

**Administrative Council**

**January 10, 2018**

**Meeting No. 18-02**

The Administrative Council met Monday, April 16, 2018, at 3:30 p.m. in the J. S. Bridwell Foundation Board Room in the Hardin Administration Building. Present were Dr. Suzanne Shipley, Chair; Dr. James Johnston, Dr. Marilyn Fowlé, Dr. Keith Lamb, Mr. Barry Macha, Ms. Rhonda McClung, Mr. Kyle Owen, Mr. Matthew Park, Mr. Kyle Mr. Newman Wong, Ms. Debbie Barrow, Ms. Dawn Fisher, Ms. Julie Gaynor, Ms. Leigh Kidwell, Dr. David Sanchez Ms. Maria Peña, and Ms. Cindy Ashlock.

**Policy 3.340, Americans with Disabilities Act Policy**

Mr. Macha presented revisions to the policy in order to comply with applicable federal and state law and regulations and ensure that MSU's website meets regulation to better serve persons with disabilities. After a short discussion, the Council recommended Mr. Macha review the policy with Faculty Senate and Staff Senate and bring back to Administrative Council at the next meeting.

**Policy 4.131, Equal Opportunity and Affirmative Action Policy Statement**

Mr. Macha stated the policy was updated to reflect current EEO procedures. The Council recommended placing the policy in the February Board Book. **Attachment A**

**Policy 4.151, Web Accessibility**

After a short discussion it was determined that the policy needed reviewing by the Faculty Senate and Staff Senate. Mr. Macha will bring back to the Council at the next meeting.

**2018-2019 Academic Calendar**

Dr. Johnston requested that the 2019 Spring Break be changed from March 11-16 to March 18-22 to align with the WFISD's calendar. The Council recommended placing the schedule in the May Board of Regents book. **Attachment B**

There being no further business, the meeting was adjourned at 3:55 p.m.

  
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Suzanne Shipley, Chair

  
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Cindy Ashlock, Secretary

## Midwestern State University

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**4.131 Human Resources****EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT****Date Adopted/Most Recent Revision: 08/04/2006****A. General**

Midwestern State University has established an affirmative action plan to set forth the university's commitment to equal opportunity in employment and education and to ensure compliance with federal and state laws and regulations in these areas.

**B. Commitment to Equal Opportunity**

1. Midwestern State University affirms its commitment to a policy that all of the people of Texas shall have an opportunity to participate in higher education including equal employment opportunity for all persons presently employed by or seeking employment with this university, and equal educational opportunities for all students or applicants for admission to the university and its educational programs. All ~~personnel~~ actions will be administered without regard to race, color, age, sex (**including pregnancy, gender identity, and sexual orientation**), religion, disability, **genetic information, veteran status, or national origin, or any other legally protected category, class, or characteristic** ~~except where sex or age may be bona fide qualifications.~~
2. To ensure that equal opportunity in employment and in all personnel practices exists, Midwestern State University is fully committed to an affirmative action and recruitment plan. Comprehensive and intensive efforts will be made to recruit, employ, train, and promote the most qualified persons, including qualified women and minorities wherever and whenever these protected groups are underutilized, with respect to availability, in any job or position category.

**C. Responsibility**

Although the president has overall responsibility and authority for full implementation of these policies, the director of human resources is delegated the necessary authority and designated the equal employment opportunity coordinator with assigned duties of formulating Midwestern State University's plan; devising to implement that plan; establishing goals and objectives for the plan; and, at least annually, surveying, auditing, and monitoring the plan and reporting any deficiencies or problems and the progress made to the president and concerned government officials.

***D. Compliance***

Compliance with the intent of the university's policy of equal employment opportunity and the letter of the affirmative action and recruitment plan for employment and retention of minorities will be a part of acceptable standards of performance for all personnel.

Authority: Texas Labor Code, Chapter 21

## Attachment B

**From:** English, Darla

**Sent:** January 08, 2018 2:10 PM

**To:** Johnston, James <[james.johnston@rnwsu.edu](mailto:james.johnston@rnwsu.edu)>

**Cc:** Lamb, Keith <[keith.lamb@mwsu.edu](mailto:keith.lamb@mwsu.edu)>; Barrow, Deborah <[deborah.barrow@rnwsu.edu](mailto:deborah.barrow@rnwsu.edu)>; Ashlock, Cindy <[cindy.ashlock@mwsu.edu](mailto:cindy.ashlock@mwsu.edu)>; Wilson, Jamie <[jamie.wilson@mwsu.edu](mailto:jamie.wilson@mwsu.edu)>; Knox, Linda <[linda.knox@mwsu.edu](mailto:linda.knox@mwsu.edu)>

**Subject:** WFISD now proposing a 2018-19 calendar does not match our spring break 2019

Hello Dr. Johnston,

An article in yesterday's paper said that the WFISD has chosen March 18-22, **2019** as their spring break for the **2018-19** school year, which does not match with our currently approved calendar of March 11-16, 2019. We went with the week that the ISD has been using when it was approved, but they would not/were not able to commit to a date during our calendar deliberations. The article says that Vernon College has set theirs as March 18-22 and they are matching them.

When we proposed the original calendar we proposed it with both dates as possible weeks for spring break, and went with the week the WFISD has normally been using. Because student teachers are out in the schools, do you feel that we should take to academic and administrative councils and BOR to move spring break to March 18-22, 2019? in order to match up? We also have a few concurrent high school students from the WFISD in the Access program in a given year as well, and perhaps would be better to line up with them.

The Holiday break we identify on April 17 which falls near Easter would still be three weeks after spring break even if we moved it to match the WFISD later spring break in 2019. I have pasted in a screen shot of their proposed 2018-19 calendar below.

Please let me know what you think about spring break. We could leave our drop deadline the same because we never let it fall during spring break, so we would have it the Monday after spring break March 25, 2019. It has fallen there before.

They also may propose being off an entire week for Thanksgiving; however, if we do that we would have to change the start and/or end date of fall to get enough instructional time, so that does not seem viable at this point for changing start and end dates of semester. Thank you,

Darla