

ADMINISTRATIVE COUNCIL

M I D W E S T E R N S T A T E U N I V E R S I T Y

Meeting No. 07-04

March 26, 2007

The Administrative Council met Monday, March 26, 2007, at 2:02 p.m. in the Hardin Administration Building Board Room. Present were Ms. Debbie Barrow, Acting Chairman; Dr. Friederike Wiedemann, Mr. Juan Sandoval, Dr. Howard Farrell, Dr. Robert Clark, Mr. Ed Harris, Mr. Keith Lamb, Dr. Robert Redmon, Ms. Janus Buss, Mr. Allen Goldapp, Ms. Gail Ferguson, Mr. Stephen Shelley, and Ms. Cindy Ashlock.

MSU Fiscal Policies and Procedures

Ms. Barrow stated that there continues to be a problem having the *MSU Policies and Procedures Manual* and the *MSU Fiscal Policies and Procedures*. She indicated that the *Fiscal Manual* has been out-of-date for a number of years. Mr. Sandoval indicated that he would prefer only having one manual. He asked that they be given time to determine how to make the transition.

Controller's Office, Travel Policies and Procedures

Mr. Sandoval stated that this policy was presented to ensure the travel policies met state regulations and reflected current procedures. One of the key items in the change dealt with individuals staying at hotels where the rate is higher than the state rate. The proposed policy lists circumstances when this will be appropriate and requires approval by the vice presidents, provost, or president in advance of travel. Additionally, a new Request for Travel Authorization will now be used before an employee travels. After lengthy discussion, it was agreed that any grammatical or wording changes would be forwarded to Mr. Sandoval. When the policy has been cleaned up, a copy will be sent to the Council for their information and review. At that time, Mr. Sandoval will recommend a timeframe for implementation.

Purchasing Reimbursements and Payments Other Than for Travel and Purchase Orders

Mr. Sandoval stated that this policy was being presented to clarify the procedures for reimbursements and payments for services. Reimbursements for specific items such as registration fees, memberships, business meal reimbursements, etc. will be paid via a new Payment Voucher form which will be sent to the Business Office and not to Purchasing. Mr. Sandoval will recommend a timeframe for implementation to the Council.

Accounting for University Equipment

Mr. Sandoval presented clarification to the procedures for the management of university inventory and the disposition of university surplus property and equipment. The Council approved the policies as presented.

MSU Policies and Procedures

Policy 2.338, D. Standing Committees, 10. BAAS Advisory Committee

Dr. Wiedemann noted that the only change to this policy was a title change from associate director to assistant director.

Policy 2.338, D. Standing Committees, 15. Committee for the Preservation of Sikes House

Dr. Wiedemann stated that Dr. Rogers had previously approved the changes to the structure of this committee.

Policy 3.223 Human Resources, Staff Employee Education Incentive Program

Ms. Weakley stated that the Human Resources Department had received written requests from staff employees to receive scholarship assistance as well as participate in the incentive program. She stated that the Fringe Benefits Committee met and voted to accept the change to this policy.

The Council recommended placing these policy changes on the May Board of Regents agenda.

Post Office Rates

Mr. Lamb stated that the MSU post office has not had a rate increase in over 20 years. The largest increase will be in the cost of deliveries to campus departments. For instance, a department receiving one delivery per day currently pays \$130 for the year. This rate will increase to \$250 per year. A department receiving two deliveries per day pays \$160 per year and the rate will increase to \$400 per year. The Council approved the increases to be effective

Item	Quantity	Current	Total	2007-2008	Total
Mail boxes/Housing/Summer	100	\$9.00	\$900.00	\$12.00	\$1,200.00
Mail boxes/Housing/Fall & Spring	762	\$18.00	\$13,716.00	\$24.00	\$18,288.00
Mail boxes/Sunwatcher/F/S/Sum	330	\$27.00	\$8,910.00	\$36.00	\$11,880.00
Mail boxes/Rental Off-Campus/Year/Small box	42	\$36.00	\$1,512.00	\$51.00	\$2,142.00
Mail boxes/Dept/Year/Medium box	5	\$51.00	\$255.00	\$65.00	\$325.00
Mail boxes/Dept/Year/Large box	13	\$120.00	\$1,560.00	\$160.00	\$2,080.00
Mail boxes/Org/Year/Small box	46	\$15.00	\$690.00	\$30.00	\$1,380.00
Mail boxes/Organ/Year/Medium box	4	\$36.00	\$144.00	\$45.00	\$180.00
One delivery/Daily/Year 237 deliveries	24	\$130.00	\$3,120.00	\$250.00	\$6,000.00
Two Deliveries/Daily/Year 474 deliveries	38	\$160.00	\$6,080.00	\$400.00	\$15,200.00
Four Departments Delivered at one location/Once daily/Year 237 deliveries	1	\$255.00	\$255.00	\$400.00	\$400.00
Total			\$37,142.00		\$59,075.00

September 1, 2007.

Summer Camps and Conference Fees

Mr. Lamb proposed increasing fees for summer camps and conferences. He stated that several years ago we charged \$12/participant. Three to four years ago the fee was decreased to \$8/participant in order to attract more prospective students to campus. Mr. Lamb stated that due to the increase in summer camps the charge was recommended to increase to \$10/participant. For that, each participant will receive camp insurance, a camp T-shirt, and use of the Clark Student Center (CSC). If the camp utilizes 1-3 rooms in the CSC the cost will be \$12/participant and the fee will be \$15/participant if camp utilizes 4 or more rooms in the CSC. In addition to these changes, the current charge for cancellation of a camp is \$25. Mr. Lamb proposed that the cancellation fee be changed to incremental fees depending on the amount of notice of cancellation that the camp gives to the university. If the camp is cancelled 30 days prior to the start of the event or earlier, the charge will be \$50, 29-15 days notice prior to the event the cost will be \$100, and 14 days or less notice, the cost will be \$250. It is proposed that the increases be effective with any new contracts for summer 2007. Any contracts already in place will utilize the previous charges. The Council approved the increase in fees.

Students' Grades

Dr. Clark reported this item as a point of information only. He stated that the cost to the university to mail students' grades is approximately \$6,000 per year. He noted that the

Registrar's Office is considering not mailing grades and having them available online. A formal proposal will be forthcoming before the end of the fall 2007 semester.

Key Requests

The Council recommended approval of the following key requests.

FACULTY

Idir Azouz	McCullough Outside	Replacement key
Salim Azzouz	McCullough Outside	Replacement key
David Barbosa	Ferguson Master	New faculty – spring 2007
Jan Brink	McCullough Outside	Replacement key
Tony Corsaut	Dillard Master	Needs access to all classrooms
Jerry Faulk	McCullough Outside	Replacement key
Kirk Harlow	Martin Master	New department chair
Al Sutko	McCullough Outside	Replacement key

STAFF

Shauna Blackmon	Dillard Master	Needs access to all classrooms
Beverly Stump	McCullough Outside	Replacement key

Adjournment

There being no further business, the meeting was adjourned at 3:08 p.m.

ORIGINAL SIGNED

Debbie Barrow, Acting Chairman

ORIGINAL SIGNED

Cindy Ashlock, Secretary