

ADMINISTRATIVE COUNCIL
MIDWESTERN STATE UNIVERSITY

Meeting No. 09-02

October 13, 2008

The Administrative Council met Monday, October 13, 2008, at 2:00 p.m. in the Hardin Administration Building Board Room. Present were Dr. Jesse Rogers, Chair, Friederike Wiedemann, Juan Sandoval, Howard Farrell, Robert Clark, Allen Goldapp, Charlie Carr, Keith Lamb, Ann Medford, Ian van Reenan, Debbie Barrow, Janus Buss, Dianne Weakley, Barbara Merkle, David Spencer, and Cindy Ashlock.

Dr. Rogers welcomed Ann Medford, chair of the Faculty Senate, Ian van Reenan, SGA President, and Barbara Merkle, vice chair of the Staff Senate.

MSU Policies and Procedures Manual Changes

The Council discussed the following policy changes. Following the discussions, it was recommended that the following policies be placed on the November Board of Regents agenda.

Policy 2.338, 17. Competitive Scholarship Committee

Dr. Clark recommended the addition of a representative from International Services to the committee structure. See Attachment A.

Policy 2.338, 44. University Data Standards/Security Committee

Dr. Clark stated that the committee's purpose required some clarification and the Banner Project Manager and Webmaster needed to be added to the committee structure. See Attachment B.

Policy 2.338, 2. Administrative Council

Ms. Weakley stated that the Chair of the Staff Senate needed to be added to the committee structure. See Attachment C.

Policy 3.212, Staff Hiring Procedures

Ms. Weakley stated that the policy was being presented in order to clarify the approval process for new titles, title changes, and departmental reorganizations. See Attachment D.

Policy 3.317, Emeritus Status

Dr. Wiedemann presented proposed changes to the Emeritus Status policy for the policy to become more of an academic honor for retiring faculty. She stated that both the Faculty Senate and Academic Council had approved the policy (see Attachment E). Ms. Merkle asked how this policy would affect non-academic employees. Dr. Rogers said that this policy change would not preclude giving emeritus status to staff members. However, the policy would now only address academic emeritus status. The Council approved placing this policy on the November Board of Regents agenda. NOTE: Following the Council meeting, Dr. Rogers decided to wait on proposing this policy to the Board to allow the Staff Senate time to review the matter.

Academic Calendar

Dr. Clark presented changes to the 2008-2009 and 2009-2010 academic calendar for consideration (see Attachment F). The changes recommended pertain to the summer schedules. The university offices will continue working on a five-day work week while summer classes will be held on a four-day week. The Council recommended that the academic calendar be placed on the November Board of Regents meeting agenda.

Key Requests

The Council recommended approval of the following key requests.

STAFF

Lyndsey Newton	Bridwell Master	To gain access to Radiologic Sciences Department
Lyndsey Newton	Bridwell Outside	To gain access to the building
Janis Salter	Fain Fine Arts Grand Master	New secretary in Mass Communication & Theatre needs access to offices

STUDENT

Thaddaeus Baptiste	Memorial Outside	Thaddaeus will work from 4pm to 8pm to be available for work orders
--------------------	------------------	---

Other

Dr. Rogers expressed his gratitude to Ms. Barrow for the wonderful job she is doing in her new position as Director of Board and Government Relations.

Adjournment

There being no further business, the meeting was adjourned at 2:47 p.m.

Original Minutes Signed

Jesse W. Rogers, Chairman

Original Minutes Signed

Cindy Ashlock, Secretary

2.338 Provost

UNIVERSITY BOARDS, COUNCILS & COMMITTEES

D. Standing Committees

17. University Data Standards/Security Committee

A. Purpose

To provide oversight for all matters involving ~~Banner~~ data standards and **related data** security protocols. **The committee will make recommendations on determining access, use, manipulation, and security of all data stored within or extracted from Banner.** The committee will review and approve all modifications to the Data Standards Manual and all modifications to the Banner system involving shared data or security matters.

