

ADMINISTRATIVE COUNCIL

MIDWESTERN STATE UNIVERSITY

Meeting No. 07-06

July 12, 2007

The Administrative Council met Thursday, July 12, 2007, at 2:00 p.m. in the Hardin Administration Building Board Room. Present were, Dr. Jesse W. Rogers, Chairman; Dr. Friederike Wiedemann, Mr. Juan Sandoval, Dr. Howard Farrell, Dr. Robert Clark, Mr. Ed Harris, Mr. Keith Lamb, Mr. Dominique Calhoun, Ms. Debbie Barrow, Ms. Dianne Weakley, Ms. Mitzi Lewis, Mr. Mike Snow, Mr. David Spencer, and Ms. Cindy Ashlock.

MSU Policies and Procedures

The Council discussed the following policy changes at length. Following the discussion, it was recommended that the following policies be placed on the August Board of Regents agenda.

Policy 2.338, c. Committees, 42. Uniform Recruitment and Retention Committee

Dr. Clark stated that the Texas Higher Education Coordinating Board (THECB) is changing reporting procedures for uniform recruitment and retention. He noted that this is consistent with HB 1678 (TEC 61.086) in that public institutions will be required to choose a strategy from a predetermined list and report on the progress of that strategy each year. In order to accommodate the new reporting procedure, he recommended the current committee structure be reduced in size. (See **Attachment 1**)

Policy 2.338, New Committee, University Assessment Committee

Dr. Clark stated that with requirements from accrediting bodies as well as reports from the state of Texas, he recommended that this committee be established. The purpose of this committee will be to measure student learning outcomes, provide support for all campus entities as they begin to work on assessment plans as required by accrediting bodies, and to develop methods for assessment of the campus. (See **Attachment 2**)

Policy 2.338, New Committee, Academic Technology Committee

Dr. Wiedemann stated this committee would give the academic community an avenue to share computer software and technology that could benefit other departments and colleges. Dr. Rogers requested that Mr. Sandoval and Mr. Dye review the current Information Technology Advisory Committee to determine if the committee was still necessary. (See **Attachment 3**)

Policy 2.338, b. Councils, 2. Academic Council

Due to recent changes in the personnel of the Academic Support Center, Dr. Wiedemann recommended deleting the Academic Advising Coordinator from the membership of this council. (See **Attachment 4**)

Policy 2.338, b. Councils, 6. Intercollegiate Athletics Council

Due to recent changes in the personnel of the Academic Support Center, Dr. Wiedemann recommended adding the Academic Coordinator for Student-Athletes to the membership of this council. (See **Attachment 5**)

Policy 2.338, d. Committees, 1. Academic Advising Committee

Due to recent changes in the personnel of the Academic Support Center, Dr. Wiedemann recommended changing the Academic Advising Coordinator to the Director of the Academic Support Center for the membership of this committee. (See **Attachment 6**)

New Policy, President's Office, Official Functions and Entertainment Expenses

Dr. Rogers stated that there was a need for a written policy with regard to the reimbursement of expenditures for entertaining, business meals, etc. He asked Mr. Spencer to look into entertainment reimbursement policies from other universities. Mr. Spencer surveyed several Texas institutions and then drafted the proposed policy. Mr. Sandoval clarified that beyond the vice president level, other administrators should not be engaged in entertaining without prior written approval from the appropriate authority. In addition, all reimbursements should have appropriate documentation to justify the expenditure and prior approval by the appropriate vice president, the provost, or the president noted on the reimbursement form. (See **Attachment 7**)

Key Requests

The Council recommended approval of the following key requests.

FACULTY

Mary Garza	Ferguson Master	New faculty
Dale McDonald	McCullough Master	New faculty in Fall 2007
Tommy Raulston	Dillard Master	Access to all classrooms in building (Acct)
Shelly Robinson	Ferguson Master	New faculty

STAFF

Jennifer Johnson	CSC Master	New employee, Activities Coordinator
Tiffany Ramsey	Hardin South Master	Needs access to all room in Hardin 211 South Suite (Career Mgmt)
Trey Reed	D. L. Ligon Grand Master	Needs access to Coliseum, Athletic Offices, Sports Information Office, & Athletic Fields
Amy Rogers	Mercantile Master	New secretary for football

STUDENT

Kathy Fischer	Ligon Outside	Access to golf cart
---------------	---------------	---------------------

Other

Dr. Rogers announced and congratulated Mike Snow on his upcoming retirement from MSU on August 31, 2007.

