ADMINISTRATIVE COUNCIL

MIDWESTERN STATE UNIVERSITY

Meeting No. 10-04   **April 14, 2010**

The Administrative Council met Wednesday, April 14, 2010 at 2:00 p.m. in the J.S. Bridwell Board Room. Present were Dr. Jesse W. Rogers, Chairman; Mr. Juan Sandoval, Dr. Howard Farrell, Dr. Robert Clark, Mr. Keith Lamb, Mr. Kyle Owen, Mr. Charlie Carr, Ms. Debbie Barrow, Ms. Ann Medford, Mr. Chris Gore, Ms. Janus Buss, Ms. Dianne Weakley, Mr. David Spencer, Mr. Mike Dye, Mr. Roger Lee, Ms. Cassie Slaybaugh, and Ms. Cindy Ashlock.

MSU Policies and Procedures

a.   Policy 2.31 Administration Selection Process
     After lengthy discussion this item was pulled from the agenda.

b.   Policy 2.323 President's Office - Office Functions & Responsibilities
     This item was pulled from the agenda.

c.   Policy 3.216 Staff Termination/Discharge
     Ms. Weakley stated that at the request of the Data Standards Committee and Mr. Sandoval, changes were proposed to clarify staff termination process (see **attachment A**). After a short discussion, Dr. Rogers requested that the minutes reflect that any policy affecting university staff be reviewed by Ms. Weakley. Once Ms. Weakley's review was complete she would forward the policy to the Staff Senate for their review. The Council recommended the policy be placed on the May 2010 Board of Regents' agenda.

d.   Policy 3.228 Staff Employee Disciplinary Procedures
     Ms. Weakley proposed wording be added to the policy to ensure that supervisors document, in writing, disciplinary meetings with employees (see **attachment B**). Ms. Barrow noted that language be deleted concerning presidential approval of terminations. Ms. Weakley stated she would make the change prior to submitting it for placement on the Board agenda. The Council recommended the policy be placed on the May 2010 Board of Regents' agenda.

e.   Policy 3.317 Academic Emeritus Status-Faculty and Administration
     Ms. Barrow noted that the Internet dialup service was costing the university approximately $7,000 per year (see **attachment C**). She further stated that Information Systems conducted a survey and found that only six employees used dialup access. It was proposed that the dialup service be discontinued. The Council recommended the policy be placed on the May 2010 Board of Regents' agenda.

f. Policy 3.330 Student Employment
    Ms. Weakley stated the changes to the policy reflect the current practices in place (see **attachment D**). The Council recommended the policy be placed on the May 2010 Board of Regents' agenda.

g. Policy 4.181 Information Systems Policies and Procedures
    Mr. Dye noted that changes to the policy were due to implementation of Banner (see **attachment E**). He stated that references to a mainframe system should be deleted as we no longer use such system and clarification to the wording of the policy to be consistent with current procedures. The Council recommended the policy be placed on the May 2010 Board of Regents' agenda.

h. Policy x.xxx Staff Emeritus Status
    Mr. Gore stated that the Staff Senate requested that a policy be enacted to give emeritus status to staff personnel (see **attachment F**). The Council recommended the policy be placed on the May 2010 Board of Regents' agenda.

i. Policy x.xxx Space Management & Construction Project Review
    Mr. Sandoval stated that a recent peer review committee recommended the university outline appropriate approval processes for the use of available campus space, remodels to existing space, or construction of new space (see **attachment G**). Mr. Owen added that the policy would address the chain of command for approval of projects or relocating offices or classrooms. The Council recommended the policy be placed on the May 2010 Board of Regents' agenda.

j. Policy 2 .338 C. Committees 14. Channel 2 Advisory Committee
    This item was pulled from the agenda.

k. Policy 4.129 Electronic Message Center
    Ms. Barrow recommended deletion of the policy since the message center had been removed (see **attachment H**). The Council recommended the policy be placed on the May 2010 Board of Regents' agenda.

Adjournment
There being no further business, the meeting was adjourned at 4:04 P.M.