B. Personnel

Director of Institutional Research, Planning and Assessment (chair), one representative from each of the following areas: Office of the Registrar, Admissions, Business Office, Financial Aid, Human Resources, Payroll, Institutional Research, International Services, Student Affairs, **and** Academic Affairs; **the Banner Project Manager, the University Webmaster,** a faculty representative, and two representatives from Information Systems representing technical and security issues.

C. Reports To: Vice President for Institutional Effectiveness and Enrollment Management **and Vice President for Administration and Finance.**

2.338 Provost
UNIVERSITY BOARDS, COUNCILS & COMMITTEES

D. Standing Committees

44. **University Data Standards/Security Committee**

A. **Purpose**

To provide oversight for all matters involving Banner data standards and **related data** security protocols. **The committee will make recommendations for determining access, use, manipulation, and security of all data stored within or extracted from Banner.** The committee will review and approve all modifications to the Data Standards Manual and all modifications to the Banner system involving shared data or security matters.

B. **Personnel**

Director of Institutional Research, Planning and Assessment (Chair), one representative from each of the following areas: Office of the Registrar, Admissions, Business Office, Financial Aid, Human Resources, Payroll, Institutional Research, International Services, Student Affairs, Academic Affairs, **the Banner Project Manager**, a faculty representative, and two representatives from Information Systems representing technical and security issues.

C. **Reports To:** Vice President for Institutional Effectiveness and Enrollment Management **and Vice President for Administration and Finance.**

2.338 Provost
UNIVERSITY BOARDS, COUNCILS & COMMITTEES

B. Councils

2. **Administrative Council**

A. **Purpose**

To serve as an advisory group to the President. The group will provide an opportunity for the major segments of the university to discuss important university issues. Actions recommended by the Faculty Senate or other university councils that require Board approval will be reviewed by the Administrative Council, as will all recommended changes to the MSU Policy Manual. Other members of the faculty or administration will be invited to participate in meetings of the Council as needed.

B. **Personnel**

The President (chair), the Provost, the Vice Presidents, the Chair of the Faculty Senate, the Chair of the Staff Senate, the President of the Student Government Association or his/her representative, the Associate Vice Presidents, the Associate Provost, the Director of Athletics, the Director of Public Information and Marketing, the Director of Human Resources and the Director of Board and Government Relations. ~~Executive Associate to the President.~~

C. **Reports To:** President

**3.212 Human Resources
STAFF HIRING PROCEDURES
Date Adopted/Most Recent Revision: 08/04/2006**

A. Initiation of Employment Procedures

1. **Personnel Requisition** To initiate the hiring process a supervisor must first complete a Personnel Requisition Form (PRF) and send it to the director, dean, Provost or appropriate Vice President, and President for approval. The form is then routed to the Business Office for action.
2. **Applications for Available Positions** Applicants for staff positions requiring college degrees may apply either through the Texas Workforce Commission (TWC) or the MSU Human Resources Department using standardized State of Texas job applications which can be obtained from the TWC or its online website, or the Human Resources Department. The applications must be returned to the Human Resources Department, which will conduct an initial screening to insure that applicants meet minimum qualifications before forwarding the applications to the hiring department. The hiring supervisor will select the most qualified applicants and contact the Human Resources Department to arrange interviews.
3. **Advertising of Available Position**
 - a. When a vacant position is to be filled, it will be listed with the Texas Workforce Commission (TWC) and in such other places as deemed appropriate by the Human Resources Department in order to meet legal requirements and attract a diverse and qualified pool of applicants.
 - b. The placement and payment of paid advertisements for open staff positions will be the responsibility of the hiring department or applicable search committee.
 - c. All job postings and/or advertisements must be approved by the Human Resources Department and will include, but not necessarily be limited to, the following:
 1. a summary description of the work to be performed and the essential functions of the position;
 2. any educational, licensing, certification, testing, or skills requirements;
 3. the minimum amount of previous experience desired, if any;
 4. any physical requirements specific to the position;
 5. application procedures;
 6. a statement that MSU is an EEO/ADA compliance employer;
 7. and a statement that a background check is required if the position is considered security sensitive.
 - d. No opening shall be advertised until a Personnel Requisition Form (PRF) has been completed and approved by the appropriate parties, and the opening has been posted with the TWC. Texas Government Code 656.024 requires that vacant positions be posted with the TWC for a minimum of ten (10) work days unless the Human Resources Department advises the TWC that the position has been filled.
4. **Internal Promotions**

It is not required that a vacant position be advertised if it is to be filled by internal promotion. An internal promotion is the promotion of a current employee to a higher position reporting to the same immediate supervisor.