Adjournment

There being no further business, the meeting was adjourned at 2:40 p.m.

ORIGINAL SIGNED

Jesse W. Rogers, Chairman

ORIGINAL SIGNED

Cindy Ashlock, Secretary

2.338 Provost
UNIVERSITY BOARDS, COUNCILS & COMMITTEES
Date Adopted/Most Recent Revision: 05/11/2007

C. Committees

42. Uniform Recruitment and Retention Committee

1. **Purpose**

To provide information and ~~recommend items~~ **recommendations** to the Vice President for Institutional Effectiveness and Enrollment Management that will become part of the annual **report update** to the **THECB on the implementation of the** university's Uniform Recruitment and Retention Strategic Plan.

2. **Personnel**

The Vice President for Institutional Effectiveness and Enrollment Management (chair), ~~the~~ **the** Provost, ~~Vice President for University Advancement and Student Affairs, Vice President for Administration and Finance,~~ **the** Associate Vice President for Student Affairs, **the** Assistant to the Vice President for Institutional Effectiveness and Director of Institutional Research and Planning, ~~Director of Public Information and Marketing, Director of Alumni Relations,~~ **the** Director of Admissions, ~~Director of Athletics, Director of the Career Management Center,~~ **the** Registrar, ~~Student Government President, Dean of Students, Director of Student Financial Aid,~~ **the Director of the Academic Support Center, the Director of Financial Aid,** two deans, two faculty members, and ~~one~~ **a Student Government representative.**

3. **Reports To:** Vice President for Institutional Effectiveness and Enrollment Management

2.338 Provost
UNIVERSITY BOARDS, COUNCILS & COMMITTEES
Date Adopted/Most Recent Revision: 05/11/2007

C. Committees

XX. University Assessment Committee

1. Purpose

To coordinate a process of continual self-evaluation and monitor the 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.

2. Personnel

The Assistant to the Vice President for Institutional Effectiveness/Director of Institutional Research and Planning (chair); the co-chairs of the Student Success Committee; a representative from Enrollment Management, Student Affairs, Administration and Finance, Human Resources, and Athletics; a representative and an alternate from each of the six colleges; the Associate Provost; and a representative from the Student Government Association.

3. Reports to: Vice President for Institutional Effectiveness and Enrollment Management

2.338 Provost

UNIVERSITY BOARDS, COUNCILS & COMMITTEES

Date Adopted/Most Recent Revision: 05/11/2007

C. Committees

XX. 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 Assistant to the Vice President for Institutional Effectiveness / Director of Institutional Research and Planning

Reports to: Provost

2.338 Provost

UNIVERSITY BOARDS, COUNCILS & COMMITTEES

Date Adopted/Most Recent Revision: 05/11/2007

B. Councils

2. Academic Council

A. **Purpose**

To serve as an advisory group to the Provost. The Academic Council will be primarily an oversight entity with major responsibilities relating to the university's total curriculum, faculty policies, and academic policies.

B. **Personnel**

The Deans of the six colleges, the Dean of Graduate Studies, the Vice Chair of the Faculty Senate, and the Vice President of the Student Government Association. Non-voting members are the Provost (chair), the Associate Provost, the Director of Extended Education, the Director of the Honors Program, ~~the Academic Advising Coordinator~~, Director of the Academic Support Center, the University Librarian, the Director of International Programs, the Registrar, and the Director of Admissions.

C. **Reports To:** Provost

2.338 Provost

UNIVERSITY BOARDS, COUNCILS & COMMITTEES

Date Adopted/Most Recent Revision: 05/11/2007

B. Councils

6. Intercollegiate Athletics Council

A. **Purpose**

The Council shall be responsible for providing advice and counsel to the Director of Athletics and the President with regard to policies and standards affecting recruitment, financial aid, eligibility, academics, participation of students involved in intercollegiate athletics and review of scheduling for compliance with prevailing policy; compliance with the policies and mission of the university and the requirements of the National Collegiate Athletic Association (NCAA) and the Lone Star Conference; review of annual budgets for intercollegiate athletics; employment of head coaches of intercollegiate sports; addition or deletion of intercollegiate sports; and other matters of policy or procedure deemed appropriate by the President, the Director of Athletics, the Faculty Athletics Representative, or this council. In addition, the Intercollegiate Athletics Council will monitor the academic integrity of the athletics program, promote the welfare of student-athletes, and serve as a link between the Athletic Department, student-athletes, and the faculty of Midwestern State University.