Jesse W. Rogers, Chairman   Cindy Ashlock, Secretary

3.216 Human Resources
STAFF-TERMINATION/DISCHARGE
Date Adopted/Most Recent Revision: ~~08/04/2006~~

A. **Voluntary Terminations**

Employees who wish to voluntarily terminate employment with the university shall submit their resignations in writing to their immediate supervisors, who shall accept and forward copies of the resignations through channels.

B. **Involuntary Terminations other than for Cause**

With regard to all non-faculty positions, Midwestern State University is an at-will employer and may terminate any employee at any time for any legal reason. Examples of such reasons might include, but are not limited to, lack of work or funds, or the redesign or restructuring of jobs or organizational changes.

1. **Notification**

Employees designated for these terminations will be provided as much advance notification as possible. The Provost, Vice President or Department Head will prepare a written notice of the termination action and provide copies to the employee, his/her immediate supervisor, the Human Resources Department and the President.

2. **Other University Employment**

Affected employees who express a desire to continue employment with the university may apply for other suitable vacant positions within the university. They shall be given assistance by the Human Resources Department which will give special notice to departments having vacancies of the availability of such employees. Such employees may be appointed without the necessity of job posting as is normally required for vacant positions.

C. **Discharge for Cause**

Examples of discharge for cause include, but are not limited to, theft; misappropriation or unauthorized use of university funds, **computer systems, confidential information,** or property; unsatisfactory performance; excessive absenteeism or tardiness; insubordination; or behavior which causes discredit to the university.

1. **Prior Consultation**

Discharge for cause actions should not be accomplished without prior consultation with **the Director of Human Resources and the approval** of the Provost or appropriate Vice President. ~~and the approval of the President.~~ If the immediate supervisor feels it is improper to leave the employee on duty until such approval can be obtained, the employee may be placed on suspension.

2. **Notification**

~~The Provost or appropriate Vice-President will prepare a written notice of the termination action and provide copies to the employee, immediate supervisor, President and Human Resources Department.~~ **Whenever possible, the employee's immediate supervisor will arrange a meeting and personally notify the employee of the termination action.** The Provost or appropriate Vice President ~~will~~ **may** prepare a written notice of the termination action and provide copies to the employee, immediate supervisor, President and Human Resources Department.

D. **Personnel Transaction Form**

A Personnel Transaction Form (PTF) must be prepared and completed by the employing department when an employee terminates employment for any reason (voluntary, involuntary, discharge, retirement, etc.).

E. **Final Clearance**

Upon notification of a termination action by receipt of the Personnel Transaction Form (PTF), the Human Resources Department will schedule the final clearance procedures and an exit interview. **In order to clear the university, the terminating employee must return all university office and building keys, Campus Card ID, parking hang-tag, uniforms, and all other university property under their control.** The employee's supervisor will complete a *Supervisor's Evaluation Form* immediately following the employee's final clearance procedures and forward it to the Human Resources Department. Authorization to hire replacement personnel will be in accordance with Policy 3.212 of this *Manual*.

Policy 3.228 Human Resources
Staff Employee Disciplinary Procedures
Date Adopted/Most Recent Revision: 08/04/2006

A. GENERAL

Midwestern State University is an at-will employer and retains the right to terminate the employment of any regular staff member with or without cause at any time. however, tThe University also supports a program of progressive discipline whereby employees are given opportunities to correct misconduct and/or improve individual performance. Except in cases of gross misconduct, termination should be used only as the last step in a progressive series of administrative disciplinary actions.

B. DEFINITIONS

1. **Gross Misconduct**

Gross misconduct involves those actions that represent serious violations of university policy or state or federal law. Examples include, but are not limited to, flagrant insubordination; drug use or intoxication on the job; violence against co-workers, students or others; theft, fraud or embezzlement; deliberate falsification of official documents; **intentional misuse of computer systems; disclosure of confidential information;** sexual misconduct; or other actions of a blatantly irresponsible, dangerous or criminal nature. Acts of gross misconduct warrant immediate suspension or termination.

