of Student Activities and Orientation (co-chairs); the Dean of Students, the Director of Student Development, the Director of Housing and Residence Life, a representative from the Office of the Registrar, a representative from the Office of Admissions, a representative from Institutional Research and Planning, one representative from each of the six colleges, and two student representatives.

Reports To: ~~Associate~~ Provost and Associate Vice President for Student Affairs (jointly)



Teaching and Learning Resource Center Committee

Purpose

To advise the ~~Associate Provost~~ Dean of Graduate Studies on all issues relating to the Teaching and Learning Resource Center including programs and workshops offered by the Center, effective strategies to enhance teaching and learning, and a faculty mentoring program.

Personnel

~~Associate Provost~~ Dean of Graduate Studies (chair), one faculty member from each college.



University Assessment Committee

Purpose

To facilitate a process of continual self-evaluation and improvement across all sectors of the university by providing assistance in the design and selection of assessment instruments, the implementation of assessments, as well as the analysis, reporting, and use of assessment results.

Personnel

The Director of Institutional Research, Planning and Assessment (chair); the co-chairs of the Student Success Committee; a representative from Academic Affairs, Enrollment Management, Student Affairs, Administration and Finance, Human Resources, University Advancement, Facilities Services and Athletics; the university Librarian; a representative and an alternate from each of the six colleges; ~~the Associate Provost~~; and a representative from the Student Government Association.

3.349 Human Resources

EMPLOYEE BACKGROUND CHECKS

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

A. General

It is the goal of Midwestern State University to provide the safest possible environment for students, employees and visitors and to safeguard sensitive data, personal information, and personal and public property. In an effort to attain this goal, a criminal background check shall be conducted on each applicant hired to fill a position identified as security sensitive at Midwestern State University.

B. Definitions

1. **Applicant.** An applicant is an individual who applies for an open position at Midwestern State University. Within the scope of this policy, the term applies to all external and internal applicants who are finalists for positions designated as security sensitive. Additionally, for the purpose of this policy, the term applicant applies to current Midwestern State University employees who transfer to, are promoted to, or have a position reclassified to a security sensitive position. The term applicant applies to candidates for both benefits-eligible and non-benefits eligible positions but does not apply to persons hired through temporary employment agencies who are not considered to be employees of the university.
2. **Security Sensitive Position.** Positions determined to be security sensitive as defined and authorized by Texas Government Code 411.094 and Texas Education Code 51.215 shall be designated as security sensitive by the appropriate senior university administrator after consultation with the Director of Human Resources.
3. **Criminal Background Check.** A criminal background check consists of criminal history information collected by the university through the appropriate law enforcement agencies.
4. **Criminal History Information.** Criminal history information is a record of information collected about a person by a criminal justice agency that consists of identifiable descriptions and notations of arrests, detentions, indictments, and other formal criminal charges and their dispositions. Texas Government Code 411.082.

C. Procedures

1. Finalists selected for interview in a designated security sensitive position will be investigated prior to the issuance of a written offer, notice of employment, or contract.
2. Background checks for current employees who are promoted, transferred, or reclassified into positions designated as security sensitive will be requested by the Human Resources Department upon notification of the proposed change in employment status unless the employee has successfully completed a criminal background check by the university within the most recent eighteen month period.

3. **A criminal background check will not be required of a current faculty member upon promotion into another faculty rank or consideration for faculty tenure.**
4. The designation as a security sensitive position shall be included in the position's job description, announcements, and advertisements. .
5. Prior to conducting the criminal background check, the Human Resources Department will obtain a signed, written consent and release form from the applicant.
6. The criminal background check will be requested upon receipt of the signed consent form and the results will be reported to the Human Resources Department.
7. The hiring supervisor in consultation with the Director of Human Resources shall be responsible for making a decision to hire, promote, transfer, reclassify, or retain the applicant based in part upon an evaluation of the contents of the criminal history report.

D. Confidentiality

Criminal history information is privileged and confidential. It may not be released or otherwise disclosed without a legitimate need to know during the hiring process, except on court order. Criminal history information is relevant only for evaluation in the hiring/employment decision; it is not placed in the applicant or personnel file; and it is destroyed by the Chief of Police of Midwestern State University as provided in Texas Government Code 411.094.

E. Nondiscrimination

Criminal history information shall ~~in no way~~ **not** be used to discriminate on the basis of race, color, national origin, religion, sex (gender), disability, or age. Disclosure of a criminal offense will not automatically exclude or disqualify an applicant from consideration for employment. The relevance of the applicant's criminal history to the employment decision will be determined on a case-by-case basis in consideration of the following factors:

1. the length of time since an offense;
2. the number of offenses;
3. the nature of the offense;
4. the applicant's subsequent employment history;
5. the applicant's efforts at rehabilitation;
6. the specific duties of the position to be filled; and
7. the accuracy of criminal history information disclosed by the applicant.