B. **Personnel**

The Associate Vice President for Student Affairs, Chair; the appointed university Faculty Athletic Representative, three additional faculty members (one of whom must be a member of the Faculty Senate), **the Academic Coordinator for Student-Athletes**, two administrators, the president or representative of the athletics booster club, the president or representative of the Alumni Association, and the president or representative of the MSU Student Government.

C. **Reports To:** Director of Athletics

2.338 Provost

UNIVERSITY BOARDS, COUNCILS & COMMITTEES

Date Adopted/Most Recent Revision: 05/11/2007

D. Committees

1. Academic Advising Committee

A. **Purpose**

To advise the ~~Academic Advising Coordinator~~ **Director of the Academic Support Center** on all issues relating to undergraduate academic advising including information gathering and distribution, advisor training and evaluation, and policies.

B. **Personnel**

The ~~Academic Advising Coordinator~~ **Director of the Academic Support Center** (chair); **the Academic Coordinator for Student-Athletes**, one advisor or advising faculty member from each college appointed by the respective dean, and a representative each from ~~the Academic Support Center~~, the Office of Admissions, the Registrar's Office, the Office of Student Activities and Orientation, and a program offered through distance education.

C. **Reports to:** ~~Vice President for Institutional Effectiveness and Enrollment Management~~ **Provost**

X.XXX President's Office (Place in General University Policies)
OFFICIAL FUNCTIONS AND ENTERTAINMENT EXPENDITURES

A. Purpose and Scope

The administration of Midwestern State University recognizes that refreshments, business entertainment, and other discretionary expenditures are necessary to the operation of the university. However, in order to prevent abuse, maintain control, and ensure compliance with all university, state, and federal regulations, including the use of university funds, policies and procedures governing such expenditures must be set forth. To this end, the following document defines events that qualify as official functions, prescribes guidelines for official functions, and specifies lines of authority for approval of all such discretionary expenditures.

B. Policy Statement

Certain university funds may be expended for official functions and discretionary purposes not directly related to the educational process, if they can be demonstrated to be of clear benefit to the university and meet the guidelines outlined in this policy. All requests for payment or reimbursement of such expenditures will be subject to individual review and approval and must be paid through departmental funds appropriate to the expenditure. Full documentation and authorization in accordance with this policy must accompany the request. Payment from gifts or from sponsored project funds shall be authorized only when the expenditure has been approved in writing by the donor or stipulated in the terms of the contract or grant.

Expenditures that do not meet the definitions and limits of this document, including approval and documentation requirements, will be considered personal expenditures and become the responsibility of the person who incurred the expenditure.

C. Definitions

1. Award: A prize or reward for professional achievement, length of service, or other outstanding or exceptional contribution to the university. Typically, such awards shall be in the form of lapel pins, plaques, certificates, trophies, or watches.
2. Discretionary Expenses: Those expenditures not directly related to the university educational, research, and public service mission. For the purposes of this directive, discretionary expenses include, but are not limited to, all expenditures specifically addressed in this policy.
3. Gifts: An item personal in nature provided by a university employee to another employee, student, or person outside the university. For the purposes of this policy, a gift excludes token gifts, incentives, promotional materials, prizes, or official university tokens presented to visiting dignitaries.

4. Entertainment Expenses: Expenditures for food, beverages, tickets for performances or athletic events, and related supplies for events which involve one or more university employees and/or one or more guests.
5. External Events: Events sponsored by organizations not directly affiliated with Midwestern State University.
6. Internal Events: Those events sponsored by any college or department of Midwestern State University.
7. Official Functions: Those social functions, entertainment events, quasi-social functions, meetings, special events, and conferences that can be demonstrated to provide clear benefit to the educational, research, or community-service missions of the university.
8. State Funds: Funds appropriated by the legislature from the General Revenue Fund or other funds of the State Treasury. The latter includes, but is not limited to, ATP; ARP; HEAF; and locally collected funds in the State Treasury.
9. Token gifts, incentives, promotional materials, prizes: Items of insignificant value, presented to employees, donors, students, or other contributors to the university as expressions of appreciation or as a means of enhancing university spirit.