2. **Misconduct**

Misconduct involves those actions that represent minor violations of university policy or state or federal law. Examples include, but are not limited to, substandard performance; failure to comply fully with appropriate, legal directives; excessive absenteeism; minor safety violations; unintentional misuse of university or state property; **inadvertent breach of computer network system security by responding to requests for secure passwords**; or other actions of a non-criminal or non-violent nature.

C. DISCIPLINARY ACTIONS

Ideally, the normal progression of disciplinary action is described below; however, depending upon the nature of the misconduct, action may be taken at any point in the process.

1. **Discussion of Problem**

When an act of minor misconduct is observed by a supervisor, the supervisor should discuss the problem with the employee in a calm and reasonable manner with the goal of improving performance, not punishing or chastising the employee. The problem should be **promptly and** clearly identified and a course of corrective action prescribed.

2. **Verbal Warning**

If the problem persists, the employee should be verbally warned that the misconduct has not been corrected and that more stringent disciplinary action may be imposed if it continues. **Supervisors should maintain a written log to document verbal warnings and the dates they are issued.**

3. **Written Warning Signed By The Employee**

If the problem still persists, the employee should be given a written warning clearly stating that his/her conduct is unacceptable and that his/her job will be in jeopardy if the conduct continues. The warning should identify specific steps the employee must take to raise his/her performance to an acceptable level. The employee should be asked to sign the warning, which should then be sent to the Human Resources Department for inclusion in the employee's permanent personnel file. If the employee refuses to sign the warning, the supervisor should make the appropriate notation.

4. **Suspension/Administrative Leave**

If a supervisor believes that placing an employee on suspension or leave without pay for a specified period of time as a punitive measure will improve that employee's performance, he/she may do so with the approval of the President; however, such suspensions should be used only after other measures have failed or in extreme cases when allowing an employee to remain on the job would be imprudent. If the President is not available to approve a suspension, then the supervisor may, with approval of the Provost or appropriate Vice President and the Human Resources Department, suspend the employee until the President can be consulted.

5. **Termination (Also see Policy 3.216)**

If the unacceptable behavior continues after an employee has been counseled and appropriately warned or if the misconduct is of an extreme nature, the employee may be terminated with prior approval **of the Provost or appropriate Vice President and after consultation with the Director of Human Resources.** from the President. In the event the President is not available to approve the termination, the employee should be suspended with approval from the Provost or appropriate Vice President and the Director of Human Resources until the President's approval can be obtained. **If the immediate supervisor feels it is improper to leave the employee on duty until such approval can be obtained, the employee may be placed on suspension.**

D. **REVIEW**

All disciplinary actions involving suspension or termination must be reviewed by the Director of Human Resources/Equal Employment Opportunity Officer to determine if appropriate procedures were followed, that there was sufficient documentation to justify the action, and that there is no evidence of a pattern of intentional or unintentional discrimination.

3.317 President's Office
ACADEMIC EMERITUS STATUS - FACULTY AND ADMINISTRATION
Date Adopted/Most Recent Revision: Approved 02/13/2009 - Effective 09/01/2010

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 may be granted emeritus status upon retirement.

B. **Eligibility**

Emeritus status may be granted to eligible faculty or administrators who have faithfully served the university for a minimum of ten (10) years. Faculty 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. 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. **Benefits**

In addition to benefits extended to all MSU retirees who have served the university for ten years, emeriti professors and administrators shall be entitled to:

1. use of Midwestern State University's name in their scholarly pursuits;
2. use of university laboratory and office space and other resources depending on availability and the president's approval (permission will be granted on a semester basis);
3. ~~dial-up access to the campus computer network;~~
4. maintenance of their MSU e-mail address;
5. marching in the appropriate position in the academic procession; and
6. actively participating in university events and offerings.

3.330 Human Resources
STUDENT EMPLOYMENT
Date Adopted/Most Recent Revision: 08/07/2009

A. **Purpose.** This policy is established to provide uniform guidelines and standardized procedures for all student employment.