B. Authorization to Employ

1. **Vacancies of Budgeted Positions** Positions listed in the current fiscal year's budget are approved de facto for refilling unless official notice or cancellation has been issued by the President.
2. **New Staff Positions** New staff positions can be created only by written approval of the President with prior approval given by the Chairperson of the Board of Regents.
3. **New Staff Titles/Changes to Existing Titles. The addition of new titles or changes to existing titles requires approval of the President and ratification by the Board of Regents.**
 - a. **In order to request approval for a new title or to change an existing position's title, the appropriate request form must be submitted through the respective administrative head to the Director of Human Resources.**
 - b. **The director, dean, or other administrator submitting the request must provide justification of the need for the addition of a new title or an explanation of the significant changes in an existing position's responsibilities or requirements justifying a title change.**
 - c. **Except in unusual circumstances, a departmental reorganization should not be requested outside of the normal budget cycle process.**
4. **Salaries** The salaries for replacement positions will be determined by wage and salary scales in effect at the time the vacancy occurs. (Refer to the **MSU Classified Pay Plan** current classified pay-plan booklet for classified positions; **and** compensation policy **Policy 3.226** for unclassified positions.)
 - a. Ordinarily, classified positions will be advertised and filled at the starting salary for the position as listed in the current classified pay plan; however, with prior approval of the President, such positions may be advertised with a range between the starting salary and the current budgeted salary for that position, depending upon **commensurate with the applicants'** experience and qualifications.
 - b. The starting salary for a classified position may not be higher than the advertised starting salary for that position without prior approval of the Provost or appropriate Vice President, Director of Human Resources, and President.
 - c. In the event a classified staff member accepts an offer of employment to fill an open position in another department in the same job title, job class code, and pay grade currently held by the member, then that staff member will receive the same salary rate as before the lateral transfer, depending upon availability of funds.

C. Initiation of Employment Procedures

1. **Personnel Requisition To initiate the hiring process a supervisor must first complete a Personnel Requisition Form (PRF) and send it through the director, dean, Provost or appropriate Vice President, budget office, Director of Human Resources, and President for approval to fill the position.**
2. **Advertising of Available Position**
 - a. **When a vacant position is to be filled, it will be listed with the Texas Workforce Commission (TWC), the MSU website, and in such other places as deemed appropriate by the Human Resources Department in order to meet legal requirements and attract a diverse and qualified pool of applicants. Texas Government Code 656.024 requires that vacant positions be posted with the TWC**

for a minimum of ten (10) working days unless the Human Resources Department advises the TWC that the position has been filled.

- b. No opening shall be advertised to the public until a Personnel Requisition Form (PRF) has been completed and approved by the appropriate parties, and the opening has been posted with the TWC.
- c. The placement and payment of paid advertisements for open staff positions will be the responsibility of the hiring department and/or the applicable search committee.
- d. All job postings and advertisements must be approved by the Human Resources Department and will include, but not be limited to, the following:
 1. a summary description of the work to be performed and the essential functions of the position;
 2. any educational, licensing, certification, testing, or skills requirements;
 3. the minimum amount of previous experience desired, if any;
 4. any physical requirements specific to the position;
 5. the application procedures;
 6. a statement that MSU is an EEO/ADA compliance employer; and,
 7. notice if the position is designated as security sensitive and requires a background check.

3. **Internal Promotions**

It is not required that a vacant position be posted with the TWC or advertised if it is to be filled by internal promotion. An internal promotion is the promotion of a current employee to a higher position reporting to the same immediate supervisor.

