The Administrative Council met Tuesday, January 16, 2007, via e-mail. Dr. Jesse Rogers, Chairman; Mr. Juan Sandoval, Dr. Howard Farrell, Mr. Keith Lamb, Dr. Robert Redmon, Ms. Janus Buss, Ms. Dianne Weakley, and Ms. Debbie Barrow participated in this meeting.

**MSU Policies and Procedures**

The following were approved for submission to the Board of Regents at the February meeting.

a. **Policy 2.338 University Boards, Councils & Committees**
   i. **A. Boards, 1. Accident Review Board**
      It was recommended that this policy be deleted from the *Policy Manual*.
   ii. **D. Standing Committees, 37. Risk Management and Safety Committee**
      The administration recommended clarification of the policy wording and committee structure.
   iii. **D. Standing Committees, 17. Computer Information Security Committee**
      It was recommended that this policy be deleted from the *Policy Manual*.
   iv. **D. Standing Committees, 25. Financial Aid Appeals Committee**
      The Council recommended the deletion of the word advisory be removed from the title of the committee.
   v. **D. Standing Committee, 35. Purchasing Vendor Appeals Committee**
      It was recommended that this policy be deleted from the *Policy Manual*.
   vi. **A. Boards, 3 Student Traffic Review Board**
      It was recommended that this board be changed to a committee and moved to section D. Standing Committee, #__.

**Key Requests**
The Council recommended approval of the following key requests.

**FACULTY**
Judith Beechler Ferguson Master New faculty in College of Education
Felita Bennett Dillard Master Adjunct needs access to all classrooms

**STAFF**
L. O. Nelson Dillard Master Needs access to classrooms
Kyle Owen (2) GGM New Assoc Director of Physical Plant

**STUDENT**
Christopher Churchill Bolin Outside GA needs access to building for research
Darrell Sims Bolin Outside Student system administrator for CS server

ORIGINAL MINUTES SIGNED

Jesse W. Rogers, Chairman

Cindy Ashlock, Secretary