B. **Academic Requirements for Student Employment.**

1. **Fall/Spring Semesters** During the fall and spring semesters, an UNDERGRADUATE student must be enrolled in at least six (6) hours and have at least a 2.0 cumulative grade point average. A GRADUATE student must be enrolled in at least three (3) hours and maintain the academic standards required by the student's master's degree program.

2. **Summer Terms** During the summer terms, if an UNDERGRADUATE or GRADUATE student is enrolled for at least one (1) hour, they must meet the academic requirements stated in B. 1, above. If the student is NOT registered during the summer term(s), the student must meet the following requirements:

   a. Was enrolled at MSU the preceding spring semester and earned credit for the hours and grades stated in B. 1. above, or

   b. Has been unconditionally accepted for enrollment for the following fall semester and meets the required academic standards.

C. **Work Hours Per Week** Student employees will normally be authorized to work no more than twenty (20) hours per week.

D. **Rates of Pay**

1. **Minimum/Maximum Wages** Student employees who are paid an hourly rate will be paid at a rate at least equal to the current hourly federal minimum wage but not greater than the current hourly federal minimum wage plus $3.50. Budgetary heads will have the authority to establish student wages within this range on the basis of the qualifications, experience and past work performance of the student and the needs of their respective areas and individual budgets.

2. **Salary Increases** Student salary increases are not automatic with continued employment, but may be given on the basis of performance. Deans or department heads must certify that funds are available to cover the cost of salaries in excess of the minimum wage.

3. **Tutors** Rates of pay for tutors will be set by individual budgetary heads according to the needs and resources of their respective programs and may exceed the current hourly federal minimum wage plus $3.50 with approval from the designated senior administrator.

E. **Exceptions.** Exceptions to the academic requirements, rates of pay, and work hour provisions may be made if approved in writing by the designated senior administrator.

1. A one semester exception to the academic requirements may be made with approval of the designated senior administrator.

2. When a student worker possesses highly specialized skills or training, the designated senior administrator may, in extraordinary circumstances, authorize a rate of pay greater than the current

hourly federal minimum wage plus $3.50.

3. An exception to the twenty-hour workweek may be made by the designated senior administrator.

F.   Other Requirements

1. Student employees will not be permitted to start work until after the hiring department has **submitted the Personnel Transaction Form (PTF) and** received ~~its~~ a copy of the **signed PTF** ~~*Personnel Transaction Form*~~ (PTF) indicating approval **to hire**.

2. ~~The hiring department is responsible for submitting completed employment forms and documents to the Human Resources Department.~~ **The hiring department must instruct new student employees to visit the Human Resources Department within three business days of their start date to complete required employment paperwork. Students are required to provide Human Resources with their original Social Security card and acceptable proof of identity which verifies their eligibility to work in the United States.**

   a.   ~~the IRS Form W-4, Employee's Withholding Allowance Certificate,~~

   b.   ~~the Form I-9, Employment Eligibility Verification, within three days of employment, and~~

   c.   ~~a copy of the student's Social Security Card,~~

3. **Before accepting employment, foreign national student employees must also process through the International Services Office (ISO) to verify their status and eligibility to work. Refer to Policy 3.348.**

4. Males who are U.S. citizens between the ages of 18 and 25 must be registered with the Selective Service in order to be employed by Midwestern State University. This includes all full-time, part-time, and student employees. The Human Resources Department is responsible for verification of Selective Service Registration.

5. A background check is required if the position is considered security sensitive.

4.181 Administration & Finance
INFORMATION SYSTEMS POLICIES AND PROCEDURES
Date Adopted/Most Recent Revision: ~~08/04/2006~~

A. **General**
    This policy applies to all users of the university's telecommunications, computer and network services. The university provides telephone, computer and network resources for use by students, faculty, staff and other persons affiliated with the university. **The use of these resources is governed by this policy. Any violation of this policy or misuse of these resources, whether deliberate or incidental, may result in disciplinary actions according to university policies, as well as possible legal actions. Violations of security protocols in this policy shall be reported to the supervisor, the Director of Information Systems and the appropriate vice president or the provost.**

B. **Definitions**

    1. **Telecommunications**
        Hardware, software and personnel to provide audio and digital voice communications on and off campus. This includes the installation, maintenance and design of existing and future voice requirements.