D. **Screening and Interviewing Applicants**

1. **Applications for Available Positions** Applications are accepted only for available open positions. Applicants for staff positions requiring a college degree may apply either through the Texas Workforce Commission (TWC) or the MSU Human Resources Department using the standardized State of Texas Application Form which can be obtained from the TWC, its online website, or the Human Resources Department. Applicants for staff positions not requiring a college degree must apply through the Texas Workforce Commission; however, current MSU employees, with the exception of those in student or temporary categories, are not required to apply through the TWC and may apply directly through the Human Resources Department. All applications are received by the Human Resources Department where an initial screening is performed and applicant information is recorded for statistical purposes. Applications, resumes, and cover letters, if any, are forwarded to the hiring supervisor or search committee for review.
2. **Skills Testing** Clerical skills testing will be done at the Texas Workforce Commission under standardized testing procedures. To avoid violating federal guidelines regarding the testing of applicants, hiring departments should make no attempt to test applicants without prior approval from the Human Resources Department.
3. **Interviewing by Supervisors** The Human Resources Department will refer qualified applicants, along with an Employment Application, a Personnel Referral Form, and any other pertinent data (such as a resume) to the appropriate supervisor for a personal interview, and the supervisor will notify the Human Resources Department of those applicants he/she wishes to interview. The Human Resources Department will then contact the selected applicants to arrange personal interviews. To as great an extent as possible, interview questions should be the same for all applicants and must not include questions of a personal nature unrelated to the applicant's ability to meet the requirements of the position. Examples of such prohibited questions would include, but not necessarily be limited to, questions that relate to the applicant's marital or parental status, age, race, religion, gender, national origin, or disability. Supervisors desiring assistance in preparing a list of appropriate questions should contact the Human Resources Department.

4. **Interviewing Applicants** After reviewing the applications, the supervisor or search committee will complete and submit the Staff Hiring Screening Matrix form to Human Resources, ranking the applicants' qualifications and indicating those applicants chosen for interview. Preferably, no fewer than three applicants meeting the greatest number of requirements will be selected. The Human Resources Department will review the hiring matrix and will contact the selected applicants to arrange personal interviews with the hiring supervisor or committee. To as great an extent as possible, interview questions should be the same for all applicants and must not include questions of a personal nature unrelated to the applicant's ability to meet the requirements of the position. Examples of such prohibited questions would include questions that relate to the applicant's marital or parental status, age, race, color, religion, gender, national origin, or disability. Interview questions should be submitted in advance to the Director of Human Resources for review and will be kept on file with the position requisition. Supervisors desiring assistance in preparing a list of appropriate questions should contact the Human Resources Department.
5. **Reference Checks** After a qualified applicant has been personally interviewed by a supervisor, that supervisor may request the Human Resources Department to perform reference checks. Reference checks will be made only by the Human Resources Department or by the supervisor with prior approval of the Human Resources Department.
6. **Selective Service Registration** The university is required by state law to verify that all new male employees have either registered with Selective Service or are exempt under federal law (Texas Government Code 651.005). The Human Resources Department will be responsible for providing such verification. Failure to register as required by law will be grounds for removal from university employment.

E. Selection

The university acknowledges the fact that hiring decisions, by their very nature, must include subjective evaluations of an individual's qualifications for a specific position; however, to as great an extent as possible, supervisors must base their hiring decisions on measurable, quantifiable and objective criteria and must NOT in any way base their decisions on an applicant's marital or parental status, age, race, color, religion, gender, national origin or disability. To assist supervisors in this regard, the Human Resources Department will provide an Interview/Applicant **Evaluation** Assessment Form to be completed on each applicant interviewed.