D. General Provisions

1. Expenses for business meals, including beverages, tax, and gratuity, may be reimbursed from university funds if the supervisor of the person incurring the expense regards the occasion necessary and the amount reasonable. Proper documentation must be submitted; the supervisor shall signify approval in writing. As a matter of practice, routine staff meetings consisting solely of university employees should be held on campus during regular business hours and should not customarily result in the consumption of meals. To conserve funds, when dining is deemed necessary, staff are expected to use campus dining facilities.
2. Holiday parties may be held. The use of university funds for such occasions is permitted if the expenditures are reasonable, the number of annual departmental/office parties is limited, and the parties are held on campus. Parties and celebrations held off campus are considered inappropriate. Expenses for off-campus parties will not be reimbursed except with prior written approval of the appropriate vice president, provost, or by the president. University funds should not be used for birthday parties, showers, or similar kinds of activities that are of a personal nature and not related to university business.
3. Official functions require the advance written approval of the appropriate vice president, provost, or of the president.

4. Official functions and discretionary expenditures may be paid or reimbursed from university funds only if the documentation of the expenditure conforms to the regulations set forth in the Midwestern State University Purchasing Manual. Proper documentation must be submitted and include original, itemized receipts indicating the time, place, and description of the entertainment, the business purpose, the nature of the business benefit expected to be obtained, and the business relationship of the persons entertained, including name, title, and occupation. The names of university employees participating in the event must be included in the documentation. Only employees having a direct, active role in the entertainment of a guest may claim an expenditure. Claims without proper documentation will not be reimbursed.
5. Food and beverage costs of the spouse of a university employee are allowed when the spouse is performing a university-related business or social role that can be identified and documented. Expenses incurred either for personal reasons or for the pleasure of a spouse are not allowed.

E. Specific Provisions Related to Categories of Official Functions and Discretionary Functions

1. Entertainment of prospective faculty and staff and official guests of the university: Expenses may be paid for official functions described as follows:
 - a. Entertainment expenses for recruitment of faculty and staff, limited to the president, provost, vice presidents, deans, department heads, and other faculty and/or staff considered by the president, provost, vice president, dean, or director to be essential to the search process.
 - b. Expenses related to events involving official guests of the university, including donors and potential donors, visiting lecturers, visitors from foreign countries, representatives of research organizations, visitors from other universities, guests invited to assist in the development of new programs or to evaluate existing ones, alumni, and business and community leaders.
2. Conferences, workshops, seminars, meetings, or retreats for university employees: Expenditures for meals or refreshments related to group activities composed exclusively of university employees may be paid if the activity can be shown to benefit the university and if the provision of refreshments is authorized in advance by the appropriate vice president, provost, or by the president.
3. Receptions or functions for university employees that are social in nature: Such expenditures require advance written approval of the appropriate vice president, provost, or the president.
4. Expenses incurred for meals, beverages, and gratuities not related to university travel expenses and not incurred in the presence of others shall not be paid or reimbursed from university funds. An exception will be made only if expenditures meet all the requirements of either Section A. or Section B. or

Section C. above and if there is a record of advance written approval of the appropriate vice president, provost, or the president.

5. Tickets to concerts, plays, athletics events; entrance fees to golf tournaments, etc.: Occasions may arise in which the purchase of tickets or payment of fees of designated employees of the university and/or their external guests is permitted. Tickets may be purchased for such events only when they relate to fund-raising activities for potential university donors, recruitment of faculty or administrative staff, or entertaining other official guests of the university. In all such instances, clear benefit to the university must be demonstrated, and expenditures must come from appropriate university funds.
6. Gifts and awards: Gifts, awards, and other items of a personal nature may be purchased with university funds only for the purpose of honoring donors, prospective donors, and other contributors to the university's mission or in recognition of employee service and/or performance.
7. Club memberships: University funds may be used to pay membership fees as required of a university official when the expenditures are deemed necessary in the performance of the official's designated duties and responsibilities. Expenditures incurred through such memberships must be business-related and are subject to the documentary requirements noted in the General Provisions section of this policy.
8. Alcoholic beverages: Expenditures for alcoholic beverages may be paid from only local university funds created for specific discretionary purposes and authorized gift funds.