    2. **Computer Systems**
        ~~Mainframe~~ **Midrange, server,** and personal computer assets that are used for university administration, student development and academic endeavors. Use of these assets are governed by legal statues for copyrighted software, university-developed software policy, and software developer licenses.

    3. **Network Services**
        Operations, **equipment,** maintenance and technical services that are provided to the university for the continued growth and development of the campus-wide communications network. These services include small computer software and hardware maintenance and installation of university-purchased equipment.

C. **Guidelines**
    The university has established the following guidelines governing the proper use and workload management of Information Systems resources and personnel.

    1. **Telecommunications**
        All telephone outages will be reported by the user through the telephone outage reporting system at Ext. 4555. Requests for new installations, system reprogramming and telephone instrument relocations will be submitted using the Information Systems **work order system** ~~Service Request Form~~.

    2. **Computer Systems Programming Requests**
        Information Systems **service requests** ~~Service Request Forms~~ will be ~~completed~~ **submitted using the Information Systems work order system. Once submitted, the data custodian for the area must approve the concept and access to specific data elements. Following approval from the data custodian to proceed, Information systems will determine actual feasibility of the project and/or report. It is the practice of the university to not perform custom programming on purchased applications unless there is no other viable solution.** ~~and set to the President, Provost or appropriate vice president for approval and prioritization. The approved request form will then be forwarded to the Director of Information Systems for scheduling. Programmer analyst personnel will provide software~~

~~implementation and maintenance to the university faculty and staff based on approved~~
~~programming requests using the following priority ranking system:~~

> ~~a. **Priority 1:**~~
> ~~Downward directed requests from outside agencies of the state or federal government.~~
> ~~These tasks will require firm due dates and specific instructions for development.~~
>
> ~~b. **Priority 2:**~~
> ~~University directed requests. Departmental requests to correct errors in existing software~~
> ~~programs or to provide approved management reports.~~
>
> ~~c. **Priority 3: Other requests.**~~
> ~~These requests are not essential to the operations or management of the university (i.e.~~
> ~~labels for outside vendors).~~

3. **Network Services**
   Trouble resolution, technical solutions, network upgrades and network security services will
   be provided to the university by Information Systems. All services other than trouble
   reporting must be requested using the Information Systems **work order system** ~~Service~~
   ~~Request Form. All request forms must have a control number prior to work scheduling.~~ This
   includes requests for technical solutions or network design.

4. **Trouble Reporting**
   Small computer software and hardware trouble reporting will be managed through the
   Information Systems **Help** ~~Trouble~~ Desk at Ext. 4278 **or email at helpdesk@mwsu.edu**.
   Users should ~~call the telephone number and~~ report detailed information **describing the**
   problem. A work order will be assigned and tracked until completion. New installations of
   small computers will be accomplished according to the delivery schedule provided by the
   vendor. Any modifications to this schedule will be determined by the Director of
   Information Systems.

5. **Technical Solutions**
   Technical solutions will be provided to the university faculty and staff to satisfy approved
   requirements for information technology equipment and software. These solutions will
   conform to the university guidelines established for interoperability and uniformity.

6. **Network Upgrades**
   Information Systems will be responsible for the network upgrades that are consistent with
   university policy and technology availability. All upgrades will provide a migratory path for
   future conversions and implementations.

7. **Laboratory Management**
   Information Ssystems is responsible for providing technical staffing for the general purpose
   student labs. This includes the following:

   a. Provide general purpose software and qualified student employees for general
      purpose student labs.
   b. Provide supplies and printer services as required during normally scheduled lab
      periods.
   c. Provide first-look maintenance on equipment and outage reporting.
   d. Maintain lab physical security and cleanliness.