F. Offers of Employment

1. **Notification of Selection** The hiring supervisor selects an applicant from among those interviewed for the position and notifies Human Resources of the selection by returning the **Applicant Evaluation Form** Personnel Referral Form to the Human Resources Department and stating the agreed upon salary and starting date. NOTE: **At the conclusion of the selection process, all applications received for the position** the application forms and **all evaluation** referral forms for all candidates **that were interviewed**, referred for supervisor interviews must be completed, as necessary, and **must be** returned to the Human Resources Department **by the hiring supervisor or search committee.**
2. **Reference Checks** **After a qualified applicant has been personally interviewed by a supervisor or committee and is selected for hire, the Human Resources Department will perform reference checks. Reference checks will be made only by the Human Resources Department or by the hiring supervisor or search committee, with prior approval of the Human Resources Department. A background check will be conducted as required by Policy 3.349 if the position is designated as security sensitive.**
3. **Selective Service Registration** **The university is required by state law to verify that all new male employees have either registered with Selective Service or are exempt under federal law (Texas Government Code 651.005). The Human Resources Department will be responsible for providing such verification. Failure to register as required by law will be grounds for removal from university employment.**
4. **Formal Offer of Employment** Official offers of employment shall be made only by the Director of Human Resources or the Director's designee. The hiring supervisor will immediately be informed of

the applicant's acceptance or rejection of the offer to employ. The Human Resources Department is responsible for ensuring that each new employee receives the proper pre-employment orientation, to include sexual harassment/discrimination awareness training, that all pre-employment forms are properly completed, and that the new employee is placed on the university payroll.

5. **Formal Offers of Employment** Official offers of employment shall be made only by the **Director of Human Resources or the director's designee. The hiring supervisor or committee will immediately be informed of the applicant's acceptance or rejection of the offer to employ. A conditional offer of employment may be made, contingent upon successful completion of a criminal background check if one is required.**
6. **Minority Employment Review** After the Human Resources Department has made an official offer of employment and that offer has been accepted by the applicant, the hiring supervisor will complete the Minority Employment Review Form and return it promptly to Human Resources which will review hiring actions to ensure EEO compliance.
7. **Employment Physical Examinations** All applicants **who are hired into positions with specific physical strength requirements**, such as custodians, groundskeepers, skilled craftsmen, power plant operators, etc., will be required to take a physical examination to verify their ability to perform the minimum qualifications for the job. Employees who are disqualified based on the physical exam will be advised of the physical problem and provided an opportunity to take another exam at their expense. If the disqualification cannot be corrected and if the job cannot be redesigned or a reasonable accommodation provided, or if the employment will result in a serious injury or physical problems to the employee or co-workers, he/she may be terminated.
8. **New Employees. Within the first 30 days of employment, the Human Resources Department will contact new employees to ensure that each person hired attends new employee orientation, to include sexual harassment/discrimination awareness, ethics, and other required training, that all employment forms and benefits enrollments are properly completed, and that the new employee is placed on the university payroll. Refer to MSU Policy 3.326.**

3.317 President's Office

EMERITUS STATUS - FACULTY AND ADMINISTRATION

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

A. General

University faculty at the ranks of assistant professor, associate professor and professor and academic administrators in the positions of dean, provost, or president upon retirement may be named to an granted emeritus status upon retirement. ~~on the recommendation of their dean, the faculty Senate, the Provost, the President of the university, and with the approval of the Board of Regents of Midwestern State University, if faculty; and the Provost or Vice President of their specific area, the Administrative Council, the President of the university and final approval of the Board of Regents of Midwestern State University, if an administrator.~~

B. Eligibility

Emeritus status ~~normally will~~ may be granted to any eligible faculty or administrators who ~~has~~ have faithfully served the university for a minimum of ten (10) years. ~~and Faculty who will have a record of (1) either extraordinary contributions to teaching or scholarly/creative production or service (2) or have continuously been productive in teaching, scholarship/creative activities, and service. Administrators in the positions of dean or provost will have notably contributed to the progress of the university, is retiring. A president who has served the university for a minimum of ten years will automatically be considered.~~

C. Process

Unless the provost or the president is under consideration, the provost will ask for independent recommendations of the Faculty Senate, the relevant chair, and dean, and report these recommendations together with his or her own appraisal to the President of the university. If the provost is under consideration, the president will ask for independent recommendations from the Faculty Senate, the relevant chair, and dean. If the president wishes emeritus status to be granted, he or she will so recommend to the Board of Regents of Midwestern State University. Self-recommendations are inappropriate.

D. Emeritus Office Space

~~Once emeritus status has been conferred, such individual will be eligible to continue scholarly pursuits in the name of Midwestern State University. Whenever possible, the university will offer laboratory and/or office space to permit the individual to continue his/her work and will support that work with whatever resources the institution can bring to bear. The individual must make written application to the President requesting office and/or laboratory space. This space will be assigned on a "space available" basis. Should space conditions so warrant, emeritus office space may be reassigned by the President to regular full-time employees.~~

E. ~~Other~~ **Benefits**

Emeritus **Emeriti** professors **and** administrators shall be entitled to:

1. **Use Midwestern State University's name in their scholarly pursuits**
1. ~~Attend faculty/staff meetings, but without vote;~~
2. **Upon the president's approval, use university laboratory and office space and other resources depending on availability (permission will be granted on a semester basis)**
3. Use the library and university facilities available to employees, including dial-up access to the campus computer network; ~~and~~
4. March in the appropriate position in the academic procession;
5. **Actively participate in university events and offerings;**
6. Attend all social and ceremonial functions of the university;
7. **Hold an emeritus faculty card with attendant benefits, and**
8. **Be issued a permanent parking sticker.**

Attachment F

Summer 2009

Summer I: June 1 – July 2
Summer II: July 6 – August 6
4-day teaching week
2 hour classes (20 days to reach 40 contact hours)

Class Periods:

2 hour classes:

8:00am – 10:00am

10:10am – 12:10pm

12:20pm – 2:20pm

2:30pm – 4:30pm

4:40pm – 6:40pm

6:50 – 8:50pm

Parts of Term:

May Mini-Term:	May 18 – June 5 (Typically used by EDUC & RESP)
Summer I:	June 1 – July 2
Summer I thru II:	June 1 – August 6
1 st half of Sum I:	June 1 – June 16 (10 days) (Typically used by KNES)
2 nd half of Sum I:	June 17 – July 2 (10 days) (Typically used by KNES)
Longer than 1 st half of Sum I:	June 1 – June 18 (12 days) (Typically used by CMPS)
Summer II:	July 6 – August 6
Longer than half of Sum II:	July 6 – July 23 (12 days) (Typically used by CMPS & EDUC)
Begins on census for Sum II:	July 9 – August 6 (17 days) (Typically used by EDUC)

Summer 2009

Summer I: June 1 – July 2

Summer II: July 6 – August 6

4-day teaching week

2 hour classes (20 days to reach 40 contact hours)

Class Periods:

2 hour classes:

8:00am – 10:00am

10:10am – 12:10pm

12:20pm – 2:20pm

2:30pm – 4:30pm

4:40pm – 6:40pm

6:50 – 8:50pm

May

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16 Commencement
17	18 May Mini-Term	19 May Mini-Term	20 May Mini-Term	21 May Mini-Term	22 May Mini-Term	23
24	25 Memorial Day – No classes	26 May Mini-Term	27 May Mini-Term	28 May Mini-Term Summer I Orientation & Registration & Evening Registration	29 May Mini-Term WFISD – last day of school Registration - all classifications & alpha	30
31						

2009

June

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1 May Mini-Term Summer I Begins – 4-days (2 hrs) = 20 class days	2 May Mini-Term	3 May Mini-Term	4 May Mini-Term	5 May Mini-Term only No regular summer classes	6
7	8	9	10	11	12 No classes	13
14	15	16	17	18	19 No classes	20
21	22	23	24	25	26 No classes	27
28	29	30				

2009

July

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2 Summer I Ends-20 days Summer II - Orientation & Registration	3 Summer I Grades are due by 2:00pm No classes	4
5	6 Summer II Begins - 4-days (2 hrs) = 20 class days	7	8	9	10 No classes	11
12	13	14	15	16	17 No classes	18
19	20	21	22	23	24 No classes	25
26	27	28	29	30	31 No classes	

2009

August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3	4	5	6 Summer II Ends- 20 days	7 Summer II Grades are due by 2:00pm No classes	8
9	10	11	12	13	14	15
16	17 Faculty Meetings	18	19 New Student Orientation	20 New Student Orientation	21 New Student Orientation	22 Fall Classes Begin
23	24	25	26	27	28	29
30	31					

2009