8. **Electronic Network Access**
   Users of the university electronic network facilities and services will indemnify and hold
   harmless the university against any and all actions or claims of infringement of intellectual

property rights arising from the use of a network-based service or facility provided by the university. Network access is provided by password control. All passwords are managed and controlled by Information Systems. The following policies are established for network access:

a. Use of facilities and services in such a way as could be deemed foul, threatening, inappropriate, harassing, or abusive including but not limited to racial and sexual slurs, is prohibited.

b. All accounts are for the sole use of the student, faculty or staff of the university. Account information will not be released by Information Systems to any other individual.

c. Network access shall not be used for any non-university related activity. Use of network access should be consistent with the instructional, research, public service and administrative purposes and goals of the university.

d. A network access account may be requested by a currently enrolled student, employed faculty/staff member or emeriti faculty/administrator.

e. Student access will be deactivated upon the student's withdrawal from the university or non-enrollment.

f. Faculty and staff network access accounts will be deactivated upon termination of employment.

g. Unauthorized access to the network is strictly prohibited and could result in disciplinary action up to and including legal criminal action. Network account information is for the sole use of the original requester.

h. Electronic mail is subject to search at any time, with or without notice, as the university administration deems necessary. **There should be no expectation of privacy.**

i. Use of university electronic mail accounts to send unsolicited commercial mail is prohibited.

j. To best serve the general campus population and to conserve limited resources, remote access users will be limited to four (4) hours of on-line time per session.

9. **Copyright and Computer Software**
   Midwestern State University and its students, faculty, and staff must maintain legal and ethical standards regarding the use of computer software. The unauthorized duplication of computer software, data or computer manuals, unless appropriate written consent is obtained, is grounds for disciplinary action and referral to the appropriate law enforcement or investigative agency.

   a. In strict compliance with Public Law 96-517, Section 10(b), which, in amending Section 117 of Title 17 U.S. Code to allow for the making of computer software back-up copies, state in part "it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy of adaptation of that computer program provided:

      1. "That such a new copy or adaptation is created as an essential step in utilization of the computer program in conjunction with a machine and that it is used for no other manner, or

      2. "That such a new copy and adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful."

      3. Where appropriate written consent (from the holder of such copyright) is obtained.

      4. Where the software is in the public domain and that can be proven.

b. Under PL 101-650, phonograph records, computer programs, tapes, CDs or videos may not be rented, leased or loaned for direct or indirect commercial advantage. However, the nonprofit lease or lending of computer software (bearing the warning noticed prescribed by the Register of Copyrights) to this institution's staff, faculty and students for their nonprofit use is exempt from these restrictions.

c. Also exempt (from PL 101-650's restrictions) is the lawful transfer of possession of a lawfully made copy of a computer program between nonprofit education institutions and between such institutions and the individual comprising their staff, faculties, and student bodies.

d. Illegal copies of software may not be used on this university's computers.

e. Determination made under section 2 and 3 above are to be made by Midwestern State University and not the individual. Any indication of a violation of Section 4 will be promptly and thoroughly investigated.

10. **Training and Education (TX Admin. Code 202.77)**

   a. **The university will provide training during new employee orientation to familiarize employees with the rules of information security. Employees will be required to receive, sign, and agree to comply with the Data Standards and Responsibility Agreement. During employee orientation, employees will receive a copy of this policy, #4.181, and specific training on the importance of ensuring the confidentiality of information. Additionally, they will be informed of the proper computer use, computer account security, document handling, and verbal release of information. Before computer system access is granted, employees will be required to attend job-specific training provided by the relevant academic and administrative areas throughout the university.**

   b. **The university shall establish an ongoing information security awareness education program for all users. At least annually, or more often as needed when security issues arise, employees will be informed regarding information security procedures and safeguards.**

11. **Computer Security and Privacy**

   All faculty and staff employees and students shall be responsible for complying with the Computer Security and Privacy policies. These policies are as follows:

   a. The university president shall appoint an administrator responsible for developing and maintaining university regulations and procedures regarding security and privacy of computer data, software, and hardware.

   b. Any student's or faculty/staff employee's use of university computing facilities is a privilege that shall be revoked for violation of this policy, regardless of the need for computer use in performing assigned duties or class work. Specific causes for revocations are as follows:

      1. Student, faculty or staff who intentionally gains access to a computer or file that is protected from general access by the public.

      2. Gaining unauthorized access to privacy protected information that may reside on ~~the~~ university **computer systems** ~~mainframe.~~

      3. Purposely placing or injecting a virus into the university computer systems or networks.

      4. **Compromising computer network system security by responding to spam, phishing, and other email requests for release of secure computer system user names and passwords.**

      5. Removing university computer assets from campus without prior approval.

6. Connecting personally owned computers and software to the university networks without prior approval.
7. Public domain (shareware) will not be downloaded from public access bulletin board systems to any user computer connected to the campus network. All software loaded on university computers will first be approved by Information Systems and certified virus free.
8. User departments will identify to Information Systems, personnel computer workstations used to store confidential or sensitive information or to run critical applications. The users will be responsible for notifying Information Systems for periodic virus scans.
9. **Users will not install personal computers onto the university's network.**

c. Some jobs or activities of the university involve access to resources critical to computer security and privacy. The university may require faculty/staff employees or students involved in these jobs or activities to disclose personal histories, participate in special training, and /or sign special agreements concerning computer use.

d. All students and faculty/staff employees shall cooperate with official state and federal law enforcement authorities in aiding the investigation and prosecution of any suspected infraction of security and privacy involving either university personnel or university computing facilities.

12. ~~Mainframe~~ **Computer System** Access Control

The Director of Information Systems will maintain ~~the mainframe~~ computer system integrity through the effective use of security controls. In an effort to control access to computing resources, the following policy is in effect:

a. Only employees of the university or approved student workers may be assigned a logon to allow use of ~~the mainframe~~ computing resources. All passwords will be changed **quarterly** ~~monthly.~~

b. ~~Each request for the assignment of a logon must be approved in advance by a university dean or appropriate vice-president and submitted to the Director of Information Systems.~~ **A logon will be assigned by Information Systems after verification by Human Resources of the individual's current employment with the university.**

c. Each director level supervisor must determine the level of access (input vs. inquiry) for each employee within his or her supervision. **A request for access must be approved through the appropriate area data custodian.**

d. Each employee who is granted access to the university **computing resources** ~~student records or financial accounting records~~ must be assigned a unique logon. Generic logons are not acceptable.

e. Assigned **logon access and** passwords must be protected from unauthorized use. Sharing of passwords or logging-on in order for someone else to use the systems is a violation of university policy and strictly prohibited. **Users may not request access to another person's password.**

f. **Assigned users shall be held responsible for any disruptive, destructive, or illegal activities originating from their assigned access and will be subject to disciplinary actions for misuse up to and including termination of employment and possible criminal prosecution.**

g. No exceptions will be granted to this policy without written approval from the appropriate vice president.

13. **Computer Operations Center**

The Director of Information Systems will maintain control and supervision of the production, scheduling and output of the Computer Operations Center. The following policies for services provided by the operations center are in effect.

a. The user departments are responsible for scheduling of processing and reports prior to the actual run time. Schedules will be made according to cycles (semester, month, week, etc.). All efforts will be made to conform to the customer requests providing other conflicts for processing do not take priority.

b. Input data should be checked for validity and accuracy by the submitting departments.

c. Output reports should first be checked for accuracy by ~~the~~ **Information Systems personnel** ~~computer operator~~ and then rechecked by the user department before distribution and/or use. It is the user department's responsibility for accuracy of the reports.

d. All non-emergency requests **for reports** ~~and daily processing requests~~ must be initiated by ~~completing~~ **contacting** ~~the~~ Information Systems ~~Service Request~~. This request will provide detailed information on the task as well as a realistic due date.

<u>X.XXX Human Resources</u>
<u>STAFF EMERITUS STATUS</u>
<u>Date Adopted/Most Recent Revision: xx/xx/xxxx</u>

A. <u>Purpose:</u>
   <u>University administrators at the ranks of vice president, associate vice president, dean, director, and department head may be granted emeritus status upon retirement.</u>

B. <u>Eligibility:</u>
   <u>Staff Emeritus status may be granted to eligible staff members who have faithfully served Midwestern State University for a minimum of ten (10) years in an eligible position and who have notably contributed to the progress of the university.</u>

C. <u>Process:</u>
   <u>Recommendations may be initiated by any member within the recipient's departmental organization. Self-recommendations are inappropriate. If the president wishes emeritus status to be granted, he or she will so recommend to the Board of Regents of Midwestern State University.</u>

D. <u>Benefits</u>
   <u>In addition to benefits extended to all MSU retirees who have served the university for ten years, emeriti staff administrators shall be entitled to:</u>
   1. <u>use of Midwestern State University's name in their scholarly and professional pursuits and</u>
   2. <u>maintenance of their MSU e-mail address.</u>

4.??? Administration & Finance
SPACE MANAGEMENT & CONSTRUCTION PROJECT REVIEW
Date Adopted/Most Recent Revision: 03/29/2010

A. Purpose

The Texas Higher Education Coordinating Board (THECB) verifies institutions are in compliance with the efficient use of State funds. This legislative mandate is partially accomplished through evaluation of space and how it is utilized for educational purposes. The use of this space is the basis for State funding and, therefore, it is critical that changes to the space inventory be properly documented. While that is the initial intent, it helps administration to more effectively plan when all space use is evaluated, to include moves of departments, change in space use, cost of space accommodations, assurance that all respective administrators have approved the scope of the plan, and a financial strategy approved by the Vice President for Administration and Finance.

B. General

These include all changes to space such as vacated areas, altered capacity of a room, rearrangement of walls, expansion via construction of new space/facilities, reassignment of space among departments, or personnel changes to space by existing occupants (e.g. changing a supply room into a break room, adding a station to an existing office, etc.) are all examples of space changes requiring adherence to this policy.

C. Procedures

All requests for space changes are initiated per the Facilities Space Reporting Manual as managed by the Physical Plant. The form calls for the reason for the request, the scope of the request, the timing of the expected change, finance approval, and approval by the respective VP's/Provost, and the President.

D. Responsibilities

1. Acceptance of a space change project requires a financial funding source provided by the end user's organization/department prior to implementation of any changes. The exception will be those requests that have been submitted for HEAF consideration, have been approved, and facilities notified in accordance with aforementioned procedures.
2. Enhancement of the scope of work after the space change project has been approved and funded requires re-approval before the project can proceed.
3. All projects shall adhere to State laws for abatement where applicable, Texas Accessibility Standards, NFPA, and the most recently approved applicable building codes.

4.129 President's Office
ELECTRONIC MESSAGE CENTER
Date Adopted/Most Recent Revision: 11/10/89

A. Purpose
The purpose of the MSU Electronic Message Center, located near the corner of Taft and Midwestern Parkway, is to promote and publicize university activities. The Athletics Office shall be responsible for its day-to-day operation and shall use the following criteria, listed in order of priority, to determine which messages shall be used:

1. University-sponsored events, such as plays, concerts, student functions, athletics contests, continuing education programs, registration times and dates, and commencement.
2. Events sponsored exclusively by MSU student organizations that are open to the student body as a whole.
3. Congratulatory messages and/or acknowledgments to MSU students or personnel, donors, alumni, athletics corporate sponsors, and special campus visitors, provided such messages are related to university activities or programs.

B. Requests for Use
All requests for time on the message center must be submitted in writing to the Athletics Office at least one (1) week in advance. Messages should be kept as short as possible.

C. Off-Campus Requests
Due to limited time and space, the university shall not accept or run public service announcements for off-campus groups.

D. Exceptions
Exceptions to this policy may be approved by the President upon consultation with the Administrative Council.